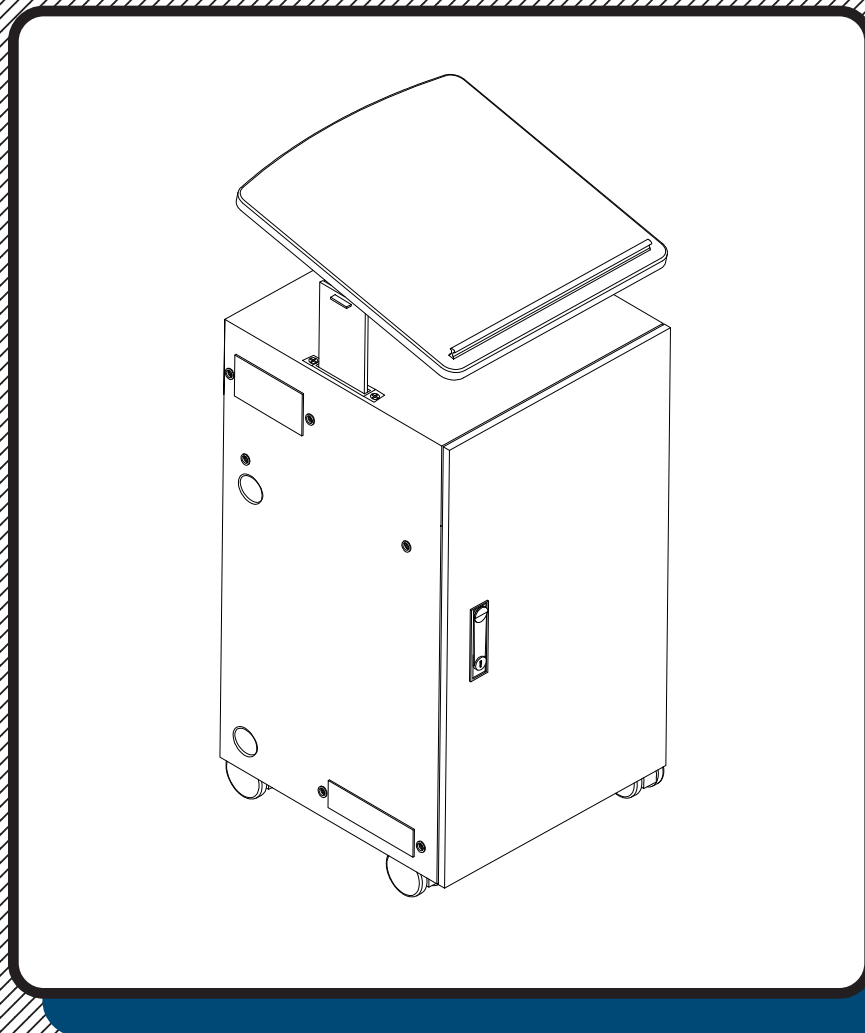
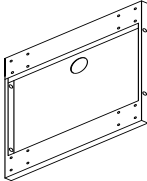
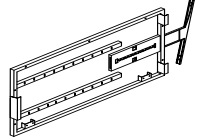

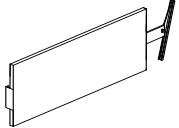

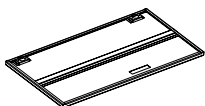
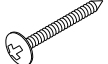
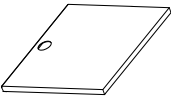

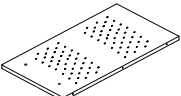



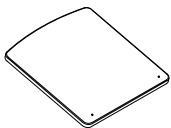
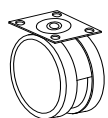


