

## Downview Podium

## Assembly Instructions



How can we improve our assembly instructions?  
Your comments and suggestions are important to us.  
Please e-mail us at: [support@versatables.com](mailto:support@versatables.com).

### Parts List:



4mm Allen Wrench  
QTY: 1



1/4-20 Phillips Head Bolt  
QTY: 4



Button Head Bolt  
QTY: 47



#8 X 3/4" Wood Screw  
QTY: 3



Leveler  
QTY: 4



M4 X 8mm Screw  
QTY: 4



20mm Furniture Bolt  
QTY: 2



#8 X 1/2 Tapping Screw  
QTY: 16



Leveler Plate  
QTY: 4



Euro Hinge  
QTY: 4



Keyboard Tray  
QTY: 1



Monitor Arm  
QTY: 1



Pencil Lip  
QTY: 1

Button Head Bolt



Top Surface & Glass  
QTY: 1



Side Panel  
QTY: 2 (Left & Right)



Door  
QTY: 2 (Left & Right)



Back Panel  
QTY: 1



Zip Tie  
QTY: 5



Curly Tie  
QTY: 5



Bottom Panel  
QTY: 1



Center Shelf  
QTY: 1



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Lifetime Warranty



Quantity Discounts



Assembled in USA



Fast Shipping

### Support:

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### Assembly:

**Step 1:** Attach one of the Side Panels to the Back Panel using (5) Button Head Bolts as shown.



**Step 2:** Repeat Step 1 for opposite side. Lay Back Panel flat on floor for easy assembly.

**Step 3:** Attach the Center Shelf to the assembly using (8) Button Head Bolts.



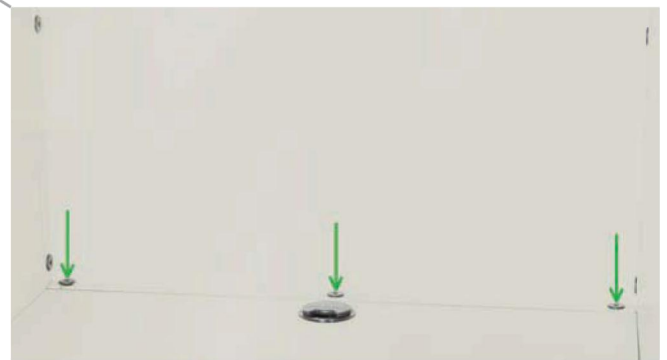
(Underside Views)



**Step 4:** Attach the Bottom Panel to the assembly with the grommet to the back of the unit as shown. Use (17) Button Head Bolts to fasten (3 on top and 14 on the bottom).

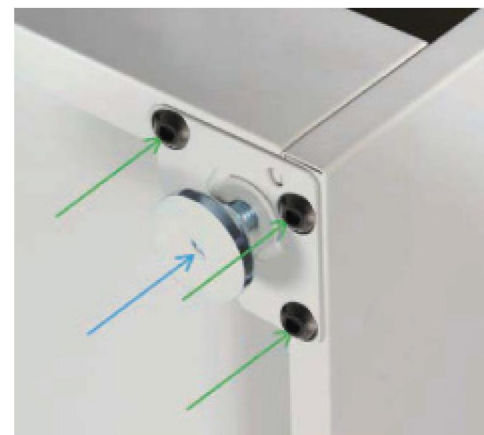


(All 4 Corners)



(From top of Bottom Panel)

**Step 5:** Fasten the four Leveler Plates to the bottom of the Podium using (12) Button Head Bolts (3 on each plate) as shown. Be sure the plates are facing the correct direction. Insert the (4) Levelers into the nuts on the Leveler Plates and hand tighten.





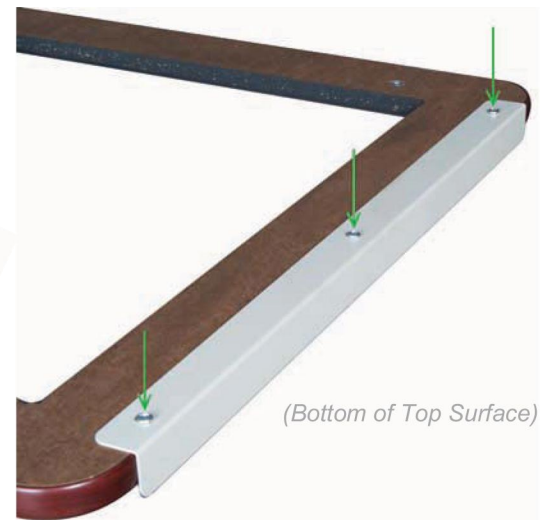
**Step 6:** Attach the Monitor Arm to the Podium using (2) Button Head Bolts as shown.



