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PRC300

INSTRUCTION MANUAL



Model # PRC300



OKLAHOMA SOUND CORPORATION

Lecterns With Built-In Sound Systems

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 CORPORATION

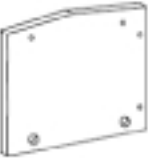








Required Tools for Assembly









1) Philips Screwdriver



2) Rubber Mallet







Part	Description	Qty
A 	Left Side Panel	1 Each
B 	Right Side Panel	1 Each
C 	Back Panel	1 Each
D 	Top Panel	1 Each
E 	Bottom Platform	1 Each
F 	Door	1 Each
H 	Metal Base	1 Each
I 	Short Top Support Stem	1 Each
J 	Short Top Support Base	1 Each

Part	Description	Qty
K 	Long Top Support Stem	1 Each
L 	Long Top Support Base	1 Each
M 	Large Top	1 Each
N 	Small Top	1 Each
O 	Door Knob	1 Each
P 	Door Lock	1 Each
Q 	Power Strip	1 Each
R 	Door Magnet	1 Each

Identify and separate all Parts and Hardware before beginning assembly.

See Page 5 for list of Hardware.

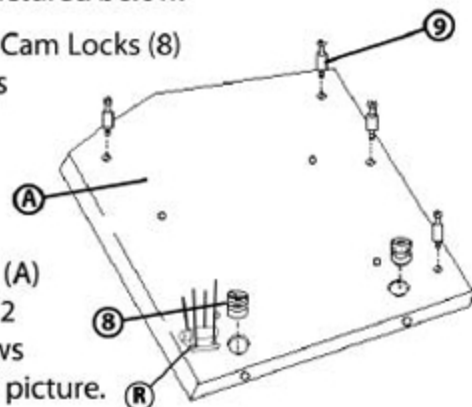
Hardware List

Part	Description	Qty
1	 3/8" Flat Head Screw	8 Each
2	 2 1/2" Flat Head Screw	8 Each
3	 Phillips Head Screw	2 Each
4	 Short Wood Screw	14 Each
5	 Adjusting Knob	2 Each
6	 3" Caster	2 Each
7	 3" Locking Caster	2 Each
8	 Cam Lock	15 Each
9	 Cam Bolt	15 Each
10	 Hinge	2 Each
11	 Key	2 Each
12	 Allen Wrench	1 Each
13	 Plastic Adjusting Handle	4 Each

Step 1: Place the Left Side Panel (A) with predrilled holes facing up and install 4 Cam Bolts (9) in the 4 outer holes as pictured below.

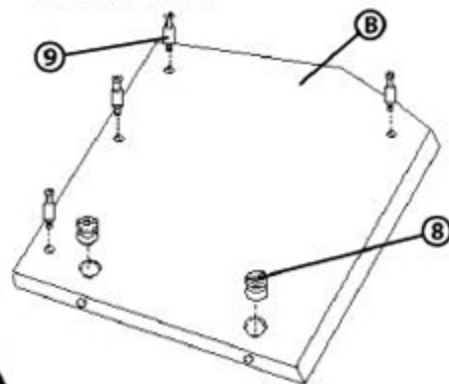
Step 1A: Install 2 Cam Locks (8) into large holes as shown right.

Step 1B: Attach Door Magnet (R) left side panel (A) and secure using 2 short wood screws (3) as show in the picture.

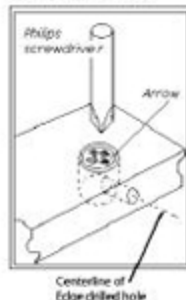


Step 1B: Place the Right Side Panel (B) with predrilled holes facing up and install 4 Cam Bolts (9) 4 outer holes as pictured below.

Step 1C: Install 2 Cam Locks (8) into large holes as shown below.

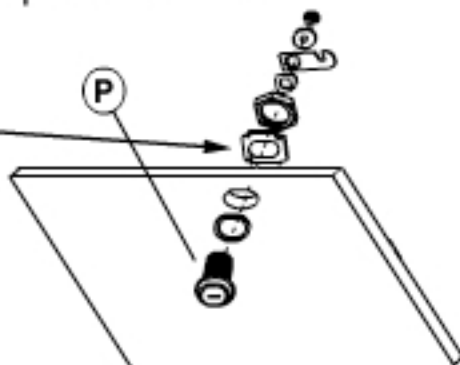


Note: Be sure that arrow on top of Cam Lock (8) aligns with Centerline of Edge drilled hole.

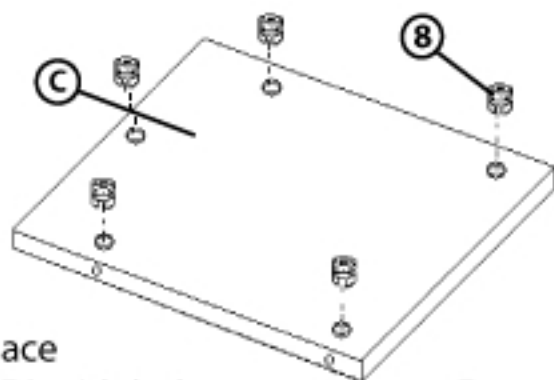


Step 2: Assemble Door lock (P) into the pre-drilled lock hole on Door (F) as pictured below.

