



ASSEMBLY MANUAL

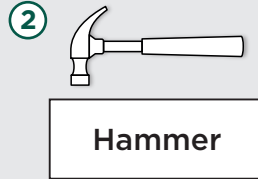
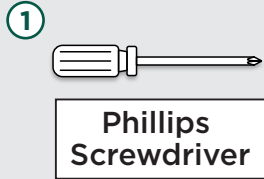


Dear Customer, Thank you for your purchase. Although extreme care goes into manufacturing & packaging of this product, mistakes are possible. If you encounter any missing parts or difficulty in assembly, please contact our customer service Toll Free at **1-800-261-4112** or **info@nationalpublicseating.com** for courteous & immediate resolution to your problem.

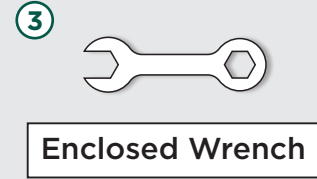
ASSEMBLY TIPS

- Do not use a sharp instrument such as a Knife or Screwdriver to open the packaging, as this may scratch or possibly damage the unit.
- All assembly should be done on a clean protected surface such as carpet or the like.
- Make sure that you have all the required Parts.
- Read the instructions carefully and follow the Diagrams to ensure an easy and correct assembly.

TOOLS REQUIRED



INCLUDED TOOLS

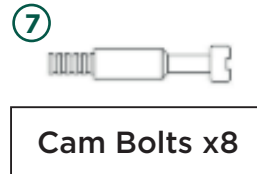
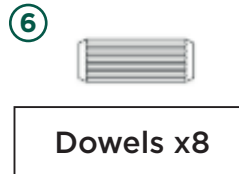


INCLUDED HARDWARE

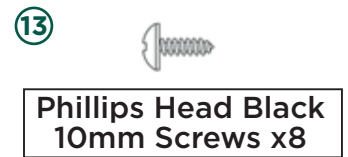
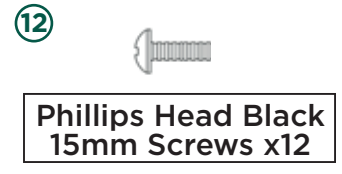
Packet 1



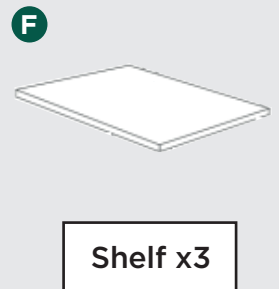
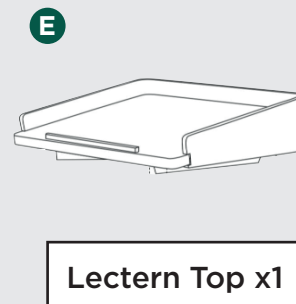
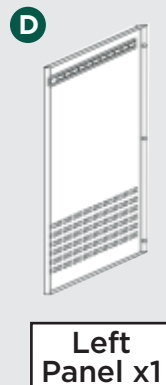
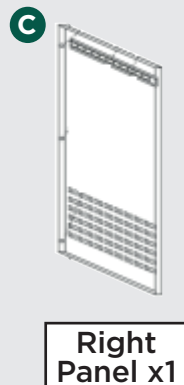
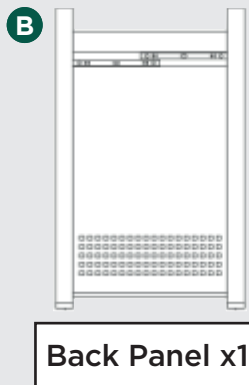
Packet 2



