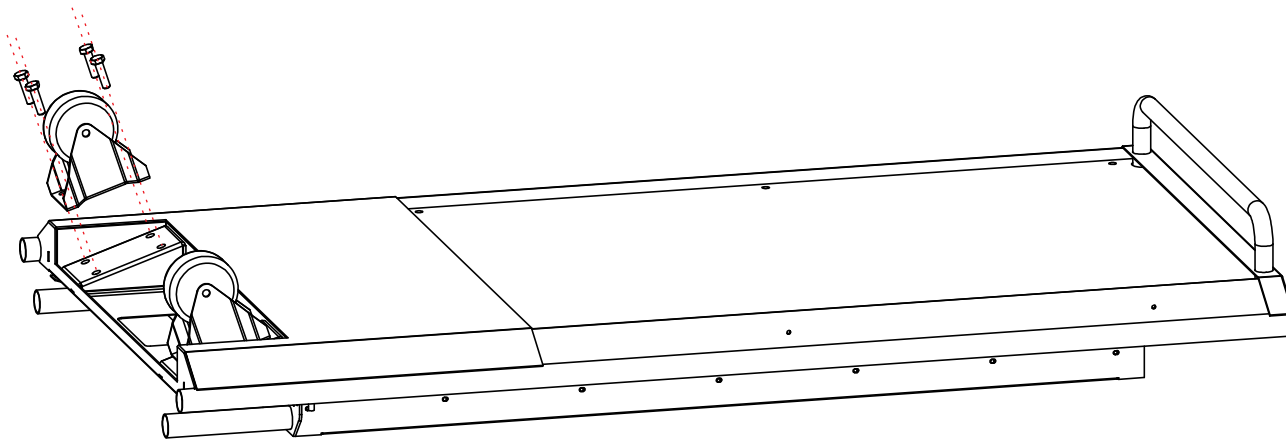


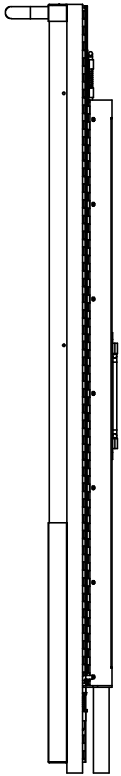
THE VALET SPOT™

Portable Podium
Setup Instructions

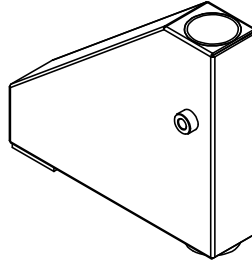
Please install casters upon receiving the unit. Casters **must be installed before** beginning set up of the podium using a wrench and the provided bolts, as shown below:



