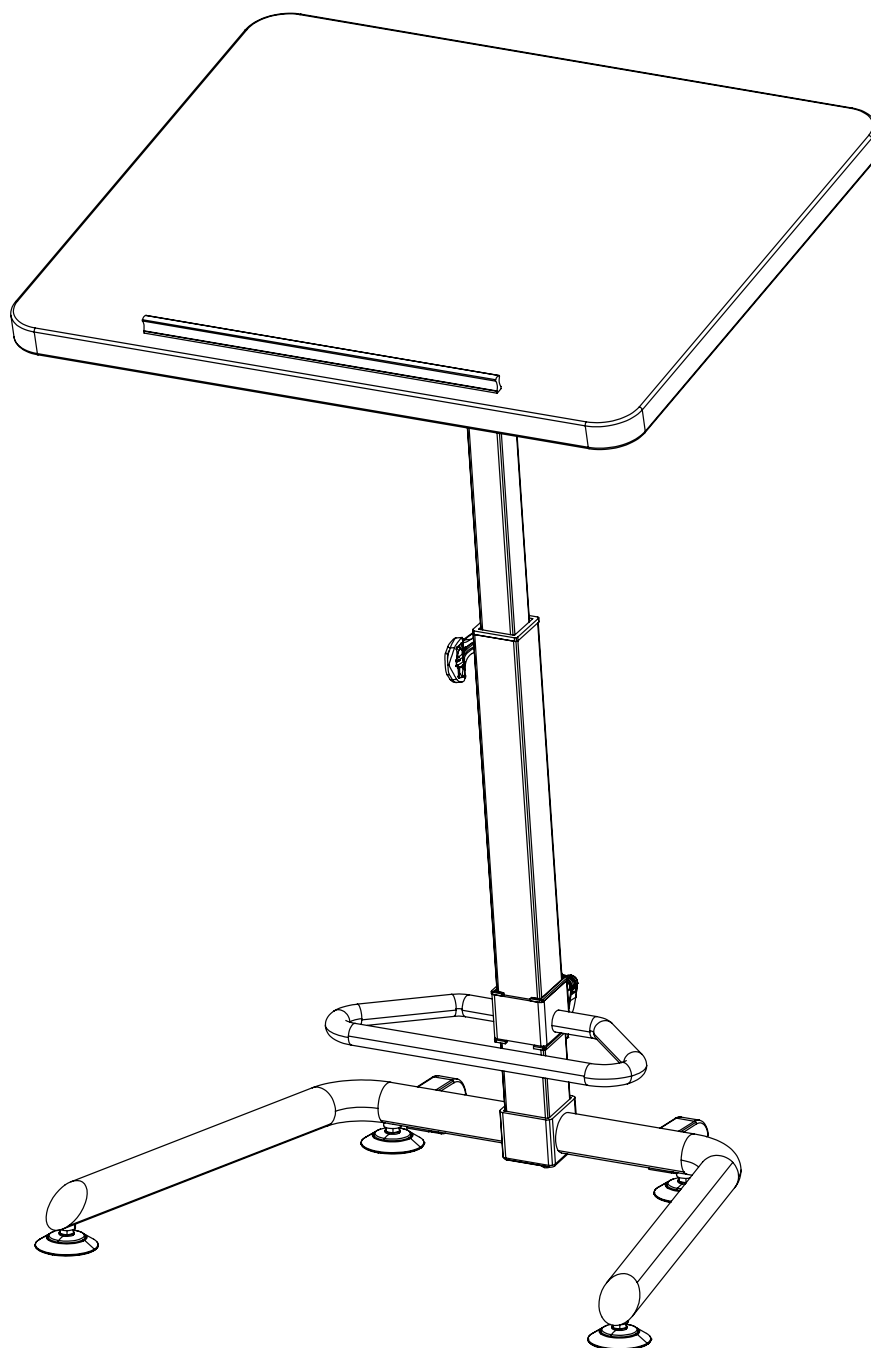


Up-Rite Presentation Lectern



Part Number: 90534-A-XXXX-XX



ASSEMBLY INSTRUCTIONS
DO NOT THROW AWAY!

