

NEOLT

LIGHT

FOAM

TRIM



75
105
125



USER MANUAL

NEOLT S.p.A

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light foam trim
75/105/125

USER'S MANUAL

Stampato in Italia

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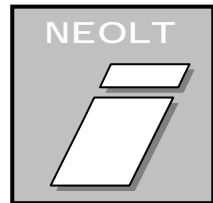
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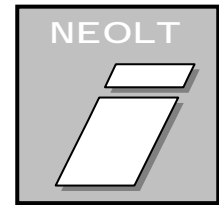
2003

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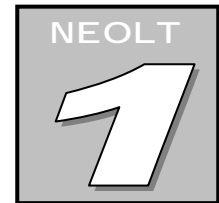


□ SECTOR: FOAM TRIMMER	□ DATE: 02/05/2000
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Data of the manual _____ **1.1**

- Instruction manual.
- Code of Manual: **NLT.QT-B-G-MM-3-3S-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.*

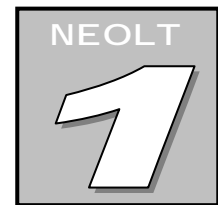
Property of the information _____ **1.3**

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 used 1.4

Conventional terms used	1.4.1
-------------------------	-------

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

Frame: bearing structure of the machine.

Qualified personnel: people, who thanks to their knowledge and preparation and experience, along with 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 descriptions of direction, sense and position (on the right of the machine, on the left of the machine) refer to the position of the operator in front of the machine.


Conventional symbols used	1.4.2
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Text in italics: indicates the title of a chapter, a section, a sub-section, a paragraph, a table or an illustration of this manual, or another reference manual.

1 (generic number as an example): symbolic representation of a command device or signal.

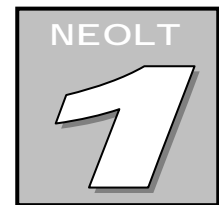
A (generic letter as an example): symbolic representation of a part of the machine.

 Notes contain important information, and are pointed out after the text they refer to.

 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.

GENERAL INFORMATION



Identification data of the manufacturer _____ 1.5

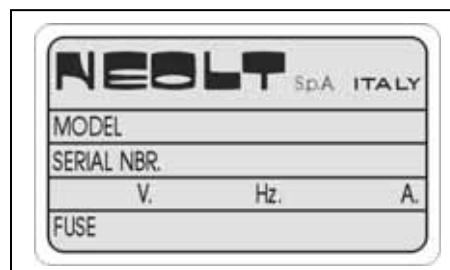
neolt S.p.A.

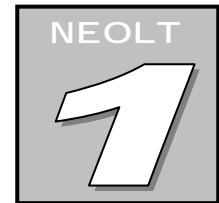
Via G. Galilei 8
24036 Ponte San Pietro (BG) - ITALY

Tel. 035/468811
Fax 035/468886

Identification data of the machine _____ 1.6

Type	FOAM TRIMMER
Model	Light foam trim
Serial Number	
Year of Construction	





Warranty _____ **1.7**

NEOLT S.p.A. offers a one year warranty on the machine.

The parts subject to normal wear out 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 by NEOLT S.p.A.

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 advertising, or missed profits, due to malfunctioning, technical or mechanical, of the product in use or on display.
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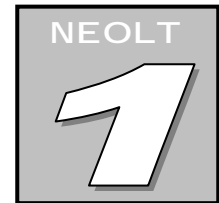
Assistance _____ **1.8**

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

Use of the manual _____ **1.9**

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

-
-
- ✓ Please consult the relevant chapter for any transportation, installation, use, maintenance and demolition operation.
This manual and the enclosed 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 enclosed documentation must be supplied along with the product.
-
-



Description of the machine 1.10

Correct use of the machine 1.10.1

The machine must be used only to cut the media which it has been designed for (FOAM). The machine is made of physically independent and autonomous groups, therefore the proper use of the machine also refers to the correct functioning of only one part of it.

