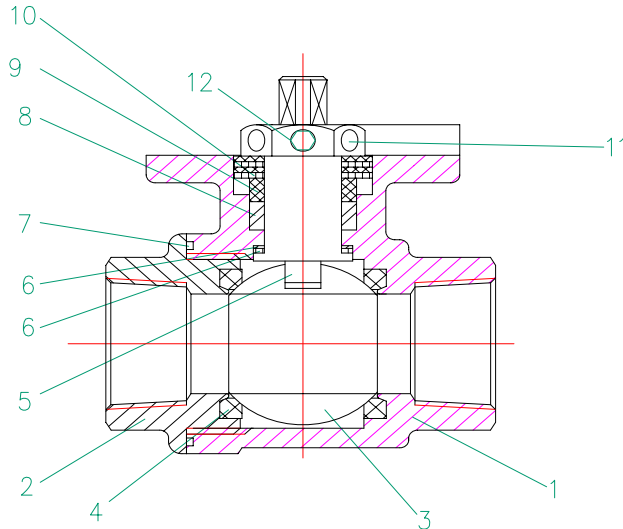


## SERIES 12 DIR-ACT BALL VALVE INSTALLATION, OPERATION, AND MAINTENANCE INSTRUCTIONS



NO	(PART NAME)
1	BODY
2	END
3	BALL
4	SEAT
5	STEM
6	THRUSTBEARING
7	BODY SEAL
8	STEM PACKING
9	GLAND PACKING
10	BELLEVLLE WASHERS
11	PACKING NUT
12	SET SCREW

### **INSTALLATION:**

These valves may be installed in the pipeline in any orientation or position, using good piping practice. For threaded end valves, use a suitable joint compound or TFE tape on pipe threads for ease of fit-up.

### **OPERATION:**

These are quarter-turn (90° rotation) ball valves, and are normally fitted with a latching lever handle. The handles also contain travel stop tabs at the open and closed positions. To open the valve, lift the latch/lock slider up, and turn the handle counterclockwise. To close the valve, lift the latch/lock and turn the handle clockwise.

### **MAINTENANCE:**

**----WARNING----**

**Do not attempt to perform maintenance on valves in pressurized lines.**

The stem nut can be tightened to compress the stem packing without removing any actuation devices. This adjustment should not be required frequently because of the live loading of the stem packing by Belleville springs between the stem nut and the metal Gland Packing ring.

Tightening the stem nut is easiest with the valve in the closed position. The stem must be held in position while stem nut adjustments are made. This can be done by holding the handle or putting a wrench on the stem flats, or using the actuator to position the valve.

There are holes drilled and tapped in the sides of the stem nut and a hex socket head set screw is located in one of the holes to lock the stem nut to the stem. Loosen the set screw, and insert the allen wrench or hex key into one of the stem nut holes visible in the open corner of the actuator mounting pad. Turn the nut one-quarter turn clockwise (as viewed from above). If this is not sufficient, make a second adjustment of a quarter turn.

If the stem nut turns very easily, the Belleville springs are likely not compressed. Tighten the stem nut until it feels snug, and the belleville springs appear flat.

If these adjustments do not eliminate the stem seal leakage, then either replace the stem packing or replace the valve.