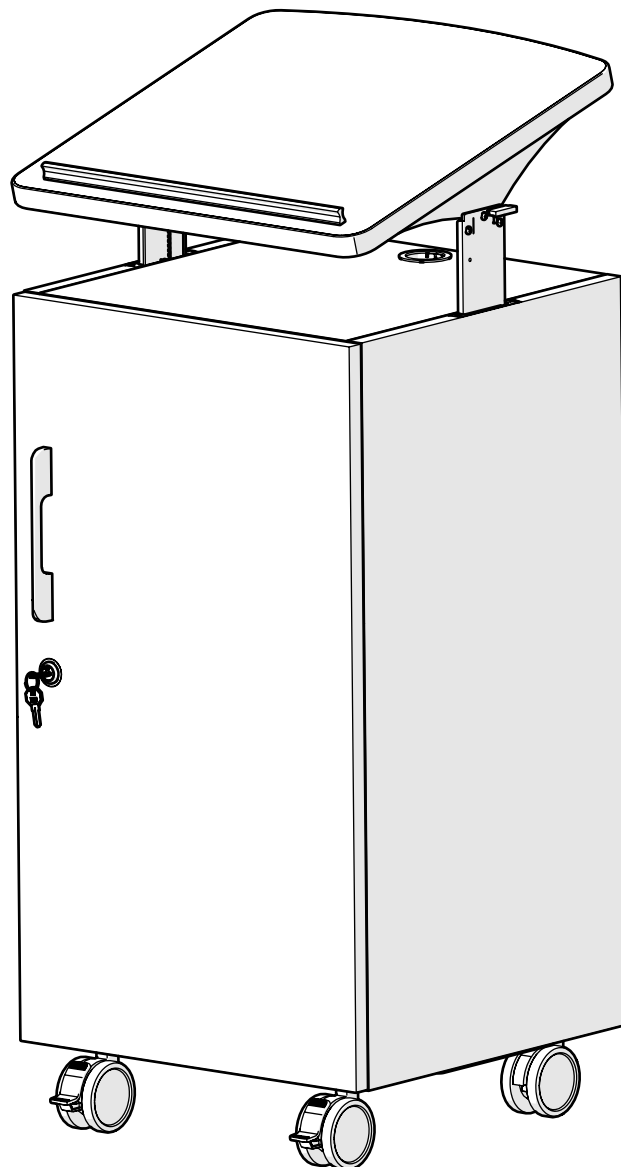


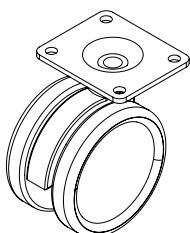
Classroom Select® NeoClass® Podium

ASSEMBLY INSTRUCTIONS

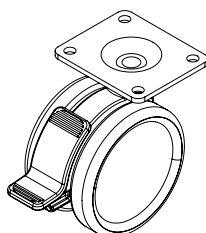
Thank you for purchasing Classroom Select® NeoClass® Podium from School Specialty®. Please review the enclosed packing list to ensure all components are included and read the instructions carefully before you begin assembly. If you find anything missing or have any questions now or after set-up, please contact Customer Care at 888.388.3224 or customer care.schoolspecialty.com/contact-us-email.