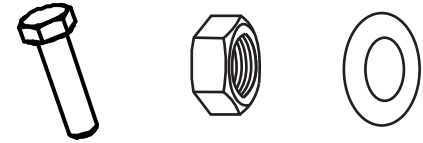
Part list



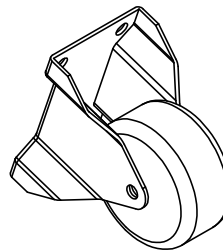
Podium
QTY: 1



Foot and thumbscrew
QTY: 2ea



Bolt, nut and washer
QTY: 8ea

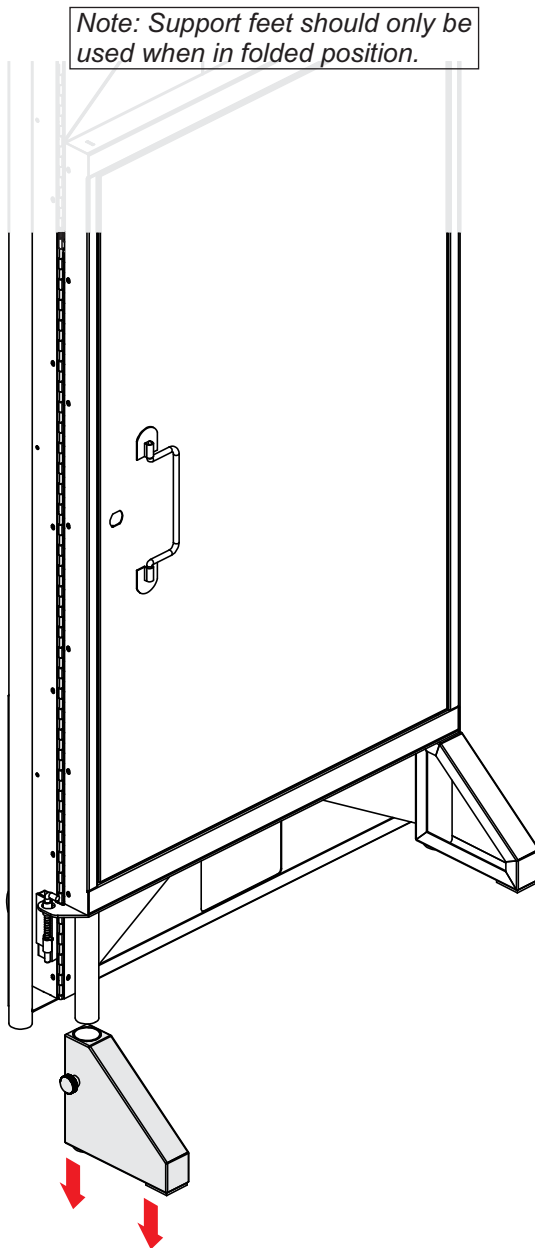


Caster
