



# Tray One

Sheet feeder for Summa vinyl cutters

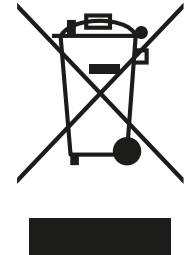
User Manual  
REV 003

## Notice

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## EU Waste Electrical and Electronic Equipment (WEEE) Directive

The symbol (right) is shown on this product. It indicates that the product should not be placed in municipal waste but should be disposed of separately. Electrical and electronic equipment can contain materials, which are hazardous to the environment and human health, and therefore should be disposed of at a designated waste facility or returned to your retailer for the appropriate recycling to take place.



If you wish to dispose of this product and the product still functions, please consider recycling/reusing it by donating it to a charity shop, selling it or exchange parts of it with your retailer.

## CE

Identification of the equipment:  
GMN-SU

Applicable EU legislation:  
2006/42/EC,  
2014/30/EU,  
2011/65/EU + (EU) 2015/863

The following standards have been applied:  
EN ISO 12100:2010,  
EN 60204-1:2018,  
EN 55014-1:2017 +A11:2020,  
EN 55014-2:1997 + AC:1997 + A1:2001 + A2:2008,  
EN 61000-3-2:2014,  
EN 61000-3-3:2013,  
EN IEC 63000:2018.

## Registering Your Device

Please register your cutter on the following link:

<http://www.summa.be/registration.html>

## Contact Information

All inquiries, comments or suggestions concerning this and other Summa manuals should be directed to:

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## Safety precautions



Risk of electric shock.  
Use only with the included power supply unit.  
The cutter has its own built-in power supply unit.



Moving Parts.  
Keep hands, hair, clothing and jewellery away from moving parts.  
Do not wear jewellery, loose clothing, scarves, open jackets or shirtsleeves.



Attention.  
Additional safety precautions in the cutter manual.

# TRAY ONE

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# TRAY ONE

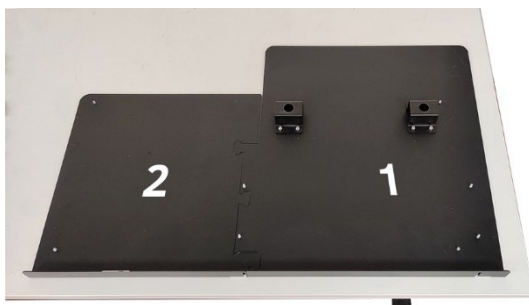
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## 1 SETUP

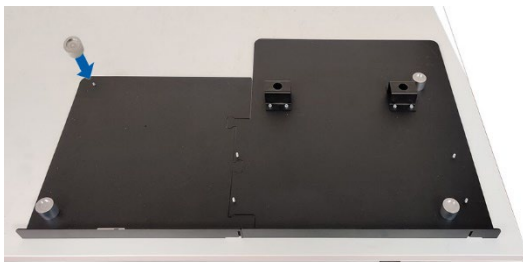
### 1.1 Assembling the sheet feeder

The sheet feeder comes in two boxes. One box contains parts that are specific to your model of cutter. Before assembling the sheet feeder check if that box is the correct one. This box will be referred to as box 2 in the assembly procedure below.

#### 1.1.1 Setup machine and sheet feeder



Put the plate from box 1 and box 2 on the table; they fit like a jigsaw puzzle.



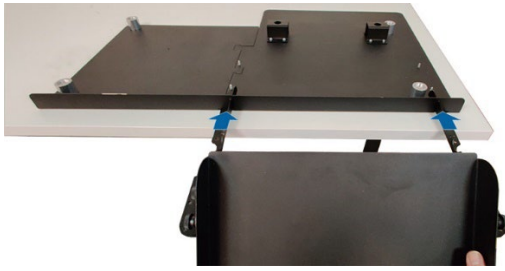
Take the 4 aluminium feet holders and screw them on the plates.



Screw a bracket on the side of the tray with two washers and two large grip knobs. Mind the orientation of the washers (see detail).