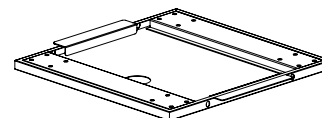
PART AND TOOL LIST



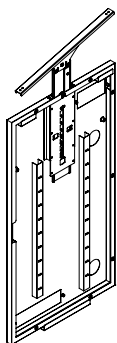
Casters
Quantity: 2



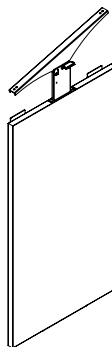
Locking Casters
Quantity: 2



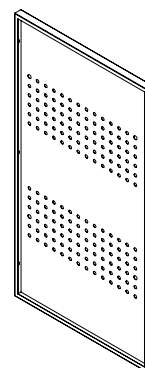
Base
Quantity: 1



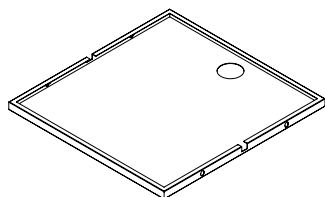
Left Panel
Quantity: 1



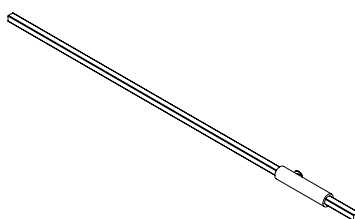
Right Panel
Quantity: 1



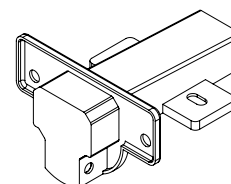
Back Panel
Quantity: 1



Top Panel
Quantity: 1

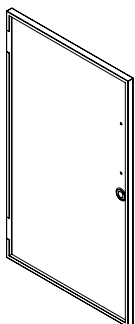


Timing Rod
Quantity: 1

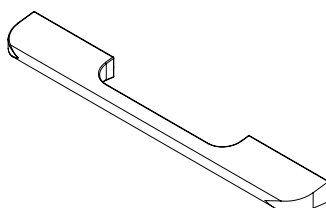


Door Hinge
Quantity: 2

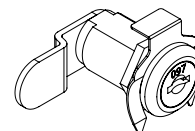
PART AND TOOL LIST



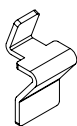
Door
Quantity: 1



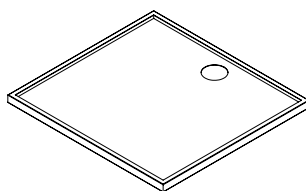
Handle
Quantity: 1



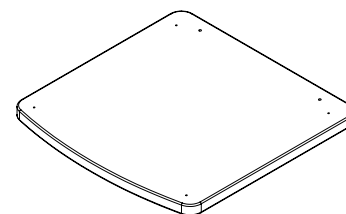
