

Digital Media Fab Lab – How To: Machine Set Up for Plotting

Power on the machine via the toggle switch on the back near the power cord.

Loading Media

Off the Roll

- Put the media guide flanges into the ends of the cardboard tube and twist the nob to tighten.
- Position the flanges in the black channels mounted on the aluminum rods located at the back of the machine.
- Adjust the pinch rollers over the brass drive sleeves at a distance that will clamp the material in place.
- Feed material through, just beyond the self-healing strip.
- Secure the media in place by pulling the lever to lower the pinch rollers.

Scraps

- Adjust the pinch rollers over the brass drive sleeves at a distance that will clamp the material in place.
- Feed material through, just beyond the self-healing strip.
- Secure the media in place by pulling the lever to lower the pinch rollers.
- Guide media with hands when the OPOS system measures the size of the media.

Optional Machine Modifications

Changing Origin

- Change origin of start point by pressing the arrows (jogging keys on machine touch-pad) – press ENTER to lock in place.

Cutting Speed (Velocity)

- Velocity is determined by 4 parameters:
 - speed and acceleration while the tool is down
 - speed and acceleration while the tool is up
- *The only fixed speed is the speed of the brass rollers

To adjust the velocity on the machine touch-pad:

- Menu < Velocity < adjust the arrows to select a speed between 2-32" per second < Enter

Setting Knife Pressure/Cutting Depth

- Adjust the knife pressure
 - Menu > Knife pressure > Enter
 - Use < & > to change #
 - Use "Test" to check if the pressure cuts through the material, just scratching the backing
 - Press "Enter" to confirm
 - Press "Exit" to leave unchanged
- Flex-cut allows for bridges

Safety

- *Keep fingers away from blade/tool holder during machine operation
- *Tie long hair back before utilizing the machine
- *Remove long hanging jewelry, scarves, open jackets, roll up long shirt sleeves, tuck in drawstrings
- *Always leave the cam rollers in the "up" position to maintain the integrity of machine (pressure downward will seriously affect the tracking performance and cutting quality)
- *Press EXIT on machine keypad to emergency stop during operation