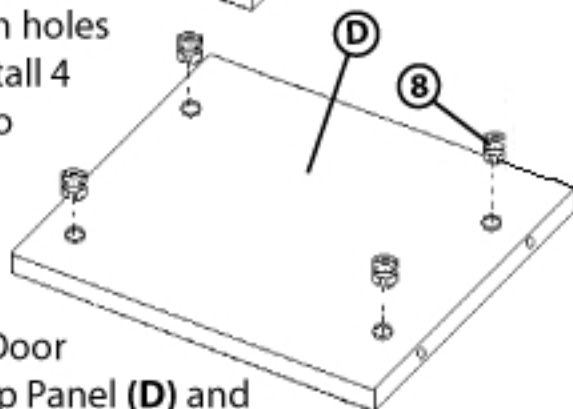
Note: Using Rubber Mallet tap washer with teeth into the back of the pre-drilled lock hole. Afterward proceed with assembling the lock.



Step 2A: Place Back Panel (C) with holes facing up and install 4 Cam Locks (8) into larger holes as shown below.

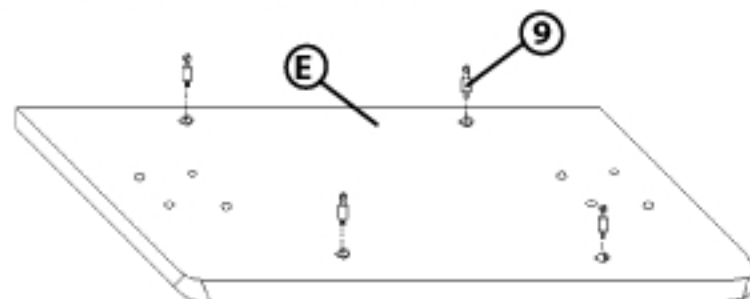


Step 2A: Place Top Panel (D) with holes facing up and install 4 Cam Locks (8) into larger holes as shown above.

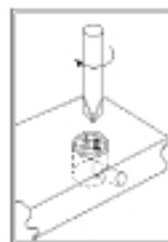
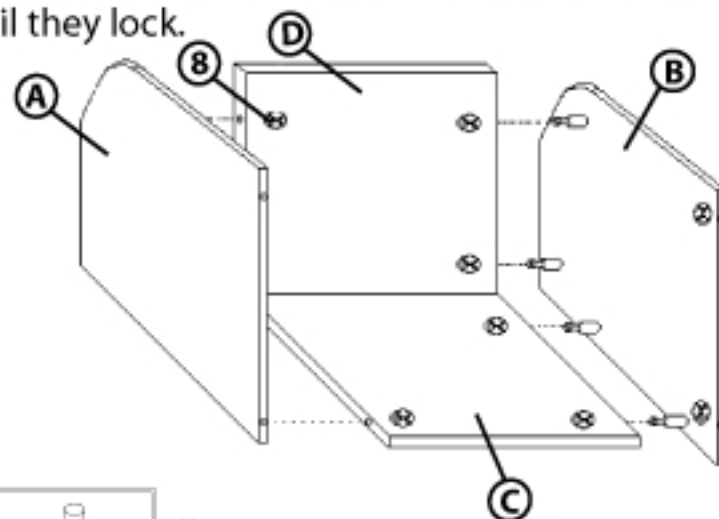


Step 2B: Attach Door Magnet (R) to Top Panel (D) and secure using 2 Short Wood Screws (3) as shown above.

Step 2C: Place Bottom Platform (E) with the predrilled holes facing up and install 4 Cam Bolts (9) in the center holes as shown below.



Step 2D: Attach Left and Right Side Panels (A and B) to back panel (C) and the Top panel (D) as shown below. Secure by turning Cam Locks (8) 1/4" Turn until they lock.



