

(1)

(1) First, remove the two screws on opposite sides of the unit. Begin to separate the cap & fingers from the metal casing using one or both of the following methods:



(2)

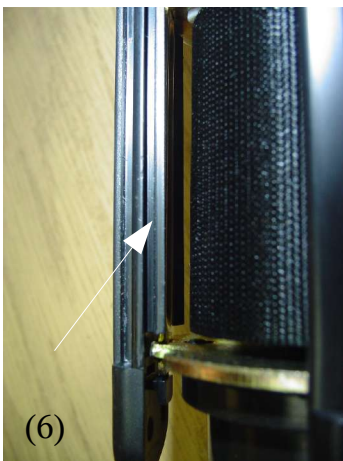
(2) To loosen and remove the belt cassette, tap the bottoms of the fingers in turn on the edge of a desk until the cassette begins to separate from the metal casing. (3) If the belt cassette is difficult to remove, your Beltway head is still attached to your post, or you have a Magnum series Beltway (that does not have a removable head), try hitting the bottoms of the fingers with a small hammer in an upward direction. Tap one finger a few times, then turn the unit and tap the next, etc. until the belt cassette is nearly completely out of the metal casing (4). You should be able to lift the belt cassette out and then you will have two separate pieces (5).



(3)



(4)



(6)



(7)

(6) If you look closely you will notice the plastic fingers each have grooves or channels that the edges of the metal casing will slide into.



(5)



(9)

(7) Set your belt cassette on top of the metal casing and begin to align the finger grooves making sure to line up the screw holes on the fingers with the appropriate slot on the metal casing (8).

(9) After your belt cassette is in the desired position, slide the edge of the metal casing into the grooves of one plastic finger. Tap the cassette down a bit then move to the next finger.

Align the second finger grooves with the edges of the metal casing and tap it into place. Move to the next finger until you've aligned all four fingers. Double check that all metal casing edges are properly inserted into the grooves of the fingers then fully insert the belt cassette into the casing. Tap the cassette down until it is fully seated and replace the two black screws.



(8)