

# Port-O-Slitter® Operations Manual



**24" model Port-O-Slitter** with optional **Port-O-Slitter Stand, Cut-Off and PRO-Coiler.**  
(see page 6)

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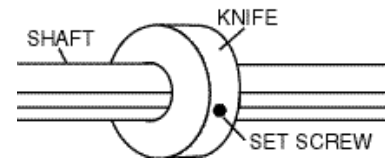
# PORT-O-SLITTER® Setup and Operation

## 1. ASSEMBLY OF YOUR PORT-O-SLITTER

Remove the contents of the PARTS BAG, which should include 2 "T" WRENCHES and the CRANK HANDLE ASSEMBLY. Install the HANDLE and tighten the SET SCREW against the "flat" on the SHAFT. Make sure that the HANDLE turns freely without interference.

## 2. PORT-O-SLITTER OPERATION—SLITTING

- Loosen the SET SCREWS on the LOWER SLITTING KNIFE and slide the KNIFE into the cutting position by aligning the cutting edge of the KNIFE with the desired measurement on the TAPE MEASURE. Tighten the SET SCREW. **IMPORTANT: Tighten all SET SCREWS against the FLATS of the SHAFTS only.** Carefully slide the upper SLITTING KNIFE against the lower KNIFE and tighten that SET SCREW securely using the "T" WRENCH provided. To avoid damaging the SLITTING KNIVES, do not "BANG" the KNIVES together when adjusting them. To make more than one simultaneous cut repeat this procedure with the other KNIVES. If only one cut is being made, move the remaining KNIVES at least three inches apart to avoid cutting or marking your material.
- Next, adjust the right and left COIL GUIDE BARS. In most cases, set the right COIL GUIDE BAR at zero on the tape measure, place the right edge of the material into the slot, then draw the left COIL GUIDE BAR to the left edge of the material and tighten the knurled knobs. Periodically check COIL GUIDE BARS for squareness.
- Now push the material into the SLITTER while turning the CRANK HANDLE counterclockwise. **NEVER PLACE HANDS OR CLOTHING NEAR KNIVES WHILE IN OPERATION.**
- For maximum performance during the slitting operation, keep the material flat over the front RECEIVER ROLLER as the material exits.
- When slitting harder and thicker materials, or if twisting of the material occurs, separate the KNIVES a few thousandths of an inch to provide a better cut.
- When slitting close to one edge of wide material, it may be helpful to lightly hold the material down on the COIL TABLE surface in order to keep it from bowing upwards.



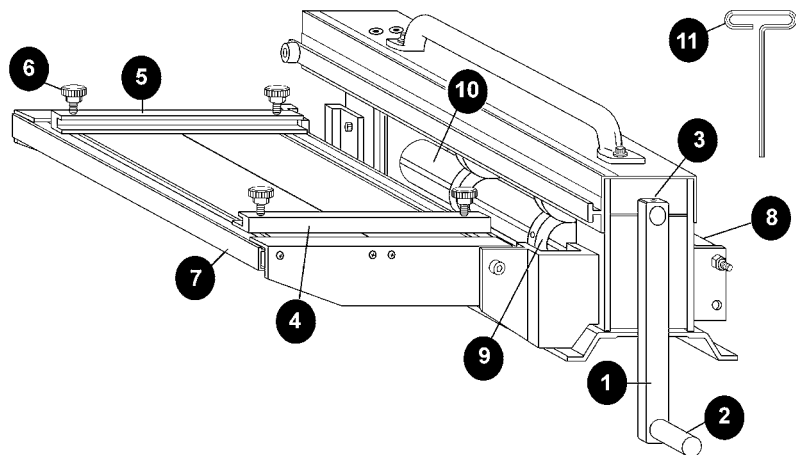
## 3. PORT-O-SLITTER OPERATION—RIB FORMING

- To form "RIBS" for stiffening and decoration, set the KNIVES approximately 1/8" apart. Experiment to achieve different effects. Refer to section 4 below for more information.

