








Operation/Task:	Feeder Setup and Loading			Equipment:	Accufeed I Laminator
Owner:	Finishing Manager	Date Created:	11/2015	Department:	Finishing
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction describes the process of loading sheets to the laminator

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		See SOP FINISHING000 for all general finishing procedures	Purge work area of last job components.	Prevents co-mingling.
2		Before loading the feeder, be sure there is nothing under the feeder table	Look around for obstructions	There are rocker arms that guide the feeder table and these will become damaged if there are obstacles that prevent the table to be raised or lowered properly.
3		Turn the power on and place the table switch in the down position	With the knobs in the control panel	So the feeder table will lower to the floor and make room for the paper to be loaded.
4		For the initial set-up of the machine, start and end the stack with make-ready material	Locate material of the same size to use for set-up	As you are setting up a job there are several tweaks that will need to be made and you do not want production material to be wasted in this process. As you are transitioning from load to load, additional tweaks may be needed.
5		Load the paper	<ul style="list-style-type: none"> Locate the center of the sheet and line it up with the center stock guide/tongue bar. By using the crank located on the operator's side of the machine below the control cabinet, turn the handle to bring in each side guide until it meets the sheet. Load as evenly as possible, tapping the edges of the sheets to ensure you achieve good alignment. 	Taking this necessary step up-front will make the entire job much easier to run
6		When running very wide sheets, it may be necessary to level out the top surface of the sheets	place wedges under the stack	This will enable the sheets to run through the feeder more smoothly and consistently.
7		Raise the feeder table to the proper height position	Make sure the head assembly is out of the way and place the table switch in the up position. The table will begin to rise and will stop automatically once it reaches the proper height position.	The next step needs the paper to be placed properly.

8		Prepare the feeder head for operation	<ul style="list-style-type: none"> • Be sure the sucker block is in the home position • Loosen the two black knobs located on each side of the assembly to position it so that the suckers are between 1/4" and 1/8" from the back edge of the sheet. • Once the head assembly is in place, tighten the two black knobs. You will want to adjust the rear side guides by loosening the black knobs on the back of the guide mounts. Move them into place until they just touch the rear of the stack. • Adjust the two hold down fingers so that they are about 1/8" above the stock. Loosening the small knob on the hold down finger will allow the fingers to move in or out. Turning the red knob located on top of the finger mount will allow you to move the fingers up or down so that adjustments can be made. • By turning the red knob on top of the rear stock stop mounts, you can raise or lower the stops. The top of the stop should be a 1/4" above the paper. • Position the air blast by turning the black knob located on the back of the pickup air blast 	<ul style="list-style-type: none"> • This will help prevent double sheet feeding. • The stops are used to prevent back sliding of the sheets • As the suckers come back to pick up the sheet to be fed, the air blast will turn on and blow the top ten or fifteen sheets up to the fingers. As the suckers lower to pick up the sheet the air blast will shut off and the suckers will pick up the top sheet as they fall.
9		Set Gap	<ul style="list-style-type: none"> • Measure paper. • Adjust thumb wheel to 1" larger than sheet size. • Fine tune as you run. 	You want to allow enough room between sheets to allow for proper cutting

Notes:

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Dave Manship	11/25/15
Rev 2	Added Revision History table	Dave Manship	8/1/16
Rev 3	Added step #8	Dave Manship	4/13/17

Rev 4	Updated to current SOP format and renamed SOP from LAM001 to be consistent with other finishing SOPs; branding updates: font, company name; grammar updates; Manager review – no changes	Kevin Washington Tom Wall	5/21
Rev 5	Added verbiage to Step 1 How To Do It and Why to Do It	Jeff Storeby	6/24/25

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