Use of the machine

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

The machine was designed to be used in an area with the following characteristics:

- Protection from atmospherics.
- Proper illumination.
- Temperatures between 18° C and 35° C
- Amount of humidity from 30% to 80%.

Incorrect use of the machine 1.10.2

Any use other than that indicated in part *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 it is provided with.
- Not observing the procedures of this manual and especially the maintenance and repair norms.
- Using the machine in an area at risk of fire or explosions if the machine itself does not have the proper fire equipment.
- Using the machine in areas containing explosive materials.
- Using the machine in an inflammable area.

Structure of the machine

1.10.3

The machine includes the following parts:

- A** Feeding table
- B** Bench (optional)
- C** Carriage handle
- D** Sheet holder
- E** Reference bracket
- F** Blade holder carriage
- G** Plexiglas
- H** Sheet holder handle

Fig. 1.1 Front view



Fig. 1.2 Bracket view



Fig. 1.3 Carriage view





Safety criteria _____ **2.1**

The machine has been designed and made in compliance with the essential safety criteria and norms.

Thanks to the accurate analysis carried out by the manufacturer, most of the risks depending on the conditions of use of the machine, both foreseeable and reasonably foreseeable, have been eliminated.

The complete documentation including all the safety norms adopted are 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, animals or objects due to non-compliance with the safety norms and recommendations of these documents.



Qualifications of the personnel _____ **2.2**

Stage of the technical life of the machine	Qualification of the operator in charge
Transportation	Qualified transportation
Installation	Qualified personnel
Use	Qualified personnel
Ordinary maintenance	Qualified personnel
Extraordinary maintenance	Technicians appointed by NEOLT S.p.A.
Demolition	Qualified personnel

Responsibility _____ **2.3**

✓ **NEOLT S.p.A.** cannot be held responsible for any damages to people, animals or objects due to noncompliance with the safety norms and recommendations of these documents.

☛ 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.

Protection _____ **2.3.1**

The machine is provided with the following types of protections.

Inter-locked moving protections:

- Plexiglas blade holder carriage right side.

Dangerous areas 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 sheet holder bar is being lowered and during 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 Sheet holder bar



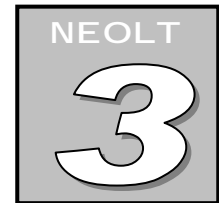
✓ NEOLT S.p.A. cannot be held responsible for any damages to people, animals or objects due to non-compliance with the norms or avoidance in using the prescribed individual protection devices (IPD).

SAFETY

INFORMATION



CHARACTERISTICS OF THE MACHINE



Technical specifications _____ 3.1

MODEL	75	105	125
Max. thickness FOAM (mm)	15	15	15
Max. length of cut (cm)	75	105	125
Length (cm)	95	125	145
Width (cm)	31	31	31
Width with extensions (cm)	86	86	86
Height of support	91,5	91,5	91,5
Total height	110	110	110
Weight of trimmer (kg)	17	19	21
Weight of support (kg)	17	18,5	20
Color	GREY		
Sheet holder	SERIES		
Support	OPTIONAL		

CHARACTERISTICS OF THE MACHINE



Machine performances 3.2

- Max cutting thickness (see table below).

Materiale	Material	Light FOAM Trim
		Max. spessore taglio Max. cutting thickness 15 mm
Espanso	Corex	X
Sughero	Cork	X
Fogli gommapiuma	Foamboard	X
Cartone rigido	Hardboard	X
Vinile magnetico	Magnetic Vinyl	X
Cartone	Mountboard	X
Polistirolo	Polystyrene	X
Gatofoam	Gatofoam	X
Foamex	Foamex	X



Qualifications of the operator _____ 4.1

The transportation, installation and connecting operations of the machine must be carried out by qualified personnel only, transporters and installation operators.


