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Visit the Conductor's Podium web page at [wengercorp.com](http://wengercorp.com) for more information.

**Note:** Please read and understand these instructions before proceeding.  
**Note:** If you need additional information, contact Wenger Corporation using the information below.

# Important User Information

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## General

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Printed and bound in the United States of America.

The information in this manual is subject to change without notice and does not represent a commitment on the part of Wenger Corporation. Wenger Corporation does not assume any responsibility for any errors that may appear in these instructions.

In no event will Wenger Corporation be liable for technical or editorial omissions made herein, nor for direct, indirect, special, incidental, or consequential damages resulting from the use or defect of these instructions. The manufacturer reserves the right to change this product at any time.

The information in this document is not intended to cover all possible conditions and situations that might occur. The end user must exercise caution and common sense when assembling or installing Wenger Corporation products. If any questions or problems arise, call the Wenger Corporation at (800) 4WENGER (493-6437) or +1-507-455-4100 worldwide.

## Manufacturer

The Conductor's Podium is manufactured by:

Wenger Corporation  
555 Park Drive  
Owatonna, MN 55060  
(800) 4WENGER (493-6437) • +1 (507) 455-4100  
wengercorp.com

## Intended Use

- This product is intended for indoor use in normal ambient temperature and humidity conditions – it must not be exposed to outside weather conditions.
- This product is intended to be assembled, installed and used only as described in these instructions.

## Warranty

Warranty information is available at [wengercorp.com](http://wengercorp.com).

# Safety Precautions

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Throughout this document you may find cautions and warnings which are defined as follows:

- **WARNING:** Failure to follow the instruction could result in serious injury or damage to property.
- **CAUTION:** Failure to follow the instruction could result in minor injury or damage to property.

Read and understand all of these safety instructions before any assembly, installation or use.

### **⚠ CAUTION**

*Make sure anyone assembling, installing or using this product has read and understands these instructions.*

