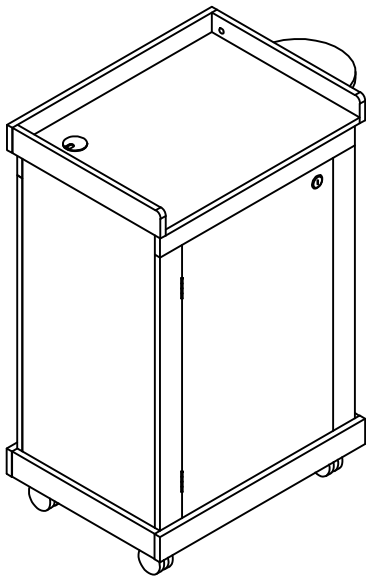


ASSEMBLY INSTRUCTIONS

Podcart with Shelf

DISPLAYS2GO

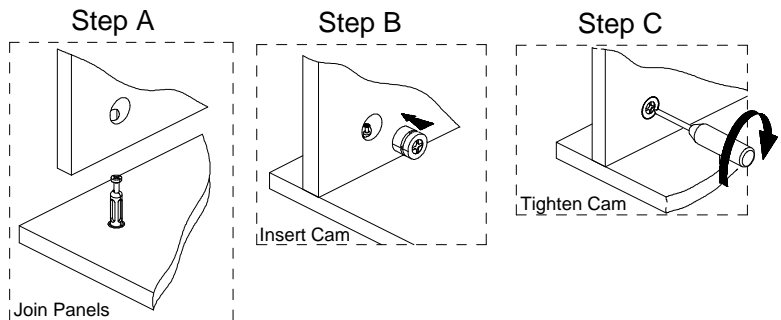


Contents					
Ref.	Qty.	Description	Ref.	Qty.	Description
A	1	Top Panel	H1	57	Cam Lock
B1	1	Left Side Panel	H2	57	Cam Post
B2	1	Right Side Panel	H3	12	Dowel Pin
C	1	Bottom Panel	H4	16	Caster Screw
D	4	Long Vertical Panel	H5	4	Locking Caster
E	2	Connecting Panel	H6	42	Wood Screw
F	1	Side Shelf	H7	4	Hinge
G	2	Shelf	H8	2	Lock
H	2	Bottom Fence Panel	H9	8	Shelf Pin
I	2	Bottom Fence Panel	H10	2	Left & Right Shelf Track
J	2	Top Fence Panel	H11	2	Left & Right Shelf Slide
K	1	Top Fence Panel	H12	4	Grommet Cap & Sleeve
L	2	Door			
1	2	Side Shelf Fence Panel			
2	1	Side Shelf Fence Panel			

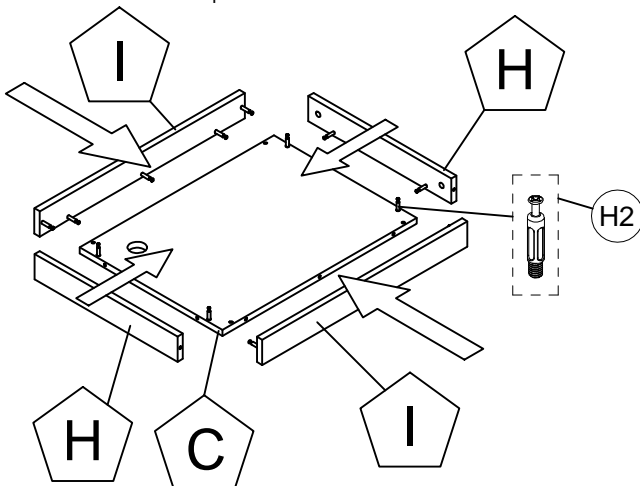
Attention: Before you start assembling your podcart, please prepare a soft surface work area on the floor. The only tool you will need is a screwdriver. Carefully remove all hardware from packaging and place the hardware parts on the soft work area where they will not come in contact with the laminated wood lectern components. To avoid damage to the laminated wood surfaces, keep hardware parts separated until they are needed for assembly. 2 PERSON RECOMMENDED.

