

# ***Graphic Whizard PT330-SA Semi-Automatic Creasing Machine***

Instruction Manual



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## **IMPORTANT INFORMATION**

This manual is designed to help you operate the PT330 SA. Please read, understand and keep this manual in a convenient place for easy access.

DO NOT operate the PT330 SA until you have read and understand the instructions in this manual. If you have any questions, contact your local dealer or Graphic Whizard before operating this machine.

Graphic Whizard shall not be held liable for consequential damages or incidental consequential damages resulting from: improper or inadequate maintenance by the customer; unauthorized modifications or misuse; or operation outside of the environment specified for the machine.

Graphic Whizard is committed to continually improving the design and performance of the product line. Please note: the design and specifications of this machine are subject to change without notice and without legal obligation.

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## **SAFETY PRECAUTIONS**

The term WARNING indicates a potentially hazardous situation which, if not avoided, could result in injury.

The term CAUTION indicates a potential hazardous situation which could result in damage to the machine or personal injury. It also may indicate procedures to follow to avoid unsafe practices.

Please read and understand all safety instructions which include the terms WARNING or CAUTION. Understand that if the safety instructions are ignored, personal injury or damage to the machine may occur.

DO NOT operate the machine when any covers are removed or safety switches disabled. The machine should be serviced only by qualified personnel. Obey all safety instructions and warning labels. Graphic Whizard cannot anticipate every possible situation that might involve a potential hazard. The instructions in this manual and the warning labels on this machine are not all inclusive.

Ensure all parts are in good working order prior to starting the machine each day. Replace worn parts immediately and do not operate the machine until you have done so.

## **General Description**

The PT330 SA is a tabletop Semi Automatic Creaser designed for short-run creasing of digital or offset printed material. It provides simple touchscreen programming of up to 16 creases, ample job storage capabilities, and optional rotary perforation of sheets up to 13" x 35" (33cm x 88.9cm)

### **Specifications**

*Electrical:* 110V, 50/60Hz, 10A

*Operating Speed:* 1800 sph\*

*Maximum Stock Size:* 13" x 35" (33 cm x 88.9 cm)

*Minimum Stock Size:* 2.5" x 3" (6.35 cm x 7.62 cm)

*Stock Weight:* 26# bond- 16 pt

*Max.# creasing positions:* 16

*Program Memory* 49

*\* based on 8.5"x 11"run landscape, 1 crease*



NB: It is the responsibility of the customer to supply power to the machine in accordance with all applicable electrical and safety codes and standards.



**Please read this manual before attempting to operate the PT330 SA Semi Automatic Creaser**

## **SAFETY [PRECAUTIONS]**

- **BEFORE** using the machine, you must read the operating instructions
- **ALL Electrical & Mechanical Service/Repair** is to be performed by qualified and approved personnel only
- **NEVER** insert a hand or fingers into the machine while it is running
- **DO NOT** wear loose fitting clothing when working with the machine. Tie back long hair.
- Make sure that the machine stands on a level position and is well ventilated.
- Ensure that the power cord has been unplugged prior to performing service on the machine



**CAUTION:** Moving parts could cause harm to body parts and/or operator clothing may get caught. Keep body parts and clothing away. Use caution when operating.



**CAUTION:** The motor may get hot during normal operation use. DO NOT touch any vicinity of the motor.



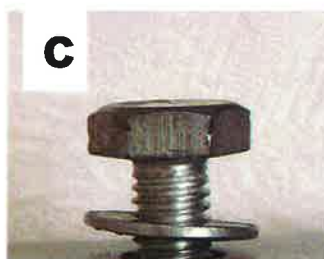
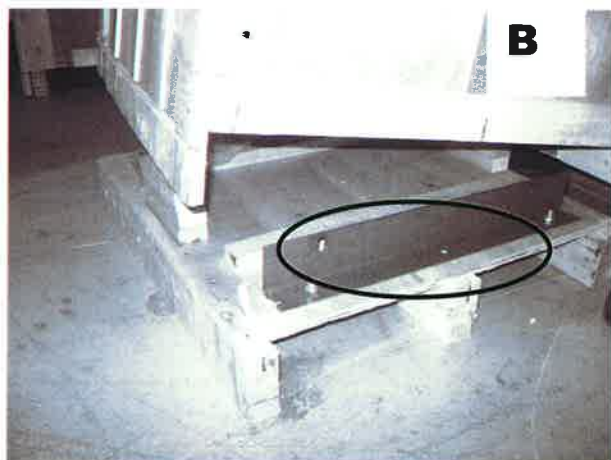
**CAUTION:** Machine should never be left unattended while running.



## **UNLOADING AND HANDLING**

Your PT330 SA arrives packaged in a wood crate on a skid. The outside crate is attached to the skid by four screws and inside the crate the machine is secured to metal brackets by four bolts. (see diagram C)