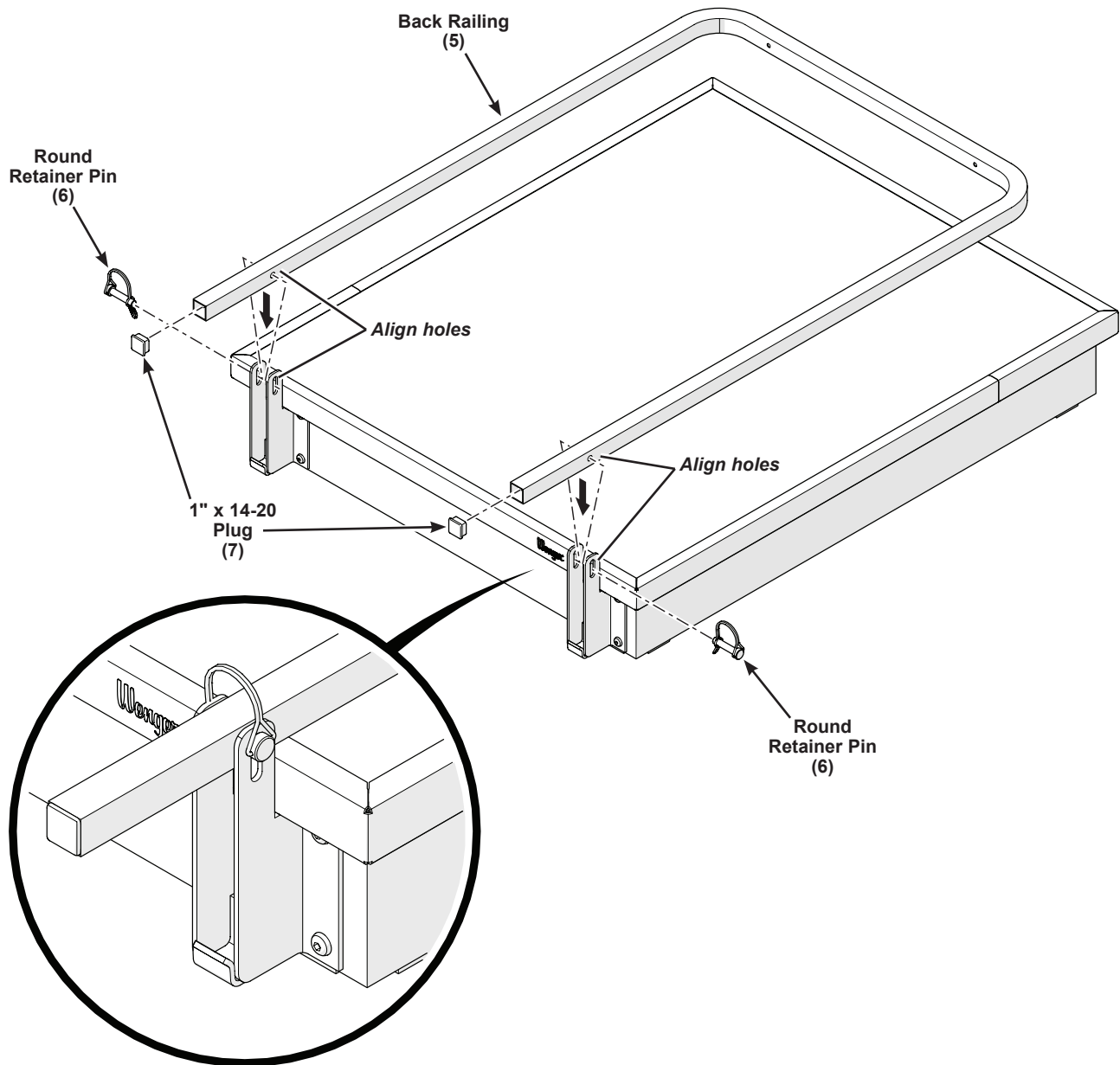
### **⚠ CAUTION**

*Failure to comply with Warnings and Cautions in this document or on the equipment can result in damage to property or serious injury.*

## Assembly

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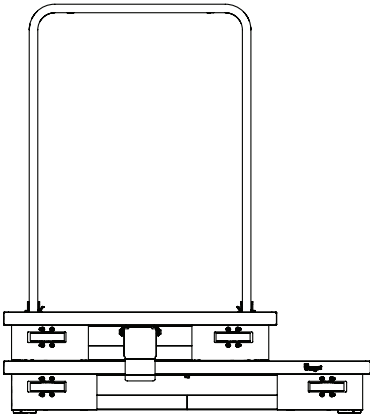
1. Insert a 1" x 14-20 plug (7) into both open ends of the back railing (5).
2. Lay the back railing onto the carpeted surface of the upper podium.  
Align the pilot holes in the back railing with the slots in the mounting brackets.
3. Secure the back railing to both mounting brackets using one round retainer pin (6) in each side.



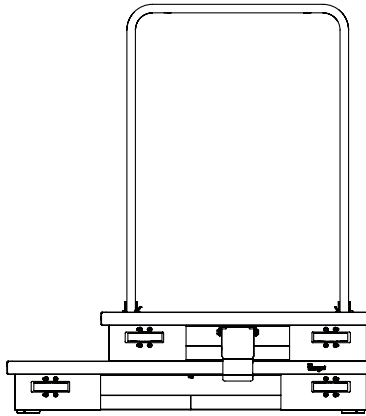
# Operation



The Conductor's Podium can be set up for either right step or left step configuration.



