



Counselor Swivel™

CLR 235-S

By

Executive Wood Products, Inc.

Assembly Instructions

Congratulations, your Counselor Swivel™ is the perfect blend of traditional lines, hardwood construction, old world quality, and cutting-edge innovations. It is comprised of:

- Solid hardwood and hardwood solids
- Swivel base, with a ball bearing swivel mechanism and swivel capability 45 degrees to the left and right of center
- PVC electrical conduit for wire management from top to bottom, 1 ½" inside diameter
- Drop Top for flat laptop surface or angled speaking surface
- Rear wheels for ease of movement
- Easy assembly, tools included



Step 1:

Unpack both boxes and lay out the parts as pictured:

Figure A Hardware and Tools:

- 6- 5/16" x 1 1/4" hex head bolts (requires 1/2" wrench for assembly)
- 6- 5/16" flat washers
- 3- 1/4" x 1 1/2" T-Bolts (hand tighten)
- 1- Flat blade Screwdriver (if needed to remove locator pins as described below)
- 1- 1/2" wrench (to attach pedestal to base as described below)



Figure B Base section with removable locator pins, B-1 installed



Figure T Top Section



Figure P Pedestal (Center Section)



Step 2:

Place Base, Figure B, wheels side down (the wheels are located at the rear of the base)

Note: threaded locator pins, B-1, protrude from the swivel bearing mechanism

Step 3:

Lift Pedestal, Figure P, (opening is at the rear of pedestal) and lower down on top of base, protruding PVC pipe should slide into curved slot and two locator pins will slide through corresponding holes in Pedestal



Step 4:

Insert four 5/16" X 1 1/4" hex head bolts, with 5/16" washers, through four holes in base, exclusive of two locator pins



Tighten bolts clockwise, until all four are snug

Remove two locator pins, turn clockwise and use flat blade screwdriver if necessary. Each pin has a screwdriver slot on top



Insert two remaining bolts and washers into locator pin holes and snug
Tighten all six bolts using the included ½” inch wrench, do not overtighten



Step 5:

Position Top Section, Figure T, on top of Pedestal and align three fastening holes between the two parts (In the top, fastening holes are those with threaded inserts)



From inside the cabinet insert the three T-Bolts up through the Pedestal top and into the threaded inserts in the bottom of the Top Section, securely hand tighten



When moving your lectern, grasp the top with both hands and tilt back approximately 45 degrees until lectern rolls freely on its wheels.

Questions, call Executive Wood Products (573) 468-3047