



# MULTI MEDIA CART

## PRODUCT HANDBOOK



**MODEL # MMC**

# Model #MMC Instruction Manual

Parts List	
(1) 1 pc 	(2) 1 pc 
(3) 1 pc 	(4) 1 pc 
(5) 1 pc 	(6) 2 pcs 
(7) 2 pcs 	(8) 1 pc 










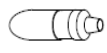

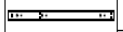


2

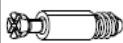







Parts List	
(9) 1 pc 	(10) 1 pc 
(11) 4 pcs 	(12) 1 pc 
(13) 1 pc 	(14) 3 pcs 
(15) 1 pc 	(16) 3 pcs 

3

(17) 3 pcs 
----------------

**Tools Required: Phillips Screwdriver**

Hardware List					
(I)		48 pcs	(J)		4 pcs
(K)		4 pcs	(L)		3 pcs
(M)		1 pcs	(N)		Male hinge part 2 pcs
(O)		female hinge part 2 pcs	(P)		2 pcs
(Q)		2 pcs	(R)		1 pcs
(S)		4 pcs	(T)		16" Slide 2 pcs
(U)		12" Slide 2 pcs	(V)		14 pcs
					5

Hardware List					
(A)		28 pcs	(B)		28 pcs
(C)		22 pcs	(D)		28 pcs
(E)		22 pcs	(F)		6 pcs
(G)		4 pcs	(H)		4 pcs
					4

Dear Valued Customer,

Although extreme care goes into manufacturing and packing of this package, 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

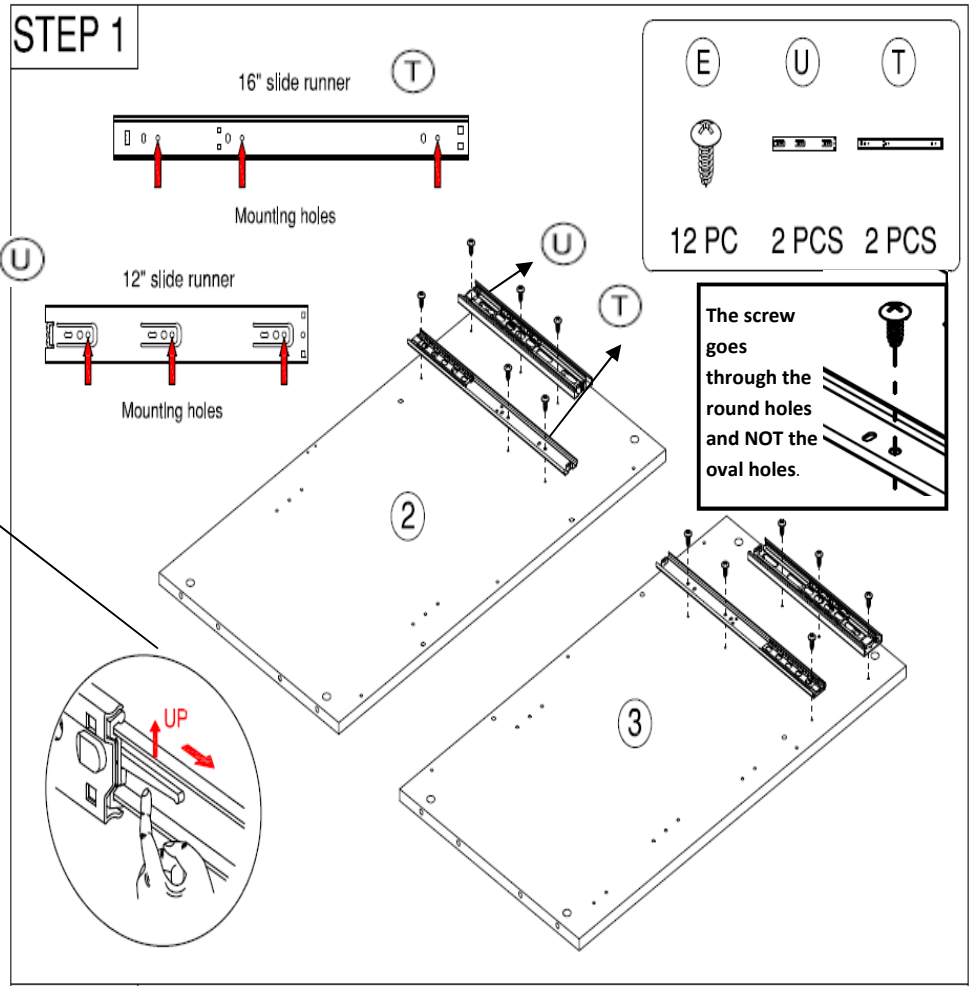
Oklahoma Sound

### Manufactures Warranty

Our lecterns undergo the most rigid and exacting test for superior quality and performance before leaving our factory. Oklahoma Sound warrants this product to be free from defective material and workmanship on this unit for five years from the date of resale by an authorized Oklahoma Sound distributor. Oklahoma Sound will replace defective parts and repair malfunctioning products under this warranty when the defect occurs under normal installation and use, provided that the unit is returned to our factory via prepaid transportation after direct authorization and approval from Oklahoma Sound. This warranty provides that examination of the returned product must disclose in our judgment a manufacturing defect. This warranty does not extend to any product which has been subject to misuse, neglect, accident, improper installation or where the serial number has been removed if defective and is given in lieu of any other warranty implied or expressed and will not cover any damage.

**Step 1:**

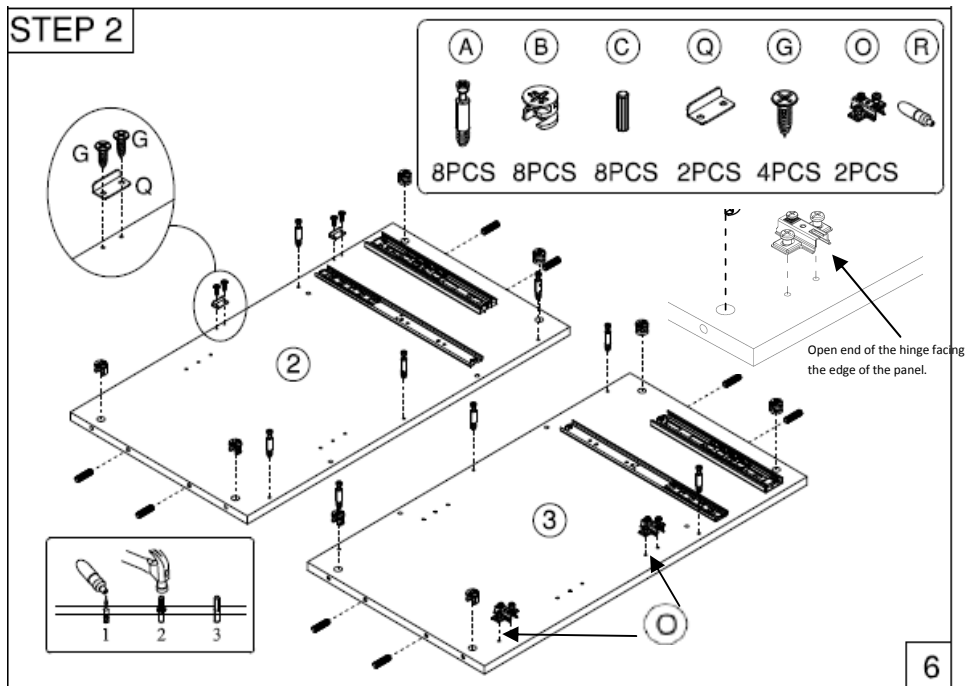
- Begin by identifying part #2 and #3 and lay them down on a clean, soft surface with the inside of the board facing upwards as shown.
- Next identify the 12" slide part #U (upper slide) . Detach the inner and the outer part (mounting plate) of the slide by pulling the inner part half way out and exposing the plastic lever. Once the lever is exposed lift it as much as it goes and continue to pull the inner portion of the slide out all the way. Removing it completely as shown.
- Continue to screw the outer portion to the panel in the predrilled holes as shown using three screws #E. This should be repeated for both slides on panel 2 and 3. The open ends of the slides should be aligned with each other at the edge of the panels as shown.
- Next identify the 16" slide part #T and repeat step c) to screw in the slide below the upper slide #U. Use three screw #E per slide to screw in each slide to the predrilled holes as shown.



