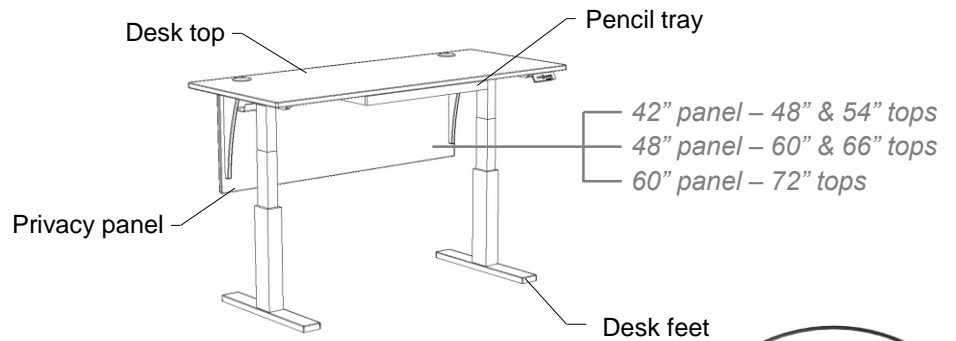
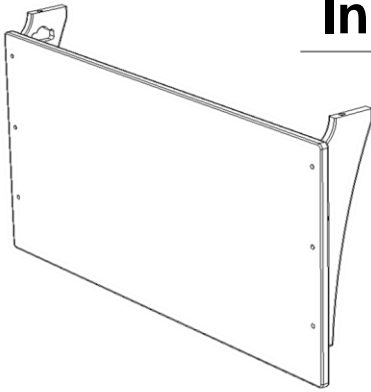


# Instructions for Privacy Panel Installation for Invigo Desks



**Notice:** Drawings will not match every Invigo configuration

**Tools required** | Allen wrench

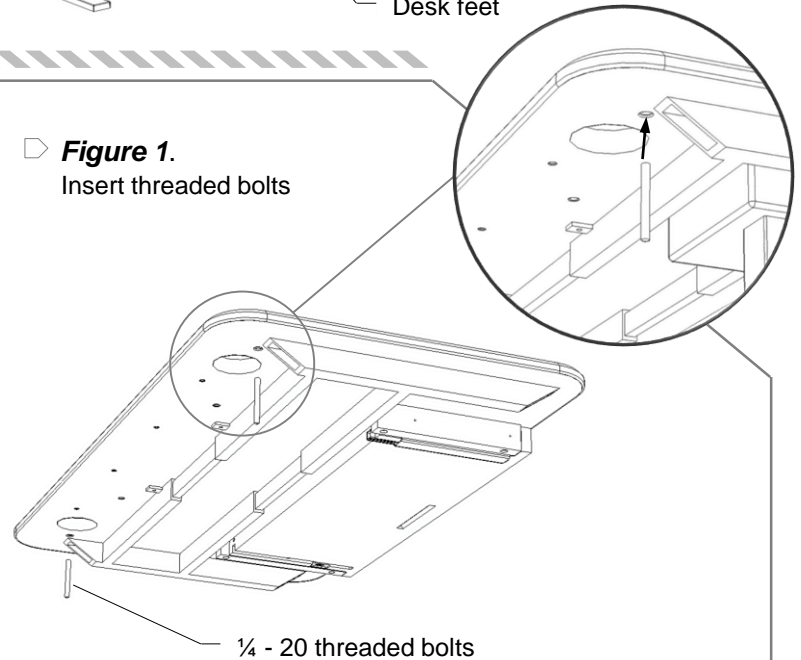
## Installation steps:

- For ease of installation, raise the desk to a comfortable operation height.

