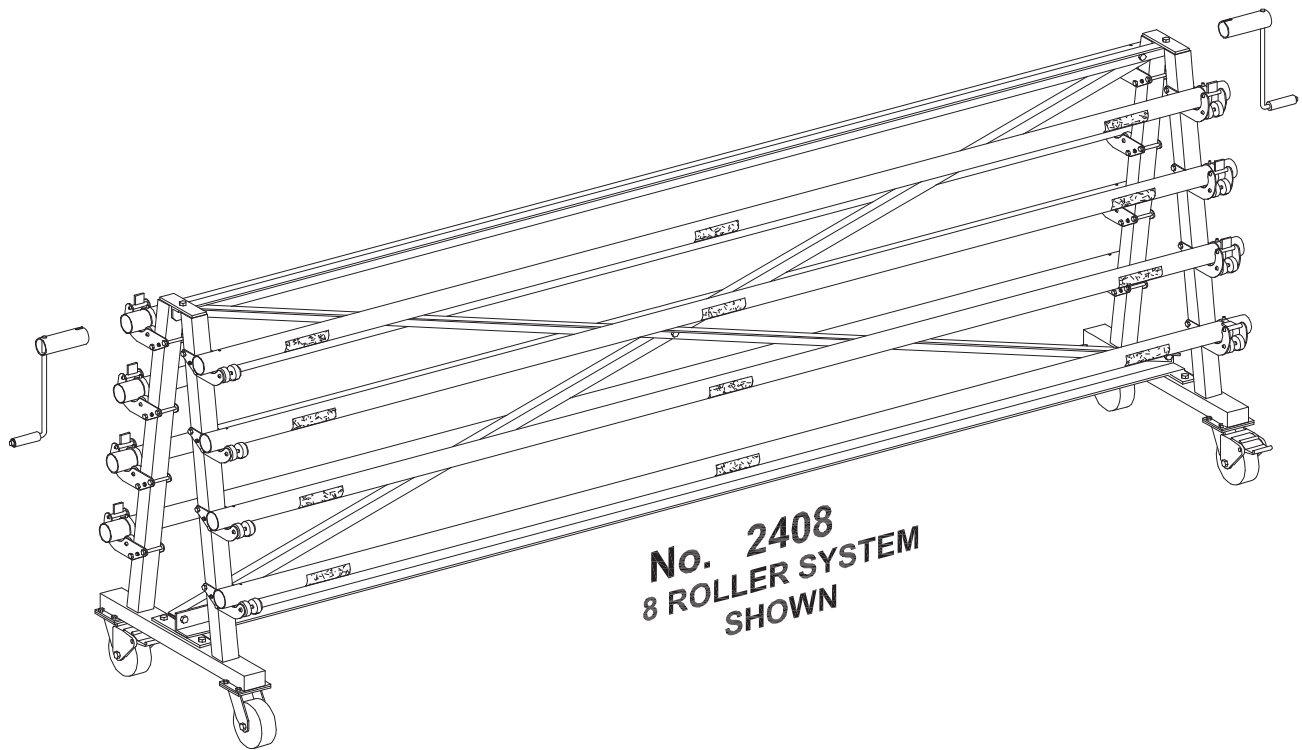




ASSEMBLY & OPERATION MANUAL

Floor Cover Transport/Storage Systems **No. 2400 Series**



Proceed to Page 2 for Assembly Instructions

Proceed to Page 11 for General Operating Instructions

SAVE THESE INSTRUCTIONS FOR FUTURE REFERENCE

⚠ WARNING

READ ALL INSTRUCTIONS THOROUGHLY BEFORE ATTEMPTING TO ASSEMBLE THIS EQUIPMENT. ASSEMBLY OF THIS EQUIPMENT MUST BE DONE **ONLY BY ADULTS**, WHO ARE PHYSICALLY CAPABLE OF DOING SO. **THREE (3) ADULTS** WILL BE REQUIRED FOR THE ASSEMBLY PROCESS. **FOUR (4) ADULTS** WILL BE REQUIRED EACH TIME A VINYL SECTION IS INSTALLED ON A BATTEN TUBE.

