

Duplo

from print to documents

INSTRUCTION MANUAL

SLITTER / CUTTER / CREASER

DC - 616

Be sure to read this manual prior to use.
Please leave this manual at the site of use for easy reference.

Introduction

Thank you for your purchase of the DC-616.

To ensure safe and efficient prolonged use of this machine, read and thoroughly understand this manual before using the machine.

After using this manual, be sure to keep it in a handy place to reference.

Pictorial Symbols and Other Notations Used in This Manual

IMPORTANT : Introduces instructions for correct operation of the machine.
If these instructions are ignored, the machine may not be able to operate at optimum performance or may break down.

REFERENCE : Introduces information that is useful for operation and maintenance of the machine, or information about the machine's performance, etc.

(→ P.00 xxxx) : Indicates the page number and item containing related information.

The English version of DC-616 Instruction Manual is the original instructions.

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All other company names and product names shown in this manual are trademarks or registered trademarks of their respective companies.

PLEASE NOTE

In the interests of upgrading our product, specifications and other data given in this manual are subject to change without notice.

If the manual contains anything that you do not understand, contact the dealer for clarification.



For EU

DECLARATION OF CONFORMITY

Duplo Seiko Corporation, located at 353, Koudai, Kinokawa-shi, Wakayama 649-6551, Japan, declares that the product (or products) complies with the provisions defined in the regulations. The reference table is mentioned below.

Low Voltage Directive 2006/95/EC
Machinery Directive 2006/42/EC
Electromagnetic Compatibility Directive 2004/108/EC
Restriction of Hazardous Substances Directive 2011/65/EU

Keeper of the technical file in the European Community:

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En

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Die Duplo Seiko Corporation mit Sitz in 353, Koudai, Kinokawa-shi, Wakayama 649-6551 Japan, erklärt hiermit, dass das Produkt (oder die Produkte) die in den Vorschriften definierten Bestimmungen erfüllt. Die Bezugstabelle ist unten aufgeführt.

Niederspannungsrichtlinie 2006/95/EG
Maschinenrichtlinie 2006/42/EG
Richtlinie 2004/108/EG zur elektromagnetischen Verträglichkeit
Richtlinie 2011/65/EU zur Beschränkung der Verwendung bestimmter gefährlicher Stoffe

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Directive 2006/95/CE relative au matériel électrique destiné à être employé dans certaines limites de tension
Directive 2006/42/CE relative aux machines
Directive 2004/108/CE concernant la compatibilité électromagnétique
Directive 2011/65/UE relative à la limitation de l'utilisation de certaines substances dangereuses

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Direttiva 2006/95/CE relativa alle apparecchiature a bassa tensione
Direttiva 2006/42/CE sui macchinari
Direttiva 2004/108/CE di compatibilità elettromagnetica
Direttiva 2011/65/UE sulla restrizione dell'uso di sostanze pericolose

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Directiva 2006/95/CE sobre baja tensión
Directiva 2006/42/CE sobre máquinas
Directiva 2004/108/CE sobre compatibilidad electromagnética
Directiva 2011/65/UE de restricción de sustancias peligrosas

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Sp



Disposal of Old Electrical & Electronic Equipment

This symbol (the symbol of the crossed out wheeled bin) indicates that in European countries this product should not be disposed of as household waste.

Please recycle where facilities exist by checking with your local authority or supplier for recycling advice.

By ensuring this product is disposed of correctly through proper treatment, recovery and recycling, you will help prevent potential negative effects on the environment and human health.

En



Entsorgung von alten elektrischen und elektronischen Ausrüstungsteilen

Dieses Symbol (das Symbol mit dem durchgekreuzten fahrbaren Müllbehälter) zeigt an, dass dieses Produkt in europäischen Ländern nicht als Haushaltsmüll entsorgt werden darf. Bitte informieren Sie sich bei Ihren örtlichen Behörden oder bei Ihrem Händler hinsichtlich einer Empfehlung für die Entsorgung und führen Sie die betreffenden Teile dort, wo solche Einrichtungen vorhanden sind, einem Recycling-Prozess zu.

Indem sie sicherstellen, dass das betreffende Produkt durch richtige Behandlung, Rückführung und Recycling entsorgt wird, tragen Sie dazu bei, möglichen negativen Auswirkungen auf die Umwelt und die menschliche Gesundheit vorzubeugen.

Ge



Elimination du matériel électronique et électrique usagé

Ce symbole (une poubelle marquée d'une croix) indique que dans les pays européens, ce produit ne doit pas être éliminé comme des ordures ménagères.

Recyclez-le dans les sites adaptés qui vous seront indiqués par les autorités locales ou renseignez-vous auprès de votre fournisseur.

En veillant à ce que ce produit soit éliminé correctement avec un traitement, une collecte et un recyclage adaptés, vous contribuez à éviter son action nocive potentielle sur l'environnement et la santé humaine.

Fr



Smaltimento di attrezzature elettriche ed elettroniche consumate

Questo simbolo (il simbolo della pattumiera con rotelle barrata) indica che nei paesi europei questo prodotto non deve essere buttato nei rifiuti domestici.

Per favore smaltire in luogo adetto al riciclo, dove esistente, chiedendo informazioni alle autorità locali o a chi fornisce consulenza a proposito.

Garantendo uno smaltimento adeguato di questo prodotto (trattamento, recupero e riciclo corretto), aiuterete a prevenire effetti negativi sull'ambiente e sulla salute dell'uomo.

It



Eliminación de residuos de aparatos eléctricos y electrónicos

Este símbolo (un cubo de basura tachado) indica que en los países europeos este producto no deberá eliminarse como si se tratara de un residuo doméstico. Solicite asesoramiento sobre reciclaje a las autoridades locales o a su distribuidor, y siga la normativa en materia de gestión medioambiental y reciclaje de este tipo de residuos.

Si toma las medidas pertinentes para que este producto se elimine mediante un tratamiento, recuperación y reciclaje adecuados, contribuirá a evitar posibles efectos negativos en el medio ambiente y la salud humana.

Sp

Notes on Safety (Please Read and Observe)

Safety Precautions

Various symbols and pictures are used in this manual and on the labels affixed to the machine. These symbols and pictures provide warnings and instructions to prevent danger to you or other person, and to prevent damage to office property.

The meanings of these symbols and pictures are explained below.



WARNING Indicates a high degree of potential danger. Failure to heed the warning may lead to death or serious injury.



CAUTION Indicates a medium degree of potential danger. Failure to heed the caution may lead to injury or damage to property.

<Examples of Pictorial Symbols>



⊘ A circle with a line through it indicates a prohibited action. The particular act prohibited is indicated by a picture inside the circle. (In the example shown here, the prohibited act is disassembly.)



● A black disc indicates an instruction, or sometimes a prohibited action. The instruction itself is indicated by pictorial symbols drawn in white on the disc. (In the example shown here, the instruction is **Remove the plug from the outlet.**)

● Precautions for Use

WARNING



- If the machine is used after foreign matter (metal fragments, water, or liquid) has entered the machine, this may result in fire or electric shock.
→ Turn the main unit's power switch OFF, and then remove the power plug from the outlet. Contact the sales distributor.



- If the machine is used after heat, smoke, a strange smell, or other abnormality has been detected, this may result in fire or electric shock.
→ Turn the power switch OFF, and then remove the power plug from the outlet. Contact the sales distributor.



- Do not insert or drop metal, flammable material, or any other materials through the ventilation holes into the interior of the machine.
→ Doing so may result in fire or electric shock.



- Keep the machine away from a pin, wire, or other metallic or foreign objects. Do not allow liquid to enter the machine through its openings or gaps.
→ Malfunctions and a fire or electric shock may result.



- Do not place flower vases, flowerpots, cups, or water containers (including metal containers) on top of the machine.
→ Fire or electric shock may result if liquid spills inside the machine.

● **Caution for Grounding**

 **WARNING**



- Use only the power cord that is provided among the accessories. Insert the power cord plug firmly into the socket, so that proper electrical contact is effected.
- Use of any other power cord could result in imperfect grounding. If grounding is imperfect and electrical leakage occurs, fire or electric shock could result.

● **Caution for Power Supply and Power Cord**

 **WARNING**



- Use only the power cord that is provided among the accessories. The power cord is only for this product. Never use it for another product.
- Do not use a source voltage other than that specified. Do not connect two or more loads to a single outlet.
- Doing so may result in fire or electric shock.



- Be sure to remove dust from the power plug and/or the outlet. Using these without removing dust may have minute electric current flow to the surface due to the humidity and cause a fire due to the heat.
- It may cause a fire or electric shock.



- Do not remove or insert the power plug with wet hands.
- Doing so may result in electric shock.



- Do not damage, break, or modify the power cord. Do not place heavy objects on, tug or bend it unnecessarily.
- Doing so may result in fire or electric shock.



- Remove the power plug itself, not the cord.
- Tugging the cord may damage it (expose conductors, or cause disconnections, etc.), resulting in fire or electric shock.

Notes on Safety (Please Read and Observe)

● Prohibition of Disassembly or Modification

WARNING



- Do not modify the machine.
→ Doing so may result in fire or electric shock.



- Do not remove the rear lid, cabinet, or covers from the machine.
→ The inside of the machine contains high-voltage parts, which may cause electric shock.

● Caution for Location

WARNING



- Do not place the machine in a humid or dusty area.
→ Doing so may result in fire or electric shock.

CAUTION



- Before moving the machine, remove the power plug from the outlet.
→ If the power cord is damaged, this may result in fire or electric shock.



- Do not place the machine in an unstable position such as on an unsteady floor or sloping area.
→ If the machine drops or falls over, it may result in injury.



- Avoid placing the machine in a place subject to direct sunlight or heating equipment such as a stove.
- Avoid placing the machine in a place subject to high or low temperature or high humidity.
→ The document absorbs moisture and it may cause document jam or wrinkles.



- Leave the power cord unplugged when the machine is not used for a long period.
→ The insulation may deteriorate and cause an electrical fire.

● **Caution for Cleaning**

 **CAUTION**



- Before cleaning the machine, turn off the power switch and unplug the power cord.
→ If the machine is activated accidentally, it may cause injury.



- Do not use flammable sprays or solvents inside or near the machine.
→ Gas may accumulate inside the machine causing a fire or explosion.

● **Preventing Injury to Hands or Fingers**

 **WARNING**



- The optional perforation unit contain uncovered tools. Keep your hands or fingers off inside those.



- Use tweezers or a similar tool to remove jammed document.
Be sure to unplug the power cord before removing jammed document in order to prevent an electric shock.

● **Caution for Installation**

 **WARNING**



- The machine must be installed by service person only.
→ If you want to change installation location, contact your service person.
(Changing location requires precise adjustment.)

 **WARNING**

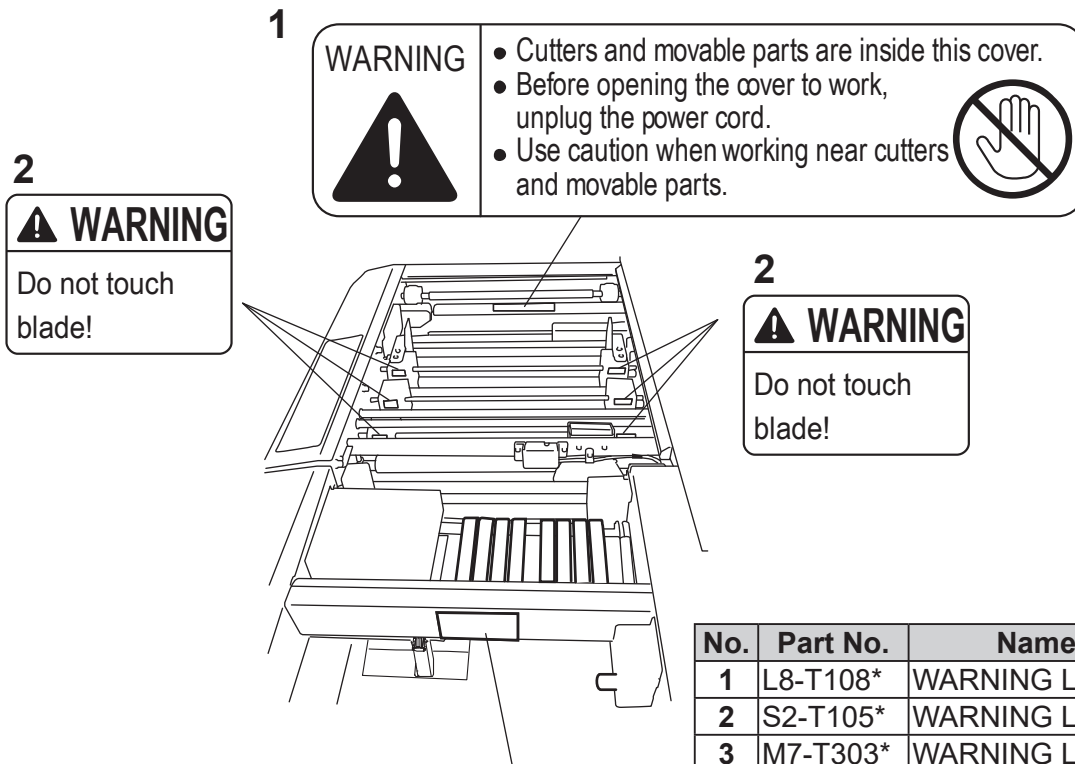


- Once the machine is in position, secure in place using the casters.
→ If the machine falls over, this could result in personal injury.

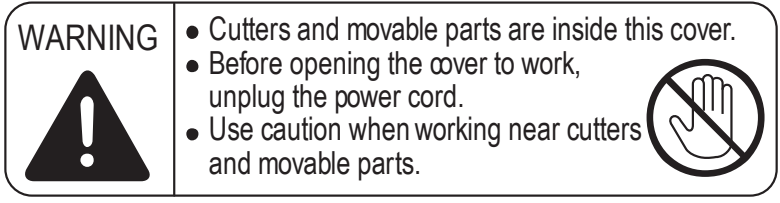
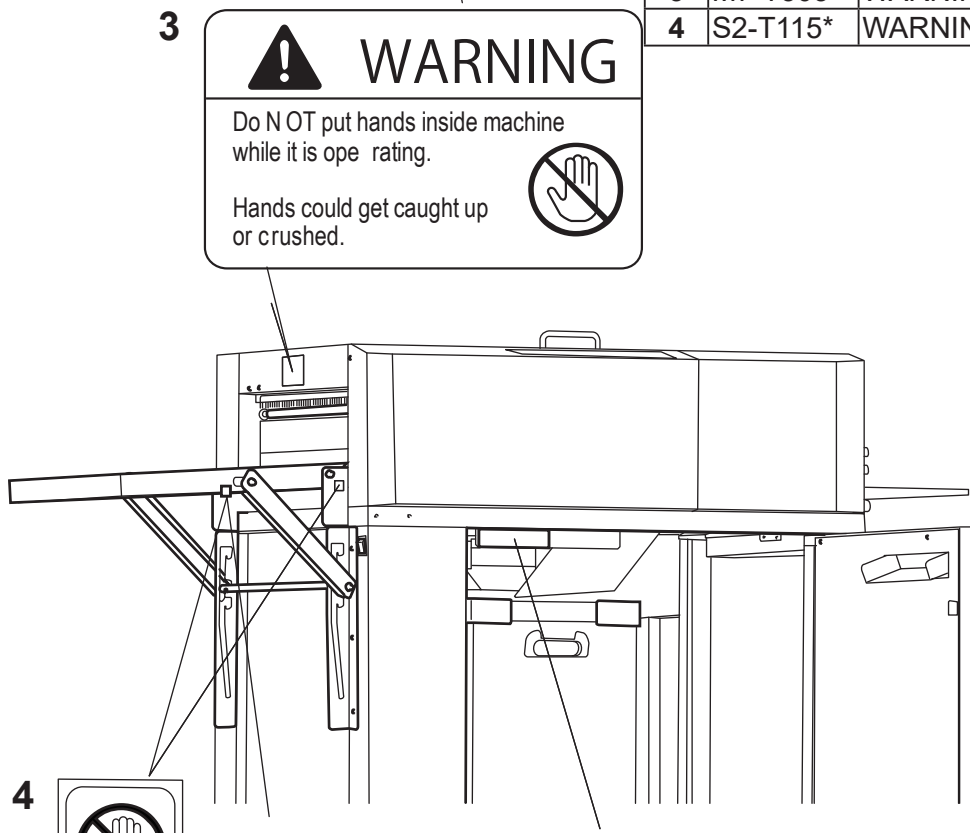
Notes on Safety (Please Read and Observe)

Locations of Warning Labels

Keep the WARNING and CAUTION labels clean at all times.
If labels become damaged or come off, contact your service person.




| No. | Part No. | Name | Q'ty |
|-----|----------|---------------|------|
| 1 | L8-T108* | WARNING LABEL | 2 |
| 2 | S2-T105* | WARNING LABEL | 6 |
| 3 | M7-T303* | WARNING LABEL | 2 |
| 4 | S2-T115* | WARNING LABEL | 2 |

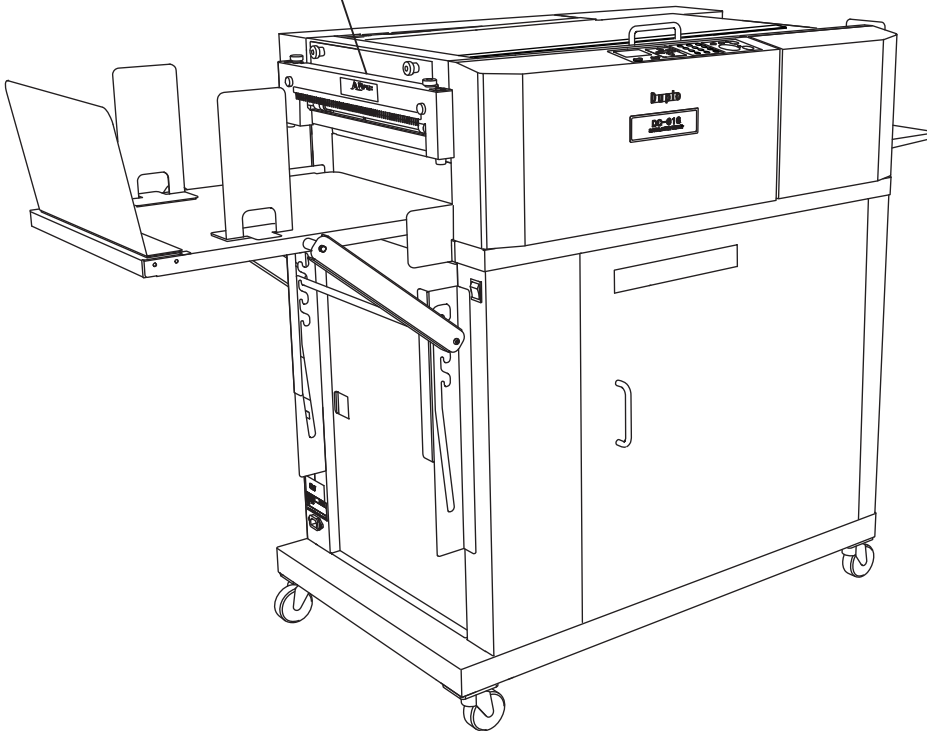


Notes on Safety (Please Read and Observe)

5 **WARNING** Hazardous Moving Parts.
Keep Fingers and Other Body Parts Away.



©K-6 R7-T1150



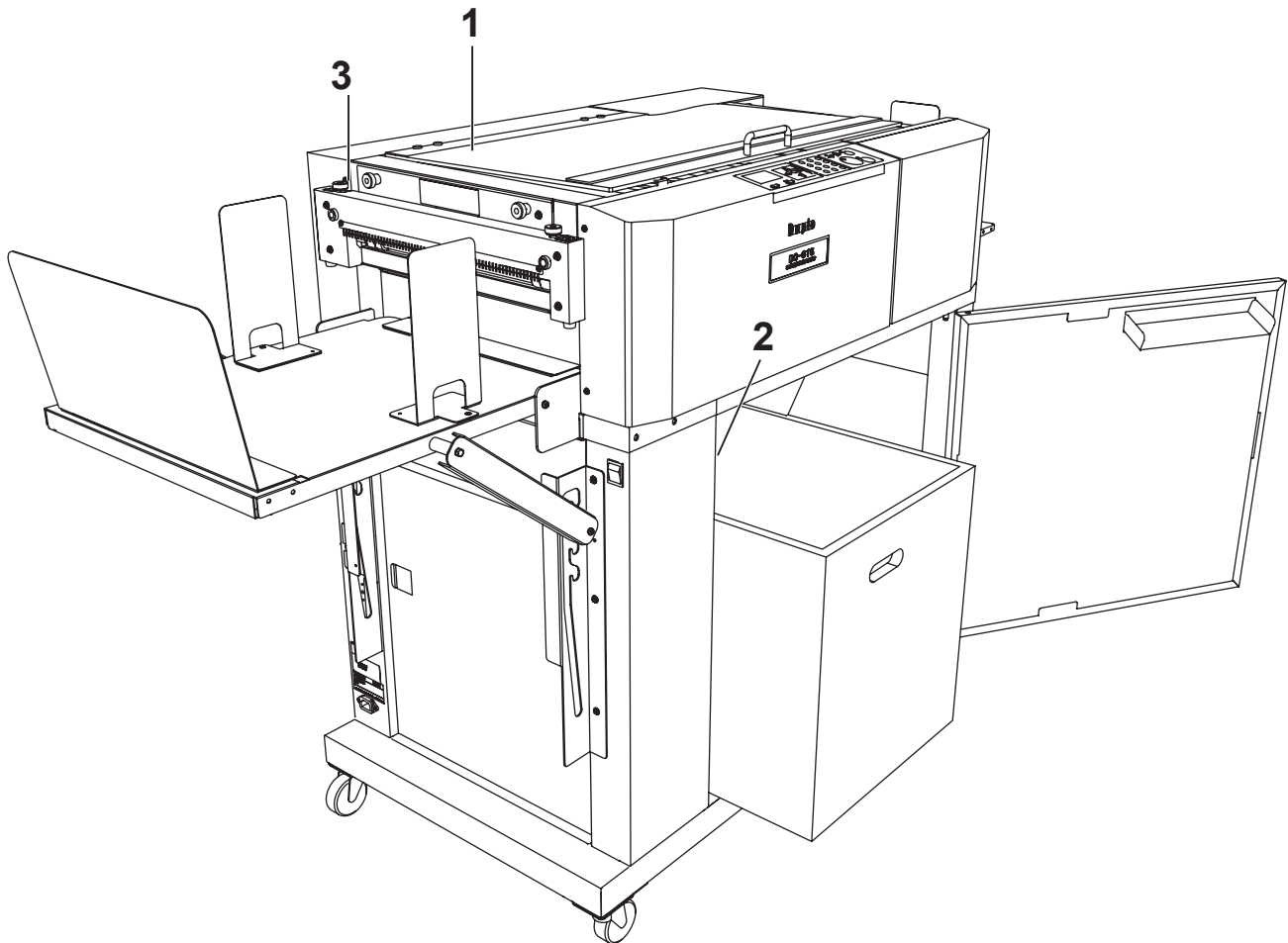
| No. | Part No. | Name | Q'ty |
|-----|----------|---------------|------|
| 5 | R7-T115* | WARNING LABEL | 1 |

Notes on Safety (Please Read and Observe)

Interlock System for Safety

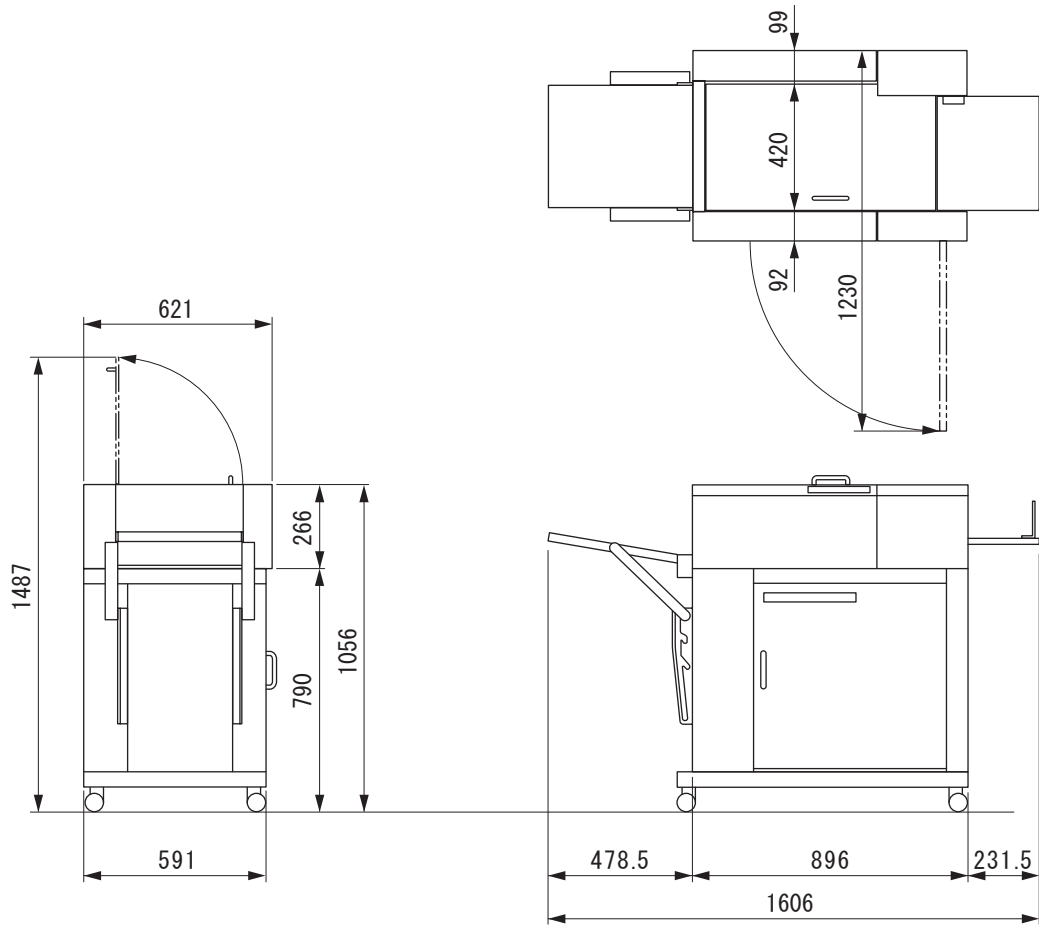
- What is the interlock system for safety?

