

GILES CHEMICAL CORPORATION		
COMPANY PROCEDURE		
<b>POUCHING MACHINE SETUP</b>	Page : 1 of 3	Date : Revision : 12/14/06
Author:	Clark Williams	

## Objective

To provide a guideline to follow while setting up the pouching machine.

## Scope

PSG LEE RP-84T/Z (Pouch Machine)

## Responsibility

Maintenance, Machine Operator, Repack Manager

## Procedure

1. Select "Main Menu" followed by "Recipe Select" on the touch screen control monitor.
2. Select the desired pouch weight and press enter. Allow the grippers to adjust and then press "Data Save".
3. Select "Main Menu" followed by "Summary Report".
4. Adjust the bag magazine (track that feeds the bags) by turning the metal lever that is located on the monitor side of the magazine closest to the wall. Rotating the lever will shift the side bars in or out.
5. Load the proper size bags into the magazine. Gently pull down on the long metal rod to lift the feeding system so that you can slide the bags underneath it. Position one bag so that its end is just in front of the bag feeding roller. Keep the rest of the bags underneath the bag feeding roller.
6. Turn the Bag Supply switch (Far left red switch on the control monitor) to the "On" position.
7. Using the manual jog control (located by the digital scale), hold the top button until a bag is picked up by the bag clamp and placed into the grippers. Stop jogging the machine. (Release the top button)
8. Turn the Bag Supply switch to the "Off" position.
9. Inspect the grippers to make sure they are holding the bag securely. Make any adjustments to the gripper width.
10. In order to adjust the gripper width you must select "Main Menu", followed by "Gripper Width". Once in the gripper width section touch the number under "Setting Width" so that it is highlighted. Enter the new setting number in this location by using the number pad to the right. Press "Enter" once the new number is in the system. Proceed to hit "Data Save", then "Main Menu", and finally "Summary Report".

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11. Jog the bag into date coding section. Stop the bag so that the section you wish to stamp is in front of the coder. Adjust the position of the date up or down using the black adjustment wheel located above the coder. Adjust the date left or right by adjusting the position of the stand in the track located at the base of the stand. Use a wrench to loosen the two screws. Be sure to tighten the two screws back.
12. Jog the bag through the suction cup openers and into the sensor section. Stop the machine. Make sure the bag pass between the two sensors. Adjust sensors up or down by loosening the bolt located on the end of the metal support rod. Tighten the bolt back.
13. Press each sensor in to make sure the red light turns on in each probe. If the light does not come on contact maintenance.
14. Jog the machine until the bag reaches the feeder. Stop.
15. Adjust the opening of the bag using the knob located on the center console in the machine (in front of the sticker "2").
16. Adjust the vibrator up or down underneath the bag so that it touches the bottom of the bag. Loosen the clamp attached to the support rod for the vibrator in order to move it up or down. The clamp is on the pole located to the right of the vibrator.
17. Jog the machine until the bag reaches the paddle sensors. Stop.
18. Adjust the paddle sensors up or down so that they contact the bottom half of the bag. Loosen the clamp attached to the support rod for the paddle sensor. The clamp is located on the same pole as the vibrator clamp. It is just above the vibrator clamp.
19. Jog the machine until the bag reaches the sealer. Stop.
20. Adjust the support tray underneath the bag so that it touches the bottom of the bag. Loosen the bolt attached to the end of the square support rod to move the tray up or down.
21. Make sure the sealer makes good contact with top of the bag.
22. Jog the machine until the bag drops on the conveyor.
23. Adjust the scales located in the control panel on the office side of the machine.
24. Make sure the red light in the "Start/Stop" button is off. If it is on, simply hit the "Start/Stop" button so that it turns off.
25. For each scale select "Mode". Move the weight up or down using the arrows (Put on 7 for 7 lbs. bags and 4 for 4 lbs. bags). Select "Mode", then "Esc", and then "Start/Stop" (Be sure to change all 4 scales).
26. Turn the Bag Supply switch to the on position.
27. Start the machine up by pressing the green "Drive" button located in the middle of the control console. After 7 or 8 bags have been picked up, turn the Bag Supply switch to the off position.
28. Let the 7 or 8 bags pass completely through the machine and then press the red "Stop" button on the control console.

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29. Collect 4 full bags off of the conveyor. Pay attention to the filler section as some bags will not be filled up. Make sure a sample from each scale is taken so that their accuracy can be checked.
30. Weigh the bags and make sure they meet the weight requirements. Repeat procedures 23-30 as many times as necessary to make sure the machine is accurate.