



The Greystone Lectern

ASSEMBLY MANUAL



Model # GSL

INTRODUCTION

Congratulations!! On your purchase of the Model GSL Lectern. The perfect lectern that provides an all-in-one presentation experience. This beautifully hand-crafted lectern is built with durable steel parts along with a curved plywood top. The unit is equipped with a front 8" drawer, two side pull-out shelves and a sliding keyboard tray. The cabinet is equipped with two shelves for ample storage and moves easily with four double hooded casters.

Dear Valued Customer,

Thank you for your purchase. Although extreme care goes into manufacturing and packaging of this product, mistakes are possible. If you encounter any missing parts or difficulty in assembly, etc. please call our toll-free customer service line at 1-800-261-4112 for courteous and immediate resolution to your problem.

Sincerely,

OKLAHOMA SOUND



ASSEMBLY INSTRUCTIONS

Assembly Tips

- ◆ Do not use a sharp instrument such as a knife or screwdriver to open the packaging, as this may scratch or damage the unit.
- ◆ All assembly should be done on a clean protected surface such as a carpet or the like.
- ◆ Make sure that you have all the required parts. (A list of all the parts is listed below).
- ◆ Read the instructions carefully and follow the diagrams to ensure an easy and correct assembly.

Tools Required

Philips head screwdriver or power Screwdriver

Wrench (included)

Hammer

Parts (Hardware)

Packet #1-

6 black knobs.....



6 Philips head knob screws...



Packet #2

8 Dowels



8 cam bolts



8 cam locks



4 door pivots



4 flat-head Philips screws



Packet #3-

12 Philip zinc plated 12mm screws



12 Philip-head black 15mm screws

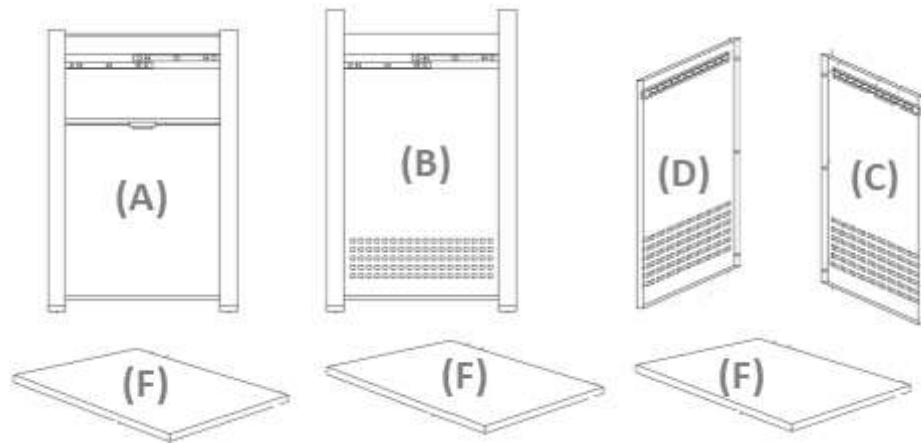


8 Philip-head black 10mm screws

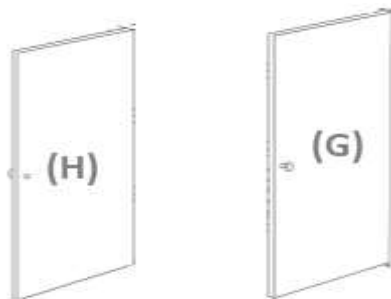


Parts

- ◆ Front panel (A)
- ◆ Back panel (B)
- ◆ Right panel (C)
- ◆ Left panel (D)
- ◆ Shelves x 3



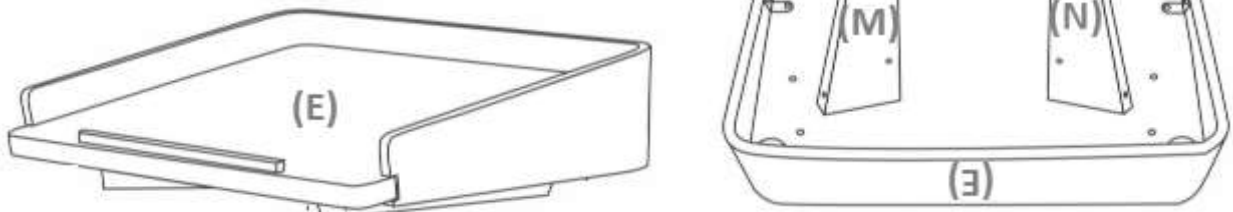
- ◆ Doors (G) & (H)



