Auto PAESS SETUP

**ON-PRESS**

discuss print with press assistant

grab screens and tools (should be at/near press)

tri-loc

make sure job is assigned to the correct press

press setup start button

put ink & tools in registration screen

label screens if needed (for different ink types)

print registration screen on test shirt

visually align subsequent screens

put ink & tools in subsequent screens

print & adjust registration of subsequent screens

test print on rag shirt

note print location on pallets for production run

setup laser if needed

tape off all registration marks

adjust flash, squeegee speeds, pressure

double check artwork will fit smallest garment

double check artwork against proof for errors (spelling. flagpole placement etc)

double check ink colors against proof for brightness and opacity (would Jeff okay that white?)

double check ink colors against PMs book for accuracy (after it has gone through the drier, does it

still look right?)

double check print location against proof

double check colors matches

test print on production shirt

judge the print

* -will the customer open the box and feel that they received what they ordered?
* -is it amazing?

**press stop setup button**

run garment down the dryer

double check color shift/garment shrinkage, cure etc

take a picture

send photo proof if necessary

let garments & pre-press know next location so they can prep cart

get puller

**reset job counter on press**

**RAMP UP**

glue boards

**press print start button**

-print first round of shirts WVB only

-turn on all print heads

final adjustment flash, squeegee speeds, pressure

load remainder of shirts

load last shirt

check job counter against expected quantity

**press print stop button**

**yell TEAROUT!**

debrief

check with garment team if misprints or quantity errors

if misprints, check for replacement garments, if no label screens for Save

if quantity errors,

teardown

remove tools and screens from press

repeat (press turnover)

**Qwik-Klamp Tutorial**

Squeegee Removal

1. Open air line (slowly).

2. Open push cover.

3. Insert assembled squeegee, squeeg0e side up, into the Qwik-Klamp and bump it to

stop on the left.

4. Close push cover.

5. Press and hold left-hand button with left hard.

6. While holding left-hand button, press and hold right-hand button with right hand until

components come together

**!!! Keep hands away from squeegee blade and extrusions when activating**

7. Use magnetic tool to remove retaining pin.

8. Press right-hand button to release the extrusions.

9. Pieces are now ready for disassembly and cleaning.

Squeegee Assembly

1. Slide the two extruded pieces together.

2. Insert squeegee blade.

3. Insert the squeegee assembly into the Owik-Klamp, squeegee end up and bump to the

stop on the left.

4. Make sure all pieces are lined up and squeegee is seated property.

5, Close push over.

6. Press and hold left-hand button with left hand.

7. While holding left-hand button, press and hold right-hand button with right hand until

components come together.

**!!! Keep hands away from squeegee blade and extrusions when activating clamp!!!**

8. Insert retaining pin.

9. Press right-hand button to release the assembly.

10. Open push cover and remove the assembled squeegee.

11. Close air line when finished using the Qwik-Klamp

**Screen Registration**

1. Initial screen registration

a. Apply adequate adhesive to pallet

- Enough to compensate for image size and top target marks

b. Place test print garment on pallet

c. Print image to be registered to

This is generally the WB

Remove tape from top target marks (if needed)

Prime squeegee

1. Push squeegee into ink avoid image

2. Check/adjust print pressure (50lbs to start, adjust as necessary)

Adjust flood bar height

Adjust stroke speeds

Print garment

Replace tape back over target marks

d. Flash print so it's dry to touch

Check/adjust flash settings

e. Rotate set up garment to first screen to lined up

f. Visually check registration

g. Register screen to top target marks with micro-adjusters

Clockwise turn pulls screen toward the adjuster

Counterclockwise turn pushes it away

Back adjuster is the opposite

h. Rotate to next screen and repeat as necessary

2. Print registration test garment

a. Apply registration tape (if needed)

b, Rotate test garment back to the first screen to be registered

C. Prime squeegee

d. Adjust flood bar height

e. Adjust stroke speeds

f. Print test garment

g. Check/adjust registration as needed

Wipe/repeat if using registration tape

h. Repeat with all screens

i. Remove garment from press when all screens are registered

3. Print final test print garment

Make final adjustments

4. Troubleshoot any issues, as needed

Check ink to PMS book

Check desired print placement/image size

5. Adjust laser guides, as needed

6. Print production garment/Photo proof piece (if necessary)

7. STOP PRINT SET UP ON TABLET

If a photo proof is needed, stop Set Up before printing the photo proof piece

KPS PHOTO PROOE

procedure as of 819/2021

Description: for approval to proceed with production on a print location, take a picture of the print,

usually on a medium shirt placed on a mannequin and send to sales person and art department for

verification that it meets their expectations

Method: iPad camera app and email.

Print the print location to be proofed on the provided photo proof piece or use one of the most

abundant size/color/style.

1st picture: Place on mannequin and take a picture with whole shirt/body in it for placement.

2nd picture: as close as possible while fling frame.

If needed, take more pictures to show logo detail, PMS Color matching (place PMS book next to

colors), address any specific concerns mentioned in job notes etc

Make sure camera is set to send full resolution pictures.

Email subject:

PO # Print Location photo proof

e.g. PO 123456 Left Chest photo proof

address it to:

sales.rep@kotisdesign.com

cc:

art@kotisdesign.com

roxanne.franck@kotisdesign.com

[eoin.doherty@kotisdesign.com](mailto:eoin.doherty@kotisdesign.com)

anyone else listed under Comments on job page

write a brief comment if necessary, make sure you sign your emails

if no answer after 7.5 minutes, call sales rep and see if there is an issue/make sure they have seen

the proof.

if no answer response after additional 2.5 minutes (10 minutes after first hitting send), forward to:

christine.mcshery@kotisdesign.com

cc: savannah. laferiere@kotisdesign.com

depending on complexity, after 15 minutes, we may need to pull from press and move on.