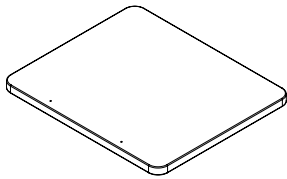


**INSTRUCCIONES DE
ENSEMBLAJE**
NO LA TIRE

**INSTRUCTIONS DE
MONTAGE**
NE PAS JETER

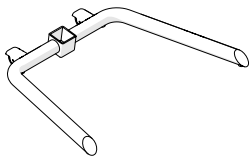
Parts List

P1 Top Panel



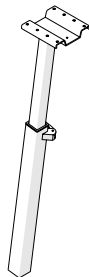
x 1

P2 Base



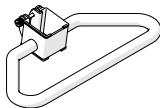
x 1

P3 Post



x 1

P4 Footrest



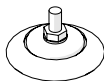
x 1

P5 Pencil/Paper Stop



x 1

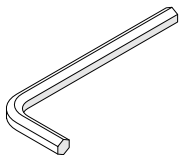
P6 Glide



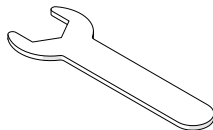
x 4

Tools Included

Allen Wrench

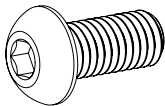


Caster Wrench



Hardware

M8 Screw



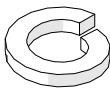
x 2

8-32 x 1.5" Screw



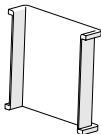
x 2

Lock Washer



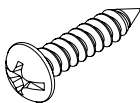
x 2

Foot Rest
Tension Plates



x 2

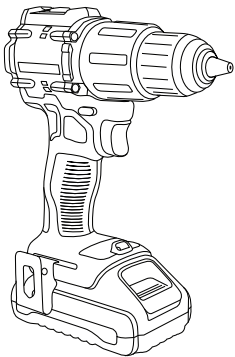
1" Wood Screw



x 8

Other Tools Needed

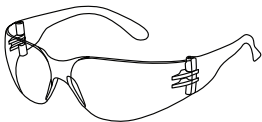
Power Drill



#3 Phillips Screwdriver Bit



OSHA Approved Safety Goggles



WARNINGS AND DISCLAIMERS

Review full assembly instructions and check that all parts are present before beginning assembly. Heavy or large furniture may require multiple persons in order to properly assemble. If you have questions regarding assembly, contact the manufacturer before continuing. Damage due to incorrect assembly may not be covered by warranty. Do not use product unless all screws are tight. Check all screws for tightness at least every six months. If parts are broken, missing, damaged, or worn, stop use of the product until repairs are made by your dealer using factory authorized parts.

ADVERTENCIAS Y RENUNCIAS

Por favor leer las instrucciones previo a comenzar el proceso de ensamblaje o instalacion. Asegure que cuenta con todas las partes y materiales necesarios. Es posible que los muebles y tableros grandes o pesados, requieran mas de una persona para ensamblarlos/ instalarlos correctamente. Si tiene alguna duda o consulta, comuniquese directamente con el fabricante antes de continuar con el proceso de armado / instalacion del producto. La garantía no cubre daños por errores cometidos durante el proceso de ensamblaje / instalacion. Asegurese de que los tornillos esten ajustados antes de usar el producto. Se recomienda revisar los tornillos periódicamente, por lo menos cada seis meses y asegurarse de que estén bien ajustados. Por favor detenga el uso del producto si hay partes con fallas, rotas o deterioradas con tiempo. Contacte a su distribuidor para que replacen las partes o realicen las reparaciones necesarias con repuestos autorizadas por el fabricante.

