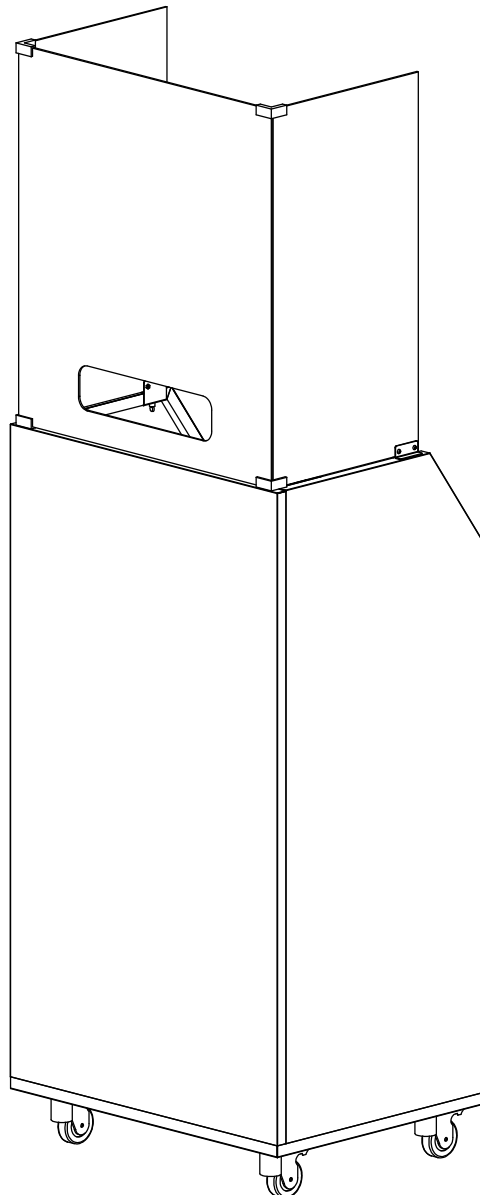




# STANDARD PODIUM SNEEZE GUARD SET UP

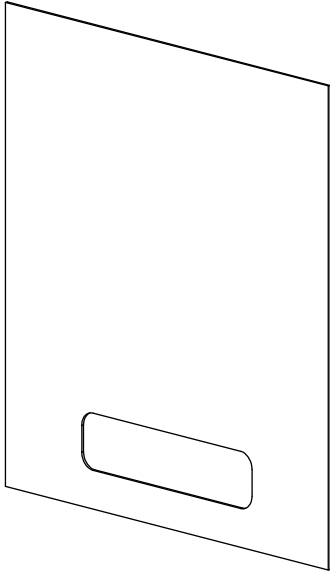


- **Read all the instructions before installing.**
- **Remove all packing materials before you start.**
- **Remove all protection films from acrylic panels.**
- **This installation requires basic mechanical skills.**
- **Proper installation is the responsibility of the installer.**
- **Product failure due to improper installation is not covered under the warranty.**
- **Keep this instruction manual.**

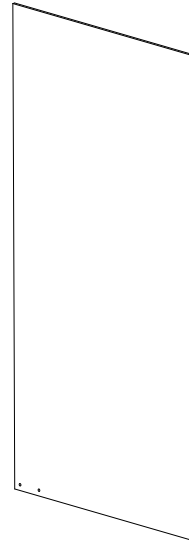
***Notes: Two people are required to properly install this accessory.***

***Check and tighten all hardware regularly to ensure quality and safety of item.***

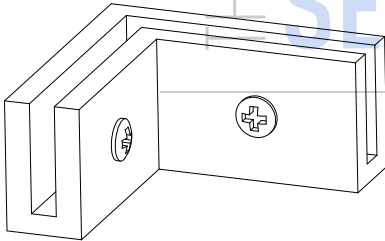
Sneeze Guard Front Piece  
QTY: 1



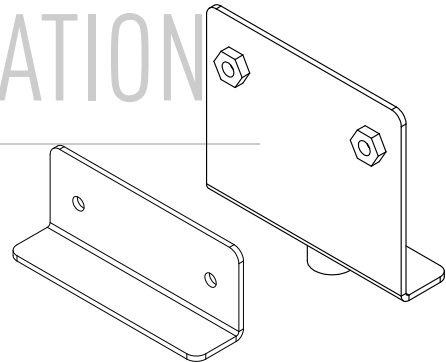
Sneeze Guard Side Piece  
QTY: 2



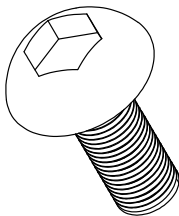
Corner Acrylic Bracket  
QTY: 4



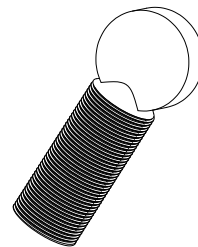
Inner/Outer Mounting Brackets  
QTY: 2 ea



