

# Assembly Instructions

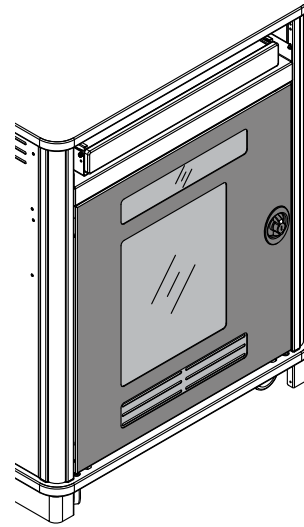
## ⚠ Important ⚠

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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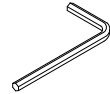
## Instructor-Side Door

55114 - 41"H

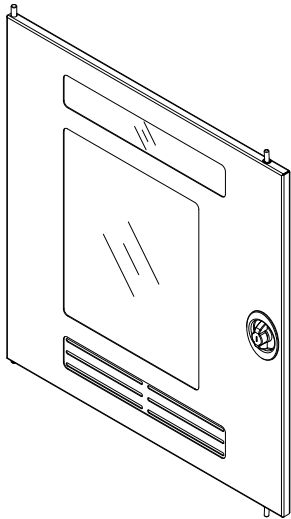
55387 - 36"H

Note: The door comes from the factory left-hinged. To switch the hinge-side, see Step 4.

Tools  
Required



4mm Hex  
Wrench  
(Included)



(1) Door Assembly



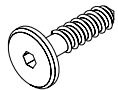
(1) 052311  
3/8" Snap-in  
grommet



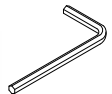
(2) 0100195  
3/8" Bushing



(2) 0107139  
Door Stop



(2) 0102297  
7mm x 30mm  
JCWS



(1) 025039  
4mm Hex  
Wrench

## 1. Install Bushings and Door Stops

1. Determine if the door will be hinged from the left or right-side of the lectern when installed.
2. Install the (2) 3/8" bushings into the base panel holes. **Figure 1.**
3. Install the (2) door stops opposite the chosen hinge-side. (One in upper, and one in lower position.)

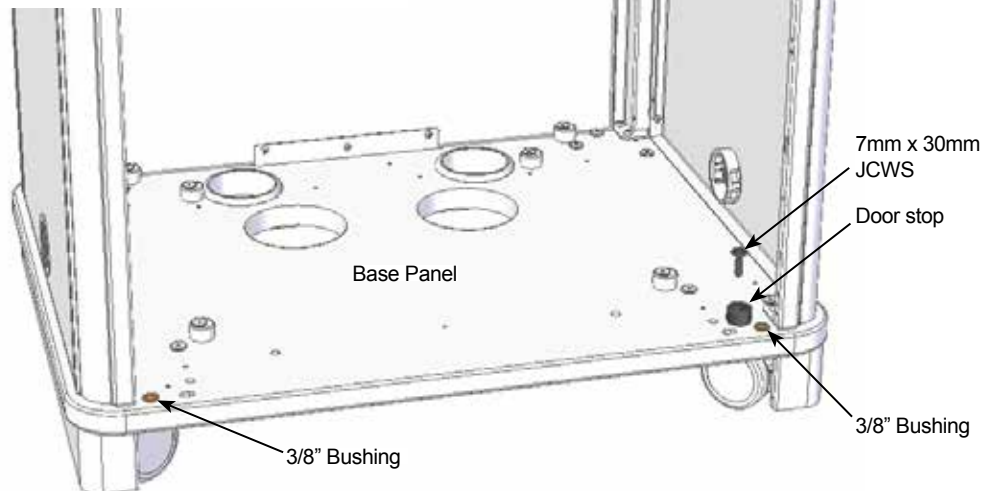
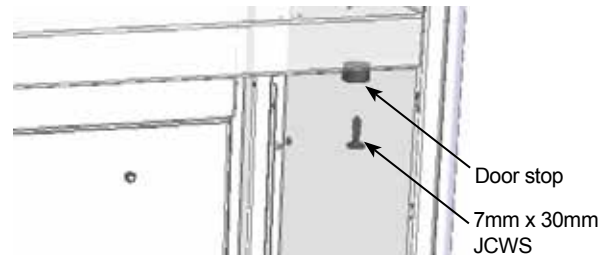


Figure 1

## 2. Install Door

1. Install (1) 3/8" Snap-in grommet into the upper corner of the door bay if one is not already installed. This will be the upper hinge point. **Figure 2A.**
2. Set the lower hinge point of the door into the lower bushing.
3. Push down the quick-release lever, align the upper hinge point, then release the lever. **Figure 2B.**
4. Close door.