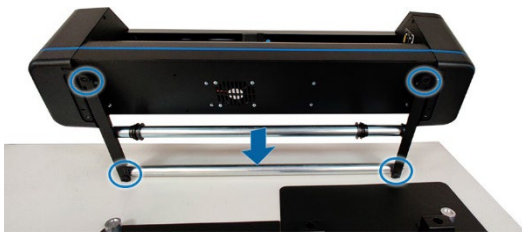
Do the same on the other side.



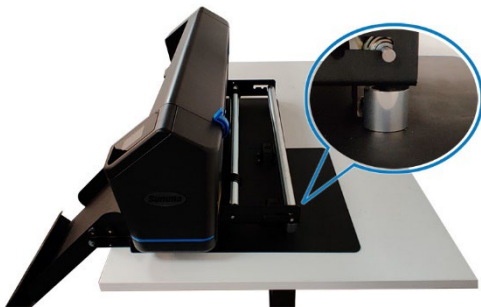
Slide the tray in the slots of the plates.



Put the brackets over the threaded pins and secure them with 4 washers and the smaller grip knobs. Mind the orientation of the washers (see detail).



Make sure the rear roll on the cutter is in its most back position. Locate the 4 feet on the cutter. They will fit in the feet holders that just have been screwed on the plates in step 2 of this procedure.



Put the cutter on the plate make sure the feet fit in the feet holders.



Fully assembled.

1.1.2 Installing drive drum insert and checking cutting strip

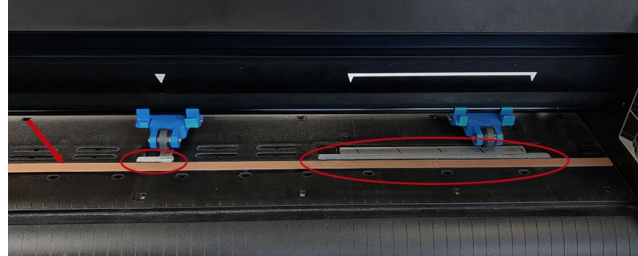
To avoid paper crashes some small adjustments to the base must be done. A drive drum insert must be taped on the base plate just in front of the large sleeve and the most right small sleeve. Also, the cutting strip must be chamfered at the side of the sleeves.

Cross section side view



1. Drive drum
2. Drive drum insert
3. Cutting strip
4. Front cutter

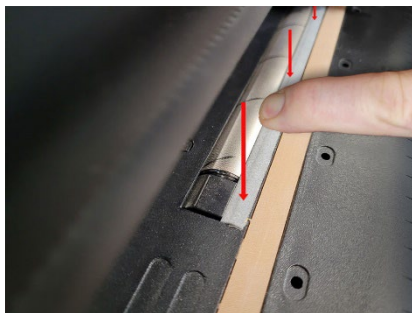
Front view cutter



**NOTE:** All S One cutters with serial number 6622xx-xxxxx or higher have already a chamfered cutting strip. Check this and if this is the case, then the cutting strip does not have to be replaced and the last step in this procedure can be skipped.



2 drive drum inserts, one for the long drive drum and one for the short drive drum. Each insert has double-sided tape on it.



Clean (degrease) the base plate where the inserts will be placed. Remove the yellow backing from the double-sided tape and position the insert just in front of the drive drum (part 1 in figure above sits between the base plate and the driver drum). Press firmly. Do this for the long and for the short sleeve.

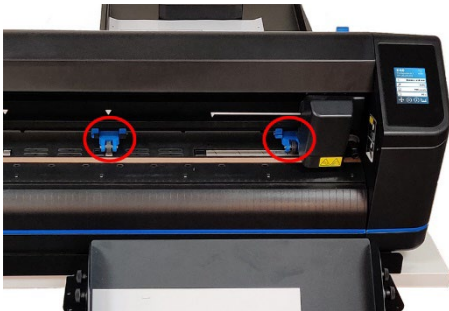


1. The cutting strip is fixed to the base plate with double-sided tape. Remove it by gently prying.
2. Clean (remove tape residue and degrease) the base plate rectangular slot for the cutting strip.
3. Remove the backing of the double backing tape on the cutting strip. Locate the chamfered side of the cutting strip and put it in the slot with the chamfered side facing the drive drum (see arrow in figure top of page).
4. Press firmly.

### 1.1.3 Making cutter and sheet feeder ready for usage



2 magnetic blocks to hold loaded sheets aligned.