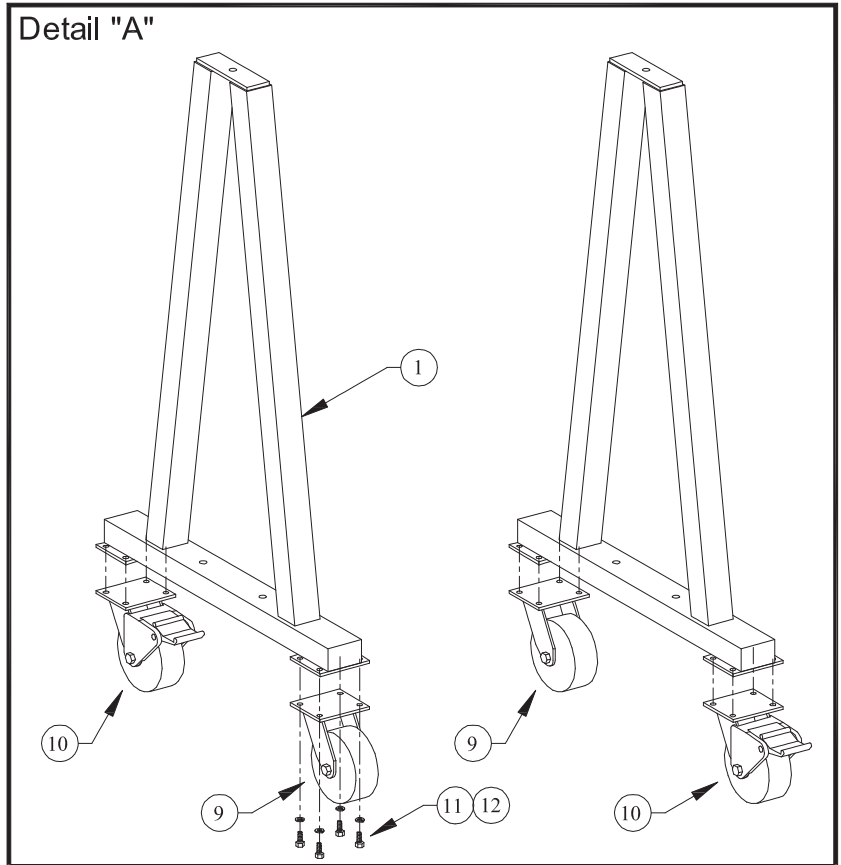
PARTS LIST							
No.	ITEM NUMBER					DESCRIPTION	REPLACEMENT PARTS
	2404 Qty.	2406 Qty.	2408 Qty.	2410 Qty.	2412 Qty.		
1	2	2	2	2	2	END FRAME WELDMENT	N/A
2	1	1	1	1	1	LOWER SPREADER WELDMENT	N/A
3	2	2	2	2	2	CROSS BRACE ANGLE	N/A
4	1	1	1	1	1	TOP SPREADER ANGLE	N/A
5	4	4	4	4	4	M12 x 75mm Lg. HEX HEAD CAP SCREW	N/A
6	7	7	7	7	7	M12 x 25mm Lg. HEX HEAD CAP SCREW	HDWE011530E0
7	22	22	22	22	22	M12 FLATWASHER	HDWE05017
8	11	11	11	11	11	M12 LOCKNUT	M2232
9	2	2	2	2	2	SWIVEL CASTER	CSTR00038000
10	2	2	2	2	2	SWIVEL CASTER With BRAKE	CSTR00039000
11	16	16	16	16	16	M8 x 20mm Lg. HEX HEAD CAP SCREW	HDWE03016
12	16	16	16	16	16	M8 FLATWASHER	HDWE050030E0
13	2	2	2	2	2	CRANK ASSEMBLY	REPL2491CRNK
14	4	6	8	10	12	BATTEN TUBE ASSEMBLY	N/A
15	16	24	32	40	48	ROLLER PLATE	N/A
16	4	6	8	10	12	BATTEN TUBE SPACER	N/A
17	32	48	64	80	96	ROLLER WHEEL	N/A
18	16	24	32	40	48	SPACER SLEEVE	N/A
19	4	6	8	10	12	BATTEN TUBE STOP	N/A
20	16	24	32	40	48	M10 x 70mm Lg. HEX HEAD CAP SCREW	N/A
21	32	48	64	80	96	M10 FLATWASHER	N/A
22	16	24	32	40	48	M10 LOCKNUT	N/A
23	24	36	48	60	72	M6 x 70mm Lg. HEX HEAD CAP SCREW	N/A
24	48	72	96	120	144	M6 FLATWASHER	N/A
25	24	36	48	60	72	M6 LOCKNUT	N/A
26	8	12	16	20	24	ST4.8x25 SELF-DRILLING SCREW	N/A

TOOLS REQUIRED:	9/16" Wrenches	11/16" Wrenches
	7/16" Wrenches	Tape Measure
	Power Drill with Torque (Clutch) Adjustment and a 8mm Socket	