Lock Assembly
Quantity: 1



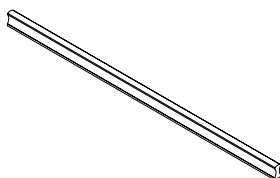
Shelf Tab
Quantity: 8



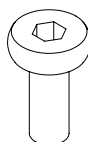
Shelf
Quantity: 2



Podium Top
Quantity: 1



Book Stop
Quantity: 1



M6 x 12mm Socket Screw
Quantity: 30

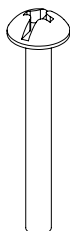


M4 x 10mm Phillips Screw
Quantity: 8

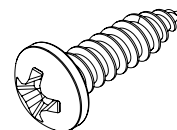
PART AND TOOL LIST



M4 x 12mm Phillips Screw
Quantity: 2



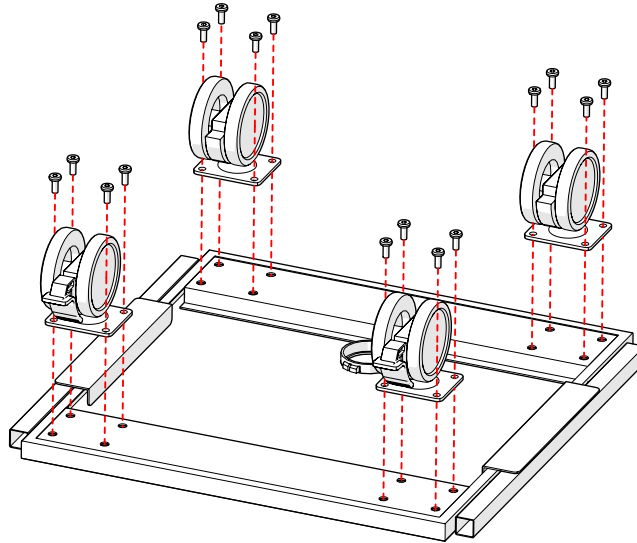
M4 x 30mm Phillips Screw
Quantity: 2



M4 x 16mm Phillips Wood Screw
Quantity: 4

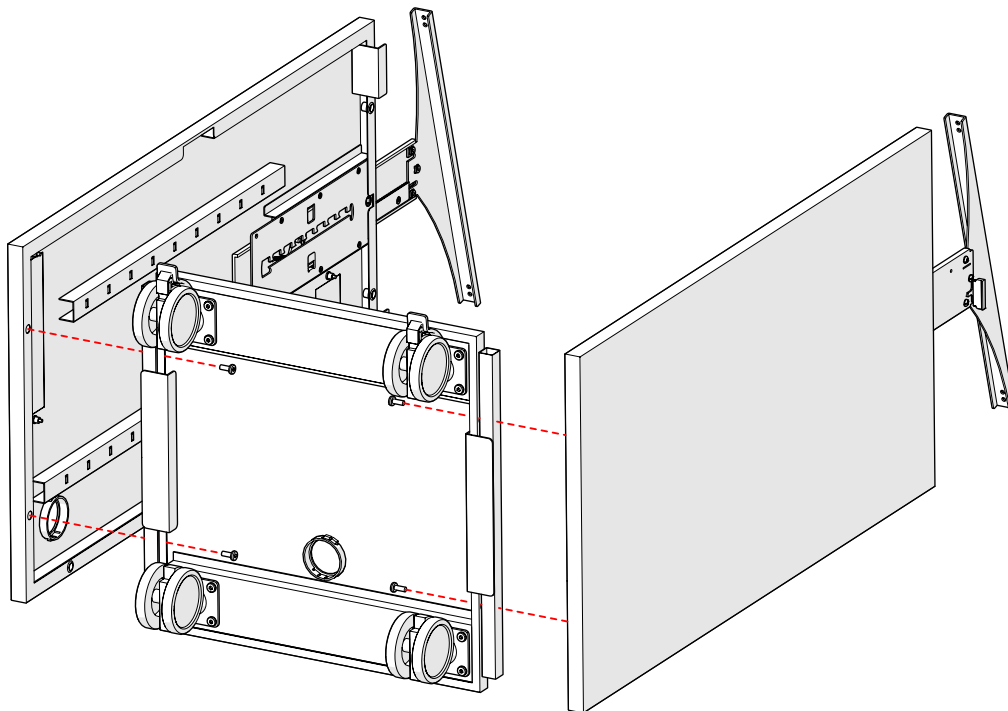
STEP 1

Install four Casters to the base with 16 M6x12mm screws. Locate Locking Casters opposite the side nearest to the grommet.



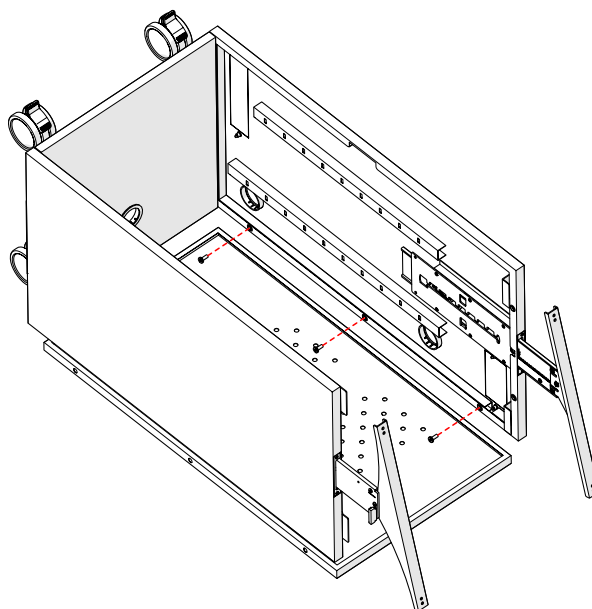
STEP 2

Secure Left Panel and the Right Panel to the Base using 4 M6x12mm screws.



