HOW TO USE THE VINYL CUTTER

On the vinyl cutter...

1. Remove a sheet of vinyl from the top drawer of this cabinet.

2. Loosen the platen by lowering the lever in the back-left of the cutter.

3. Insert the sheet from the back of the cutter, pulling it through to the front.

4. Slide the pinch rollers to the left and right edges of the vinyl sheet. Slide the rollers from the **back** of the cutter (not the front). The rollers must stay within the white markers above the rollers.

5. Tighten the platen by lifting the lever in the back-left of the cutter.

6. On the control panel on the right of the cutter, press the [Menu] button, then press the down arrow to select "Piece", then press [Enter].

7. The cutter will slide the sheet backward & forward, measuring its dimensions.
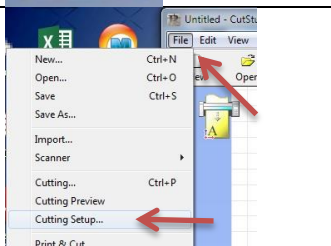
On the computer...
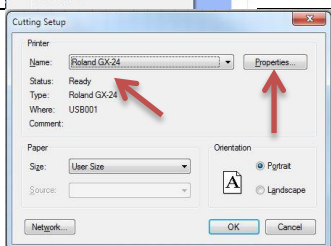
1. Login to the computer nearest the door.

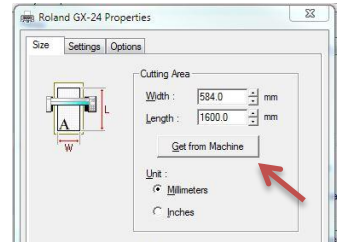2. Double-click the "Cut Studio" icon on the desktop.

3. Click File > Cutting Setup from the top menu.

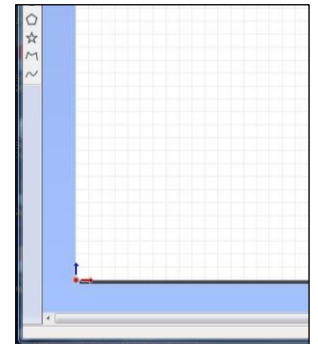4. Make sure that the printer is set to "Roland GX-24", then click [Properties].

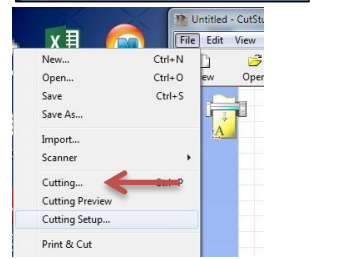5. On the next screen, click the [Get from Machine] button from the Cutting Area section.

6. Click [OK] twice to return to the program.

7. Create your design using text, graphics, etc. **Important**: Place your designs in the **lower-left corner** of the page.

8. To cut your design, choose "File > Cutting..." from the top menu, then click [OK] to begin cutting.

9. After cutting is complete, loosen the platen, then pull the vinyl forward, out the **front** of the cutter.

Finishing up…

1. With scissors, cut a box around your design.

2. Carefully peel the unwanted vinyl from your cutout, leaving behind the design still on the backing material.
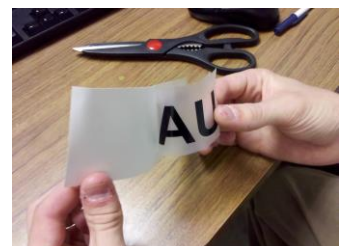
3. In the top drawer, cut a piece of semi-transparent "Transfer Tape" the same size as your design.

4. Apply the transfer tape to the top of your design, pushing firmly and smoothing out air bubbles.

5. When ready to transfer design, peel transfer tape so that design sticks to it.

6. Stick the design on the desired surface, then carefully peel-off the transfer tape.