Vision iMARC IT
User Manual

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I

1   Introduction

Thank you for purchasing your iMARC IT engraver. Your machine is designed to operate at the highest standards of quality, provide many years of use and is proudly made in the USA. We appreciate your purchase decision and we are always interested in hearing from you. If you have any questions or comments, please contact us at 1-888-99-iMARC (1-888-994-6272). International customers please call 1-602-439-8818.

Please read through this manual in its entirety. You may find additional features and helpful hints that may expand your product offerings!

1.1   Disclaimer and Warranty Information

Limits of Liability / Disclaimer of Warranty

The information contained within this manual has been carefully checked and is believed to be accurate, however, iMARC makes no representations or warranties for this manual, and assumes no responsibility for inaccuracies, errors, or omissions that may be contained within this manual. In no event shall iMARC be liable for any loss of profit, including (but not limited to) direct, indirect, special, incidental, consequential, or other damages resulting from any defect or omission in this manual, even if previously advised of the possibility of such damages.

In the interest of continued product development, iMARC reserves the right to make improvements to this manual and the products it describes at any time, without notice or obligation.

Vision Engraving Systems Warranty for the iMARC IT engraver:

Limited Warranty: iMARC Engraving Systems
iMARC Engraving Systems warrants that for a period of one (1) year from the date of shipment to the user of the iMARC Engraver (the System), that the System will be free from defects in material and workmanship under normal use and service. Upon written notification we will transfer the remaining warranty to a new customer. *This warranty shall cover all elements except for items covered by separate manufacturer's warranties and except for consumable items or accessories.* "Consumable items" and "accessories" include, but shall not be limited to, tags, tag holders, engraving cutters, or tag easels furnished with the System, for which no warranty is provided.

In the event a defect is discovered during the warranty period, within thirty days of discovery, but in no event later than the last day of the warranty period as described above, the user shall contact iMARC for instructions regarding disposition of the problem. iMARC shall, at its option, either (1) repair the affected product with new or refurbished parts or (2) provide a replacement. For the first 30 days, iMARC will pay UPS Ground shipping to AND from the user's location to the point of repair. After that time, the customer will be responsible for shipping charges to and from iMARC.

This warranty covers normal use only and shall be void in the event that the System is altered or modified without authorization by iMARC, or is subject to abuse, neglect, or other misuse by the user.

iMARC does not warrant any product, component, or part not manufactured by iMARC that was not supplied by iMARC. iMARC does not warrant defects caused by: failure to provide a suitable environment for the system, unauthorized attachments, modifications or repairs other than by iMARC, use of the System with tags or tag holders not manufactured by iMARC, use of the System for other than its original intention, or other misuse or abuse of the System.

Extended Warranty

An Extended Warranty may be purchased which extends the terms of the original equipment Warranty in 1 year increments for a period of up to 30 days after the original equipment Warranty expires. An Extended Warranty may also be purchased for a period of up to 30 days after an existing Extended Warranty expires. Extended Warranties cannot be purchased on any equipment that is 7 or more years old, or if there is a Lapse of Warranty. Age of equipment is determined from the date of shipment to the original buyer.

Lapse of Warranty

If an Extended Warranty is not purchased within 30 days of the expiration of the original equipment Warranty or within 30 days of the expiration of an existing Extended Warranty the equipment will be in Lapse of Warranty. An Extended Warranty can never again be purchased for any equipment that has become in Lapse of Warranty. It is the responsibility of the purchaser of the equipment to maintain accurate records and to know the expiration date of any Warranty.

The above and foregoing is the only warranty of any kind, either expressed or implied, by statute or otherwise, regarding the System, its fitness, quality, merchantability, or otherwise. Any warranties implied by law are hereby expressly disclaimed. No oral or written information or advice given by iMARC, its Dealers, Distributors, Agents, or Employees shall create a warranty or in any way increase the scope of this warranty. Neither iMARC nor anyone else who has been involved in the creation, production, or delivery of the System shall be liable for any direct, indirect, consequential, or incidental damages (such as damages for loss of business profits, business interruption, or loss of business information) arising out of the use of, or inability to use, the product.

In the event of any dispute, claim, question, or disagreement arising from or relating to this agreement or the breech thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. If they do not reach such solution within a period of 60 days, then upon notice by either party to the other, differences shall be finally settled by binding arbitration administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules. Both parties agree that any action under this clause will take place in Phoenix, Maricopa County, Arizona.

Terms and Conditions are subject to change
**For Warranty Service Call: (602) 439-0700**
Please have your machine serial number ready before calling.

1.2   Safety Precautions

YIELD
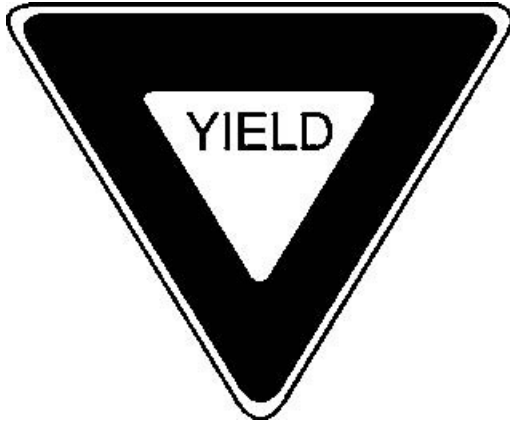
➢ Do not operate the machine with the front door open.

➢ Do not operate the machine with the covers removed.

➢ Before any servicing, disconnect the power cord.

➢ To avoid electric shock or equipment damage, ensure that the machine is connected to the appropriate electrical source as noted in the installation procedures.

➢ Never operate the equipment with damaged or frayed power cords, loose connections, or exposed extension cords where someone can step on the cord and create a tripping hazard.

➢ Be sure to hold the plug, not the cord, when disconnecting the controller from an electrical socket or power source.

➢ Place the machine in a location with low humidity and a minimum of dust. Avoid placing the equipment in direct sunlight or in locations with excessive heat. Follow the maintenance instructions for proper cleaning procedures.

➢ If your machine does not operate properly; in particular, if there are any unusual sounds or smells coming from it, immediately unplug it and contact a service technician or your local distributor.

➢ Unplug the machine when it is going to be left unused for an extended period of time.

Part

II
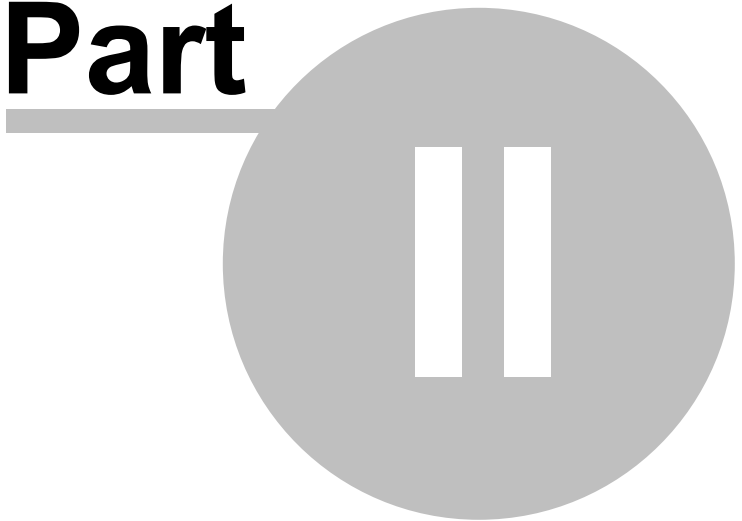
2 Getting Started

Format of this manual

The directions in this manual refer to many keystrokes on the machine's keyboard. As a guide to pressing the appropriate keys, the following list and descriptions will help the user to easily perform the proper keystrokes.
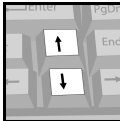
Function Keys

At the top of the supplied keyboard there are 12 Function Keys: F1, F2... F12. These keys are used to access options and menus for the machine. An example of the F4 key is shown.
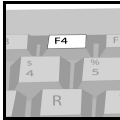
Arrow Keys

Near the lower right corner of the supplied keyboard, there are 4 Arrow Keys: UP, DOWN, LEFT and RIGHT. The UP and DOWN Arrow Keys are highlighted in the example shown below.

Other Standard Keys

In addition to the above keys, the standard keys listed below are referenced for various functions.

ENTER Key
TAB Key
ESC Key
Number Keys 1 through 9
BACKSPACE Key
DELETE Key
SPACEBAR
Page Up Key - PgUp
Page Down Key - PgDn

Special Function Keys

Lastly, in some instances a combination of keys will be necessary to access specific machine functions. These keys are:

ALT Key + C Key (referenced as ALT + C)
CTRL Key + B Key (referenced as CTRL + B))
CTRL Key + F Key (referenced as CTRL + F)
CTRL Key + J Key (referenced as CTRL + J)

It will be necessary to press the ALT or CTRL Key first, then while holding it down, press and release the additional key.

2.1 Unpacking and Powering Up

When unpacking your iMARC IT, note that the machine is shipped with a foam pad placed between the cutter head and the engraving table to prevent movement/damage during shipping. There is an orange ribbon attached to the pad. Simply pull on the orange ribbon to remove the foam pad.

Before you plug in the iMARC IT and engrave your first tag, familiarize yourself with some of the components of the machine.
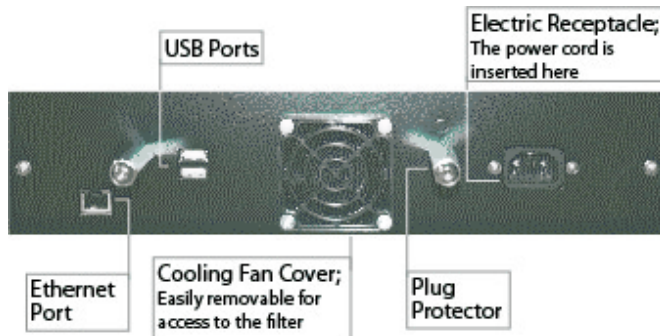
The ON/OFF switch is located on the lower front left corner of the machine.
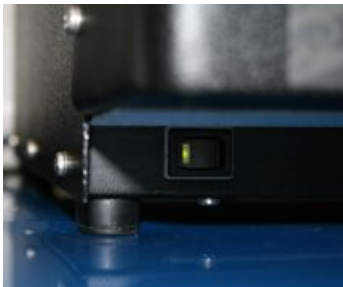
Plug the keyboard into either of the two USB ports in the back of the machine.

Plug the power cord into the back of the machine.

Plug the power cord into a standard 110 VAC or 220 VAC source.

Turn the machine ON.

The machine will display "Starting...Please Wait" after a few seconds, then it will initialize the operating system and reset its home position.

After starting and initialization, you will see the Main Screen.

NOTE - If the machine is idle for a few minutes, it will go into standby mode and the screen will go blank. To exit the standby mode, press any key. It is not necessary to turn the machine off when not in use, the standby mode reduces power to a minimum level and allows for fast start up when resuming operation. Pressing any key will resume the system operation.

