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INSTRUCTION MANUAL

DC-618 Manual Perforation Module

PFM - 04

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

Pictorial Symbols and Other Notations used in this manual
IMPORTANT : Introduces instructions for correct operation of the product. If these instructions are ignored, the product may not operate at optimum performance or may break down.
REFERENCE : Introduces information that is useful for operation and maintenance of the product, or information about the product's performance, etc.
(→P.00 xxxx): Indicates the page number and item containing related information.

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PLEASE NOTE
In the interest of upgrading our products, specifications and other data given in this manual are subject to change without notice. If the manual contains anything that you do not understand, contact the dealer for clarification.

Notes on Safety (Please Read and Observe)

Safety Precautions

Various symbols and pictures are used in this manual and on the labels affixed to the machine. These symbols and pictures provide warnings and instructions to prevent danger to you or other personnel, and to prevent damage to office property.
The meanings of these symbols and pictures are explained below.

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

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

<Examples of Pictorial Symbols>

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

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

● Precautions for Use

⚠ WARNING	
	● If the machine is used after foreign matter (metal fragments, water, or liquid) has entered the machine, this may result in fire or electric shock. → Turn the main unit's power switch OFF, and then remove the power plug from the outlet. Contact the sales distributor.
	● If the machine is used after heat, smoke, a strange smell, or other abnormality has been detected, this may result in fire or electric shock. → Turn the power switch OFF, and then remove the power plug from the outlet. Contact the sales distributor.
	● Do not insert or drop metal, flammable material, or any other materials through the ventilation holes into the interior of the machine. → Doing so may result in fire or electric shock.
	● Keep the machine away from a pin, wire, or other metallic or foreign objects. Do not allow liquid to enter the machine through its openings or gaps. → Malfunctions and a fire or electric shock may result.
	● Do not place flower vases, flowerpots, cups, or water containers (including metal containers) on top of the machine. → Fire or electric shock may result if liquid spills inside the machine.

● Caution for Cleaning

⚠ CAUTION

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

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

● Preventing Injury to Hands or Fingers

⚠ WARNING

● The Rotary Tool Module contains uncovered upper tools. Keep your hands or fingers off inside it.

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

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Chapter 1

Before Using This Module

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

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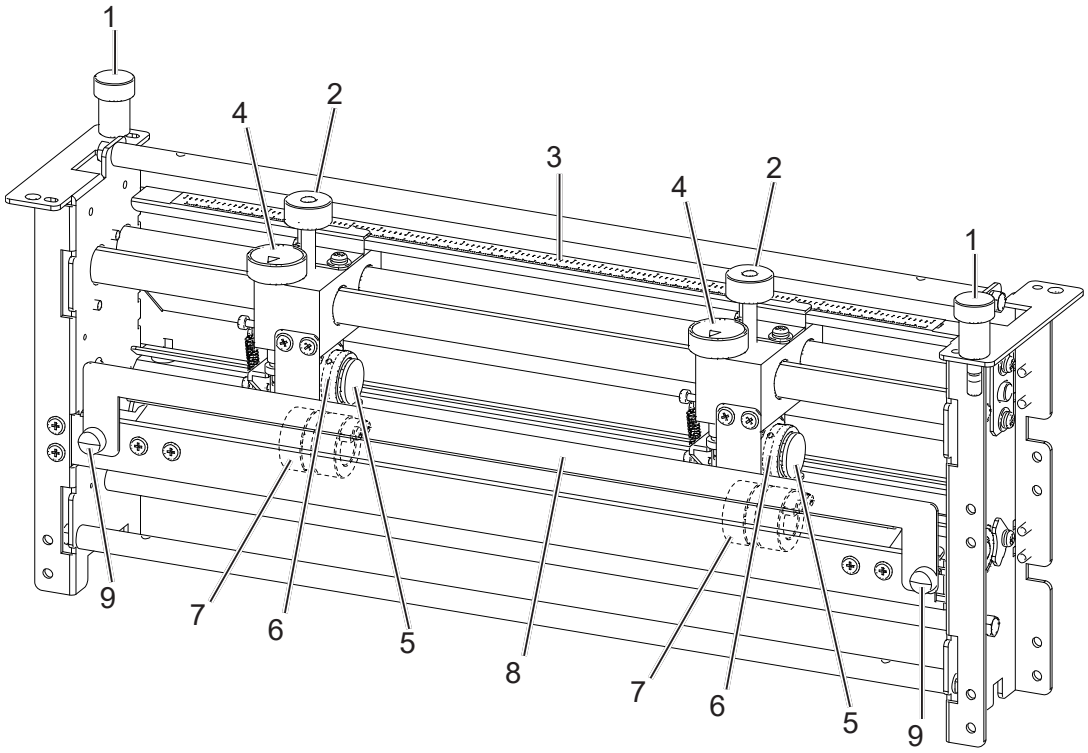
Part Names and Their Functions

Appearance

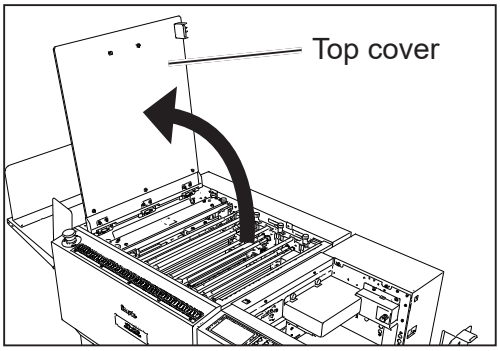


No.	Name	Function
1	Fixing screw	Secures the **PFM (Manual Perforation Module)** to the machine. Loosen this when removing the **PFM (Manual Perforation Module)**.
2	Knob securing the housing	Secures the **housing** on the right/left sides. Loosen and slide each of them to the right or left to adjust it to the graduation on the **label** and secure it.
3	Ruler label	Refer to this for setting processing positions.
4	Tool height adjustment knob	Adjusts the depth of a **rotary tool**. Turning this clockwise makes the depth **deeper** and turning this counterclockwise makes the depth **shallower**. Use this at a proper position according to the type of a **rotary tool** and of a document. When replacing a **rotary tool**, turn this counterclockwise until it stops to raise the **rotary tool** to the upper limit position.
5	Knob securing the rotary tool	Remove this when detaching a **rotary tool**. Secure a **rotary tool** with this when attaching one.
6	Rotary tool	You can attach a **perforation tool** and a **score tool (option)** to the module.
7	Tool (Female)	This processes a document together with a **rotary tool**. When using a **perforation tool**, use this of 0.5 mm. When using a **score tool**, use this of 1.2 mm.
8	Guide assy	Remove this when replacing a **rotary tool**. Remove the **thumbscrews** when removing this. Secure this with the **thumbscrews** when attaching this.
9	Thumbscrew	Remove this when detaching the **guide assy.** Secure the **guide assy** with this when attaching it.

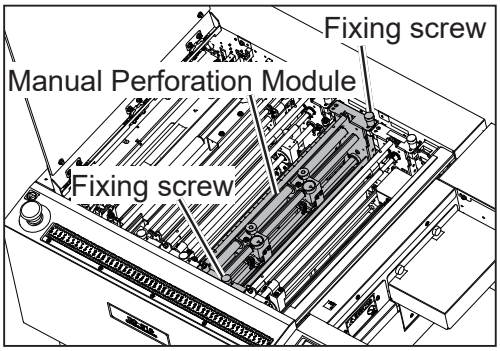
Installing and Removing the Manual Perforation Module

Removing the Manual Perforation Module

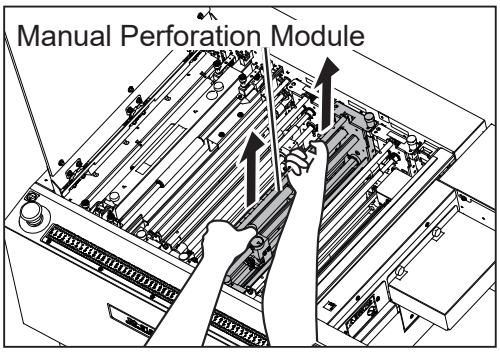
1. Open the **top cover**.



