How to Replace a Faceplate

This guide applies to most 4ms Company modules. Each module has different hardware, but the procedure is similar.

For a video version of this guide, see [our YouTube video](#).

There are separate guides specific to the three modules below:

Spectral Multiband Resonator: [PDF version](#) *and* [video version](#)
Tapographic Delay: [PDF version](#) *and* [video version](#)
VCA Matrix: [PDF version](#) *and* [video version](#)

For all modules other than the three listed above, please follow the instructions below:

Tools required:
- 5/16" nut driver ([example](#))
- 10mm nut driver ([example](#))
- 7mm nut driver ([example](#))
- Tweezers (optional) ([example](#))
- 5/64" hex key Allen wrench (for MetaModule only - [example](#))
- 15mm nut driver (for Listen Up only)
- 13mm nut driver (for Percussion Interface Expander only)

If you can find rubber-coated drivers rather than uncoated metal ones, they are less likely to leave marks on faceplates!

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Instructions:
1. Use the flat back end of the tweezers to gently pry up the knobs, taking care not to scratch the faceplate. Try to apply pressure upward between the nut and the knob, not between the faceplate and the knob.
   If your hands have a very strong grip, you might be able to pull knobs up without using a tool.
2. Use the 5/16" driver to unscrew the nuts on the jacks.
   Be very careful when pressing down, metal drivers can scratch the panel.
3. Use the 10mm driver to unscrew the nuts on the pots (not found on all modules).
4. Use the 7mm driver to unscrew the nuts on any mini-switches (not found on all modules).
5. For the MetaModule only, use the 5/64" hex key to remove the screw in the upper left.
6. Remove the panel from the PCB.

Some module have washers on the jacks and/or pots, make sure not to flip the PCB upside down.

*** If your panel has light pipes please see bottom of document for installing light pipes in new panel. *(Modules with light pipes: WAV Recorder, MiniPEG, EnvVCA, Dual EnvVCA, Shaped Dual EnvVCA, SMR, SWN, Listen 4, L4Q, and LIO.)*

7. Replace with the new panel, lining up all the jacks, switches, and pots with the holes on the panel.
8. Thread all nuts by hand onto the jacks, switches, and pots.
9. Finger-tighten all the nuts.
10. Use the drivers to tighten all the nuts: turn the driver ¼ turn past finger-tight
    Overtightening nuts can scratch the panel or cause parts to break!
11. Re-attach knobs, aligning the flat side of the pot shafts with the white line on the knob.
    a. Press the knobs on firmly so that they can't go down any further.

Installing light pipes:
1. After removing the old faceplate and before installing the new faceplate onto the PCB, take the new light pipes provided with your purchased faceplate and place them one by one in the small holes.
   a. Each light pipe has a "mushroom" top, this side will face out on the front of the panel once mounted.
2. Once the light pipes have been placed in their holes, use the rubber end of a driver or pliers to push each pipe in one by one until secure. Firm pressure should be applied, straight down in a direction perpendicular to the panel, not at an angle.
   a. The "mushroom" tops should end up being flush with the top of the panel.
   b. The light pipes should not fall out or move if you turn the faceplate upside down, and their stems should not appear angled.
3. Now resume Step 6 from above instructions, placing the new faceplate onto the module body after the light pipes are securely installed.
4. Success!

Special notes for MetaModule:
1. We don't offer a replacement panel for MetaModule, but in rare instances it may be necessary to temporarily remove the panel to remove dust from between the clear window in the panel and the screen below, or to re-seat the ribbon cable that connects the screen to the PCB.
2. If removing dust, use a microfiber cloth, be gentle, and do this under bright light in a dust-free environment.
3. To re-secure the ribbon cable (only necessary if we have discussed it with you by email!), remove the knobs, nuts, and panel, following the instructions earlier in this guide, and remove the small screw in the upper left corner.
4. Once the panel is off, set it down somewhere safe, making sure nothing touches the back side of the acrylic window. When the panel is off, lift up gently on the 3D printed plastic bracket that is under the screen, and lift the screen up and to the left to be able to

access the ribbon cable connector under it. Then very carefully push to the right on both sides of the brown plastic clip at the same time, toward the white plastic strip, to secure the ribbon cable more tightly. If you need photos showing this process, please email us!