

PORTA-TRACE

Alvin & Co.

ASSEMBLY INSTRUCTIONS

PORTA-TRACE MODEL 2436T LIGHT TABLE

PORTA-TRACE MODEL 3648T LIGHT TABLE

PLEASE READ ENTIRE ASSEMBLY INSTRUCTION BEFORE PROCEEDING

ASSEMBLY INSTRUCTION
PAGE 2

TOOLS REQUIRED FOR ASSEMBLY:

- Small slotted screwdriver
- 5/16 wrench (crescent or box)

Two (2) cartons contain all necessary components to completely assemble your light table.

Leg Stand Carton Includes:

- Two (2) Leg Stands (Right and Left)
- One (1) Tiltbar
- One (1) Hardware Package
- One (1) Top Cross Brace
- One (1) Back Panel

Light Table Carton Includes:

- One (1) Light Table with Acrylic Light Diffuser

Hardware Package Includes:

- Six (6) 1/4-20 x 1 Socket Head Screws
- Two (2) Nylon Leg Bushings
- Two (2) 3/8 x 1 1/4 Shoulder Bolts
- Two (2) 3/8 x 7/8 Shoulder Bolts
- Four (4) 5/16 Lockwashers
- Four (4) 5/16 Hex Nuts
- One (1) 5/32 Allen Wrenches
- One (1) 3/16 Allen Wrenches
- Four (4) Leg Glides (for leveling table)

Technical Data:

Power Requirement	115/120VAC (Or 220v/50HZ International Model)
Total Wattage	80 Watts (2436T) 160 Watts (3648T)
Lamp Type	F20T12 (2436T)-daylight or color correct F40T12 (3648T)-daylight or color correct
Lamp Quantity	4
Total Weight	107 lbs (2436T) 137 lbs (3648T)

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ASSEMBLY OF LEG STAND

BEFORE ASSEMBLY.....Please read the following notes. They will eliminate any assembly problems.

1. REVIEW the leg stand sketch for component orientation.
2. LAYOUT all required components and hardware.
 - A. Notice the location of the *TILT BRACKET* on the back of each leg stand. Their position designates right and left. The *TILT BRACKET* should be positioned to the back outward sides (See Drawing).
3. PAINT overspread may have entered the six (6) threaded holes. Threading one screw into each hole before assembly will make final assembly easier.
4. DO NOT tighten down each bolted component until unit is completed.
5. As with any Weldment, slight twisting of the leg stand may occur. Hole alignment between components may require a slight push or pull during assembly.

STEP ONE:

Locate the *TOP CROSS BRACE*, position brace in the upper front of the leg assembly between the right and left uprights. Insert a 1/4-20 x 1 screw through the end hole of the brace and thread into leg upright. Turn screw down but, *do not tighten*. Repeat on the other end.

STEP TWO:

Assemble the back panel to the back leg supports using four (4) 1/4-20 x 1 screws.

NOTE: The 90degree bent edges must face out from the back of the table (See Drawing).

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STEP THREE:

Tighten all six (6) 1/4-20-1 screws.

STEP FOUR:

Open "leg glide" package containing four (4) threaded glides and four (4) threaded plastic inserts. Push inserts (until flush) into 3/8 dia holes in bottom of each leg stand. Thread glides into bushing until glides bottom out. NOTE: If leveling of table is required after assembly is complete then just unscrew glide as required.

STEP FIVE:

Insert the two (2) *NYLON BUSHINGS* into both leg uprights. These are **REQUIRED** for the lightbox installation (See Drawing). They are located in front, on the inside of the leg stands and will only go in one way.

PROCEED TO LIGHT TABLE ASSEMBLY

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ASSEMBLY OF LIGHT TABLE

The Lightbox is shipped to you completely assembled with the following two exceptions:

- a) The fluorescent bulbs have been taped to the lampholders for protection during shipping. This tape must be removed before operation.
- b) Protective paper must be removed from the plexi-glass diffuser before operation.