2. Loosen the two fixing screws on the module in slot 2.

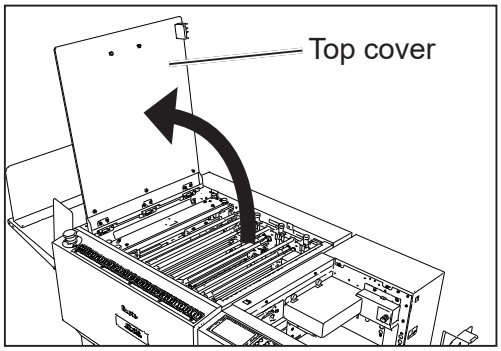


3. Grasp the **shaft** and pull the **PFM (Manual Perforation Module)** upward.

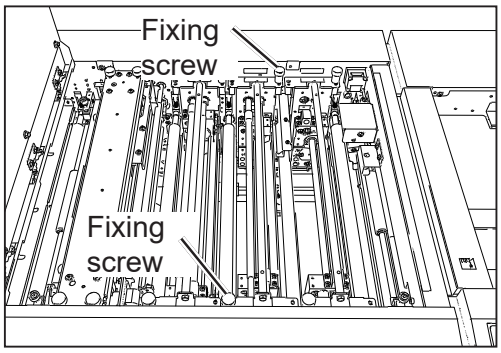


Installing the Manual Perforation Module

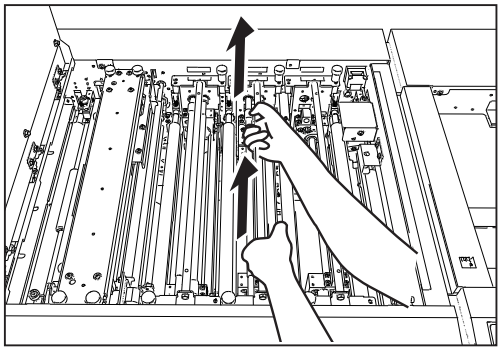
1 Open the **top cover**.



2 Loosen the two fixing screws on the module in slot 2.



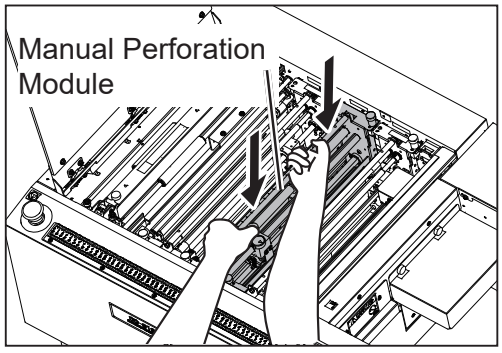
3 Grasp the **shaft** and pull the module upward.



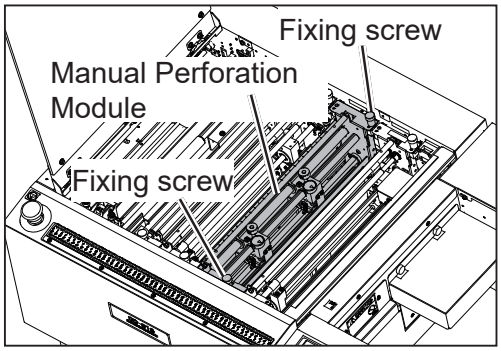
4 Slowly lower the **PFM (Manual Perforation Module)**. Make sure that the pins on both sides are securely fitted in the module.

REFERENCE

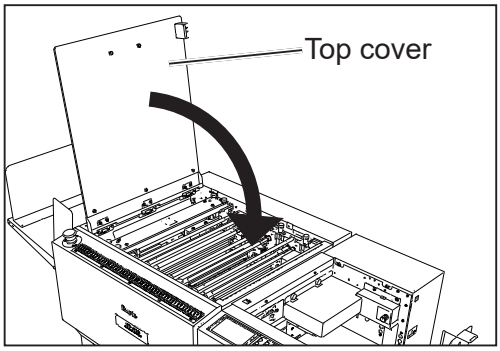
The **PFM (Manual Perforation Module)** is for slot2 only.



5 Tighten the two fixing screws on the **PFM (Manual Perforation Module)**.



6 Close the **top cover**.



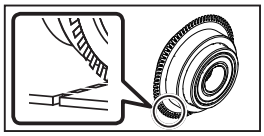
Replacing a Rotary Tool

IMPORTANT

Make sure that replacement of the tool must be performed only by the trained person in charge of maintenance.

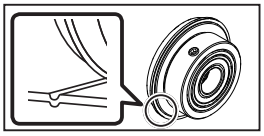
Rotary Tools

The **PFM (Manual Perforation Module)** can process documents with the following two types of **rotary tools** attached.
Follow the procedure below to attach a proper **rotary tool** for processing a document.



Perforation tool

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

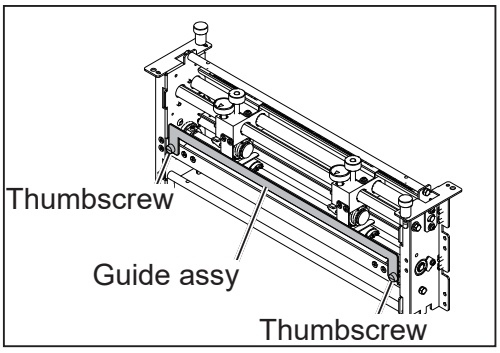


Score tool (option)

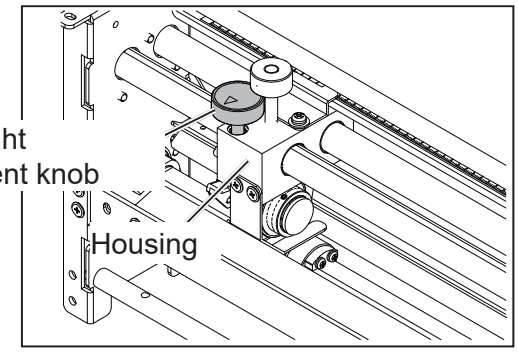
Enables you to make scores on a document.

Removing a Rotary Tool

1. Remove the two **thumbscrews** to detach the **guide assy**.



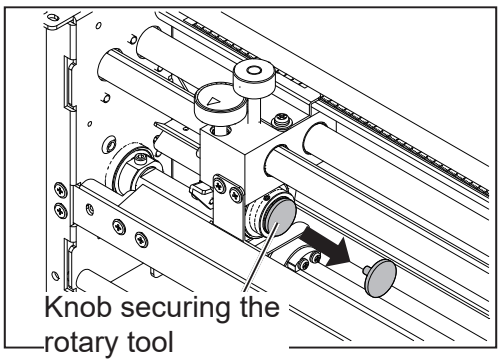
2. When replacing a **rotary tool**, turn the **tool height adjustment knob** counterclockwise until it stops and remove the **rotary tool** from the **tool (Female)**.



REFERENCE

- The figure on the right shows the **housing** on the left side.
- Follow this step for the **housing** on the right side as well.

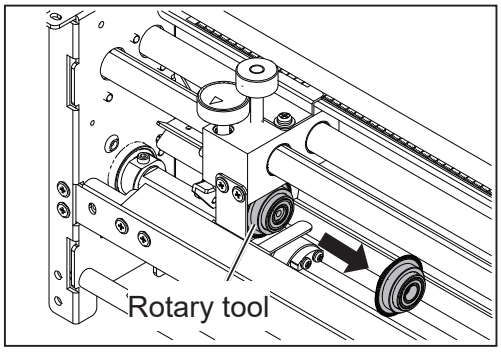
3 Turn the **knob** securing the **rotary tool** counterclockwise to remove it.



4 Remove the **rotary tool**.

REFERENCE

The figure on the right shows the **perforation tool** being removed.



IMPORTANT

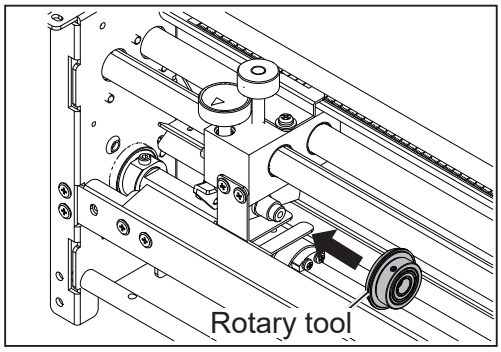
- Do not hold the edge of the tool when removing the **rotary tool**.
- Be careful not to bring it into contact with the **tool (Female)** to avoid causing damage to it.

Attaching a Rotary Tool

1 Attach a **rotary tool** to use.

REFERENCE

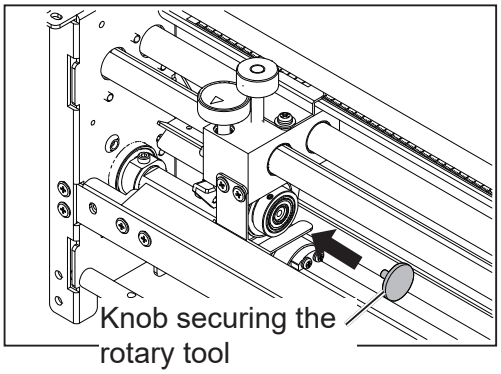
The figure on the right shows the **score tool** being attached.



IMPORTANT

- Do not hold the edge of the tool when removing the **rotary tool**.
- Be careful not to bring it into contact with the **tool (Female)** to avoid causing damage to it.

