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## **IMPORTANT INFORMATION**

This manual is designed to help you operate the PT330S. Please read, understand and keep this manual in a convenient place for easy access.

DO NOT operate the PT330S 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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## **General Description**

The PT330S is a tabletop creaser designed for short-run creasing of digital or offset printed material.

### **Specifications**

<i>Electrical:</i>	<i>110-130V, 50/60Hz, 10A</i>
<i>Operating Speed:</i>	<i>2800 sph*</i>
<i>Maximum Stock Size:</i>	<i>13" x 25.5" (33 cm x 65 cm)</i>
<i>Minimum Stock Size:</i>	<i>1.9" x 3.5" (5 cm x 9 cm)</i>
<i>Stock Weight:</i>	<i>26# bond- 16 pt</i>
<i>Max.# creasing positions:</i>	<i>6</i>
<i>Program Memory</i>	<i>30</i>

*\* 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 PT330S Creaser**

## **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.

## 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.



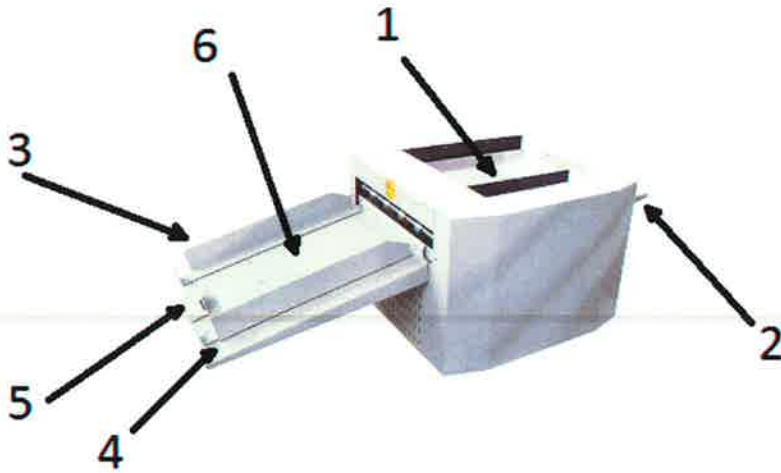
**CAUTION:** The motor may get hot during normal operation use. DO NOT touch any vicinity of the motor.



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



## PRE-OPERATION ASSEMBLY

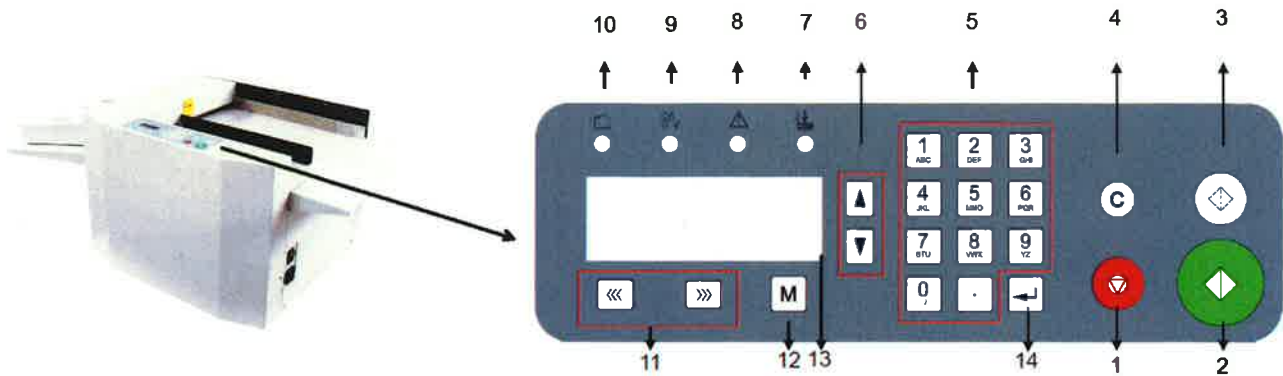


- 
1. Paper feed tray guide
  2. Extension plate; for running longer stock
  3. Exit tray non-operator side guide
  4. Exit tray operator side guide
  5. Exit tray paper stop
  6. Exit tray

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.

