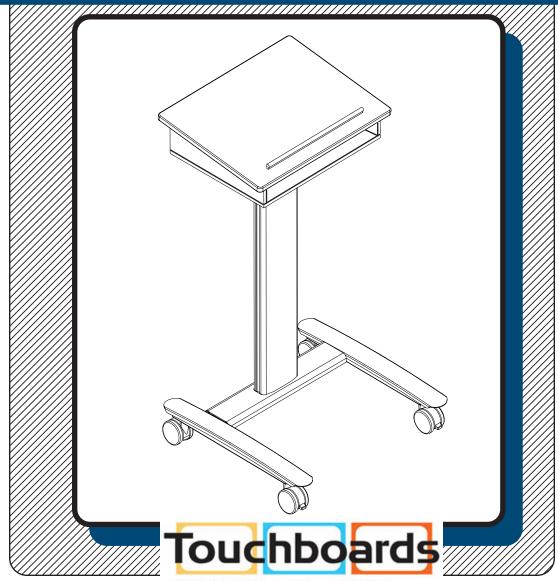


Lumina Podium



205 Westwood Ave, Long Branch, NJ 07740 Phone: 866-94 BOARDS (26273) / (732)-222-1511 Fax: (732)-222-7088 | E-mail: sales@touchboards.com

Assembly Instructions

Lumina Podium

| 7 | | | | Description | Qty |
|-------------------|--|--|--|---|---|
| Top Panel | 1 EA | | Hardware List | | |
| Right Side Panel | 1 EA | А | | Screw M6X15mm | 4 EA |
| Left Side Panel | 1 EA | В | | Screw M6X48mm | 4 EA |
| Front Panel | 1 EA | С | O | 3" Locking Caster | 2 EA |
| Bottom Panel | 1 EA | D | | 3" Non-Locking Caster | 2 EA |
| | | E | | Allen Wrench | 1 EA |
| Post | 1 EA | F | 2 | Caster Wrench | 1 EA |
| | | G | (a) | S Screw M6X15mm | 4 EA |
| Base | 1 EA | Н | ③ | Caster Lock Washer | 4 EA |
| | | J | | 1-1/2" Socket Screw | 4 EA |
| Top Connect Plate | 1 EA | K | | Campost | 4 EA |
| | | L | | Wood Dowel | 4 EA |
| Book Stop | 1 FA | M | | Cams | 4 EA |
| Dook Stop | /(| N | | Book Stop Screws | 2 EA |
| | | | | | J |
| | Right Side Panel Left Side Panel Front Panel Bottom Panel Post Base | Right Side Panel 1 EA Left Side Panel 1 EA Front Panel 1 EA Bottom Panel 1 EA Post 1 EA Base 1 EA Top Connect Plate 1 EA | Right Side Panel 1 EA Left Side Panel 1 EA Front Panel 1 EA Bottom Panel 1 EA Post 1 EA F G Base 1 EA Top Connect Plate 1 EA Book Stop 1 EA | Right Side Panel 1 EA Left Side Panel 1 EA Front Panel 1 EA Bottom Panel 1 EA Post 1 EA F G H G Top Connect Plate 1 EA Book Stop 1 EA | Right Side Panel 1 EA Left Side Panel 1 EA Front Panel 1 EA Bottom Panel 1 EA Bottom Panel 1 EA Fost 1 EA Base 1 EA Top Connect Plate 1 EA Book Stop 1 EA A O Screw M6X15mm B O Screw M6X48mm C 3" Locking Caster B Allen Wrench C Caster Wrench G CS Screw M6X15mm H Caster Lock Washer J O Top Connect Plate 1 EA Book Stop 1 EA |

We recommend that you assemble this unit on a table.

Missing Parts or UPS Damaged Parts

For Your Convenience you can EMAIL us at

<u>furniture@baltinc.com</u> 24HOURS 7 DAYS A WEEK Should you require assistance during assembly, please call our Customer Service Department Monday - Friday 8 a.m. - 5 p.m.

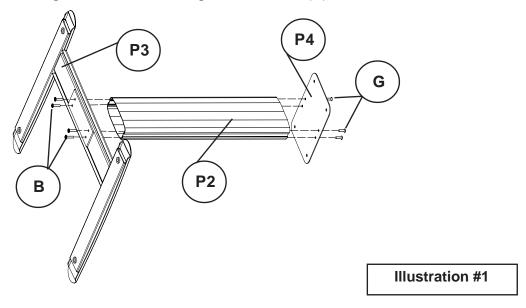
Central Standard Time 1-800-749-2258

Do not use unless all screws are tight. At least every six months, check all screws to be sure they are tight. If parts are missing, broken, damaged, or worn, stop use of the product until repairs are made by your dealer using factory authorized parts.

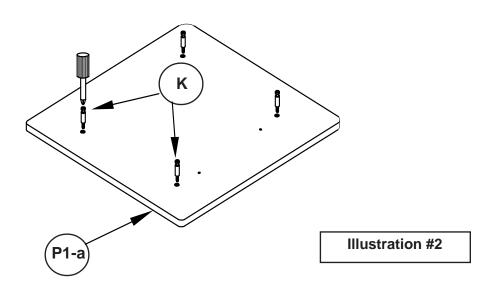
Lumina Podium Assembly Instructions

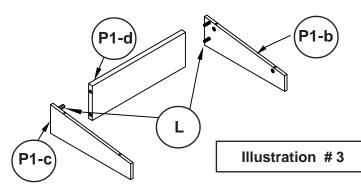
READ THROUGH INSTRUCTIONS FROM BEGINNING TO END <u>BEFORE</u> STARTING TO ASSEMBLE UNIT.