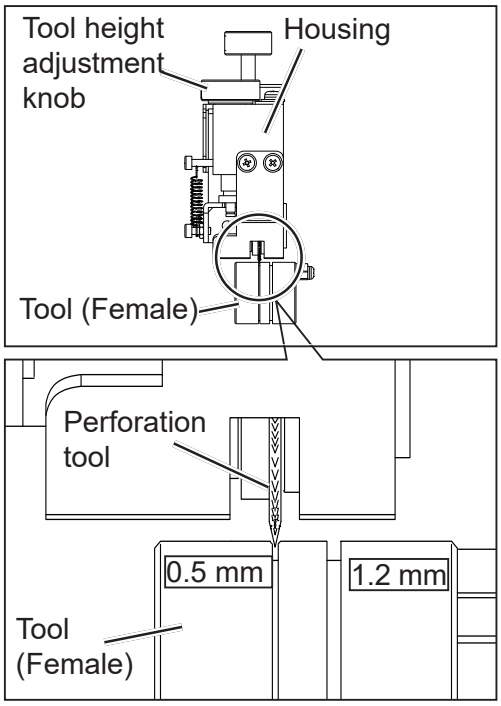
2 Turn the **knob** securing the **rotary tool** counterclockwise until it stops and secure it.



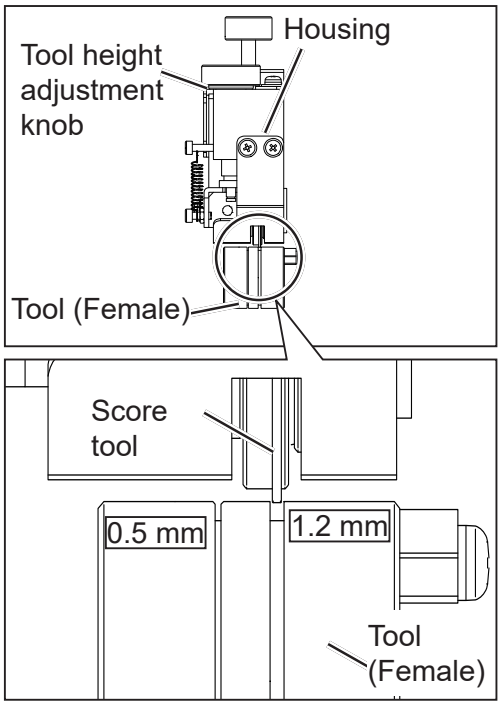
Replacing a Rotary Tool

3 Turn the **tool height adjustment knob** clockwise to lower the **score tool** while adjusting the position of the **tool (Female)** so that the edge of the **perforation tool** or of the **score tool** fits into the groove of the **tool (Female)**.

• When the **perforation tool** is attached:
Turn the **tool height adjustment knob** clockwise to lower the **perforation tool** while adjusting the position of the **tool (Female)** so that the **perforation tool** fits into the groove of 0.5 mm of the **tool (Female)**.
Turn the **tool height adjustment knob** clockwise until it stops.

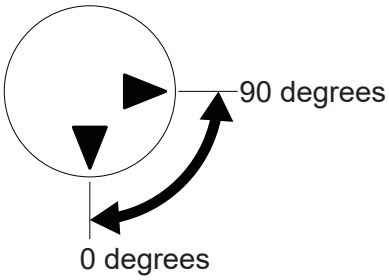


• When the **score tool** is attached:
Turn the **tool height adjustment knob** clockwise to lower the **score tool** while adjusting the position of the **tool (Female)** so that the **score tool** fits into the groove of 1.2 mm of the **tool (Female)**.
Turn the **tool height adjustment knob** clockwise until it stops.

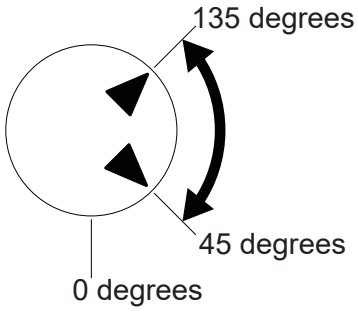


Adjusting the Depth of a Rotary Tool

When adjusting the depth of the **rotary tool**, refer to the figures below.
To adjust the depth to a deepest point, turn the **tool height adjustment knob** clockwise until it stops.
(0 degrees in the figure below)
To adjust the depth at a shallower point, turn the **tool height adjustment knob** counterclockwise from the point of 0 degrees.



For normal or heavy weight documents



For light weight documents

REFERENCE

- Adjust the **tool height adjustment knob** referring to the direction of the ▼.
  If the depth of the **rotary tool** is adjusted at a point out of the range above, it may damage the **rotary tool**.

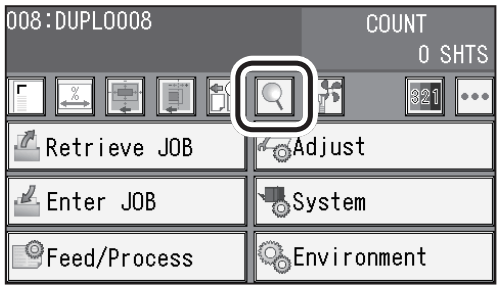
- The position of the **tool height adjustment knob** may differ depending on the diameter of a tool even when the same type of tool is used.

- When processing light weigh documents, if the **rotary tool** is at a deeper position, it may not be able to perform a document processing straight to a finished product.
  If this is the case, adjust the depth of the **rotary tool** slightly shallower (toward the upper limit position).

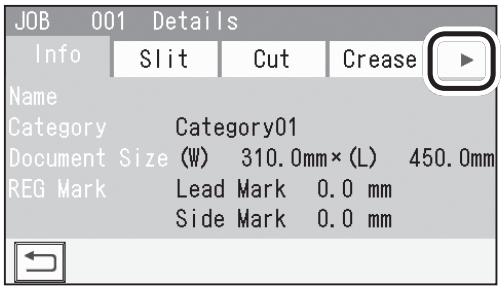
Setting a Processing Position

Though JOB settings are automatically set as it is programmed when the JOB is retrieved, you need to manually set the processing position for the **PFM (Manual Perforation Module)**.

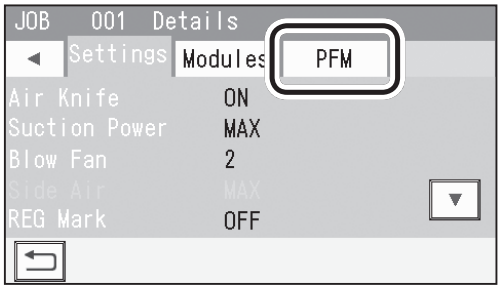
1. Touch the **details** icon on the standby screen.



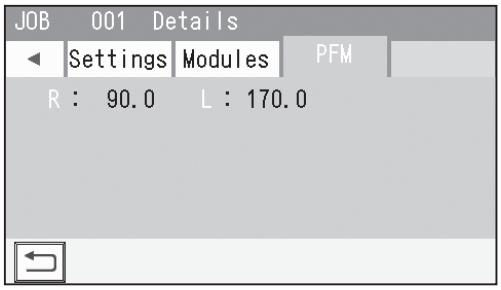
2. The **Details** screen for the retrieved JOB appears. Touch ►.



3. The screen as shown on the right appears. Touch **PFM**.



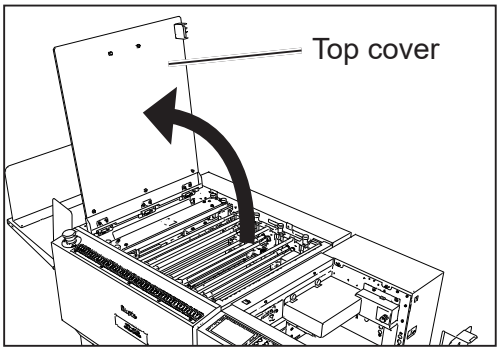
4. The distance between the right edge of the document and the **housing** on the right side is displayed as **R** and that between the right edge of the document and the **housing** on the left side as **L**.



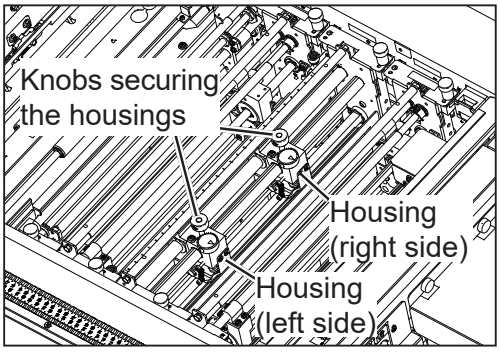
REFERENCE

If you are using the PC Controller, the distance between the right edge of the document and **Tool right** and that between the right edge of the document and **Tool left** are displayed on the main screen on the PC Controller.

