

# PLUMRED

## Acrylic Lightbox Table Instructions. Page 1 of 3.

The Table should arrive as 10 separate items.

1. The Acrylic Top and frame assembly mounted on the Timber Slider.
2. The Legs – 4 off - with corner triangles attached.
3. The Side Panels – 4 off (2 long and 2 short).
4. A Plastic Jar containing washer head screws and the appropriate Torx driver bit.

The Tabletop is very HEAVY, but it will free stand on its Timber Slider.

However, it must NEVER be left unattended like this.

A relatively small knock could unbalance it causing it to fall.

**If it was to fall on someone serious injury is to be expected.**

The Tabletop requires 4 people to lift it, however it can be slid along the floor by 2 persons BUT only when the floor is such that drag marks are not an issue!

Alternatively, it can be carefully placed on two Dolly Trucks – one end at a time – and manoeuvred by two persons. Great care needs to be taken and the two persons must work as a team, coordinating all pushing/pulling together so that the tabletop does not become unbalanced. Any irregularities in or on the floor must be carefully negotiated.

**Assembly:** (You are doing this at your own risk. An assembly/disassembly service is available)

Once all items are in the final assembly location (and the tabletop has been removed from any Dolly Trucks) proceed as follows:

1. Each leg is marked A, B, C & D and there are corresponding marks around the perimeter of the tabletop. Starting with the side closest to the floor. Slide the appropriate leg triangle between the Timber Slider and the Tabletop frame and fix the vertical triangle to the Tabletop frame – using the supplied washer head screws. Ensure that the solid leg support timber is touching the tabletop timber frame, and the triangles are touching the acrylic. Remember to fix the inaccessible triangle once the table is the right way up, you will be reminded of this step later.
2. Fit the second leg closest to the floor the same way.
3. Fit the two upper legs – use a stepladder to reach the horizontal triangle fixing points.
4. Have FOUR people surround the table – together, tilt the table over to the leg side. Try and take the weight – remember the two lower legs are not fully attached!
5. Now that you have the table the right way up... from below, remove the washer head screws that hold the Timber Slider onto the Tabletop frame. Remove the Timber Slider and store – You will need it for when you prepare the table for transport.
6. Screw the two Leg triangles that were previously inaccessible to the tabletop frame.
7. The four Side Panels have split battens that correspond to the table assembly and can now be fitted if desired.

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## Acrylic Lightbox Table Instructions. Page 2 of 3.

### Adding, Removing or Replacing the Filter:

(You are doing this at your own risk. An assembly/disassembly service is available)

The Acrylic Lightbox Table is officially supplied without any filter. However, it is often returned with a filter fitted and we do not remove it, as this is often desired by clients. If it is there, and in acceptable condition, it saves this process.

1. With the table on its legs and with no Side Panels fitted.  
Have trestles or a sturdy table standing close by, covered with a blanket or something to protect the acrylic from scratches.
2. Remove all the posidrive screws that can be seen to attach the acrylic top to its timber frame. Have four people surround the table and lift the acrylic top onto the prepared support. Alternatively, it can be lowered to the floor, but bites must be used to keep the acrylic above floor level. It is very difficult to lift it if it is placed directly onto the floor and you risk scratching it.  
DO NOT ROTATE the acrylic in relationship to the table frame.  
– it must be replaced the same way around or the screw holes will not line up and the Side Panels will not fit.  
You may have to turn the acrylic over, as sometimes the filter is spray mounted to the underside of the acrylic, rather than stretched over the frame.
3. Remove any unwanted filter and clean off any glue residue.
4. Fit a new filter, if desired.
5. Surround the Acrylic Tabletop with four people and return it to its timber frame.  
Be sure to place it in its original place and that the screw holes line up with the existing holes in the frame.  
Ensure that the countersunk side of the acrylic is uppermost!
6. Replace the posidrive screws - be sure to tighten them fully but CAREFULLY.  
If a power driver is used and the screw is slammed into the acrylic, you risk shattering or cracking the acrylic.  
*If this happens you will be charged for its replacement.*

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**Disassembly:** (You are doing this at your own risk. An assembly/disassembly service is available)

1. Remove any fitted Side Panels.
2. Choose one of the long sides of the table and remove the washer head screws from the leg triangles on this side only. **Leave the screws on the short side fitted for now!**
3. Place the Timber Slider on to this long side, equally overhanging the tabletop at both ends and, from below, screw it to the tabletop frame using washer head screws.
4. Have FOUR people surround the table – together, tilt the table over on to the side that has the Timber Slider attached. Try and take the weight – remember the two legs that are on this side not fully attached! The table should now be on its side, balanced on the Timber Slider and the lower legs.
5. Choose an upper leg. Remove the washer head screws from the vertical triangles that are attaching it to the tabletop frame.  
Make sure someone is supporting the leg and is ready to take its weight.  
Use a stepladder to reach the washer head screws that are attaching the horizontal upper leg triangles to the tabletop frame, remove them. The leg should now be free of the tabletop.
6. Repeat step 5 for the other upper leg.
7. One lower leg at a time, remove the remaining washer head screws that are attaching each leg to the tabletop frame and slide it out from between the Tabletop frame and the Timber Slider.
8. Return all the unused washer head screws and the Torx bit to the Plastic Jar.

The Tabletop and Timber Slider should now be free standing and ready for transport.  
Do not leave it unattended like this!

A relatively small knock could unbalance it causing it to fall.

**If it was to fall on someone serious injury is to be expected.**

If during the above processes you become unsure of what to do next,  
- STOP - and review this document.

If you are still unsure, please call your contact at PLUMRED for advice.

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