

# Instruction Manual

<b>Model No</b>	<b>Scott Edge Reinforcer</b>
<b>Year of Manufacture</b>	<b>2006</b>
<b>Manufactured by</b>	<b>Scott Office Systems</b>
	<b>32131 Industrial Road</b>
	<b>Livonia, MI 48150</b>

**R99999-2**  
**1**  
**July 2006**

<b>Document Number .....</b>	<b>:</b>
<b>Issue .....</b>	<b>:</b>
<b>Date of Issue .....</b>	<b>:</b>







## **ISSUE NOTE**

This is **Issue 1**; **Date of Issue: July 2006**

Copyright 2006 Elopak, Inc. Technical Documentation Dept. for Scott Office Systems



## TABLE OF CONTENTS

<b>1 INTRODUCTION &amp; SAFETY .....</b>	<b>1-1</b>
<b>1.1 Introduction .....</b>	<b>1-3</b>
1.1.1 Scott Edge Reinforcer Machine Specifications and Utility Requirements .....	1-4
<b>12 General Safety Guidelines .....</b>	<b>1-5</b>
<b>1.3 Safety Features .....</b>	<b>1-6</b>
1.3.1 Emergency Stop .....	1-6
1.3.2 Stop and Safe .....	1-6
1.3.3 Main Power Switch .....	1-6
1.3.4 Guards and Covers .....	1-7
<b>14 Warnings, Cautions &amp; Notes .....</b>	<b>1-8</b>
1.4.1 Warnings .....	1-8
1.4.2 Cautions .....	1-8
1.4.3 Notes .....	1-8
<b>15 On Machine Warnings .....</b>	<b>1-9</b>
1.5.1 Hazards .....	1-9
<b>1.6 Safety Procedures .....</b>	<b>1-10</b>
1.6.1 Appropriate Dress .....	1-10
1.6.2 Keep Area Clean .....	1-10
1.6.3 Grease and Oil .....	1-10
1.6.4 Manual Usage .....	1-10
<b>2 INSTALLATION .....</b>	<b>2-1</b>
<b>2.1 Installation Requirements.....</b>	<b>2-3</b>
<b>2.2 Pre-Installation Requirements .....</b>	<b>2-4</b>
<b>2.3 Uncrating &amp; Placement .....</b>	<b>2-5</b>
2.3.1 Main Machine .....	2-5
2.3.2 Install Discharge Paper Tray .....	2-5
2.3.3 Start-Up & Tools Kit .....	2-5
<b>2.4 Electrical Connection .....</b>	<b>2-5</b>
2.4.1 Electrical Connections .....	2-5
<b>3 OPERATION .....</b>	<b>3-1</b>
<b>3.1 GENERAL INFORMATION.....</b>	<b>3-3</b>
3.1.1 Before Operating the Machine .....	3-3
<b>3.2 Operating Controls and Indicators Descriptions .....</b>	<b>3-5</b>
3.2.1 Operator's Control Panel Layout .....	3-5
3.2.2 Machine Stopping Device .....	3-5
3.2.3 Additional Machine Controls .....	3-8
3.2.4 Brake and Clutch Controllers .....	3-8
<b>3.3 Set Up Machine for Production .....</b>	<b>3-9</b>
3.3.1 Set Heat Controller For Running Heat Seal Tapes .....	3-9
3.3.2 Threading Mylar Into Machine .....	3-9

---

3.3.3	Adjusting Tape Position On Paper .....	3-12
3.3.4	Adjusting Delivery Tray .....	3-12
3.3.5	Adjusting Cut-Off Guide Finger .....	3-13
3.3.6	Testing the Cut Off Guide Finger .....	3-14
3.3.7	Feeding Machine By Hand.....	3-15
3.3.8	To Remove the Table .....	3-16
3.3.9	Adjusting Automatic Brake On Reel Holder .....	3-19
3.3.10	Adjustment Of Brake & Clutch Potentiometers .....	3-19
3.3.11	Changing From Heavy Stocks To Light Weight Paper Stocks .....	3-20
3.3.12	Tips For Feeding Lightweight Stocks .....	3-22
3.3.13	Adjustment of the Trip Switch .....	3-23
<b>3.4</b>	<b>Using Self-Adhesive Tape .....</b>	<b>3-24</b>
3.4.1	Recommended Uses For Pressure Sensitive Tape .....	3-24
3.4.2	When to use Pressure Sensitive Polyester Tape instead of Heat Seal Polyester Tape . .	3-24
3.4.3	Installing Self-Adhesive Drum Assembly .....	3-24
3.4.4	Adjustment For "Tracking" .....	3-27
3.4.5	Machine Cleaning .....	3-29
<b>4</b>	<b>MAINTENANCE .....</b>	<b>4-1</b>
4.1	Spare Parts .....	4-3
4.1.1	Machine Lubrication .....	4-4
4.1.2	Installing New Trip Switch .....	4-6
4.1.3	Replacing Cut-Off Knives .....	4-8
4.1.4	Removing & Installing the Upper and Lower Cut-Off Knife Assembly .....	4-9
4.1.5	Packaging Instructions For Returning Assemblies to Factory for Repairs .....	4-12
4.1.6	Instructions for Installing the Two Cut-off Assemblies .....	4-12
<b>5</b>	<b>PARTS .....</b>	<b>5-1</b>
5.1	Base Assembly .....	5-4
5.2	Base Assembly .....	5-6
5.3	Feed Plate & Paper Guide Assembly .....	5-8
5.4	Gear Belt Idler Assembly .....	5-10
5.5	Main Drive Shaft Assembly .....	5-12
5.6	Motor Assembly .....	5-14
5.7	Belt Assembly .....	5-16
5.8	Cover Assembly .....	5-18
5.9	Front Roller Belt Assembly .....	5-20
5.10	Tension Arm Assembly .....	5-22
5.11	Support Mounting Assembly.....	5-24
5.12	Electric Motor Assembly .....	5-26
5.13	Conveyor Belt Assembly .....	5-28
5.14	Pivot Shaft Assembly .....	5-30
5.15	Bearing Housing & Lower Appling Shaft Assembly .....	5-32
5.16	Slip Ring & Brush Assembly.....	5-34
5.17	Upper & Lower Knife Holder Assembly .....	5-36
5.18	Housing Assembly .....	5-38
5.19	Sprocket Mounting Assembly .....	5-40
5.20	Plastic Mounting Hub Assembly .....	5-42
5.21	Roller Mounting Block Assembly .....	5-44







5.22 Pressure Sensitive Tape Assembly .....	5-46
5.23 Leg Extension Assembly .....	5-48
5.24 Rail & Leg Assembly .....	5-50
5.25 Leg Extension Assembly .....	5-52
<b>6 SCHEMATICS .....</b>	<b>6-1</b>



# 1 INTRODUCTION & SAFETY



## 1.1 Introduction

The Scott Edge Reinforcer machine lays reinforcing tape within the outside edges of the sheet at the rate of up to 3,000 sheets per hour.



**Fig. 1-1. Edge Reinforcer**



**Fig. 1-2. Machine Rear View**



## 1 Introduction & Safety

---

### 1.1.1 Scott Edge Reinforcer Machine Specifications and Utility Requirements

**Model** \_\_\_\_\_ Scott Edge Reinforcer

**Speed** \_\_\_\_\_ Up to 3,000 sheets per hour.

**Sheet Size** \_\_\_\_\_ 431.8 mm (17") WIDTH x ANY LENGTH MAXIMUM  
88.9 mm x 203.2mm (3-1/2" WIDTH x 8") LENGTH MINIMUM

**Paper** \_\_\_\_\_ 32lb. Bond to 17 Point Board

**Plastic Length** \_\_\_\_\_ 203.2 mm (8") MINIMUM  
ANY LENGTH MAXIMUM

**Plastic** \_\_\_\_\_ 14.3 mm - 19mm (9/16" - 3/4")

**Motor** \_\_\_\_\_ FEED: 1/3 HP  
DRIVE: 1/6HP

**Electrical Requirements** 15 AMPS, 120 VAC SINGLE PHASE, 60HZ (50HZ Option Available)

**Decibel Rating** \_\_\_\_\_ 90 DB

**Dimensions** \_\_\_\_\_ L - 1320.8 MM (52")  
W - 812.8 MM (32")  
H - 1422 MM (56")

**Shipping Weight** \_\_\_\_\_ Approximately 152kg (335 lbs)

**Warranty** \_\_\_\_\_ One year against defects in parts and workmanship. Labor Not Included.

## **1.2 General Safety Guidelines**

Providing a safe working environment for operating your machine is the responsibility of the user. The suggested precautions, material safety data and other suggestions that follow do not have preference over the user's own plant practices, regulations or safety committee recommendations.

Personal injury and equipment damage can be avoided by the continued adherence to the safety features provided with this machine and in keeping with the necessary governmental requirements. The guarding and interlocking safety switches have been installed on the machine for the operator's safety. These items should be maintained in good working order by the user.

It is assumed that the user's safety department has established a safety program that is in keeping with a complete analysis of industrial hazards. Before installing and operating or performing maintenance and clean-up procedures on the machine, it is suggested that the safety program be reviewed to ensure that it covers the possible hazards that might occur with the operation of this machine.

Due consideration must be given to those hazards which arise from the presence of electrical power, high temperature, and cleaning materials used in the operational areas of the machine. Proper installation and care of protective devices and over-pressure protective equipment should be considered an essential part of any safety program.

Special lock-out features are to prevent the possibility of applying power to the equipment at any time when maintenance work is in progress.

In general, personnel should be guided by all basic rules of safety associated with the equipment and the process. It should be further understood that information contained in this manual does not relieve operating and maintenance personnel of the responsibility of exercising normal good judgment in operating and care of the machine and its attendant equipment.

## 1 Introduction & Safety

### 1.3 Safety Features

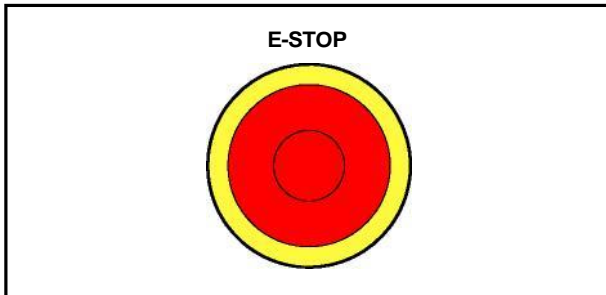
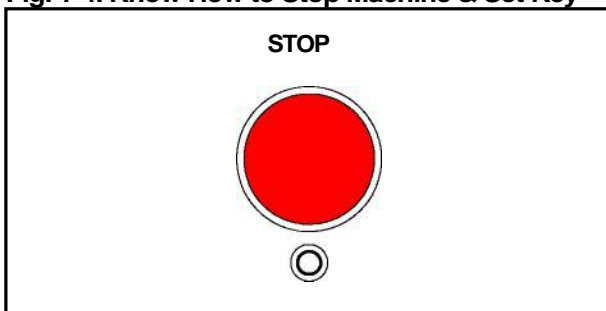


Fig. 1-3. Know Where Emergency Stop Button is Located

Fig. 1-4. Know How to Stop Machine & Set Key



Switch to SAFE

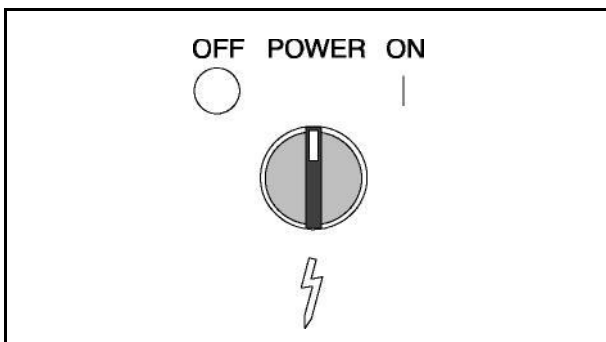


Fig. 1-5. Turn Machine Off Before Making Adjustments

These safety features are to be used in conjunction with the installation, operation and maintenance instructions contained in this manual.

#### 1.3.1 Emergency Stop

Stops machine drive immediately. This pushbutton must be manually pulled out to reset.

#### 1.3.2 Stop and Safe

The machine operator, clean-up and maintenance personnel **MUST** be shown how to stop the machine and **place the SWITCH on the operator's CONTROL PANEL in the OFF mode whenever machine is accessed or clean-up operations are performed.**

#### 1.3.3 Main Power Switch

If machine is to be shut down for adjustments or repairs, turn the power supply to the machine off.



**1.3.4 Guards and Covers**

All safety guards, protective screens and covers **MUST** be in place and securely fastened before operating the machine.



**Fig. 1-6. Guards Must Be In Place to Run Machine**

## 1 Introduction & Safety

### 1.4 Warnings, Cautions & Notes

In order to emphasize certain areas in the interest of personal safety and a properly operated and maintained machine, you will encounter the words **WARNING**, **CAUTION**, and **NOTE** throughout this manual.



Fig. 1-7. Warnings Indicate Personal Danger

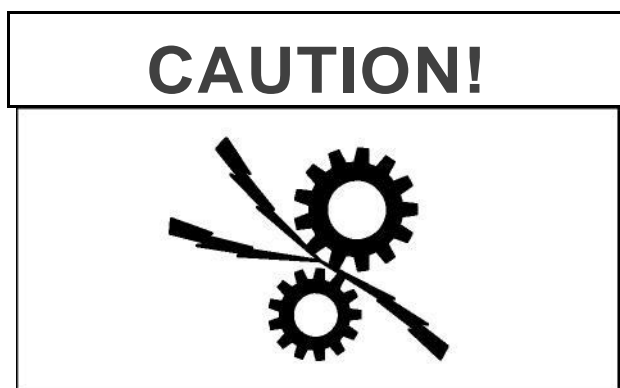


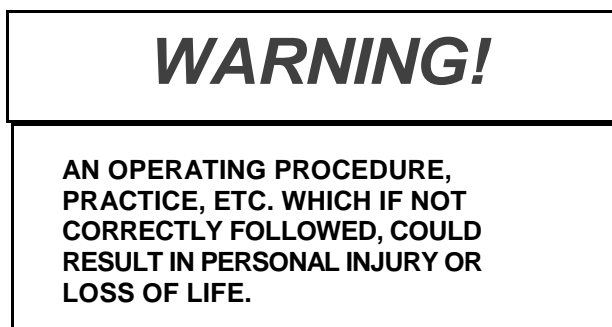
Fig. 1-8. Cautions Indicate Potential Damage to Equipment

**Note !**

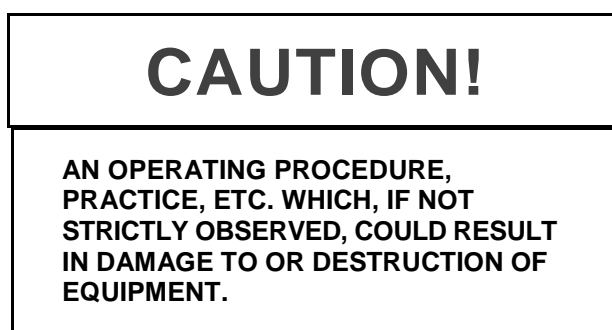


Fig. 1-9. Notes Indicate Essential Information

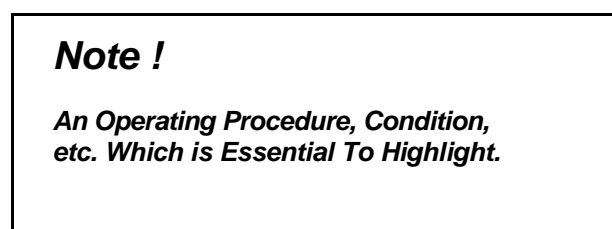
#### 1.4.1 Warnings



#### 1.4.2 Cautions



#### 1.4.3 Notes



## 1.5 On Machine Warnings



**Fig. 1-10. Burn Hazard - Heat Rollers**

### 1.5.1 Hazards

Observe Hazard signs. There is burn hazard sign on top of the heat roller unit.



**Fig. 1-11. Voltage Warning**

There is a hazardous voltage warning on the main electrical cabinet.

## 1 Introduction & Safety

### 1.6 Safety Procedures

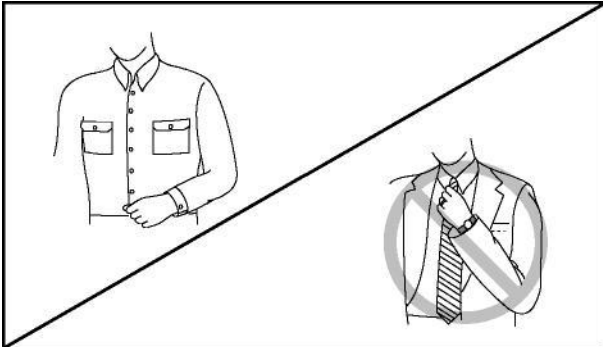


Fig. 1-12. Wear Proper Clothing

#### 1.6.1 Appropriate Dress

Personnel working in the machine operation area must remove jewelry and neckties. Personnel must wear clothing appropriate for the work area.



Fig. 1-13. Keep Work Area Clean and Neat

#### 1.6.2 Keep Area Clean

Loose materials, tools and equipment, not essential to the operation of the machine, must be removed from the machine work area.

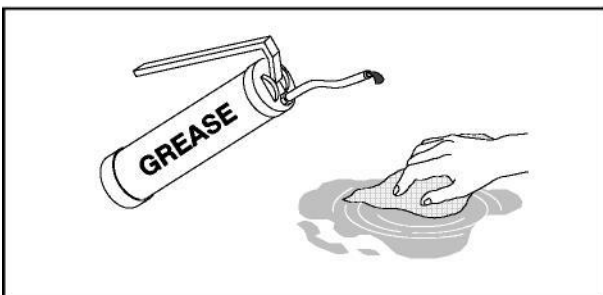


Fig. 1-14. Clean Up Oil and Grease Spills

#### 1.6.3 Grease and Oil

Clean up all oil and grease spills around the machine work area.

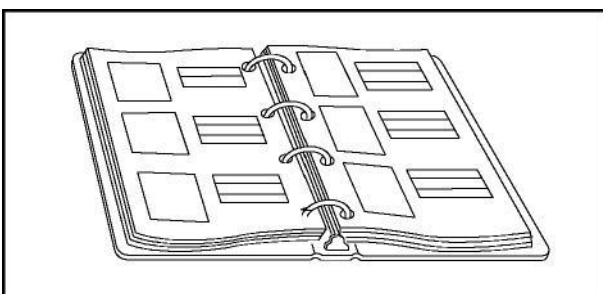


Fig. 1-15. Read Manuals First

#### 1.6.4 Manual Usage

Read and understand the instructions in the manual before operating, adjusting or servicing machine.

## 2 INSTALLATION

## 2 Installation

---

## 2.1 Installation Requirements



**Fig. 2-1. Scott Edge Reinforcer on Shipping Skid**

All procedures in this section provide advance planning and site preparation data for installation of the Scott Edge Reinforcer. Environmental requirements, unpacking instructions, electrical and physical specifications are included. This information should be used as a reference during the development of site preparation plans before you install your machine.

If any questions arise while performing any of the following procedures, contact:

**Scott Service Department: (313)361-0134**

**FAX: (313)361-5209**

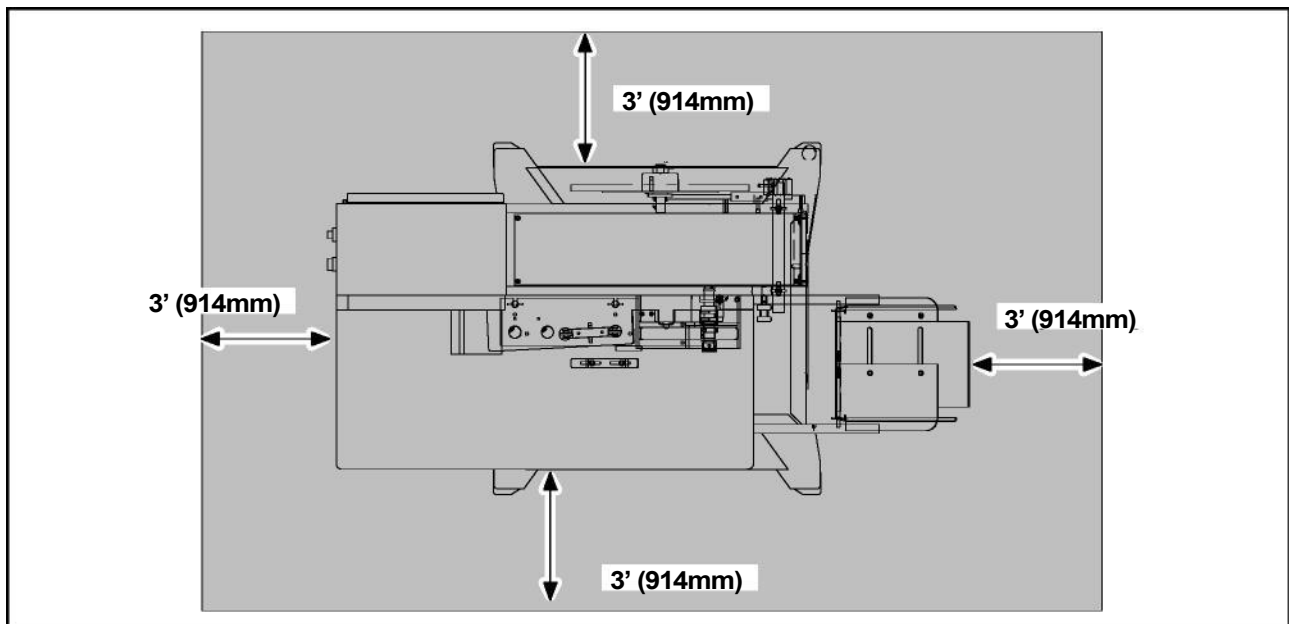
**Note!** *A forklift is required to lift the machine off the shipping skid and place it on the floor.*

## 2 Installation

### 2.2 Pre-Installation Requirements

The environmental requirements of the Scott Edge Reinforcer must be considered well in advance of the actual installation. Providing a well suited operating environment will help ensure a trouble free installation process. Consideration should be given to the following items:

- Power, location and rating of power connections.
- Floor strength
- Level floor
- Adequate space must be provided around all four sides of the machine to permit normal operation and maintenance procedures. The figure shows the minimum space required.



**Fig. 2-2. Scott Edge Reinforcer Space Requirements**

- Space should be allocated near the paper tray for a small table that can be used for small jobs, samples, etc.
- Provide plenty of space in front of the machine so large jobs can be easily moved in and out with skids or carts.



## **2.3 Uncrating & Placement**

The machine will arrive in one crate. Inspect the external condition of the crates for visible signs of damage before opening. If damage is noticeable, notify the carrier and Scott Equipment before proceeding with the installation.

To assist in the ease of installation, the machine is disassembled prior to shipping and requires some minor assembly before the machine is operational.

### **2.3.1 Main Machine**

**Step: 1.** Remove metal banding straps from cardboard surrounding shipping crates.

**CAUTION EXTREME CAUTION MUST BE EXERCISED WHEN MOVING MACHINE TO INSTALLATION LOCATION TO PREVENT DAMAGE.**

**Step: 2.** Use a fork lift to place the main machine shipping skid near the designated floor area of operation.

**Step: 3.** Remove lag screws holding machine to shipping skid.

**Step: 4.** Raise main machine with fork lift, remove shipping skid assembly from under machine.

**Step: 5.** Lower main machine to floor.

**Step: 6.** Remove all protective wrapping from machine.

**Step: 7.** Remove front and rear covers and place them aside so they won't be damaged.



**Fig. 2-3. Discharge Paper Tray**

### **2.3.2 Install Discharge Paper Tray**

The discharge paper tray is shipped uninstalled.

### **2.3.3 Start-Up & Tools Kit**

The machine is shipped a variety of tools and parts required to set the machine up for production. Unpack box and lay all parts from kit on table top to inventory against the included packing list.

## **2.4 Electrical Connection**

### **2.4.1 Electrical Connections**

The machine requires 110V 15 Amp Service.

Electricity to the machine is delivered through "United States" style plug.

**Note!** *Electrical cords going to machine should be routed overhead and be of sufficient height to allow personnel to travel around entire machine without interference.*

---



## 3 OPERATION



### **3.1 GENERAL INFORMATION**

#### **3.1.1 Before Operating the Machine**

## **W A R N I N G !**

**AVOID SERIOUS INJURY OR EQUIPMENT DAMAGE. RESTRICT OPERATION OF THIS MACHINE TO TRAINED, QUALIFIED PERSONNEL ONLY.**

## **W A R N I N G !**

**EACH OPERATOR SHOULD KNOW THE LOCATION AND FUNCTION OF ALL MACHINE STOPPING CONTROLS. REVIEW MANUAL FOR EMERGENCY STOP BUTTON LOCATION.**

Do not attempt to operate the machine before reading and understanding the manual. Pay close attention to all **WARNINGS**, **CAUTIONS** and **NOTES**. Failure to do so may cause serious injury and extensive machine damage.

Read through the inspection and pre-start procedures before starting the machine. Make these checks part of your routine to insure efficiency and quality during the production run.



## 3.2 Operating Controls and Indicators Descriptions

### 3.2.1 Operator's Control Panel Layout

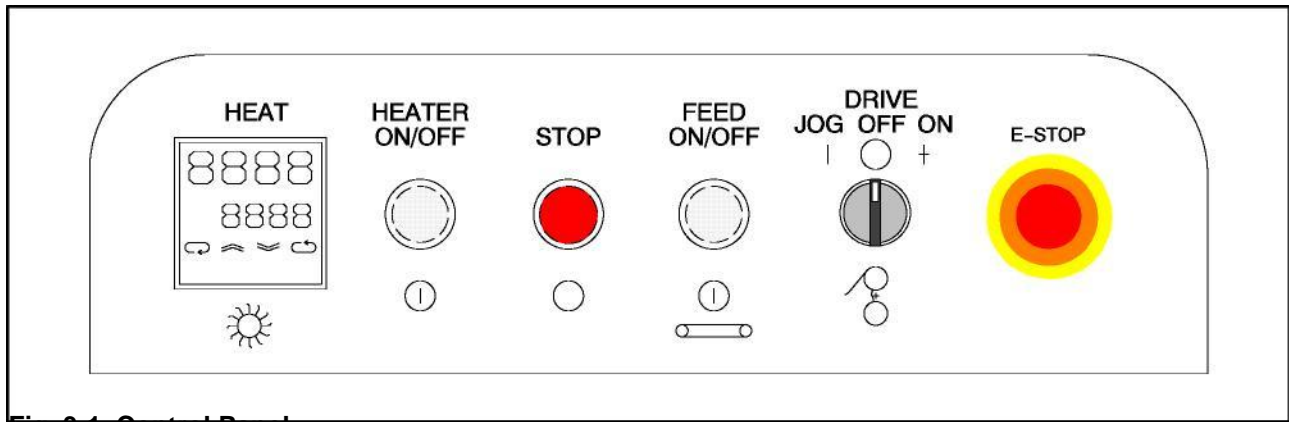


Fig. 3-1. Control Panel

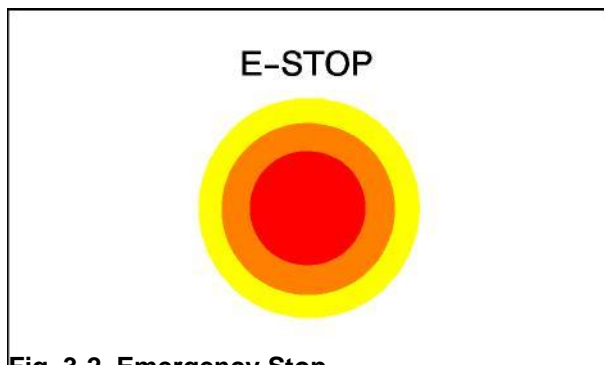


Fig. 3-2. Emergency Stop

### 3.2.2 Machine Stopping Device

#### 3.2.2.1 Emergency Stop - Red Pushbutton

Stops the machine drive immediately. The Emergency Stop button is located on the Operator's Panel. After a stop, the button must be manually pulled out before cycling can resume.

## 3 Operation

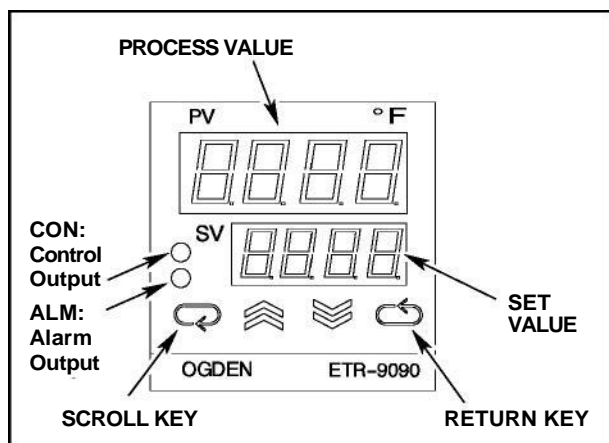


Fig. 3-3. Heater Temperature Control

### 3.2.2.2 Heater Temperature Control

Controls wheel heat temperature by cycling power to the heaters. The setpoint temperature is adjusted by using the buttons below the indicator display.

The controller maintains process parameters when power is off.

Touch Keys	Description	Function
	Scroll Key	Advances the index display to the desired position. Indexes advanced continuously and cyclically by pressing this keypad.
	Up Key	Increases the parameter (Set Point or Other)
	Down Key	Decreases the parameter (Set Point or Other)
	Return Key	Resets the controller to its normal status. Also stops auto-tuning, output percentage monitoring and manual mode operation.
Press for 6 seconds	Long Scroll	Allows more parameters to be inspected or changed.
Press for 6 seconds	Long Return	1. Executes auto-tuning function. 2. Calibrates control when in calibration level.
Press and	Output Percentage Monitoring	Allows the set point display to indicate the control output value in percent.
Press and for 6 seconds	Manual Mode Execution	Allows the controller to enter the manual mode. This can be used if the sensor fails.

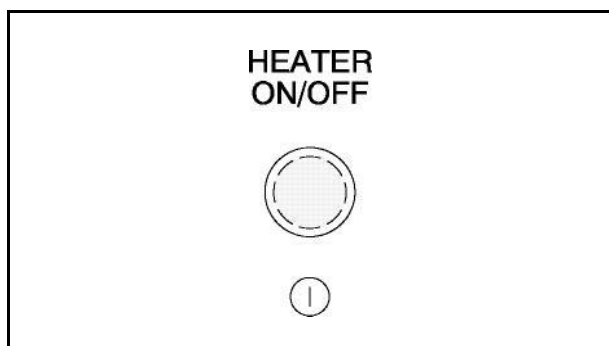


Fig. 3-4. Heat On/Off Illuminated Push Button

### 3.2.2.3 Heater ON/OFF Push Button

**ON** - When pushed, the button illuminates, indicating roller heater is turned ON.

**OFF** - When pushed again, the heater is turned OFF.

Approximate warm up time for heater is 3-5 minutes.



#### STOP

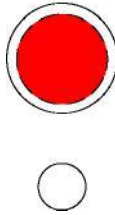


Fig. 3-5. Stop Push Button

#### FEED ON/OFF

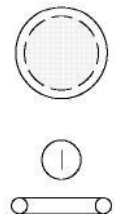


Fig. 3-6. Feed ON/OFF Illuminated Push Button

#### DRIVE JOG OFF ON

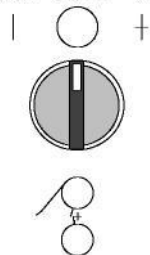


Fig. 3-7. Drive Mode Selector Switch

#### 3.2.2.4 STOP - Red Pushbutton

The pushbutton stops the machine drive. This is a “soft” stop and is intended for planned stops, not emergencies.

