



The Conversation Instruction Manual



Model # CVS



The Conversation

Dear Valued Customer,

Thank you for your purchase. Although extreme care goes into manufacturing and packaging of this product, 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




Note: As a courtesy, the Oklahoma Sound Conversation unit, is equipped with a choice of two modesty panels as well as two front lectern panels. When installing parts, choose either the polycarbonate panel along with the black front lectern panel or use the Acacia laminate modesty panel with the Acacia laminate front lectern panel








The Conversation

Required Tools for Assembly

1)  Included

2)  Phillips Screw Driver (Not Included)

Part	Description	Quantity
A	 Main Base	1
B	 Main poles	2
C	 Modesty Panel	2

Part	Description	Quantity
D	Front Panel	2
		
E	Metal compartment	1
		
E-2	Wood reading surface	1
		
F	Non-Locking Caster	2
		
G	Locking Caster	2
		
H	Allan Screw	4
		
I	Phillips Screw	10
		

Step #1- Side tube installation-Begin by placing the unit base (A) on the floor and insert the round side tubes (B) into the base grooves located on the top portion of the base. See ILL. #1. Be sure that cavities on tubes are facing the inside of the unit. See ILL. #2.

Step #2- Carefully lay unit down and complete installation of the side tubes using two screws (H) and fully tightening with the enclosed Allan key wrench.

Step #3- Caster installation –Firmly insert stems of locking casters (G) into grooves at the two back ends of the base. See ILL. #3. Then firmly insert two non-locking casters (F) into grooves at the two front ends of the base.

Step #4- Modesty panel installation-Carefully stand up unit and choose desired modesty panel (C) and carefully slide into the cavity on the two side tubes. See ILL. # 4.

Step #5– Installation of lectern reading surface– Follow the below to complete:

A) **Assembling reading surface to metal compartment-** Remove reading surface from the carton and place on its underside. Take metal compartment and align side holes to holes on reading surface using six Phillip head screws. Install compartment to reading surface. See ILL#5

B) **Front lectern panel installation-** Place metal compartment on a flat surface. Choose desired panel (D) and place in front of metal compartment. Install using a Philip screw driver and the four enclosed Philip head screws (I). Secure screws from back. See ILL #6.

C) **Lectern To Side Tube Installation-** Place lectern top on top of side posts of unit assuring that holes on the underside of reading surface are aligned with holes on the top of side posts. Complete installation of the lectern reading surface by using two screws (H) and fully tightening with the enclosed Allan key wrench.

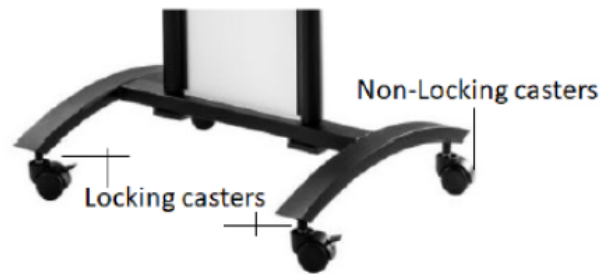
ILL#1



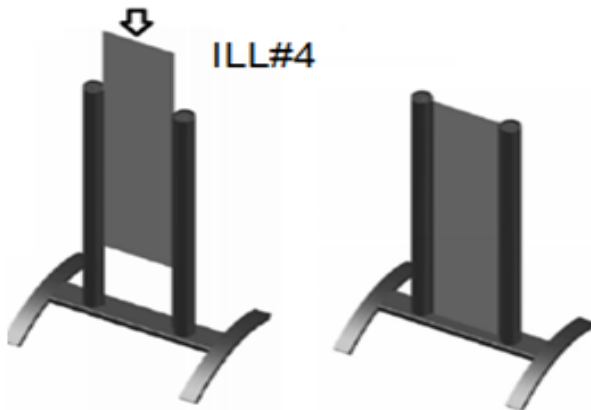
ILL#2



ILL#3



ILL#4



ILL#5



ILL#6

