



PT 331SCC

Hand Feed Slit-Cut-Crease

Operator Manual

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Table of Contents

Chapter 1 Introduction	3
1.1 Preface	3
1.2 Safety	3
Power Supply	3
Chapter 2 Specifications	4
Chapter 3 Main Parts & Assemblies	5
Chapter 4 Installation	7
4.1 Unboxing and Inspection	7
4.2 Machine Assembly	8
4.2.1 Outfeed Tray and Card Catcher	8
4.2.2 Extension Table Installation	8
4.2.3 Power Socket and Switch	8
Chapter 5 Operation	9
5.1 Key Panel Introduction	9
5.2 Quick Start	10
5.3 Screen	10
5.3.1 Welcome Screen	10
5.3.2 Ready Screen	10
5.3.3 Mode Introduction	12
5.3.4 Smart Input Mode	16
5.3.5 Job Layout Creation	18
5.3.6 Parameters	18
5.3.7 Job Layout Parameters	19
5.3.8 How to Create a Register Mark	23
5.3.9 How to use a Register Mark	24
5.3.10 Using the Cut Mark Registration	24
5.4 Hardware Setting	25
5.4.1 Side Guide Setting	25
5.4.2 Positioning Slitters	25
5.4.3 Skew Adjustment	26
5.4.4 Outfeed Tray Setting	27

5.5 Slitters Setting.....	28
5.5.1 Compensation for Image Shift Left/Right	29
5.5.2 Side Trimming	30
5.5.3 Paper Deflectors	31
5.5.4 Set Crease Data	31
5.6 Side-Sheet Trimming.....	31
5.6.1 Slitter Placement.....	31
5.6.2 Set Cut Data	32
5.7 Slide-in Tools.....	32
5.7.1 Change Perforate Crash Pad	33
5.7.2 Crease Depth Adjustment.....	34
5.8 Slitter Removal and Replacement	35
5.9 Slitter Blade Removal Procedure	37
Chapter 6 Trouble Shooting.....	39
6.1 Error and Warning Codes.....	39
6.1.1 Warning.....	39
6.1.2 Error	41
6.2 Image Compensation	42
Chapter 7 Maintenance	43

Chapter 1 Introduction

1.1 Preface

This manual only applies to the PT 331SCC. This manual contains information regarding machine safety and use. Please keep the manual on hand for easy access when required. Do not operate the Graphic Whizard PT 331SCC until you read and understand the instructions in this manual. Any questions regarding this machine, please contact Graphic Whizard.

Graphic Whizard pursues a policy of continuing improvement in design and performance of the product. Therefore, the product design and specifications are subject to change without notice.

1.2 Safety

- Please shut down and disconnect the power to the machine before performing maintenance. Make note of connections before disconnecting. Ensure all cables are properly secured to the board.
- Read this entire manual before running the machine.
- Ensure all accessories are installed properly before running the machine.
- Ensure the power input and ground are correct before powering on the PT 331SCC. This machine runs on 110 volts
- Ensure all safety covers are in place. Do not run the PT 331SCC without the covers installed. The top cover has an interlock switch that will stop the machine if open or removed.
- For personal safety, disconnect power before cleaning the interior of the machine.
- The blade edges are very sharp. Use caution whenever accessing the interior of the unit.
- Disconnect the power cord if the machine will not be used for an extended period.
- Install the PT 331SCC on a level surface.
- Never operate the unit with wet hands or connect or disconnect the power cord when wet or when standing in water.
- Keep hair and clothing away from the unit.
- Keep hands clear of the unit when operating. Keep liquids away from the PT 331SCC.
- Do not place any heavy material on the machine.
- To avoid risk of shock or fire, keep metal and flammable materials out of the machine. If the unit is exposed to shock or fire and if it is safe to do so, power off and unplug the unit then call a service technician. Do not power on the unit without consulting a service technician.
- If the machine overheats or if you detect an odor or see smoke, immediately shut down the unit and contact your local service technician.

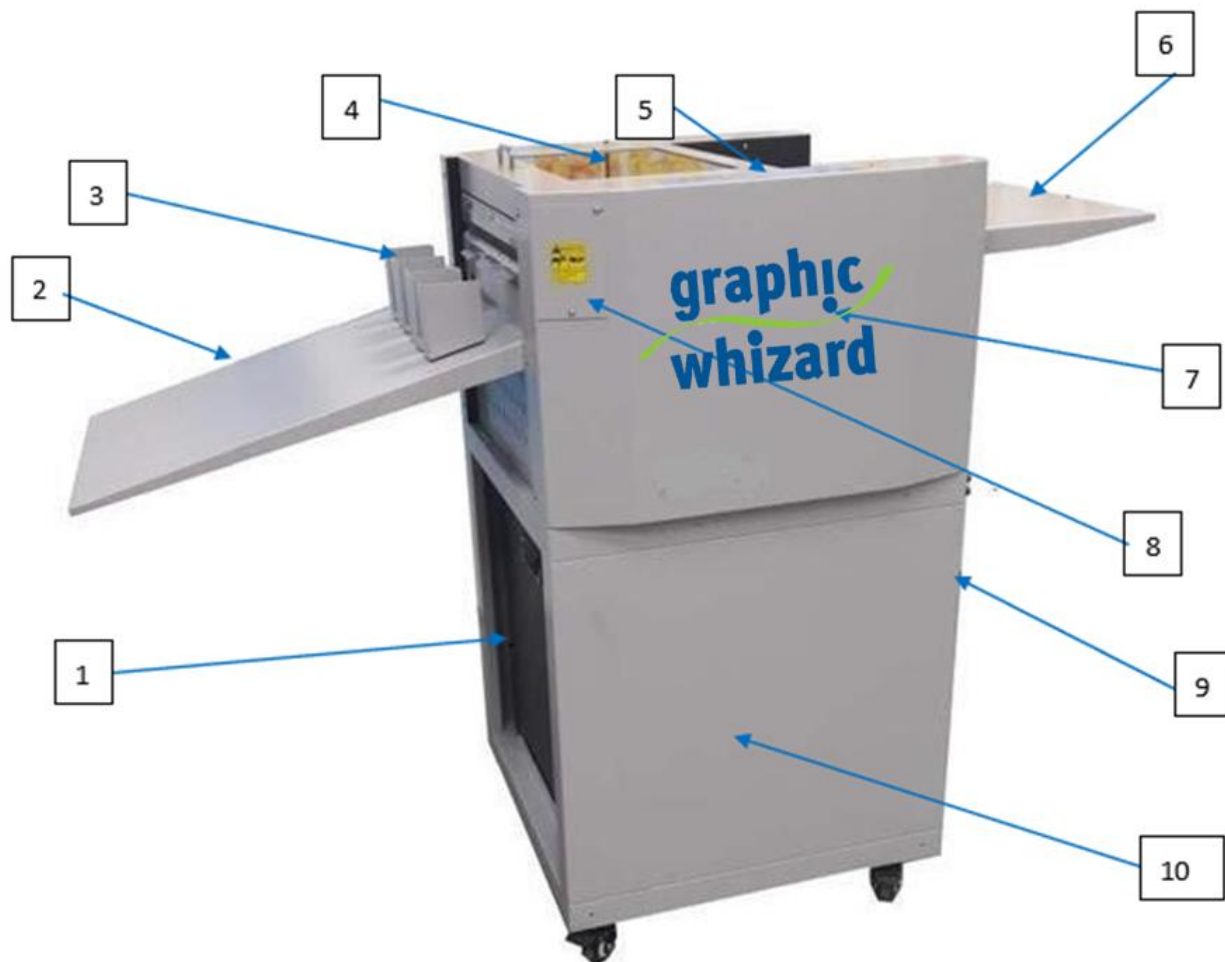
Power Supply

- The AC input voltage frequency is AC110/50-60Hz. Please use a power cord rated for 10A or higher.
- If the voltage or frequency is not within range, the machine may fail to function.
- Do not remove the power cord while machine is in use. Power down the PT 331SCC before disconnecting the power cord.
- Ensure the unit is connected to a properly grounded outlet before powering on.

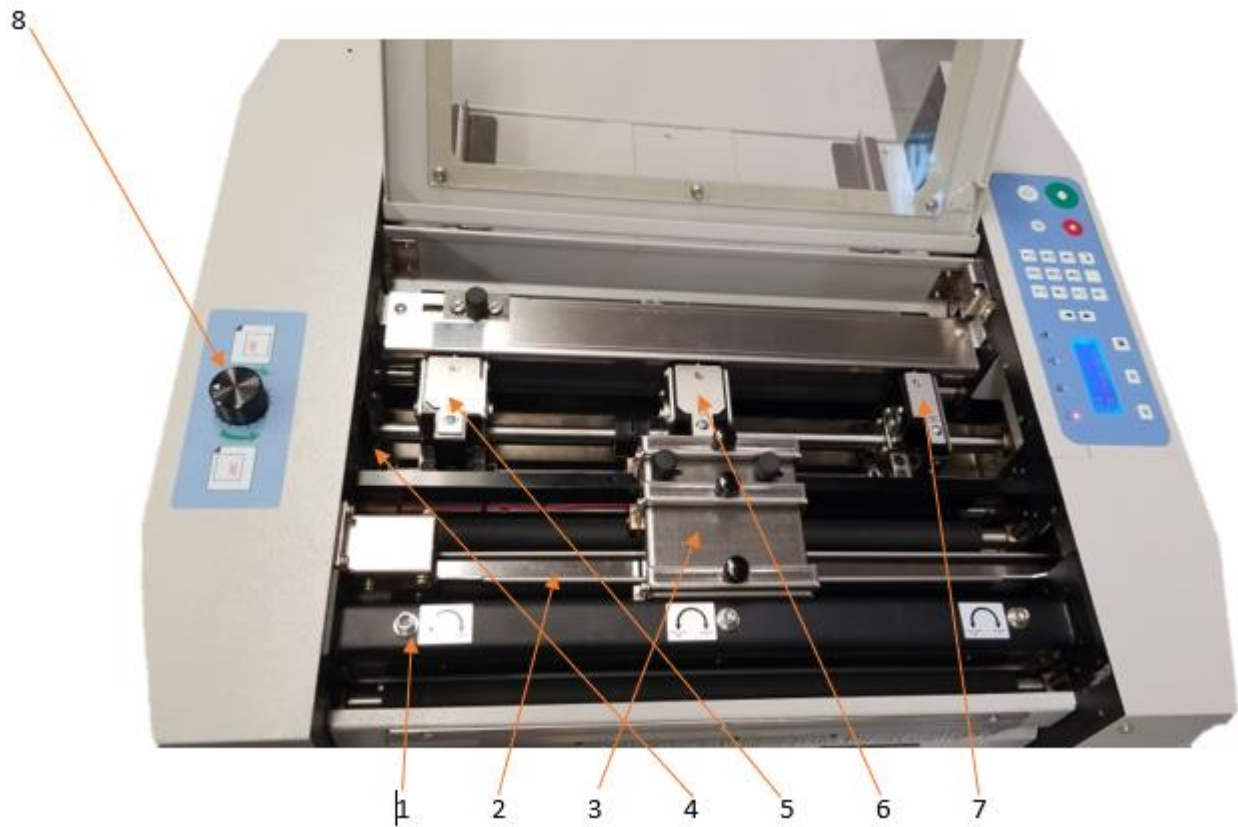
Chapter 2 Specifications

Item	Parameter	
<i>Package Dimensions</i>	Length*Width*Height (inch) (mm)	52.36" x 22.44" x 38.5" (1330 x 570 x 980mm)
<i>Machine Dimensions</i>	Length*Width*Height (inch) (mm)	26.38" x 24.80" x 45.28" (670 x 630 x 1150mm)
<i>Net Weight</i>	KG / LBS	100kg / 220 lbs.
<i>Package Weight</i>	KG / LBS	116kg / 255 lbs.
<i>Power</i>	Input	AC110V, 50/60Hz, 150W
<i>Output Size</i>	Max (W*L) (inch) (mm)	12.52" x 25.50" (318 x 640mm)
	Min (W*L) (inch) (mm)	2.17" x 1.89" (55 x 48mm)
<i>Infeed Size</i>	Max (W*L) (inch) (mm)	13" x 25.5" (297 x 650mm)
	Min (W*L) (inch) (mm)	6.5" x 8.27" (210 x 210mm)
	Thickness	0.006" - 0.014" 150g - 350gsm / 0.15 - 0.35mm
	Paper Waviness	0.118" (±3mm)
	Max Qty for Cutter per Sheet	32
	Accuracy for Cutting	±0.008" - 0.016" (0.2 - 0.4mm)
	First Cut	0.126" - 0.591" (3.2 - 15mm)
	Last Cut	0.197" - 0.591" (5 - 15mm)
	Gutter Cut	0.118" - 0.591" (3 - 15mm)
<i>Slit</i>	Slitters	4
	Side Trim	3.2mm-10mm (0.126" - 0.375") 15mm or greater
	Gutter Slit	0.375" (10mm)
	Accuracy for Slitting	±0.0118" (0.3mm)
<i>Crease</i>	Max Qty for Crease per Sheet	32
	Crease Depth Adjustment	Infinite Manual Adjustment
	Crease Direction	Both
	Crease Die Spec.	1.0mm
<i>Perforator</i>	Perforate Die Spec.	12 TPI
<i>Speed</i>	A4 trimming 4 sides, crease in middle	20 sheets/min
<i>Feeding</i>	Middle Infeed	Hand Feed
<i>Custom Memory Storage</i>		20
<i>Register Mark</i>		Y Direction only
<i>Image Compensation</i>		Y Direction Compensation Only
<i>Environment</i>	Temperature	10°C to 35°C / 50°F to 95°F
	Humidity	30% to 70%