Transportation _____ 4.2


Transportation conditions 4.2.1

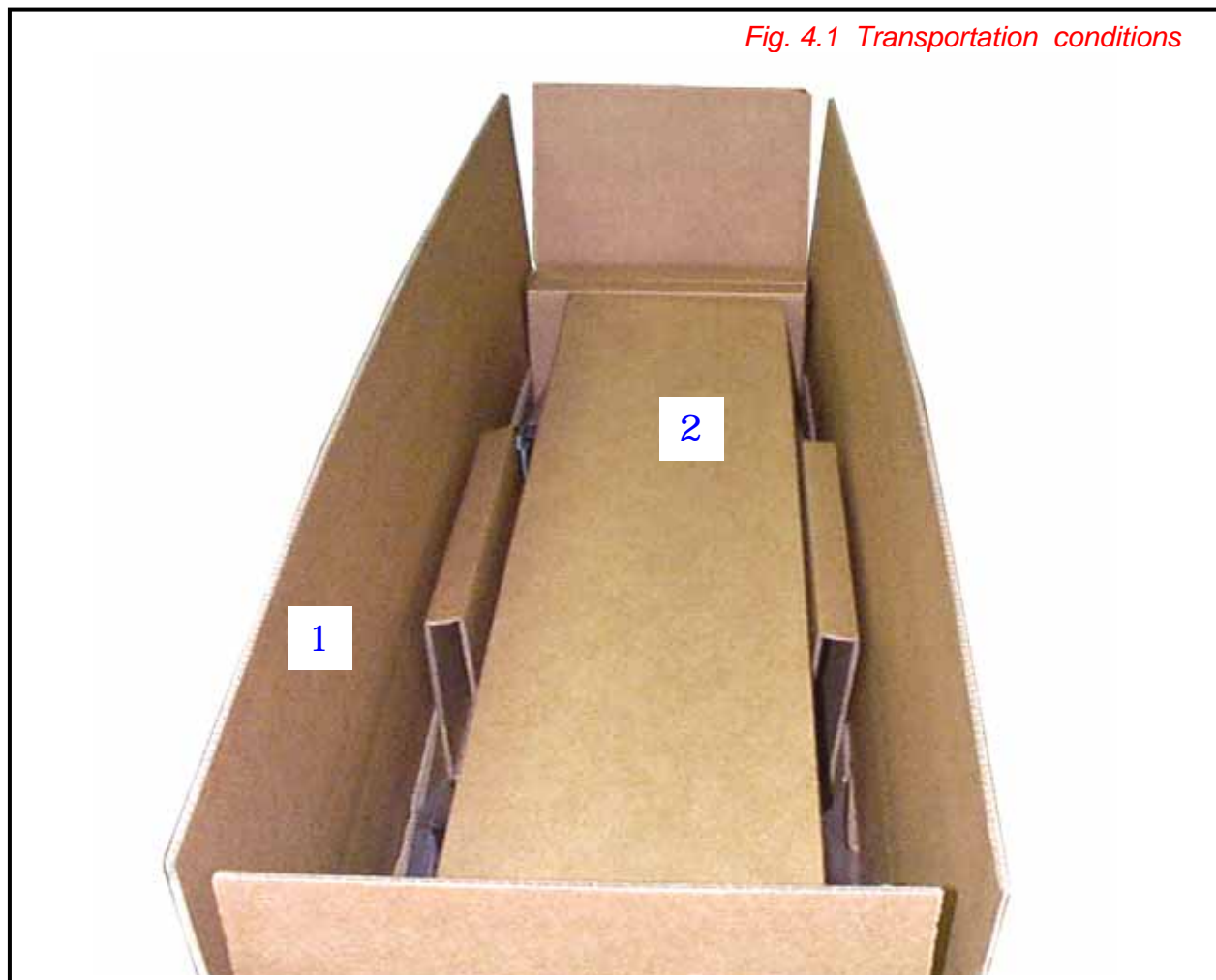
The trimmer is shipped with a packaging which consists of polystyrene sheets **1** to protect the two end covers of the machine, and everything is placed inside a carton box **2**. *Fig. 4.1 Transportation conditions.*

The size of the packaging and its total weight (packaging and trimmer) are as follows:

	75	105	125
Dimensions (cm)	155x45x26h	155x45x26h	175x45x26h
Weight (gross - kg)	25	26,5	29

 Use only proper lifting means and accessories that comply with the laws in force.

