Duplo

from print to documents

INSTRUCTION MANUAL

DC-648 Optional Slitter Module

OSM-10

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-648 Optional Slitter 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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  All other trademarks are the property of their respective owners.

PLEASE NOTE

In the interests 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 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 **Unplug the power cord 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 unplug the power cord 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 unplug the power cord 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

● There are tools of the slitter module inside the machine. Keep your fingers away from those.

● Use pliers 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 an electric shock.

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Chapter 1

Before Using This Module

This chapter contains essential information you should understand such as how to install and take out the module and the names of the module parts.

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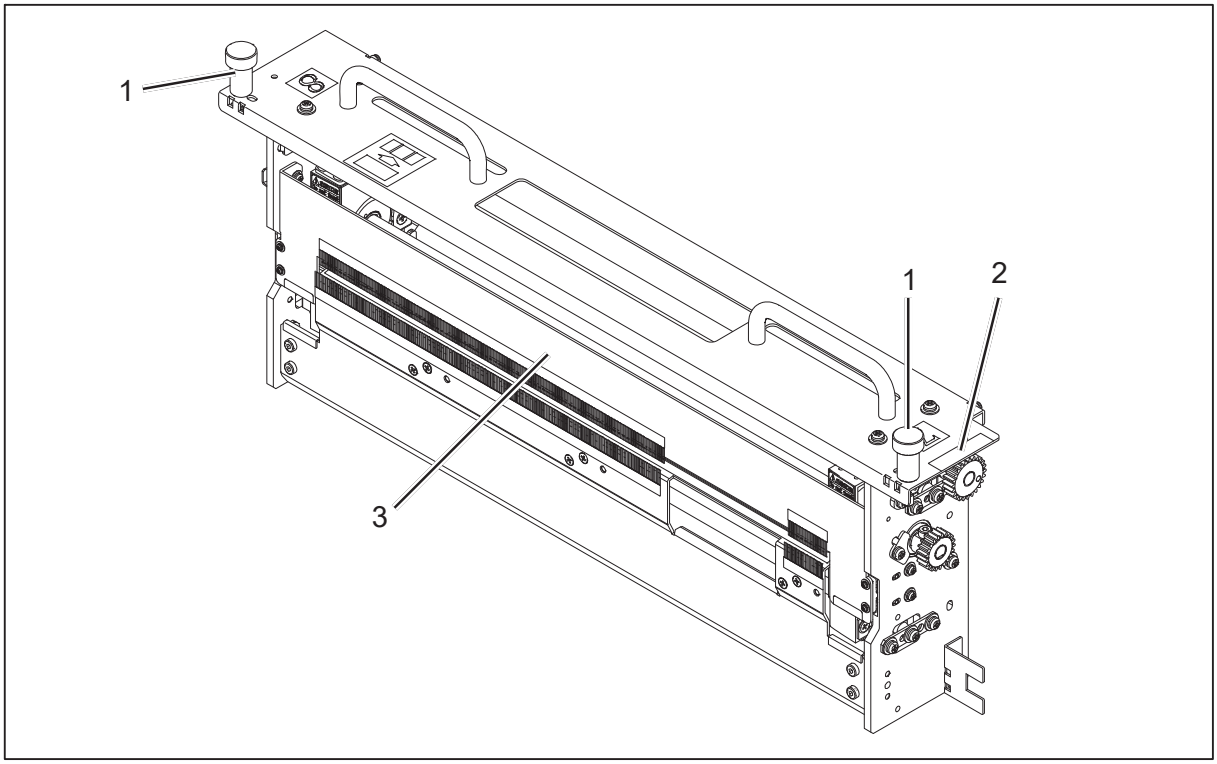
About OSM (Optional Slitter Module)

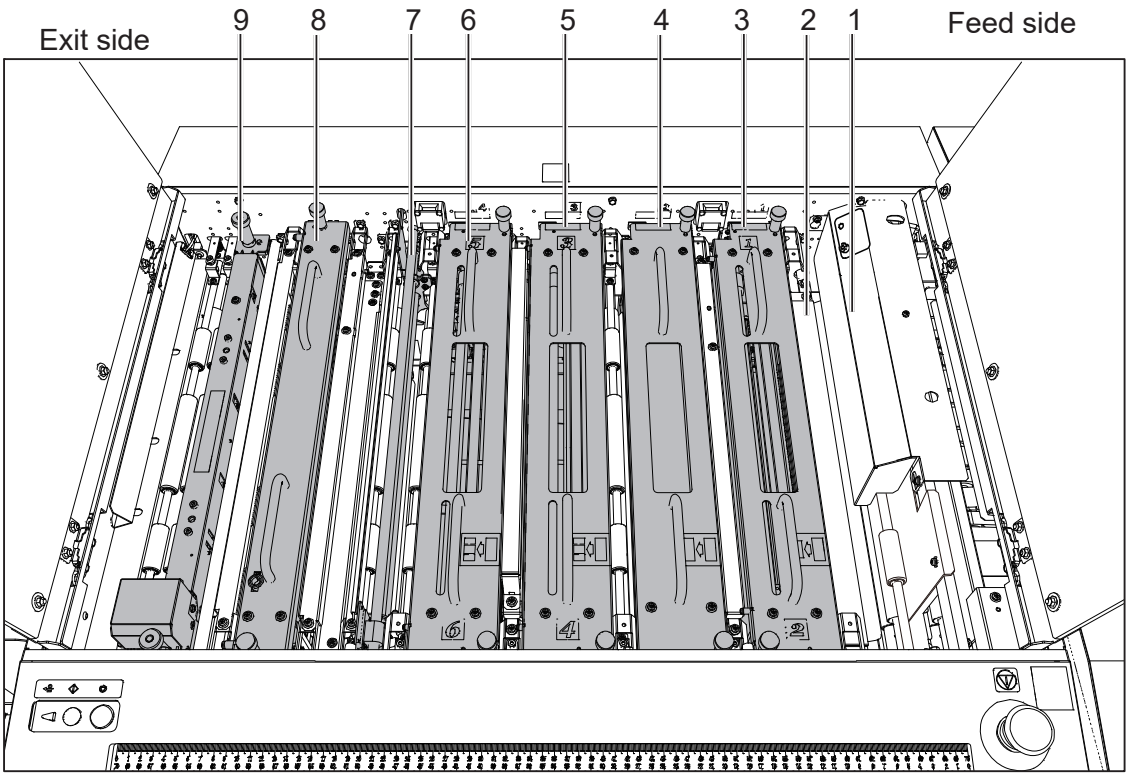
Appearance



No.	Item	Function
1	Fixing screw	Loosen this to take out the **OSM (Optional Slitter Module)** from the DC-648. Tighten this to install the **OSM (Optional Slitter Module)** in the DC-648.
2	Color label	Install the **OSM (Optional Slitter Module)** in the DC-648 so that the colors on labels on slots match each of these. The **OSM (Optional Slitter Module)** can be installed only in slot2.
3	Front guide (upper side)	Assists a document to be conveyed. When cleaning the slitters, remove this. * For cleaning the slitters, see Chapter 6 Daily Maintenance - Cleaning the Slitter Tool.

Inside of the DC-648

When the **top cover 2** and **3** are open:



No.	Item	Function
1	Camera section	Reads a REG mark, a skew mark, a shrinkage mark, an end mark, and a barcode printed on a document with the camera.
2	Reject section	Ejects a document/documents to the **reject tray** if a double feed was detected, the DC-648 failed to read a REG mark or a barcode, a shrinkage mark was detected, or processing of a document was canceled.
3	Slot1	Install the **margin slitter module** here to cut off margins on the operator's side and the non-operator's side.
4	Slot2	When you do not use any option module, install the standard module here. * You can install the **OSM (Optional Slitter Module)** (option), the **CPM (Cross Tool Module)** (option), or the **RTM (Rotary Tool Module)** (option) here.
5	Slot3	For the standard machine, install the **center slitter module 3&4** here to cut a document parallel to the feed direction. * You can install the standard module or the **RTM (Rotary Tool Module)** (option) here.
6	Slot4	For the standard machine, install the **center slitter module 5&6** here to cut a document parallel to the feed direction. * You can install the standard module or the **RTM (Rotary Tool Module)** (option) here.
7	Gutter deflector section	Drops waste that was cut off into the waste box.
8	Creaser module	Creases a document perpendicularly to the document feed direction.
9	Cutter module	Cuts a document perpendicularly to the feed direction.

About OSM (Optional Slitter Module)

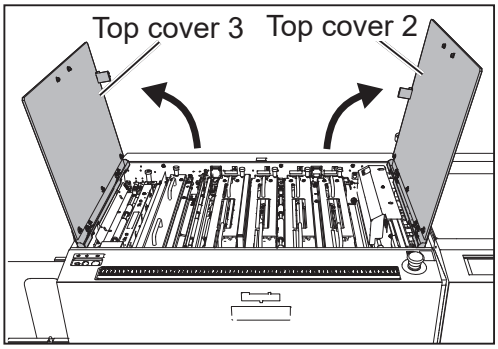
IMPORTANT

- When taking out and reattaching a module, make sure that it is installed in the correct slot in the correct orientation.
- No module designated for other DC machines is compatible with the DC-648.

How to Take Out and Install the OSM (Optional Slitter Module)

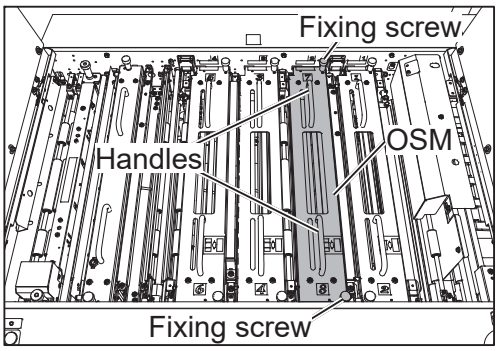
Taking Out the OSM (Optional Slitter Module)

1. Open the **top cover 2** and the **top cover 3**.



2. Loosen the two fixing screws of the **OSM (Optional Slitter Module)**.

3. Take out the **OSM (Optional Slitter Module)**.
   * Make sure to grasp the handles and lift the module upward.
   * Make sure to place the removed module on a flat, stable surface.



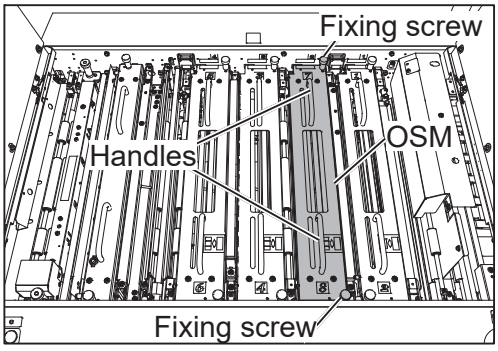
Installing the OSM (Optional Slitter Module)

REFERENCE

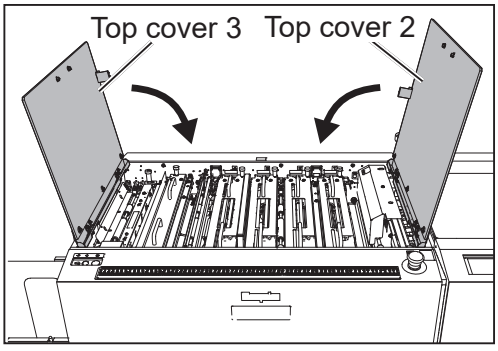
• The **OSM (Optional Slitter Module)** can be installed only in slot2.

1. Grasp the handles and install the **OSM (Optional Slitter Module)** in slot2.

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



3. Close the **top cover 2** and the **top cover 3**.



MEMO

Chapter 2

Programming a JOB on the Control Panel

This chapter describes how to program a JOB on the control panel of the DC-648.

