Duplo

from print to documents

INSTRUCTION MANUAL

Duplo Folder

DF-755

Be sure to read this manual prior to use.
Please leave this manual at the site of use for easy reference.

Introduction

Thank you for purchasing a Duplo product.

Be sure to read this manual prior to using the product.

After reading, leave the manual at the site of use for easy reference whenever questions related to the product arise in the future.

Symbols

In this manual, several symbols are used to indicate important warnings. Please make sure to read instructions accompanied by these symbols. These symbols have the following meanings.

Describes instructions which must be followed in use.
Be sure to read the instructions to avoid problems due to incorrect operations.

Indicates supplementary or useful information.

Describes names of related items and supplementary instructions.

Trademark

The product name and company name used in this manual are trademarks or registered trademarks of the respective companies.

For EU

CE

DECLARATION OF CONFORMITY

DUPLO CORPORATION, located at 1-6, Oyama 4-chome, Chuo-ku, Sagamihara-shi, Kanagawa-ken 229-1180, Japan, declares that the following product,

- Name of product : Duplo Folder
- Models : DF-755

complies with the provisions defined by the regulations listed below.

- Regulation : Low Voltage Directive 2006/95/EC under IEC60950-1: 2005 including EN60950-1: 2006 + A11: 2009 deviations
  Electromagnetic Compatibility Directive 2004/108/EC under EN 55014-1: 2006,
  EN 55014-2: 1997+A1: 2001, EN 55011: 2007+A2: 2007, EN 61000-3-2: 2006,
  EN 61000-3-3: 1995+A2: 2005

En

KONFORMITÄTSERKLÄRUNG

Die DUPLO CORPORATION mit Sitz in 1-6, Oyama 4-chome, Chuo-ku, Sagamihara-shi, Kanagawa-ken 229-1180, Japan, erklärt hiermit, dass das folgende Produkt,

- Bezeichnung des Produkts :
  Duplo-Falzapparat
- Modell :
  DF-755

den nachfolgend aufgelisteten Richtlinien entspricht:

- Richtlinien :
  Niederspannungsrichtlinie 2006/95/EG unter
  IEC60950-1: 2005 einschließlich Abweichungen der
  EN60950-1: 2006 + A11: 2009
  Richtlinie zur elektromagnetischen Verträglichkeit
  2004/108/EG unter EN 55014-1: 2006,
  EN 55014-2: 1997+A1: 2001, EN 55011: 2007+A2: 2007,
  EN 61000-3-2: 2006, EN 61000-3-3: 1995+A2: 2005

Ge

DICHIARAZIONE DI CONFORMITÁ

DUPLO CORPORATION sita a 1-6, Oyama 4-chome, Chuo-ku, Sagamihara-shi, Kanagawa-ken 229-1180 Japan, dichiara che il seguente prodotto,

- Nome del prodotto :
  Piegatrice Duplo
- Modello :
  DF-755

è conforme ai requisiti definiti dalle norme sotto elencate:

- Direttiva Bassa Tensione :
  Direttiva 2006/95/CE relativa alle apparecchiature a bassa tensione IEC 60950-1: 2005 deviazioni
  EN 60950-1: 2006 + A11: 2009 incluse
  Direttiva di compatibilità elettromagnetica 2004/108/CE
  in base a EN 55014-1: 2006, EN 55014-2:
  1997+A1: 2001, EN 55011: 2007+A2: 2007, EN 61000-3-2:
  2006, EN 61000-3-3: 1995+A2: 2005

It

DECLARATION DE CONFORMITE

DUPLO CORPORATION, située à 1-6, Oyama 4-chome, Chuo-ku, Sagamihara-shi, Kanagawa-ken 229-1180, Japon, déclare que le produit suivant ;

- Nom du produit :
  Plieuse Duplo
- Modèle :
  DF-755

est conforme aux dispositions définies par les réglementations suivantes :

