

# Print Station

## Standard Operating Procedure

### **Printing:**

Publication items are accessed by one of two ways. First method is to access publications at <http://publications.metergroup.com>, where you may view some of the METER publications. The files not located in the first method are found by accessing M3\INV.Q\enter part number\click image tab and click on printing. This is a link to the Product Library located \\mcp\productlibrary\Printed\_Materials\. Should you discover any print items not located in either repositories, contact "Product and Documentation Control" to determine if METER should print the item in house.

All file names have the product part number first, then product name and if required, the web or print notation. Many files have two versions in the online repository, a "print.pdf" and a "web.pdf," while other files only have a print file "print.pdf." Always select the "print.pdf" to print at the Print Station. Most files will also have a Description file which lists what the print specifications are.

Each product has a designated folder in the repository. i.e. All manual covers printed in house will be in the "Covers" folder and you can download and print them on demand. Download and save the "print.pdf" file to the "Print Manuals" folder on the Print Station PC desktop and open in Adobe Acrobat to print.

*Note: Do not print from previously saved copies, always pull each print file from one of the two repositories each time to ensure you have the most up to date item.*

Marketing and/or Product and Documentation Control formats all print files for production printing. Print to "actual size," "double-sided," and with "collate" checked to print materials correctly. (See Figure 2) Print all other materials according to individual specifications, though every item should be printed to "actual size."

*Note: Periodically check for print errors during every print run to catch them before too many have printed.*

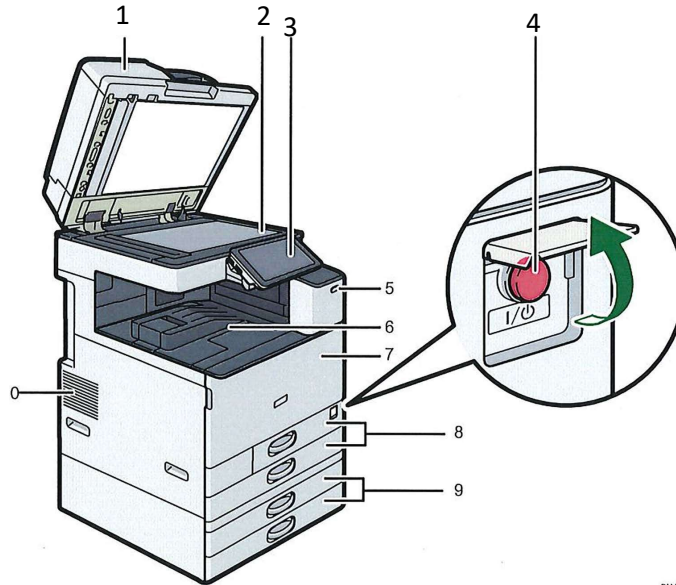


Figure 1: Printer Components

### **RICOH MP C4504 PCL 6 Printer Components**

1. **ADF**  
Lower the ADF over originals placed on the exposure glass. If you load a stack of originals in the ADF, the ADF will automatically feed the originals one by one.
2. **Exposure glass**  
Place originals face down here. For details, see page 91 "Placing Originals on the Exposure Glass (@)RegionA (mainly Europe)".
3. **Control panel**  
See page 62 "Guide to the Names and Functions of the Machine's Control Panel".
4. **Main power switch**  
To operate the machine, the main power switch must be on. If it is off, open the main power switch cover and turn the switch on.
5. **Human detection sensor**  
The human detection sensor is on the right side of the machine. For details, see "Human Detection Sensor", Getting Started.
6. **Internal tray I**  
Copied/printed paper and fax messages are delivered here.
7. **Front cover**  
Open to access the inside of the machine.
8. **Paper trays (Trays 1-2)**  
Load paper here. For details, see page 157 "Loading Paper".
9. **Lower paper trays**  
Load paper here. For details, see page 157 "Loading Paper".
10. **Vents**  
Prevent overheating.