5 Open the **top cover**.

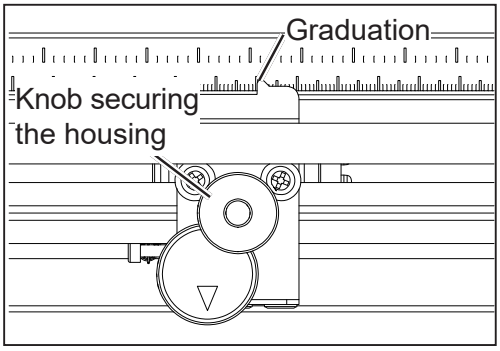


6 Loosen the **knobs** securing the **housing** on the right side.

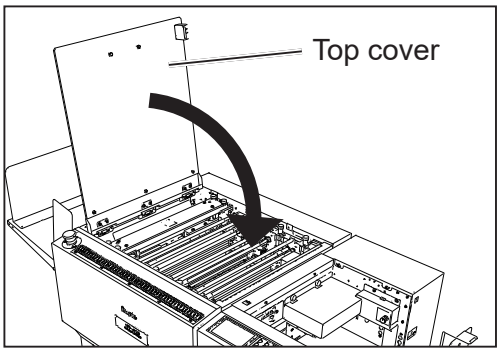


7 Adjust the position of the **housing** on the right side to the graduation of **R**. Tighten the **knob**.

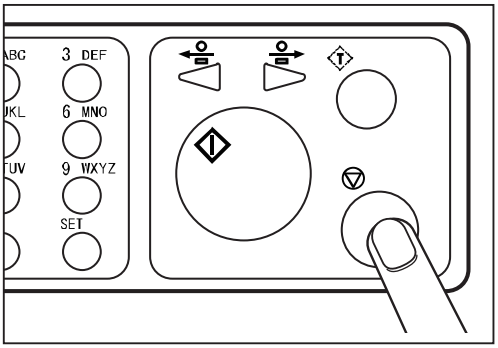
8 In a similar way to step 7, adjust the position of the **housing** on the left side to the graduation of **L** and tighten the **knob**.



9 Close the **top cover**.



10 Press the STOP key.
The standby screen reappears.



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Chapter 2

Basic Operations

This chapter describes how to program a JOB on the control panel of the DC-618 or via computer (PC Controller).

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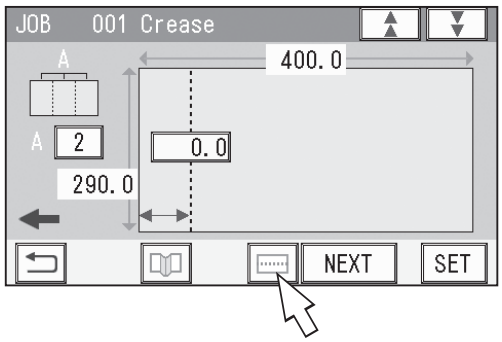
Programming a JOB on the Control Panel

Wizard

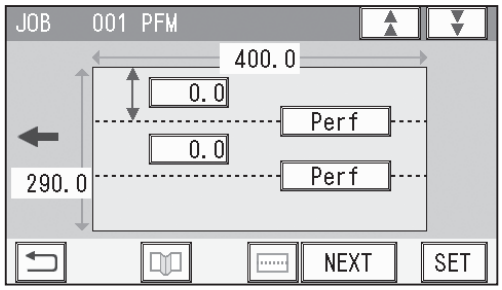
This section describes the procedure for programming a JOB in the **Wizard mode**.
See Chapter 2 Programming a JOB-JOB Entry-Wizard in the DC-618 Instruction Manual for more information.

1. Enter a JOB name and a document size, and make settings for **Layout** and **Crease**.

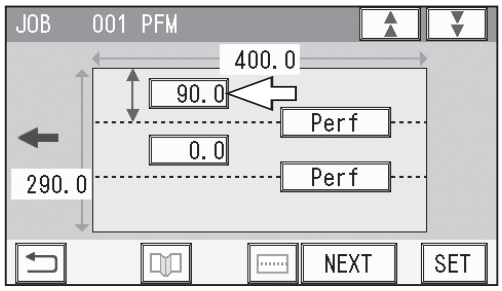
2. Touch the icon.



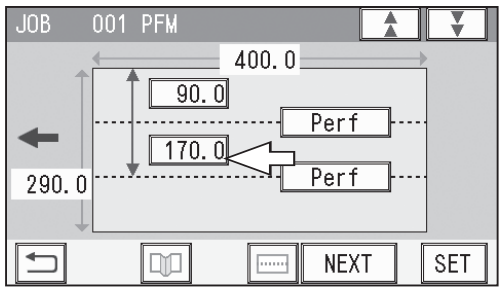
3. The **PFM** screen appears.



4. Touch a value to enter.
Enter the distance from the right edge of a document to a processing position of the **PFM (Manual Perforation Module)** using the NUMERIC keys.



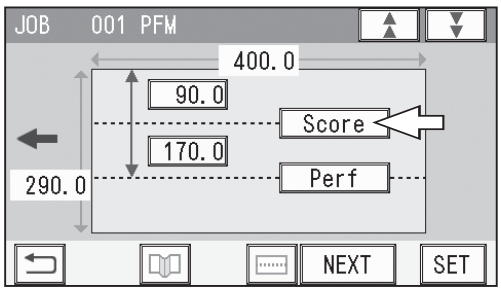
5 In a similar way to step 4, enter the distance from the right edge of a document to the second processing position of the **PFM (Manual Perforation Module)** using the NUMERIC keys.



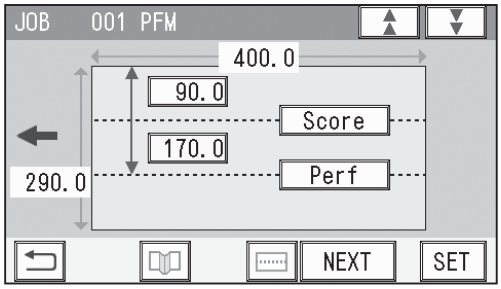
IMPORTANT

- The processing position of the **PFM (Manual Perforation Module)** is required to be away from the edge of the document or the slitter-cut surface by 5 mm or more.
- The tools on the right side and the left side are required to be away from each other by 48 mm or more.

6 When a **score tool (option)** is attached, touch **Perf** that is corresponding to it to display **Score**.

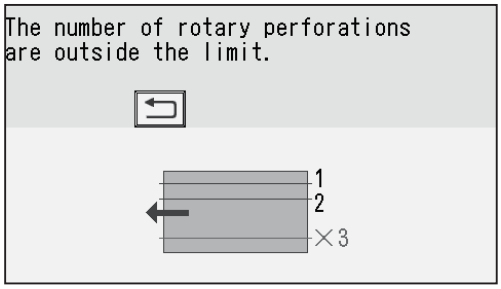


7 When the settings for the **PFM (Manual Perforation Module)** is completed, touch **NEXT**.



IMPORTANT

If the number of the processing of the **PFM (Manual Perforation Module)** in the vertical direction exceeds the limit, the message as shown on the right appears.
Program a JOB again so that the number of it is within two on one document.



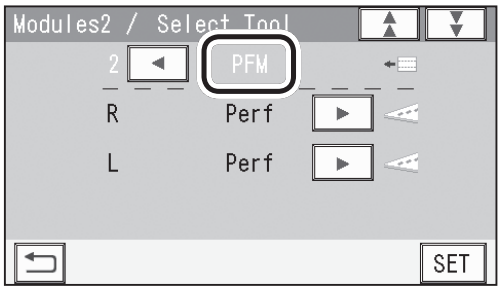
8 Make settings for other items as required to complete programming the JOB.

Programming a JOB in Advanced Mode

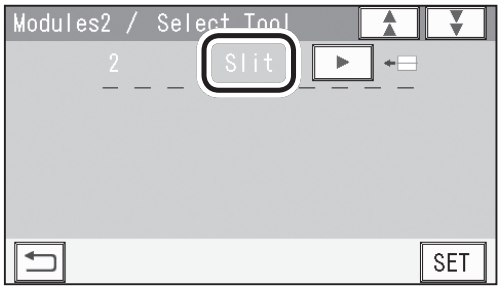
This section describes the procedure for programming a JOB in the **Direct mode** with the **advanced mode**.
See Chapter 2 Programming a JOB-JOB Entry-Direct-Advanced Mode in the DC-618 Instruction Manual for more information.