Chapter 3 Main Parts & Assemblies



No.	Item	Description
1	Waste Bin	Catches the cut waste
2	Out Feed Tray	For longer cut crease jobs
3	Card Collector	Collect finished business cards
4	Top Cover	Protection
5	Keypad	Machine programming and operation
6	Feed Table	Paper input
7	Machine Body	Working body of the PT331SCC
8	Side Cover	Access panel for changing the crease die or perforate die
9	Tools Storage	Holder for crease and perf tools
10	Stand	Holds the waste bin and tool accessories



No.	Description	Remark
1	Crease Depth Adjust Screw	Turn clockwise to lighten the depth, counterclockwise to deepen the depth.
2	Cross Cutter	Cut paper in cross direction
3	Lag Wheel Set	Adjust the roller pressure
4	Slitter #1	Slit the side edge of paper
5	Slitter #2	Slit with fixed gutter, gutter is 8mm or 3/8"
6	Slitter #3	Slit with fixed gutter, gutter is 8mm or 3/8"
7	Slitter #4	Slit the other side edge of paper
8	Manual Side to Side Adjustment	Adjust slitter side to side positions

Chapter 4 Installation

4.1 Unboxing and Inspection

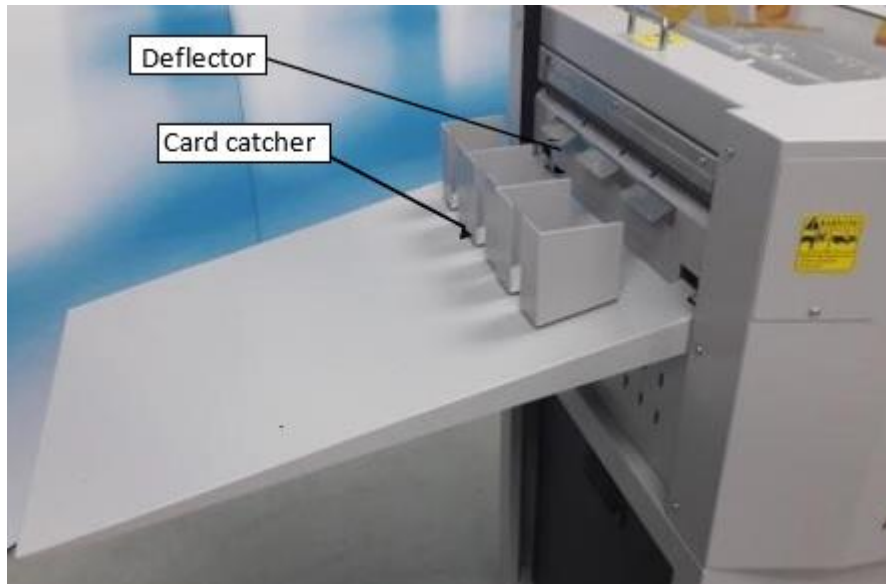
- Check for any obvious damage as soon as the item is received.
- If the package is damaged, perform a visual inspection before uncrating the PT331. Document any marks or dents with pictures.
- If there is no visible damage, open the package and use the packing checklist to check for any missing or broken parts. If there is any visible damage or parts that are missing, please take pictures and notify Graphic Whizard immediately.



4.2 Machine Assembly

4.2.1 Outfeed Tray and Card Catcher

The card catcher is designed to sit just behind the exit rollers, allowing the cards to fall freely from the machine. Use the deflectors to help guide the cut stock.



4.2.2 Extension Table Installation

Attach the feed extension table to the PT 331SCC by loosening the three hex screws and slipping the tray over the screws. Ensure the tray remains level when tightening the screws.



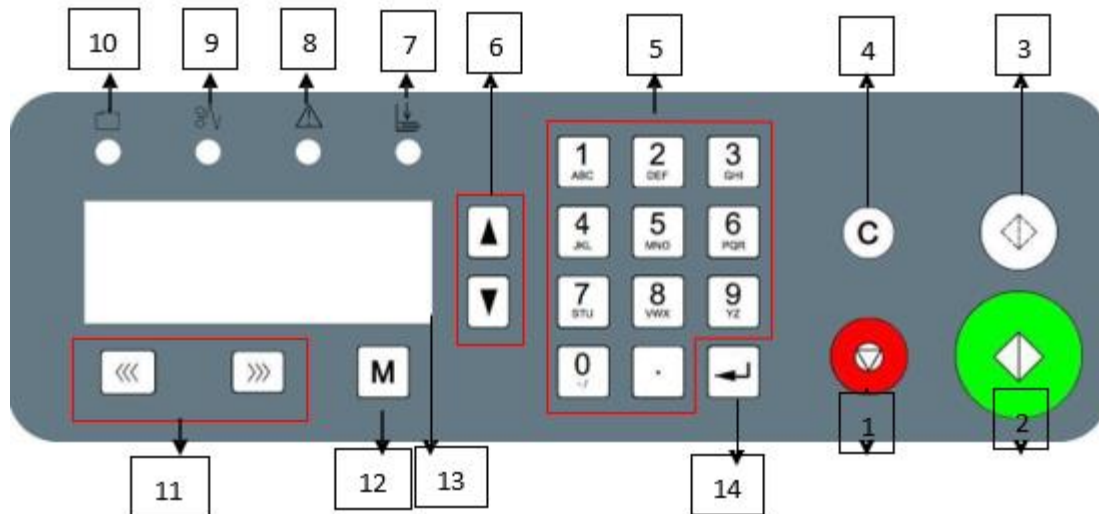
4.2.3 Power Socket and Switch

AC input, voltage/frequency is 110V/50-60Hz. **Note:** For machine and operator safety, there is a fuse in the power inlet. If the machine does not power on when connected to a functioning 110V power outlet, check the fuse.

Chapter 5 Operation

5.1 Key Panel Introduction

The control panel consists of keys and screen, as per following picture:



No.	Key	Description
1	Stop	Stops the current job.
2	Start	Runs the current job.
3	Test	Runs a single sheet for testing purposes.
4	Clear	Clears the data or error.
5	Number Pad	Used to input job data.
6	Scroll	Advance to the next option.
7	Indicator- No Paper	No paper or infeed Jam error indicator.
8	Indicator- Motor Error	E-1 CR Motor Error. Indicates a crease motor lock error.
9	Indicator- Paper Jammed	C-2 Jam at in feed error or C-3 Jam at out feed error (see display). Paper jam error.
10	Indicator- Safety Cover	C-1 CR cover open. Safety cover is open.
11	Forward/Reverse Increase/Decrease	Used to clear jams. Whenever possible, move the paper towards the outfeed rollers.
12	Mode	Change the modes
13	Screen	Display information.
14	Enter	Press enter to confirm changes.

5.2 Quick Start

1. Power on the PT331SCC.
2. Select a preset template option from Mode or create a new template by following the procedure detailed in 5.3.3
3. Add paper and adjust the side guides to secure the stock. The guides move towards the center of the machine (center justified).
4. Ensure the output tray is installed. If cutting business cards, add the card catcher and deflectors.
5. Run a test cut by pressing the test key. Check alignment and skew. If the paper is skewed, adjust the side guides referred to in section 5.4.2.
6. If the finished pieces are not OK, use the compensation function to make the appropriate adjustments.
7. Once the cut and adjustments are set, press Start to run the job. You can input the quantity you would like to cut by entering the number and pressing the Enter key before pressing Start. If you are not using the Batch function, press Stop once the desired number of sheets have been cut.

5.3 Screen

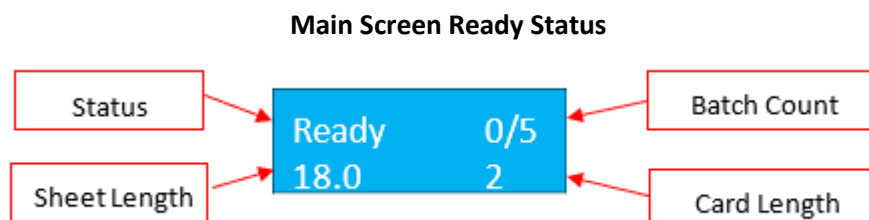
5.3.1 Welcome Screen

When you first power on the PT 331SCC, the screen will show a welcome message, then go to the Ready Screen.

5.3.2 Ready Screen

From the ready screen, press the Page down key to scroll through the various options. There are five options from the ready screen:

- Cut data
- Crease data
- Total sheets
- Crease and cut quantity
- Software version



Cut Data Screen

The data cut screen shows the currently programmed cuts. If no cuts have been programmed, the values will display as 0. The maximum number of programmable cuts is 32. To page through the programmed cuts, press the Up or Down arrows on the keypad (page up / page down).

1) 2	2) 4	29) 0	30) 0
3) 6	4) 8	31) 0	32) 0

Crease Data Screen

Like the cut data screen, the crease data screen displays the programmed creases. A total of 32 creases can be programmed. To view the programmed creases, press the Down key.

1) 2	2) 4	29) 0	30) 0
3) 6	4) 8	31) 0	32) 0

Total Sheets Screen

The totals screen can be accessed by pressing the Up or Down arrow on the keypad from the main screen. The total sheet screen displays the total number of sheets run. It will not count sheets jammed when the machine experiences an error or warning.

Sheet: 123

Total Crease and Cut Quantity Screen

The total crease and cut quantity screen display a count of the total number of creases and cuts.

Crease: 123
Cut: 456

Software Version & Serial Number

When calling Graphic Whizard for warranty replacement or troubleshooting, you must provide the Graphic Wizard serial number, located on the machine near the power on button. It may also be necessary to provide the manufacturer serial number and software version. Please have the Graphic Whizard machine serial number, software version, total cut and crease count, and the totals count available.

Ver: 1.04
SN: 1418010456

5.3.3 Mode Introduction

M

To view the available programming options and to input data, press the Mode button. Pressing the Stop Key will return you to the Ready screen if you have not made any changes.

The following is a list of available options:

Recall Job
Job No. 1

Recall Job

The PT 331SCC can save a total of 20 jobs. Each job is saved under a number (starting at 1). To recall a job, key in the number that corresponds to the required job on the number pad and press the enter button.

Factory Template

The PT 331SCC comes preloaded with preset templates. The template parameters are as follows:

- 3.5" x 2"
- 3.5" x 5"
- 3.5" x 8"
- 5" x 8"
- 5" x 8.5"
- 5.5" x 8"
- 5.5" x 8.5"

To access the templates, press the Mode Key once to enter factory template screen. Press the Page Up Key or the Page Down Key to scroll through the preset templates. Press the Enter Key to select the desired template. When using the factory templates, set the slitter positioning gauge to match the width of the finished job (3.5" or 5.5").

