2. Getting Started
4. Holder Installation and Setup
6. Administrative Functions
7. Setting Up a Rabies Tag
11. Engraving a Rabies Tag
17. Engraving a Custom Tag
25. Engraving Clipart
26. International Characters
28. Clipart
30. Troubleshooting

Look for tips and tricks on the inside back cover.

IMPORTANT NOTE:
The iMARC is equipped to engrave only on iMARC manufactured tags and plates with iMARC manufactured tag holders. Use of tags or tag holders not manufactured by iMARC, or any modifications to iMARC tag holders or machine will void your warranty, and may cause serious damage to your iMARC Engraver.
Before you plug in your new iMARC and engrave your first tag, familiarize yourself with some of the components of the machine.

SD Card Upgrade slot, start button and indicator LEDs

Master Reboot

iMARC
A REAR VIEW

5 amp Fuses

ON/OFF Switch

USB and Serial Ports—These are used for future expansion & updates.

Keyboard port

Cooling Fan Cover—Easily removable for easy access to the filter.

Electric Receptacle—The Power Cord is inserted here.
Setting up your iMARC is quick and easy.

Plug in the keyboard into the keyboard port.

Plug your power cord into the electric receptacle.

Plug the cord into any standard (110 Volt) outlet, and switch on the machine.

Note: If your machine is configured for 220 volts, there will a label (shown below) on the back side of your machine, near the electric receptacle.
Once you’ve turned on your iMARC system, it is now time to install the holders. Your holders need to be installed on the engraving table during HOLDER SETUP.

Select the holder that you want to install. If you’ve purchased more than 1, refer back to this page when you want to change the holder.

Note: Holders can only be installed when you are in the HOLDER SETUP screen. Attempting to install them at any other time could result in damage to the holders or the machine.
Insert your holder into position on the engraving table.

Note: For easiest installation and removal, position the holes in the holder directly over the pins in the engraving table, and move the holders directly up or down over the pins. It may be a snug fit, so apply light pressure as needed.
All of the functions that you and your managers might require can be found by accessing the holder setup screen. 
*(F4 from the introduction screen)*

**ADMINISTRATIVE FUNCTIONS**

- **Press F1 to enter the correct local time and date.** This is important to do before starting to serialize your rabies tags.

  - **TIME EDIT**
    - Use the [AB] key to change between time and date.
    - Press ENTER to save and exit.
    - Press ESC to exit without saving.
    - Press F4 to reset clock and RAM.
    - Time is 24 hour clock in HH-MM-SS.
    - Date is in MM/DD/YY format.
    - **TIME:**
    - **DATE:**

- **The iMARC contains an internal clock that will keep time even if it is unplugged.**

- All tests are done during assembly. However, we've provided access just in case. Press F3 to run tests.

  - **TEST MENU**
    - Please select the test you wish to do:
    - F1: Move test.
    - F2: Center point test.
    - F3: Lead screw test.
    - ESC: Return to start screen.

- Utilize the tag count screen to monitor your tag sales and track inventory.

  - **TAG COUNT SCREEN**
    - Your current tag output count is 000004
    - To go back press ESC.
At the INTRODUCTION SCREEN,
Press any key

Press F1 to engrave a rabies tag.
Press F3 to engrave a custom tag.
Press F5 to setup rabies tag.

Very few steps are required to set up your Rabies tag serialization function. Once you’ve finished with this section, you will be able to engrave all of your clinic’s information with just a few steps.

In the Function Screen (shown above) press F5 to setup your Rabies tag number, date and clinic information.
In the TAG SELECTION screen, move through the available tags using the up and down arrow keys.  
Note: This procedure needs to be followed once for every different tag shape.

If the tag you want to engrave does not show up on the screen, press F4 to return to HOLDER SETUP and install the correct holder.  
(See pg. 5 for instructions.)

Press Escape to quit...  
Press Enter to Continue...
In the Rabies Tag Setup screen, type in the information you would like on each line, and press enter to move to the next line. Follow the instructions below to insert your sequence number and date.

**Attention:** Each tag size may have its own restrictions regarding amount of lines and characters. Please refer to the tag template book before continuing.

With the cursor in the desired line, press F10 to insert the date. You will only see `-DATE-` displayed on the line that will engrave the date.  
*Note: If you haven't set up the correct date, see page 6.*

With the cursor in the desired line, press F12 to insert your rabies sequence number. You will only see `-RN-` displayed on the line that will engrave the rabies number.

Press ESC at any time to go back to TAG SELECTION.
In the RABIES SEQUENCE SETUP screen, simply enter the sequence number that you want to start with. Note: The iMARC will automatically sequence your rabies tags as you make them.

Press ESC at any time to go back to the setup screen without saving.

Press Enter to save and continue with setup.

