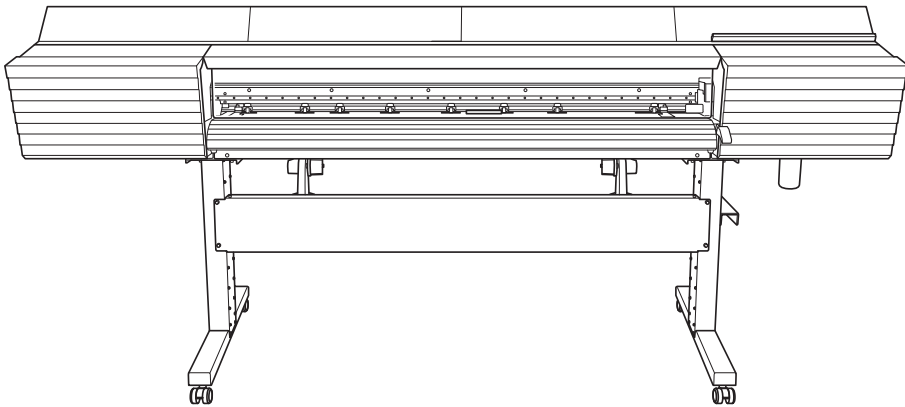


# VG-640

## Setup Guide



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Thank you very much for purchasing this product.

- To ensure correct and safe usage with a full understanding of this product's performance, please be sure to read through this manual completely and store it in a safe location.
  - Unauthorized copying or transferral, in whole or in part, of this manual is prohibited.
  - The contents of this manual and the specifications of this product are subject to change without notice.
  - This manual and the product have been prepared and tested as much as possible. If you find any misprints or errors, please inform Roland DG Corp.
  - Roland DG Corp. assumes no responsibility for any direct or indirect loss or damage that may occur through use of this product, regardless of any failure to perform on the part of this product.
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**Roland DG Corporation**



1000015212



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# 1. Installation Environment

## Deciding On an Installation Site

Install the machine in a quiet, stable location offering good operating conditions. An unsuitable location can cause accidents, fire, faulty operation, or breakdown.

**⚠️ WARNING** **Install the machine in a location that is level, stable, and able to bear the weight of the machine.**

The total weight of the machine may reach over 290 kg (639.3 lb.). Installation in an unsuitable location may cause a major accident, including tip over, fall, or collapse.

**⚠️ WARNING** **Never install this machine outside or in any location where exposure to water or high humidity may occur.**

Current leakage may cause electrical shock, electrocution, or combustion and fire.

**⚠️ WARNING** **Never install the machine close to any flammable object or in a gas-filled location.**

Combustion or explosion may occur.

**⚠️ WARNING** **Install the machine in a clean, brightly lit location.**

Working in a location that is dark or cluttered may lead to an accident, such as becoming caught in the machine as the result of an inadvertent stumble.

**⚠️ WARNING** **Position the machine so that the power plug is within immediate reach at all times.**

This is to enable quick disconnection of the power plug in the event of an emergency. Install the machine next to an electrical outlet. Also, provide enough empty space to allow immediate access to the electrical outlet.

**⚠️ CAUTION** **Ensure adequate ventilation for the work area.**

Failing to perform ventilation may result in a health hazard or danger of combustion due to ink fumes.

### Unsuitable Installation Sites

- Locations subject to large fluctuations in temperature or humidity
- Locations subject to shaking or vibration
- Locations where the floor is tilted, not level, or unstable
- Dusty locations
- Locations exposed to direct sunlight
- Locations near air-conditioning or heating equipment
- Locations exposed to water or moving air
- Locations exposed to considerable electrical or magnetic noise or other forms of electromagnetic energy

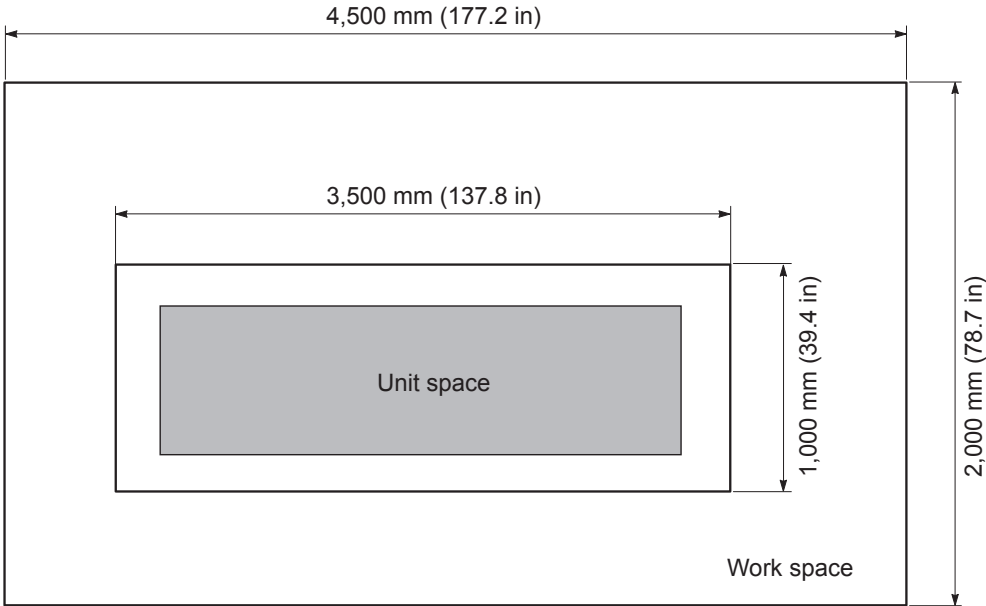
## Temperature and Humidity

Maintain the specified temperature and humidity even when the machine is not in use. Failure to do so may result in malfunction.

During operation: Temperature 20 to 32°C (68 to 90°F), humidity: 35 to 80%RH (no condensation)  
During non-operation: Temperature 5 to 40°C (41 to 104°F), humidity: 20 to 80%RH (no condensation)

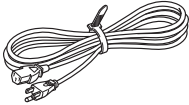
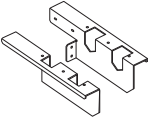
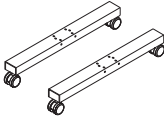
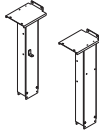
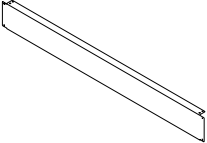
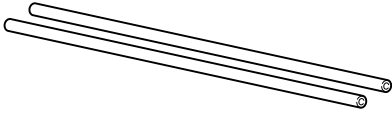
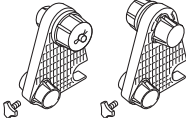
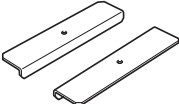

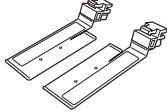
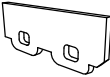
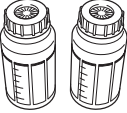

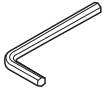
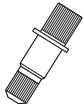


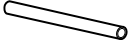
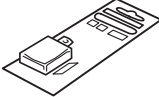


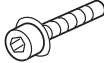


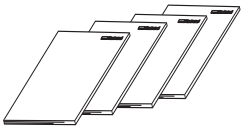

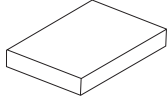
## Installation Space

The space shown in the figure is required in order to use this machine.



## 2. Included Items

The following items are included with the machine. Make sure they are all present before proceeding.

 Power cord (1)	 Arms (1 each for right and left)	 Casters (2)	 Stand legs (1 each for right and left)
 Stand stay (1)		 Shafts (2)	
 Media holders/retaining screws (1 each for right and left)	 Shaft clamps (2)	 Middle pinch rollers (6)*	 Media clamps* (1 each for right and left)
 Replacement wiper (1)	 Drain bottles (2)	 Tray pad (3)	 Hexagonal wrench (1)
 Blade holder (1)	 Blade (1)	 Pin (1)	 Pipe (1)
 Replacement blades for separating knife (1)	 Cable clamp (1)	 Tweezers (1)	 Bolts (40)
 Cleaning liquid (1)	 Cleaning sticks	 Setup Guide (this document; 1) Read this first (1) User's Manual (1) Inkjet printer maintenance guide (1)	 Washers (22)
			 Software RIP (1)

\* The media clamps and the middle pinch rollers are installed on the machine.

