

Appendix 1 Cutting Format List

1. A fixed form of format

The following shows a list of fixed forms of format.
For detail, please refer to Appendix 2.

Type of rotary blade	Paper size to be cut	Cutting form and the number of allocation	Trimming (Bleeds)
MC-1 Standard	A3 wide	20 Business cards	Four sides
	A4 wide	10 Business cards	Four sides
	A3 wide	10 Double-sized business cards	Four sides
MC-2 Option	A3 wide	20 Business cards	without trimming
	A3	20 Business cards	without trimming
	B4	9 Business cards	without trimming
	A4	10 Business cards (two formats)	One side
	A4	10 Business cards	Two sides
MC-3 Standard	A3 wide/US Standard 12"x18"paper size	20 Business cards (50.8mm /2")	Four sides
	A4 wide /US Letter size /12"x9"	10 Business cards (50.8mm /2")	Four sides
	A3 wide/US Standard 12"x18"paper size	10 Double-sized business cards (50.8mm /2")	Four sides
HC-1 Option	A3 wide	8 Postcards	Four sides
	320x450mm	6 Postcards	Four sides
	A3 wide	8 Large-sized postcards	Four sides
	320x450mm	6 Large-sized postcards	Four sides
	A3 wide	4 Double-sized postcards	Four sides
HC-2 Option	A3	8 Postcards	One side
	A4	4 Postcards	One side
	4 postcards-sized paper	4 Postcards	without trimming
	A3	8 Large-sized postcards	without trimming
	A4	4 Large-sized postcards	without trimming
	A3	4 Double-sized postcards	One side
	A4	2 Double-sized postcards	One side
	4 postcards-sized paper	2 Double-sized postcards	without trimming
DC-1 Option	A3 wide	One A3	Four sides
	A3 wide	Two A4	Four sides

* It is possible to make a fine adjustment for the cutting length, trimming length and top at every

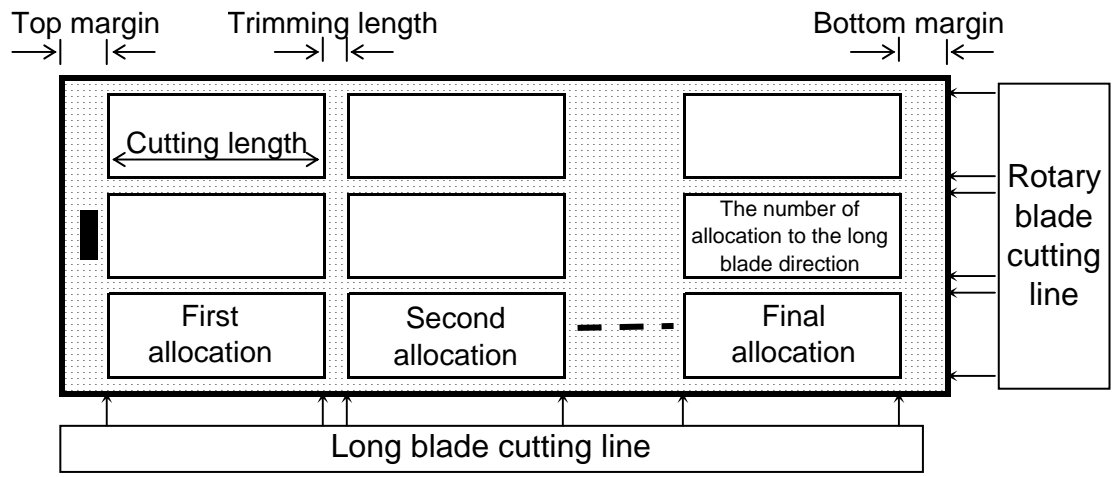
2. Free Format

This allows you to assign a cutting size freely by setting the following items.

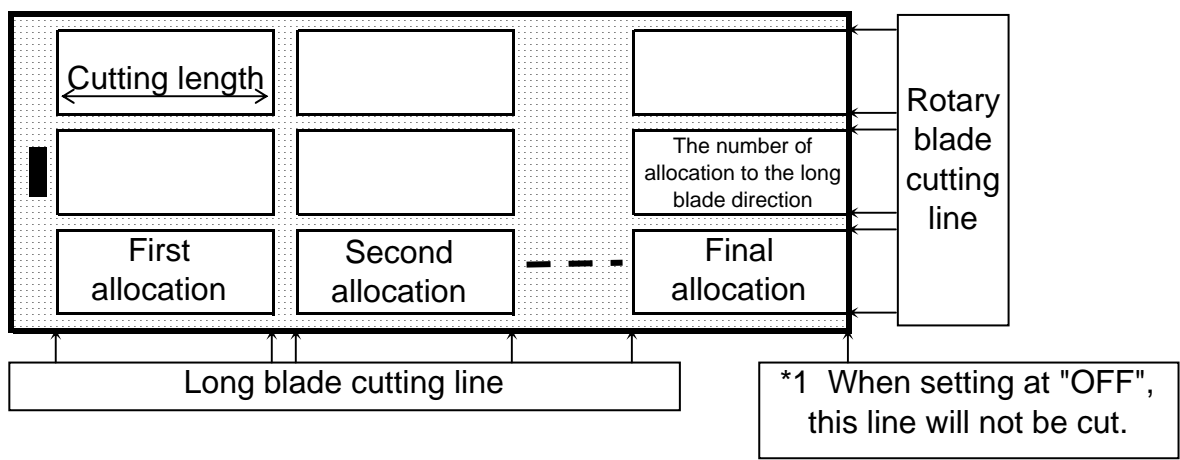
For detail, please refer to Appendix 2.

Item	Description
Rotary blade cutting line	<p>It depends on the kind of rotary blade to be equipped.</p> <p>MC-1 (Rotary blade for a business card with trimming margins) MC-2 (Rotary blade for a business card without trimming margins) MC-3 (Rotary blade for a 50.8mm business card with 4 sides trimming margins) HC-1 (Rotary blade for a postcard with trimming margins) HC-2 (Rotary blade for a postcard without trimming margins)</p>
Long blade cutting line	<p>It depends on the value of the cutting length, trimming length, top margin, the number of allocation to the long blade direction and bottom margin cutting, which are fixed in the format setting program.</p>
Cutting length	<p>It fixes the length to be cut by the long blade (see figures in next page). The setting is available between the length of 60mm and 471.5mm (2.36" to 18.56").</p>
Trimming length	<p>It fixes the trimming length against the direction of the long blade. (see figures in next page) With trimming and without trimming are available. The setting of the trimming is available between the length of 8mm to 12mm (0.315" to 0.472"). When setting the trimming at 0mm, the trimming will disappear (without trimming).</p>
Top margin	<p>It fixes the length from the paper top edge to the first allocation assigned against the long blade direction. (see figures in next page) Setting with or without top margin is available. The top margin is available between the length of 17mm to 30mm (0.67" to 1.18"). When setting the top margin at 0mm, the margin will disappear (without top margin).</p>
Number of allocations to the long blade direction	<p>It fixes the number of allocation to the long blade direction. (see figures in next page) Up to seven allocations can be assigned.</p>
Bottom margin cutting	<p>When there is the bottom margin, select "ON" so that the bottom margin will be cut. When there is not the bottom margin, select "OFF" so that the bottom margin will not be cut. When setting at "OFF", the final line on the final allocation will not be cut. *1</p>

(1) Example of a format with bottom margin



(2) Example of a format without bottom margin



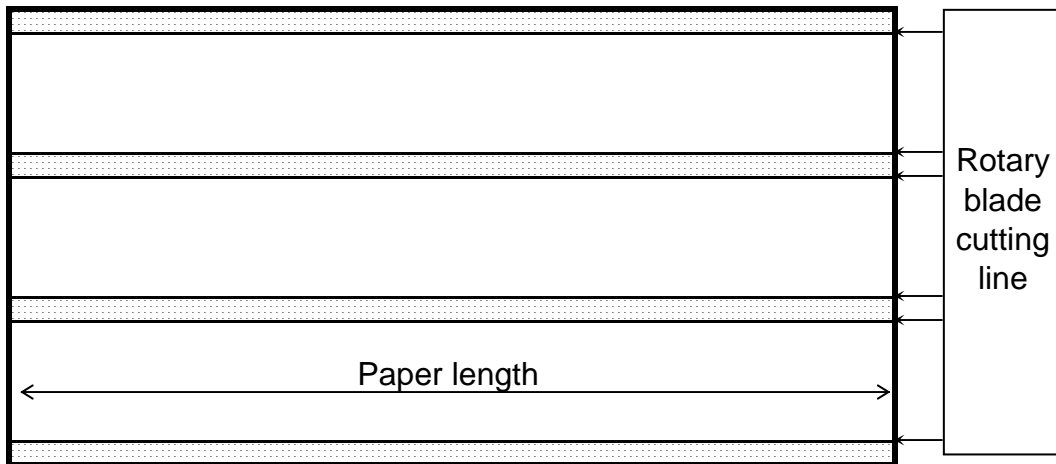
3. Format which does not use the long blade.

This is a format which only needs rotary blade without using a long blade.

Please see Appendix 2 for detail formatting.

Item	Description
Rotary blade cutting line	It depends on the kind of rotary blade to be equipped as follows: MC-1 (for a business card with trimming margins) MC-2 (for a business card without trimming margins) MC-3 (for 50.8mm business cards with 4 sides trimming margins) HC-1 (for a post card with trimming margins) HC-2 (for a post card without trimming margins) DC-1 (for a decorative cutting)
Long blade cutting line	Not used on this format.
Paper length	It fixes a paper length to be fed. (Refer to the figure in below) The setting is available between the length of 208mm and 471.5mm (8.19" to 18.56").

Example of format



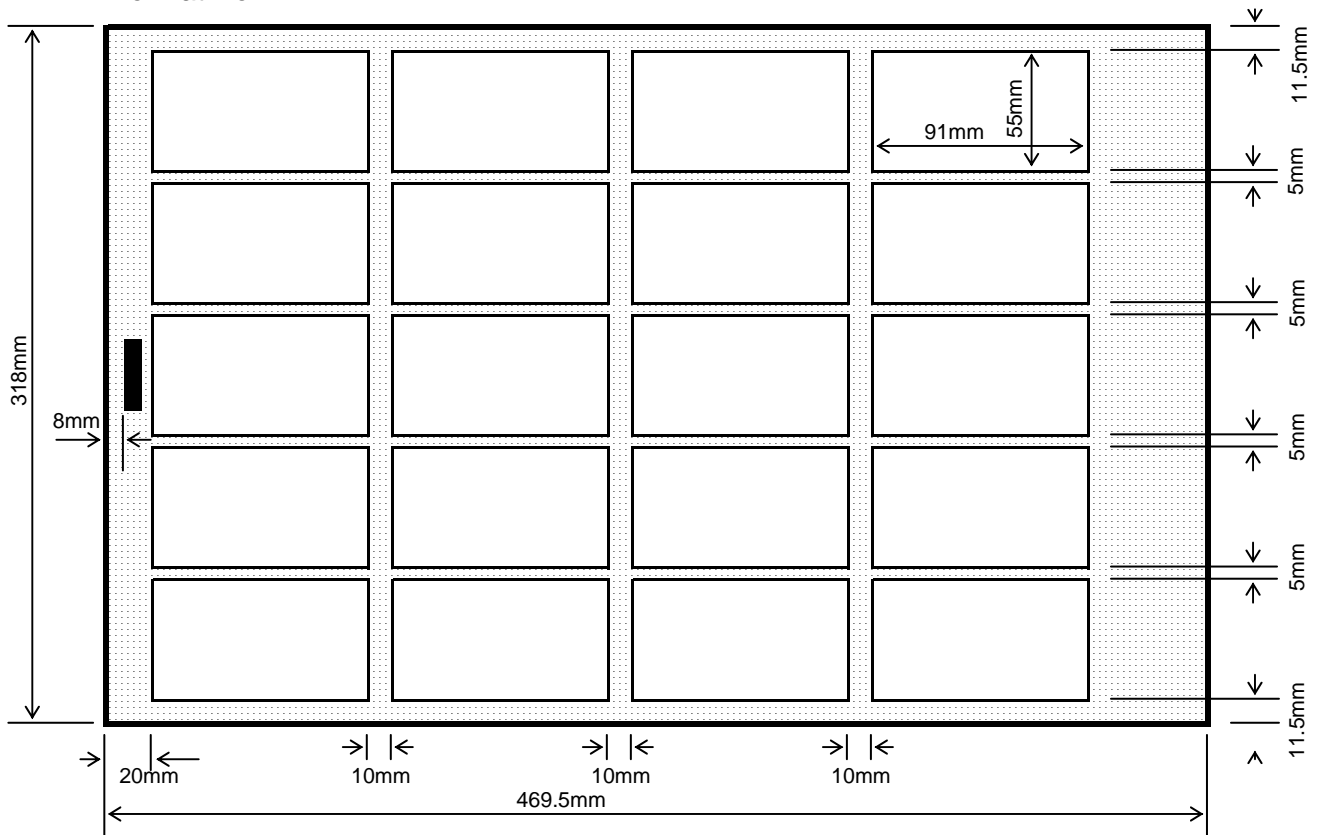
Appendix 2 Cutting Format

1. Format using a rotary blade MC-1 (Standard blade)

(1) Format to allocate 20 business cards into A3wide (Use Rotary blade MC-1)

Format No.: F1

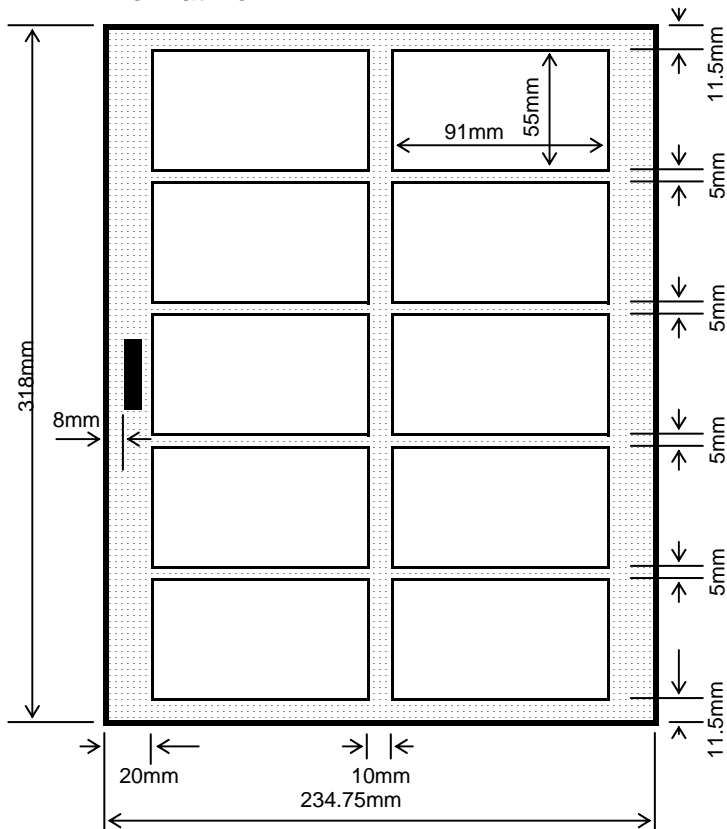
Size: from A3wide to business card



(2) Format to allocate 10 business cards into A4wide (Use Rotary blade MC-1)

