

# Assembly Instructions

## ⚠ Important ⚠

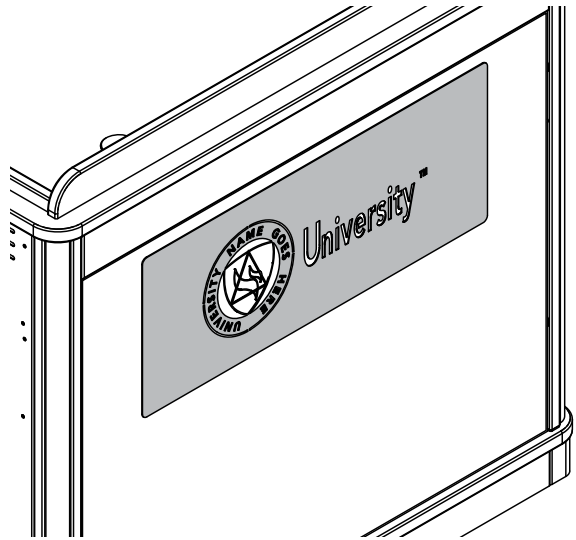
Before you begin, read and comply with all safety and operating instructions, and ensure all parts and correct quantities are included.

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.

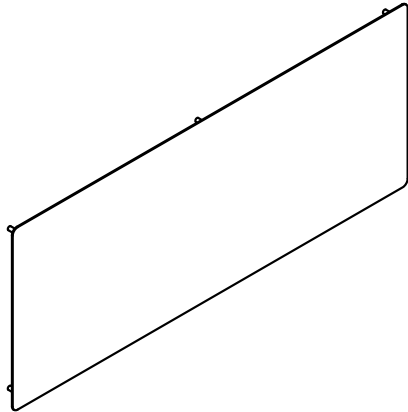
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## Customized Logo Panel for Media Manager Elite, Director, Pivot Premier, and CORE 55199



(1) 0118612  
Logo Panel



(6) 026059  
1/4" Flat washer



(6) 0104260  
10-32 Keps nut



Drill with  
1/4" drill bit



Use a sharp 1/4" drill bit. Drill **slowly** to minimize laminate chip-out around the holes. Using masking tape on the laminate-side of the panel at the hole locations before drilling will also help minimize laminate chip-out.

See p.2-5 for assembly steps

# Media Manager Elite (55258) installation:

1. Open the document camera drawer fully to access the knobs securing the audience-side panel. **Figure 1.1.**
2. While keeping a hand on the audience-side panel, unscrew the (2) knobs inside the lectern behind the panel and remove.

## CAUTION

While removing the knobs, be sure to fully-support the audience-side panel to prevent it from falling out of the lectern.

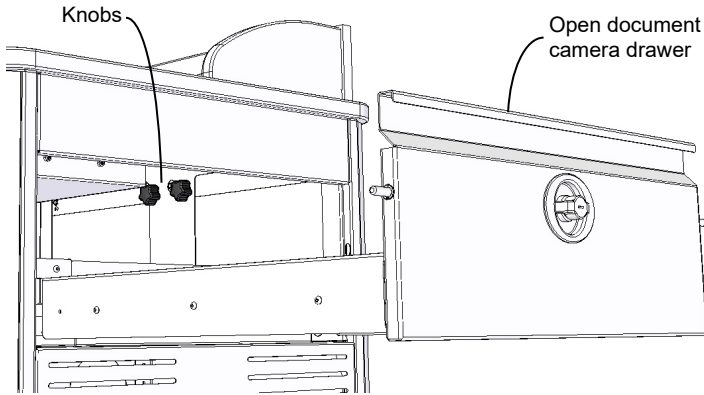


Figure 1.1

3. Carefully lift the panel out. **Figure 1.2.**
4. To replace the panel, insert the panel tabs into the slots in the base panel, then tip the panel back into position. Replace knobs, and tighten securely.

