

# Presidential Lectern

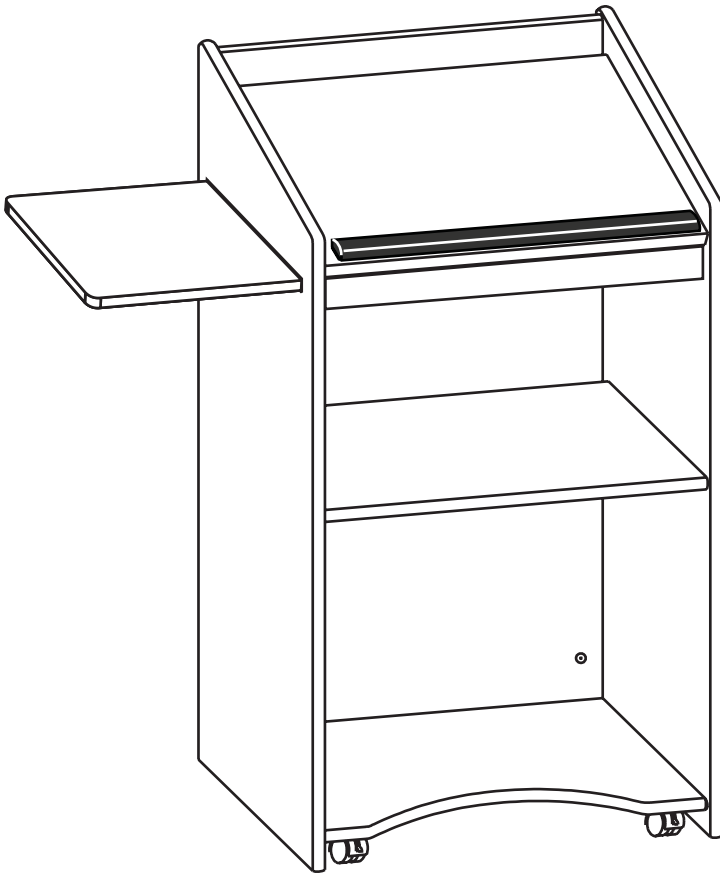
VF50090C (oak) • VF50243C (oak)

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Assembly Instructions

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## Assembly Preview

Use caution during assembly, unbanded edges can be sharp and may chip if mishandled

Remove staples (if any) from carton and use carton to set parts on during assembly

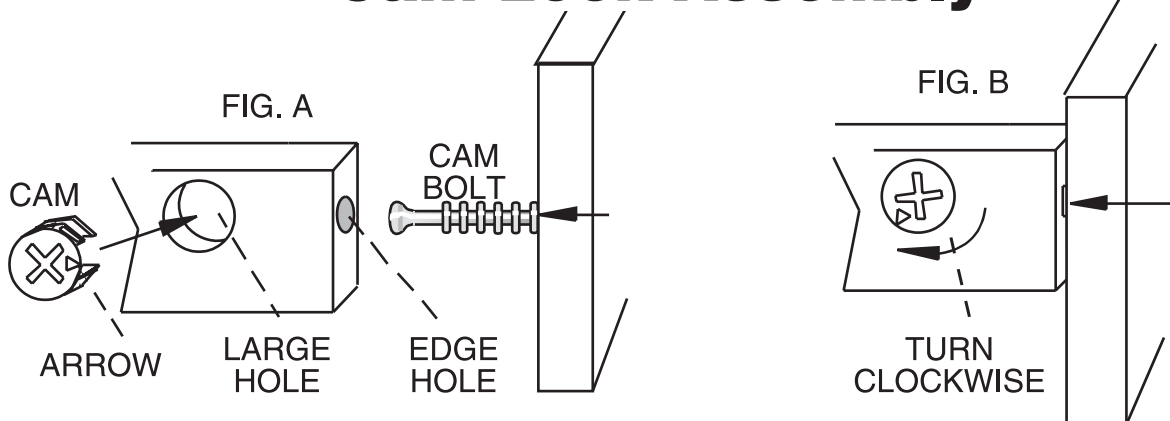
Page two of this instruction sheet contains an illustrated parts list and drawings of the screws and other hardware as an easy identification guide