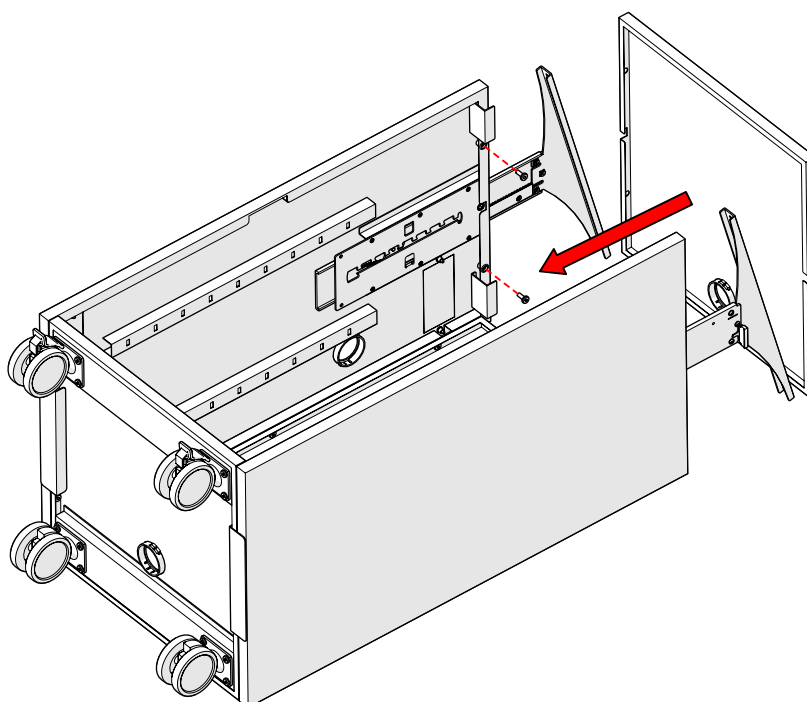
STEP 3

Install Back Panel using 6 M6x12mm screws.



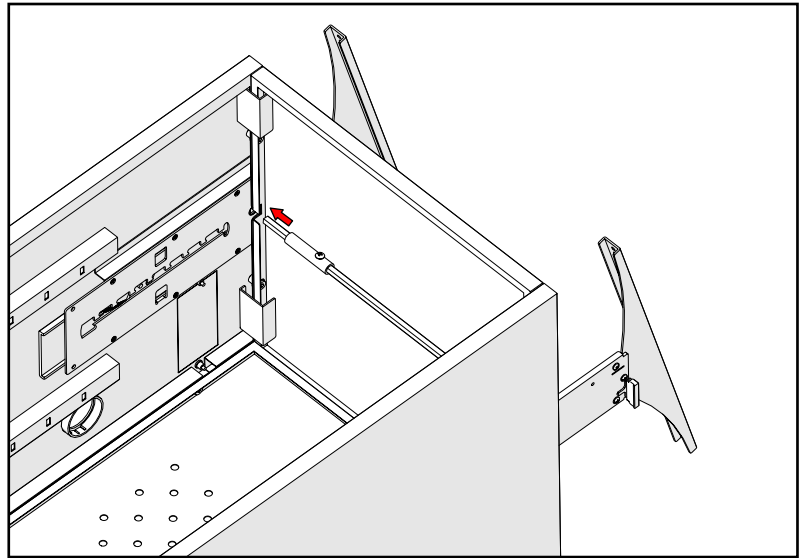
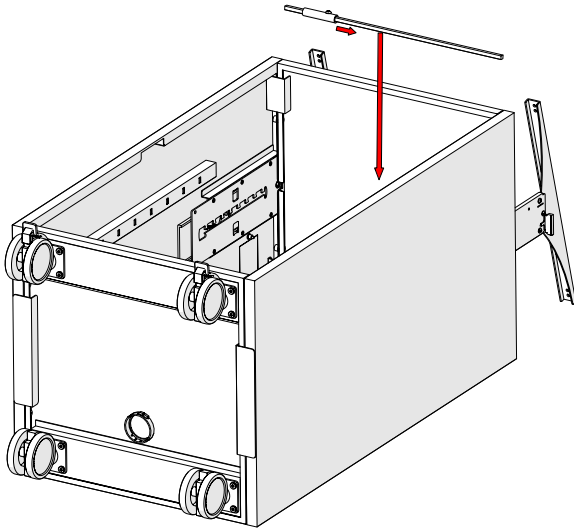
STEP 4

Install Top Panel using 4 M6x12mm screws.



