

# Duplo

*from print to documents*

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## INSTRUCTION MANUAL

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DC-618 Cross Tool Module

# CPM-08

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

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# Introduction

Thank you for your purchase of the DC-618 Cross Tool Module.

To ensure safe and efficient long-term use of this product, read and thoroughly understand this manual before using the product. After using this manual, be sure to keep it in a handy place for reference.

## Pictorial Symbols and Other Notations used in this manual

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

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

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

### Trademarks

- Microsoft and Windows are either registered trademarks or trademarks of Microsoft Corporation in the United State and/or other countries.
- All other trademarks are the property of their respective owners.

### **PLEASE NOTE**

In the interest of upgrading our products, 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.

# 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 personnel, 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 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 Cross Tool Module contains uncovered upper tools. Keep your hands or fingers off inside it.



- Use pliers 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.

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# Chapter 1

## Before Using This Module

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This chapter contains essential information that you should know such as the part names of the machine and how to remove and install the module.

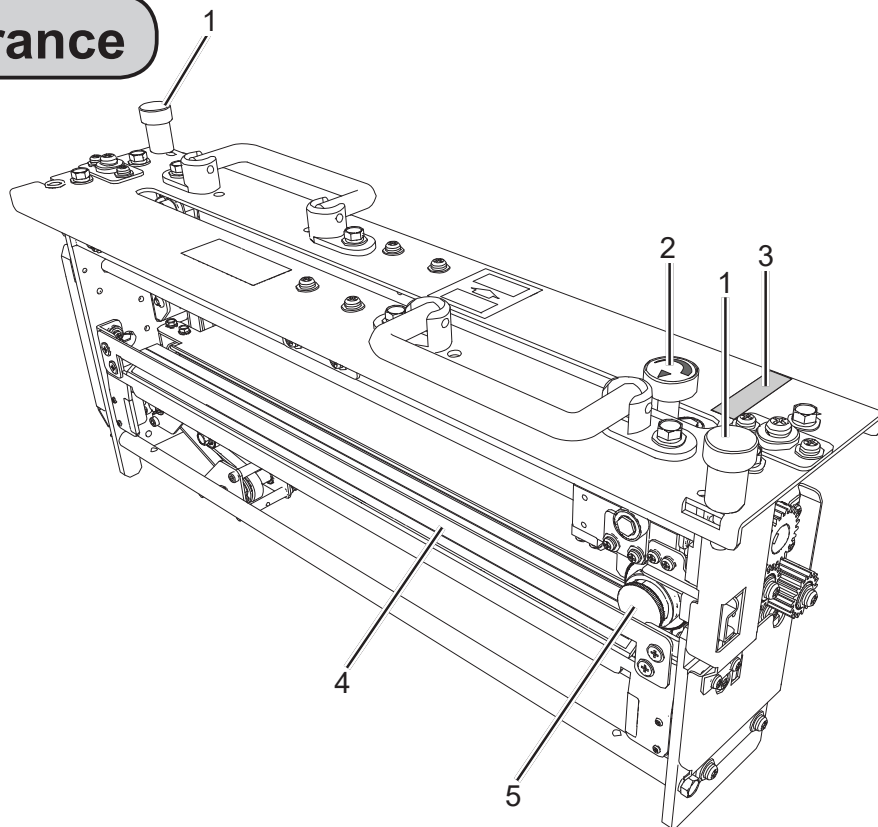
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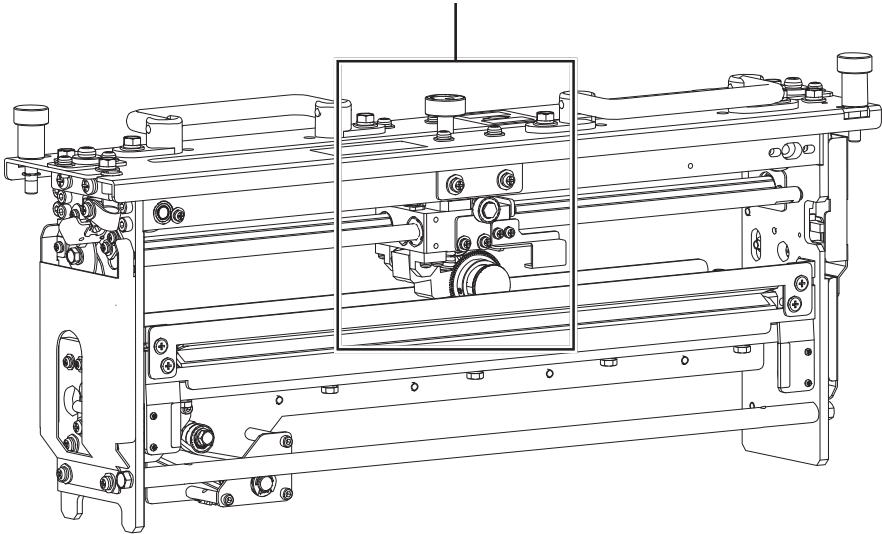
# Parts Names and Their Functions

## Appearance

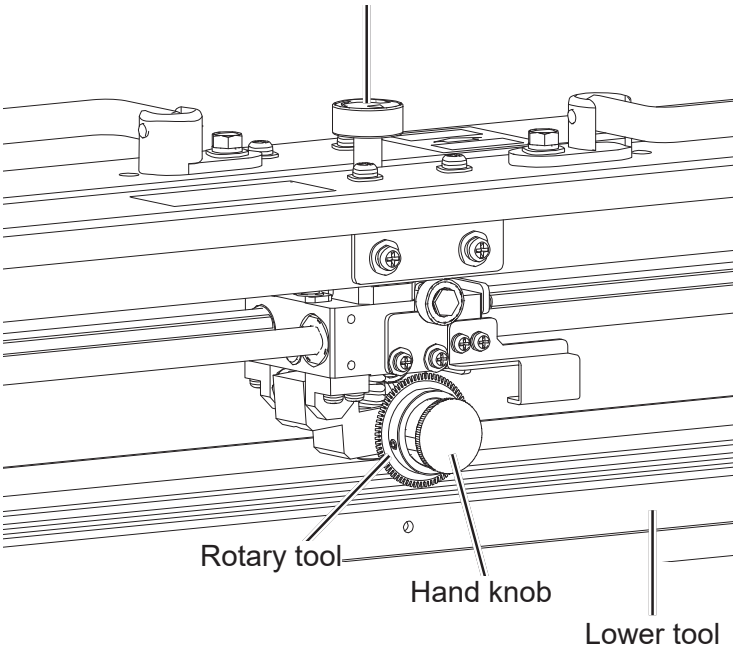


No.	Name	Function
1	Fixing screw	Loosen this when removing the <b>CPM (Cross Tool Module)</b> from the DC-618. Secure this when having installed the <b>CPM (Cross Tool Module)</b> in the DC-618.
2	Adjustment knob	Adjusts the depth of the <b>rotary tool</b> . Turning this clockwise makes the depth deeper and turning this counterclockwise makes the depth shallower. Adjust the depth of the <b>rotary tool</b> depending on the types of it attached to the <b>rotary tool unit</b> . (→P.10) To replace the <b>rotary tool</b> , turn this counterclockwise until it stops to raise the <b>rotary tool</b> to the upper limit position. (→P.7)
3	Color label	Install the <b>CPM (Cross Tool Module)</b> in a slot of the DC-618, to which the <b>color label</b> affixed is the same as this on the <b>CPM (Cross Tool Module)</b> . You can install the <b>CPM (Cross Tool Module)</b> in slot 2 only.
4	Guide assy	Supports the conveyance of a document. Remove this when replacing the tool. (→P.7)
5	Hand knob	When removing the <b>rotary tool</b> from the <b>rotary tool unit</b> , remove this. When attaching the <b>rotary tool</b> to the <b>rotary tool unit</b> , secure it with this. (→P.9)

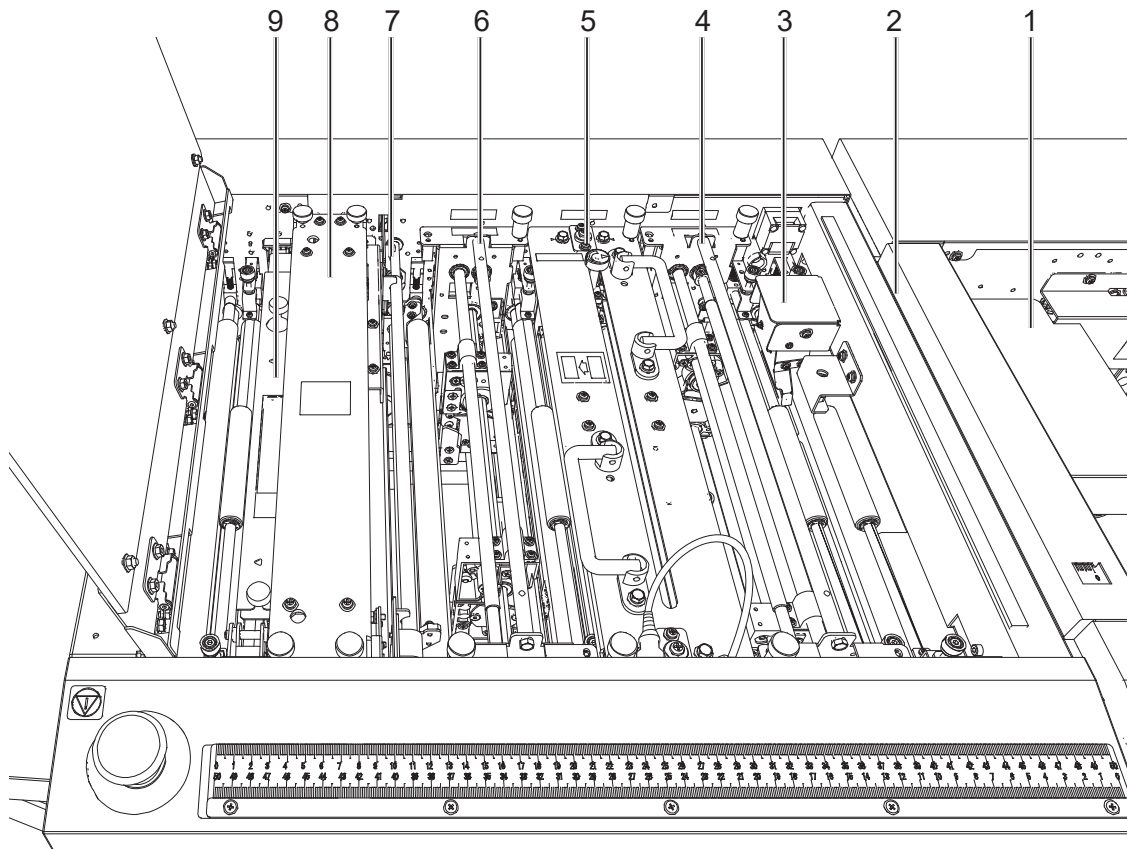
RTU (Rotary Tool Unit)



Adjustment knob



## Inside of the DC-618



No.	Name	Function
1	Belt suction unit	The <b>suction fan</b> sucks up documents one by one and the <b>feed belt</b> feeds each of them.
2	Double feed detection section	Detects a double feed with the ultrasonic sensor.
3	CCD section	Reads a REG mark and a barcode.
4	Slot 1	Install the <b>margin slitter module</b> here.
5	Slot 2	Install the <b>center slitter module1</b> , the <b>CPM (Cross Tool Module)</b> , or the <b>RTM (Rotary Tool Module)(option)</b> here.
6	Slot 3	Install the <b>center slitter module2</b> or the <b>RTM (Rotary Tool Module)(option)</b> here.
7	Gutter deflector section	The gutter deflectors automatically move according to gutter positions and drop gutter slits in the waste box.
8	Creaser section	Creases a document perpendicularly to the document feed direction.
9	Cutter section	Cuts a document perpendicularly to the document feed direction.

### IMPORTANT

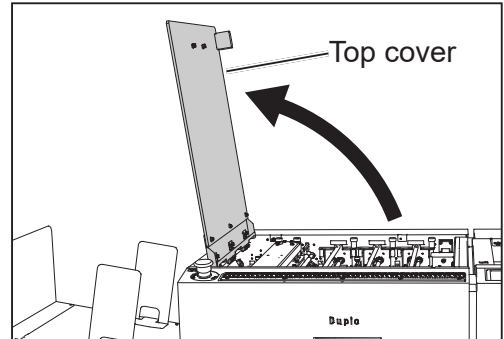
- When having removed a module, reattach it correctly as shown in the figure above.
- Especially when reinstalling the **center slitter module** in slot 2 or 3, make sure that it is installed in the correct position and in the correct orientation.



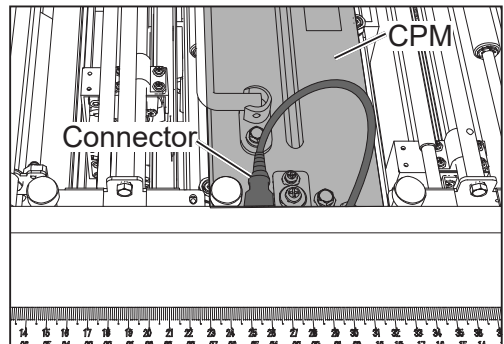
# How to Remove and Install the CPM (Cross Tool Module)

## Removing the CPM (Cross Tool Module)

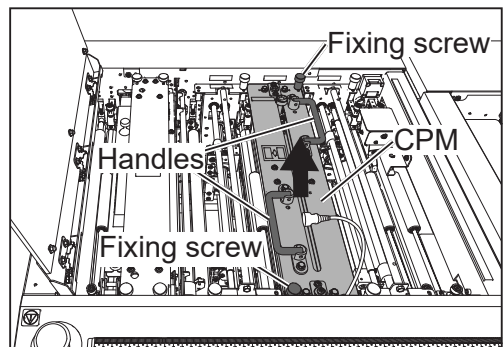
**1** Open the top cover.



**2** Disconnect the connector of the **CPM (Cross Tool Module)**.



**3** Loosen the two **fixing screws** on the **CPM (Cross Tool Module)**.  
Grasp the **handles** to take out the **CPM (Cross Tool Module)** by lifting it upward.



**1**

Before Using This Module

## Installing the CPM (Cross Tool Module)

### REFERENCE

You can install the **CPM (Cross Tool Module)** in slot 2 only.

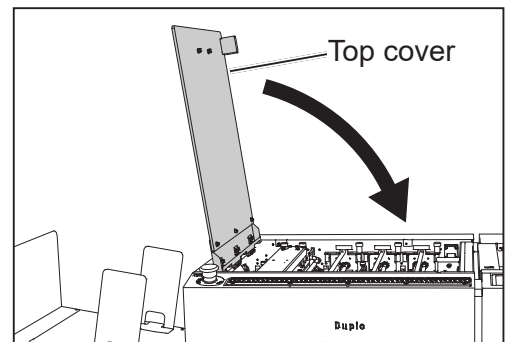
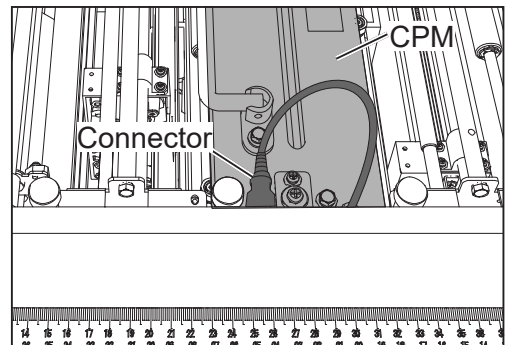
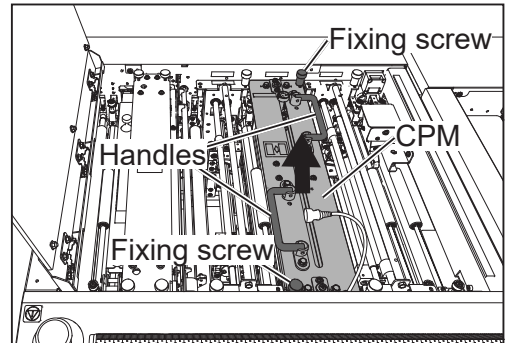
- 1 Grasp the **handles** and install the **CPM (Cross Tool Module)** in slot 2.

Put the **handles** down horizontally as shown in the figure on the right. Otherwise, the **top cover** is not closed completely.

- 2 Make sure that the pins on the both sides are securely fitted in the module and secure the two **fixing screws**.

- 3 Connect the connector of the **CPM (Cross Tool Module)**.

- 4 Close the **top cover**.



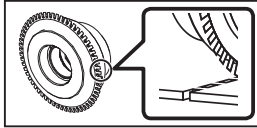
# How to Replace a Rotary Tool

## Removing a Rotary Tool from the Rotary Tool Unit

1

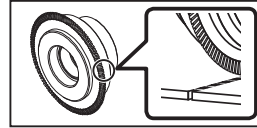
Before Using This Module

The **CPM (Cross Tool Module)** processes documents with the following two types of rotary tools attached to the **rotary tool unit**. Select a proper rotary tool and attach it to the **rotary tool unit**.



### Perforation tool:

A tool having cutting blades and grooves that are alternatively arranged. Enables you to perforate a document.



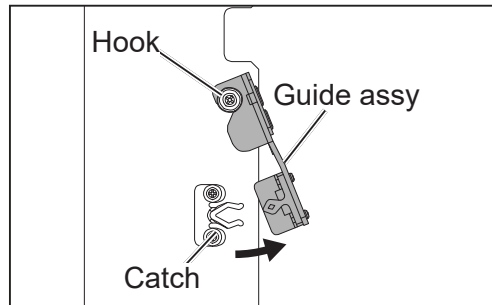
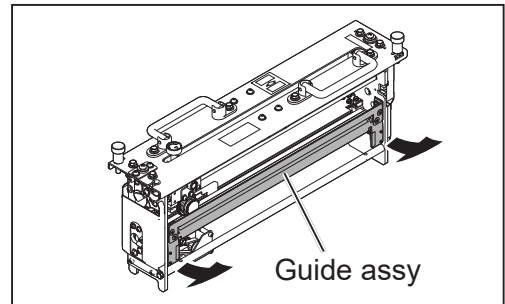
### Micro perforation tool:

A tool having narrower cutting blades and grooves than the standards type (perforation tool) that are alternatively arranged. Enables you to perforate a document.

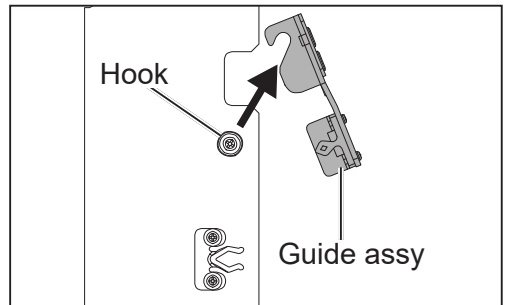
## 1 Remove the **guide assy**.

### REFERENCE

1. Pull the lower part of the **guide assy** toward you with the **hook** as the fulcrum to release the lock on the **catch**.
2. Tilt the **guide assy** and pull it upward to remove it from the **hook**.

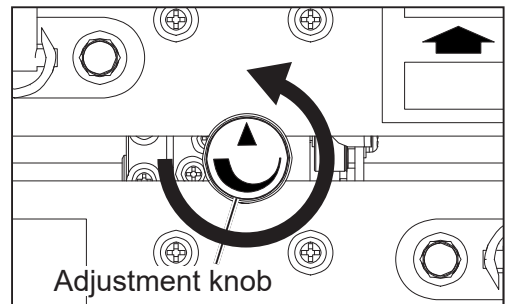


1. Release the lock of the catch.



2. Remove the guide assy from the hook.

- 2 Turn the **adjustment knob** counterclockwise until it stops.  
The **rotary tool** rises up to the upper limit.

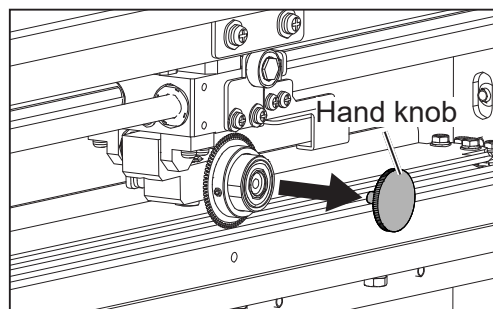


## How to Replace a Rotary Tool

- 3 Turn the **hand knob** counterclockwise to remove it.

### REFERENCE

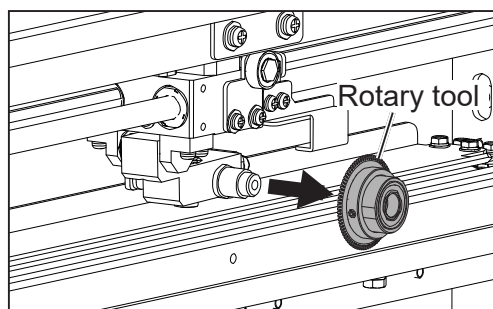
Do not lose the **hand knob**.



- 4 Remove the **rotary tool**.

### IMPORTANT

- Do not hold the cutting edge when reattaching the **rotary tool**.
- Be careful not to bring the **rotary tool** into contact with the **lower tool** to avoid damaging it.

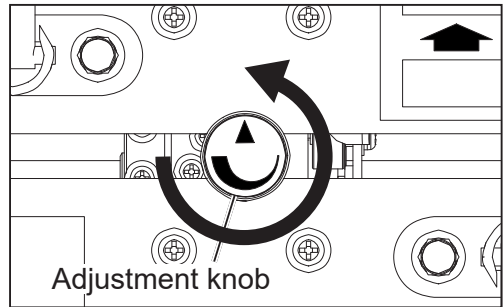


# Attaching a Rotary Tool to the Rotary Tool Unit

1

Before Using This Module

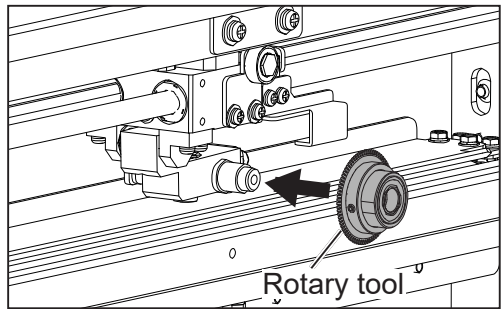
- 1 Turn the **adjustment knob** counterclockwise until it stops.  
The **rotary tool** rises up to the upper limit position.



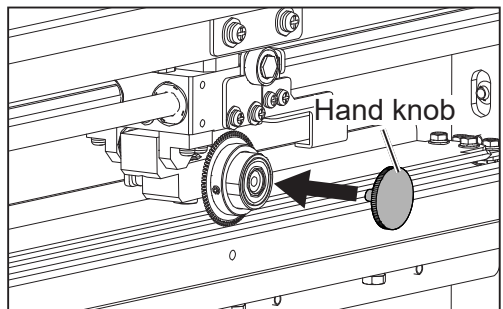
- 2 Attach the **rotary tool** in the direction of the arrow.

**IMPORTANT**

- Do not hold the cutting edge when reattaching the **rotary tool**.
- Be careful not to bring the **rotary tool** into contact with the **lower tool** to avoid damaging it.



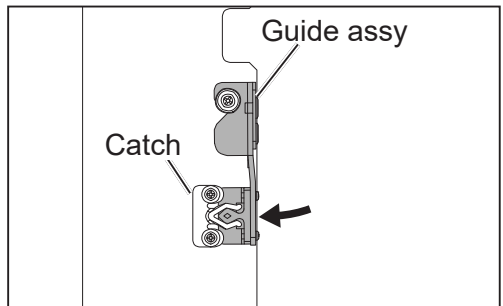
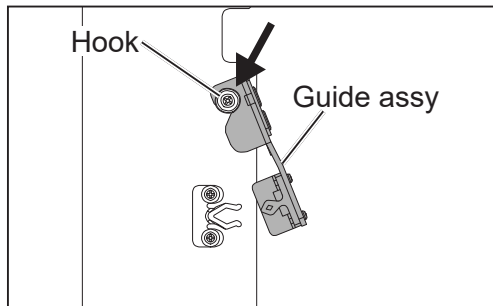
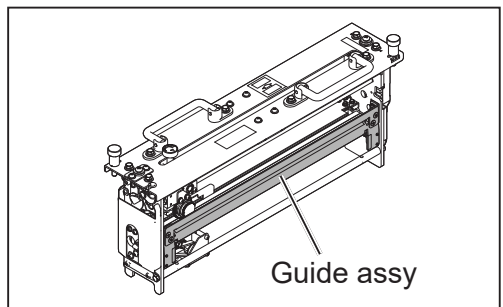
- 3 Turn the **hand knob** clockwise to secure the **rotary tool**.



- 4 Attach the **guide assy**.

**REFERENCE**

1. Fit the **guide assy** onto the **hook**.
2. Push the **guide assy** in the direction of the arrow until it is securely fitted into the **catch**.



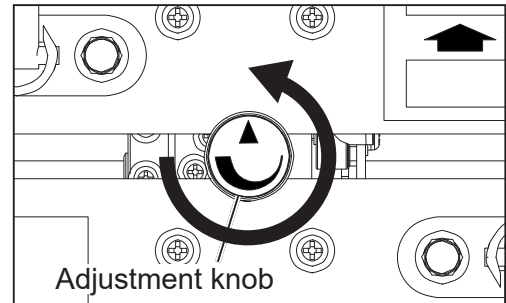
1. Fit the guide assy onto the hook.

2. Securely fit the guide assy into the catch.

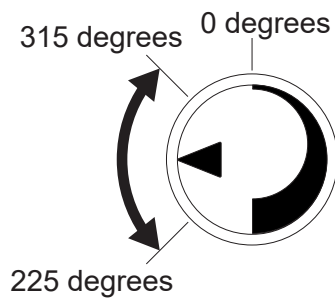
# Adjusting the Depth of a Rotary Tool

Refer to the followings to adjust the depth of the two types of the rotary tools (the **perforation tool** and the **micro perforation tool**).

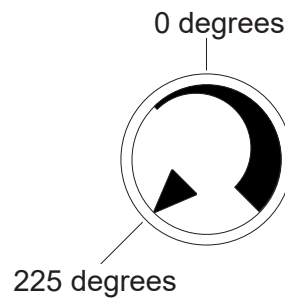
- 1 Turn the **adjustment knob** counterclockwise until it stops, where the **rotary tool** is raised to the uppermost position (0 degrees in the figures in step 2).



- 2 Referring to the figures below, adjust the depth of the **perforation tool** and of the **micro perforation tool** by turning the **adjustment knob** clockwise.



Perforation tool



Micro perforation tool

## REFERENCE

- Adjust the **adjustment knob** referring to the point at which the ▼ is pointing. If the depth of the **rotary tool** is set out of the range specified above, it may damage the **rotary tool**.
- The position of the **adjustment knob** may vary depending on the diameter of a **rotary tool** even if the same type of tool is used.
- When processing light weight documents, if a **rotary tool** is at a deeper position, it may not be able to perform a document processing straight to a finished product. In that case, adjust the depth of the **rotary tool** slightly shallower (toward the upper limit position).

# Chapter 2

## Programming a JOB on the Control Panel

This chapter describes how to program a JOB on the control panel of the DC-618.

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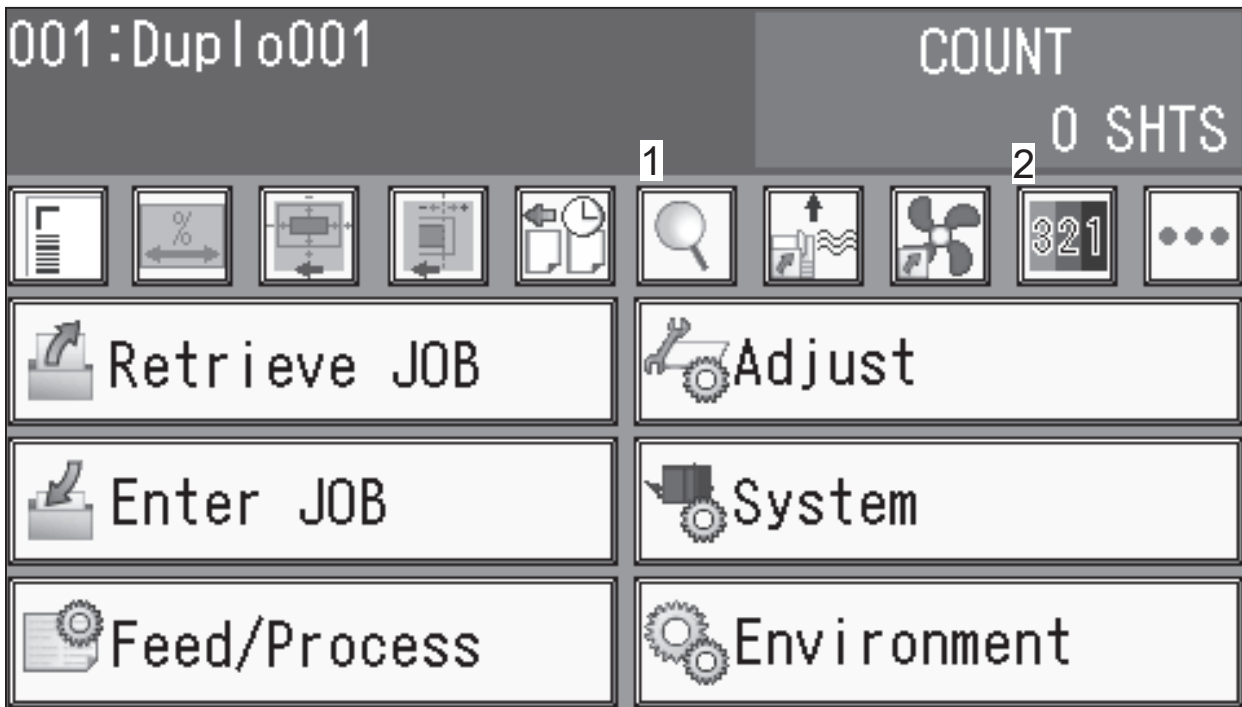
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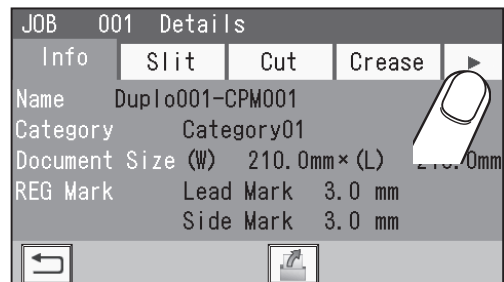
# Before Programming a JOB


This section describes the functions which are related to the **CPM (Cross Tool Module)**. For other settings, refer to Chapter 2 Programming a JOB - Before Programming a JOB in the DC-618 Instruction Manual.