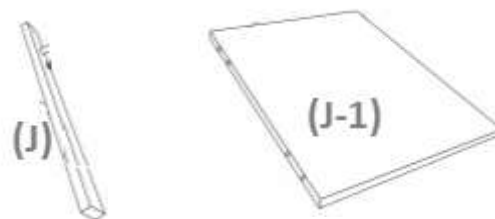
- ◆ Casters (O)



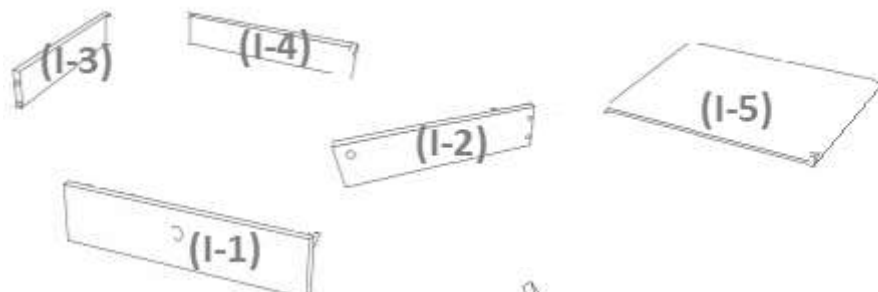
- ◆ Lectern top & support brackets



- ◆ Keyboard parts



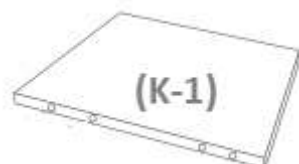
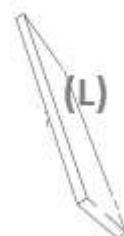
- ◆ Drawer parts



- ◆ Right side shelf



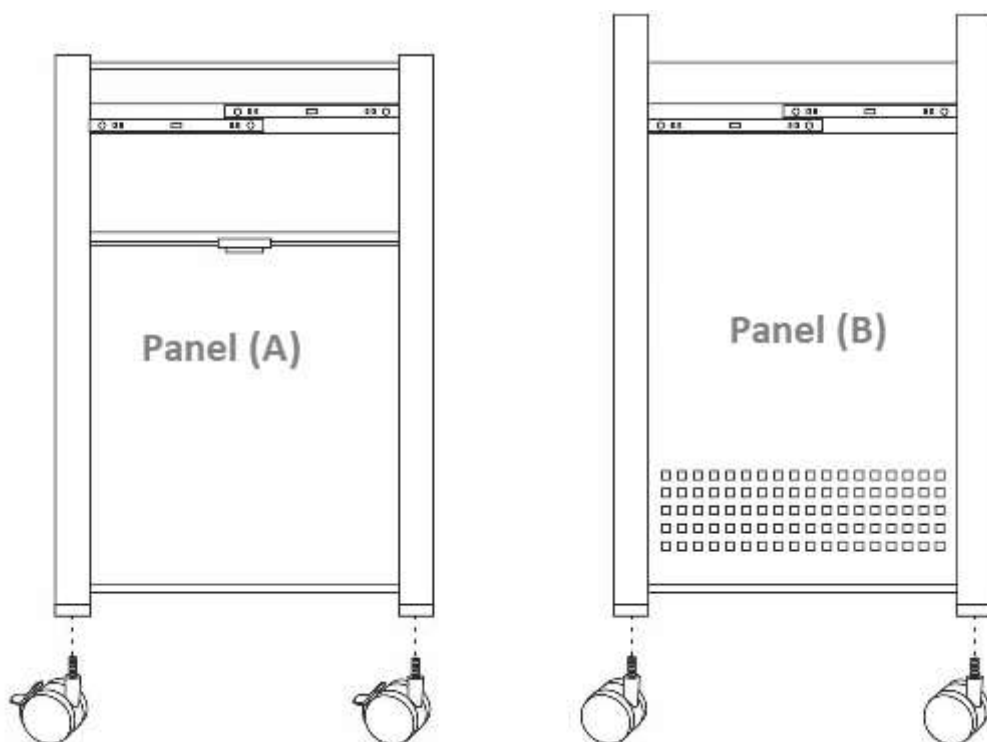
- ◆ Left side shelf



Assembling the unit:

Caster installation-

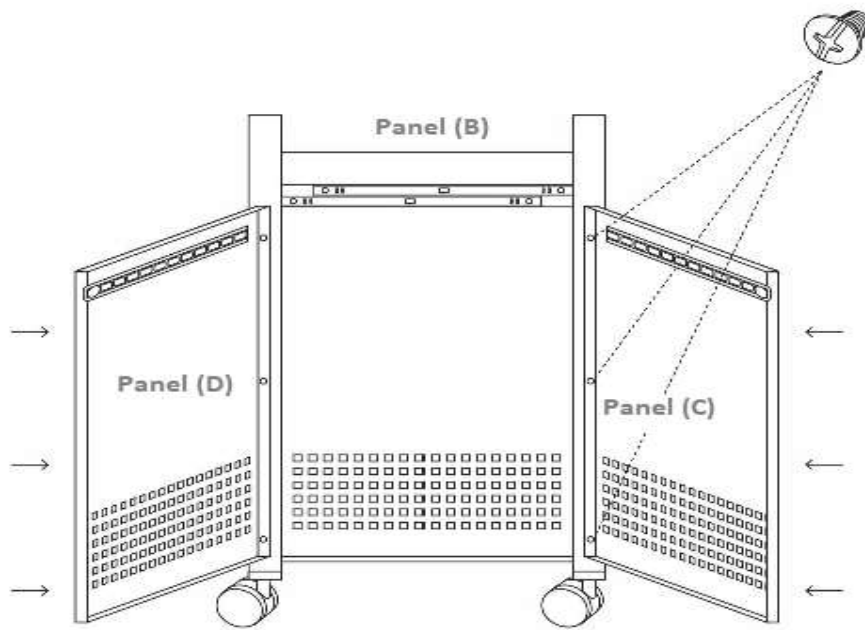
- 1) Install the two locking casters on the front tubes of panel A. Use the enclosed wrench to tighten.
- 2) Install the two non-locking casters to back tubes of panel B. Use the enclosed wrench to tighten.



Attaching Back panel to side panels-

- 1) Lay back panel (B) on a floor or flat surface. Take side panel (C) and align holes on side to holes on tubes on right side of panel (B). Install by using three black 15mm Phillips head screws from hardware packet #3.
- 2) Next, take side panel (D) and align holes on side to holes on left side of tube of panel (B). Install by using three black 15mm Phillips head screws from hardware packet #3.

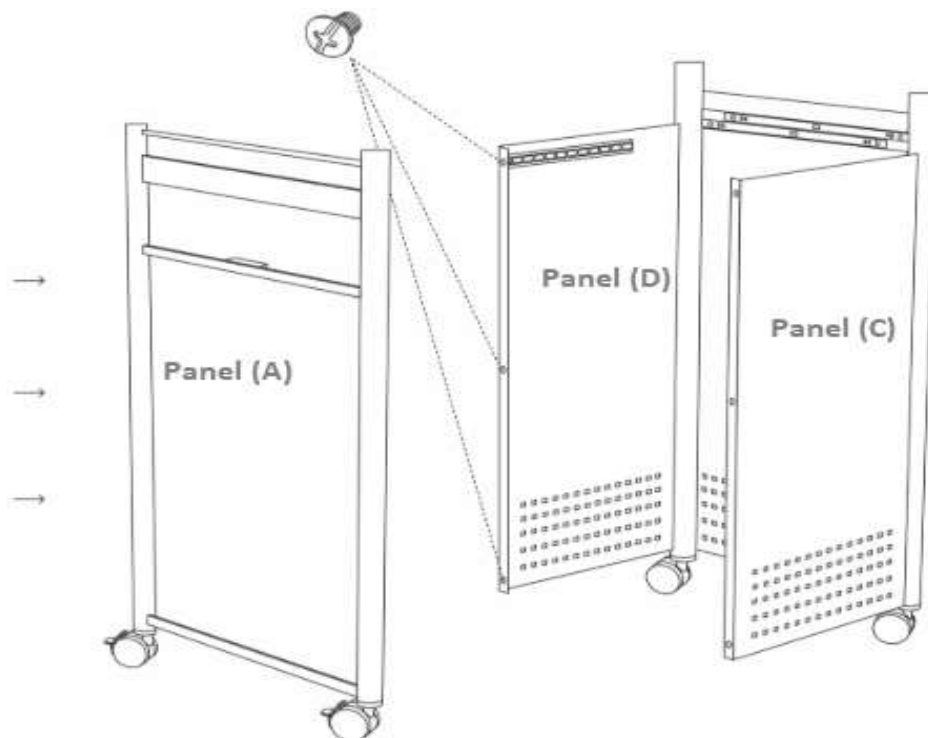
See Diagram below.