Format No.: F2

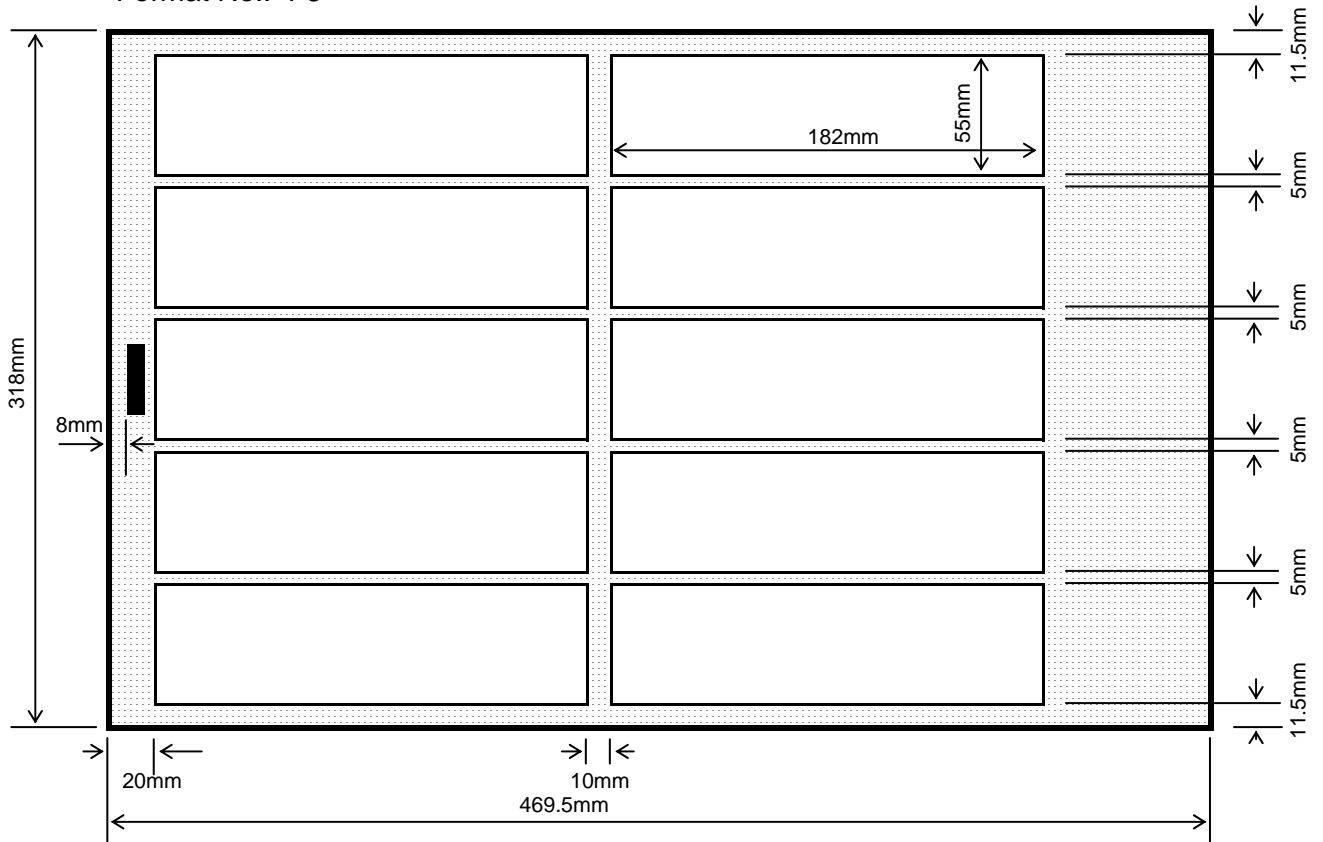
Size: from A4wide to Business



(3) Format to allocate 10 double-sized business cards into A3wide (Use Rotary blade MC-1)

Format No.: F3

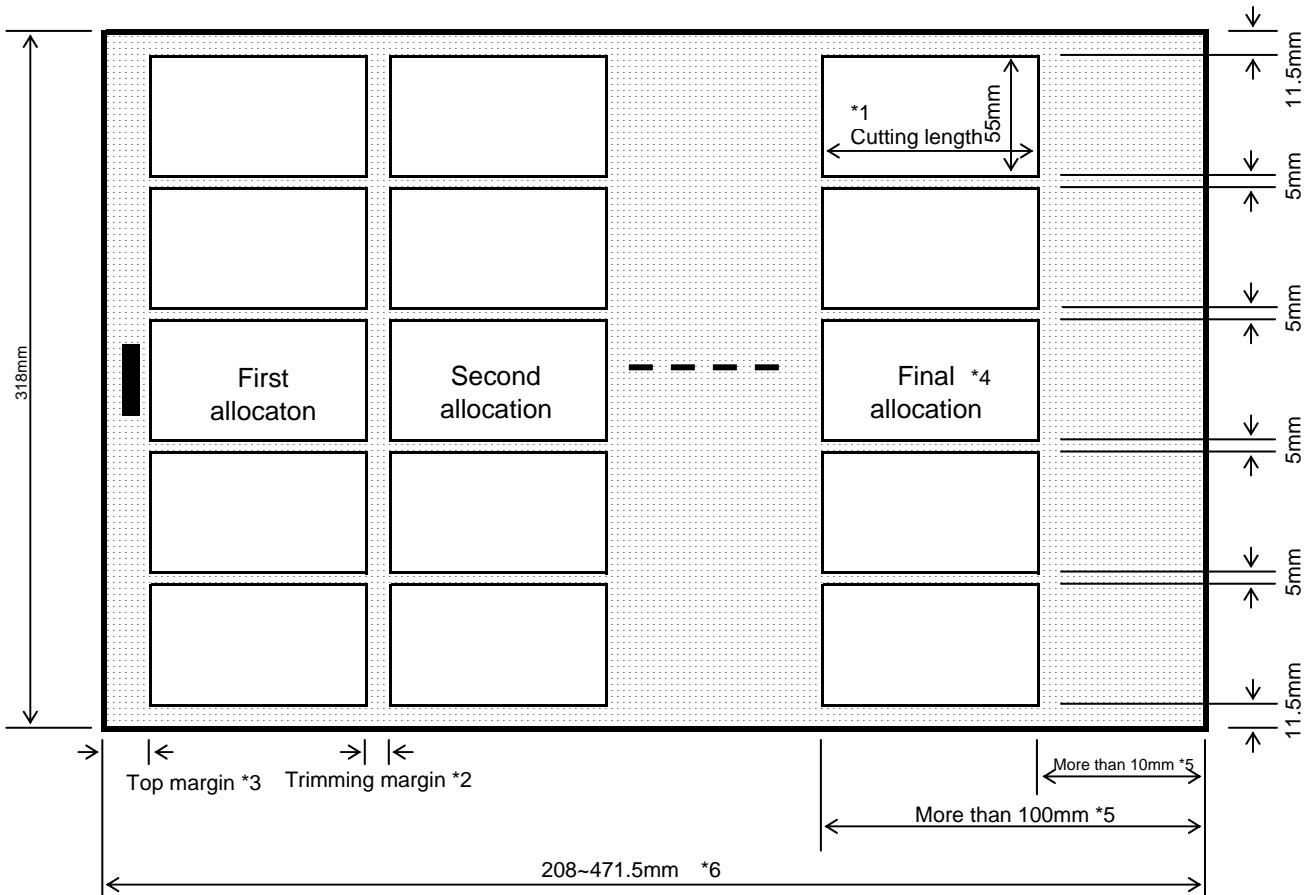
Size: from A3wide to Business card W



(4) Free Format (Use Rotary blade MC-1)

Format No.: fF1 to fF8

This format enables you to freely set the cutting size using the long blade under the following



*1 Cutting length is available between 60mm to 471.5mm.

*2 Setting with or without trimming is available.

The length of the trimming is available between 8mm to 12mm.

When setting the trimming at 0, the trimming disappears (without trimming).

*3 Setting with or without top margin is possible.

The top margin is available between the length of 17mm to 30mm.

When setting the top margin at 0, the top margin disappears (without top margin).

*4 Up to 7 allocations to the direction of the long blade can be placed.

*5 You can select "ON" so as to cut the bottom margin, or "OFF" so as not to cut the bottom margin.

When you select "ON", please keep the margin as follows;

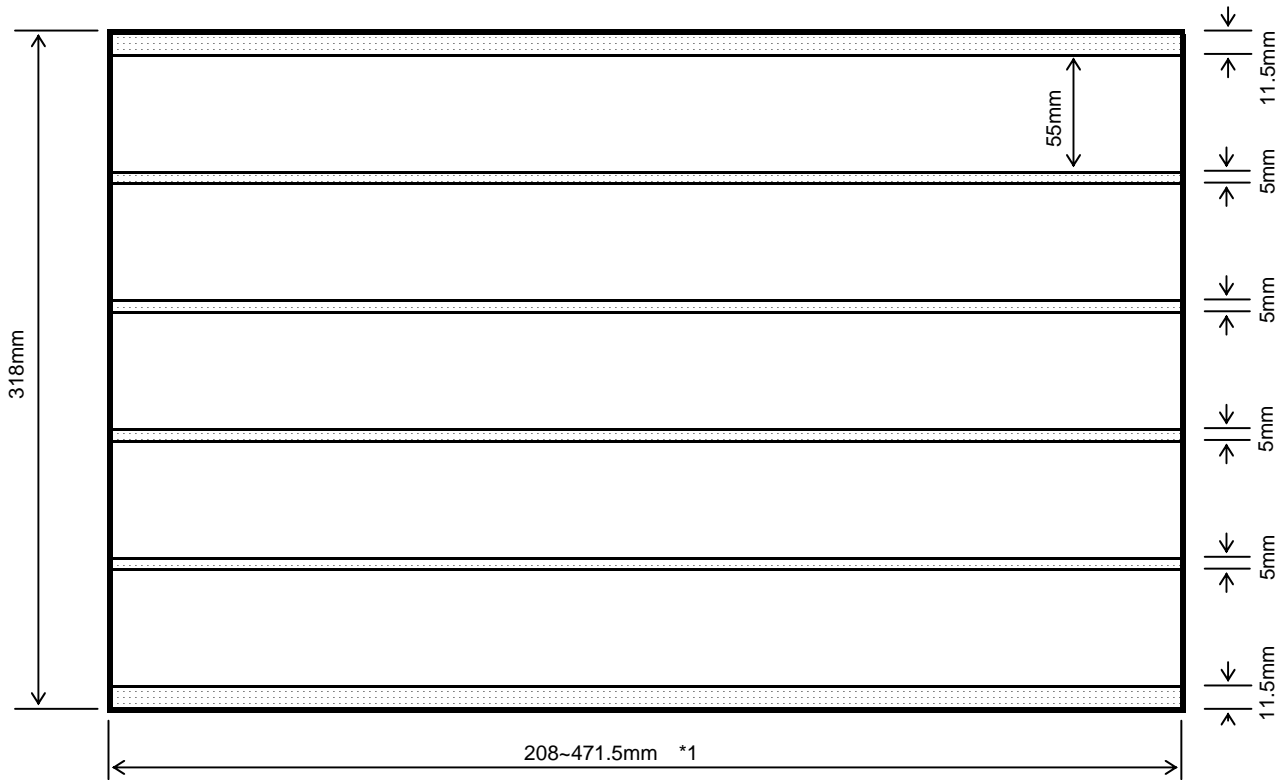
- The length from the start position of the final step-and-repeat to the paper bottom edge needs more than 100mm.
- The bottom margin needs more than 10mm.

*6 It is possible to feed a paper between the length of 208mm to 471.5mm.

(5) A format which does not use the long blade (Use MC-1)

Format No.: sF1 to sF8

This is a format which only needs the rotary blade without using a long blade.



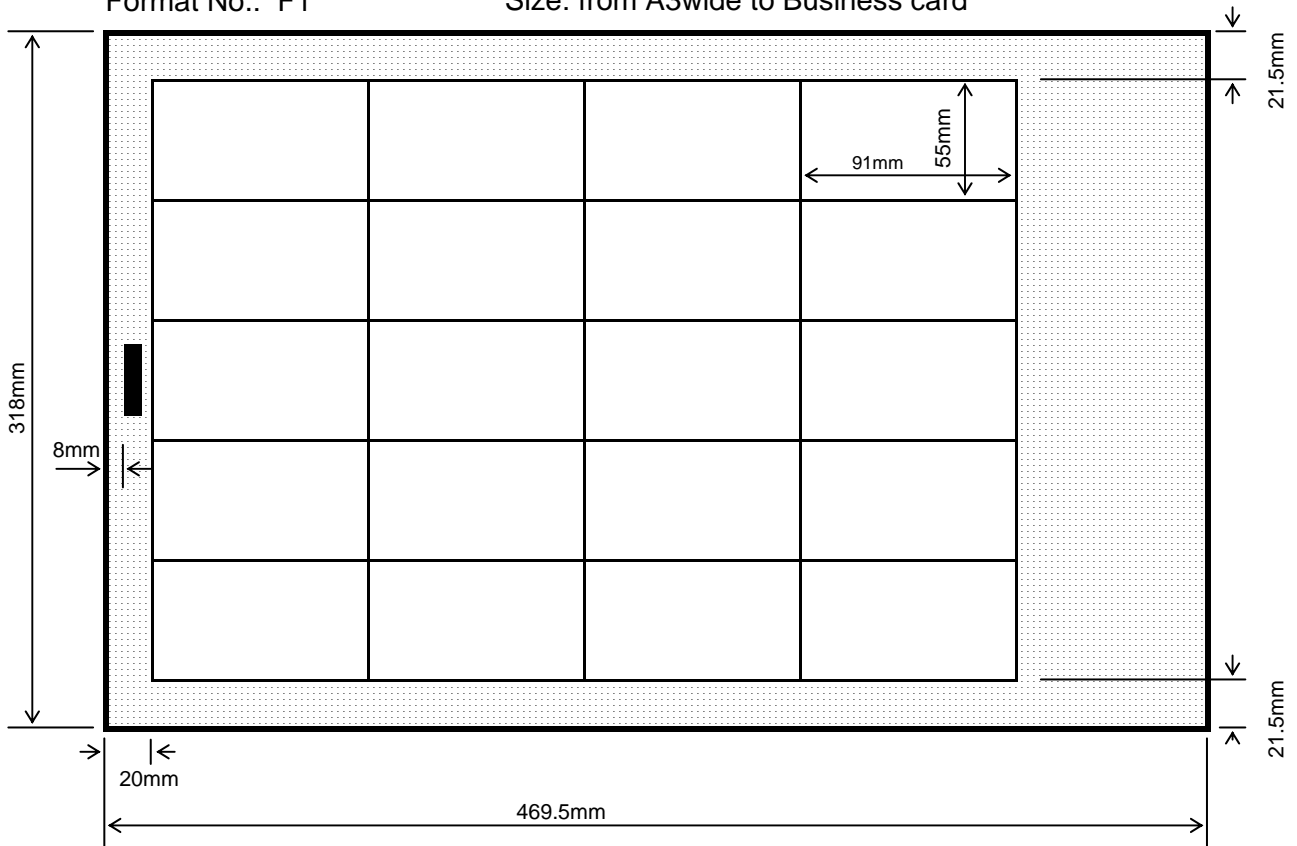
*1 It is possible to feed a paper between the length of 208 mm to 471.5mm.

2. Format using Rotary blade MC-2 (option)

(1) Format to allocate 20 business cards into a A3 wide. (Use Rotary blade MC-2)

Format No.: F1

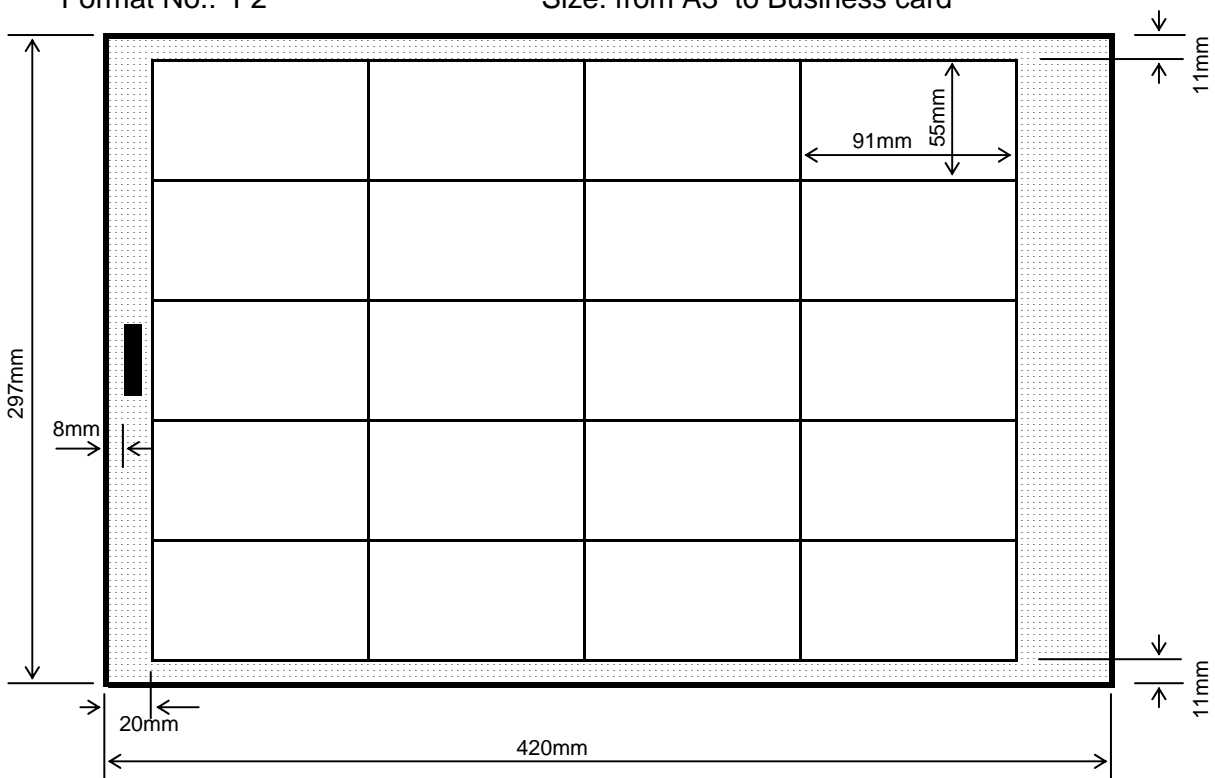
Size: from A3wide to Business card



(2) Format to allocate 20 business cards into a A3. (Use Rotary blade MC-2)