QTY: 2

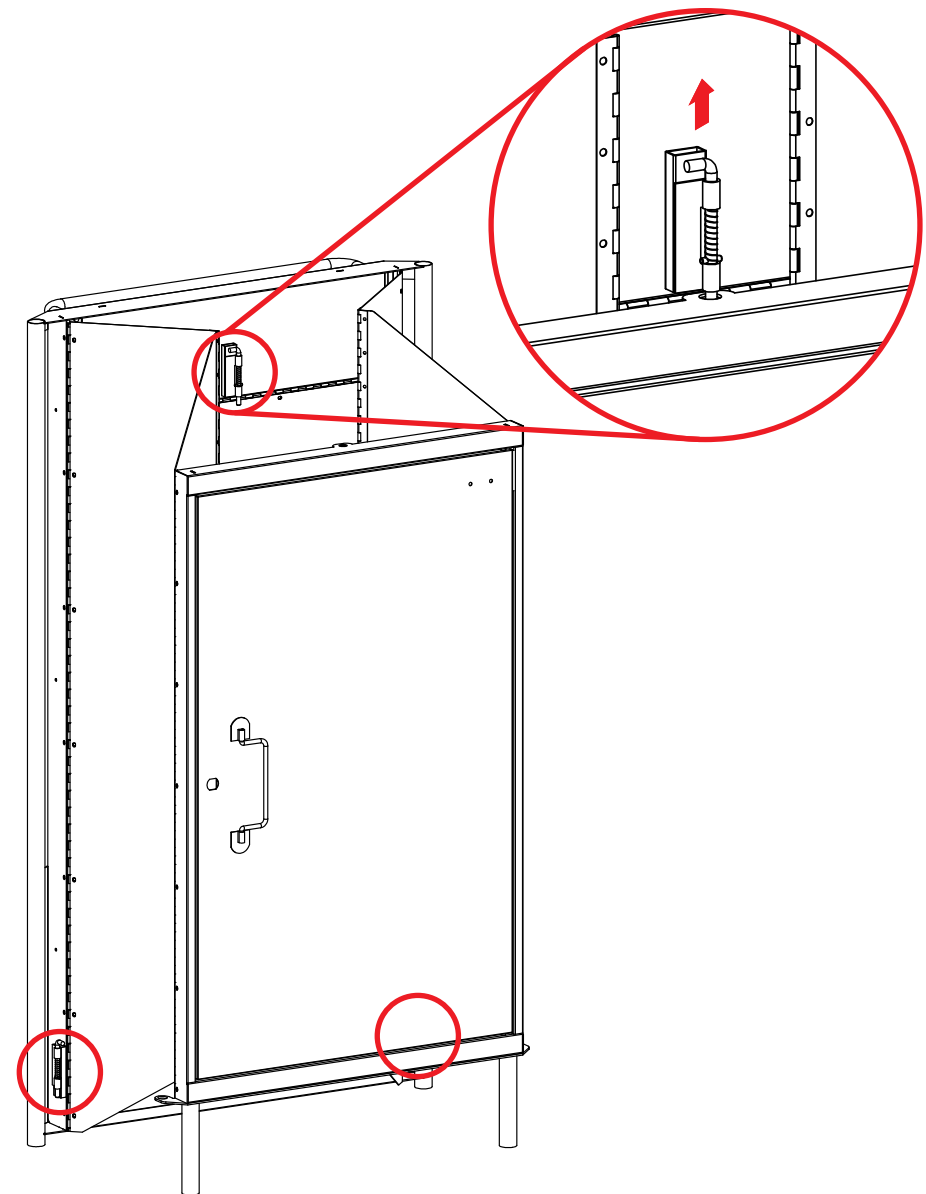


Wrench
QTY: 1

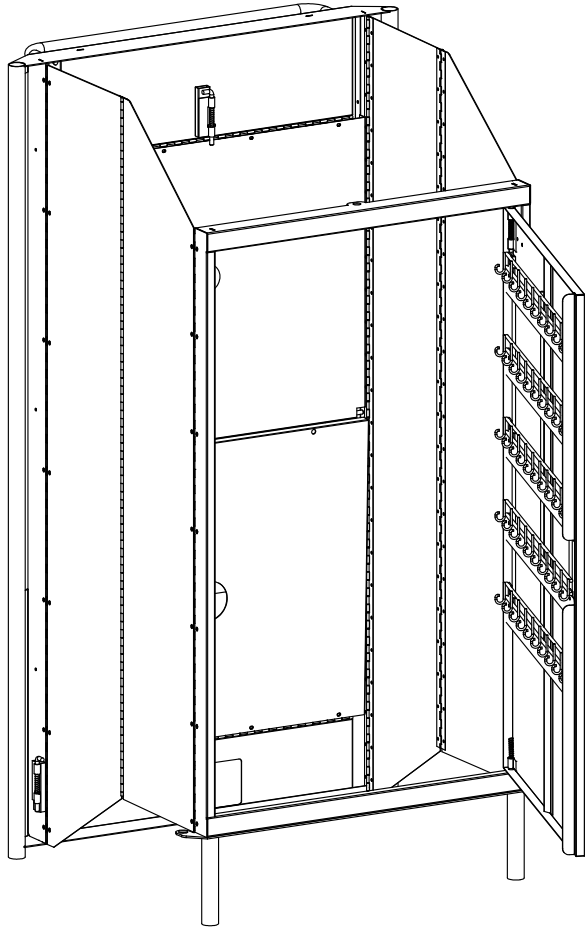
STEP 1: Remove support feet by unscrewing thumbscrews on the side of both feet and sliding them out, as shown below:



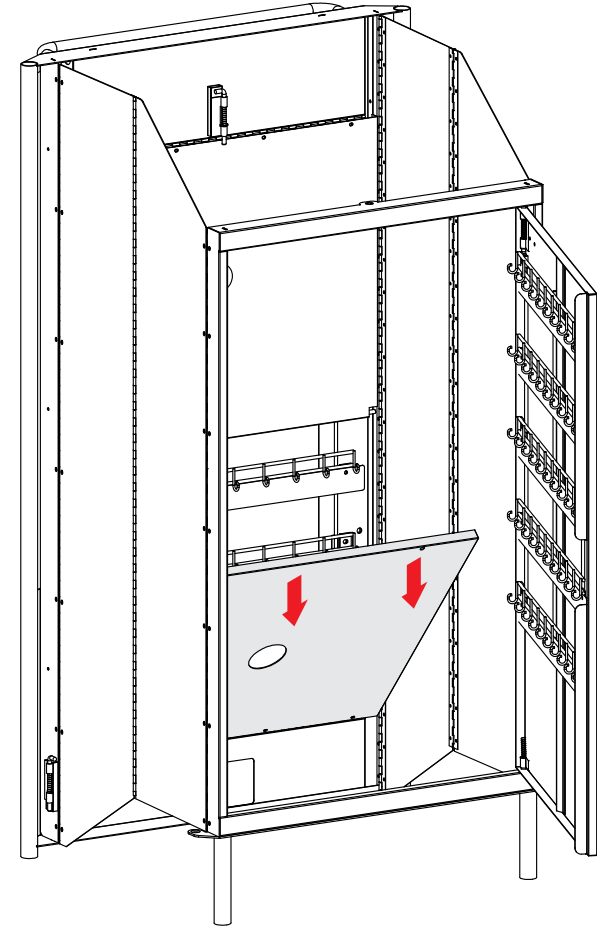
STEP 2: Extend front frame towards yourself by releasing the spring latches located in the upper and lower parts of the podium, as shown:



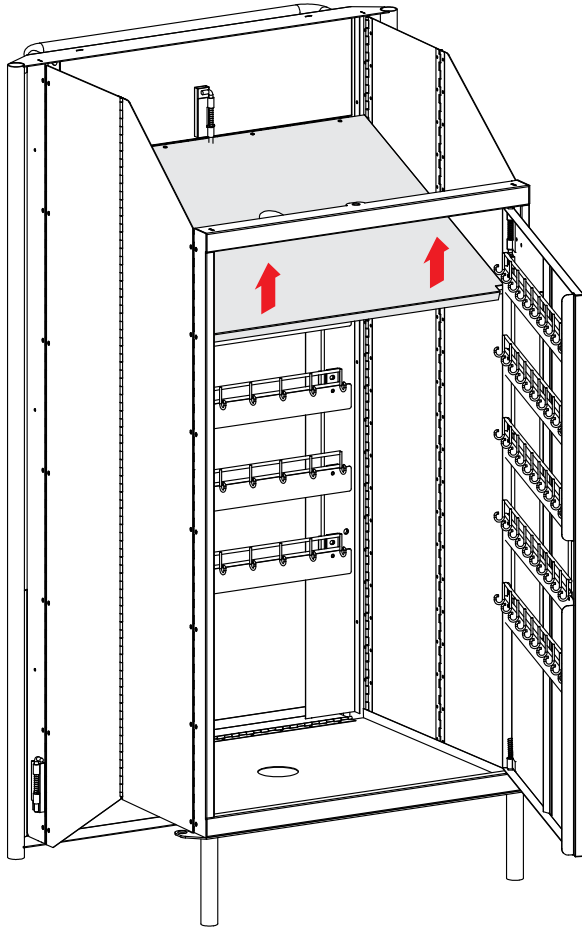
STEP 3: Open up door to gain access to the interior of the podium.