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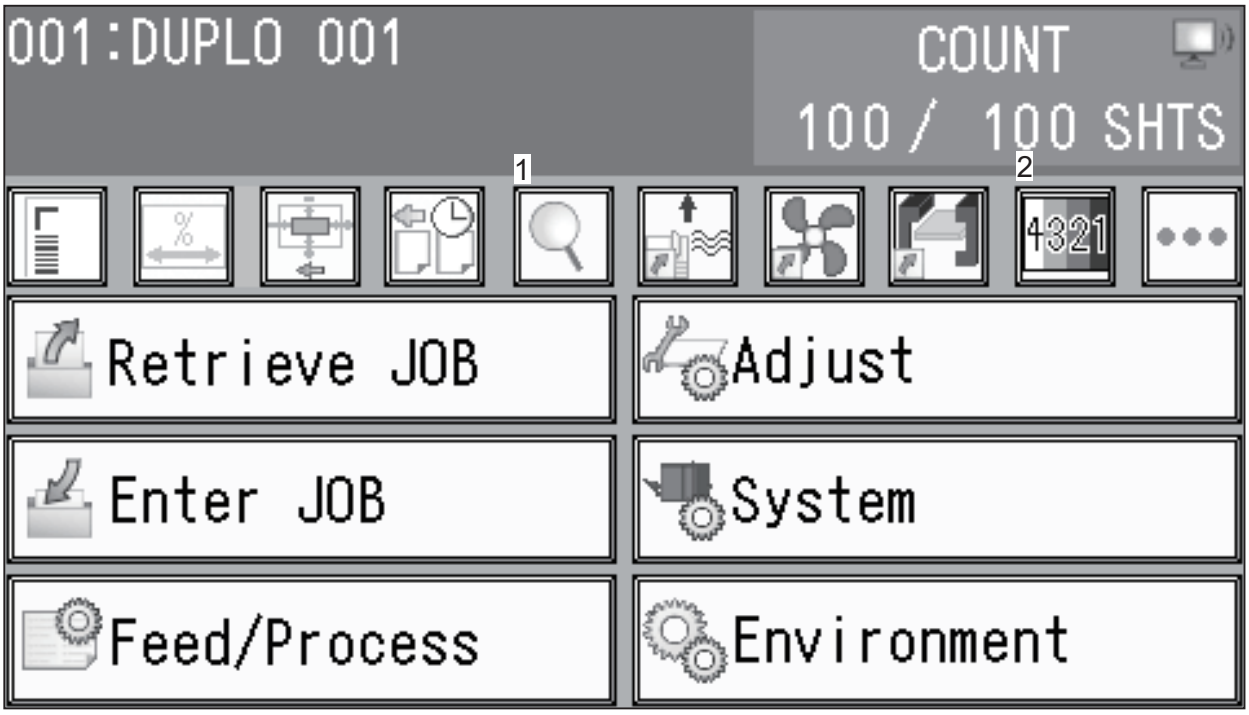
Before Programming a JOB

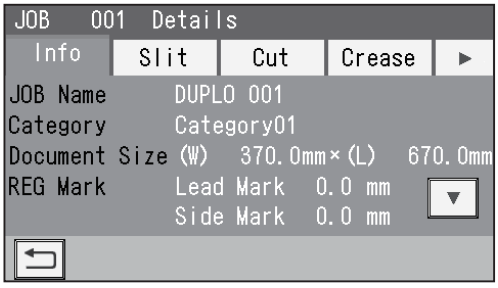
This section describes the settings which are related to the **OSM (Optional Slitter Module)**. For other settings, refer to Chapter 2 Programming a JOB - Before Programming a JOB in the DC-648 Instruction Manual.

Standby Screen

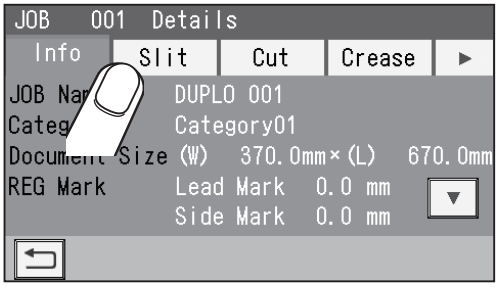


1 **Details**

1. Touching displays the details of the selected JOB.

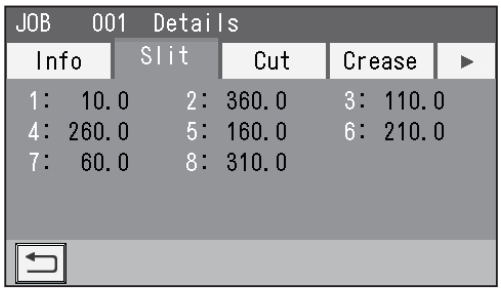


2. Touch **Slit**.



3. The slit positions for the selected JOB are displayed. (**7** and **8** show the processing positions of the **OSM (Optional Slitter Module)**.)

   To return to the **standby screen**, touch ⮌.

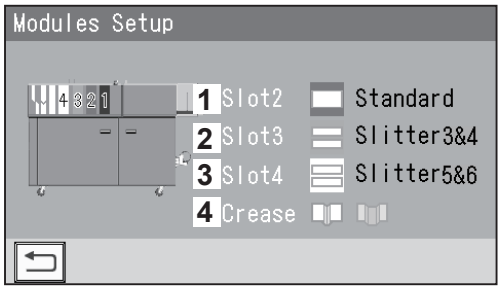


2 Modules Setup

To check a module in each slot, touch 4321 .

The module installed in each slot appears in **1** to **3** in the figure on the right.
The crease depth (standard/wide) in the creaser appears in **4** in the figure on the right.

To return to the **standby screen**, touch ⮌.



Programming a JOB

The DC-648 provides two programming modes, **Wizard mode** and **Direct mode**.
There are two programming modes in **Direct mode**: **Advanced Mode** and **Simple Mode**.

Wizard mode
Direct mode (Advanced Mode)
Direct mode (Simple Mode)

Before programming a JOB, set either mode in **Basic Mode** in **Environment**.
(→ Chapter 3 Basic Operations in the DC-648 Instruction Manual.)

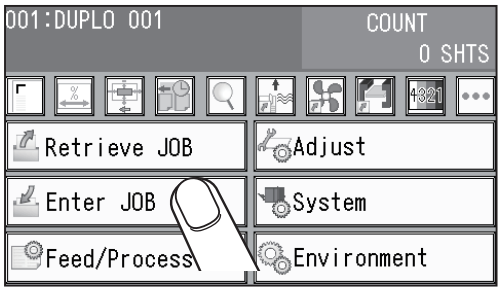
Hints for entering a JOB:
- Touching [SET] goes on to the next step.
- Touching [NEXT] goes on to the next screen.
- Touching [⮌] redisplays the previous screen.
- Pressing the STOP key during JOB entering redisplays the **standby screen**.

The following items that appear on the **touch panel** stand for as below.
Standard: Standard module
Slitter: Slitter Module (OSM (Optional Slitter Module) included)
RTM: Rotary Tool Module (Option)
CPM: Cross Tool Module (Option)
Perf: Perforation tool
Micro: Micro perforation tool
SI-Score: Slit-score tool
Score: Score tool

Wizard

This section describes the settings which are related to the **OSM (Optional Slitter Module)**. For other settings, refer to Chapter 2 Programming a JOB - Wizard in the DC-648 Instruction Manual.

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



Referring to Chapter 2 Programming a JOB - steps ❷ to ⓲ in Wizard in the DC-648 Instruction Manual, make settings for the following items:

- JOB number
- JOB name
- Category
- JOB Programming (Wizard)
- Document Size
- Crease
- Layout (Finished products in a length/width direction)
- Layout - Layout (Manual/Center)
- Gutter
- Finished products
- Shrinkage Mark
- Mark Spec
- Settings-1 to 4
- Entry

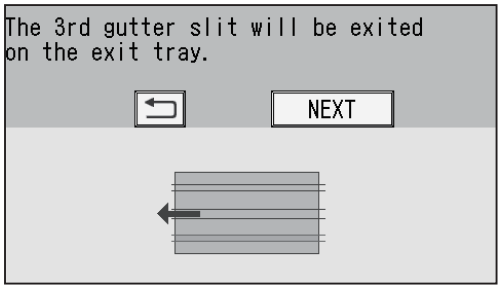
REFERENCE

When processing a JOB with the **OSM (Optional Slitter Module)**, refer to the list on the right for the number of cards widthwise and that of the gutter slits.

The number of cards widthwise	The number of gutter slits
1	0
2	1
3	2
4	3
5 to 7	0

REFERENCE

For a JOB with four cards widthwise and three gutter slits, the third gutter slit will be ejected on the **exit tray**.



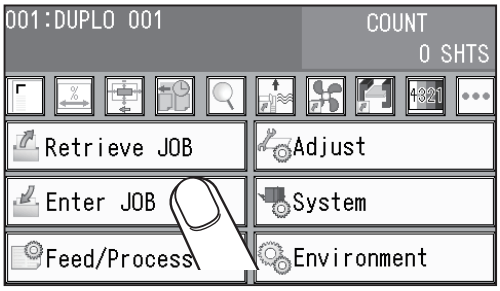
REFERENCE

The **slitter modules** will be allocated in priority of order of slot4, slot3, and slot2.

Direct - Advanced Mode

This section describes the settings which are related to the **OSM (Optional Slitter Module)**.
For other settings, refer to Chapter 2 Programming a JOB - Direct - Advanced Mode in the DC-648 Instruction Manual.

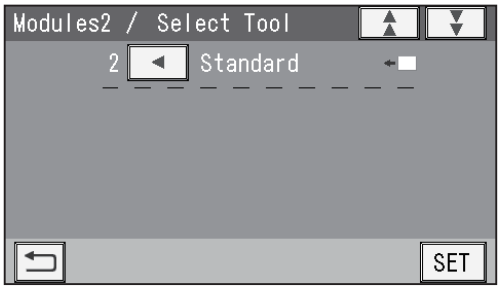
1 Make sure that the **standby screen** is displayed on the **touch panel**, and then touch **Enter JOB**.



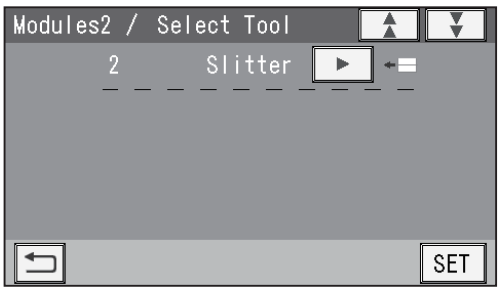
Referring to Chapter 2 Programming a JOB - steps ❶ to ❷ in Direct - Advanced Mode in the DC-648 Instruction Manual, make settings for the following items:

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

2 Touch **Direct** on the **JOB Programming** screen to display the **Modules2 / Select Tool** screen.



3 **Modules2 / Select Tool**
Touch ▶ / ◀ for ⇤ on the **Modules2 / Select Tool** screen to select **Slitter**.
(No module which was not programmed by a service person when installed will be displayed.)

