

Duplo

from print to documents

INSTRUCTION MANUAL

SLITTER / CUTTER / CREASER

DC - 618

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

Introduction

Thank you for your purchase of the DC-618.

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

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

Pictorial Symbols and Other Notations Used in This Manual

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

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

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

The English version of DC-618 Instruction Manual is original instructions.

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All other trademarks are the property of their respective owners.

PLEASE NOTE

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

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



For EU

DECLARATION OF CONFORMITY

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

Low Voltage Directive 2014/35/EU
Machinery Directive 2006/42/EC
Electromagnetic Compatibility Directive 2014/30/EU
Restriction of Hazardous Substances Directive 2011/65/EU

Keeper of the technical file in the European Community:

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En

KONFORMITÄTSERKLÄRUNG

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

Niederspannungsrichtlinie 2014/35/EU
Maschinenrichtlinie 2006/42 EG
Richtlinie 2014/30/EU zur elektromagnetischen Verträglichkeit
Richtlinie 2011/65/EU zur Beschränkung der Verwendung bestimmter gefährlicher Stoffe

Inhaber der technischen Datei in der Europäischen Gemeinschaft:

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Directive 2014/35/UE relative au matériel électrique destiné à être employé dans certaines limites de tension
Directive 2006/42/CE relative aux machines
Directive 2014/30/UE concernant la compatibilité électromagnétique
Directive 2011/65/UE relative à la limitation de l'utilisation de certaines substances dangereuses

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Direttiva 2014/35/UE relativa alle apparecchiature a bassa tensione
Direttiva 2006/42/CE sui macchinari
Direttiva 2014/30/UE di compatibilità elettromagnetica
Direttiva 2011/65/UE sulla restrizione dell'uso di sostanze pericolose

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Directiva 2014/35/UE sobre baja tensión
Directiva 2006/42/CE sobre máquinas
Directiva 2014/30/UE sobre compatibilidad electromagnética
Directiva 2011/65/UE de restricción de sustancias peligrosas

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Sp



Disposal of Old Electrical & Electronic Equipment

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

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

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

En



Entsorgung von alten elektrischen und elektronischen Ausrüstungsteilen

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

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

Ge



Élimination du matériel électronique et électrique usagé

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

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

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

Fr



Smaltimento di attrezzature elettriche ed elettroniche consumate

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

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

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

It



Eliminación de residuos de aparatos eléctricos y electrónicos

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

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

Sp

Notes on Safety (Please Read and Observe)

Safety Precautions

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

The meanings of these symbols and pictures are explained below.



WARNING

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



CAUTION

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

<Examples of Pictorial Symbols>



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



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

• Precautions for Use



WARNING



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



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



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



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



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

● **Caution for Grounding**

 **WARNING**



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

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

 **WARNING**



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



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



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



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



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



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

Notes on Safety (Please Read and Observe)

● Prohibition of Disassembly or Modification

WARNING



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



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

● Caution for Location

WARNING



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



- The machine is not suitable for use in locations where children are likely to be present.

CAUTION



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



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



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



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

• **Caution for Cleaning**

 **CAUTION**



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



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

• **Preventing Injury to Hands or Fingers**

 **WARNING**



- The slitter modules contain uncovered tools. Keep your fingers away from those.



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

 **CAUTION**



- When opening or closing the top cover, be sure to hold the handle on it.
→ If you do not use the handle to open/close the top cover, your hands or fingers may be caught in the machine.

• **Caution for Installation**

 **WARNING**



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



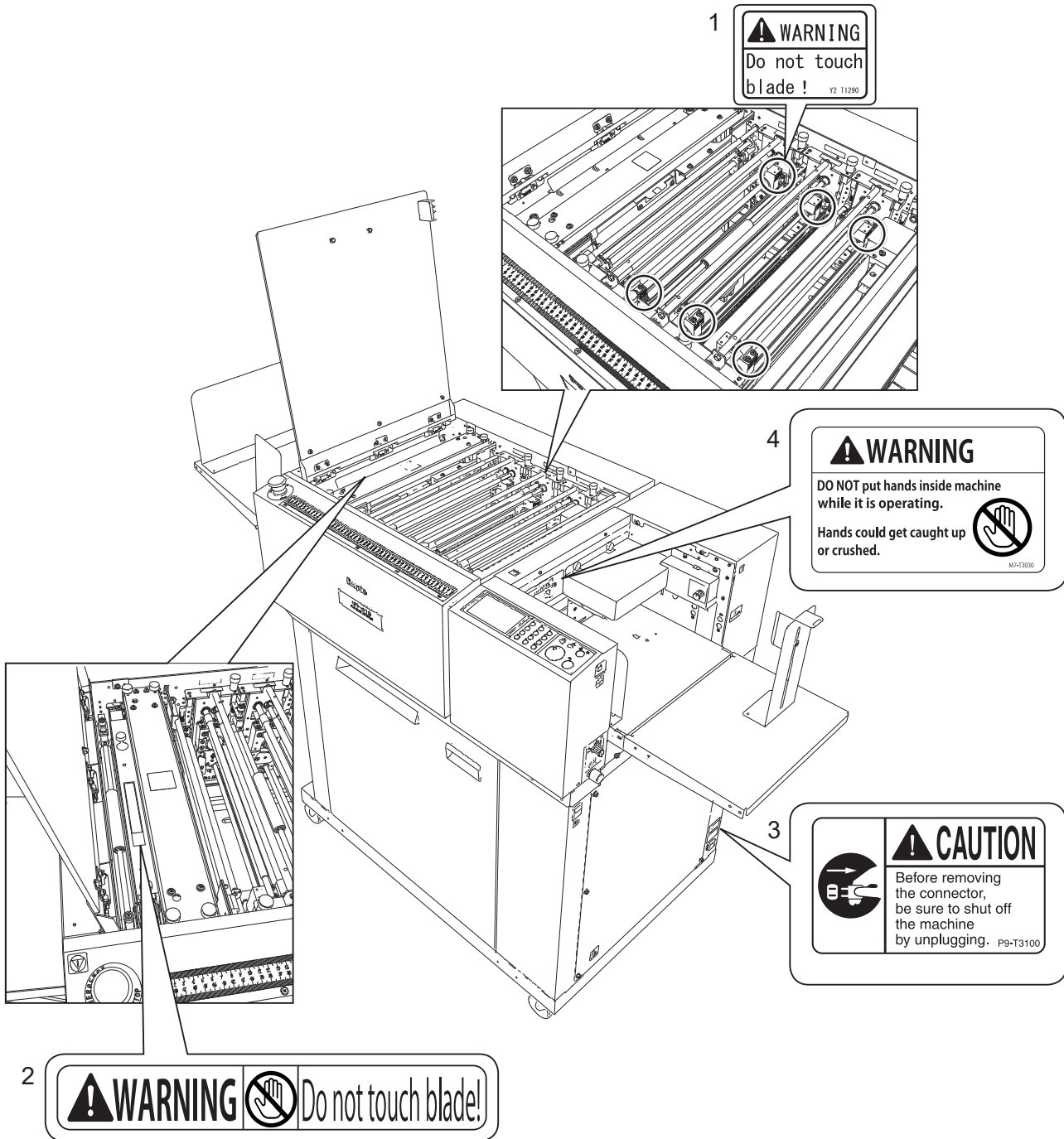
- Once the machine is in position, secure in place using the casters.
→ If the machine falls over, this could result in personal injury.

Notes on Safety (Please Read and Observe)

Locations of Safety Labels

Keep the safety labels clean at all times.

If the labels become damaged or come off, contact our service person.



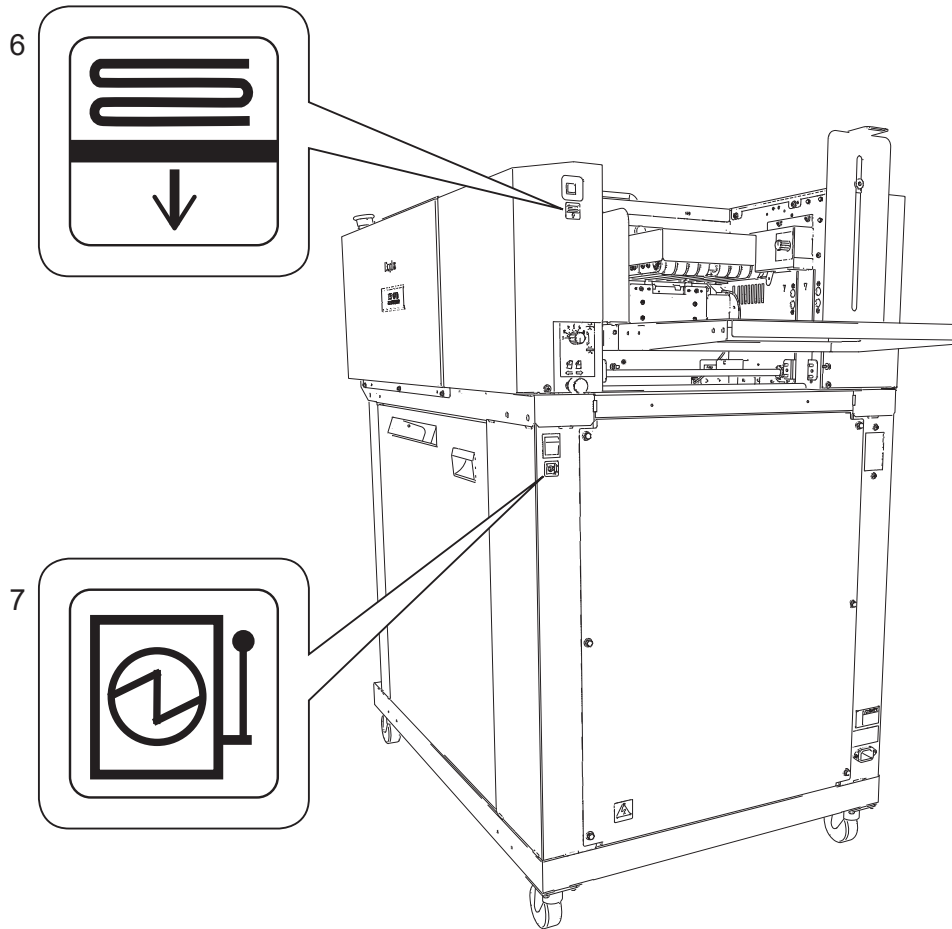
No.	Part No.	Name	Q'ty
1	Y2-T129*	Warning label	6
2	L8-T107*	Warning label	1
3	P9-T310*	Caution label	1
4	M7-T303* (English)	Warning label	1
	M7-T307* (Others)	Warning label	1

Notes on Safety (Please Read and Observe)



No.	Part No.	Name	Q'ty
5	M7-T303* (English)	Warning label	1
	M7-T307* (Others)	Warning label	1

Notes on Safety (Please Read and Observe)



No.	Part No.	Name	Q'ty
6	U7-T109*	Label	1

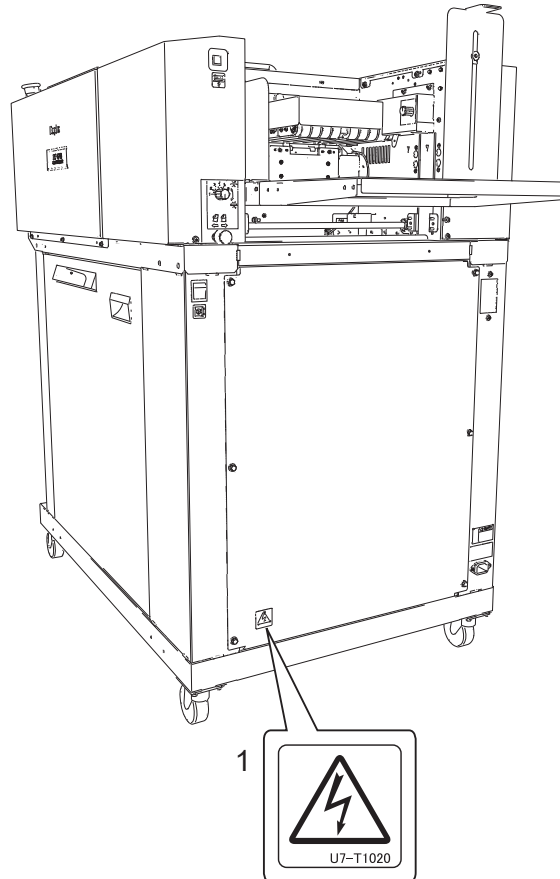
- The symbol in the label indicates the elevator down switch.

No.	Part No.	Name	Q'ty
7	U7-T108*	Label	1

- The symbol in the label indicates the power switch.

Labels of High-Voltage Warning

There is a high-voltage area inside the machine.



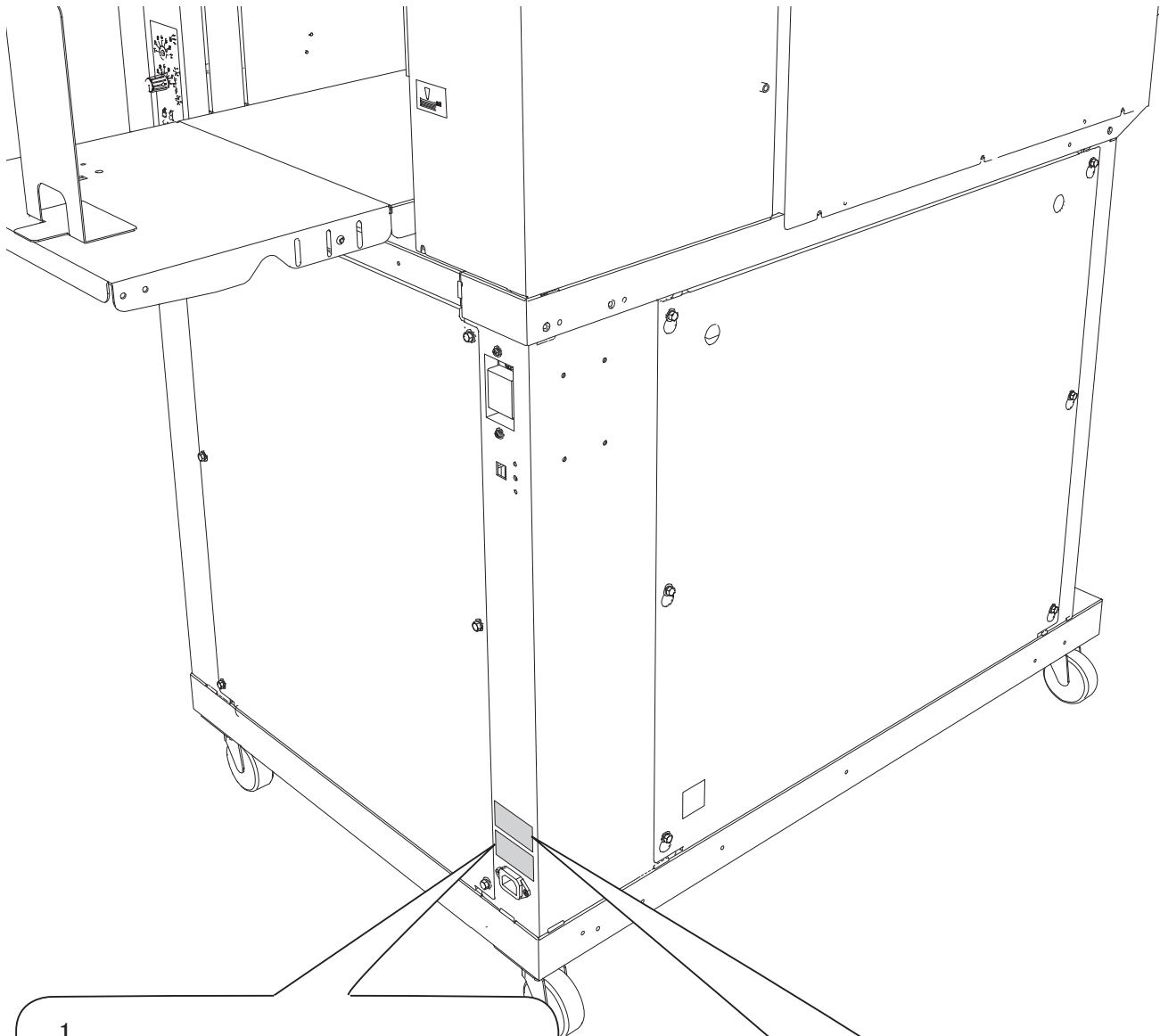
No.	Part No.	Name	Q'ty
1	U7-T102*	Caution label	1

- The safety symbol in the caution label indicates risk of electric shock inside the machine.

Notes on Safety (Please Read and Observe)

Location of Rating Labels

Rating labels are located as shown below.



1

Duplo	DC-618
115V~ 60Hz	
2. 3A	
SER. NO. *****	
DUPLO SEIKO CORPORATION MADE IN JAPAN	

2

Duplo	DC-618
SLITTER/CUTTER/CREASER	
230V~ 50/60Hz single-phase	
1. 1A	
SER. NO. ***** 制造日期:****. **. **	
DUPLO SEIKO CORPORATION MADE IN JAPAN	

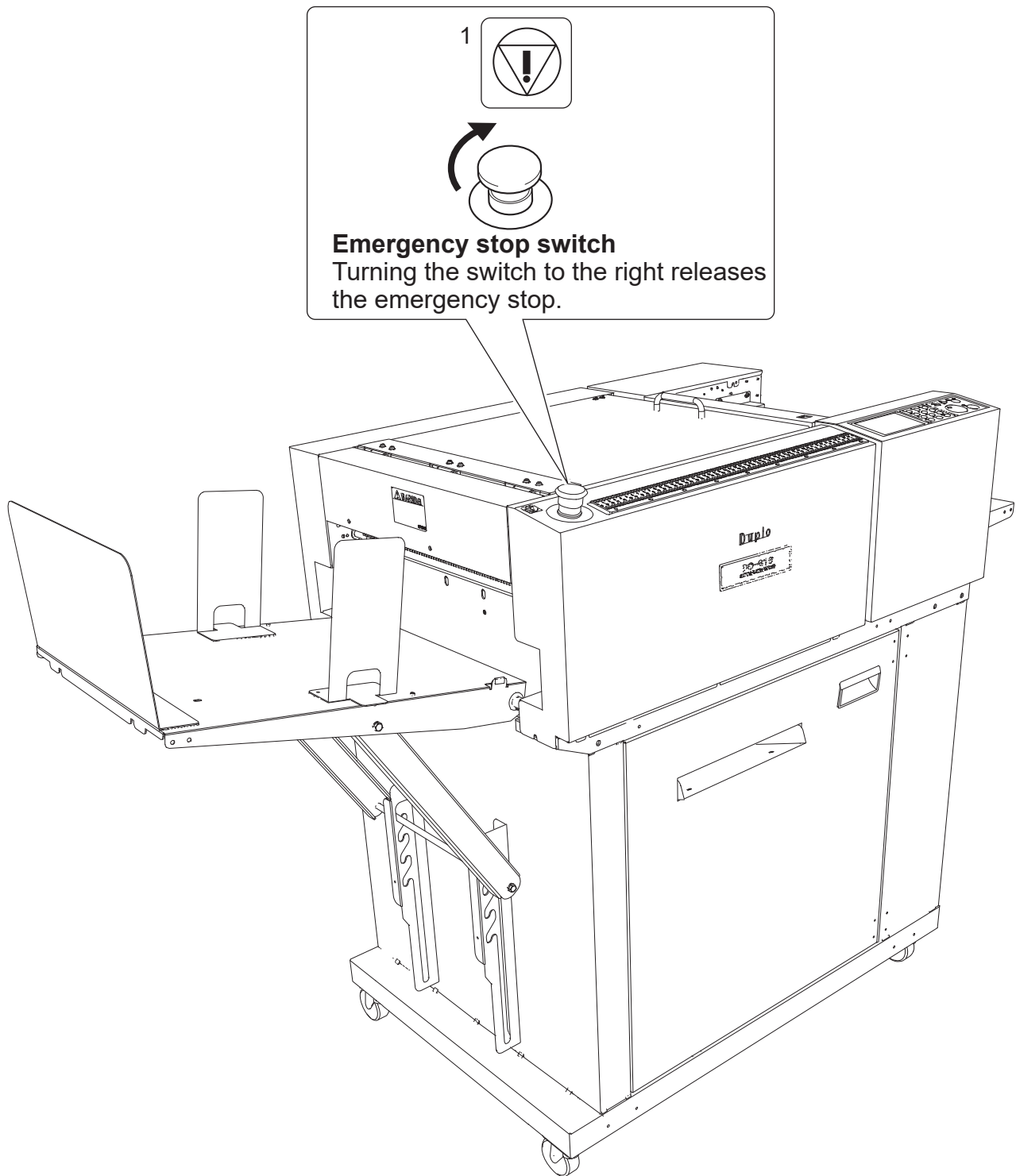
3

Weight:180kg
Short-circuit rating:23.15A ac
Electrical diagram:Z1-V700*
Date of mfg:***.****
Address of the manufacturer :353 koudai Kinokawa-shi Wakayama 649-6551 Japan

Model	Rating label
DC-618 115V	1
DC-618 230V	2, 3

Emergency Stop Function

The machine is equipped with the emergency stop functions for the safety of an operator. When you need to stop the machine for emergency, press the emergency stop switch. Turning the switch to the right releases the emergency stop. To stop the machine normally, press the STOP key of this machine.



No.	Part No.	Name	Q'ty
1	U7-T107*	Emergency stop switch label	1

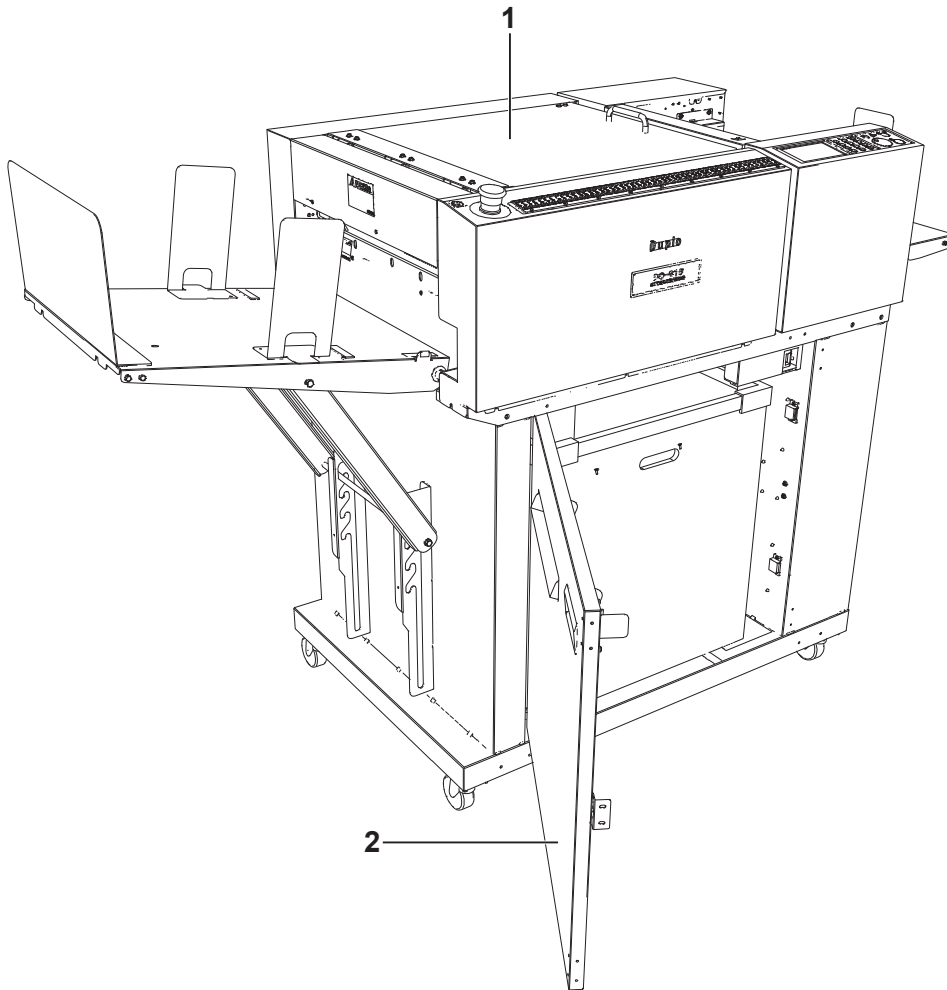
Notes on Safety (Please Read and Observe)

Interlock System for Safety

- What is the interlock system for safety?

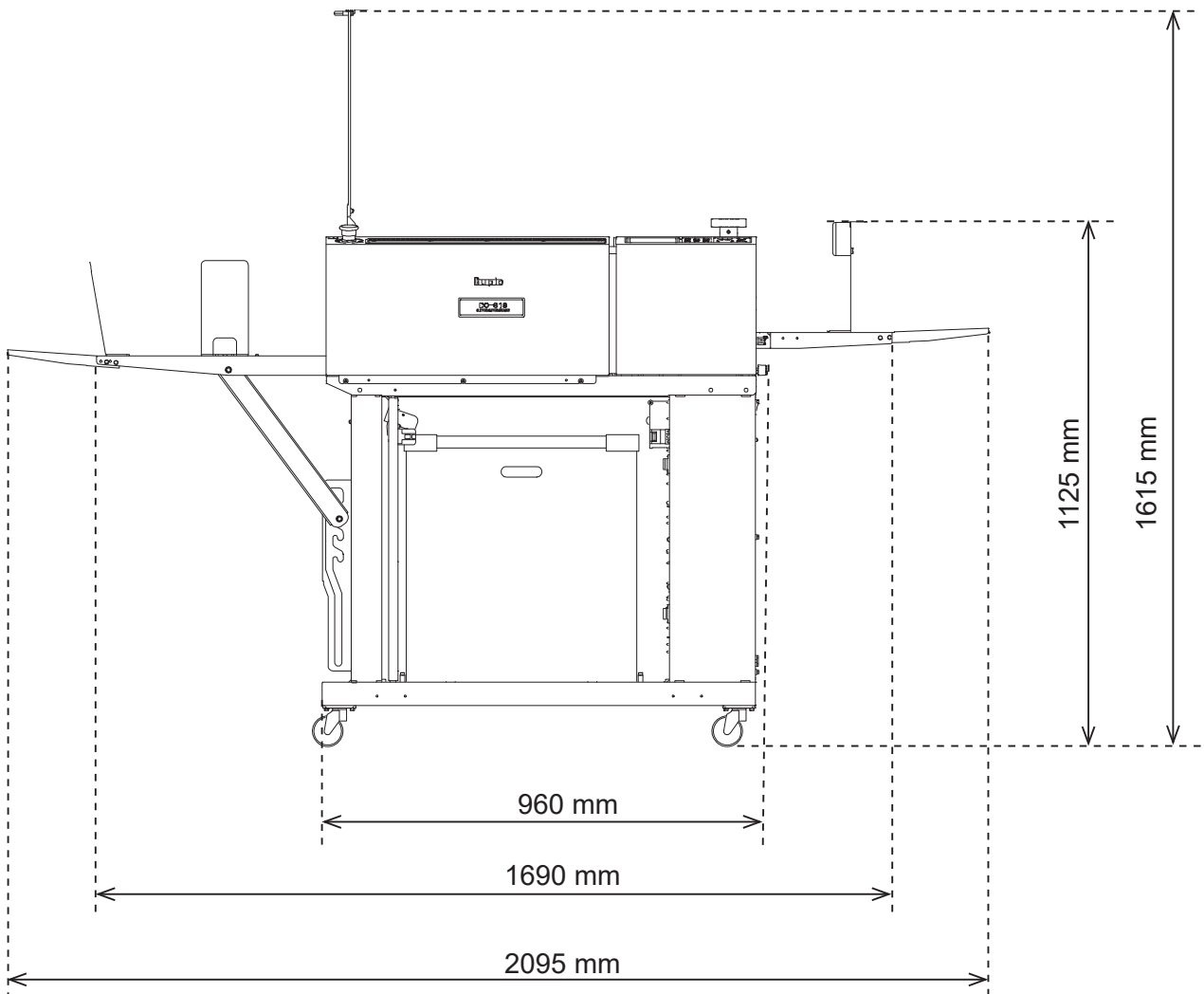
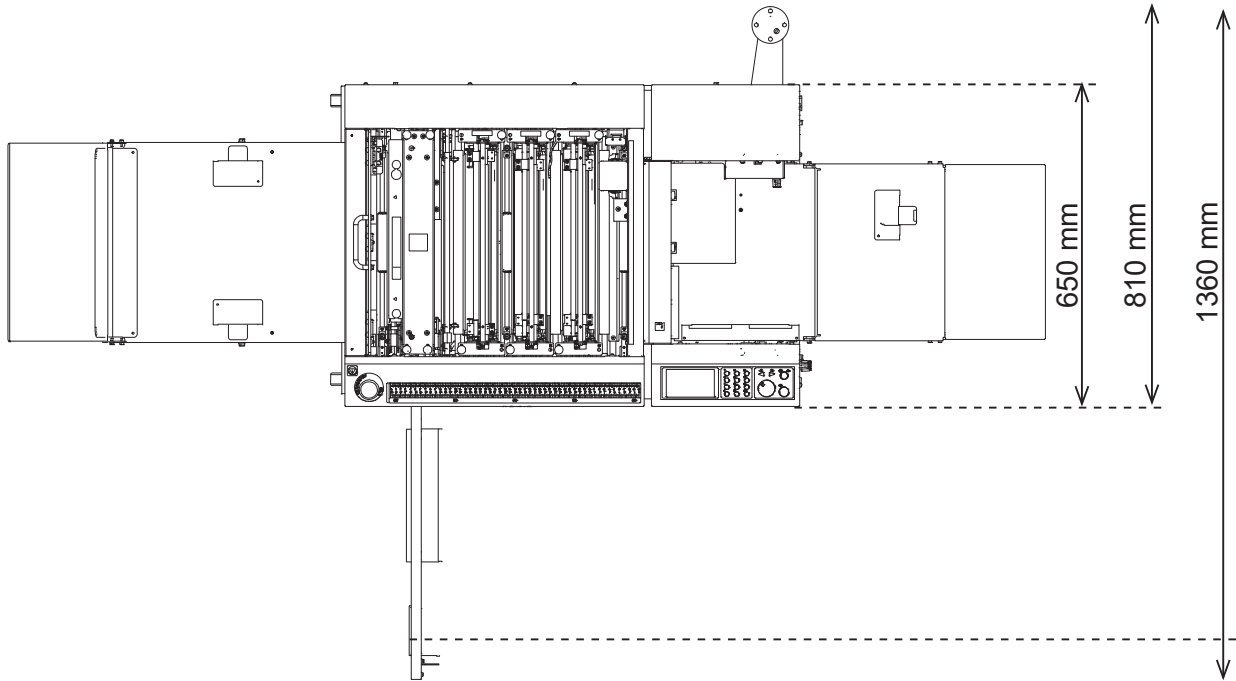
It is the function for keeping you safe and for avoiding any dangerous operations or situations by the limitation of operation which may cause a damage to the machine or other surrounding facilities.

The DC-618 is equipped with safety function for the case of causing any dangerous operations or situations, and it stops running the operation in those cases.



No.	Name	Equipment for safety
1	Top cover	When the top cover is opened, the machine stops running by the interlock system.
2	Front door	When the front door is opened, the machine stops running by the interlock system.

Machine Dimensions and Required Space for Operation



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Chapter 1

Before Using This Machine

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

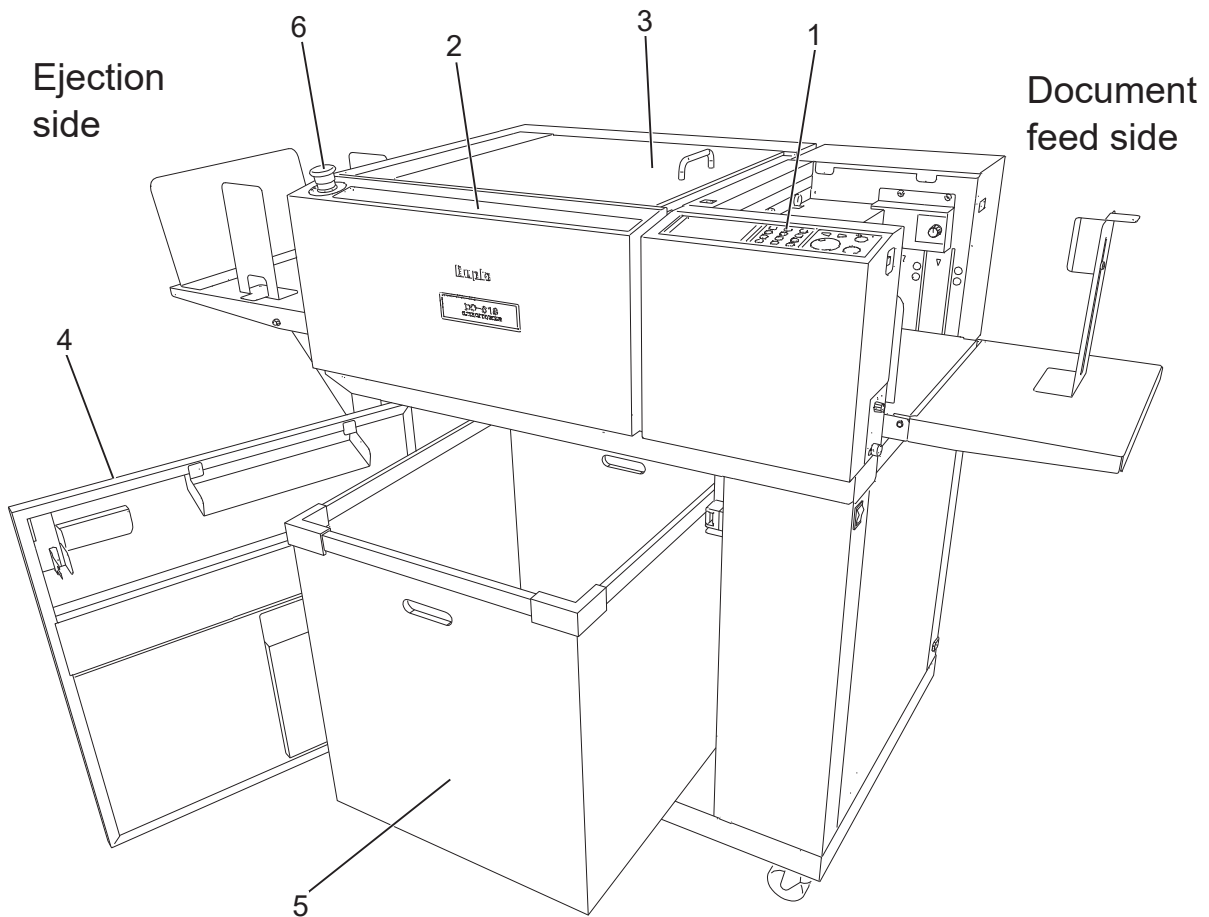
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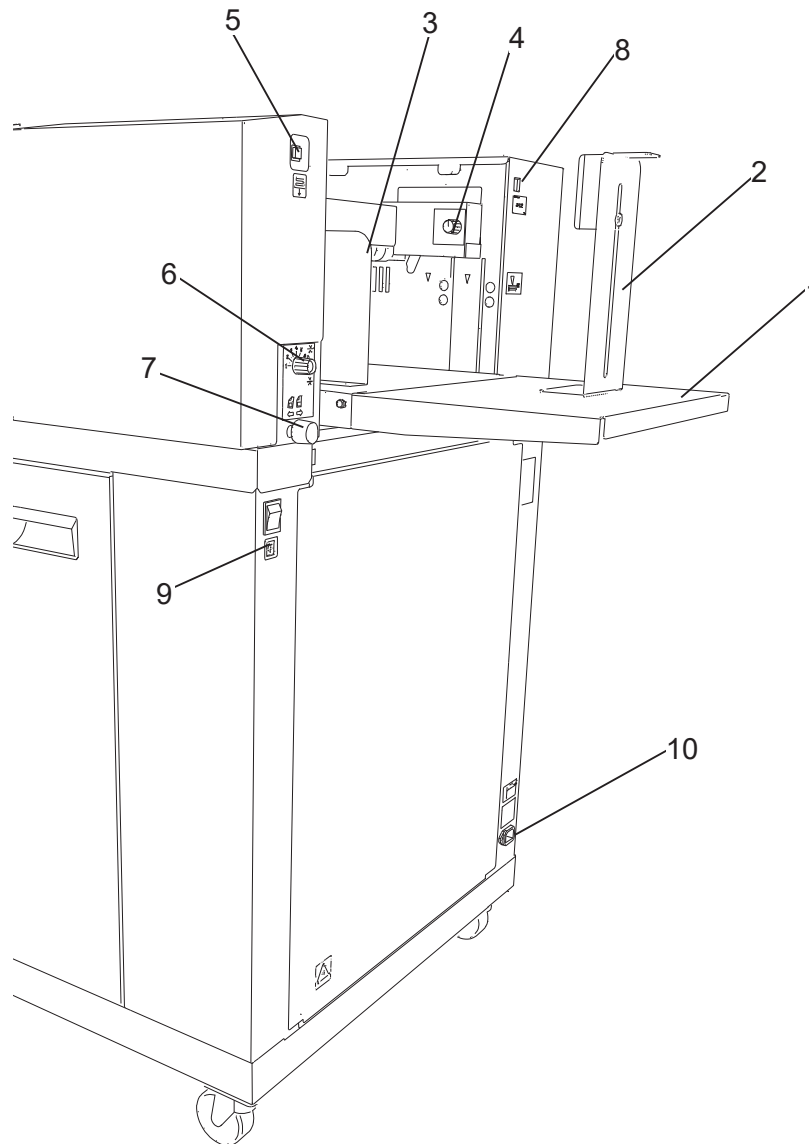
Part Names and Their Functions

Appearance



No.	Name	Function
1	Control panel	Displays operations and status. Sets functions and enters JOBS.
2	Scale	Measures cut positions, slit positions, and finished products.
3	Top cover	Open this when replacing modules or removing jammed paper from the inside of the machine. When this is opened, the machine stops running with the interlock switch.
4	Front door	Open this to remove the waste box. When this is opened, the machine stops running with the interlock switch.
5	Waste box	Receives waste paper.
6	Emergency stop switch	Press this to stop the machine in an emergency. Turning this to the right when it is pressed releases the emergency stop.

Appearance (Document Feed Side)

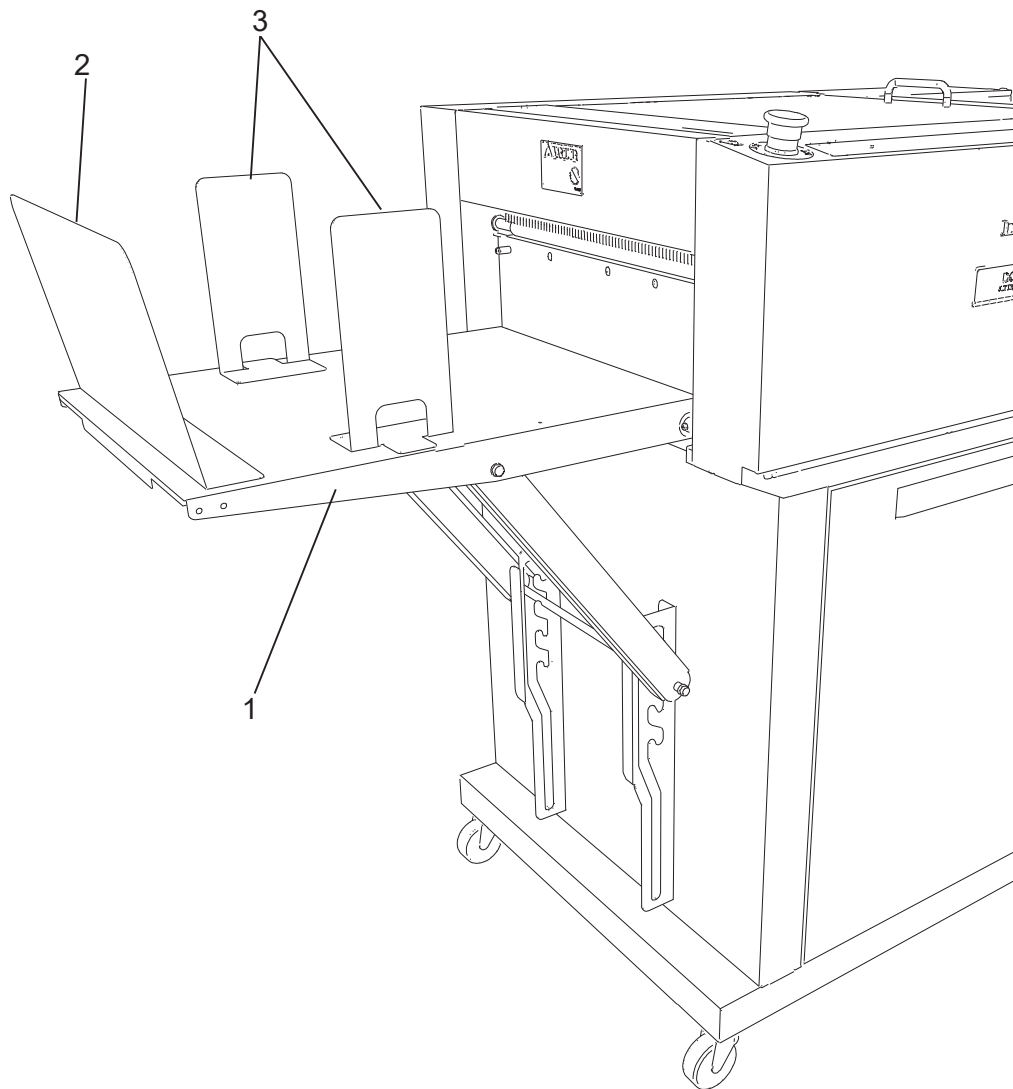


1

Before Using This Machine

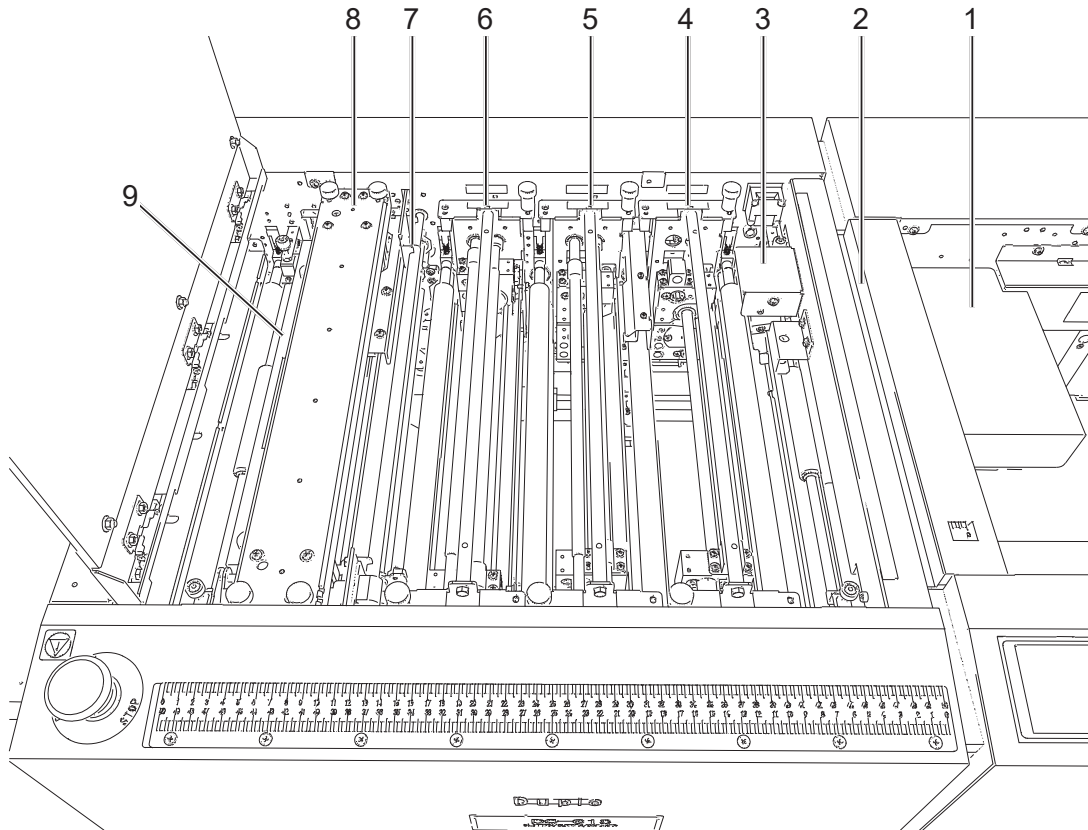
No.	Name	Function
1	Feed tray	Place original documents here.
2	Back guide (for feed tray)	Set this according to the document length.
3	Side guide (for feed tray)	Set this according to the document width.
4	Level adjustment knob	Adjusts the height of the feed tray. Adjust the height of the elevator with this when a document is not fed or is double-fed.
5	Elevator down switch	Press this to lower the feed tray.
6	Separator adjustment knob	Adjust the distance between the separator and the conveyance belt with this when a document is not fed or is double-fed.
7	Skew adjustment knob	Adjusts document skew.
8	USB terminal	Used for the connection to your computer on the PC Controller used.
9	Power switch	Press this to turn ON/OFF the power.
10	AC inlet	Connect the power cord here.

