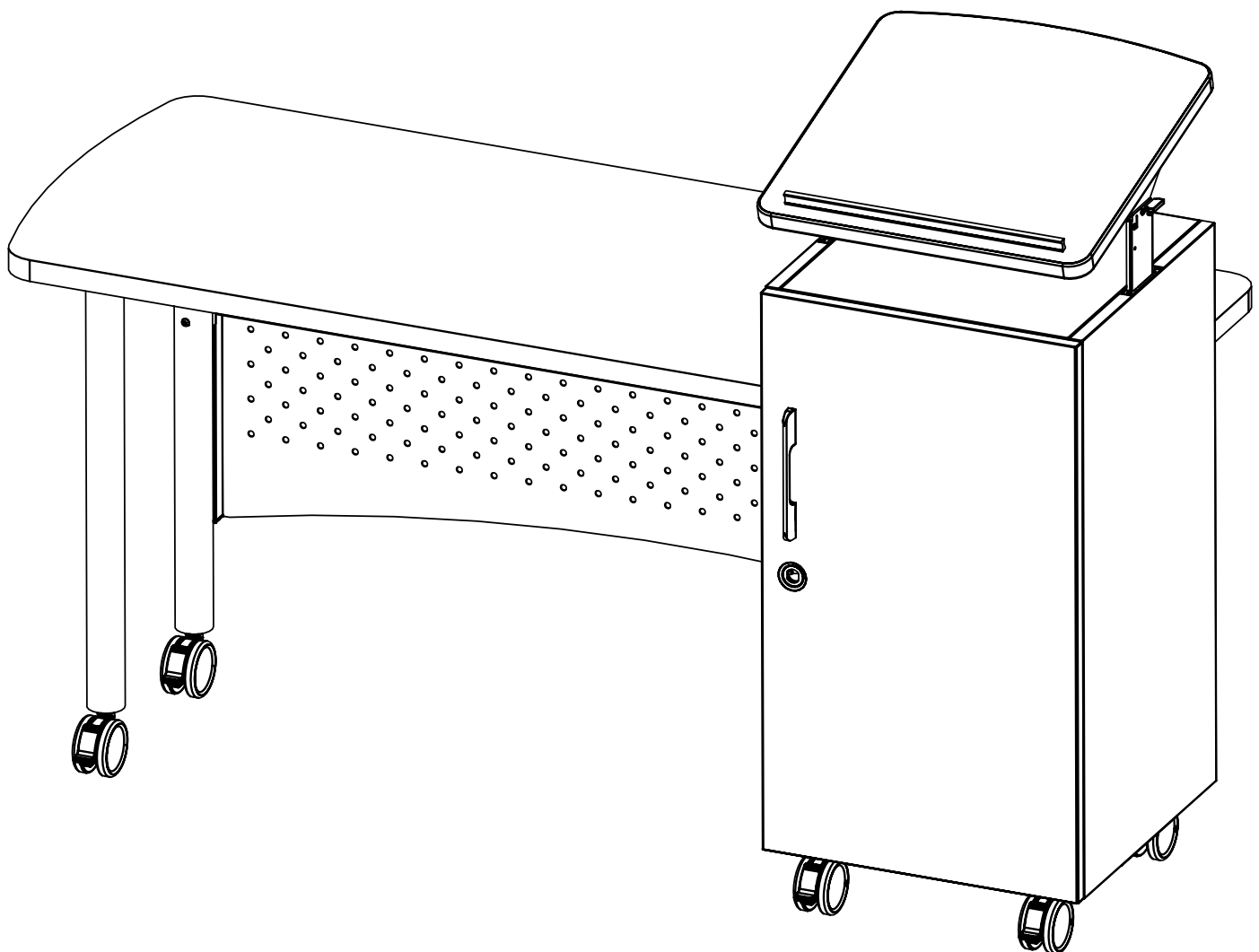


# Classroom Select® NeoClass® Lectern Teacher Desk

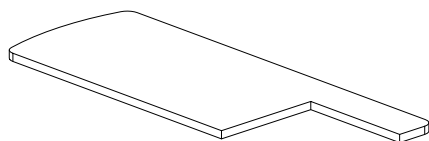
## ASSEMBLY INSTRUCTIONS

Thank you for purchasing the Classroom Select® NeoClass® Lectern Teacher Desk from School Specialty®. Please review the enclosed packing list to ensure all components are included and read the instructions carefully before you begin assembly. If you find anything missing or have any questions now or after set-up, please contact Customer Care at 888.388.3224 or [customer@schoolspecialty.com](mailto:customer@schoolspecialty.com).

