- Loosen the 3 set screws on the bearing housing (silver part) at the base of the pole.
- Now pull the "guts" out through the bottom. This will be the base, adjustment tube and spring assembly.

Now your Lil' Mynx is ready to shorten.

- Measure from the top of the dance pole to desired length (minus) 3 inches. Example if you have a 90 inch ceiling you will cut the bottom of the pole at 87 inches. This is because the bearing housing and base add to the total.
- Now make the cut. This needs to be square and clean.
- Now the internal steel tube (the long skinny one that goes from bearing to spring) needs to be shortened the exact same amount as the outer was cut. Example, if you cut 5 inches off you will need the steel tube shortened 5 inches. You need to loosen the tiny set screws the hold the spring assembly to the skinny tube and remove spring assembly.
- Next cut the skinny tube where it was attached to the spring the same amount as the outer tube was cut. Clean/de-burr the tube inside and out.
- Wrap one turn of electrical tape around the tube like the part you cut off.
- Put the spring assembly back on and snug up set screws.
- Slide the "guts" back inside and snug up the 3 set screws on the bearing housing.
- Adjust the pole and install.