### Tools Required:

- #2 Phillips Screwdriver - Cam Bolt
- #6 Flat Screwdriver - Cam
- Hammer

POWER TOOLS ARE NOT RECOMMENDED

## Cam Lock Assembly

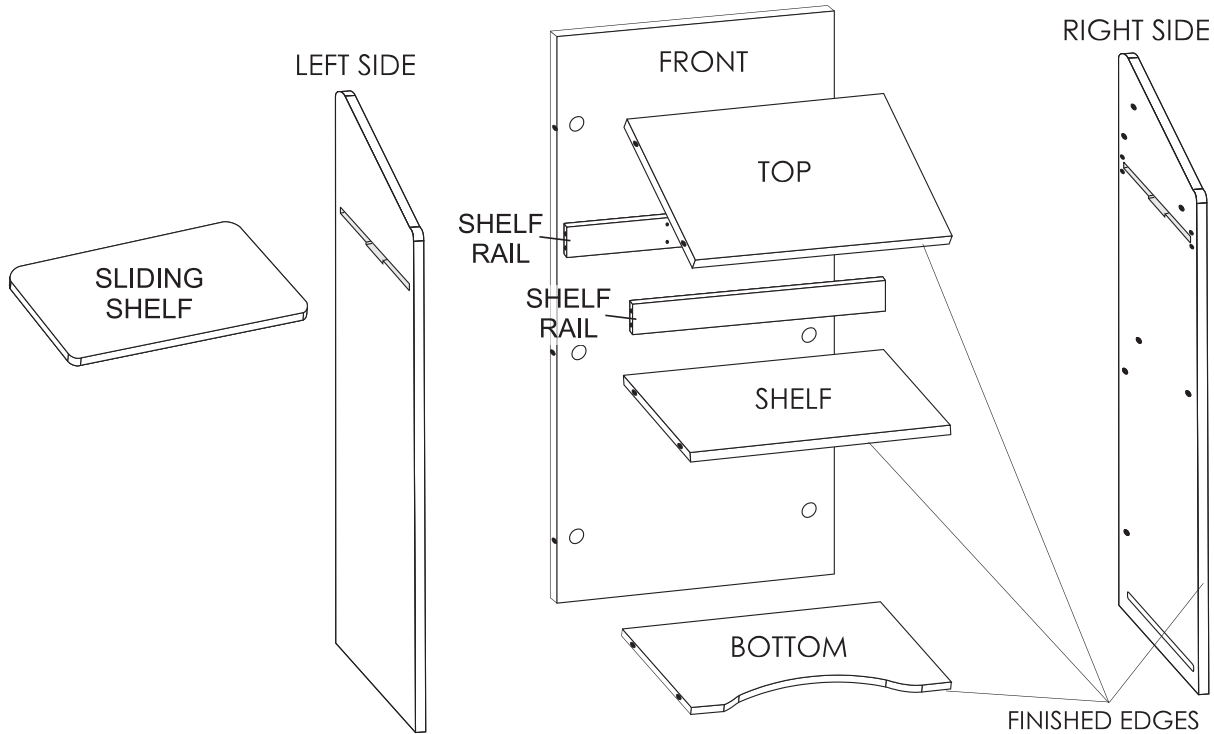


Insert CAM with arrow pointing to edge hole, into large hole in face of panel as shown in FIG. A

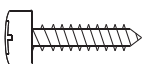
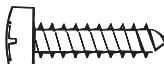

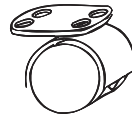




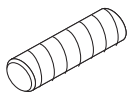


Fully insert CAM BOLT, installed on adjoining panel, into edge hole as shown in FIG. A and FIG. B