Press F2 to save and continue. The CHECK TEXT screen will appear. Confirm that the text is correct and press ENTER to continue or choose other options listed.

Proceed to page 11.
At the INTRODUCTION SCREEN, Press any key

Press F1 to engrave a rabies tag.
Press F3 to engrave a custom tag.
Press F5 to setup rabies tag.

In the Function Screen (shown above), press F1.

Note: To setup your Rabies tag dating, serialization and clinic information press F5 and refer to page 9 and 10.

Note: You can only engrave a rabies tag using the standard type style (iMARC Block). To engrave a custom tag using another type style, press F3 and turn to page 17.
In the TAG SELECTION screen, select the Rabies tag shape chosen during rabies tag setup. Should you choose a tag that has not been set up other than that one, the screen below will appear. Press F1 and refer to page 8 to set up that tag.

Press Escape to quit...

If the tag you want to engrave does not show up on the screen, press F4 to return to HOLDER SETUP and install the correct holder. (See page 5.)
You are about to engrave a **LARGE STOP SIGN**
Ensure the correct tag is loaded in correct holder.
Press **F4** for holder set-up.
To Continue press **ENTER**
To go back press **ESC**

The door will open and the table will move out for tag insertion.
Insert tag into matching position.
*Note: Ensure that your tag is inserted completely flat into the tag holder.*

Press **Esc** at any time to go back to the TEXT ENTRY screen.
Press **F4** to change your tag holder.
Press Enter and proceed to the CHECK TEXT screen.
In the Rabies tag CHECK TEXT screen, confirm that the information entered is correct, and that the date is current.

*Note: Text will not be enlarged to fit on the screen, but will be expanded or condensed to fit on the finished tag.*
YOUR TAG IS NOW ENGRAVING

Press ESC to cancel

PLEASE WAIT

The table will be pulled back into the iMARC and the door will close. While your tag is engraving, you will see the screen shown above.

Press Esc at any time to stop the engraving process.

Note: Pressing ESC before iMARC starts to engrave will stop the machine before it engrav es into the tag.
CONGRATULATIONS!

Your tag is finished!

- **F1** — Engrave Other Side
- **F2** — Engrave New Tag
- **R** — Re-Engrave Last Tag
- **1** — Engrave Next Rabies Tag
- **F4** — Holder Setup
- **F8** — Edit Text
- **ESC** — Return to Start Screen

When your tag is finished, the table will move out. When it stops, you can remove your tag, or flip it over to engrave the other side.

Once your tag is completed, press F1 to engrave the other side of your tag. **Note: This will bring you back to the CHOOSE FONT screen.**

Press F2 to start a new style tag and next rabies number. **Note: This will bring you back to the TAG SELECTION screen.**

To repeat the same engraving on the same style tag, press **R**. **Note: The iMARC will automatically begin engraving process.**

Press the number **1** to engrave the next rabies number (same style tag). **Note: The iMARC will automatically begin the engraving process.**

Pressing the number **2** will repeat your last engraving, and will automatically engrave the tag twice, making the final engraving deeper.

Press **Esc** to return to the INTRODUCTION SCREEN.

Press **F8** to edit your text. **Note: This will bring you back to the TEXT ENTRY screen.**

Press **F4** to change your tag holder.
From the INTRODUCTION SCREEN, press any key to get started.

Note: After a period without keystrokes, the machine will reset to this screen.

Press F1 to engrave a rabies tag.
Press F3 to engrave a custom tag.
Press F5 to setup rabies tag.

Engraving your tag is quick and easy. Each option is clearly stated as you follow the steps to your completed tag.

In the Function Screen, press F3.
In the TAG SELECTION screen, move through the available tags using the up and down arrow keys.

*If the tag you want to engrave does not show up on the screen, press F4 to return to HOLDER SETUP and install the correct holder. (See pg. 5 for instructions.*)

Press Escape to quit...  
Press Enter to Continue...
After you’ve selected your tag, choose your type style.

From the CHOOSE FONT screen, select the desired type style by simply pressing the corresponding number on the keyboard.

8. Clipart
9. Your Logo (optional)

To engrave clipart onto your iMARC tags, press 8 and turn to page 25 for additional instructions.

If your iMARC has your company’s logo stored in it, press 9 to select your logo and enter the letter A to engrave it.
Once you’ve selected a type style, it is time to type in the information to be engraved.

Type in your information as you would like it to appear on the front of the tag. Keep in mind that iMARC will automatically increase or decrease your type size for optimum coverage. Press Enter once to go to the next line, twice to skip a line, or backspace to edit.

Note: Caps Lock is on if CAPS shows in the top left of the iMARC screen.

Press Esc to change your type style. Press F6 to go to the help screen. Press F4 to change your tag holder.