- Réglementations :
  Directive Basse tension 2006/95/CE en application de la
  IEC 60950-1: 2005, dérogations selon
  EN60950-1: 2006 + A11: 2009 incluses
  Directive sur la compatibilité électromagnétique
  2004/108/CE en application des normes
  EN 55014-1: 2006, EN 55014-2: 1997+A1: 2001,
  EN 55011: 2007+A2: 2007, EN 61000-3-2: 2006,
  EN 61000-3-3: 1995+A2: 2005

Fr

DECLARACIÓN DE CONFORMIDAD

DUPLO CORPORATION, con domicilio en 1-6, Oyama 4-chome, Chuo-ku, Sagamihara-shi, Kanagawa-ken 229-1180 Japan, declara que el producto siguiente :

- Nombre del producto :
  Plegadora Duplo
- Modelos :
  DF-755

cumple con lo dispuesto por los reglamentos que se indican a continuación.

- Reglamentaciones :
  Directiva sobre baja tensión 2006/95/CE, según
  IEC60950-1: 2005, incluyendoEN60950-1: 2006 + A11: 2009
  modificadas.
  Directiva sobre compatibilidad electromagnética
  2004/108/CE según EN 55014-1: 2006,
  EN 55014-2: 1997+A1: 2001, EN 55011: 2007+A2: 2007,
  EN 61000-3-2: 2006, EN 61000-3-3: 1995+A2: 2005

Sp

For EU

Disposal of Old Electrical & Electronic Equipment

This symbol (the symbol of the crossed out wheeled bin) indicates that in European countries this product should not be disposed of as household waste.

Please recycle where facilities exist by checking with your local authority or supplier for recycling advice.

By ensuring this product is disposed of correctly through proper treatment, recovery and recycling, you will help prevent potential negative effects on the environment and human health.

En

Entsorgung von alten elektrischen und elektronischen Ausrüstungsteilen

Dieses Symbol (das Symbol mit dem durchgekreuzten fahrbaren Müllbehälter) zeigt an, dass dieses Produkt in europäischen Länden nicht als Haushaltsmüll entsorgt werden darf. Bitte informieren Sie sich bei Ihren örtlichen Behörden oder bei Ihrem Händler hinsichtlich einer Empfehlung für die Entsorgung und führen Sie die betreffenden Teile dort, wo solche Einrichtungen vorhanden sind, einem Recycling-Prozess zu.

Indem sie sicherstellen, dass das betreffende Produkt durch richtige Behandlung, Rückführung und Recycling entsorgt wird, tragen Sie dazu bei, möglichen negativen Auswirkungen auf die Umwelt und die menschliche Gesundheit vorzubeugen.

Ge

Elimination du matériel électronique et électrique usagé

Ce symbole (une poubelle marquée d'une croix) indique que dans les pays européens, ce produit ne doit pas être éliminé comme des ordures ménagères.

Recyclez-le dans les sites adaptés qui vous seront indiqués par les autorités locales ou renseignez-vous auprès de votre fournisseur.

En veillant à ce que ce produit soit éliminé correctement avec un traitement, une collecte et un recyclage adaptés, vous contribuez à éviter son action nocive potentielle sur l' environnement et la santé humaine.

Fr

Smaltimento di attrezzature elettriche ed elettroniche consumate

Questo simbolo (il simbolo della pattumiera con rotelle barrata) indica che nei paesi europei questo prodotto non deve essere buttato nei rifiuti domestici.

Per favore smaltire in luogo addetto al riciclo, dove esistente, chiedendo informazioni alle autorità locali o a chi fornisce consulenza a proposito.

Garantendo uno smaltimento adeguato di questo prodotto (trattamento, recupero e riciclo corretto), aiuterete a prevenire effetti negativi sull'ambiente e sulla salute dell'uomo.

It

Eliminación de residuos de aparatos eléctricos y electrónicos

Este símbolo (un cubo de basura tachado) indica que en los países europeos este producto no deberá eliminarse como si se tratara de un residuo doméstico. Solicite asesoramiento sobre reciclaje a las autoridades locales o a su distribuidor, y siga la normativa en materia de gestión medioambiental y reciclaje de este tipo de residuos.

