

Important Product Information

The serial number of your new SigTech 800 signature machine is located inside the machine on the right side. For future convenience, please record the information here.

Model: SigTech 800

Serial Number: _____

Date Installed: _____

Service Rep: _____

Sales & Technical Support: 800.636.4450

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Introduction

Thank you for purchasing the SigTech 800, our most popular and versatile signature signing machine.

The flexibility of the SigTech 800 will allow signature reproduction with any common writing instrument on almost any material that needs a personal signature.

This manual contains information for the operator about how to make the necessary adjustments to be able to achieve the highest quality signature reproduction from your machine.

SigTech 800

Description

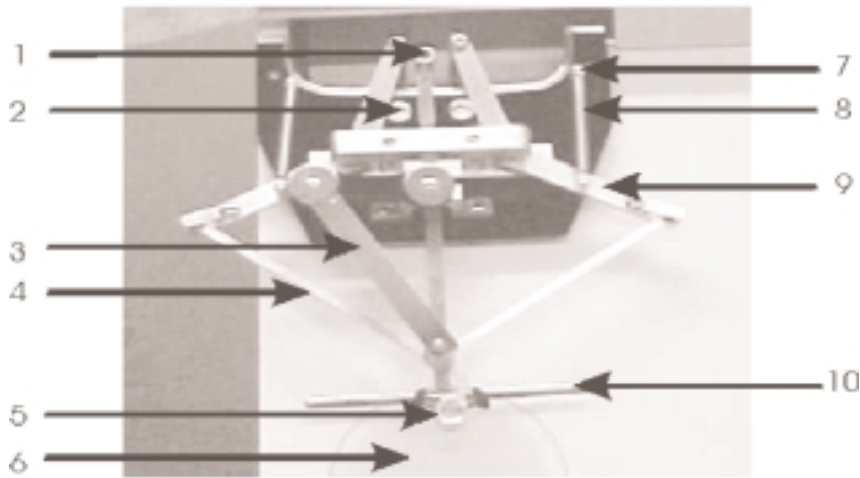
The SigTech 800 is designed to be trouble free and easy operate. It is able to reproduce up to 375 quality signatures per hour depending on the complexity of the signature. The SigTech 800 will reproduce a signature on virtually any type of document, photograph or other media that will fit under your writing instrument.

The signature matrix records the desired signature and is interchangeable with other SigTech signature machines. Any number of signature matrices may be ordered to best utilize your signature machine.

Signing these items may require factory adaptations to the SigTech 800:

- ◆ Books
- ◆ Special item endorsements (balls, hockey pucks, odd shaped and sized items)
- ◆ Posters
- ◆ Banners

Part 1: Components



1. "T" Bar Adjustment Knob
2. Limit Stud
3. Pressure Adjustment Strip
4. Writing Arms
5. Pen Holder
6. Illuminated Signing Area
7. Spring Holder
8. Spring Holder
9. Rocker Arm
10. "T" Bar

Writing Head

"T" Bar adjustment knob (#1 on diagram)

The "T" Bar adjustment knob adjusts the height of the "T" Bar, resulting in the raising and lowering of the pen. Turning the knob clockwise will elevate the pen. Turning the knob counter clockwise will lower the pen. This adjustment can be made while the machine is signing.

If the pen leaves a mark either before or after the actual writing of the signature, *turn the "T" Bar adjustment knob clockwise one turn to raise the pen.* Continue this until the pen is not leaving the extra marks. Check the signature to ensure that it is signing the complete signature.

If the pen skips or is not signing the complete signature, turn the knob counter-clockwise one turn.

Limit stud (#2 on diagram)

The limit studs set the position of the writing arms at the rest position. These are set at the factory. If there is question about changing this setting please call the service department first.

Pressure adjustment strip (#3 on diagram)

The pressure adjustment strip is the stainless steel strip that follows the pen during the signing motion applying pressure to the pen. This strip can be bent to change the pen pressure from light for a felt tip pen to heavy for a bold signature from a ball point pen.

