



FIELD SERVICE BULLETIN #002

Problem: Left side flange hub assembly is not aligned with the path of media/film.

Where Used: GS 642 Paper Take Up P/N 644-103936

Solution: Install longer drive shaft (P/N 644-104573) Order: Modification Kit 644-104579

Procedure:

- ∑ Remove the left side cover from Paper Take Up.
- ∑ Remove media core.
- ∑ Remove left side flange hub assembly.
- ∑ Loosen the belt tensioner assembly screw.
- ∑ Slightly loosen the motor mounting hardware and relieve the belt tension and remove the belt.
- ∑ Remove the drive pulley. (*Note* position of the pulley on the shaft)
- ∑ Remove the E-clip rings, spacers and bearings that hold the drive shaft into the drive shaft hub. (*Note* the position of the shaft in the drive shaft hub)
Replace the shaft with the new shaft. (longer one) It may be easier to remove the drive shaft hub assembly to change out the shaft.
- ∑ Replace the E-clips, spacers and bearings. There are additional spacers in the modification kit if the shaft has excessive lateral movement after being installed.
- ∑ Replace the drive shaft hub assembly if it was removed.
- ∑ Replace the left side flange hub assembly, flush to the end of the shaft.
- ∑ Replace the drive pulley back to its original position.
- ∑ Replace belt. Slide the motor towards the rear of the paper take up to create tension for the belt. DO NOT OVER TIGHTEN THE BELT The belt does not have to be overly tight, just snug.
- ∑ Rotate the Arm Pivot of the belt tensioner assembly 90° of a turn counter-clock-wise. Hold the arm pivot in this position while tightening the mounting screw of the belt tensioner assembly. Bearing of the belt tensioner assembly should be in contact with the belt.
- ∑ Replace the left side cover.

See next page for illustrations.