It is the function for keeping you safety and for avoiding any danger operations or situations by the limitation of operation which may cause a damage to the machine or other surrounding facilities. The DC-616 is equipped with various safety functions for the case of causing any danger operations or situations, and it stops running the operation in that cases.



| No. | Name | Equipment for safety |
|-----|--------------------------------------|--|
| 1 | Top cover | The DC-616 stops running when the interlock switch detects the cover opened. |
| 2 | Front cover | The DC-616 stops running when the interlock switch detects the cover opened. |
| 3 | Perforation unit installing position | The DC-616 stops running when the interlock switch detects the perforation unit removed or the cover opened. |

Machine Dimensions and Required Space for Operation



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Chapter 1

Before Using This Machine

This chapter contains essential information you should understand such as how to set up the system, the names of the machine parts, etc.

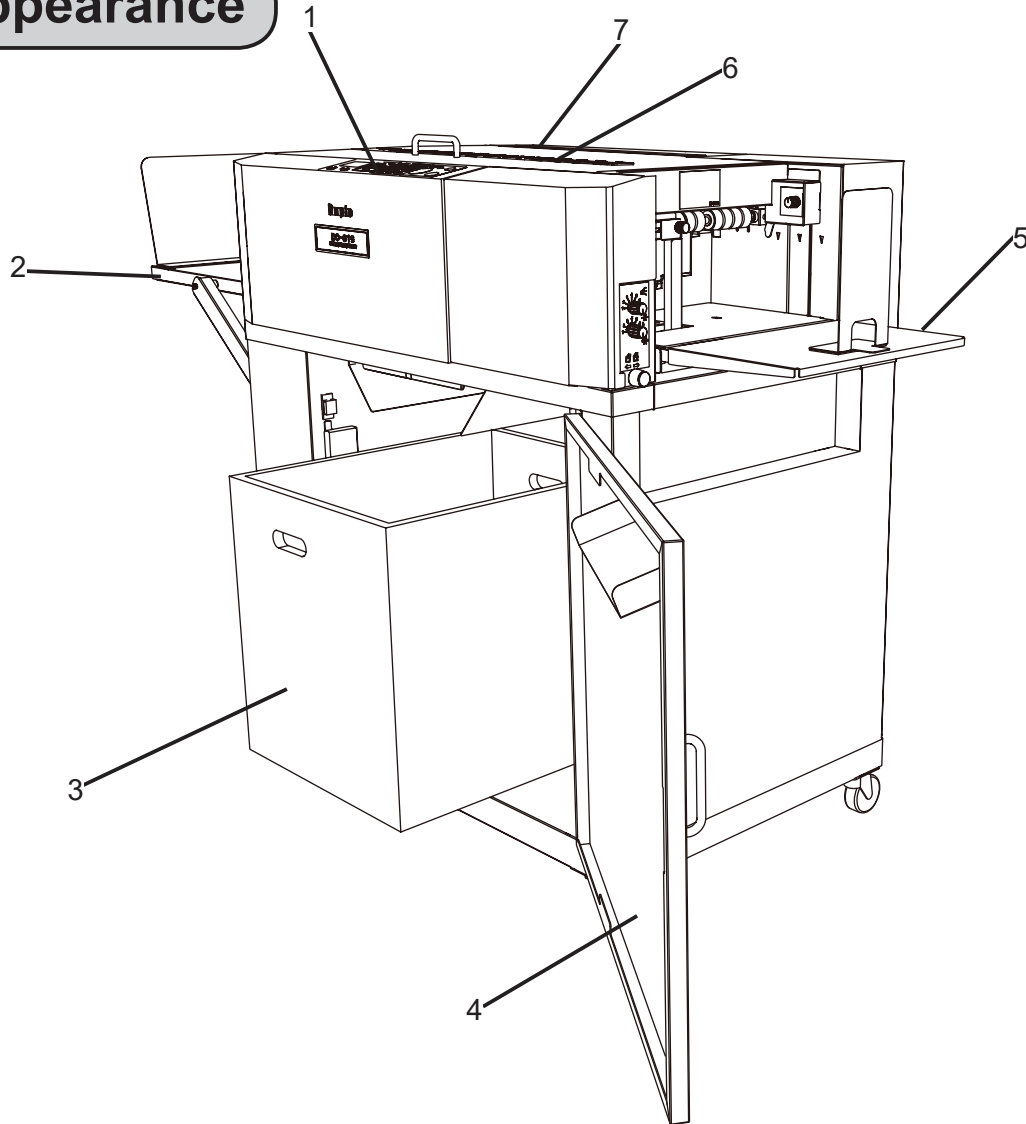
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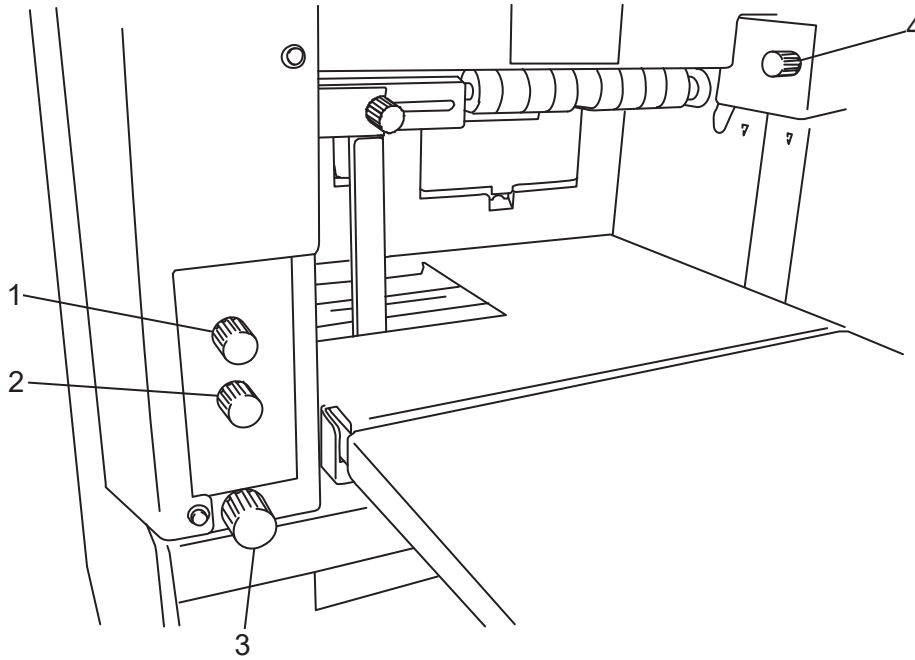
Part Names and Their Functions

Appearance



| No. | Name | Function |
|-----|---------------|---|
| 1 | Control panel | Displays operations and status. |
| 2 | Exit tray | Receives the finished products. |
| 3 | Waste box | Receives pieces of waste paper. |
| 4 | Front cover | Open this to remove the waste box. |
| 5 | Feed tray | Original document is placed here. |
| 6 | Scale | Measures the cut and slit position, and the finished product. |
| 7 | Top cover | Open this to remove the paper jam. |

Appearance (Feed Side)

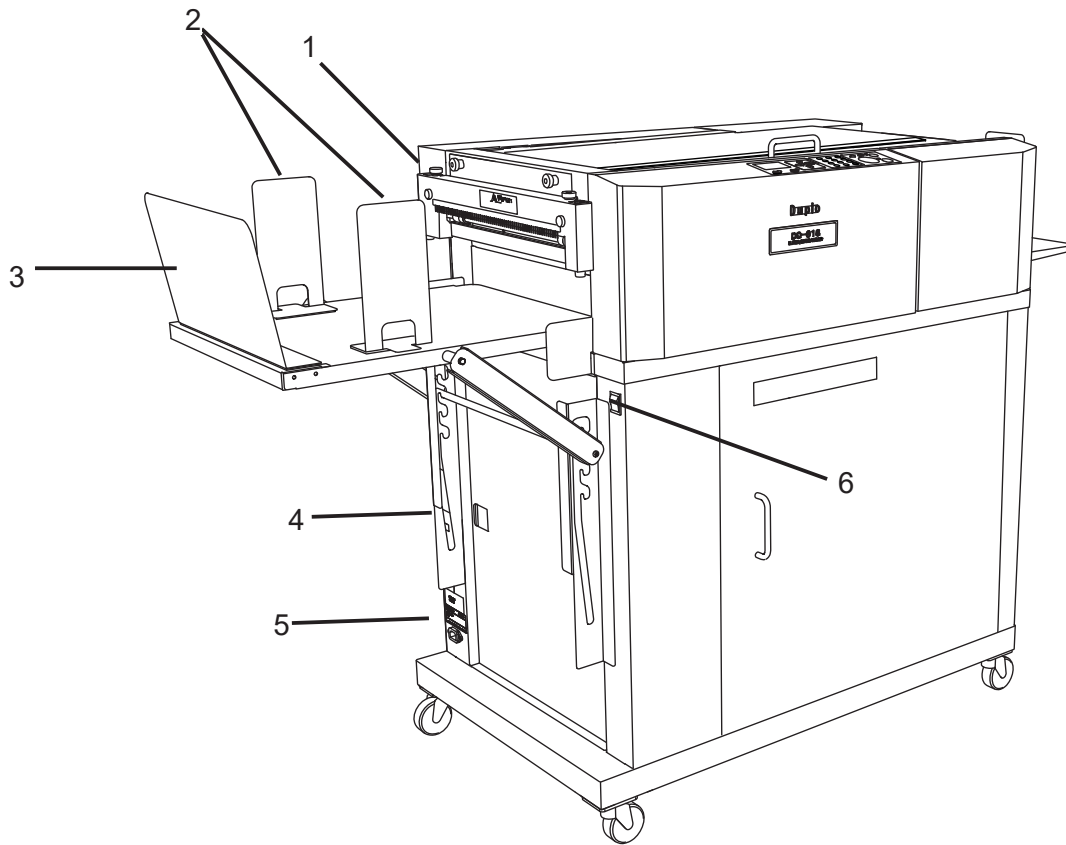


1

Before Using This Machine

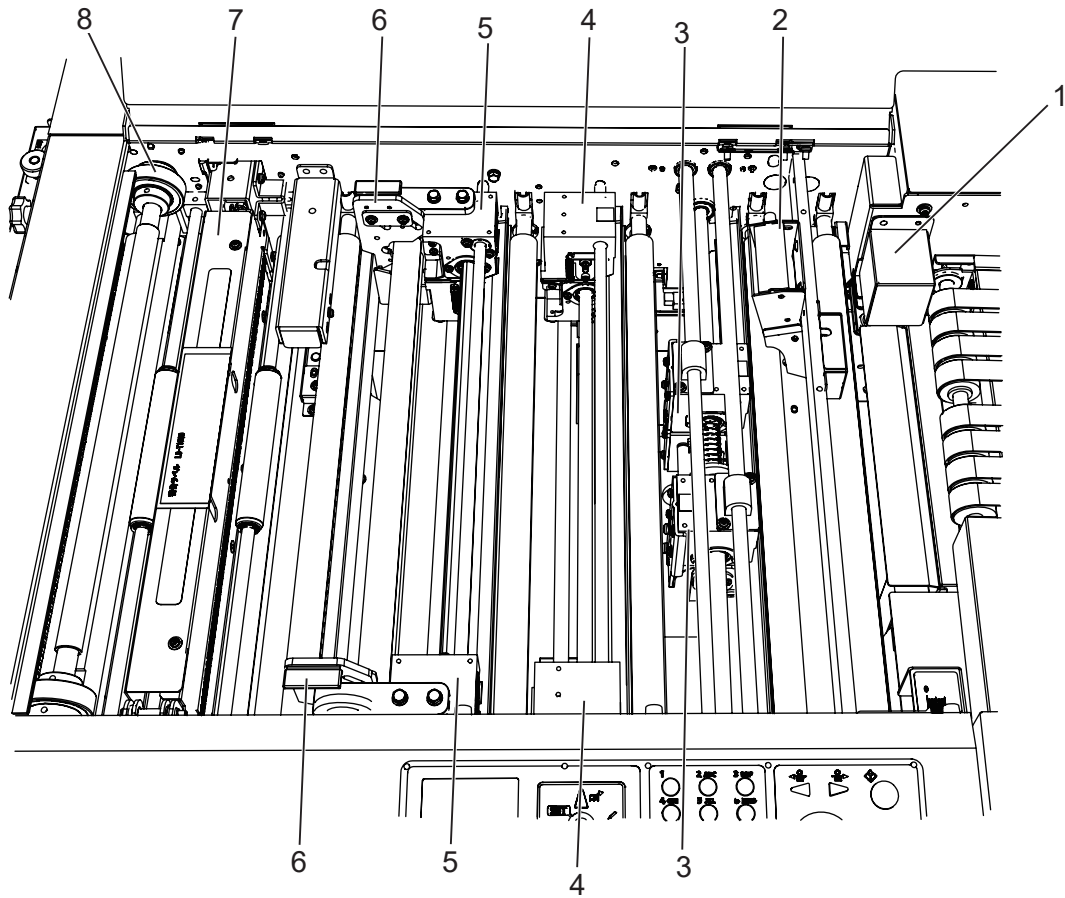
| No. | Name | Function |
|-----|---------------------------|---|
| 1 | Airflow adjustment knob | Adjusts the airflow level. |
| 2 | Separator adjustment knob | Adjusts the distance between the separator and the conveyance belt. |
| 3 | Skew adjustment knob | Adjusts the document skew. |
| 4 | Level adjustment knob | Adjusts the elevator heights. |

Appearance (Ejection Side)



| No. | Name | Function |
|-----|--|--|
| 1 | Perforation unit (Optional on 115V model and 230V Asia model) | Perforates parallel to the document feed direction. |
| 2 | Side guide | Receives the processed documents. |
| 3 | Back guide | Receives the processed documents. |
| 4 | USB terminal | Used for the connection to your computer on PC Controller using. |
| 5 | AC inlet | Connect the power cord here. |
| 6 | Power switch | Press to switch the power on and off. |

Inside

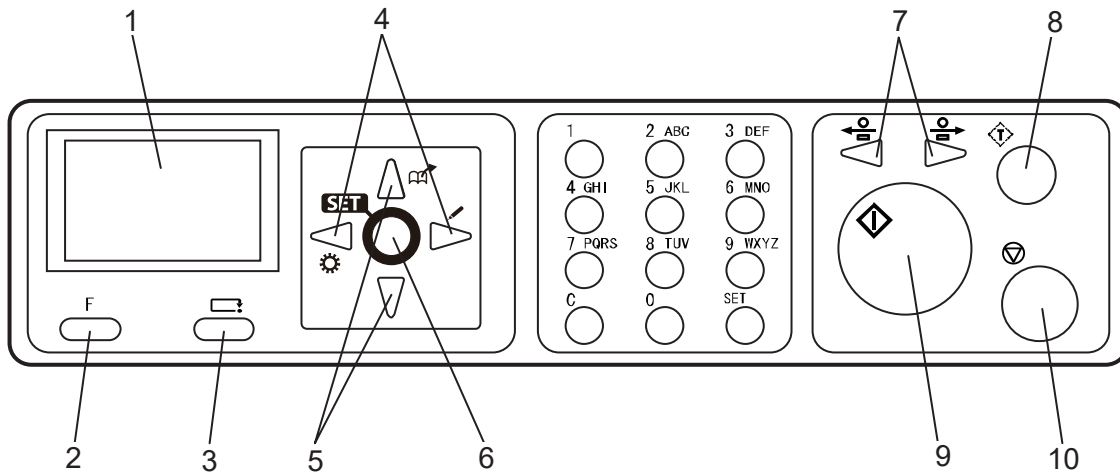


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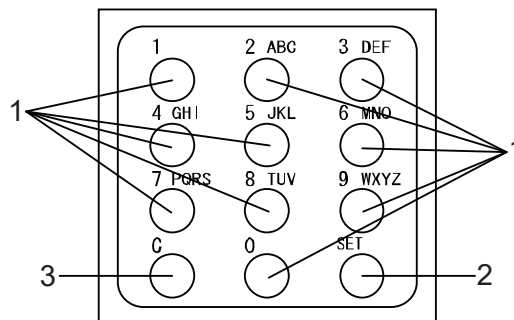
Before Using This Machine

| No. | Name | Function |
|-----|--|--|
| 1 | Double feed detection (Optional on 115V model and 230V Asia model) | Detects double feed by ultrasonic sensor. |
| 2 | CCD (Optional on 115V model and 230V Asia model) | Reads REG mark/Barcode. |
| 3 | Slitter module 1,2 | Cuts side margins parallel to the document feed direction. |
| 4 | Slitter module 3,4 | Cuts parallel to the document feed direction. |
| 5 | Slitter module 5,6 | Cuts parallel to the document feed direction. |
| 6 | Gutter deflector | Drops the margin cut off by the slitters into the waste box. |
| 7 | Cutter module | Cuts perpendicularly to the document feed direction. |
| 8 | Creaser module | Creases perpendicularly to the document feed direction. |

Control Panel



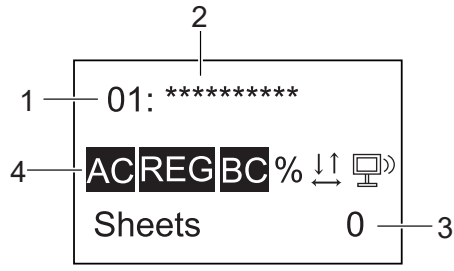
| No. | Name | Function |
|-----|----------------------------|---|
| 1 | LCD panel | Displays the status of the machine. Displays the message when an error or paper jam occurs. |
| 2 | F key | Switches to function selecting screen. |
| 3 | RETURN key | Switches to the previous screen. |
| 4 | CURSOR (Left/Right) key | Press to move the cursor to the left or right. |
| 5 | CURSOR (Up/Down) key | Press to the cursor in a lower or an upper direction. |
| 6 | SET key | Press to set selection/entry. |
| 7 | JOG (Forward/Backward) key | Press to eject the document from the machine when paper jam occurred. |
| 8 | TEST key | One (sheet) document is processed to test to the current JOB details. When the card stacker is installed, if you press and hold the TEST key for guide adjustment, the processed document temporarily stops. Then, when you press the START key or the TEST key, the processed document is ejected. |
| 9 | START key | Press to start processing documents. The START key light turns green when when the machine is ready to process the document in this machine. The machine is inactive when the light is red. In this case, the machine may be running or having an error. |
| 10 | STOP key | Press to return the current screen to the main screen or to stop processing |



| No. | Name | Function |
|-----|-------------|---|
| 1 | NUMERIC key | Press to enter JOB/values during manual programming. |
| 2 | SET key | Press to set selection/entry. |
| 3 | CLEAR key | Press to clear the count. Press to cancel manual programming. |

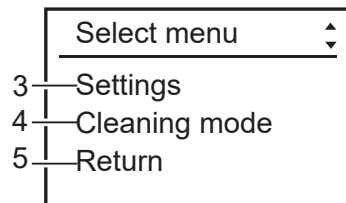
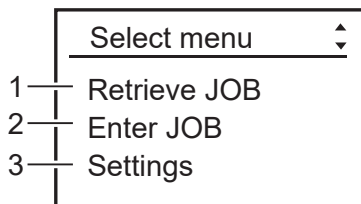
LCD Panel

• Standby screen



| No. | Name | Function |
|-----|---|--|
| 1 | JOB No. | Displays the JOB number currently selected. |
| 2 | JOB name | Displays the JOB name currently selected. |
| 3 | Counter | Displays the number of document sheets processed with the JOB currently set. |
| 4 | Function setting AC: Auto cut REG: REG mark BC: BARCODE % ↑↓ ↔ Ⓜ | AC is displayed when Auto cut is enabled. REG is displayed when REG mark reading is enabled. BC is displayed when Barcode reading is enabled. % is displayed when Apply shrinkage is enabled. ↑↓ is displayed when Adjust all is enabled. Ⓜ is displayed when the PC Controller is online. |

• Select menu screen

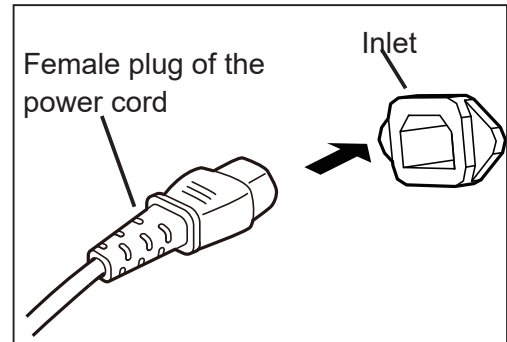


| No. | Name | Function |
|-----|---------------|---|
| 1 | Retrieve JOB | Retrieves saved JOB. |
| 2 | Enter JOB | Enters and changes JOB. |
| 3 | Settings | Changes functions of the machine. |
| 4 | Cleaning mode | Retrieves Cleaning mode to clean conveyance belt / conveyance roller. |
| 5 | Return | Returns to standby screen. |

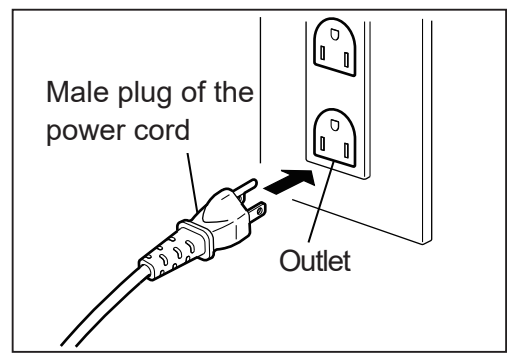
Turning Power ON/OFF

Turning Power ON

- 1 Connect the **female plug** of the power cord to the **Inlet**.



- 2 Connect the **male plug** of the power cord to the **outlet**.



WARNING

- Insert the power cord plug securely, so that proper electrical contact is effected. If grounding is imperfect and electrical leakage occurs, fire or electric shock could result.

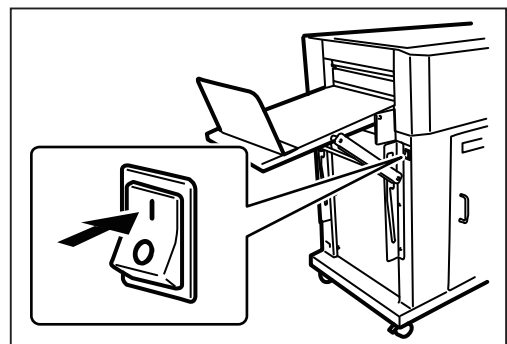
WARNING

- Use an access-friendly outlet so that an operator easily plugs and unplugs the power cord after installation.