1. Enter a JOB name and proceed to the **Modules2 / Select Tool** screen.

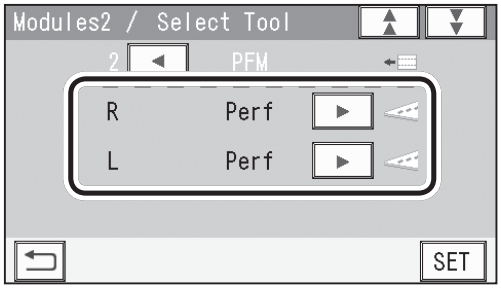
2. Make sure that **PFM** is displayed.

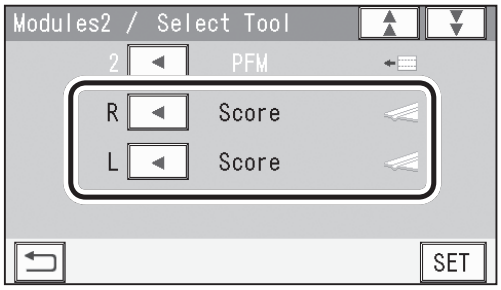


If **Slit** is displayed, touch ► to display **PFM**.

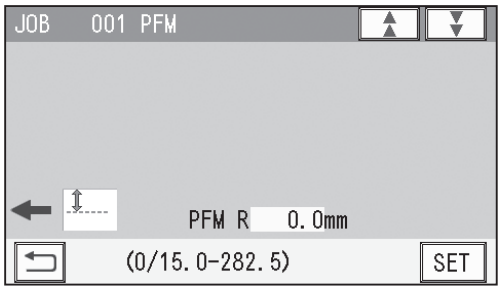


3. Touch ◄ or ► to display the name of the tool attached to the module.

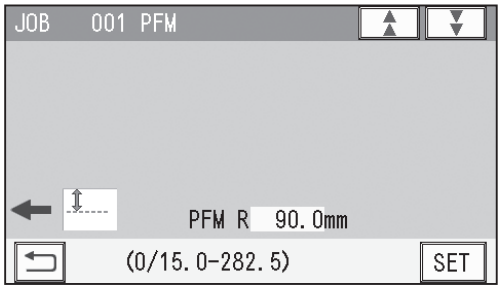




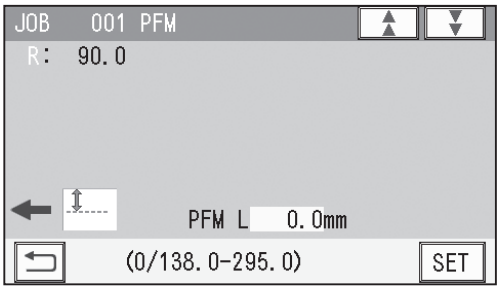
4 **PFM R** appears.



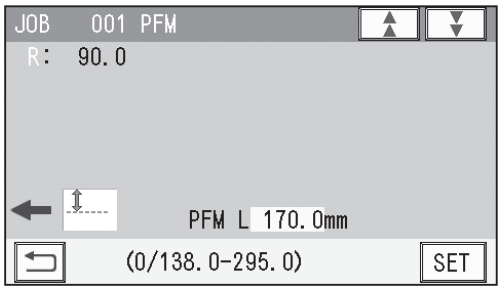
5 Enter the distance from the right edge of a document to a processing position of the housing on the right side using the NUMERIC keys.



6 Touch **SET**.
PFM L appears.



7 Enter the distance from the right edge of a document to a processing position of the **housing** on the left side using the NUMERIC keys.
Touch **SET**.



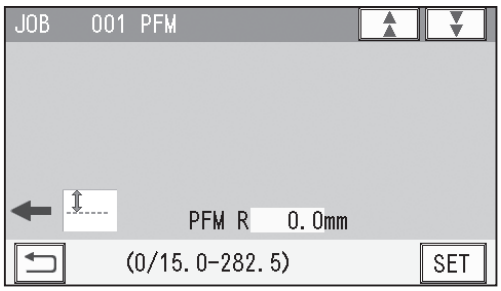
8 Make settings for other items as required to complete programming the JOB.

Programming a JOB in Simple Mode

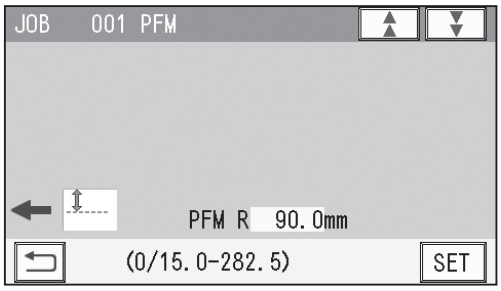
This section describes the procedure for programming a JOB in the **Direct mode** with the **simple mode**.
See Chapter 2 Programming a JOB-JOB Entry-Direct-Simple Mode in the DC-618 Instruction Manual for more information.

1. Enter a JOB name, select a category and a document size, and enter values for **REG mark**, **Slit**, **Cut**, and **Crease** as required.

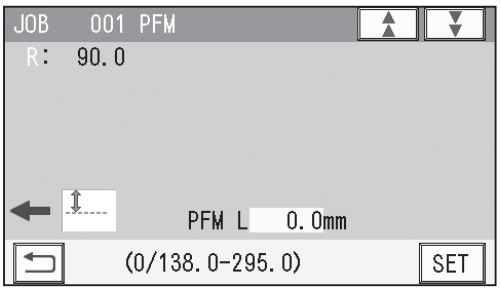
2. **PFM R** appears.



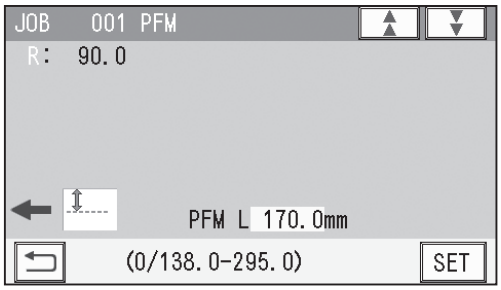
3. Enter the distance from the right edge of a document to a processing position of the **housing** on the right side using the NUMERIC keys.



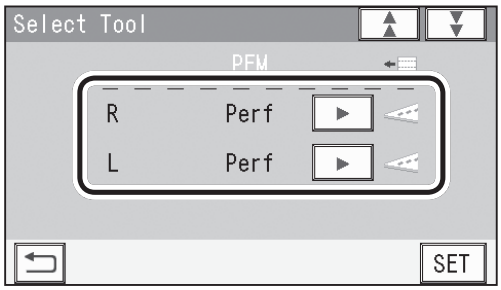
4. Touch **SET**.
PFM L appears.

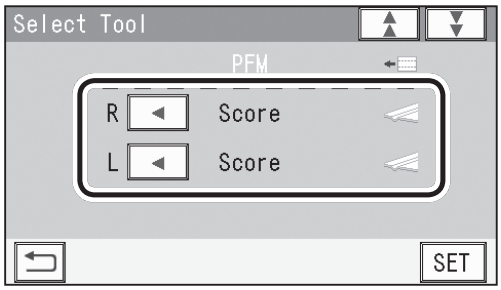


5. Enter the distance from the right edge of a document to a processing position of the **housing** on the left side using the NUMERIC keys.
Touch **SET**.



6 Touch ◄ or ► to display the name of the tool attached to the module.





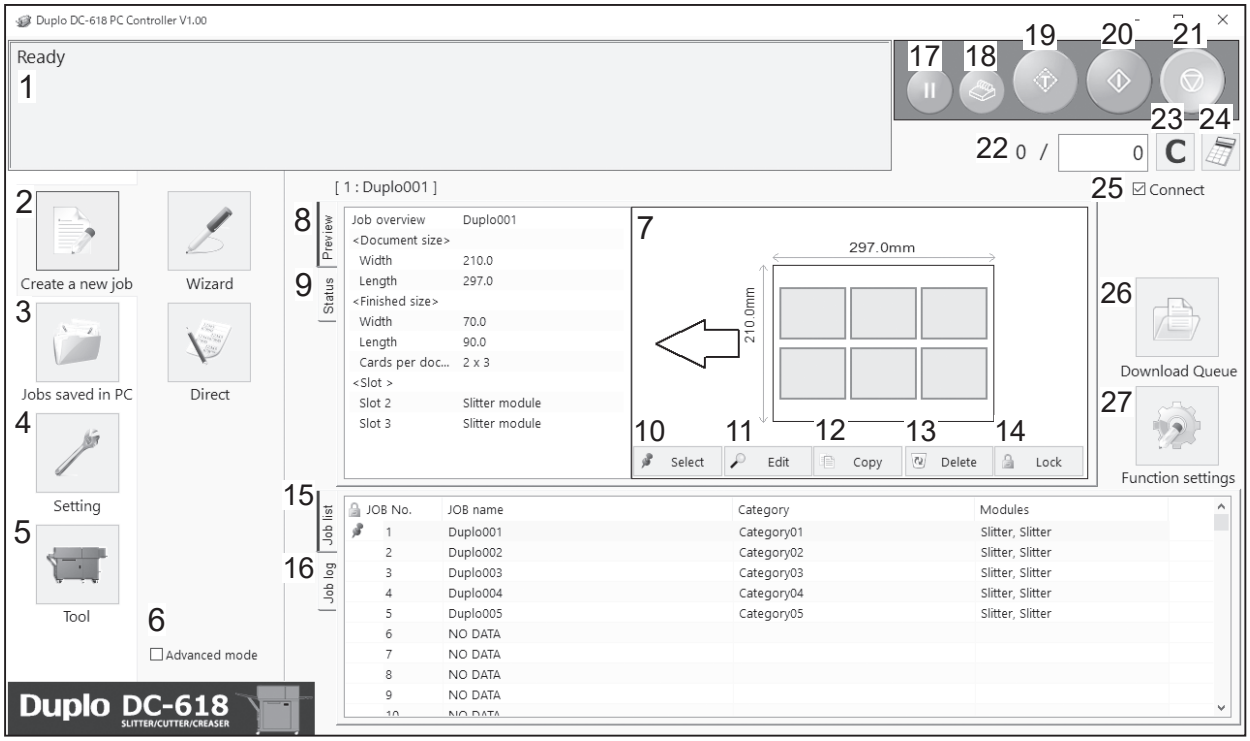
7 Make settings for other items as required to complete programming the JOB.