Writing arms (#4 on diagram)

The writing arms are the two arms that attach to the right and left rocker arm and intersect to form a "V". On the end of the left arm, is the penholder

Pen holder (#5 on diagram)

The penholder on the writing arms hold the writing instrument during signature reproduction. The two thumbscrews on the sides of the pen holder (#5 on diagram) tighten to hold the pen or other instrument in the pen holder. Allow the pen to protrude $\frac{3}{4}$ inches from the bottom of the pen holder to sign most documents. The height of the pen holder is varied by the "T" bar adjustment knob and allows for signing other types of material that may be thicker.

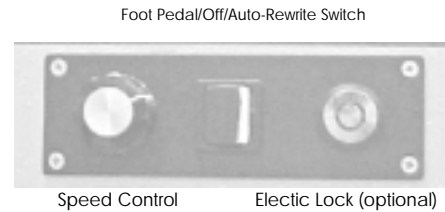
Illuminated signing plate (#6 on diagram)

The illuminated area located under the writing arms is the signing plate. The machine will always sign within this area. It is recommended that you tape a piece of paper to the signing plate and sign one signature. This will provide a template to align your document to when you place your document over the template. The signature template will appear through your document allowing exact placement of the signature each and every time.

Front Instrument Panel

Speed control dial

Located on the left side of the control panel. The speed control dial controls the speed or rate of signature reproduction. Changing the speed that the signature is written can change the quality of the signature. Turning the knob clock-wise will increase the reproduction speed.



REMEMBER: Think of the speed control as a QUALITY control, if the signature looks shaky - turn the speed control down.

Foot pedal/off/auto-rewrite switch

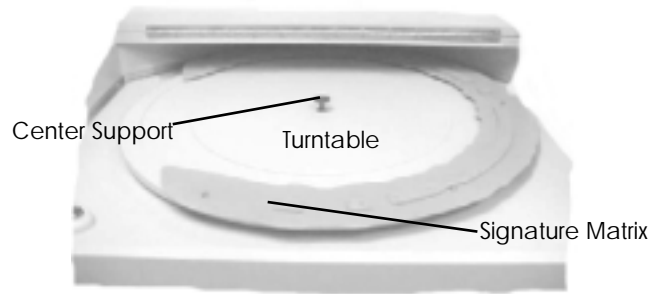
Located on the center of the instrument panel, this switch allows the operator to choose between operating the machine with the foot pedal by switching to the left or auto-rewrite by switching the right. Off is the center position. Use the foot pedal to sign individual documents, second pages or attachments. The auto-rewrite setting will pause between signings, allowing the operator to move the next document over the signing area. Changing the setting of the speed control (see speed control) will allow more or less time between signature signing cycles.

Electric lock (optional)

The electric lock is located on the right side of the instrument panel. Once locked, it will prevent any operation of the machine.

Turntable

The turntable is located under the deck lids. The signature matrix is placed on the turntable. The turntable has uniquely spaced pins that match the five holes in the signature matrix.



Never remove the turntable without contacting the service department first and disconnecting from power source.

Center support

The center support is located in the center of the turntable. Adjust the turntable to level the deck lids. Remove the center support when removing the the turntable.

Signature matrix

The signature reproduced from the signature matrix can be either regular or inverted. The regular signature matrix signs the signature as a person would sign. The inverted signature matrix signs upside down allowing the signature to be placed on large documents that will not normally fit under the pen at the signing area.

Remember: When intalling the signature matrix the opening faces left.

Options

Mechanical lid lock

The mechanical lid lock is located in the first lid. When locked it will secure the items placed inside the machine. This prevents unauthorized personnel from changing or putting a signature matrix on the turntable.

Counters

»Resetable

Resetable counter counts the signature cycles and can be reset by pressing the button under the digits. This can be used where a signature log is kept with the number of signatures for a given period is kept and the counter is reset after the signing job.

»Non-resettable

Non-resettable counter counts as the other type but is not resettable. For security proposes, a log is kept and the starting and ending numbers of signing jobs are kept. If there is a discrepancy with these numbers, an unauthorized signature may have been signed.