WARNING

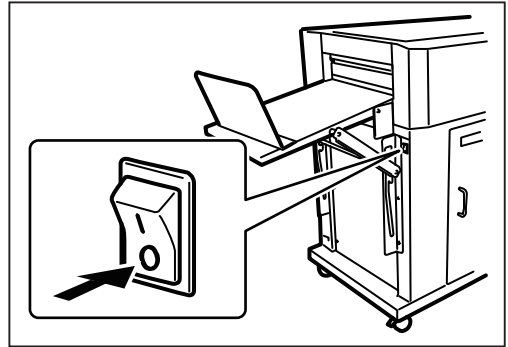
- Unplug the power cord when emergency situation.

- 3 Press the **I** side of the power switch to turn on the power.
Model name of this machine appears on the LCD panel and warming-up starts.



Turning Power OFF

- 1 Press the  side of the power switch. The power turns off and display on the LCD panel disappears.



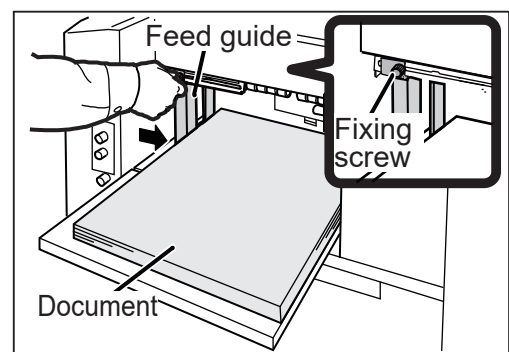
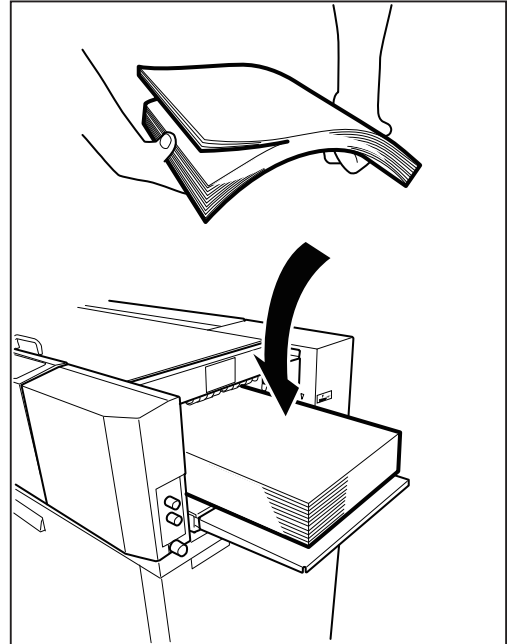
1

Before Using This Machine

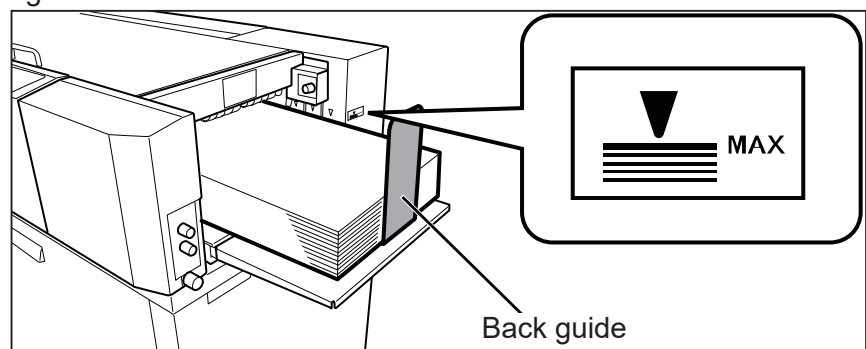
Preparation Before Use

Loading Documents

- 1 Loosen the stack of the documents by flipping through the sheets and align them.
- 2 Load the documents on the feed tray and gently push them toward the inside of the machine.
- 3 Adjust the **feed guide** according to the document size and secure it with the **fixing screw**.



- 4 Set the back guide according to the document.



IMPORTANT

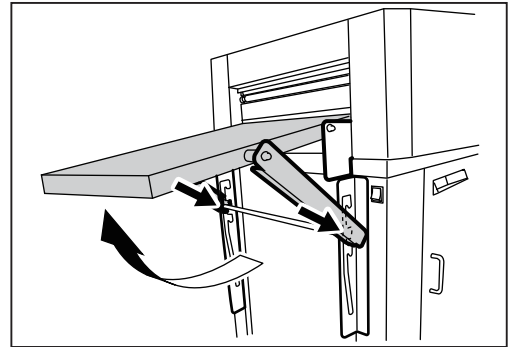
The height of the document stack should not exceed the **MAX** level.

Setting the Exit Tray

- 1 As shown in the right figure, lift the exit tray. There are three setting positions of the exit tray.

IMPORTANT

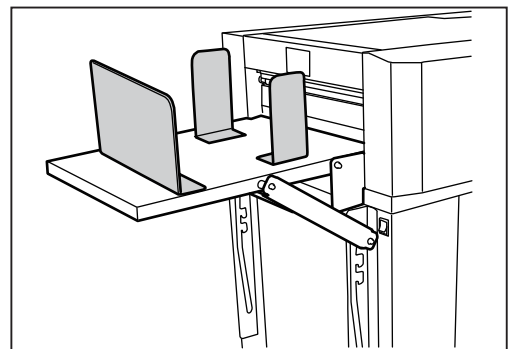
When the finished document size is A3 or longer, or if the finished documents are adhered on the tray due to static electricity, set the exit tray in the downward position.



1

Before Using This Machine

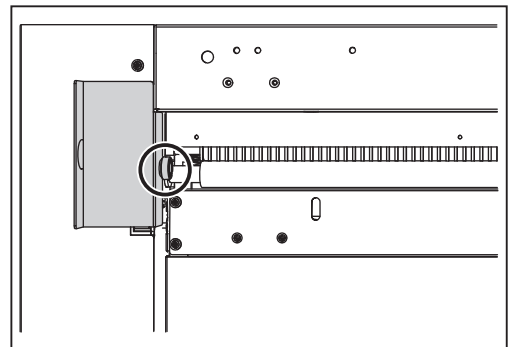
- 2 Attach the back guide and side guides.



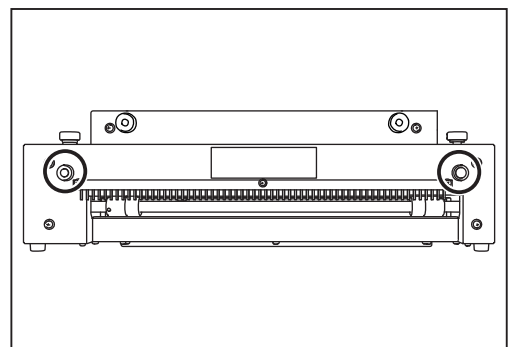
Installing the Perforation Unit

The perforation unit is optional on 115V model and 230V Asia model.

- 1 Loosen the thumbscrew to remove the **cover** on the ejection side of the DC-616.



- 2 Loosen the two thumbscrews on both sides of the **perforation unit**.

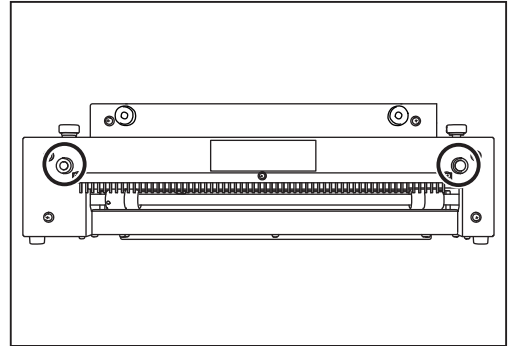


Preparation Before Use

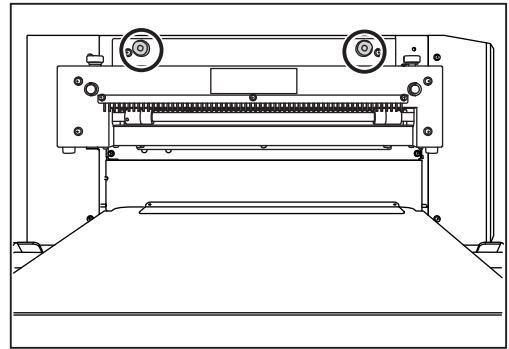
- 3 Move the perforation tool assys.
(See → P.14 Changing the Perforation Tool Position)

Adjust the depth of the perforation tool.
(See → P.15 Changing the Perforation Tool Depth)

- 4 Tighten the two thumbscrews loosened in step 2.



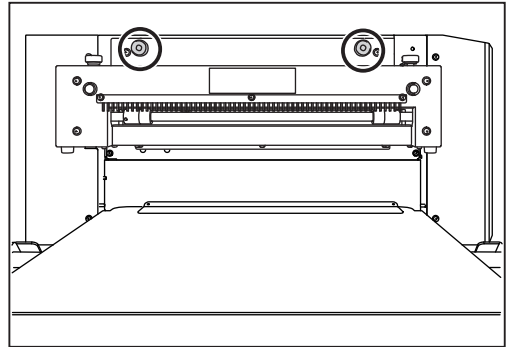
- 5 Install the **perforation unit** on the ejection side of the DC-616 by tightening the two perforation unit installing screws..



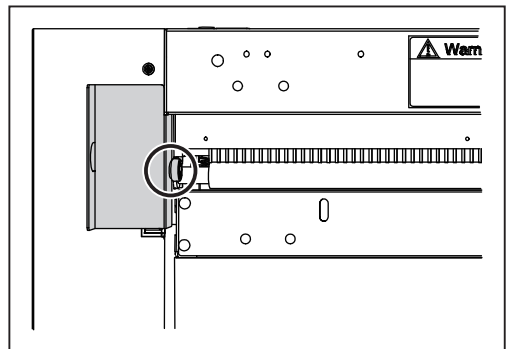
- 6 Select a JOB containing perforation process and perform a test run for one sheet.
- 7 Check the processed positions on the finished product.
When you change the perforation positions, repeat steps 2 to 7.

Removing the Perforation Unit

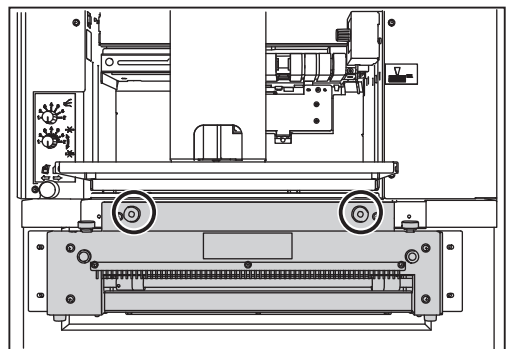
- 1 Loosen the two perforation unit installing screws to remove the **perforation unit**.



- 2 Attach the **cover** to the ejection side of the DC-616 with the thumbscrew.



- 3 Feed side
Install the **perforation unit** at the installation position under the feed tray, and tighten the two thumbscrews.



IMPORTANT

Remove the perforation unit when you process the JOB that does not use the perforation unit. Finished product may not be ejected to the exit tray correctly.

1

Before Using This Machine

Changing the Perforation Tool Position

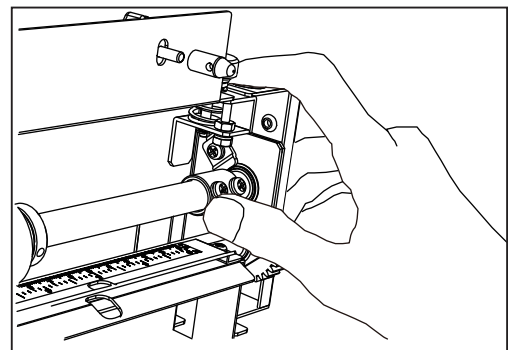
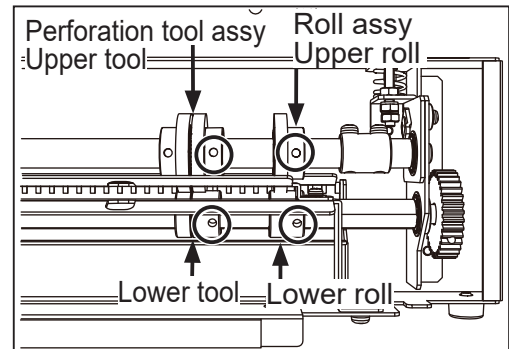
- 1 Inside of the perforation unit.
Loosen the two hexagon socket set screws each of the two perforation tool assys (each side). (upper tool: 1 pce., lower tool: 1 pce.)
Loosen the two hexagon socket set screws each of the three roll assys. (upper roll: 1 pce., lower roll: 1 pce.)

IMPORTANT

Loosen the hexagon socket set screws which suit the supplied hexagon wrench size.

REFERENCE

When the hexagonal socket set screw does not face toward you, rotate the shaft as shown in the right figure to change the direction.

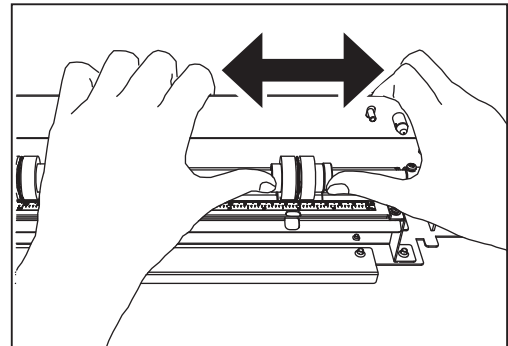


- 2 Move each perforation tool assy to the position where you want to perforate with your fingers.



WARNING

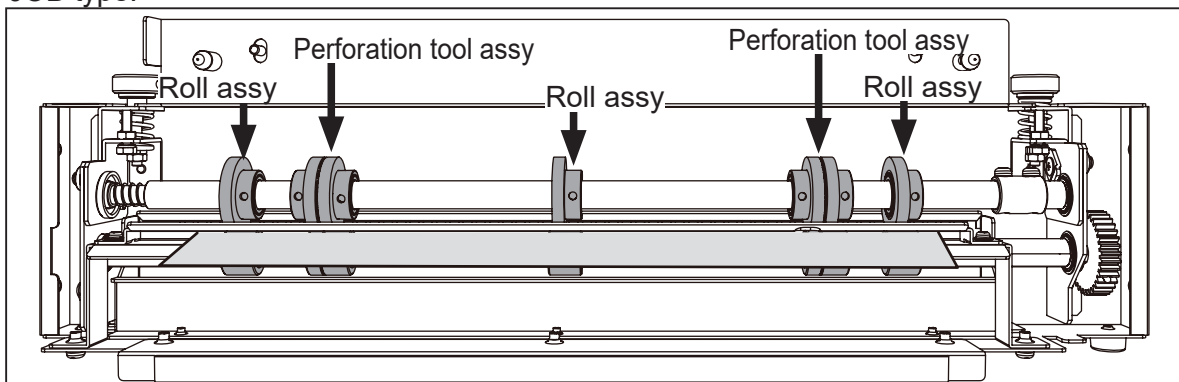
Do not touch the perforation tools.
This could result in injury.



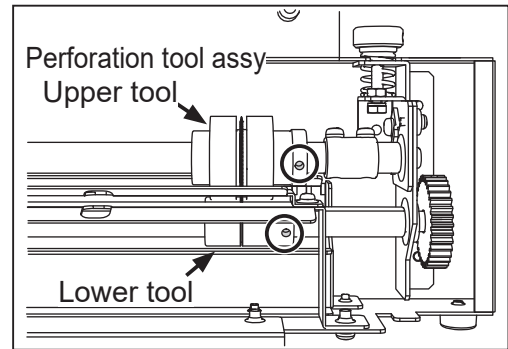
- 3 Move the **roll assy** to the center and the both sides of the document.

REFERENCE

Position adjustment of the roll assys may need depending on the document thickness and JOB type.



- 4 Tighten the 10 hexagon socket set screws loosened in step 1.

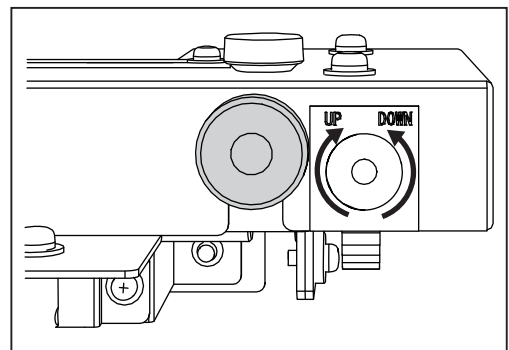


1

Before Using This Machine

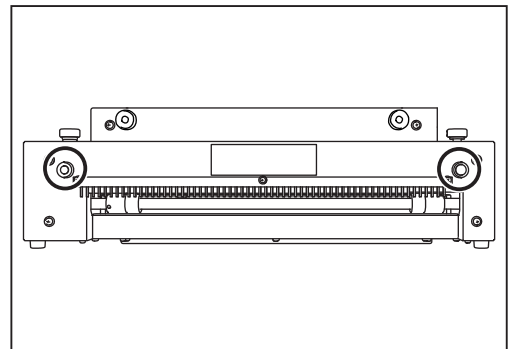
Changing the Perforation Tool Depth

- 1 Adjust the perforation tool depth by turning the **depth adjustment screws** on the both sides of the perforation unit.
 Turn the screw clockwise: The upper tool raises.
 Turn the screw counterclockwise: The upper tool lowers.
 Adjust the depth of the perforation tools on both sides.
 Perform a test run to check the depth of the upper tools on the finished product.



REFERENCE

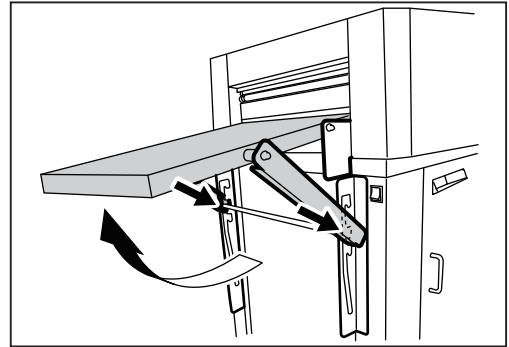
When you change the depth of perforations, loosen the thumbscrew.
 After adjustment is complete, tighten the thumbscrew.



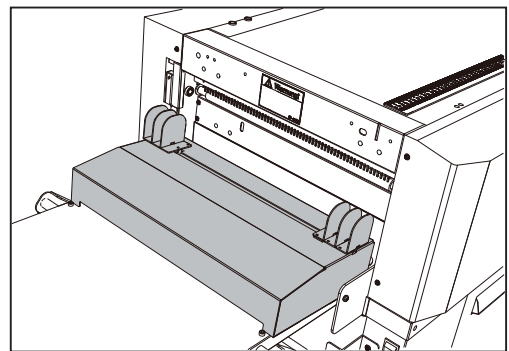
Attaching the Card Stacker

The card stacker is optional on 230V Asia model.

- 1 Set the exit tray horizontally.

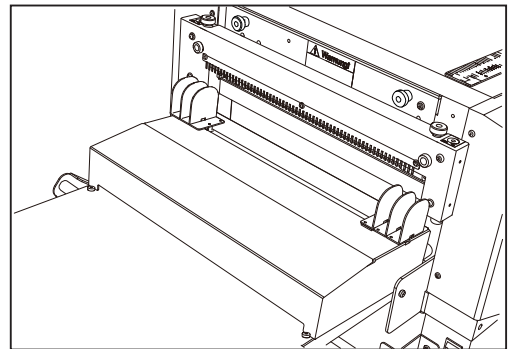


- 2 Place the card stacker on the exit tray along the ejection side of the DC-616.



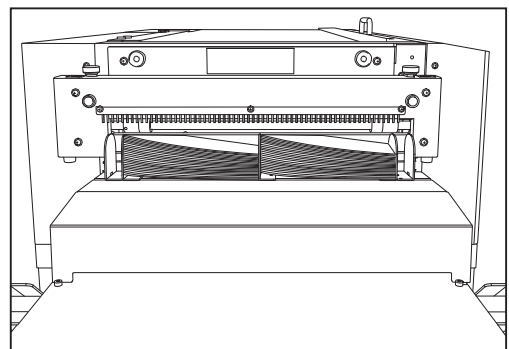
REFERENCE

When the perforation unit is installed, place the card stacker along the perforation unit.



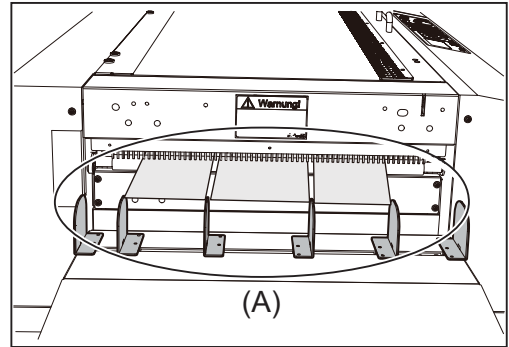
REFERENCE

Perforated documents become as shown in the right figure and stacking capacity may decrease.



Adjusting the Card Stacker Guides

- 1 Select a JOB that uses the card stacker, and press and hold the TEST key. The finished product stops at the exit before being ejected. Slide each side guide to the ejected position of the finished product.



- 2 Adjust the side guide so that the side edge of the finished product comes into contact with the **side guide**. This adjustment can stack the short finished products properly.

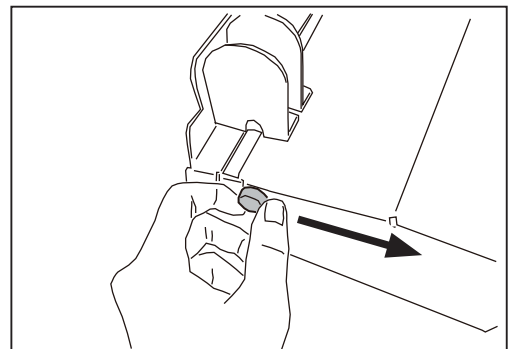
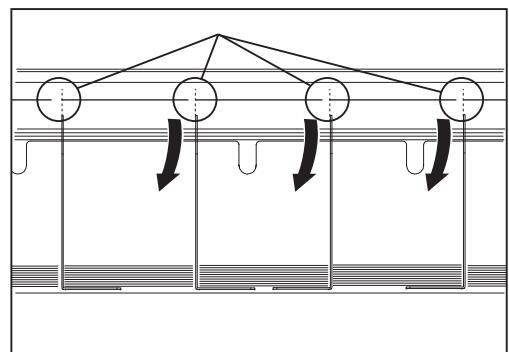
REFERENCE

The right figure shows front view of (A) in step 1.

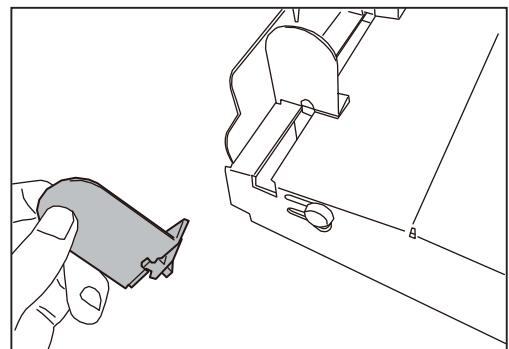
REFERENCE

The number of the side guides of the card stacker can be changed according to the number of cards per document.

