

## Setting up Art Post safely

Art Post is a smart, well thought out system for displaying art works. It is also very robust which means some components are heavy. Look out for the warnings in the text. While all the parts have been made as convenient to use as possible, please be aware that care must be taken when transporting the system.

The standard Art Post kit consists of the Post, the Base, the Boot and a pair of hanging brackets (Figure 1). Additional items, that may be ordered separately, are additional pairs of brackets and lights. Art Post can accommodate as many brackets as you deem desirable, according to the size of your art works, and a maximum of 2 lights. The Post, Boot and brackets are delivered in protective canvas bags. When you set up your Art Post please make sure you store these bags safely for packing away at the end of your event.

To set up Art Post first check you have all the parts you've ordered. The only tool you will need is an appropriate Allen key.

### Basic set up

Position the Base near the location where you will be using it. The Base is very heavy so take care when carrying. Get help if you think you can't manage. The Base has been supplied with a lifting handle.

**! It is important that you don't rely on this handle to support the weight of the Base on its own. Use both hands in case the webbing fails. The handle is primarily for initiating the lift from a flat position.**

When the Base is in position remove the bolts keeping the handle in place. Keep the bolts ready to hand and store the handle in one of the canvas bags.

Take a Boot from its canvas bag and undo the knob that keeps the 2 halves together. Remove the bolt. Place the halves of the Boot either side of the bottom of the Post with the bolt holes in line with the hole through the Post. You may find it more convenient to have the Post horizontal for this part.

Place a washer on the bolt and push it through the Boot and Post. Place another washer on the other end and wind on the knob until the Boot is loosely clamped to the Post.

Stand the Art Post vertically and position it on the centre of the Base (Figure 3) so that holes on the Boot flanges line up with the 2 holes in the Base where the the handle was located. Put a washer on each of the 2 bolts from the handle and use them to fix the Boot to the Base. Hand tighten only.

**! You should get help to keep the Post upright while you are locating and tightening the bolts.**

Tighten the bolt through the Boot fully using the knob only or with the aid of an Allen key. Do not over tighten.

Tighten the bolts into the Base with an Allen key. Do not overtighten. The Art Post is now secure.