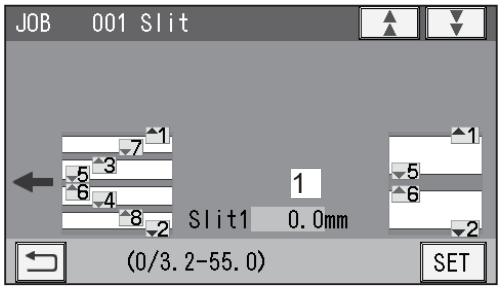


4 Referring to Chapter 2 Programming a JOB - steps ❸ to ❽ in Direct - Advanced Mode in the DC-648 Instruction Manual, make settings for the following items:

- Module3 / Select Tool
- Module4 / Select Tool
- Document Size
- REG Mark
- Shrinkage Mark
- Mark Spec

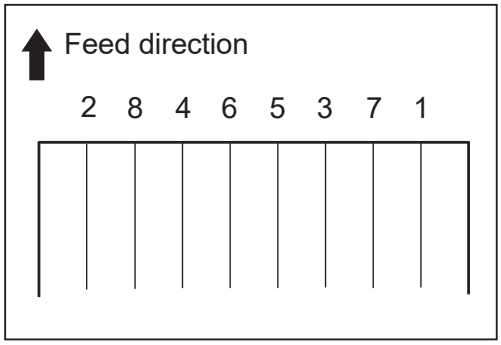
5 Slit

Enter values for the distances between the right edge of the document and each slit position in **1**.
Touch [SET].



* The screen displays **Slit1** to **Slit8**. You may not be able to enter some slits depending on the modules installed in slot3 and/or slot4.

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



* 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.

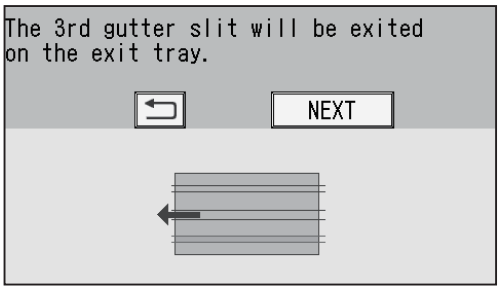
* The value limit appears on the bottom of the screen.

REFERENCE

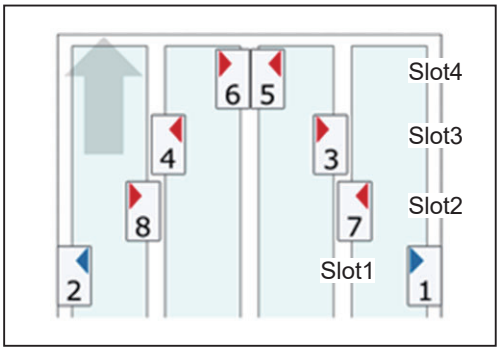
- A margin slitter is selected for slot1.
- When **slitter modules** are installed in slot2 to slot4, the DC-648 can process up to eight slits on a document.

REFERENCE

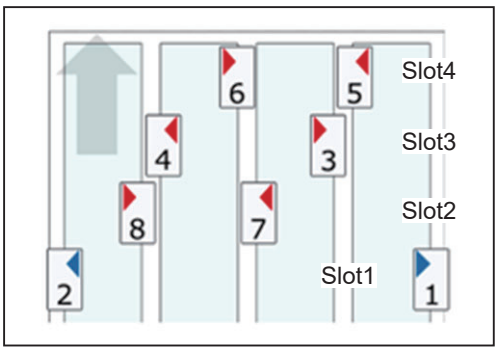
- For a JOB with four cards widthwise and three gutter slits, the third gutter slit will be ejected on the **exit tray**.
- If three gutter slits are to be made, those made in priority of order of slot4, slot3, and slot2 will be dropped in the waste box. If the priority is the same, the gutter slit on the operator's side will be ejected on the **exit tray**.



e.g.1 Gutter slits for **slitter7&3** and for **slitter5&6** will be dropped in the waste box as gutter slits, and those for **slitter4&8** will be ejected on the **exit tray**.

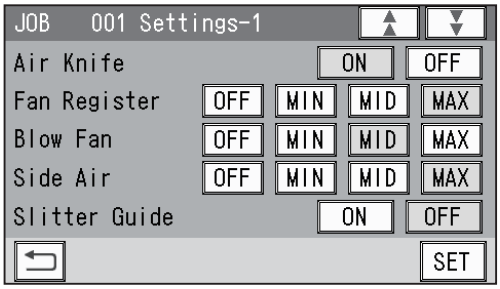


e.g.2 Gutter slits for **slitter5&3** and for **slitter7&6** will be dropped in the waste box as gutter slits, and those for **slitter4&8** will be ejected on the **exit tray**.



6 Referring to Chapter 2 Programming a JOB - steps ⑩ to ⑪ in Direct - Advanced Mode in the DC-648 Instruction Manual, make settings for the following items:
- Cut
- Crease

7 The function setting screen appears.
Referring to Chapter 2 Programming a JOB - steps ⑮ to ⑲ in Wizard in the DC-648 Instruction Manual, make settings for the following items:
- Settings-1 to 4
- Entry

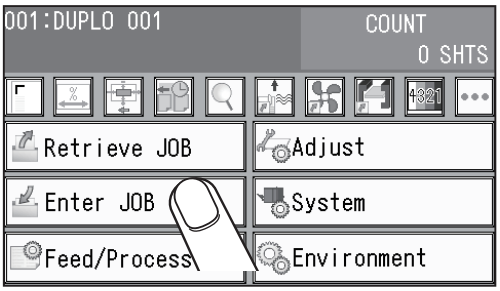


Direct - Simple Mode

This section describes the settings which are related to the **OSM (Optional Slitter Module)**.
For other settings, refer to Chapter 2 Programming a JOB - Direct - Simple Mode in the DC-648 Instruction Manual.

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

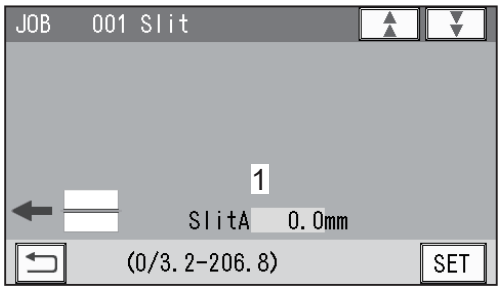
Referring to Chapter 2 Programming a JOB - steps ❶ to ❸ in Direct - Simple Mode in the DC-648 Instruction Manual, make settings for the following items:
- JOB number
- JOB name
- Category
- JOB Programming (Direct)
- Document size
- REG Mark
- Shrinkage Mark
- Mark Spec



2 Slit

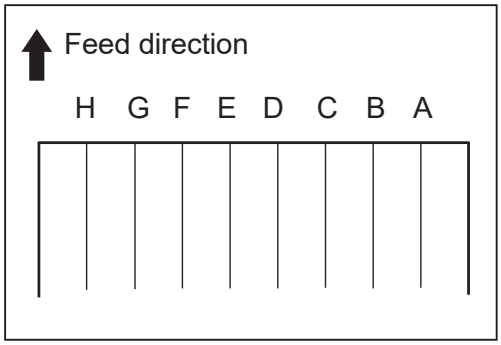
Enter values for the distances between the right edge of the document and each slit position in 1.
Touch [SET].

* The value limit appears on the bottom of the screen.



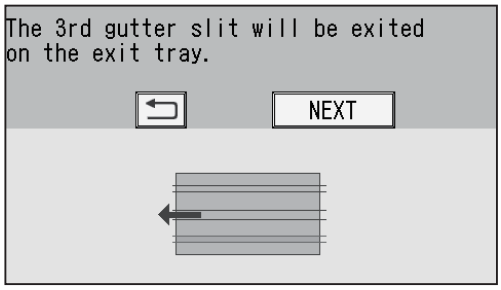
REFERENCE

- If the **slitter modules** are installed in slot2, slot3, and slot4, enter slit positions for **slitA** to **slitH** sequentially from the right side along the feed direction.
- The **slitter modules** will be allocated in priority of order of slot4, slot3, and slot2.
- If other modules than the **slitter module** are installed in slot2, slot3, and slot4, enter slit positions only for **slitA** and **slitB**.

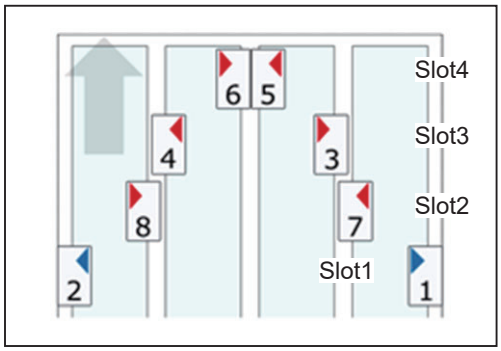


REFERENCE

- For a JOB with four cards widthwise and three gutter slits, the third gutter slit will be ejected on the **exit tray**.
- If three gutter slits are to be made, those made in priority of order of slot4, slot3, and slot2 will be dropped in the waste box. If the priority is the same, the gutter slit on the operator's side will be ejected on the **exit tray**.

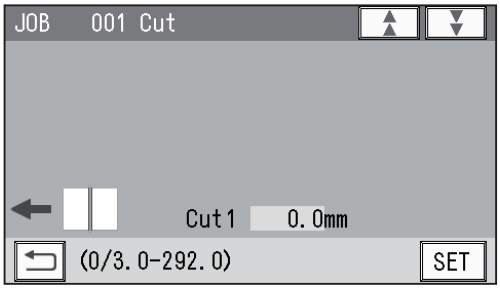


e.g. Gutter slits for **slitter7&3** and for **slitter5&6** will be dropped as gutter slits, and those for **slitter4&8** will be ejected to the **exit tray**.

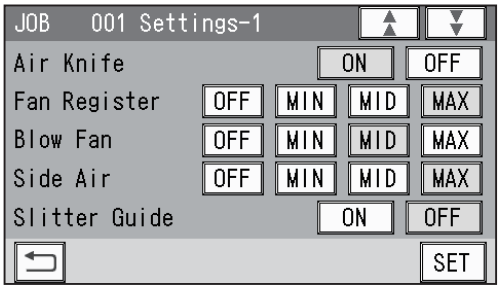


Programming a JOB

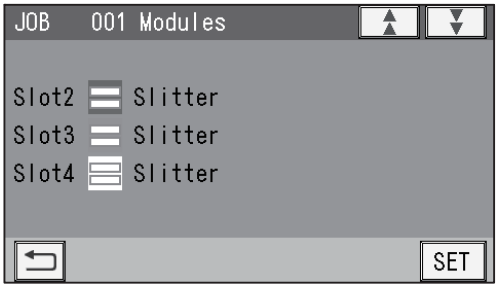
3 Referring to Chapter 2 Programming a JOB - steps ⑩ to ⑪ in Direct - Advanced Mode in the DC-648 Instruction Manual, make settings for the following items:
- Cut
- Crease



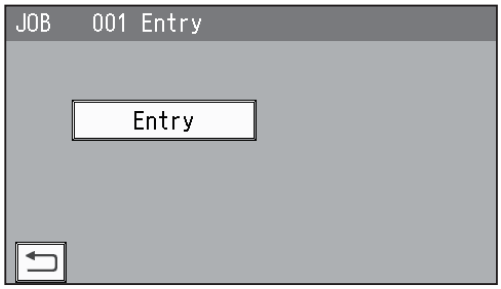
4 The function setting screen appears.
Referring to Chapter 2 Programming a JOB - steps ⑮ to ⑱ in Wizard in the DC-648 Instruction Manual, make settings for the following items:
- Settings-1 to 4



Modules
The names of the modules in slot2 to slot4 appear.
Check each of them and touch SET.



5 Touch **Entry**.
The settings will be saved and the **standby screen** will reappear.
Refer to Chapter 2 Programming a JOB - step ⑲ in Wizard in the DC-648 Instruction Manual.



Messages

• JOB Entry - Wizard

Message	Status and Solution
The 3rd gutter slit will be exited on the exit tray.	Status: Three or more slits were entered. Solution: Re-enter values for slit positions so that the number of the gutter slits are two or less.