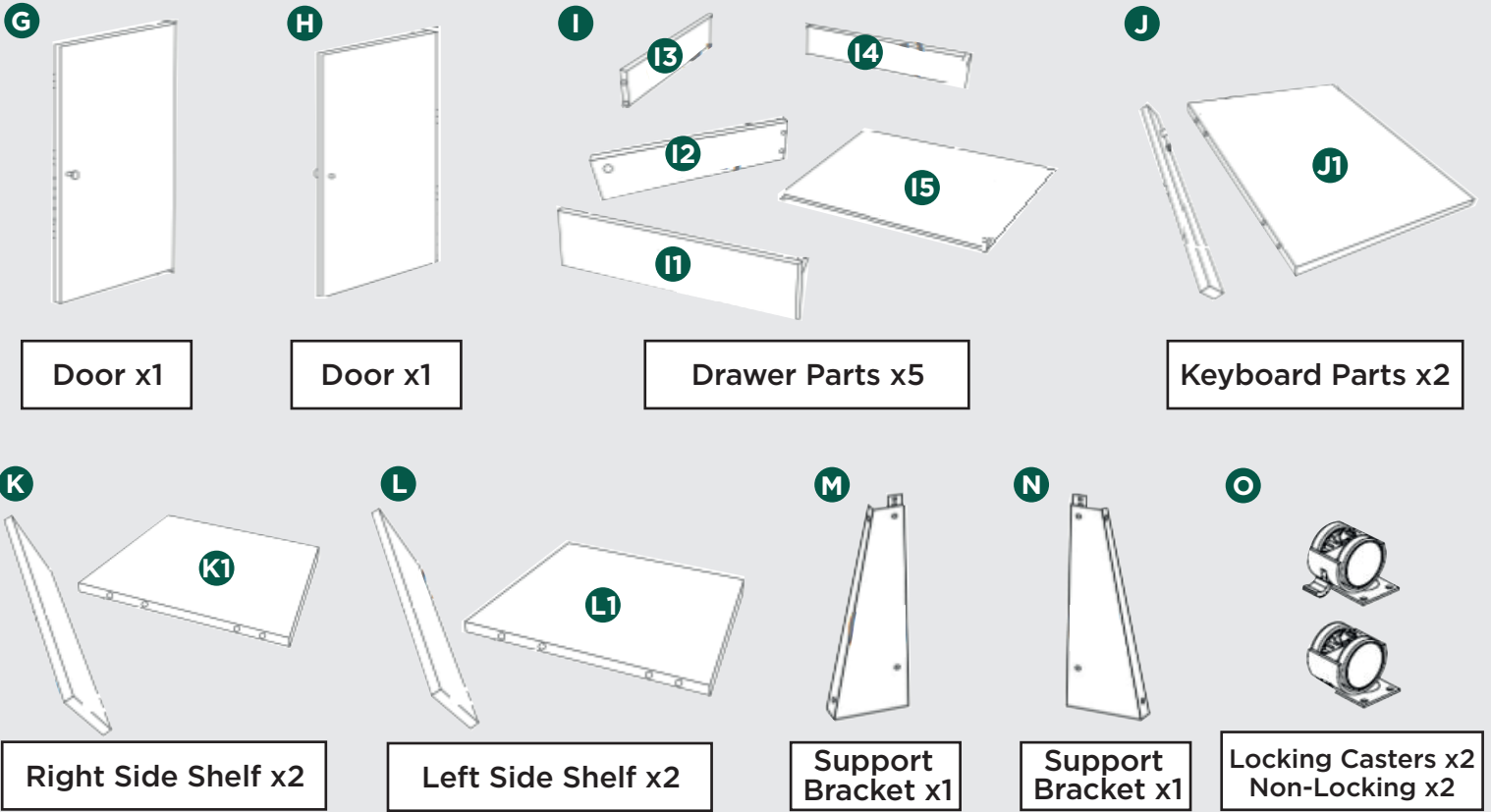
Packet 3



PARTS



PARTS



CASTER INSTALLATION

1 Install the two Locking Casters **O** on the front tubes of Panel **A**. Use the Enclosed Wrench **3** to tighten. See *Diagram 1*.

2 Install the two Non-Locking Casters **O** to back tubes of Panel **B**. Use the Enclosed Wrench **3** to tighten. See *Diagram 2*.

Diagram 1

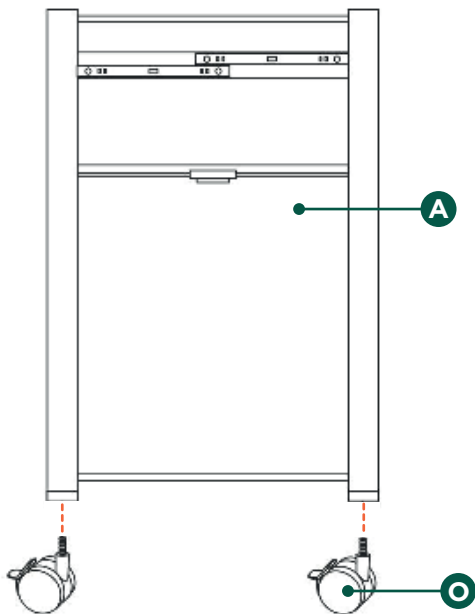
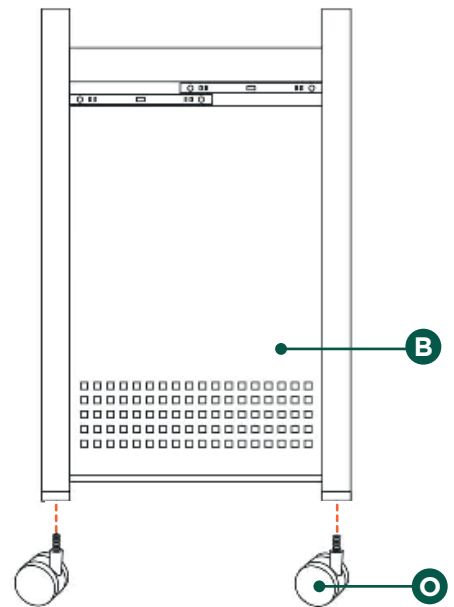