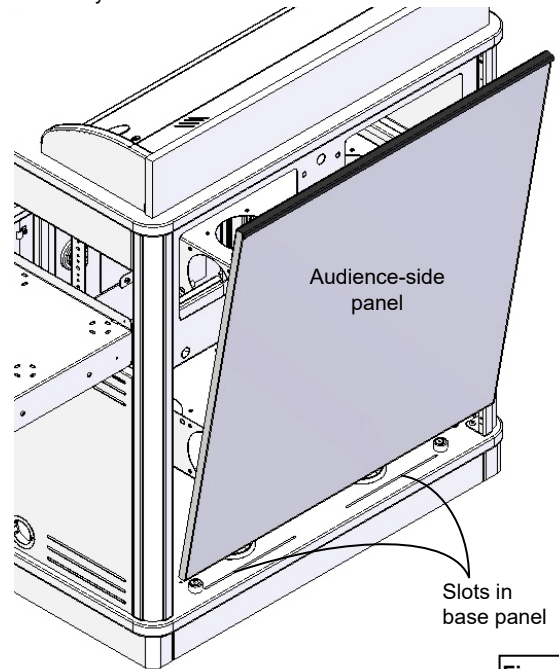


Figure 1.2

5. Locate the (6) starter holes in the back of the audience-side panel. **Figure 1.3.**
6. Using a sharp 1/4" drill bit, slowly drill completely through the panel at the 6 hole locations.

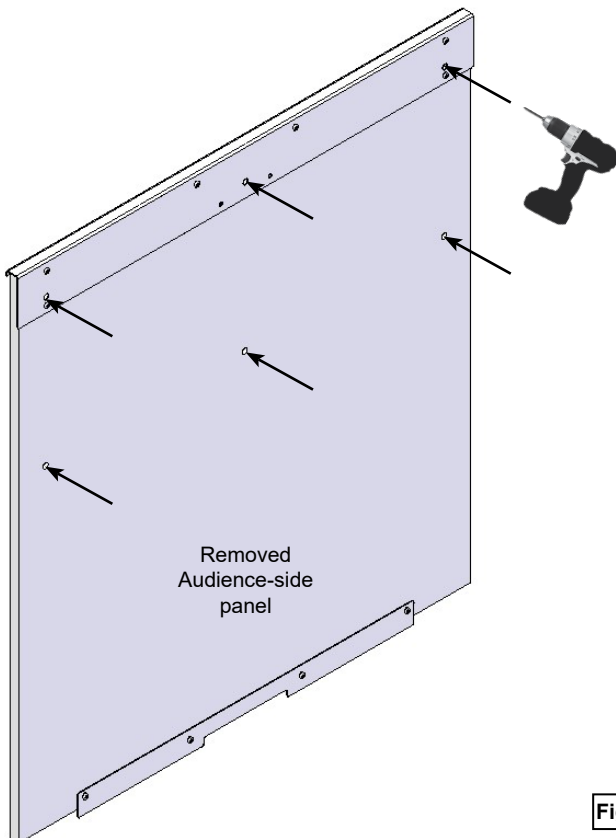


Figure 1.3

7. Align the logo panel studs with the drilled holes and secure with (6) 1/4" washers and (6) 10-32 keps nuts. **Figure 1.4.**
8. To re-install the audience-side panel, insert the panel tabs into the slots in the base panel, then tip the panel back into position. Replace the knobs, and tighten securely.