Appearance (Ejection Side)



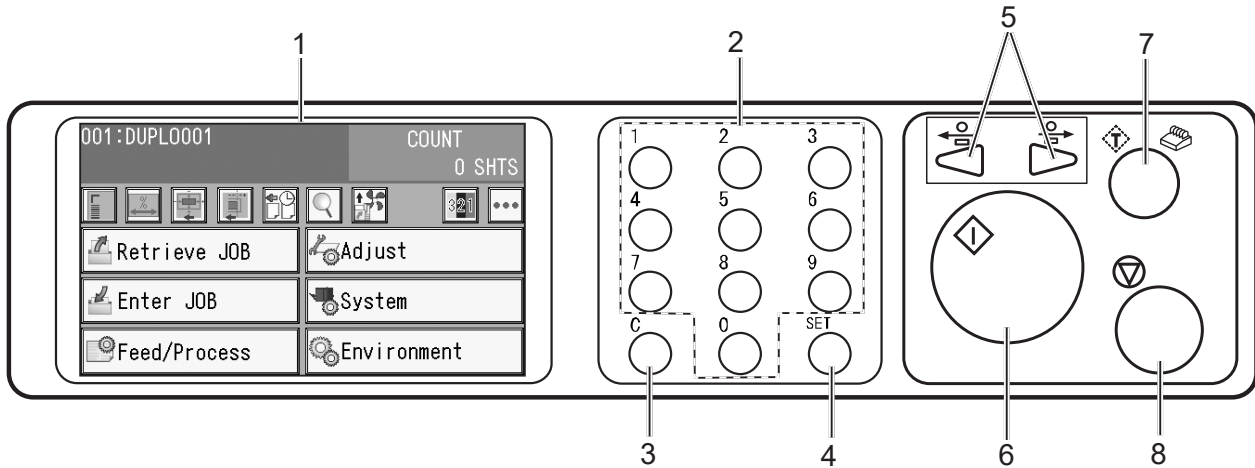
No.	Name	Function
1	Exit tray	Receives finished products.
2	Back guide (for exit tray)	Prevents finished products from dropping off. Set this according to the document length.
3	Side guide (for exit tray)	Set this according to the document width.

Inside



No.	Name	Function
1	Belt suction unit	The suction fan sucks up documents one by one and the feed belt 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	Slot1	Install the margin slitter module here.
5	Slot2	Install the center slitter module3&4 here.
6	Slot3	Install the center slitter module5&6 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.

Control Panel

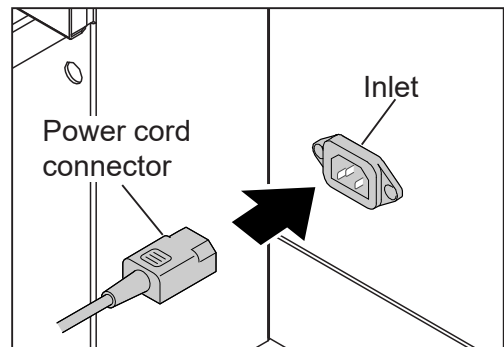


No.	Name	Function
1	Touch panel	Displays operation and status of the machine and sets functions. Displays a message if an error has occurred. Operate the machine by touching the key and the icon displayed on the touch panel.
2	NUMERIC key	Press this to enter JOB/values during manual programming.
3	CLEAR key	Press this to clear the entered value when programming a JOB. Press this to clear the count of sheets processed in the count-up mode . Press this to clear the count of sheets processed in the preset count mode , which switches to the count-up mode .
4	SET key	Press this to set selection/entry.
5	JOG (forward/backward) key	Press this to eject the document from the machine if a document jam has occurred.
6	START key	Press this to start processing documents. The START key light turns green when the machine is ready to process documents. This is inactive when the light is red. In this case, the machine may be running or having an error. Pressing and holding this key enters pause feeding mode .
7	TEST key	Press this to process one sheet of documents to test the current JOB details. Press this to check if the documents are processed properly. Pressing and holding the TEST key enters card stacker adjustment mode .
8	STOP key	Press this to switch the current screen to the main screen or to stop processing.

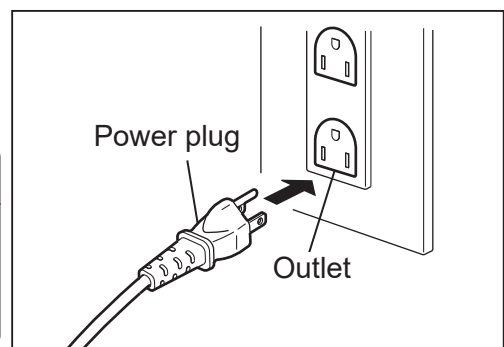
Turning Power ON/OFF

Turning Power ON

- 1 Connect the **connector** of the power cord to the **inlet**.



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



WARNING

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

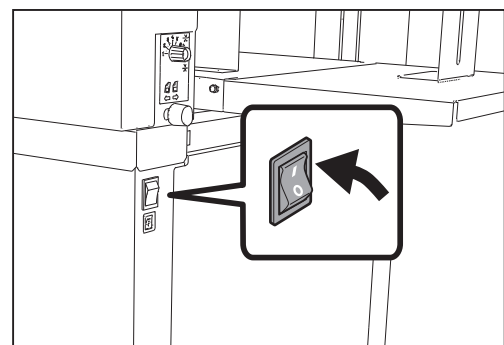
WARNING

- Unplug the power cord in an emergency situation.

CAUTION

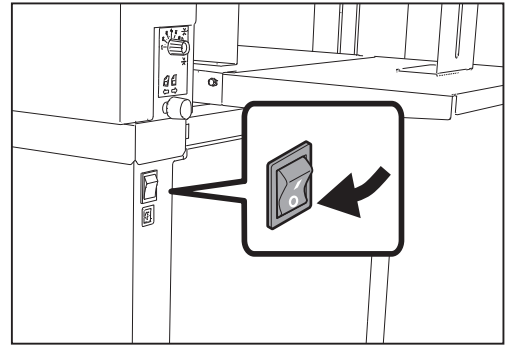
- Use an access-friendly outlet so that an operator easily plugs and unplugs the power cord after installation.

- 3 Press the **I** side of the power switch to turn **ON** the power.
The logo of **Duplo** is displayed on the touch panel and the machine enters the warm-up mode.



Turning Power OFF

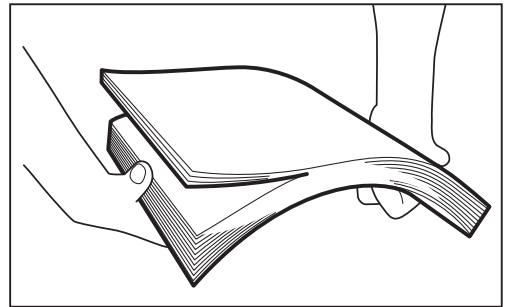
- 1 Press the **O** side of the power switch to turn **OFF** the power.
The power turns **OFF** and the display on the touch panel disappears.



Preparation Before Use

Loading Documents

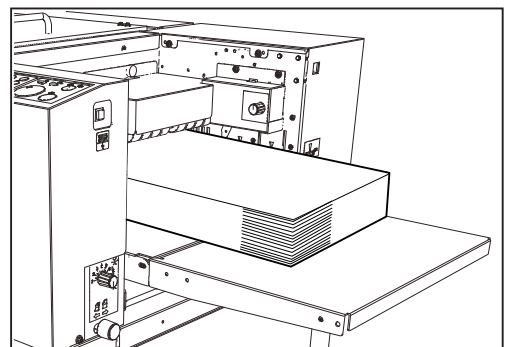
- 1 Prepare appropriate documents for the JOB selected. Loosen the stack of documents by flipping through the sheets and align them.



- 2 Load the documents on the **feed tray** and gently push them toward the inside of the machine.

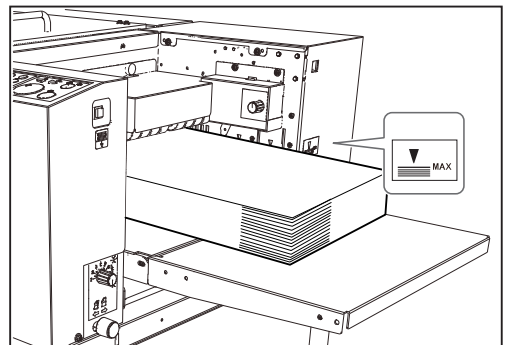
REFERENCE

When you use documents longer than 520.0 mm, attach the **long paper tray**.

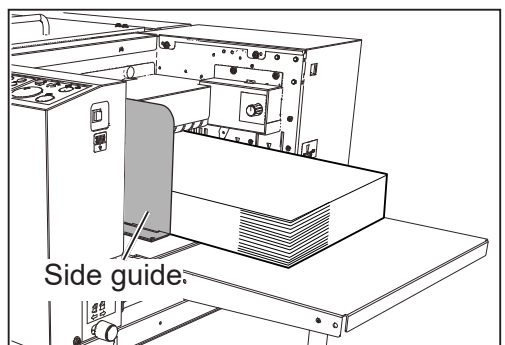


IMPORTANT

Make sure that the height of the document stack does not exceed the **MAX** level.

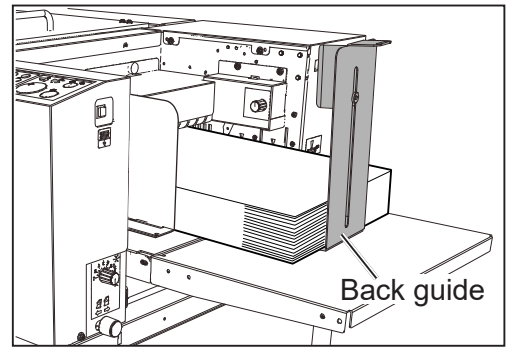


- 3 Set the **side guide (for the feed tray)** according to the document size.

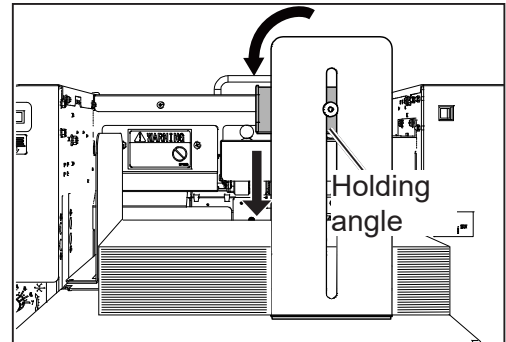


Preparation Before Use

- 4 Set the **back guide (for the feed tray)** according to the document size.



- 5 Place the **holding angle of the back guide (for the feed tray)** on the documents.
 1. Turn the **holding angle** 90 degrees counterclockwise.
 2. Place it on the documents.

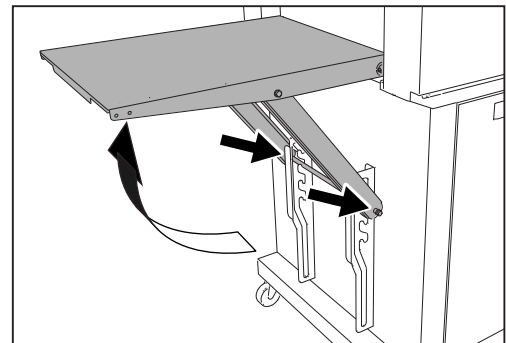


Setting the Exit Tray

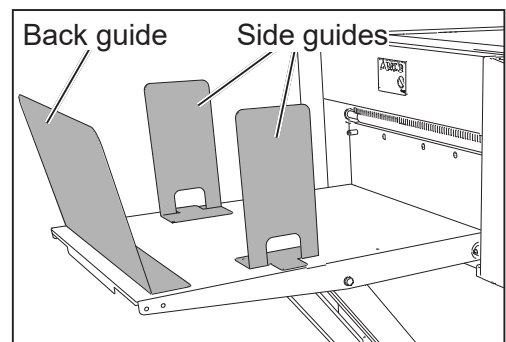
- 1 As shown in the figure on the right, pull up the **exit tray** to set it. The **exit tray** can be adjusted to four levels.

IMPORTANT

When the finished product size is A3 (11" × 17") or larger, set the **exit tray** in the downward position. Also when the finished product adheres to the **exit tray** due to static electricity, set it in the downward position as well.



- 2 Attach the **back guide (for the exit tray)** and the two **side guides (for the exit tray)**.



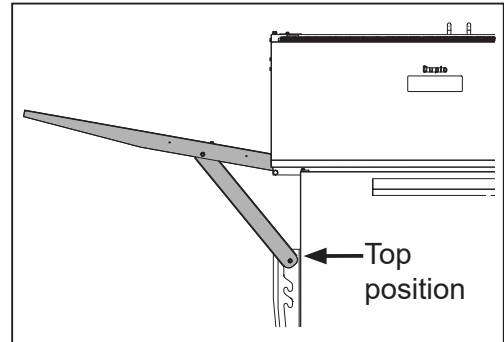
Attaching the Card Stacker

Attach the **card stacker** when making card-sized products.

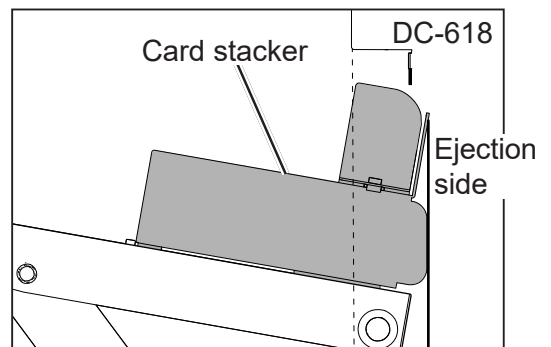
- Use it when the length of a finished product is 150 mm or shorter.
- Use it when the finished products do not align (turn over) on the **exit tray** even the finished product size is 150 mm or longer.

Set the **back guide** on the **exit tray** according to the finished product.

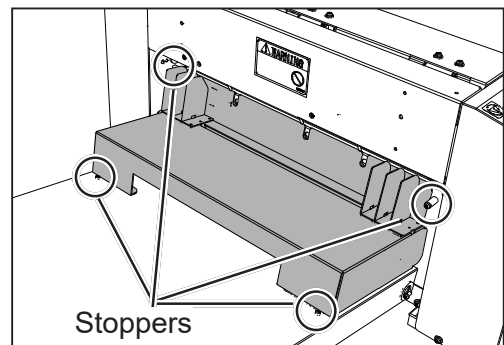
- 1 Remove the **side guide (for exit tray)** and the **back guide (for exit tray)**. Then set the **exit tray** to the top position. (There are four levels to set the **exit tray**.)



- 2 Place the **card stacker** on the **exit tray** aligning with the ejection side of the DC-618.



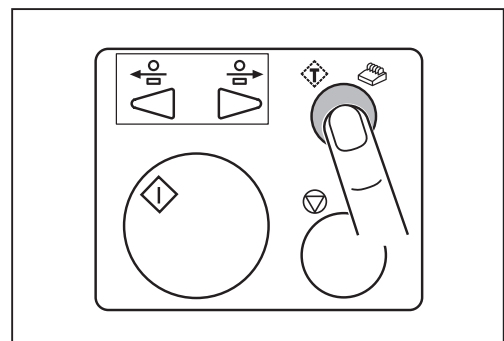
Make sure that the **card stacker** on the **exit tray** is placed within the four stoppers (two on the ejection side and two on the **exit tray**).



- 3 Select a JOB in which you use the **card stacker**. Press and hold the TEST key to perform a test run for one sheet. The finished products temporarily stop in front of the document-ejecting point for about two minutes.

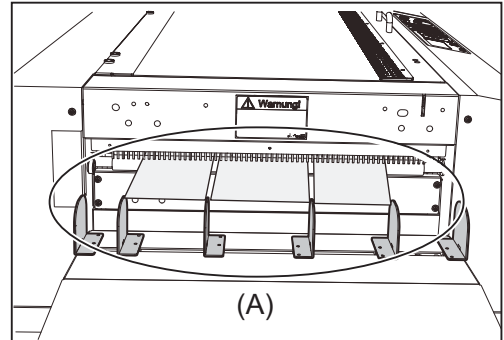
REFERENCE

Pressing the START key ejects the finished documents remained at the exit area and then starts continuous processing of the documents on the **feed tray**.



Preparation Before Use

- 4 Slide the **side guides** to the point at which the finished product is ejected.



- 5 Adjust the **side guides** so that each document edge on one side touches them. This adjustment enables short finished products to be stacked up without being turned over.

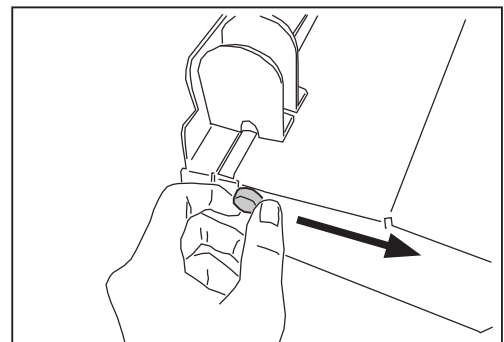
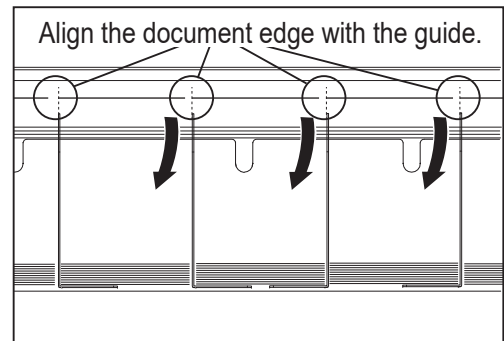
REFERENCE

The figure on the right shows the front view of (A) in step 4.

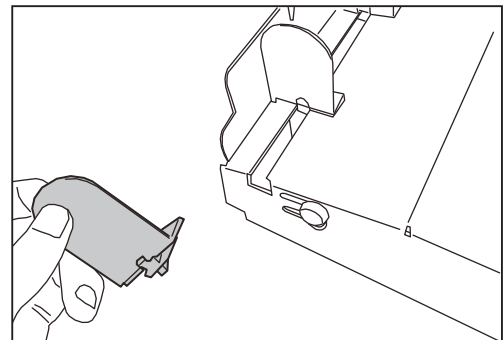
REFERENCE

You can change the number of **side guides** according to that of the cards on one sheet.

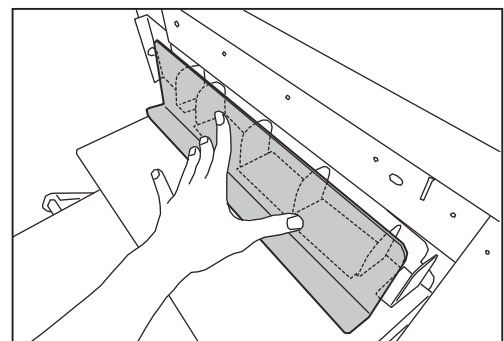
1. Loosen the **thumbscrew** to slide the **stopper**.



2. Remove or attach the **side guide(s)** to decrease or increase the number of them.



- 6 Press the STOP key to eject the finished documents. Attach the **back guide (for the card stacker)** to the card stacker according to the finished product size.



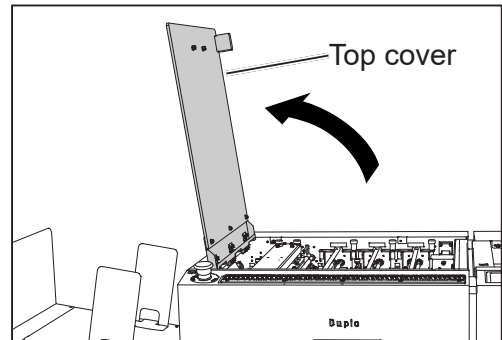
Changing the Crease Width

Change the attaching position (wider groove or narrower groove) of the **crease tool (Male)** of the **creaser section** according to the documents to be used.

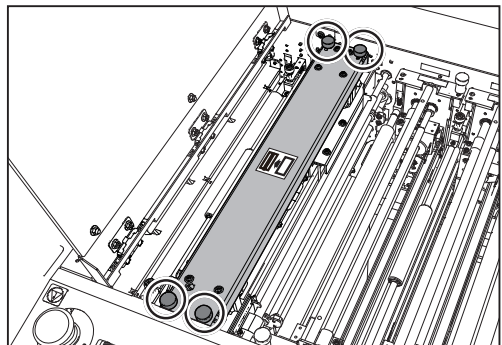
Wider groove side: For heavy weight documents

Narrower groove side: For normal weight documents

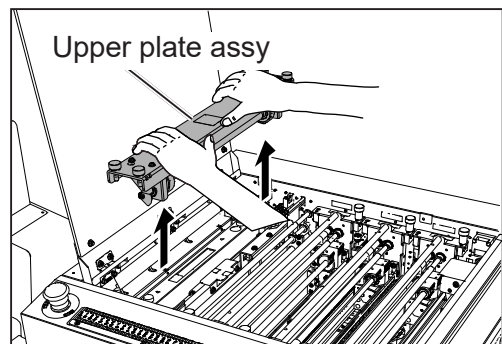
- 1 Open the **top cover**.



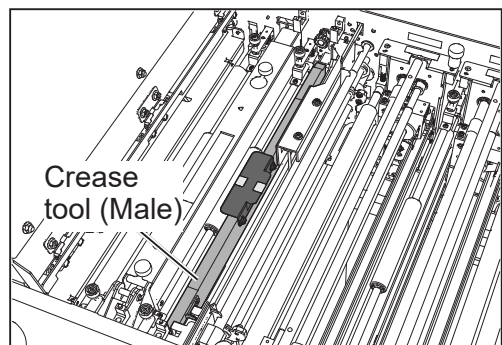
- 2 Loosen the four **fixing screws** of the **upper plate assy** in the **creaser section**.



- 3 Remove the **upper plate assy** by lifting it up as shown in the figure on the right.



- 4 Hold the sticker part of the **angle** of the **crease tool (Male)** and remove the **crease tool (Male)** by pulling it up.

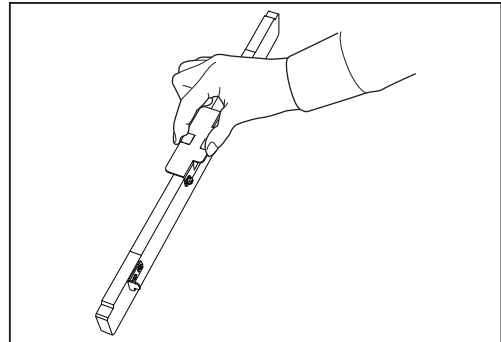


Preparation Before Use

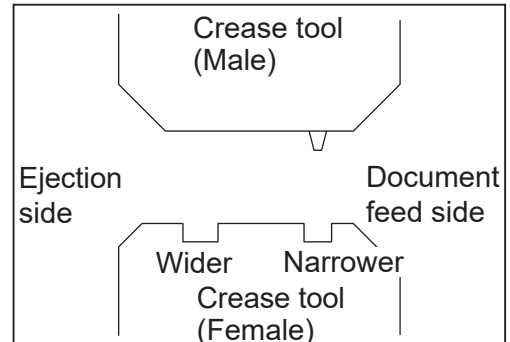
IMPORTANT

Take extreme care for handling the **crease tool (Male)**.

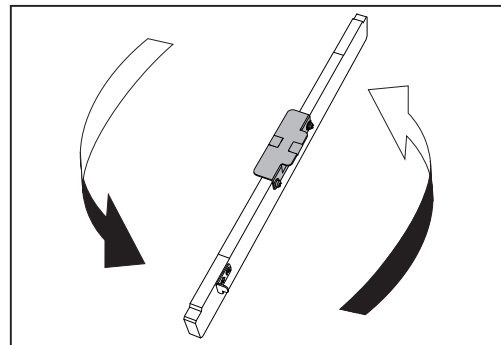
Strong impact by dropping the tool and so on may affect the accuracy.



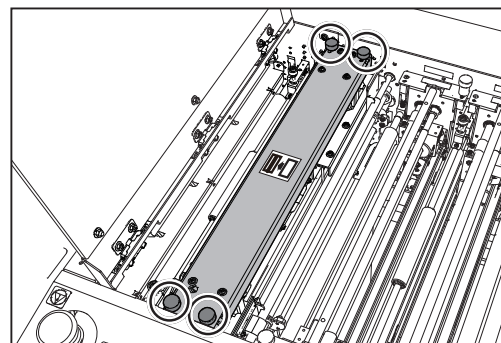
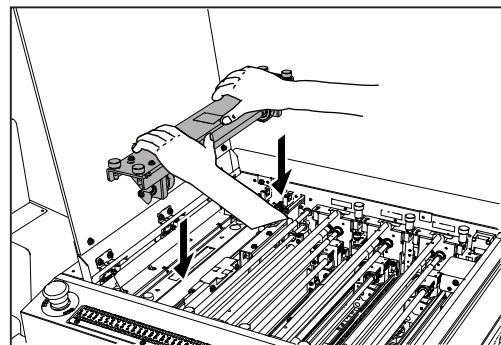
- 5** The figure on the right is a sectional view of the **crease tool (Male)** and the **crease tool (Female)**.
Wider groove side: For heavy weight documents
Narrower groove side: For normal weight documents



Turn the **crease tool (Male)** 180 degrees horizontally. Attach it to the **crease tool (Female)** to fit the **wider groove** or **narrower groove**.



- 6** Attach the **upper plate assy** removed in step 3 to its original position. Tighten the four **fixing screws** loosened in step 2 to secure them. Close the **top cover**.

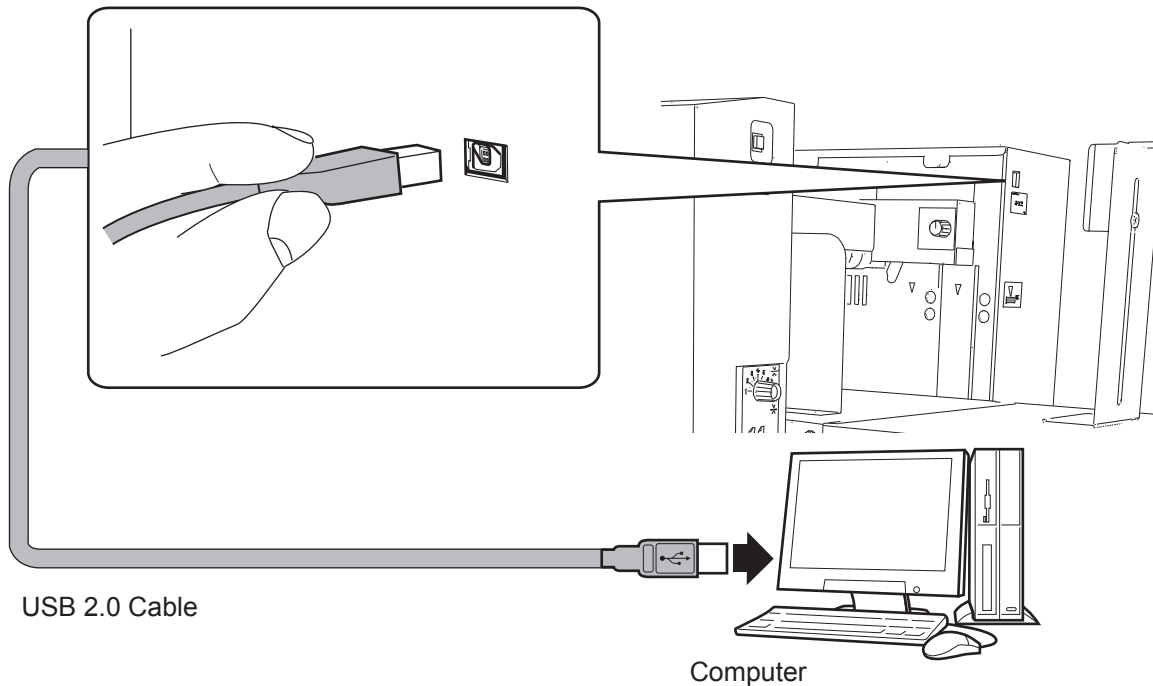


How to Connect the DC-618 to Your Computer

Prepare an USB 2.0 Cable (type A/B). Plug the USB terminals into the USB port of the DC-618 and the USB port on your computer. USB cable must be within 3 m long.

REFERENCE

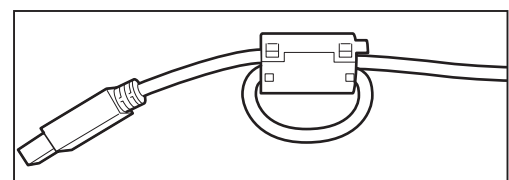
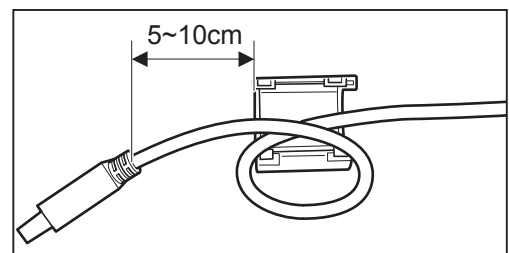
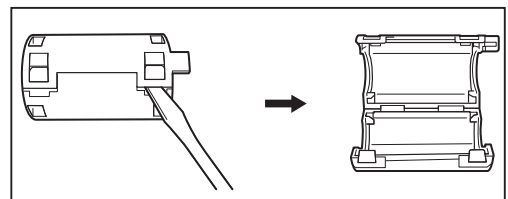
Do not connect the DC-618 to your computer until the driver of the **PC Controller** is installed.



● Attaching the ferrite core

Attach the ferrite core that came with the USB cable as follows:

- 1** Release the lock of the ferrite core with a flat-head screwdriver.
- 2** Attach the ferrite core to the USB cable at a location of 5 to 10 cm (2 to 4 inches) from the base of the plug that connects to the DC-618 as shown in the figure.
- 3** Close the ferrite core so that it securely locks.



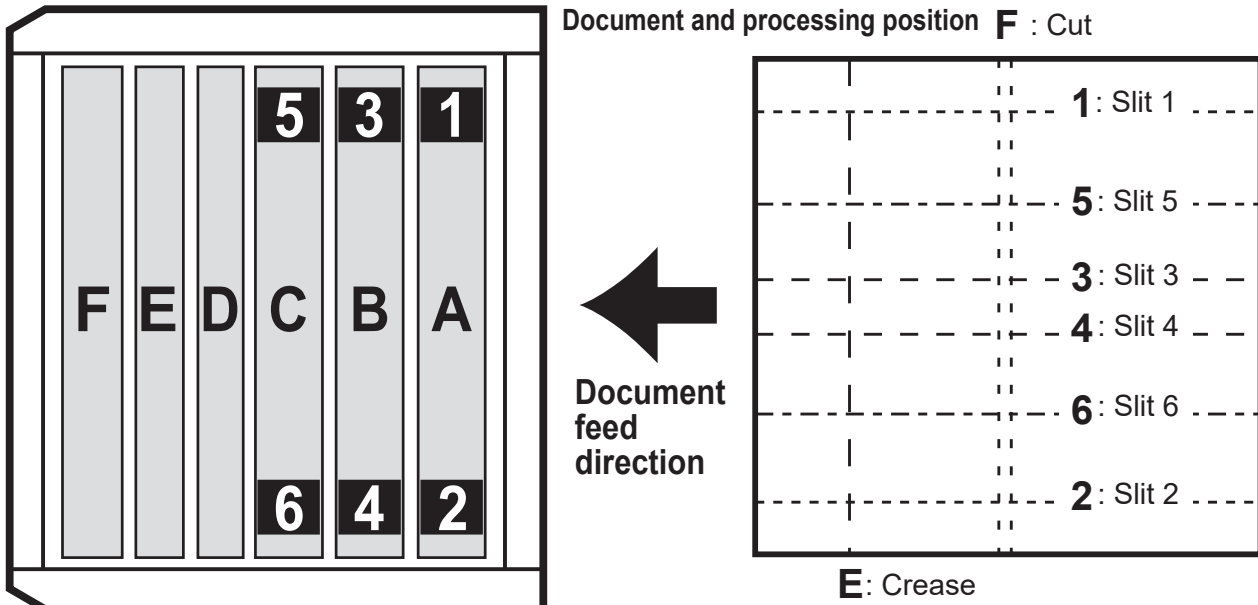
Before Using This Machine

The DC-618 can save up to 250 patterns of JOBS. You can program JOB contents either via computer or on the control panel This section describes items required to program a JOB.

Slit: The DC-618 has six slitters. The two slitters on both ends (1, 2) are for the margins and the remaining four slitters are for the center area of the document.

Cut: The DC-618 has a cutter that can process up to 30 cuts on one document. The DC-618 can cut up to 30 positions on one document.

Crease: The DC-618 has creasing function that can process up to 20 creases. The DC-618 can crease up to 20 positions on one document.



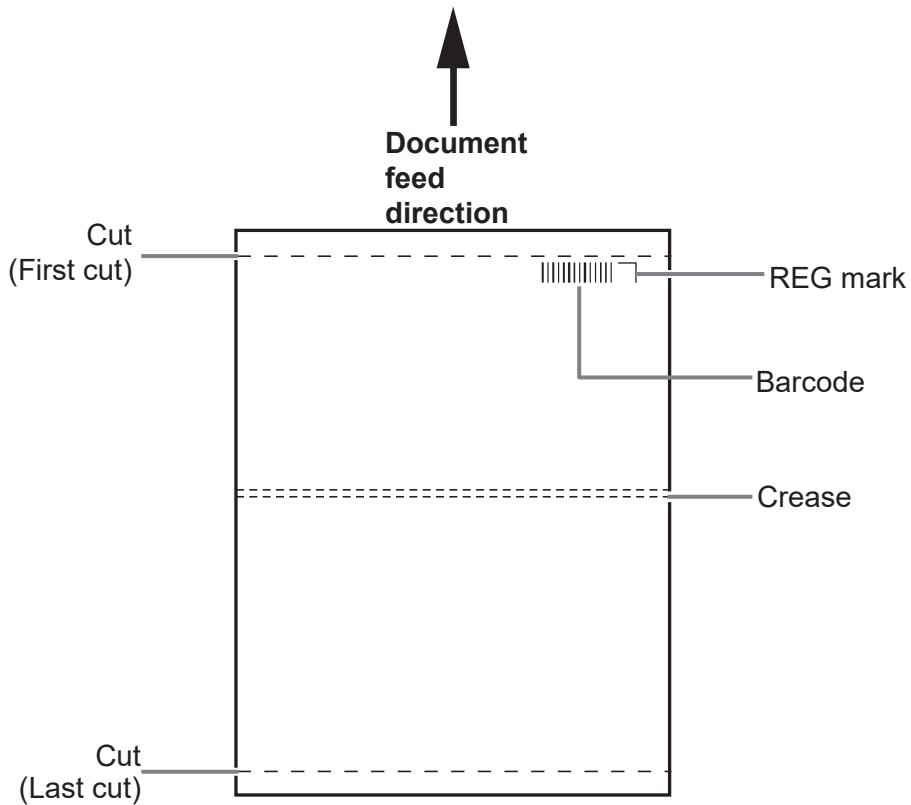
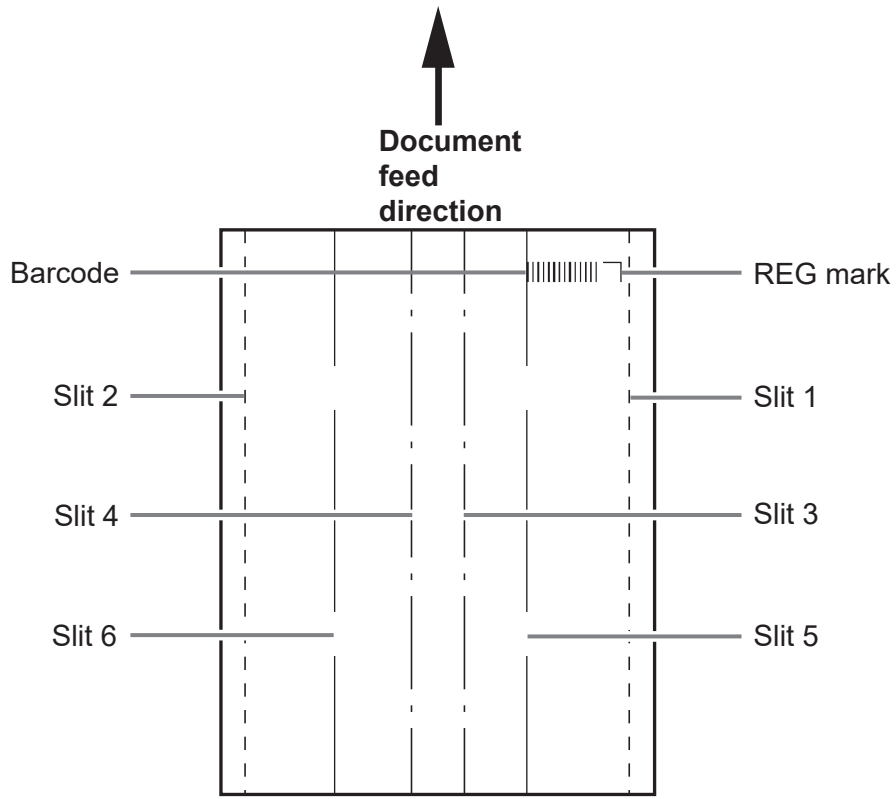
No.	Name	Function
A	1 Slot1	Cuts off the margin on the operator's side and the non-operator's side.
	2 (Margin slitter module)	
B	3 Slot2	Cuts a document parallel to the document feed direction.
	4 (Center slitter module3&4)	
C	5 Slot3	Cuts a document parallel to the document feed direction.
	6 (Center slitter module5&6)	
D	- Gutter deflector section	Drops wastes cut off with module A, B, and C into the waste box.
E	- Creaser section	Creases a document perpendicularly to the document feed direction.
F	- Cutter section	Cuts a document perpendicularly to the document feed direction.

IMPORTANT

When removing various modules of this machine, always re-install the modules properly as shown in the above figure.

When module A, B, and C are reinstalled, it is especially important that the slitter module is properly assembled.

Definition of Programming Terms



Before Using This Machine

Slit/Cut/Crease Limitations

The following describes limitations of slit/cut/crease process on the DC-618.



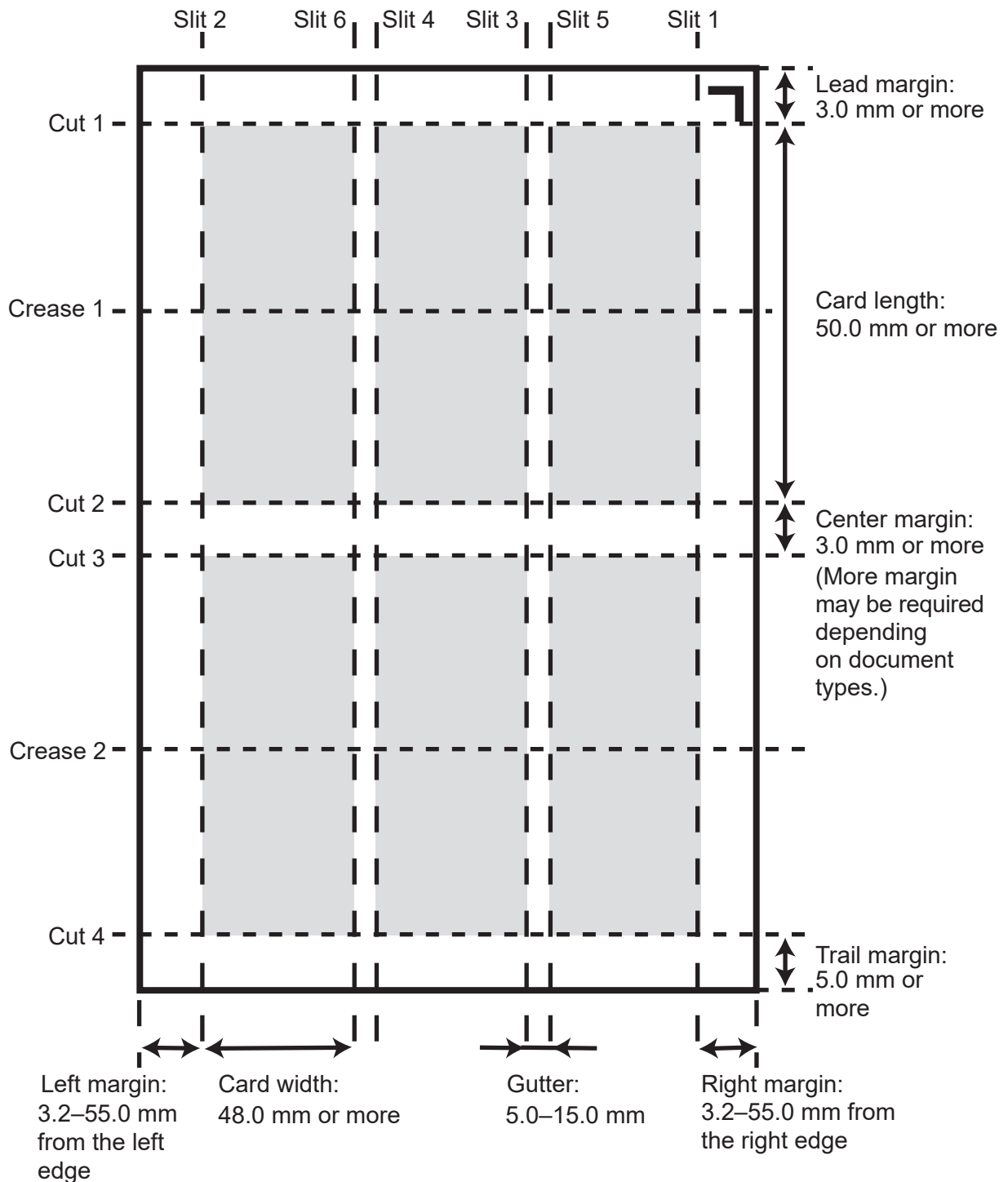
Document feed direction

Slit: The DC-618 can slit up to six positions on one document.

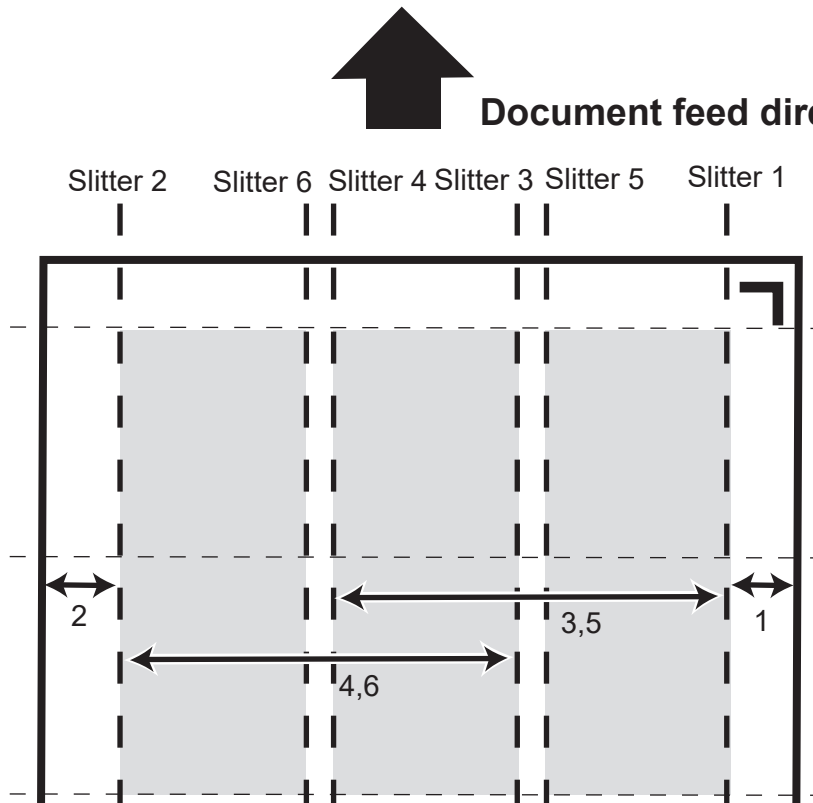
Slit 1 and Slit 2 are for cutting the margins on both side edges.