**CAUTION: DO NOT CONNECT POWER CORD TO ELECTRICAL OUTLET
UNTIL THE UNIT IS COMPLETELY ASSEMBLED.**

CAREFULLY

STEP ONE:

Loosen and turn the *glass retaining clips* located on the top of the lightbox. Using the *glass lift tab*, located on the right side under the oak frame, push up and lift acrylic Light Diffuser out.

**CAUTION: DIFFUSER IS ACRYLIC PLASTIC AND WILL SCRATCH.-PAPER
MASK IS PLACED ON BOTH SIDES FOR PROTECTION.**

STEP TWO:

Carefully remove the tape and the four (4) fluorescent bulbs. (These will be put back later).

STEP THREE:

Assemble the *tilt bar* to the back of the lightbox.

***NOTE: THE TILT BAR SHOULD BE POSITIONED SO THAT THE ANGLED
PORTION FACES UNDER THE LIGHTBOX. (SEE DRAWING).***

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Push the 3/8 x 7/8 long shoulder bolts through the *TILT BAR* and through the lightbox. From the inside of the lightbox assemble the 5/16 lockwasher and nut into the bolt and tighten.

NOTE: The shoulder portion of the bolt *MUST* pass completely through the *TILT BAR*. The *TILT BAR* must rotate freely on the shoulder.

STEP FOUR:

Place the lightbox with the tilt bar into the leg stand. Lightbox may rest on the cross braces to ease tilt hole adjustment.

From the outside of the leg upright, slide a 3/8 x 1-1/4 shoulder bolt through the leg upright, through the nylon bushing and through the lightbox. From the inside of the lightbox assemble the 5/16 nut and tighten.

Repeat this operation on the other side.

The tilting mechanism is now operational and should be checked for:

- A) The tilt bar should swing easily and set firmly into the tilt brackets on both sides.
- B) The tilting of the lightbox should be smooth with a slight feeling of drag. There should be no scraping or rubbing between the lightbox and leg stand.

STEP FIVE:

Frame and Glass Recess Adjustment:

At the factory we try to insure that the total work surface between the glass and oak frame is level and flat. If by some chance you wish to make an adjustment to the depth of the recess, you will find ten (10) Phillips head screws located inside the lightbox just below the glass ledge. Loosening these screws and pushing up or down on the wood frame will increase or decrease the depth of the recess.

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STEP SIX:

Bulb Placement:

Carefully replace the four (4) bulbs into the lamp sockets.

NOTE: Bulbs are a medium Bi-Pin fluorescent GLASS tube. Pins on each end will slide down into the sockets and rotate 1/4 turn.

HANDLE WITH CARE - GLASS TUBES

Now is an appropriate time to test the lighting fixture. Connect the *Power Cord* to electrical outlet.

CAUTION: DO NOT ATTEMPT ANY WORK, REPAIRS OR ADJUSTMENTS ON THE LIGHTBOX WHILE THE POWER CORD IS CONNECTED TO AN OUTLET.

Press both "ON" switches located on the front of the unit under the wood frame.

NOTE: Switches are pre-heat fluorescent. You are required to *PRESS* and *HOLD* the "ON" switch for a few seconds. You may have to repeat this operation until the bulbs light. Each switch operates two (2) bulbs.

