

Operation/Task:	Cutting			Equipment:	Accu II High Speed Cutter - 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 cutting sheets after laminating

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		See SOP FINISHING000 for all general finishing procedures		
2		Turn on the main power switch	Pull up on red knob on the machine	Machines need power to run.
3	+	The "Stop/Jog/Run" switch must be in the Stop position		To prevent the cutter from cutting unexpectedly
4		Set the desired trim	Using the Mode button, chose one of the following based on the job specs: <ul style="list-style-type: none"> • FRONT AND REAR TRIM – flush cut at front and rear edges. The factory set value for flush cut is .05. This allows for adjustments to be made below a flush cut because negative numbers cannot be entered. • FRONT TRIM ONLY – Trims only the font edge of the sheet • REAR TRIM ONLY – Trims only the rear edge of the sheet • SHEETER – Cuts to a specific length • FRONT TRIM AND SHEETER – Trims flush with the front edge then cuts to a specific length 	Different printed pieces have different needs for cutting
5		Thread the cutter and begin cutting	<ul style="list-style-type: none"> • Refer to the diagram in the user manual • Turn the switch to 'jog' to slowly advance the web through the roller and blade section of the cutter. • When ready, turn the switch to run • Move the side guides in 1/8" from paper. • Adjust the exit belt speed 	<p>The cutter will not cut in jog mode but it will advance the sheets to get in position to cut, after you know the web is threaded properly, it is ready for cutting.</p> <p>The side guides will guide the paper to stack neatly.</p> <p>The belt speed may need adjusting depending on how fast the laminator is working</p>

Notes:
Adjust delivery to the sheet size.

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	Changed wording in Step 4 How To Do It and added Notes.	Dave Manship	4/13/17
Rev 4	Updated to current SOP format, renamed SOP from LAM003 and added reference to FINISHING000 to be consistent with other finishing SOPs; branding updates: font, company name; grammar updates; Manager review – no changes	Kevin Washington Tom Wall	5/21

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Rev. Date 4/20