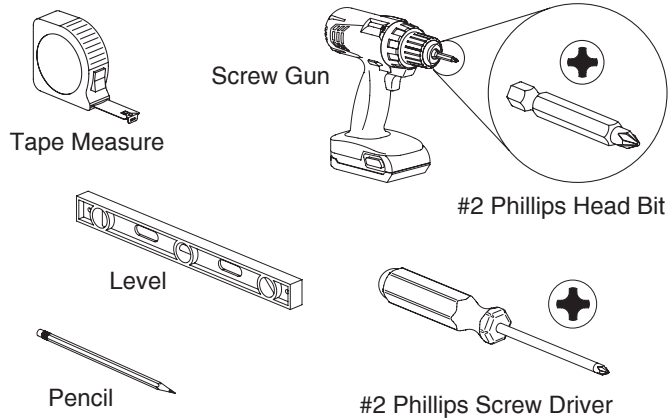
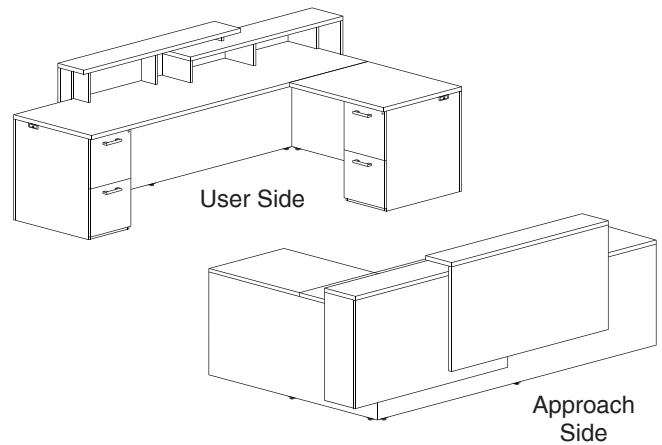


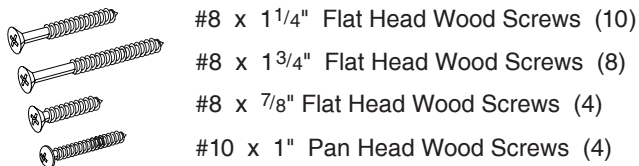
Recommended Tools



Reception Unit

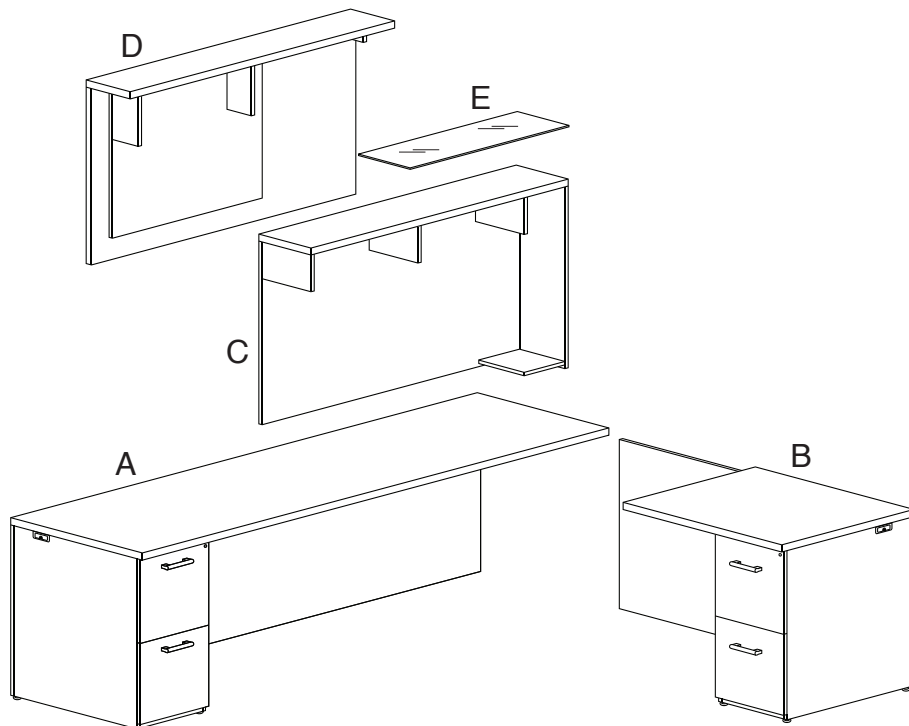


Hardware Used



Package Contents

- A - Desk
- B - Return
- C - Lower Transaction
- D - Upper Transaction
- E - Glass Lower Transaction Cap



