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Assembly Instructions Goff's Sound Control Screen

Thank you for your purchase(s) of the Goff's Portable Sound Control Screen. We are confident that this unit will give you years of trouble-free and reliable service.

Unpacking and Preparation:

Carefully unpack your Sound Control Screen and frame components. Check the inventory to verify that you have received all of the necessary components:

<u>QTY</u>	<u>Description</u>
1	Frame Cross Member (Marked "CM")
1	Frame Cross Member w/ Fasteners (Marked "CM")
1	Frame Left Vertical Member (Marked "LV")
1	Frame Right Vertical Member (Marked "RV")
1	Frame Left Leg Assembly (Marked "LL")
1	Frame Right Leg (Marked "RL")
6	Frame Corner Gusset
1	Sound Control Screen
~	¼-20 x ½" Phillips Head Fasteners (bundle)
~	¼-20 x ½" Square Nuts (bundle)

Should you encounter any shortages or if there are any problems with these components please contact the factory as soon as possible.

Locate a large flat area to assembly your Sound Control Screen frame. This would typically be a clean floor area or the top of a large table. Attempting to assemble the frame on an uneven or unstable surface may have detrimental results.

The only tools required to perform the assembly operations will be a #3 Phillips screwdriver (not included in the kit). We strongly recommend that you use the correct size (#3) screwdriver for these procedures.

Frame Assembly:

Please review the following diagram (Diagram #1) and familiarize yourself with the component location and orientation for the frame assembly. Note that this diagram represents the frame when viewed from the Sound Control Screen side (the side that the Sound Control Screen material will be attached to). The frame will actually be assembled in a “face-down” orientation, so left and right will be reversed during the assembly operation.

