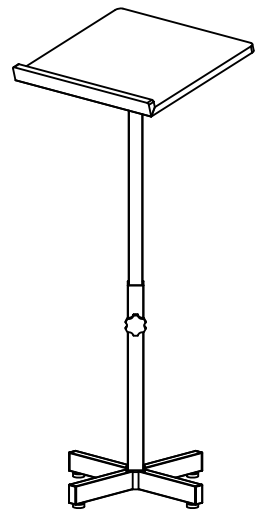


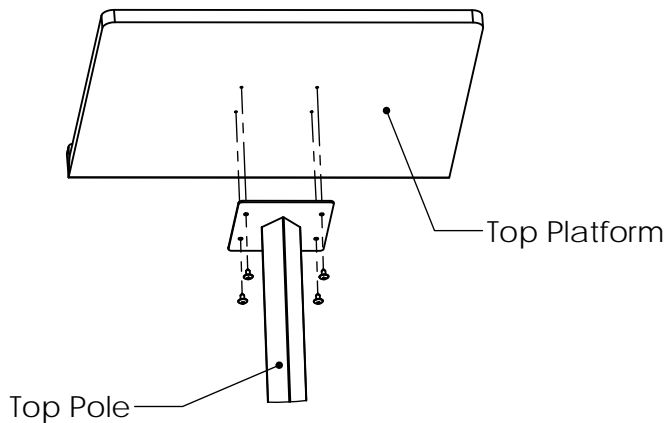
Portable Lectern Stand Assembly Instructions

Parts

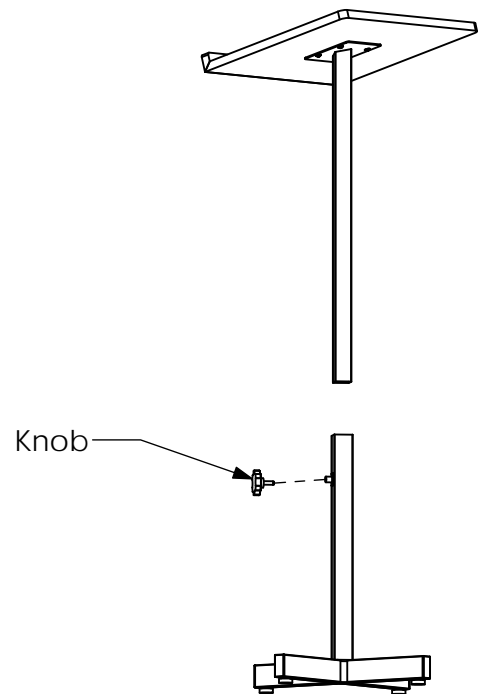
- (1) Base w/ (4) Foot Levelers
- (1) Base Pole w/ Adjustment Knob
- (1) Top Pole w/ Bracket
- (1) Top Platform
- (1) Bolt & Washer for the Base
- (4) Screws for attaching Top Platform to Bracket
- (1) Hex Key / Allen Key



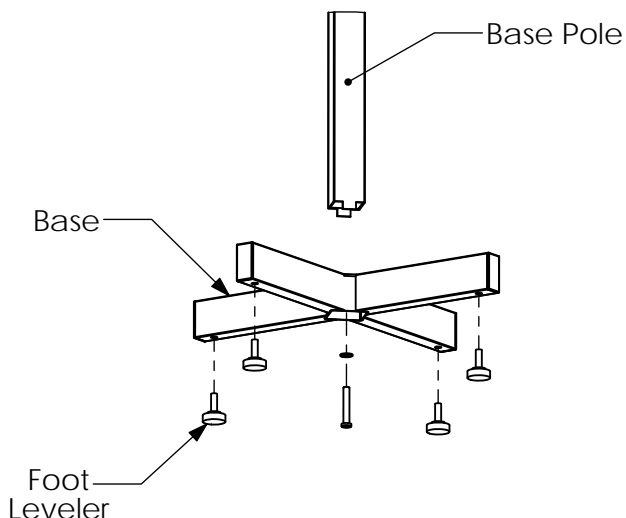
Step 1: Using the (4) provided wood screws, attach the Top Platform to the Top Pole by lining-up the holes on the Bracket with the holes on the underside of the Top Platform. NOTE: It may be best to lay the Top Platform upside down on a flat area.



Step 3: With the Top Platform secured to the Top Pole, insert the Top Pole into the Base Pole. Screw the Knob into the insert located on the backside of the Base Pole & tighten well.



Step 2: Align the tabs on the bottom of the Base Pole with the slots on the top surface of the Base. Using the bolt & washer, secure the Base Pole to the Base. Also, make sure that all (4) Foot Levelers are properly screwed in.



Height Adjustment: To adjust the height of the unit, hold the Top Pole with one hand & loosen the knob with the other hand. Set height at desired level & tighten knob.