

# Assembly Instructions for MSR 36 Computer Podium

2 people are  
required for  
installation.

Shown with optional ergonomic  
articulating keyboard and mouse  
tray, optional heavy duty casters and  
optional ventilation fan.

Computer monitor, keyboard tray  
and mouse are not included.



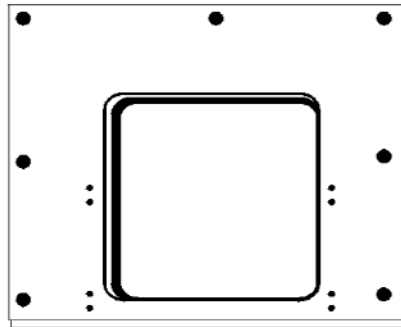
For telephone field support, call  
800-770-7042 extension 810

## Panel List

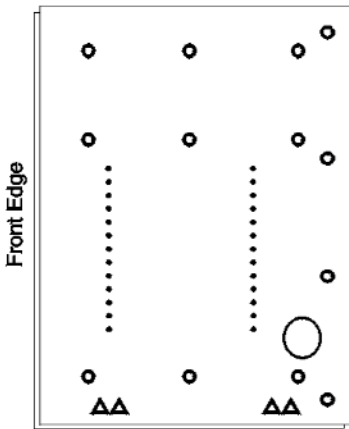
**Note: Separate and stack panels by like types before beginning assembly process.**

1 Desk Top Panel • 1 Back Panel • 1 Left End Panel • 1 Right End Panel • 1 Bottom Panel  
 1 Monitor Compartment Divider • 1 Monitor Shelf • 1 Keyboard/Mouse Platform  
 1 Left CPU Door • 1 Right CPU Door

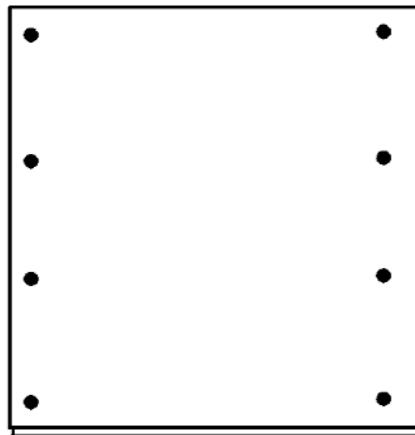
- = Cam Fitting
- = Cam Hole
- = Screw Hole/Spoon Pin
- = RV Fitting
- = Hinge
- ▲ = Screw Hole/Casters



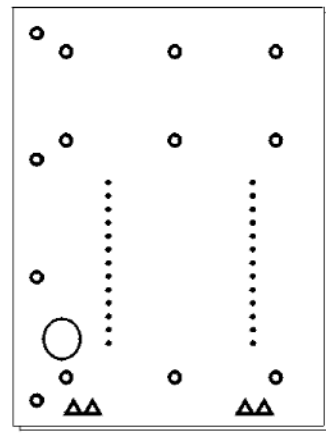
Lectern Top Panel (1 ea.)



Left End Panel (1 ea.)



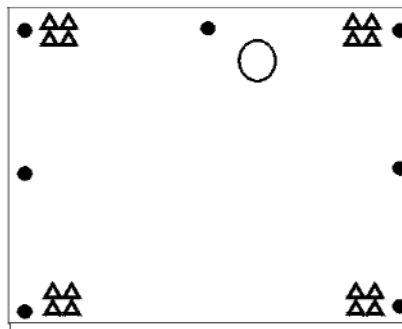
Back Panel (1 ea.)



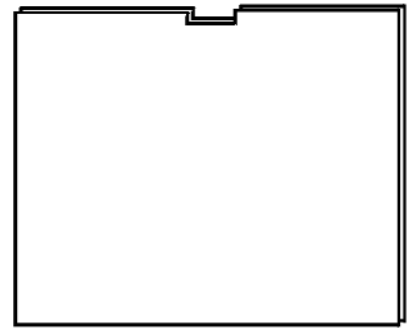
Right End Panel (1 ea.)



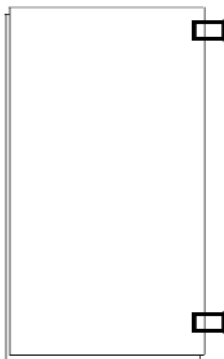
Keyboard/Mouse Platform (1ea.)