Programming a JOB Via Computer (PC Controller)

The DC-618 can save up to 250 patterns of JOBs. JOB contents can be programmed either via computer or on the control panel. This section describes how to set up a JOB for the DC-618 by using the PC Controller.

Main Screen

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



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

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

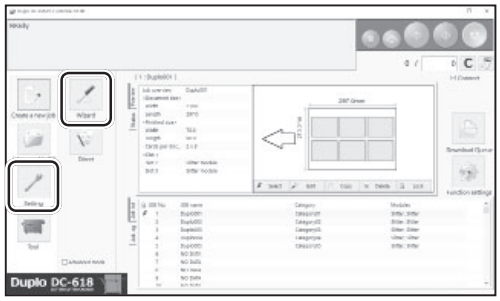
REFERENCE

For more information, see Chapter 5 Programming a JOB-Wizard in the DC-618 PC Controller Instruction Manual.

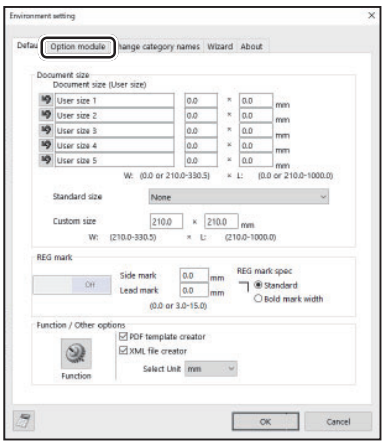
Setting Default Values for a JOB

This section describes the procedure for retrieving a JOB saved in the DC-618 or on a computer and processing it, which is related to the **PFM (Manual Perforation Module)**.

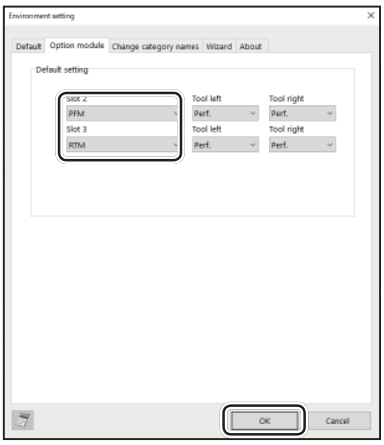
1 Click **Setting** and then **Environment**.



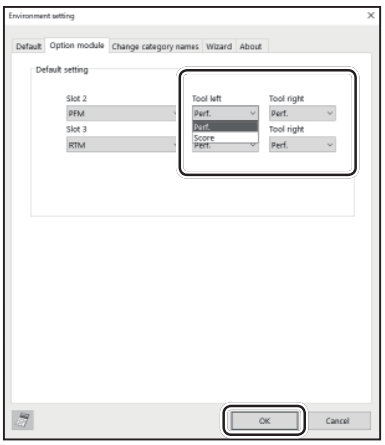
2 The **Environment setting** screen appears.
Click **Option module**.



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



4 Select a tool on the left side from the **Tool left** box and that on the right side from the **Tool right** box.
Perf.: Perforation tool
Score: Score tool



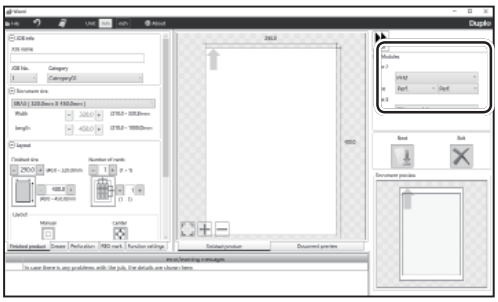
5 Click **OK**.
The settings are saved and the main screen reappears.

Wizard

This section describes the procedure for programming a JOB in the **Wizard mode**.
See Chapter 5 Programming a JOB-Wizard in the DC-618 PC Controller Instruction Manual.

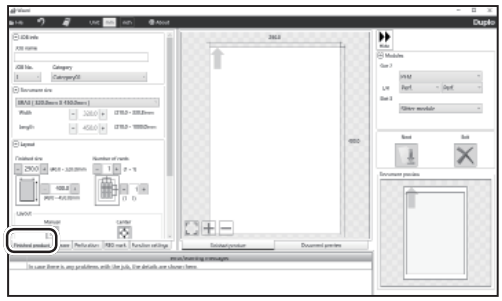
1. Click **Create a new job** and then **Wizard**.

2. Select **PFM** for **Slot 2**.

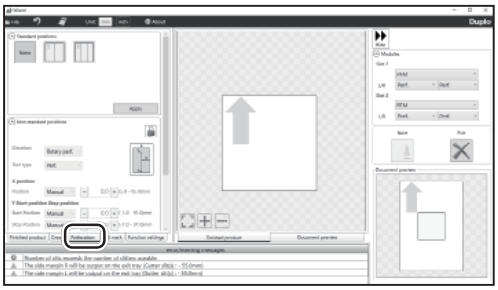


3. Select **Perf.** or **Score**, either of which is attached to the **Tool right** and **Tool left**.

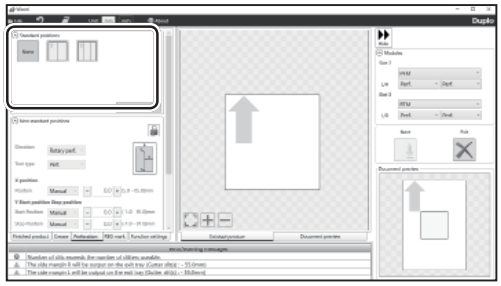
4. Enter a JOB name, select a document size, and make settings for **Layout** on the **Finished product** screen.



5. Click **Perforation**.



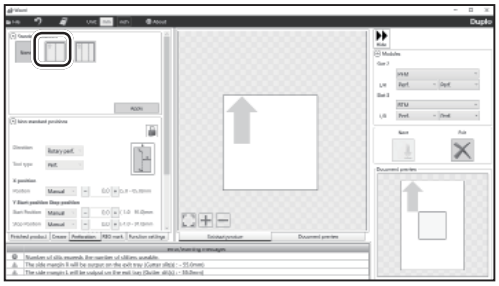
6 Select **Standard positions** or **Non standard positions** and make settings for processing positions.



● Standard position
Non: Does not perforate a document.
Lengthwise: Perforates a document in half with one line.
Lengthwise even: Perforates a document evenly in two or three pieces.

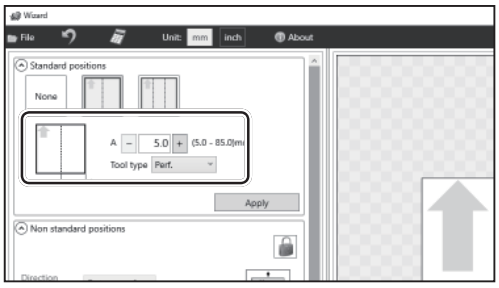
Lengthwise

1. Click **Lengthwise**.

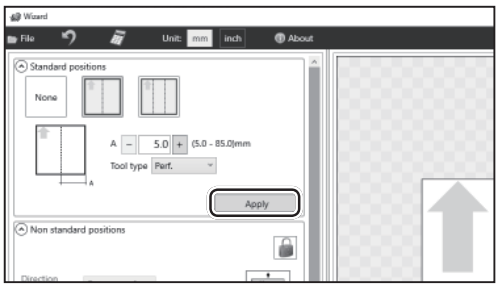


2. Enter a value for **A**, which is the distance from the right edge of the document to the processing position on the finished product.
Clicking **+** or **-** increases or decreases a numeric value.