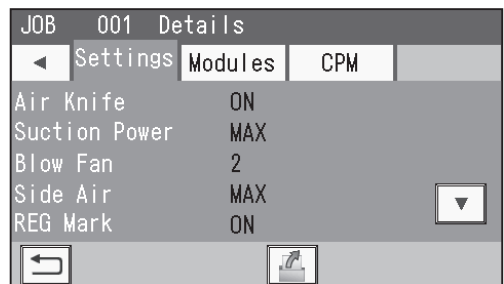
## Standby Screen



- Touching the  **details** icon displays the details of the JOB selected.




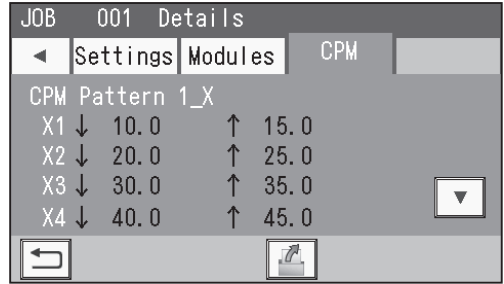
- When a JOB that uses the **CPM (Cross Tool Module)** is selected, touching  displays **CPM**.






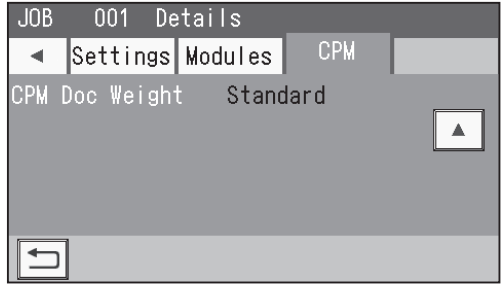
Touching **CPM** displays the processing positions of the **CPM (Cross Tool Module)** for the selected JOB.


Touching the  icon displays the continuity of the processing positions on the next page.



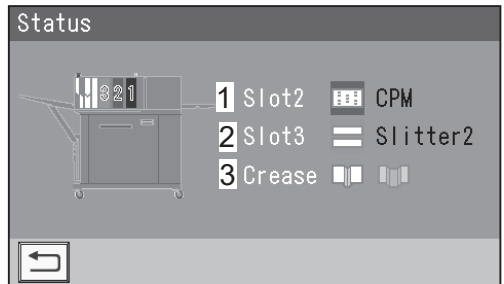
Touching the  icon displays the setting for the **CPM Doc Weight**.

Touching the  **return** icon returns to the standby screen.



- Touching the  **status** icon displays the status screen. The type of the module set for slot 2 appears for **Slot2 (1)** and that for slot 3 appears for **Slot3 (2)**. Crease (**3**) displays a crease depth (Wider/Standard) in the crease section.

Touching the  **return** icon returns to the standby screen.



# JOB Entry

The DC-618 provides two programming modes, **Wizard** and **Direct**.

There are two programming modes in **Direct**, **Advanced Mode**, and **Simple Mode**.

**Wizard**


**Direct (Advanced Mode)**

**Direct (Simple Mode)**

Before programming a JOB, set either mode with **Basic Mode** in **Environment**.

(See→ Chapter 3 Basic Operations in the DC-618 Instruction Manual.)

Hints for entering a JOB:

- Touching **SET** goes on to the next step.
- Touching **NEXT** goes on to the next screen.
- Touching the  **return** icon returns to the previous screen.
- Pressing the STOP key during JOB entering returns to the standby screen.

The following items that appear on the touch panel stand for as below.

**Standard:** Standard Module

**Slitter:** Slitter Module

**RTM:** Rotary Tool Module

**CPM:** Cross Tool Module

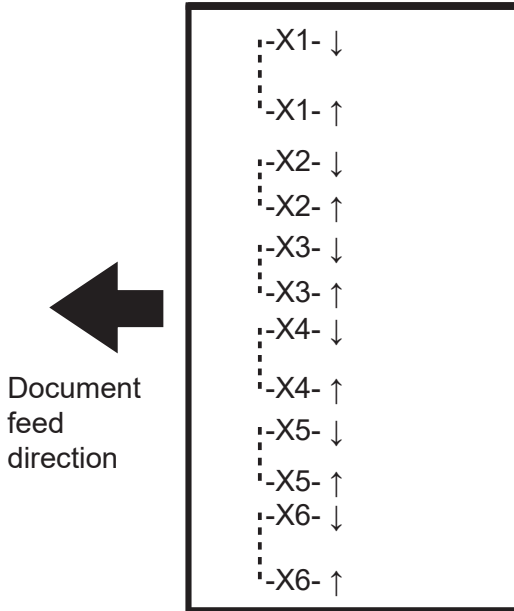
**Perf:** Perforation tool

**Micro:** Micro perforation tool

**Score:** Score tool

# Setting for the CPM (Cross Tool Module)

- You can program up to six sets (X1-X6) of the processing positions of the **CPM (Cross Tool Module)** for each of a document feed stop position. You can program up to four patterns with different positions of X1 to X6.

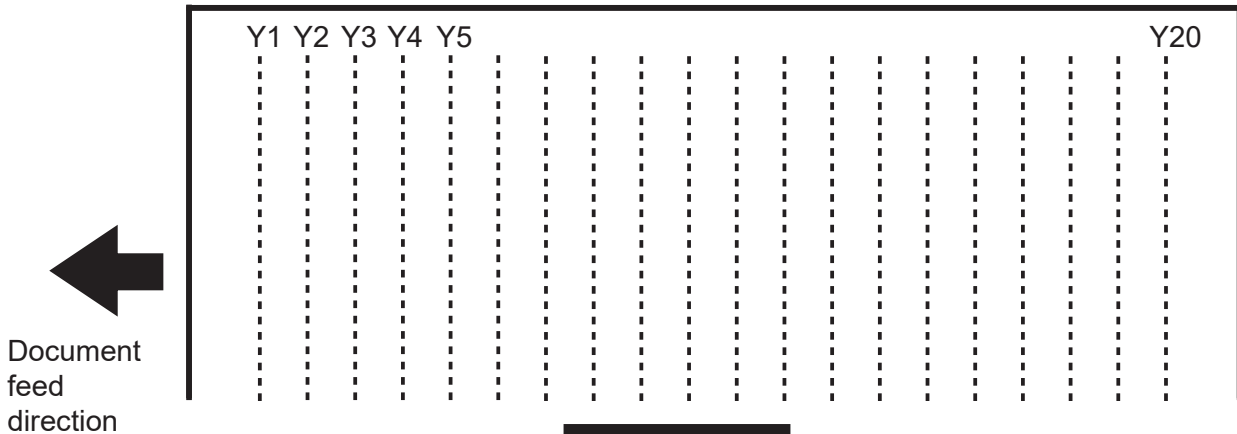


### REFERENCE

To make settings for cards in the **Wizard mode**, program a JOB so that the total of sets is six or smaller.

The number of cards crosswise (X direction)	The number of sets that can be entered for each pattern
1	6 (X1 to X6)
2	3 (X1 to X3)
3	2 (X1 to X2)
4 or more	Cannot be entered

- Document feeding stops at up to 20 positions in the document feed direction so that the **CPM (Cross Tool Module)** processes.



### REFERENCE

To make settings for cards in the **Wizard mode**, program a JOB so that the total of sets is six or smaller.

The number of cards in the document feed direction	The number of Ys that can be entered
1	20
2	10
3	6
4	5
5	4
6	3
7-10	2
11-20	1
21 or more	Cannot be entered

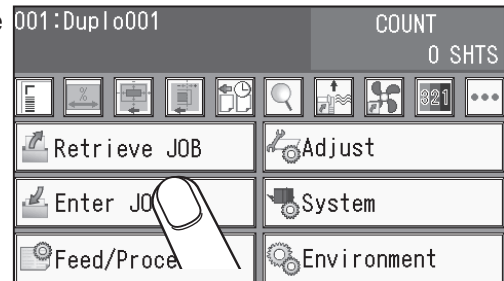
# Wizard

This section describes the functions which are related to the **CPM (Cross Tool Module)**. For other settings, refer to Chapter 2 Programming a JOB - Wizard in the DC-618 Instruction Manual.

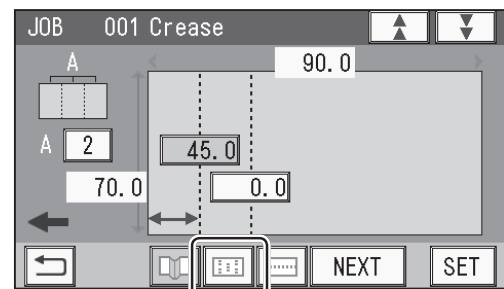
- 1 Make sure that the standby screen is displayed on the touch panel and then touch **Enter JOB**.

Referring to Chapter 2 Programming a JOB - steps 2 to 8 in Wizard in the DC-618 Instruction Manual, make settings for the following items.

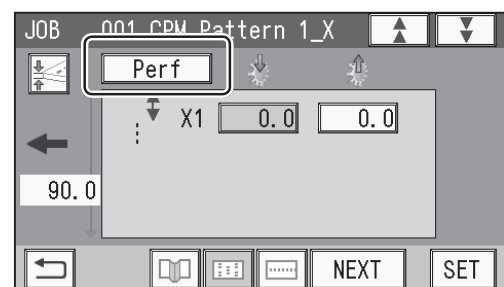
- JOB number
- JOB name
- Category
- JOB Programming (Wizard)
- Document Size
- Layout
- Crease positions



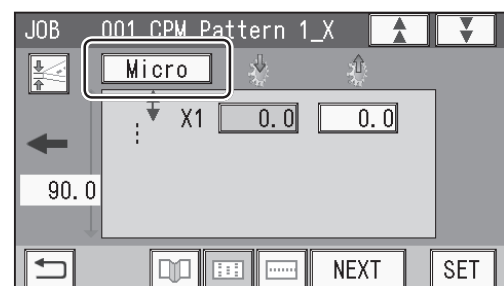
- 2 Touch the  **CPM** icon to set processing positions of the **CPM (Cross Tool Module)**.



- 3 **Select Tool**  
Touch the circled part and select a rotary tool.



Touching this switches the display between **Perf** (perforation tool) and **Micro** (micro perforation).



**4 CPM Pattern 1\_X**

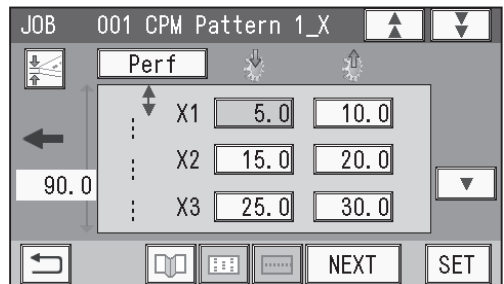
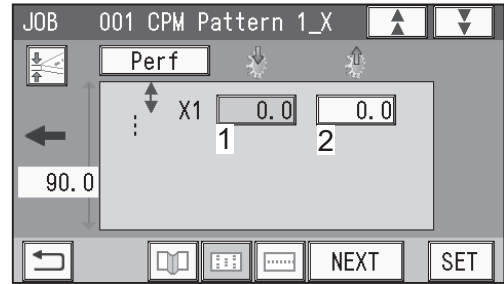
Enter values for **X1** to **X6** (sets of processing positions in the X direction (widthwise)) of **Pattern 1**.

• **X1**

1. Touch the value for **1**. Enter the distance between the right edge of the document and the **On** position (processing start position of the **CPM (Cross Tool Module)**) with the NUMERIC keys. Touch **SET**.
2. Touch the value for **2**. Enter the distance between the right edge of the document and the **Off** position (processing stop position of the **CPM (Cross Tool Module)**) with the NUMERIC keys. Touch **SET**.

• **X2 to X6**

In a similar way to the above, enter values for processing positions of **X2** to **X6**.



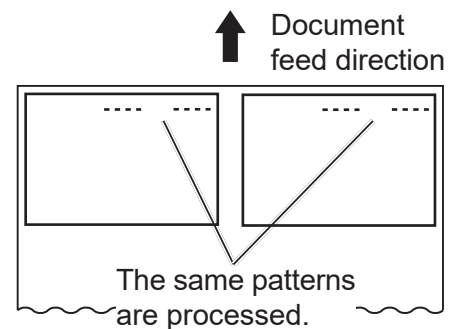
**REFERENCE**

You can set patterns of **CPM Pattern 1\_X** up to **CPM Pattern 4\_X** in the X direction on one document. You can set up to six sets (**X1** to **X6**) for each pattern. In the **Wizard mode**, the maximum number of sets that you can set for each pattern varies depending on the number of cards in the X direction. Program a **JOB** so that the total of sets with the number of cards set is six or smaller.

The number of cards widthwise	The number of sets that can be entered for each pattern
1	6 (X1 to X6)
2	3 (X1 to X3)
3	2 (X1 to X2)
4 or more	Cannot be entered

**REFERENCE**

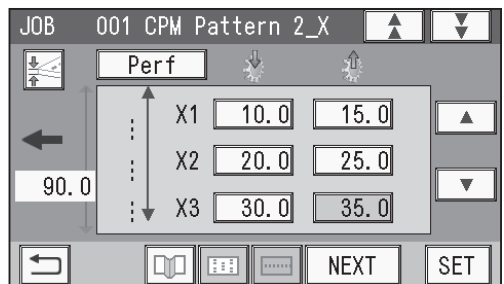
If it is set so that two cards are made in the X direction (widthwise), the same patterns are processed on the two of finished products.



**5 CPM Pattern 2\_X to 4\_X**

Touching the ▼ icon displays the entry screen for **CPM Pattern 2\_X**.

In a similar way to step 4, enter values for **X1** to **X6** (sets of processing positions in the X direction (widthwise)) of **CPM Pattern 2\_X** to **CPM Pattern 4\_X**.



## JOB Entry

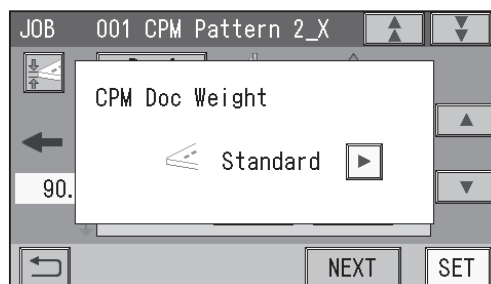
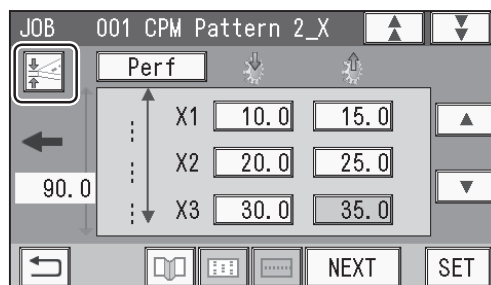
### 6 CPM Doc Weight

Touch the  **CPM Doc Weight** icon.

Select a document weight.

Touching  /  switches the display between **Standard**, **Light**, and **Heavy**.

Click **SET** to save the settings and return to the previous screen.



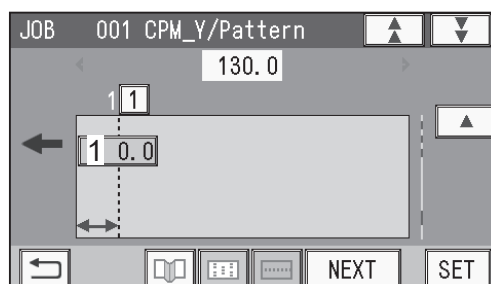
### 7 CPM\_Y

Touching the  icon displays the entry screen for **CPM\_Y/Pattern**.

Set processing positions in the Y direction (lengthwise).

#### • Y1

Touch the value for **1** in the figure on the right. Enter the distance between the lead edge of the document and the first processing position in the Y direction with the NUMERIC keys. Touch **SET**.

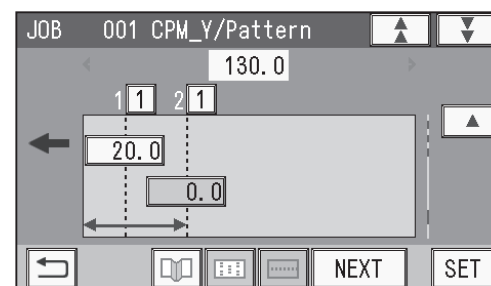


### REFERENCE

You can set up to 20 processing positions in total in the Y direction with those of **Pattern 1** to **Pattern 4**.

#### • Y2 to Y20

In a similar way to the above, enter values for processing positions of **Y2** to **Y20**.



### REFERENCE

You can set up to 20 sets (**Y1** to **Y20**) in the Y direction on one document.

In the **Wizard mode**, the number of processing positions (Ys) that you can enter for one finished product varies depending on the number of cards set in the Y direction. Program a JOB so that the total number of sets with the number of cards set is 20 or smaller.

The number of cards lengthwise	The number of Ys that can be entered
1	20
2	10
3	6
4	5
5	4
6	3
7-10	2
11-20	1
21 or more	Cannot be entered

**8 CPM\_Y Pattern**

• Y1 to Y20

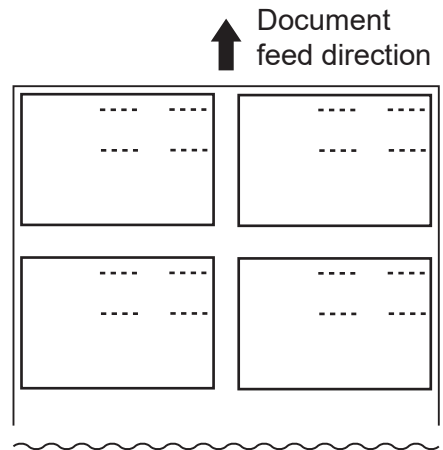
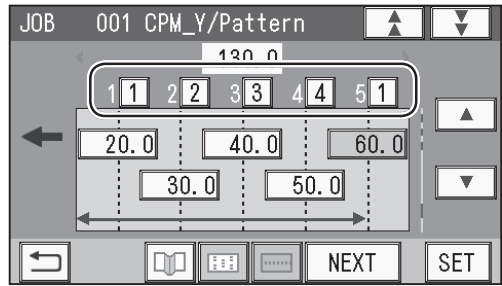
Select a pattern from **CPM Pattern 1\_X** to **CPM Pattern 4\_X** programmed in steps 4 to 5 to set it for each processing position (**Y1** to **Y20**) programmed in step 7.

A pattern of the same number as the selected value is processed. Every time the value in the circled part is touched, it switches between 1 to 4.

When having selected **Y5**, **Y10**, or **Y15**, touch the  icon.

**REFERENCE**

If it is set so that two cards are made in the Y direction (the paper feed direction), the JOB programmed in steps 4 to 7 are processed on finished products two times in the paper feed direction.

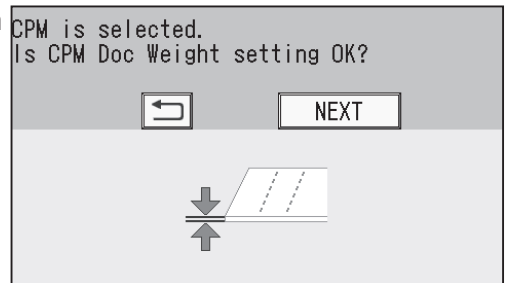




**9**

1. When all the values are entered, touching **NEXT** on the entry screen displays the screen as shown on the right.

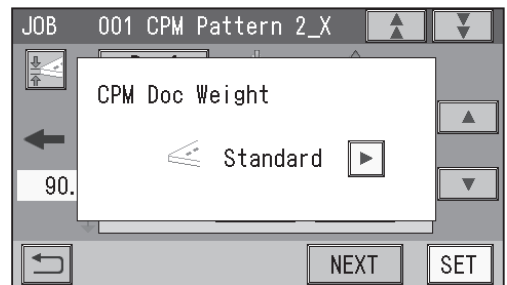
If you have already confirmed the document weight, touch **NEXT**.

Touching the  **return** icon returns to the previous screen.



2. Confirm the document weight. To change it, touch  or .

Touch **SET** to save the settings and return to the previous screen.



**10**

Referring to Chapter 2 Programming a JOB - steps 9 to 18 in Wizard in the DC-618 Instruction Manual, make settings for the following items.

- **Layout**
- **Layout - Layout**
- **Gutter**
- **Finished Product**
- **Settings-1 to 4**
- **Entry**

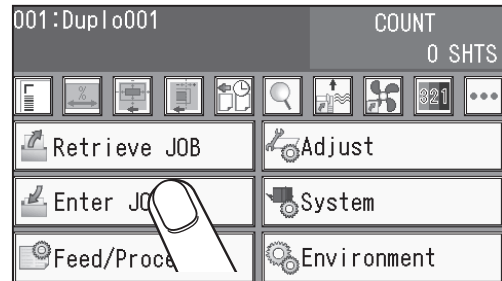
## Direct - Advanced Mode

This section describes the functions which are related to the **CPM (Cross Tool Module)**. For other settings, refer to Chapter 2 Programming a JOB - Direct - Advanced Mode of the DC-618 Instruction Manual.

- 1 Make sure that the standby screen is displayed on the touch panel, and then touch **Enter JOB**.

Referring to Chapter 2 Programming a JOB - steps 1 to 2 in Direct - Advanced Mode in the DC-618 Instruction Manual, make settings for the following items.

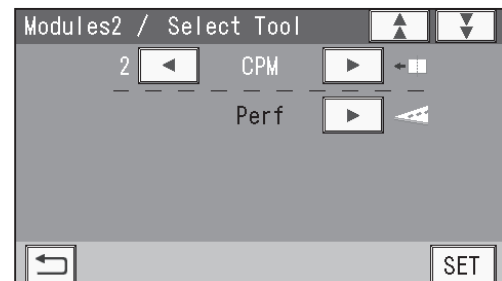
- **JOB number**
- **JOB name**
- **Category**
- **JOB Programming (Direct)**



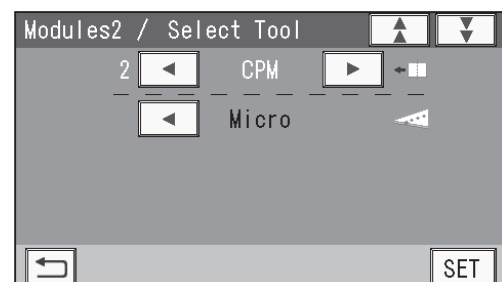
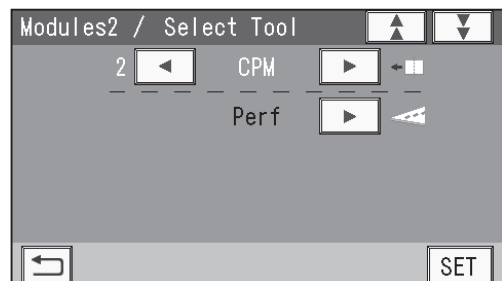
- 2 Touching the **Direct** icon on the **JOB Programming** screen displays the **Module2 / Select Tool** screen.



- 3 **Modules (Slot 2) / Select Tool**  
Touch / on the left of on the **Module2 / Select Tool** screen.  
(A module which is not programmed by a service person when the DC-618 installed is not displayed.)



- 4 **Select Tool**  
Touching on the left of displays **Micro (micro perforation)** and displays **Perf (perforation tool)**. Select either tool to use for the **CPM (Cross Tool Module)** and touch **SET**.





5 Referring to Chapter 2 Programming a JOB - steps 4 to 10 in Direct - Advanced Mode in the DC-618 Instruction Manual, make settings for the following items.

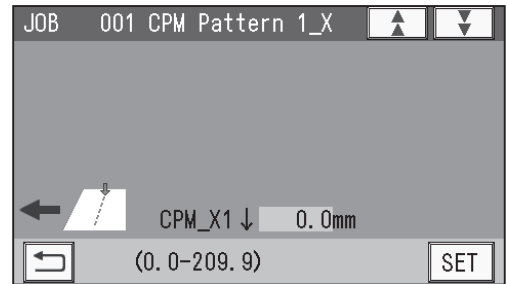
- **Modules3 /Select Tool**
- **Document Size**
- **REG Mark**
- **Slit**
- **Cut**
- **Crease**

6 **CPM Pattern 1\_X**  
Set processing positions in the X direction (widthwise).

• **X1 (Set 1)**

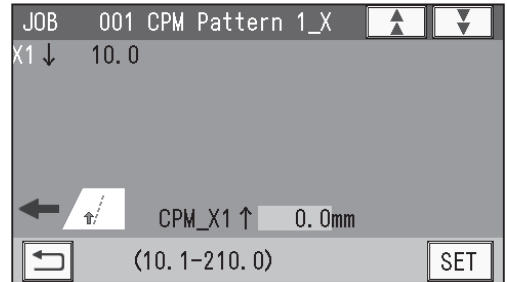
1. **CPM\_X1** ↓

Enter the distance between the right edge of the document and the **On** position (the processing start position of the **CPM (Cross Tool Module)**). Touch **SET**.



2. **CPM\_X1** ↑

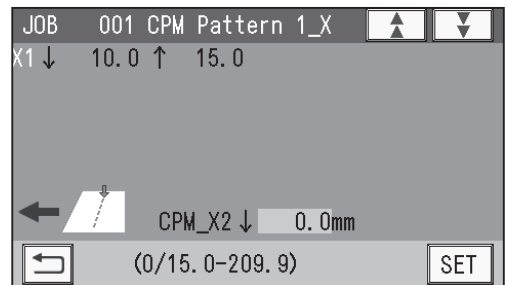
Enter the distance between the right edge of the document and the **Off** position (the processing stop position of the **CPM (Cross Tool Module)**). Touch **SET**.



7 • **X2 (Set 2)**

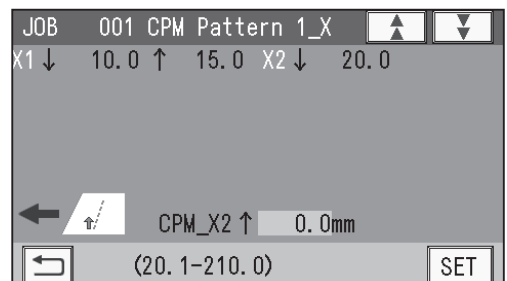
1. **CPM\_X2** ↓

Enter the distance between the right edge of the document and the **On** position (the processing start position of the **CPM (Cross Tool Module)**). Touch **SET**.



2. **CPM\_X2** ↑

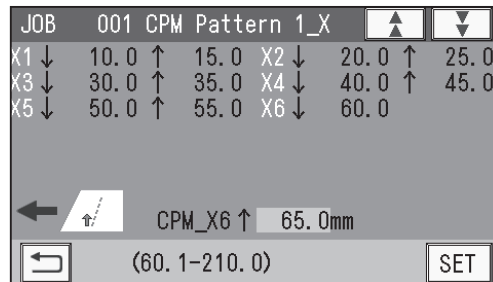
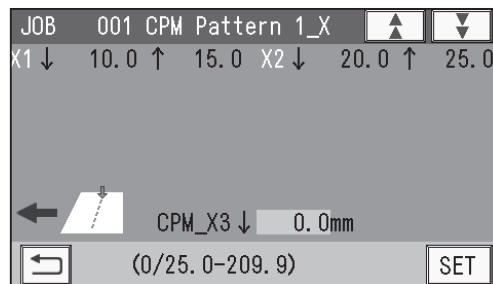
Enter the distance between the right edge of the document and the **Off** position (the processing stop position of the **CPM (Cross Tool Module)**). Touch **SET**.



- 8** • **X3 (Set 3) to X6 (Set 6)**  
 Enter values for processing positions in similar ways to steps 6 to 7.

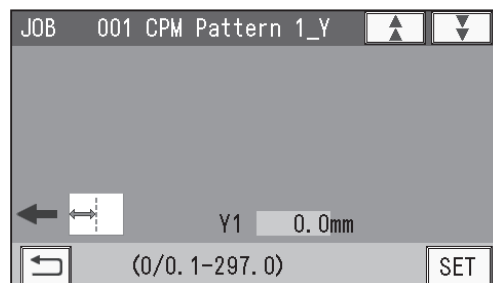
**REFERENCE**

- You can set up to six sets of **On/Off** positions for each pattern.
- The maximum width in the X direction that the **CPM (Cross Tool Module)** can process is 305.0 mm. Even if the document width of 305.1 mm or longer is set, you cannot set processing positions of the **CPM (Cross Tool Module)** of 305.0 mm or longer.



