

NEOLT



POWER TRIM PLUS



105

145 210

165 250

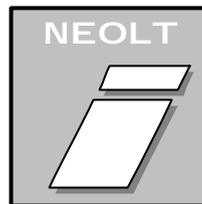
USER MANUAL

power trim plus
105/145/165/210/250



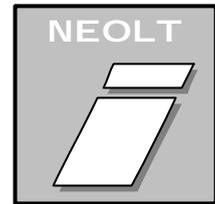
USER'S MANUAL

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<input type="checkbox"/> SECTOR: POWER TRIM PLUS	<input type="checkbox"/> DATE: 12/01/2003
<input type="checkbox"/> VERSION: PWTP-01-01/2003	<input type="checkbox"/> AUTHOR: POLENI P.

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Data of the manual

1.1

- Instruction manual. **TRIMMER**
- Code of the manual: **NLT. QN-A-C-MM-3-1S-GB.**

Users

1.2

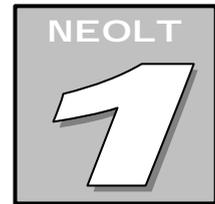
- Instruction manual.
- Transporter.
 - Installer.
 - User.
 - Maintenance personnel.
 - Demolition squad.

✓ For further details on the users of this manual, see 2.2 *Qualifications of the personnel.*

Property of the information

1.3

The information contained in this manual is reserved property. All rights are reserved. This manual cannot be reproduced or copied, as a whole or in parts, without prior written consent of **NEOLT S.p.A.** These documents are provided only for the use of the client whom the manual has been supplied to with the machine, and can be used only for the installation, use and maintenance of the machine the manual refers to. **NEOLT S.p.A.** states that the information of this manual is congruent to the technical and safety requirements of the machine the manual refers to. The manufacturer cannot be held responsible for any direct or indirect damages to people, objects or animals due to the use of these documents or of the machine in conditions other than those authorized.. **NEOLT S.p.A.** reserves the right to change or improve, without notice, these documents and these machines, and also other machines marketed of the same model as the one this manual refers to but with a different serial number. The information of this manual particularly refers to the machine specified in 1.6 *Identification data of the machine.*



Conventions

1.4

Conventional terms

1.4.1

Machine: indicates the machine specified in section *1.6 Identification data of the machine*.

Frame: structure supporting the machine.

Qualified personnel: people, who thanks to their qualification, preparation and experience, and thanks to the knowledge of the relevant rules, safety requirements and service norms, are able to recognize and avoid any possible danger for the people, the material and the machine.

The description of **direction, sense and position** (right side of the machine, left side of the machine) refers to the operator standing in front of the machine.

Conventional symbols

1.4.2

Text in italic: indicates the title of a chapter, a section, a sub-section, a paragraph, a table, or a figure of this manual or of another related publication.

1 (example of a generic number): symbolic representation of a command or signaling device.

A (example of generic letter): symbolic representation of a part of the machine.

 Notes contain important information, given outside the text to which they refer.

 The danger symbols indicate those procedures which, if not respected, could cause physical damages to the operator. The manufacturer cannot be held responsible for any damages to people due to noncompliance with these norms.

 The warning symbols indicate those procedures which, if not respected, could damage the machines or the devices connected to it. The manufacturer cannot be held responsible for any damages to objects due to the noncompliance with these norms.



Identification data of the manufacturer

1.5

neolt S.p.A.

Via G. Galilei, 8
24036 Ponte San Pietro (BG) - ITALY

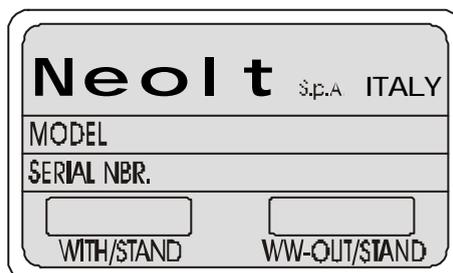
Tel. 035/468811
Fax 035/468886

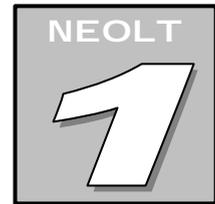
<http://www.neolt.it>
E-mail.: mkt@neolt.it

Identification data of the machine

1.6

Name	TRIMMER
Model	POWER TRIM plus
Serial number	
Year of construction	





Warranty

1.7

NEOLT S.p.A. warranty covers the machine for one year.

The parts subject to normal wear and tear are not included in the warranty. The warranty is limited to the substitution or repair of the parts that should result damaged or defected.

The assessment of the defects and causes is carried out at NEOLT S.p.A. facilities.

The warranty is cancelled if the machine is used incorrectly, or in an improper or excessive way, if any non-original spare parts are used and for noncompliance with the norms of this manual.

In no case can the purchaser demand the resolution of the contract, claim for damages or the extension of the warranty.

-
- ✓ NEOLT S.p.A. cannot be held responsible for any negative advertisement, or loss of earnings, due to technical or mechanical malfunctioning of the product in use or in display.
-

Service

1.8

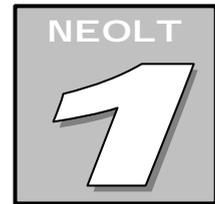
NEOLT S.p.A. provides, on request, assistance for the installation and the maintenance of the machine.

Use of this manual

1.9

Carefully read the chapters *General information*, *Safety information*, *Characteristics of the machine* and *Operator interface*.

-
- ✓ Please consult the relative chapter for any transportation, installation, use, maintenance and demolition operation.
This manual and the attached documentation must be kept for the entire technical life of the machine in order to consult it quickly when necessary.
If the machine is sold as second-hand, this manual and the attached documentation must be supplied along with the product.
-



Description of the machine

1.10

Correct use of the machine

1.10.1

This machine can be used only to cut media having the allowed basic weight (max paper thickness **2,2 mm**).

