



# HEADSTOCK PACKING INSTRUCTIONS

## 516645

Upon opening this box, you have found several rolls and pads of brown paper packaging. There are also two heavy paper tubes and three strips of labels. Remove all these supplies from the box they were shipped to you in. This box, along with all of these supplies will be used to pack your Headstock for shipment to Shopsmith.

You will need a helper to place the Headstock in the box. You will be asked to find “rolls” and “pads” and you need to know the difference. A roll is a round coil with an open center. A pad is folded flat and multilayered paper that is usually longer than it is wide. The Rolls and Pads are numbered in the order they are used.

Please follow the instructions and photos below to properly pack and ship the Headstock.

### *Additional Supplies Needed*

- ◆ Roll of 3/4" wide masking tape
- ◆ Roll of 2" or 3" wide, clear, packing tape
- ◆ Heavy, black, permanent marker
- ◆ Note paper and a pen or pencil

### **WARNING**

**Before packing the headstock, make sure it is turned off and unplugged.**

**Locate Roll #1:** This is a small roll. Place this roll over the Quill Feed Shaft on the back (opposite side to the switch) of the Headstock. Tape this Roll in place with masking tape. As shown in Figure 1.

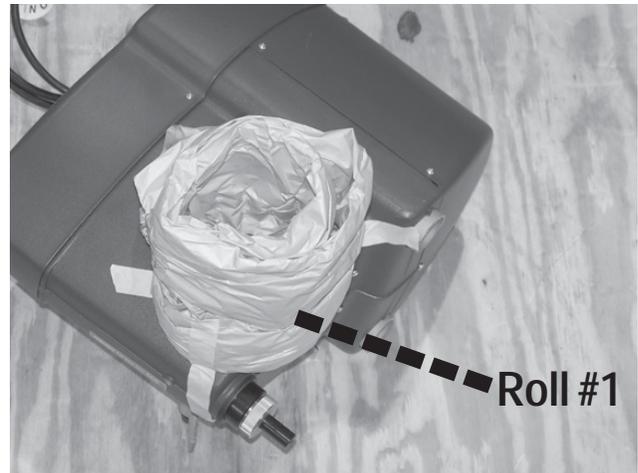


Figure 1

**Locate Roll #2:** This is the largest, thickest roll you received. Place this roll in the box near the center as shown. (See Figure 2). There must be room in the bottom of the box for the roll on the Quill Feed Shaft to rest on the bottom of the box.

### **NOTE**

**Remove the Quill Feed Handle and Hubs from the Headstock. We do not need them for repair. Keep them for reinstallation on your returned Headstock.**



Figure 2

Slip the two heavy paper rolls into the way tube holes. These tubes keep the wedge locks from getting out of adjustment during shipping. Tighten the headstock lock to secure the wedge lock against these tubes with light pressure

Use a helper to lift the Headstock. Place it in the box with roll #1 down, so it rests on the bottom of the box. The back side of the Headstock should be resting on Roll #2. Reposition roll #2 so it is centered under the Headstock if necessary. The front, switch side of the Headstock should be facing up. Be sure the Power Cord is positioned on the front of the Headstock and not trapped under it or along its side, as shown in Figure 3. Compress the two rolls the Headstock is setting on. Press down on the Headstock so the rolls only compress about 2". The front of the Headstock should be about 3" from the top edge of the box, no lower.



Figure 3

**Locate Pad #3:** Place it between the motor pan at the bottom of the Headstock and the box, see figure 4.

**Locate Pad #4:** Place it between the top of the Headstock and the box, see Figure 5.



Figure 4

Pad #3



Figure 5

Pad #4

**Locate Roll #5:** It is a small roll similar to Roll #1. Place it over the Quill at the top of the Headstock, between it and the box, as shown in Figure 6.

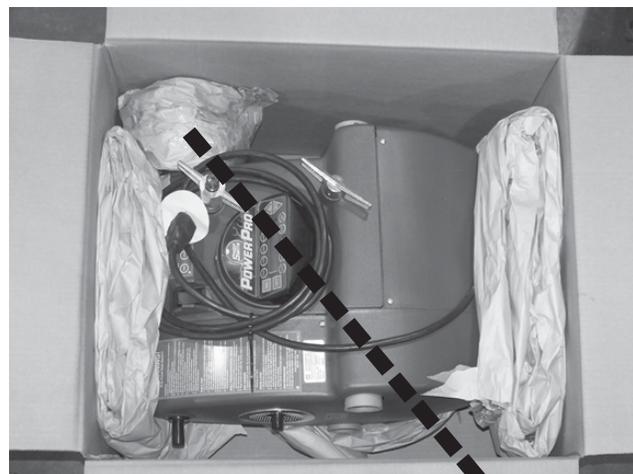


Figure 6

Roll #5

**Locate Pad #6:** Place it in the space left next to the Headstock, under the Roll #6, between the Headstock and the box. (See Figure 7).