- 9** **CPM Pattern 1\_Y**  
 Set processing positions of **Pattern 1** in the Y direction (lengthwise).

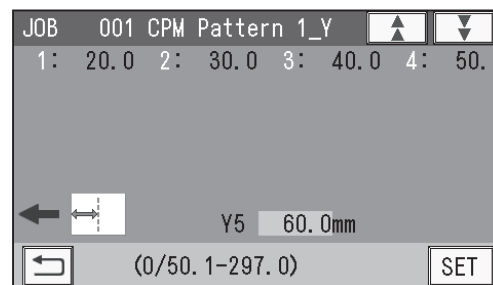
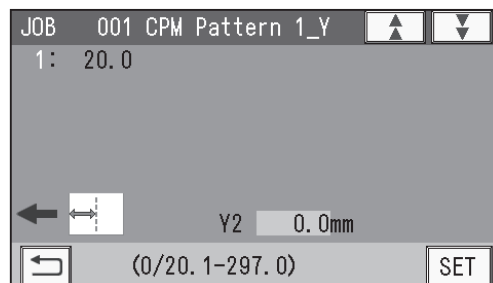
- **Y1**  
 Enter the distance between the lead edge of the document and the processing start position of **Y1** (Set 1 in the Y direction) with the NUMERIC keys. Touch **SET**.



- 10** • **Y2 to Y\***  
 Enter the distance between the lead edge of the document and the processing start position of **Y2** (Set 2 in the Y direction) with the NUMERIC keys. Touch **SET**.

**REFERENCE**

- You can set up to 20 processing positions in the Y direction in total with patterns of **CPM Pattern 1\_X** to **CPM Pattern 4\_X**.
- If 20 processing positions are set in the Y direction for **Pattern 1**, the value entry is completed.
- To finish the setting for **Pattern 1** with fewer than 20 positions in the Y direction, enter the last position and touch **SET** and then touch **SET** again.

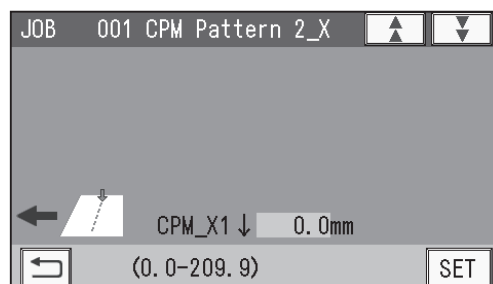


- 11** **CPM Pattern 2\_X**  
 Set processing positions in the X direction (widthwise).

- **X1 (Set 1) to X6 (Set 6)**  
 Enter values for processing positions in similar ways to steps 6 to 8.

**REFERENCE**

To finish the settings with fewer than four patterns, enter **0** for **CPM\_X1 ↓** and **CPM\_X1 ↑** and then touch **SET**.



**12 CPM Pattern 2\_Y**  
Set processing positions in the Y direction (lengthwise).

• **Y1 to Y\***

Enter values for processing positions in similar ways to steps 9 to 10.

**REFERENCE**

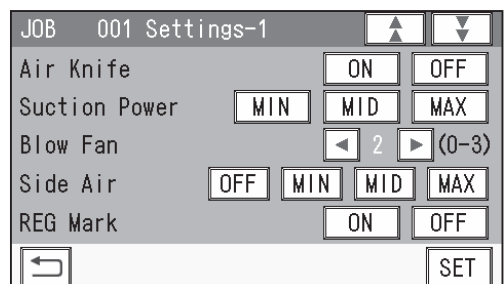
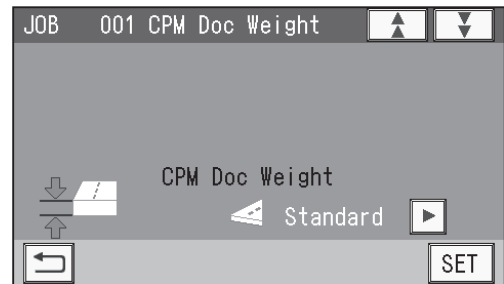
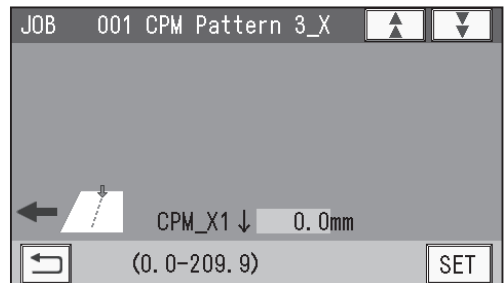
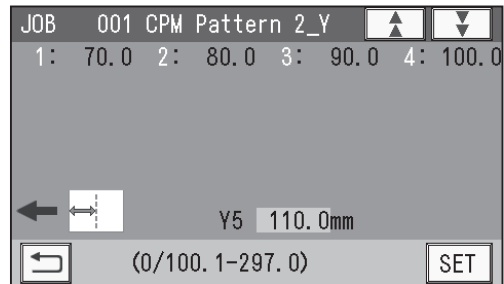
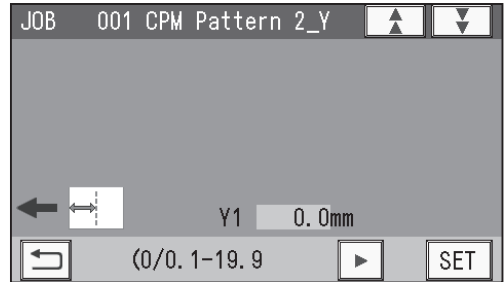
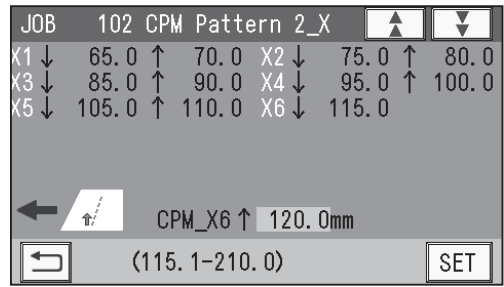
- You can set up to 20 processing positions with patterns of **CPM 1\_X** to **CPM 4\_X** in the Y direction.
- If the total of 20 processing positions are set in the Y directions for **Pattern 1** and **Pattern 2**, the value entry is completed.
- To finish the setting for **Pattern 2** with fewer than 20 positions in the Y direction, enter the last position and touch **SET** and then touch **SET** again.

**13 CPM Pattern 3\_X to 4\_X**  
Enter values for processing positions in similar ways to steps 11 to 12.

**14 CPM Doc Weight**  
Touch ◀ / ▶ to select a document weight out of **Standard**, **Light**, and **Heavy**. Touch **SET**.

**15** The function setting screen appears. Referring to Chapter 2 Programming a JOB - steps 14 to 18 in Wizard in the DC-618 Instruction Manual, make settings for the following items.

- **Settings-1 to 4**
- **Entry**



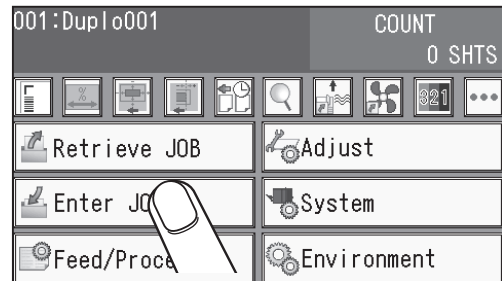
## Direct - Simple Mode

This section describes the functions which are related to the **CPM (Cross Tool Module)**. For other settings, refer to Chapter 2 Programming a JOB - Direct - Simple Mode in the DC-618 Instruction Manual.

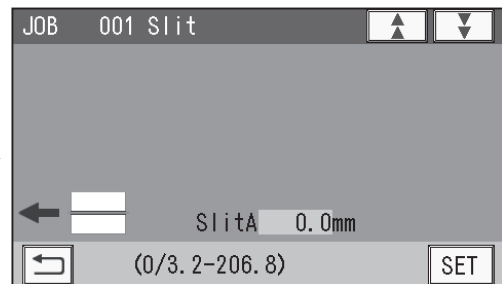
- 1 Make sure that the standby screen is displayed on the touch panel, and then touch **Enter JOB**.

Referring to Chapter 2 Programming a JOB - steps 1 to 3 in Direct - Simple Mode in the DC-618 Instruction Manual, make settings for the following items.

- **JOB number**
- **JOB name**
- **Category**
- **JOB Programming (Direct)**
- **Document Size**
- **REG Mark**

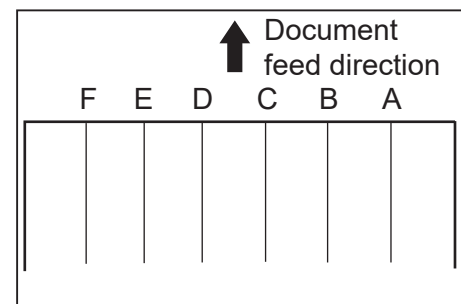


- 2 **Slit**  
Set processing positions for the **slitter module**:  
1. Enter the distance between the right edge of the document and **SlitA** with the NUMERIC keys. (The values that you can enter are displayed in the lower part of the screen.) Touch **SET**.

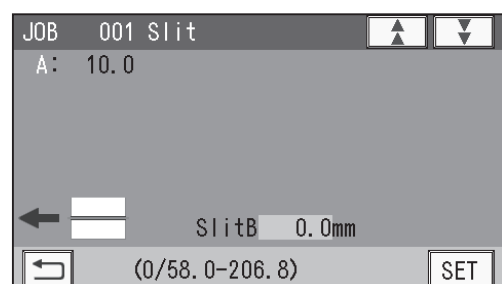


### REFERENCE

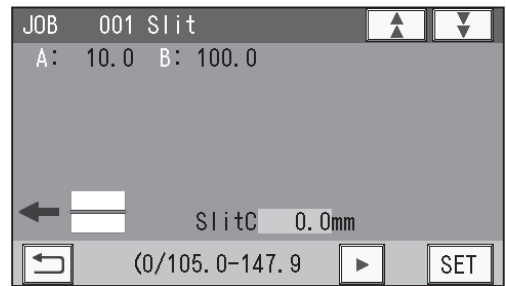
- Processing positions are displayed with the letters in the order of **A, B, C,...** from the right side to the left side of the document feed direction. Enter values within the range displayed in the lower part of the screen.
- To use the **CPM (Cross Tool Module)** with other modules set as shown below, you can set up to four slits.
  - Slot 1: Margin Slitter Module**
  - Slot 2: CPM (Cross Tool Module)**
  - Slot 3: Center Slitter Module**
- If modules other than the **center slitter module** are installed in slot 2 and slot 3, you can set up to two slits.



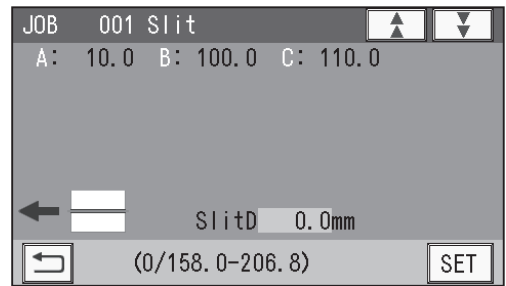
2. Enter the distance between the right edge of the document and **SlitB** with the NUMERIC keys. Touch **SET**.



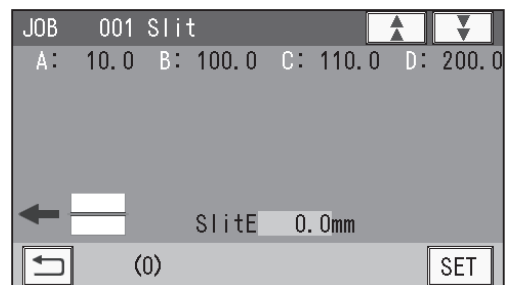
3. When you use the **slitter module** in slot 3, enter the distance between the right edge of the document and **SlitC** with the NUMERIC keys and touch **SET**.



4. When you use the **slitter module** in slot 3, enter the distance between the right edge of the document and **SlitD** with the NUMERIC keys and touch **SET**.

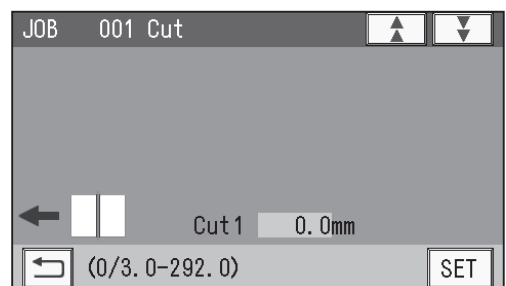


5. Touch **SET** again.



3 Referring to Chapter 2 Programming a JOB - steps 9 to 10 in Direct - Advanced Mode in the DC-618 Instruction Manual, make settings for the following items.

- **Cut**
- **Crease**

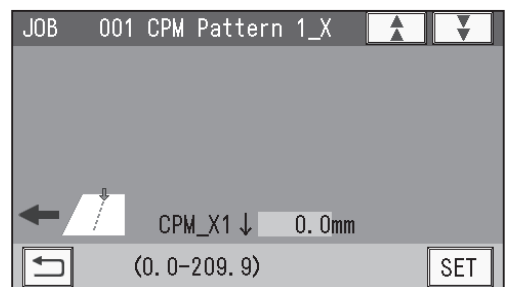


4 **CPM Pattern 1\_X**  
Set processing positions in the X direction (widthwise).

- **X1 (Set 1)**

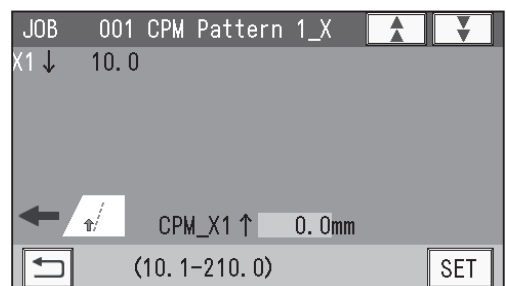
1. **CPM\_X1 ↓**

Enter the distance between the right edge of the document and the **On** position (the processing start position). Touch **SET**.



2. **CPM\_X1 ↑**

Enter the distance between the right edge of the document and the **Off** position (the processing stop position). Touch **SET**.



- 5** • **X2 (Set 2) to X6 (Set 6)**  
 Enter values for processing positions in a similar way to step 4 .

**REFERENCE**

- You can set up to six sets of **On** and **Off** positions for each pattern.
- The maximum width in the X direction that the **CPM (Cross Tool Module)** can process is 305.0 mm.  
 Even if the document width is set as 305.1 mm or longer, you cannot set processing positions of the **CPM (Cross Tool Module)** of 305.0 mm or longer.

- 6** **CPM Pattern 1\_Y**  
 Set processing positions of **Pattern 1** in the Y direction (lengthwise).

- **Y1**  
 Enter the distance between the lead edge of the document and the processing position of **Y1** (Set 1 in the Y direction) with the NUMERIC keys. Touch **SET**.

- **Y2 to Y\***  
 Enter the distance between the lead edge of the document and the processing position of **Y2** (Set 2 in the Y direction) with the NUMERIC keys. Touch **SET**.

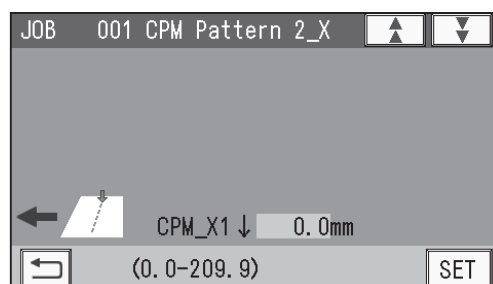
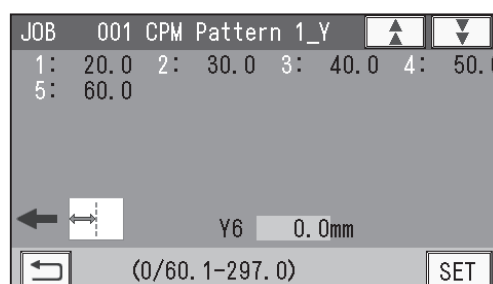
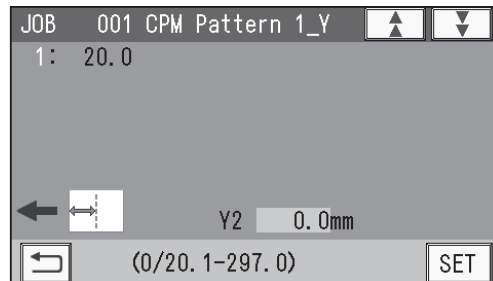
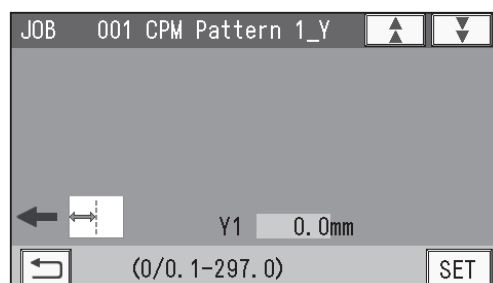
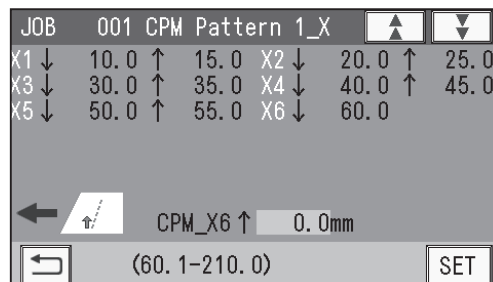
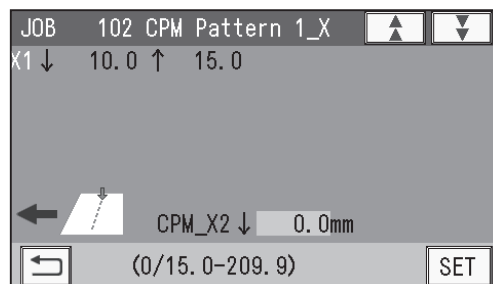
**REFERENCE**

- You can set up to 20 processing positions with patterns of **CPM Pattern 1\_X** to **CPM Pattern 4\_X** in the Y direction
- If 20 processing positions are set in the Y direction for **Pattern 1**, the value entry is completed.
- To finish the setting for **Pattern 1** with fewer than 20 positions in the Y direction, enter the last position and touch **SET** and then touch **SET** again.

- 7** **CPM Pattern 2\_X**  
 Set processing positions in the X direction (widthwise).
- **X1 (Set 1) to X6 (Set 6)**  
 Enter values for processing positions in similar ways to steps 4 to 5 .

**REFERENCE**

To finish the settings with fewer than four patterns, enter **0** for **CPM\_X1** ↓ and **CPM\_X1** ↑ and then touch **SET**.








- 8 CPM Pattern 2\_Y**  
 Set processing positions on the Y direction (lengthwise).  
 • **Y1 to Y\***  
 Enter values for processing positions in similar ways to step 6.

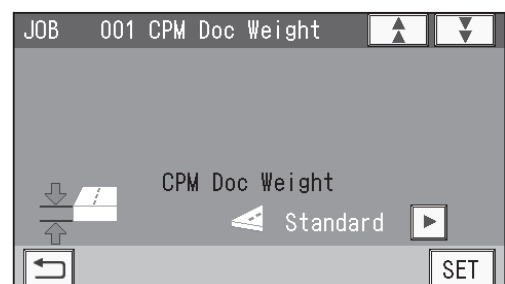
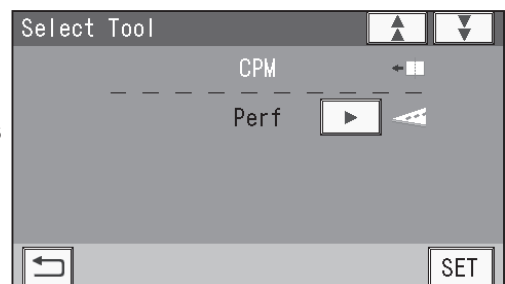
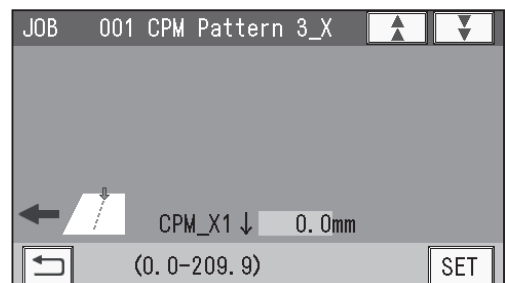
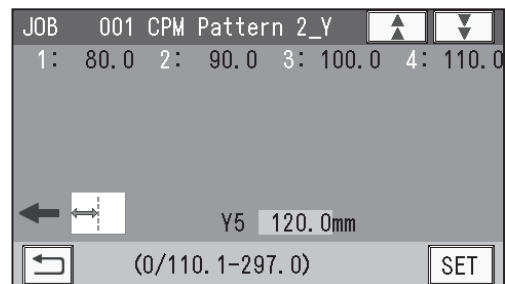
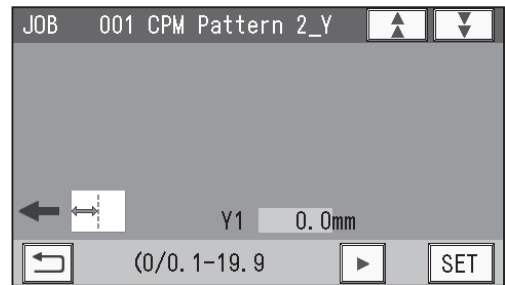
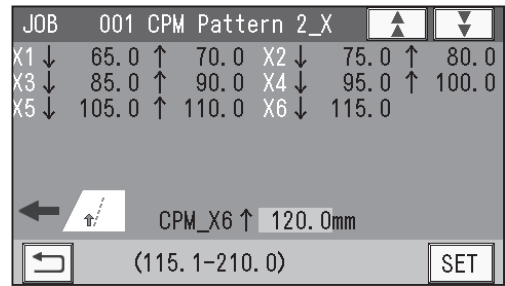
**REFERENCE**

- You can set up to 20 processing positions with patterns of **CPM Patterns 1\_X** to **CPM Patterns 4\_X** in the Y direction
- If the total of 20 processing positions are set in the Y directions for **Pattern 1** and **Pattern 2**, the value entry is completed.
- To finish the setting for **Pattern 2** with fewer than 20 positions in the Y direction, enter the last position and touch **SET** and then touch **SET** again.

- 9 CPM Pattern 3\_X to 4\_X**  
 Enter values for processing positions in similar ways to steps 7 to 8.

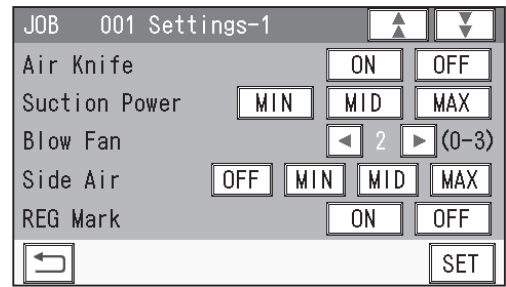
- 10 Select Tool**  
 Touching  on the left of  displays **Micro (micro perforation)** and touching  displays **Perf (perforation)**. Select a tool to use for the **CPM (Cross Tool Module)** and touch **SET**.

- 11 CPM Doc Weight**  
 Touch  /  to select a document weight out of **Standard**, **Light**, and **Heavy**. Touch **SET**.

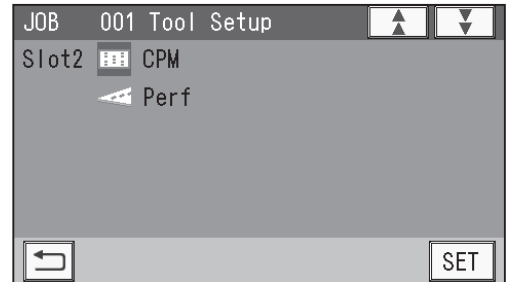


## JOB Entry

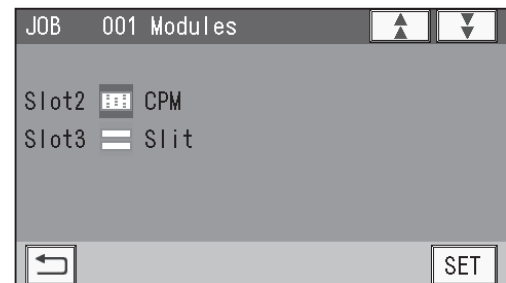
- 12** The function setting screen appears. Referring to Chapter 2 Programming a JOB - steps 14 to 17 in Wizard in the DC-618 Instruction Manual, make settings for the following items.
- **Settings-1 to 4**



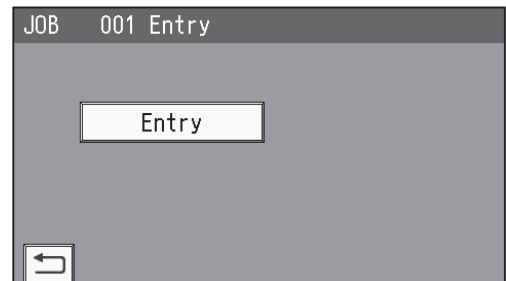
- 13** **Tool Setup**  
The tool type selected for the **CPM (Cross Tool Module)** appears. Confirm it and touch **SET**.



- 14** **Modules**  
Modules set for **Slot2** and **Slot3** appear. Confirm them and touch **SET**.




- 15** Touch **Entry**.  
It saves the settings currently programmed and returns to the standby screen. Follow step 18 in Chapter 2 Programming a JOB - Wizard in the DC-618 Instruction Manual.





## Error Messages

- When a JOB is being programmed in **Wizard**:

Message	Status and Solution
The number of cross perforations exceed the specifications.	<p>Status: Processing positions of 21 or more are programmed in the Y direction for the whole document.</p> <p>Solution: Reprogram a JOB so that the total number of processing positions with the number of cards set is 20 or smaller.</p>
The number of on/off exceeds the specifications.	<p>Status: Seven or more sets in total for the whole document with <b>On/Off</b> positions are programmed in the X direction.</p> <p>Solution: Reprogram a JOB so that the total of sets is six or smaller.</p>
The on/off positions of the cross perforations are outside the specifications.	<p>Status: A processing position in the X direction is programmed at a position exceeding 305.0 mm.</p> <p>Solution: Reprogram a JOB so that the processing position is within 305.0 mm or shorter.</p>
CPM is selected. Is CPM Doc Weight setting OK?	<p>Status: The <b>CPM (Cross Tool Module)</b> is selected to use.</p> <p>Solution: Confirm it and touch <b>NEXT</b>. To check the module to use, touch the  <b>return</b> icon. The <b>CPM Doc Weight</b> screen appears. Select a document weight and touch <b>NEXT</b>.</p>
Number of slits exceeds the number of slitters usable.	<p>Status: The number of slits exceeds four, which cannot be processed for a JOB with the <b>CPM (Cross Tool Module)</b> used.</p> <p>Solution: Reprogram a JOB with fewer number of cards in the X direction or with no gutter slits so that the number of slits is four or smaller.</p>



# Chapter 3

## Basic Operations

---

This chapter describes function settings for the **CPM (Cross Tool Module)**.

.....

Processing Documents by Retrieving a Saved JOB.....	32
Process .....	34
Adjust.....	36
Environment.....	37

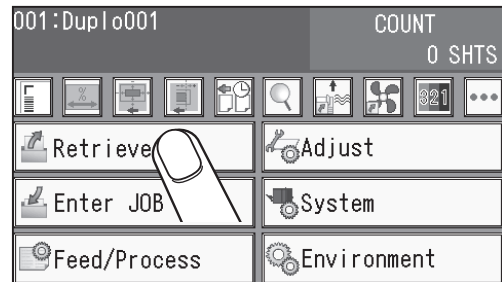
.....

# Processing Documents by Retrieving a Saved JOB

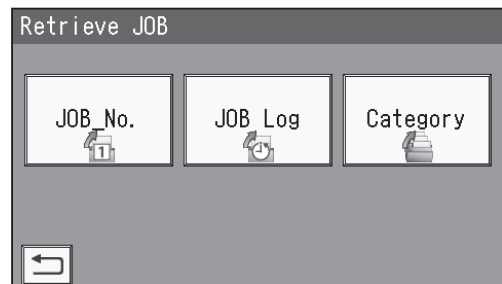
You can retrieve a JOB by touching **JOB No.**, **JOB Log**, or **Category** on the touch panel.

This section describes the functions which are related to the **CPM (Cross Tool Module)**.  
For other settings, refer to Chapter 3 Basic operations - Processing Document by Retrieving a Saved JOB in the DC-618 Instruction Manual.

- 1 Make sure that the standby screen is displayed on the touch panel and then touch **Retrieve JOB**.

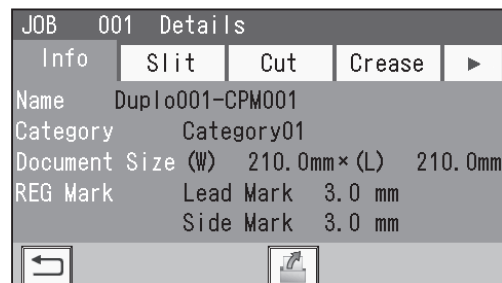


- 2 Touch **JOB No.**, **JOB Log**, or **Category** to retrieve a JOB.