As the machine consists of assemblies physically separated and autonomous, the proper use of the machine can be identified also in the operation of a single part.

Foreseen modes of use

The installation and the extraordinary maintenance of the machine must be carried out by qualified personnel only.

The machine has been designed to be used in a site having the following features:

- Protection against atmospheric agents.
- Proper illumination.
- Allowed range of temperature: from 18°C to 35°C.
- Allowed humidity range: from 30 % to 80 %.

Incorrect use of the machine

1.10.2

Any use other than that indicated in Section *1.10.1 Correct use of the machine* is to be considered incorrect, especially:

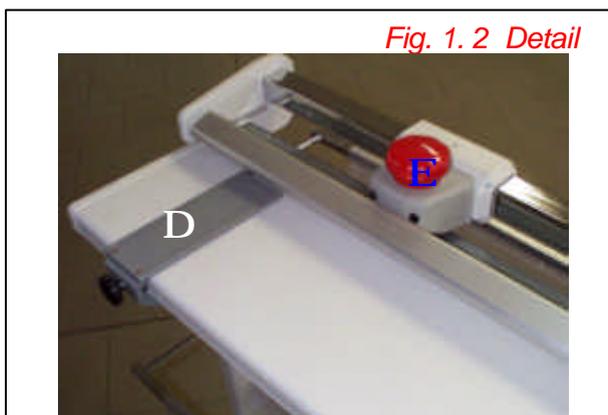
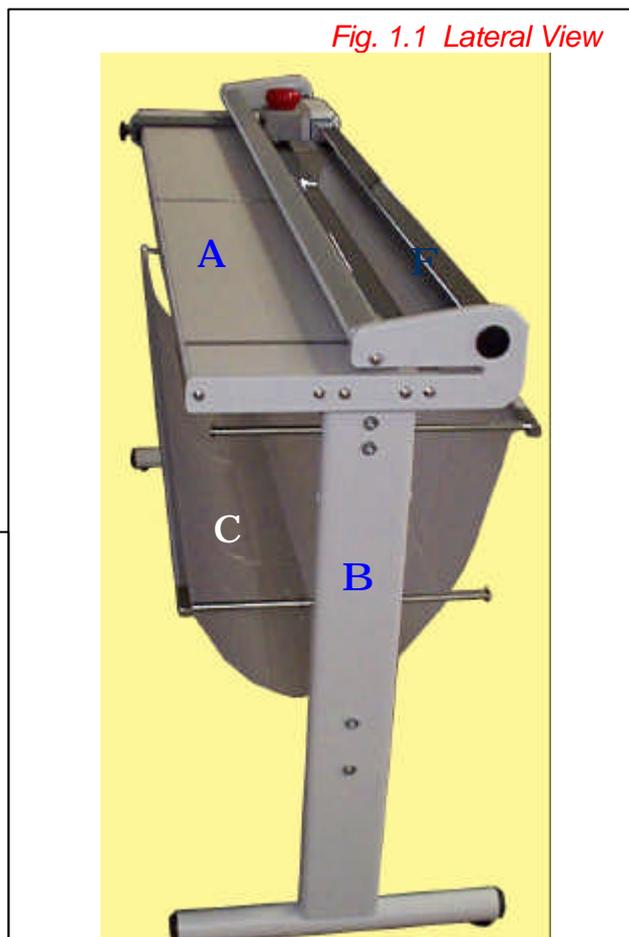
- Using the machine in ways which differ from those which it has been designed for, represents an anomalous condition and could therefore damage the structure of the machine.
- Using the machine without its protections and without the safety equipment.
- The non compliance with the procedures described in this manual, and specially those concerning maintenance and repairing.
- The use of the machine in a site where fire and explosion risks are present, as the machine is not provided with explosion proof devices.
- Its use in an explosive environment.
- Its use in an inflammable environment.

Structure of the machine

1.10.3

The machine is composed of the following parts:

- A** Work surface
- B** Support
- C** Paper collector curtain
- D** Containment bracket
- E** Blade holder carriage
- F** Sliding bar





Safety criteria

2.1

During designing and manufacturing of this machine, all criteria and care in order to satisfy the essential safety requirements foreseen by the relevant rules have been taken into account.

The accurate evaluation of the risks performed by the manufacturer has allowed to eliminate most of the risks concerning the usage conditions of the machine, both foreseen and reasonably foreseeable.

The complete documentation including all the safety norms adopted is in the technical booklet of the machine, which is deposited at the manufacturer's premises.

The manufacturer recommends strict compliance with the instructions, procedures and recommendations of this manual and with the laws in force on the safety in the work place. This also refers to the use of the protection devices foreseen, both those integrated in the machine and personal.

✓ **NEOLT** S.p.A. cannot be held responsible for any damages to people, pets or objects due to noncompliance with the safety rules and the recommendations contained in the supplied documentation.



Personnel qualification

2.2

Stage of the technical life of the machine	Qualification of the operator in charge
Transport	Qualified transportation
Installation	Qualified personnel
Use	Qualified personnel
Routine maintenance	Qualified personnel
Extraordinary maintenance	Engineers authorized by NEOLT S.p.A.
Demolition	Qualified personnel

Protections

2.3

✓ **NEOLT S.p.A.** cannot be held responsible for any damages to people, pets or objects due to noncompliance with the safety rules and the recommendations contained in the supplied documentation.

 Tampering with the protections and the safety devices is dangerous for the people using the machine and for those exposed to it.

✓ **NEOLT S.p.A.** cannot be held responsible for any damages to people, animals or objects due to tampering with the protections.

Dangerous area and residual risks

2.4

All the areas around the machine in which people are at risk of injuries or health problems are considered dangerous.



Pay close attention to hands when the cutting operations.

During certain intervention procedures on the machine, which are pointed out each time in this manual, residual risks for the operator may arise. Residual risks can be avoided by carefully complying with the procedures of this manual and using the personal protection devices indicated, such as:

- Maintenance and service operations must be carried out only by the engineers authorized by the manufacturer.
- Paying attention to the danger notices on the trimmer.

