

Assembly Instructions

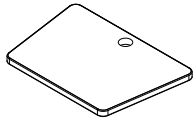
⚠ Important ⚠

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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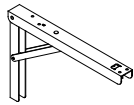
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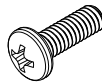
(1) 0109820
Flip-up shelf



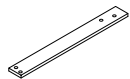
(1) 039622
2" Grommet



(2) 056886
Folding shelf bracket



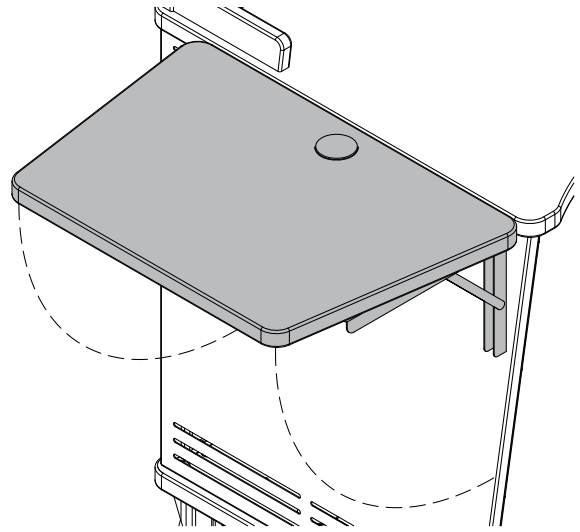
(4) 0100167
8-32 x 1/2" PH
Thread-cutting
screw



(2) 0109646
Shelf shim



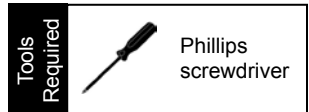
(8) 042749
#8 x 1" PHSM



Flip-up Shelf 55402

1. Attach folding shelf brackets to lectern

1. Determine which side of the lectern the shelf is to be installed. (Left or right-side.)
2. Extend and lock the folding shelf brackets into the horizontal position. **Figure 1**.
3. Align and attach each bracket to the side of the lectern with (2) 8-32 x 1/2" PH thread-cutting screws. Do not tighten these screws completely yet.



Folding shelf
bracket

8-32 x 1/2" PH
thread-cutting screw
(2 required per bracket)

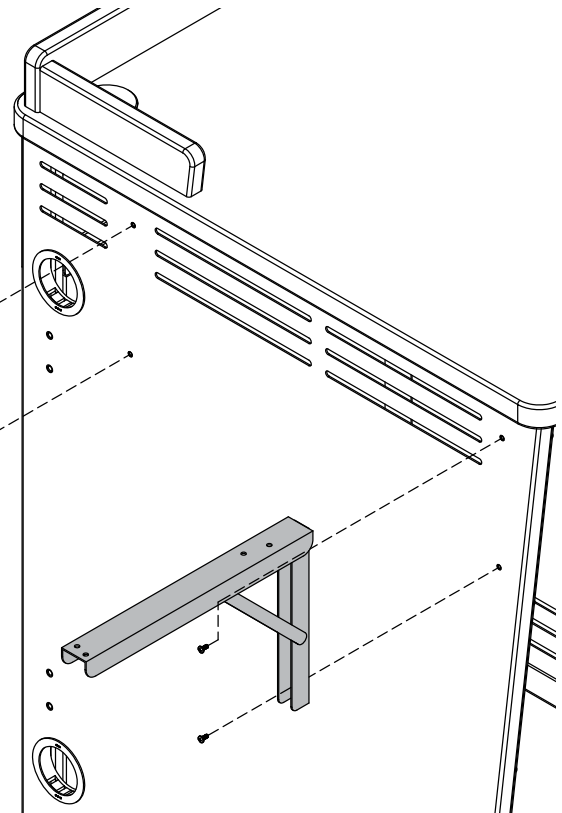


Figure 1

2. Attach shelf to brackets

1. Place shims between shelf and brackets.
2. Attach the shelf to the fully-extended shelf brackets with (8) #8 x 1" PHSM screws. (4 per bracket.) **Figure 2.**
3. Tighten all screws securely
4. Install 2" grommet in shelf.