1. Loosen the thumbscrew to slide the **stopper**.

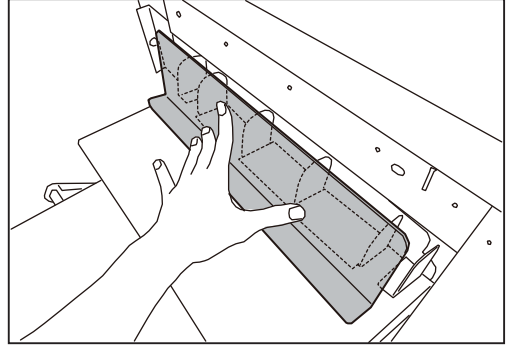


2. Remove or attach the **side guides** according to the JOB which you select.



Preparation Before Use

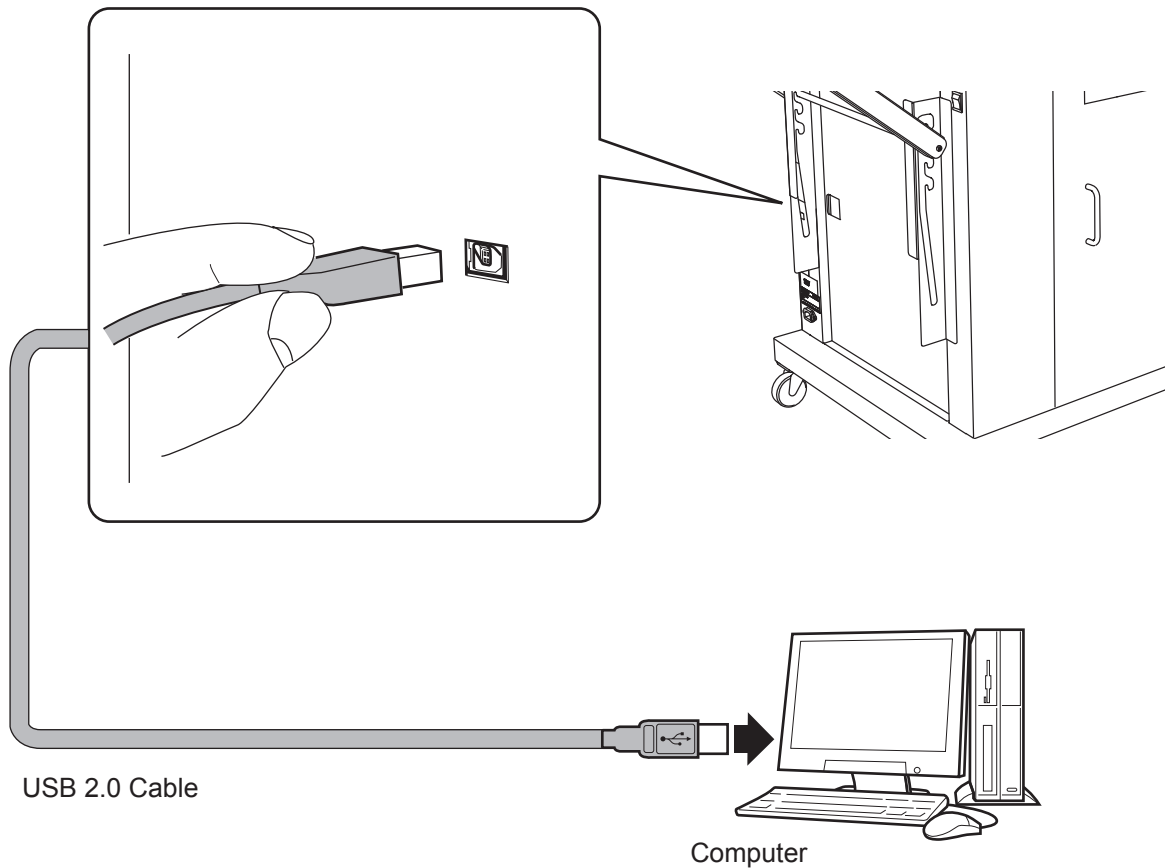
- 3 Press the STOP key to eject the document and adjust the back guide (for card stacker) according to the finished document size.



How to Connect the DC-616 to Your Computer

Prepare an USB 2.0 Cable (A/B 4-pin).

Plug the USB terminals into the USB port of the DC-616 and the USB port on your computer.
USB cable must be within 3 m long.



REFERENCE

Do not connect the DC-616 to your computer until the driver of the PC Controller is installed.

1

Before Using This Machine

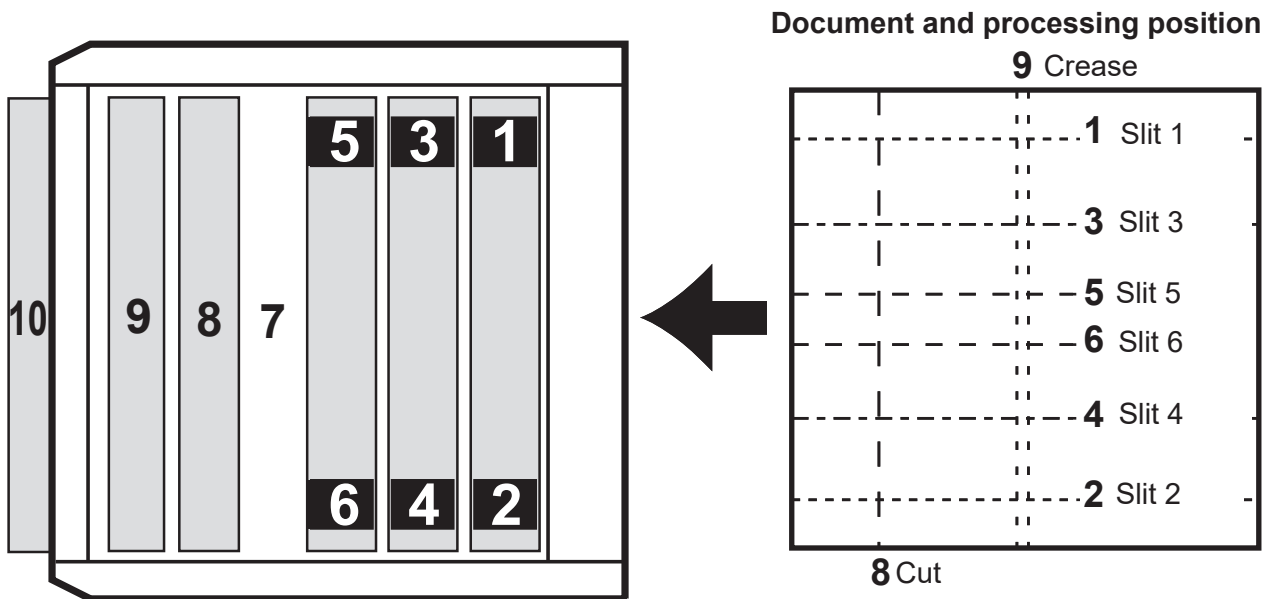
Before Preparing Document

The DC-616 can save up to 80 patterns of JOB. JOB contents can be programmed either via computer or on the control panel. This chapter describes items required to program a JOB.

Slit: The DC-616 has six slitters. Two slitters (1, 2) are for the margins and the remaining four slitters are for the center area of the document.

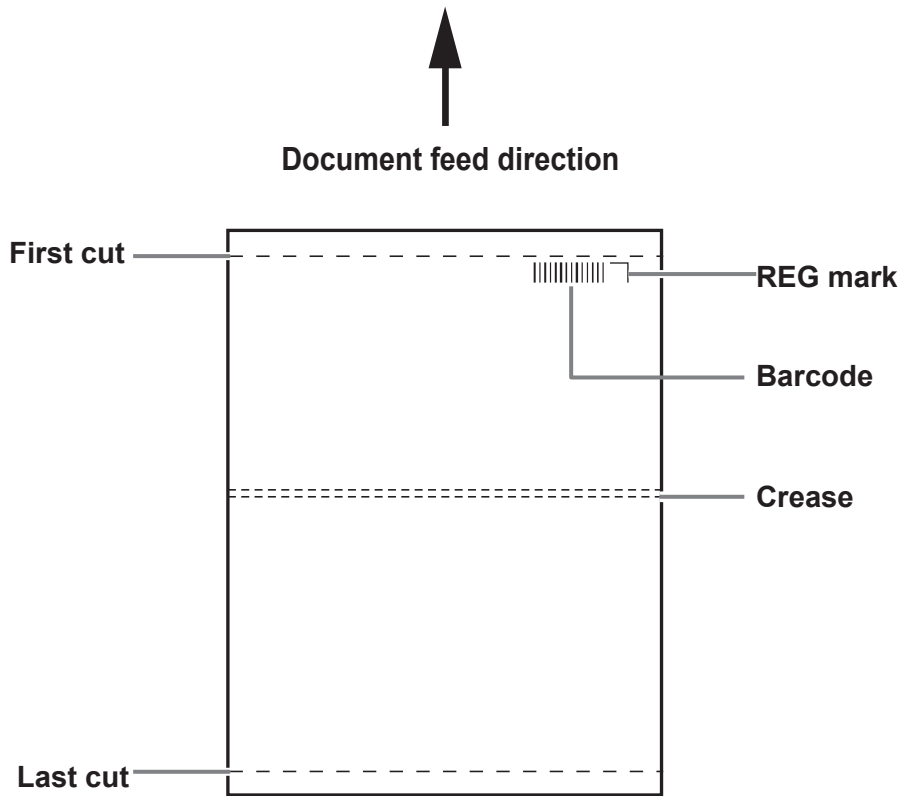
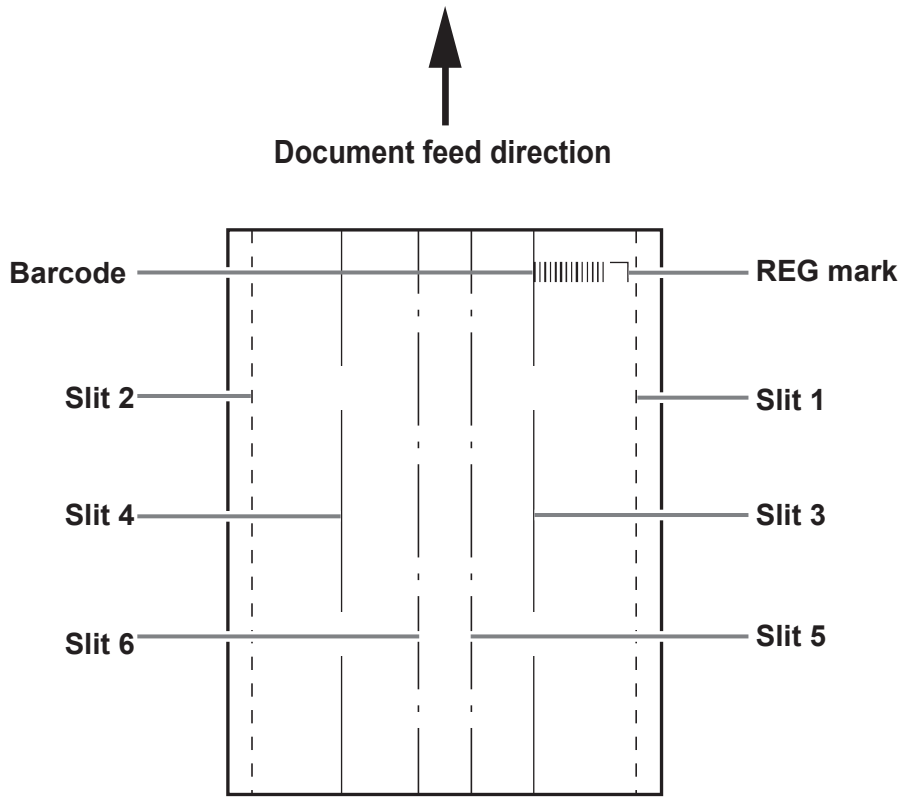
Cut : There is a guillotine cutter that performs cuts perpendicular to the document feed direction. The DC-616 can cut up to 25 cuts on one document.

Crease : There is a creaser that performs creases perpendicular to the document feed direction. The DC-616 can crease up to 20 creases on one document.



| No. | Name | Function |
|-----|---|--|
| 1 | Slitter 1 | Cuts off the margin of the non-operator's side. Drops the margin slit by the slitter into the waste box. |
| 2 | Slitter 2 | Cuts off the margin of the operator's side. Drops the margin slit by the slitter into the waste box. |
| 3 | Slitter 3 | Cuts parallel to the document feed direction. |
| 4 | Slitter 4 | Cuts parallel to the document feed direction. |
| 5 | Slitter 5 | Cuts parallel to the document feed direction. |
| 6 | Slitter 6 | Cuts parallel to the document feed direction. |
| 7 | Gutter deflector | The gutter strips cut off by slitters are dropped into the waste box. |
| 8 | Cutter section | Cuts perpendicularly to the document feed direction. |
| 9 | Creaser section | Creases perpendicularly to the document feed direction. |
| 10 | Perforation unit (Optional on 115V model and 230V Asia model) | Perforates parallel to the document feed direction. |

Definition of Programming Terms

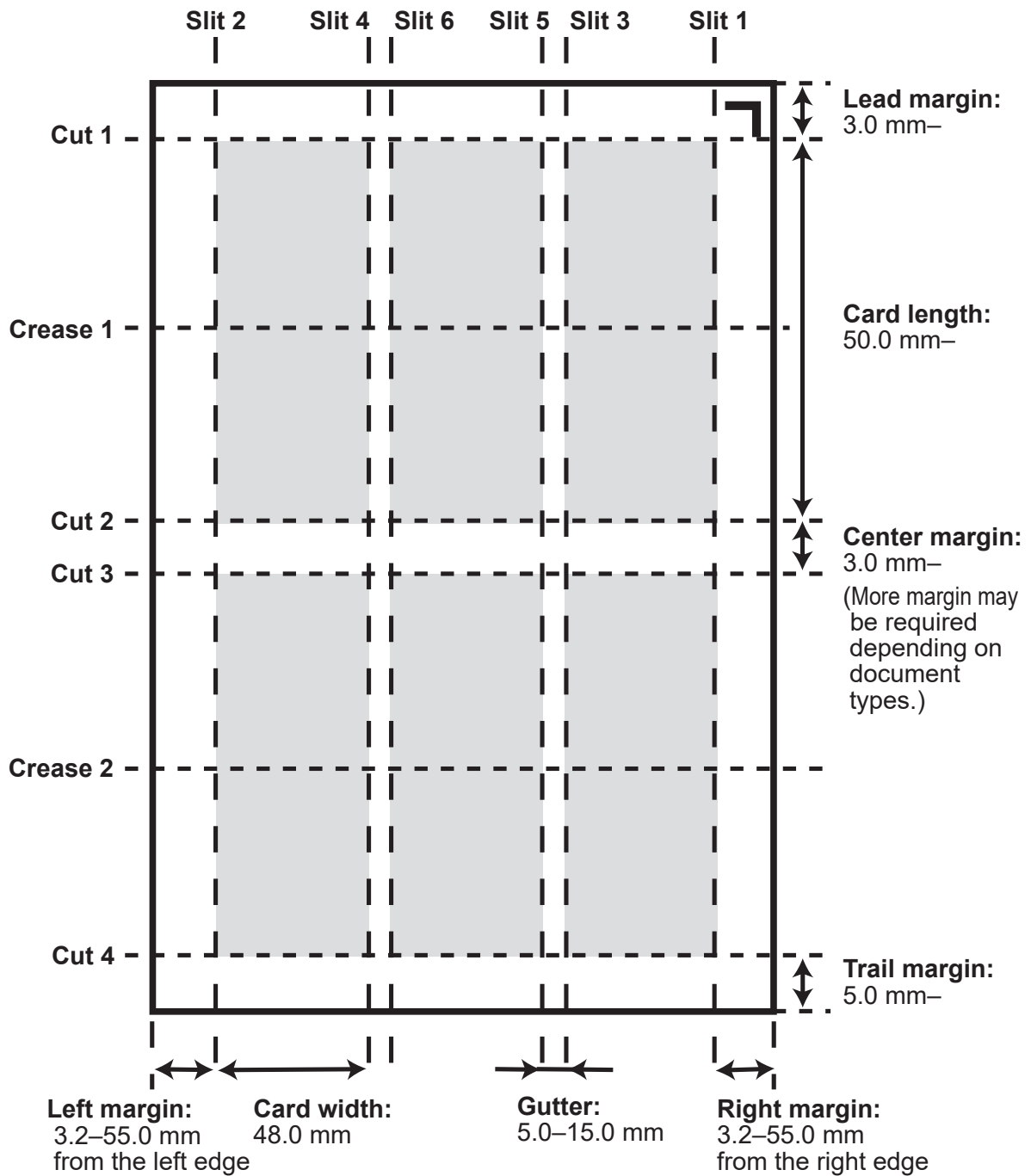


Slit / Cut / Crease Limitations

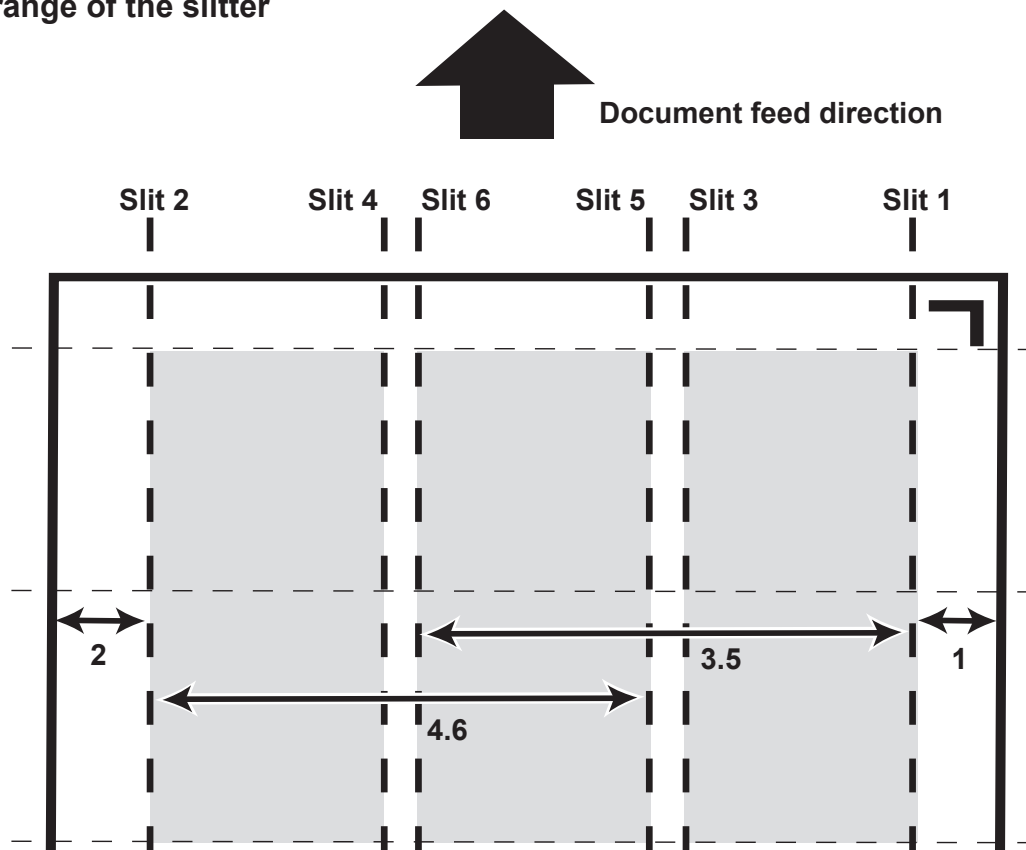


Document feed direction

- Slit : Up to 6 slits are possible on one document.
Slit 1 and Slit 2 are for cutting the margins at both side edges.
- Cut : Up to 25 cuts are possible on one document.
- Crease : Up to 20 creases are possible on one document.



Moving range of the slitter

**1. Moving range of the slitter 1**

3.2 to 55.0 mm (The width stands at 0 when it is not set.)

2. Moving range of the slitter 2

Width of document-(3.2 to 55.0) mm (The width stands at 0 when it is not set.)

3. Moving range of the slitter 3

48.0 to (Width of document-48) mm (The width stands at 0 when it is not set.)

* However, a 48 mm or wider distance is required between input values of the Slitter 3 and the Slitter 4.

4. Moving range of the slitter 4

48.0 to (Width of document-48.0) mm (The width stands at 0 when it is not set.)

* However, a 48 mm or wider distance is required between input values of the Slitter 3 and the Slitter 4.

5. Moving range of the slitter 5

48.0 to (Width of document-48.0) mm (The width stands at 0 when it is not set.)

* However, a 48 mm or wider distance is required between input values of the Slitter 5 and the Slitter 6.

* However, a 5 mm or more difference is required between input values of the slitter 3 and slitter 5.

6. Moving range of the slitter 6

48.0 to (Width of document-48.0) mm (The width stands at 0 when it is not set.)

* However, a 48 mm or wider distance is required between input values of the Slitter 5 and the Slitter 6.

* However, a 5 mm or more difference is required between input values of the slitter 4 and slitter 6.

* Limitation of the range for each slitter varies by the other slitter's input values.

* The gutter deflector may not be able to drop the margins when the input value of each slitter is 55.0–60.0 mm.

Before Preparing Document

REG Mark (Registration mark) (Optional on 115V model and 230V Asia model)

The DC-616 automatically compensates for image drift, one of the common problems on digital printers. It detects the image drift caused on each page by reading REG mark with built-in CCD scanner and adjusts the cut / slit / crease position accordingly.

To use this function, each document must have REG mark printed on them. Please refer to the following instructions for specifications and position of REG mark.

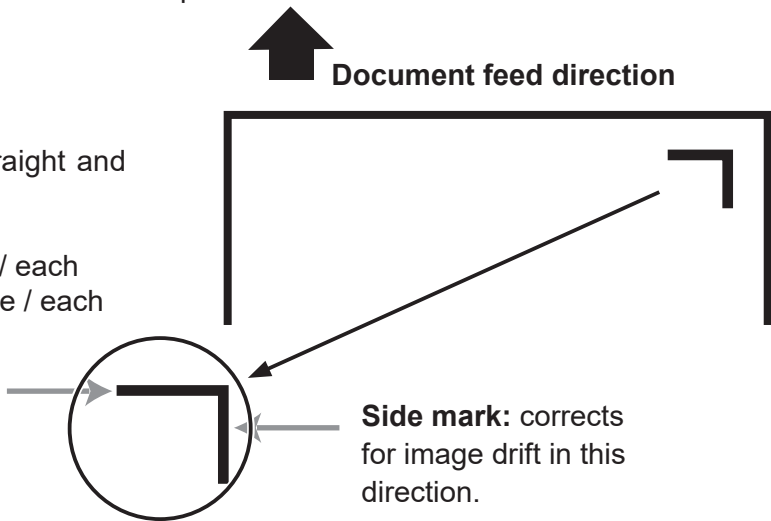
1. Specifications

REG mark consists of two straight and perpendicular lines.

- Line length : 5 mm or more / each
- Line thickness: 0.4 mm or more / each

Lead mark: corrects for image drift in this direction.

Side mark: corrects for image drift in this direction.



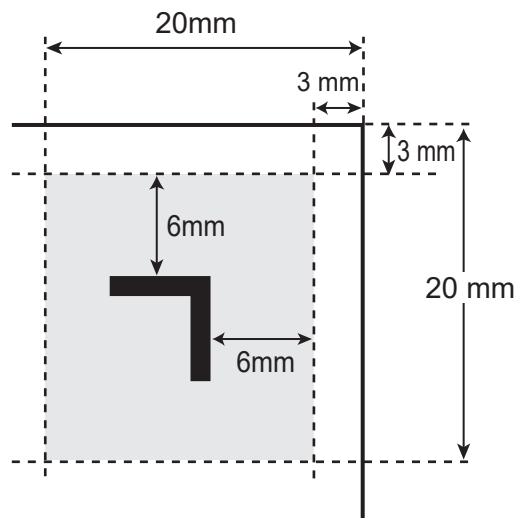
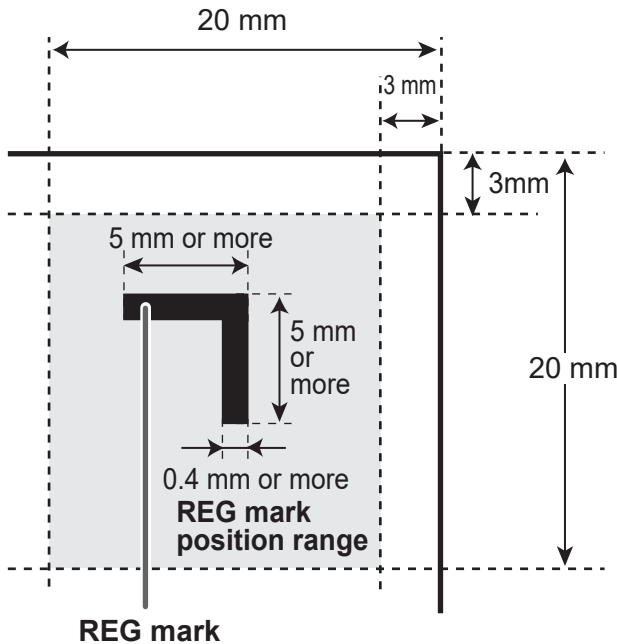
Use pen tool etc. of your software application to draw two straight and perpendicular lines.

2. Position

- Document feed direction : The whole REG mark should be within 3 to 20 mm from the lead edge.
- Document width direction: The whole REG mark should be within 3 to 20 mm from the right edge.

REFERENCE

The illustration below shows the best position to print the REG mark.



IMPORTANT
 When there are scratches or stains in the printing range of the REG mark, the position may not be corrected.
 When the read side of the document is rough and glossy, the CCD scanner may not be able to read REG mark and barcode. (The document may diffusely reflect light.)

Barcode (Automatic JOB selection) (Optional on 115V model and 230V Asia model)

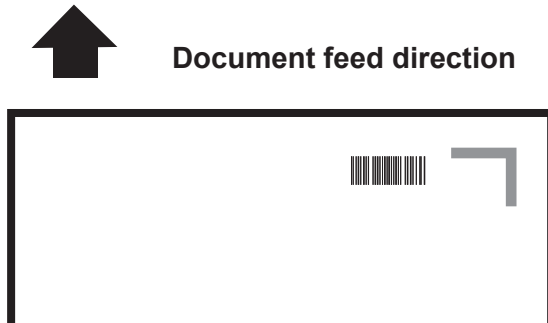
By adding barcode which indicates JOB number on each document, the DC-616 automatically sets up the machine and starts the job. Operator can press the START key and leave.