Si toma las medidas pertinentes para que este producto se elimine mediante un tratamiento, recuperación y reciclaje adecuados, contribuirá a evitar posibles efectos negativos en el medio ambiente y la salud humana.

Sp

For North America

“This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

–Reorient or relocate the receiving antenna.

– Increase the separation between the equipment and receiver.

– Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

–Consult the dealer or an experienced radio/TV technician for help.“

Memo

Safety Precautions

In this manual, operations and handling of the unit which are hazardous are described using the following marks to prevent personal injury or property damage to the user and others.

⚠ WARNING	**Ignoring this mark could result in the possibility of serious injury or even death.**
⚠ CAUTION	**Ignoring this mark could result in the possibility of injury or physical damage.**

This mark indicates a "Warning" or "Caution". A graphic may be shown inside the mark to describe the warning or caution more specifically.
This mark indicates a forbidden action. A graphic may be shown inside the mark to describe the forbidden action more specifically.
This mark indicates actions that must be performed. A graphic may be shown inside the mark to describe the action to be performed more specifically.

Power Supply

- This unit shall be installed near the socket-outlet where the plug on the power supply cord is easily accessible.
- Make sure the power supply used is always within the following range.
  Power supply : 220-240 V AC, 50 Hz (EU)
  120 V AC, 60 Hz (North America)
- When you power other appliances from the same AC outlet, make sure that the combined power consumption does not exceed the power supply capacity.
  Rated current (Rated power) : 0.4 A (EU)
  0.85 A (North America)
- The equipment must be reliably connected to an earthed main socket-outlet.

⚠ WARNING

Use only the power supply voltage specified on the main nameplate.
Using other voltages could result in a fire or an electrical shock.

Make sure that the combined power consumption of the appliances to be connected does not exceed the capacity rating of the power outlets or plug receptacles.
Exceeding the capacity rating could cause the power outlets, plug receptacles, or power extension cords to overheat and catch a fire.

Operating Environment

Operate this unit in the following environment.

- where the temperature range is between 5 and 35°C/41 and 95°F (-10 to +50°C/14 to 122°F in storage)
- where the humidity range is between 20 and 85% RH (10 to 90% RH in storage, however no condensation)
- which is not subject to direct sunlight
- which is reasonably free from dust
- which is subject to little or no vibration
- which is free from air-borne salt
- where there are no harmful chemicals
- where the unit is not exposed to water

⚠ WARNING

Keep this unit and the power cord away from heaters and heater vents.
Excessive heat could melt the cover or power cord covering, and result in a fire or an electrical shock.

Do not place metal objects or vessels containing liquids on top of the unit.
The entry of any metal object or liquid could result in a fire or an electrical shock.

Do not insert any metal or easily-combustible object inside this unit.
This could result in a fire or an electrical shock.

Do not use flammable sprays inside or near the unit (e.g. when cleaning the unit).
Such flammable gas may ignite and cause a fire or combustion.

⚠ CAUTION

Do not install this unit in a location where there is excessive humidity or where contact with water is possible.
Poor choice of location could result in deterioration of the insulation, a fire or an electrical shock.

Install this unit on a level, stable stand or floor, with sufficient space around it.
Failure to do so could result in the unit overturning and causing injury.

Disconnect the power plug from the power outlet before attempting to move this unit.
Failure to do so could result in power cord damage, a fire or an electrical shock.

Always disconnect the power plug from the power outlet when the unit is not to be used for an extended period.
Failure to do so could result in a fire due to leakage current if the insulation should deteriorate.

Maintenance / Other

⚠WARNING

Do not damage the power cord or power plug.

Do not scratch, alter, bend, twist, pull or place heavy objects on the power cord or power plug.
This could result in damage, a fire or an electrical shock.

Do not touch the power switch with wet hands.

Otherwise electric hazards may occur.

Do not remove the cover or back panel.

This unit contains high-voltage components that could cause an electrical shock.

Do not disassemble, modify or repair this unit.

There is a danger of fire, electrical shock or injury.
Contact your dealer when repairs are necessary.

If any foreign object such as metal or liquid should enter this unit, immediately turn the unit off at the power switch and disconnect the power plug from the power outlet.