NOTE - If the machine is not being used for an extended period of time (more than a few days), unplug the main power cord.

2.2   Setting Language, Date Format, Engraving Pressure, Custom Jig Mode and Multi Job Mode

From the Main Screen, press the F4 Key, then press the F10 Key to access the SETUP Screen.
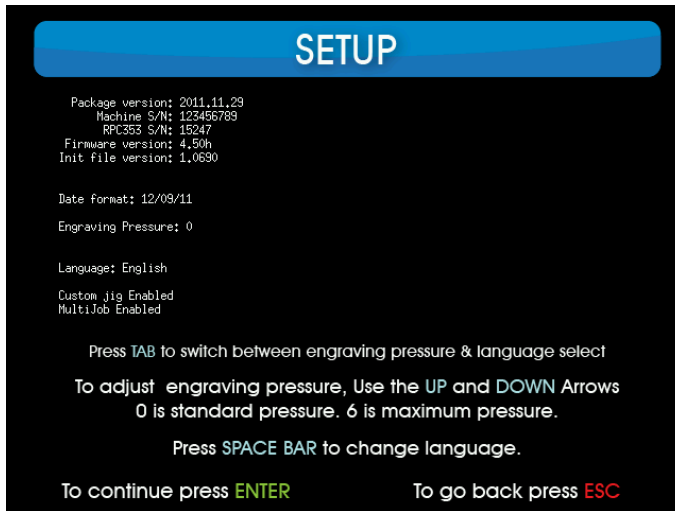
You can change the date format, default language and adjust the engraving pressure.

Date Format

To change the date format, use the TAB Key to select the date, then use either the SPACEBAR or the BACKSPACE Keys to select a format.

Engraving Pressure

To change engraving pressure (either to increase engraving depth or to compensate for cutter wear) use the TAB Key to select it, use the UP or DOWN Arrow Keys. Engraving pressure can be adjusted from 0 - 6, with 6 being the highest pressure. The default value of 0 is suggested for most materials, although harder materials (such as stainless steel) can make use of the higher settings.

Language

To change the Language setting, use the TAB Key to select the language, then use the SPACEBAR or BACKSPACE Keys to scroll though and select the appropriate language. See Appendix A for language character sets.

Custom Jig Mode

Custom Jig Mode is enabled by default on the iMARC IT. This mode allows the user to select and create a custom tag holding fixture for special use. "Custom Holder" will then be available from the HOLDER SETUP screen and the user can define an engraving area/location to engrave custom shaped tags. Please refer to the sections for Creating a Custom Holder and Appendix C for Holder Dimensions.

Multi Job Mode

Multi Job Mode is enabled by default on the iMARC IT. This mode allows the user to automatically enter serialized numbers and the current date on their tags. For directions on how to use the serialization and date features, please refer to the section on Serialization.

NOTE - If you've made any changes, or are satisfied with the current settings, press the ENTER key to continue and exit the menu.
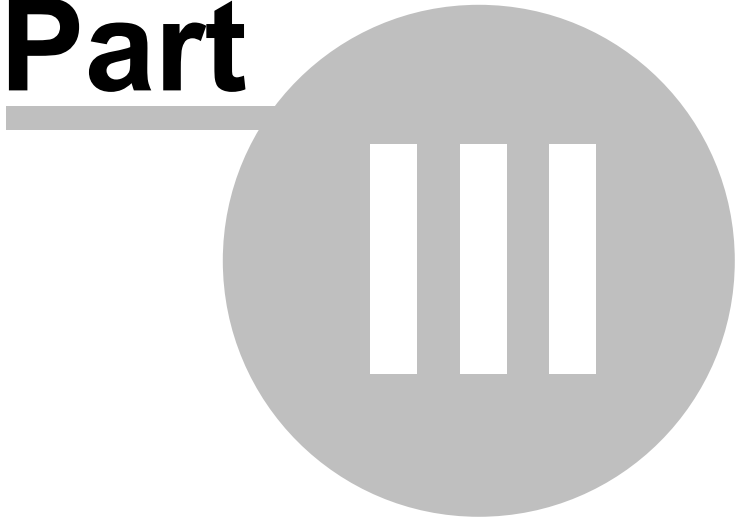
Setting Time and Date

To set the date and time on the machine, from the Main Screen, press the F4 Key, then press the F1 Key. The Set Date & Time screen will appear.
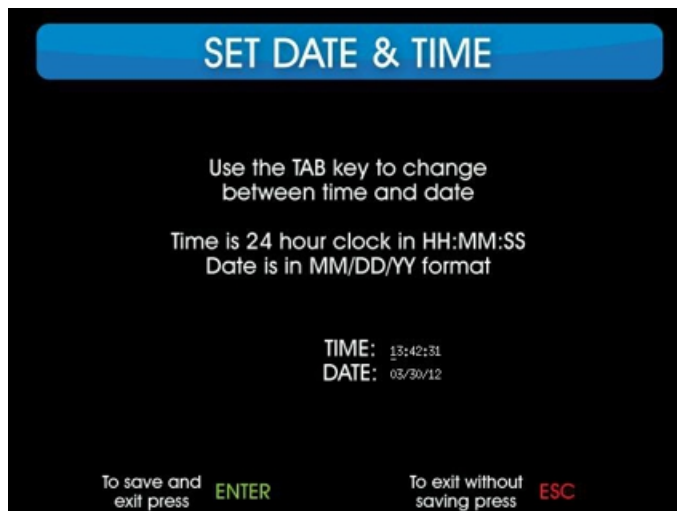
Use the TAB Key to select the date or time fields. Use the Backspace Key to erase the current settings and enter the date and time. Press the Enter Key to save and exit.

Part

III

3 Operation

3.1 Holder Installation

Holding fixtures (holders) need to be installed on the engraving table in order to firmly hold the material being engraved. The holders available for the iMARC IT are specifically designed to be robust and will hold tags, buckles and plates firmly in place to ensure quality engraving.

Installing a Holder

The iMARC IT is supplied with a Custom Holder, shown below.

To select and install a holder; turn the machine on and from the Main Screen press the F4 Key, at which time the engraving table will extend forward.

The Holder Setup screen will appear. Use the UP and DOWN Arrow Keys to select the appropriate holder, in this example, the Custom Holder is chosen.

NOTE - If you wish to view the number of tags that have been engraved to date, press the F5 Key.
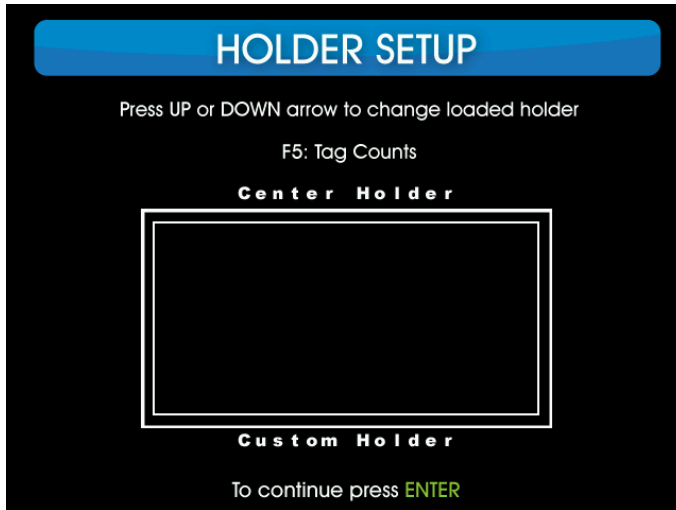
Place the Custom Holder on the table over the locating pins and press the holder down on to the table. Be sure that the holder sits completely down on the engraving table and that the holder is installed with the word "LEFT" in the correct location. Use the UP or DOWN Arrow Keys to select the holder you are using, then press the ENTER Key to continue.
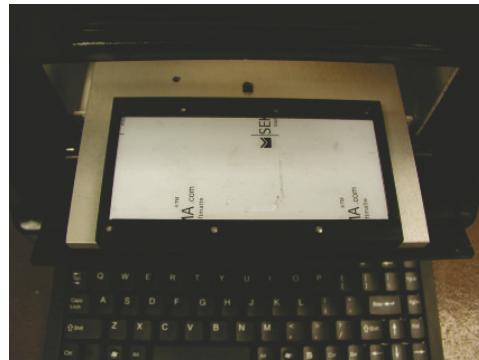
3.1.1 Optional Holders

Several optional holders are available for specific applications.

The following fixtures are available at http://www.imarcengraver.com/store/tag_holder.html

Multiple Tag Holder

Multiple Tag Holder 2

Vet Tag Holder

Coastal Buckle Holder

Equine Stable/Stall Holder

3.2   Engraving a Tag with the Custom Holder

This section shows how to create and engrave a custom tag using the supplied Custom Holder. In an example, a tag measuring 2 x 1.125 inches will be engraved.

Before beginning, the engraving area must be defined and the location of this area be determined. For this example, the tag size is 2 inches wide and 1.125 inches high. The engraving area will be centered on the tag and limited to 1 inch wide x 0.5 inches high. The margins are 0.313 inches top and bottom, and 0.50 inches left and right. The engraving area must not equal the tag size. The user must use a margin on the outside of the engraving area so the machine does not engrave all the way to the edge of the tag. In the following diagram, the engraving area, margins and tag size are shown. The minimum suggested margin should be 0.05 inches. In this example, the engraving area is centered on the tag as well.
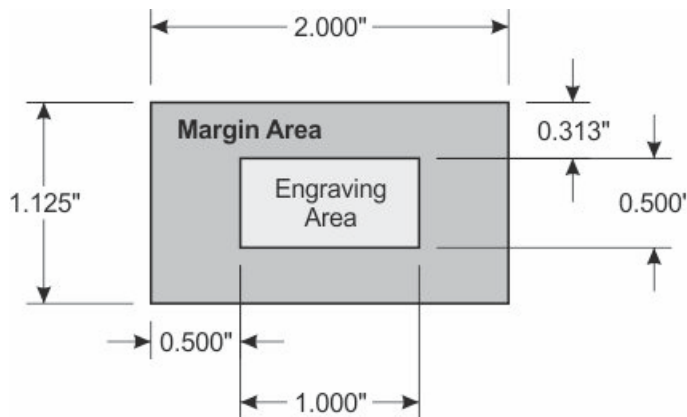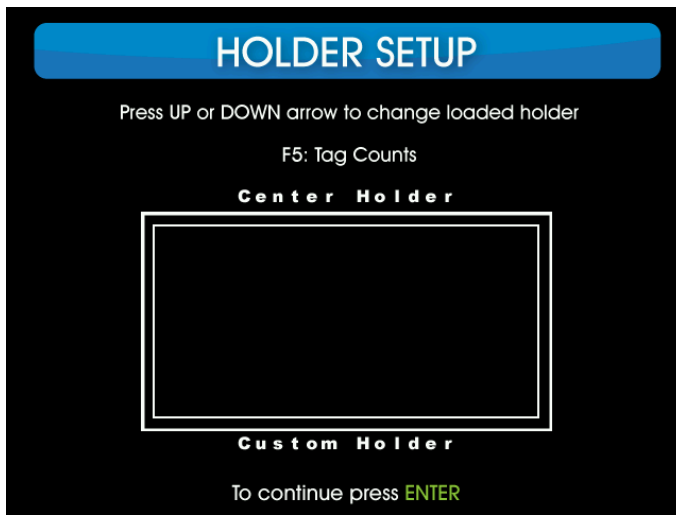

Once the tag size, margins and engraving area have been defined, a custom tag must be set up in the iMARC IT software. Turn on the machine.