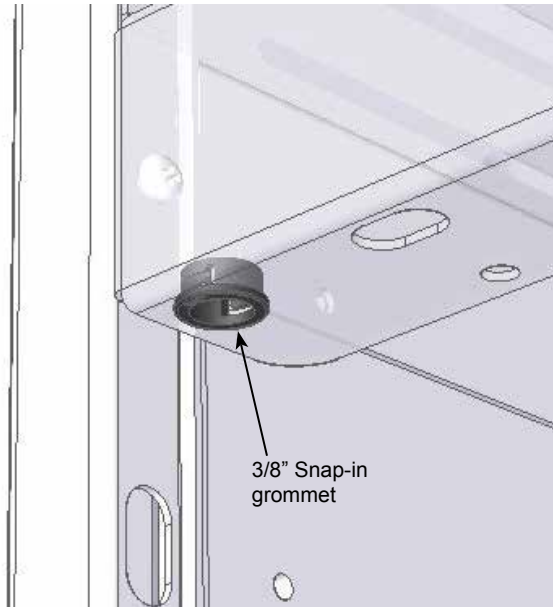


Figure 2A

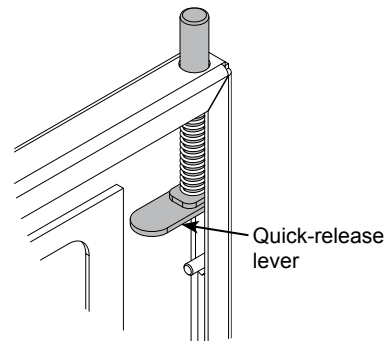


Figure 2B

## 3. Adjust Door Stop

The offset door stops can be rotated slightly to adjust the closed position of the door.

1. To rotate, loosen the JC screw slightly with a 4mm hex wrench. **Figure 3.**
2. Rotate each door stop until the door contacts both bumpers at the same time when closed. Also be sure the lock rods on the door will align and engage with the lock holes.
3. Re-tighten the JC bolt securely.

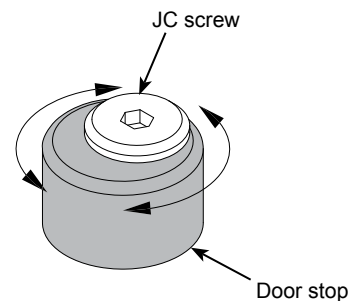


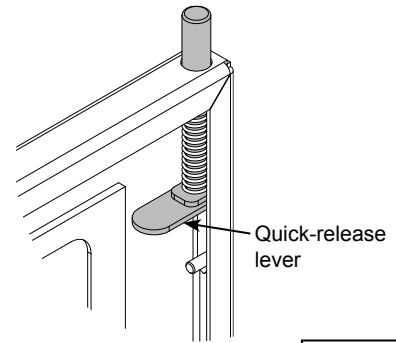
Figure 3

## 4. Switch Hinge-Side of Door - Optional

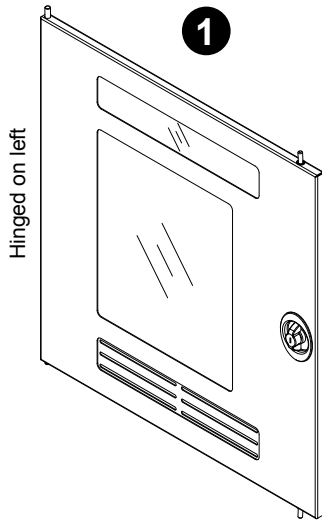
The door can easily be removed for easier access using the quick-release hinge lever located on the upper hinge pin of each door. **Figure 4A.** To remove, push down the lever while lifting out the door.

The door can be installed to be hinged from the left or right-side.  
To switch the hinge side:

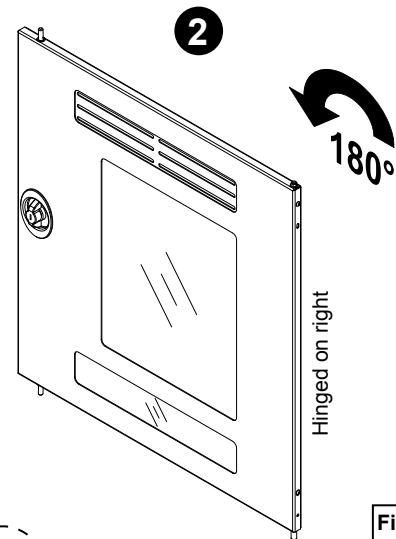
1. Remove the door using the quick-release lever. **Figure 4B.**
2. Rotate the door 180°. **Figure 4C.**
3. The vented panel should be located on the bottom of the door. Switch the lower vented metal panel with the upper acrylic panel (requires removing or loosening 8-32 nuts.) **Figure 4D.**
4. Switch the corner hinge components as shown and tighten securely.
5. Re-install the door.