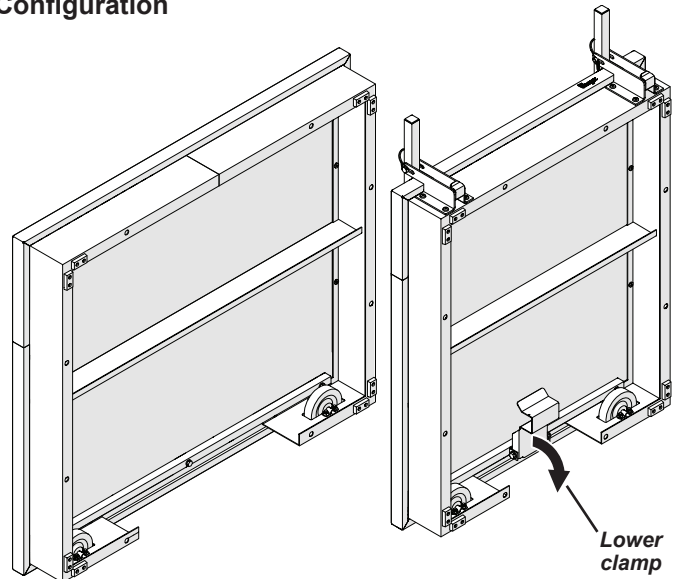
Right Step Configuration



Left Step Configuration

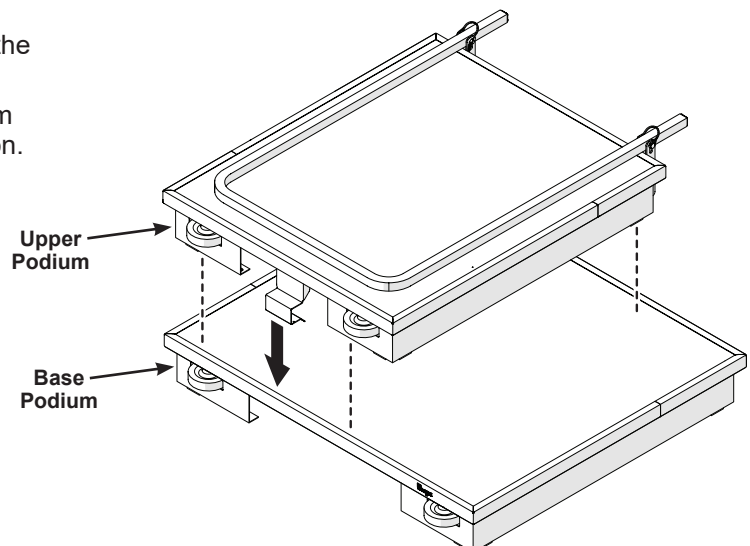
## Set Up

1. With both podiums upright on the wheels, roll them near the performance location.
2. Lower the clamp at the bottom of the upper podium.



3. Lay the base podium flat on the ground with the carpeted surface facing up.
4. Place the upper podium onto the base podium in either the left step or right step configuration.