How to join 2 boards with CAM lock:

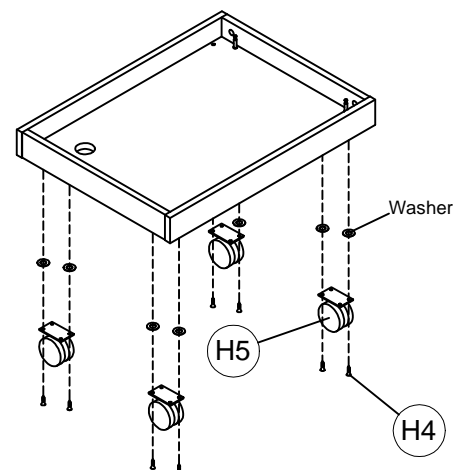
- Insert cam post into flat surface of a board. Fit the hole in the edge of the joining board over the cam post.
- Each cam lock has an open section at the back. Insert the cam lock into the cam. Be sure the opening fits the head of the cam post.
- Use a screw driver to turn the cam lock clockwise so it locks onto the head of the cam post. Do not over tighten.



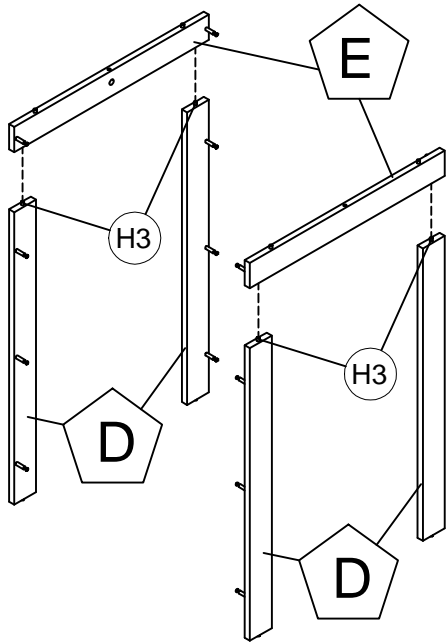
1. Screw 18 cam posts[H2] into holes in Bottom Panel C and Bottom Fence Panel H & I. Attach Bottom Fence Panel H to Bottom Panel C by inserting cam posts into the cam lock holes. Then attach Bottom Fence Panel I to the assembled C & H. Insert 14 cam locks[H1] into cam lock holes in Panel C and Panel H, use a phillips screw driver to rotate cam locks clockwise to secure cam posts.



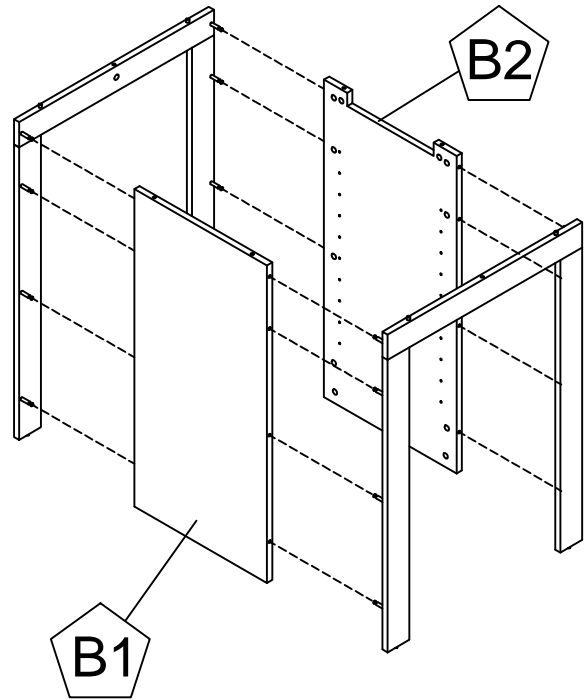
2. Screw 4 Locking Casters[H5] into predrilled holes in Bottom Panel C with 16 Caster Screws[H4].