Attaching Front panel to side panels-

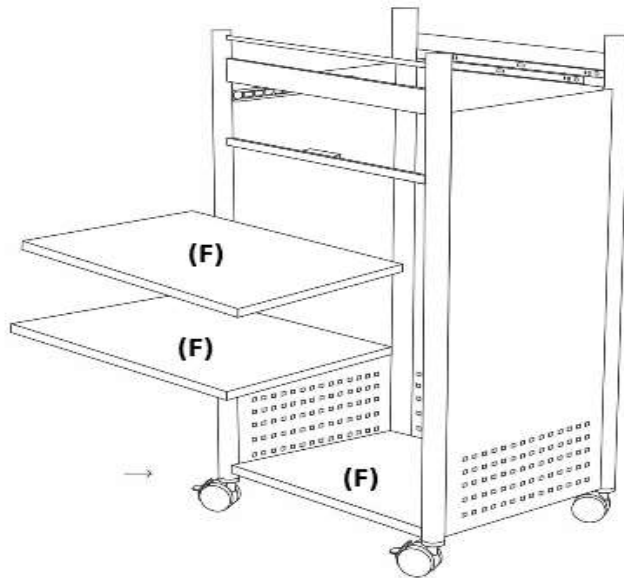
- 1) Lift partially assembled unit to an upright position and begin by aligning holes of right side of tube of front panel (A) to holes on side panel (C). Install by using three black 15mm Phillips head screws from hardware packet #3.
- 2) Next, align holes of left side of tube of front panel (A) to holes on left side of panel (D). Install by using three black 15mm Phillips head screws from hardware packet #3.

See diagram below.



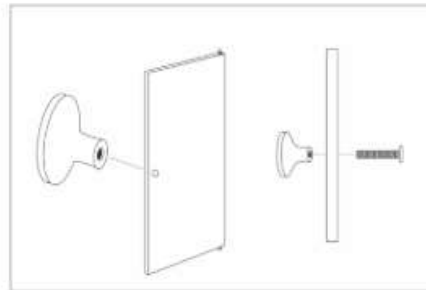
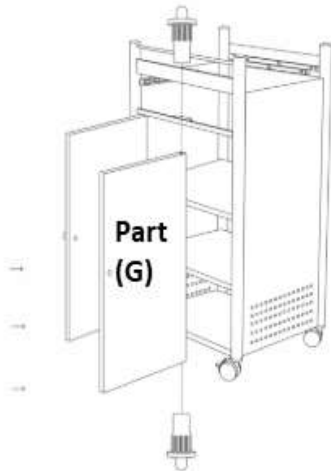
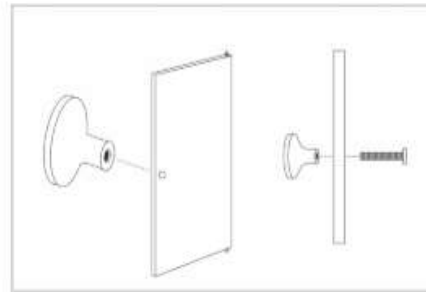
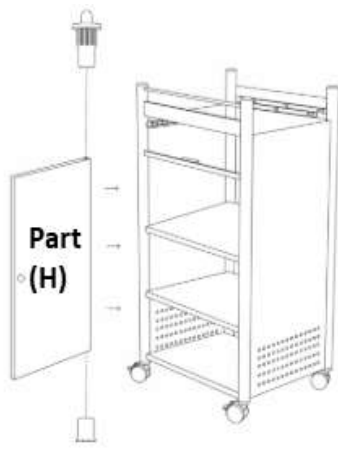
Cabinet Shelf Installation-

- 1) Place one shelf (Part F) at the bottom of cabinet assuring that it is firmly resting on ledges of the interior of the side and pack panels of cabinet.
- 2) While holding on a slanted position, place the remaining two shelves (Parts F) on the ledges of side panels assuring that they are firmly resting on ledges of the interior of the side panels of cabinet.