 Please take the necessary precautions to avoid any crashes and overturning. Protect the machine from external atmospherics.



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 normal operation of the machine.

Especially assess the conditions of these parts:

- Carriage Plexiglas shield.
- General state of the components to assemble.

Assembly 4.3

Open the packaging box **1** which contains all parts (*Fig. 4.1 Transportation conditions*).

Remove the carton shells **2** (*Fig. 4.1 Transportation conditions*).

Assembly of the extensions

4.3.1

Follow this procedure to assemble the extensions:



- Remove the two extensions from the box **1 2**.
- Place extension **1** on the work table (*Fig.4.3*), secure it with the screw and the wing nut on the side of the work table (*Fig.4.4*). Then secure the relevant part to the work table with the screw on top and nut on the bottom (*Fig.4.5-6*)

Fig. 4.3

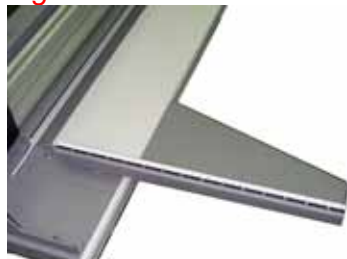


Fig. 4.4



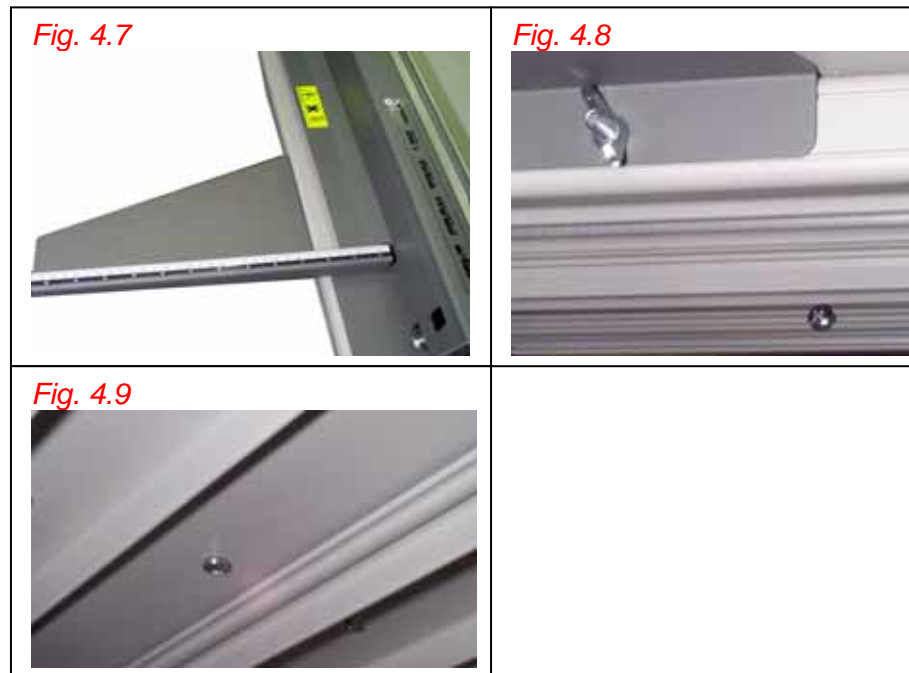
Fig. 4.5



Fig. 4.6



- Put extension **2** on the work table (Fig.4.7), secure it with the screw and the wing nut on the side of the work table (Fig.4.8). Then secure the relevant part to the work table by tightening the screw from the bottom, (Fig.4.9) .



