



TRI-HEIGHT STAGE SYSTEM

Series 3

OWNER'S MANUAL: Instructions and Warnings

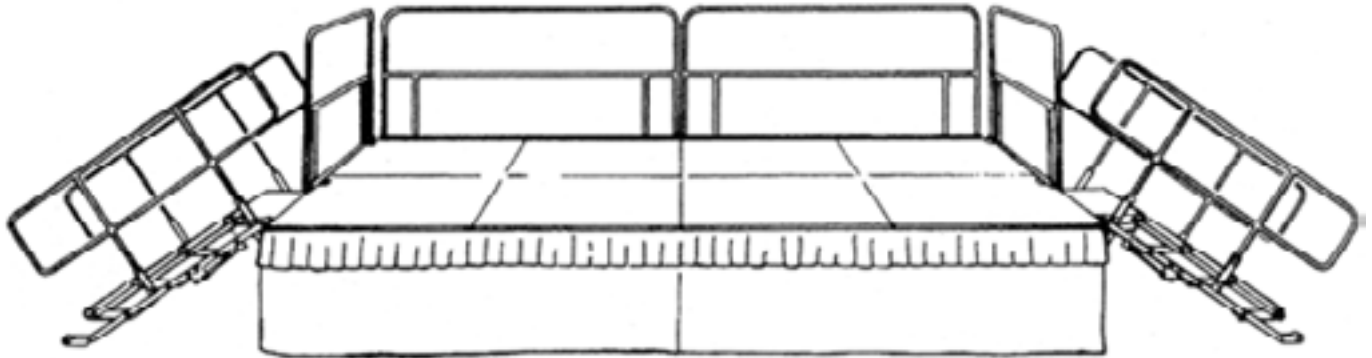
BEFORE YOU BEGIN...

 WARNING
To avoid injury, read and understand these instructions <i>before</i> you start to set up the stage.

TOOLS REQUIRED

- Hex wrench (provided) to unlock decks for reversing the surfaces -- if reversible decks were ordered.
- Two 9/16-in. wrenches to attach hand rails to stairways.

If you have any problems when installing, contact SICO Customer Service at 1-800-328-6138.



INTRODUCTION

Stage Configurations

A Tri-Height Stage System consists of individual 4x8-ft or 6x8-ft stage sections that can be folded for storage.

The stage sections are available in the following height combinations:

- 30 - 36 - 42 in. (762 - 914 - 1067 mm)
- 24 - 30 - 36 in. (610 - 762 - 914 mm)
- 24 - 32 in. (610 - 813 mm)
- 18 - 24 - 30 in. (457 - 610 - 762 mm)
- 16 - 24 in. (406 - 610 mm)
- 12 - 18 in. (305 - 457 mm)
- 8 in. (203 mm) nonadjustable
- 6 in. (152 mm) nonadjustable
- Other combinations on special order

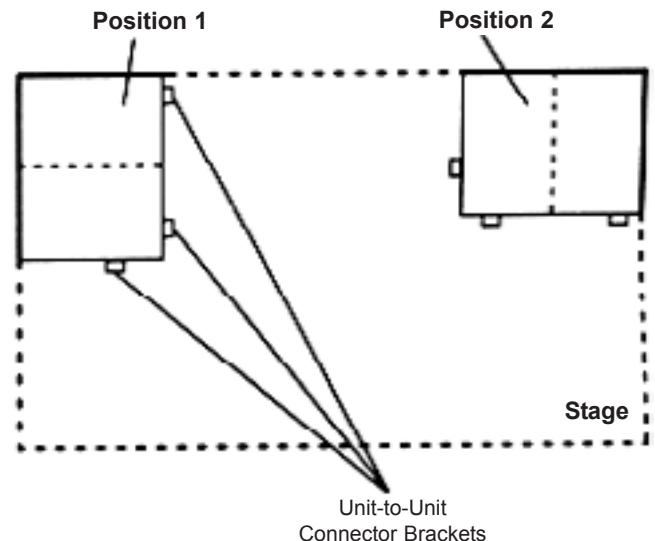
To set up a stage, you will:

1. Adjust the legs to match the desired height of the stage.
2. Unfold individual sections.
3. If desired, reverse the deck surfaces (if optional reversible decks were ordered).
4. Secure individual sections to each other.
5. Attach stairways, ramps, guard rails, table/ chair stops, backdrops, and closure draperies.

