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Visit the OnBoard Field 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 OnBoard® Field 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 prolonged 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.*

## Moving

### **⚠ CAUTION**

- *When moving the OnBoard Field Podium, speed should not to exceed 5 mph (8 kph).*
- *Never move or position the podium sideways on an incline.*
- *Avoid ramps steeper than a 1' (305 mm) rise or drop in a 12' (3658 mm) horizontal distance.*
- *When moving the podium, do not ride on the podium or allow others to ride.*
- *The swivel casters move in any direction, move the podium slowly and have a clear view ahead to avoid objects and people in the direction of travel.*
- *When transporting the podium in a vehicle it must be properly secured to prevent movement.*
- *When transporting the podium, use proper padding material to avoid damage to the podium or accessories.*
- *When towing the podium, avoid tight turns which may result in the tow vehicle making contact with the podium or tow bar.*
- *All four casters must be in contact with the floor or ground at all times.*

## General Operation

### **⚠ CAUTION**

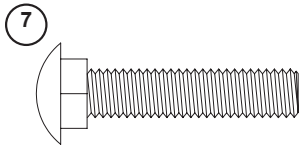
- *Use caution when removing or placing objects to and from the OnBoard Field Podium.*
- *Gas assist springs are under high pressure, use caution if doing any maintenance.*
- *When using the podium in the performance position, always park it on a level surface.*
- *When using the podium in the performance position, both boundary rails must be used at all times.*
- *The podium's maximum total load capacity is 600 lb (272 lb).*
- *The podium is only intended to hold two people.*
- *When the podium is left unattended, it must be secured to prevent it moving or rolling into objects or people.*

## Required Tools

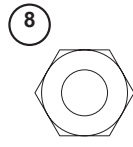
- 9/16" wrench
- 9/16" socket and wrench

## Supplied Hardware

Hardware remaining after assembly can be discarded.



