

Assembling Your Morgan Telescoping Craft Stand

Instructions for assembly of your new Morgan Telescoping Craft Stand.

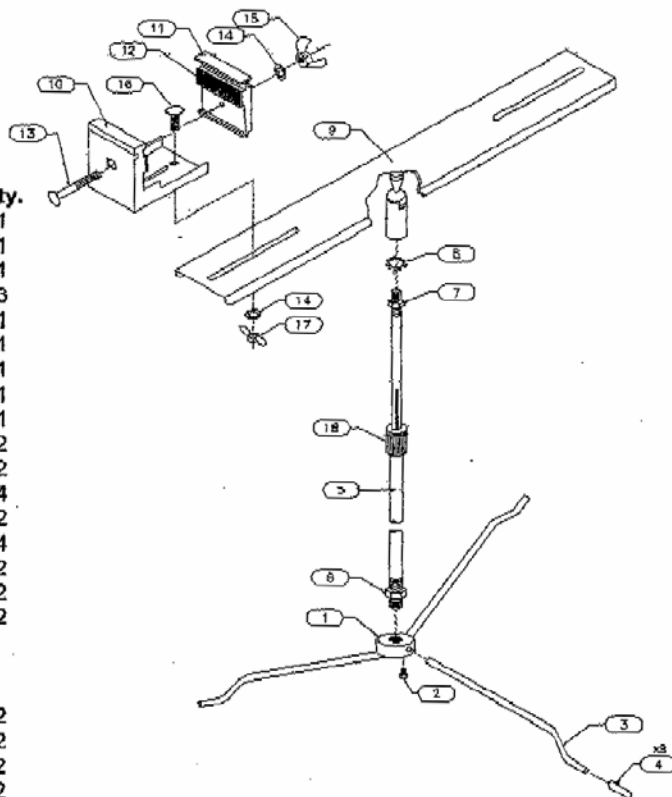
Tools required:
7/8", 3/4" and 3/8" wrench or
1-8" crescent wrench.

Craft Stand - Parts List

Item #	Description	Qty.
1	Leg assembly (2 legs installed)	1
2	Hex Bolt	1
3	Leg - detached	1
4	Red End Caps	3
5	Telescoping rod assembly	1
6	Large Nut - 7/8"	1
7	Small Nut - 3/4"	1
8	Star Washer	1
9	Top Plate w/ Spring Housing	1
10	Clamp - C1 (L-shaped)	2
11	Clamp - C2 (I-Shaped)	2
12	Rubber strips-self-adhesive	4
13	Carriage Bolt	2
14	Flat Washer	4
15	Small Wing Nut	2
16	Large Bolt - 5/16" x 3/4"	2
17	Large Wing Nut	2
18	Knurled Knob-part of Item 5	

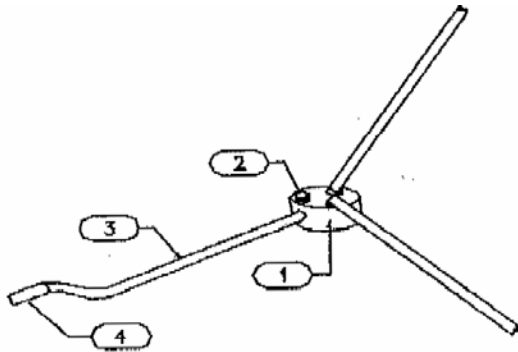
Hardware for Hoop Conversion		
19	Metal Bracket	2
20	Small Brass Bolt - 1/2" long	2
21	Small Brass Wing Nut	2
22	Small Brass Washer	2

Hardware for Morgan Hoop		
H-1	Split-point Self-threading Bolt	2
H-2	Metal Bracket	2
H-3	Carriage Bolt 5/16" x 3/4" (23" & 17" hoops)	2
H-4	Brass Washer (23" & 17" hoops)	2
H-5	Brass Wing Nut (23" & 17" hoops)	2



Morgan Quality Products

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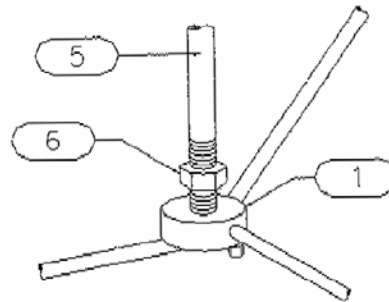


A. LEG ASSEMBLY (ITEM 1)

1. Loosen hex bolt (item 2), already threaded to hole in leg assembly (Item1), and fit leg (item 3) into leg assembly. Make sure all feet are positioned in the same direction.
2. Tighten hex bolt to secure leg in place.
3. Press red end cap (item 4) onto the end of each leg.