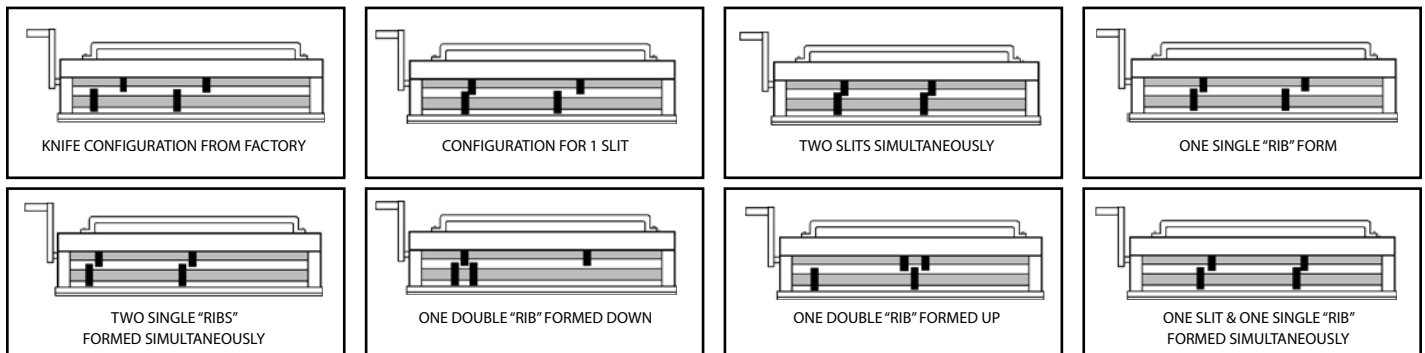
## 4. KNIFE CONFIGURATION AND SET-UP

- Standard KNIFE configurations which can be used are shown below.

QUICK GUIDE	
1.	CRANK HANDLE ASSEMBLY
2.	CRANK HANDLE
3.	CRANK HANDLE SET SCREW
4.	RIGHT COIL GUIDE BAR
5.	LEFT COIL GUIDE BAR
6.	KNURLED KNOB
7.	COIL TABLE
8.	RECEIVER ROLLER
9.	KNIFE
10.	SHAFT
11.	"T" HEX WRENCH (1 OF 2)



## STANDARD KNIFE CONFIGURATIONS



# MAINTAINING AND LUBRICATING YOUR PORT-O-SLITTER

- Keep a light film of protective oil on the SHAFTS, DRIVE GEARS, SET SCREWS, and when not in service, the KNIVES. Always inspect KNIVES for dirt and other foreign matter before using. **Never clean knives while slitter is in operation.**
- To clean knives, spread knives then run a soft cloth over the knife surfaces.
- The SLITTING KNIVES can be re-sharpened on a Surface or Blanchard Grinder. Grind ONLY the sides to regain a new sharp edge. Do not grind the outside radius of the KNIVES.
- Periodically check the squareness of the stationary COIL GUIDE BAR with a framing square against the SHAFTS or SLITTING KNIVES. Re-square when necessary.
- CAUTION: Always observe safe work practices when cleaning, maintaining and operating this equipment. To avoid injury, keep your fingers, hands, clothing and other objects away from the SLITTING KNIVES when this machine is in operation.

## ACCESSORY INSTALLATION:

### Perforating Rolls, Grooved Knife Set, Nylon Pinch Rollers

#### PERFORATING ROLLS

INSTALL MALE ROLL ON TOP SHAFT, FEMALE ON BOTTOM.