Adjustment of the extensions

4.3.2

- Assemble a blade in the blade holder and fix it to the carriage, see chapter **4.4 ASSEMBLY OF BLADE HOLDER**
- Trim a foam sheet about 1 Mt. long
- Place it on the extensions with the millimetric scales (Fig.4.10). Use the screw under the extension to adjust the parallelism (Fig.4.11) .

Make sure the cutting angle is 90°

- Carry out two perpendicular cuts on a 1mt by 1mt panel
- Position the panel on the right extension and make sure the vertical cut made before is perfectly parallel with the cutting line. Turn the panel over and repeat the operation even for the other extension.



Assembly of blade holder 4.4

Follow this procedure to assemble the blade on the blade holder:



Wear protection gloves while assembling the blades because they are very sharp.

- Remove the two screws that fix the blade holder and remove the screw that secures the blade.
- Position the blade in its seat and block it with the screw you removed before. (Fig.4.12 - 4.13).
- Reassemble the cover and re-close the blade holder (Fig.4.14).

Fig. 4.12

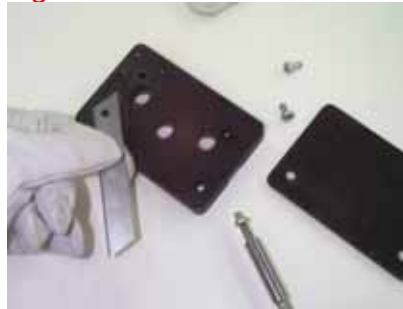


Fig. 4.13



Fig. 4.14



Fix the blade holder and the plexiglas to the carriage with the two supplied handles and the washers



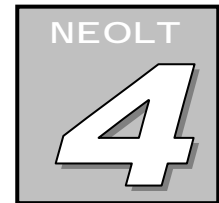
The blade holder includes slots which makes its a lot easier to assemble the blade itself on the carriage.

Assemble the reference bracket (*Fig.4.15*).



The trimmer is now ready to be used.

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



Storage 4.5

The indications contained in this section must be followed during the periods of temporary storage of the machine which could take place in the following situations:

- When the machine is not installed immediately after it is delivered.
- When the machine is disconnected and stored while waiting for it to be relocated.

Characteristics	4.5.1
-----------------	-------

Temperature between: from 5°C to 35°C

Humidity: from 30 % to 80 %.

Proper natural and/or artificial illumination.

Proper protection from atmospherics.

Adequate space to carry out the lifting and transportation operations in a safe and easy way.

Horizontal surface with a capacity higher than the mass of the machine.

Adequate space to carry out the ordinary maintenance and technical operations

Placing of the machine 4.6

Characteristics of the area the machine is placed in	4.6.1
--	-------

Space requirements

For the normal use of the machine and the loading and unloading operations, it is important to have an area directly proportional to the size of the media to cut.

Protection from atmospherics

The machine must be placed in a suitably protected room, away from atmospherics.

Floor requirements

Prepare the stable horizontal surface of the machine keeping in mind the mass of the machine itself. Also take into account all extra accessories.



Optimal stability and using conditions can be obtained with a maximum planarity error of $\pm \dots$ mm/m.

Illumination

A good illumination is necessary to safely use and carry out maintenance operations (about 200 - 600 lux).

Atmospheric characteristics of the area

Temperature: from 18°C to 35°C.

Humidity: from 30 % to 80 %.

Testing

4.6.2

Before using the machine continuously check the general operation of the machine by doing some sample cuttings.



In case of malfunctioning, find out why and/or call the **NEOLT** technical assistance office.