When possible, aways setup and print another job around Photo Proof setup or even setup and

Photo Proof multiple jobs at once.

**Notes:**

**sales rep must approve the order, not art department**

**"looks good doesn’t count as approval, if the sales rep just says some thing like "looks good.**

**request explicit approval to run the order.**

**\* remember- they do not have the physical product in front of them and cameras are not as**

**accurate as seeing the real product You may need to describe things like:**

**the yellow looks better in person**

**| think it looks better in person**

**it is brighter in person**

**if there are comments about pantone colors being important, place a swatchbook next to the**

**color to show how close it is**

**we often only have one extra garment for the photo proof so can only print one sample. If you**

**print too low or high or left or right, describe the changes you will make for production**

**try to have another job that does not need a photo proof ready to setup and run, press assistant**

**can send photo proof while press operator gets a second print in register**

**TAKE A PICTURE OF EVERY PRE-PRO**

**write important notes like print order, print location, squeegee speeds, pressures, ink notes etc into**

**job page and save**

**If we print without approval of a photo proof, we are liable for replacement of al product There are**

**times that we may need or want to risk this such as:**

**-customer coming to pick up soon**

**-repeat reorder**

**-almost never else is it worth the risk**

**In these cases, team approval is a possibility.**

**\*minimum 3 people must be asked to check proof vs print and 2/3 must agree that placement,**

**colors, hand of print etc are what they expect the client is expecting and 1/3 must be in a manager**

**or lead position.**

**Press Start Up/Finish**

**Once a job is set up in press and approved to run, there is a specific procedure to**

**starting and finishing the job. A proper start up will result in the garments being properly**

**loaded with the flashes heated up to a temperature sufficient to gel the printed ink.**

**1. Set laser guides**

**While not always necessary, the laser guides can be a great tool to ensure proper print**

**placement. After you print your final set up piece, it is a good practice to determine the**

**required print placement on the garment and adjust the laser guides accordingly before**

**you remove the garment from press. Most times, the carousel should be in the up**

**position when setting the lasers however, there can be exceptions based an how the job**

**will run (ie. Above Pocket placement that may take a longer than normal load time).**

**2. Glue up**

**Whether you use aerosol, spray adhesive or the water base glue, the tacked up area on**

**the pallet should sufficiently cover the entire size of the image being printed. This will**

**ensure that the garment will stay adhered to the pallet and will retain proper registration.**

**This step will need to be repeated for all pallets being used. For 100+ piece orders,**

**water base glue is suggested for standard garments as it holds up longer. Whereas we**

**can be more efficient using the spray glue for smaller runs, Fleece and viscose**

**materials require aerosol spray glue and glue will need to be reapplied to the pallet for**

**each garment of these two material types. If rotating the carousel in either Auto or**

**Manual Mode during glue up, make sure all print heads are deactivated (or set the**

**press to Preheat Pallet mode; this feature is only found in the Print Run screen on our**

**16c Gauntlet)**

**"Garments that only require one hit of one ink will typically not require any pallet glue.**

**However, there can be exceptions to this rule (ie. back tags, cuffs, sleeves, etc.)."**

**3. Warm up the pallets**

**This step is required to allow the flashes to heat up and to also gel the applied pallet**

**glue. An extended warm up period is not required. Generally, only one or two full**

**revolutions is al that is needed. Make sure all heads are deactivated (or set the press to**

**Preheat Pallet mode) and toggle the Auto/Manual (right) switch down and then all the**

**way into the up position to put the press into Auto Mode. If it has not already been done,**

**this is the time for you to adjust the time and power settings on the flashes.**

**4. Load garments**

**After the pallets and flashes have been warmed up it is time to load the garments to be**

**printed on press. If more time is required to load than is needed for the flash time, it is**

**recommended to add to the Index Time and not the Quartz Time. Over flashing the**

**garments can result in shrinking, scorching and/or discolored garments. Over flashing**

**can also result in poor print quality. If the load up round" was inconsistent (a lot of**

**stopping and restarting) a 2nd revolution may be required.**

**5. Print Start**

**After all the pallets are loaded and the first garment loaded has come all the way back**

**around the loader position, it is time to start printing. Quartz fleshes tend to lose their**

**heat rapidly. The following steps should be performed with urgency. Reactivate the**

**required print heads for the image to be printed. Place the Auto/Manual (righty toggle**

**into the up position (Auto). Then push the Print Start/Finish (left) toggle up to Print Start.**

**The press will then begin the printing sequence.**

**\*\*DO NOT PUT THE PRESS INTO AUTO MODE DURING PRINT START!! Togging**

**the Auto/Manual (right) switch down then up will print ail activated heads at once,**

**regardless of whether the pallet has a garment on it or not. Printing freshly glued, empty**

**pallets can ruin the screens! At which point we will have to take time to reburn the**

**damaged screen and set it up in press again. This results in a wasteful loss of**

**production time. \*\*\***

**6. Print Run**

**During the print run it may be necessary to stop the press for various reasons. When**

**you are ready to return to printing, make sure the carousel is in the same position it was**

**in when you stopped and put the press back into Auto Mode. If the press was stopped**

**by a safety component you will need reset the press and determine the proper position**

**of the carousel before restarting.**

**7. Print Finish**

**Once the final garment is loaded and rotates to the first print head position, push the**

**Print Start/Finish (left) switch down to the Print Finish position. The press will**

**sequentially end the print run. If additional garments need to be loaded before the**

**sequence is finished, reload the garment and put the Print Start/Finish (left) switch back**

**to the middle (run) position before it rotates to the first print head and it will restart the**

**print sequence.**