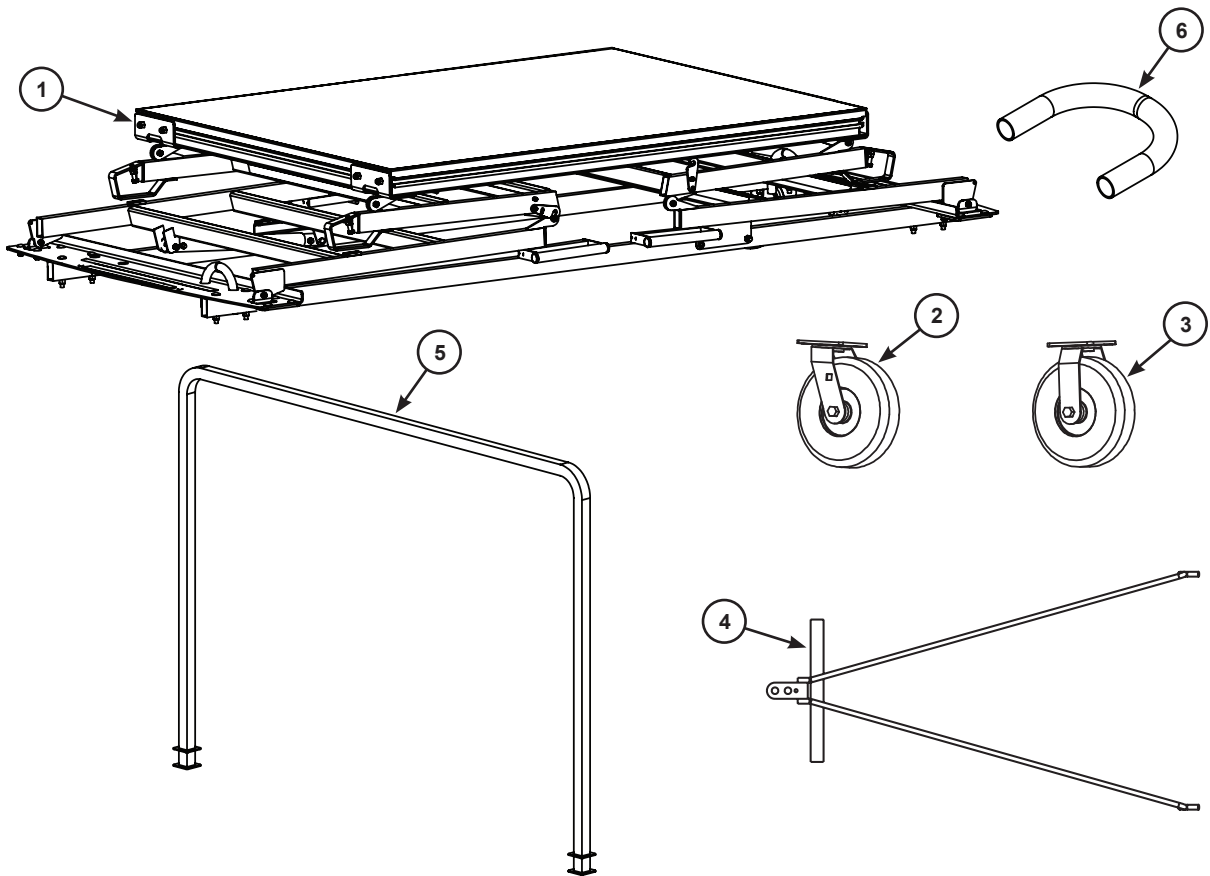
3/8"-16 x 1  
Carriage Bolt



3/8"-16  
Lock Nut

## Parts List

Item	Qty	Description	Item	Qty	Description
1	1	Podium Base Assembly	4	1	Tow Bar
2	2	8" Swivel Locking Caster	5	2	Boundary Rail
3	2	8" Rigid Caster	6	2	Wheel Stop