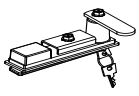


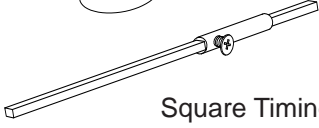



27694 Trend Podium



Assembly Instructions

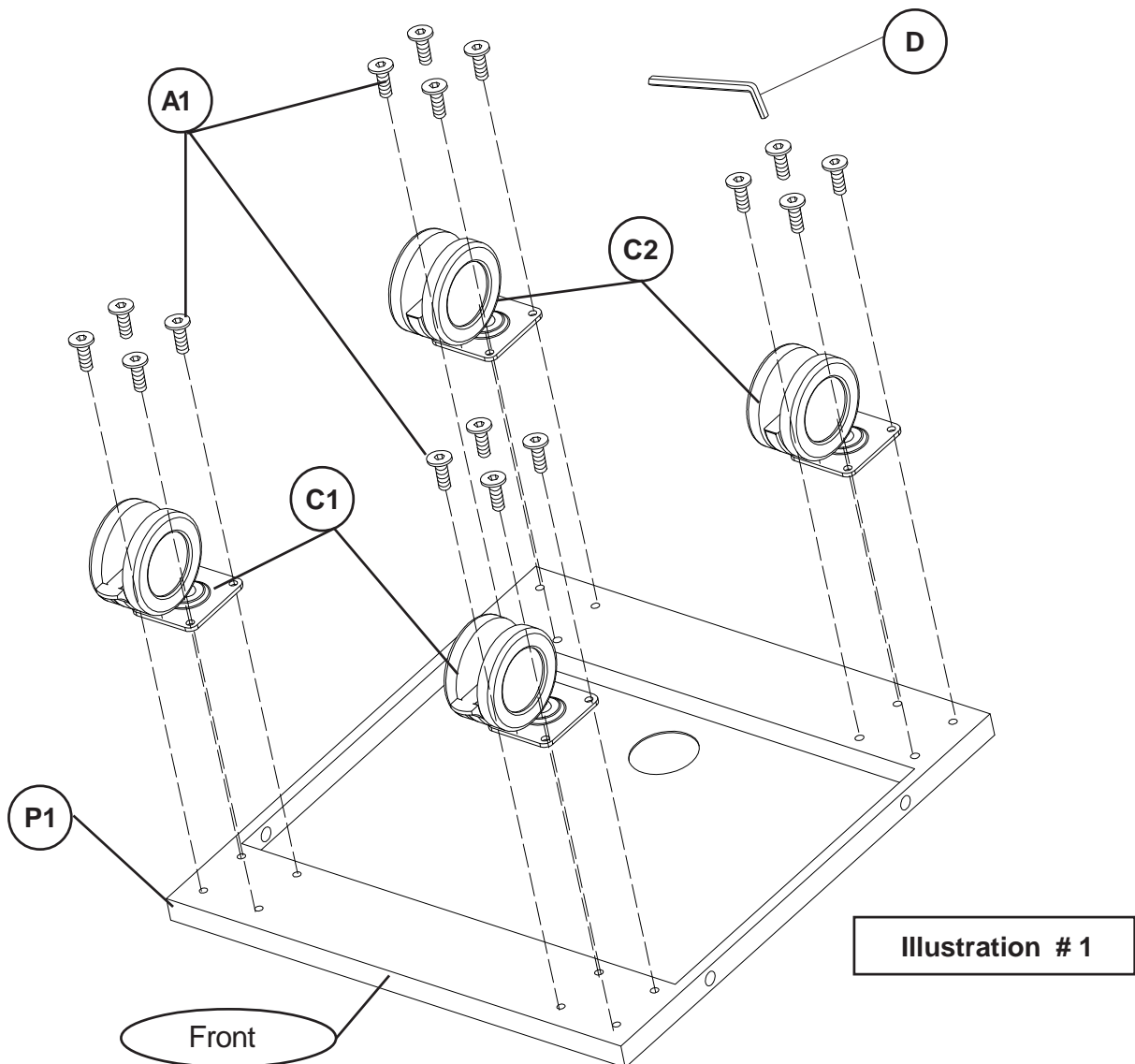
#27694 Trend Podium

Part	Drawing	Description	Qty	Part	Drawing	Description	Qty
P-1		Base	1 EA	Hardware List			
P-2		Right Side Panel	1 EA	A1		Screw M6x12mm	30 EA
P-3		Left Side Panel	1 EA	A2		Phil CS Screw M4x10mm	8 EA
P-4		Door	1 EA	A3		Wood Screw 4X25mm	4 EA
P-5		Metal Top	1 EA	A4		Book Stop Screw M4x30mm	2 EA
P-6		Back Panel	1 EA	B		Shelf bracket	8 EA
P-7		Removeable Shelf	2 EA	C 1		3" Locking Caster	2 EA
P-8		Wood Top	1 EA	C 2		3" Caster	2 EA
P-9		Book Stop	1 EA	D		Allen Wrench	1 EA
P-10		Door Lock & Keys	1 EA	E		Grommet	6 EA
P11		Door Hinge	2 EA	F		Square Timing Rod Assembly	1 EA
				G		Insert Cap	6 EA