These steps are explained in detail on the following pages.

IMPORTANT: Construct the stage by starting in one corner. Position the first stage section in one of the two positions shown, so the three unit-to-unit connector brackets face the remainder of the stage. Additional stage sections will be hooked onto these brackets to secure the sections together. Build the stage out from the corner, positioning each section so its unit-to-unit connectors are oriented the same as those on the first unit.

Multiple Heights: If multiple heights will be used in the same stage setup, start with the tallest units and work toward the lower units.



POSITIONING THE FIRST SECTION

NOTE: Adjustable-height stage sections are shown in all illustrations.

1. Move the first section approximately to its desired location.

CAUTION: When moving, push or pull from the end of the folded unit. Pulling on the crossbar along the side of the unit could unlock the stage and allow it to open. Pushing on the side of the unit could cause it to tip over.

Nonadjustable-Height Stages. Skip Steps 2 and 3, and go directly to Step 4.

2. **Adjustable-Height Stages.** Adjust the height of the four **end** legs (refer to the illustrations):

- a. On one side of the stage section, pull the end leg lock crossbar out to its unlatched position (refer to the upper illustration).
- b. On one of the end legs, pull the lock handle straight out to retract the leg lock pin (refer to the middle illustration).
- c. Move the leg extension in or out to get the desired height.
- d. Release the leg lock handle, and be sure the leg lock pin engages in the hole in the leg.
- e. Repeat Steps 2b through 2d for the other end leg on that side of the stage section.
- f. Repeat Steps 2a through 2e on the other side of the stage section.

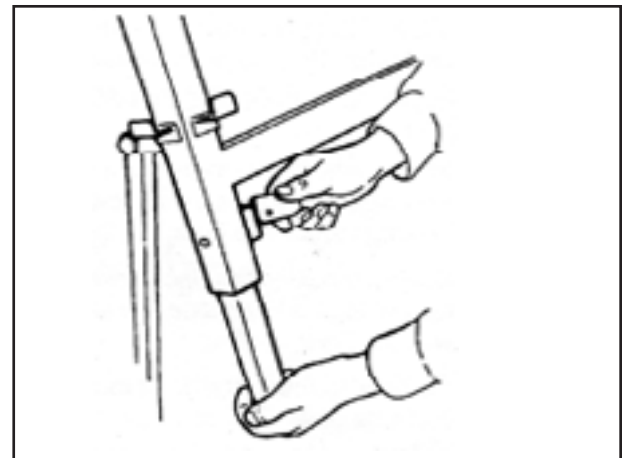
3. **Adjustable-Height Stages.** Adjust the height of the four **foldout** legs:

NOTE: The foldout legs must be used at all stage heights.

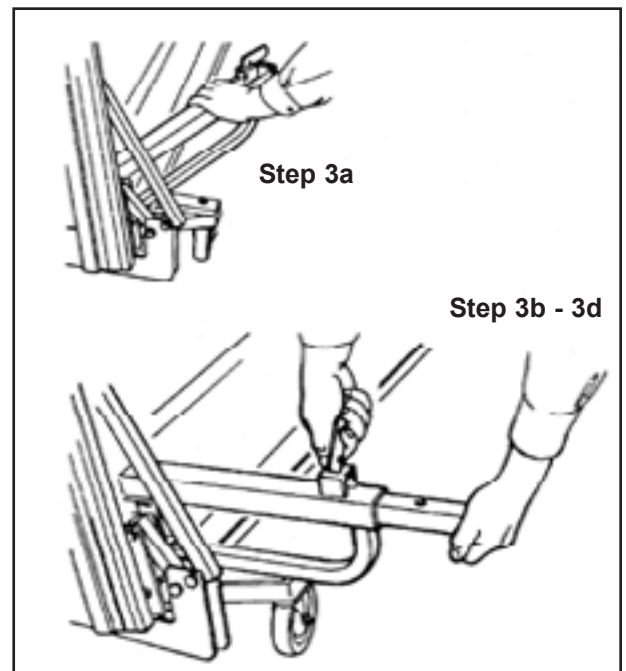
- a. Swing the leg out to a 90° angle with the deck, as shown.
- b. Pull the leg lock handle straight out to retract the leg lock pin.
- c. Move the leg extension in or out to get the desired height.
- d. Release the leg lock handle, and be sure the leg lock pin engages in the hole in the leg.