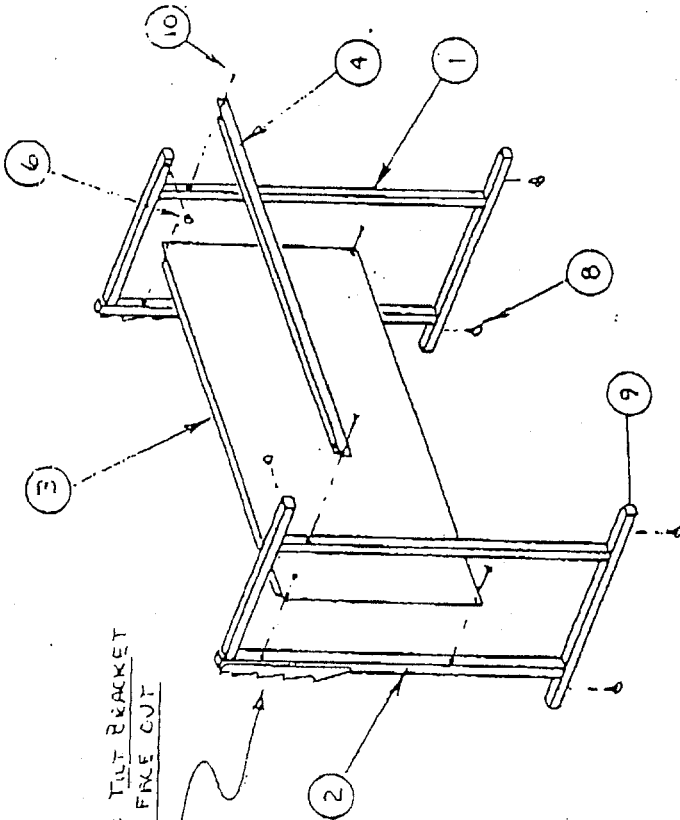
Fluorescent bulbs experience a slight *flickering* when new or cold. You may have to turn unit off and on again to eliminate this problem.

STEP SEVEN:

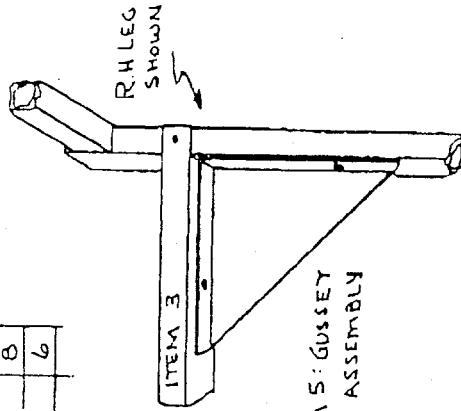
Remove the green protective film from the diffuser. Rotate and tighten the glass retaining clips to hold the glass in place.

Set the acrylic diffuser back in place.

DESCRIPTION	QTY
1 LEG - RIGHT HAND	1
2 LEG - LEFT HAND	1
3 BACK PANEL	1
4 CROSS BRACE	1
5	
6 NYLON BUSHING	2
7	
8 FLOOR LEVELERS	4
9 END CAPS	8
10 1/4"-20x1" SOCKET SCREWS	6