AVERTISSEMENTS

Avant de commencer l'assemblage veuillez consulter les instructions complètes et vérifier si vous avez toutes les pièces nécessaires. Il est possible que plusieurs personnes soient nécessaires pour assemble des meubles grand ou lourds. En cas de doute sur l'assemblage contactez le fabricant avant de continuer. Les dommages encourus pendant l'assemblage ne seront pas couvert par la garantie. Ne pas utiliser le produit sans vérifier que tous les vis soient serrées. Vérifiez que les vis sont serrées au moins tous le 6 mois. Si aucune pièce se casse, manque, est endommagée ou usée, arrêtez d'utiliser de produit jusqu'à ce que le vendeur le repaire a l'aide de pièces autorisées par la fabricant.

WARRANTY

For full product warranty details, please visit:

Para obtener información sobre la garantía del producto, consulte este sitio (ingles):

Pour plus d'informations sur la garantie du produit, consultez ce site (anglais):

<https://moorecoinc.com/warranty>

NEED HELP?

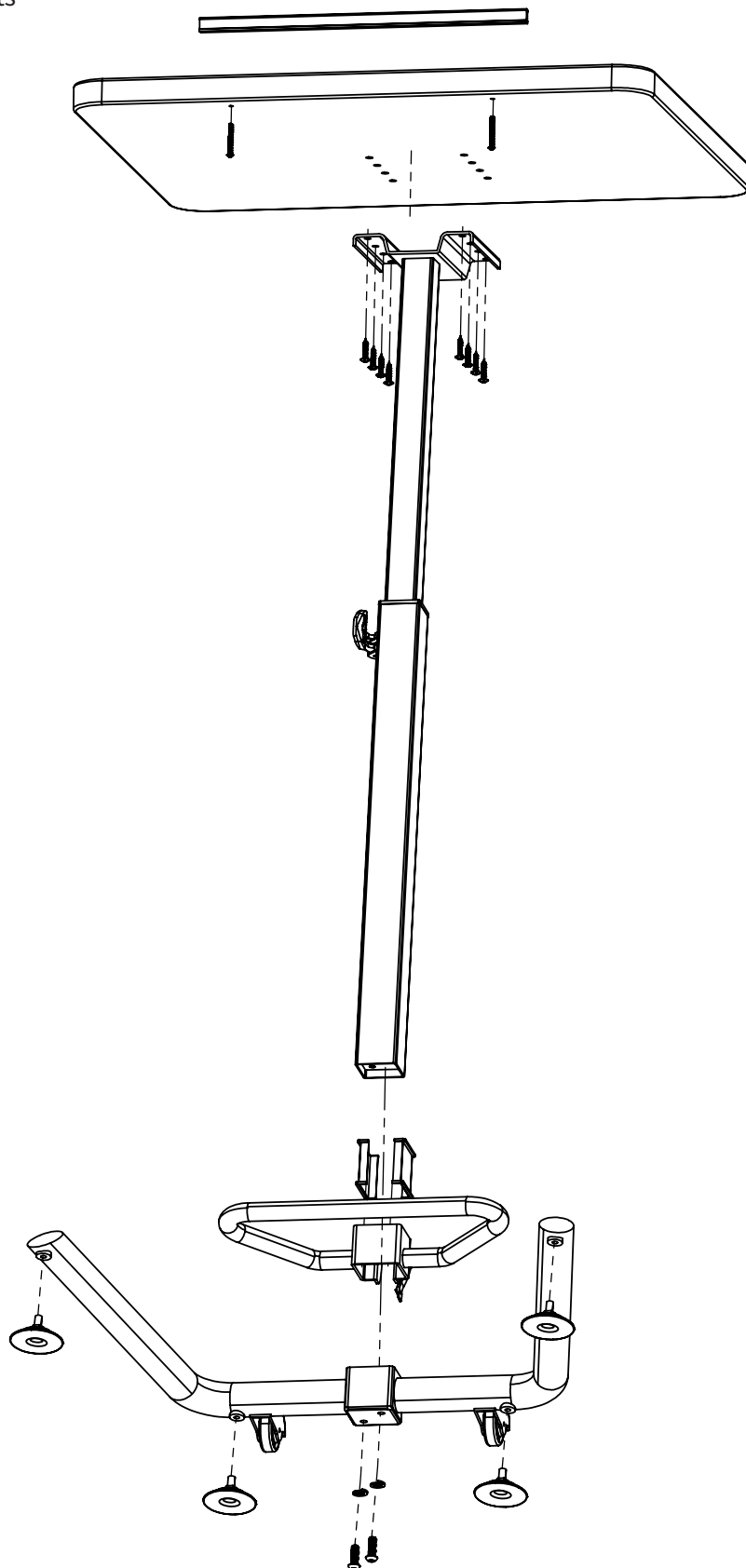
For assistance, contact us by filling out the "Contact Us" form on our website. Select "Installation Assembly Help," and we will respond directly.