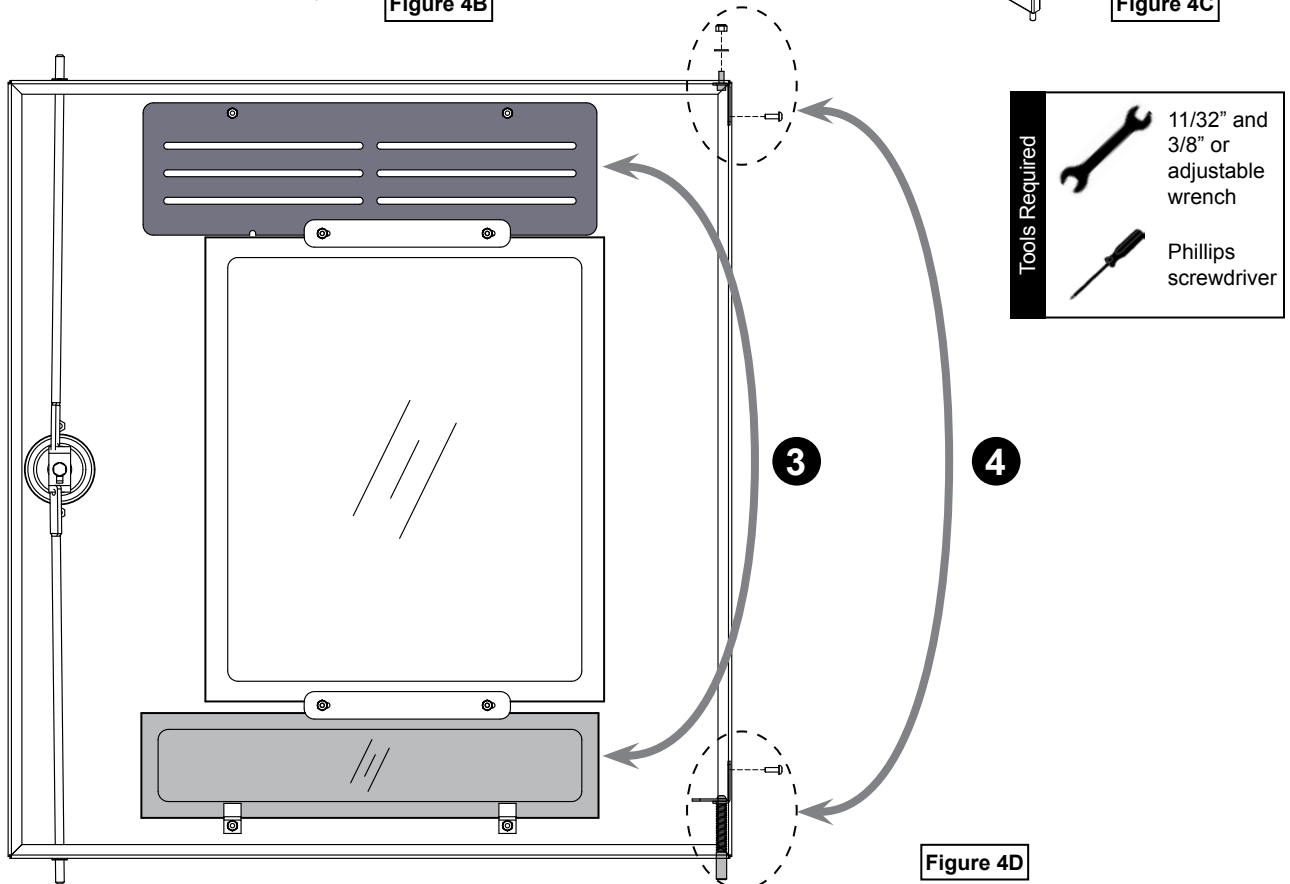
**Figure 4A**



**Figure 4B**



**Figure 4C**



**Figure 4D**