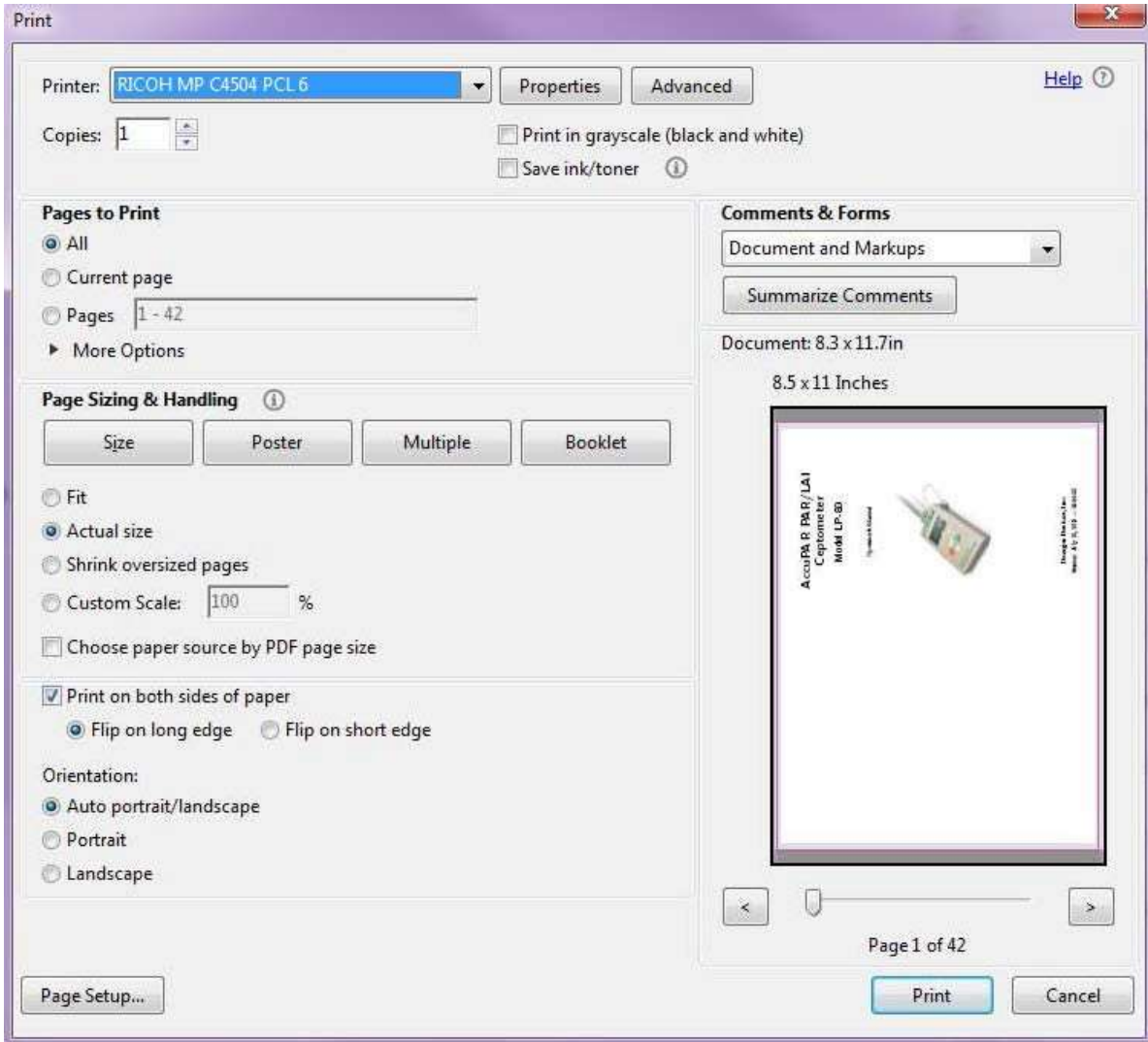


Figure 2: Print Screen Window

## Print Drivers

Printer should operate on RICOH MC C 4504 pcl6 Driver

## Ordering Supplies

To order the Toner and Waster Toner, call:

- H&H Sales/Services – 800-635-1503

They will ask for the ID number of the copier, which is located on the front of the copier. Then request your supplies.