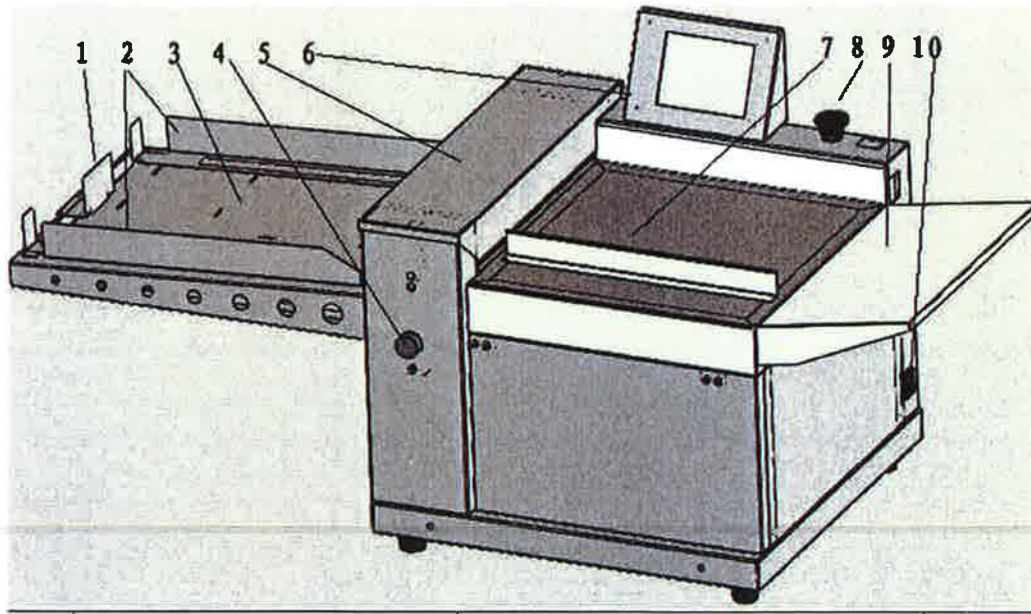
Begin by removing the four (4) screws as indicated in Diagram A. There are two (2) wood screws on each side of the crate. Once the screws have been removed, lift off the crate as shown in Diagram B below. Two people may be required to perform this task.



Finally, unbolt the machine from the metal brackets that are attached to the skid.

Remove all packing material and accessories.

## PRE-OPERATION ASSEMBLY



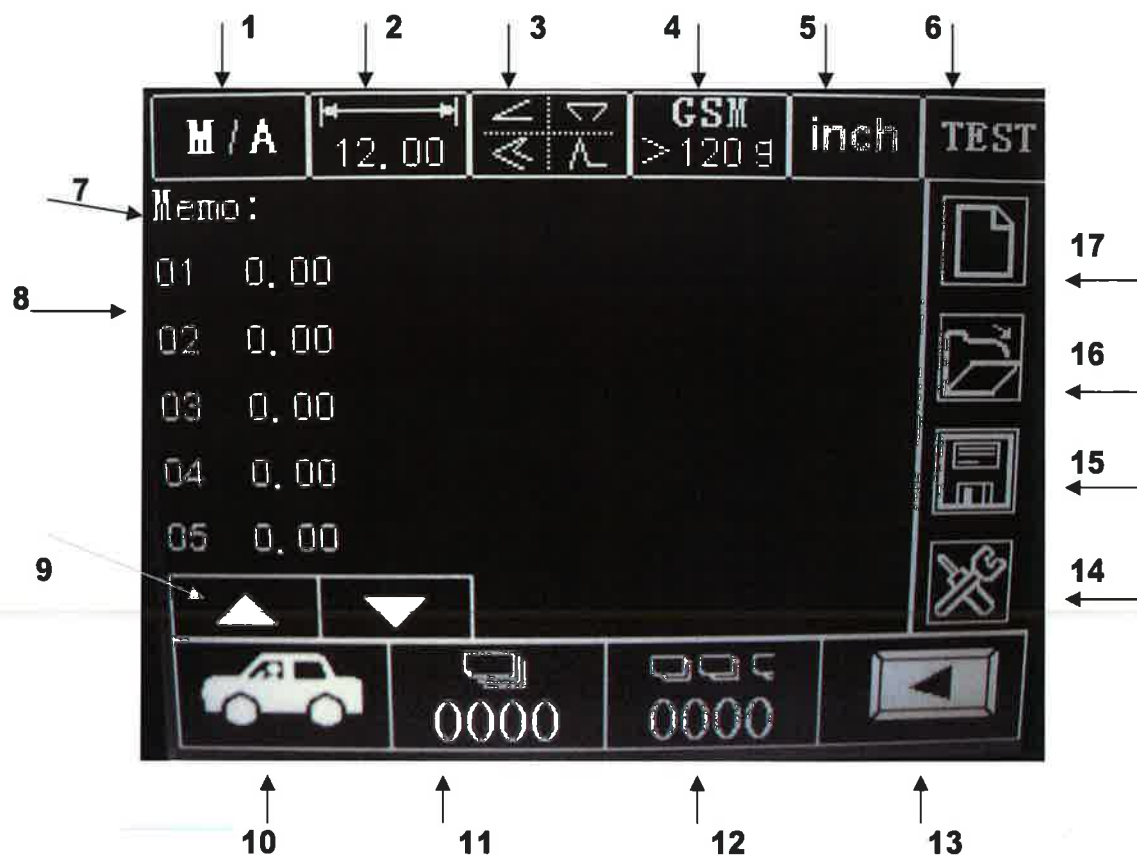
1. Exit tray paper stop
2. Exit tray side guides
3. Exit tray
4. Creasing skew lock knob
5. Crease Unit Cover
6. LCD touchscreen
7. Paper feed tray guide
8. Main on/off & Emergency Switch
9. Extension plate; for running longer stock
10. Line cord receptacle with fuse

Confirm parts and accessories with the enclosed packing list.

Install the feed and exit trays (as shown above). Install paper guides and stopper dependent upon paper stock to be run.



## LCD DISPLAY MENU



#	Icon Name	Description
1	Manual or Auto Mode	M/A Manual Mode; A/M Auto Mode
2	Paper length	Displays length of stock
3	Crease Pattern	Displays 7 pre-set crease patterns
4	Paper weight	Displays weight of stock
5	Measurement (shown inch)	Displays scale of measurement
6	Test	Runs one (1) test sheet
7	Memo	Displays saved job name
8	Crease Number and Value	Displays position of crease
9	Scroll up/down arrows	Scroll through crease positions (manual mode only)
10	Speed (car icon shown)	Car Icon= quick speed, Bike Icon=slow speed, press to change speed
11	Quantity	Displays number of complete pieces
12	Batch	Displays number of complete batches
13	Start/Stop	Starts/Stops the crease motor
14	Service Screen	Displays machine setting and machine non-resettable piece count
15	Save	Save program
16	Open	Open saved job
17	New Program	Select yes or no



## **OPERATION**

The emergency stop button acts as the main on/off switch as well as the emergency stop.