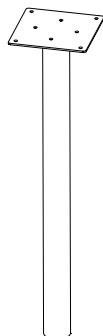


## PART AND TOOL LIST

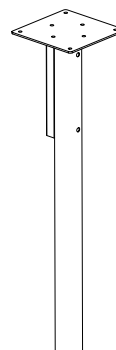
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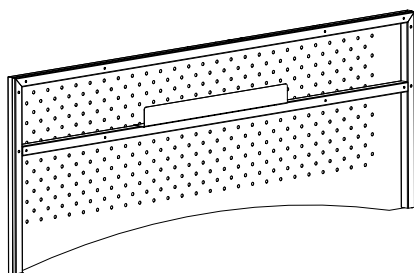
Top  
Quantity: 1



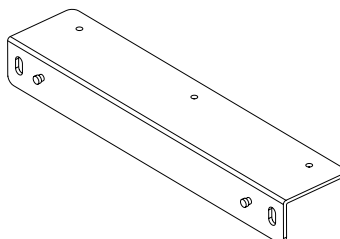
Front Leg  
Quantity: 1



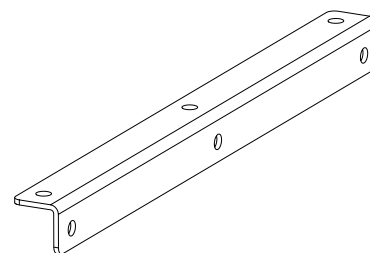
Back Leg  
Quantity: 1



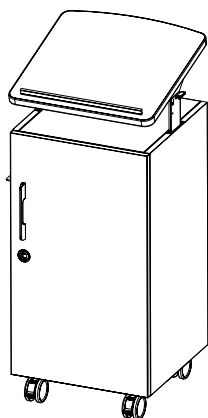
Modesty Panel  
Quantity: 1



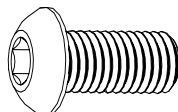
Back Bracket  
Quantity: 1



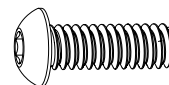
Side bracket  
Quantity: 1



Lectern & Hardware  
Quantity: 1



M6 x 12mm  
Quantity: 2



1/4"-20 x 3/4"  
Quantity: 4

## PART AND TOOL LIST

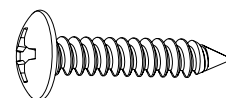
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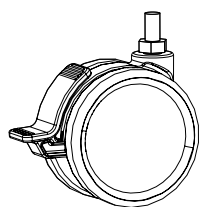
M6 x 75mm  
Quantity: 2



#10 x 1" Wood (Small Head)  
Quantity: 22



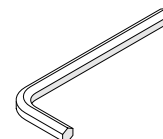
#10 x 1" Wood (Large Head)  
Quantity: 2