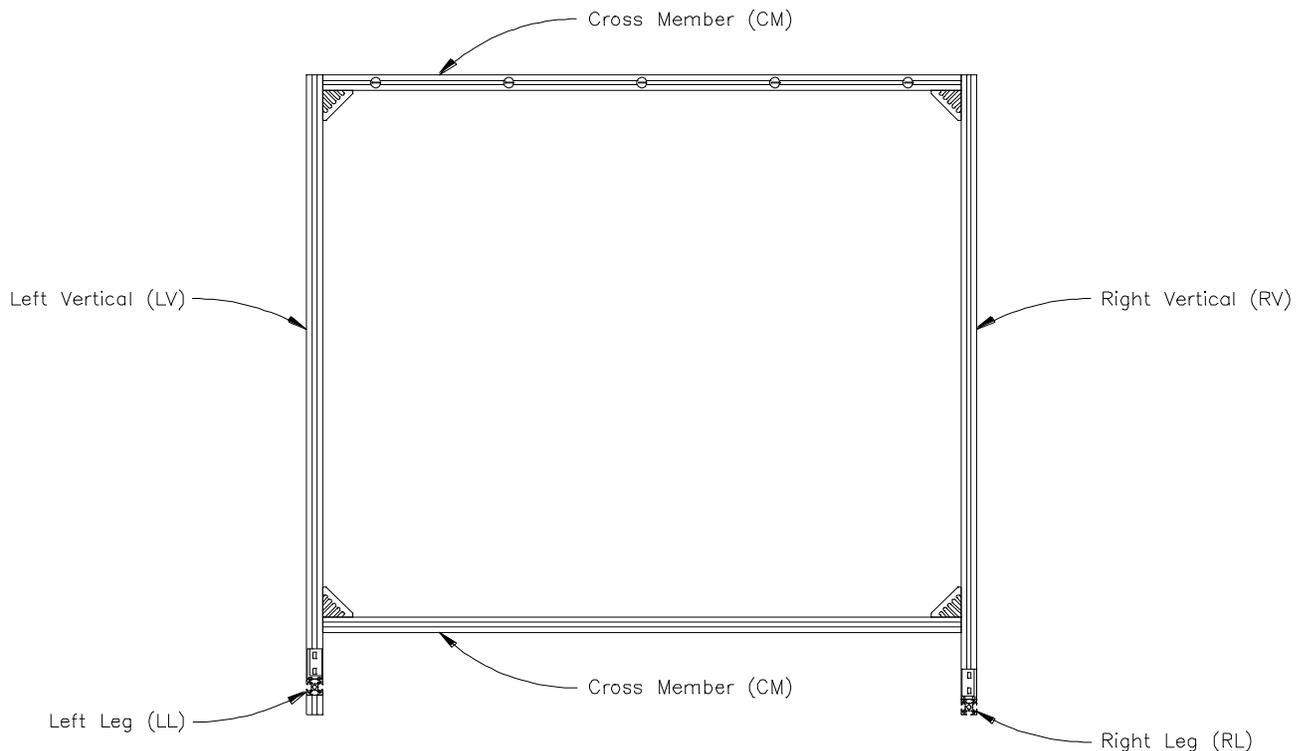


Diagram #1
(Sound Control Screen Frame Layout)

The frame rails and legs are assembled via cast corner gussets. Each gusset utilizes four (4) $\frac{1}{4}$ -20 x $\frac{1}{2}$ " Phillips Head Fasteners and four (4) $\frac{1}{4}$ -20 Square Nuts. These nuts will be captured within the extruded channel sections of the rails and legs, and the gussets will become rigidly affixed to the rails when the Phillips Head fasteners are tightened. We have found that it is substantially easier to perform the assembly operation if the gussets have been “preloaded” with the screws and nuts as shown in the following photo (Photo #1). To do this simply insert the four screws through the openings in the gusset and then run each nut onto the fastener by a few threads. This should allow enough clearance between the nut and the gusset for the nuts to be aligned with the extruded channels on the rails and then slid into position prior to tightening the screws.

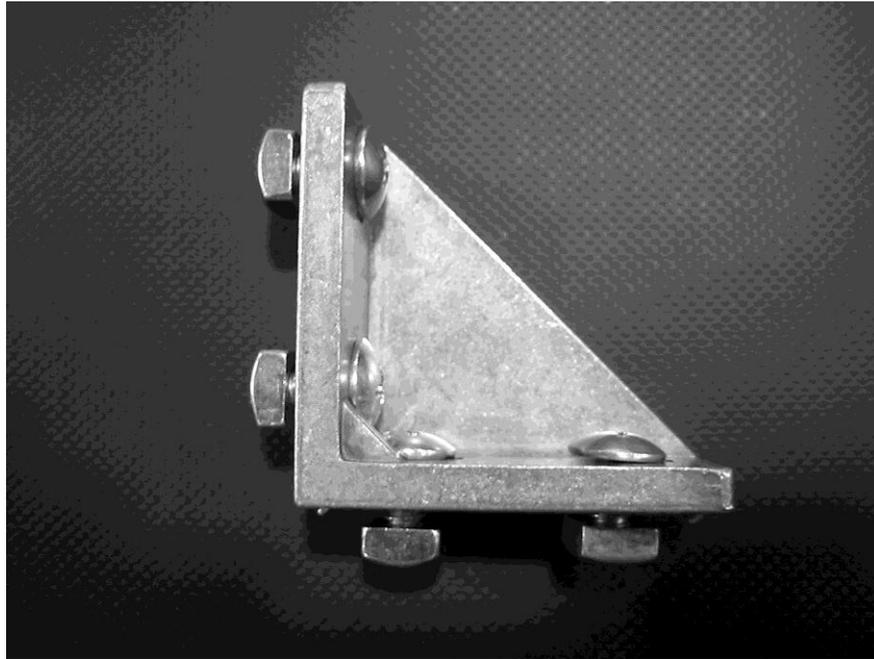


Photo #1
(Preloaded Frame Gusset)

Repeat this operation for all six (6) frame gussets.