Set Paper Length

Input length
Length: 18.000

The Input the paper sheet length is the length of the sheet before it has been trimmed. The maximum length the PT 331SCC can process is 25.5". There is no need to set the sheet width.

Register Mark Function

REG. Mark
1= On 2= Off*

The PT 331SCC is equipped with a register mark reader. To activate the reader, set the function to On from the REG Mark screen. Press the enter key to save the change. The current selection is marked with an asterisk.

The default value for the mark reader is Off however, once a change has been made, the function will remain active, even after the PT 331SCC has been powered off. If the register mark is turned on, a square box will also be displayed on the main screen.

Smart Input Screen

Smart Input t
Trim: 0

The smart input functions similarly to the Job Creator on the PT 335SCC machines. Enter the requested parameters and the PT 331SCC will calculate the cuts and/or creases required to fit the finished job parameters.

The following information is required when using the smart input feature:

- **Trim** – distance from lead edge to first cut.
- **Length** – length of the finished job.
- **Gutter Cut** – length of cut gutter. There is no requirement for slitter values. The slitters are set using the template gauge.

Pressing the M button when at the Smart Input screen will advance to the next parameter. It is only necessary to program values if using the Smart Trim. For manual programming, continue pressing M until the cut screen is displayed.

Set Cut Data (Manual Mode)

Input Cut Data
1) 0.300 2) 2.300

If no values are entered in Smart trim, the Input Cut data screen will be displayed. A total of 32 cuts can be manually programmed. Input the cut data according to the job parameters, pressing enter after each value has been keyed in. If fewer than 32 cuts are programmed, pressing enter on a

zero value will advance the display to the next screen.

Input Crease Data Screen

Input CR Data
1) 0 2) 0

Like the input cut data, the input crease data allows for a maximum of 32 creases to be programmed per sheet (depending on sheet length). Input the crease data and press the Enter key to save.

Set Shrink/Stretch Ratio

INK/DEC Ratio
100.0 %

To compensate for printer image shift, the PT 331SCC is equipped with a shrink/stretch feature. This function is designed to balance any image shrink or stretch that may have happened while printing. This will shift cuts up or down by a percentage without changing the card size.

Press Increase Key to increase the ratio by 0.1% or press Decrease Key to decrease the ratio by 0.1%. Press Enter to save changes.

Horizontal Shift Screen

Horizontal Shift
0 inch

This function is designed to balance any image shift that may have occurred while printing. This will move all cuts up or down by an equal amount without changing the card size. Press the increase Key to increase the value by 0.1mm (0.0039") or press the decrease Key to decrease the value by 0.1mm. Press

Enter to save the changes.

Card Length Offset Screen

Card L Offset
0 inch

This function is designed to compensate for card length changes due to image shift or print placement. It will increase or decrease the card size. Press the Decrease Key to decrease the value by 0.1mm (0.0039") or press the Increase Key to increase the value by 0.1mm. Press Enter to save changes.

Gutter Offset Screen

Gutter Offset
0 inch

To increase or decrease the cut gutter size for print offset, press the Decrease Key to decrease the value by 0.1mm (0.0039") or press the Increase Key to increase the value by 0.1mm. Press Enter to save changes.

Note: To avoid a tail trim error, the last cut on the sheet must be smaller than 0.59" and larger than 0.197". All image compensations functions are limited by the PT 331SCC parameters, as follows:

- First Cut: 0.12" - 0.59" (3.2mm - 15mm)
- Gutter Cut: 0.12" - 0.59" (3.2mm - 15mm)
- Last Cut: 0.197" - 0.59" (5mm - 15mm)

Save Job Screen

Save Job
Job No. 1

Use this function to save a user specific template. The max storage is 30 templates. If a job has already been saved under the specified number, the PT 331SCC will request confirmation to override. Press enter to override. The new job will be saved in that spot.

Speed Screen

Speed

1= Low*

2= High

The speed feature sets the speed mode of machine. 1 is low speed; 2 is high speed. Press Enter to save selection for the current run. **Note:** *The default state is low. When the machine is restarted, the PT 331SCC will default to the slow speed.*

Crease + Slit Screen

Crease + Slit

1=On

2=Off*

The normal function of the PT 331SCC is to leave the slit motor off when performing crease only jobs or jobs that do not require the function of the slitters.

If the required job is jamming at the slitters, turning on this function will allow the slitters to rotate and feed the paper through. To turn on the slit motor, select 1, turn off the slit motor, select 2. Press Enter to save changes.

Note: *The default state is off. When the machine is restarted, the PT 331SCC will default to slit motor off.*

5.3.4 Smart Input Mode

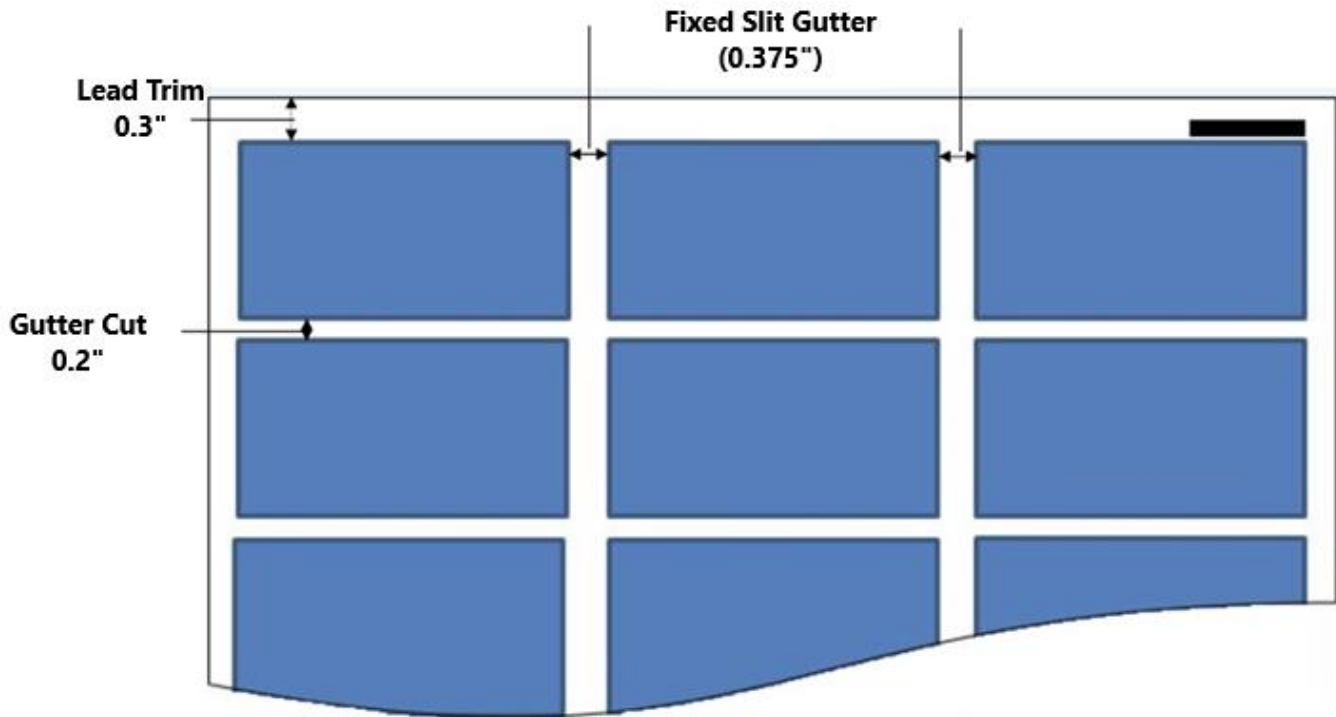
Smart Input Mode functions in the same manner as the Job Creator on the PT 335SCC units. A set of parameters is required and from this set, the SCC will calculate the required cuts for the finished job.

The image below shows a sample layout, 3.5" x 2". The parameters of the job are as follows:

Lead Trim: 0.3"

Card Length: 2.0"

Gutter Cut: 0.2"



When printing jobs for the PT 331SCC, the image should be centered on the sheet. The PT 331SCC feeder is center registered. The slit gutters are fixed. The lead edge and the gutter cut indicate the distance of the first card from the lead edge and the space between the cards. For the GW business card layout, the gutter is 0.2" and the lead edge is 0.3".

Create a Job with Smart Input:

As mentioned, there are several parameters that are required when using the Smart Input to set up a job:

Lead Trim – distance from lead edge to first cut

Card Length – length of the finished card (2" if creating a business card job)

Gutter length – distance between two images

Smart Input

Trim:	0.300
-------	-------

To access the Smart Trim feature, Press the Mode Key 4. When Smart Input is displayed, enter the value for the distance between the lead edge and the first cut. For the Graphic Whizard business cards, this value is 0.3. Press enter to advance to the next screen.

Length	2.000
--------	-------

Gutter	0.2
--------	-----

Next, enter the length of the finished job. For the standard North American business card, the length is 2". Press Enter. Key in the gutter length, the distance between two images. For the GW business card template, this distance is 0.2".

Crease1:	0
----------	---

Crease2:	0
----------	---

If the job has creases, enter the position of the crease on the finished job. For example, the GW 6 ticket job has the following PT 331SCC parameters:

Lead Trim: 1.5"

Card Length: 8"

Cut Gutter: 2.5"

Cross Perf (Crease): 2"

At the crease 1 prompt, 2.00 would be entered. It is not necessary to enter the next cross perf as the SCC will auto program the crease based on the job parameters. If no creases are required, press enter to advance to the next screen.

Note: A maximum of four creases can be programmed using Smart Input. If required, more creases can be programmed after completing Smart Input.

When all the information has been entered, the display will return to the Ready screen.

Tail Trim Error

Tail Trim Err
Any Key Return

A tail trim error occurs when the values entered do not fit the sheet length and the tail trim is out of machine spec. The last cut range is 0.197" ~ 0.591". If the last cut is out of range, the SCC will display the tail trim error. Ensure the sheet length, card length, and trim lengths are correct and try

programming the job again.

5.3.5 Job Layout Creation

Registration mark

The 331 SCC is designed to center register.

- When creating a print layout with a registration mark, ensure the mark is 5.484" from the center of the sheet.
- The registration mark should be larger than 0.118" x 0.472" (3x12mm).
- Set the registration mark between 0.118" - 0.59" (3-15mm) from the leading edge.
- Do not have any colors above this mark or the reader may fail to correctly read the registration mark.