# 3. Assembly and Ink Filling

## Checks before Operations

**⚠ CAUTION**

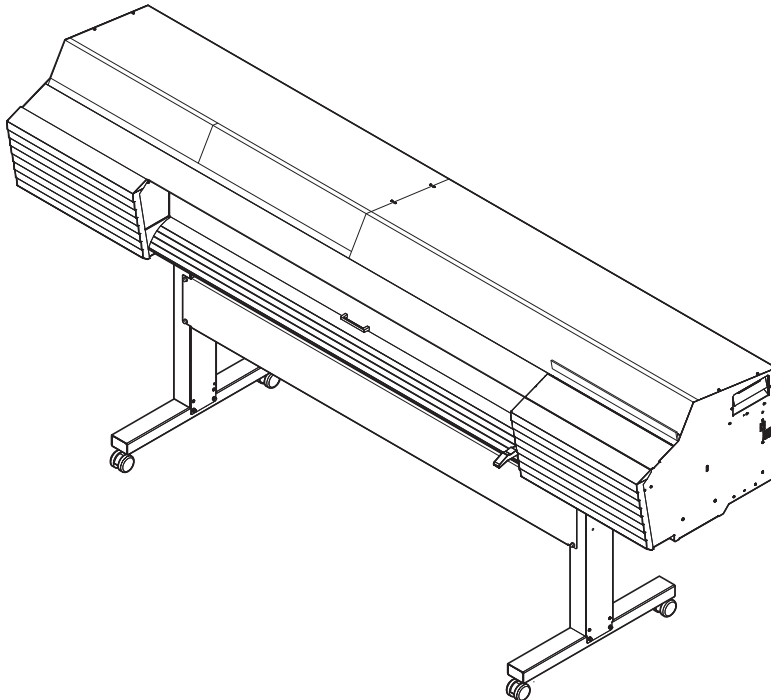
Unloading and emplacement are operations that must be performed by 6 persons or more.

Tasks that require undue effort when performed by a small number of persons may result in physical injury. Also, if dropped, such items may cause injury.

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### Completed Drawing

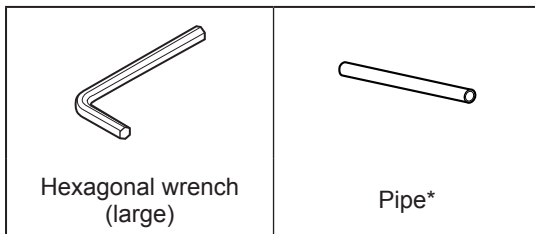
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### Necessary Tools

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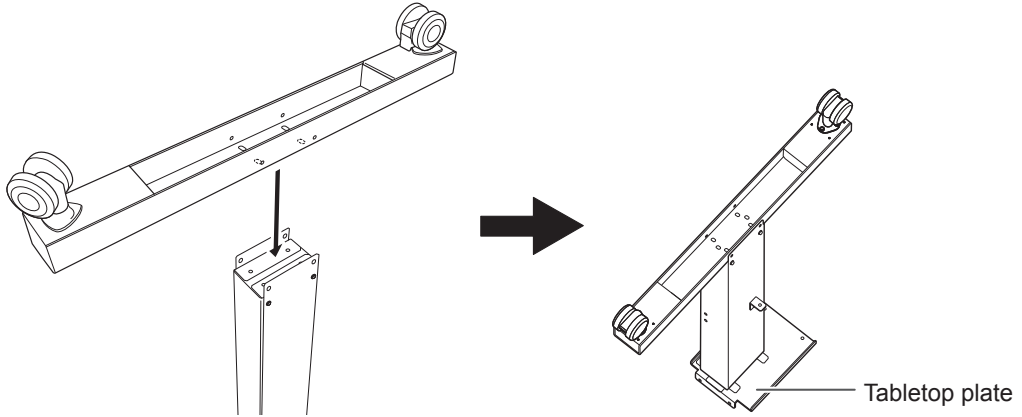
\* Use this when the hexagonal wrenches are too small to easily tighten bolts.

## Step 1 : Assembling the Stand and Attaching the Printer

### Procedure

**1 Place the caster on the stand leg.**

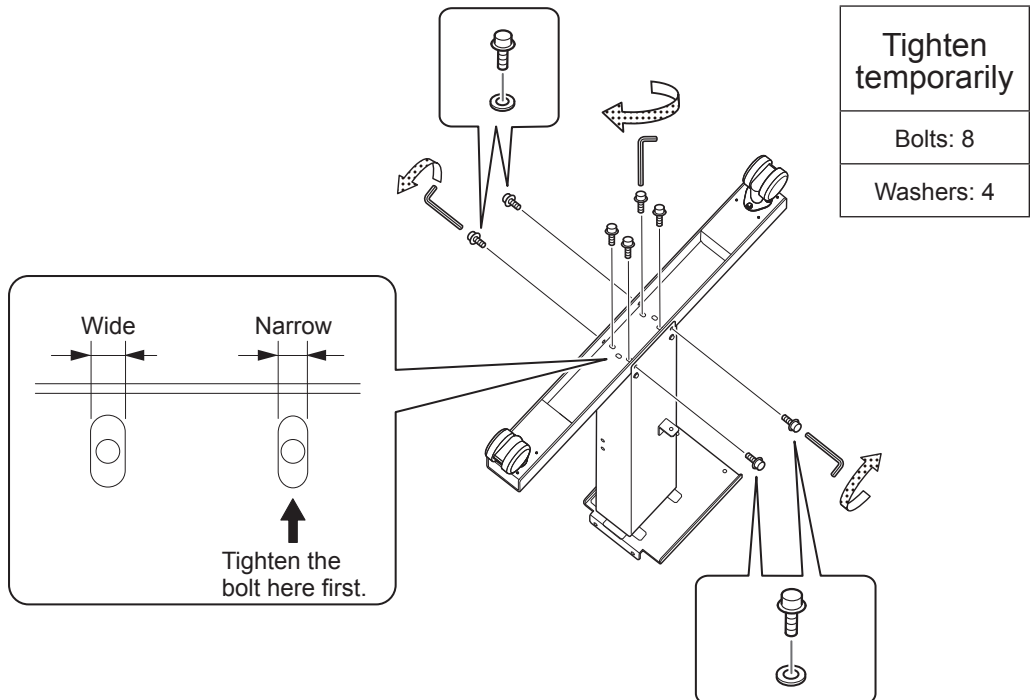
Place the stand leg with the tabletop plate facing down, and then place the caster on top of the stand leg. The casters have no particular front and rear orientation.



**2 Lightly tighten the bolts in the 4 upper locations and then in the 4 locations on the sides.**

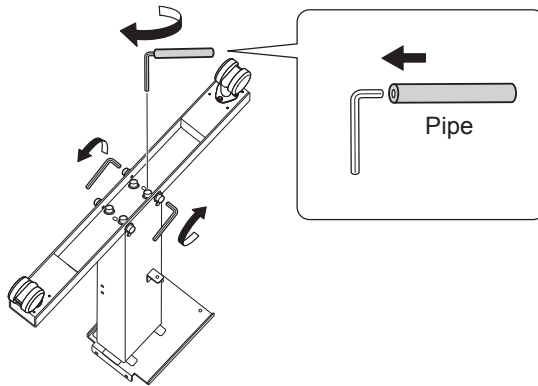
For the 4 upper locations, first tighten the bolts in the narrow slots. In this way you can attach the caster in the correct position.

Use washers in the 4 locations on the sides.



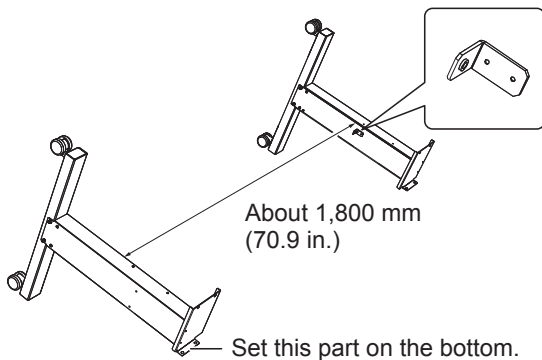


- 3 Fully tighten the bolts in the 4 upper locations and then in the 4 locations on the sides.** Use the pipe when tightening the bolts in the upper locations. When tightening the bolts fully, tighten them securely. Loose bolts may cause the stand to wobble.

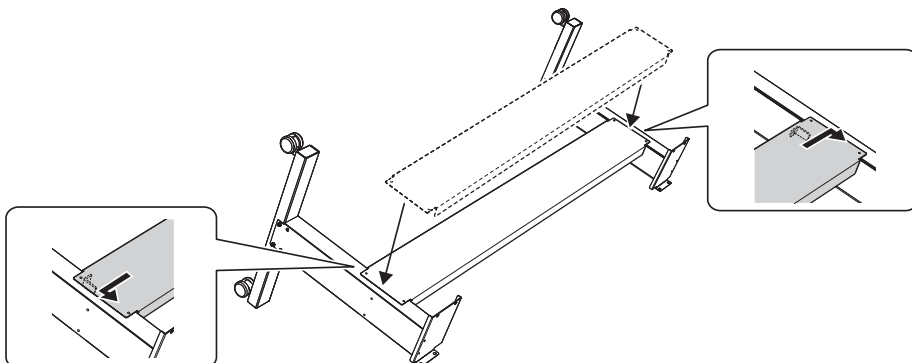


<b>Tighten fully</b>
Bolts: 8
Washers: 4

- 4 Assemble the opposing stand leg by following the same procedure from step 1 to step 3.**
- 5 Position the stand legs parallel to each other and separated by approximately 1,800 mm (70.9 in.).** Position the legs so that the L-shaped brackets face the inside and the bent side of the tabletop plate faces down for each leg.