Main Screen

From the Main Screen, press the F4 Key to enter the Holder Setup, then select the Custom Holder using the UP and DOWN Arrow Keys.

Press the F7 Key to show the Custom Tag Setup screen. The default screen is shown.

Press the ALT + A Keys to add a new tag. Name the Tag by first pressing the Backspace Key to erase the name (Default), Name the tag without using spaces (in this example, the name is iMARCIT1). Press the DOWN Arrow Key to select the Number of Lines field, then use the LEFT and RIGHT Arrow Keys to select you choice of lines of text. (In this example, Unlimited was chosen, which allows the user to enter as many lines as desired). Use the DOWN Arrow Key to select the Width field, use the Backspace Key to erase the current number and enter the ENGRAVING AREA width. In this case, the Width is 1.00 inches. Use the DOWN Arrow Key to select the Height field, use the Backspace Key to erase the current number and enter the ENGRAVING AREA height. In this case, the Height is 0.50 inches. You must enter the 0 first when entering numbers less than 1. Example - enter 0.50, not .50.

Since we are going to locate the tag in the upper left corner of the area in the Custom Holder, we need to determine the offset from the center of the holder to the center of the tag. Starting with the tag width of 2.00 inches, in order to calculate the offset, we begin with the tag width of 2 inches and divide by 2 to get the center of the tag (in this example, the center is at 1 inch from the left edge of the tag). Then, referencing the maximum engraving width of 6 inches (as shown on screen), divide the maximum area of 6 inches by 2 (which is 3 inches). This is the distance from the left edge of the Custom Holder's engraving field to the center of the field. Subtract the distance from the left edge of the tag to the center of the tag (1 inch) from the distance from the left edge of the engraving field to the center of the engraving field (which is 3 inches). 3 inches - 1 inch = 2 inches. This is the X offset. Use the UP Arrow Key to select the X offset field, use the Backspace Key to erase the current number and enter the X offset of 2.00 inches. Since we are going to place the tag in the upper LEFT corner of the engraving area, we now need to press the "-" MINUS Key on the keyboard to make the X offset a negative number, which shifts the engraving are to the left of the engraving area's center point.

Next, we repeat this process for the Y offset using the following numbers for this example. Tag height divided by 2 (1.125 inches / 2) = 0.562 inches. Maximum engraving height divided by 2 (2.625 inches / 2) = 1.312 inches. Subtract the first number (0.562 inches) from the second number (1.312 inches) to calculate the Y offset (0.75 inches). Set the Y offset to 0.75 inches. For this example, after entering 0.75 in the Y offset field, press the "-" Minus Key in order to move the engraving area up. The following screen shows the final settings.

As a reference for positioning the engraving area within the Custom Holder's engraving field, use the following graph to determine the sign of the X and Y offset values.

- X - Y	+ X - Y
- X + Y	+ X + Y

To save this tag, press the F10 Key on your keyboard, then use the LEFT or RIGHT Arrow Keys to highlight YES, then press Enter.

Press the ESC Key to exit the Custom Tag Setup screen, which will then display the Holder Setup Screen.
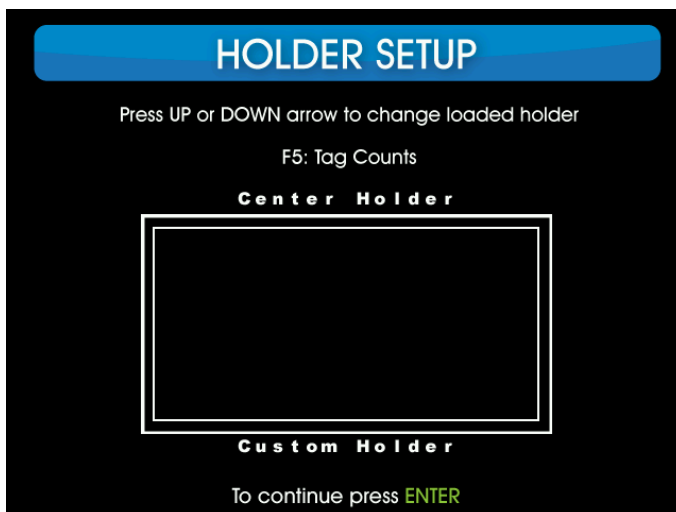
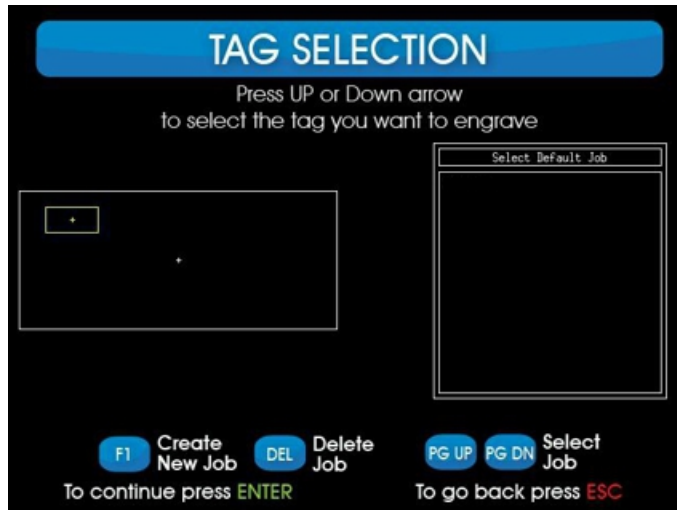Press Enter to return to the Main Screen, then press any key to show the Tag Selection Screen. When more than one tag has been created with the above procedure, using the UP or DOWN Arrow Keys will allow the user to select the tag to be engraved.

The user can create a new job and save it for future use by pressing the F1 Key, entering a name for the job (without using spaces), then press the Enter Key. If you do not want to save the tag for future use, press the Enter Key. The following screen will appear.
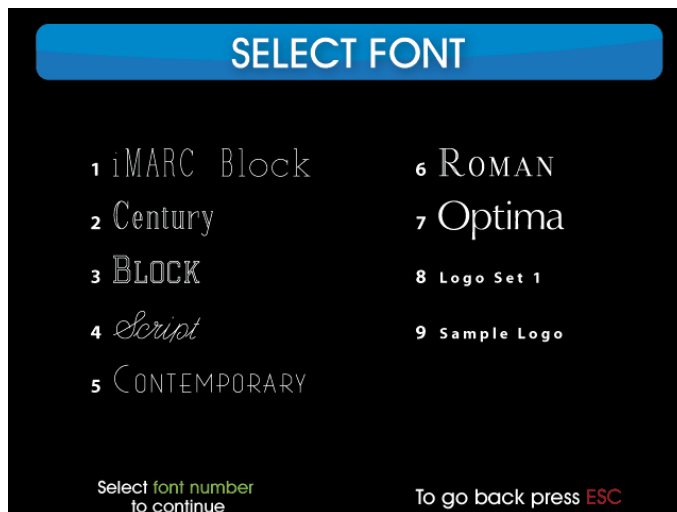
Select the desired font by pressing the corresponding number (1 thru 7 Keys) on the keyboard. In this example, 2 was pressed to select the Century Font.
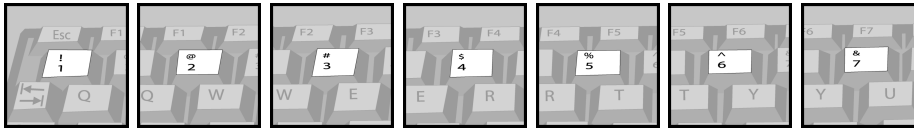
Clip Art and Optional Logos

If you choose to engrave stored Clip Art (refer to Appendix D for Clip Art library), press the 8 Key from the Select Font Screen.
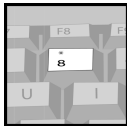
From the available Clip Art in Appendix D, type in the character that corresponds to the Clip Art image you wish to engrave.

If your company logo was preloaded on the machine, you can choose your logo by pressing the 9 Key from the Select Font Screen. (If you have a custom logo and want to have it added to your iMARC IT, please contact technical support for assistance).
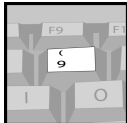
Type in the text to be engraved. Pressing Enter will add additional lines of text.

Editing Text

To edit text on screen, use the BACKSPACE, DELETE, LEFT or RIGHT Arrow Keys and correct the text. To adjust the font size of the selected line of text to a larger size, press the CTRL + B Keys simultaneously. NOTE - Any other lines of text will be automatically adjusted for size in order to fit all of your information on the tag.

Changing Fonts

To change the font used on a selected line of text, press the CTRL + F Keys simultaneously. Repeatedly pressing CTRL + F will scroll through all available fonts and special characters.

Text Justification

Each line of text can be independently adjusted for Left, Right or Center Justification by pressing the CTRL + J Keys simultaneously.

When finished adding text, press the F2 Key. NOTE - If you had chosen to save this tag earlier, you will be prompted to save the tag. Select YES with the LEFT or RIGHT Arrow Keys to highlight YES, then press the Enter Key to save the tag as shown below and continue. If you chose NOT to save the tag, you will not see the screen below.
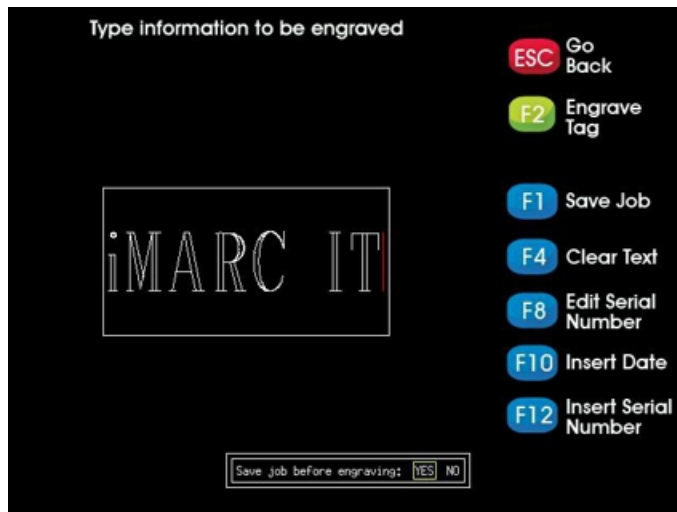
The table will extend for you to load the tag. In this example, the tag was loaded in the upper left corner of the engraving field. Press down to secure the tag to the fixture.