## To Change Paper Type on Bypass Tray

Select: User Tools

Select: Tray Paper Settings

From System Settings select Bypass Paper Size










Select either Auto Detect or Customer size for envelopes. Envelopes size is 9 x 6. Down arrow to page 2 to

select your media.  
Choose Labels or Envelopes.

## Troubleshooting

### When a Status Icon Is Displayed

This section describes the status icons displayed when the machine requires the user to remove miss-fed paper, to add paper, or to perform other procedures.

Status Icon	Status
 : Paper Misfeed icon	Appears when a paper misfeed occurs. For details about removing jammed paper, see <a href="#">Removing Jammed Paper</a> .
 : Original Misfeed icon	Appears when an original misfeed occurs. For details about removing jammed paper, see <a href="#">Removing Jammed Paper</a> .
 : Load Paper icon	Appears when paper runs out. For details about loading paper, see "Loading Paper", Paper Specifications and Adding Paper.
 : Add Toner icon	Appears when toner runs out. For details about adding toner, see "Adding Toner", Maintenance and Specifications.
 : Add Staple icon	Appears when staples run out. For details about adding staples, see "Adding Staples", Maintenance and Specifications.
 : Waste Toner Full icon	Appears when the waste toner bottle is full. For details about replacing the waste toner bottle, see "Replacing the Waste Toner Bottle", Maintenance and Specifications.
 : Hole Punch Receptacle Full icon	Appears when the hole punch receptacle is full. For details about removing punch waste, see <a href="#">Removing Punch Waste</a> .
 : Service Call icon	Appears when the machine is malfunctioning or requires maintenance.
 : Open Cover icon	Appears when one or more covers of the machine are open.

## Canon Large Format Printer iPF830



Figure 3: Canon iPF830

- 1) Turn on machine from the front.
- 2) Choose iPF Plotter
- 3) Open properties, next need to change Media Type to Photo Paper, then select Canon Glossy Photo Paper HG 170
- 4) Next is Page Setup: change paper size to print file size. There are set sizes or customer size.
- 5) Select print