Locking Casters  
Quantity: 2



Lock Washer  
Quantity: 2

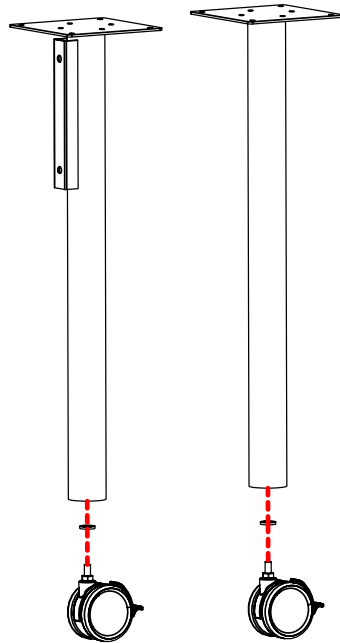


Allen Wrench  
Quantity: 1

## STEP 1

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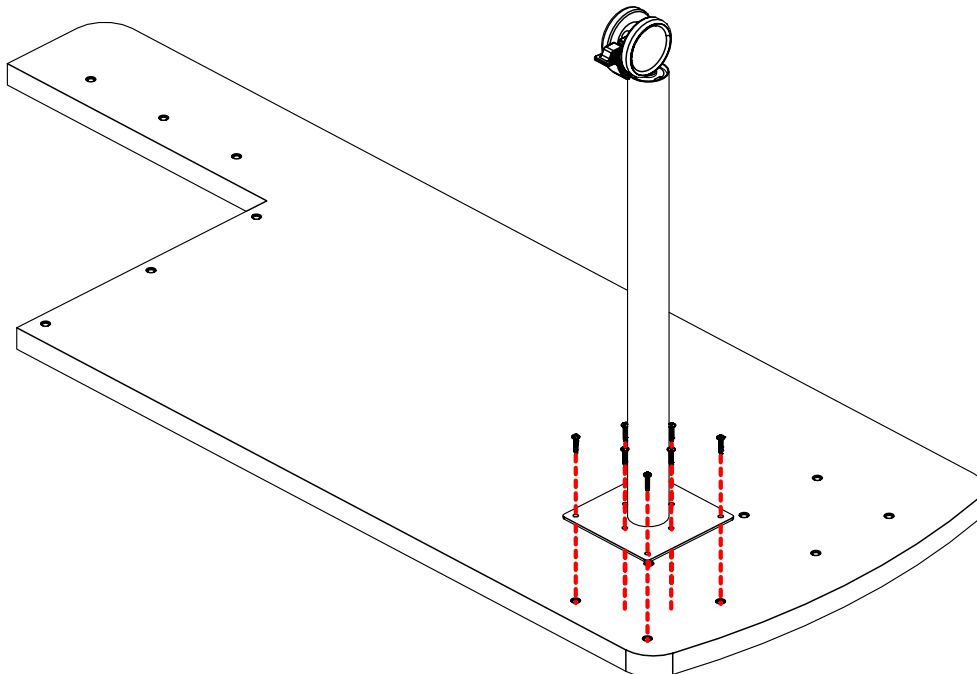
Screw in locking caster to front and back leg with lock washer on caster post.



## STEP 2

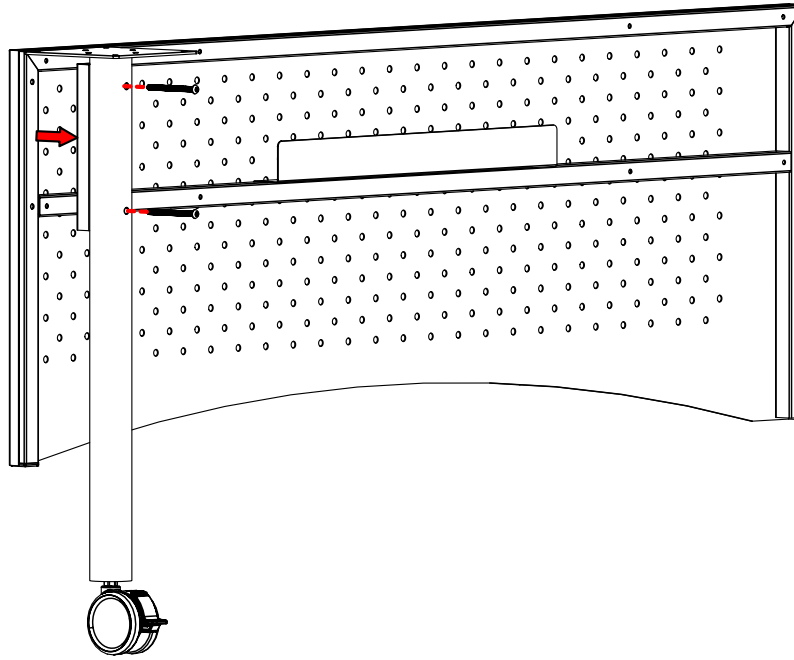
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Place table top upside down on a stable, non-abrasive soft surface to avoid any scratching and screw front leg to table top using eight #10 x 1" wood screws.