- 6 Place the stand stay on the stand legs.** Place the stand stay so that its inside touches the L-shaped brackets and the stand legs in order to make the 2 stand legs parallel.

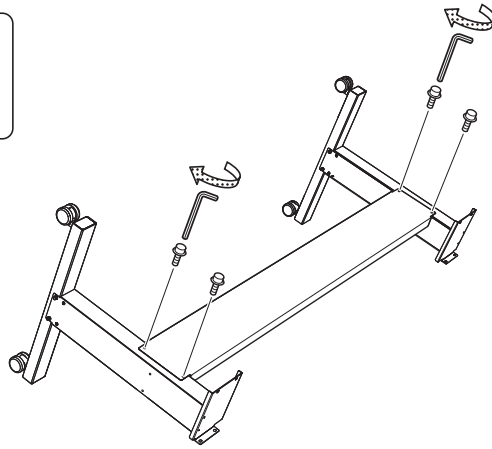
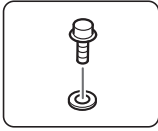


### 3. Assembly and Ink Filling

#### 7 Lightly tighten the bolts in the order of ①, ②.

Use a washer for each bolt.

①

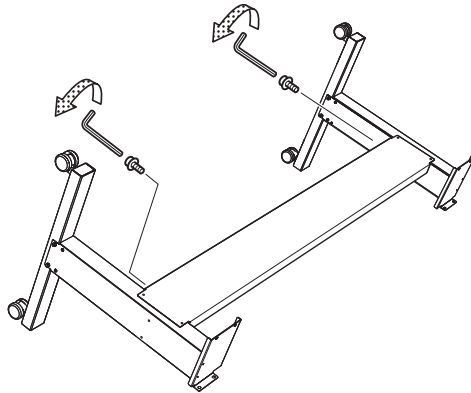
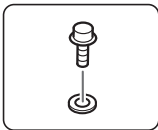


Tighten temporarily

Bolts: 6

Washers: 6

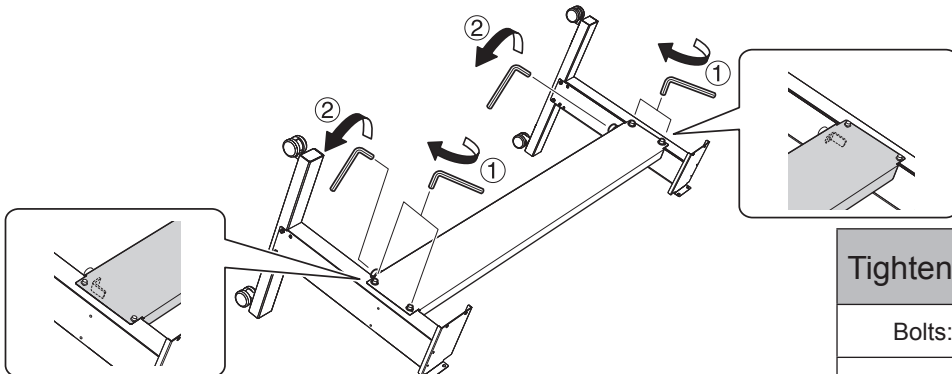
②



#### 8 Fully tighten the bolts in the order of ①, ②.

Before tightening the bolts, check once more that the 2 stand legs are parallel. If the inside of the stand stay is touching the L-shaped brackets and the stand legs, the stand legs will be parallel.

When tightening the bolts fully, tighten them securely. Loose bolts may cause the stand to wobble.

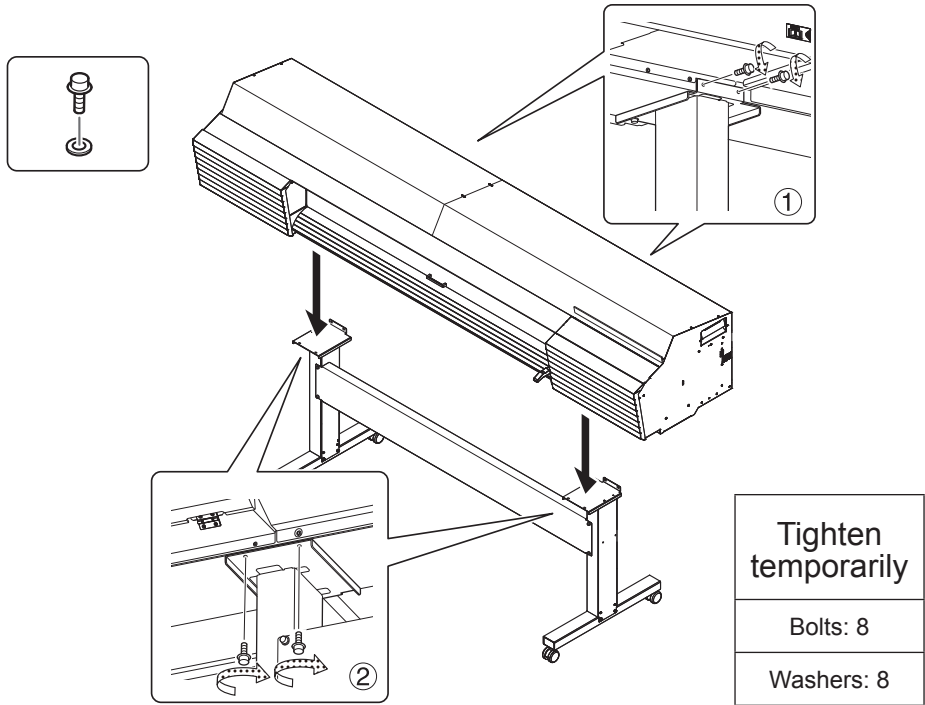


Tighten fully

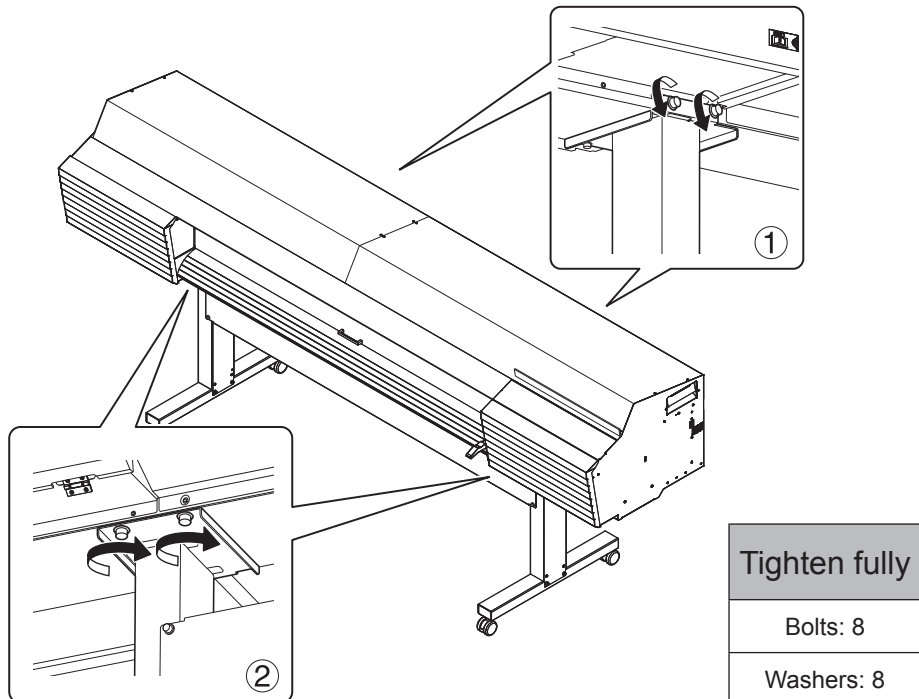
Bolts: 6

Washers: 6

- 9** Place the printer unit on the stand, and lightly tighten its bolts in the order of ①, ②. Set the assembled stand upright, and then fix the printer unit to it by tightening the bolts (8 locations in total). Use a washer for each bolt.