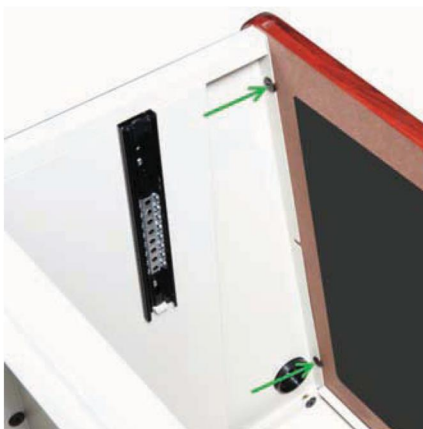
**Step 7:** Fasten the Pencil Lip to the front of the Top Surface using (3) #8 X 3/4" Wood Screws.



**DO NOT ATTACH GLASS YET**

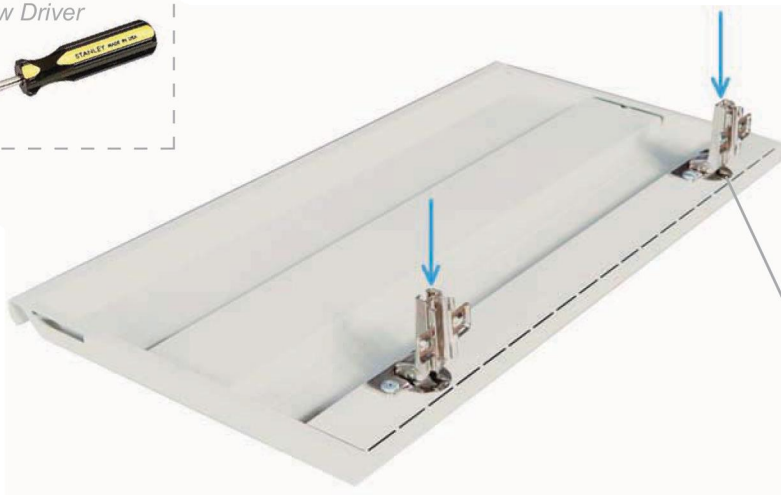


**Step 8:** Attach the Top Surface to the podium assembly using (4) 1/4-20 Phillips Head bolts.



**Step 9:** Fasten the (4) Euro Hinges to both Doors using (8) #8 X 1/2" Tapping Screws.

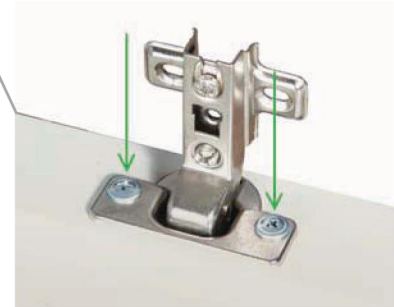
Tools: (Not Provided)  
Phillips Screw Driver



#8 X 1/2 Screw  
QTY: 8



Euro Hinge  
QTY: 4



**Step 10:** Attach Doors to Podium using (8) #8 X 1/2" Tapping Screws. The slotted Door goes on the right-hand side.

For vertical adjustment hold the Door at desired height before tightening screws.

For horizontal adjustment tighten or loosen the horizontal adjustment screw.



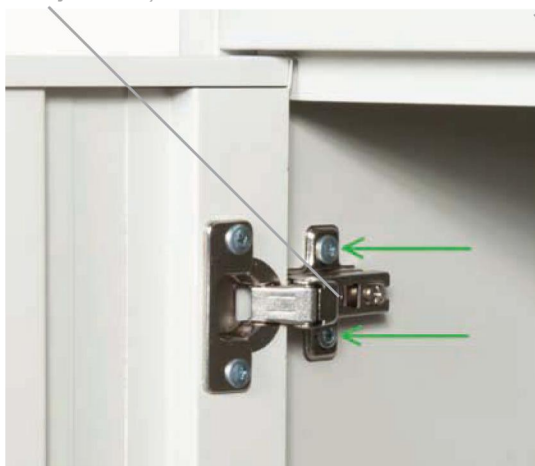
#8 X 1/2 Screw  
QTY: 8



Tools: (Not Provided)  
Phillips Screw Driver



(Horizontal Adjustment)



*Note: Hinges are adjustable vertically and laterally*

**Step 11:** Insert the Keyboard Tray into the drawer guides attached to the Podium Side Panels. Make sure guides are properly aligned before pushing the tray in.



*Place Glass on Top Surface and let it drop into the groove.*



**NOTE: DO NOT FORCE TRAY INTO GUIDES**