Format No.: F2

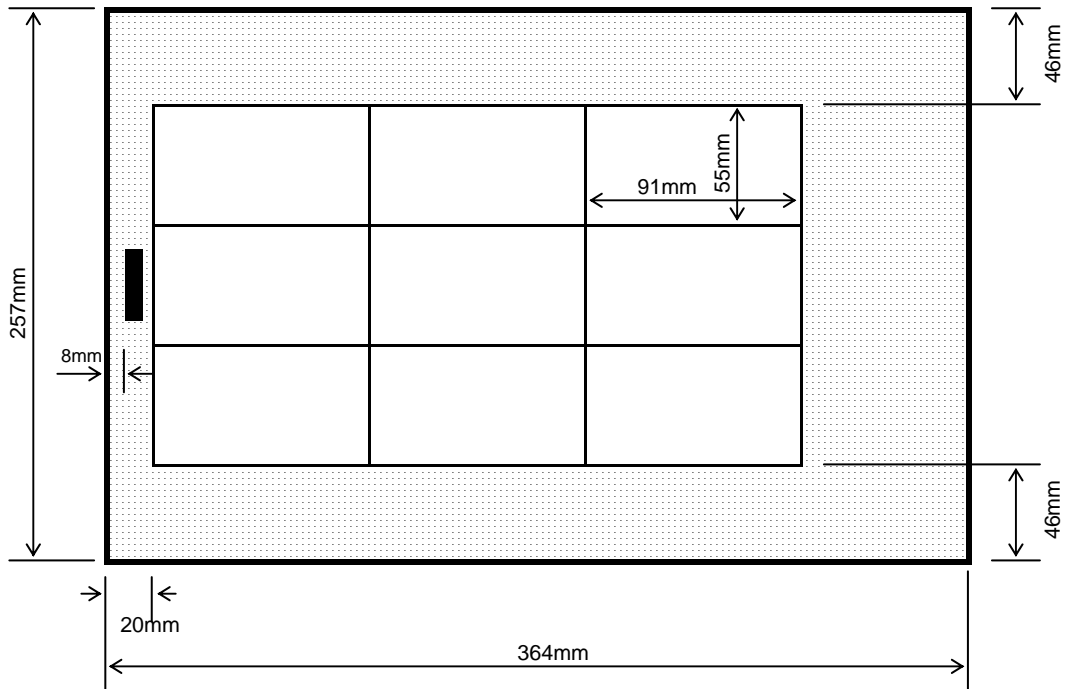
Size: from A3 to Business card



(3) Format to allocate 9 business cards into a B4. (Use Rotary blade

Format No.: F3

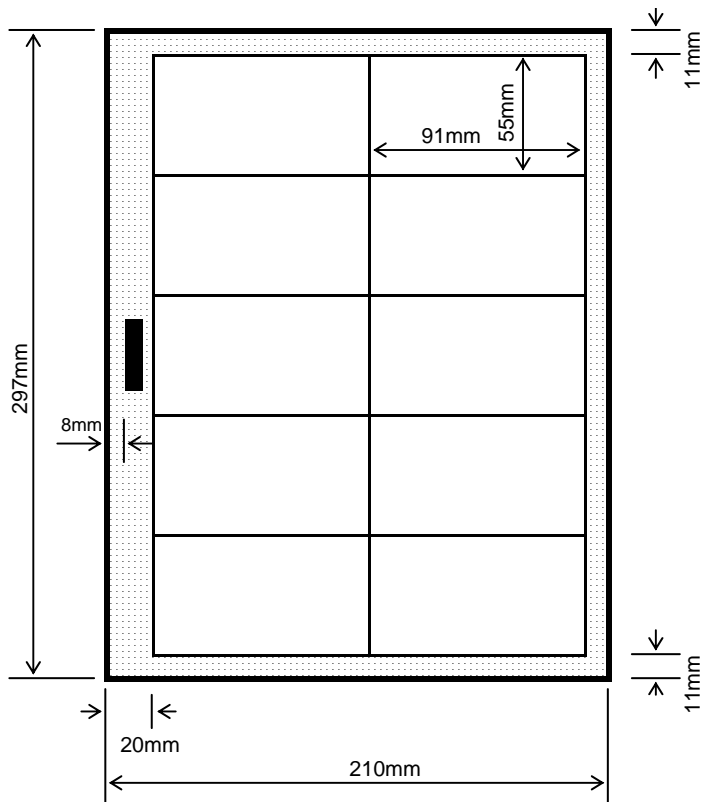
Size: from B4 to Business card



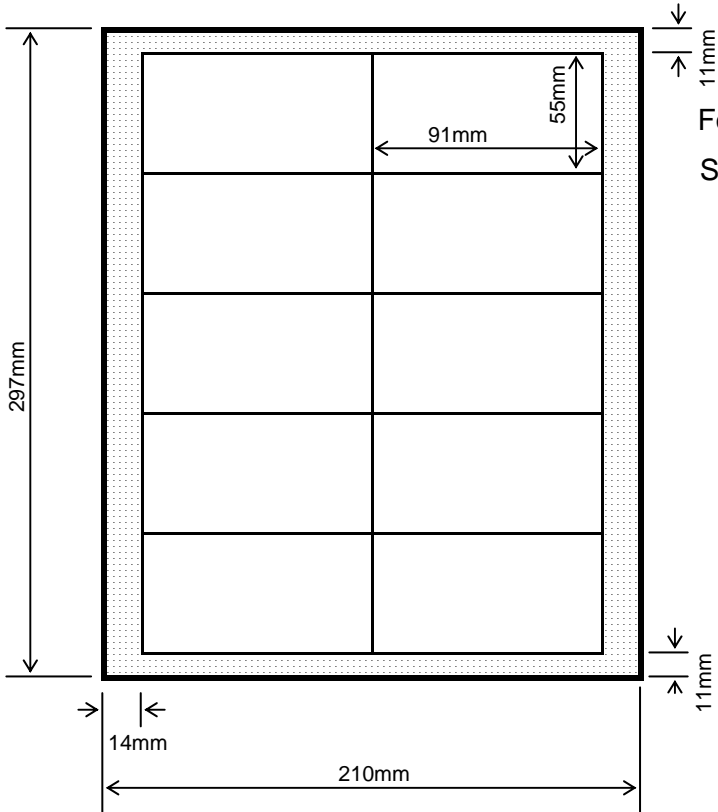
(4) Format to allocate 10 business cards into a A4. (Use Rotary blade MC-

Format No.: F4

Size: from A4 to Business card 1



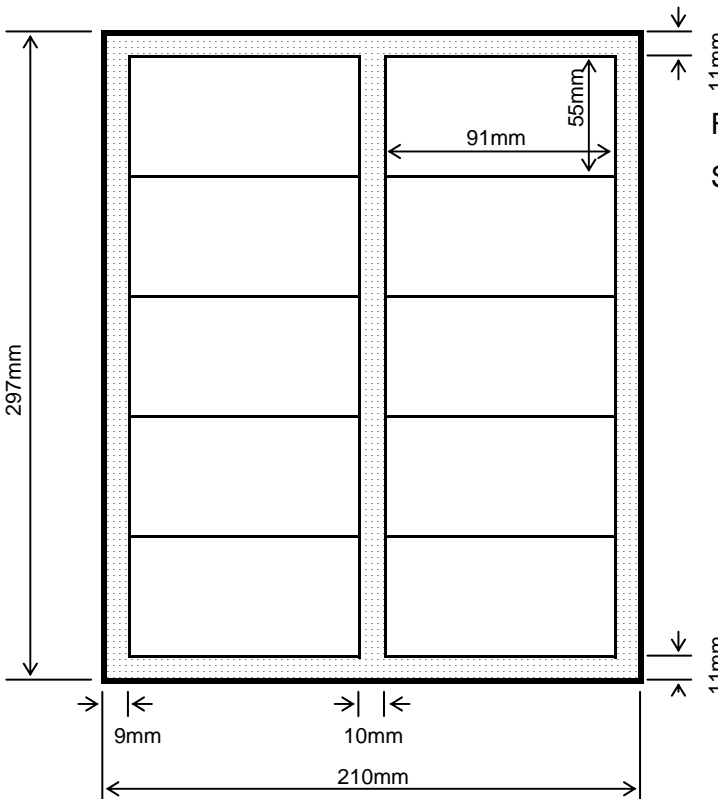
(5) Format to allocate 10 business cards into a A4. (Use Rotary blade MC-2) - No.2



Format No.: F5

Size: from A4 to Business card 2

(6) Format to allocate 10 business cards into a A4. (Use Rotary blade MC-2) - No.3



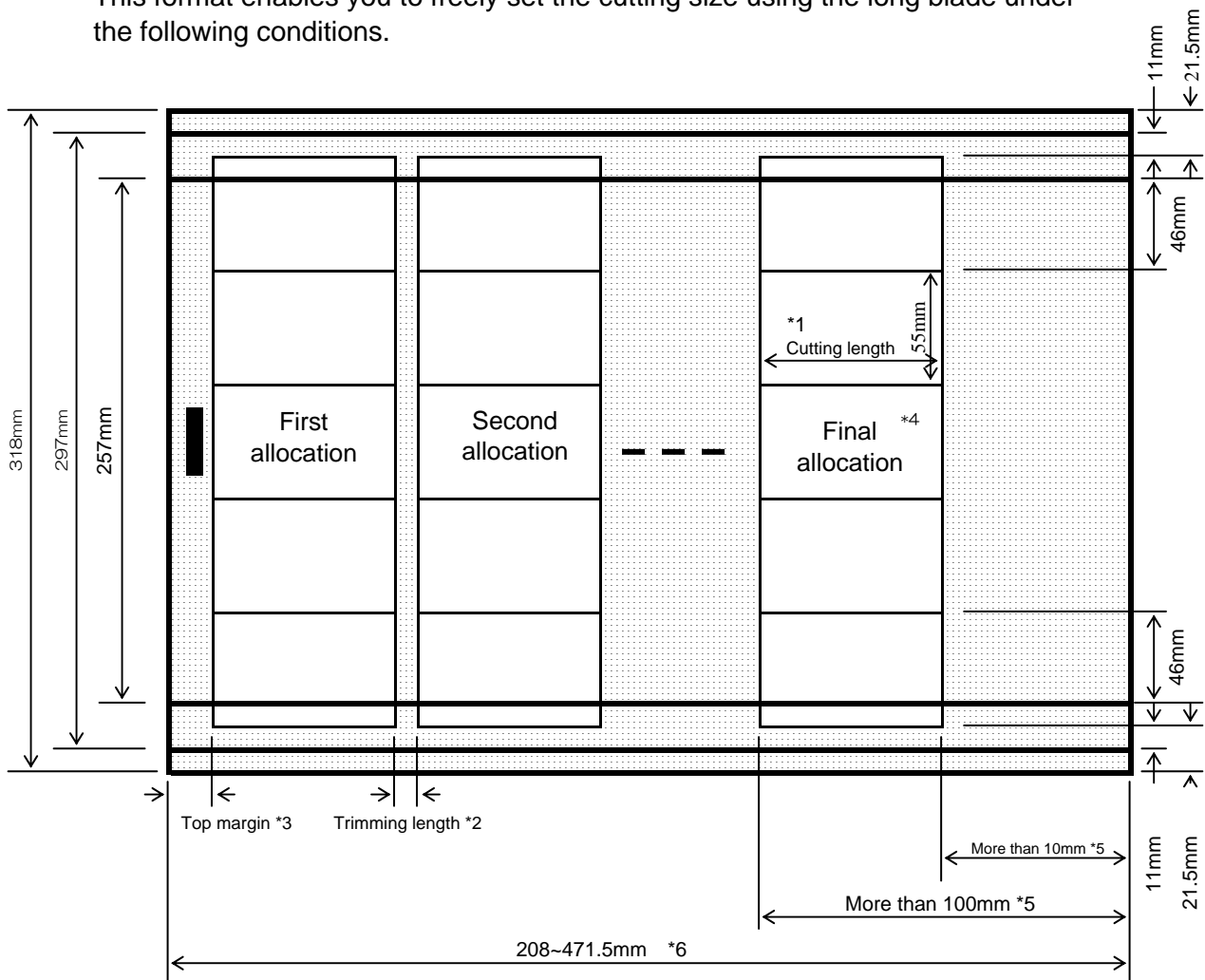
Format No.: F6

Size: from A4 to Business card 3

(7) Free Format (Use Rotary Blade MC-2)

Format No.: fF1 to fF8

This format enables you to freely set the cutting size using the long blade under the following conditions.



*1 Cutting length is available between 60mm to 471.5mm.

*2 Setting with or without trimming is available.

The length of the trimming is available between 8mm to 12mm.

When setting the trimming at 0, the trimming disappears (without trimming).

*3 Setting with or without top margin is possible.

The top margin is available between the length of 17mm to 30mm.

When setting the top margin at 0, the top margin disappears (without top margin).

*4 Up to 7 allocations to the direction of the long blade can be placed.

*5 You can select "ON" so as to cut the bottom margin, or "OFF" so as not to cut the bottom margin. When you select "ON", please keep the margin as follows;

- The length from the start position of the final allocation to the paper bottom edge needs more than 100mm.

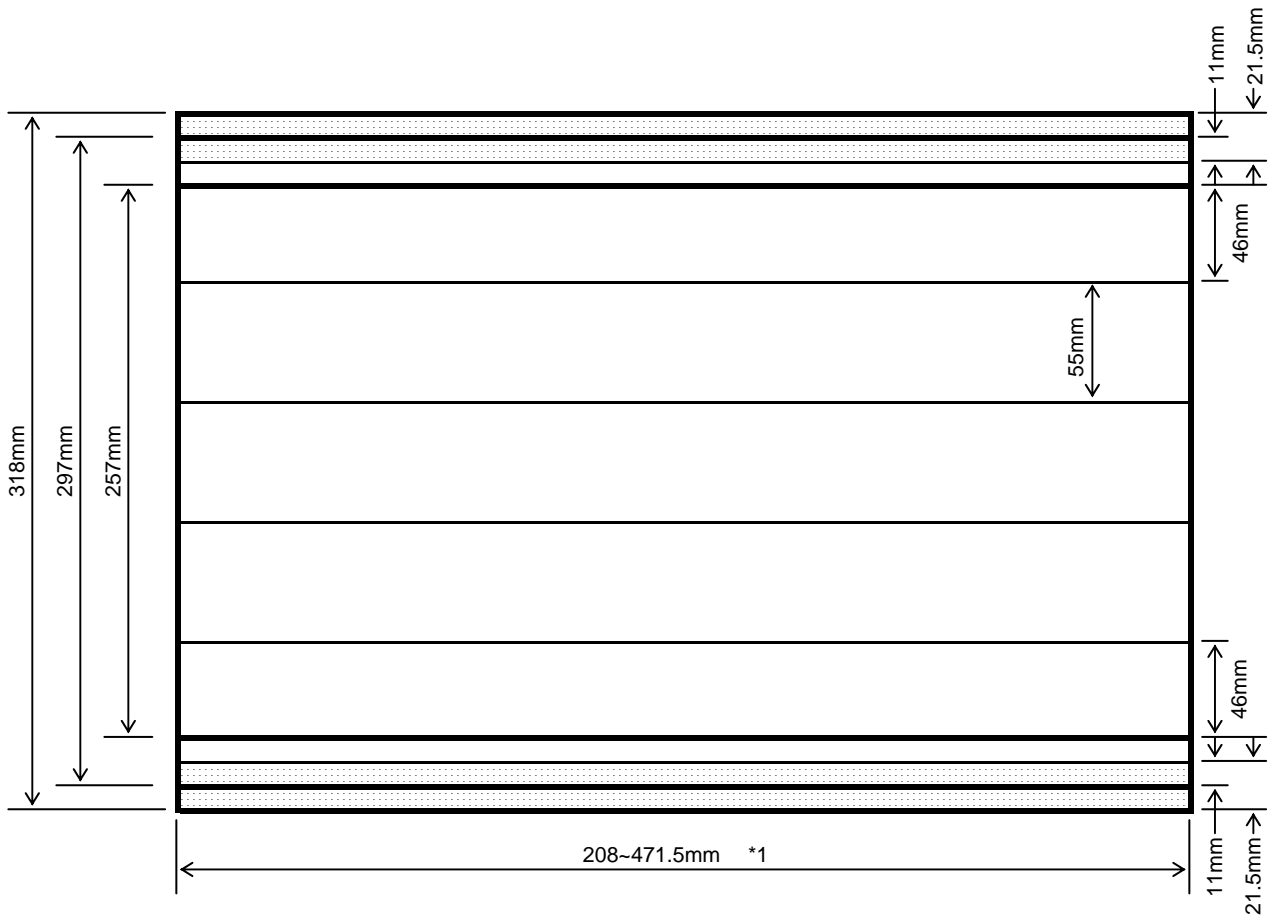
- The bottom margin needs more than 10mm.

*6 It is possible to feed a paper between the length of 208mm to 471.5mm.