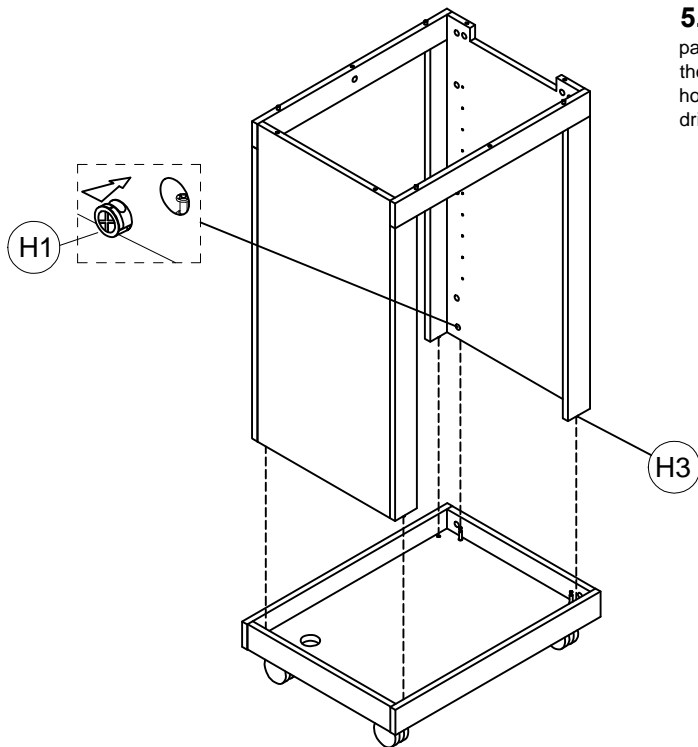
3. Screw 16 cam posts[H2] into holes in Panel D and E. Connect Long Vertical Panels[D] with Connecting Panel[E] by inserting Dowel Pins[H3] into predrilled holes in Connecting Panel[E].



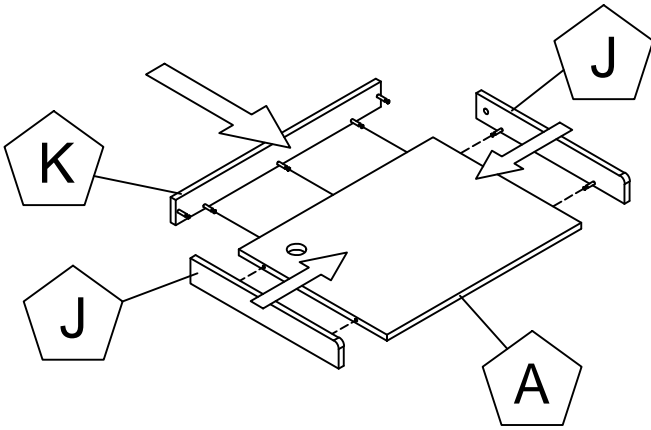
4. Attach the assembled parts in Step 3 to Left Side Panel[B1] and Right Side Panel[B2] by inserting cam posts into the cam lock holes. Insert 16 cam locks[H1] into cam lock holes in Panel B1 and Panel B2, use a phillips screw driver to rotate cam locks clockwise to secure cam posts.



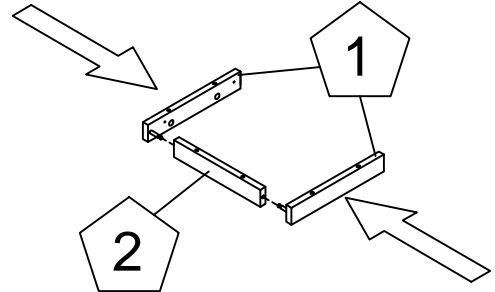
5. Attach the assembled parts in Step 4 to the assembled parts in Step 2 by inserting cam posts & dowel pins into the correct holes. Insert 4 cam locks[H1] into cam lock holes in Panel B1 and Panel B2, use a phillips screw driver to rotate cam locks clockwise to secure cam posts.