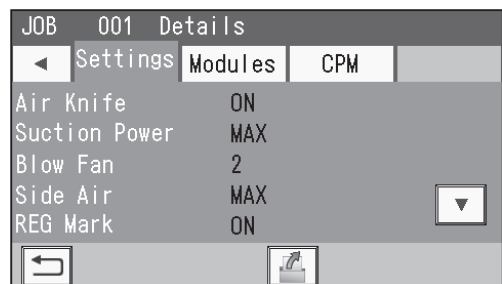


- 3 Touching a JOB name on the **Retrieve Job (No.)** screen, the **Retrieve JOB (History)** screen, or the **Retrieve JOB (Category)** screen and then the **details** icon displays the details of the JOB.

1. Touch the icon.

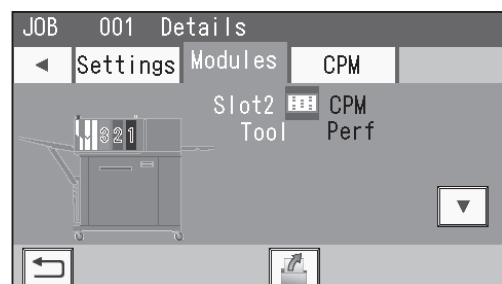


2. The continuity appears on the next page.




### 3. Modules

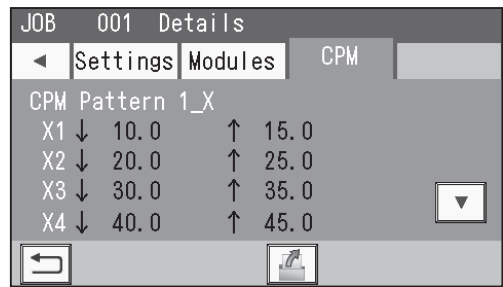
If the **CPM (Cross Tool Module)** is set in slot 2, touching **Modules** displays **CPM** for **Slot2**.



### 4. CPM

Touching **CPM** displays the settings for the **CPM (Cross Tool Module)**.

Touching the  icon displays the continuity on the next page.

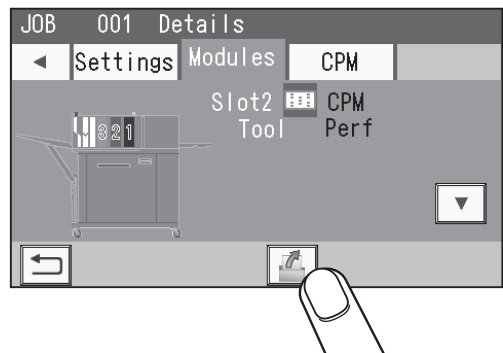


4

For other settings, refer to Chapter 3 Basic Operations - Processing Documents by Retrieving a Saved JOB in the DC-618 Instruction Manual.

- **JOB name**
- **Category**
- **Document Size**
- **REG Mark**
- **Slit**
- **Cut**
- **Crease**
- **Settings**
- **Modules**

Touch the  **Retrieve JOB** icon to return to the standby screen.



5

For the procedure for setting after this, follow step 4 and the subsequent steps in Retrieving a Saved JOB by JOB No.

# Process

This section describes the functions which are related to the **CPM (Cross Tool Module)**. For other settings, refer to Chapter 3 Basic operations - Process in the DC-618 Instruction Manual.

## Select Tool

This sets a tool for the **CPM (Cross Tool Module)** installed in slot 2.

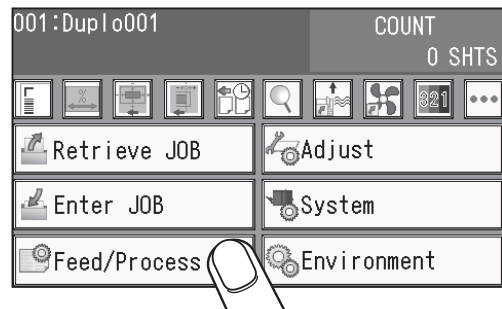
## CPM


This sets the weight of a document to be processed with the **CPM (Cross Tool Module)**.

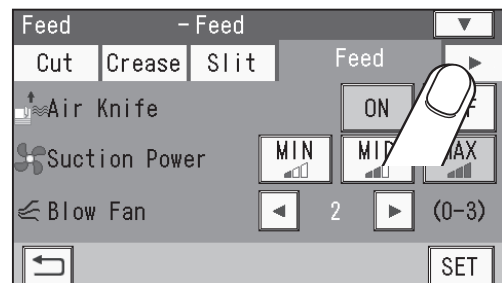
## REFERENCE



**Change Tool Setting** is automatically set as programmed when a JOB is retrieved. Settings for a JOB that are changed after the JOB is retrieved are active until the power is turned **OFF** or another JOB is retrieved.

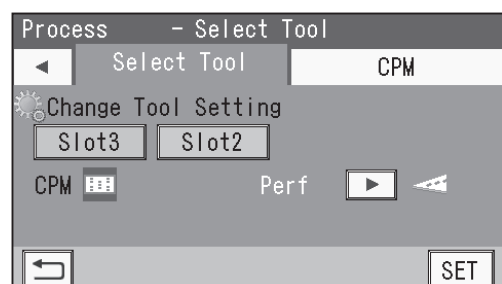
- 1 Make sure that the standby screen is displayed on the touch panel and then touch **Feed/Process**.



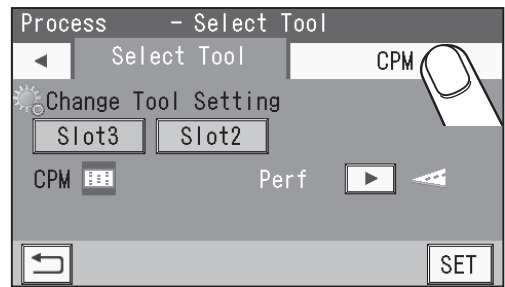
- 2 Touch the  icon.



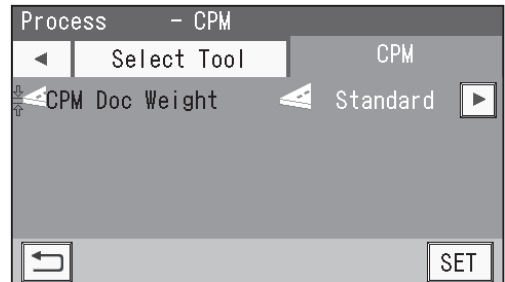
- 3 **Select Tool**  
**Change Tool Setting**  
Touch the  /  icon to select a rotary tool for the **CPM (Cross Tool Module)** in **Slot2** out of **Perf.** (perforation tool) and **Micro** (micro perforation tool).



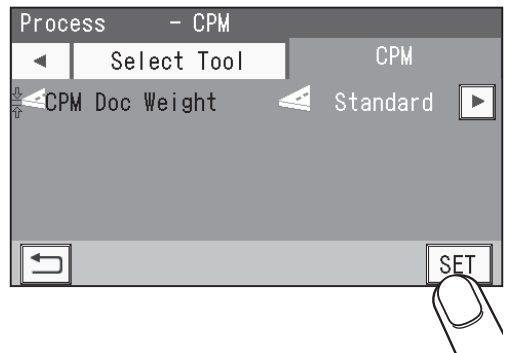
4 Touch **CPM**.



5 **CPM**  
**CPM Doc Weight**  
 Touch ◀ / ▶ to select the document weight out of **Standard, Light, and Heavy**.



6 Touch **SET**.



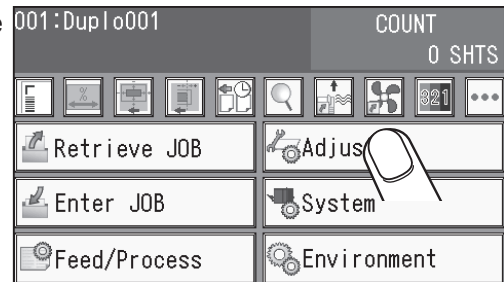
# Adjust

This section describes the functions which are related to the **CPM (Cross Tool Module)**. For other settings, refer to Chapter 3 Basic Operations - Adjust in the DC-618 Instruction Manual.

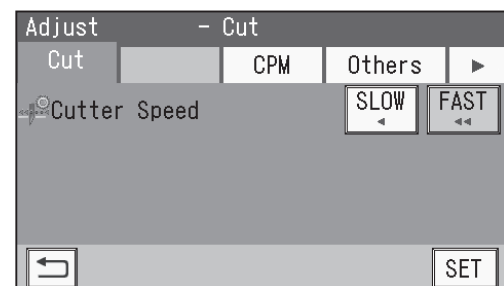
## CPM

This adjusts processing positions of the **CPM (Cross Tool Module)**.

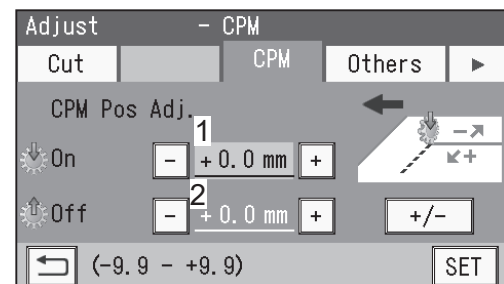
- 1 Make sure that the standby screen is displayed on the touch panel, and then touch **Adjust**.



- 2 Touch **CPM**.

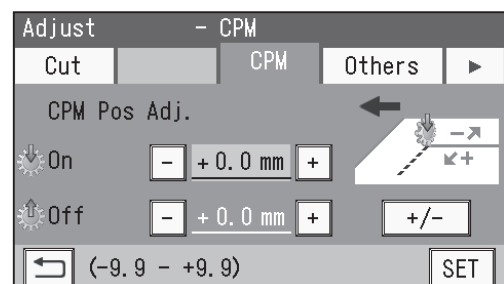


- 3 **CPM CPM Pos Adj.**
  1. **On**  
This adjusts **On** positions (processing start positions) of the **CPM (Cross Tool Module)** in whole. Touch the **+** or **-** icon to adjust the value. You can make an adjustment in the range of -9.9 to +9.9 mm.  
**+**: Moves the processing start position toward the operator's side.  
**-**: Moves the processing start position toward the non-operator's side.



2. **Off**  
This adjusts **Off** positions (processing stop positions) of the **CPM (Cross Tool Module)** in whole. Touch the **+** or **-** icon to adjust the value. You can make an adjustment in the range of -9.9 to +9.9 mm.  
**+**: Moves the processing start position toward the operator's side.  
**-**: Moves the processing start position toward the non-operator's side.

- 4 Touch **SET**.





# Environment

This section describes the functions which are related to the **CPM (Cross Tool Module)**. For other settings, refer to Chapter 3 Basic operations - Environment in the DC-618 Instruction Manual.

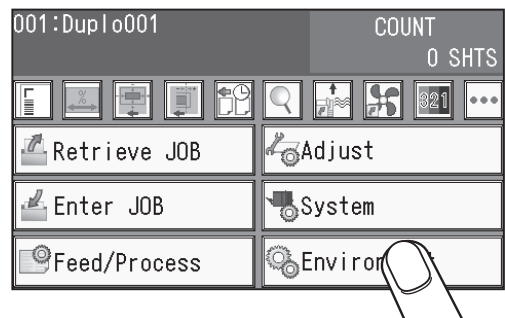
## Default

Select the **CPM (Cross Tool Module)** as the default module for slot 2 when programming a JOB.

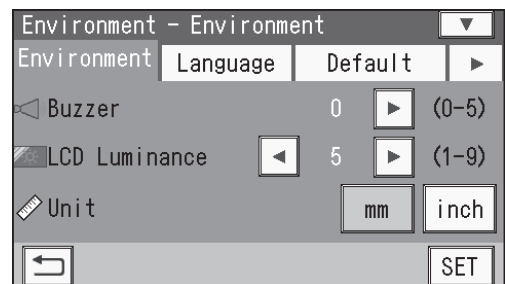
The module programmed here appears as the first option to select on the **Select Tool** screen in the **Advanced Mode** of the **Direct Mode** when you newly program a JOB.

A module which is not programmed by a service person when the DC-618 is installed is not displayed.

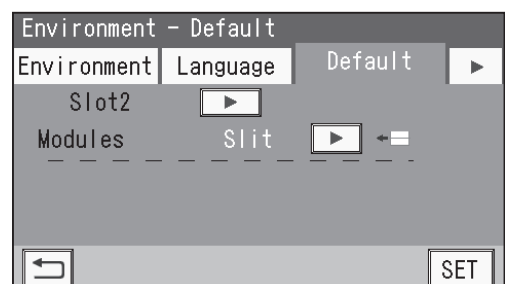
- 1 Make sure that the standby screen is displayed on the touch panel, and then touch **Environment**.



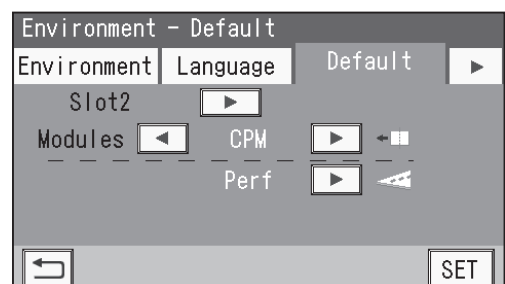
- 2 Touch **Default**.



- 3 Touch the ◀ / ▶ icon to select **Slot2**.

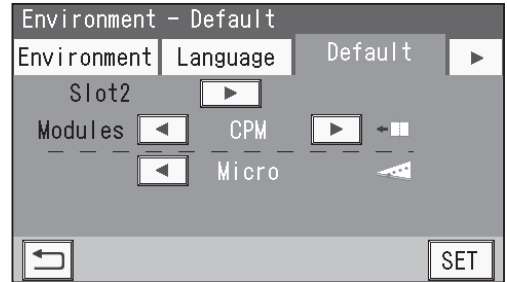
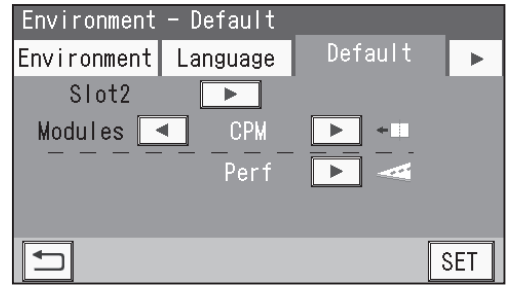


- 4 Touch the ◀ / ▶ icon to select **CPM**.

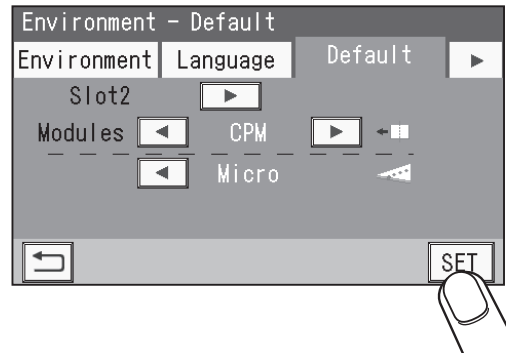


## Environment

- 5 Touch the ◀ / ▶ icon to select a rotary tool for **CPM** out of **Perf (perforation)** and **Micro (micro perforation)**.



- 6 Touch **SET**. It saves the settings currently programmed and returns to the standby screen.



# Chapter 4

## Programming a JOB on a Computer

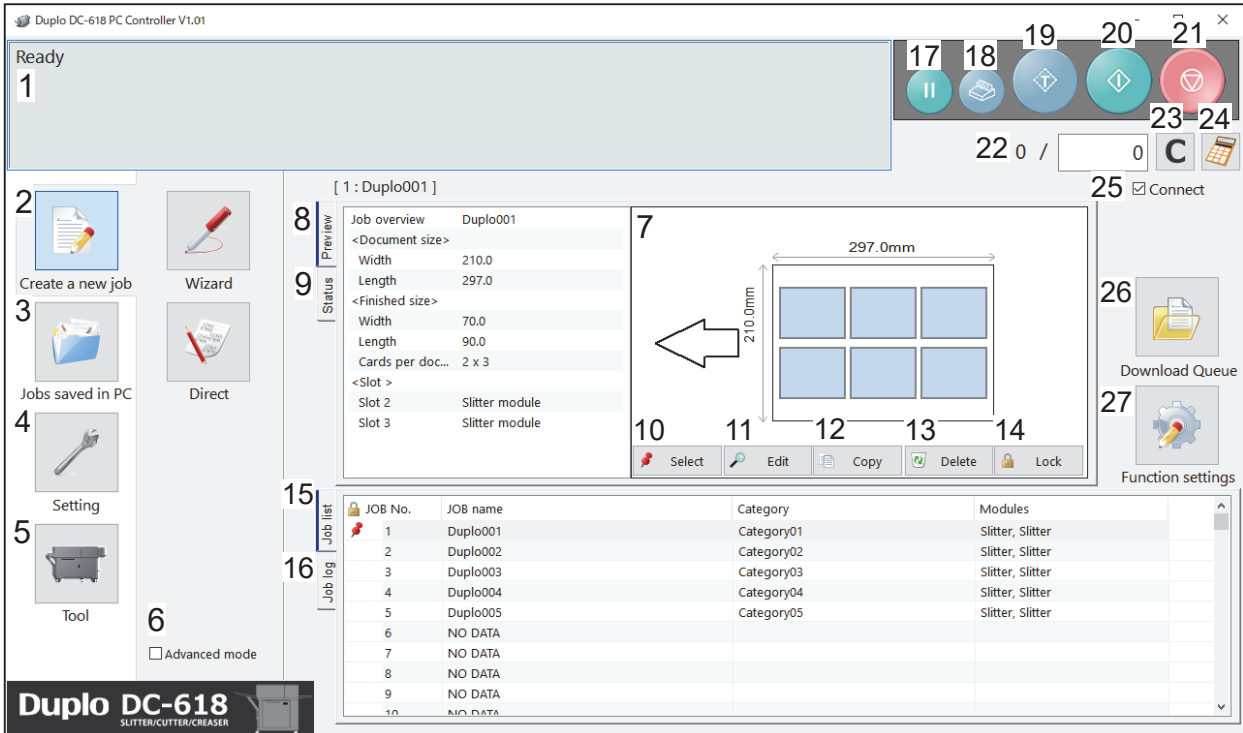
The DC-618 can save up to 250 JOBS. JOB contents can be programmed either via computer or on the control panel. This chapter describes how to setup a JOB from your computer through the PC Controller.

.....	
PC Controller Setting .....	40
Main Screen .....	40
Wizard .....	43
Direct .....	62
Retrieving and Processing a Saved JOB .....	72
Setting Default Values for a JOB .....	73
Environment .....	73
Function Setting .....	75
Process .....	75
Adjust .....	76
.....	

# PC Controller Setting

## Main Screen

The main screen appears when the PC Controller is launched. Select items on the main screen and make settings for a JOB.

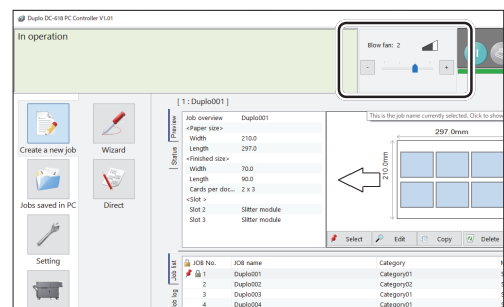


No.	Name	Function
1	System status	Displays the current machine status by letters.
2	Create a new job	Click this and select <b>Wizard</b> or <b>Direct</b> to program a JOB.
3	Jobs saved in PC	Opens and displays a JOB saved on a computer.
4	Setting	Make default settings for the PC Controller. The other functions are for a service person use only to set the DC-618, etc.
5	Tool	Backs up a JOB saved in the DC-618. Restores backed-up data of a JOB in the DC-618.
6	Advanced mode	Select this to program a JOB in the <b>advanced mode</b> . Clear this to program a JOB in the <b>simple mode</b> .
7	JOB preview	Displays an overview of a selected JOB. You can change settings for the selected JOB here.
8	Preview	Displays an overview of a programmed JOB.
9	Status	Displays the current machine status.
10	Select	Select a JOB on the <b>Job list</b> below and then click this to process the selected JOB.
11	Edit	Edit a selected JOB here.
12	Copy	Makes a copy of a selected JOB to a different JOB number. Saves a copy of a JOB as a JOB file on a computer.
13	Delete	Deletes a selected JOB.
14	Lock	Locks /unlocks a selected JOB.
15	Job list	Displays a list of JOBS saved in the DC-618.

No.	Name	Function
16	Job log	Displays JOBS processed with the TEST key or the START key clicked on the PC Controller and saved in the computer as logs. You can save up to 50 of lately processed JOBs. If the number of saved JOBs exceeds 50, they are deleted in chronological order.
17	PAUSE FEEDING key	Processes a JOB in the <b>pause feeding mode</b> . Click this to check how a finished product is made or to temporarily stop the DC-618 processing a JOB.
18	STACKER SETUP key	Stops the <b>card stacker</b> in front of the position to which a finished product is ejected.
19	TEST key	Processes only one sheet of documents for a test run.
20	START key	Processes a selected JOB. Inactive while the machine is in operation or having an error.
21	STOP key	Stops the DC-618 processing a JOB.
22	Preset Count	Presets the number of sheets to be processed for a JOB.
23	Clear	Clears the number of preset count.
24	NUMERIC key	Displays the NUMERIC keys, with which you can enter numerical values instead of using a keyboard.
25	Connect	Select this to control function limit of the control panel on the DC-618. Clear this to control function limit of the PC Controller.  <b>REFERENCE</b> When the computer to which the PC Controller is connected is in the sleep mode or the hibernate mode, this is automatically cleared.
26	Download Queue	Saves a JOB that you tried to save while another JOB is being processed. You can download the JOB to the DC-618 from here.
27	Function settings	Displays the <b>Function settings</b> screen, on which you can make or change settings for a JOB.

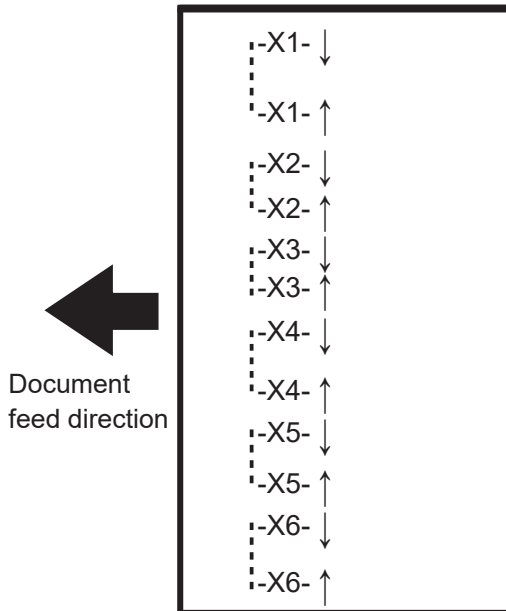
**REFERENCE**

- **In operation** is displayed on the **system status** while a JOB is being processed.
- You can make a setting for the **blow fan** on the boxed part in the figure on the right.



## PC Controller Setting

- Settings for processing with the **CPM (Cross Tool Module)**
- You can program up to six sets (**X1-X6**) of the processing of the **CPM (Cross Tool Module)** for each of a document feed stop position. You can program up to four patterns with different positions of **X1** to **X6**.

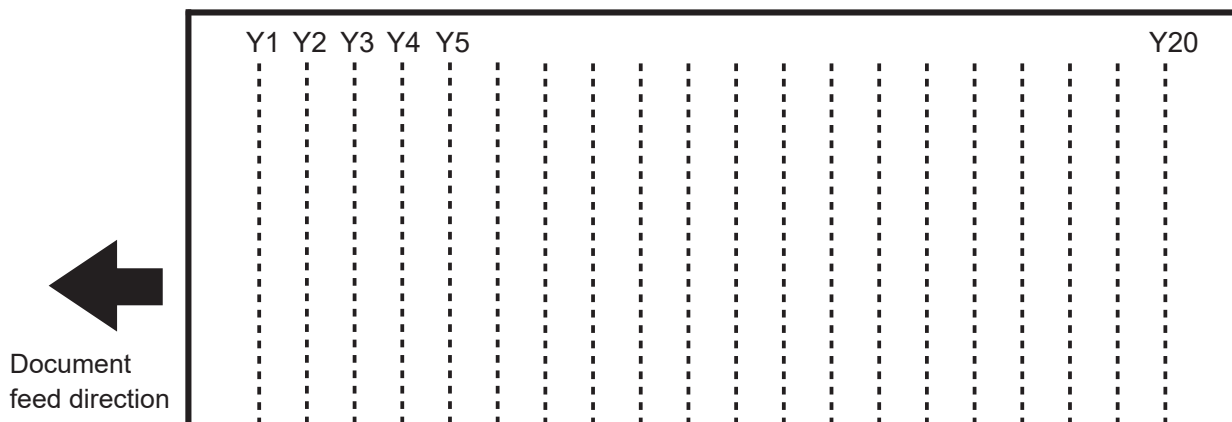


### REFERENCE

To make settings for cards, program a JOB so that the total of sets is six or smaller.

The number of cards widthwise (X direction)	The number of sets that can be entered for each pattern
1	6 (X1 to X6)
2	3 (X1 to X3)
3	2 (X1 to X2)
4 or more	Cannot be entered

- Document feeding stops at up to 20 positions in the document feed direction so that the **CPM (Cross Tool Module)** processes.



### REFERENCE

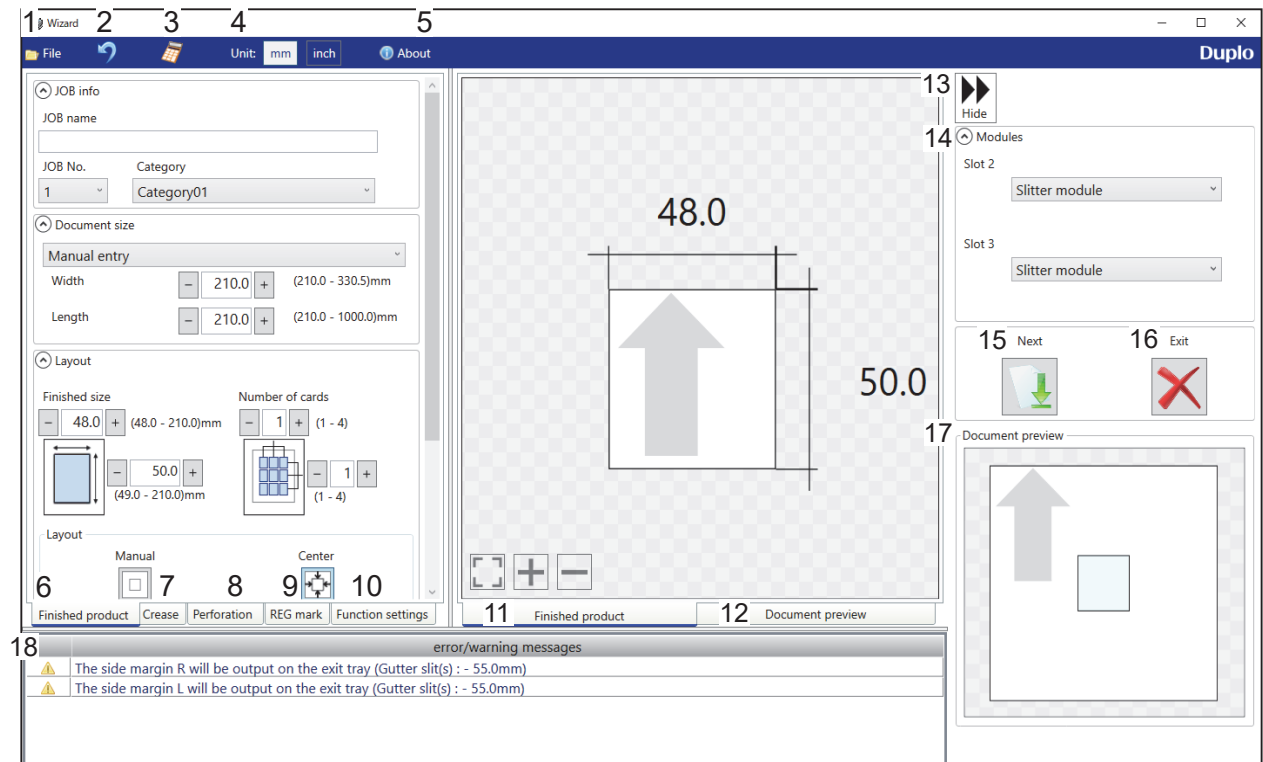
To make settings for cards, program a JOB so that the total number of sets is 20 or smaller.

The number of cards in the document feed direction	The number of Ys that can be entered
1	20
2	10
3	6
4	5
5	4
6	3
7-10	2
11-20	1
21 or more	Cannot be entered

The DC-618 can save up to 250 JOBS.

This section describes the procedure for programming a JOB in the **Wizard mode** with a preview of the JOB and in the **Direct mode** on which you directly enter each value, which are related to the **CPM (Cross Tool Module)**.