Cut: The DC-618 can cut up to 30 positions on one document.

Crease: The DC-618 can crease up to 20 positions on one document.



Moving range of the slitter



- 1. Moving range of the slitter 1**
3.2 to 55.0 mm (0 when it is not specified)
- 2. Moving range of the slitter 2**
Document width - (3.2 to 55.0) mm (0 when it is not specified.)
- 3. Moving range of the slitter 3**
48.0 to (document width-48.0) mm (0 when it is not specified.)
48.0 mm or more distance is required between entered values of the slitter 3 and of the slitter 4.
- 4. Moving range of the slitter 4**
48.0 to (document width-48.0) mm (0 when it is not specified.)
48.0 mm or more distance is required between entered values of the slitter 3 and of the slitter 4.
- 5. Moving range of the slitter 5**
48.0 to (document width-48.0) mm (0 when it is not specified.)
5.0 mm or more distance is required between entered values of the slitter 5 and of the slitter 6.
5.0 mm or more distance is required between entered values of the slitter 3 and of the slitter 5.
- 6. Moving range of the slitter 6**
48.0 to (document width-48.0) mm (0 when it is not specified.)
5.0 mm or more distance is required between entered values of the slitter 5 and of the slitter 6.
5.0 mm or more distance is required between entered values of the slitter 4 and of the slitter 6.

Limitation of the range of each slitter varies by entered values for other slitters.

Before Using This Machine

● REG Mark (For image shift compensation)

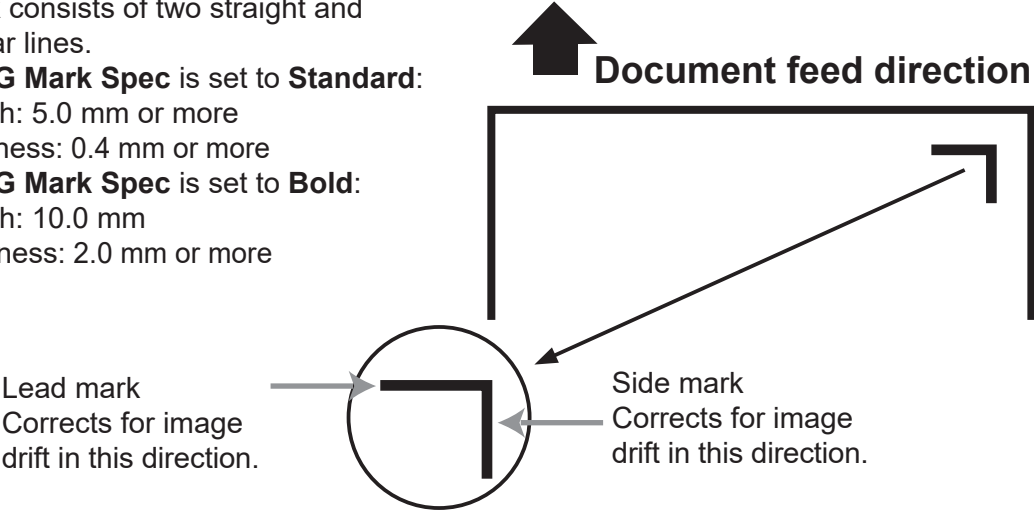
The DC-618 automatically compensates for image drift, one of the common problems on digital printers. It detects the image drift caused on each page by reading a REG mark with the built-in CCD and adjusts the cut/slit/crease position accordingly.

When using a REG mark, program the REG mark position in a JOB and set **REG Mark** to **ON**. To use this function, each document must have a REG mark printed on them. Refer to the following procedure for specifications and a position of a REG mark.

1. Specifications

A REG mark consists of two straight and perpendicular lines.

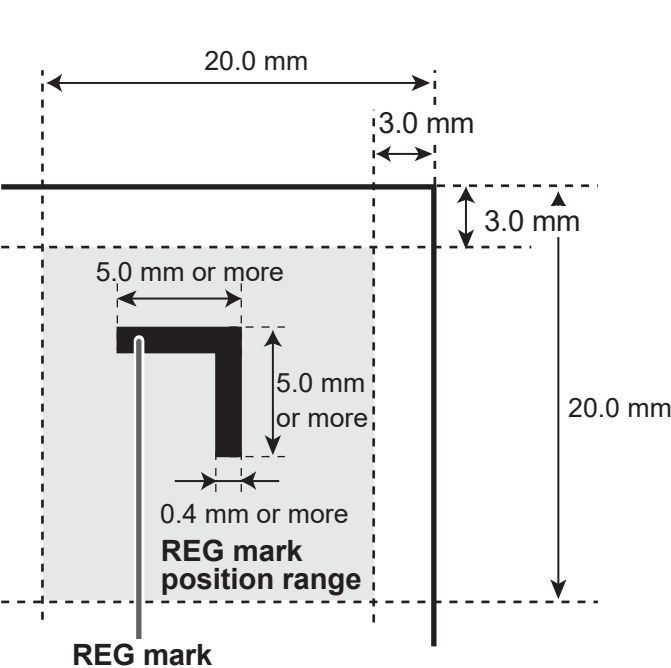
- When **REG Mark Spec** is set to **Standard**:
 - Line length: 5.0 mm or more
 - Line thickness: 0.4 mm or more
- When **REG Mark Spec** is set to **Bold**:
 - Line length: 10.0 mm
 - Line thickness: 2.0 mm or more



2. Position

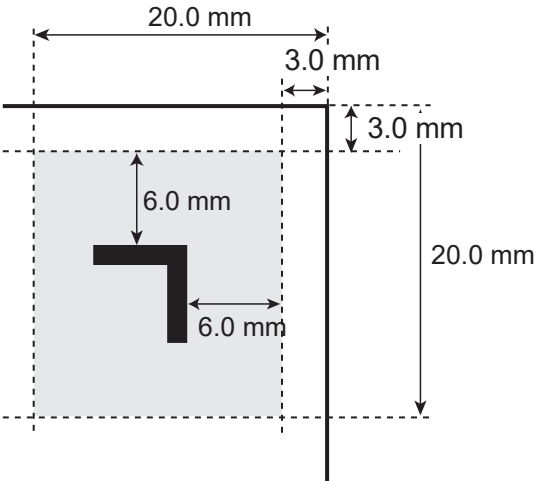
Use a pen tool and so on of your software application to draw two straight and perpendicular lines.

- When **REG Mark Spec** is set to **Standard**:
 - Document feed direction: A whole REG mark is required to be within 3.0 to 20.0 mm from the lead edge of the document.
 - Document width direction: A whole REG mark is required to be within 3.0 to 20.0 mm from the side edge of the document.



REFERENCE

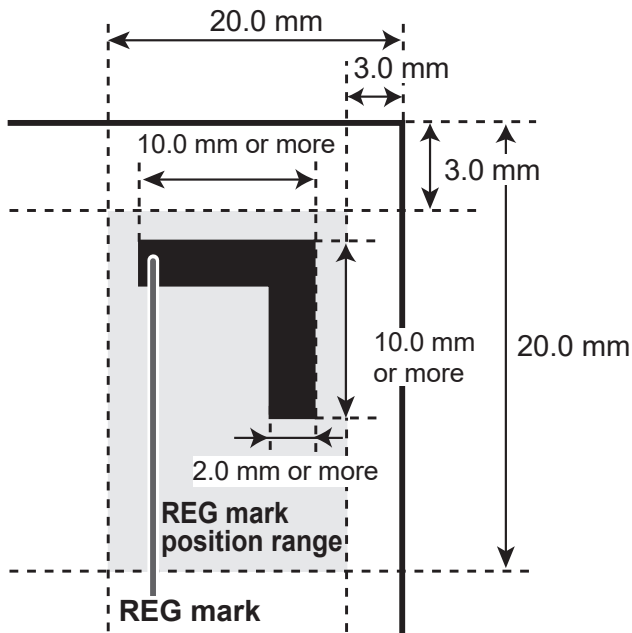
The following figure shows the optimum position to print a REG mark on a document.



• When **REG Mark Spec** is set to **Bold**:

Document feed direction: A whole REG mark is required to be within 5.0 to 20.0 mm from the lead edge of the document.

Document width direction: A whole REG mark is required to be within 3.0 to 15.0 mm from the right edge of the document.



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 or a barcode. (The document may diffusely reflect light.)

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

Barcode (Automatic JOB selection)

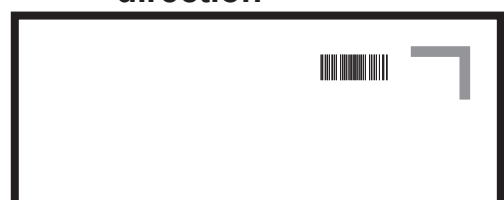
By adding a barcode which indicates a JOB number on each document, the DC-618 is automatically set up and starts processing the JOB. You can press the START key and leave. Even if multiple types of JOBS are loaded on the **feed tray** at one time, the DC-618 also recognizes a barcode on documents with the built-in CCD reading. It is automatically set up and finishes all the JOBS.

To use this function, make sure that each document has a barcode printed on it. Refer to the following procedure for specifications and a position of a barcode.

1. Specifications

- Barcode type: CODE-39
- Start/Stop code: Required
- Minimum line thickness: 0.254 mm
- Thin bar: Thick bar : 1:2.5
- Barcode height: 4.0 mm or more

Document feed direction



IMPORTANT

CODE-39 barcode must be used.

Before Using This Machine

REFERENCE

A barcode may not be read even it is within the specifications depending on the print quality of printer and document type.

If this is the case, enlarging the barcode may enable it to be read.

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

2. Position

Document feed direction: A whole barcode is required to be within 3.0 to 20.0 mm from the lead edge of the document.

Document width direction: A whole barcode is required to be within 25.0 to 60.0 mm from the side edge of the document.

● Number of barcode digits

IMPORTANT

For customers who replace the conventional DC machine with the DC-618, a 2-digit barcode can be read.

Contact the dealer for more information.

Barcode format for 3-digit JOB number

● When there is no check digit:

1. Start character *
2. Data of hundreds digit of a JOB number
(If the JOB number is 250, the data is 2.)
3. Data of tens digit of a JOB number
(If the JOB number is 250, the data is 5.)
4. Data of ones digit of a JOB number
(If the JOB number is 250, the data is 0.)
5. Stop character *



If the JOB number is **250**

● When there is check digit:

1. Start character *
2. Data of hundreds digit of a JOB number
(If the JOB number is 250, the data is 2.)
3. Data of tens digit of a JOB number
(If the JOB number is 250, the data is 5.)
4. Data of ones digit of a JOB number
(If the JOB number is 250, the data is 0.)
5. Check digit
(If the JOB number is 250, the data is 7.)
6. Stop character *

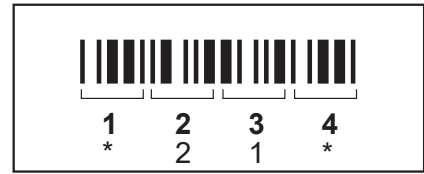


If the JOB number is **250**

Barcode format for 2-digit JOB number

- When there is no check digit:

1. Start character *
2. Data of tens digit of a JOB number
(If the JOB number is 21, the data is 2.)
3. Data of ones digit of a JOB number
(If the JOB number is 21, the data is 1.)
4. Stop character *



If the JOB number is 21

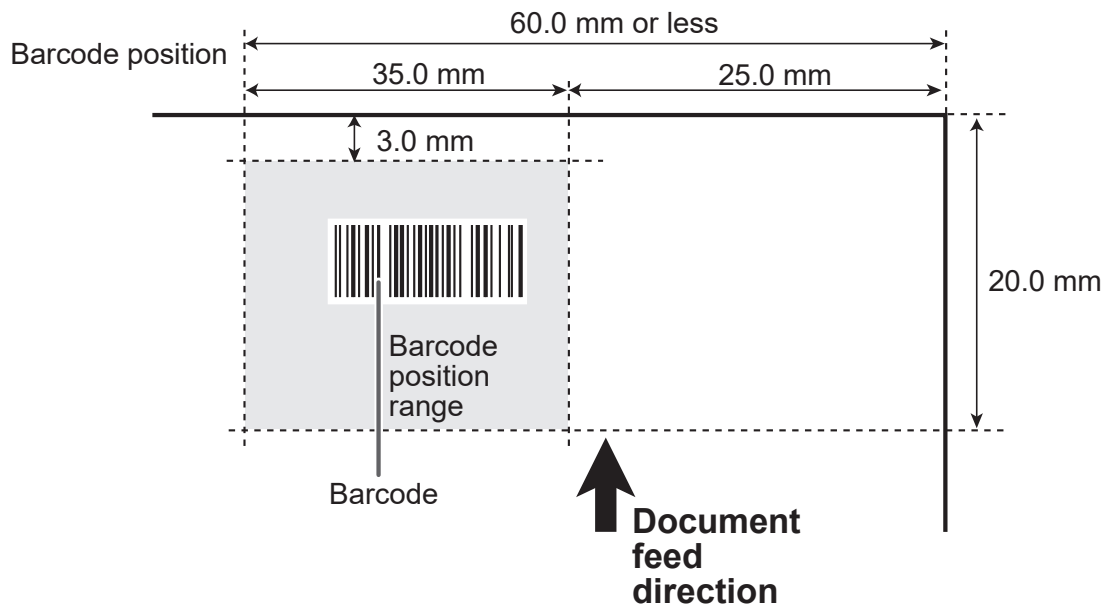
- When there is check digit:

1. Start character *
2. Data of tens digit of a JOB number
(If the JOB number is 21, the data is 2.)
3. Data of ones digit of a JOB number
(If the JOB number is 21, the data is 1.)
4. Check digit
(If the JOB number is 21, the data is 3.)
5. Stop character *



If the JOB number is 21

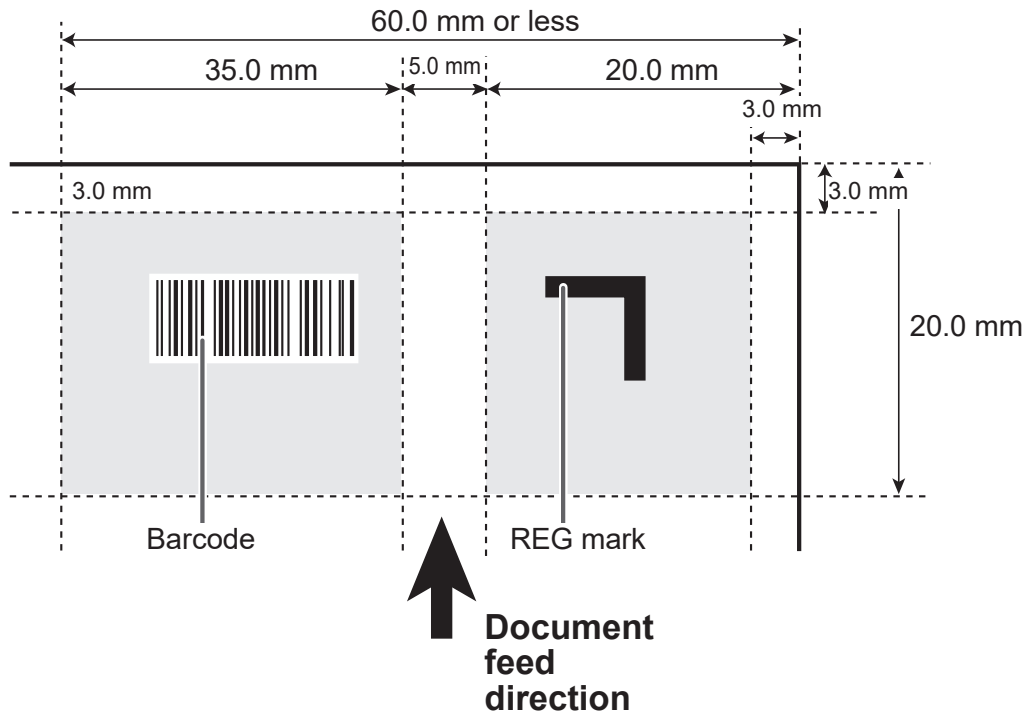
Barcode position



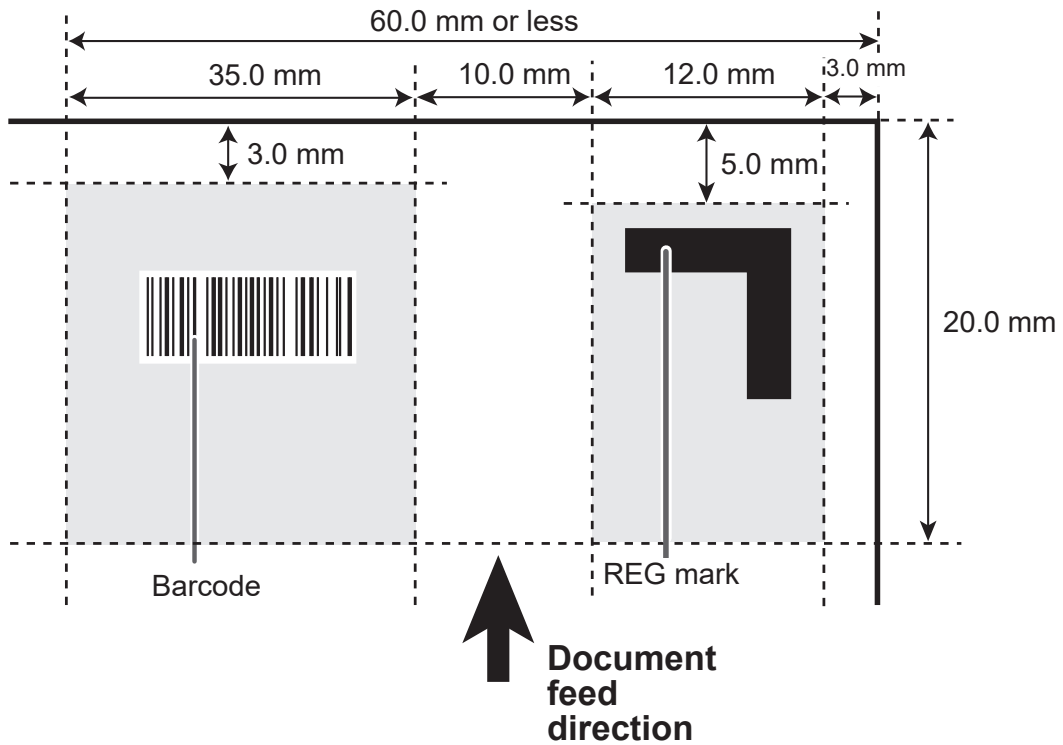
Before Using This Machine

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

- When **REG Mark Spec** is set to **Standard**:

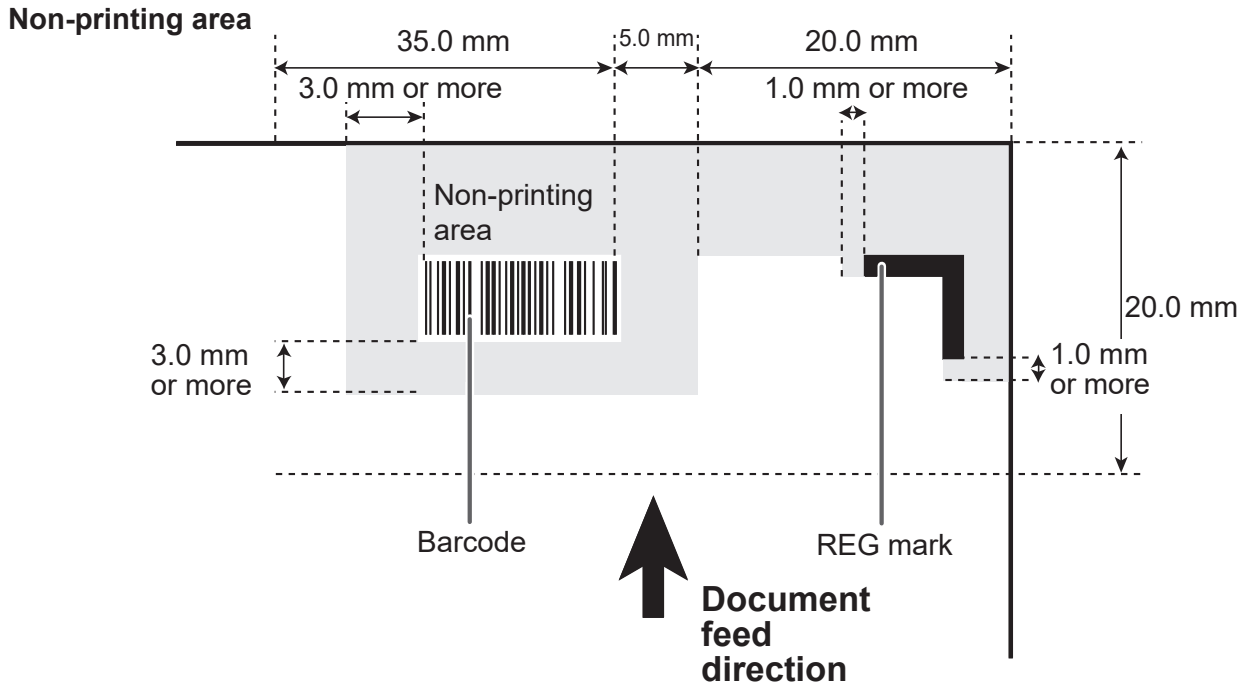


- When **REG Mark Spec** is set to **Bold**:



A REG mark or a barcode located out of the specified printing area cannot be detected properly.

Take account of the possible variation in the printed position of a REG mark and a barcode when they are arranged on the document.



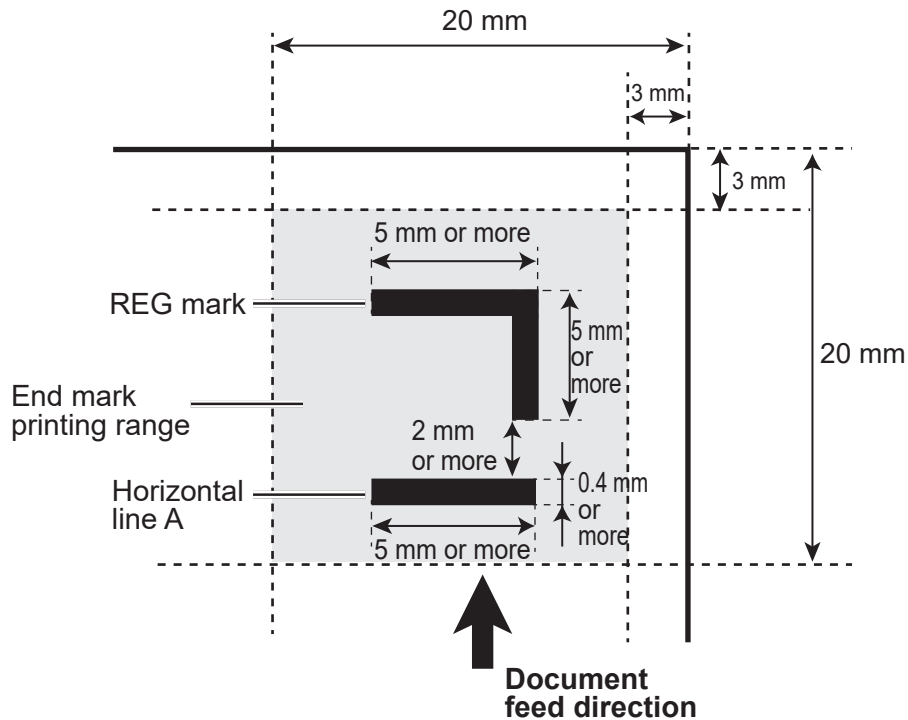
Make sure that no part of the image to be printed enters the gray-colored area.
Make sure that no other printings than a REG mark or a barcode enters the gray-colored area.

End Mark

• Shape and position of end mark

An end mark consists of a REG mark from the document lead edge and a horizontal line **A** as shown in the figure below.

If the end mark is not printed properly, the machine does not operate normally.

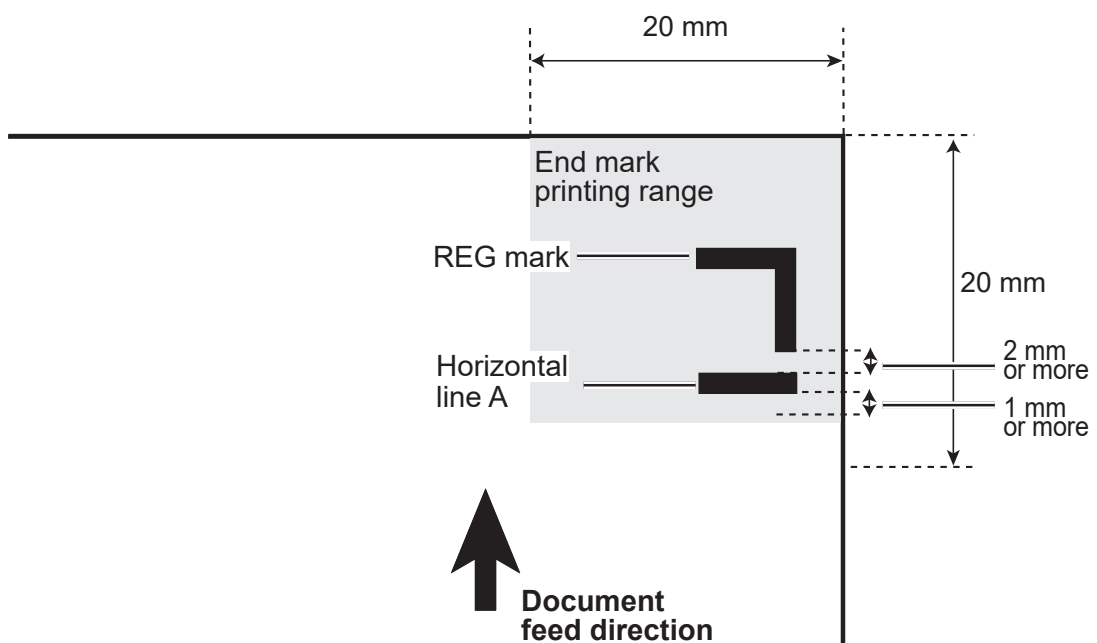


• Notes on end mark printing area

Nothing should be printed in the following range:

- between the document lead edge and the REG mark
- between the REG mark and the horizontal line **A** (2 mm or more)
- 1 mm or more after the horizontal line **A**

No printing should enter into the gray-colored area.



Chapter 2

Programming a JOB

This chapter describes how to program a JOB, make function settings, and adjust each function.

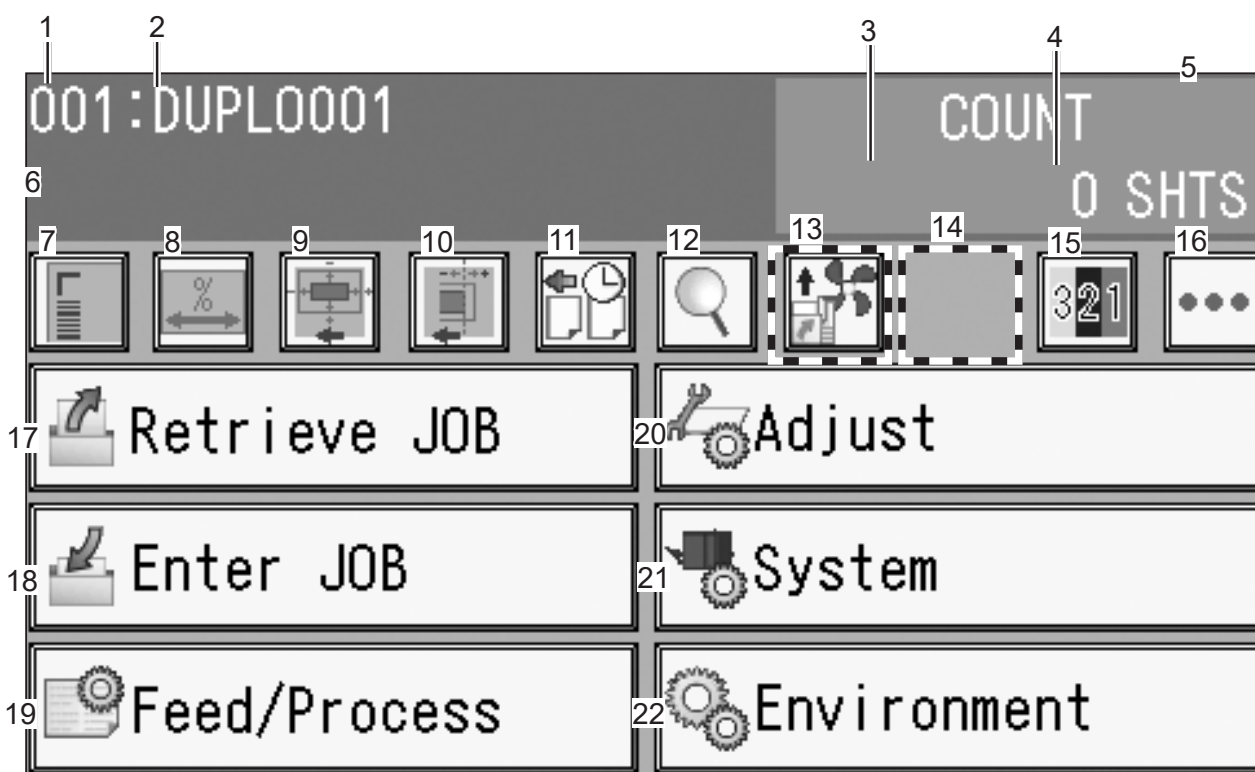
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Before Programming a JOB

Standby Screen



No.	Name	Function
1	JOB number	Displays the JOB number currently selected.
2	JOB name	Displays the JOB name currently selected.
3	Counter	Displays the number of document sheets processed with the JOB (Continuous processing). Displays the number of document sheets to be processed when the preset number of sheets is displayed (Preset processing).
4	Preset number of sheets	Displays the maximum number of document sheets to be processed with the JOB. Processing documents with this value displayed is called preset processing . Processing documents without this value displayed is called continuous processing .
5	PC Controller connection	Displayed when the PC Controller is connected to the DC-618.
6	Machine status	Displays the status of the DC-618 after it started operation. (In operation/Pause feeling mode/Batch separation/Card stacker adjustment mode)
7	Read REG Mark Read Barcode	Displayed when Read REG Mark and/or Read Barcode are set. Touching this icon displays the Read REG Mark (Feed - Feed) screen. (→ p.66)
8	Apply Shrinkage	Displayed when Apply Shrinkage is set. Touching this icon displays the Apply Shrinkage (Adjust - Apply Shrinkage) screen. (→ p.70)
9	Adjust All	Displayed when Adjust All is set. Touching this icon displays the Adjust All (Adjust - Adjust All) screen. (→ p.70)

No.	Name	Function
10	Last Cut Adj.	Last Cut Adj. is set in the JOB currently selected. Touching this icon displays the Last Cut Adj. (Adjust - Last Cut Adj.) screen. (→p.70)
11	Batch Separation	Displayed when Batch Separation is set. Touching this icon displays the Batch Separation (System - Exit) screen. (→ p.73)
12	Details	Touching this icon displays the details of the JOB. (→ p.29)
13	Shortcut 1	Displays an icon the function of which is set in Shortcut . Touching this icon displays the screen on which the function is set. (→p.81)
14	Shortcut 2	
15	Status	Displays the type and the crease depth (Standard/Wide) of the modules that are installed in slot 2 and slot 3 .
16	Other functions	Enables you to select Cleaning Mode . (→ p.113 Cleaning the Conveyance Rollers)
17	Retrieve JOB	Retrieves a saved JOB. (→ p.58 Processing Documents by Retrieving a Saved JOB (in Chapter 3 <u>Basic Operation</u>))
18	Enter JOB	Enter and change settings for a JOB with this. (→ p.37)
19	Feed/Process	Makes settings for the followings: Air Knife, Suction Power, Blow Fan, Side Air (option), Read REG Mark, REG Mark Spec, Read REG, Read Barcode, Barcode Digit, Cut Trim Setting, Trail Cut Mode, Crease Depth, Slitter Guide (→ p.66)
20	Adjust	Makes settings for the followings: Cutter Speed, Speed, Apply Shrinkage, Adjust All, Last Cut Adj. (→ p.70)
21	System	Make settings for the followings: Double Feed Detection, Feeder Capacity, Batch Separation, Gap Timing, Stack Priority, Waste Box Area (→ p.73)
22	Environment	Make settings for the followings: Buzzer, LCD Luminance, Select Unit, Basic Mode, Language, Modules, Category Name, User Size, Standard Size, Shortcut (→ p.77)

- Touching the  **details** icon (12) displays the details of the JOB selected.
Touching the  **return** icon returns to the **standby** screen.

Info: **Name** (JOB name), **Category**, **Document Size**, **REG Mark**



Slit: Slit details

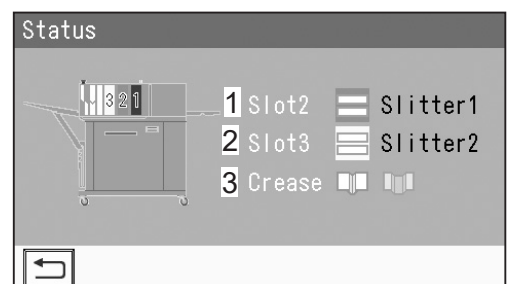
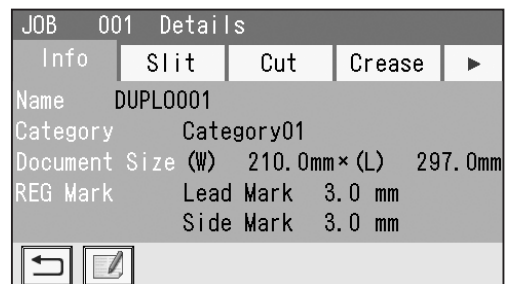
Cut: Cut details

Crease: Crease details

Settings: Function settings saved in the JOB

Modules: Modules to process the JOB retrieved

- Touching the  **status** icon (15) displays the type of module installed in slot 2 and slot 3.
Also, **Crease** displays crease depths (Wide, Standard).
Touching the  **return** icon returns to the **standby** screen.



Enter JOB Screen

The screenshot shows the 'Enter JOB' screen with the following elements:

- Job List:** A table with columns for JOB number and JOB name.

JOB number	JOB name	Module in slot 3	Module in slot 2
001	DUPLO001	[Slitter icon]	[Slitter icon]
002	DUPLO002	[Slitter icon]	[Slitter icon]
003	DUPLO003	[Slitter icon]	[Slitter icon]
004	DUPLO004	[Slitter icon]	[Slitter icon]
005	DUPLO005	[Slitter icon]	[Slitter icon]
- Bottom Toolbar:**
 - Return:** A curved arrow icon pointing left.
 - JOB entry:** A notepad and pencil icon.
 - JOB delete:** A trash can icon.
 - JOB lock:** A padlock icon.
 - Copy:** A document icon.
 - Details:** A magnifying glass icon.
- Navigation Arrows:**
 - ▲▲▲:** Jobs of the 50th to 55th behind are displayed.
 - ▲:** The previous five JOBS are displayed.
 - ▼:** The next five JOBS are displayed.
 - ▼▼▼:** JOBS of the 50th to 55th ahead are displayed.

Return
 Touching the return icon returns to the previous screen.

REFERENCE

Module icon

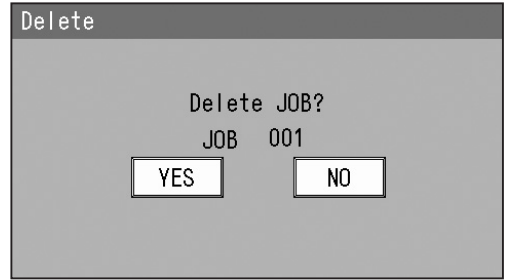
: Slitter module


-  : JOB delete function

This function deletes a JOB from the memory. Select a JOB number and touch the **JOB delete** icon.

YES: The selected JOB is deleted and the **Enter JOB** screen reappears.

NO: The **Enter JOB** screen reappears without deleting the selected JOB.

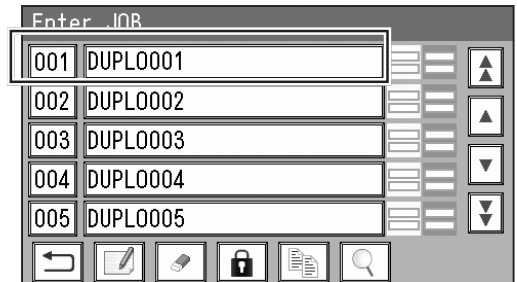


-  : JOB lock function

This function locks a JOB so that the selected JOB is not overwritten or deleted.

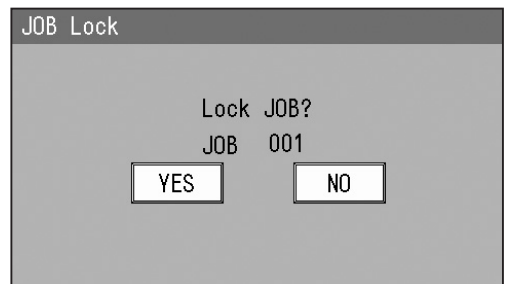
- Select a JOB number and touch the **JOB lock** icon.

(The figure on the right shows JOB001 as an example.)

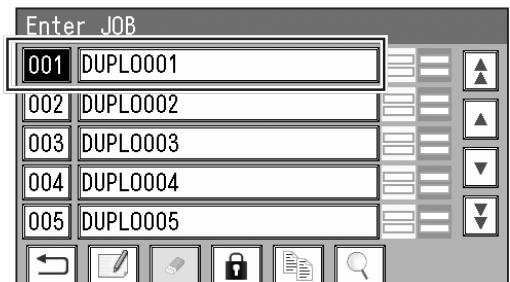


- YES:** The selected JOB is locked and the **Enter JOB** screen reappears.

NO: The **Enter JOB** screen reappears without locking the selected JOB.



- The number of the locked JOB is highlighted.



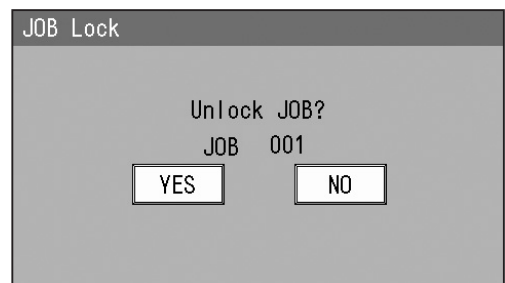
REFERENCE

To unlock the JOB:


- Select a JOB to be unlocked on the **Enter JOB** screen and touch the **JOB lock** icon.
- The screen on the right appears.

YES: The selected JOB is unlocked and the **Enter JOB** screen reappears.

NO: The **Enter JOB** screen reappears without unlocking the selected JOB.

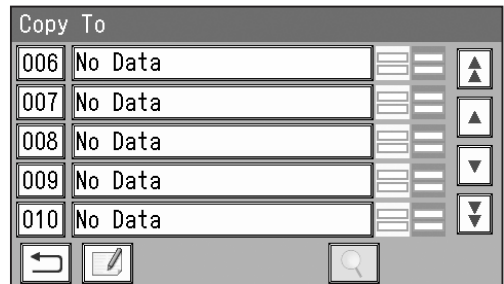



Before Programming a JOB

-  Copy function

This function makes a copy of a JOB.
Select a JOB and touch the **copy** icon.
The **Copy To** screen appears.


1. Select a JOB number in which the copied JOB is saved and touch the **JOB entry** icon.
No Data is displayed for the number in which no JOB is programmed.



: JOBS of the 50th to 55th behind are displayed.


: The previous five JOBS are displayed.

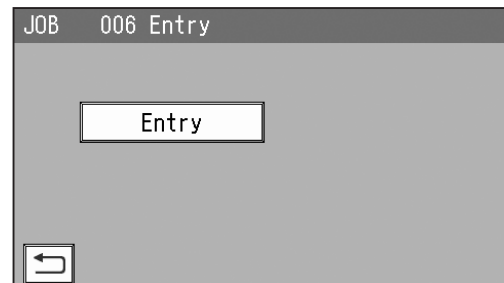
: The next five JOBS are displayed.

: JOBS of the 50th to 55th ahead are displayed.


2. Touch **Entry**.

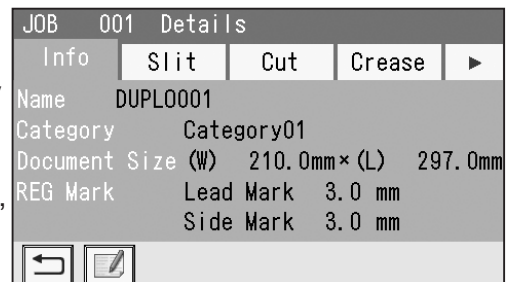
After the JOB is saved, the **Enter JOB** screen reappears.

Touching the  **return** icon returns to the previous screen without saving the selected JOB.



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

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



Info: Name (JOB name), **Category**, **Document Size**, **REG Mark**

Slit: Slit details

Cut: Cut details

Crease: Crease details

Settings: Function settings saved in the JOB

Modules: Modules to process the JOB retrieved

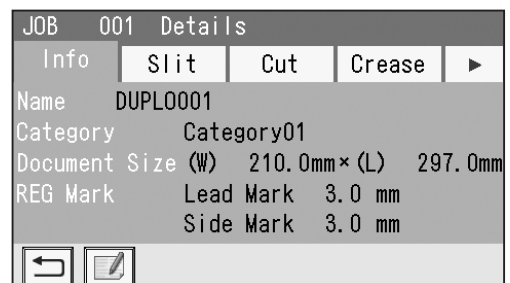
1. **Info**

Name: JOB name

Category: A group in which a JOB is saved

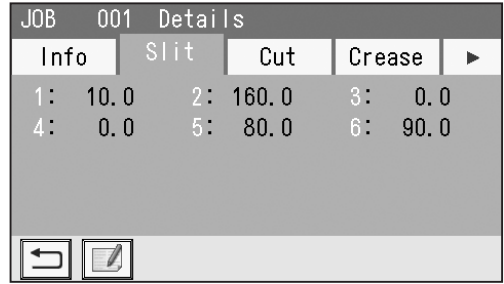
Document Size: A document size saved

REG Mark: Positions of **Lead Mark** and **Side Mark**



2. **Slit**

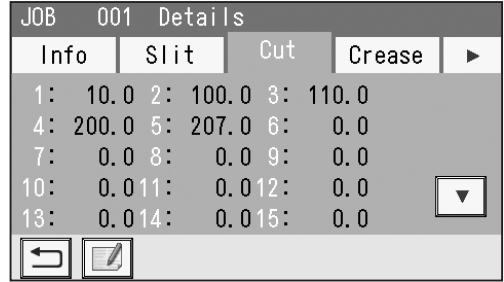
Slit details (slit positions) are displayed.



3. **Cut**

Cut details (cut positions) are displayed.

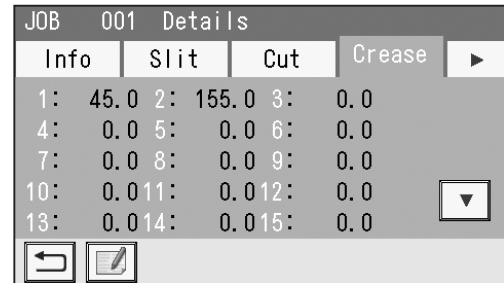
Touching the ▼ icon displays cut 16 to cut 30.



4. **Crease**

Crease details (crease positions) are displayed.

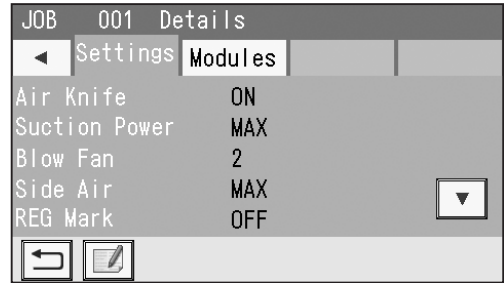
Touching the ▼ icon displays crease 16 to crease 20.



