

Assembly Instructions ■

Tributaire™ Collection

Lecterns

September 2024



Tribulaire Lecterns

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This QR code links to the training video overview for Tribulaire pneumatic-adjustable height lecterns. This training video is provided as a visual guide of the assembly process and is not to be considered a replacement for any part of the instructions.

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SAVE THESE INSTRUCTIONS

IMPORTANT SAFETY INSTRUCTIONS

When using an electrical furnishing, basic precautions should always be followed, including the following:

Read all instructions before using (this furnishing).

DANGER: To reduce the risk of electric shock:

1. Always unplug this furnishing from the outlet before cleaning or servicing.

WARNING: To reduce the risk of burns, fire, electric shock, or injury to persons:

1. Unplug from outlet before putting on or taking parts off parts.

2. Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons.

3. Use this furnishing only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.

4. Do not use outdoors.

5. **WARNING:** Risk of Electric Shock - Connect this furnishing to a properly grounded outlet only. See Grounding Instructions.

6. **WARNING:** Risk of Electric Shock, Fire, and Injury - Review instructions to confirm all critical components are installed and function safely.

Power Modules with 3-Prong Plug

Electrical Rating: 120V 15 A

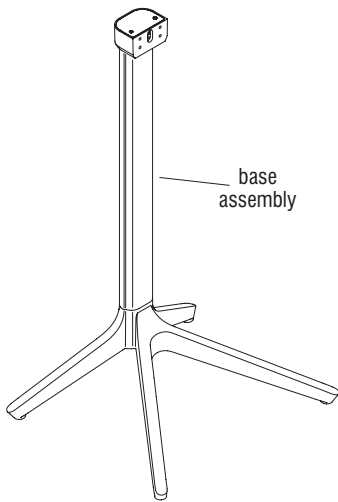
WARNING: Risk of Injury - Maximum Load 4.7 lb per inch width.



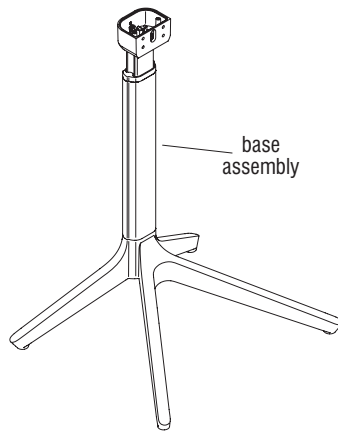
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Tributaire Lecterns - Overview

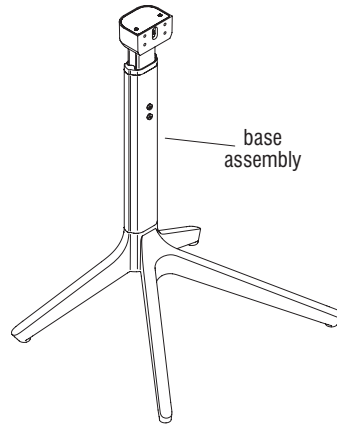
Note: Six different Tributaire lectern models are available. Each lectern type comes with a specific base assembly. Identify the parts and hardware supplied, then reference the illustrations on this page to confirm the lectern unit(s) being assembled. If assembling multiple lecterns, and the correct base is not used for the correct lectern, disassembly and reassembly will be required.



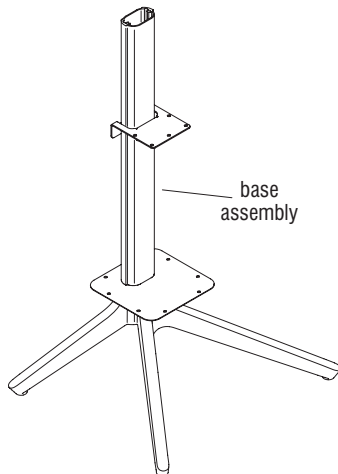
**Fixed-Height Lectern
without Storage**



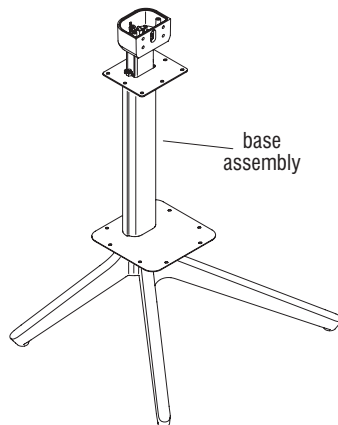
**Pneumatic-Adjustable Height
Lectern without Storage**



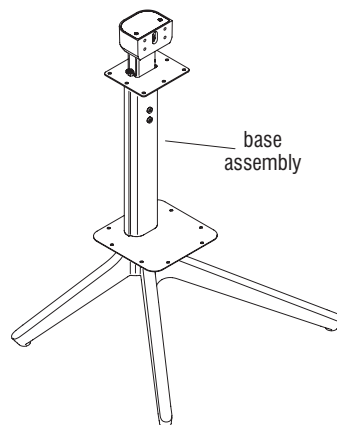
**Screw-Adjustable Height
Lectern without Storage**



**Fixed-Height Lectern
with Storage**



**Pneumatic-Adjustable Height
Lectern with Storage**



**Screw-Adjustable Height
Lectern with Storage**



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This QR code links to the training video overview for Tributaire pneumatic-adjustable height lecterns. This training video is provided as a visual guide of the assembly process and is not to be considered a replacement for any part of the instructions.

Caster & Telescopic Glide Overview

Note: If casters are to be installed on the lectern, proceed to “Caster Installation” instructions on this page, otherwise proceed to “Telescopic Glide Installation” instructions on this page.

Caster Installation

Note: Casters are designed as locking, and non-locking. Each type must be installed to the appropriate side of the base assembly, as it corresponds to either the user, or non-user side of the lectern. If casters are not installed to the proper locations, users will not be able to properly access the locks on the casters from the user side of the lectern, and disassembly and reassembly will be required.

1. Locate the locking and non-locking casters. Locking casters are to be installed to the front, user side of the base, and non-locking casters are to be installed to the rear of each base. One caster type at a time and at the correct base location as illustrated, Press in fully to install the stem of each caster into a caster mounting hole at the underside of each leg (Figure 1).
2. Proceed to “Base Assembly Overview” instructions on the next page.

Telescopic Glide Installation

3. Insert the stem of each telescopic glide unit into the hole under each leg and press in until snug to the bottom of the leg (Figure 1).
4. Proceed to “Base Assembly Overview” instructions on the next page.

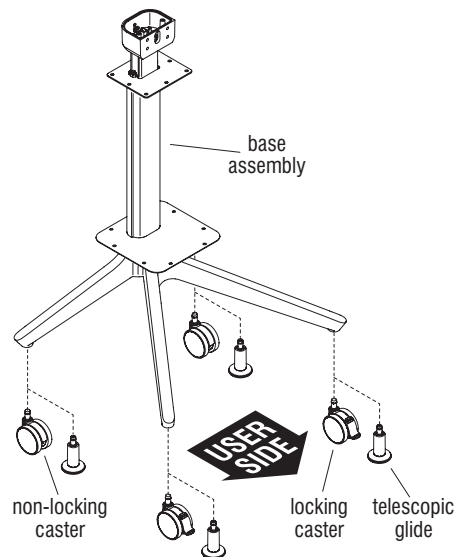
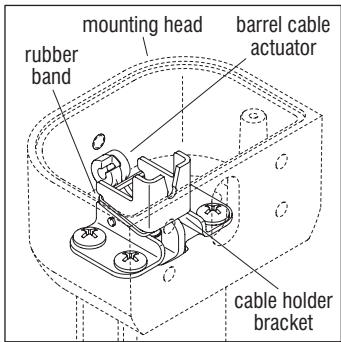


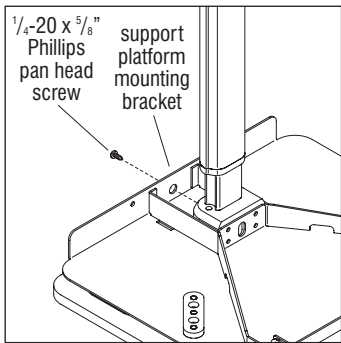
Figure 1



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Detail A



Detail B

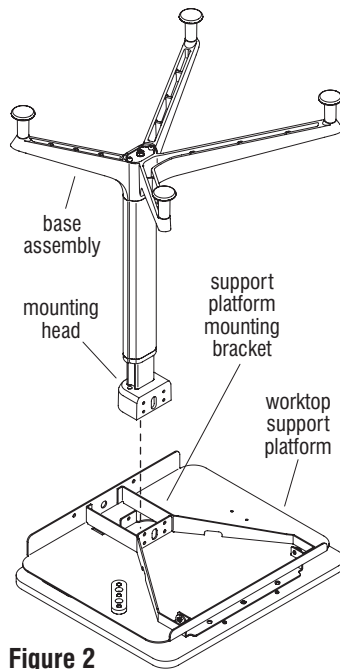


Figure 2

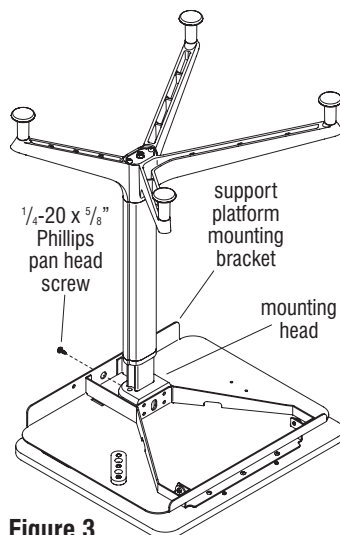


Figure 3

Base Assembly Overview

Note: If the lectern being assembled will not have a storage cabinet, proceed to "Worktop Support Platform Installation for Lecterns without Storage" instructions on this page. If the lectern being assembled will have a storage cabinet, proceed to "Storage Cabinet Installation Overview" instructions on page 10.

Worktop Support Platform Installation for Lecterns without Storage

Note: Although the figures throughout the "Worktop Support Platform Installation for Lecterns without Storage" instructions illustrate a pneumatic-adjustable height lectern, the instructions apply to all Tributaire lecterns without storage. Your configuration may vary.

Note: If a pneumatic-adjustable height lectern was ordered, a rubber band is secured around the cable holder bracket to prevent the barrel cable actuator from pressing down onto the cylinder release button, and raising the upright during shipment.

1. If a pneumatic-adjustable height lectern is being assembled, at the top of the lectern upright and inside the mounting head, remove the rubber band from around the cable holder bracket (Detail A).
2. Carefully place the worktop support platform upside down on a soft, protective surface (Figure 2).
3. Orient the base assembly upside down and carefully lower the mounting head into the rectangular opening of the support platform mounting bracket (Figure 2).
4. At the back, non-user side of the worktop support platform, align the back mounting hole on the mounting head with the mounting hole on the support platform mounting bracket and secure using one 1/4-20 x 5/8 inch Phillips pan head screw (Figure 3 & Detail B).



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Worktop Support Platform Installation for Lecterns without Storage (cont.)

5. If the lectern being assembled was ordered to include an optional front bag hook, proceed to step 6. If the lectern does not get a front bag hook, proceed to step 8.
6. At the user side of the support platform mounting bracket, orient the front bag hook upside down, then align the mounting holes of the hook with the bottom two mounting holes on the support mounting bracket and mounting head. Secure the bag hook over the mounting bracket and into the mounting head using two $\frac{1}{4}$ -20 x $\frac{5}{8}$ " Phillips pan head screws (Figure 4 & Detail C).
7. At the top two mounting holes on the support platform mounting bracket not covered by the front bag hook, secure the mounting bracket to the mounting head using two $\frac{1}{4}$ -20 x $\frac{5}{8}$ " Phillips pan head screws. Skip step 8 and proceed to step 9 (Figure 4 & Detail C).
8. At the user side of the support platform mounting bracket, secure the support mounting bracket to the mounting head using four $\frac{1}{4}$ -20 x $\frac{5}{8}$ " Phillips pan head screws (Figure 5 & Detail D).
9. If the lectern being assembled is a pneumatic adjustable-height lectern, proceed to "Cable Actuator Installation" instructions on the next page. If any accessories are required, proceed to page 25. If a screw adjustable-height lectern needs height adjustment, proceed to page 26, otherwise carefully turn the lectern to the upright position on the floor and move to it's final location of use.