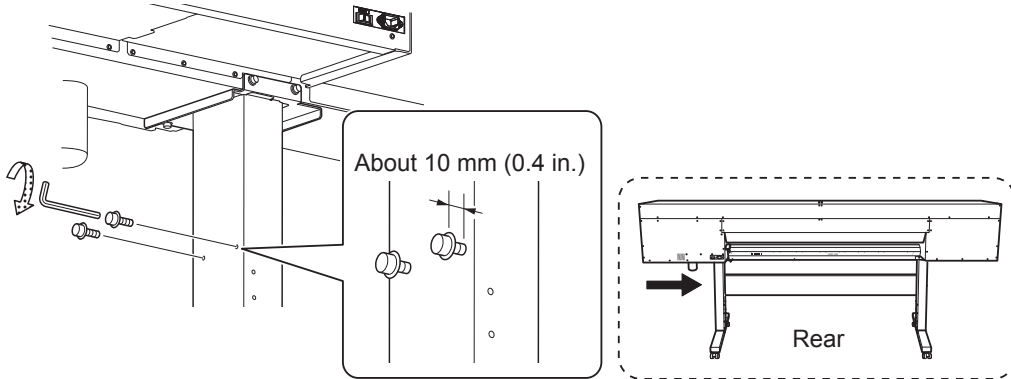
- 10** Fully tighten the bolts in the order of ①, ②. Tighten the bolts securely. Loose bolts may cause the stand to wobble.



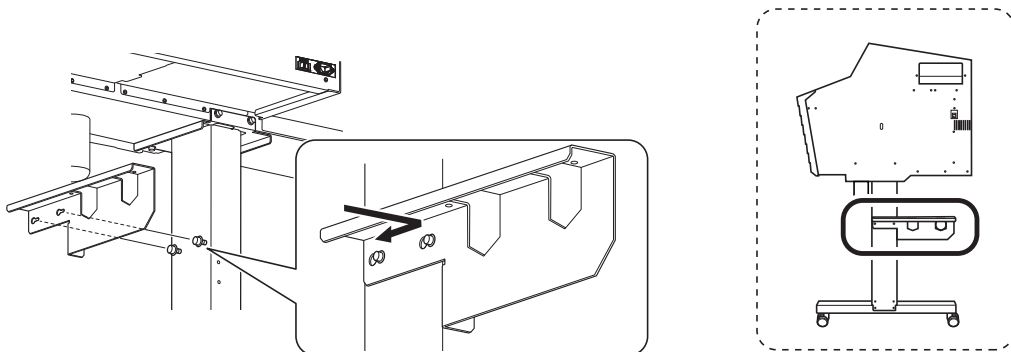
## Step 2 : Installing the Media Holders

### Procedure

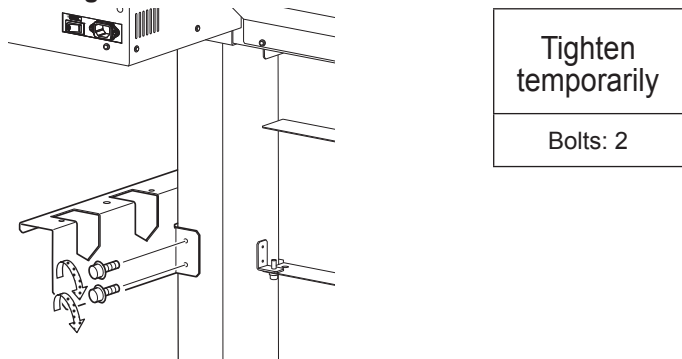
- 1 Lightly tighten the bolts on the left side of the stand as seen from the rear of the printer.**  
Tighten the bolts in the holes on the left side of the stand until you can see approximately 10 mm (0.4 inches) of their threads.



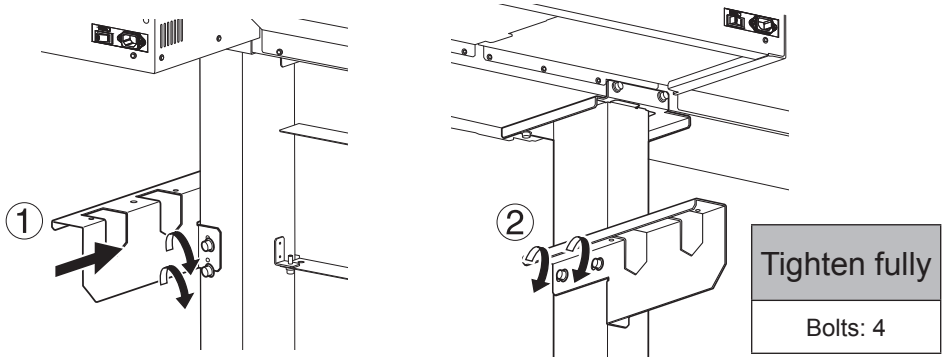
- 2 Attach the arm to the lightly tightened bolts.**  
Either arm can be used on the left or right side.



- 3 Lightly tighten the bolts connecting the rear of the stand to the arm's contact surface.**

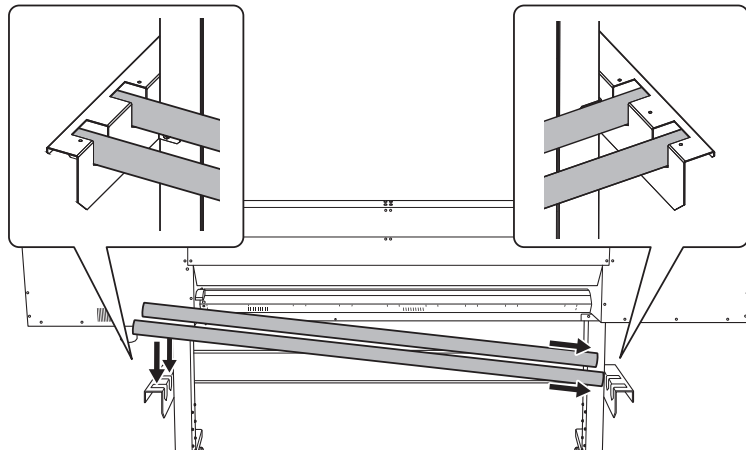


- 4** Fully tighten the bolts in the order of ① (stand rear), ② (stand side).

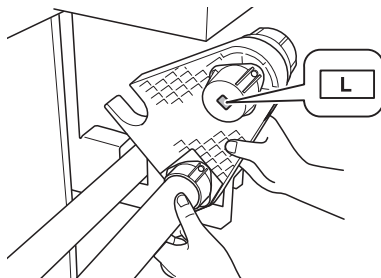


- 5** Attach the other arm to the right side as seen from the rear of the machine.

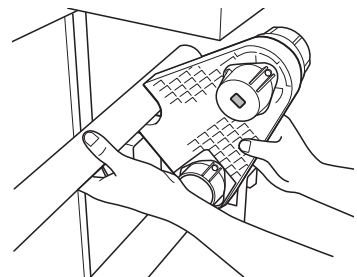
- 6** Place the shafts on the arms.



- 7** Pass the left media holder onto the shafts.  
Pass it through from the right edge as seen from the rear of the machine.

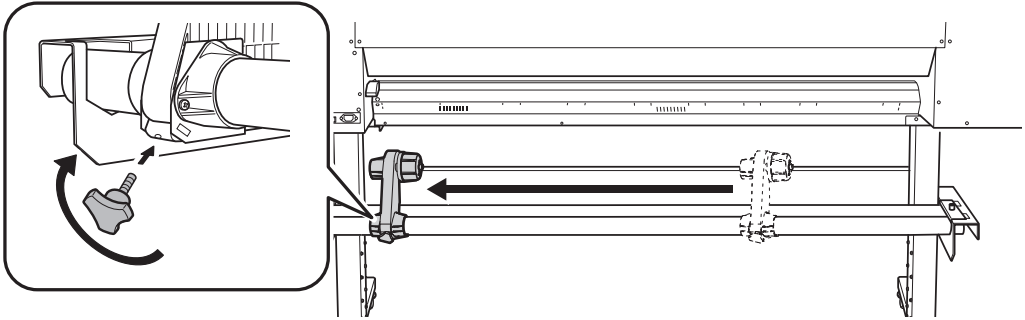


Pass the front shaft through the left media holder.

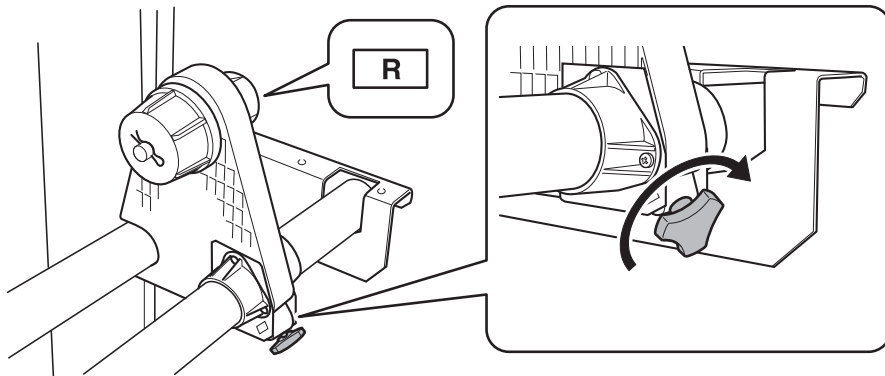


Catch the left media holder on the rear shaft.