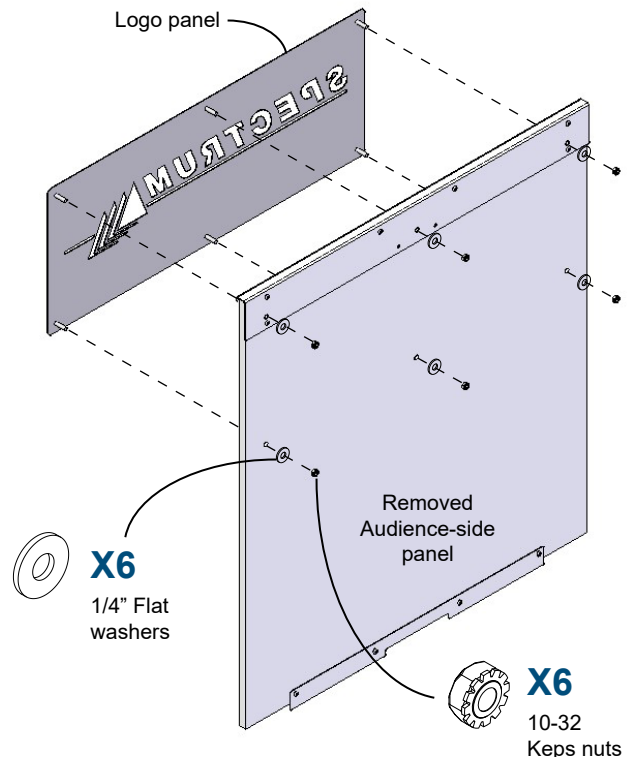
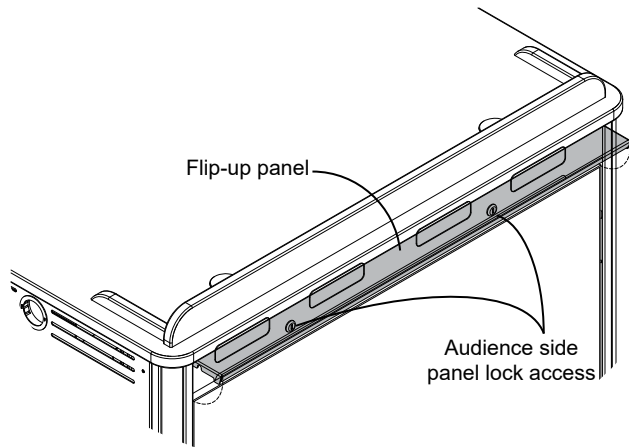


Figure 1.4

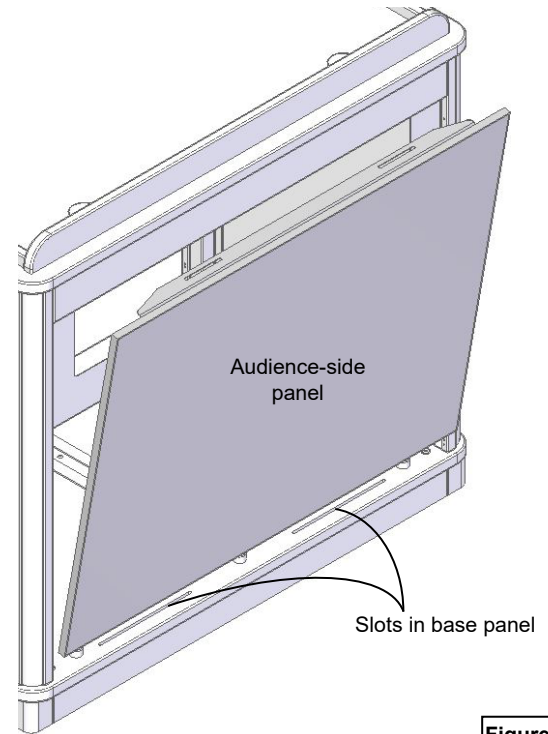
## Director Lectern (55213) installation:

1. Locate and flip-up the audience-side flip-up panel. **Figure 2.1.**
2. Unlock the two panel locks.



**Figure 2.1**

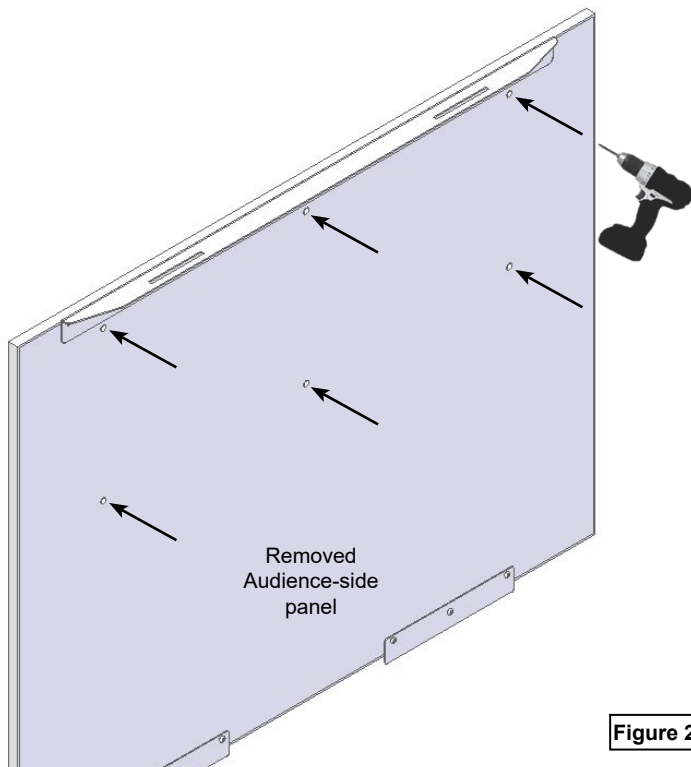
3. Carefully lift out the audience-side panel. **Figure 2.2.**



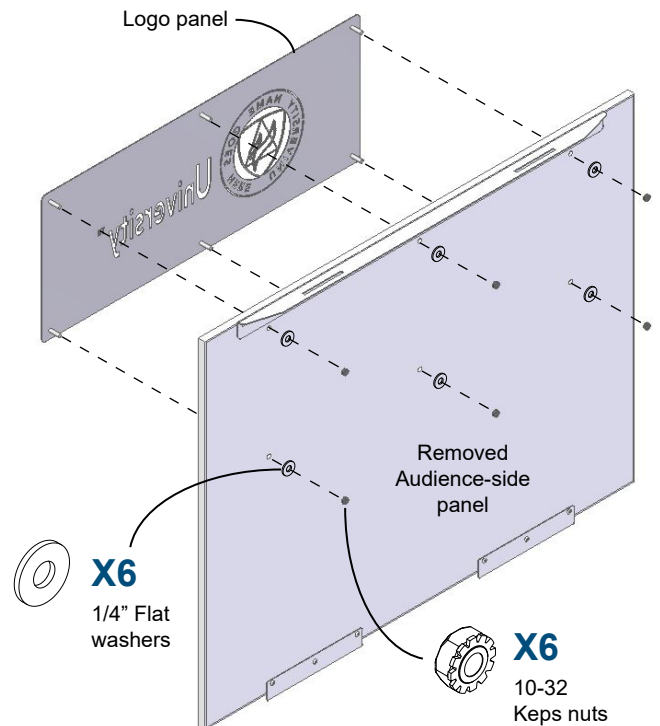
**Figure 2.2**

4. Locate the (6) starter holes in the back of the audience-side panel. **Figure 2.3.**
5. Using a sharp 1/4" drill bit, slowly drill completely through the panel at the 6 hole locations. Using masking tape on the laminate-side of the panel at the hole locations before drilling will also help minimize chip-out.

6. Align the logo panel studs with the drilled holes and secure with (6) 1/4" washers and (6) 10-32 keps nuts. **Figure 2.4.**
7. To re-install the audience-side panel, insert the panel tabs into the slots in the base panel, then tip the panel back into position, and re-lock the locks.