Locate the frame Cross member with the fasteners (marked “CM”) and lay it horizontally on the work surface with the fasteners facing “down”. Take one of the preloaded frame gussets, align the flats of the nuts on one leg with the extruded channel of the Cross Member and slide the gusset into the position shown in the following photo (Photo 2):

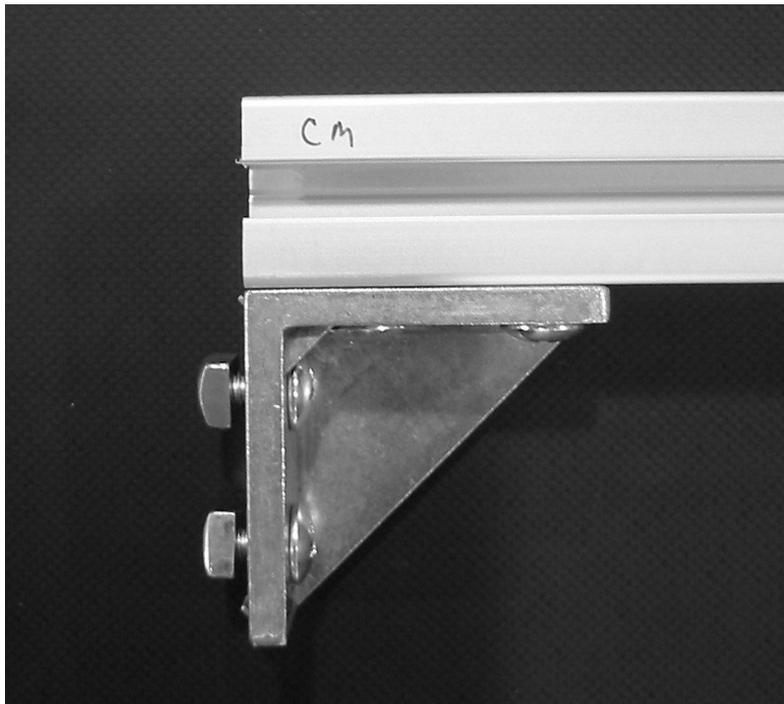


Photo #2
(Gusset to Cross Member)

Ensure that the left edge of the Cross Member is in alignment with the left edge of the gusset (as shown) and firmly tighten the two fasteners.

Repeat this operation on the right end of the Cross Member using a second corner gusset. At this point you should have an assembly that looks similar to the following diagram (Diagram 2):

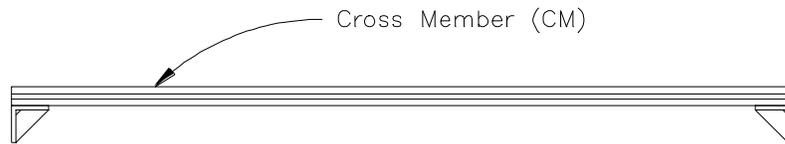


Diagram #2
(Cross Member Sub-Assembly)

Repeat this procedure for the other remaining Cross member.

Locate the Right Vertical Frame Member (marked “RV”) and place it at the LEFT (remember: the frame is “face down” and left-to-right is reversed) end of one of the Cross Members. Align the nuts and engage the frame rails and gusset as shown in the following photo (Photo 3):

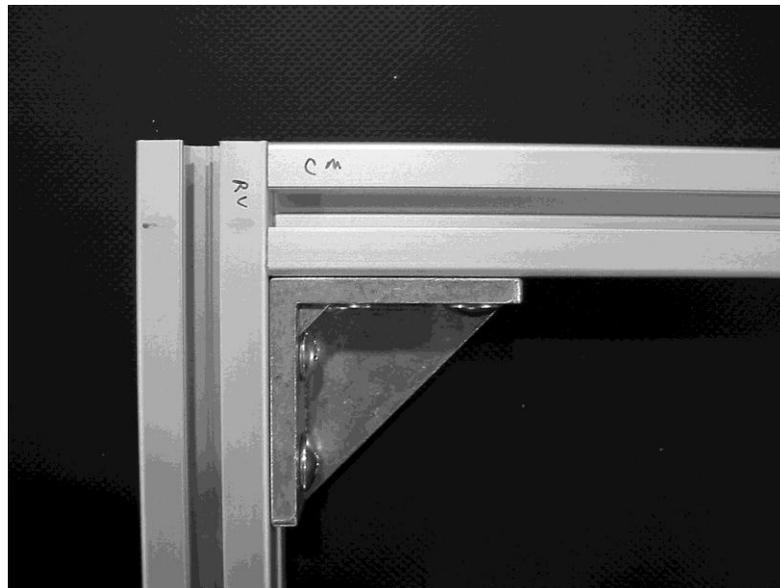


Photo #3
(Right Vertical to Cross Member)

Note that the top of the Right Vertical rail is flush with the top edge of the Cross Member. Firmly tighten the two remaining fasteners.