If the text has been entered correctly, press the Enter Key to begin engraving.
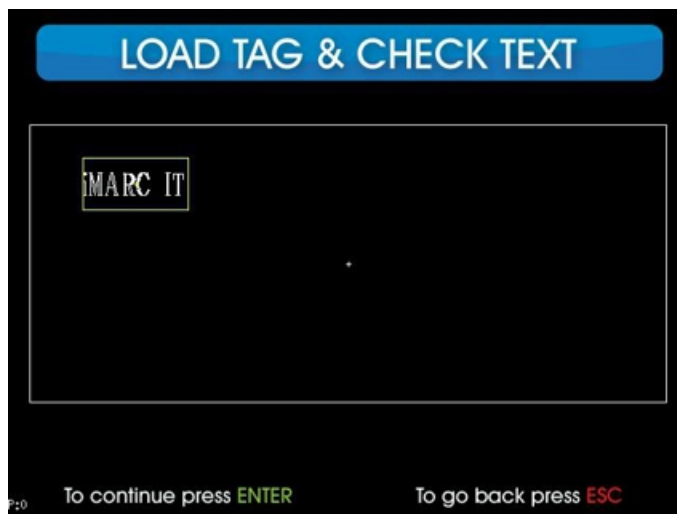
The table will retract and the engraving process will begin.

NOTE - TO STOP THE ENGRAVING PROCESS AT ANY TIME, PRESS THE ESC KEY
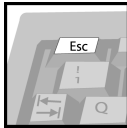
NOTE - Keep hands or other objects away from the front of the machine in order to prevent damage or injury.

When the job is complete, the machine will move the engraving table forward to allow removal or inspection of the tag.

The below screen will appear when the tag is finished.
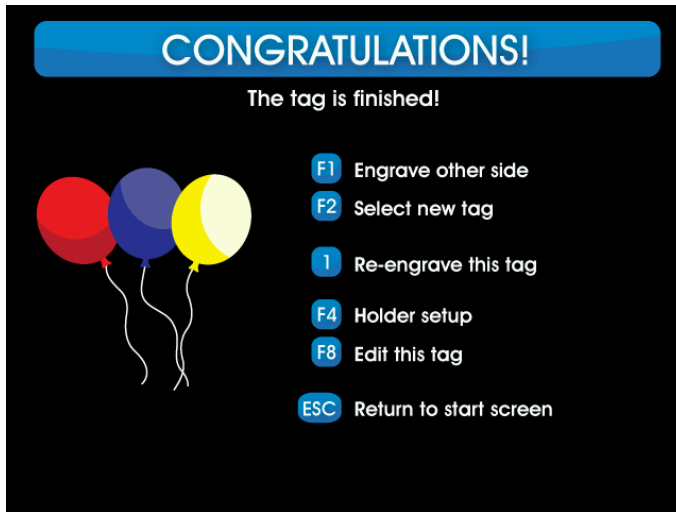
You can remove the tag at this point, but you have several options after the tag has been engraved.

Press F1 to engrave the other side of the tag with different information.
Press F2 to select a different tag style.
Press 1 to re-engrave the last file/tag (which will engrave the SAME information).
Press F4 to change/select a different tag holding fixture.
Press F8 to edit the last tag.
Press ESC to return to the Main Screen.

3.3 Making a Custom Template

The iMARC IT comes with a general use fixture (the Custom Holder), but users may need to properly locate their material by using a template in order to ensure that the engraving is done in the correct location. The following procedure will assist in creating a template, positioning the material and creating a custom tag within the iMARC IT software.Users can also have custom holding fixtures made for the iMARC IT. If you do not have the capabilities to make a fixture yourself, please either contact Vision or a local qualified machine shop.

The dimensions and suggested materials for a custom fixture are in Appendix C.

The supplied Custom Holder has center marks to assist in positioning. In order to create a template, please reference the drawing in Appendix C and note the center position. All files set up for these fixtures reference the engraving table center for engraving area positioning.

Procedure for Creating a Template and for Positioning Text

In this section, either the Custom Holder is used, the user has created a custom fixture based on the drawing in Appendix C, or the user has purchased a custom fixture through our service department. The example tag is rectangular (as shown below). Beginning with an outline of this custom tag, determine the X and Y dimensions of the available engraving area on the tag. Keep in mind that you must take into account the margins between the engraving area and the edges of the tag to be engraved. The recommended minimum margin is 0.05 inches.
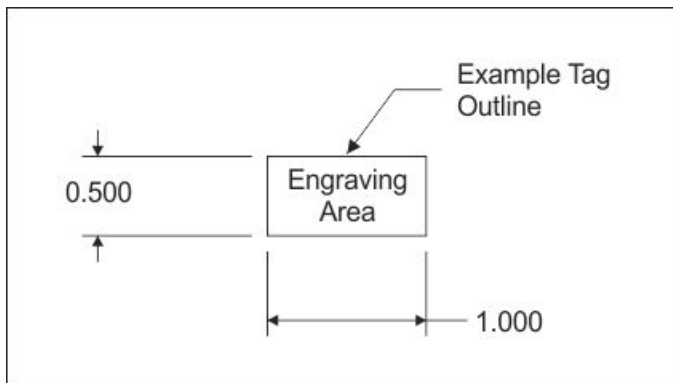
Determine the offset from the fixture center to the center of the tag's engraving area. You will need to know the center position of your tag's available engraving area to do this.
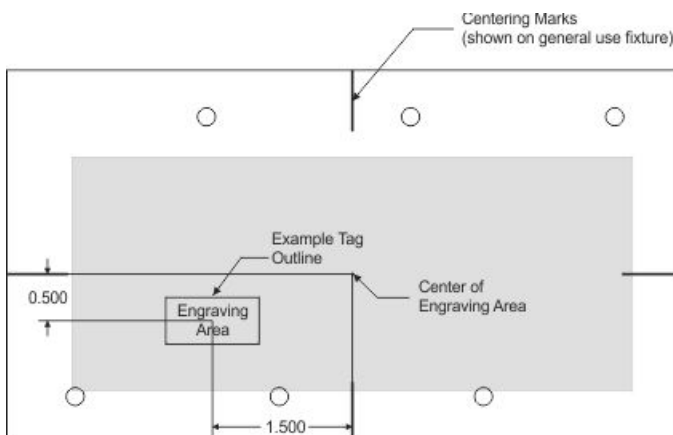
The template (shown below) should be cut to exterior dimensions of 5.98" x 2.60". This is made slightly smaller than the engraving field size in the Custom Holder, so that the template can be easily removed when not in use. The outline of your tag can be positioned anywhere inside the template. Although in this example, the engraving area was offset from the center of the fixture, this is not necessary. It is quite a bit easier to center the tag in the middle of the template. If the tag is centered in the template, there should be minimal X or Y offset needed for positioning (as described in the Engraving a Tag with the Custom Holder section).

In this example template, a tag size of 1.1" x 0.6" is located 1.5" to the left and 0.5" below the fixture's center point.
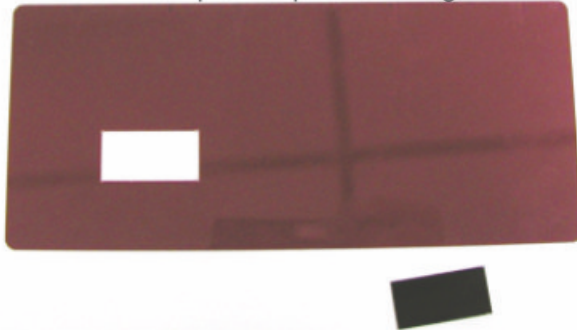
Starting from the main screen, press F4, then use the UP or DOWN Arrow Keys to select the Custom Holder. The press ENTER to select.
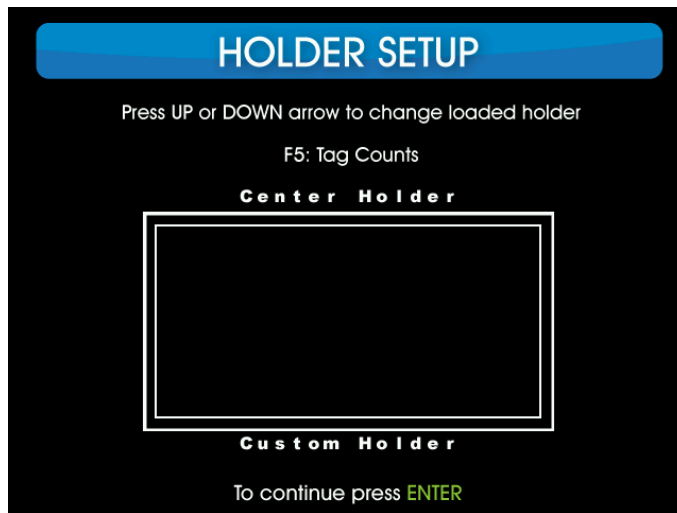
You will be returned to the Main Screen. To customize the location and size of the tag's engraving area, simultaneously press the ALT + C Keys and release, then press the F4 Key, then press the F7 Key to access the CUSTOM TAG SETUP screen. NOTE - From the Main Screen, DO NOT press any key first. Just press ALT + C, then F4, then F7.
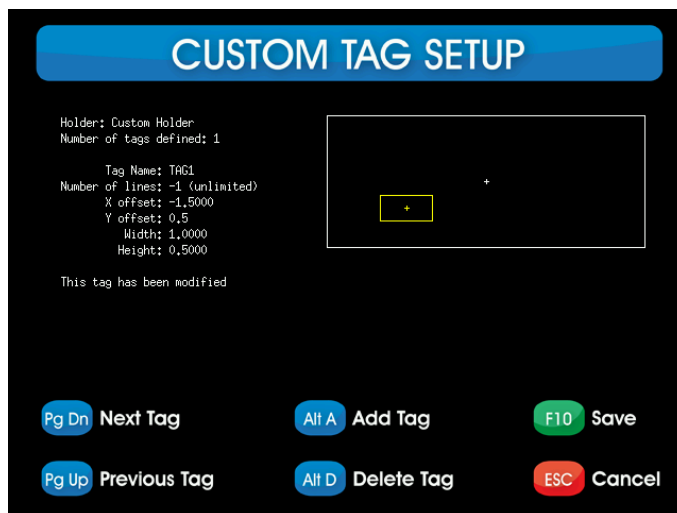
You will be able to name the tag on this screen (in this example, TAG1 is used). Use the BACKSPACE Key to erase the existing text and enter TAG1 (or your tag name) then press the TAB Key. Select the number of lines of text with the LEFT or RIGHT Arrow Keys. The default number of lines is "unlimited", which allows the user to simply enter as many lines as desired and/or are practical. Using the TAB Key again, select the X offset line and use the BACKSPACE Key to erase the existing numbers.