- 8 Move the left media holder to the left side of the shafts, and then tighten the retaining screw.

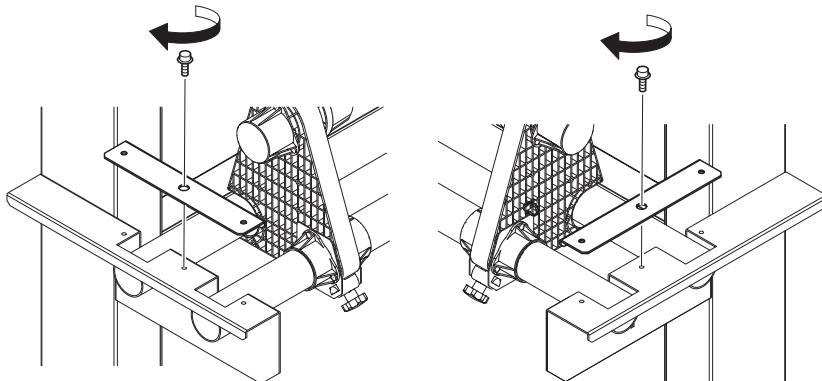


- 9 In the same manner, pass the right media holder onto the shafts, and then tighten the retaining screw.



- 10 Attach the shaft clamps to secure the shafts in place.

To ensure the media holders do not get caught in the shaft clamps, do not place the media holders too close to the edges.

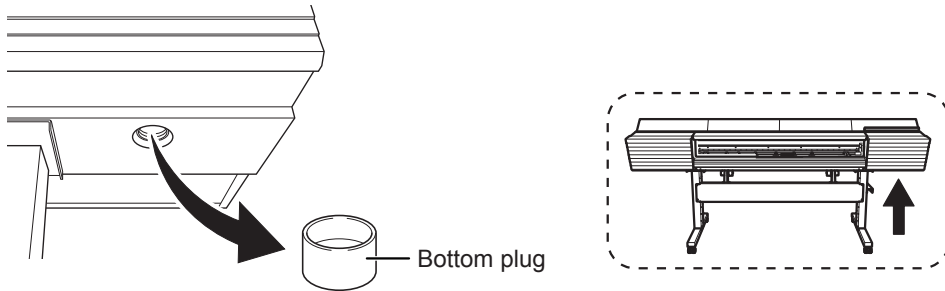


## Step 3 : Installing the Drain Bottle

### Procedure

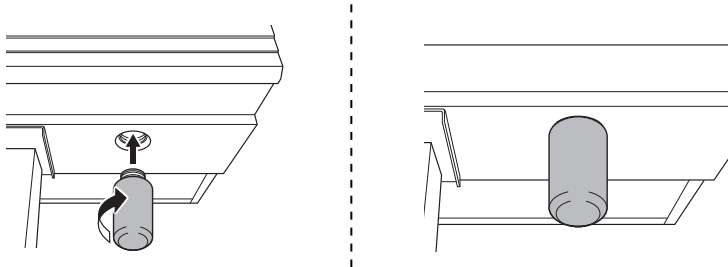
#### 1 Remove the bottom plug.

Use caution, because discharged fluid used in the inspection when the printer was shipped may remain.



#### 2 Install the drain bottle.

Screw the drain bottle into the hole where the bottom plug was attached. Use caution to turn the bottle without applying excessive force.



***Leave the drain bottle attached at all times.***

Only remove the drain bottle when you are disposing of the discharged fluid. Unnecessarily removing the drain bottle may lead to the discharged fluid spilling.

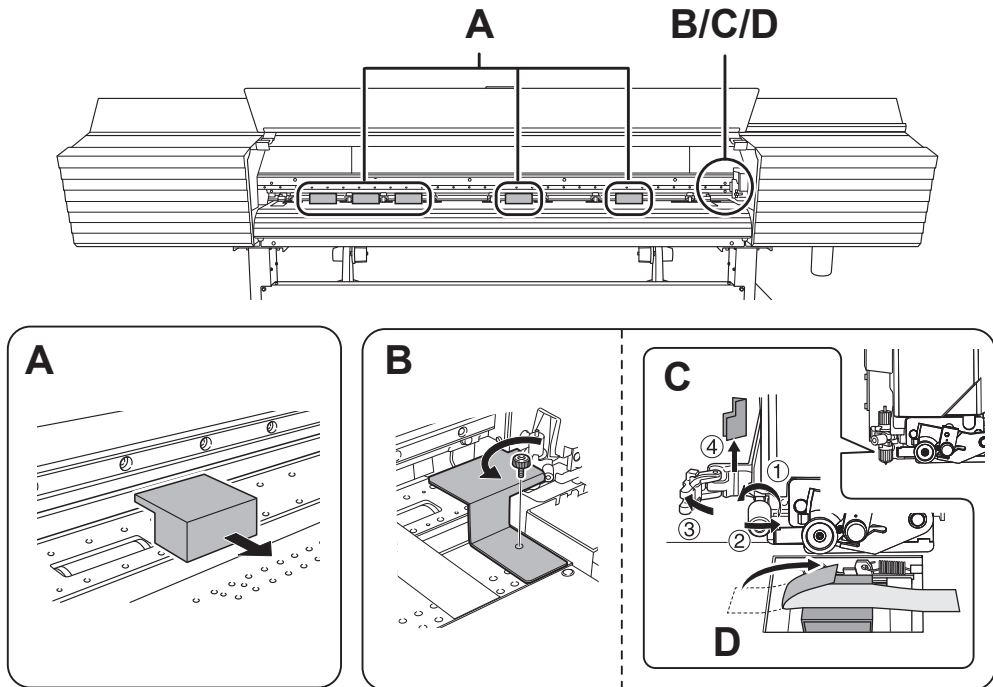
## Step 4 : Removing the Retainers

### IMPORTANT

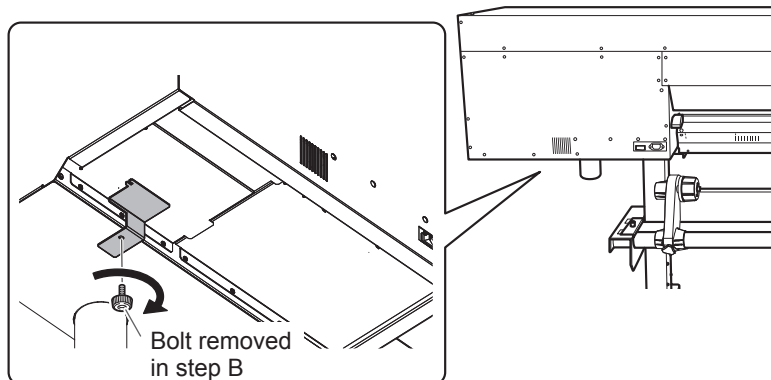
- Make sure to remove all the retainers. If any remain on the machine, faulty operation or breakdown may occur when the power is switched on.
- Store the retainers because they are needed again when transporting the machine.

### Procedure

- 1 Remove all the retainers indicated by A, B, C and D.



- 2 Install the retainer indicated by B at the position indicated in the figure for storage.

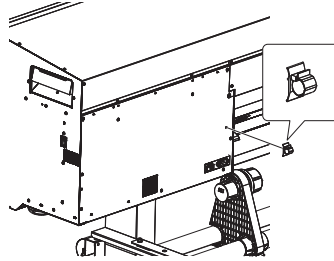




## Step 5 : Connecting the Cables

### Procedure

- 1 Insert the cable clamp.



- 2 Connect both the power cord and the Ethernet cable (commercially available).

Use a power plug adapter if the electrical outlet is a two-prong outlet.

#### ⚠ WARNING

**Perform this task with all power switches left switched off.**

Failure to observe this instruction may cause the machine to move suddenly, resulting in injury.