(8) Format without using a long blade (Use Rotary Blade MC-2)

Format No.: sF1 to sF8

This format enables you to cut only using the rotary blade, without using the long blade.



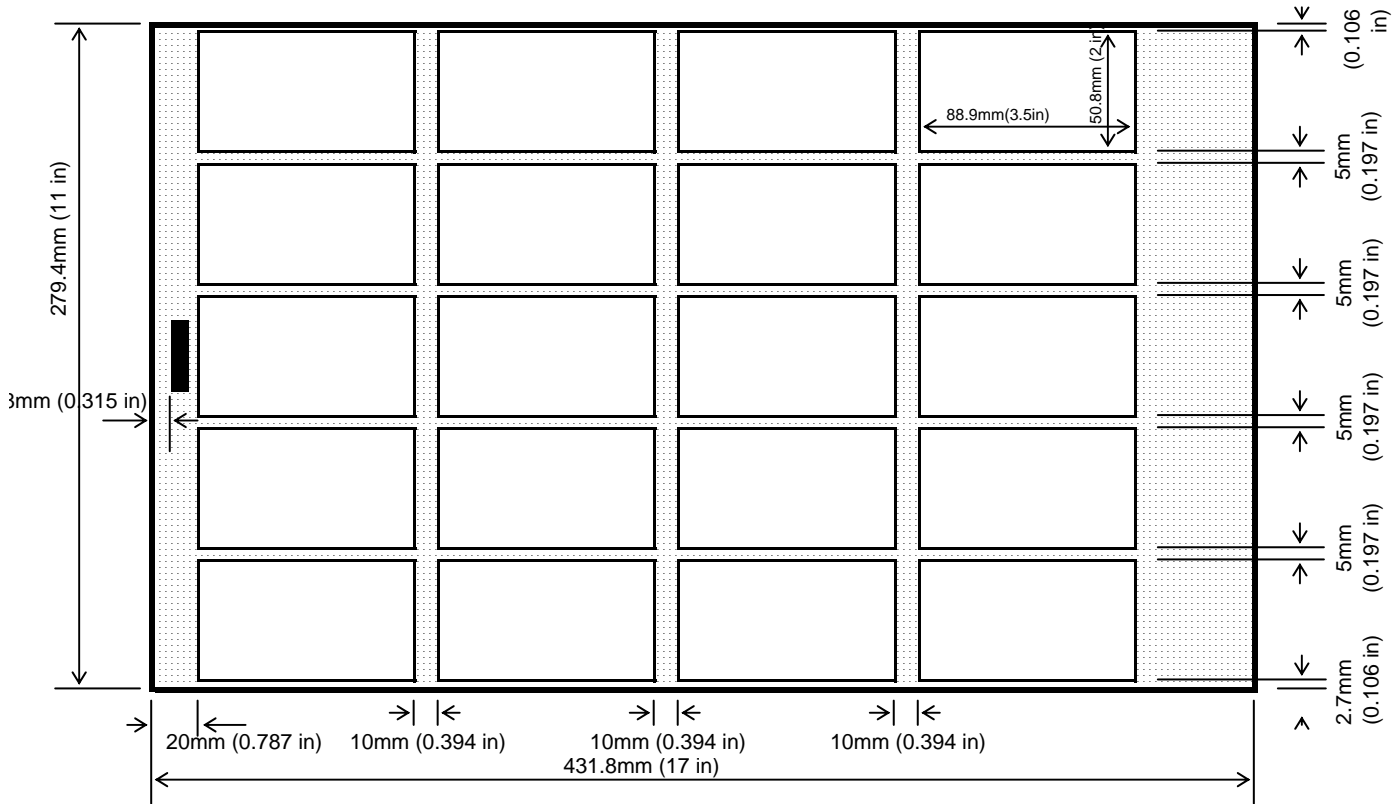
*1 It is possible to feed a paper between the length of 208 mm to 471.5mm.

1. Format using a rotary blade MC-3

(1) Format to allocate 20 business cards into W-Letter (Half Standard Bond) Size

Format No.: F1

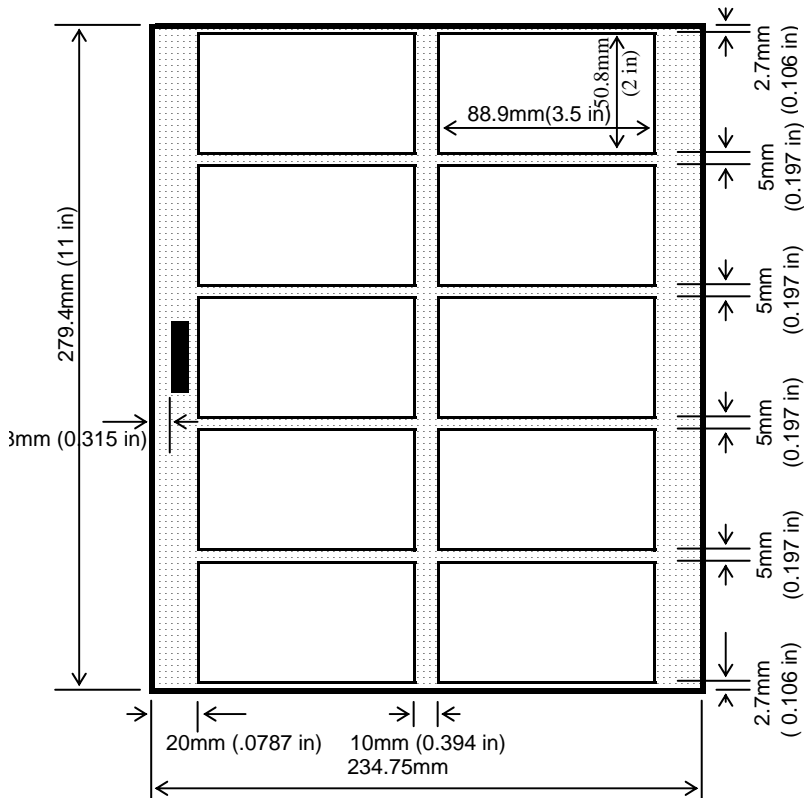
Size: from W-Letter size to business card



(2) Format to allocate 10 business cards into Letter size using MC-3 blade

Format No.: F2

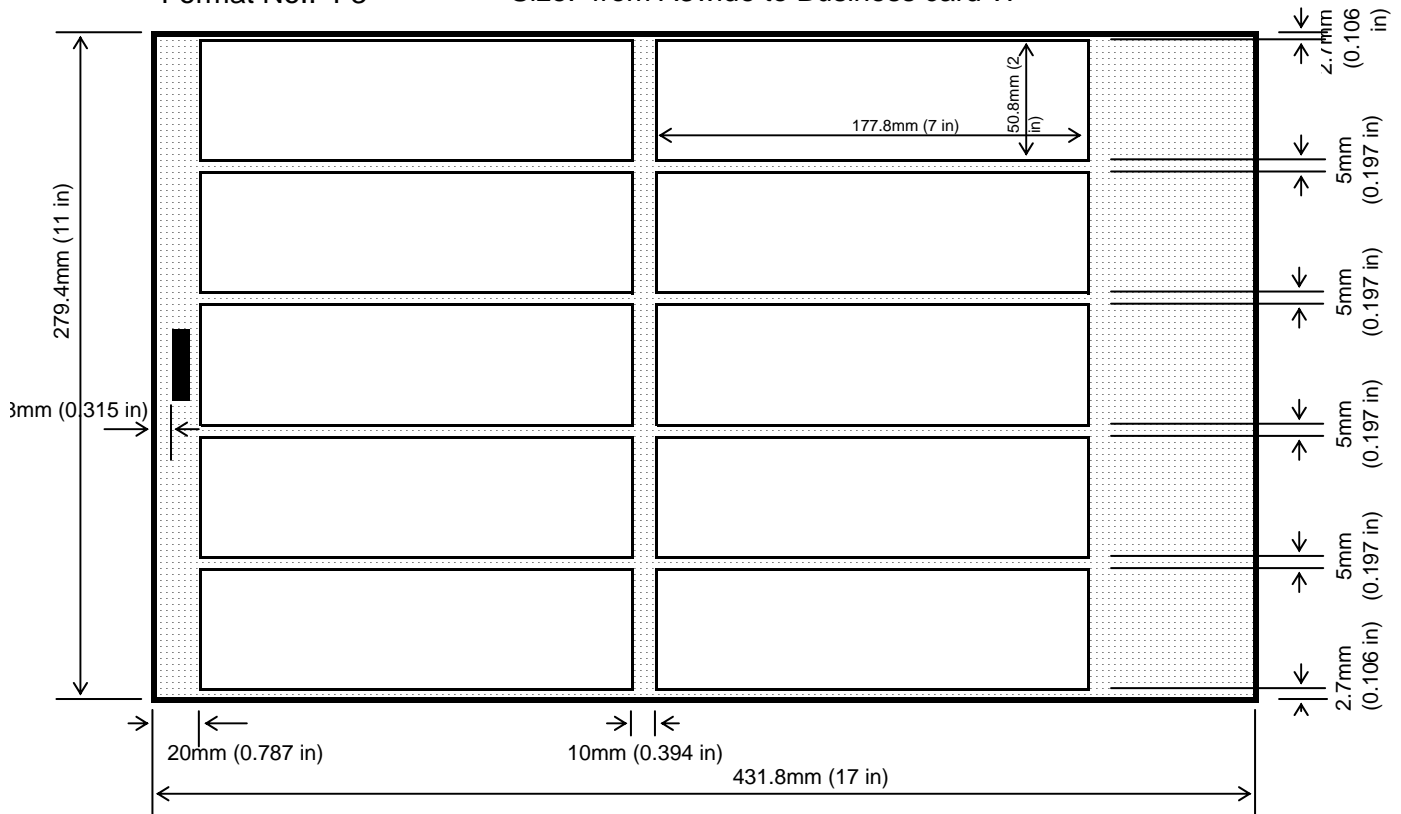
Size: from A4wide to Business



(3) Format to allocate 10 double-sized business cards into W-Letter (Half standard Bond) size

Format No.: F3

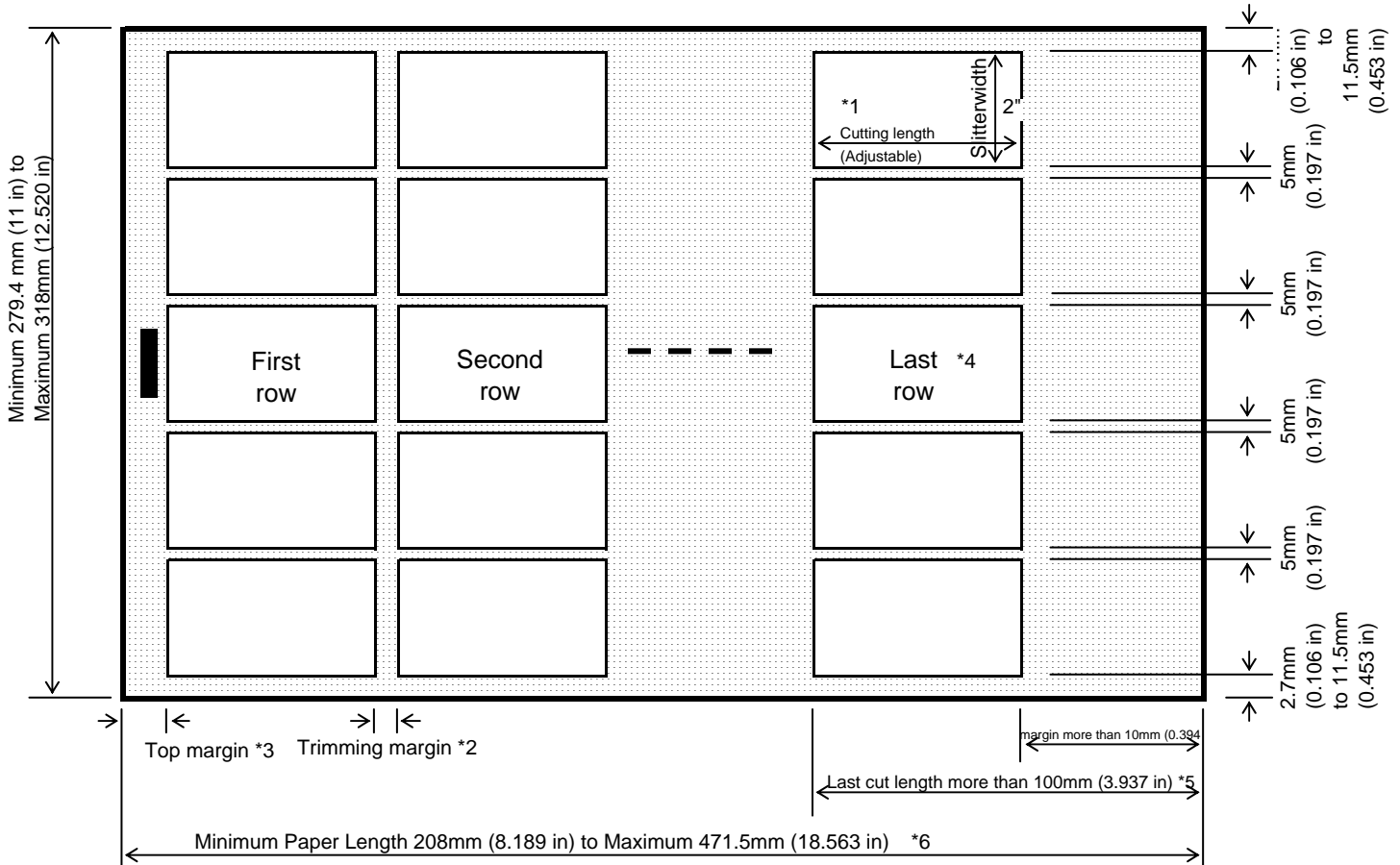
Size: from A3wide to Business card W



(4) Free Format using Rotary blade MC-3

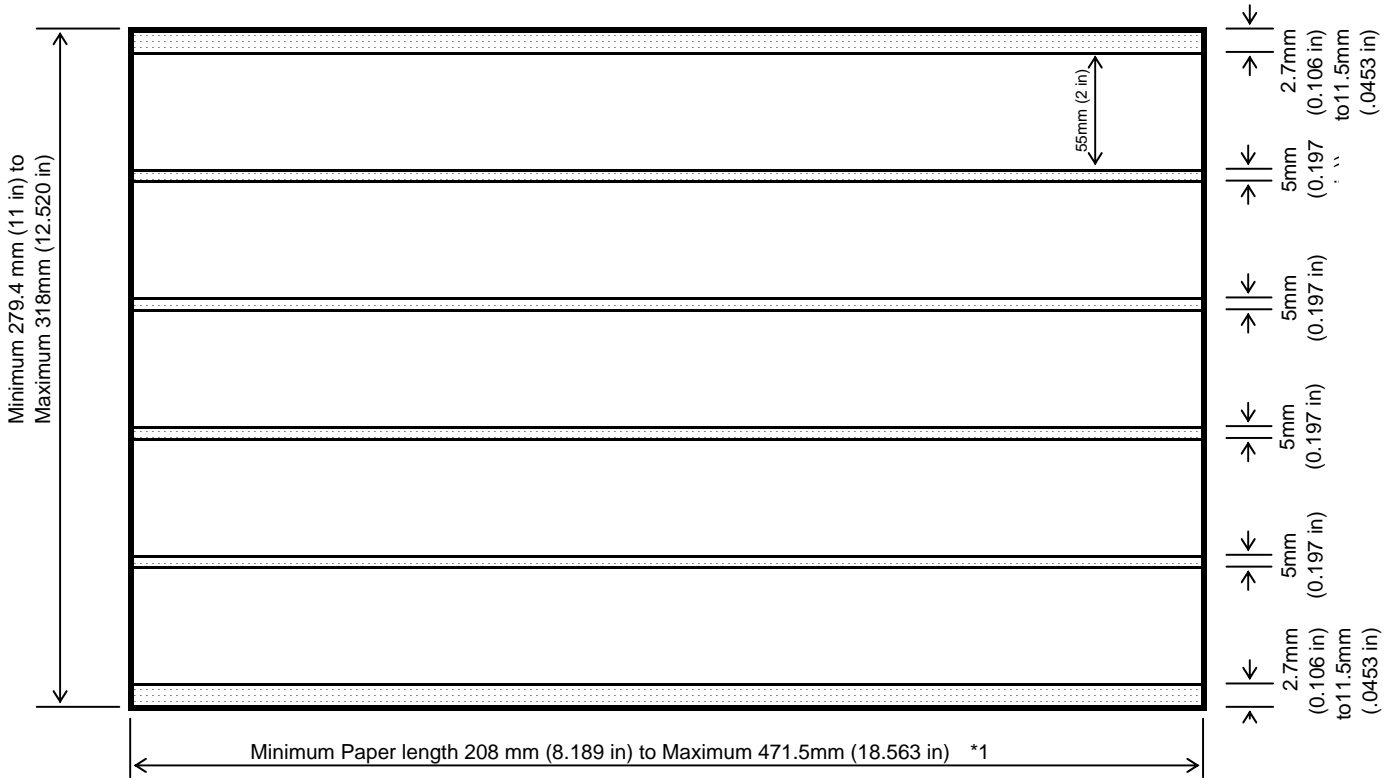
Format No.: fF1 to fF8

This format enables you to freely set the cutting size using the long blade under the following



- *1 Cutting length is adjustable between 60mm (2.362 in) to 471.5mm (18.563 in).
- *2 Setting with or without trimming margin is selectable by operation panel.
The length of the trimming margin is adjustable between 0, 8mm (0.315 in) to 12mm (0.472 in).
When setting the margin value at 0, the cutting will be set without trimming margin.
- *3 Both of the setting with and without top margin are available.
The top margin is adjustable between the length of 0, 17mm(0.669 in) to 30mm (1.181 in).
When setting the top margin value at 0, the cutting will be set without top margin .
- *4 Up to 7 rows (7 times cut) to the direction of the long side can be placed.
- *5 You can select bottom margin "ON", or "OFF" so as not to cut the bottom margin.
When you select "ON", please keep the margin as follows;
 - The length from the start position of the final step-and-repeat to the paper bottom edge needs more than 100mm (3.937 in).
 - The bottom margin needs more than 10mm (0.394 in).
- *6 Paper with the length of minimum 208mm (8.189 in) to max 471.5mm (18.563 in) can be fed.

