

Assembly Instructions

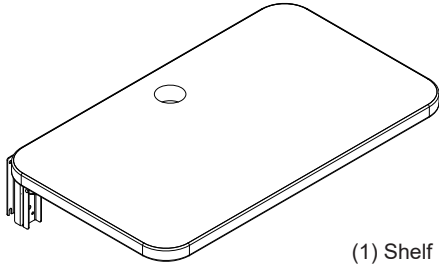
⚠ Important ⚠

Before you begin, read and comply with all safety and operating instructions, and ensure all parts and correct quantities are included.

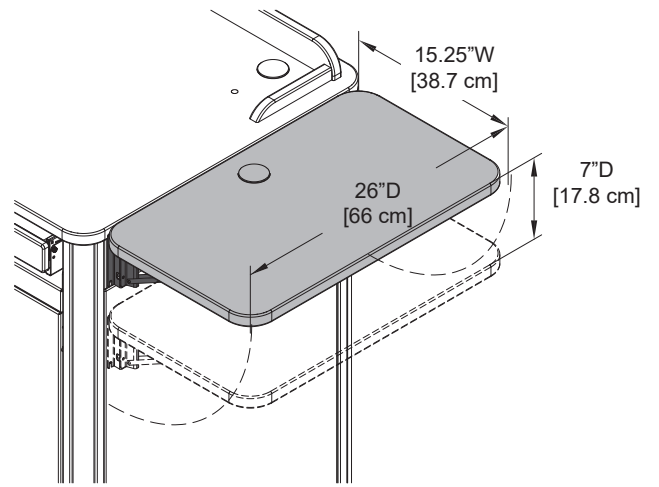
Any parts damaged during shipment must be reported within 5 days of receipt. To report information regarding missing parts or damage, to purchase parts or accessories, or if you have any questions, please contact us.

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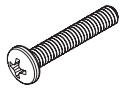
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(1) Shelf Assembly



Flip-up Shelf for Link and CORE Lecterns 55540



(8) 051696
8-32 x 1" PHMS



(16) 0100167
8-32 x 1/2" PH
Thread-cutting screw



(8) 0285
3/16 Flat Steel
Washer



(8) 021588
8-32 Keps Nut



(2) 0177523
Spacer plate
(used on CORE
Lectern only)

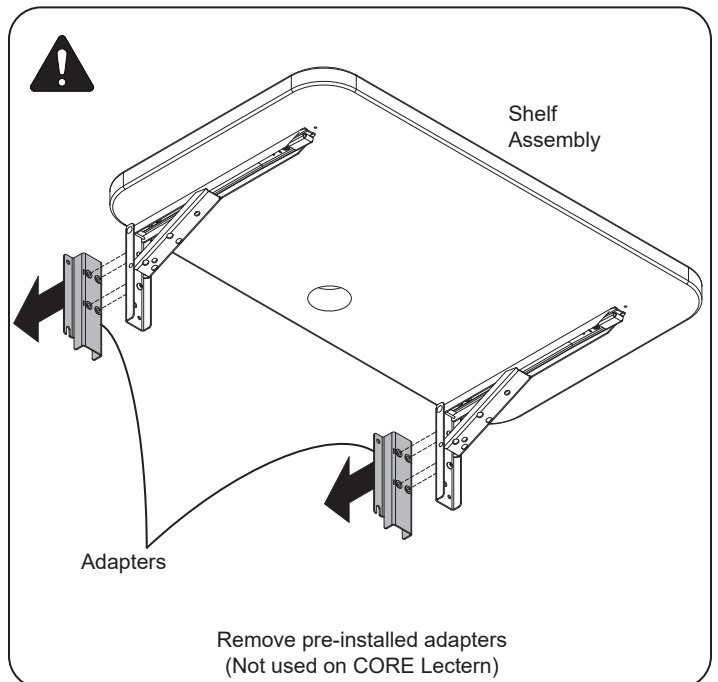


(1) 039622
2" Grommet



Assembly tip: Do not tighten component fasteners completely until all have been installed. Keeping them loose will help with alignment between parts during assembly.

