

# COMMAND CENTER 2 PODIUM

## Packing list:

- 6' Command Center 2 Podium, qty: 1
- Boundary Rail - Large, qty: 2
- Boundary Rail - Small, qty: 2
- Wheel Bracket - Left, qty: 1
- Wheel Bracket - Right, qty: 1
- 8" Pneumatic Wheel, qty: 2
- 1/2" x 4" Axle Bolt with Nut, qty: 2
- 5/16" x 3" Hex Head Bolt, qty: 4
- 5/16" Nylon Insert Lock Nut, qty: 4
- 7/8" O.D. Flat Washer, qty: 4
- Adhesive Tread Tape, qty: 10

## Tools needed:

- Two 1/2" wrenches/sockets (for 5/16" nuts and bolts)
- Two 3/4" wrenches/sockets (for 1/2" axle bolts and nuts)

## IMPORTANT:

Podium may be moved while in the upright position for distances of less than 50 feet. However, it should be pulled, not pushed, at a normal walking pace. If the podium needs to be moved more than 50 feet, it should be done in the collapsed position.

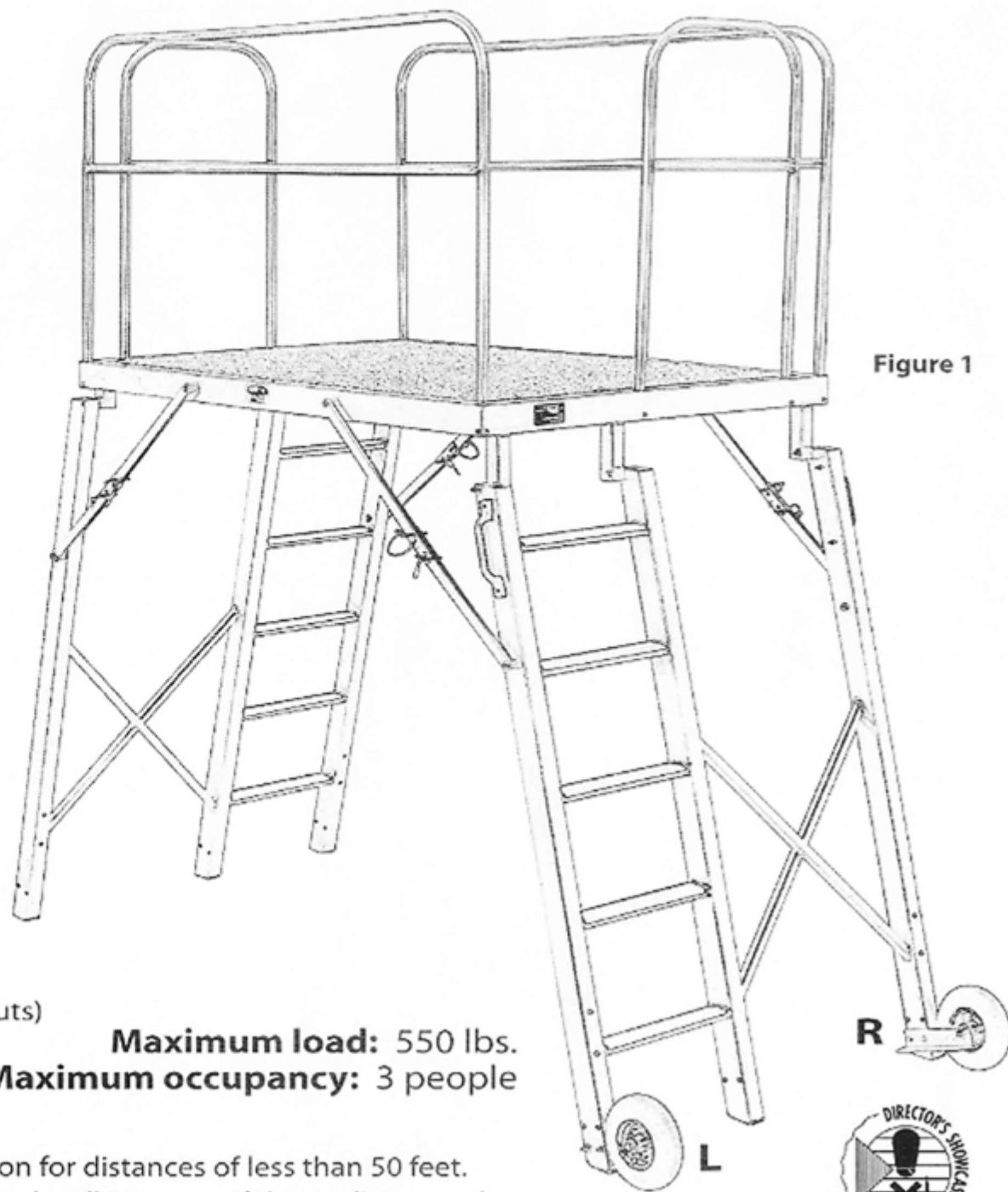


Figure 1

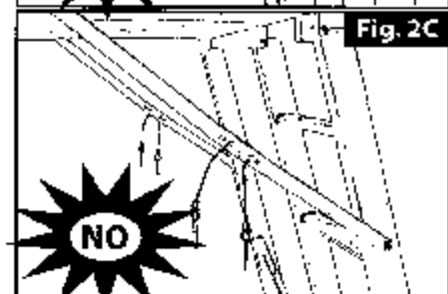
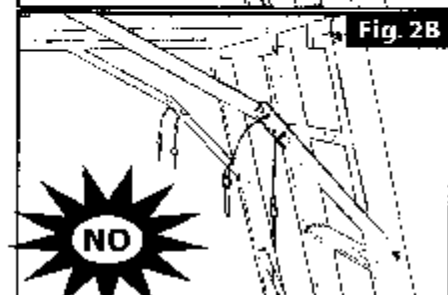
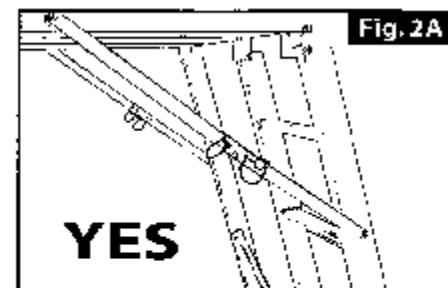
**Maximum load: 550 lbs.**  
**Maximum occupancy: 3 people**



# ASSEMBLING YOUR COMMAND CENTER 2 PODIUM

## Step 1: Attaching Wheel Brackets and Wheels to Podium

1. With podium in the collapsed position, tip the podium onto its side by lifting one of the longer sides of the platform up 90 degrees so the podium legs can swing out from under the platform.
2. Pull one of the podium legs out until the hinges are completely straight. **IMPORTANT:** In order to make sure the podium leg is fully extended so the podium doesn't collapse when placed in the upright position, the hinge plate at the elbow of the hinge should be pulled into place so the two holes in the hinge plate line up with the holes in the hinge. Repeat this procedure for the other podium leg.
3. Tip the podium into the upright position. **IMPORTANT:** Before proceeding, place each of the two steel pins hanging from each hinge plate through the holes in all four hinges (see Figure 2A). Failure to insert all eight pins in all four hinges could cause the podium to collapse. The pins are designed to fit through the holes tightly so they do not work themselves out. Only if necessary, a small amount of silicone spray or WD-40-type spray can be placed on the pins to aid in inserting the pins through each hole.
4. On the podium leg with the black handles, locate the extra sets of holes at the bottom of the outside uprights. These holes are not on the other podium leg and are used to attach the wheel brackets to the podium. Place the wheel bracket labeled "L" against the inside of the outside ladder upright, aligning the holes in the wheel bracket with the mounting holes on the inside of the ladder upright.