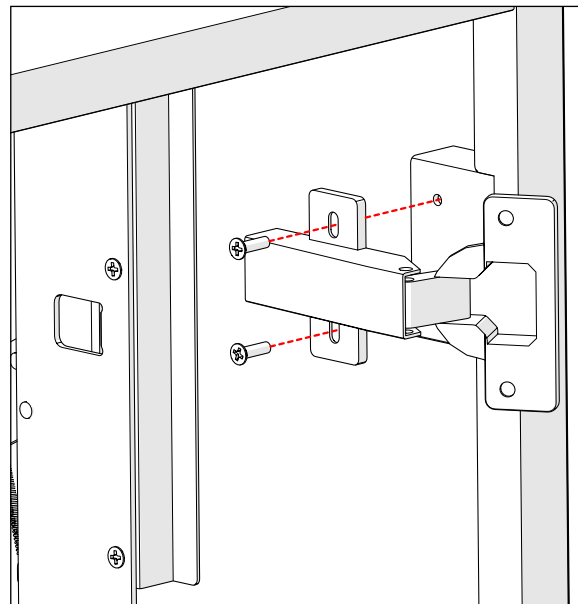
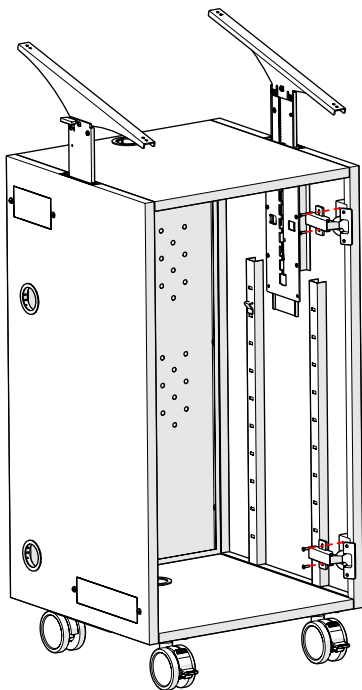
STEP 5

Loosen the set screw on the Timing Rod so that it can be shortened. Insert into square slots on both sides of the cabinet. Once fully extended, tighten the set screw to lock in place.



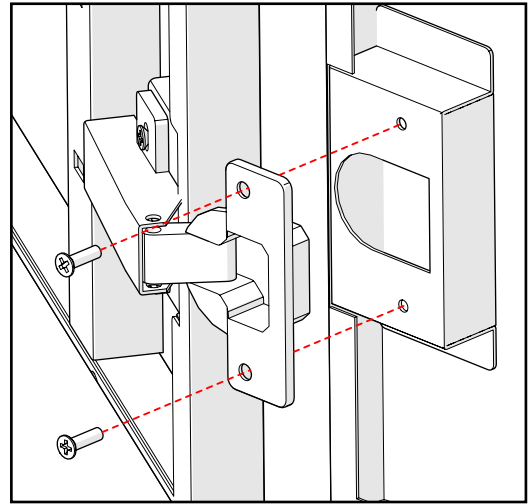
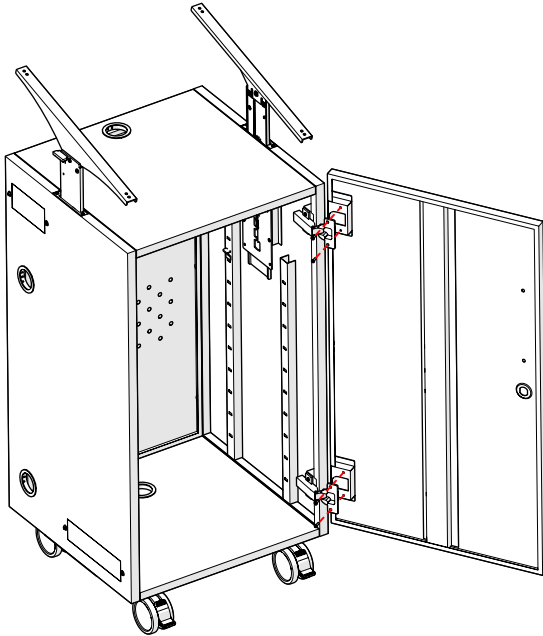
STEP 6

Attach both Door Hinges using 4 M4x10mm screws.