Failure to do so could result in a fire or an electrical shock.
Contact your dealer immediately.

Before cleaning this unit, turn the unit off at the power switch and disconnect the power plug from the power outlet.

Accidental operation of the unit during cleaning could result in injury.

Remove any dust that accumulates on the power plug prongs and the surface of the plug from which the prongs extend.

Accumulated dust could result in a fire.

Always grip the plug when disconnecting the power plug from the power outlet.

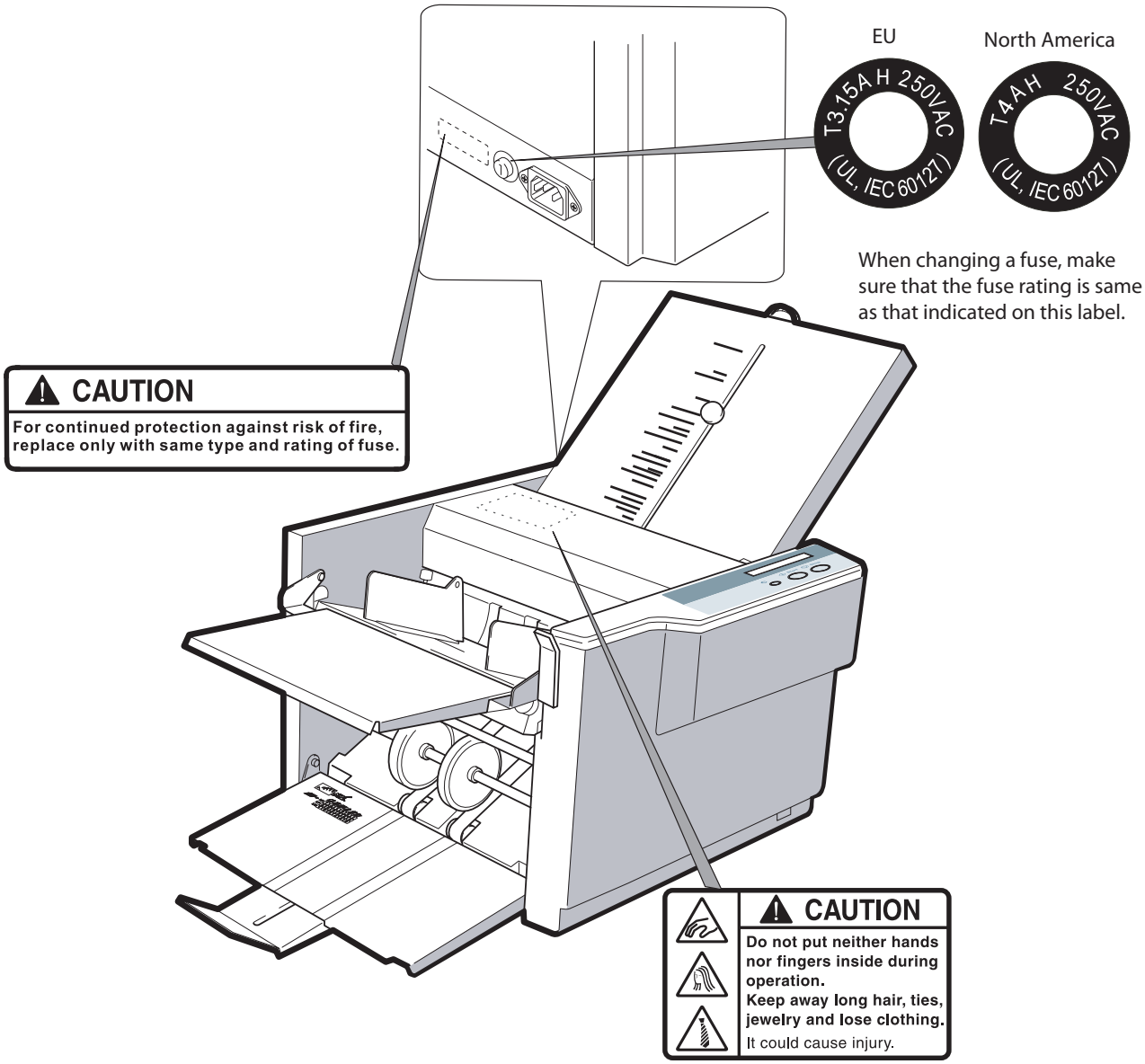
Forcibly pulling on the power cord could cause damage, resulting in a fire or an electrical shock.

