

# ***Graphic Wizard PT 335 SCC Multi Slitter/ Cutter/Creaser***

Instruction Manual



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# **PT 335SCC Multi Operator Manual**



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## **TABLE OF CONTENTS**

Important Information	<b>3</b>
General Description/Specifications	<b>4</b>
Safety Regulations/Precautions	<b>5</b>
Unloading and Handling	<b>6-9</b>
Cutting principle and limitation	<b>10-11</b>
LCD Display Menu	<b>12,13</b>
Operation	
Programming a job in Manual mode	<b>14</b>
Feed Table set up	<b>22</b>
Programming a job in Job Creator	<b>24</b>

## **IMPORTANT INFORMATION**

This manual is designed to help you operate the PT 335SCC Multi (may be referred to as the "PT SCC" or "SCC" for convenience from here on).

Please read, understand and keep this manual in a convenient place for easy access.

DO NOT operate the PT 335SCC Multi 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 are 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 PT 335SCC Multi utilizes six individual programmed slitter units and a guillotine knife, allowing users to cut up to five stripes and making 32 cuts on sheets up to 350gsm. The PT 335SCC Multi also features cut mark reader to compensate for shifting on digital press, and has a bar-code reader standard. It can process sheets from 8.27" X 8.27" up to 13" X 25.6" and is fully programmable from the touchscreen interface.

## **Specifications**

<i>Electrical:</i>	<i>115V, 50/60Hz, 15A</i>
<i>Operating Speed:</i>	<i>25 sheets per minute*</i>
<i>Maximum Stock Size:</i>	<i>13" x 25.6" (33 cm x 65 cm)</i>
<i>Minimum Stock Size:</i>	<i>8.27" x 8.27" (21 cm x 21 cm)</i>
<i>Stock Weight:</i>	<i>26# bond- 16 pt (100-350 GSM)</i>
<i>Max.# cut position:</i>	<i>32</i>
<i>Max.# crease position:</i>	<i>32</i>
<i>Program Memory</i>	<i>64</i>

*\* based on 8.5"x 11"run landscape, 2 cuts, 1 crease*

*Please note that numerous variables affect the speed at which a machine can run. Setting the machine to run at a slower speed may be necessary to optimize results*



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.

Note: while every effort was made at time of publication to ensure accuracy, Graphic Whizard will not be liable for omissions or errors. Due to continued improvements in this product line, specifications and information are subject to change without notice. Actual results are dependent upon application. Paper stock, print engine used and environmental conditions will affect results



**Please read this manual before attempting to operate the PT 335SCC Multi**

## **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 is level and is well ventilated.
- Ensure that the power cord has been unplugged prior to performing service on the machine
- Ensure that all safety covers and interlock switches are in place and working properly



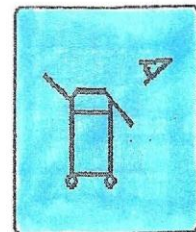
**CAUTION:** Moving parts could cause harm to body parts and/or operator clothing may get caught. Keep body parts and clothing away. Use caution when operating.



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



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



## The PT 335SCC Multi

The PT 335SCC Multi ships in one crate with little additional assembly needed.

Unbox the machine by removing the screws securing the top of the crate to the pallet. Then, lift the top of the crate straight up and off carefully. Do not attempt to lift the crate alone.



# Assembly

## Step 1:

Uncrate the machine and count all the parts according to the packing slip. Make sure the machine has come with all the correct parts. Contact your dealer if otherwise.

## Step 2:

Remove the screws attaching the 335 SCC Multi to the shipping pallet. Do this by removing; either the three top screws on both sides and sliding the machine out, or by removing all screws and taking the brackets off. Keeping these materials once removed will ensure the machine can be shipped safely in the future.

See below: image shown is the front view of the machine once uncrated (an identical bracket is also on the back side of the machine)

Remove the three top screws on both side to lift the machine out.  
Note: the brackets are tight fitting and may damage the paint, to avoid this remove the whole bracket and reattach after the machine is removed



Four bottom screws to remove the bracket.  
Removing all of the screws and the bracket will prevent paint scratches when trying to remove the machine.



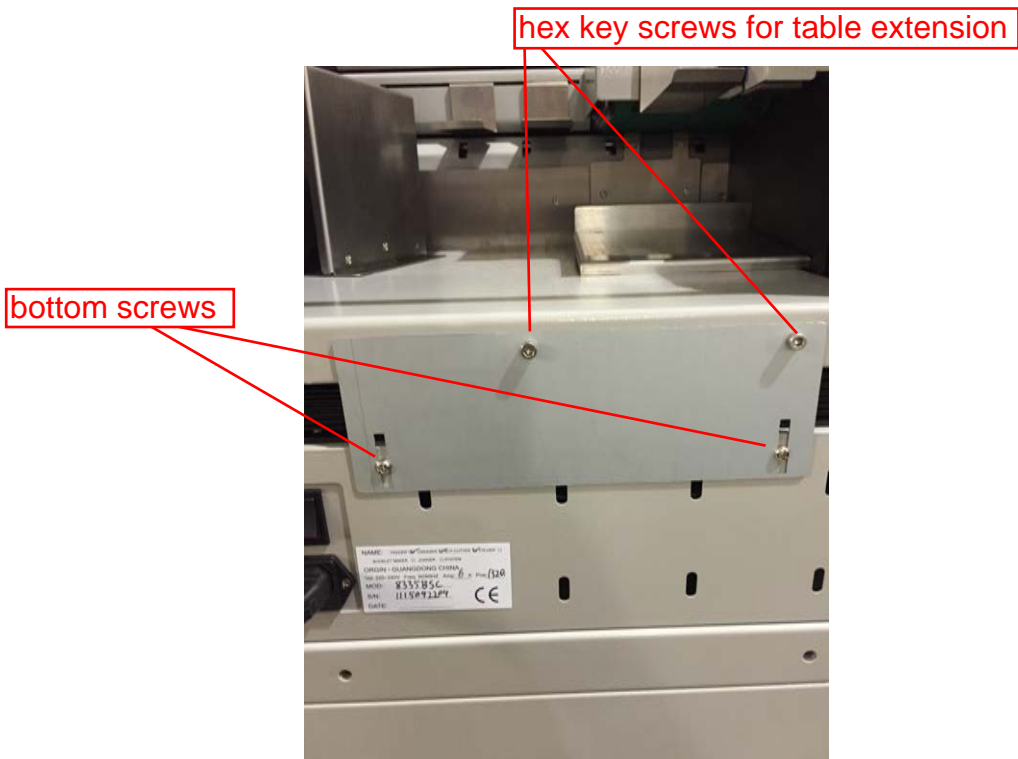
### **Step 3:**

During shipping the PT 335SCC Multi is equipped with two brackets to secure the pile feed tray.

Remove the first by removing the two screws shown below, removing the metal support bar, and then replacing the screws to hold the cover in place.



Remove the second bracket by removing and replacing the two hex key screws which secure the table extensions on top, and the two screws at the bottom.



#### **Step 4:**



For protection of the touch screen, it is taken off while shipping.

