



Users Guide:

Users Guide: 1

Main Screen: 2

Printer Screen: 3

Settings Screen: 4

Registration Screen: 5

Erase: 6

About Screen: 6

Editor Screen: 6

Selecting Stencil Format: 8

Additional Line Options: 9

VIN VALIDATION: 9

Correct VIN: 9

Scan VIN: 9

Extract VIN: 9

Adding Graphics to Layout: 10

Rendering Stencil (Viewing Completed Stencil): 10

Completing Stencil: 11

Printing Stencil: 11

Layouts Manager: 12

Create Stencil from Layout: 12

Editing Layouts: 13

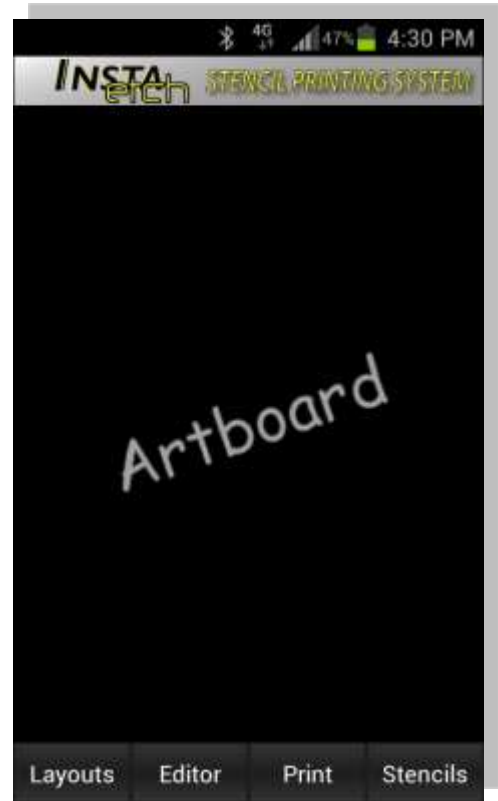
Stencils Manager: 13

Reports Manager: 13

Main Screen:

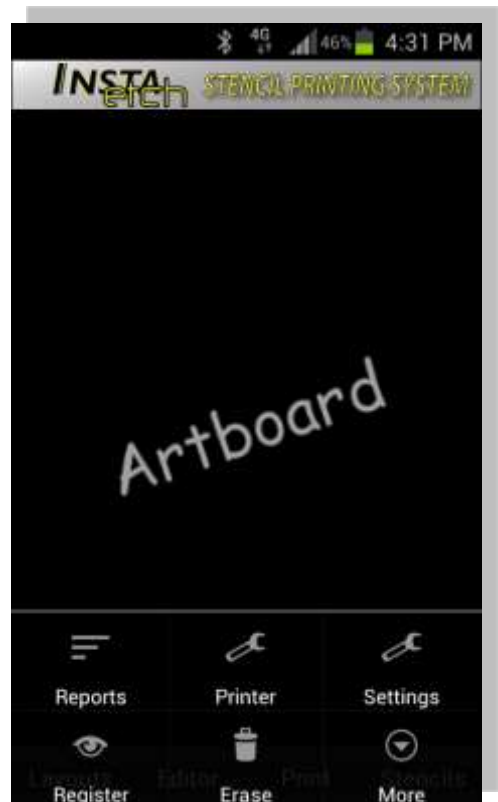
Main screen consists of the art board for viewing stencils and menu options at the bottom of the screen for the most commonly used.

- * **Layouts** - Provides user customizable stencil layouts. The user can program a logo/image, sequentially numbered serial numbers, saved stencil formatting among other options.
- * **Editor** - navigates to the stencil editor. If no stencil is currently rendered (displayed) the editor is loaded cleared and ready for new stencil data to be entered.
- * **Print** - navigates to the stencil print dialog screen.
- * **Stencils** - navigates to the stencils manage screen. Manager provides a list of existing stencils, Browsing, Add, Edit, Copy, Delete, and Rendering (displaying) stencils.



* **Device Menu** - device menu button provides addition options that are seldom used. These options should be configured prior to creating and printing stencils.

- * **Reports** - button navigates to the report manager screen. Manager provides a list of recently printed stencils. Long press on a stencil to generate a report for this stencil only or press Android menu button to search for a specific stencil or for Daily, Weekly, Monthly, Yearly reporting for all or chosen layouts.
- * **Printer** - navigates to the printer configuration screen. i.e Printer, Printer Type, Units, Stencil Size, Margins.
- * **Settings** - navigates to application default settings. ie Auto Mail, Mail Address, Mail Subject, System Font Type, System Font Size, Beep & Prompt Notification.
- * **Register** - application registration screen. Your Insta Etch application needs a registration key in order for full functionality. Please [email](#) or call, with your Android bluetooth address, in order to receive the unlock key.
- * **Erase** - closes current rendered stencil and erases the art board.
- * **About** - Provides current application version & bluetooth address.