www.moorecoinc.com/contact-us/



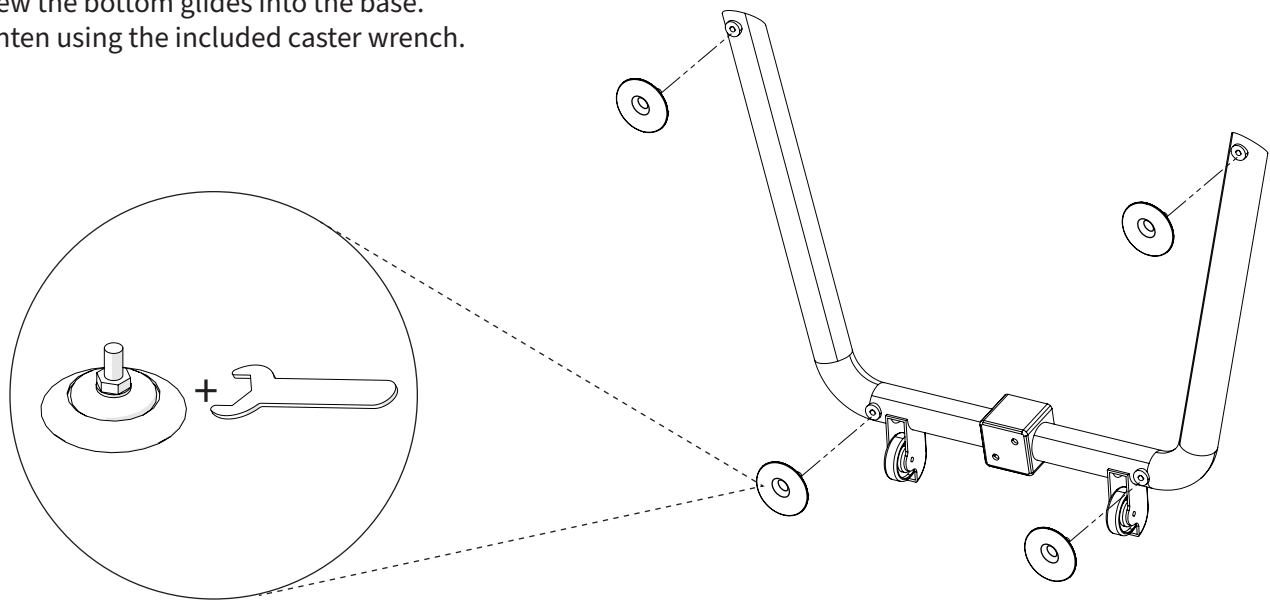
OVERVIEW

Exploded view of all parts and hardware.