#### ⚠ WARNING

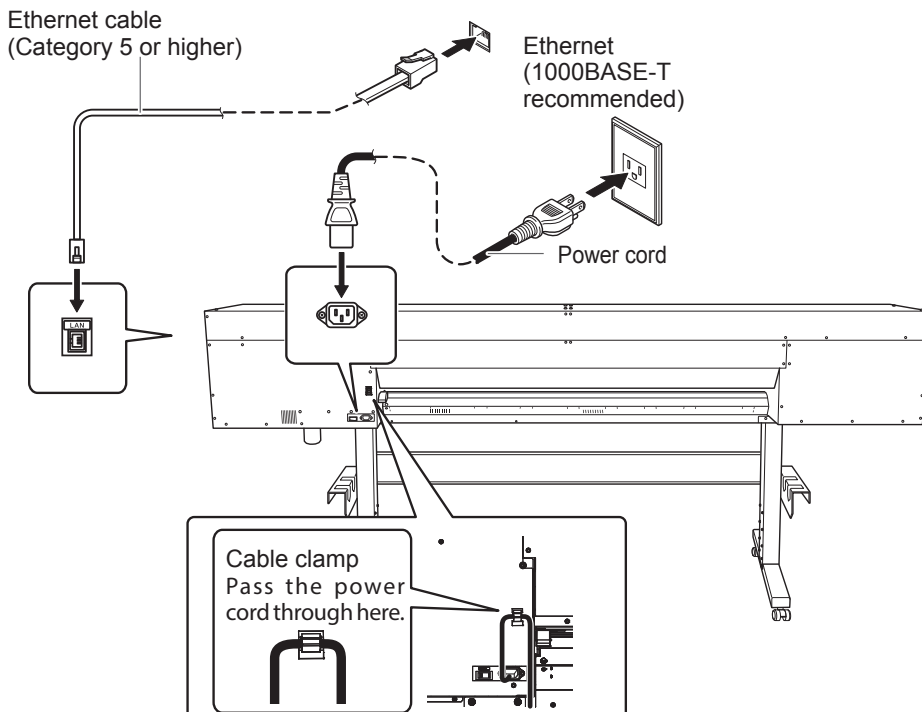
**Connect the machine to an electrical outlet that complies with this machine's ratings (for voltage, frequency, and current).**

Incorrect voltage or insufficient current may cause fire or electrical shock.

#### ⚠ WARNING

**Connect the machine to ground.**

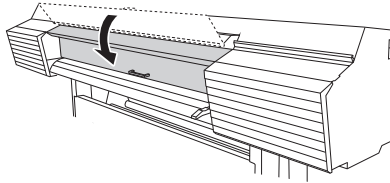
This can prevent fire or electrical shock due to current leakage in the event of a malfunction.



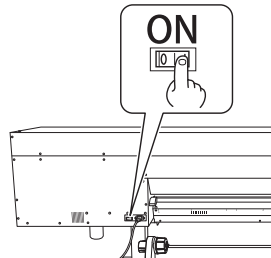
## Step 6 : Initial Settings

### Procedure

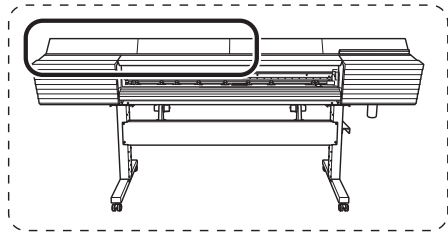
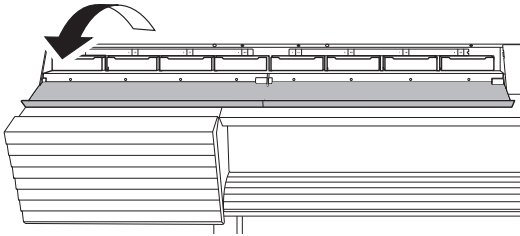
- 1 Close the front cover.



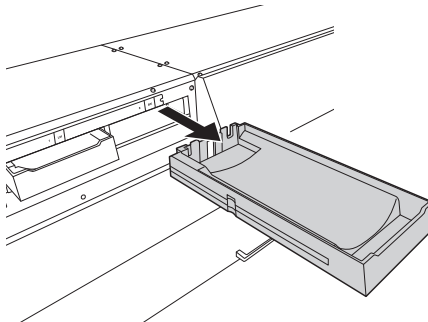
- 2 Switch on the main power switch.



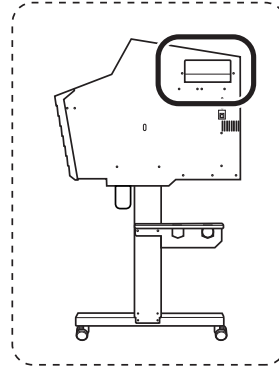
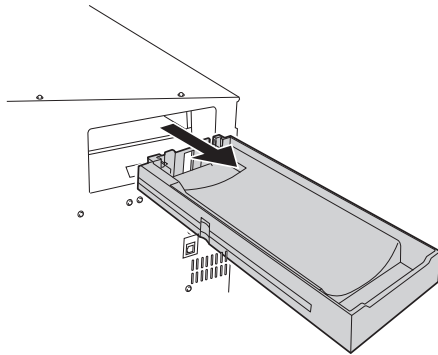
- 3 Open the ink slot cover.



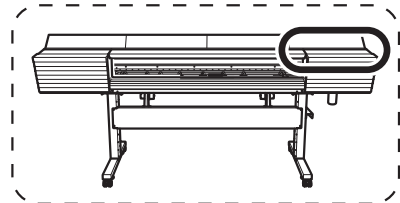
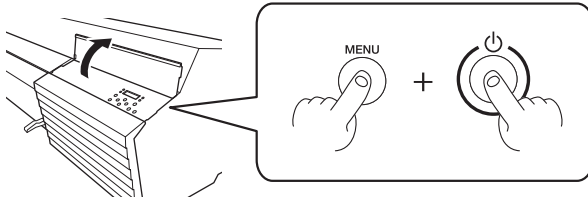
- 4 Remove all the pouch trays.



- 5 Remove the pouch tray from the cleaning liquid slot.



- 6 Open the panel cover, and then hold down [MENU] and press the sub power switch.



- 7 Press [▲] or [▼] to select the language you want, and then press [ENTER].

```

MENU LANGUAGE  ◆
ENGLISH        ◀
  
```

- 8 Press [▲] or [▼] to select the unit of measurement you want (for length), and then press [ENTER].

```

LENGTH UNIT    ◆
mm             ▶ INCH ◀
  
```

- 9 Press [▲] or [▼] to select the unit of measurement you want (for temperature), and then press [ENTER].

```

TEMP. UNIT     ◆
°C             ▶ °F ◀
  
```

## Step 7 : Ink Filling

### 1. Select the ink type.

1 Press [ENTER].

```
SELECT INK TYPE
TrueVIS 7C      ↵
```

2 Press [←] or [→] to select [YES], and then press [ENTER].

```
TrueVIS 7C      ◀▶
[YES] NO        ↵
```

3 Make sure the drain bottle is installed, and then press [ENTER].

☞ P. 13, "Step 3 : Installing the Drain Bottle"

```
INSTALL
DRAIN BOTTLE ↵
```

The screen shown below appears, and then the machine starts the preparations for the ink filling. The remaining time for the procedure is displayed on the screen. (The display shown below is an example. "20:00" = "20 minutes and 00 seconds")

```
FILLING INK...
>>>>          20:00
```

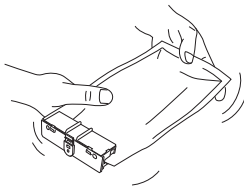
#### MEMO

If the screen shown below appears here, pouch trays remain in the ink slots and/or in the cleaning liquid slot. Remove all the pouch trays.

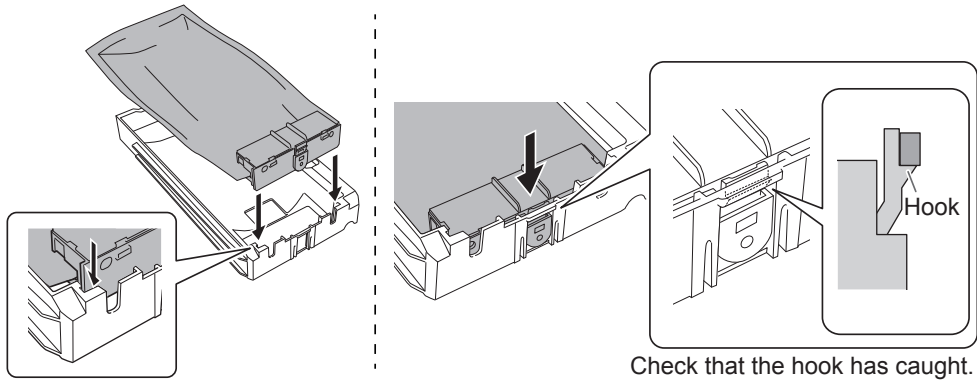
```
1_2_3_4_      CHANGE CL-LIQUID
5_6_7_8_      FOR WIPER
```

### 2. Fill the machine with ink and cleaning liquid.

1 Gently shake the ink pouch for each color.



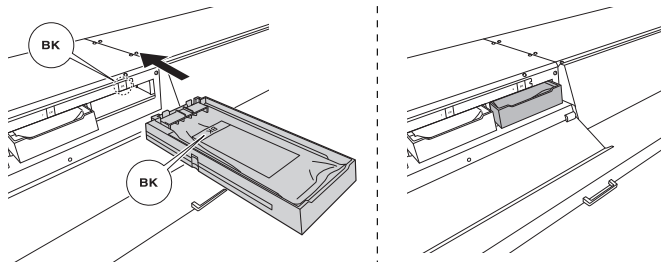
- 2** Set the ink pouch for each color and the wiper cleaning liquid pouch in the pouch trays.