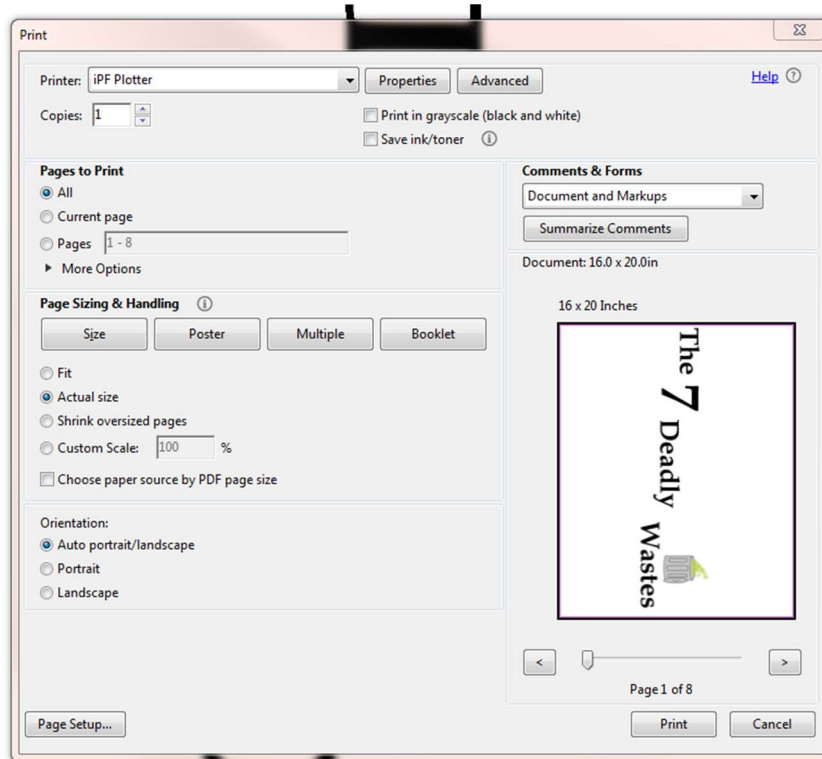


Figure 4: Print Screen Window

## **Cutting**

### **Roll&Blade**

The Roll&Blade cutter is very simple to use and is handy for cutting the smaller stickers and inserts that we often find at the Print Station.

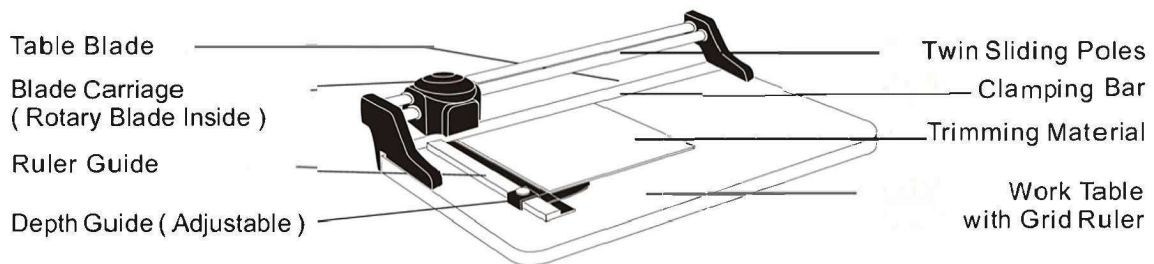


Figure 5: Primary Components

Note: The Roll&Blade cutter has a 1 year warranty from purchase date (Aug. 2017) and should be used accordingly.

## **Guillotine Cutter**

### **GB Operating elements**

- A** - Blade lever
- B** - Blade lock
- C** - Front safety guard
- D** - Paper clamp
- E** - Blade adjustment
- F** - Backgauge crank
- G** - Backgauge
- H** - Side lay left
- I** - Measurement indication
- J** - Handle for blade lever
- K** - Cover
- L** - Cutting stick
- M** - Rear safety guard

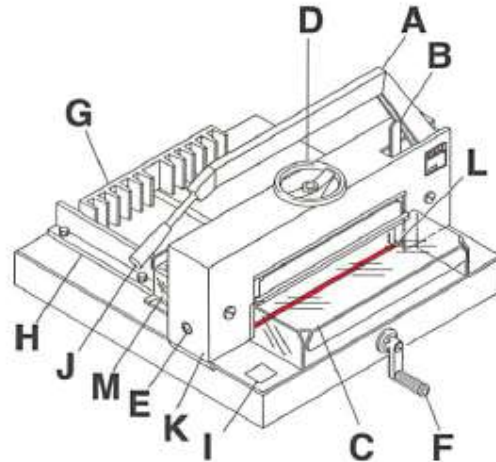


Figure 6: Guillotine Components

Be sure to align the guillotine cutter precisely to make both the binding cuts and any finishing cuts to even out booklets. A precise cut requires that the paper clamp (D) is firmly holding the material and the black Side Alignment Guide is screwed tight to prevent movement. Ex- Align the Side Alignment Guide at precisely 5.5 inches from the blade to ensure a clean and accurate half cut for a typical 8.5 x 11 sheet of paper and for all booklet and spiral bound manuals. Pay attention to specific dimensions for all custom print jobs for stickers and inserts. Use the precision trimmer for non-typical cuts.

All spiral bound manuals must be cut down the center and folded to bind. If the guillotine is uneven, then the final product will have rough edges on the outside or will be unevenly bound. You can always cut an unbound copy to be even before binding should the edges come out uneven. Remove excess blank pages at the end of the document.

After stapling, cut booklets along the long ragged edges to remove any overlap or unevenness from folding and stapling.