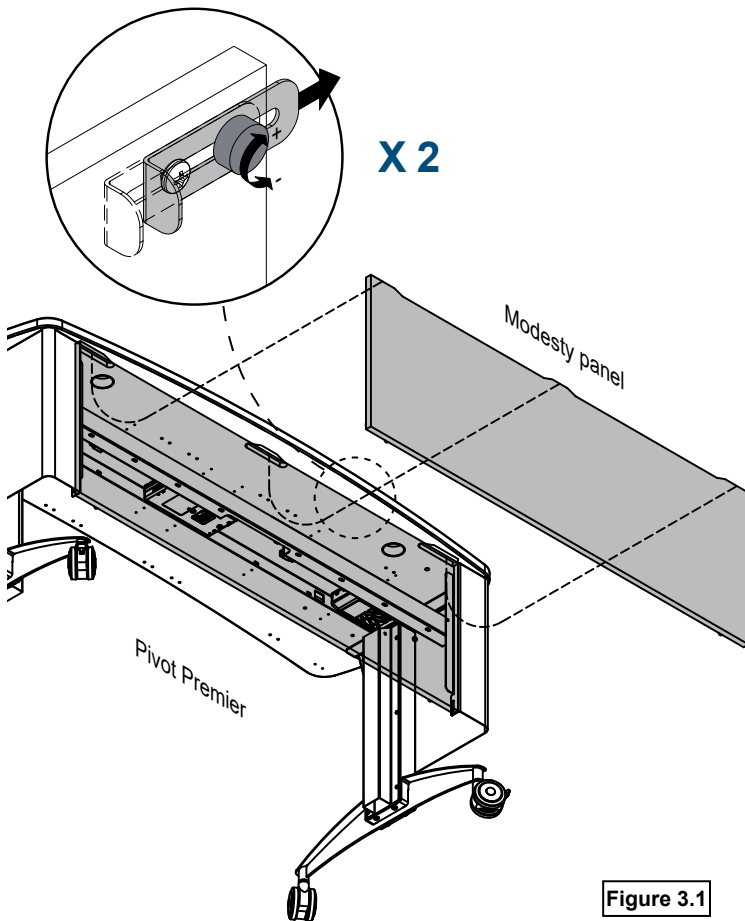
**Figure 2.3**



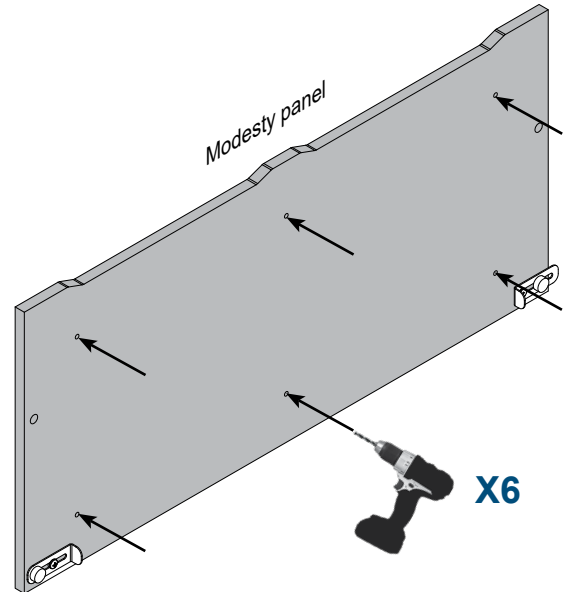
**Figure 2.4**

## Pivot Premier Workstation (55558) installation:

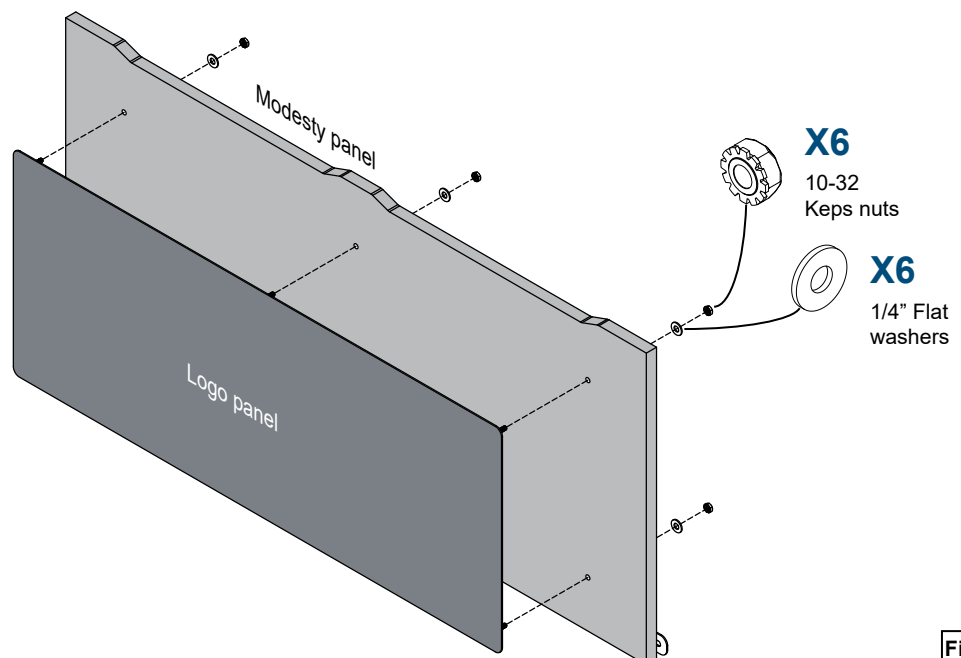
1. Slide latches inward to remove modesty panel. **Figure 3.1.**