Even if multiple types of jobs are loaded on the feed tray at one time, the DC-616 recognizes barcode on documents also with the built-in CCD scanner and automatically switches setup and finishes the jobs.

To use this function, each document must have barcode printed on them. Please refer to the following instructions for specifications and position of barcode.

1. Specifications

- Barcode type : CODE-39
- Start and Stop code : Required
- Minimum resolving power : 0.254 mm
- Thin bar : Thick bar : 1 : 2.5
- Bar height : 4 mm or more



IMPORTANT

CODE-39 barcode must be used.

REFERENCE

Barcode may not be read even it is within the specifications depending on the print quality of printer and document type. If this is the case, enlarging the barcode may enable it to be read.

Use barcode generator function equipped on your software application or use barcode generator software.

2. Position

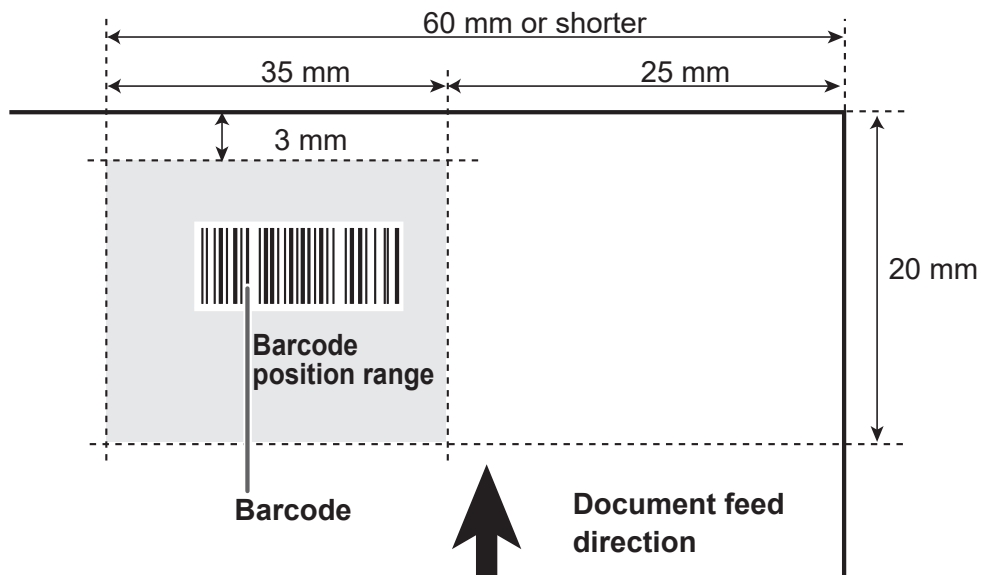
Document feed direction : The whole barcode should be within 3 to 20 mm from the lead edge.

Document width direction : The whole barcode should be within 25 to 60 mm from the right edge. (See below)

- ① is the start code designator for CODE-39. Enter *.
- ② is the tenths digit data of the JOB number.
(Example: When the JOB number is 21, the data is 2.)
- ③ is the units digit data of the JOB number.
(Example: When the JOB number is 21, the data is 1.)
- ④ is the check digit. (Corresponding to with or without)
- ⑤ is the stop code of CODE-39. Enter *.

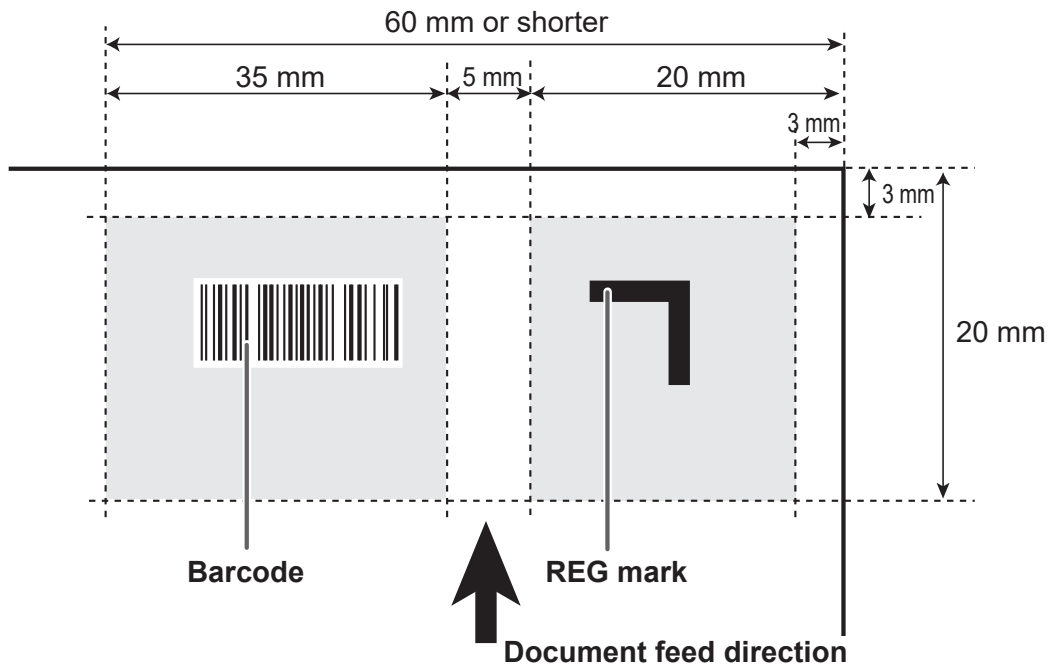


Positioning the barcode



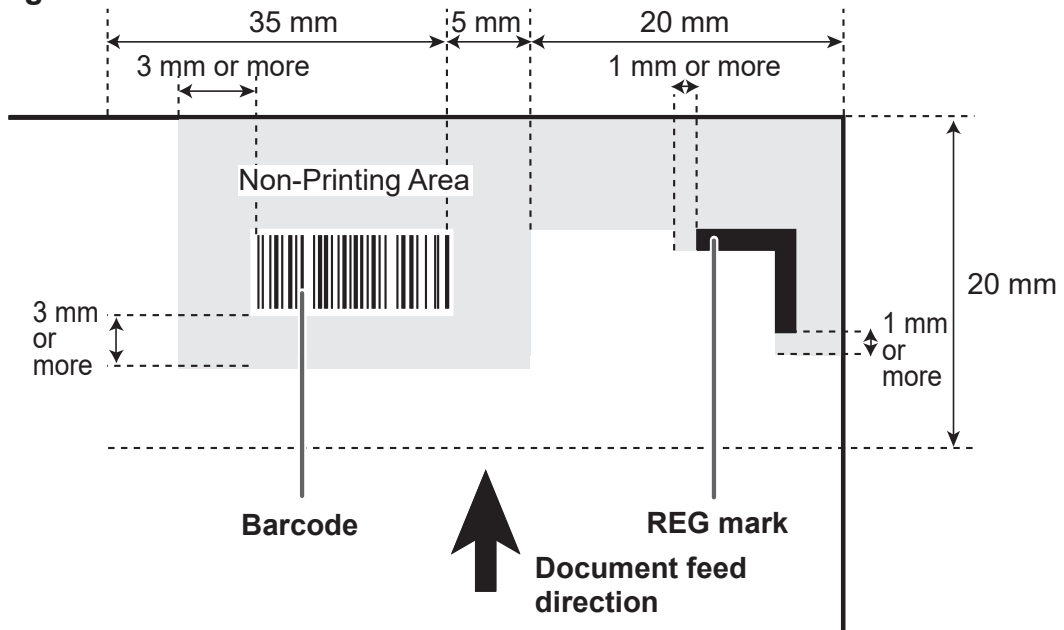
Before Preparing Document

When both of REG mark and barcode are printed on one document



REG mark or barcode located out of the specified printing area cannot be detected properly. Take account of the possible variation in the printed position of REG mark and barcode when they are arranged on the document.

Non-Printing Area



- Any part of the image to be printed shall not enter into the gray-colored area.
- No other printings than REG mark and barcode shall enter into the gray-colored area.

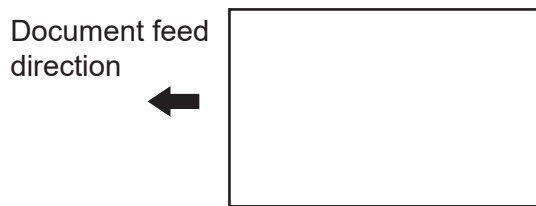
Limit of Slit

In Simple Mode, when the document width is bigger than 327.3 mm (12.8 inches) and a margin slit on the operator's side is smaller than 3.2 mm (1/8 inch), a warning message appears and then the slit entering screen appears. (→ P.64 Exceeding max finished size)

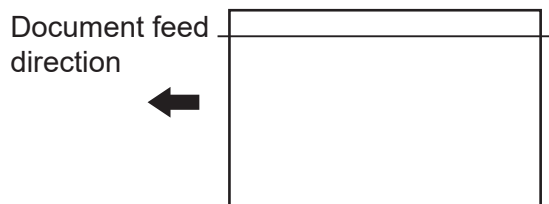
This is an impossible JOB to process. Re-enter correct margin.

- Examples of impossible JOBS to process

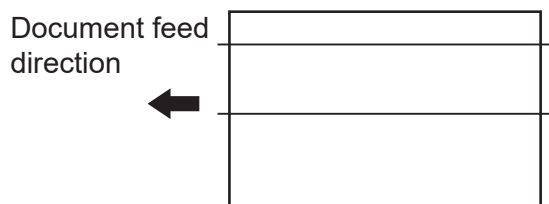
- No left margin and no slit



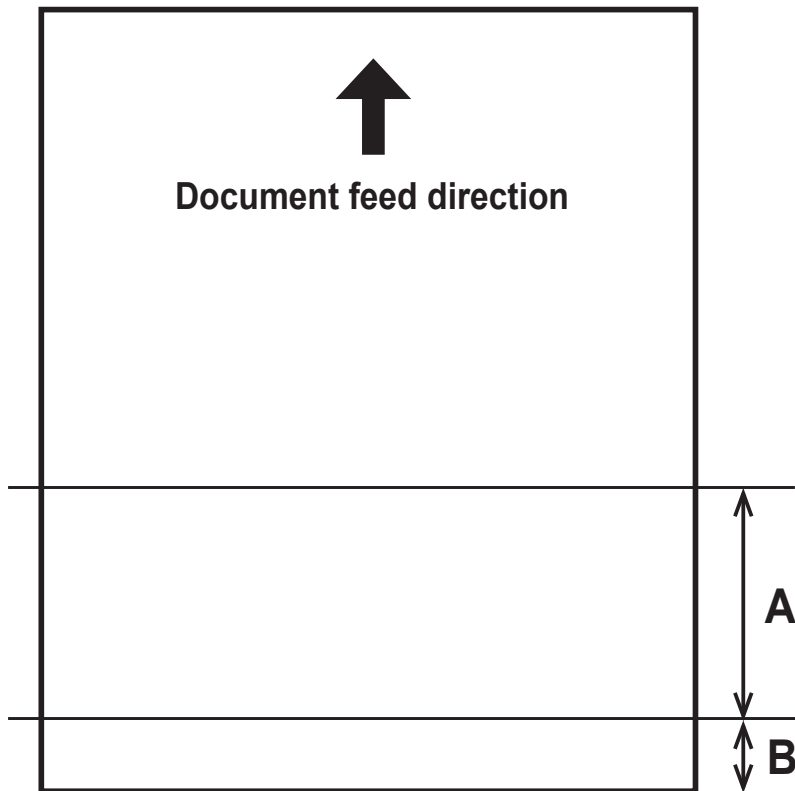
- Right margin only



- Right margin and center slit only



Limit of Trail Cutting



Create a JOB so that finished product of less than 67.0 mm is not set up within the trail edge of 67.0 mm.

Because the product of less than 67.0 mm cannot be processed as finished product, it is finely cut.

- Conditions of A

$A \geq 67.0$ Finished product

$67.0 > A \geq 49.0$, and $A+B=67.0$ Finished product

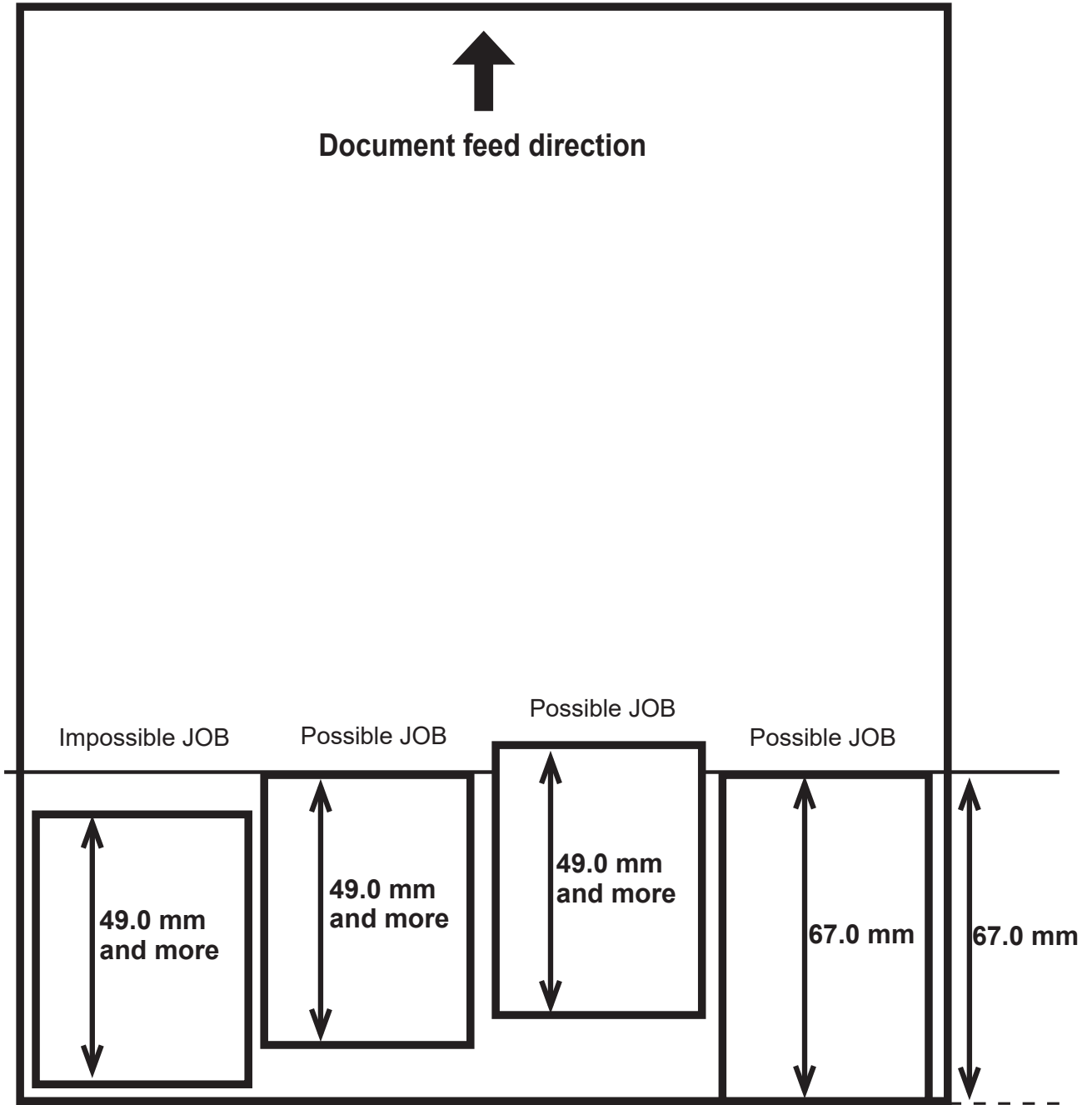
$67.0 > A \geq 49.0$, and $A+B < 67.0$.. Waste

$A < 49.0$ Waste

- Conditions of B

$B \geq 67.0$ Finished product

$B < 67.0$ Waste



MEMO

A series of horizontal dashed lines providing space for writing.

Chapter 2

Programming JOB on Control Panel

This chapter describes how to program a JOB on the control panel of the DC-616.

.....

| | |
|--|----|
| Before Programming JOB | 32 |
| Programming a JOB on the Control Panel | 33 |
| Programming a New JOB (Advanced Mode) | 35 |
| Programming a New JOB (Simple Mode) | 41 |
| Changing the Stored JOB | 43 |

.....

Before Programming JOB

The DC-616 can save up to 80 patterns of JOB.

This chapter describes how to program and change a JOB on the control panel of the DC-616.

Before programming a JOB, accurately measure the positions of slits, cuts and creases in mm/inch. Familiarize yourself with the following instructions to make the programming process easy and trouble free.

Slitter : There are a total of six slitters. Two slitters are for the margins and the remaining four slitters are the center of a document.

Cutter : There is a guillotine cutter that performs cuts perpendicular to the document feed direction. The DC-616 can cut up to 25 cuts on one document.

Creaser: There is a creaser that performs creases perpendicular to the document feed direction. The DC-616 can crease up to 20 positions on one document.

The DC-616 provides two programming modes, Advanced mode and Simple mode.

Select either mode by your preference on the **Slitter entry** screen of **Settings** before programming.

Advanced mode: You can set slit position alternately from side to side in order of unit along the document feed direction.

The screen displays **Slit1** to **Slit6**.

Simple mode : You can set slit position in order, from the right side of the document along the document feed direction.

The screen displays **Slit A** to **Slit F**.

Programming a JOB on the Control Panel

The following items should be entered to program a JOB.

JOB No.

Select a JOB number in which the JOB currently being programmed is saved.

JOB name

Enter a JOB name using the NUMERIC keys for easy reference.

Width

Enter the width of document.

Length

Enter the length of document.

REG mark position (Optional on 115V model and 230V Asia model)

When using REG mark reading:

Enter the distance between the lead edge of the document and the REG mark, and the distance between the right edge of the document and the REG mark.

Slit position

Enter the distances between the right edge of the document and each slit position.
The DC-616 can slit up to 6 positions on one document.

Cut position

Enter the distances between the lead edge of the document and each cut position.
The DC-616 can cut up to 25 positions on one document.

Crease position (Perpendicular to the document feed direction)

Enter the distance between the lead edge of the document and each crease position.
The DC-616 can crease up to 20 positions on one document.

Perforating position (Optional on 115V model and 230V Asia model)

Enter the distance between the right edge of the document and each perforating position.

Slitter guide

When any slitters are not in use, these slitters act as document guide to stabilize the document conveyance. Recommended for light weight document.

Auto cut

Lead margin and trail margin are finely cut and dropped in the waste box.
When documents do not have lead margin or trail margin, this must be turned off.

Crease depth

This sets the depth of the crease when creasing a document.
Usually set to **MID**.
Set to **MAX** for heavy weight document and **MIN** for light weight document.

Programming a JOB on the Control Panel

Speed

Select the processing speed.

Selecting **SLOW** improves finishing accuracy.

Air knife (Optional on 230V Asia model)

Compressed air is blown out from the front of the document to loosen documents.

This prevents double feed.

Programming a New JOB (Advanced Mode)

Hints for entering a JOB:

- Pressing the SET key goes on to the next step.
- Pressing the CURSOR (Up) key returns to the previous step.
- Pressing the CURSOR (Down) key goes on to the next step.
- Pressing the STOP key during JOB entering returns to the standby screen.
- Pressing the RETURN key returns to the previous screen.

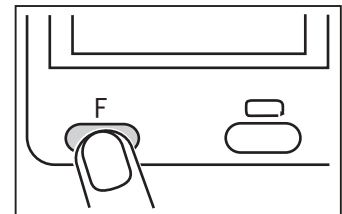
2

1 Turn on the power.

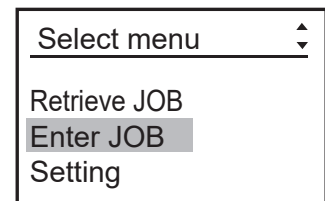
2 Make sure the standby screen is displayed on the LCD panel.



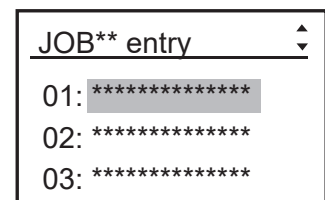
3 Press the F key.



4 The **Select menu** screen will appear. Select **Enter JOB** using the CURSOR (Up/Down) key and press the SET key.



5 Select a JOB number (01–80) using the NUMERIC keys or the CURSOR (Up/Down) key, and then press the SET key.



Programming a New JOB (Advanced Mode)

- 6** Enter a JOB name using the NUMERIC keys.
 Maximum 13 characters in the table below can be entered.
 Press the SET key when input is complete.

| Key | Pressing the same key switches character. | | | | | | | | | |
|-----|---|---|---|----|---|---|---|---|---|--|
| 1 | 1 | ! | " | \$ | % | & | ' | (|) | |
| 2 | A | B | C | a | b | c | 2 | | | |
| 3 | D | E | F | d | e | f | 3 | | | |
| 4 | G | H | I | g | h | i | 4 | | | |
| 5 | J | K | L | j | k | l | 5 | | | |
| 6 | M | N | O | m | n | o | 6 | | | |
| 7 | P | Q | R | S | p | q | r | s | 7 | |
| 8 | T | U | V | t | u | v | 8 | | | |
| 9 | W | X | Y | Z | w | x | y | z | 9 | |
| 0 | 0 | | | | | | | | | |
| C | Clear | | | | | | | | | |
| ◀ | Space, Moves the cursor to the left. | | | | | | | | | |
| ▶ | Space, Moves the cursor to the right. | | | | | | | | | |

Example: Entering DUPLO in JOB01

- 7** Press the <3> key and the CURSOR (Right) key.
 * To delete a character, press the CLEAR key.

JOB** entry ▾

Enter JOB name

D

- 8** Press the <8> key twice and the CURSOR (Right) key.

JOB** entry ▾

Enter JOB name

DU

- 9** Press the <7> key and the CURSOR (Right) key.

JOB** entry ▾

Enter JOB name

DUP

- 10** Press the <5> key three times and the CURSOR (Right) key.

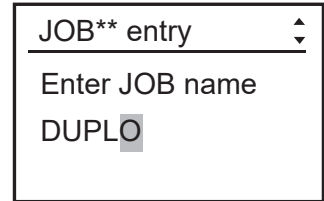
JOB** entry ▾

Enter JOB name

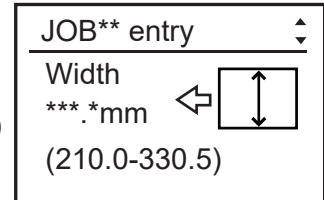
DUPL

Programming a New JOB (Advanced Mode)

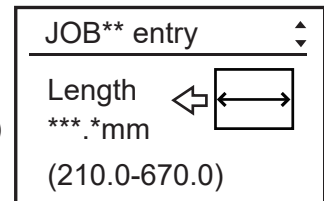
- 11** Press the <6> key three times and the CURSOR (Right) key.
Press the SET key or the CURSOR (Down) key.



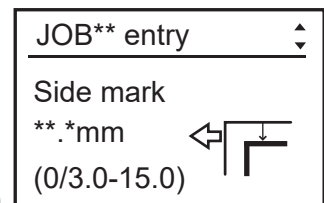
- 12** **Width**
Enter the width (mm) of the document using the NUMERIC keys.
The value must be between 210.0 to 330.5 mm.
When input is complete, press the SET key or the CURSOR (Down) key.



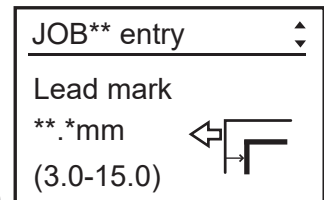
- 13** **Length**
Enter the length (mm) of the document using the NUMERIC keys.
The value must be between 210.0 to 670.0 mm.
When input is complete, press the SET key or the CURSOR (Down) key.



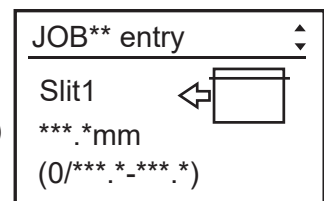
- 14** **Side mark (Optional on 115V model and 230V Asia model)**
This screen appears only when CCD is used.
When using **REG mark reading** function, enter the distance between the right edge of the document and the side mark using the NUMERIC keys. The value must be 3.0 to 15.0 mm.
When input is complete, press the SET key or the CURSOR (Down) key.
If you enter **0**, the screen skips to step 16.



