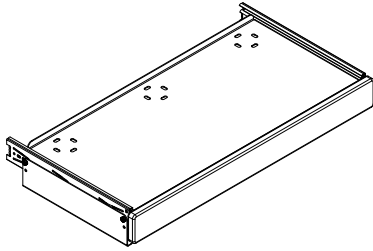# Assembly Instructions

⚠ 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.

www.spectrumfurniture.com
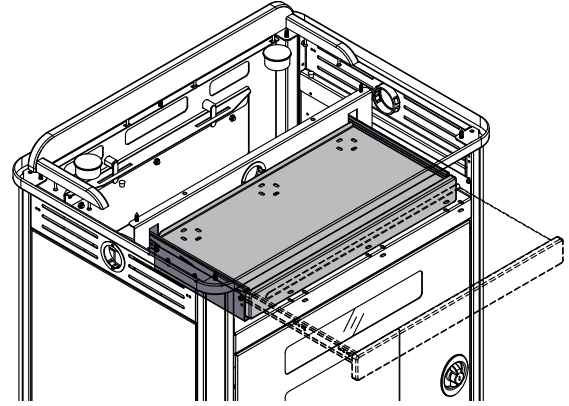800-235-1262, 715-723-6750
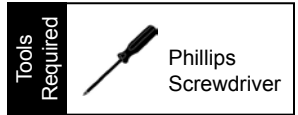
Thank you for purchasing Spectrum products!

(1) 0120758
Keyboard Tray
Assembly

(4) 0100167
8-32 x 1/2" PH
Thread-cutting screw

Keyboard Tray for Media Manager-Compact Lectern
55112

Tools Required — Phillips Screwdriver

1. Align mounting holes

1. Set the keyboard tray onto the mid-panel and align the 4 mounting holes. **Figure 1.**

Mid-panel

Keyboard Tray

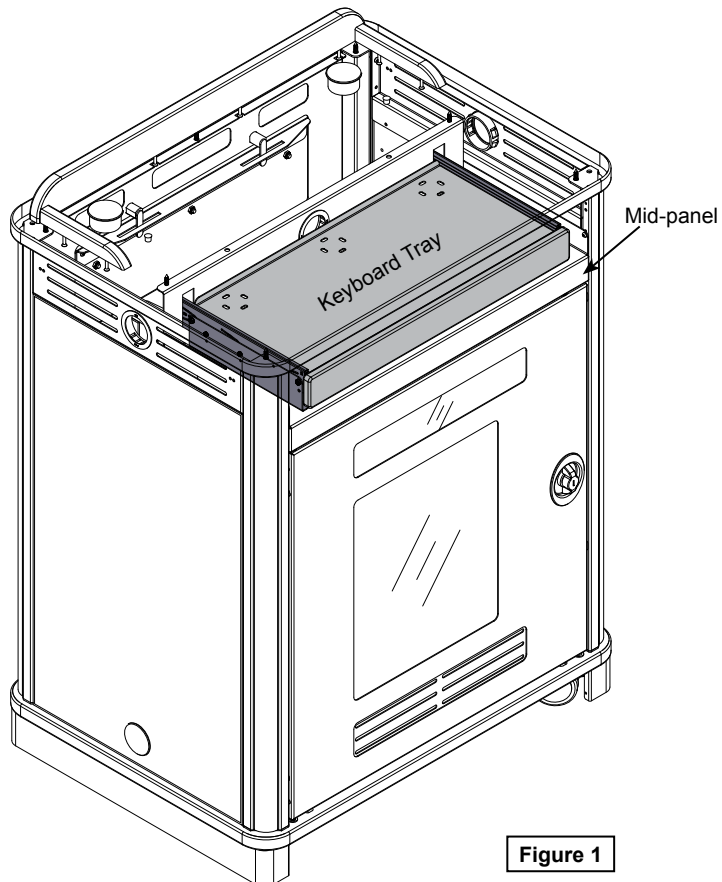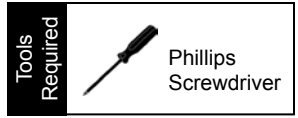**Figure 1**

SPECTRUM INDUSTRIES INC.

