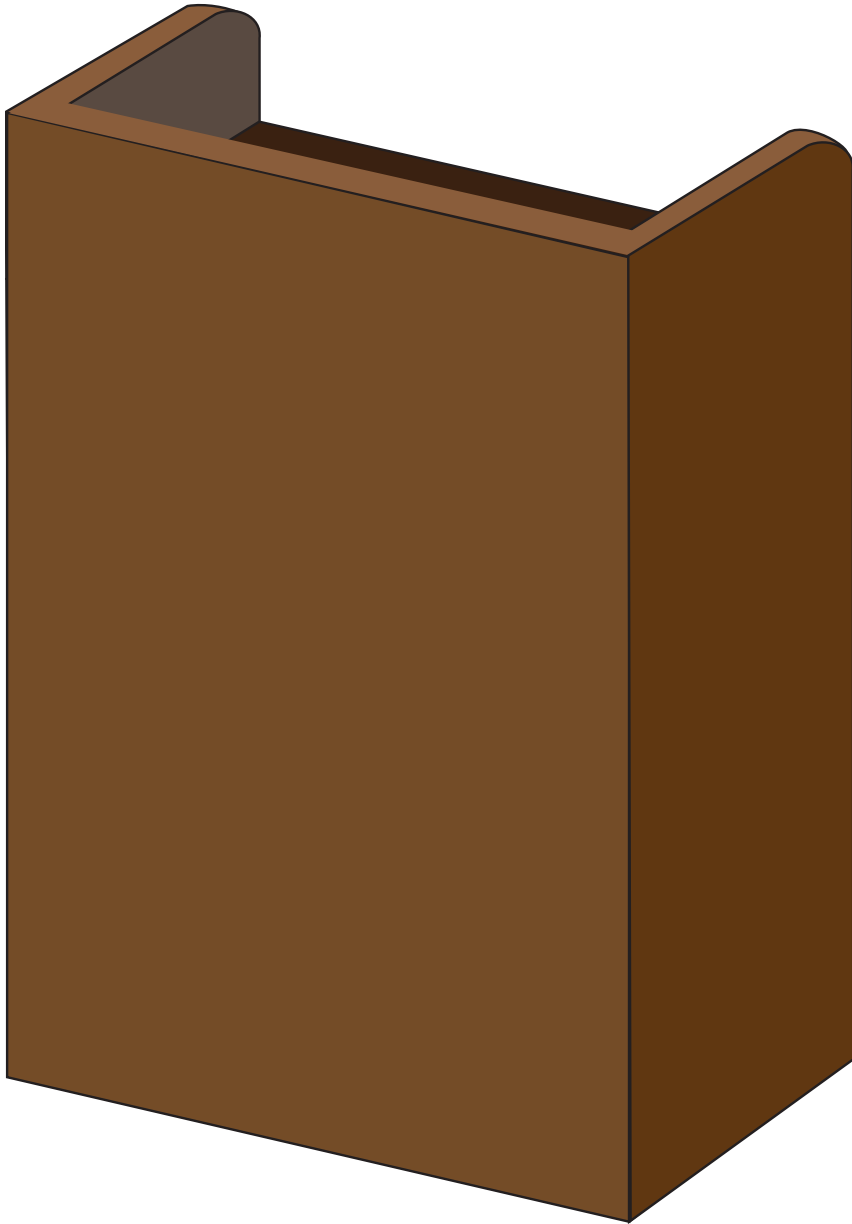




DISPLAYS2GO  
CONNECTING PEOPLE & BRANDS WITH THE WORLD



# HOSTESS STATION WITH HIDDEN WHEELS

**Assembly  
Instructions**







SKUs: LCKDPHS Series

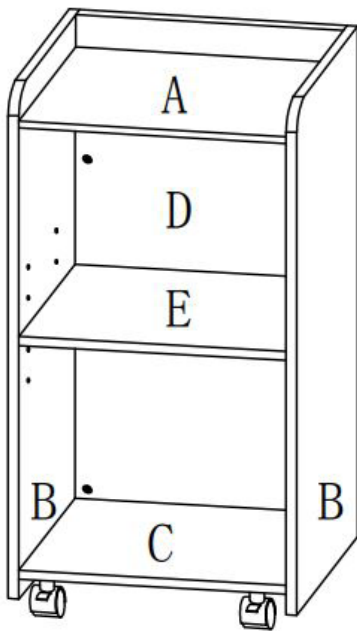
---

# PARTS LIST



Scan QR code  
to visit product  
page

PARTS			HARDWARE BAG							
A	Top Panel	1 pc	H1	Cam Lock	20 pcs		H4	Locking Caster	2 pcs	
B	Side Panel	2 pcs								
C	Bottom Panel	1 pc	H2	Cam Post	20 pcs		H5	Plain Caster	2 pcs	
D	Back Panel	1 pc								
E	Shelf	1 pc	H3	Wood Screw	16 pcs		H6	Adjustable Pin	4 pcs	