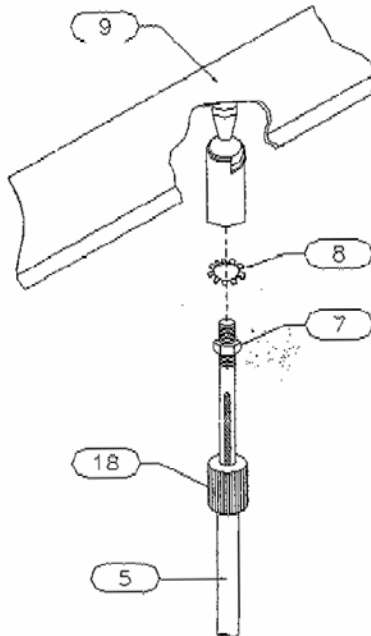
B. TELESCOPING ROD ASSEMBLY (ITEM 5)

1. Screw large nut (item 6) all the way up on the shaft. Screw shaft into leg assembly (item 1) and tighten as far as possible.
2. Tighten nut against leg assembly with 7/8" wrench.



C. TOP PLATE ASSEMBLY (ITEM 9)

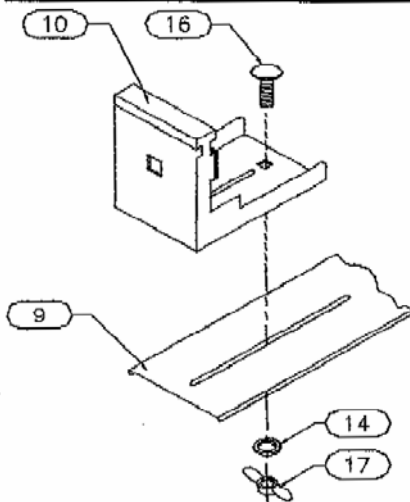
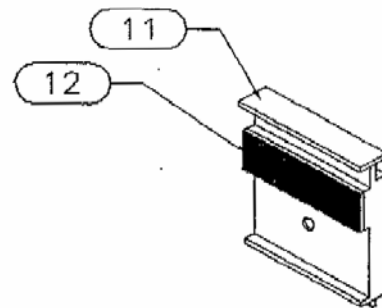
1. Screw small nut (item 7) onto top of telescoping rod assembly (item 5).
2. Install star washer (item 8) over rod assembly, resting on small nut.
3. Screw top plate with spring housing (item 9) onto threaded rod (item 5) until tension is placed on the ball inside spring housing.
4. Tighten clockwise until top plate remains stationary and your desired tension has been reached.
5. Tighten the nut (item 7) up against the spring housing. This will secure the tension on the top plate at that level.
6. To re-adjust head tension, loosen the nut and turn the spring housing clockwise for more tension or counter clockwise for less tension. When desired tension is reached, tighten the nut with a 3/4" wrench. This locks your tension in place.



D. PREPARE THE CLAMP FOR ASSEMBLY

1. Remove protective paper backing from rubber strips (item 12). Place the bottom edge of rubber strip, with the sticky side down, to the flat raised area the same size as the rubber strip on the four clamp pieces.

2. If you have done this correctly, there should be a gap of approximately $\frac{1}{4}$ " between the top of the rubber piece and the $\frac{3}{8}$ " extrusion on the top.



