

Instructions for assembling the photo viewing stand

Caution: the stand components, the table, the backboard and the reflector are heavy and the stand should ideally be assembled by two able-bodied persons.

Wheeling out the storage unit:

Carefully wheel the storage unit from out of the cupboard and push it over towards the area where it is to be assembled. Push it slowly towards a suitable wall at 90 degrees, until the rubber bump stops on the back make contact with the skirting board. Make sure that there is enough room to stand on each side of the storage unit. Holding it against the wall, apply the brakes on the front castors by pressing down on the front of the activation tabs with a foot or hand. This will secure the storage unit in place and make it easier to remove the components. Only remove the components from the storage unit one at a time as they are needed for assembly and as specified in these instructions.

Table assembly, the fitting of the legs:

Stand slightly to the left hand side of the storage unit facing the left hand front upright. Place your right hand on the edge of the table nearest the front of the storage unit and your left hand on the edge of the table nearest the rear of the storage unit. Take some of the weight of the table until it is possible to slide it forward gently. Keeping it level, slide it out until the front rubber foot and front upper support come clear. Still keeping it level slide it out until the rear rubber foot and rear upper support are nearly clear and then pause. Slowly tip the table forward until the rear upper support comes out of its track and until the front rubber foot connects with the floor. Supporting the table with your right hand, release your left hand and pass it round the front of the upright to re-grasp the table in the same place. Lift the table clear of the storage unit keeping it upright. With the help of a second person if available, position the table with the rubber feet parallel to and about 18 to 24 inches from a suitable wall, with the underside of the table and the leg brackets,

facing outwards. Lean the table back against the wall until the rubber bump stop makes contact.

Remove the chrome legs one at a time from the transport location in the storage unit and starting with the top two positions to maintain balance, screw the legs onto the bolt threads sticking out of the brackets. Be careful not to cross-thread the legs, they will screw on very easily when correctly located. Do up with light finger pressure only, do not over-tighten.

Using two persons carefully pick up the table, which is heavy, and turn it so the legs are hanging down. Be careful not to catch and apply any sideways pressure on the bottom two legs as the table is being rotated; they could be damaged or bent. Place the table on the floor on its legs. Using the two large handles, one at each end, carry the table to the required position in the room. Do not drag the table across the floor. The back of the light box will be towards the audience with the switches on the right hand side. Note that access will be required behind the table during the rest of the assembly. Check that the table does not wobble. If it does there is some adjustment available on the bottom of the legs to make each of them slightly longer by up to about half an inch.

Unwrap the black rubber cable from around the right hand handle and ensure it passes down through the space between the handle and the table. Plug the cable into a convenient 13A socket and switch the light on to warm up using the right hand one of the two switches. Do not attempt to adjust the light box positioning at this point.

Backboard assembly:

Undo and remove the wing nuts and large washers from the threaded studs at the back of the table, and place them temporarily on the table.

Stand facing the right hand side of the storage unit. Remove the locating U bracket attached to the chrome chain by pulling it towards you. Let it hang down on its chain. Grasp the reflector on either edge and lift it slightly until the rubber feet come clear of the side support rail. Tilt the bottom towards you and lower it out of the storage unit

until it is clear of the side support rail. Place it carefully leaning against a wall until needed later

Stand in front of the storage unit and lean carefully in. Hold the front edge of the backboard in your right hand and the rear edge in your left hand. Keeping it upright, take some of the weight and slide it forwards carefully until it comes out of the storage unit. Hold it still upright on its rubber feet. Be very careful to protect the front face onto which the photos will be displayed. Marks and scuffs on here will be very visible and constantly annoying.

Using two persons pick up the backboard and holding it horizontally above the back of the table with the display side facing towards the audience; carefully lower it onto the four threaded studs making sure that the two sides go down together. If one side goes down first, lift it up and try again. When both sides are down and the backboard is resting on the wooden blocks it will balance and stay in place without holding.

Starting with the side nearest the electrical cable, place the large washers and then the wing nuts that you put to one side on the table earlier, onto the threaded studs and do them up with light finger pressure only, do not over-tighten.

Reflector assembly:

Remove the four bolts, washers and wing nut sets from the parking location on the side of the backboard. A 17mm spanner is also located attached to the top bolt which will be needed in the final stage of assembly.

Person 1 should carefully lift the reflector from where it is leaning against the wall and hold it in position above the backboard, white side down, so the four bolt holes line up.