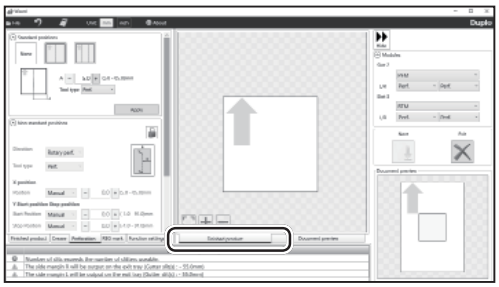
3. Select a tool in the **Tool type** box.



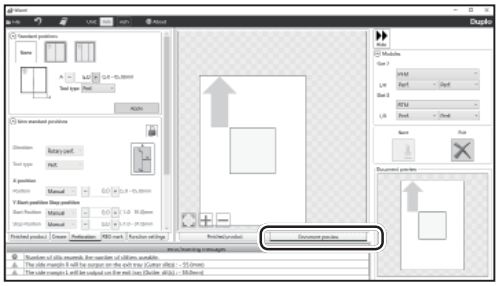
4. Click **Apply**.
The processing position that you have programmed is displayed on the preview screen.



5. Clicking **Finished product** displays the size of the finished product and the processing positions.

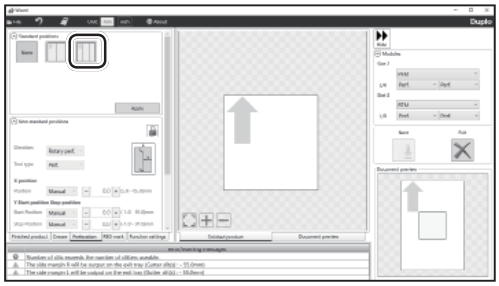


6. Clicking **Document preview** displays the document size and the processing positions.



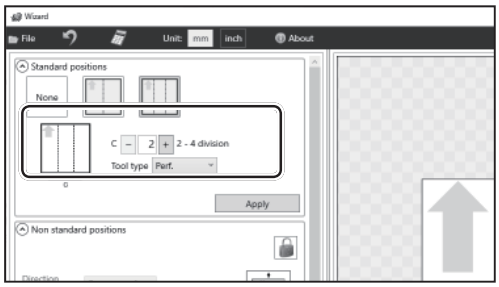
Lengthwise even

1. Click **Lengthwise even**.

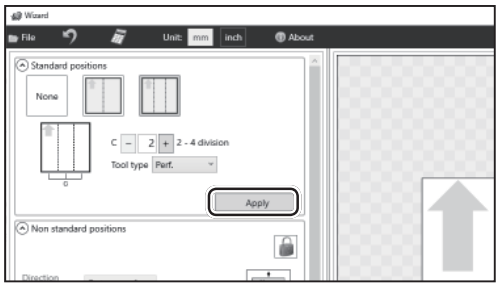


2. Enter a value for **C**, which is the number of into how many pieces the document is perforated. Clicking **+** or **-** increases or decreases a numeric value.

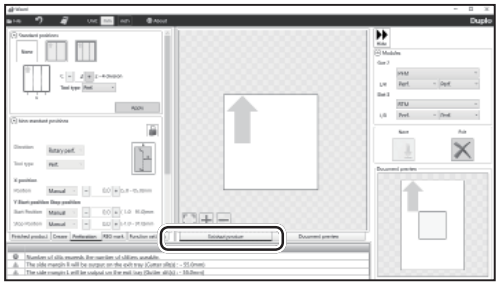
3. Select a tool in the **Tool type** box.



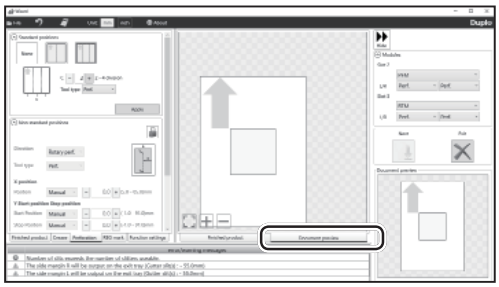
4. Click **Apply**.
   The processing positions that you have programmed is displayed on the preview screen.



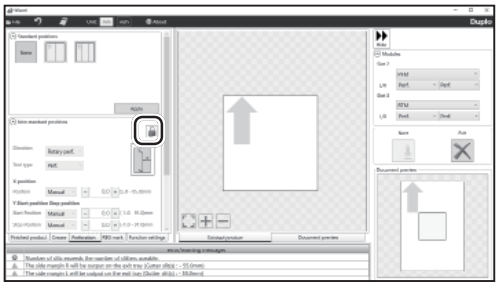
5. Clicking **Finished product** displays the size of the finished product and the processing positions.



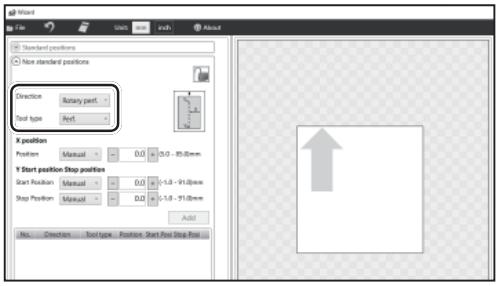
6. Clicking **Document preview** displays the document size and the processing positions.



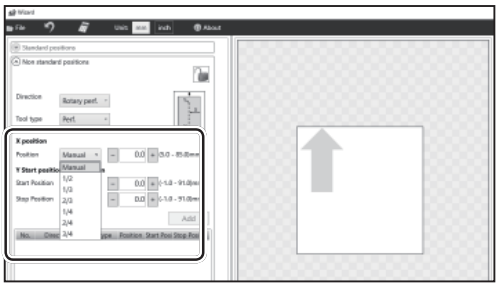
● **Non Standard positions**
Make individual settings for processing positions.



1. Click the icon.



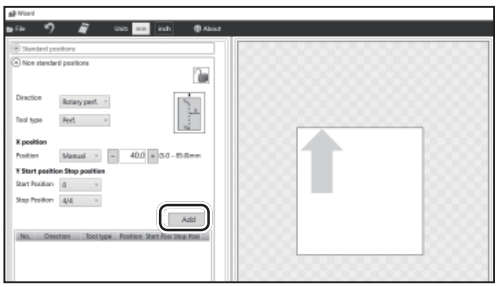
2. Select a tool.
Rotary perf. is selected for **Direction**.
Select **Perf.** or **Score** for **Tool type**.



3. Select a processing position for **Position** under **X position**.

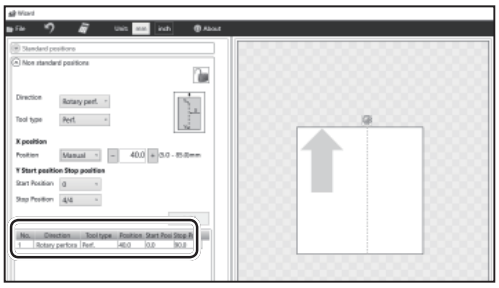
You do not need to select an item for **Y position**.

Manual: Enter the distance from the right edge of the document to the processing position of the finished product. Clicking **+** or **-** increases or decreases a numeric value.
1/2: Perforates a document at the position of a half of the finished product.
1/3: Perforates a document at the position of a third of the finished product.
2/3: Perforates a document at the position of two thirds of the finished product.
1/4: Perforates a document at the position of a quarter of the finished product.
2/4: Perforates a document at the position of two fourths of the finished product.
3/4: Perforates a document at the position of three fourths of the finished product.

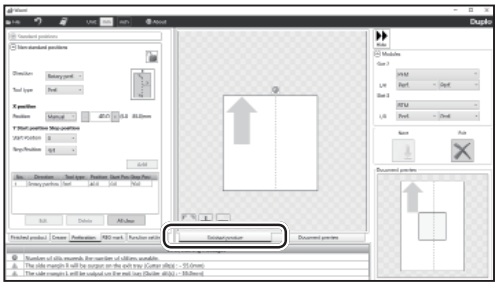


4. Click **Add**.

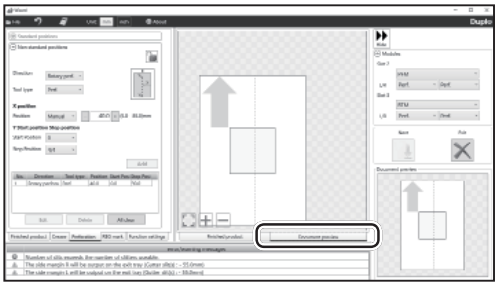
5. The added processing positions are displayed in the list and on the preview screen.