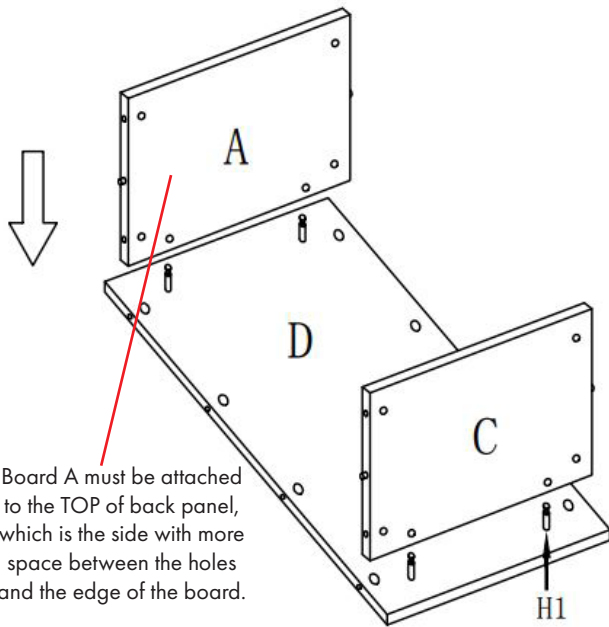


Attention: Before you start assembling your hostess station, please prepare a soft surface work area on the floor. Carefully remove all hardware from packaging and place the hardware parts on the soft work area where they will not come in contact with the laminated wood lectern components. To avoid damage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

TOOLS REQUIRED: Phillips head screwdriver

TWO PEOPLE RECOMMENDED FOR ASSEMBLY.

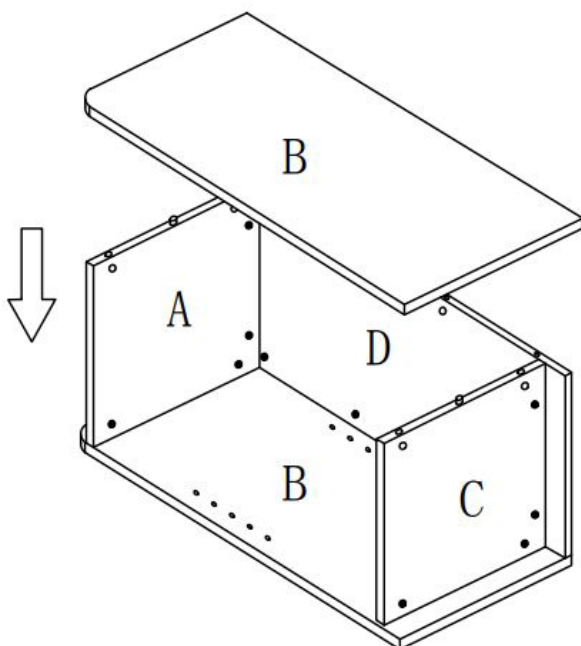
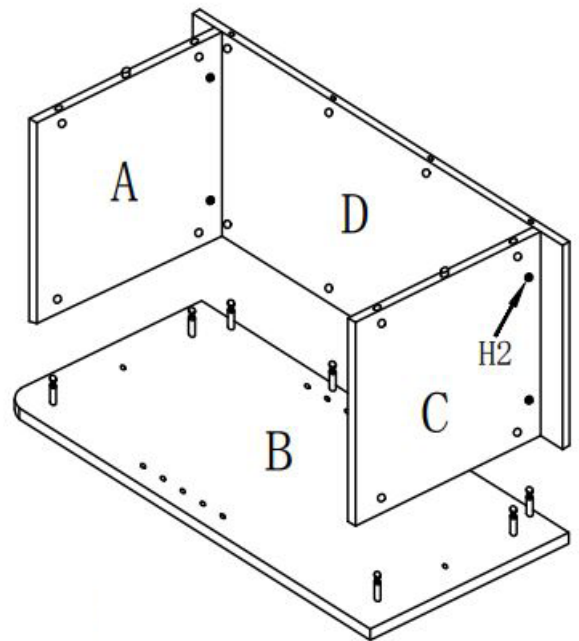
If you have any questions regarding our products, please visit us at [www.displays2go.com](http://www.displays2go.com) or contact Displays2go customer service at 844-221-3388.