If the ribbon cable is visible from the cutout at the top of the machine skip ahead to attaching the touch screen.

Do not remove the back cover.



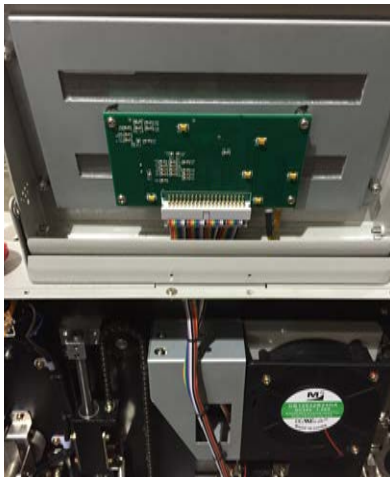
If the ribbon cable is not visible from the cutout for the touchscreen, please continue to follow the instructions.

Remove the back panel from the machine, and put the touch screen on the feeder head according to the cut-out hole for the cable and matching screw holes.



To remove the back cover: remove the screws on either side of the back cover, as well as on top. They will all be visible.

Remove this screw shown on the left by opening the slitter cover. Then, slide the back cover off of the machine. It will fit tightly, avoid forcing the sheet metal to bend.



Next, Remove the back cover from the touchscreen. It will take four screws that are located on both sides.

Slide the touchscreen into the opening on the machine and feed the ribbon cable up to connect. The cable will fit snugly without too much pressure. Do not force the cable in as it will only fit one way.

Secure the touchscreen using the screws and replace the back cover of the screen and the machine.



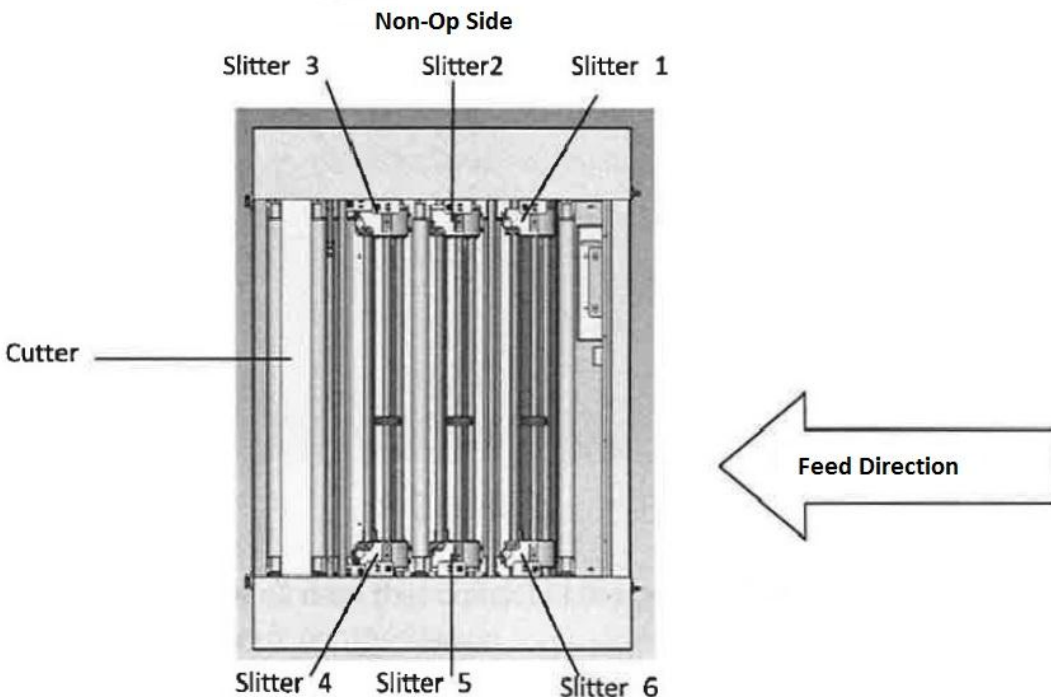
Change the angle of the touchscreen by putting the side screws in the appropriate location for ease of use.

You are now ready to begin learning the setup and operation of the PT 335SCC Multi.

## **PT SCC CUTTING PRINCIPLE AND LIMITATION**

The PT SCC uses six individual slitters. Slitter #1 and slitter #6 have fixed deflectors to push the side trim down into the waste bin. Therefore, it is recommended to always use slitter #1 and slitter #6 to do the side trims. When running paper without slitting or making side trim with slitter #1 and slitter #6, the unused slitters will come out to guide the paper.

Slitter #3 and Slitter #4 have an adjustable deflector that allows you to choose to push the gutter trim down to the waste bin or raise the deflector up it allow a job without gutter to pass through. Before you run a job without gutters or a job that needs to have adjustment made on the adjustable deflector, a message will appear on the screen asking you to either raise the deflector or push them down. Follow the instruction that appear on the screen and press “ok”.



The minimum distance between slitters on the operator side versus the non-operator side is 1.968 inches. This is also the minimum output size. The minimum output size for the cut is 1.181 inches. The limitation on side trim is a maximum of 1.5 inches on each side and a minimum of 0.126". The gutter between stripes needs to be set between 0.197 and 0.59 inches.

For cutting on the SCC, the machine is able to cut multiple cuts on the leading edge, as long as each cut is less than 0.59 inches, in order to allow the cut piece to fall into the waste bin. For the cut between two cards, a gutter between 0.126" and 0.59" or the user can choose a cut without a gutter. The final cut of the sheet that is to go to the waste bin must be larger

than 0.197" and smaller than 0.59". If the tail end of the sheet is to be passed through the machine and into the receiving tray, the tail end must be larger than 1.97" inches.

The PT SCC features a slit-cut mark reader that is located on the non-operator side of the machine. The user will need to input the location of the cut mark on the sheet size input screen. **The values to be inputted will be the measurement from the edge of cut mark that is closest to the edge of the sheet to the side edge of the sheet. The other value will be the measurement from the top edge of the cut mark to the top of the sheet.**