(5) A format which does not use the long blade (All margin value are set as "0") but only using Format No.: sF1 to sF8
 This is a format which only needs the rotary blade without using a long blade.



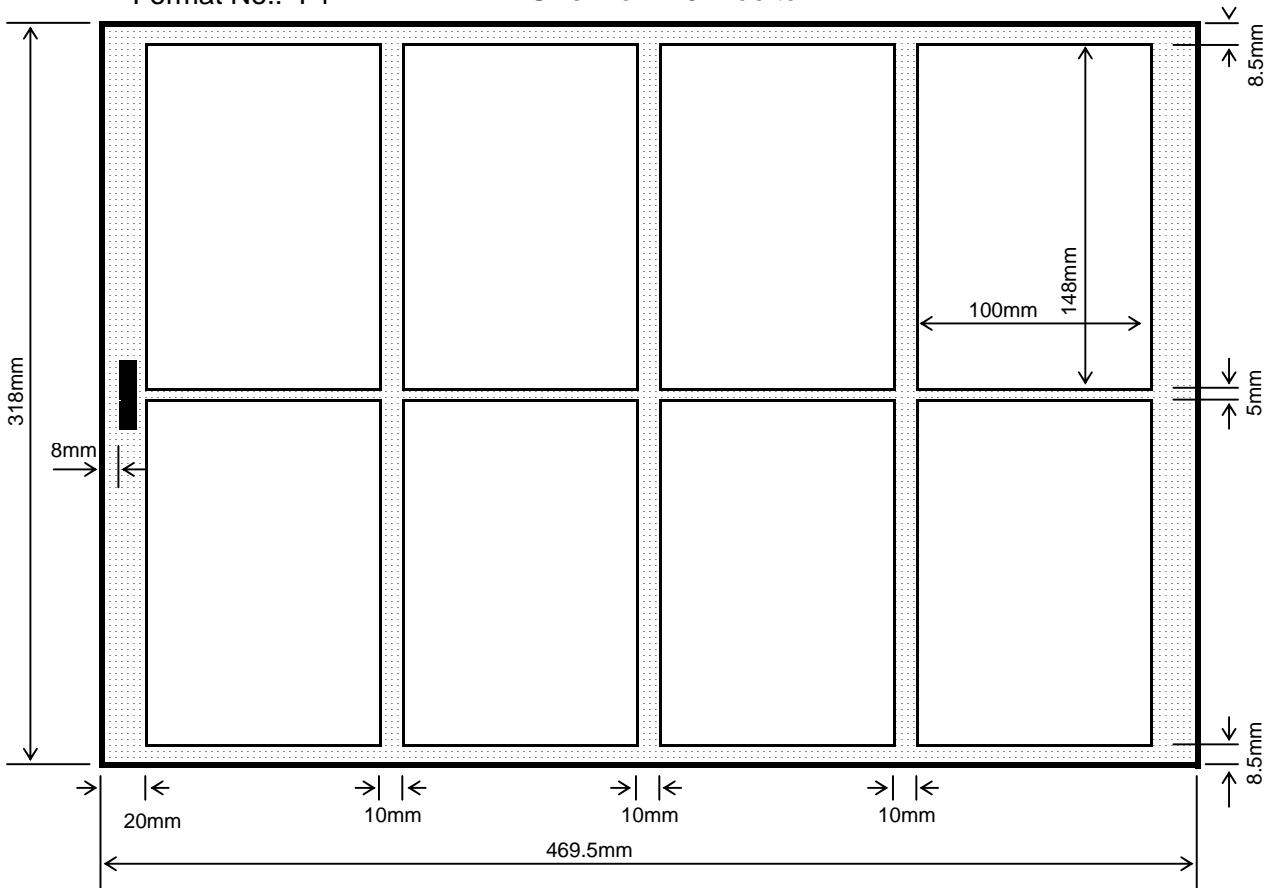
*1 The paper with the length of 208 mm to 471.5mm can be fed.

3. Format using a rotary blade HC-1 (option)

(1) Format to allocate 8 postcards into A3wide. (Use Rotary blade HC-1)

Format No.: F1

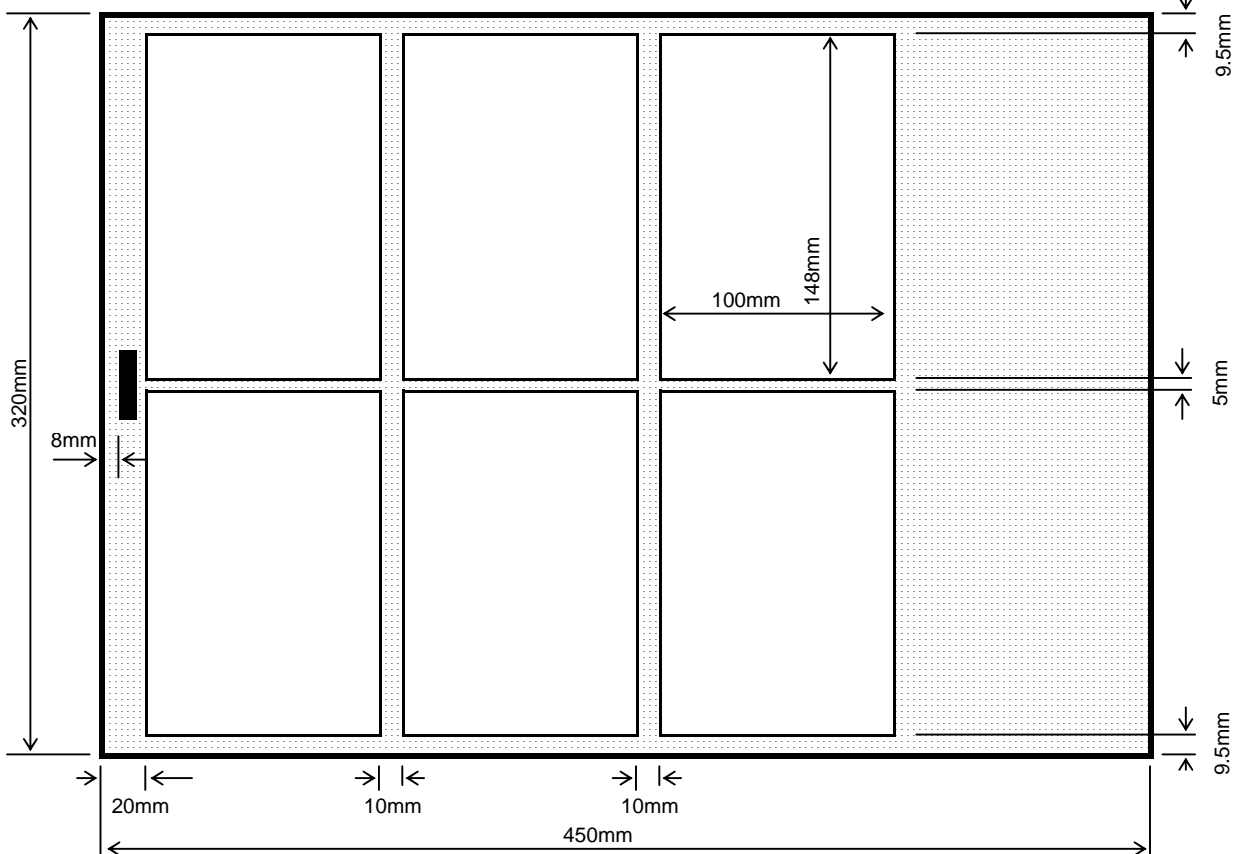
Size: from A3 wide to



(2) Format to allocate 6 postcards into a paper of 320mm x 450mm. (Use Rotary blade HC-1)

Format No.: F2

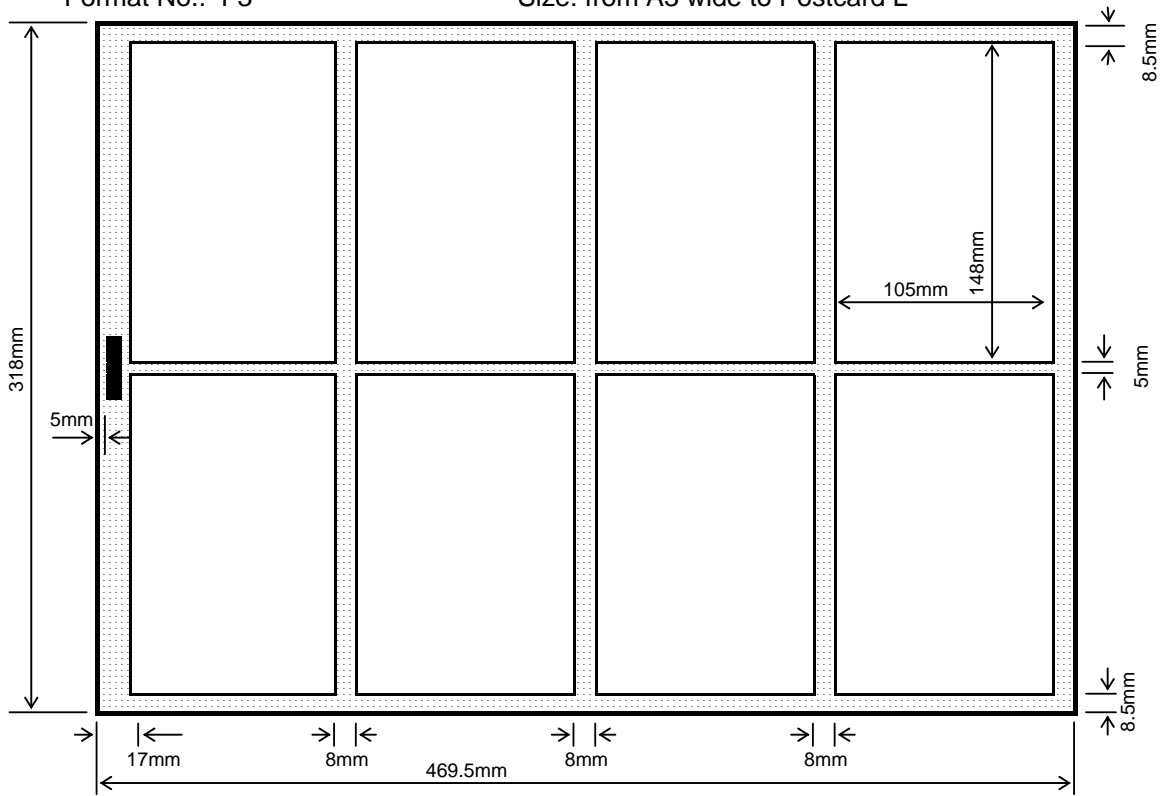
Size: from 450 to Postcard



(3) Format to allocate 8 large-sized postcards into A3wide. (Use Rotary blade HC-1)

Format No.: F3

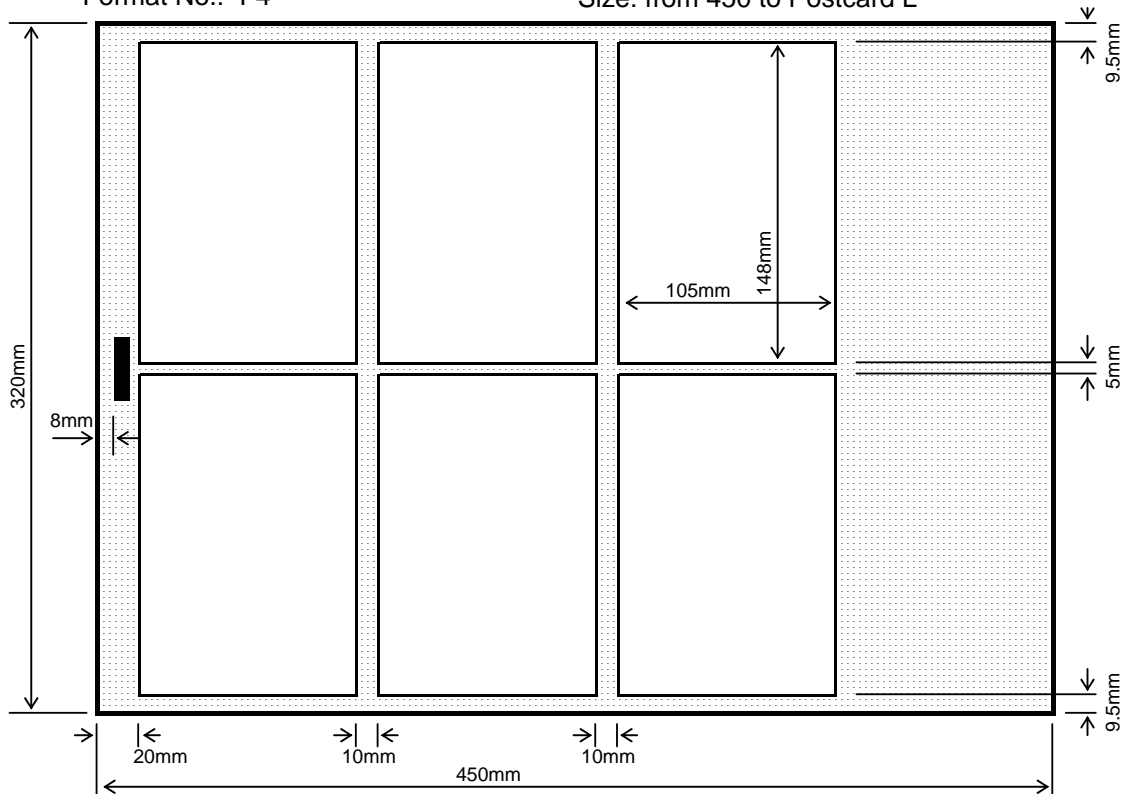
Size: from A3 wide to Postcard L



(4) Format to allocate 6 large-sized postcards into a paper of 320mm x 450mm. (Use HC-1)

