

SS/SW3230RTA

Assembly Instructions

Ready to Assemble Multimedia Lectern



Thank you for choosing the **SS/SW3230RTA Multimedia Lectern** from AmpliVox Portable Sound Systems.

We are excited in introducing this truly unique lectern. Our lectern combines flexibility with functionality. Please refer to this user guide as you enjoy the unique capabilities of another quality product from AmpliVox Portable Sound Systems.

We encourage you to visit our website **www.ampli.com** to register your product for its warranty coverage, sign up to receive our newsletter, download our catalog, and learn more about the complete line of AmpliVox audio visual products, including portable PA systems, and lecterns.

CUSTOMER SERVICE
800-267-5486

Table of Contents	Page
Warranty	2
Panel Description	3
Hardware List	4
Panel Assembly	
Caster Panel	5
Drawer	5
Side Door Panel	6
Side Panel	7
Reading Surface	8
Shelf	9
Cabinet Assembly	8 - 10
Amplifier / Microphone	
Installation	11
Speaker Connection	12

WARRANTY

Limited Six (6) -Year Warranty

AmpliVox warrants this product to be free from defects in materials and workmanship (subject to the terms set forth below) for a period of six (6) years from the date of purchase ("Warranty Period").

During the Warranty Period, AmpliVox will repair or replace (at AmpliVox's discretion) this product or any defective parts ("Warranty Service").

Repair or replacement under the terms of this warranty does not give right to any extension or a new beginning of the period of warranty.

CLAIMS UNDER THE WARRANTY

To obtain Warranty Service, contact AmpliVox (800-267-5486) to be assigned a Return Authorization number (RA#). After receiving a RA#, the defective unit is to be returned to AmpliVox in either its original packaging or packaging affording an equal degree of protection. **You will bear the cost of shipping the product to AmpliVox.** If the product is covered by the warranty, AmpliVox will bear the cost of shipping product back to you after the completion of service under this warranty.

Return shipping will be charged to you for products not covered by the warranty or requiring no warranty repair.

The following information must be presented to obtain Warranty Service: (a) the RA# must be clearly and legibility marked on the outside of shipping carton, (b) proof of purchase, which clearly indicates the name and address of the seller, the date of purchase and the product type, which is evidence that this product is within the Warranty Period. Please further include (c) your return address, (d) daytime telephone number, and (e) reason for return.

LIMITATION OF WARRANTY

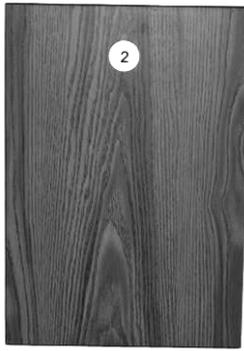
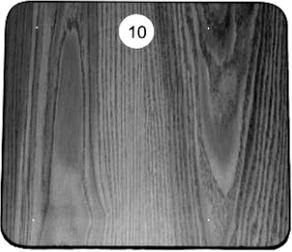
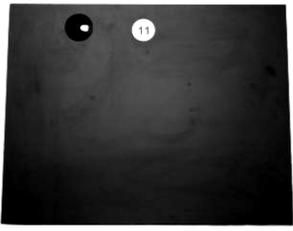
This warranty is only valid for the original purchaser and will automatically terminate prior to expiration if this product is sold or otherwise transferred to another party. The warranty provided by AmpliVox in this statement applies only to products purchased for use, and not for resale. It does not apply to open box purchases, which are sold "as is" and without any warranty. This Warranty does not cover cosmetic damage or damage due to misuse, abuse, negligence, Acts of Nature, accident, disassembling or modification of, or to any part of, the product. This Warranty does not cover damage due to improper operation, maintenance or installation, or attempted repair by anyone other than AmpliVox. Any unauthorized repairs will void this warranty.

REPAIRS OR REPLACEMENTS AS PROVIDED UNDER THIS WARRANTY ARE THE EXCLUSIVE REMEDY OF THE CONSUMER. AMPLIVOX SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES FOR BREACH OF ANY EXPRESS OR IMPLIED WARRANTY ON THIS PRODUCT. EXCEPT TO THE EXTENT PROHIBITED BY LAW, THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER EXPRESS AND IMPLIED WARRANTIES WHATSOEVER, INCLUDING BUT NOT LIMITED TO THE WARRANTY OF MERCHANTABILITY AND FITNESS FOR A PRACTICAL PURPOSE.

