

# North Tyneside Brass in Schools

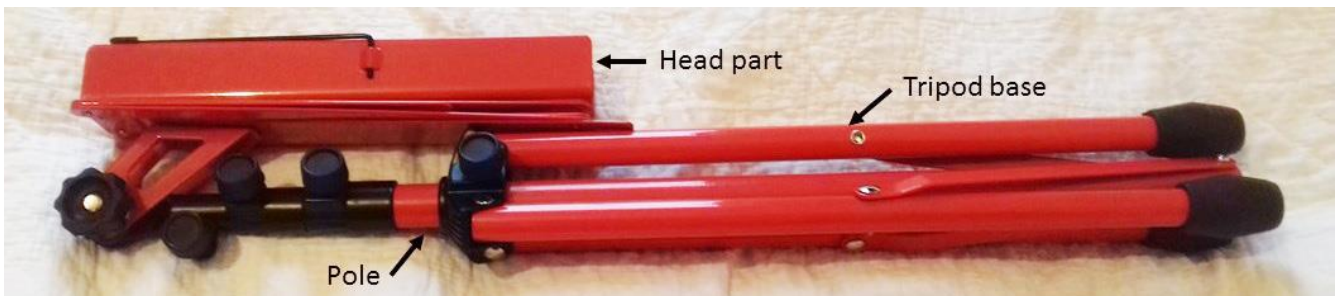
## Music stand help sheet

Care must be taken when putting up a music stand and when putting it away, to avoid catching fingers and to avoid damaging the music stand. This help sheet shows you the right way to do this.

The music stand comes in a black canvas bag, to protect the stand when not in use and make it easier to carry.

### Putting the music stand up

Carefully take the metal stand out of the bag. If the bag catches on the stand, carefully ease the bag over the stand. The folded stand should look like this:



It consists of a straight extendable pole with a tripod at the bottom (folded up, to the right in the picture above) and a head part to hold the music (folded up, to the left in the picture above).

There are 5 nuts which can be loosened and tightened to allow the stand to be put up and put away. The nuts are all loosened by turning 2 or 3 times anti-clockwise. Do not loosen any nut too far in case the nut comes out completely as you may lose parts of the stand. Turn the nut clockwise to tighten. Do not tighten any nut too much, or you may damage the nut and the thread that holds it.

#### 1. Tilt the head part away from the pole



Start by loosening the large nut which joins the head part to the pole. Turn the nut anti-clockwise 2 or 3 times to loosen it, as shown in the picture on the left. Only loosen it enough so that the head part can be moved.

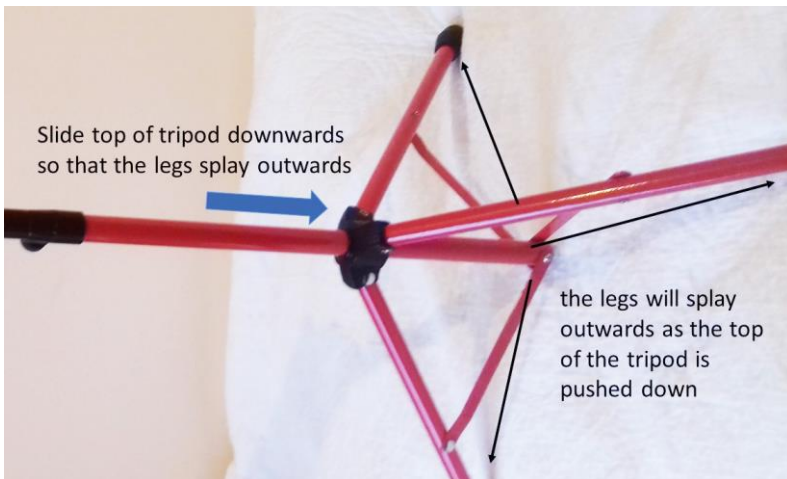


Tilt the head part away from the pole and then tighten the nut again by turning clockwise as shown in the picture on the left. Do not over-tighten the nut or you may damage the nut and the thread that holds it.

