

## Missing Parts? Assembly Questions?

Call us at 1-866-816-3822 or email [help@regencyof.com](mailto:help@regencyof.com) for immediate assistance.

**REGENCY**

**RGS**  
FURNITURE

**77290XX**

Marque Office Curved Reception Desk

**77295XX**

Marque Office Curved Reception Desk Add On

**77310XX**

Marque Clear Polycarbonate Curved Reception Desk

**77315XX**

Marque Clear Polycarbonate Curved Reception Desk Add On

**RGS-88290XX**

Premier Office Curved Reception Desk

**RGS-88295XX**

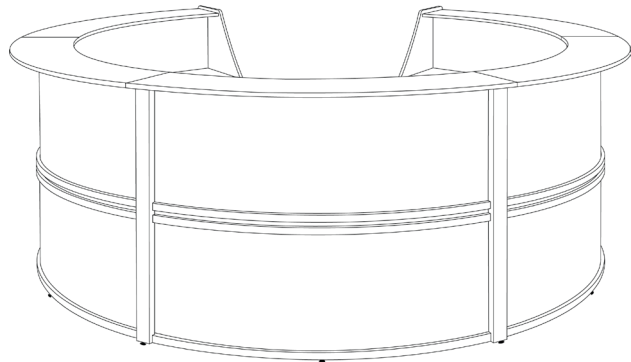
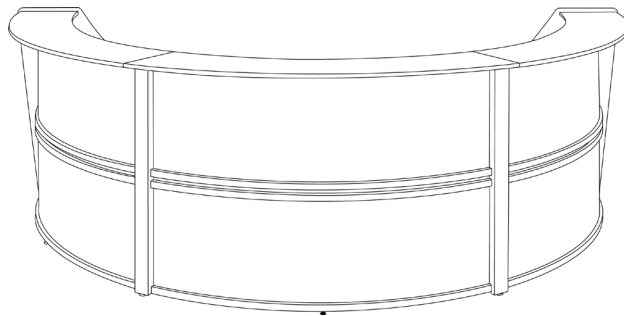
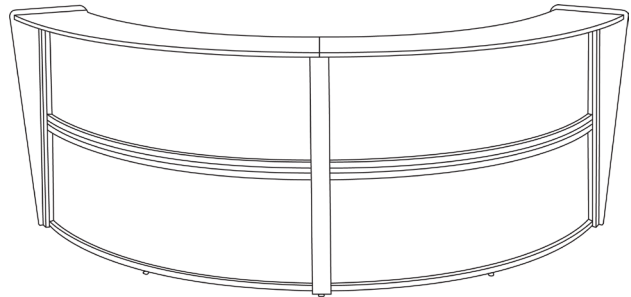
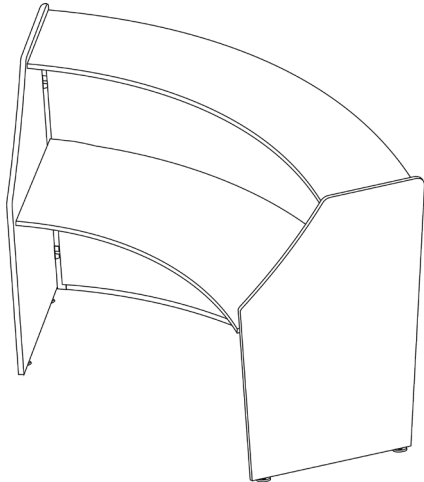
Premier Office Curved Reception Desk Add On

**RGS-88310XX**

Premier Clear Polycarbonate Curved Reception Desk

**RGS-88315XX**

Premier Clear Polycarbonate Curved Reception Desk Add On



### NO TOOLS REQUIRED TO ASSEMBLE SINGLE SECTION.

Two people recommended for assembly.

If you purchased models **77/88290** or **77/88310** follow Steps 1-2 and 3a-5a.

If you already have an existing **Marque/Premier Reception Station** and are adding sections to it, follow Steps 1 and 2, then go to the Multi-Section pages and continue at Step 3b.

If you purchased models **77/88292** or **77/88312**, **77/88293** or **77/88313**, **77/88294** or **77/88314**, **77/88296** or **77/88316**, follow Steps 1-2, and 3b-10b.