**Step 2:**

- Identify lock catch #Q and screw it to the pre drilled holes at the edge of panel 2 using screw #G. Be sure that the vertical portion of part #G is closest to the edge of the panel as shown.
- Identify the female hinge part #O and screw them to the edge of panel #3 as shown using the screws pre-attached to the hinge into the predrilled holes as shown. Open end of the hinge facing the edge of the panel.
- Continue by inserting four Cam locks #B into panel #2 and four into panel #3.
- Important: Be sure to always insert the cam locks with the arrow +/- facing the edge of the panel so the cam bolt can be inserted with ease.**
- Using a Phillips screwdriver, insert four cam bolts #A ,to panel #2 and four to panel to #3 as shown.

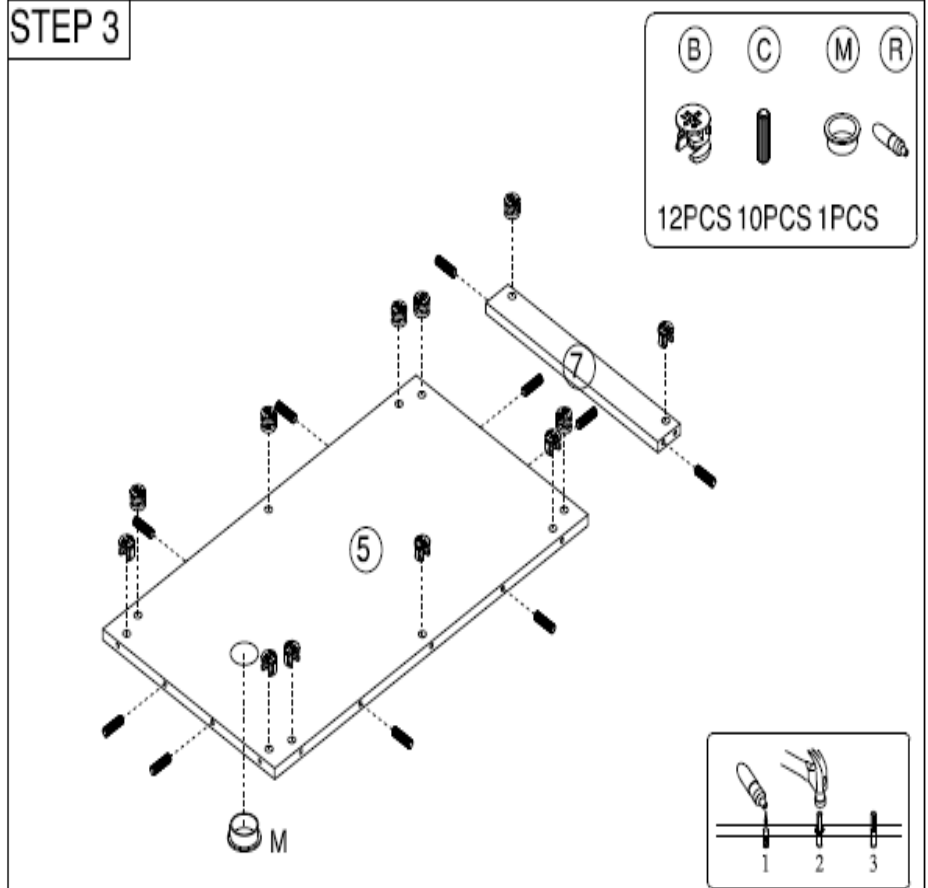
e) Set the inner portion of the slide #U and #T to the side for later use.



f) Proceed by taking 2 wooden dowels C and insert them in the predrilled holes on the top and bottom of the panels and shown. Repeat for both panel #2 and #3.

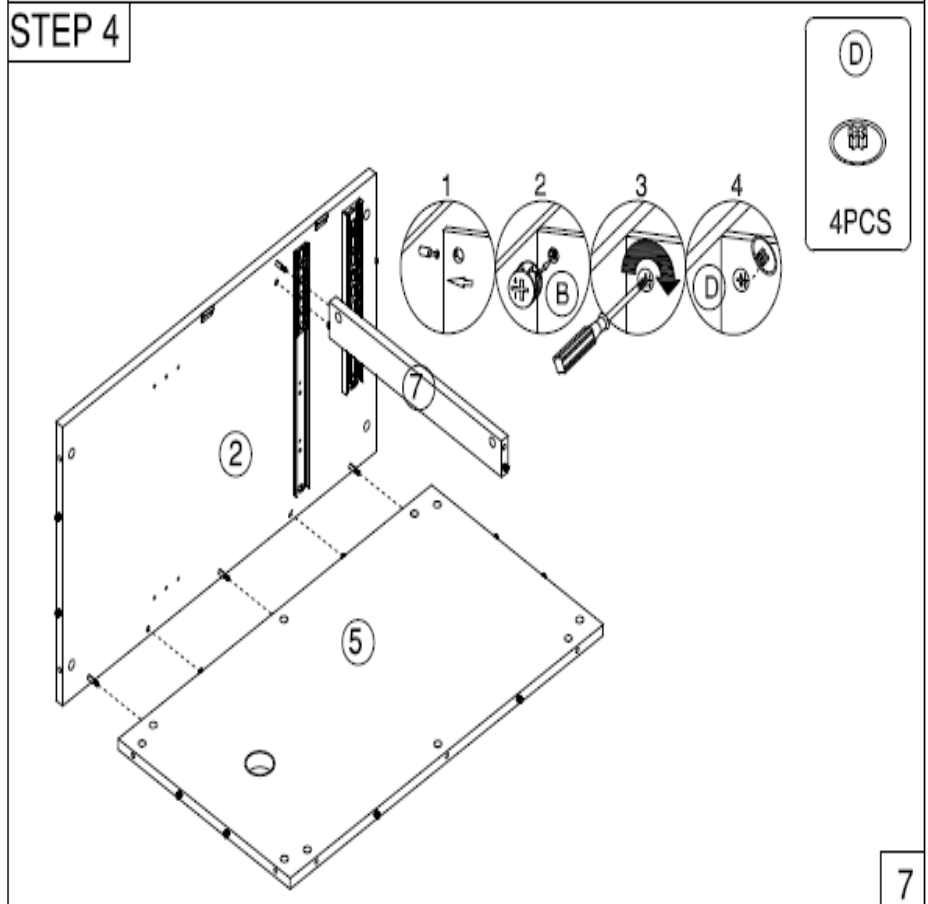
**Step 3:**

- a) Begin by identifying panel #5 and #7. Lay them down on a clean, soft surface with the inside of the board facing upwards.
- b) Insert ten cam locks #A to panel #5 and two cam locks #A to panel #7 as shown.
- c) Identify the grommet sleeve part #M and insert it in the hole in panel #5. The grommet is inserted from the front side of the panel as shown.
- d) Next insert eight wooden dowels #C, two per side at the edges of panel #5 as shown.
- e) Insert two wooden dowels #,one at each end of panel #7 as shown.