Printer Screen:

The Printer screen manages system wide print options that rarely need to be accessed. The options in this screen do not affect the layout of a stencil however some of the options affect the printed size of a stencil.

* **Printer** – name of the printer to use when printing stencils. [**Select Printer**] menu will display a list of BT device currently paired to your phone. **Important;** you must pair an *INSTAetch* printer to your device before selecting printer from this list. To do this, turn your *INSTAetch* printer on, and then turn your Android device bluetooth radio on and search for devices. Pair with your *INSTAetch* printer (code "0000"). Please consult your Android device user's guide for details.

* **Printer Port** – Default should be used. If problem exist, try selecting other ports.

* **Printer Type** – different printers use different commands for printing. **Important:** it is very important to select the correct type of printer you are using. The options are Zebra, O'neil, Epson (any compatible ESC/POS printer) and Brother.

* **Image Contrast** – used to set imaging burn rate.

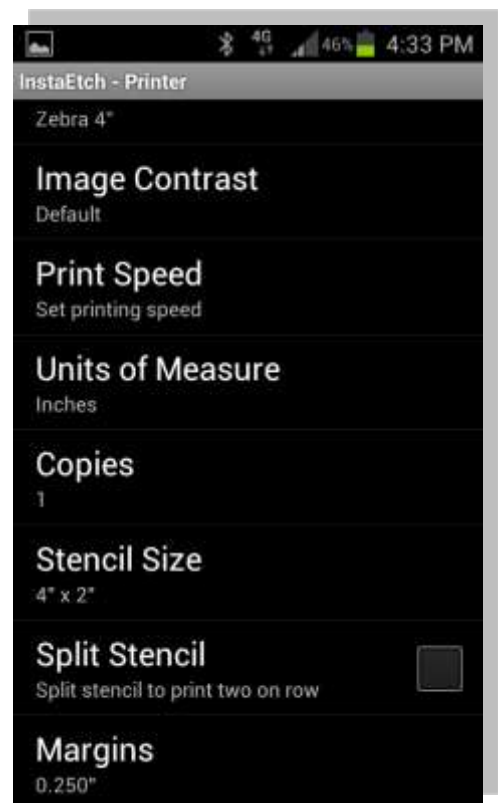
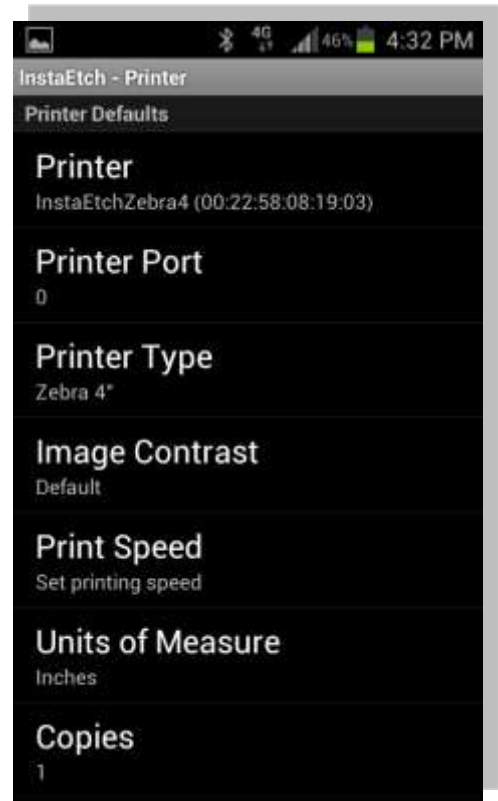
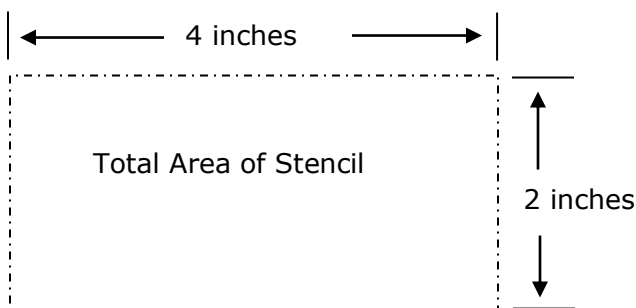
Important: If printing large images and/or font types, use ONLY the default Image Contrast. However, if you are printing micro and small fonts and/or images, you may choose Medium, Dark or Very Dark

* **Print Speed** – used to set printing speed. The default speed is to be used with most all configurations.

