

SMARTdesks™

How to Install HDC Heavy Duty Casters into SMARTdesks Podiums



1. With podium upside down, take a single caster "L" plate and align the two hole side, as closely as possible, with the two holes in the side panel of the lectern. They will not align exactly.
2. Thread bolt through the two holes in the side of the podium and then through the two holes in the caster L plate. (Caster plate side will not be perfectly parallel with the side of the podium) Screw nut onto bolt threads.
3. Slowly tighten nuts until the four holes in the L plate align with the four holes in the bottom of the podium. **DO NOT COMPLETELY TIGHTEN.**
4. Place casters over the four holes in the caster L plate aligning holes of caster with holes in cast-er L plate. 2 Locking casters on speaker side, 2 non-locking casters on audience side.
5. Thread bolts up through bottom of podium, through caster plates and through caster flanges. Attach nuts.
6. Tighten all nuts until snug. Do not over tighten.