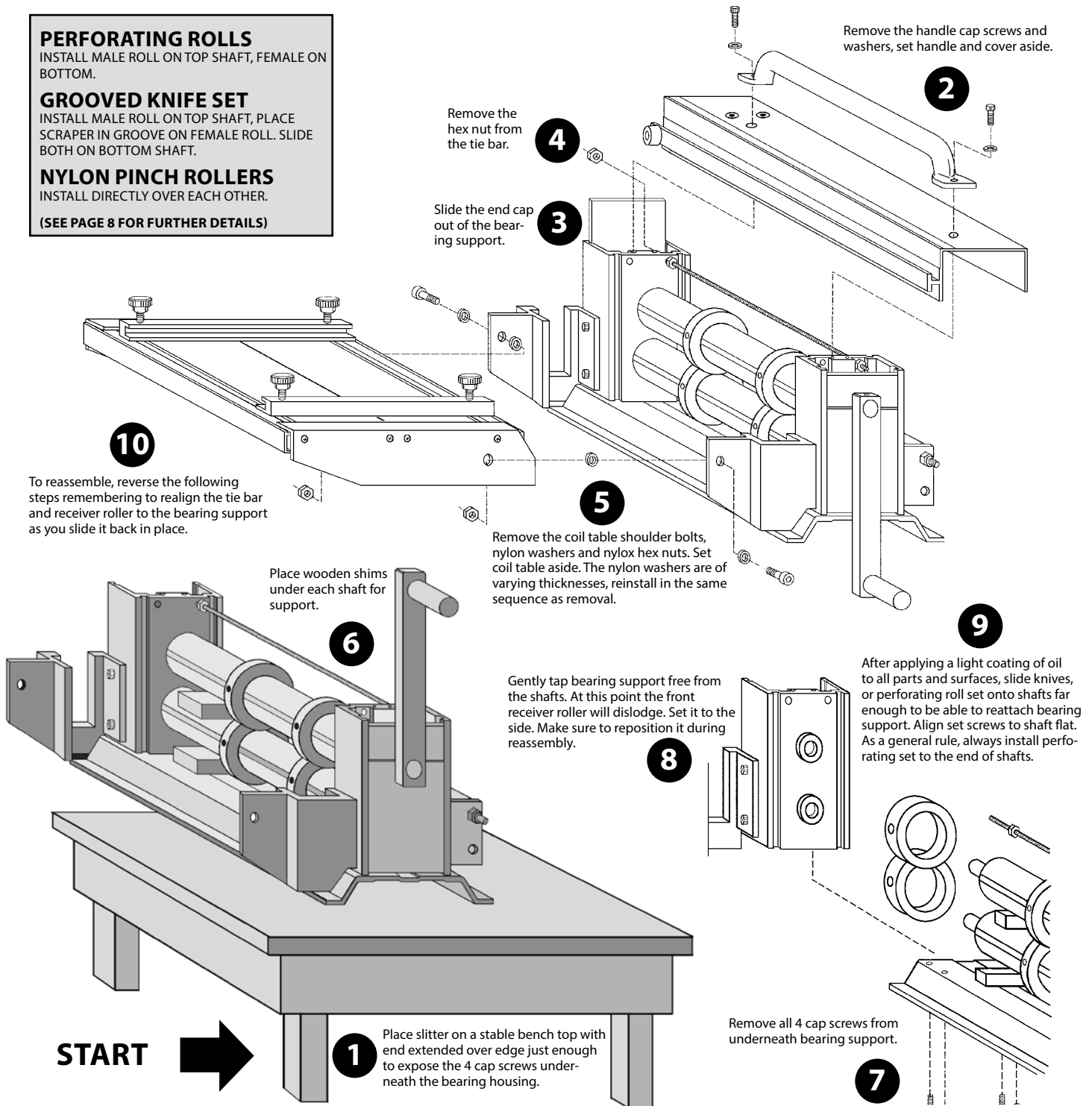
#### GROOVED KNIFE SET

INSTALL MALE ROLL ON TOP SHAFT, PLACE SCRAPER IN GROOVE ON FEMALE ROLL. SLIDE BOTH ON BOTTOM SHAFT.

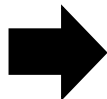
#### NYLON PINCH ROLLERS

INSTALL DIRECTLY OVER EACH OTHER.

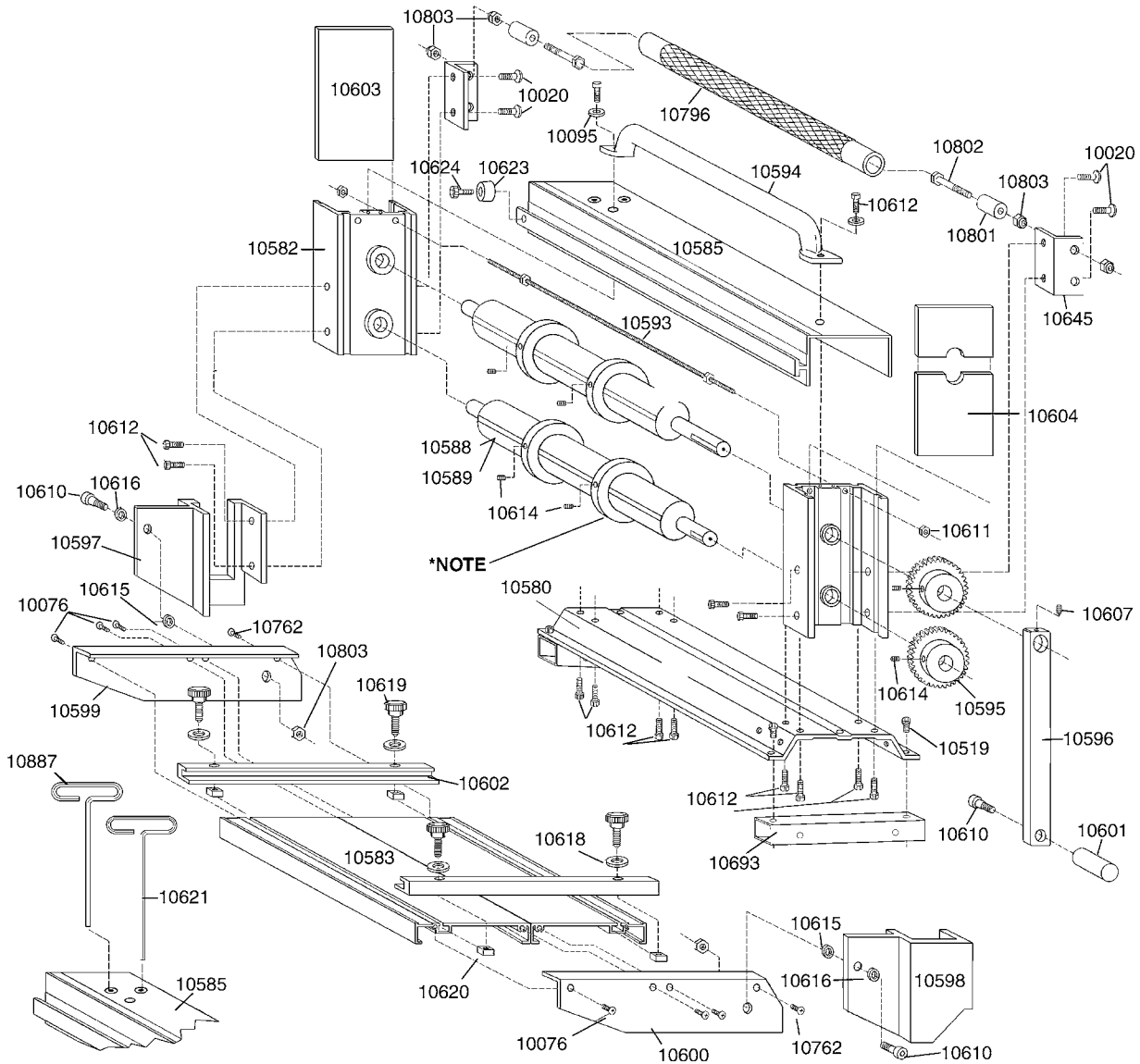
(SEE PAGE 8 FOR FURTHER DETAILS)