### IMPORTANT NOTICE:

Place all wooden parts on a clean and smooth surface such as a rug or carpet to avoid scratching the parts.

Check to be sure that you have all parts and hardware.

Remove all wrapping materials, including staples & packing straps before you start to assemble.

Keep all hardware parts and packaging out of reach of children.

Two person assembly recommended.

## Product Care and Usage

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### Thank you for choosing Regency.

This piece of furniture was manufactured by Regency Seating Inc. With minimal care, your furniture will provide you years of quality service. Your satisfaction is important to us. If you need assistance with any of the below instructions, please contact our customer service department at 866-816-9822 or email us at [customerservice@regencyof.com](mailto:customerservice@regencyof.com).

#### General

Your furniture should be dusted frequently using a soft, dry, lint-free cloth, dusting with the direction of the wood grain. Do not use chemicals or abrasive materials to clean surfaces. Regency also recommends the use of desk pads/ mouse pads for high use areas to protect finishes.

#### Care of Laminate/ Wood/ Veneer Surfaces

Gently wipe the surface to remove any surface dust. Clean with a damp cloth and dry with a lint-free cloth. Do not use furniture polish that contains waxes and oils. Do not use bleach-based cleaners on laminate as it may cause discoloration. While laminate is durable and easily cleaned, avoid using hard bristle brushes which may scratch the laminate surface. Avoid sliding objects over the surface to prevent scratching. The use of coasters is recommended to prevent stains from liquids.

#### Care of Metal Surfaces

Wipe smooth powder coat finishes and textured metals with a damp cloth. For stubborn stains and grease marks, use soap and water.

#### Care of Leather/ Vinyl Surfaces

Dust only with a clean, dry, lint-free cloth. Do not use polish, wax, or liquid cleaner.

#### Care of Fabric Surfaces


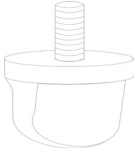

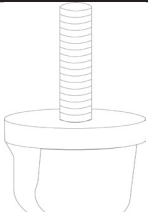
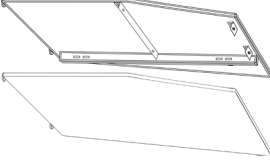
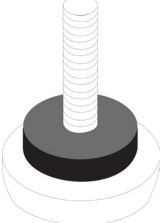
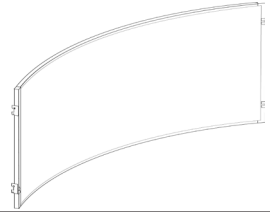
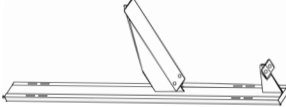
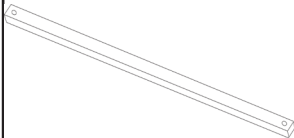

Regularly clean your fabric with a vacuum or light brush. For spills, use a damp sponge to blot area. Follow up by blotting with a dry, clean towel. Let air dry. Do not rub or scrub. Heat should never be used when cleaning spills or stains. It can cause stains to set and become permanent.

#### Care of Plastic/ Polypropylene Surfaces

Clean with a mild soap-and-water solution applied to a clean, lint-free cloth. Gently wipe the surface to remove any surface dust. Wipe dry with a new, clean, lint-free microfiber cloth

#### Care of Hardware

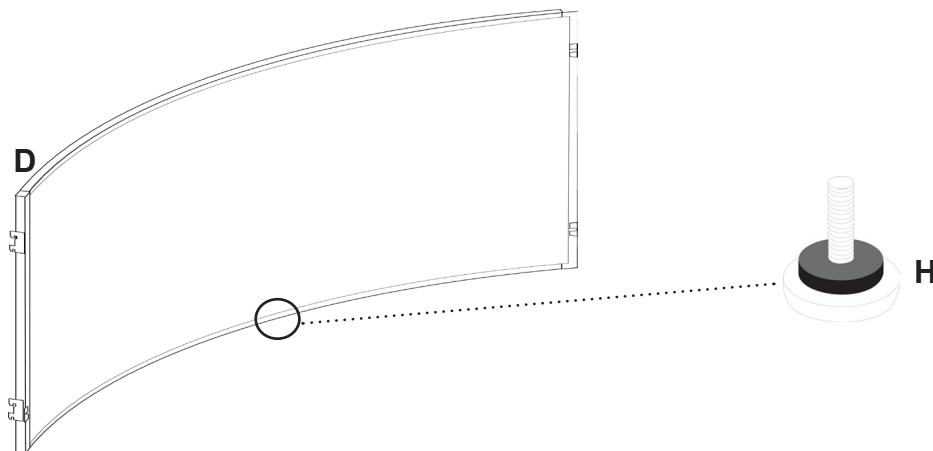
Regularly tighten all nuts, bolts and fasteners. Inspect all joints and fittings to be sure that all are secure. Check and report missing hardware or loose joints.