Do not touch or insert foreign objects into any rotating part during operation.

This could result in injury.

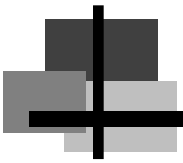
WARNING / CAUTION Labels

"WARNING" and "CAUTION" labels are pasted on the machine to ensure user safety.
Do not remove or change them.
When the labels become dirty or are lost, be sure to contact your dealer for a new one.



Contents

Memo



Chapter 1

BEFORE OPERATION

1. Features

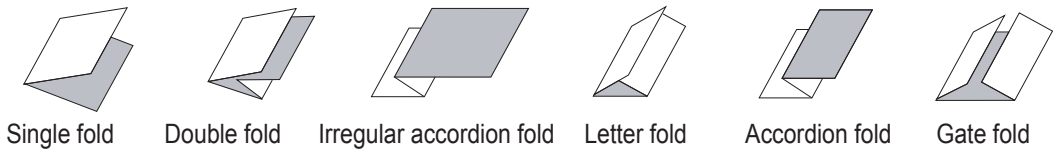
The DF-755 is designed to fold paper into six popular folding patterns and is capable of folding the following number of sheets.

For EU

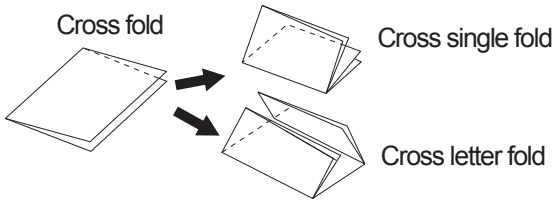
Approximately 125 sheets of paper per minute (when single folding A4 size fine quality paper 64 g/m²)

For North America

Approximately 135 sheets of paper per minute when single folding 11 lb of fine quality LT paper



The DF-755 is also able to create cross single fold and cross letter fold as shown in the figure.

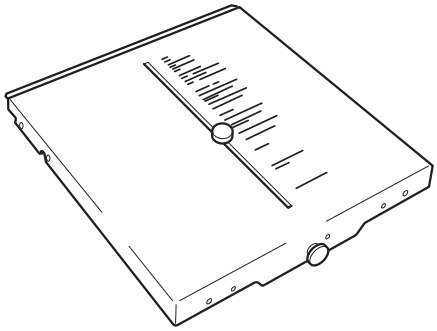


Note that the finish of cross folding is not as accurate as that of the six folding patterns mentioned above.

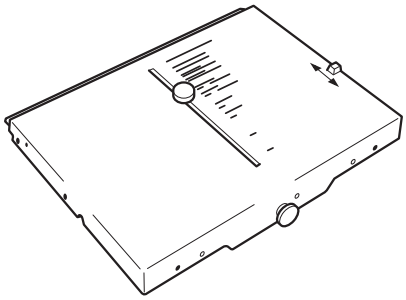
2. Setting Up the Machine

2-1. Components

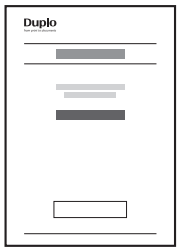
[1]



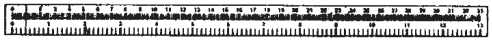
[2]



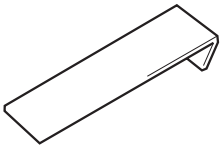
[3]



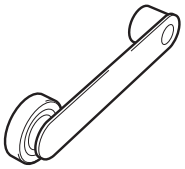
[4]



[5]

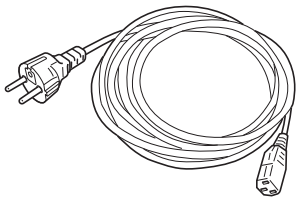


[6]