NOTE! This warranty gives you specific legal rights. You may have other rights which vary from location to location. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages or implied warranties, so the above exclusions may not apply to you. This warranty does not affect your legal (statutory) rights under your applicable national or local laws.

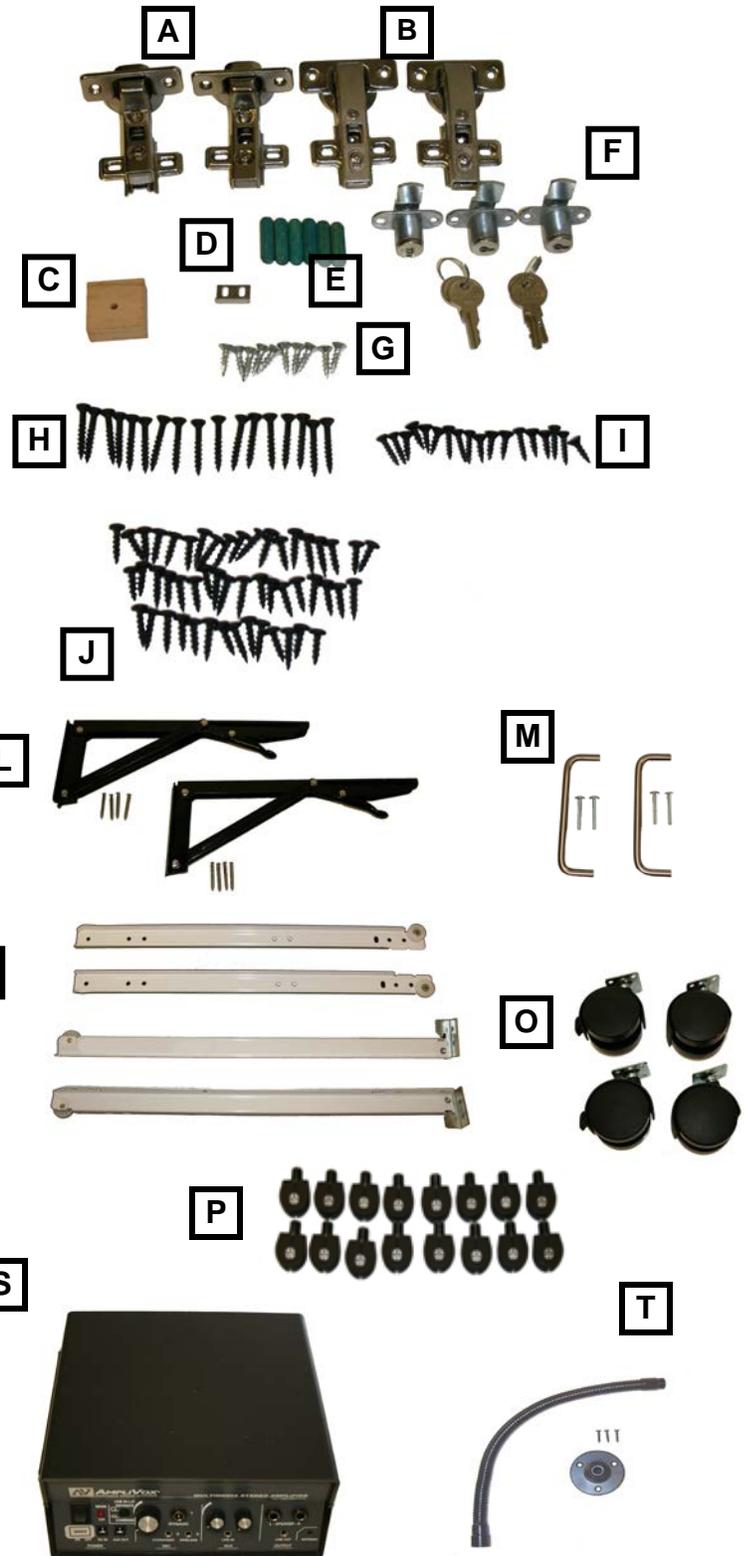
**AmpliVox - 650 Anthony Trail, Suite D, Northbrook, IL 60062 - Phone: (800)267-5486 Fax: (800)267-5489
www.ampli.com - info@ampli.com**