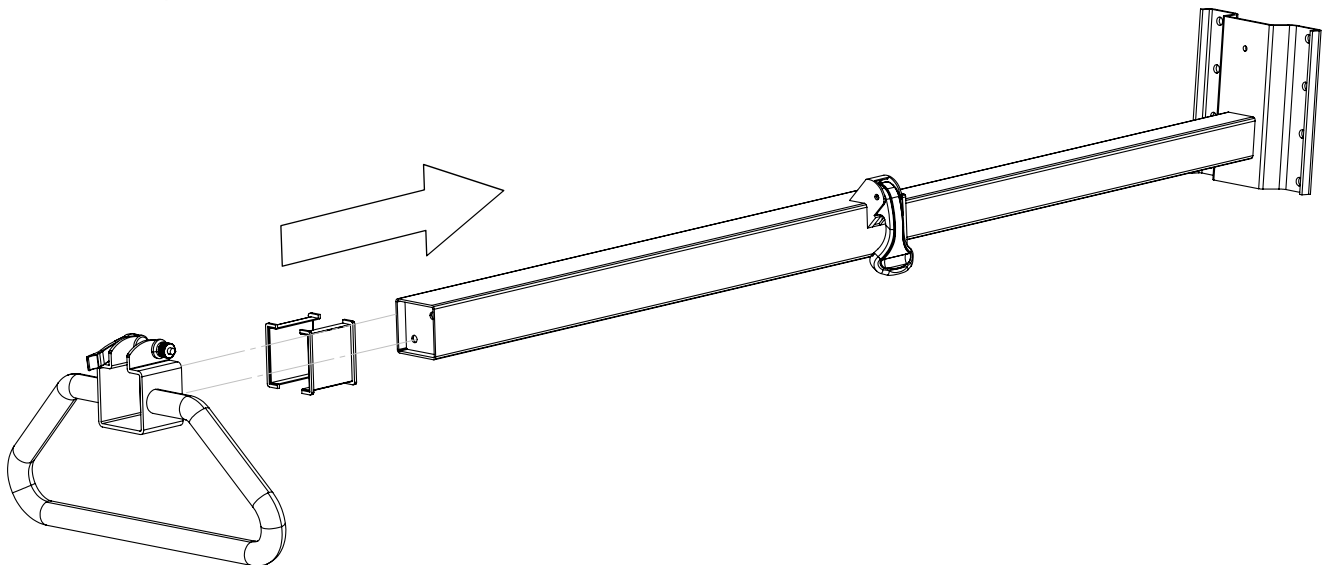
STEP 1

Screw the bottom glides into the base.
Tighten using the included caster wrench.

