
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Video Jet Procedure	Number: R14-PR-200-053	
	Owner: Kim Williams	Revision: 0	
	Effective Date: 08/14/2014	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to outline the video jet process.

2.0 Scope

This procedure is to be performed any time a video jet is in use.

3.0 Responsibility

Line Leader: responsible for following this procedure

4.0 Safety Considerations

Safety glasses, steel toe shoes, hair/beard net(s), and smock are required when working in the Repackaging facility.

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment

N/A

6.0 Procedure

Changing date code



1. Press F1 to stop ink jet.
2. Wait until the icon and X stops flashing.
3. Press F4 to change the date code.
4. Use the arrow buttons to move the space to the number/letter that needs to be changed.
5. Press the back space button to erase the previous number/letter.
6. Enter the correct date code.
7. Press shift and F1 at the same time to enter and save the new date code.
8. Wait until the icon and check stops flashing before using.

Changing the ink or make up

1. Press F1 to stop ink jet.
2. Wait until the icon and X stops flashing.
3. Open the bottom compartment on the front.
4. Slide the old cartridge out and place in trash.
5. Replace with the correct full cartridge (you will hear the cartridge lock in).
6. Close and lock compartment.

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7. Press F1 to start back up.
8. Wait until the icon and check stops flashing before using.

Cleaning the ink head

1. Press F1 to stop ink jet.
2. Wait for the icon and check to stop flashing.
3. When you see a status screen pop up the ink jet is ready to clean.
4. Remove ink head by pulling lock down and slide ink head out.
5. Unscrew ink head screw until it pops out.
6. Slide cover off.
7. Use acetone on the very end of ink head only and remove built up ink.
8. Let ink head air dry (**Do Not use air hose to dry!**).
9. Clean the inside of cover with acetone (dry with air hose).
10. Slide cover back on ink head (be sure to line the notch up on cover and ink head).
11. Tighten screw back down.
12. Slide ink head back in holder.
13. Turn ink head till you hear a click.
14. Press F1 to start back up.
15. Wait for icon and check to stop flashing before using.

Adjusting date code

1. Loosen screws on ink head holder.
2. Slide up and down or side to side to set date code in correct location.
3. The speed of the conveyor also determines the location of date code.

The power to the video jet should never be turned off!
To stop ink jet at end of shift press F1.

7.0 Reference Documents

N/A

8.0 Change Information

N/A

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