#	Part	Qty	Image	#	Part	Qty	Image
A	Transaction Top	1		F	Short Safety Knob	7	
B	Work Surface Top	1		G	Long Safety Knob	2	
C	Side Wall	2		H	Leveling Glide	1	
D	Curved Panel	1		I	Panel Support	1	
E	Support Bar	1		J	Connector Plate	1	

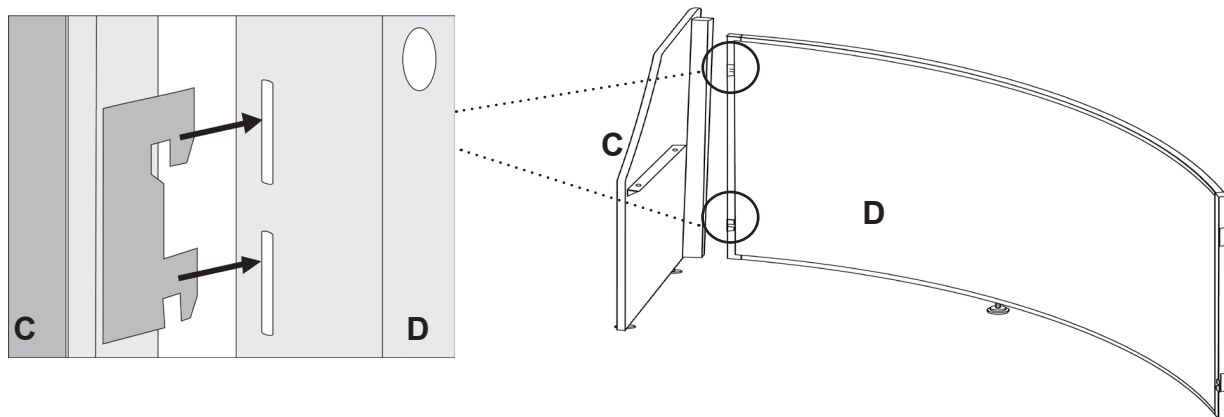
**If assembling only 1 Station, complete Steps 1-5.  
 If assembling multiple Sections, complete Step 1 and part of Step 2,  
 skip Steps 3-5 then follow remaining steps**

**Parts A, B, D, E, F, G, H, I, J use QTY listed PER SECTION for Multiple Section Stations**

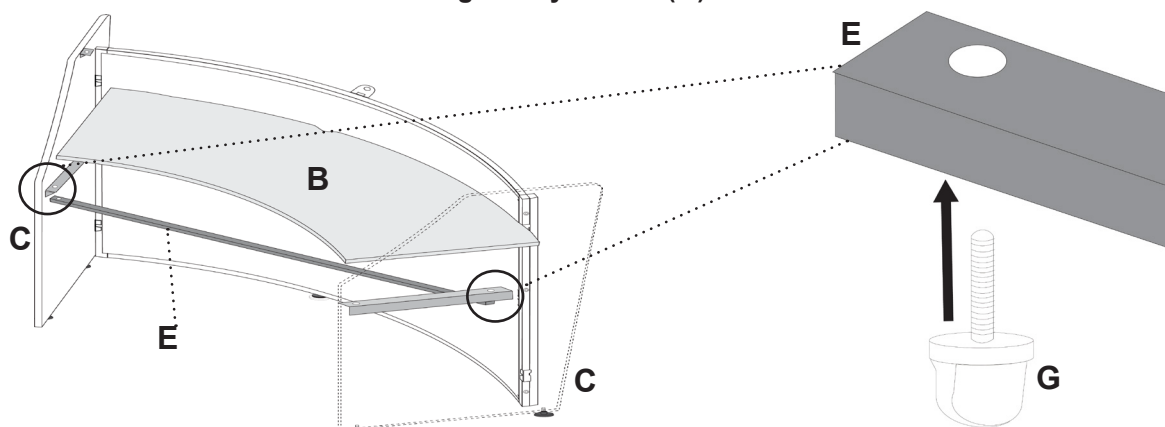
**Step 1: Insert Leveling Glide (H) into base of Curved Panel (D) if not already attached. Stand Curved Panel (D) up with Leveling Glide on floor.**



