

INSTRUCTIONS FOR OSC #400 SERIES ACRYLIC LECTERNS (MODELS #401S, & #471 and #410)

Congratulations! You have purchased a high quality acrylic plexiglass podium that should give you many years of professional, long lasting use. This series lectern is manufactured from ½” & 3/8” polished acrylic by American craftsmen in the USA .

How to Care for your Acrylic Lectern:

- DO NOT CLEAN WITH WINDEX OR ANY OTHER PRODUCT CONTAINING AMMONIA. MILD SOAP AND A SOFT SPONGE OR CHAMOIS IS RECOMMENDED ONLY AS A WAY TO TRANSPORT WATER TO THE ACRYLIC. USE YOUR BARE HAND TO REMOVE ANY DIRT OR DEBRIS. DRY WITH A CLEAN, DAMP CHAMOIS.
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- DO NOT OVERTIGHTEN THE SCREWS ON THE BASE AND READING SURFACE. THE ACRYLIC MAY CRACK.
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- DO NOT LEAN HEAVILY ON THE READING SURFACE WHEN SPEAKING.
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- WHEN MOVING YOUR ACRYLIC LECTERN, IT IS BEST THAT YOU USE A DOLLY AND WRAP THE LECTERN WITH A PADDED CLOTH.
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- DO NOT PULL FROM THE READING SURFACE OR DRAG ACROSS A WOODEN OR CARPETED FLOOR AS THIS MAY CAUSE SPIDERING OR CRACKING AROUND THE CONNECTION POINTS.

Parts:

- Middle Column 1
- Reading Surface 1
- Base 1
- Shelf (Model 401S only)
- Screws 8 (4 for the base and 4 for the reading surface)
- Directions:

The logo for Touchboards features the word "Touchboards" in a bold, black, sans-serif font. The letters "T", "C", and "B" are each enclosed within a colored square border: "T" is yellow, "C" is blue, and "B" is orange. The remaining letters "o", "u", "c", "h", "b", "o", "a", "r", "d", "s" are in black and are not enclosed in boxes.

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Place parts on a clean, protected surface such as carpet or the like.

Place main column on base and align the base with the pre-drilled holes.

Screw in the 4 screws provided gently in the pre-drilled holes on the base and lift the column.

Place the reading surface on top of the column and screw in the 4 screws provided gently guiding them in the pre-drilled holes.

If you require further assistance, please call Customer Service
at **973-594-9000** or fax your request at **973-594-9339**