5. **Settings**

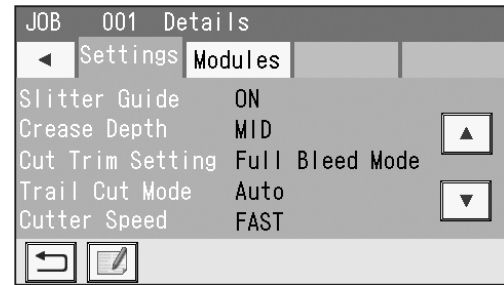
Details of the settings for the JOB selected are displayed.

- Air Knife**
- Suction Power**
- Blow Fan**
- Side Air** (option)
- REG Mark**



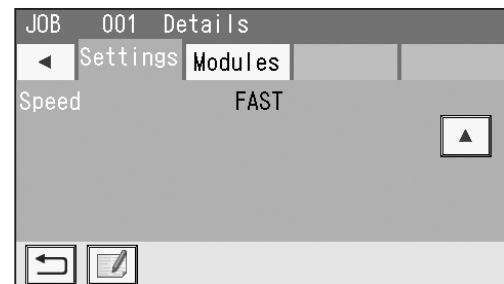
Touching the ▼ icon displays the following items on the next page.

- Slitter Guide**
- Crease Depth**
- Cut Trim Setting**
- Trail Cut Mode**
- Cutter Speed**




Touching the ▼ icon displays the following items on the next page.

- Speed**



Before Programming a JOB

Touching the  icon displays the following items on the next page.

Apply Shrinkage

Adjust All

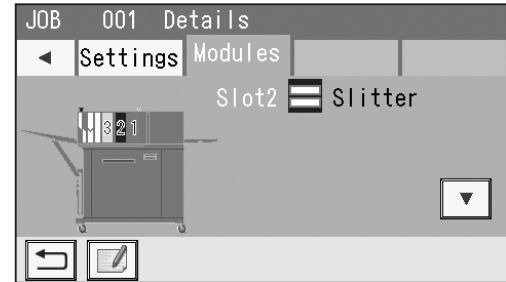
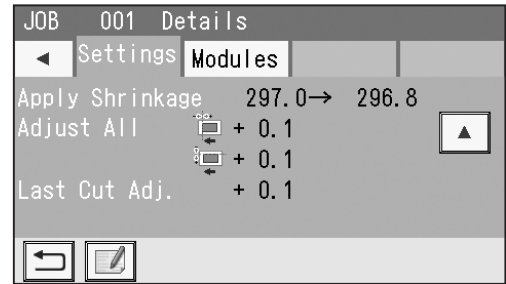
Last Cut Adj.


REFERENCE

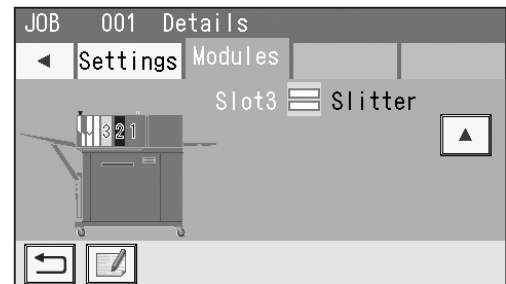
The details of **Apply Shrinkage**, **Adjust All**, and/or **Last Cut Adj.** are displayed only when either of them is programmed in the JOB with **Adjust**.
(→ p.70)

6. Modules

The module installed in slot 2 for the JOB selected is displayed.



Touching the  icon displays the module installed in slot 3 for the JOB selected.



The DC-618 can save up to 250 JOBS.
Before programming a JOB, precisely measure processing positions in mm or inch.
Read the procedure thoroughly to program a JOB properly.

The following items are required to be entered to program a JOB.

JOB number

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

JOB Name

Enter a JOB name with the NUMERIC keys. You can enter up to 50 letters/characters.

Width

Enter a width of a document.

Length

Enter a length of a document.

Lead Mark (REG Mark)

When using the REG mark reading function, enter the distance between the lead edge of the document and the REG mark.

Side Mark (REG Mark)

When using the REG mark reading function, enter the distance between the right edge of the document and the REG mark.

Crease

Enter the distance between the lead edge of a document and each crease position.
You can make settings for up to 20 positions to crease on one document.

Slit

Enter the distance between the right edge of a document and each slit position.
You can make settings for up to 6 positions to slit on one document.

Cut

Enter the distance between the lead edge of a document and each cut position.
You can make settings for up to 30 positions to cut on one document.

Air Knife

Compressed air is blown out from the front of documents to loosen them. This prevents a double feed.

Suction Power

A document is fed by being suctioned with the suction fan.
When processing light weight documents, set this to **MIN** to prevent document jams.

Blow Fan

Air is blown out from the front of documents to loosen them. This prevents a double feed.

Side Air (option)

This blows air out from the side of documents to loosen them, preventing a double feed.

REG Mark

Reading the REG mark improves accuracy of a cutting position.

Before Programming a JOB

Slitter Guide

When no slitters are in use, these slitters act as document guides to stabilize the document conveyance.

Recommended for light weight documents.

Crease Depth

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

Cut Trim Setting

The lead margin, the trail margin, and any gutter cuts are chopped up and dropped into the waste box. If there is no lead margin or trail margin on the document, select **No Bleed Mode**.

REFERENCE

About Cut Trim Setting:

Full bleed mode: Chops up the area ahead of the first cut position, the area behind the last cut position, and gutters of 48.9 mm or shorter, then drops them into the waste box.

No bleed mode: Chops up gutters of 48.9 mm or shorter and drops them into the waste box.

Process All: All of the cut pieces are ejected to the exit tray.

Chops up gutters shorter than 30.0 mm and drops them into the waste box. After the last cut, gutters shorter than 60.0 mm are chopped up.

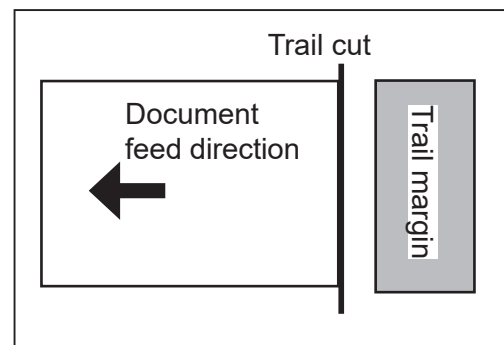
If the distance between the last cut and the trail edge of the document is less than 60.0 mm with REG mark reading or the adjustment with **Adjust All** performed, it is also regarded as margin and chopped up.

Trail Cut Mode

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

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.



Cutter Speed

This sets cutting speed.

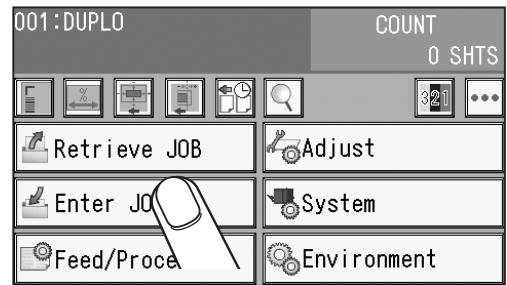
Speed

This sets processing speed.

JOB Entry


Wizard

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



- 2 The **Enter JOB** screen is displayed. Touch the **JOB name** of a **JOB number** to be programmed and touch the **JOB entry** icon. One touch of the JOB number proceeds to step 3.

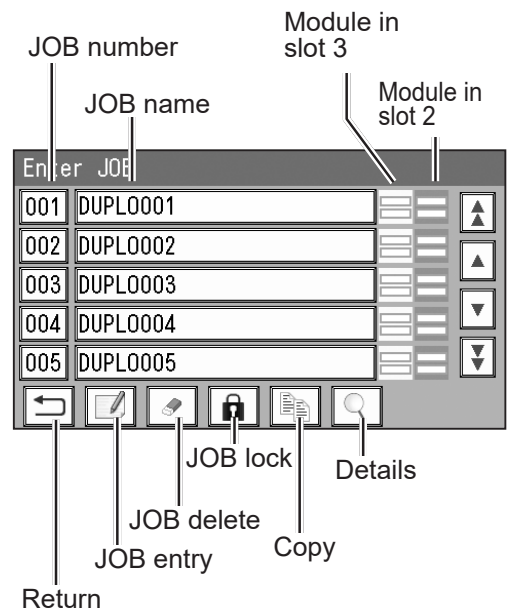
- ▲▲: JOBs of the 50th to 55th behind are displayed.
- ▲: The previous five JOBs are displayed.
- ▼: The next five JOBs are displayed.
- ▼▼: JOBs of the 50th to 55th ahead are displayed.

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

REFERENCE

Module icon


-  : Slitter module





JOB Entry

- 3** Enter a JOB name.
Enter a JOB name by touching numerals and letters.

A/a: This switches between the capital letters and the small letters.


 **Delete** icon: This deletes one character.

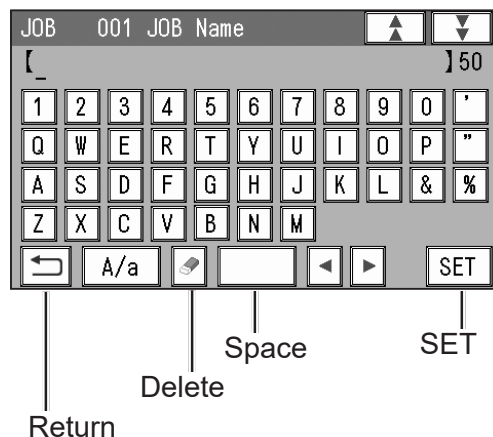
: This moves the cursor leftward.
(arrow (left) icon).

: This moves the cursor rightward.
(arrow (right) icon).

Touching the space key makes a space between characters/letters.

When you have finished entering a JOB name, touch **SET**.

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



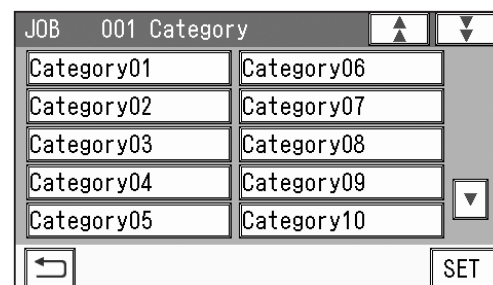
- 4** Select a category in which the programmed JOB is saved. Touch **SET**.

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

REFERENCE

You can retrieve a saved JOB by **Category** under **Retrieve JOB**.

You can change the category name in **Environment**.



- 5** **JOB Programming**

Touch **Wizard**.

Wizard: This helps you program a JOB in a user size in a simple way.

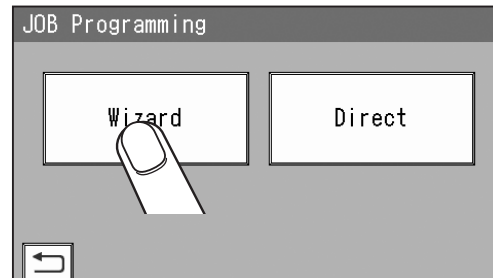
Direct: This programs a JOB by entering a value of each item.

REFERENCE

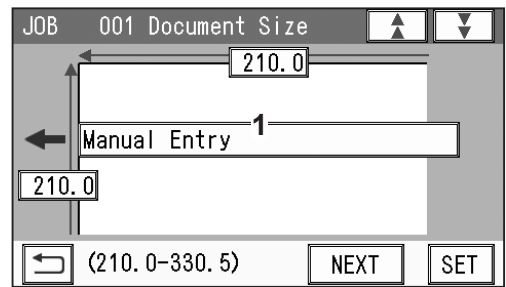
You cannot reprogram the following JOBS in **Wizard**:

- A JOB programmed in **Direct**
- A JOB saved in **Wizard** and edited in **Direct**
- A JOB saved in **Wizard** by using the PC Controller

Save a new JOB as a different JOB number or clear the JOB already saved and then save the new one.



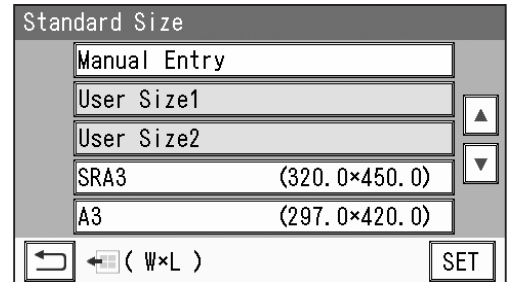
6 Document Size
1. Touch **1** (**Manual Entry**).



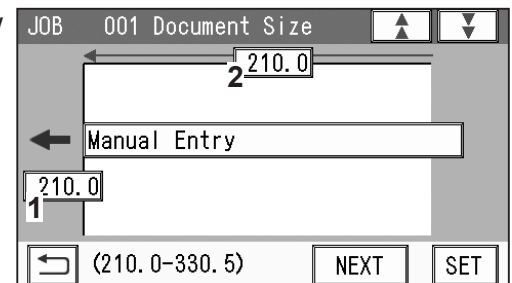
2. Select a document size.
Touching the ▲/▼ icon displays different document sizes.
Touch **SET** to set the selection.

REFERENCE

To select **User Size1** or **User Size2**, set **User Size** under **Environment** in advance.

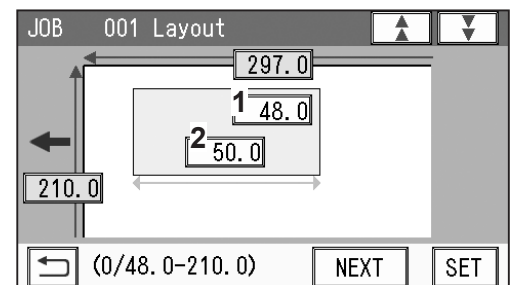


3. If you have selected **Manual Entry** in step 2, follow these steps to set the document size.
For document sizes other than **Manual**, go to step 6-4.
Touch **1** and enter the document width with the NUMERIC keys.
Touch **2** and enter the document length with the NUMERIC keys.

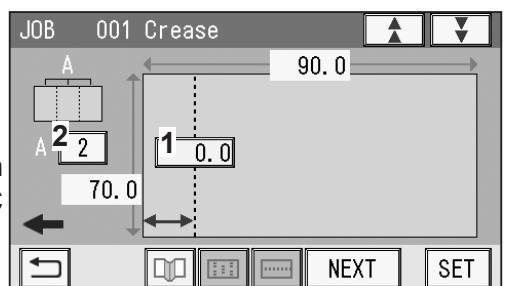


4. Touch **NEXT**.

7 Layout
Enter the width of the finished product in **1** with the NUMERIC keys and touch **SET**.
Enter the length of the finished product in **2** with the NUMERIC keys.
Touch **NEXT**.



8 Crease
Touch **1** and enter the distance from the lead edge of the finished product to the position of Crease1 with the NUMERIC keys.
To allocate creases evenly on finished products, touch **2** and enter the number of creases with the NUMERIC keys. Then touch **SET**.
(You can set two to seven creases evenly.)
Touch **NEXT**.

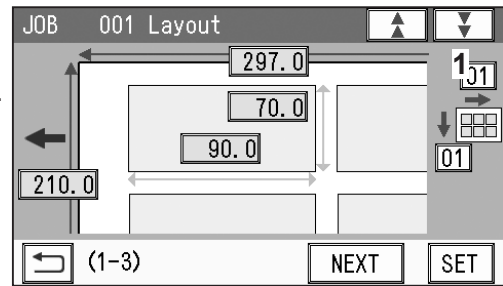


REFERENCE

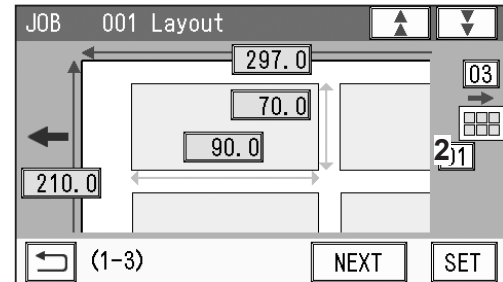
You can set up to six creases on one finished product.
You can set up to 20 creases on one document.
To set seven or more creases on one finished product, select **Direct**.

JOB Entry

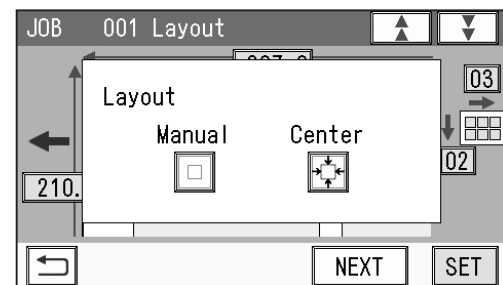
- 9 Layout**
Enter the number of finished products in a length direction in **1** with the NUMERIC keys and touch **SET**.



Enter the number of finished products in a width direction in **2** with the NUMERIC keys.
Touch **NEXT**.

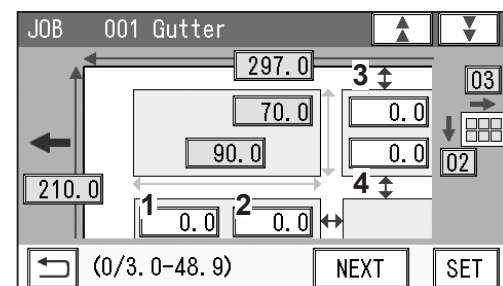


- 10 Layout - Layout**
Select and touch a layout of the finished product out of **Manual** or **Center**.
Manual: Enables you to manually enter values of the lead margin, a gutter cut, a gutter slit, and the right margin to set a layout of the finished product.
Go to step 11.

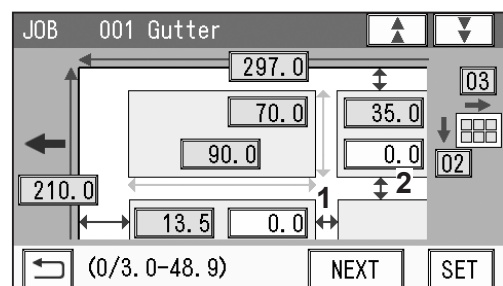


Center: Automatically sets a layout of the finished product in the center of the document.
Automatically makes settings for the lead margin and the right margin by entering values for a gutter cut and a gutter slit.
Go to step 12.

- 11 Gutter (Layout - Manual)**
1. Enter a value for the lead margin with the NUMERIC keys and touch **SET**.
 2. Enter a value for a gutter cut with the NUMERIC keys and touch **SET**.
 3. Enter a value for the right margin with the NUMERIC keys and touch **SET**.
 4. Enter a value for a gutter slit with the NUMERIC keys and touch **SET**.
Touch **NEXT** and go to step 13.



- 12 Gutter (Layout - Center)**
1. Enter a value for a gutter cut with the NUMERIC keys and touch **SET**.
 2. Enter a value for a gutter slit with the NUMERIC keys and touch **SET**.
Touch **NEXT**.



5. REG Mark

When using the REG mark reading function, select and touch **ON**. When not using this function, select and touch **OFF**.

You can select **ON** or **OFF** only when a REG Mark position is set.

When you have completed the setting in **Settings-1**, touch **SET**.

15

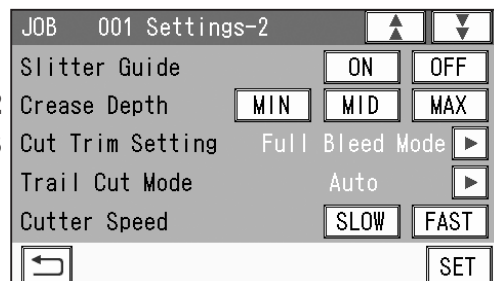
Settings-2

1. 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.

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

Select and touch **ON** or **OFF**.



2. Crease Depth

Select and touch **MIN**, **MID**, or **MAX**.

Select **MAX** for heavy weight documents and **MIN** for light weight documents.

You can select a crease depth only when crease positions are set.

3. Cut Trim Setting

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

Touch ◀ / ▶ icon to 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.

The trail margin shorter than 60.0 mm is chopped up and dropped into the waste box.

If a document is processed without either of the lead margin or the trail margin, make sure to select **No Bleed Mode**.

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.

Trail margin shorter than 60.0 mm is chopped up and dropped into the waste box.

REFERENCE

About Cut Trim Setting:

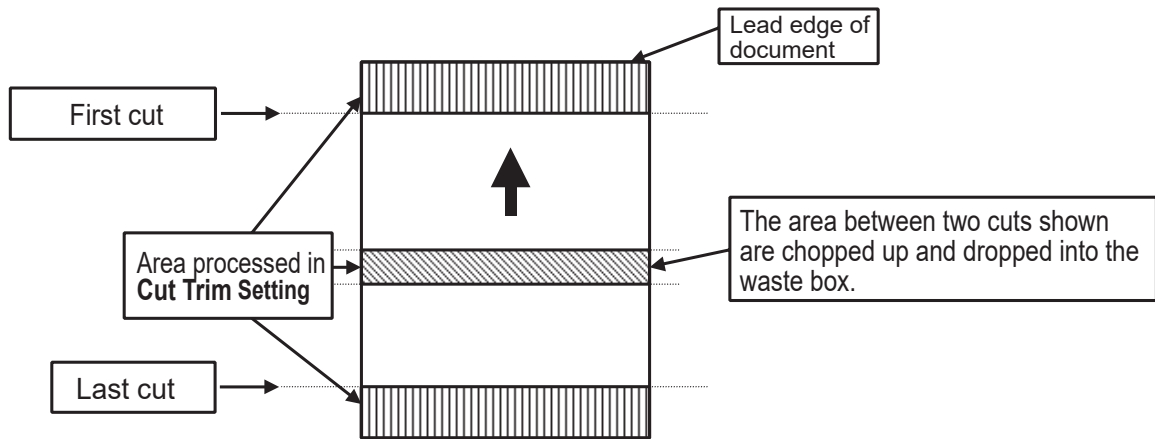
Full bleed mode: Chops up the area ahead of the first cut position, the area behind the last cut position, and gutters of 48.9 mm or shorter, then drops them into the waste box.

No bleed mode: Chops up gutters of 48.9 mm or shorter and drops them into the waste box.

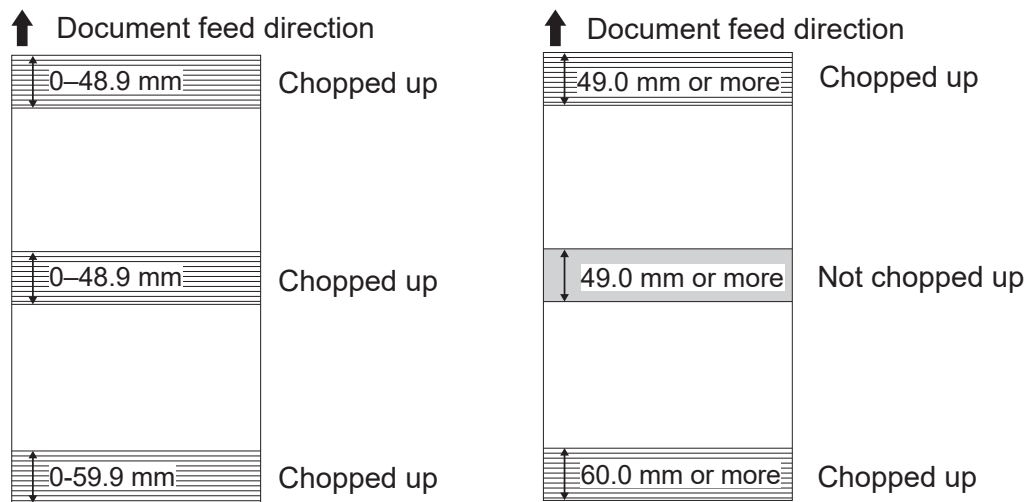
Process All: All of the cut pieces are ejected to the exit tray.

Chops up gutters shorter than 30.0 mm and drops them into the waste box. After the last cut, the gutters shorter than 60.0 mm are chopped up.

If the distance between the last cut and the trail edge of the document is less than 60.0 mm with REG mark reading or the adjustment with **Adjust All** performed, it is also regarded as margin and chopped up.

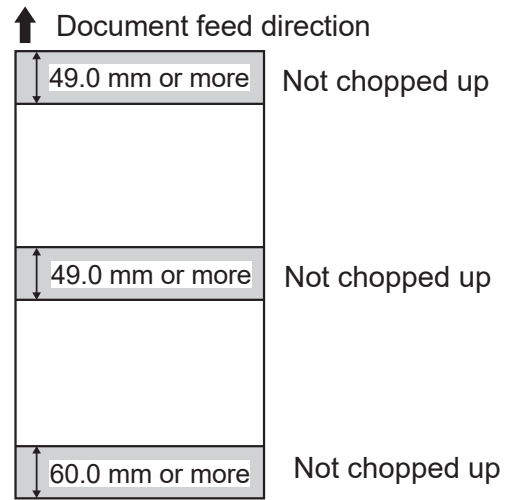
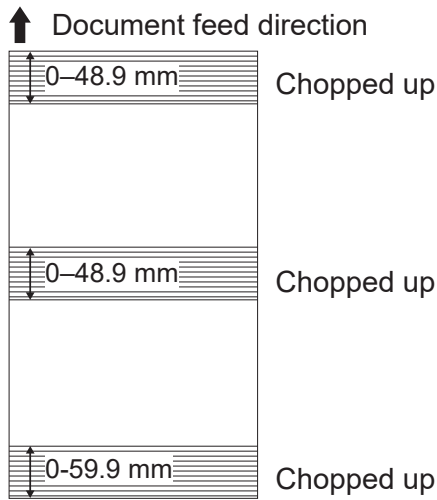


Full Bleed Mode

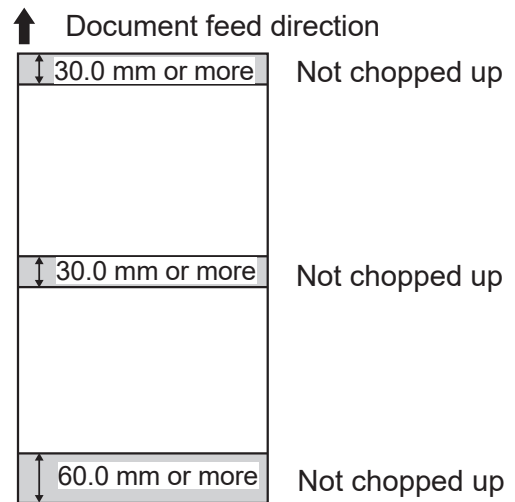
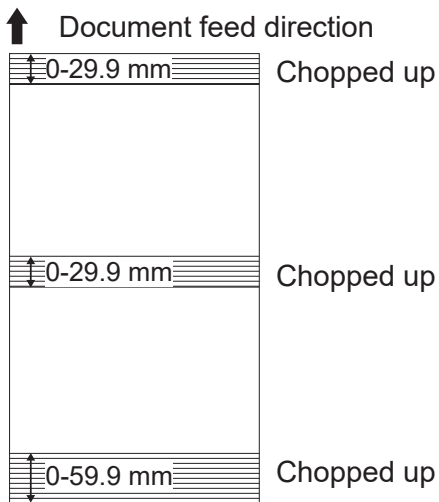


JOB Entry

No Bleed Mode



Process All



4. Trail Cut Mode

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

Touch the ◀ / ▶ icon to select **Auto** or **OFF**.

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

OFF: No dummy cut is performed.

REFERENCE

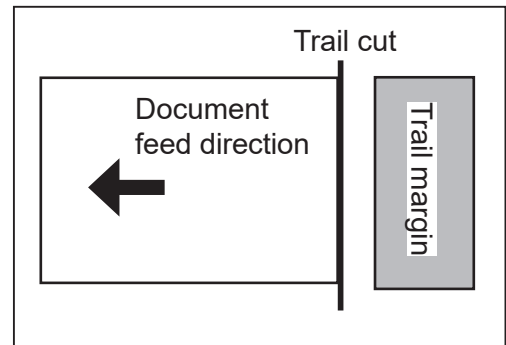
- Dummy Cut:

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.



5. Cutter Speed

Select cutter speed out of **SLOW** or **FAST**.

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

When you have completed the setting in **Settings-2**, touch **SET**.

16 Settings-3

1. Speed

Select processing speed out of **SLOW** or **FAST**.

When you have completed the setting in **Settings-3**, touch **SET**.



17 Settings-4

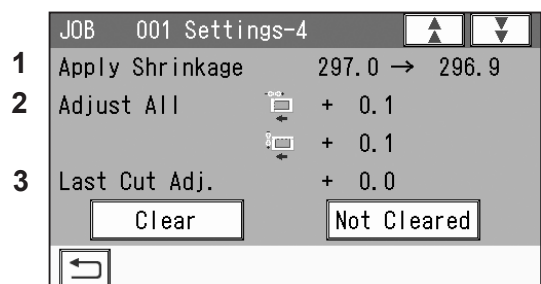
The details of **Apply Shrinkage**, **Adjust All**, and/or **Last Cut Adj.** are displayed only when either of them is programmed in the JOB with **Adjust**. (→ p.70)

Check the details of **1 Apply Shrinkage**, **2 Adjust All**, and **3 Last Cut Adj.**

Touch **Clear** to clear the settings.

Touch **Not Cleared** not to clear the settings.

Touch the ▼ icon.



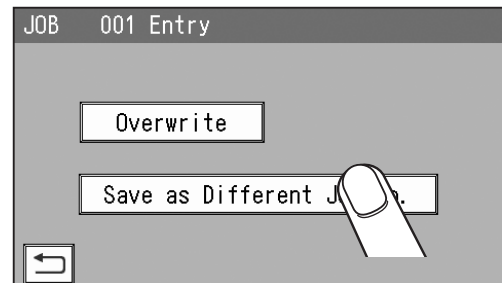
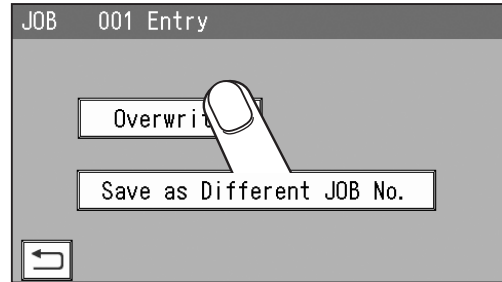
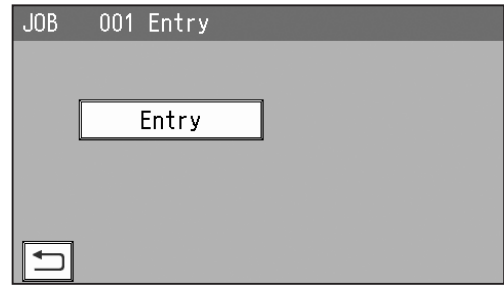
JOB Entry

- 18** Touch **Entry**.
It saves the settings currently programmed and returns to the **standby** screen.

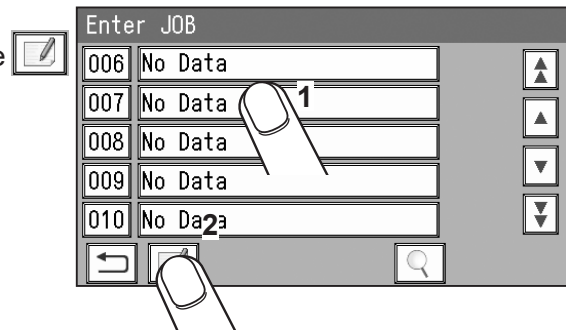
REFERENCE

- If you are selecting an already saved JOB and overwrite it, touch **Overwrite**.
It saves the settings currently programmed and returns to the **standby** screen.

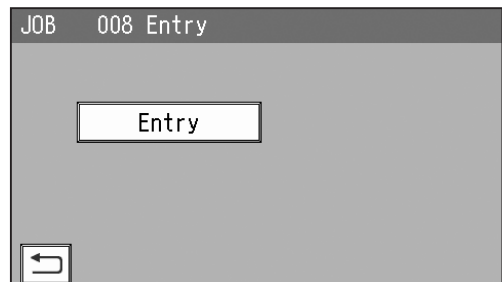
- To save the settings as a different JOB number, touch **Save as Different JOB No.**



1. The **Enter JOB** screen is displayed.
Touch a **JOB name** to save and then touch the **JOB entry** icon.



2. Touch **Entry**.
It saves the settings currently programmed and returns to the **standby** screen.



Direct - Advanced Mode

There are two programming modes in **Direct**, **Advanced Mode** and **Simple Mode**. Under the **Environment - Environment** screen, select **Advanced Mode** for **Basic Mode**. (→ p.77 4. Basic Mode)

Advanced Mode:

Specify modules to install in slot 2 to slot 3 and set processing positions of each module. The **margin slitter module** is selected for slot 1.

If the **slitter modules** are installed in slot 2 and slot 3, you can process up to six slits on a document.

Slit1 to **Slit6** are displayed on the touch panel. Enter slit positions alternately side to side in order of slitters along the document feed direction. Entering **0** finishes the entry.

* You may not be able to enter some slits depending on the modules installed in slot 2 or slot 3.

- 1 Follow steps 1 to 4 in Wizard. (→ p.37)

REFERENCE

The settable values are displayed in the lower left part of the screen.

- 2 **JOB Programming**

Touch **Direct**.

Wizard: This helps you program a JOB in a user size in a simple way.

Direct: This programs a JOB by entering a value of each item.

REFERENCE

You cannot reprogram the following JOBS:

- A JOB programmed in **Direct**
- A JOB saved in **Wizard** and edited in **Direct**.

Save a new JOB as a different JOB number or clear the JOB already saved and then save the new one.

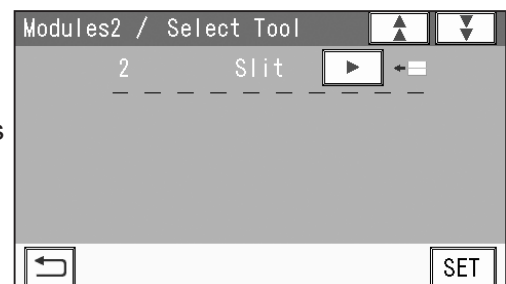


- 3 **Module (Slot2) / Select Tool**

Touch the ◀ / ▶ icon to select **Slit** or **Standard** for a module in slot 2. Touch **SET**. (No module which is not programmed by a service person when installed is displayed.)

REFERENCE

When only **slitter module** is installed, this screen does not appear.

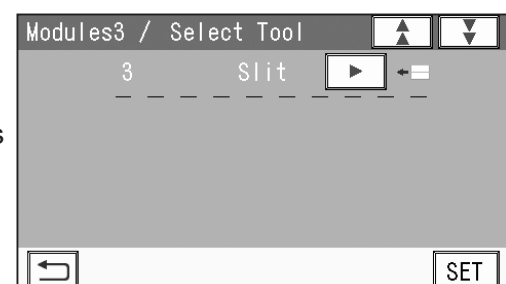


- 4 **Module (Slot3) / Select Tool**

Touch the ◀ / ▶ icon to select **Slit** or **Standard** for a module in slot 3. Touch **SET**. (No module which is not programmed by a service person when installed is displayed.)

REFERENCE

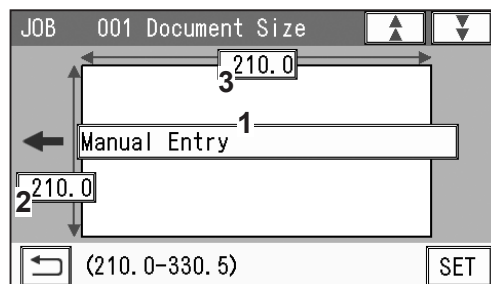
When only **slitter module** is installed, this screen does not appear.



JOB Entry

5 Document Size

1. Touch **1** (**Manual Entry**).

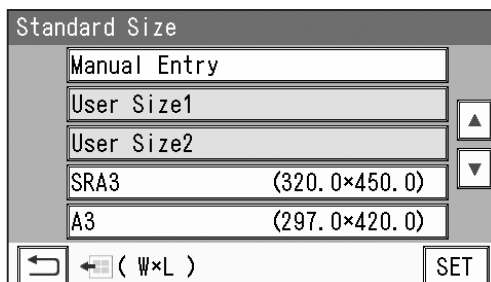


2. Select and touch a document size and then touch **SET**.

Touching the ▲ / ▼ icon displays other document sizes.

REFERENCE

To select **User Size1** or **User Size2**, set **User Size** under **Environment** in advance.



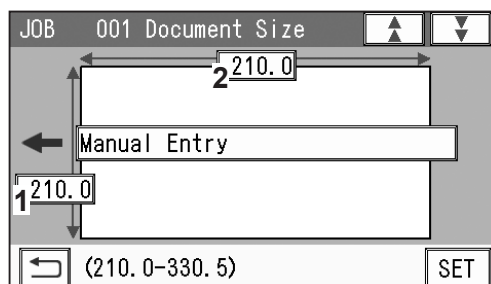
When you select **Manual Entry**, you can enter a document size with the NUMERIC keys as follows:

3. When you have selected **Manual Entry** in step 2, follow these steps to set the document size.

For document sizes other than **Manual**, go to step 5-4.

Touch **1** and enter the document width with the NUMERIC keys.

Touch **2** and enter the document length with the NUMERIC keys.

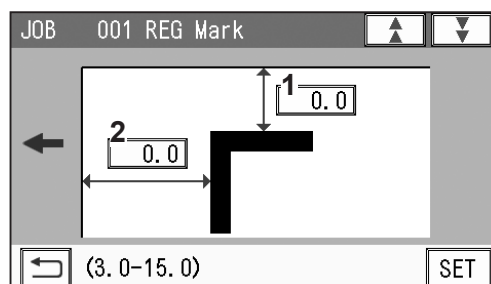


4. Touch **SET**.

6 REG Mark

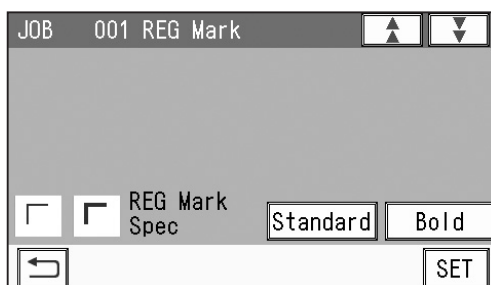
1. Enter the distance between the right edge of the document and the side mark with the NUMERIC keys. Touch **SET**.

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



7 Select and touch **REG Mark Spec** out of **Standard** or **Bold**.

Touch **SET**.



8

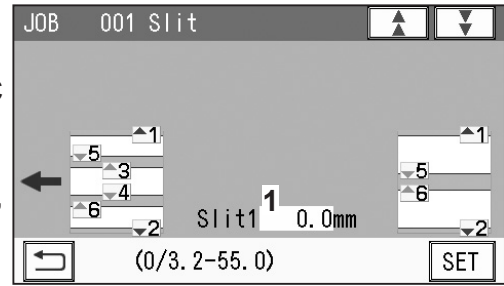
Slit

Set processing positions with a **slitter module**:

Enter a value for a slit position in **1** with the NUMERIC keys. Touch **SET**.

A **margin slitter** is installed in slot 1.

When **slitter modules** are installed in slot 2 and slot 3, the DC-618 can process up to six slits.



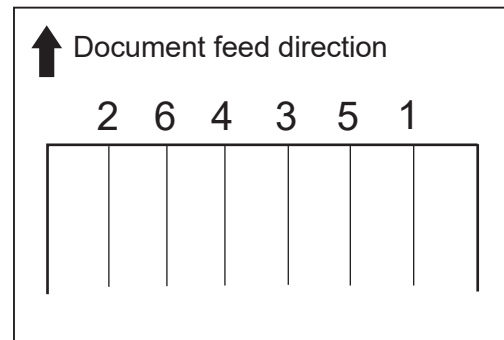
Enter slit positions alternately side to side in order of slitters along the document feed direction. When no slitter is used, enter **0**.

REFERENCE

If gutter slits are programmed in a JOB, enter slit positions so that the tips of the ▲ and the ▼ marks face each other sandwiching the gutters as shown on the screen above. If the ▲ and the ▼ marks do not face each other, the gutters cannot be dropped in the waste box.

REFERENCE

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



9

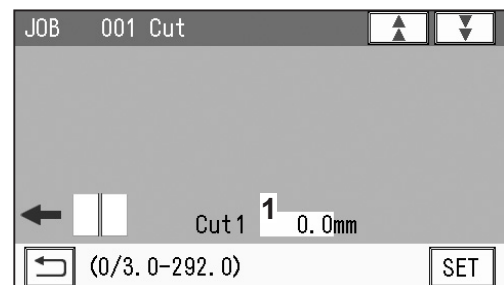
Cut

Set cut positions:

Enter the distance between the lead edge of the document and the first cut position (**1**) with the NUMERIC keys. Touch **SET**.

You can set up to 30 cuts.

If you finish the setting fewer than 30 cuts, enter the last cut position and touch **SET**. Then enter **0** in the next cut position and touch **SET**.



10

Crease

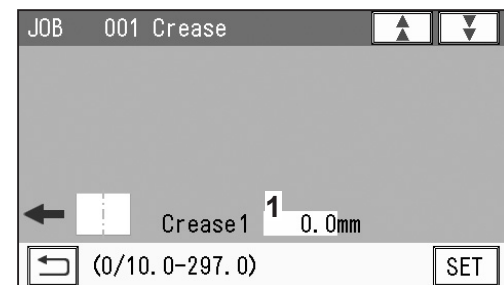
Set crease positions:

Enter the distance between the lead edge of the document and the first crease position (**1**) with the NUMERIC keys. Touch **SET**.

You can set up to 20 creases.

If you finish the setting fewer than 20 creases, enter the last crease position and touch **SET**.

Then enter **0** in the next crease position and touch **SET**.



- 11** For the procedure for setting after this, follow steps 14 to 18 in **Wizard**. (→ p.41)

Direct - Simple Mode

There are two programming modes in **Direct**, **Advanced Mode** and **Simple Mode**. Under the **Environment - Environment** screen, select **Simple Mode** for **Basic Mode**. (→ p.77 4. Basic Mode)

Simple Mode:

When processing positions are entered, optimum slits are automatically programmed according to modules installed in slot 1 to slot 3.

The **margin slitter module** is selected for slot 1.

If the **slitter modules** are installed in slot 2 and slot 3, you can process up to six slits on a document.

SlitA to **SlitF** are displayed on the touch panel. Enter slit positions sequentially from the right side along the document feed direction. Entering **0** finishes the entry.

- 1** Follow steps 1 to 4 in **Wizard**. (→ p.37)

REFERENCE

The settable values are displayed in the lower left part of the screen.

- 2** **JOB Programming**
Touch **Direct**.

Wizard: This helps you program a JOB in a user size in a simple way.

Direct: This programs a JOB by entering a value of each item.

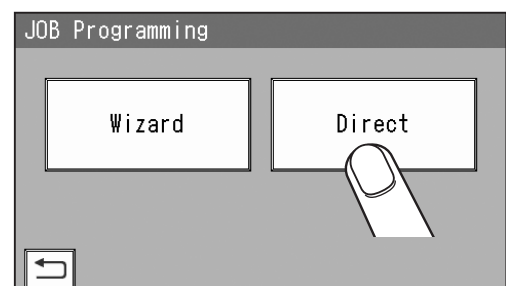
REFERENCE

You cannot reprogram the following JOBS in **Wizard**:

- A JOB programmed in **Direct**
- A JOB saved in **Wizard** and edited in **Direct**
- A JOB saved in **Wizard** by using the PC Controller

Save a new JOB as a different JOB number or clear the JOB already saved and then save the new one.

- 3** Follow steps 5 to 7 in **Direct - Advance Mode**. (→ p.48)



- 4 Slit**
 Set processing positions for a **slitter module**:
 Enter a value for a slit position in **1** with the NUMERIC keys. Touch **SET**.
 A **margin slitter** is installed in slot 1.
 When **slitter modules** are installed in slot 2 and slot 3, the DC-618 can process up to 6 slits.
 Enter processing positions sequentially.

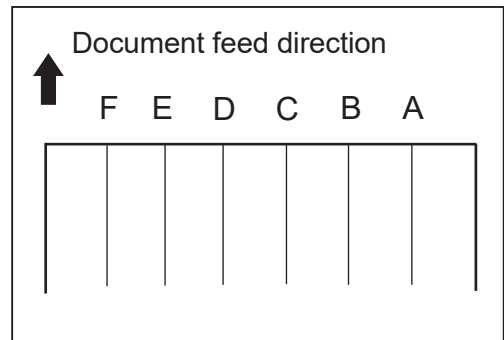


REFERENCE

Simple mode: You can set slit positions in order from the document edge (reference side).

