

# Assembly Instructions

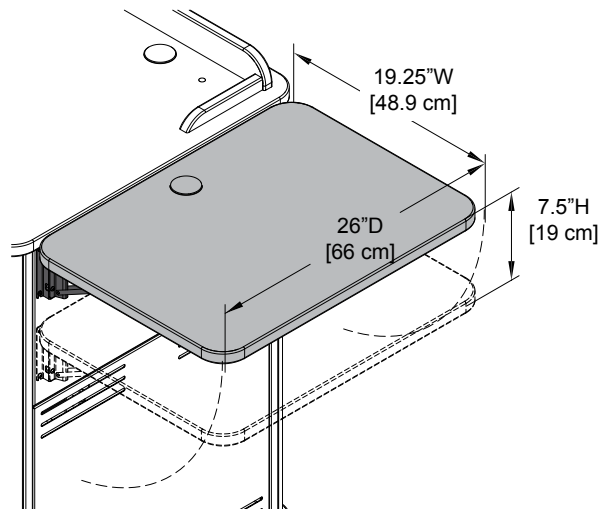
## ⚠ Important ⚠

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

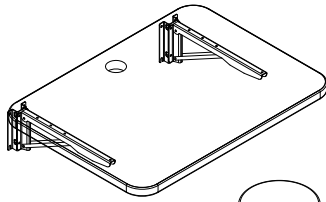
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## Flip-up Shelf for Media Manager Elite™ and Director Lectern™ 55539



(1) Flip-up shelf assembly



(1) 039622  
2" Grommet

For metal side panels:

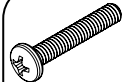
**(Elite or Director lecterns)**



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

For laminate side panels:

**(Director lectern only)**



(16) 051696  
8-32 x 1" PHMS



(16) 0285  
3/16 Flat Steel  
Washer



(16) 021588  
8-32 Keps Nut



Installation video available

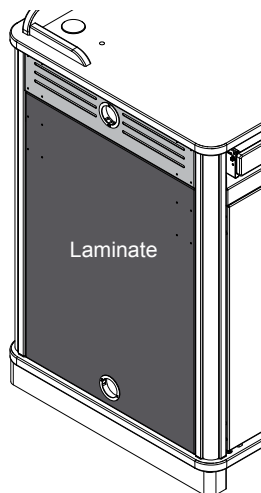
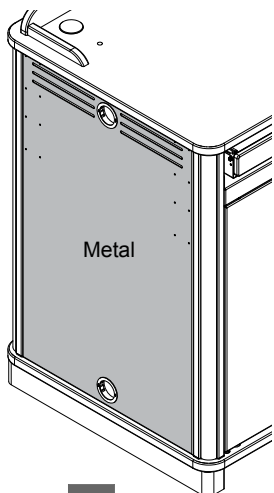
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## 1. Before You Begin

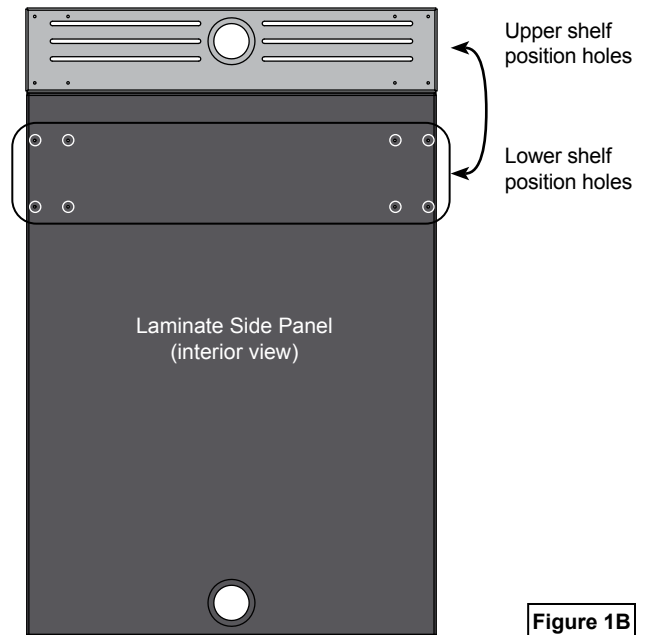
### Determine:

- The side of the lectern the shelf will be installed. (Left or right). Note the shelf will install on the opposite side as the drawer.
- The shelf position: (Upper or lower)
- Type of side panels your lectern has (metal or laminate) **Figure 1A**



Metal

Laminate



Upper shelf position holes

Lower shelf position holes

Laminate Side Panel  
(interior view)

**Figure 1B**

Proceed to Step 2

**Figure 1A**

### 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. **Figure 1B**. Masking tape can be used on the exterior to minimize chip-out.