Hex Head Bolt  
QTY: 4



Thumbscrew  
QTY: 2



*Note: Parts are not to scale.*

**STEP 1:** Lay down sneeze guard front piece on a flat surface. Install all four acrylic corner brackets as shown below:

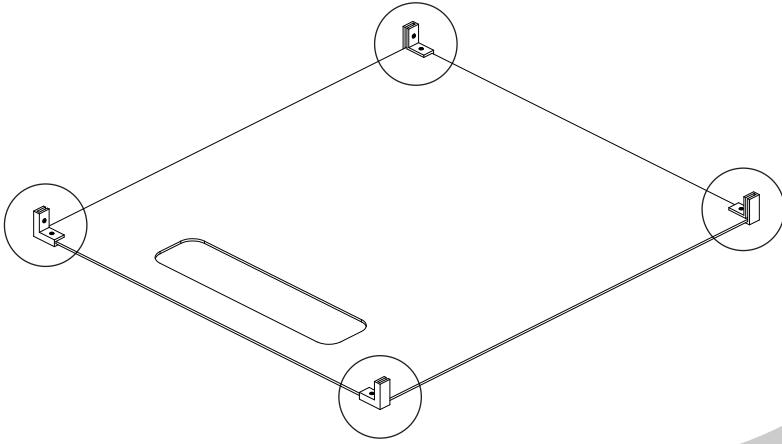


Figure 1

**STEP 2:** Install side pieces by aligning them with the corner brackets on the front piece. Tighten all four brackets using a phillips screw driver.

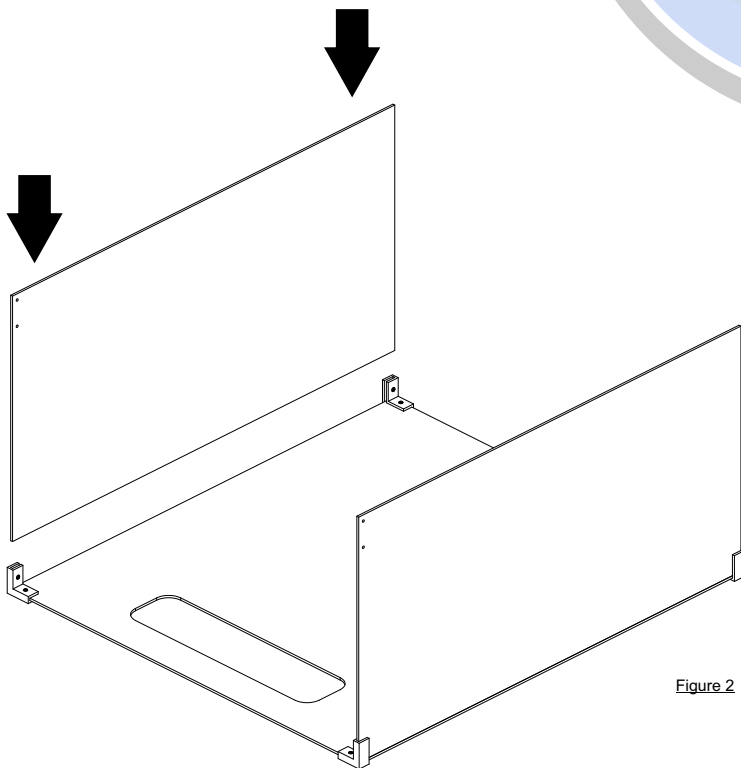


Figure 2

**STEP 3:** With two people, lift the guard and place on top of the side and front frames (highlighted) ensuring both bottom corner brackets stay within the frame.