REFERENCE

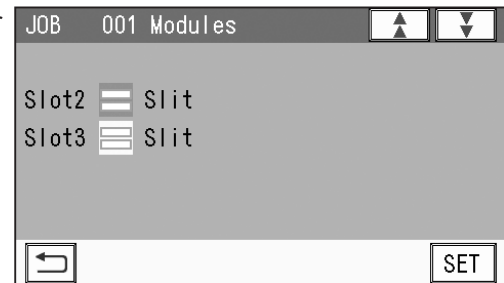
- Entry limit
 Margin slit width: 3.2 to 55.0 mm
 Minimum finished product width: 48.0 mm
 Gutter slit: 5.0 to 15.0 mm



- 5** Follow steps 9 to 10 in **Direct - Advanced Mode**. (→ p.49)

- 6** Follow steps 14 to 17 in **Wizard**. (→ p.41)

- 7** The names of modules installed in slot 2 and slot 3 for the JOB selected are displayed.
 Check them and touch **SET**.



- 8** For the procedure for setting after this, follow step 18 in **Wizard**. (→ p.46)

Error Message

When programming a JOB in **Wizard**:

Message	Status and Solution
Number of slits exceeds the number of slitters usable.	Status: Seven or more slits are entered. Solution: Reduce the number of cards in a width direction. Delete values for gutter slits.
Minimum margin slit 3.2mm from the edge. Change the slitter position.	Status: The slit position is less than 3.2 mm from the document edge. Solution: Re-enter values for slit positions.
The side margin L will be output on the exit tray.	Status: The left margin exceeds the limit (3.2 to 55.0 mm) that a gutter can be dropped. Solution: Re-enter a value for the left margin position. If you do not change the position, the left margin will not be dropped in the waste box and will be ejected to the exit tray.
The side margin R will be output on the exit tray.	Status: The right margin exceeds the limit (3.2 to 55.0 mm) that a gutter can be dropped. Solution: Re-enter a value for the right margin position. If you do not change the position, the right margin will not be dropped in the waste box and will be ejected to the exit tray.
Cannot position specified number of cards crosswise	Status: The number of the finished products in a width direction exceeds the limit. The number of the card that can be entered is displayed. Solution: Re-enter values within the displayed number of the cards that can be entered.
The gutter slit wastes come out on the stacker.	Status: The gutter slit exceeds the limit (5.0 to 15.0 mm) that a gutter can be dropped. Solution: Re-enter values for gutter slits within the limit.
Number of cuts exceeds the spec.	Status: The number of cuts exceeds 30. Solution: Re-enter the number of cards in a length direction.
The bottom margin length is outside spec	Status: A cut position is set within 5.0 mm from the trail edge of the document. Solution: Re-enter values for cut positions so that it is outside of 5.0 mm from the trail edge of the document.
The last cut is within 60mm from the trail edge. The last card cannot be finished and sent to the waste box.	Status: The last cut is within 60.0 mm from the trail edge. Solution: Re-enter a value for the finished product.

Message	Status and Solution
Gutter cut(s) will be output on the exit tray	Status: The size(s) of gutter cut(s) is/are not proper to be ejected to the waste box. Solution: Re-enter a size(s) of the gutter cut(s).
Cannot position specified number of cards lengthwise	Status: The number of the finished products in a length direction exceeds the limit. The number of the card that can be entered is displayed. Solution: Re-enter values within the displayed number of the cards that can be entered.
Number of creases exceeds the spec	Status: The number of creases exceeds 20. Solution: Re-enter the number of creases of 20 or less.
Crease is programmed outside the finished product.	Status: A crease is programmed outside the finished product. Solution: Re-enter values for crease positions.
With Adjust All values, the last cut is within 60mm from the trail edge. The last card cannot be finished.	Status: With the Adjust All values, the last cut is within 60.0 mm from the trail edge. Solution: Re-enter values for Adjust All .
By clearing Adjust All values, the last cut is within 60mm from the trail edge. The last card cannot be finished.	Status: With the Adjust All values cleared, the last cut is within 60.0 mm from the trail edge. Solution: Re-enter values for Adjust All .
Adjust All values become invalid. Adjust All values will be cleared.	Status: With the Adjust All values adjusted for the processing position entered, the processing position is set out of the specifications. Solution: Touch NEXT . Clear the value for Adjust All or reprogram values for Slit , Cut , and Crease .

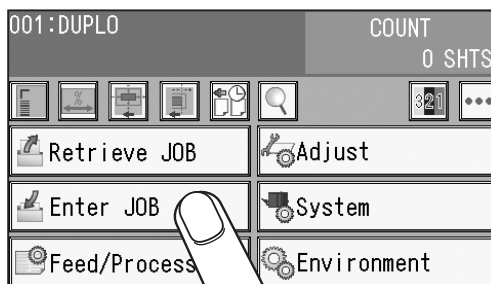
JOB Entry

- When programming a JOB in **Direct**:

Message	Status and Solution
The card width is smaller than minimum spec 48mm. There is a possibility that the job fails.	Status: The slit positions that make a finished width shorter than 48.0 mm are entered. If a JOB with a finished width of 48.0 mm is processed, a document jam may occur. Solution: To continue to process the JOB, re-enter values for a finished product.
The gutter slit wastes come out on the stacker.	Status: The slitters allocations disable the gutter deflector to drop gutter slits. Solution: Although you can continue to process the JOB, the gutter slits are not ejected to the waste box but come out on the exit tray.
The gutter slit width is less than 5mm. The gutter slit wastes come out on the stacker.	Status: The slit positions that make a gutter slit width shorter than 5.0 mm are entered. Solution: Re-enter values for slit positions so that the gutter slit width is 5.0 mm or more.
The selected slitter allocation are not recommended. Optimize choice of slitters?	Status: The entered slitter allocations are not recommended. Solution: YES : Optimizes the slit positions and the tool positions for optimum allocations of finished products and gutters. NO : Processes slits as entered.
Slit/perf is programmed both between 55.1-60mm and between 95.1-100mm. Change slit/perf position.	Status: A gutter slit, slit, or perforation (RTM (Rotary Tool Module) (option)) is programmed both between 55.1 to 60.0 mm and between 95.1 to 100.0 mm. Solution: Re-enter gutter slit, slit, or perforation (RTM (Rotary Tool Module) (option)) positions so that they are out of the range of 55.1 to 60.0 mm or 95.1 to 100.0 mm.
The last cut is within 60mm from the trail edge. The last card cannot be finished and sent to the waste box.	Status: The last cut is within 60.0 mm from the trail edge. Solution: Re-enter a value for the finished product.
With Adjust All values, the last cut is within 60mm from the trail edge. The last card cannot be finished and sent to the waste box.	Status: With the Adjust All values, the last cut is within 60.0 mm from the trail edge. Solution: Re-enter values for Adjust All . If you do not clear the Adjust All values, the last cut is ejected to the waste box.
By clearing Adjust All values, the last cut is within 60mm from the trail edge. The last card cannot be finished and sent to the waste box.	Status: With the Adjust All values cleared, the last cut is within 60.0 mm from the trail edge. Solution: Re-enter values for Adjust All . If you clear the Adjust All values, the last cut is ejected to the waste box.
Adjust All values become invalid. Adjust All values will be cleared.	Status: With the Adjust All values adjusted for the processing position entered, the processing position is set out of the specifications. Solution: Touch NEXT . Clear the value for Adjust All or reprogram values for Slit, Cut, and Crease .

Changing a Saved JOB

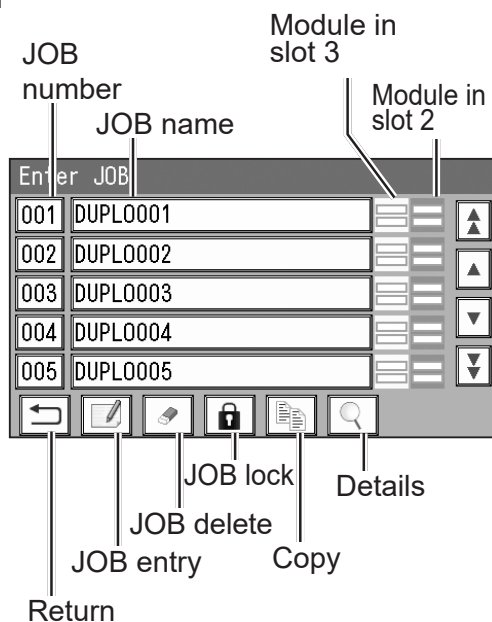
- 1 Make sure that the **standby** screen is displayed on the touch panel, and then touch **Enter JOB**.



- 2 Touching the JOB number or the JOB name and then the **JOB entry** icon displays the **Enter JOB** screen.

REFERENCE

- Touching a JOB name and then the **JOB delete** icon displays the **Delete** screen. (→ p.30 Enter JOB Screen)
- Touching a JOB name and then the **JOB lock** icon displays the **JOB Lock** (lock/unlock) screen. (→ p.30 Enter JOB Screen)
- Touching a JOB name and then the **copy** icon displays the **Copy To** screen. (→ p.30 Enter JOB Screen)
- Touching a JOB name and then the **details** icon displays the **JOB *** Details** screen. You can check the details of the JOB selected, but you cannot change the settings, overwrite, or clear the JOB. (→ p.30 Enter JOB Screen)

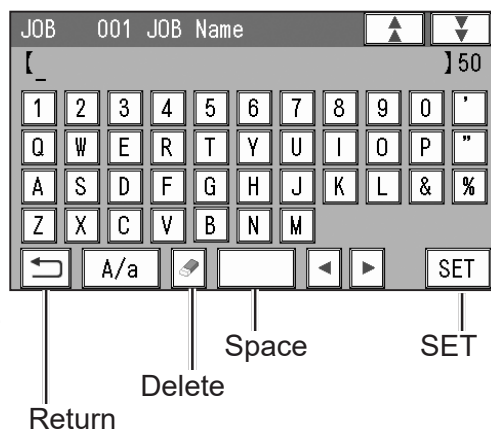


- 3 The JOB name selected is displayed. To change the JOB name, touch the icon to move the cursor to the letters/characters that you want to change and re-enter letters/characters. To clear the letters/characters, touch the **JOB delete** icon. Touching **SET** sets the JOB name and moves to the **JOB *** Category** setting screen.


return icon: This displays the **Enter JOB** screen.

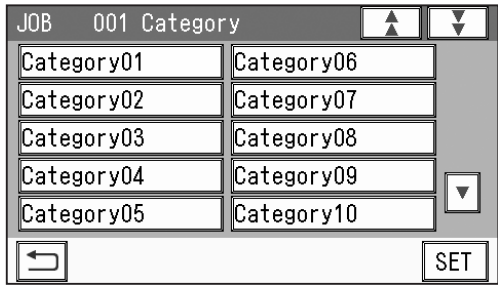
icon: This displays the **Enter JOB** screen.

icon: This displays the **JOB *** Category** screen.



Changing a Saved JOB

4 Select a category.
Touching the  **return** icon returns to the previous screen.



5 **JOB Programming**
Wizard: This helps you program a JOB in a user size in a simple way.
Advanced: This programs a JOB by entering a value of each item.



Advanced Mode
Simple Mode
(→ p.77 4. Basic Mode (in Environment of Chapter 3 Basic Operation))

REFERENCE

You cannot reprogram the following JOBS in **Wizard**:

- A JOB programmed in **Direct**
- A JOB saved in **Wizard** and edited in **Direct**
- A JOB saved in **Wizard** by using the PC Controller

Save a new JOB as a different JOB number or clear the JOB already saved and then save the new one.



6 For editing each of the following items, follow the procedure in **Programming a JOB**.
(→ p.37 JOB Entry)

Chapter 3

Basic Operations

This chapter describes the operating sequence from turning on the DC-618 to completing process.

.....

Processing Documents by Retrieving a Saved JOB	58
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Adjusting the Height of the Separator	83
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.....

Processing Documents by Retrieving a Saved JOB

You can retrieve a JOB from **JOB No.**, **JOB Log**, or **Category**.

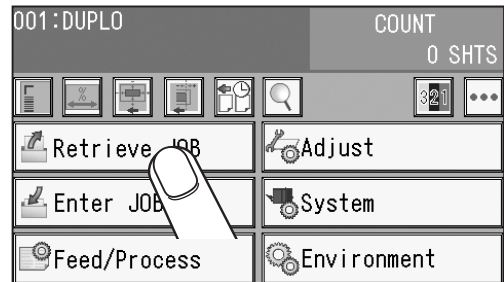
JOB No.: JOB numbers are displayed in an ascending order.

JOB Log: The numbers of the last 10 JOBS are displayed in a reverse chronological order.

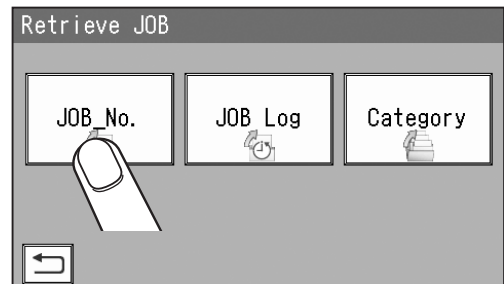
Category: JOB categories programmed are displayed. You can retrieve a JOB from here.

Retrieving a Saved JOB by JOB No.

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



- 2 Touch **JOB No.**
Touching the  **return** icon returns to the **standby** screen.



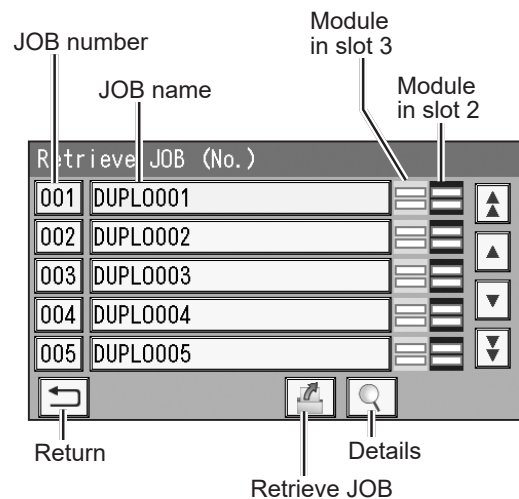
- 3 JOBS of No. 1 to 5 are displayed on the **Retrieve JOB (No.)** screen.
Select a JOB number.
Touching a **JOB name** and then the **retrieve JOB** icon selects the JOB, and the **standby** screen appears.
One touch on a **JOB number** selects the JOB and returns to the **standby** screen.

: JOBS of the 50th to 55th behind are displayed.

: The previous five JOBS are displayed.


: The next five JOBS are displayed.

: JOBS of the 50 to 55th ahead are displayed.



You can also retrieve a JOB by entering the JOB number with the NUMERIC keys.

Processing Documents by Retrieving a Saved JOB

- Touching a **JOB name** and then the  **details** icon displays the details of the JOB.

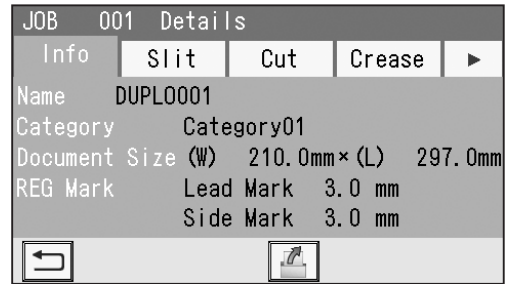
1. Info

Name: JOB name

Category: A category in which the JOB is programmed

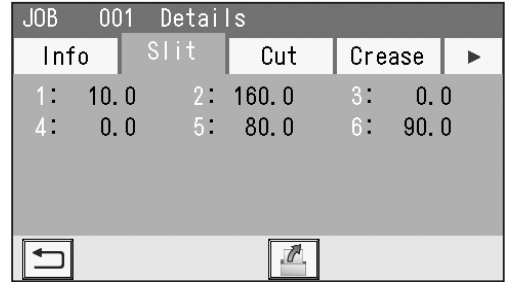
Document Size: Document size programmed

REG Mark (Registration mark): A position of a **lead mark** and a **side mark**




2. Slit

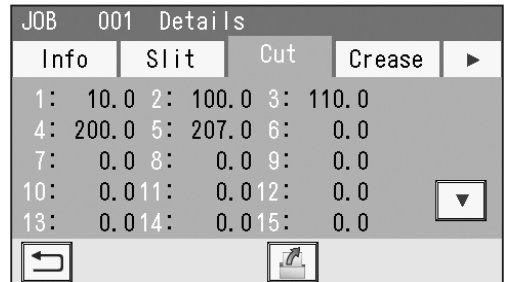
Slit positions programmed are displayed.



3. Cut


Cut positions programmed are displayed.

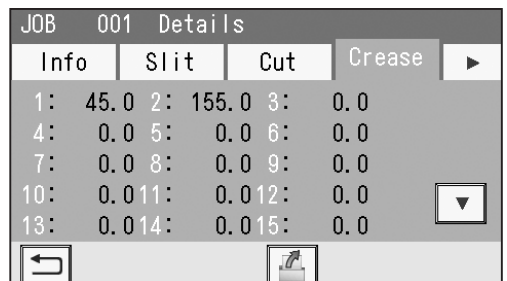
Touching the  icon displays positions of cut 16 to cut 30.



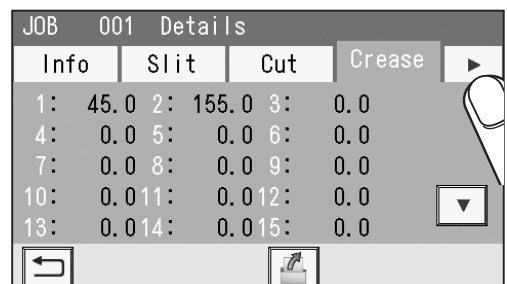
4. Crease

Crease positions programmed are displayed.

Touching the  icon displays positions of crease 16 to crease 20.



5. Touch the  icon.



6. Settings

Details of the settings for the JOB selected are displayed.

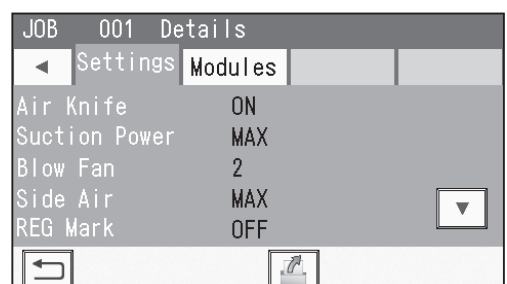
Air Knife

Suction Power


Blow Fan

Side Air (option)

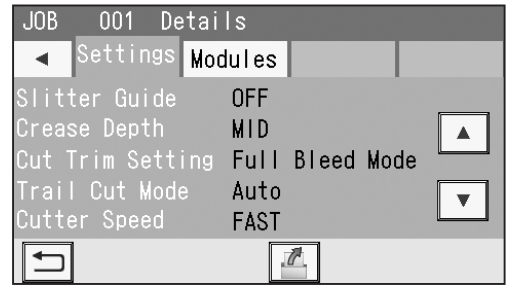
REG Mark



Processing Documents by Retrieving a Saved JOB

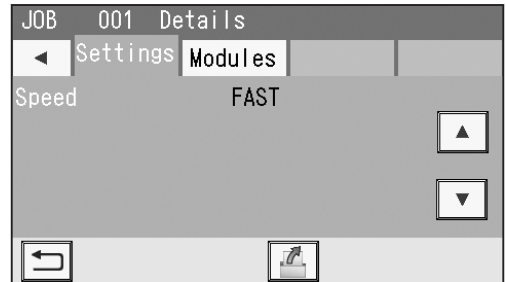
Touching the  icon displays the following items on the next page.

Slitter Guide
Crease Depth
Cut Trim Setting
Trail Cut Mode
Cutter Speed



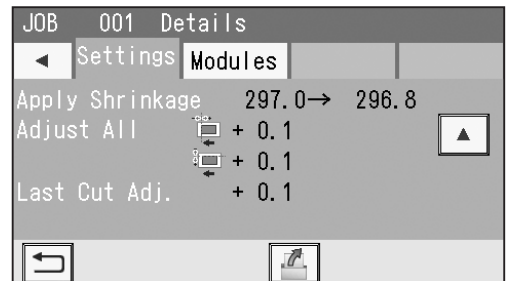
Touching the  icon displays the following item on the next page.

Speed



Touching the  icon displays the following items on the next page.

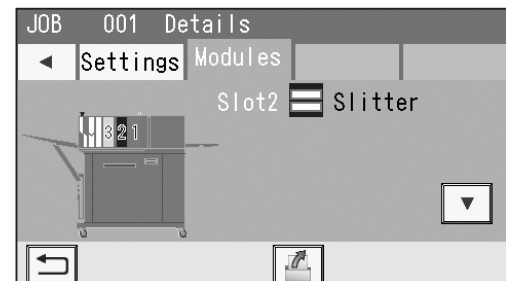
Apply Shrinkage
Adjust All
Last Cut Adj.




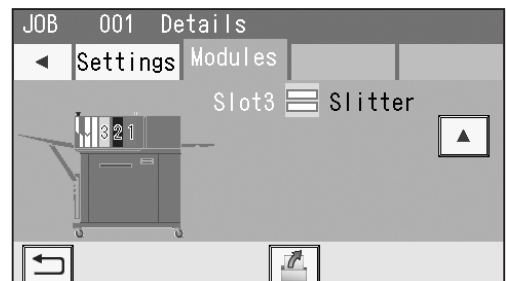
The details of **Apply Shrinkage**, **Adjust All**, and/or **Last Cut Adj.** are displayed only when any of them are programmed in the JOB with **Adjust**.
 (→ p.70)

7. Modules

The module programmed for slot 2 is displayed.

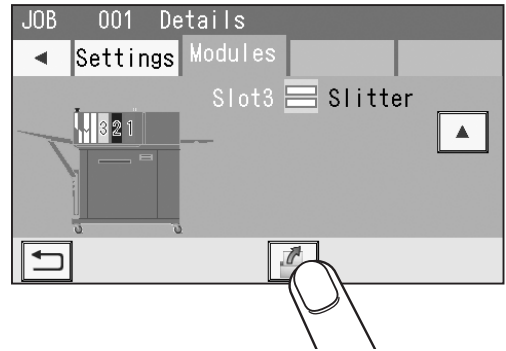


Touching the  icon displays the module programmed for slot 3.

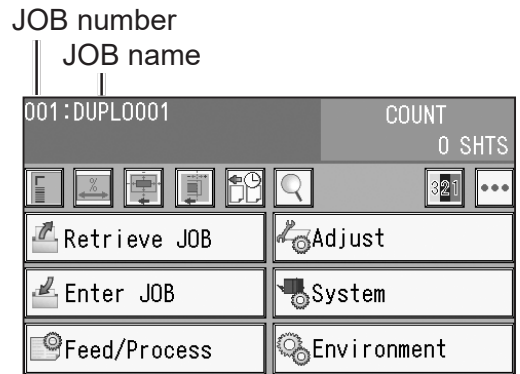


Processing Documents by Retrieving a Saved JOB

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



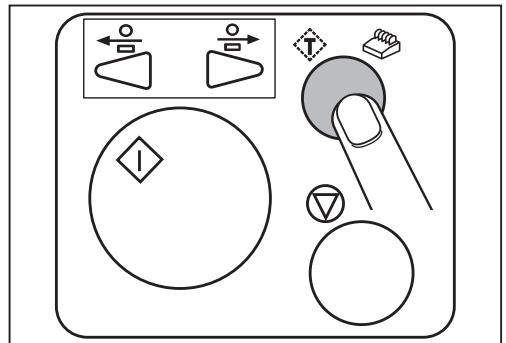
- 4** The JOB number and the JOB name selected in step 3 are displayed on the upper left part of the **standby** screen.



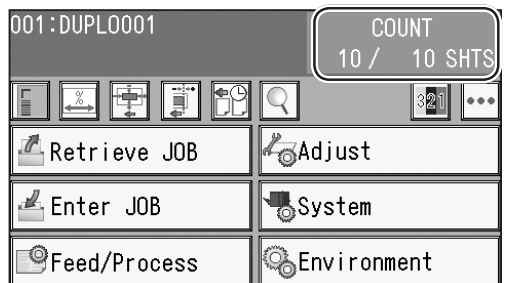
- 5** Prepare proper documents for the JOB selected. Load them on the **feed tray**.
(→ p.9 Loading Documents)

- 6** Attach the **exit tray**.
(→ p.10 Setting the Exit Tray, p.11 Attaching the Card Stacker)

- 7** Press the **TEST** key to process a test run for one sheet.
Check if the finished product is processed as it is programmed.
If not, make a fine adjustment with **Feed/Process** or **Adjust**.
(→ p.66 Feed/Process, p.70 Adjust)

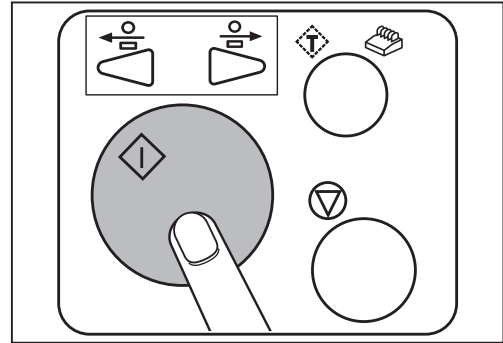


- 8** When setting the number of sheets to be processed (in the preset mode), enter the number of them with the **NUMERIC** keys.





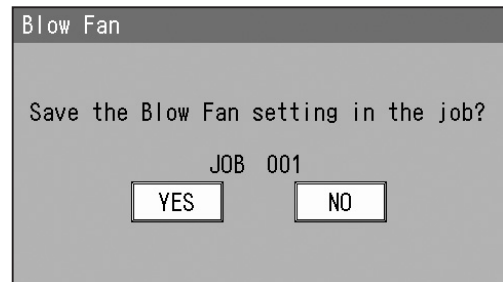
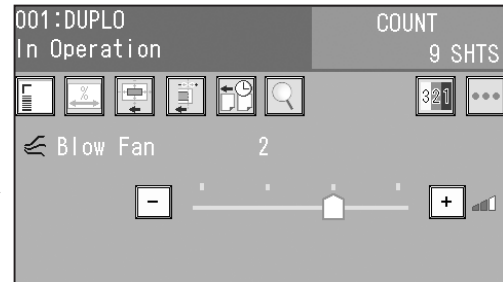
Processing Documents by Retrieving a Saved JOB

- 9 Make sure that the LED on the START key is green, and then press the START key.
If it is red, the DC-618 is having an error.
Follow the instruction displayed on the **touch panel**.



REFERENCE

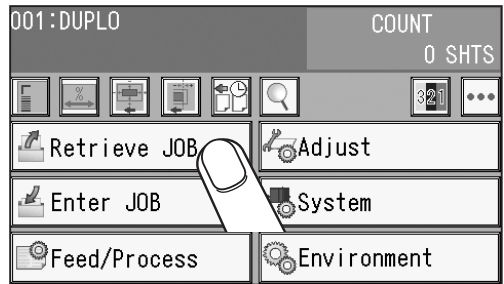
1. You can adjust air level for **Blow Fan** during operation.
Touch the  /  icon or the **slider** to adjust the value for **Blow Fan**.
The larger the value is, the higher the air level becomes. The smaller the value is, the lower the air level becomes.
2. If you adjust the air level during operation, the figure on the right appears.
To save the setting adjusted, touch **YES**. If not, touch **NO**.



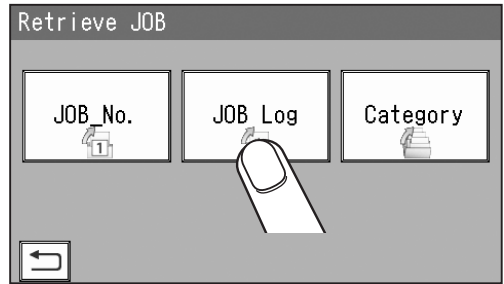
- 10 When the processing is completed, the **standby screen** reappears.

Retrieving a Saved JOB by JOB Log

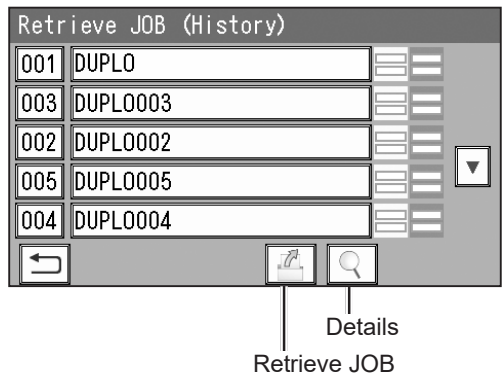
1 Make sure that the **standby** screen is displayed on the **touch panel**, and then touch **Retrieve JOB**.





2 Touch **JOB Log**. Touching the  **return** icon returns to the **standby** screen.



3 The **Retrieve JOB (History)** screen appears. The latest 10 JOBS processed are displayed. Touching a JOB name and then the **retrieve** icon selects the JOB and returns to the **standby** screen. One touch on a **JOB number** selects the JOB and returns to the **standby** screen.



-  : The previous five JOBS are displayed.
-  : The next five JOBS are displayed.

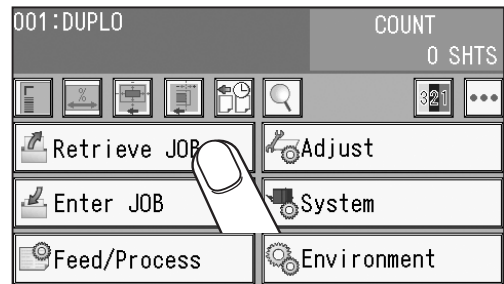
- Touching the **JOB name** and then the **details** icon displays the **JOB *** Details** screen. You can check the details of the JOB selected. (→ p.58 Retrieving a Saved JOB by JOB No. (step 3))

4 For the procedure for setting after this, follow step 4 and the subsequent steps. (→ p.61)

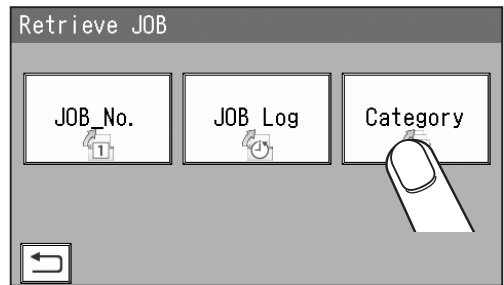
3 Basic Operations


Retrieving a Saved JOB by Category

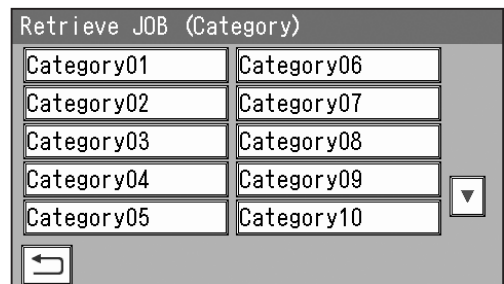
- 1 Make sure that the **standby** screen is displayed on the **touch panel**, and then touch **Retrieve JOB**.



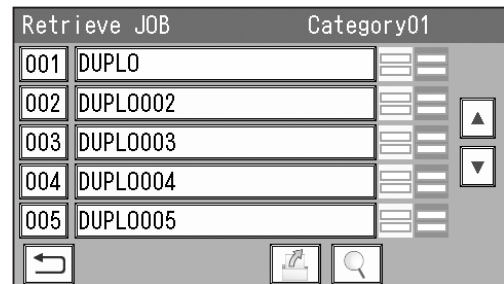
- 2 Touch **Category**. Touching the  **return** icon returns to the **standby** screen.



- 3 Select a category in which the JOB to be selected is programmed. Touching the  **return** icon returns to the previous screen.



- 4 JOBS programmed in the category selected are displayed. Select a JOB to be retrieved. Touching a **JOB name** and then the **retrieve** icon selects the JOB and returns to the **standby** screen. One touch on a **JOB number** selects the JOB and returns to the **standby** screen.



: The previous five JOBS are displayed.

: The next five JOBS are displayed.

- Touching the **JOB name** and then the **details** icon displays the **JOB *** Details** screen. You can check the details of the JOB selected.

(→ p.58 Retrieving a Saved JOB by JOB No. (step 3))

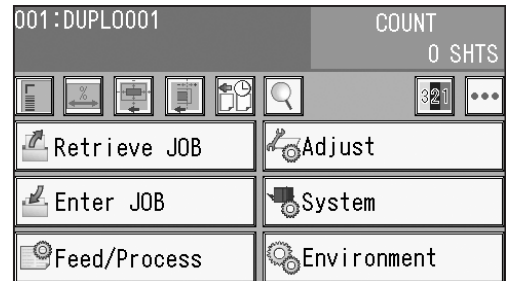
- 5 For the procedure for setting after this, follow step 4 and the subsequent steps in p.58 Retrieving a Saved JOB by JOB No.

Processing a JOB in Pause Feeding Mode

This section describes how to process a JOB in the **pause feeding mode**.

Use this mode when you want to stop processing documents temporarily for checking the finished products and adjusting **Blow Fan**.

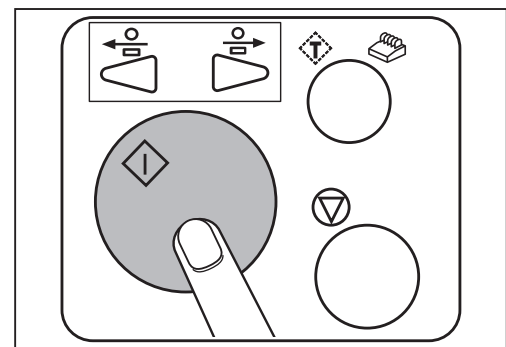
- 1 Make sure that the **standby** screen is displayed on the **touch panel**.



- 2 Press and hold the START key. The DC-618 enters the **pause feeding mode**.

REFERENCE

When the DC-618 enters the **pause feeding mode**, the **feed tray** rises and stops with its level kept.

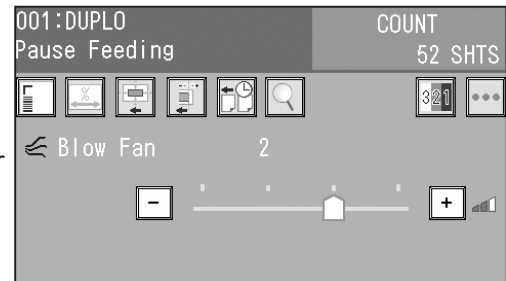


REFERENCE

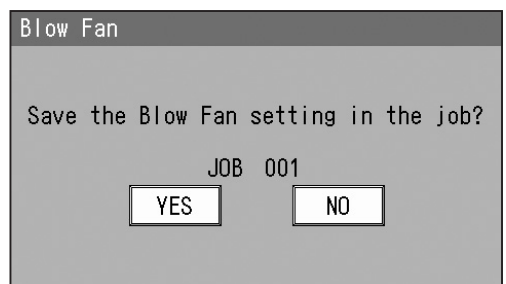
1. You can adjust air level for **Blow Fan**.

Touch the **-**/**+** icon or the **slider** to adjust the value for **Blow Fan**.

The larger the value is, the higher the air level becomes. The smaller the value is, the lower the air level becomes.



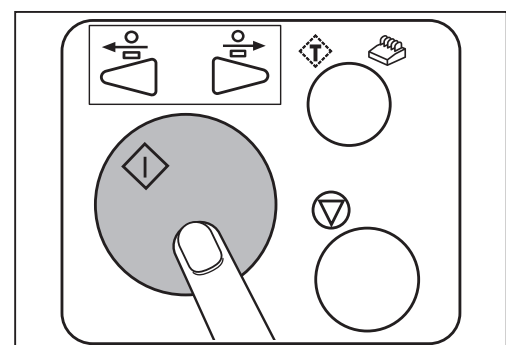
2. If you adjust the air level, the figure on the right appears when the JOB processing has finished. To save the setting adjusted, touch **YES**. If not, touch **NO**.



- 3 Press the START key in the **pause feeding mode**. The DC-618 restarts operation.

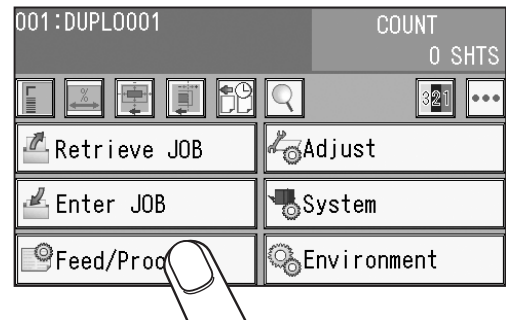
REFERENCE

Pressing and holding the START key during the operation enters the **pause feeding mode**.



Feed/Process

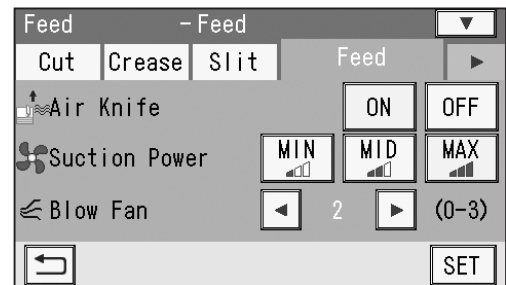
- 1 Make sure that the **standby** screen is displayed on the **touch panel**, and then touch **Feed/Process**.



2 Feed

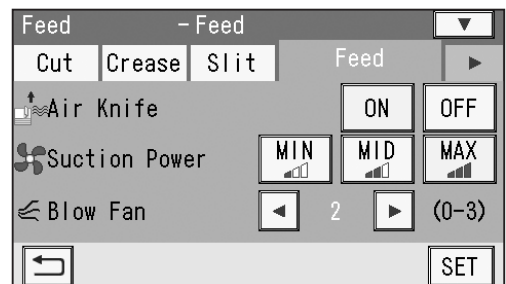
1. Air Knife

Compressed air is blown out from the front to the corner of a document. This prevents a double feed. To use this function, touch **ON**. If not, touch **OFF**.



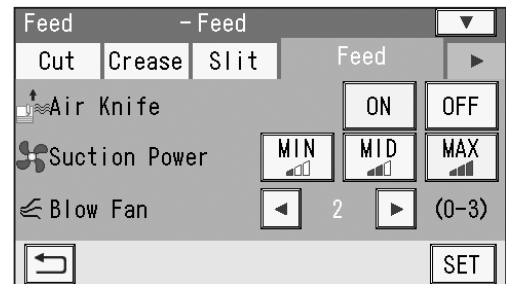
2. Suction Power

A document is fed by being suctioned to the **conveyance belt**. Select suction power out of **MIN**, **MID**, or **MAX**. When using light weight documents, select **MIN** to prevent document jams.



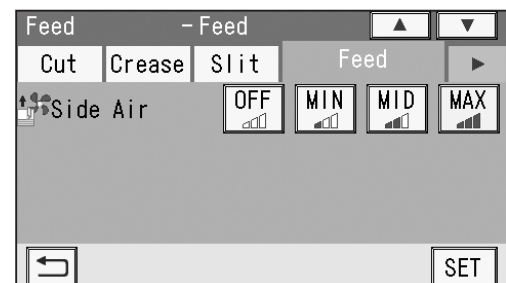
3. Blow Fan

Air is blown out from the lead edge side of a document to loosen the documents when it is fed. If the document is not fed or double feed occurs, adjust the air level . Touch the ◀ / ▶ icon to select the air level out of **0** to **3**.



4. Side Air (option)

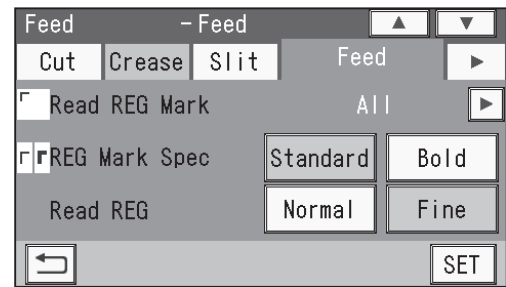
This blows air out from the side of documents to loosen them, preventing a double feed. Select air level out of **Max**, **Mid**, **Min**, and **Off**.



5. Read REG Mark

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

Touch the ◀ / ▶ icon to select **All**, **Every **** sht**, ****.*mm or more**, **First Sht Only**, or **OFF**.



All: Reads a REG mark on every sheet of documents and compensates processing positions of the JOB.

Every ** sht:** Sets the number of each sheet to be read.

You can set the value in the range of 2 to 9999.

****.*mm or more:** Compensates a processed position of a JOB if it needs to be compensated for *.* mm or more against a JOB currently set.

If the image drift is less than the set value, the processed position is not compensated.

First Sht Only: Reads a REG mark on the first sheet of documents and compensates a processing position of a JOB.

OFF: Does not compensate a processing position of a JOB.

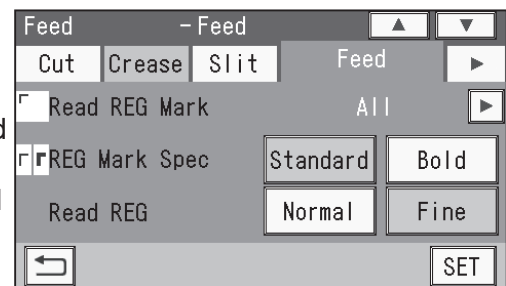
6. REG Mark Spec

Select and touch **Standard** or **Bold**.

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

Bold: Select this when processing specially treated documents (glossy documents).

Print a bold REG mark on them in advance and then select **Bold**.



IMPORTANT

If there is a scratch or a stain in the printing range of a 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** for **REG Mark Spec**.

7. Read REG

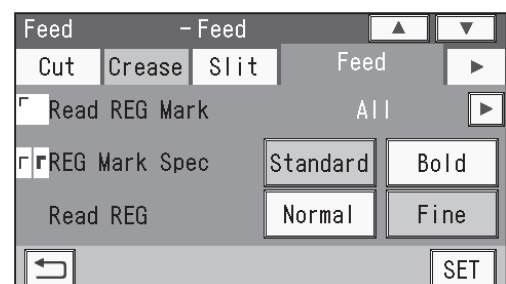
This sets REG mark reading accuracy when you use **Read REG**.

Select and touch **Normal** or **Fine**.

Normal: Reads a REG mark with normal accuracy.

Fine: Improves REG mark reading accuracy and corrects the image drift.

Changing the setting from **Normal** to **FINE** for higher reading accuracy decreases processing speed as compared with **Normal**.



8. Read Barcode

This reads a barcode and then sets a JOB automatically.

Touch the ◀/▶ icon to select **OFF**, **First Sht Only**, or **All**.

OFF: Does not read a barcode.

First Sht Only: Reads a barcode on the first sheet of documents and then sets a JOB.

All: Reads a barcode on every sheet and then sets a JOB.



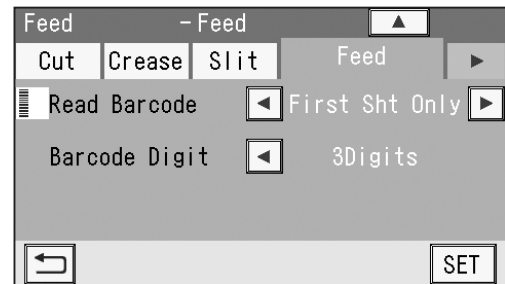
IMPORTANT

For customers who replace the conventional DC machine with the DC-618, you can set the screen that enables the DC-618 to read a 2-digit barcode. Contact the dealer for more information.

9. Barcode Digit

The figure on the right appears only when the DC-618 is set so that a 2-digit barcode can be read as mentioned in **IMPORTANT** above.

Touch the ◀/▶ icon to select **2Digits** or **3Digits**.



3 Slit

1. Slitter Guide

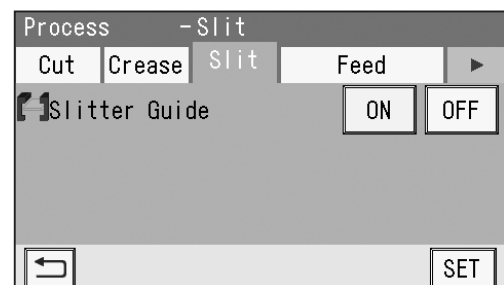
This enables you to use the **slitters** as document guides to stabilize the document conveyance if you do not use them to process a JOB.

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

Select and touch **ON** or **OFF**.

ON: Enables you to use the **slitters** as document guides.

OFF: You cannot use the **slitters** as document guides.

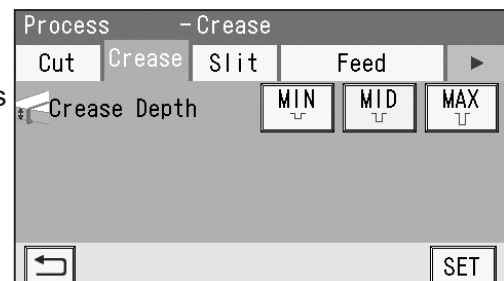


4 Crease

1. Crease Depth

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

Select and touch **MIN**, **MID**, or **MAX**.