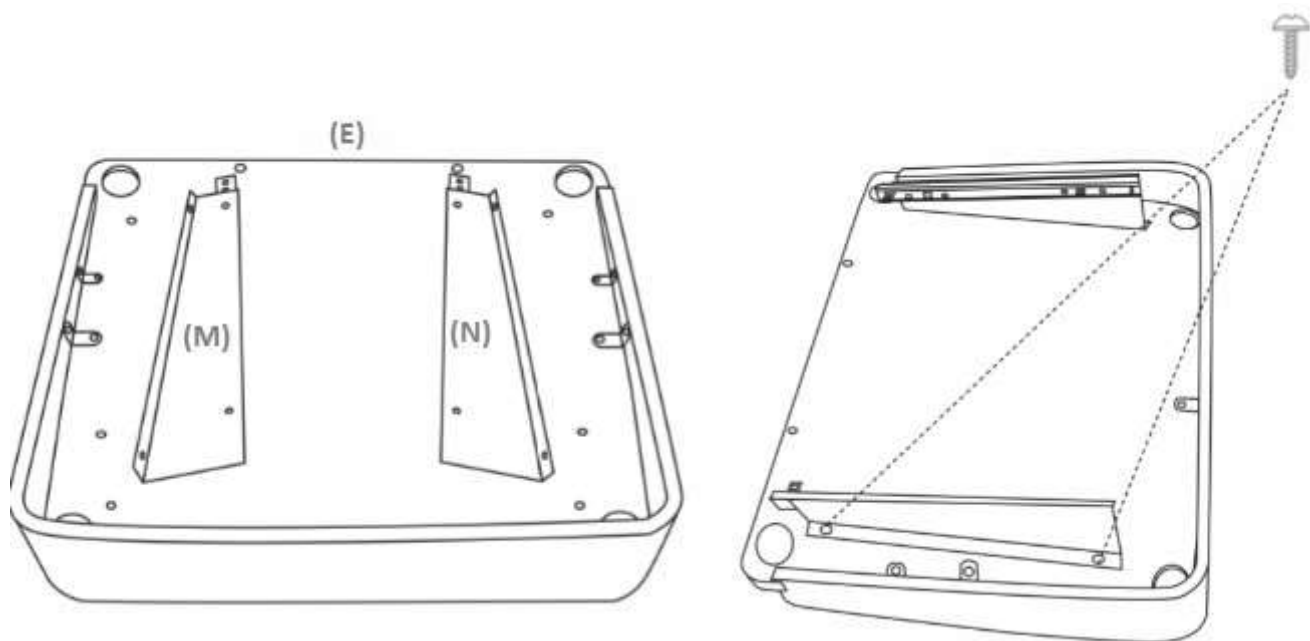
Door assembly & installation-

- 1) Identify right cabinet door (Part G) and using pivot pins from hardware packet #2, install a pivot into the pre-drilled holes on the bottom and top of doors.
- 2) Identify left cabinet door (Part H) and using pivot pins from hardware packet #2, install a pivot into the pre-drilled holes on the bottom and top of doors.
- 3) Using silver Phillips head screws and black handles from hardware packet #1, install door knobs onto panels (G) & (H) using a Philips screw driver.
- 4) While holding door (part G), insert pivot of bottom of door into the hole located on right side of cabinet bottom. Align door with the top of door frame and slide upper pivot into hole at right side of door frame top.
- 5) While holding door (part H), insert pivot of bottom of door into the hole located on left side of cabinet bottom. Align door with the top of door frame and slide upper pivot into hole at left side of door frame top. See diagram below.