#27694 Trend Podium Assembly Instruction

**READ THROUGH INSTRUCTIONS FROM BEGINNING
TO END BEFORE STARTING TO ASSEMBLE UNIT.**

- 1.) Identify and Separate all the Parts and Hardware.
- 2.) Attach two Locking Casters (C1) to the front holes on the bottom of Base (P1) using four Screws (A1) for each. Attach two Non-Locking Casters (C2) to the rear holes on the bottom of Base (P1) using four Screws (A1) for each as shown in illustration #1.
Tighten Screws (A1) using Allen Wrench (D).



- 3.) Attach the Right Side Panel (P2) to the Base (P1) using two Screws (A1) through the bottom flanges of each as shown in illustration #2. Use Allen Wrench (D) to tighten all Screws.

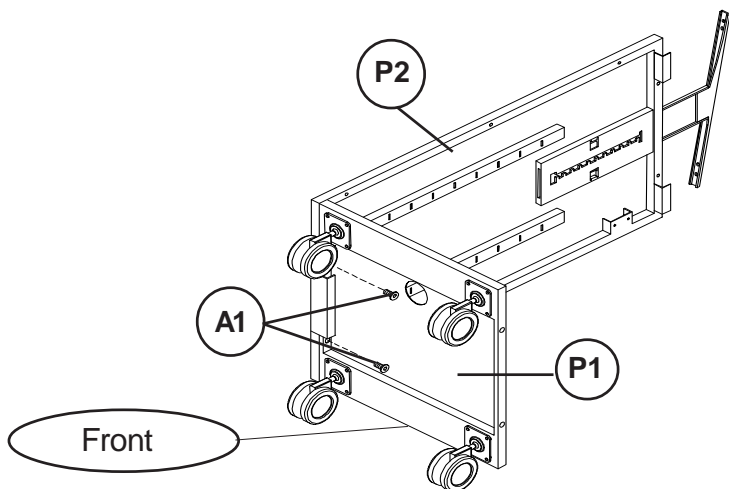


Illustration # 2

- 4.) Repeat Step #3 to install the Left Side Panel (P3) to Base (P1) using two Screws (A1) to secure. See illustration #3

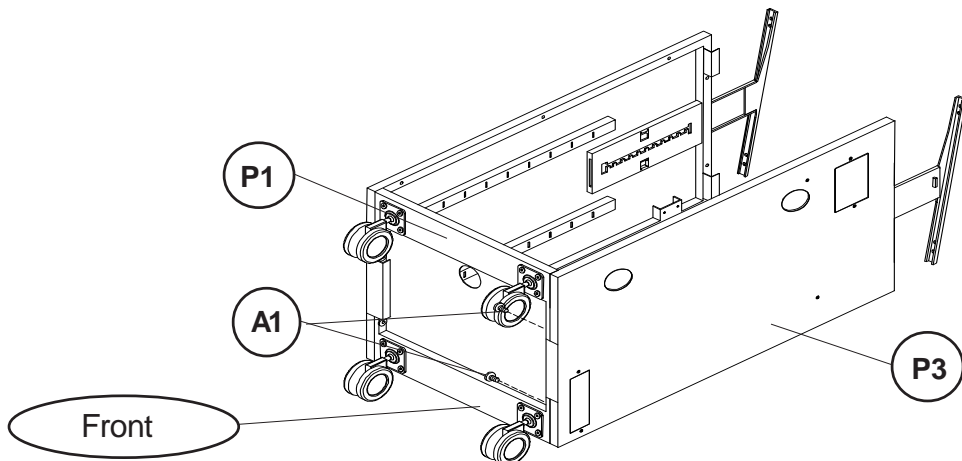


Illustration # 3

- 5.) Insert the back the Back Panel (P6) in between the Right Side Panel (P2) and the Left Side Panel (P3). Line up the holes in the the edge flanges and secure using six Screws (A1) as shown in illustration #4.