**The upper podium must align with the base podium.**

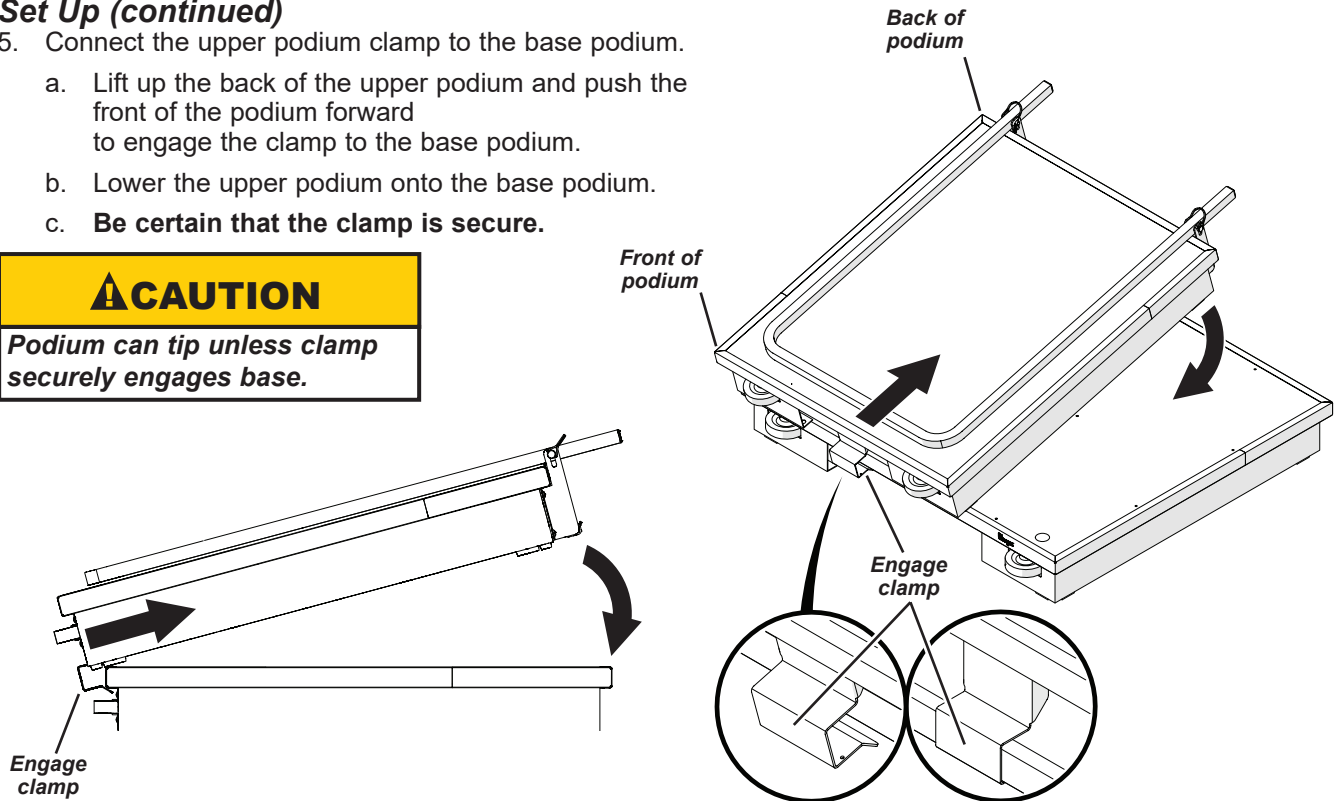


## Operation (continued)

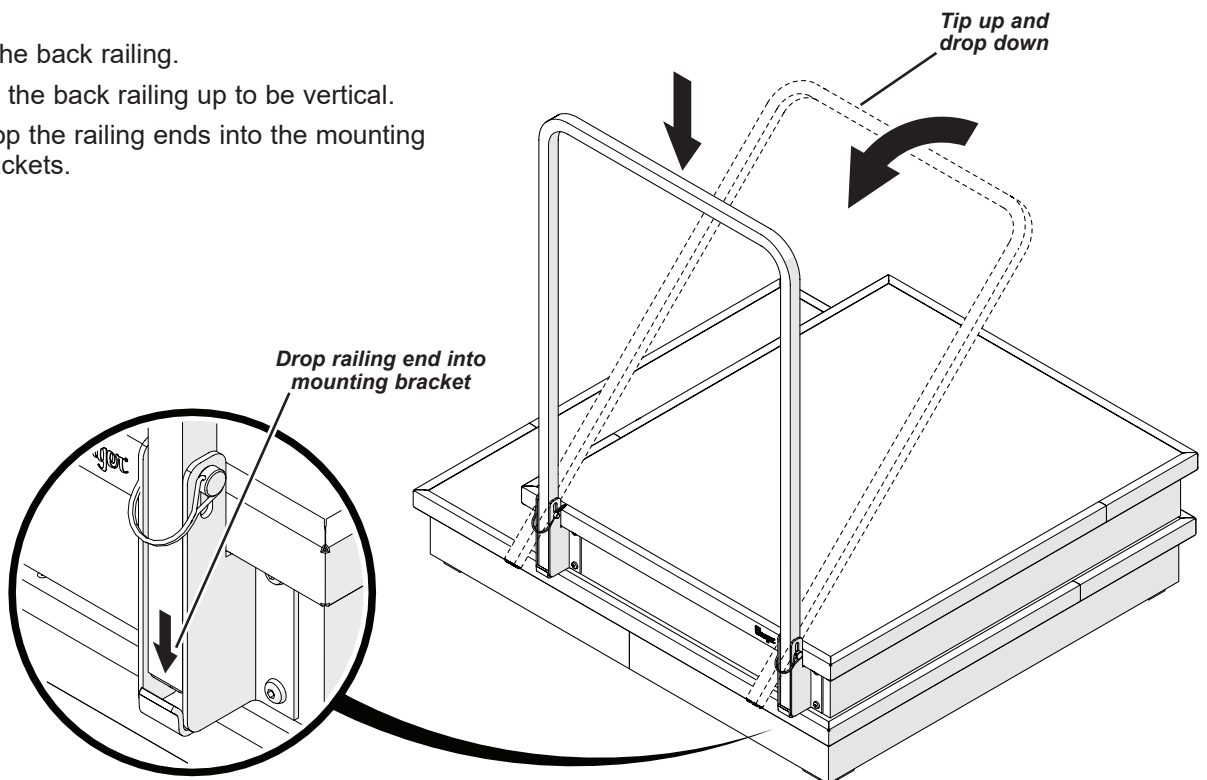
### Set Up (continued)