Figure 7  
Pad #6



Figure 8  
Pad #7



Figure 9  
Pad #8

**Locate Pad #7:** Place it between the Belt Cover on the Headstock and the box. Position it near the bottom of the Headstock, near the motor, as shown in Figure 8.

**Locate Pad #8:** Place it in the remaining gap between the belt cover and the box, near top of the Headstock, see Figure 9.

**Locate Roll #9:** It is the last large roll similar to Roll #2. Place it over the Speed Dial or Control Panel on the front of Headstock, as shown in Figure 10.

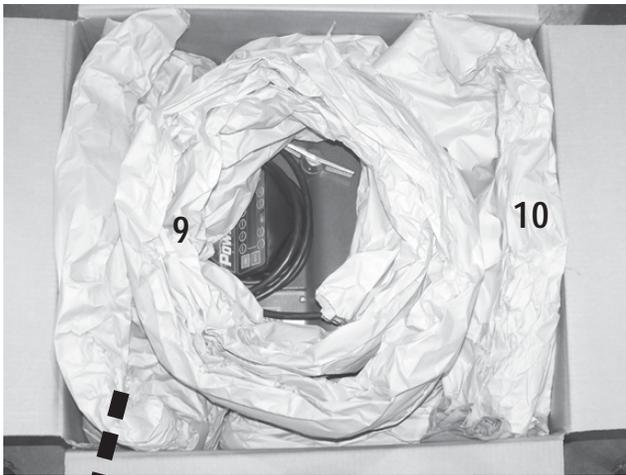


Figure 10  
Roll #9

**Locate Pad #10:** Place it next to Roll #9 and on top of the pad under the motor pan on the Headstock, see Figure 11.



Figure 11  
Pad #10



**Pad #11**

**Figure 12**

**Locate Pad #11:** Place it next to Roll #9 and on top of the pad at the top of the Headstock, see Figure 12.

At this point, all of this padding will overfill the box. You can compress the paper packaging slightly as needed to close the box. Do not compress the packaging so far that the flaps close easily. To arrive in good condition, the packaging inside the box must be tight around the Headstock and the box flaps difficult to close. At this time, take a minute to write us a note. Tell us what is wrong with your Headstock and be sure to include your name, address and daytime phone number on this note and place inside box.

Push down on the flaps, and in from the sides, until you are able to close the flaps. Have your helper tape the box closed across the flaps first. This will help hold the box together while you tape the box along the length of the flaps.



**Figure 13**

Place the stickers as shown in Figure 13 and 14. The “Fragile” stickers must be on two diagonal corners. The “This Side Up” stickers must be on the other two diagonal corners. The “HEAVY Stickers must be placed as shown on the top and between the other two stickers along the top edges of the box, see Figure 14. Also, push in the flap handles on two sides of the box, as shown in Figure 14.



**Figure 14**

At this point, it is time to call the Shopsmith Customer Service Department at (800) 543-7586. You **MUST** have a RMA (Return Merchandise Authorization) number from the customer service associate. This number **MUST** be written prominently on the top of the box or the package or it will not be received. Address the box to:

Shopsmith  
6530 Poe Ave.  
Dayton, OH 45414

Also, write your name and address on the outside of the box.

If this is Warranty return, a Shopsmith Customer Service Associate will issue a call tag when you call them. FedEx will pickup the Headstock and deliver it to Shopsmith. Please write "WARRANTY" on the box for easy identification.

Non Warranty Repairs **MUST** ship to Shopsmith through FedEx or UPS. You must insure the Headstock for a minimum value of \$2000. Do not ship US Postal Service. Even if insured, because of the weight, if there is damage to the Headstock when shipped through the Post Office you, the shipper, will be responsible for the cost of the damages. Their insurance is only for replacement if lost or stolen.

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### NOTE

If you have any questions, please call our Customer Service Department TOLL-FREE at 1-800-543-7586— drop us an E-Mail at [customerservice@shopsmith.com](mailto:customerservice@shopsmith.com) — visit our website at [www.shopsmith.com](http://www.shopsmith.com) — or write to us at:

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