

# GoScribe User Manual

Thank you for purchasing the GoScribe ID Tag Engraving System. You will find it to be a robust and user friendly scribing system. It will take just minutes to unpack and begin scribing your first identification tags. Should you need service on your GoScribe please ship it back in the original shipping box. If you need a new User Manual you may download it now at <http://GoScribe.com>. Check out the latest New Tags now available for your GoScribe! This new line of Swarovski Charm Tags are hot sellers.



## Order Pet Tags Online!

Order new id tags and attachments quickly and easily online with a credit card. For pet tags simply point your browser to:

<http://GoScribe.com>



November 26, 2009

### Warranty Registration

Purchaser: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

\*\*Please print and mail or send info via email\*\*

### Warranty:

The GoScribe comes with a 1 year limited warranty. All mechanical and electrical components are

included. Unintended use or misuse of the machine resulting in damage is not covered. Electrical surges causing damage due to not using a proper surge protector are not covered. Be sure to plug the GoScribe into a surge protector. To return a machine for repair fill out our Return Authorization

Order page at: <http://www.goscribe.com/product.gc?ID=56>

There is a \$55.00 fee collected for return shipping.

Please note: Warranty is void if the GoScribe is not shipped back in its original shipping box.

Keyboard, Tag holders, Diamond Scribe, ID Tag holding material, and id tags are not included in warranty.

## **\*\*Important Safety Information\*\***

The GoScribe machine will not operate with the door open. For complete safety the GoScribe machine will immediately stop should the door open. For emergency stop simply open the door or press the red stop button.

## Unpacking and Inventory:

1. Carefully lift the GoScribe engraver from its shipping carton. It weighs 20 pounds and should be carefully removed from the shipping carton and placed onto a solid table. Do not discard the shipping box. Should you need repairs or want to purchase upgrades you will need this box for shipping.

2. Inventory the GoScribe. You should find each of the following:

**\*GoScribe Machine**

**\*Power Cord**

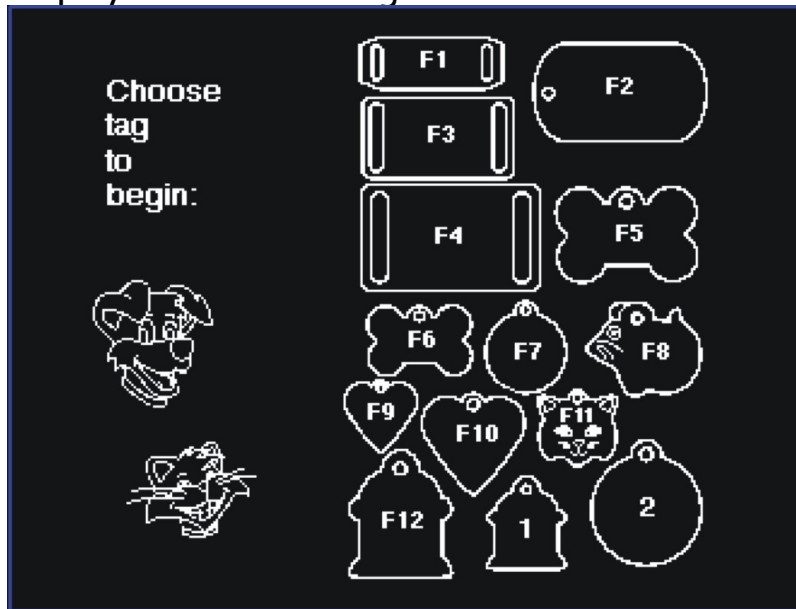
**\*Mini Keyboard**

**\*ID Tag Holders**

**\*Selection of ID Tags**

## GoScribe Operation

1. Plug the mini keyboard into the side of the GoScribe Engraver.
2. Plug the notebook style power supply into the GoScribe. Then plug the other end into the outlet. You will notice the green "go" or "start" button lights up.
3. Turn on the GoScribe Engraver. There are two simple methods of turning on the machine. Simply press the green "Go" button to the right of the LCD on the GoScribe and the machine turns on. Or press the "power key" on the mini keyboard. The power key on the mini keyboard is the top right round key. To turn off the machine when not in use - and recommended- simply press the red "Off" button to the right of the LCD on the GoScribe or press the "power key". When the machine is off the LCD is blank but the green "Go" button is lit up.
4. Choose a tag to engrave by pressing the function key or number key on the keyboard corresponding to the function key or number displayed on the id tag on the lcd screen.

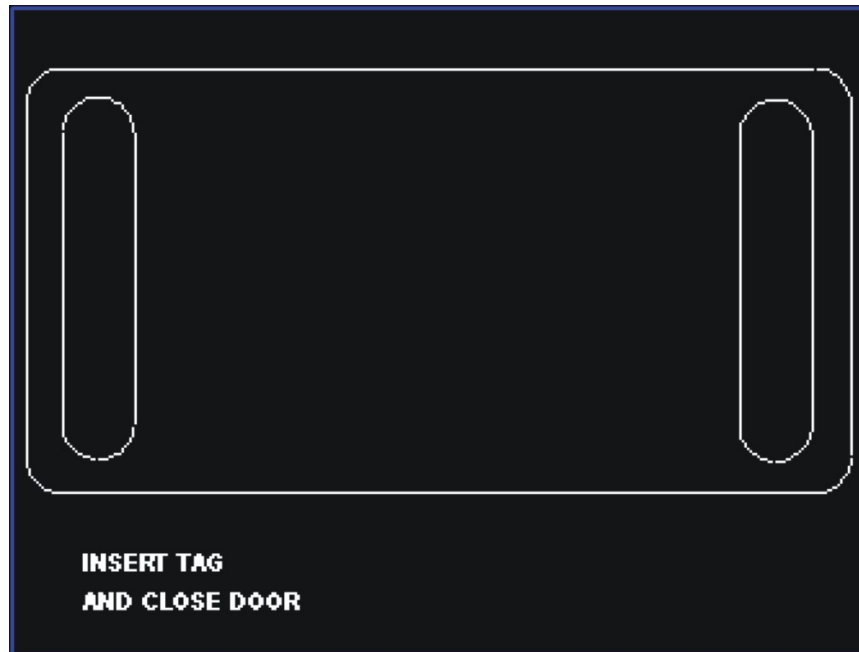


For example let's make a large slide on tag. Notice the large slide on tag has the function key F4 displayed on it.