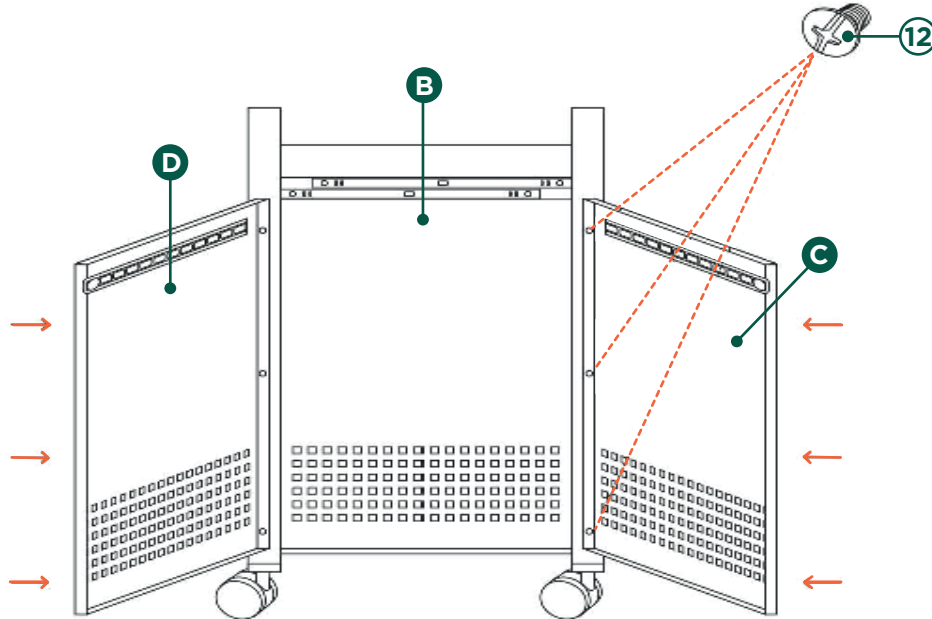
Diagram 2



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 **12** 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 **12** from Hardware Packet 3.

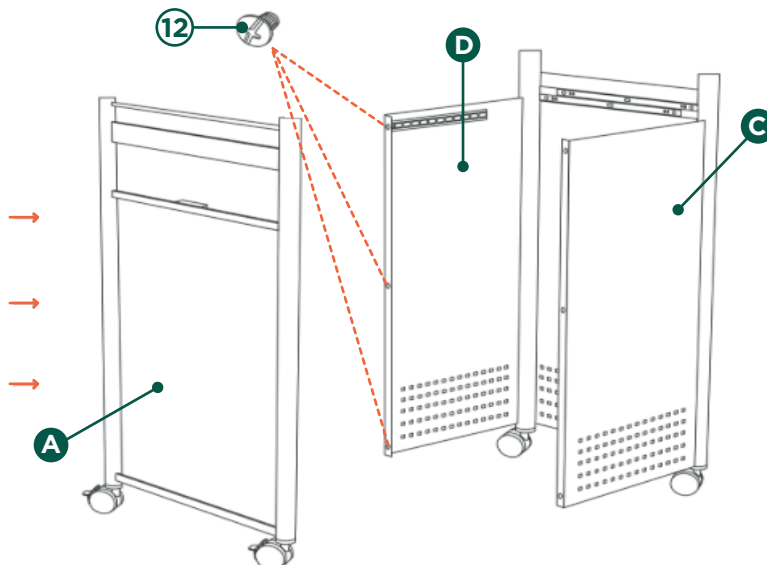
Diagram 3



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 **12** 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 **12** from Hardware Packet 3.