PANEL DESCRIPTIONS

 <p>Panel 1 - Speakers</p>	 <p>Panel 2 - Drawer</p>	 <p>Panel 3 - Side Door</p>
 <p>Panel 4 - Lectern Bottom</p>	 <p>Panel 5 - Shelf</p>	 <p>Panel 6 - Side Panel, Door</p>
 <p>Panel 7 - Side Panel</p>	 <p>Panel 8 - Large Door</p>	 <p>Panel 9 - Drawer Front</p>
 <p>Panel 10 - Side Shelf</p>	 <p>Panel 11 - Top Reading Surface</p>	 <p>Panel 12 - Speaker Grille</p>

HARDWARE LIST

A	LARGE DOOR HINGE
B	SMALL DOOR HINGE
C	WOODEN STOP BLOCK
D	LOCK CATCH
E	WOODEN DOWELS
F	LOCK AND KEYS
G	3/4" Black Flat Head SCREW
H	3/4" Silver Flat Head SCREW
I	5/8" Silver Flat Head SCREW
J	3/4" Black Round Head SCREW
L	SHELF BRACKETS
M	HANDLES
N	DRAWER SLIDES
O	CASTERS
P	CAM LOCKS



SW3230RTA AMPLIFIER KIT

S	PA AMPLIFIER / BRACKET
T	MICROPHONE KIT

GETTING STARTED

TOOLS NEEDED: Philips Screw Driver or Power Screwdriver, Rubber Mallet

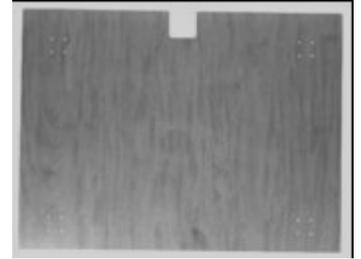
- Unpack all panels from shipping box. Locate accessory box and open.

CASTER PANEL

- Locate Panel (4). Panel (4) has pilot holes on one side. Other side is smooth. Place smooth side down on a flat smooth surface.
- Locate the four casters (O). Two casters are locking. These will be installed on the side where there is no cutout.

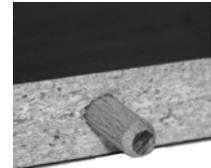
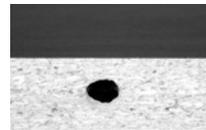
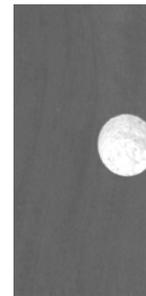
The other two non locking casters are installed on the side with the cutout. Use four of the (J) screws for each caster.

- Locate four "L" brackets (R). Locate the four remaining pilot holes on the panel. Screw one bracket facing to the outside of panel into each pilot hole, using one (J) screw per bracket.
- Set panel aside.



CAM LOCK AND DOWEL PIN INSTALLATION

- Locate Panels (1) (4) (5) and (11), items (E) and (P). Lay all the panels on a flat surface with the side that has all the cutouts facing up.
- Take one item (P) Cam Lock, and press into each cutout with your fingers or softly tap in with mallet.
- Repeat on all panels.
- On the edges of all four panels you will see holes for the dowel pins, item (E). Insert a dowel pin into each hole.
- Set all panels aside.