To reset after a stop, the button must be pushed again so that the button is extended out.

#### 3.2.2.5 Feed ON/OFF Illuminated Push Button

Pushing this button starts the conveyor drive motor so that when sheets are hand fed, they will be drawn into the machine.

The button will be illuminated when the feed is ON.

#### 3.2.2.6 Drive Mode Selector Switch

The Drive Mode Selector switch controls the drive motor for the brake clutch which makes the heat roller and cut off package operate.

**JOG** - Used during maintenance and tape set up. This is a manual override of the trip switch. The conveyor must be running.

**OFF** - Turns the drive conveyor off.

**ON** - This is the normal production setting. The Feed Button must also be turned on. When the switch is in the ON position, the trip switch is activated which, when a sheet is present, activates the clutch to rotate one revolution to draw in one sheet.

## 3 Operation

### 3.2.3 Additional Machine Controls

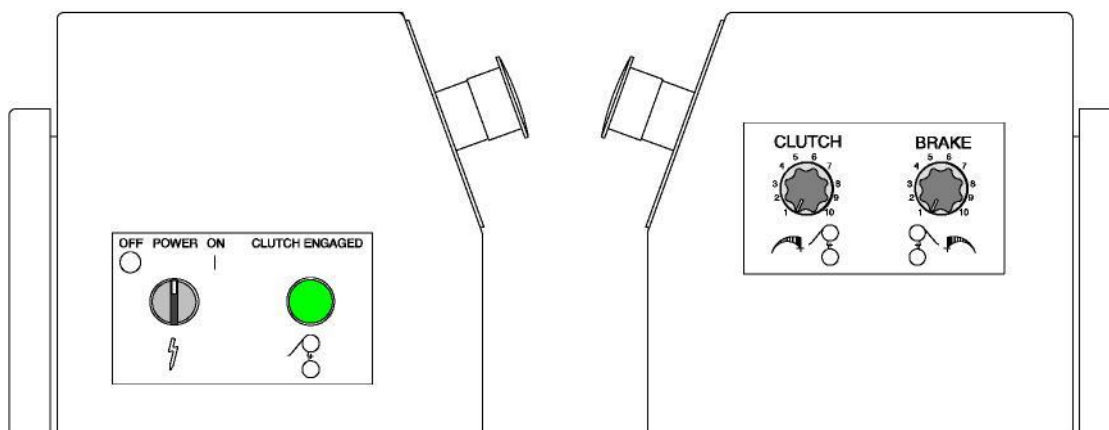


Fig. 3-8. Additional Machine Controls

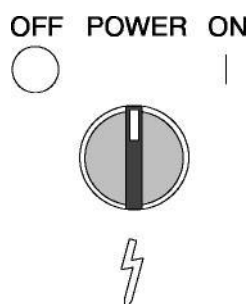


Fig. 3-9. Power ON/OFF Selector Switch

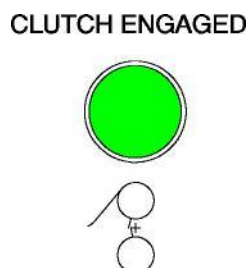


Fig. 3-10. Clutch Engaged Indicator Light

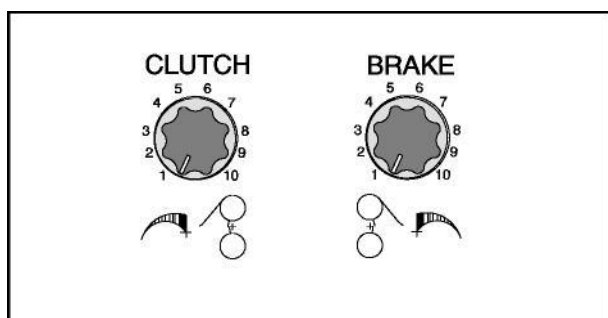


Fig. 3-11. Clutch and Brake Potentiometers

#### 3.2.3.1 Power On/Off Selector Switch

Turns on main power to the machine.

#### 3.2.3.2 Clutch Engaged Indicator Light

The Clutch Engaged indicator light is useful for timing sheets fed into the machine. The Clutch Engaged light should turn off after each sheet fed.

#### 3.2.4 Brake and Clutch Controllers

The controllers purpose is to change the aggressiveness of the brake & clutch, making for more gentle stops & starts.

For normal operation, set pot to lowest possible setting (usually 5 or higher) so that the action of the brake and clutch allows smooth, consistent stopping and starting.

### 3.3 Set Up Machine for Production

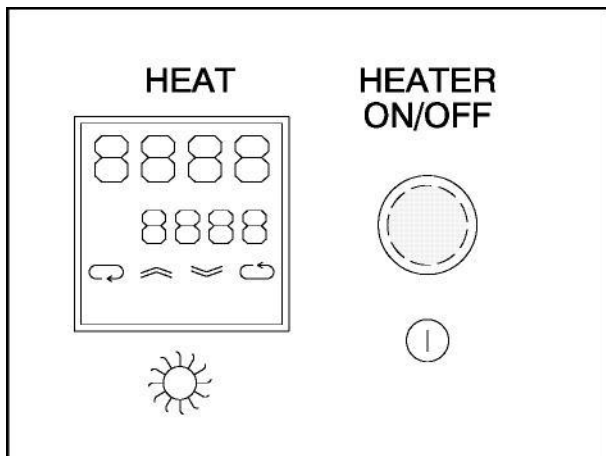


Fig. 3-12. Heat Controls

#### 3.3.1 Set Heat Controller For Running Heat Seal Tapes

The heat controller for the rollers is located on the operator's panel.

**Step: 1.** Set temperature to 190 ° F on Heat Controller.

**Step: 2.** Turn the *Heater* to ON.

***NOTE!*** *The optimum temperature is between 190 - 200 ° F. Keep the temperature as low as possible to prevent tape stretch and the removal of water from the paper. The heaters will come up to temperature in about 3 to 5 minutes.*

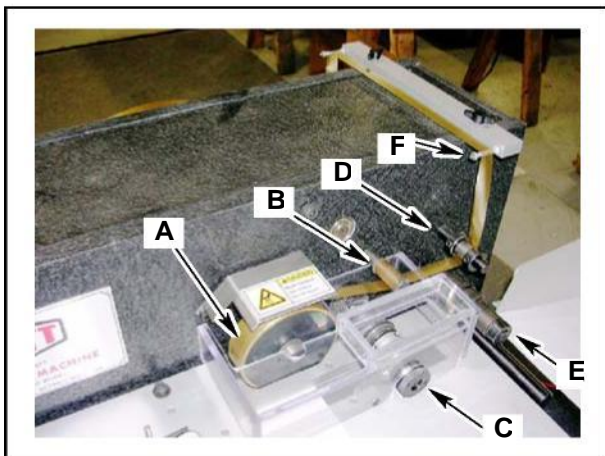


Fig. 3-13. Mylar Feed & Cut Area Locator

#### 3.3.2 Threading Mylar Into Machine

- A - Strip Applying Roller
- B - Roller
- C - Cut Off Package
- D - Tape Position Roller
- E - Pull Out Roller
- F - Cross Over Roller

### 3 Operation

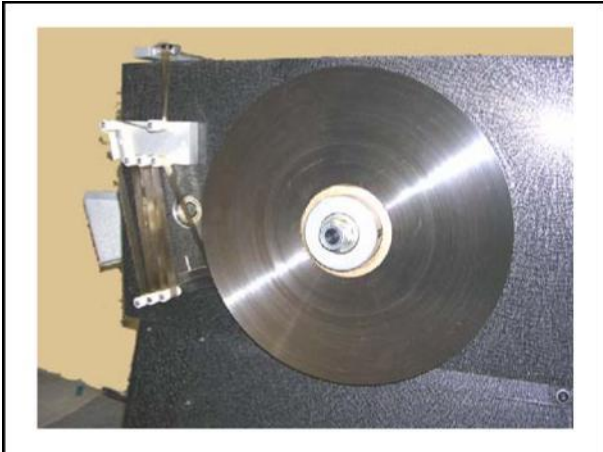


Fig. 3-14. Load Tape on Reel

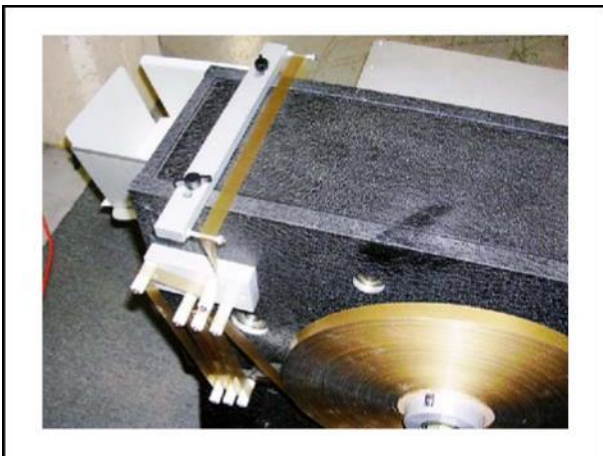


Fig. 3-15. Install Tape Thru Rollers

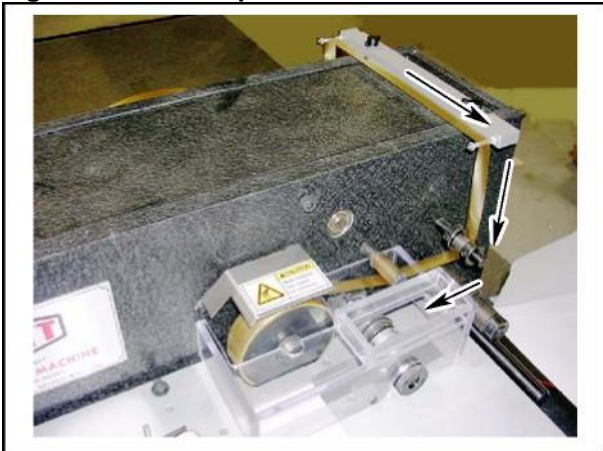


Fig. 3-16. Attach Tape to Heat Applying Roller as Shown

**CAUTION:** When stringing the Heat Seal Tape, care must be taken to twist the tape in the correct manner so that the adhesive is facing away from the strip-applying roller and that the raw polyester is against it.

The polyester tape is on 3" cores.

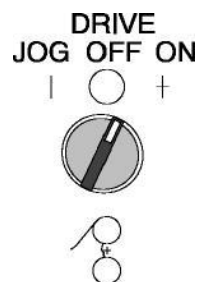
**Step: 1.** Place the reel of tape on the reel holder.

**Step: 2.** You may use a small piece of self-adhesive tape to fasten the end of the polyester tape to the applying roller.

**Step: 3.** Interweave the end of the strip of tape around the rollers over the top of the machine and under the guide pins to the "applying roller" as shown in Fig. 3-15. & Fig. 3-16..



**Fig. 3-17. Push the Feed Button**



**Fig. 3-18. Turn the Drive Switch to ON**



**Fig. 3-19. Tape Ready to Apply**

**Step: 4.** Push the *Feed* button.

**Step: 5.** Feed a single sheet of standard size paper into the machine. This will cause the end of the strip of tape to be drawn around the strip applying roller.

**Step: 6.** Turn *Drive* switch to on.

**Step: 7.** Remove the piece of self adhesive tape from the roller and use it to fasten the end of the tape to the sheet of paper.

**Step: 8.** The machine is now threaded and is ready to apply the polyester tape.

Note: Shown with guard removed for clarity.



## 3 Operation

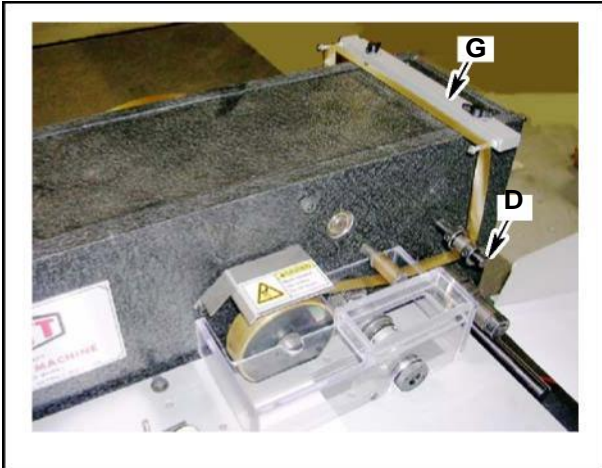


Fig. 3-20. Tape Position Adjustments

### 3.3.3 Adjusting Tape Position On Paper

There are two parts on the machine which determine the distance the tape is applied from the edge of the sheet:

**Cross Over Bar (G)** - This guides the tape over the top of the machine. This bar is mounted to the gear box housing by two hand knobs. Loosening the knobs will allow the bar to be moved back and forth so that the position where the tape comes down in front of the machine may be adjusted.

**Tape Position Roller (D)** - The roller is mounted on the guide spindle on the front of the machine directly below the "cross-over arm". By adjusting this collar back and forth on its spindle, the tape can be controlled so that it will be applied in the correct position on the paper.

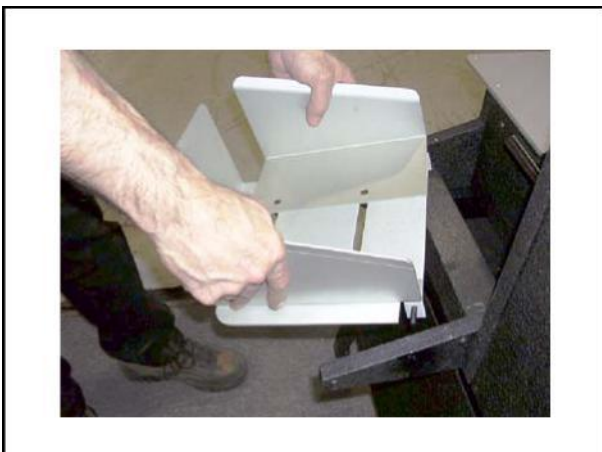


Fig. 3-21. Insert Spring Loaded Pins in to Mounting Holes

### 3.3.4 Adjusting Delivery Tray

The delivery tray may be adjusted for long or short sheets. The tray is mounted on two spring-loaded pins. To remove or change the position of the tray, push the tray sideways and tilt so that the pins come out of their sockets. You will see several sockets in the main frame for different positions.



Fig. 3-22. Adjust for Paper Size

**Step: 1.** The sides of the paper tray should be set up according to paper size. The adjustment knobs are located on the underside of the paper tray.

**Step: 2.** Taper the side of the adjustable tray slightly toward the leading edge of the paper.



**Fig. 3-23. Cut Off Finger**

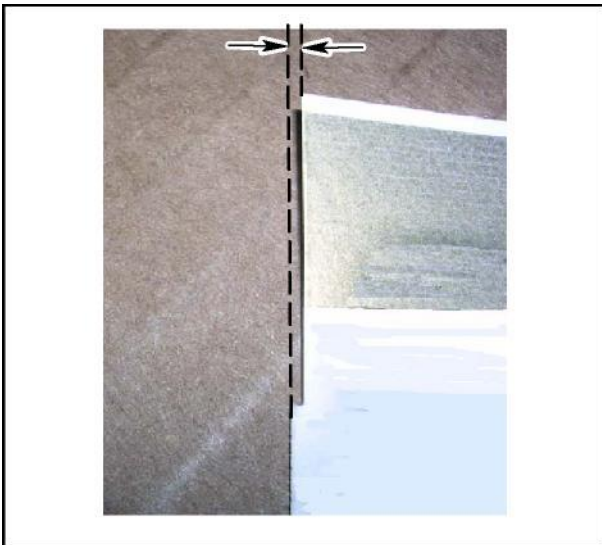
### **3.3.5 Adjusting Cut-Off Guide Finger**

#### **Start Up or Stock Size Changeover**

When the machine is shipped from the factory, this device is set properly for heavy sheets. For lighter weight sheets, an adjustment is necessary to get a proper cut. The cut off guide finger detects the edge of the sheet for the knife to cut the film. The cut-off guide finger is mounted in a circular holder which allows it to be adjusted with respect to the cut-off knife.

**NOTE!** *In this position, you will find two scribed lines on the two parts (at the factory these lines are in line with each other and it is from this point you would change the position). You can always get back to the original position by lining up the two lines again.*

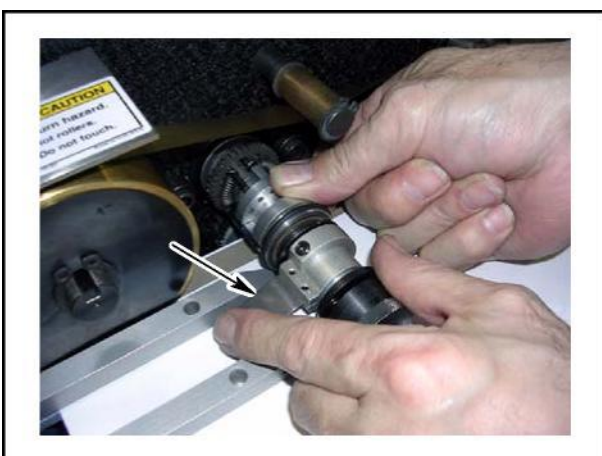
### 3 Operation



**Fig. 3-24. Run Sample Sheets - Measure Cut**



**Fig. 3-25. Loosen Guide Finger Set Screw**



**Fig. 3-26. Rotate Guide Finger Assembly Dimension of Cut**

#### 3.3.6 Testing the Cut Off Guide Finger

When changing stocks it is sometimes necessary to adjust the Cut Off Guide Finger.

To Test:

**Step: 1.** Run 3-5 sample sheets of stock.

**Step: 2.** Determine if the cut off guide finger is cutting into the either the leading or the trailing edge of the stock.

**Step: 3.** If there are cuts in the stock as shown in Fig. 3-24. , measure the distance from the edge of the sheet to the edge of the cut. This will determine how much Cut Off Guide Finger adjustment is necessary.

**Step: 4.** Loosen set screw securing guide finger in place.

**Step: 5.** Hold on to knife housing assembly while rotating guide. Rotate guide finger the approximate dimension that the cutter is cutting into the paper edge.

**Example:** If the guide finger is cutting into the leading edge of the paper 1/16th" then rotate the guide finger 1/16th" clockwise.

- Rotate the guide finger clockwise to adjust leading edge dimension.
- Rotate guide finger counterclockwise to adjust trailing edge dimension.

**Step: 6.** Tighten set screw.

**NOTE! Do Not Over tighten.**

**Step: 7.** Test by running 3-5 more sheets.

**Step: 8.** Repeat until there is no cut on either paper edge.



### 3.3.7 Feeding Machine By Hand

The only requirement for feeding is that the sheet be inserted near the left-hand guide. The machine will automatically register the sheet against the left-hand guide so that it travels through the machine straight.

It is recommended that the operator start feeding at a moderate rate and gradually increase their feeding speed of the machine.

The optimum feeding rate is to go at a speed so that the operator hears a “click” each time (when one cannot hear the click, the operator is feeding too fast and will probably jam the machine).

***NOTE! It is important that the operator develop a regular good feeding rate and not feed sheets too rapidly. If the sheets are fed too rapidly, they may overlap each other before they get to the “spacer finger” which sometimes may cause the sheets to stop at the cut-off guide finger and jam the machine.***

***NOTE! If you ever find Mylar wrapped around the lower roller, it is because the operator “over-fed” the machine, caused a jam and allowed the Mylar to wind around below. When this happens, remove the Mylar which is wound around the lower roller. This does not always happen when the machine jams, but it is a good idea to check this after a jam.***

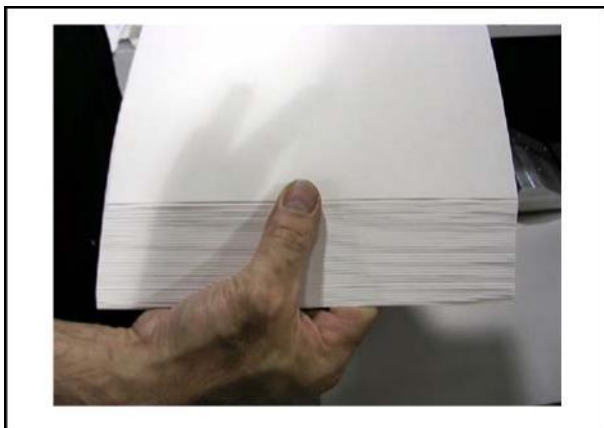


Fig. 3-27. Fan Paper Stack

The feeding operation is very simple and is as follows:

Sheets are fed one at a time from the feed station.

**Step: 1.** “Fan” the sheets and place them on the feed board against the left-hand guide.



Fig. 3-28. Feed Sheet One at a Time

**Step: 2.** Pick up the back end of the sheet with one hand and use the other hand to insert the sheet into the machine.

### 3 Operation

#### 3.3.8 To Remove the Table

Occasionally it will be necessary to remove the table to clear tape that has wrapped around lower pressure roller.

**CAUTION:** *The table is a precision part of the machine and must be handled with extreme care. The operator must be very careful not to drop it or damage it in any way. even small dents or burrs on the top surface may tend to snag the sheets as they go through and can cause operating difficulties.*

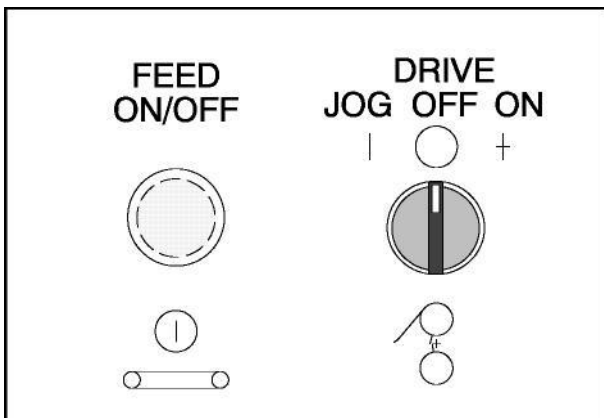


Fig. 3-29. Jog Last Sheets Out of Machine and Turn Feeder and Drive Off

To remove the table, do the following:

- Step: 1.** Cut the tape so that it is free of the roll.
- Step: 2.** Remove paper from the feeding area.
- Step: 3.** Jog the last sheets out of the machine.
- Step: 4.** Shut off the sheet Feed.
- Step: 5.** Turn the *Drive* switch to OFF.

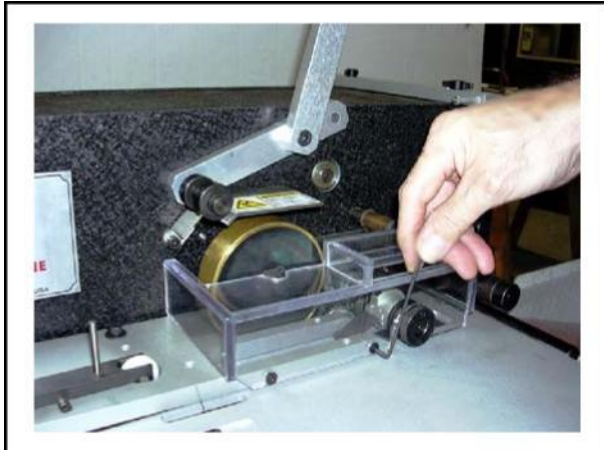
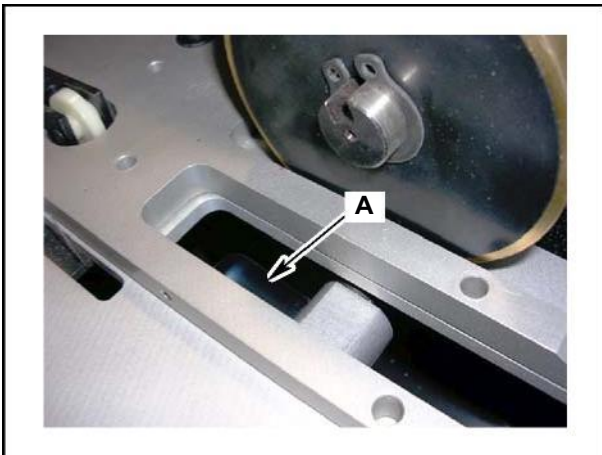


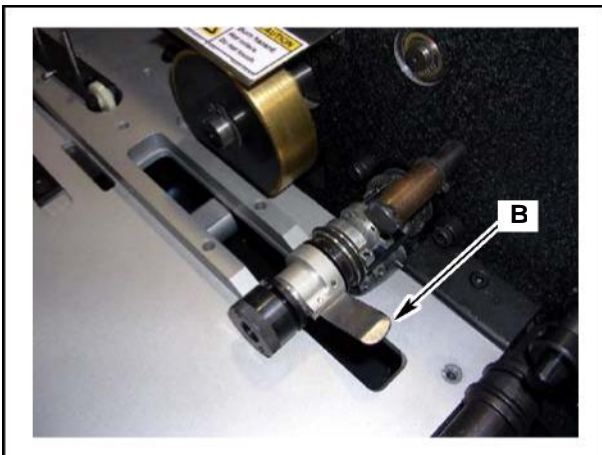
Fig. 3-30. Remove the Cut Off Package Guard

- Step: 6.** Remove the Cut Off Package guard.



**Fig. 3-31. Spacer Finger Should Be Horizontal and Pointed Toward Front of Machine**

**Fig. 3-32. Rotate the Cut Off Guide Finger**



**Above Table**



**Fig. 3-33. Remove Table Screw**

**Step: 7.** With your hand, push the spacer finger (A) so that it is in a horizontal position (parallel to the table) and pointing toward the front of the machine.

**NOTE!** *There is a “flat” on the hub which provides the clearance needed to lift off table.*

**Step: 8.** Make sure that the cut-off guide finger (B) is NOT down between the slot in the table (this is the curved finger).

**It must be above the slot.**

If it is down in the slot, it will hook the table and could damage the table by making a burr or hurt the finger by being bumped.

**Step: 9.** Remove the table mounting screw.

### 3 Operation



Fig. 3-34. Lift Table Off Locating Pins

**Step: 10.** Lift the outside of the table until it is off the two locating pins and slide the table slightly away from the machine by pulling it towards you.

**NOTE!** *Do Not Pull Table Free of Machine. The Trip Switch is still connected.*

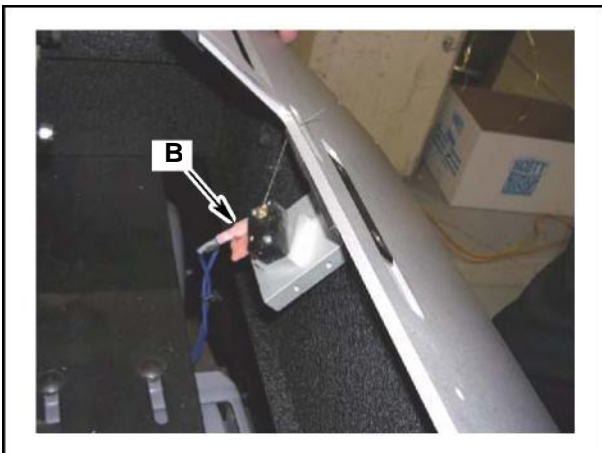


Fig. 3-35. Disconnect the Trip Switch

**Step: 11.** Disconnect the wires to the trip switch (B) which is located inside the table.

**Step: 12.** Put table in safe place.  
(See "Caution" paragraph above).

**Step: 13.** Clean machine as necessary.

**Step: 14.** Reinstall table in reverse order of disassembly.



**Fig. 3-36. Adjusting Auto Brake on Reel Holder**

### **3.3.9 Adjusting Automatic Brake On Reel Holder**

It may never be necessary to adjust this part. The reel holder in the back of the machine has an automatic braking device which is operated by the tension arm. As the operator begins to feed paper, the machine pulls the polyester tape from the back of the machine and causes the arm to rise. This releases the brake and allows the reel of tape to turn freely. When the operator stops feeding paper, the reel will continue to turn until the arm drops far enough for the brake to operate and stop the reel. There is a roll pin in the back plate of the machine which prevents the arm from being rotated beyond a certain point. However, in normal operation, the arm should never come in contact with this pin and should stop approximately 1/2" from the pin. This may be adjusted by rotating the nut in the center of the reel holder.



**Fig. 3-37. Brake & Clutch Potentiometers**

### **3.3.10 Adjustment Of Brake & Clutch Potentiometers**

The two potentiometers located on the side of machine's operators controls, are controls for the electric brake and clutch. The purpose of these controllers is to change the aggressiveness of the brake & clutch, making for more gentle stops & starts.

For normal operation, set potentiometer to lowest possible setting (usually 5 or higher) so that the action of the brake and clutch allows smooth, consistent stopping and starting.

**NOTE! THIS IS NOT NORMAL RUNNING ADJUSTMENT AND CAN PRETTY MUCH BE LEFT ALONE ONCE SET.**



### 3 Operation

#### 3.3.11 Changing From Heavy Stocks To Light Weight Paper Stocks

Before shipping from the factory, all machines are tested by reinforcing 20# bond paper at full speed.

**Note!** *The machine will not reinforce lighter than 20# bond paper.*

Because lighter weight papers are more difficult to reinforce and cut accurately, it might be necessary to slow down the machine at times. The ability of the “cut-off guide finger” to accurately gauge the cutting is affected by the rigidity of the paper. Since some papers of the same weight vary in rigidity, it is not possible to predict the exact operating speed.



Fig. 3-38. Loosen Drive Motor Mounting Bolts

If it is ever necessary to slow down the machine, the following is done:

**Step: 1.** Loosen the drive motor mounting screws and slide it toward the rear of the machine (discharge end) so that the pulley can be adjusted.



Fig. 3-39. Loosen Set Screw in Pulley Hub

**Step: 2.** Loosen the set screw in the hub of the outer flange of the pulley.



Fig. 3-40. Rotate Pulley Hub 1/2 to 1-1/2 Turns

**Step: 3.** Turn the outer hub of the pulley counter-clockwise 1/2 to 1-1/2 turns.

**CAUTION!** *The inner hub has “flats” for the set screw to be tightened against. It is important that care be taken to align one of these flats with the set screw so that the threads on the inner hub will not be damaged.*

**Step: 4.** Slide the motor forward (toward the feed end) until the belt is reasonably tight.

**NOTE!** **DO NOT MAKE THE BELT TOO TIGHT. IT WILL CAUSE THE DRIVE CLUTCH TO BIND. SHOULD THIS OCCUR, THE CLUTCH MAY FAIL TO ENGAGE RAPIDLY.**

**Step: 5.** Retighten the motor mounting bolts and the machine will be ready to run.

**Step: 6.** Turn the machine on and run several sheets.

**Step: 7.** Note the position of the cut and adjust the cut-off accordingly.

**Step: 8.** If the above setting does not give the proper cut, see Section 3.3.5 Adjusting the Cut-Off Guide Finger.

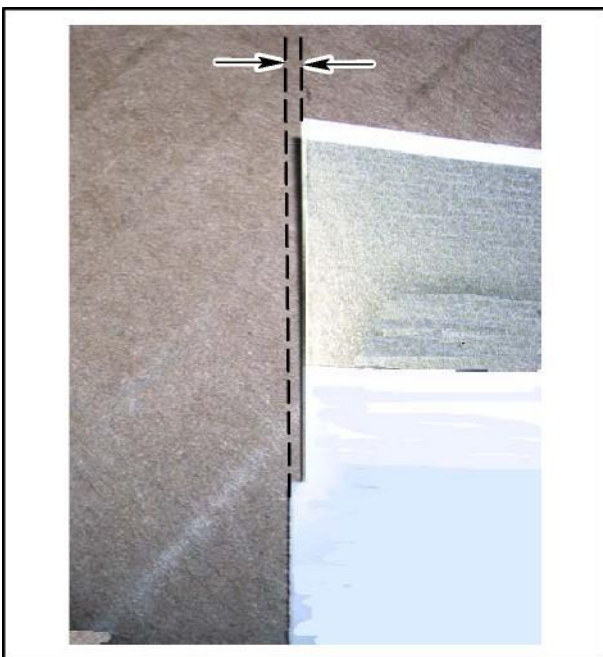


Fig. 3-41. Check Paper Edge Cut Off - Adjust if Necessary

## 3 Operation



Fig. 3-42. Feed One Sheet at a Time

### 3.3.12 Tips For Feeding Lightweight Stocks

Because of the lack of rigidity in light-weight stocks, more care must be taken in feeding paper.