NOTE - A number MUST be entered first, then the "-" (Minus Key) can be used to toggle between positive and negative offset values. An example is to enter 3/4 inch as the offset, type in 0.75. You must type in the "0" first to enter 0.75.

(For this example, enter 1.5 in the X offset field, then press the "-" Minus Key to make it a negative number, then press the TAB Key to select the Y offset. Use the BACKSPACE Key to erase the text,

then type 0.5). The Height and Width can be set in a similar fashion. The maximum tag size is 6.0" x 2.625". (For this example, set the Height and Width to 1.0 and 0.5 inches).

When finished, the screen should appear as below. Press the F10 Key to save the tag. You will need to select YES, then press ENTER to confirm save.
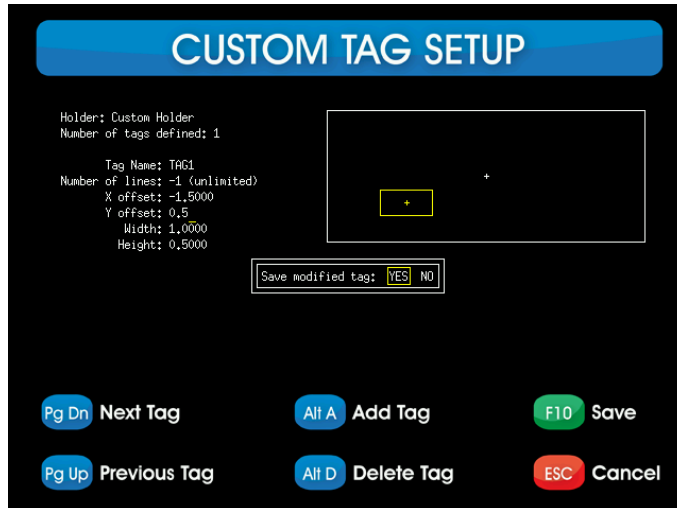
Press the ESC Key to return to the Main Screen and press any key to display the new tag/fixture. You can then proceed as you would with any other tag engraving.

Before engraving - Remember that if you wish to add a serial number or a date to the tag, you must first Create a Job by pressing the F1 Key, then name the job.

3.4 Engraving a Tag with Optional Fixtures

From the Main Screen, press any key to begin. For this example, the optional Pet Tag holder is used and has been selected by the user prior to beginning this section..

Main Screen

From the TAG SELECTION screen below,
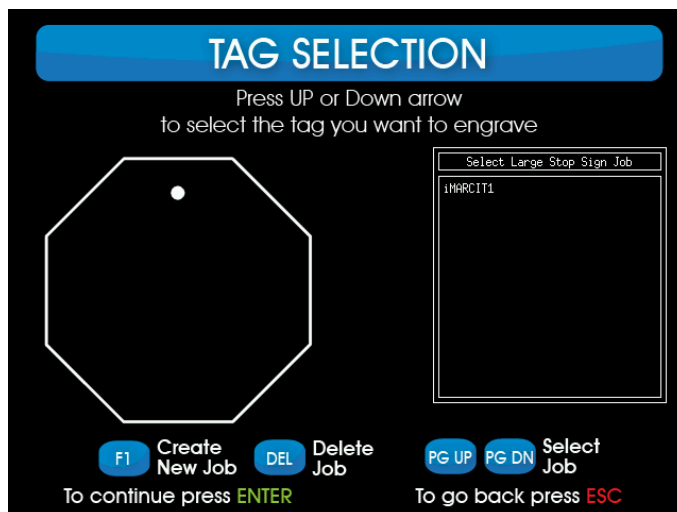
you may select the tag style by pressing the UP or DOWN Arrow Keys. Once the tag has been chosen, you have the option to make a single tag without saving the job by pressing the ENTER Key, or if you want to create a new job and save it for further use, you can press the F1 Key, then name the job. If you have named the job, press ENTER to continue.

The Select Font screen will appear.
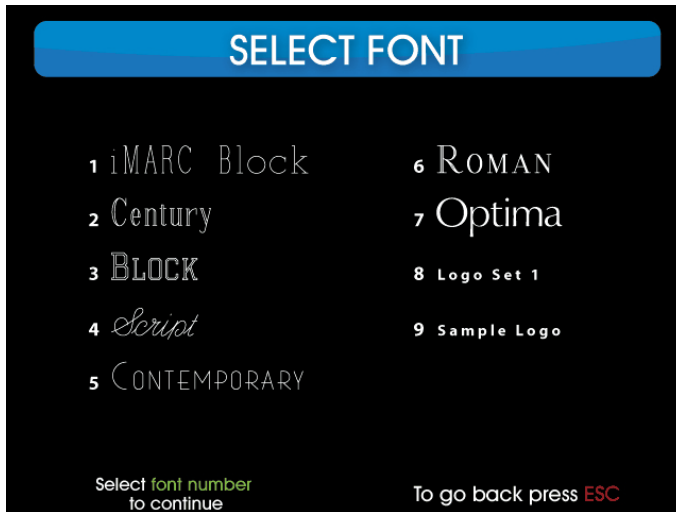
Select the desired font by pressing the corresponding number (1 thru 7 Keys) on the keyboard.

Once the font is selected, type the text on the next screen.

To add more lines of text, press the ENTER Key, then type additional text.

Editing Text

To edit text on screen, use the BACKSPACE, DELETE, LEFT or RIGHT Arrow Keys and correct the text. To adjust the font size of the selected line of text to a larger size, press the CTRL + B Keys simultaneously. NOTE - Any other lines of text will be automatically adjusted for size in order to fit all of your information on the tag.

Changing Fonts

To change the font used on a selected line of text, press the CTRL + F Keys simultaneously. Repeatedly pressing CTRL + F will scroll through all available fonts and special characters.

Text Justification

Each line of text can be independently adjusted for Left, Right or Center Justification by pressing the CTRL + J Keys simultaneously.

Engraving a Tag

To engrave a tag, press the F2 Key. You will be prompted to save the file. Select YES or NO with the LEFT or RIGHT Arrow Keys, then press ENTER to continue. The engraving table will extend for you to load the appropriate tag and the screen will display the tag and text for you to check accuracy.

Make sure you have the correct fixture in place and that it is properly installed. The fixture should sit flush with the engraving table and the top of the fixture is labeled TOP. Place the tag in the appropriate location on the fixture. All standard tags should be placed in the fixture with the eyelet at the top.

NOTE - TO STOP THE ENGRAVING PROCESS AT ANY TIME, PRESS THE ESC KEY
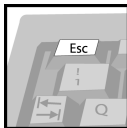
NOTE - Keep hands or other objects away from the front of the machine in order to prevent damage or injury.

To begin engraving, press the ENTER Key.
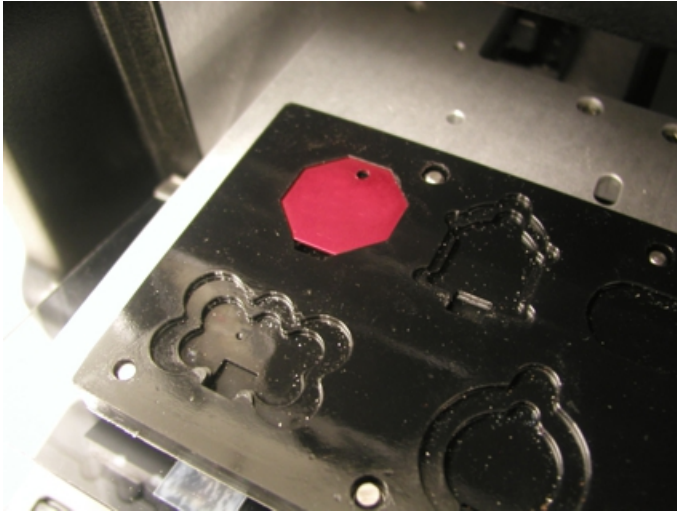
The machine will retract the table and begin engraving the tag.

When the job is complete, the machine will move the engraving table forward to allow removal or inspection of the tag.

You can remove the tag at this point, but you have several options after the tag has been engraved.

Press F1 to engrave the other side of the tag with different information.
Press F2 to select a different tag style.
Press 1 to re-engrave the last file/tag (which will engrave the SAME information).
Press F4 to change/select a different tag holding fixture.
Press F8 to edit the last tag.
Press ESC to return to the Main Screen.

3.5 Serialization

Your iMARC IT has a built in capability to engrave sequential serial numbers. The serial numbers can be up to 9 digits in numeric format. Leading zeros can either be included or excluded. Files are automatically saved after engraving with the next available serial number in order to avoid duplication. For this example, the optional Pet Tag holder was used.

Creating a Serialized Tag

From the Main Screen, press any key to begin.

Select the appropriate tag holder by first pressing the F4 Key and using the UP and DOWN Arrow Keys. Press the ENTER Key to choose the appropriate holder. This returns you to the Main Screen. Press any key to continue, then select the appropriate tag by using the UP or DOWN Arrow Keys.
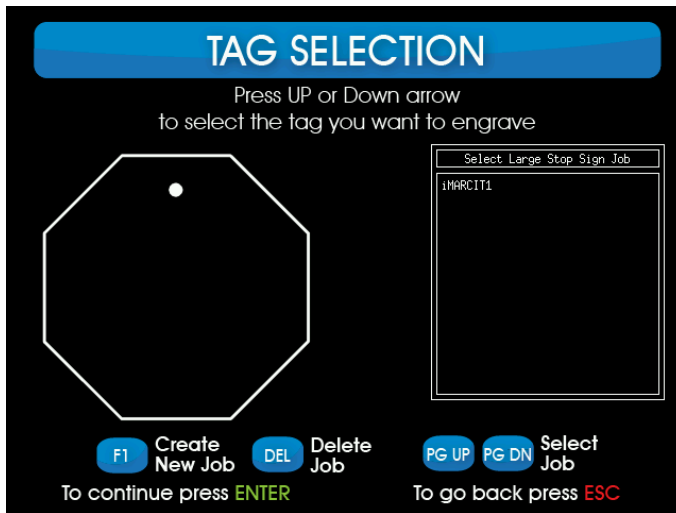
To access the serialization settings, you must first press the F1 Key, then enter a job name, then press the ENTER Key. Select the desired font from the list by pressing Keys 1 thru 7. On the next screen, you will need to press the F12 Key to insert serialized numbers. Note that if you have more than one line of text (as in the example shown below), enter the first line of text, then press ENTER for the second line of text (in this example, the serial number - which you enter by pressing F12), then after setting the serialization format, add one more line of text by pressing ENTER (in this case pressing F10 to add the date for the final line of text). You cannot add text lines above ones that have already been created.
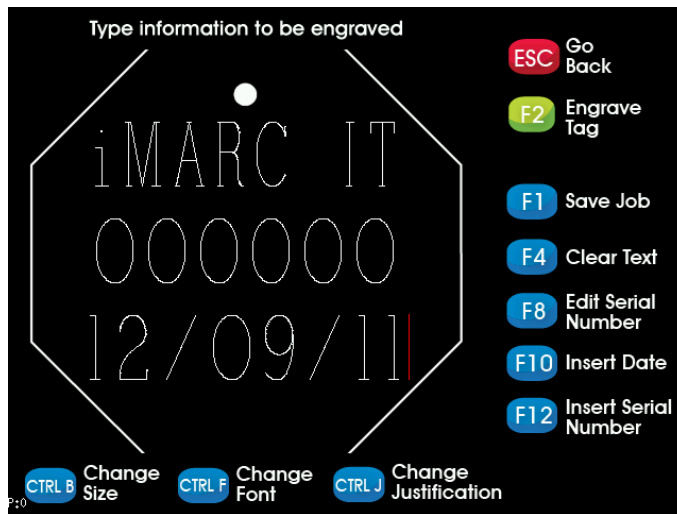
You may also add the date to the a line of text by pressing the F10 Key.