Fig. 2. 1 Cutting zone



✓ **NEOLT S.p.A.** cannot be held responsible for any damages to people, animals or objects due to noncompliance with the norms or avoidance in using the prescribed individual protection devices (IPD).

**INFORMATION ON
SAFETY**



CHARACTERISTICS OF THE MACHINE



Technical specifications

3.1

MODEL	1 0 5	1 4 5	1 6 5	2 1 0	2 5 0
Max. cutting thickness (mm)	2,2	2,2	2,2	2,2	2,2
Usable cutting length (cm)	105	145	165	210	250
Length (cm)	128.	168	189	232	274
Width (cm)	39	39	39	39	39
Height (with holder) (cm)	95	95	95	95	95
Height of working table (cm)	87	87	87	87	87
Trim weight (kg)	20	26	28	30	34
Support weight (kg)	16	20	22	26	28
Accessori	Roll holder – cutting area lamp				

Performances

3.2

Max. cutting thickness

2,2 mm

CHARACTERISTICS OF THE MACHINE



List of media

3.3

Media	power
	TRIM plus
	Max. cutting thickness
	2,2 mm
Drawing paper	X
Cardboard	X
Cibachrome	X
Slides	X
Acrylic film	X
Hot sealing film	X
Carton	X
Paper	X
Photographic film	X
Photographic paper	X
Polypropylene film	X
Fabric	X
Jute	X



Qualification of the operator

4.1

Transport, installation and connection operations must be performed only by personnel qualified in transportation and electrical operations.

Transport

4.2

Transport conditions

4.2.1

The trimmer is shipped with a packaging consisting of three cardboards **1** for components protection, and of a carton box **2** containing all the components. *Fig. 5.1 Transport conditions.*

The packaging size and its gross weight (trimmer plus packaging) are the following:

MODEL	1 0 5	1 4 5	1 6 5	2 1 0	2 5 0
Size (WxDxH - cm)	120x51x30	186x51x30	230x51x30	280x51x30	280x51x30
Weight (gross) - Kg	46	50	55	58	70



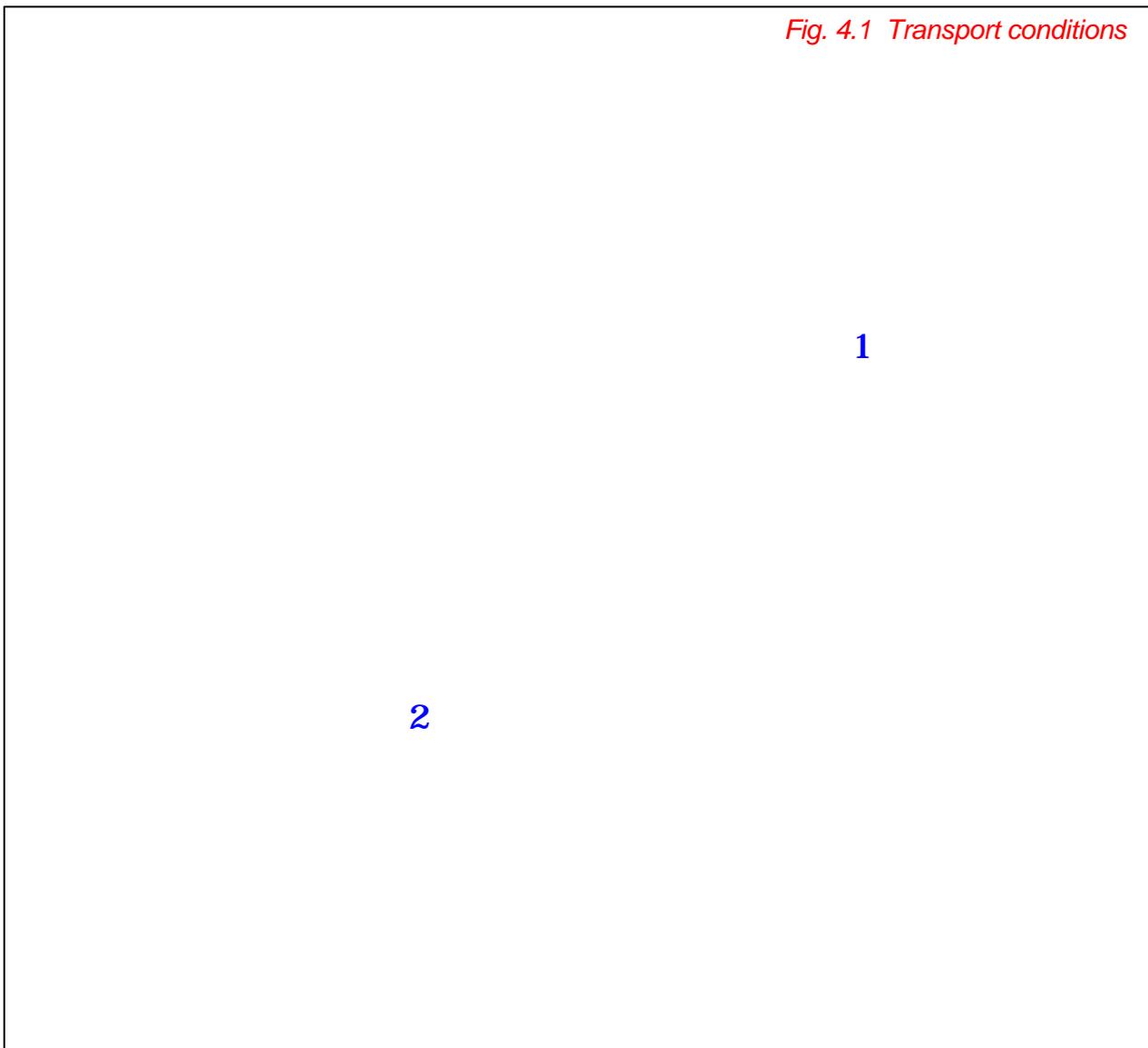
Please use suitable lifting devices and accessories, complying to the rules in force.