5. Connect the upper podium clamp to the base podium.
  - a. Lift up the back of the upper podium and push the front of the podium forward to engage the clamp to the base podium.
  - b. Lower the upper podium onto the base podium.
  - c. **Be certain that the clamp is secure.**

**CAUTION**  
Podium can tip unless clamp securely engages base.



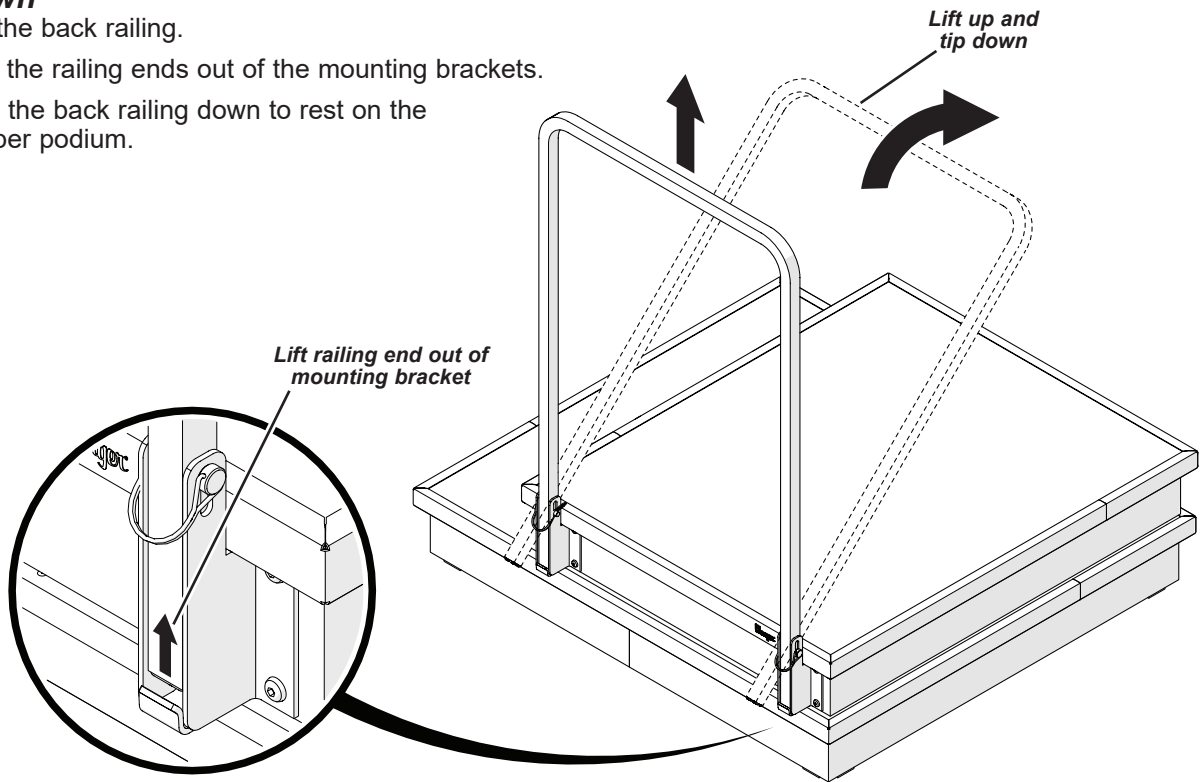
6. Raise the back railing.
  - a. Tip the back railing up to be vertical.
  - b. Drop the railing ends into the mounting brackets.