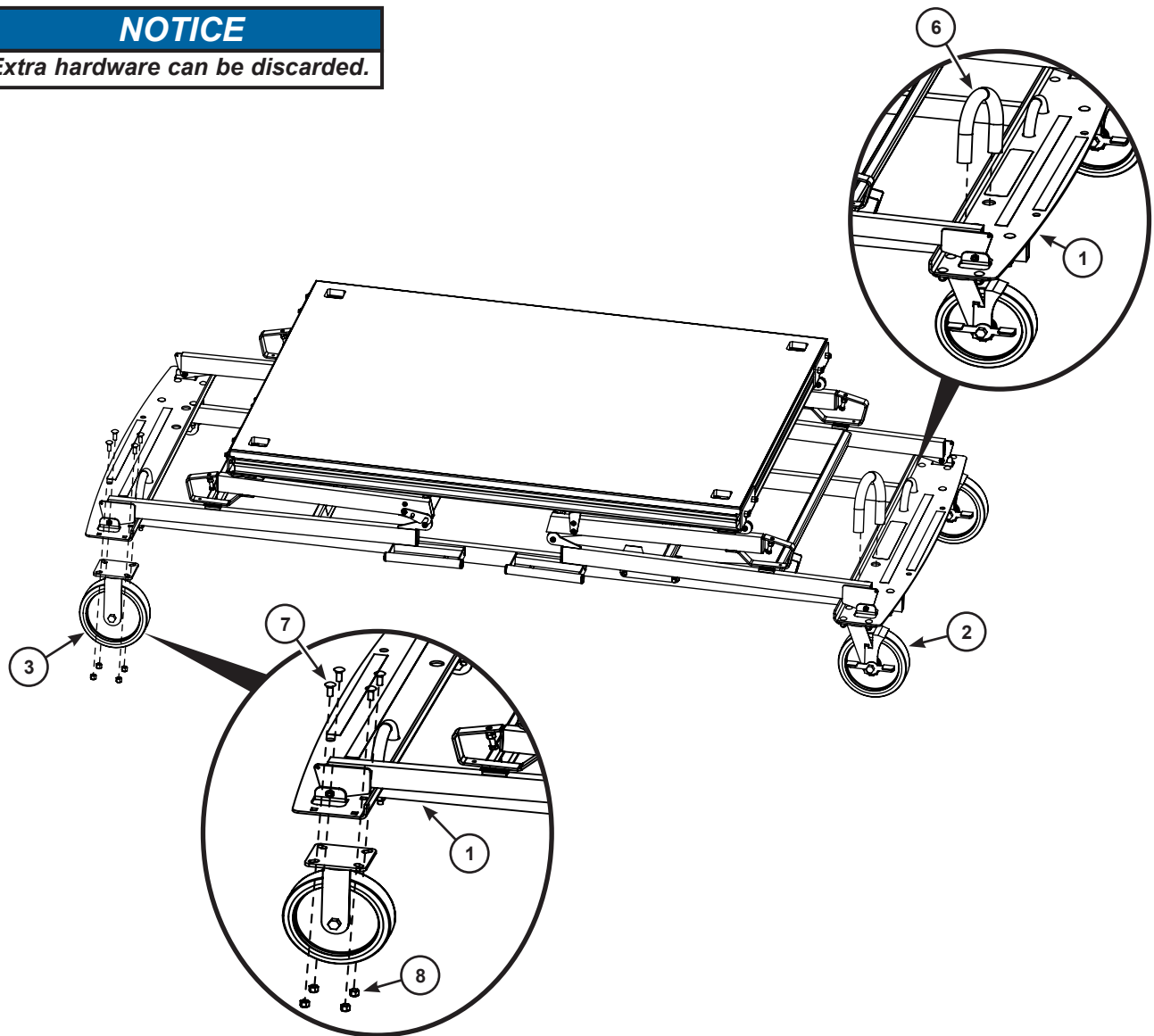


# Assembly

1. Attach the rigid casters (3).
  - a. Elevate the left side of the podium base assembly frame (1).
  - b. Align a rigid caster (3) with the pilot holes as shown and attach it to the frame using four 3/8" carriage bolts (7) and lock nuts (8).
  - c. Repeat for the other rigid caster on the opposite side of the frame and lower the casters to the ground.
2. Attach the swivel casters (2).
  - a. Elevate the right side of the podium base assembly frame (1).
  - b. Align a swivel caster (2) with the pilot holes as shown and attach it to the frame using four 3/8" carriage bolts (7) and lock nuts (8).