To avoid shocks and turnover, apply the needed care. Protect the machine against external atmospheric agents.



Fig. 4.1 Transport conditions



Assessment of damages during transportation

4.2.2

Check the conditions of the machine by visually inspecting it, after having removed it from the shipping box. Any defects on the visible parts of the machine indicate crashes during transportation, which could also affect the ordinary operation of the machine.

In general, check screws and bolts for tightness.

Assembly

4.3

- Open the packaging box **1** which contains all parts (**Fig. 4.1 Transportation conditions**).
- Remove the polyester protections **2** (**Fig. 4.1 Transportation conditions**)



This operation must be carried out by minimum two people.

- Screw on the lower cross-bar **3** first to one shoulder, then to the other with the supplied screws and nuts **5** to assemble the support.



Attention the shoulder has holes of different diameter, the side with the bigger holes must face outwards.

- Screw on the upper cross bar **4** to the shoulders following the procedure of the lower cross bar, using the supplied screws and nuts **5**.



Attention when you position the upper cross bar, make sure the central pin is facing upward **6**. The calibration set by **Neolt** is equal to 3 mm.

3



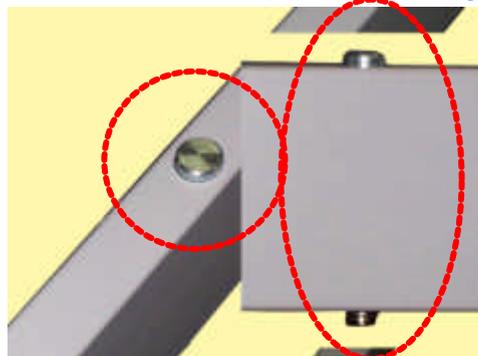
5



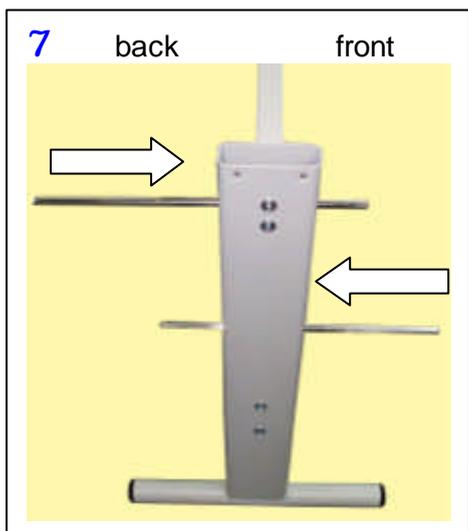
4



6



- To assemble the paper collection basket, first slide in the basket holding bars in front (bottom) **7** and then back (top), and lock in the shoulder with two Benzing rings per bar **8**, in the appropriate seats.

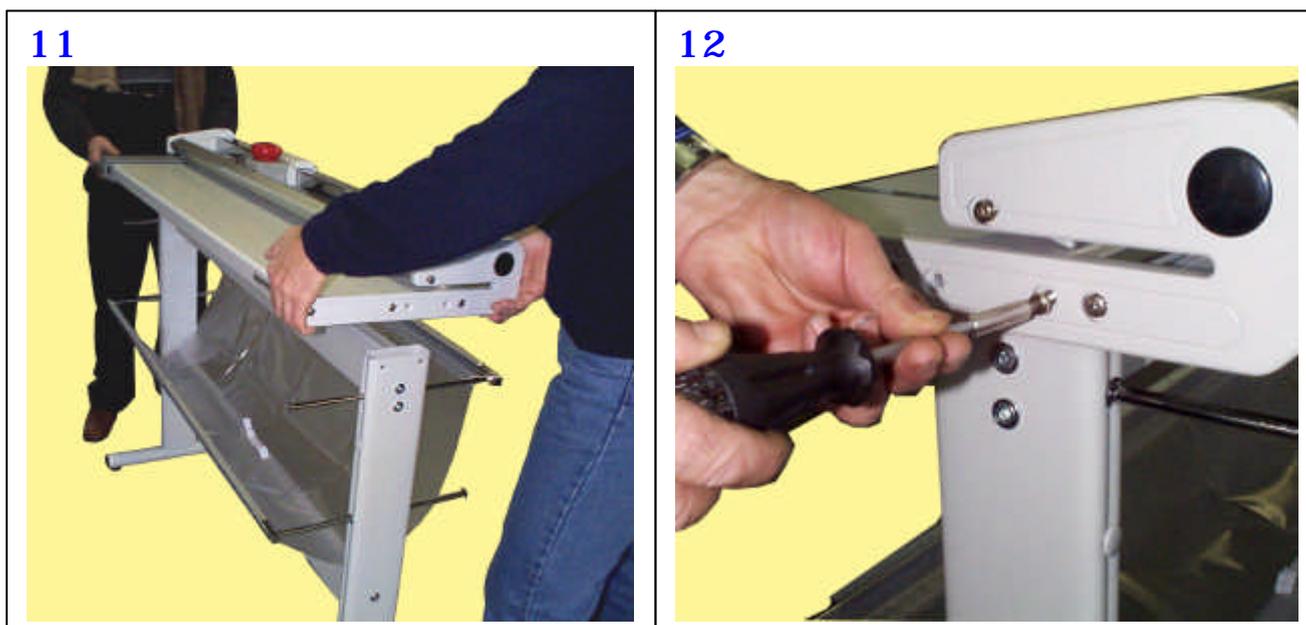


- Slide the square bars in the appropriate holes on the two sides of the basket.
- Screw on the two square rods to the basket holding rods previously positioned **9**.
- Avvitare i due supporti per il piano nella front part on the upper cross bar using the two supplied screws **10**.