Press F8 to clear your information and start again. Press F2 to insert your tag into the holder.
The door will open and the table will move out for tag insertion. Insert tag into matching position.

*Note: Ensure that your tag is inserted completely flat into the tag holder.*
ENGRAVING A CUSTOM TAG

CHECK TEXT

Please ensure the text you have entered is correct.

Joe Black
1345 E. Flint St
Phoenix, Az

Font to be engraved is Script

To engrave deeper press 2. Press F4 for holder setup.
To Continue press ENTER To go back press ESC

Using the CHECK TEXT screen, make sure you’ve typed in your information correctly and that you have chosen the correct type style. Note: Text will not be enlarged to fit on the screen, but will be at the proper size on the tag.

Press Esc at any time to go back to the text entry screen.
Press F4 to change your tag holder.
Press Enter to engrave your tag.

Pressing the number 2 will automatically engrave your tag twice, making the final engraving deeper.
YOUR TAG IS NOW ENGRAVING

Press ESC to cancel

PLEASE WAIT

The table will be pulled back into the iMARC and the door will close. While your tag is engraving, you will see the screen shown above.

Press Esc at any time to stop the engraving process.

Note: Pressing ESC before iMARC starts to engrave will stop the machine before it engraves into the tag.
When your tag is finished, the table will move out. When it stops, you can remove your tag, or flip it over to engrave the other side.

Once your tag is completed, press F1 to engrave the other side of your tag. Note: This will bring you back to the CHOOSE FONT screen.

Press F2 to start a new tag. Note: This will bring you back to the TAG SELECTION screen.

To repeat the same engraving on a new tag, press the number 1. Note: The iMARC will automatically begin the engraving process.

Pressing the number 2 will repeat your last engraving, and will automatically engrave the tag twice, making the final engraving deeper.

Press Esc to return to the INTRODUCTION SCREEN.

Press F8 to edit your text. Note: This will bring you back to the TEXT ENTRY screen.

Press F4 to change your tag holder.
**Engrave Tag Screen will appear (Reference page 21) to insert tag. Then press ENTER to check text.**

*Note: The character you enter here represents the clipart you’ve chosen and will not be engraved.*

Press Enter to engrave the tag, or the number 2 for deeper engraving.
The iMARC is capable of engraving international characters, however they are not available with every type style. To utilize all of the special characters, you will need to use the *iMARC Block* type style. Some characters may be available with other type styles.

![International Characters Table]

<table>
<thead>
<tr>
<th>Caps lock key off</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alt Key</strong></td>
</tr>
<tr>
<td>A</td>
</tr>
<tr>
<td>E</td>
</tr>
<tr>
<td>I</td>
</tr>
<tr>
<td>O</td>
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<tr>
<td>U</td>
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<td>N</td>
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<tr>
<td>6</td>
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<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
</tbody>
</table>

**Example:**
- To get the letter è, you would need to have the caps locks key off, hold the alt key and press E.
- To get the letter Ń, you would need to have the caps locks key on, hold the ctrl key and press N.
- To get the letter Æ, you would need to have the caps locks key on, hold the ctrl key and press 4.
### INTERNATIONAL CHARACTERS

#### Caps lock key on

<table>
<thead>
<tr>
<th></th>
<th>Alt Key</th>
<th>Shift+Alt Key</th>
<th>Ctrl Key</th>
<th>Shift+Ctrl Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>À</td>
<td>á</td>
<td>Å</td>
<td>á</td>
</tr>
<tr>
<td>E</td>
<td>È</td>
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</tr>
<tr>
<td>8</td>
<td>ã</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Example:**

To get the letter è, you would need to have the caps locks key off, hold the alt key and press E.
To get the letter Ñ, you would need to have the caps locks key on, hold the ctrl key and press N.
To get the letter Æ, you would need to have the caps locks key on, hold the ctrl key and press 4.

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If you would like to add your company’s logo to your iMARC, call 888-99-iMARC or email us at sales@imarcengraver.com
Instructions: To use the various clipart available in your iMARC, 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 of your image in the **TEXT ENTRY** screen. Then press F2 and proceed as normal.
Adjusting the LCD contrast.

With your iMARC on, locate the LCD contrast wheel near the lower left front side of the machine. Using the tip of a pen (Do NOT use a paper clip!) apply light pressure to adjust the LCD contrast wheel inside the iMARC. Turn it left or right until the contrast is acceptable.

Resetting the RAM

Use this procedure if a large or small shape is missing on the iMARC screen when trying to engrave a tag.
This will clear all holders, time and date.

From the INTRODUCTION SCREEN, press F4 to go to the HOLDER SETUP screen. Then press F1 to go to the time edit screen. While in the TIME EDIT screen, press F4 to reset the machine. The time will change to zero. Reset the time and date as needed and press ENTER. Press F4 again to set up your holders. (See page 5.)