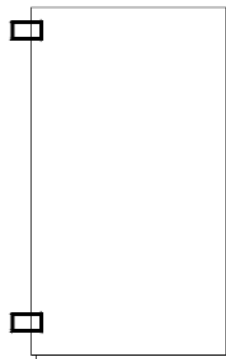
Bottom Panel (1 ea.)



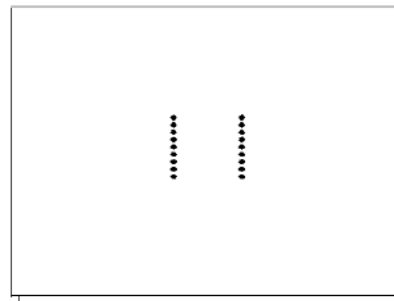
Monitor Compartment Divider (1 ea.)



Left CPU Door (1 ea.)



Right CPU Door (1 ea.)



Monitor Shelf (1 ea.)

## Hardware Inventory Sheet

### Unpack Parts and Hardware:

Parts and panels will vary according to Smartdesks model. See Parts & Panels List and Hardware Inventory Sheet. Please verify all parts and quantities prior to assembly. Contact the factory if your quantities are incomplete. *Note: All panels are predrilled ready for assembly.*

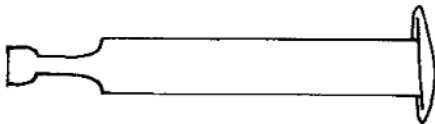
*Note: Also included in this package is a premanufactured keyboard/mouse platform support assembly for use with keyboard/mouse platform. Please follow separate assembly instructions.*

### Tools needed for assembly:

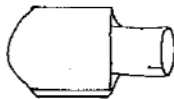
- Power drill with #2 Phillips screwdriver bit and regular #2 Phillips screwdriver.
- 7/16" wrench used for assembly of nuts on caster bolts.

The following diagram shows the contents of the hardware bag.

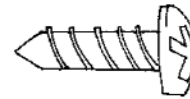
Contents of Hardware Bag : (quantities for each lectern - multiply by number of lecterns)



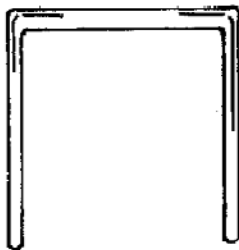
**35 ea. - Cam Pins**  
push through holes in panels.  
(Side Panels, Back Panels,  
Support Panels)



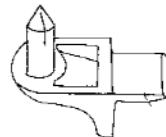
**8 ea.- Shelf Spoon Pins**  
for Monitor Shelf (rear holes)  
and CPU Shelf (rear holes)



**6 ea. - Mounting  
Bracket Screws**  
for keyboard bracket



**1 ea. - Wire Monitor  
Support Wickets**  
for Monitor Shelf



**6 ea. - Earthquake Pins**  
for Convertible CPU Cabinet  
Shelf (front holes only)  
Monitor Shelf (front holes only)

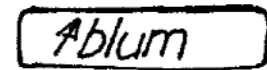
**Contents of Hardware Bag : (quantities for each lectern - multiply by number of lecterns)**



**12 ea. - 5mm Hinge Plate  
Screws  
for Caster Plate**



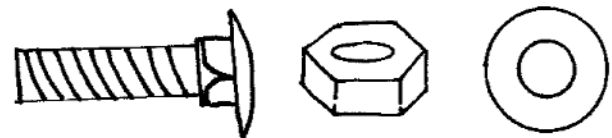
**6 ea. - Hinge Plate Locking  
Screws  
for Caster Plate**



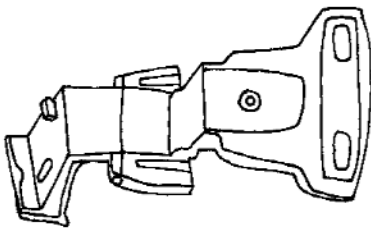
**6 ea. - Hinge Plate  
Screw Cover Caps  
to cover Hinge Plate  
Screws**



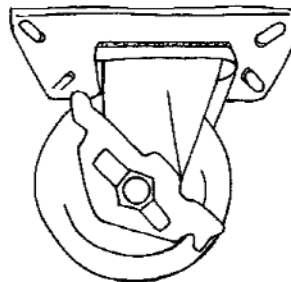
**\*16 ea. - 1 1/2" Caster Bolts, Nuts &  
Washers  
for Caster Plate top**