Person 2 should take one of the bolts placing a small washer on and insert it upwards through one of the two centre holes, then placing a large washer followed by a wing nut on from the top. Do up with finger pressure only at this stage. The reflector shouldn't fall off now, but Person 1 should continue to lightly support it, whilst Person 2 puts in place the remaining three sets of bolts. When all four bolts are in finger tight they should be "nipped up" by holding each wing

nut with the fingers and turning the corresponding bolt head clockwise by one to two flats only using the open end of the spanner provided. They don't need to be very tight, but just a little bit more than finger tight alone to ensure that the reflector sits horizontally on top of the backboard and does not sag downwards. Place the spanner on the gray base of the backboard behind one pair of studs and wing nuts for safe keeping.

Final adjustments:

Undo the two red plastic wing nuts one on either end of the light box by a couple of turns to make sure they are fully loose. Rotate the light box until it is facing upwards pointing towards the top of the backboard. An approximate position is marked by corresponding green lines either side. Assess the evenness of the illumination across the backboard and adjust the angle of the light box to achieve as even coverage as possible. If necessary use a print or two to assist. Do up the two red plastic wing nuts with the lightest of finger pressure, hardly anything at all will hold the box in position. Do not try and move the light box with the red plastic wing nuts done up – the bolts are captive but only up to a certain low torque. In the early months of use when the paint is still soft, the light box may stick a bit and require a bit of pressure to unstick. If this stickiness is confused with the wing nuts being done up and pressure applied, serious damage can be done to the bolt mountings.

Putting away the empty storage unit:

Release the brakes on the front castors by pressing down on the rear of the activation tabs with a foot or hand. Wheel the storage unit back into the cupboard out of the way. Do not leave it in front of the fire exit door.

Dimming facility:

The light can be dimmed by holding in the left hand push switch right down to only a few % over a couple of seconds. The level of dimming is retained as soon as you release the switch. Pressing and holding the switch again takes the light back up to full brightness.

The light output of the tube is 3670 Lm at a notional 5300K with a Colour Rendering Index of 97Ra8. It has a very flat characteristic

curve and reproduces colours very faithfully over a wide range. To best do this the tube needs to warm up for about ten minutes prior to use, and then not be switched off again until the session is complete. If a mid-session break is taken either leave it on full or dim it down but don't turn it off.

The stand will accommodate up to three display prints of standard 500mm x 400mm dimensions, in portrait, landscape or any mixture of the two. The display dimensions are actually 520mm high by 1585mm wide.

Instructions for disassembling and packing away the photo viewing stand

Caution: the stand components, the table, the backboard and the reflector are heavy and the stand should only be disassembled by two able-bodied persons.

Initial preparations:

Switch off the light using the right hand switch. Unplug the black rubber electrical cable. Undo the two red plastic wing nuts one on either end of the light box by a couple of turns to make sure they are loose. Rotate the light box until it is facing the backboard in a horizontal position. Do up the two red plastic wing nuts with the lightest of finger pressure, hardly anything at all will hold the light box in position. Wrap the black rubber electrical cable around the sides of the handle at the right hand side of the table, and tuck the plug in neatly. Make sure that the cable is clear of and does not foul the brown plastic upper supports used to locate the table into the storage unit.

Wheeling out the storage unit:

Carefully wheel the storage unit from out of the cupboard or from wherever it was parked previously and push it over towards the area where the photo viewing stand is to be disassembled. Push it slowly towards a suitable wall at 90 degrees, until the rubber bump stops on the back make contact with the skirting board. Make sure that there is enough room to stand on each side of the storage unit. Holding it against the wall, apply the brakes on the front castors by pressing down on the front of the activation tabs with a foot or hand. This will secure the storage unit in place and make it easier to replace the components. Only replace the components into the storage unit one at a time in the order specified in these instructions.

Reflector disassembly:

Person 1 should support the front of the reflector whilst Person 2 undoes the four bolts and wing nut sets. Hold the wing nut with the fingers and turn the bolt anticlockwise with the open end of the

spanner provided until loose. Take care to retain one small and one large washer and a wing nut per bolt.

Person 1 to lift the reflector off the backboard noting that in the early months, soft paint may cause it to stick. Place the reflector leaning against a suitable wall for the moment, standing on the rubber bumpers.

Person 2 to park the bolts and wing nut sets in the four holes provided in the side of the backboard, inserting the bolts with small washers on from the outside. Place the large washers and the wing nuts on from the inside. Only light finger pressure is required, but they should be done all the way up. The ring end of the spanner should be placed under the large washer on the inside of the top bolt for safe keeping.

Backboard disassembly:

Remove the four wing nuts and large washers from the studs behind the backboard and place them temporarily on the table.

Using two persons, one either side, lift the backboard straight up off the table noting that in the early months, soft paint may cause it to stick.