**Step 4:**

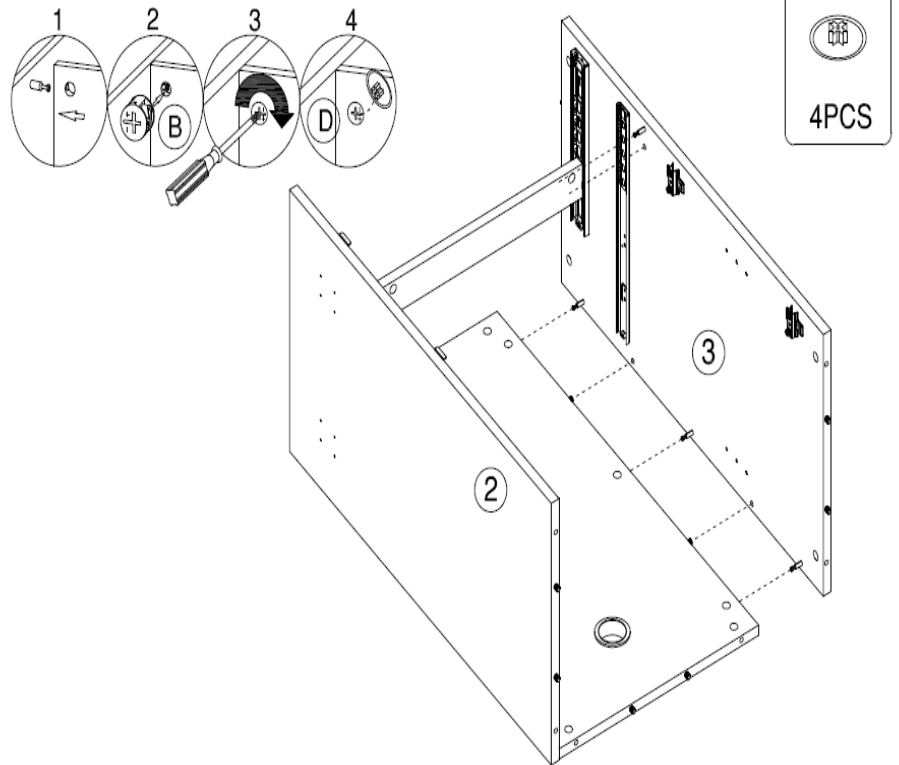
- a) In step four you will assemble panel #2 to back panel #5. Begin by lifting panel 2 on its side and aligning the three cam bolts on the edge of the panel with the three cam locks on the edge of panel #5. Insert the cam bolts gently to the cam locks until panel #2 is flush with panel #5. Be sure that panel #2 is the left side as shown. (The Slides on the panel should be on the opposite side of grommet on panel #5 as shown)
- b) Once the boards are flush with each other use a Phillips screwdriver and turn the cam lock to tighten the cam locks to lock the boards together.
- c) Use the cam lock cover #D to cover the cam locks to enhance the appearance.
- d) Continue by attaching panel #7 to panel #2 as shown by inserting the cam bolt on panel #2 into the cam lock in panel #7. Turn the cam lock to tighten the panels together.



**Step 5:**

- Continue by attaching panel #3 to the other side of panel #5 by inserting the three cam bolts on panel #3 in the cam lock holes on the edge of panel #5. Once inserted all the way and the two panels are flush tighten the cam locks to lock the two boards together.
- Repeat the same process as above to attach panel #7 to panel #3.
- Once all the cam locks are properly tightened, cover them with cam cover #D to enhance the appearance.

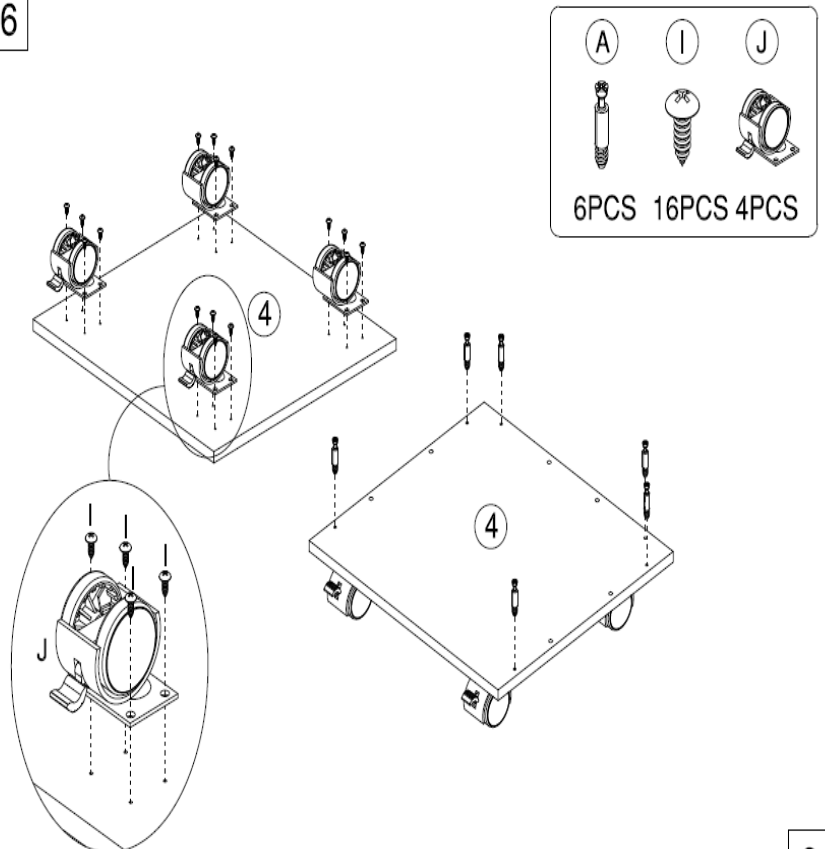
**STEP 5**



**Step 6:**

- Identify the base panel #6. The panel should be placed on a clean, soft surface with the underside facing upwards. You can identify the underside of the panel by identifying the four predrilled holes in each corner.
- Proceed to attach one caster #J in each corner by using a Phillips screwdriver and screw the caster to the base using four screws #I per caster into the predrilled holes.
- Be sure to attach the two locking casters closer to the front of the base panel for easy access to the brake while operating the cart. To locate the front of the panel, look at the surface of the panel and you will notice that there is only one edge that does not have two predrilled holes for dowels as shown in the picture. That is the front edge of the base panel.
- Continue by screwing in six cam bolts #A in the surface of the base panel #4 as shown.

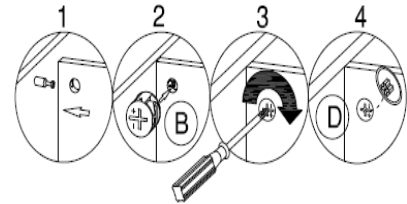
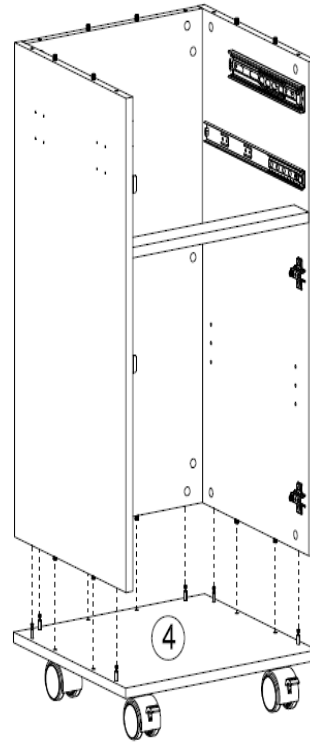
**STEP 6**



### STEP 7

**Step 7:**

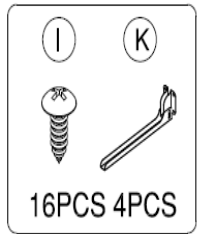
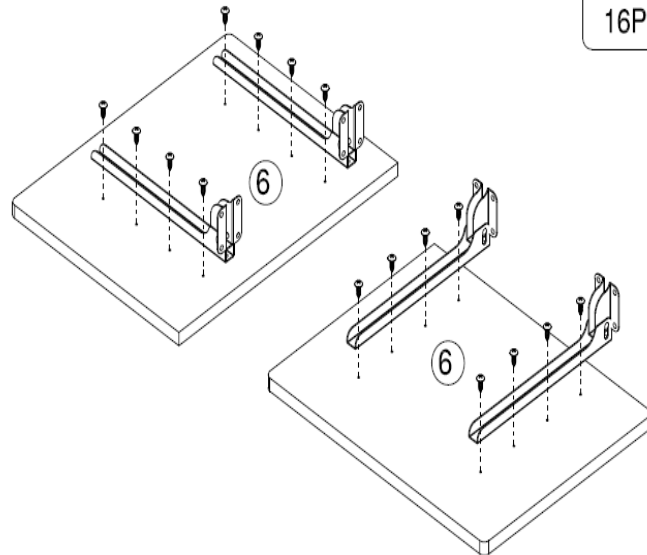
- a) Continue by carefully lifting the cabinet over the base panel and align the cam bolts with the cam locks and gently lower the cabinet to join the cabinet with the base panel. The six wooden dowels on the edge of the three cabinet panels will also slip in to the six pre drilled holes on the base panel #4 as shown.
- b) Use the screwdriver to turn all the cam locks to lock the cabinet to the base panel. Be sure that all your cams are tighten well.
- c) Use the cam lock covers D to cover all your cam locks.