Format No.: F4

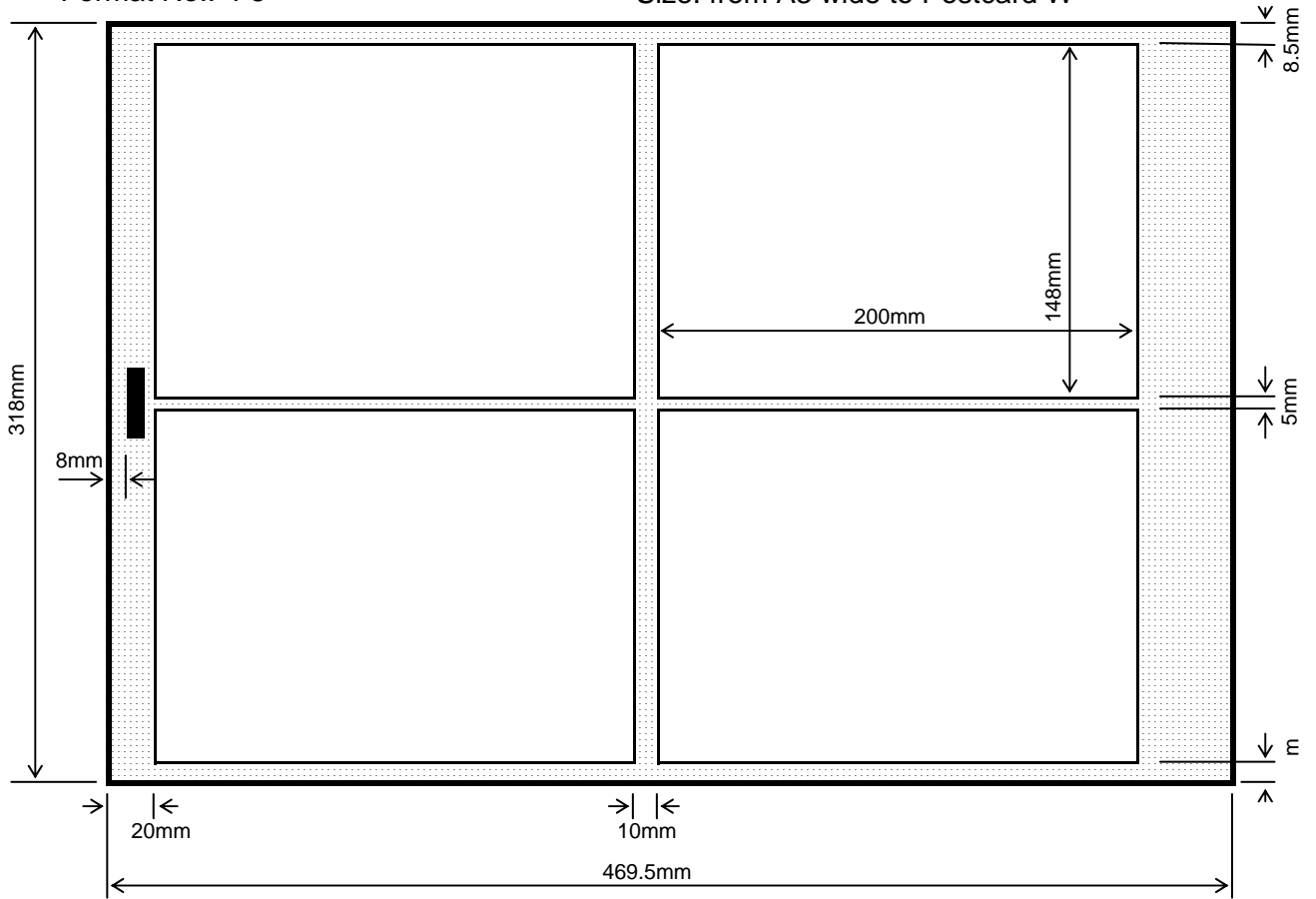
Size: from 450 to Postcard L



(5) Format to allocate 4 double sized postcard (return postcard) into a A3wide. (Use Rotary blade HC-1)

Format No.: F5

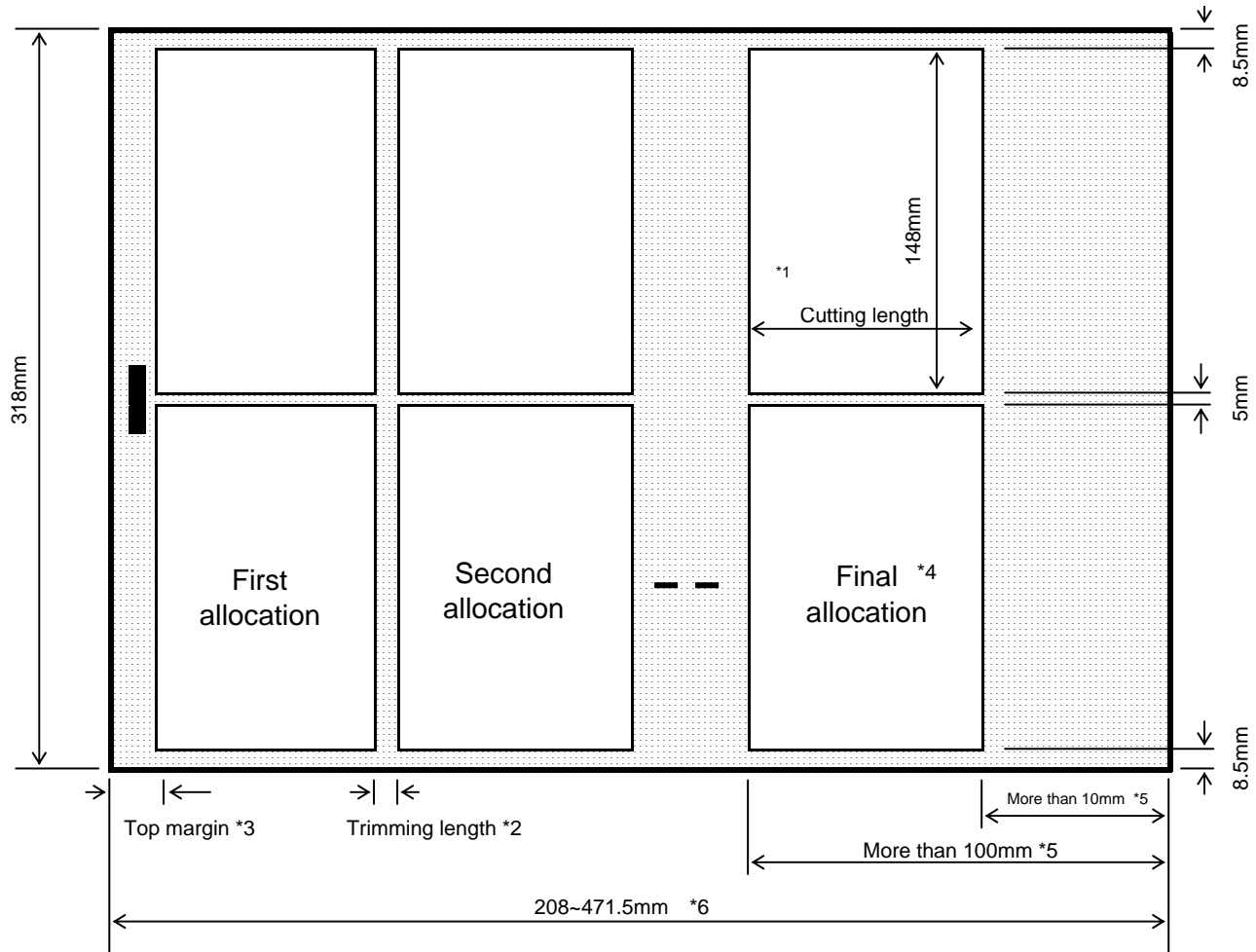
Size: from A3 wide to Postcard W



(6) Free format (Use HC-1)

Format No.: fF1 to fF8

This allows you to assign a cutting size freely by using the long blade under the following conditions.



*1 Cutting length is available between 60mm to 471.5mm.

*2 Setting with or without trimming is available.

The length of the trimming is available between 8mm to 12mm.

When setting the trimming at 0, the trimming disappears (without trimming).

*3 Setting with or without top margin is possible.

The top margin is available between the length of 17mm to 30mm.

When setting the top margin at 0, the top margin disappears (without top margin).

*4 Up to 7 allocations to the direction of the long blade can be placed.

*5 You can select "ON" so as to cut the bottom margin, or "OFF" so as not to cut the bottom margin.

When you select "ON", please keep the margin as follows;

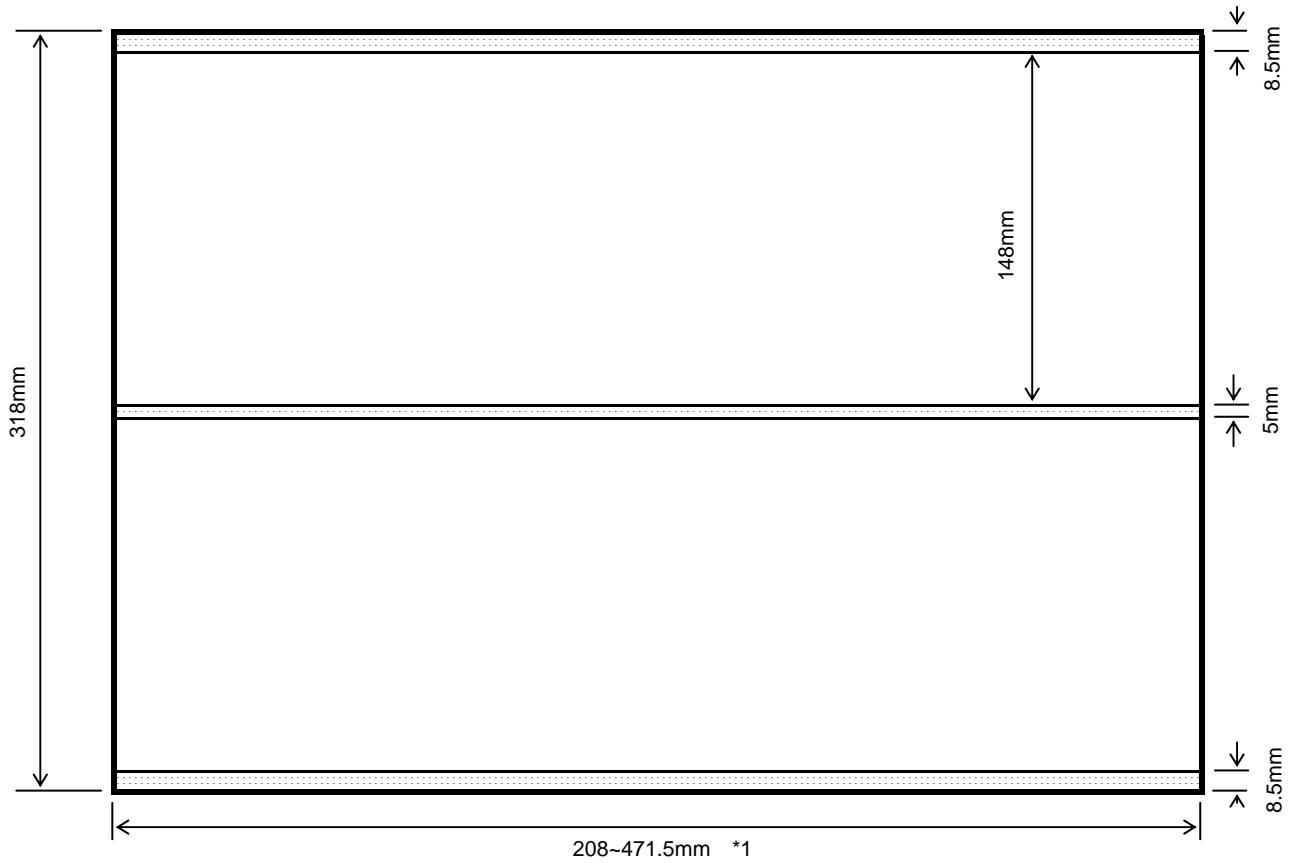
- The length from the start position of the final step-and-repeat to the paper bottom edge needs more than 100mm.
- The bottom margin needs more than 10mm.

*6 It is possible to feed a paper between the length of 208mm to 471.5mm.

(7) Format without using the long blade (Use Rotary blade HC-1)

Format No.: sF1 to sF8

This is a format which only needs the rotary blade without using the long blade.



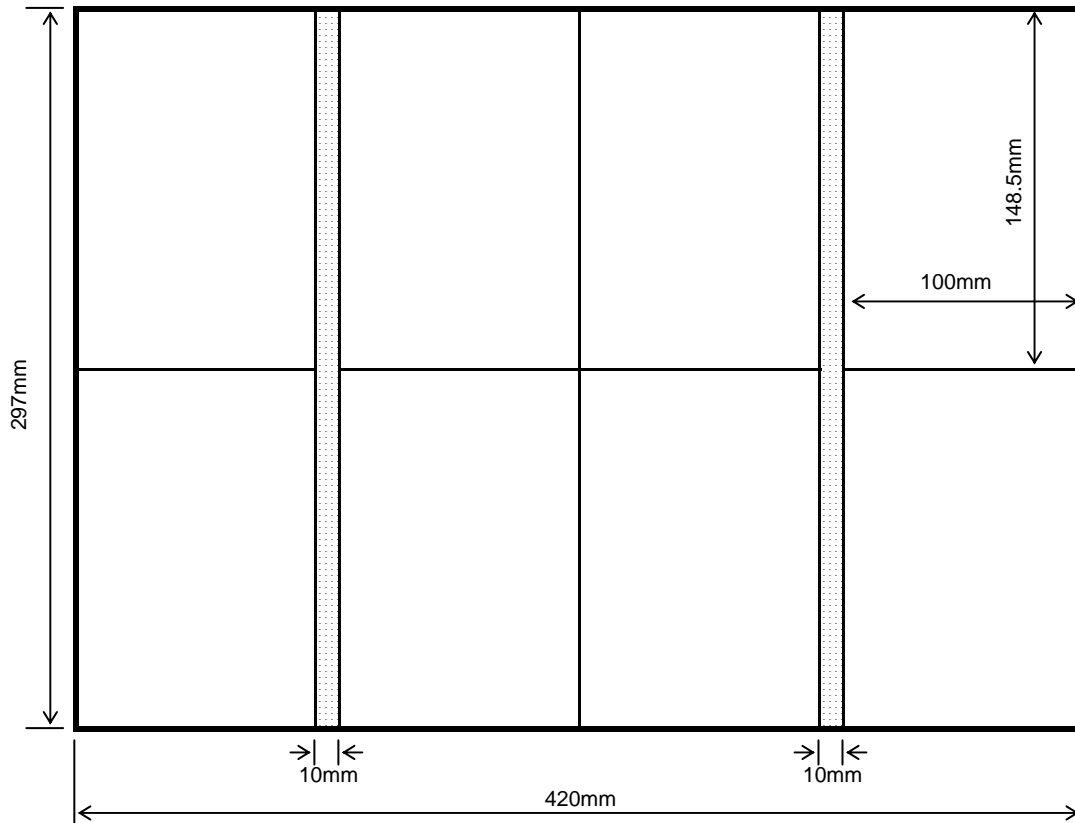
*1 It is possible to feed a paper between the length of 208mm to 471.5mm.

4. Format using a rotary blade HC-2 (option)

(1) Format to allocate 8 postcards into a A3. (Use Rotary blade HC-2)

Format No.: F1

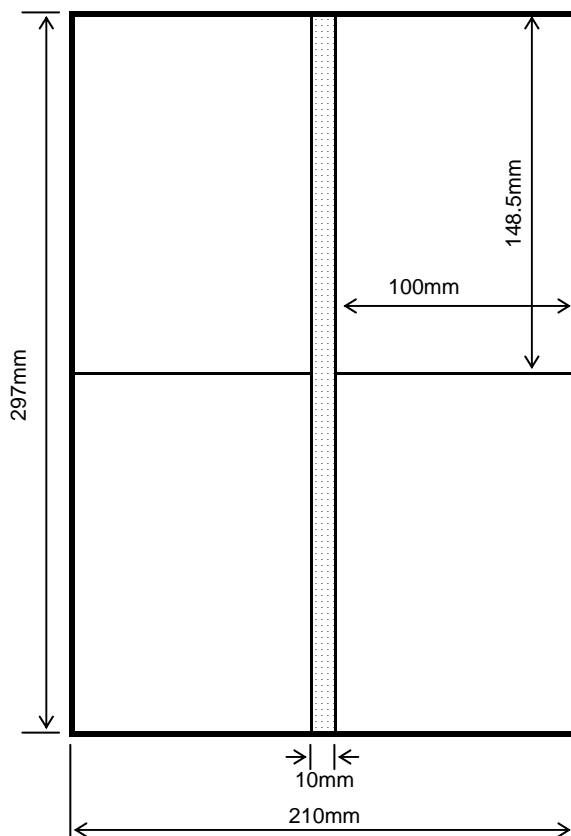
Size: from A3 to Postcard



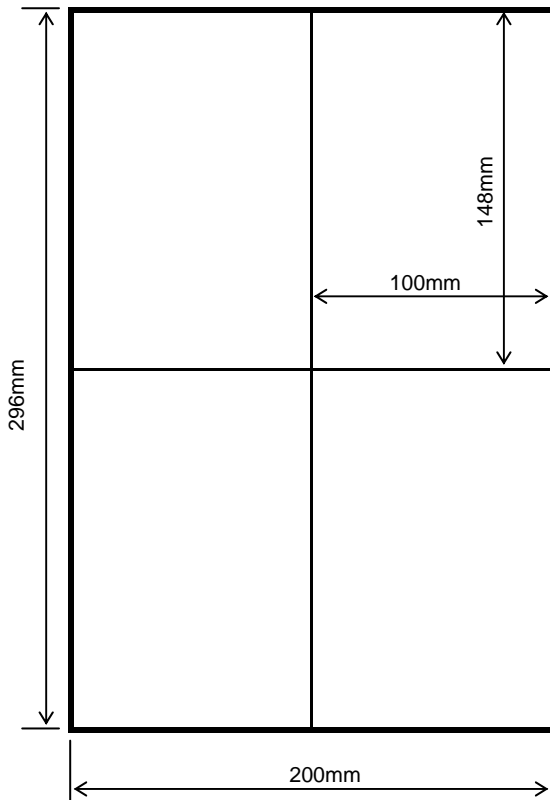
(2) Format to allocate 4 postcards into a A4. (Use Rotary blade HC-2)

Format No.: F2

Size: from A4 to Postcard



(3) Format to allocate 4 postcards into a paper which is 4 times of postcard. (Use Rotary blade HC-2)



