

# **MWING10**

## **ASSEMBLY INSTRUCTIONS**

**Thank you, for purchasing the MWING10 Display.**  
**To insure the long life of this product and customer satisfaction, please**  
**inspect the product after opening for damage or missing parts.**

### **Materials List:**

#### **Box 1) “MWING10/A (1 OF 2)”**

- 1) Silver Base
- 2) “MWING Hardware Kit” has in it:
  - a. An 11” dia. Steel plate for the base counterweight
  - b. Assembly Hardware Kit

#### **Box 2) “MWING10/B (2 OF 2)”**

- 1) 72” Banner Pole

### **Assembly Hardware Kit:**

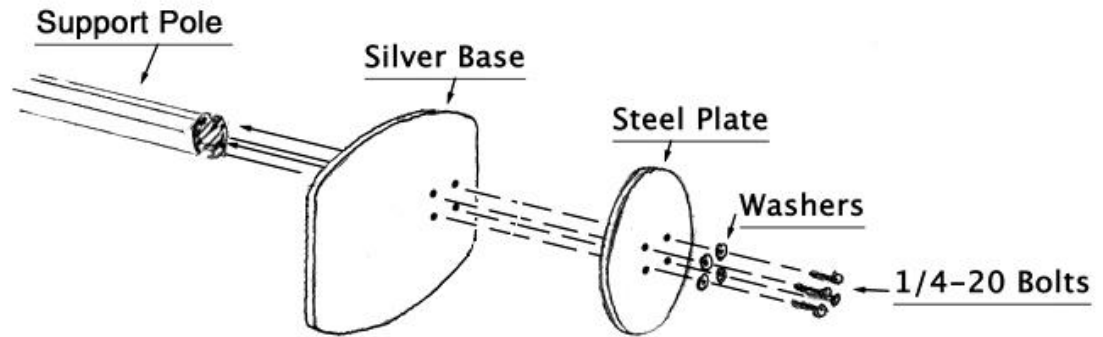
- 1) Top Plate with Holes
- 2) Bottom Plate with Holes and Aluminum Angles with Locking Tabs
- 3) Base Hardware Kit which includes:
  - a. (4) 1/4-20 x 2” Machine Screws
  - b. (4) Fender washers
  - c. (1) 5/32” Allen Key
- 4) Frame Hardware Kit which includes:
  - a. (10) Push in re-usable Black Plastic Fasteners
  - b. (20) 8-32 Right Angle Tab Screws
  - c. (20) 8-32 Thumb Nuts
  - d. (20) 2” Pieces of Aluminum “U” Channel with two holes
- 5) Hinge Plate Hardware Kit which includes:
  - a. (24) 1/4-20 x 5/8” Machine Screws
  - b. (1) 3/32” Allen Key
  - c. (1) 1/8” Allen Key

## Assembly:

### Step 1) Assemble the Base and Pole:

- 1) Open the Base Hardware Kit.
- 2) Begin by screwing the (4), 1/4-20 Machine Screws through the Washers, Steel Base Weight, Silver Base and into the Support Pole.

\*\*\* The slots on either side of the Support Pole should be oriented facing the long curved edges of the base. \*\*\*



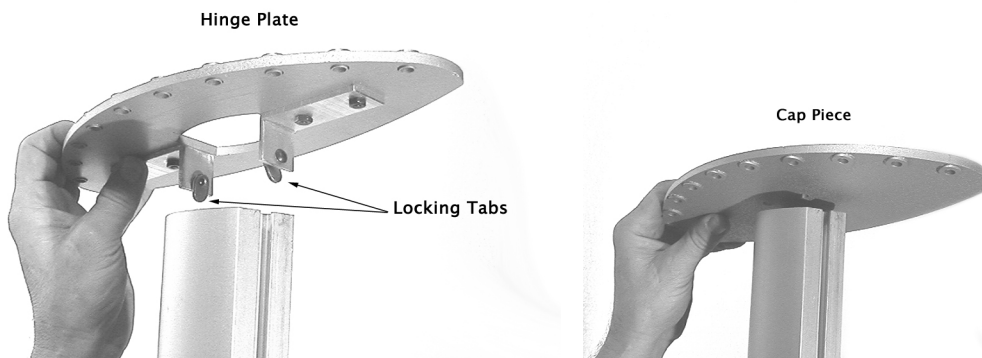
#### Helpful Tips:

To assemble the pole and base, put all 4 bolts through the washers and steel plate into the silver base and use three of the bolts to support the steel weight while you align and screw the fourth bolt most of the way into the aluminum pole. This is most easily accomplished balancing the base on its edge on the floor using a bolt through the plate and base in one hand and supporting the pole with the other hand. After getting the threads of this bolt started, align the three remaining bolts with the threaded holes in the pole and screw them in one at a time. As the last step tighten all the bolts down very snug.