1. Check all items against Parts List on Page 2 to ensure all have been included.

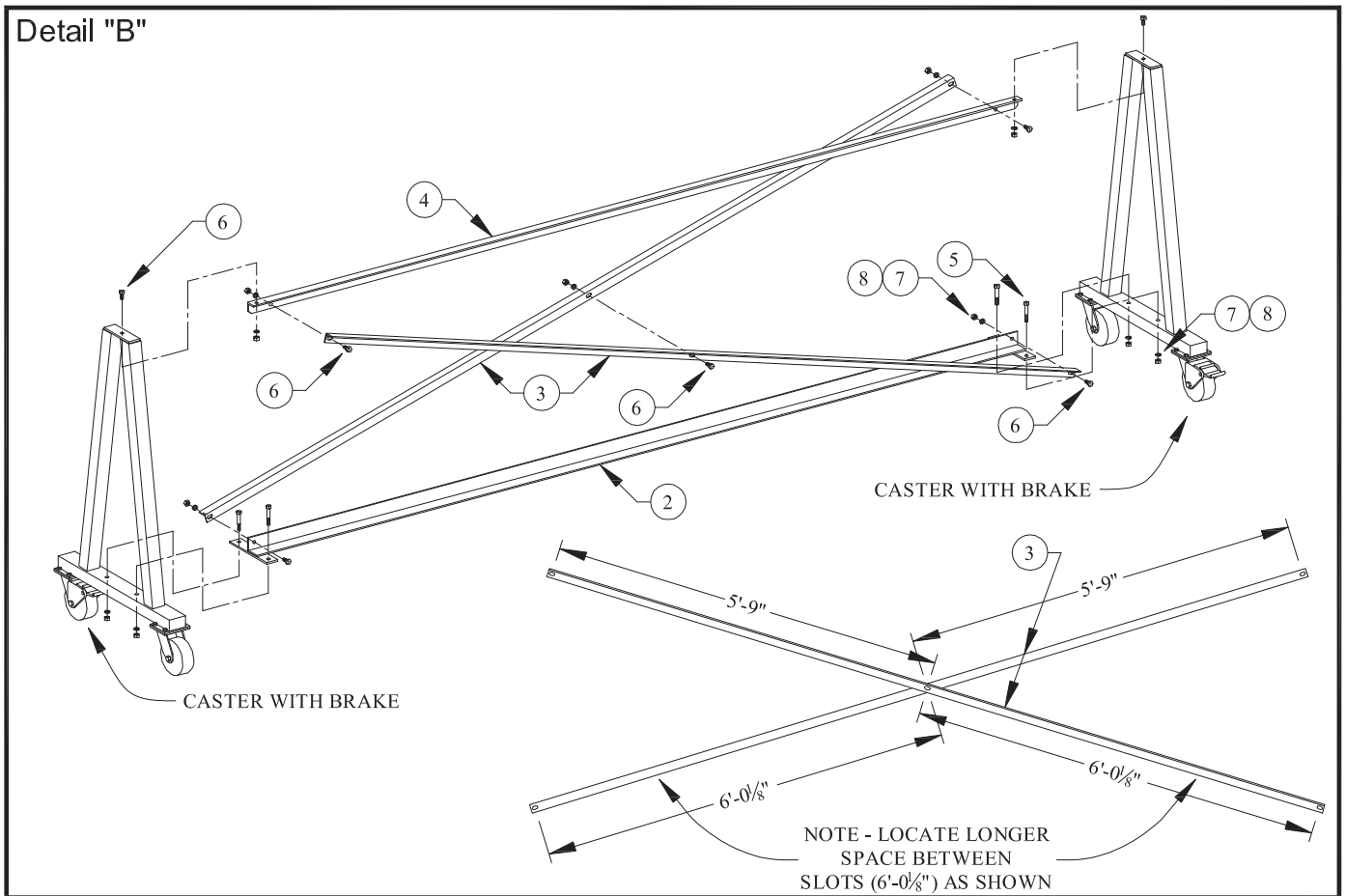
ASSEMBLY OF TRANSPORT CART

2. Locate two end frame weldments (1), and assemble swivel casters (9 & 10) to each one. Note that each end frame will require one swivel caster with brake (10), and one swivel caster without brake (9). Assemble using four M8x20mm lg. hex head cap screws (11), and four M8 flatwashers (12) at each caster. Fully tighten all Hardware. See Detail "A".



3. Complete assembly of transport cart by assembling spreaders and braces to end frames from Step No. 2. **NOTE** - This will require three physically capable adults - one to hold each the end frame in a vertical position, one to maneuver the spreaders and braces into place, and one to secure the hardware. See Detail "B".

Detail "B"

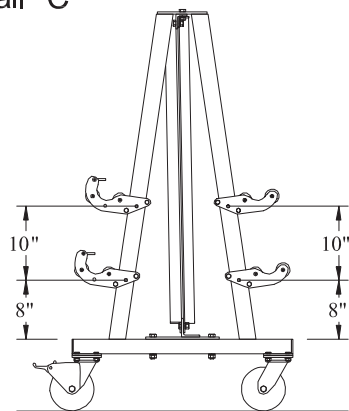


4. Note - when assembled, the transport cart will have the casters with brake located in opposite corners from each other. See Detail "B".
5. First, attach the lower spreader weldment (2) to one of the end frame weldments (1) using two M12x75mm hex head cap screws (5), two M12 flatwashers (7) and two M12 locknuts (8). Repeat to attach the lower spreader weldment to the second end frame weldment. Ensure the two end frame weldments are oriented properly, so the casters with brake are in opposite corners. Hand-tighten all hardware for now. See Detail "B".
6. Second, attach the top spreader angle (4) to both end frame weldments using two M12x25mm hex head cap screws (6), two M12 flatwashers (7) and two M12 locknuts (8). Hand-tighten hardware for now. See Detail "B".
7. Third, assemble the two cross brace angles (3) to the transport cart using five M12x25mm hex head cap screws (6), five M12 flatwashers (7) and five M12 locknuts (8). Notice that the center slot is not located exactly in the center of the brace angle (3). Locate the greater space (6'-0-1/8") as shown in Detail "B". Hand-tighten hardware for now. See Detail "B".
8. Check the exploded view in Detail "B" once more to ensure each component has been assembled properly, then fully tighten all hardware from Steps 5 thru 7.

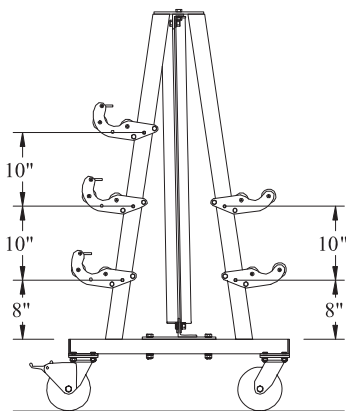
ASSEMBLY OF ROLLER PLATES AND BATTEN TUBE ASSEMBLIES TO THE TRANSPORT CART

9. Determine the quantity of batten tube assemblies to be installed on your system. This quantity will dictate the location and spacing of the roller supports for the batten tubes. See Detail "C" for locations and spacing. Hint - An easy, consistent way to locate the roller assemblies is to measure from the end frame to the small hole for the self-drilling screw. All dimensions shown in Detail "C" are to this hole.

