

# Loading the Auto Carton Sorter



STEP	ACTION
1	Load a stack of cases onto the infeed. As long as the Automatic Safety Door (ASD) is closed cases can be loaded. Cases must be correctly folded with <b>the full arrow up and the top flaps facing the operator. (LUSO)</b> . All cases need to be placed flush against the backstop and the ASD. <b>Any cases not meeting this specification will fault the machine or be sent to the reject stack and require to be re-processed.</b> <b>Note: The ACS cannot process wet, warped, or torn cases.</b>
2	Verify the full stack is <b>Labels Up Strips Out (LUSO)</b> and sits flat. Any trash or incorrect cases within the bundle may cause jam's or stoppages.
3	Press the <b>LOAD REQUEST</b> button. This will open the ASD and run the cases through and close the ASD.
4	Once the ASD is closed, begin to load a new stack of KDs onto the infeed. (Repeat Steps 1-3).



**SAFETY:** When loading cases make sure to use correct lifting techniques, warm up and place the cart or pallet that supplies the case blanks at an appropriate height and working location. Do not try and lift too many cases at once in some cases lifting more smaller bundles is more efficient than fewer large bundles.