

# Assembly Instructions

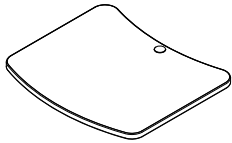
## ⚠ Important ⚠

Before you begin, read and comply with all safety and operating instructions, and ensure all parts and correct quantities are included.

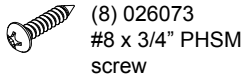
Any parts damaged during shipment must be reported within 5 days of receipt. To report information regarding missing parts or damage, to purchase parts or accessories, or if you have any questions, please contact us.

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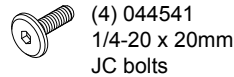
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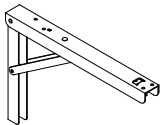
(1) 050573  
Folding shelf



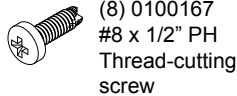
(8) 026073  
#8 x 3/4" PHSM  
screw



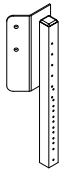
(4) 044541  
1/4-20 x 20mm  
JC bolts



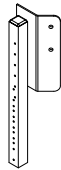
(2) 056886  
12" x 8" Fold-  
ing brackets



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



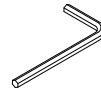
(1) 050574  
Left shelf  
support



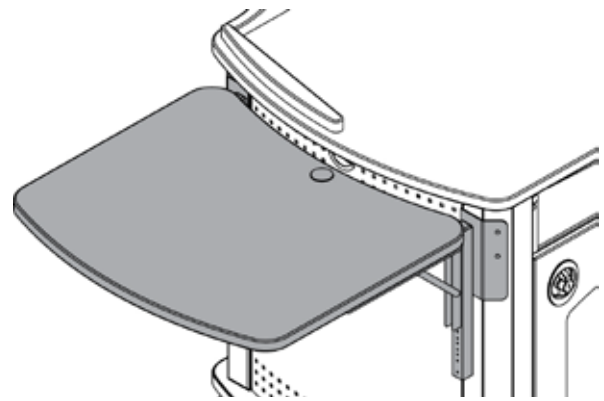
(1) 050575  
Right shelf  
support



(1) 039622  
2" Grommet



(1) 025039  
4mm Hex  
wrench



## Flip-up shelf for LINK Lectern 55140

### Tools Required



Phillips  
screwdriver



Drill with #1 Phillips  
driver and extension



4mm Hex wrench  
(included)

## 1. Attach support brackets

1. Attach the left and right support brackets to the LINK cart as shown using (2) 1/4-20 x 20mm JC bolts per bracket. **Figure 1.**
2. Do not tighten the JC bolts completely yet.