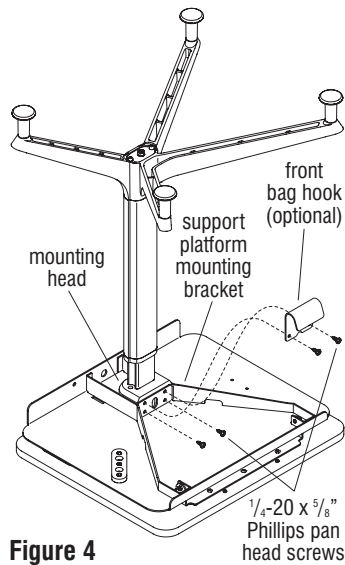
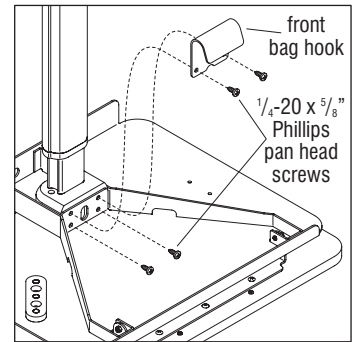
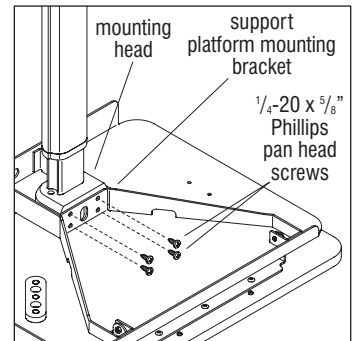


Figure 4



Detail C



Detail D

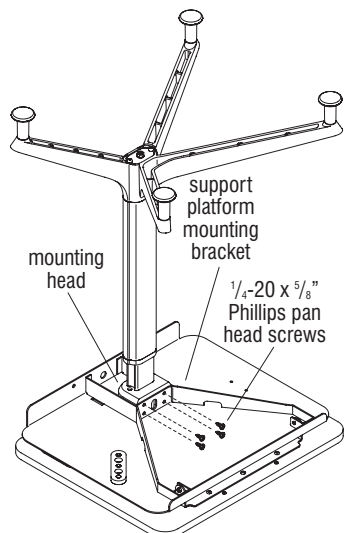
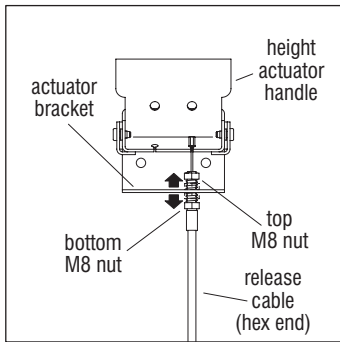


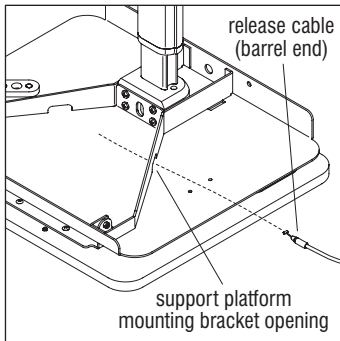
Figure 5



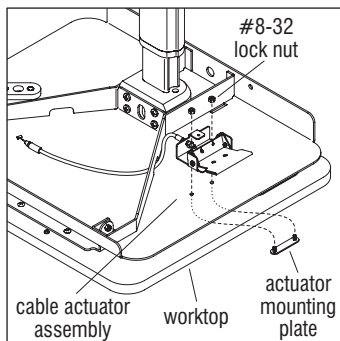
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Detail E



Detail F



Detail G

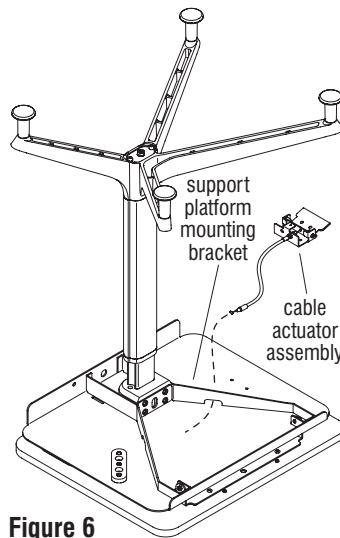


Figure 6

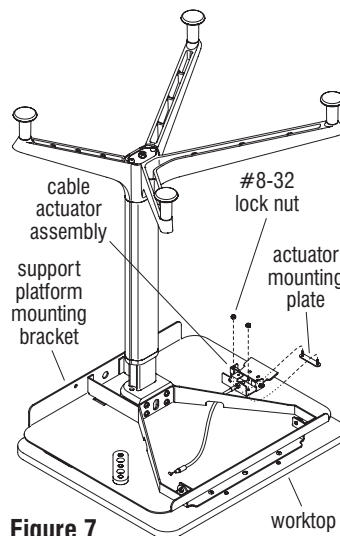


Figure 7

Cable Actuator Installation

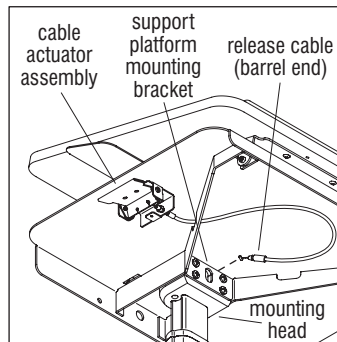
1. Locate the cable actuator assembly with release cable attached and oriented it as shown in Detail E. At the actuator bracket, twist the top M8 nut up onto the top threads of the release cable housing (hex end), only enough to hold the top of the cable housing in place on the actuator bracket. Then, thread the bottom M8 nut all the way down on the cable housing threads (Detail E).
2. Guide the barrel end of the cable into the opening on the support platform mounting bracket, close to the mounting head (Figure 6 & Detail F).
3. Locate and position the actuator mounting plate with the studs face-up, then move it into position between the worktop, and the worktop support platform as illustrated. You may need to raise the support platform slightly to insert the studs of the actuator mounting plate through the mounting holes in the support platform. Then move the cable actuator assembly into position, placing the actuator assembly mounting holes onto the studs of the mounting plate. Using two #8-32 lock nuts, secure the actuator assembly to the underside of the worktop support platform using a $\frac{7}{16}$ " socket and wrench (Figure 7 & Detail G).



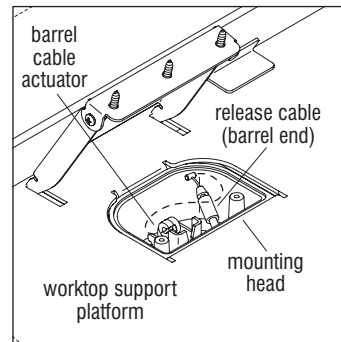
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Cable Actuator Installation (cont.)

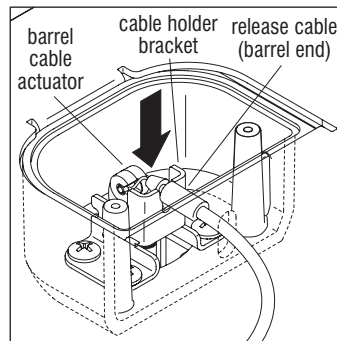
4. Carefully turn the lectern to the upright position on the floor (Figure 8).
5. Continue with cable actuator installation from at the back, non-user side of the lectern. While facing the back, lift the worktop up to disengage the worktop support bracket from the worktop support platform, then flip the worktop support bracket up against the underside of the worktop. Continue to hold it up to gain access to the top of the mounting head (Figure 8).
6. While holding the worktop support bracket up against the worktop, continue to guide the barrel end of the cable through the oval-shaped hole under the support platform and into the mounting head (Figure 9 & Detail H).
7. Insert the barrel end of the release cable into the slot on the barrel cable actuator (Detail I).
8. With the barrel end engaged in the barrel cable actuator, press the plastic end of the release cable down into the cable holder bracket by snapping the notch of the cable's plastic end into the cable holder bracket as illustrated (Details J & K).
9. At this time, the worktop support bracket can be lowered back into place and re-engaged to prop the worktop up.



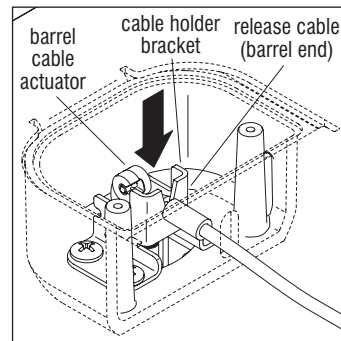
Detail H - (underside view)



Detail I



Detail J



Detail K

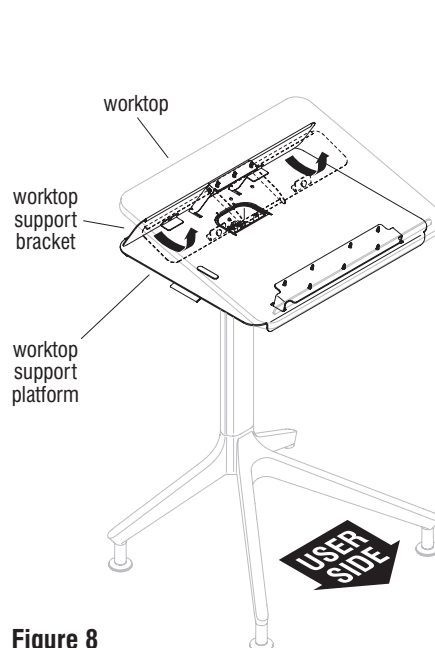


Figure 8

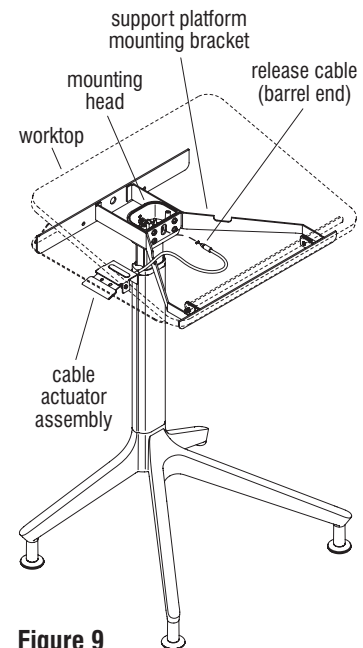
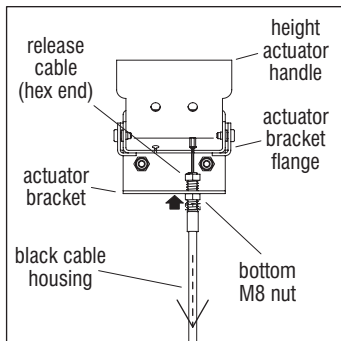


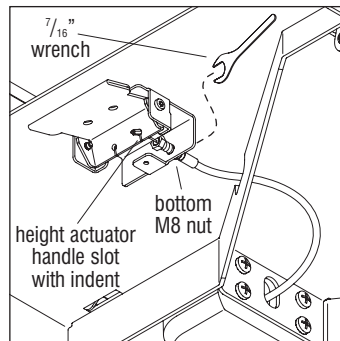
Figure 9



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Detail L

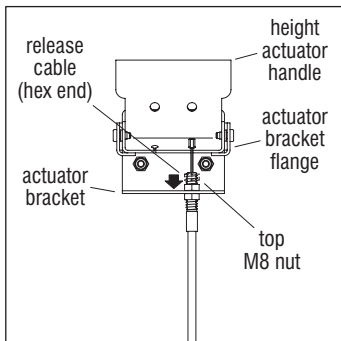


Detail M - (underside view)

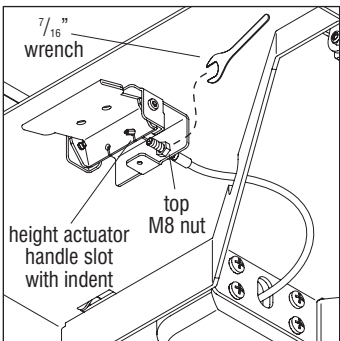
10. At the installed cable actuator assembly, gently pull on the black cable housing to assure the hex end is nested snugly in the actuator handle, and the actuator handle is also pulled tight to the top flanges of the actuator bracket. Then twist the bottom M8 nut up the threads to be finger-tight against the actuator bracket. Check to assure the cable's hex end is snug and nested in the conical indent of the handle (Detail L).

11. After the bottom M8 nut is finger tight to the actuator bracket, tighten the bottom nut an **additional one-quarter to one-half of a turn using the 7/16\"**

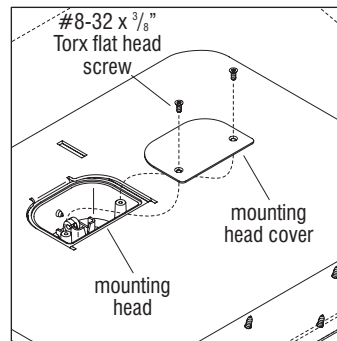
Note: If the bottom nut is tightened too much, the lectern may raise. If this happens, press the lectern top down and loosen the bottom nut slightly until the lectern does not raise.



Detail N



Detail O - (underside view)



Detail P

12. Next, twist the top M8 nut down the threads, finger tight to the actuator bracket. Using the 7/16\"

Mounting Head Cover Installation

1. Begin mounting head cover installation at the back, non-user side of the lectern. While facing the back, lift the worktop up to disengage the worktop support bracket from the worktop support platform. Next, flip the worktop support bracket up against the underside of the worktop and continue to hold it up to gain access to the top of the mounting head (Figure 10).
2. While holding the worktop support bracket against the worktop from the non-user side of the lectern, place a mounting head cover onto the mounting head and align the two mounting holes. Secure the cover to the head using two #8-32 x 3/8\"
3. At this time, the worktop support bracket can be lowered back into place and re-engaged to prop the worktop up.
4. Proceed to "Lectern Use Test - No Adjustment Needed Test" instructions on page 23.

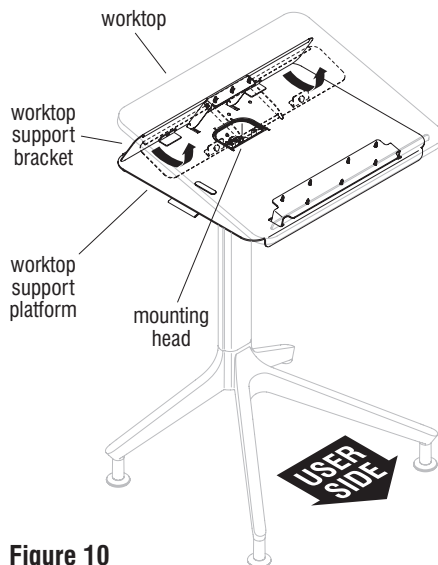


Figure 10

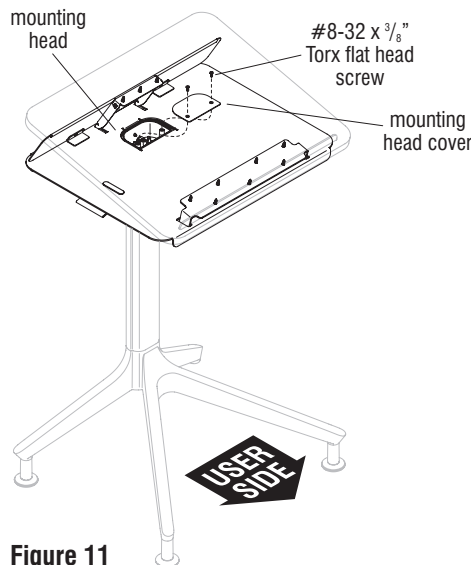


Figure 11



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Storage Cabinet Installation Overview

Note: If a storage cabinet is being assembled to the lectern, go to the following sections below based on the upright type on your lectern: Go to page 10 for pneumatic-adjustable height lecterns, page 15 for screw-adjustable height lecterns, or page 17 for fixed-height lecterns.