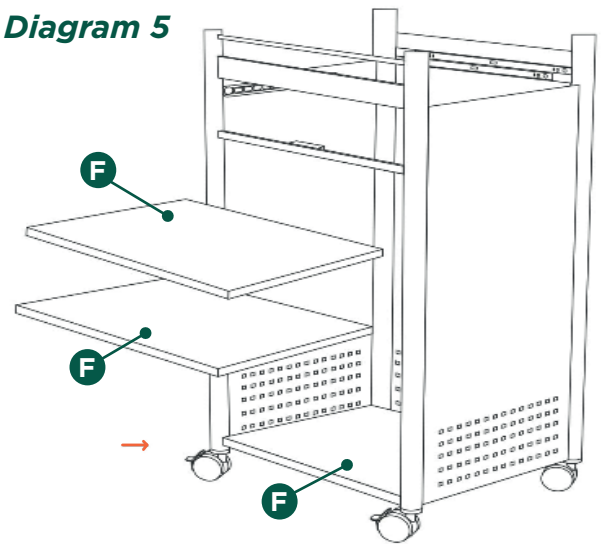
Diagram 4



CABINET SHELF INSTALLATION

- 1 Place one Shelf **F** at the bottom of Cabinet assuring that it is firmly resting on ledges of the interior of the side and back Panels of Cabinet.
- 2 While holding on a slanted position, place the remaining two Shelves **F** on the edges of side Panels assuring that they are firmly resting on ledges of the interior of the side panels of cabinet.
See *Diagram 5*.

Diagram 5



DOOR ASSEMBLY & INSTALLATION

- 1 Identify Right Cabinet Door **G** and using Pivot Pins **9** from Hardware Packet 2, install a Pivot into the pre-drilled holes on the bottom and top of Doors. *Diagram 6*.
- 2 Identify Left Cabinet Door **H** and using Pivot Pins **9** from Hardware Packet 2, install a Pivot into the pre-drilled holes on the bottom and top of Doors. *Diagram 7*.

Diagram 6

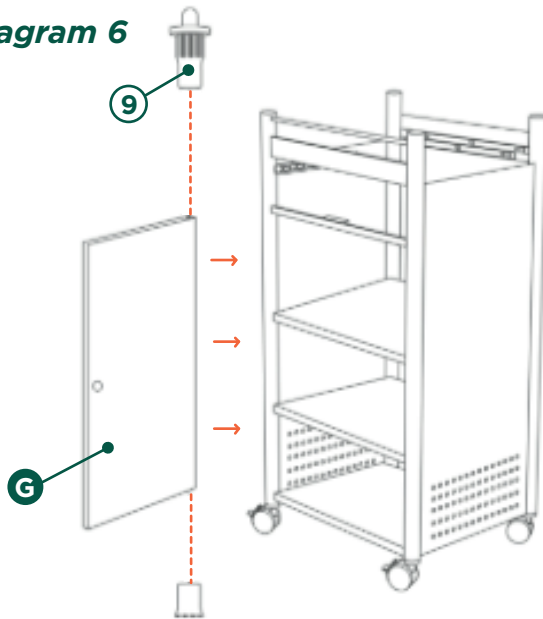
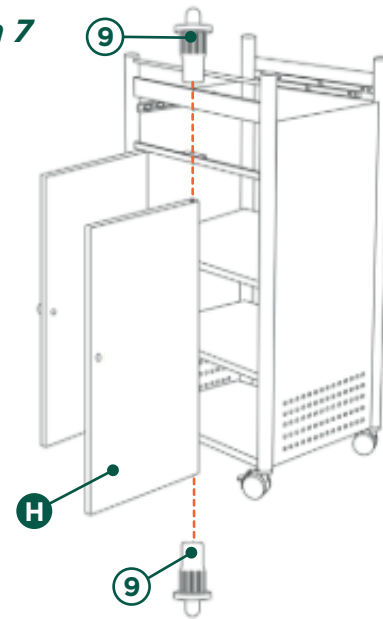
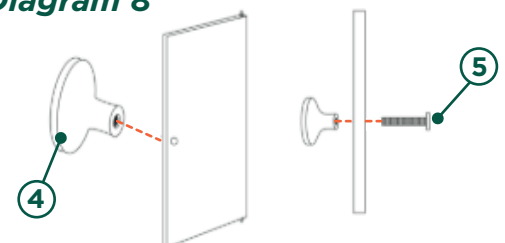


Diagram 7



- 3 Using Silver Phillips Head Screws **5** and Black Handles **4** from Hardware Packet 1, install Door Knobs **4** onto Panels **G** & **H** using a Phillips Screwdriver **1**.
See *Diagram 8*.

Diagram 8



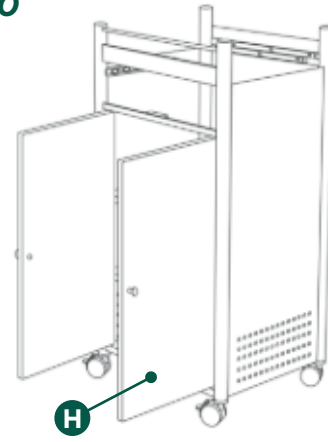
- 4** While holding Door **G**, insert Pivot of bottom of Door into the hole located on right side of Cabinet bottom. Align Door with the top of Door Frame and slide upper Pivot into hole at right side of Door Frame top. See *Diagram 9*.