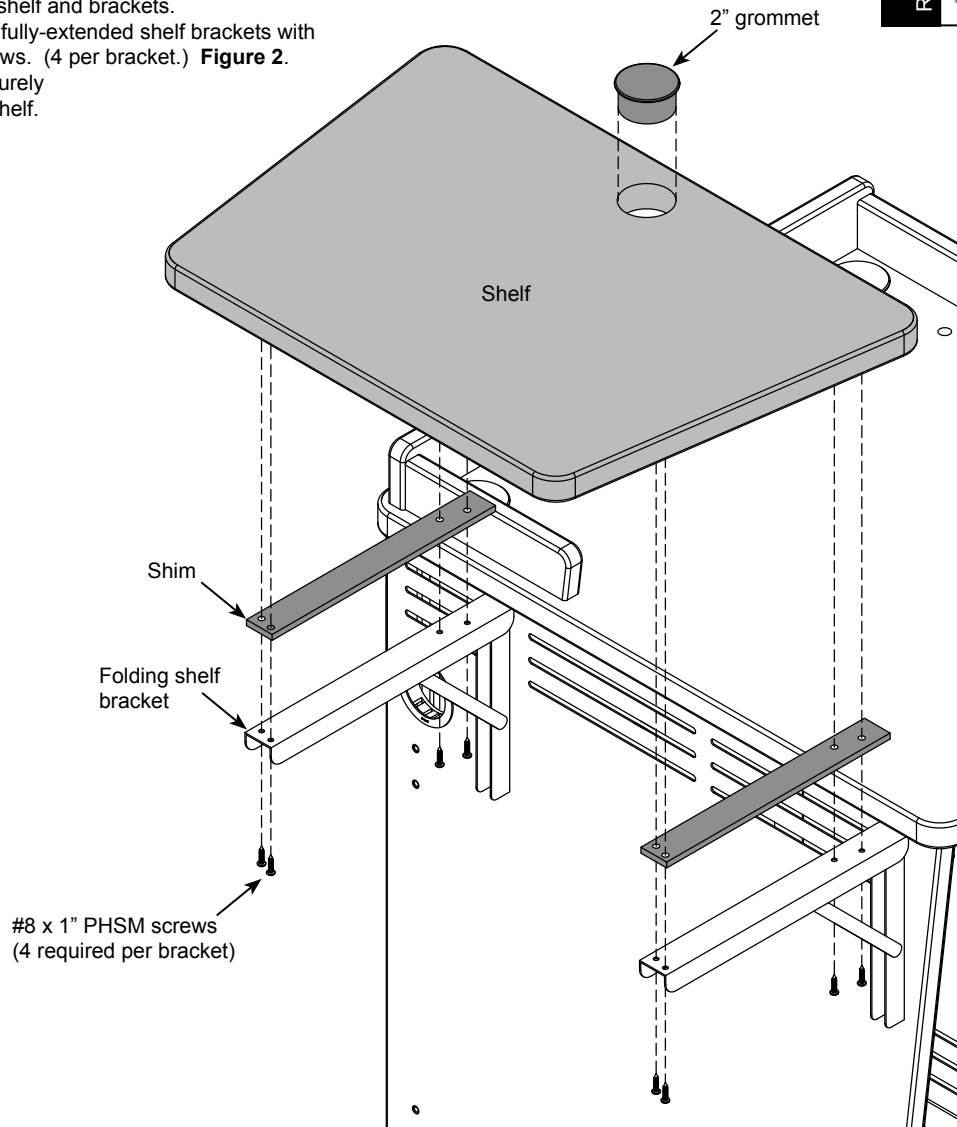
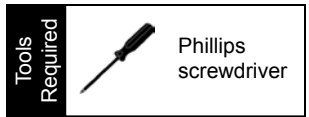


Figure 2

3. 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 levers under each folding shelf bracket at the same time while slowly lowering or raising the shelf. Do not exceed a maximum of 35 lbs of weight on 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.



CAUTION

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

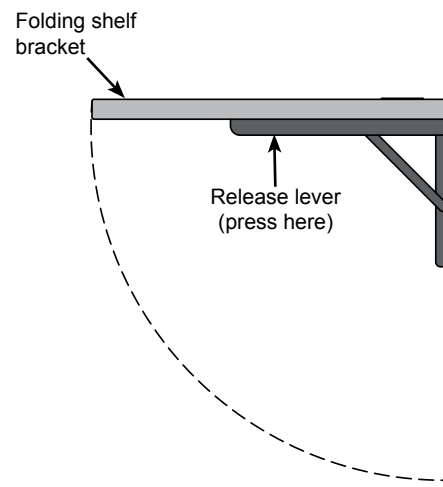


Figure 3