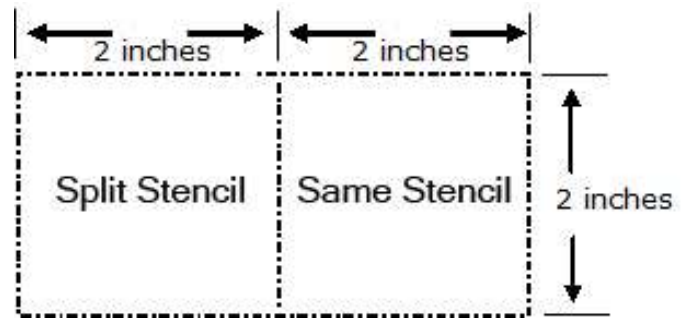
* **Units of Measure** – used in conjunction with Stencil Size and Margins when specifying size.

* **Copies** – default number of copies to print. Note: this can be manually adjusted before each designed stencil prints.

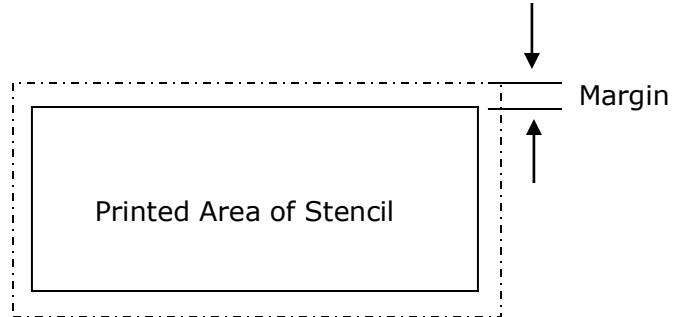
* **Stencil Size** – the outer extremity (perimeter) of a stencil.



* **Split Stencil** – In order to increase the amount of stencils produced, you may want to utilize split stencil command. This printer command will effectively double the exact same design in the corresponding stencil size. i.e. If you have chosen a 4x2” stencil size, the printer will produce two stencils with the same exact design, each 2x2”. Note: You will have to manually cut each split stencil to get two usable stencils. Make sure design is small enough to make this a viable option.



* **Margins** – invisible borders of equal size inside the perimeter of the total area of stencil.



Settings Screen:

The Settings screen manages system wide options that rarely need to be accessed. The option in the settings screen does not affect the layout of a stencil.

* [] **Auto Mail Office** – automatically sends an email copy of each stencil being printed or a daily report, to any email address of your choosing.

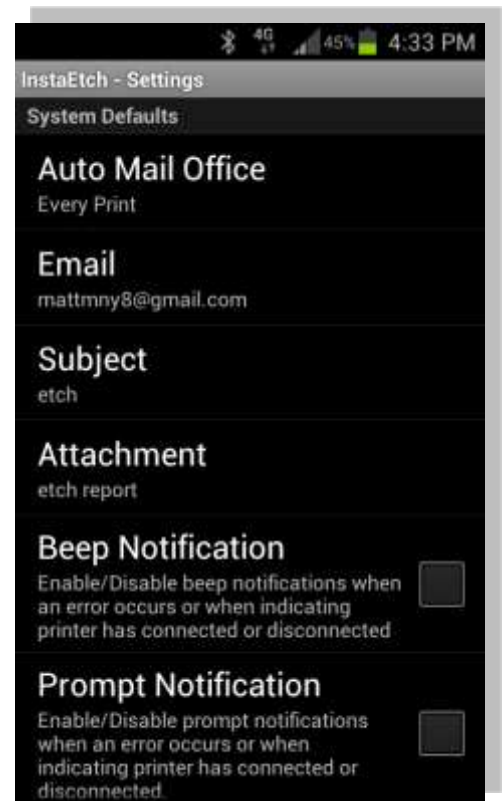
The message contains the following information:

- Subject – default subject line
- Body –
 - Customer
 - Image file name
 - Layout
 - Line 1
 - Line 2
 - Date Printed
 - Copies Printed

* **Email** – back office or management email address to send the auto stencil report mail message.

* **Subject** – message default subject for the stencil printed mail message.

* **Attachment** – name for report csv file attachment.



