

	Operating Manual	Issue No.	1
		No. of sheets	7



Creasing – Perforating Machine GPM 320

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1 Identification

Type marking: GPM 320
Manufacturer: VD Cyklos Choltice
533 61 Choltice
Czech Republic

2 Specification

The machine is designed for the treatment of common office paper or of paper with similar physical-chemical properties. The size of sheets is up to SRA3, the maximum table width is 320mm and the maximum basis weight of the processed paper is up to 400g/m².

3 Parameters

a) Paper size	A5, A4, A3, SRA3
b) Max. machine working width	322mm
c) Front table	
Max. distance of stop from perforating machine	301mm
Min. distance of stop from perforating machine	23mm
d) Back table	
Max. distance of stop from perforating machine	161mm
Min. distance of stop from perforating machine	28mm
e) Crease width	0.9 / 1.1 / 1.5mm
f) Built-up area	l = 470mm w = 370mm h = 360mm (The lever at the top dead center)
g) Transportation size	l = 470mm w = 370mm h = 160mm (The lever at the bottom dead center)
h) Basis weight	80 – 400 g/m ² (creasing) 80 – 250 g/m ² (perforating)
i) Machine weight	10.9kg

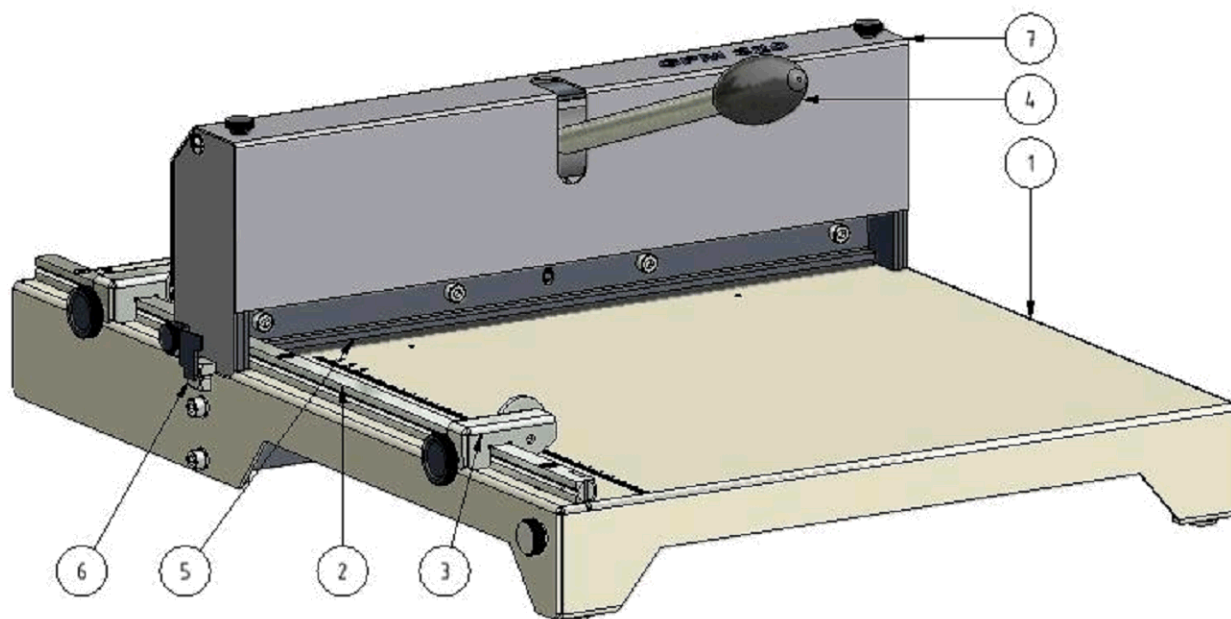
***Note:** The use of the machine requires that the extension size (see point f) be extended by a working area necessary for handling the machine.*

4 Prohibited activities

- The machine is designed only for the creasing of paper with the above set parameters.
- The machine can be operated only in protected, enclosed and covered areas (offices, workshops).
- It is prohibited to operate the machine if its operation is not continuous; e.g. when it gets jammed or is damaged.
- During operation the machine must be covered, complete and in perfect condition.