### STEP 8

**Step 8:**

- a) Lay the two panel #6 on a clean soft surface with the pre-drilled holes facing upwards.
- b) Identify the four flip-up bracket #K and sixteen screws #I.
- c) Be sure to place the brackets to the panel with the mounting portion of the bracket at the edge of the panel as shown.
- d) Proceed by screwing two brackets to the bottom of each panel by using a Phillips screwdriver. Four screws #I per bracket as shown.

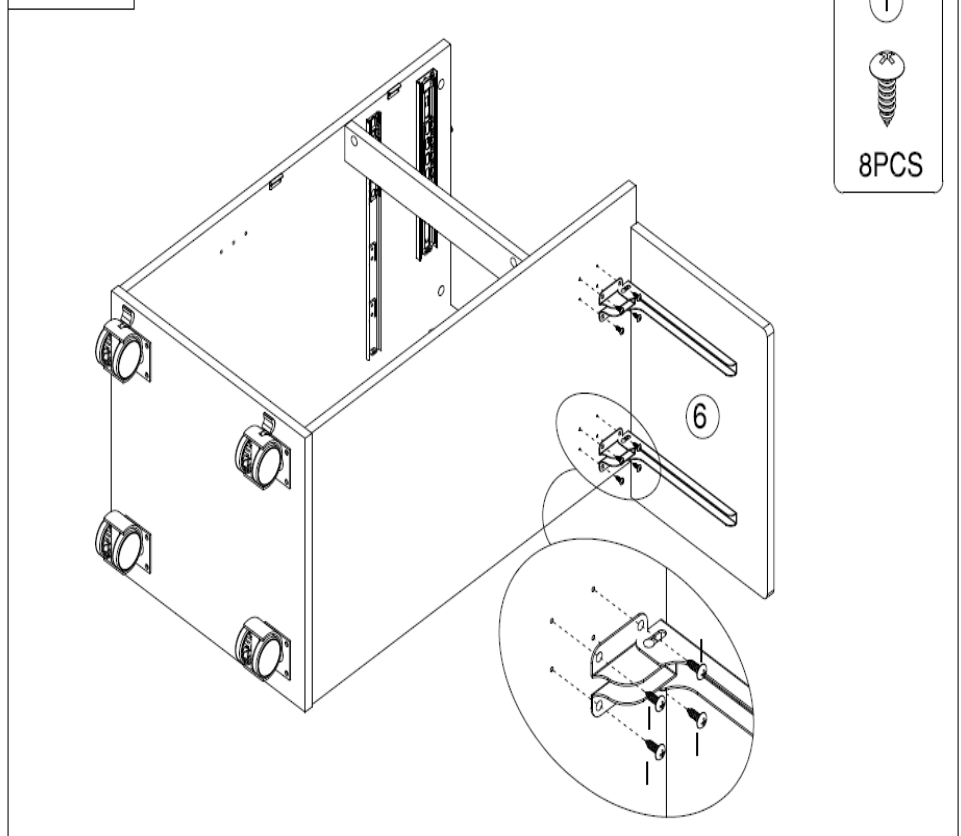


**Step 9:**

**Step #9 may require 2 people**

- a) Once the brackets are attached to the panels #6, proceed by opening the bracket to the open position to attach the mounting plate of the bracket to the cabinet.
- b) To attach the bracket to the side of the unit, align the four holes on the bracket to the predrilled holes on the side of the unit.
- c) Once the holes are aligned, use a Phillips screwdriver to screw the bracket to the side of the unit using four screws #1.

**STEP 9**



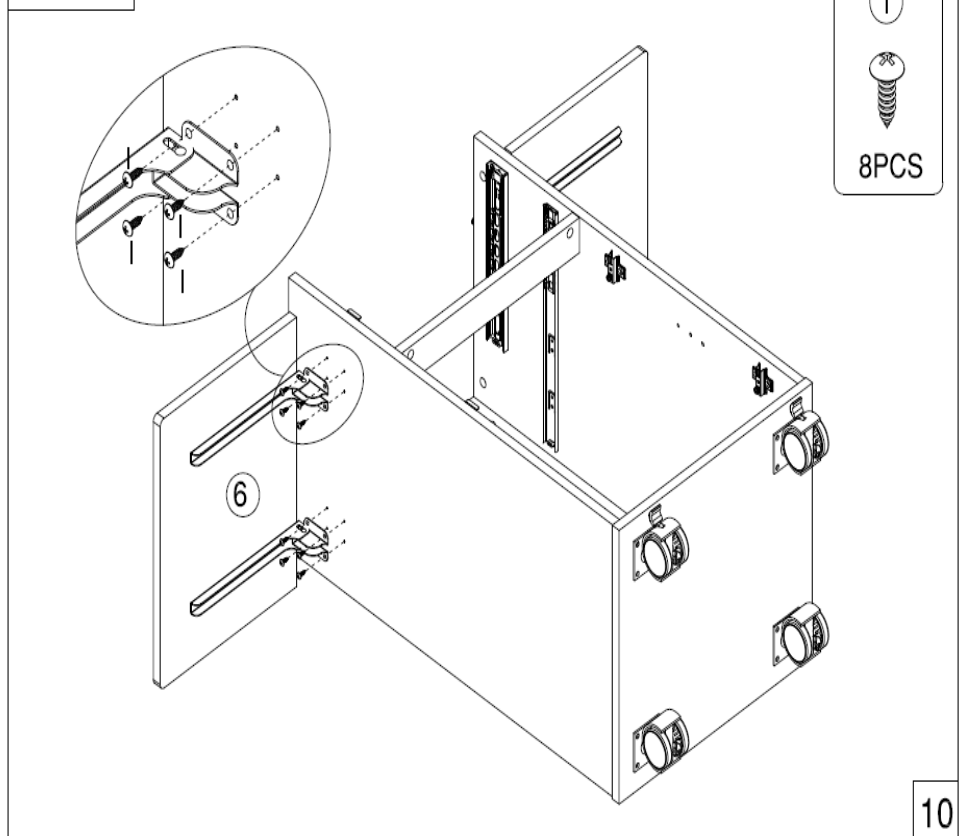
**Step 10:**

- a) Repeat step nine to attach the second side panel to the other side of the unit.

**Operating the flip-up side shelf:**

To close the side shelf, place one hand on each side of the panel and lift the shelf all the way up while keeping the shelf at a 90 degree angle. Once the shelf is lifted all the way, the shelf will fold to the closed position. To open, lift the side shelf to a 90 degree angle and let the bracket slip down the mounting plate all the way. This will keep the shelf in the upright position.

