ASSEMBLY PROCEDURES:

1. Place 6 1/2’ square post (box 2) on base (box 1) and align four mounting holes so the black carriage with the two protruding mounting screw heads are facing the open end of the base (figure 1). Before installing the four bolts (A), place a drop of Loctite® as provided on the end threads of the screws.

2. Remove 3 1/2” bolt (B) going through square post at bottom (figure 1).

3. Slide carriage unit down the post to waist level and tighten the vertical carriage lock handle in rear.

4. Mount the contour plotting board frame (box 3) using the two mounting keyholes, which will allow the two protruding screws from the carriage to engage in the keyholes supporting the plotting board frame. Before installing the four 2” long button head screws (C), place a drop of Loctite® as provided on the end threads of the screw.

5. Pulling out the ratchet type plastic handle disengages the serrations, allowing it to be swiveled to the ideal clamping position. On releasing the lever, the serrations automatically re-engage. Adjust the handles to a position that is easy to operate and does not interfere with the carriage motion.

Figure 1

Figure 2
6. Stylus arm can now be attached to slider assembly. Attach using four screws provided with stylus arm. Rotate arm 180 degrees back and forth and verify that stylus tip does not move. Stylus tip may be adjusted in and out by loosening set screw inside.

7. Slide finger plunger into fitting on stylus arm as shown in drawing. Fasten in place by tightening set screw with allen wrench provided.

**MAINTENANCE:**

**Cables:** Inspect counterweight cable for damage or wear to plastic cable coating.

**Locks:** Inspect vertical carriage lock for wear to internal threads and/or handle thread wear. Inspect drawing board rotation lock for wear.

**Casters:** Verify that caster bolts are tight. Check caster locks and ensure that each individual caster lock restricts both rolling and swiveling.

**Cleaning:** Use isopropyl alcohol when cleaning unit. Do not use wax on square post - as this will reduce clamping efficiency.