

# Assembly Instructions

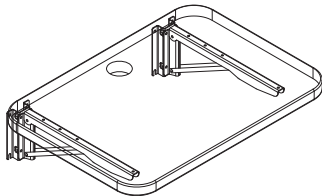
## ⚠ Important ⚠

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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(1) Flip-up shelf assembly



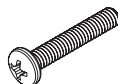
(1) 039622  
2" Grommet

*For metal side panels*

*For laminate side panels*



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



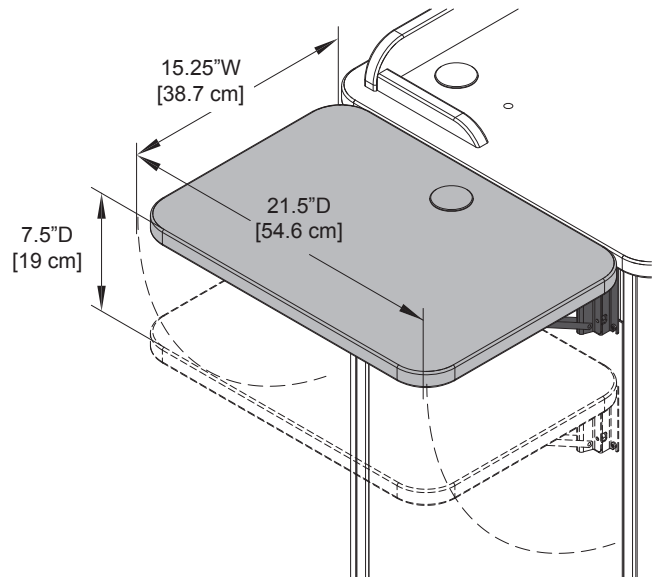
(16) 051696  
8-32 x 1" PHMS



(16) 0285  
3/16 Flat Steel  
Washer



(16) 021588  
8-32 Keps Nut



Flip-up Shelf  
for Compact Lectern™  
55537



Installation video available

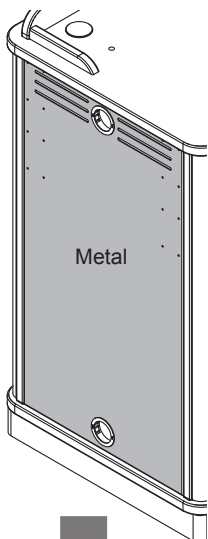
See [www.spectrumfurniture.com](http://www.spectrumfurniture.com)



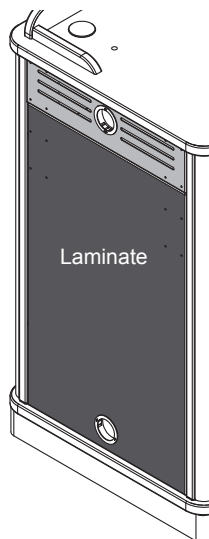
## 1. Before You Begin

### Determine:

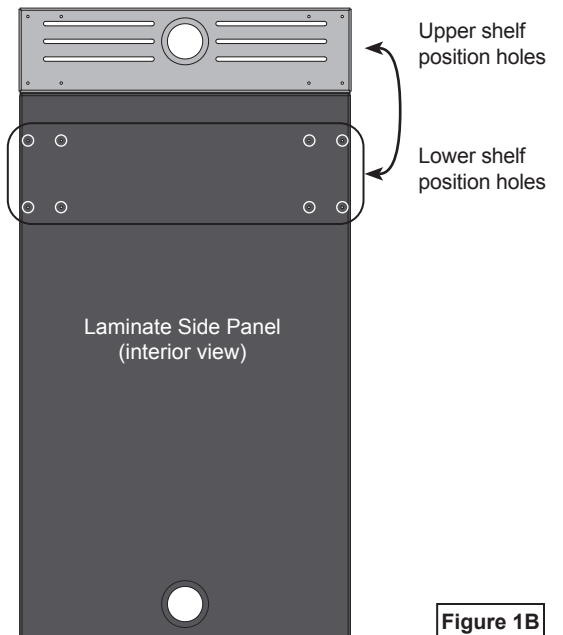
- The side of the lectern the shelf will be installed. (Left or right)
- The shelf position: (Upper or lower)
- Type of side panels your lectern has (metal or laminate) **Figure 1A**



Metal



Laminate



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.