**Step: 1.** Check the corners of the sheets to make certain they are not damaged or bent.

**NOTE!** *Sheets with bent corners tend to jam machine.*

**Step: 2.** The machine should be fed with particular care. When feeding lightweight stocks, care should be taken to keep the sheet against the left-hand side guide so the sheets get started into the machine straight. A SHEET FED CROOKED WILL TEND TO HAVE ITS CORNER DAMAGED WHEN THE TAPE PULLS IT AGAINST THE LEFT-HAND SIDE GUIDE, and a bend will jam the machine.

**NOTE!** *Do not feed too fast. It is important that while feeding sheets, the clutch light turns off between each sheet. This should be done for heavy sheets also, but the problems are magnified on light stocks.*

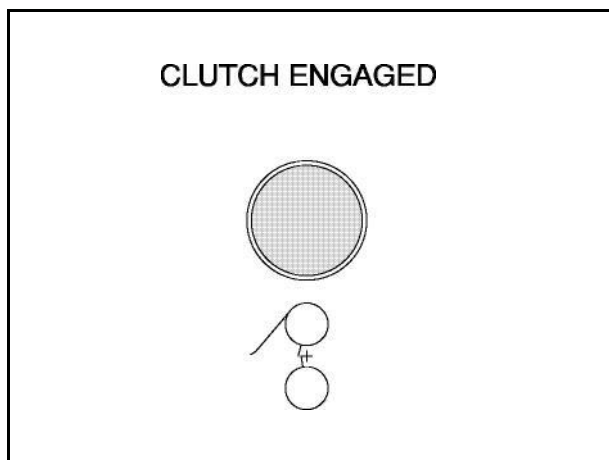
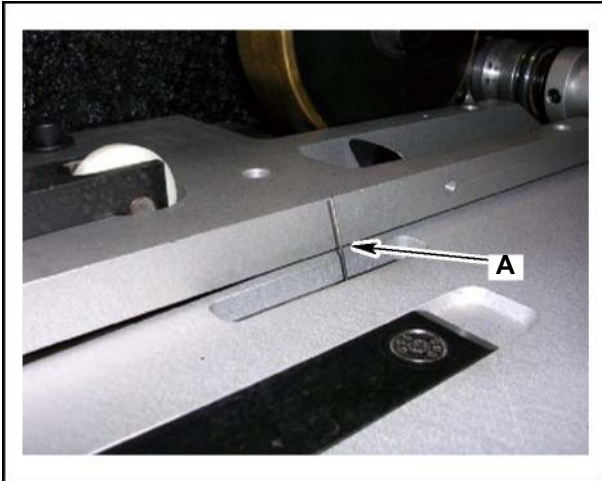


Fig. 3-43. Clutch Light Should Turn Off Between Sheets





**Fig. 3-44. Trip Switch Lever**

### 3.3.13 Adjustment of the Trip Switch

The trip switch (A) is located next to the ball holder.

Symptoms indicating that trip switch is broken or needs adjustment:

**LEVER STAYS DOWN** - If broken and the switch lever stays down, the machine will not stop each time a sheet goes through. Machine runs continuously.

**SHEETS STOP TOO QUICKLY** - The switch needs adjustment. When this happens, the sheets will overlap at times and jam machine. This is caused by the last sheet stopping before the switch lever can come up, overlapping the next fed sheet.

**FIRST SHEET STOPS TOO LATE** - The switch needs adjustment. When this happens, there will be "tails" of tape extending from sheet. This is a result of the second sheet not catching up with the first sheet before it gets under the applying roller.



**Fig. 3-45. Loosen Mounting Screws**

**Step: 1.** Loosen screws in the switch mounting plate.

**Step: 2.** Move the mounting plate (which raises the switch lever height) so that the switch lever is extended approximately 1/4"-1/2" above the sheet. The switch lever should not be any higher than the "11:00" position.

**Step: 3.** Tighten the screws in the switch mounting plate.

### 3.4 Using Self-Adhesive Tape

#### 3.4.1 Recommended Uses For Pressure Sensitive Tape

On some types of reinforcing jobs, it is better to use pressure sensitive polyester tape instead of heat seal polyester tape. Pressure Sensitive Polyester Tape is recommended since it is available in large 5000' reels which allows over an hour of uninterrupted production. This tape will reinforce sheets at maximum speed on your machine. To use this tape requires practically no set-up since all you do is press the reel on the self-adhesive drum assembly.

#### 3.4.2 When to use Pressure Sensitive Polyester Tape instead of Heat Seal Polyester Tape

##### UNUSUAL PAPER STOCKS OR OVERALL PRINTED STOCKS

On jobs where it is necessary to reinforce over printed paper, especially overall solid colors, PST will usually produce a superior quality reinforced sheet since it will not change the color of the printing. On some coated stocks, PST will produce a better job.

PST is immediately available from stock in 3/4" and 9/16" wide reels. Reels are 5,000' & 6,000' long.

Your machine will apply any type of pressure-sensitive tape at the same speed it applies heat-seal polyester tape. However, when the machine is used with Pressure-Sensitive Tape or Adhesive Transfer Tape, the reel is put on the front of the machine instead of the back. In order to use self-adhesive tape, it is necessary that you attach the "SELF-ADHESIVE TAPE DRUM ASSEMBLY"

**Note!** *Do not use heat when applying Self Adhesive or Pressure Sensitive Tapes (PST).*



Fig. 3-46. Remove Bar Mounting Screw

#### 3.4.3 Installing Self-Adhesive Drum Assembly

The Self-Adhesive Drum Assembly has two bars. One bar holds the drum assembly (this is the drum on which the reel of tape is installed). The other bar holds the tape guide which consists of two collars used to guide the tape as it goes into the applying roller.

**Step: 1.** Remove the Self Adhesive Drum mounting screw.



**Fig. 3-47. Self Adhesive Tape Arm Angles**



**Fig. 3-48. Install Self Adhesive Tape as Shown**

**Step: 2.** Mount the assembly with the drum bar on the outside and the guide bar next to the machine.

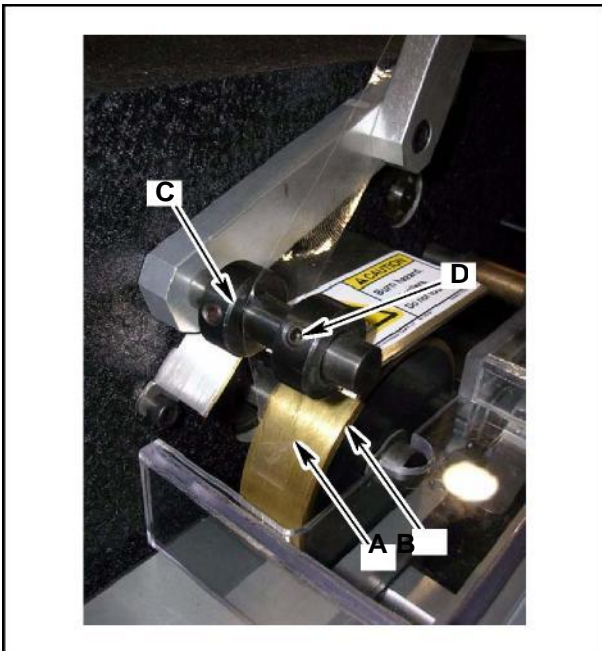
**Step: 3.** Before tightening the screw, angle the drum bar as shown in Fig. 3-47..

**Step: 4.** Mount the roll of tape.

**Step: 5.** Position the tape guide bar holding the collars so that the tape comes off about 4" from the applying roller. The tape guide will insure that the tape is put on the paper properly.

**Step: 6.** The amount of "drag" can be adjusted by changing the pressure on the spring on the drum. To do this loosen or tighten the nuts.

### 3 Operation



**Fig. 3-49. Attach Tape End to Heat Roller (Heat Should be Off)**

**Step: 7.** The tape (A) should be coming off of bottom of the roll so that the adhesive side is facing out.

**Step: 8.** Loop the tape over roller and stick the end of the tape to the Heat Roller (B).  
NOTE: The Heat must be off.

**Step: 9.** Run 2-3 sheets of stock and discard them so that the finger prints are not showing through the tape on the processed sheets.

**Step: 10.** Loosen the set screws in the collars (C & D) to adjust the location on the paper where the tape is being applied.

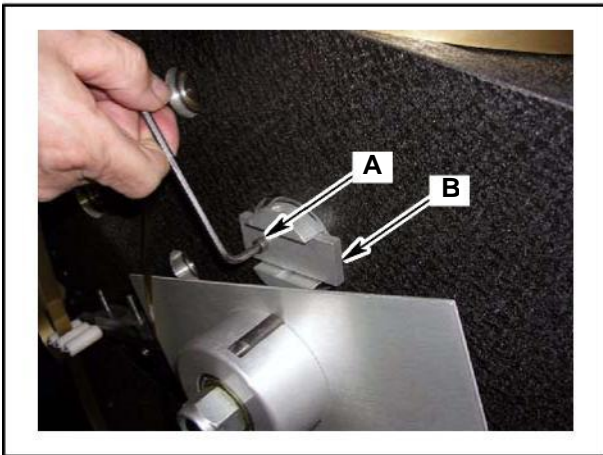


**Fig. 3-50. Example of Bad Tracking**

### **3.4.4 Adjustment For “Tracking”**

An adjustment must be made when the polyester tape does not run parallel to the edge of the sheet. It is sometimes necessary to make a “tracking” adjustment when you change the weight of the paper stocks. Bad “tracking” is caused by the machine failing to drive the sheet in a straight line as it goes through the machine. The “tracking” of the tape is determined by the large roller which applies the strip of plastic to the paper. Therefore, any change in the angle of this roller will change the direction of travel of the sheet. The large roller is mounted on a 3/4-inch diameter shaft which is held by ball bearings in the front and rear gear housing plates. If you look at the back of the gear housing (near the plastic reel holder) you will see that the rear bearing is mounted in a separate round holder. This holder has an eccentrically bored pocket for the bearing so when is rotated slightly it will change the angle of the shaft and the large strip applying roller. The round holder is held in place and prevented from rotating by a clamp bar which is locked by the socket head screw in the clamp bar.

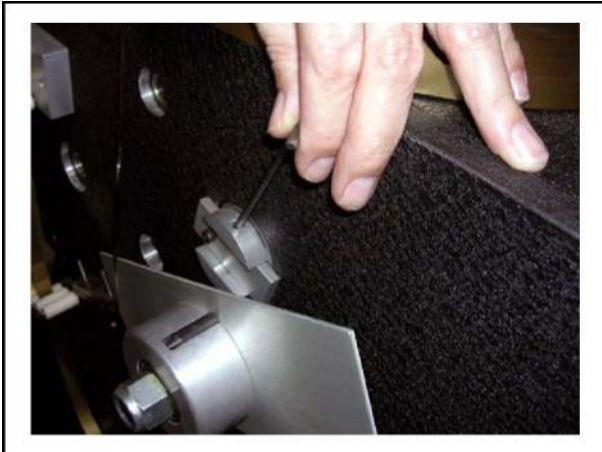
**Step: 1.** Loosen the socket head screw (A) which holds the clamp bar (B) in place.



**Fig. 3-51. Loosen the Socket Head Screw Holding the Clamp Bar in Place**



### 3 Operation



**Fig. 3-52. Insert Allen Wrench in the Hole on the Eccentric Holder**

**Step: 2.** Insert the Allen wrench into the hole in the top of the eccentric holder. This will act as a lever to rotate the holder.



**Fig. 3-53. Feed a Few Sheets**

**Step: 3.** Turn the machine on and feed a few sheets. Watch the inside edge of the sheets near the strip applying roller as they pass through the machine. (REMOVE POLYESTER FILM BEFORE DOING THIS).



**Fig. 3-54. Rotate the Holder Slightly to Adjust the Pitch of the Heat Roller**

**Step: 4.** Rotate the holder slightly with the lever rod as you feed sheets. You will notice the sheets slightly change in how they "track".



**Fig. 3-55. Adjust Until Tracking is Even Across Top of Paper Edge**

**Step: 5.** Tighten the socket head screw which holds the clamp bar.

**Step: 6.** Rotate the holder back and forth until the tape is evenly applied to the top of the sheet.

**Step: 7.** Thread polyester tape in machine and operate machine.

### **3.4.5 Machine Cleaning**

Use compressed air to blow dust and paper of machine surfaces.

Use a light weight solvent such as brake cleaner and a cloth to clean the heat roller.

**CAUTION!**

**DO NOT USE ANY METAL OBJECTS TO REMOVE ADHESIVE BUILDUP ON THE HEAT ROLLER.**









# 4 MAINTENANCE



**4.1 Spare Parts**

The following are perishable parts. To avoid down-time Scott Office Systems recommend that you keep them in stock in the quantities shown:

Part Number	Part Description	Quantity Per Package
HW-74090	O-Ring	6
R-0111-A	Upper & Lower Cutting Knives	2
R-9707-SA	Trip Switch Assembly	1
HW-74060	Pull Out O-Ring	4
HW-99010	Feed Belts	1
HW-96080	Relay Plug-In	1



## 4 Maintenance

### 4.1.1 Machine Lubrication

**Note!** *The ball bearings used in the machine are factory lubricated and require no lubrication.*

The following lubrication is required by the operator

Location	Lubricant	Frequency
Gears (Back of Cutting Package) <i>Note: Do Not Use Grease</i>	Mobil DTE 24 Pneumatic Oil or Equivalent	40 Hours
Chains & Gears in Box	Lubriplate	Every 200 Hrs
<b>Operators' Lubrication Tasks - Quick Reference Chart</b>		



Fig. 4-1. Oil Cutting Package Gears

- Oil in back of the gears located on back side of cutting package after every 40 hours of use. Use the same oil as used to oil the main drive clutch. DO NOT USE GREASE.

**Note!** *If it is ever necessary to clean the gears, clean with something soft such as a toothbrush. DO NOT SCRAPE OR TRY TO CLEAN WITH ANYTHING HARD SUCH AS A SCREWDRIVER OR FILE. This will burr the gears and cause erratic cutting.*





- It is also a good idea to apply a small amount of light oil to the chains and gears located inside of the drive box. This should be done after every 40 hours of use.

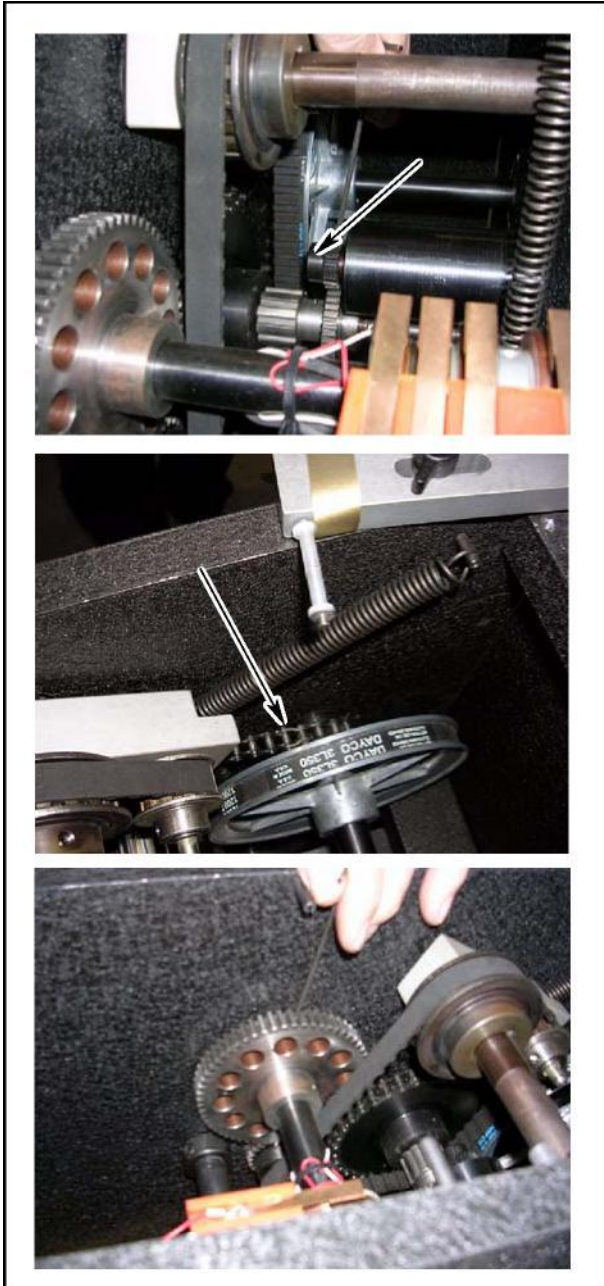
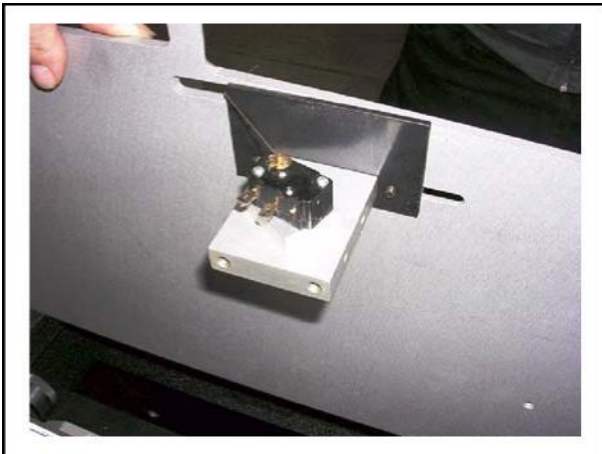


Fig. 4-2. Lubricate Chains and Gears with Light Oil

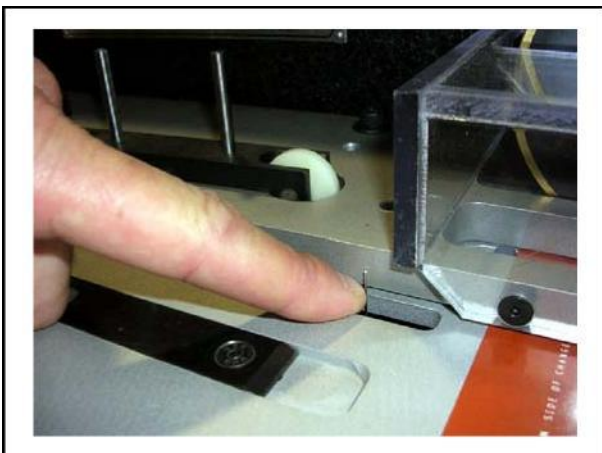
## 4 Maintenance



**Fig. 4-3. Remove Table Top**



**Fig. 4-4. Replace Switch**



**Fig. 4-5. Depress Switch Lever to Reset**

### 4.1.2 Installing New Trip Switch

**Step: 1.** Remove table top from machine.

**Step: 2.** Remove the guard.

**Step: 3.** Disconnect the switch wires.

**Step: 4.** Remove the two mounting screws.

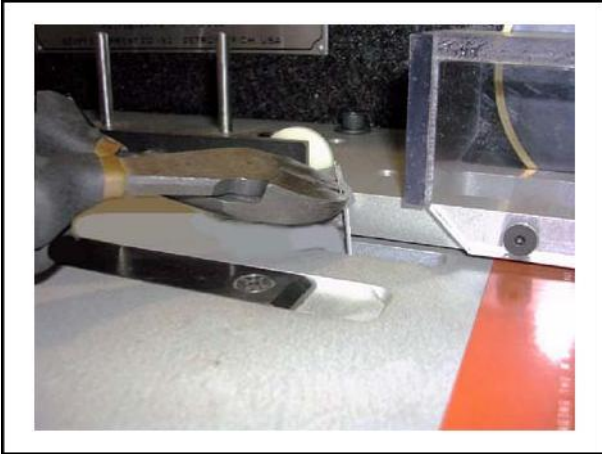
**Step: 5.** Remove bad switch and replace with new one.

**Step: 6.** Replace the table

The switch is mounted on a small metal block with two screws. This block is mounted on a larger block by a socket head screw. By loosening the socket head screw, you can adjust the position where the switch “trips”.

**Step: 7.** Depress the switch lever until you hear the switch “click”, then allow the lever to come up until you hear it reset. At this reset point, the lever should have about 1/16 of an inch to go before it touches the back of the plate under the table.

**Step: 8.** Adjust the switch until you get it in this position.



**Fig. 4-6. Clip Switch Lever 1/2" Above Table Top**

**Step: 9.** Now depress the switch lever until you hear the switch "click".

**Step: 10.** Clip the switch lever off with cutters so that the lever is approximately 1/2" above the table top.

**Step: 11.** It is necessary to bend the switch lever.

**Step: 12.** Replace the guard.

## 4 Maintenance

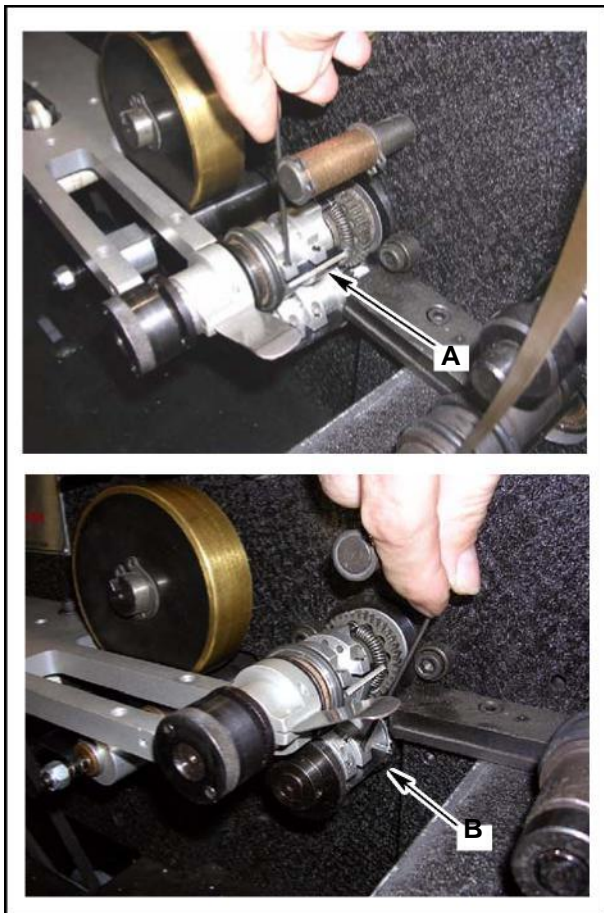


Fig. 4-7. Replacing Cut Off Knives

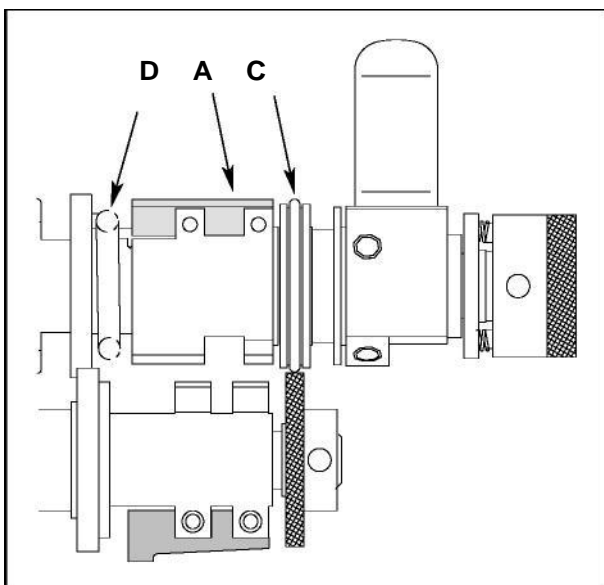


Fig. 4-8. Make Sure That Upper Blade Does Not Touch Ring or Springs

### 4.1.3 Replacing Cut-Off Knives

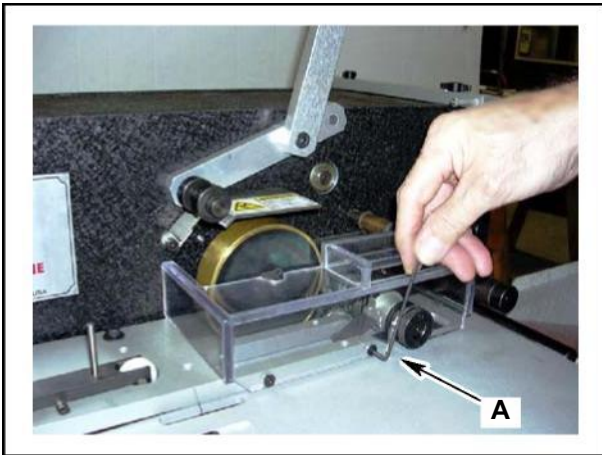
The cut-off knives are removed by loosening the two set screws in the upper (A) and lower knife (B) holders. You will notice that in the upper knife holder there is a small piece of sheet metal which is called the “knife shim”. Anytime you need to replace the knives, put in a new “knife shim”. It is held in position by the upper knife blade.

## CAUTION!

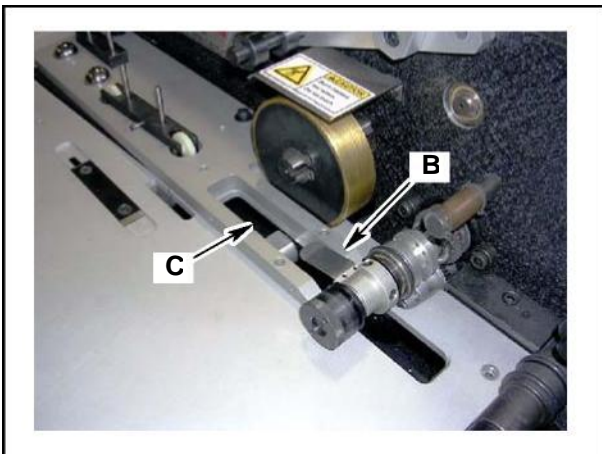
*Care should be taken when replacing the upper cut- off knife (A) to make certain that the knife is not in contact with the ring (C) which holds the upper drive ring or with the extension springs (D) on the other end of the knife.*

**IMPORTANT:** After the new knives have been inserted and tightened, turn the machine over by hand several times to make sure the knives are meshing properly.





**Fig. 4-9. Remove the Heat Roller Guard**



**Fig. 4-10. Rotate the Cut Off Guide Fingers Clear of the Table**



**Fig. 4-11. Insert a Sheet of Stock to Depress Trip Switch**

#### **4.1.4 Removing & Installing the Upper and Lower Cut-Off Knife Assembly**

**Note !** *If the cut-off package constantly presents a problem of cutting into the sheets on one side of the sheet and then the other, it will be necessary to send to Scott for service.*

To repair or to return to Cut Off Assemblies to factory for repair.

**Step: 1.** Remove the Heat Roller Guard (A).

**Step: 2.** Rotate the Cut Off Guide fingers clear of the table. The upper guide (B) should be rotated so that it is above the table. The lower guide finger (C) should be rotated so that it is below the table

**Step: 3.** Insert a sheet of stock to depress the trip switch.

## 4 Maintenance

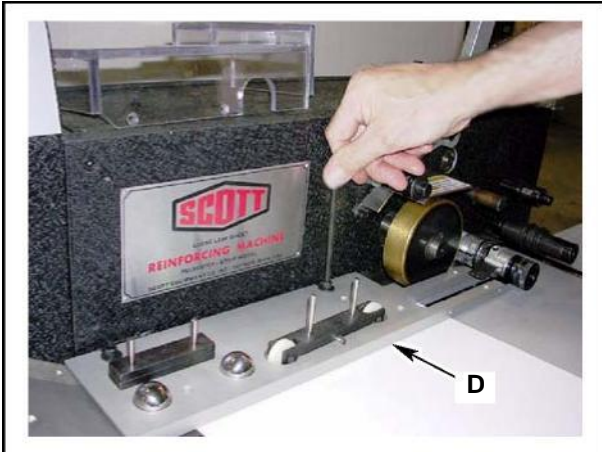


Fig. 4-12. Remove the Ball Holder & Feed Table



Fig. 4-13. Remove Lower Cut Off

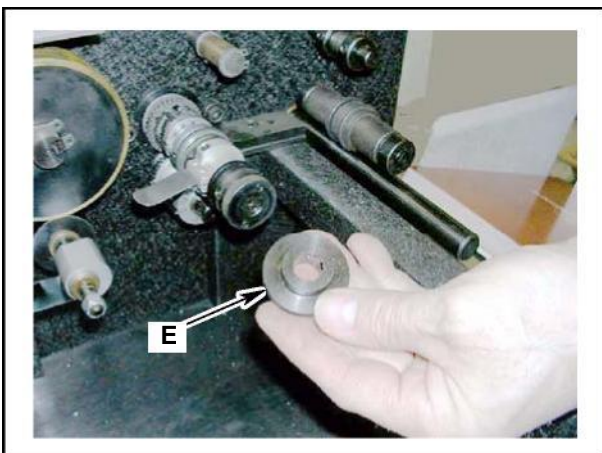


Fig. 4-14. Remove the Knurled Drive Roller

**Step: 4.** Remove the ball holder plate (D).

**Step: 5.** Remove the table.

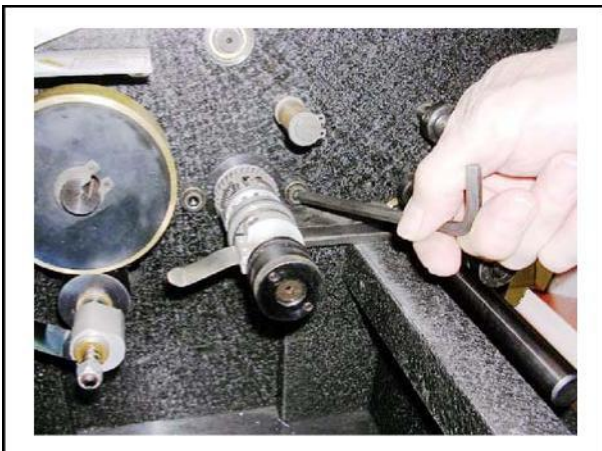
**Step: 6.** Removing the set screw which holds the knurled drive roller (E) in place.

