

	<b>Standard Operating Procedure</b>		<b>SOP Number</b> B-612	<b>Revision</b> 4
	<b>Video Jet Printer</b>		<b>Effective Date</b> 05/13/22	<b>Page</b> Page 1 of 4
<b>Written by/ Date</b> H. Burns 04/10/22		<b>Reviewed by/ Date</b> L. M. ... 04/10/22		<b>Approved by/ Date</b> S. A. ... 04/15/22
<b>Title: Quality Systems Manager</b>		<b>Title: Maintenance Manager</b>		<b>Title: QA Manager</b>

## 1.0 Purpose

The purpose of this procedure is to define the process for the setup, operation, and cleaning of the video jet printers.

## 2.0 Scope

This procedure applies to all video jet printers in operation at Ion Labs, Inc.

## 3.0 Responsibility

- 3.1 It is the responsibility of Production (Packaging) personnel to follow this procedure.
- 3.2 It is the responsibility of the Department Supervisor/Manager to implement this procedure and to ensure that the procedure is being followed.
- 3.3 It is the responsibility of Maintenance and Production Management to keep this procedure aligned with current practices.

## 4.0 Definitions

- 4.1 QC – Quality Control

## 5.0 References

- 5.1 B-111, SOP, Cleaning of Manufacturing/Production Areas and Equipment

## 6.0 Procedure

- 6.1 Setup

6.1.1 Turn the unit on and input the password. The password is the date in reverse order.

**Example:** The password for the date 03/25/08 is 805230

6.1.2 Changing the Batch Number

6.1.2.1 From the home screen, press F4 Modify Message.

6.1.2.2 Use the arrows on the keypad to move the cursor to the necessary change.

6.1.2.3 Use the backspace to remove the characters.

6.1.2.4 Use the keypad to type.

6.1.2.5 To save changes, hold the shift key and press F1.

6.1.2.6 The home screen should now display the changes made.

6.1.2.7 Run a test container to verify that changes made are correct.

6.1.3 Aligning the Print on the Container

6.1.3.1 Set the conveyor speed.

6.1.3.2 Run a container to see where that batch number prints.

6.1.3.2.1 With the direction of the container.

6.1.3.2.2 On the bottom of the container, in the direction of the container's travel.

6.1.4 Adjustments

6.1.4.1 Too slow:

6.1.4.1.1 Speed up the conveyor.

6.1.4.1.2 Reduce the video jet print delay.

6.1.4.2 Too fast:

6.1.4.2.1 Slow down the conveyor.

6.1.4.2.2 Increase the video jet print delay.

#### 6.1.5 Changing the Video Jet Print Delay

6.1.5.1 From the home screen, access the top menu by using the arrows on the keypad.

6.1.5.2 Press F3 sub menu view on/off.

6.1.5.3 Use the arrows on the keypad to select messages and press enter.

6.1.5.4 Use the arrows on the keypad to select parameters and press enter.

6.1.5.5 Use the arrows on the keypad to select product delay.

6.1.5.6 Use the arrows to increase or decrease the delay.

6.1.5.7 Press enter after a new delay has been set.

6.1.5.8 Test a new container and make further adjustments if needed.

## 6.2 Cleaning

6.2.1 Refer to SOP B-111 Cleaning of Manufacturing/Production Areas and Equipment to follow the cleaning procedure applicable to this type of equipment.

**7.0 Revision History**

Revision	Date	Description of Changes	CCR #	By
0	07/15/10	New	-	-
1	05/10/13	Updated SOP format	13-298	B. Mosall
2	01/27/16	Biennial review: Changed the SOP format.	15-0941	P. Zittere
3	01/22/19	Scheduled review: Removed obsolete definitions. Added reference to SOP B-111. Revised section 6.2.	19-0078	K. Burris
4	04/06/22	Schedule review: Revised responsibility and cleaning sections. Changed logo.	CC-22-0160	K. Burris