  - c. Repeat for the other rigid caster on the opposite side of the frame and lower the casters to the ground.
3. Store the wheel stops (6) in the holes on the podium base assembly frame.

## NOTICE

*Extra hardware can be discarded.*



## Operation

Always observe the "Safety Precautions" in these instructions.

**Failure to comply with the "Safety Precautions" in these instructions can result in serious injury.**

### Moving the Podium

1. A separate tow bar (4) is provided that inserts into two holes in the podium base (1).

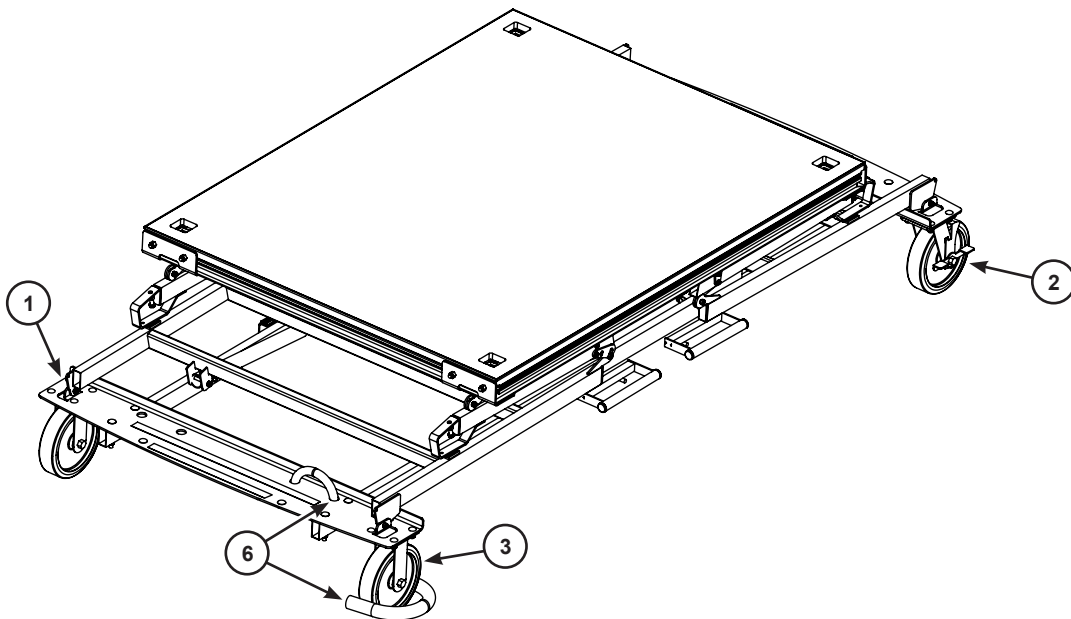
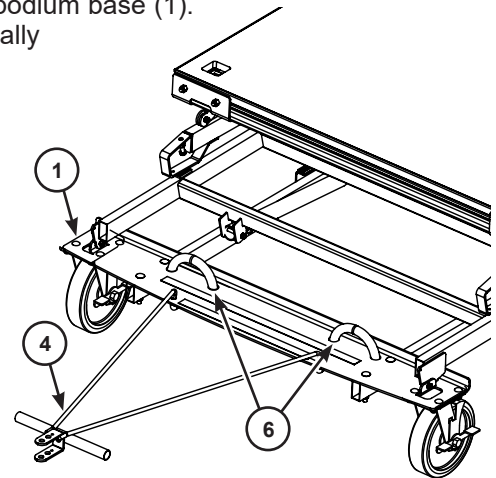
The tow bar may also be used as a handle to pull the podium manually or can be attached horizontally to a cart or lawn tractor.

