

# Assembly Instructions

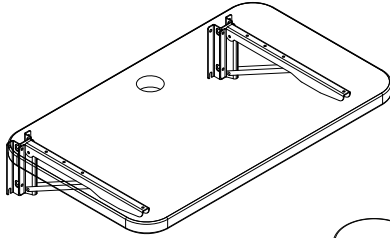
## ⚠ Important ⚠

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.

[www.spectrumfurniture.com](http://www.spectrumfurniture.com)  
800-235-1262, 715-723-6750

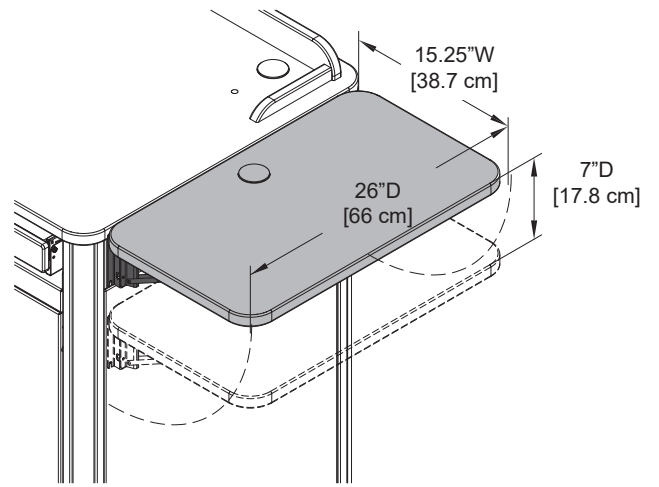
*Thank you for purchasing Spectrum products!*



(1) Flip-up shelf assembly



(1) 039622  
2" Grommet



## Flip-up Shelf for Link and CORE Lecterns 55540

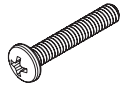
### Link Lectern hardware

#### For metal side panels



(16) 0100167  
8-32 x 1/2" PH  
Thread-cutting screw

#### For laminate side panels



(16) 051696  
8-32 x 1" PHMS

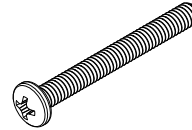


(16) 0285  
3/16 Flat Steel  
Washer



(16) 021588  
8-32 Keps Nut

### CORE Lectern hardware



(8) 8-32 x 1-1/2"  
PHMS

# Link Lectern (55115) installation:

## Before you begin determine:

- The side of the lectern the shelf will be installed (left or right side)
- The shelf position: (Upper or lower)
- Type of side panels your lectern has (metal or laminate)

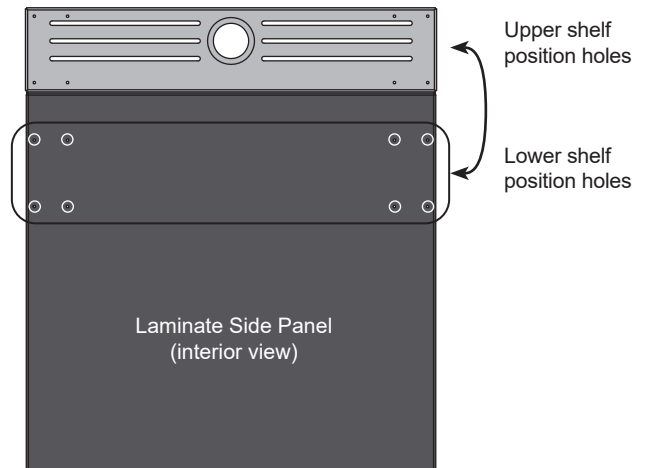


1. Extend and lock each folding shelf bracket into the horizontal position.
2. Select the fasteners needed (Metal or laminate side panels)
3. Install the (4) lower screws into the side panel at the preferred height leaving about 1/4" of threads exposed.
4. Set the shelf assembly onto the (4) lower screws using the notched brackets.
5. Secure the shelf assembly by installing the (4) upper screws.
6. Tighten all 8 screws securely.
7. Install 2" grommet in shelf.