Drill with  
3/16" drill bit

## 2. Attach shelf brackets to lectern

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.

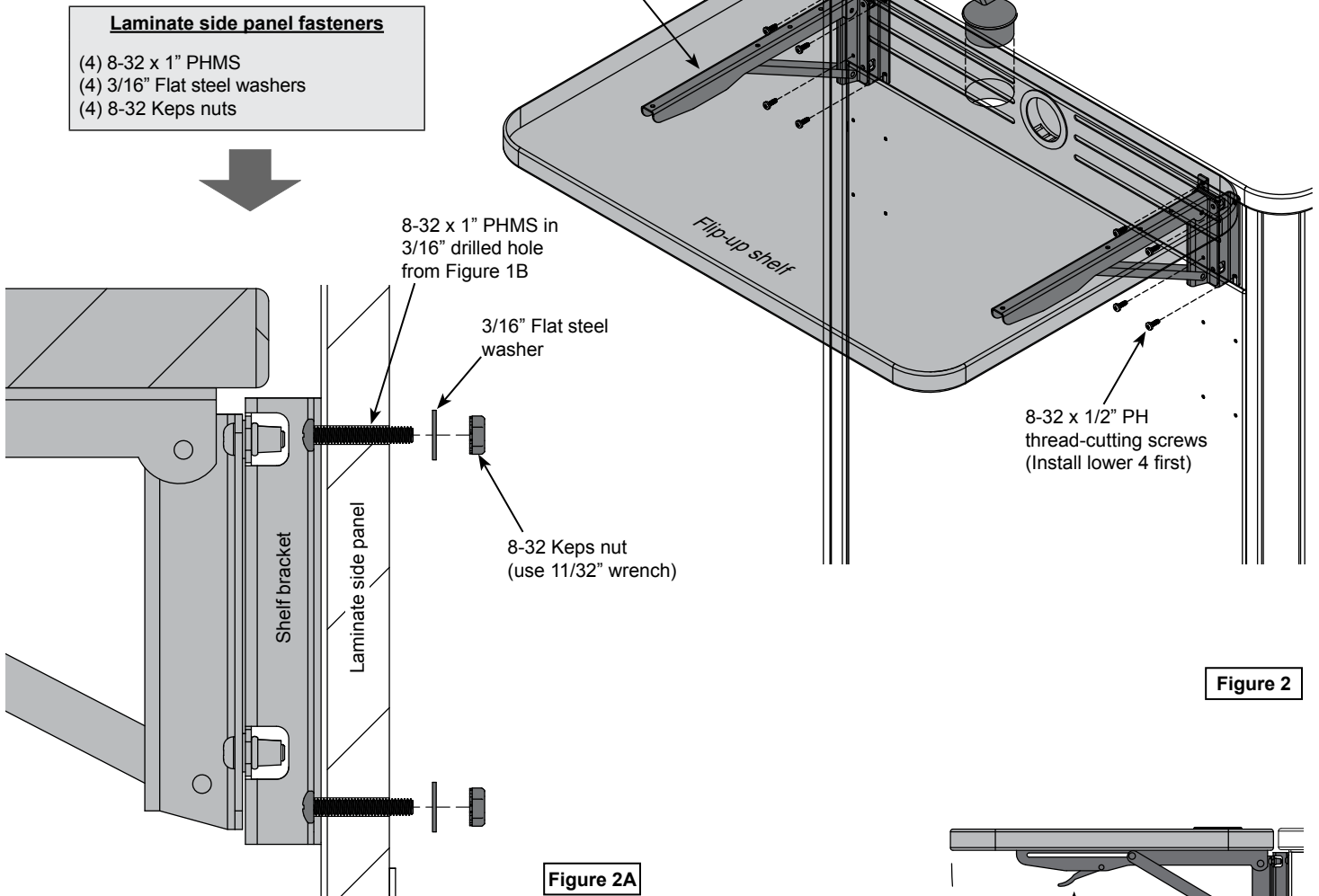


Figure 2

## 3. Operation

### Operation

The shelf will automatically lock into place when lifted into the horizontal position with the levers released. **Figure 3.** 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.

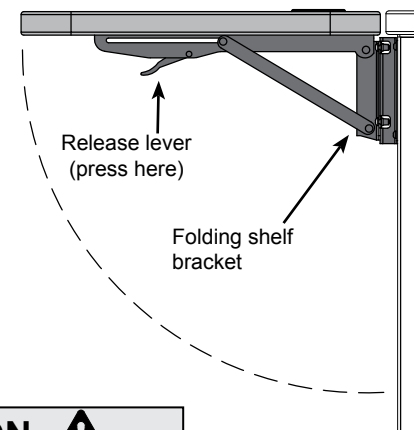


Figure 3



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