When the tow bar is removed, store it out of the way to prevent it being an obstruction or hazard.

### NOTICE

**Abrupt stops may cause the tow bar to bend.  
The tow bar may be re-straightened.**

2. Secure the rigid casters (3) using the wheel stops (6) located in the frame (1) of the podium.
3. Lock the swivel locking casters (2).
4. If the podium needs to be stored tipped on its long edge, it first must be strapped together using a ratchet strap so that the podium does not unfold.

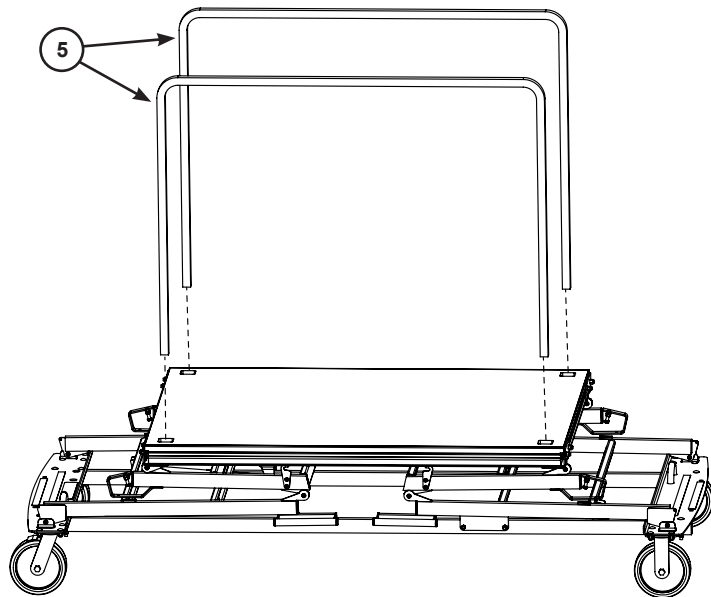


## **Operation (continued)**

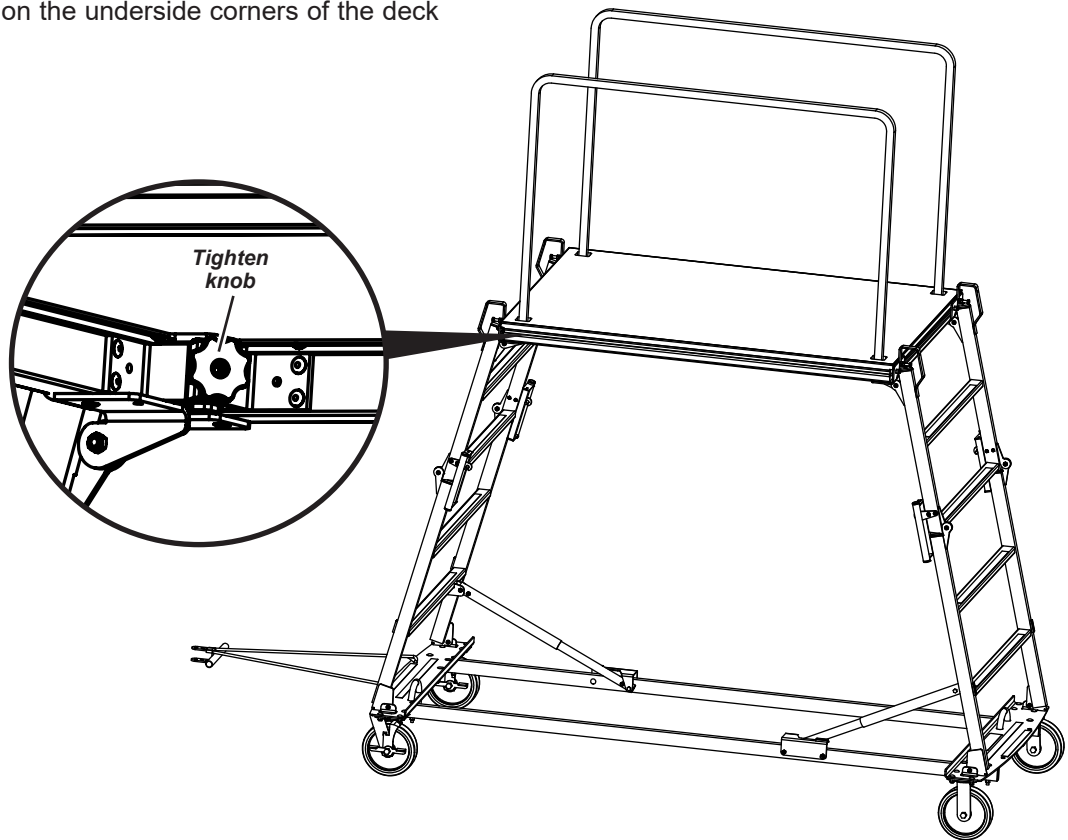
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### **Attach the Boundary Rails**

1. With the podium in the stored position, insert the boundary rails (5) in the cut-out slots on the deck.



2. Tighten the knobs on the underside corners of the deck to secure the rails.



## Operation (continued)

### Podium to the Performance Position

#### **CAUTION**

*These steps require two people.  
Keep hands clear of pinch points.*

1. Lift one end of the podium into the upright position.
  - a. With a person on each side of the podium, lift the top handle.
  - b. As the deck is lifting, grasp the center handle and push outward.

