

# SET UP

Things to be done before threading up.

1. Loading the empty shaft into the cantilever
  - a. Have the drive side hook of hoist just inside the fixed step of the shaft and the tending side just supporting the shaft.
  - b. Have the clamshell open and raised all the way up, put the shaft into the holder and close clamshell on top of the fixed collar. (May have to move the shaft up or down to level it making the cover close all the way.)
2. Loading the cores onto the shaft
  - a. Have the cantilever raised and the drive end of the shaft secured.
  - b. Load the drive side stub on first (if it is not on, it is currently  $8 \frac{3}{4}$ ".
  - c. Load shaft so that it matches the cuts as needed.
  - d. Cut a stub for remaining exposed shaft, the stub must project out over the first step down in diameter by about  $\frac{1}{2}$ ".
  - e. Put the two big collars on, flat sides against the core and out towards you. The two insides should rotate and interlock. Tighten.
  - f. Load the small collar onto the end of the shaft, snug up to the lip. (this is the collar that will be held by the tending side grippers)

3. Setting up winder for thread (assuming the slitters are already set, see slitter section)
  - a. Using the core hoist, load the shaft into the loading arms. Position the hooks inside of the collars. Collars should rest in the arms of the loading lever.
  - b. To load the shaft onto the winder, bring the transfer lever up, then bring the loading lever up, once the shaft rolls from the loading to the transfer, bring the loading lever down.
  - c. Make sure the slitter mandrel is not in setup mode, turn the trim slitters on, turn the trim blower on, and make sure the main slitters are off.

#### 4. Moving reel into position

- a. Once reel is over in line with the winder use the main hoist to pick it up. When the reel is spun, the tending side hooks should be right up against the inside of the spool and the drive side hooks on the outside, similar to current set up with hoists.
- b. Pick reel up and bring west to the back stand. Be careful not to hit the air ducts when first picking up.
- c. Move hoist out of the way, back towards the east and raised so that nobody walks into it.

#### Notes on set up

- East is towards the wet end
- West is towards the elevator
- Tending side is aisle side / front side
- Drive side is the motor side / backside