Hint - If you want to change the date format, refer to the section Setting Language, Date Format...

The date or serial number can be on any line of text. Additional fixed text may be added before or after the date or serial number. To edit the serial number format, press the F8 Key.
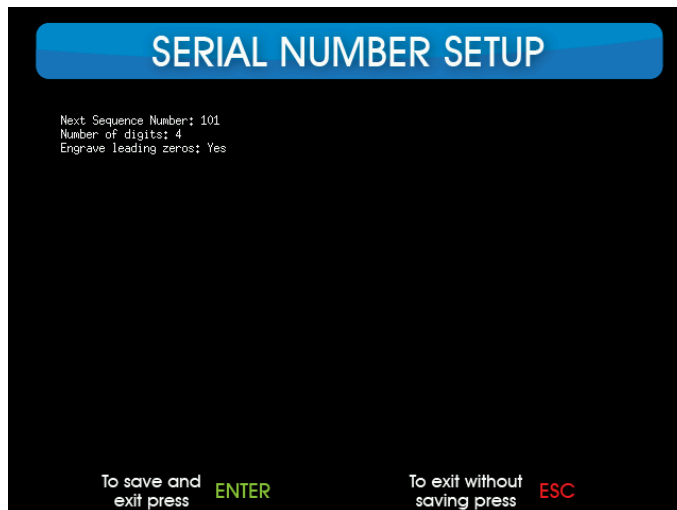
From this screen you can enter the beginning number in the series. Use the BACKSPACE Key to erase existing numbers and type the first number in the series. Pressing the TAB Key switches to the next option line where you can choose the number of total characters for the serialization. You must use the SPACEBAR or BACKSPACE Keys to increase or decrease the number of serialization digits.

You also have the option to include or exclude zeros before the serial number. Press the TAB Key to move the next option line and press the SPACEBAR to select Yes or No to engrave leading zeros.

When finished changing options, press the ENTER Key, which will return you to the Text Entry screen.
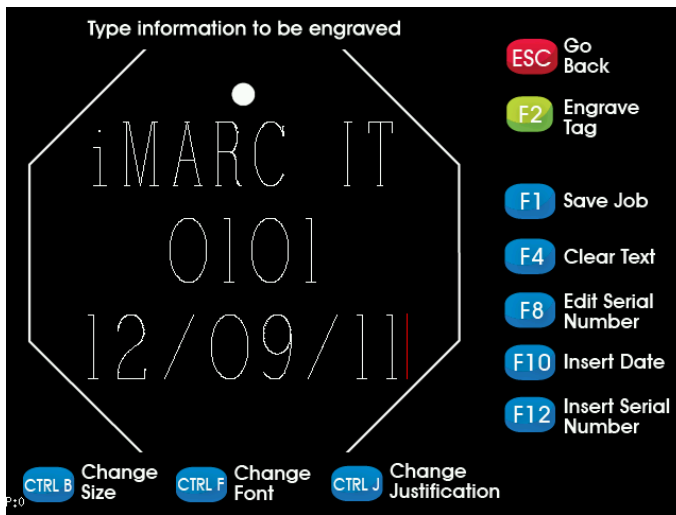
Options for Font, Size and Justification are available from this screen as well.

To begin engraving, press the F2 Key. You will be prompted to save the job by choosing YES or NO with the SPACEBAR, then saving the job by pressing the ENTER Key.
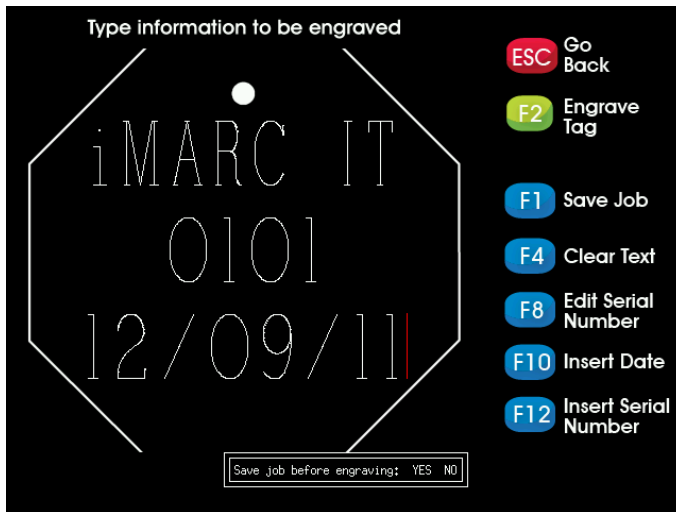
Choosing YES will store the serial number within the machine.

The door to the machine will open for you to insert the correct Holder and Tag in the proper location. The screen will show the information as entered for verification.

When ready to engrave, make sure there are no objects near the door, keep your hands away from the machine and press the ENTER Key.
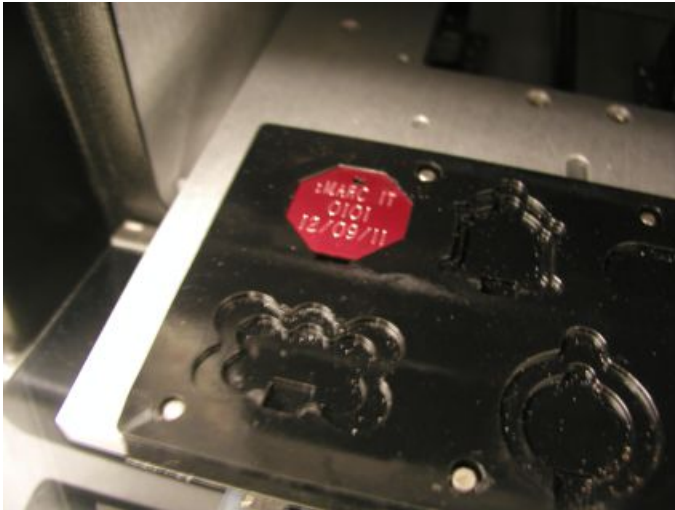
When the engraving is finished, the below screen will appear.
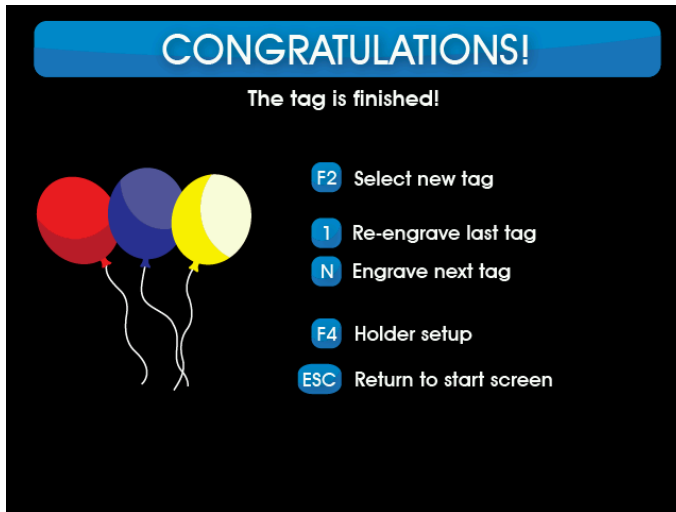
Once the job is complete, remove the tag, or use the following options:

Press F2 to select a different tag style.
Press 1 to re-engrave the last file/tag (which will engrave the SAME serial number).
Press N to engrave the next tag in the serial number sequence.
NOTE - When pressing the N Key, the machine will retract the engraving table and immediately begin engraving the file. Be sure to have the next tag in the holder and ready to engrave before pressing the N Key.
Press F4 to change/select a different tag holding fixture.
Press ESC to return to the Main Screen.

When you want to run this same job at a later time with the next serial number in the sequence, the iMARC IT will remember the last serial number used and automatically engrave the next available number. To run the next serial number on a saved job, select the job on the Tag Selection screen by pressing the PAGE UP or PAGE DOWN Keys until the desired job is highlighted on the screen, then press the ENTER Key. Note that the next available serial number will be displayed in this screen.

Part

IV

4   Maintenance

NOTE - DO NOT use any type of grease product to lubricate this machine. Please **DO NOT** lubricate any motors or the shaft of this machine. Lubricating motors will destroy the motor, and lubricating the shaft will attract particles and dust, which will build up between the shaft and sleeve and possibly prevent movement.

Materials Needed

3 in 1 oil
Teflon Free Silicon Spray
Phillips Head Screwdriver
Paper Towels
Isopropyl Alcohol

Cleaning Procedure

1. Power off the machine, remove the power cable and unplug keyboard.
2. Remove the 3 Phillips Head Screws on the left side and 3 on the right side of the Main Cover.

Remove 6 cover screws.
3 on each side of machine.
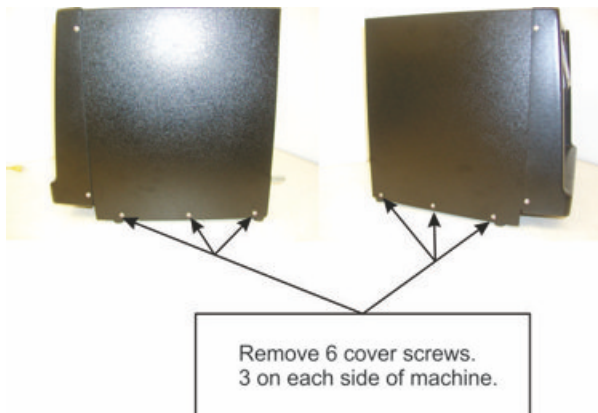
3. Slide the Main Cover up and forward to remove it from the iMARC IT machine.

HINT: Tilting the cover forward will help in removing the cover.

Cleaning the inside of the Engraving Machine

NOTE - With the power off, you can move the carriage, table and shaft manually to access areas for cleaning and lubricating the machine.