For CORE Lectern only



Link Lectern (55115) installation:

Before you begin determine:

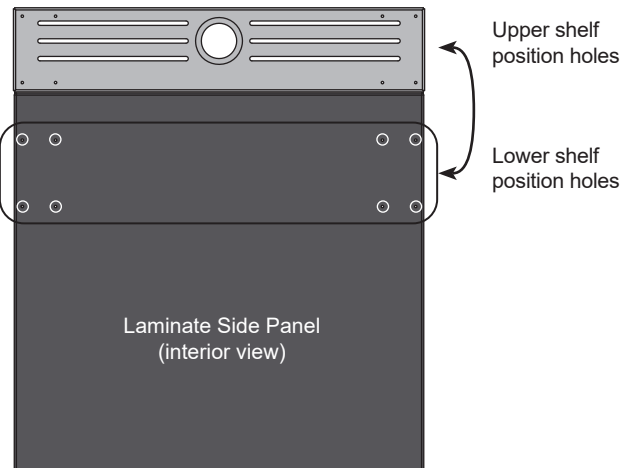
- The side of the lectern the shelf will be installed (left or right side)
- The shelf position: (Upper or lower)
- Type of side panels your lectern has (metal or laminate)



Installation video available
See www.spectrumfurniture.com

1. Extend and lock each folding shelf bracket into the horizontal position.
2. Select the fasteners needed (Metal or laminate side panels)
3. Install the (4) lower screws into the side panel at the preferred height leaving about 1/4" of threads exposed.
4. Set the shelf assembly onto the (4) lower screws using the notched brackets.
5. Secure the shelf assembly by installing the (4) upper screws.
6. Tighten all 8 screws securely.
7. Install 2" grommet in shelf.

Laminate side panels



Metal side panels

Attaching to laminate side panels:

1. Open the lectern door and remove the rack cube (if equipped).
2. From inside the lectern, use a drill with a 3/16" drill bit and slowly drill out the corresponding pre-drilled pilot holes located on the laminate side panel. Masking tape can be used on the exterior to minimize chip-out.



Drill with 3/16" drill bit

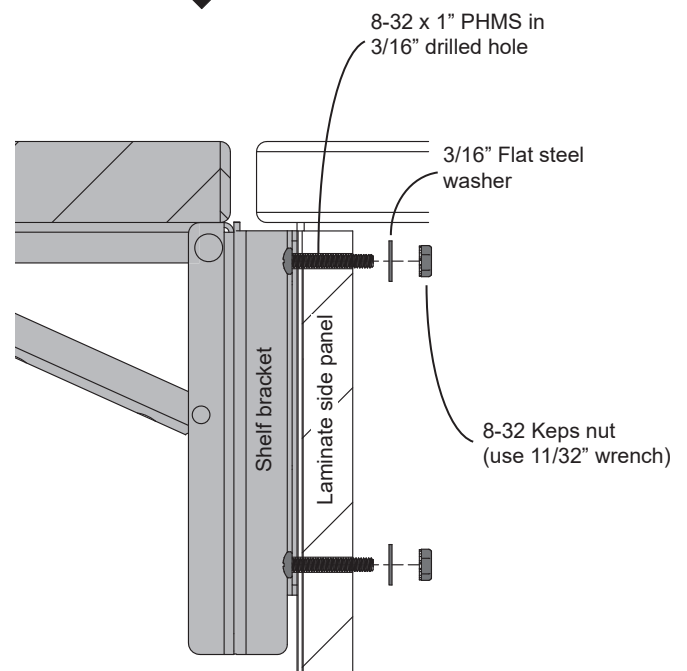
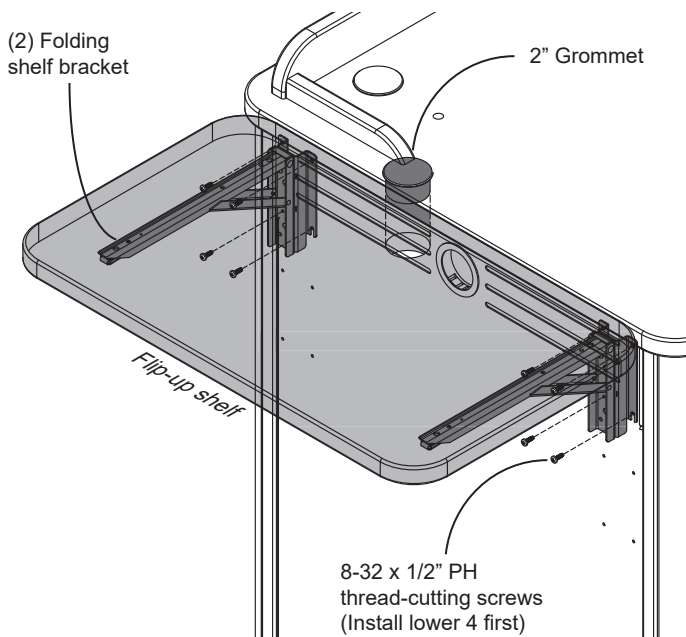
Metal side panel fasteners