- 15** **Lead mark (Optional on 115V model and 230V Asia model)**
This screen appears only when CCD is used.
When using **REG mark reading** function, enter the distance between the lead edge of the document and the lead mark using the NUMERIC keys. The value must be 3.0 to 15.0 mm.
When input is complete, press the SET key or the CURSOR (Down) key.



- 16** **Slit**
When using **Slit** function, enter the distance from the right edge of the document to the position for **Slit1** using the NUMERIC keys.
When input is complete, press the SET key or the CURSOR (Down) key.



REFERENCE

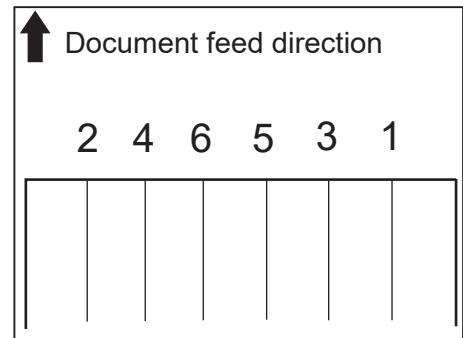
Inputtable range is displayed in (0/***.*-***.*).

Programming a New JOB (Advanced Mode)

REFERENCE

Slit position setting order:

- Advanced mode : Slits are set in numerical order from **Slit 1** to **Slit 6**.

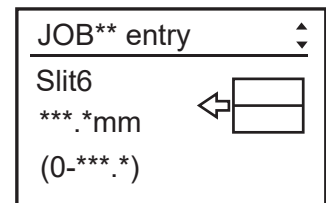


17

Enter the value for **Slit2** to **Slit6** in a similar way to step 16. When each input is complete, press the SET key. When you require fewer than six slits, enter **0** after the last slit setting and then press the SET key or the CURSOR (Down) key.

REFERENCE

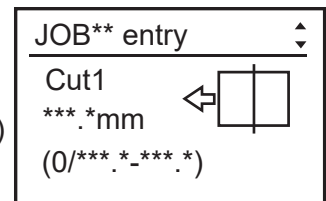
In Advanced Mode, when the document width entered in step 12 is 327.4 mm or more, **0** cannot be entered for Slit2.



18

Cut

Enter the distance from the lead edge of the document to the position for **Cut1** using the NUMERIC keys. When input is complete, press the SET key or the CURSOR (Down) key.

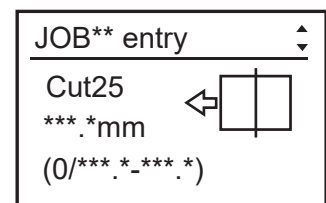


IMPORTANT

When you require only one cut, set the **Auto cut** function to **OFF**.

19

Enter the value for **Cut2** to **Cut25** in a similar way to step 18. This value must be **previous cut position +3 mm**. The value for the last cut must be under **the document length -5 mm**. When each input is complete, press SET key. When you require fewer than 25 cuts, enter **0** after the last cut setting and then press the SET key or the CURSOR (Down) key.



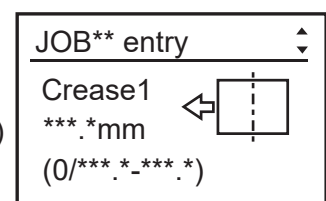
IMPORTANT

There is a limit to trail cutting.
(→P.28 Limit of Trail Cutting)

20

Crease

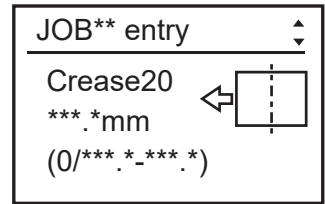
Enter the distance from the lead edge of the document to the position for **Crease1** using the NUMERIC keys. When input is complete, press the SET key or the CURSOR (Down) key.



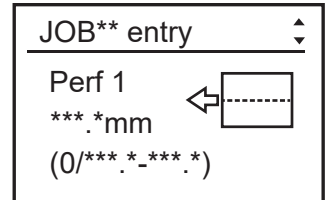
Programming a New JOB (Advanced Mode)

2

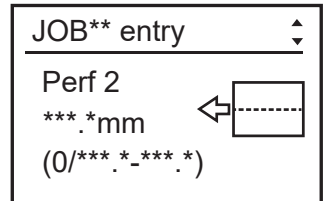
- 21** Enter the value for **Crease2** to **Crease20** in a similar way to step 20.
When each input is complete, press the SET key.
When you require fewer than 20 creases, enter **0** after the last crease setting and then press the SET key or the CURSOR (Down) key.



- 22** **Perforation 1 (Optional on 115V model and 230V Asia model)**
Enter the distance from the right edge of the document to the first processing position. (right side)
When input is complete, press the SET key or the CURSOR (Down) key.



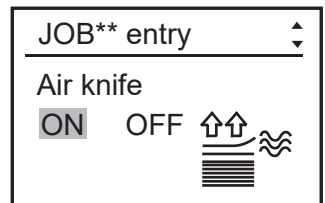
- 23** **Perforation 2 (Optional on 115V model and 230V Asia model)**
Enter the distance from the right edge of the document to the second processing position (left side).
When input is complete, press the SET key or the CURSOR (Down) key.



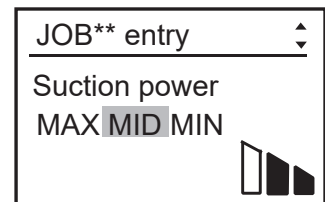
- 24** **Air knife (Optional on 230V Asia model)**
Use the CURSOR (Right) or (Left) key to turn ON/OFF the **Air knife**, and press the SET key or the CURSOR (Down) key.

REFERENCE

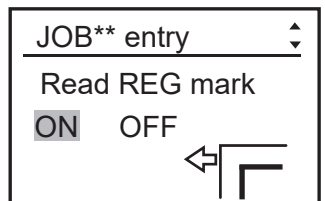
Turn ON this function when processing document with excessive static electricity or heavy weight document.



- 25** **Suction power**
Use the CURSOR (Right) or (Left) key to select **MAX**, **MID**, or **MIN**, and press the SET key or the CURSOR (Down) key.



- 26** **Read REG mark (Optional on 115V model and 230V Asia model)**
Use the CURSOR (Right) or (Left) key to turn ON/OFF the **Read REG mark** (REG mark reading), and press the SET key or the CURSOR (Down) key.



IMPORTANT

It is not possible to turn ON this function if either the **Lead mark** or **Side mark** does not have a value entry (i.e. if the value entry is 0 mm). To turn ON this function, enter an value of **Lead mark** and **Side mark**. (See steps 14 and 15).

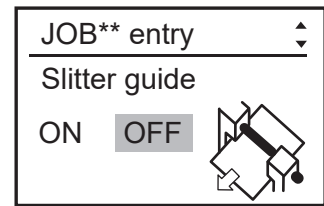
Programming a New JOB (Advanced Mode)

27

Slitter guide

When any slitters are not in use, these slitters act as document guide to stabilize the document conveyance.

Use the CURSOR (Right) or (Left) key to turn ON/OFF the **Slitter guide**, and press the SET key or the CURSOR (Down) key.

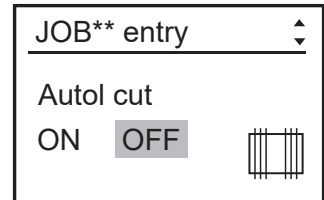


28

Auto cut

Lead margin and trail margin are finely cut and dropped in the waste box.

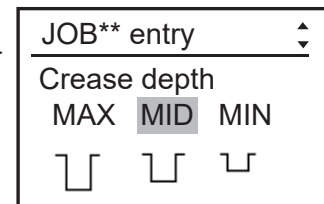
Use the CURSOR (Right) or (Left) key to turn ON/OFF the **Auto cut**, and press the SET key or the CURSOR (Down) key.



29

Crease depth

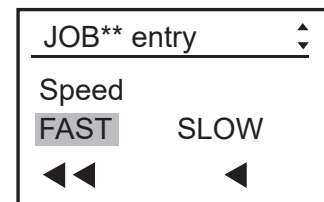
Use the CURSOR (Right) key and (Left) key to select **MAX**, **MID**, or **MIN**, and press the SET key or the CURSOR (Down) key.



30

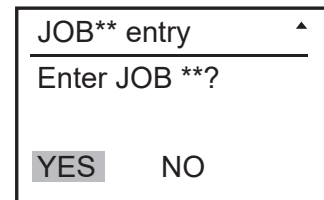
Speed

Use the CURSOR (Right) key and (Left) key to select **FAST** or **SLOW**, and press the SET key or the CURSOR (Down) key.



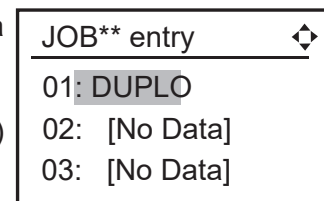
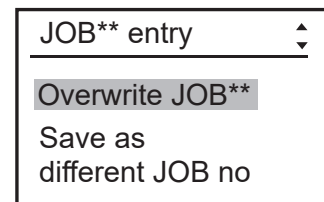
31

The display shown on the right appears on the screen. To save the JOB, select **YES** and press the SET key. If you want to cancel the settings, press the STOP key.



REFERENCE

- When you are selecting already stored JOB number, the messages **Overwrite JOB**** or **Save as different JOB no.** will appear on the screen. If you select **Overwrite JOB**** and press the SET key, the JOB will be overwritten.
- If you select **Save as different JOB no.** and press the SET key, a list of JOB number will appear on the screen. Use the CURSOR (Up) key or (Down) key to select JOB number, and press the SET key. Every time you press the CURSOR (Right) or (Left) key, the setting details of the highlighted JOB number are displayed.



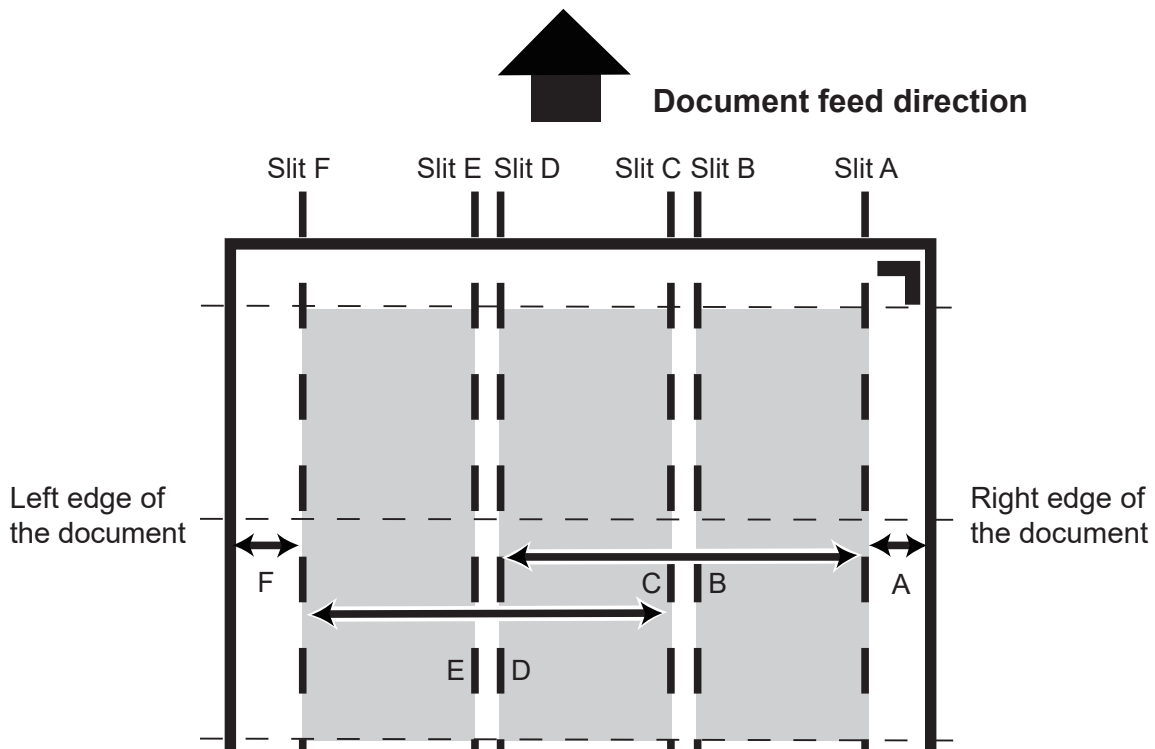
Programming a New JOB (Simple Mode)

Simple mode : You can set slit position in order, from the right side of the document along the document feed direction. The screen displays **SlitA** to **SlitF**.

When programming a JOB in Simple Mode, slitter settings are entered in order as shown on the figure below.

Hints for entering a JOB:

- Pressing the SET key goes on to the next step.
- Pressing the CURSOR (Up) key returns to the previous step.
- Pressing the CURSOR (Down) key goes on to the next step.
- Pressing the STOP key during JOB entering returns to the standby screen.
- Pressing the RETURN key returns to the previous screen.



1 Proceed with steps 1 to 15 of Programming a New JOB (Advanced Mode).
(→P.35 Programming a New JOB (Advanced Mode))

2 Enter the distance from the right edge of the document to the position for **Slit A** using the NUMERIC keys, and then press the SET key or the CURSOR (Down) key.

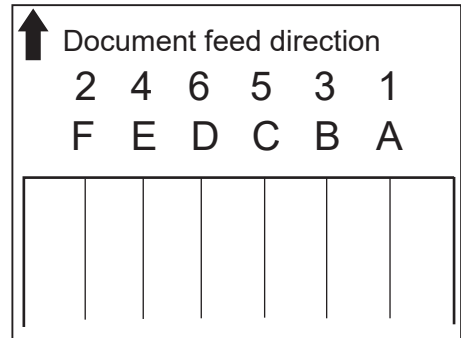
| | |
|-----------------|------------------------|
| JOB** entry | ↕ |
| SlitA | ← <input type="text"/> |
| ***.*mm | |
| (0/***.*-***.*) | |

Programming a New JOB (Simple Mode)

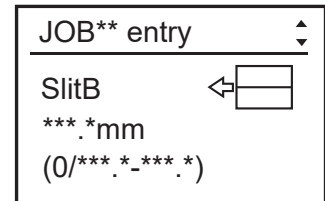
REFERENCE

Slit position setting order:

- Advanced mode : Slits are set in numerical order from **Slit 1** to **Slit 2**.
- Simple mode : Slits are set in alphabetical order from **Slit A** to **Slit F**.

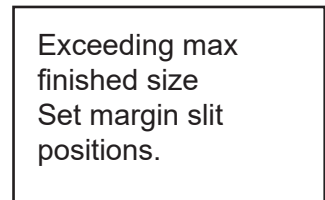


- 3** Enter the value for **SlitB** to **SlitF** in a similar way to step 16. When each input is complete, press the SET key. When you require fewer than six slits, enter **0** after the last slit setting and then press the SET key.



REFERENCE

In Simple Mode, when the document width is bigger than 327.3 mm (12.8 inches) and a margin slit on the operator's side is smaller than 3.2 mm (1/8 inch), the warning message on the right appears and then the slit entering screen appears. This is an impossible JOB to process. Re-enter correct margin.

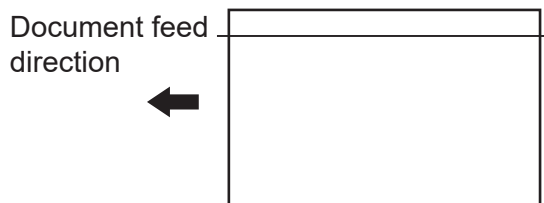


- Examples of impossible JOBs to process

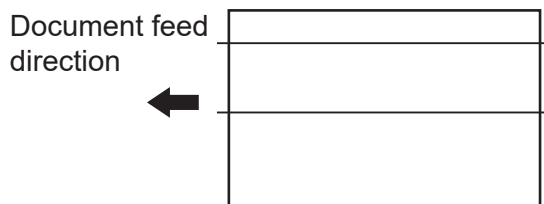
- No left margin and no slit



- Right margin only



- Right margin and center slit only



- 4** Hereafter, follow steps 18 through 31 in the Programming a New JOB (Advanced mode) for each setting. (→P.38)

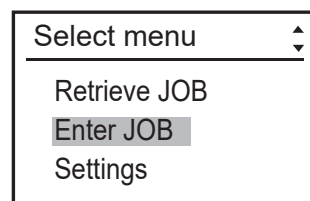
Changing the Stored JOB

This section describes how to change the stored JOB and to overwrite the JOB.

- 1 Make sure the standby screen is displayed on the LCD panel.

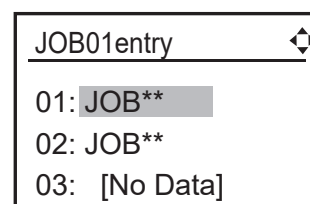


- 2 Press the F key.
The **Select menu** screen will appear.



- 3 Use the CURSOR (Up) key or (Down) key to select **Enter JOB**, and press the SET key.

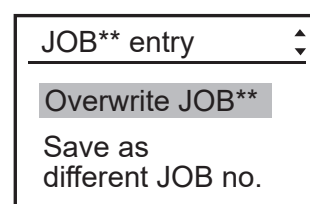
- 4 The JOB numbers are displayed in ascending order.
Use the CURSOR (Up) key or (Down) key to select the **JOB number** that you want to change, and then press the SET key.



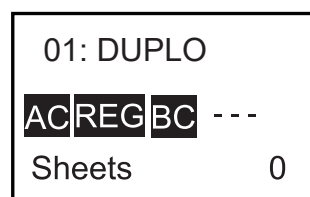
- 5 Press the SET key or CURSOR (Down) key to select the item to be changed.

Follow the steps in '[Programming a New JOB \(Advanced mode\)](#)' for each setting.
(→P.35 Programming a New JOB (Advanced Mode))

- 6 When input of the last item is completed, the display shown on the right appears.
If you save the changes as the currently selected JOB number, press the CURSOR (Up) key or (Down) key to select **Overwrite JOB****, and then press the SET key.
If you save them as different JOB number, press the CURSOR (Up) key or (Down) key to select **Save as different JOB no.**, and then press the SET key.



- 7 The message **Saving JOB** will appear on the screen and the changed JOB settings are saved in the memory.
The display returns to the standby screen shown on the right and the JOB number and the JOB name that were just saved are displayed.



Chapter 3

Basic Operations

This chapter describes the operating sequence from turning on the DC-616 until completing process.

.....

| | |
|---|----|
| Processing Documents by Selecting a JOB | 46 |
| Function Setting | 48 |
| Setting Functions | 49 |
| Automatic Setup Using Barcodes | 54 |
| Adjusting Feeder | 56 |
| Elevator level (Feed tray) | 56 |
| Separator | 56 |
| Airflow | 56 |
| Skew Compensation | 57 |
| Adjusting for Using a Light Weight Document | 58 |
| Adjusting the Amount of Airflow (Shutter) | 58 |

.....

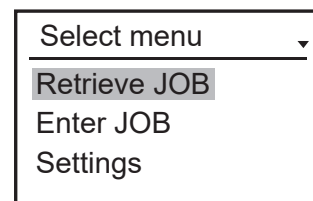
Processing Documents by Selecting a JOB

This section describes the procedures to process documents by selecting a JOB from **Retrieve JOB no.** or **Retrieve JOB log**.

1 Make sure the standby screen is displayed on the LCD panel.

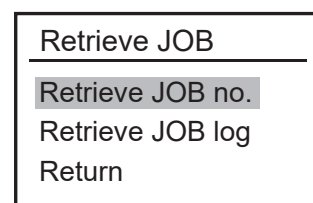


2 Press the F key.
The **Select menu** screen will appear.



3 Use the CURSOR (Up) or (Down) key to select **Retrieve JOB**, and press the SET key.

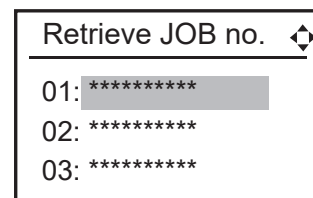
4 Use the CURSOR (Up) or (Down) key to select **Retrieve JOB no.** or **Retrieve JOB log**, and press the SET key.



Retrieve JOB no. : JOB numbers appear in ascending order.

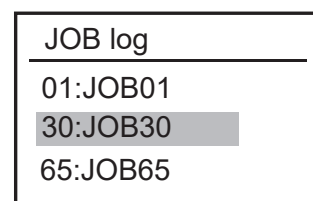
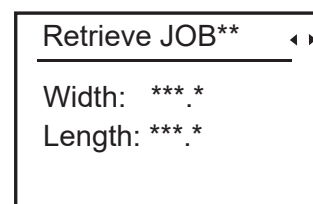
Retrieve JOB log : JOB numbers appear in descending order of input from the latest processed JOB number.

5 Use the CURSOR (Up) or (Down) key to select the JOB number that you want to process, and press the SET key.



REFERENCE

- If you press the CURSOR (Right) or (Left) key with the cursor under the JOB number, you can confirm the details of the JOB number that you selected.
- After selecting **Retrieve JOB no.**, you can select **JOB no.** using the NUMERIC keys.
- Retrieving JOB number from **Retrieve JOB log**
Processed JOBS are saved in the DC-616 as JOB log. The latest processed 10 JOBS are saved and older JOBS exceeding 10 are deleted in chronological order.

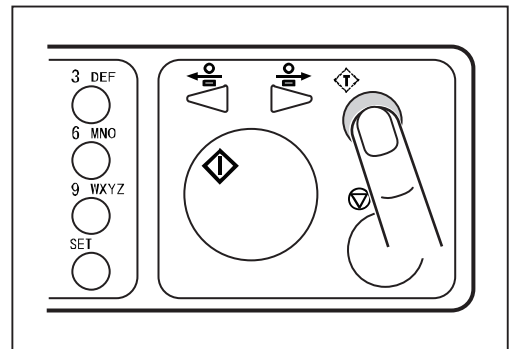


6 Prepare the documents for the JOB selected.

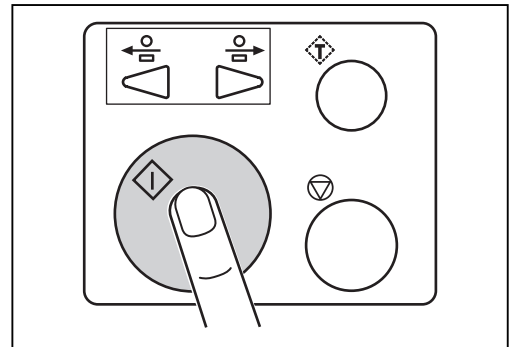
IMPORTANT

Loosen the stack of the documents by flipping through the sheets before loading it.

- 7 Load the documents on the feed tray.
(→P.10 Loading Documents)
- 8 Adjust the **feed guide** according to the document size and secure it with the **fixing screw**.
Set the **back guide** according to the document.
(→P.10 Loading Documents)
- 9 Lift the exit tray.
(→P.11 Setting the Exit Tray)
- 10 Attach the back guide and the side guides.
(→P.11 Setting the Exit Tray)
- 11 Press the TEST key to process a test run for one sheet.
Confirm whether the finished product is processed as it is programmed. If not, make fine adjustment in **Function Setting**.



- 12 If you already determine the number of document to be processed, use the NUMERIC keys to enter the number of documents.
- 13 Make sure that the LED on the START key is green, and then press the START key.
If it is red, the DC-616 is having an error.
Follow the instruction displayed on the LCD panel.



- 14 After the processing is complete, the standby screen appears.



Function Setting

The following functions can be set.

Air knife (Optional on 230V Asia model)

Compressed air is blown out from the front of the document to loosen the documents, preventing double feed.

Suction power

This adjusts the air amount of the suction fan.

When the document is fed, it is suctioned to the conveyance belt and conveyed.

Double detection (Double feed detection) (Optional on 115V model and 230V Asia model)

This detects double feed (two or more sheets are fed at once).

Read Barcode (Barcode reading) (Optional on 115V model and 230V Asia model)

This sets whether to execute automatic setup when reading a barcode.

Read REG mark (Optional on 115V model and 230V Asia model)

This sets operation mode when sensing the REG mark. Sensing the REG mark and handling operations at the regular position improve accuracy of documents handling.

Slitter guide

When any slitters are not in use for performing a JOB, these slitters act as document guide to stabilize the document conveyance.

Auto cut

Lead margin and trail margin are finely cut and dropped in the waste box.

When the document do not have any lead margin or trail margin, this must be turned off.