- 5** While holding Door **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 10*.

Diagram 9



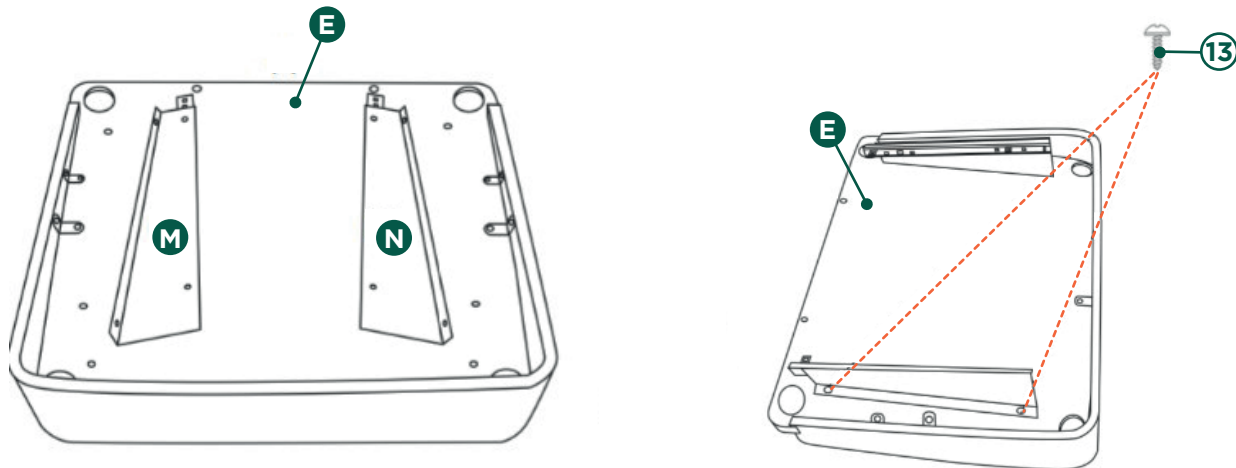
Diagram 10



TOP ASSEMBLY & INSTALLATION

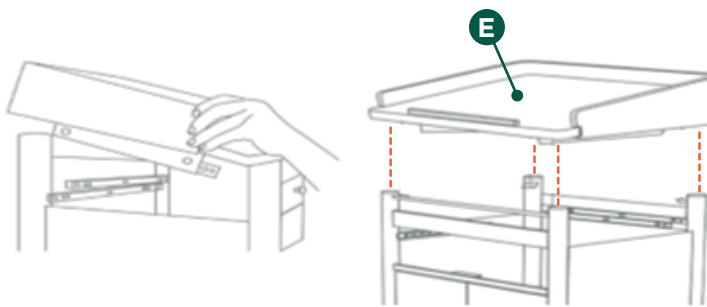
- 1** Carefully remove Lectern Top **E** from carton and place upside down.
- 2** Identify right & left Lectern Support Brackets **M** & **N**.
- 3** Place Bracket **M** on right side aligning with pre-drilled holes on under side of Top.
- 4** Using four Philip-Head Black 10mm Screws **13** from Hardware 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 **E**. See *Diagram 11*.

Diagram 11



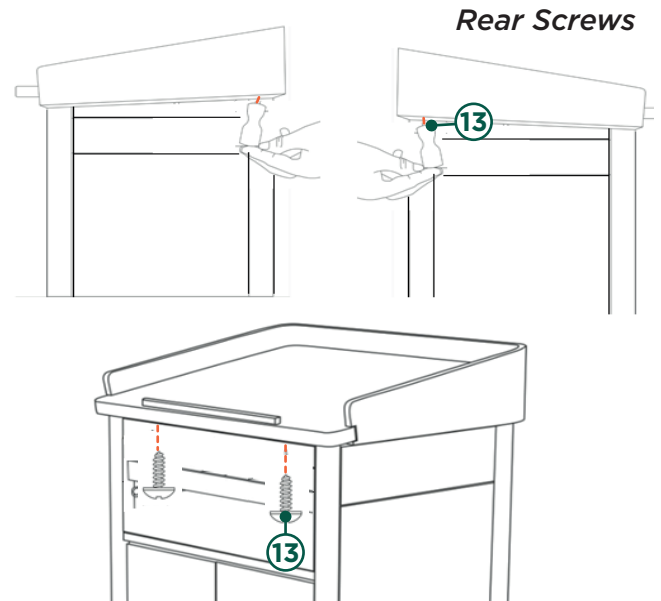
- 5** Once Support Brackets **M** **N** are attached to underside of top, begin by holding top with front slanted downwards and aligning round grooves at the corners of underside of Top with top of front metal posts. Place grooves snugly onto top of posts and proceed to do the same for grooves at back of underside of top assuring that the round underside grooves are tightly inserted over posts. See *Diagram 12*.

