

# Assembly Instructions

## Director Music Stand



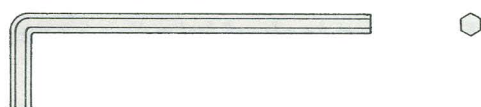
### BEFORE YOU BEGIN

Read the complete assembly procedure before you start to assemble the music stand.

Remove all items from the shipping carton, and lay them out approximately in their final position. Refer to the drawing below and those on the other side of the sheet.

### TOOLS REQUIRED

5/32" hex wrench



- Two 7/16" open-end wrenches



- 9/16" open-end wrench

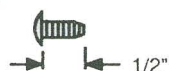


- Phillips-head screwdriver



### FASTENERS

- ④ Screw



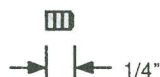
- ⑦ Square Nut



- ⑥ Hex Nut:



- ⑬ Set Screw



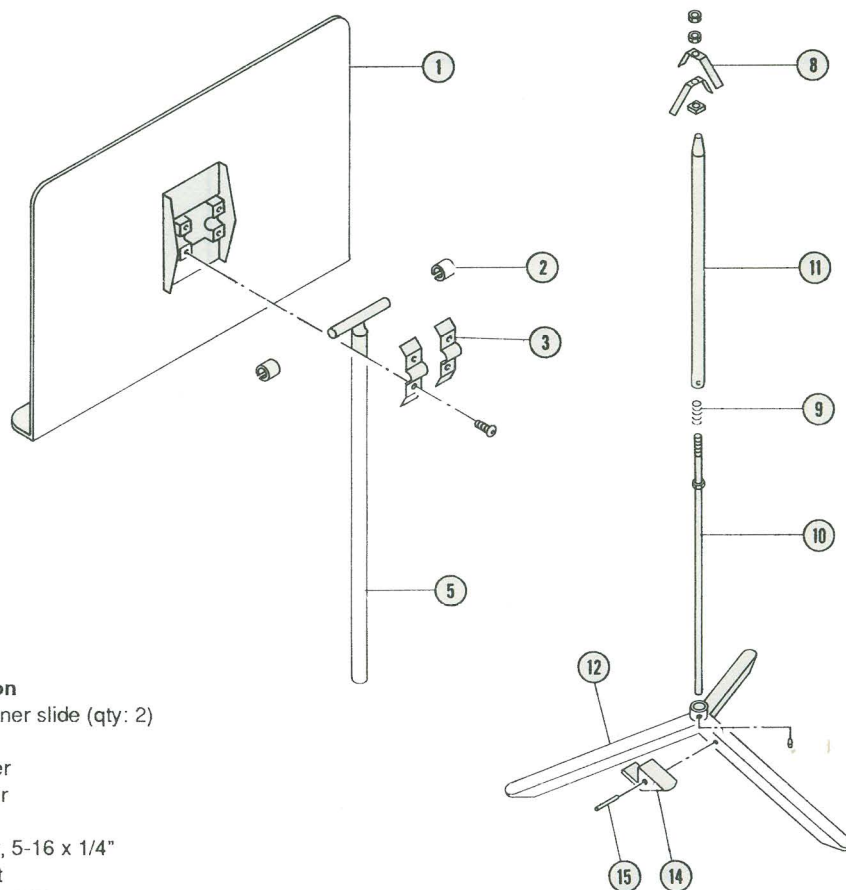
### REPLACEMENT PARTS

#### Item Description

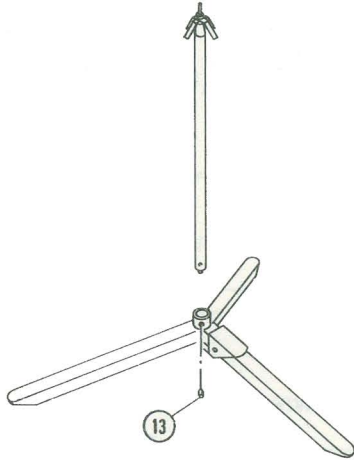
- 1 Desk assembly
- 2 Pivot, friction (qty: 2)
- 3 Bracket, pivot (qty: 2)
- 4 Screw, Phillips-head, 1/4-20 x 1/2" (qty: 4)
- 5 T-tube
- 6 Nut, hex, 1/4-20 (qty: 2)
- 7 Nut, square, 1/4-20

#### Item Description

- 8 Gripper, inner slide (qty: 2)
- 9 Spring
- 10 Rod, center
- 11 Tube, inner
- 12 Base
- 13 Screw, set, 5-16 x 1/4"
- 14 Pedal, foot
- 15 Pin, spring, 3/16"



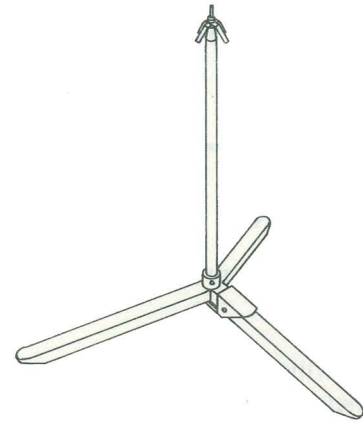
## Assembly



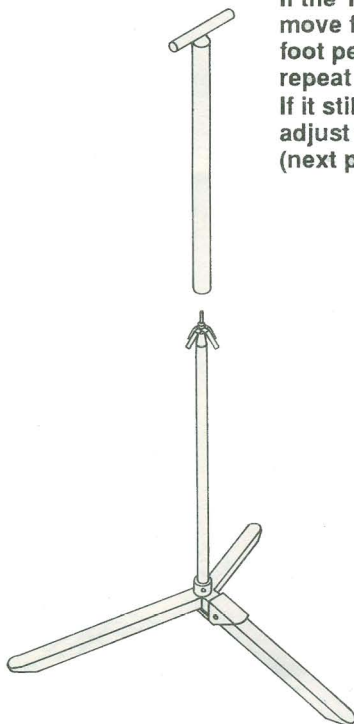
1. Loosen the set screw (13) in the base (12).