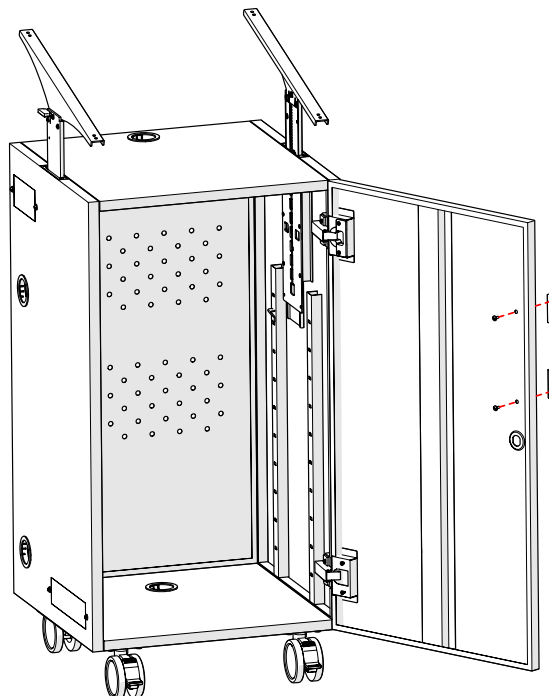
STEP 7

Attach Door to Hinges using 4 M4x10mm screws.



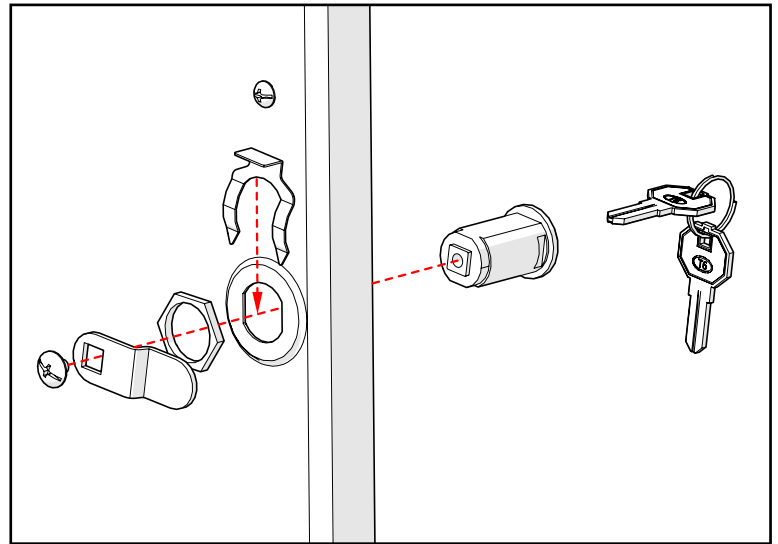
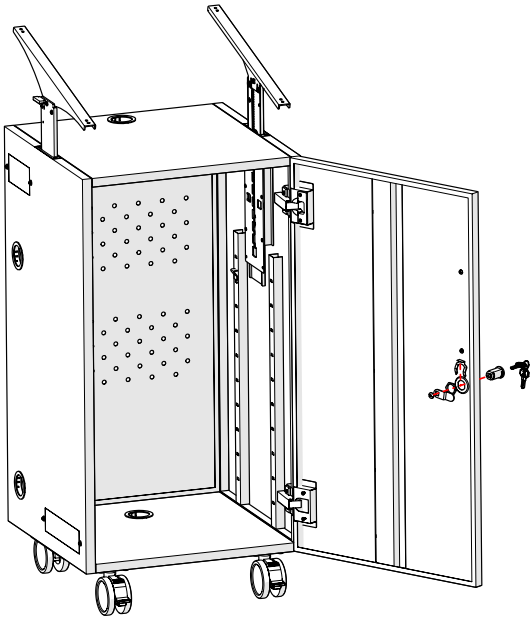
STEP 8

Attach Handle to Door using 2 M4x12mm screws.