Diagram 12



- 6** Using the four remaining four Phillips-Head Black 10mm Screws **13** from Hardware Package 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 *Diagram 13*.

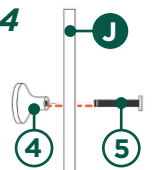
Diagram 13



KEYBOARD ASSEMBLY & INSTALLATION

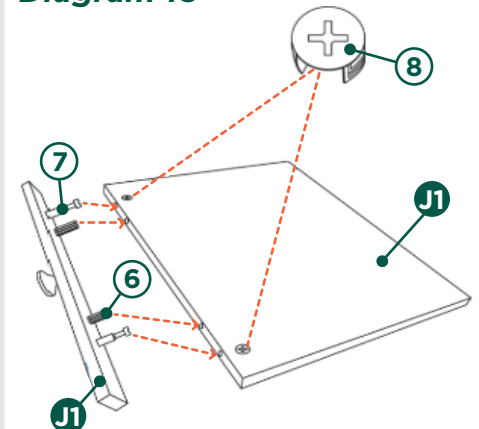
- 1** Identify Keyboard Front Panel **J** and using a Silver Philips Head Screw **5** and Black Knob **4** from Hardware Packet 1, install Knob onto Front Panel. See *Diagram 14*.

Diagram 14



- 2** Identify Keyboard Panel **J1** and connect Front Panel to it in the following manner:
Tightly screw in one Cam Bolt **7** (Packet 2) at each of the two outer holes of the inside of the Front Panel.
Tightly insert one Dowel **6** (Packet 2) at each of the two inner holes of the inside of the Front Panel.
Place the Keyboard Panel **J1** with the side that has holes next to the front Panel. Install Cam Locks **8** 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. Align Front Panel Cam Bolts & Dowels with holes on Keyboard and push in. See *Diagram 15*.

Diagram 15



- 3** Once front panel and Keyboard Panel is attached, secure by turning Cam Bolts **8** to locked position. See *Diagram 16*.

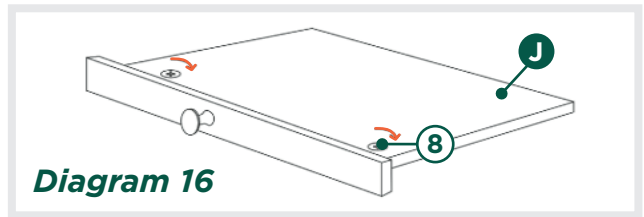


Diagram 16

- 4** Slide Keyboard into Tracks **P** that are located just below top of Lectern. See *Diagram 17*.



Diagram 17

- 5** Using four Zinc Plated 12mm Philip-head Screws **11**, attach Keyboard to Tracks **P** by installing screws through tabs located underneath of Keyboard. See *Diagram 18*.

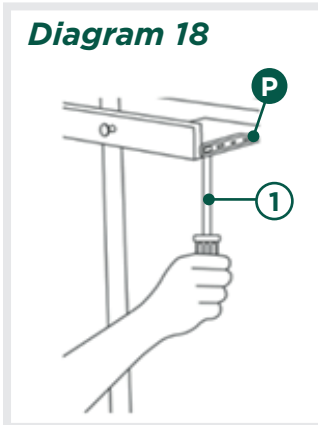


Diagram 18

DRAWER ASSEMBLY

- 1** Identify the five Drawer Panels Parts **1** 1-5 and assemble Drawer in the following manner:
Begin by screwing Right & Left Side Panels **12** & **13** to Back Panel **14** using four Flat-head Screws **10** found in Packet 2. Note: Drawer Tracks shall be on the outside. See *Diagram 19*.

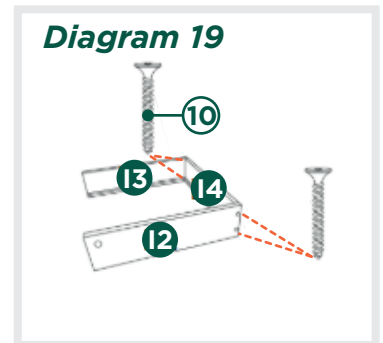


Diagram 19

- 2** Insert Bottom Panel **15** into the grooves located at bottom of side and Back Panels. Insert Cam Locks **8** into Cam Lock holes located near ends of side Panels. Cam Locks **8** can be found in Hardware Packet 2. See *Diagram 20*.