2. Insert the inner tube assembly (6 - 11) into the base. Turn the inner tube and press down until it is tight in the base.

3. With the hex wrench, tighten the set screw.

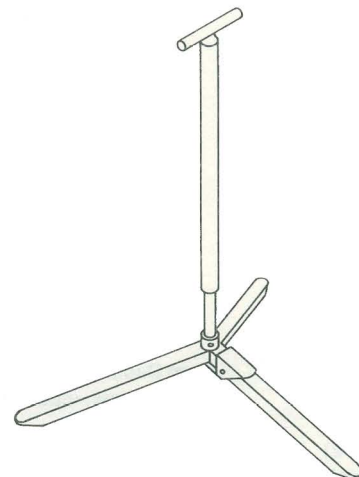


4. Operate the foot pedal (14): the grippers (8) should move up and down 1/2". If not, verify that the inner tube assembly is all the way down and locked into the base.



If the T-tube doesn't move freely with the foot pedal fully down, repeat Steps 1 - 3. If it still isn't free, adjust the grippers (next page).

5. Fully depress the foot pedal and slide the T-tube (5) over the inner tube. With the pedal fully down, the T-tube should move up and down freely.



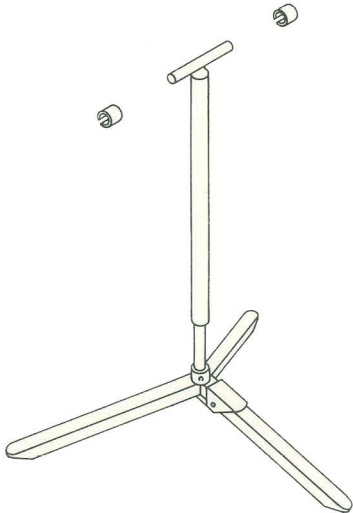
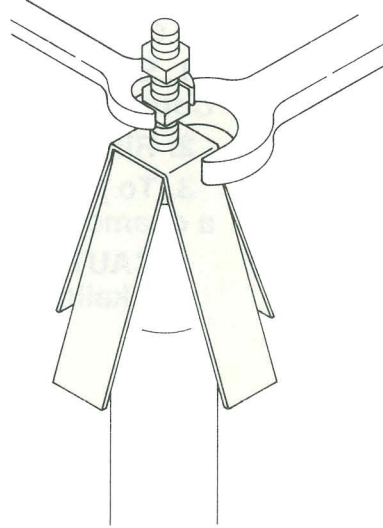
If the T-tube slides down too easily with the pedal released, adjust the grippers (next page).

6. Release the pedal and the T-tube should be held in place by friction (the T-tube should support at least 20 pounds of force).

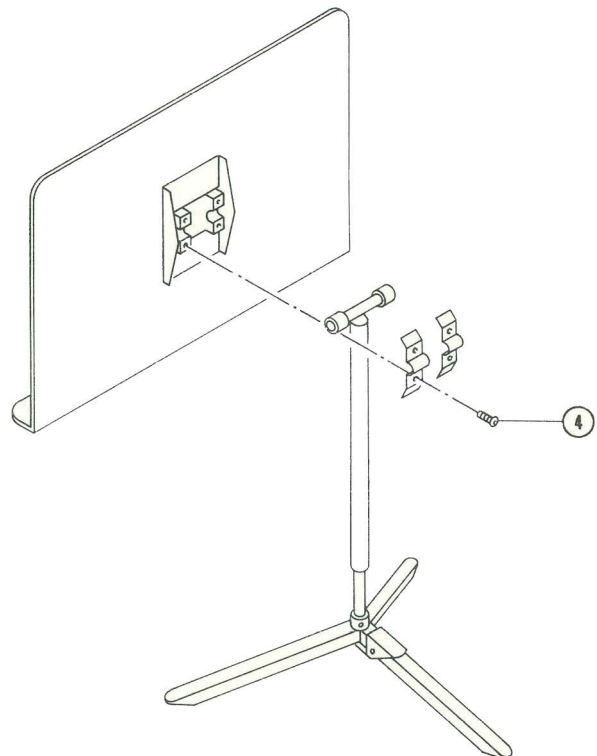
## Adjusting the Grippers

7. If the unit fails Step 5 or 6, adjust the grippers:

- a. Lift the T-tube off the inner tube.
- b. Loosen the top two hex nuts a few turns.
- c. Turn the grippers one turn *up* for easier release, or one turn *down* if the T-tube moves too freely. *Don't allow* the center rod to turn while adjusting.
- d. Hold the grippers, and tighten the lower hex nut against them.
- e. Hold the lower hex nut, and tighten the upper hex nut against it.
- f. Reinstall and recheck the T-tube (Steps 2 to 4).



8. Slide the friction pivots (2) over the T-tube.



9. Attach the desk assembly (1) to the T-tube, using the pivot brackets (3) and screws (4).

To adjust the desk tension, tighten or loosen the four screws which hold the brackets.