Chapter 3

Basic Operations

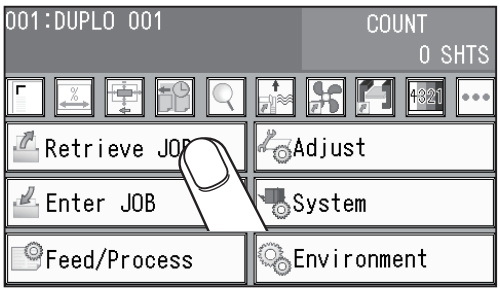
This chapter describes the operating sequence from turning on the DC-648 to completing process.

Processing Documents by Retrieving a Saved JOB ····· 18
Environment ····· 19

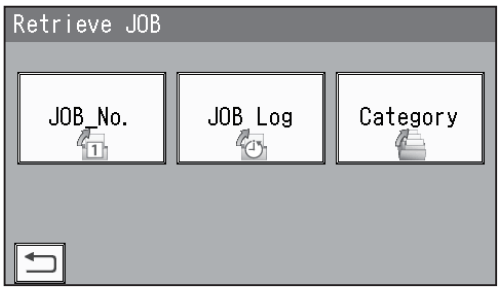
Processing Documents by Retrieving a Saved JOB

This section describes how to retrieve a JOB from **JOB No.** (JOB number), **JOB Log**, or **Category** on the **touch panel** which are related to the **OSM (Optional Slitter Module)**.
For other settings, refer to Chapter 3 Basic Operations - Processing Documents by Retrieving a Saved JOB in the DC-648 Instruction Manual.

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

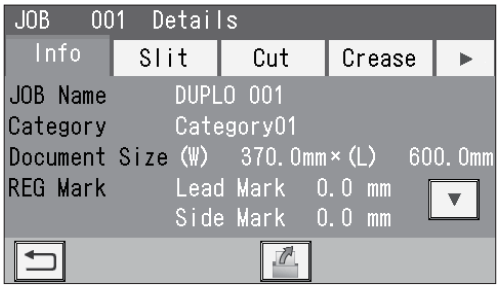


2. Touch **JOB No.**, **JOB Log**, or **Category** to retrieve a JOB.

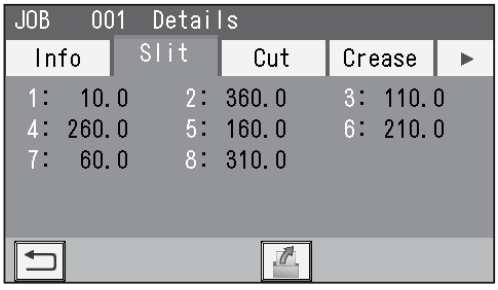


3. Select and touch the JOB name to be processed on the **JOB No.**, **JOB Log**, or **Category** screen and then touch . The details of the JOB will be displayed.

   1. Touch **Slit**.

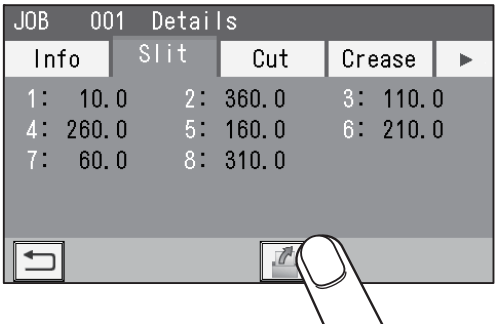


   2. The details for the slit positions are displayed.



4. For other settings, refer to Chapter 3 Basic Operations - Processing Documents by Retrieving a Saved JOB in the DC-648 Instruction Manual.

   Touching retrieves the JOB and redisplays the **standby screen**.



5. Follow step ❹ and the sequential steps in Chapter 3 Basic Operations - Retrieving a Saved JOB by JOB No. (JOB Number) in the DC-648 Instruction Manual.

Environment

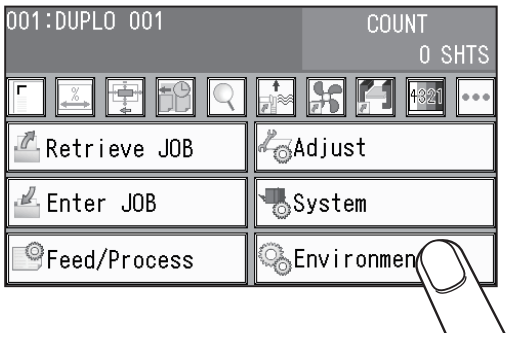
This section describes the settings which are related to the **OSM (Optional Slitter Module)**. For other settings, refer to Chapter 3 Basic Operations - Environment in the DC-648 Instruction Manual.

Default

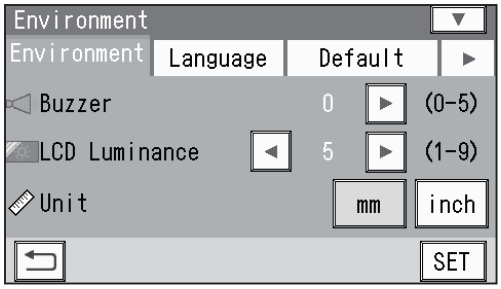
Select **OSM (Optional Slitter Module)** as the default module for slot2 when programming a JOB.

- The module programmed here will be displayed in the first place on the **Modules* / Select Tool** screen to program a new JOB in **Advanced Mode** in **Direct mode**.
- When you program a JOB in **Wizard mode** or in **Simple Mode** in **Direct mode**, the default module will be set automatically for the slot in which no module is installed.
- No module which was not programmed by a service person when installed will be displayed.

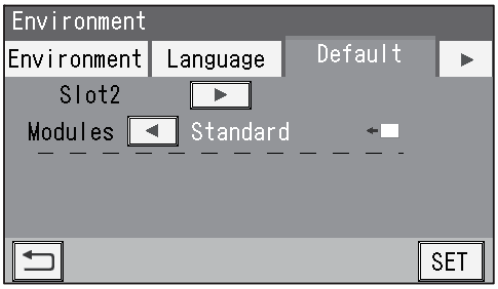
1. Make sure that the **standby screen** is displayed on the **touch panel** and touch **Environment**.



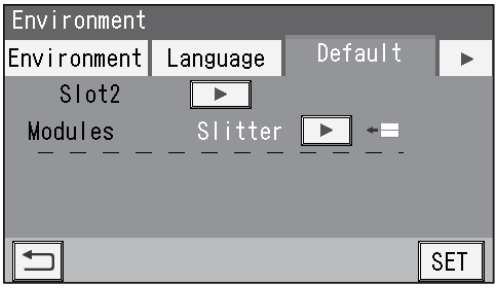
2. Touch **Default**.



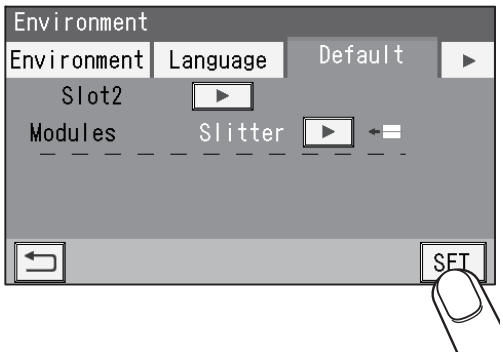
3. Touch ◀ / ▶ to select **Slot2**.



4. Touch ◀ / ▶ for **Modules** to select **Slitter**.



5 Touch SET .
The settings will be saved and the **standby screen** will reappear.



Chapter 4

Programming a JOB on a Computer

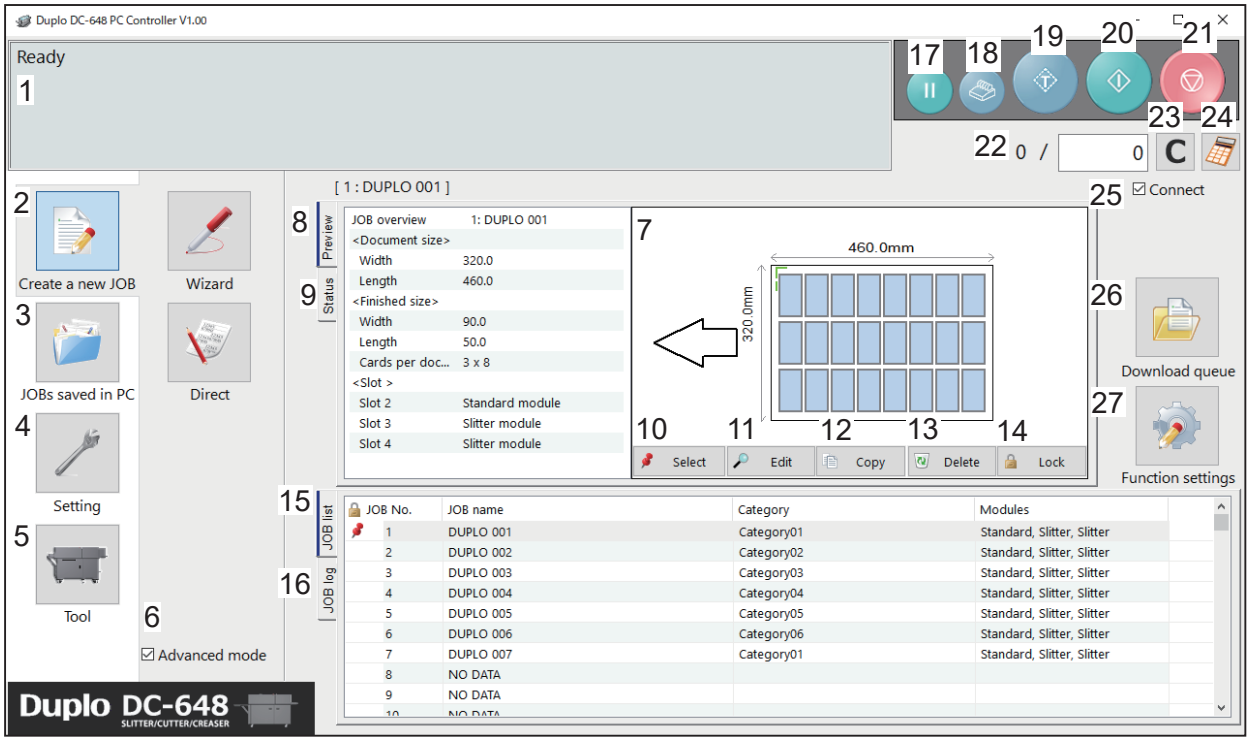
The DC-648 can save up to 250 patterns of JOBs. JOB contents can be programmed either via computer or on the control panel. This chapter describes how to setup a JOB from your computer through the PC Controller.

PC Controller Setting ····· 22
Main Screen ····· 22
Programming a JOB ····· 24
Wizard ····· 24
Direct ····· 28
Processing Documents by Retrieving a Saved JOB ····· 32
Setting Default Values for a JOB ····· 33
Environment ····· 33

PC Controller Setting

Main Screen

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

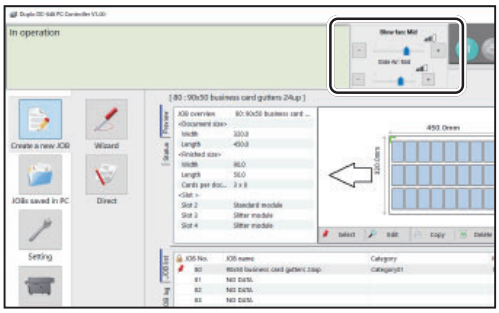


No.	Name	Function
1	System status	Displays the current status of the DC-648 by letters.
2	Create a new JOB	Click this and select **Wizard** or **Direct** to program a JOB.
3	JOBs saved in PC	Displays a JOB saved on a computer.
4	Setting	Click this to make default settings for the PC Controller. The other functions are for a service person only to make settings for the DC-648.
5	Tool	Backs up a JOB saved in the DC-648. Restores backed-up data of a JOB in the DC-648.
6	Advanced mode	Select this to program a JOB in **Advanced mode** in **Direct mode**. Clear this to program a JOB in **Simple mode** in **Direct 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 status of the DC-648.
10	Select	Select a JOB on **JOB list** below and then click this to process the selected JOB.