2. Install Screws

Phillips Screwdriver

1. Open or remove the door(s) to access the mounting holes under the tray. (The rack cube can also be removed for improved access).
2. From inside the lectern, install the (4) 8-32 x 1/2" PH Thread-cutting screws through the mid-panel mounting holes to secure the tray, and tighten securely. **Figure 2**.
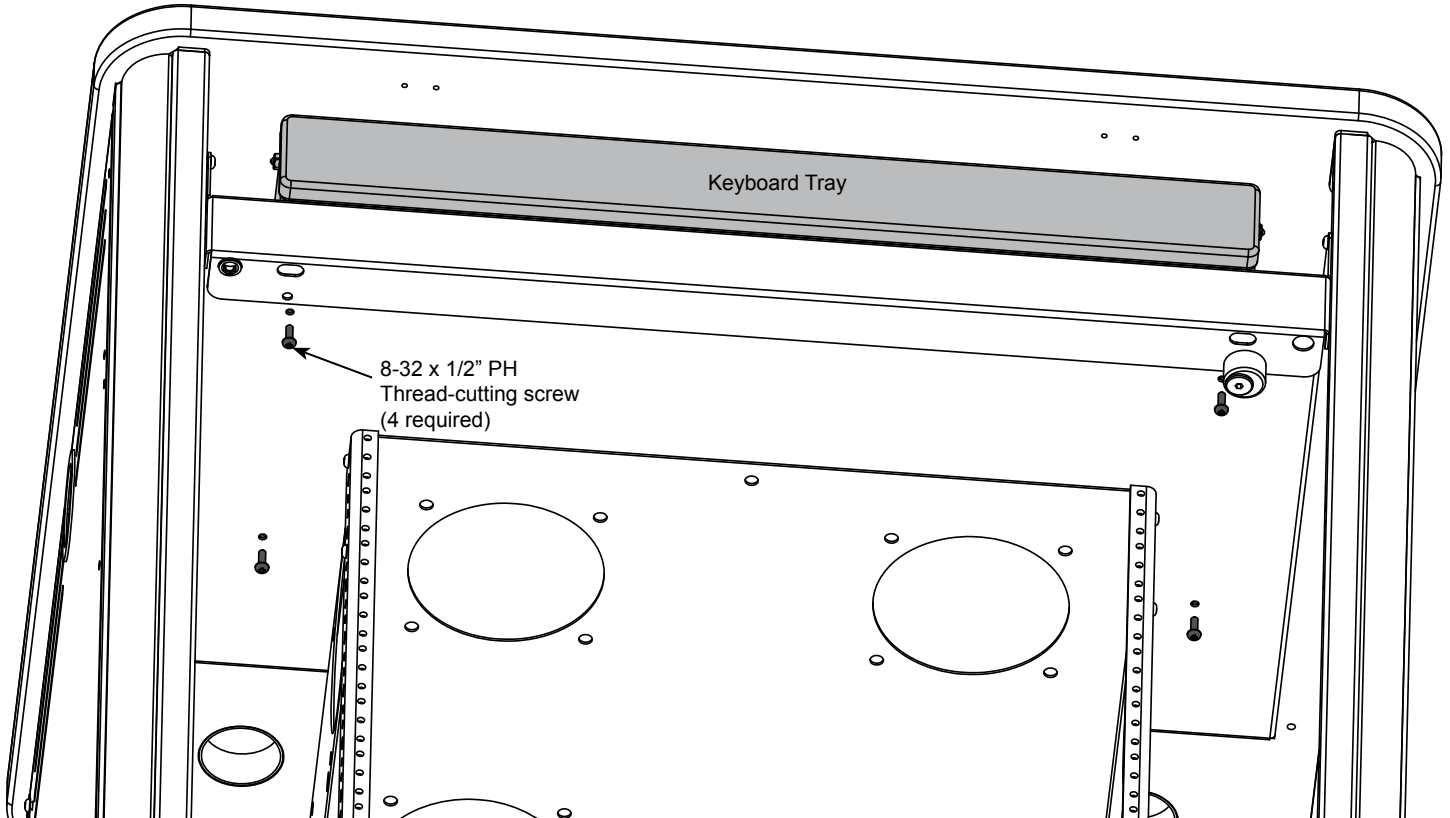
Keyboard Tray

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

Figure 2

Flipping Keyboard Tray / Drawer - Optional

Note: Can be used as a keyboard tray, or flipped and used as a drawer.

1. To flip, pull the tray out fully and locate the black plastic lever on each slide. **Figure 3**.
2. Release the levers on the both slides while pulling the tray out.
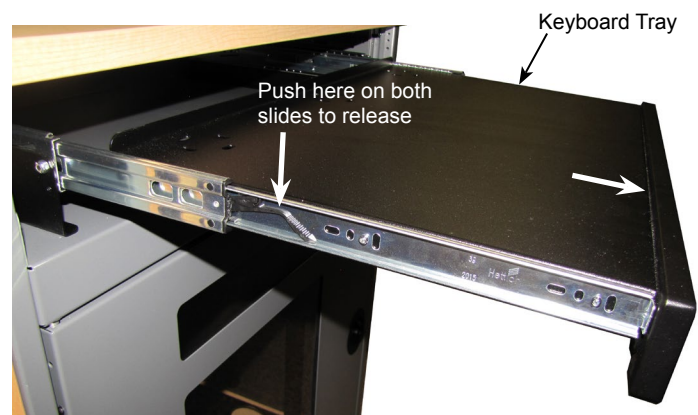3. Flip the tray over, re-align the slides, and push back in.

Keyboard Tray

Push here on both slides to release

Figure 3