 As the trimmer is very heavy, wear proper working gloves, and remember that for this operation minimum four persons are required.

- Position the cutter on the assembled frame **11** and fix it to this with the screws in equipment (2 for side) **12**.



 During this operation move the work surface of the trimmer, for facilitate the fixing to the frame.

- The trimmer is ready to start for the operative phase.

 No other adjustments are necessary because the machine is factory tested before shipment.

Adjustments

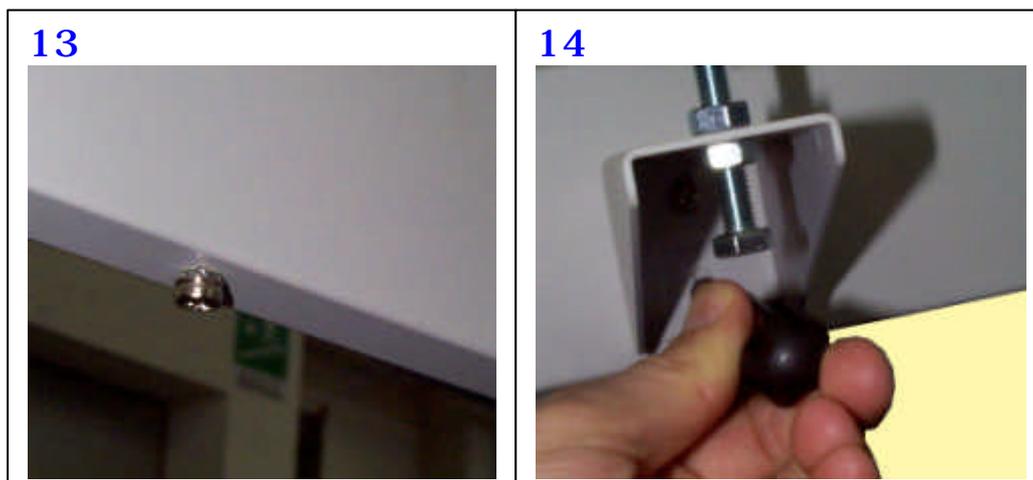
4.4

The trimmer should not require any special adjustments, however we suggest checking two options that could be slightly different, due to the final area of installation of the trimmer.

Planarity

The first thing to check is the planarity of the work table, that could change, due to differences in level of the floor. To adjust the planarity of the work table follow this procedure:

- Position the profile of the rigid media with a well trimmed side on the table of the trimmer.
- Check the parallelism between the table and the profile of the rigid material by using the pin in the center of the cross bar of the upper work table **13**. Screw to lower the table, unscrew to lift.
- Adjust the two supports under the table **14**, by screwing or unscrewing the screws, after reaching the desired position lock the screws with the two nuts.



Sheet holder adjustment

The second element to check is the height of the Plexiglas sheet holder when the carriage is on the extreme right or left. Follow this procedure to remove the trimmed material:

- Slide the Allen wrench in the hole of the transparent sheet holder lifting slot **15** and screw on to reduce the height, unscrew to increase the height.





Storage

4.5

The instructions contained in this section should be respected during temporary storage periods, which could occur in the following situations:

- Installation of the machine delayed with respect of the delivery date.
- Deactivation of the machine and consequent storage while waiting for a new installation.

Characteristics

4.5.1

- Temperature range allowed: from 5°C to 35°C
- Humidity range allowed: from 30 % to 80 %.
- Adequate artificial or natural illumination.
- Adequate protection against atmospheric agents.
- Sufficient clearance to perform the needed transport and lifting operations.
- Horizontal floor space capable to hold the weight of the machine.
- Sufficient clearance to perform the Routine maintenance and service operations.



Location

4.6

Characteristics of the location area

4.6.1

Space requirements

For the normal operation of the machine, loading and unloading operations included, the needed space depends on the size of the media to be cut.

Protection against atmospheric agents

The machine must be placed indoor in a room protected from the direct contact with the atmospheric agents.

Floor requirements

Prepare an horizontal supporting plane where to install the machine, taking into account the weight of the machine itself and of all the ancillary devices.



Optimal stability condition can be achieved with a maximum planarity error of $\pm \dots$ mm/m.

Illumination

For a proper operation and maintenance of the machine, a good illumination is required (approximately 200 - 600 lux).

Environment features

- Allowed temperature from 18°C to 35°C
- Allowed relative humidity: from 30 % to 80 %.

Testing

4.6.2

Before attempting the normal and continuous operation of the machine, check its appropriate general operation by performing some test cuts.



In case of malfunctioning, find the reason for this and/or call technical **NEOLT** assistance.

Qualification of the operator

5.1

The machine must be used by qualified personnel only.

Workplace

5.1.1

Position of the operator: During start up and cutting, operator's posing is in front of the machine, with the control panel in the centre. In case of maintenance, his position depends on the operation to be performed.

Feeding the media to cut

5.1.2

Follow the steps below to begin the process:

- Position the media to cut on the feeding table and by using the millimetric scales on the table, measure the cut **1**..



If you need to cut very thick media, use the brackets **B** to prevent the media from sliding..



Execute the cut moving the carriage carry blade from right to left or vice versa **2**.



- R Remove the spin part from the work surface and from the paper collector curtain the cut part.
- Follow the above mentioned procedure to perform another cut.



It is highly recommended not to lean against or put any object on feeding wings.

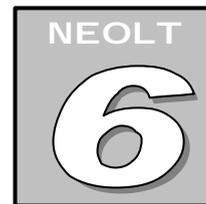
Characteristics of the media to cut

5.1.3

This trimmer was designed only to cut media with the weight indicated in this manual, see *media list chapter 3.3*



We recommend not to try to cut materials different form those which the machine has been designed for. They could seriously damage the machine.



Routine maintenance

6.1



Untimely movements during maintenance. Be very careful.

