

FORMAX[®]

FD320

Document Folder

OPERATOR MANUAL
FIRST EDITION

TABLE OF CONTENTS

PAGE:

1. Function, Specification
2. Unpacking, Setup
3. Operation, Troubleshooting

DESCRIPTION:



FUNCTION:

The document folder folds many different configurations of paper, including letter, accordion, half, and custom folds. It may also use several sizes of paper. For configurations and/or paper sizes see listing under specifications.

SPECIFICATIONS:

SPEED	Up to 11,000 sheets per hour
MAXIMUM PAPER SIZE	11 _ x 18
MINIMUM PAPER SIZE	3 1/8 x 4
FOLD STYLES	Letter, Accordion, Half and Custom folds
HOPPER CAPABILITY	250 sheets 20#
WEIGHT	55lbs.
POWER SUPPLY	120 volts, 60Hz, 3amps
POWER SUPPLY	220 volts, 50 Hz, 2 amps

UNPACKING:

Check package for shipping damage. If there is shipping damage, do not discard the box.

CAUTION: Two people must lift machine out of the box

Unfold the infeed paper tray (item 1) and insert the paper ramp (item 2) into place.

Remove packing material from lower fold plate (item 3) and insure proper installation.

Plug cord into wall outlet.

Turn machine on by turning the speed control knob to the right.

SETUP AND DESCRIPTION:

Paper Guides:

Adjust the paper guides so the center of the sheet is aligned with the feed roller and paper slides freely between the guides without excessive play. To adjust, grip the guides at the top and bottom where they are held in place on the cross shaft and slide into position. NOTE: Improper setting of the paper guides may cause inconsistent folding or skewed folds.

Paper Guide Rollers:

The paper guide rollers should be positioned approximately $\frac{1}{4}$ to $\frac{1}{2}$ from the left and the right edge of the paper.

Speed Control (Item 4):

The speed control is a combination on/off switch and speed control and is variable to control sheets per hour. Generally faster speeds are more suitable for heavier stock and slower speeds for lighter stock. NOTE: Always make final fold adjustments at the speed you intend to fold.

Stacking wheels (Item 5):

The function of the stacking wheels, which are located on the conveyor table, is to arrange the folded sheets into an overlapping stack. Position the stacking wheel assembly so that the leading edge of the folded sheet touches the wheels when the trailing edge just falls onto the



conveyor table.

OPERATION:

Adjusting the fold plates:

To adjust fold plates to desired fold and length of paper. You must first loosen the two thumbscrews on each of the two fold plates. Second, align the center bar so the marks on each side of the fold plates match up.

Letter, accordion and half folds are clearly marked on each fold plate with blue lines. An adjustment can be made by loosening the thumbscrew and slightly moving the center bar up or down. Tighten the thumbscrews before operation.

For a half fold you must remove the lower fold plate and rotate it 180° and reinsert the fold plate.

NOTE: Remember to tighten the thumbscrews back up before operating the machine.

TROUBLESHOOTING:

PROBLEM:	SOLUTION:
Folder will not start: Machine not plugged into an active wall outlet	Plug machine into an active outlet
Speed control not turned on	Turn speed control on
Fuse blown	Replace blown fuse
Paper will not feed: Paper guides too tight single	Adjust the paper guides so a sheet of paper slides freely between the guides without excessive play
Improper stacking: Stacking wheels improperly set	Realign the stacker wheels
Skewed folds: Excessive side play between paper guides and paper edges	Adjust paper guides and skew adjust
Paper not square	Readjust the paper in the infeed tray
Infeed table not square	Adjust table by turning the skew adjust knob back and fourth until skew is eliminated