

# Grommet/Button Form Hand Press Instructions

## Introduction

With proper cutting, setting or button dies, the Heavy Duty Grommet/Button Press can be used to:

- cut holes in single or multiple layers of fabric and set size #00 to #20 grommets,
- cut multiple layers of fabric for covering buttons and join size #24 to #100 snap together button forms,
- cut fabric disks for covering buttons and make size #24 to #60 crimp style button forms.

**To make the press work properly, it is absolutely necessary to bolt or clamp the press to a table.**

We suggest testing with a few scraps of fabric before using customer's fabric.

## Part List

1. Hand Press Body,
2. One Handle, one Handle Extension and one Handle nut,
3. Two 4" long bolts, two nuts, four flat washers, and 2 split lock washers,
4. One Lubricant Syringe, Stk#AS65.

## Mounting the Hand Press permanently on your worktable

**Note: You can attach the hand press on a 24" long piece of 2" x 8" lumber and clamp the press to your table by C-clamps. In this way, you can easily remove your press to free your table space.**

1. Clean your hand press base with a rag or paper towel before you set it on your worktable. You may want to put scrap fabric under your press to protect your worktable in case you want to remove the press later.
2. Place your hand press at the edge of your worktable. To clear space for the Handle, the fabric side of the press should face the inside of your table and the operator side of the press should be hanging 1 1/2 inch off the edge of your table as shown in Figure 1.
3. Insert the two bolts straight into the holes on the press base, and tap the bolts with a hammer to mark the drill hole locations on your table. Remove the press and drill two 7/16" diameter holes in the marked locations on the table.
4. Place the press back on your table edge, line up the holes on the press base with the holes on the worktable, and fasten the press to your table. You should have one flat washer on top, one flat washer and one split lock washer at the bottom of the table as illustrated in Figure 2.
5. Lift the Moving Head while rotating the shaft counterclockwise to its furthest position (**both Stop Pins should touch each other**) as shown in Figure 3. Take the Handle Nut off the Handle, insert the threaded end of the Handle into the hole on the Turning Shaft, and tighten the Handle Nut as shown in Figure 4.
6. Put one or two drops of machine oil on the shaft, the side and back sliding surfaces as shown in Figure 5. Using too much could cause excess oil to drip down and get onto fabric.
7. Insert the Handle Extension onto the Handle and use duck tape or masking tape to wrap around the joint between the Handle and Handle Extension to make sure the Handle Extension will not fall out.