NOTICE: TILT BRACKET
MUST FACE OUT



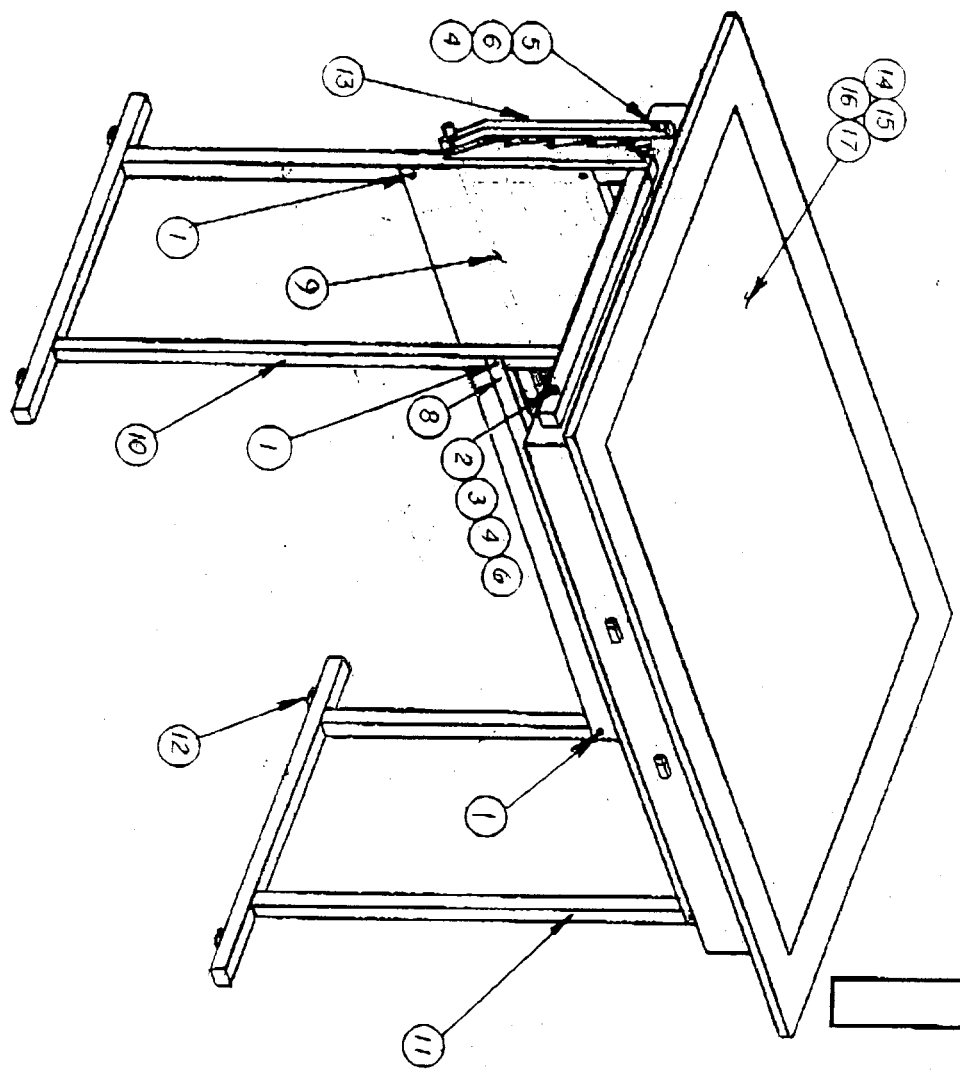
ITEM 5: GUSSET ASSEMBLY



ITEM 3: TOP CROSS BRACE

THREADED HOLES FOR GUSSET
MUST FACE DOWN FOR ASSEMBLY

C		B		A		SYM	
DATE	BY	DATE	BY	DATE	BY	DATE	BY
MATERIAL		TOLERANCES UNLESS OTHERWISE SPECIFIED:		DECIMALS: ± .010		FRACTIONS: ± 1/4"	
ITEM		FOR		ANGLES: ± 1°		BREAK ALL CORNERS	
DRAWING NO.		SCALE		PART OR DWG. NO.		DATE	
ENGINEER		CHECKED		DATE		DATE	
A. J. Gagne, Associate		A. J. Gagne, Associate		A. J. Gagne, Associate		A. J. Gagne, Associate	
ENGINEER		ENGINEER		ENGINEER		ENGINEER	



ITEM	DESCRIPTION	2436	3648
1	SOCKET HD. SCR. 1/4-20 x 1"	6	6
2	SHOULDER BOLT 5/16-18 x 1 1/4 x 3/8	2	2
3	NYLON BUSHING	2	2
4	HEX NUT 5/16-18	4	4
5	SHOULDER BOLT 5/16-18 x 1 1/8 x 3/8	2	2
6	LOCK WASHER	4	4
7			
8	CROSS BRACE	1	1
9	BACK PANEL	1	1
10	LEG L.H.	1	1
11	LEG R.H.	1	1
12	FLOOR LEVELER	4	4
13	TILT BAR	1	1
14	PLEXI GLASS 3/16 x 24 1/2 x 36 3/32	1	1
15	GLASS, DBL STRG (OPTIONAL) 1/8 THK.	1	
16	PLEXI GLASS 1/4 x 36 3/32 x 48 3/32		1
17	GLASS DBL. STRG (OPTIONAL) 1/4 THK		1

C		MATERIAL		TITLE		ASSEMBLY COMPONENTS	
B		TOLERANCES UNLESS OTHERWISE SPECIFIED:		FOR		2436 T 3648 T	
A		DECIMALS ± .010		DRAWN BY		DATE 9-20-92	
SYN		FRACTIONS ± 1/32		CHK'D		SCALE	
CHANGES		ANGLE ± 1°		DATE 9-20-92		PART OF DWG. NO.	
		BREAK ALL CORNERS		DRAWING NO.		SHEET	
				A. Q. Gagne, Associates		ENGINEERS	
				BOSTON, NEW YORK		OF	