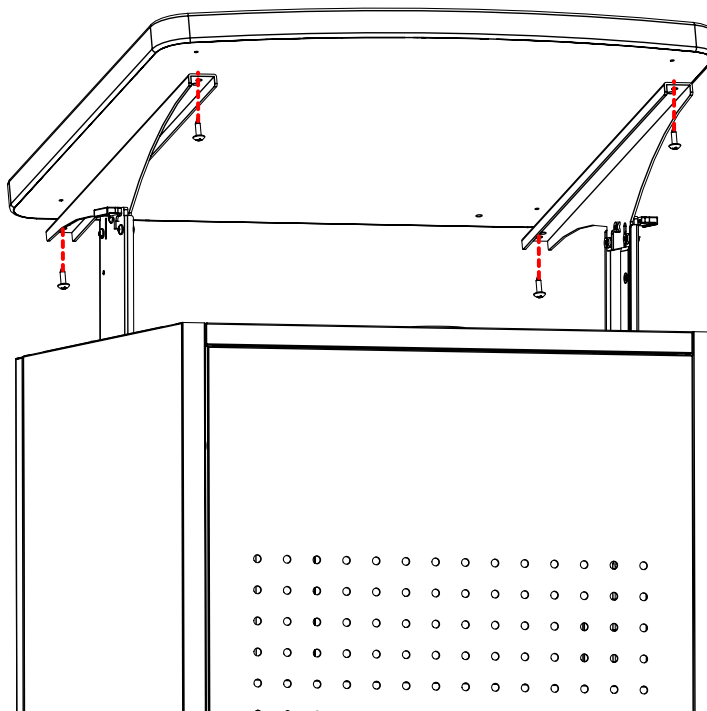
## STEP 3

Prepare the modesty panel by screwing the back leg to modesty panel using two M6 x 75mm screws.



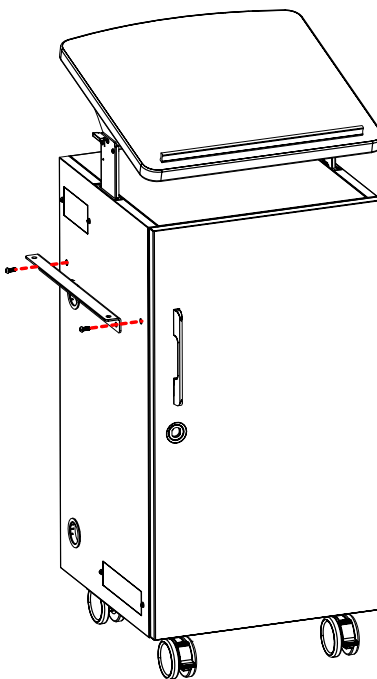
## STEP 4

Complete the assembly of the lectern by screwing on the podium top onto the lectern posts using wood screws provided in lectern package.



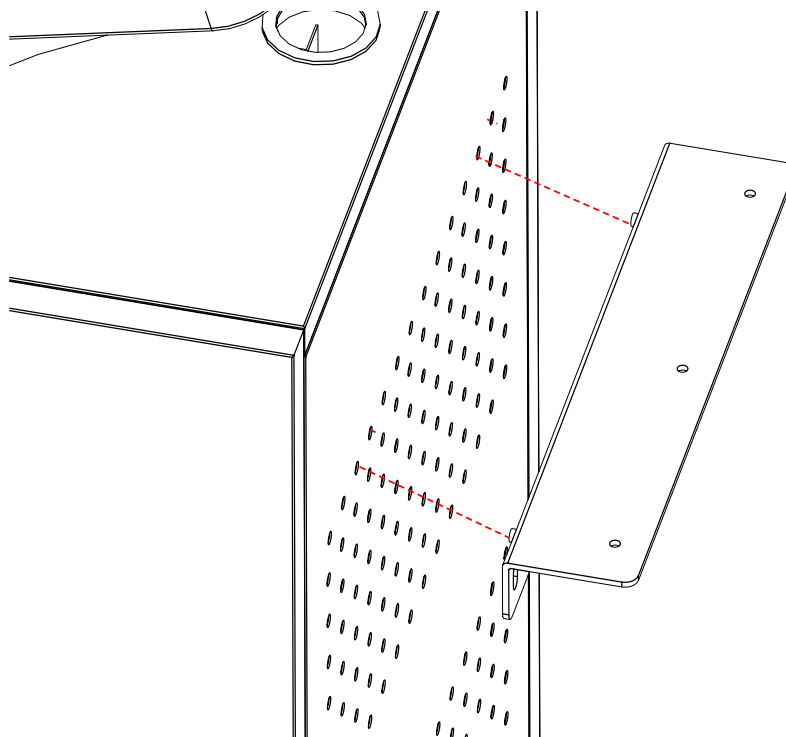
## STEP 5

Screw side bracket onto side of lectern using two M6 x 12mm screws.