2. Locate the (6) starter holes in the back of the modesty panel. **Figure 3.2.**
3. Using a sharp 1/4" drill bit, slowly drill completely through the panel at the 6 hole locations.

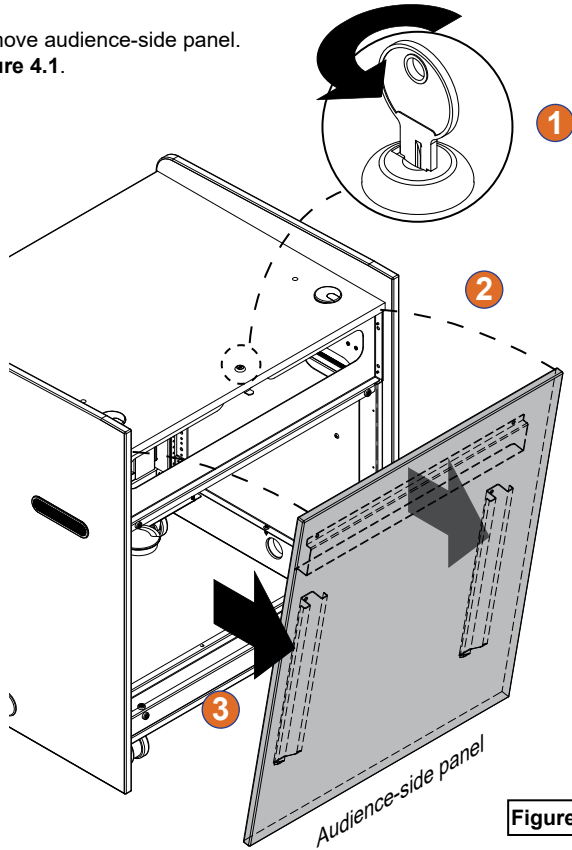


4. Align the logo panel studs with the drilled holes and secure with (6) 1/4" washers and (6) 10-32 keps nuts. **Figure 3.3.**
5. Replace modesty panel.



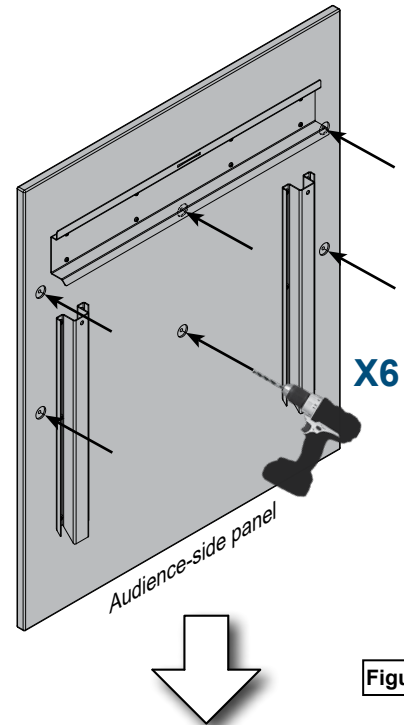
# CORE Lectern (55550) installation:

1. Remove audience-side panel. **Figure 4.1.**



**Figure 4.1**

2. Locate the (6) starter holes in the back of the audience-side panel. **Figure 4.2.**
3. Using a sharp 1/4" drill bit, slowly drill completely through the panel at the 6 hole locations.