End Leg
Lock
Crossbar



End Leg
Adjustment



Step 3a

Foldout
Leg
Adjustment

Step 3b - 3d

POSITIONING THE FIRST SECTION -- continued

4. **Adjustable-Height Stages.** On one side of the stage section, pull out on the end leg lock crossbar.

Nonadjustable-Height Stages. Disconnect one end of the bungee cord and lower the deck locking tube to the floor.

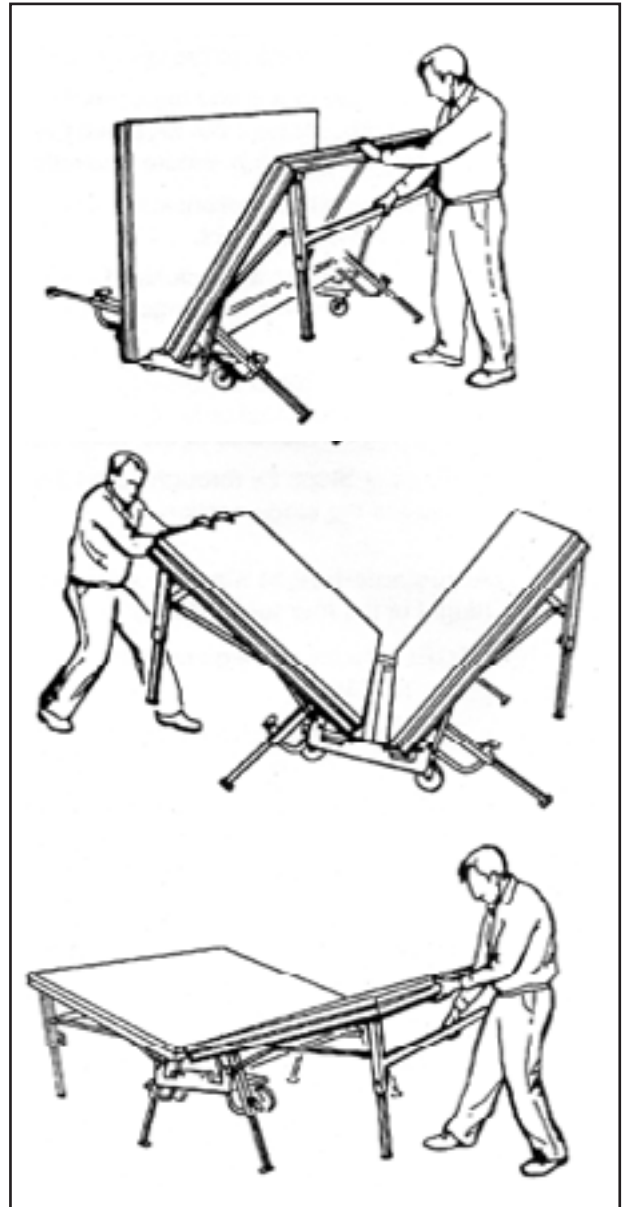


5. On the same side of the unit, grasp the edge of the deck frame and the end leg lock crossbar. Pull the deck toward you and slowly lower it until the end legs touch the floor.

6. In the same manner, pull down the other side of the unit, and slowly lower it until the end legs touch the floor.

Continue pulling the deck down until the foldout legs on that side are also in contact with the floor.

7. Go back to the first side of the unit, and pull that side down until all four foldout legs and all four end legs are in contact with the floor.
8. Move the stage into position (see IMPORTANT note on page 2).

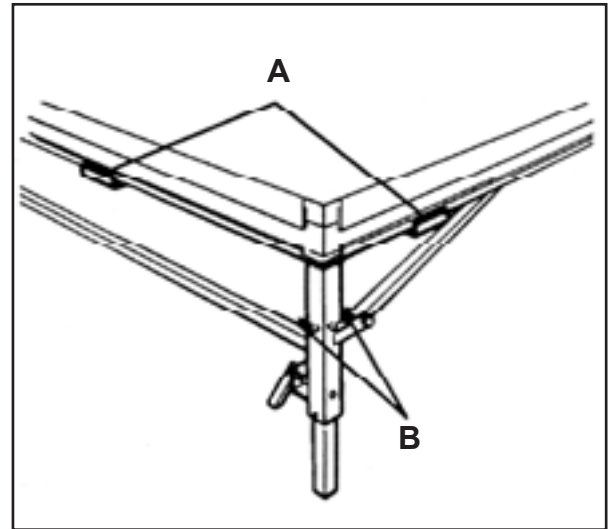


INSTALLING ADDITIONAL SECTIONS

1. Move a second frame unit next to the first one.
2. Set up the second unit in the same way you did the first one.
3. Lift the edge of the second unit's deck onto the unit-to-unit connector bracket(s) **A** of the first unit.