**Step: 7.** Remove the knurled drive roller (E) which retains the bottom cut-off assembly by removing the set screw.



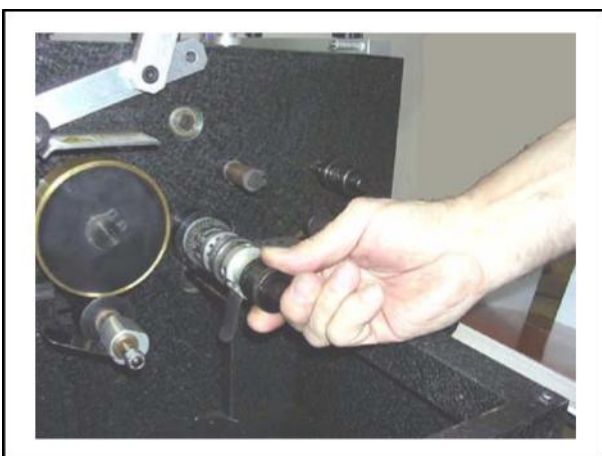
**Fig. 4-15. Slide Lower Cut Off From Shaft**

**Step: 8.** Slide the lower cut-off assembly from its shaft.



**Fig. 4-16. Remove Upper Cut Off Mounting Screws and Clamps**

**Step: 9.** Remove the two socket head screws and round clamps which hold the upper cut-off assembly in the front plate of the gear box housing.



**Fig. 4-17. Remove Upper Cut Off**

**Step: 10.** Pull the assembly toward front of machine to remove. It may be necessary to rotate or wiggle it to remove.

## 4 Maintenance

---

### 4.1.5 Packaging Instructions For Returning Assemblies to Factory for Repairs

These assemblies can be easily damaged if they are not packed properly. The two units should be wrapped separately and packed tightly into a carton. This carton should be placed in a larger carton with plenty of padding all around making sure it is tightly packed so that it will not be damaged during shipping.

**Note!** *ALWAYS RETURN BOTH THE UPPER & LOWER ASSEMBLIES SO THEY CAN BE CHECKED TOGETHER.*



**Fig. 4-18. Remove Cross Over Bar**



**Fig. 4-19. Remove the Top Cover**

### 4.1.6 Instructions for Installing the Two Cut-off Assemblies

**Step: 1.** Remove the cross over bar.

**Step: 2.** Remove the top cover.





**Fig. 4-20. Rotate the Housing So That Blade Can Move Freely Between 6-9:00 Position**

**Note !** *Rotate the black housing to get the blade in the 6:00-9:00 position.*

**Step: 3.** Reinstall the upper cut off package so that the knife can freely move between the 6:00 -9:00 positions.



**Fig. 4-21. Reinstall Upper Cut Off**

**Step: 4.** Slide the upper cut-off assembly through the front wall of the gear box housing. Make certain that the assembly is inserted square to the wall. It may be necessary to rotate the assembly slightly so that it will slide in easily. It will also be necessary to rotate the shaft slightly so the gears will mesh.



**Fig. 4-22. Reinstall Clamps and Screws**

**Step: 5.** Replace the clamps and screws which hold the upper assembly in place. Leave the screws loose until the assembly has been adjusted radially (this is done after the lower assembly is also installed).

**Note !** *See instructions for "radial adjustment of the upper cut- off assembly."*

## 4 Maintenance



**Fig. 4-23. Install Lower Cut Off - Blades Ready to Cut**



**Fig. 4-24. Rotate Housing So Blades Start to Separate**



**Fig. 4-25. Test Blade Positions By Cutting Tape**

**Step: 6.** Slip the bottom cut-off assembly on its shaft. It is necessary to get this assembly in the correct position so that the cut-off knives will mesh properly.

**Step: 7.** This can be done by rotating the upper assembly until the knife in the upper assembly is at the point where it would normally start to cut. Then slide the lower assembly into place with the knives in contact with each other (the lower knife will be behind the upper knife).

**Step: 8.** Rotate the housing clockwise so that the blades start to separate.

**Step: 9.** Tighten the mounting screws and clamps on the upper cutter.

**Step: 10.** Test blade installation by holding tape between cutting blades and rotating the upper cutter. The tape should be cut cleanly.



Fig. 4-26. Rotate the Lower Cutter into 2:00 Position



Fig. 4-27. Reinstall Knurled Drive Roller

**Step: 11.** Before reassembling the knurled drive roller, rotate the lower cutting shaft so that the flat is in the 2:00 position.

**Step: 12.** Replace the knurled drive roller and set screw.

**Note !** *It is very important to leave a slight space between the knurled roller and the lower, cut- off assembly (approx. 1/64").*

*If this is not done, the assembly will tend to bind at certain points and cause an erratic cut.*



# 5 PARTS



### SCOTT OFFICE SYSTEMS PARTS ORDERING INFORMATION

1. When corresponding or ordering parts from **Scott Office Systems** include complete Business Name, Street Address, City, State, Country, Zip Code and Machine Serial Number.
2. Order by part number and description as shown in the manual.
3. Specify how shipments are to be made - Freight, Parcel Post, or Express. If routing is not specified, we will use our own judgement and not be responsible for the additional costs or delays.
4. Always confirm fax or phone orders by clearly marking "Confirmation".

5. Address all correspondence to:

**Scott Office Systems**  
32131 Industrial Road  
Livonia, MI 48150

• **Phone:** (313) 361-0134 - Ask for Parts Service - or 1 (800) FILM NOW (Toll Free U.S. & Canada Only)  
(345-6669)

• **Telefax:** (734) 261-0500

• **E-Mail:**

[Sales@scottofficesystems.com](mailto:Sales@scottofficesystems.com) •

**Website:** [www.scottofficesystems.com](http://www.scottofficesystems.com)

• **European Market Contact:**

PETER MOURTON

DIRECTOR - EUROPEAN SALES

PHONE +44 (0) 1371 877720

FAX +44 (0) 1371 877721

[E-MAIL: pjmourton@scottofficesystems.com](mailto:pjmourton@scottofficesystems.com)



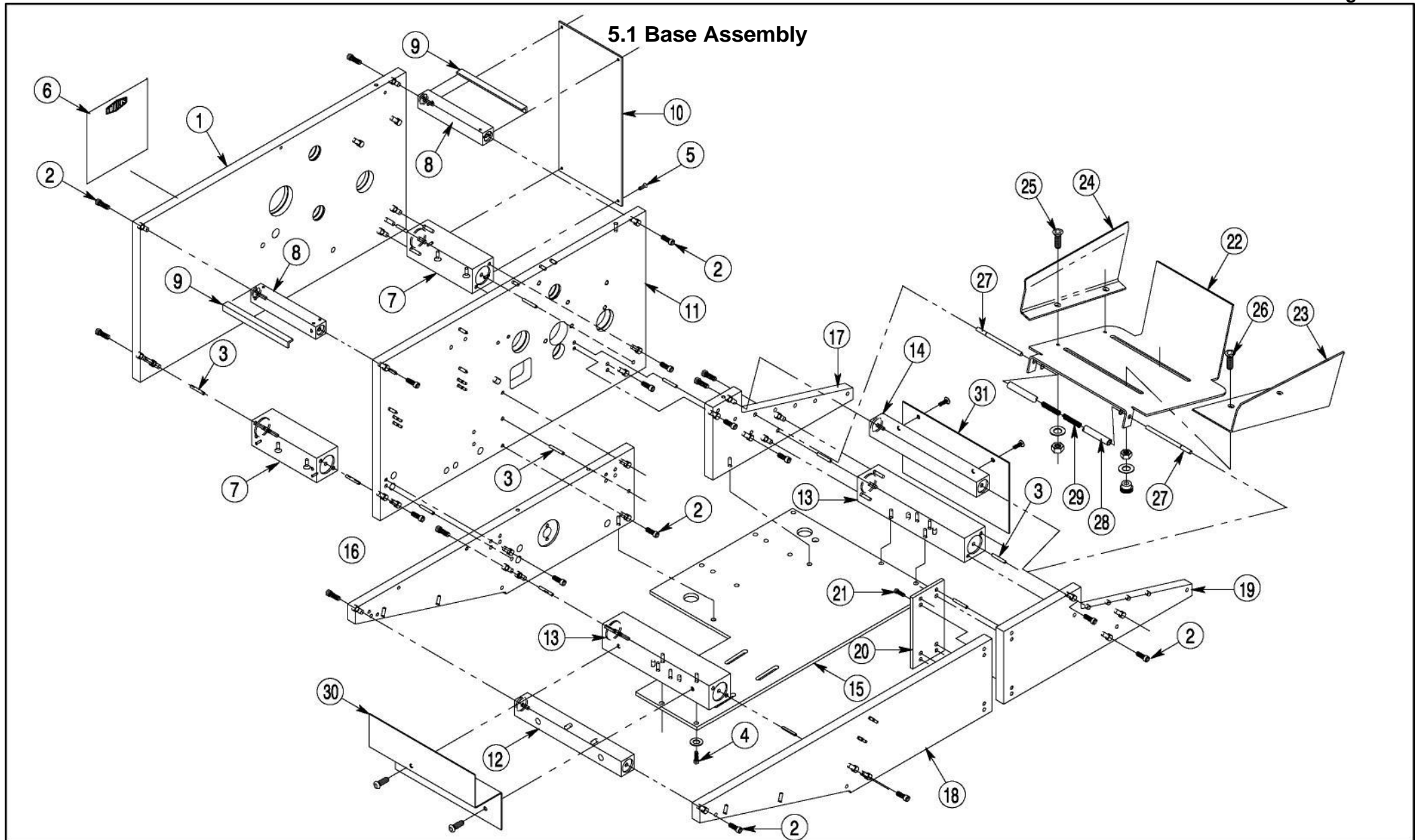


### PARTS RETURN

To enable us to handle credit efficiently and promptly, and to save our Customers unnecessary expense and delay, the following procedures have been established.

1. Customers are requested not to return parts of any kind without first communicating by letter or telephone with the Parts Service Department. We will advise what procedures to follow to expedite the issue of credit and the applicable restocking charge. A Return Material Code Number indicating the authorization to return parts will be issued. NOTE: Proof of purchase must be established before credit can be approved.
2. All shipments returned MUST contain a copy of the Invoice Number or Packing List that parts were received on and the reason for return noted. Shipments may be refused if the above procedure is not followed.
3. No parts are to be returned without a Return Authorization Number issued by Parts Service.
4. Requests for credit of returned parts must contain Invoice Number and Date of Purchase.
5. Parts are to be returned "Prepaid".
6. Parts shipped out over one (1) year cannot be accepted. Any parts for which an invoice (proof of purchase) cannot be found, will not be accepted.
7. Return all Parts to: **SCOTT OFFICE SYSTEMS**  
32131 Industrial Road  
Livonia, MI 48150
8. Restocking charge is \$25.00 or 10% whichever is greater.
9. Warranty Part Shipments - Shipment of parts under warranty will be handled by U.P.S. Ground. Customer will incur all shipping expenses by other than U.P.S. Ground.





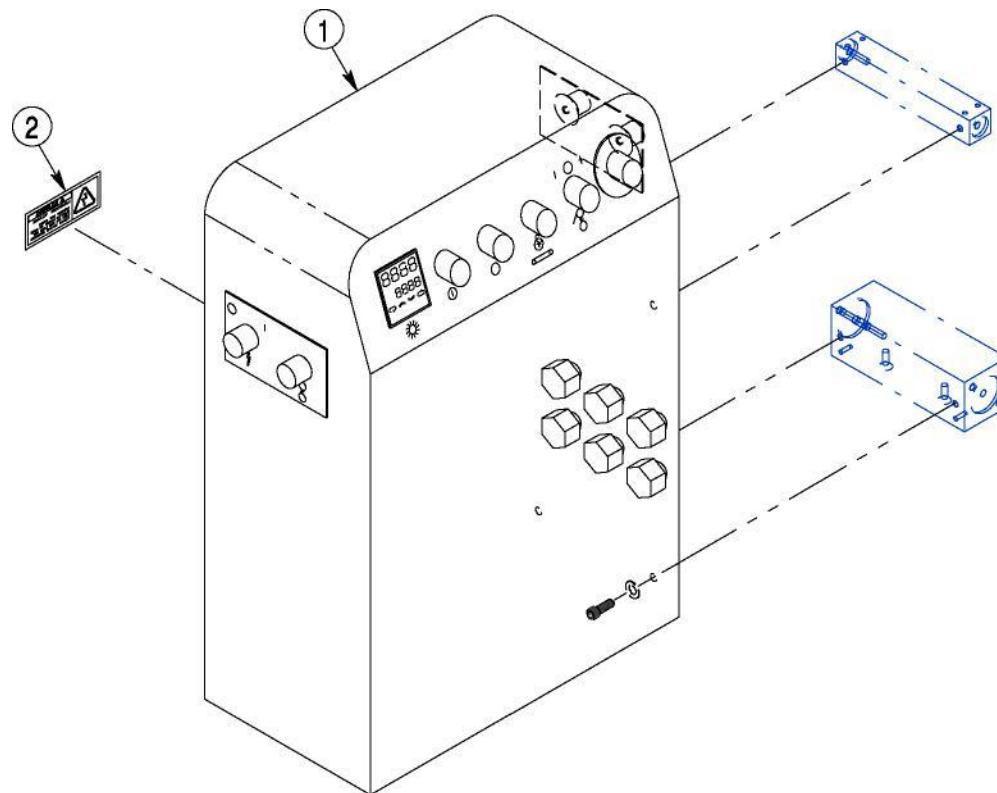


## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	R-0021	PLATE, OUTSIDE GEAR HOUSING	1
2	HW-51230	SCREW, SOC. HD	25
3	HW-57190	PIN, SPRING	8
4	HW-51210	SCREW, SOC. HD,	6
	HW-49040	WASHER, FLAT,	6
5	HW-54080	SCREW, FLAT HD,	4
6	R-0709	MACHINE MAIN PLATE	1
7	R-0024	SPACER, LOWER GEAR HOUSING	2
8	R-0041	POST, GEAR HOUSING	2
9	R-0040	ANGLE TRIM	2
10	R-0228	COVER, REAR GEAR HOUSING	1
11	R-0030	PLATE, INSIDE GEAR HOUSING	1
12	R-0043	POST, MAIN FRAME UPPER	1
13	R-0028	SPACER, MAIN FRAME	2
14	R-0036	POST, MAIN FRAME SPACER	1
15	R-0218	PLATE, MOTOR MTG.	1
16	R-0206	PLATE, FRONT INSIDE	1
17	R-0207	PLATE, REAR INSIDE	1
18	R-0208	PLATE, FRONT OUTSIDE	1
19	R-0209	PLATE, REAR OUTSIDE	1
20	R-0210	PLATE, MAIN FRAME TIE	1

ITEM #	PART #	DESCRIPTION	# REQ
21	HW-51210	SCREW, SOC. HD, 1/4-28 X 3/4"	4
	HW-57170	PIN, SPRING,	4
22	R-0058	PLATE, BACK TRAY	1
23	R-0060	PLATE, TRAY RH	1
24	R-0057	PLATE, TRAY LH	1
25	HW-54090	SCREW, FLAT HD	2
	HW-49220	WASHER, LOCK #10 (INTERNAL TOOTH)	2
	HW-60030	NUT, HEX, #10-32	2
26	HW-54090	SCREW, FLAT HD	2
	R-0059	NUT, TRAY	2
	HW-49300	WASHER, #14 BRASS	2
	HW-81012	KNOB, #10-32 TAPPED, JERGENS,	2
27	R-0061	PLUNGER, TRAY	2
	HW-61020	RING, RETAINING, TRUARC,	2
28	R-0062	TUBE, TRAY	1
29	HW-79160	SPRING, COMPRESSION,	2
30	R-0710	GUARD, LEFT END	1
	HW-53150	SCREW, BUTTON HD,	2
31	R-0701	GUARD, TRAY	1
	HW-53150	SCREW, BUTTON HD,	2



**5.2 Base Assembly**





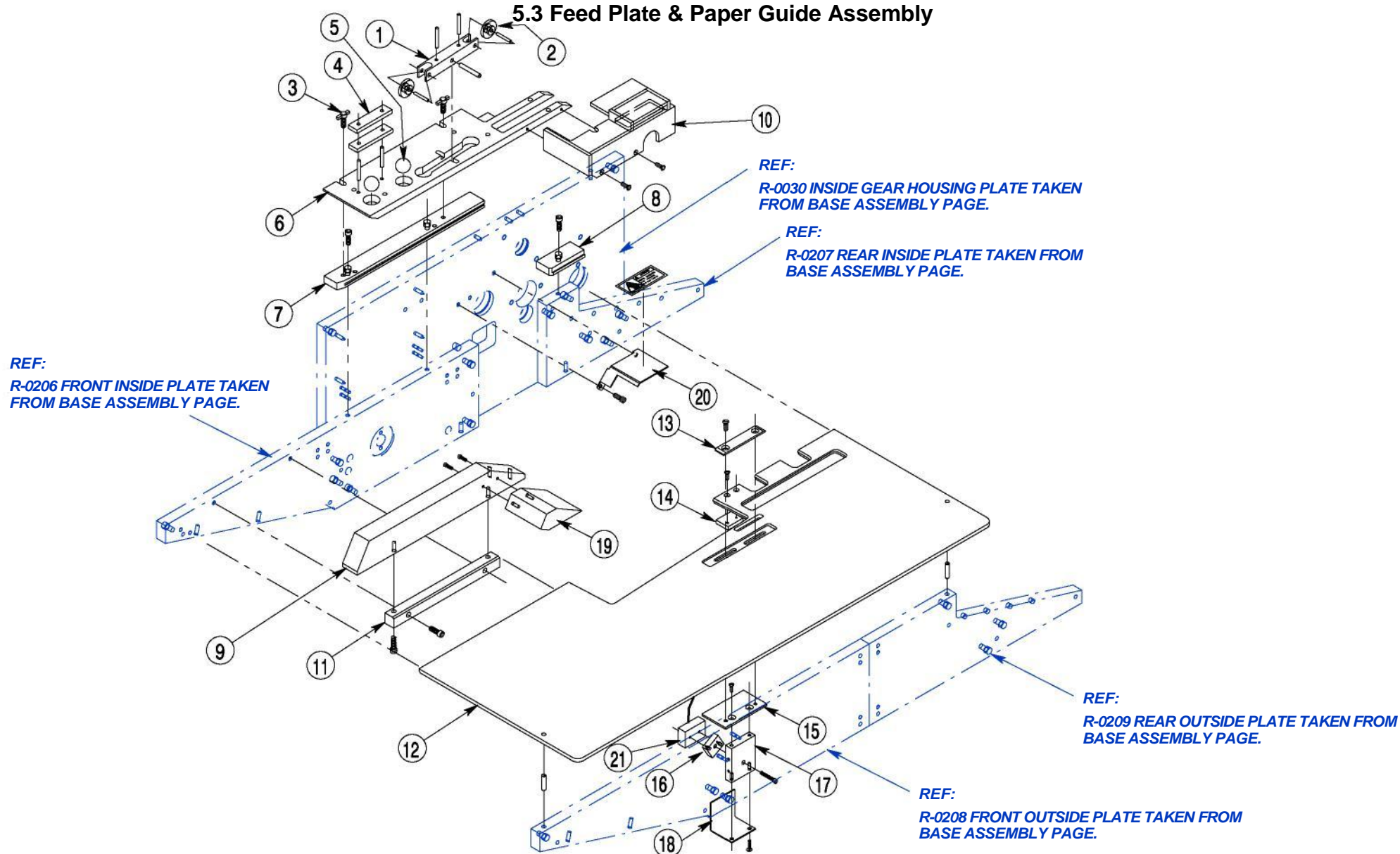


## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ	ITEM #	PART #	DESCRIPTION	# REQ
1	R-0705	ELECTRICAL CONTROL UNIT	1				
	HW-51210	SCREW, SOC. HD	4				
	HW-49040	WASHER, FLAT 1/4"	4				
2	RP-08037	LABEL, CAUTION	1				



## 5.3 Feed Plate & Paper Guide Assembly







## 5 Parts

1	PART #	DESCRIPTION	# REQ
	R-0034	BLOCK, FEED ROLLER MTG.	1
1	HW-56070	PIN, DOWEL	2
	HW-56120	PIN, DOWEL	1
	HW-56100	PIN, DOWEL	2
2	RB-0116	WHEEL, NYLON	2
	HW-56100	PIN, DOWEL	2
3	HW-51310*	SCREW, SOC. HD	2
	HW-49110*	WASHER, FLAT	2
4	HW-56070	PIN, DOWEL,	2
	R-0201	COUNTER WEIGHT	2
5	HW-84090*	BALL, STEEL	2
6	R-0039	HOLDER, BALL	1
7	R-0046	GUIDE, PAPER LONG	1
	HW-51200*	SCREW, SOC. HD	2
8	R-0047*	GUIDE, PAPER SHORT	1
	HW-51200*	SCREW, SOC. HD	1
9	R-0037	GUIDE, FEED	1
10	R-0703*	GUARD, HEAT ROLLER	1
	HW-54060*	SCREW, FLAT HD	2
11	R-0031	BAR, SIDE GUIDE MTG.	1
	HW-51230*	SCREW, SOC. HD	4

ITEM #	PART #	DESCRIPTION	# REQ
	R-0032	PLATE, FEED	1
12	HW-56080	PIN, DOWEL	2
	HW-54080	SCREW, FLAT HD	2
13	R-0180	PLATE, SWITCH MTG.	1
	HW-54080	SCREW, FLAT HD	2
14	R-0033	HOOK, TABLE	1
	HW-54030	SCREW, FLAT HD	2
15	R-0179	PLATE, SWITCH LEVER STOP	1
	HW-54080	SCREW, FLAT HD	2
16	R-0045	BLOCK, TRIP SWITCH ADJUSTING	1
17	R-0044	BLOCK, TRIP SWITCH MTG.	1
	HW-51210	SCREW, SOC. HD	1
18	R-0141	GUIDE, SWITCH	1
	HW-53070	SCREW, BUTTON HD	2
19	R-0702	GUARD, CONVEYOR PINCH	1
	HW-51250	SCREW, SOC. HD	2
20	R-0704*	COVER, HEAT ROLLER	1
	HW-51200*	SCREW, SOC. HD	2
	C-1419	LABEL, CAUTION	1
21	HW-97095	SWITCH, LIMIT	1
	HW-97135	WIRE, SWITCH	1
	HW-55230	SCREW	2



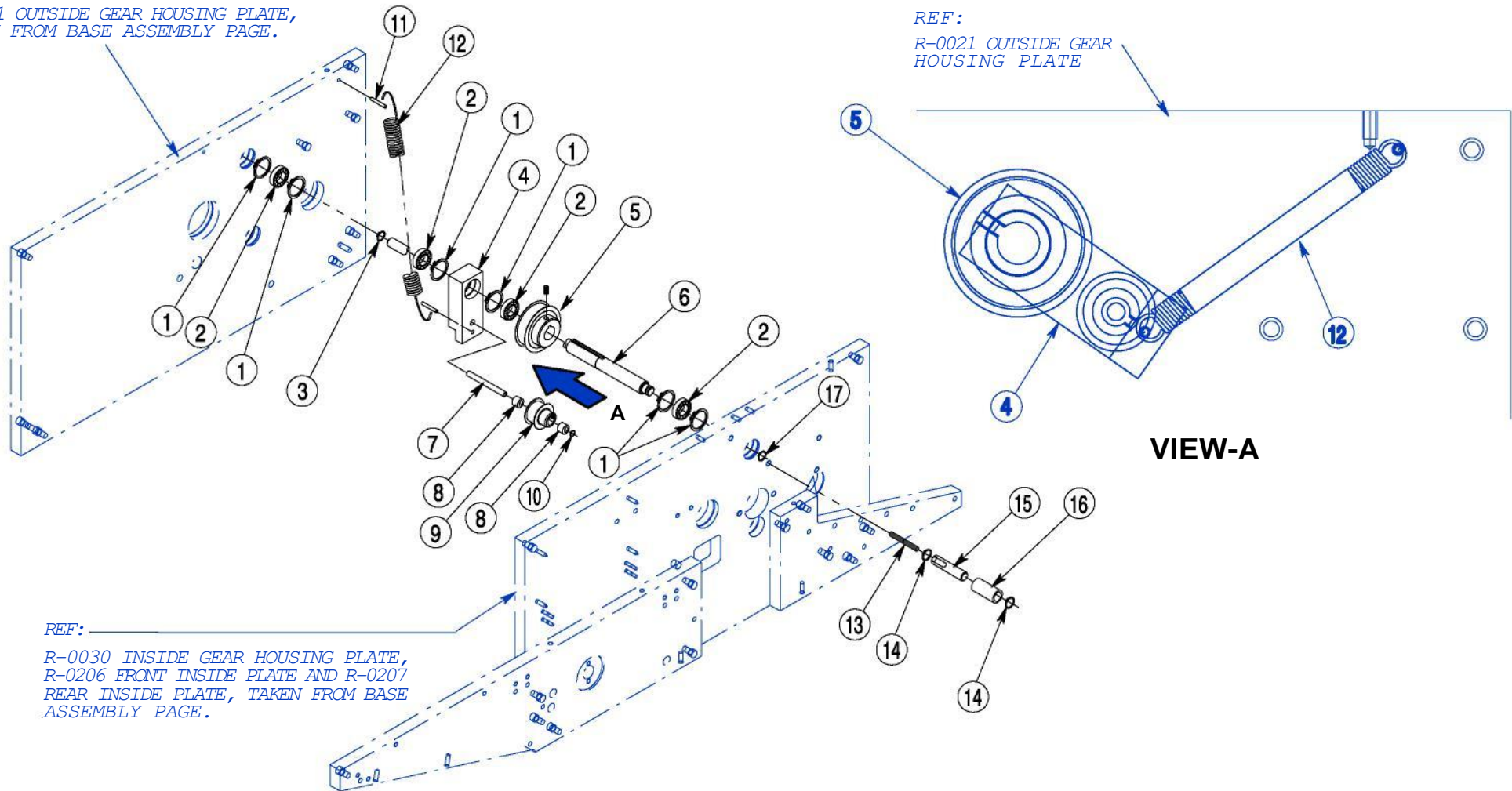
REF:

R-0021 OUTSIDE GEAR HOUSING PLATE,  
TAKEN FROM BASE ASSEMBLY PAGE.

## 5.4 Gear Belt Idler Assembly

REF:

R-0021 OUTSIDE GEAR  
HOUSING PLATE



REF:

R-0030 INSIDE GEAR HOUSING PLATE,  
R-0206 FRONT INSIDE PLATE AND R-0207  
REAR INSIDE PLATE, TAKEN FROM BASE  
ASSEMBLY PAGE.



## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	HW-62030*	RING, RETAINING, SPIROLOX,	6
2	HW-66020*	BEARING, BALL NEW DEPARTURE,	4
3	HW-61110	RING, RETAINING, TRUARC,	2
4	R-0183	ARM, BELT TAKE-UP	1
5	R-8603	PULLEY, GEARBELT	1
6	R-0178	SHAFT, GEARBELT IDLER	1
	HW-59030	KEY, SQUARE	1
7	HW-56180	PIN, DOWEL	1

ITEM #	PART #	DESCRIPTION	# REQ
8	HW-67060	BEARING, NEEDLE, TORRINGTON,	2
9	R-8602	PULLEY, GEARBELT	1
10	HW-61205	RING, GRIP RING, TRUARC	1
11	HW-57110*	PIN, SPRING, (NOTCHED)	2
12	HW-80100*	SPRING, EXTENSION,	1
13	HW-52190	SCREW, SET,	1
14	HW-61220	RING, GRIP RING, TRUARC	2
15	R-0133	SHAFT, STRIP GUIDE	1
16	HW-64090	BEARING, SLEEVE, SYMMCO	1

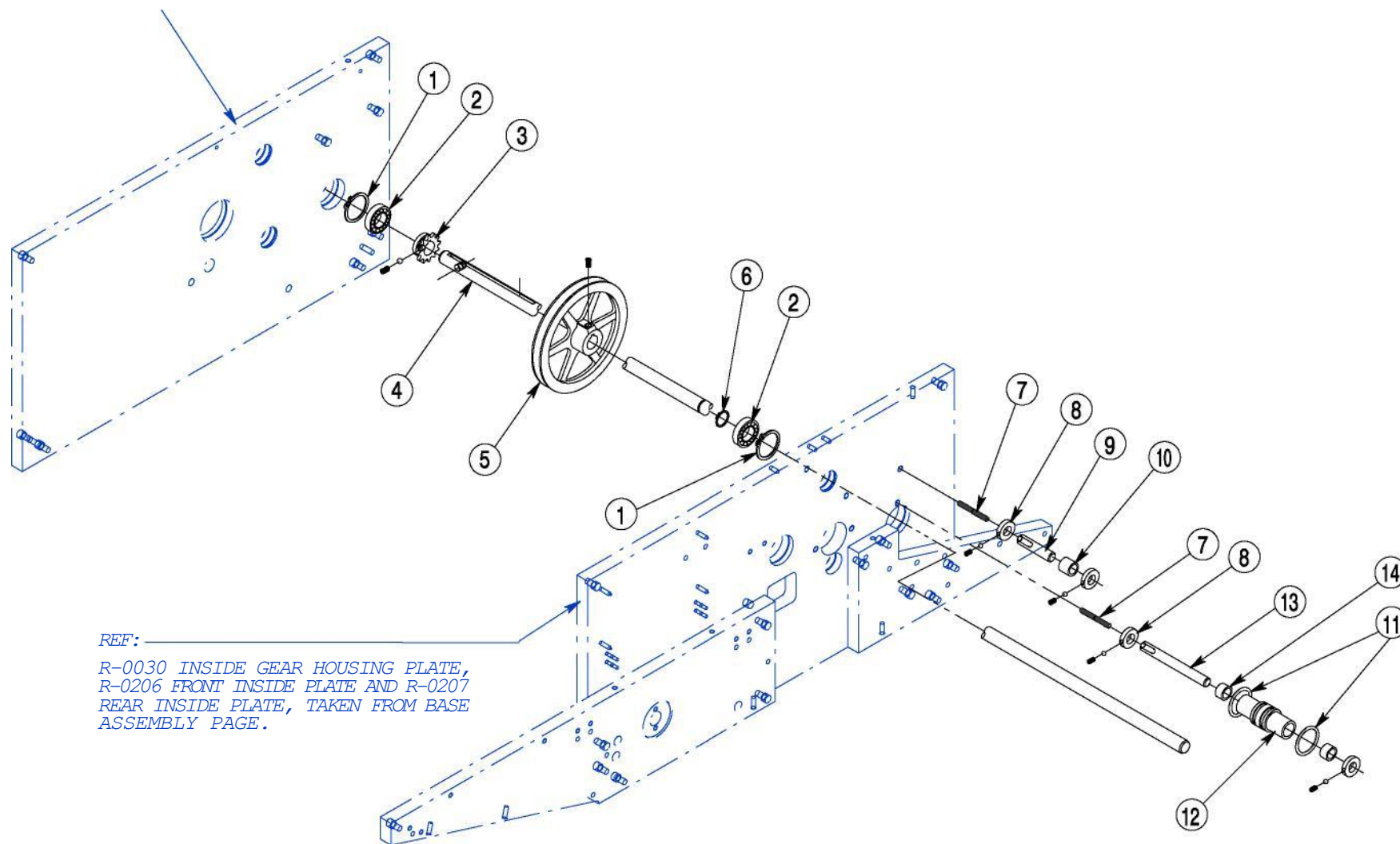




## 5.5 Main Drive Shaft Assembly

REF:

R-0021 OUTSIDE GEAR HOUSING PLATE, TAKEN FROM BASE ASSEMBLY PAGE.