Hold the backboard in front of the storage unit, standing upright on the rubber bumpers on one end, taking great care not to scuff or mark the display surface.

Holding the backboard with the front edge in the right hand and the rear edge in the left hand lift it onto the storage unit locating the rear rubber foot into the storage track. Slide it carefully backwards; ensuring it remains upright until the front rubber foot enters the storage track. Engage the protruding bolt at the rear of the storage unit into the corresponding hole in the backboard and push home until it locates against the foam strips.

Replace the large washers and wing nuts onto the studs at the back of the table and do up a few turns to ensure they don't come off. It is not necessary to do them all the way up.

Pick up the reflector with the black side towards you and stand facing the right hand side of the storage unit. With the rubber feet on the floor, lean the reflector in until it can be raised behind the

side support rail. Lift it in and locate the rubber feet into the storage track with the edges of the reflector level with the marked black lines on the side support rail. Let the reflector lean towards you until the rubber bump stop contacts the side support rail.

Take the U bracket hanging on the chrome chain and insert the long end into the hole in the reflector such that the short end can locate into the hole in the side support rail. Push this fully home. This will help to prevent the reflector falling out of the storage unit.

Table disassembly:

Lift the table up by the large handles, one person at each end and carry to a convenient wall. The end of the table with the rubber bumpers should be facing towards the wall.

Using two persons, one standing each side of the heavy table, lift and rotate it so that the rubber feet are parallel to and about 18 to 24 inches from the wall, with the underside of the table and the chrome legs facing outwards. Lean the table back against the wall until the rubber bump stop contacts.

Unscrew the chrome legs one at a time starting with the lower ones to maintain balance. Make sure the adjusters on the bottom of each leg are fully screwed in. Place the legs into the transport holder at the rear of the storage unit, alternately two with the feet down and two with the feet up; this is the best fit.

Using two persons, carefully pick up the table and hold it in place edge on in front of the storage unit with the leg brackets facing the left side and the light box to the right. One person should grasp the front edge of the table with your right hand and the rear edge with your left hand. Tilt the table to the right, raising the rear rubber foot until it can be located on the end of the storage track. Support the table, balanced upright, with your right hand whilst your left hand is taken round the corner upright to re-grasp the table again but this time with your arm through the side of the storage unit. Lift the right hand side of the table until the upper support engages with the upper storage track. Taking some of the weight, slide the table rearwards keeping it parallel with the side of the storage unit until the front upper support and the front rubber foot in turn engage in

their respective storage tracks. Slide the table rearwards until the rear rubber foot comes into contact with the end stop at the end of the lower storage track.

Putting away the storage unit:

Release the brakes on the front castors by pressing down on the rear of the activation tabs with a foot or hand. Wheel the storage unit back into the cupboard out of the way until the next time.

Instructions for maintenance of the photo viewing stand

No routine maintenance is required, and if the stand is handled carefully and sympathetically it should give many years of faithful service.

If any faults or accidental damage occur then refer to me in the first instance if I am still available. I do have a replacement tube of the same specification but thought it best not to leave it in the cupboard. The tube life is a notional 15000 hours, i.e. 3750 club meetings. It is more likely to get broken by being dropped than by wearing out.

The light box support at the cable end by the switches is glued and screwed on and the screw heads filled in and painted over. The support at the opposite end is removable, the three screw heads being visible, and the end handle attached so as to allow access by a screw driver. To remove the light box, unscrew and remove the two plastic wing nuts and the associated small washers. Ensure the cable is unwound and free to move. Unscrew the three screws that attach the left hand support to the table whilst supporting the light box assembly. Holding the light box carefully, draw it off the fixed support. Note that the removable support will probably have stuck quite fast due to the paint layers and will need tapping with a rubber mallet to remove it. It may then need sanding and cleaning up prior to reassembly. If the support is stuck, then removal will probably be a two person job.

The end of the light box opposite the cable and switches is also removable by five screws and could also be somewhat stuck after a period of time. This allows access to remove the prismatic diffuser by sliding it out of the plastic runners. Note that the rough diffuser surface is on the inside of the light box. Once the diffuser is out, the tube can be released and fed out of the now open end. Once the tube is out the fluorescent fitting can be accessed.

The photo viewing stand and the storage unit were designed by and constructed by David P Howard, who paid for all the materials and gave his time freely.

They were presented to the Stratford Photo Group for the use and enjoyment of all of its members, in recognition of the warm welcome and hours of enjoyment I have received attending the club and its activities.

David P Howard

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October 2014

(Revised December 2014 to include storage unit)