5 Main machine parts

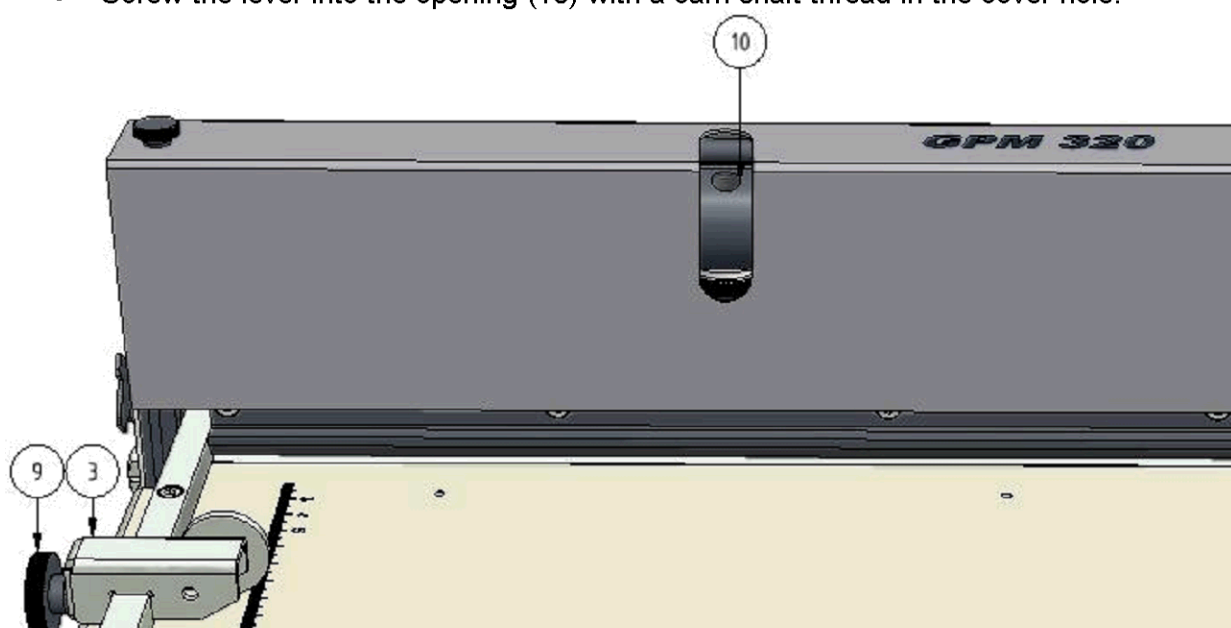
- 1 Machine base
- 2 Stop guide way
- 3 Stop
- 4 Lever
- 5 Upper bar
- 6 Lower bar
- 7 Cover



6 OPERATING INSTRUCTIONS

6.1 Preparing the machine for operation after unwrapping

- Remove both the machine and the lever from its packaging.
- Stabilize the machine on a firm, even surface.
- Screw the lever into the opening (10) with a cam shaft thread in the cover hole.