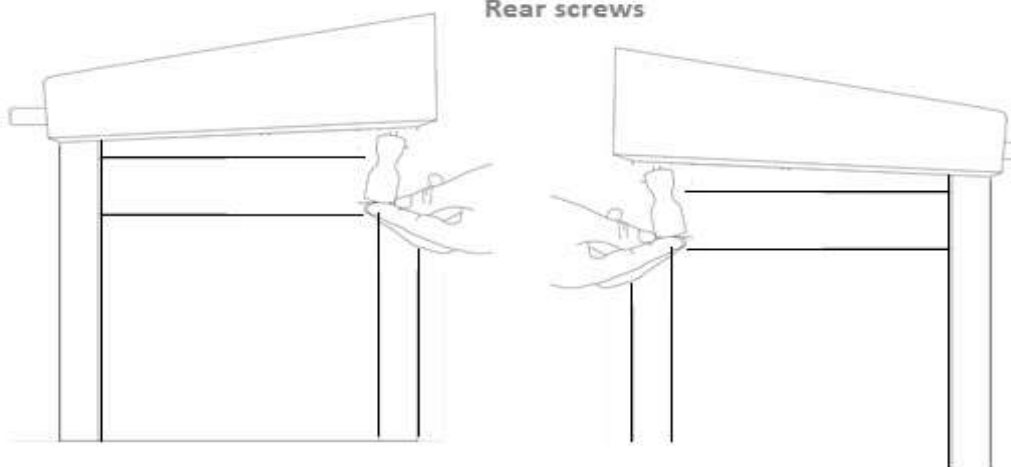


Top assembly & installation-

- 1) Carefully remove lectern top (Part E) from carton and place upside down.
- 2) Identify right & left lectern support brackets (Parts M & N).
- 3) Place bracket (M) on right side aligning with pre-drilled holes on under side of top.
- 4) Using four Philip-head black 10mm screws from hardware packet #3, install by tightly screwing screws into pre-drilled holes. Repeat this step for left side bracket (N). Assure to screw flat side of brackets (with tracks facing the center) to underside of lectern top.
- 5) Once support brackets are attached to underside of top, begin by holding top with front slanted downwards and aligning round grooves at the corners of underside of top with top of front metal posts. Place grooves snugly onto top of posts and proceed to do the same for grooves at back of underside of top assuring that the round underside grooves are tightly inserted over posts.
- 6) Using the four remaining four Philip-head black 10mm screws from hardware packet #3, secure cabinet to top by installing screws through holes in metal strip at front of cabinet and at back through tabs located at top of posts. See illustration below.