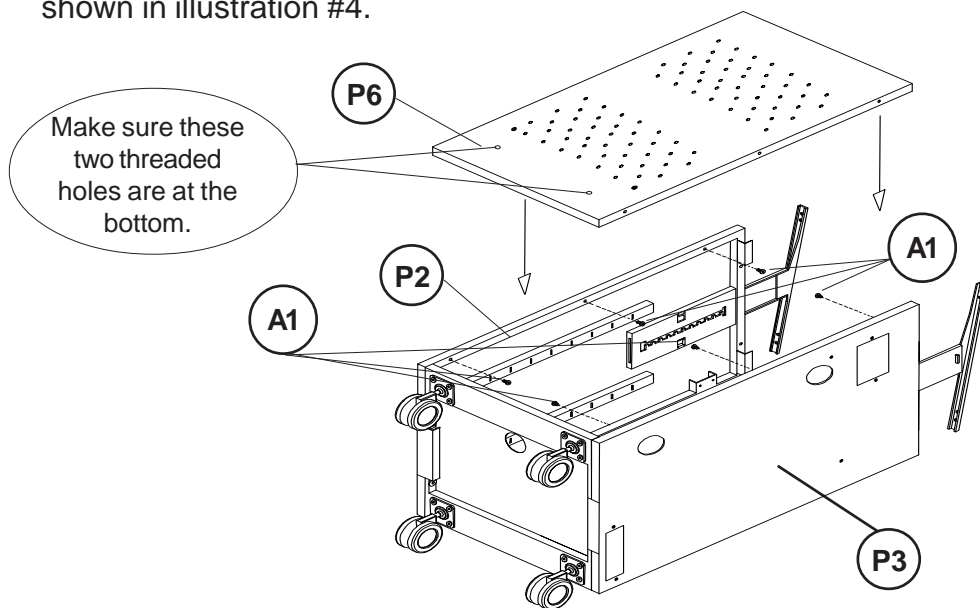
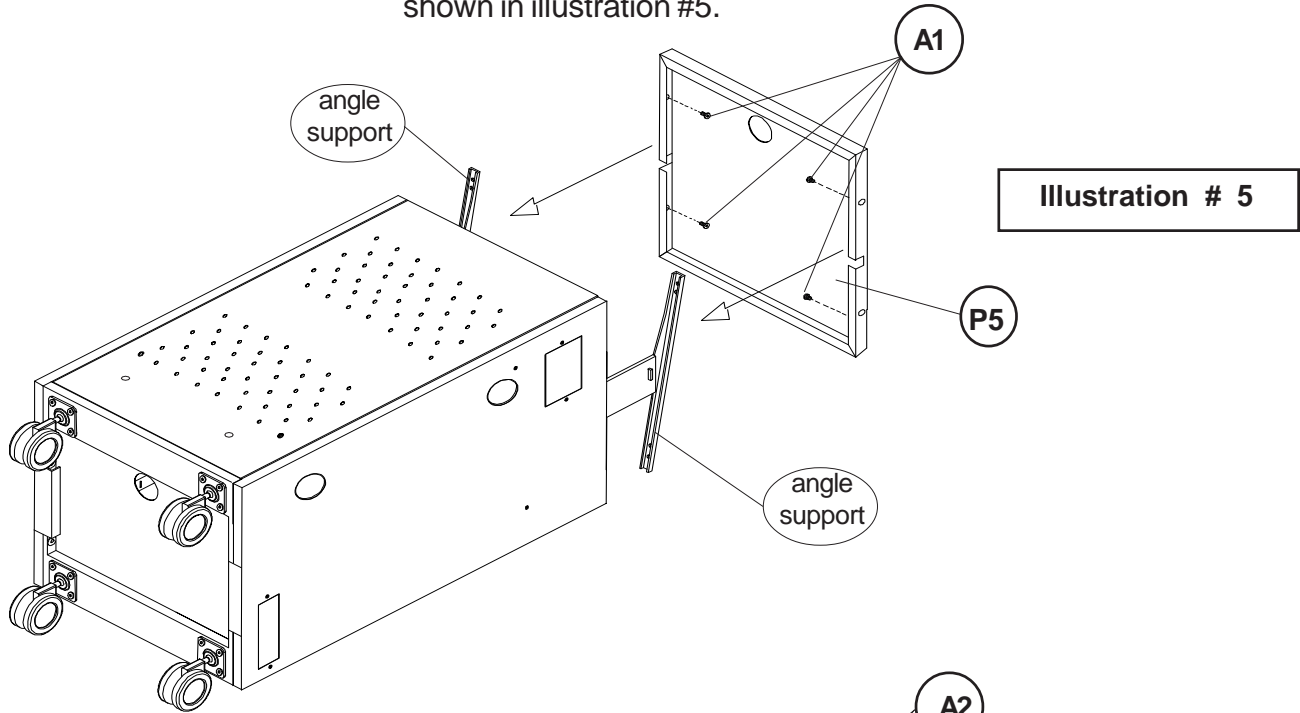