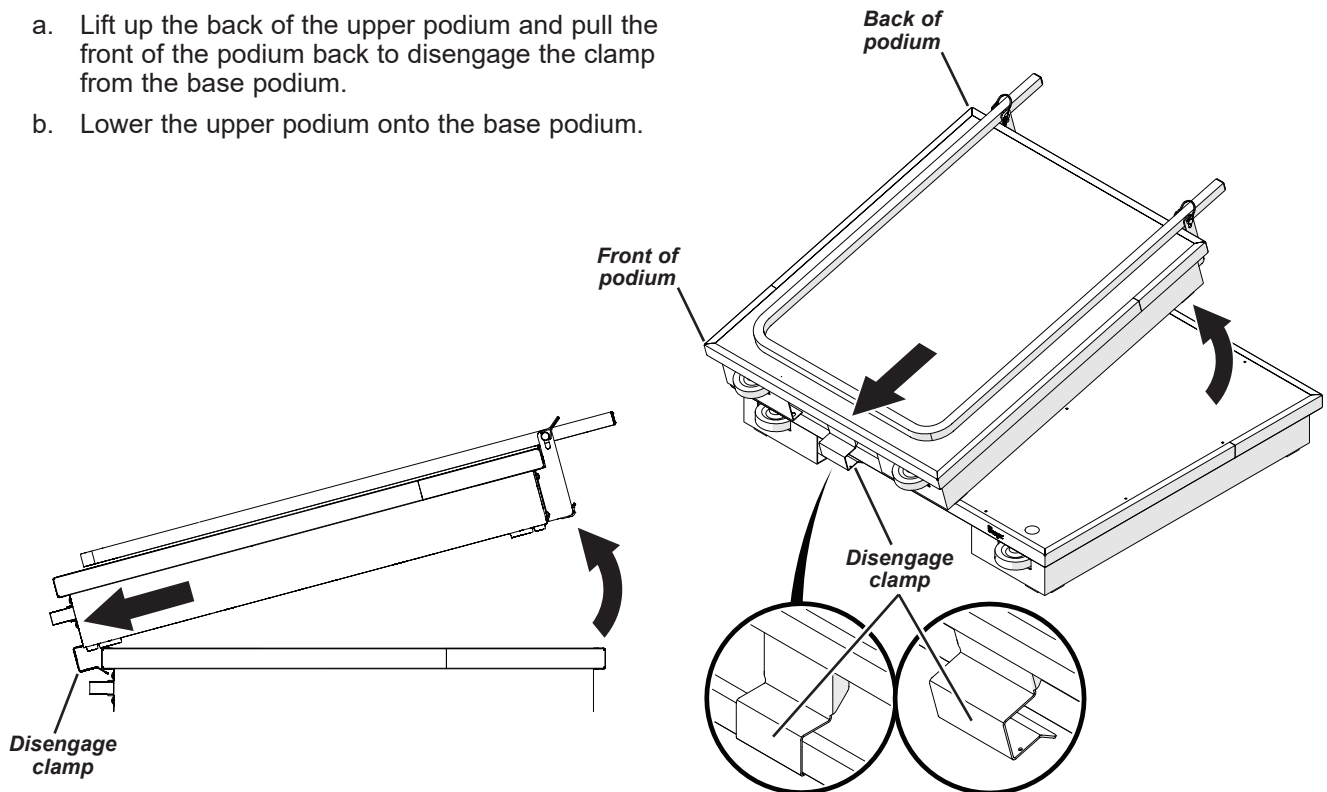
## Operation (continued)

### Take Down

1. Lower the back railing.
  - a. Lift the railing ends out of the mounting brackets.
  - b. Tip the back railing down to rest on the upper podium.



2. Disconnect the upper podium clamp from the base podium.
  - a. Lift up the back of the upper podium and pull the front of the podium back to disengage the clamp from the base podium.
  - b. Lower the upper podium onto the base podium.