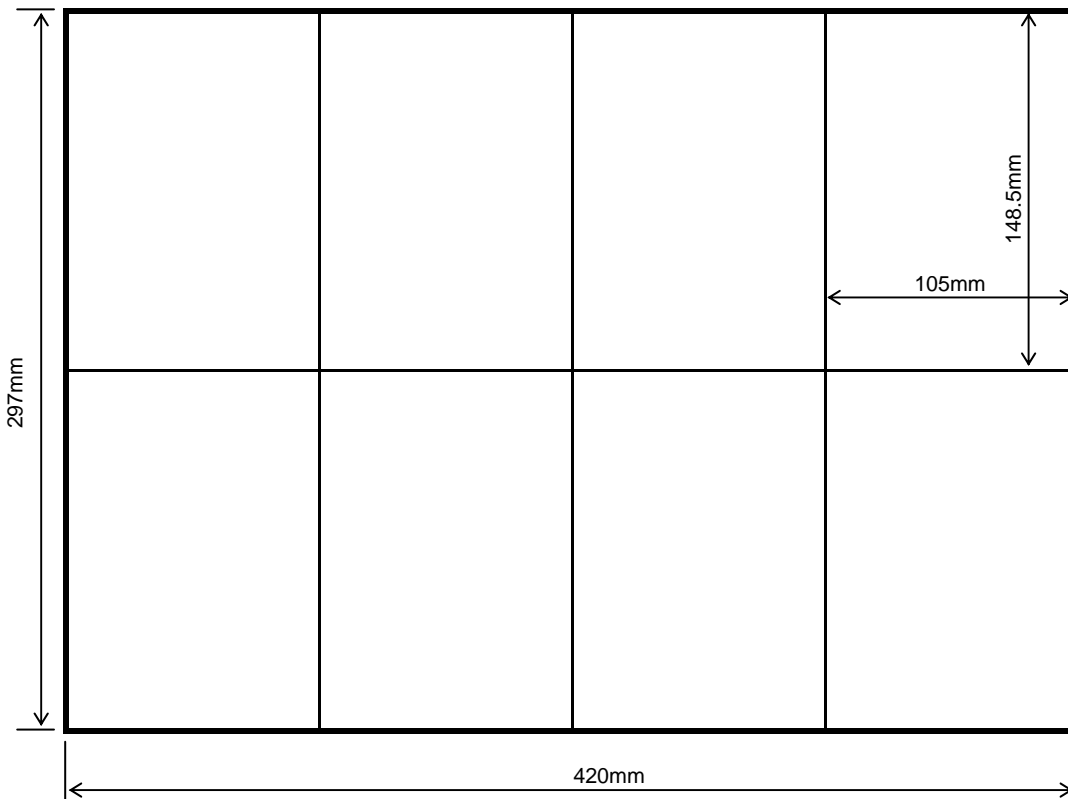
Format No.: F3

Size: from 4 Postcard to Postcard

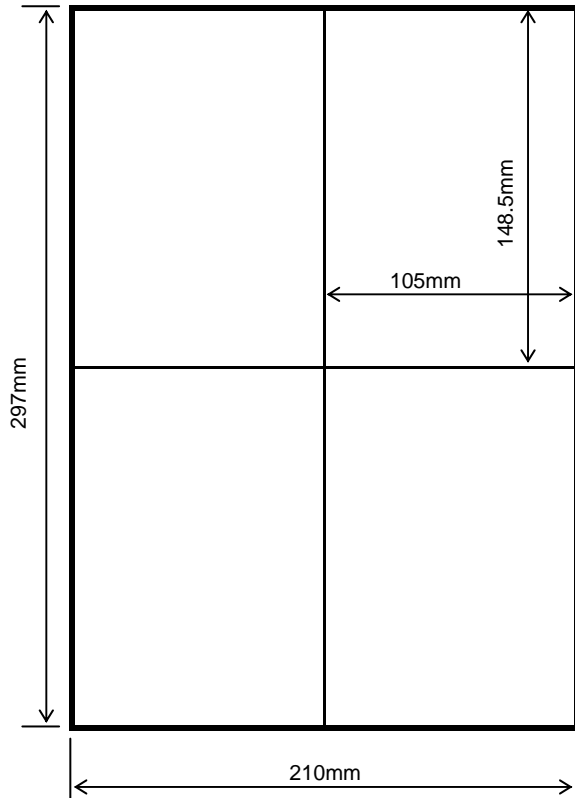
(4) Format to allocate 8 large-sized postcard into a A3. (Use Rotary blade HC-2)

Format No.: F4

Size: from A3 to Postcard L



(5) Format to allocate 4 large-sized postcards into a A4. (Use Rotary blade HC-2)

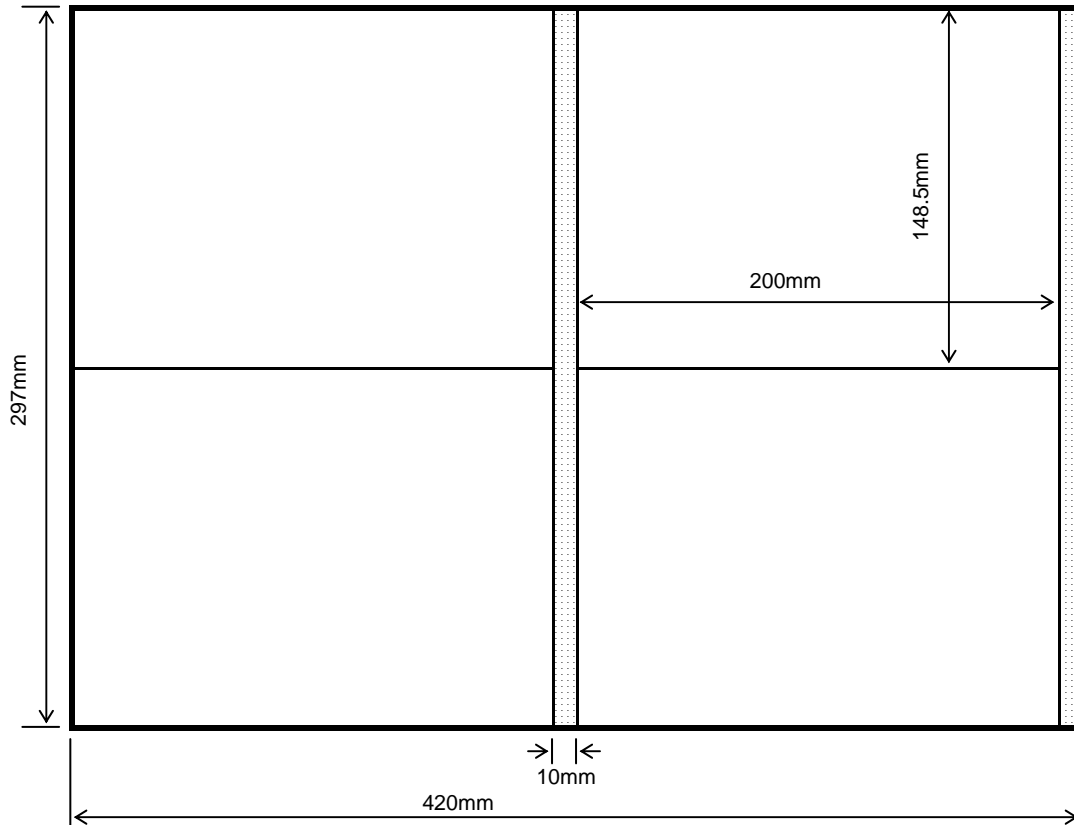


Format No.: F5
Size: from A4 to Postcard L

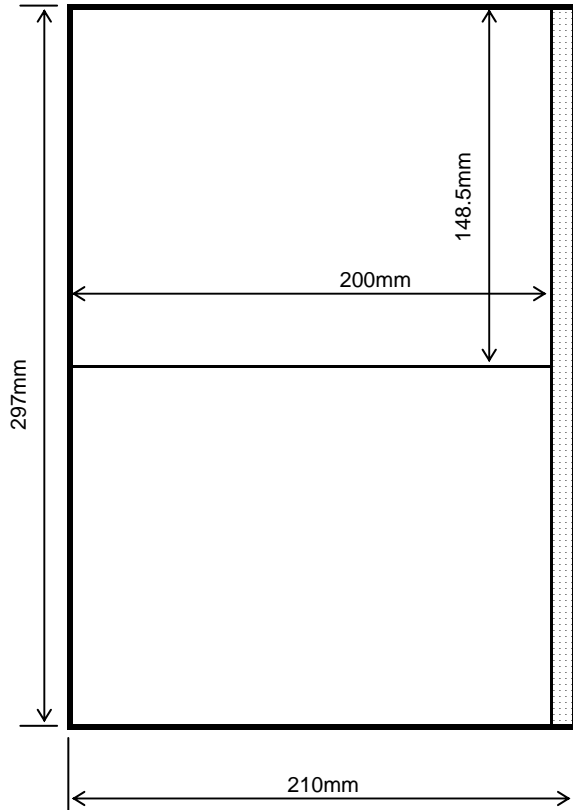
(6) Format to allocate 4 double-sized postcards into a A3. (Use Rotary blade HC-2)

Format No.: F6

Size: from A3 to Postcard W

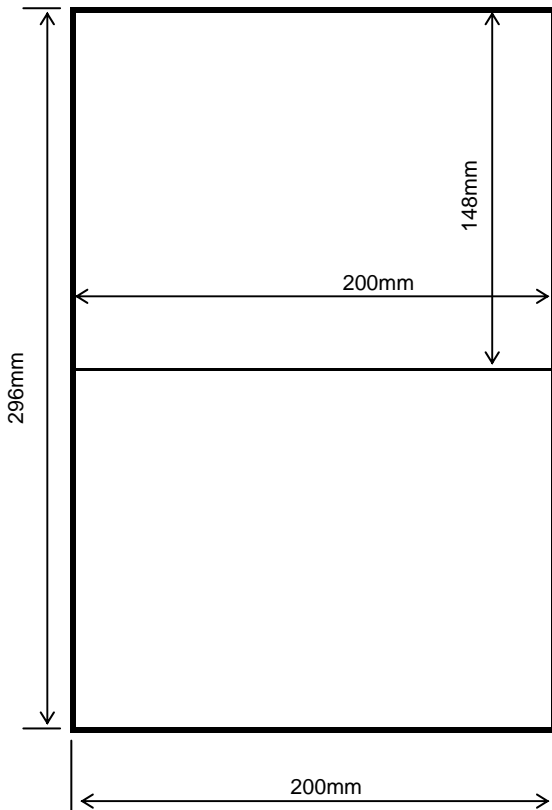


(7) Format to allocate 2 double-sized postcards into a A4. (Use Rotary blade HC-2)



Format No.: F7
Size: from A4 to Postcard W

(8) Format to allocate 2 double-sized postcards into a paper size which is 4 times of postcards.
(Use Rotary blade HC-2)

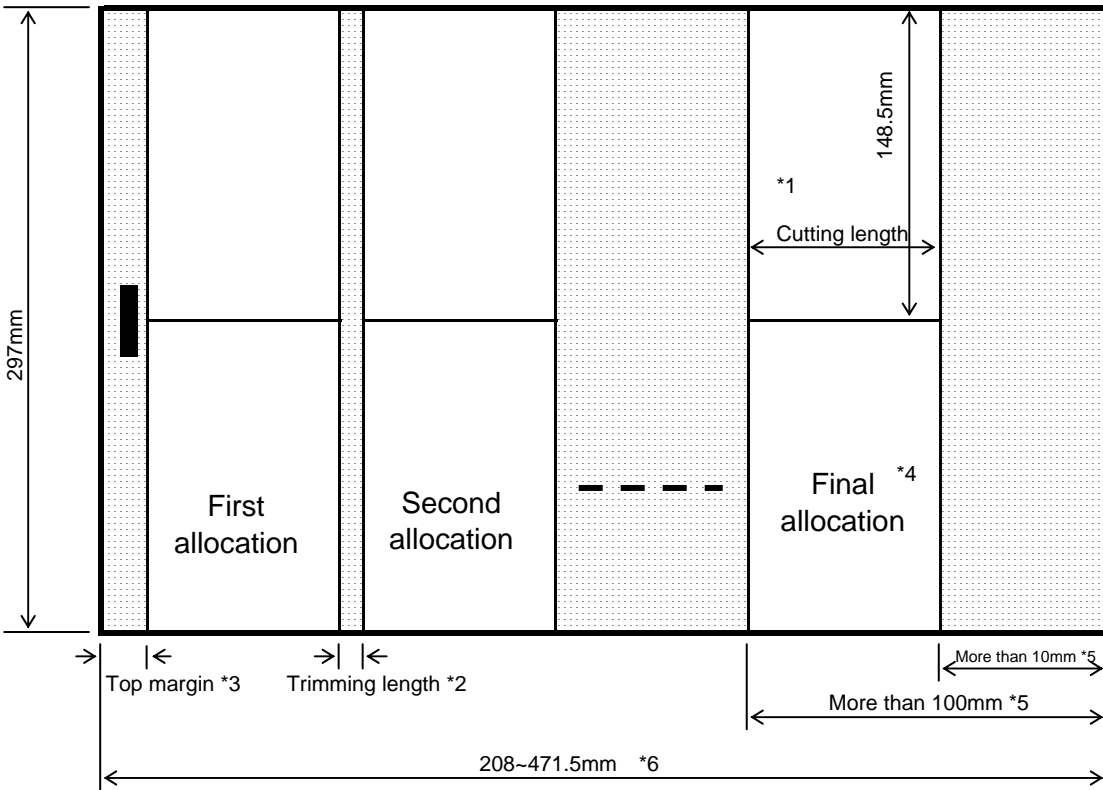


Format No.: F7
Size: from 4 Postcard to Postcard W

(9) Free Format (Use Rotary blade HC-2)

Format No.: fF1 to fF8

This allows you to freely assign a cutting size by using the long blade under the following conditions.



*1 Cutting length is available between 60mm to 471.5mm.

*2 Setting with or without trimming is available.

The length of the trimming is available between 8mm to 12mm.

When setting the trimming at 0, the trimming disappears (without trimming).

*3 Setting with or without top margin is possible.

The top margin is available between the length of 17mm to 30mm.

When setting the top margin at 0, the top margin disappears (without top margin).

*4 Up to 7 allocations to the direction of the long blade can be placed.

*5 You can select "ON" so as to cut the bottom margin, or "OFF" so as not to cut the bottom margin.

When you select "ON", please keep the margin as follows;

- The length from the start position of the final step-and-repeat to the paper bottom edge needs more than 100mm.
- The bottom margin needs more than 10mm.

*6 It is possible to feed a paper between the length of 208mm to 471.5mm.

(10) Format which does not use the long blade (Use Rotary blade HC-1)

Format No.: sF1 to sF8

This is a format which only needs the rotary blade without using a long blade.



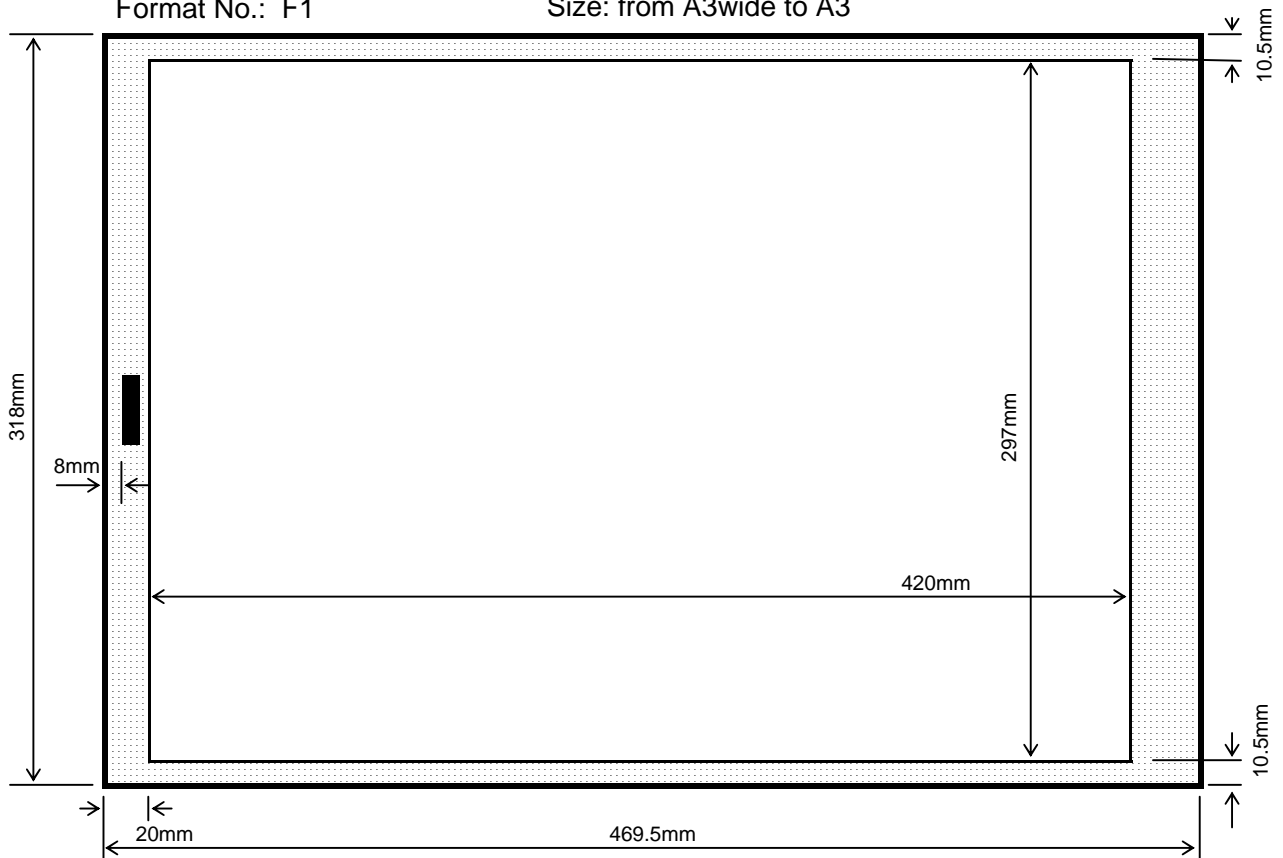
*1 It is possible to feed a paper between the length of 208mm to 471.5mm.