5. Attach the wheel bracket to the upright with two  $\frac{3}{16}$ " x 3" hex bolts, two  $\frac{7}{16}$ " O.D. flat washers and two  $\frac{1}{16}$ " nylon insert lock nuts. The bolts should be inserted through the wheel bracket first, then the upright. The washers should be placed against the outside of the upright before the nuts are put on. Tighten the entire assembly securely.
6. Attach the wheel to the wheel bracket using the  $\frac{1}{2}$ " x 4" axle bolt and  $\frac{1}{2}$ " axle nut. The axle bolt should go through the wheel first, then the wheel bracket. **NOTE:** You may notice that the axle nut threads onto the axle bolt with some difficulty. This is normal. The axle bolt is designed to cut into the axle nut as it is being threaded, providing better holding power. Using two wrenches/sockets to thread and tighten the nut onto the bolt will help greatly in completing this step.
7. Repeat items 4, 5 and 6 to attach the "R" wheel bracket and wheel to the other side of the podium leg upright.
8. Figures 3A and 3B show the wheel brackets and wheels attached to the podium leg.



## Step 2: Installing Boundary Rails around Platform

1. Place the two small boundary rails in the holes above the "X" braces on the shorter sides of the platform. Place the two large boundary rails in the holes at the corners of the longer sides of the platform.
2. Figure 1 on the other side of this instruction sheet shows the final placement of the boundary rails.

## Step 3: Attaching Adhesive Tread Tape to Ladder Steps

1. Remove the paper backing from one of the pre-cut pieces of adhesive tread tape.
2. Place and adhere the adhesive side of the tread tape to the lowest step of one of the ladders, centering it on the step. Because the tread tape is wider than the step, some of the tread tape will fold over the front and back of the step. This is normal.
3. Repeat steps 1 and 2 for the rest of the steps on the two podium ladders.

## Storage of your Command Center 2 Podium

We recommend storing your Command Center 2 podium indoors as often as possible. This will prolong the life of the podium by reducing the wear and tear weather naturally causes. In addition, the podium should be stored in the collapsed position without any items placed on the podium platform.