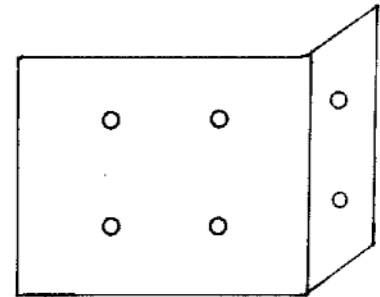
**\* 8 ea. - 1 1/4" Caster Bolts, Nuts &  
Washers  
for Caster Plate side**



**6 ea. - Hinge Plates**



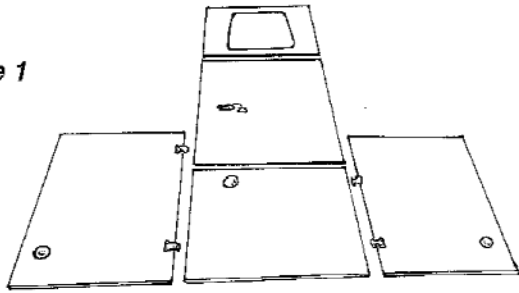
**\* 4 ea. - Casters  
Wheels for Lectern.  
Mounts to Caster Plate**



**\* 4 ea. - Caster Plate  
mount to lectern bottom  
and side**

**\*ATTENTION: Casters are optional. Caster bolts, nuts, washers, mounting plates and casters are only included if ordered. Installation directions are provided for installing this popular option.**

Figure 1



### STEP 1 - Side Panel and Bottom Assembly

**NOTE:** 2 person assembly required for proper fit.

In a clean work area, lay panels face up on the floor. Protect panels from surface abrasion using cardboard, carpet or packing quilt. Fig. 1 shows top, left side, right side, back and bottom. Insert cam pins through side panels and lay side panels flat with cam pins showing through. (Fig. 2)

Figure 2

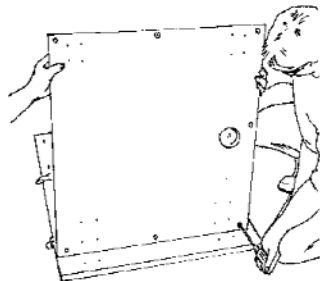
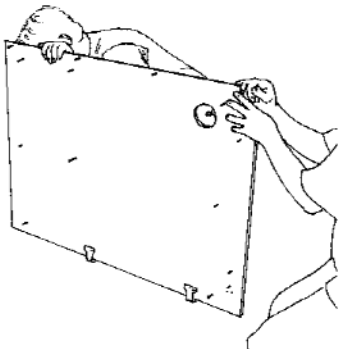


Figure 3

Lift Bottom Panel into 90° vertical position. Place Bottom Panel onto Left Side Panel. Cam Pins will match cam fittings of Bottom Panel. (Fig.3) It is necessary for 2 people to accomplish this assembly. Vertical panels cannot be left standing unsupported. Make sure arrows on Cam Pins are facing out. Tighten about 1/4 turn with screwdriver until it locks into place. (Fig. 4) Repeat this step for remaining 2 Cam Pins. The Cam Pin is a steel to steel assembly which ensures heavy duty strength when assembled.

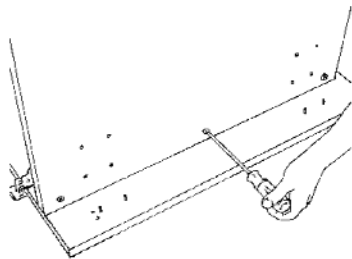
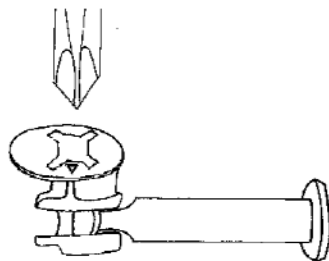
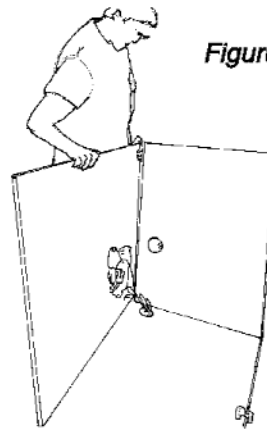


Figure 4



*Check to verify that arrow is pointing perpendicular to pin when cam is locked.*

Figure 5



### STEP 2 - Back Panel To Side and Bottom Assembly

**NOTE:** 2 person assembly required for proper fit.

With the Left Side Panel laying flat and Bottom Panel in vertical position, slide Back Panel into vertical position matching the cam fittings to the Cam Pins on each panel. (Fig.5) The lectern will now be standing on its side with the Side Panel and Bottom forming a corner. This provides a sturdy base from which to build the remaining pieces of the lectern. It is necessary for 2 people to accomplish this assembly. Vertical panels cannot be left standing unsupported. Make sure arrows on Cam Pins are facing out. Tighten about 1/4 turn with screwdriver until it locks into place. (Refer to Fig. 4) Repeat this step for remaining 2 Cam Pins.