#### **NOTICE**

*Do not lift using the boundary rails.*

#### **NOTICE**

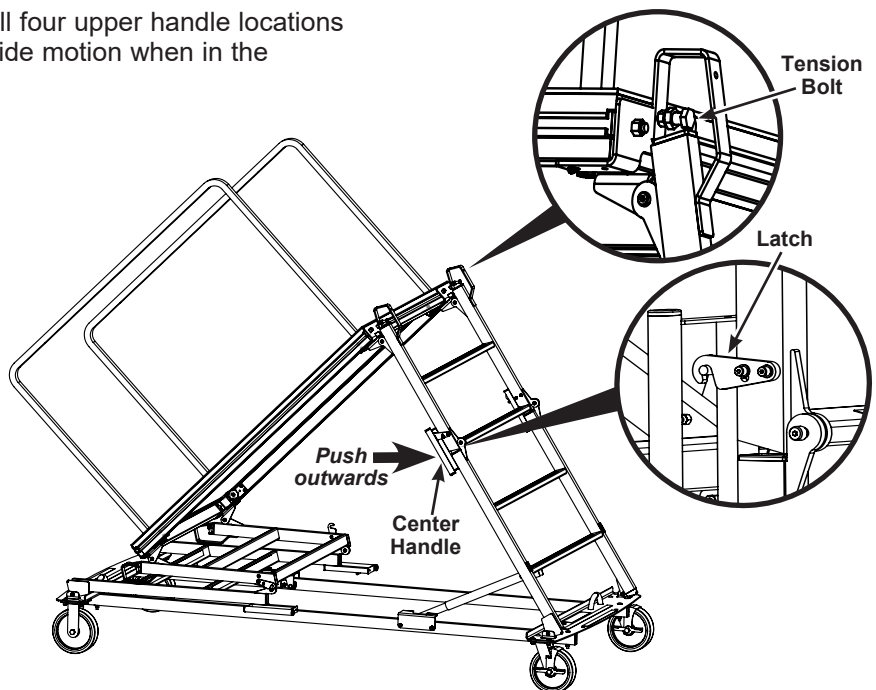
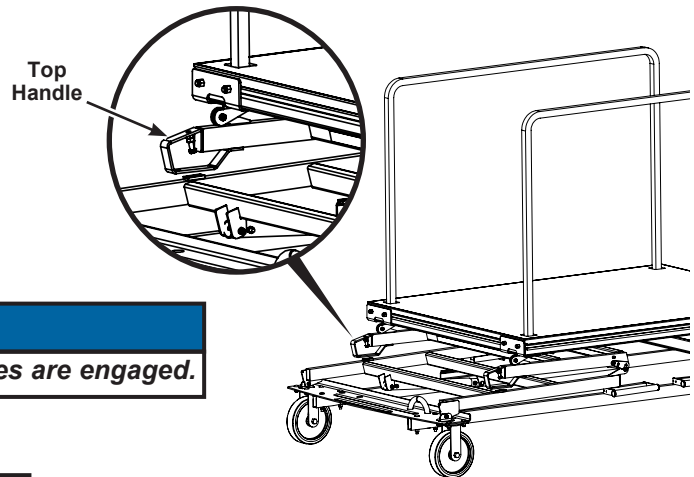
*Once at performance height, verify that both latches are engaged.*

2. Repeat step 1 on the opposite side of the podium.

#### **NOTICE**

*Verify that latches are engaged in all four locations.*

3. Adjust the tension bolts equally at all four upper handle locations to eliminate any excessive side to side motion when in the performance position.





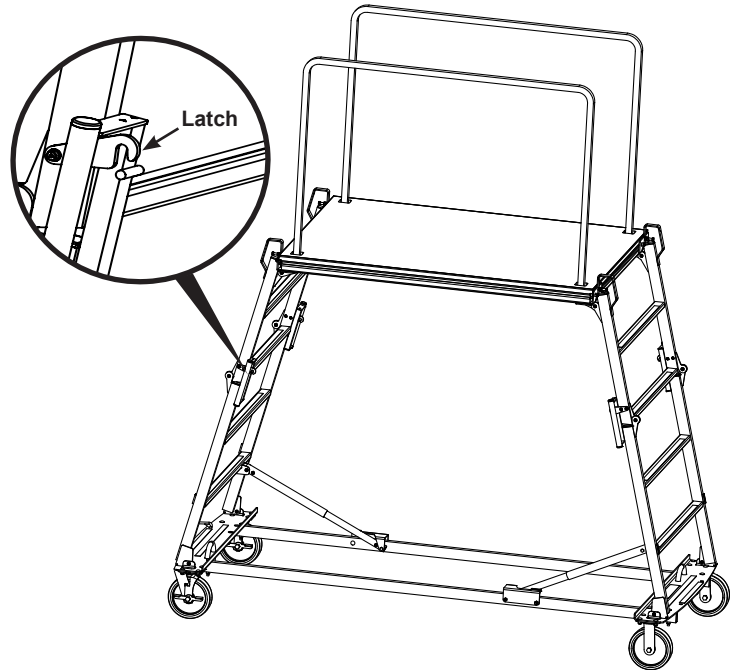
## Operation (continued)