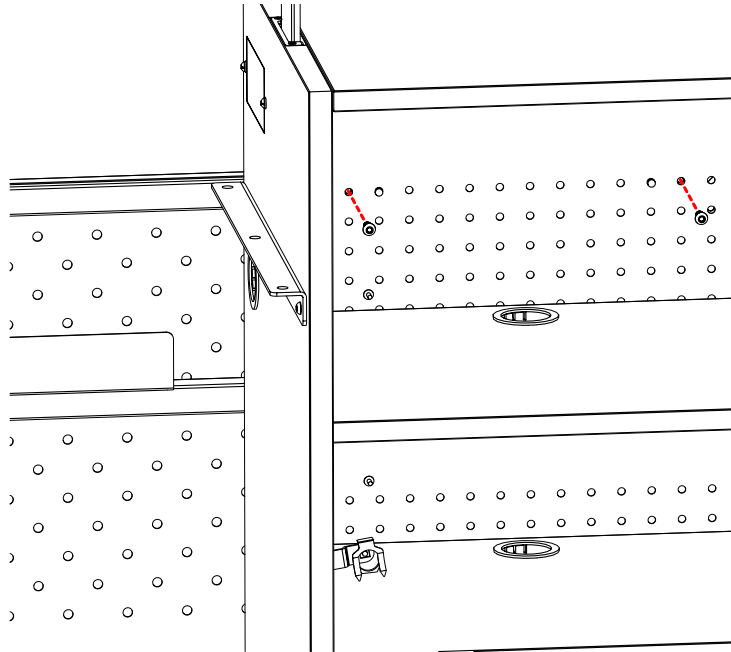
## STEP 6

On back side of the lectern, align back bracket with the second set of holes on the lectern. The pins on the bracket will set into two holes on the back panel.



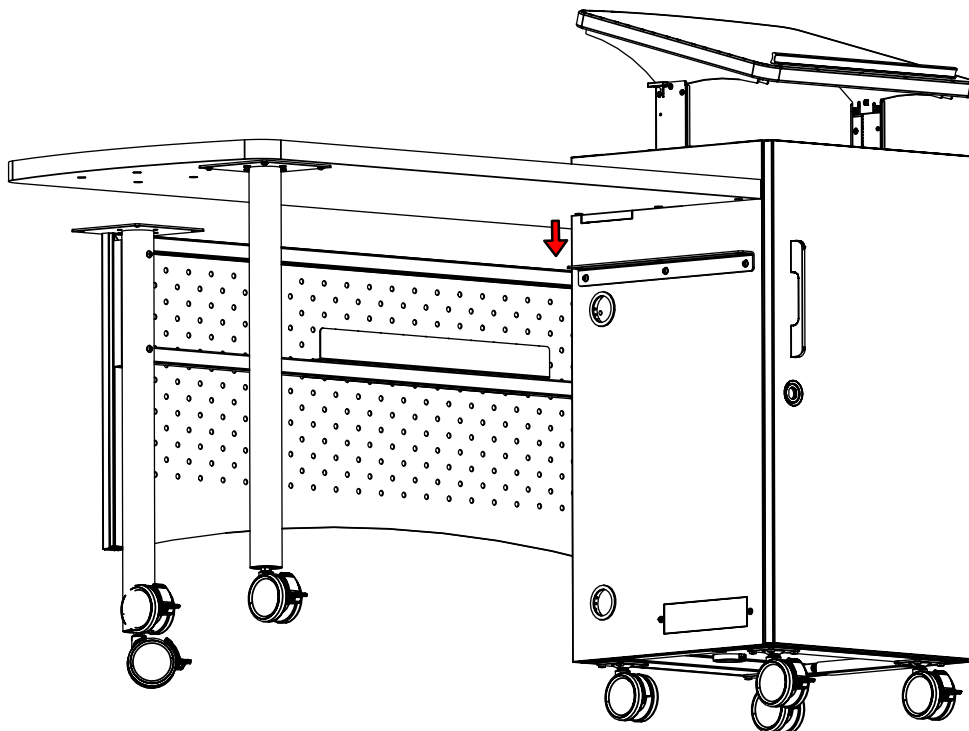
## STEP 7

Add modesty and leg assembly to the back bracket. Line up the holes with the perforated back panel. Through the inside of the lectern, secure back bracket and modesty panel with four M6 x 12mm screws.  
Note: Recommended to do with two people.