START



# Parts List



## PORT-O-SLITTER PARTS

**\*NOTE: Please see page 8 for accessories**

Part No.	Description	Part No.	Description	Part No.	Description
10020	1/4-20 X 5/8" Hex Button HD	10597	Pivot Bracket - Left	10619	5/16" Knurled Knob
10076	10-24 X 3/4" Phil Pan HD	10598	Pivot Bracket - Right	10620	5/16-18 Square Nut
10095	1/4" Flat Washer	10599	Table Arm - Left	10621	5/32" Hex T Wrench
10519	1/4-20 X 3/4" Hex Wash HD	10600	Table Arm - Right	10622	Tape Measure 5'6" (not shown)
10543	3/16 Hex Key Wrench	10601	Crank Handle	10623	Cut Off Stop
10580	24" Slitter Base	10602	Nylon Coil Guide Bar	10624	10-24 X 1/2" Sock Cap Screw
10582	Bearing Support Assembly	10603	End Cap - Left	10644	24" Receiver Roller
10583	24" Coil Table	10604	End Cap - Right	10645	Receiver Bracket
10585	24" Slitter Top Cover	10607	5/16 X 1/2" Sock Set Screw	10673	1/4-20 X 1 1/2" Hex Cap Bolt
10586	1 1/2" X 24" Upper Shaft	10610	3/8" Shoulder Bolt	10693	Base Plate Tube
10587	2" X 24" Upper Shaft	10611	10-24 Hex Nut	10762	10-24 X 5/8" Phil Flat HD
10588	1 1/2" X 24" Lower Shaft	10612	1/4-20 X 3/4" Sock Cap	10796	Roller Cover
10589	2" X 24" Lower Shaft	10614	5/16-18 X 3/8" Set Screw	10801	Roller Tube Insert
10593	24" Tie Bar	10615	3/8 X 1/32" Nylon Washer	10802	5/16-18 X 2-1/4" Hex Bolt
10594	24" Carrying Handle	10616	3/8 X 1/16" Nylon Washer	10803	5/16-18 Nylok Hex Nut
10595	Drive Gear	10617	5/16-18 X 3/4" Hex Cap		
10596	Crank Handle Arm	10618	5/16 Flat Washer		

# Port-O-Slitter Motor Kit Setup/Parts List

## STEP 1

Attach steel connector brackets to the motor base plate using 1/4-20 x 7/8" hex bolts, 1/4" flat washers and 1/4-20 Nylox hex nuts. Do not tighten brackets yet.

## STEP 2

Align motor base plate to splitter base plate making sure the holes in the brackets line up with the holes in the splitter base plate. Fasten both base plates together using the above mentioned hardware. Once you have both base plates in line, tighten all fasteners securely.

## STEP 3

Insert the 7/8" coupling flange onto the reducer shaft and align the key ways. Slide the key in place. Next, insert the 3/4" coupling flange onto the splitter shaft and align the set screw over the flat of the shaft surface.

## STEP 4

Set the reducer onto the motor base plate with the couplings facing each other. Place the sleeve between each coupling flange and draw together so the ends of the sleeve are firmly seated inside.