Release the emergency stop button to power on the machine. It will take a few moments to boot up. The screen below will be the first to appear. Select the OK icon (indicated with an arrow). The screen will then change (see next page) and ready to run a job.



## PROGRAM A NEW JOB IN AUTOMATIC MODE

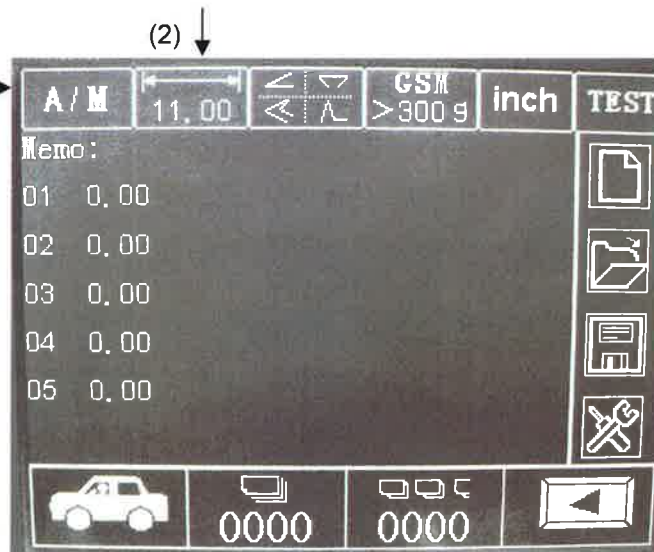
Press (17) key and select 'Yes' as below. Any current values will default to 0.



Ensure Auto/Manual mode is set to Auto. It will appear as A/M in the mode icon box (1)  
If it is M/A as shown above, press M/A icon (1) and it will change to A/M as shown below.

(1)

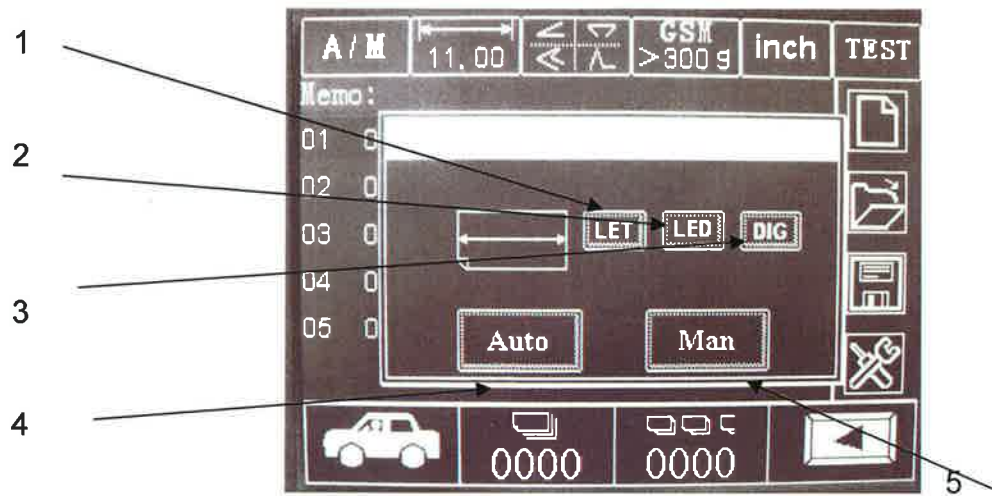
Auto mode: A/M



← 17

In the screen above, select icon (2) to enter the size (length) of the stock.

The screen below appears after the paper length icon is selected



In this screen there are 5 different icon selections:

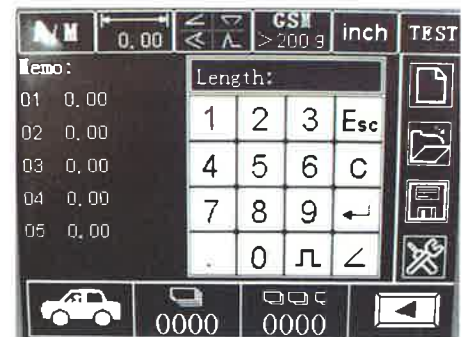
(1) **LET** (Letter) Sets the paper length at 11.00 inches

(2) **LED** (Ledger) Sets the paper length at 17.00 inches

(3) **DIG** (Digital) Sets the paper length at 18.00 inches

(4) **AUTO** Will measure the sheet length automatically. To use this feature, put a sheet on the feed table against the side rail. Place the feed table side guide against the other edge of the sheet. Press the Auto icon and then turn the vacuum start switch to the **ON** position. The sheet will feed through the creaser and it will measure the length. The length of the sheet will then be displayed in the sheet length icon.

(5) **MAN** Selecting MAN icon will open a screen with keypad (as shown right) Input the measured sheet length, then press the enter key  $\leftarrow$  to accept the value. This value will then appear in the sheet length icon.