REF:

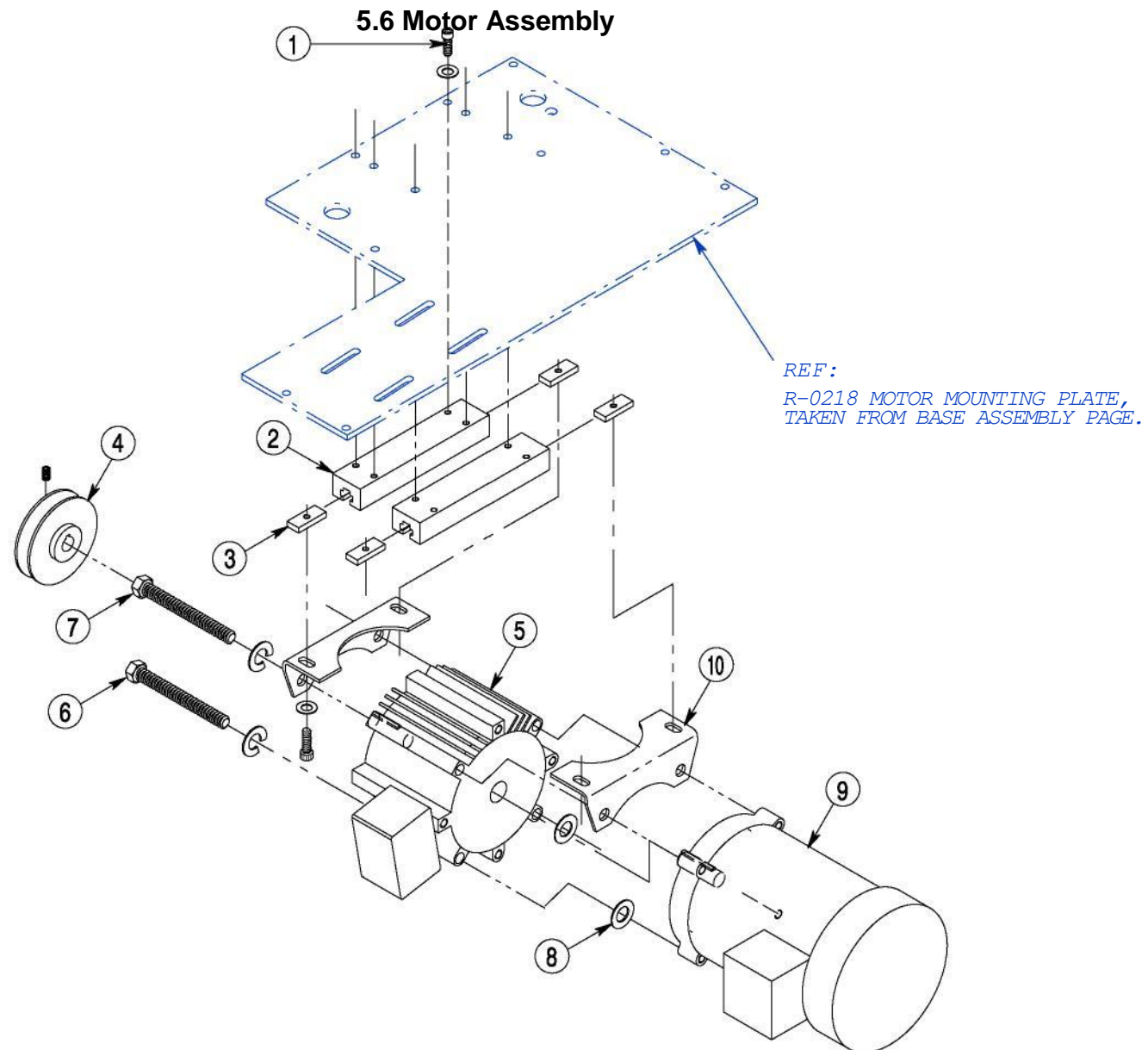
R-0030 INSIDE GEAR HOUSING PLATE,  
R-0206 FRONT INSIDE PLATE AND R-0207  
REAR INSIDE PLATE, TAKEN FROM BASE  
ASSEMBLY PAGE.



## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	HW-62050*	RING, RETAINING, SPIROLOX	2
2	HW-66040*	BEARING, BALL NEW DEPARTURE,	2
3	R-8702	SPROCKET, 3512	1
	HW-52080	SCREW, SET,	1
	HW-84020	BALL, NYLON	1
4	R-0221	SHAFT, MAIN DRIVE	1
	HW-59055	KEY, SQUARE,	1
5	R-9003	PULLEY, V-BELT	1
6	HW-61050	RING, RETAINING, TRUARC,	1

ITEM #	PART #	DESCRIPTION	# REQ
7	HW-52190	SCREW, SET, 5/16-18 X 1-1/4"	2
8	HW-98030	COLLAR, 1/2", BOSTON	4
	HW-84010	BALL, NYLON, 1/8"	4
9	R-0133	SHAFT, STRIP GUIDE	1
10	HW-67080	BEARING, NEEDLE, TORRINGTON	1
11	HW-74060	RING, O	2
12	R-0086	ROLLER, DELIVERY	1
13	R-0087	SHAFT, DELIVERY ROLLER	1
14	HW-67100	BEARING, NEEDLE TORRINGTON,	2



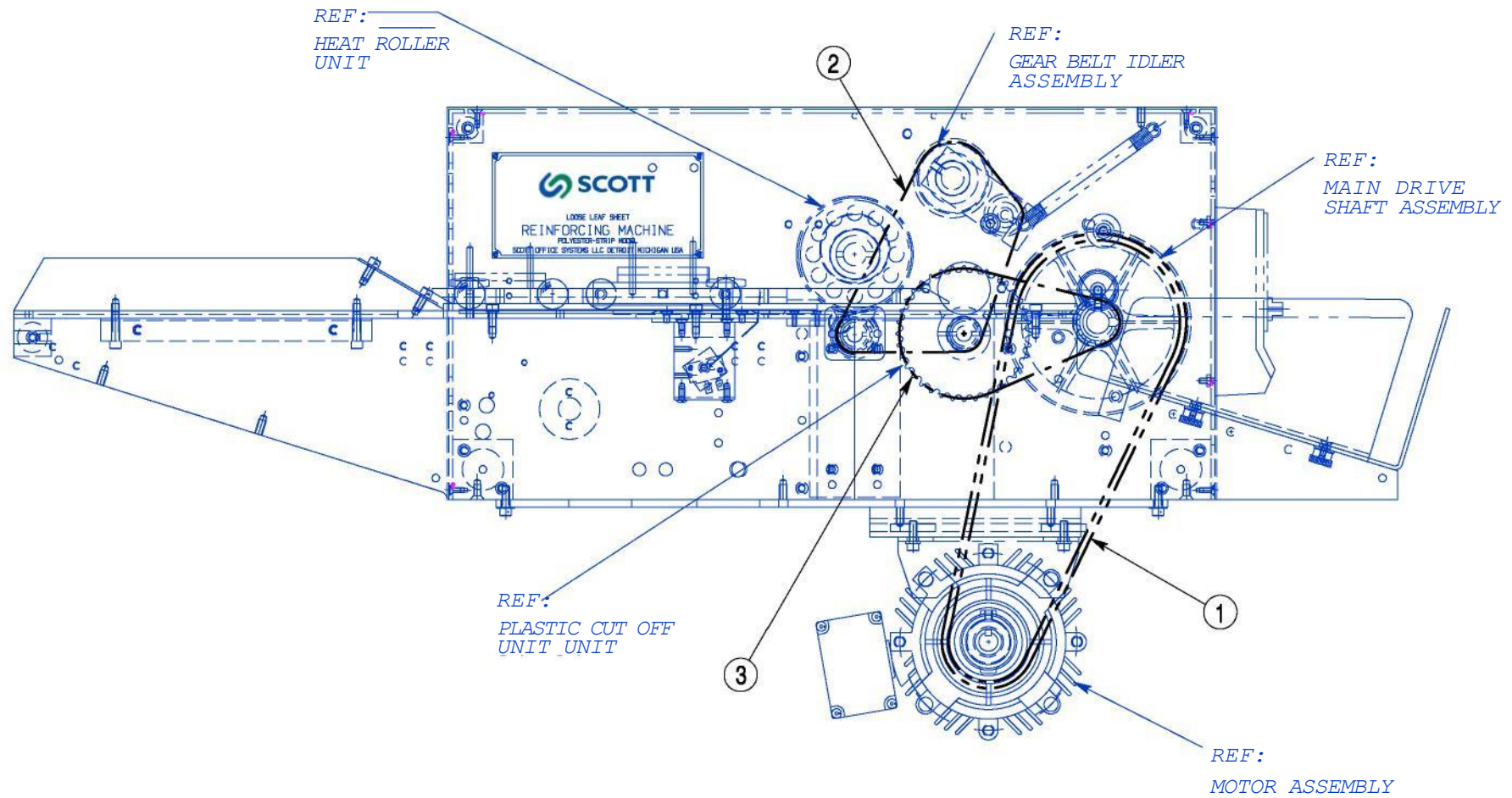


## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	HW-51210*	SCREW, SOC. HD, 1/4-28 X 3/4"	6
	HW-49040*	WASHER, FLAT,	6
2	R-0219	RAIL, MOTOR MTG.	2
3	R-0220	NUT, T	4
4	R-9004	PULLEY, V-BELT DRIVE	1
5	HW-95300	CLUTCH, BRAKE CLUTCH	1
6	HW-55427	SCREW, HEX HD	2
	HW-49170	WASHER, LOCK	2

ITEM #	PART #	DESCRIPTION	# REQ
7	HW-55428	SCREW, HEX HD	2
	HW-49170	WASHER, LOCK,	2
8	HW-49110	WASHER, FLAT HARDEN,	2
9	R-9530	MOTOR, 1/6 HP	1
10	R-0223	BRACKET, MOTOR MTG.	2
	HW-51210	SCREW, SOC. HD	4
	HW-49040	WASHER, FLAT,	4

## 5.7 Belt Assembly



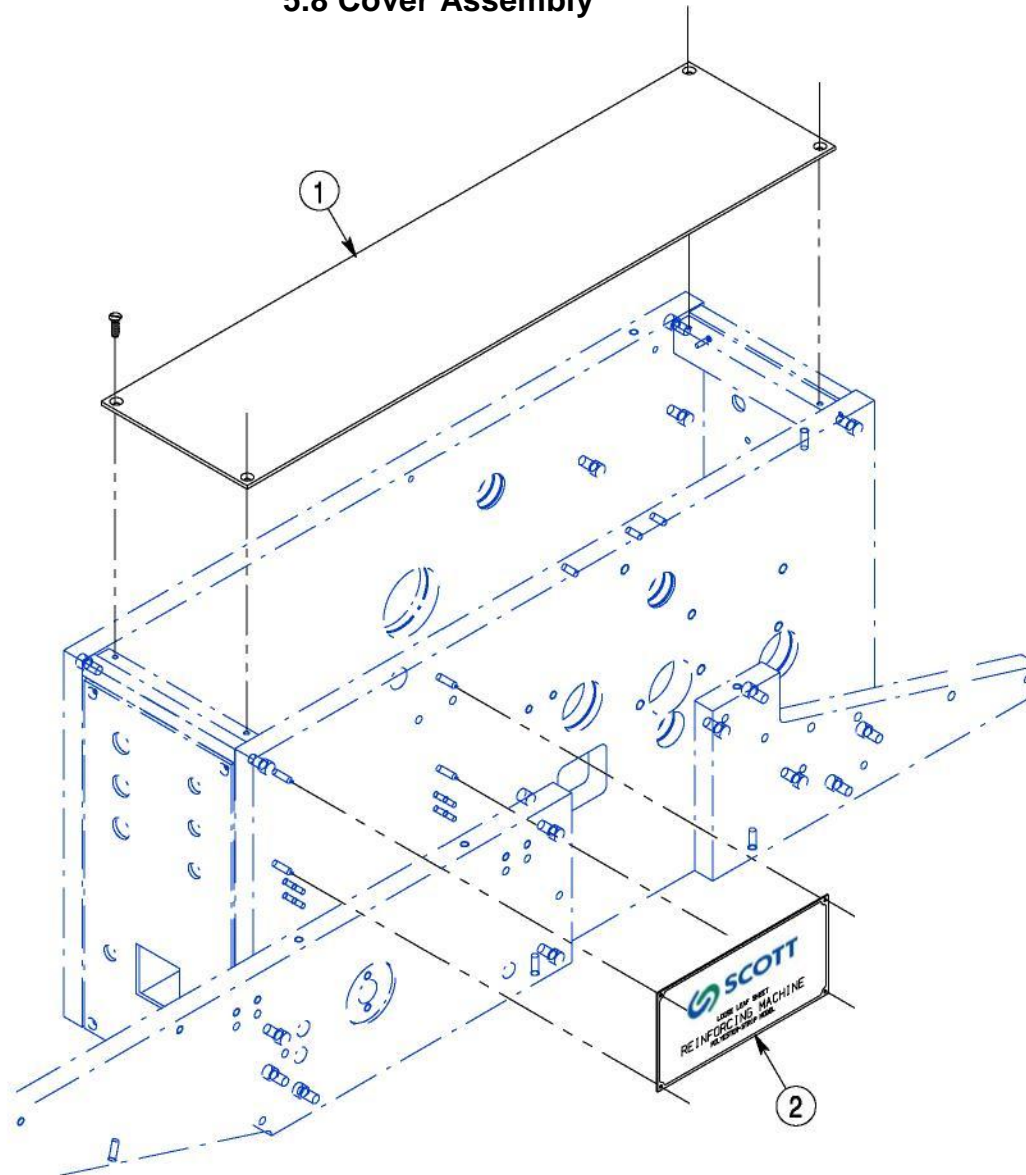


## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	HW-75030 *	BELT, V	1
2	HW-76100 *	BELT, GEAR BROWNING,	1

ITEM #	PART #	DESCRIPTION	# REQ
3	HW-77010 *	CHAIN, ROLLER, #35 49 PITCH	1
	HW-77020 *	CONNECTING LINK, #35	1
	HW-77030 *	OFFSET LINK	1

5.8 Cover Assembly





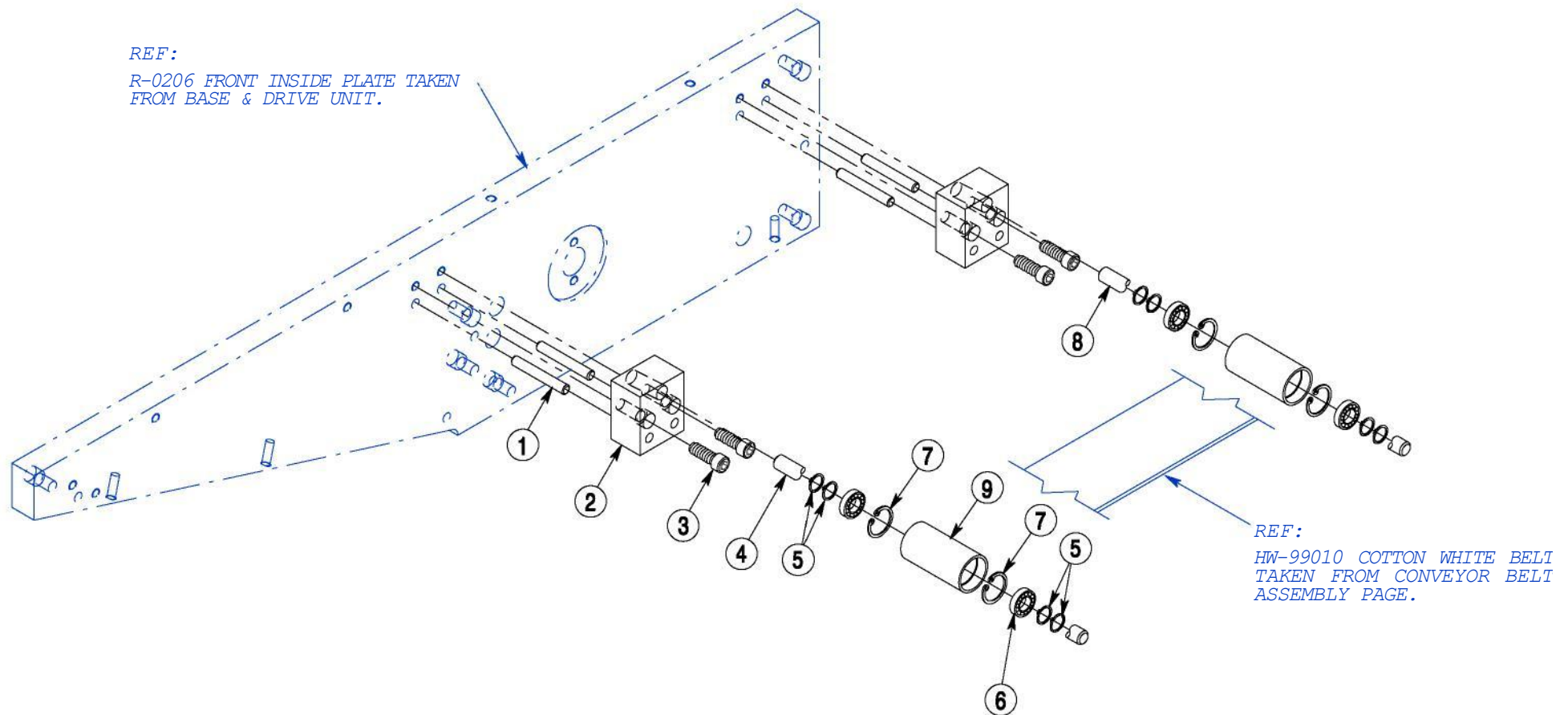


## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	R-0042*	COVER, UPPER GEAR HOUSING	1
	HW-54080*	SCREW, FLAT HD	4

ITEM #	PART #	DESCRIPTION	# REQ
2	R-9908	PLATE, MACHINE NAME	1
	HW-55353	SCREW, DRIVE	4

### 5.9 Front Roller Belt Assembly



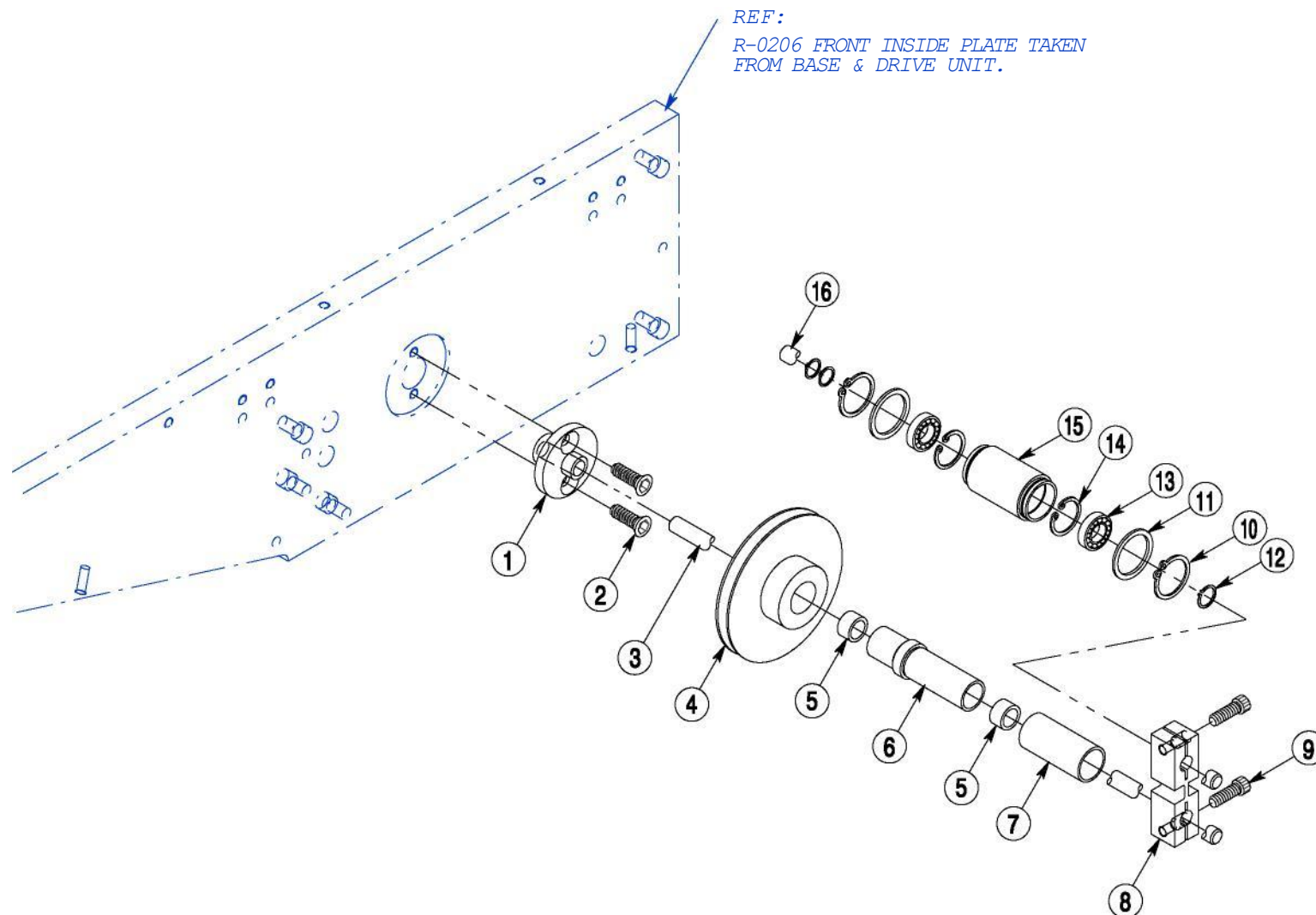


## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	HW-57170*	PIN, SPRING	4
2	R-0197	BLOCK, SHAFT MTG.	2
3	HW-51240*	SCREW, SOC HD	4
4	R-7803	SHAFT	1
5	HW-61210	RING, GRIP, TRUARC	8

ITEM #	PART #	DESCRIPTION	# REQ
6	HW-66010	BEARING, BALL NEW DEPARTURE	4
7	HW-62020	RING, RETAINING, SPIROLOX	4
8	R-7802	SHAFT, 3-3/8"	1
9	R-6404	ROLLER, BELT FRONT	2

## 5.10 Tension Arm Assembly



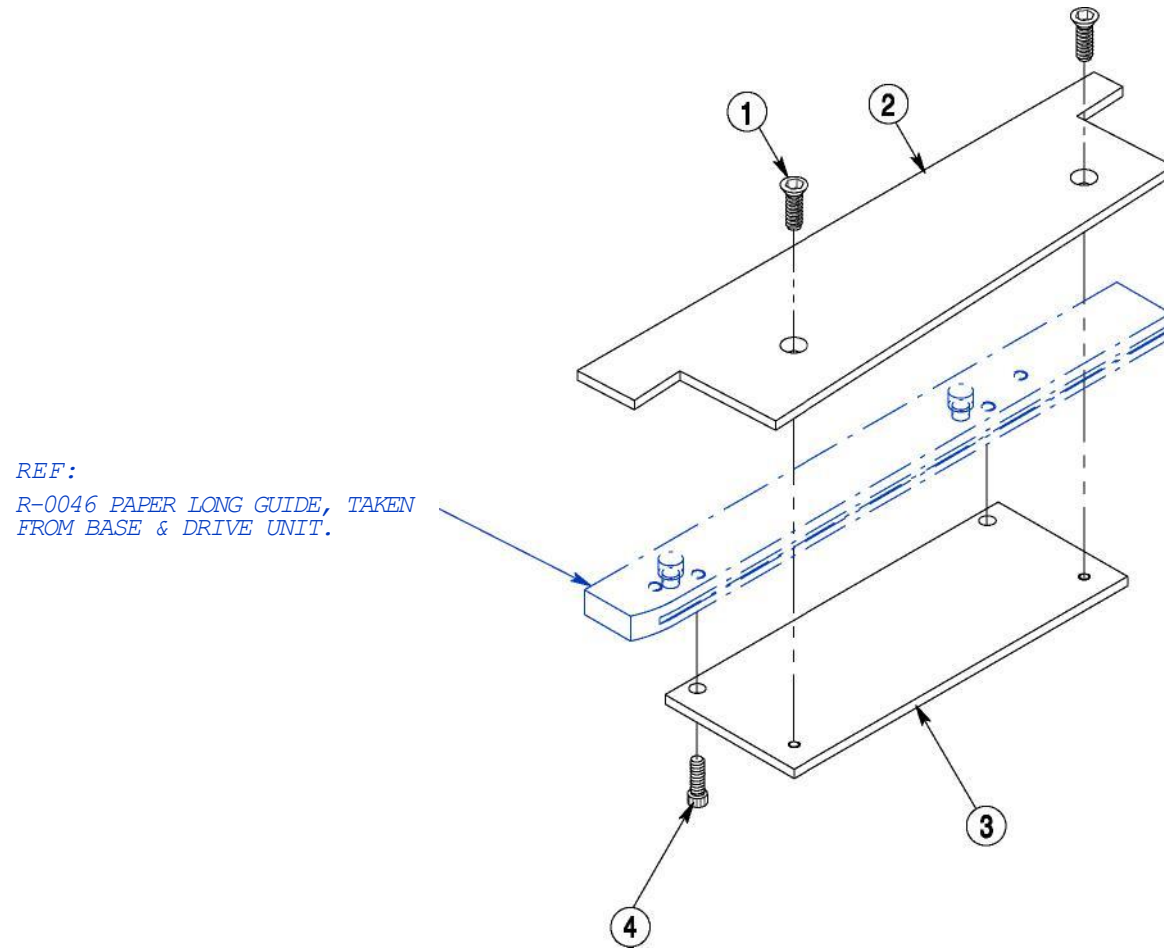


## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	R-0198	SPINDLE, SHAFT MTG.	1
2	HW-54120*	SCREW, FLAT HD	2
3	R-7804	SHAFT	1
4	HW-90010	PULLEY, V-BELT, 3/4" BORE MAUREY	1
5	HW-67050	BEARING, NEEDLE TORRINGTON,	2
6	R-6402	SLEEVE, PULLEY MTG.	1
7	R-0147	ROLLER, FEED TAPE DRIVE	1
8	R-0081	ARM, TENSION	1

ITEM #	PART #	DESCRIPTION	# REQ
9	HW-51210	SCREW, SOC HD, 1/4-28 X 3/4"	2
10	HW-61070	RING, RETAINING, TRUARC,	2
11	HW-69210	WASHER, THRUST, SYMMCO	2
12	HW-61210	RING, GRIP, TRUARC	3
13	HW-66010	BEARING, BALL NEW DEPARTURE	2
14	HW-62020	RING, RETAINING, SPIROLOX	2
15	R-6405	ROLLER, BELT TENSION	1
16	R-7801	SHAFT, 3"	1

## 5.11 Support Mounting Assembly

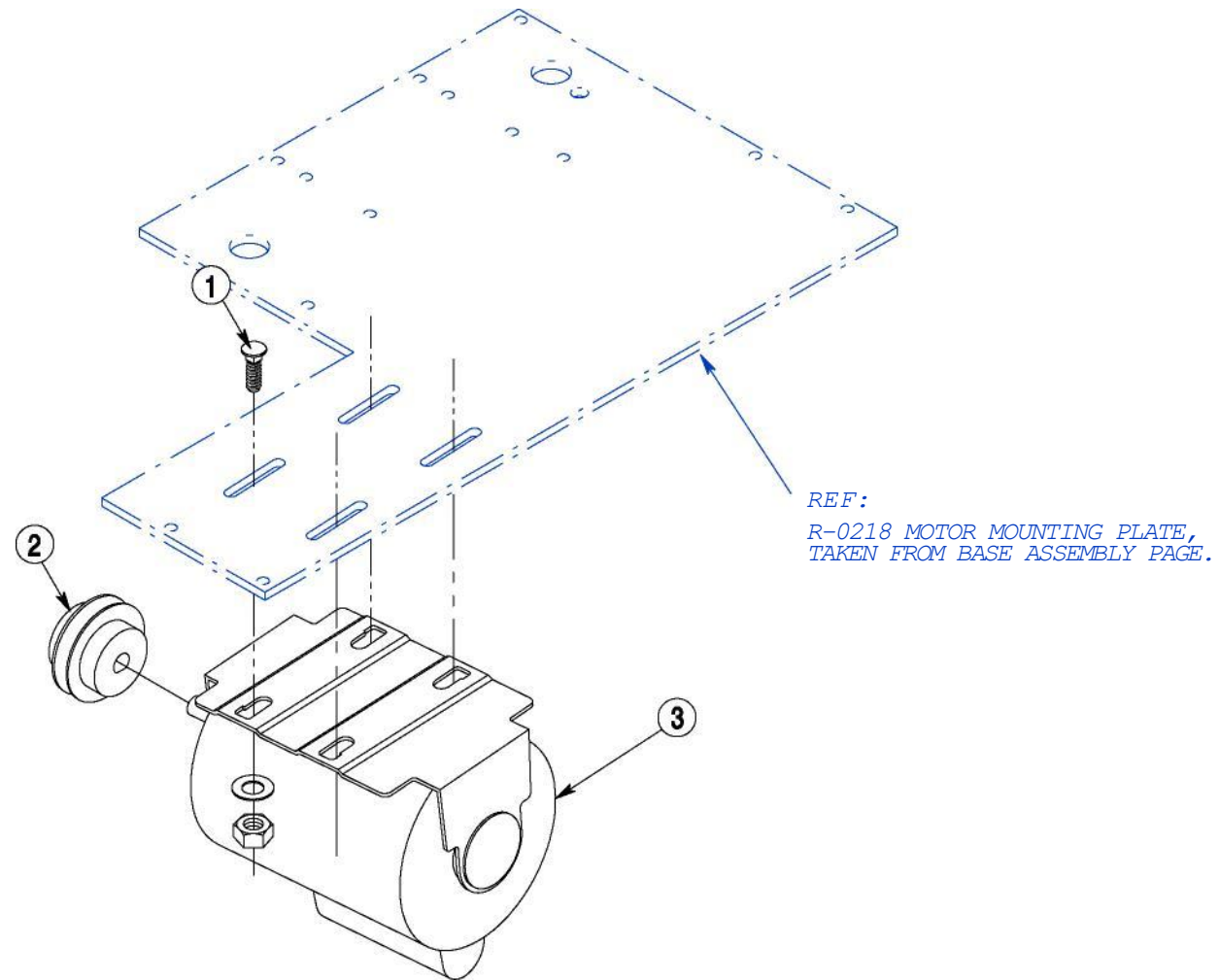




## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	HW-54090	SCREW, FLAT HD	2
2	R-0083	PLATE, SUPPORT	1