## **Guillotine Troubleshooting**

### **Misalignment**

1. Most problems with the Guillotine involve misalignment, cutting crooked, or cutting too much or too little. Operators can correct most of these issues with detailed attention to the placement of the Side Alignment Guide according to measurement indicator.
2. Measure alignment using the measurement indicator and place paper in center of cutting surface for all cuts.

3. If you align the blade and still notice the cutting is incorrect, you can adjust the blade by following the procedures outlined in the Operator's Manual.

### Blade is not cutting cleanly through Paper

1. Rotate cutting base for a smooth cutting surface.
2. If the blade is not cutting through stacks adequately, then it may need to be sharpened or replaced. Refer to the Operator's Manual for instructions on repairing or replacing the blade.

### Scoring



Figure 7: Powis Parker FastBack Scoring Machine

Create perfect scores easily and accurately the first time and every time. The Scoring Machine is designed specifically for perfect binding (paperback books). Place your bound book between the Book Thickness Rings and adjust the width to match. It can score card stock up to 20 points thick (.020" or .50mm) and the patented Centering Guide eliminates any guesswork as to where to place the scores. The Scoring Machine is designed to be easy to operate, even on the largest job. The transparent die holder allows you to see exactly where each score is being made, which helps avoid mistakes. And, it has a low resistance lever plus a soft grip handle to help avoid strains and repetitive stress injuries.

### **Steps for Simple Scoring**

1. Slide your material under the transparent bar. Make sure the bottom edge of your cover is resting against the front Guide Rail.
2. Look through the bar and position your cover to where you want your scores — they will be made right under the silver lines of the Scoring Dies.
3. Push the Lever to the left to make your scores.

Score all folded card stock covers, quick starts, and inserts. Use the short grain 80 lbs. paper for creasing and the long grain 80 lbs. paper for cutting. Don't attempt to score materials over 23 points thick, as this could damage the machine if excess force is used.

- Sheets measuring 13 x 20 inches (33 x 50 cm) are easily handled on the machine. This makes it possible to create a full size 8.5" x 11" wraparound cover for your perfect bound documents. You can use this device to score everything from typical 20 lb. bond paper as well as cardstock that has a 20 point thickness.
- You can make either one (single) score or two (double) scores at a time – it depends on which Die Holder is installed on your machine.



- Machine measures 18.5" (width) x 20.75" (depth) x 8.25" (height) and weighs about 24 lbs.

## Scorer Troubleshooting

Refer to the "Powis Parker Fastback Scoring Machine Manual".

## Laminator

Laminate items like Quick Start Guides and inserts according to the description instructions in M3 and the Print Station Spreadsheet on the benchtop.

For Hot lamination, hold the "Hot/Cold" button for 1 second. The LCD display turns on, and the hot mode icon flashes. The initial setting is 100 °C and a speed of six. Set the machine according to the lamination settings guide in Figure 10. When the machine is ready, the ready icon appears and it beeps three times.

The list below describes the machine settings. Please refer to Figure 6 for the control layout and button functions.

- To increase or decrease temperature, use the up or down temp buttons.
- To laminate faster, use the UP or DOWN speed buttons
- To see current roller temperature, press MEAS
- To stop the rollers, press STOP

Use MEMO 5 for 5 mil lamination.