No.	Name	Function
11	Edit	Click this to edit a selected JOB.
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	Opens and displays a JOB saved in the DC-648.
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 will be deleted in chronological order.
17	PAUSE FEEDING key	Processes a JOB in the pause feeding mode. Click this to temporarily stop the DC-648 processing a JOB to check how a finished product is made and so on.
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. Disabled while the DC-648 is in operation or having an error.
21	STOP key	Stops the DC-648 from 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-648. Clear this to control function limit of the PC Controller. **REFERENCE** When the computer to which the PC Controller is connected is in sleep mode or hibernate mode, this will automatically be cleared.
26	Download Queue	Saves a JOB that you tried to save while another JOB was being processed.
27	Function settings	Displays the **Function settings** screen, on which you can make or change settings for a JOB.

REFERENCE

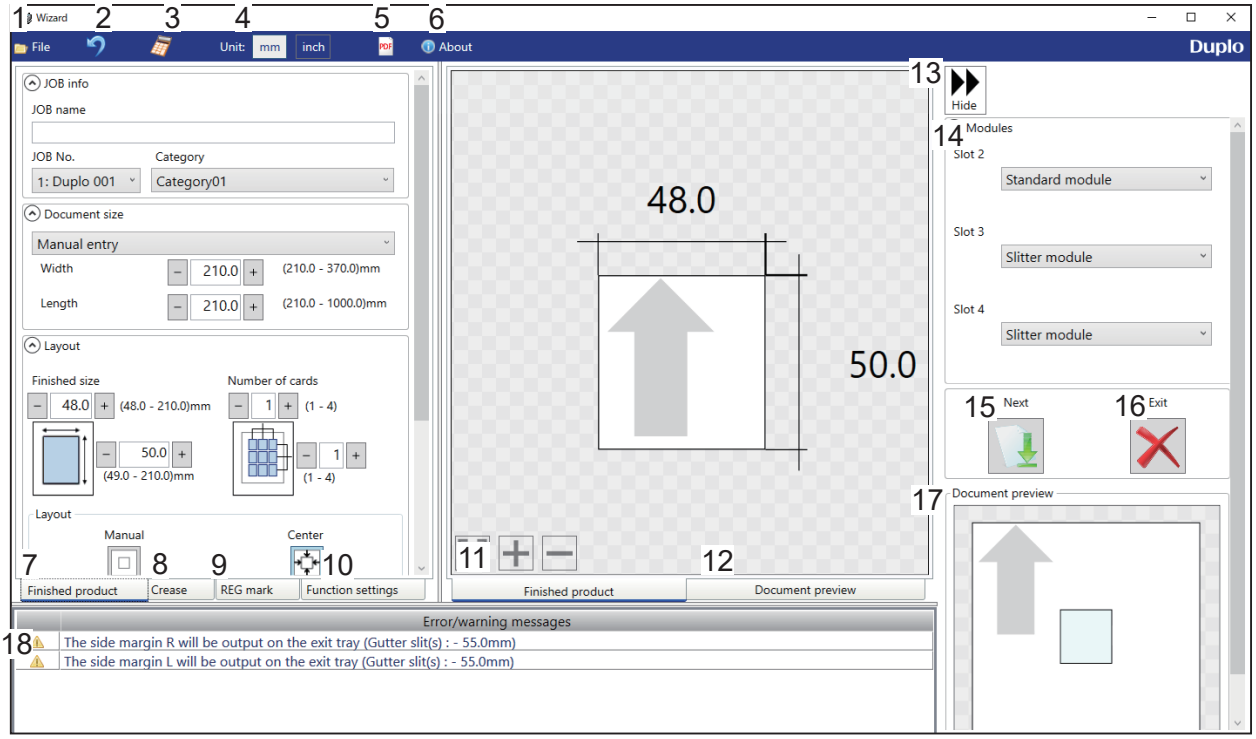
- **In operation** will be displayed on the **system status** while a JOB is being processed.
- You can make a setting for the **blow fan** and for the **side air** (option) on the boxed part in the figure on the right.



Programming a JOB

The DC-648 can save up to 250 JOBs. This section describes the procedures for programming a JOB in **Wizard mode** with a preview of the JOB and in **Direct mode** in which you directly enter each value, which are related to the **OSM (Optional Slitter Module)**.

Wizard



No.	Name	Function
1	File	Displays a menu. You can switch the **Wizard** screen to the **Direct** screen, load a PDF file, or exit the **Wizard** screen by clicking each item in this.
2	Undo	Redisplays the previous setting.
3	Numeric keys	Displays the NUMERIC keys, with which you can enter numerical values instead of using the keyboard.
4	Unit	Select a unit of values to enter from **mm** and **inch**.
5	Load PDF file	Loads a PDF file and displays it on the **preview**.
6	About	Displays the trademark and the open source software.
7	Finished product	Makes settings for a JOB name, a JOB number, a category, a document size, a finished product size, the number of cards, margins, and gutters.
8	Crease	Specify crease positions on the document in **Standard positions** mode or **Non standard positions** mode.
9	REG mark	Make settings for the REG mark/skew mark/shrinkage mark reading function.
10	Function settings	Make settings for each function to program a JOB.

No.	Name	Function
11	Finished product	Switches previews of a JOB between **Finished product** and **Document preview**.
12	Document preview	
13	Hide	Hides the right part of the **Wizard** screen and displays a JOB preview in a larger size.
14	Modules	Displays modules installed in slot2 to slot4.
15	Next	Switches the **Wizard** screen to the **Direct** screen.
16	Exit	Finishes JOB programming and redisplays the **main screen**.
17	Document preview	Displays a preview of the whole part of a finished product.
18	Error/warning messages	Displays a JOB setting that cannot be processed with an error or a warning mark. ⊗ indicates that the setting is invalid for a JOB to be programmed. ⚠ indicates that the JOB will be processed with some irregular way.

Programming a JOB

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

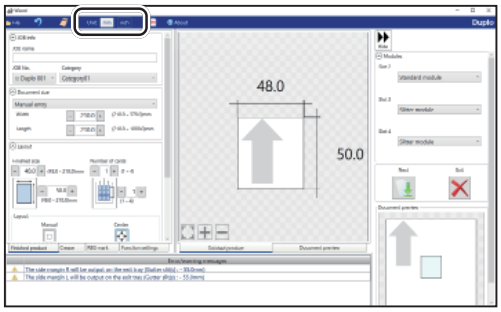
2 **Unit**

Select a unit of values to enter from **mm** and **inch**.

* If you select **inch**, values entered in inches will be converted to ones in millimeters and displayed.

REFERENCE

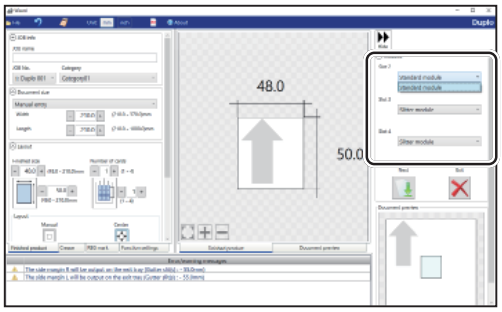
- Select either unit and then make settings for the JOB.
  Values entered before a unit is selected are not converted to the other unit.
- You can enter values to three places of decimals in inches.



3 **Modules**

Select a module to install in slot2.

Slitter module
Standard module



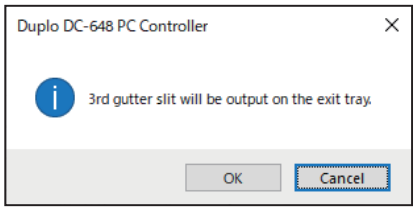
4 Referring to Chapter 5 PC Controller Setting - Programming a JOB - steps ❹ to ⓱ in Wizard in the DC-648 PC Controller Instruction Manual, make settings for the following items:

- JOB number
- JOB name
- Category
- Document size
- Layout (Finished size/Number of cards)
- Layout (Manual/Center)
- Gutter
- Crease
- REG mark
- Skew mark / Shrinkage mark
- Function settings
- How to program a JOB
- How to save a JOB

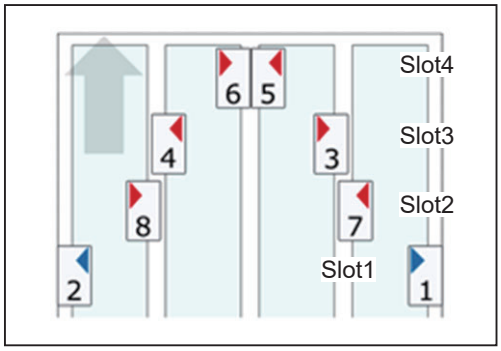
REFERENCE

- The **slitter modules** will be allocated in priority of order of slot4, slot3, and slot2.

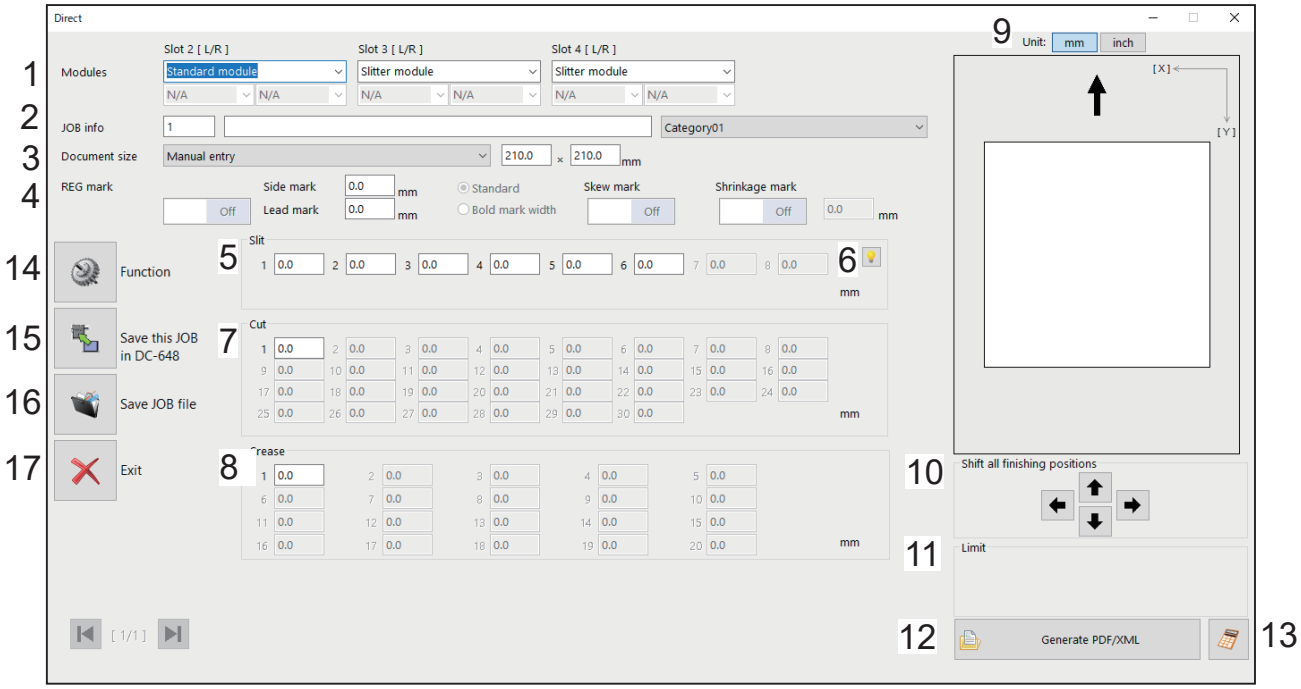
- If three gutter slits are to be made, those made in the priority of slot4, slot3, and slot2 will be dropped in the waste box. If the priority is the same, the gutter slit on the operator's side will be ejected on the **exit tray**.



e.g. Gutter slits for **slitter7&3** and for **slitter5&6** will be dropped in the waste box as gutter slits, and those for **slitter4&8** will be ejected on the **exit tray**.