Pneumatic-Adjustable Height Lectern - Storage Cabinet Installation

1. Carefully place the base assembly onto its back, non-user side, on a soft, protective surface (Figure 12).
2. At the underside of the base assembly, remove the M8 x 1.25 locking nut securing the lectern upright to the base assembly (Figure 12 & Detail Q).
3. Pull out and remove the lectern upright from the base assembly. Set the lectern upright aside to be installed at a later step (Figure 12).

Note: A rubber band is secured in place around the cable holder bracket to prevent the barrel cable actuator from pressing down onto the cylinder release button, and raising the upright during shipment.

4. At the top of the lectern upright and inside the mounting head, remove the rubber band from around the cable holder bracket (Detail Q).
5. Carefully place the worktop support platform upside down on a soft, protective surface (Figure 13).
6. Orient the lectern upright upside down and carefully lower the mounting head into the rectangular opening of the support platform mounting bracket (Figure 13).
7. At the back, non-user side of the worktop support platform, align the back mounting hole on the mounting head with the mounting hole on the support mounting bracket and secure

using one 1/4-20 x 5/8" Phillips pan head screw (Figure 14 & Detail S).

8. At the user side of the worktop support platform, secure the support mounting bracket to the mounting head using four 1/4-20 x 5/8" Phillips pan head screws (Figure 14 & Detail S).

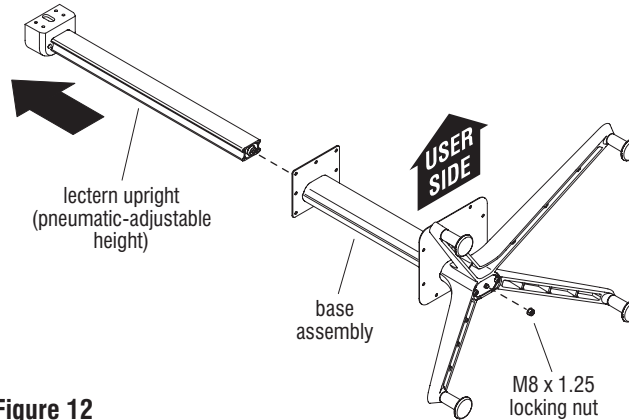


Figure 12

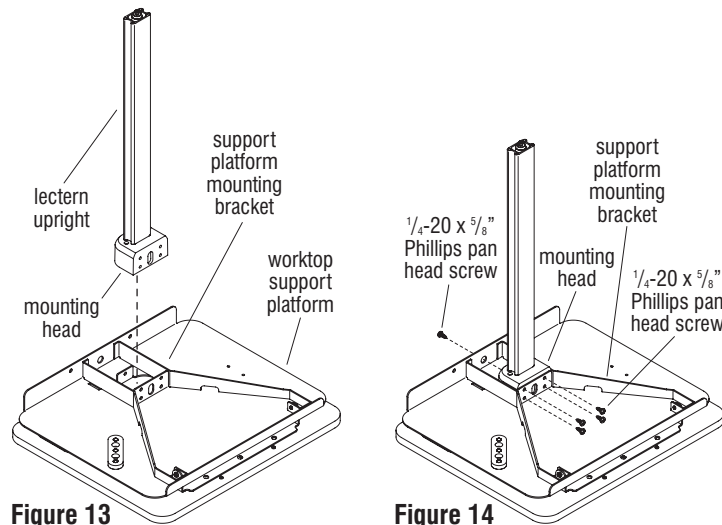
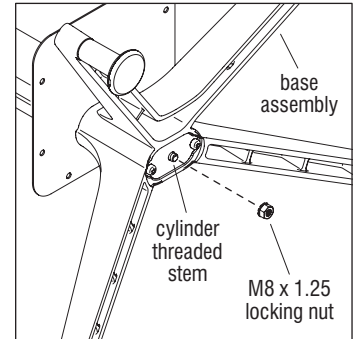
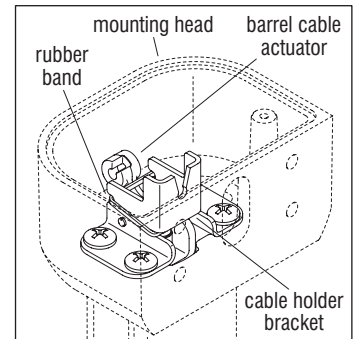


Figure 13

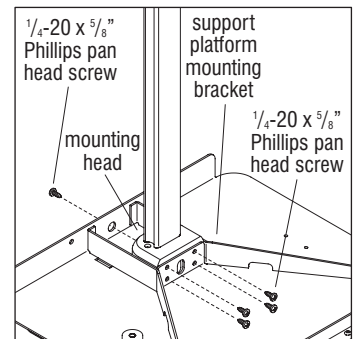
Figure 14



Detail Q



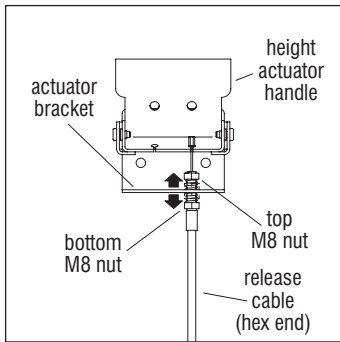
Detail R



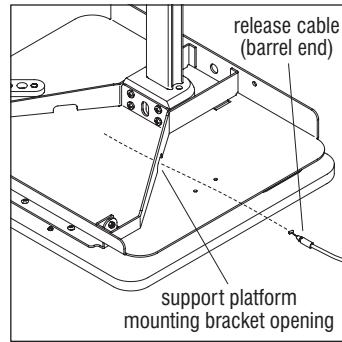
Detail S



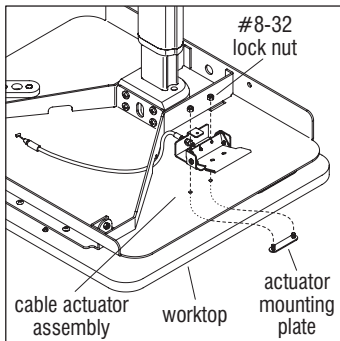
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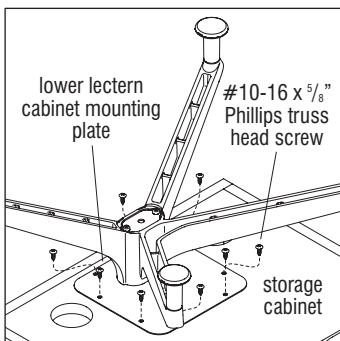
Detail T



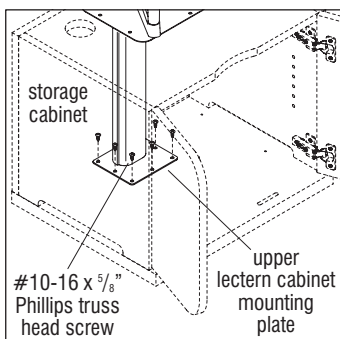
Detail U



Detail V



Detail W



Detail X

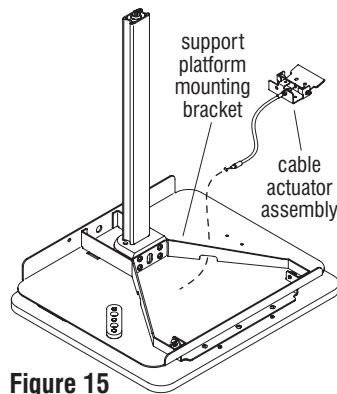


Figure 15

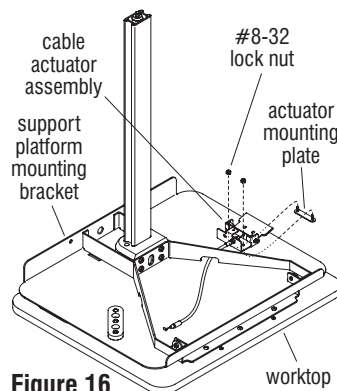


Figure 16

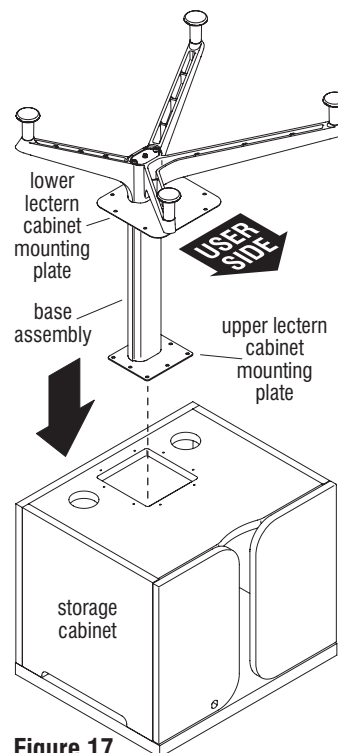


Figure 17

9. Locate the cable actuator assembly with release cable attached and oriented it as shown in Detail T. At the actuator bracket, twist the top M8 nut up onto the top threads of the release cable housing (hex end), only enough to hold the top of the cable housing in place on the actuator bracket. Then, thread the bottom M8 nut all the way down on the cable housing threads (Detail T).
10. Guide the barrel end of the cable into the opening on the support platform mounting bracket, close to the mounting head (Figure 15 & Detail U).
11. Locate and position the actuator mounting plate with the studs face-up, then move it into position between the worktop, and the worktop support platform as illustrated. You may need to raise the support platform slightly to insert the studs of the actuator mounting plate through the mounting holes in the support platform. Then move the cable actuator assembly into position, placing the actuator assembly mounting holes onto the studs of the mounting plate. Using two #8-32 lock nuts, secure the actuator assembly to the underside of the worktop support platform using a 7/16" socket and wrench (Figure 16 & Detail V).
12. Carefully place the storage cabinet upside down on a soft, protective surface. Position the base assembly over the storage cabinet as illustrated with the longer legs facing the cabinet doors side. Then, insert the upper lectern cabinet mounting plate through the opening in the underside of the storage cabinet and allow the lower lectern cabinet mounting plate to rest on underside of the storage cabinet (Figure 17 & Detail W).
13. Align the mounting holes on the lower lectern cabinet mounting plate with the mounting holes on the underside of the storage cabinet, then secure together using eight #10-16 x 5/8" Phillips truss head screws (Detail W).
14. Inside the cabinet, align the mounting holes of the upper lectern cabinet mounting plate to the mounting holes on the underside of the storage cabinet top, then secure together using seven #10-16 x 5/8" Phillips truss head screws (Detail X).



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Pneumatic-Adjustable Height Lectern - Storage Cabinet Installation(cont.)

15. Carefully place the base assembly with storage cabinet onto it's back, non-user side, on a soft, protective surface (Figure 18).
16. Position the previously removed lectern upright to be in line with the storage cabinet cutout as illustrated. Lift the cabinet if necessary, insert the upright into the cutout and carefully slide it in until the upright reaches the bottom of the base assembly. Next, guide the cylinder threaded stem end through the hole at the bottom of the base assembly. Twist on and tighten the previously removed M8 x 1.25 locking nut to secure (Figure 18 & Detail Y).

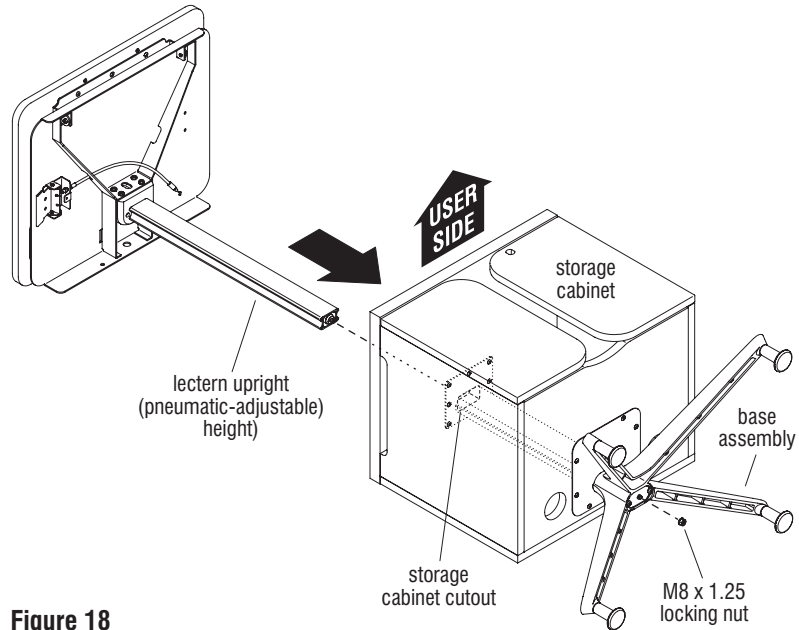


Figure 18

Cable Actuator Installation

1. Carefully turn the base assembly to the upright position on the floor (Figure 19).
2. Continue with cable actuator installation from at the back, non-user side of the lectern. While facing the back, lift the worktop up to disengage the worktop support bracket from the worktop support platform, then flip the worktop support bracket up against the underside of the worktop. Continue to hold it up to gain access to the top of the mounting head (Figure 19).