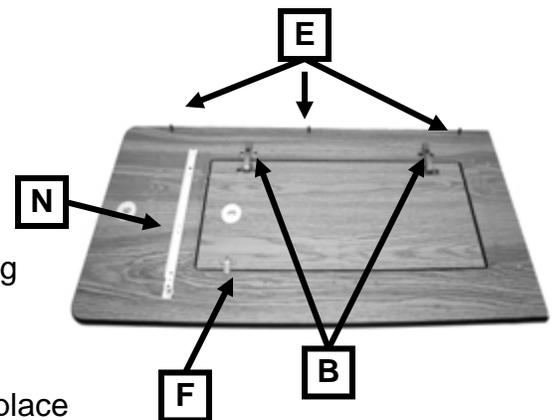
DRAWER

- Locate Panel (2) and item (N) Drawer Slides. Each slide is made up of two components. One component goes on the drawer the other on the side panels. Locate the two slide components that have a hinged bracket attached to the front of the slide.
- Panel (2) has one side that has pilot holes and the other side is smooth. Place the smooth panel side down on a flat surface. Note that three of the edges are painted black and one side is plain. The plain side is the back of the drawer.
- Take a slide component that has the hinged bracket and align it with the pilot holes. The hinged bracket goes on the opposite side of the plain edge. Screw into panel using item (I) screw. Do the same for other side. Use three screws for each slide component.
- Locate Panel (9). Take Panel (2) and turn over. Align the holes in the hinged bracket with the pilot holes on Panel (9). Using item (I) screw, start all four screws. Once you have all four screw started, then go back and tighten.
- Set panel aside.



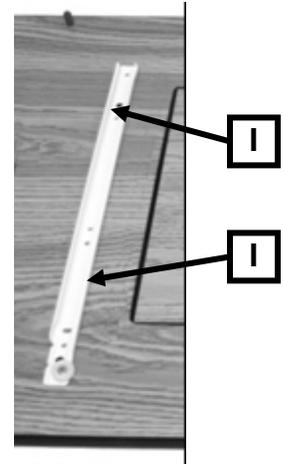
SIDE PANEL WITH SMALL DOOR

- Locate Panel (6), Panel (3), items (B) (F) (E) (N). Lay Panel (6) on flat surface with the side that has all the holes facing up.
- Take Panel (3) and place inside with holes facing up and positioned with the door lock hole as shown.
- Take item (B) which is a flat looking hinge, and place into the large circular cutout on Panel (3). Screw into place using item (I) screw, four places on each hinge.
- Take item (F), key lock, and drop into the hole on Panel (3). Screw into place with two item (G) screws.
- Take item (E) dowel rods and insert into hole, three places, and tap down.



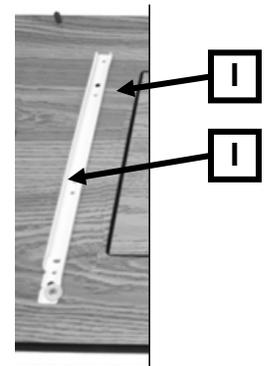
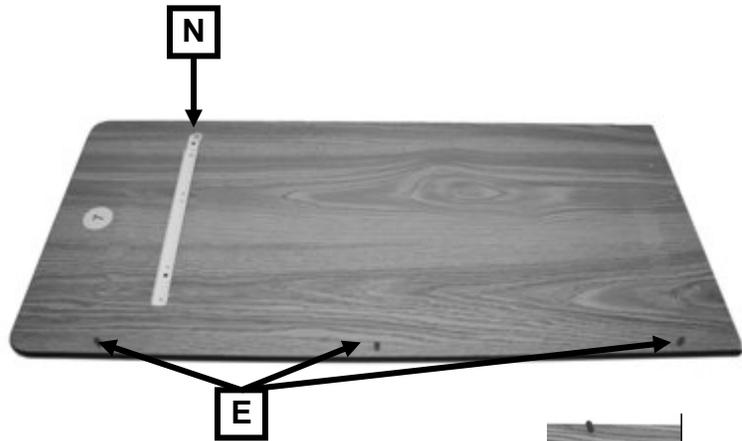
SIDE PANEL WITH SMALL DOOR con't

- Take item (N) and position as shown. Align the first hole in bracket, located just behind roller, and the second to last hole in bracket with the pilot holes in the panel. Use item (I) screw to attach to panel. Make sure screw goes in straight. If head of screw is not in flat, it might interfere with the drawer not sliding correctly.
- Set panel aside.