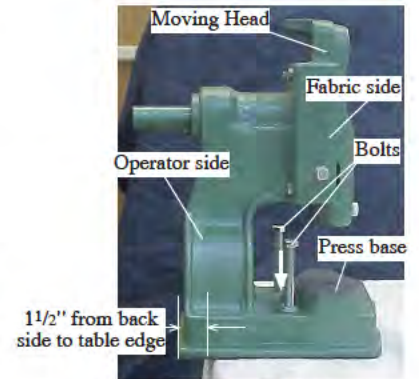


Figure 1. Side view

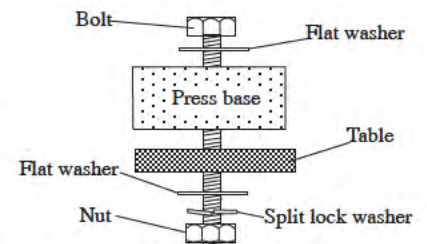


Figure 2. Fastening illustration

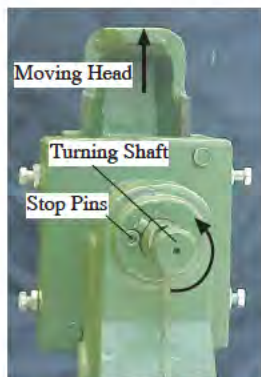


Figure 3. Back View

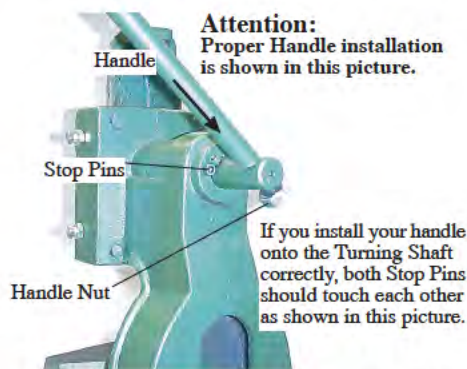


Figure 4. Back view with handle on

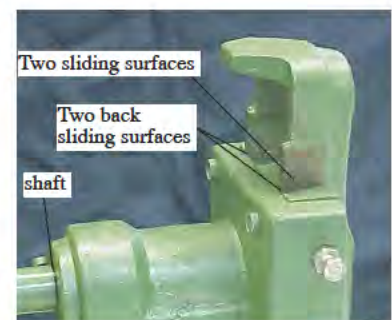


Figure 5. Oiling Locations

### Cutting Fabric (Caution: 1. Never put your fingers under the cutting edge of the cutting die.

2. Never cut the fabric directly on the press base or on setter bottom, which will damage the cutting edge. Always cut the fabric on the cutting block.
3. Handle the cutting die carefully to avoid bumping into the hand press and nicking the cutting edge)

1. Clean cutters with a rag or paper towel. To reduce the chance of damaging the cutter's cutting edge, always place some scrap fabric on the base before attaching or removing cutter.
2. Lift the Moving Head to the top position by rotating the Handle counterclockwise. Loosen the Nylon Bolt on the Moving Head, thread the cutter completely into the Moving Head as shown in Figure 6. Lay the Cutting Board on the press base.
3. Lower the Moving Head by rotating Handle clockwise. While holding the Handle at the 4 o'clock position, unscrew the cutter until it contacts the Cutting Block. Use a scrap of fabric similar to the fabric and number of layers you are going to cut, **press the Handle all the way down (Handle toward floor)** as shown in Figures 7 and 8 to test cutting. If the hole is not cut clean, lower cutter by half turn and try again. The cutter should cut into the Block about  $\frac{1}{16}$ ". **Cutting into the Block too much will lead to shorter Block, Cutter and Press life.**

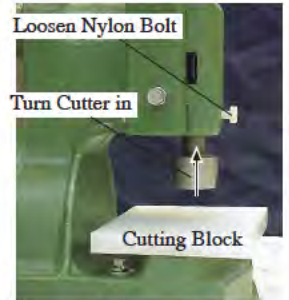


Figure 6. Install Cutter

4. After proper adjustment, tighten the Nylon Bolt to lock the cutter in position.
5. Use Handle to lift the Moving Head to the top position, lay your fabric on the **Cutting Block**, and lower the Moving Head by pressing the Handle all the way down toward floor to cut a hole in your fabric as shown in Figures 7 and 8.
6. Readjustment may be needed if you change fabric or layers of fabric. Loosen the Nylon Bolt before adjusting the cutter. Insert a piece of wire through holes in the cutter to push the scrap out of cutter.

Note: For delicate fabrics or using larger size cutting dies, such as GL10/C, GL12/C, GL15/C, GL20/C, GL36/C, GL45/C, GL60/C, GL75/C, GL100/C and GL275/C, you may have to put a sheet of chipboard, Stk# GLC/P, from Rowley Co. under your fabric to obtain a clean cut. If the cutting block is excessively worn out, replace with a new block, Stk#GL57.

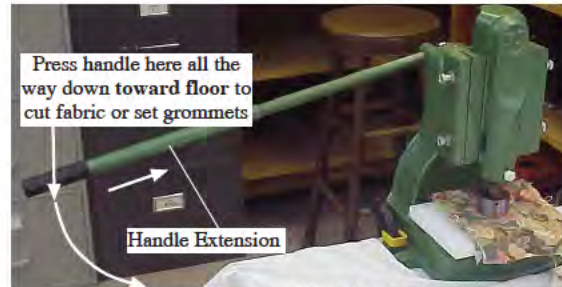


Figure 7. Cutting Fabric



Figure 8.

