IMPORTANT!

Assembly may require the assistance of another person.

Before you begin assembly:

READ THE DIRECTIONS all the way through one time. This will speed up the process and help you understand the sequence of steps.

COUNT THE PARTS AND HARDWARE before assembly. This ensures you have received all necessary parts before you begin.

TOOLS: You may need a Phillips head screwdriver, a medium slotted screwdriver or a plastic mallet. To protect your new furniture from damage during assembly, it is recommended to work on a carpeted surface.

CAUTION: On assemblies requiring glue, make sure the unit is assembled correctly before gluing. Once this unit is assembled with glue, the manufacturer will not be responsible for damaged parts. Keep a damp cloth or sponge handy to wipe off excess glue.

To care for this furniture, simply wipe with a cloth dampened with glass cleaner containing ammonia-D.

In the event any parts are missing from this package, send your name, address, telephone number, and a description of the missing part(s) to: PARTS, Box 1420, Missoula, MT 59806 or call: 1-800-769-5693 or FAX 1-800-445-5281.
PARTS DIAGRAM

A B
Left Side - A 01040342 1 ea.
Right Side - B 01040343 1 ea.

C D E
Bottom 01040311 1 ea.
Back 01040352 1 ea.
Top 01040301 1 ea.

HARDWARE

H1 Minifix Bolt 909834 12 ea.
H2 Minifix Cam 909810 12 ea.
H3 Bumper, Round Clear 298032 4 ea.
H4 #10 x 5/8" Panhead Screw 901220 2 ea.
H5 Pencil Stop H6931 1 ea.
Using the Minifix System:

Insert the Minifix Cams into the appropriate holes with the arrow facing outwards as shown.

When screwing post into hole, Do Not over tighten. Screw post down until bottom face of post flange just touches board surface.

Using the #2 Phillips screwdriver, rotate the Cam Devices a half turn clockwise until snug.

To disassemble, turn the Cam Devices counter-clockwise and remove panels.

#1

Lay out all parts on a flat surface with the pre-drilled holes facing up.

Install 12 Minifix Bolts (H1) into the Side Panels (A & B) and the Top (E) as shown.

#2

Install 12 Minifix Cams (H2) into Sides A and B, the Bottom (C) and the Back (D) as shown.
#3 Remove the paper backing of the Round Bumpers (H3) and apply one to each corner on the **bottom of the side panels** of the unit.

These Bumpers will prevent the lectern from sliding around once it is positioned on a tabletop or on the Teaching Cart.

![Diagram of A and B panels with Round Bumpers (H3)](image)

#4 Place the Bottom (C) onto the Left Side (A), seating the Cams (H2) of the Bottom onto the Bolts (H1) installed in Side A.

Using a screwdriver, rotate the Cams clockwise to secure.

![Diagram of C panel being placed on A panel with Cams (H2)](image)

#5 Set the Back (D) onto the corresponding Bolts (H1) of Side A and turn the Cams to secure in place as shown.

![Diagram of D panel being placed on A panel with Cams (H2)](image)

#6 Place Side B so that the Bolts are seated into the corresponding Cams in the Bottom and Back panels. Rotate all four Cams to secure in place as shown.

![Diagram of B panel being placed on A panel with Cams (H2)](image)
#7 Turn the assembly upright. Place the Top (E) onto the assembly, seating the bolts into the corresponding cams as shown. Rotate all four cams to secure in place.

#8 Attach Pencil Stop using H5 screw as shown.

*Your Teaching Cart Lectern is now fully assembled and ready for use.*

The Lectern may be used with the Lectern Projector Cart (LPC) as shown here.