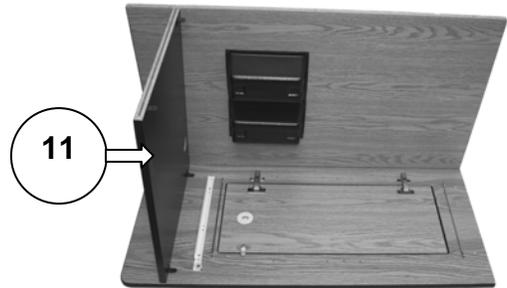
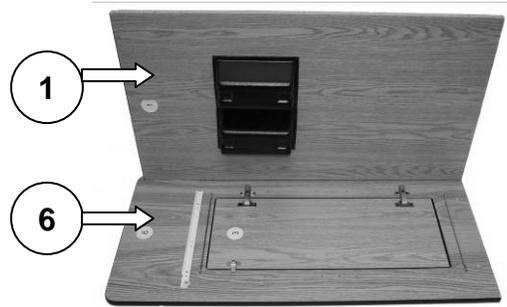
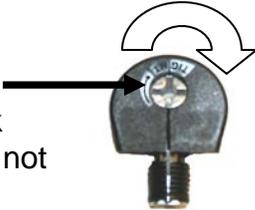
SIDE PANEL

- Locate Panel (7), items (N) (E). Lay Panel (7) on flat surface with the side that has all the holes facing up.
- Take item (E) dowel rods and insert into hole, three places, and tap down.
- Take item (N) and position as shown. Align the first hole in bracket, located just behind roller, and the second to last hole in bracket with the pilot holes in the panel. Use item (I) screw to attach to panel. Make sure screw goes in straight. If head of screw is not in flat, it might interfere with the drawer not sliding correctly.
- Set panel aside.

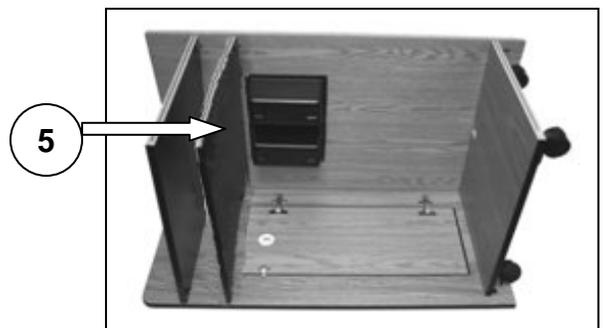
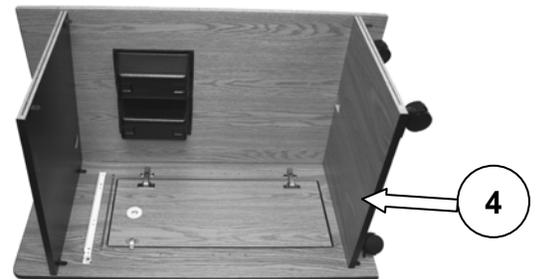


CABINET ASSEMBLY

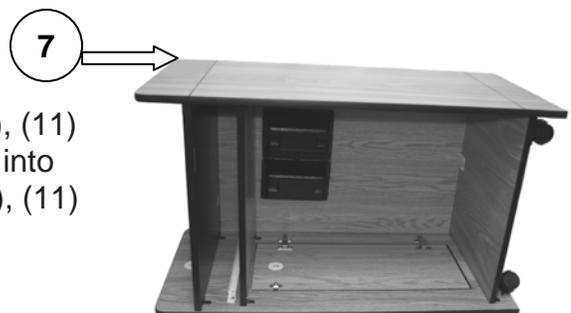
- Place Panel (6) assembly on flat surface.
- Take Panel (1) and align the dowel pins and cam locks and lower into Panel (6). Tap in place and lock cam locks.
- Lock panel in place by rotating cam lock with screwdriver turning lock clockwise until you can not turn anymore.
- Align the edge of Panel (11) over Panel (6), Lower into place with the large hole toward Panel (1). Lock cam locks.



- Align the edge of Panel (4) over Panel (6), Lower into place with the notch toward Panel (1). Lock cam locks. Repeat with Panel (5).



- Take Panel (7) assembly and align the dowel pins and cam locks of panel (4), (5), (11) and (1) with the holes in Panel (7). Lower into place and Lock cam locks of panel (4), (5), (11) and (1).