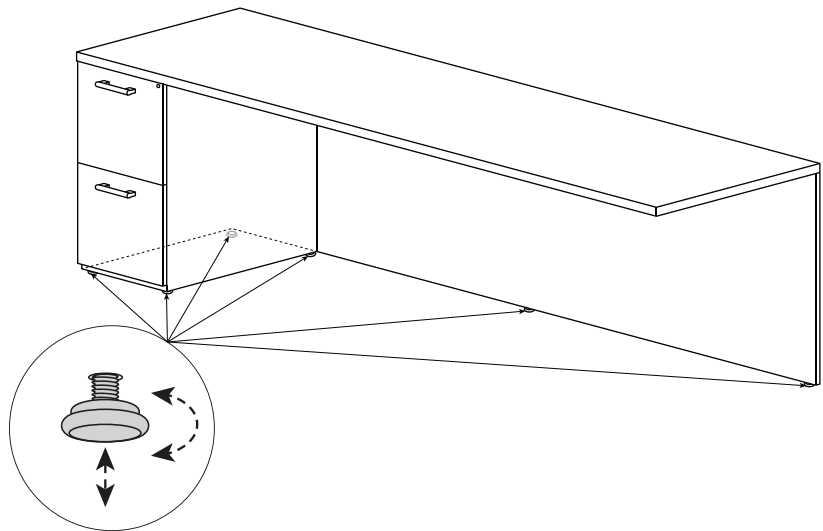
Notice To Installers: Failure to comply with installation instructions will compromise the safety, durability and performance of this product, which may risk injury to the user of this product and/or diminish the product life cycle. Jasper Group assumes no liability in these instances.

Step 1a

Desk

- Position desk as located on floor plan, leveling with 6 glides located in pedestal and back panel

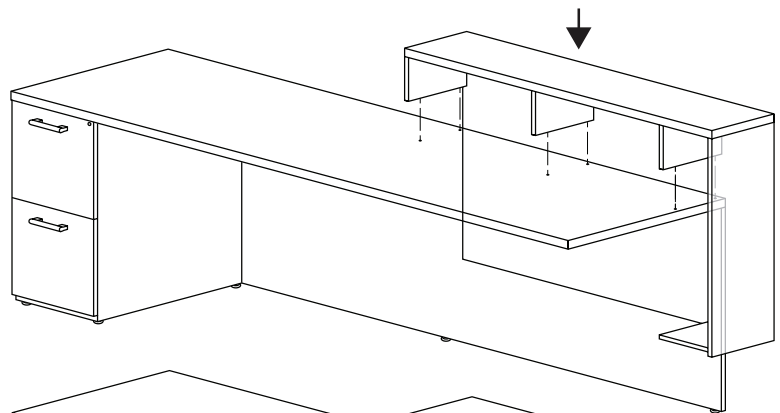
Note: Strata Reception Station cannot be moved assembled without risk of damage



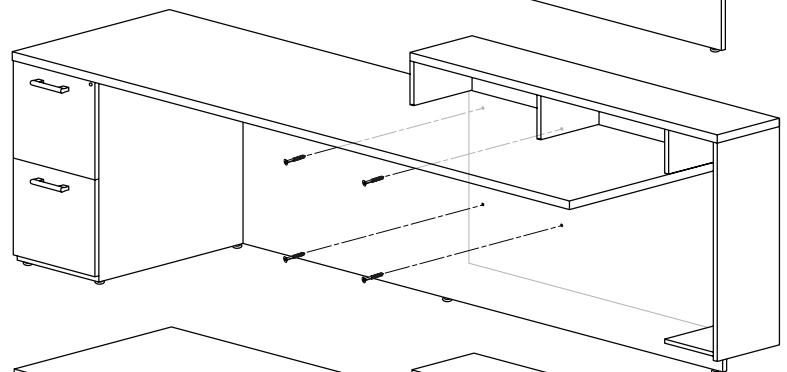
Step 1b

Lower Transaction

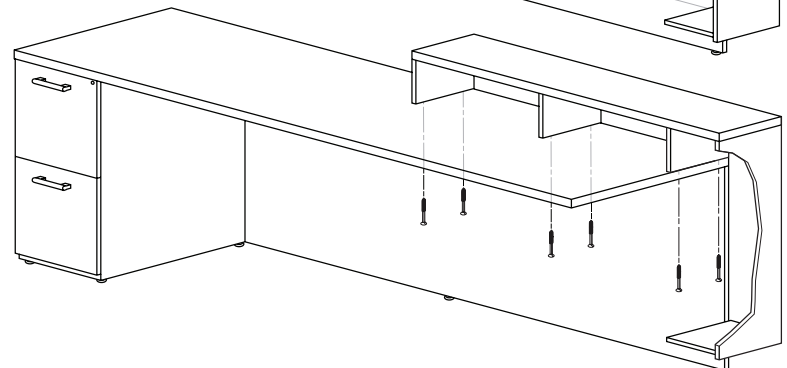
- Position the lower transaction unit over the open end of the desk
- Align the transaction lower shelf with the edge of the desk back panel
- Lower transaction in position, aligning 6 holes in the desk top with the divider panels
- Verify transaction unit bottom shelf is in contact with edge of desk back panel



