

# Accu-Cut Balance Measuring Procedure (Maple)

1. Load carpet onto the machine if it is not already on the machine, otherwise skip to step 8
2. Turn the left (load) roller switch to the Reverse position
3. Rotate carpet until you can cut the tape and remove all of the tape
4. Repeat the above step until all tape is removed
5. Rotate carpet until the leading edge of the carpet is near the top of the roll
6. Turn the left (load) roller switch to the Forward position – check that right (cut side) roller switch is also in Forward
7. Flick the leading edge of the carpet onto the machine
8. Jog the carpet to the middle of the cutting slot – **important #1**
9. Lower the counter counterweight arm – **important #2**
10. Reset the counter to Zero by pressing the **green** Clear Count button – **important #3**
11. Enter a length longer than what is thought to be in the roll into the display by pressing the **grey** Clear button, entering the length in centimetres and then pressing Enter
12. Using your left hand, jog the carpet to about the middle of the middle roller on the cut side, pulling the leading edge of the carpet across with your right hand if necessary
13. Fold over the clamp roller and hold tight
14. Gently jog the carpet to start the roll up process – bounce the clamp roller if necessary
15. Jog about 4 to 6 rotations and then slowly release the clamp roller
16. Jog the carpet until the trailing edge of the carpet reaches the 30cm mark on the machine – Reverse both of the roller switches if you have overrun the 30cm mark and jog as needed – return both of the roller switches to Forwards if you have reversed the switches
17. Now add 30cm to the count shown on the display – this is the length of the balance
18. Move to the cut side of the machine and tape up the carpet – hint: start the tape from under the flap of the carpet
19. Dump or remove the cut carpet from the machine