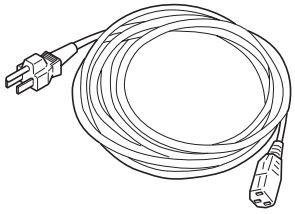


[7]

220 to 240 V (For EU)



120 V (For North America)

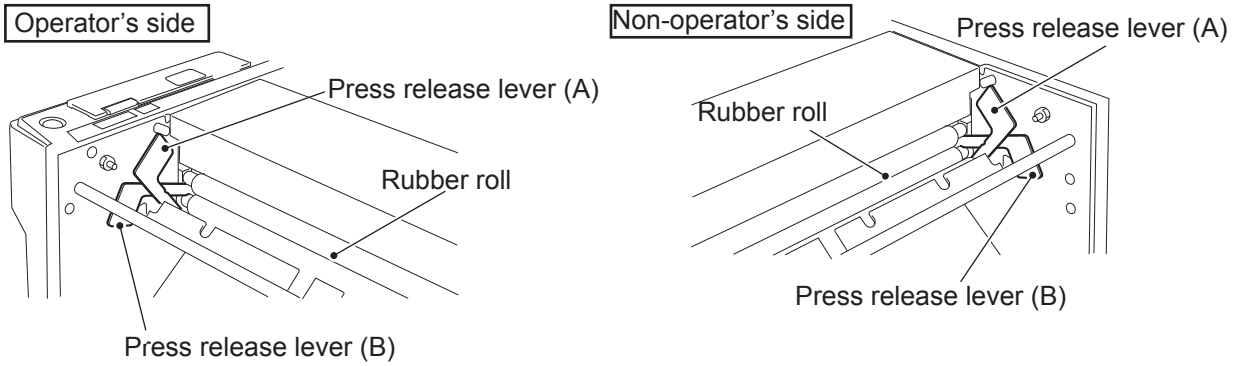


No.	Name	Qty.	Remark
[1]	First folding plate	1	Attached to the right upper section on the operator's side.
[2]	Second folding plate	1	Attached to the right lower section on the operator's side.
[3]	Instruction manual	1	This manual
[4]	Scale label	1	Used to measure non-standard size paper. Attach the scale.
[5]	Guide plate unit	1	Used when folding B6 size thin paper (for EU) and small sized medium thickness paper (for North America) into four.
[6]	Cross folding lever	1	Used when cross folding paper.
[7]	Power cord	1	

2-2. Removing the Press Release Lever

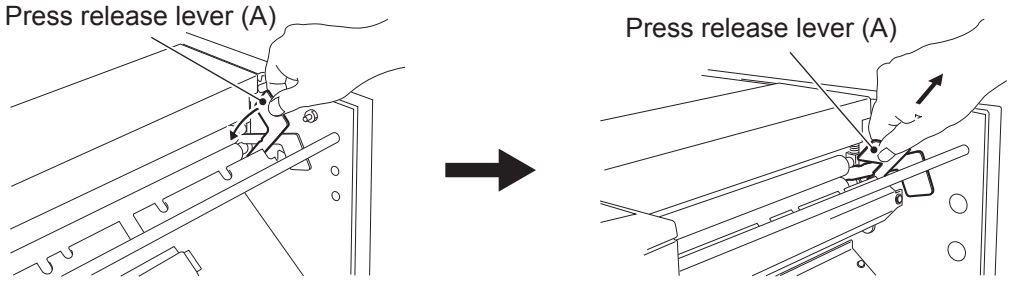
The press release levers are attached to the unit at shipment to prevent the rubber roll from becoming distorted. Be sure to remove them when setting up the machine.

The two types of press levers are attached to either side of the rubber roll.