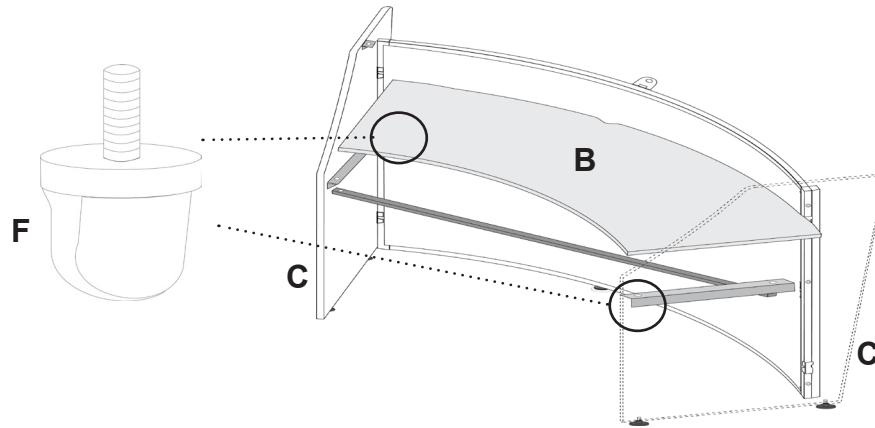
**Step 2: Connect one Side Wall (C) alongside Curved Panel (D) as shown. Slide steel ears on Curved Panel (D) into holes of vertical support beam attached to the Side Wall (C) and force downward to lock panel. Attach other Side Wall (C) the same way.**



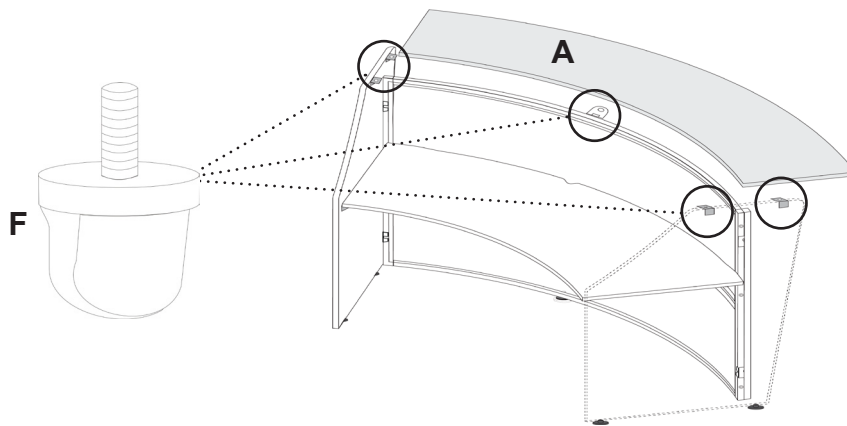
**Step 3a: Place Work Surface Top (B) on top of horizontal support beams attached to the Side Walls (C). Attach Support Bar (E) from underneath by placing it diagonally from the front of one Side Wall (C) to the back of the other and secure with 2 Long Safety Knobs (G).**



**Step 4a: Use 2 Short Safety Knobs (F) to finish attaching Work Surface Top (B) by inserting them through remaining holes in the horizontal support beams of the Side Walls (C) and into the bottom of Work Surface Top (B) and tighten.**

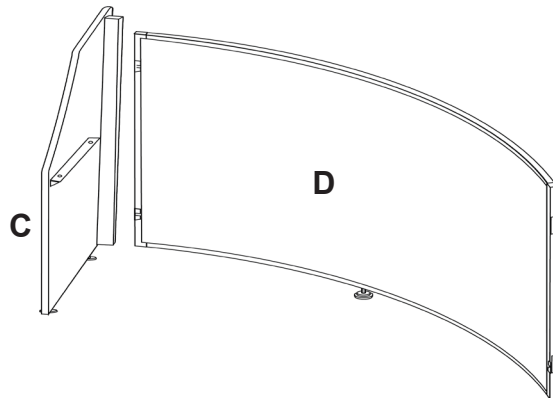


**Step 5a: Place Transaction Top (A) on support brackets attached to the top of each Side Wall (C) and Curved Panel (D). Secure using Short Safety Knobs (F) in all holes.**