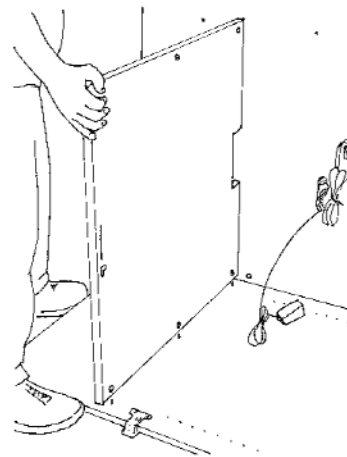


Figure 6

### STEP 3 - Monitor Compartment Divider Assembly

**NOTE:** 1 person assembly required for proper fit.

Lift Monitor Compartment Divider to 90° vertical position. Place Monitor Compartment Divider onto Side Panel. Notched side of Monitor Compartment Divider will face the Back Panel. Cam fittings of Monitor Compartment Divider will match Cam Pins of Left Side Panel. (Fig.6) Make sure arrows on Cam Pins are facing out. Tighten about 1/4 turn with screwdriver until it locks into place. (Refer to Fig. 4) Repeat this step for remaining 2 Cam Pins.

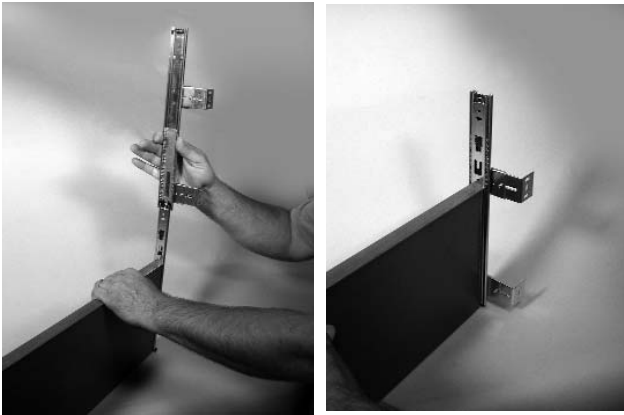


Figure 7

#### STEP 4 - Mounting Keyboard/Mouse Platform Hardware

If you are installing an optional ergonomic keyboard platform, follow the instructions in the kit provided by the manufacturer.

Slide bearing glides into place on each side of the standard equipment keyboard/mouse tray. Mounting tabs should point away from the tray (Fig 7).

Mount to under side of desktop using the pre-drilled pilot holes. Figure 8 shows installation of Phillips #2 wood screws, two per bracket. Figure 9 shows orientation of brackets