Turn CAM clockwise 1/3 rotation to lock panels together. FIG. B. For additional security, CAM may be turned another 1/4 turn

# Hardware & Parts List



WOOD PART LIST		WOOD PART SIZES		WOOD PART NUMBERS BY COLOR	
QTY	NAME	WIDTH	LENGTH	OAK	MAHOGANY
1	BOTTOM	17-25/32"	X 24-1/2"	243CROK-BOTT	90CRMH-BOTTM
1	FRONT	23-5/8"	X 44-3/4"	243CROK-FRNT	90CRMH-FRONT
1	LEFT SIDE	19-7/8"	X 45-1/4"	243CROK-LSID	90CRMH-LSIDE
1	RIGHT SIDE	19-7/8"	X 45-1/4"	243CROK-RSID	90CRMH-RSIDE
1	SHELF	17-1/16"	X 23-5/8"	243CROK-SHLF	90CRMH-SHELF
1	TOP	18-3/4"	X 23-5/8"	243CROK-TOP	90CRMH-TOP
2	SHELF RAIL	2-1/2"	X 23-5/8"	243CROK-SHRL	90CRMH-SHFRL
1	SLIDING SHELF	15-3/8"	X 27-1/4"	243CROK-SLSF	90CRMH-SLSHF

<p><b>A</b></p>  <p>#8 X 5/8" PHILLIPS PAN HEAD SCREW PART # 178 (10)</p>	<p><b>B</b></p>  <p>#10 X 3/4" PPH SCREW PART # 805 (16)</p>	<p><b>C</b></p>  <p>PLATE CASTER LOCKING PART # 857 (2)</p>	<p><b>D</b></p>  <p>PLATE CASTER NON-LOCKING PART # 858 (2)</p>	
<p><b>E</b></p>  <p>ELL BRACKET PART # 206 (5)</p>	<p><b>F</b></p>  <p>19mm CAM PART # 213 (Pre-Installed) (14)</p>	<p><b>G</b></p>  <p>CONNECTING CAM BOLT PART # 212 (14)</p>	<p><b>H</b></p>  <p>ROLLER WHEELS PART # 788 (8)</p>	<p><b>I</b></p>  <p>8mm WOOD DOWEL PINS PART # 307 (8)</p>
<p><b>J</b></p>  <p>DELUXE WRIST REST / PAPER STOP PART # 354 (1)</p>	<p><b>K</b></p>  <p>PLASTIC BUMPER PART # 786 (2)</p>			

