



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

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 1/2" & 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.

- DO NOT OVERTIGHTEN THE SCREWS ON THE BASE AND READING SURFACE. THE ACRYLIC MAY CRACK.
- DO NOT LEAN HEAVILY ON THE READING SURFACE WHEN SPEAKING.
- WHEN MOVING YOUR ACRYLIC LECTERN, IT IS BEST THAT YOU USE A DOLLY AND WRAP • THE LECTERN WITH A PADDED CLOTH.
- 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: •

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 973-594-1100
or email: service@nationalpublicseating.com**