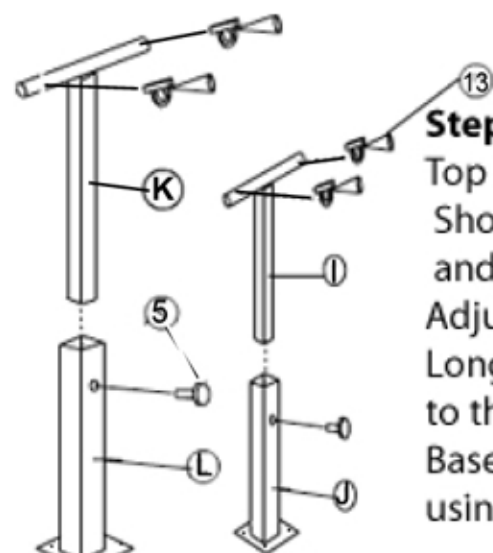
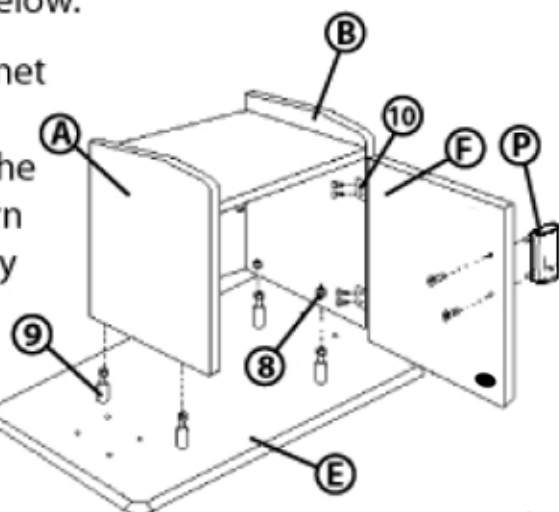
Note:
To secure Cam Locks (8), Insert Large Philips Screwdriver and turn Cam Lock 1/4" (90 degrees) clockwise.

Step 3: Slide Left and Right Side Panels (**A and B**) over Cam Bolts (**9**).

Step 3A: Attach Hinges (**10**) to the predrilled holes on Door (**F**) using provided screws. Then attach hinges (other side) to the predrilled holes on Right Panel (**B**) as shown below.

Step 3B: Secure Cabinet assembly to Bottom Panel (**E**) by turning the Cam Locks (**8**) 1/4 Turn (90 degrees) until they lock.

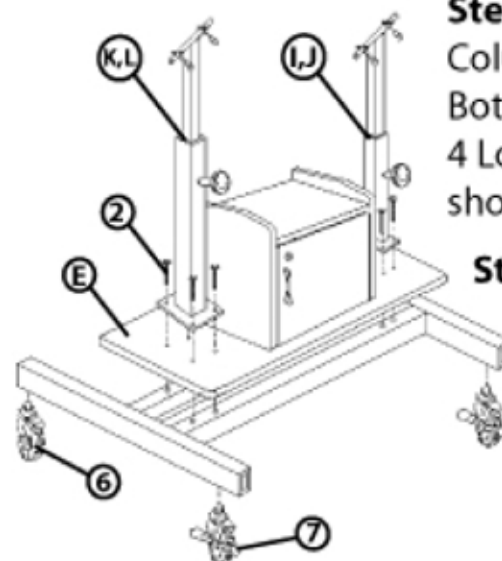
Step 3C: Attach Door Knob (**P**) to Door (**F**) using Screw (**3**).



Step 4: Attach Short Top Support Stem (**I**) to the Short Top Support Base (**J**) and tighten using Adjusting Knob (**5**). Attach Long Top Support Stem (**K**) to the Long Top Support Base (**L**) and tighten using Adjusting Knob (**5**).

Attach the Adjusting handles (**13**) to the each side of the long and short support stem.

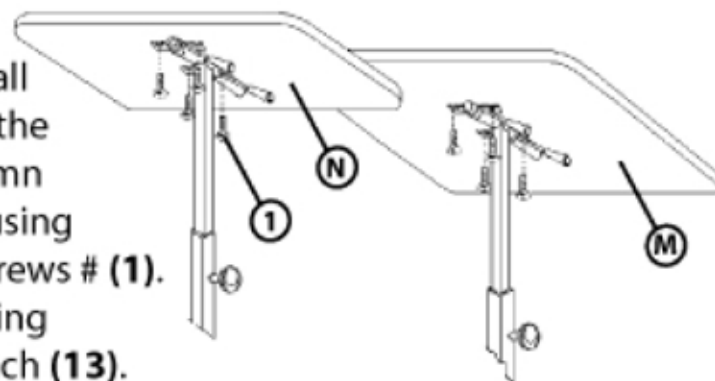
Step 4A: Attach Short Column (**I and J**) to the Bottom Platform (**E**) using 4 Long Screws # (**2**) as shown left.



Step 4B: Attach Long Column (**K and L**) to the Bottom Platform (**E**) using 4 Long Screws # (**2**) as shown left.

Step 4C: Attach 2 Locking Casters (**7**) to the front, and 2 Casters (**6**) to the back of the unit. Tighten all casters.

Step 4D: Attach Small Top (**N**) to the Long Column (**K and L**) using 4 Short Screws # (**1**). Tighten using Allen Wrench (**13**).



Step 4E: Attach Large Top (**M**) to the Short Column (**I and J**) using 4 Short Screws # (**1**). Tighten using Allen Wrench (**13**).

Step 5: Attach adhesive strips located underneath the powerstrip to Bottom Platform (E) as shown below.

Step 5A: Adjusting Tops

- 1) Adjust angle of top using knobs # (5)
- 2) Adjust angle of top using Knobs located beneath Large Top (M) and Small Top (N).
Once desired angle is achieved, twist knob to lock Top in place.