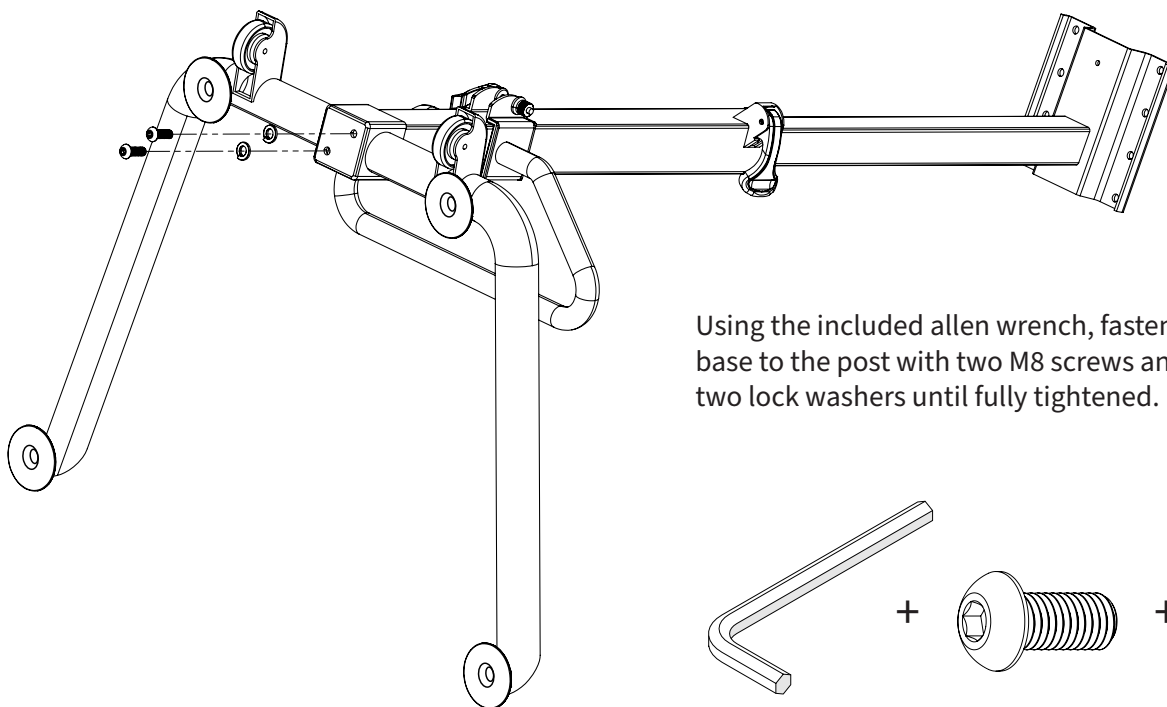


STEP 2

Disengage the footrest assembly's tension lock handle. Slide the footrest assembly onto the post as shown, with the plastic tensioners placed between the post and the foot holder's square collar.