**SELECTING THE CREASE PATTERN**

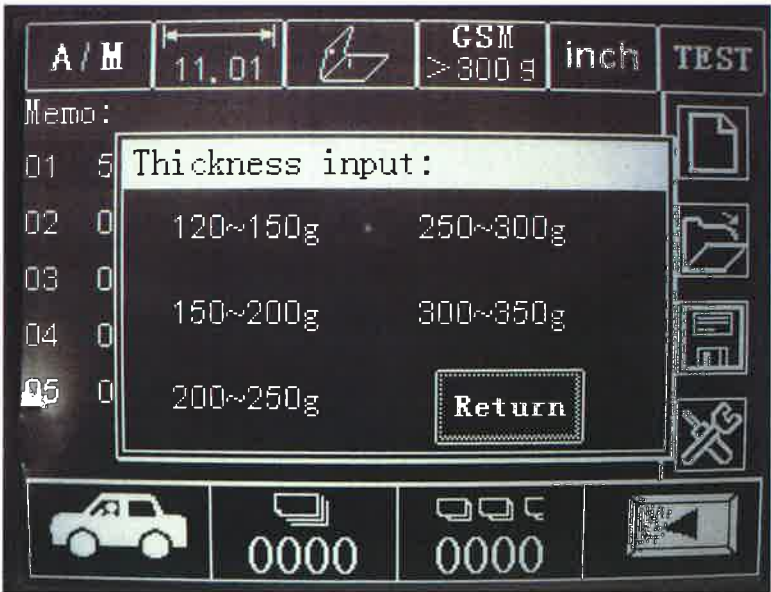
Select the crease pattern icon (3) The screen below will appear. Choose a crease pattern from one of the seven preprogrammed patterns.

(3) ↓



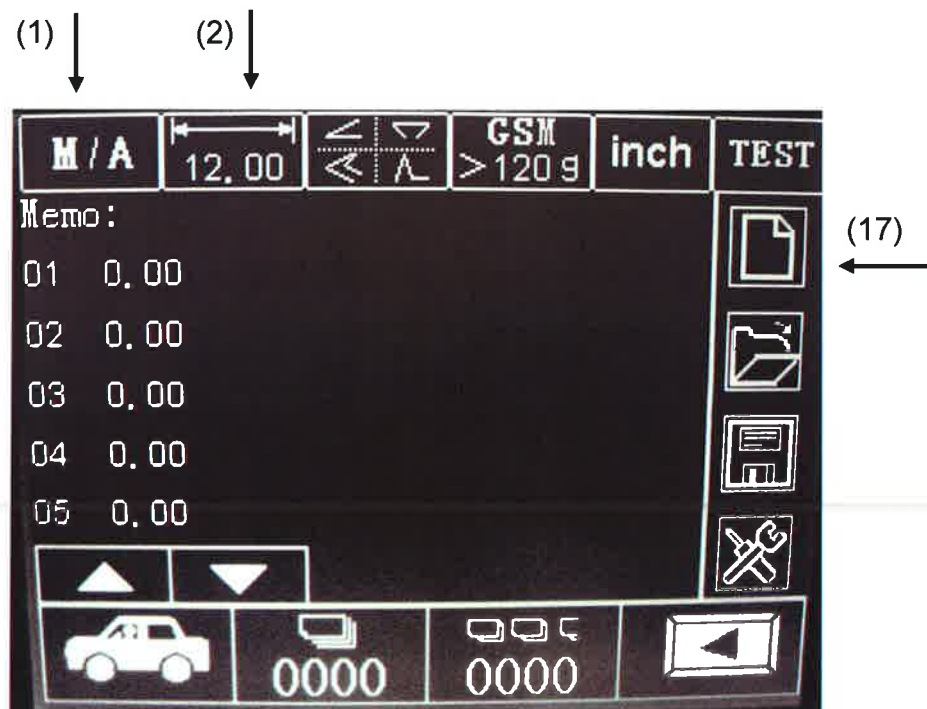
Next select the paper weight icon (4) and the following screen will appear. Choose a paper weight that matches the weight of the paper you are creasing.

4 ↓



## PROGRAMMING A JOB IN MANUAL MODE

Ensure machine is in manual mode. Touch mode icon (1) to change modes if necessary. When in manual mode the M will appear first.



After confirming the machine is in manual mode, press the new program icon (17). The screen will ask 'create a new program' select yes.

Next select paper length (2). Refer back to pages 16 & 17 for instruction. Setting paper length is the same in Automatic and Manual modes.

## SELECTING CREASE POSITIONS

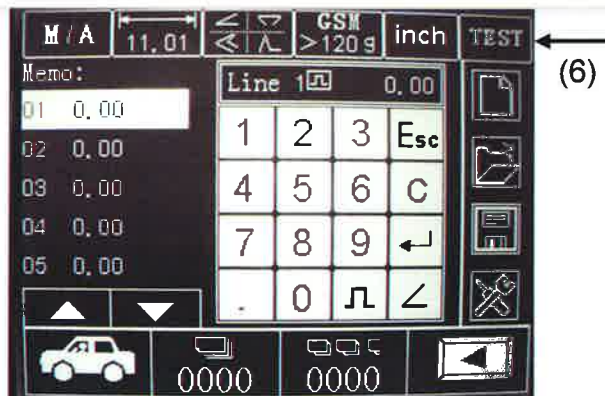
After paper length has been input, it is time to enter the creases required.

**DO NOT** select the crease pattern icon (3). In manual mode this will limit the number of creases you can input.

Press the first crease position



Touch the first crease position and the following screen will appear.



Line 1 (highlighted) signifies the first crease to program. Press the # keys to enter the distance from the lead edge of the piece of paper to be creased to the position of the first crease. Use the decimal key to enter fractions of an inch. Press return key ↵ to accept the value and program the next crease. If an incorrect value has been entered, press the "C" to clear the value and reenter the correct distance. Use the programming method to program all creases required. Select the ↵ enter key to accept the last crease programmed. Press the "ESC" key to accept the job and return to the run screen.

**DO NOT** select crease pattern icon or all crease positions will be reset to '0'.

**DO NOT** select paper weight icon or all crease positions will be reset to '0'.

Proceed directly to test icon (6) after crease positions have been entered and follow the test procedure outlined in Automatic mode, page 19.