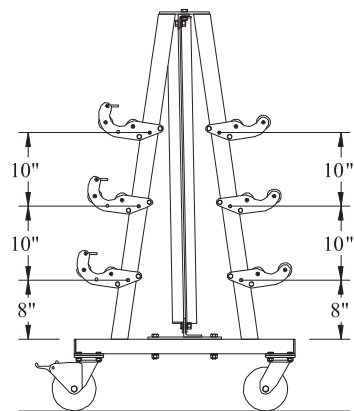
Detail "C"



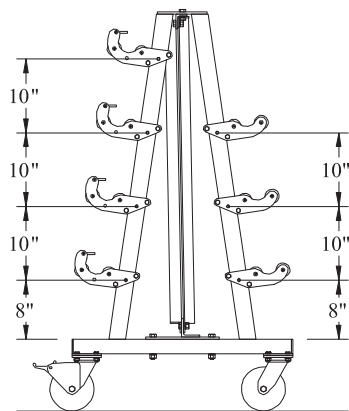
4 BATTEN TUBES



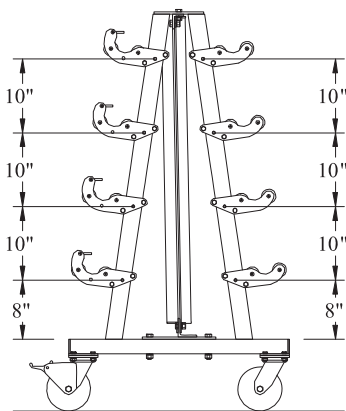
5 BATTEN TUBES



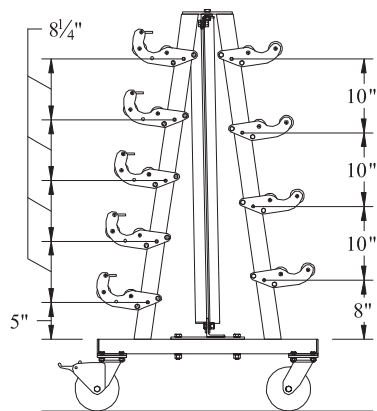
6 BATTEN TUBES



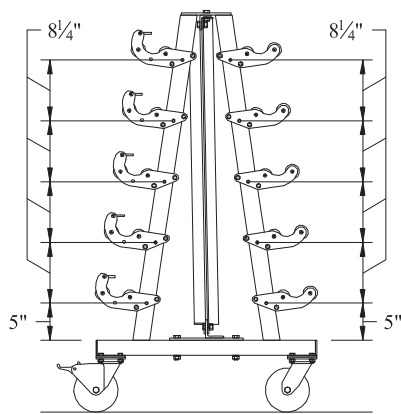
7 BATTEN TUBES



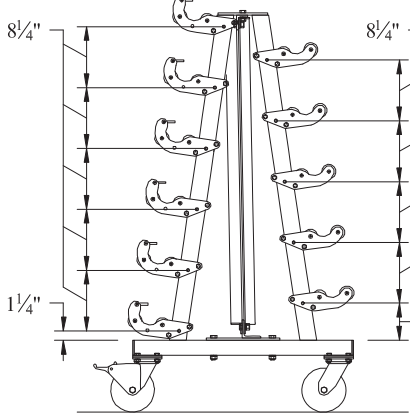
8 BATTEN TUBES



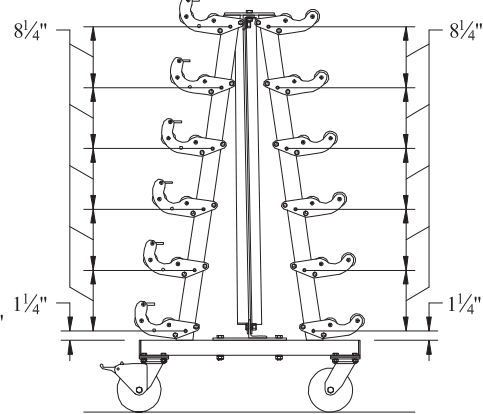
9 BATTEN TUBES



10 BATTEN TUBES

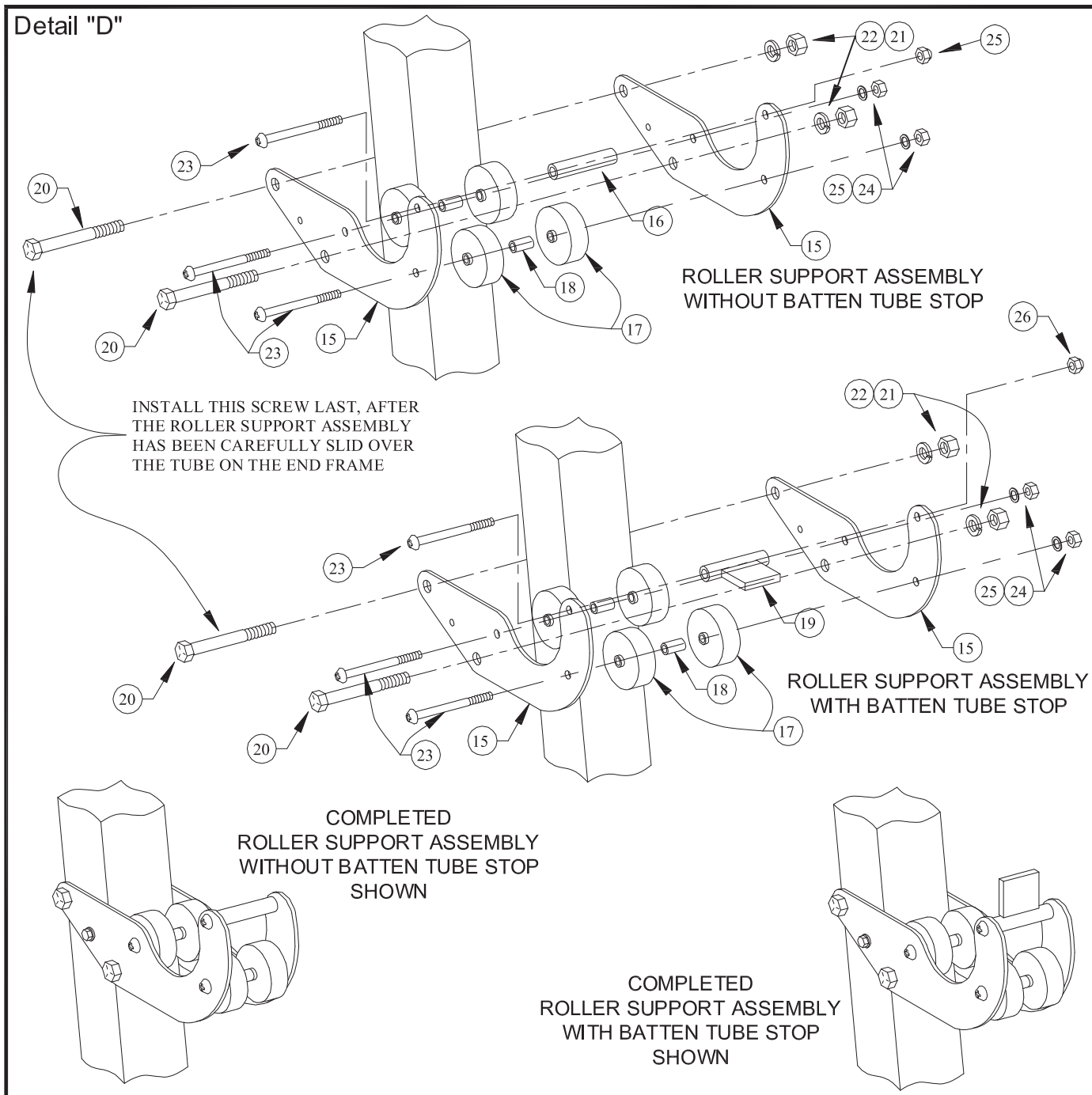


11 BATTEN TUBES



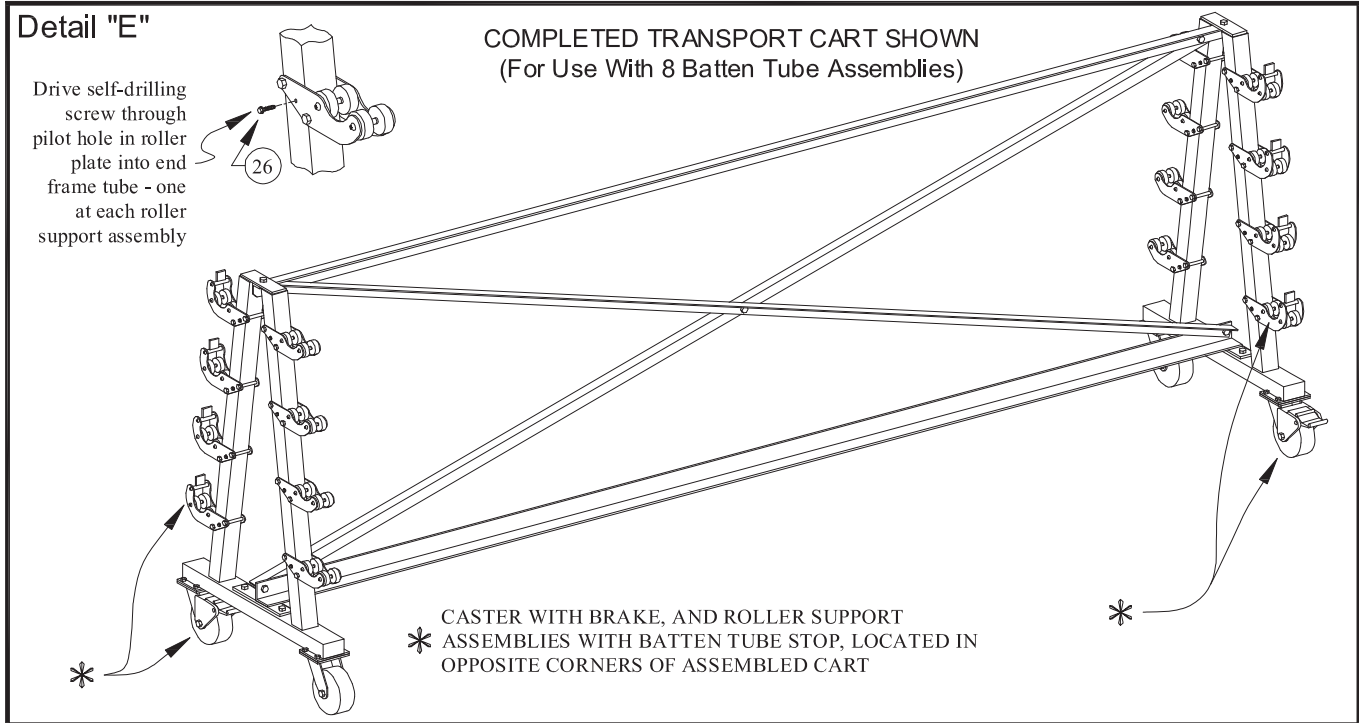
12 BATTEN TUBES

10. The roller supports for each batten tube must be installed identically on both end frames, to ensure the batten tube is level and rolls properly. This will also ensure that each vinyl section rolls onto the batten tube straight and even.
11. NOTE - As with the casters with brake, the batten tube stops (19) must be located in opposite corners from each other. They should be located in the same corners as the casters with brake. This allows the same individual to operate the caster brake and batten tube stops from the same position. See Detail "E" on Page 7.
12. Loosely assemble the components required for each roller support assembly on the end frames, as shown in Detail "D".

