

## Caster Assembly – Audio Visual Furniture Products

Thank you for purchasing a furniture product from Audio Visual Furniture. Your product is shipped without the casters assembled due to shipping-damage concerns. Please follow these instructions to assemble the casters on your product.  
**Note:** If you cannot understand these instructions or are concerned about safety of the installation contact a qualified contractor or contact us at 1-877-834-3876 . Confirm all hardware is included before you begin assembly.

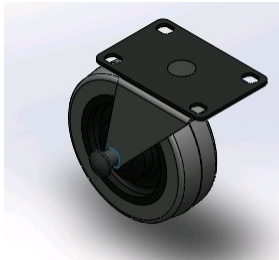
### Supplied Parts

A podium, lectern or other furniture product from Audio Visual Furniture.



### Supplied Hardware

4 to 6 casters (depending on which product you ordered)



Caster Hardware Kit:  
4 Hex Head Bolts per Caster



### Tools required



7/16" wrench tool – supplied with hardware

**1**

Roll the product onto its front, side or back – taking care not to damage the finish. Select a soft, non-marring surface for this task. Make sure the doors and keyboard trays are locked or taped closed so the doors or trays do not swing open and get damaged as the unit is rolled. Two or more people should be used For this task so the unit can be tipped and gently rolled without dropping.



## Caster Assembly Instructions - continued

2

**Note:** some products come with both locking and non-locking casters. The locking casters need to be assembled near an edge where the locks are accessible.

Place the first caster over one of the sets of 4-inserts.

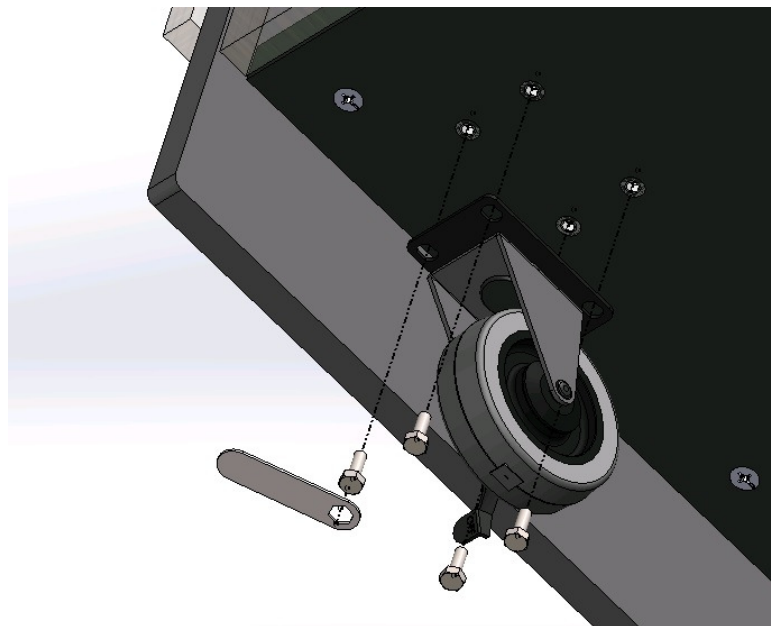
The holes in the caster mount plate will line up with the inserts when the orientation is correct.

Place the first hex-head bolt through a hole in the caster mount plate and into the insert. Start threading the hex head bolt by hand into the insert. Thread the bolt a few turns. Repeat for the other 3 bolts.

Tighten the bolts using the stamped wrench supplied with the hardware.

Do not over tighten the bolts or the unit maybe damaged.

Repeat this process for all the casters supplied.



3

Once all the casters are assembled and the bolts are tight, carefully roll the product onto the casters. Take care that the unit does not begin to roll away as the weight shifts onto the casters. Again two or more people should be used for this task to avoid dropping the unit.

**Caution:** the unit can shift as the weight shifts onto the casters and the casters then swivel.



The caster assembly is complete, enjoy your new product!