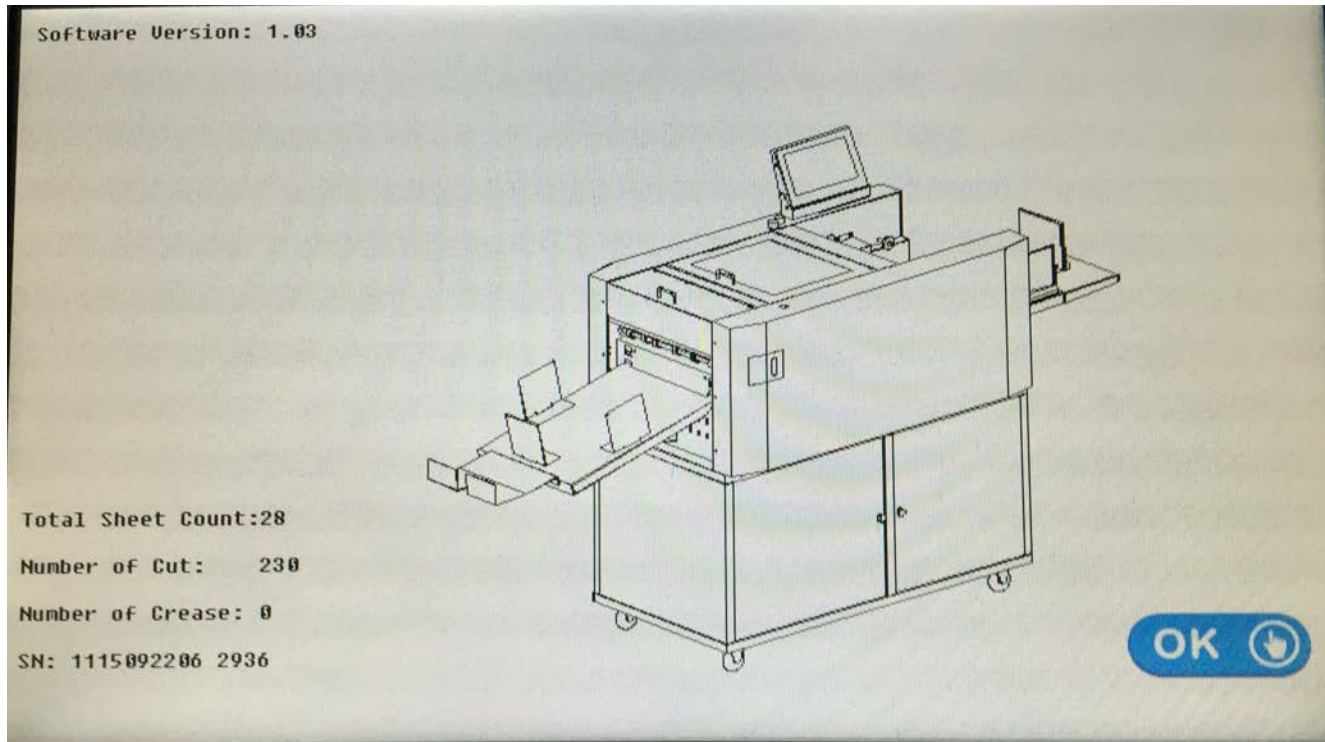
The mark reader will read the actual distance and compare it to the values inputted by the user. If a discrepancy is found the machine will compensate in both directions to ensure job cutting accuracy.

The mark needs to be located between 3.937 and 4.567 inches away from the non-operator side and between 0.118 and 0.787 inches from the lead edge of sheet. The minimum width of the cut mark is 0.118 and the minimum length is 0.196

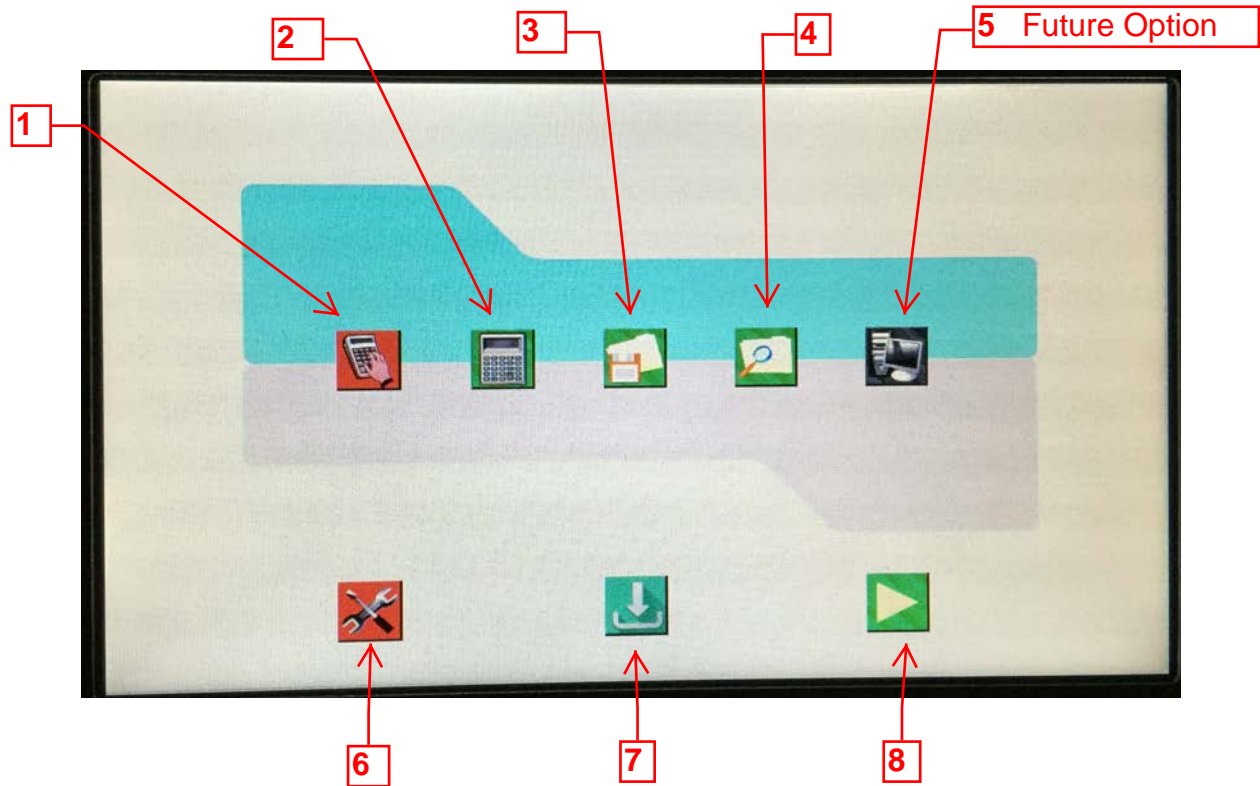
**It is important to take into consideration the parameters and limitations of the SCC when laying out a job.**  
**To ensure best cut accuracy a gutter is recommended between cuts.**

## TOUCHSCREEN DISPLAY AND OPERATION

With power supplied to the machine, move the rocker switch to the left position and ensure emergency stop button is released. The screen to be displayed will be the interface screen which shows the sheet count and cut count. Press "OK" to continue.




