

627 Panel Cutter Setup

Steps	Video Shot	Narration	Action	Text
1	Wide shot of the machine. 20230316 13709		Opening shot.	627 Panel Cutter Setup
2	20230316 124217 Shot panel cutter with buttons and levers.	Raise panel cutter to access die.	Press red and black button.	Press red and black buttons to raise cutter panel.
3	IMG_3892 KW Shot of removing the panel and removing carriage (0:10-0:15).	Remove carriage.	Loosen handle release and remove carriage.	Loosen handle release and remove carriage.
4	20230316 124217 Shot of using buttons to move cylinder (0:35-0:41).	Move diversion cylinder.	Press red and black buttons	Press red and black buttons to move diversion cylinder.
5	20230316 124217 Continue video to include loosening the handle release (0:50-1:12).	Remove plate cover guard.	Loosen two screws.	Use allen wrench to loosen two screws and remove plate cover guard.
6	20230316 124217 Continue video to show rotation and foam removal (2:00-2:33).	Enable access to window die by enabling rotation and removal of die cover.	Remove sticky back foam.	Remove sticky back foam to enable access to window die.
7	20230316 124217 Continue video to show loosening of brass collars (2:35-3:15).	Enable access to window die by enabling rotation and removal of die cover.	Loosen brass collars.	Use allen wrench to loosen two screws on brass collars to enable rotation of die.
8	20230316 124217 Continue video to show removal of die cover (3:55 – 4:05, 4:40-4:50).	Enable access to window die by enabling rotation and removal of die cover.	Remove die cover.	Use allen wrench to loosen four screws on die cover to remove front and back covers.

9	20230316 124217 Jump video to show removal of die from die cover (6:05-6:10, 6:30-6:40).	Remove old die from die holder.	Remove old die from die cover.	Use allen wrench to loosen two screws on die to remove from die cover.
10	IMG_3892 KW Jump video to show die change set-up (7:00-7:35).	Setup for die change.	Inch machine to align and position the lead edge of the die to the bottom fold of the envelope.	Using the black and red button to inch machine to align and position the lead edge of the die to the bottom fold of the envelope.
11	IMG_3892 KW Shot of removing the panel and removing carriage (29:40-29:50).	Setup for die change.	Die size change may require change of whittier bar and brass collars.	Die size change may require change of whittier bar and brass collars.
12	20230316 124217 Continue video to show marking shaft (5:55-6:00).	Install new die.	Mark die shaft to indicate position of vacuum channel.	Mark die shaft to indicate position of vacuum channel.
13	20230316 124217 Go back on video to show marking shaft (8:05-8:10).	Install new die.	Mark die holder indicate position of vacuum channel.	Mark die holder indicate position of vacuum channel.
14	20230316 124217 Back up video to show installation of die to die cover (6:55-7:50).	Install new die.	Install new die in die cover.	Use allen wrench to tighten two screws on die to install to die cover. Ensure to align vacuum holes.
15	20230316 124217 Jump video to show hole alignment (8:15).	Install new die.	Position window die so holes face left.	Position window die so holes face left.
16	20230316 124217 Continue video to die cover installation to shaft (8:42-9:00).	Install new die.	Rotate shaft and position die cover using green bar to hold in place, and install die cover using four screws.	Use allen wrench to tighten four screws on die cover to install front and back covers using the green bar to hold in place.
17	IMG_3892 KW Shot of adjusting die cover (10:45-11:30).	Install new die.	Adjust position of die cover to ensure equal gap between front and back.	Adjust position of die cover to ensure equal gap between front and back.

18	<p>IMG_3892 KW Shot of adjusting die cover (12:14-12:55).</p> <p>20230316 124217 (11:00-14:48).</p>	Install new die.	Adjust die cover to ensure position to the vacuum.	Using the ruler gauge and scale on shaft align die cover position to vacuum. Ensure the lead edge of the window die is in the proper die to paper position.
19	<p>20230316 124217 (11:00-14:48). Shot of adjusting</p>	Adjust position of new die.	Use ruler gauge to adjust position of window die. Ensure gauge is flush against cylinder holder.	Use ruler gauge to adjust position of window die. Ensure gauge is flush against cylinder holder. After centering die adjust position based on envelope specifications.
20	<p>20230316 124217 (11:00-14:48). Shot of adjusting</p>	Adjust position of new die.	Use ruler gauge to adjust position of window die. Ensure gauge is flush against cylinder holder.	Ensure gauge is flush against cylinder holder. After centering die adjust position based on envelope specifications.
21	<p>20230316 124217 (11:00-14:48). Shot of adjusting</p>	Adjust position of new die.		After centering die, adjust position based on envelope specifications.
22	<p>20230316 124217 (14:48 to end). Shot of adjusting</p>	Adjust position of new die.		Use allen wrench to tighten all collars to lock in position. Reinstall plate cover guard using allen wrench to tighten two screws.
23	<p>20230316 130145 (Beginning to 00:46) Shot of adjusting panel cutter and rotating the shaft</p>	Fine tune die cutting setup.	Check and adjust contact between die and panel cutter.	Use wrench to adjust panel cutter contact point to die. Manually rotate shaft to ensure no damage to the die.
24	<p>20230316 130145 (Beginning to 00:46) Shot of adjusting panel cutter and rotating the shaft</p>	Fine tune die cutting setup.	Check and adjust contact between die and panel cutter.	Adjust both ends of the panel cutter to ensure consistency of contact.

25	20230316 130145 (00:46-01:00) Continue to shot of using paper to adjusting panel cutter by manually rotating the shaft.	Fine tune die cutting setup.	Use paper to ensure consistency of cut.	Using a blank, insert paper in potion and close panel cutter. Manually rotate shaft to advance paper and inspect die cut.
26	20230316 130145 (01:00 – 04:28) Continue with shot of using paper to adjusting panel cutter by manually rotating the shaft.	Fine tune die cutting setup.	Use paper to ensure consistency of cut.	Use wrench to adjust panel cutter contact point based on the cut sample.
26	20230316 130145 (04:28 – 07:30) Continue to shot of final cut approval.	Fine tune die cutting setup.	Use paper to ensure consistency of cut.	Repeat testing with paper until a complete clean die cut occurs and confirm with second check.
27	20230316 130145 (08:30 - End) Continue to shot of installation of sticky backed foam.	Finalize set up.	Once fine-tuning is complete, install new foam and complete set up.	Use allen wrench to loosen two screws and remove plate cover guard. Install new foam with sticky back.
28	20230316 131730 (00:00 to 01:26) Video of installing carriage and plate cover guard.	Finalize set up.	Reinstall carriage and plate cover guard.	Reinstall carriage and tighten handle release. Use allen wrench to tighten two screws to reinstall plate cover guard.
29	20230316 131730 (00:00 to 01:26) End video with setup complete and panel cutter in lower position	Finalize set up.	Show completed setup.	Lower panel cutter to complete setup.