2. Next, open the tripod base and put the music stand upright.



Start by loosening the nut at the top of the tripod legs by turning 2 or 3 times anti-clockwise

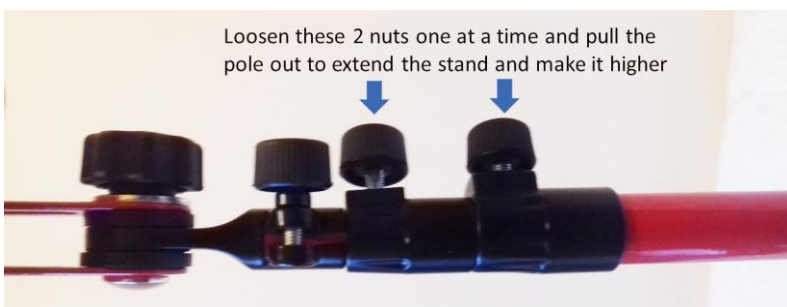


Slide the top of the tripod legs down the pole.

The tripod legs should automatically splay outwards while you do this.

Tighten the nut to secure the tripod. Do not over-tighten

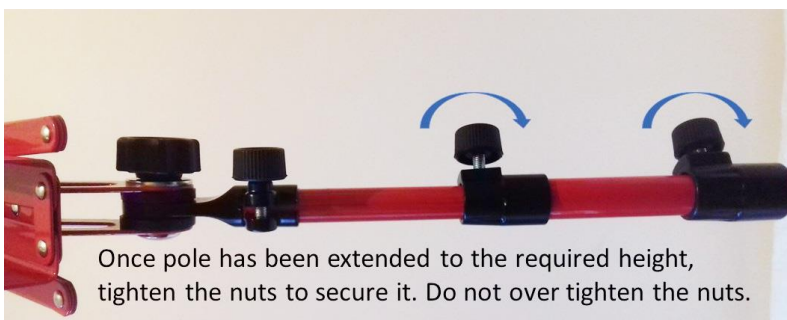
3. Now extend the pole to the required height



Loosen the nut half up the pole above the tripod, pull the pole out to extend the height of the stand.

Be careful not to pull the pole completely apart.

Tighten the nut to secure the pole. Repeat this with the next nut if required to make the stand even higher.



Note: there should be no need to use the third nut on the pole, the one below the head part. Leave this tightened.

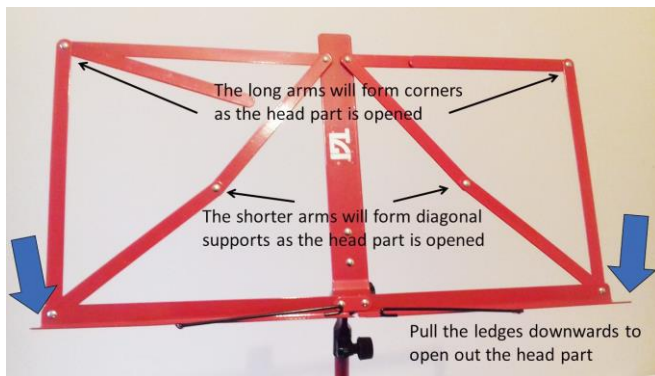
4. Finally open out the head part. This must be done carefully to avoid bending the music stand.

The head part has 2 pairs of “arms” folded up: a long pair and a shorter pair. The long pair must be turned upwards so they point upwards vertically.



The short pair should, if possible, be turned downwards so they point downwards vertically, but if this is not possible it is ok to have all 4 arms pointing upwards vertically.

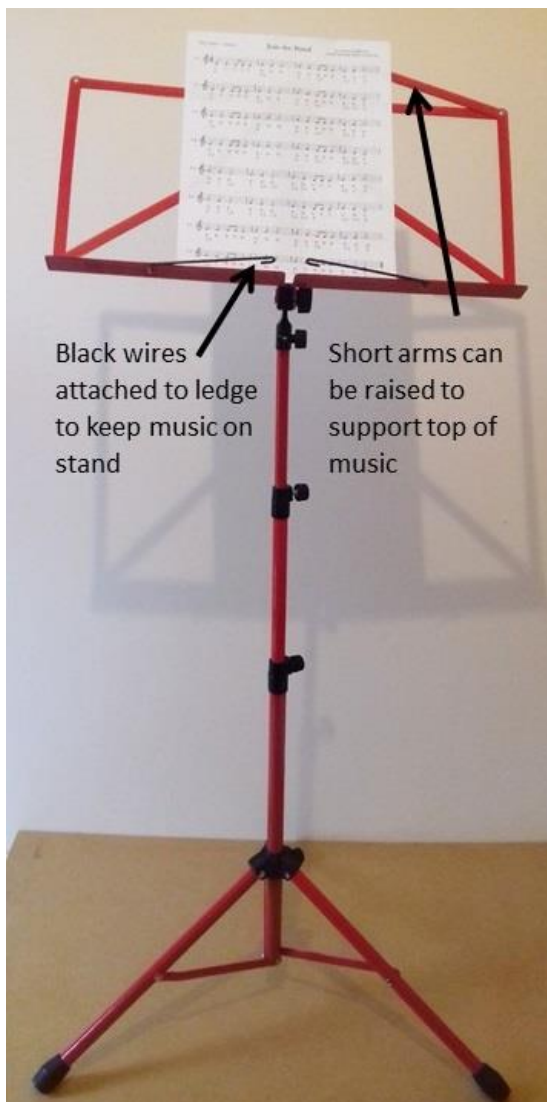
Now pull the “ledges” of the head part downwards to open it out. The “ledges” are the angled sides of the head part on which the music will sit.