Routine maintenance includes all the periodic and preventive operations enabling a safe use of the machine.

Qualification of the operator

6.1.1

Routine maintenance must be carried out only by qualified personnel.

Procedure

6.1.2

Perform the periodical operations listed in the following table.

<i>Operation to be carried out</i>	<i>Frequency of execution</i>	<i>Procedure</i>	<i>Precautions</i>
Dust removal.	When necessary.	<ul style="list-style-type: none">Wipe the whole surface of the machine with a wet cloth.	Do not use aggressive products.
Removal of waste material.	When the waste material accumulation is excessive.	<ul style="list-style-type: none">With a vacuum cleaner or compressed air, eliminate the accumulated waste material.	Wear working gloves.

Extraordinary maintenance

6.2

For any extraordinary maintenance operation not described in this manual, please contact directly **NEOLT S.p.A.**





Qualification of the operator

7.1

The dismantling of the machine must be performed by qualified personnel.

Deactivation of the machine

7.2

Once the machine has reached the end of its technical and operating life, it must be deactivated. The machine must be deactivated and put in the condition of not being used for the purposes which it had originally been designed for. However, it must allow the reuse of the raw materials which it was built with.

-
- ✓ **NEOLT** S.p.A. cannot be held responsible for damages to people or pets due to the reutilization of single parts of the machine for purposes or in situations different from those which it has been designed for.
-

Procedure

7.2.1

- In case the machine has to be displaced, see section *5.2 Transport*.



The machine is made of non biodegradable materials. It must therefore be brought to an authorized center for its disposal.



ATTACHMENTS



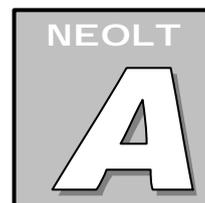
- Attachment 1* **Assembly optional – roll holder**
- Attachment 2* **Assembly optional – cutting area lamp**
- Attachment 3* **Technical sheet – replacing rotating blade**
- Attachment 4* **Part-list – exploded views**

ATTACHMENTS



OPTIONAL

ROLL HOLDER



Assembly of optional roll holder

A.1

Follow this procedure to assemble the reel holder:

- Insert the reel holder supports in the right and left legs **1** and screw on the proper screw in the back part of the stand

1

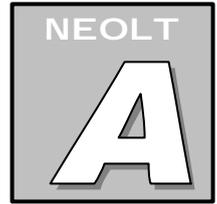


- Insert the reel holder in the seats of the stand that you just assembled **2**.

2

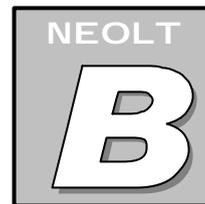


OPTIONAL
ROLL HOLDER



OPTIONAL

CUTTING AREA LAMP

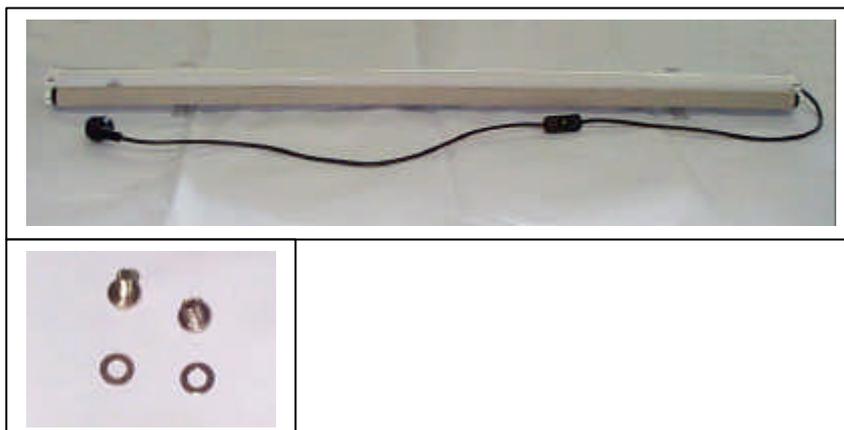


Assembly of cutting area lamp – optional

B.1

Follow this procedure to position the cutting area lamp:

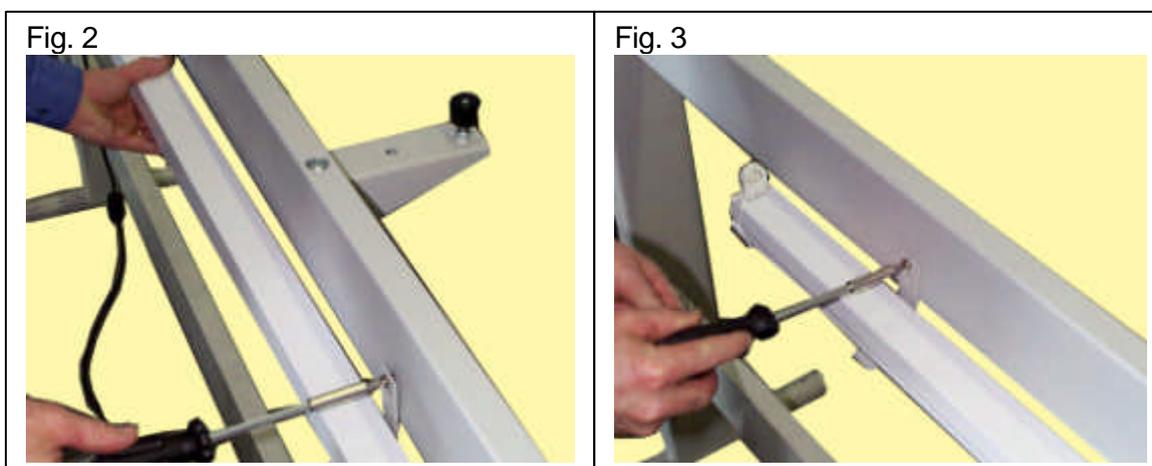
- Remove the lamp from the box and the bag with the supplied screws



- Remove the lamp from the lamp holder. **(Fig. 1)**.