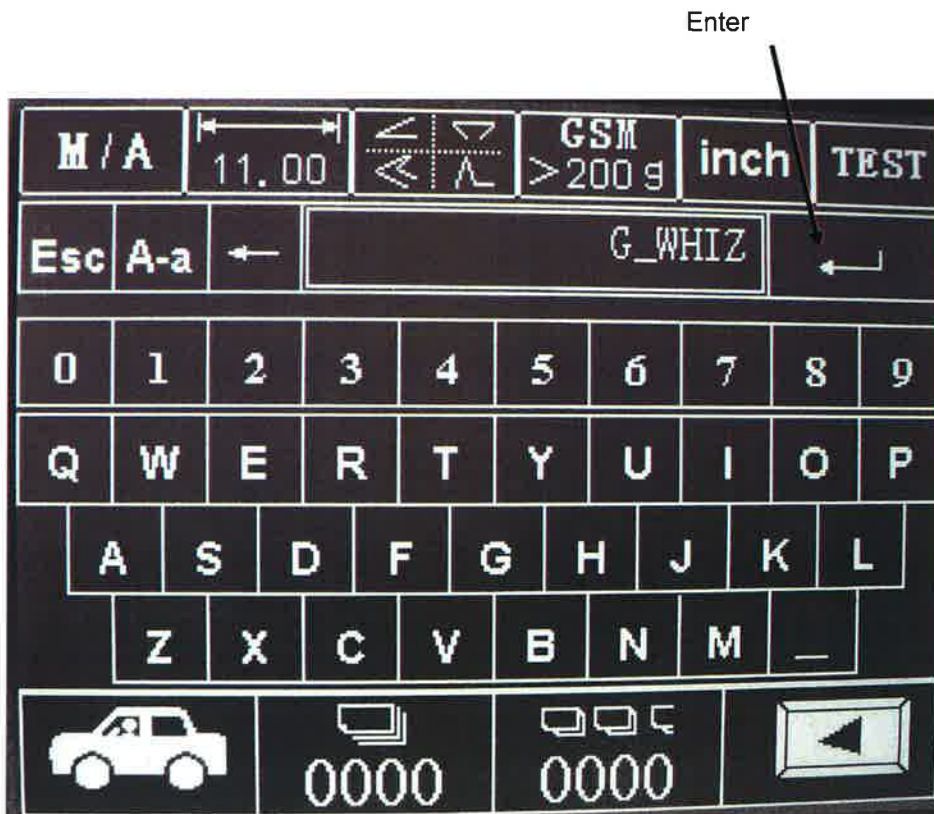


## SAVING A JOB


Saving a job can be done at any time. Ensure that you are in the RUN screen and that the values displayed on the run screen are those you wish to save.

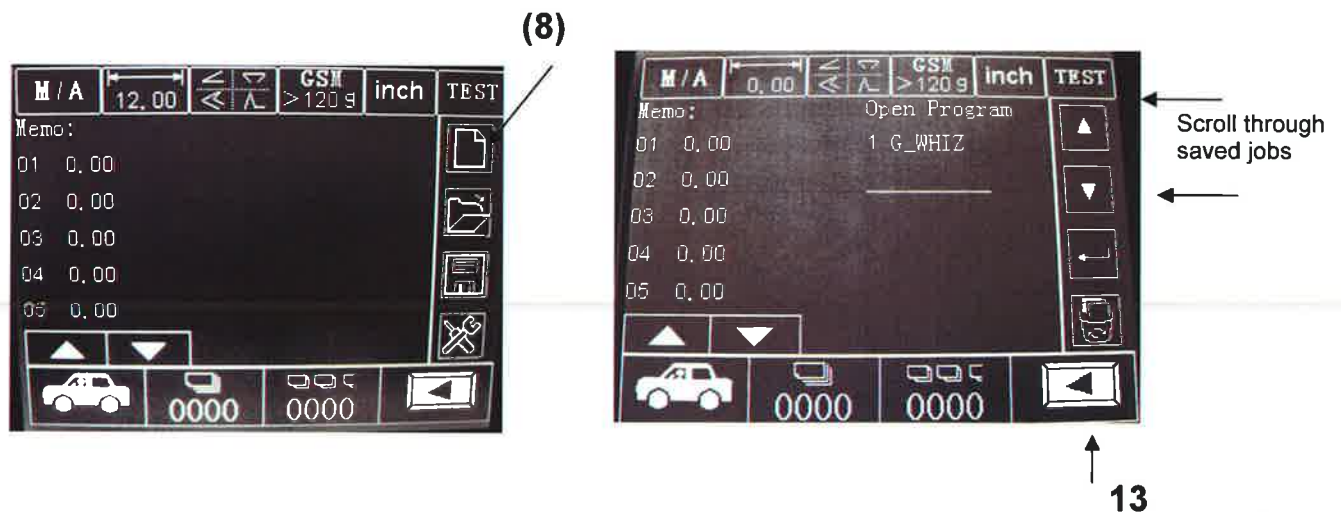


Select (15) Save icon which will take you to the screen below. Enter the program name i.e G\_Whiz, then select the enter ↵ key to confirm it.