## Home Screen

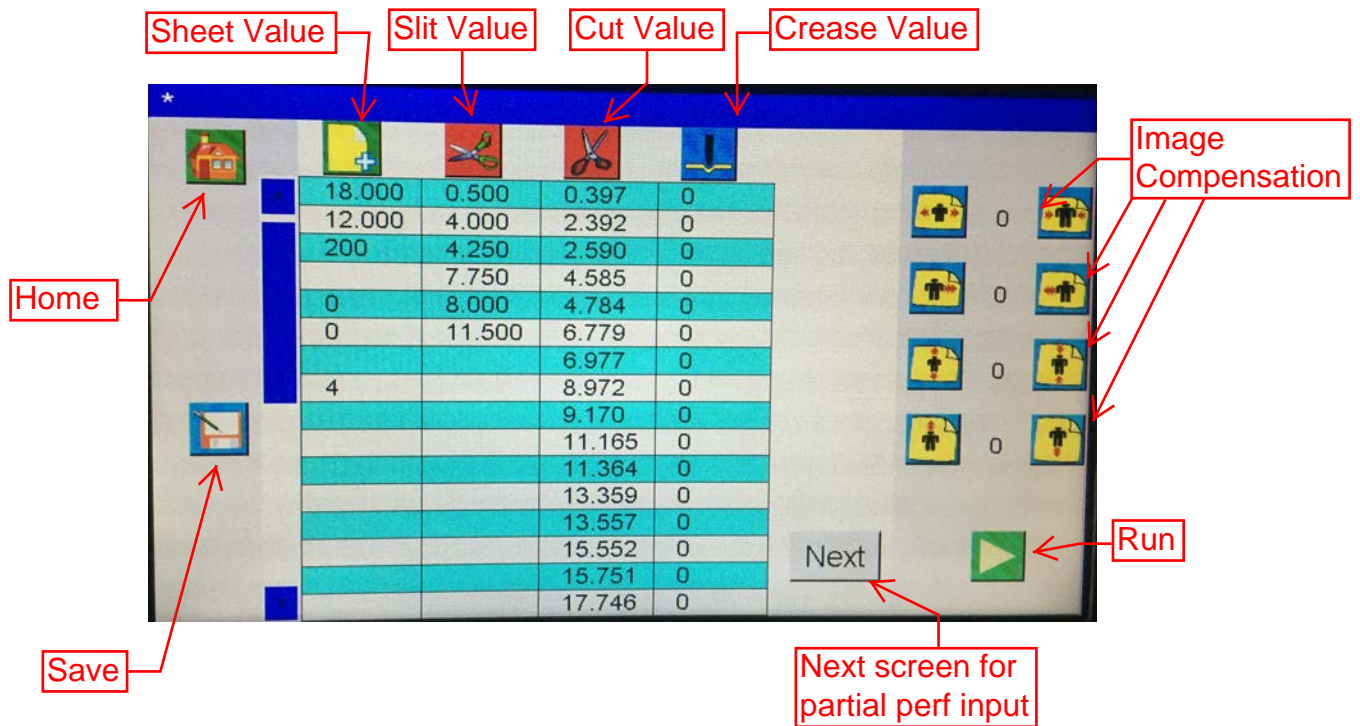


#	Icon Name	Description
1	Manual Input	Allows user to manually input a job
2	Job Creator	Allows user to input a job by providing sheet size, finished size and gutter information
3	User saved files	Allow user to access saved jobs
4	Default templates	Machine default templates that user can use
5	PC job creator	(*optional) Allow user to connect SCC with a personal computer and input job with job creator, job creator software will be provided by Graphic Whizard.
6	Maintenance screen	Allow user to change limited settings, access to password protected service screens.
7	Feed table down	The home button returns the pile feeder to its bottom position
8	Run last job	Allow user to jump to last run job




## PROGRAM A NEW JOB IN MANUAL INPUT

Press Key #1  "manual input" will bring you to the following screen, to input a job manually.

