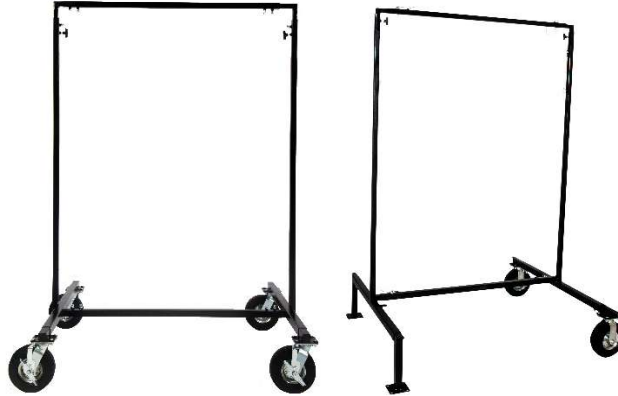


FC DESIGN CORPS

About your Media Frames



Parts:

4 – caster arms	28 – 3/4" bolts	spacer
4 – casters	2 – bases	1 – 42" x 1 1/2" horizontal
1 – Swivel Lock	2 – vertical risers (66" x	spacer
8 – 2 1/2" bolts	1 1/4", w/ 2 welded nuts)	1 – 90" x 1 1/4" horizontal
8 – 1" bolts	2 – vertical expansion	spacer
16 – 3/8" hex nuts	risers (giant "L")	1 – 90" x 1 1/2" horizontal
16 – washers	1 – 42" x 1 1/4" horizontal	spacer

Assembly Instructions:

1. You will need a 9/16" ratchet and box wrench. An adjustable wrench will work just fine. Sometime a picture is worth 1000 words – be sure to look at this item on CorpsDesign.com.
2. Bolt casters to the caster arms. If you ordered a lot of frames, this will take awhile. Get help. The plate on the top of each caster will match the plate on the caster arms. The hardware should go in this order, from the bottom:

Bolt (facing up from bottom) -> caster plate -> caster arm plate ->
washer -> lock -> nut
3. Once the casters are attached to the caster arms, slide a caster/arm assembly into each end of the base. See the picture above. The caster plates

- should all face toward the inside of the media frame. Tighten the bolts on the underside of the base with the caster arms at the desired width.
4. Find either of the 1 ½" square horizontal spanners. Use this piece to connect the 2 bases. Measure from outside to outside of the media frame bases to the desired width, with the spanner connecting them in the middle. Secure the spanner with (4) ¾" bolts.
 5. Find the (2) 66" vertical risers and the pieces that looks like a giant "L". Insert the long end of the L into the end of the riser with the 2 welded nuts. Measure the distance from the bottom of the riser to the top of the L to the desired length, then secure with (2) ¾" adjustment bolts. Repeat for the other side.
 6. Find either of the 2 horizontal spacers that are 1 ¼" square, with 2 welded nuts on each end. Use this piece to connect the each of the L's. measure to the desired width, from outside to outside of the L's with the horizontal spacer in the middle. At the desired length, secure the horizontal space with (4) ¾" adjustment bolts
 7. HINT #1: To make sure that your media frame is square, measure the top width and bottom width – they should match. Do the same for the left height and right height. When you have everything adjusted to the correct width and height, mark the frame at the adjustment points with a grease pencil, a shot of spray paint or anything else that can make a mark. This will make re-setting your prop frames much faster the next time around.
 8. HINT #2: If your performance day is a little windy, adjust the caster arms out to widen the wheel base for greater stability.

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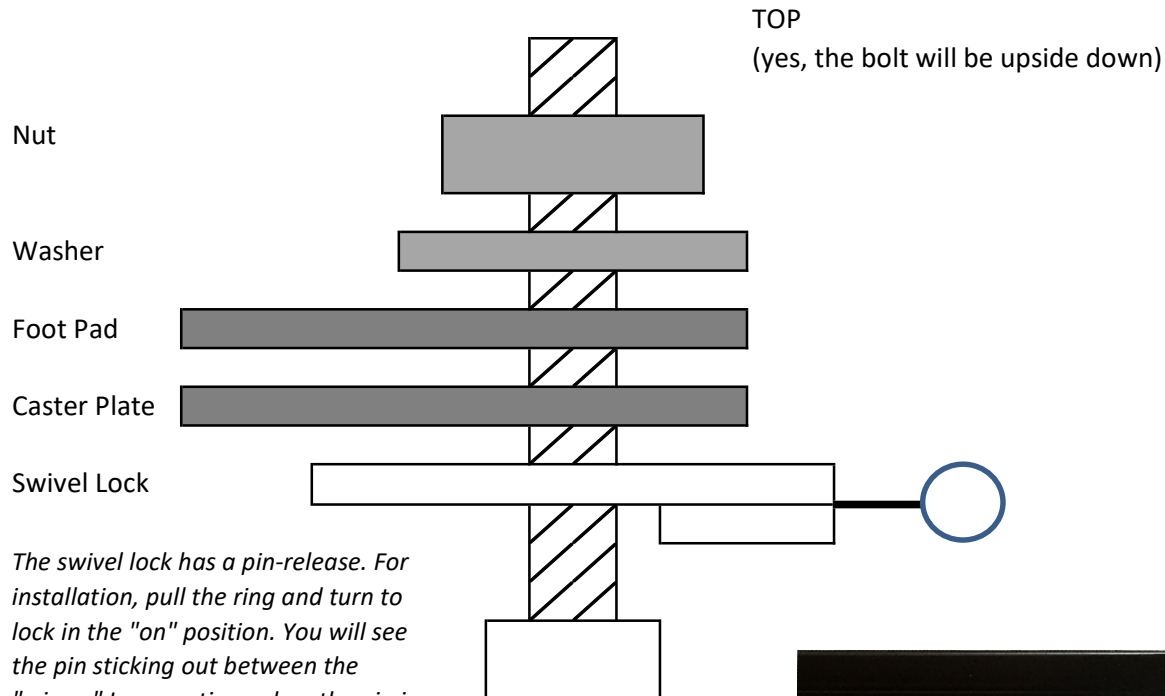
For help, call (254) 498-9282

(rev.8/23)

How To Install Casters and Swivel Locks

Note: Put the casters with brakes closest to the player.

- 1 The caster plate (the rectangle that is attached to the wheels) is a rectangle.
- 2 Line up the caster plate with the footpads on the cart, rack, frame or prop that you purchased. The foot pads are also rectangles.
- 3 If the rectangles do not match, turn one 1/4 turn.
- 4 Use the following diagram for the recommended hardware arrangement:



The swivel lock has a pin-release. For installation, pull the ring and turn to lock in the "on" position. You will see the pin sticking out between the "wings." In operation, when the pin is in the "off" position, the caster will swivel freely. When the pin is "on" the caster will lock at 0, 90, 180 and 270 degrees. The pin should fit neatly into a groove on the swivel plate.

- 5 Tighten the bolt and nut with a 9/16" wrench or socket.

NOTE: The swivel lock can be installed on casters with or without a brake assembly. Install the swivel lock so that it does not stick out from the overall profile of the cart. If the swivel lock interferes with the caster operation, loosen the bolts slightly, adjust the position of the swivel lock, then re-tighten.

