

# Assembly Instructions

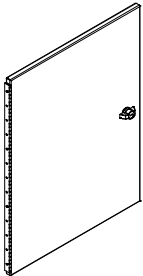
## ⚠ Important ⚠

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 15 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) Locking Door

Note: The 55414 audience-side locking door is typically ordered with a custom logo.



(5) 0100167  
8-32 x 1/2" PH  
Thread-cutting screw



Audience-Side Door with Custom Logo  
for Inspiration Lectern  
55414



## 1. Remove existing door from lectern

1. Open audience-side door fully. **Figure 1.**
2. Remove the (5) 8-32 screws securing the hinge, and lift out door.

## 2. Install new door on lectern

1. Align and attach the door hinge to the right side panel mounting holes with (5) 8-32 x 1/2" PH thread-cutting screws. **Figure 1.**
2. Tighten screws securely, but do not overtighten.

Note: If you are using an electric drill driver, be careful not to overtighten the screws. Use a low torque-setting to prevent damage to the threads.

## 3. Door stop adjustment

1. The door stop can be rotated slightly to adjust the closed position of the doors. To rotate, loosen the JC screw slightly with a 4mm hex wrench. **Figure 2.**
2. Rotate the door stop until the door contacts the upper and lower bumpers at the same time when closed. Also be sure the lock pawl on the door will align and engage with the lock slot in the left side panel.
3. Re-tighten the JC bolt (or locknut) securely.

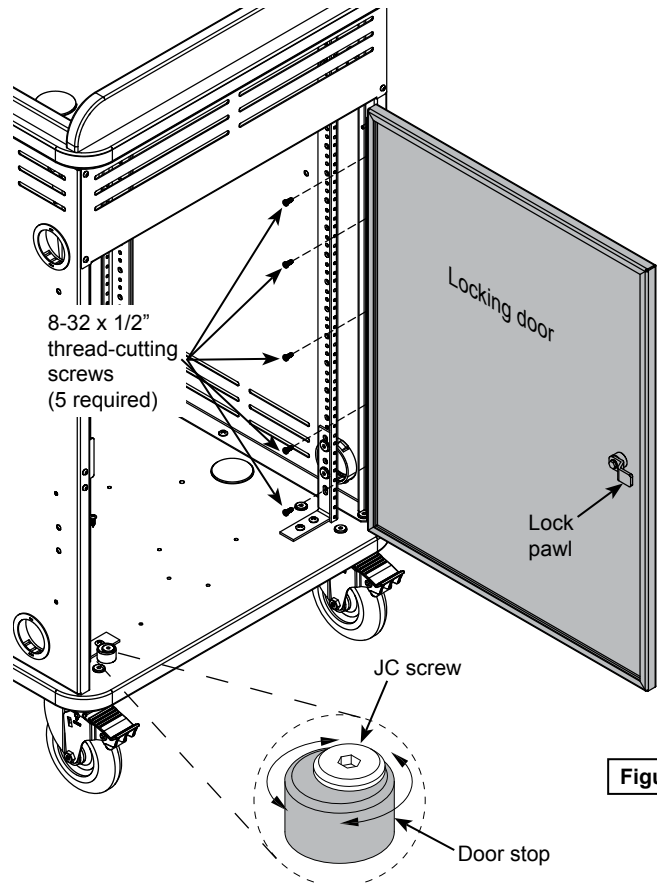


Figure 1

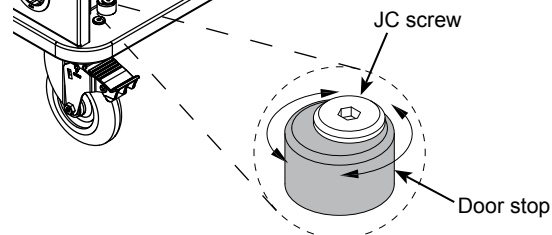


Figure 2