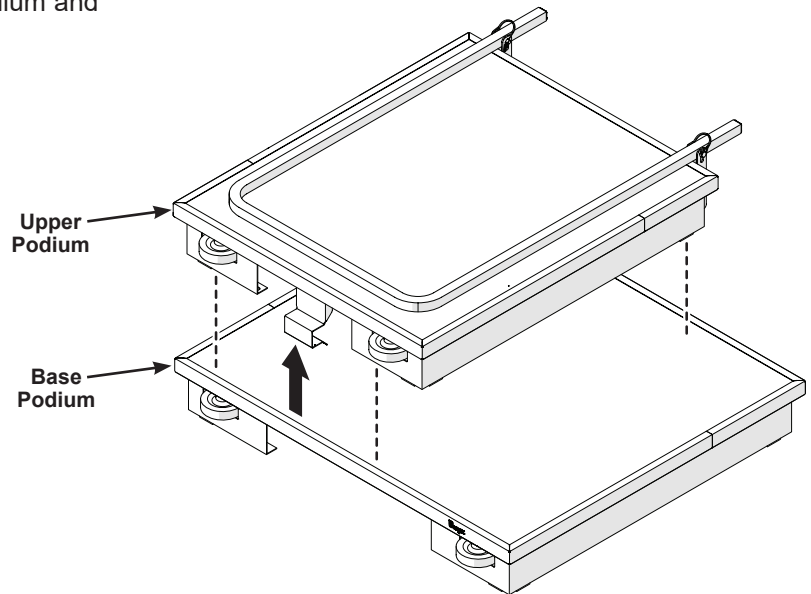


## Operation (continued)

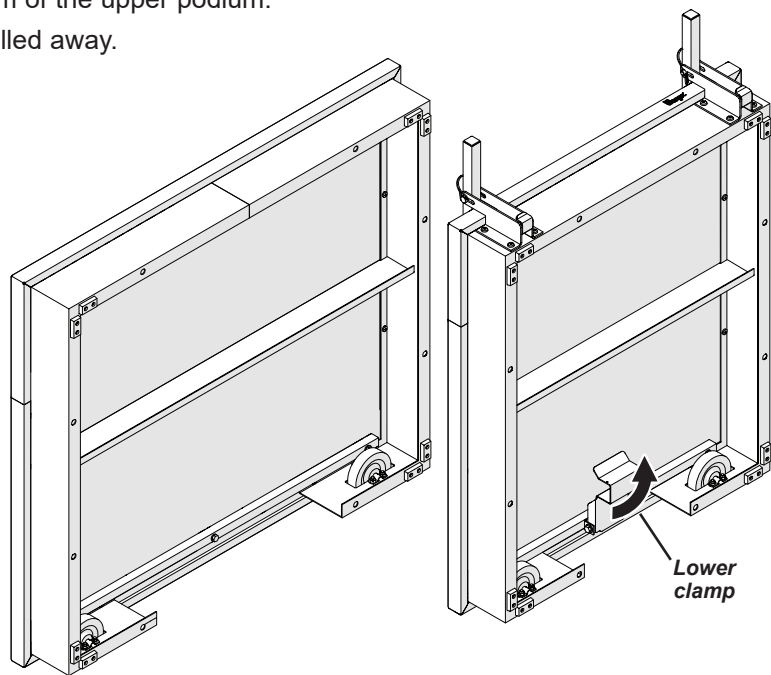
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### Take Down (continued)