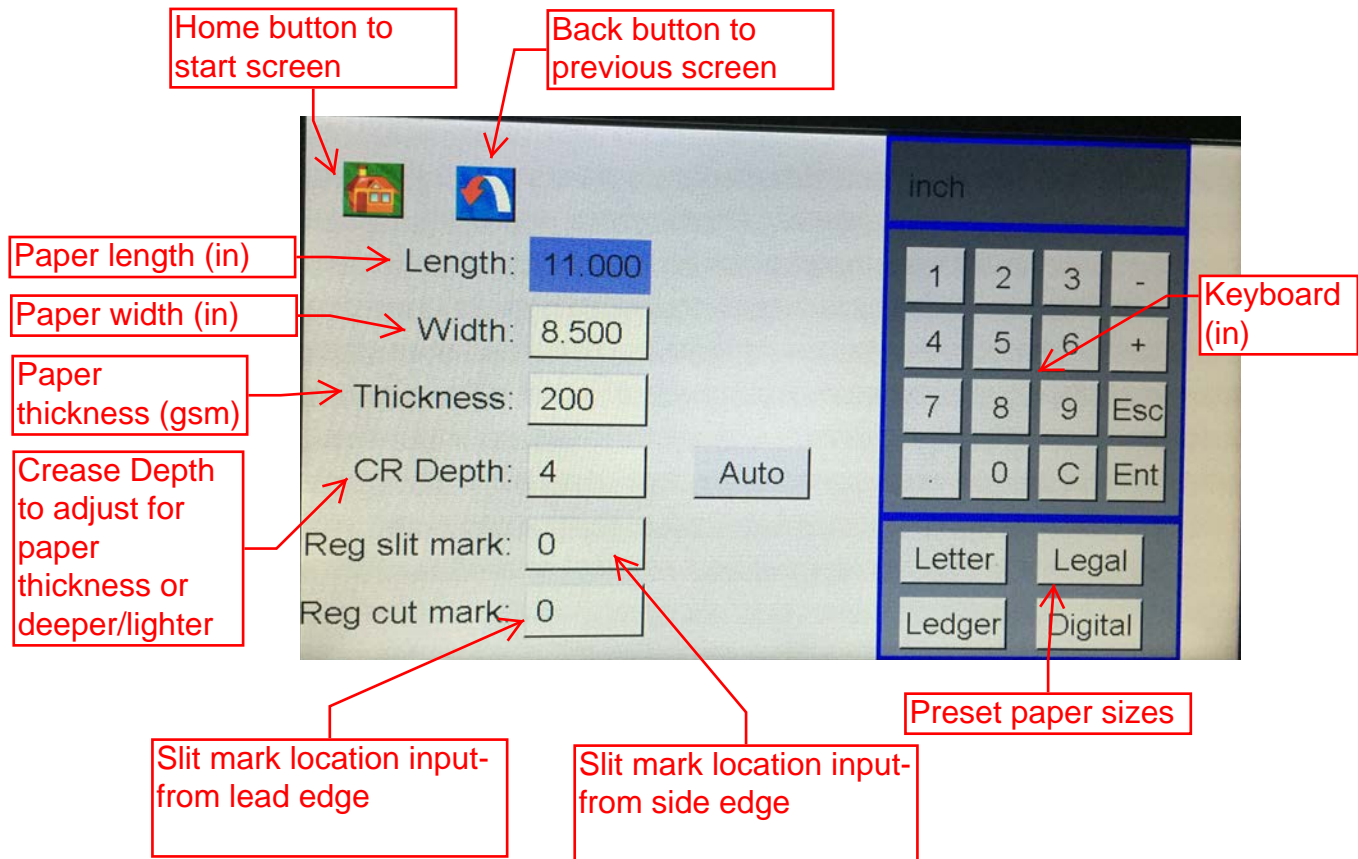


## Step 1: Input sheet information:



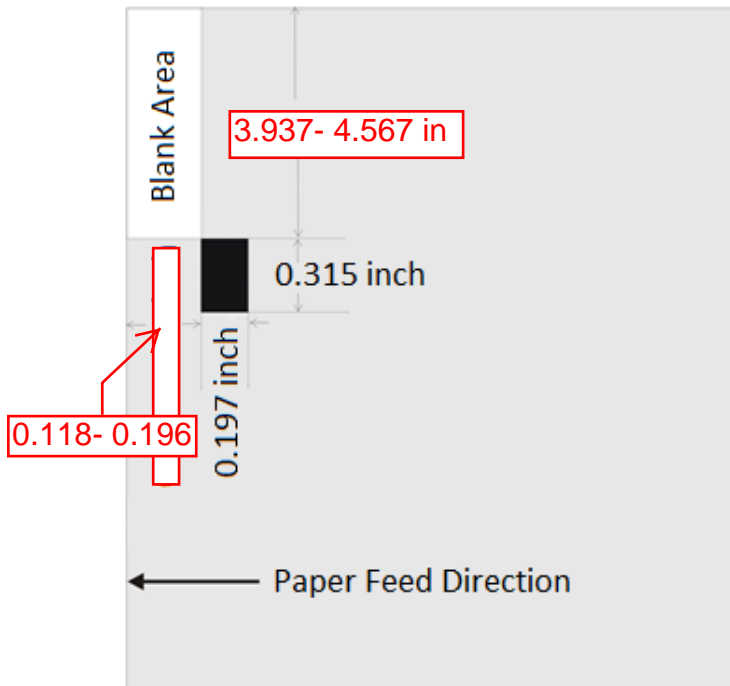
Press  to input sheet size, thickness, and cut mark information. By pressing this icon, user will be asked if they wish to clear all values to create a new job.

Press “Yes” to clear all existing values, press “No” to continue without erase the existing value. After pressing either of the icons, it will take you to the next screen as shown below.



User can pick from preset paper size or input paper size using keyboard.





A cut mark registration bar is a image that is produced in the original print file. This mark is a solid black bar that is printed in the top right hand corner on the sheet that you are cutting. The parameters of the size, and location of this mark are shown in the diagram on this page. (See left)


The purpose of the cut mark is to compensate for the image shifting on the sheet, either up and down or side to side. When the cut mark function is on, the sheet enters the slit cut section. The mark reader reads the location of the mark. If there are any variations of the cut mark location, the slitters and knife cutting position automatically change to compensate for the shift of the image on the sheet of paper.

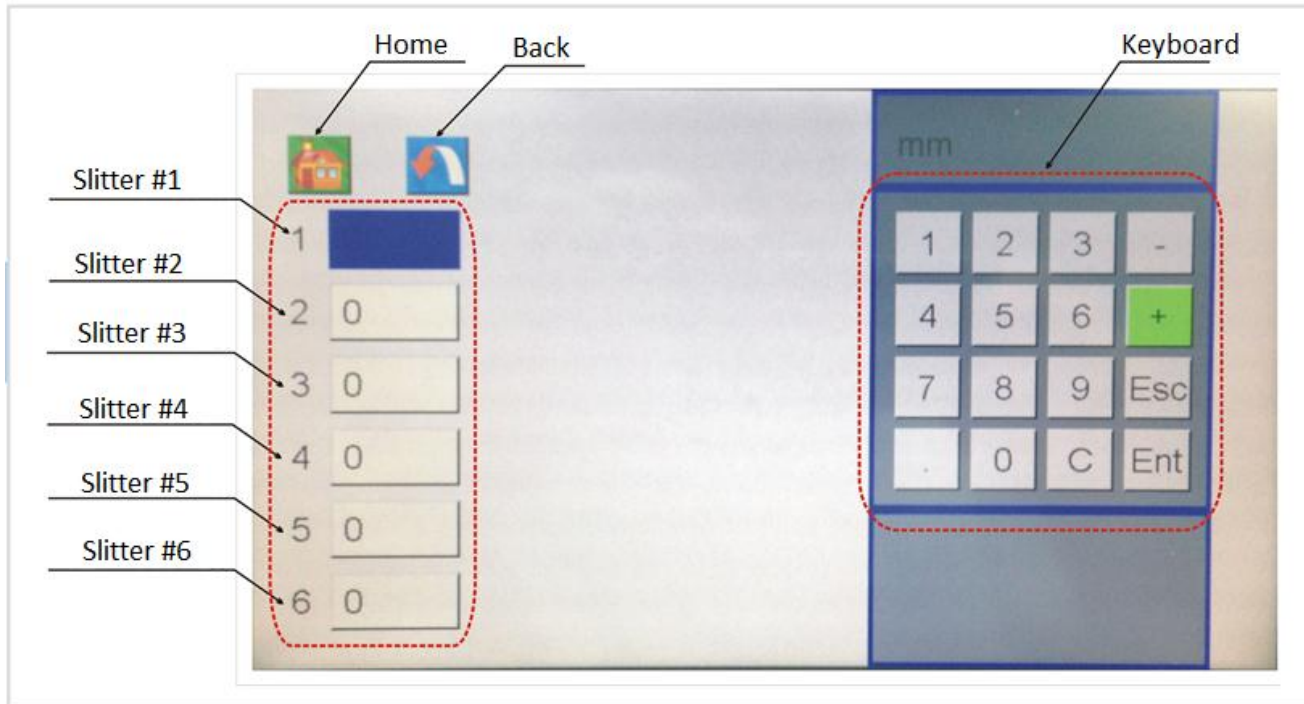
When using the cut mark reader function the location of the mark must be input while programming the job, the two values or measurements that need to be input are the distance of the outer edge of the mark and the non-operators side of the sheet. This is referred to as "reg slit mark". The other value is from the lead edge of the sheet to the top edge of the mark. These values are entered on the first screen when setting up a job either manually or in the job creator.

The operator must also ensure that the cut mark registration function is turned on. This is done by selecting the cut mark icon on the run screen. (See page 20 reference #7)

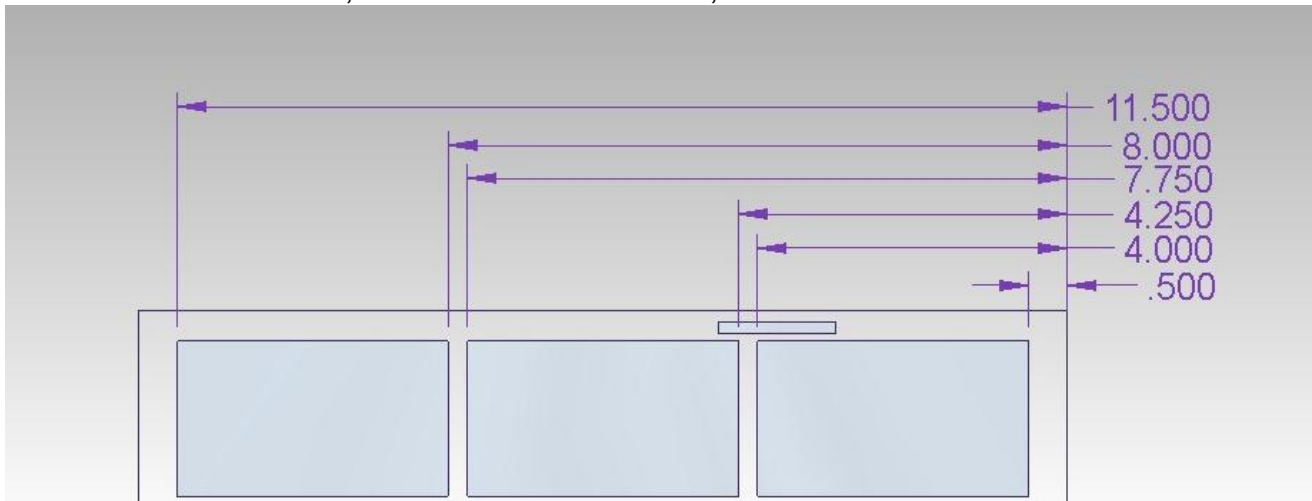
Please note as labeled on the left, the "Blank Area" should not contain any image, failure to do so will affect the function and accuracy of the cut mark function.