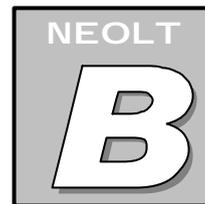


- Assemble the ceiling lamp to the work table, by fastening the brackets already fixed on the lamp to the threaded bushes on the upper cross bar in the back part of the table. **(Fig. 2-3)**.



OPTIONAL

CUTTING AREA LAMP



- Slide the lamp out of the protection box and insert it in the lamp holder on the ceiling lamp. **(Fig. 4).**
- Connect the plug to an outlet and using the through switch on the connection wire switch the lamp on and off **(Fig. 5).**

Fig. 4

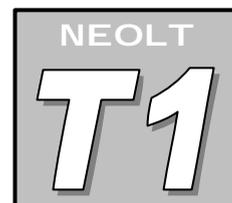


Fig. 5



TECHNICAL SHEET

REPLACEMENT OF ROTATING BLADE



Replacing the rotating blade

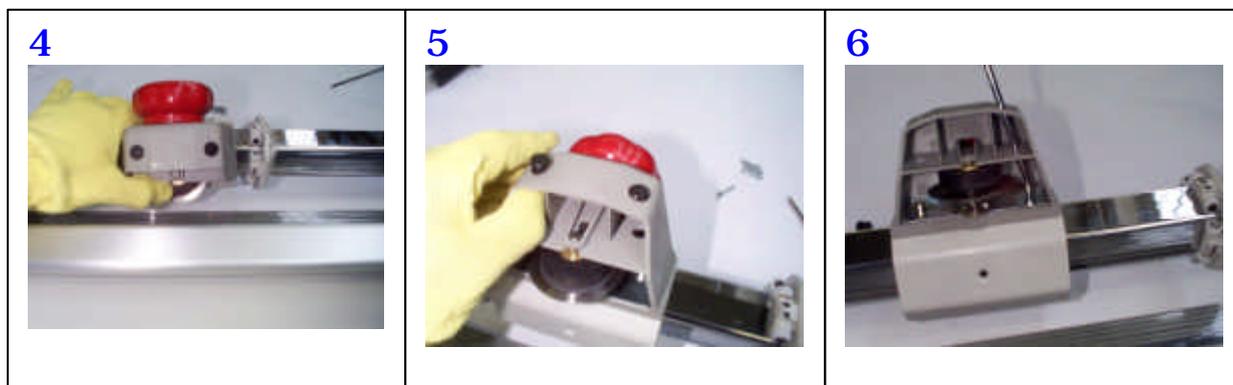
Follow this procedure to replace the rotating blade:

- Remove the screws that fix the two side plugs (two screws per side) **1-2**.
- Move them along the sliding bar **3**.



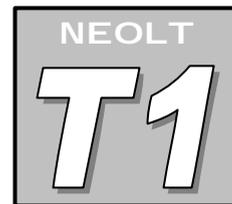
 **Attention use protection gloves during the following operations to avoid cutting yourself with the rotating blade.**

- Turn the carriage keeping the blade pressed towards the sliding bar **4**.
- Remove the two plugs by pushing them from the inside of the carriage outwards **5**.
- Remove the two screws that fix the two parts of the carriage with an Allen wrench **6**.



TECHNICAL SHEET

REPLACEMENT OF ROTATING BLADE



- Remove the elastic ring, using a normal screwdriver and keeping the blade pressed towards the carriage **7**.
- Remove the fulcrum screw of the blade holder shaft **8**.
- Slide the shaft out of the carriage **9**.

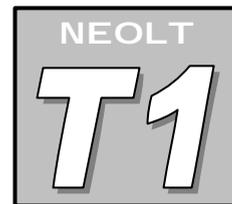


- Remove the elastic ring and replace the rotating blade **10**.
- Reassemble the elastic ring previously removed, locking it in its seat using pliers **11**.
- Slide the shaft into its seat on the carriage, re-positioning all the elements removed and in the same order. Put the fulcrum screw removed previously **12**.

