



WORK INSTRUCTION




Document No.	WI-PR-018
Section	Cutting
Revision No.	00
Effective Date	Nov. 01, 2020
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Process Name	LECTRA (ALYS60) - Paper and Ink Replacement	Objective	To guide the operator on how to replace the Paper and Ink of LECTRA (ALYS60).
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User	Bulk Marker Printing Operator
Previous Process	Pattern Making
Next Process	Bulk Marker Printing
PPE	  Wear face mask Wear hairnet

Legend	 Find / search / reading  Inspection  Safety Point  Attach Information  Storage
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TOTAL CYCLE TIME	132 sec
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1
Task:



TT TIME:
2 sec



Description:
Open the machine's protection cover.
Ablihi ang takob sa makina.

2
Task:



TT TIME:
3 sec



Description:
Remove the bar from the machine by rotating outward then push to the side to where the spring is located.
Safety: Follow proper lifting procedure when removing and inserting the bar.

Kuhaon ang tubo gikan sa makina pinaagi sa pagtuyok pagawas unya iduot sa kilid kung asa naka butang ang spring.
Luwag: Pagsunod sa husto nga pamaagi sa pag-alsa gikan sa pagkuha ug pagbalik sa tubo.

3
Task:






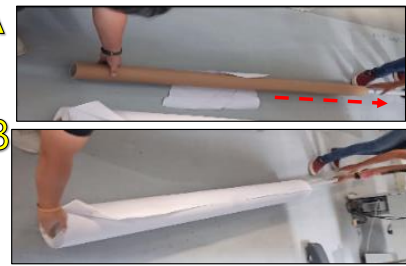
TT TIME:
19 sec



Description:
(A) Place the bar on the floor. (B) Pull the lock away from the paper and remove it from the bar.
Safety: Follow proper lifting procedure when removing and inserting the bar.

(A) Ibutang ang tubo sa sawog. (B) Biraha ang lock ug kuhaon gikan sa tubo.
Luwag: Pagsunod sa husto nga pamaagi sa pag-alsa gikan sa pagkuha ug pagbalik sa tubo.

4
Task:



TT TIME:
11 sec



Description:
(A) Remove the bar from the empty cone (B) Insert the bar to the new roll of bulk marker paper.
Safety: Follow proper lifting procedure when removing and inserting the bar.

(A) Kuhaon ang tubo sa empty cone. (B) Isulod ang tubo sa bag-o nga roll nga bulk marker.
Luwag: Pagsunod sa husto nga pamaagi sa pag-alsa gikan sa pagkuha ug pagbalik sa tubo.

5
Task:






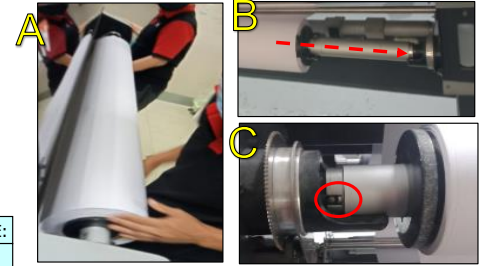
TT TIME:
21 sec



Description:
Put back and pull the lock towards the paper.
Note: Use rubber mallet to ensure that the paper is tightened and locked.

Ibalik ug ipaduot ang lock padung sa papel
Pahibalo: Gamit ug guma nga martilyo para sa pagpahugot ug lock.

6
Task:



TT TIME:
10 sec



Description:
(A) Put back the bar to the machine (B) Attach first the end of the bar and push to the side to where the spring is located. (C) Rotate the bar to lock (it should look like on the image provided).
Safety: Need assistance upon lifting the bar and follow proper lifting procedure when removing and inserting the bar.

(A) Ibalik ang bar ngadto sa makina (B) Ibutang og una ang tumoy sa tubo kung asa ang spring. (C) Ipatuyok ang tubo para ma lock (dapat pareha ug nawong nga naa sa picture)
Luwag: Kinahanglan naay katabang sa pag-alsa ug pagsunod sa husto nga pamaagi sa pag-alsa gikan sa pagkuha ug pagbalik sa tubo.

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User
Bulk Marker Printing Operator

Previous Process
Pattern Making

Next Process
Bulk Marker Printing

PPE




Wear face mask Wear hairnet



Legend

-  Find / search / reading
-  Inspection
-  Safety Point
-  Attach Information
-  Storage

TOTAL CYCLE TIME
132 sec

7 **A**  **Back of the machine**

Task:

B   **Dancing Bar**

TT TIME:
11 sec

Description:
(A) Press the button to unroll the paper. (B) While pressing, pull the paper and pass it under the dancing bar and through to the upper bar.
(A) Pindoton ang button para mutuyok ang papel. (B) Samtang nagpindot, biraha ang papel ug ipaagi sa ubos sa dancing bar padung saka sa ibabaw nga tubo.

10 

Task:

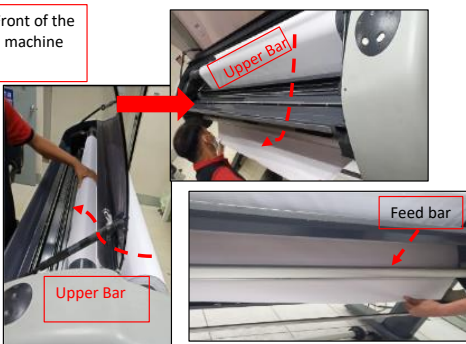


TT TIME:
2 sec

Description:
On the control panel, press the button ready for printing.
Sa control panel, pindoton ang button para andam sa pag imprinta.



8 **Front of the machine**

Task:

 **Upper Bar** **Feed bar**

TT TIME:
24 sec


Description:
Pull the paper from upper bar down to the feed bar.
Biraha ang papel gikan sa ibabaw nga tubo hangtod paubos sa feed bar.

11 **A**  **B** 


Task:

TT TIME:
5 sec

Description:
(A) When the signal indicator is flashing, remove the ink cartridge
(B) Replace new ink.
(A) Kung mu kidlap na ang signal indicator, kuhaon ang sudlanan sa ink (B) Ilisan og bag-o nga ink.

9 **A**  **LECTRA**

Task:

B 

TT TIME:
24 sec

Description:
(A) Lift down the protection cover (B) Press the button to roll the paper onto the feed bar until desired tightness is met.
Note: Always close the cover when start operating.
(A) Ipaubos ang takob sa makina (B) Pindoton ang button para mutuyok ang papel padung sa feed bar hangtod muhugot. Pahibalo: Dapat naka sirado ang tabon kung mag gamit.

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