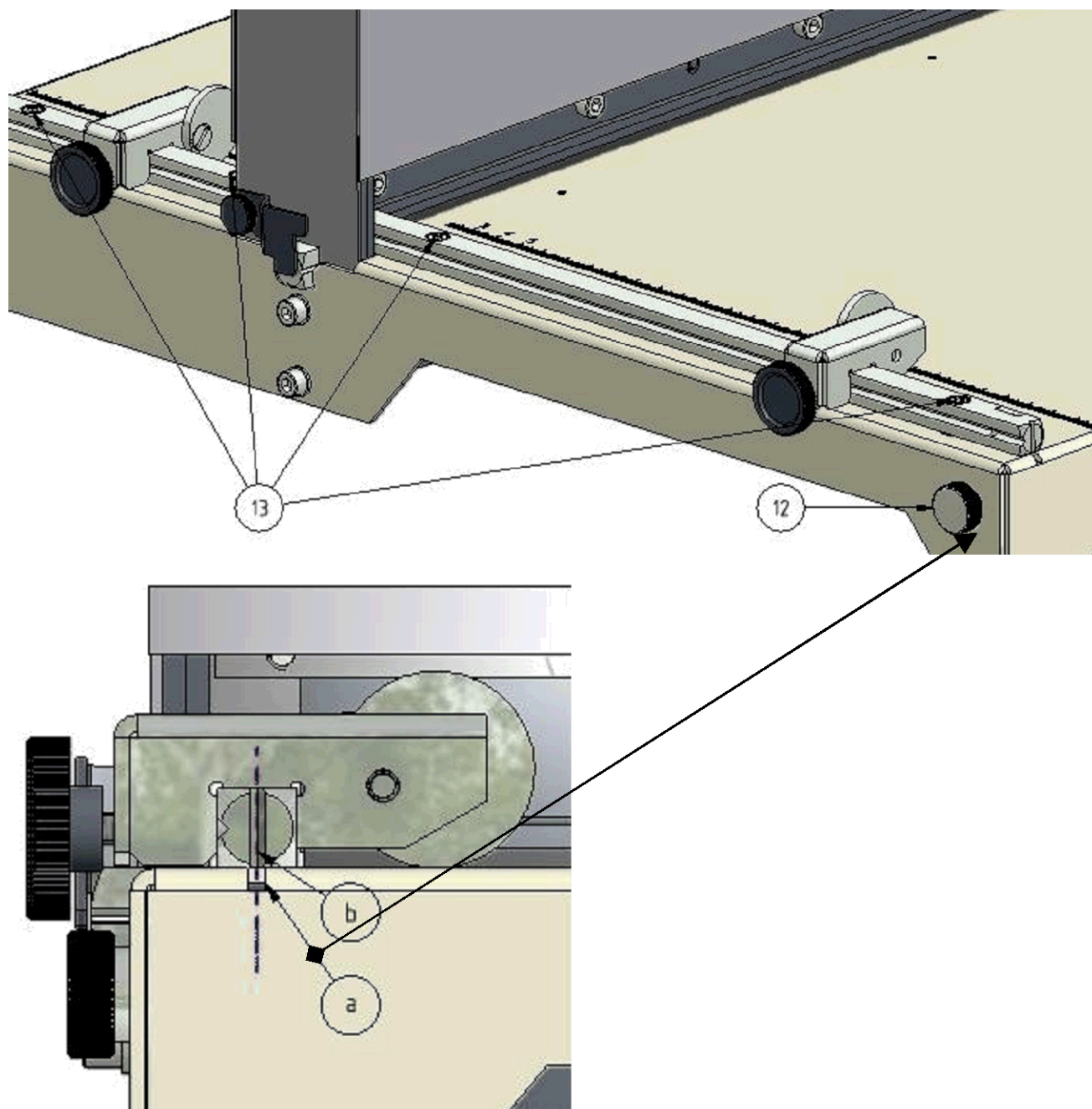
6.2 Machine operation

The creaser has two sliding stops (3) with tilting stop discs that are adjusted to a required crease and perforation position according to a millimeter scale. The set position of the stops (3) is secured with arresting bolts (9). When the minimum or maximum distance of the crease from the paper edge is required the stops (3) can be exchanged. The lower creasing bar (6) is finished with longitudinal grooves - 0.9 / 1.1 / 1.5mm wide – on either side. Depending on the weight of the processed paper the crease width is selected according to Article 6.2.3.

6.2.1 Turning the perpendicular guiding of stops

Loosen the screws (13) by approx. half turn and using the rotating handrail (12) select a required guiding angle. Then tighten the screws (13).