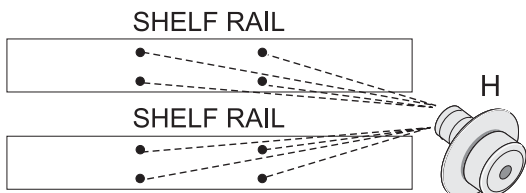
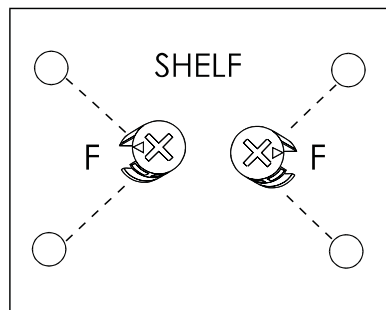
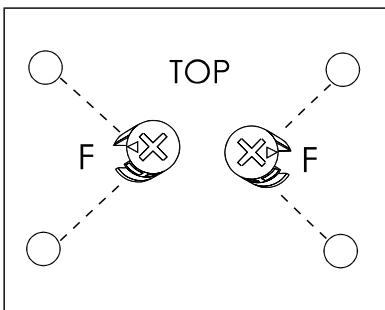
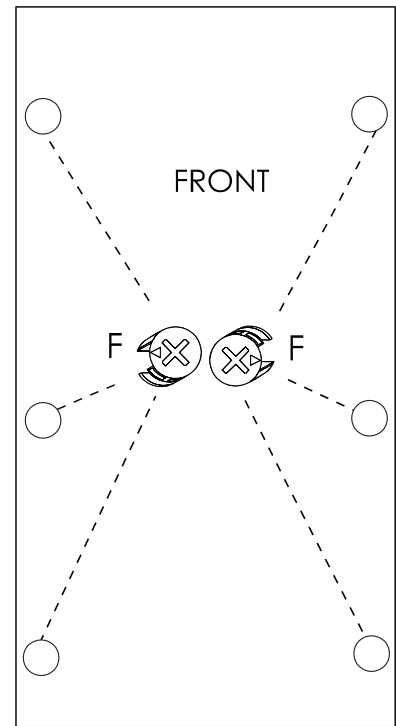
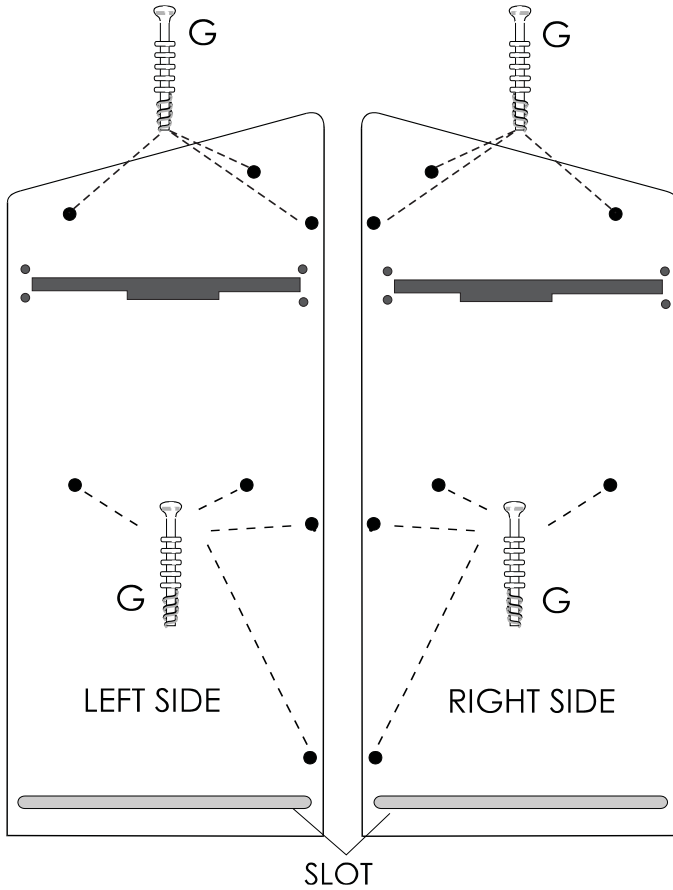
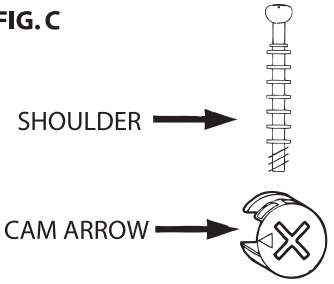
# 1

## BEGIN ASSEMBLY BY INSTALLING HARDWARE AS SHOWN BELOW

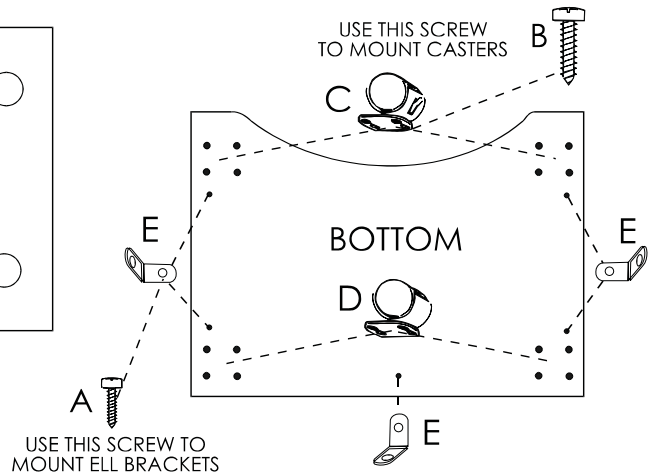
The LETTERS next to the hardware shown refer to the same letters next to the hardware in the Parts List.