# Wizard



# 4

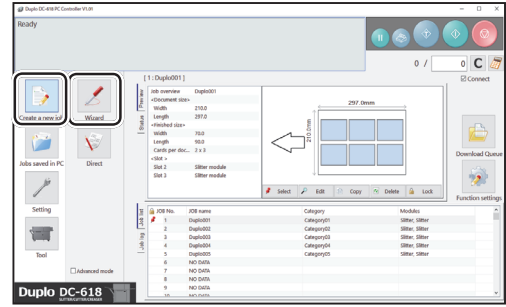
No.	Name	Function
1	File	Displays a menu. You can switch the <b>Wizard</b> screen to the <b>Direct</b> screen or exit the <b>Wizard</b> screen by clicking each item in this.
2	Undo	Returns to the previous setting.
3	NUMERIC key	Displays the NUMERIC keys, with which you can enter numerical values instead of using the keyboard.
4	Unit	Select a unit of values to enter out of mm or inch.
5	About	Displays the trademark and the open source software.
6	Finished product	Make settings for a JOB name, a JOB number, a category, a document size, a finished product size, the number of cards, margins, and gutters.
7	Crease	Specify crease positions on the document in the <b>Standard positions mode</b> or the <b>Non standard positions mode</b> .
8	Perforation	Specify perforation positions on the document in the <b>Standard positions mode</b> or the <b>Non standard positions mode</b> .
9	REG Mark	Make settings for the REG mark reading function. Appears only when CCD is activated.
10	Function settings	Make settings for each function of a JOB.
11	Finished product	Switches previews of a JOB between <b>Finished product</b> and
12	Document preview	<b>Document preview</b> .
13	Hide	Hides the right part of the <b>Wizard</b> screen and displays a JOB preview in a larger size.

## PC Controller Setting

No.	Name	Function
14	Modules	Displays modules installed in slot 2 and slot 3.
15	Next	Switches the <b>Wizard</b> screen to the <b>Direct</b> screen.
16	Exit	Finishes a JOB programming and returns to the main screen.
17	Document preview	Displays a preview of the whole part of a finished product.
18	error/warning messages	Displays a JOB setting that cannot be processed with an error or a warning mark.  indicates that the setting is invalid for a JOB to be programmed.  indicates that the JOB is processed with some irregular way.



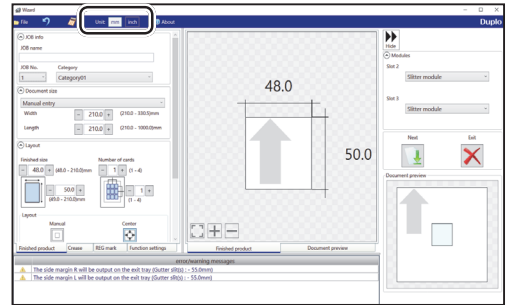
- 1 Click **Create a new job** and then **Wizard** on the main screen.



- 2 **Select Unit**  
Select a unit of values to enter out of mm or inch. If you select **inch**, values entered in inches are converted to ones in mm and displayed.

## REFERENCE

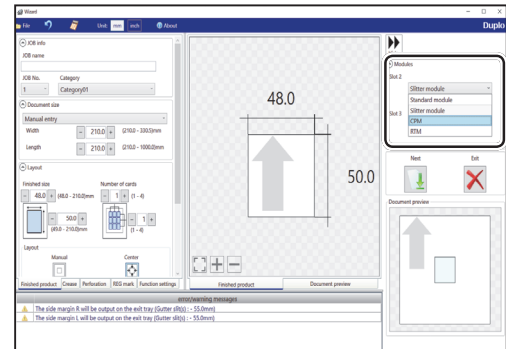
- Values entered before a unit is selected are not converted to the other unit. Select items on the main screen and make settings for a JOB.
- You can enter values to three places of decimals in inches.



## 3 Modules

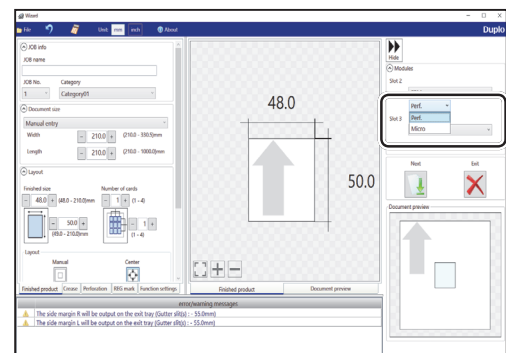
1. Select a module from the **Slot 2** box.

**Slitter module**  
**CPM (Cross Tool Module)**  
**RTM (Rotary Tool Module)**



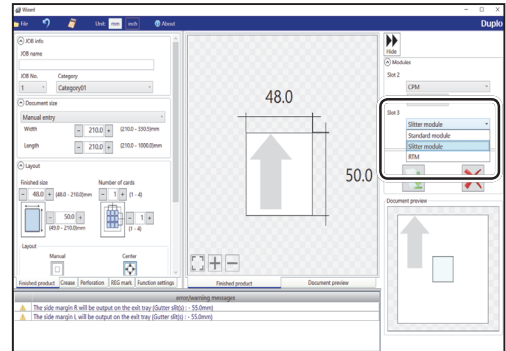
2. If you have selected **CPM (Cross Tool Module)**, select a tool for the left side.

**Perf.: Perforation tool**  
**Micro: Micro perforation tool**



## PC Controller Setting

3. Select a module from the **Slot 3** box.  
**Slitter module**  
**RTM (Rotary Tool Module)**



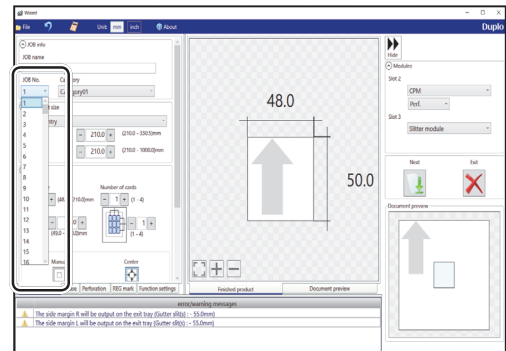
4

### JOB number

Select a JOB number from the **JOB No.** box.

### REFERENCE

You can set a JOB number of 1 to 250.



5

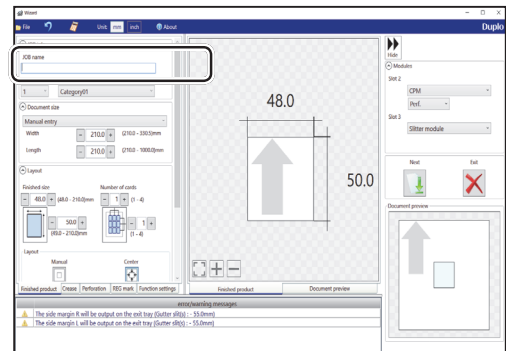
### JOB name

Enter a JOB name.

You can enter up to 50 characters and/or letters.

### REFERENCE

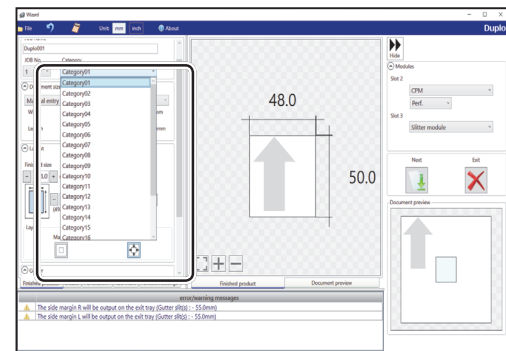
Usable characters and letters;  
Alphabetical letters (A to Z, a to z)  
Numerals  
Symbols



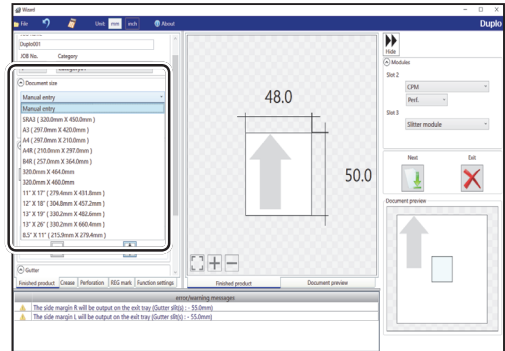
6

### Category

Select a category in which to save the JOB from the **Category** box.

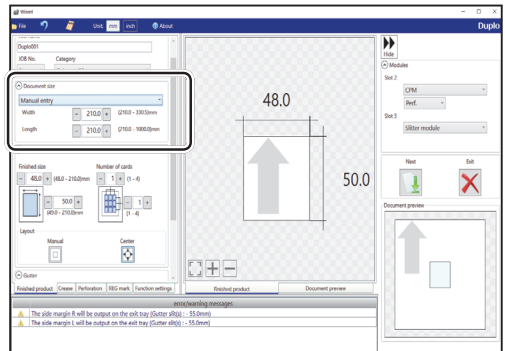


- 7 Document size**  
Select the document size from the **Document size** box.

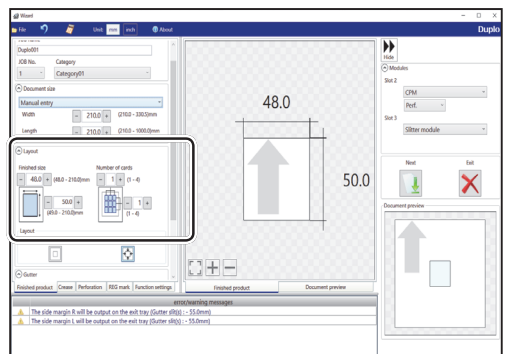


**REFERENCE**

Select **Manual entry** when processing custom-size documents. Enter the width and the length of the document.



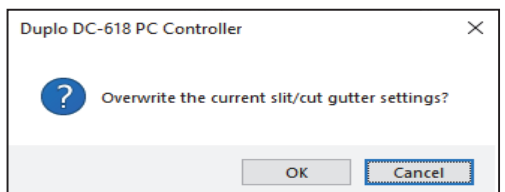
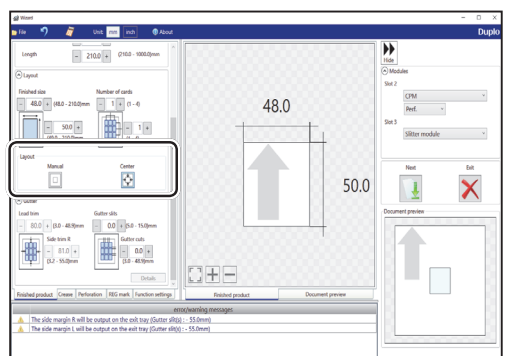
- 8 Layout**  
**Finished size**  
Enter the width and the length of the finished product.  
**Number of cards**  
Enter the number of the finished products in a horizontal and a vertical direction.



- 9 Layout**  
Select **Manual** or **Center**.  
**Manual:** Enables you to manually enter values to set a layout of the finished product.  
**Center:** Automatically sets a layout of the finished product in the center of the document. Automatically makes settings for **Lead trim** (the lead margin cut) and **Side trim R** (the right margin slit).

**REFERENCE**

If you click **Center**, the message as shown on the right appears.  
Click **OK**.  
Clicking **Cancel** returns to the previous screen without selecting **Center**.



## PC Controller Setting

### 10 Gutter

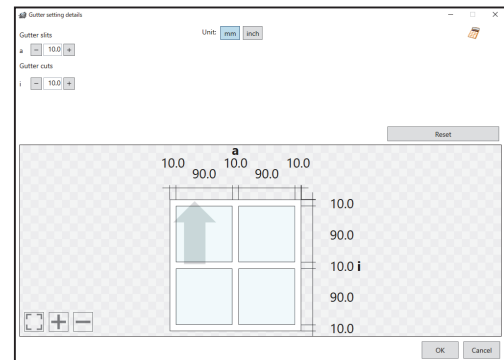
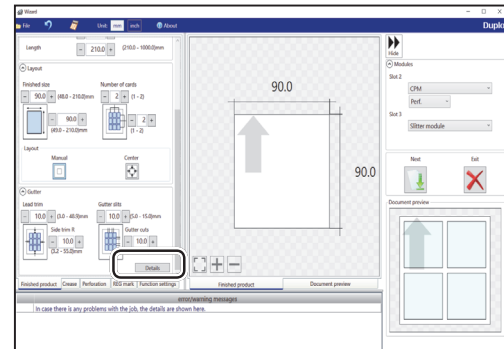
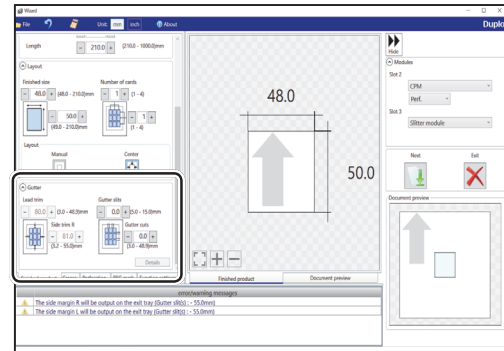
Make settings for **Lead trim** (the lead margin cut), **Side trim R** (the right margin slit), **Gutter slits**, and **Gutter cuts**.

1. Enter values in each box.

#### REFERENCE

If you have selected **Center** in step 9, you cannot manually enter values for **Lead trim** (the lead margin cut) or **Side trim R** (the right margin slit).

2. Clicking **Details** displays the **Gutter setting details** screen, on which you can make settings for the width of gutter slits and gutter cuts. Click **OK** when the setting is completed. The settings are saved and the previous screen reappears. Clicking **Cancel** returns to the previous screen without saving the them.




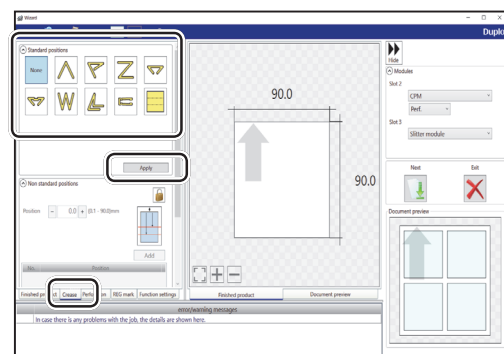
### 11 Crease

Set crease positions.

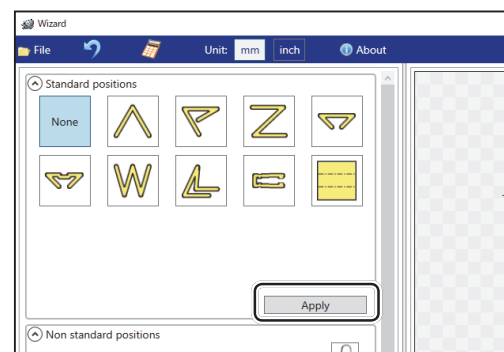
Click the **Crease** tab.

You can set up to 20 creases on one document.

Clicking the  icon switches entry mode between **Standard positions** and **Non standard positions**.



**Standard positions:** Automatically sets crease positions. Select a fold pattern and adjust values in the **A**, **B**, and **C** boxes. Then click **Apply**.



**Non standard positions:**

**Add:** Adds a crease to a designated position.

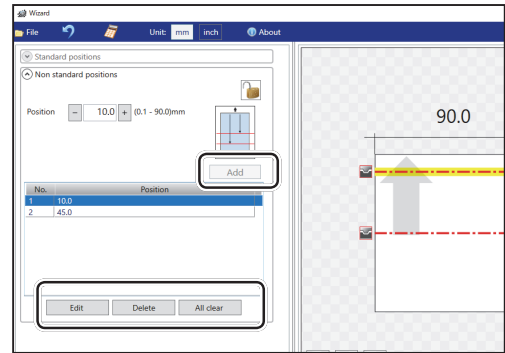
The added crease position is displayed on the list below.

\* A crease position is set according to a finished product size.


**Edit:** Enables you to change a selected crease position on the list.

**Delete:** Deletes a selected crease position.

**All clear:** Deletes all of the crease positions on the list.



**REFERENCE**

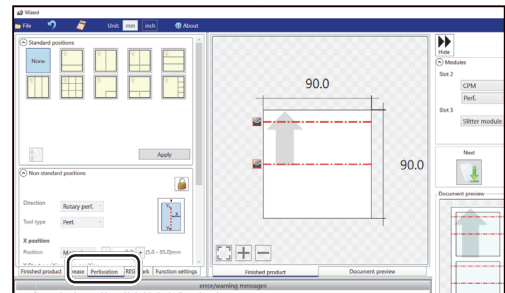
If you have entered a value for a crease and click the  icon, the message as shown on the right appears.

Click **Yes** to switch the entry mode to **Standard positions**, which deletes all the entered crease positions in the **Non standard positions**.

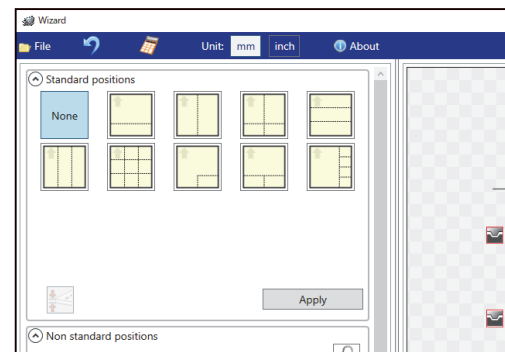


**12 Perforation**

Set perforation positions:  
Click the **Perforation** tab.



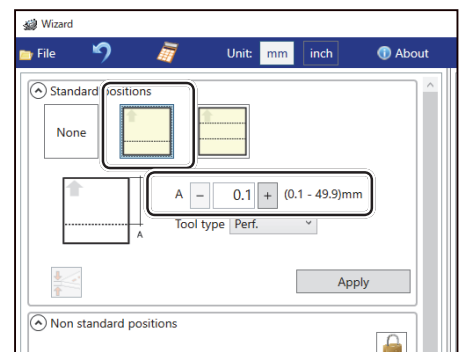
**Standard positions:** Select a pattern to process.  
Click **Apply**. Perforation positions are automatically set.



**• Widthwise**

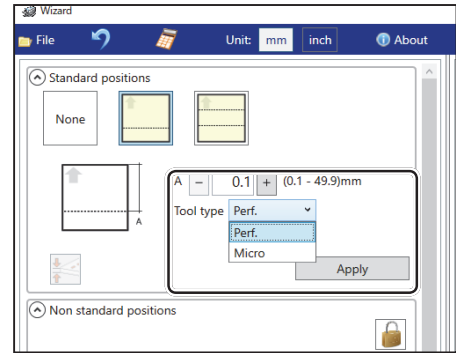
Perforates a document widthwise.

1. Enter a value of the distance between the lead edge of the finished product and the processing start position of the rotary tool for **A** with the NUMERIC keys or by clicking **+** or **-**.



## PC Controller Setting

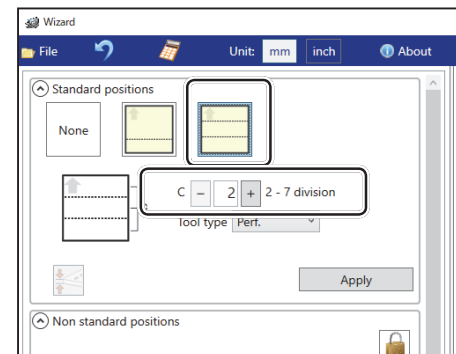
2. Click the **Tool type** box and select a rotary tool out of **Perf. (perforation tool)** or **Micro (micro perforation tool)**.



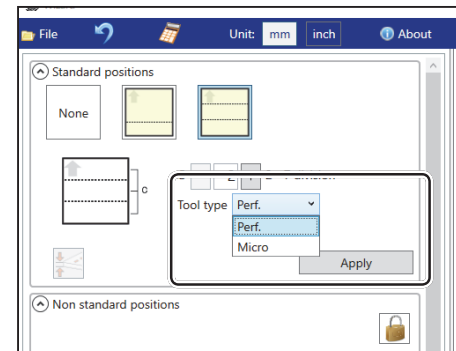
- **Widthwise even**

Perforates a document widthwise evenly.

1. Enter a value for at which perforation position the rotary tool processes with the NUMERIC keys or by clicking **+** or **-**.



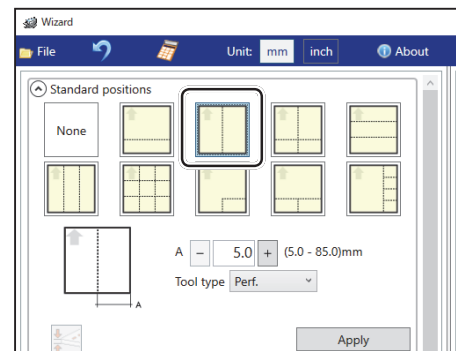
2. Click the **Tool type** box and select a rotary tool out of **Perf. (perforation tool)** or **Micro (micro perforation tool)**.  
Click **Apply**.



- **Lengthwise**

Perforates a document lengthwise.

This is available when **RTM (Rotary Tool Module)** is available. For the details, see Chapter 4 [Programming a JOB on a Computer - Wizard](#) in the DC-618 RTM Instruction Manual.

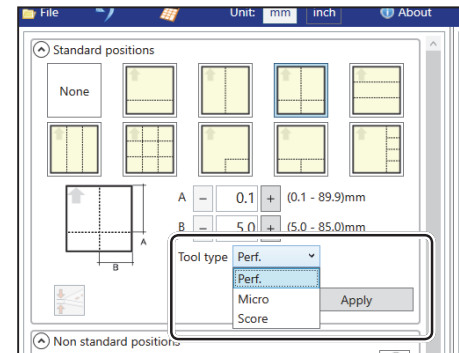
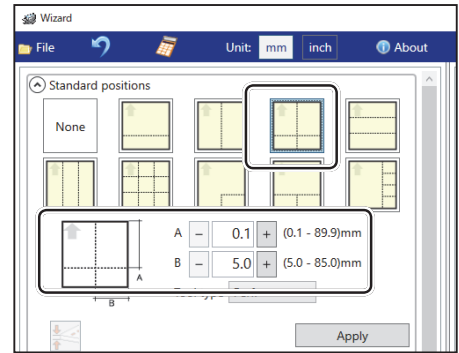


• **Crosswise**

Perforates a document crosswise.

This is available when both of **RTM (Rotary Tool Module)** and **CPM (Cross Tool Module)** are available.

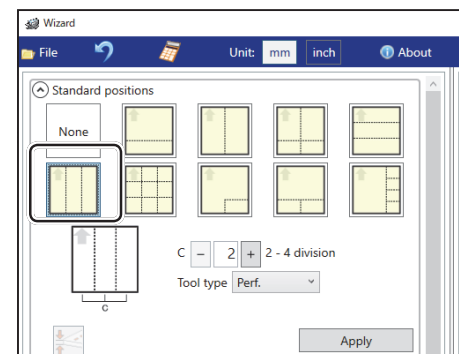
1. Enter values of the distance between the lead edge of the finished product and the processing start position of the rotary tool for **A** and the distance between the right edge and the processing position of the rotary tool for **B** with the NUMERIC keys or by clicking + or -.
2. Click the **Tool type** box and select a rotary tool out of **Perf. (perforation tool)**, **Micro (micro perforation tool)**, and **Score (score tool)**.



• **Lengthwise even**

Perforates a document lengthwise evenly.

This is available only when **RTM (Rotary Tool Module)** is available. For the details, see Chapter 4 [Programming a JOB on a Computer - Wizard](#) in the DC-618 RTM Instruction Manual.

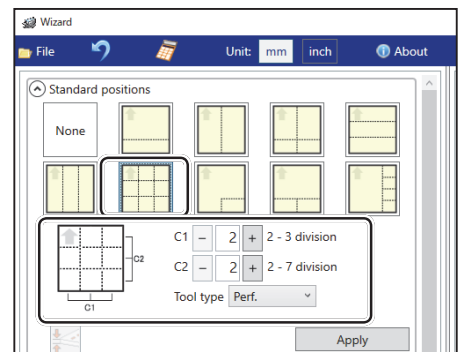


• **Crosswise even**

Perforates a document crosswise evenly.

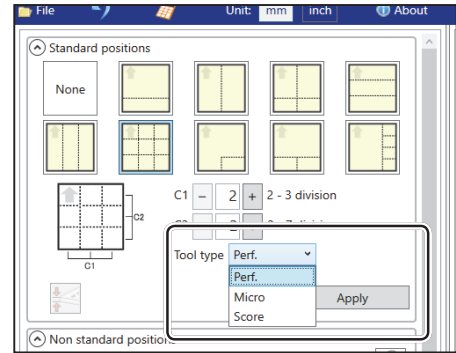
This is available only when both of **RTM (Rotary Tool Module)** and **CPM (Cross Tool Module)** are available.

1. Enter the number of cards widthwise for **C1** and that lengthwise for **C2** with the NUMERIC keys or by clicking + or -.



## PC Controller Setting

2. Click the **Tool type** box and select a rotary tool out of **Perf. (perforation tool)**, **Micro (micro perforation tool)**, and **Score (score tool)**. Click **Apply**.

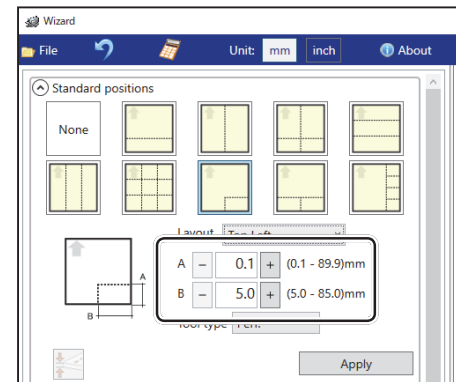
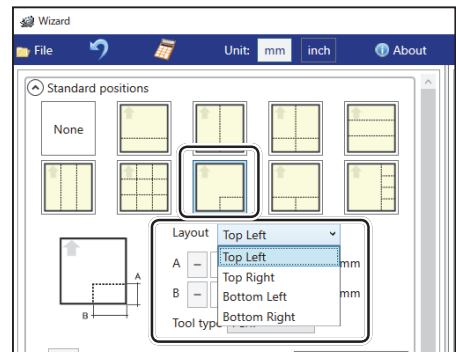


### • L angle

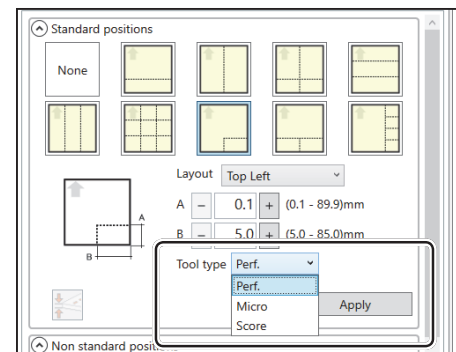
Perforates a document in a L-shape so that a card is made at a corner.

This is available only when both of **RTM (Rotary Tool Module)** and **CPM (Cross Tool Module)** are available.

1. Click the **Layout** box and select at which position the document is processed out of **Top Left**, **Top Right**, **Bottom Left**, and **Bottom Right**.
2. Enter values of the length of the finished product for **A** and the width of the finished product for **B** with the NUMERIC keys or by clicking **+** or **-**.



3. Click the **Tool type** box and select a rotary tool out of **Perf. (perforation tool)**, **Micro (micro perforation tool)**, and **Score (score tool)**. Click **Apply**.

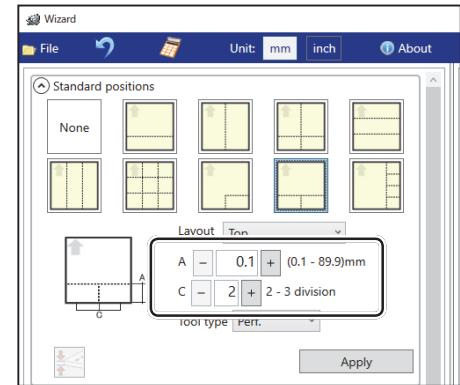
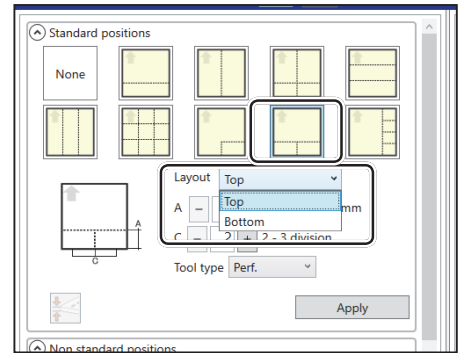




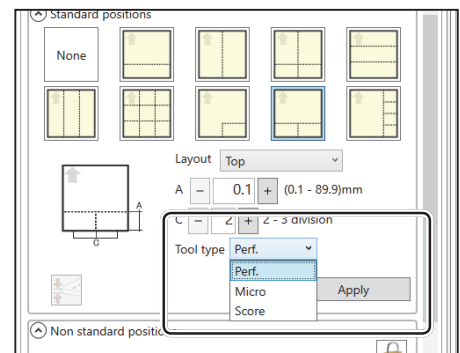
• **T shape**

Perforates a document widthwise and then lengthwise to divide it into two or three pieces. This is available only when both of **RTM (Rotary Tool Module)** and **CPM (Cross Tool Module)** are available.

1. Click the **Layout** box and select at which position the document is processed out of **Top** and **Bottom**.
2. Enter a value of the distance between the lead edge of the document and the processing start position of the rotary tool for **A** and a value of into how many pieces the document is divided for **C**.



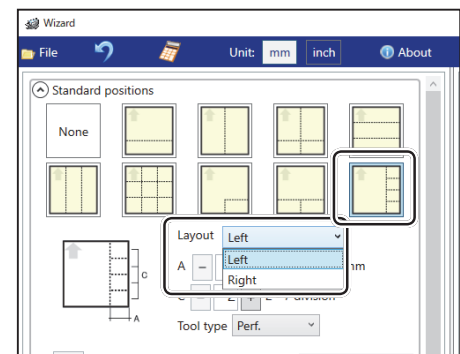
3. Click the **Tool type** box and select a rotary tool out of **Perf. (perforation tool)**, **Micro (micro perforation tool)**, and **Score (score tool)**. Click **Apply**.