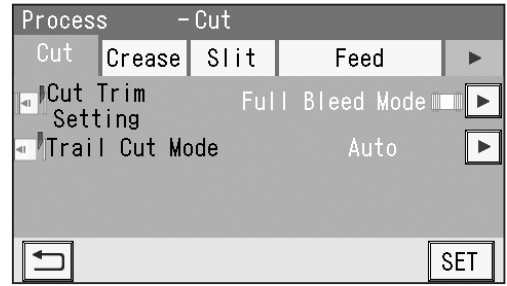
5

Cut

1. **Cut Trim Setting**

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

Touch the ◀/▶ icon to 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. If a document is processed without either of the lead margin or the trail margin, make sure to select **No Bleed Mode**.

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. If the distance between the last cut and the trail edge of the document is less than 60.0 mm with REG mark reading or the adjustment with **Adjust All** performed, it is also regarded as margin and chopped up.

2. **Trail Cut Mode**

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

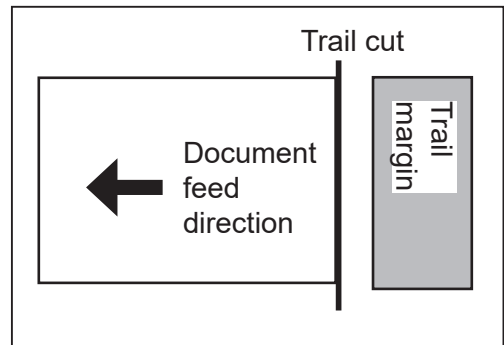
Touch the ◀/▶ icon to select **AUTO** or **OFF**.

AUTO: Performs dummy cut for the trail margin one time.

OFF: Does not perform dummy cut.

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:**
This means margin of the trail edge of the document produced when the last cut is performed.

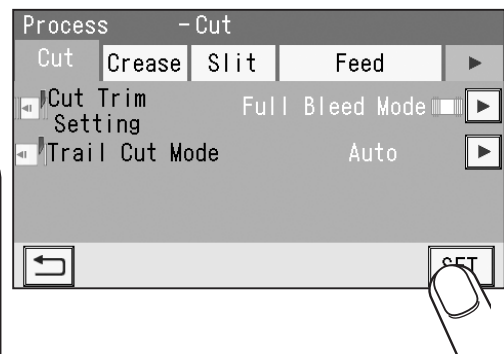


6

When having finished all the settings, touch **SET**. The settings are saved and the **standby** screen reappears.

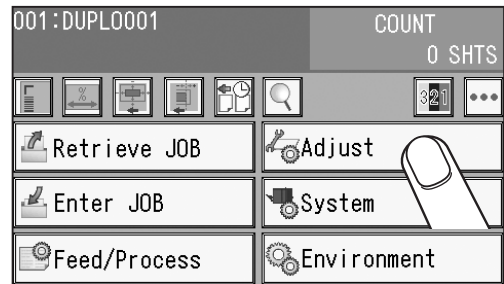
IMPORTANT

Air Knife, Suction Power, Blow Fan, Side Air (option), **Slitter Guide, Crease Depth, Cut Trim Setting**, and **Trail Cut Mode** are normally set when a JOB is programmed. The settings with **Feed/Process** are valid only for the process performed right after the setting is made and are not saved in the JOB.



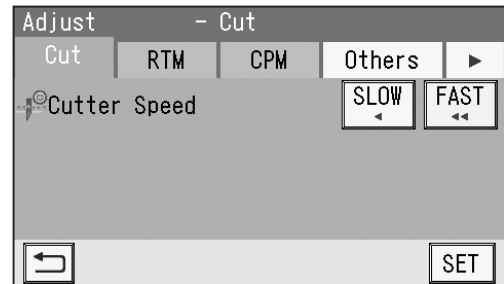
Adjust

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



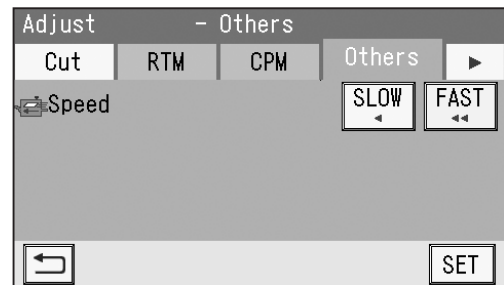
- 2 **Cut**
 1. **Cutter Speed**

This sets cutter speed.
Cutter Speed is displayed when a JOB selected uses the cutter.
Select cutter speed out of **SLOW** or **FAST**.

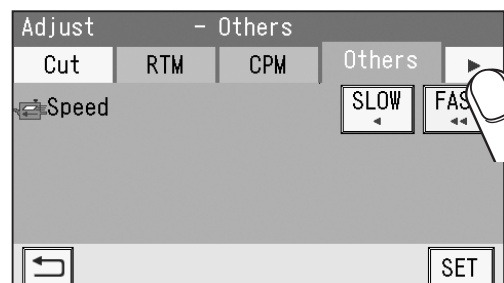


- 3 **Others**
 1. **Speed**

This sets processing speed.
Select **SLOW** or **FAST**.

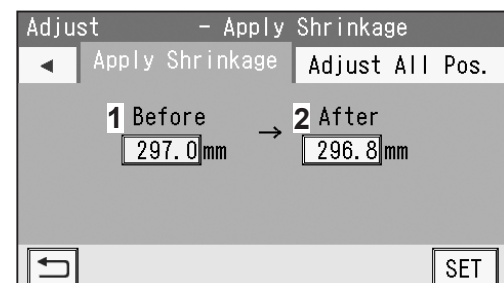


- 4 Touch the ► icon.



- 5 **Apply Shrinkage**

In case printed documents are shrunk by heat generated on a digital printer, with the values for the original document size and a document size after shrunk entered, the DC-618 automatically calculates the shrinkage ratio and adjusts the cutting and creasing position accordingly.
This function is effective when finished documents are shrunk or expanded due to document types or document surface status.



This function compensates for the shrinkage or expansion in the feed direction.

1. Enter a size of a document before shrinkage in **1** with the NUMERIC keys.
2. Enter a size of a document after shrinkage in **2** with the NUMERIC keys.

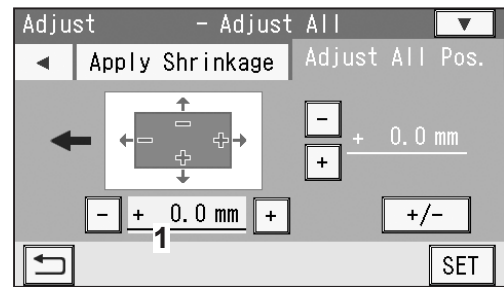
6 Adjust All

This compensates a document position overall in a vertical and horizontal direction against the JOB set.

• Adjusting a document lengthwise

Touch 1.

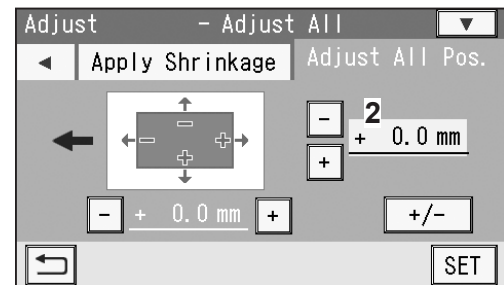
- + : Every time this is touched, a processing position moves from the reference position toward the document trail edge by 0.1 mm.
- : Every time this is touched, a processing position moves from the reference position toward the document lead edge by 0.1 mm.



• Adjusting a document widthwise

Touch 2.

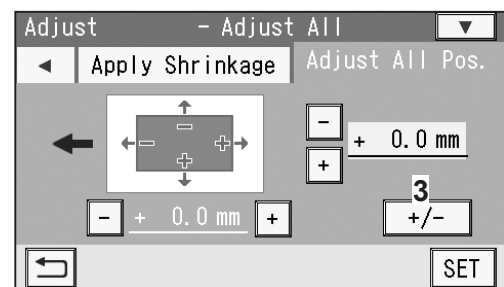
- + : Every time this is touched, a processing position moves from the reference position toward the operator's side by 0.1 mm.
- : Every time this is touched, a processing position moves from the reference position toward the non-operator's side by 0.1 mm.



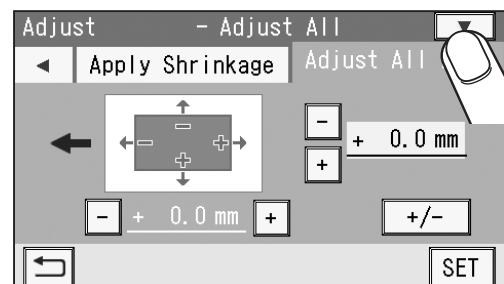
Touching the +/- icon (3) switches between + and - of the selected value.

REFERENCE

You can adjust processing positions within up to ± 20.0 mm.



7 Touch the icon.

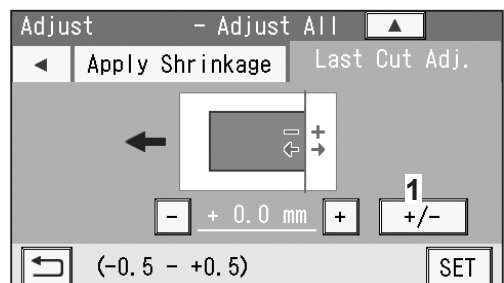


8 Last Cut Adj.

This is displayed only for a JOB with which the cutter is programmed to use.

This corrects the last cut position.

- + : Every time this is touched, a processing position moves from the reference position toward the document trail edge by 0.1 mm.
- : Every time this is touched, a processing position moves from the reference position toward the document lead edge by 0.1 mm.




Touching the +/- icon (3) switches between + and - of the selected value.

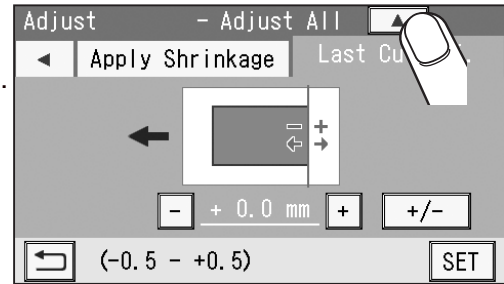
REFERENCE

You can adjust processing positions within up to ± 0.5 mm.

Adjust

REFERENCE

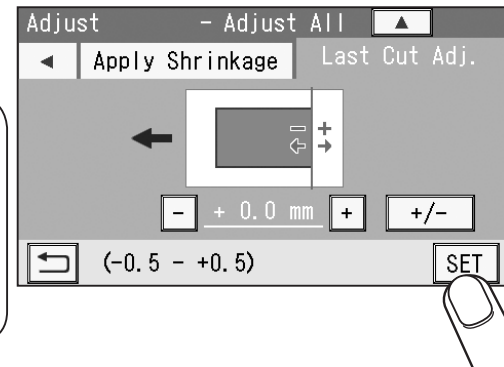
Touching the  icon returns to the **Adjust All** screen.




9 Touch **SET**.

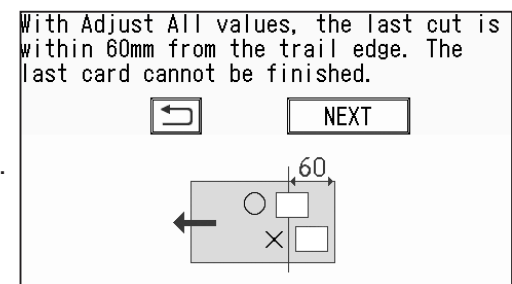
IMPORTANT


Cutter Speed and **Speed** are normally set when you program a JOB. The settings with **Adjust** are valid only for the process performed right after the setting is made and are not saved in the JOB.

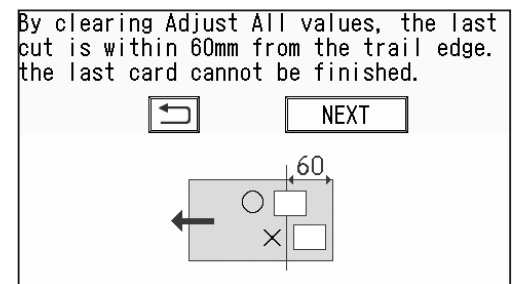


REFERENCE

- With **Adjust All** values, the screen as shown in the figure on the right is displayed when a finished product is in the range of 60.0 mm from the trail edge of the document. Touching **NEXT** processes the JOB as programmed. The last card is cut and ejected to the waste box. Touching the  **return** icon returns to the **Adjust All** screen and enables you to reset the values.



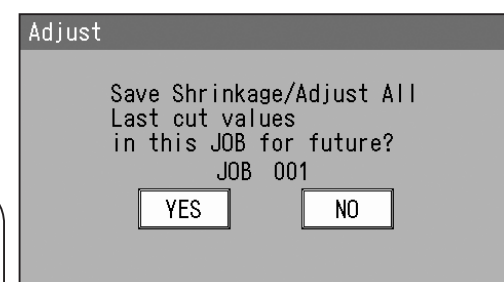
- The screen as shown in the figure on the right is displayed when a finished product is in the range of 60.0 mm from the trail edge of the document by clearing **Adjust All** values. Touching **NEXT** processes the JOB as programmed. The last card is cut and ejected to the waste box. Touching the  **return** icon returns to the **Adjust All** screen and enables you to reset the values.



10 The screen as shown in the figure on the right appears. To save the settings adjusted, touch **YES**. If not, touch **NO**.

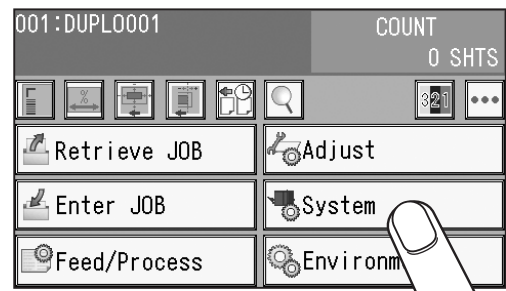
IMPORTANT

If you touch **NO**, the settings adjusted for **Apply Shrinkage**, **Adjust All**, and/or **Last Cut Adj.** are valid only for the process performed right after the setting is made.



System

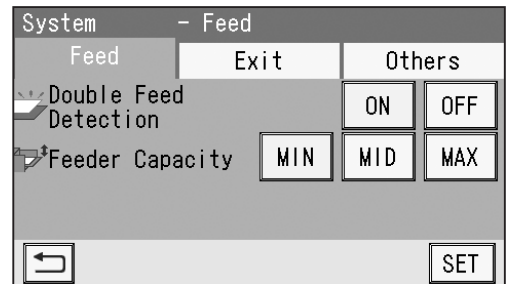
- 1 Make sure that the **standby** screen is displayed on the **touch panel**, and then touch **System**.



- 2 **Feed**
 1. **Double Feed Detection**

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

To use this function, touch **ON**. If not, touch **OFF**. When it is set to **ON**, double feed is detected and **DOUBLE FEED** is displayed on the **touch panel**.



IMPORTANT

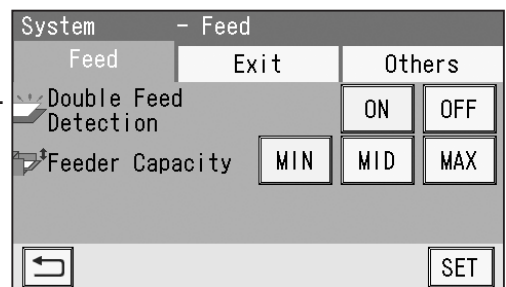
Double feed may not be detected if you use rough-textured documents or documents that are inconsistent in material.

2. **Feeder Capacity**

The elevator (**feed tray**) level can be adjusted to three levels according to the quantity of documents. Select **MIN**, **MID**, or **MAX**. Normally select **MID**.

MIN: Select this when loading low quantity of documents.

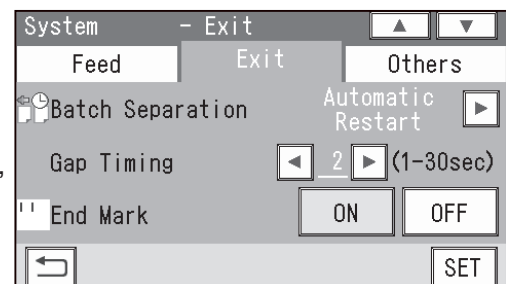
MAX: Select this when loading high quantity of documents.



- 3 **Exit**
 1. **Batch Separation**

This sets a time interval between the last process of a document as preset and the next one.

Touch the ◀/▶ icon to select **Automatic Restart**, **Manual Restart**, or **OFF**.



- **Automatic Restart**: When preset count processing is finished and the count becomes **0** or when **End Mark** is **ON**, the documents in the DC-618 are processed and **Separating** is displayed. The DC-618 restarts operation automatically after the elapse of time set in **Gap Timing**. Pressing the **START** key while **Separating** is being displayed also restarts operation.

System

When you select **Automatic Restart**, a value for **Gap Timing** is displayed.

Touch the ◀/▶ icon to adjust a value for **Gap Timing** icon.

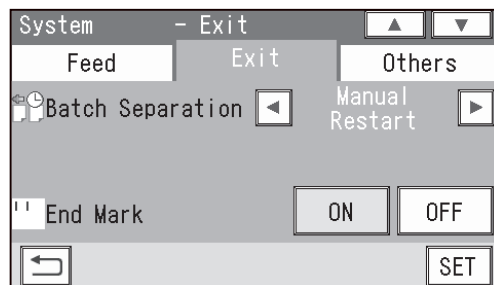
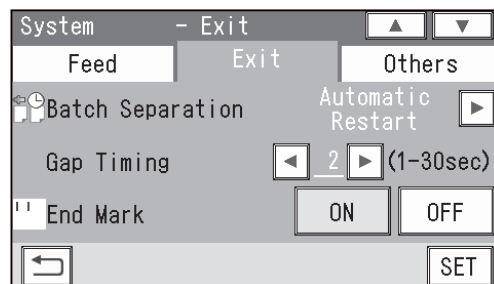
You can adjust the value in the range of 1 to 30 seconds.

REFERENCE

Pressing and holding the CLEAR key resets the value to the default.

Default: **5 sec**

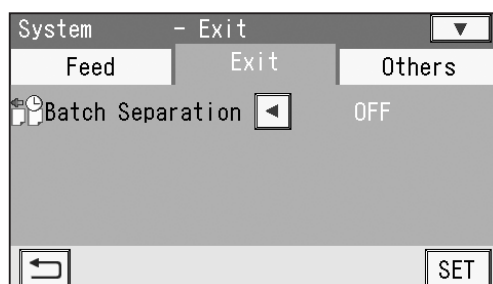
- **Manual Restart:** When preset count processing is finished and the count becomes **0** or when **End Mark** is **ON**, the documents in the DC-618 are processed and **Separating** is displayed. Pressing the START key restarts feeding documents. When 30 minutes have elapsed without the START key pressed while **Separating** is being displayed, the DC-618 stops operation.



IMPORTANT

- When **Barcode reading** is not used:
When **Batch Separation** is set to **Automatic Restart** or **Manual Restart**, confirm that the standby screen of the JOB selected after **Batch Separation** is set is displayed, and then enter the number of sheets of documents to process (the preset count) with **Batch Separation**.
If the preset count with **Batch Separation** is not entered, **Batch Separation** is not active even if the START key is pressed and it starts processing documents. Note that it does not enter the standby mode for **Batch Separation**.
- When **Barcode reading** is used:
With **Batch Separation** set to **Automatic Restart** or **Manual Restart** while the preset count is not set, when a barcode is read and the JOB number that is being processed turns into another JOB number, it enters the standby mode for **Batch Separation**.
With the preset count set, when a barcode is read and the JOB number turns into another JOB number before the count shows **0**, it enters the standby mode for **Batch Separation** and the count of the processed documents is reset.

- **OFF:** When the count of sheets to be processed (in the **preset count mode**) becomes **0**, the DC-618 stops processing documents.

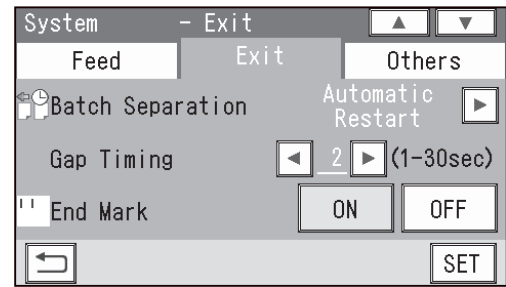


• End Mark

This is active only when **Automatic Restart** or **Manual Restart** is selected for **Batch Separation**. When **End Mark** is in the **ON** state, it processes a document with an **end mark** printed on it and enters the standby mode for **Batch Separation**. It restarts processing the next document according to the settings for **Batch Separation (Automatic Restart or Manual Restart)**.

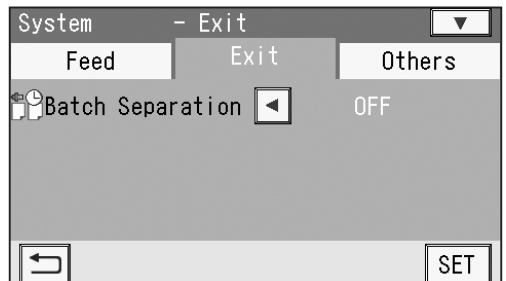
ON: Select this when you use this function.

OFF: Select this when you do not use this function.



REFERENCE

- When **End Mark** is set to **ON**, you cannot set the number of sheets of documents.
- When **Batch Separation** is set to **OFF**, the **End Mark** setting is not displayed.



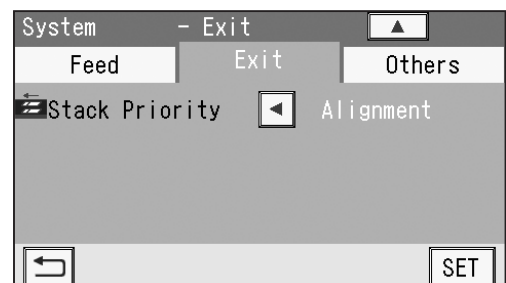
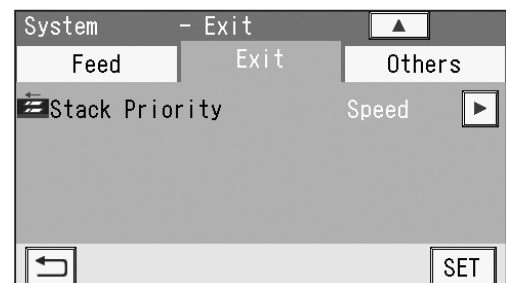
2. Stack Priority

Set speed of a finished product to be ejected to the **exit tray**.

Touch the ◀ / ▶ icon to select **Speed** or **Alignment**.

Speed: Gives priority to processing speed, which reduces accuracy of alignment of finished products.

Alignment: Gives priority to alignment of finished products, which decreases processing speed.



System

4 Others

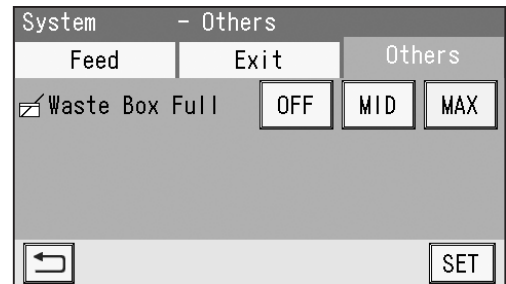
1. Waste Box Full

This detects the amount of waste accumulated in the waste box. If **waste box full** is detected, a message appears on the **touch panel**.

OFF: Does not detect **waste box full**.

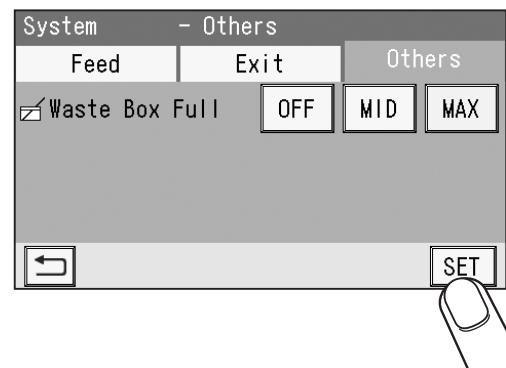
MID: A message appears when the accumulation of the waste comes to about half of the waste box.

MAX: A message appears when the accumulation of the waste comes to about 70% of the waste box.



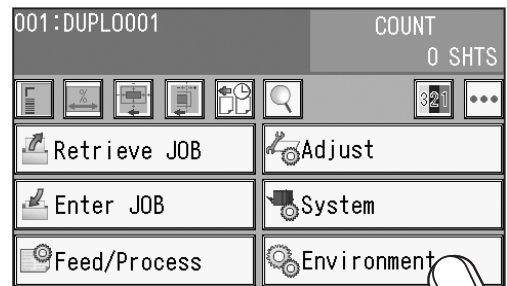
5 Touch SET.

The **standby** screen reappears.



Environment

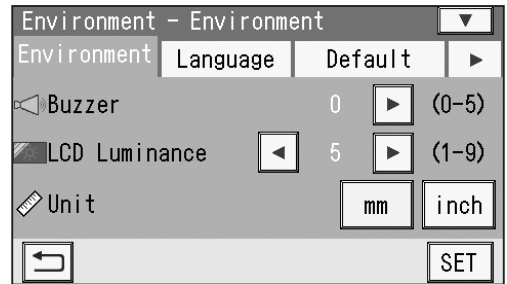
- 1 Make sure that the **standby** screen is displayed on the **touch panel**, and then touch **Environment**.



2 Environment

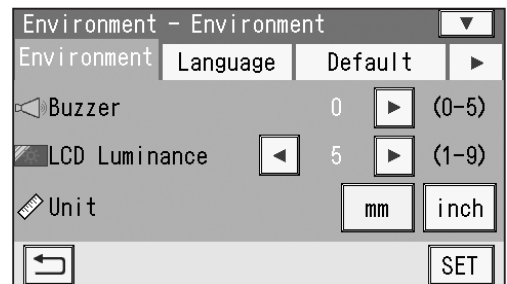
1. Buzzer

This sets volume of buzzer.
 Touch the ◀ / ▶ icon to control the buzzer sound.
 You can adjust the value in the range of **0** to **5**. (0: Mute)
 The smaller the value is, the smaller the buzzer sound becomes. The larger the value is, the bigger the buzzer sound becomes.



2. LCD Luminance

This sets brightness of the LCD (**touch panel**).
 Touch the ◀ / ▶ icon to adjust brightness of the **touch panel**.
 You can adjust the value in the range of **1** to **9**.
 The smaller the value is, the darker the LCD becomes. The larger the value is, the brighter the LCD becomes.

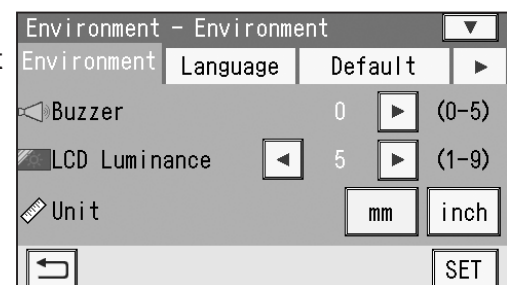


3. Select Unit

Select and touch **mm** or **inch** for a unit of document dimensions when entering a JOB.

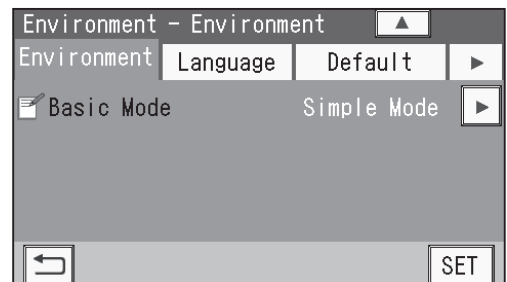
REFERENCE

If you select **inch**, **mm** displayed on the screen is replaced with “.”
 If you set values entered in inches, they are converted to the values in millimeters and displayed.



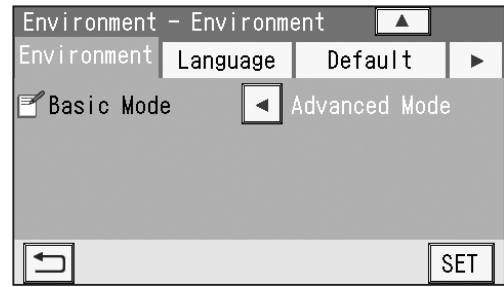
4. Basic Mode

This sets a mode for setting slit positions.
 Touch the ◀ / ▶ icon to select **Advanced Mode** or **Simple Mode**.
Simple Mode: You can set slit positions in order from the document edge (reference side).



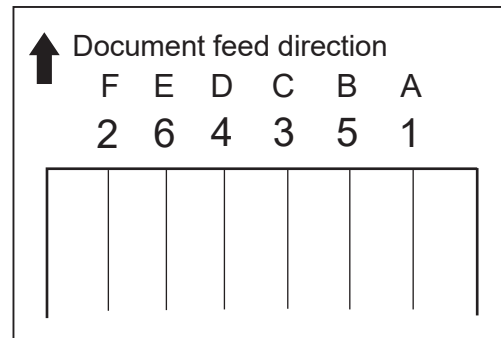
Environment

Advanced Mode: You can set slit positions alternately from side to side in order of slitter units along the document feed direction.



REFERENCE

- **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.



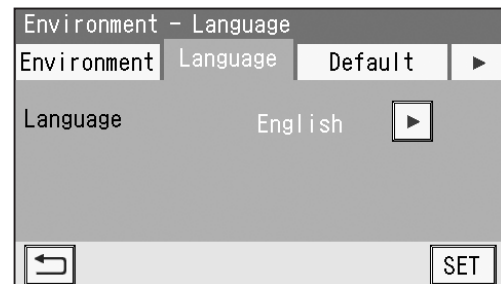
3

Language

This sets a language displayed on the **touch panel**.

1. Touch the ◀/▶ icon to select a language. You can select a language from the following eight languages:

English, French, Italian, German, Spanish, Japanese, Polish, Russian



2. Touching **SET** displays **Please wait**, and then displays **Setting is completed. Turn power off.** Turn the power **OFF** and then **ON** again. The selected language is displayed.

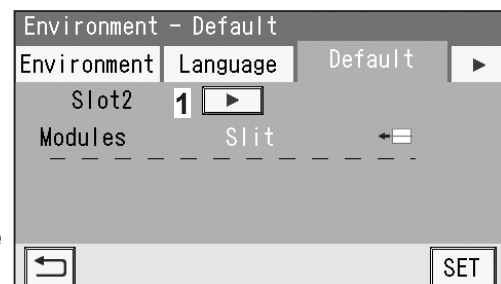
4

Default

This sets default modules for slot 2 and slot 3 when a JOB is programmed.

The module programmed here is displayed when a module is selected in **Advanced** or **Direct** when a JOB is newly programmed.

When you program a JOB in **Wizard** or **Simple Mode** in **Direct**, the default module will be set automatically for the slot in which no module is set.

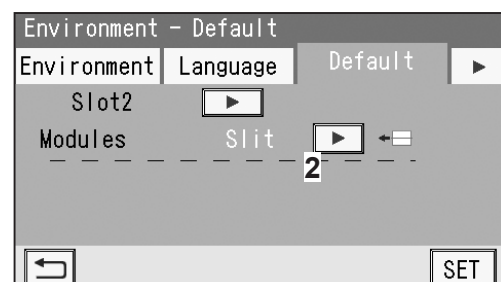



1. Touch the ▶ icon to select **Slot2** or **Slot3**.

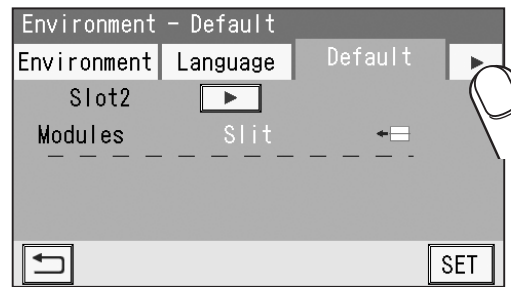
REFERENCE


If a module other than the **slitter module** is programmed by a service person when installed, the **module selection** icon appears.



2. Touch the ◀/▶ icon to select a module.

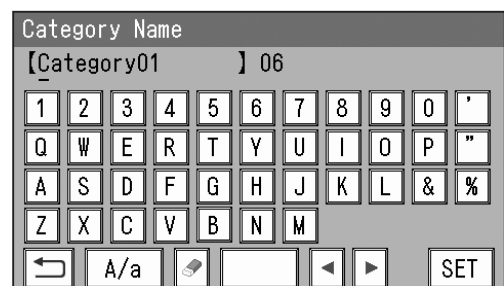
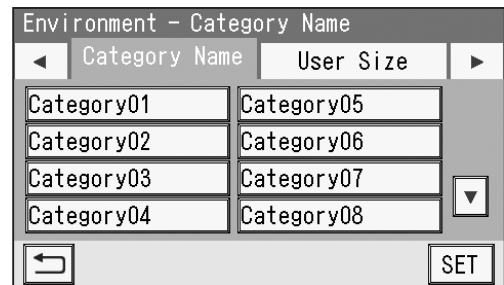


5 Touch the  icon.



6 **Category Name**
 You can program or change a category name that is grouped and saved here.
 You can set up to 20 categories in **Category Name**.
 Touching the  icon displays the next eight categories.

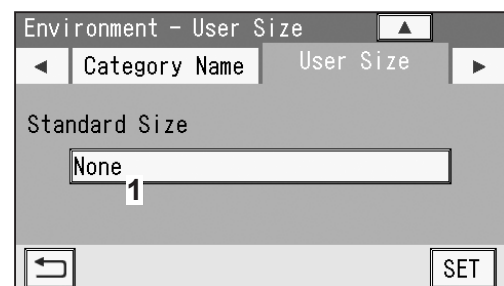
1. Touch a category name to be saved or changed.
2. Touch the  /  icon to move the cursor to the character to be changed and enter a new category name.
3. When having finished the settings, touch **SET**.
 The **Environment - Category Name** screen reappears.



7 **User Size**

1. You can set up to two more sizes (**User Size1**, **User size2**) as **User Size** on the **Environment - User Size** screen other than the standard document sizes.
 For smoother use, it is recommended that you register a user size that you use frequently.
 Touch a value of **User Size1** or **User Size2** to be saved or changed. Enter values with the NUMERIC keys.
2. The standard size you set here will be displayed on the **Document Size** screen when you program a new JOB.
 For smoother use, it is recommended that you register a user size that you use frequently.

1. Touch **None** under **Standard Size**.

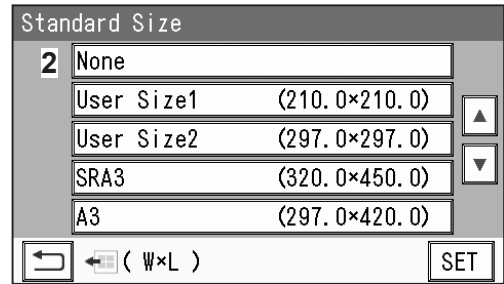


Environment

2. Select a standard size that you want to display in the first place when you program a new JOB from the list of **Standard Size**.
Touch **SET**.

REFERENCE

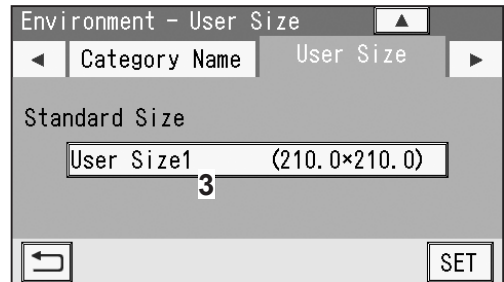
When **None** is selected, **Manual Entry** is displayed in the first place on the **JOB *** Document Size** screen.



3. The document size set above is displayed under **Standard Size**.

REFERENCE

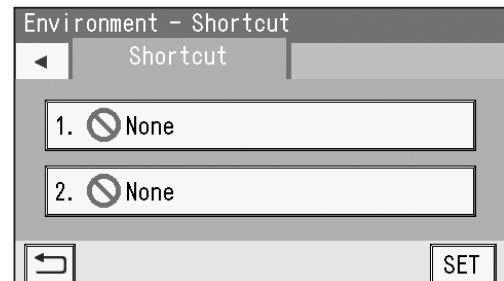
To change the document size, touch **3** and select a document size.



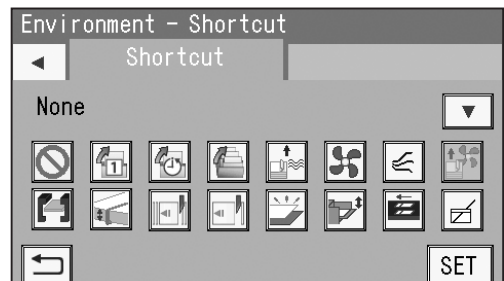
8

Shortcut

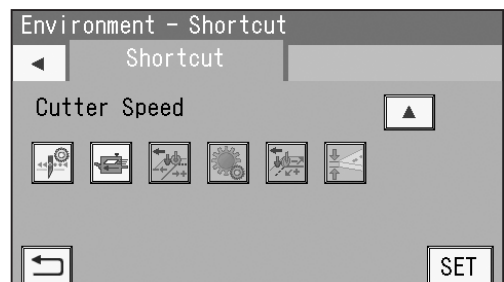
1. You can set two shortcuts that are frequently used to display on the **standby** screen.
Select and touch **1** or **2**.



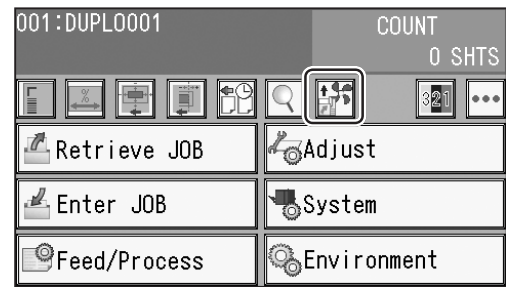
2. 17 icons are displayed.
Select and touch one icon of which to create a shortcut. Then touch **SET**.



3. **Air Knife** is selected as an example in the figure on the right.
To continue shortcut setting, follow step 8-1.
To finish the **Environment** settings, touch **SET**.



- 9 The **standby** screen reappears.
The shortcut that was set in step 8 is displayed.



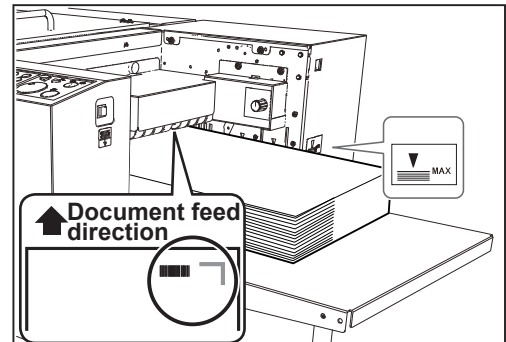
●List of shortcut icons

Icon	Screen	Shortcut item
	Retrieve JOB - JOB No.	Retrieve JOB (No.)
	Retrieve JOB - JOB Log	Retrieve JOB (History)
	Retrieve JOB - Category	Retrieve JOB (Category)
	Feed - Feed (page 1)	Air Knife ON/OFF
	Feed - Feed (page 1)	Suction Power MIN/MID/MAX
	Feed - Feed (page 1)	Blow Fan 0-3
	Feed - Feed (page 2)	Side Air (option) OFF/ MIN/ MID/ MAX
	Process - Slit	Slitter Guide ON/OFF
	Process - Crease	Crease Depth MIN/MID/MAX
	Process - Cut	Cut Trim Setting Full Bleed Mode/No Bleed Mode/Process All
	Process - Cut	Trail Cut Mode OFF/Auto
	System - Feed	Double Feed Detection ON/OFF
	System - Feed	Feeder Capacity MIN/MID/MAX
	System - Exit	Stack Priority Speed/Alignment
	System - Others	Waste Box Full OFF/MID/MAX
	Adjust - Cut	Cutter Speed SLOW/FAST
	Adjust - Others	Speed SLOW/FAST
	Not selected	No shortcut is displayed.


Processing a JOB with a Barcode

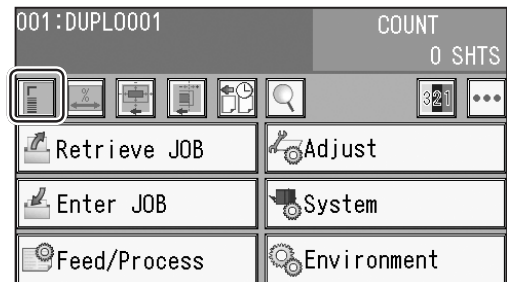
By adding a barcode which indicates a JOB number on each document, the DC-618 automatically processes the JOB.

- 1 Prepare proper documents for the JOB selected. Loosen the stack of documents by flipping through the sheets and load them on the **feed tray** so that the barcord-printed side or the REG mark-printed side is facing upward and is located at the upper right against the document feed direction.

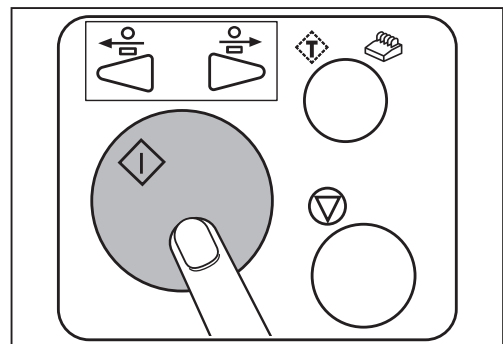


- 2 Follow steps 3 to 5 in Loading Documents in Chapter 1 Before Using This Machine. (→ p.9)
- 3 Follow steps 1 to 2 in Setting the Exit Tray in Chapter 1 Before Using This Machine. (→ p.10)

- 4 Follow the procedure in 8. Read Barcode in **Feed/Process**. (→p.68)
Make sure that  **REG mark/Barcode** icon is displayed on the **standby** screen.



- 5 By pressing the START key, the built-in **CCD** reads a JOB number from the barcode, then starts processing the JOB.

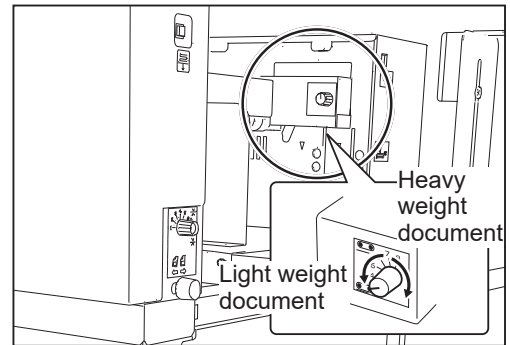


Adjusting Document Feed

Adjusting the Elevator Height

Adjust the elevator height in the following cases:

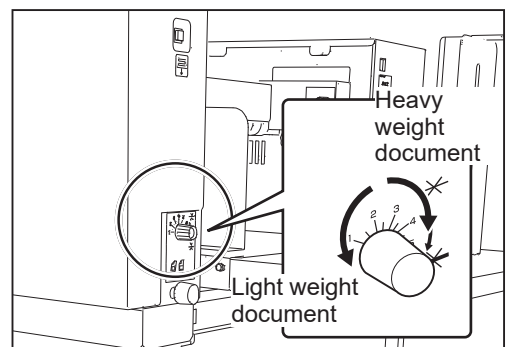
1. The DC-618 does not feed:
Turn the **level adjustment knob** counterclockwise (to lower numbers).
The level of the elevator is raised.
2. The DC-618 feeds multiple sheets at once (double feed):
Turn the **level adjustment knob** clockwise (to higher numbers).
The level of the elevator is lowered.



Adjusting the Height of the Separator

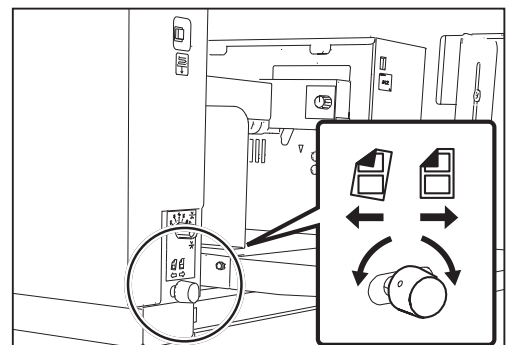
Adjust the height of the **separator** in the following cases:

1. The DC-618 does not feed:
Turn the **separator adjustment knob** clockwise (to higher numbers).
The position of the **separator** is lowered.
2. The DC-618 feeds multiple sheets at once (double feed):
Turn the **separator adjustment knob** counterclockwise (to lower numbers).
The position of the **separator** is raised.