5. Format using a rotary blade DC-1 (option)

(1) Format to allocate 1 sheet of A3 into a A3wide. (Use Rotary blade DC-1)

Format No.: F1

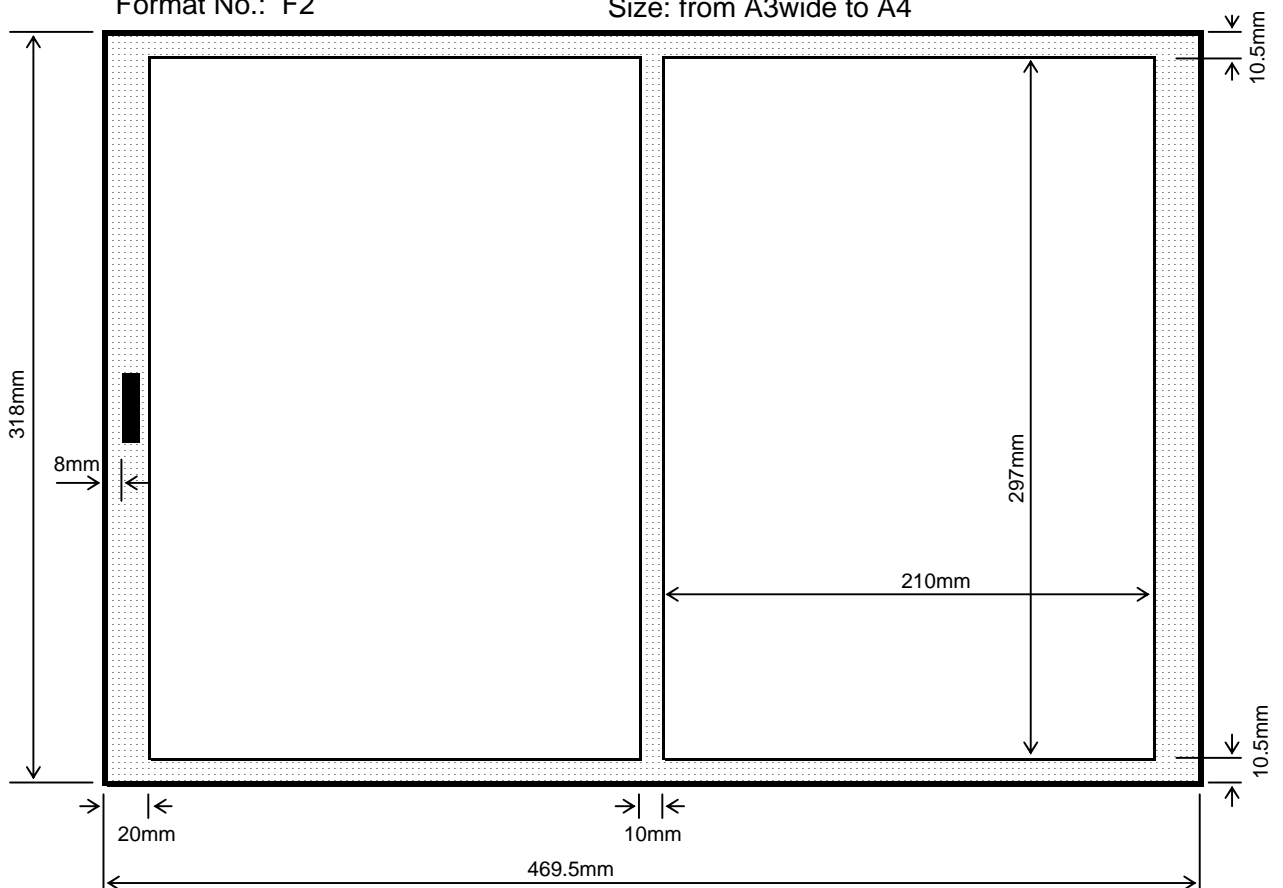
Size: from A3wide to A3



(2) Format to allocate 2 sheets of A4 into a A3wide. (Use Rotary blade DC-1)

Format No.: F2

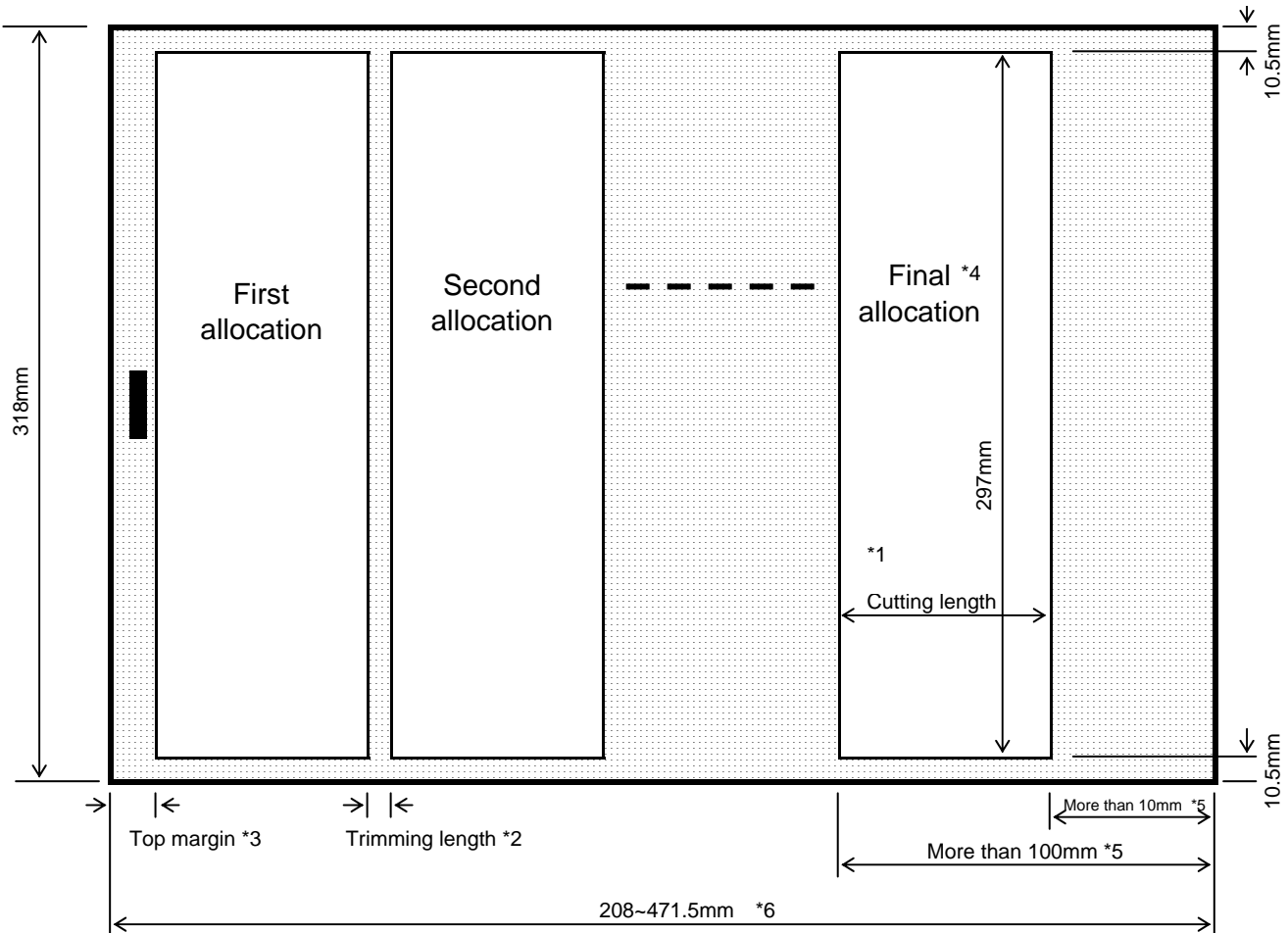
Size: from A3wide to A4



(3) Free Format (Use Rotary blade DC-1)

Format No.: fF1 to fF8

This allows you to assign a cutting size freely by using the long blade under the following conditions.



*1 Cutting length is available between 60mm to 471.5mm.

*2 Setting with or without trimming is available.

The length of the trimming is available between 8mm to 12mm.

When setting the trimming at 0, the trimming disappears (without trimming).

*3 Setting with or without top margin is possible.

The top margin is available between the length of 17mm to 30mm.

When setting the top margin at 0, the top margin disappears (without top margin).

*4 Up to 7 allocations to the direction of the long blade can be placed.

*5 You can select "ON" so as to cut the bottom margin, or "OFF" so as not to cut the bottom margin. When you select "ON", please keep the margin as follows;

- The length from the start position of the final step-and-repeat to the paper bottom edge needs more than 100mm.

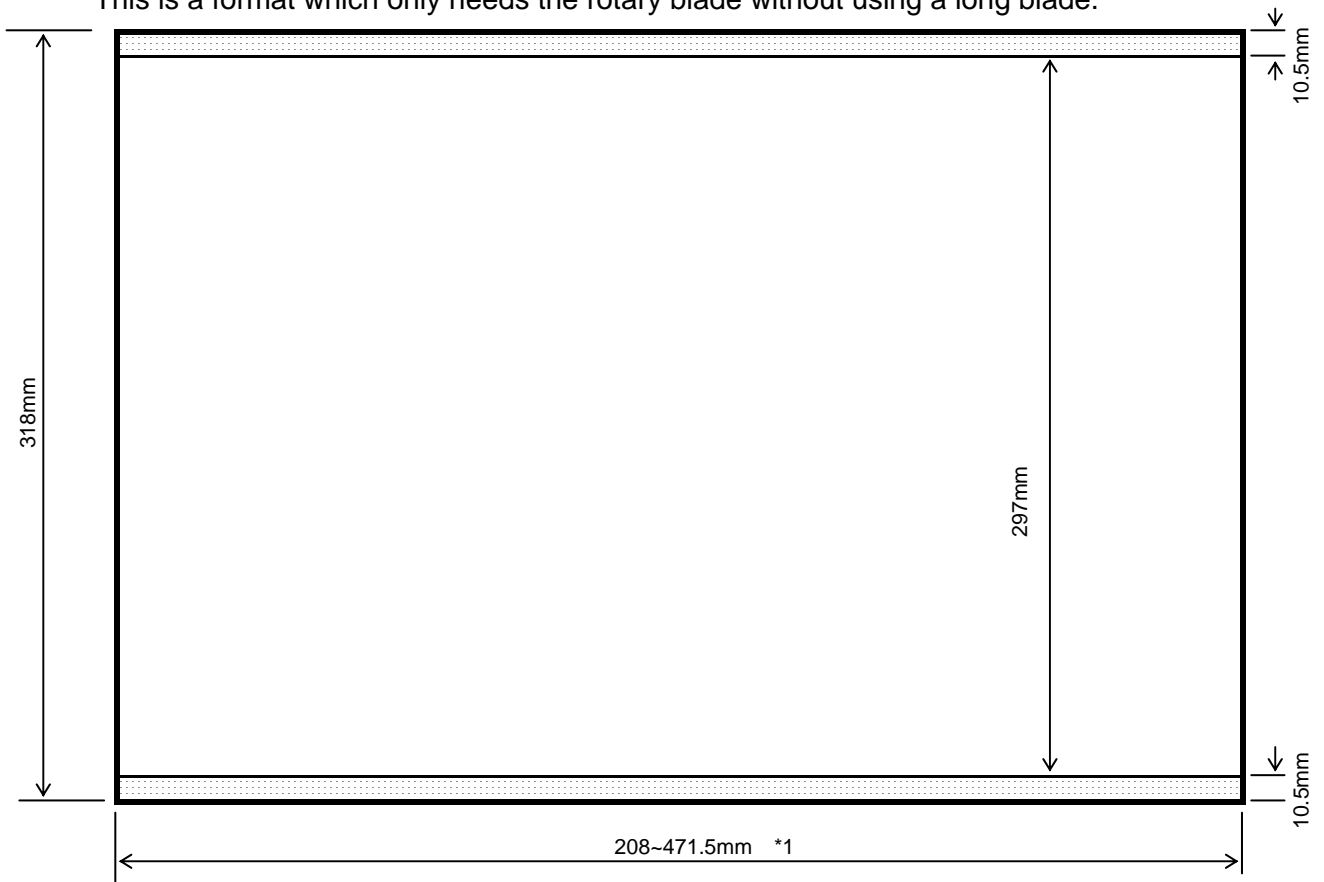
- The bottom margin needs more than 10mm.

*6 It is possible to feed a paper between the length of 208mm to 471.5mm.

(4) Format which does not use the long blade. (Use Rotary blade DC-1)

Format No.: sF1 to sF8

This is a format which only needs the rotary blade without using a long blade.



*1 It is possible to feed a paper between the length of 208mm to 471.5mm.

Appendix 3 Cautions for Cutting Format Setting

The following aids you in solving the problems on Cutting Format Setting (Trouble shooting).

Symptom	Probable Cause	Action
Top margins are fed to the paper output tray instead of dropping into the hopper.	The top margin to have assigned in the format setting is bigger than 23mm.	Shorten the top margin (recommend less than 23mm), or change the paper kind to be cut. When the top margin is more than 23mm, the top margin may not drop into the hopper depending on the paper kind to be used or an operating conditions (temperature, humidity, etc.).
D31 Cutting error	The bottom margin of a paper which was just fed prior to current paper is staying near the long blade cutter.	Adjust the top margin and the trimming margin, and then change the bottom margin volum accordingly. Or, change the paper kind to be cut. The bottom margin of paper may not drop into the hopper depending on the paper kind or the operating conditions (temperature, humidity, etc.), then it may result in the cutting error. Especially, the error may happen at the bottom margin of 16 - 18mm.
E21 Format error	The actual paper is longer than the assigned one in the formatting.	Use same sized paper as assigned in the format program. Or, set the bottom margin cutting to "ON" so that the bottom margin will be cut.
E22 Format error	The actual paper is shorter than the assigned one in the formatting.	Use same sized paper as assigned in the formatting.
	When setting "ON" to cut the bottom margin, the length from the start position of the final allocation to the paper bottom edge is less than 100mm.	When you set to "ON" so as to cut the bottom margin, adjust the format so that the length from the start position of the final allocation to the paper bottom edge keeps 100mm or more.
Only a paper to be cut by the final allocation is not accurate in size.	The format was set at "OFF" that the bottom margin is not cut.	Adjust the top margin and the trimming length, and set to "ON" so that the bottom margin will be cut. When setting to "OFF" that the bottom margin is not cut, the cutting size may become inaccurate due to the tolerance to be accumulated because the end line of the final allocation will not be cut.

Symptom	Probable Cause	Action
General paper jams General cutting error	The format program is not correctly set against the bottom margin cutting.	Adjust the format program so that the bottom margin is more than 10mm when setting the program to cut the bottom margin.
General paper jams General cutting error	Problem happens only to the specific paper.	Change the paper kind to be fed.
Cutting size is out of order.	Cutting accuracy is deteriorated by some reason.	Make a fine adjustment of the top margin, trimming length and the bottom margin cutting. The cutting accuracy may be deteriorated depending on the combination of the paper kind, the machine operating conditions (temperature, humidity, etc.) and the formatting. The longer cutting length is more profitable to keep the accuracy.
	The format program is not correctly set against the direction of the long blade.	Change the format program to "with trimming margin". The format having the trimming margin works more effectively in keeping accuracy of the cutting and the runnability of the paper feeding.
Stacking of the business card is out of order while using the rotary blade MC-2. - Business card are overturned. - Stacking capacity is low.	Problem happens only to the specific paper	Change the paper kind to be fed.
	The cutting blade and the format does not meet the paper to be cut.	Use rotary blade MC-1 (standard attachment) and change the format to "with trimming margin".