Installation video available  
See [www.spectrumfurniture.com](http://www.spectrumfurniture.com)

## Laminate side panels



## Attaching to laminate side panels:

1. Open the lectern door and remove the rack cube (if equipped).
2. From inside the lectern, use a drill with a 3/16" drill bit and slowly drill out the corresponding pre-drilled pilot holes located on the laminate side panel. Masking tape can be used on the exterior to minimize chip-out.



Drill with  
3/16" drill bit

## Metal side panels

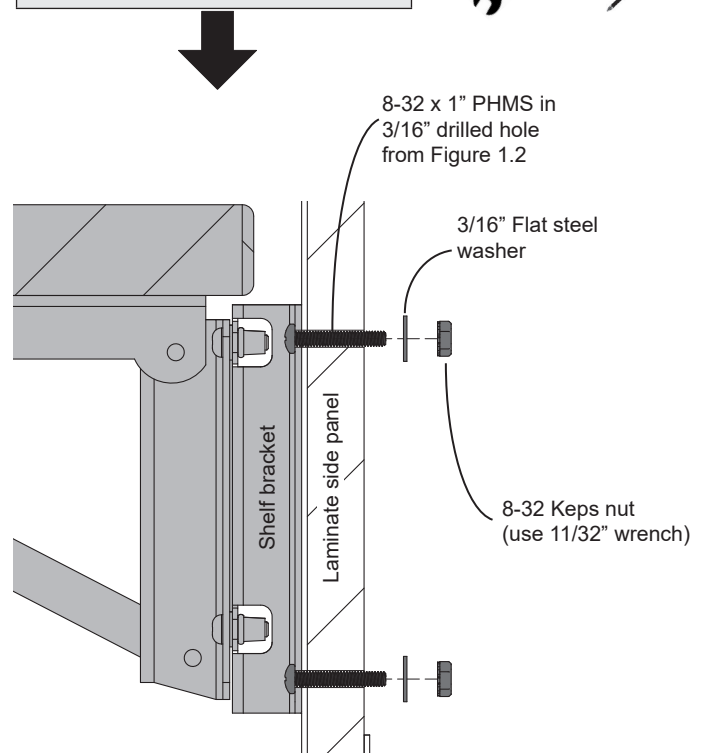
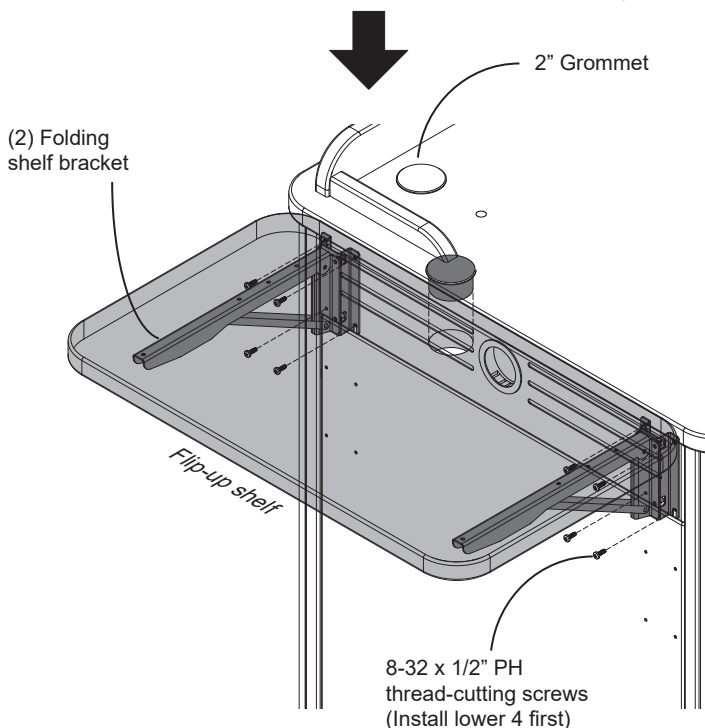
### Metal side panel fasteners