1. Apply isopropyl alcohol to a paper towel and wipe down the Leadscrews and Stainless Steel Rails for the Carriage.
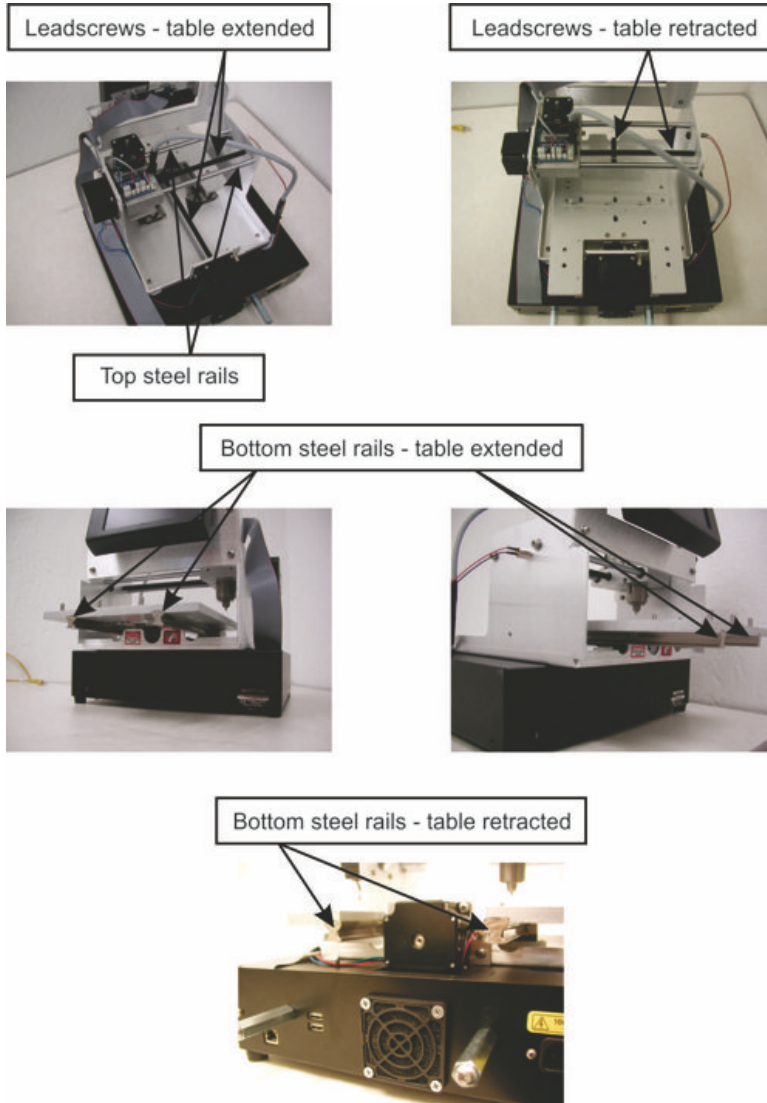
2. Apply isopropyl alcohol to a paper towel and wipe down the Leadscrew and Stainless Steel Rails for the Table.

NOTE: Clean the Base Plate (the area underneath the Table) with the Table in the fully extended (forward) and fully retracted positions.

3. Lower the shaft down by turning the motor shaft counter-clockwise (when viewed from the top of the Carriage). This will extend the cutter to its bottom position so that you can access the shaft.

Rotate motor shaft counter-clockwise

Shaft extended down

Clean around shaft
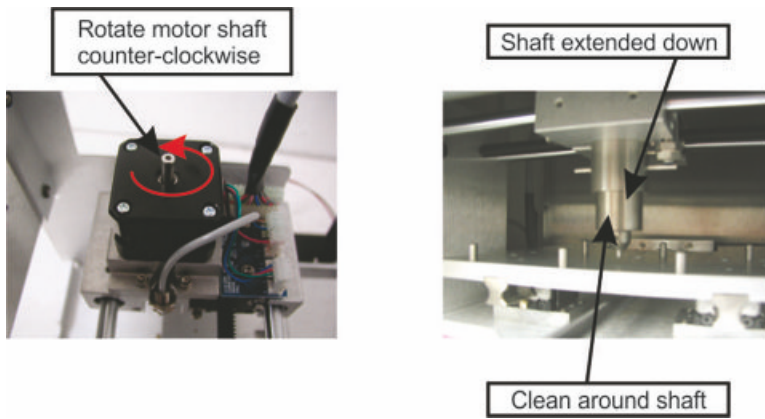
4. Apply isopropyl alcohol to a paper towel and wipe the shaft clean.

Lubricating the Leadscrews and Stainless Steel Rails

1. Apply 3 in 1 oil to the Stainless Steel Rails for both the Carriage and Table. A few drops spread across the rails is all that is needed..
2. Lightly spray Teflon Free Silicon lubricant on both Leadscrews.

NOTE: Place a paper towel underneath the Leadscrews to prevent over spray.
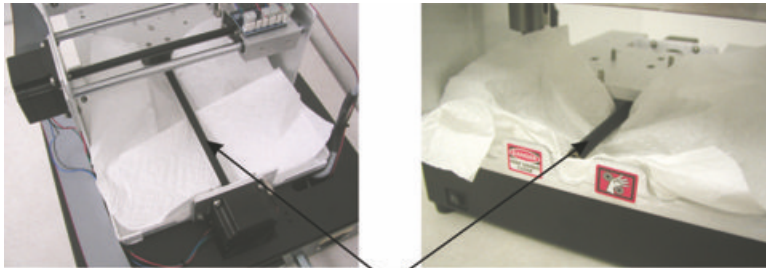
Lubricate Leadscrews with Teflon Free Silicone Spray ONLY
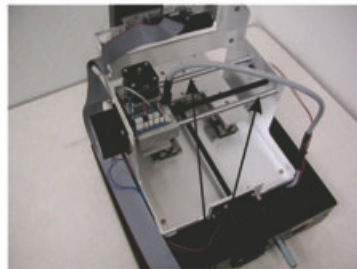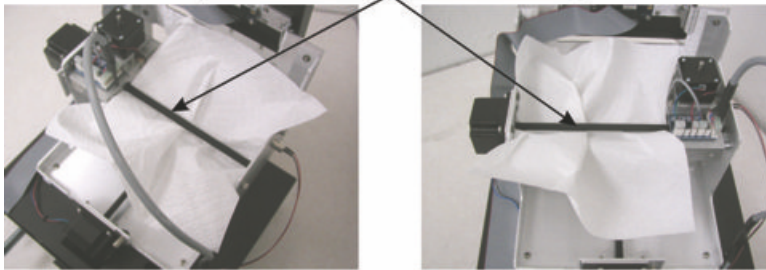
Lubricate with 3 in 1 oil
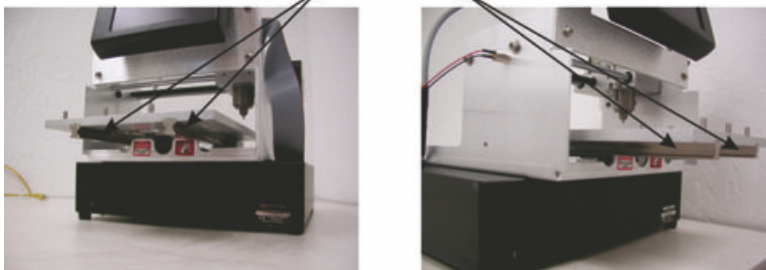
Perform a Move Test

The Move Test will work the lubricants into the machine and clean out any debris that may have worked its way into the machine.

NOTE - You will be operating the machine with the main cover removed. USE EXTREME CAUTION as injury or damage to the machine may occur if hands or other objects are near the moving mechanisms.

1. Plug the power cable and keyboard into the back of the iMARC IT machine.
2. Power on the machine.

NOTE: After the machine initializes you should see the Main Screen.

3. Press F4, the table should extend to the fully forward position.
4. Press F3, the display will show the Test Menu.
5. Press F1 to run the Move Test. Run the machine for 30 minutes or so.

NOTE - Any unusual noises should go away as the lubricants work their way in. If unusual noises remain, repeat the lubrication and cleaning process for the Leadscrews and Stainless Steel Rails. If after a second time your machine still has unusual (grinding) noises please contact our service department at 602-439-0700 or service@visionengravers.com to arrange for the machine to be sent in for service. Please have your machine serial number before calling.

Reinstall the Main Cover

1. Slide the Main Cover on the machine.
2. Reinstall the 6 Phillips Head screws, 3 on the lower right and 3 on the lower left sides.
3. After the Main Cover is installed, engrave a Test Tag to verify the machine functions properly.

Replacing the Cutter

Turn the machine off. Unplug the power cord and keyboard plug. Remove the exterior cover as described above.

HINT: It is "possible" to replace the cutter without removing the exterior cover, but it will be easier to replace with the cover removed.

On the top of the spindle, rotate the shaft by hand clockwise in order to raise the cutter to its highest position. Using the supplied cutter tool, loosen the allen set screw located at the front of the cutter holder. You do not need to remove the screw, only loosen it about one turn.

You should be able to pull the cutter downward at this point and remove it. When installing the new cutter, make note of the flat portion of the cutter shaft. This flat portion is for the set screw to press on. Align the flat portion of the shaft with the set screw in the cutter holder and push the cutter upwards until it stops. This should leave approximately 1/4" of the cutter tip exposed below the cutter holder. Tighten the set screw with the cutter tool and replace the exterior cover. Plug in the keyboard and electrical cords, then run a test job to examine engraving quality. You may need to reset the engraving pressure back to the default setting of 0. Please refer to the Set Language... section earlier in this manual for details on setting cutting pressure.

Cutter Wrench
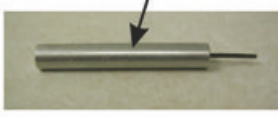
Rotate shaft clockwise to raise
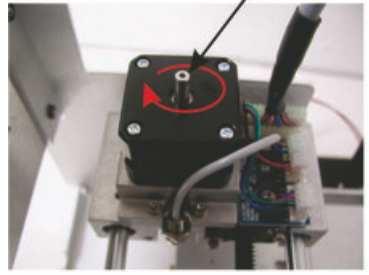
Cutter in top position
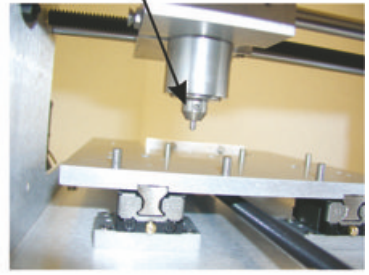
Remove cutter with cutter wrench
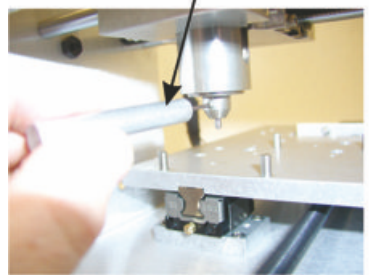
Note flat on cutter for alignment