* [] **Enable Beep Notification** – enable/disable beep notifications when an error occurs or when indicating printer has connected or disconnected.

* [] **Enable Prompt Notification** – enable/disable prompt notifications when an error occurs or when indicating printer has connected or disconnected.

* **Font Type** – the default font type used for displaying text in the various application screens. Note: This is not specifying the printed stencil text. Also, not all text is affected by these settings.

* **Font Size** – the default font size used for displaying text in the various application screens. Note not all text is affected by these settings.

* [] **Margin Preview** – displays margins on artboard for reference only. Margins are not printed on stencil.

* [] **Turn off VIN correction**– barcode scanning interface detects a VIN string and auto corrects.

* [] **Scanning data extraction**– scanning interface extracts specified amount of ending digits from a barcode.

* **Data Extraction Quantity** – Specifies default amount of data to be extracted from a barcode.

* **Default Countdown Time** – A countdown timer can be utilized for technicians to know exactly how long a stencil should be left on the glass to etch. An audible alarm will sound when etching is finished. When hot, 3-5 minutes or when cooler, 5-8 minutes.

Registration Screen:

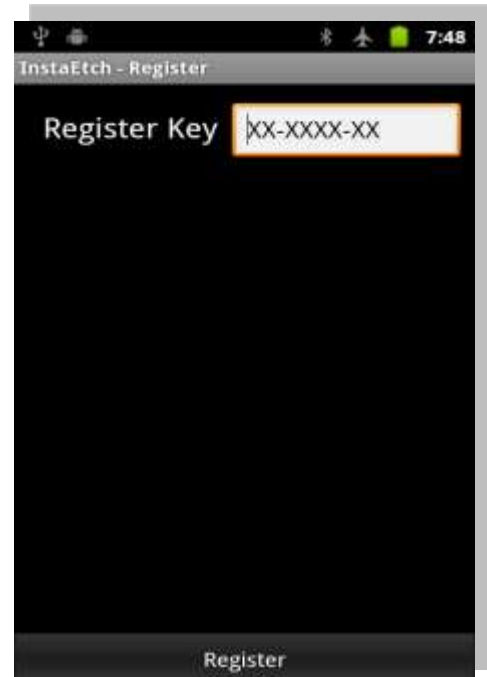
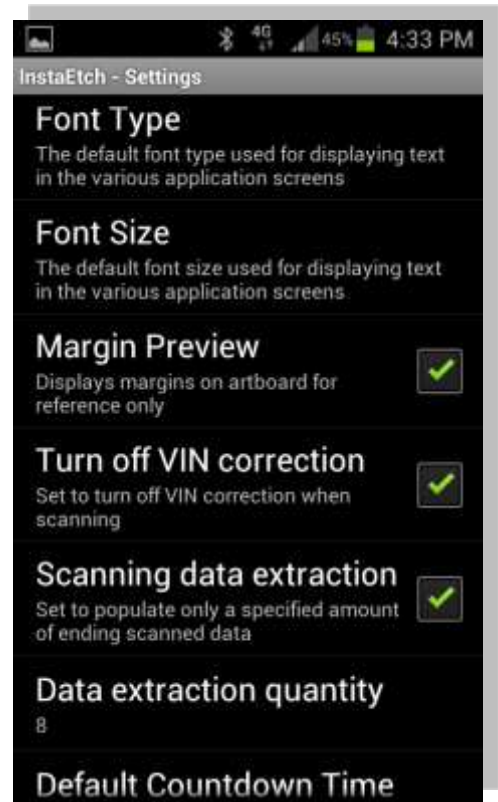
* **Key** – registration key to unlock full features of Insta-Etch stencil printing application.

* **Register** – key validation option.

Note that Insta-Etch will still run without registration key however, advanced features will be disabled until Insta-Etch is unlocked with registration key.

To receive your registration key, please contact us with your device bluetooth address at:

email: info@instaetch.com or Ph: 1-888-804-5475

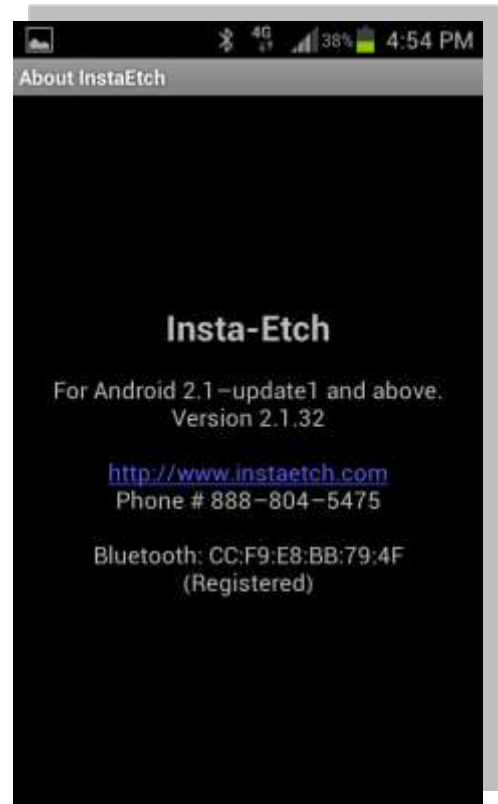


Erase:

Pressing erase from this menu screen will clear the current stencil data.

About Screen:

The About screen consists of Insta Etch application information and your bluetooth address. Note: your bluetooth radio needs to be turned on in order for this menu item to display your bluetooth address. This address is used to generate an unlock registration key to register your application.



Editor Screen:

The Editor screen provides a simple user interface for creating new and editing existing stencils.

Stencil Fields

- * **Name**– field for describing and identifying a stencil. The Name field data is just for identification and is NOT printed.
- * **Details**– additional field for describing and identifying a stencil. The Details field data is just for identification and is NOT printed.
- * **Format**– image and text position when rendering stencil. See below for details on this option.
- * **Image** – image to use in stencil. Image types supported are mono chrome (Black & White) PNG and JPG images. DO NOT use a color logo or artwork with halftones, etc.
- * **Image Size** – image scale size in percents (%).
- * **Line 1** – This is data that WILL BE printed. Text field has a maximum length of 50 characters. You may long press on line for additional options.



* **Line 2** – This is data that WILL BE printed. Text field has a maximum length of 50 characters. You may long press on line for additional options.

* **Font** – font type to be used for Line 1 or Line 2 text fields. Note that the font types vary from one device to the next.

* **Style** – font style to be used for Line 1 or Line 2 text fields.

* **Size** – font size used for Line 1 & Line 2 text fields. Note that the font size value represents the number of pixels (dots) high. For example with a size of 24, the text will be drawn 24 pixels (dots) high.

* **Default Print Copies** – specify the amount of this exact layout. Appropriate number of the same stencil will be printed. In some Insta Etch printers, you may need to press the blue “Feed Button” on the PRINTER to advance each subsequent stencil copy. Alternatively, the Insta Etch application will countdown on the screen to advance next copy.

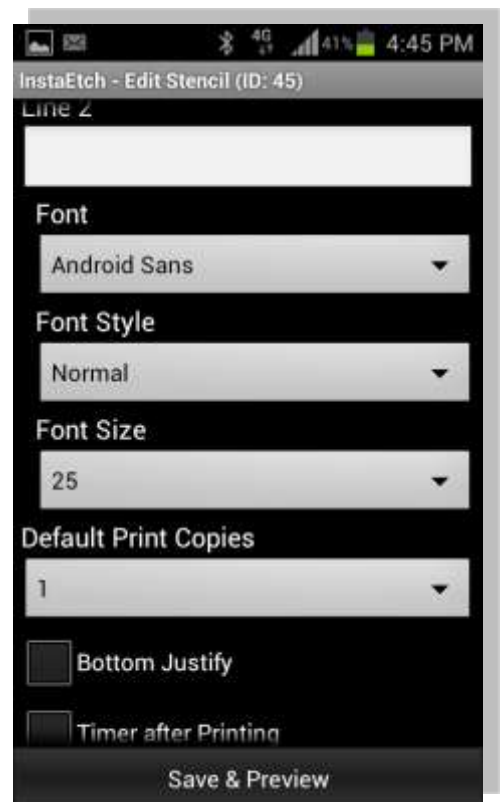


*[] **Bottom Justify** – To layout your stencil so that the printed information appears at the bottom. This is especially useful for placing a stencil on the edge of a glass part or molding line.

*[] **Timer after Printing** – You can program an alarm to sound after enough time has passed for permanent marking. This is useful to have an audible notification to aid a technician on when it is time to clean the marking acid from the stencil on each glass. You may also specify “Default Countdown Timer” (page 5) in Insta Etch “Settings” for a recommended time to wait while the Step #3 Insta Etch gel permanently marks the glass.

*[] **Save as Layout** – In the “Editor” tab, you have the option to click this to save the stencil parameters you have chosen as a saved layout to bring these parameters back up for subsequent stencils. This is useful for repeat customers with multiple vehicles, car dealerships and manufacturers.