## DISPLAY AND KEYPAD



#	Name	Description
1	Stop button	Stop the machine
2	Run button	Start the machine
3	Test button	Allow machine to run one sheet, then stop the machine
4	Clear button	Clear data and error signals
5	Number pad	Use to input numbers
6	Scroll button	Scroll up and down when there are multiple pages
7	No paper signal	Lights up when detects no paper or paper jammed at feeding table. Show error code C-3 on the screen
8	Error signal	Lights up when crease motor jammed. Show error code E-1 on the screen
9	Jam signal	Lights up when jam occurs. Show error code C-2 on the screen
10	Safety cover signal	Lights up when the safety cover is open. Show error code C-1 on the screen
11	Jam clear buttons	Use to job jammed paper forward or backward to clear paper path.
12	Mode button	Press to switch between: Program Job, Recall Job, Save Job and Speed Setting
13	Screen	Display information
14	Enter button	Press to confirm setting or input

## FUNCTION AND OPERATION

There are five different screens: home screen, crease input screen, job recall screen, save job screen and speed setting screen. The machine will be at home screen once turned on, and by pressing the "scroll buttons" the user can scroll through the rest of the four screens.

### Batch setting

Within the "home screen" there are four pages, the first page displays the status of the machine and the counting function on the top row. As shown on the left when 0/0 is displayed there is no count value inputted and the user can input the value using the number pad. The maximum input number is 999. Once the machine reaches the inputted number the machine will stop. On the bottom row of this screen it shows the first two crease positions from the last job that was run..

Ready	0/0
[1] 1.000	[2] 2.000

Use the "scroll buttons" to view the next page. The remaining four crease locations from the same job will be displayed.

[3] 0	[4] 0
[5] 0	[6] 0

Use the "scroll buttons" to reach the third page. Access this screen to display the total number of sheets the machine has run as well as the total creases the machine has completed.

Total sheet: 1
Total Crease: 1

Ver: 1.04
S/N: 123456789

Use the "scroll button" to access the last page of this screen. This page will display the firmware version as well as the serial number.

### Programming a new job.

Pressing the mode button "M" one time allows the user to enter the crease setup page

Input CR Data
[1]                      [2]

[3]                      [4]
[5]                      [6]

Upon entering this screen, [1] will be flashing, use the number pad to input desired crease value. Press "Enter" to set the value and [1] will stop flashing, the number [2] will start to flash. Repeat process as needed. As many as six creases can be programmed. Pressing "Enter" while the crease value is "0" will bring you back to the home screen.



### **Recalling a saved job**

Press the mode button “M” twice to enter job recall screen.

Recall Job  
Job No.1

30 jobs can be saved in the machine. Use the number pad to input the job number that you wish to recall. Press “Enter” to confirm.

### **Saving a job**

Press mode button “M” three times to enter “save job screen”

Save Job  
Job No.1

Similar to job recall; use the number pad to select which number you want to save the current job to. Select a number and press “Enter”. The job that is currently running will be saved in this position.

### **Speed selection**

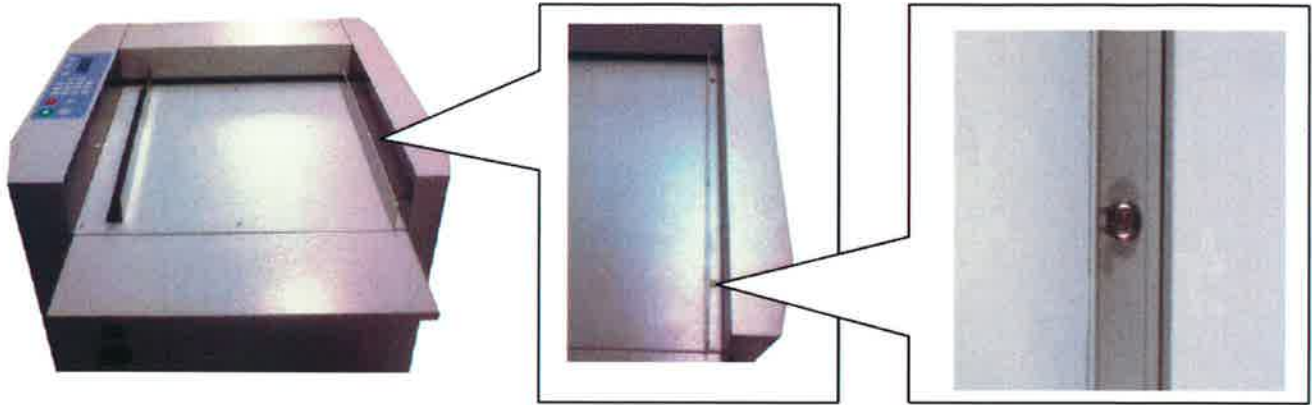
Press mode button “M” four times to enter machine speed screen