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



### Laminate side panel fasteners

(4) 8-32 x 1" PHMS  
(4) 3/16" Flat steel washers  
(4) 8-32 Keps nuts



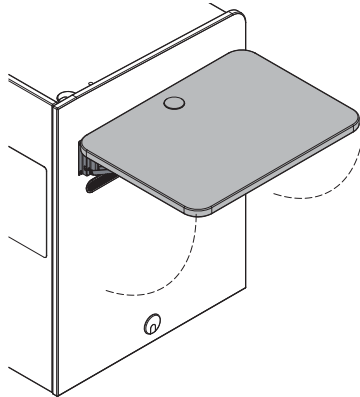
# CORE Lectern (55550) installation:

## Drill laminate side panel(s) for flip-up shelf

The (8) starter holes on the back of the laminate side panel need to be drilled through before installing.

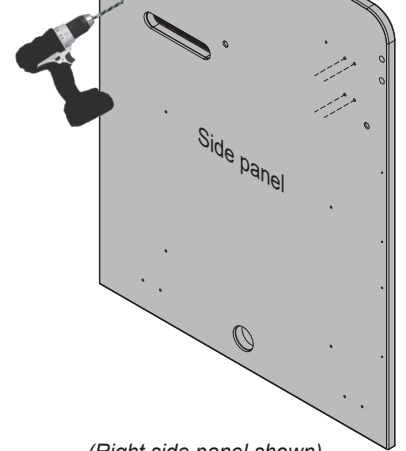


Drill with 3/16" drill bit



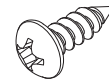
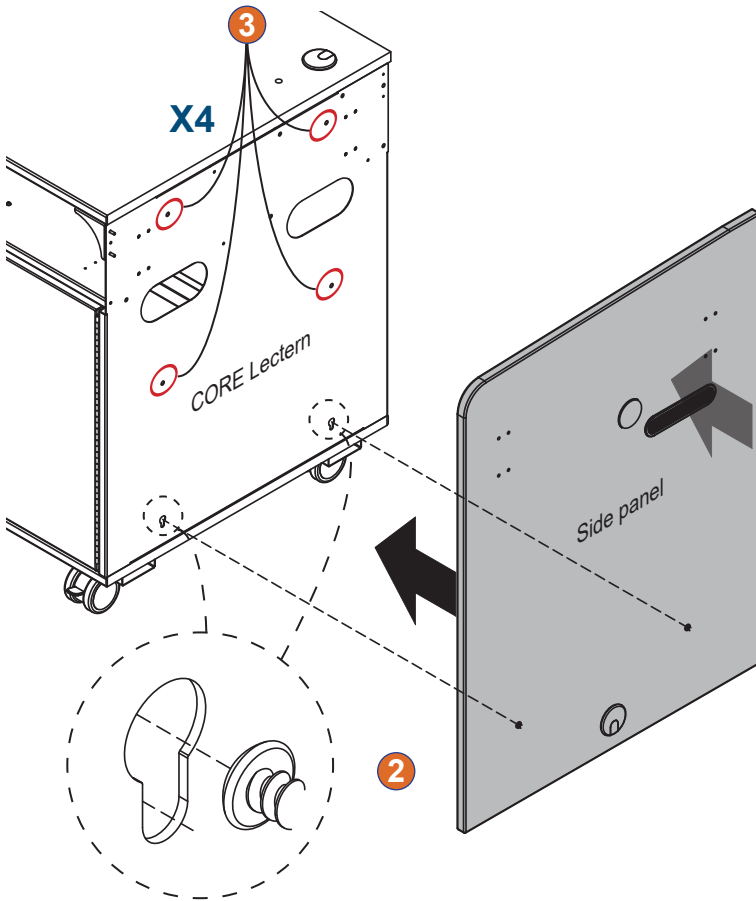
Tip: Masking tape can be used on the laminate-side to minimize chip-out.