### Step 2) Assemble the Bottom Plate and Top Plate to the Pole:

- 1) Slide the Bottom Plate over the top of the pole with the aluminum tabs facing the base of the pole. Be sure the locking tabs are loose and able to slide into the side slots of the pole. Slide the plate approximately half way down the pole.

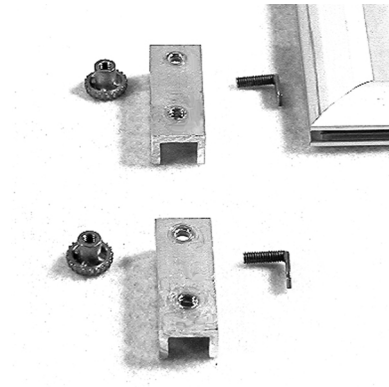
\*\*\* The position of the hinge plate on the pole will be adjusted later. \*\*\*



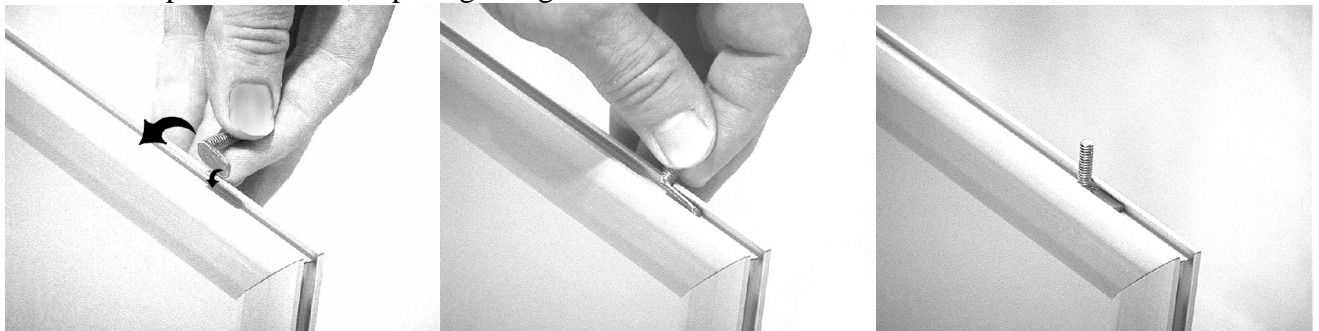
- 2) Mount the Top Plate on the top of the pole with the textured surface facing the Bottom Plate and the holes in the Top Plate aligned with the holes in the Bottom Plate. Attach the Top Plate to the top of the pole using (4) of the 24 machine screws from the “Hinge Plate Hardware Kit”.

### Step 3) Assemble the Frames:

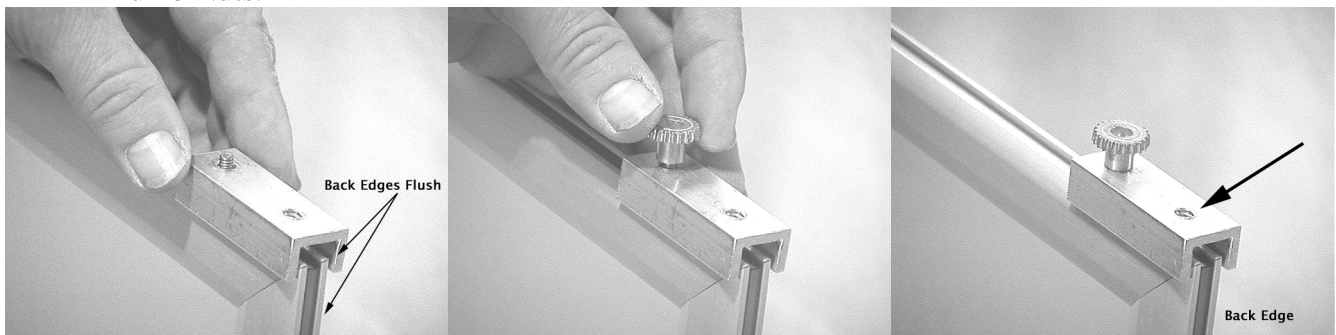
- 1) Unpack the frames from their boxes and open the “Frame Hardware Kit”. Each frame will use, 2 Thumbnuts, 2 Right Angle Tab Screws and 2 pieces of Aluminum “U” Channel.