• **Tear off coupons**

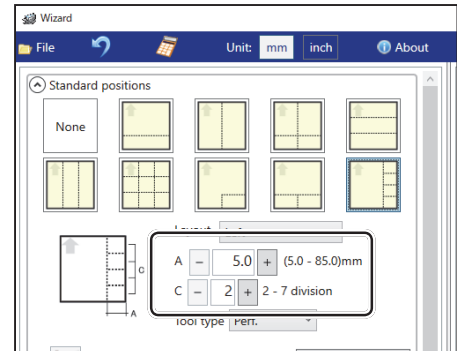
Perforates a document lengthwise and then widthwise to divide it into two to seven pieces. This is available only when both of **RTM (Rotary Tool Module)** and **CPM (Cross Tool Module)** are available.

1. Click the **Layout** box and select at which position the document is processed out of **Left** and **Right**.

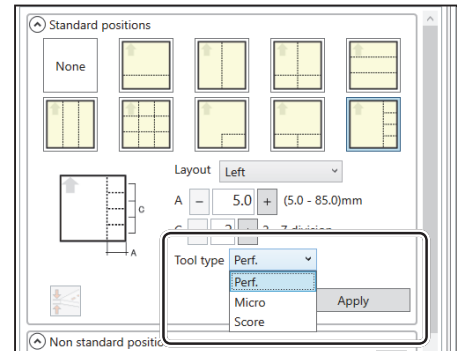


## PC Controller Setting


- Enter a value of the widthwise distance between the right side edge of the document and the processing start position of the rotary tool for **A** and a value of into how many pieces the document is divided for **C**.



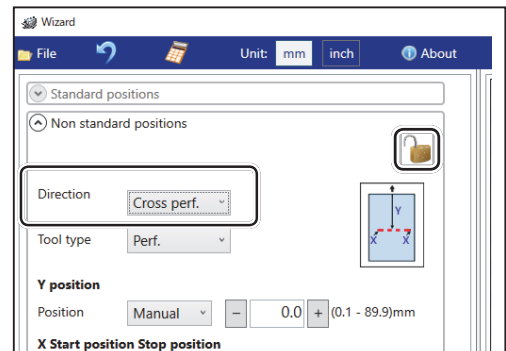
- Click the **Tool type** box and select a rotary tool out of **Perf. (perforation tool)**, **Micro (micro perforation tool)**, and **Score (score tool)**. Click **Apply**.



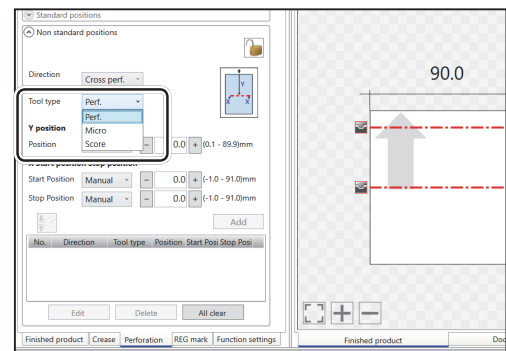
### Non standard positions:

Clicking the  icon switches entry mode between **Standard positions** and **Non standard positions**.

- Click the **Direction** box and select **Cross perf.**

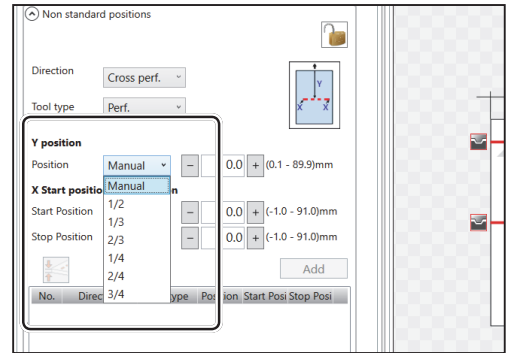


- Click the **Tool type** box and select a rotary tool out of **Perf. (perforation tool)**, **Micro (micro perforation tool)**, and **Score (score tool)**.

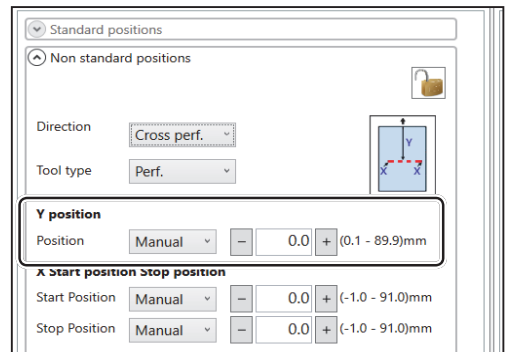


2. **Y position (lengthwise)**

Click the **Position** box and select a lengthwise processing position of the rotary tool out of **Manual, 1/2, 1/3, 2/3, 1/4, 2/4, and 3/4**.

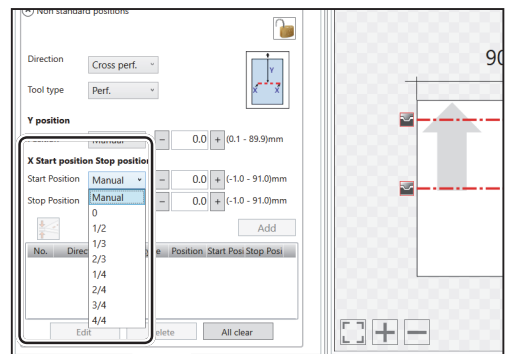


3. If you have selected **Manual** in step 2, enter a value for **Position** under **Y position** with the NUMERIC keys or by clicking + or -.

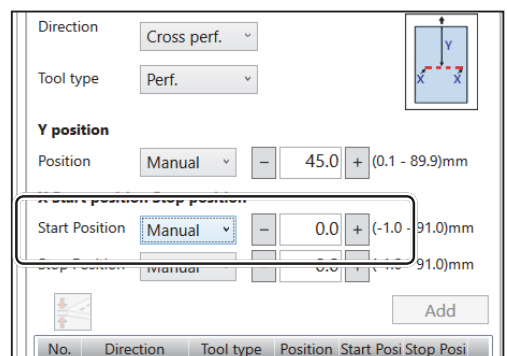


4. **X Start position Stop position (widthwise)**

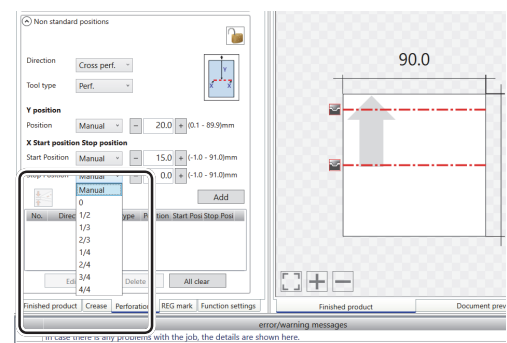
Click the **Start Position** box and select a processing start position (widthwise) of the rotary tool out of **Manual, 0, 1/2, 1/3, 2/3, 1/4, 2/4, 3/4, and 4/4**.



5. If you have selected **Manual** in step 4, enter a value for **Start Position** (widthwise) of the rotary tool with the NUMERIC keys or by clicking + or -.

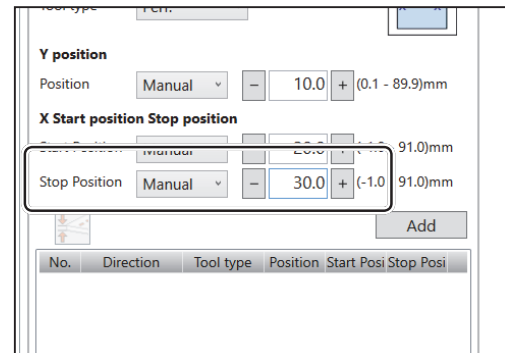


6. Click the **Stop position** box and select a processing stop position (widthwise) of the rotary tool out of **Manual, 0, 1/2, 1/3, 2/3, 1/4, 2/4, 3/4, and 4/4**.

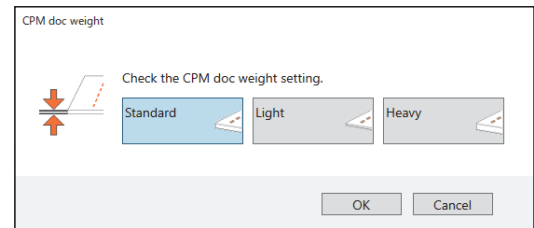


## PC Controller Setting


7. If you have selected **Manual** in step 6, enter a value for **Stop Position** (widthwise) of the rotary tool with the NUMERIC keys or by clicking **+** or **-**. Then click **Add**.

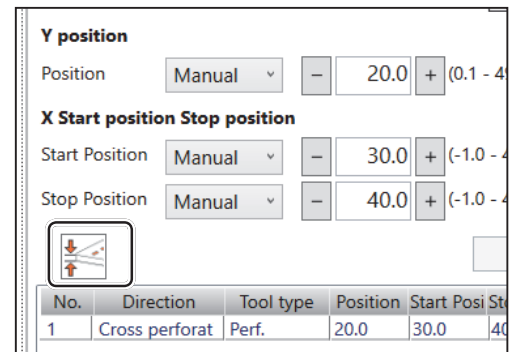


8. The **CPM doc weight** screen appears. Select a document weight out of **Standard**, **Light**, and **Heavy**.

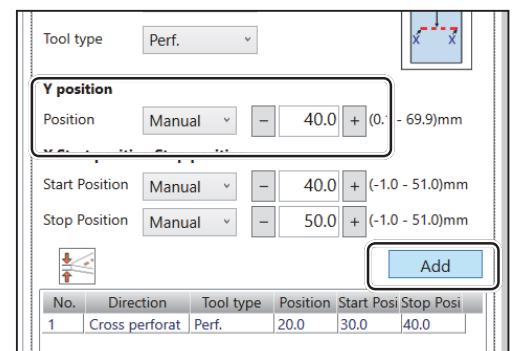


### REFERENCE

Programming the first setting for the **CPM (Cross Tool Module)** displays the  **CPM doc weight** icon. To select another document weight, click the icon.



9. In similar ways, enter values for the start position and the stop position (lengthwise) of the rotary tool. Then click **Add**.

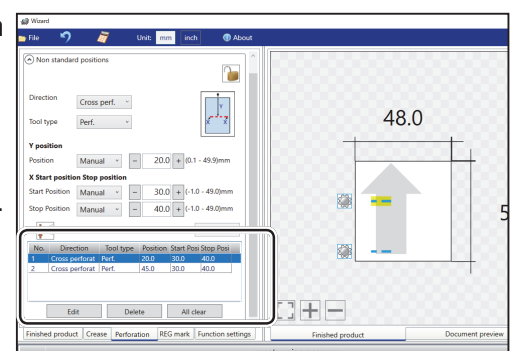


10. The added start position and the stop position are displayed on the list below. Check the contents.

**Edit:** Enables you to change a selected position on the list.

**Delete:** Deletes a selected position on the list.

**All clear:** Deletes all of the processing positions of the rotary tool on the list.



13

**REG mark**

This senses a REG mark and then reads the image drift and compensates it.

Click the **REG mark** tab.

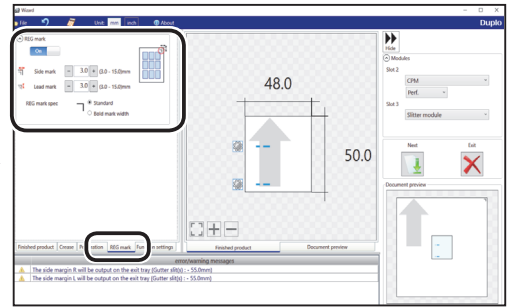
When using this function, select **On** for the **REG mark** box.

**Side mark:** Enter the distance from the right edge of the document to the side mark in the **Side mark** box.

**Lead mark:** Enter the distance from the lead edge of the document to the lead mark in the **Lead mark** box.

**REG mark spec:** Select a REG mark type (**Standard** / **Bold mark width**).

Normally select **Standard**.



**REFERENCE**

**Standard:** Select this when processing normal documents with a REG mark of standard thickness printed on them.

**Bold mark width:** Select this when processing specially treated documents (glossy documents). Print a bold REG mark on them in advance and then select **Bold mark width**.

- If it fails to read a REG mark, select **Bold mark width**.
- Select **Off** if you do not use the REG mark reading function.

**IMPORTANT**

If there are scratches or stains in the printing range of the REG mark, the position may not be corrected.

Also if the read side of a document is rough and glossy, the CCD may not be able to read a REG mark and/or a barcode. (The document may diffusely reflect light.)

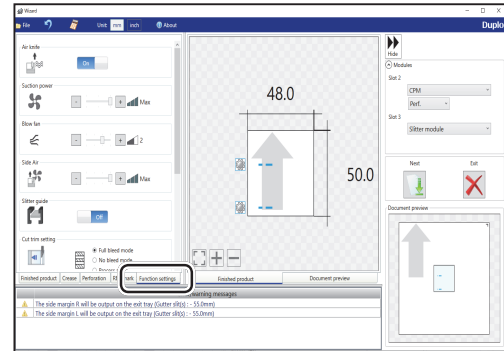
When using specially treated documents (glossy document), print a bold REG mark on them in advance. Then, select **Bold mark width** for **REG mark spec**.

## PC Controller Setting

14

### Function setting

Click the **Function settings** tab.



#### Air knife

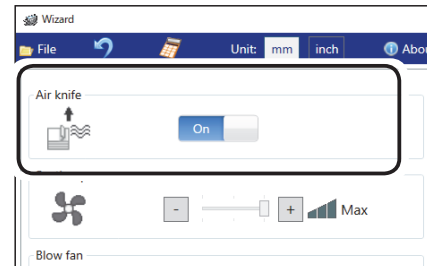
Compressed air is blown out from the front to the corner of a document.

This prevents a double feed.

To use this function, select **On**. If not, select **Off**.

#### REFERENCE

Select **Off** when processing light weight documents.



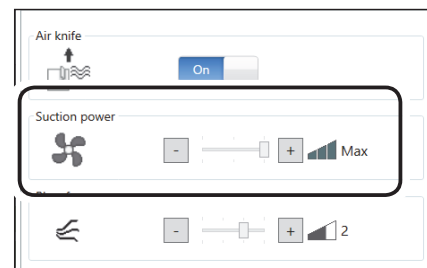
#### Suction power

A document is fed by being suctioned to the conveyance belt.

Select suction power level out of **Max**, **Mid**, and **Min** by clicking **+** or **-**.

#### REFERENCE

When processing light weight documents, select **MIN** to prevent a document jam.



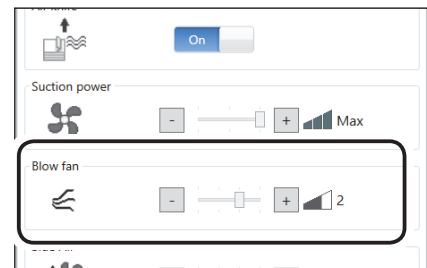
#### Blow fan

Air is blown out from the lead edge side of a document to loosen the documents when it is fed.

Select air level from **0** to **3** by clicking **+** or **-**.

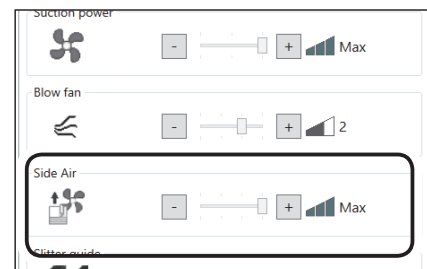
#### REFERENCE

Set the air level higher if the DC-618 does not feed a document. Set the air level lower if a double feed occurs.



#### Side Air (option)

This blows air out from the side of documents to loosen them, preventing a double feed. Select air level out of **Max**, **Mid**, **Min**, and **Off**.



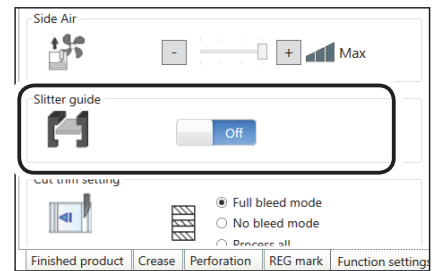
**Slitter guide**

This enables you to use the slitters as document guides to stabilize the document conveyance if you do not use them to process a JOB.

Select **On** or **Off**.

**REFERENCE**

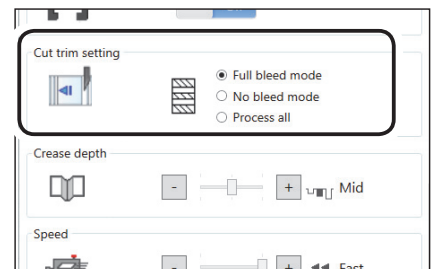
It is recommended that you select **On** when processing light weight documents.



**Cut trim setting**

The lead margin, the trail margin, and any gutter cuts are chopped up and dropped into the waste box.

Select **Full bleed mode**, **No bleed mode**, or **Process all**.



**Full bleed mode** : The lead margin and the trail margin are chopped up and dropped into the waste box. Any other gutter cuts shorter than 49.0 mm in width are also chopped up and dropped into the waste box.

**No bleed mode**: Gutter cuts shorter than 49.0 mm in width are chopped up and dropped into the waste box.

**Process all**: All of the cut pieces are ejected to the exit tray. Gutter cuts shorter than 30.0 mm in width are chopped up and dropped into the waste box. The trail margin shorter than 60.0 mm are chopped up and dropped into the waste box.

**REFERENCE**

If the document has no lead margin or trail margin, select **No bleed mode**.

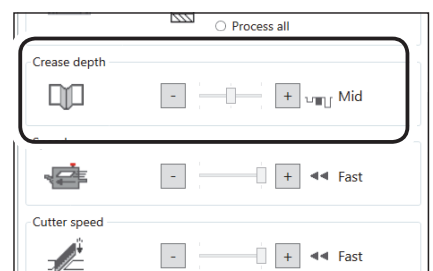
**Crease depth**

This sets the depth of a crease when a document is creased.

Select a crease depth out of **Max**, **Mid**, and **Min** by clicking **+** or **-**.

**REFERENCE**

Select **Max** when processing heavy weight documents and **Min** when processing light weight documents.



## PC Controller Setting

### Speed

Select the processing speed. Select speed out of **Fast** and **Slow** by clicking + or -.

#### REFERENCE

- Selecting **Slow** improves finishing accuracy.
- If it cannot obtain finishing accuracy because of roller slip due to slippery documents (UV coated documents and so on), select **Slow**.



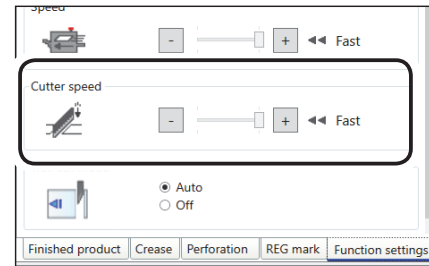
### Cutter speed

This sets cutting speed.

Select speed out of **Fast** and **Slow** by clicking + or -.

#### REFERENCE

Select **SLOW** when processing documents that cannot be processed at **FAST** speed.



### Trail cut mode

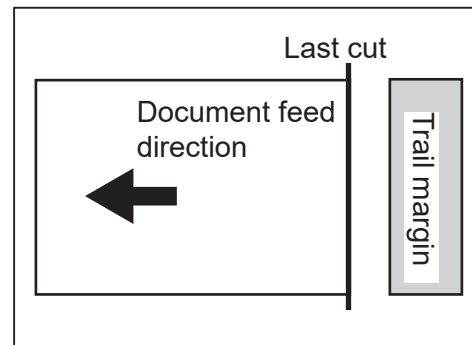
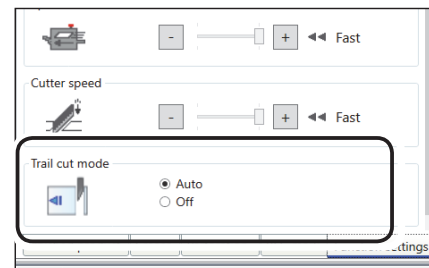
This function sets whether dummy cut for the trail margin is processed or not.

Select **Auto (automatic)** or **Off**.

**Auto:** Performs dummy cut for the trail margin one time.

#### REFERENCE

- Dummy cut: The DC-618 performs cutting operation without a document to be cut at the position where the document is fed for the distance of the trail margin plus extra length. This is effective for dropping a document, such as when the trail margin is jammed between the roller and the lower tool in the cutter section.
- Trail margin: Means a margin of the trail edge of a document produced when the last cut is processed.



## 15 Preview

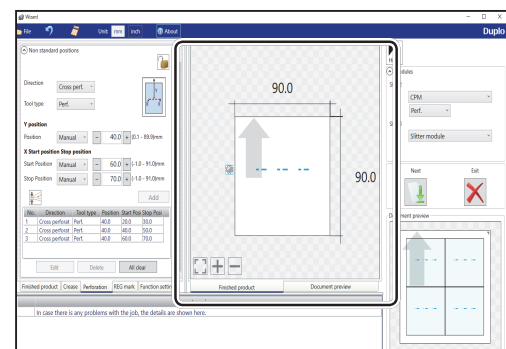
Clicking the tabs switches JOB previews between **Finished product** and **Document preview**.

Clicking the buttons on the lower left part of the preview screen zooms up or zooms out the JOB preview.

: Adjusts a position and a size of the JOB preview according to the screen.

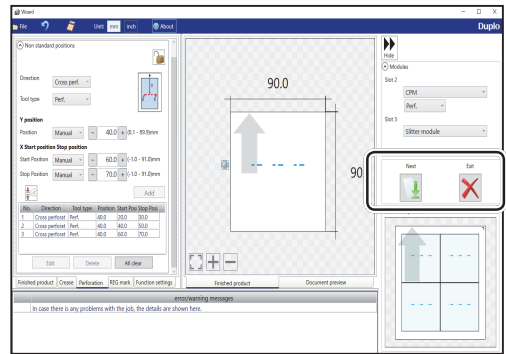
: Zooms up the JOB preview.

: Zooms out the JOB preview.

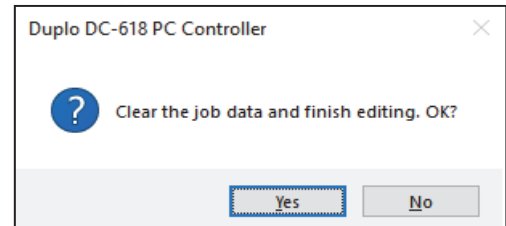




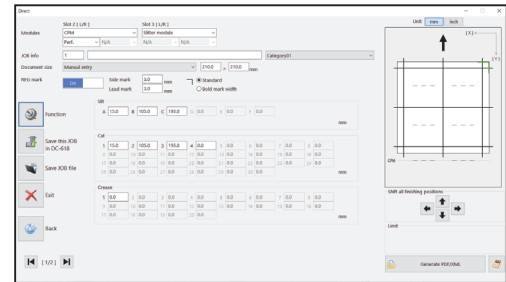
16 Set all the settings and click **Next**.



If you click **Exit**, the message as shown on the right appears.  
 Click **Yes** to finish the JOB setting without saving the entered values.  
 Clicking **No** returns to the previous screen.



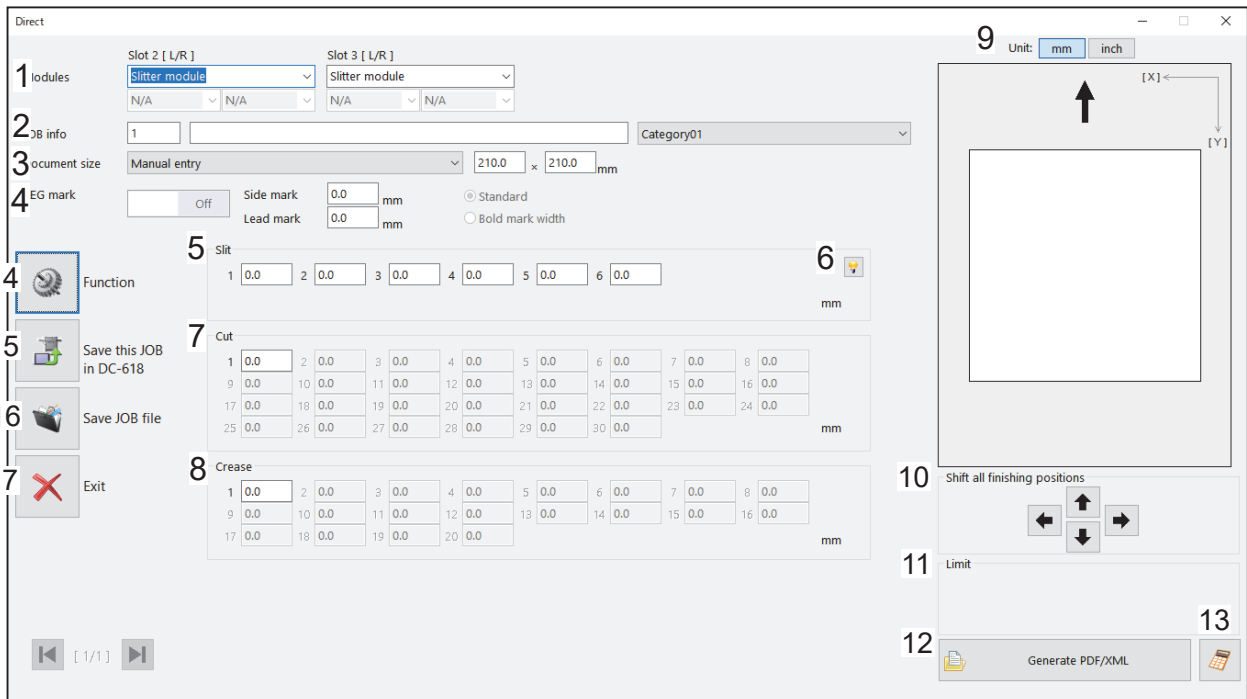
17 The **Direct** screen appears.  
 Check the details of the JOB.  
 To change the settings, click the text box of the item to change and re-enter a value for it.  
 For more details, follow step 2 and the subsequent steps in [Direct \(P.62\)](#).  
 Clicking **Back** returns to the **Wizard** screen.



18 For the procedure for saving the JOB in the DC-618, see • [Saving a JOB in the DC-618 \(P.70\)](#)

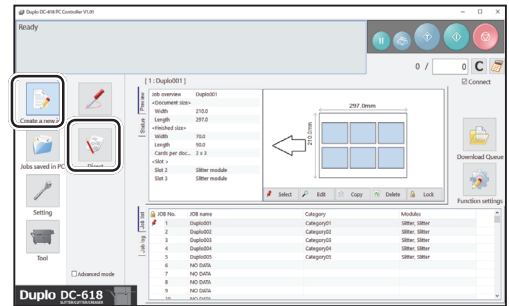
For the procedure for saving the JOB on a computer, see • [Saving a JOB on a computer \(P.71\)](#)

# Direct

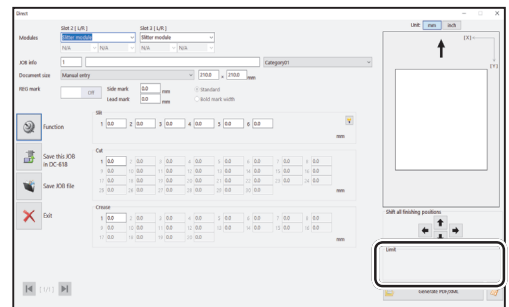


No.	Name	Function
1	Modules	Displays modules installed in slot 2 and slot 3.
2	JOB info	Enter a JOB number, a JOB name, and a category name.
3	Document size	Select a document size.
4	REG mark	Set a position and a width of a REG mark (a side mark and a lead mark). Appears only when CCD is activated.
5	Slit	Set slit positions.
6	Hint button	Displays the <b>Setting procedure</b> screen, which you can use as reference for setting slit positions. Appears only when the <b>Advanced mode</b> check box is selected.
7	Cut	Set cut positions.
8	Crease	Set crease positions.
9	Unit	Select a unit of values to enter out of mm or inch.
10	Shift all finishing positions	Fine-adjust finishing positions of the JOB by clicking the arrows if necessary.
11	Limit	Displays the limit of a value to enter.
12	Generate PDF/XML	Saves a JOB as a PDF template or an XML file.
13	NUMERIC key	Displays the NUMERIC keys, with which you can enter values instead of using the keyboard.
14	Function	Displays the <b>Function</b> screen on which to make function settings for a JOB.
15	Save this JOB in DC-618	Saves a programmed JOB or a JOB saved on a computer to the DC-618.
16	Save JOB file	Saves a programmed JOB on a computer.
17	Exit	Finishes a JOB programming and returns to the main screen.


- 1 Click **Create a new job** and then **Direct** on the main screen.

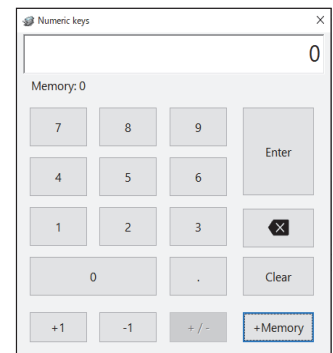


- 2 The **Direct** screen appears. The value limit appears on the lower right side of the screen. Refer to it when programming a JOB.