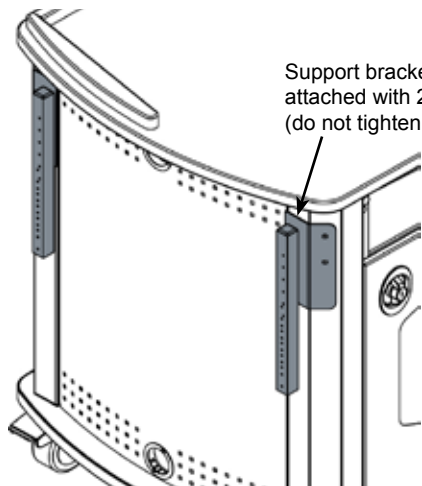


Figure 1

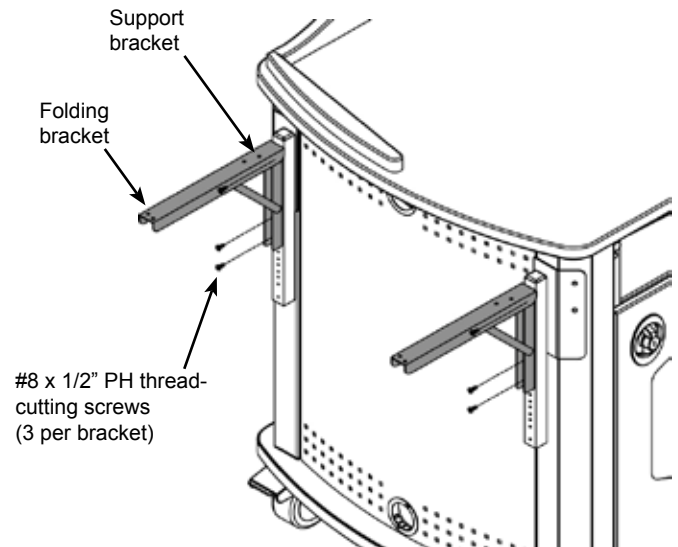


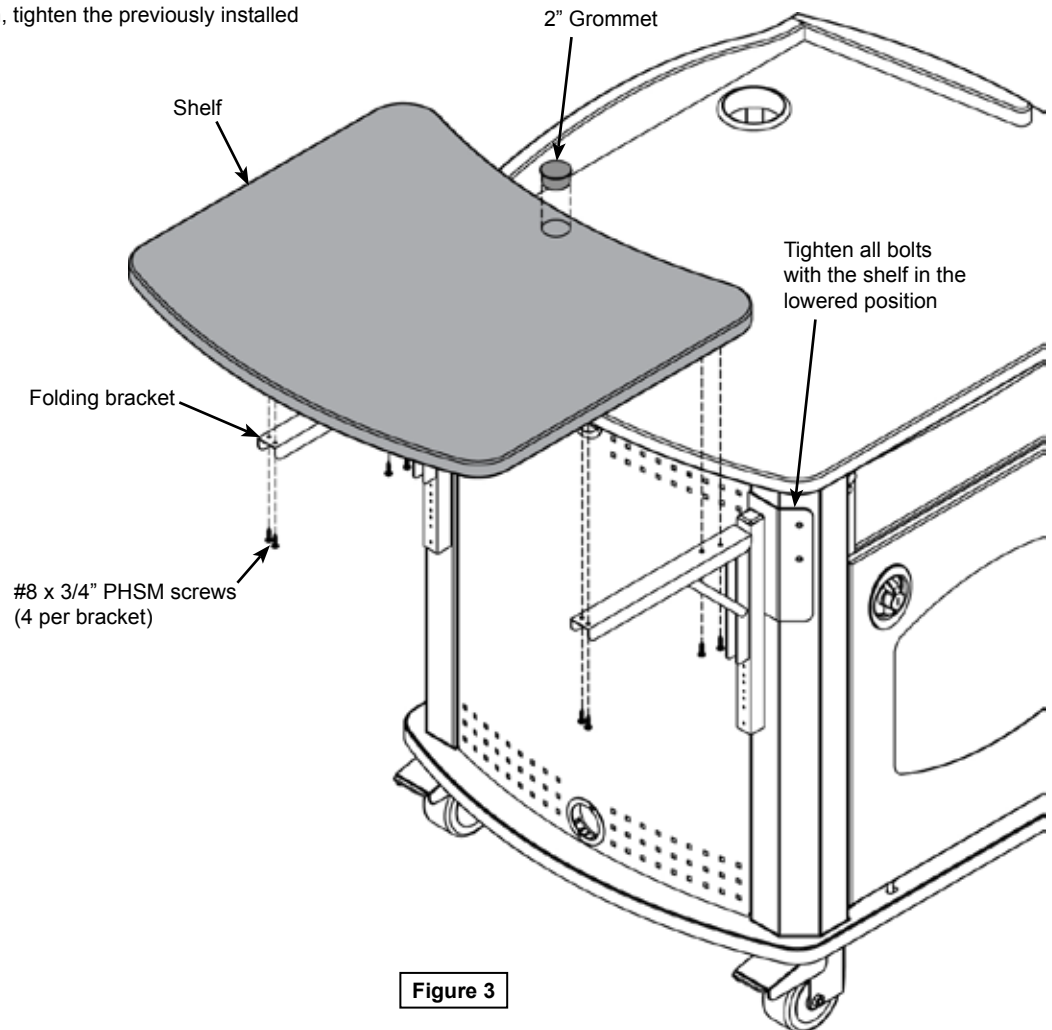
Figure 2

## 2. Attach folding brackets

1. Determine the height you would like the shelf to be mounted.
2. Open each folding bracket, and align the mounting holes at the desired height.
3. With an electric drill, driver extension, and #1 Phillips driver, attach each folding bracket to a support bracket with (3) #8 x 1/2" thread-cutting screws. Tighten securely, but be careful not to strip out the holes. **Figure 2.**

### 3. Attach shelf to folding brackets

1. With the folding brackets in the "UP" position, set the shelf on the brackets and align the mounting holes.
2. Attach the shelf to the each folding bracket with (4) #8 x 3/4" PHSM screws and tighten securely with a Phillips screwdriver. **Figure 3.**
3. Install the 2" grommet.
4. Lower shelf (see instructions below.)
5. With the shelf in the lowered position, tighten the previously installed JC bolts securely.



### 3. Operation

The shelf will automatically lock into place when lifted into the horizontal position with the levers released. **Figure 4.** To lower or flip-up the shelf, press and hold the levers under each folding shelf bracket at the same time while slowly lowering or raising the shelf. Do not exceed a maximum of 35 lbs of weight on 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.

