



PRE-INSTALL GUIDE

Before we can send over a CNC Factory technician to install your machine, you will need to complete the pre-installation items below. By preparing it to a “ready to configure” state, you will be able to maximize your time with the technician in learning how to operate and maintain your machine in a safe environment.

UNLOADING

Inspect thoroughly and document damages

Upon arrival, check the machine for any shipping damage. Document these with photos and note them on the carrier's Bill of Lading. Notify us of any damage within 24 hours of receipt so we can file the necessary claims if needed. On occasion, we may ship your order in separate shipments. Whatever the case, always document the condition of the machine as you received it. **DO NOT TURN ON OR OPERATE THE MACHINE BEFORE OUR TECHNICIAN ARRIVES. IT MAY CAUSE INJURY OR EQUIPMENT DAMAGE.** Machine damage caused by prematurely operating the machine will NOT be covered by our warranty.

SETTING

Install on a stable surface with its foot plates

Place the machine on a stable, level surface with metal foot plates screwed on each leg. Make sure you have enough electrical/mechanical wiring running to the location of the machine.

MECHANICAL/ELECTRICAL

Refer to the onboarding guide for the electrical, air, and dust requirements of your machine.

TOOLING/OTHER EQUIPMENT

Your machine does not include any tooling. Please have your required tooling and other ancillary materials (test material for cutting, lubrication) ready before installation. Likewise, you are expected to procure all other equipment needed for operation which are not included in your order, but you would like connected to your machine at the time of installation (e.g. vacuum pump, conveyors, drill blocks).

SOFTWARE

Please install all software and post processor programs you require on the machine before the technician arrives. You are expected to be able to comfortably design your product with such software. Your CNC Factory technician is not a software technician and will not be able to help design/create patterns for you. These questions should be directed to your software support group. However, your technician can help you execute completed designs/patterns from your software, so it's best to have these ready.

STEP

2

PRE-INSTALL CHECKLIST

Write your initials on the boxes after completing each item. These items may take days or weeks to complete. Contact us at **714-581-5999** or **support@cncfactory.com** at any time you need guidance.

INITIAL HERE

Upon receipt, I have checked the machine for any shipping damage. I have documented these with photos and noted them on the carrier's Bill of Lading. I have notified CNC Factory of any damage within 24 hours of machine receipt.

I have unwrapped the machine. All shrink wrap, straps and protective blocks have been removed.

I have installed the machine in my desired location. The machine is stable on a level surface. Each machine leg is screwed on its metal foot plate.

ELECTRICAL

Required electrical power is installed in my facility and is ready to be connected to the machine and/or the vacuum pump.

Individual disconnects have been installed for each machine/pump.

There is enough (and extra) wire connecting each disconnect location to their respective machine/vacuum terminal.

AIR

My compressor has the required air pressure.

I have already installed a dryer or separator for my compressor.

I have installed the correct industrial coupler on all airline hoses.

VACUUM

☐

The vacuum pump is installed at my desired location. The pump is connected to the machine with the gray hose/PVC piping.

DUST COLLECTION

☐

My dust collector has the minimum required air flow.

☐

The dust collector is plugged in and the dust collecting hoses are attached on the machine's dust collection port.

PARTS

☐

I have machine tooling ready (i.e. bits & tools that are sold separately) for installation.

☐

I have a few sheets ready for trial cuts.

SOFTWARE

☐

I have the latest version of these software installed on my desktop.

☐

I have installed all post processor programs I require.

☐

My operator(s) has watched the software tutorial. The operator(s) is comfortable using the software and is able to design a product.



I hereby confirm that I have completed all the items applicable to me in this pre-install checklist. I certify that my machine(s) is now in a "ready to configure" state for CNC Factory, which does not need any additional floor, masonry work, running of electrical, pneumatic or dust extraction services to the site by the CNC Factory technician. I understand further that any extra installation costs, due to delays during installation as a result of faulty pre-installation, will be under my expense.

Company Name:

Representative Signature:

Date Signed:

After signing off on the above, you are now ready to contact your technician and schedule your installation. Please send us a **signed copy of this checklist** via **support@cncfactory.com** when scheduling. Call 714-581-5999 to schedule. If you have other concerns on your install, please discuss **exhaustively** when you schedule.

GO TO ONLINE ONBOARDING PROCESS