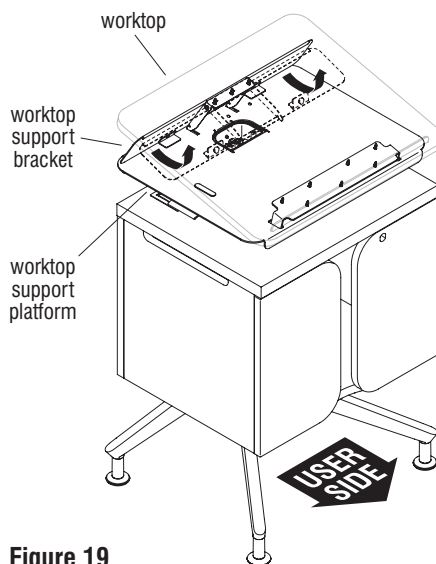
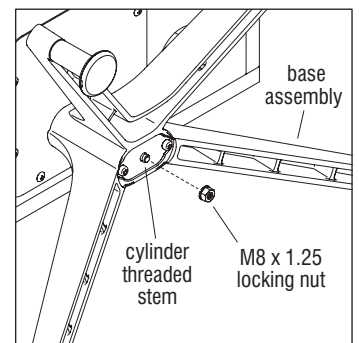


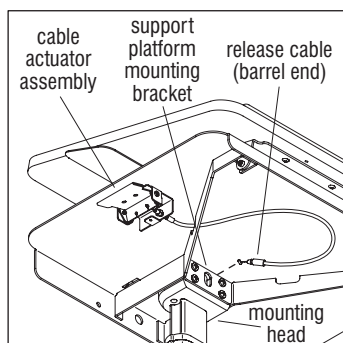
Figure 19



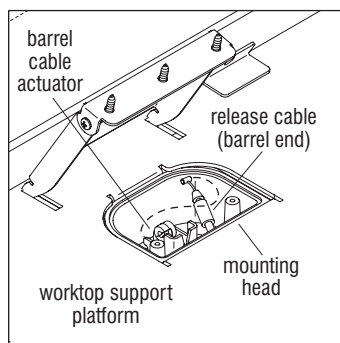
Detail Y



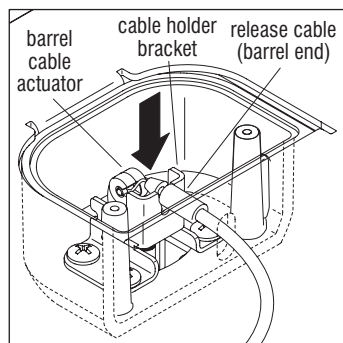
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



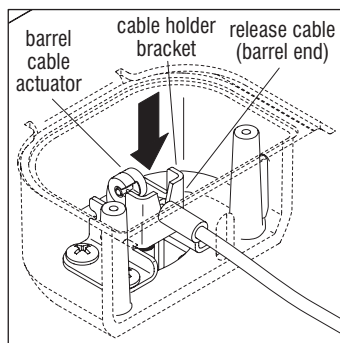
Detail Z - (underside view)



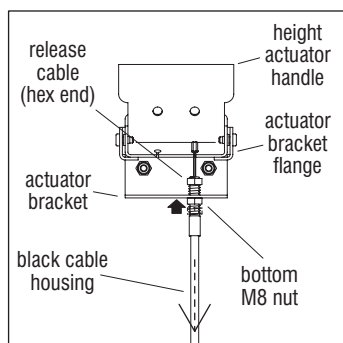
Detail A2



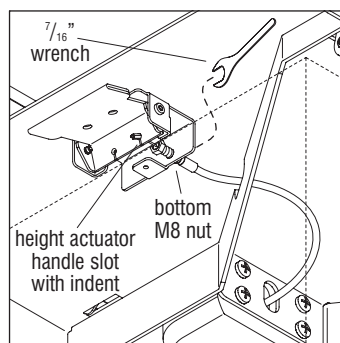
Detail B2



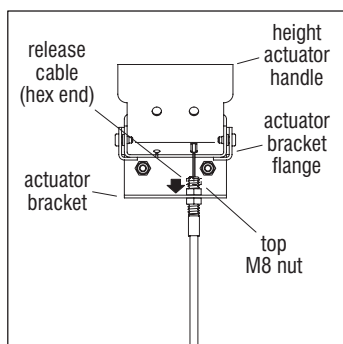
Detail C2



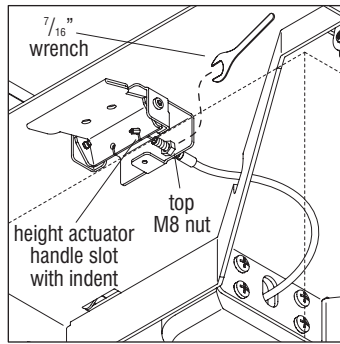
Detail D2



Detail E2 - (underside view)



Detail F2



Detail G2 - (underside view)

3. While holding the worktop support bracket up against the worktop, continue to guide the barrel end of the cable through the oval-shaped hole under the support platform and into the mounting head (Figure 20 & Detail Z).
4. Insert the barrel end of the release cable into the slot on the barrel cable actuator (Detail A2).
5. With the barrel end engaged in the barrel cable actuator, press the plastic end of the release cable down into the cable holder bracket by snapping the notch of the cable's plastic end into the cable holder bracket as illustrated (Details B2 & C2).
6. At this time, the worktop support bracket can be lowered back into place and re-engaged to prop the worktop up.
7. At the installed cable actuator assembly, gently pull on the black cable housing to assure the hex end is nested snugly in the actuator handle, and the actuator handle is also pulled tight to the top flanges of the actuator bracket. Then twist the bottom M8 nut up the threads to be finger-tight against the actuator bracket. Check to assure the cable's hex end is snug and nested in the conical indent of the handle (Detail D2).
8. After the bottom M8 nut is finger tight to the actuator bracket, tighten the bottom nut an **additional one-quarter to one-half of a turn using the 7/16" wrench** provided (Detail E2).
9. Next, twist the top M8 nut down the threads, finger tight to the actuator bracket. Using the 7/16" wrench provided, tighten the top nut an additional one-quarter to one-half of a turn to secure (Details F2 & G2).

Note: If the bottom nut is tightened too much, the lectern may raise. If this happens, press the lectern top down and loosen the bottom nut slightly until the lectern does not raise.

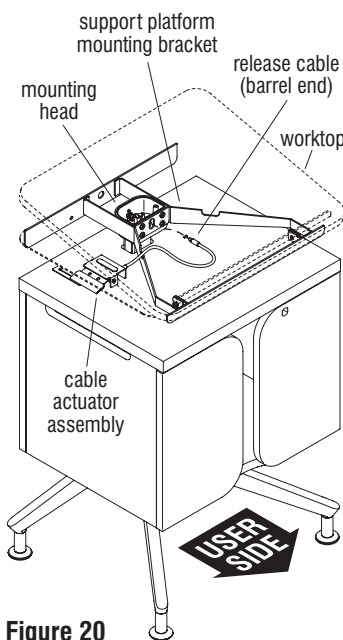


Figure 20



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Mounting Head Cover Installation

1. Begin mounting head cover installation at the back, non-user side of the lectern. While facing the back, lift the worktop up to disengage the worktop support bracket from the worktop support platform. Next, flip the worktop support bracket up against the underside of the worktop and continue to hold it up to gain access to the top of the mounting head (Figure 21).
2. While holding the worktop support bracket against the worktop from the non-user side of the lectern, place a mounting head cover onto the mounting head and align the two mounting holes. Secure the cover to the head using two #8-32 x $\frac{3}{8}$ " Torx flat head screws (Figure 22 & Detail H2).
3. At this time, the worktop support bracket can be lowered back into place and re-engaged to prop the worktop up.
4. Proceed to "Storage Cabinet Assembly Overview" instructions on page 19.

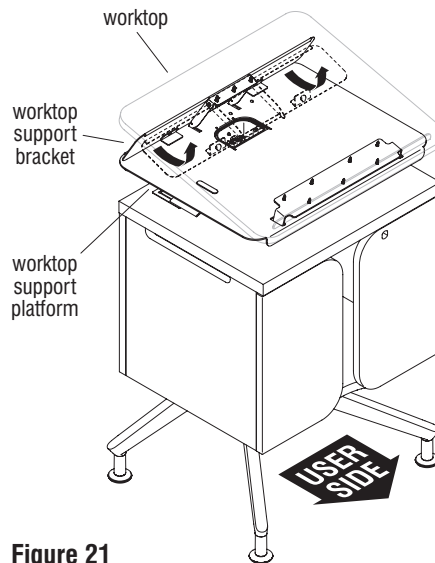


Figure 21

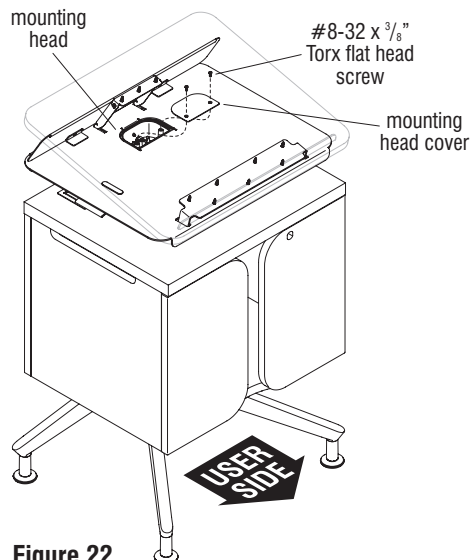
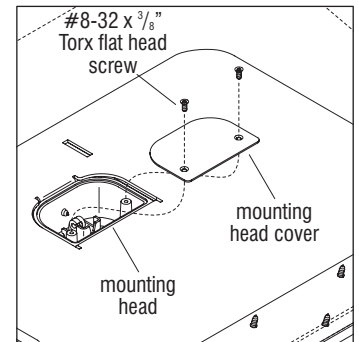


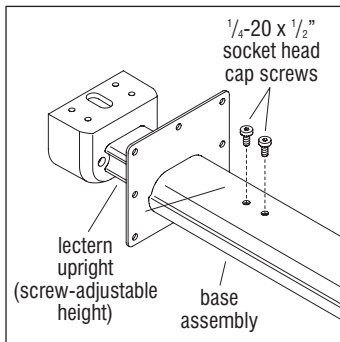
Figure 22



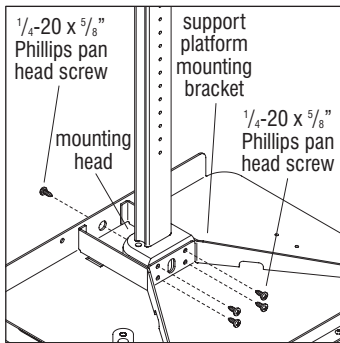
Detail H2



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



Detail I2



Detail J2

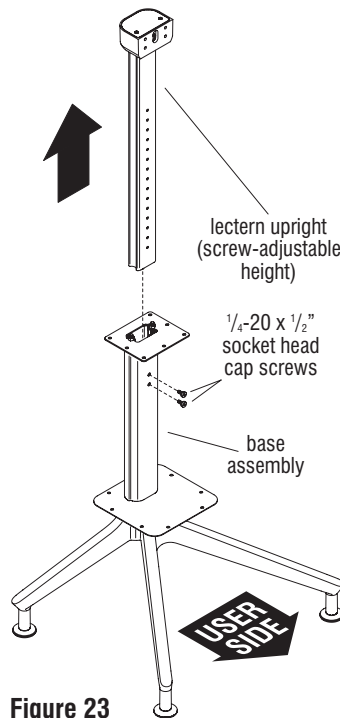


Figure 23

Screw-Adjustable Height Lectern - Storage Cabinet Installation

1. Remove the two 1/4-20 x 1/2" Allen cap screws from the base assembly (Figure 23 & Detail I2).
2. Pull out and remove the lectern upright from the base assembly. Set the lectern upright aside to be re-installed at a later step (Figure 23).
3. Carefully place the worktop support platform upside down on a soft, protective surface (Figure 24).
4. Orient the lectern upright upside down and carefully lower the mounting head into the rectangular opening of the support platform mounting bracket (Figure 24).
5. At the back, non-user side of the worktop support platform, align the back mounting hole on the mounting head with the mounting hole on the support mounting bracket and secure using one 1/4-20 x 5/8" Phillips pan head screw (Figure 25 & Detail J2).
6. At the user side of the worktop support platform, secure the support mounting bracket to the mounting head using four 1/4-20 x 5/8" Phillips pan head screws (Figure 25 & Detail J2).

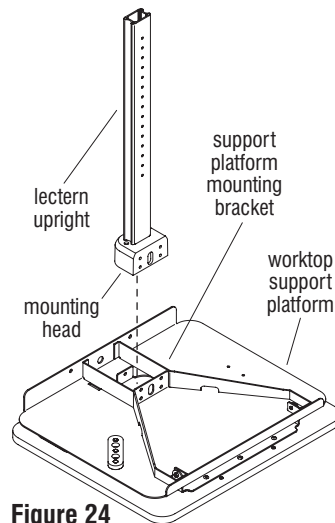


Figure 24

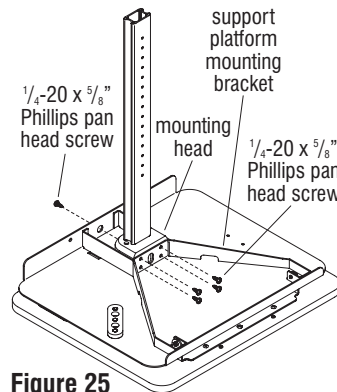


Figure 25



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Screw-Adjustable Height Lectern - Storage Cabinet Installation (cont.)