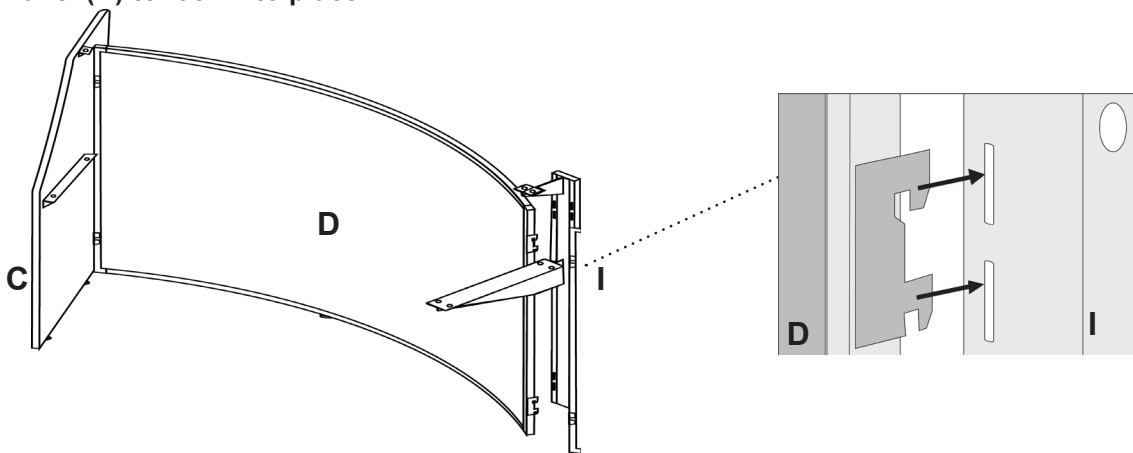


**For Multi-Section Stations**

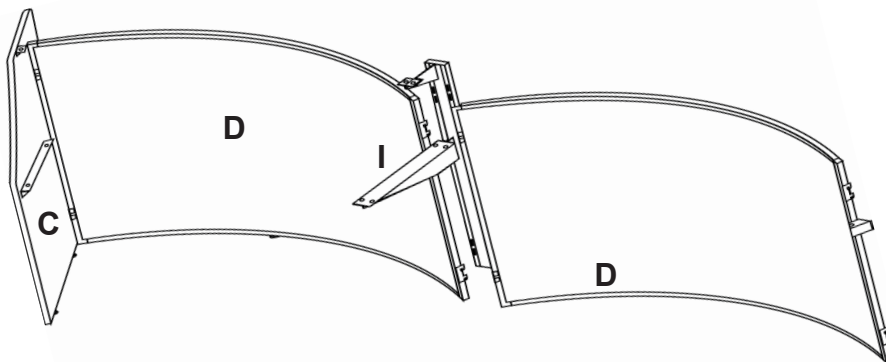
Complete Step 1 and part of Step 2, do not attach both Side Walls, just one.



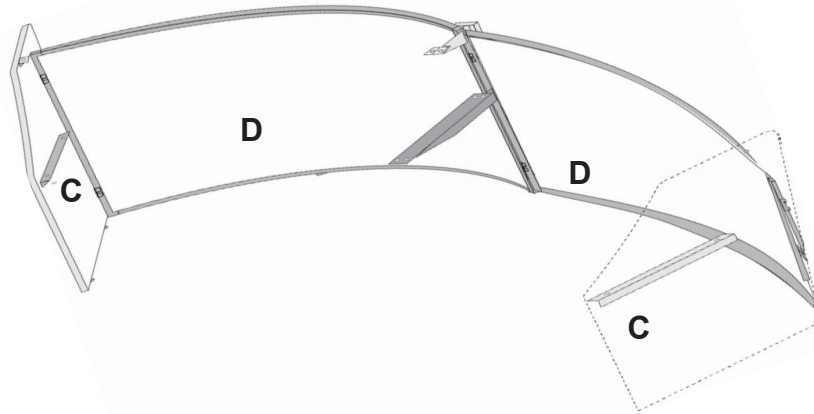
**Step 3b: Attach Panel Support (I) to Curved Panel (D) by placing support next to Curved Panel (D) and inserting the steel ears on Curved Panel (D) into holes of Panel Support (I) and pressing down on Curved Panel (D) to lock into place.**