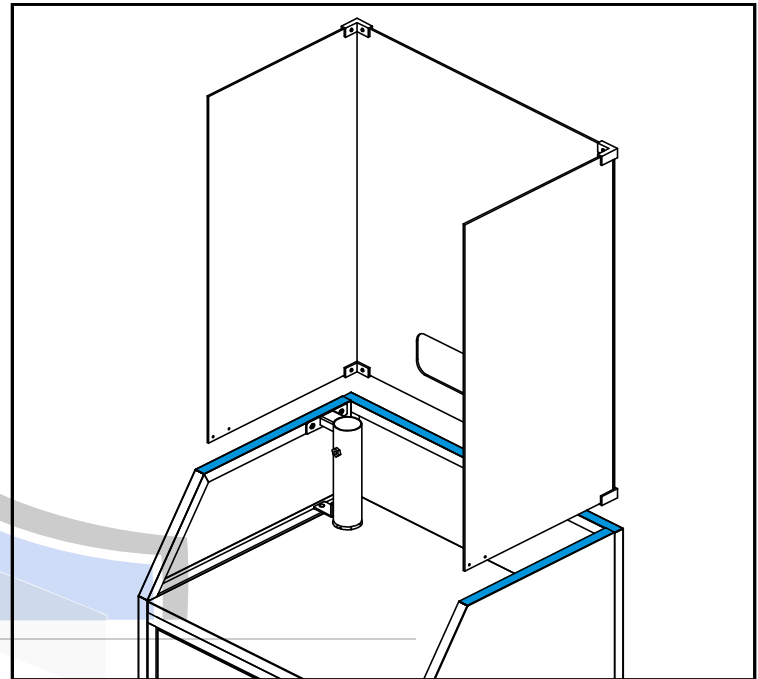


Figure 3

**STEP 4:** Set the outer bracket on the left side frame while aligning it with the holes in the side panel.

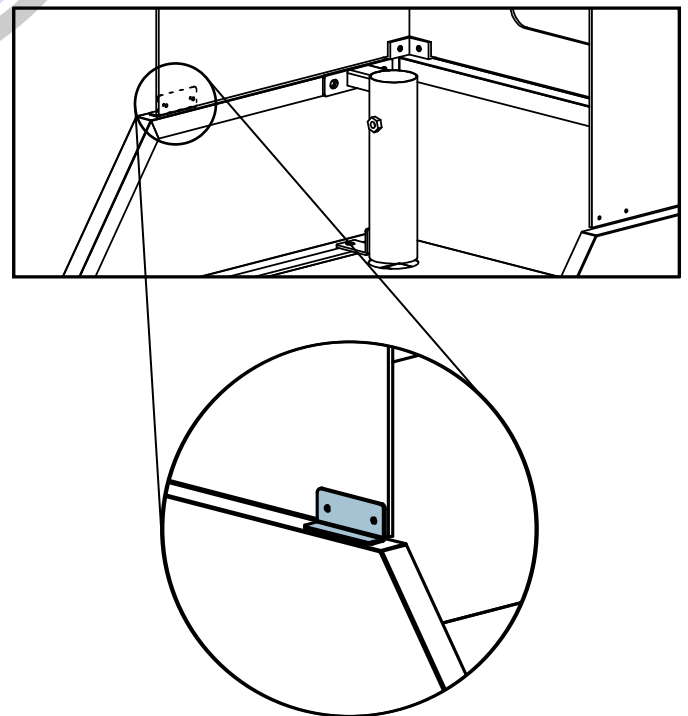


Figure 4

**STEP 5:** Align inner bracket with the panel and outer bracket. Hand tighten the brackets together with the hex bolt ensuring the side panel stays in place between the brackets.