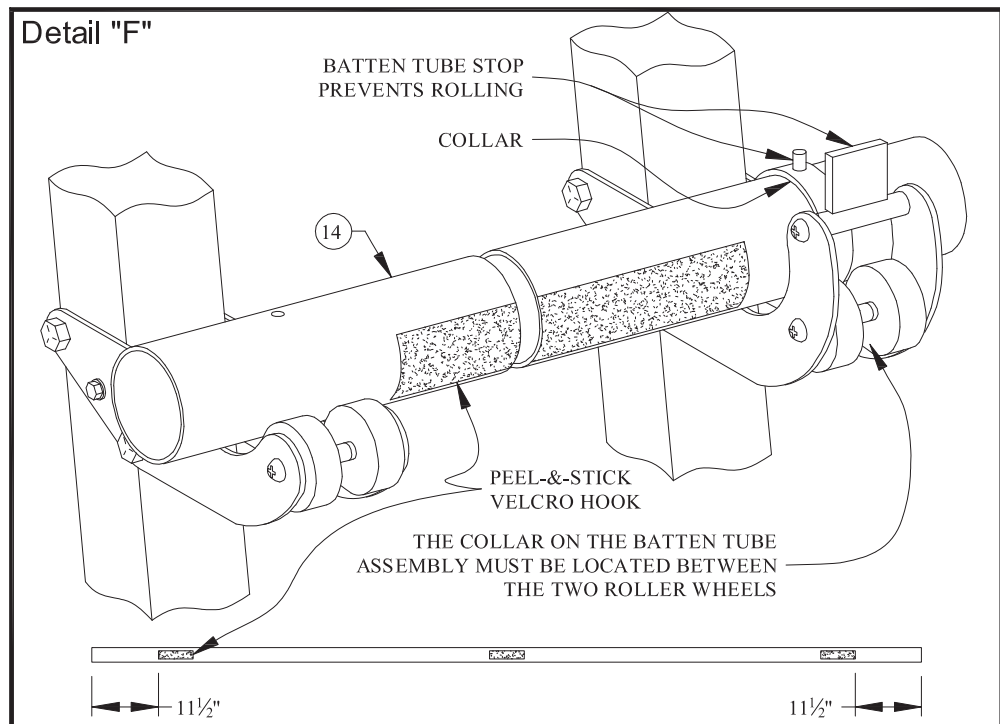


13. One at a time, carefully slide each roller support assembly into position, according to the information in Detail "C". When properly located, first tighten the two M8 hex head cap screws that secure the plates to the end frame. Next, tighten the two M6 hex head screws that secure the rollers to the plates. See Detail "D".

14. At the roller assemblies with the batten tube stop, snug the machine screw and locking cap nut that the batten tube stop pivots on. Do not over-tighten - the stop (19) must be allowed to pivot freely.
15. After all roller support assemblies are properly located and securely mounted to the end frames, install the ST4.8x25mm self-drilling screws (26). One screw will be located at each roller support assembly. Using a power drill with a clutch, drive the screw through the existing hole in the roller plate (15 or 16), into the end frame tube. This will prevent the roller support assemblies from sliding on the end frames. See Detail "E".
16. Detail "E" shows a completed transport cart (set up for eight batten tube assemblies).



17. At this time, the batten tube assemblies (14) can be installed onto the transport cart. Notice that each end of the batten tube assembly is different - one end has a collar and pin, while the other end has only an internal pin. The end with the collar must be located at the end of the cart that has the batten tube stops. This will prevent the batten tube assembly from sliding sideways, and the pin provides a means to stop the batten tube from unrolling. Be sure to locate the collar between the two roller wheels. See Detail "F".



18. Clean an area on the floor that is large enough to accommodate one section of vinyl for the floor cover. Carefully open a section of vinyl and completely unfold it on the floor. At one end, you will find the Velcro strips for securing the vinyl to the batten tube assembly. Carefully remove the peel-&-stick Velcro hook sections from the vinyl - there are three individual pieces, each about 6" long. Apply these pieces of Velcro to the batten tube assembly, as shown in Detail "F". Be sure to space the Velcro sections according to Detail "F", and be sure to apply them in a straight line. These will later be used to secure the vinyl section to the batten tube.

19. Maneuver the transport cart into position, so that the first vinyl section can be rolled onto the first batten tube assembly. Lock the brakes on both casters, to prevent the cart from moving. NOTE - Start at the lowest batten tubes, and work upward to the higher ones. Install a crank assembly (13) into each end of the batten tube, making sure the slot in the crank assembly engages the pin inside the batten tube. See Detail "G".