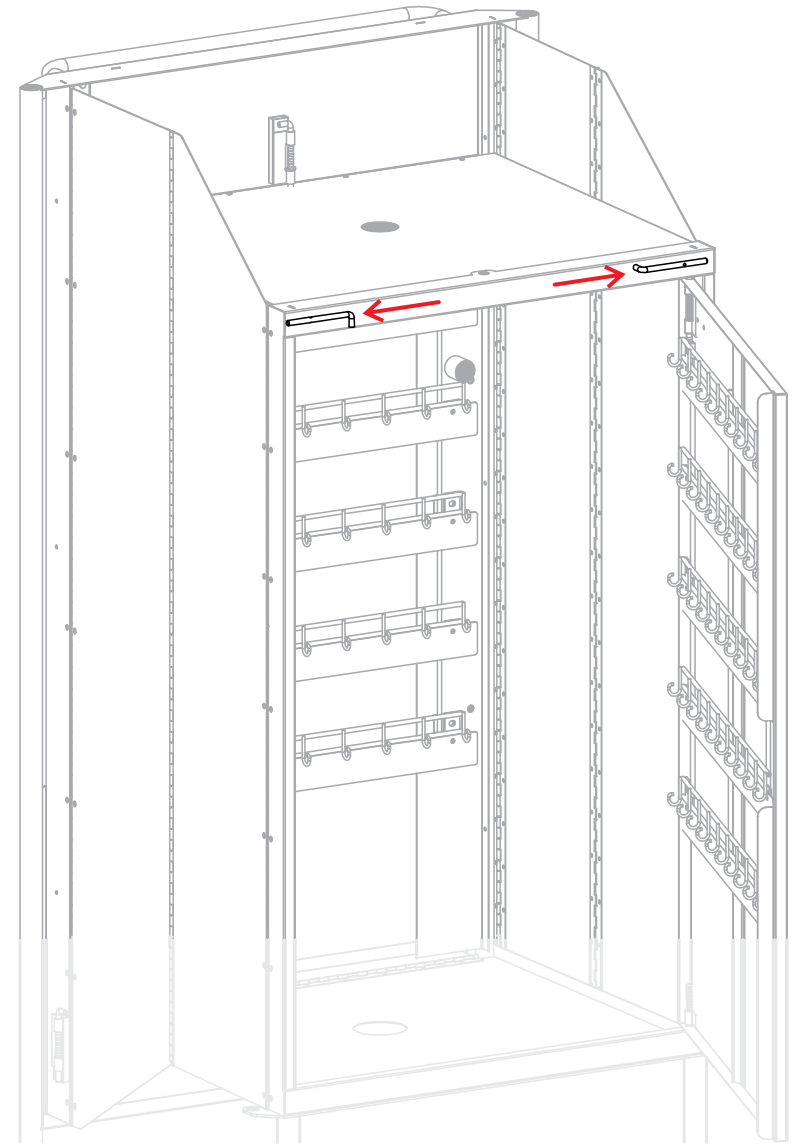
STEP 4: Lay down bottom shelf and let it rest on the front frame, as shown:



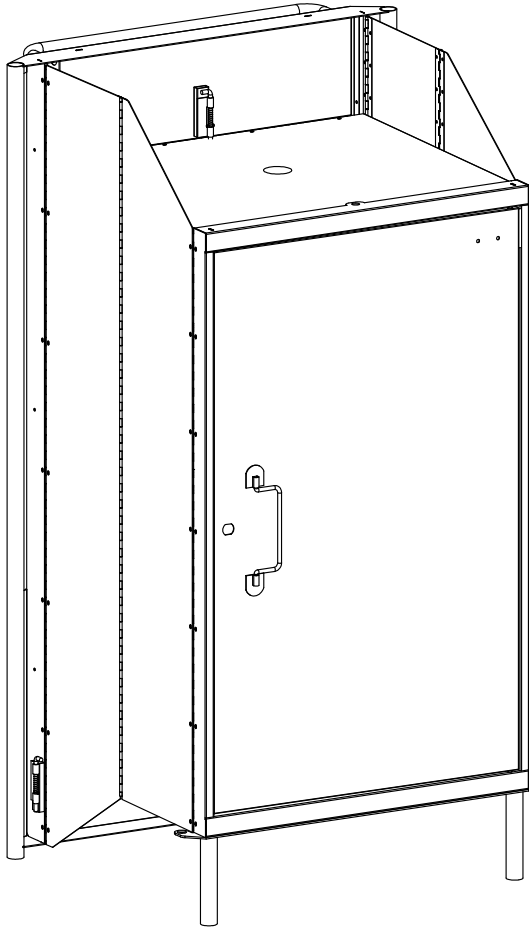
STEP 5: Lift up working surface as shown.



STEP 6: Lock working surface in place by pressing and releasing the spring latches located on the both sides of the working surface, as shown:



STEP 7: Finish up setup by closing the door.



Follow steps in reverse order to fold down podium.