Repeat this procedure on the right end of the same Cross member with the Left Vertical Frame Member (marked “LV”). When you have completed this step you will have an assembly that resembles the following diagram (Diagram 3):

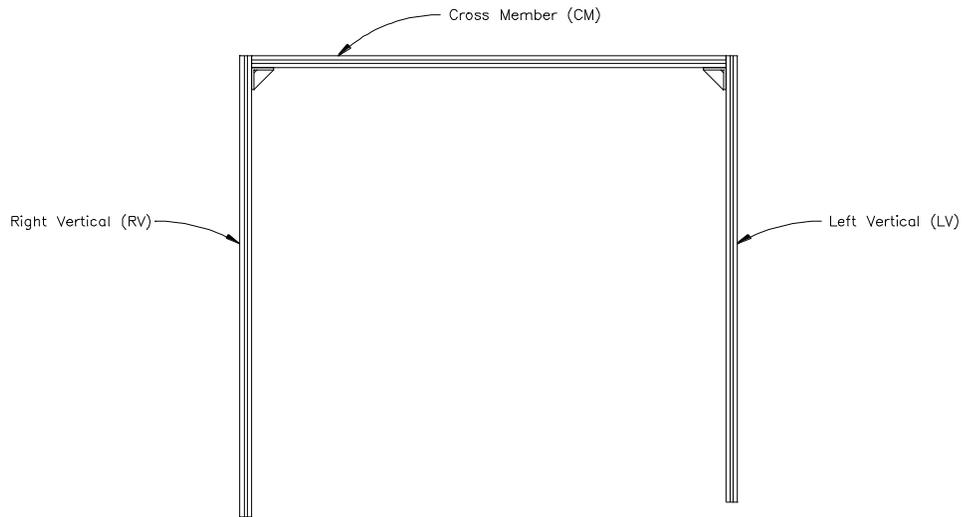


Diagram #3

(Cross Member and Verticals Sub-Assembly)

Orient the remaining Cross Member so that it is at the “bottom” of the frame sub-assembly with the Sound Control Screen mounting surface still facing “down” and the gussets pointing toward the other (top) Cross member. Align the nuts and engage the left gusset with the bottom of the Right Vertical Frame Member. Slide the gusset up the Right Vertical Frame Member about an inch and then engage the right gusset with the bottom of the Left Vertical Frame Member. “Shimmy” both gussets up their respective Vertical Frame Members until the bottom of the Cross Member is five (5) inches from the bottom of the Right Vertical Frame Member as shown in the following photo (Photo 4):



Photo #4

(Right Vertical to Bottom Cross Member)

Firmly tighten the two fasteners. Move the right end of the bottom Cross member until its bottom edge is three and a half (3.5) inches from the bottom of the Left Vertical Frame Member as shown in the following photo (Photo 5):

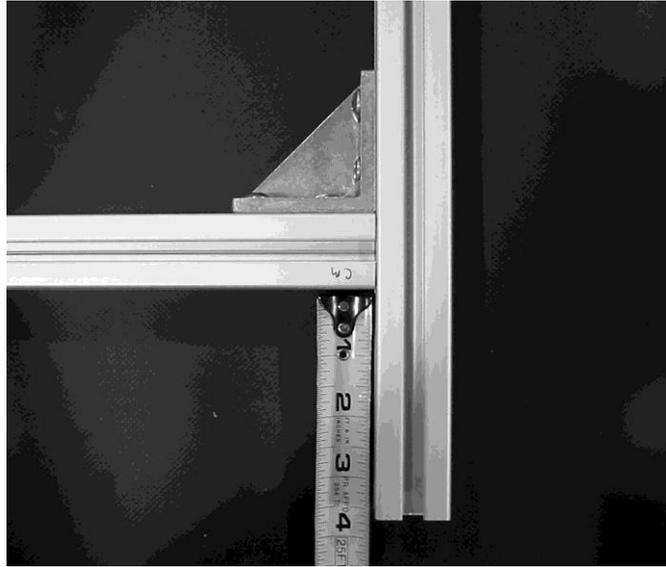


Photo #5
(Left Vertical to Bottom Cross Member)