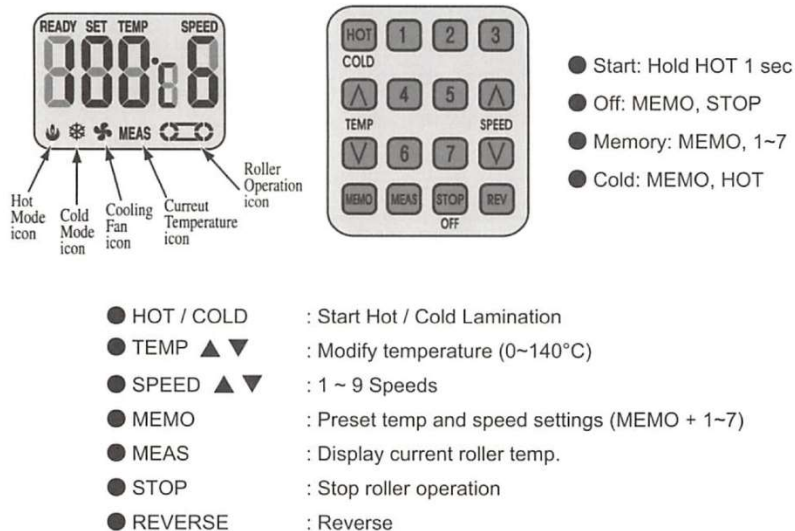


Figure 8: Control Panel Layout/Functions

## Binding

Ensure that the document you are binding is an appropriate size for the wire spirals and that all settings on the machine are correct. Use the size guide on the machine to determine the correct size spiral bindings to use and the appropriate machine settings. Follow steps 1 through 4 to bind manuals.

1. Punch holes in your document at around 20 pieces of paper per punch, make sure to justify the paper and punch in consistent locations.
2. Then attach the wire binding to the Wire Snatch to place punched manual on binding.



3. Once you have threaded binding wire through the holes, ensure the Master Selector is set according to the size of your manual and then place the manual binding edge down in the Wire Closer.
4. Pull the handle to close the Wire Closer and then view the finished product to ensure a good binding, adjust the Master Selector to get the perfect pitch and closure.

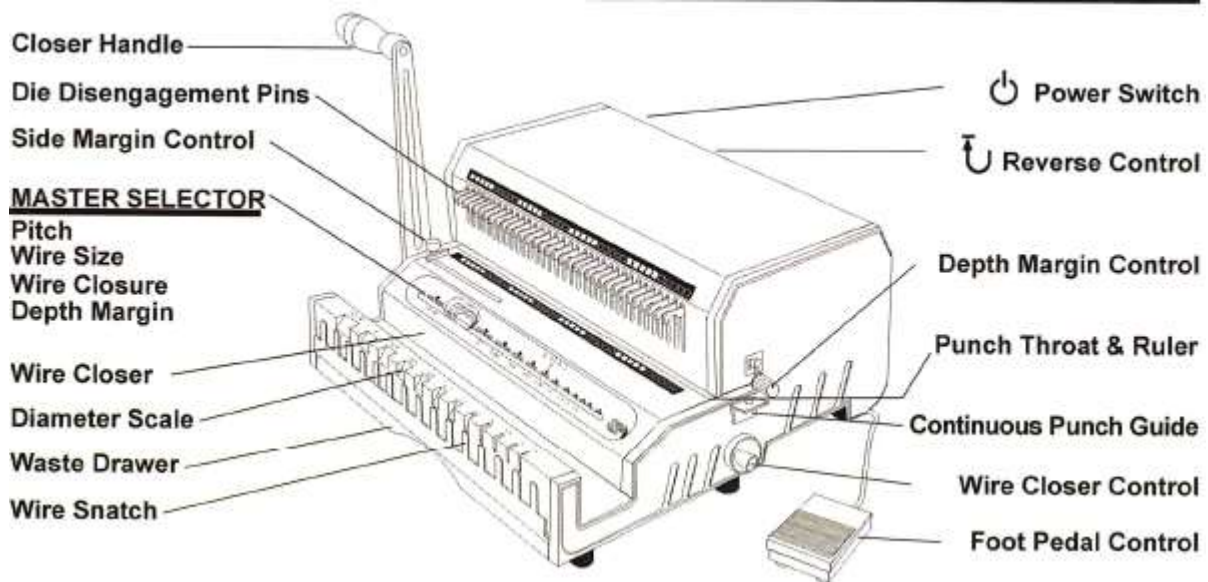


Figure 9: WireMac-E Components

## **Binding Troubleshooting**

### Binding is too tight or loose

Spiral wire is too tight or loose, causing pages to become stuck or to come out of binding all together. This is usually remedied by verifying the closing mechanism on the binder is set to close to the appropriate depth. If it is set correctly, then check the size of the spiral binding wires you are using to ensure they are adequate for your binding job.