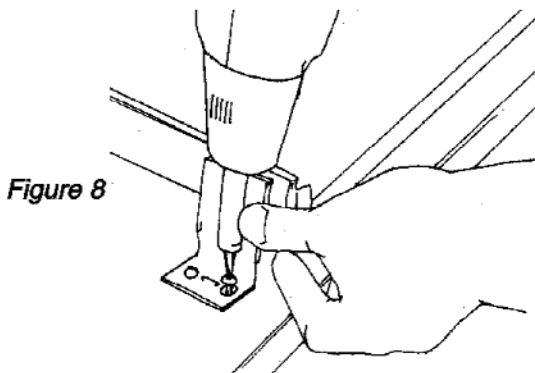


Figure 8

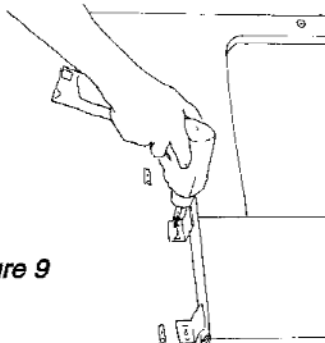


Figure 9

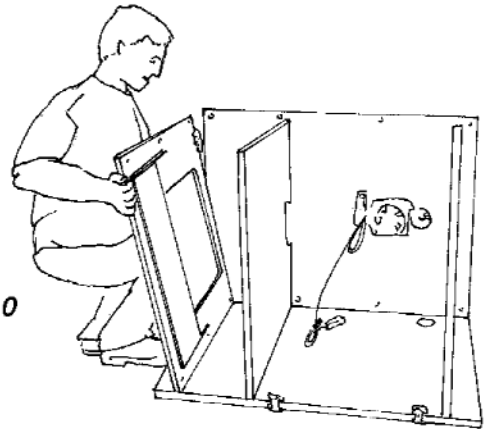


Figure 10

#### Step 5 - Top Panel to Side and Back Assembly

Lift Top Panel into 90° vertical position. Place Top Panel onto Left Side Panel. While holding Top Panel in vertical position, match cam pins with cam pin holes. (Fig. 10) Aligning Back Panel with the predrilled holes, Insert Cam Pin through the Back Panel into cam fitting. (Fig. 11) Make sure arrows on Cam Pins are facing out. Tighten about 1/4 turn with screwdriver until it locks into place. (Refer to Fig. 4) Repeat this step for remaining Cam Pins.

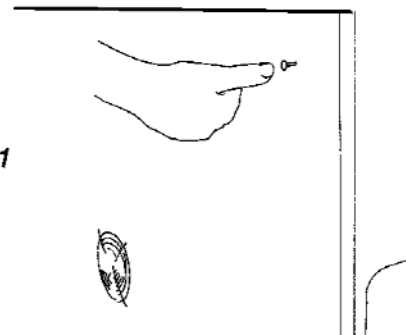


Figure 11

These illustrations show the optional ventilation fan pre-installed in the back.

If you specified the ventilation fan option, you may have specified the location of the fan to be on either side panel instead of the back panel.

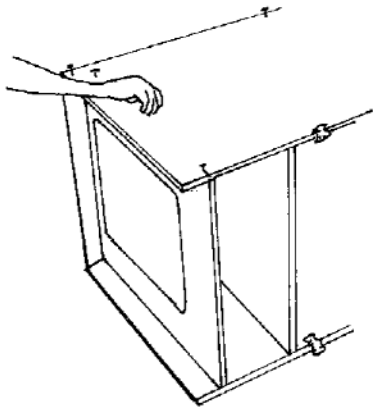


Figure 12

### Step 6 - Right Side Panel to Top, Back, and Bottom Assembly

Lift and place Right Side Panel into position. The Right Side Panel has Cam Pin holes on three sides that will lock the Right Side Panel into place with the Top Panel, Back Panel and Bottom Panel once Cam Pins have been inserted and tightened. (Fig. 12) Aligning Right Side Panel with the predrilled hole, insert Cam Pin through the Right Side Panel into cam fitting. Cam Pins of Monitor Compartment Divider will match Cam Pins of Right Side Panel. Make sure arrows on Cam Pins are facing out. Tighten about 1/4 turn with screwdriver until it locks into place. (Refer to Fig. 4) Repeat this step for remaining Cam Pins.

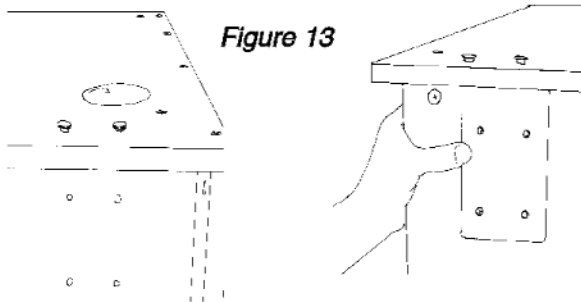


Figure 13

### Step 7 - Wheel Bracket /Wheel Unit Assembly (OPTIONAL)

Locate predrilled holes under wire grommet near the bottom of the Side Panel. Insert bolt through each of the 2 holes in Side Panel. (Fig. 13) Align holes in short end of Wheel Bracket to the bolts. Add washer to bolt and tighten nut with wrench. Repeat step for remaining bolt. Insert 4 screws through Bottom Panel and Wheel Bracket. Align and place Wheel Unit onto Wheel Bracket. Tighten and secure into place with 4 bolts. (Fig 14)

Repeat STEP 7 for installation of the 3 remaining Wheel Bracket/Wheel Units

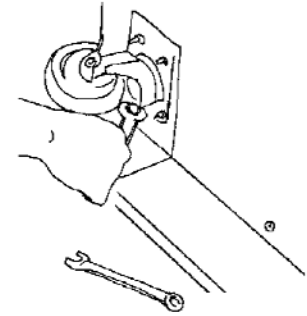


Figure 14

Figure 14 shows detail of Wheel Bracket/Wheel Unit assembly using 7/16" wrench.