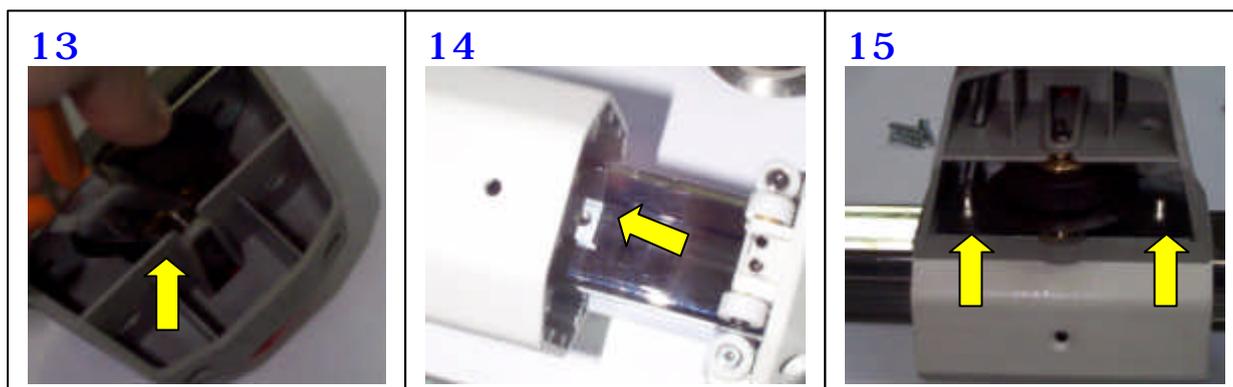


TECHNICAL SHEET

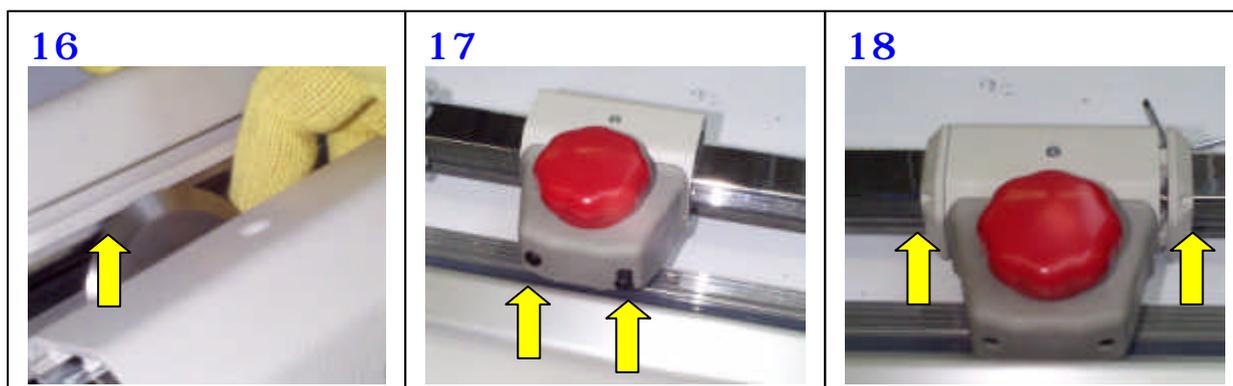
REPLACEMENT OF ROTATING BLADE



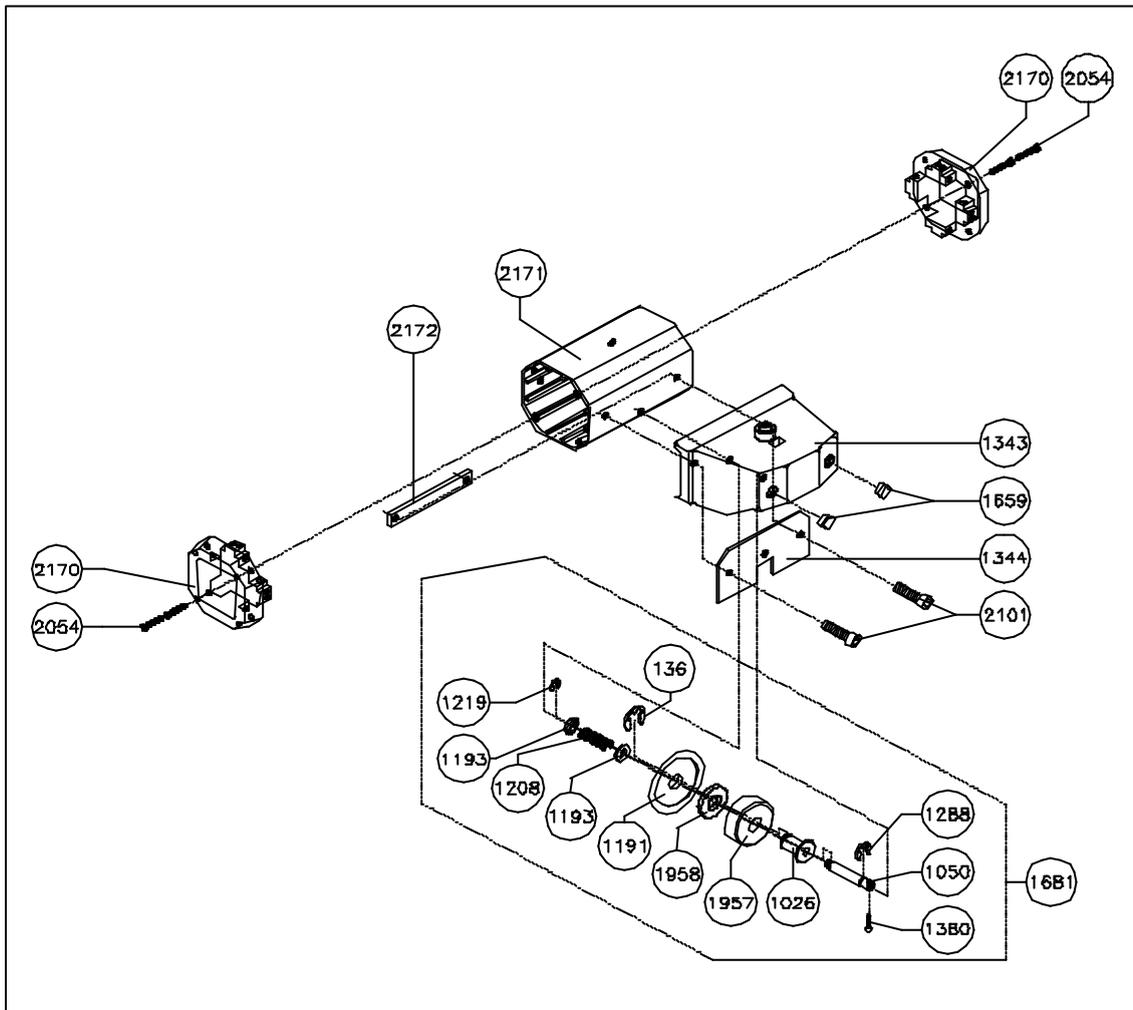
- Reposition the elastic ring, using pliers by keeping the blade pressed against the carriage **13**.
- Position the plate joining the two parts of the carriage on the sliding bar and line up the holes with the ones on the sliding profile **14**.
- Position the two parts using the screws previously removed **15**.



- Turn the carriage over and push the blade over the fixed blade and the sheet holder, also make sure the rubber is positioned above the Plexiglas sheet holder **16**.
- Re-insert the two black plugs in the holes on the carriage **17**.
- Re-insert the two plugs of the carriage and screw them to the carriage using the screws previously removed **18**.



TECHNICAL SHEET
REPLACEMENT OF ROTATING
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