Rear screws

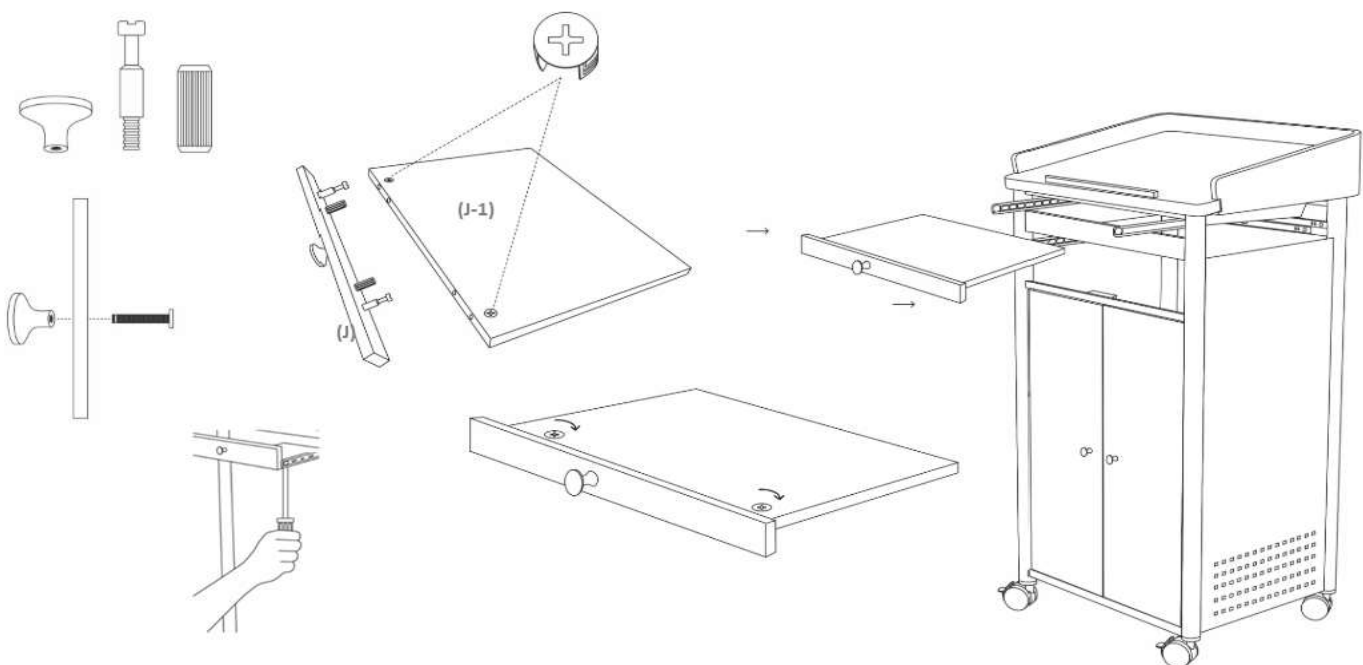


Front screws



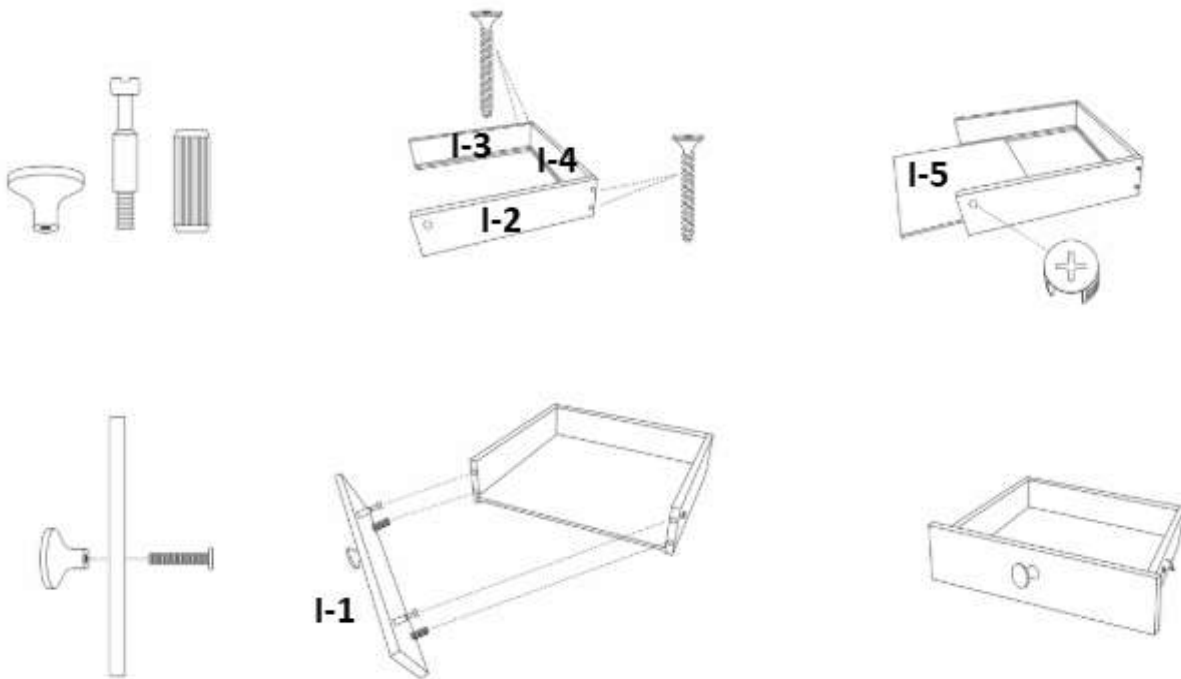
Keyboard assembly & installation-

- 1) Identify keyboard front panel (Part J) and using a silver Philips head screw and black knob from hardware packet #1, install knob onto front panel.
- 2) Identify keyboard panel (Part # J-1) and connect front panel to it in the following manner:
- 3) Tightly Screw in one cam bolt (found in packet #2) at each of the two outer holes of the inside of the front panel.
- 4) Tightly insert one dowel (found in packet #2) at each of the two inner holes of the inside of the front panel.
- 5) Place the keyboard panel (Part # J-1) with the side that has holes next to the front panel.
- 6) Install cam locks into the keyboard panel holes. The cams should be inserted in the larger holes as shown on diagram. Make sure the arrow on the cam is pointing to the closest edge and aligned with the hole on the edge.
- 7) Align front panel cam bolts & dowels with holes on keyboard and push in.
- 8) Once front panel and keyboard panel is attached, secure by turning cam bolts to locked position.
- 9) Slide keyboard into tracks that are located just below top of lectern.
- 10) Using four zinc plated 12mm Philip-head screws, attach keyboard to tracks by installing screws through tabs located underneath of keyboard.