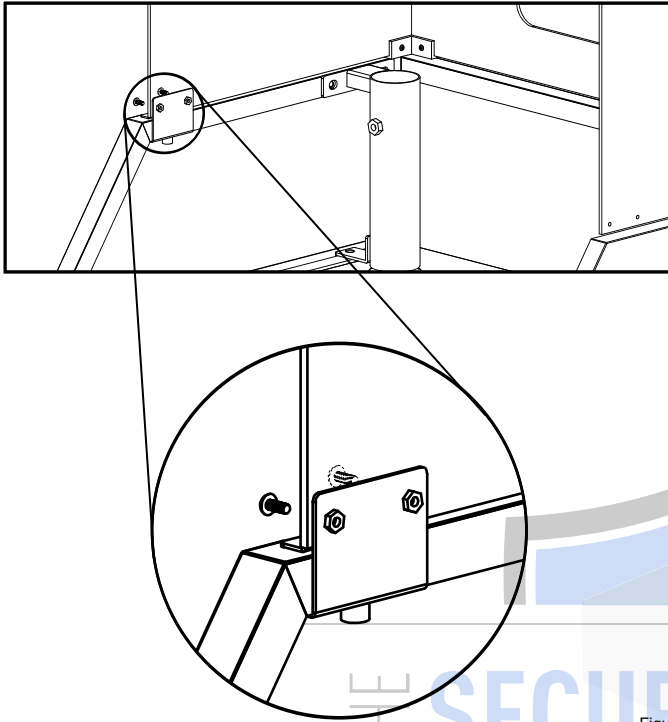


Figure 5

**STEP 6:** Use the thumbscrew on the underside of the inner bracket to attach and secure the assembled guard to the trim of the podium.

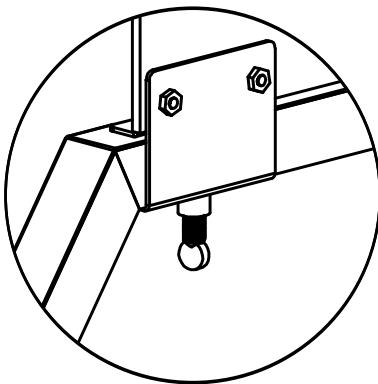


Figure 6

**STEP 7:** Repeat Steps 4 through 6 on the other side panel and finish tightening all 4 bolts with included allen wrench.

**Note:** Make sure all hardware is securely fastened

### Final Assembly

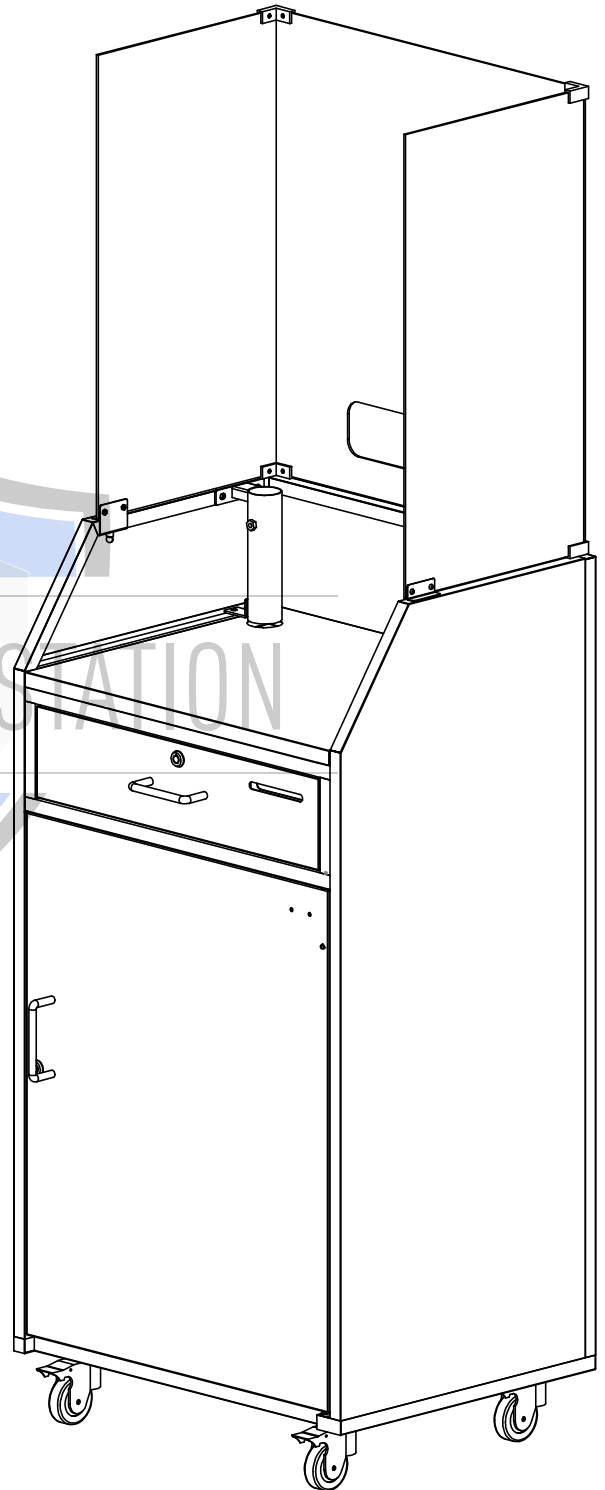


Figure 7



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