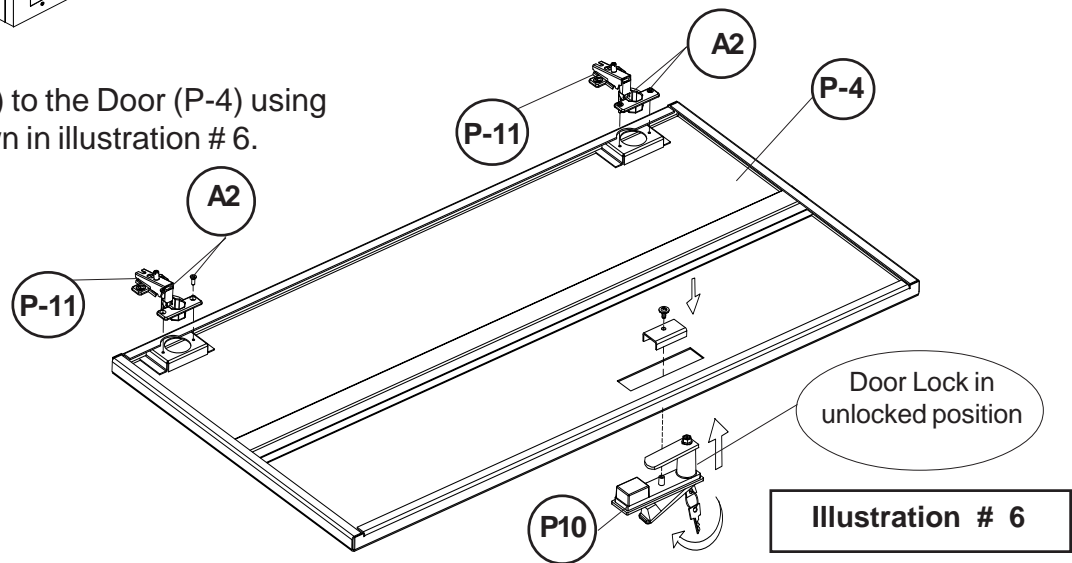