### Binding Holes do not Line Up

Adjust the Hole Punch with the Side Margin Control Adjustment. Unscrew the slide to loosen and then move it right/left to adjust the location of holes in the margin. Ensure that no hole is partially punched or hanging over the edges of the document.

## **Saddle Stitching**

Fold booklet size documents, saddle stitch any manual under 20 pieces of paper or 80 booklet pages.

The saddle stitcher has the ability to use a variety of staples should production need to utilize it for larger quantities of paper or other material. However, we have found that the 1/4 inch staples will work well for saddle binding manuals comprised of 20 pieces of paper or less.

Line up booklets using the markings on the saddle stitcher to ensure staples are placed uniformly on each booklet. Staple two times, one on each end about two inches from the edge of the paper.

### **Saddle Stitching Troubleshooting**

This device is simple to use and has presented no problem thus far, if a problem arises consult the Operator's Manual. The manuals for all of the items at the Print Station can be found in the metal drawer under the Print Station table. There are tools and another strike plate that came with the device that we should use to work on it.

### **CDs and Software Assembly**

Place CDs and stickers with those manuals that need them, refer to the attached table to determine what components go with each manual.

Use Flash drives stocked at print station to load software for sale on drives. Drives will slowly replace our CDs, but for now follow work instructions for each product to determine if you use CDs or flash drives.

### **USB Software Loading**

1. Log in to M3 – INV.Q and type in the part number 19002.
2. Go to the images tab and click 'View' on 'USB creator'. This opens the software used to load product files onto a USB thumb drive.
3. Insert the labeled USB thumb drive for Decagon/METER Group or AquaLab that corresponds to the type of software that will be loaded, according to the Build Instructions Spreadsheet.
4. From the 'Part Number' drop down list, choose the desired part number.
5. If printing is required for Labels and or Licenses, the word Print will appear black. Put a check mark in the box and quantity to print.
  - a. Note: You can also just print Labels/Licenses only, without putting in USB's.
6. Click 'Update USB List to refresh the list of connected USB thumb drives.
7. Under 'USB Path Choices:', click the check box next to 'Write to all connected USBs' to load the files for the chosen part number on all connected USB thumb drives.
  - a. To choose individual USB thumb drives, click the check box next to the desired drives.
8. Click 'Create USB(s)' and follow the pop up instructions.
9. To eject the USB's, use the USB Generator. Select the Tools button, then select USB Ejector. On the right side of the screen you will see the USB's, just double click only on the USB's and not any other devices.
10. To re-verify the USB loaded correctly, insert the USB's back in. Then unplug the power cord from the USB port in the back, wait a few seconds and then plug power cord back in. Once the SW Loaded pops up, you may remove the USB.
11. Repeat steps 3-10 as needed.

Next assemble the box. Training is available on this process. In general, you fold the bottom sides of the software box first. You then fold the bottom up and into the center of the box. Fold the wing tip sides and lock them together. Then insert loaded USB Drive into slot and close box case. You can then place the appropriate wrap on the box and adhere it by rolling three sticky dots on the back of the A/B wrap and booklet, pressing the box down and then folding the booklet around the box according to dye folds. At this point you should place the software serial number sticker on the designated location in the wrap. Then roll four or five dots on the flap and close the software box.

We then need to shrink wrap the box and place the barcoded sticker on the exterior of the shrink wrap on the back. Construct these boxes to the safety quantity listed in the Build Instructions Spread-sheet.

### **Notes:**

This guide is not a replacement for the Operator's Manuals for each piece of Print Station equipment. This is a compilation of lessons the Marketing Area learned while developing the METER Print Station.

Also keep in mind that you are responsible for maintaining the inventory of supplies and safety stock of print materials at the print station. The covers are also available at [library.metergroup.com](http://library.metergroup.com) in a folder labeled covers. Print off covers to maintain stock and order those that require out of house production. Keep the supplies up to date and we can print all of the manuals we need every day.