## STEP 5

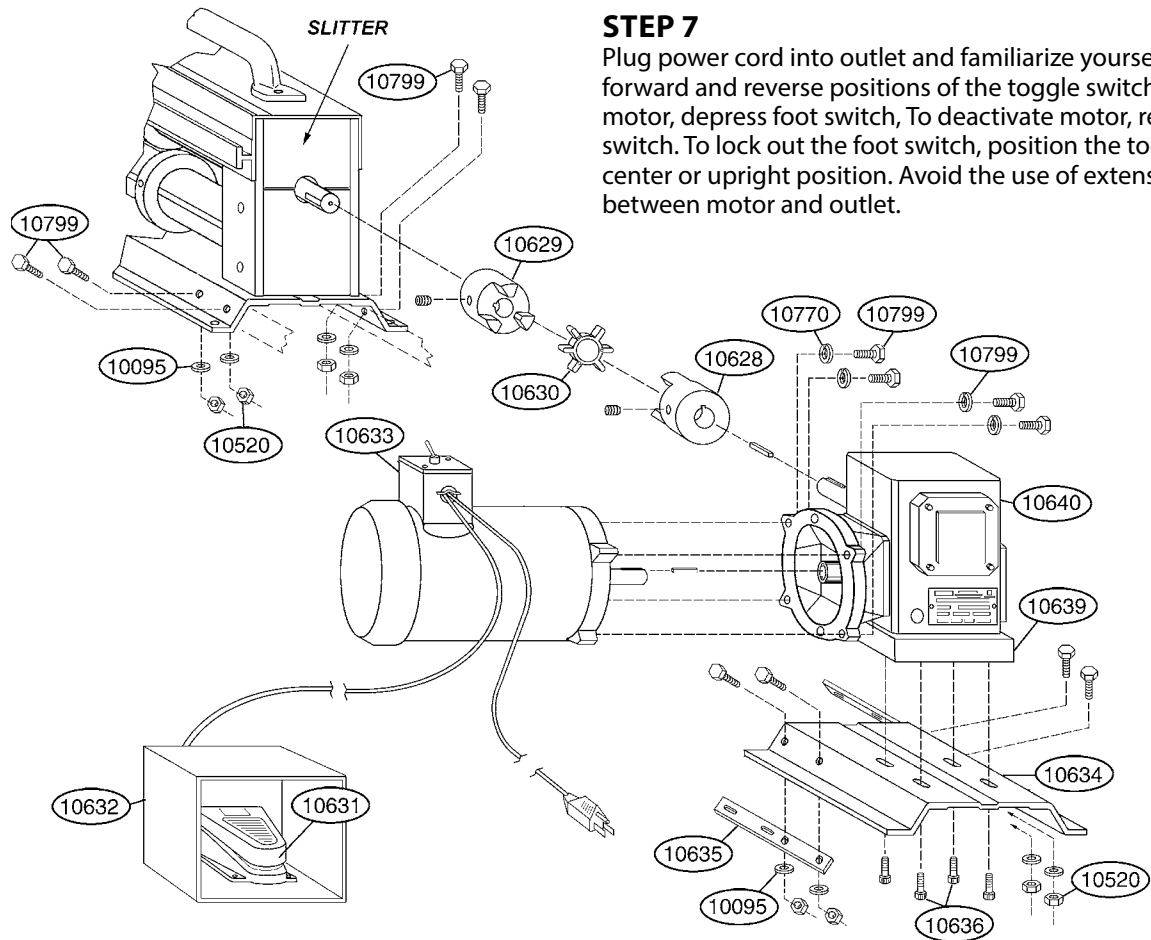
Insert 4 each 1/4-20 x 1" socket cap screws up through the bottom of the motor base plate and into the reducer base block. After making sure the coupling assembly is securely positioned onto both shafts, tighten the socket cap screws and the set screws positioned both over the key stock, and over the flat of the shaft on the splitter.

## STEP 6

to install the motor, first align the keyways on the shafts and insert the key as you slide the motor shaft into the reducer shaft, insert 4 each 3/8" bolts and lock washers through the reducer housing and into the motor until snug.

## STEP 7

Plug power cord into outlet and familiarize yourself with the forward and reverse positions of the toggle switch. To activate motor, depress foot switch, To deactivate motor, release foot switch. To lock out the foot switch, position the toggle in the center or upright position. Avoid the use of extension cords between motor and outlet.