Position pinch rollers (left one fixed, right one adjust to sheet size).



1. Connect adapter (next to sheet feeder ON/OFF switch)
2. USB cable that needs to be connected to the computer
3. Cable to the cutter USB port

## 1.2 Set up computer and connect

### 1.2.1 Driver installation

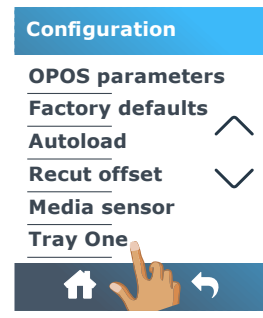
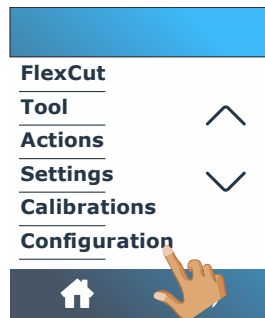
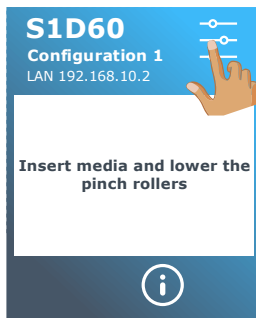
The program GoSign is used to drive the sheet feeder and cutter. Install first the program GoSign before connecting the cutter to the computer. During the installation of the program, all the necessary files for the drivers will be copied to the computer. The moment the cutter and sheet feeder are connected to the computer, the driver will be correctly installed.



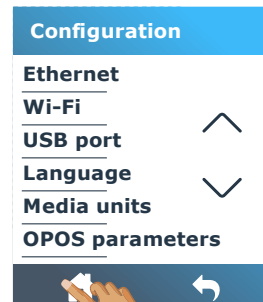
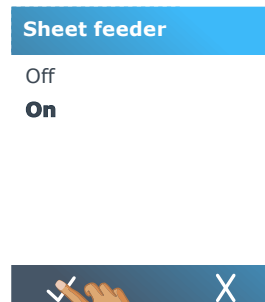
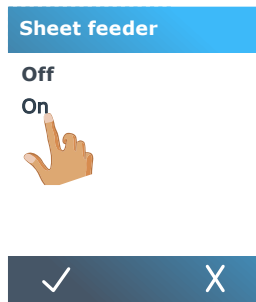
**NOTE:** The minimum version of GoSign for using the sheet feeder is 2.1. If an earlier version is installed on your computer, then upgrade first.

### 1.2.2 Parameter settings on the S One cutter

1. Power on machine.



2. Press on the barcode icon. 3. Scroll down with the arrow and press on Configuration. 4. Scroll down with the arrow and press on Tray One.



5. Press on 'On'.

6. Press confirm.

7. Press on the home icon.

# TRAY ONE

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## 2 USAGE

### 2.1 Preparing the job in your design software

#### 2.1.1 General

The sheet feeder is driven by GoSign. GoSign can import pdf files created by programs like Adobe Illustrator or CorelDRAW.

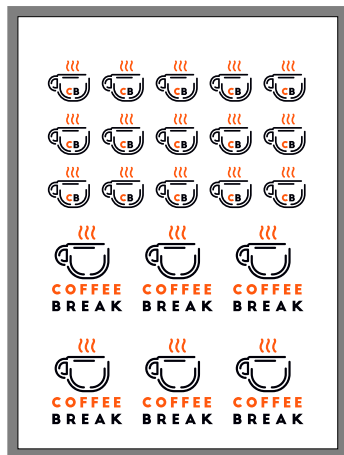
It is highly recommended to use layers when designing the job in your program. One layer contains the design that needs to be printed and another layer will have the cut lines in them. The registration marks needed for the cutter to be able to read the position of the printed design are best put on a third layer.

You can either work with a template with registration marks or use the GoSign plug-in from Summa for Illustrator or CorelDRAW to add the registration marks.