- Install (4) #8 x 1 1/4" flathead screws through back panel holes into transaction panel



- Install (6) #8 x 1 3/4" flathead screws through holes under desk top into divider panels



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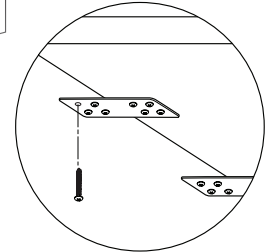
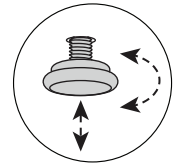
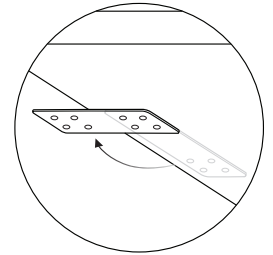
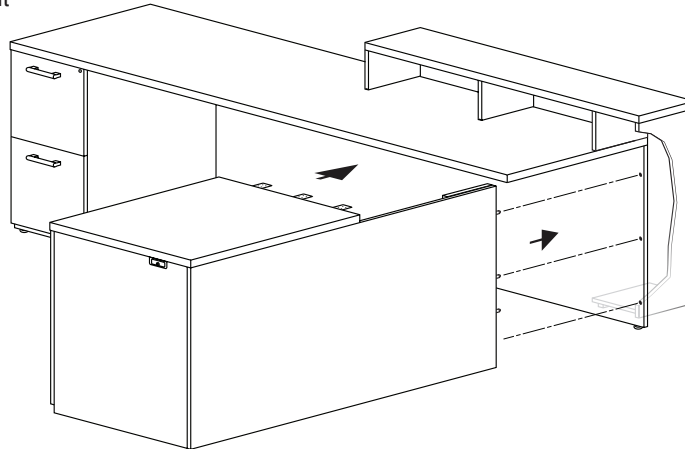
Step 2**Return**

- Remove #10 x 1" pan head screws from metal flat brackets located under the top of the return and rotate 90 degrees so 1/2 of bracket extends beyond the return top

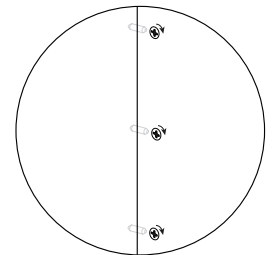
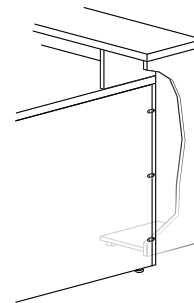
- Slide return into position with the attachment plates sliding under the edge of the desk top. Three dowels in the edge of back panel will insert into the receiving holes in the desk back panel

- Level return to desk with glides located in the base of the pedestals

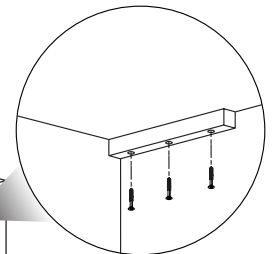
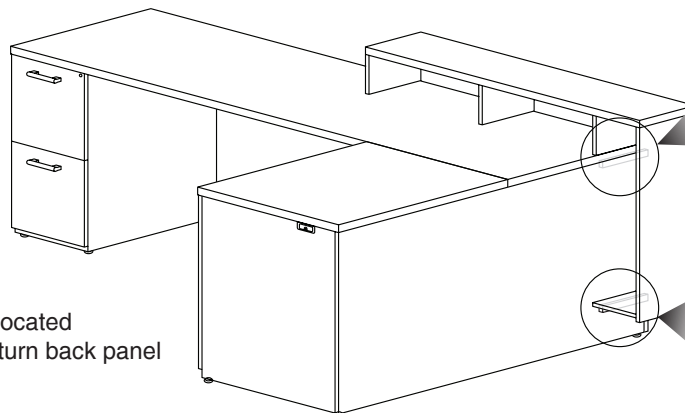
- Align end of return top and edge of desk top and install (4) #10 x 1" pan head screws per flat bracket



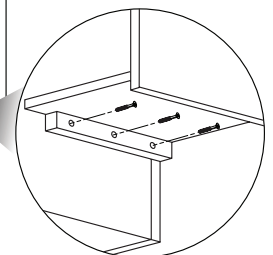
- Locate 1/2 turn cam fasteners in the inside of return back panel and turn 1/2 rotation with #2 phillips screw driver to the right to secure