### Setting Grommets (Caution: 1. Never put your fingers between the Setter Top and Bottom.

2. Never add additional extension to the handle, which could damage the press.
3. Never over crimp grommets, which could damage your grommets and press.
4. Check your handle installation and setting steps, if you need extra effort to set the grommets)

1. Clean setters with a rag or paper towel. **You should leave a thin layer of oil on setter top working surface.**
2. Lift the Moving Head to the top position. Loosen the Nylon Bolt on the Moving Head, screw the Setter Top completely into the Moving Head as shown in Figure 9, and put the Setter Bottom on the press base. To properly adjust setters, make two adjustments, first a coarse adjustment followed by a second fine adjustment.
3. **Coarse Adjustment.** Raise the moving head to its top position by turning the handle counterclockwise. Put your grommet on the bottom part of the setting die, with its neck facing up. Lay your fabric on top of the grommet with the grommet neck going through the hole. Put the washer on top of your fabric, with the grommet neck going through the washer too, as shown in Figure 10.
4. Rotate the Handle to the 1 or 2 o'clock position, and hold the handle in that position while unscrewing the setter top until it contacts the middle of the grommet as shown in Figure 10.

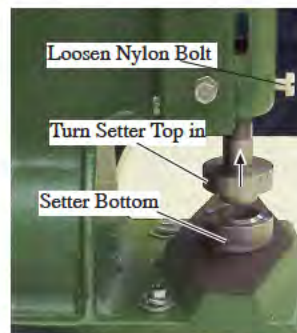


Figure 9. Install Setter

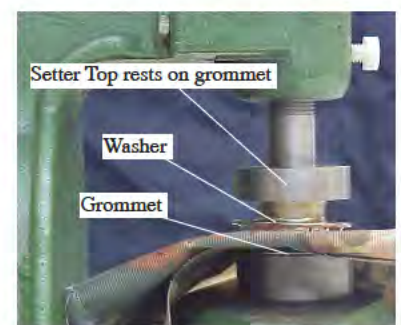


Figure 10. Setting Grommet

Note: To set #00, #0 and #1 grommets, you should take the handle extension (see Fig. 7) off and use only half of the handle to set them.

5. Press the Handle all the way down toward the floor to set grommets.
6. **Fine Adjustment.** To crimp the grommet more, lower (by unscrewing) the Setter Top; to crimp the grommet less, raise (by screwing in) the Setter Top.
7. After adjusting the Setter Top, tighten the Nylon Bolt on the Moving Head to lock the Setter Top in position. Now you are ready to set grommets.
8. Raise the moving head to its top position by turning the handle counterclockwise. Put your grommet on the bottom part of the setting die, with its neck facing up. Lay your fabric on top of the grommet with the grommet neck going through the hole. Put the washer on top of your fabric, with the grommet neck going through the washer too. If the press is set correctly, you typically need only one push of the Handle from 2 o'clock position to 6 o'clock position to set your grommets. Figure 11 shows a #8 grommet that has been set. If you change fabric thickness, readjustment may be needed.



Figure 11. #8 grommet set

### Joining Snap Together Button Forms (Caution: Never put your fingers between the Die Top and Bottom.)

1. Take the Handle Extension off (see Figure 12), because the force to join a button form is small, and using a long handle could damage the button forms.
2. Lift the Moving Head up by turning the Handle fully counterclockwise. Loosen the Nylon Bolt on the Moving Head, and insert the Button Back Die completely into the Moving Head as shown in Figure 13. Tighten the Nylon Bolt by using a screw driver to hold the Button Back Die in place. Place the Shell Die on the press base.
3. Put the fabric wrapped Button Form Shell on the Shell Die and the Button Back on top of the Button Form Shell as shown in Figure 14. Make sure the Back is aligned with the Shell and the wire hook goes through the slot on center of the Back.
4. Use one hand to rotate the Handle clockwise to lower the Button Back Die while using the other hand to hold the Shell Die as shown in Figure 15. Stop lowering the Button Back Die when it touches the Button Form Back. Align the Shell Die with the Button Back Die.
5. Further rotate the handle clockwise a **small amount** to join the Button Form Shell and Back together (you can see it and feel more resistance). **It is important** not to lower the Back Die all the way down, which could over-crimp the Button Form Back. Small button forms require very little force. Figure 16 shows a joined #45 fabric button form.