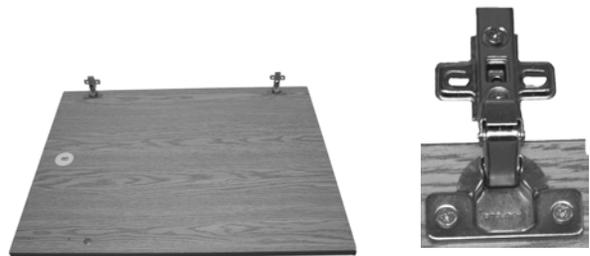


CABINET ASSEMBLY CON'T

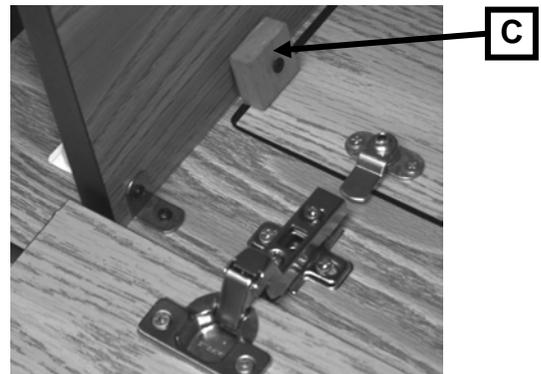
- With cabinet still lying on its side, install item (L). Align mounting holes in brackets with the pilot holes in Panel (7) and screw in place with item (J) screw. Position brackets as shown in picture.



- Lay Panel (8) on flat surface. Place item (A) into large circular cutout and screw into place with item (H) screw. 2 Places.



- With cabinet still lying on its side position Panel (8) in opening and align mounting hole of hinge with the pilot holes on Panel (6). Start item (H) screw in all four hinge mounting holes/pilot holes. Align door and tighten all four screws.



- Take item (C) and screw into place with item (J) screw.

- Close door and stand up cabinet. Assistance is recommended.

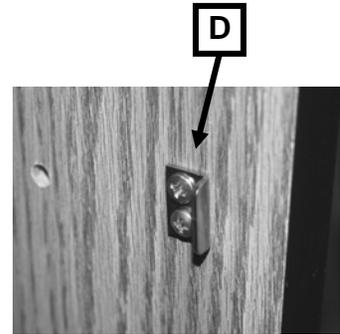
- With cabinet standing, lift shelf brackets until the lock into position.

- Take Panel (10) and position it so that the long dimension is left to right, not front to back. On the underside of shelf, locate the pilot holes and align with holes in brackets. Attach using item (J) screw. 4 Places.



CABINET ASSEMBLY CON'T

- Open Panel (8) Front Door. Take item (D) and using the two screws in bag with bracket, screw into the two pilot holes on the right side



- Complete hardware assembly. Install item (M) on drawer front and large door front as shown with hardware packaged with handles.
- Install item (F) Door Lock, with item (I).
- Install Sliding Drawer. If drawer does not slide completely in, check the mounting screws on side rails. If they are not flush with the rail the roller will not go past.
- Install removable shelf with shelf pins at the desired height.



SW3230RTA AMPLIFIER / MICROPHONE INSTALLATION

AMPLIFIER

- Unpack item (R) Amplifier and mounting bracket. Open large front door. Using the bracket as a guide, drill four 3/32" pilot holes. Position bracket under top shelf as shown. **Front edge of bracket needs to be 2 ½" from front edge of shelf.** Use the four screws that were packed with the bracket.
- After bracket is installed slide amplifier into bracket. **Lubricate the side rails on the amplifier** with any spray type lubricant, silicone, or soap to aid in sliding the amplifier into the bracket. Remember, amplifier needs 10 batteries to operate. Make sure that you install the batteries before you side in the amplifier.
- Read separate amplifier instructions included in package.



MICROPHONE

- Remove sliding drawer.
- Take female end of microphone cable and starting at the amplifier, route cable up through notch in the back end of top shelf. Reach into cabinet space where sliding drawer was and grab the microphone cable and continue to route through the large opening in reading surface.
- Take microphone mount and insert the female end of cable into the mount from the bottom side. Now drop the mount into the large hole and using the screws that are packed with microphone, screw into the reading surface.
- Place sliding drawer back into cabinet.
- Plug microphone cable into the microphone jack marked "DYNAMIC."
- Plug in microphone into the microphone mount.



SPEAKERS

- Looking inside of cabinet you will see the backside of the speaker enclosure. Unwrap speaker wires and bring them to the front of the amplifier. Plug them into the speaker jacks marked "L - SPEAKER - R".



- Moving to the front of the cabinet, take Panel (12) Speaker Grille and align the four fasteners on the backside of the grille with the four cups on the panel. Press grille into place.