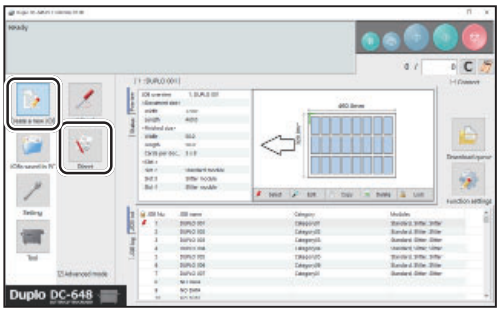


Direct



No.	Name	Function
1	Modules	Displays modules installed in slot2 to slot4.
2	JOB info	Enter a JOB number, a JOB name, and select a category.
3	Document size	Select a document size.
4	REG mark	Set a position and a width of a REG mark (a side mark and a lead mark). When valid values are entered for both **Side mark** and **Lead mark**, you can set a skew mark and a shrinkage mark.
5	Slit	Set slit positions.
6	Hint button	Displays the **Setting procedure** screen, which you can use as reference for setting slit positions. *Appears only when the **Advanced mode** check box is selected on the **main screen**.
7	Cut	Set cut positions.
8	Crease	Set crease positions.
9	Unit	Select a unit of values to enter from mm and inch.
10	Shift all finishing positions	Fine-adjust finishing positions of the JOB by clicking the arrows if necessary.
11	Limit	Displays the limit of a value to enter.
12	Generate PDF/ XML	Saves a JOB as a PDF template or an XML file.
13	Numeric keys	Displays the NUMERIC keys, with which you can enter values instead of using the keyboard.
14	Function	Displays the **Function** screen on which to make function settings for a JOB.
15	Save this JOB in DC-648	Saves a programmed JOB or a JOB saved on a computer in the DC-648.
16	Save JOB file	Saves a programmed JOB on a computer.
17	Exit	Finishes a JOB programming and redisplays the **main screen**.

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



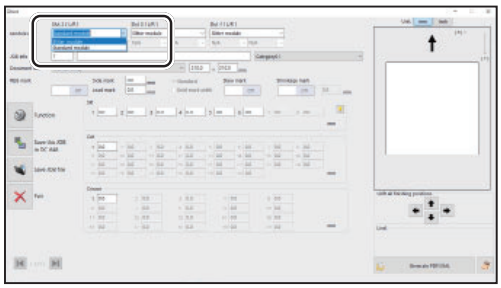
2 Referring to Chapter 5 PC Controller Setting - Programming a JOB - steps ❷ to ❸ in Direct in the DC-648 PC Controller Instruction Manual, make settings for the following items:

- Direct screen
- Unit

3 **Modules**

Select a module to install in slot2 from the **Slot 2 [L/R]** box.

Slitter module
Standard module



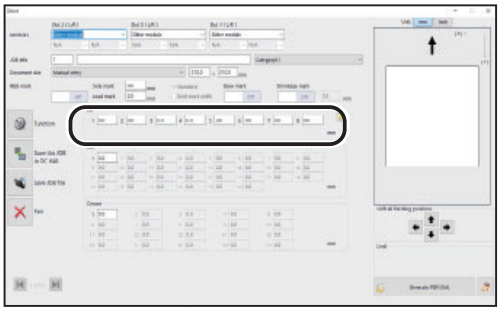
4 Referring to Chapter 5 PC Controller Setting - Programming a JOB - steps ❺ to ⓭ in Direct in the DC-648 PC Controller Instruction Manual, make settings for the following items:

- JOB info - JOB number
- JOB info - JOB name
- JOB info - Category
- Document size
- REG mark
- Mark spec
- Skew mark
- Shrinkage mark

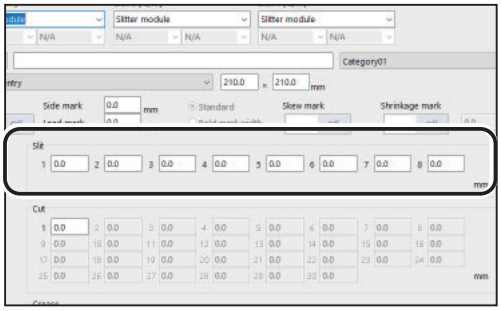
5 Slit

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

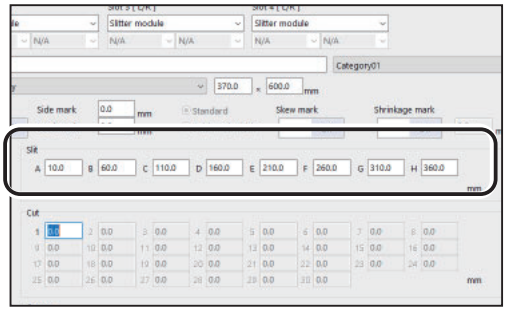
* If **Advanced mode** is set, numerals of **1** to **8** will be displayed under **Slit**. If **Simple mode** is set, alphabetical letters of **A** to **H** will be displayed there.



<Advanced mode>



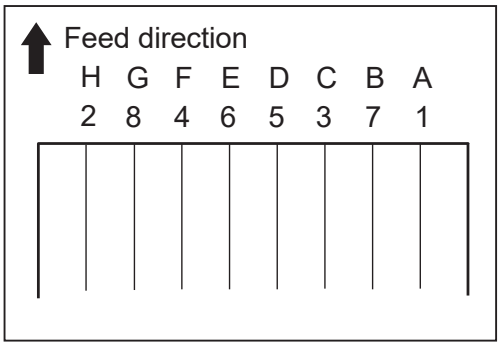
<Simple mode>



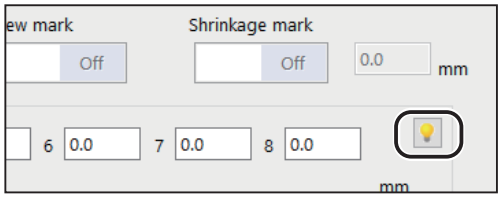
REFERENCE

• To finish the settings for **Slit**, enter **0** (zero).

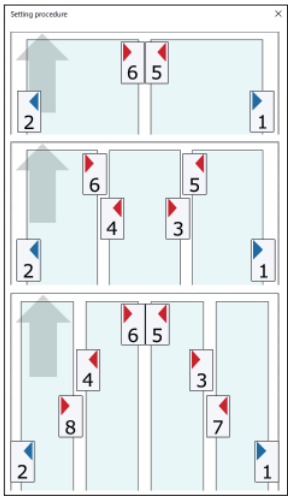
• Slit position setting order
Simple mode: Slits are set in alphabetical order from **SlitA** to **SlitH**.
Advanced mode: Slits are set in numerical order as shown in the figure on the right.



• For **Advanced mode**, clicking displays the **Setting procedure** screen, which you can use as reference for setting slit positions.
Refer to it when programming slit positions.

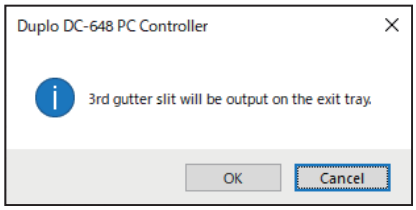


• For **Simple mode**, the **slitter module** will be allocated in priority of order of slot4, slot3, and slot2. For **Advanced mode**, you can specify the **slitter module** regardless of the priority of slots.

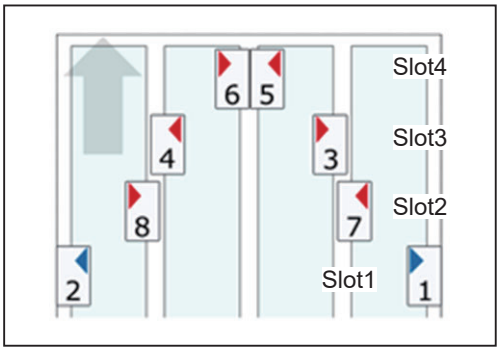


REFERENCE

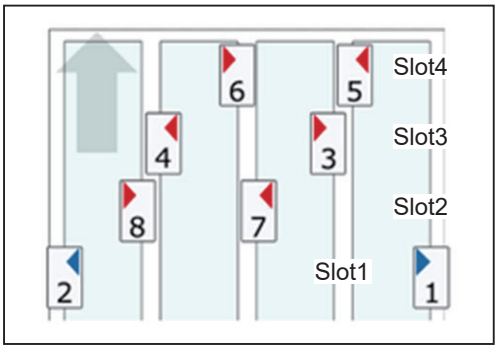
- If three gutter slits are to be made, those made in priority of order of slot4, slot3, and slot2 will be dropped in the waste box. If the priority is the same, the gutter slit on the operator's side will be ejected on the **exit tray**.



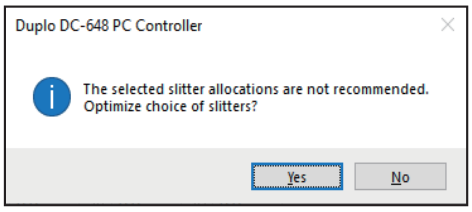
e.g.1 Gutter slits for **slitter7&3** and for **slitter5&6** will be dropped in the waste box as gutter slits, and those for **slitter4&8** will be ejected to the **exit tray**.



e.g.2 Gutter slits for **slitter5&3** and for **slitter7&6** will be dropped in the waste box as gutter slits, and those for **slitter4&8** will be ejected to the **exit tray**.



- If the selected slitter allocations are not suitable to process the JOB, the message as shown on the right appears.
  To optimize slitter allocations, click **Yes**.
  * Finished sizes do not change.

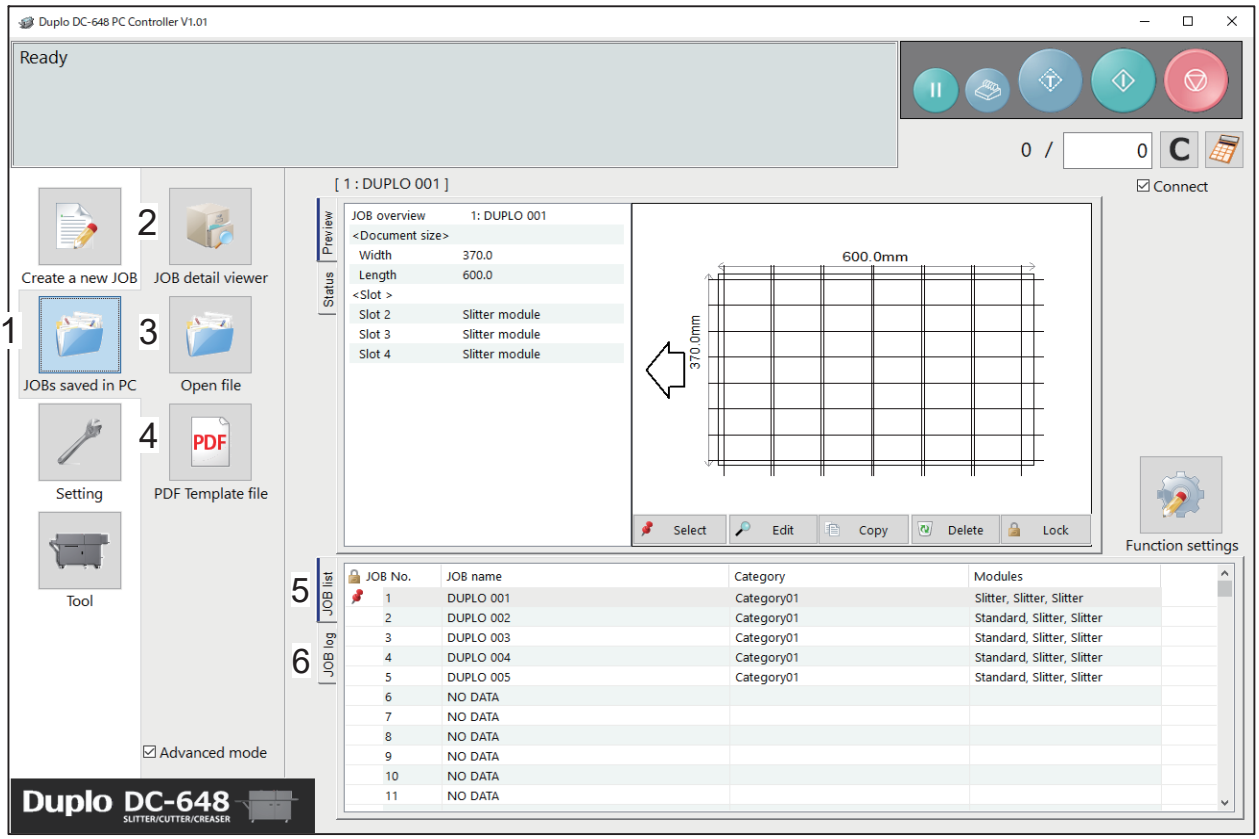


6 Referring to Chapter 5 PC Controller Setting - Programming a JOB - steps ⑮ to ⑯ in Direct in the DC-648 PC Controller Instruction Manual, make settings for the following items:

- Cut
- Crease
- Function settings
- How to program a JOB
- How to save a JOB

Processing Documents by Retrieving a Saved JOB

This section describes the procedure for retrieving a JOB saved in the DC-648 or on a computer and processing it.



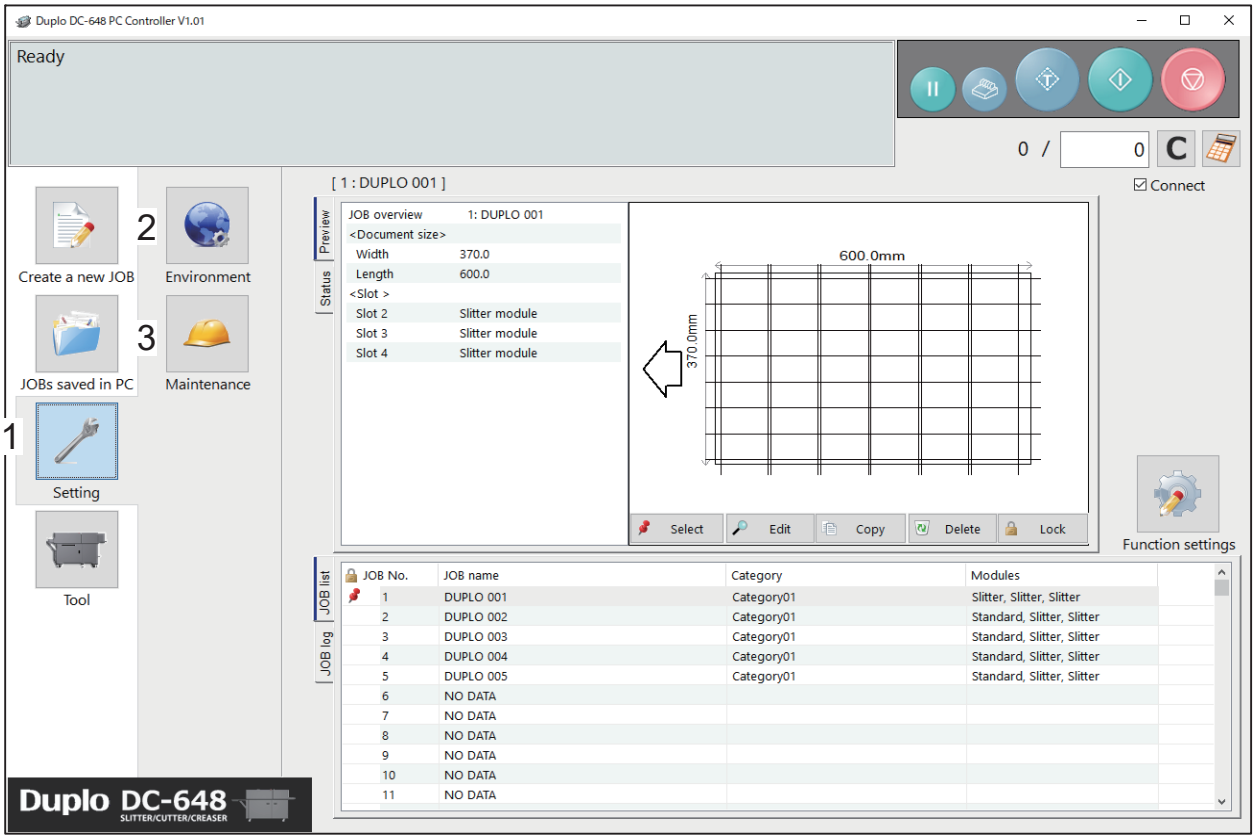
No.	Item	Function
1	JOBs saved in PC	Displays a JOB saved on a computer.
2	JOB detail viewer	Displays a list of JOB files programmed with the PC Controller.
3	Open file	Opens a JOB file and displays the **Wizard** screen, the **Direct** screen, or the **All JOBs** screen on which the JOB was programmed.
4	PDF Template file	Displays a folder in which PDF templates are saved.
5	JOB list	Displays a list of JOBs saved in the DC-648.
6	JOB log	Displays JOBs processed with 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 will be deleted in chronological order.

1 Select a saved JOB in **Job detail viewer**, in **PDF Template file**, on **JOB list**, or on **JOB log**.

2 For the subsequent steps, refer to Chapter 5 PC Controller Setting in the DC-648 PC Controller Instruction Manual.

Setting Default Values for a JOB

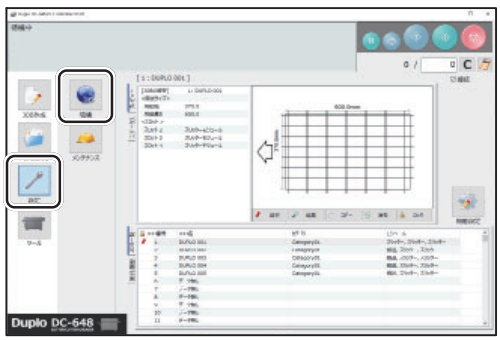
This section describes the procedure for programming default values for a JOB which is related to the **OSM (Optional Slitter Module)**.



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

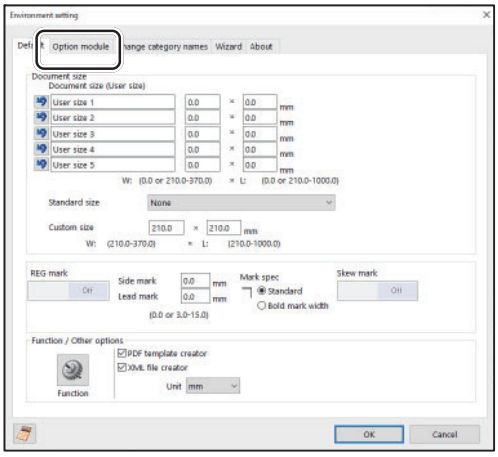
Environment

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

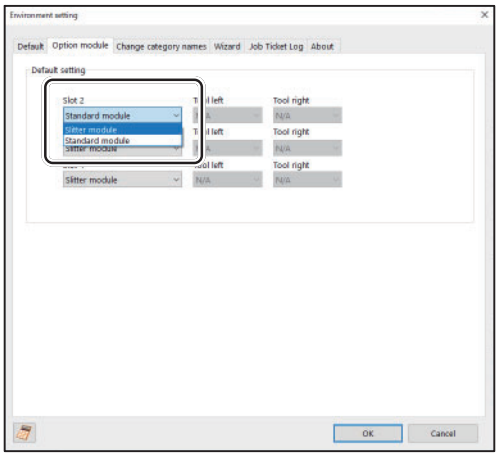


Setting Default Values for a JOB

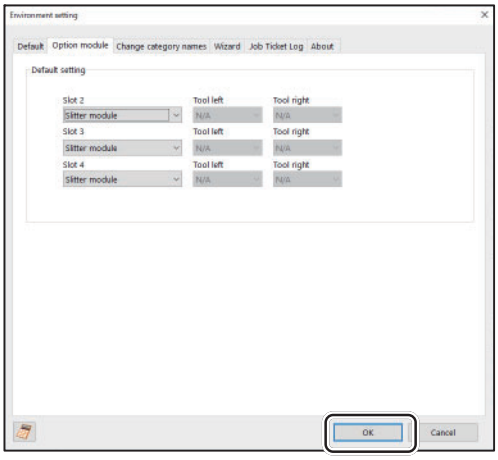
2 Click the **Option module** tab.



3 To set **OSM (Optional Slitter Module)**, which is used frequently, as default, select **Slitter module** from the **Slot 2** box under **Default setting**.



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



Chapter 5

Troubleshooting

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

If a Message Appears ·····36
If a Document Jam Has Occurred·····38
J07: Check slot2 ·····38
J11: Check slot1/2 ·····38
U11: Documents in slot1/2 ·····38

If a Message Appears

If an error has occurred, a figure and a message appear on the **touch panel**.
A confirmation message 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 DC-648 displayed in the lower part on the screen.
  The error status and the solution are displayed in the upper part on the screen.
  e.g.: U02 Top cover open

Message	Status and Solution
Check slot2 Remove documents from slot2. ▽ to clear J07-5	Status: A document jam has occurred in the slot2 section. Solution: Remove the document from the slot2 section and press the STOP key. (See→P.38 J07: Check slot2)
Check slot1/2 Remove documents from slot1/2. ▽ to clear J11	Status: A document jam has occurred in the slot1/2 section. Solution: Remove the jammed document from the slot1/2 section and press the STOP key. (See→P.38 J11: Check slot1/2)
Documents in slot1/2 Remove documents from slot1/2. ▽ to clear U11	Status: A document remains in the slot 1/2 section. Solution: Remove the document from the slot1/2 section and press the STOP key. (See→P.38 U11: Documents in slot1/2)
Invalid JOB data Check JOB detail. ▽ to clear U21-6	Status: The DC-648 cannot process the JOB because of invalid data. Solution: Press the STOP key and then check the JOB contents.
Invalid JOB data Check JOB detail. Slot4 / Slot3 / Slot2 OK / OK / Slitter7&8 ▽ to clear U21-16	Status: The DC-648 cannot process the JOB because of invalid data. Solution: Press the STOP key and then check the JOB contents.

Message	Status and Solution
Fine adjustment error The current fine adjustment interfere with other part of the JOB. Review the adjustment value or the print. ▽ to clear U22-6	Status: The current fine adjustment interferes with other part of the JOB. Solution: Press the STOP key and check the settings for positions in **Adjust All**/**REG Mark** and the printing position of the REG mark.
Slot2 wrong module Set the module in slot2 properly. ▽ to clear U29-3	Status: The module in slot2 is not installed properly. Solution: Install the module in slot2 properly and press the STOP key.
Slot wrong Slot4 / Slot3 / Slot2 OK / OK / Slitter7&8 ▽ to clear U33-1	Status: The module installed does not match a JOB to be processed. Solution: Install the module correctly according to the module name displayed and press the STOP key. Clear the error and then restart the JOB processing. (The left figure shows that other slitter module than the one for the JOB is installed in slot2. It differs depending on specifications.)
The gutter slits are output on the exit tray. OK W02	Status: The gutter slits will not be dropped in the waste box but ejected on the exit tray. Solution: Touch **OK**.