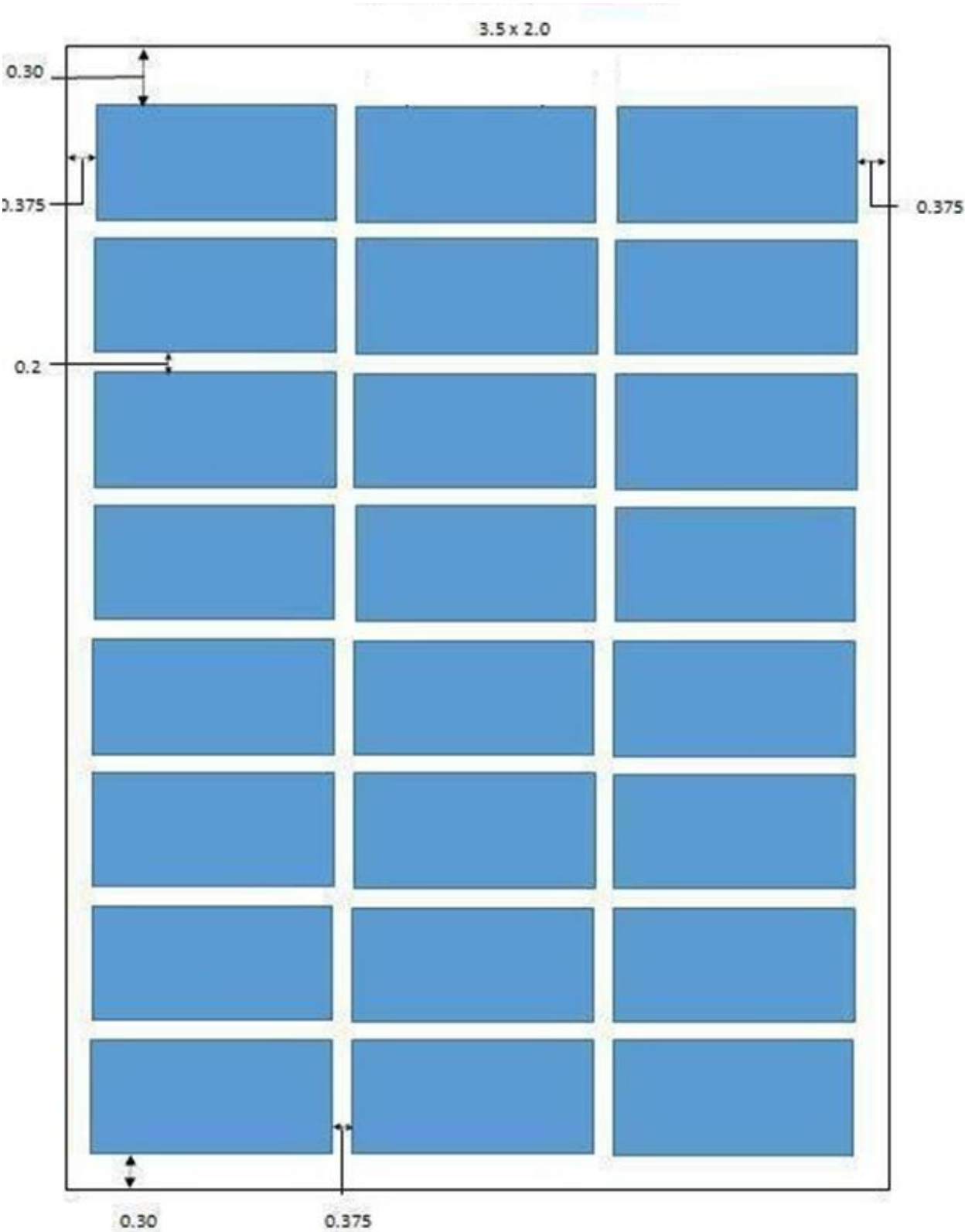
5.3.6 Parameters

Minimum Cut from Lead Edge	0.125"
Maximum Cut from Lead Edge	0.59"
Minimum Cut from Tail Edge	0.19"
Maximum Cut from Tail Edge	0.59"
Minimum Slit from Side Edge	0.125"
Maximum Slit from Side Edge	0.59"
Minimum Gutter Cut	0.118"
Maximum Gutter Cut	0.59"
Fixed Gutter Slit Width	0.375"
Registration Mark Specifications	0.118" x 0.472"
Registration Cut Mark Location	5.484" from the center of the sheet, 0.118"-0.59" from leading edge (Y direction only)
Minimum Card Size	2" wide x 1.2" long

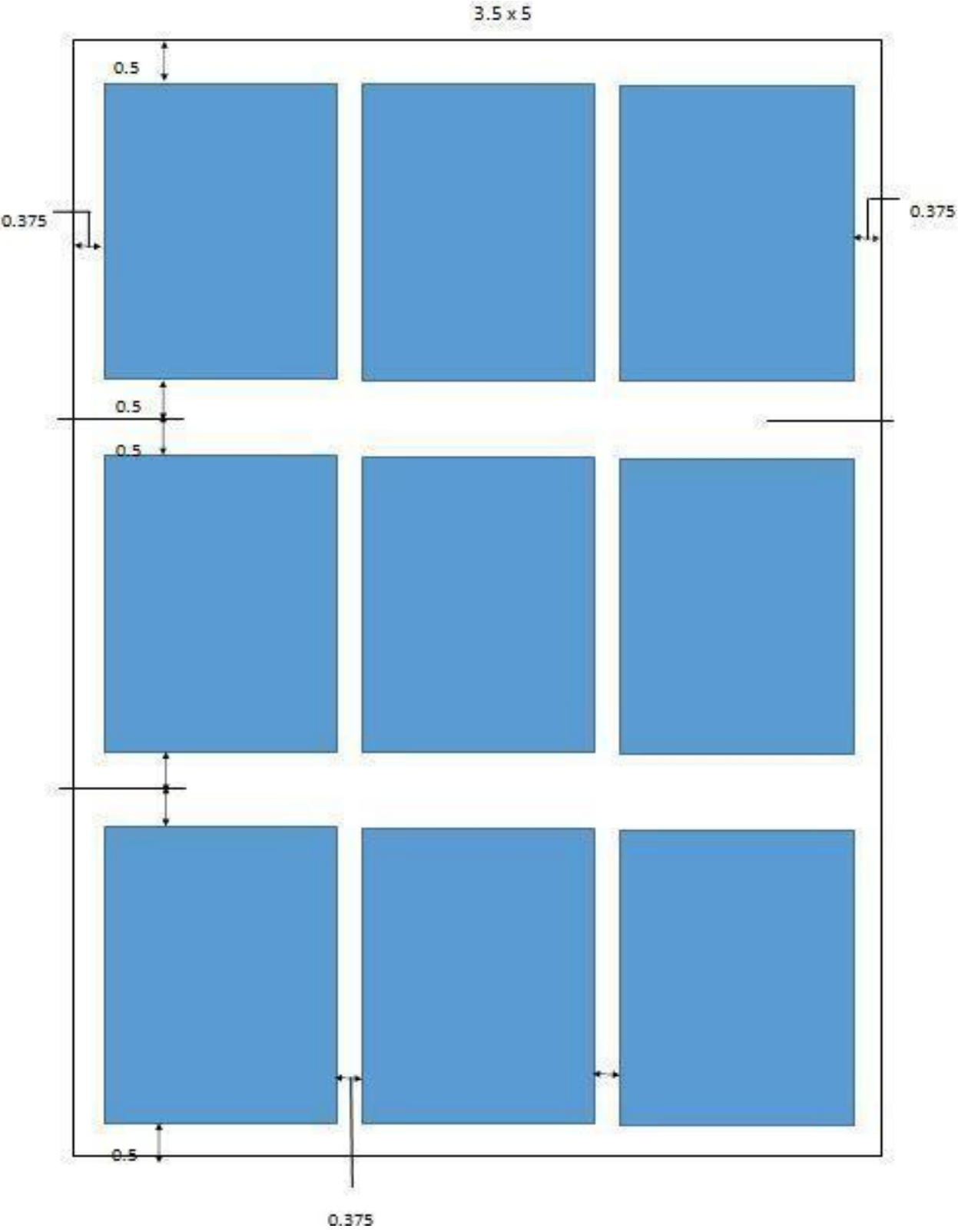
Note: The sample jobs to follow are based on 12" x 18" sheet size. For 13" x 19" sheets, adjust the lead cut and side slit accordingly to keep the same layout, keeping within the parameters defined above.