As the ledges are pulled downwards, the arms should automatically move with them, so the longer arms form the top corners and the shorter arms form the diagonal supports as shown.

DO NOT force the head part to open if the arms start to buckle. If this happens, adjust the starting position of the arms until the head part opens easily.

Your music stand should now look like this:



The picture shows a music stand ready for use, with the tripod base, the pole extended at both joints, and the head part pulled out and tilted backwards a little.

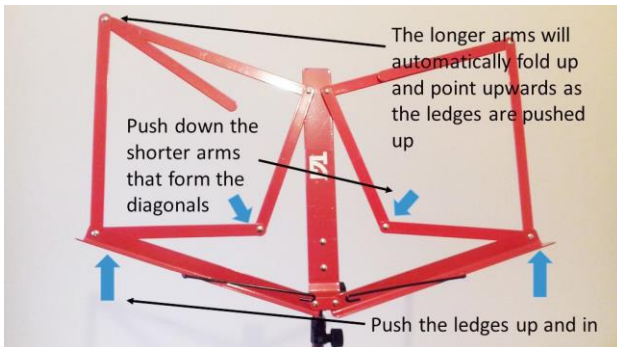
The short arms that are hinged at the 2 top corners of the head part can be raised to support the music better. The picture shows the right hand arm raised a little to support the music at the top.

The 2 black wires that are attached to the ledge can be positioned to help stop music falling off the stand.

## Putting the music stand away

Putting the stand away is the reverse process of putting it up.

### 5. Fold up the head part

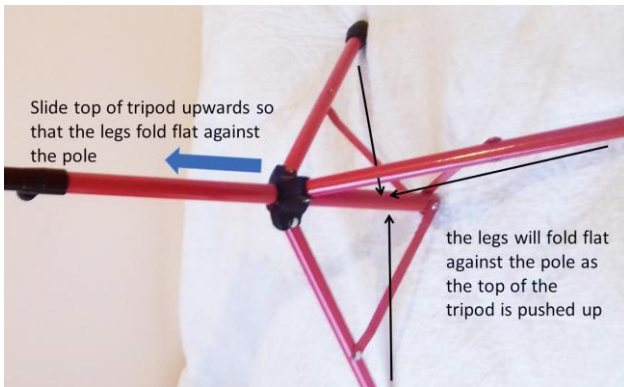


Fold up the head part by pushing the 2 shorter arms that form the diagonals, downwards.

Next push the ledges up and in.

This will cause the longer arms to fold up and point upwards. You can leave them like this or fold them down.

### 6. Fold away the tripod base



Loosen the nut at the top of the tripod just enough to be able to move it.

Pull the top of the tripod up the pole until the legs are flat against the pole.

Tighten the nut to secure it. Do not over-tighten the nut.

### 7. Collapse the pole

One at a time, loosen the 2 nuts on the pole joins and push the pole back down to collapse it. Tighten the nuts to secure the pole. Do not over-tighten the nuts. See picture on step 3 (extending the pole).

### 8. Fold the head part back

Loosen the nut at the base of the head part and tilt it backwards until it is flat against the pole. Tighten the nut to secure it. Do not over-tighten the nut. See pictures on step 1 (tilting the head away from the pole).

The music stand should now be back to the same state it was in when you first took it out of the bag – see first picture on page 1.

Put the stand back into the bag, head part first, being careful not to catch the bag on the stand.