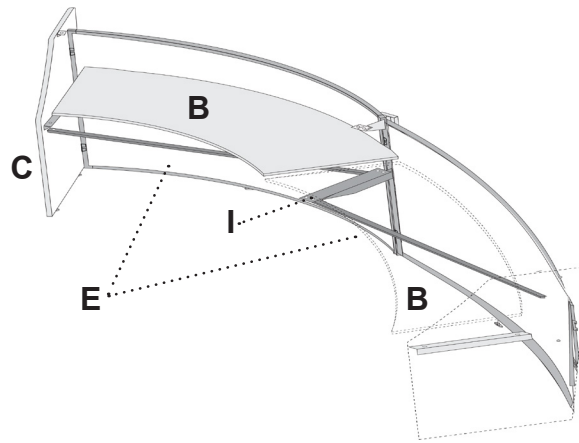
**Step 4b: Attach another Curved Panel (D) to Panel Support (I) and secure the same way as the other Curved Panel. Repeat this step for as many sections as you have.**



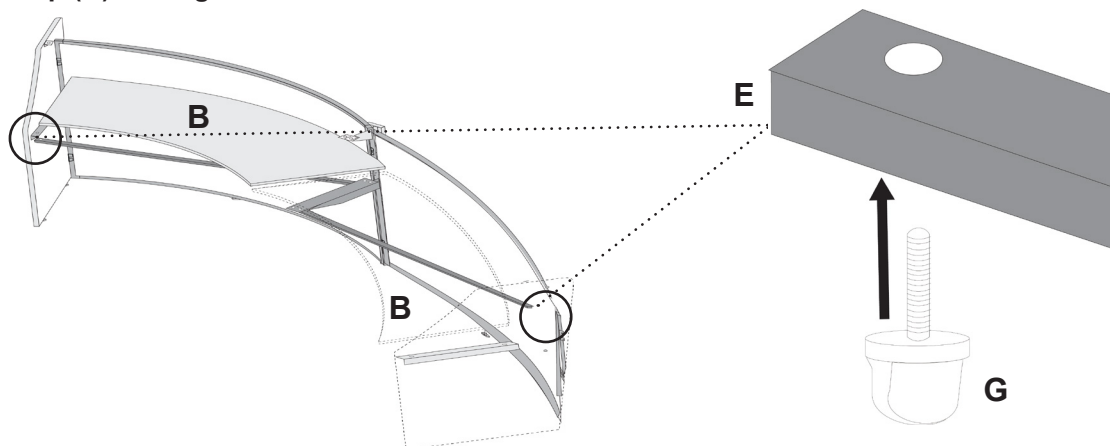
**Step 5b:** Once all Curved Panels are secured, attach the other Side Wall (C) to the last Curved Panel (D) by inserting the steel ears on the Curved Panel (D) into holes of vertical support beam attached to Side Wall (C) and press down on Curved Panel (D) to lock in place.



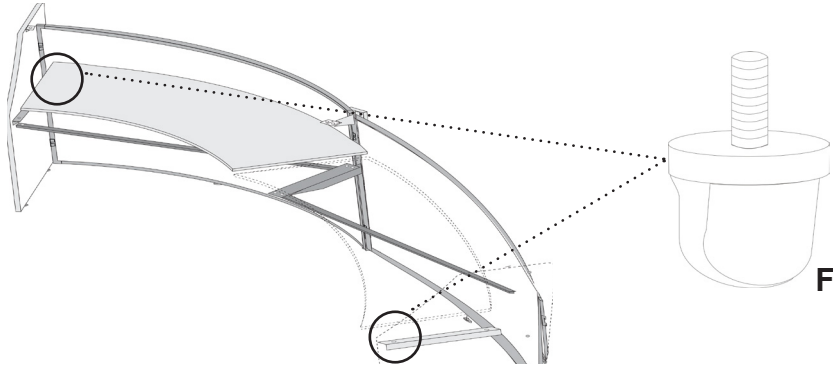
**Step 6b:** Attach Work Surface Top (B) by placing it on top of Panel Support (I) and horizontal support beam attached to Side Wall (C). Attach Support Bar (E) from underneath by placing it diagonally from the front of Side Wall (C) to the back of Panel Support (I).



