

## DIRECTIONS FOR PACKING & TRANSPORTING AN UPRIGHT VICTOR VICTROLA

### **REMOVING THE MOTOR:**

- Once the crank, turntable and sound box are all removed, do the following.
- Remove the large-headed screws at the corners of the motor board. Some will have 2 screws, other will have 4 screws.
- If the Victrola is equipped with an automatic brake at the rear of the motor board, rotate the arm counter-clockwise so it does not protrude beyond the edge of the motor board.
- Lift the motor board and motor upward at the front. Those with 4 screws can now be lifted bodily out of the cabinet. Those with 2 screws will pivot on two rods beneath, and will lock open with a stay. By gently lifting the motor board to the stay's limit, the stay can be popped off the brad that secures it. Now the entire motor board and motor can be lifted bodily out of the cabinet. **BE SURE TO LIFT THE MOTOR BOARD/MOTOR CLEAR OF THE TOP EDGE OF THE OPENED CABINET TO AVOID DAMAGING IT.**
- The bottom of the motor will be oily, so have something nearby (piece of cardboard/old towel/cardboard box) on which to place it.

### **PACKING THE MOTOR:**

- The motor needs to be put in some sort of box. Corners and sides of the motor board are particularly vulnerable to damage so I like to first wrap with some cloth and then wrap bubble wrap around the whole thing. Tape it securely.
- A few roles of paper towels or newspaper underneath the corners of the wrapped motor plate can help stabilize it; keep it from moving around.
- Packing peanuts etcetera around the whole works then so it's "tight packed" and cannot move around within the box.

### **PACKING THE PLAYING COMPARTMENT:**

- Remove the needle cup(s) and be sure any loose needles have been removed. A magnet is a very handy tool for this.
- An old towel works well to wrap around the tone arm and goose neck to prevent scratching the underside of the lid. Tie in place with twine or rubber bands. We don't want the tone arm banging around from side-to-side.

### **OTHER:**

- A thin piece of packing foam or an old terry towel cut into strips between the lid and the top of the cabinet is a good idea to prevent rubbing during transport.
- It's best not to lock the cabinet. Locks can break apart from all the vibration.
- Take the casters off and secure them in the cabinet, (so we're not rolling casters on cement, gravel, etcetera).
- Carving on the front corners of the cabinet are prone to damage during transit, so a doubled-up piece of old towel should be placed at each corner prior to wrapping up the cabinet.
- Once you've wrapped the whole machine in something (saran wrap is ideal), wrap packing tape around from top to bottom front to back to keep the lid and doors closed.