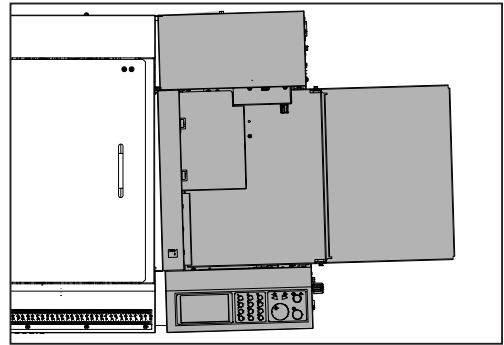
Skew Adjustment

1. If the finished products is skewed, adjust the **skew adjustment knob**.

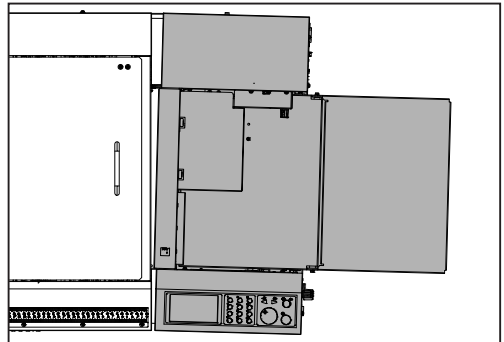


Adjusting Document Feed

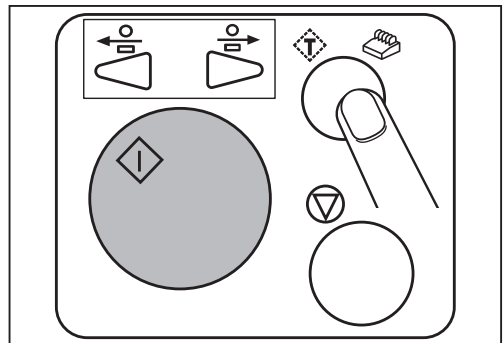
Clockwise: Turning the knob slightly shifts the lead edge of the document toward the operator's side.



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



- 2 Press the TEST key to process a test run for one sheet.
Check if the finished product is processed as it is programmed.



- 3 If the document is skewed, perform steps 1 to 2 again.

Chapter 4

Troubleshooting

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

.....

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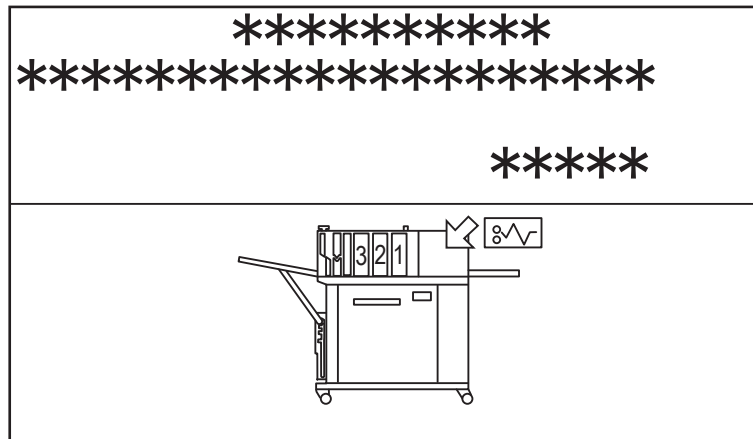
.....

If a Message Appears

If an error has occurred, a figure and a message 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
E00- * MAIN-PANEL Contact service person	Status: Communication error in the DC-618. Solution: Turn OFF the power and then turn ON again in a few seconds. If the same message remains displayed, take a note of it and contact our service person.
E01- * CCD ERROR Contact service person	Status: The DC-618 failed to read a barcode or a REG mark Solution: Turn OFF the power and then turn ON again in a few seconds. If the same message remains displayed, take a note of it and contact our service person.
E02- * ELEVATOR ERROR Contact service person	Status: Error in the elevator section. Solution: Turn OFF the power and then turn ON again in a few seconds. If the same message remains displayed, take a note of it and contact our service person.
E03- * CREASE TOOL (FEMALE) ERROR Contact service person	Status: Error in the crease tool (Female) of the creaser . Solution: Turn OFF the power and then turn ON again in a few seconds. If the same message remains displayed, take a note of it and contact our service person.

Message	Status and Solution
E04- * MEMORY READ ERROR Contact service person	Status: Memory read error. Solution: Turn OFF the power and then turn ON again in a few seconds. If the same message remains displayed, take a note of it and contact our service person.
E05- * MEMORY WRITE ERROR Contact service person	Status: Memory write error. Solution: Turn OFF the power and then turn ON again in a few seconds. If the same message remains displayed, take a note of it and contact our service person.
E07- * 24V POWER SUPPLY ERROR Contact service person	Status: Power supply voltage (24 V) is not output. Solution: Release the emergency stop switch . Close the front door and the top cover . Turn OFF the power and ON again in a few seconds. If the same message remains displayed, take a note of it and contact our service person.
E08- * TOUCH PANEL ERROR Contact service person	Status: Touch panel error. Solution: Turn OFF the power and then turn ON again in a few seconds. If the same message remains displayed, take a note of it and contact our service person.
E09- * MAIN I/O COM ERROR Contact service person	Status: Communication error in the DC-618. Solution: Turn OFF the power and then turn ON again in a few seconds. If the same message remains displayed, take a note of it and contact our service person.
NO DOCUMENTS Set Documents on feed tray. ⓪ to clear	Status: No document on the feed tray . Solution: Load documents on the feed tray and press the STOP key.
J02- * CHECK FEED TRAY Feed tray overloaded ⓪ to clear	Status: Too many documents are loaded on the feed tray . Solution: Remove the overloaded documents so that the height of the document stack does not exceed the MAX level. (There is an indication on the right side of the feed tray .) Then, press the STOP key. (→ p.93 J02 CHECK FEED TRAY)
J03- * FEED ERROR Remove documents from feeder. ⓪ to clear	Status: A document jam has occurred in the document feed section or the feeding section. Solution: Remove the jammed documents from the feed section or the feeding section and then press the STOP key. (→ p.94 J03 FEED ERROR)
J04- * CHECK CCD SECTION Remove documents from CCD section. ⓪ to clear	Status: A document jam has occurred in the CCD section. Solution: Remove the jammed documents from the CCD section and then press the STOP key. (→ p.96 J04 CHECK CCD SECTION)

If a Message Appears

Message	Status and Solution
<p>J06- * CHECK CUTTER/CREASER/SLOT1/2/3</p> <p>Remove documents from Cutter/Creaser/Slot1/2/3 section.</p> <p>ⓧ to clear</p>	<p>Status: A document jam has occurred in the cutter/creaser/slot1/2/3 section.</p> <p>Solution: Remove the jammed documents from the cutter/creaser/slot1/2/3 section and then press the STOP key. (→ p.98 J06- * CHECK CUTTER/CREASER/SLOT1/2/3)</p>
<p>J07- * CHECK EXIT TRAY</p> <p>Remove documents from exit tray.</p> <p>ⓧ to clear</p>	<p>Status: A document jam has occurred in the exit section.</p> <p>Solution: Remove the jammed documents from the exit section and then press the STOP key. (→ p.102 J07 CHECK EXIT TRAY)</p>
<p>J08- * WASTE BOX FULL</p> <p>Remove wastes from waste box</p> <p>ⓧ to clear</p>	<p>Status: The waste box has become full during processing of documents.</p> <p>Solution: Remove the accumulated waste from the waste box and then press the STOP key. (→ p.103 J08 WASTE BOX FULL)</p>
<p>J09- * CHECK THE CUT WASTE CHUTE SECTION</p> <p>Open the front door and remove the documents from cut waste chute section.</p> <p>ⓧ to clear</p>	<p>Status: A document jam has occurred in the cut waste chute section.</p> <p>Solution: Remove the jammed documents from the cut waste chute section and then press the STOP key. (→ p.105 J09 CHECK THE CUT WASTE CHUTE SECTION)</p>
<p>MARGIN-* LOCK</p> <p>Check documents in margin section</p> <p>ⓧ to clear</p>	<p>Status: The right (or left) tool of the margin slitter is locked. * shows R (right) or L (left).</p> <p>Solution: Remove the documents from the margin slitter section and then press the STOP key. (→ p.98 J06- * CHECK CUTTER/CREASER/SLOT1/2/3)</p>
<p>SLOT#-* LOCK</p> <p>Check documents in Slot section</p> <p>ⓧ to clear</p>	<p>Status: The right (or left) tool of the module in the slot (2 or 3) is locked. # shows a slot number. * shows R (right) or L (left).</p> <p>Solution: Remove the documents from the slot (2 or 3) section and then press the STOP key. (→ p.98 J06- * CHECK CUTTER/CREASER/SLOT1/2/3)</p>
<p>GUTTER# LOCK</p> <p>Check documents in gutter section.</p> <p>ⓧ to clear</p>	<p>Status: The gutter deflector (1 or 2) is locked. # shows a gutter deflector number.</p> <p>Solution: Remove the documents from the gutter deflector section and then press the STOP key. (→P.88 p.98 J06- * CHECK CUTTER/CREASER/SLOT1/2/3)</p>
<p>CUTTER LOCK</p> <p>Check documents in cutter section.</p> <p>ⓧ to clear</p>	<p>Status: The cutter is locked.</p> <p>Solution: Remove the documents from the cutter section and then press the STOP key. (→ p.98 J06- * CHECK CUTTER/CREASER/SLOT1/2/3)</p>

Message	Status and Solution
<p>CREASE TOOL (MALE) LOCK Check documents in the creaser section. Check the crease tool (Male) is set correctly.</p> <p style="text-align: right;">✔ to clear</p>	<p>Status: The crease tool (Male) is locked. Solution: Remove the documents from the creaser section and then press the STOP key. Check the crease tool (Male) is set correctly. (→ p.98 J06- * CHECK CUTTER/CREASER/SLOT1/2/3)</p>
<p>SLOT2 UPPER TOOL LOCK Check documents in Slot2 section.</p>	<p>Status: The upper tool of the module in slot 2 is locked. Solution: Remove the documents from the slot 2 section and then press the STOP key.</p>
<p>SLOT3 UPPER TOOL LOCK Check documents in Slot3 section.</p>	<p>Status: The upper tool of the module in slot 3 is locked. Solution: Remove the documents from the slot 3 section and then press the STOP key.</p>
<p>EMERGENCY STOP Release emergency stop switch to clear</p>	<p>Status: Emergency stop. Solution: Release the emergency stop switch. If EMERGENCY STOP remains displayed even after the emergency stop switch was released, contact our service person.</p>
<p>TOP COVER OPEN Close cover</p>	<p>Status: The top cover is open. Solution: Close the top cover. If TOP COVER OPEN remains displayed even after the top cover was closed, contact our service person.</p>
<p>FRONT DOOR OPEN Close door</p>	<p>Status: The front door is open. Solution: Close the front door. If FRONT DOOR OPEN remains displayed even after the front door was closed, contact our service person.</p>
<p>DOCUMENTS IN MACHINE Remove documents from feeder.</p> <p style="text-align: right;">✔ to clear</p>	<p>Status: Documents remain in the feed section. Solution: Remove the documents from the feed section and then press the STOP key. (→ p.94 J03 FEED ERROR)</p>
<p>DOCUMENTS IN MACHINE Remove documents from CCD section.</p> <p style="text-align: right;">✔ to clear</p>	<p>Status: Documents remain in the CCD section. Solution: Remove the documents from the CCD section and then press the STOP key. (→ p.96 J04 CHECK CCD SECTION)</p>
<p>DOCUMENTS IN MACHINE Remove documents from Cutter/Creaser/Slot1/2/3 section.</p> <p style="text-align: right;">✔ to clear</p>	<p>Status: Documents remain in the cutter/creaser/slot1/2/3 section. Solution: Remove the jammed documents from the cutter/creaser/slot1/2/3 section and then press the STOP key. (→ p.98 J06- * CHECK CUTTER/CREASER/SLOT1/2/3)</p>

If a Message Appears

Message	Status and Solution
<p>DOCUMENTS IN MACHINE Remove documents from exit tray.</p> <p style="text-align: right;">🔍 to clear</p>	<p>Status: Documents remain on the exit tray.</p> <p>Solution: Remove the documents from the exit tray and press the STOP key. (→ p.102 J07 CHECK EXIT TRAY)</p>
<p>DOCUMENTS IN MACHINE Remove wastes from waste box</p> <p style="text-align: right;">🔍 to clear</p>	<p>Status: Waste remains in the waste box.</p> <p>Solution: Remove the waste from the waste box and then press the STOP key. (→ p.103 J08 WASTE BOX FULL)</p>
<p>DOCUMENTS IN MACHINE Open the front door and remove the documents from cut waste chute section.</p> <p style="text-align: right;">🔍 to clear</p>	<p>Status: Documents remain in the cut waste chute section.</p> <p>Solution: Open the front door and remove the documents from the cut waste chute section. Then press the STOP key.</p>
<p>BARCODE ERROR 1 Cannot read barcode</p> <p style="text-align: right;">🔍 to clear</p>	<p>Status: The DC-618 failed to read a barcode.</p> <p>Solution: Press the STOP key to clear the error. If the barcode is printed out of specification, print it on a proper position. (For barcode specifications, see p.21.)</p> <p style="text-align: center;">REFERENCE</p> <p>A barcode may not be read even it is within the specifications depending on the print quality of the printer and the document type. If this is the case, enlarging the barcode may enable it to be read.</p>
<p>BARCODE ERROR 2 No JOB is saved in JOB***.</p> <p style="text-align: right;">🔍 to clear</p>	<p>Status: JOB*** is not saved. *** shows a JOB number.</p> <p>Solution: Press the STOP key and then check the JOB contents. (For barcode specifications, see p.21.)</p>
<p>BARCODE ERROR 3 Check digit error</p> <p style="text-align: right;">🔍 to clear</p>	<p>Status: Check the digit error or the barcode error.</p> <p>Solution: Press the STOP key to clear the error. Check the barcode. (Is the digit correct?, Is any alphabetical letter included?) Make a document with a correct barcode.</p>
<p>REG MARK ERROR 1 Check if there are any spots around REG mark.</p> <p style="text-align: right;">🔍 to clear</p>	<p>Status: The DC-618 failed to read a REG mark because of blot on the document.</p> <p>Solution: Check if there are any spots around the REG mark. (For REG mark specifications, see p.20.)</p>

Message	Status and Solution
<p>REG MARK ERROR 2 Cannot find REG mark.</p> <p>⓪ to clear</p>	<p>Status: The DC-618 failed to read a REG mark. Solution: Press the STOP key to clear the error. Check if the REG mark is printed correctly. (For REG mark specifications, see p.20.)</p>
<p>REG MARK ERROR 3 REG mark is not printed correctly.</p> <p>⓪ to clear</p>	<p>Status: The DC-618 failed to read a REG mark because it is not printed correctly. Solution: Press the STOP key and check if the REG mark is printed straight and if the document is not skewed. (For REG mark specifications, see p.20.)</p>
<p>REG MARK ERROR 4 Check print position of REG mark.</p> <p>⓪ to clear</p>	<p>Status: The DC-618 failed to read a REG mark because of an incorrect REG mark position. Solution: Press the STOP key and then check the REG mark position. If the REG mark is printed out of specification, print it on a proper position. (For REG mark specifications, see p.20.)</p>
<p>DOUBLE FEED Remove documents from feeder.</p> <p>⓪ to clear</p>	<p>Status: Double feed. Solution: Remove the documents from the feed section and then press the STOP key. Loosen and separate the documents and check the feed settings.</p>
<p>INVALID JOB DATA Check JOB detail</p> <p>⓪ to clear</p>	<p>Status: The DC-618 cannot process the JOB because of invalid data. Solution: Check the JOB details and then press the STOP key.</p>
<p>NO MARGIN SLITTER MODULE Set margin slitter module</p> <p>⓪ to clear</p>	<p>Status: The margin slitter module is not installed correctly. Solution: Install the margin slitter module correctly and then press the STOP key. (→ p.98 J06- * CHECK CUTTER/CREASER/ SLOT1/2/3)</p>
<p>SLOT# NO MODULE Set Module in Slot#.</p> <p>⓪ to clear</p>	<p>Status: The module in the slot (2 or 3) is not installed correctly. # shows a slot number. Solution: Install the module in the slot (2 or 3) correctly and then press the STOP key. (→ p.98 J06- * CHECK CUTTER/CREASER/ SLOT1/2/3)</p>

If a Message Appears

Message	Status and Solution								
<p>SLOT WRONG</p> <table border="1" data-bbox="153 304 632 376"> <tr> <td></td> <td>Slot3</td> <td>Slot2</td> <td>Slot1</td> </tr> <tr> <td>Modules</td> <td>OK</td> <td>Slit</td> <td>OK</td> </tr> </table> <p style="text-align: right;">Ⓢ to clear</p>		Slot3	Slot2	Slot1	Modules	OK	Slit	OK	<p>Status: The module installed does not match a JOB to be processed.</p> <p>Solution: Check if the module in the slot displayed in a red frame on the touch panel matches the one installed in the machine. Install the module indicated in the read frame. Then press the STOP key to clear the error and start operation over again.</p> <p>(The left display is an example. It differs depending on specifications. A different module is installed in slot 2 although the JOB needs a slitter module there.)</p>
	Slot3	Slot2	Slot1						
Modules	OK	Slit	OK						
<p>The gutter slit wastes come out on the stacker.</p> <p>** to continue</p>	<p>Status: A JOB ejecting gutter slit wastes was processed with Read Barcode in Feed/Process set to OFF.</p> <p>** : Displays an icon of the key pressed when processing of a JOB was started.</p> <p>Solution: Press the key of the icon displayed in ** to continue the JOB processing.</p> <p>When the JOB processing is continued, the gutter slit waste is not ejected to the waste box but is ejected to the exit tray.</p>								
<p>The gutter slit wastes come out on the stacker.</p> <p style="text-align: right;">Ⓢ to clear</p>	<p>Status: A JOB ejecting gutter slit waste was processed when the DC-618 reads a barcode with Read Barcode in Feed/Process set to All or First Sht Only.</p> <p>Solution: Press the STOP key to clear the error.</p> <p>Check the JOB detail.</p>								

If a Document Jam Has Occurred

If a document jam has occurred, messages appear on the touch panel and an arrow displayed there points at the position where the error is occurring in the figure of the machine. Follow the procedure below to remove the jammed documents.



WARNING

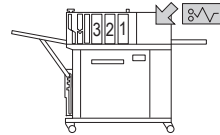
- Do not touch the tool. Doing so may cause injury.
- Before removing the jammed document, make sure that the machine is fully stopped. Use tweezers or pliers to prevent your hands or fingers from being caught in the machine.

J02 CHECK FEED TRAY

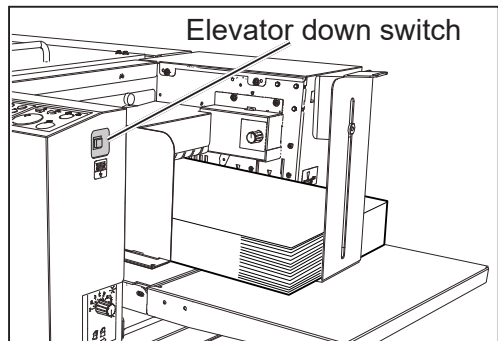
Too many documents are loaded on the **feed tray**. Follow the procedure below to adjust the amount of documents to proper one.

J02- * CHECK FEED TRAY
Feed tray overloaded.

⚠ to clear

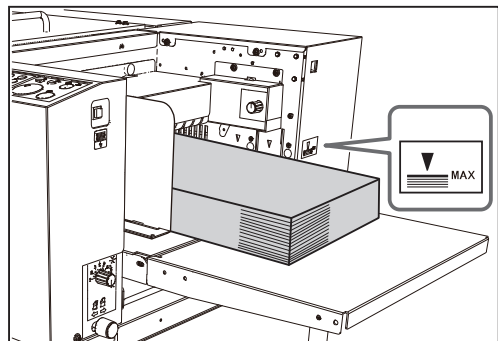


- 1 Press the **elevator down switch** to lower the **feed tray** to the bottommost position.



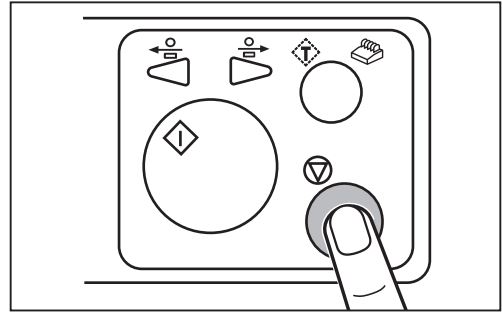
Elevator down switch

- 2 Remove some documents so that the height of the document stack does not exceed the **MAX** level.



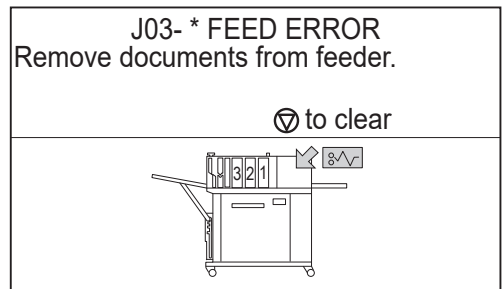
If a Document Jam Has Occurred

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

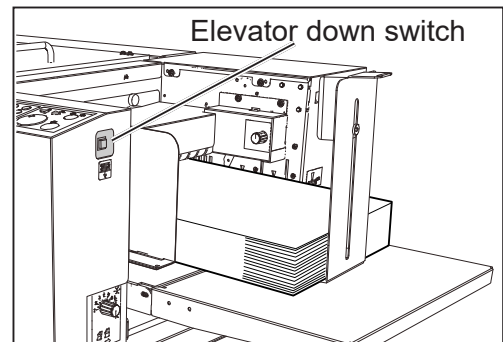


J03 FEED ERROR

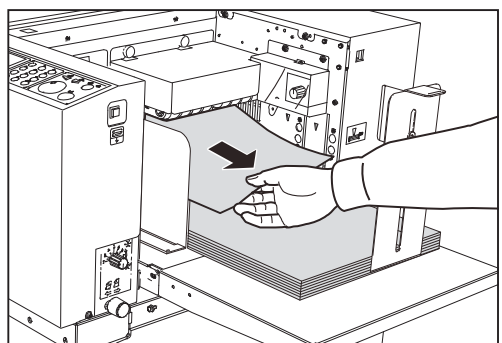
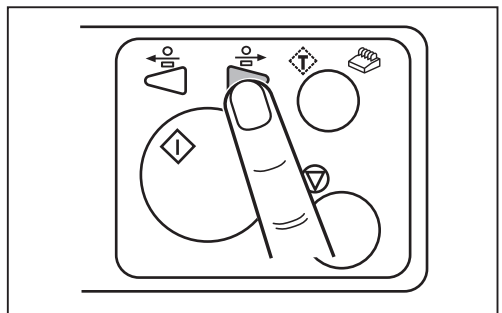
A document jam has occurred in the feed section or the feeding section.
Follow the procedure below to remove the jammed documents.



- 1 Press the **elevator down switch** to lower the **feed tray** to the bottommost position.

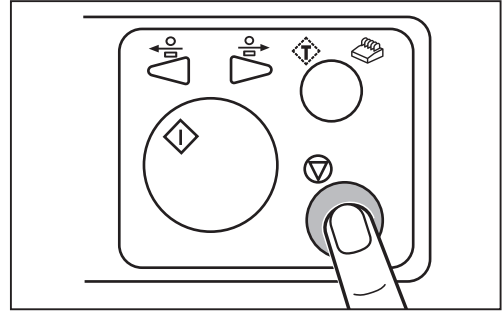


- 2 Press the JOG (backward) key to eject the document.



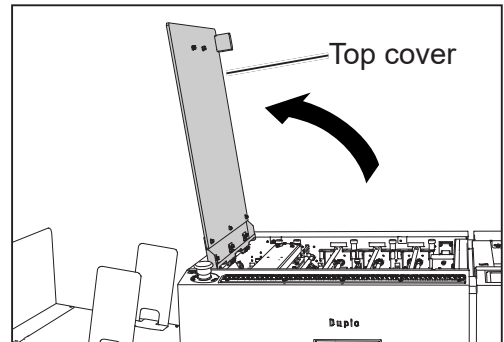
If a Document Jam Has Occurred

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

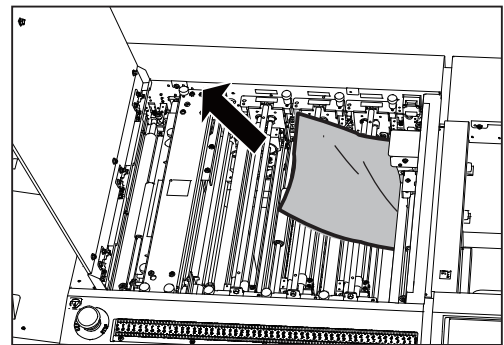


If you cannot remove the jammed documents in the procedure above, follow the procedure below.

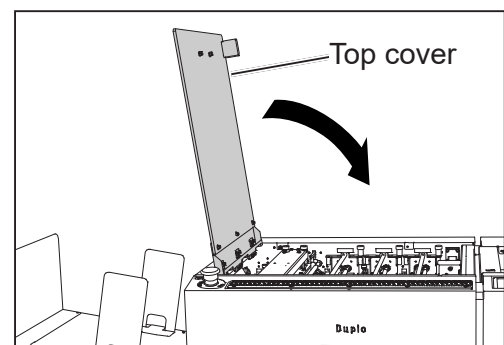
- 1 Open the **top cover**.



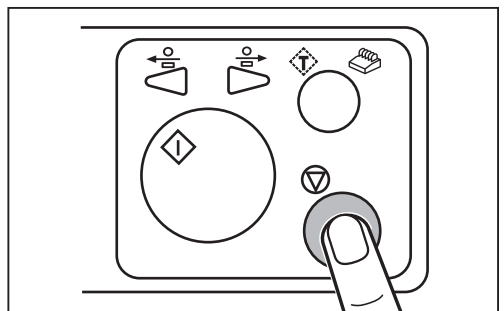
- 2 Remove the jammed document.



- 3 Close the **top cover**.



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



4

Troubleshooting

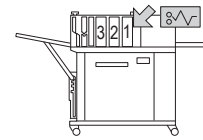
If a Document Jam Has Occurred

J04 CHECK CCD SECTION

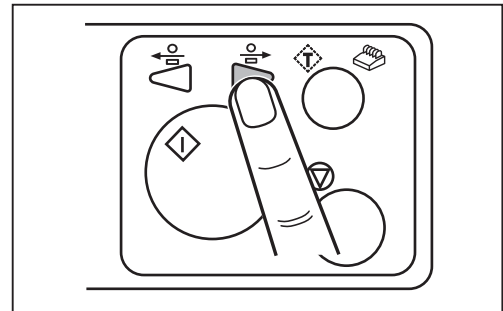
A document jam has occurred in the CCD section. Follow the procedure below to remove the jammed documents.

J04- * CHECK CCD SECTION
Remove documents from CCD section.

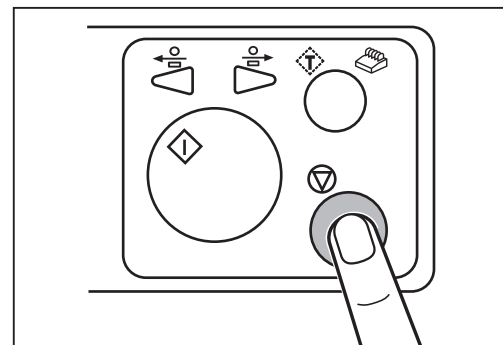
▽ to clear



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

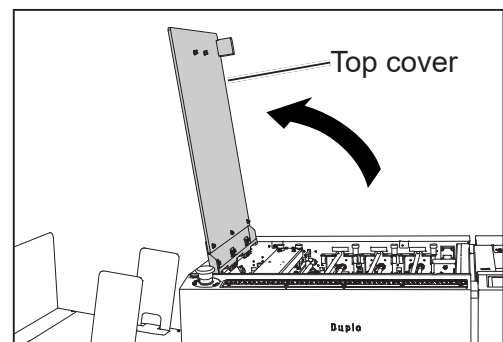


- 2 Press the STOP key to clear the error. The DC-618 is reset and the error message is cleared.



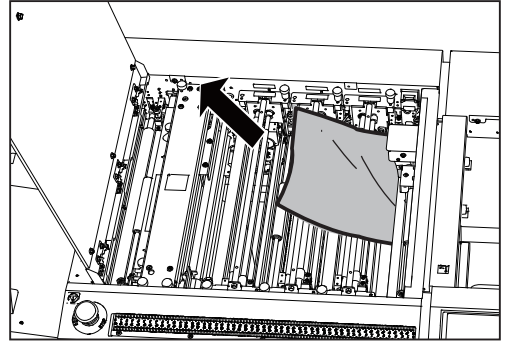
If you cannot remove the jammed documents in the procedure above, follow the procedure below.

- 1 Open the **top cover**.

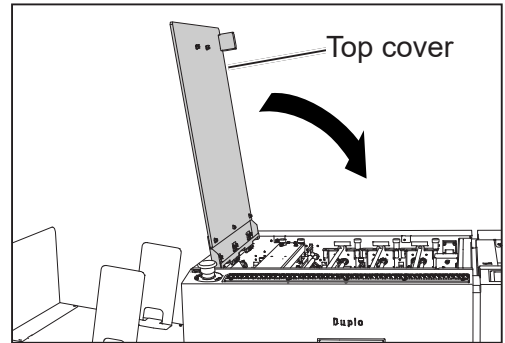


If a Document Jam Has Occurred

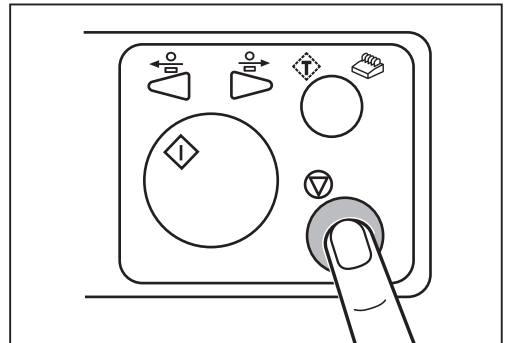
- 2 Remove the document jammed in the CCD section.



- 3 Close the **top cover**.



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



4

Troubleshooting

If a Document Jam Has Occurred

J06- * CHECK CUTTER/CREASER/SLOT1/2/3

A document jam has occurred in the cutter/creaser/slot1/2/3 section.

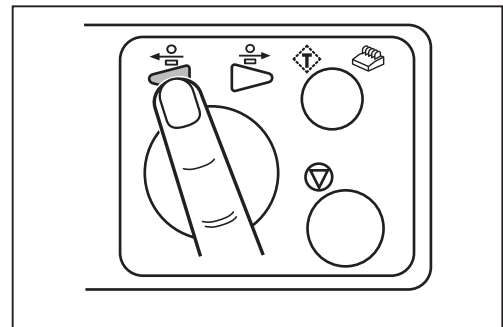
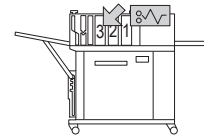
Follow the procedure below to remove the jammed documents.

REFERENCE

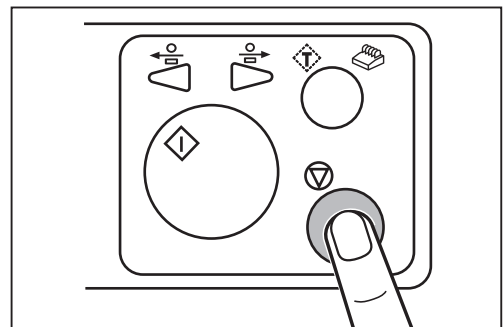
Follow the procedure below as well if **MARGIN-* LOCK**, **SLOT#-* LOCK**, **GUTTER* LOCK**, **CUTTER LOCK**, **CREASE TOOL (MALE) LOCK**, **SLOT2 UPPER TOOL LOCK**, or **SLOT3 UPPER TOOL LOCK** appears.

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

J06- * CHECK CUTTER/CREASER/SLOT1/2/3
Remove documents
from Cutter/Creaser/Slot1/2/3 section.
▽ to clear



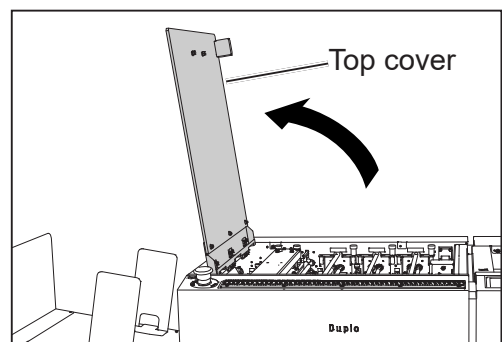
- 2 Press the STOP key to clear the error.
The DC-618 is reset and the error message is cleared.



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

When removing the document from the slot section:

- 1 Open the **top cover**.

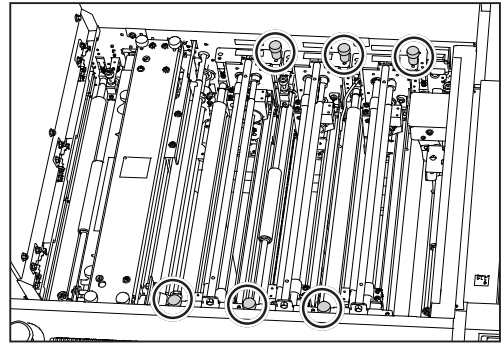


If a Document Jam Has Occurred

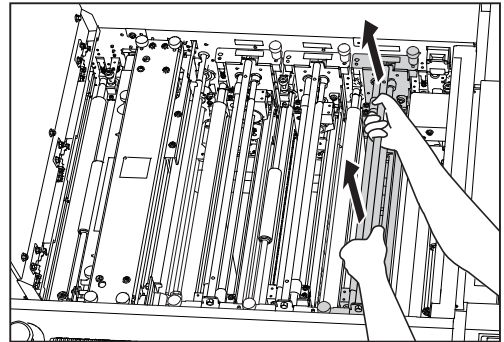
4

Troubleshooting

- 2 Loosen the fixing screws (two each) on the modules in slot 1, slot 2, and slot 3.

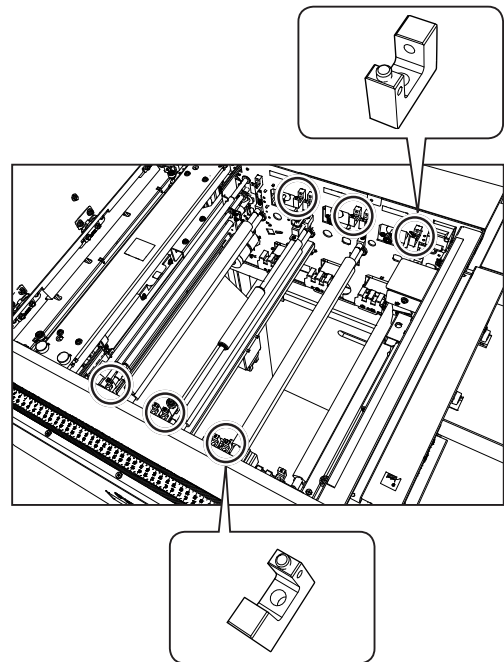


- 3 Grasp the handle to take out the modules in slot 1, slot 2, and slot 3 by lifting them up.



- 4 Remove the jammed document with tweezers or pliers.

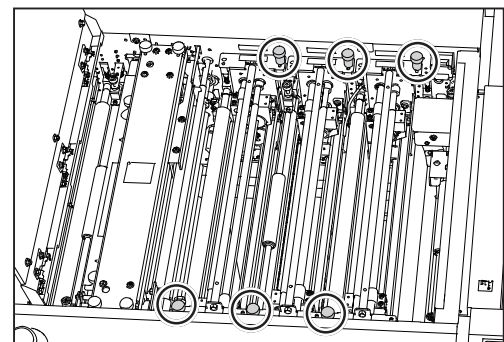
- 5 Install the **modules** removed in step 3 according to the **positioning pins** (circled parts in the figure on the right) for the original position.



- 6 Tighten the fixing screws (two each) loosened in step 2 to secure the **modules**.

- 7 Close the **top cover**.

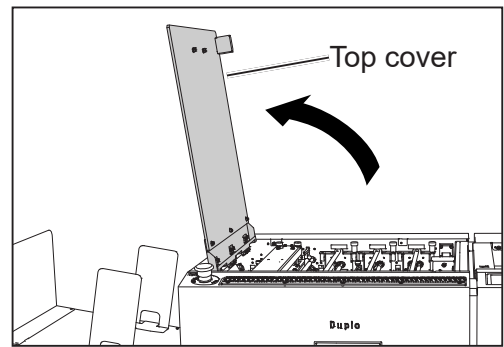
- 8 Press the STOP key to clear the error. The DC-618 is reset and the error message is cleared.



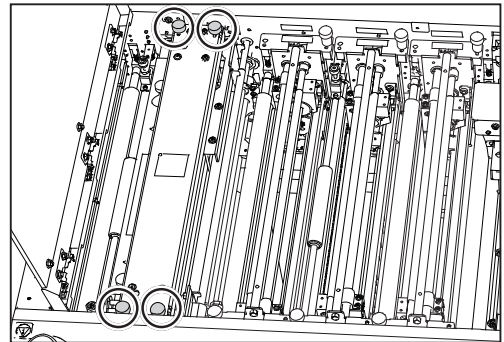
If a Document Jam Has Occurred

● When removing the document from the creaser/cutter section:

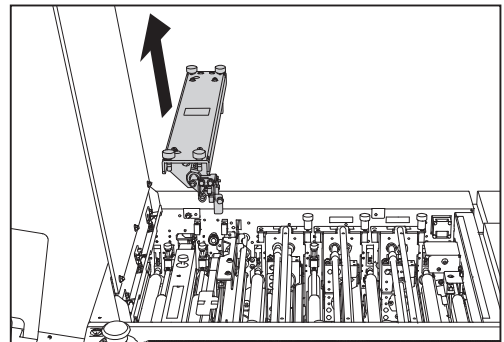
1 Open the **top cover**.



2 Loosen the four fixing screws on the creaser section.



3 Remove the **upper plate assy** upward.

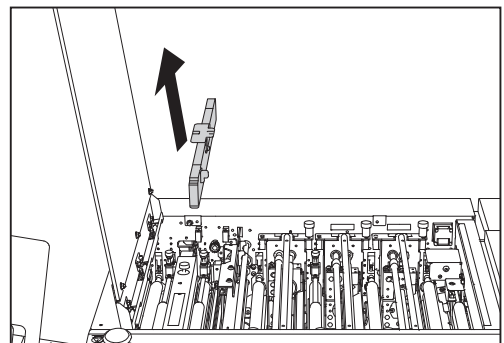


4 Remove the **crease tool (Male)** upward.

IMPORTANT

Take extreme care in handling the **crease tool (Male)**.

If the tool receives a strong impact by being dropped and so on, it may affect the accuracy of processing creases.

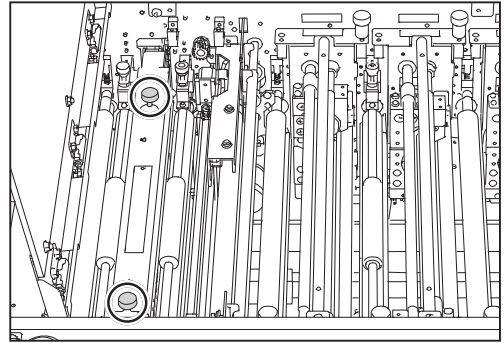


If a Document Jam Has Occurred

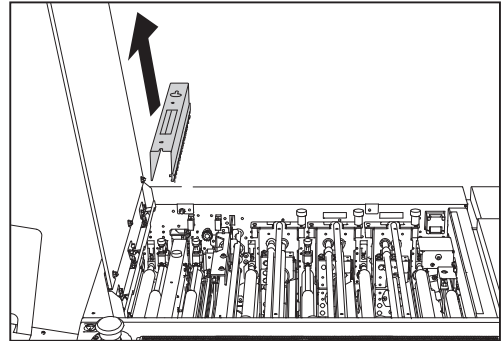
4

Troubleshooting

- 5 Loosen the two fixing screws on the **cutter section cover**.



- 6 Slide the **cutter section cover** toward the non-operator's side and then remove it upward.

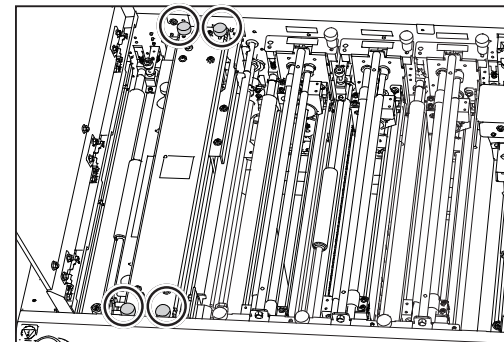


- 7 Remove the jammed document with tweezers or pliers.

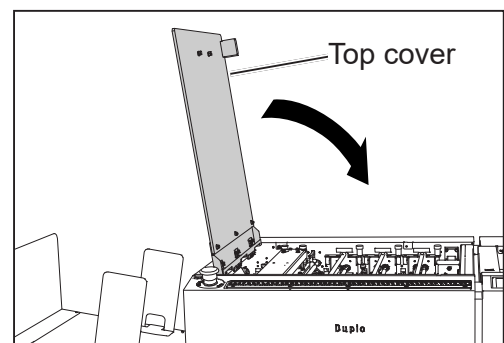
- 8 Attach the **cutter section cover** removed in step 5 and step 6, and tighten the two fixing screws.

- 9 Attach the **crease tool (Male)** removed in step 4.

- 10 Attach the **upper plate assy** removed in step 3 and tighten the four fixing screws loosened to secure it.

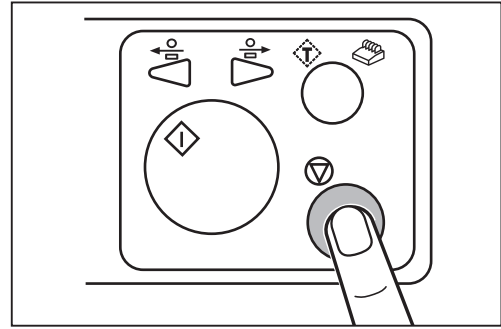


- 11 Close the **top cover**.



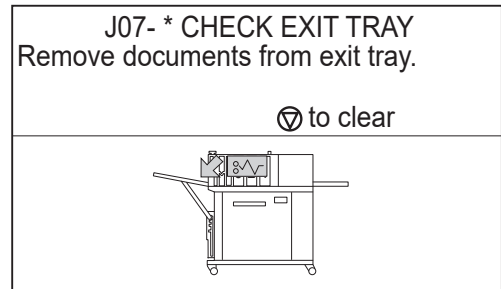
If a Document Jam Has Occurred

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

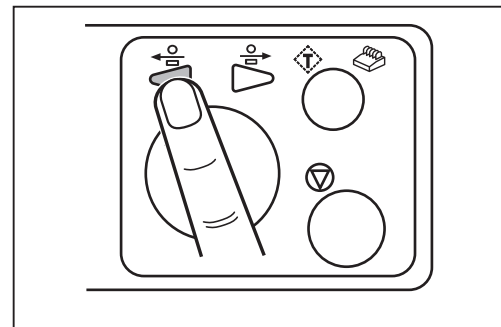


J07 CHECK EXIT TRAY

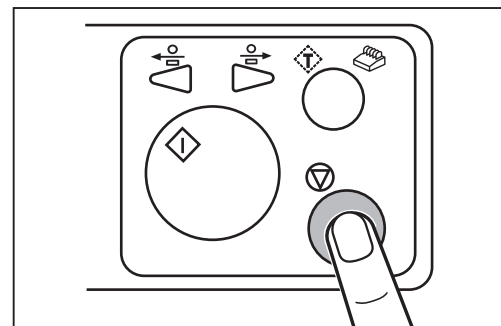
A document jam has occurred in the **exit tray**. Follow the procedure below to remove the jammed documents.