Part 2: Signing Capabilities

Basic Operation

1. Turn on the power switch and the signing plate will illuminate
2. Make sure that the desired matrix is in the machine.
3. Place the pen in the penholder and adjust the "T" bar adjustment, if necessary to get a good signature reproduction.
4. Tape a small piece of paper (3x5) over the illuminated signing area for the signature template
5. Sign the signature on the piece of paper

You are now ready to start signing your documents.

1. Stack the documents on the right and fan them out for easy pickup. Slide the first document over the template.
2. Position the document over the template so that the signature is visible through the desired signing area. template where the signature is desired.
3. Step on the foot pedal and the pen will sign a signature on your document.
4. Slide the first document out to the left and the next document in from the right.

Repeat steps 1-4 until the stack of documents is signed.

Using the auto-rewrite feature will increase the production of your signatures and not affect the quality. Set up the machine as above. Press the power switch to the auto-rewrite position and the pen will sign the signature, rest for a few seconds, then automatically start to sign again. During the rest, the signed document can be removed and a new document placed in position.

Three things that will happen during the operation that will result in a bad signature

ONE: During the signature signing, the pen will wiggle loose and ruin the signature.
Solution: Tighten the thumbscrews tight to keep the pen from moving.

TWO: The writing instrument will run out of ink and will have to be replaced. Unfortunately, as the pen runs out it will also ruin documents. *Solution: Replace the writing instrument at regular intervals.*

THREE: After the signature is placed and the document signing is completed, the operator picks up the document and the pen over it leaves a mark as the sheet is removed. *Solution: Slide the sheet out to the left to keep to prevent marks on the page.*

Signing Special Items

The Sigtech 800 can be setup to sign the many items, some items may require machine modification.

- » Books
- » Checks
- » Lithographs
- » Hats
- » CD Cases
- » Diplomas
- » Magazines
- » Posters
- » Certificates
- » Greeting Cards
- » Photographs
- » T-Shirts

Signing items that are opaque When the signature template is not visible for placement through the item to be signed, it may require that lines or guides be put on the deck around the piece. This will allow for repetitious placement of the signature on the item.

Signing large documents or posters Large documents may require the signature placement to be more than 11 inches into the documents. You may need to order an inverted signature matrix from SigTech. An inverted signature matrix will sign the signature upside down on the illuminated signing plate. This will allow the operator to rotate the documents upside-down before signing and place the signature on the documents correctly.

Signing thick items With a standard SigTech 800 signature machine you may sign items up to ½ inch thick. This may range from a small book or magazine to a plastic CD case. To set this up, place a sheet of paper over the item to be signed. Test the signature and if extra lines are left, adjust the "T" bar adjustment knob clockwise to elevate the pen in the writing arms. You may need to adjust the height of the pen in the pen holder to write on the item. Don't forget to change the adjustment back to normal for the next regular signing.

Pens and other writing instruments You can use virtually any writing instrument you choose. We recommend that you test several types prior to beginning your project. The more you use the SigTech 800, the more familiar you will become with what pen works best for you. Using different writing instruments enables you to add more variation to the signature. Consideration of paper texture and weight will also vary the signature reproduction.

Special pens Some pens will not fit in the standard pen holder on the writing arms. If you have a pen or marker that doesn't fit, contact Automated Signature Technology for the solution. We can create a pen holder to fit all sizes and types of pens.

Part 3: Machine Assembly and Operation

Standard Machine Components

1. Chrome pedestal tube with long bolt and cup washer
2. Five-star pedestal stand
3. Writing arms
4. Pressure assembly
5. Sheaffer fountain pen
6. Foot pedal
7. Power cord

Additional Options

The following options are available for purchase. Please call for pricing.