X8



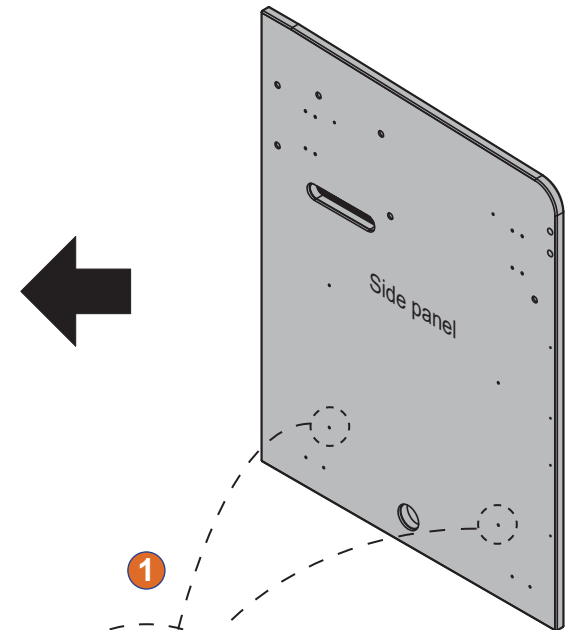
(Right side panel shown)

1. Determine which panel the shelf will be mounted (left or right side)
2. Locate the (8) starter holes in the back of the side panel.
3. Using a drill with a 3/16" drill bit, slowly drill completely through the panel at the (8) hole locations.
4. Continue with side panel attachment below.



X12

#14 x 3/4" PHSM



1. Insert installed panel screws into the keyholes and push side panel onto CORE.
2. Secure side panel to CORE with (6) #14 x 3/4" PHSM screws (installed from inside).

1

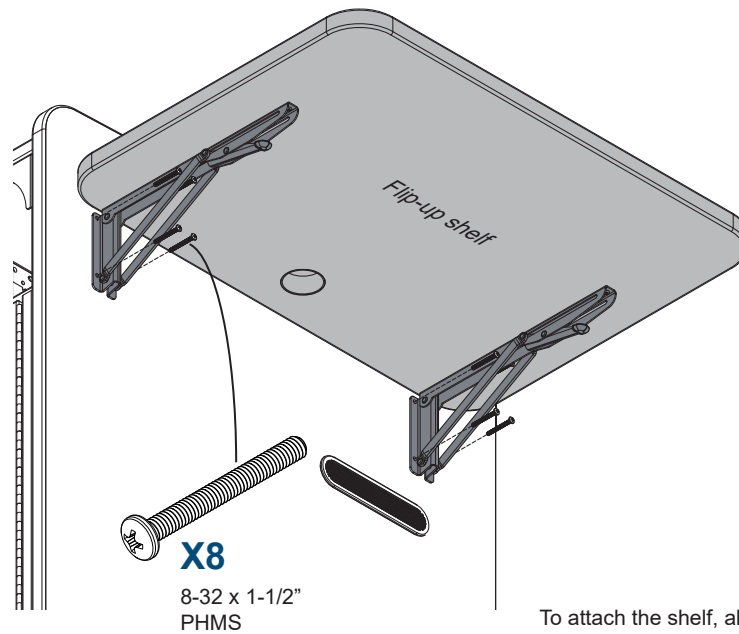
1/8"



X2

#14 x 3/4" PHSM

(CORE Lectern installation continued)



To attach the shelf, align the shelf brackets with the drilled holes and attach to the side panel using (8) 8-32 x 1-1/2" PHM screws.

## Shelf Operation

### Operation

The shelf will automatically lock into place when lifted into the horizontal position with the levers released. To lower or flip-up the shelf, press and hold the shelf bracket levers while slowly lowering or raising 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.