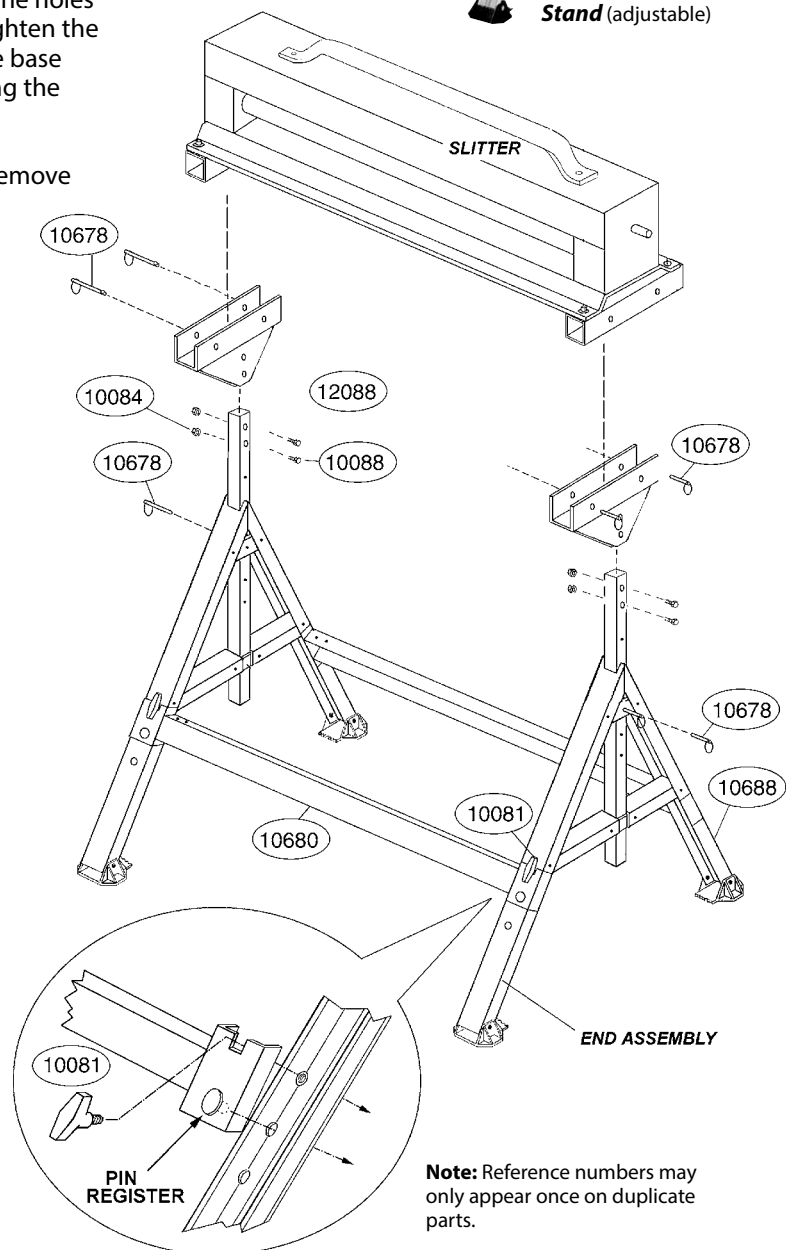
## PORT-O-SLITTER MOTOR KIT

Part No.	Description	Part No.	Description	Part No.	Description
10631	Foot Switch	10629	3/4" Coupling Body	10799	1/4-20 x 1" Hex Wash HD
10632	Foot Guard	10630	Coupling Sleeve	10770	1/4" Lock Washer
10633	Toggle Switch	10635	Base Connector		
10627	Slitter Motor	10520	1/4-20 Nylock Hex Nut		
10639	Worm Gear Spacer	10095	1/4" Flat Washer		
10640	Worm Gear Drive	10634	Slitter Motor Base		
10628	7/8" Coupling Body	10636	1/4-20 x 1" Sock Cap		

# Port-O-Slitter Slitter Stand Set-Up/Parts List

1. Lay out both end assemblies and attach the cross braces by inserting the register pins into the center holes in the outside channels and tightening the "T" knobs securely into the top holes (see detail).
2. Next, set the height of the vertical supports by removing the 2" faspins, extending the vertical supports to the desired position and reinserting the faspins. In most situations, proper height would be determined by one's ability to operate the equipment without having to bend down.
3. Extend outside channels fully making sure the horizontal braces are pushed down all the way. Now place the face plate tubes into the 2 x 4 brackets and align the holes in the side walls. Insert 2 each 2 -21/2" faspins per side.
4. Situate the slitter onto the base plate tubes and align the holes in the base plate with holes in the base plate tubes. Tighten the self tapping washer head screws snugly into place. The base plate tubes do not have to be removed when detaching the slitter from the stand.
5. To detach slitter from stand, remove all 4 faspins and remove from stand.

**Optional:** Load Pro-Coiler with coil, set into bottom legs of stand as shown in photo in upper right and feed coil into receiver end of Port-O-Slitter.