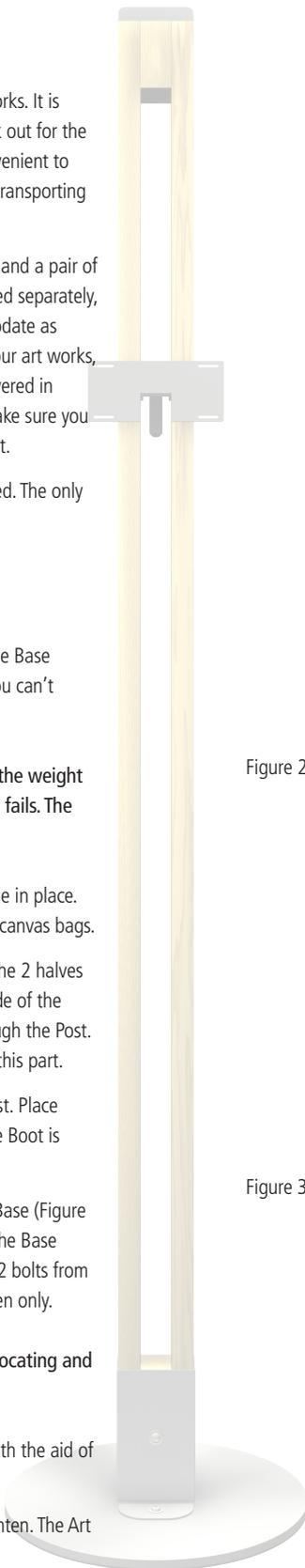


Figure 1

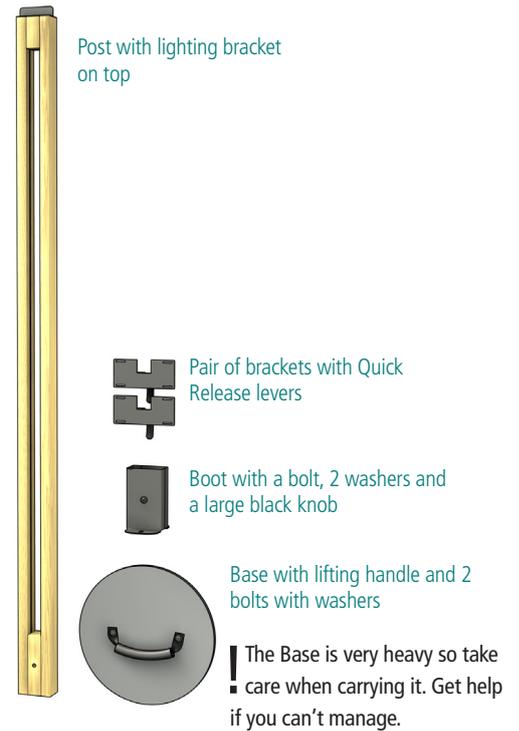


Figure 2

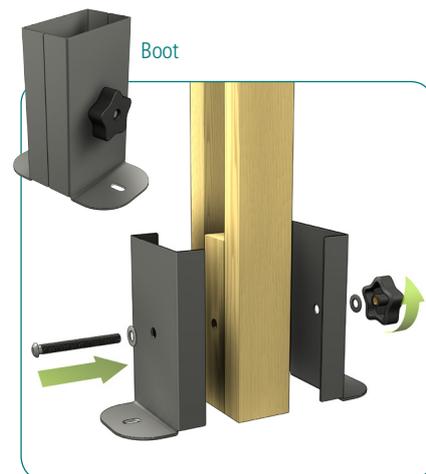
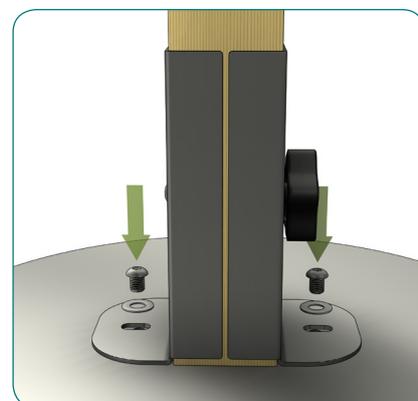


Figure 3



continued over page.

## Setting up the lights

If you have ordered lights install them now (Figure 4). Loosen the clamp on the light until it fits over the upstand of the bracket on top of the Post. Lean the Post over so you have easy access to the light bracket and place the light clamp over it and tighten. If using 2 lights install the second. If you are using 2 lights it is probably to display art works on both sides of the Post so they should be facing in opposite directions. Connect the supplied cables to each light. To keep the cables out of the way and tidy press them into the rubber channels found inside the Post uprights. Ensure a loop is allowed at the top so the connector isn't stressed. Now connect the bottom of the cable to the transformer. Finally connect the mains plug to the power supply.

**!** The lights are not switched so remember to unplug them when not in use.

## Installing the brackets

Take a bracket from its canvas bag and unscrew the Quick Release lever. Remove the lever and the Bracket Back. Locate each part of the bracket on either side of Post and re-assemble by screwing the lever back onto the bolt (Figure 5). Tighten only until the bracket still slides up and down the Post. Move the bracket up or down the Post to the desired height then turn the lever once more to tighten further then flatten the lever to finally tighten ready for hanging your art work (Figure 6).

**!** Do not over tighten the Quick Release lever as you will dent and damage the wood.

Repeat for each bracket.

The brackets can be positioned on both sides of the Post (Figure 7). To do this first ensure that the second bracket is placed in the Post with the cutout on the faceplate in the opposite orientation to the first. Loosen both brackets until the back and front plates can slide over each other making the brackets level. Tighten one then the other by flattening the handles into the cutouts. Do not over tighten.

The Art Post is now ready to receive your art work.

## Hanging your art work

Art works can be installed in a number of ways. The simplest is with 'D' rings and cords, just loop the cord over the bracket Faceplate.

Special hooks have been designed that are compatible with the Faceplates. They are screwed to the art work's frame or stretcher and will keep it close to the Post and upright.

For added security the art work can be screwed to the Faceplate through the slots provided.

## Packing up

Take note of how the kit has been supplied and pack the parts in the canvas bags as you found them. The brackets are stored in pairs.

**!** When you re-fit the lifting handle to the Base it is essential that the bolts are not tightened. The straps must be able to move freely.

Figure 4

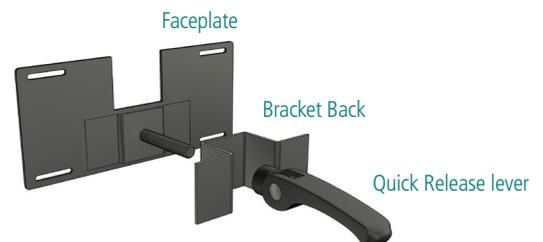


Figure 5

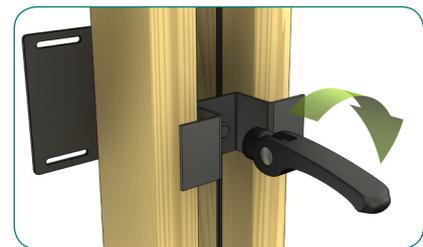


Figure 6

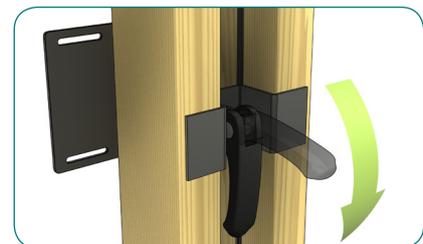


Figure 7