Should our production associates notice a need for more capacity on the printer, there is an additional feeder tray that you can purchase to feed in up to 1,100 sheets. This would speed up printing time and reduce the time required to reload and adjust paper in the tray.

# ***SOP for Ordering Print Station Materials***

## **1. Ordering process is triggered by:**

- a. Safety quantity allocated and vendor tag pulled.
- b. Revision in media.
- c. Changes in safety and or working stock quantity that require additional material.
- d. New products and publications are created.

## **2. Confirm with Marketing that the desired material is not currently in a revision process, or pending one.**

- a. If the desired product is in a revision process, then inquire as to a rough time for when the product is ready to be ordered (revision timeline, new product rollout).
  - i. The Safety Stock Shelf should remain sufficiently stocked at all times to prevent products from not having all necessary items to ship. If the product is undergoing a revision, it may be in everybody's best interest to expedite that process.
- b. If the product is ready to be ordered, go to [library.metergroup.com](http://library.metergroup.com) and find the file for the appropriate part number.

## **3. Confirm order quantity and price.**

- a. Utilize M3, current product demands, and vendor quotes to determine order quantity.
  - i. For Part Numbered items
    - parts.e - for data related to product/part (lead times, \$/ea, vendors)
    - po.e - for PO history
    - inv.q - for usage history
    - Change in product demands/Safety Stock
    - May be a significant cost break to order a larger quantity
      - a. Usage and revision timelines should be taken into account when considering this option.
  - ii. For non-Part Numbered items
    - Inquire with Marketing as to the quantity needed.
    - Quantities often change due to revisions, Trade Shows, and International company needs.
- b. Verify price per unit with vendor and accuracy of M3 information before generating a POREQ.

## **4. Generate a Purchase Order Requisition**

- a. Log into M3 and pull up the poreq.e form.
  - i. Fill in all required information under the Header and Line Items tab. Make sure to enter the account number.
  - ii. Upload any necessary attachments to the POREQ under the Attachments tab.
- b. For online orders, have an actual PO number generated for invoicing paperwork.

## **5. Online Orders**

- a. Log into the vendor's website with the Decagon account.

- i. For new vendors, an account/login and password may need to be generated.
  - ii. To login with already generated users and passwords, go to the Print Station folder located in DecaDoc and open the Vendor Website Login Sheet. (\\V:\Print Station\Vendor Website Login Sheet\)
- b. Follow the vendor's outlined steps for placing orders online.
- i. Ensure the correct item, specs, and desired quantity are selected.
  - ii. Verify the price is accurate to the vendor and sales rep's quote.
  - iii. Upload necessary artwork
    - Upload artwork from [library.metergroup.com](http://library.metergroup.com)
    - Download the “\_print.pdf” version of the file
    - Upload to vendor website ordering portal
  - iv. When possible, annotate the PO# through a Job Description entry field on the website, or with the sales rep, for invoicing.
  - v. Vendors will often send a Soft Proof for confirmation via email. This is the vendor confirming the artwork is the desired product.
    - Verify and accept, or reject, the proposed job as necessary.

## **SOP for Labeling Water Activity Standards**

Print Station Technician is responsible for labeling individual boxes of 50 vials with the current lot stickers.

- A. New lots of standards are delivered to Print Shop by Inventory with a print out of the lot number and expiration date.
- B. Print Technician creates labels for boxes:
  - i. Open M3, go to parts.e, enter part #14508, go to images and view in Excel.
  - ii. Enter new lot # and expiration date in the appropriate fields in Excel Spreadsheet.
  - iii. Print labels, quantity to match the number of individual boxes delivered.
  - iv. Compare the printed labels lot#, and expiration date to the traveler, the information should match
- C. Apply labels to standards boxes, individual boxes of 50 vials.
- D. Print technician delivers labeled boxes back to Inventory with the traveler.