

**WORK INSTRUCTIONS FOR OPERATING PLOTTER CUT MACHINE**

SN.	Instructions
1	Clean the machine and surroundings before starting the job.
2	Remove the knife from cutter by losing the knobs and clean it with IPA. Handle the blade carefully to avoid injuries. Mount the knife in the cutter head and then put the mains "ON".
3	Get the production schedule from the authority & collect all the inputs like sheets for the job to be printed.
4	Insert a flange at each end of the media roll and tight the thumb screw until the media roll is firmly gripped. Make sure that there must be no distance between the flange and roll.
5	Guide the web through pinch roll till it reaches to the leading edges.
6	Pinch rollers are positioned above the yellow sleeves and over the film about 5 to 15mm away from the media's outer edge.
7	Make sure that the media follows a straight path from the material roll.
8	Lower the pinch rollers by lifting the pinch roller arm and tight the knurled knob until the blade extends to the distance required for cutting.
9	Set the knife pressure through PLC according to the standard parameters.
10	Connect the plotter m/c with the computer and load the cutting profile.
11	Ensure that the loaded file have correct plotting commands.(Red for flex-cut and black for half-cut)
12	After ensuring the design, start the cutting operation by giving command.
13	Get the first piece approval from authority and start the job. Ensure in-process quality check at periodic interval throughout the batch.
14	Repeat all the steps from SN 4 to SN 13 for multiple copies.
15	Enter requisite details in job card and log book and inform authority.

Prepared by: Production Engineer

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