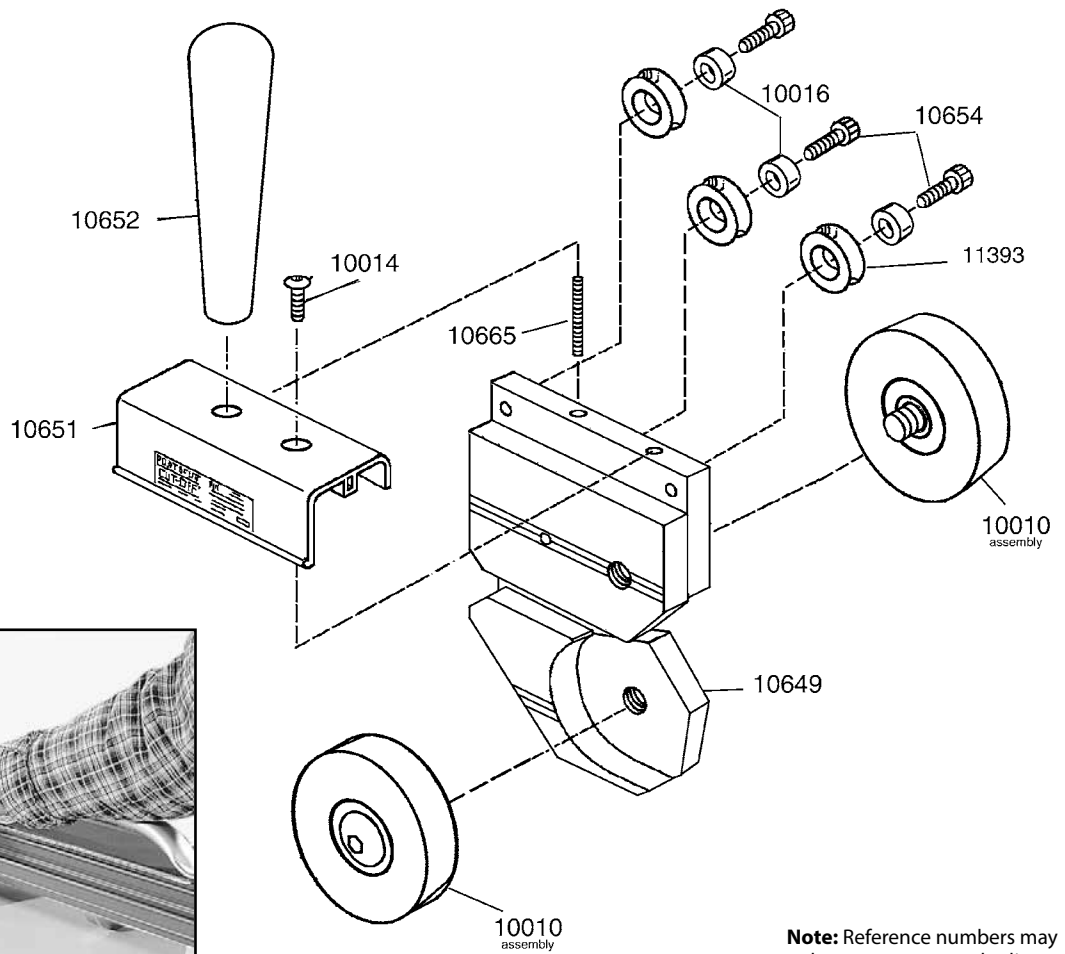


## PORT-O-SLITTER STAND

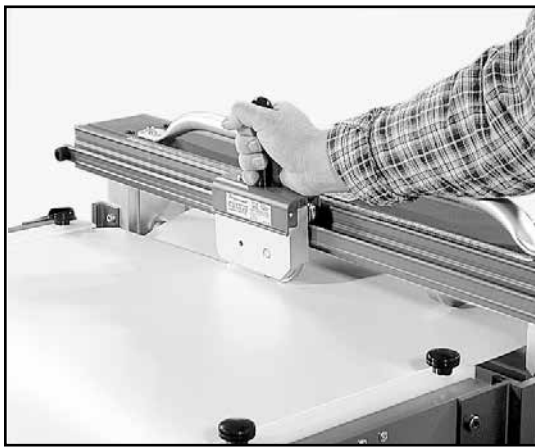
Part No.	Description
10081	T-Knob
10084	1/4-20 2 Way Lock Nut
10088	1/4-20 X 2 1/4" Hex Bolt
10668	28 1/2" Leg with Foot (24" Slitter)
10669	26" Leg (36,48,60" Slitters)
10671	1/4-20 X 2 1/2" Hex Cap Bolt
10676	Wheel Bracket Assembly
10678	1/4 X 2" Faspin
10680	28 1/2" Cross Brace