ITEM #	PART #	DESCRIPTION	# REQ
3	R-0082	PLATE, SUPPORT MTG.	1
4	HW-51200*	SCREW, SOC HD	2

**5.12 Electric Motor Assembly**



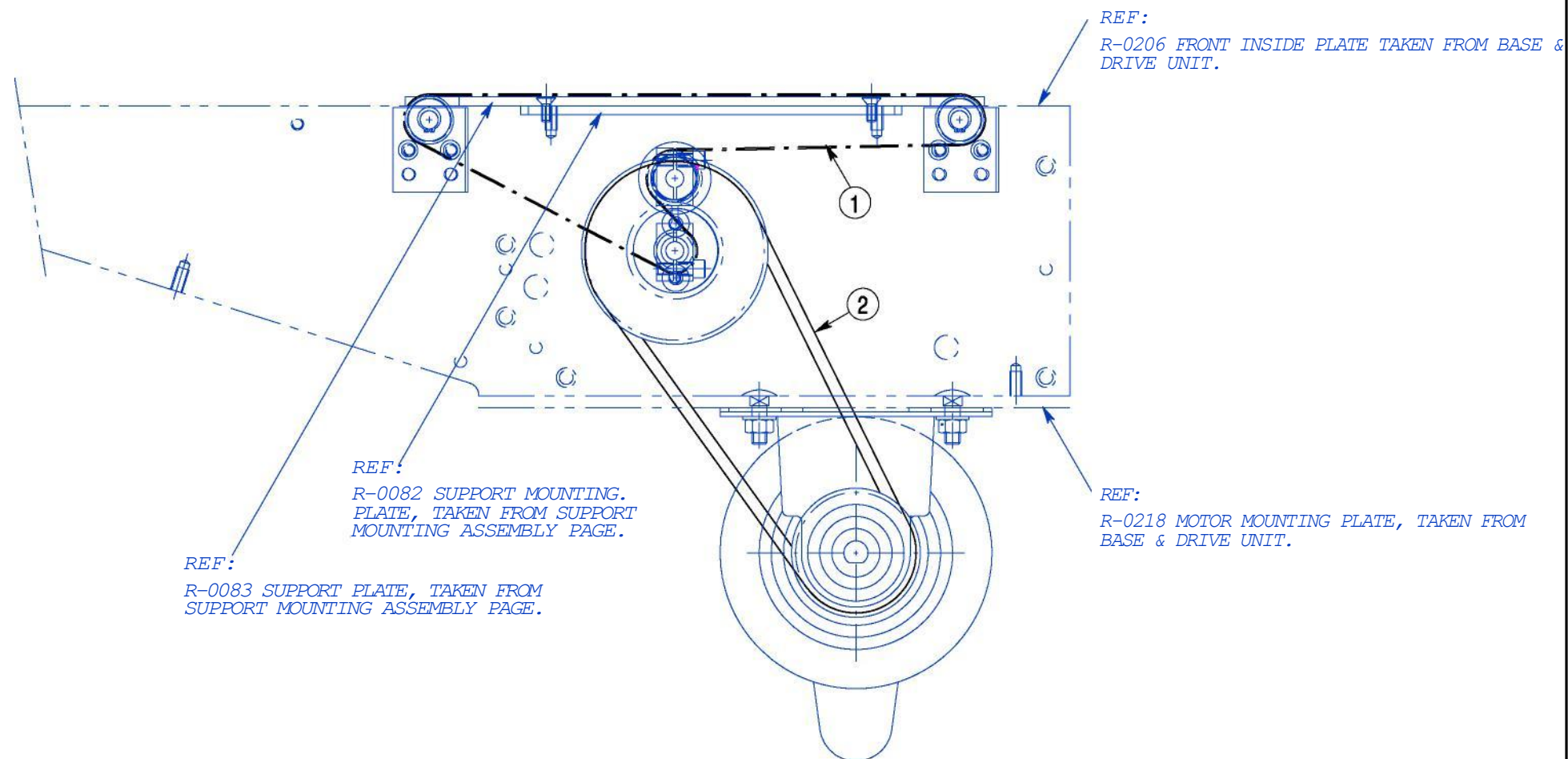


## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	HW-55170*	SCREW, CARRIAGE,	4
	HW-49050*	WASHER, FLAT	4
	HW-60060*	NUT, HEX	4

ITEM #	PART #	DESCRIPTION	# REQ
2	HW-90020	PULLEY, VARIABLE, 1/2" BORE MAUREY	1
3	R-9501	MOTOR, ELECTRIC	1

## 5.13 Conveyor Belt Assembly

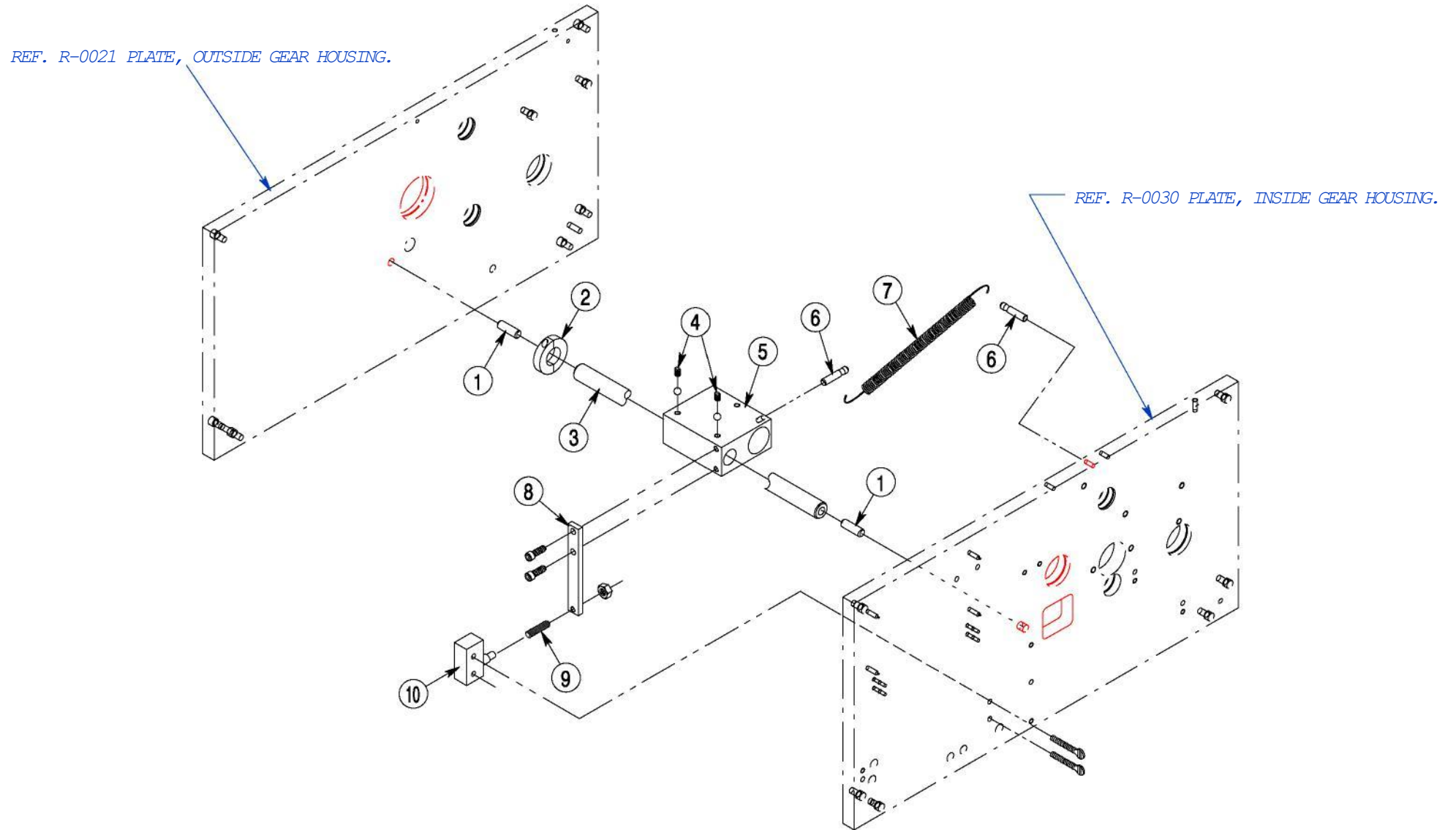




## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ	ITEM #	PART #	DESCRIPTION	# REQ
1	HW-99010	BELT, COTTON WHITE, 28-1/2 X 1-1/2"	1				
2	HW-75020	BELT, V, <a href="#">#3L230</a>	1				

## 5.14 Pivot Shaft Assembly





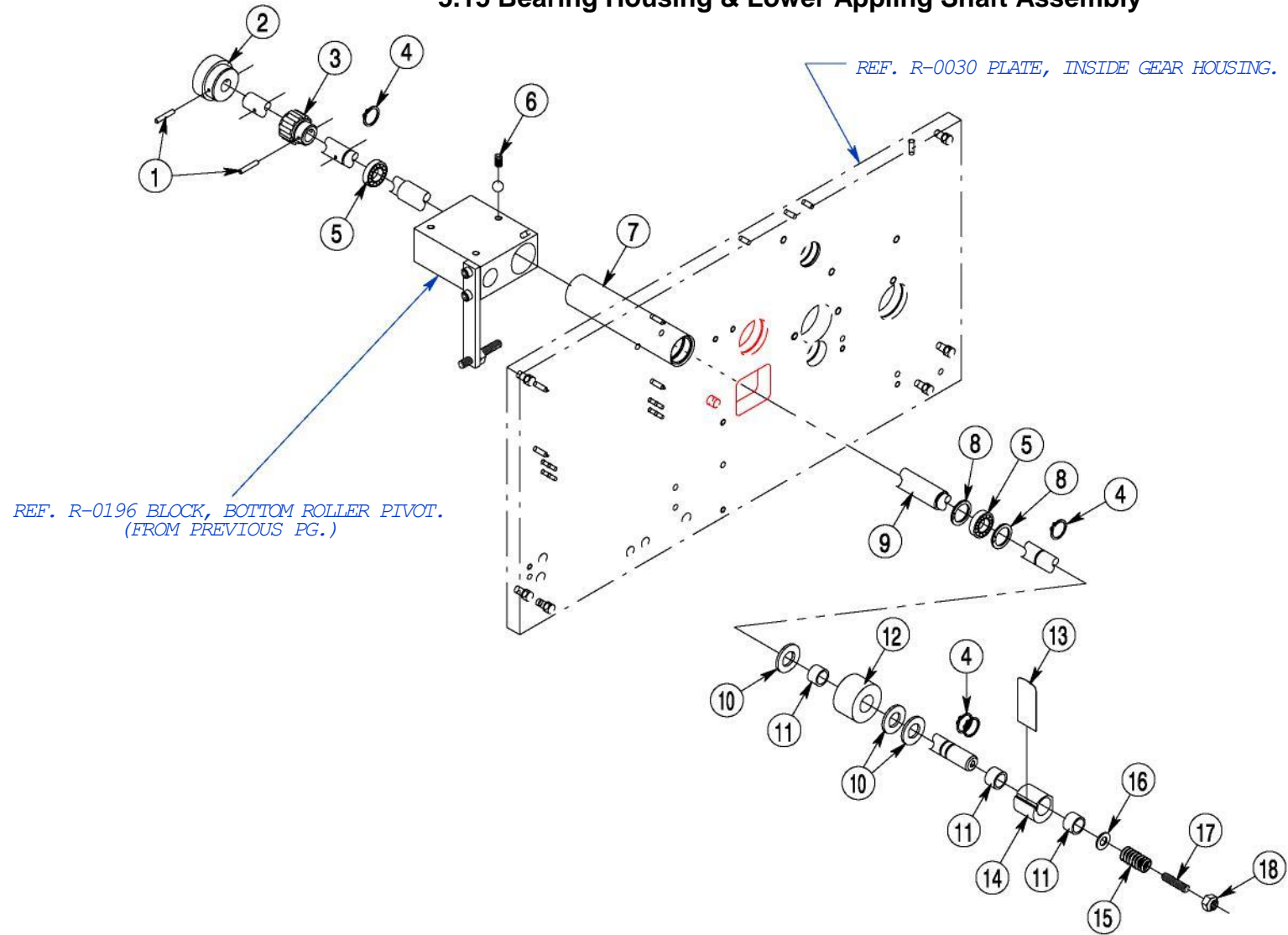
## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	HW-56200	PIN, DOWEL	2
2	HW-98050	COLLAR	1
3	R-0100	SHAFT, BEARING HOUSING	1
4	HW-52080	SCREW, SET	2
	HW-84020	BALL, NYLON	2
5	R-0196	BLOCK, BOTTOM ROLLER PIVOT	1
6	HW-56030	PIN, DOWEL, GROOVED	2

ITEM #	PART #	DESCRIPTION	# REQ
7	HW-80092	SPRING, EXTENSION,	1
8	R-0165	LEVER, SWITCH	1
	HW-51200	SCREW, SOC HD. CAP	2
9	HW-52160	SCREW, SET	1
	HW-60040	NUT, HEX	1
10	HW-97136	LIMIT, SWITCH	1
	HW-55190	SCREW, THUMB	2



## 5.15 Bearing Housing & Lower Appling Shaft Assembly







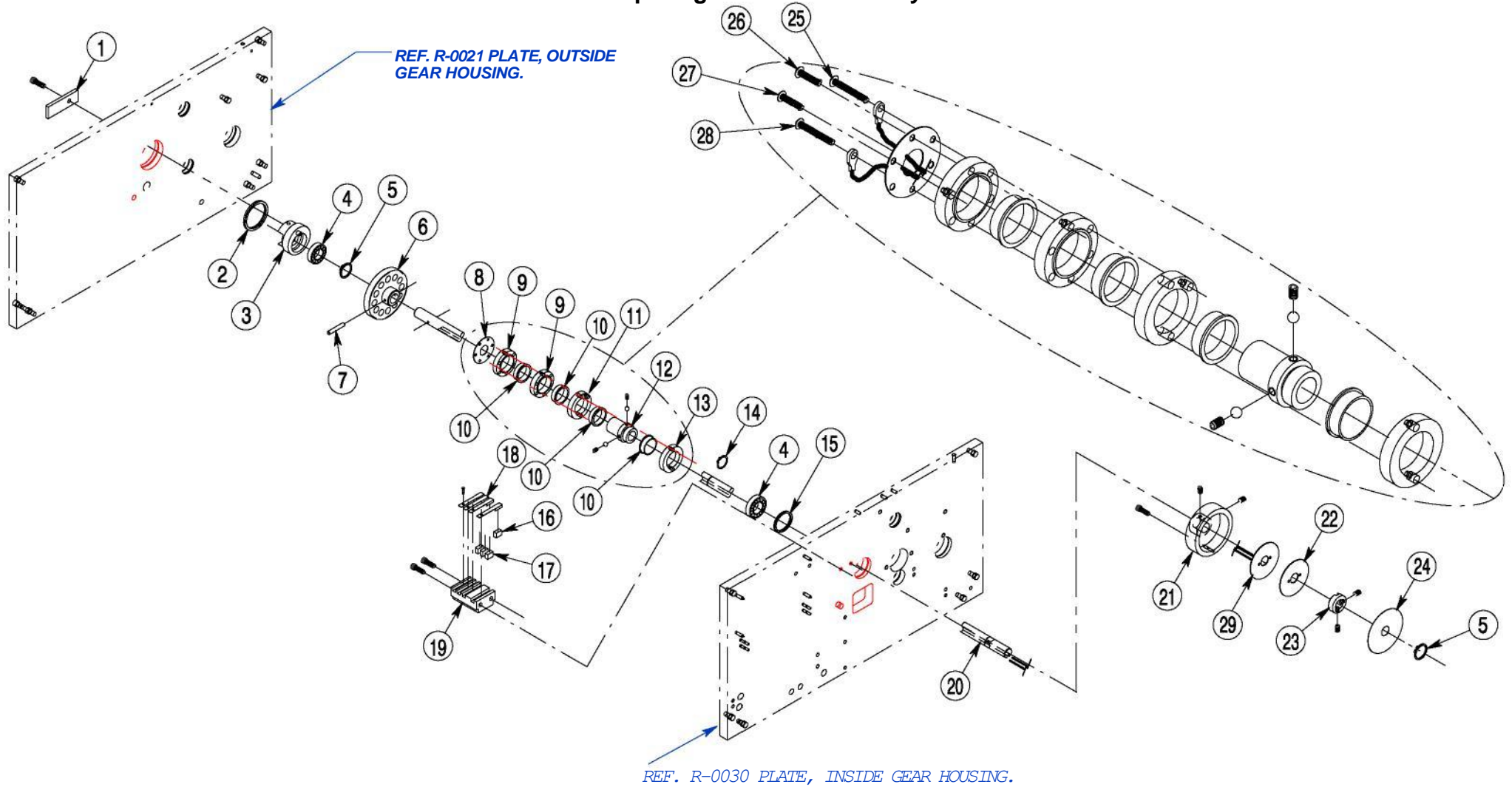


## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	HW-57040	PIN, SPRING,	2
2	R-8805	GEAR, SPUR, 16DP. 24T.	1
3	R-8601	PULLEY	1
4	HW-61040	RING, RETAINING	4
5	HW-66020	BEARING, BALL	2
6	HW-52080	SCREW, SET	1
	HW-84020	BALL, NYLON	1
7	R-0195	HOUSING, BEARING	1
8	HW-62030	RING, RETAINING	2
9	R-0204	SHAFT, LOWER APPLING ROLLER	1

ITEM #	PART #	DESCRIPTION	# REQ
10	HW-69175	WASHER, THRUST	3
11	HW-67070	BEARING, NEEDLE	3
12	R-0102	ROLLER, PAPER SUPPORT	1
13	R-0105	FINGER, PAPER SPACER	1
14	R-0103	HOLDER, PAPER SPACER FINGER	1
15	HW-79070	SPRING, COMPRESSION	1
16	HW-69140	WASHER, THRUST	1
17	HW-52160	SCREW, SET	1
18	HW-60180	NUT, NYLON INSERT	1

### 5.16 Slip Ring & Brush Assembly



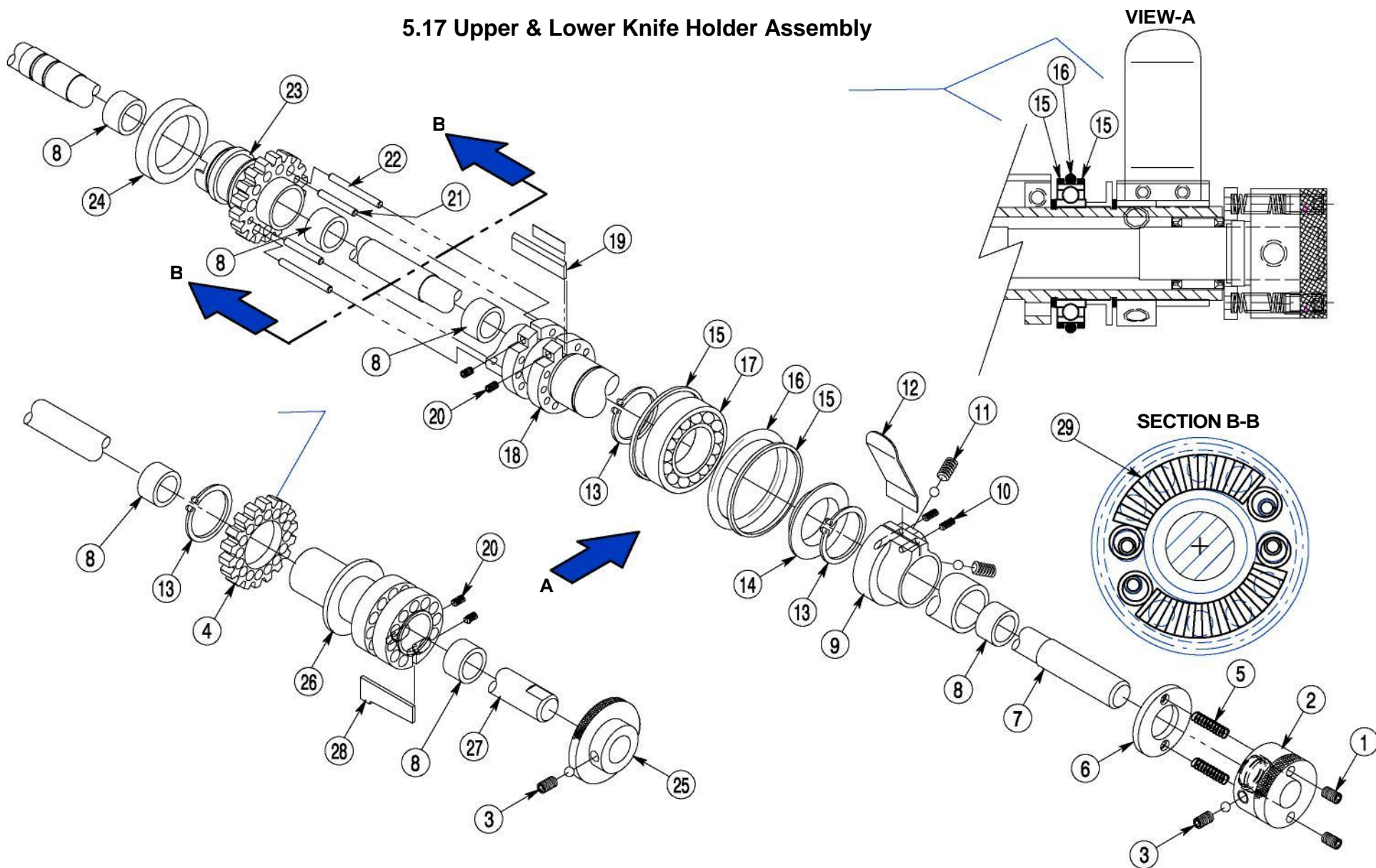


## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	R-0140	CLAMP, BAR	1
	HW-51080	SCREW, SOC HD. CAP	1
2	HW-62080	RING, RETAINING	1
3	R-0139	HOUSING, ECCENTRIC	1
4	HW-66040	BEARING, BALL	2
5	HW-61240	RING, GRIPRING	2
6	R-8804	GEAR, SPUR, 16DP. 60T.	1
7	HW-57130	PIN, SPRING,	1
8	C-0823	COVER, SLIP RING	1
9	C-0831	RING, SLIP PROBE (6 HOLES)	2
10	C-0824	SPACER, ELECTRIC INSULATING	4
11	C-0830	RING, SLIP (3 HOLES)	1
12	R-0188	SLEEVE, SLIP RING MOUNTING	1
	HW-52080	SCREW, SET	2
	HW-84020	BALL, NYLON	2
13	C-0829	RING, SLIP (2 HOLES)	1
14	HW-61050	RING, RETAINING	1
15	HW-62050	RING, RETAINING	1
16	C-0834	BRUSH, SILVER PROBE	1

ITEM #	PART #	DESCRIPTION	# REQ
17	C-0822	BRUSH, CARBON POWER	3
18	C-0820	HOLDER, BRUSH	4
	HW-53030	SCREW, BUTTON HD.	4
19	C-0827	BLOCK, BRUSH MOUNTING	1
	HW-51230	SCREW, SOC HD. CAP	2
20	R-0164	SHAFT, ROLLER	1
21	R-0193	HEAT, ROLLER	1
	HW-52080	SCREW, SET	2
	HW-51048	SCREW, SOC HD. CAP	1
22	R-0216	COVER	1
23	R-0214	COLLAR	1
	HW-52080	SCREW, SET	2
24	R-0212	COVER, ROLLER	1
25	HW-55280	SCREW, ROUND HD	1
26	HW-55270	SCREW, ROUND HD	1
27	HW-55250	SCREW, ROUND HD	1
28	HW-55305	SCREW, ROUND HD	1
29	HW-93030	HEATING ELEMENT	1

### 5.17 Upper & Lower Knife Holder Assembly



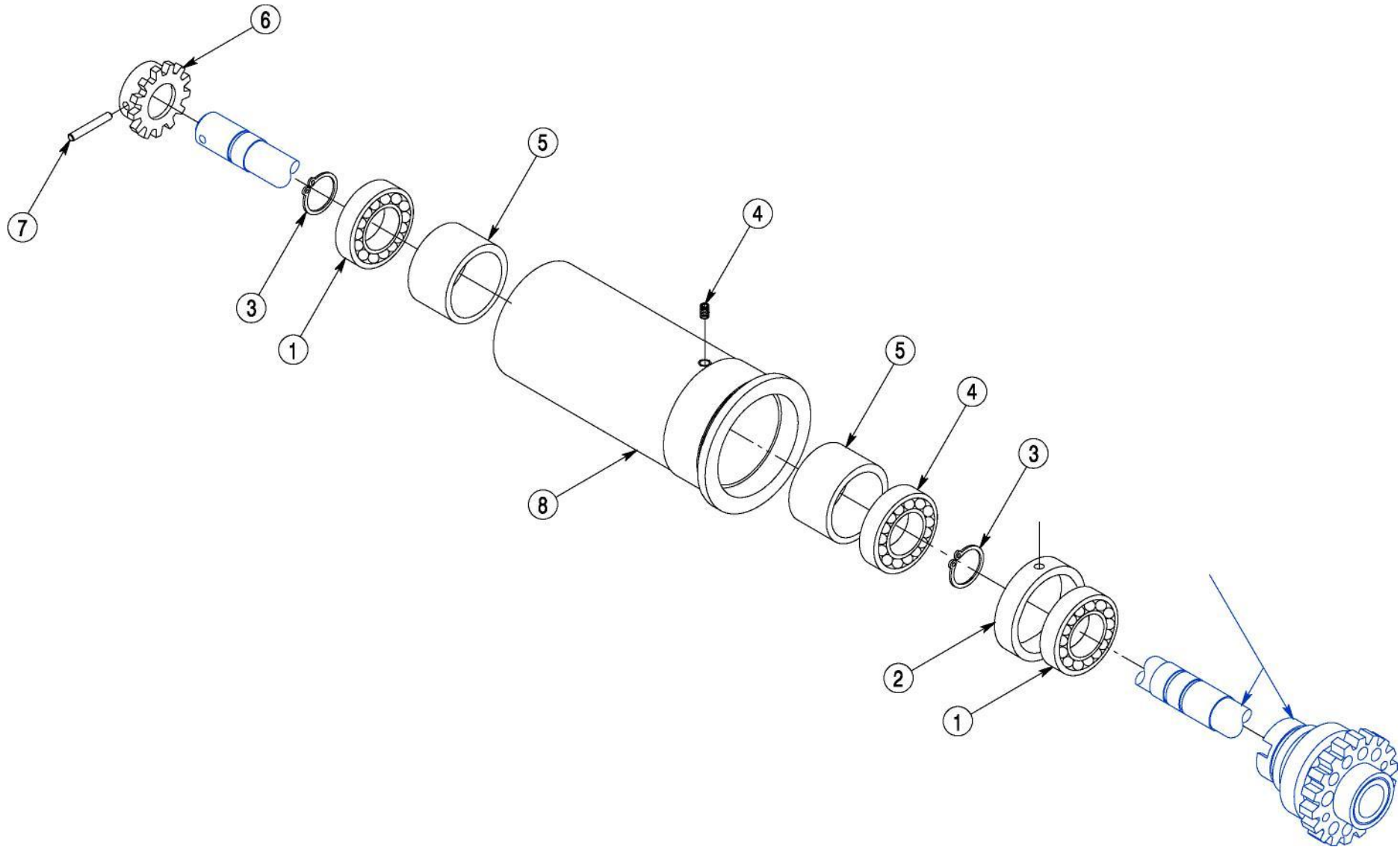


## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	HW-52025	SCREW, SET, #10-32 X 3/8"	2
2	R-0175	KNOB, KNURLED	1
3	HW-52080	SCREW, SET	2
	HW-84020	BALL, NYLON	2
4	R-0176	GEAR, LOWER CUT OFF	1
5	HW-79040	SPRING, COMPRESSION	2
6	R-0174	DISK, PRESSURE	1
7	R-0169	SHAFT, UPPER CUT OFF	1
8	HW-67070	BEARING, NEEDLE, TORRINGTON	6
9	R-0123	RING, CUT OFF GUIDE FINGER	1
10	HW-52004	SCREW, SET	2
11	HW-52070	SCREW, SET	2
	HW-84020	BALL, NYLON	2
12	R-0113	FINGER, CUT OFF GUIDE	1
13	HW-61150	RING, RETAINER, BOWED TRUARC	3
14	R-0172	RING, GAGE	1

ITEM #	PART #	DESCRIPTION	# REQ
15	R-0128	ROLLER, UPPER PAPER DRIVE	2
16	HW-74090	O-RING, PARKER	1
17	HW-66150	BEARING, BALL, FIFNIR	1
18	R-0173	HOLDER, UPPER KNIFE	1
19	R-0111	KNIFE, UPPER CUT OFF	1
	R-0126	SHIM, KNIFE	1
20	HW-52005	SCREW, SET	4
21	HW-57030	PIN, SPRING	2
22	HW-57040	PIN, SPRING	2
23	R-0110	SPYDER, CUT OFF DRIVE	1
24	HW-73010	SEAL, NATIONAL	1
25	R-0127	ROLLER, LOWER PAPER DRIVE	1
26	R-0177	HOLDER, LOWER KNIFE	1
27	R-0163	SHAFT, LOWER CUT OFF	1
28	R-0119	KNIFE, LOWER CUT OFF	1
29	HW-80020	SPRING, EXTENSION	2

## 5.18 Housing Assembly





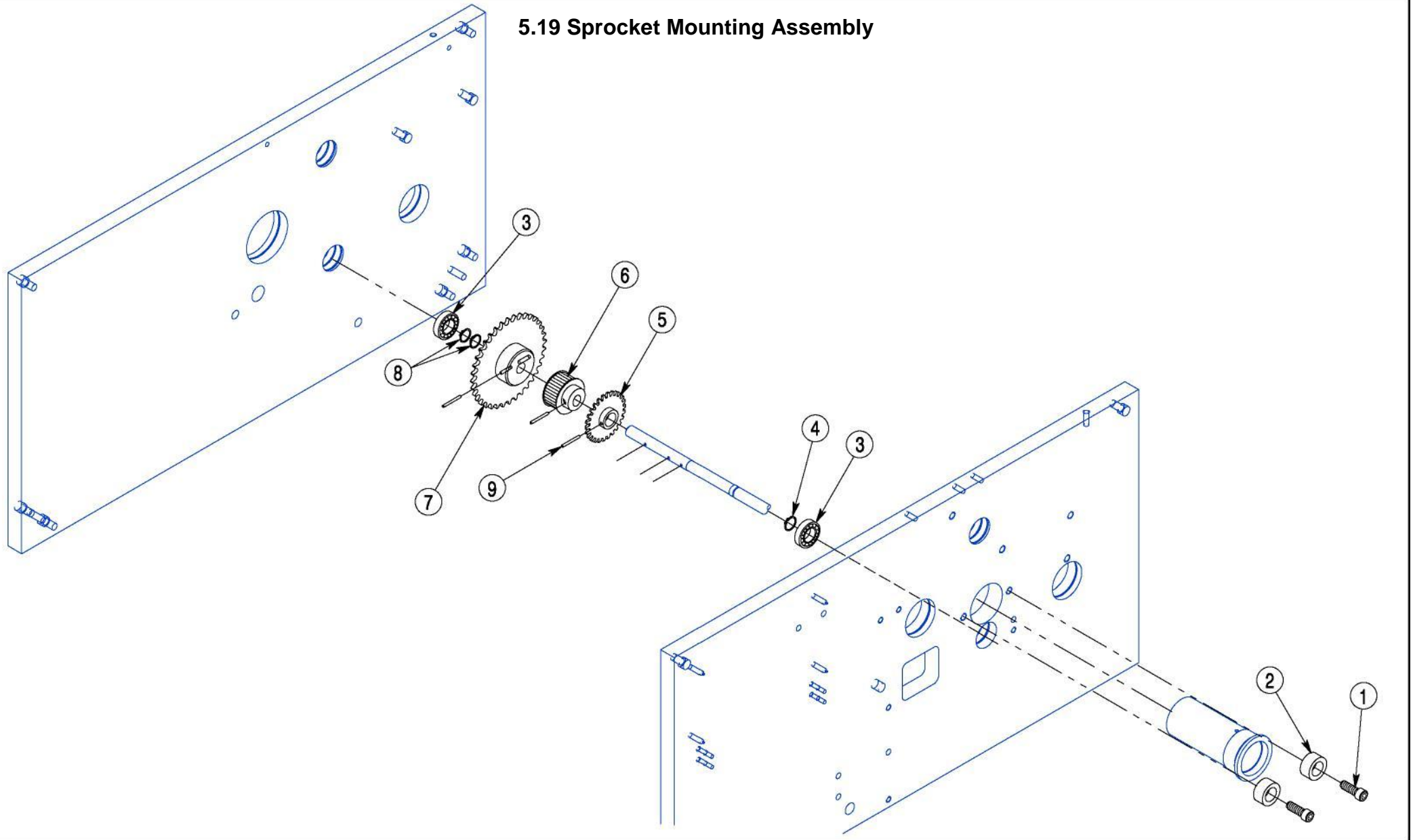
## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	HW-66020	BEARING, BALL NEW DEPARTURE	3
2	R-0109	SPRING, RING	1
3	HW-61110	RING, RETAINING	2
4	HW-52005	SCREW, SET	1