NOTE: If the second unit is set up at a lower height than the first unit, hook the edge of its deck onto the small brackets **B** that are welded to the legs of the first unit (instead of hooking it onto the deck brackets **A**).

4. Repeat the above procedure for all remaining sections.



REVERSING THE DECK SURFACE

Optional reversible decks are available for the stage sections

To reverse these decks:

1. Use the hex wrench supplied with the stage system to remove the large socket-head screw at each corner of the deck.

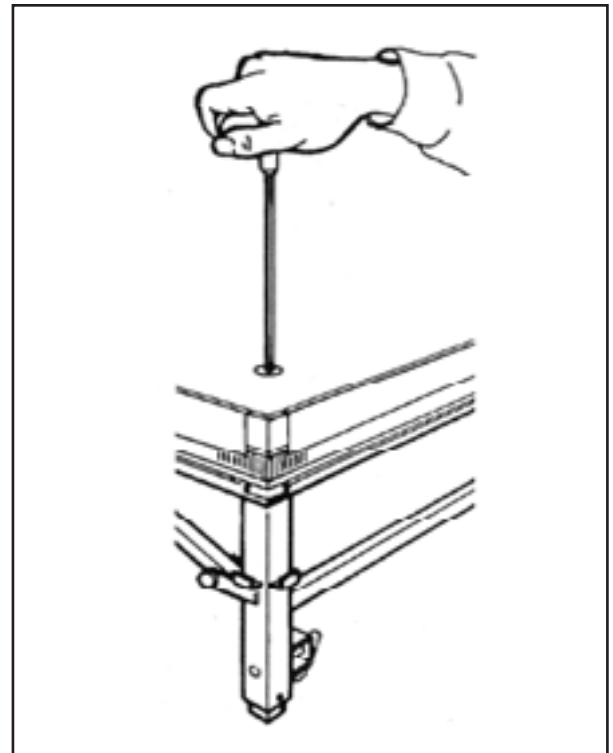
A spring will lift one corner of the deck out of the frame so that it is easy to grasp.

2. Turn the deck over. Set the edge of the deck that is **opposite** the spring into position on the frame.

CAUTION: In the following step, work slowly to avoid pinching fingers between the deck and frame.

3. Grasp the corner of the deck where the spring is located, and slowly lower the deck onto the spring. When the spring is supporting the deck weight, release the deck.
4. Reattach the deck to the frame using the four large socket-head screws. Use the hex wrench to tighten just until snug -- **don't overtighten.**
5. Repeat the procedure for the other decks to be reversed.

IMPORTANT: The decks must be locked with the four screws, or they may fall off when the units are folded.



ATTACHING A RAMP

NOTE: SICO ramps are provided in 6-ft or 8-ft (183 or 244 cm) section lengths, with an incline of one in. per foot (83 cm per meter).

Detailed instructions for attaching a ramp to the Tri-Height Stage are shipped with the ramp.

Follow those instructions, and abide by all local, state, and federal regulations regarding ramp design.

The same instructions include information on installing SICO ramp guard rails, which are designed for use by those in wheelchairs.

ATTACHING A THREE-HEIGHT STAIRWAY

NOTE: Before the stairway is first used, attach the two side rails as shown in the illustrations. Use two 9/16-in. wrenches to secure the rails with the screws and nylon-insert lock nuts that are provided. Be sure the rails are installed with their **longer** loops at the **high** end of the stairway.

To transport the Three-Height Stairway, roll it on its four casters. For easiest maneuvering, push from the high end of the stairway.