7. Carefully place the storage cabinet upside down on a soft, protective surface. Position the base assembly over the storage cabinet as illustrated with the longer legs facing the cabinet doors side. Then, insert the upper lectern cabinet mounting plate through the opening in the underside of the storage cabinet and allow the lower lectern cabinet mounting plate to rest on underside of the storage cabinet (Figure 26 & Detail K2).
8. Align the mounting holes on the lower lectern cabinet mounting plate with the mounting holes of the underside of the storage cabinet, then secure together using eight #10-16 x 5/8" Phillips truss head screws (Detail K2).
9. Open the storage cabinet doors to gain access inside. Align the mounting holes of the upper lectern cabinet mounting plate to the mounting holes on the underside of the storage cabinet top, then secure together using seven #10-16 x 5/8" Phillips truss head screws (Detail L2).
10. Carefully place the base assembly with storage cabinet onto its back, non-user side, on a soft, protective surface (Figure 27).
11. Position the previously removed lectern upright next to the storage cabinet cutout as illustrated with the height-adjustment holes of the upright facing the same direction as the base assembly adjustment holes. Insert the upright into the cutout. Move the upright up or down to the desired height (1" increments). Align the two adjustment holes on the upright with the desired height adjustment holes on the base assembly and secure with two 1/4-20 x 1/2" Allen cap screws (Figure 27 & Detail M2).

12. Proceed to "Storage Cabinet Assembly Overview" instructions on page 19.

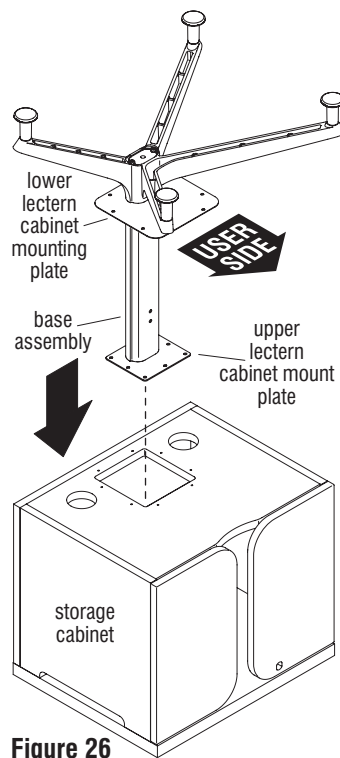


Figure 26

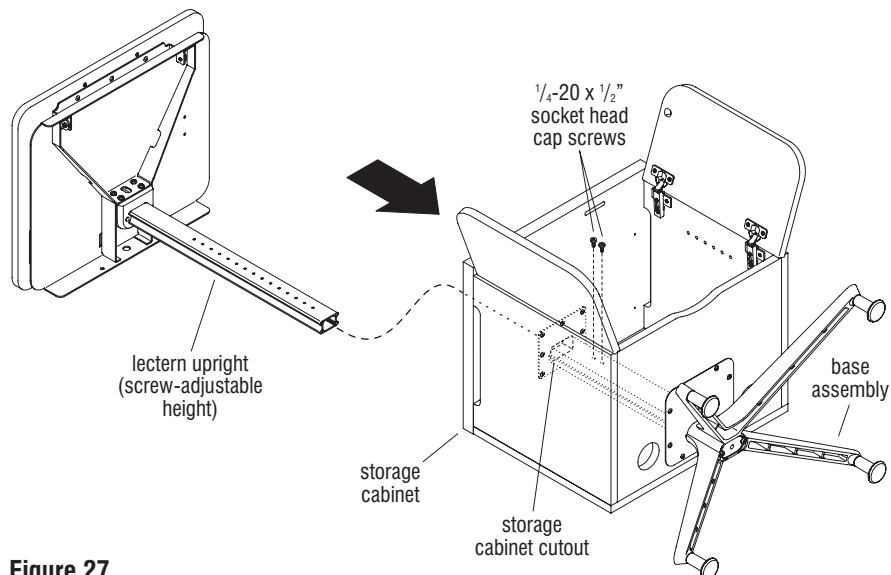
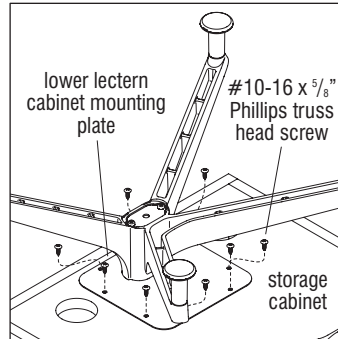
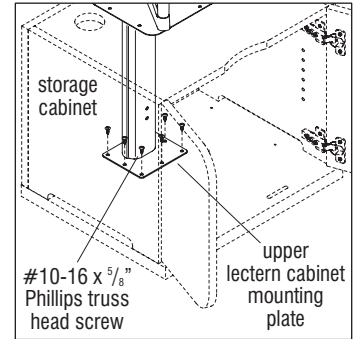


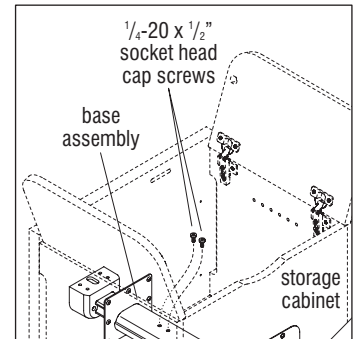
Figure 27



Detail K2



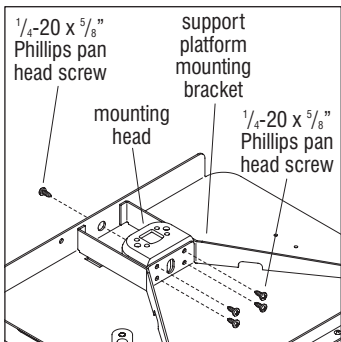
Detail L2



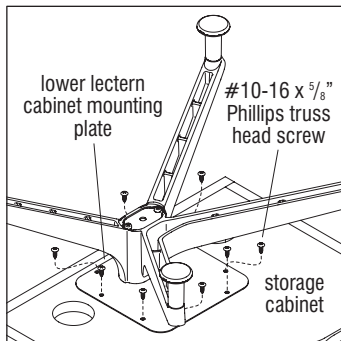
Detail M2



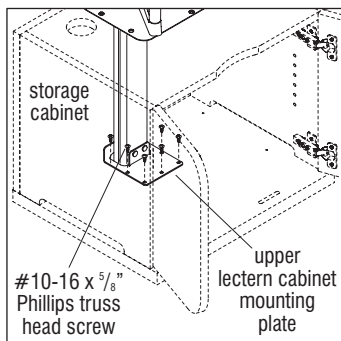
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



Detail N2



Detail O2



Detail P2

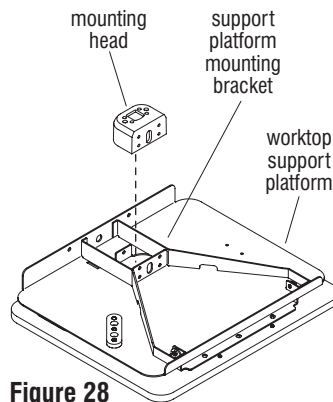


Figure 28

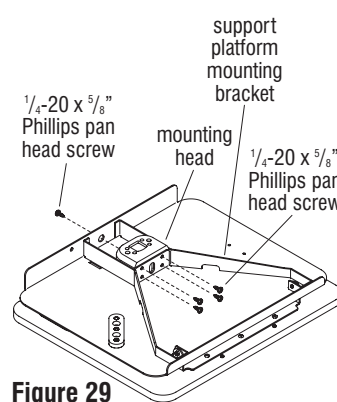


Figure 29

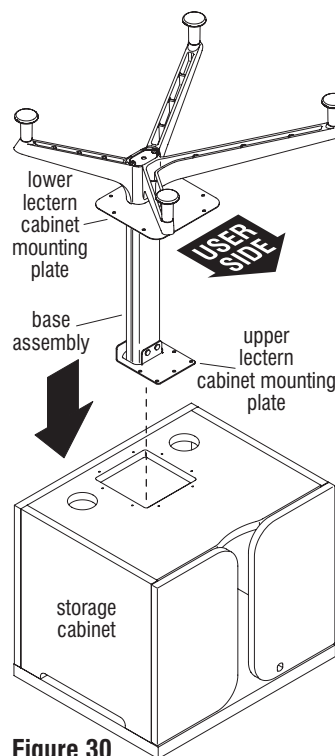


Figure 30

Fixed-Height Lectern - Storage Cabinet Installation

1. Carefully place the worktop support platform upside down on a soft, protective surface (Figure 28).
2. Orient the mounting head upside down and carefully lower the head into the rectangular opening of the support platform mounting bracket (Figure 28).
3. At the back, non-user side of the worktop support platform, align the back mounting hole on the mounting head with the mounting hole on the support mounting bracket and secure using one 1/4-20 x 5/8 inch Phillips pan head screw (Figure 29 & Detail N2).
4. At the user side of the worktop support platform, secure the support mounting bracket to the mounting head using four 1/4-20 x 5/8 inch Phillips pan head screws (Figure 29 & Detail N2).
5. Carefully place the storage cabinet upside down on a soft, protective surface. Position the base assembly over the storage cabinet as illustrated with the longer legs facing the cabinet doors side. Then, insert the upper lectern cabinet mounting plate through the opening in the underside of the storage cabinet and allow the lower lectern cabinet mounting plate to rest on underside of the storage cabinet (Figure 30 & Detail O2).
6. Align the mounting holes on the lower cabinet mounting plate with the mounting holes of the underside of the storage cabinet, then secure together using eight #10-16 x 5/8 inch Phillips truss head screws (Detail O2).
7. Open the storage cabinet doors to gain access inside. Align the mounting holes of the upper cabinet mounting plate to the mounting holes on the underside of the storage cabinet top, then secure together using seven #10-16 x 5/8 inch Phillips truss head screws (Detail P2).



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Fixed-Height Lectern - Storage Cabinet Installation (cont.)

8. Carefully place the base assembly with storage cabinet onto its back, non-user side, on a soft, protective surface (Figure 31).
9. From the bottom to the top of the base upright are two 20¹/₄" long draw bolts, each with a 1/4-20 nylon cap lock nut and five 1/4" washers at the top. The lock nuts and washers must be removed temporarily. Begin by using a T-30 Torx tip on a socket wrench, to hold one 1/4-20 x 20¹/₄" draw bolt at the bottom of the base. Then at the top of that same 20¹/₄" long draw bolt, use a 7/16" socket and wrench to remove the 1/4-20 nylon cap lock nut attaching it. Next, remove the five 1/4" washers from the draw bolt. Repeat this step to remove the second 1/4-20 nylon cap lock nut and five washers, saving the lock nuts and washers for the next step (Figure 31).
10. Position the worktop support platform next to the upright of the base assembly as illustrated with the mounting head's front mounting holes facing the front, user side of the base assembly. Place the mounting head against the top of the upright, aligning the head's bottom mounting holes onto the upright's draw bolts, where the lock nuts were removed in the last step. Under the base, and one 1/4-20 x 20¹/₄" draw bolt at a time, press on the bottom of the draw bolt from under the base upright and push the threaded end up through the holes in the mounting head. Lift the worktop up to disengage the worktop support bracket from the worktop support platform to gain access inside the mounting head. Place one previously removed 1/4" washer onto the draw rod, then loosely twist a previously removed 1/4-20 nylon cap lock nut onto the draw rod threads at the top. Repeat this process with the second draw bolt in the mounting head. Then, using

a T-30 Torx bit socket on a wrench at the bottom, and a 7/16" socket on an extension, with socket wrench on the top, tighten both nuts to their draw bolts securely (Figure 32 & Detail Q2).

11. Place a mounting head cover above the mounting head and secure using two #8-32 x 3/8" Torx flat head screws (Detail R2).

