

Assembly Instructions



Tools Required

- Screw Gun
- 5/32" Hex Bit

Parts List: (per desk)

- (1) Crescent or Round Top
- (4) 1/4"-20x15mm Joint Connector Bolt
- (1) Adjustable Column
- (1) X-Base
- (1) Flat Washer
- (1) Lock Washer
- (1) M16 Bolt
- (4) 75mm Twin Caster, M10x15mm, W/ Brake

Before you begin, please make sure all parts and proper quantities are included. Any parts damaged during shipment must be reported within 5 days of receipt. To report information regarding damages or if you have any questions, please call 800.242.2303.

Step 1:

Place Lectern top face down on protected surface so insert nuts are facing up.

Step 2:

Use 4, 1/4"-20x15mm joint connector bolts and a 5/32" hex bit with a screw gun to fasten adjustable column to lectern top.

Step 3:

Place base on adjustable column followed by the flat washer and the lock washer. Use the M16 Bolt and a 5/32" hex bit with a screw gun to fasten base to the adjustable column.

Step 4:

Remove glides from the base by rotating counterclockwise. Insert 75mm Twin Caster into base. Rotate clockwise.

Step 5:

Carefully lift Lectern up and place on casters.