Firmly tighten the two fasteners. When you have completed this step you will have an assembly that resembles the following diagram (Diagram 4):

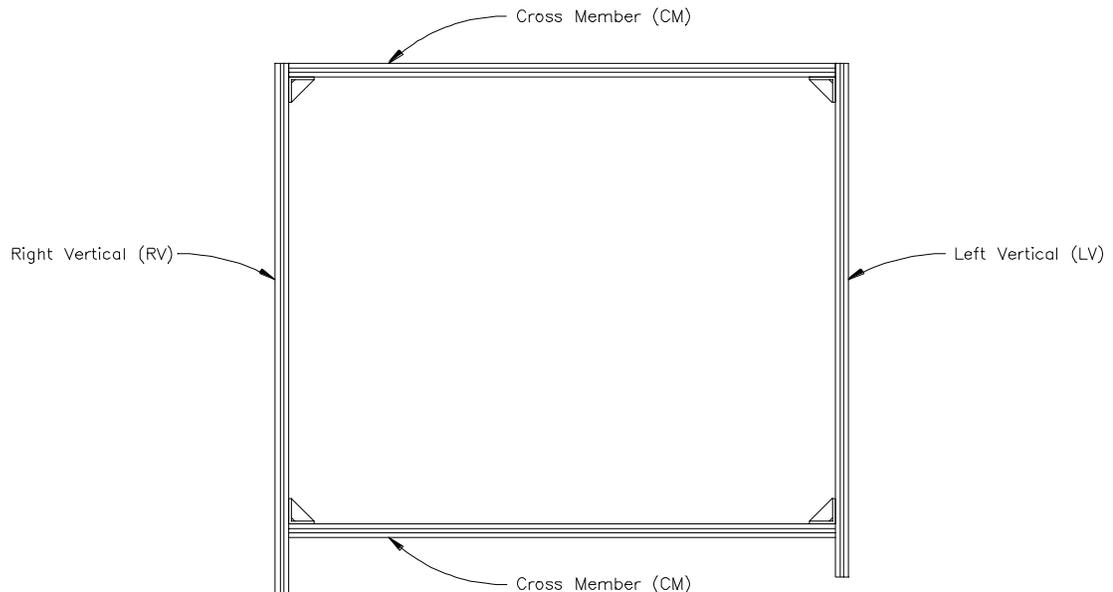


Diagram #4
(Cross Members and Verticals Sub-Assembly)

Leg Installation:

Install corner gussets at the bottom edges of both Vertical Frame Members as shown in the following photo (Photo 6). Note that the gussets mount to the “front” surface of the frame members and that the bottom edge of the gusset(s) is in alignment with the bottom of the Vertical Frame Member(s):



Photo #6
(Leg Gusset Installation)

Locate the Left Leg Assembly. This unit is the longer of the two legs and comes pre-assembled with two short standoff extensions. Measure along the length of the leg and make a small mark at the midpoint. For reference: this mark should be thirteen (13) inches from the end. Align the nuts on the gusset mounted to the Left Vertical Frame member and slide the Left Leg Assembly onto the gusset. The Leg Assembly should be oriented so that the standoff extension will be in contact with the floor when the frame is righted. Position the Leg Assembly so that the center mark is in alignment with the extruded channel of the Left Vertical Frame Member as shown in the following photo (Photo #7):