12. Proceed to "Storage Cabinet Assembly Overview" instructions on the next page.

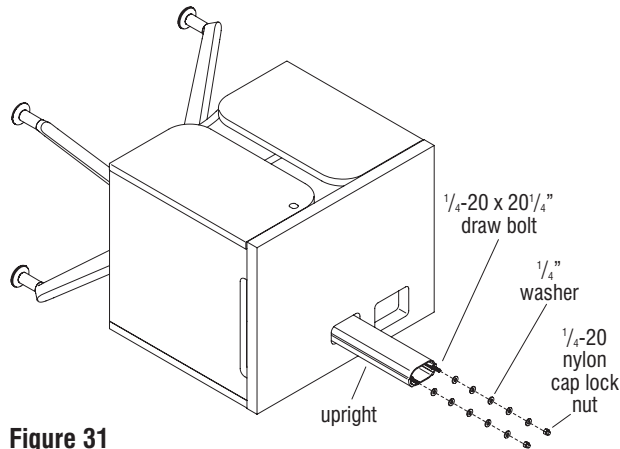


Figure 31

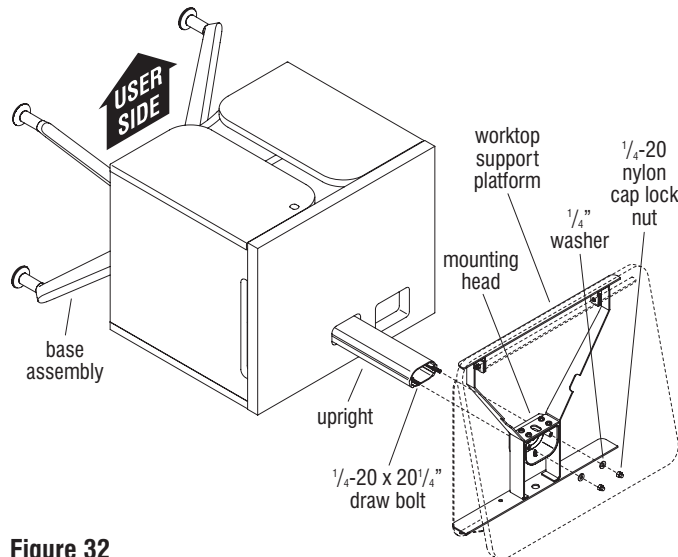
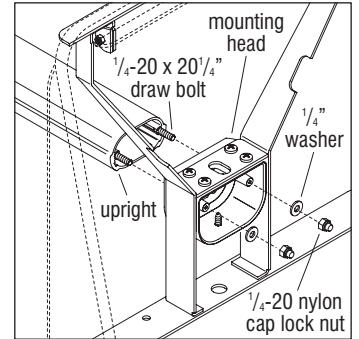
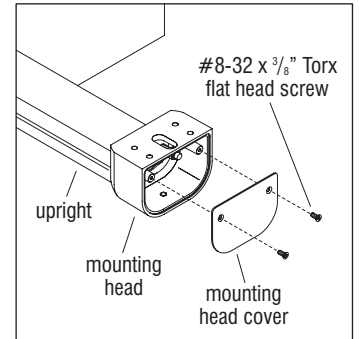


Figure 32



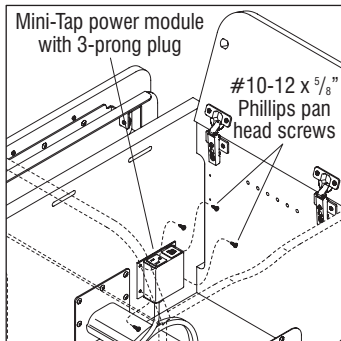
Detail Q2



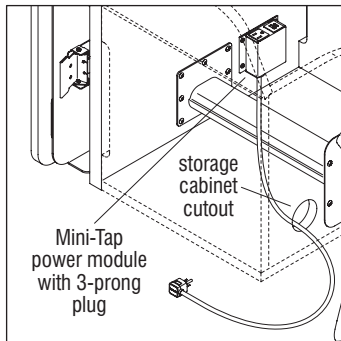
Detail R2



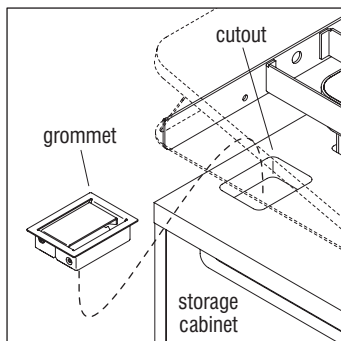
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



Detail A



Detail B



Detail C

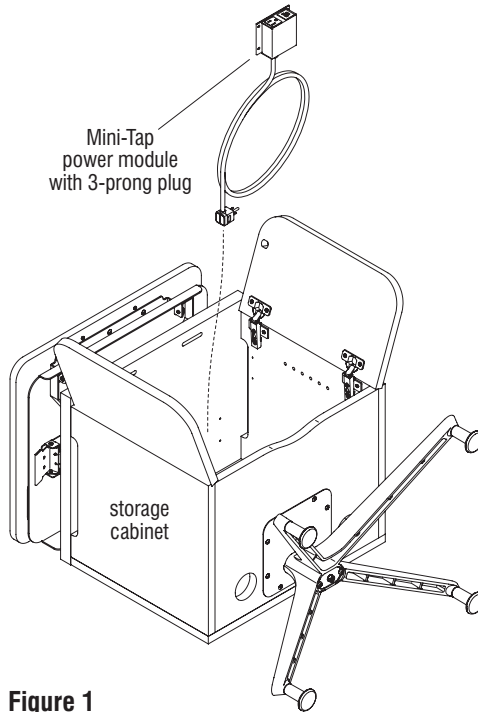


Figure 1

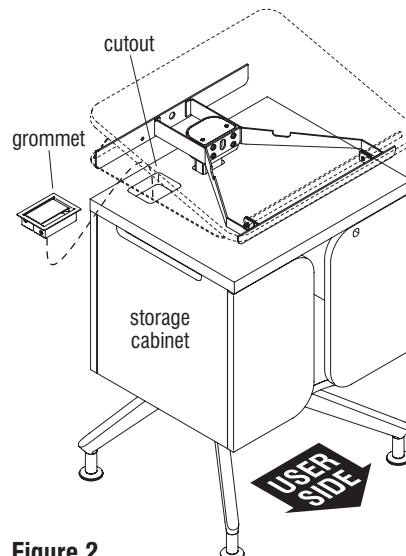


Figure 2

Storage Cabinet Assembly Overview

Note: Lecterns with a storage cabinet always come requiring installation of a grommet, perforated steel panel, and adjustable-height shelf. Optional components include lock, storage bag hook, and Mini-Tap power module, per storage cabinet assembly. Your configuration may vary.

Mini-Tap Power Module Installation (optional)

Note: Although the figures on this page illustrate the installation of the Mini-Tap power module with the storage cabinet on its back on a soft, protective surface, the module can be installed with the lectern in the upright position.

1. Open the doors on the storage cabinet if not open already (Figure 1).
2. Align the mounting holes of the Mini-Tap power module with the pre-drilled mounting holes underneath the top of the storage cabinet. Secure the Mini-Tap power module to the top using four #10-12 x 5/8" Phillips pan head screws (Detail A).
3. Route the plug end of the Mini-Tap power module down through one of the two cutouts at the bottom of storage cabinet (Detail B).

Grommet Installation

1. Carefully turn the lectern to the upright position on the floor, if not upright already (Figure 2).
2. Position the grommet above the cabinet cutout with the lid opening towards the user side (Figure 2 & Detail C).
3. Push the grommet into the storage cabinet cutout as illustrated, tapping lightly with a rubber mallet if required. Use caution to avoid scratching the grommet (Figure 2 & Detail C).



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Perforated Steel Panel Installation

1. Open the doors of the storage cabinet and identify the left-hand door which has five mounting holes. Align the mounting holes on the perforated steel panel with the mounting holes on the door and secure using five #8 x 5/8" Phillips pan head screws (Figure 3 & Detail D).

Adjustable Shelf Installation

1. With the doors still open on the storage cabinet, determine the desired height of the adjustable shelf (Figure 4).
2. Insert four shelf pins, in the mounting hole locations inside the storage cabinet, at the desired height (Figure 4).
3. Tilt the adjustable shelf diagonally and insert the shelf into the cabinet, then rotate the shelf down onto the four pins (Figure 5).
4. If no more optional components are required for the storage cabinet, proceed to the following sections below based on your lectern requirements: Reference page 23 to test the pneumatic-adjustable height lectern, page 25 for lectern accessories, page 26 for screw adjustable-height lectern adjustments, page 27 if the lectern contains a power module, otherwise move the lectern to its final location of use.

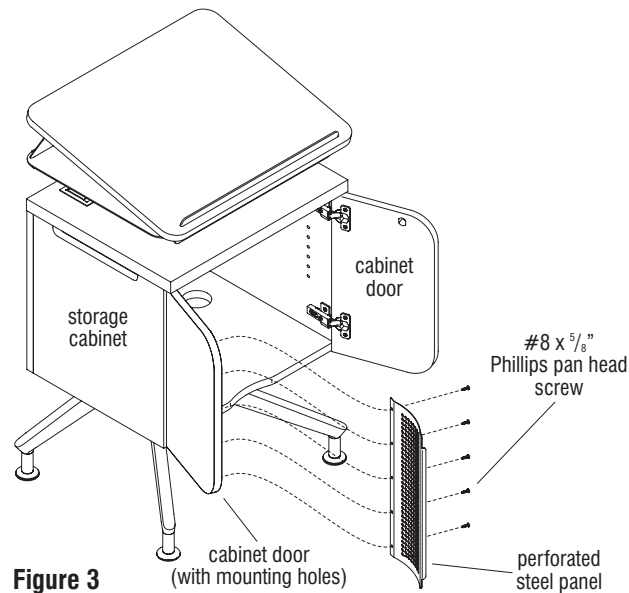
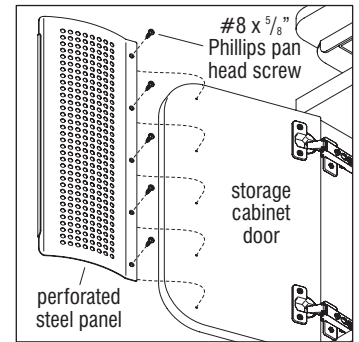


Figure 3



Detail D - (underside view)

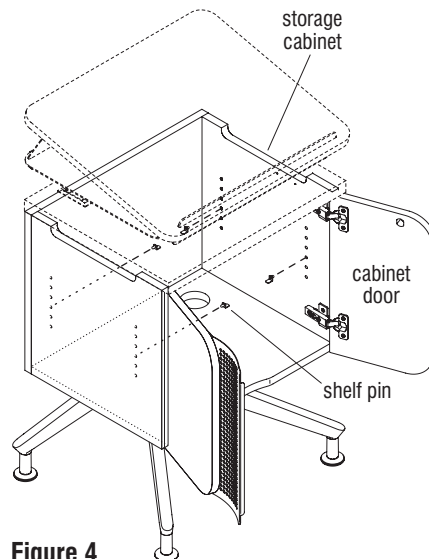


Figure 4

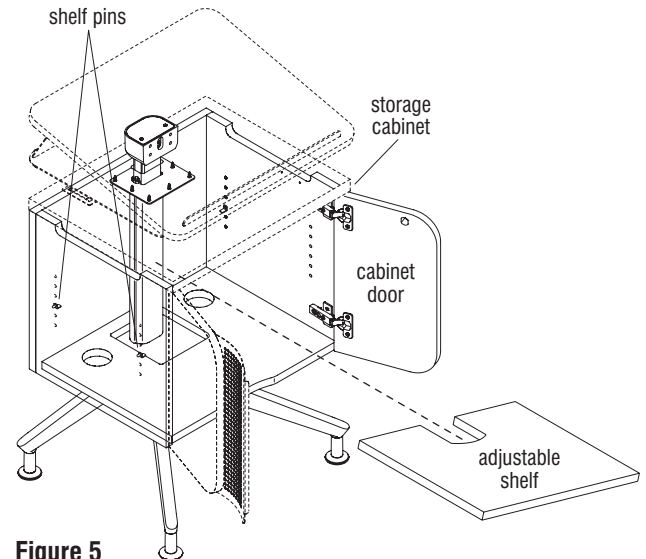
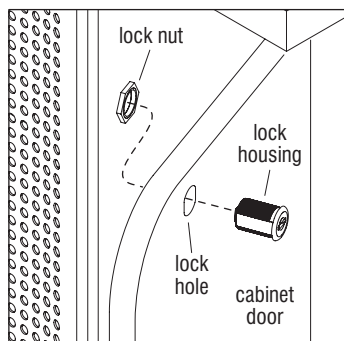


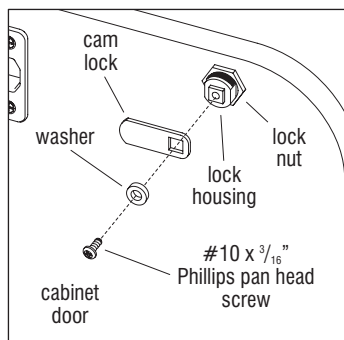
Figure 5



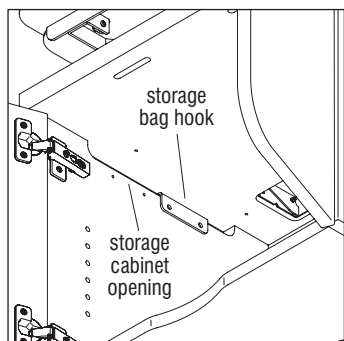
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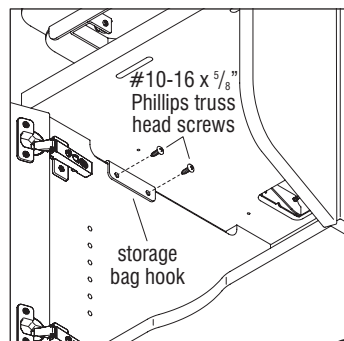
Detail E



Detail F



Detail G - (underside view)



Detail H - (underside view)

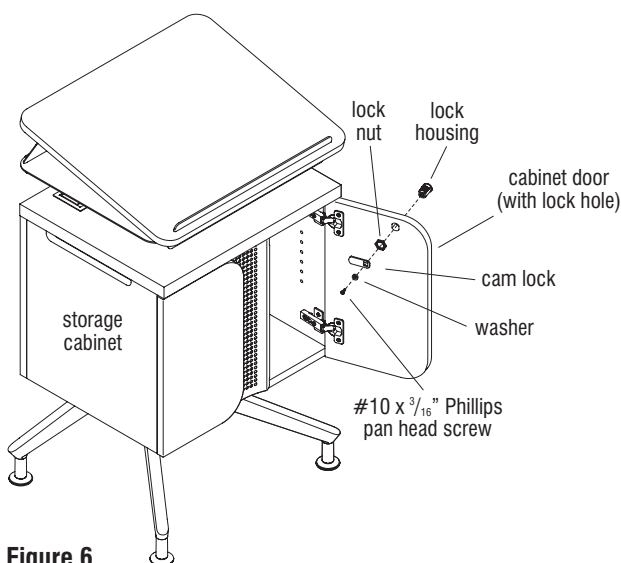


Figure 6

Lock Installation (optional)

1. With the door open on the storage cabinet, insert the lock housing into the lock hole on the outside of the door (Figure 6 & Detail E).
2. On the back of the door, secure the lock housing to the door by threading the lock nut onto the back of the lock housing (Figure 6 & Detail E).
3. Align the square mounting hole on the cam lock with the square boss on the back of the lock housing, orienting the lock cam horizontal and in the 9 o'clock position. Secure the cam lock to the lock housing using a washer and #10 x $\frac{3}{16}$ inch Phillips screw (Figure 6 & Detail F).
4. If no more optional components are required for the storage cabinet, proceed to the following sections below based on your lectern requirements: Reference page 23 to test the pneumatic-adjustable height lectern, page 25 for lectern accessories, page 26 for screw adjustable-height lectern adjustments, page 27 if the lectern contains a power module, otherwise move the lectern to its final location of use.