5.3.7 Job Layout Parameters

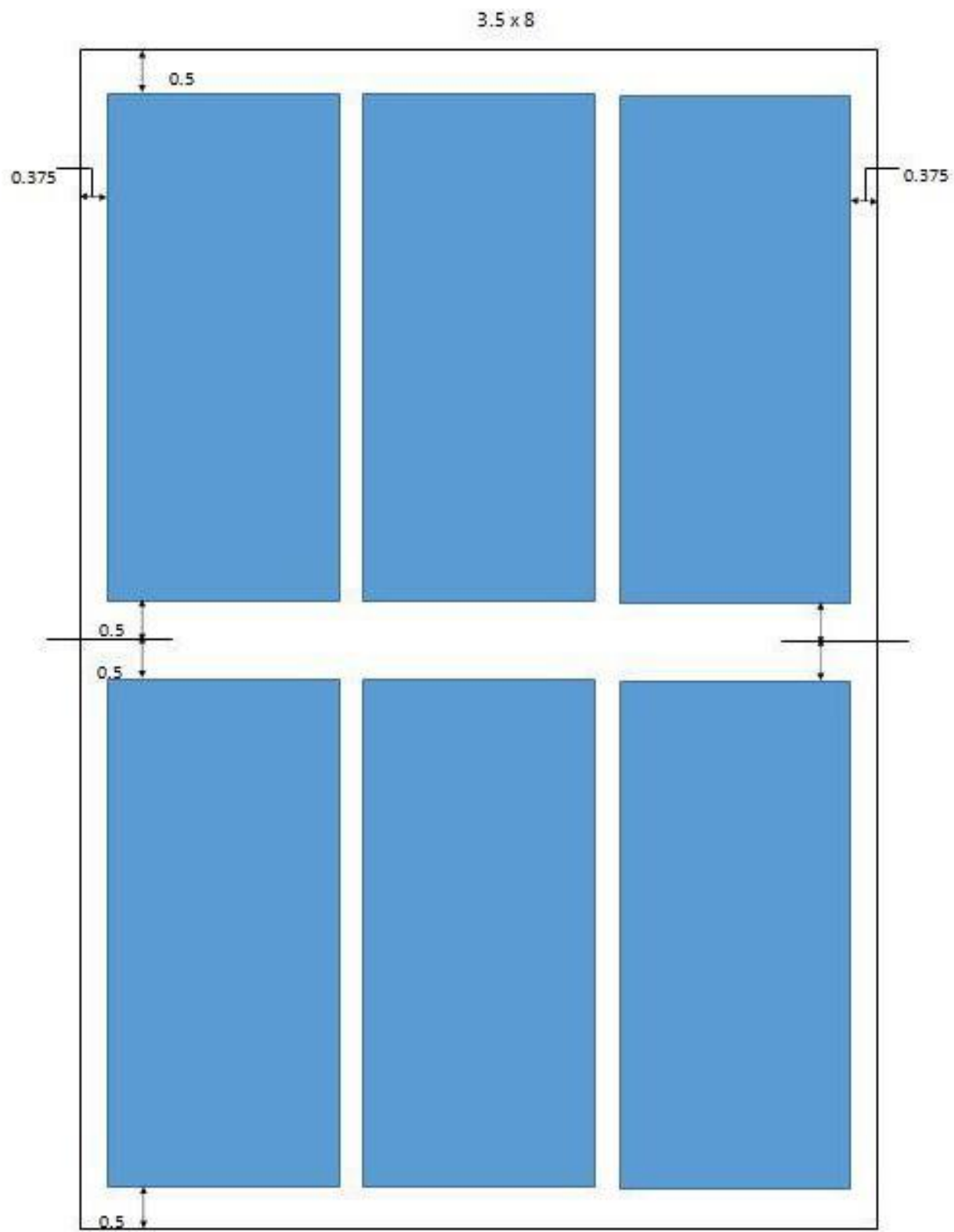
12"x18" sheet



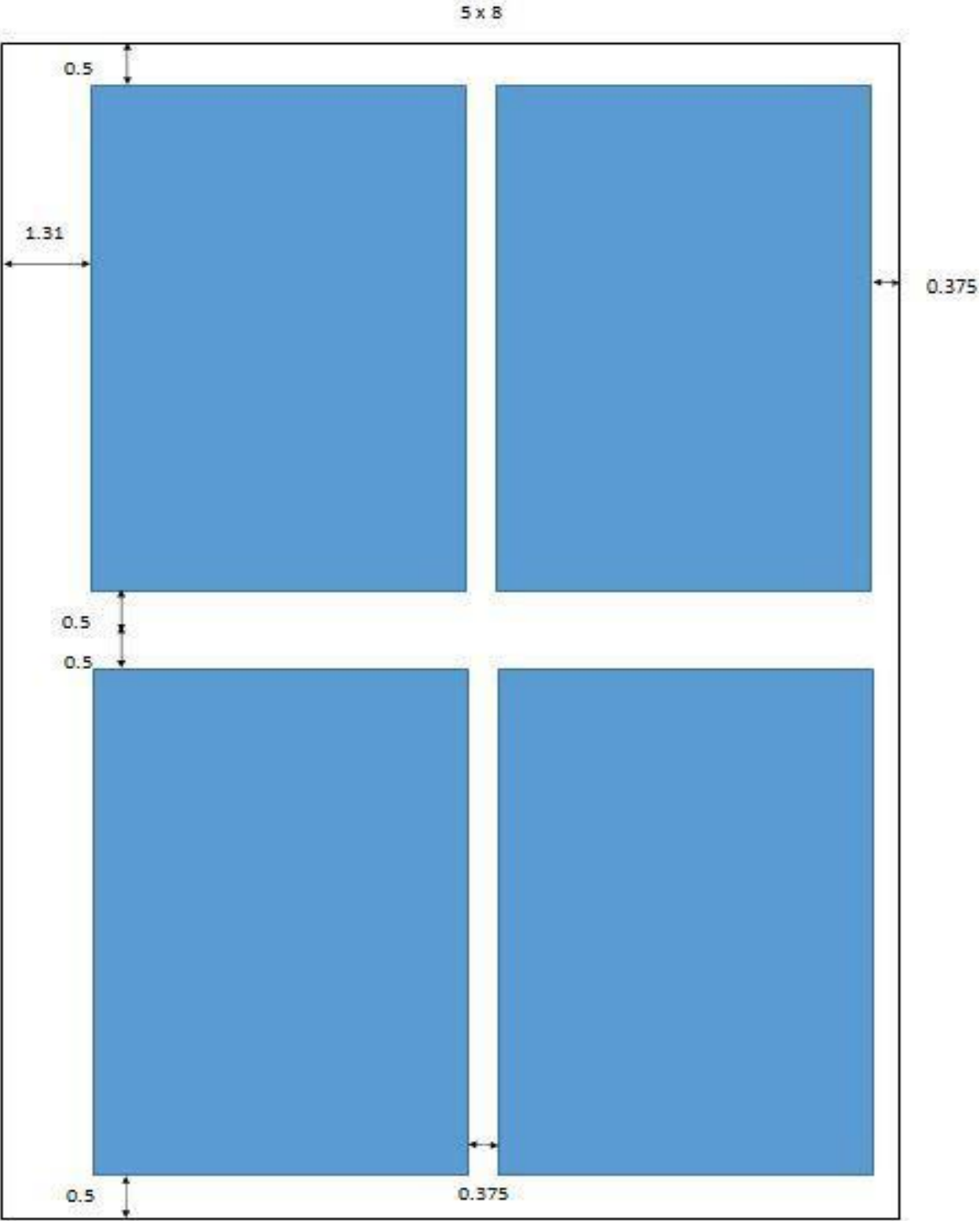
12"x18" sheet



12"x18" sheet



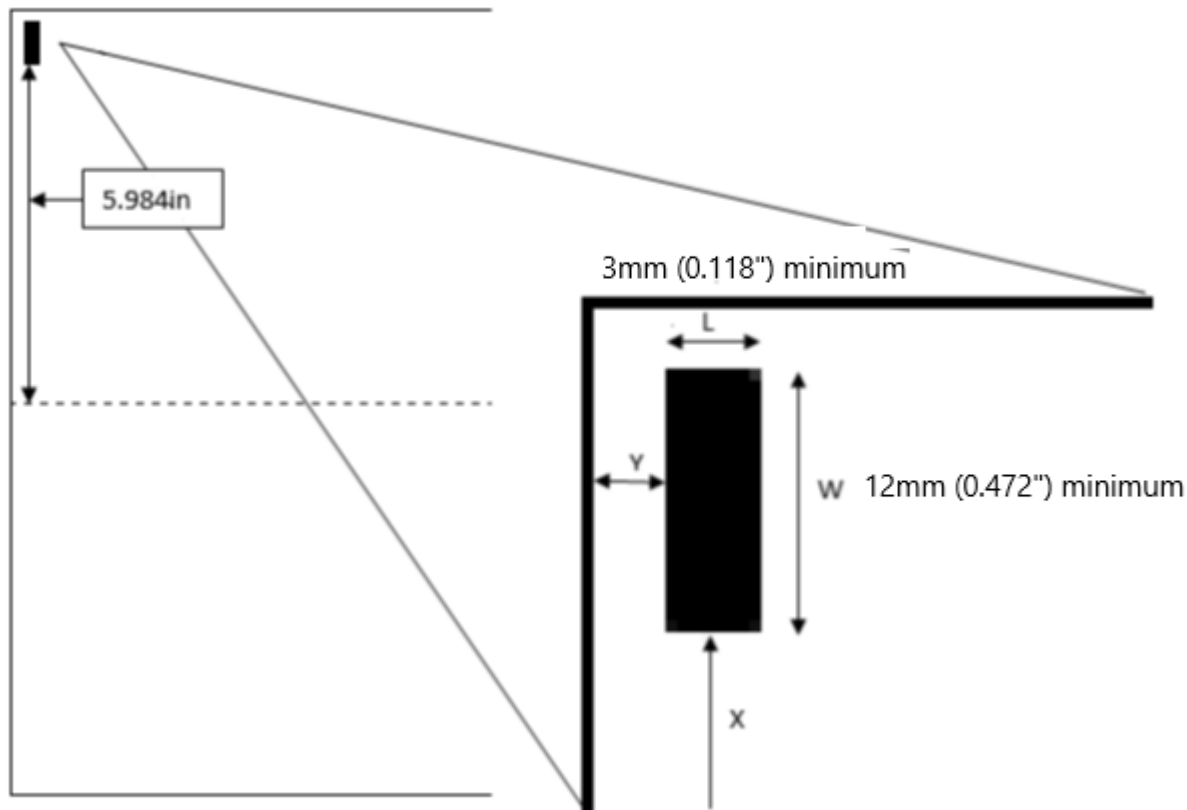
12"x18" sheet



5.3.8 How to Create a Register Mark

The PT 331SCC is designed to center register, however the registration mark reader is located on the non-operator side of the PT 331SCC. When creating a print layout with a registration mark, ensure the mark is placed within the following parameters.

The following diagram is for a 13" sheet:



- For a 12" wide sheet, the mark should be 5.484" from center.
- For a 13" wide sheet, the mark should be 5.984" from center. The sensor must be moved manually for this setup.
- Register cut mark distance should be between 0.118" - 0.591" (3-15mm) from leading edge.
- The black mark should be more than 3x12mm ($W \geq 0.472''$, $L \geq 0.118''$) ($W \geq 12\text{mm}$, $L \geq 3\text{mm}$)
- The area above the mark should be blank. Any color could potentially interfere with the registration mark reader.
- The register mark reference point is the top edge of the mark.

5.3.9 How to use a Register Mark

REG. Mark
1=On 2=Off*

Press the Mode Key 3 times to enter the Register Mark Screen. Press the number 1 on the keypad and press enter. This will activate the registration mark feature. Pressing enter will also advance to the next screen.

Set REG. Mark
Distance: 0.2

Input the distance of the register mark from the lead edge of the sheet 0.2 to the top of the register mark. If needed measure the distance using calipers. Pressing enter will advance to the next screen, Smart Input. If using Smart Input, enter the job values when prompted. If not, press enter to

advance through the smart trim feature.

Ready ■ 0/0
18.000 2.00

The square on the ready screen indicates the register mark feature has been activated. To turn off the feature, press M until REG. Mark is displayed. Key in 2 on the keypad and press Enter to save. **Note:** *The Register Mark can only be used with user defined templates. It will not work with the factory*

templates.

5.3.10 Using the Cut Mark Registration

The PT 331SCC is equipped with a Cut Mark Reader. A cut mark is a solid black bar that is printed at the top of the sheet, usually to the left-hand side. When the cut mark registration is used, the PT 331SCC will read the placement of the cut mark and adjust the slit and knife location to compensate for image shifting on the sheets. This helps to ensure that each job is uniformly cut.

First, manually adjust the Cut Mark Reader (located internally before the slitters) sliding the positioning knob to the proper sheet size (12" or 13").



5.4 Hardware Setting

5.4.1 Side Guide Setting

Infeed Table

The minimum infeed paper width is limited to 6.5" (165mm). The maximum width is 13" (330mm).

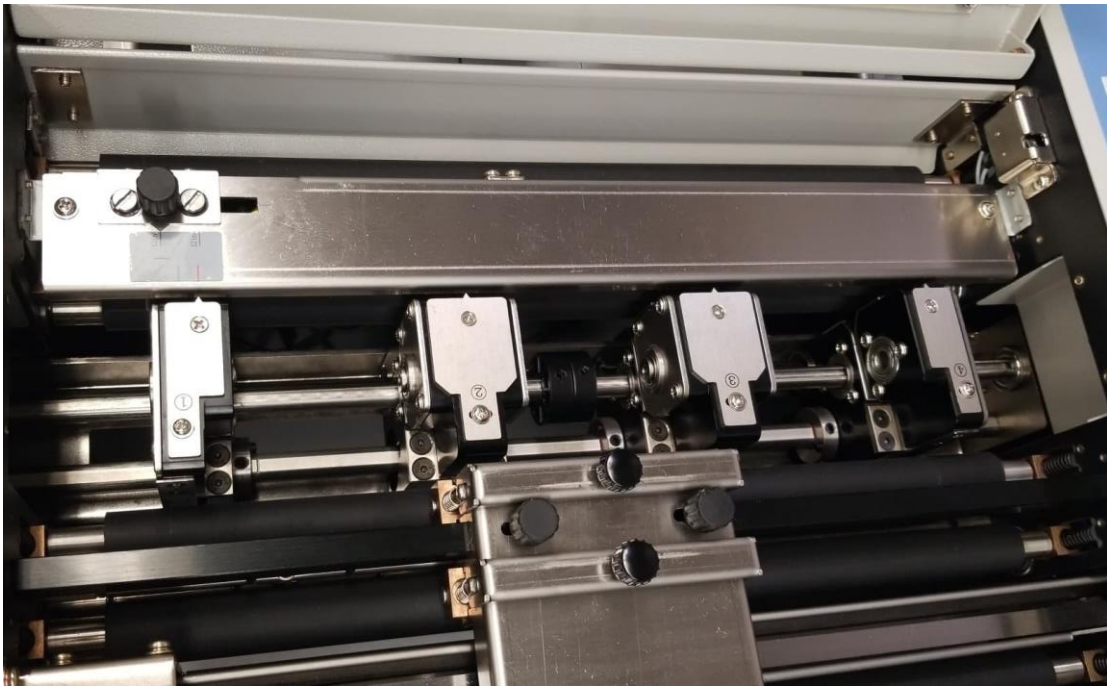


Insert the paper by loosening the thumb screws (shown in the above image) on the side guides and slide the rails out.

Place 3-5 sheets on the table and snug the rails tight against the paper. The guides should be tight enough to prevent side shift but not so tight the paper will not feed.

5.4.2 Positioning Slitters

The positioning of the slitters is shown in the following picture. The shaft on which the slitters are mounted have lock positions. These lock positions have markings on the positioning shaft. Slide the slitter assemblies until they 'click' into the required lock position (3.5" or 5.5"). Position the collars against the slitters and tighten the set screws to lock the slitters in place.

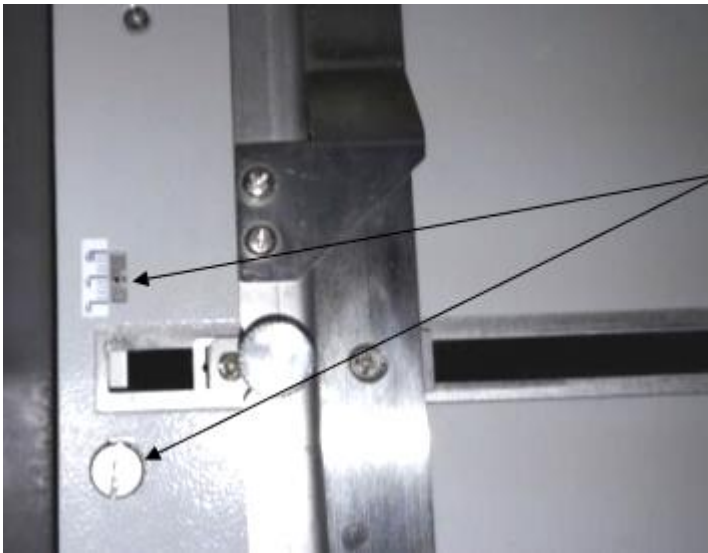


To custom set the slitter position, install the paper, and press the Test button. This will feed the paper in, stopping just before the slitters. Set the slitter position according to the job. Position the collars against the slitters and tighten the set screws to lock the slitters in place.