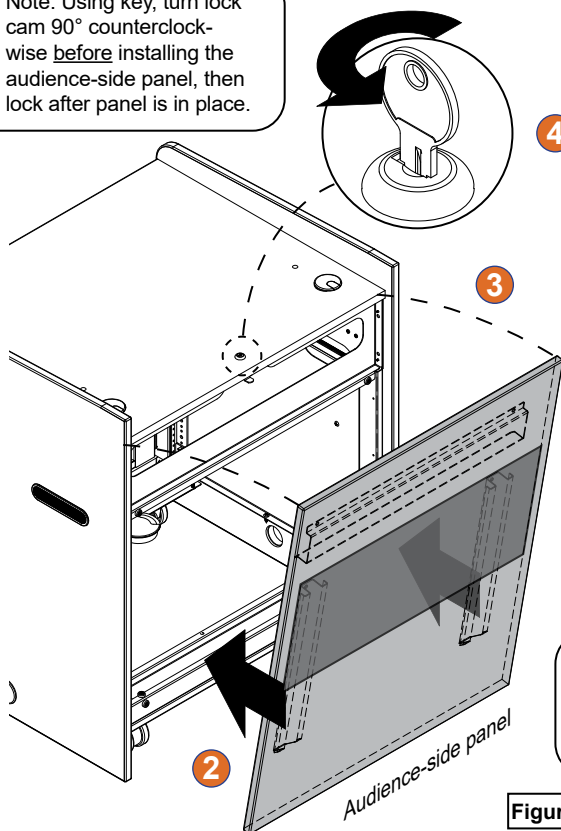


**Figure 4.2**

5. Replace audience-side panel. **Figure 4.4.**

4. Align the logo panel studs with the drilled holes and secure with (6) 1/4" washers and (6) 10-32 keps nuts. **Figure 4.3.**

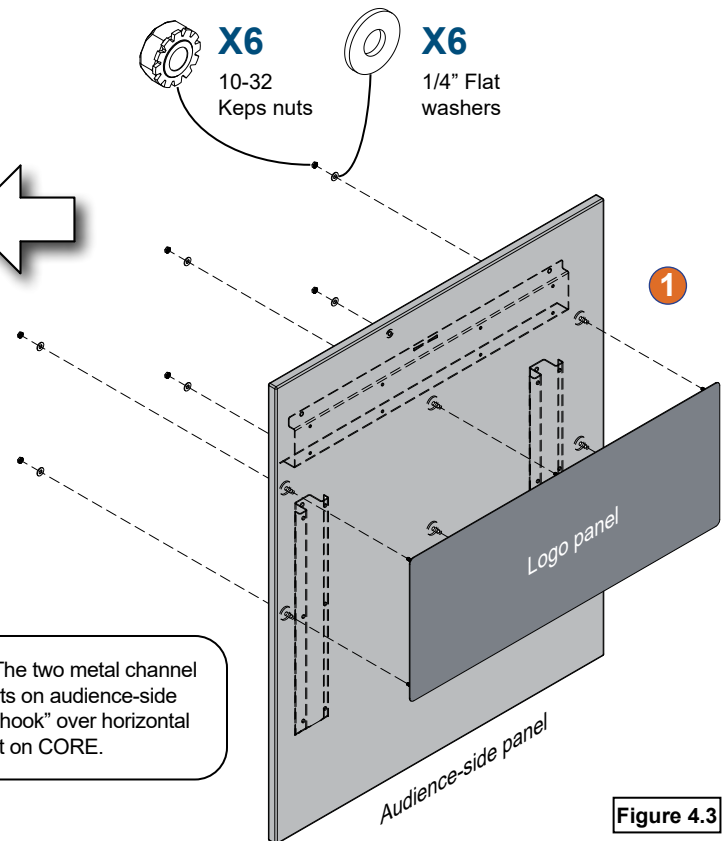
**!** Note: Using key, turn lock cam 90° counterclockwise **before** installing the audience-side panel, then lock after panel is in place.



**Figure 4.4**

**X6** 10-32 Keps nuts  
**X6** 1/4" Flat washers

Note: The two metal channel supports on audience-side panel "hook" over horizontal bracket on CORE.



**Figure 4.3**