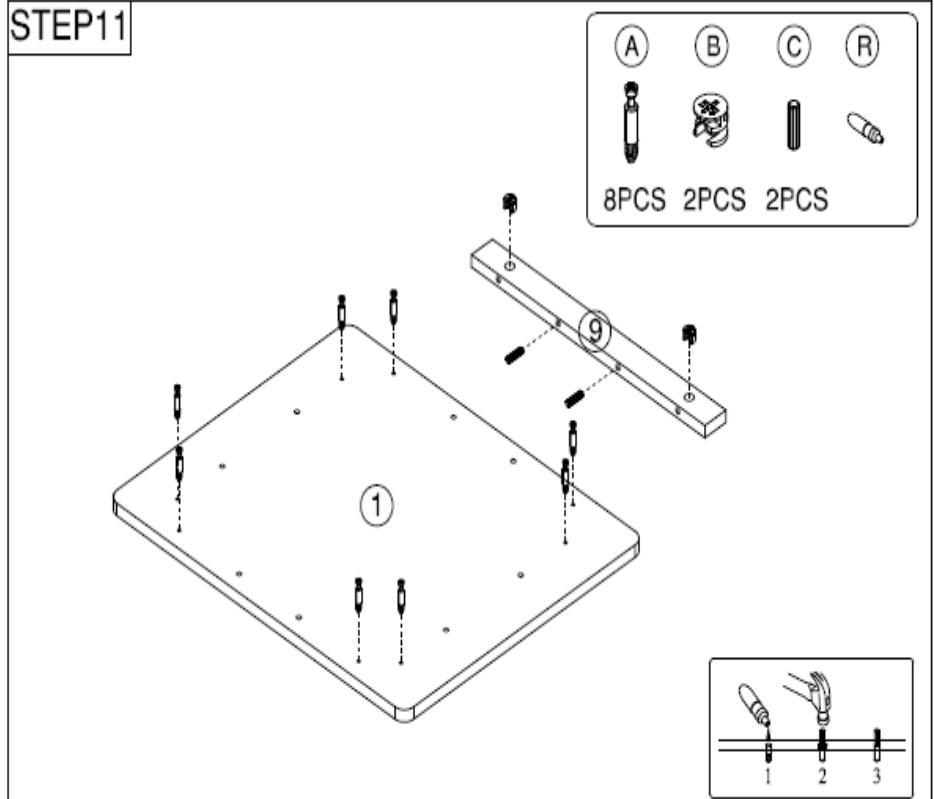
**STEP 10**





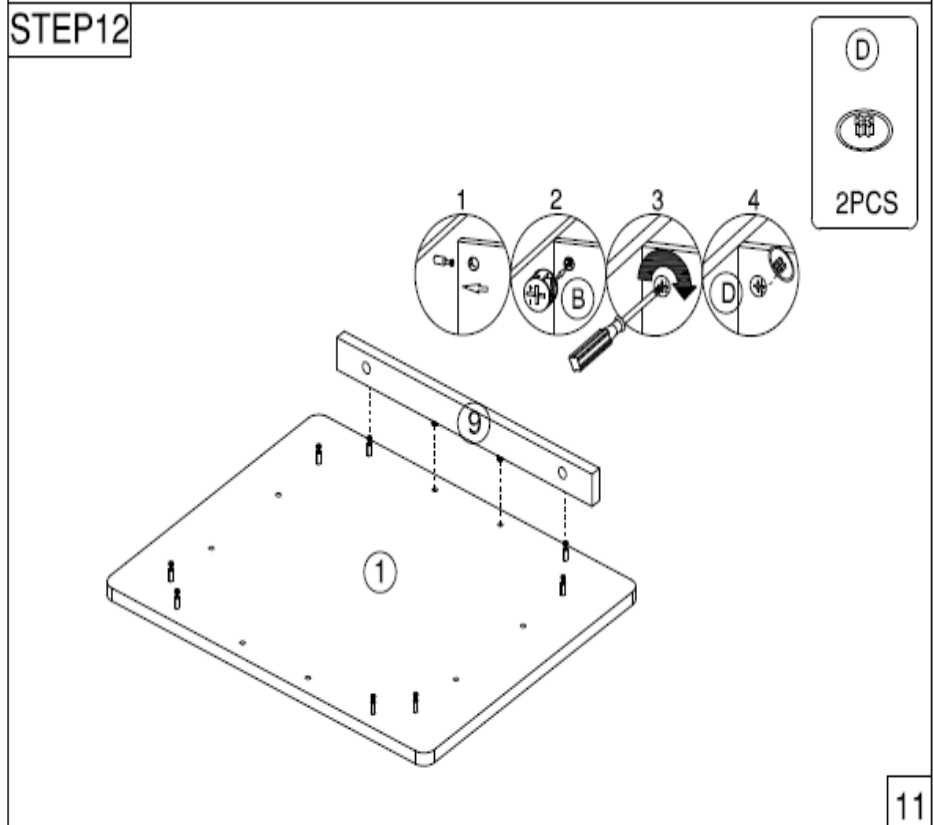
**Step 11:**

- a) Identify the surface panel #1 and panel #9. Lay them both down on a clean surface with the bottom facing upwards.
- b) Using a Phillips screwdriver, screw in eight cam bolts #A to panel #1 as shown.
- c) Insert two cam locks to panel #9 as shown.
- d) Insert two wooden dowels #C to the edge of panel #9 as shown.



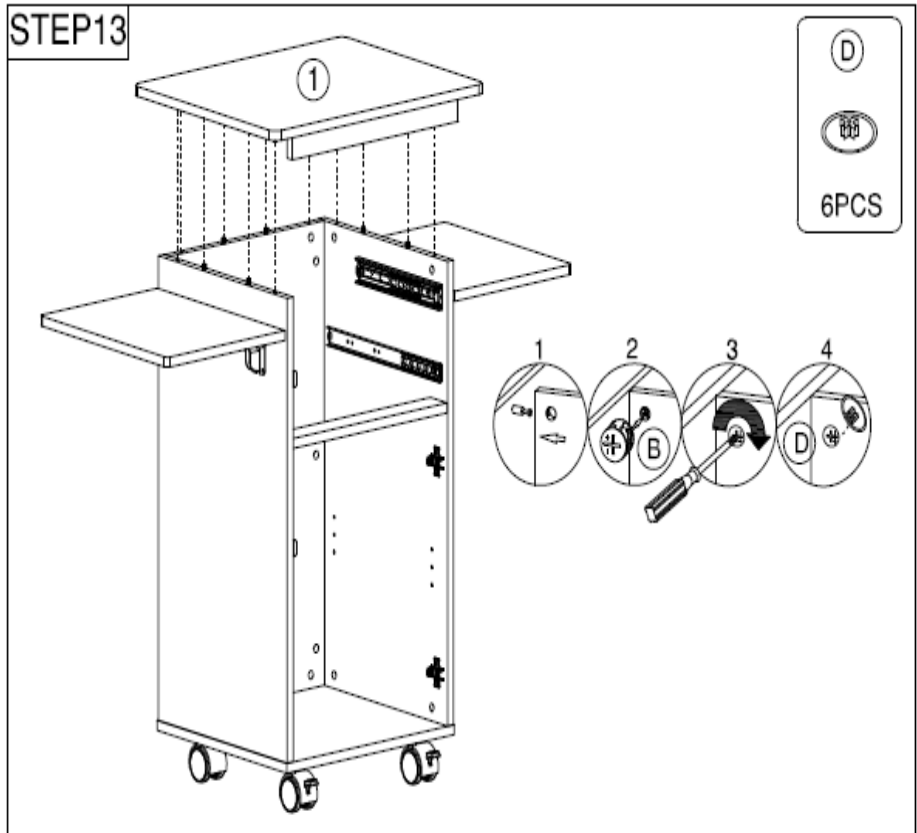
**Step 12:**

- a) Proceed by attaching panel #9 to panel #1 by aligning the cam bolts on panel #1 with the cam locks on panel #9. The dowels will also slip into the holes at the edge of panels 2,3 and 5.
- b) Insert the cam bolts in the cam locks until the two panels are flush.
- c) Once the two panels are flush use a Phillip screwdriver to tighten the cam locks to lock the two panels together.
- d) Once the cams are tightened use the cam covers to cover the locks.



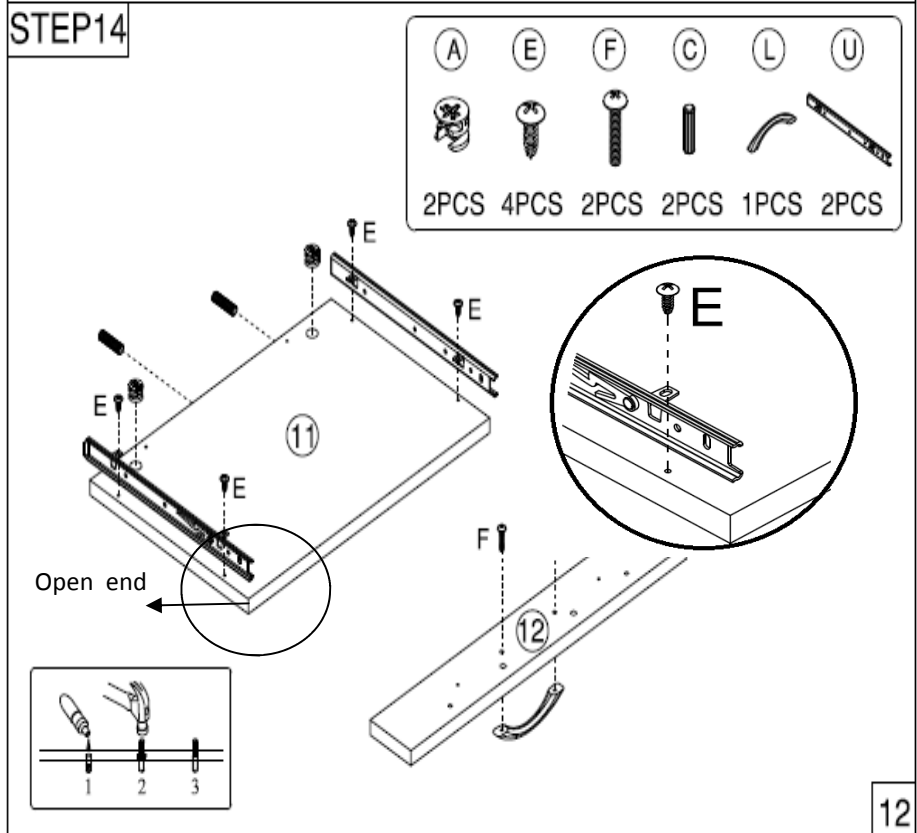
**Step 13:**

- Continue by attaching panel #1 (with the attached panel #9) to the cabinet.
- Align the six cam bolts on the bottom of the panel #1 with the six holes on the edge of the cabinet.
- Lower panel #1 to have the cam bolts inserted into the cam locks completely.
- Once panel #1 is completely lowered and the surface panel is flush with the cabinet, turn the cam locks to tighten the two panels together.
- Once the panels are attached use the cam covers #D to cover the cam locks.



