How to Prepare a New Reel

The reel you just purchased is brand new and is stored “heads-out”.

1. Write your name on the flange label that is on the front of your reel.

2. With an empty flange on the supply-side (left side) of the machine, take your new reel and place it on the take-up side (right side) with the flange label facing the machine.

3. Thread the machine and rewind the tape completely to the supply reel.

4. Take the empty flange on the take-up side and flip it over so the flange label faces you.

5. When you are finished mixing fast forward and keep the tape on your flange and leave the supply flange on the supply-side of the machine.

6. Your tape is now stored “tails-out” and you will never have to repeat this process with this tape. The next time you use it put it on the take-up side, rewind, and mix. Once you are finished, fast forward keeping your tape on your flange and stored “tails-out”.

IF YOU HAVE ANY PROBLEMS OR QUESTIONS PLEASE DON’T HESITATE TO ASK A SUPERVISOR FOR HELP.