### Podium to the Stored Position

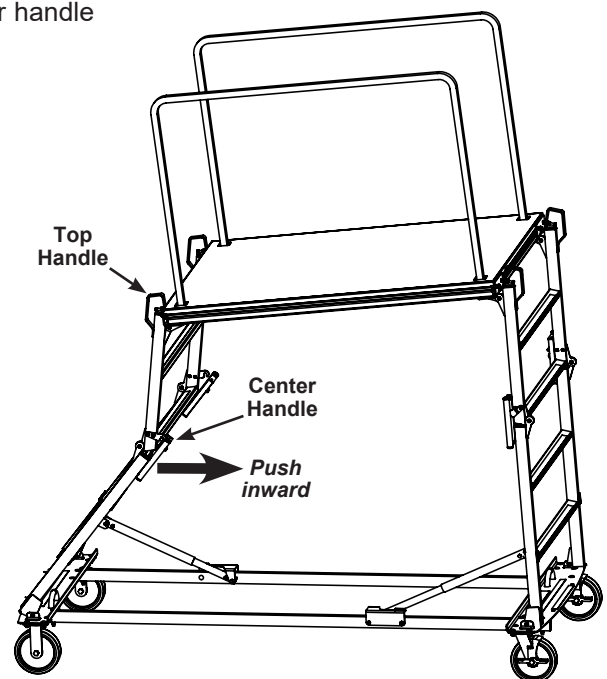
#### **CAUTION**

*These steps require two people.  
Keep hands clear of pinch points.*

1. With one person on each side of the podium, lift the latch.



2. Grasp the top handle with one hand and push the center handle inward with the other hand.  
**Do not let go of the handles.**
3. While holding both handles, gently guide the deck down onto the base.
4. Repeat steps 1-3 on the opposite side of the podium.

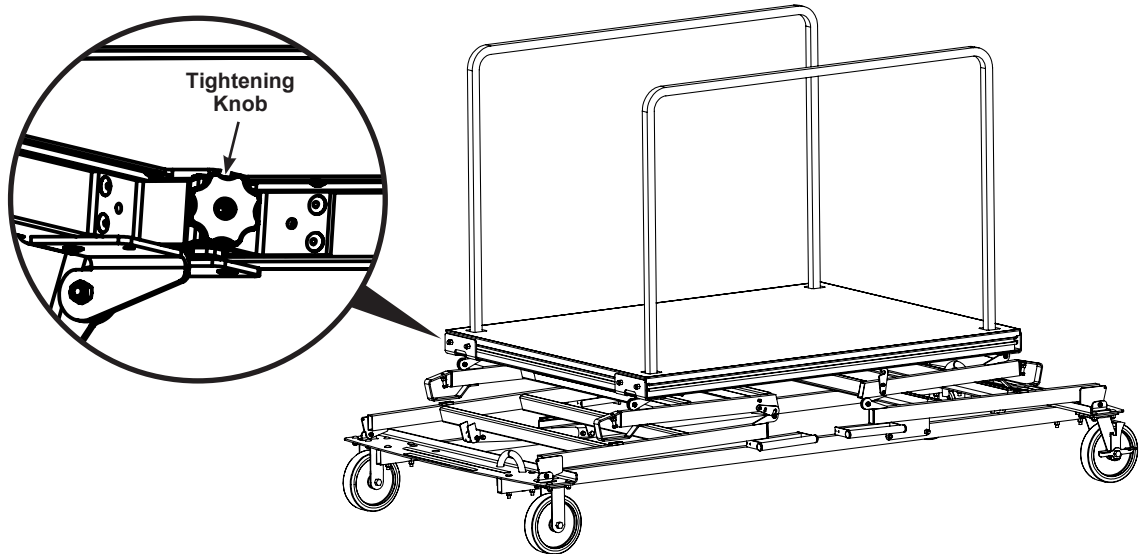


## Operation (continued)

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### Remove the Boundary Rails

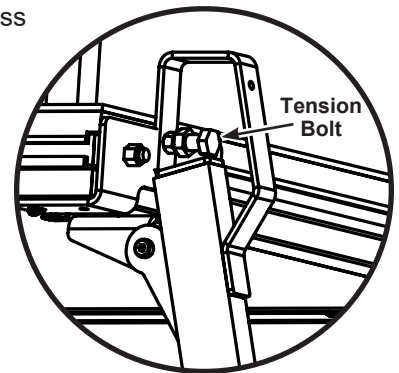
1. With the podium in the stored position, loosen the knobs on the underside corners of the deck to release the boundary rails.
2. Remove the rails.
3. Store the rails on top of the podium deck.