- 1.) Identify and Separate all the Parts and Hardware.
- 2.) Attach Base (P-3) to Post (P-2) using four Screws (B). Attach the Top Connect Plate (P-4) to the Post (P-2) using four CS Screws (G) as shown in Illustration # 1. Tighten all Screws using Allen Wrench (E).



3.) Install four Camposts (K) into the threade inserts in the bottom of Top Panel (P1-a) as shown in Illustration #2.

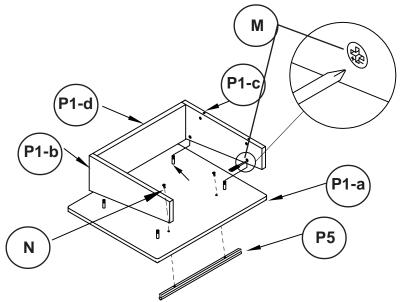




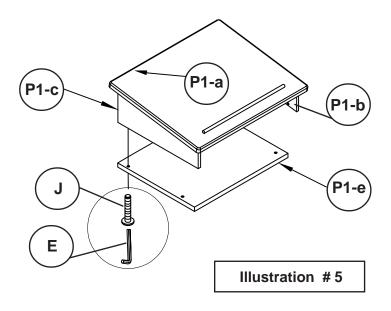
4.) Insert two Wood Dowels (L) into the Right Side Panel (P1-b) and two Wood Dowels (L) into the Left Side Panel (P1-c). Assemble Right Side Panel (P1-b) into Front Panel (P1-d) and then assemble Left Side Panel (P1-c) into Front Panel (P1-d) as shown in Illustration #3.

5.) Insert two Cams (M) into Side Panels (P1-b and P1-c) as shown. Place assembly from Step 4 down on the Camposts (K) in the bottom of Top Panel (P1-a). Turn Cams (M) clockwise to lock into Camposts (K). Attach Book Stop (P5) into the groove on the top of Top Panel (P1-a) and secure with two Screws (N).

Illustration #4

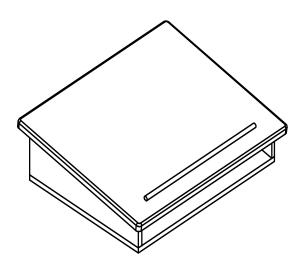


6.) Attach Bottom Panel (P1-e) to the assembly from Step 5 using four Screws (J) and tighten with Allen Wrench (E) as shown in Illustration # 5.

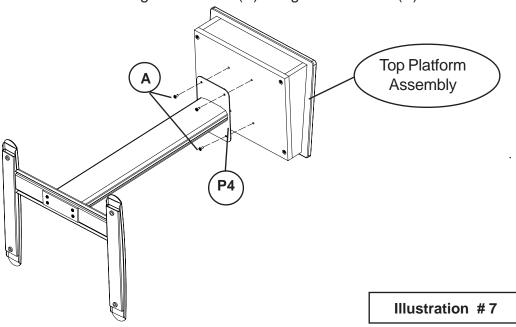


7.) The Top Platform assembly in Powder Coated Gray or Cherry Laminate, depending on what you ordered, may have the Book Stop already installed.

Illustration #6

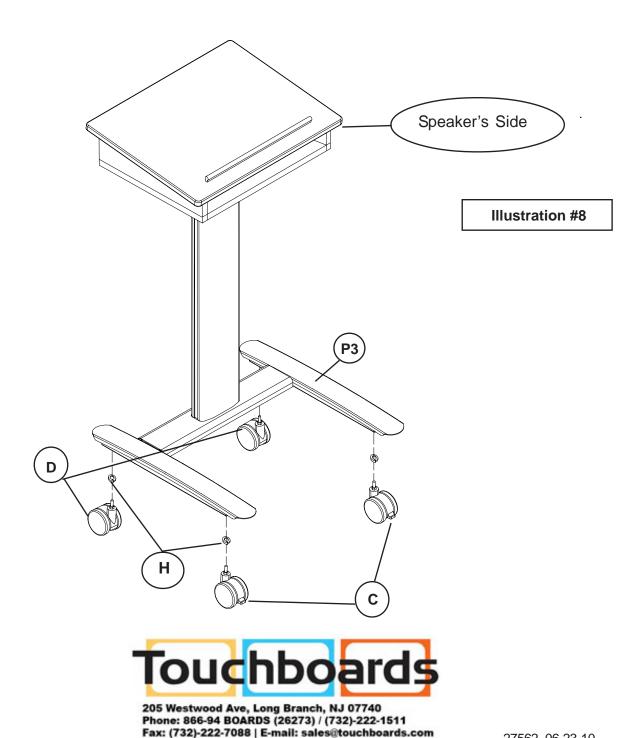


8.) Attach the Top Platform Assembly to the Top Connect Plate (P-4) using four Screws (A) as shown in Illustration #7. Tighten Screws (A) using Allen Wrench (E).



#27562 Lumina Podium

9.) Place one Caster Lock Washer (H) on each Caster's threaded stem before attaching. Screw in two Locking Casters (C) into the Speaker's side Base (P-3). Screw in two Non-locking Casters (D) into the two rear holes on Base (P-3) as shown in Illustration #8. Tighten casters using Caster Wrench (F).



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