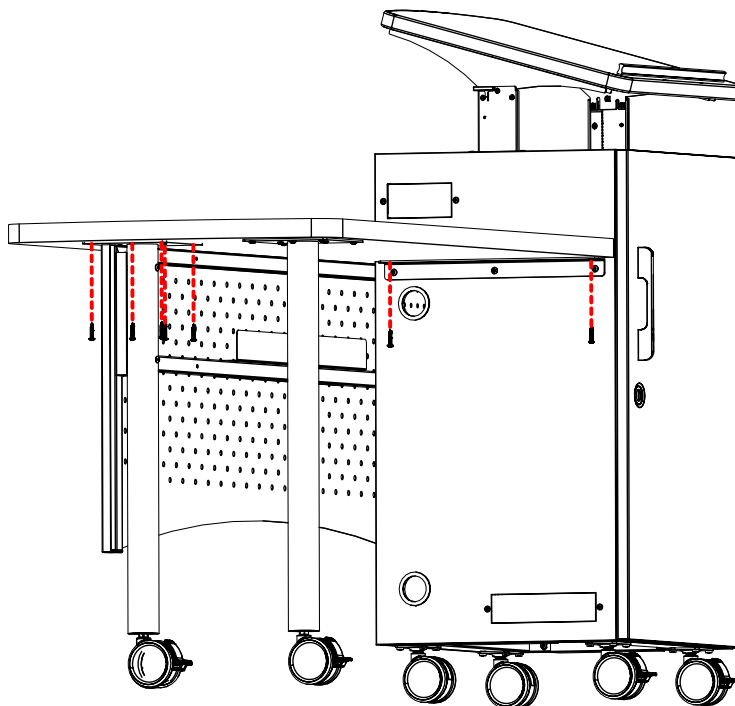
## STEP 8

Place Table top/Leg assembly onto the modesty panel and brackets.



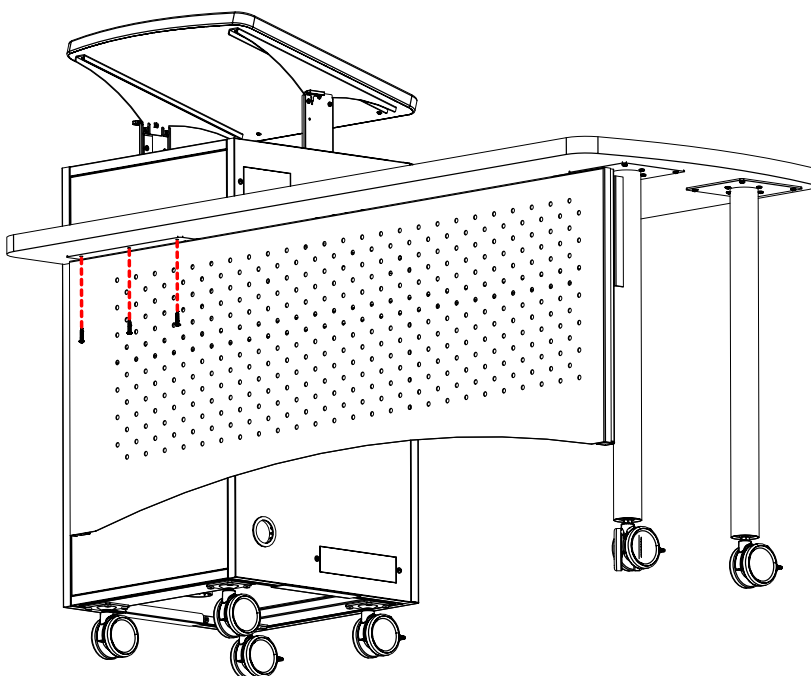
## STEP 9

Secure the table top to lectern using #10 x 1" small head wood screws on the back leg plate and the side bracket.



## STEP 10

Secure the back bracket onto table top using two #10 x 1" large head wood screws and one small head wood screw.





## DISCLAIMERS

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Heavy or large furniture may require two or more people for proper assembly. Improper assembly may void the warranty. Ensure all hardware is correctly installed and screws are fully tightened before use. Recheck and tighten screws at least once per year. Failure to assemble or secure parts properly may result in product failure or personal injury.

The products illustrated/photographed in this assembly instruction may vary slightly from the actual product.

**Product Warranty:** [help.schoolspecialty.com/s/article/Product-Warranties](https://help.schoolspecialty.com/s/article/Product-Warranties)