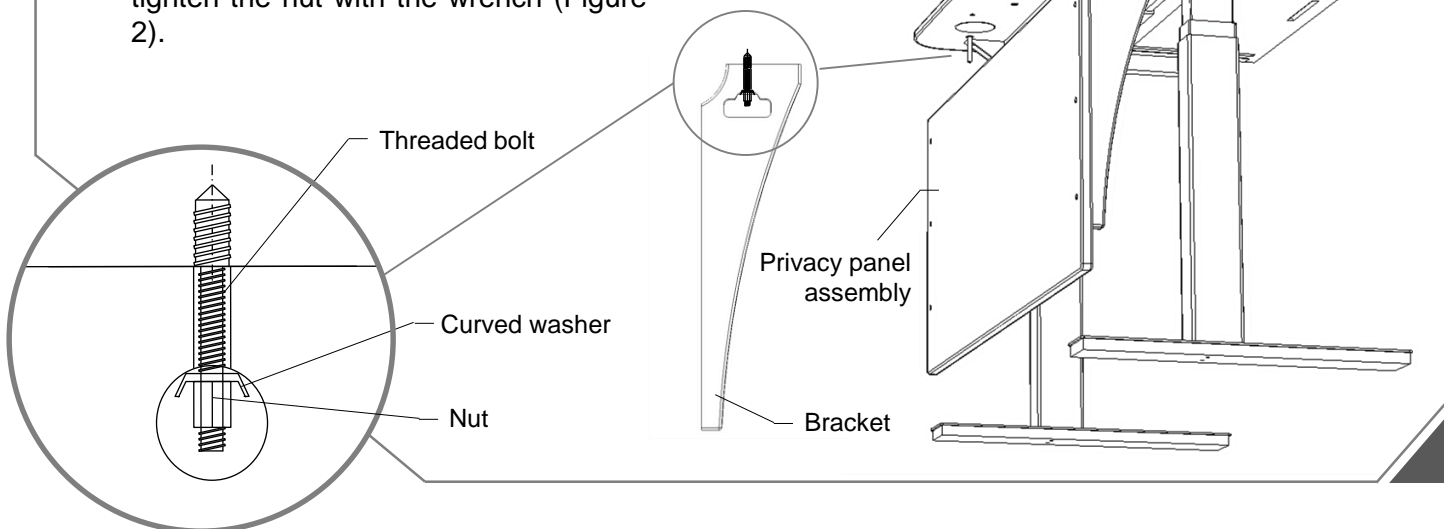
Locate two mounting holes for privacy panel underneath the desk top and mount two ¼ - 20 threaded bolts into the top. The bolts need to be hand tightened as far as possible (Figure 1).

- With the help of another person, slide the privacy panel assembly into the threaded bolts. Slide the curved washer and the nut in place as shown, and tighten the nut with the wrench (Figure 2).

**Figure 1.**  
Insert threaded bolts



**Figure 2.**  
Mount the privacy panel



## Care Instructions

To care for and preserve the finish on your new Copeland Furniture piece, please keep the following recommendations in mind.

- While our furniture has been finished with a durable top coat, the surface may be sensitive to dents and abrasions during the first 30 days in your home.
- Treat the surface finish gently so it does not dent or chip. Tape or stickers should not be put on the finish.
- For general care use a soft cloth to dust the furniture.
- Use damp cloth with a mild soap to clean-up spills or dirt. Dry the surface thoroughly.
- Please do not use any polishes, waxes or solvents to clean the surface of the furniture. This holds true for new Copeland Furniture pieces as well as items you may already have in your home.
- Please do not place any candles directly on the surface of your furniture. The perfumes and dyes in the candles may penetrate the finish.

### Special Note – Cherry Desk Tops

*Please read the following if you have purchased a Copeland product in cherry.* Furniture that has been crafted from cherry wood becomes darker with age. The change in color, from a reddish tan to a reddish brown, is most noticeable during the first six months of ownership. It is important to understand that exposure to light accelerates the natural oxidization process. An object left on a cherry wood surface for an extended period of time may retard the aging process in a limited area. Simply remove the object and, over time, the surface will attain a uniform reddish brown color.