Crease depth

This sets the depth of the crease when creasing a document.

Apply shrinkage

In case printed document are shrink by heat generated on digital printer, by entering the original document size and document size after shrink, DC-616 automatically calculate the shrinkage ratio and adjust the cutting and creasing position accordingly.

This function compensate for the shrinkage in the feed direction only.

Adjust all (JOB vertical position correction)

This corrects the document position in vertical direction against the JOB set.

This function cannot be set to ON when REG mark or barcode reading setting is ON.

Adjust all (JOB horizontal position correction)

This corrects the document position in horizontal direction against the JOB set.

This function cannot be set to ON when REG mark or barcode reading setting is ON.

Speed

This is used to select processing speed.

Slitter entry

You can select **Simple mode** or **Advance mode** for entering a JOB.

Setting Functions

REFERENCE

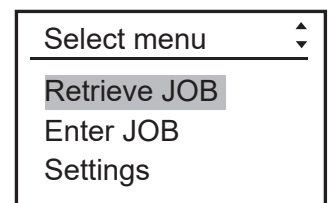
The temporarily set functions by Function Setting are valid until the power is turned OFF or another JOB is selected. The already stored JOB details are not overwritten.

DBL detection and **Feeder capacity** are valid even after turning off the power.

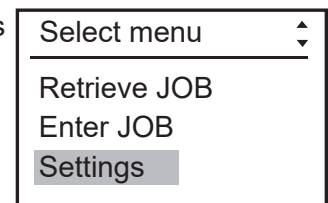
- 1 Turn on the power.
- 2 Make sure the standby screen is displayed on the LCD panel.



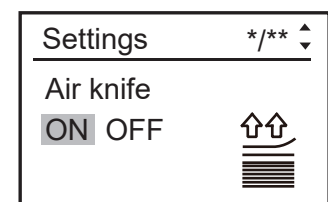
- 3 Press the F key.
The **Select menu** screen will appear.



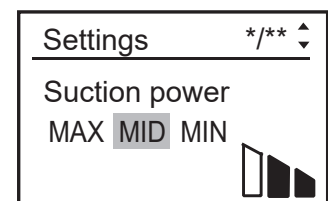
- 4 Use the CURSOR (Up) or (Down) key to select **Settings**, and press the SET key.



- 5 **Air knife (Optional on 230V Asia model)**
Compressed air is blown out from the front of the document to loosen the documents, preventing double feed.
Use the CURSOR (Right) or (Left) key to select **ON** or **OFF**, and press the CURSOR (Down) key.
When using light weight document, select **OFF**.



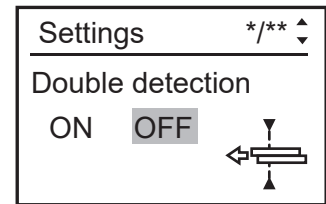
- 6 **Suction power**
When the document is fed, it is suctioned to the conveyance belt and conveyed.
Use the CURSOR (Right) or (Left) key to select **MAX**, **MID**, or **MIN**, and press the CURSOR (Down) key.



Setting Functions

7 Double detection (Optional on 115V model and 230V Asia model)

This detects double feed (two or more sheets are fed at once). Use the CURSOR (Right) or (Left) key to select **ON** or **OFF**, and press the CURSOR (Down) key.

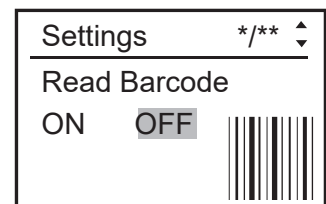


IMPORTANT

Double feed may not be detected if you are using rough-textured document.

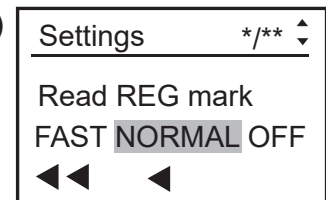
8 Read Barcode (Optional on 115V model and 230V Asia model)

This sets whether to perform automatic setup when reading the barcode. Use the CURSOR (Right) or (Left) key to select **ON** or **OFF**, and press the SET key.



9 Read REG mark (Optional on 115V model and 230V Asia model)

This sets REG mark reading function. Using the CURSOR (Right) or (Left) key to select **FAST**, **NORMAL**, or **OFF**, and press the CURSOR (Down) key. When not using this function, select **OFF**.

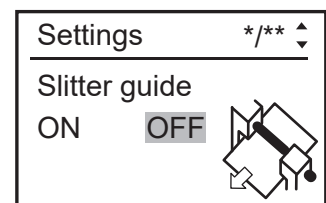


REFERENCE

When the lead mark or side mark is **0 mm**, this function is set to **OFF** forcibly.

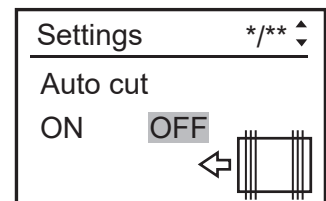
10 Slitter guide

When any slitters are not in use for performing a JOB, these slitters act as document guide to stabilize the document conveyance. Use the CURSOR (Right) or (Left) key to select **ON** or **OFF**, and press the CURSOR (Down) key.



11 Auto cut

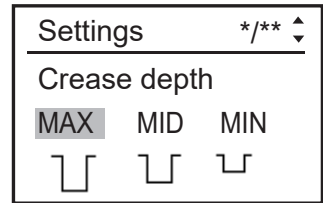
Lead margin and trail margin are finely cut and dropped in the waste box. Use the CURSOR (Right) or (Left) key to select **ON** or **OFF**, and press the CURSOR (Down) key.



- 12 Crease depth**
Use the CURSOR (Right) or (Left) key to select **MAX**, **MID**, or **MIN**, and press the CURSOR (Down) key.

REFERENCE

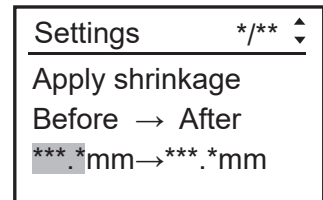
- Set to **MAX** for heavy weight document and **MIN** for light weight document.
- The above screen appears only when value is entered to **Crease**.



- 13 Apply shrinkage**
In case printed documents are shrunk by heat generated on digital printer, by entering the original document size and document size after shrunk, the DC-616 automatically calculates the shrinkage ratio and adjusts the cutting and creasing position accordingly. Use the NUMERIC keys to enter the original document length (Before), then enter the shrunk document length (After).

REFERENCE

When you press and hold the CLEAR key, the value of **Before** and **After** will be changed to the one that was saved.



- 14 Adjust all ↔ (in vertical direction)**
This function corrects the document position in vertical direction against the JOB set (mm). Use the CURSOR (Up) or (Down) key to select moving direction (+/-), then use the NUMERIC keys to enter the value. Press the CURSOR (Down) key.

REFERENCE

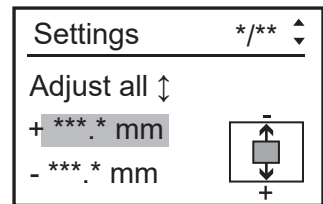
Read **REG mark** correction and **Adjust All**↔ cannot be set at the same time.



- 15 Adjust all ⇅ (in horizontal direction)**
This function corrects the document position in horizontal direction against the JOB set (mm). Use the CURSOR (Up) or (Down) key to select moving direction (+/-), then use the NUMERIC keys to enter the value.

REFERENCE

Read **REG mark** correction and **Adjust All**⇅ cannot be set at the same time.

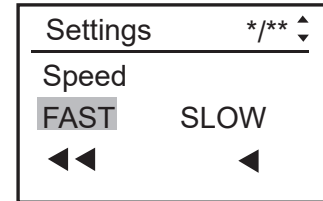


Setting Functions

16

Speed

Use the CURSOR (Right) or (Left) key to select **FAST** or **SLOW**, and press the CURSOR (Down) key.



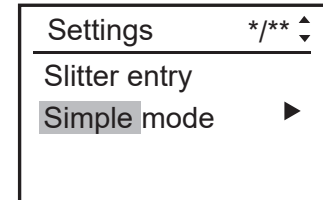
17

Slitter entry

Use the CURSOR (Right) key or (Left) key to select **Simple mode** or **Advanced mode**.

Simple mode : You can set slit position in order, from the right side of the document along the document feed direction.

Advanced mode: You can set slit position alternately from side to side in order of module along the document feed direction.



18

Press the SET key.

If you press the CURSOR (Down) key, the screen returns to **Air knife** in step 5.

IMPORTANT

- If you exit Function Setting without pressing the SET key, the function set are not saved.
- If you press the SET key before completing Function Setting, the setting you just input is saved and the standby screen appears.

- The message on the right appears on the screen when you re-enter the value of **Apply shrinkage** in step 13, **Adjust all (in vertical direction)** in step 14, and **Adjust all (in horizontal direction)** in step15.

Save shrinkage &
Adj. All in JOB**
for future?
YES NO

- The message on the right appears on the screen when you re-enter the value of **Apply shrinkage** in step 13.

Save shrinkage
in JOB**
for future?
YES NO

- The message on the right appears on the screen when you re-enter the value of **Adjust all (in vertical direction)** in step 14 or **Adjust all (in horizontal direction)** in step15.

Save Adjust All
in JOB**
for future?
YES NO

IMPORTANT

If you select **YES** and press the SET key, the function setting will be saved both in **Settings** and in the JOB.

If you select **NO** and press the SET key, the function setting will be saved in **Settings** only.

REFERENCE

If the message on the right appears on the screen, the result from the calculation of the values of **Adjust all** (for both directions) and **Apply shrinkage** is that the cut position is out of the specifications. Re-enter value for the cut position, or **Adjust all** or **Apply shrinkage**.

Trail cut length becomes invalid.
All adjust and shrinkage is

cleared.

19 The stand by screen appears.

REFERENCE

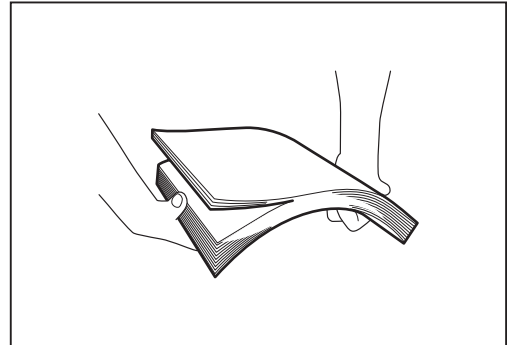
1: % appears when you set **Apply shrinkage** in **Settings**.
2: ↓↑ appears when you set **Adjust all** in **Settings**.

01: *****
ACREGBC% ↓↑
Sheets ↑ ↑ 0
 1 2

Automatic Setup Using Barcodes

By adding barcode which indicates job number on each document, the DC-616 automatically sets up the machine and starts JOB.

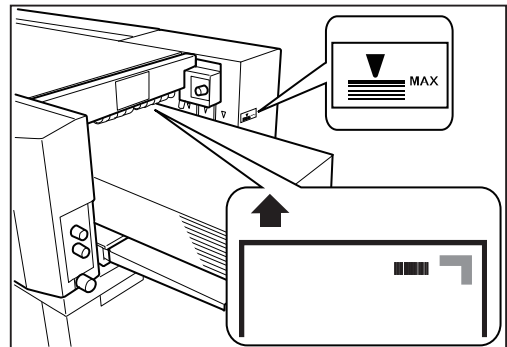
- 1 Turn on the power.
- 2 Prepare the document suiting the JOB selected, then loosen the stack of the document by flipping through the sheets.



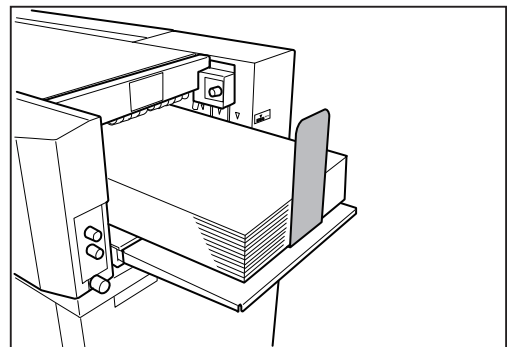
- 3 Set the document in the feed tray as the barcode and REG mark printing side facing upward.

REFERENCE

The height of the document stack should not exceed the MAX level.



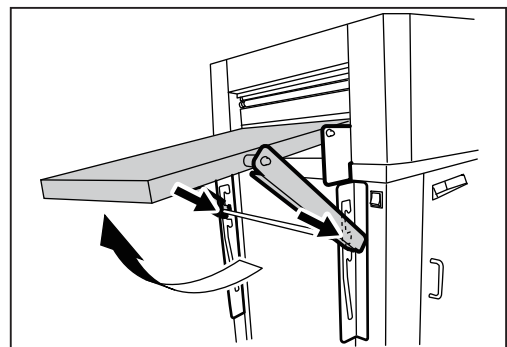
- 4 Attach the back guide.



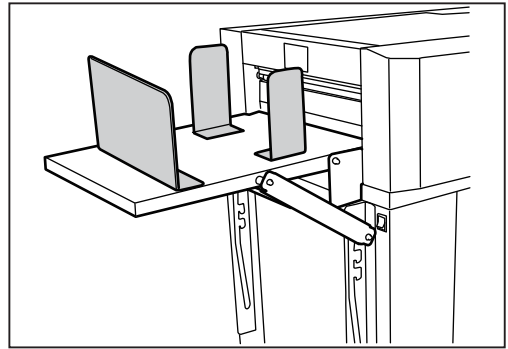
- 5 Lift the exit tray as shown in the right figure.

REFERENCE

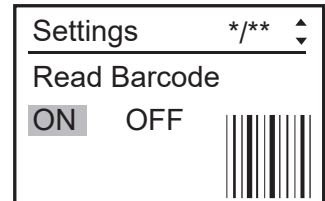
- When the finished document size is A3 (11"×17") or longer, it is recommended to set the exit tray in the downward position.
- If the finished products are adhered on the exit tray due to static electricity, set the exit tray in the downward position.



- 6 Attach the back guide and the side guides.

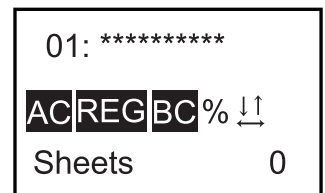


- 7 Set Read Barcode to ON in Settings.



IMPORTANT

Make sure that **BC** appears on the standby screen after setting.



- 8 By pressing the START key, the built-in CCD reads the barcoded JOB number, then starts processing the suitable JOB.

- 9 The finished products are ejected.

IMPORTANT

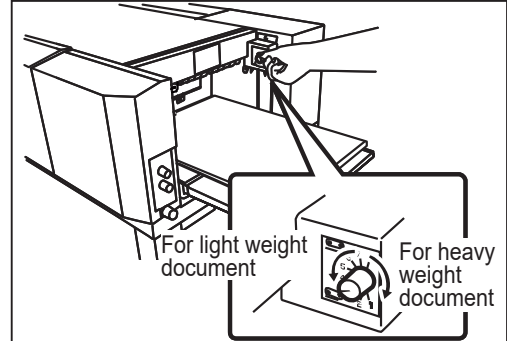
Slit waste accumulates in the waste box.
Open the front cover and remove them periodically.
Accumulation of waste may cause paper jam.

Adjusting Feeder

Elevator level (Feed tray)

The elevator level should be adjusted in the following cases:

- a. The machine does not feed.
→ Turn the level adjustment knob in a counterclockwise direction (to a smaller number).
The level of the elevator is raised.
- b. The machine feeds multiple sheets at once. (double feed)
→ Turn the level adjustment knob in a clockwise direction (to a larger number).
The level of the elevator is lowered.

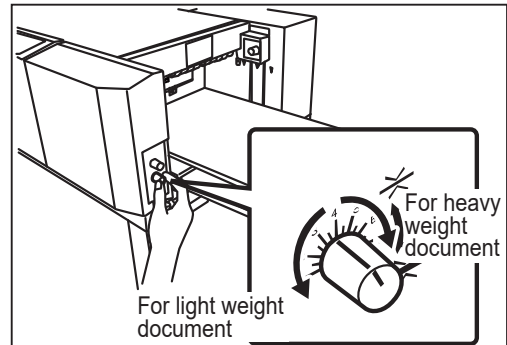


Level adjustment knob

Separator

The height of the separator should be adjusted in the following cases:

- a. The machine does not feed.
→ Turn the separator adjustment knob in a clockwise direction (to a larger number).
The position of the separator is lowered.
- b. The machine feeds multiple sheets at once. (double feed)
→ Turn the separator adjustment knob in a counterclockwise direction (to a smaller number).
The position of the separator is raised.

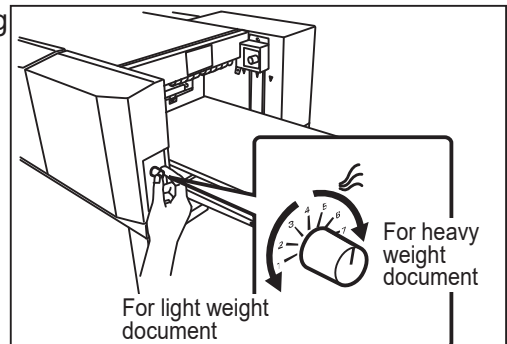


Separator adjustment knob

Airflow

The amount of airflow should be adjusted in the following cases:

- a. The machine does not feed.
→ Turn the airflow adjustment knob in a clockwise direction (to a larger number).
The amount of airflow is increased.
- b. The machine feeds multiple sheets at once. (double feed)
→ Turn the airflow adjustment knob in a counterclockwise direction (to a smaller number).
The amount of airflow is decreased.



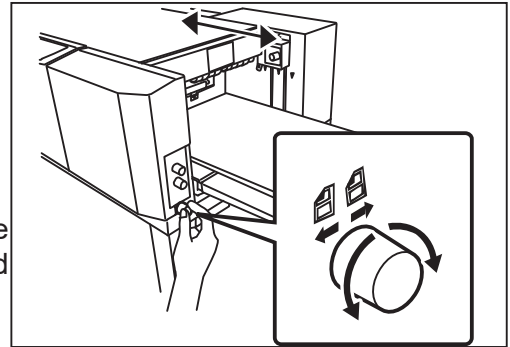
Airflow adjustment knob

Skew Compensation

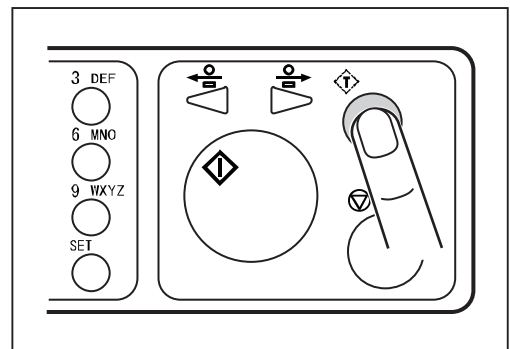
- 1 If the finished products are cut obliquely, adjust the skew using the skew adjustment knob.

Clockwise : Turning the knob slightly shifts the lead edge of the document toward the operator's side.

Counterclockwise : Turning the knob slightly shifts the lead edge of the document toward the non-operators side.



- 2 Press the TEST key to perform a test run for one sheet and check the finished products.

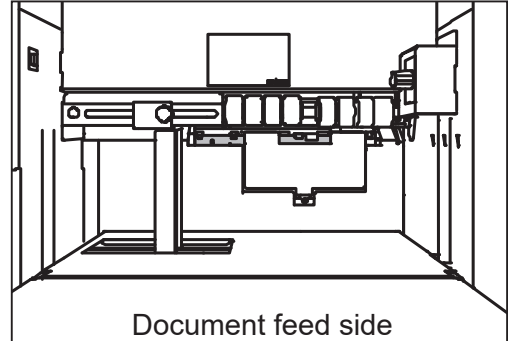


- 3 If the skew remains, repeat the above steps 1 and 2 again.

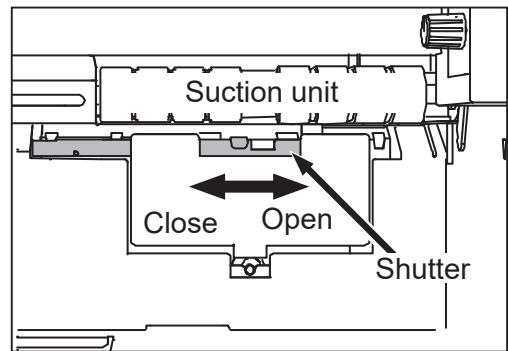
Adjusting for Using a Light Weight Document

Adjusting the Amount of Airflow (Shutter)

- 1 When you use the light weight document, the double feed may occur even if you adjust the **airflow adjustment knob**. In that case, adjust the amount of airflow by opening and closing the **shutter** on the document feed side.



- 2 Slide the **shutter knob** to the left to close the **air outlet**.



Chapter 4

Troubleshooting

This chapter describes what to do when an error has occurred and how to deal with paper jams and error messages.






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| When Messages Appear..... | 60 |
| When a Paper Jam Has Occurred | 65 |
| Example: J3 Feed error..... | 65 |
| Example: Cutter area | 66 |
| Example: J7 WASTE BOX | 67 |

.....