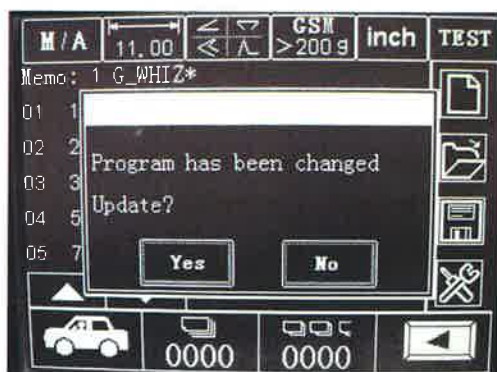
## OPENING AND RUNNING A SAVED JOB

Touch (8) and select the saved program that you want to run. Use the up and down arrows on the right to scroll through saved jobs. After selecting the saved job, press  Enter icon. The name of the saved job will appear on the top left of the screen. (see diagram at bottom of page) Press the Run (13) key to begin operation



## MODIFYING A SAVED JOB

If after opening a saved program a change is required to the position of one or more of the creases, the position of the crease can be easily changed by touching the crease line to edit the value while in the Run screen. If the crease position is not in the first 5 creases displayed on screen, use the up/down cursors (above and below crease values listed) to locate the crease value to change and modify it. Input the new value, then the enter  key. This value will now be the new position. Continue to make all changes necessary. Press the ESC key to return to the run screen.



To save the program for future use press the Save (15) icon. A prompt screen will ask whether to update the existing program.

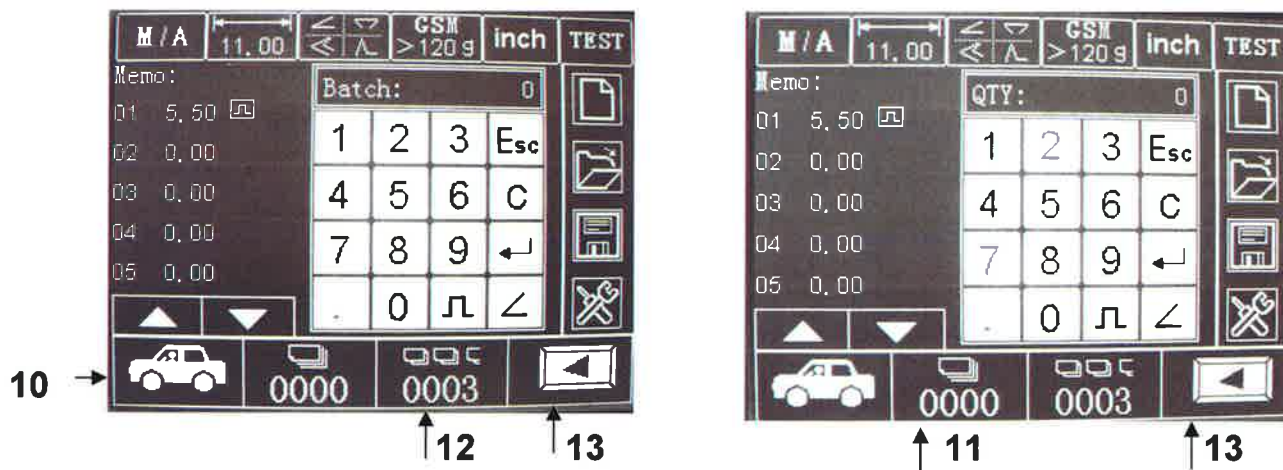
## SPEED

There are 2 speeds. Press (10), and opt for the car icon for quick operation. To operate the machine at a slower speed, touch (10) and opt for the bike icon. It is recommended that a new job should begin in slow speed to ensure that all parameters are correct. Once confirmed, switch to fast speed by stopping the machine, (13) key. The message do you want to resume this process will appear, select No and change the speed of the machine by selecting the car/bike (10) icon. **NOTE: If changing speeds during a job you will lose current quantity, icon (11), value will reset to 0**

## BATCH SETTING

The machine will stop operating after it has produced the number of batches programmed. To program a batch, select Batch (12) key and input the number of batches

to be run. Press the Enter ↵ key to save the value. Note: The screen will not automatically advance to input quantity, press the quantity icon (11) to access input screen.



## QUANTITY SETTING

### **With Batch function on**

Input the number of pieces that make up a batch. The 'QTY' counter will then display the number of pieces that will run within a batch. As the Batch is performed the QTY value counts down to 0. After the initial batch is produced the machine will pause, press Yes to resume the job. The QTY number will return to the original value and the machine will resume operation. Each time a batch is completed, the Batch number will decrease by 1. When the Batch value reaches 0, it will return to the original input value and the process will continue only after pressing the Start (13) key.

## QUANTITY

### **With Batch function off**

To turn the Batch function off, input Batch and QTY values of zero (0). The QTY box now acts as a counter, counting the number of pieces processed through the machine. To clear the counter, press the Start/Stop (13) icon. If you select 'NO' when asked if you would like to resume the process the counter resets to zero. (0)



## DELETING A JOB



Saved programs can also be deleted. Open the saved jobs, select the program you wish to delete and then touch the garbage icon key.

## OTHER MACHINE SETTINGS

Language:	English	 	
Service Phone:	2222		
Version:	1020		
Total Sheet Amount:	56		
Total Press Amount:	115		
	BATCH 0100	QTY 0030	

The operator can review machine settings. Your dealer will have entered their contact information. If the machine was shipped directly to your facility and the dealer telephone number has not been entered, take the opportunity to enter it now.

All other factory default machine settings are password protected to avoid machine disruption.

