

OWNER: PRODUCTION

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VERSION HISTORY			
VERSION NO.	1.0	CURRENT VERSION DATE	06/29/20
EFFECTIVE DATE	8/10/2020	EXPIRATION DATE	
RESPONSIBLE PERSON	Steve Maxwell	SIGNATURE	Steve Maxwell
QA MANAGER	Chad Blake	SIGNATURE	Chad Blake
WRITER	Steve Maxwell	APPROVAL	Chad Blake

List how often the SOP should be reviewed and updated and who is responsible.

1. Introduction

How to load media into printer and set up for printing

2. Definition

Different medias require different settings to ensure proper print quality.

3. Steps:

1. If printer is off, remove and shake White Ink Cartridge, then turn on printer. If the printer is already on, proceed to step 2
2. Select the media that is specified in the work order (print queue).
3. Load the media on the spool clamps. (Ensure the clamps are securely in the media tube)
4. Feed the media through the printer and clamp down.
5. Move to the front of printer and open the cover.
6. Unclamp and adjust the media to ensure the outermost media clamps are aligned with the edge of the media. (Place all clamps on the material if banners or print cuts are being loaded.)
7. Clamp down and close the front cover.
8. Press the [Menu] button.
9. Press the down arrow [v] and select [Preset], press the right arrow [>] and select [Load].
10. Using the up [^] and Down [v] arrows scroll through the media list to select the preset for the media being loaded. Use the printed guide located on top of printer for correct selections. Press the [Enter] key. *** If the media being loaded is not listed on the media guide, review the Roland XR-640 Media Set Up Procedure.**
11. Press the [Set up] button. The printer will now measure the width of the media that was loaded.
12. Using the up [^] or down [v] arrows enter the media length that is written on the media identification placards and hit [Enter] button. The printer is now ready for print.

4. Forms

The media set up form that is affixed on top of printer can be found on the server in:
Y:\Westlund Concepts Forms\General Use Forms

5. Requirements

Must shake white ink cartridge before turning on printer.

6. Process Review

Print Manager

STAFF SIGNATURES

Obtain signatures from employees to confirm that they have read and understood procedures.

[illegible]