Illustration # 4

6.) Place the Metal Top (P5) in between the angle supports and down on the cabinet assembly. Line up the flange holes and secure the Metal Top to the sides using four Screws (A1) as shown in illustration #5.



7.) Attach 2 Hinges (P-11) to the Door (P-4) using 4 screws (A2) as shown in illustration # 6.



8.) Remove the center screw on the back of the Door Lock (P10) assembly along with the lock bracket. Unlock Door Lock with key. Insert the Door Lock, from the front, through the cut-out in the Door (P4) as shown in illustration #6. Lock Door Lock with key. Place the lock bracket on the back of the Door Lock and secure it with the screw that was removed. See reassembled detail in illustration #6a.

8a.) Reassembled Detail

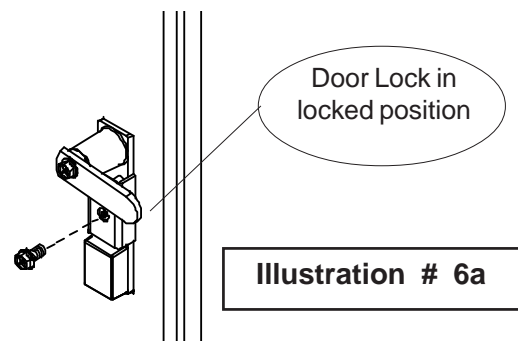
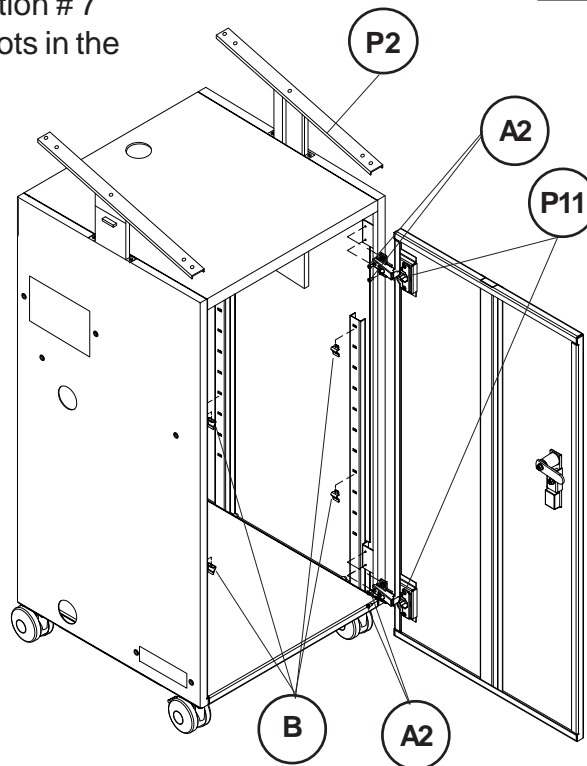


Illustration # 7

- 9.) Attach 2 Hinges (P-11) to the Right Side (P-2) using 4 screws (A2) as shown in illustration # 7. Insert eight Shelf Brackets (B) into the slots in the Right Side Panel (P2) and the Left Side Panel (P3).

Note: Make sure Shelf Brackets are in line and level.



- 10.) Place 2 Removeable Shelves (P-7) onto the Shelf Brackets (B) as shown in illustration #8.

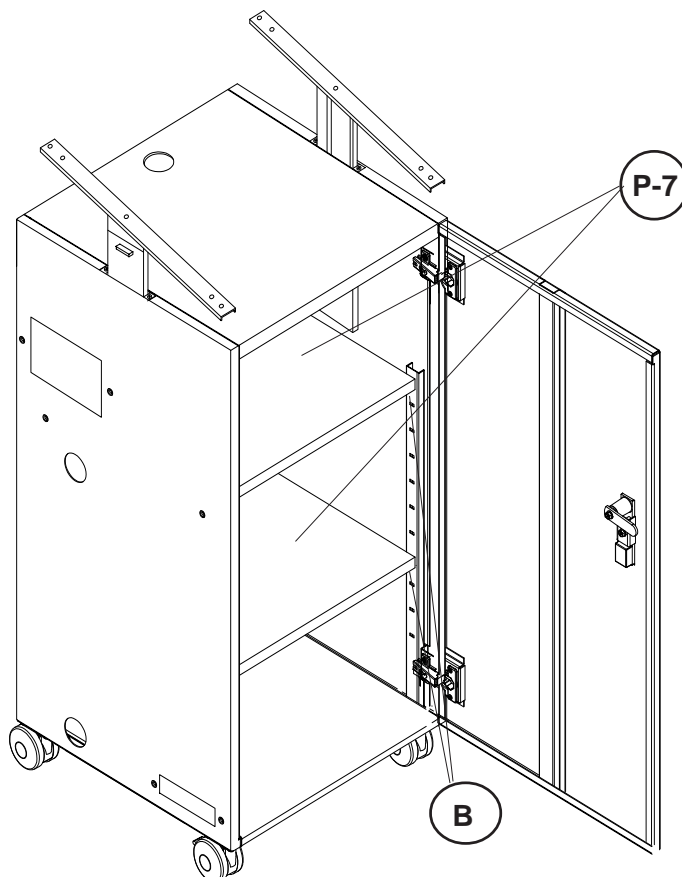


Illustration # 8

- 11.) Attach the Book Stop (P9) to the Wood Top (P8) using two Book Stop Screws (A4) as shown in illustration #9.