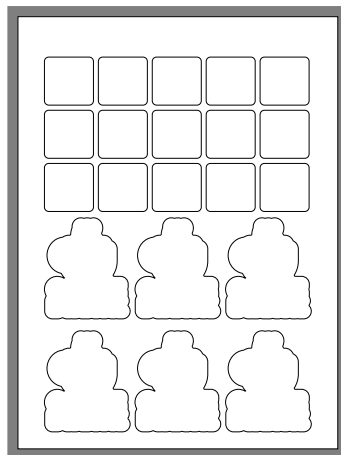
The layer with the print data and the layer with the registration marks is then printed. The layer with the cut data and the registration marks are then sent to the program GoSign. Either by exporting them to a pdf file or by using the GoSign plug-in.

When a template is created with registration marks then make sure the marks should be 3mm in size and put at equal distance in both directions (X and Y).

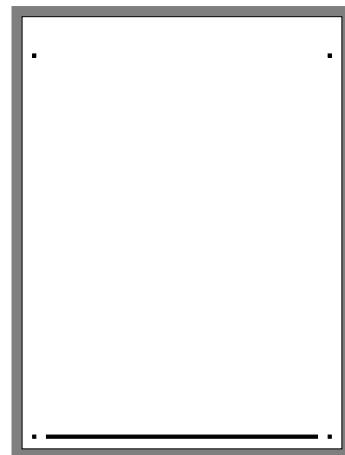
Below is an example of how the job is built up.



Layer with print data



Layer with cut data



Layer with registration marks

The grey border is just a way of marking the page size.

The line at the bottom in the registration mark layer is there because the marks were created with the plug-in for Illustrator or CorelDRAW, provided by Summa.

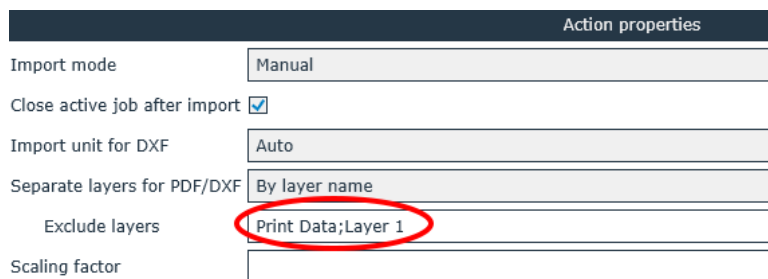
The two outer layers are printed. The middle and right layers are converted into a pdf file for the program GoSign (if the plug-in is used to open the file directly from Illustrator or CorelDRAW).



**NOTE:** Recommended layer names are:  
*Print Data* for the layer with the print data.  
*Regmark* for the layer with the registration marks on them

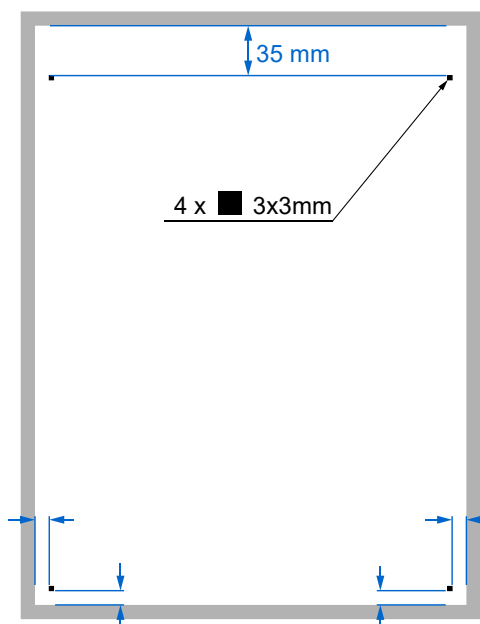


**NOTE:** If the layer name of the layer with the print data is always the same, then there is a setting in GoSign to ignore the data from this layer. This makes it unnecessary to disable the layer before exporting.