Figure 12. Press Handle

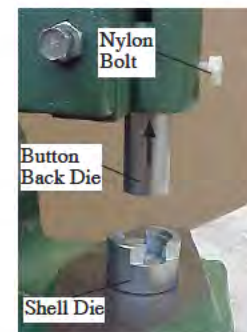


Figure 13

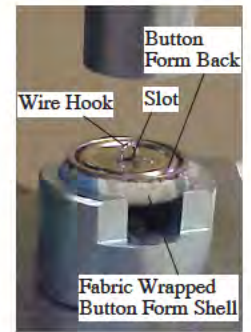


Figure 14



Figure 15



Figure 16

### Making Crimp Style Button Forms (Setter Adapter, GLA, is required.)

Note: Make sure to use Heavy Button Form Die, GLH/S, for thick fabric, and Regular Button Form Die, GLA/S, for light and medium thick fabric. For very thin fabric, you should add a layer of interlining, LN11, to the back side of your fabric. Refer to Cutting Fabric Section on page 2 to cut the appropriate sized fabric disk for your size of button forms.

1. Take the Handle Extension off (see Figure 12). The force to make a crimp button form is small, and using a long handle could damage the button forms.
2. Lift the Moving Head to the top position and loosen the Nylon Bolt on the Moving Head. Screw the Setter Adapter completely into the Moving Head, put the Bottom Die at the base of the Press and the Top Die upside down on your work table as shown in Figure 17.



Figure 17

3. Drop the back plate with wire loop facing down in the bottom die, and place a piece of the cut fabric on the Top Die, then center the shell on top of the fabric as shown in Figure 18.
  4. While holding the shell firmly against the Top Die with push dowel, slide the outer part of the Top Die all the way up as shown in Figure 19a so that the shell and the cut fabric will be completely inside the outer part of the Top Die as shown in Figure 19b. **Make sure all the fabric fringes are inside the outer part of the Top Die as shown in Figure 19b.**
  5. Turn the Top Die right side up and put it on top of the Bottom Die as shown in Figure 20.
  6. Rotate the Press Handle clockwise to crimp the button form together. Rotate the press Handle counterclockwise to lift moving head to its top position, take the top die out, and a button is made as shown in Figure 21.
- Note: Press harder if the button form is not crimped fully, and press lighter if the button form is over crimped.**

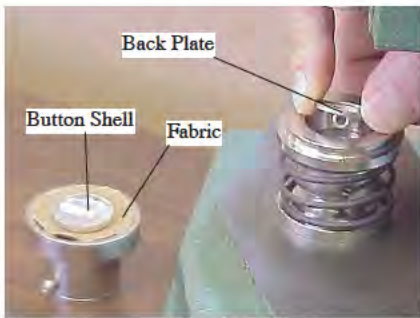


Figure 18

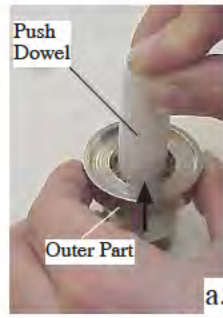


Figure 19



Figure 20



Figure 21

### Moving Head Lubrication

It is imperative to lubricate the moving head by injecting a small amount of lubricant into the hole in front of the moving head as shown in Figure 22 with the syringe (Stk#AS65) every **144 grommets** you set or **1,000 button forms** you make. Make sure that you turn the handle counterclockwise all the way to 10 o'clock position as shown in figure 4 before you injecting the lubricant into the hole in front of the moving head.

### Moving Head Inside Cleaning and Lubrication.

It is imperative to clean and lubricate the Inside of Moving Head after setting **5 gross (720 pcs) of grommets** or **5,000 button forms**.

1. Remove the die. On one side of the tool, loosen the two side lock nuts and then the two side bolts of the hand press as shown in Figure 22.
2. On the same side, loosen the two bolts on the back while holding the block as shown in Figure 23.
3. Take the block out (see Figure 24) and then the moving head.
4. Clean the Inside of Moving Head and the Cam. Put some Lubricant (AS65) on the surface (see Figure 25).
5. Put the moving head back in place, hold the block in place and tighten the bolts on the back.
6. **Tighten the two side bolts to the point that the moving head still can move freely.** After finishing the adjustment, tighten the two side lock nuts as shown in Figure 22.
7. Put one or two drops of machine oil on the side and back sliding surfaces as shown in Figure 5.



Figure 22. Front View



Figure 23. Back View



Figure 24. Block Out



Figure 25. Moving Head

**Note:** You will see a crater formed on the copper insert, which is normal. When the crater is 1/4" deep, the moving head is starting to wear out, and should be replaced with a new moving head, GL/G.