**Step 14: Laptop Shelf Assembly**

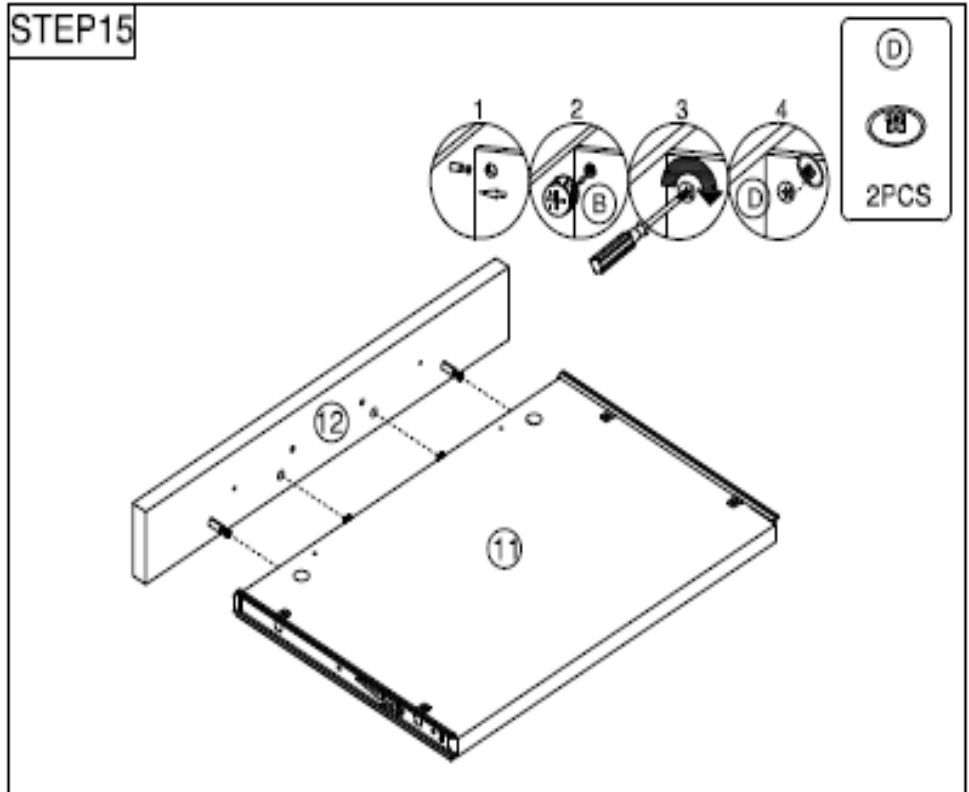
- Identify panel #11 and place on a clean, soft surface with the holes facing upwards.
- Insert two cam locks #A in the holes on the panel as shown.
- Continue to insert two wooden dowels #C to the edge of the panel as shown.
- Next identify the inner portion of the 12" slides part #U that were taken apart in step 1. Attach the slides to the side edge of the panel using two screw #E per slide through the tabs on the bottom of the slider into the predrilled holes on the bottom of shelf as shown.
- Be sure that the end of the slide with the open end is at the side of the panel where there are no dowels, as shown in the picture.
- Identify panel 12 and place on a clean, soft surface.



- Attach the silver handle part #L by placing it over the two holes on the front of the panel. (The side with only two holes showing is the front of panel #12). Use two screw #F to attach the handle to the panel.
- Use a Phillips screwdriver to attach the handle tightly to the panel by screwing the two screws through the two predrilled holes and threading them through the two ends of the handle.

**Step 15:**

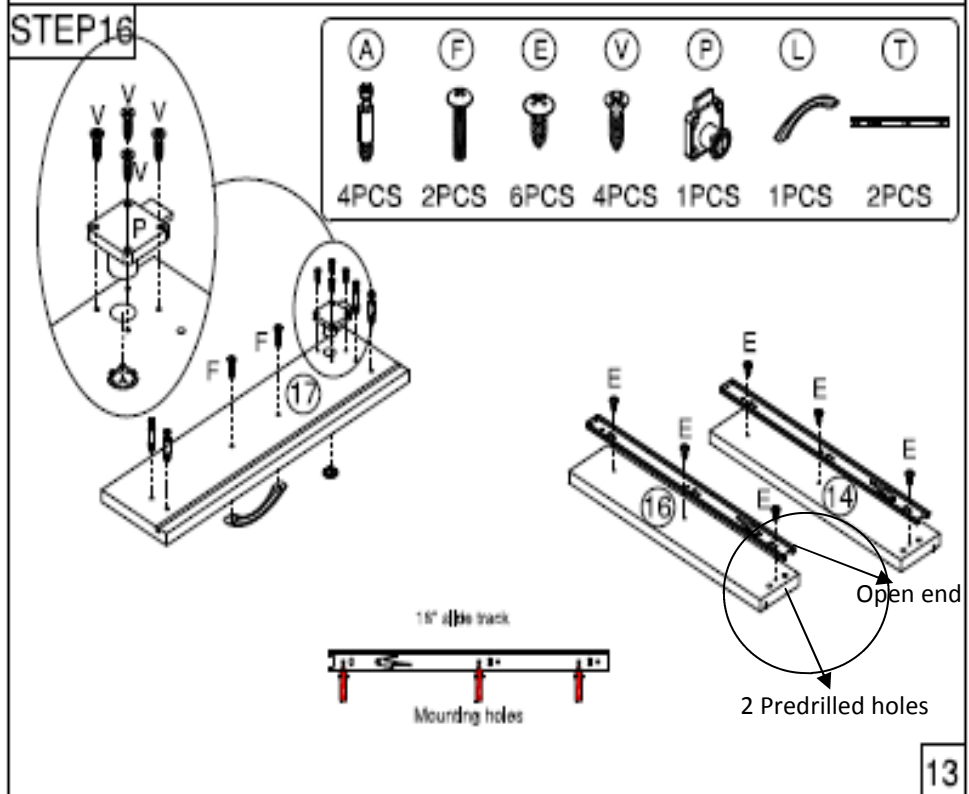
- a) Attach panel #12 to panel #11 by aligning the cam bolts on panel #12 with the holes on the edge of panel #11 and inserting the bolts into the cam locks.
- b) Be sure to attach panel #11 to panel #12 as shown in the picture. The bottom of panel #11 with the cam locks visible, should be facing the screws that were used to screw in the handle.
- c) Once the cams are inserted all the way and the two panels are flush, turn the cam locks to tighten the two panels together.
- d) The two wooden dowels on the edge of panel #11 will insert into the predrilled holes in panel #12.



- e) Use two cam covers #D to cover the cam locks.

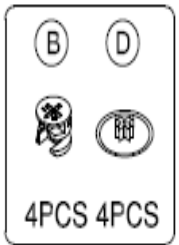
**Step 16:**

- a) Identify the side panels #16 and #14 and set them down on a clean surface with the predrilled holes facing upwards and the grooves on the side of panel facing down.
- b) Next, retrieve the inner portion of the 16" slides part #T that were taken apart in step 1. Attach the slides to panel #14 and #16 as shown in the picture using three screw #E into the predrilled holes in the side of the panel. Be sure that the open end of the slide is in between two predrilled holes at the end of panel 14 and 16 as shown in the picture.