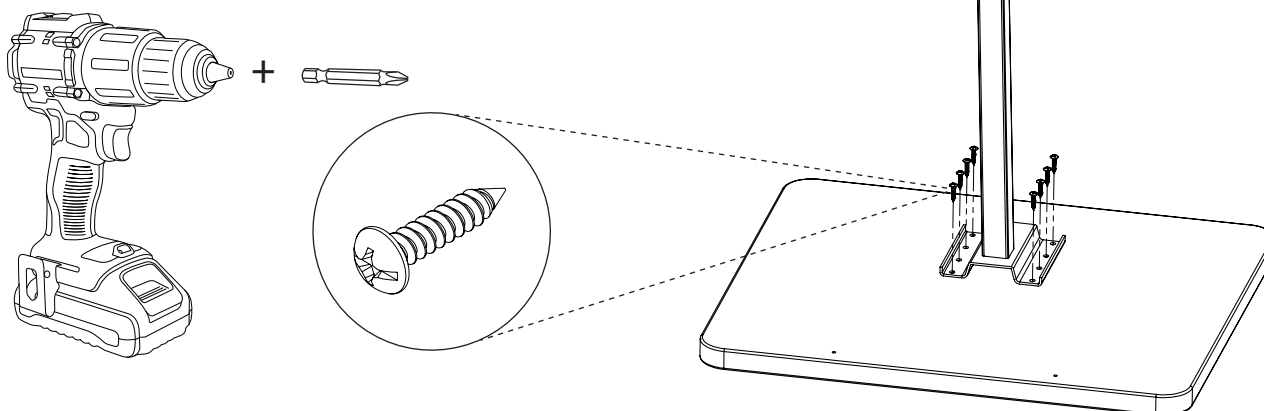


STEP 3



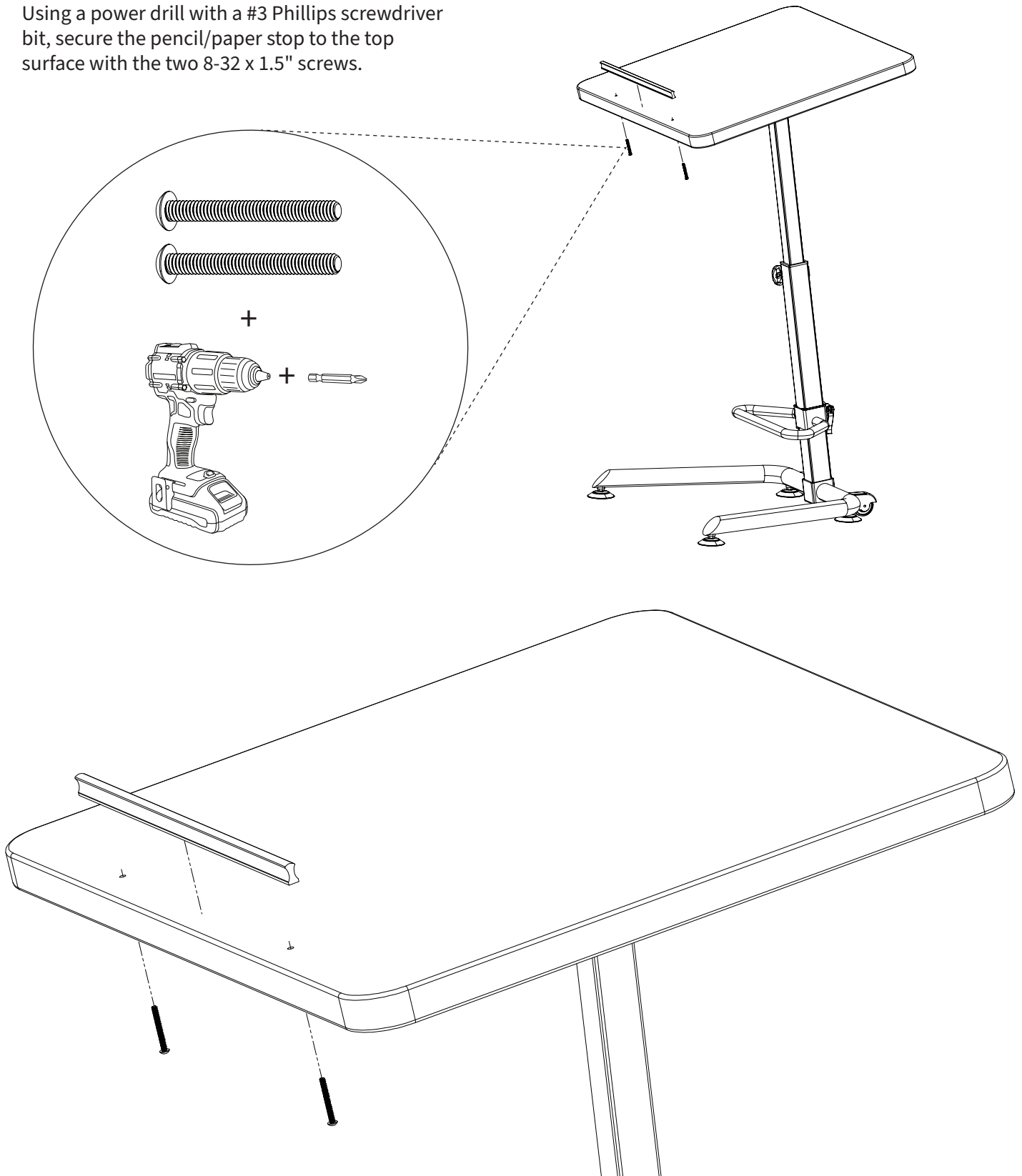
STEP 4

Place the top on the floor with the underside facing up. Place the base unit as shown. While lining up the holes on the base plate to the pilot holes on the laminate top, use a power drill with a #3 Phillips screwdriver bit to tighten the eight 1" wood screws into the laminate surface.