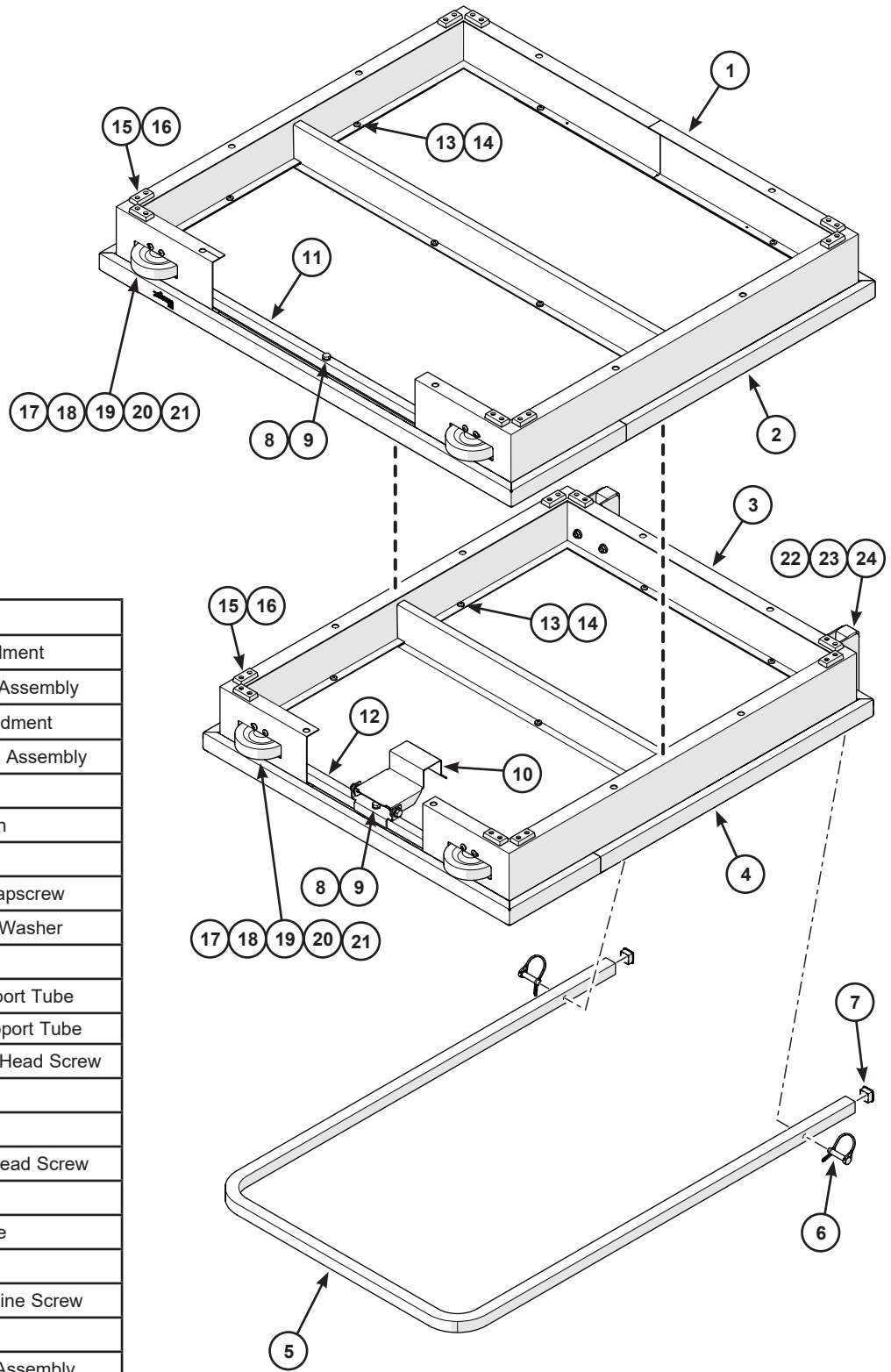
3. Lift the upper podium off of the base podium and tip both podiums onto the wheels.



4. Raise the clamp at the bottom of the upper podium.
5. Both podiums can now be rolled away.



# Replacement Parts



| Item | Qty | Description                  |
|------|-----|------------------------------|
| 1    | 1   | Base Podium Weldment         |
| 2    | 1   | Base Podium Top Assembly     |
| 3    | 1   | Upper Podium Weldment        |
| 4    | 1   | Upper Podium Top Assembly    |
| 5    | 1   | Back Railing                 |
| 6    | 2   | Round Retainer Pin           |
| 7    | 2   | 1" x 14-20 Plug              |
| 8    | 6   | 5/16-18 x 1-1/2" Capscrew    |
| 9    | 6   | 5/16" Helical Lock Washer    |
| 10   | 1   | Clamp Assembly               |
| 11   | 1   | Base Podium Support Tube     |
| 12   | 1   | Upper Podium Support Tube    |
| 13   | 19  | #14-10 x 3/4" Pan Head Screw |
| 14   | 3   | 1/4" Lock Washer             |
| 15   | 16  | Rubber Bumper                |
| 16   | 32  | #6-18 x 1/2" Flat Head Screw |
| 17   | 4   | 4" Dia Wheel                 |
| 18   | 4   | Podium Wheel Axle            |
| 19   | 8   | Steel Cable Strap            |
| 20   | 16  | 1/4-20 x 1/2" Machine Screw  |
| 21   | 16  | 1/4-20 Lock Nut              |
| 22   | 2   | Mounting Bracket Assembly    |
| 23   | 8   | 5/16-18 x 5/8" Capscrew      |
| 24   | 8   | 5/16-18 Flange Lock Nut      |