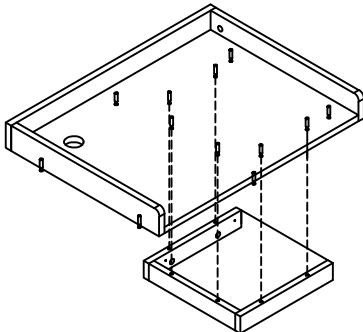
6. Screw 9 cam posts[H2] into holes in Top Fence Panel J & K. Attach Top Fence Panel J to Top Panel A by inserting cam posts into the cam lock holes. Then attach Top Fence Panel K to the assembled A & J. Insert 9 cam locks[H1] into cam lock holes in Panel J and Panel A, use a phillips screw driver to rotate cam locks clockwise to secure cam posts.



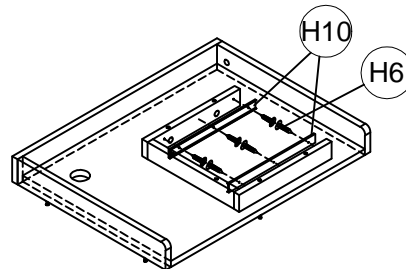
7. Screw 2 cam posts[H2] into holes in Side Shelf Fence Panel 1. Attach Side Shelf Fence Panel 1 to Side Shelf Fence Panel 2 by inserting cam posts into the cam lock holes. Insert 2 cam locks[H1] into cam lock holes in Panel 2, use a phillips screw driver to rotate cam locks clockwise to secure cam posts.



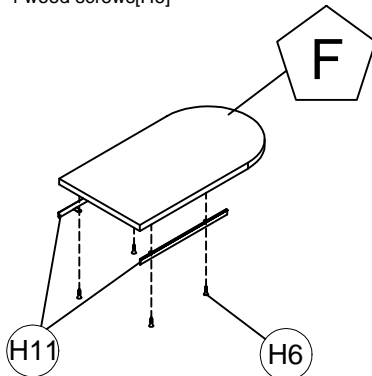
8. Screw 12 cam posts[H2] into holes in Top Panel A underneath. Attach the assembled parts in Step 7 to the assembled parts in Step 6 by inserting cam posts into the cam lock holes. Insert 6 cam locks[H1] into cam lock holes in Panel 1 and 2, use a phillips screw driver to rotate cam locks clockwise to secure cam posts.



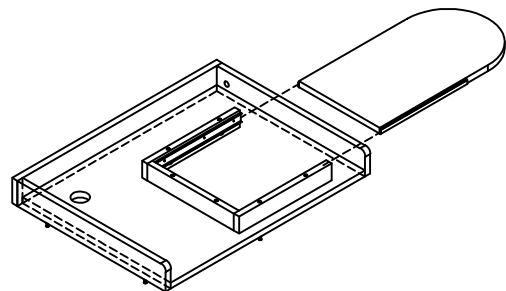
9. Screw Left & Right Shelf Track[H10] to Panel 1 with 6 wood screws[H6]