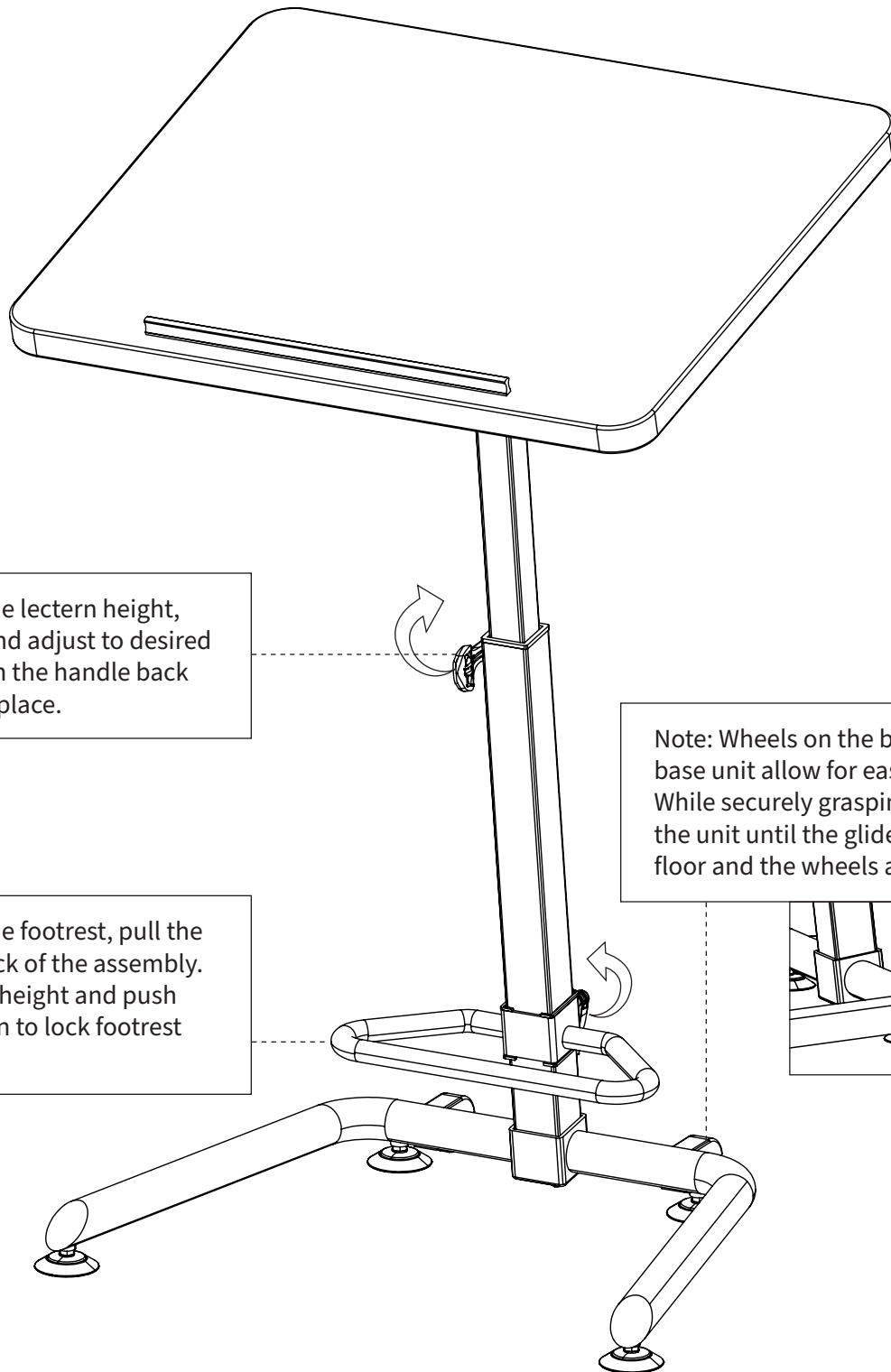


STEP 5

Using a power drill with a #3 Phillips screwdriver bit, secure the pencil/paper stop to the top surface with the two 8-32 x 1.5" screws.



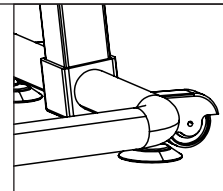
The Up-Rite Presentation Lectern is now assembled and ready to use.



Note: To adjust the lectern height, pull the handle and adjust to desired height. Then push the handle back inward to lock in place.

Note: To adjust the footrest, pull the handle on the back of the assembly. Adjust to desired height and push handle back down to lock footrest into place.

Note: Wheels on the back of the base unit allow for easy mobility. While securely grasping the top, tilt the unit until the glides are off the floor and the wheels are engaged.



ASSEMBLY COMPLETE