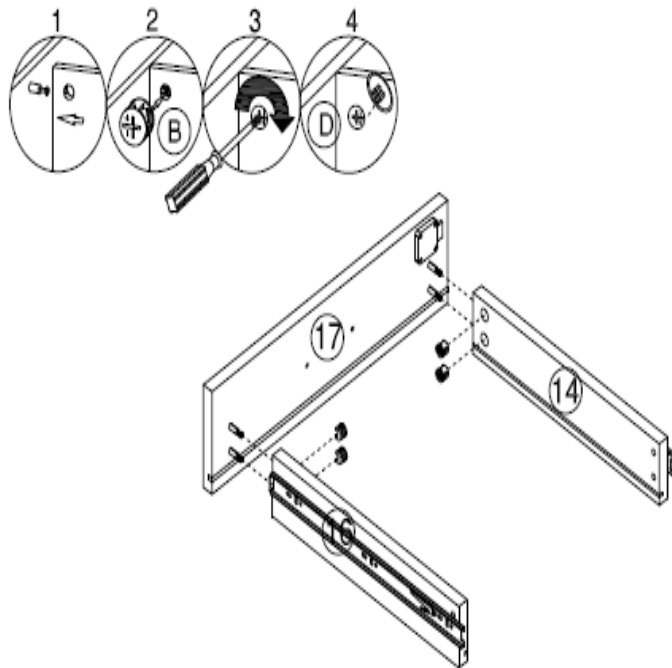
- c) Identify panel #17 and lay it down on
- d) Attach the silver handle part #L by placing it over the two holes on the opposite side of the panel.
- e) Use two screw #F to attach the handle to the panel. Use a Phillips screwdriver to attach the handle tightly to the panel.
- f) Next identify the lock assembly #P. Insert the barrel of the lock through the predrilled hole with the lock facing the edge of the panel as shown. Attach the mounting plate of the lock assembly using four screws #V into the predrilled holes as shown.
- g) Place the ring around the barrel of the lock from the outside of the panel with the spikes slipping between the barrel and the panel as shown.

**STEP17**



**Step 17: Drawer Assembly**

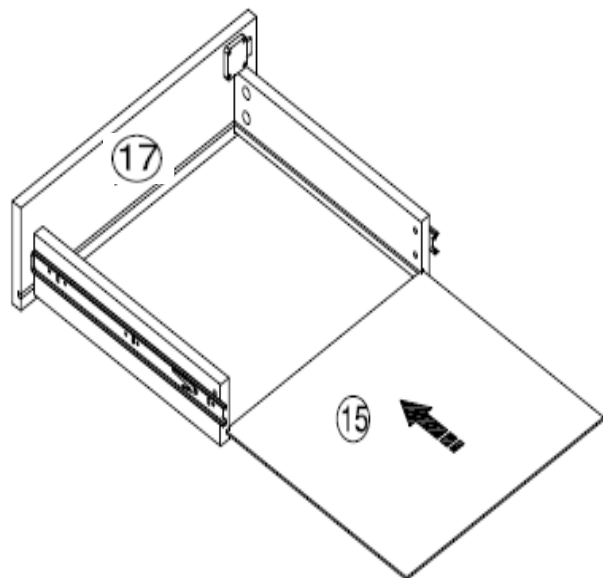
- Insert four cam bolts #A into panel #17 in the predrilled holes as shown.
- Insert two cam locks #B into panel #14 and panel #16 in the predrilled holes as shown.
- Attach panel #14 and #16 to panel #17 by inserting the two cam bolts on each end of panel #17 into the holes at the edge of panel #14 and #16 into the cam locks.
- Once the bolts are inserted all the way into the cam locks and the panels are flush, turn the cam locks to tighten and lock the panels together,
- Use the cam covers D to cover the cam locks.



**STEP18**

**Step 18:**

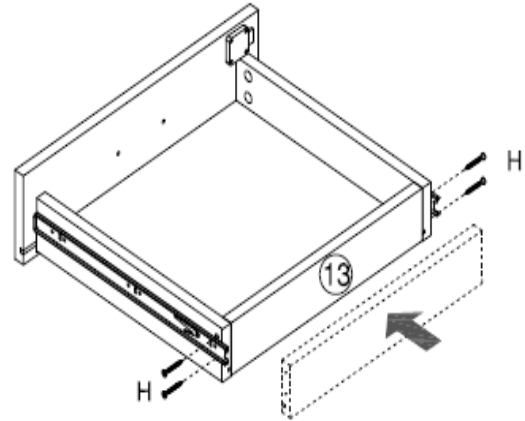
- Slide panel #15 into the grooves on both side panels #14 and #16 as shown.
- Push the panel completely in, so that the front of panel #15 it is firmly inside the groove in panel #17.



**Step 19:**

- a) Place the rear drawer panel #13 between panel #14 and #16 with the groove fitting into panel #15.
- b) Once the rear panel #13 is firmly in place and the base panel #15 is properly inserted in all four panels #13, #14, #16 and #17, proceed to screw panel #13 in place, as follows.
- c) Align the two holes at both edges of panel #13 with the two predrilled holes on panel #14 and #16.
- d) Use a Phillips screwdriver to screw two screws #H through the predrilled holes on the outside of panel #14 and #16 into the edge of panel #13 as shown in the picture.

**STEP19**

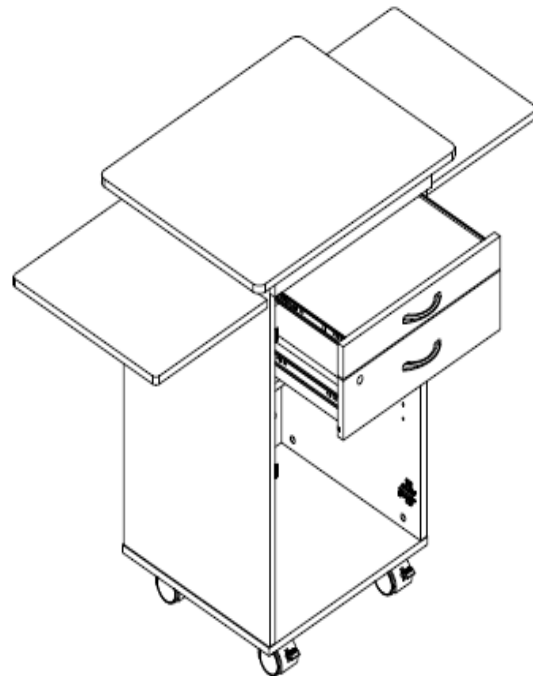


**Step 20:**

**Laptop shelf installation:** Insert the laptop shelf by aligning the slides #U on the edge of the laptop shelf and the slides (upper) on the inside of the cabinets. Be certain that the shelf is inserted right side up with the cams facing down as shown. Once aligned, gently push the shelf inwards to join the two parts of the slides together. Your laptop shelf will now pull in and out smoothly.

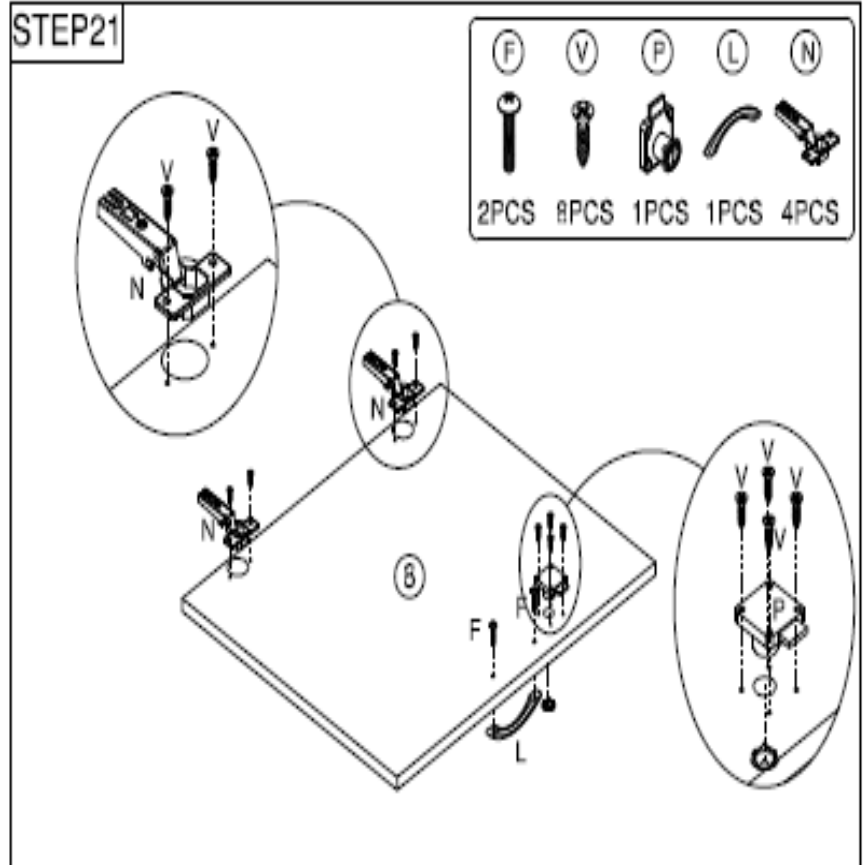
**Drawer installation:** Insert the drawer by aligning the slides #T on the edge of both sides of the drawer and the slides (lower) on the inside of the cabinets side walls. Once aligned, gently push the drawer inwards to join the two parts of the slides. Your drawer will now pull in and out smoothly.