(4) 8-32 x 1/2" PH Thread-cutting screws



Laminate side panel fasteners

(4) 8-32 x 1" PHMS
(4) 3/16" Flat steel washers
(4) 8-32 Keps nuts



CORE Lectern (55550) installation:

1. Remove side panel:

1. Determine which panel the shelf will be mounted to (left or right side)
2. If the side panel is already installed on the lectern, remove the (4) upper #14 x 3/4" PHSM screws.
3. Loosen the lower (2) #14 x 3/4" PHSM keyhole screws about 1/8".
4. Lift the side panel up and out of the two lower keyholes to remove.



2. Drill holes in laminate side panel:

1. Locate the (8) starter holes in the back of the side panel.
2. Using a drill with a 3/16" drill bit, slowly drill completely through the panel at the (8) hole locations.

The (8) starter holes on the back of the laminate side panel need to be drilled through before installing shelf.

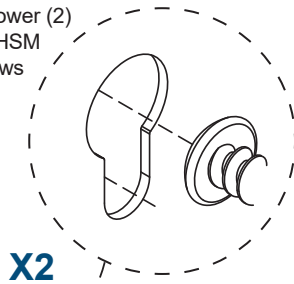


Tip: Masking tape can be used on the laminate-side to minimize chip-out.



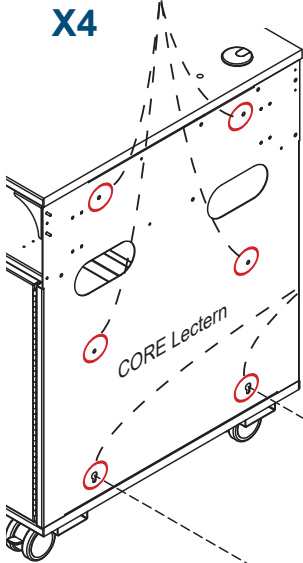
Drill with 3/16" drill bit

Loosen the lower (2) #14 x 3/4" PHSM keyhole screws about 1/8".

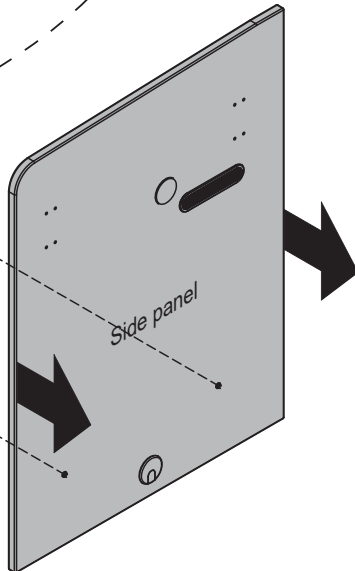


Remove the (4) upper #14 x 3/4" PHSM screws.