Qualifications of the operator _____ **5.1**

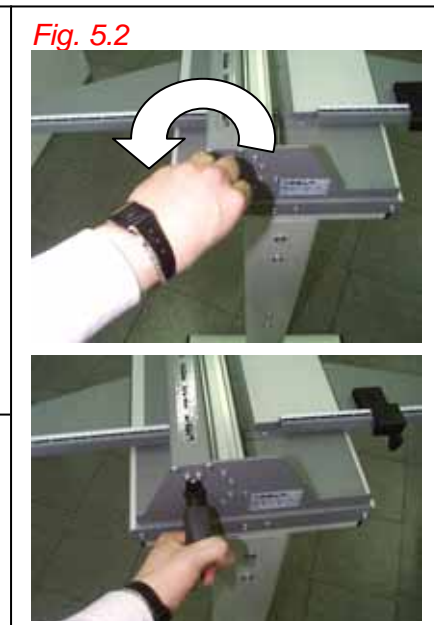
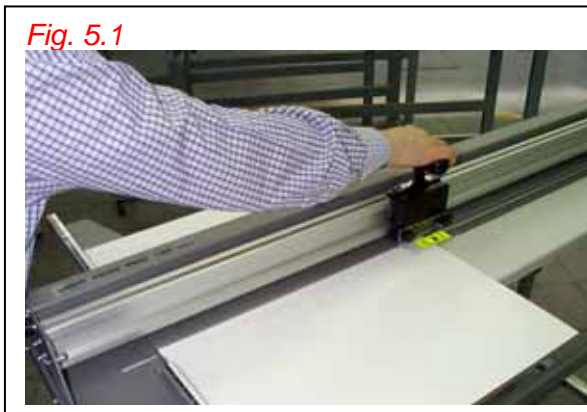
The machine must be used by qualified personnel only.


Place of work _____ **5.1.1**

Position of the operator: during the cutting operations in front of the machine with the blade holder carriage in the center. During maintenance operations the position depends on the specific operation that needs to be carried out.

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 top millimetric scales on the extensions, measure the cut (*Fig.5.1*).
- Close the sheet holder by rotating the knob completely until it is locked (*Fig.5.2*).



 Pay attention to the position of the hands.

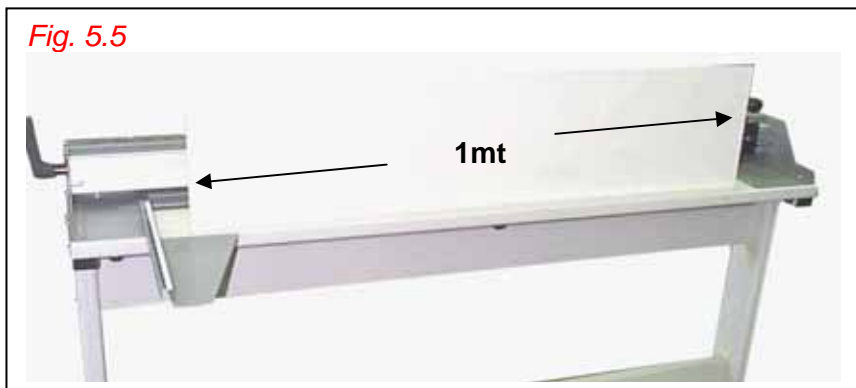
- Cut the media by moving the blade holder carriage towards yourself.
- Lift the sheet holder bar by rotating the sheet holder knob counter clockwise
- Lift both the original panel and the trimmed one from the work table
- Follow the above mentioned procedure to perform another cut



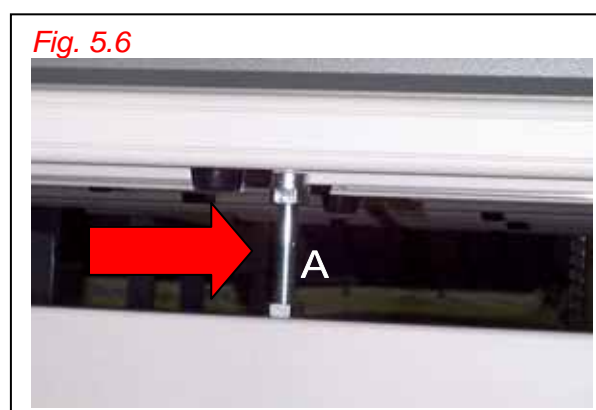
-
-
- ✓ The cut is carried out in the direction indicated by the arrow placed on the carriage (not vice-versa).
-
-

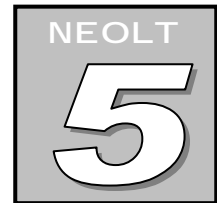
Adjustment of the work table**5.1.3**

- Assemble a blade in the blade holder and fix it to the carriage. See chapter *4.4 ASSEMBLY OF THE BLADE HOLDER*.
- Connect the trimmer and trim a foam sheet about 1 Mt. long.