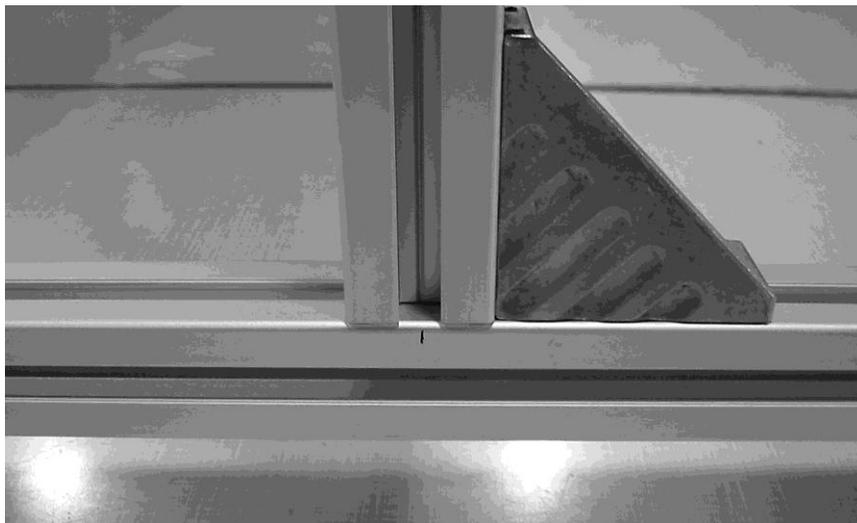


Photo #7
(Leg Alignment)

Firmly tighten the two fasteners. Locate the Right Leg. Measure along the length of the leg and make a small mark at the midpoint. For reference: this mark should be eleven and a half (11.5) inches from the end. Align the nuts on the gusset mounted to the Right Vertical Frame member and slide the Right Leg onto the gusset. Position the Leg so that the center mark is in alignment with the extruded channel of the Left Vertical Frame Member. Firmly tighten the two fasteners.

Final Assembly:

The Sound Control Screen material can be quite heavy and cumbersome to handle. For this reason we strongly suggest that the final hanging of the material be performed by two people.

Place the completed frame assembly in an upright position with the exposed fasteners on the upper Cross Member facing “forward”. Orient the Sound Control Screen material so that the #2 grommets are facing “up”. Lift the material and hook the leftmost grommet over the leftmost exposed fastener. Work your way across the top of the material hooking each grommet over its corresponding fastener. When you are done your assembled unit should resemble the following photo (Photo 8):

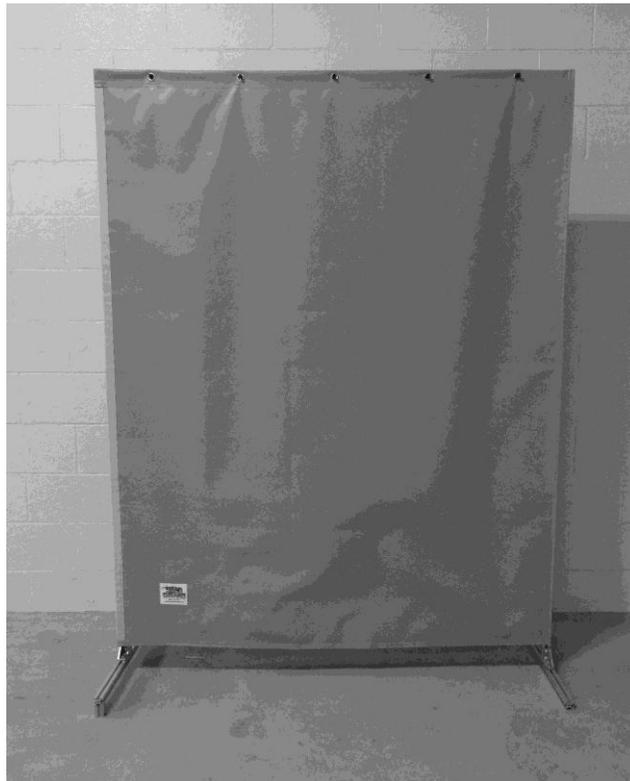


Photo #8
(Completed Assembly)

Your Sound Control Screen Assembly is now complete and ready to use. Should you have any problems with the assembly of these units or if you encounter any other problems please do not hesitate to contact the factory for assistance. We sincerely appreciate your business and are confident that your Goff's Portable Sound Control Screen Assembly will give you many years of trouble-free and reliable service.