- » Additional signature matrices
- » Book signing attachment
- » Casters for pedestal
- » Electric lock
- » Enlargement writing head (25%, 37%, 50%)
- » Dust cover
- » Mechanical lock
- » Signature matrix storage cabinet
- » Writing arms for large pens
- » Space saver pedestal stand

Assembly of the Machine

1. Remove the lid from the box.
2. Remove the pedestal tube, bolt, and cup washer located on top of the machine and pedestal located in the box under the machine.
3. Put the long bolt through the cup washer with the cup toward the head of the bolt.
4. Slide assembly through the pedestal base and then through the pedestal tube.
5. Set pedestal aside and remove the packing material and machine from the box.
6. Stand machine on back panel and have someone hold the machine in place.
7. Screw long bolt from the pedestal assembly into the base plate on the bottom of the machine. Tighten bolt with 5/16 socket and ratchet.
8. Place machine up-right on pedestal and locate the parts package inside the machine. Remove any packing pieces from the turntable and discard.
9. Remove the writing arms, the pressure assembly, the fountain pen and keys (if locks were ordered) from the bag.
10. Locate springs to the left and right of the rocker arms (see page 3). Remove the end of the spring from the shipping location and place on the spring holder located to the left and right of the "T" Bar adjustment knob.
11. Install the writing arms on top of the "T" Bar by putting the ball on the top arm in the socket on the right rocker arm and the other ball in the left socket.
12. Locate the screw on the bottom of the pressure assembly and screw it into the threaded hole on the "T" bar pivot. Place the hole in the strip onto the pyramid nut on the writing arms.
13. Locate the Sheaffer Pen. Under the pen is an ink cartridge and instructions.
14. Put the pen in the holder with the writing nib at the 12 o'clock position.
15. See Part 2 for machine operation.

Security

Organizations that use the signature machine are concerned about how the machine can be secured to eliminate the possibility of any unauthorized use. If your machine has the mechanical and electric locks installed, these will provide a double lock and keep your machine secure. You may also remove the writing arms so that they may be placed in a secure cabinet or drawer. The signature matrix may also be removed from the turntable and placed in a safe place.

Signature Matrix Storage Cabinet

The signature storage cabinet is designed to correctly store your signature matrices properly. If you own several signature matrices, it is suggested that you store them in one of our cabinets.

Service and Support

If your machine does not work properly, please call technical support toll free 800-636-4450 and a representative will help assess the problem. Please have your model and serial number available.

Warranty Information

SigTech signature machines are shipped to your office by SigTech factory personnel. They are guaranteed against defects of materials and workmanship for a period of 90 days. This contract may be extended. With an annual maintenance contract, your SigTech signature machine is under warranty for parts, service and travel. If you have any problems, call our service department. Please contact your SigTech Representative regarding annual maintenance contracts.

Troubleshooting

The SigTech 800 has been designed to be trouble free with the appropriate maintenance program. Below are some frequency asked questions. If you have a question or problems (i.e. noise or questionable signature reproduction), please call for free telephone support.

The writing arms stick to the "T" bar

The bottom of the arm can become worn and may need to be smoothed and lubricated. Any common oil or grease will help.

The writing arms pop out of the clips on the rocker arms

Remove the ball from the clip and squeeze the clip together with the rocker arm. This will tighten the clip and hold the arm in the holder.

Shaky signature reproduction

1. Slow the speed of the machine.
2. Use two sheets of paper over the signing area to provide more of a pad to sign on.
3. Add pressure on the pen by adjusting the pressure assembly.
4. Check the edges of the signature matrix for damage or dents.

The pen makes scratchy noises while signing

Check the pen for any damage to the tip. Rolling ball, fountain and felt tip pens can become damaged and it will effect the quality of reproduction. Lower the pressure on the pen.

Extra lines or skipping lines

Adjust the pen height with the "T" bar adjustment. Turning clockwise will raise the pen to get rid of extra lines and turning counter-clockwise will lower the pen to stop skipping lines. This adjustment can be made while the machine is signing. Make sure the signature matrix is flat on the turntable.

Signing area is not illuminated

Check to make sure that the machine has power. If there is still no light in the signing area, check the bulb.

No power

Check to make sure that the power cord is plugged securely into the module on the bottom of the machine (some models) and into a live wall outlet. Also, check the light bulb to make sure it is secure in the socket or is not blown.

Foot pedal does not start the machine

Check to make sure that the machine is turned on and the foot pedal is plugged into the bottom of the machine.

Motor turns but turntable does not

Check to make sure that the turntable is properly positioned on the machine, to do stand behind the machine and locate the motor on the bottom left side. Pull it towards you. If the turntable was not positioned correctly you will hear the turntable fall down.