If a Document Jam Has Occurred

If a document jam has occurred, a message appears on the **touch panel** and an arrow displayed there points at the position where the error is occurring in the figure of the DC-648.
Follow the procedure below to remove the jammed document.

⚠ WARNING

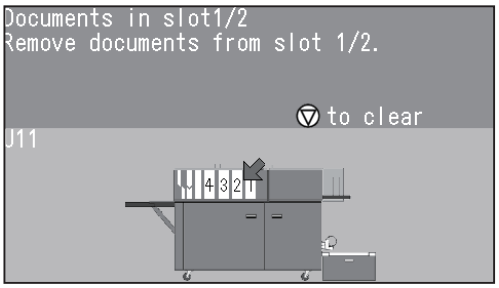
- Do not touch the tool. Doing so may cause injury.
- Before removing the jammed document, make sure that the DC-648 is fully stopped. Use the pliers that came with the DC-648 to prevent your hands or fingers from being caught in the machine.

J07: Check slot2

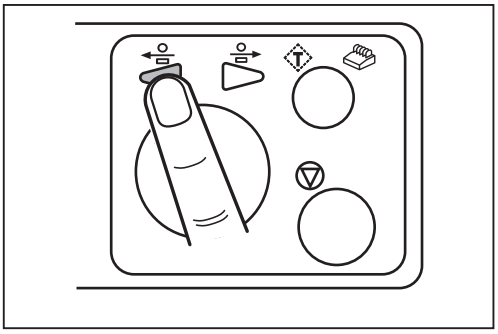
J11: Check slot1/2

U11: Documents in slot1/2

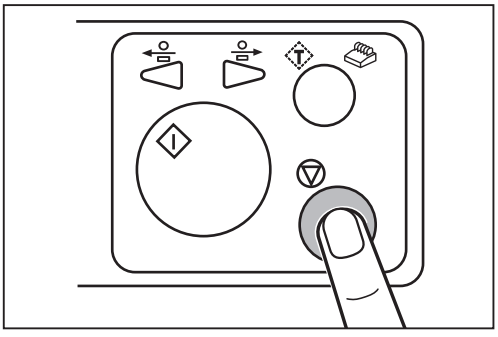
A document jam has occurred in the slot1/2 section.
The place at which the document jam has occurred is displayed on the **touch panel**.
Follow the procedure below to remove the jammed document.



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



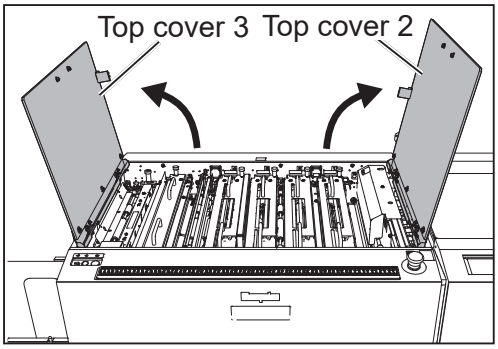
2. Press the STOP key to clear the error.
The error message is cleared.



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

● **When removing the document from the slot1 section:**

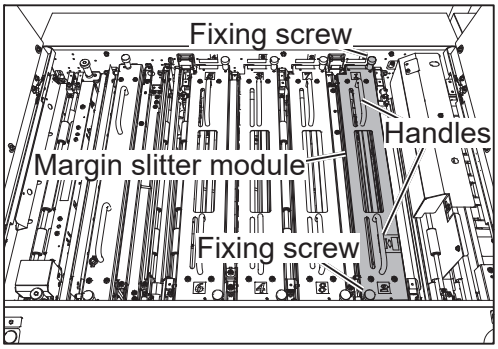
1 Open the **top cover 2** and the **top cover 3**.



2 Loosen the two fixing screws on the **MSM (Margin Slitter Module)** in slot1.

3 Take out the **MSM (Margin Slitter Module)**.

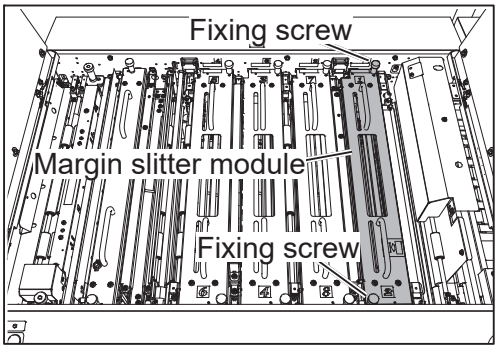
* Make sure to grasp the **handles** and lift the module upward.
* Make sure to place the removed module on a flat, stable surface.



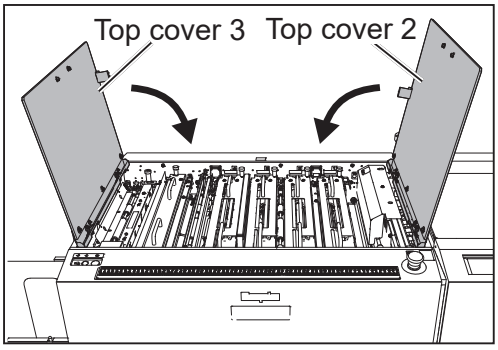
4 Remove the jammed document with tweezers or pliers.

5 Reinstall the **MSM (Margin Slitter Module)** in slot1.

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



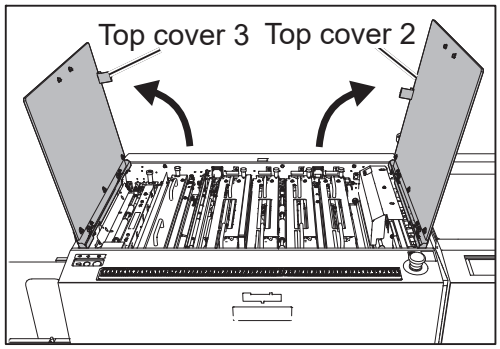
7 Close the **top cover 2** and the **top cover 3**.



If a Document Jam Has Occurred

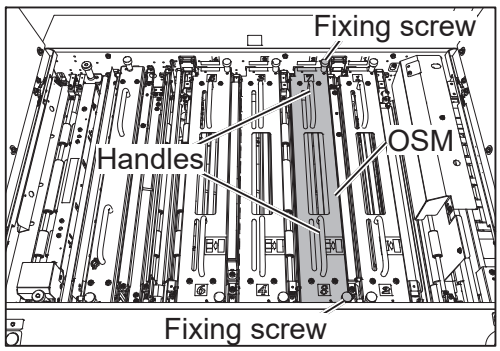
● **When removing the document from the slot2 section:**

1. Open the **top cover 2** and the **top cover 3**.



2. Loosen the two **fixing screws** on the **OSM (Optional Slitter Module)** in slot2.

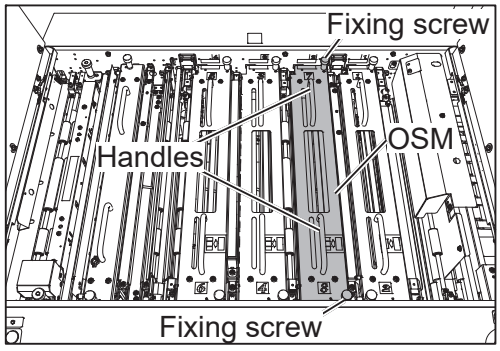
3. Take out the **OSM (Optional Slitter Module)**.
   * Make sure to grasp the **handles** and lift the module upward.
   * Make sure to place the removed module on a flat, stable surface.



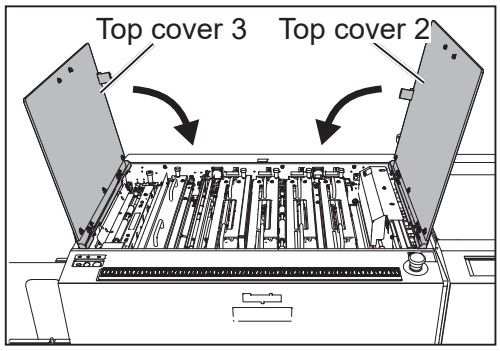
4. Remove the jammed document with tweezers or pliers.

5. Grasp the **handles** and install the **OSM (Optional Slitter Module)** in slot2.

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



7. Close the **top cover 2** and the **top cover 3**.



Chapter 6

Daily Maintenance

This chapter describes daily maintenance of the product.

Daily Maintenance ····· 42
Cleaning the Slitter Tool ····· 43

Daily Maintenance

Clean the product periodically to maintain its performance.

⚠ WARNING

- Before cleaning, make sure to turn the power **OFF**, wait until the machine cools off and then unplug the power cord.
  Otherwise, fire or electric shock may occur.
- Never remove any 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.

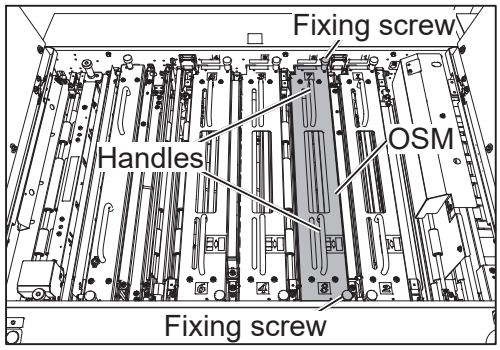
⚠ WARNING

- 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.

Cleaning the Slitter Tool

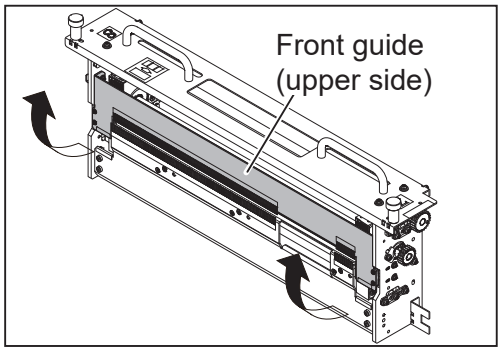
1. Loosen the two **fixing screws** of the **OSM (Optional Slitter Module)** in slot2.



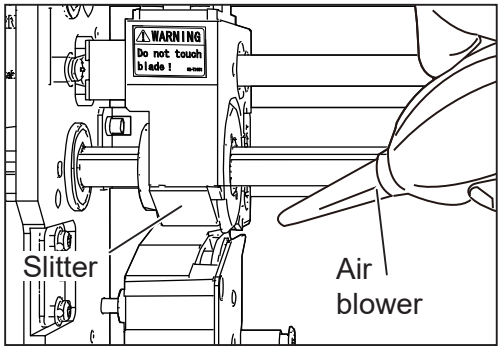
2. Take out the **OSM (Optional Slitter Module)**.

   * Make sure to grasp the **handles** on each module to lift it upward.
   * Make sure to place the removed module on a flat, stable surface.

3. Remove the **front guide (upper side)** in the direction of the arrows.



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



5. Reattach the **front guide (upper side)** to their original position (step ❸).

MEMO

Chapter 7

Specifications

This chapter lists the specifications.

Specifications ····· 46

Specifications

Module name	OSM-10 DC-648 Optional Slitter Module	
Module type	Customer replaceable module	
Module slot	Slot 2	
Number of slitters	2	
Tolerance	+/-0.3 mm *Document length over 670.0 mm: +/- 0.6 mm	
Minimum slits width	48.0 mm	
Dimension	In use	530 (W)×90 (D) × 215 (H) mm
	When packed	785 (W) ×165 (D) × 370 (H) mm
Weight	Net	4.4 kg
	Gross	6.5 kg

• Other specifications comply with the specifications on DC-648.
• The specifications are subject to change without prior notice.

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