**Step 7b:** Secure with 2 Long Safety Knobs (G) to finish attaching Work Surface Top (B) by inserting them through remaining holes in horizontal support beams of the Side Walls (C) and into the bottom of the Work Surface Top (B) and tighten.

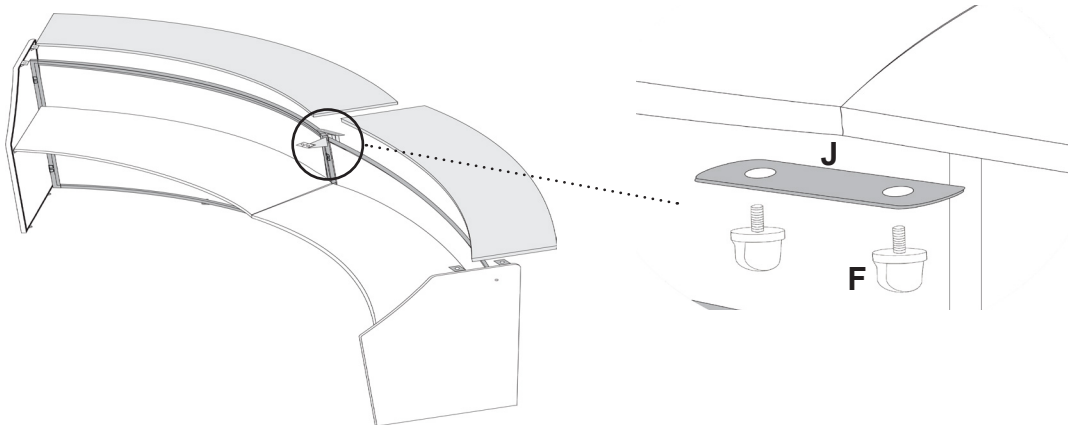


**Step 8b: Use 2 Short Safety Knobs (F) to finish attaching Work Surface Top (B) by inserting them through remaining holes in the horizontal support beams of the Side Walls (C) and into the bottom of Work Surface Top (B) and tighten.**

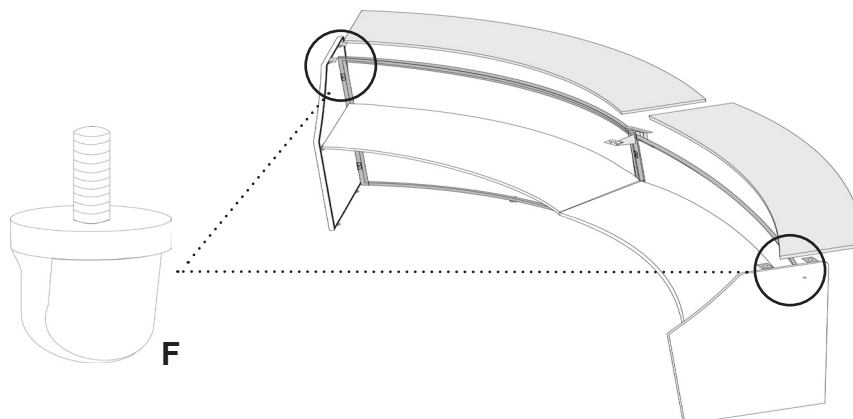


**Repeat this step for as many sections as you have with the last Support Bar and Work Surface Top attaching to Side Wall.**

**Step 9b: Place Transaction Top (A) on support brackets attached to top of Side Wall (C) and Panel Supports (H). Place 1 Connector Plate (J) under the Transaction Tops (A) on the outside where 2 sections connect and align with holes in supports. Secure with Short Safety Knobs in holes.**



**Step 10b: Flip up center support tab on outside of Side Wall and secure with Short Safety Knob. Repeat this step for as many sections as you have with the last Transaction Top attaching to the Side Wall.**







**Thank you for your purchase...  
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We appreciate your feedback!**



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