"Cut Your Sticker" Job Aid

Part 1: Find Your Material

1) Check the remnants box for a piece of vinyl that might work for your project.
2) If the remnants box doesn't have what you need, you may use a roll of vinyl. (Ask for support from an Innovation Lab staff member when loading a roll of vinyl).
3) If the material is curled, bent, or creased, stretch or flatten it before putting it into the vinyl cutter.

Part 2: Load Your Material

1) Carefully lower the loading lever. This unclamps the pinch rollers, allowing you to slip your vinyl through the front of the machine.
2) Load the short edge of your material through the front of the vinyl cutter, lining up the left edge of your material so that it approximately lines up with the guide lines.

Part 3: Set the Pinch Rollers

1) Place the right and left pinch rollers on the right and left edges of your material. Ensure they are fully on the material, allowing them to grab it.
2) Ensure both pinch rollers are lined up with grit rollers. Grit roller locations are indicated by white stickers.
3) Gently raise the loading lever to clamp the material in place.

Part 4: Turn Vinyl Cutter On

1) **Safety note:** When the vinyl cutter is on, be careful to **NOT** put your fingers in the cutting area. The cutting carriage, which holds a sharp blade, is designed to move across the cutting area when directed.
2) Press the power button once. When the button lights up blue you know that the machine is on.

Part 5: Select Material Type

1) Press either the "down" or "up" cursor key until you see the word "ROLL" appear on the display.
2) Press "Enter" to select, and the cutting carriage will move to where you placed the left pinch roller.

Innovation Lab note: *Typically, when using a piece of vinyl, you would find and select "PIECE" instead of "ROLL," but currently with the Innovation Lab vinyl cutter, we will have you select "ROLL."*

Part 6: Set Up in CutStudio

1) Ensure that the computer with your design in CutStudio and the vinyl cutter are connected with a USB cord.
2) (If not already open), open the "Cutting Setup" window in CutStudio by going to "File," and selecting "Cutting Setup" from the menu that appears.
3) In the open "Cut Setting" window, select "Change" under "Media Size."
4) In the "Roland GS-24 Properties" window that opens, select "Get from Machine." This will allow the vinyl cutter to analyze the material.
5) Select "OK" in the "Roland GS-24 Properties" window.
6) Select "OK" in the "Cutting Setup" window.

Part 7: Cut Your Sticker!

1) Select "Cutting" from the top menu bar. The "Cut" window will then appear.
2) **Safety note:** Be aware that when you select "OK" in the "Cut" window, the sharp blade will spring into motion. Ensure that no one's hands are in the cutting area.
3) Select "OK" in the "Cut" window. Cutting will commence.

Part 8: Remove Your Material

1) Ensure that the vinyl cutter has stopped cutting before attempting to remove your material.
2) Select the "Menu" button several times until you see "UNSETUP" in the display.
3) Select "Enter." When you select "Enter" the cutting carriage will move back to its home position beside the operation panel.
4) Once the cutting carriage is in its home position, carefully lower the loading lever to unclamp the pinch rollers.
5) Gently remove your material.

Part 9: Turn Vinyl Cutter Off

1) Hold the "power" button down for one second or longer until the blue light turns off.