## Maintenance

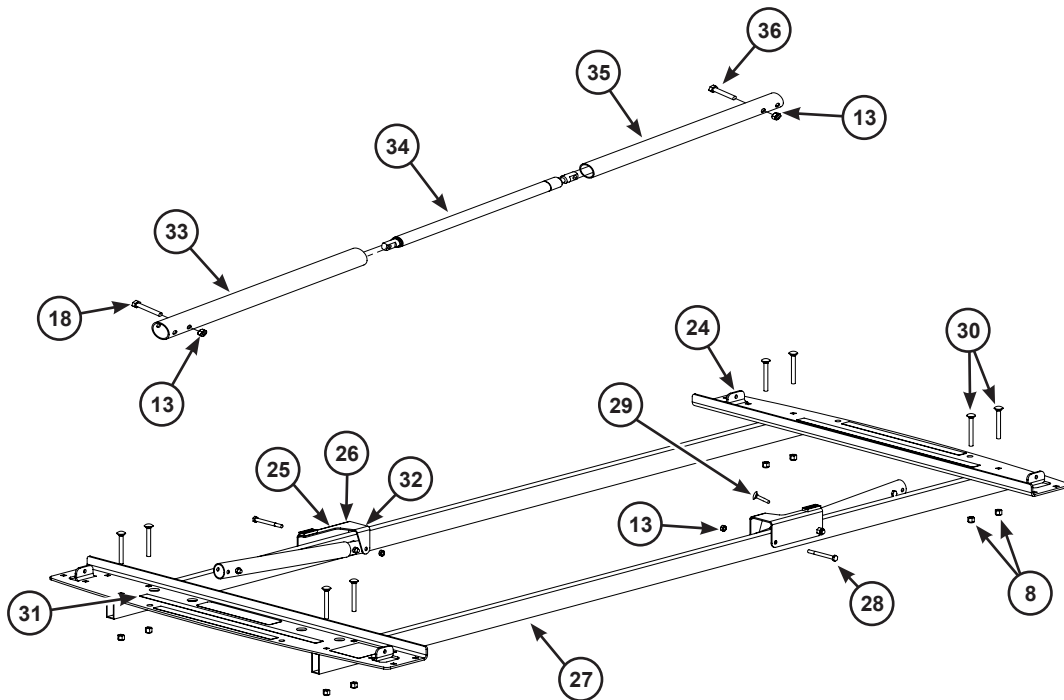
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- Clean the podium with a mild detergent and warm water. Avoid using harsh or abrasive cleaning products.
- Immediately replace any caster wheels that do not rotate or turn freely.
- Immediately replace or repair any tire that develops a flat area.
- Periodically check and tighten the fasteners.
- Grease zerks and bushings as needed.
- Inspect the tension bolts on all four upper handle locations to ensure tightness and eliminate any excessive side to side motion when the podium is in the performance position.



# Replacement Parts

Item	Description	Item	Description
1	Drum Major Podium Deck Assembly	20	5/16-18 x 3/8" Shoulder Bolt
2	8" Swivel Locking Casters	21	Left Hand Corner Bracket
3	8" Rigid Casters	22	3/8-16 Hex Nut
4	Tow Bar	23	3/8"-16 x 1-1/2" Capscrew
5	Boundary Rail	24	Caster Bracket
6	Wheel Stop	25	Bumper
7	3/8-16 x 1" Carriage Bolt	26	Ladder Stop Bracket
8	3/8-16 Lock Nut	27	Chassis Tube
9	Upper Ladder Weldment	28	5/16"-18 x 3-1/2" Capscrew
10	Lower Ladder Weldment	29	3/8"-16 x 1-3/4" Carriage Bolt
11	1" OD Tube Plug	30	3/8"-16 x 3" Carriage Bolt
12	5/16-18 x 2-1/4" Capscrew	31	1" Anti-Slip Tape
13	5/16-18 Lock Nut	32	3/8" Bearing
14	Ladder Lock Plate	33	Outer Tube Cover
15	1/4" OD Washer	34	Gas Spring
16	#10-24 Nylon Insert Lock Nut	35	Inner Tube Cover
17	#10-24 x 1-1/4" Shoulder Bolt	36	5/16-18 x 1-3/4" Capscrew
18	5/16"-18 x 2" Capscrew	37	Right Hand Corner Bracket
19	1" x 2" x 16-18 Gauge Ladder Tube Plug		



Continued on the following page.

# Replacement Parts (continued)

