

General Instruction Sheet

Lectern LT950

Parts List

21 x Socket head screw fixings

1 x Allen Key

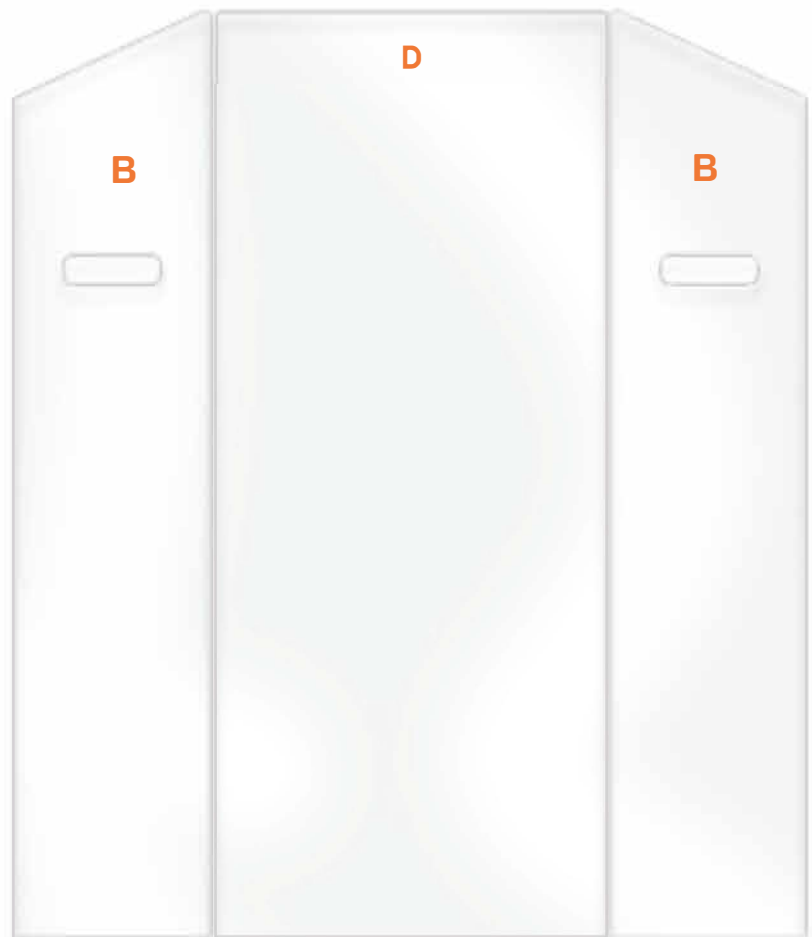
2 x Angled side panels (**B**)

1 x Long back piece (**D**)

1 x Shelf panel + front lip (**C**)

1 x Base panel (**E base**)

1 x Top panel + front lip (**E Top**)



General Instruction Sheet

Lectern LT950

Step 1 – Get one angled side (**B**) – with handle cut out, and the long back piece (**D**).

Tip - Ensuring these are the correct way up, use 4 socket screws and associated fixing points to join these together. We recommend you turn each screw 4 or 5 turns before tightening fully - this will help to align the panels.

Step 2 – Once completed, take the 2ND angled side (**B**) and attach to the back piece in the same manner as above.

Step 3 – Take the shelf panel (**C**), fix this to the central fixing points in the side and back pieces previously assembled.

Tip - Attach the front strip before attaching the shelf.

Step 4 – Balance the unit carefully with the angled end resting on a soft surface, align the base (**E Base**) to the bottom of the central column and fix using socket screws and fixings points as before.

Now carefully turn the unit the correct way up.

Step 5 – Take the top shelf (**E Top**) and align this with the fixing points on the top of the sides and back assembly.

Tip - Fix one point first, turn four or five times before moving on to the next. Complete and tighten each one to complete the assembly of your lectern display.

Tip2 - Attach the front strip before attaching the top to the unit.

Notes

Do not over tighten screws.

We recommend that when movement or turning of the unit is required, 2 persons be used to avoid damage to unit.

When cleaning the unit we recommend that you use our Acrylic/Perspex cleaner together with our Perfect polishing cloth.