Storage Ganger Kit & Storage Bag Hook Installation (optional)

1. Hook a storage bag hook onto the opening on the top side of the lectern storage cabinet (Figure 7 & Detail G).
2. Open the doors of the storage cabinet. Inside the cabinet, align the mounting holes on the storage bag hook with the mounting holes below the storage cabinet opening. Secure the hook to the cabinet using two #10-16 x $\frac{5}{8}$ inch Phillips pan head screws (Details G & H).
3. Repeat steps 1 and 2 above to secure the second storage bag hook to the opposite side storage cabinet opening.

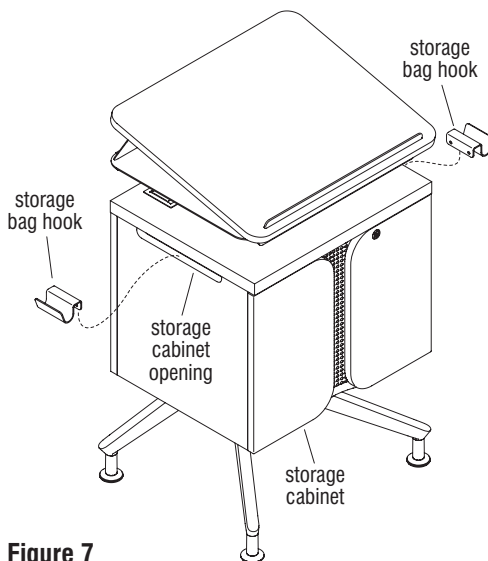


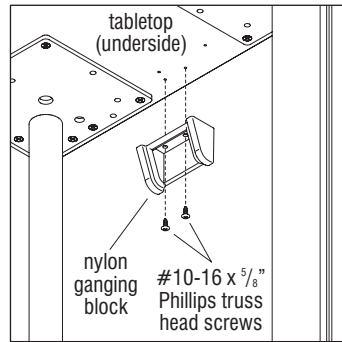
Figure 7



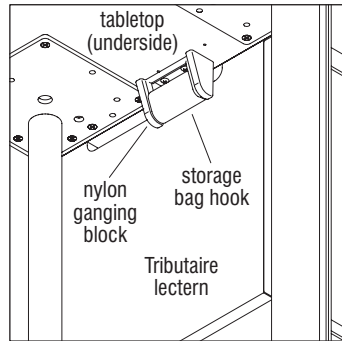
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Storage Ganger Kit & Storage Bag Hook Installation (optional) (cont.)

4. At the underside of the Tributaire post-leg table, position a nylon ganging block as illustrated, with the notched-out portion of the block facing towards the inside of the table. Align the mounting holes on the block with the mounting holes on the underside of the table and secure using two #10-16 x $\frac{5}{8}$ " Phillips truss head screws. Repeat this step to secure the second nylon ganging block to the opposite side of the table (Figure 8 & Detail I).
5. Move the table's ganging side near the ganging side of the lectern (Figure 9).
6. Lift the ganging side of the table up and over the storage bag hook on the lectern, then lower the table until the nylon ganging block rests on top of the hook as illustrated (Figure 9 & Detail J).
7. If no more optional components are required for the storage cabinet, proceed to the following sections below based on your lectern requirements: Reference page 23 to test the pneumatic-adjustable height lectern, page 25 for lectern accessories, page 26 for screw adjustable-height lectern adjustments, page 27 if the lectern contains a power module, otherwise move the lectern to its final location of use.



Detail I - (underside view)



Detail J - (underside view)

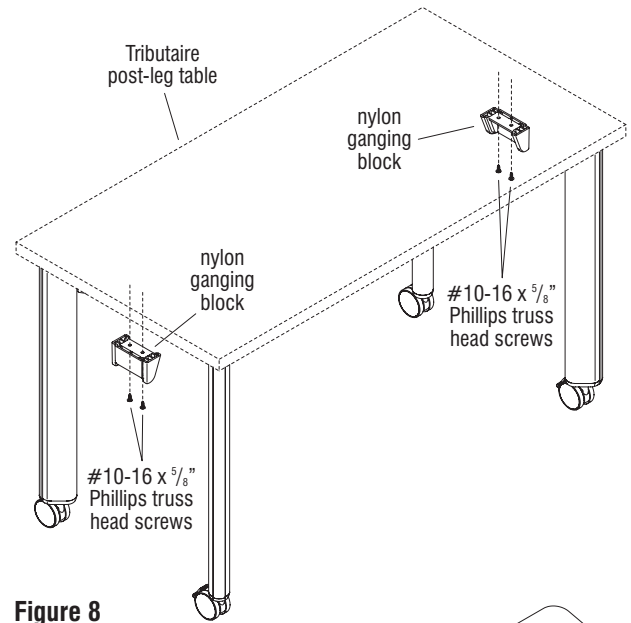


Figure 8

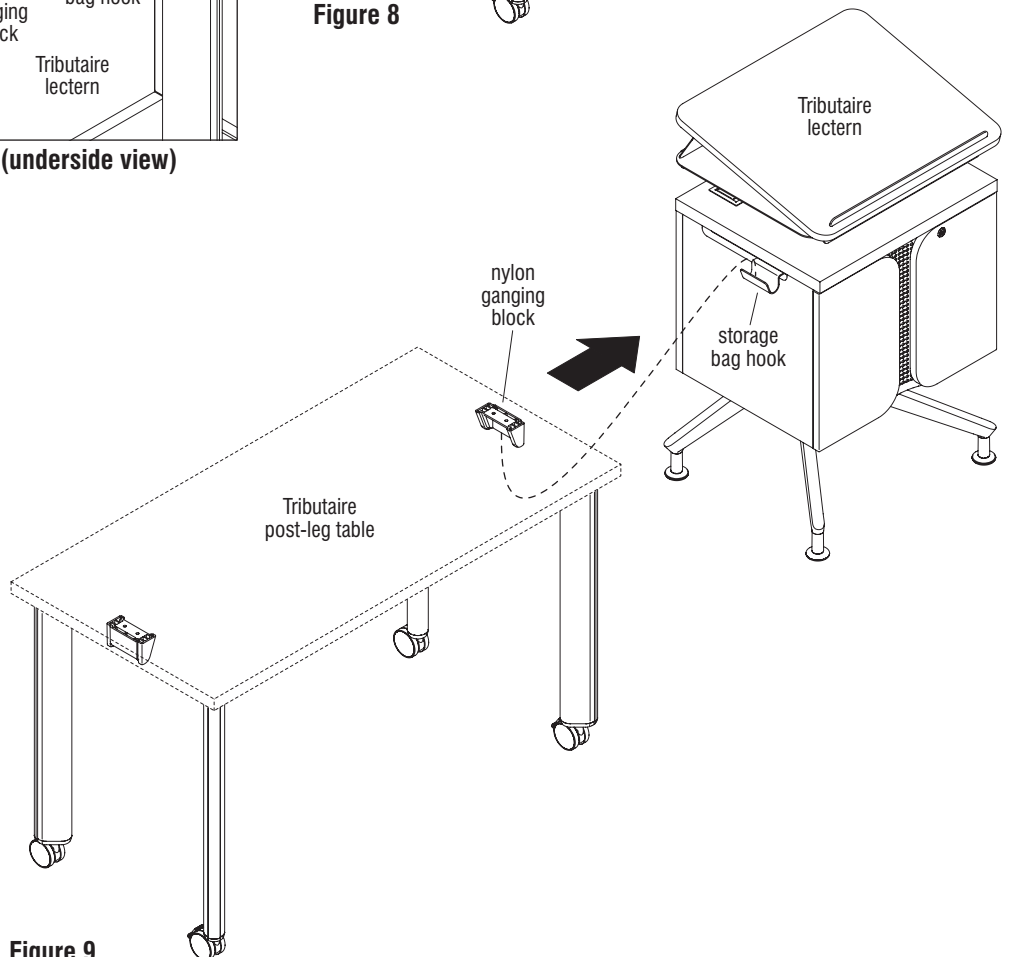
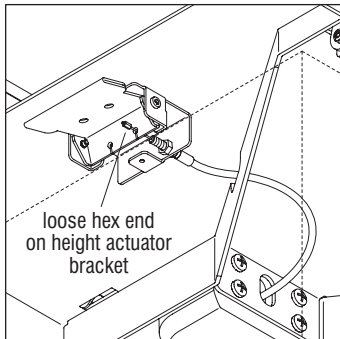


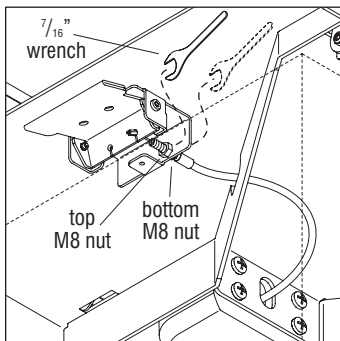
Figure 9



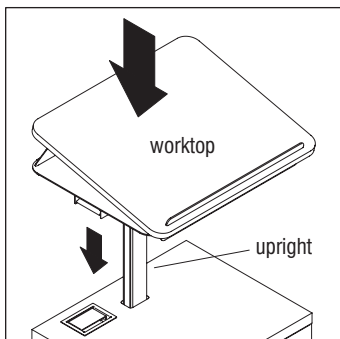
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



Detail A - (underside view)



Detail B - (underside view)



Detail C

Lectern Use Test – No Adjustment Needed Test

Note: The lectern should be in the lowered position at this time. If not, fully depress the height actuator handle and press down on the lectern worktop, then release the handle.

1. With the lectern in the lowered position, locate and fully depress the height actuator handle and the lectern should automatically raise. Let go of the actuator handle after the worktop raises a few inches (Figure 1). Fully depress the height actuator handle again and press down on the lectern worktop, lowering it a few inches, then release the handle and the worktop should stay. Without activating the handle,

press down on the worktop at mid-height location and it should not lower. If these operations work as described, no adjustment is needed.

Lectern Height Actuator Cable Adjustment

2. If depressing the height actuator handle does not allow the lectern worktop to raise automatically from the lowered position, the cable hex end is adjusted too loose, and requires more tension. Go to step 3 below. If the worktop is raised and can be pressed down without depressing the height actuator, the cable tension is adjusted too tight. Go to step 4.
3. Begin loose cable adjustment by inspecting the hex end of the cable in the actuator handle slot, in the conical indent to identify that the cable is not seated properly (Detail A). Loosen the top M8 nut using the $\frac{7}{16}$ " wrench provided and twist the nut up. Pull down on the black cable housing enough to assure that the hex cable end is seated correctly into the conical indent of the actuator bracket. Then twist the bottom M8 nut up, finger tight to the actuator bracket and use the $\frac{7}{16}$ " wrench to turn the nut one-quarter to one-half of a turn more. Twist the top M8 nut back down to finger tight. Then using the $\frac{7}{16}$ " wrench, tighten the top M8 nut down one-quarter to one-half of a turn more (Detail B). Check to assure the cable is tight, or repeat the above process.
4. Begin tight cable adjustments by loosening the bottom M8 nut one-quarter to one-half of a turn using the $\frac{7}{16}$ " wrench, then turn the top M8 nut one-quarter to one-half of a turn down to tighten (Detail B). Press the height actuator handle to raise and stop the lectern, and test if the worktop lowers with pressure when the actuator handle is not pressed (Detail C). If it does not lower without the handle pressed, no more adjustment is required, but if it does lower, repeat step 4 above as needed.

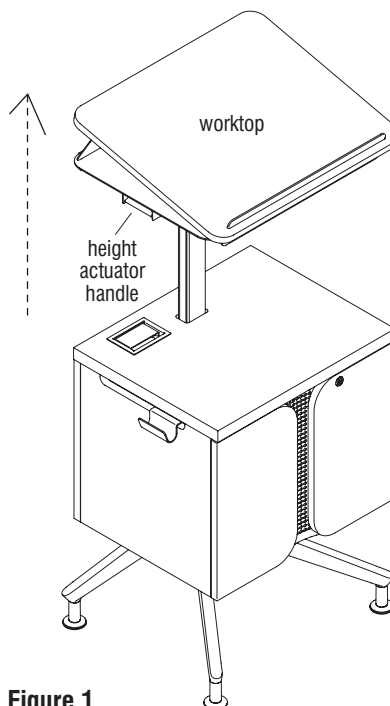


Figure 1



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Actuator Cover Installation

1. Locate the height actuator handle at the side of the lectern and press the actuator handle to automatically raise the lectern worktop height (Figure 2).
2. At the underside of the worktop support platform, position the actuator cover in place over the cable actuator assembly. Secure the cover to the mounting hole on the actuator assembly using one #8-32 x $\frac{3}{8}$ " Phillips truss head tapping screws (Figure 3 & Detail D).