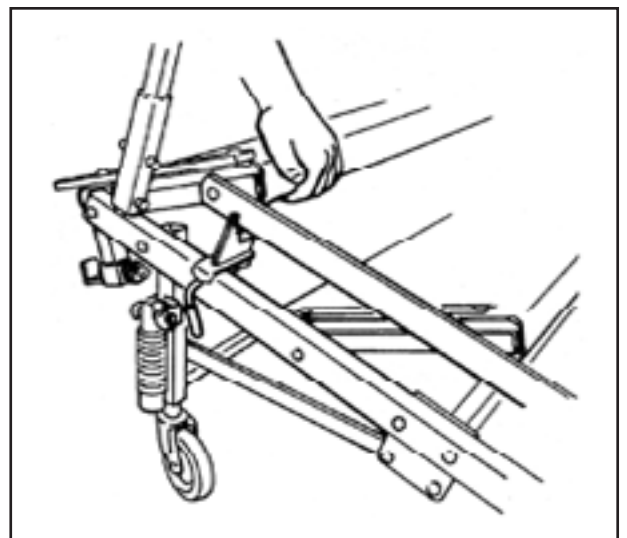
Move the stairway to its desired location.



The Three-Height Stairway is adjustable to three stage heights.

To change the steps to a **higher** setting:

1. Pull up on the bottom edge of the steps. There is a height adjustment latch on each side of the stairway: you will hear the latches click each time they reach another height setting.
2. When they are at the desired position, push down on the steps to seat the stairway side rails firmly into the appropriate notch of the latches.

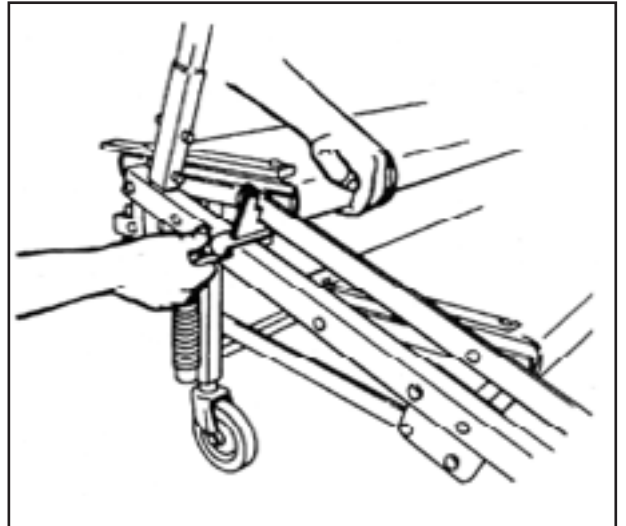


ATTACHING A THREE-HEIGHT STAIRWAY -- continued

To change the steps to a **lower** setting:

NOTE: Two people are required.

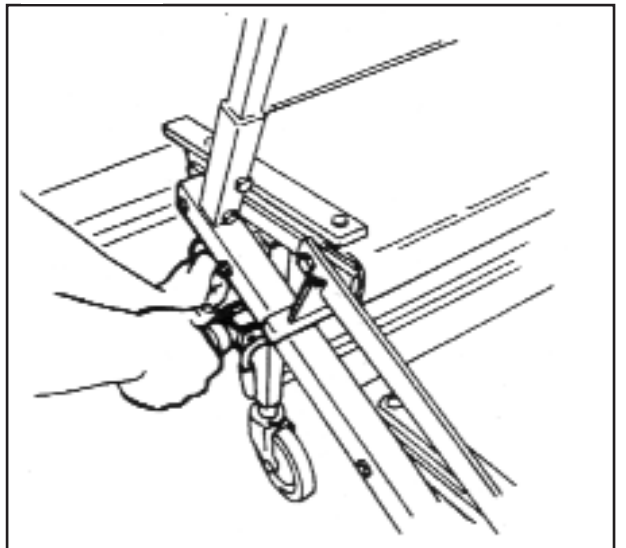
1. Simultaneously pull out on the latch handles on each side of the stairway, and lower the steps until the latches are in the appropriate notch.
2. Release the latch handle. Check that the stairway is stable.