**STEP20**



**Step 21:**

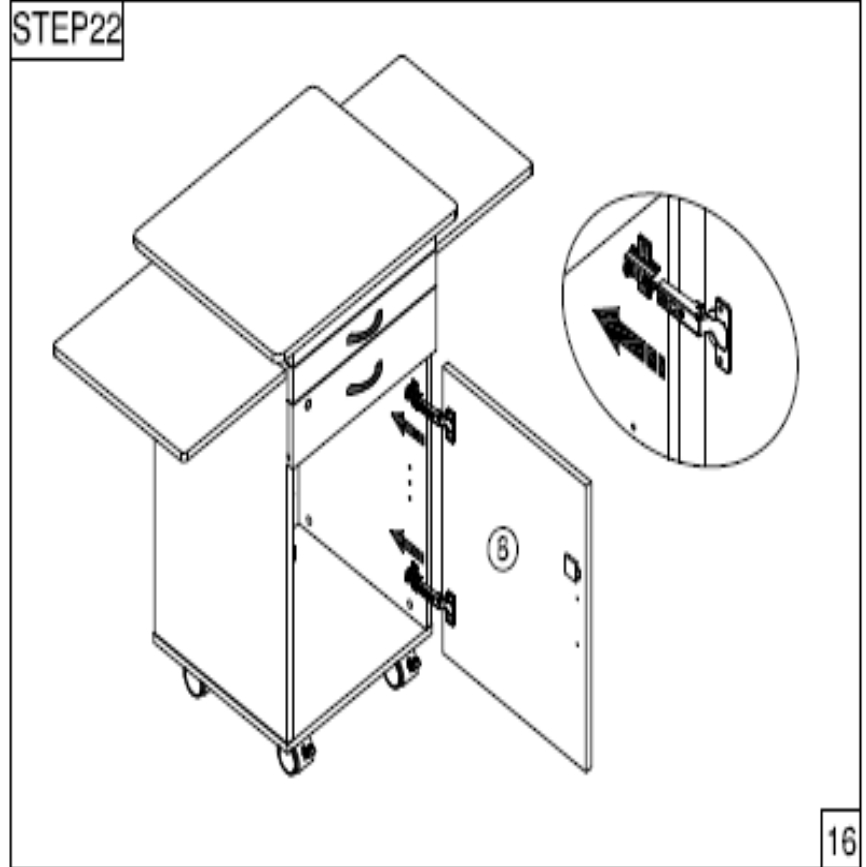
- a) Identify the door panel #8 and lay it down on a soft, clean surface with the predrilled holes facing up as shown. Begin by taking the two male parts of the hinges part #N and insert them in the two routed out holes on the edge of the panel as shown.
- b) Use two screw #V to screw them into place using a Phillips screwdriver to screw them into the predrilled holes on the panel next to the holes.
- c) Proceed to identify the lock assembly #P. Insert the barrel of the lock through the predrilled hole with the lock facing the edge of the panel as shown. Attach the lock assembly using four screws #V into the predrilled holes as shown.
- d) Place the ring around the barrel of the lock from the outside of the panel with the spikes slipping between the barrel and the panel as shown.
- e) Attach the silver handle part #L by placing it over the two holes on the front of the panel.
- f) Use two screw #F to attach the handle to the panel. Use a Phillips screwdriver to attach the handle tightly to the panel.



**Step 22:**

**Door Installation:**

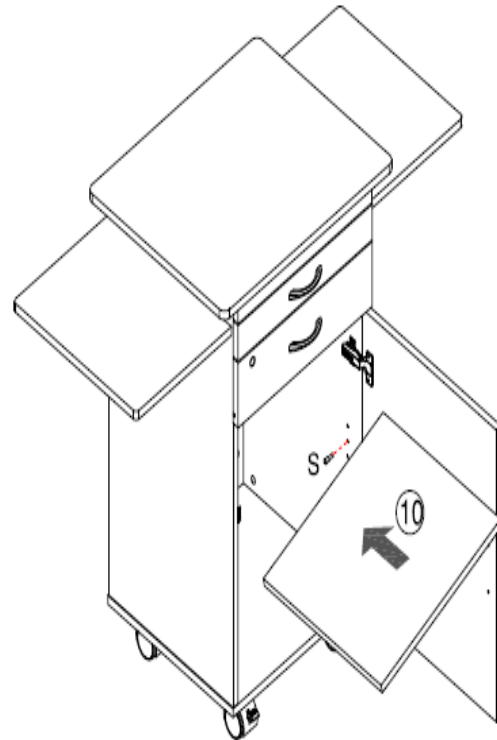
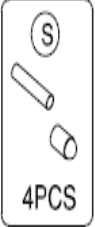
- a) Proceed to take the door and insert the two male ends of the hinge that is attached to the door and lay it over the two female ends of the hinge that are located on the inside of the cabinet as shown.
- b) The notch at the end of the hinge Parts #N will slip around the pre-attached screw at the end of part #O. You may need to loosen the screw to allow the hinge to slip around.
- c) Once the hinge is inserted all the way turn the attached screw to firmly attach the two parts of the hinge together attaching the door in place.



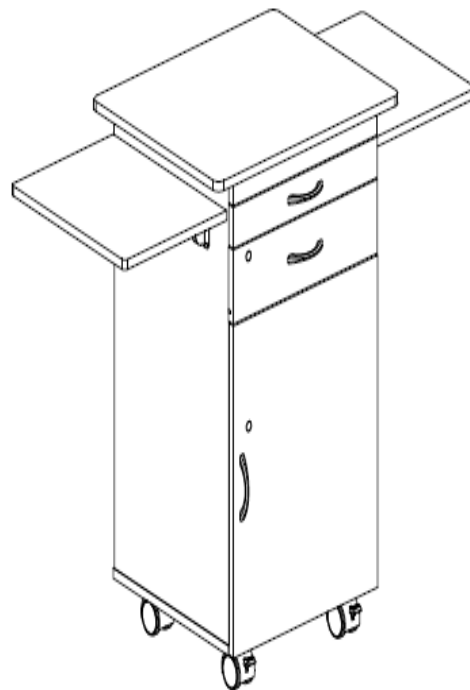
**Step 23:**

- a) Identify four shelf supports #S with the plastic protectors.
- b) Insert the supports at your desired height in the predrilled holes on the inside walls of the cabinet. Be sure to insert all the shelf supports at the same height.
- c) Once all the four support shelf are inserted correctly, locate the adjustable cabinet shelf #10 and insert it into the cabinet to rest on the shelf supports.
- d) The shelf must be tilted on a angle for the shelf to fit through the opening as shown.

**STEP23**



**STEP24**



**Congratulations!!!  
Your new Multi Media Cart is  
now fully assembled!!!**

## Other Sound and Non-Sound Lecterns from Oklahoma Sound

**Model #WZD**



**Model #612**



**Model #600**

**Model #6010**



**Model 800X/810**



**Model #SCL**



**MODEL #111 PLS**



**For these and other OS product please contact your dealer, or:**

**Oklahoma Sound**

**149 Entin Road, Clifton N.J. 07014    ♦    Tel : (973) 594-9000**

**www.oklahomasound.com    ♦    info@oklahomasound.com**