ITEM #	PART #	DESCRIPTION	# REQ
5	HW-64050	BEARING, BRONZE, BUNTING	2
6	HW-88050	SPUR GEAR, BROWNING	1
7	HW-57030	PIN, SPRING	1
8	R-0170	HOUSING, CUT OFF CLUTCH	1



## 5.19 Sprocket Mounting Assembly







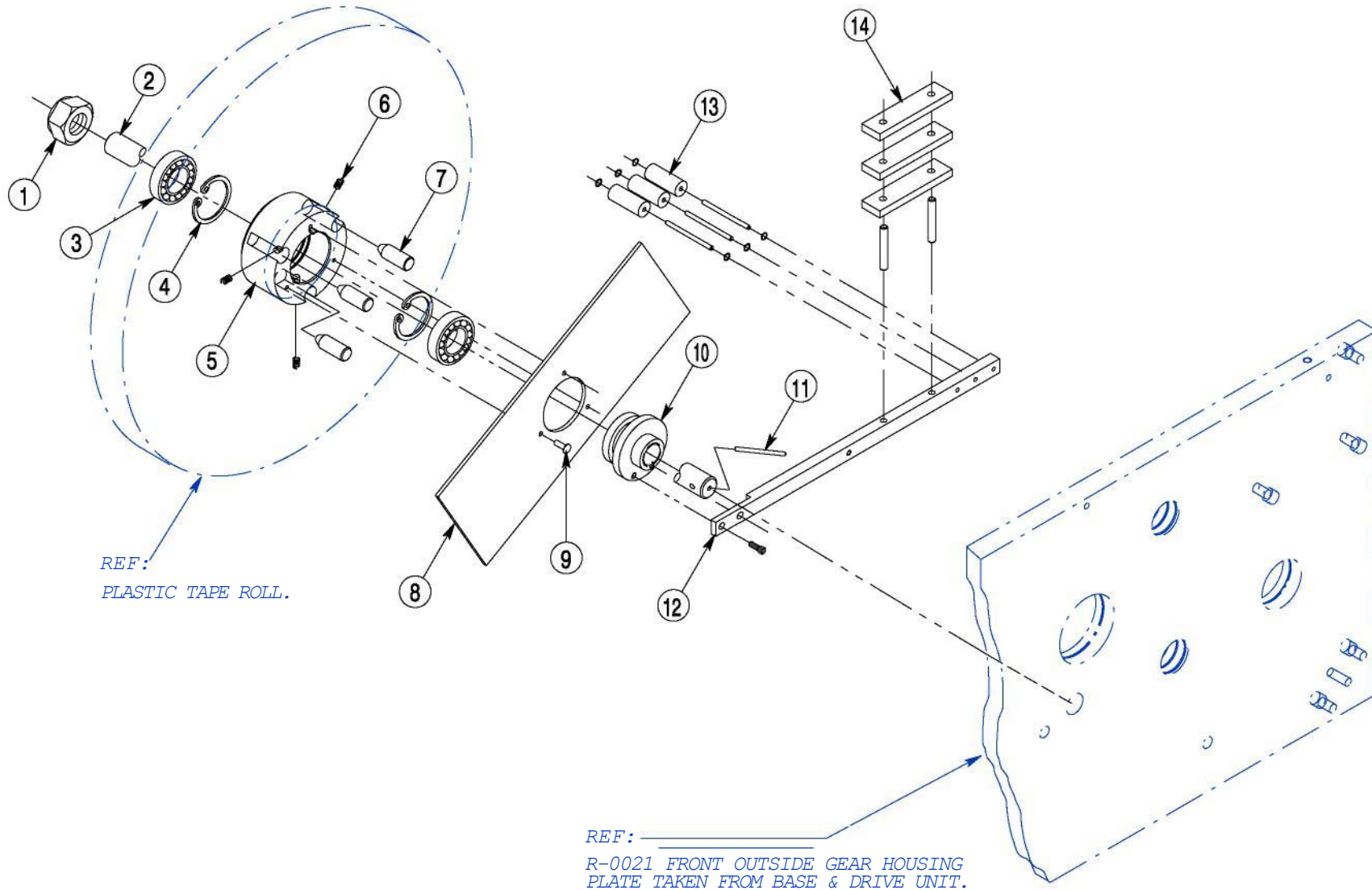
## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	HW-51360*	SCREW, SOC HD	2
2	HW-82010*	CLAMP, CARR-LANE	2
3	HW-66020	BEARING, BALL NEW DEPARTURE	2
4	HW-61110	RING, RETAINING, TRUARC	1
5	HW-88060	SPUR GEAR, BROWNIN	1

ITEM #	PART #	DESCRIPTION	# REQ
6	HW-86010	PULLEY, GEARBELT BROWNING	1
7	R-8701	SPROCKET	1
8	HW-61220	RING, GRIPPING, TRUARC	2
9	HW-57040	PIN, SPRING	3



### 5.20 Plastic Mounting Hub Assembly





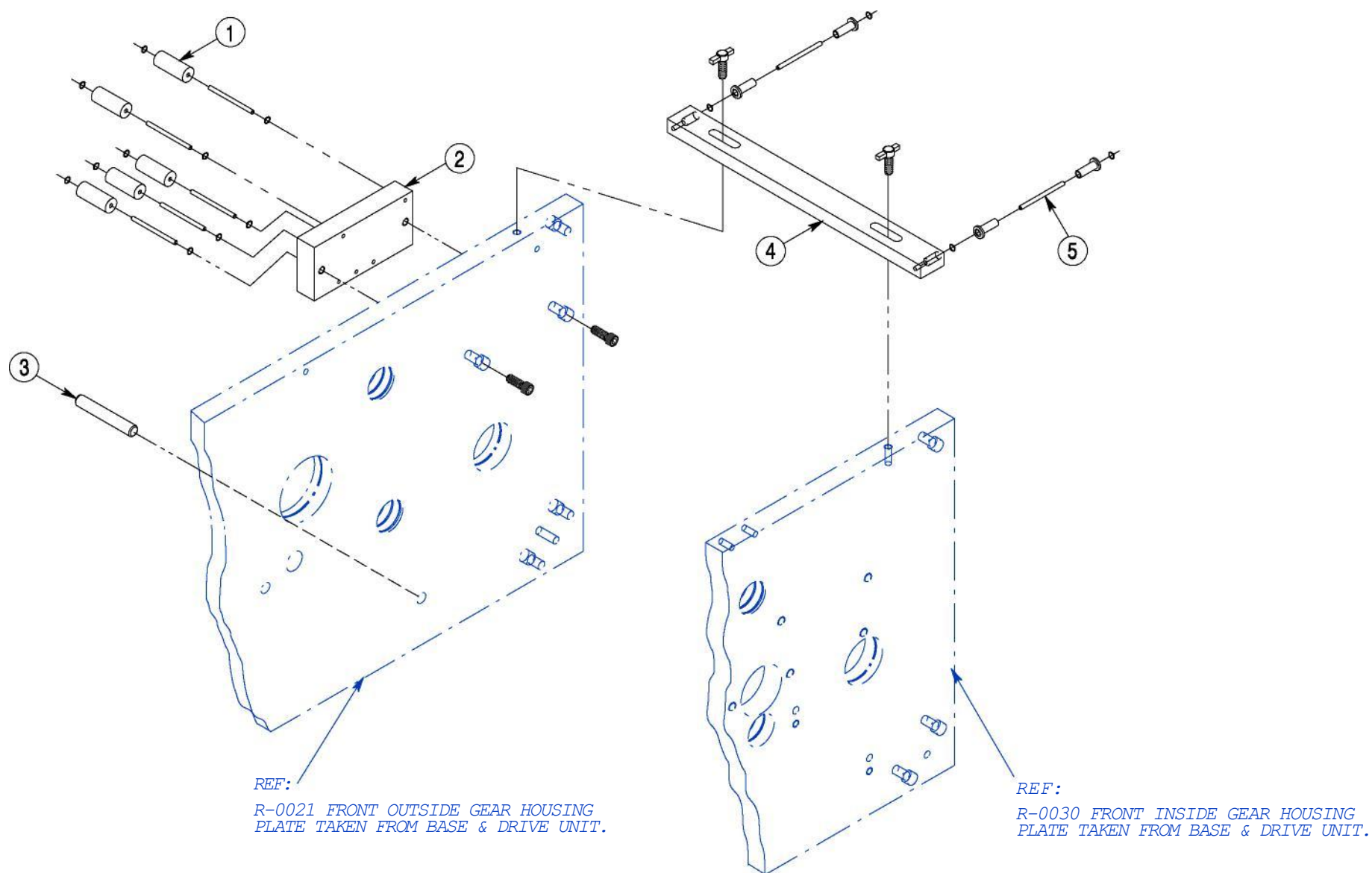


## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	HW-60280	NUT, NYLON INSERT,	1
2	R-0053	STUD, UNWIND MTG.	1
3	HW-66040	BEARING, BALL, TORRINGTON,	2
4	HW-61290	RING, RETAINING, SPIROLOX	2
5	C-1509	HUB, PLASTIC MTG.	1
6	HW-79050	SPRING, COMPRESSION	3
7	C-1511	PLUNGER, PLASTIC MTG. HUB	3
8	C-1505	PLATE, PLASTIC MTG. HUB	1
9	HW-55360	SCREW, DRIVE P-K TYPE U SS	3

ITEM #	PART #	DESCRIPTION	# REQ
10	R-0202	HUB, TENSION ARM	1
11	HW-57030*	PIN, SPRING,	1
12	R-0203	ARM, WEIGHT	1
	HW-51080	SCREW, SOC HD	2
13	R-0051	ROLLER, PLASTIC GUIDE	3
	HW-56020	PIN, DOWEL	3
	HW-61188	RING, GRIP, TRUARC	6
14	R-0201*	WEIGHT, COUNTER	3
	HW-56060*	PIN, DOWEL	2

## 5.21 Roller Mounting Block Assembly



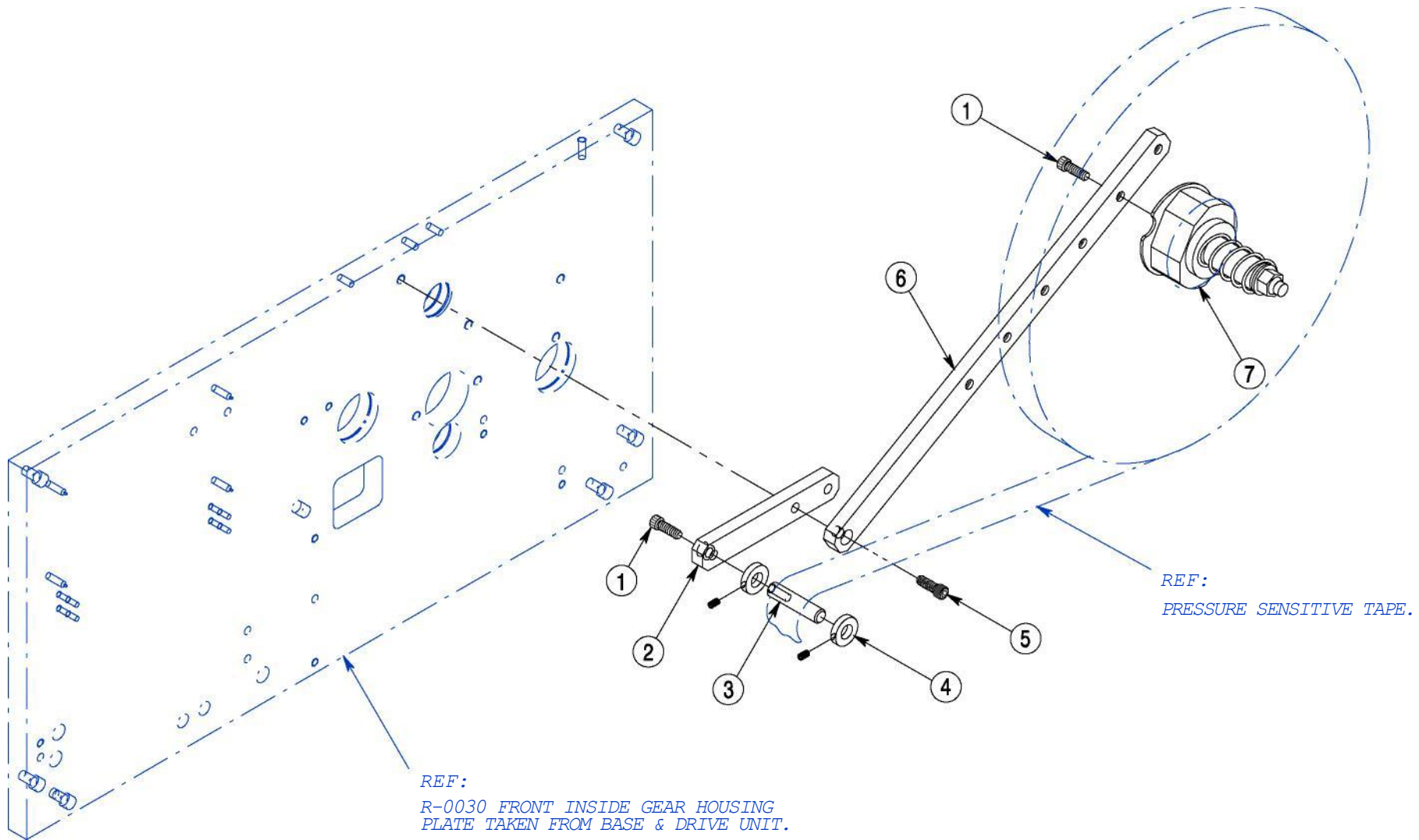


## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	R-0051	ROLLER, PLASTIC GUIDE	5
	HW-56020	PIN, DOWEL	5
	HW-61188	RING, GRIP, TRUARC	10
2	R-0122	BLOCK, ROLLER MTG.	1
	HW-51230*	SCREW, SOC HD	2
3	HW-57310*	PIN, SPRING	1

ITEM #	PART #	DESCRIPTION	# REQ
4	R-0050	BAR, PLASTIC GUIDE	1
	HW-81020*	KNOB, 1/4-20 X 3/4" CARR-LANE	2
5	HW-56020	PIN, DOWEL	2
	HW-61188	RING, GRIP, TRUARC	4
	HW-49400	WASHER, INSULATOR #6 MCMaster/CARR	4

## 5.22 Pressure Sensitive Tape Assembly





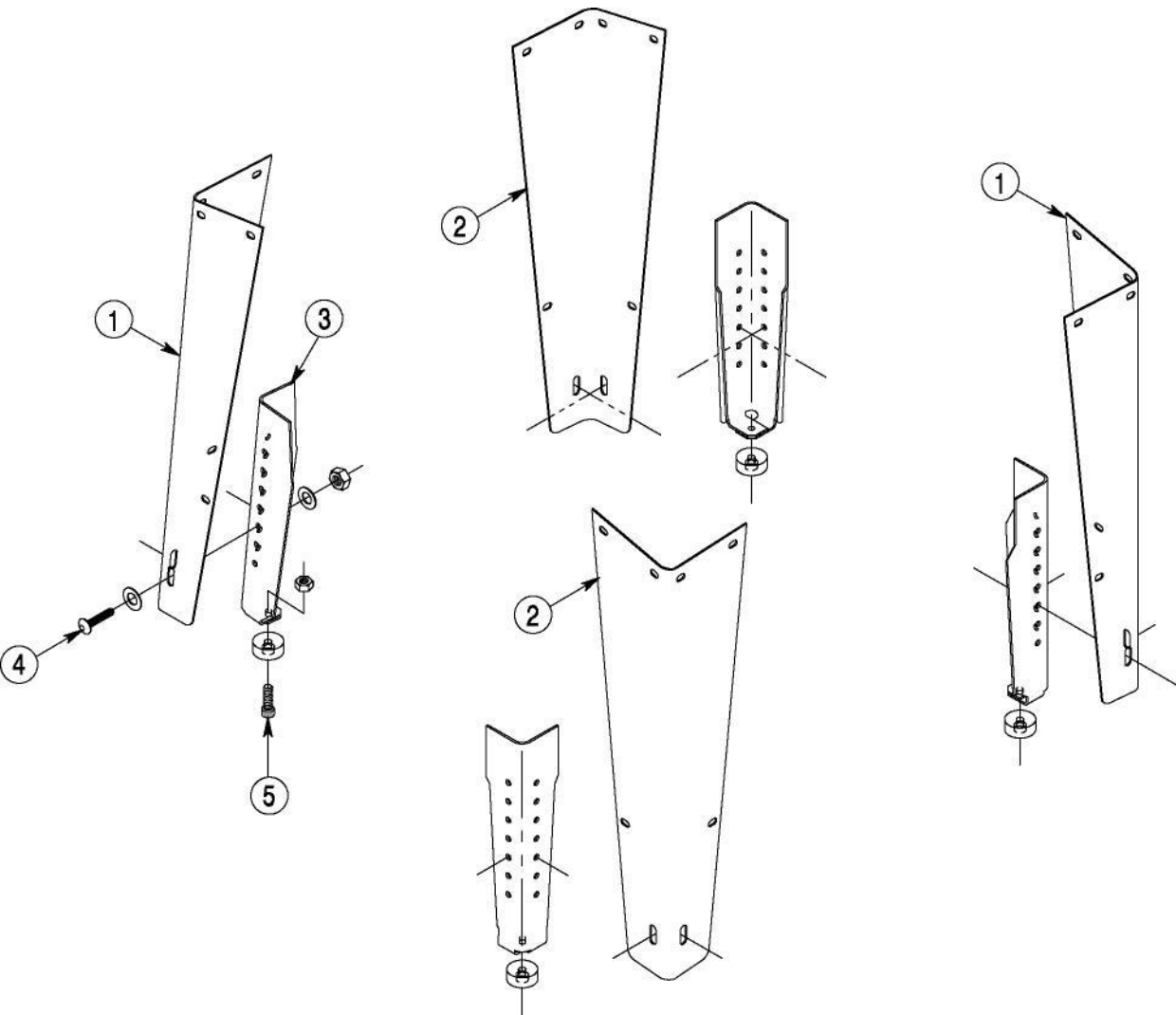


## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	HW-51360	SCREW, SOC HD	2
2	R-0143	BAR, MTG.	1
3	R-0133	SHAFT, STRIP GUIDE	1
4	HW-98030	COLLAR,	2

ITEM #	PART #	DESCRIPTION	# REQ
5	HW-51390	SCREW, SOC HD	1
6	R-0134-1	BAR, TAPE ROLL MTG.	1
7	R-9906-A	DRUM, 3-M BRAKE	1

## 5.23 Leg Extension Assembly



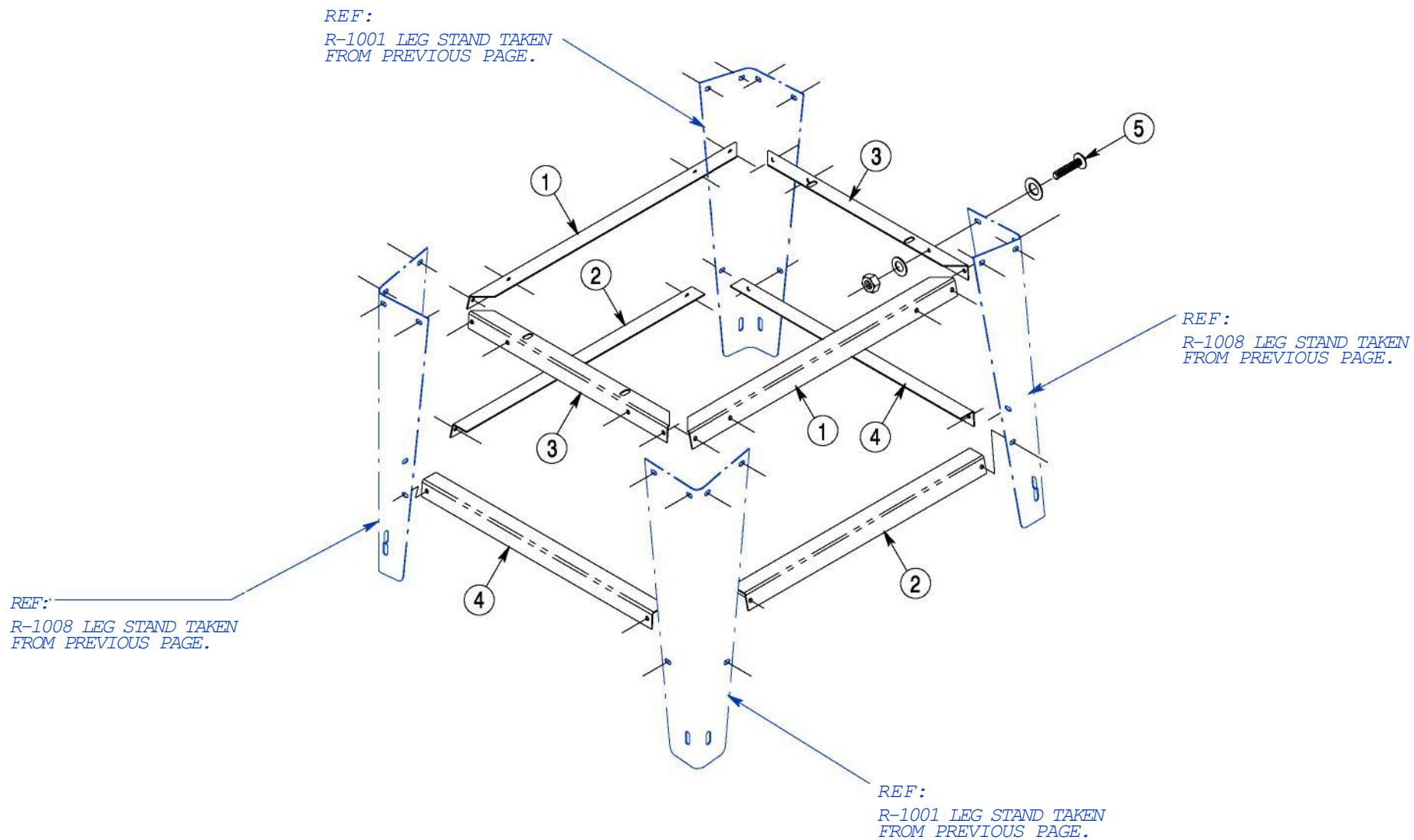


## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	R-1008	LEG STAND	2
2	R-1001	LEG STAND	2
3	R-1002	LEG STAND EXTENSION	4
4	HW-53150	SCREW, BUTTON HD	8
	HW-49040	WASHER, FLAT,	8
	HW-49230	WASHER, INT. LOCK	8
	HW-60050	NUT, HEX	8

ITEM #	PART #	DESCRIPTION	# REQ
5	HW-99232	BUMPER, RUBBER MCMASTER/CARR	4
	HW-51230	SCREW, SOC HD	4
	HW-60050	NUT, HEX	4

## 5.24 Rail & Leg Assembly





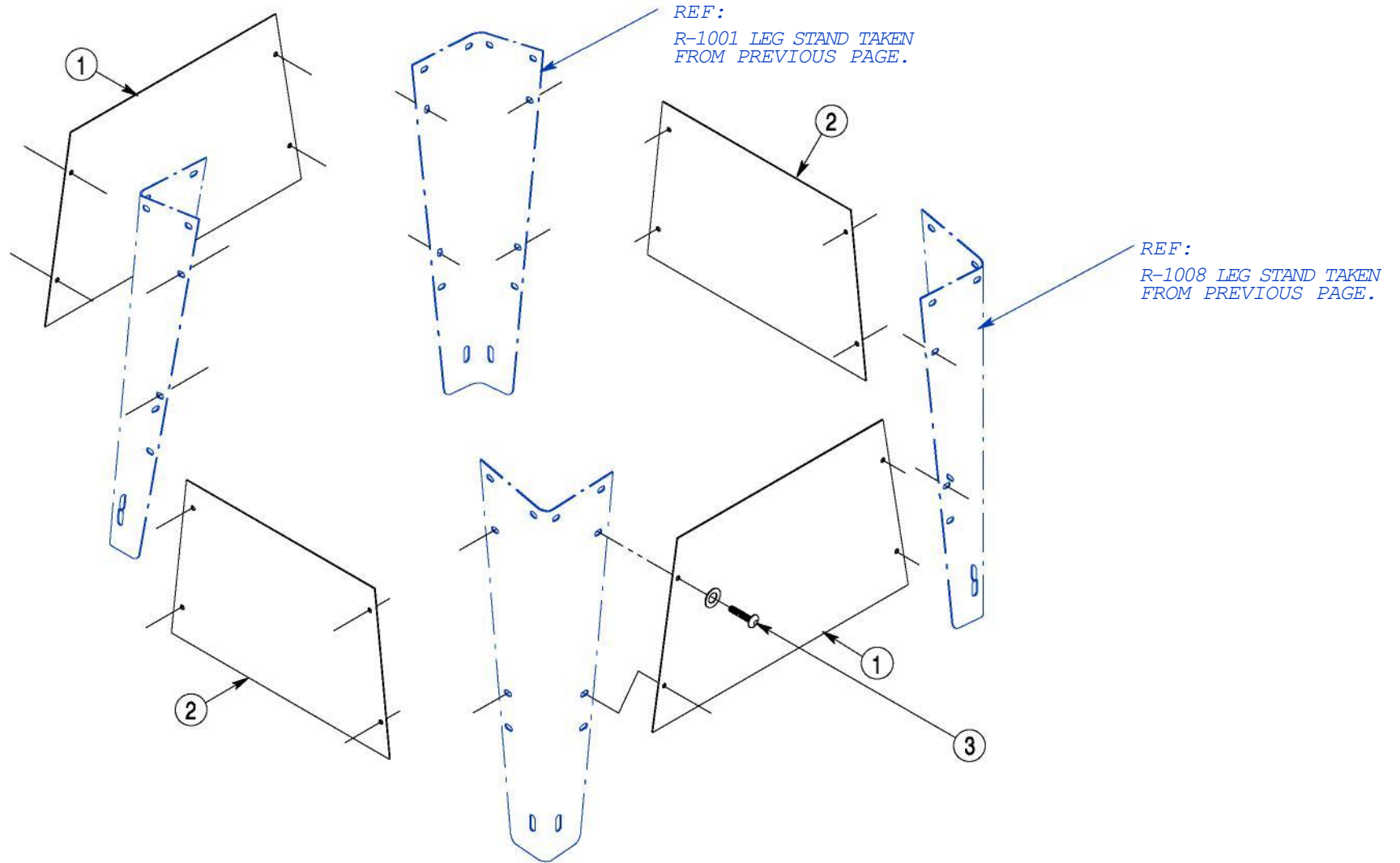
## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	R-1003	RAIL, LONG UPPER SIDE	2
2	R-1006	RAIL, LONG LOWER SIDE	2
3	R-1004	RAIL, SHORT UPPER MTG.	2
4	R-1005	RAIL, SHORT LOWER SIDE	2

ITEM #	PART #	DESCRIPTION	# REQ
5	HW-53150	SCREW, BUTTON HD	24
	HW-49040	WASHER, FLAT, 1/4"	24
	HW-49230	WASHER, INT. LOCK	24
	HW-60050	NUT, HEX, 1/4"-28	24



### 5.25 Leg Extension Assembly





## 5 Parts

ITEM #	PART #	DESCRIPTION	# REQ
1	R-1016	GUARD, SIDE	2
2	R-1017	GUARD, END	2

ITEM #	PART #	DESCRIPTION	# REQ
3	HW-53150	SCREW, BUTTON HD	16
	HW-49040	WASHER, FLAT	16





## 6 SCHEMATICS



## 6 Schematics

6-2

# ELECTRICAL - IASRA v5 F211 =TT F:SF RBI F2R2I NG VA2HI\F

## TABLE OF CONTENTS

PAGE #	DESCRIPTION
1	TABLE OF CONTENTS
2	120 VOLT A.C. CONTROL CIRCUITS
3	WIRING DIAGRAM FOR TEMPERATURE CONTROLLER
4	24 VOLT D.C. CONTROL CIRCUITS
5	WIRING DIAGRAM FOR SAFETY CIRCUIT
6	CLUTCH/BRAKE TORQUE CONTROLLER
7	PANEL LAYOUT
8	MAIN PANEL LAYOUT
9	MAIN PANEL CABLE LAYOUT
10	BILL OF MATERIALS


**SCOTT**

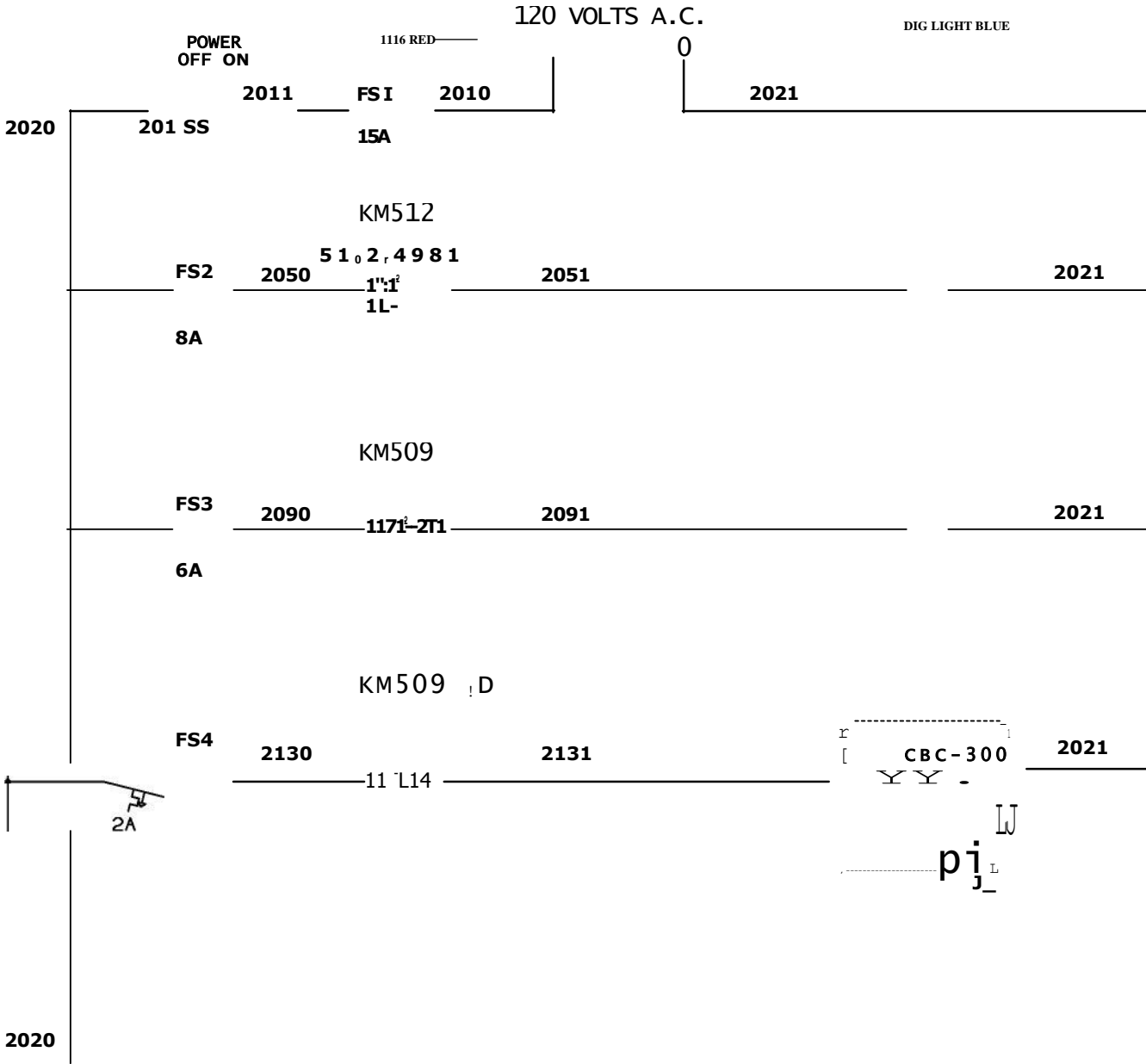
SCOTT OFFICE SYSTEMS  
 32132 INDUSTRIAL RD  
 LIVONIA, MI 48150  
 U.S.A.