***Save & Preview**– Clicking this on any stencil editor screen will save the stencil you have designed and will render this in the stencil preview.



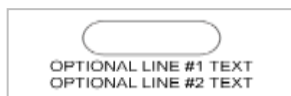
Selecting Stencil Format:

* **Layout** – Select the layout of the logo and text position using one of the 6 standard layouts listed below.

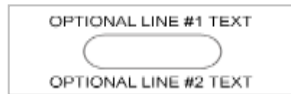
Notice as the layout selection is changed, the image also changes showing a template of the chosen layout.

Layout can be changed by simply selecting the new desired layout from the list as shown in the figure on the right.

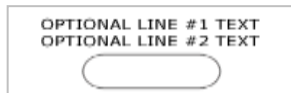
* **Logo Top**



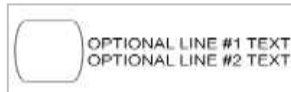
* **Logo Middle**



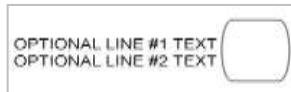
* **Logo Bottom**



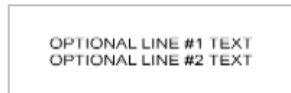
* **Logo Left**



* **Logo Right**



* **Text Only**



* **Image** – After selecting a layout, highlight the image as shown in the figure on the right and click on it.

The file browser on the following screen will open allowing you to locate the graphics to use.

* **Image Size** – After selecting an image, set the image size as shown in the figure on the right.



Additional Line Options:

VIN VALIDATION:

Built into the Insta Etch application, 17 digits of data (a VIN) entered into Line 1 or Line 2 will automatically be checked for validity. A valid string will turn from red text to GREEN on the screen. Alternatively, you can long press on Line 1 or Line 2 for this and other options.

Place the cursor on the field with the vehicle VIN number

Press and hold to display [**Menu\Check VIN**] option as shown in the figure on the right.

Notice the VIN validation prompt Check VIN as shown in the figure on the right. Press "Check VIN".

VIN validation prompt indicating failure will be displayed if the validation has failed.

A valid VIN will display on screen as GREEN in color.

Correct VIN:

Press and hold Line 1 or Line 2 field to display [**Menu\Correct VIN**] option as shown in the figure on the right. This is useful when you scanned a barcode containing more information / data longer than 17 digits. Insta Etch will attempt to auto correct the VIN. A valid VIN will appear GREEN if successful correction. Alternatively, you may set the program to automatically Correct VIN after scanning. See Insta Etch "Settings" (pg 5.)



Scan VIN:

Press and hold Line 1 or Line 2 field to display [**Menu\Scan VIN**] option. After pressing "Scan VIN", a window to center the barcode appears. This function utilizes your Android device's rear camera. Insta Etch recommends at least 3 megapixels or more with auto focus. The latest version of ZXING can be downloaded from the Android Play marketplace and/or searched for Barcode Scanner if any problems persist.



Extract VIN:

Press and hold Line 1 or Line 2 field to display [**Menu\Extract VIN**] option. This will take the final digits of a VIN string out with a pre-set default value. See Insta Etch "Settings" (page 5) data extraction quantity. Alternatively, scanned barcode data can be set to automatically be extracted within Insta Etch "Settings" (page 5) scanning data extraction. This is useful for example by etching only the last 8 digits of a VIN number required by some manufactures or in some countries.

Adding Graphics to Layout:

Using the file browser, navigate to where you stored your logo files. We recommend storing your image files under the sdcard/InstaEtch.

It is necessary that logo files, stencil files to be used by Insta-Etch be stored for easy access by the Insta-Etch application.

Highlight the logo to be added to the stencil layout as shown in the figure on the right then click on the highlighted file.

Notice a scaled down version of the logo replaces the layout template image as shown in the figure on the right.

The logo is now registered with the layout editor and the location of the file will be store when the stencil is saved.

