

retropole Operating Instructions

- 1.) Remove the screw on the box and open box unit
- 2.) Take the square washer, handle, and nut from the box
- 3.) Slide the square washer and handle onto the threaded post located on the side of the box
- 4.) Install the nut by hand making snug but do not over tighten
- 5.) Firmly grip the handle with left hand, and release the secondary safety latch. You may need to rock the handle slightly to release latch. **DO NOT LET GO OF HANDLE**
- 6.) Rotate the handle until light head is at desired elevation.
- 7.) Lock the secondary safety latch. It is now safe to release the handle.
- 8.) Perform any desired repair to fixture.
- 9.) To elevate the fixture rotate the handle until fixture reaches the top of rail and bulb energizes. The drive mechanism should be "clicking". When the fixture has reached the stage position at the top, the handle will not be able to turn any further.
- 10.) Confirm that the secondary safety lock is in the down position and the fixture is properly in place. It is now safe to remove the nut, handle, and then the square washer. Place all three items carefully back in the box, close the door, and secure the door with the screw.

**If you should need Technical Support, please call
972-987-1642 or email support@retropole.com.**