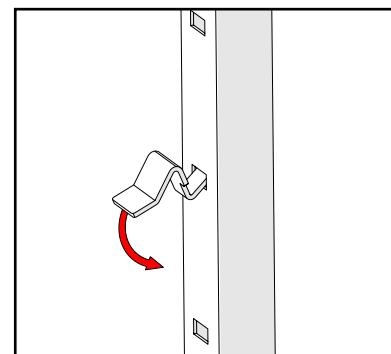
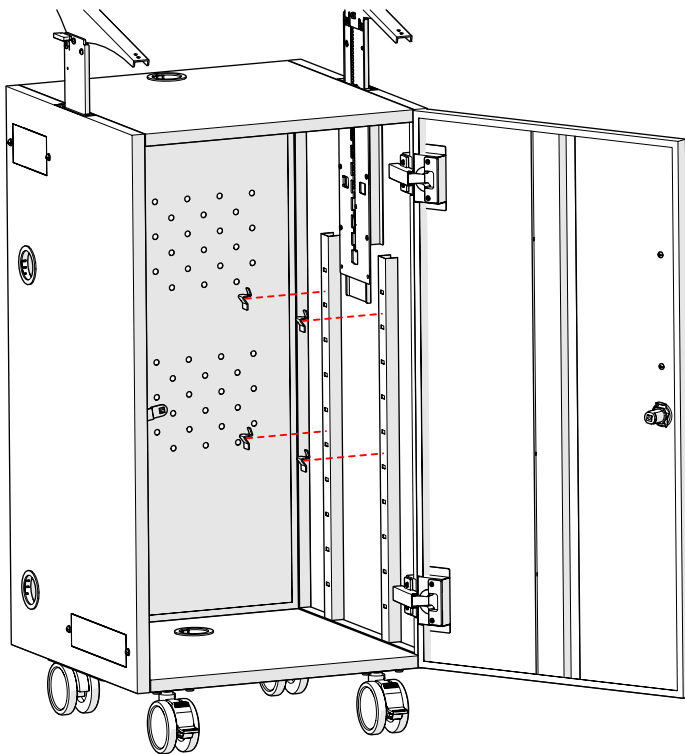
STEP 9

Install Lock Assembly in Door as shown.



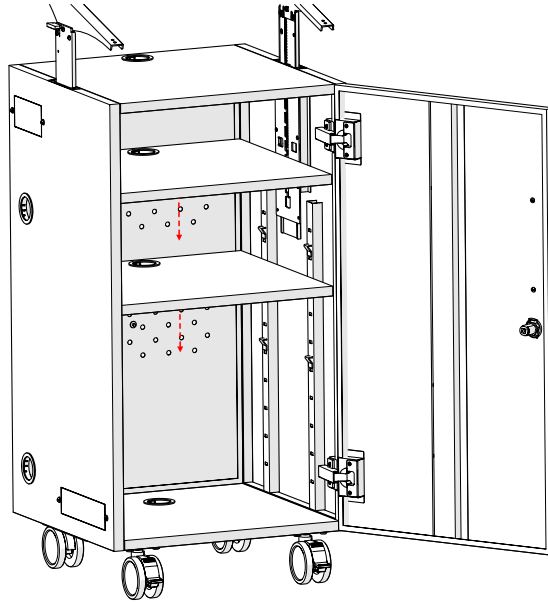
STEP 10

Place all 8 Shelf Tabs at desired heights inside the podium. Each set of four should be aligned horizontally to ensure shelves are flat.