E. CLAMP ASSEMBLY

1. Place clamp (item 10) on top of the top plate assembly (item 9) above the long slot.

2. Put bolt (item 16) through the square hole and slot.

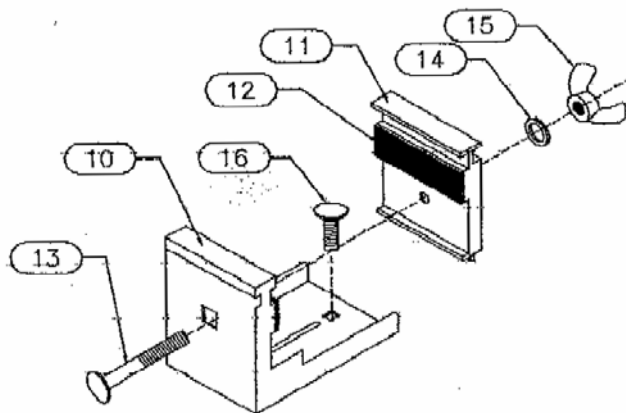
3. From the bottom, place flat washer (item 14) and screw wing nut (item 17) onto bolt.

E. FINISHING THE CLAMP

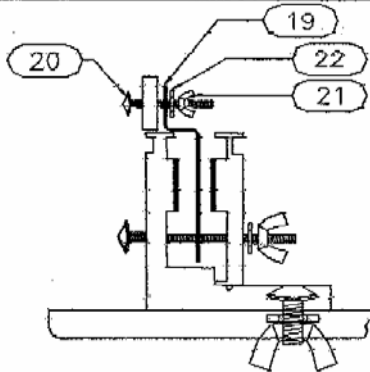
1. Place I-shaped clamp (item 11) on top of L-shaped clamp (item 10) so rubber strips face each other.

2. Insert carriage bolt (item 13) into square hole on side of L-shaped clamp (item 10) and through I-shaped clamp (item 11).

3. Place flat washer (item 14) onto carriage bolt and screw on wing nut (item 15) until clamp is closed.



Hoop Assembly for Morgan Craft Stand



G. ASSEMBLY FOR YOUR HOOP OR FRAME

1. Place metal bracket (item 19) into clamps on craft stand as shown above. Place your wooden frame onto brackets and mark holes.
2. Drill two (2) 3/16" holes in marked holes on sides of your wooden frame. Drill holes all the way through inside ring of the hoop.
3. Remove metal brackets from clamps and insert small bolt (item 20) into hole from the outside.
4. Place small washer (item 22) and small wing nut (item 21) onto bolt and tighten.

H. ASSEMBLY FOR MORGAN HOOPS:

1. Hole in hoop is predrilled off center for assembly. Match holes on hoop and metal bracket (item H-2). Make sure the hole is positioned closest to the top of the clamp.
 2. Make sure the hole is positioned closest to the top of the clamp.
 3. Secure hoop to the metal bracket with the split-point self-threading bolt (item H-1). Remember this bolt is cutting its' thread as you screw it in, so it will be somewhat hard to screw in to the hole.
 4. Remove shoulder bolt (item 13) from clamp assembly. Insert metal bracket between clamp pieces and replace bolt. Tighten securely. See Figure A.
 5. Clamp will be tilted at an angle holding the metal bracket in place. See Figure C.
- For 23" hoop only: For extra support place carriage bolt (item H-3) into slot resting on the lip of the outside of the clamp. It will be tilted. Place brass washer (item H-4) on bolt and tighten wing nut (item H-5) to secure the outside edge of the clamp to the top plate. See Figure B.

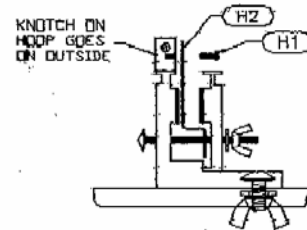


Figure A: 17" Morgan Hoop

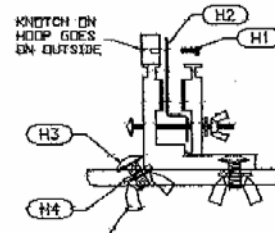


Figure B: 23" Morgan Hoop

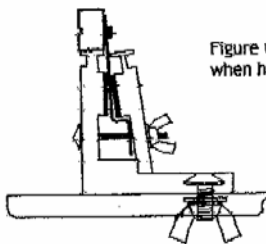


Figure C: Correct Clamp position is angled when holding metal bracket in place.

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