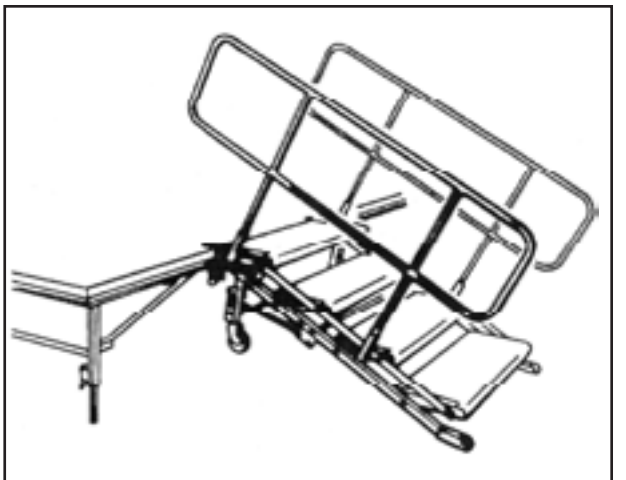
To attach the stairway to the stage:

NOTE: Two people are required.

1. The stairway has two yellow bars extending from the top step. Lift the high end of the stairway and rest the yellow bars on the deck.
2. Pull down on the ring to activate the spring-loaded lock pin.
3. Push the stairway against the stage until the lock pin releases and latches against the inside of the stage frame.
4. Check to be sure the stairway is locked firmly in place.



 WARNING
Secure stairway to stage to avoid movement.
Failure to do so could result in serious injury.



ATTACHING A TWO-HEIGHT STAIRWAY

To transport the Two-Height Stairway, tip it to the side as shown.

Move the stairway to its desired location.

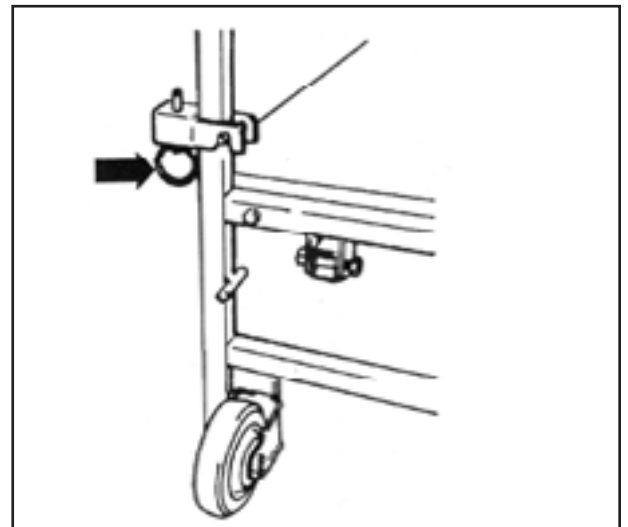



The stairway is adjustable to either of two stage heights by installing the lock pin assembly onto the appropriate studs.

To attach the stairway to the stage:

1. The stairway has two yellow bars extending from the top step. Lift the upper end of the stairway and rest the yellow bars on the deck.
2. Pull down on the ring to activate the spring-loaded lock pin.
3. Push the stairway against the stage until lock pin releases and latches against the inside of the stage frame.
4. Check to be sure the stairway is locked firmly in place.

Lock Pin Assembly



 WARNING
Secure stairway to stage to avoid movement.
Failure to do so could result in serious injury.

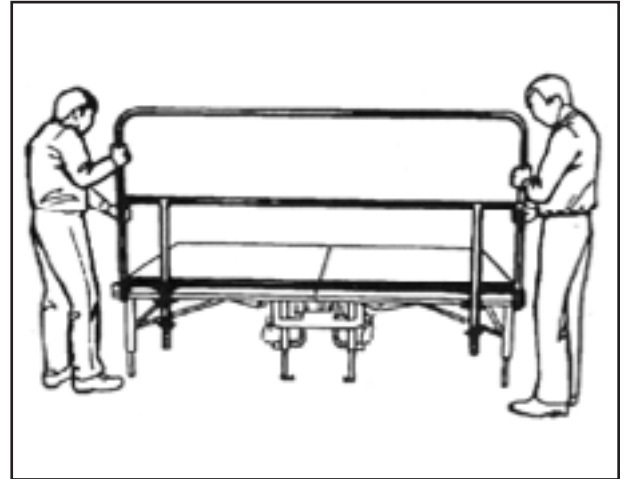


ATTACHING GUARD RAILS AND BACKDROP

Use platform guard rails in all Tri-Height Stage setups. These rails are available in 3-, 4-, 6-, and 8-ft versions.