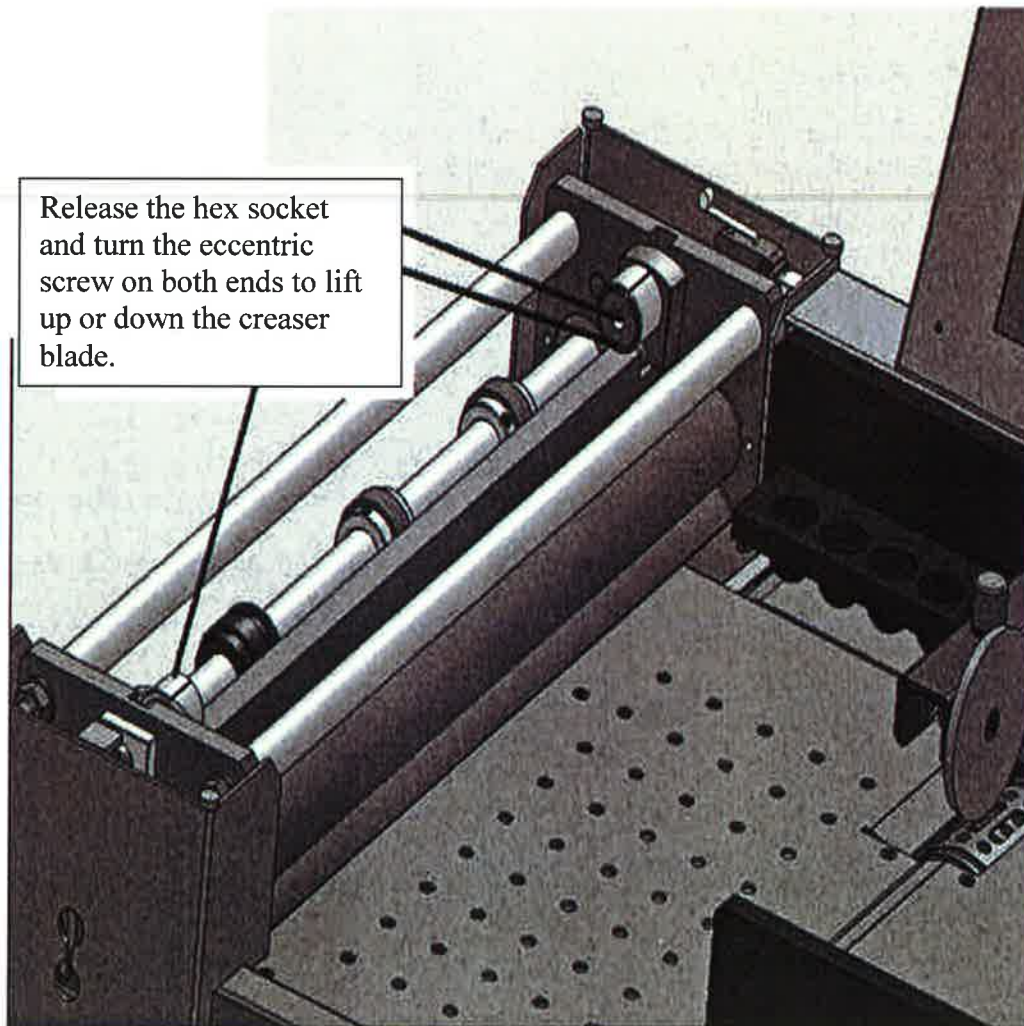


## TROUBLESHOOTING

### “E01 Press Motor Locked” Error message is displayed

**Reason:** The paper is too thick which can result in a paper jam that is difficult to remove.

**Response:** Open the crease unit cover and release the hex sockets. Turn the eccentric knobs on both sides of the crease blade. This will lift up the top creaser blade to increase the distance between the top and bottom creaser blade, as shown in the picture below. Use inch key to advance paper out of the machine. **NEVER** pull jammed sheets from the rollers.

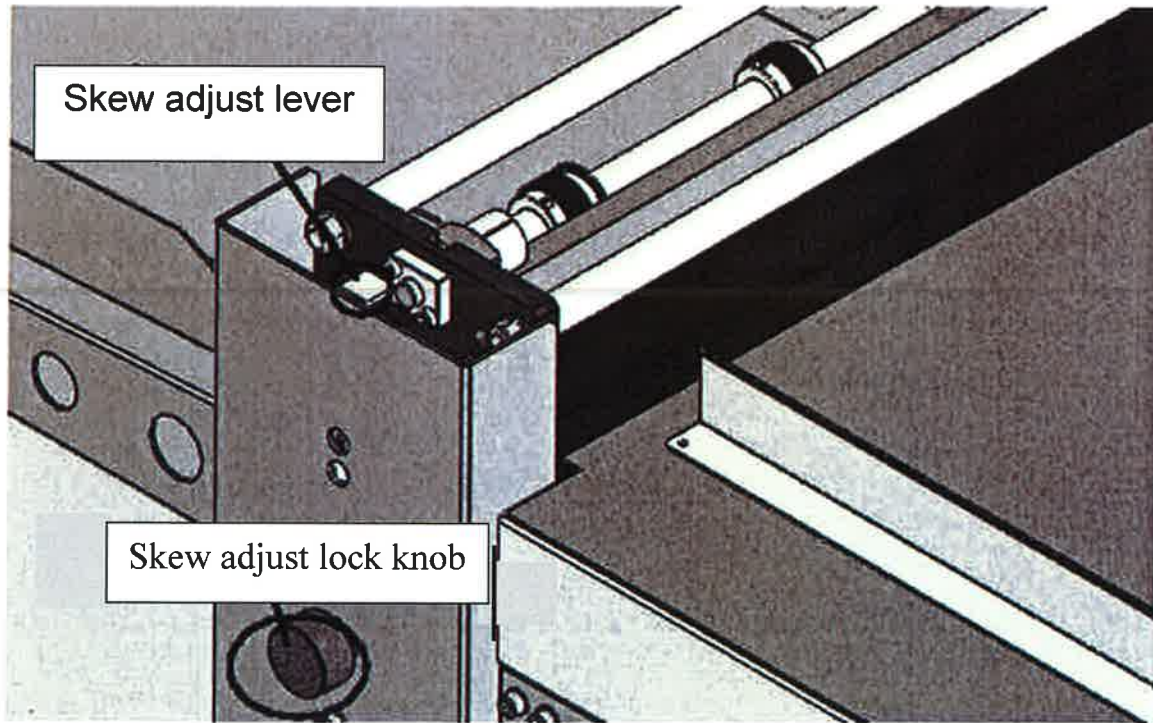




## THE CREASE LINE IS NOT PARALLEL WITH THE PAPER'S LEAD EDGE

**Reason:** Crease unit has shifted and is not parallel any longer

**Response** Release the skew adjust lever lock knob and push the skew adjust lever right or left depending on the direction the crease needs to be skewed.