- 3** When the screen shown below appears, set the pouch tray in which you have set an ink pouch in the ink slot whose number is flashing.

Check the color names indicated on the ink slots and the ink pouches to set all the pouch trays in their correct positions. Insert the ink trays as far as they will go.

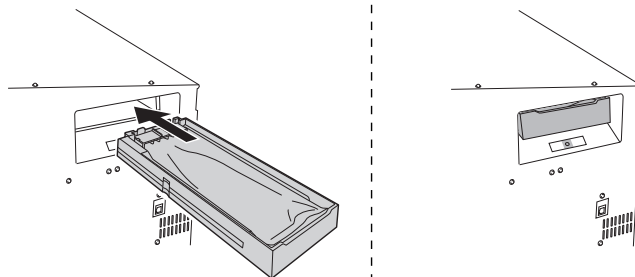
SET CARTRIDGE  
12345678



- 4** When the screen shown below appears, set the pouch tray in which you have set the wiper cleaning liquid pouch in the cleaning liquid slot.

Insert the ink tray as far as it will go.

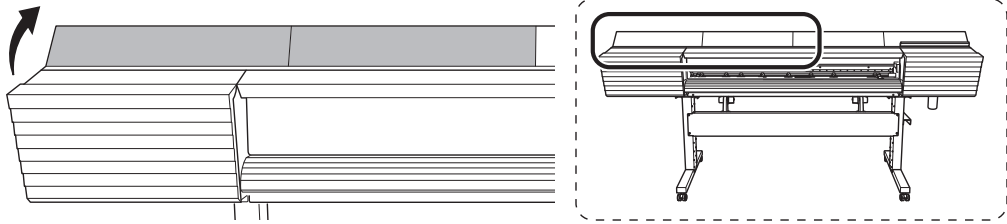
SET CL-LIQUID  
FOR WIPER



### 3. Assembly and Ink Filling

---

#### 5 Close the ink slot cover.



The screen shown below appears. The remaining time for the procedure is displayed on the screen. (The display shown below is an example. "20:00" = "20 minutes and 00 seconds")

```
FILLING INK...  
>>>>      20:00
```

When the screen shown in the figure appears, filling with ink is finished.

```
SETUP SHEET
```

# 4. Installing the Cutting Tool

## ⚠ CAUTION

Be sure to perform operations as specified by the instructions, and never touch any area not specified in the instructions.

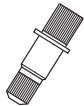


Failure to observe these instructions may cause the machine to move suddenly, resulting in injury.

## ⚠ CAUTION

Never touch the tip of the blade.

Doing so may result in injury. The cutting performance of the blade will also be impaired.

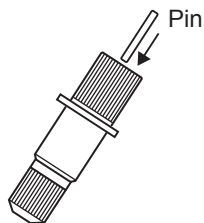
## Step 1 : Assembling the Cutting Tool

Required items		
		
Blade holder	Blade	Pin

### Procedure

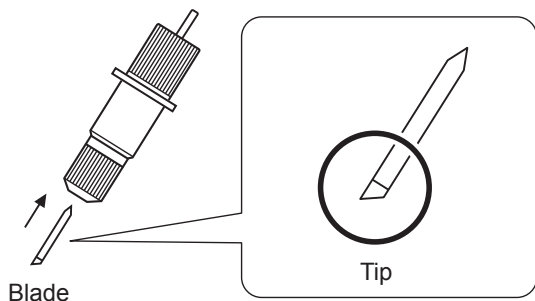
#### 1 Insert the pin.

Insert the pin to the position where its end sticks out about 3 to 5 millimeters.



#### 2 Insert the blade.

Insert the blade into the hole.



## Step 2 : Installing the Cutting Tool

1. Enter "REPLACE KNIFE" menu.

1 Press [MENU].

2 Press [▼] several times to display the screen shown below.

```
MENU          ◀◀
SUB MENU      ▶
```

3 Press [▶] once, and then press [▼] several times to display the screen shown below.

```
SUB MENU      ◀◀
MAINTENANCE   ▶
```

4 Press [▶] once, and then press [▼] several times to display the screen shown below.

```
MAINTENANCE   ◀◀
REPLACE KNIFE ▶
```

5 Press [ENTER].

The cutting carriage moves to a position where the blade can be replaced.

6 When the following screen is displayed, open the front cover.

```
OPEN FRONT
          COVER
```

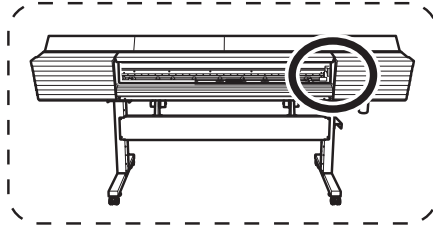
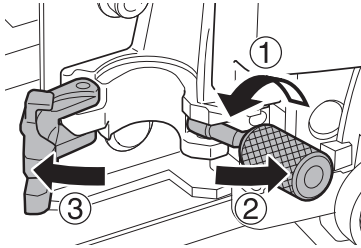
Preparations are complete when this screen appears.

```
FINISHED?
          ↵
```

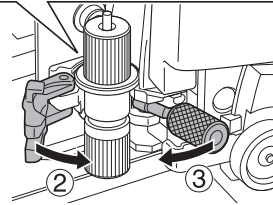
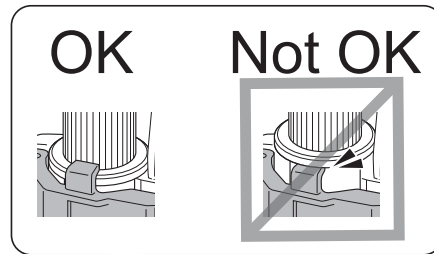
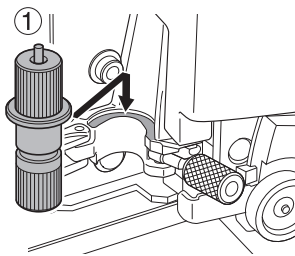


## 2. Install the cutting tool.

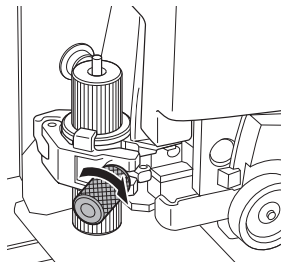
- 1 Loosen the cutting carriage screw.



- 2 Install the cutting tool in the cutting carriage.



- 3 Tighten the screw.



- 4 Close the front cover.

- 5 Press [ENTER].

### ***Important note on the handling and use of the cutting carriage***

Leave the cutting-carriage screw loose when no cutting tool is installed. Keeping the screw firmly tightened causes the cutting tool insertion hole to become gradually smaller, making installation difficult.

# 5. Network Settings

The examples used in the procedures for making the settings described in this section assume you are using one computer and one machine. The settings used in this section are merely example settings. The procedures and setting values described here may not be suitable for all operating environments.

If the computer you're using is connected to a number of networked devices or to the Internet, incorrect settings may adversely affect the entire network. For detailed information about the settings, consult your network administrator.

## Step 1 : Make the Network Settings for the Computer

### Procedure

---

**1** Log on to Windows as the "Administrator" or a member of the "Administrators" group.

**2** Windows 10:

From the [Start] menu, click [Set], and then click [Network and Internet].

Click [Network and Sharing Center].

Click [Ethernet] or [Wi-Fi].

Windows 8.1:

From the [Start] menu, click [PC settings], and then click [Control Panel].

Click [Network and Internet], and then click [Network and Sharing Center].

Click [Ethernet] or [Wi-Fi].

Windows 8:

Right-click in a blank area of the Start screen, and at the bottom right of the screen, click [All Apps]

Click [Control Panel].

Click [Network and Internet], and then click [Network and Sharing Center].

Click [Ethernet] or [Wi-Fi].

Windows 7:

From the [Start] menu, click [Control Panel].

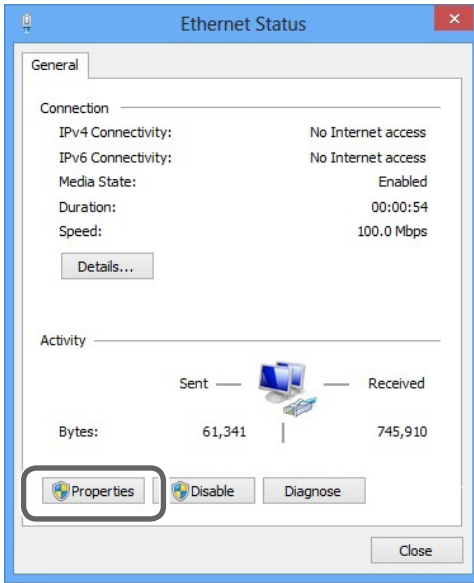
Click [Network and Internet], and then click [Network and Sharing Center].

