

## Procedure for Setting-Up Folding Conveyor

**WARNING:** Parts of this unit are under spring tension as shipped. It is imperative that the procedure, as outlined below, is followed in EXACT sequence. Failure to do so could result in injury or death. Do not connect power to this unit until it is fully unfolded and ready for installation. Read all instructions before setting up this conveyor.



The conveyor as shipped and received.



Remove banding from the corrugated cover on skid.

Lift off corrugated container.



Conveyor banded to skid.



Remove banding from loose parts.



Remove loose parts and set aside.



Remove banding from conveyor.



Screw casters into leg of conveyor.





Conveyor after banding is cut, loose parts removed, and casters installed.



Unfold conveyor, we recommend that two people perform this task.



Now unpack the loose shipped parts. Then fasten pivot plate to secure both conveyor halves, using two  $\frac{1}{4}$ -20 UNC button head socket screws.



Install lower curve baffle piece using four button head screws. At this time, also adjust casters to ensure contact with the floor.



Adjust take-up bolts to relieve spring tension. Take both bolts up far enough to allow removal of spring tensioning kit.



Remove spring tensioning kit. Loosen the wing nuts to relieve spring tension.





Unhook lanyard cables from ends of springs and remove.



Using specified tools (see list in back) remove spring tensioning bracket from conveyor.





Adjust the headshaft take-up bolts on each side of the conveyor as required to properly tension the belt. Proper tension is indicated by pushing the belt with your hand below the headshaft and observing  $\frac{1}{4}$  inch deflection. Adjust headshaft parallelism by measuring distance from headshaft to end of slot in head plate as shown. Both sides should be equal. Adjust as necessary. See service manual for more information.



Secure the headshaft take-up bolts in place by tightening up the jam nuts on each side.



Now install the head section cover plate using six button head screws. Four screws are used to secure the top and two are used to secure the bottom end on each side.



The conveyor is now completely assembled. Using a crane with chain and hooks, secure hooks into the two lifting eyes on each side of the conveyor. Lift the front of the conveyor off the skid with a forklift to remove the conveyor from the skid. A crane with a sling wrapped around the horizontal load section of the conveyor can also be used to remove the conveyor from the skid. The conveyor is now ready for installation.

## **Components List for Folding Conveyor**

### **List of Loose Components (Parts Requiring Field Installation)**

1. **Chip Suppressor Assembly/Lower Curve Baffle Piece** = 1 Piece
2. **Discharge End Cover Plate** (w/Safety Tape, & Other Misc. Decals) = 1 Piece
3. **¼-20UNC Button Head Socket Screws** = 12 Pieces (6 to Secure Discharge End Cover Plate, 4 to Secure Chip Suppressor Assembly/Lower Curve Baffle Piece and 2 to secure pivot plate)

### **List of Components for the Self-Tensioning Shipping Kit**

#### **(Assembled Prior to Shipment)**

1. **“U”-Bracket w/Grip Bar** = 1 Piece
2. **Extension Springs** = 2 Pieces
3. **Lanyard Cables** (for Spring-to-Shaft Connection) = 2 Pieces
4. **3/8-16UNC Hex Head Cap Screws, Hex Nuts, & Spring Lock Washers** (for Mounting of “U”-Bracket to Conveyor) = 4 Pieces Each
5. **3/8-16UNC Eyebolts** (for Spring-to-Bracket Connection) = 2 Pieces
6. **3/8-16UNC Wing Nuts** (for Fastening and Adjustment of Eyebolts) = 2 Pieces

#### **Tools Required**

1. **5/32” Hex Key/Allen Wrench** (for ¼-20UNC Button Head Socket Screws)
2. **9/16” Wrenches (1 Box Wrench & 1 Socket Wrench)** (for Disassembly of Self-Tensioning Shipping Kit)
3. **15/16” Socket Wrench** (for Adjusting the Take-Up Bolts which Tension the Hinged Steel Belt)
4. **1-1/8” Open Ended Wrench** (for Adjusting the Stem Caster Hex Jam Nuts)
5. **Tape Measure** (for Final Adjustment of Head Shaft – *See Pictures for Explanation of this Procedure*)

### **Anticipated Folding Conveyor Set-Up Time**

From the time the shipping crate is removed from the pallet, Jorgensen Conveyors estimates that it will take approximately 30 minutes to set-up the conveyor depicted in the document of the step-by-step process. It is recommended that two people un-fold the conveyor. One person can complete the remaining steps of the procedure.