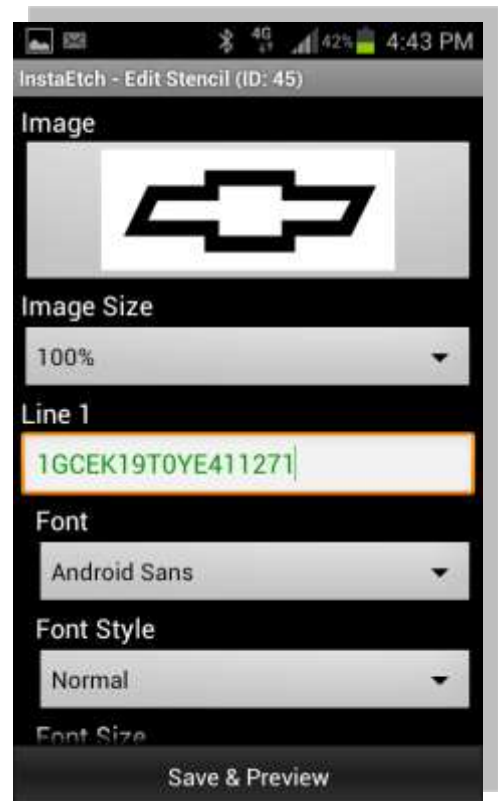
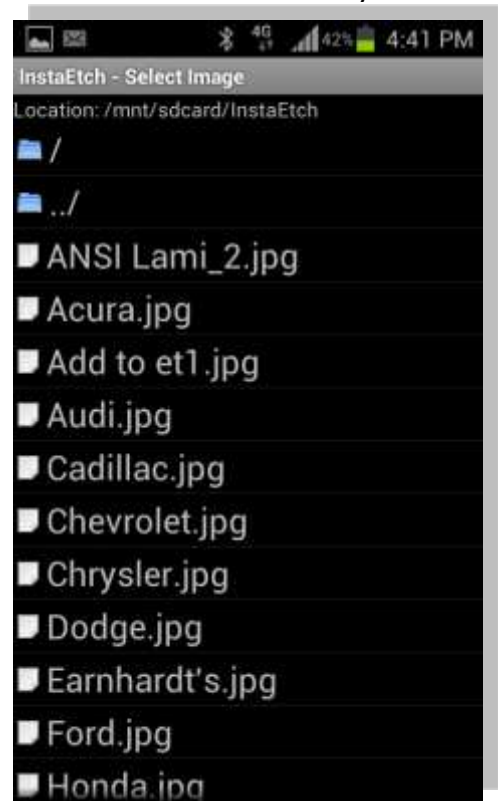
To use a different logo, simply highlight and click the logo to launch the file browser once again and navigate and select the new logo to be used.

You may also change the size of the image to appear in the stencil.

Rendering Stencil (Viewing Completed Stencil):

* **Save & Preview** – Once the information has been entered in the stencil editor the stencil is ready for rendering. Rendering simply draws the stencil on the artboard. This saves any changes made in stencil editor and closes editor screen before rendering the any changes.

Important:



Always press "Save and Preview" to your work when you are done editing stencils before closing the editor screen. Failure to do so will result in a loss of changes made to the current stencil.

Completing Stencil:

The figure on the right shows an example of a completed stencil after a user has chosen "Save & Preview" from within the editor.

Printing Stencil:

The rendered stencil will appear on the artboard as shown in the figure on the right.



Notice the dotted line rectangular border around the stencil. This border represents the margin value located in the "**Printer**" manager.

Once the stencil has been rendered in the artboard, the stencil can be printed.

Select the menu option [**Print**] at the bottom of the main screen to display the "**Print Stencil**" dialog screen as shown in the figure on the right.

* **Copies** – Select the number of copies to print as shown in the figure on the right. Your default value will be shown.

* **Mirror** – Enable or disable mirror as needed before continuing as shown in the figure on the right.

Note that "**Mirror**" printing is the default mode when printing stencils to be used for glass etching. This is because the text needs to come up right side up when applying the stencil printed side down to the glass surface.



* **Print** – Select the print button option to print the stencil.

Layouts Manager:

Layout manager allow user to manage existing layouts and their default stencil information. Layouts are key to creating repeatable etches in the exact same format with different VIN / serial numbers for each subsequent etch. This feature is useful for manufacturers, dealerships and municipalities wanting a quick and repeatable etch process. Just enter / scan the next vehicle needing etching and print without have to setup stencil details like text font or size every time.

* **New Layout**– navigates to the customer editor and starts a new layout for you to save. Refer to Editor Screen on pages 6-10.

* **Search** – active search list for displaying search criteria.

* **Long Press Menu** – press and hold on any existing layout to provide additional layout management options.

* **Create Stencil from Layout**– navigates to the stencil editor and populates the fields with current highlighted customer default information.