## Step 2: Input slit value:

Press  key, to come to the following page.



The six values represent the six slitters. The values that need to be input are the distance of each cut line from the non-operator side of the sheet. As the picture below shows; value for slitler #1 will be 0.5 inch, slitler #2 will be 4 inches, and so on.

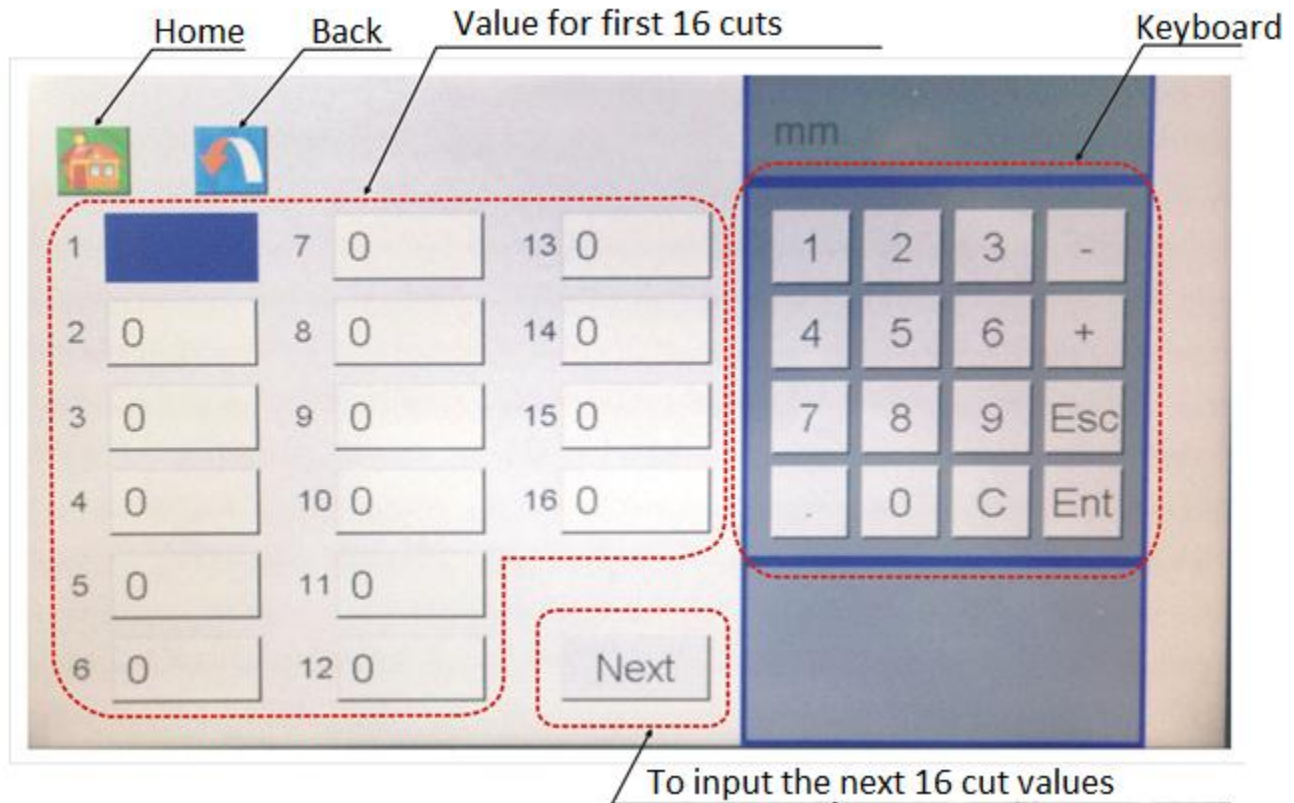


In addition, user can also use the “+” function, Press the “+” key on the keyboard. It will be highlighted with green; the next value input will be added to the previous value. For example, after inputting 0.5 inch as the gutter for slitler #1, key in 3.5 the value for slitler #2, the value of slitler #2 will be shown on the screen as 4 (0.5+3.5) inches.



### Step 3: Input cut value:

The SCC has 32 cut positions per sheet; the values are the distance between each cut and the lead edge of the sheet. The operator can also choose to use “+” function and program the job accordingly.



### Program crease position:

The SCC has 32 crease positions per sheet; the values are the distance between the lead edge of the sheet and each crease. Please note only cards with a finished size longer than 2.56 inches can be output from the slit-cut unit and received by the crease unit. Cards less than 2.56 inches long will not be able to be creased. The operator can also choose to use “+” function and program the job accordingly.

## Perforations

By clicking on the next button in the manual set up screen the perforation input can be reached. This screen allows users to add the start (line one) and the stop (line 2) for each strike perf assembly (1,2,3)

Simply input the start of the perforation (in inches) for the start of the finished piece and where the perforation will end for each strike perf.

Starting at 0 will begin the perf at the start of the sheet.

Ending with the finished sheets length in line 2 will mean the perf runs the full length of the finished piece.