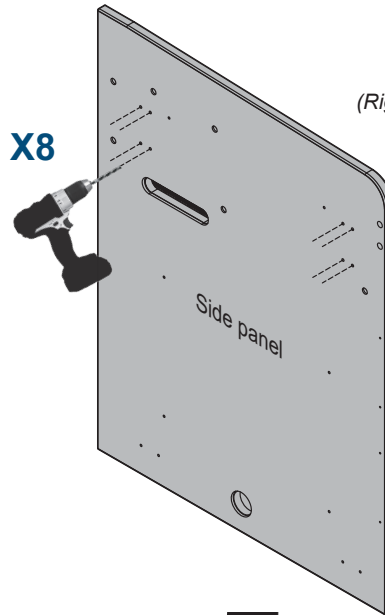
X4



X2



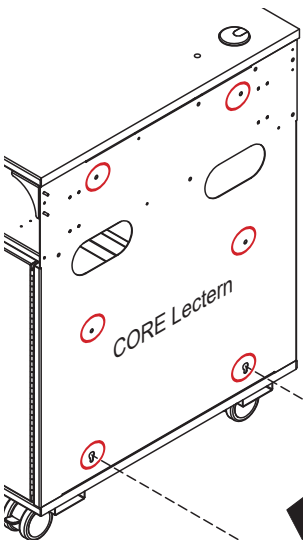
X8



(Right side panel shown)

3. Re-install side panel:

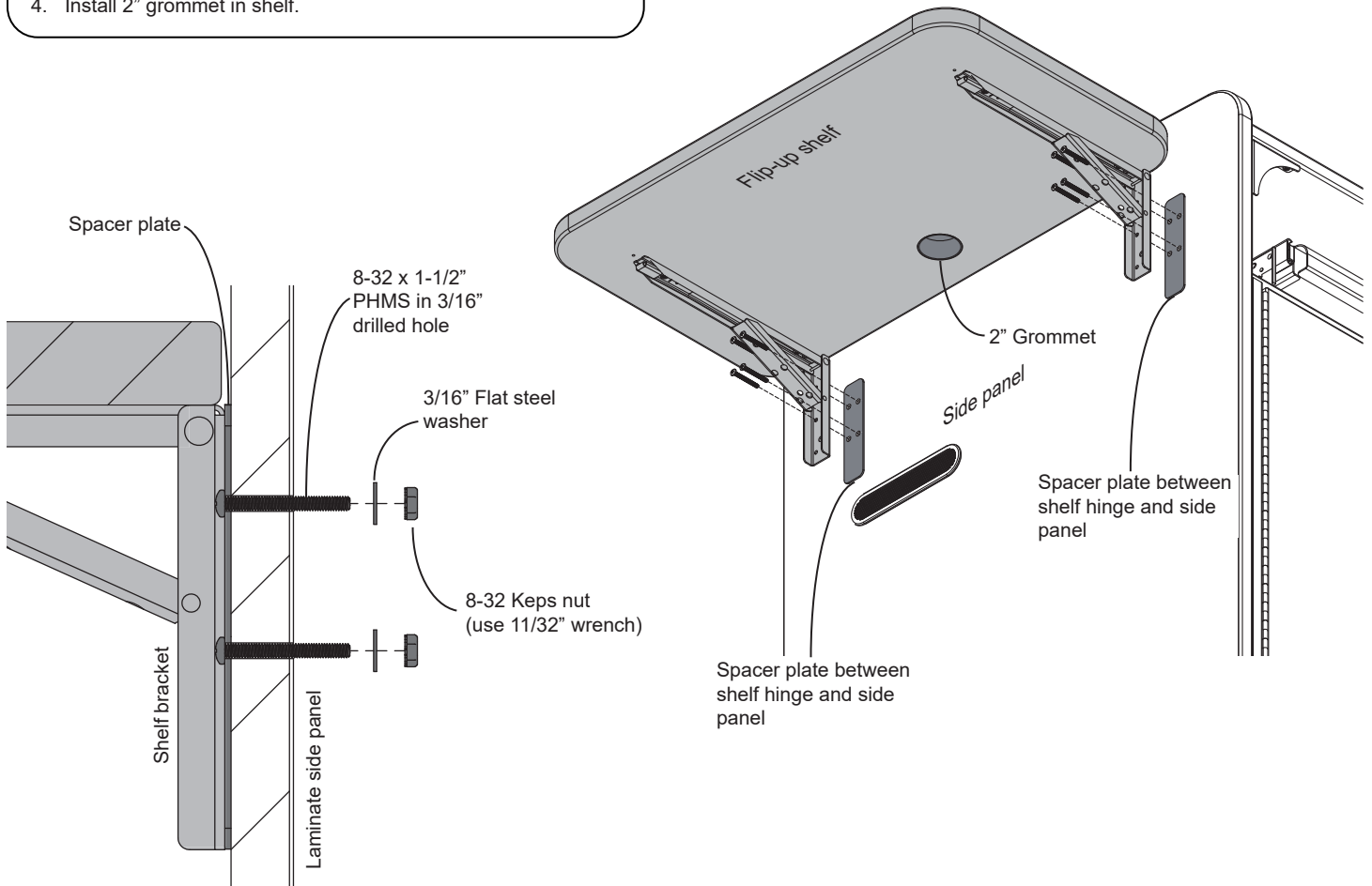
1. Re-align the lower (2) #14 x 3/4" PHSM screws with the keyholes-be sure the screws are fully seated in the keyholes.
2. Re-install the (4) upper #14 x 3/4" PHSM screws to secure side panel.
3. Tighten all (6) screws securely.



