Lecterns are equipped with an Adjustable Writing Shelf. During shipping the Shelf is positioned in the lowest setting and retained by the shelf clips. Remove the clips and position them in the desired location. In the top position the shelf will be level to accommodate a laptop, etc. The other positions are inclined (Figure A).

**Note:** If Set on Lectern is used with the Multi-Functional cart it can be attached permanent. The Top panel of the Multi-Functional cart has Four (4) predrilled holes for Screws. It is recommended that #8 x 1 3/4" Pan Head Screws be used. Screws are not included.