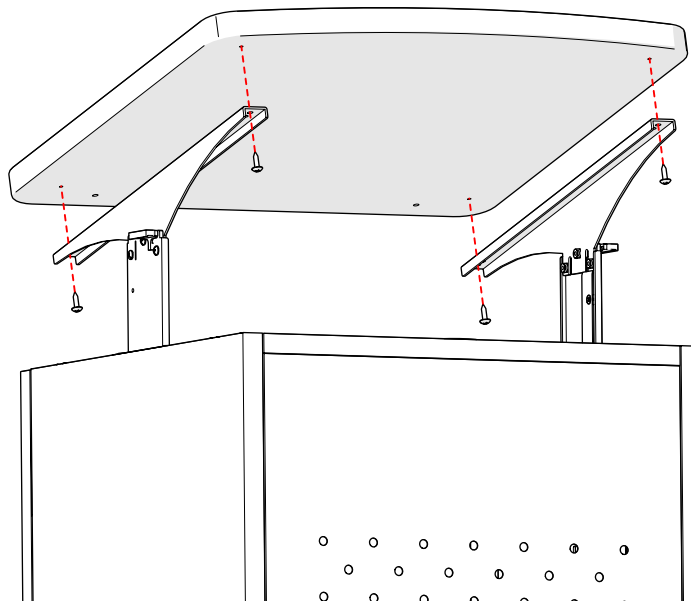
STEP 11

Set Shelves inside podium on top of tabs with grommets positioned towards the back of cabinet.



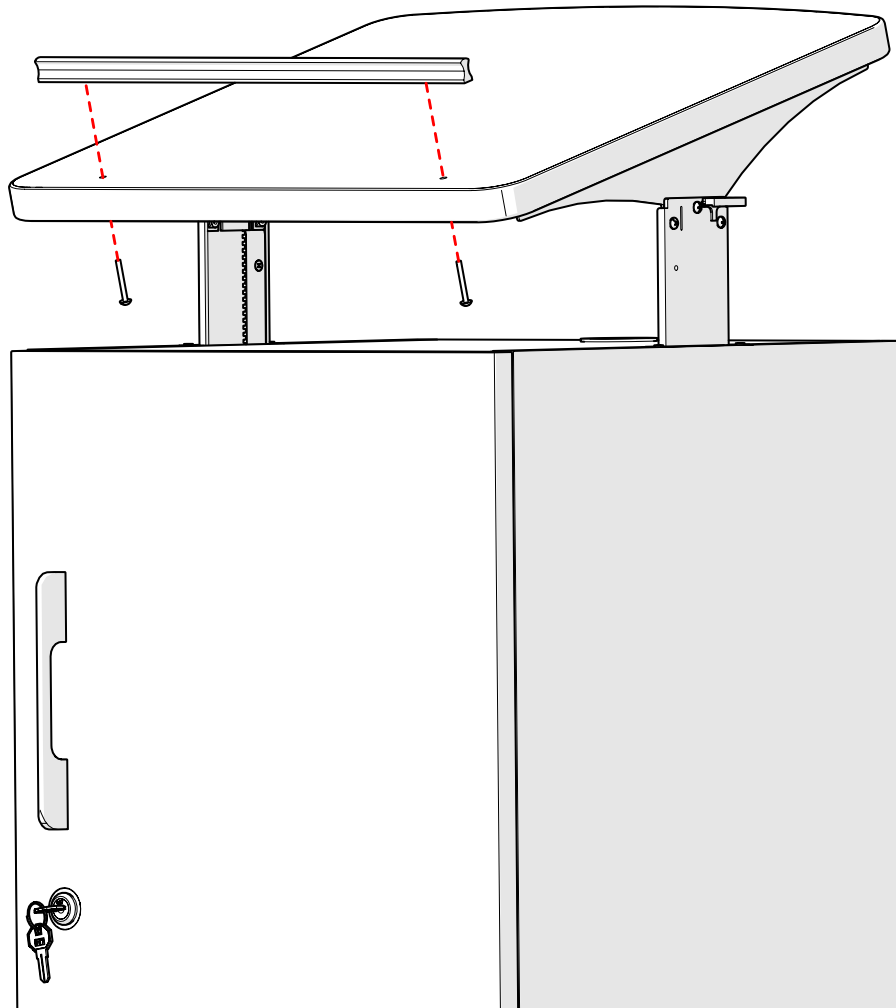
STEP 12

Screw Podium Top to adjustable brackets with 4 M4x16mm wood screws.



STEP 13

Install Book Stop onto Podium Top using 2 M4x30mm screws.



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