5.4.3 Skew Adjustment



To adjust paper skew, loosen the two screws on the outside edges of the feed table (shown in the image above), making sure the screws can move freely in the hole.



Using the gauge as a reference, adjust the screw positions in the direction of the arrow to correct skew.

Only micro movements are required. Test between each adjustment until the skew is corrected.

5.4.4 Outfeed Tray Setting



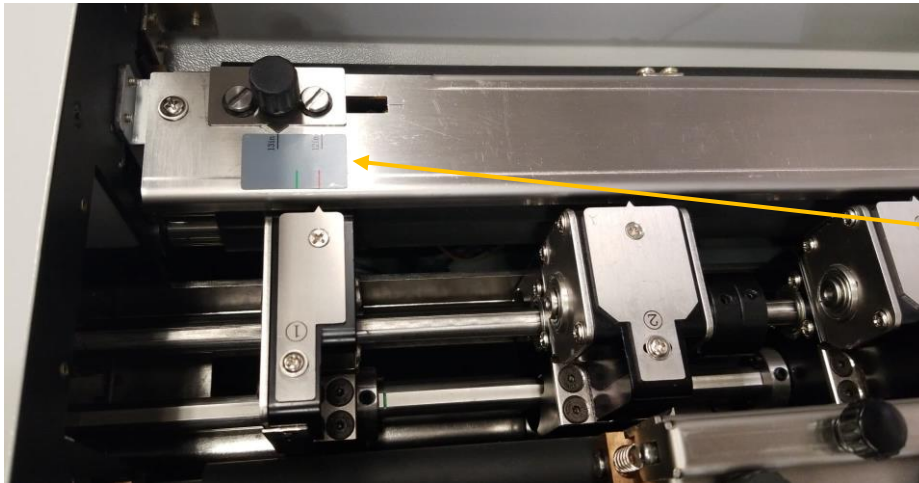
The PT 331SCC ships with two long paper guide stops and one smaller back stop. For straight crease jobs or larger finished output, place the guides slightly wider than the finish product and line up the back stop with the ends of the paper guide stops.

For business card jobs, place the business card catchers against the exit of the PT 331SCC, in line with the output.



5.5 Slitters Setting

While the slit gutters are fixed, the PT 331SCC slit positions can be customized to fit almost any job.



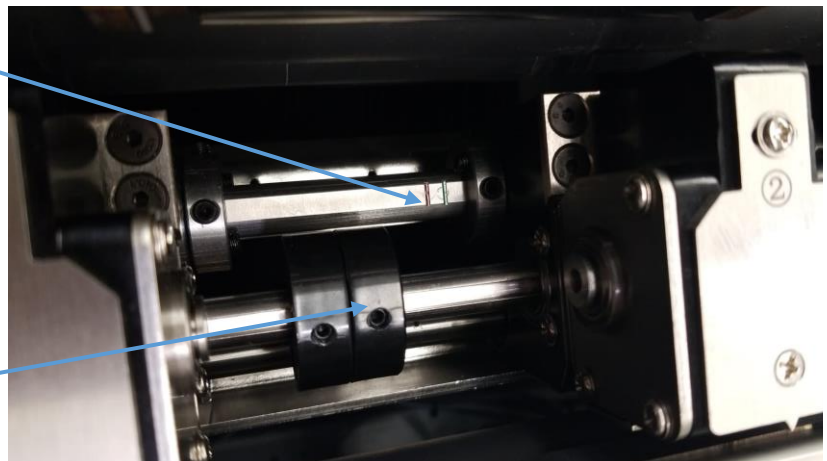
To make switching between standard sized jobs easier, the PT 331SCC is equipped with a slitter placement gauge. As a starting reference the gauge is marked with two standard widths: 3.5 (business cards, etc.) and 5.5 (greeting cards). However, the arrow will move if the side-shift knob is used.

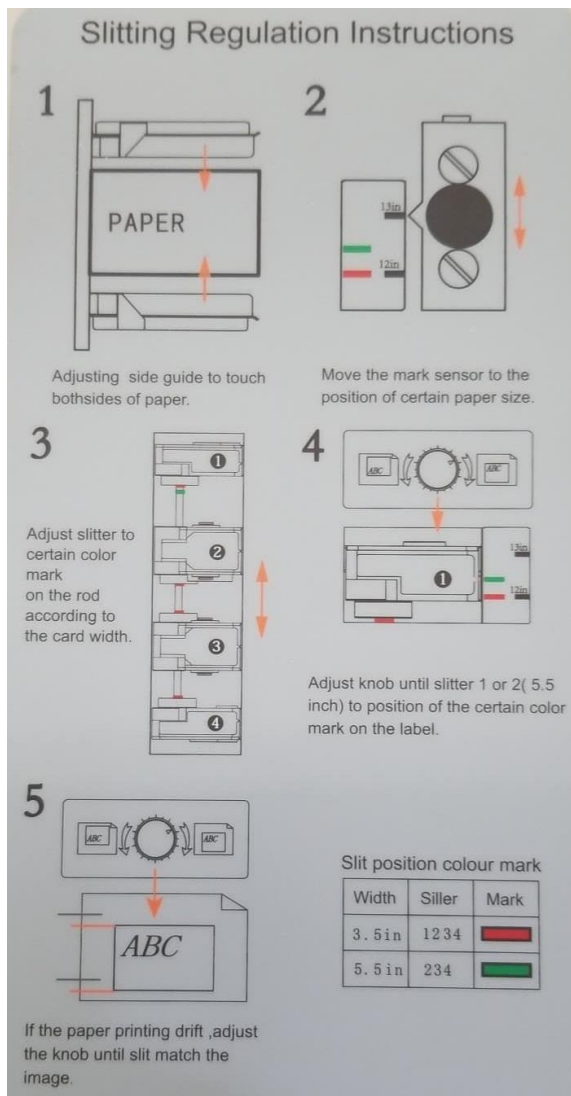
Set the slitters in the positions marked on the gauge that match the desired job. Line up the slitters with the notched positions on the slitter shaft.

Slitters set to the red line will produce 3.5" wide cards.

Slitters set to the green line will produce 5.5" wide cards.

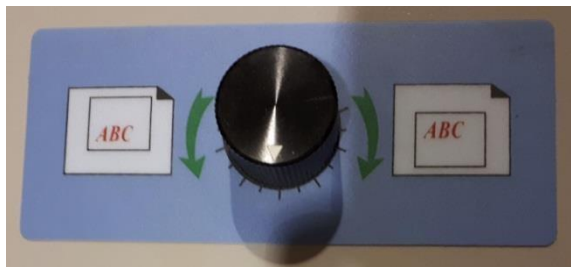
Using the provided hex tool, secure the position by moving the collars against the slitters and tighten the set screws to lock the slitters in place.





Use this quick set-up guide, located on the feed tray, to assist in setting up the slitters.

5.5.1 Compensation for Image Shift Left/Right



The PT 331SCC is equipped with a manual side to side (left/right) image shift adjustment. If the finished job is shifted left or right, turn the knob in the correct direction to resolve the issue. Run a test sheet to ensure the image is properly centered on the finished job.

5.5.2 Side Trimming

Move the Slitters #1 and #4 all the way to the side. Slitter #2 and Slitter #3 will be used to trim the sides. Since they are a fixed gutter slitter, the amount of trim that can be done has the same limitations. Trying to trim less than 3.2mm (0.126") will be too thin and the waste will not go into the bin and can get stuck in the slitter head.

Trimming 3.2mm (0.126")-10mm (0.375") is OK as the waste is thick enough and will go into the waste bin.

Trimming from 10mm-15mm will cause a similar issue. The paper under the 10mm position will go into the waste bin but the paper outside the second slit (10mm-15mm position) can get stuck in the slitter head but everything past the 10mm position will come out the exit rather than going to the waste bin.



5.5.3 Paper Deflectors

The PT 331SCC is equipped with deflector rollers. These rollers help compensate for paper drop as the sheets pass through the slitter section. The deflectors should be centered in the machine.



5.5.4 Set Crease Data

- To set the crease parameters, press the Mode Key 6 times, or until Input CR Data is displayed on the screen. A total of 32 creases can be programmed.
- Input the crease values, pressing Enter between each value to advance to the next line.
- When all values have been programmed, press the Enter button a second time. This will return the 331SCC to the ready screen.

5.6 Side-Sheet Trimming

5.6.1 Slitter Placement

Set the slitter positions either through the gauge template or manually. When running trim only or trim with crease jobs, use Slitters 2 and 3 for the trim.

For side trims, the waste trim should be either 0.118"-0.236" (3-6mm) or larger than 0.59" (15mm) to compensate for the fixed slit gutter. If the side trim is between 0.236" and 0.551", or less than 0.118", there is a risk of the paper pieces getting caught in the slitter blade assembly, potentially causing a jam. Trim larger than 0.59" will not be diverted to the waste bin and will feed out the exit with the finished job.

5.6.2 Set Cut Data

With the slitters in the correct position for the trim job and the register mark function set to off, use the PT 331SCC programming to set the cut positions.

- Press the M button until Set Cut Data is displayed on the screen. A total of 32 cuts can be programmed for a single job.
- Set the cut positions according to the job parameters, pressing enter between each value.
- Press Enter twice when all cuts are programmed to return to the Ready screen.
- Place the exit tray and paper guides in place to catch the finished job as it exits the PT 331SCC.

5.7 Slide-in Tools

The PT SCC is equipped with a cross crease and/or cross perf function. The tools are comprised of two pieces. For the crease tools, orientation is not an issue. The crease can be set to crease up or crease down, depending on the job requirements. The cross perf tool must always be placed with the rubber crash pad in the bottom slot and the perf blade tool in the top slot.

To remove the tools:

1. Open the side access cover by loosening the top and bottom screws enough to let the cover swing down.
2. Pull the tools out by gripping the black tool knob. There is no release latch for the crease tools. The tools should slide in and out, clicking into place when fully inserted.
3. Store the tools in the tool holder located just under the power plug of the PT 331SCC.

Note: *the tools do not have to be in place for the PT 331SCC to function.*



5.7.1 Change Perforate Crash Pad

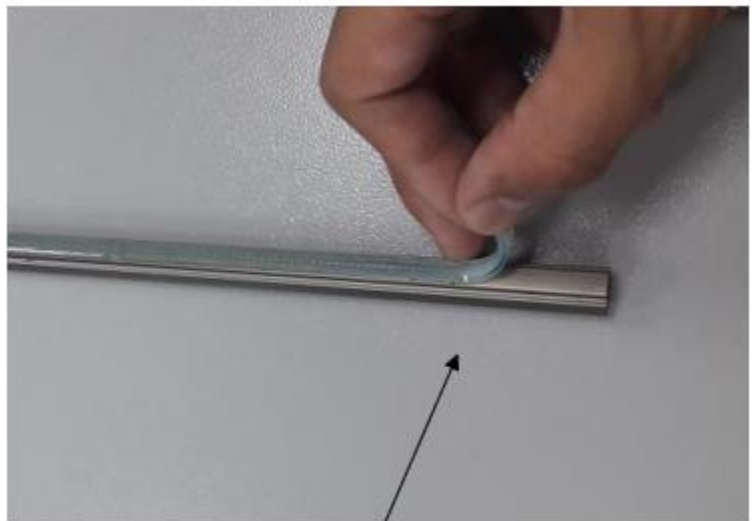
The cross perf crash pad is a consumable item and will require replacement. To maintain the life of your perf blade, please check the perf anvil regularly and replace the crash pad if worn.



To replace the crash pad:

1. Remove the crash pad anvil tool from the PT 3315CC (installed)
2. Peel up one edge of the crash pad and pull along the length of the tool.
3. Clean any glue residue from the anvil tool.
4. Peel the protective backing from the replacement crash pad.
5. With the anvil clean, carefully adhere the replacement crash pad to the anvil.

Note: The anvil will need to be exercised to achieve a clean perforation. Run a 12"x18" job with at least 10 cross perfs programmed. Run this job 20 times.