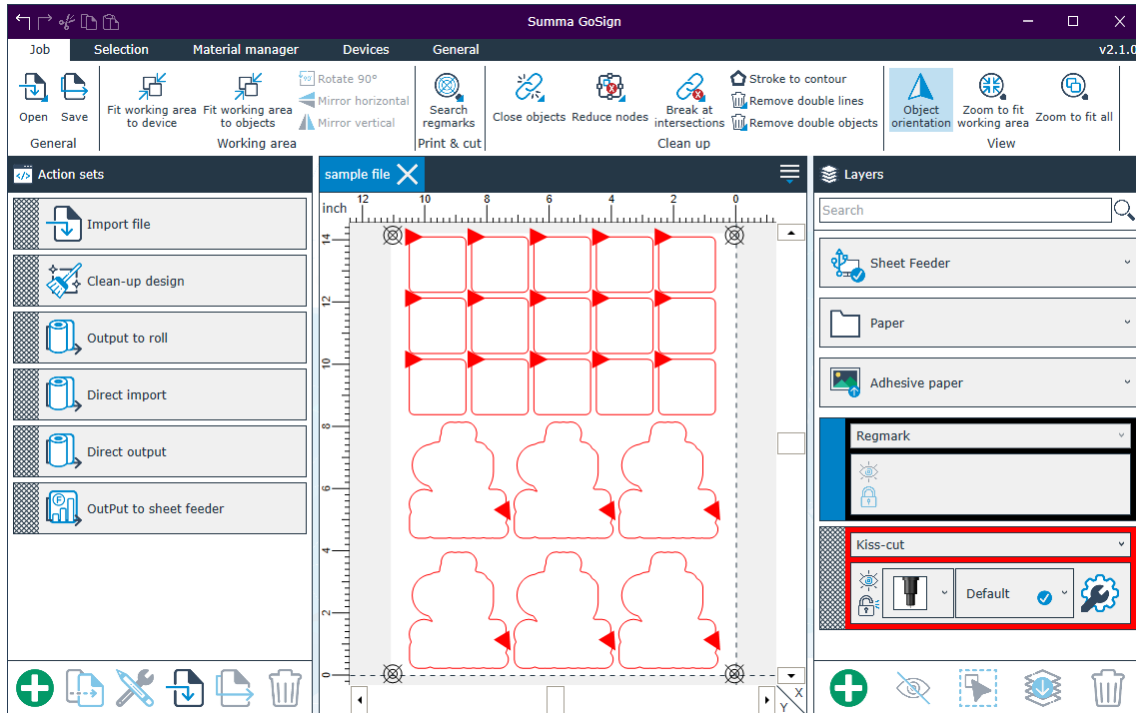
### 2.1.2 Making a template if the plug-in is not available for your design software

A template can be made if the plug-in is not used. Easiest is to make a template with the marks as far outward as possible so that the maximum space of the sheet can be used. When making this template, please take into account the margin settings in your printer driver and/or the limitations of the printer. The best way is to make a template, then print that blank template out. Measure the distances between the marks and the sheet edges and adjust the template if needed. The minimum distances between the marks and edges of the sheets are 10 mm at both sides and the bottom. The minimum distance at the top of the sheet needs to be 35 mm.



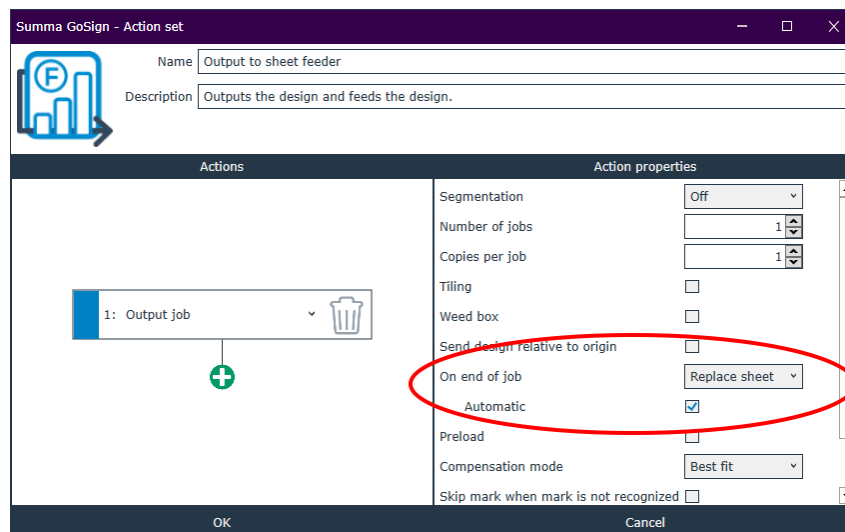
## 2.2 Output the job

When a job is opened in GoSign then everything is normally set ready for output.