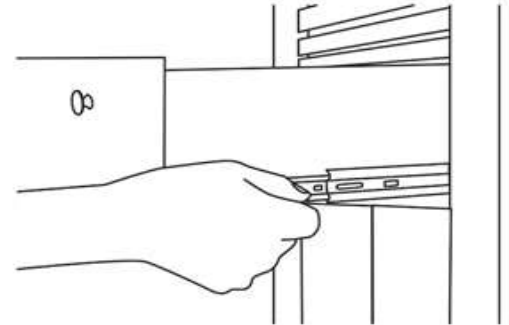
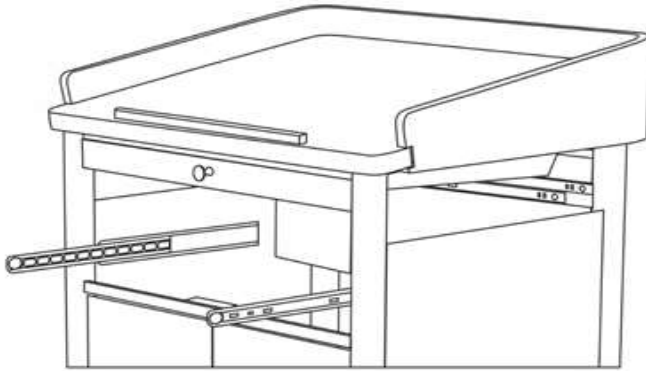
Drawer assembly

- 1) Identify the five drawer panels (Parts I 1-5) and assemble drawer in the following manner:
- 2) Begin by screwing right & left side panels (Part # I-2 & I-3) to back panel (Part I-4) using four flat-head screws found in packet #2. Note: Drawer tracks shall be on the outside.
- 3) Insert bottom panel (Part # I-5) into the grooves located at bottom of side and back panels.
- 4) Insert cam locks into cam lock holes located near ends of side panels. Cam locks can be found in hardware packet #2.
- 5) Using a silver Philips head screws and black handles from hardware packet #1, install drawer knob onto front panel (Part # I-1).
- 6) Tightly Screw in one cam bolt (found in packet #2) at each of the two upper holes of the inside of the front panel.
- 7) Tightly insert one dowel (found in packet #2) into each of the holes located on the lower part of the inside of the front panel near the groove that runs along the bottom of the panel.
- 8) Align front panel cam bolts & dowels with holes on drawer side panels and push in.
- 9) Once front panel and side panels are attached, secure by turning cam bolts clockwise to locked position. Your drawer is now assembled.



Drawer Installation-

- 1) To install drawer into cabinet, pull inner portions of tracks out of the cabinet.
- 2) Next insert tracks that are on drawer sides into inner portion of cabinet tracks while pulling down black plastic tabs on track.



Side shelf assembly & installation-

- 1) Identify right side shelf front panel (Part K) and using a silver Philips head screw and black knob from hardware packet #1, install knob onto front panel.
- 2) Identify right side shelf bottom panel (Part # K-1) and connect front panel to it in the following manner:
- 3) Tightly Screw in one cam bolt (found in packet #2) at each of the two outer holes of the inside of the front panel.
- 4) Tightly insert one dowel (found in packet #2) at each of the two inner holes of the inside of the front panel.
- 5) Place the bottom panel (Part # K-1) with the side that has holes next to the front panel.
- 6) Install cam locks into the holes of the bottom panel.
- 7) Align front panel cam bolts & dowels with holes on bottom panel and push in.
- 8) Once front panel and side panels are attached, secure by turning cam bolts clockwise to locked position.
- 9) Using four zinc plated 12mm Philip-head screws, attach shelf to tracks by installing screws through tabs located underneath of keyboard.
- 10) Repeat this process for assembly & installation of left side shelf (Parts L & L-1)

Side shelf assembly diagrams-