Peel up the crash pad from the edge

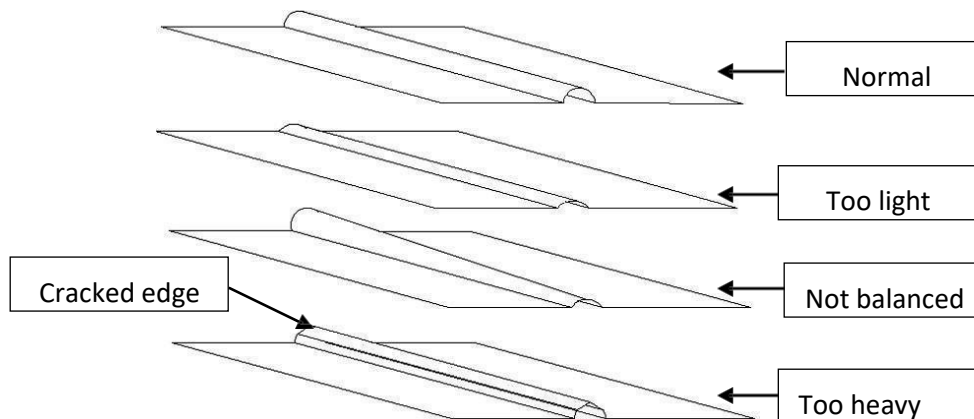
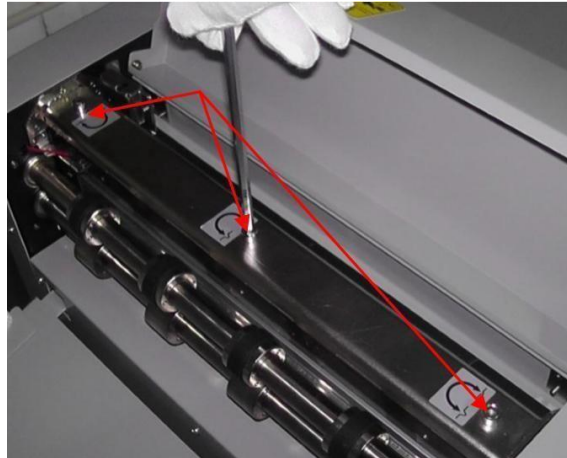
5.7.2 Crease Depth Adjustment

Crease depth is important for crease quality and should be adjusted according to the paper thickness. It may also be necessary to adjust the crease depth when switching between the cross-crease tool and the cross-perf tool.

Low crease depth will create a light crease and too much crease depth may cause cracking. The depth should be balanced across the crease tool.

To adjust the crease depth:

1. Open the top cover
2. Using a 5mm hex tool, turn the crease depth screws in the direction of the desired depth. If the crease is too light, turn the screws toward the deeper impression. If the crease is too deep, turn the screws toward the lighter impression.
3. Work in quarter turns for both sides. Test between each adjustment until the desired crease is attained.

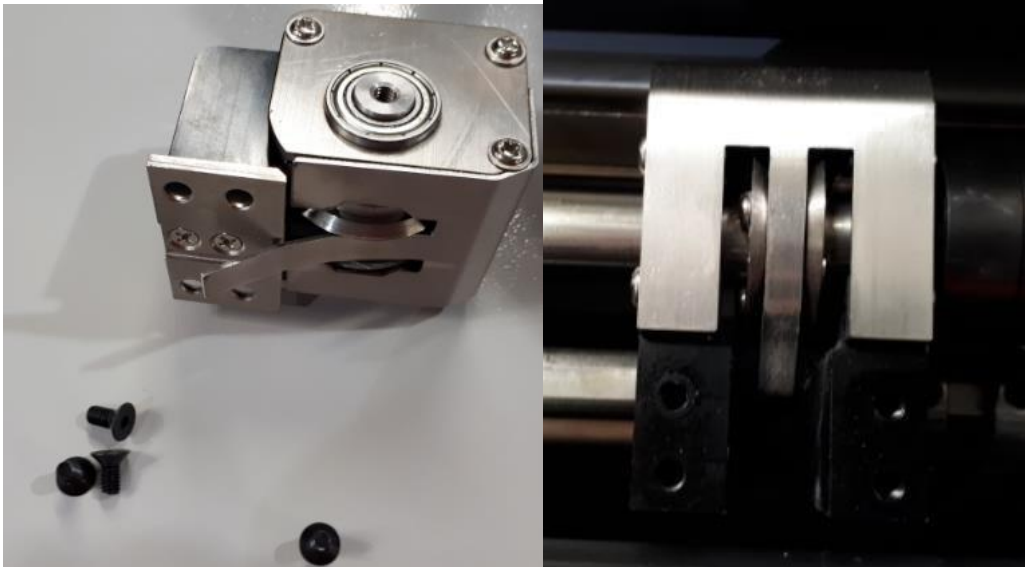


5.8 Slitter Removal and Replacement

Complete the following steps to remove the slitters.

Note: this procedure is applicable for both the 331SCC manual and 331SCC Air

1. Power down the 331SCC. This is for safety.
2. Locate the slitter removal tools that were shipped with the 331SCC. There should be two thumb screws and two notched plates.
3. If installed, remove the template. You now have access to the slitter assemblies.
4. Loosen the two countersunk screws, if removing slitter assembly 1 or 4, or four screws if removing slitter 2 or 3, that secure the upper slitter assemblies to the lower assembly.
5. Carefully lift the slitter assembly.



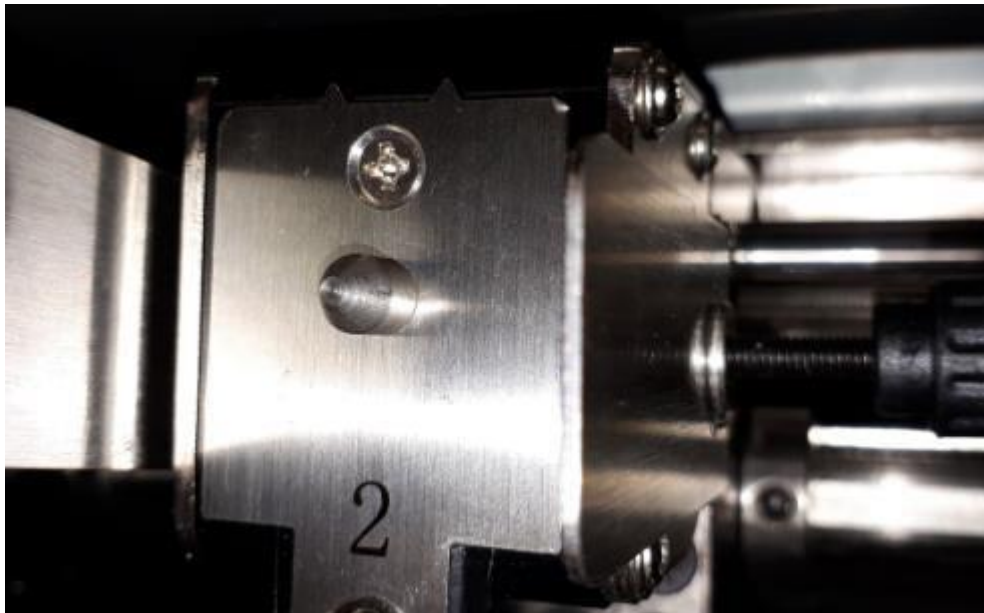
6. Clean out the upper and lower assemblies.
7. Skip to Slitter blade removal if removing blades. This covers the lower slitter assembly removal procedure.
8. When all dust and debris has been removed from the upper and lower assemblies, install the thumb screws in the center of the upper slitter assembly.



9. Insert the notched plates between the slit removal shaft and bearings by pulling on the thumb screws. The slit blades are spring loaded.



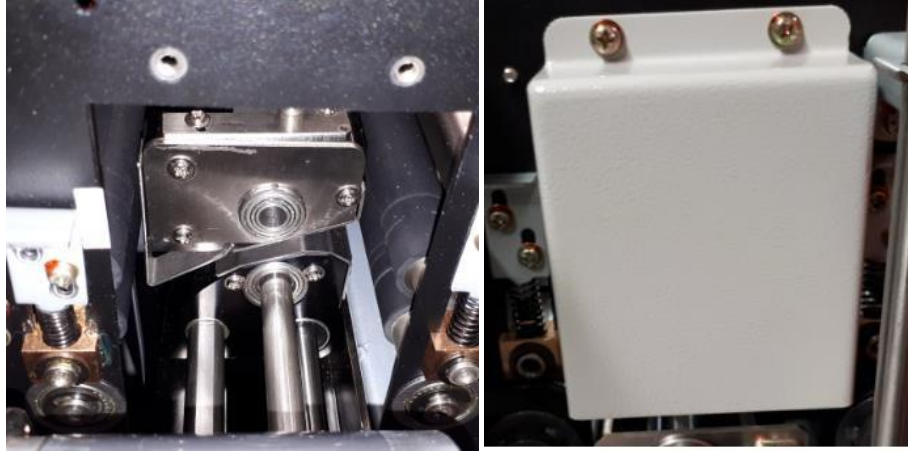
10. The upper slit blades rest outside of the lower blades. When installing, ensure the blades remain to the outside by pinching the notched plates in or pulling on the thumb screws. **Note:** you may need to move the other slitter assemblies to create room for the thumb screws.



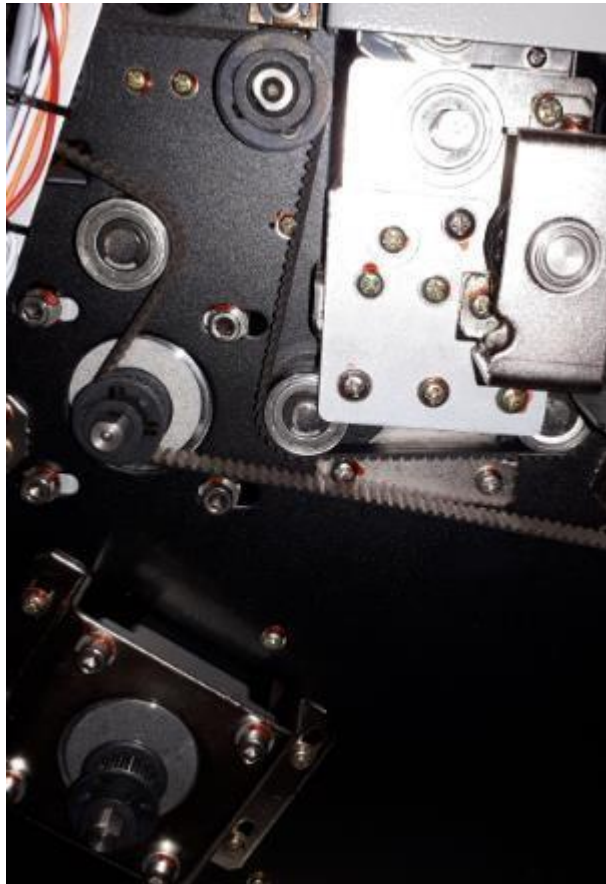
11. Tighten the screws, keeping the tools in place to ensure the blades don't shift out of position.
12. Run a test sheet. If the slit is jagged, loosen the screws and adjust the slitter blades by pulling on the thumb screws.
13. Continue testing until the slitters produce a clean slit.
14. Remove the notched plates. Remove the thumb screws.
15. Test the 331SCC for clean slits.

5.9 Slitter Blade Removal Procedure

1. Complete the steps listed above, stopping at step 6.
2. Remove the op and non-op side covers.
3. Locate and remove the slitter side cover from the op and non-op side.