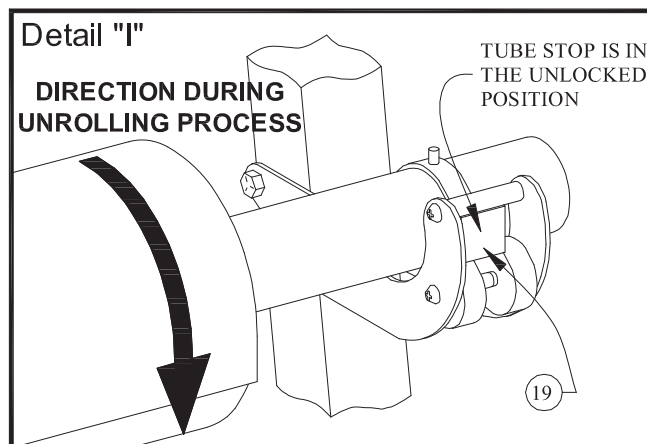
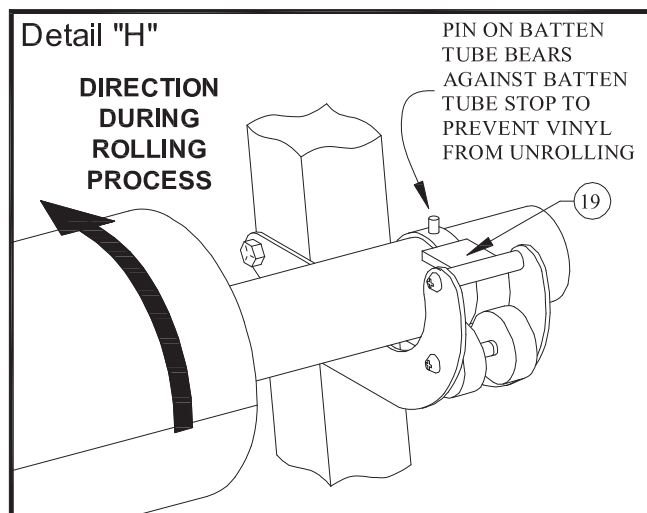
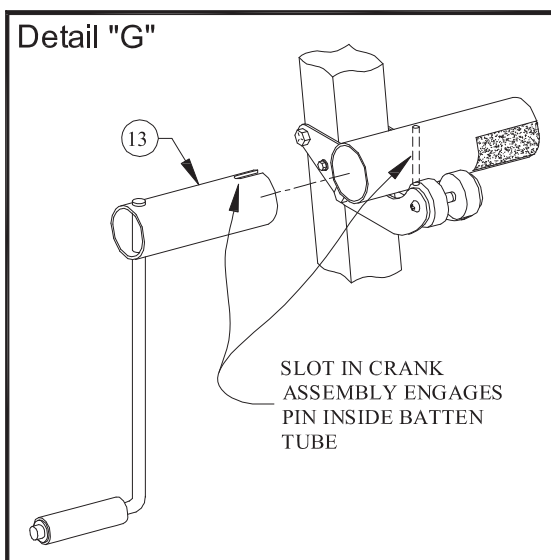
20. This will require four adults, and both crank assemblies. Position the batten tube stop (19) as shown in Detail "H" (this will prevent the material from inadvertently unrolling onto the floor during the rolling process). Leave the batten tube stop (19) in this position. Lift the end of the vinyl section with the Velcro strip, and attach it to the Velcro on the batten tube. Slowly and carefully roll the vinyl section completely onto the batten tube, making sure it feeds straight onto the tube, and does not "walk" left to right. Pull sides of vinyl during rolling procedure as required, to ensure a smooth, wrinkle-free roll.

21. Repeat Step No. 20 for each additional vinyl section.

22. When all vinyl sections have been installed, remove the crank assemblies and store them in a secure location. NEVER leave the crank assemblies on the transport cart, where they can be used by unauthorized individuals.

23. When unrolling the vinyl sections onto the floor, the batten tube stop (19) must be in the unlocked position as shown in Detail "I".

24. Assembly of transport cart is now complete.



OPTIONAL ACCESSORIES

- No. 02405-000 Power Winder – Use in place of hand crank assemblies. Allows for effortless rolling and unrolling of vinyl sections onto transport/storage cart. Plugs into standard 110-volt outlet.



- No. 02406-200 (Hand-Held) and No. 02406-300 (Walk-Type) Tape Applicators. Offered in two versions, as shown. Provide a convenient way to apply tape to the vinyl section overlaps.
- No. 02406-112 3" Wide Clear Tape (not shown). Tape allows vinyl sections to be joined together. Tape is easily removable, without leaving adhesive residue. Supplied in a case of twelve rolls (approximately 650 yards).



- No. 92404-000 Storage Rack Dust Cover (not shown) – provides a one-piece cover to help keep the transport/storage cart clean and dust-free. Available in fourteen colors.



WARNING

READ ALL WARNINGS THOROUGHLY BEFORE USING THIS EQUIPMENT.

FAILURE TO COMPLY WITH THE FOLLOWING INSTRUCTIONS AND WARNINGS MAY RESULT IN SERIOUS INJURIES AND/OR PROPERTY DAMAGE.

- Never leave the crank assemblies (or optional No. 02405-000 Power Winder) unattended on the transport/storage cart. Always keep them stored in a secure location, to prevent usage by unauthorized individuals.
- Never allow individuals to stand or climb on the transport/storage cart.
- When rolling or unrolling vinyl sections from cart, always have caster brakes engaged, to prevent cart from moving.
- It is highly recommended that the vinyl floor sections be secured to each other after being installed on the facility floor, by applying a clear tape to the vinyl where the sections overlap. This will eliminate the possibility of individuals tripping over uneven vinyl edges. In high-traffic areas (doorways, etc.), the vinyl floor sections may also be secured to the floor. **NOTE** – Make sure the tape that is used will not leave a residue on the vinyl floor sections or on the floor when removed. Test the tape in a hidden area of the vinyl and the floor for several days before using.

THE OWNER OF THIS EQUIPMENT IS RESPONSIBLE TO PROVIDE PROPER SUPERVISION, TO ENSURE APPROPRIATE SAFETY AND OPERATING PROCEDURES ARE FOLLOWED, TO AVOID INJURIES OR PROPERTY DAMAGE.