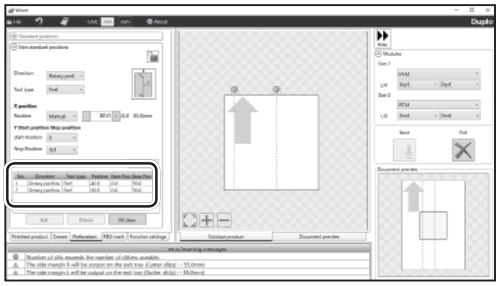
6. Clicking **Finished product** displays the size of the finished product and the processing positions.



7. Clicking **Document preview** displays the document size and the processing positions.



8. To continue to program processing positions, follow steps 2 to 4.



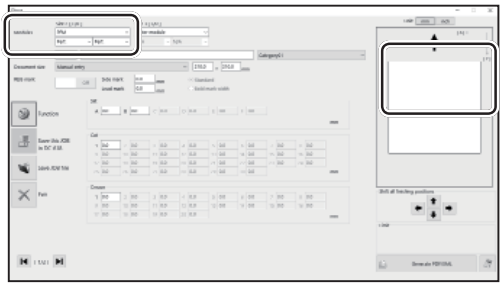
7 Make settings for each item as required to complete programming the JOB.

Direct

This section describes the procedure for programming the JOB in the **Direct mode**.
See Chapter 5 Programming a JOB-Direct in the DC-618 PC Controller Instruction Manual.

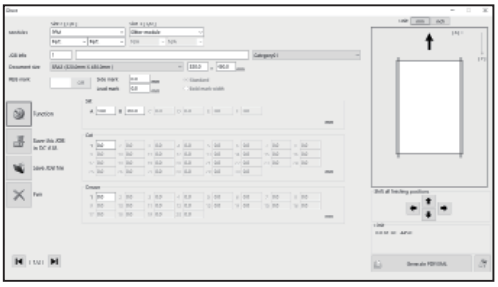
1 Click **Create a new job** and then **Direct**.

2 Select **PFM** for **Slot 2**.

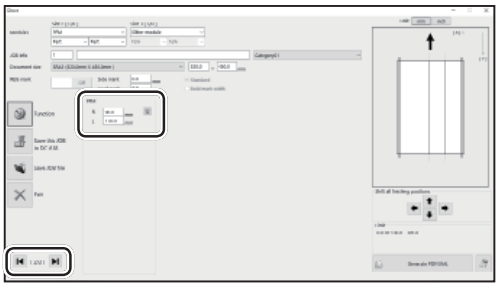


3 Select **Perf.** or **Score**, either of which is attached to the **Tool right** and **Tool left**.

4 Enter a JOB name and a document size, and make settings for **Slit**, **Cut**, and **Crease** as required.



5 Click ⏭ to display the next page.
Enter the distance from the right edge of the document to a processing position of the **housing** on the right side for **PFM R** and that from the right edge of the document to a processing position of the **housing** on the left side for **PFM L**.



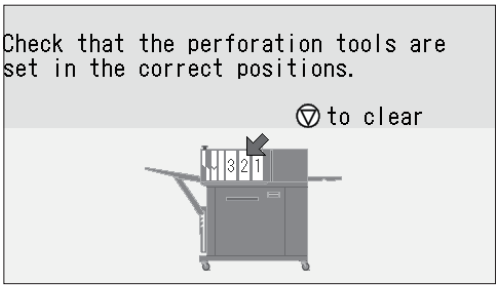
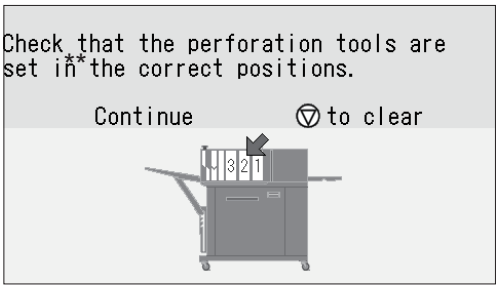
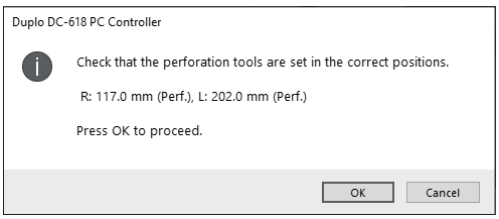
6 Make settings for other items as required to complete programming the JOB.

When Messages Appear

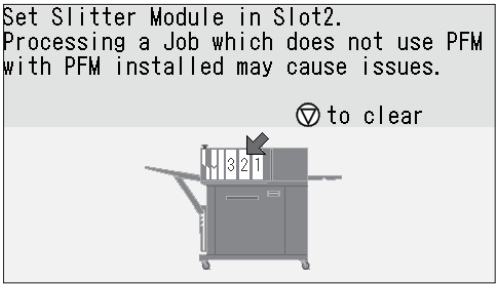
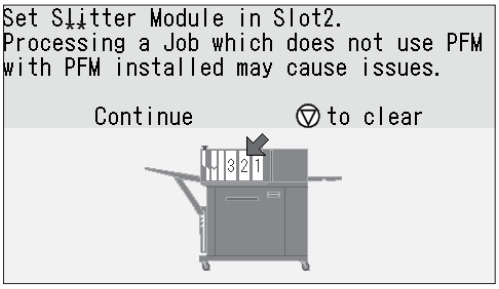
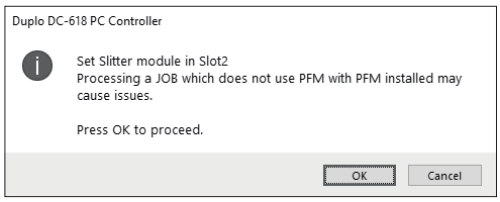
When an error has occurred, figures and messages appear on the touch panel.
Confirmation messages may also appear.
In such cases, follow the procedures below to clear the errors.

● **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
	Status: The START key or the TEST key is pressed to retrieve a JOB in which the **PFM (Manual Perforation Module)** is used with a barcode. (when the barcode reading function is active) Solution: To check the contents of the JOB, press the STOP key to clear the error.
	Status: The START key or the TEST key is pressed to retrieve a JOB in which the **PFM (Manual Perforation Module)** is used. Solution: To continue processing the JOB, press the icon key that is displayed as **. To check the contents of the JOB, press the STOP key to clear the error.
	If you are using the PC Controller, the message as shown on the left appears on the computer. Press OK to continue processing the JOB.

When Messages Appear

Message	Status and Solution
	Status: With the **PFM (Manual Perforation Module)** installed in slot2, the START key or the TEST key is pressed to start processing a JOB in which no processing is performed in **slot2** with a barcode. Solution: To continue processing the JOB, press the icon key that is displayed as ******. To check the contents of the JOB, press the STOP key to clear the error.
	Status: With the **PFM (Manual Perforation Module)** installed in slot2, the START key or the TEST key is pressed to start processing a JOB in which no processing is performed in slot2. Solution: To continue processing the JOB, press the icon key that is displayed as ******. To check the contents of the JOB, press the STOP key to clear the error.
	If you are using the PC Controller, the message as shown on the left appears on the computer. Press OK to continue processing the JOB.

Chapter 3

Daily Maintenance

This chapter describes daily maintenance for the product.

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Daily Maintenance

Clean the product periodically to maintain its performance.

⚠ WARNING

- Never remove the covers on the machine or modify them.
- Do not spill water or any liquid inside of the machine.
  It may cause fire or electric shock. If it happens, contact our service person.

Clean the 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 product to malfunction.
Clean it periodically.
Contact our service person as for cleaning of the inside of the product.

Chapter 4

Specifications

This chapter lists the module specifications.

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Specifications

	DC-618 Manual Perforation Module	
Model name	PFM-04 DC-618 Manual Perforation Module	
Module type	Customer replaceable module	
Paper weight	110-350 gsm *Laminated / UV coated stock: within the above range including lamination/coating layer.	
Paper type	Uncoated, Coated, Laminated (laminate thickness: 10 µ or less), UV coated	
Max number of perforation	2 (in the paper feeding direction)	
Tool positioning	Manual *Image shift compensation by reading REG mark is not available.	
Skip perforation	No	
Perforation position	Minimum distance from the side edge of documents: 5 mm Minimum distance from the slit positions: 5 mm	
Minimum distances between the tools	48 mm	
Depth adjustment	Manual	
Perforation tool spec	Cut: 0.6 mm / Tie: 0.6 mm (21.2 TPI)	
Tool replacement	Customer replaceable tools *Replaceable with a score tool which is sold separately as a service part.	
Dimension	In use	455 (W) x 95 (D) x 205 (H) mm
	When packed	640 (W) x 160 (D) x 330 (H) mm
Weight	Net	6.0 kg
	Gross	7.0 kg

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

MEMO

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