

# General rules for FlexiPen 120/165/180 plotter usage

## A. Instillation rules:

1. Place the plotter in a clean place, avoiding strong electromagnetic interferences. Install it to a plane surface and check the plotter flatness.
2. Work environment moisture must be 35÷75% and temperature 10÷30°C. Values out of range may cause low performances for the plotter!
3. The plotter power cable must be plugged in a sockets which has reliable ground conductor (never use damaged feeding wires). To prevent power variation we recommend you to use a UPS source of minimum 500w.
4. As long as the plotter is plugged in, do not connect the serial wire to the computer. We recommend connecting both plotter and computer in the same socket.

## B. How to mount the paper:


### *How to arrange the paper roll on the feed paper reel spindle:*

- First stop the charging voltage;
- Insert the feed paper reel spindle in the paper roll;
- Fix the conical jacks using the blockage bolts and make sure that there is no axial clearance. Before start fixing the conical jacks make sure that you have the same distance on both sides between the end of bar and the end of roll;
- Mount the paper roll with the feed paper reel spindle inside, on the back side plotter hangers, first on the engine side and then on the opposite side

 To be sure that the paper roll is well placed take a look in section from engine side and make sure that the paper unfolds counter clock wise.

### *How to fix paper on the recovering paper reel spindle*


- Bring up all pressing wheel using the up/down levers on the top back side of the plotter
- Pass the paper between the pressing wheel and the contact surface, and unfold it till reaches the recovering bar;
- Bring down the pressing wheel using the up/down levers.
- Stick the paper on both sides of the recovering paper reel spindle using adhesive paper band. Stick laterally the adhesive paper band to remove easily the paper from the recovering paper reel spindle
- Keep paper at the middle of the recovering paper reel spindle with the right hand and with the left hand keep tight the paper roll from the feed paper reel spindle;
- Roll on 3-4 coil on the recovering paper reel spindle, and make sure that the paper is not wrinkled and that is evenly stretched;
- Mount the slide bars in the guiding places to keep the paper tight;
- Switch on the button from the connections machine frame;
- Switch on the power;
- The feed paper reel spindle will automatically feed till the paper gets right in front of the paper placement sensor;
- At this moment the paper is fully loaded.

 Do not use wet paper, unsmooth paper, or which has uneven ends!  
Use only smooth paper, of 40 100g/m<sup>2</sup> and the weight cannot be more than 30Kg.

## C. Plotting:

Before using plotter read carefully the plotter user guide to appropriate knowledge about all plotter components and about how the plotter works.

- Turn on the plotter from the On/Off button;
- Test if the refill writes properly by using "Test" key in many different positions on the paper width. Adjust the pen pressure and the up/down pen position if the refill doesn't writes properly (only for Jumbo refill).
- After moving the pen dolly and paper using the direction keys, press the Location key to set the current point as starting point. If you press this key the plotter will pass automatically in the CONNECT state, and it waits for the computer command.
- Open the main window from Gemini PLT Spooler by double click on its icon placed in system tray.
- Select the file waiting to be plotted;
- Click on the **Disconnected plotter** button. The plotter starts to plot and you can see on Gemini PLT Spooler the message **Plotter connected**. Above this button you will see the data transmission progress bar. .

 We recommend you to do not use other applications while the computer transfers dates to the plotter (while the progress bar is still active). Otherwise the computer may loose dates or freeze the plotter.

- The progress bar disappears after transfer dates ends; the button becomes inactive and on it appears a new message:

### **Disconnected plotter.**

- The plotter plots until the end of the file.

## D. Maintenance:

### **Lubricating**

Clean and lubricate the contact surface between paper and plotter with a soft piece of fabric oil softened. Do this on each 2 weeks or as many times as it is necessary.

Lubricate the bearings, the jacks feed paper reel spindle and jacks recovering paper reel spindle using fine oils on each 2 weeks or as many times as it is necessary.

### **Cleaning**

Clean with alcohol the pressure wheels because during the plotting process impurities from refill and from paper are deposited on these elements. Do this on each 2 weeks or as many times as it is necessary.

You must keep clean the plotter!

### **Recalibrate**

The plotter must be calibrating once a month, or as many times as it is necessary (when the plotted files dimensions are different from the project dimensions).

### **Check the plotting quality:**

Each plotted file must be checked (by measuring) before using it in production. If the measured dimensions are the same with those from the project the marker can be used in production.