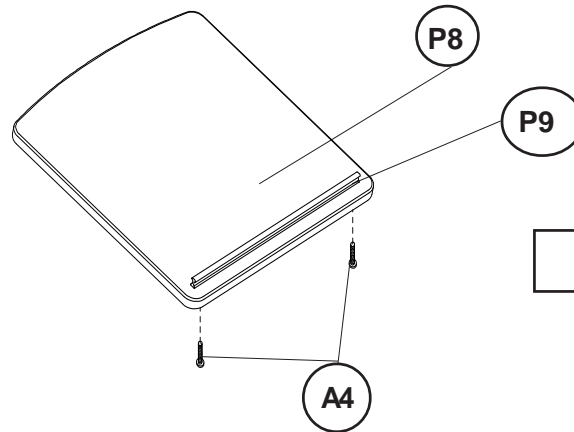


Illustration # 9

- 12.) Press Grommet Sleeves (E) into the round holes in Metal Top (P5), both Removeable Shelves (P-7), Bottom Panel (P-1) and two in Left Side (P-2) as shown in illustration #10. Attach the Wood Top (P8) to the top angle supports using four Wood Screws (A3). Use the holes nearest the tips of the Top Support Angles. Push in six Insert Caps (G) into the threaded holes showing on the Left Side and Back Panels to cover them up in a stand alone podium.