## REFERENCE

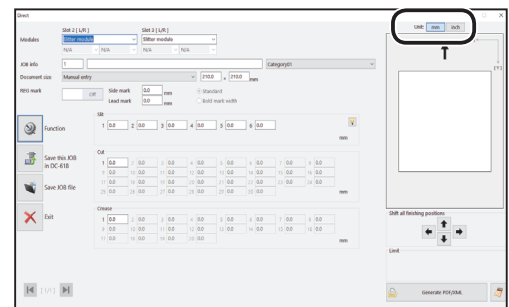
Clicking the  icon displays the NUMERIC keys, with which you can enter numerical values instead of using a keyboard.



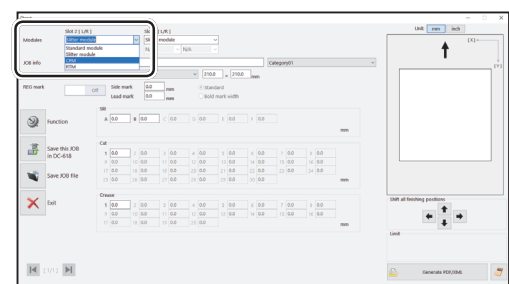
- 3 **Select Unit**  
Select a unit of values to enter out of **mm** or **inch**. If you select **inch**, values entered in inches are converted to ones in mm and displayed.

## REFERENCE

Values that you entered before selecting the unit are not converted to the other unit. Select items on the main screen and make settings for a JOB.



- 4 **Modules**  
1. Select a module to install in the slot 2 from the **Slot 2 [L/R]** box.  
**Slitter module**  
**CPM (Cross Tool Module)**  
**RTM (Rotary Tool Module)**

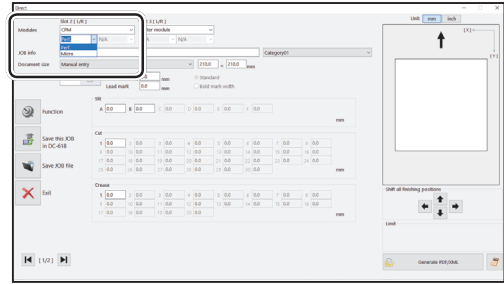


## PC Controller Setting

- If you have selected **CPM (Cross Tool Module)**, select a rotary tool on the left side from the **Tool** type box.

**Perf.:** Perforation tool

**Micro:** Micro perforation tool

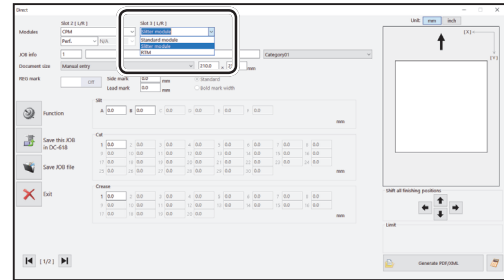


## 5 Modules

- Select a module to install in the slot 3 from the **Slot 3 [L/R]** box.

**Slitter module**

**RTM (Rotary Tool Module)**



### REFERENCE

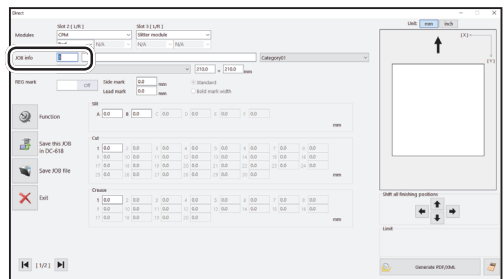
For the settings for the **RTM (Rotary Tool Module)**, see Chapter 4 [Programming a JOB on a Computer - Wizard](#) in the DC-618 RTM Instruction Manual.

## 6 JOB No.

- Enter a JOB number in the **JOB No.** box with the NUMERIC keys.

### REFERENCE

You can set a JOB number of 1 to 250.

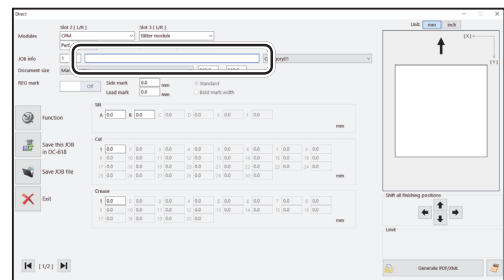


## 7 JOB name

- Enter a JOB name in the **JOB name** box. You can enter up to 50 characters and/or letters.

### REFERENCE

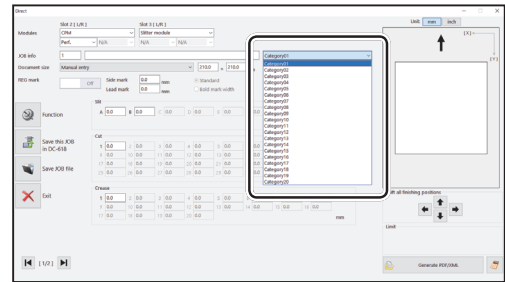
Usable characters and letters;  
 Alphabetical letters (A to Z, a to z)  
 Numerals  
 Symbols



- 8 Category**  
Select a category in which to save the JOB from the **Category** box.

**REFERENCE**

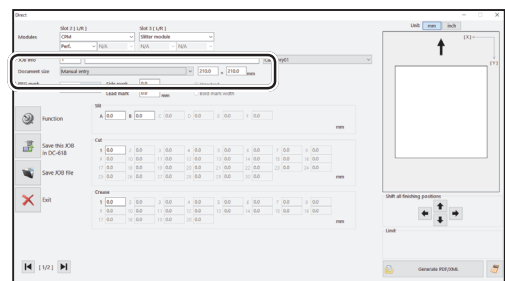
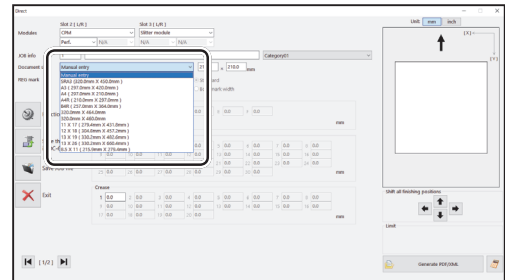
You can set up to 20 categories.



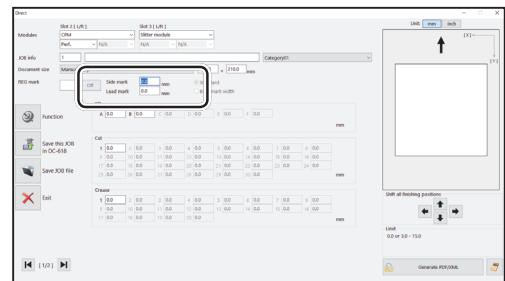
- 9 Document size (Standard size)**  
Select the document size from the **Document size** box.

**REFERENCE**

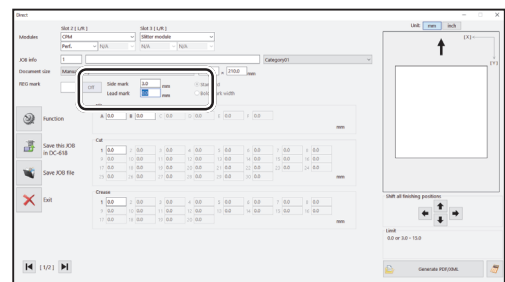
To process custom-size documents, select **Manual entry** and enter the length and the width of the document in the two boxes on the right.



- 10 Side mark**  
Enter the distance from the right edge of the document to the side mark in the **Side mark** box. Enter **0** if you do not use the REG mark reading function.



- 11 Lead mark**  
Enter the distance from the lead edge of the document to the lead mark in the **Lead mark** box. Enter **0** if you do not use the REG mark reading function.



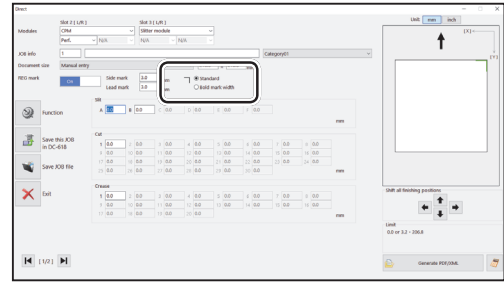
4 Programming a JOB on a Computer

## PC Controller Setting

12

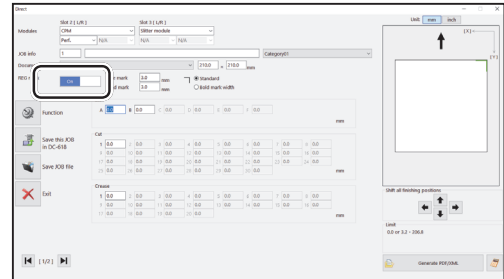
### REG mark type

Select and click **Standard** or **Bold mark width**.  
(This is available only when you have entered values for **Side mark** and **Lead mark** in steps 10 and 11.)



13

Select **On** if you use the REG mark reading function.  
(This is available only when you have made settings in steps 10 to 12.)



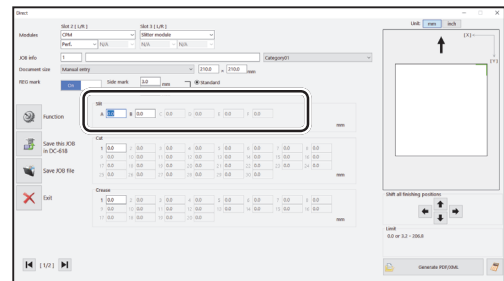
14

### Slit

If you have selected the **advanced mode**, numerals of **1 to 6** appear under **Slit**. If you have selected the **simple mode**, alphabetical letters of **A to F** appear there.

Click each **Slit** box and enter the distance from the right edge of the document to the slit position. Press the Enter key to set the value.

Entering **0** finishes the settings for **Slit**.

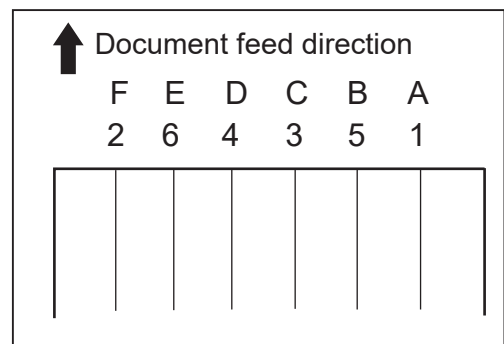


## REFERENCE

Slit position setting order

**Simple mode** : Sets slits in alphabetical order of **SlitA** to **SlitF**.

**Advanced mode** : Sets slits in numerical order as shown in the figure on the right.

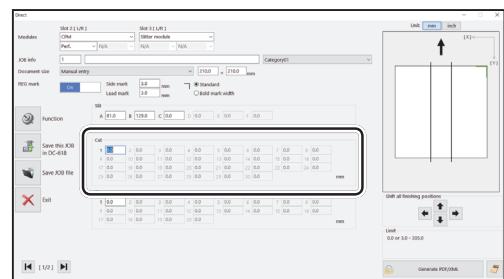


15

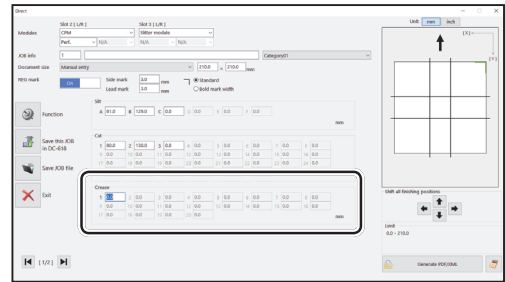
### Cut

Click each **Cut** box and enter the distance from the lead edge of the document to the cut position with the **NUMERIC** keys. Press the Enter key to set the value. You can set up to 30 cuts.

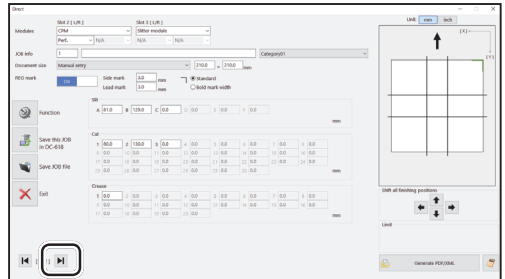
Entering **0** finishes the settings for **Cut**.



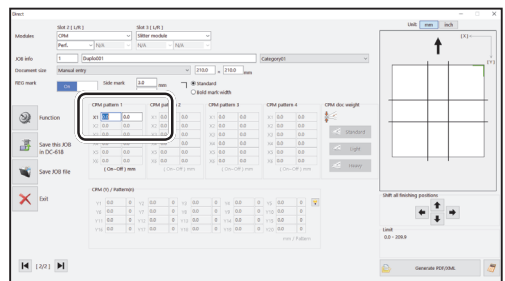
- 16** Crease  
 Click each **Crease** box and enter the distance from the lead edge of the document to the crease position with the NUMERIC keys. Press the Enter key to set the value.  
 You can set up to 20 creases.  
 Entering **0** finishes the settings for **Crease**.




- 17** Click .



- 18** **CPM Pattern 1 X1**  
 1. Enter a value for the **On** position (processing start position) of **X1** (Pattern 1 in the X direction).

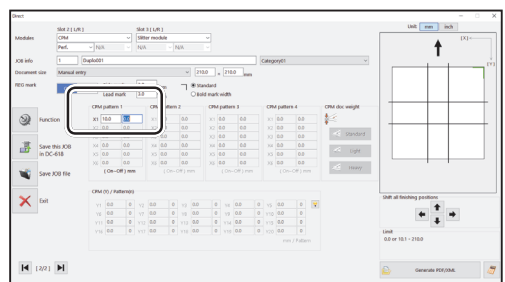
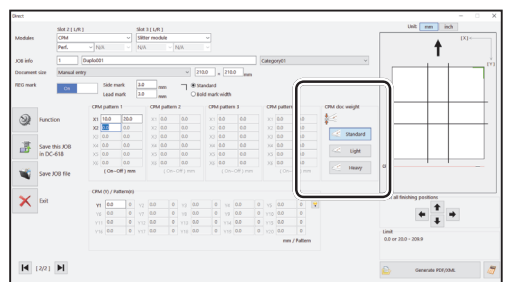
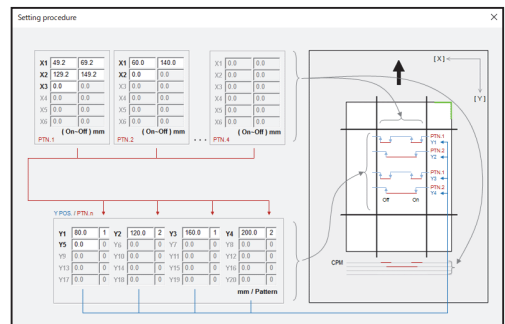


**REFERENCE**

Clicking the  icon displays the **Setting procedure** screen, which you can use as reference for setting rotary tool positions.  
 There is a limitation on processing positions of the **CPM (Cross Tool Module)**.  
 (See → ● Settings for processing with the CPM (Cross Tool Module) (P.42))

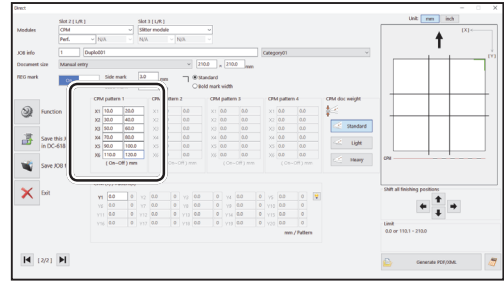
If values for the **On** position and the **Off** position of **X1** are entered, the **CPM doc weight** setting is available. Select a document weight out of **Standard, Light, and Heavy**.

2. Enter a value for the **Off** position (processing stop position) of **X1** (Pattern 1 in the X direction).



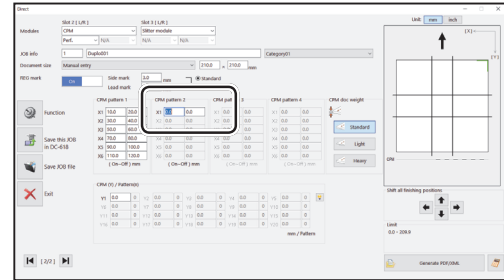
# PC Controller Setting

3. In similar ways, enter values for **X2** to **X6** (Pattern 1 in the X direction) (up to six sets).  
Enter **0** to make settings with less than six sets.

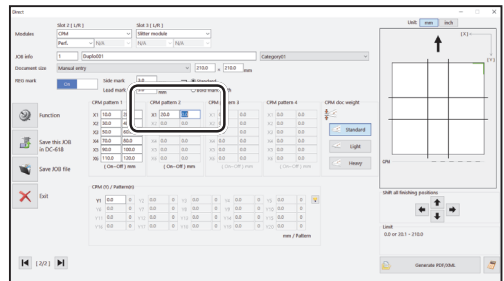


## 19 CPM Pattern 2 X1

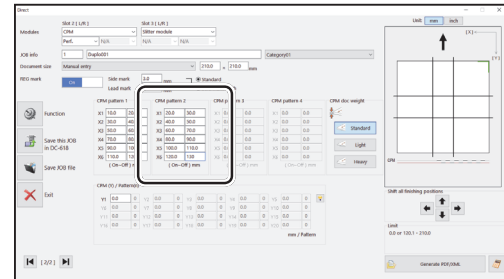
1. Enter a value for the **On** position (processing start position) of **X1** (Pattern 2 in the X direction).



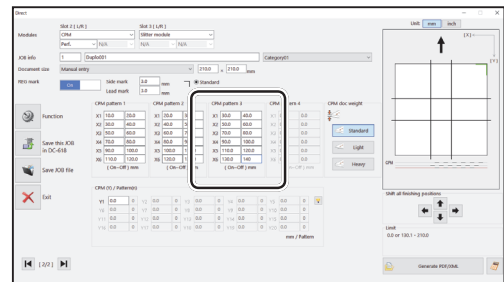
2. Enter a value for the **Off** position (processing stop position) of **X1** (Pattern 2 in the X direction).



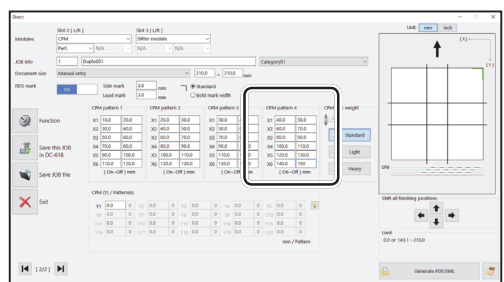
3. In a similar way to step 18, enter values for **X2** to **X6** (Pattern 2 in the X direction) (up to six sets).  
Enter **0** to make settings with less than six sets.



20 In a similar way to step 18, enter values for the **On** positions and the **Off** positions of **X1** to **X6** (Pattern 3 in the X direction).



21 In a similar way to step 18, enter values for the **On** positions and the **Off** positions of **X1** to **X6** (Pattern 4 in the X direction).

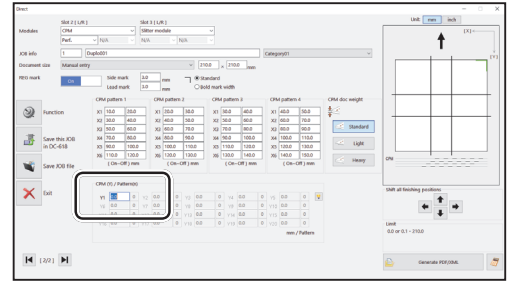




22

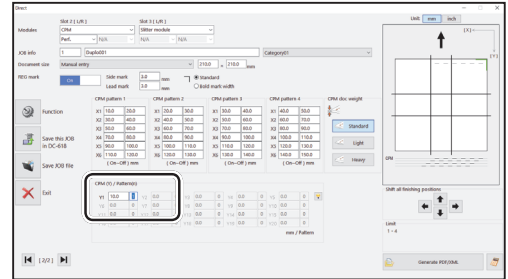
## CPM (Y) / Pattern (n)

1. Enter the distance from the lead edge of the document to **Y1** (Pattern 1 in the Y direction).



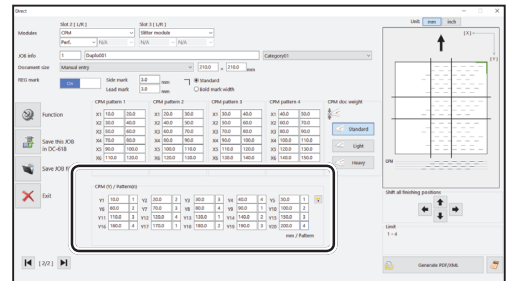
2. Select a pattern of **Y1** from **X1** to **X4** programmed in steps 18 to 21.

Enter a value of 1 to 4.



23

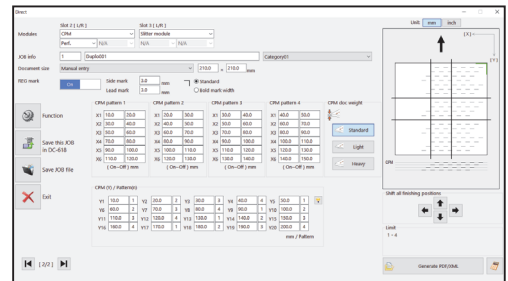
In a similar way to step 22, enter values for positions and patterns of **Y2** to **Y20**.



24

Check the details of the JOB.

To change the settings, click the text box of the item to change and re-enter a value for it.



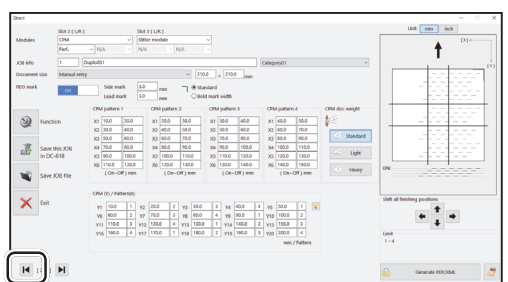
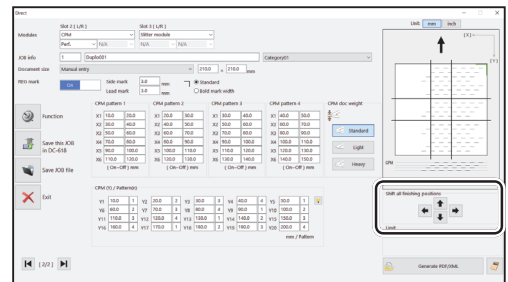
## REFERENCE

Shift all finishing positions You can fine-adjust setting positions of the JOB.

- ⬆️ : Each click on this decreases the value by 0.1 mm in a vertical direction. Upward
- ⬇️ : Each click on this increases the value by 0.1 mm in a vertical direction. Downward
- ⬅️ : Each click on this decreases the value by 0.1 mm in a horizontal direction. To the left
- ➡️ : Each click on this increases the value by 0.1 mm in a horizontal direction. To the right

25

Click .




4

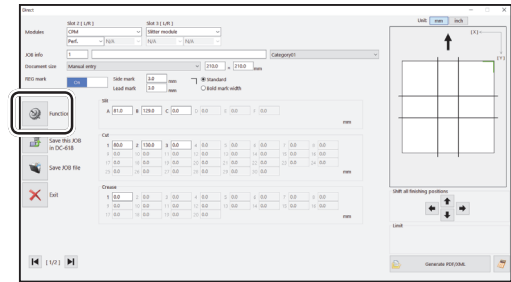
Programming a JOB on a Computer

## PC Controller Setting

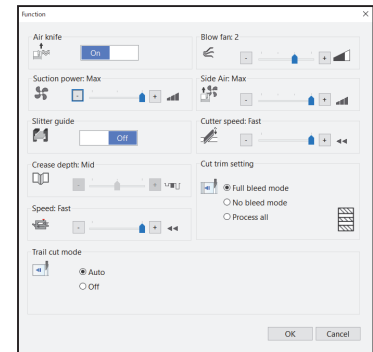
26

### • Function

Clicking the  **Function** icon displays the function settings for the selected JOB.

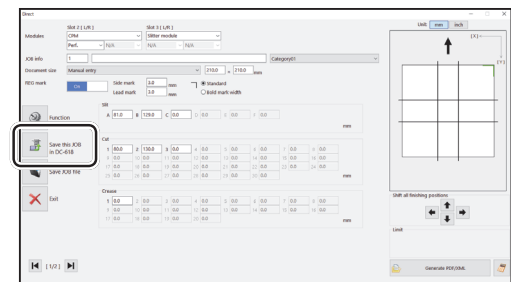


1. The function settings for the JOB are displayed. Check the settings and click **OK**. Clicking **Cancel** returns to the previous screen without changing the settings.

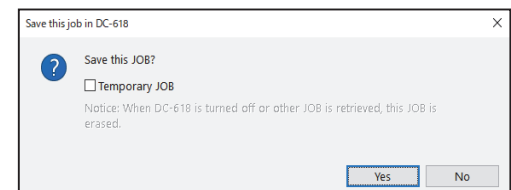


### • Saving a JOB in the DC-618

1. Click the  **Save this JOB in DC-618** icon.



2. The message as shown on the right appears. Click **Yes** to save the JOB in the DC-618. Clicking **No** returns to the previous screen without saving it.

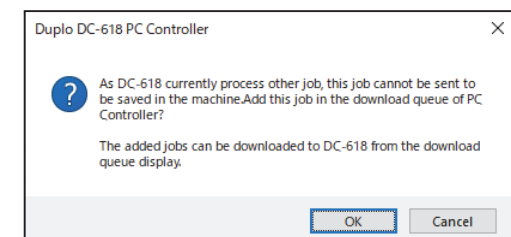


## REFERENCE

To save the JOB temporarily, select the **Temporary JOB** check box. If the DC-618 is turned **OFF** or another JOB is selected, the JOB temporarily saved is deleted.

## REFERENCE

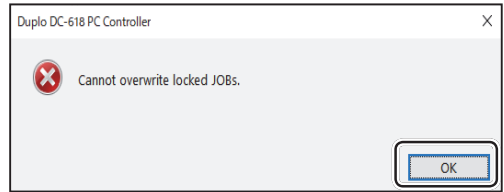
If you save a JOB while the DC-618 is operating, the message as shown on the right appears. Clicking **OK** saves the JOB in Download Queue. Clicking **Cancel** returns to the previous screen without saving it.



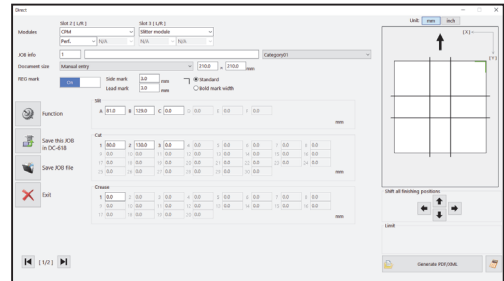
For the procedure for **Download Queue**, see Chapter 5 [PC Controller Setting - Job Detail Viewer](#) in the DC-618 PC Controller Instruction Manual.

**REFERENCE**

If you try to overwrite a locked JOB, the message as shown on the right appears. Click **OK**.

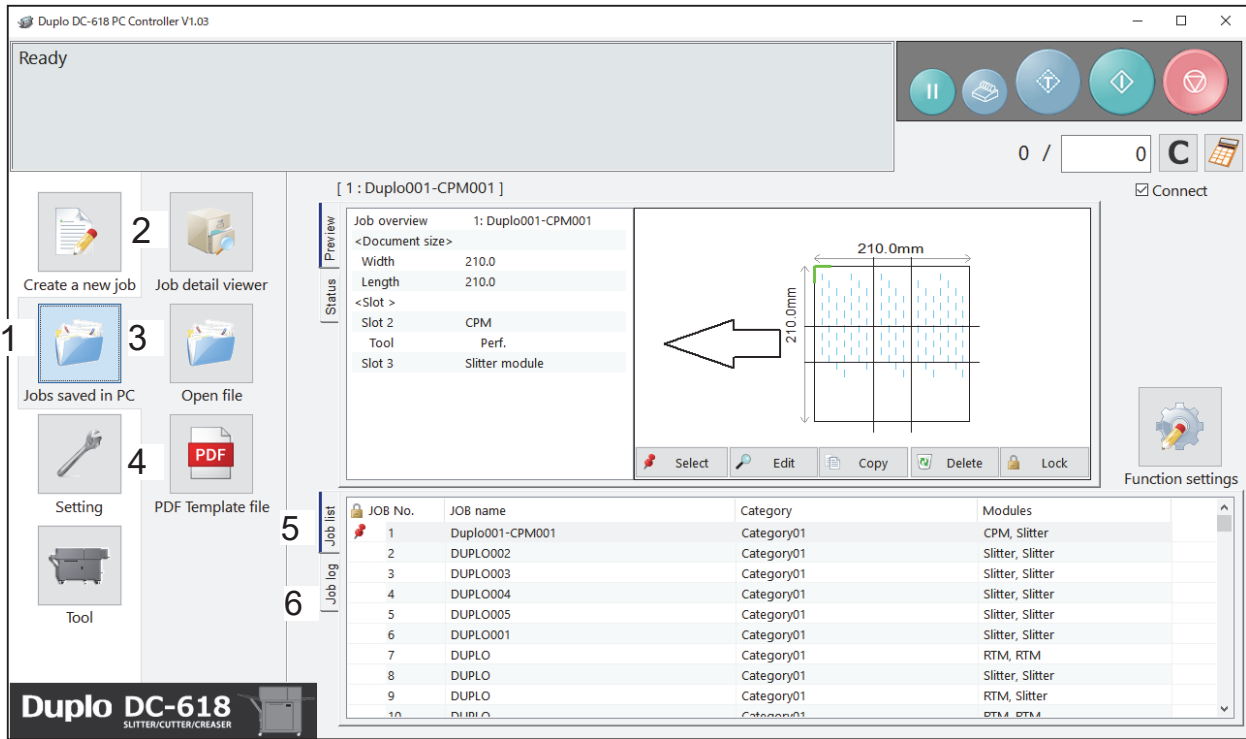


- Saving a JOB on a computer  
See Chapter 5 PC Controller Setting - Programming a JOB - of the DC-618 PC Controller Instruction Manual.