**Note:** Reference numbers may only appear once on duplicate parts.

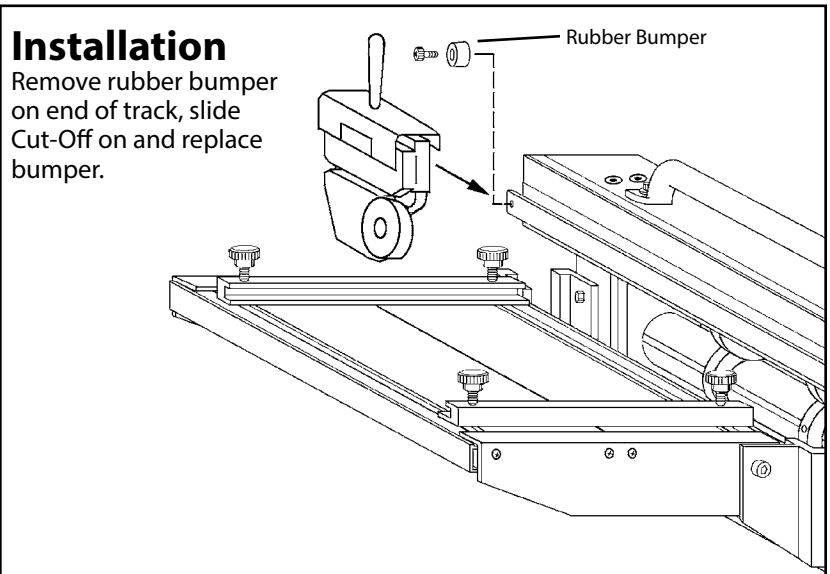
# Port-O-Slitter Cut-Off Set-Up/Parts List



**Note:** Reference numbers may only appear once on duplicate parts.



Optional Slitter Cut-Off makes factory quality cut offs right on your Port-O-Slitter. Saves time and increases production.

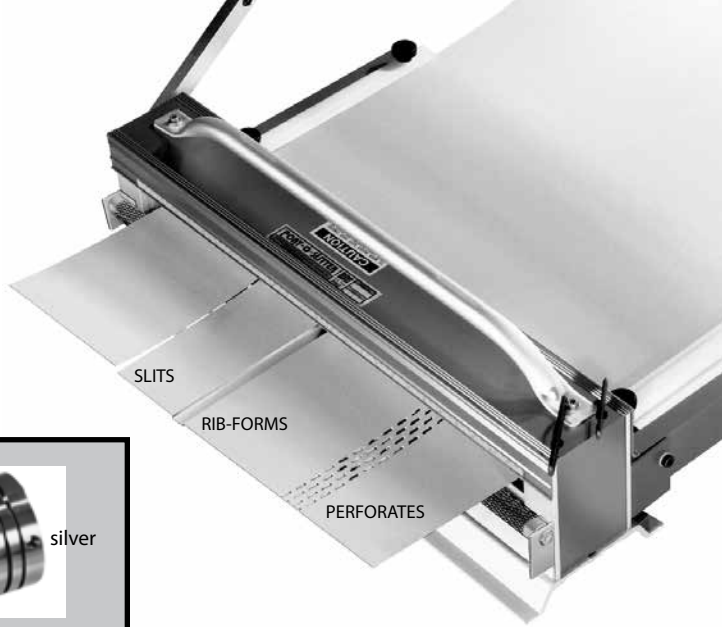


## PORT-O-SLITTER CUT-OFF

Part No.	Description
10010	Knife Assembly
10014	1/4-20 X 5/8" Button HD Screw
11393	Track Bearing
10649	Body
10651	Cover
10652	Handle (24" Cut-Off)
10654	1/4-20 X 3/4" Shoulder Bolt

# PORT-O-SLITTER.

## ACCESSORIES



**GROOVED KNIFE SET**  
**2" SHAFT #11474**

For slitting narrow strips of material, place male roll into groove along the top area of the female roll. Place the stripper into the lower groove area. Slide onto shafts as one unit.



**FOR VINYL PERFORATING ROLLS**  
**1 1/2" SHAFT (#11475)**  
**2" SHAFT (#11476)**

Place male roll into grooves atop female roll. Slide both onto shafts as one unit with the male roll on top. Set provides 3 1/2 inches of Net Free Area per foot on each pass of material through slitter.

*Optional knives are necessary to perform some operations. Performing all operations shown above at one time is not recommended.*

*All sets include set screws.*



**FOR ALUMINUM PERFORATING ROLLS**  
**1 1/2" SHAFT (#11477)**  
**2" SHAFT (#11478)**

Place male roll into grooves atop female roll. Slide both onto shafts as one unit with the male roll on top. Set provides 3 1/2 inches of Net Free Area per foot on each pass of material through slitter.



**HEAVY DUTY PERFORATING ROLLS**  
**2" SHAFT (#11479)**

Place male roll into grooves atop female roll. Slide both onto shafts as one unit with the male roll on top. Set provides 3 1/2 inches of Net Free Area per foot on each pass of material through slitter.



**SLITTER KNIFE**  
**1 1/2" SHAFT (#11394)**

See page 2 for installation instructions.



**FOR ALUMINUM AND VINYL SLITTER KNIFE**  
**2" SHAFT (#11395)**

See page 2 for installation instructions.



**HEAVY DUTY SLITTER KNIFE**  
**2" SHAFT (#11473)**

For use with Slitter for soft metals. 3.08 O.D. See page 2 for installation instructions.



**NYLON PINCH ROLLERS**  
**2" SHAFT (#11405)**

Pinch rollers are installed onto 2 inch shafts, one directly above the other and aid in pulling materials through the slitter.