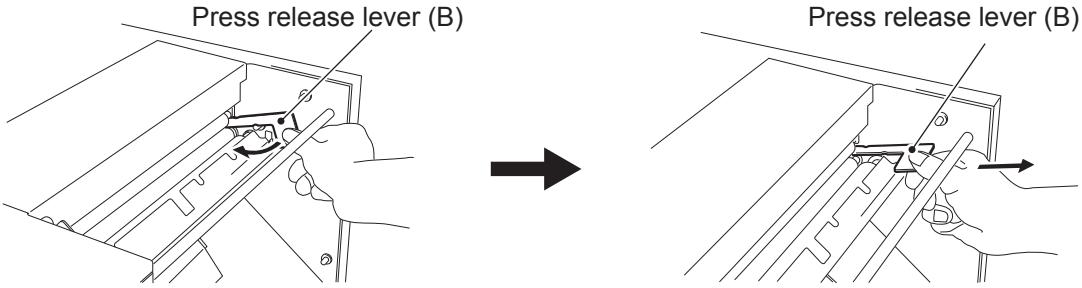
The machine will be damaged if it is used without removing the lever.

1 **To remove the press release lever (A) on the non-operator's side, push it inwards and pull it out.**



2 **To remove the press release lever (A) on the operator's side, push it inwards and pull it out.**

3 **To remove the press release lever (B) on the non-operator's side, push it inwards and pull it out.**



4 **To remove the press release lever (B) on the operator's side, push it inwards and pull it out.**

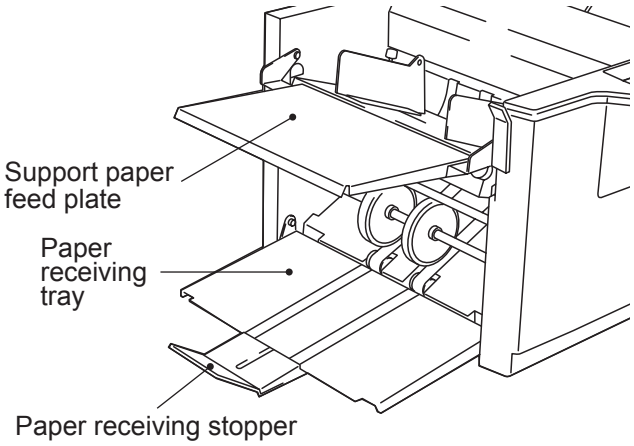
2-3. Locking the Bearing Support Levers

The bearing support levers are released at shipment to prevent the rubber roll from becoming distorted. After removing the press release levers, be sure to lock the bearing.

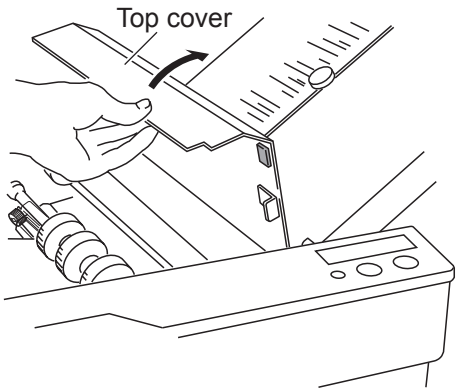
1 **Unfold the paper receiving tray.**

2 **Unfold the support paper feed plate.**

Note
- **If you unfold the support paper feed plate before unfolding the paper receiving tray, the paper receiving stopper may be damaged. Make sure that you unfold the paper receiving tray first.**
- **The paper receiving tray and support paper feed plate are foldable so that you can easily move or store the machine. Make sure that you unfold them before using the machine.**