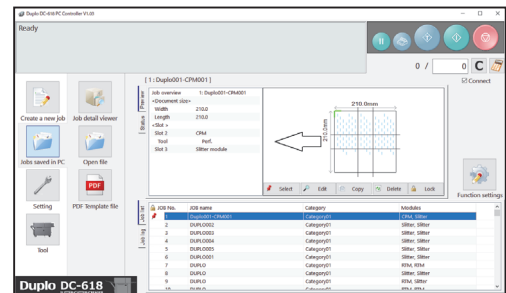
# Retrieving and Processing a Saved JOB

This section describes the procedure for retrieving a JOB saved in the DC-618 or on a computer and processing it.



No.	Name	Function
1	Jobs saved in PC	Opens a JOB saved on a computer.
2	Job detail viewer	Displays a list of JOB files programmed with the PC Controller.
3	Open file	Opens a JOB file and displays the Wizard screen, the Direct screen, or the All JOBS screen on which the JOB was programmed.
4	PDF Template	Opens a folder in which PDF templates are saved.
5	Job list	Displays a list of JOBS saved in the DC-618.
6	Job log	Displays JOBS processed with the TEST key or the START key clicked on the PC controller and saved in the computer as logs. You can save up to 50 of lately processed JOBS. If the number of saved JOBS exceeds 50, they are deleted in chronological order.

- 1 Click JOBS saved in PC on the main screen. Select a saved JOB in **Job detail viewer**, in **PDF Template file**, on **JOB list**, or on **Job log**.

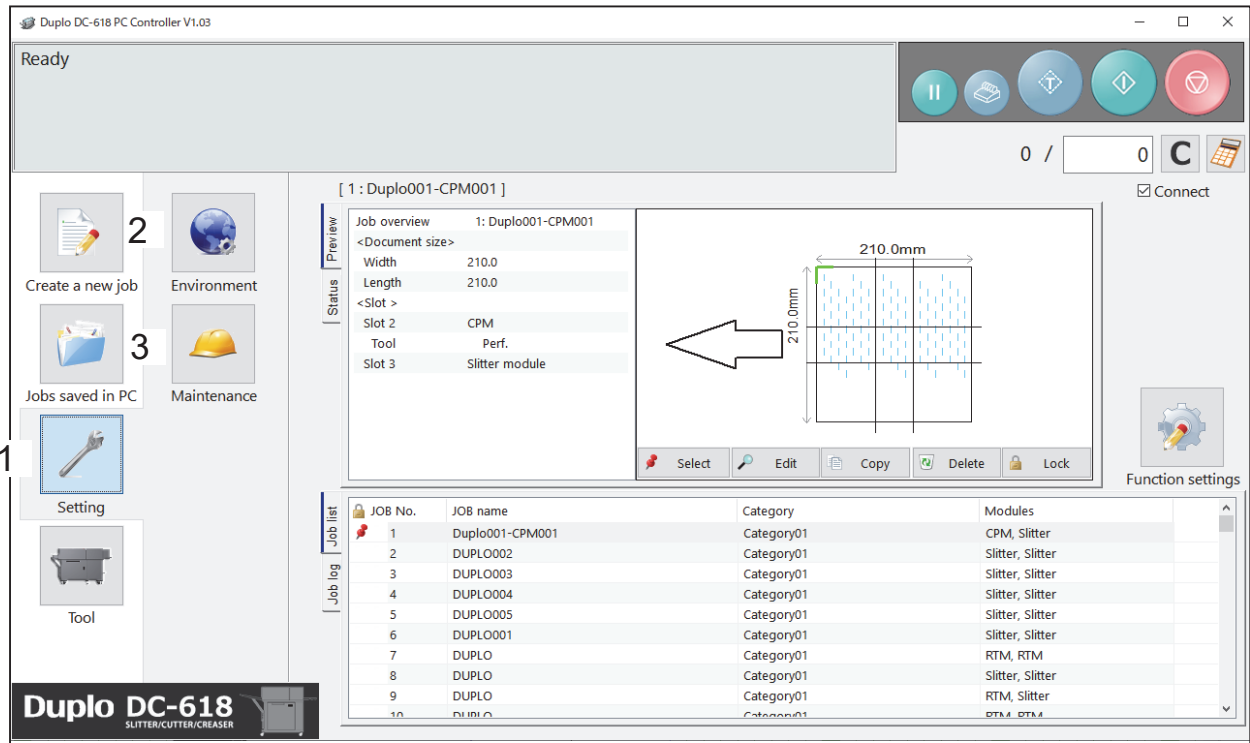


- 2 For the subsequent procedure, see Chapter 5 **PC Controller Setting - Checking a Saved JOB** in the DC-618 PC Controller Instruction Manual.

# Setting Default Values for a JOB

Set default values for a JOB.

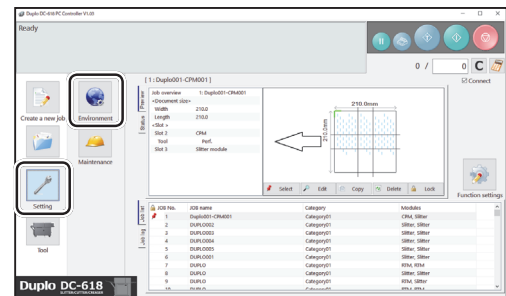
This section describes the functions which is related to the **CPM (Cross Tool Module)**.



No.	Name	Function
1	Setting	Make default settings for the PC Controller. The other functions are for a service person use only.
2	Environment	Set default values for a JOB.
3	Maintenance	For a service person use only for making settings for connected units, setting a language to be displayed and so on. A password is required to access this. If any setting of those is necessary, contact our service person.

## Environment

- 1 Click **Setting** and then **Environment** on the main screen.

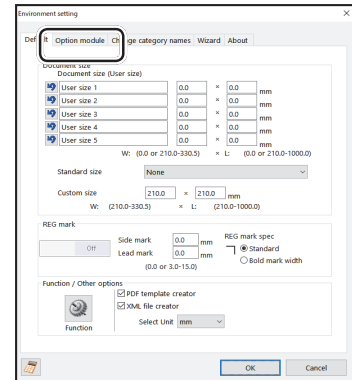


4

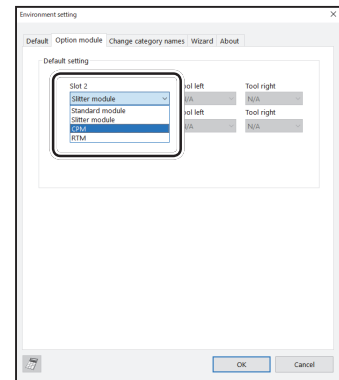
Programming a JOB on a Computer

## Setting Default Values for a JOB

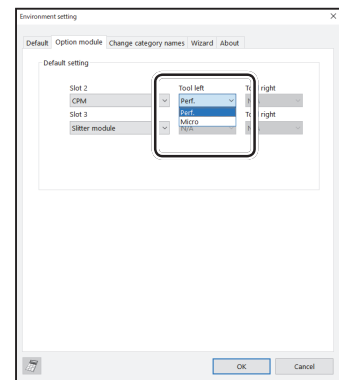
2 Click the **Option module** tab.



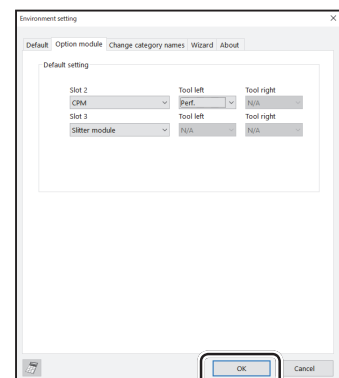
3 To set **CPM (Cross Tool Module)**, which is used frequently, as default, select **CPM (Cross Tool Module)** from the **Slot 2** box under **Default setting**.



4 Select a tool from the **Tool left** box.



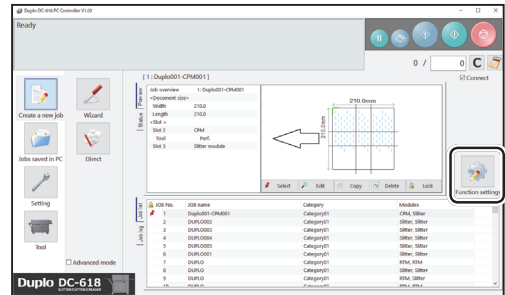
5 Click **OK** when the setting is completed.



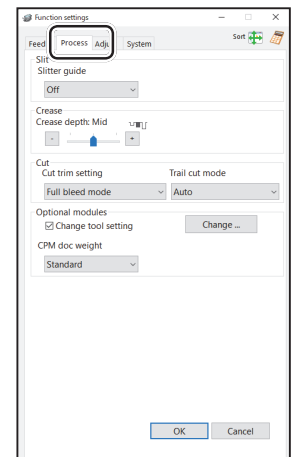
# Function Setting

This section describes the procedure for displaying the **Function settings** screen on the main screen to check or change function settings for a JOB, which is related to the **CPM (Cross Tool Module)**.

- 1 Click **Function settings** on the main screen.

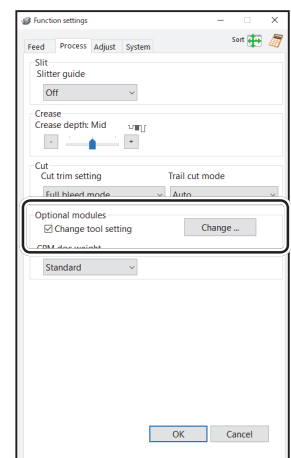


- 2 The **Function settings** screen appears. Click the **Process** tab.



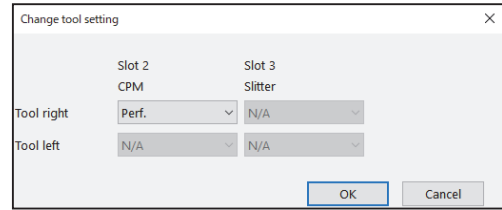
## Process

- 1
  - Optional modules
  - You can change the settings for the rotary tool of the modules that are installed in **slot 2**.
  - 1. Select the **Change tool setting** check box. Click **Change...**

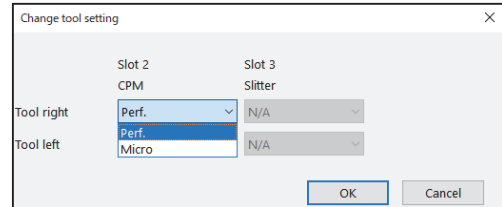


## Function Setting

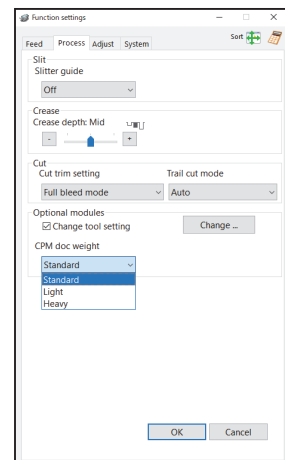
2. The **Change tool setting** screen appears.



3. Select a tool for **Slot 2** from the **Tool right** box. Click **OK** when the setting is completed. Clicking **Cancel** returns to the previous screen without changing the settings.

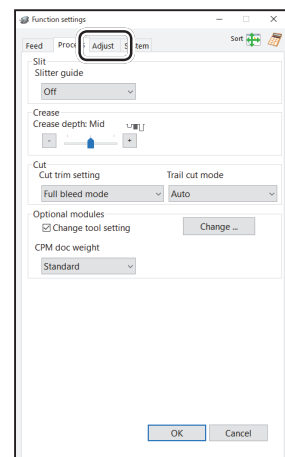


2 Click the **CPM doc weight** box and select the document weight out of **Standard**, **Light**, and **Heavy**.



## Adjust

1 Click the **Adjust** tab.





**2** • **CPM (Cross Tool Module) positions adjustment**  
 You can change the settings for the rotary tool of the module that is installed in **slot 2**.

**1. CPM on pos Adj. (CPM on position adjustment)**

This adjusts the processing start position of the rotary tool. You can make an adjustment in the range of -9.9 to +9.9 mm.

**+** : Each click on this increases the value by 0.1 mm.

The processing start position moves toward the operator's side.

**-** : Each click on this decreases the value by 0.1 mm.

The processing start position moves toward the non-operator's side.

**2. CPM off pos Adj. (CPM off position adjustment)**

This adjusts the processing stop position of the rotary tool.

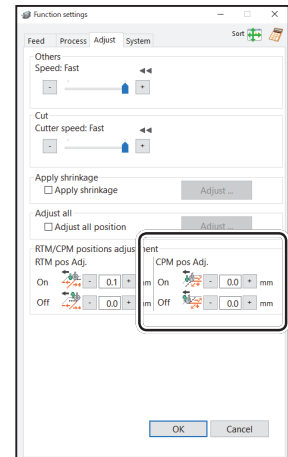
You can make an adjustment in the range of -9.9 to +9.9 mm.

**+** : Each click on this increases the value by 0.1 mm.

The processing stop position moves toward the operator's side.

**-** : Each click on this decreases the value by 0.1 mm.

The processing stop position moves toward the non-operator's side.



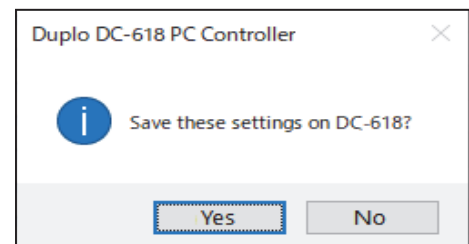
**REFERENCE**

For setting the **On** positions and the **Off** positions of the **RTM (rotary Tool Module)**, see Chapter 4 [Programming a JOB on a Computer - Function Settings - Process](#) in the DC-618 RTM Instruction Manual.

**3** When the setting is completed, click **OK**.



**4** To save the settings for **Function settings** in the DC-618, click **Yes**.  
 The settings for **Function** set for each JOB are not overwritten.





# Chapter 5

## Troubleshooting

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

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If a Message Appears .....	80
If a Document Jam Has Occurred .....	81
J05 CHECK MARGIN/SLOT2 .....	81

.....

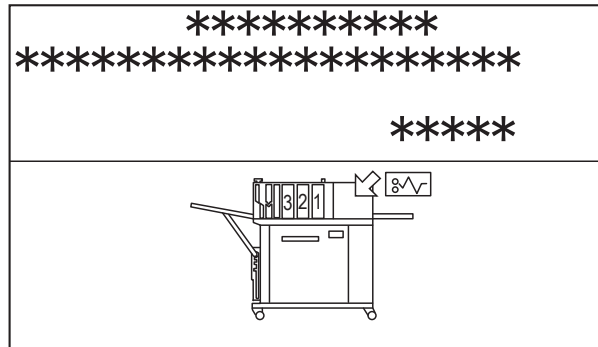
# If a Message Appears

If an error has occurred, figures and messages appear on the touch panel. Confirmation messages may also appear. In such cases, follow the procedure below to clear the error.

- Display on the touch panel

An arrow points at the position where the error is occurring in the figure of the machine displayed in the lower part on the screen.

The error status and the solution are displayed in the upper part on the screen.



Message	Status and Solution
<p>J05-* CHECK MARGIN/SLOT2 Remove documents from margin/Slot2 section.</p> <p style="text-align: right;">▽ to clear</p>	<p>Status: A document jam has occurred in the margin/slot 2 section.</p> <p>Solution: Remove the jammed document from the margin/slot 2 section and then press the STOP key.</p> <p>(See→P.81 J05 CHECK MARGIN/SLOT2)</p>
<p>SLOT2 UPPER TOOL LOCK Check documents in Slot2 section.</p> <p style="text-align: right;">▽ to clear</p>	<p>Status: The upper tool of the module in slot 2 is locked.</p> <p>Solution: Remove the jammed document from slot 2 section and then press the STOP key.</p> <p>(See→P.83 • When removing a document from the slot 2 section)</p>
<p>CPM SLIDE LOCK Check documents in Slot2 section.</p> <p style="text-align: right;">▽ to clear</p>	<p>Status: The <b>CPM (Cross Tool Module)</b> in slot 2 is locked.</p> <p>Solution: Remove the jammed document from slot 2 section and then press the STOP key.</p> <p>(See→P.83 • When removing a document from the slot 2 section)</p>
<p>DOCUMENTS IN MACHINE Remove documents from margin/Slot2 section.</p> <p style="text-align: right;">▽ to clear</p>	<p>Status: Documents remain in the margin/slot 2 section.</p> <p>Solution: Remove the document from the margin/slot 2 section and then press the STOP key.</p> <p>(See→P.81 J05 CHECK MARGIN/SLOT2)</p>

# If a Document Jam Has Occurred

If a document jam has occurred, a message appears on the touch panel and an arrow displayed there points at the position where the error is occurring with the figure of the machine. Follow the procedure 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 in the machine.

## J05 CHECK MARGIN/SLOT2

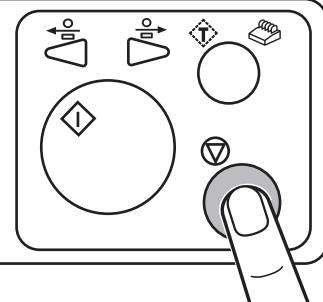
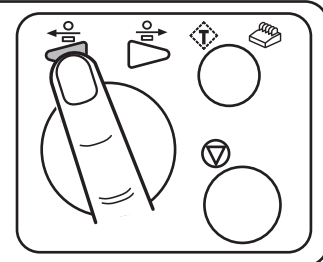
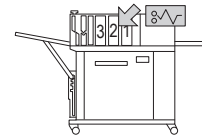
A document is jammed in the margin/slot 2 section. The location that the document jam is occurring is displayed on the touch panel. Follow the procedure below to remove the jammed document.

- 1 Press the JOG (forward) key to eject the document.

- 2 Press the STOP key to clear the error. The DC-618 is reset and the error message is cleared.

J05-\* CHECK MARGIN/SLOT2  
Remove documents from margin/Slot2 section.

 to clear



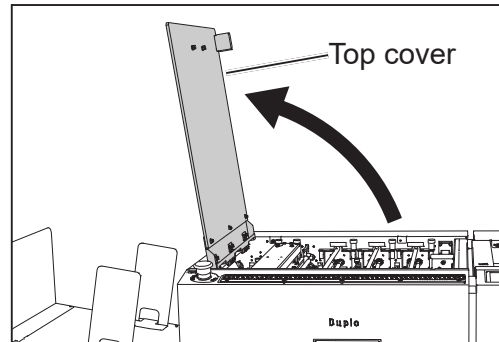
If you cannot remove the jammed document in the procedure above, follow the procedure below.

- **When removing a document from the margin slitter section**

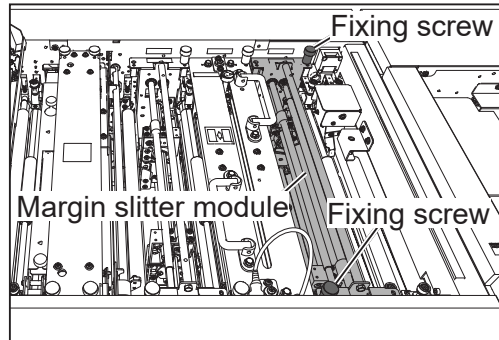
- 1 Turn the DC-618 **OFF**.

## If a Document Jam Has Occurred

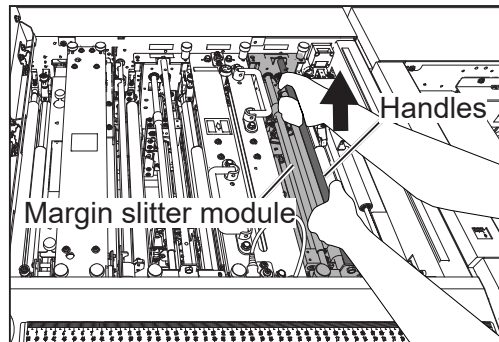
- 2 Open the **top cover**.



- 3 Loosen the two **fixing screws** on the **margin slitter module** in slot 1.

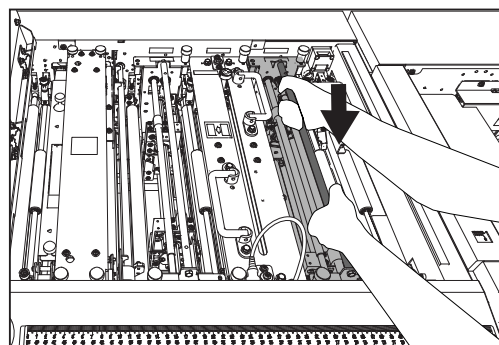


- 4 Grasp the **handles** on the **margin slitter module**. Remove the **margin slitter module** by lifting it upward.

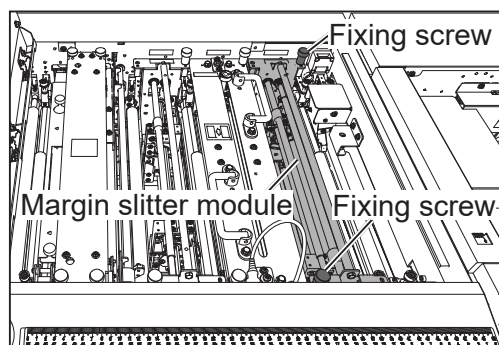


- 5 Remove the jammed document with tweezers or pliers.

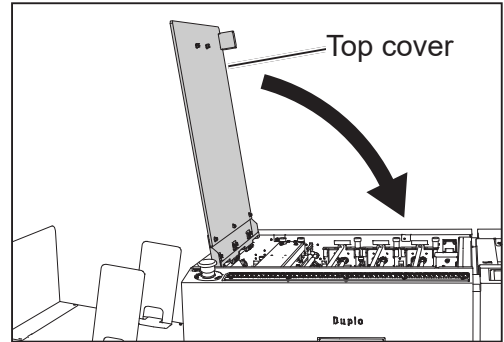
- 6 Grasp the **handles** on the **margin slitter module** and install it in slot 1.



- 7 Make sure that the **pins** on the both sides are securely fitted in the module. Secure the two **fixing screws**.



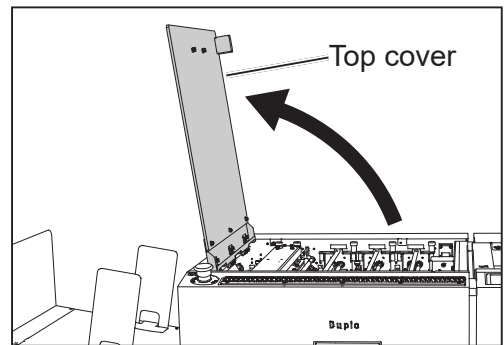
- 8 Close the **top cover**.



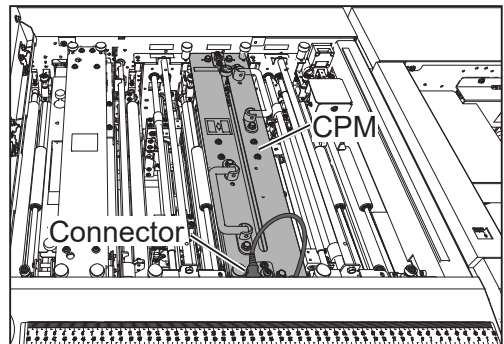
• When removing a document from the slot 2 section

- 1 Turn the DC-618 **OFF**.

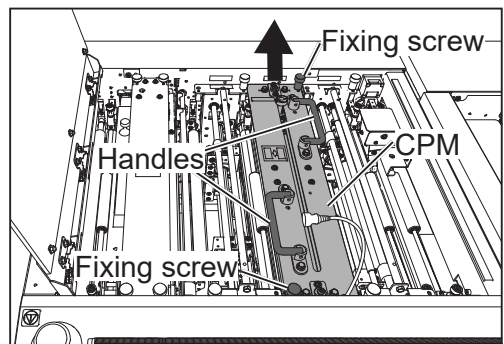
- 2 Open the **top cover**.



- 3 Disconnect the **connector** of the **CPM (Cross Tool Module)** in slot 2.



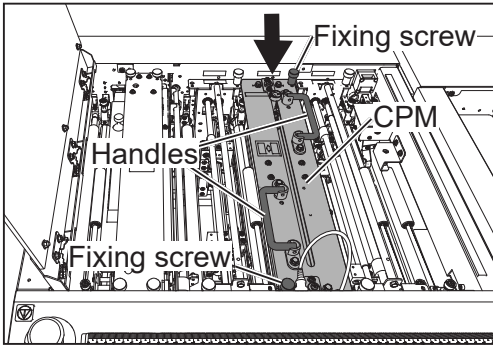
- 4 Loosen the two **fixing screws** on the **CPM (Cross Tool Module)**. Grasp the **handles** on the **CPM (Cross Tool Module)**. Remove the **CPM (Cross Tool Module)** by lifting it upward.



- 5 Remove the jammed document with tweezers or pliers.

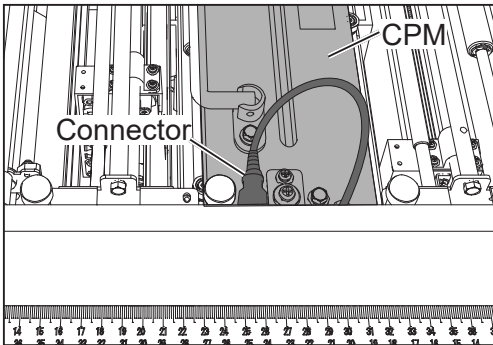
## If a Document Jam Has Occurred

6 Install the **CPM (Cross Tool Module)** in slot 2.

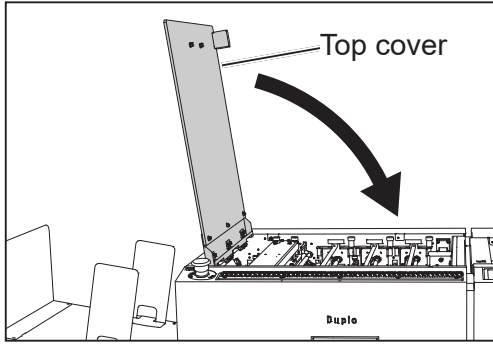


7 Make sure that the **pins** on the both sides are securely fitted in the module. Secure the two **fixing screws**.

8 Connect the connector of the **CPM (Cross Tool Module)**.



9 Close the **top cover**.





# Chapter 6

## Daily Maintenance

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This chapter describes daily maintenance of the product.

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.....

# Daily Maintenance

Clean the product 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.

Clean the product in the following procedure.

1. Tightly wring a soft cloth that has been moistened with water or mild detergent.
2. Wipe off any dirt on the module.
3. Wipe off the excess moisture on the module with a soft dry 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 product to malfunction. Clean it periodically. Contact our service person as for cleaning of the inside of the product.

# Chapter 7

## Specifications

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This chapter lists the specifications.

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Specifications ..... 86  
.....

# Specifications

	DC-618 Cross Tool Module
Model name	CPM-08 DC-618 Cross Tool Module
Module type	Customer replaceable module
Tool type	Perforation Micro-perforation  * Customer replaceable tools
Paper weight	Perforation: 110–400 gsm Micro-perforation: 110–180 gsm  * Laminated / UV coated stock: Within the above range including lamination/coating layer.
Paper type	Uncoated, Coated, Laminated (lamination thickness: 10 micrometer or less), UV coated
Module slot	Slot 2  * When using CPM-08 on Slot2, OMK-13 is required on DC-618
Tool in 1 module	1
Position setup	Automatic  * Image shift compensation by reading REG mark is possible.
Skip perforation	Yes
Max programmable lengthwise position	20
Max partial perforation	6 (in 1 lengthwise position) Max 4 strike/stop position patterns can be programmed on 1 job.
Tool position	<ul style="list-style-type: none"> <li>● Lengthwise position Minimum distance from the lead/trail edge of documents: 5 mm Minimum distance from the cut positions: 5 mm <u>Perforation</u> Documents of 210 gsm or less: Max 3 perforations within 60 mm from the lead edge of documents <u>Micro-perforation</u> Max 3 perforations within 60 mm from the lead edge of documents</li> <li>● Widthwise position Programmable position: 0-305 mm</li> </ul>
Tolerance	<ul style="list-style-type: none"> <li>● Lengthwise position: <math>\pm 0.2</math> mm on programmed position * Document length over 670 mm: <math>\pm 0.7</math> mm (only cross perforations tolerance) * The tolerance for the feeding direction may be effected by document weight, tool type, tool depth, and the number of perforations.</li> <li>● Widthwise position: <math>\pm 3</math> mm on programmed position</li> </ul>
Depth adjustment	Manual

	<b>DC-618 Cross Tool Module</b>	
CPM tools spec	Perforation	Cut: 0.6 mm / Tie: 0.6 mm (21.2 TPI)
	Micro-perforation	Cut: 0.28 mm / Tie: 0.23 mm (49.8 TPI)
Dimension	In use	455 (W) × 95 (D) × 205 (H) mm
	When packed	780 (W) × 180 (D) × 380 (H) mm
Weight	Net	7.0 kg
	Gross	11.6 kg

- Other specifications comply with the specifications on DC-618.
- The specifications are subject to change without prior notice.





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