Install new cutter until it stops in top position, then tighten set screw

Part

V
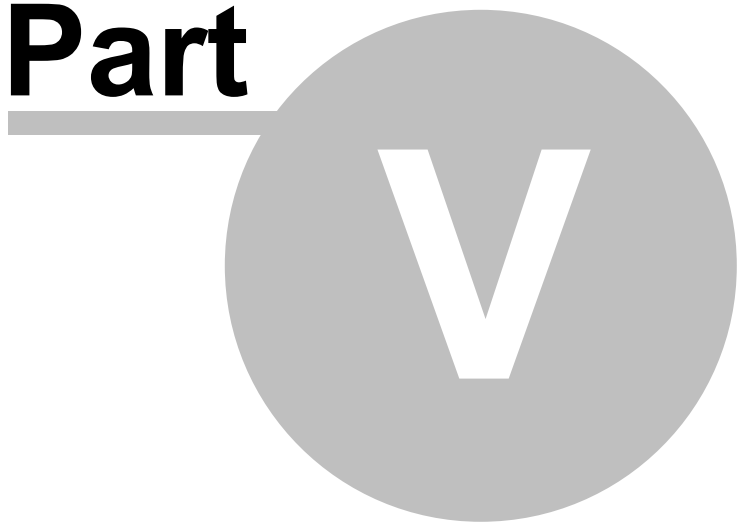
5 Appendices

5.1 Appendix A - Language Character Sets

¡	`ALT` + `SHIFT` + 1
¿	`ALT` + `SHIFT` + /
£	`ALT` + 4
€	`ALT` + `SHIFT` + 4
ÀàÈèÌìÒòÙù	Press Letter, Then Press `ALT` + `` ` ``
ÁáÉéÍíÓóÚú	Press Letter, Then Press `ALT` + `'`
ÂâÊêÎîÔôÛû	Press Letter, Then Press `ALT` + `^6`
ÃãÑñÕõ	Press Letter, Then Press `ALT` + `SHIFT` + `~`
ÄäËëÏïÖöÜü	Press Letter, Then Press `ALT` + `:`
Åå	Press Letter, Then Press `ALT` + `°8`
ÆæŒœ	Press Letter, Then Press `ALT` + `E`
ÇçĢģĶķĻļŅņŞş	Press Letter, Then Press `ALT` + `<,`
Øø	Press Letter, Then Press `ALT` + `?/`
ČčĎďĚěŇňŘřŠšŤťŽž	Press Letter, Then Press `ALT` + `V`
Ğğ	Press Letter, Then Press `ALT` + `9`
ĀāĒēĪīŌōŪū	Press Letter, Then Press `ALT` + `_`
ß	`ALT` + B
Đð	`ALT` + D/d
Þþ	`ALT` + P/p
İı	I/i + `ALT` + `>.`

Hebrew

פ ץ ת ש ז ט ס ה ו א ד ר פ ם מ צ ך ל ח ן י ע ק כ ב ג
A B C D E F G H I J K L M N O P R S T U V X Y Z , . ;

Russian

ФИСВУАПРШОЛД Ь ТЩЗЙ КЫЕ ГМ Ц ЧНЯбюБЮхъ
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z , . < > [ ]

ефисвуап ршолд ь тщзйкыегмц чняХЪЕ
` a b c d e f g h i j k l m n o p q r s t u v w x y z { } ~

Greek

Α Β Ψ Δ Ε Φ Γ Η Ι Ξ Κ Λ Μ Ν Ο Π Ρ Σ Τ Θ Ω Σ Χ Υ Ζ
A B C D E F G H I J K L M N O P R S T U V W X Y Z

αβψδεφγηιΞκλμνοπρστϑωs χυζ
a b c d e f g h i j k l m n o p r s t u v w x y z

5.2   Appendix B - Acceptable Materials

The iMARC IT engraver is primarily designed to engrave on metals. Bare, painted, coated and anodized metals are generally acceptable for engraving purposes. Some hard metals might not engrave as deeply, nor show an acceptable contrast for readability. In those cases, the user has the option to engrave the items more than once and/or increase the engraving pressure to deepen the engraving and create more contrast.

Other materials that "can" be engraved with the machine include various plastics and glass. The engraving will be generally difficult to see, but engraving is possible on these materials. Painted plastics will show increased contrast and provide greater readability. Laminate plastics generally used in the sign making and trophy industries can also be engraved, but these materials are much better suited to rotary engraving. If you have a need for increased capability with your machine, please contact our sales department. We would be happy to consult with you and suggest the most appropriate machine for your applications.

5.3   Appendix C - Custom Holding Fixtures
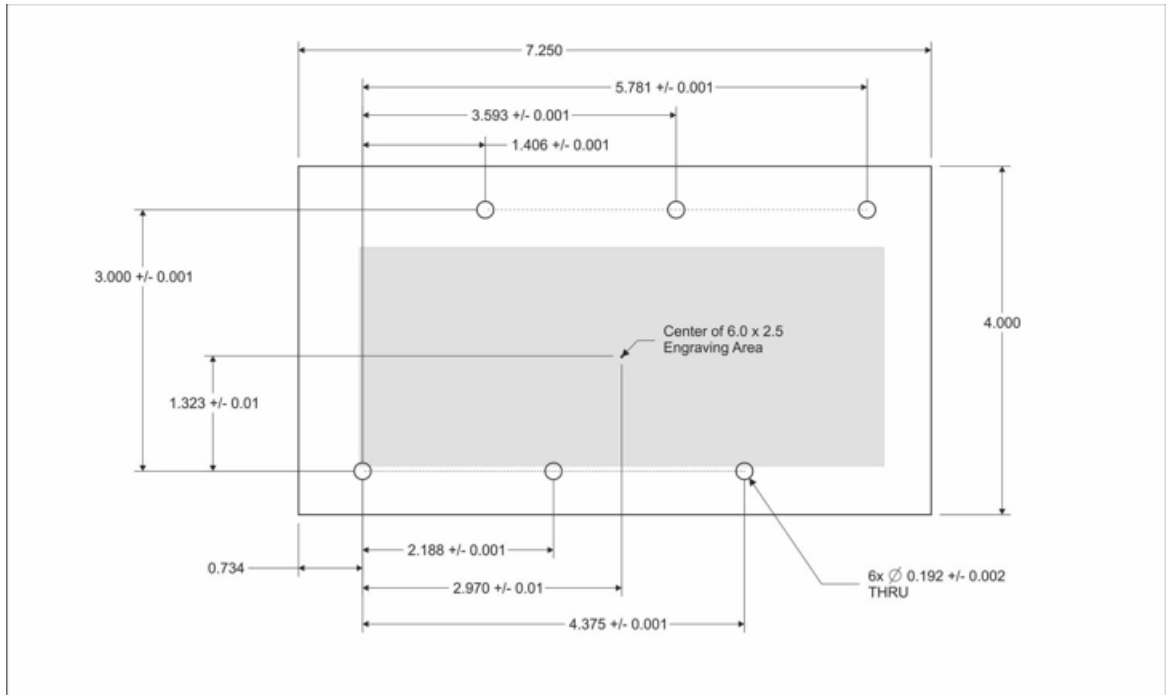
This drawing is for the creation of a custom holding fixture for the iMARC IT engraver. All dimensions are in inches. Unless otherwise specified, dimensional tolerances are +/- 0.03".

Fixtures should be constructed in 3 layers. The bottom layer may be made from 1/4" thick acrylic, or other rigid materials. The middle layer should be made from Multi-Mat (double-sided, reusable rigid adhesive) available from the Vision service department. This middle layer is used to hold parts in place and prevent movement during the engraving process. The top layer can be made from various semi-rigid plastics (such as 1/16" engravers plastic). This top layer would have cut outs in the shape of the tags (or other items) to be engraved.

An example of a custom fixture is shown in the pictures below.

Base Layer (Acrylic Shown)

Multi-Mat Layer

Top Layer with Cutouts
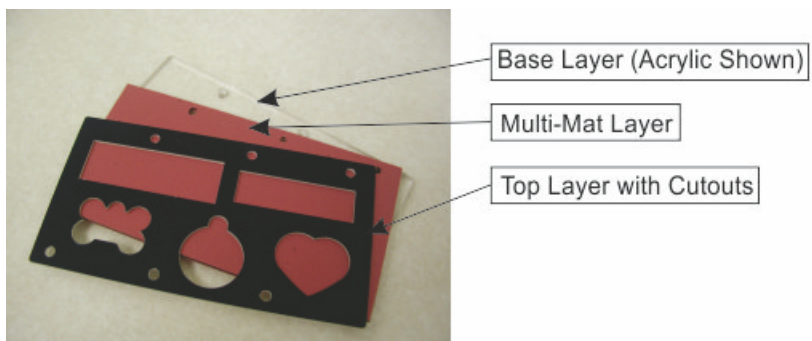
5.4   Appendix D - Clip Art

Instructions: To use the various clipart available in your iMARC IT, select the image you want, proceed through the tag selection screens as normal. In the **CHOOSE FONT** screen, press "8" then simply type the corresponding number or letter of your image in the **TEXT ENTRY** screen. Then press F2 and proceed as normal.

Part

VI
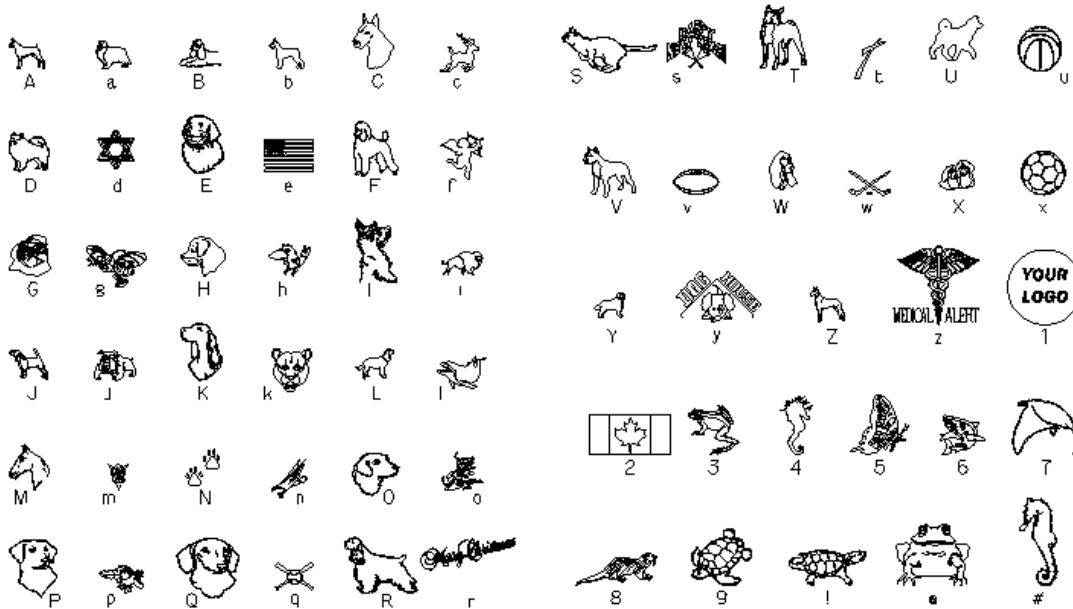
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