5. Set Perforate for each finished piece

inch


1	0
	0
2	0
	0
3	0
	0

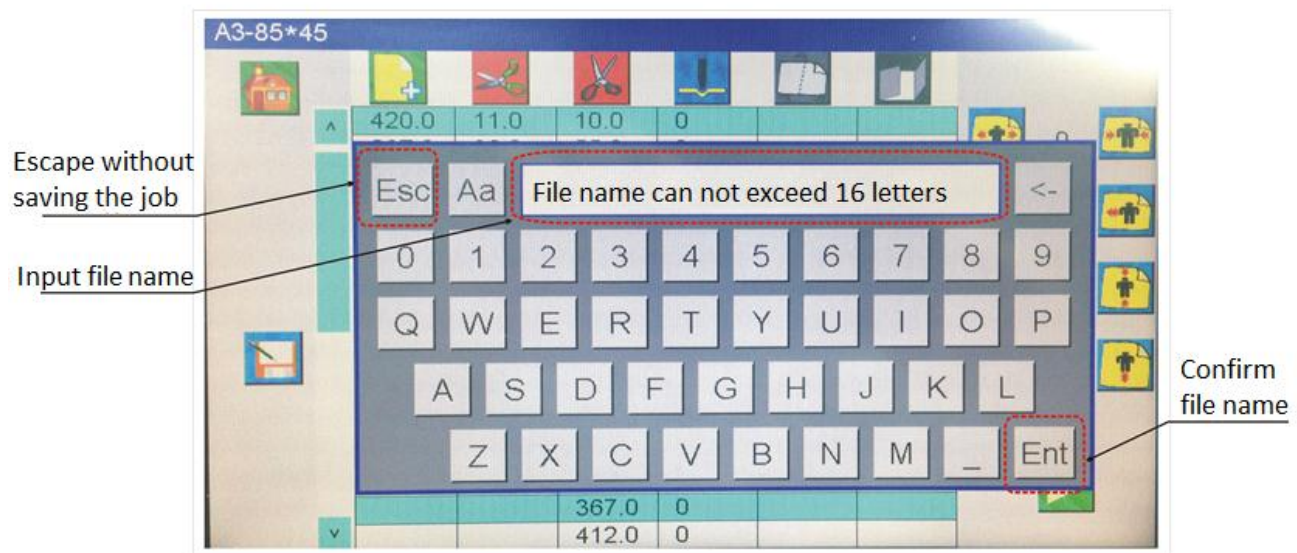
Back Next

1	2	3	-
4	5	6	+
7	8	9	Esc
.	0	C	Ent



#### Step 4: Saving a Job:

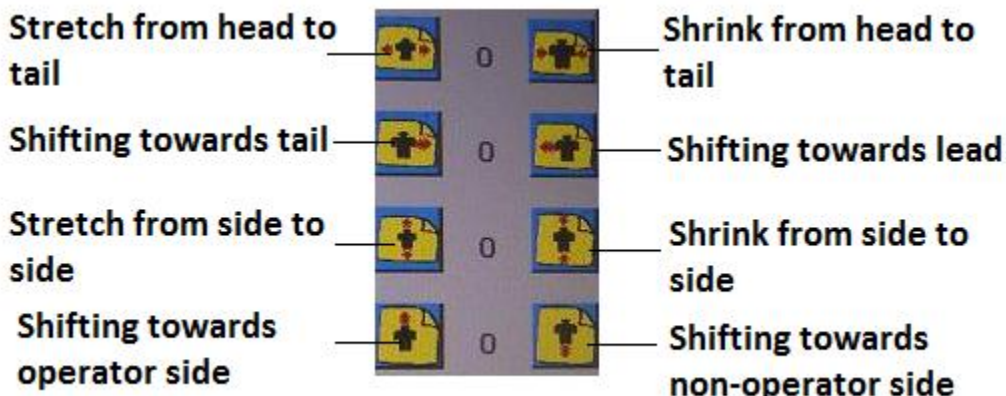
After pressing  key, a keyboard will appear where the user can input the job name and save the job.



#### Step 5: fine adjustment

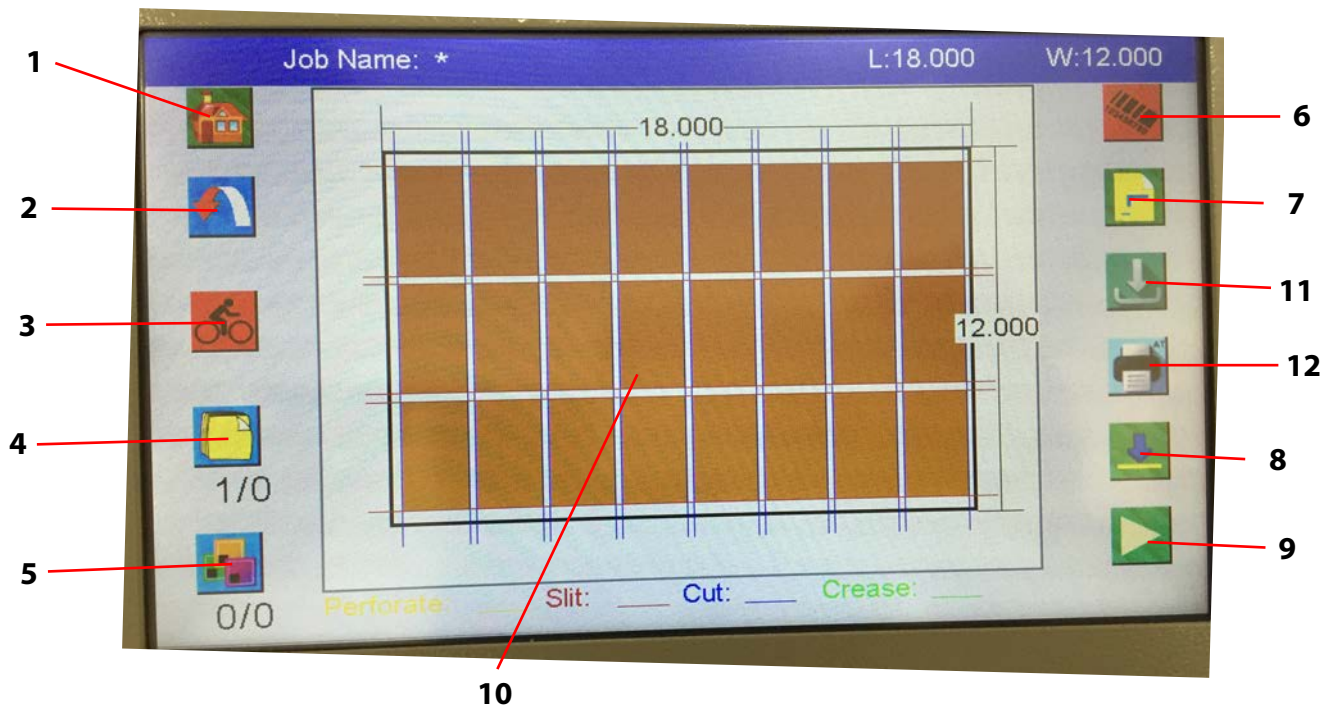
The printed job may not be perfect due to the nature of the machinery it is printed on. There is the possibility that there is a very slight difference between the input value and the actual value of the printed piece. When the actual job is slightly larger than the value, after cutting you may notice the finished job is shifting away. By stretching the cut from head to tail it will compensate, for the slightly larger size, or by using the shrinking icon for an image that is a smaller size. There are also icons that will allow you to shift the cuts towards the head or tail.

Icons for stretching or shrinking the slitters from side to side or shifting slitters toward or away from operator are also available on the image compensation page.



### Step 5: Start

Once all values for the job have been entered the “start button” can be selected this will bring you to the run screen. On the run screen you will find the following information.