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



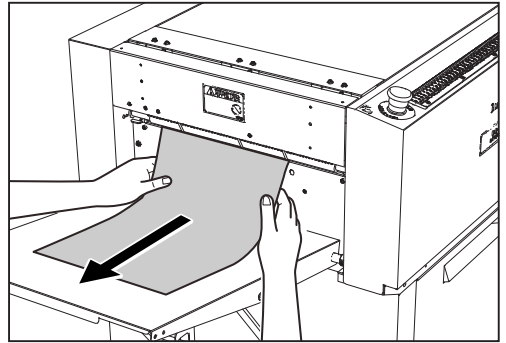
- 2 Press the STOP key to clear the error. The DC-618 is reset and the error message is cleared.



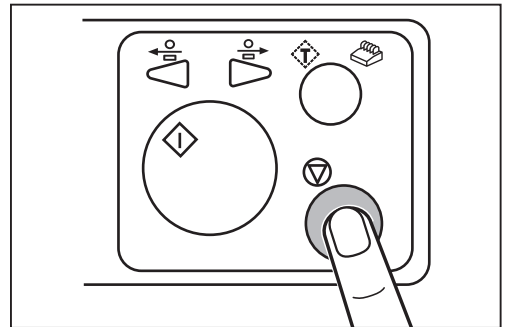
If a Document Jam Has Occurred

If you cannot remove the jammed documents in the procedure on the previous page, follow the procedure below.

- 1 Remove the jammed document by hand.



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

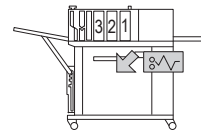


J08 WASTE BOX FULL

The **waste box** is full of waste.
Accumulation of waste may cause a document jam.

J08 - *WASTE BOX FULL
Remove wastes from waste box.

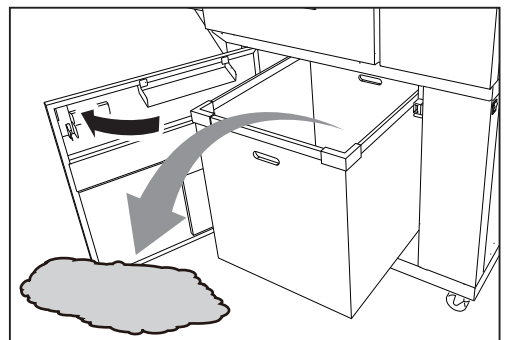
▽ to clear



! WARNING

Before removing the waste, make sure that the machine is fully stopped.
Your hands or fingers may be caught in the machine.

- 1 Open the **front door** and take out the **waste box**. Remove the waste. If waste remains inside the machine, remove it.



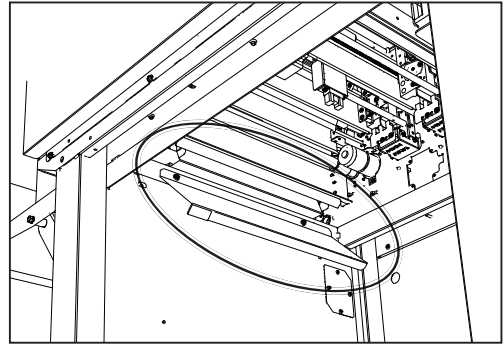
4

Troubleshooting

If a Document Jam Has Occurred

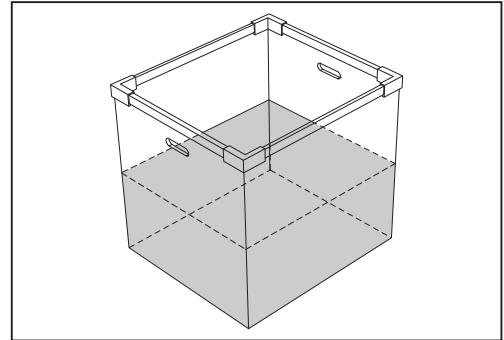
IMPORTANT

Remove the waste in the **cut waste chute section** indicated in the figure on the right. (The figure shows the inside of the machine after the **waste box** was taken out.)



REFERENCE

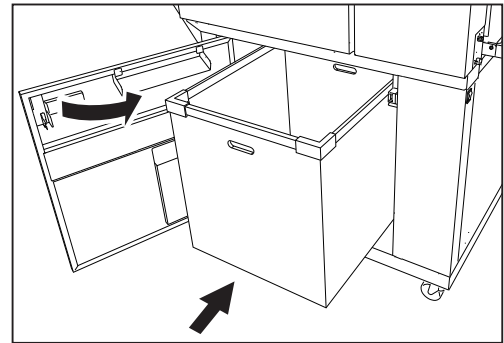
If the waste comes to approximately half of the **waste box**, the DC-618 detects waste box full. If you select **MAX** on the **Waste Box Full** screen in **System**, waste can accumulate until it comes to about 70% of the waste box. (For light weight documents and shorter documents only)
(→ p.76 1. Waste Box Full)



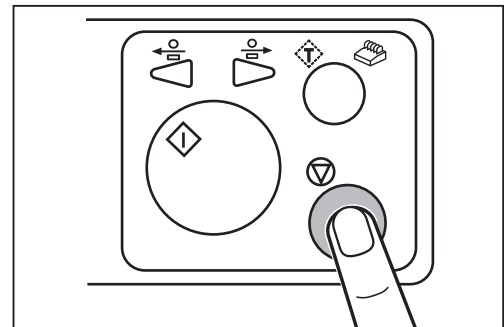
- 2 Put the **waste box** back in its place and close the **front door**.

IMPORTANT

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



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

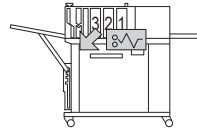


J09 CHECK THE CUT WASTE CHUTE SECTION

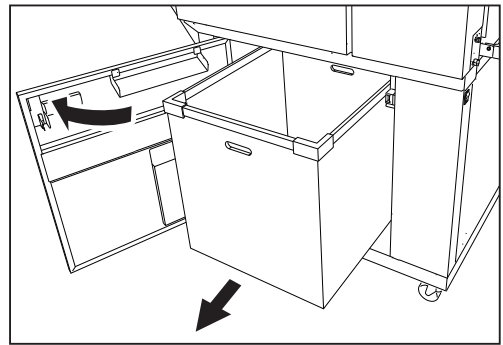
Cut waste is jammed in the **cut waste chute section** because it cannot drop in the waste box smoothly. Follow the procedure below to remove the waste.

J09- * CHECK THE CUT WASTE CHUTE SECTION
Open the front door and remove the documents from cut waste chute section.

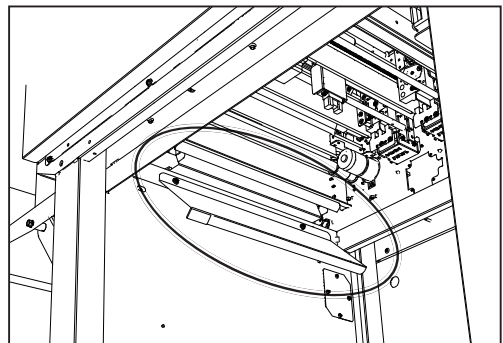
▽ to clear



- 1 Open the **front door** and take out the **waste box**. Remove the waste. If waste remains inside the machine, remove it.



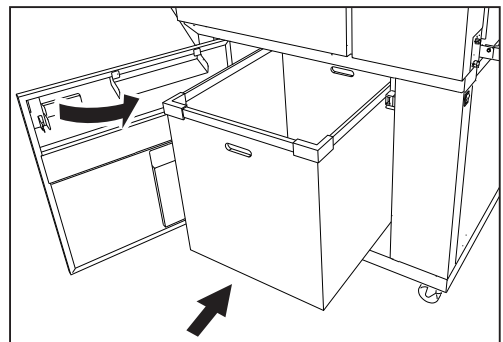
- 2 Remove the waste in the **cut waste chute section** indicated in the figure on the right. (The figure shows the inside of the machine after the **waste box** was taken out.)



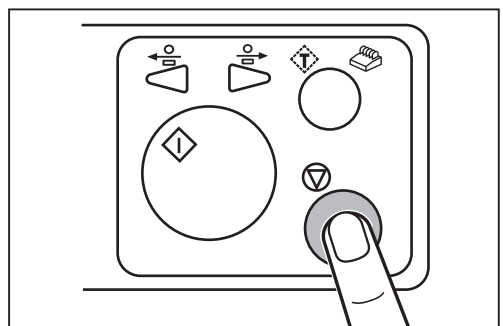
- 3 Put the **waste box** back in its place and close the **front door**.

IMPORTANT

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



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



MEMO

A series of horizontal dashed lines for writing a memo.

Chapter 5

Daily Maintenance

This chapter describes daily maintenance for the machine.

.....

Daily Maintenance	108
Cleaning the Slitter Tool	110
Cleaning the Sensors	110
Cleaning the Conveyance Rollers	113
Cleaning the Suction Belt	114
Waste Box	115
About Protection of Press Rollers	116

.....

Daily Maintenance

Clean the machine periodically to maintain its performance.



WARNING

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

Clean the exterior in the following procedure.

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



WARNING

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

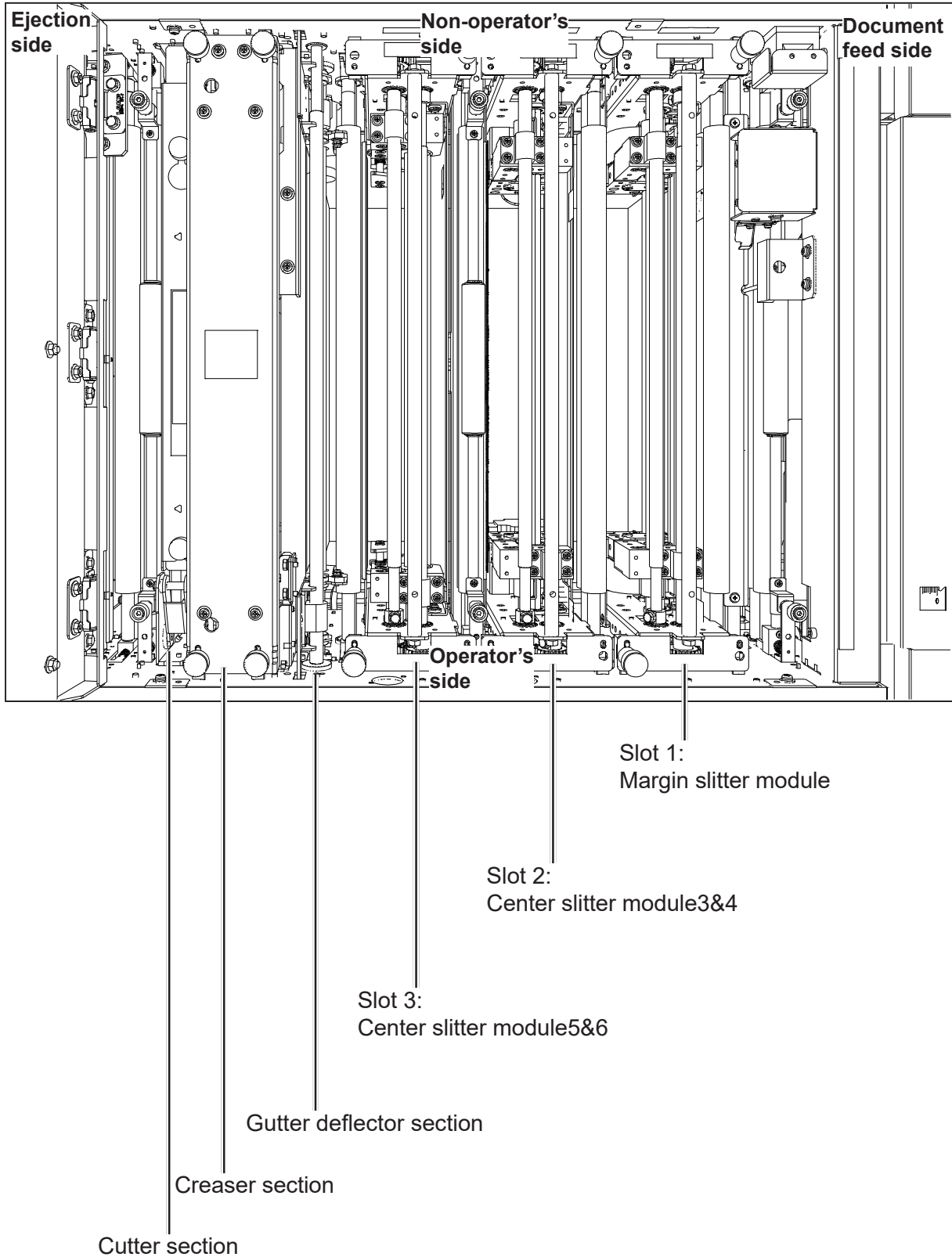
Dust accumulation may cause the machine to malfunction.

Clean it periodically.

Contact our service person as for cleaning of the inside of the machine.

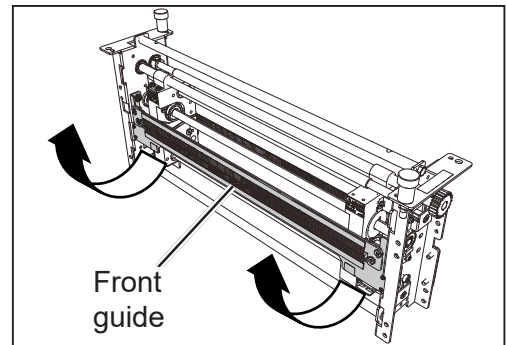
DC-618 Module Positions

The figure below shows module positions seen from above with the **top cover** open.

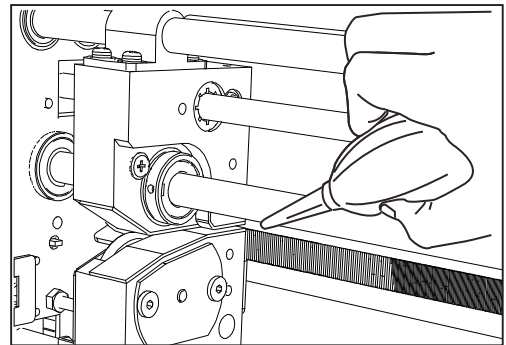


Cleaning the Slitter Tool

- 1 Remove the **front guide** on the slitter module.



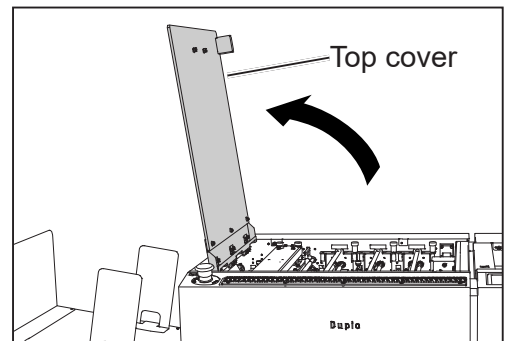
- 2 If a document is slit by the slitter after a long period of use of the machine, finished products may get dirty.
Before starting operation, clean the slitter tool with an **air blower**, then perform test runs several times and check the finished products to make sure that there is no blot on them.



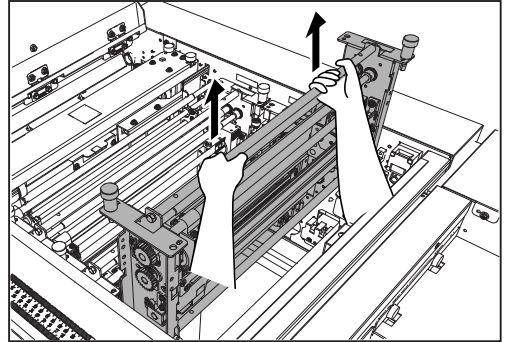
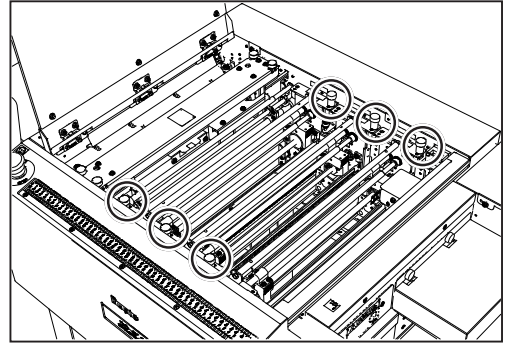
- 3 Reattach the **front guide** removed in step 1 to its original position.

Cleaning the Sensors

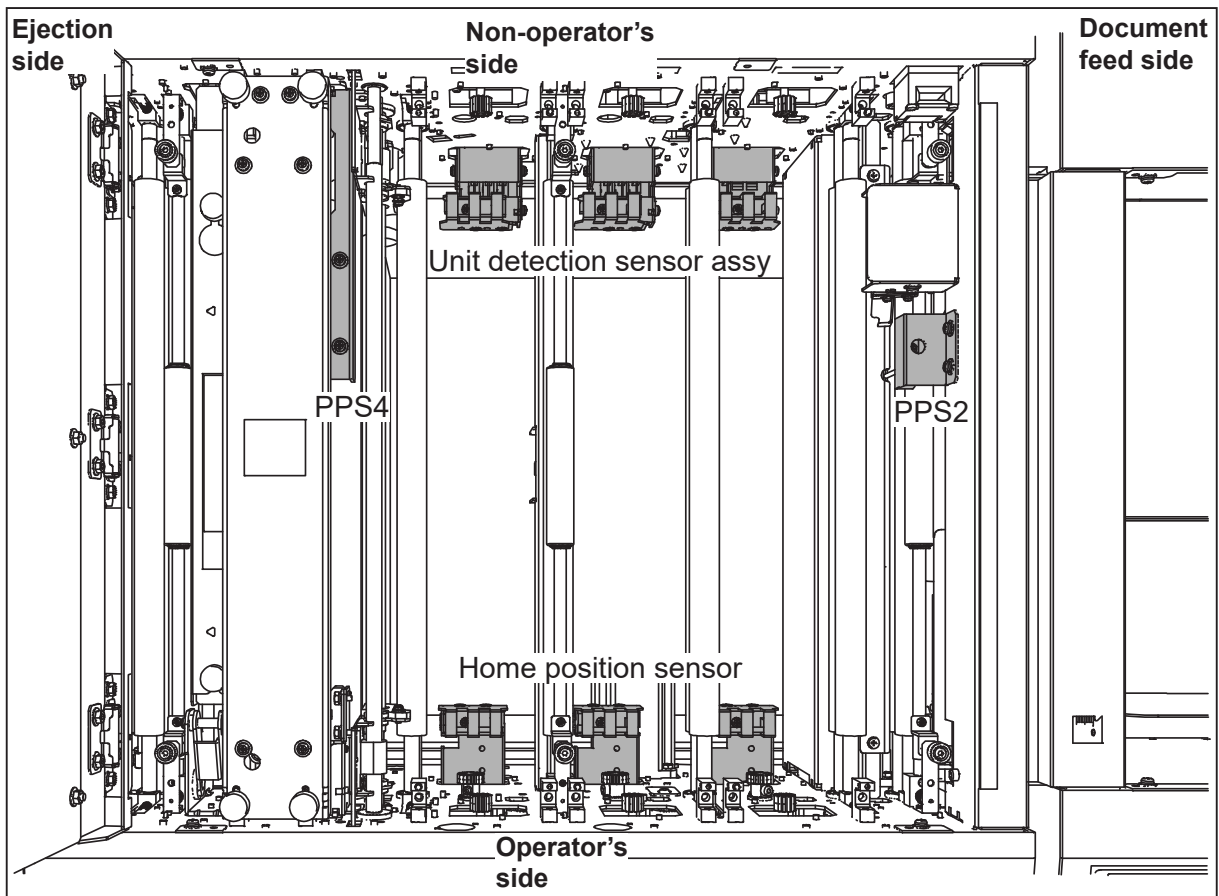
- 1 Open the **top cover**.



- 2 Loosen the two fixing screws. Remove the **margin slitter module** in **slot 1** by lifting it up.
Loosen the two fixing screws. Remove the **center slitter module3&4** in **slot 2** by lifting it up.
Loosen the two fixing screws. Remove the **center slitter module5&6** in **slot 3** by lifting it up.

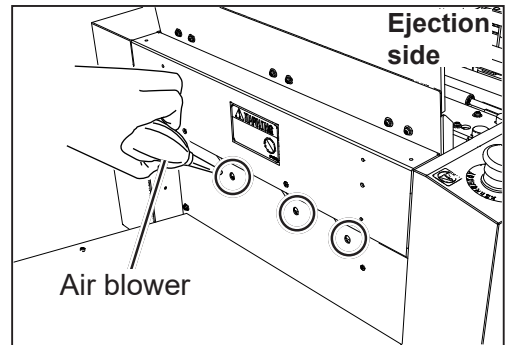


- 3 The figure below shows sensor positions inside the DC-618
Clean the sensors with an **air blower** and so on.

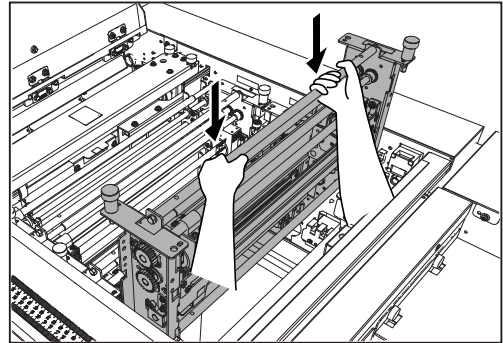


Daily Maintenance

- 4 Clean the sensors at the exit with an **air blower** and so on.

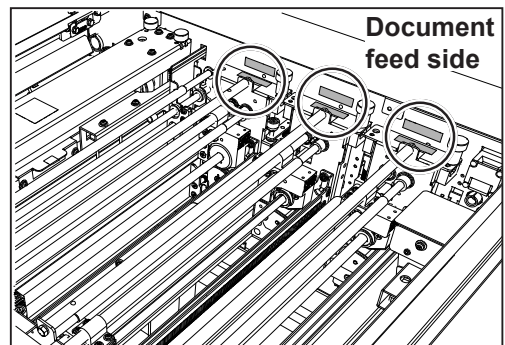


- 5 Reinstall the modules removed in step 2 to their original positions. Tighten the two **fixing screws** on each of the modules.

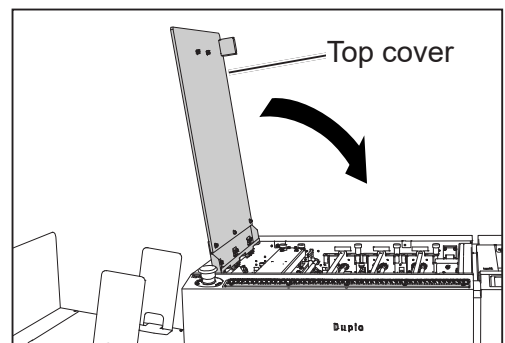


IMPORTANT

Reinstall the **margin slitter module**, the **center slitter module 3&4**, and the **center slitter module 5&6** so that the color of the sticker on each of them matches that of the sticker on each of the slots.



- 6 Close the **top cover**.



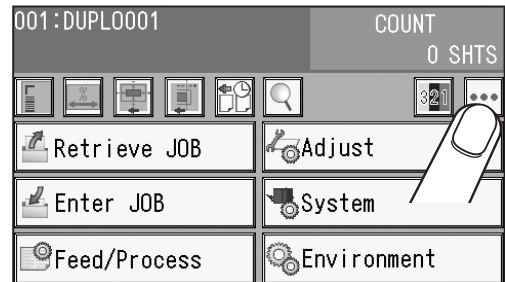
Cleaning the Conveyance Rollers

As the DC-618 processes digital color outputs, toner on the documents may adhere to the surface of the **conveyance rollers** of the DC-618.

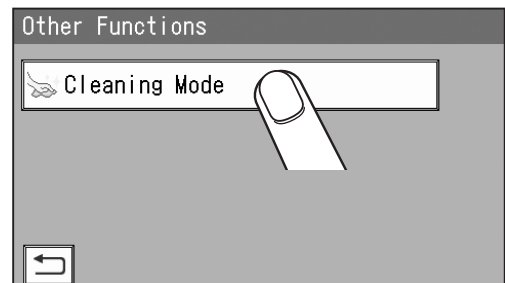
Accumulation of toner may affect the performance of the DC-618. In this case, clean the **conveyance rollers** according to the following procedure.

- 1 Make sure that the **standby** screen is displayed on the **touch panel**.

Touch the  **other functions** icon.



- 2 Cleaning mode
Touch **Cleaning Mode**.



- 3 Every time the **top cover** is opened/closed, the **belt** and the **rollers** turn.

Wipe off the debris on the toner and the rollers with a soft cloth that is moistened with water and is tightly wrung.


IMPORTANT

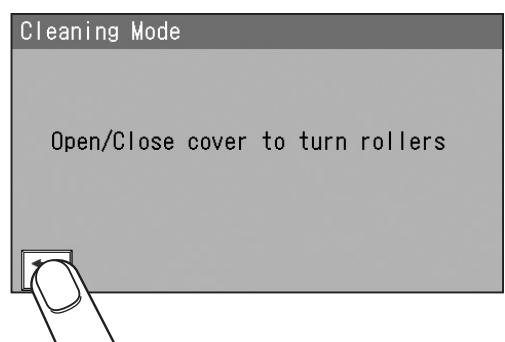
Do not wipe the rollers with anything other than that specified above.
Use of anything else may result in mechanical malfunction.



WARNING

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

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



Cleaning the Suction Belt

Long hours of machine use result in accumulation of paper dust on the **suction belt**. Wipe off the paper dust with a cloth.

- 1 Turn the **power switch** off and make sure that the machine is fully stopped.



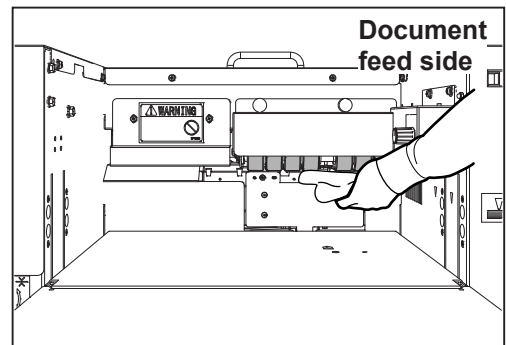
WARNING

- 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.

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

IMPORTANT

Do not wipe the **suction belt** with anything other than a dry cloth. Use of anything else may result in mechanical malfunction.



Waste Box

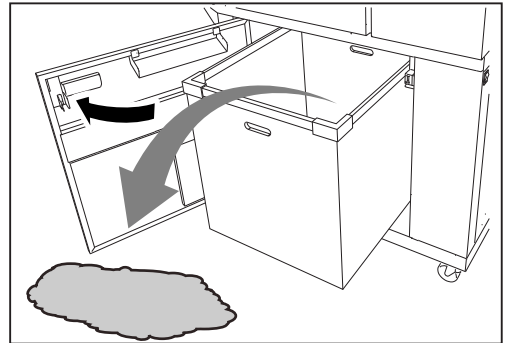
Waste accumulates in the waste box.
Open the **front door** and remove it periodically.
Accumulation of waste may cause a document jam.

Follow the procedure below for removing the waste.

WARNING

Before removing the waste, make sure that the machine is fully stopped.
Your hands or fingers may be caught in the machine.

- 1** Make sure that the machine is fully stopped.
- 2** Open the **front door** and take out the waste box.
Then remove the waste in the waste box.
- 3** If waste remains inside the machine when you take out the waste box, remove it.
- 4** Put the waste box back in its place and close the **front door**.



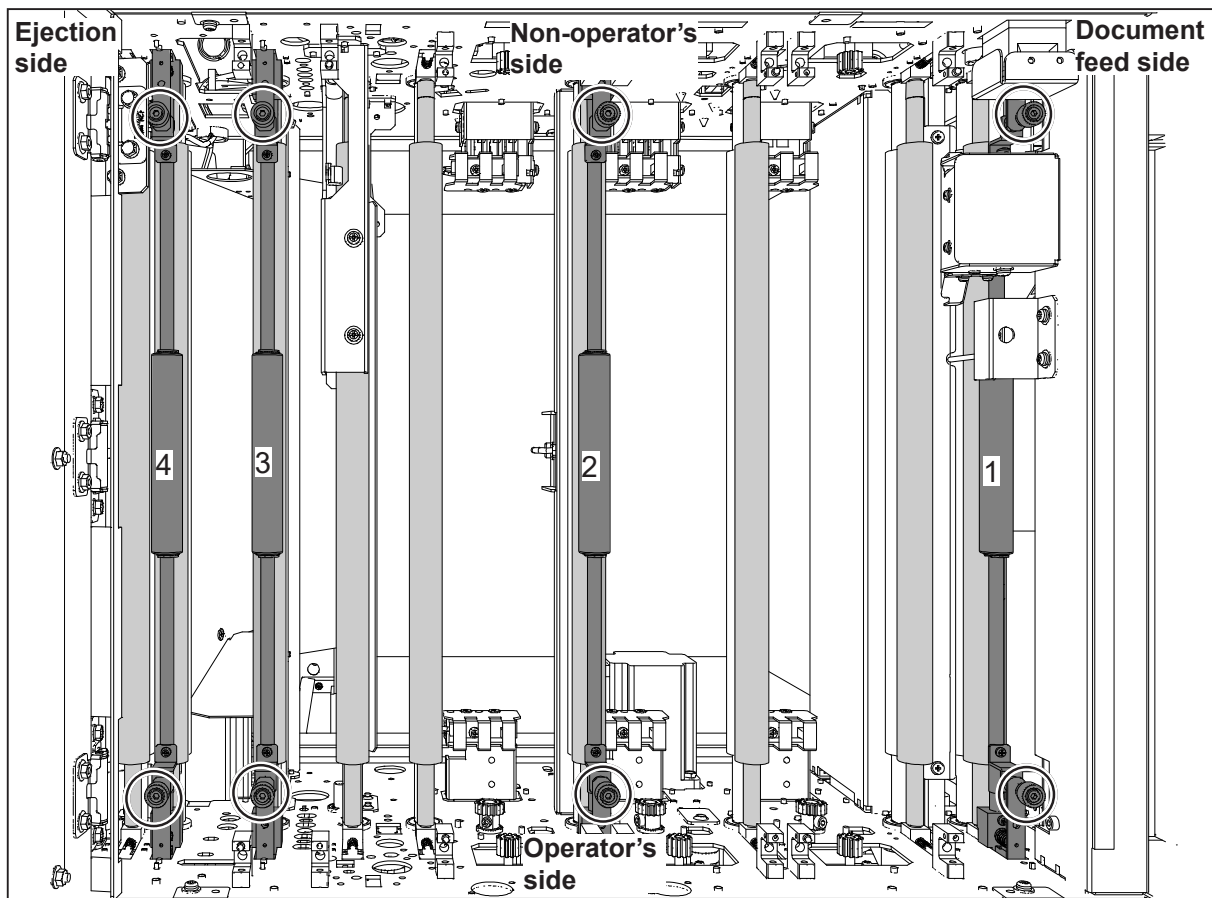
About Protection of Press Rollers

If the **press rollers** stay at the same position for a long time, they may be deformed by the pressure from the **back-up rollers**.

To prevent them from being deformed, if the machine does not operate for one hour with the power on, the rollers automatically rotate at low speed.

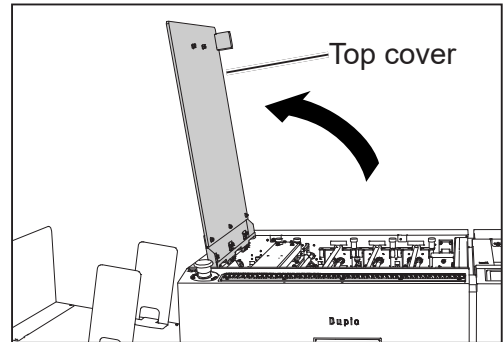
If you do not operate the machine for a long period of time (about two weeks), release the contact of the **back-up rollers** and the **press rollers** according to the following procedure.

The hexagon socket head cap screws releasing the contact of the **back-up rollers** and the **press rollers** are located at four places on the operator's side and the non-operator's side shown in the following figure. (Hexagon socket head cap screw: 8 pcs.)

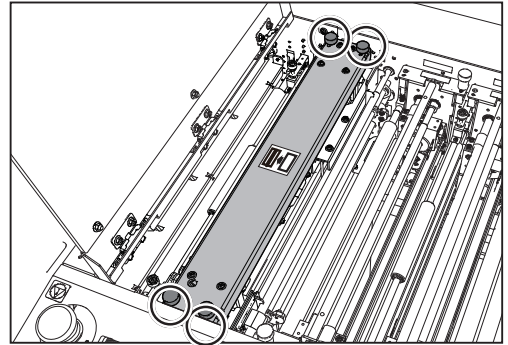


The above figure shows the DC-618 seen from above with the modules in slot 2 and slot 3, the margin slitter module, the creaser section, and the cutter section removed.

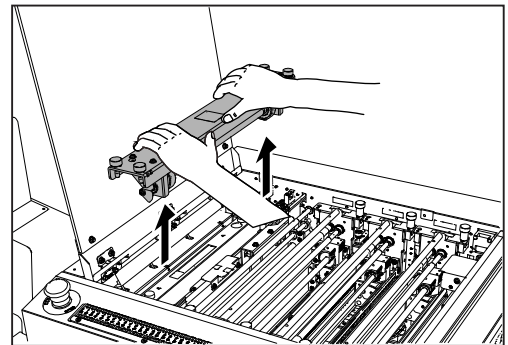
- 1 Open the **top cover**.



- 2 Loosen the four **fixing screws** on the **creaser section**.



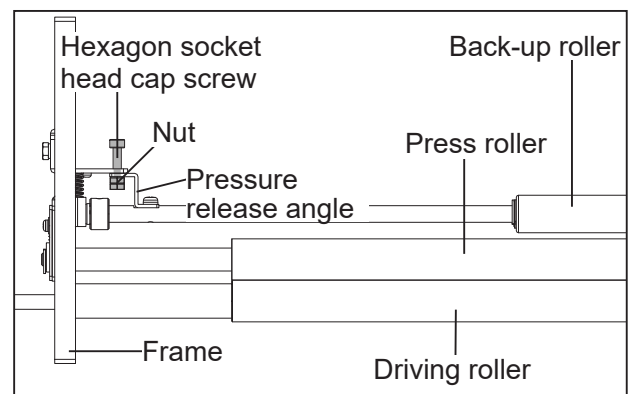
- 3 Remove the **upper plate assy** of the **creaser section** by lifting it up.



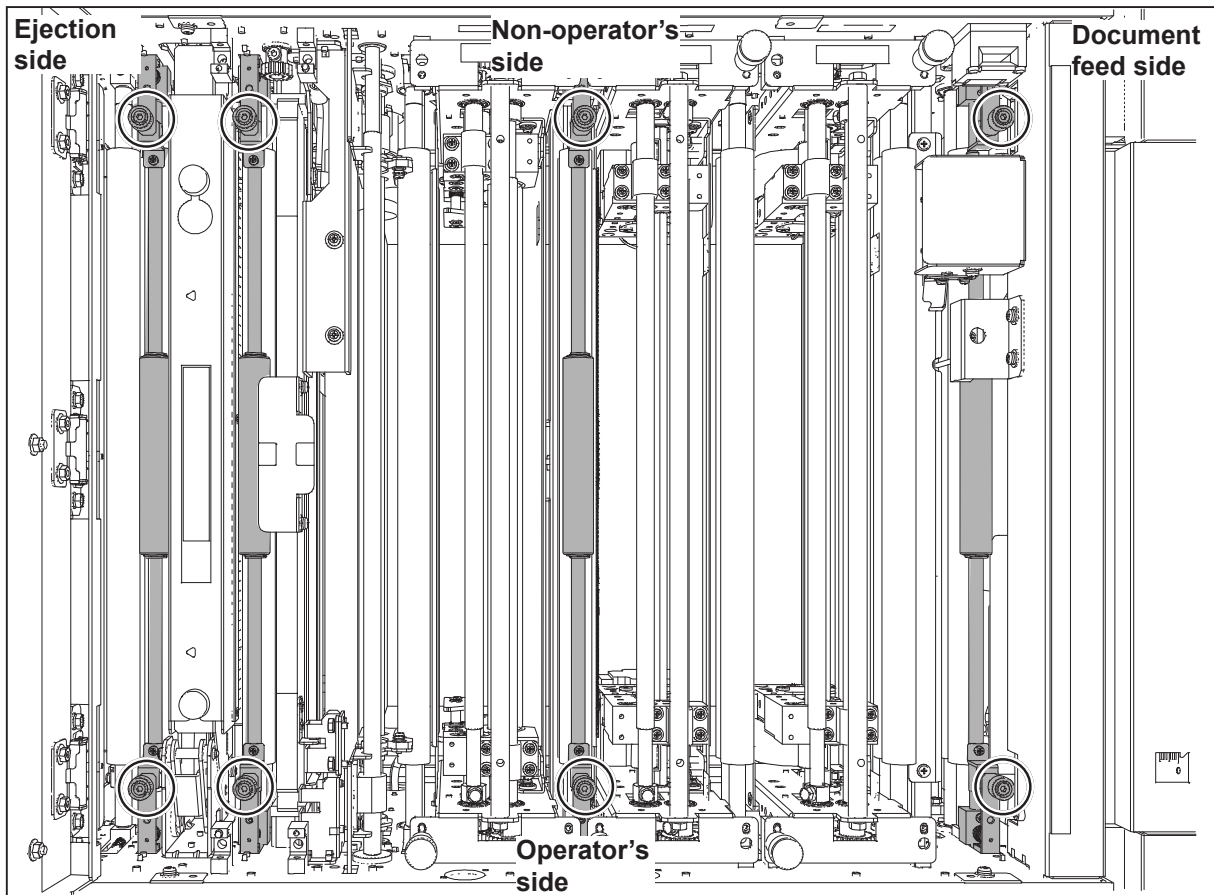
- 4 Releasing the back-up roller pressure:
Turn and loosen the **hexagon socket head cap screws** adjusting the back-up roller pressure **counterclockwise** with the supplied **hexagon wrench**. (eight places circled on page 116)

REFERENCE

Turn and loosen the **hexagon socket head cap screws counterclockwise** until they stop.



About Protection of Press Rollers



- 5 Reattach the **upper plate assy** removed in step 3 to its original position and tighten the four **fixing screws** loosened in step 2.
- 6 Close the **top cover**.

IMPORTANT

When you use the DC-618 again, be sure to bring the **back-up rollers** into contact with the **press rollers** by tightening the eight hexagon socket head cap screws loosened.

Chapter 6

Specifications

This chapter lists the machine specifications.

.....
Specifications 120
.....

Specifications

Model name	DC-618		
Product category	DC-618 Slitter/Cutter/Creaser Floor stand model		
Infeed document size	Width: 210–330.5 mm Length: 210–1000 mm <ul style="list-style-type: none"> • Max length of standard feed tray: 520 mm (with optional LPT: 750 mm) • With document longer than 670 mm, the feeder stack height is reduced. • With long sheet, the wastes may need removed at higher frequency. 		
Minimum finishing size	Width: 48.0 mm Length: 50.0 mm		
Document type	Uncoated, Coated, Laminated, UV coated		
Document weight	110 gsm–400 gsm <ul style="list-style-type: none"> • Manual Perforation Module: 110 gsm-350 gsm • Laminated/UV coated stock: within the above range including lamination/coating layer. 		
Document curl	No curl (within 5 mm, no bent)		
Process speed	Specification speed		
	Job	With REG off	With REG on
	A4 SEF 2cut 1 crease	23 ppm	21 ppm
	Reference speed (Measurements from the manufacturer testing)		
	Job	With REG off	With REG on
	A4 SEF 2cut 1crease	24.53 ppm	22.98 ppm
	SRA3 2up A4	20.42 ppm	19.03 ppm
	SRA3 21up business card	9.84 ppm	8.56 ppm
	<ul style="list-style-type: none"> • With REG mark on, process speed may be effected by the image shifts and/or the REG mark setting. 		
Tolerance	± 0.2 mm on programmed position (business card: ± 0.3 mm) <ul style="list-style-type: none"> • The tolerance of creasing may be effected depending on the number of creases and their depths. 		
Feeder capacity	100 mm		
Double feed detection	Ultrasonic sensor		
Number of slits	6 slits/sheet		
Slitter module	Customer Replaceable Module Slot1: Margin Slitter Module (MSM-05) Slot2: Center Slitter Module3&4 (CSM-07) Slot3: Center Slitter Module5&6 (CSM-08)		
Margin slit width	3.2–55.0 mm		

Model name	DC-618
Gutter slits deflectors	Automatic control, Max 2
Gutter slits width	5.0-15.0 mm • Gutter slits wider than 15 mm are output on the exit tray.
Number of cuts	Max 30 cuts/sheet
Minimum cutting length	3.0 mm (lead edge) 3.0 mm (gutter cuts) 5.0 mm (trail edge) • A card cannot be positioned after 60 mm from the trail edge.
Number of creases	Max 20 creases/sheet
Crease width	2 types, 1.2 mm/1.5 mm
Crease depth adjustment	3 steps
Stack capacity	100 mm
Card stacker capacity	40 mm
Control panel	Touch panel color LCD
Job program	From the control panel or from the PC Controller
Panel languages	Japanese, English, French, German, Italian, Spanish, Polish, Russian
Standard functions	<ul style="list-style-type: none"> • 250 job memory • Test feed • Preset counter • Emergency stop switch • Apply shrinkage • Program by inch/mm • Image shift compensation by reading REG mark • End mark detection • Automatic job setup by reading Barcode • PC Controller USB2.0 connection (B type connector) Compatible OS: <ul style="list-style-type: none"> • Windows 8.1 (32bit/64bit) • Windows 10 (32bit/64bit) • PDF template creator • XML file creator • Import prepress XML
Option (Standard on some models. Refer to the system setup chart for details.)	<ul style="list-style-type: none"> • PC Arm Mount (PCM-03) • Long Paper Tray (LPT-08) • Side Air (Air-09) • Manual Perforation Module (PFM-04) • Rotary Tool Module (RTM-08) • Cross Tool Module (CPM-08) • SLOT2 Option Motor Kit (OMK-13) • SLOT3 Option Motor Kit (OMK-14)

Specifications

Model name	DC-618				
Power supply	100 V±10%, 50/60 Hz 115 VAC, 60 Hz 230 VAC, 50/60 Hz				
Power consumption			100 V	115 V	230 V
	In operation	Current	2.7 A	2.3 A	1.1 A
		Power	250 W	250 W	250 W
	Standby	Current	0.41 A	0.38 A	0.29 A
Power		37 W	37 W	34 W	
Weight		100 V	115 V	230 V	230 V AP
	Net	166 kg	170 kg	170 kg	166 kg
	Gross	196 kg	200 kg	200 kg	196 kg
Dimension	<ul style="list-style-type: none"> • In use 115 V/230 V: 1690 (W) × 810 (D) × 1125 (H) mm 100 V/230 V AP: 1690 (W) × 650 (D) × 1125 (H) mm • In use (Max) 115 V/230 V: 2095 (W) × 1360 (D) × 1615 (H) mm 100 V/230 V AP: 2095 (W) × 1200 (D) × 1615 (H) mm • Stored: 115 V/230 V: 960 (W) × 810 (D) × 1125 (H) mm 100 V/230 V AP: 960 (W) × 650 (D) × 1125 (H) mm • Packed: 1180 (W) × 840 (D) × 1430 (H) mm 				
Operating temperature/ humidity	10°C–30°C, 40%RH–70%RH (No condensation)				
Storing temperature/ humidity	5°C–35°C, 20%RH–70%RH (No condensation, No exposure to salt)				
Noise level	In operation: less than 75 dB				
Safety standard			100 V	115 V	230 V
	PSE		Yes	-	-
	VCCI		Yes	-	-
	UL		-	Yes	Yes
	CE		-	Yes	Yes
	FCC		-	Yes	-
Operating altitude	Max 1000 m a.s.l.				
Overvoltage category	Category II according to IEC60664-1				
Environmental pollution	Pollution degree: degree 3 according to IEC60664-1				

- The specifications are subject to change without prior notice.

- DC-618 System Setup Chart

Option	100 V	115 V DUC	230 V DIL	230 V AP
PC Arm Mount (PCM-03)	-	Yes	Yes	Option
Long Paper Tray (LPT-08)	Option	Yes	Yes	Option
Side Air (AIR-09)	Option	Option	Option	Option
Manual Perforation Module (PFM-04)	-	Option	Option	Option
Rotary Tool Module (RTM-08)	Option	Option	Option	Option
Cross Tool Module (CPM-08)	Option	Option	Option	Option
SLOT2 Option Motor Kit (OMK-13)	Option	Option	Option	Option
SLOT3 Option Motor Kit (OMK-14)	Option	Option	Option	Option

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