

# Accu-Cut Carpet Cutting Procedure (Koyo)

1. Load carpet onto the machine
2. Turn the left (load) roller switch to the Reverse position
3. Rotate carpet until you can cut the tape and remove all of the tape
4. Repeat the above step until all tape is removed
5. Rotate carpet until the leading edge of the carpet is near the top of the roll
6. Turn the left (load) roller switch to the Forward position – check that right (cut side) roller switch is also in Forwards position
7. Flick the leading edge of the carpet onto the machine
8. Jog the leading edge of the carpet to the middle of the cutting slot – **important #1**
9. Lower the counter counterweight arm – **important #2**
10. Reset the counter to Zero by pressing the **green** Clear Count button – **important #3**
11. Using your left hand, jog the leading edge of the carpet to about the middle of the middle roller on the cut side, pulling the carpet across with your right hand if necessary
12. Fold over the clamp roller and hold tight
13. Gently jog the carpet to start the roll up process – bounce the clamp roller if necessary
14. Jog about 4 to 6 rotations and then slowly release the clamp roller
15. Jog the carpet until the length required is reached – Reverse both of the roller switches if you have overrun the length and jog as needed – return both of the roller switches to Forwards if you have reversed the switches
16. Lower the cutter guard
17. **Recheck** that the measured length shown on the machine is the length according to your cut schedule
18. Cut the carpet by pressing and holding the **red** Cutter Safety button as well as the appropriate **red** Cutter direction button until the cutter has run full travel
19. Lift the cutter guard
20. Turn the left (load) roller switch to the O (off) position
21. Reset the counter to Zero by pressing the **green** Clear Count button – there is no need to clear using the grey Clear key
22. Move to the cut side of the machine and tape up the carpet – hint: start the tape from under the flap of the carpet
23. Dump or remove the cut carpet from the machine
24. Turn the left (load) roller switch to the Forward position
25. Start the next cut – go back to step 10 above and repeat for the other cuts from the same roll
26. When the last cut has been done, turn the left (load) roller switch to the Reverse position, then go to the load side of the machine and tape up the balance
27. Remove the balance from the machine with your forklift