Click [Local Area Connection] or [Wireless Network Connection].

### 3 Click [Properties].

The [Ethernet Properties] dialog box appears. (On Windows 7, the [Local Area Connection Status] dialog box appears.)

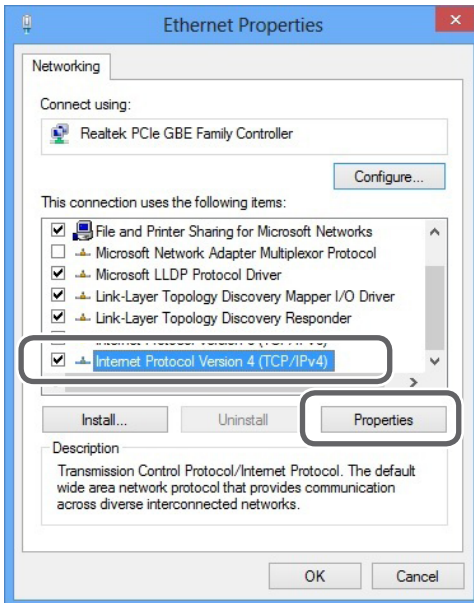
If the [User Account Control] dialog box appears, click [Continue].



### 4 Select [Internet Protocol Version 4 (TCP/IPv4)], and then click [Properties].

If the [Internet Protocol] check box is clear, select it.

The [Internet Protocol Version 4 (TCP/IPv4) Properties] dialog box appears.

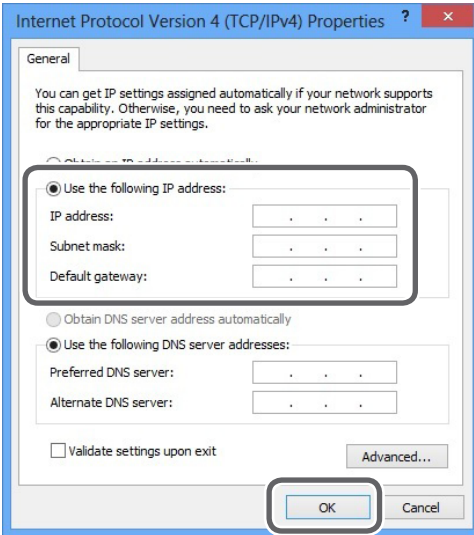


## 5. Network Settings

- 5 Select [Use the following IP address]. Enter the information as shown below, and then click [OK].

Item	Address to enter
IP address	192.168.0.XXX
Subnet mask	255.255.255.0

Here, "XXX" can be any number from 1 to 254. However, be sure to specify a number that is different from the numbers used for other computers and devices.

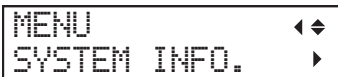


- 6 Click [OK] in the [Internet Protocol Version 4 (TCP/IPV4) Properties] dialog box, click [Close] in the [Ethernet Properties] dialog box (the [Local Area Connection Properties] dialog box on Windows 7), and then click [Close] in the [Ethernet Status] dialog box (the [Local Area Connection Status] dialog box on Windows 7).

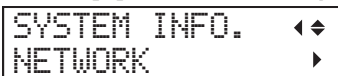
## Step 2 : Make the Network Settings on the Printer

### 1. Set the IP address.

- 1 Press [MENU].
- 2 Press [v] several times to display the screen shown below.



- 3 Press [right arrow] once, and then press [v] several times to display the screen shown below.



- 4 Press [→] 3 times to display the screen shown below.

```
IP ADDRESS  ◀◆▶
000.000.000.000↓
```

- 5 Press [↑] or [↓] to select the address number.

- 6 Press [→].

- 7 Repeat 5 and 6 to set [IP ADDRESS] (192.168.000.XXX).

Here, "XXX" can be any number from 001 to 254. However, be sure to specify a number that is different from the setting you made in Step 1 and from the numbers used for other computers and devices. For the part corresponding to "192.168.000," apply the same value as the setting of your computer. Here, "192.168.000.003" is entered by way of example.

```
IP ADDRESS  ◀◆▶
192.168.000.003↓
```

- 8 When you have finished making the setting, press [ENTER].

- 9 Press [←] to go back to the screen shown below.

```
NETWORK      ◀◆▶
IP ADDRESS   ▶
```

## 2. Set the subnet mask.

- 1 Press [↓] to display the screen shown below.

```
NETWORK      ◀◆▶
SUBNET MASK  ▶
```

- 2 Press [→] twice to display the screen shown below.

```
SUBNET MASK  ◀◆▶
000.000.000.000↓
```

- 3 Press [↑] or [↓] to select the address number.

- 4 Press [→].

- 5 Repeat 3 and 4 to set [SUBNET MASK] to "255.255.255.000."

For the subnet mask, make the setting the same value as the one used by the computer. Here, "255.255.255.000" is entered by way of example.

```
SUBNET MASK  ◀◆▶
255.255.255.000↓
```

**6** When you have finished making the setting, press [ENTER].

**7** Press [←] to go back to the screen shown below.

```
NETWORK      ◀▶
SUBNET MASK  ▶
```

If you are using the computer and the machine on a one-to-one basis, this completes the settings to make on the printer.

Press [MENU] to go back to the original screen. Then, proceed to "Step 3 : Make the Port Settings for the Software RIP" (P. 29).

If you need to set the gateway address, proceed to the following procedure.

### 3. Set the gateway address.

---

**1** Press [▼] to display the screen shown below.

```
NETWORK      ◀▶
GATEWAY ADDR. ▶
```

**2** Press [▶] twice to display the screen shown below.

```
GATEWAY ADDR. ◀▶▶
000.000.000.000↓
```

**3** Press [▲] or [▼] to select the address number.

**4** Press [▶].

**5** Repeat **3** and **4** to set [GATEWAY ADDR.] to "255.255.255.255."

For the value to enter for the gateway address, consult your network administrator. Here, "255.255.255.255" is entered by way of example.

```
GATEWAY ADDR. ◀▶▶
255.255.255.255↓
```

**6** When you have finished making the setting, press [ENTER].

**7** Press [MENU], to go back to the original screen.

---

## Step 3 : Make the Port Settings for the Software RIP

The settings for the software RIP will be made here. For information about how to make the settings, refer to the documentation of the instructions for the software RIP.

---

### Confirming that a network connection has been established

---

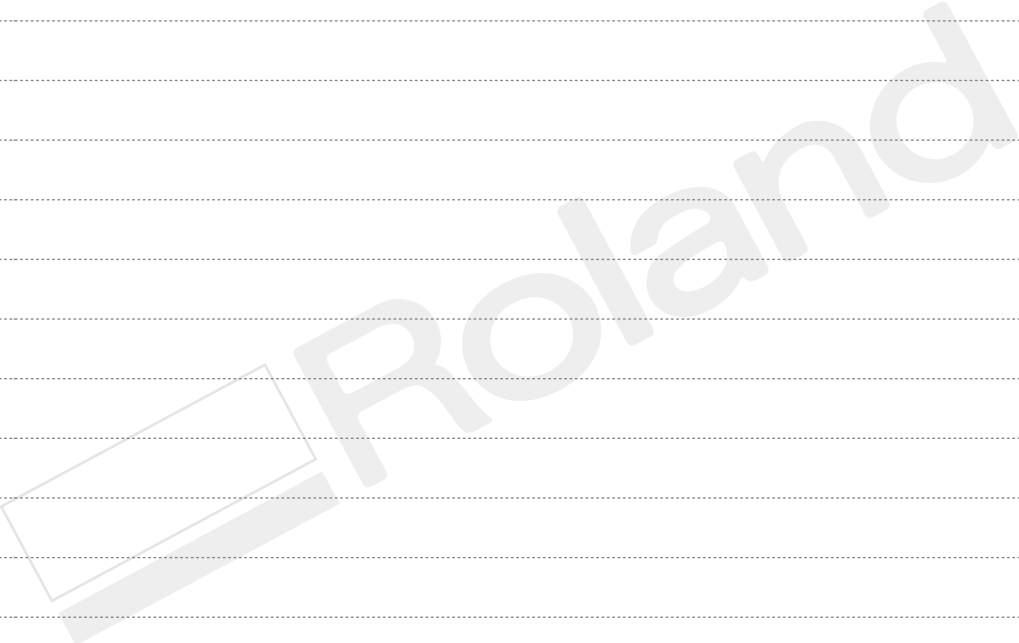
#### **Roland VersaWorks Dual (hereinafter referred to as "VersaWorks Dual")**

You can use the printing-test feature to check whether the connection to the network has been established. For information about how to carry out a printing test, refer to the documentation for VersaWorks Dual.

#### **Other software RIP**

Refer to the documentation for the software RIP you are using.

Handwriting practice lines consisting of 20 horizontal dotted lines.







Handwriting practice lines consisting of 25 horizontal dotted lines.