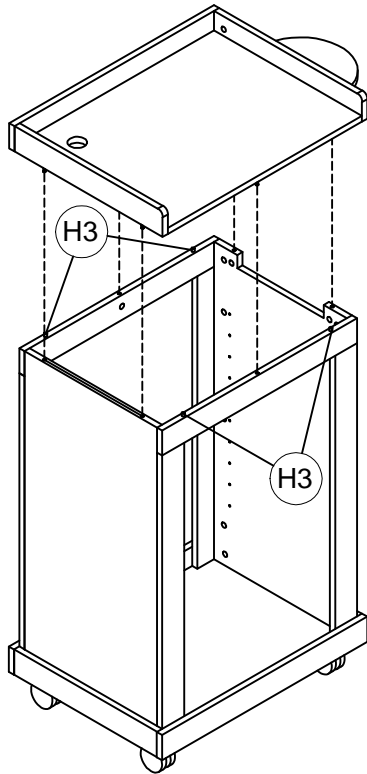
10. Screw Left & Right Shelf Slide[H11] to Side Shelf F with 4 wood screws[H6]



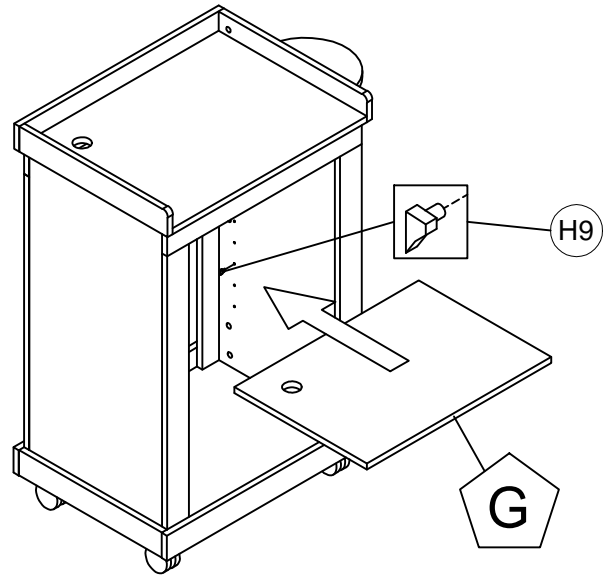
11. Insert Side Shelf F to Side Shelf Fence Panel 1 & 2 via Shelf Track & Slide.



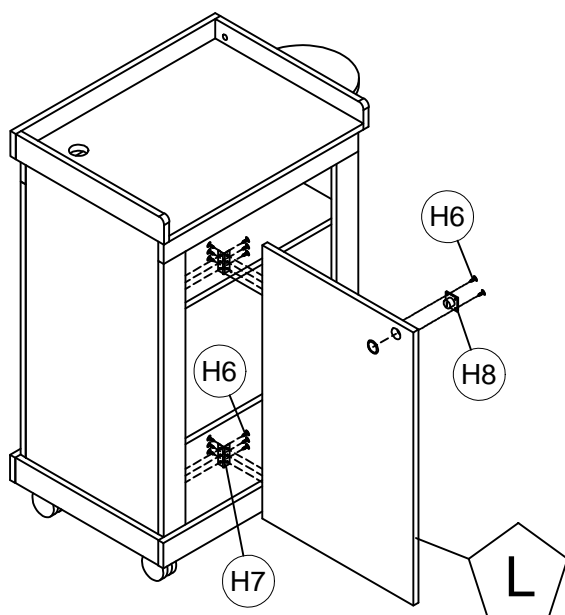
12. Attach the assembled parts in Step 11 to the assembled parts in Step 5 by inserting cam posts & dowel pins into the corrected holes. Insert 6 cam locks[H1] into cam lock holes in Panel B1 & B2 & E, use a phillips screw driver to rotate cam locks clockwise to secure cam posts.



13. Insert 8 Shelf Pins[H9] into the predrilled holes at two levels(4 pins at one level) in Panel B1 & B2. Insert 2 Shelf Panels[G] onto the Shelf Pins[H9] with **slant** method.



14. Attach 2 Doors[L] to Long Vertical Panels[D] with 4 Hinges[H7] and 24 wood screws[H6]. Screw 2 Locks[H8] to Doors[L] with 8 wood screws[H6].



15. Insert 4 Grommet Caps & Sleeves[H12] to predrilled holes in Panel C & G & A.