Select Speed  
1=Low            2=High\*

Press 1 or 2 on the number pad to select “Low” or “High” speed. Press “Enter” to confirm. The current speed setting will have a “ \* ” after it.

## ADJUSTMENTS

### Crease skew adjustment



The skew adjustment is done by the adjustable side guide that is on the feeding table. Loosen the screw shown in the diagram above to allow you to skew the guide, adjust to desired location then tighten the screw to secure.

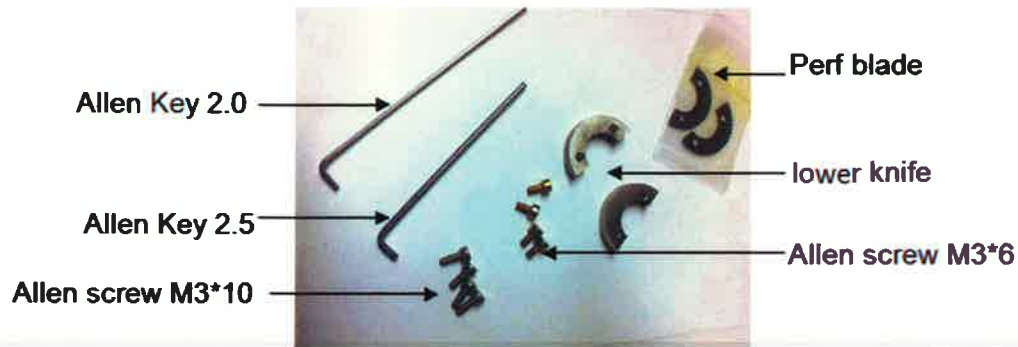
### Crease depth adjustment



Remove the safety cover. The balance bar is the widest one now visible and has two black screws in the middle of it. Using an Allen key, adjust the depth of each side of crease. Bring it even and/or change over all depth by loosening/tightening either/or both of the black screws.

## 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 your 330A 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 the lower knife. Tighten the set screw in rubber and metal exit wheels when you are satisfied with the perforation result.

## **TROUBLESHOOTING**

### **“E-1 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. Or the creasing die is set too low.

**Response:** Use “Jam clear” buttons to roll the paper forward or backward until the jam is cleared. If the roller is not moving when “jam clear” button is pressed; turn off and unplug the machine, open the safety cover and manually roll the roller by hand to clear the jam. **NEVER** pull jammed sheets from the rollers. If jam happens repeatedly, raise the creasing die height using the method explained under “change the depth of crease” (Page 10). Raising the creasing die higher will result in lighter crease on regular sheets, but will also allow heavier sheets to pass. Please adjust accordingly. If the error code still remains please contact your dealer.

### **“Error Code C-1” Error message is displayed**

**Reason:** Safety cover is open

**Response:** Close safety cover. Please do not run the machine without safety cover.

### **“Error Code C-2” Error message is displayed**

**Reason:** Paper jam has occurred due to improper sheet weight, feeding issue and creasing die setting

**Response:** use “jam clear” buttons to roll the jammed sheet out. Readjust the creasing die level if necessary.

**If the user requires a wider crease, the user can program two creases less than 0.02 inches apart. It will allow two creases to overlap and form a wider crease.**

## **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. with isopropyl alcohol)
  - Monthly – lubricate bearings. (with detergent free light oil – i.e. 3 in 1)
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