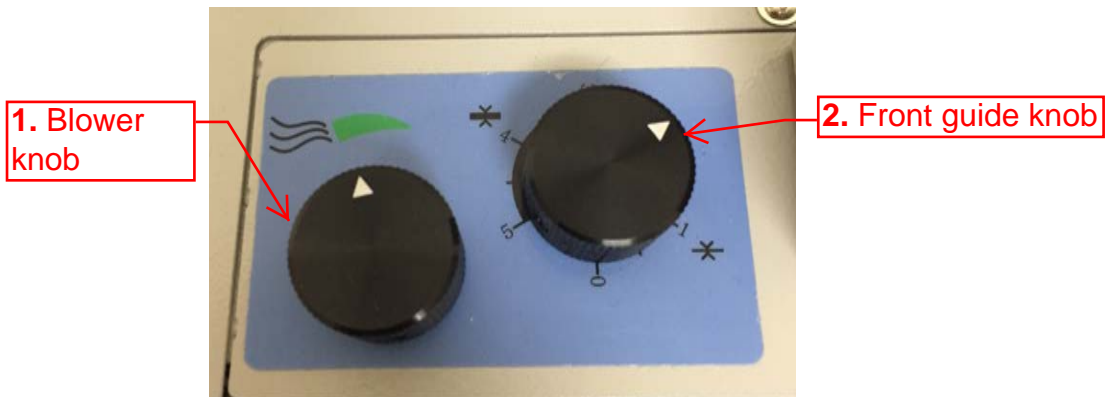


#	Icon Name	Description
1	Home	To go back to home screen
2	Go back	To return to job input screen
3	Speed	To switch between fast and slow
4	Sheet count	To set quantity in a batch
5	Batching	To set the number of batches in a job. NOTE: when each batch finishes, the SCC will stop and show message asking operator to press “yes” to continue.
6	Bar-code reader switch	Optional: turns bar-code reader on/off (if possible)
7	Cut mark reader switch	Turning on or off of the cut mark reader, note the function can only be turned on when a cut mark is programmed in the job
8	Test	Send all slitters home and back to programmed location and then runs one sheet.
9	Run	Run the job until sheet count number is reached. Stops or starts machine.
10	Job layout	Shows the programmed job.

The job layout function is a useful tool to catch any mistakes made while programming the job. The brown color areas indicate the finished piece, the white areas indicate the gutter trim, the blue line indicates the cutting, the red line indicates the slitting, and the green line indicates the creasing.

11	Lower feed table	This button will lower the feed table to its bottom position for loading
12	Perf alignment	This button will send a sheet through to the perf mechanisms in order to allow the user to align the strike perms

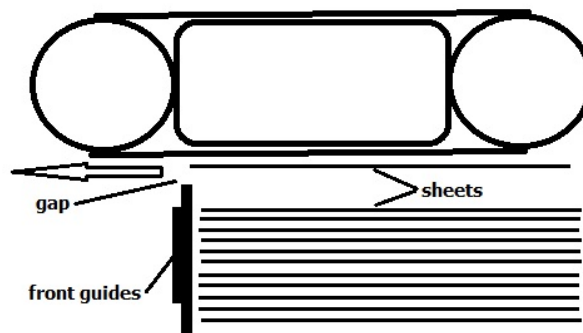
## Setup the feed table



**1. blower knob-** Turn the knob clockwise to make the air vents smaller (see image underneath to left), and counter-clockwise to increase the air vent sizes (see image underneath to right). If stock is thin, the air vent size should be smaller, air vent sizes should increase as paper thickness increases. This air adjustment is important for proper feeding. If a sheet is not being picked up by the belt to feed, please adjust the air.



**2. front guide knob-** Turn the knob clockwise to decrease the gap (shown in illustration below) if double feeding occurs, or turn the knob counter-clockwise to increase the gap if the paper is unable to pass through.



**Stack height knob/ sensor-** Using the knob in the image shown below small adjustments can be made to raise or lower the feed table to increase the gap between the feeding and second sheet. Turn the knob clockwise and the table will rise higher, counter-clockwise to lower the table.



**Skew adjustment-** Using the knob shown below the user can adjust for any skew in the crease or perf of the sheet. If the wheel is turned downward the feed table will move to the left. If the wheel is moved upwards the feed table will move back right. Generally if the paper is perfectly square no adjustments need to be made.





## PROGRAMING A NEW JOB IN JOB CREATOR

After selecting job creator on the main screen, the following pages will appear. **Please note** if wrong value is input into the job creator, the job will be generated accordingly without warning. This function will only give warning when the input value is not within the limitations of the machine.

**Step 1:** Input the length and width of the sheet, user can input each value manually or by selecting one of the four preset sizes. The measured values for the “reg slit mark” and “reg cut mark” if the job is cutting with the cut mark option. Press “next” when finished.

1. Set paper size

Length: 11.000

Width: 8.500

Thickness: 200

CR Depth: 4 Auto

Reg slit mark: 0

Reg cut mark: 0 Back Next

inch

1	2	3	-
4	5	6	+
7	8	9	Esc
.	0	C	Ent

Letter Legal

Ledger Digital

**Step 2:** Input length and width of the finished piece. The length is defined as the distance from the lead to tail of the finished piece, and the width is defined as from the non-operator side to the operator side edge of the piece.

2. Set card size

Card Length: 2.000

Card Width: 3.500

← Length Width

Back Next

inch

1	2	3	-
4	5	6	+
7	8	9	Esc
.	0	C	Ent

**Step 3:** Input the lead trim, which is between the lead edge of the sheet and first cut. Input side trim, the distance between non-operator side and the first slit. The gutter cut is the

gutter between cards from lead to tail, and the gutter slit is the gutter between cards from non-operator side to operator side. Please note if a job is designed without gutter leave gutter slit and/or gutter cut values empty to achieve the result of a job without gutter.

3. Set Trim and Gutter

inch

Lead Trim: 0

Side Trim: 0

Gutter Cut: 0

Gutter Slit: 0

Back Next

1	2	3	-
4	5	6	+
7	8	9	Esc
.	0	C	Ent

**Step 4:** If the finished piece's length is longer than 1.772 inches (minimum length for a card to pass into the creaser), the following screen will appear to ask user to input a crease value. Please note the distance of the crease is measured from the finished piece's lead edge and by inputting the value it will be put on all finished pieces.

4. Set Creases for each finished piece

inch

1 0

2 0

3 0

4 0

5 0

6 0

Back Next

1	2	3	-
4	5	6	+
7	8	9	Esc
.	0	C	Ent


**Step 5:** This screen allows users to add the start (line one) and the stop (line 2) for each strike perf assembly (1,2,3)

Simply input the start of the perforation (in inches) for the start of the finished piece and where the perforation will end for each strike perf.

Starting at 0 will begin the perf at the start of the sheet.

Ending with the finished sheets length in line 2 will mean the perf runs the full length of the finished piece.

5. Set Perforate for each finished piece

inch

1	0	
	0	
2	0	
	0	
3	0	
	0	

Back Next

1	2	3	-
4	5	6	+
7	8	9	Esc
.	0	C	Ent

**Step 6:** Review the finished layout of the job, by pressing "OK" the machine will advance to the run screen, and will no longer be able to go back to job creator screen. By pressing "OK" the job is generated and can be accessed by using manual input function and viewed as a manually inputted job. If the job appears to be incorrect, press back and it will return to the earlier step allowing user to make adjustments.