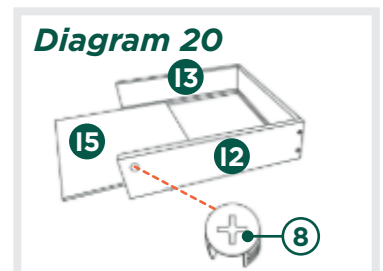


Diagram 20

- 3** Using a Silver Philips Head Screws **5** and Black Handles **4** from Hardware Packet 1, install Drawer Knob **4** onto Front Panel **11**. See *Diagram 21*.

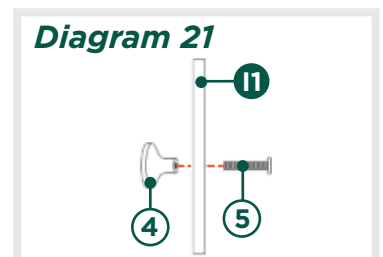
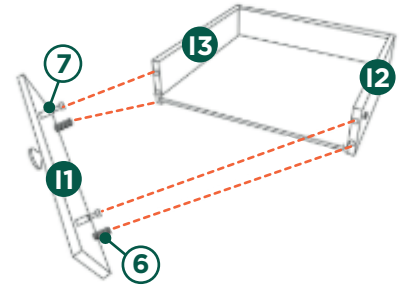


Diagram 21

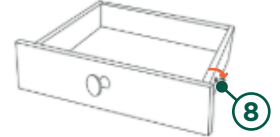
- 4** Tightly screw in one Cam Bolt **7** (Packet 2) at each of the two upper holes of the inside of the Front Panel **11**. Tightly insert one Dowel **6** (Packet 2) into each of the holes located on the lower part of the inside of the Front Panel near the groove that runs along the bottom of the Panel. Align Front Panel Cam Bolts **7** & Dowels **6** with holes on drawer Side Panels **13** & **12** and push in. See *Diagram 22*.

Diagram 22



- 5** Once Front Panel and Side Panels are attached, secure by turning Cam Locks **8** clockwise to locked position. Your Drawer is now assembled. See *Diagram 23*.

Diagram 23



DRAWER INSTALLATION

- 1** To install Drawer into Cabinet, pull inner portions of Tracks **P** out of the Cabinet. See *Diagram 24*.

- 2** Next insert Tracks **P** that are on Drawer sides into inner portion of Cabinet Tracks while pulling down Black Plastic Tabs on Track. See *Diagram 25*.

Diagram 24

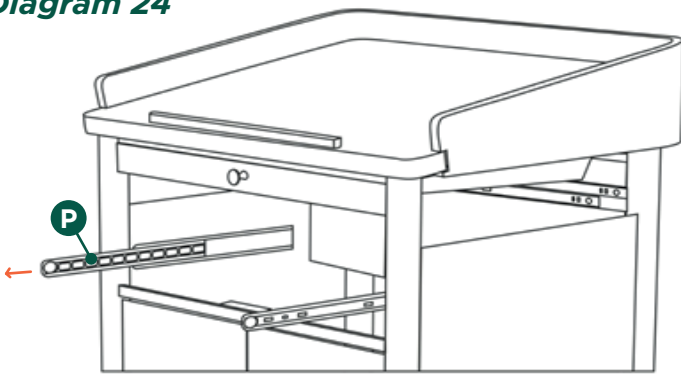
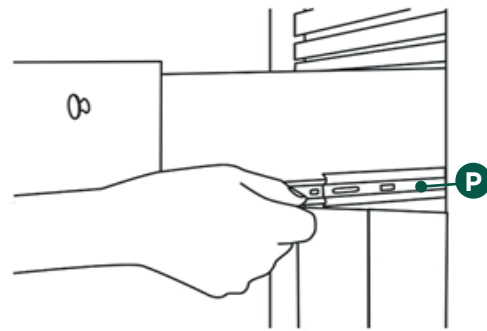


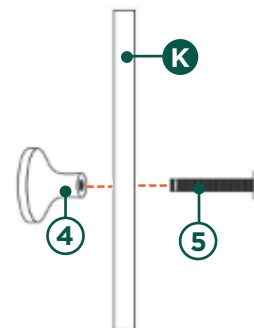
Diagram 25



SIDE SHELF ASSEMBLY & INSTALLATION

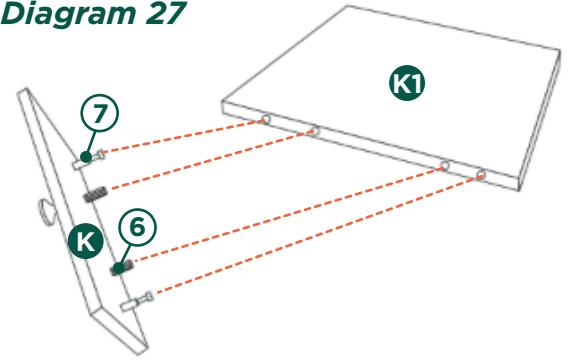
- 1** Identify right Side Shelf Front Panel **K** and using a Silver Philips Head Screw **5** and Black Knob **4** from Hardware Packet 1, install Knob onto front Panel. See *Diagram 26*.