**\*\*Note - do not press "F" and then 4. You need to press the F4 function key. The function keys are the keys located just above the number keys.**

Press the F4 function key to select the large slide on id tag.

5. Notice the LCD screen is now prompting you to "Open Door and Insert Tag". Open the door of the engraver and place the large slide on tag into the tag holder. Notice you have two tag holders. If the incorrect tag holder is placed in the engraving table simply lift it up with your fingers and place the correct tag holder in position. You will notice a small notch in the bottom right corner of the tag holder that prevents the tag holder from being inserted upside down.
6. As soon as you open the door the LCD will display "Insert Tag and Close Door"



7. Once you have inserted the tag and closed the door the LCD will display the shape of tag you will be making with a blinking cursor.



Begin typing the id tag info. Notice the software auto centers and sizes the text to fit for you. A few options you may decide to use are located below the tag:

**ESC** : Pressing the Escape key cancels this screen and returns the user to the beginning screen. Useful if you find you have made a mistake and want to start over.

**Control + N** : Pressing these two keys at the same time erases all info that may have been stored from a previous tag. The GoScribe remembers the last id tag data in case you are making duplicate tags. Pressing Control + N quickly removes any data should you be making a completely new tag.

**Control + F**: Changes font between standard engravers block font wide, tall, and a fancy script. For tall tags like the round tag choose the tall block font to fill the vertical space. For wide tags like the bone and dog tag choose the wide block font. With practice you will see these two fonts make certain tags look best by filling the tag with larger letters.

**GO** : Pressing the green "Go" button starts the GoScribe engraver and engraves what you have typed on the tag.

**Shift + UP/Down Arrow**: This is a very useful feature and lets you individually customize a line of text. Most often this is used to make the pet name or owner name on the first line of text larger than the rest of the lines to stand out. Simply put the cursor on the line you would like to change and hold the shift button and then simultaneously press the up arrow or down arrow. Notice on the LCD the line will automatically become larger or smaller.

8. You are now ready to engrave the first ID Tag. Before engraving take a moment to ensure:

\*The correct id tag holder is in position

\*You have selected the correct tag. For some of the tags like the mouse shape, military id tag, and cat face there is no way to make a mistake. However when choosing the round, bone, hydrant, heart, and slide on tags there is a large and small size. And with the slide on tags there are three sizes. It is important that you select the correct shape in the software corresponding to the shape in the tag holder. For example if you choose the small bone tag in the software but put a large bone tag in the tag holder the scribe will move to the small bone tag position and begin scribing although you would not have a tag there. We have attempted to eliminate this problem by displaying the tag holders on the LCD with the tags on them so you may be sure you are placing the correct shape and size tag in the tag holder.

Press the green "Go" button on the GoScribe and the machine will engrave the tag. If there is a problem and you need to stop the machine remember you may simply open the door or press the red "Stop" button to immediately halt the machine. You will also see this message displayed beneath the tag on the LCD while the tag is being engraved.

9. The GoScribe will quickly and quietly engrave the id tag and when finished return to its home position and stop. You may now open the door and remove the id tag. Notice the LCD automatically returns to the beginning screen ready for you to select another tag to begin.

That is all there is to it. In minutes you will master the software and be able to quickly turn on the machine, select a tag and insert into machine, type info, and engrave the tag.

**\*\*\*Designer Tags\*\***



\*The GoScribe was engineered to make a nice scribe on the first pass. Yet sometimes you may want a deeper scribe. Simply select the same tag on the LCD screen, Open and Close Door, and press the "Go" button and the GoScribe will go over the original scribe marking it even deeper. For the Child Shoe/Small Slide On Tag you may wish to scribe these tags twice as we have found that since they are a thinner tag they look better scribed twice.

\*Multiple Tag Feature: The multiple tag holders allow for production scribing of up to 8 tags at a time. To use this feature use the right arrow and scroll to the multiple tag holders screen. Select the multiple tag holder for the tags you would like to make. Enter the number of tags you would like to make. Type the first tags data. If you would then like to have this data appear on all the tags press F2 for the next tag. The press F3 to automatically paste the data to the tag. Repeat this F2 and F3 to quickly paste the data to all the tags. Press Go and the GoScribe will scribe each tag without stopping. It will return to the home position between each tag but then automatically move to the next tag. It is also possible to enter a line of text and copy it to all 8 tags and then arrow back to the first tag and further customize each tag. This save some time by not needing to type the text that is the same on each tag. For example a company name, phone number, etc that remains the same but other data like a pet name or phone number that is different on each tag.

\*For our new charm style bone tags with genuine Swarovski crystals you should put 2 spaces before the pet name and 2 spaces after the pet name. This makes the pet name smaller to allow room to be scribed since the crystals are taking up some of the engraving area. On the back engrave the phone number as normal.



## Maintenance

The GoScribe has been engineered to require very little maintenance. All that is necessary is to clean the inside of the machine with a soft cloth from time to time when dust and engraving particles build up. Unplug the machine while doing cleaning. Wipe down all the parts you can reach with a soft cloth. For the pink vacuum material rub it clean with soap and water and then dry when finished.