CAUTION

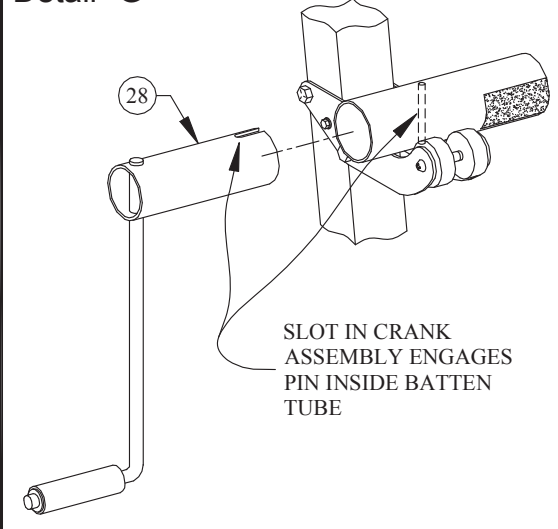
When unrolling each vinyl section from its batten tube assembly, do so **SLOWLY** and carefully. As the end of the vinyl section is reached, stop the unrolling process and, by hand, remove the vinyl section from the Velcro on the batten tube assembly.

GENERAL OPERATING INSTRUCTIONS

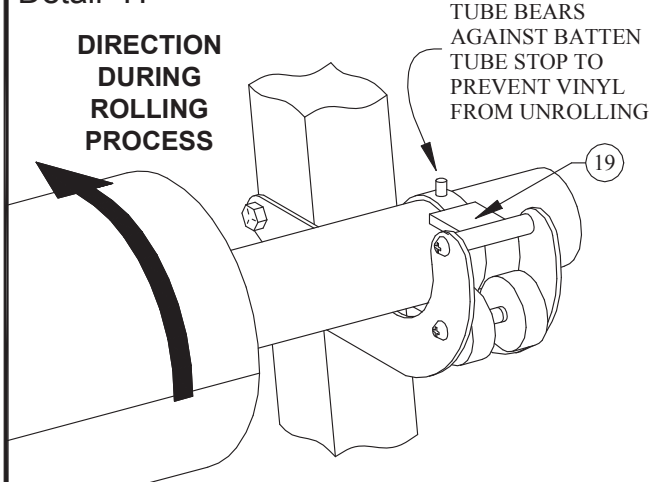
TO INSTALL THE VINYL SECTIONS ON THE BATTEN TUBES:

1. The installation of the vinyl sections onto the batten tubes requires FOUR (4) ADULTS – two (2) to operate the hand cranks, and two (2) to guide the vinyl sections so they roll onto the tubes straight and without wrinkles. If you are using the optional No. 02405-000 Power Winder, then it requires THREE (3) ADULTS – one (1) to operate the Power Winder, and two (2) to guide the vinyl sections.
2. Maneuver the transport cart into position, so that the first vinyl section can be rolled onto the first batten tube assembly. Lock the brakes on both casters, to prevent the cart from moving. NOTE – Start at the lowest batten tubes, and work upward to the higher ones. Install a crank assembly into each end of the batten tube, making sure the slot in the crank assembly engages the pin inside the batten tube. See Detail "G" at right. If the vinyl sections are taped together, remove the tape now.
3. This will require four adults, and both crank assemblies. Position the batten tube stop as shown in Detail "H" at right (this will prevent the material from inadvertently unrolling onto the floor during the rolling process). Leave the batten tube stop in this position. Lift the end of the vinyl section with the Velcro strip, and attach it to the Velcro on the batten tube. Slowly and carefully roll the vinyl section completely onto the batten tube, making sure it feeds straight onto the tube, and does not "walk" left to right. Pull sides of vinyl during rolling procedure as required, to ensure a smooth, wrinkle-free roll.
4. Repeat Step No. 3 for each additional vinyl section.
5. When all vinyl sections have been installed, remove the crank assemblies and store them in a secure location. NEVER leave the crank assemblies on the transport cart, where they can be used by unauthorized individuals.

Detail "G"



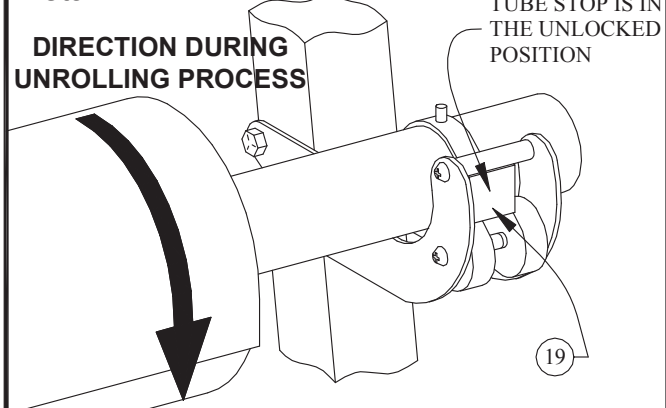
Detail "H"




TO REMOVE THE VINYL SECTIONS FROM THE BATTEN TUBES:

1. Maneuver the transport cart into position, so that the first vinyl section can be removed from the batten tube assembly. Lock the brakes on both casters, to prevent the cart from moving. NOTE – Start at the highest batten tubes, and work downward to the lower ones.
2. When unrolling the vinyl sections onto the floor, the batten tube stop must be in the unlocked position as shown in Detail "I" at right.
3. Grasp the end of the vinyl section and unroll it from its batten tube. CAUTION – Do so ***SLOWLY*** and carefully. As the end of the vinyl section is reached, stop the unrolling process and, by hand, remove the vinyl section from the Velcro on the batten tube assembly.
4. Repeat Step No. 3 for each additional vinyl section. Allow approximately 1" overlap as each vinyl section is laid next to the previous one.
5. It is highly recommended that adjacent vinyl sections be secured to each other with tape. Use Porter's No. 02406-112 3" Wide Clear Tape to join vinyl sections together.

Detail "I"



 **WARNING:** This product can expose you to Titanium Dioxide, which is known to the State of California to cause cancer. For more information go to www.p65warnings.ca.gov.

porter

Porter Athletic Equipment Company
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www.porterathletic.com

SAVE THESE INSTRUCTIONS FOR FUTURE USE