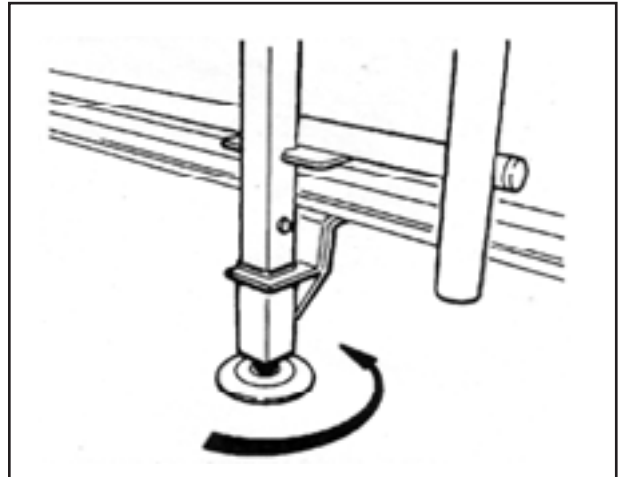
NOTE: Instructions on installing ramp guard rails are shipped with the ramp. Flat sections of ramps use the standard platform guard rails shown here.

 WARNING
Attach guard rails to platform to avoid falls. Failure to do so could result in serious injury.



To install a platform guard rail:

1. Lift the rail into place so its jaws slip all the way onto the edge of the deck.
2. Securely clamp the rail onto the edge of the deck, by turning the large yellow knobs counterclockwise (as viewed from above).
3. Install the remaining rails in the same way.



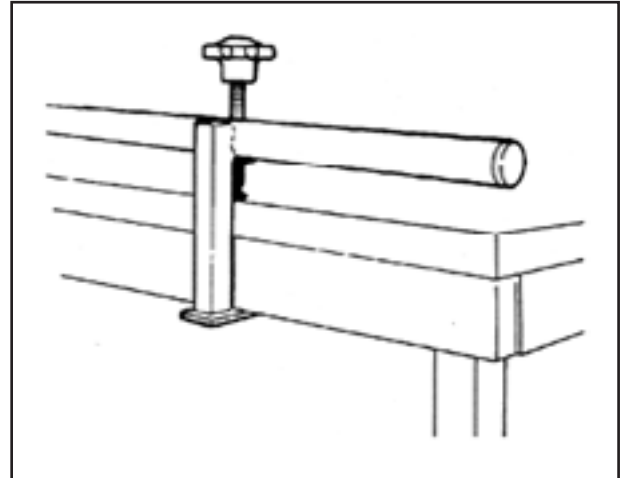
To install a backdrop section:

Backdrop units install the same way as the guard rails.

ATTACHING TABLE/CHAIR STOPS

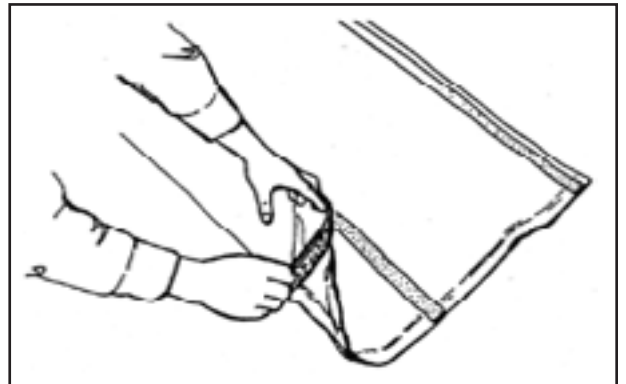
Table/chair stops are available in 3-, 4-, 5-, 6-, and 8-ft versions for locations where a platform guard rail is not used (guard rails have a built-in chair stop).

To install a table/chair stop, position it on the edge of the deck as shown and firmly tighten the large knob near each end.



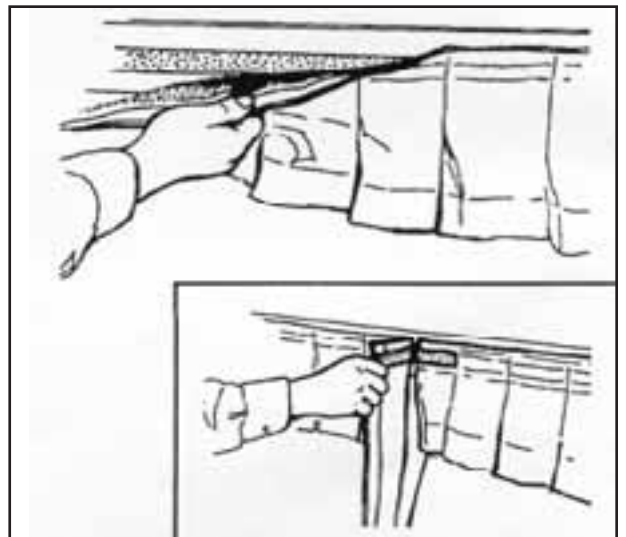
ATTACHING CLOSURE DRAPERY

1. Adjust the drapery length to match the stage height. The hook Velcro® strip on the bottom of the drapes can be mated with the loop Velcro strips on the back of the drape.