- Install (3) 1 1/4" flathead screws in the cleat located on the inside of return back panel into the desk top



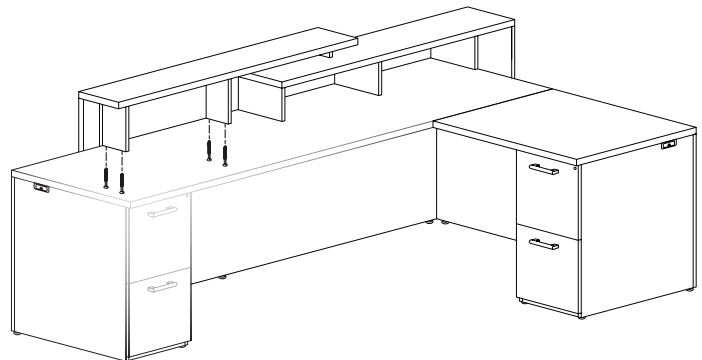
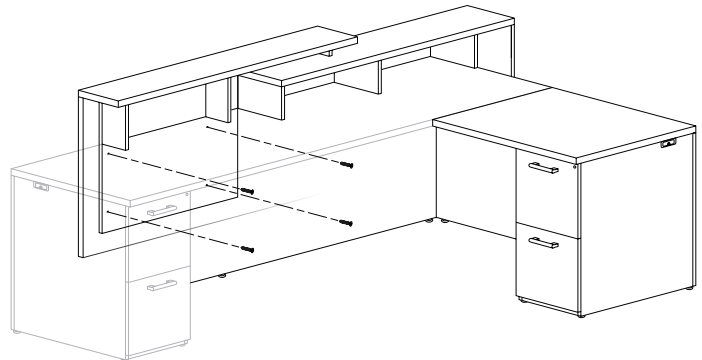
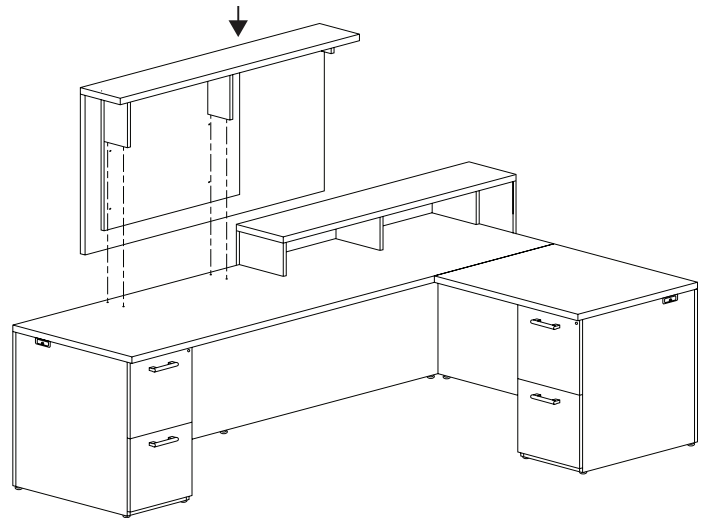
- Install (3) 1 1/4" flathead screws in the cleat located under the lower transaction shelf into the return back panel



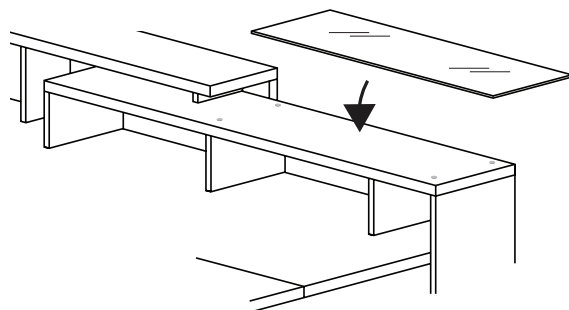
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Step 3**Upper Transaction**

- Position the upper transaction unit over the desk and lower transaction
- Align the upper transaction above desk top adjacent to the lower transaction
- Lower upper transaction in position, aligning 4 holes in the desk top with the divider panels
- Install (4) $\frac{7}{8}$ " flathead screws through back panel holes into upper transaction panel
- Install (4) $1\frac{3}{4}$ " flat head screws through holes under desk top into divider panels

**Step 4****Glass Lower Transaction Cap**

- If optional glass lower transaction cap has been specified, place clear bump-ons on the top of the lower transaction.
- Clean the white surface of the back painted glass and place in position, aligning the edges with the edges of the lower transaction surface



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