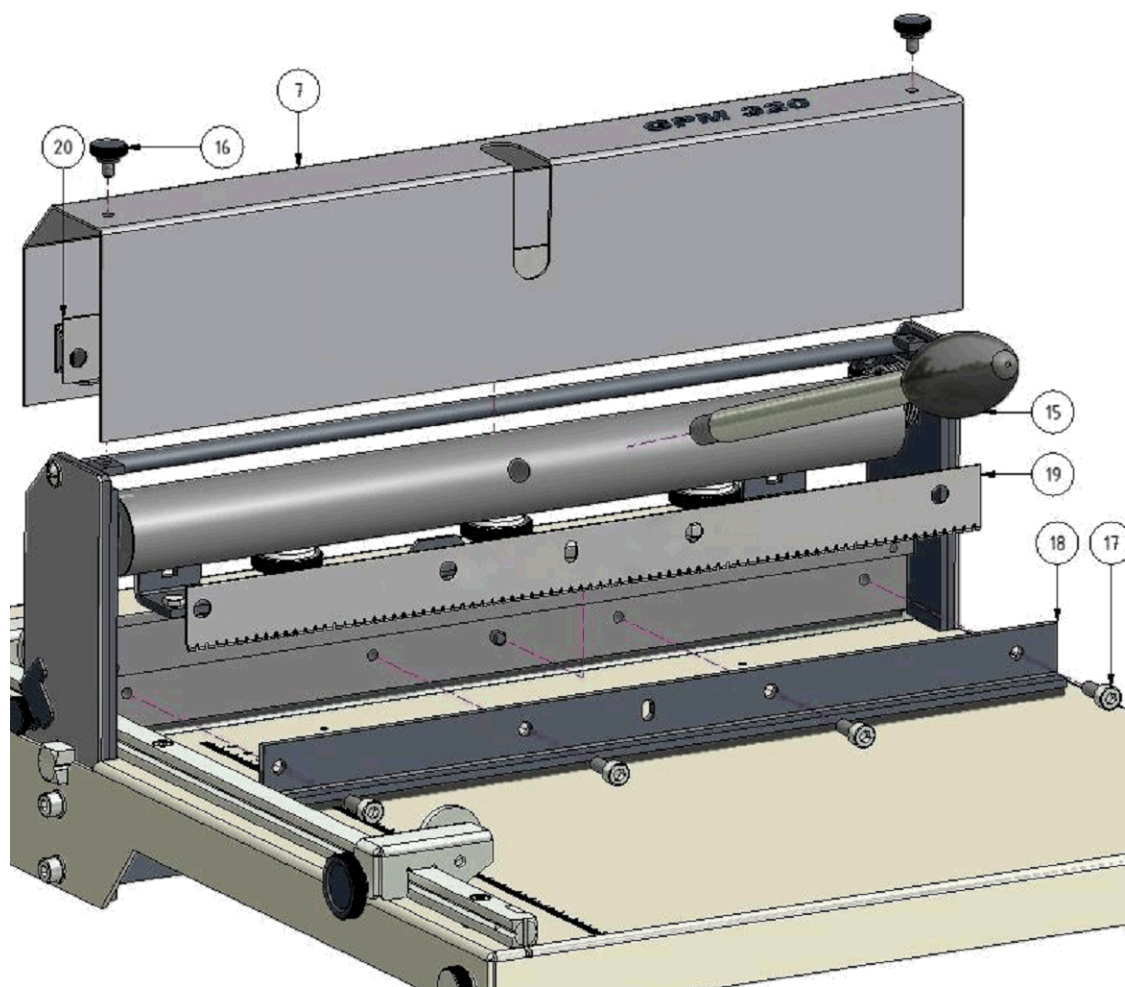
Note: The correct initial position of the guiding line and a 90° angle are set when the crease axis (b) of the guiding line is identical (collinear) with an opening in the table (a).



