



Instructions for Removing and Packing the Mark V Headstock for Shipment

Tools required:

- 5/32" Allen Wrench
- 1" x 4" x 16" Wood Block
- Rubber Mallet
- Permanent Marking Pen
- Heavy Duty Double Wall Cardboard Box - at least 22" tall, 16" deep, and 20" wide.
- Address Label
- Packing Tape
- Additional heavy cardboard, Styrofoam blocks, carpet scraps, or foam rubber

SAFETY

WARNING

Turn the headstock to low speed setting, turn off and unplug Mark V, before beginning the following operations.

REMOVING THE HEADSTOCK

1. Slide the headstock and carriage as far to the right as possible.
2. Loosen the headstock lock and continue turning the handle in a counter clockwise direction until the wedges are firmly locked in the open position.
3. Block up the way tubes at an angle sufficient for the headstock to clear the headrest when you remove it. Place a 1" x 4" x 16" wood block under the table tubes across the bench tubes. Unlock the headstock lock and lower the table tubes against the wood block. This will raise the tie bar and way tubes above the headrest.
4. With the way tubes elevated 12" above the headrest, loosen the two set screws

(one on each tube) located in the way tube tie bar. Use a rubber mallet to tap off the way tube tie bar. **DO NOT** use excessive force, always tap lightly, between the way tubes, alternating from side to side against the way tube tie bar.

5. With the way tube tie bar removed you can now slide the headstock from the waytubes. Place the headstock in a secure position and remove the quill feed handle. To the headstock, tape a paper with your name, address, telephone number, date, and a brief description of the service required or problems being experienced.

PACKING THE HEADSTOCK

6. The headstock can now be packed into the double walled cardboard box. Make sure that there is at least 2" thick packing surrounding the headstock (all sides, top and bottom) for cushioning during shipment. Sufficient packing is enough folded cardboard, pieces of Styrofoam, folded carpet scraps, or tightly compacted foam rubber to completely fill the 2"-3" space around the headstock.

NOTE

DO NOT use packing peanuts or other loose fill. Unless you make pillows of peanuts by tightly containing them in heavy duty plastic zipper bags with packing tape over the opening.

The goal is to have the headstock float in packing, surrounded on all sides with a stable, 2" thick cushion. The packaging material must not collapse during shipment.

CAUTION

If one of the quill feed shafts or the quill itself pokes through the box there is a very good chance there will be damage to the casting.

7. Test your package by rolling it around on the floor. If it seems loose after this test, add more packaging.
8. With packing tape secure all box flaps, making sure that all the ends are fully covered.

MAILING THE HEADSTOCK

9. Use permanent marker to fill out an address label with the following information:

Your Name
Your Address
Your City, State Zip Code

SHOPSMITH, INC.
ATTN: CUSTOMER REPAIRS
6530 POE AVENUE
DAYTON, OH 45414

10. Send package insured for approximately \$1000.00 (One Thousand Dollars). Depending on the model of your headstock and your packing method, the weight of your packaged headstock will be between 65 and 75 lbs.
11. Once your headstock is received, a repair estimate will be prepared. The Repairs Department will contact you for estimate approval and payment arrangements.



Shopsmith Inc.
6530 Poe Avenue
Dayton, Ohio 45414

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