4. Remove the slitter drive belt. You can remove the gear as well, but it's not necessary.



5. Remove the brackets securing the slitter drive assembly to the chassis.

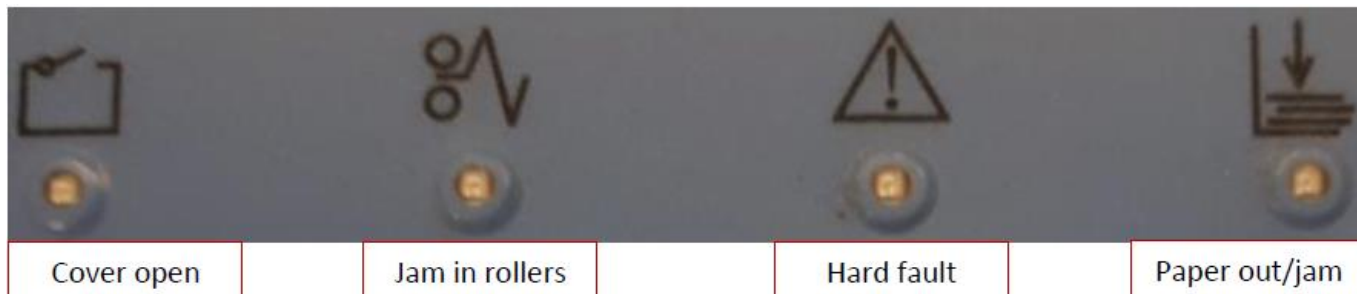


6. Carefully remove the entire assembly from the machine. You now have access to all four slitter assemblies.
7. Remove the 2 screws securing the deflector plate.
8. The slitter blade hub can be removed by sliding the slitter drive rod through the hub. **Note:** *there is a T-pin that fits into the groove in the slitter drive shaft.*
9. Replace the blades on the hub. When reinstalling the hub, ensure the pin is present and slotted into the groove. This is required for all hubs.
10. Reinstall the deflector plate.
11. Install the upper slitter assembly as per the instructions above.
12. Install the slitter drive assembly into the chassis and secure with the brackets.
13. Attach the drive belt and gear.
14. When everything is secure, run a test page. If the slit is jagged, follow the instructions above, testing between each step.
15. When the slits are clean, your work is done.

Chapter 6 Trouble Shooting

6.1 Error and Warning Codes

The PT 331SCC has built-in error and warning indicators. When an error or warning is encountered, the coinciding LED will flash. The PT 331SCC has the following indicators:



C Errors are checks and E Errors are faults

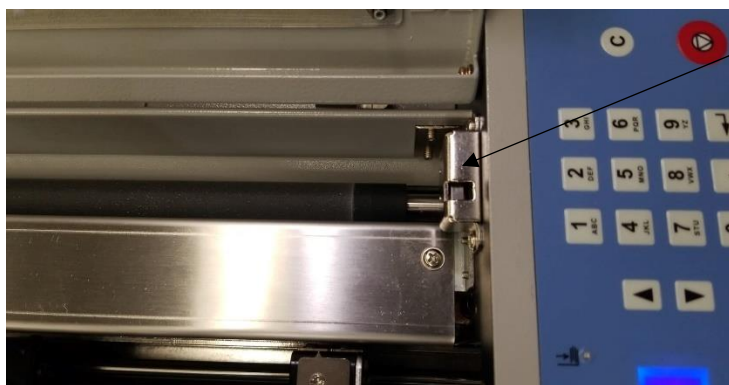
6.1.1 Warning

C – 1 Top Cover Open

C – 1
Top Cover Open.

The top cover warning is accompanied with a flashing red light below the cover open icon on the keypad.

If the cover is closed, open the cover, and check the position of the cover switch. The tab on the cover should activate the switch when closed. The cover switch is located on the operator side of the PT 331SCC, opposite the keypad.



Test the function of the switch by pressing on the tab with the cover open. If the error clears, try closing the cover again. If the error remains with the cover closed, loosen the two screws that secure the switch to the chassis of the PT 331SCC and adjust the position of the switch. When the correct height is attained, tighten the screws.

If the cover open indicator remains on with the switch activated, contact your local GW service

dealer for technical support.

C – 2 Paper Jam at Infeed Roller

C – 2 Jam at Infeed.

The infeed sensor is located inside the top cover, just after the infeed roller belt assembly.

The infeed sensor is looking for the paper sheet to pass through and clear the sensor in a certain length of time. If the sensor is not cleared within the allocated time, the paper jam at infeed error will display and the paper jam indicator will come on. The SCC will stop. Check for paper jammed in the slitters. Clear any jammed paper from the slitters by carefully pulling out the paper. Use the forward and reverse buttons to move the paper through the SCC. The cover should be closed when using the paper advance buttons.

- Check for scrap paper under the sensor. Clear out any loose paper. Empty the waste bin.
- If the paper is stopping at the slitters, make sure slitter motor is turned on. See page 14 section *“Crease & Slit Screen”*
- Clean out the sensor with compressed air or with a soft, dry, lint-free cloth.
- Check the quality of the paper before running the job again.

C – 3 Paper Jam at Outfeed Roller

C – 3 Jam at Outfeed.

The outfeed sensors are located at the exit of the PT 331SCC.

Ensure the finished paper is clearing the exit sensors. If running a business card job, watch the cards as they exit the machine. If they are getting stuck on the deflectors, reform the deflectors by pressing down with your thumbs to create a sharper angle. Empty the card catchers if full.



For non-business card jobs, ensure the cards have enough room to clear the exit and drop cleanly to the exit tray. The sensors are located at the very edge of the exit. It does not take much for the sensors to be tripped by finished stock.

- Clean the sensors with compressed air.
- Remove any paper jams using the same procedure as defined under the infeed jam error.
- Ensure the actual paper length matches the length of the sheet as defined in the job parameters.

6.1.2 Error

E-1 Crease Motor Error

E – 1 Crease Motor Error.

A Crease Motor Error indicates the PT 331SCC has encountered an error with the crease motor. The crease motor error is a hard fault. The machine will not run until this error has been resolved.

- Power off and on the SCC to reset the machine. Any paper caught in the SCC will be cut when the cut motor test runs on power up.
- Press the paper advance button to move the paper through the crease section. If the paper is sticking out of the machine exit, try pulling the paper while pressing the paper advance button to assist in paper extraction.
- Press the advance button until all paper has been cleared.
- Check the crease job depth. If too heavy, adjust the crease depth. Ensure the paper is within machine specs.
- Remove the crease tools and check for paper that may be caught in the crease section. Clear any scraps.
- If the error appeared on power on, try powering on the unit again.
- If the error persists and no paper is found in and around the crease section, contact your local GW dealer for service.
- Run several crease tests to ensure the unit is functioning.

E-2 Cut Motor Error

E – 2 Cut Motor Error.

A Cut Motor Error indicates the PT 331SCC has encountered an error with the cut motor and is a hard fault.

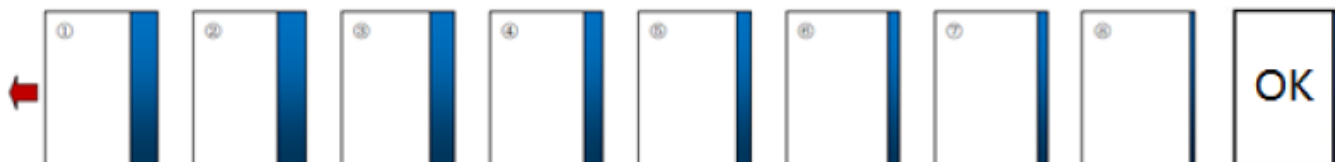
- Power on and off the SCC to reset the machine. Any paper caught in the SCC will be cut if the restart successfully cleared the fault. Press the advance button to clear any remaining paper.
- Check for paper scraps around the knife assembly. Clear any scraps. Empty the waste bin.
- If the SCC continues to present the error after a restart, contact your local GW dealer for service.

6.2 Image Compensation

Image compensation helps correct image shift that might have occurred during printing.

Cut Shift Correction

If the job has a registration mark, ensure the mark reader is set to On and the position of the registration mark has been programmed into the job. Run a test using the register mark and check the image on the cards. The image below shows an example of image shift.



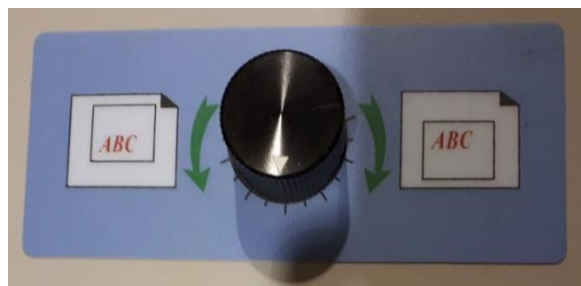
INK/DEC Ratio
100.0%

Press the Mode button until INK/DEC Ratio is displayed. If no adjustment has been made, the value will be 100%.

Increase or decrease the value by pressing the forward and backward buttons. The value will change by 0.1% with each button press. Run a test with each adjustment. All

changes will be saved with a power reset.

Manual Side to Side Adjustment



If the image of the finished job is not centered or requires left to right adjustment, the PT 331SCC has a manual side to side adjustment feature.

Before adjusting, ensure locking collars are secured on either side of the slit by tightening the set screws. Run a test sheet. Adjust the slit position by turning the adjustment knob left or right, in the direction of the required adjustment. Run test

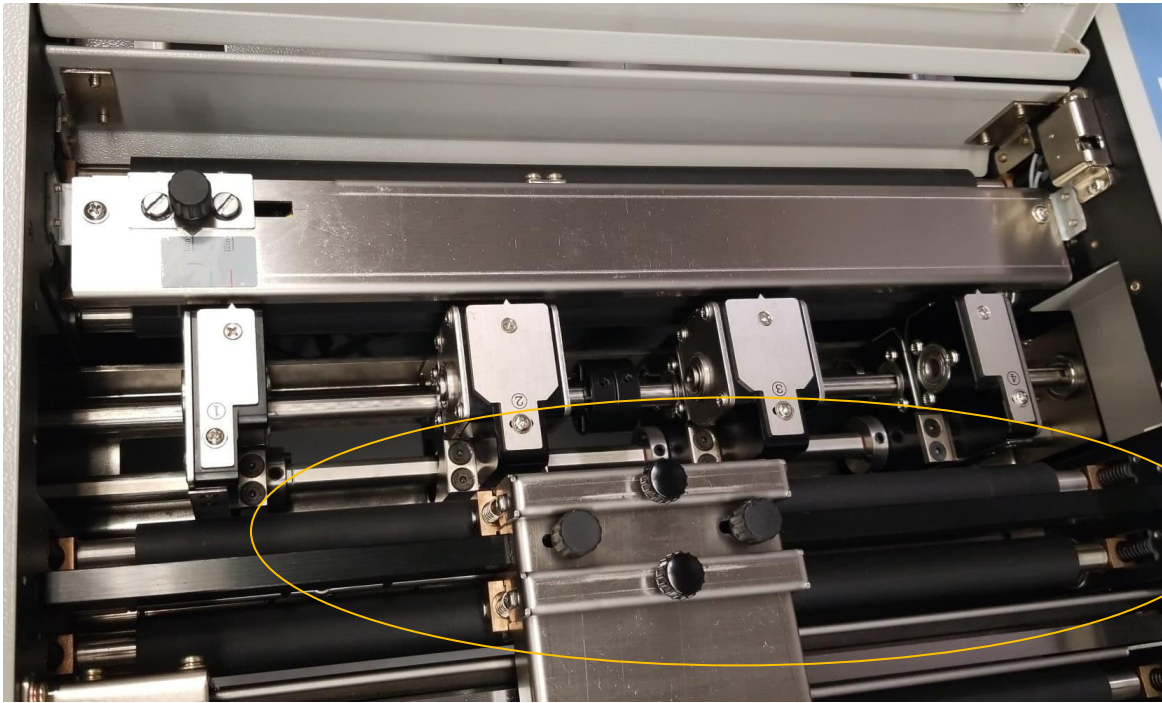
sheets until the image is centered.

Chapter 7 Maintenance

To extend the life of the PT 331SCC, regular maintenance should be performed.

User Maintenance

- For a deep clean, use the GW roller cleaner. Wash rollers with water after the roller cleaner.



- Clean Sensors with compressed air or a soft cloth.



- Check the PT 331SCC regularly for paper scraps and debris.
- Lubricate the roller bushings with a 3-in-1 oil.
- Add a touch of grease on the knife guide.
- Lubricate the knife pivot points and springs with a 3-in-1 oil after every 200,000 cuts.
- Empty the waste bin after every job or if the PT 331SCC starts jamming.
- Contact your local GW dealer for preventative maintenance and service.