MAMMY =  
 SCOTT EDGE REINFORCING MACHINE  
 MODEL: CE

DR. BY	CK'D BY GMD	SCALE
5/04 DATE	06/1	
DWG. NO.	R - 1702-01	

SIT AD. 01 REVISI

02-01  
02-02  
02-03  
02-04  
02-05  
02-06  
02-07  
02-08  
02-09  
02-10  
02-11  
02-12  
02-13  
02-14  
02-15  
02-16  
02-17  
02-18  
02-19  
02-20  
02-21



2021

DRIVE MOTOR

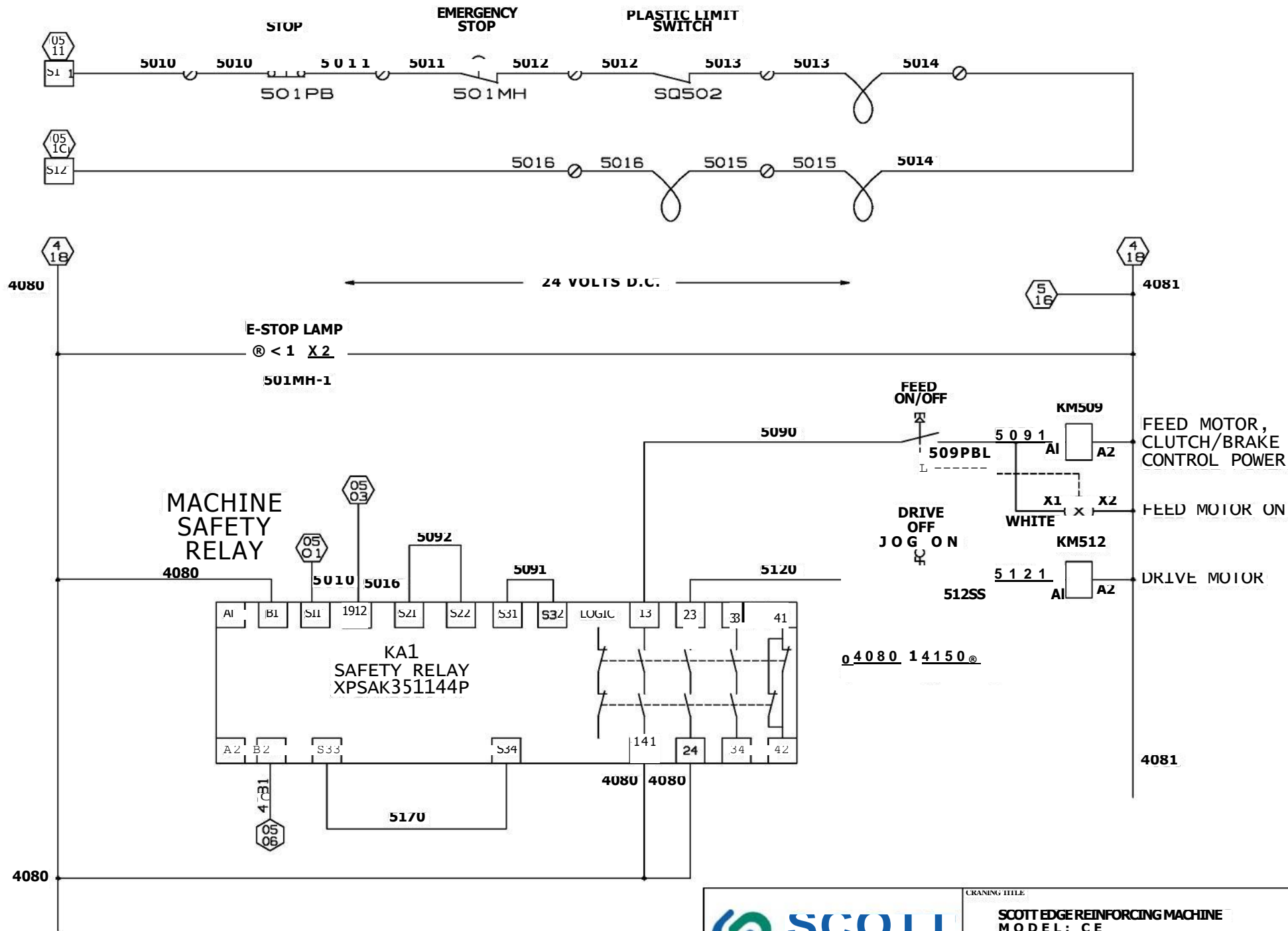
FEED MOTOR

CLUTCH/BRAKE CONTROL POWER (DRIVE MOTOR)





05-01  
05-02  
05-03  
05-04  
05-05  
05-06  
05-07  
05-08  
05-09  
05-10  
05-11  
05-12  
05-13  
05-14  
05-15  
05-16  
05-17  
05-18  
05-19  
05-20  
05-21



**SCOTT**  
SCOTT OFFICE SYSTEMS  
32132 INDUSTRIAL RD  
LIVONIA, MI 48150  
U.S.A.

CRANING TITLE		
SCOTT EDGE REINFORCING MACHINE MODEL: CE		
BUY: GMD	o"" GMD	SCALE
***** 06/15/04 BATE CT"		
DWG. NO.	R 1702-05	SW NO. 05
		REVISION

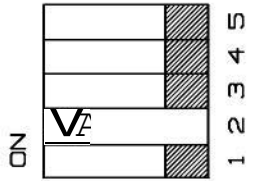
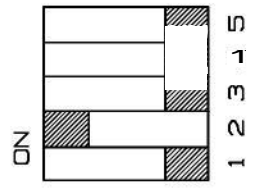
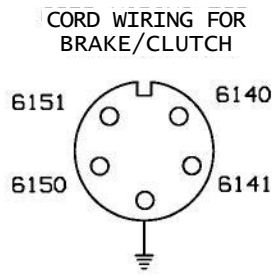
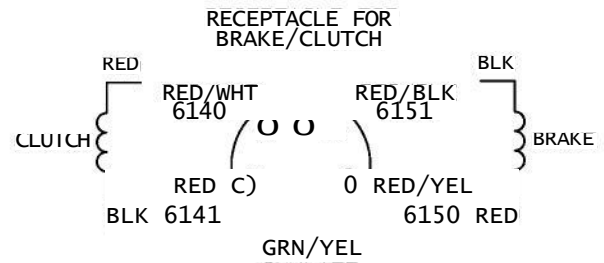
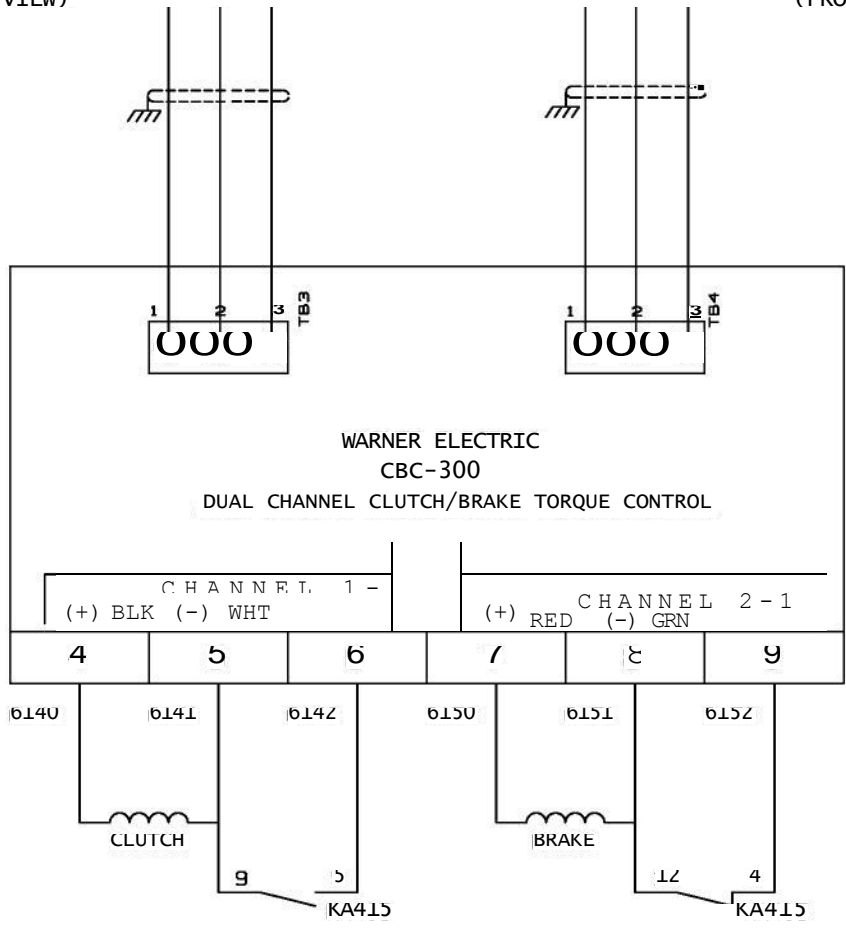


10K 10 WATT  
CURRENT ADJUST  
POTENTIOMETER  
(FRONT VIEW)

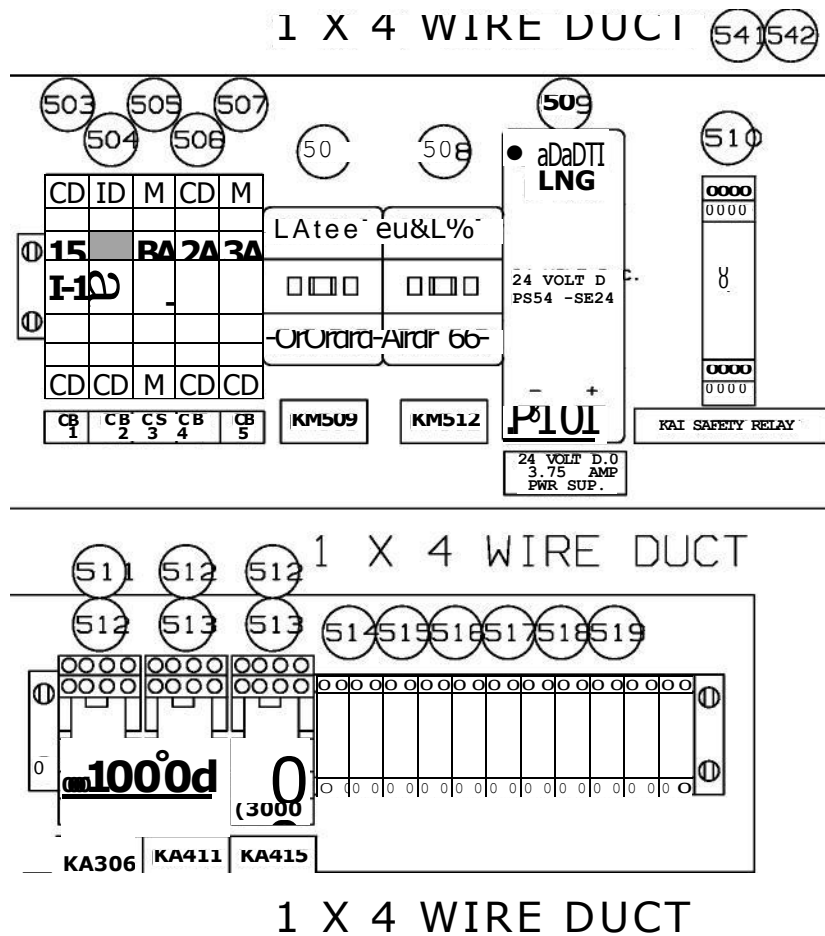
604POT  
6'4

605POT  
64

10K 10 WATT  
CURRENT ADJUST  
POTENTIOMETER  
(FRONT VIEW)



 SCOTT OFFICE SYSTEMS 32132 INDUSTRIAL RD LIVONIA, MI 48150 U.S.A.	DRAWING TITLE SCOTT EDGE REINFORCING MACHINE MODEL: CE		
	M. B. Y. M. O. B. Y. JB mm 06/15/04	GMD DATE OC'D	SCALE
	DWG. NO. K - 1702-U0	MT N].	06
	REVISION		



2020	C
2020	C
2021	C
2021	C
2021	C
2021	C
4080	C
4080	C
4080	C
4080	C
4081	C
4081	C
4081	C
4081	C
4150	C
5010	C
5011	C
5012	C
5013	C
5014	C
5015	C
5016	C



SCOTT OFFICE SYSTEMS

32132 INDUSTRIAL RD  
LIVONIA , MI 46150  
U.S.A.

DRAWING TITLE  
SCOTT EDGE REINFORCING MACHINE  
MODEL: CE

DR. BY *comp*

CKED BY



SCALE

mm

06/ 15 / 04 DATE

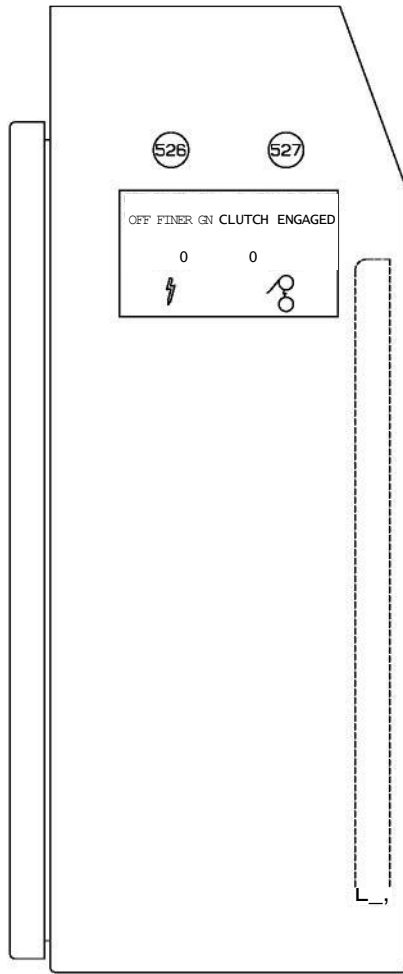
DWG. NO.

SW NO.

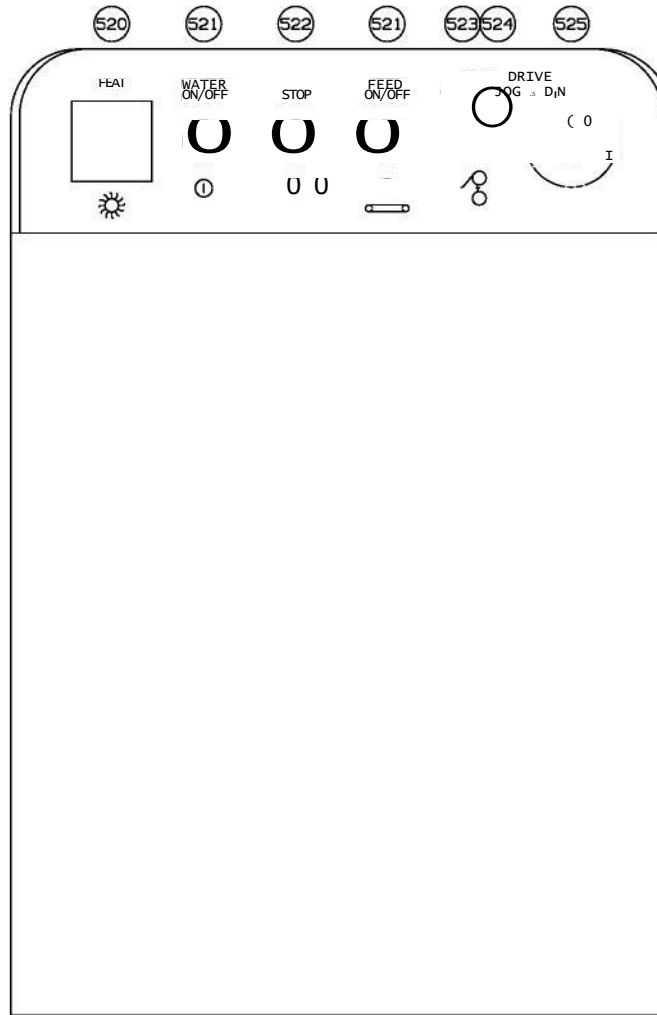
REVISIM



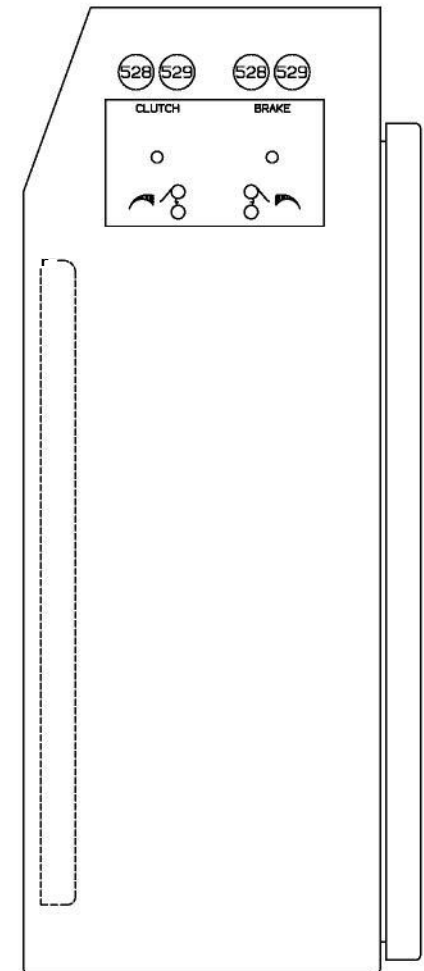
# LEFT SIDE



# FRONT VIEW



# RIGHT SIDE

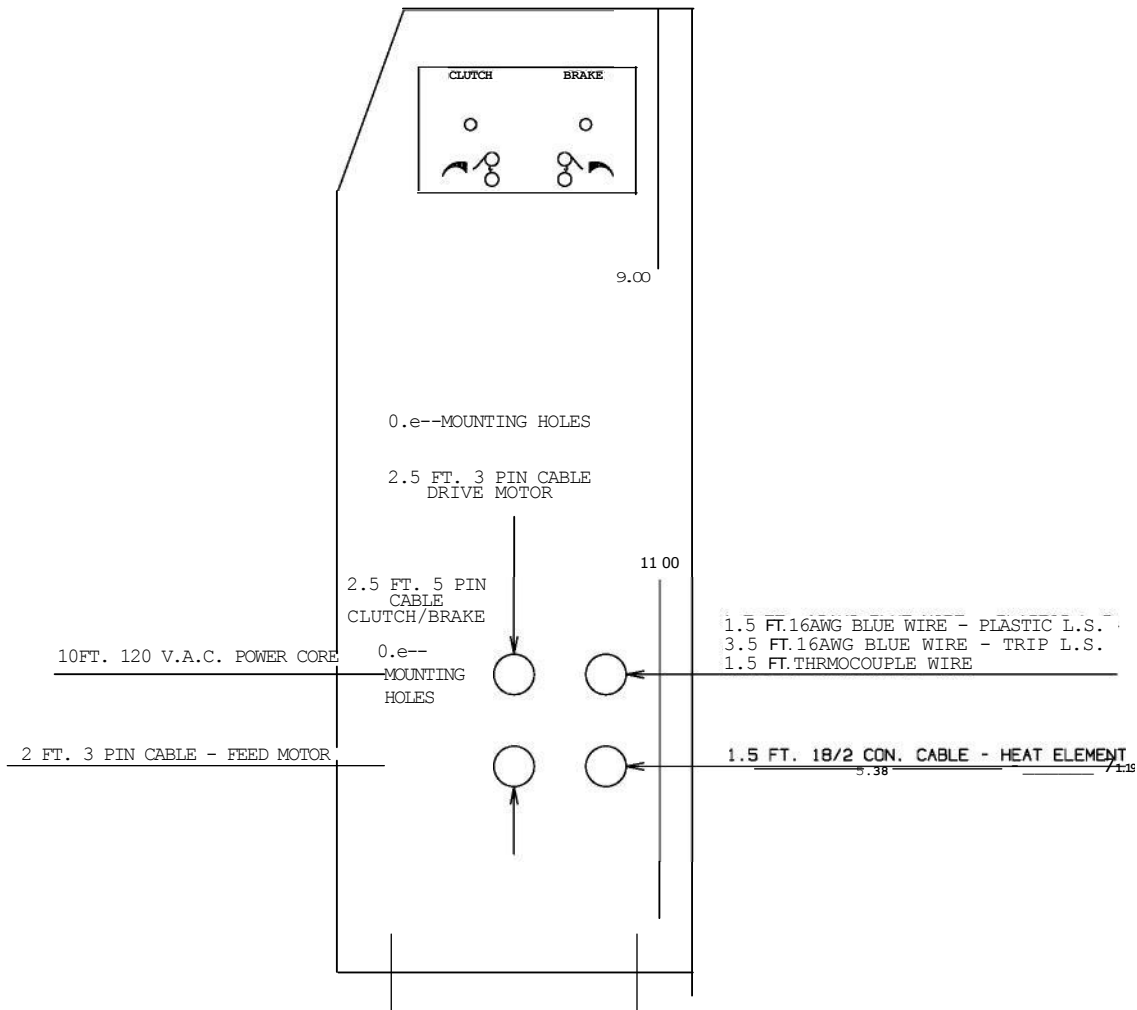


**(1) SCOTT**

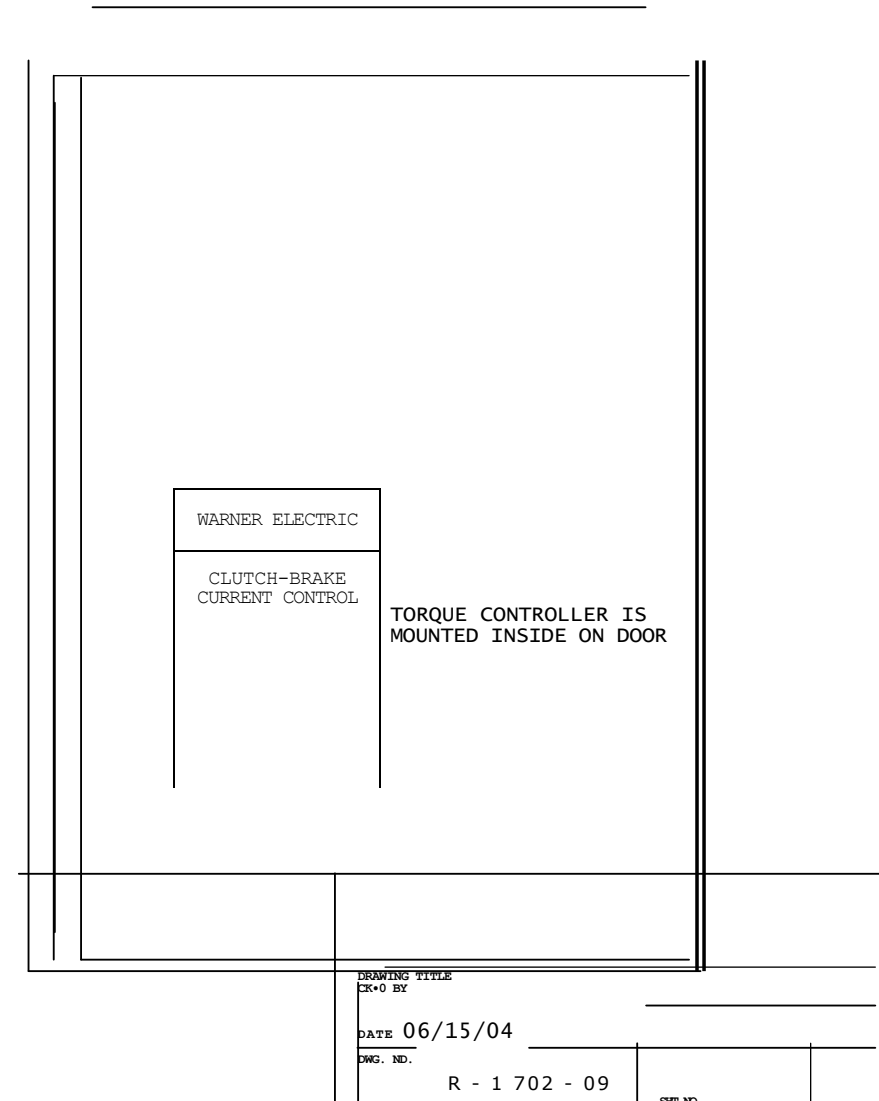
SCOTT OFFICE SYSTEMS  
32132 INDUSTRIAL RD  
LIVONIA, MI 40150  
U.S.A.

DRAWING TITLE			
SCOTT EDGE REINFORCING MACHINE MODEL: CE			
DATE	GMD	GMD	SCALE
06/15/04	DATE DK		
DWG. NO.	R - 1 / 0 2 - 0 8		OB
	SHI NO.		REVISION

# RIGHT SIDE



# BACK VIEW



**e' SCOTT**

SCOTT OFFICE SYSTEMS  
32132 INDUSTRIAL RD  
LIVONIA, MI 48150  
U.S.A.

SCOTT EDGE REINFORCING MACHINE  
MODEL: CE

DATE CK'D	GMD	SCALE
-----------	-----	-------

# BILL OF MATERIALS

ITEM	QTY	SOURCE	PART NUMBER	PART DESCRIPTION	SCOTT PART NUMBER
1	1	A.S.I.	R-0705	CUSTOM ENCLOSURE	R-0705
2	1	A.S.I.	R-0705	SUBPLATE	R-0705
3	1	LASALLE	MG17416	15A/IP CIRCUIT BREAKER	HW-95379
4	2	LASALLE	MG24505	8A/IP CIRCUIT BREAKER	HW-95131
5					
6	1	LASALLE	MG24426	2A/IP CIRCUIT BREAKER	HW-95377
7	1	LASALLE	MG24427	3A/IP CIRCUIT BREAKER	HW-95061
B	2	LASALLE	LP1K0910BD	MINI CONTACTOR	HW-95344
9	1	LASALLE	PS5R-SE24	24 V.D.C. 3.75A POWER SUPPLY	HW-95356
10	1	LASALLE	RT9	JOKAB 24VDC SAFETY RELAY	HW-95009
n	1	LASALLE	RU2SA110	10 AMP 120 V.A.C. DP/DT RELAY	HW-96010
12	3	LASALLE	SM2S-05C	RU2 RELAY SOCKET	HW-95226
13	2	LASALLE	RU2S-D24	10 AMP 24 V.D.C. DP/DT RELAY	HW-96020
14	1	BARNUM	C-106-2PM	DIN RAIL	HW-95341
15	22	LASALLE	115116.07	TERMINALS - M4/6	HW-95066
16	4	LASALLE	113003.10	TERMINAL SEPARATOR	HW-95338
17	2	LASALLE	176667.04	TERMINAL JUMPERS	HW-95339
M	1	LASALLE	118368.16	END PLATE - 67N	HW-95067
19	1	LASALLE	103002.26	END STOP	HW-95065
M	1	C.V.A.	ETR-9090-122	OGDEN TEMPERATURE CONTROLLER	HW-94060
21	2	LASALLE	HW4L-A1F100D-W-24	WHITE ILLUMINATED P.B.	HW-97126
22	1	LASALLE	HW4B-A2F01-R	RED MAINTAINED EXTENDED HEAD P.B.	HW-97138
23	1	LASALLE	HW4S-32TF20	3 POS. SPRING RETURN SELECTOR SWITCH	HW-97139
X	2	LASALLE	HWF10	N.D. CONTACT BLOCK	HW-97130
3	1	LASALLE	HW1E-TV4110D-R-24	ILLUMINATED E-STOP BUTTON	HW-97115
22	1	LASALLE	HW4S-2TF10	2 POSITION SELECTOR SWITCH	HW-97137
21	1	LASALLE	HW4P-1F0D-G-24	24 V.D.C. GREEN LIGHT	HW-97140
2	2	CTS	026T832R10381A1	10K POTENTIOMETER	HW-95385
23	2	MALLORY	368-1	POTENTIOMETER KNOB	HW-95213
3	1	MPT	CBC300-1 6021-448-002	WARNER ELECTRIC CURRENT CONTROLLER	HW-95386
31	1	LASALLE	PK9GTA	GROUND BAR	HW-95116
32	1	LASALLE	09719	COLEMAN CABLE POWER CORD	HW-95384
E	1	LASALLE	RDI6NRBK	CORDGRIP	HW-95329
1	5	LASALLE	RDI3NRBK	CORDGRIP	HW-95347
3	2	LASALLE	MIN-3FP-12	3 PIN FEMALE MINI CORD 12 FT.	HW-95119
3	1	LASALLE	MIN-5FP-6	5 PIN FEMALE MINI CORD BFT.	HW-95381
31					
3					
E	1	HCS	PE-D	PE LABEL	HW-95223
4	1	HCS	15019A	GROUND LABEL	HW-95224
41	1	LASALLE	D1X4LG6	1 X 4 DUCT	HW-95337
42	1	LASALLE	CILG6	1' DUCT COVER	HW-95129

 SCOTT OFFICE SYSTEMS 32132 INDUSTRIAL RD LIVONIA, MI 48150 U.S.A.		DRAWING TITLE	
		SCOTT EDGE REINFORCING MACHINE MODEL: CE	
m.sy GMD	coro By GMD	SCALE	
mm 06/15/04 DATE		CIC-D	
DWG. NO.			
R - 1 702		- 1 0	
			SHT ND.



---



---

|

|