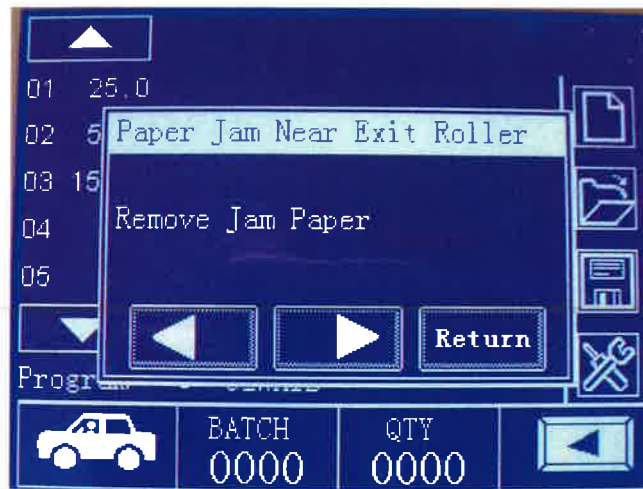


### **"PAPER JAM NEAR EXIT ROLLER"**

If the message on the LCD shows:" **Paper Jam Near Exit Roller**" or "**Paper Jam Double Feed**, or **Remove jam paper**".

Then click the forward direction key/backward direction key to let the jammed paper move out automatically.

Always use these keys to remove jammed paper. **NEVER** pull jammed sheets from rollers.



### **"Door Open"**

If the message on the LCD shows:" **Door Open Close the Door**"

Make sure the cover on top of the rollers is in the proper position.

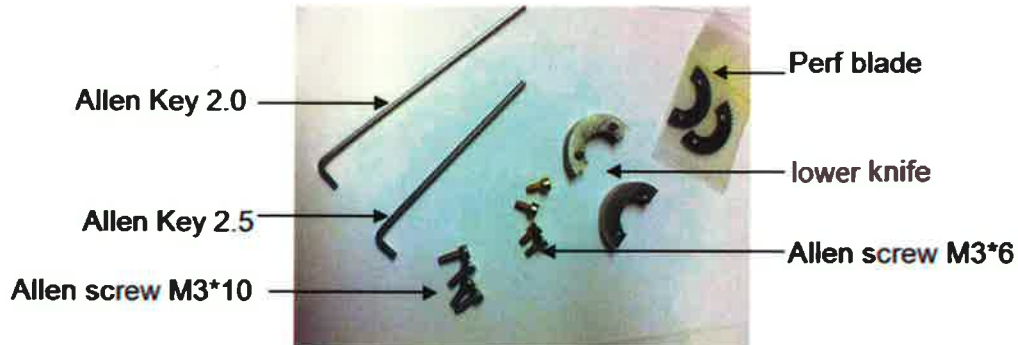


## **MAINTENANCE**

- To avoid unnecessary wear on the rubber infeed roller, periodically clear out paper debris and dust.
  - Monthly – clean rubber rollers and exit tires (i.e. w/ isopropyl alcohol)
  - Monthly – lubricate bearings. (detergent free light oil – i.e. 3 in 1)
-

## Perforation blade assembly

Within the perforation blade assembly kit, you will find two perf blades, two lower knives, four M3\*10 Allen screws and four M3\*6 Allen screws. You will also need a 2mm and a 2.5mm Allen key to complete this installation, which is not included in this kit.



To install this perforation blade kit on a 330 SA or a 370 A creaser; remove the safety cover, you will see the exit shaft with four rubber exit wheels matching with four metal exit wheels. The perf blade kit will be installed onto these exit wheels.

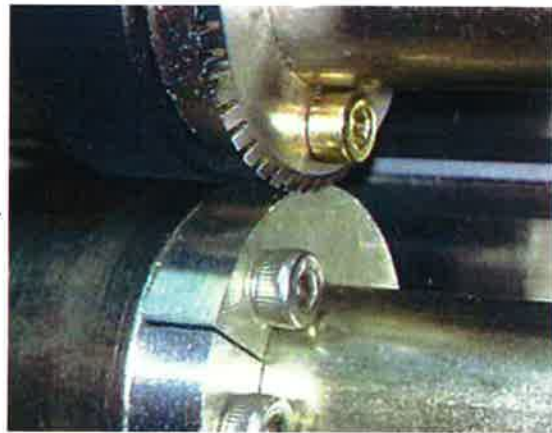
Use a 2mm Allen key to loosen the set screw in the exit wheels. This will allow you to move the wheel along the shaft. On the exit wheel you will see four threaded holes. Take two of the M3\*10 screws and install one lower knife on to it, tighten it with 2.5mm Allen key. Install the other side of the lower knife in the same method; the two knives should match up as shown below.



Once the lower knife is installed, loosen the rubber exit wheel with a 2mm Allen key. Use M3\*6 Allen screws to install the perf blade on the rubber exit wheel, tighten the screws with 2.5mm Allen key. In the same fashion as explained above, install the other perf blade.



Adjust the location of the metal exit wheel and the rubber exit wheel to where the perf blade and lower knife are up against each other.



The installation is complete. To adjust the depth of the perf, move the perf blade further away from lower knife. Tighten the set screw in rubber and metal exit wheels when you are satisfied with the perforation result.