(Continue with Core Lectern shelf installation on p.4)

4. Install shelf:

1. Align the shelf brackets and spacer plates with the drilled holes.
2. Secure using (8) **8-32 x 1-1/2" PHM screws** and on the inside, (8) **3/16" flat washers**, and (8) **8-32 Keps nuts**.
3. Tighten fasteners securely.
4. Install 2" grommet in shelf.

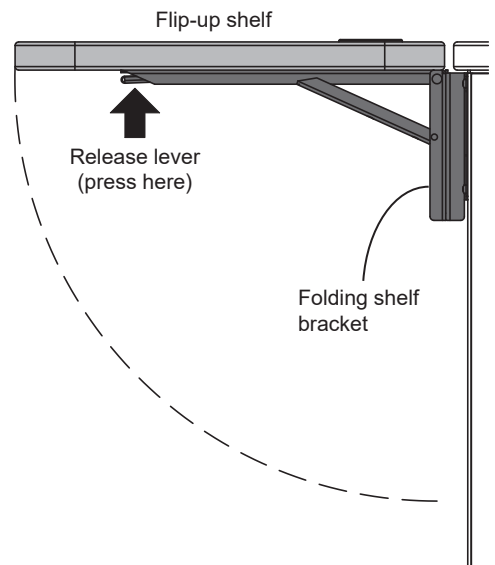


Shelf Operation

Operation

The shelf will automatically lock into place when lifted into the horizontal position with the levers released. To lower or flip-up the shelf, press and hold the shelf bracket levers while slowly lowering or raising the shelf. Do not move the lectern while the shelf is in the horizontal position.

Note: Power and communication wiring for document cameras, laptop computers, and / or projectors placed on the flip-up shelf should be routed on top of the audience-side of the shelf. Use of the shelf grommet hole for wiring will result in pinching of the cords when the shelf is folded.



CAUTION

Keep clear of pinch points during shelf movement.
Do not exceed 35 lbs [15.9 kg] of weight on shelf.