2. Tri-Height stage sections are supplied with a Velcro strip around the perimeter of the deck. Attach drapery sections to this strip. Overlap adjacent sections as shown in the inset drawing.

The drape can be installed behind stairways, by looping it over the posts below the top step.



DISASSEMBLING THE STAGE

Disassemble the stage by reversing the setup procedure.

1. Remove any backdrops and closure draperies.
2. Remove the guard rails and table/chair stops.
3. Remove the stairway(s) by pulling down on the rings to release the deck lock pin on each side (see Page 7 or 8).
4. Fold each stage section for transport and storage:

- a. Lift one side of the section to its upright (folded) position. It usually works best, especially at higher setup heights, to pull the stage section toward you as you lift on the edge of the deck. For added leverage, if necessary to force all four casters to the floor, lift on the foldout leg.

IMPORTANT: Lift on the bottom edge of the deck -- **do not** let your hands get over the top edge of the deck when folding.

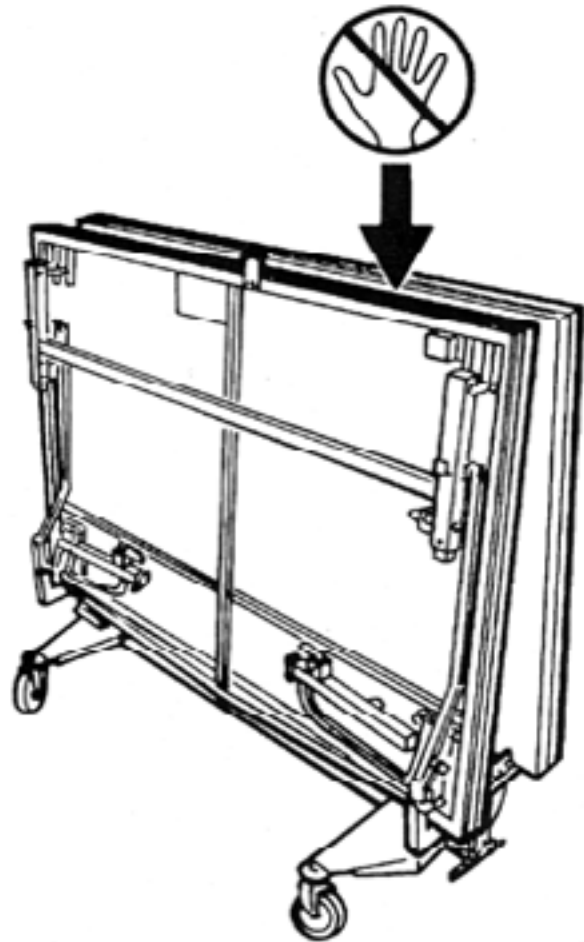
- b. **Adjustable-Height Stages.** Lock that same side of the stage section in the folded position by pushing in on the end legs or cross tube. If the unit was used at the 40- or 42-in. (1016- or 1067-mm) height, adjust the end legs to a shorter position.

Nonadjustable-Height Stages. Rotate the deck lock tube until it contacts the deck just under the cross tube.

- c. Repeat Steps 4a and 4b on the other side of the unit.

Nonadjustable-Height Stages. Hook the bungee cord hook into the hole on the opposite side of the stage.

- d. Fold the four foldout legs in against the deck.



 CAUTION
When folding the unit, don't put your fingers between the decks.



To receive assistance for:

- Selecting replacement parts / decals
- Repairing the product
- Adjusting and operating the product
- Obtaining On-line assistance

TELEPHONE: 1-800-424-0796

FAX: (952) 829-5141

WEB SITE: WWW.SICOINC.COM



SICO AMERICA INC.

7525 Cahill Road

Minneapolis, MN 55439 USA