Cams are inserted with CAM ARROWS pointing to the corresponding edge with the edge hole as shown in FIG .C.

FIG. C



(4) ROLLER WHEELS PER SHELF RAIL  
(Pre-Installed)



# 2 Assembly of Cabinet

NOTE: THE ARROW ON THE CAM MUST POINT TO THE CAM BOLT AS PANELS ARE ALIGNED FOR FASTENING. DO NOT PUT STRESS ON VERTICAL PANELS DURING ASSEMBLY. KEEP PANELS SUPPORTED DURING FASTENING. WHENEVER POSSIBLE, USE 2 PEOPLE FOR ASSEMBLY.

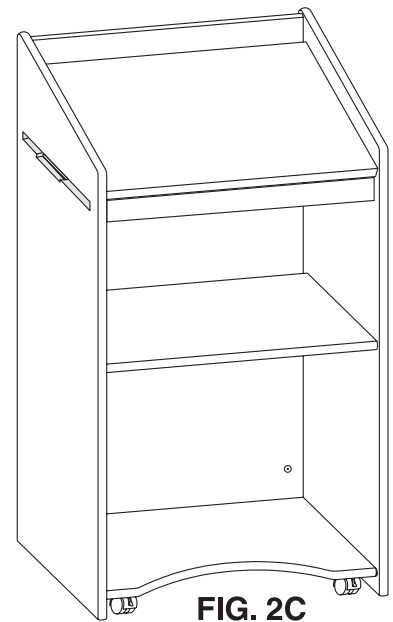
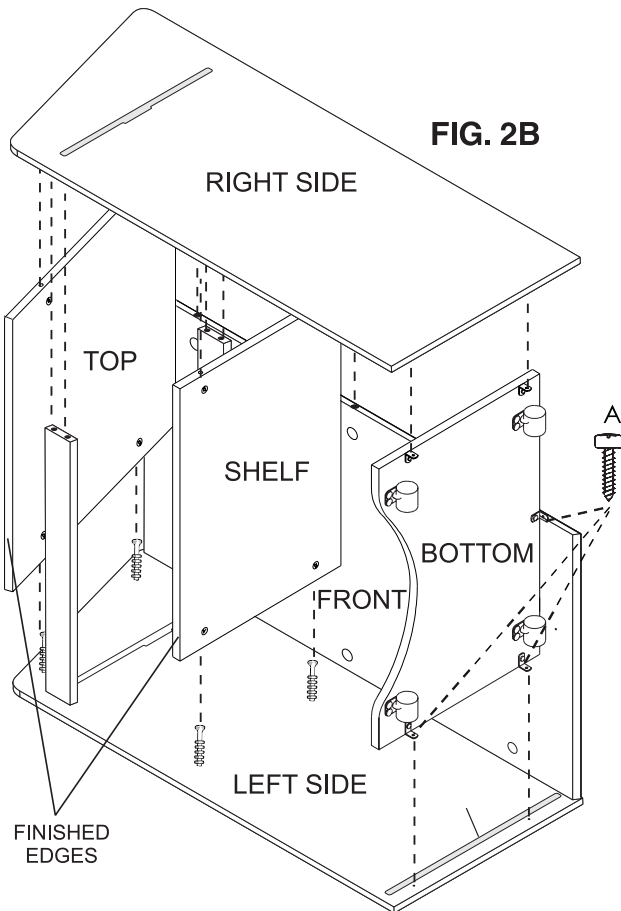
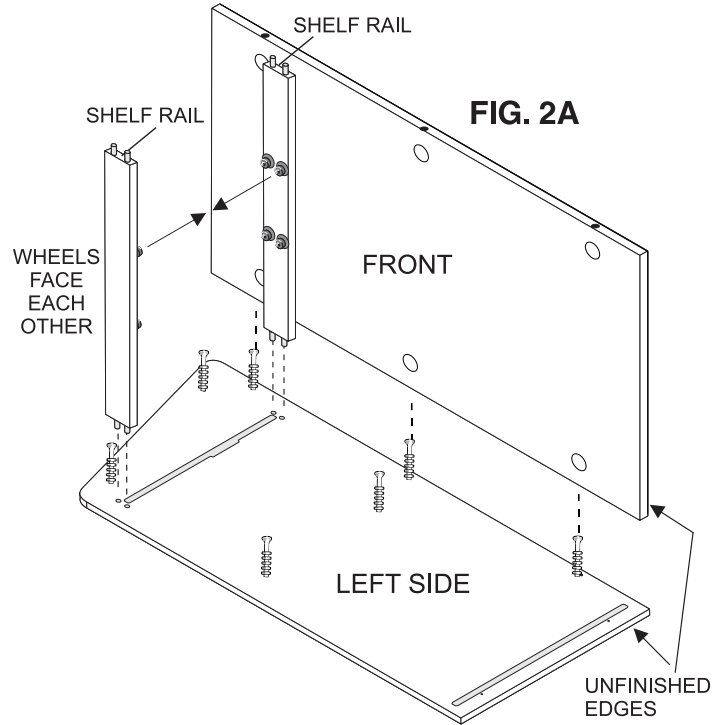
Lay LEFT SIDE down with CAM BOLTS facing up. With unfinished edges to the bottom, align and attach FRONT to LEFT SIDE as shown in FIG. 2A. Tighten CAMS.