- 2) Locate the slot in the frame where the display material slides in. This will be the back of the frame. At the top of the frame, slip 1 right angle Tab Screw into the channel there.



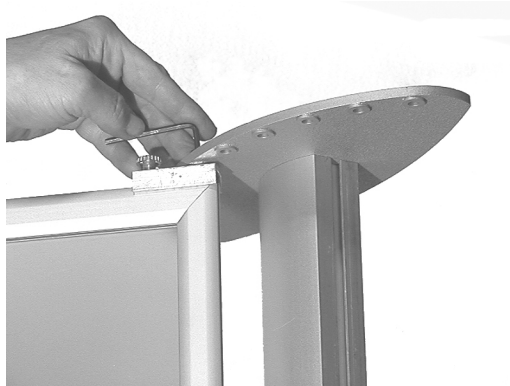
- 3) Place the non-threaded hole in the “U” Channel over this Tab Screw and secure in place using the Thumb Nuts.



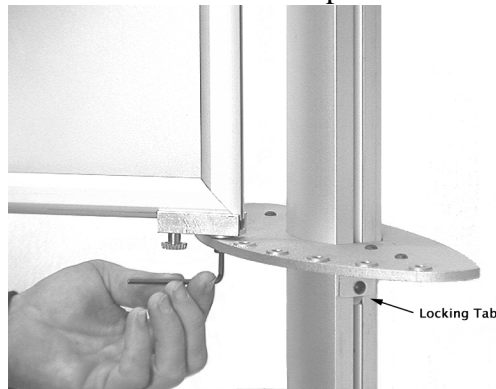
- 4) Before tightening the Thumbnut, be certain the back edge of the Aluminum “U” Channel is flush with the edge of the frame and the threaded hole in the Aluminum Stock is nearest the back edge of the frame.
- 5) Repeat steps 2 through 4 for the bottom of the frame to complete the assembly of one frame.
- 6) Repeat steps 2 through 5 for all of the frames.

#### Step 4) Assemble the Frames to the Poles:

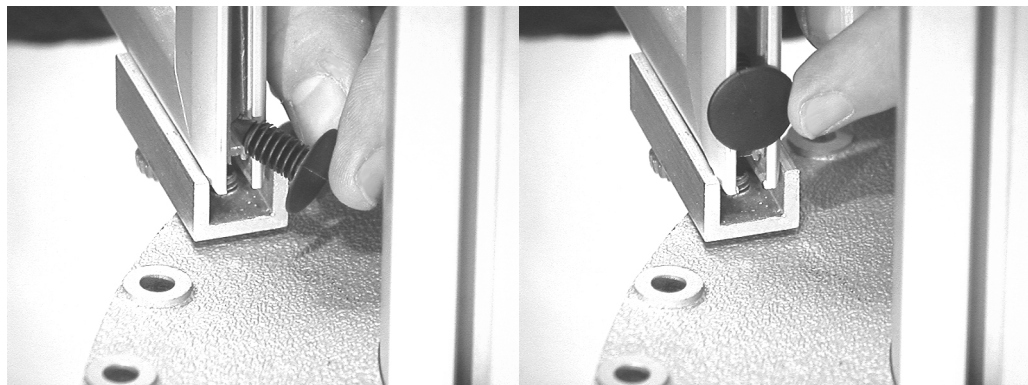
- 1) Put one 1/4-20 Machine Screw through the center hole of the Top Plate and tighten it in the threaded hole of the Aluminum “U” Channel.



- 2) Adjust the height of the Bottom Plate to be flush with the lower Aluminum Frame Mount and tighten the two locking tabs in the slots on the aluminum pole to hold the Bottom Plate in place and level.



- 3) Tighten a 1/4-20 Machine Screw through the center hole in the Bottom Plate and into the lower Frame Mount.
- 4) Attach the rest of the frames in this fashion working from the top of the frame to the bottom and from the center holes out to the edge of the Plates until all of the frames have been attached.
- 5) With the frames in place you can insert your graphics and lock them in place with the re-usable push in fasteners provided in the “Frame Mounting Hardware Kit”.



Your MWING10 Display is now complete.