- Position the trimmed foam profile on the table (*Fig.5.5*).
- Follow this procedure to verify the parallelism between the table and the foam sheet:
- Adjust the rods placed under the table, by using the nut *A* (*Fig.5.6*), until you reach the desired parallelism.





Characteristics of the media to cut

5.1.4

This trimmer was designed to be used to cut only certain media. Follow the weight information indicated in *Chapter 3. 3* of this manual.



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

Ordinary maintenance 6.1

 Attention: untimely movements during maintenance.

Ordinary maintenance includes all those periodical and preventive operations that allow the machine to be used safely.

Qualifications of the operator 6.1.1

Ordinary maintenance of the machine must be carried out by qualified personnel only.

Procedures 6.1.2

Please carry out the periodic operations listed in the table below.

Operation to be carried out	Frequency of execution	Procedure	Precautions
General dusting.	At user's discretion.	<ul style="list-style-type: none">Clean the entire machine with a damp cloth.	Do not use aggressive products.
Cleaning the scrap material.	If there is a lot of scrap material.	<ul style="list-style-type: none">Eliminate the scrap material with an aspirator and/or compressed air.	Wear a pair of protection gloves.
Blade replacement.	If the cut is not regular.	See procedure <i>Assembly blade-holder 4.4</i>	Wear a pair of protection gloves.

Extraordinary maintenance 6.2

Directly contact NEOLT S.p.A for any extraordinary maintenance operation non contained in this manual.





Qualifications of the operator _____ 7.1

The machine can be demolished by qualified personnel only.

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 animals due to the reutilization of single parts of the machine for purposes or in situations different from those which it has been designed for.

Procedures	7.2.1
------------	-------

In case the machine has to be moved, refer to *4.2 Transportation*.



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



Procedures _____ A.1



Minimum 2 people should carry out this operation.

Assembly of table

A.1.1

- Remove the legs, the cross bars and the bag contained the bolts and screws.
- Assemble the table, fix the two cross bars to the leg, first the bottom one (*Fig.A.1*) then the top, by using the screws and the bushes supplied. (*Fig.A.2*). The top cross bar is different from the bottom because it has a hole on the back which is used to insert the table adjustment rod A.
- Tighten all the screws of the table.

Fig. A.1



Fig. A.2



Fig. A.3

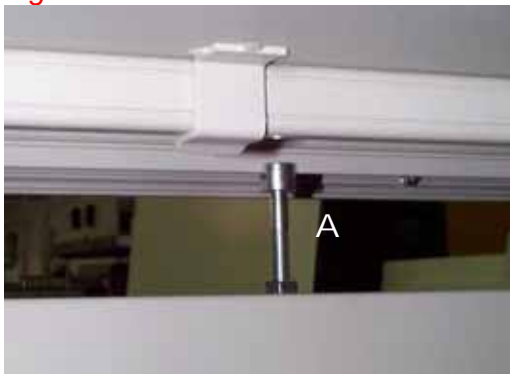
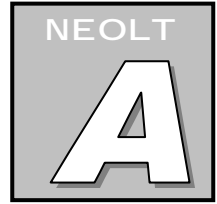


Fig. A.4



- Fix the table adjustment rod in the hole of the cross bar. (*Fig.A.3*).
- Remove the trimmer and place it on the table that you have just assembled. Fix the flange of the central profile in the slot of the table adjustment rod (*Fig.A.3*), finally fix the trimmer with the four cross screws supplied (*Fig.A.4*).

Assembly
of table



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