

Model 230 Loading Instructions

1. Power on unit. Allow system to initialize.
2. Place roll of media on stand and align right edge of material with tracking guides on tracking bars.
3. Insert media from the back of the cutter, passing the media over the lower roller that has the large black disks, and under the upper roller that has the black rubber o-rings.
4. Pass the media under the pinch wheels.
5. Pass the media through the front rollers in the same fashion as you did in the rear.
6. Align the right side of the media to the large black disks (front and rear tracking guides). **NOTE:**These guides are factory set to be square with the grit wheel, and should not be relocated unless directed to do so by Allen Datagraph.
7. Using 2 fingers, slide left side tracking guides to within 1/16" of material edge. These guides have a tension spring in them, which can be adjusted with the 1/8" Allen wrench supplied in your accessory kit. They should have enough tension to stay in place during operation, but not so much that they can't be moved by placing a finger on each side of the roller and pushing toward the material.
8. Manually spool off some material from the roll into the rear media basket. Using the joystick buttons, move the material forward and back to be sure that proper tracking can be achieved. Raise the pinch wheels and make any material adjustments necessary.
9. Pinch wheels are movable. The right hand pinch wheel should be aligned with the white triangle on the top of the pinch wheel pointing to either the solid white triangle for unpunched material and to the triangle with a hole in it for punched material. To move the pinch wheel raise the pinch wheels with the large black handle. Grab wheel from front and back at same time and push. Takes about 10 pounds of force to move the wheel.
10. The left hand pinch wheel should be placed at the left edge of the material. There should be less the 1/4 inch between edge of the material and the rubber of the tire.
11. Center pinch wheels (the number of pinch wheels is model dependant), should be spread evenly across the media. Avoid bald spots in your grit wheel indicated by the red dot on the top rail above them.

Once proper tracking is achieved, retract the material to the first tracking guide and press the LOAD button. If material will not go back far enough you may have to unload machine by pressing pause key and then load key.