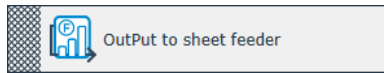


In the example above, a separate action, set has been made for output to the cutter with the sheet feeder installed. If there is no special action set made, then you will have to change the setting for usage with a sheet feeder each time data is sent to the cutter.

To make a special action set for the sheet feeder, make sure to set the parameters as in the figure below.



Click on the output action to send the cut file to the sheet feeder.



The cutter will load the first sheet and prompt the user to put the tool above the first registration mark.

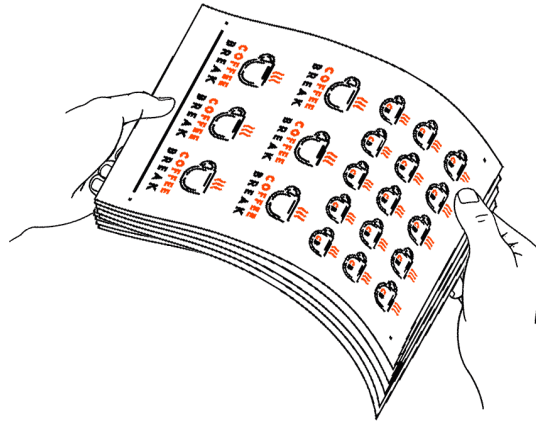


Use the arrow keys to set the tool above the first mark. Press to confirm.

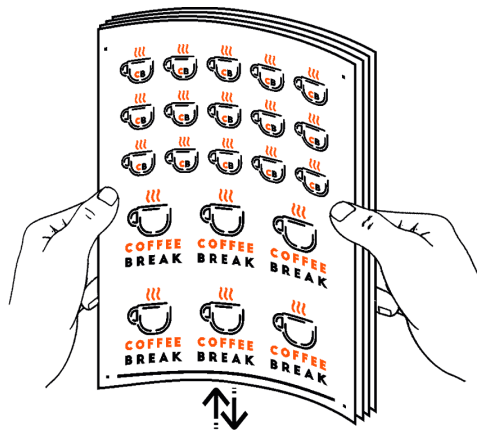
## 2.3 Practical tips

### 2.3.1 Loading media

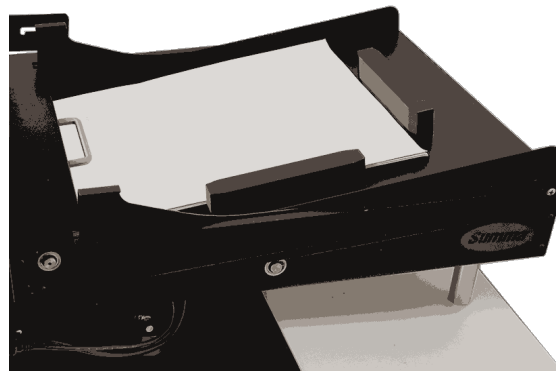
Fan or flex media stack before loading. This is to prevent that static electricity might cause double feeds (sticking of the sheets).



Before loading in the Tray make sure the stack is square.



And put a couple of empty sheets before putting the stack of jobs.



### 2.3.2 Prevent problems with static electricity

Static electricity may cause feeds of multiple sheets. The amount of static charge depends on several factors: material (synthetic or not), humidity, temperature, pressure, friction, printing process, usage environment...

Some tips and tricks:

- **Use high-quality media** that have an antistatic finish or have undergone an antistatic treatment.
- **Leave the media to relax in an area with relatively high humidity for 24 to 48 hours**, after the printing process, to allow for natural discharging. Some industrial printers treat the printed media antistatically by means of ionisation as a final step, to discharge the media. This allows you to use a wider range of materials.
- **Check for static electricity:** pause the cutter, remove the media from the feeding tray, and check the media. When pages “strongly” cling to one another and/or make crackling sound, static electrostatic charge is present. In that case the media cannot be used in the Tray One and needs to acclimatize and then checked again. Once the sheets can be easily separated, they can be fed through Tray One.

### 2.4 Using a rip instead of a standard printer driver

When a rip is used, then the registration marks can be set by the rip and the file with cut data will be a typical cut file with DMPL or HPGL data in it. In this case, the pro Pack for GoSign will have to be purchased since the standard version of GoSign cannot import DMPL, DMP, HPGL or HPG files.