Align and attach (2) SHELF RAILS to WOOD DOWEL PINS on LEFT SIDE as shown. Push SHELF RAILS down until they are tight against panel. NOTE: ROLLER WHEELS on SHELF RAILS face each other.

Align and attach TOP and SHELF to LEFT SIDE as shown. FIG. 2B. NOTE: CAMS face bottom as shown. Tighten CAMS. Align and insert BOTTOM into slot in LEFT SIDE, with cut-out shape on BOTTOM facing away from FRONT.

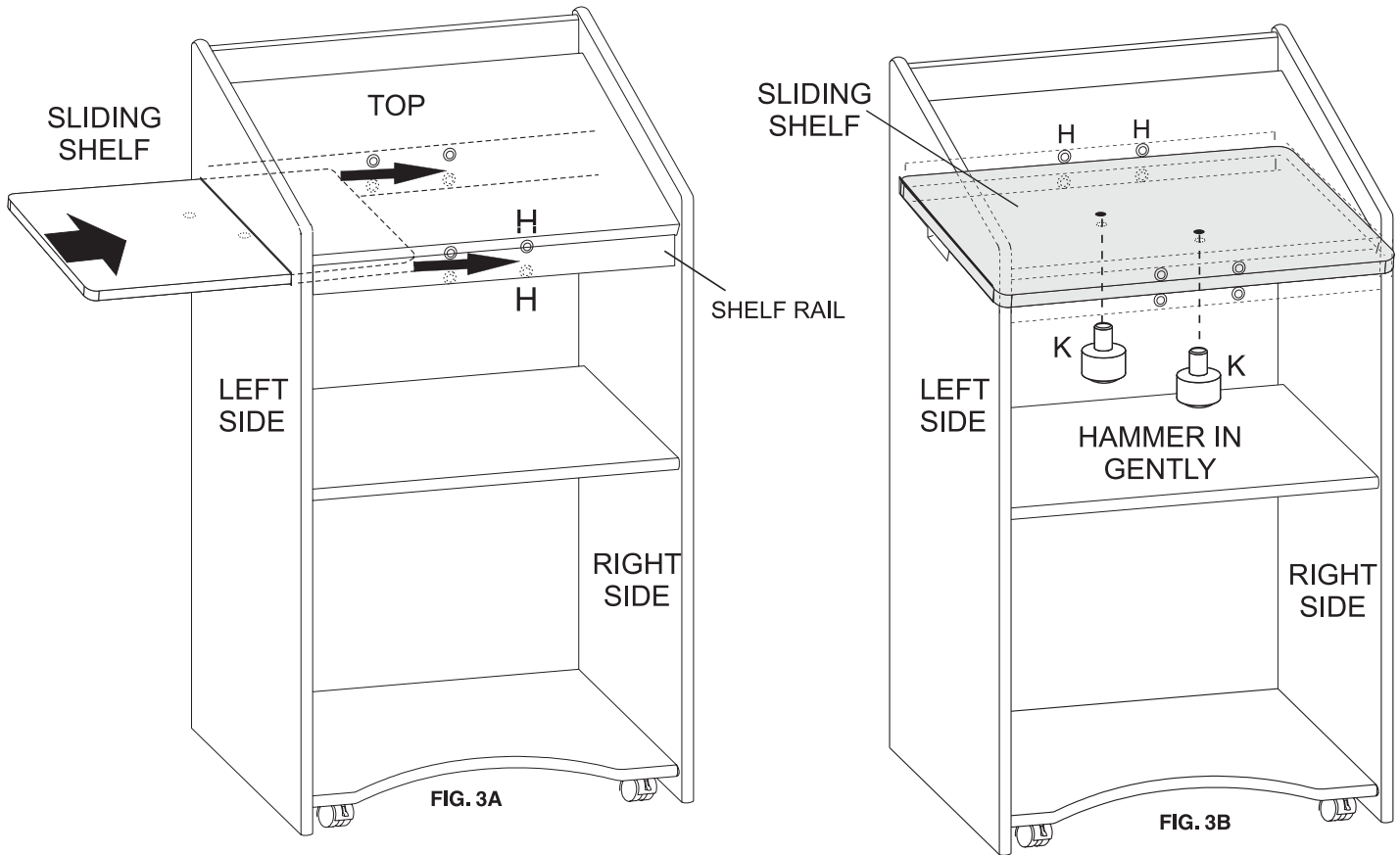
Align and attach ELL BRACKETS on BOTTOM to LEFT SIDE using SCREWS A. Align and attach RIGHT SIDE to TOP, SHELF, BOTTOM, FRONT and BRACES to DOWEL PINS. FIG. 2B. Tighten CAMS. Working under RIGHT SIDE, attach ELL BRACKETS on BOTTOM to RIGHT SIDE and FRONT using SCREWS A as shown.

Using 2 people, stand LECTERN upright onto casters, as shown in FIG. 2C.



# 3 Install Sliding Shelf

Align and insert SLIDING SHELF into cut-out in LEFT SIDE as shown FIG. 3A. SLIDING SHELF must engage between ROLLER WHEELS on SHELF RAILS. With SLIDING SHELF installed completely between LEFT and RIGHT SIDES, install PLASTIC BUMPERS (2) into holes underneath. FIG. 3B. Hammer in gently until seated against bottom of SHELF. SLIDING SHELF may be accessed either to the LEFT or RIGHT hand side, by pushing it through one side and pulling it out of the other.



# 4 Install Wrist Rest / Paper Stop

Remove paper liner from adhesive strip on the back of WRIST REST / PAPER STOP (J). FIG. 4 Carefully align WRIST REST / PAPER STOP along front edge of TOP - centering it from side to side. Press PAPER STOP onto TOP to secure