### STEP 8 - Flip Lectern 90° to Upright Position

Note: 2 persons required for this step.

Roll lectern on to its wheels to upright position.

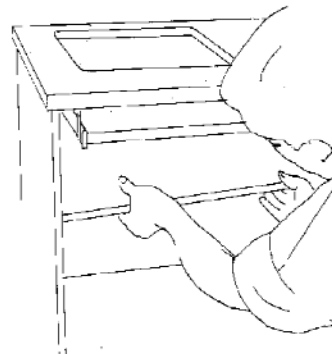


Figure 15

### Step 9- Installation of Monitor Shelf

NOTE: Use Shelf Spoon Pins for preliminary steps of this install. This allows you to test the placement of the monitor height before permanently attaching the shelf. Do not leave the shelf this way because you will void the warranty and the monitor may fall.

For a 17" monitor, insert 4 shelf pins in the fourth hole up from the bottom in the staggered rows of holes predrilled in the panel sides below the opening in the work surface. Temporarily slide the monitor shelf into place, allowing the shelf pins to slip into the cam slots on the underside of the shelf. (Fig. 15) Temporarily place the monitor on the shelf. The monitor should sit approximately 1/2" below the top of the surface and as far back as possible within the opening. You may also have to move the shelf and pins up or down to find the ideal location. For a 14" monitor, start the pins in the 6th hole up from the bottom. For 19" monitors, start at the second hole.

When you have determined the correct height, remove the monitor and shelf and replace the shelf pins with four 5mm Locking screws. Replace the shelf and tighten the cams on the underside of the shelf with a #2 Phillips screwdriver. Once the cams are tightened the shelf becomes a fixed structural member that prevents lateral movement from separating the panels and causing the support to collapse. Failure to tighten the locking cams will void the warranty.

The Monitor Shelf is adjustable only until you achieve proper angle and height for your monitor. It is a trial and error approach until you find the best location for the pins. (Fig. 16)

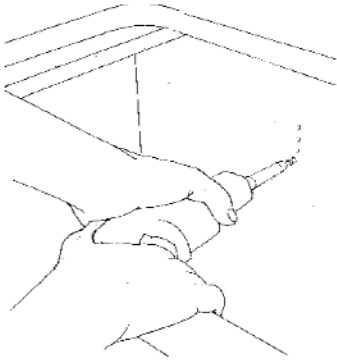
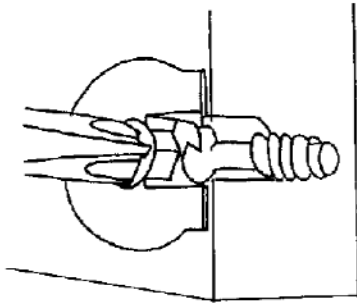


Figure 16



Reinstall Monitor Shelf onto cam Fittings and tighten 5mm Locking Screws from underneath.

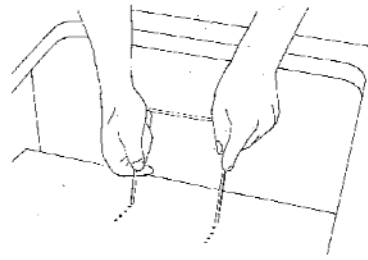


Figure 17

### STEP 10 - Installation of Monitor Support Wicket

The Monitor Support Wicket holds the monitor forward on the Monitor Shelf. Before monitor is placed on the Monitor Shelf, insert Monitor Support Wicket into one of the sets of the predrilled holes on Monitor Shelf. (Fig. 17) Place monitor on Monitor Shelf. **NOTE: Monitor should sit as high and as far back as possible.**

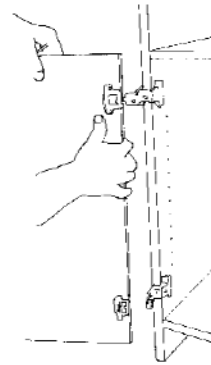


Figure 18

### STEP 11 - Installation of CPU Doors

Place Left CPU Door to match hinge fittings of Left Side Panel. Snap hinge fittings together. (Fig. 18) Close CPU Door. Repeat this step for Right CPU Door.

---

**Smartdesks have been designed and tested as an ergonomically correct and space saving unit. For more information on this and other Smartdesks products, call 1-800-770-7042 or visit our website at <http://www.smartdesks.com>**

## MSR36 Computer Podium