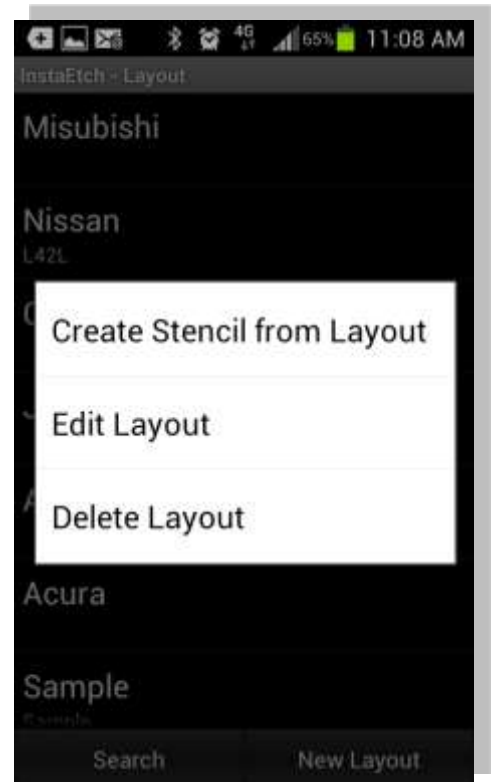
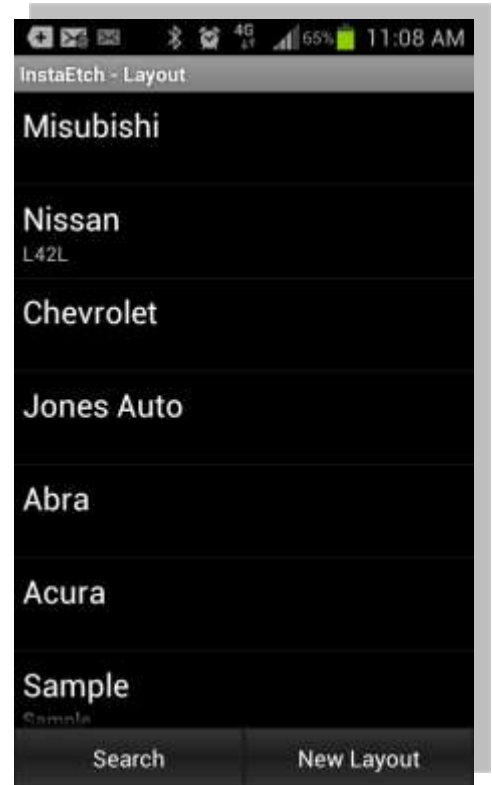
* **Edit Layout** – navigates to the layout editor and populates the fields with the current highlighted layout information. Saving updates the layout with the new information.

* **Delete Layout**– deletes the highlighted layout.

Create Stencil from Layout:

Using Layouts allows for a more rapid and repeatable process while etching a fleet or production vehicles in the same format. allow user to create new or edit existing customer’s default stencil information.

Selecting the [**Create Stencil from Layout**] option will allow you to enter new Line 1 or Line 2 information while keeping the layout information static. For example, Line 1 font type or Image used will be the same while the VIN numbers entered in Line 1 can be different.



Editing Layouts:

Layout editor allow user to edit existing layouts default stencil format. Selecting the [**Save**] will save the new layout or update an existing layout.

Stencils Manager:

Pressing the “Stencils” from the Insta Etch main screen will allow a user to manage existing stencils and stencil layout information. Most recent printed stencils are listed at the top.

- * **Search**– enter Line 1 or Line 2 info to search the list of stencils.
- * **New Stencil** – open stencil editor and start new stencil.
- * **Android Menu button** – open Reports manager.
- * **Long Press Menu** –press and hold any stencil in the list to display long press menu option.
 - * **Copy Stencil**– navigates to the stencil editor and populates the fields with the current highlighted stencil information. Saving the copied information creates a new stencil.
 - * **Edit Stencil** – navigates to the stencil editor and populates the fields with the current highlighted stencil information. Saving the edited information updates existing stencil.
 - * **Delete Stencil** – deletes the highlighted stencil.
 - * **Report Stencil** – emails or saves to SD card a report of this specific stencil.

Reports Manager:

Reports can be accessed from multitude of different sources from within the Insta Etch application.

* A stencil manager can be used from within the “Stencils” tab. Press the android menu button from within Stencils. This dialogue is shown to the right. Reporting options include a Daily, Weekly, Monthly or Yearly totals, you may also choose between reporting all printed stencil or Stencils from a saved layout. Reports can be saved to sd card or emailed.

* A stencil manager and list can be used from the Insta Etch main display screen. Press android menu button to access a stencil list. Long press on a stencil in the list for reporting options.