6.2.2 Perforation and creasing tool replacement

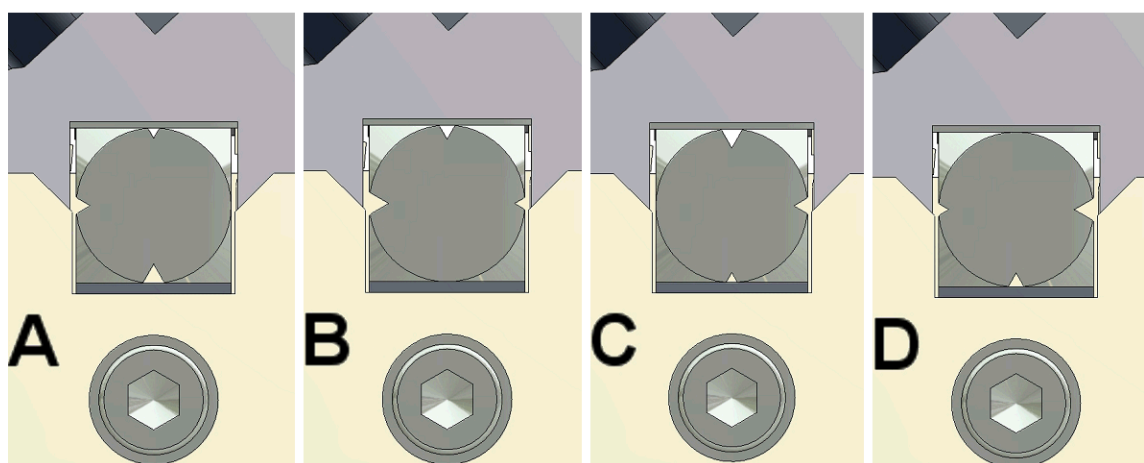
Unscrew the lever (15), loosen the screws (16) and disengage the cover (7). Loosen the screws (17), disengage the T-square (18) and the perforating tool (19). Replace it with the creasing tool (20) held in the magnetic holder in the rear part of the cover.

When inserting a new tool proceed in the opposite sequence; before the final tightening of the screws (17) force the lever (15) gently to push the tool on the contact surface of the lower bar in position D. Then tighten the screws.



6.2.3 Lower creasing bar positions

- | | |
|--------------------------|--------------------------|
| A. 0.9mm crease position | 80-120g/mm ² |
| B. 1.1mm crease position | 120-200g/mm ² |
| C. 1.5mm crease position | 200-400g/mm ² |
| D. Perforation position | 80-250g/mm ² |



7 Machine maintenance

Once in 6 months check the friction points of the upper bar and side guide ways and lubricate them if necessary.

8 Machine and transport packaging disposal

Pursuant to the Decree of the Ministry of the Environment No. 381/2001 Sb. as annotated through Decree No. 503/2004 Sb., and pursuant to the Decree of the Ministry of the Environment and of the Ministry of Health No. 376/2001 Sb. on the evaluation of the dangerous properties of waste and pursuant to Act No. 185/2001 Sb on waste.

When the machine completes its service life it can be liquidated together with communal waste. It has to be dismantled and its parts are sorted to metal and non-metal parts, plastics or rubber components. These components are then taken to appropriate collecting yards for recycling. Machine parts are not made from dangerous materials and therefore are handled as communal waste that does not require special treatment of a professional company.

Waste classes:

20 01 01 Paper and cardboard

20 01 39 Plastics

20 01 40 Metals

9 SERVICE INSTRUCTIONS AND ADJUSTMENT

9.1 Cover dismounting

Unscrew the lever (15), loosen both screws on the cover (16) and stick the cover out (7) in the upward direction.

9.2 Adjusting the pressure of the upper creasing bar

Complete this adjustment by means of 3 arrestment bolts. Loosen the nuts (21) and the screw (22). Stabilize all arrestment bolts in such a position so that the perforating knife evenly touches the lower bar (6) (position D) along the entire contact surface once the machine has been pressed, Maximum press power shouldn't exceed 100 N (10 kg). After completing the required settings tighten the nuts (21). This procedure is applicable for both, creasing and perforating.