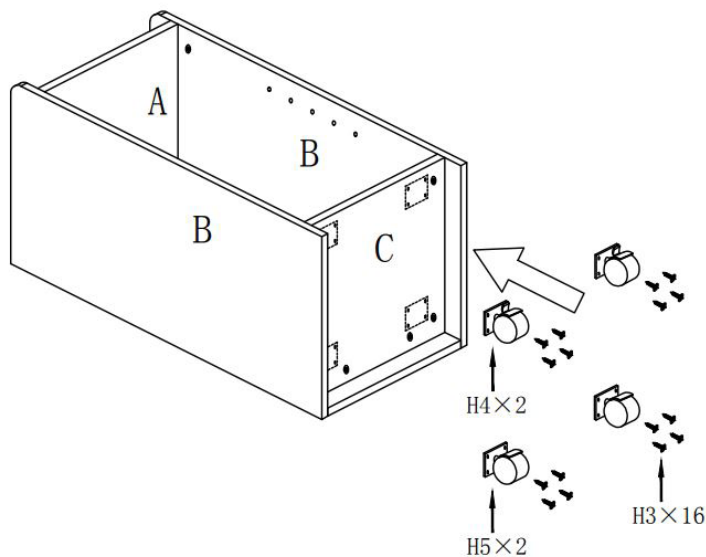
1. Insert cam posts into back panel, then fit top and bottom panel onto posts. Then, insert cam locks and tighten to secure.

NOTE: Ensure that the holes on board C are facing outward.

2. Insert cam posts into side panel, then fit assembled A, D, and C panels onto posts. Then, insert cam locks and tighten to secure.



3. Repeat step 2 for second side panel.

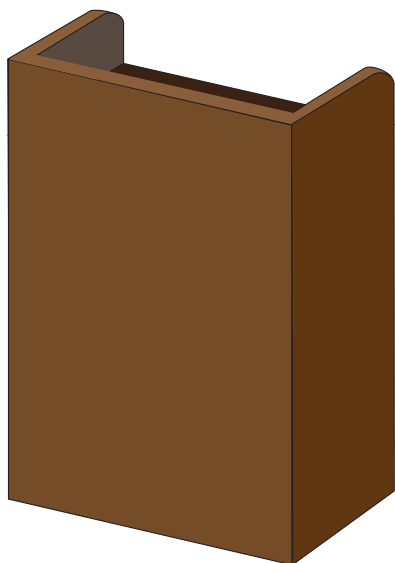
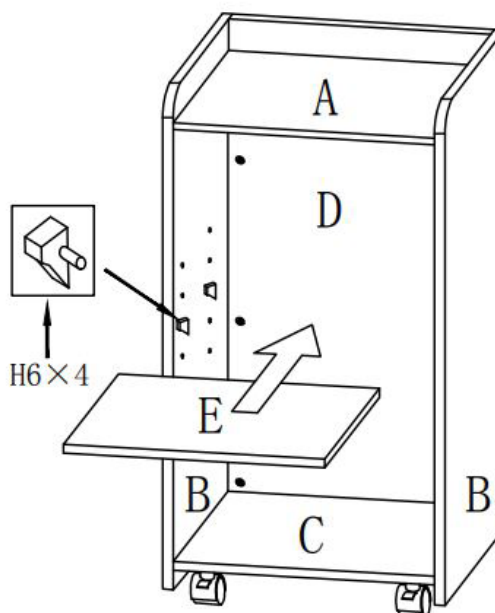


4. Line up casters with the guide holes on the bottom of panel C. Then, tighten screws to secure casters to the unit.

**NOTE:** For each caster, partially tighten all screws to ensure correct alignment with pilot holes, then go back and finish tightening all four screws.

**NOTE:** Locking casters should be closest to the open back of the unit, for ease of access.

5. Press adjustable pins into holes inside the unit. Ensure that all are lined up at the same level. Then insert shelf panel to rest on the pins.



*Enjoy your new  
hostess stand!*

CONTACT INFORMATION:  
www.displays2go.com  
PHONE: 844-221-3388