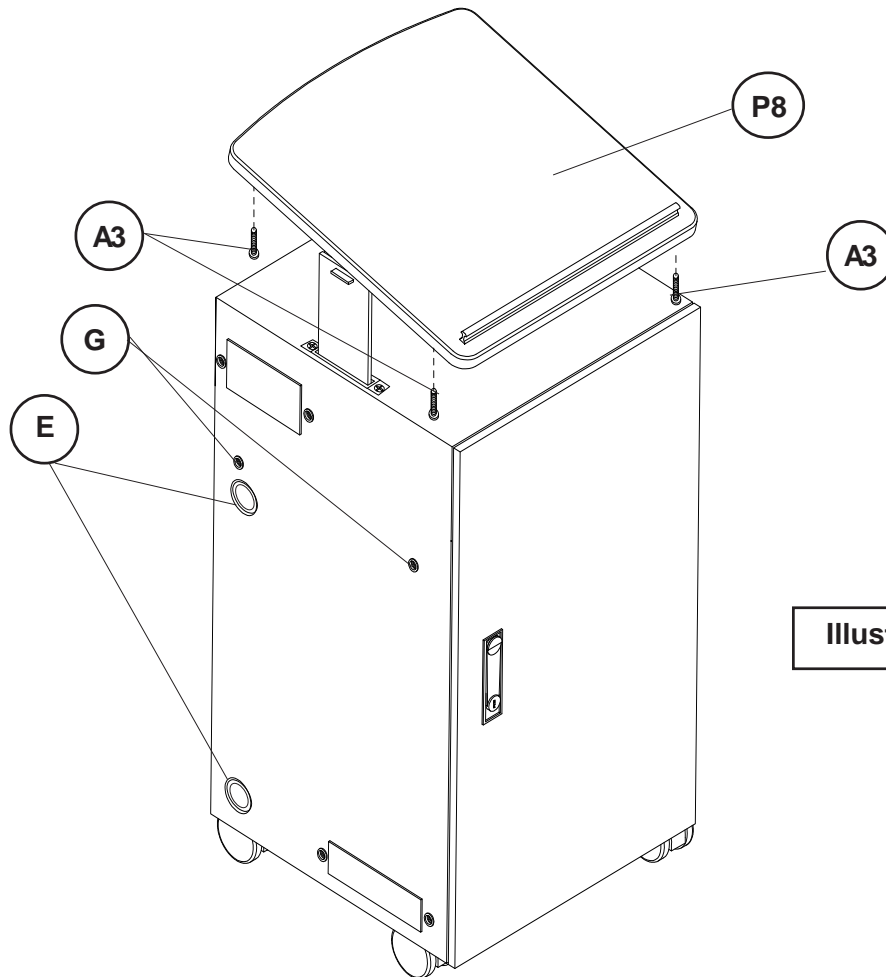


Illustration # 10

- 13.) Raise the podium's top to the highest position by pulling up on the Side Release Tabs.. Open the door to the cabinet and look in the top of the cabinet. Find the square hole recesses at the top of the height adjustment mechanisms. Loosen the screw on the screw on the Square Timing Rod (F). Insert the Square Timing Rod's ends into the square recesses on both Side Panels. Tighten the screw on the Square Timing Rod to lock the rod's length. See illustration #11.

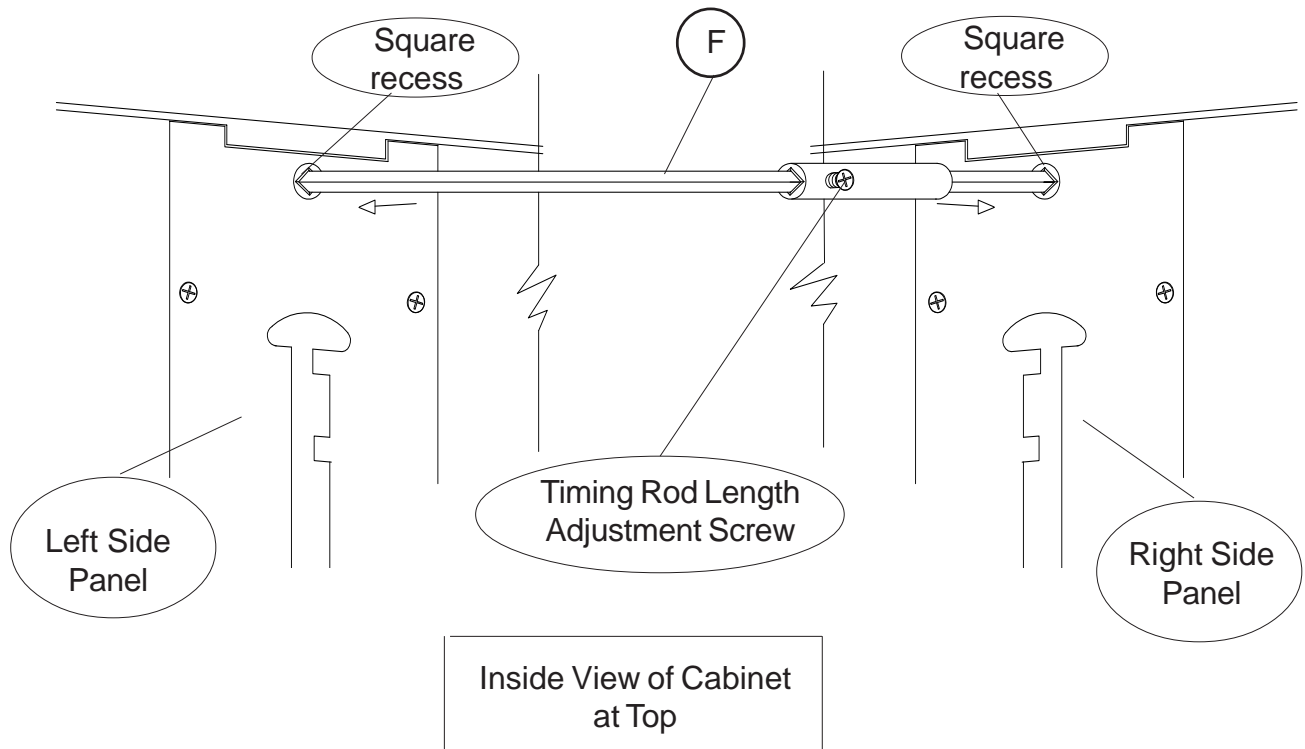


Illustration # 11