



Thank you for choosing the **W355 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 other lecterns.

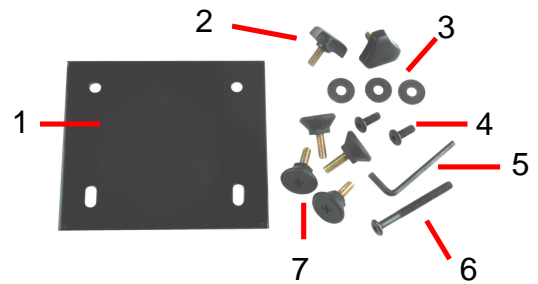
GETTING STARTED: **Unpack all pieces. Save the packing and the box in case you need to return the lectern for any reason. Make sure you have all the pieces and check for any damage.**

Lectern Parts

DESCRIPTION	Label
Reading Surface	①
Base	②
Column	③

HARDWARE

ITEM	DESCRIPTION	QTY
1	Mounting Plate	1
2	Thumb Screws	2
3	Flat Washers	3
4	Plate Screws	2
5	Allen Wrench	1
6	Base Screw	1
7	Base Feet	4



TOOLS NEEDED: None

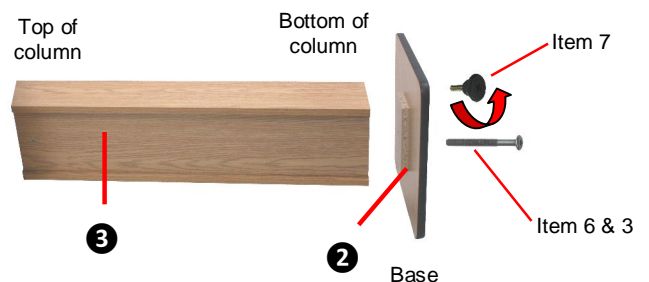
ASSEMBLY:

ATTACH COLUMN TO BASE:

Place the **COLUMN** (Label 3) on the floor laying on its side. *Bottom of column is flat, top is angled. Backside is the low point of top angled surface.* Take the **BASE** (Label 2), with the large block facing the underside of *column*, insert the block side into *column*. Secure with **BASE SCREW** (Item 6) and one **FLAT WASHER** (Item 3) using the **ALLEN WRENCH** (Item 5). Turn until screw is tight.

Screw the four **BASE FEET** (Item 7) into the inserts located in the two wood rails at bottom of base.

Wood color in pictures may not match your lectern

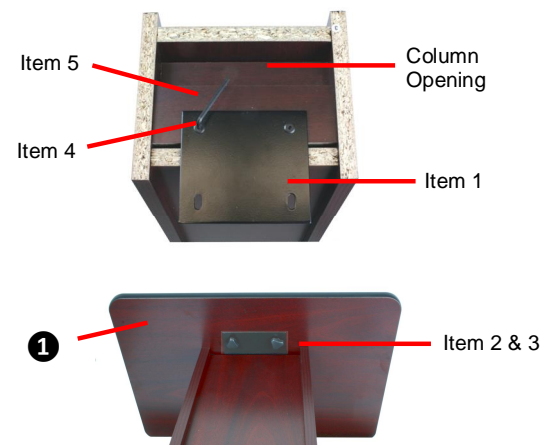


ATTACH READING SURFACE:

Stand **Column** up.

Attach the **MOUNTING PLATE** (Item 1) to the **COLUMN** as shown using **PLATE SCREWS** (Item 4) and **ALLEN WRENCH** (Item 5). Position *mounting plate* so that the slot holes of plate are over the edge. Align the other two holes with the threaded inserts and securely tighten with the two screws.

Position the **READING SURFACE** (Label 1) with the wedge shape wood block over the opening at the top of *column*. Lower onto *column*. The slots of the *mounting plate* should be in alignment with threaded inset in *reading surface*. Take one **THUMB SCREW** (Item 2) with a **FLAT WASHER** (Item 3) and going through slot in *mounting plate*, screw into insert until tight, securing reading surface to column. Repeat again with other *thumb screw*.



CONTINUE →

ASSEMBLY - CONTINUED

- If assembled correctly, your new lectern should look like this.
- Adjust the base feet by turning, if needed to level lectern on floor.



**IF YOU HAVE ANY QUESTIONS OR PROBLEMS PLEASE CALL
OUR CUSTOMER SERVICE DEPARTMENT AT 1-800-267-5486**

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 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 legibly 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. Specifically exempt from warranty are limited-life consumable components subject to normal wear and tear, such as microphone wind-screens, ear cushions, modular plugs, ear tips, decorative finishes, batteries, and other accessories. This warranty is invalid if the factory-applied serial number, date code label, or product label has been altered or removed from this product. 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.

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Dispose of the product according to local standards and regulations