When Messages Appear

When an error occurs, messages and figure appear on the LCD panel. In such cases, follow the procedures below to solve the cause.

| Message | Status and Solution |
|---|--|
| <p>No document</p> <p>Place document on feed tray  to Clear</p> | <p>Status : There is no document on the feed tray. Solution : Load document on the feed tray. (→P.10 Loading Documents)</p> |
| <p>Cover open</p> <p>Close cover</p> <p>TOP/FRONT/EXIT</p> | <p>Status : The top cover is open. Solution : Close the top cover.</p> <p>Status : The front cover is open. Solution : Close the front cover.</p> <p>Status : The perforation unit or the cover is not installed. Solution : Install the perforation unit or the cover.</p> |
| <p>Double feed</p> <p>Remove document in the machine  to Clear</p> | <p>Status : Double feed Solution : Remove the document from the inside of the machine and then press the STOP key.</p> |
| <p>J2 Feed tray</p> <p>Feed tray overload  to Clear</p> | <p>Status : Too many documents are loaded on the feed tray. Solution : The height of the document stack should not exceed the MAX level. (There is an indication on the right side of the feed tray.) Remove the documents and then press the STOP key.</p> |
| <p>J3 Feed error</p> <p>Remove document from feed area  to Clear</p> | <p>Status : There is paper jam in the document infeed area or feeding area. Solution : Remove the document from the infeed area or feeding area and then press the STOP key. (→P.65 Example: J3 Feed error)</p> |
| <p>J4 Slitter</p> <p>Remove document from slitter area  to Clear</p> | <p>Status : There is paper jam in the slitter area. Solution : Remove the document from the slitter area and then press the STOP key.</p> <p>IMPORTANT</p> <p>When input value of each slitter is 55-60, the gutter deflector may not be available.</p> |

| Message | Status and Solution |
|---|---|
| J5 Cut, crease Remove document from cut/crease area ⓪ to Clear | Status : There is paper jam in the cut or crease area. Solution : Remove the document from the cut or crease area and then press the STOP key. |
| J6 Exit tray Remove documents from exit tray ⓪ to Clear | Status : There is paper jam in the paper exit area. Solution : Remove the jammed documents from the exit area and then press the STOP key. |
| J7 Waste box Remove document from waste box ⓪ to Clear | Status : The waste box became full during processing. Solution : Remove the accumulated waste from the waste box and then press the STOP key. (→P.67 Example: J7 WASTE BOX) |
| Slitter* lock Check document in slitter area ⓪ to Clear | Status : The slitter is locked. Solution : Remove the document from the slitter area and then press the STOP key. Turn off the power and then turn on again after a few seconds. If the same message appears, contact our service person. |
| Cutter lock Check document in cutter area ⓪ to Clear | Status : The cutter is locked. Solution : Remove the document from the cutter area and then press the STOP key. Turn off the power and then turn on again after a few seconds. If the same message appears, contact our service person. |
| Creaser lock Check document in creaser area ⓪ to Clear | Status : The creaser is locked. Solution : Remove the document from the creaser area and then press the STOP key. Turn off the power and then turn on again after a few seconds. If the same message appears, and contact our service person. |
| Paper in machine Remove document from slitter area | Status : Check paper jam in the slitter area. Solution : Remove the document from the slitter area and then press the STOP key. |
| Paper in machine Remove document from cut/crease area | Status : Check paper jam in the cut or crease area when the power is turned on. Solution : Remove the document from the cut or crease area and then press the STOP key. |

When Messages Appear

| Message | Status and Solution |
|--|---|
| <p>Paper in machine</p> <p>Remove document from exit tray area</p> | <p>Status : Check paper jam in the exit area when the power is turned on.</p> <p>Solution : Remove the document from the exit area and then press the STOP key.</p> |
| <p>Paper in machine</p> <p>Remove document from waste box</p> | <p>Status : Check waste jam in the waste box.</p> <p>Solution : Remove the waste from the waste box and then press the STOP key.</p> |
| <p>BC read error 1</p> <p>Cannot read barcode</p> <p>⏏ to Clear</p> | <p>Status : The machine failed to read barcode.</p> <p>Solution : Press the STOP key and check that the barcode is printed clearly at the correct position.</p> <p>If it is not printed within the specified area, print it on appropriate position.</p> <p>Turn off the power and then turn on again after a few seconds. If the same message appears, contact our service person.</p> |
| <p>BC read error 2</p> <p>JOB ** is unknown</p> <p>⏏ to clear</p> | <p>Status : JOB** is not stored.</p> <p>** shows JOB number.</p> <p>Solution : Press the STOP key and then check JOB contents. (→P.25 for barcode specifications)</p> |
| <p>BC read error 3</p> <p>Check digit error</p> <p>⏏ to Clear</p> | <p>Status : Check digit error or barcode error.</p> <p>Solution : Press the STOP key to clear the error and then check barcode. (Is digit correct?, Are any alphabets included?)</p> <p>Make a document with correct barcode.</p> |
| <p>REG read error 1</p> <p>Check document is not marked</p> <p>⏏ to Clear</p> | <p>Status : The machine failed to read REG mark.</p> <p>Solution : Press the STOP key and check that there is no blot on the document.</p> <p>(→P.24 for REG mark specifications)</p> |
| <p>REG read error 2</p> <p>Cannot read REG mark</p> <p>⏏ to Clear</p> | <p>Status : The machine failed to read REG mark.</p> <p>Solution : Press the STOP key and check whether the REG mark is correctly printed.</p> <p>(→P.24 for REG mark specifications)</p> |
| <p>REG read error 3</p> <p>Cannot read REG mark</p> <p>⏏ to Clear</p> | <p>Status : The machine failed to read REG mark.</p> <p>Solution : Press the STOP key, then check whether the REG mark is printed straight and the document is not skewed.</p> |

| Message | Status and Solution |
|--|--|
| <p>REG read error 4</p> <p>Check REG position</p> <p>⏏ to Clear</p> | <p>Status : The machine failed to read REG mark.</p> <p>Solution : Press the STOP key, then check REG mark position and margin slitter position. If REG mark is not printed within the specified area, print it on appropriate position.</p> |
| <p>CCD read error ▼</p> <p>Cannot read barcode</p> <p>⏏ to Clear</p> | <p>Status : Barcode error and REG mark error.</p> <p>Solution : ●Press the STOP key and check the JOB.</p> <p>●Press the STOP key and check that barcode and REG mark are printed.</p> <p>●Press the STOP key and check the position of barcode and REG mark. If they are not printed within the specified area, print them on appropriate positions.</p> <p>Turn off the power and then turn on again after a few seconds. If the same message appears, contact our service person.</p> |
| <p>CCD read error ▲</p> <p>Cannot read REG mark</p> <p>⏏ to Clear</p> | |
| <p>Gutter deflector</p> <p>Set Gutter deflector</p> <p>⏏ to Clear</p> | <p>Status : JOB requiring the gutter deflector is selected.</p> <p>Solution : Set the gutter deflector.</p> <p>REFERENCE</p> <p>When Read Barcode is set to ON, this message does not appear.</p> |
| <p>Gutter deflector</p> <p>Clear Gutter deflector</p> <p>⏏ to Clear</p> | <p>Status : JOB that does not use the gutter deflector is selected.</p> <p>Solution : Clear the gutter deflector.</p> |
| <p>WRONG OPTION</p> <p>Set correct option</p> <p>⏏ to clear</p> | <p>Status : The machine judges that the document cannot be fed because the JOB was changed after reading barcode.</p> <p>Solution : Set the option that is appropriate for the JOB and press the STOP key.</p> |
| <p>Check positions of option tools.</p> <p>⏏ to Clear</p> | <p>Status : Check the perforation tool positions.</p> <p>Solution : Check whether the tool positions are correct and press the STOP key.</p> |
| <p>JOB error</p> <p>Check JOB detail</p> <p>⏏ to Clear</p> | <p>Status : The machine cannot perform JOB because of the false data received from personal computer.</p> <p>Solution : Check the JOB details and then press the STOP key.</p> |

When Messages Appear

| Message | Status and Solution |
|---|---|
| Check position of options ◇ to start | Status : When the perforation unit is installed or you select the JOB that uses the perforation unit, you press the START key or the TEST key. Solution : Check if the option unit is correctly installed and then press the STOP key or the TEST key to restart processing. |
| Trail crease length becomes invalid. All adjust and shrinkage is cleared. | Status : When Apply shrinkage is set to ON, the trail crease position is out of specification. Solution : Set Apply shrinkage to OFF or change the trail crease position. |
| Lead crease length becomes invalid. All adjust and shrinkage is cleared. | Status : When Apply shrinkage is set to ON, the lead crease position is out of specification. Solution : Set Apply shrinkage to OFF or change the lead crease position. |
| Trail cut length becomes invalid. All adjust and shrinkage is cleared. | Status : When Apply shrinkage is set to ON, the trail cut position is out of specification. Solution : Set Apply shrinkage to OFF or change the trail cut position. |
| Lead cut length becomes invalid. All adjust and shrinkage is cleared. | Status : When Apply shrinkage is set to ON, the lead cut position is out of specification. Solution : Set Apply shrinkage to OFF or change the lead cut position. |
| Cannot finish card within 67mm from trail edge. SET>NEXT <input type="checkbox"/> BACK | Status : Cards are imposed at improper positions (within 67.0 mm from the trail edge of the document). Solution : Program a JOB so that cards smaller than 67.0 mm are not imposed within 67 mm from the trail edge of the document. (→P.28 Limit of Trail Cutting) |
| Exceeding max finished size Set margin slit positions. | Status : The finished product exceeds max finished size. Solution : Program a JOB (set margin slit positions) so that the finished width is within the specifications. (→P.27 Limit of Slit) |
| E** - - - error | Status : Error occurred in the DC-616. Solution : Turn off the power and then turn on again after a few seconds. If the same message appears, contact our service person. |

When a Paper Jam Has Occurred

When a paper jam has occurred, a message appears on the LCD panel. Follow the procedures below to remove the jammed document.


WARNING

- Do not touch the tool. Doing so may cause injury.
- Before removing the jammed document make sure that the machine is fully stopped. Use the pliers that came with the machine to prevent your hands or fingers from being caught.

Example: J3 Feed error

A paper jam has occurred in the document infeed area or feeding area. Follow the procedures below to remove the jammed document.

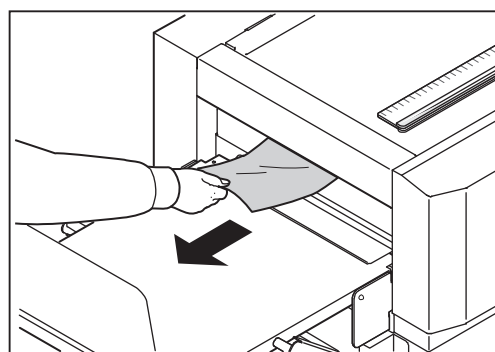
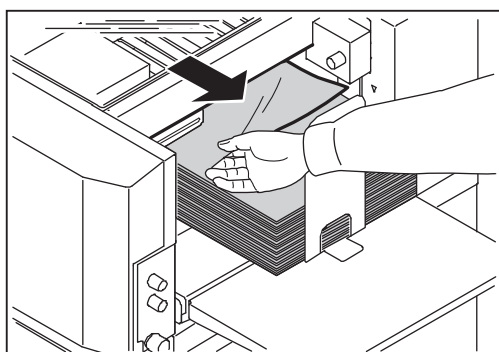
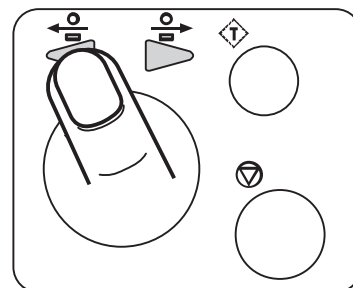
J3 Feed error

Remove document from feed area
 to clear

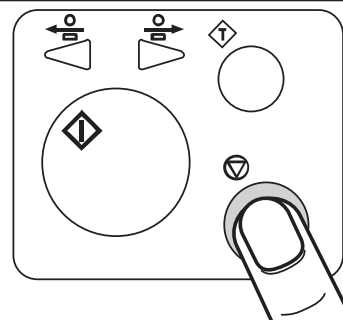
1 Press the JOG (Forward) key to eject the document.

IMPORTANT

- Be sure to close the top cover when you operate the machine. The machine does not work if the top cover is open.
- The JOG (Backward) key is inactive when a document is jammed or remains in the feed area.



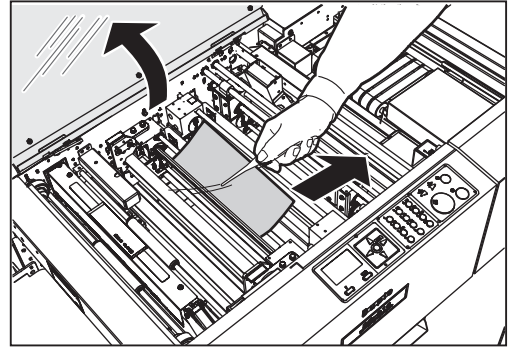
2 Press the STOP key to clear the error. The machine will be reset and the error message will be cleared.



When a Paper Jam Has Occurred

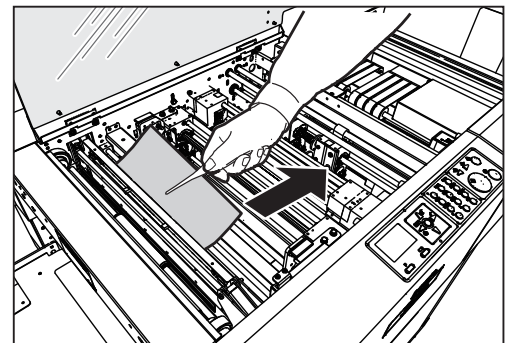
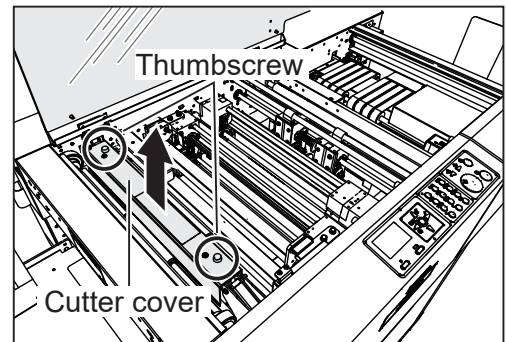
- If the jammed document cannot be removed by the procedures on the previous page, attempt to remove the document according to the following procedures.

Open the top cover and remove the jammed document using the tweezers that come with the machine.



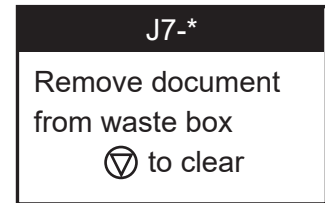
Example: Cutter area

- 1 Open the top cover.
- 2 Remove the two thumbscrews to remove the cutter cover.
- 3 Remove the jammed document using the tweezers that came with the machine.



Example: J7 WASTE BOX

The waste box becomes full of waste during operation.
Accumulation of waste may cause paper jam.

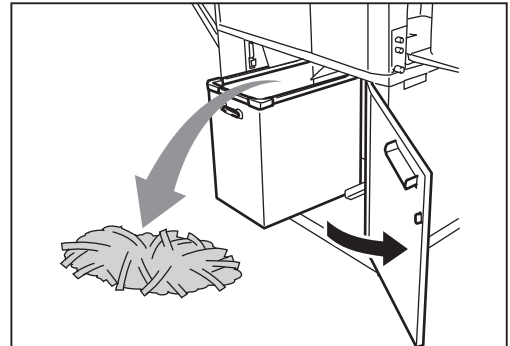


WARNING

- Make sure that the machine is fully stopped before removing the waste.
Or your hands or fingers may get caught and injured.

- 1 Open the front cover, then take out the waste box.
Dispose of the waste.

If waste remains inside the machine, remove them.



- 2 Put the waste box back in its place and close the front cover.

IMPORTANT

- Make sure to set the waste box properly pushing it all the way in.

- 3 Press the STOP key to clear the error.
The machine will be reset and the error message will be cleared.

Chapter 5

Daily Maintenance

This chapter describes daily maintenance for the machine.

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| Cleaning the Skew Correction Belt | 72 |
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Daily Maintenance

Clean the machine periodically to maintain its performance.



WARNING

- Before cleaning, be sure to turn the power off, wait until the machine cools off and unplug the power cord. Otherwise, fire or electric shock may occur.
- Never remove covers on the machine or modify them.
- Do not spill water or any liquid inside of the machine. It may cause fire or electric shock. If it happens, contact our service person.



WARNING

Clean the exterior in the following procedures.

1. Tightly wring a soft cloth that has been moistened with water or mild detergent.
2. Wipe the exterior.
3. Wipe off the excess moisture on the exterior with a dry soft cloth.



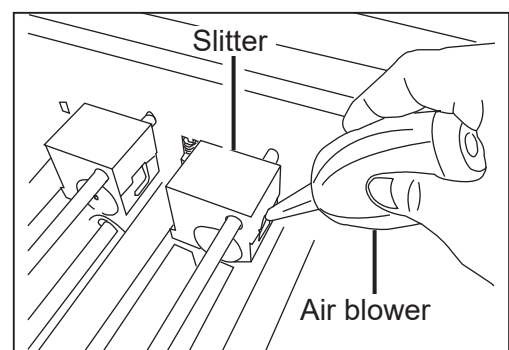
WARNING

- Never use alcohol or solvent cleaner. It may tarnish or damage the exterior finish.
- Do not put diluted petroleum or insecticide. It may cause fire.

Dust accumulation may cause the machine to malfunction. Clean it periodically. Contact our service person as for cleaning of inside of the machine.

Cleaning the Slitter Tool

If a document is slit by the slitter after a long period of use of the machine, finished products may get dirty. Before starting operation, clean the slitter tool with an air blower, then perform test run several times and check the finished products for any blot.



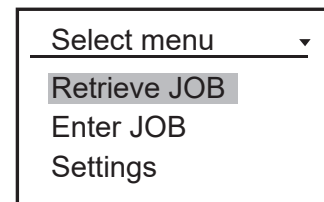
Cleaning the Conveyance Rollers

As the DC-616 processes digital color outputs, toner etc. on the documents may adhere to the surface of the conveyance rollers of the DC-616. Accumulation of toner may affect the performance of the DC-616. In this case, clean the rollers according to the following procedures.

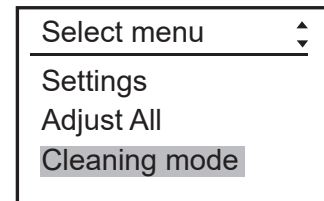
- 1 Turn on the power.
- 2 Make sure the standby screen is displayed on the LCD panel.



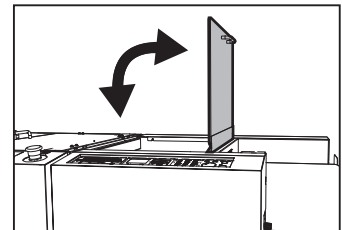
- 3 Press the F key.
The **Select menu** screen will appear.



- 4 Select **Cleaning mode** using the CURSOR (Down) key, and press the SET key.



- 5 Every time the top cover is opened/closed, the conveyance rollers turn 60 degrees.
Wipe off the toner and debris on the rollers using a tightly wrung cloth by opening/closing the top cover.



IMPORTANT

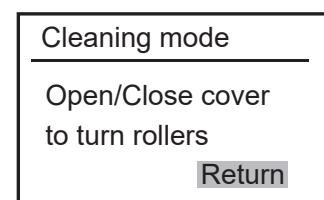
Do not wipe the rollers with anything other than that specified above. Use of anything else may result in mechanical malfunction.



WARNING

Do not put your hands or fingers in the feeding part when cleaning. Your hands or fingers may be caught and get injured.

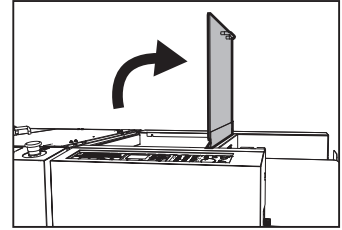
- 6 After cleaning the rollers, press the RETURN key.
The **Select menu** screen will appear.



Cleaning the Skew Correction Belt

Long hours of machine use result in accumulation of paper dust. Wipe off the paper dust with a cloth while turning the skew correction belt with your hand.

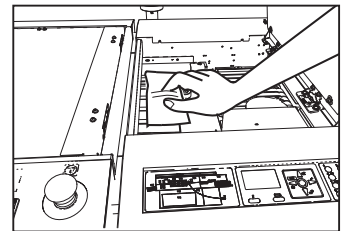
- 1 Open the top cover.



WARNING

Do not put your hands or fingers in the feeding part when cleaning. Your hands or fingers may be caught and get injured.

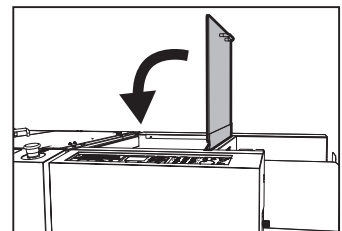
- 2 Wipe off the paper dust with a cloth while turning the skew correction belt with your hand.



IMPORTANT

Do not wipe the skew correction belt with anything other than that specified above. Use of anything else may result in mechanical malfunction.

- 3 Close the top cover.



Waste Box

Slit waste accumulates in the waste box. Open the front cover and remove them periodically. Accumulation of waste may cause paper jam. Follow the instructions below for removing the waste.

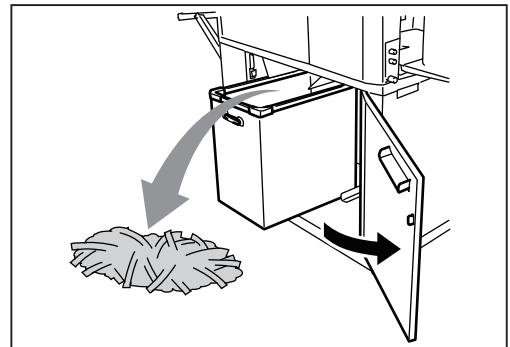


WARNING

Be sure to confirm that the machine is fully stopped before removing the accumulated waste to prevent your hands or fingers from being caught.

- 1 Confirm that the machine is fully stopped.
- 2 Open the front cover and take out the waste box. Then remove the waste in the waste box.

If waste remains inside the machine when taking out the waste box, remove them.



- 3 Put the waste box back in its place and close the front cover.

About Protection of Sponge Rollers

When the sponge rollers stop at the same position for a long time, they may be deformed by the pressure from the back-up rollers. To prevent from being deformed, if the machine does not operate for one hour with the power on, the rollers automatically rotate at low speed.

Chapter 6

Specifications

This chapter lists the machine specifications.

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.....

Specifications

| Model name | DC-616 |
|-------------------------|--|
| Product type | Slitter/Cutter/Creaser Floor stand model |
| Feeding method | Belt suction |
| Infeed document size | Width: 210–330.5 mm Length: 210–670 mm* * The standard feed tray takes up to 460 mm. For longer sheet, the optional long paper tray is available. |
| Finishing size | Minimum finishing width: 48 mm (1.89 in) Minimum finishing length: 50 mm (1.97 in)* Maximum finishing size: 327.3 mm (12.88 in) (from the non-operator's side)* * The distance between the lead edge of the last card and the trail edge of the parent sheet should be 67 mm or more. |
| Document type | Uncoated, coated, laminated* * Laminated document is not included in the specifications of the perforation unit.) |
| Document weight | 110 gsm–350 gsm |
| Paper curl | Within 5 mm |
| Feeder capacity | 100 mm |
| Speed | 10 ppm (A4 SEF, 2 cuts, 1 crease) |
| Number of slits | Max 6 slits per document (2 margin slitters and 4 center slitters) |
| Margin slit spec | 3.2–55.0 mm from document side edges |
| Gutter slit width | 5.0–15.0 mm Gutter slits wider than above are exited onto the exit tray. |
| Gutter deflector | Max 2 gutter slits can be deflected. |
| Number of cuts | Max 25 per document |
| Cut position spec | Lead edge: min. 3.0 mm Gutter cut: min. 3.0 mm Trail edge: min. 5.0 mm |
| Number of creases | Max 20 per document |
| Crease depth adjustment | 3 steps (from control panel) |
| Tolerance | +/-0.3 mm from programmed positions (+/-0.4 mm with business cards) When creasing, it may fluctuate depending on the number of creases and their depths. |
| Stacker capacity | 100 mm (with card stacker: 40 mm) |
| Control panel | 64×128 dots LCD |
| LCD languages | Japanese, English, French, German, Italian, Spanish, Polish, Russian |
| Perforation unit | Operator replaceable unit Max 2 perforations parallel to the feeding direction Manual positioning |
| Perforation position | Minimum distance from the card side edge: 5 mm Minimum distance between 2 perforations: 48 mm Maximum distance from the non-operator's side: 315 mm |
| Perforation tool spec | Cut: 0.84 mm Tie: 0.84 mm |

| Model name | DC-616 | | |
|--|--|------------|--------------|
| Functions (Refer to the setup chart for details.) | 80 job memory Test feed Skew adjustment Apply shrinkage Adjust all Automatic job setup by reading barcode Image shift compensation by reading REG mark | | |
| Options (Refer to the setup chart for details.) | Air knife Double feed detection CCD Card stacker Perforation unit Long paper tray PC arm mount PC controller software USB (B TYPE CONNECTOR) Compatible OS: Windows XP Professional / Home Edition (32bit) Windows Vista (32bit/64bit) Windows 7 (32bit/64bit) Windows 8 (32bit/64bit) Windows 8.1 (32bit/64bit) Windows 10 (32bit/64bit) | | |
| Power supply | 115 VAC, 60 Hz 230 VAC, 50/60 Hz | | |
| Power consumption | 115 V: current consumption 1.5 A (standby: 0.25 A) power consumption 190 W (standby: 26 W) 230 V: current consumption 0.7 A (standby: 0.22 A) power consumption 190 W (standby: 26 W) | | |
| Dimensions | In use: 1610 (W) × 625 (D) × 1060 (H) mm In use with max paper: 2025 (W) × 625 (D) × 1060 (H) mm Stored: 975 (W) × 625 (D) × 1060 (H) mm Packed: 1140 (W) × 770 (D) × 1380 (H) mm | | |
| Machine weight | | Net weight | Gross weight |
| | 115V/NCSA | 145 kg | 184 kg |
| | 115V/NCSA PRO | 158 kg | 197 kg |
| | 230V/EMEA | 150 kg | 189 kg |
| | 230V/AP | 140 kg | 179 kg |
| | 230V/AP PRO | 150 kg | 190 kg |
| Operating temperature | 10–30 degrees (Celsius) (50–80 degrees (F)) | | |
| Operating humidity | 40%–70% RH (No condensation) | | |
| Storing temperature | 5–35 degrees (Celsius) | | |
| Storing humidity | 20%–70% RH (No condensation, No exposure to salt) | | |
| Operating altitude | Max 1000 m ALT | | |
| Safety standard | UL, CE, VCCI | | |

- The specifications are subject to change without prior notice.

Specifications

DC-616 setup for model/region

| | Item | 115V NCSA | 115V NCSA PRO | 230V EMEA | 230V AP | 230V AP PRO |
|---|------------------------------|--------------|---------------------|--------------|------------|----------------|
| 1 | Air knife | Yes | Yes | Yes | Option | Yes |
| 2 | Double Feed detection | Option | Yes | Yes | Option | Yes |
| 3 | CCD | Option | Yes | Yes | Option | Yes |
| 4 | Perforation Unit | Option | Yes | Yes | Option | Yes |
| 5 | Card Stacker | Yes | Yes | Yes | Option | Yes |
| 6 | PC Controller | Option | Yes | Option | Option | Yes |
| 7 | PC arm mount | Option | Yes | Option | Option | Option |
| 8 | Long Paper Tray | Option | Yes | Option | Option | Option |

Document Curl

Due to the automated slitter function design, the document path of the DC-616 is sensitive to document curl.

If document curl is causing document jams, the following are suggestions for remedying the problem:

1. Adjust the printing devices de-curler (if available).
2. Manually de-curl the stock before loading in the feed tray.
3. Turn the document over (reprogramming the job may be necessary).
4. Use different document stock.

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