Diagram 26



- 2** Identify Right Side Shelf Bottom Panel **K1** and connect Front Panel to it in the following manner: Tightly Screw in one Cam Bolt **7** (Packet 2) at each of the two outer holes of the inside of the Front Panel **K** .
- Tightly insert one Dowel **6** (Packet 2) at each of the two inner holes of the inside of the Front Panel. Place the Bottom Panel **K1** with the side that has holes next to the Front Panel. See **Diagram 27**.

Diagram 27



- 3** Install Cam Locks **8** into the holes of the Bottom Panel. Align Front Panel Cam Bolts **7** & Dowels **6** with holes on Bottom Panel **15** and push in. Once Front Panel and Side Panels are attached, secure by turning Cam Bolts **8** clockwise to locked position. See **Diagram 28 and 29**.

Diagram 28

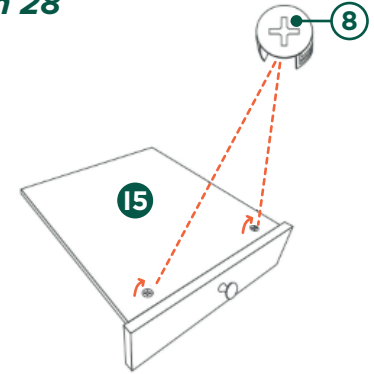
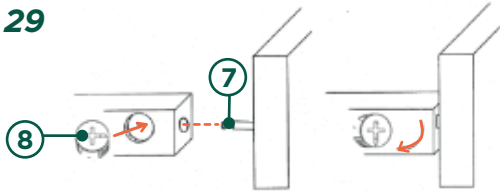
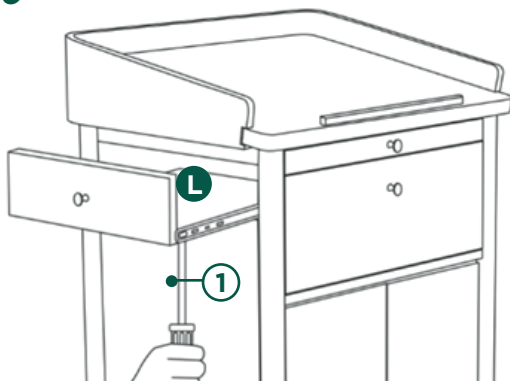


Diagram 29

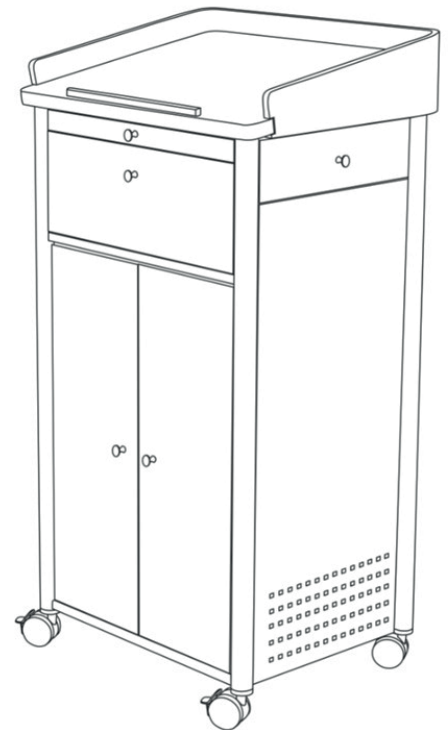


- 4** Using four Zinc Plated 12mm Philip-Head Screws **11**, and a Phillips Screwdriver **1** attach Shelf to Tracks by installing Screws through Tabs located underneath of Keyboard. Repeat this process for assembly & installation of Left Side Shelf **L** & **L1** . See **Diagram 30**.

Diagram 30



ASSEMBLED LECTERN



! Double check all Bolts and Screws to be tightened securely before use. Check all Bolts and Screws periodically. Failure to completely tighten the Bolts and Screws may result in tipping and possible injury!

Congratulations, your **GREYSTONE LECTERN** is now assembled and ready to be used!

Dear Customer, Thank you for your purchase. Although extreme care goes into manufacturing & packaging of this product, mistakes are possible. If you encounter any missing parts or difficulty in assembly, please contact our customer service Toll Free at **1-800-261-4112** or **info@nationalpublicseating.com** for courteous & immediate resolution to your problem.