### Laminate side panel fasteners

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

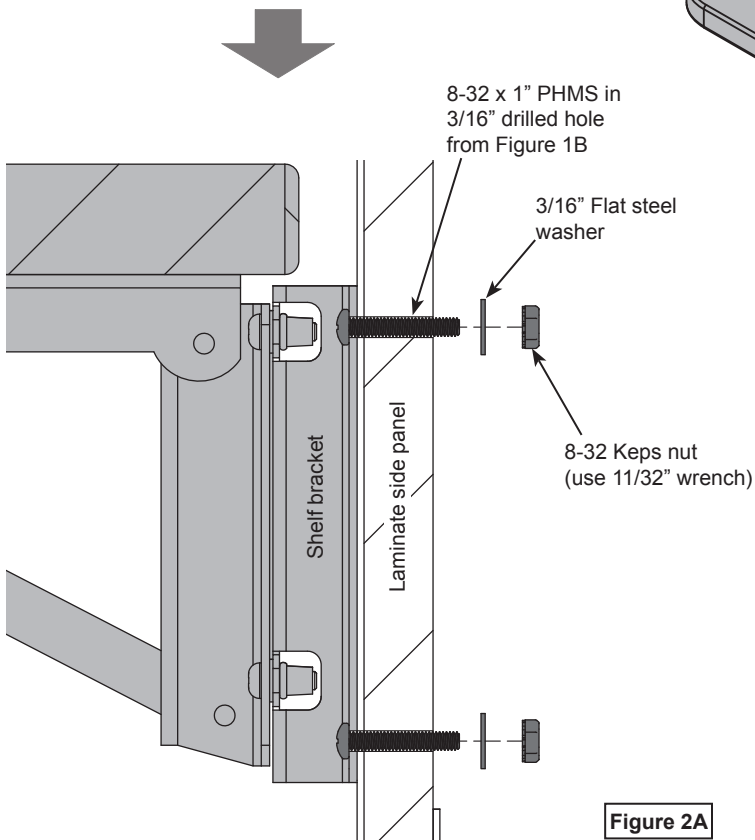


Figure 2A

### Metal side panel fasteners

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

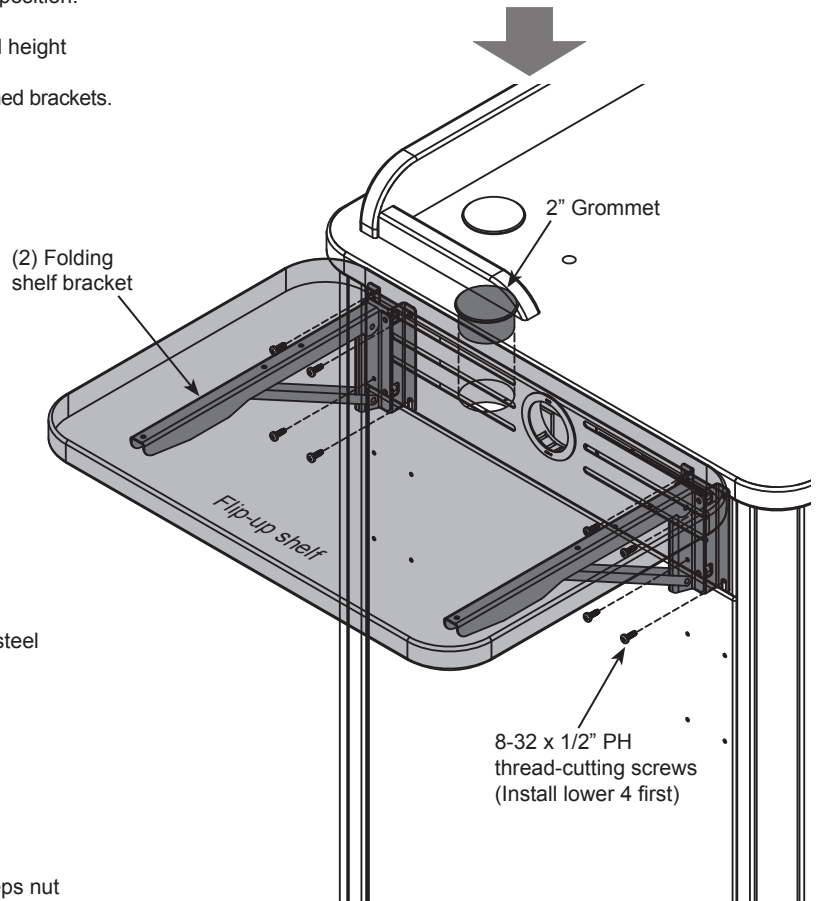


Figure 2

## 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.

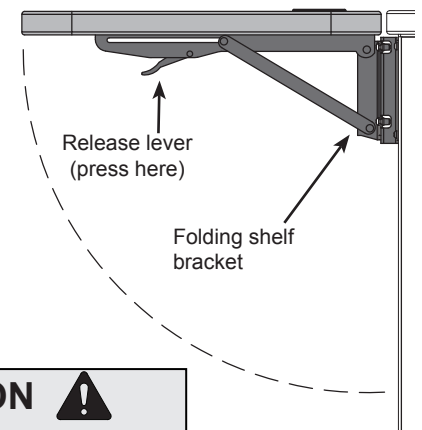


Figure 3



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