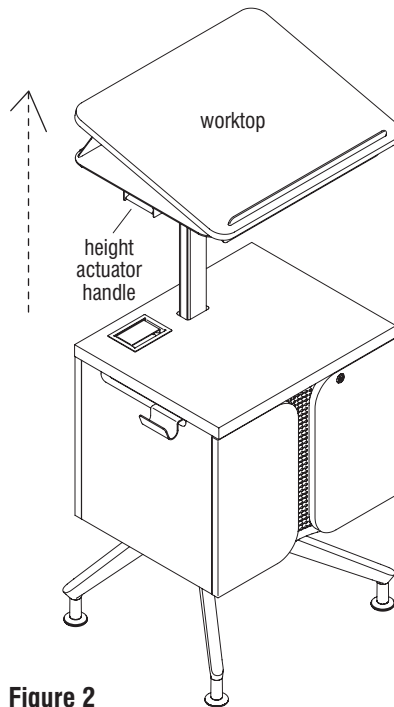


Figure 2

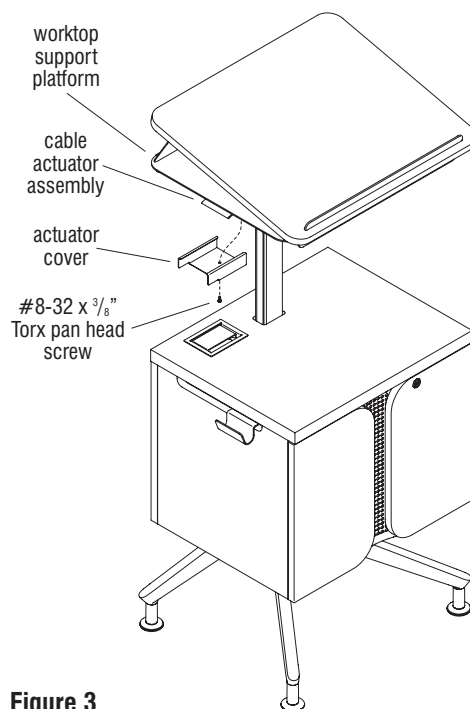
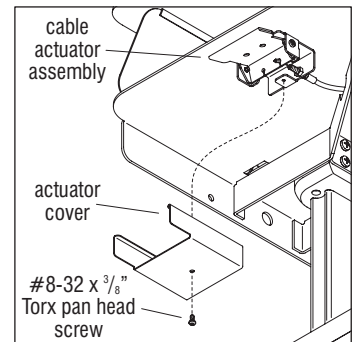


Figure 3



Detail D - (underside view)



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Accessories Overview

Note: If the lectern being assembled requires a modesty panel, proceed to "Modesty Panel Installation" instruction below. If the lectern requires a cupholder, proceed to "Cupholder Installation" instructions below. If the lectern does not require any accessories, but is a

screw-adjustable height lectern and requires adjustments, proceed to the next page. If the lectern does not need any adjustments but has a Mini-Tap power module, proceed to page 27, otherwise move the lectern to the final location of use.

Modesty Panel Installation

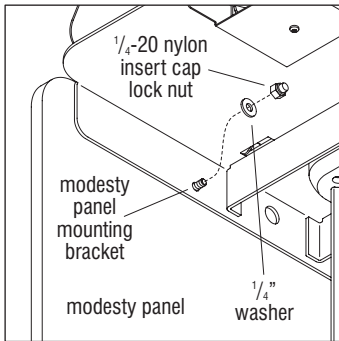
1. At the back, non-user side of the lectern, align the mounting holes of the modesty panel with the mounting holes on the back of the worktop support platform. Then, press the threaded studs of the modesty panel mounting plate through the modesty

panel and the mounting holes in the back of the worktop support platform. From under the support platform, secure the modesty panel to the platform by threading a $\frac{1}{4}$ -20 nylon lock nut and washer onto the end of each modesty panel mounting plate stud. Then, one nut at a time, using the $\frac{7}{16}$ " wrench provided, tighten each nut until secure. Do not over-tighten (Figure 1 & Detail A).

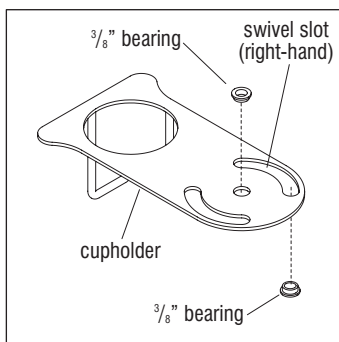
2. If the lectern does not require any additional accessories, but is a screw-adjustable height lectern and requires adjustments, proceed to the next page. If the lectern does not need any adjustments but has a Mini-Tap power module, proceed to page 27, otherwise move the lectern to the final location of use.

Cupholder Installation (optional)

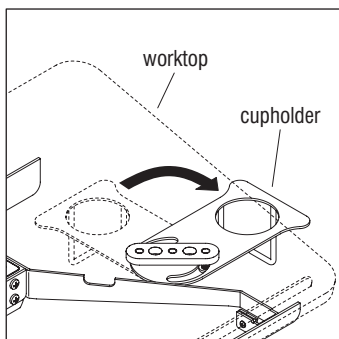
3. Position the cupholder as illustrated in Detail B. Locate two $\frac{3}{8}$ " bearings, orient them as illustrated and place one bearing into the center pivot hole from above, and one bearing into the right-hand slot from the bottom. The collar should be on the top, in the center pivot and on the bottom in the slot (Detail B).
4. Orient the cupholder so the side that houses a cup is pointing toward the back, non-user side of the lectern as illustrated. Then, position the cupholder underneath the cupholder mounting bracket on the worktop support platform (Figure 2).
5. Align the $\frac{3}{8}$ " bearings on the cupholder with the mounting holes on the cupholder mounting bracket and secure using two $\frac{3}{8}$ -16 x $\frac{1}{2}$ " Allen button head screws from underneath (Figure 2).
6. Rotate the cupholder 90° to reveal the cupholder from under the side of the worktop support platform (Detail C).
7. If the lectern does not need any adjustments but has a Mini-Tap power module, proceed to page 27, otherwise move the lectern to the final location of use.



Detail A - (underside view)



Detail B - (underside view)



Detail C - (underside view)

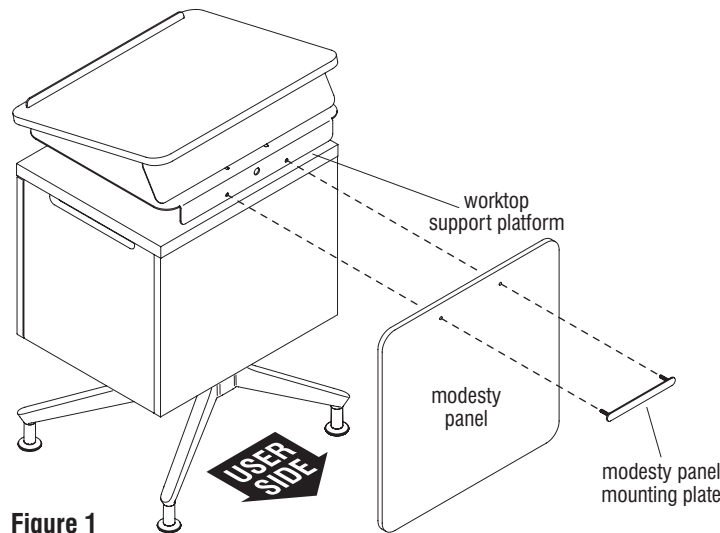


Figure 1

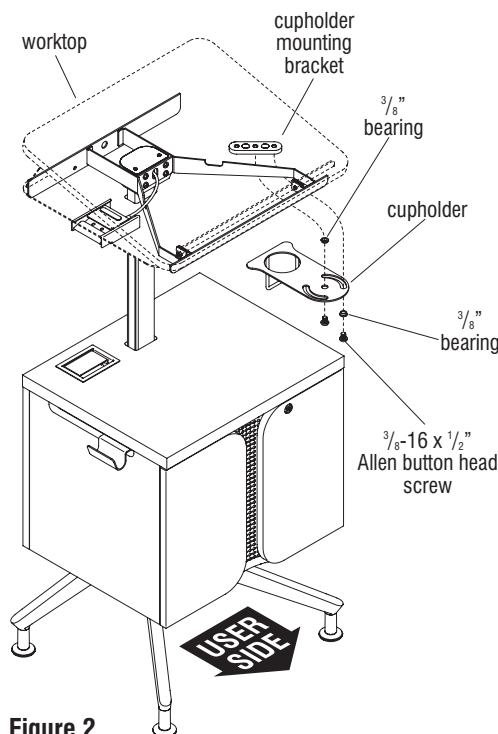


Figure 2



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Screw-Adjustable Height Lectern Adjustments

Note: Although the figures throughout this “Screw-Adjustable Height Lectern Adjustment” instructions illustrate a Tributaire screw-adjustable height lectern with storage, the instructions apply to all Tributaire screw-adjustable height lecterns. Your configuration may vary.

1. If the lectern being adjusted has a storage cabinet, open the cabinet doors to gain access to the two $\frac{1}{4}$ -20 x $\frac{1}{2}$ " Allen cap screws on the base assembly (Figure 1).
2. Hold the worktop support platform with upright and remove the two $\frac{1}{4}$ -20 x $\frac{1}{2}$ " Allen cap screws from the base assembly so the upright height can be adjusted (Figure 1).
3. Move the upright up or down to the desired height (1" increments). Align the two adjustment holes on the upright with two holes on the base assembly and secure with two $\frac{1}{4}$ -20 x $\frac{1}{2}$ " Allen cap screws (Figure 2).
4. Proceed to page 27 if the lectern contains a power module, otherwise move the lectern to final location of use.

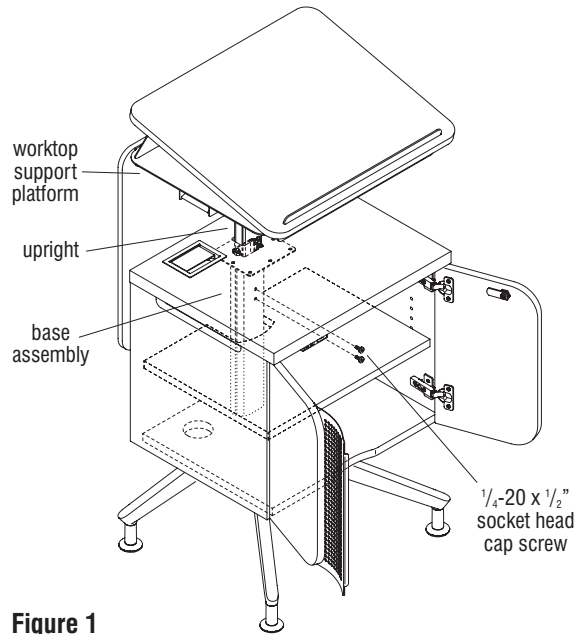


Figure 1

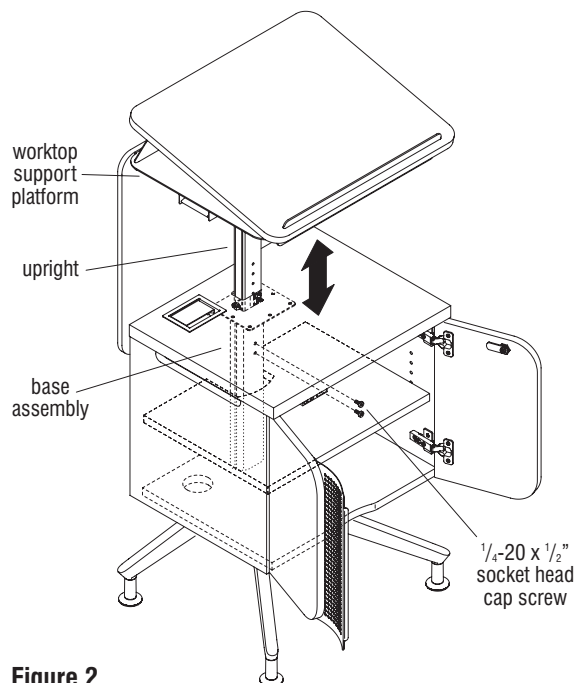
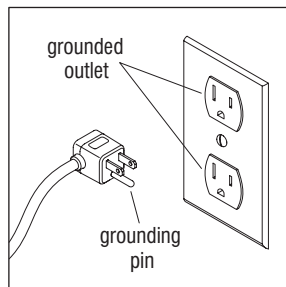


Figure 2

GROUNDING INSTRUCTIONS

This product is for use on a nominal 120-volt circuit and has a grounding plug that looks like the plug illustrated in Detail A. Make sure that the product is connected to an outlet having the same configuration as the plug. No adapter should be used with this product.



Detail A



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Connections to Power Source - Power Modules with 3-Prong Plug

Note: Although the figures throughout this "Connections to Power Source" instructions illustrate a pneumatic-adjustable height lectern with storage, the instructions apply to all Tributaire lecterns with storage and Mini-Tap power modules. Your configuration may vary.

1. Place lectern at its final location and lock the two front, user side casters in place (Figure 1).
2. Plug the power module into a grounded outlet, only after all other components have been installed (Figure 1 & Detail A).

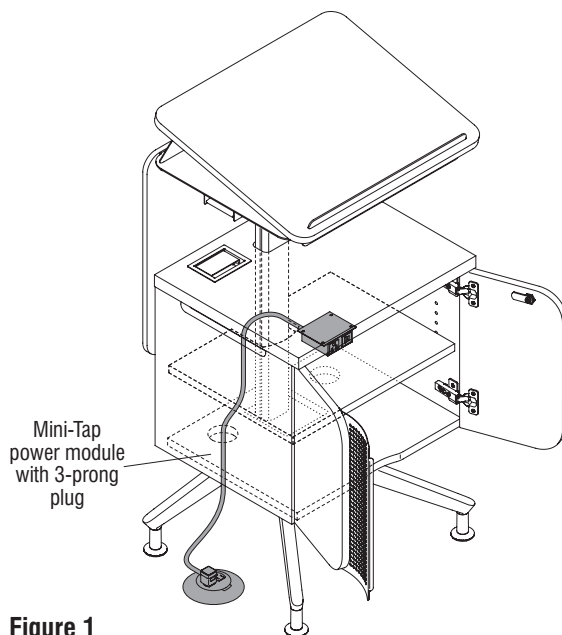


Figure 1

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