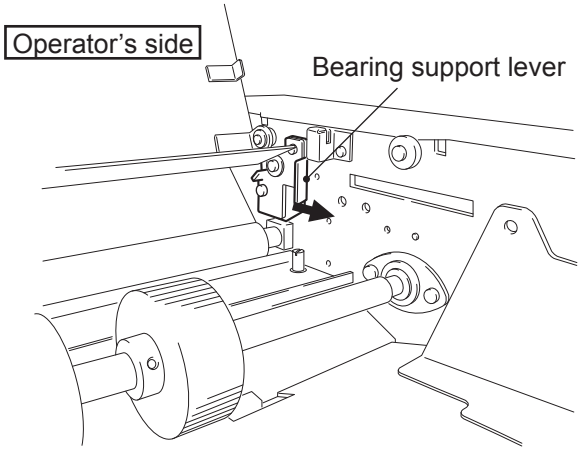


3 **Open the top cover.**



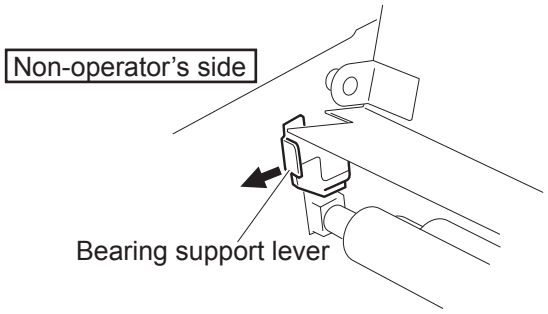
4 **Turn the bearing support lever on the operator's side in the direction of the arrow.**

The bearing will be locked.



5 **Turn the bearing support lever on the non-operator's side in the direction of the arrow.**

The bearing will be locked.



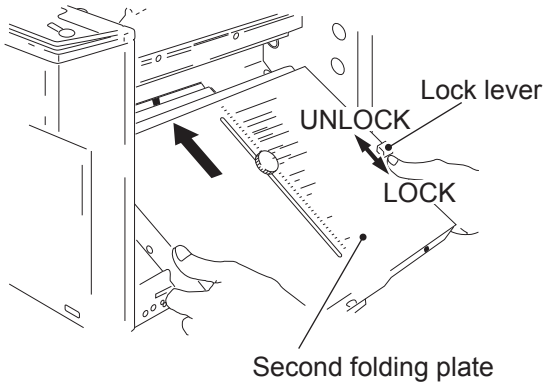
Note **Because the bearing support lever presses down the rubber roll, if it is not locked, thick paper may not be folded properly.**

6 **Close the top cover.**

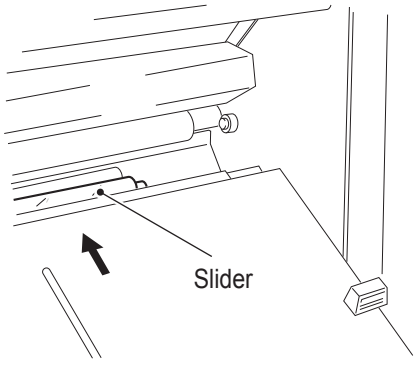
2-4. Attaching the Parts

1 **Attach the second folding plate.**

1) Move the lock lever of the second folding plate to the position of "UNLOCK."

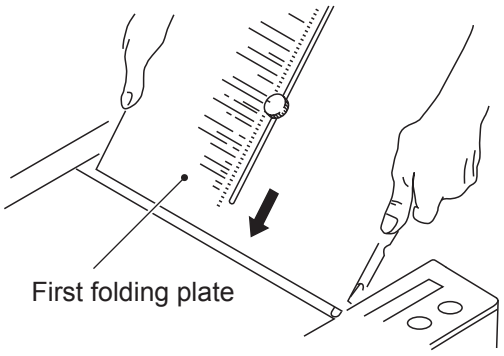


2) Insert the folding plate to the machine along the slider.
3) Move the lock lever to the position of "LOCK."



2 **Attach the first folding plate.**

It only needs to be inserted because the first folding plate is not provided with a lock lever.

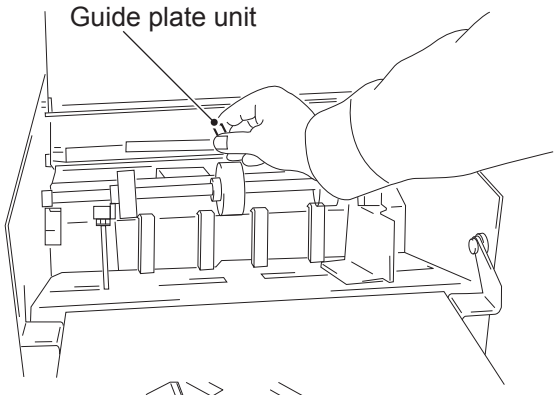


3 **Make a ground connection using the earth wire attached to the power plug.**

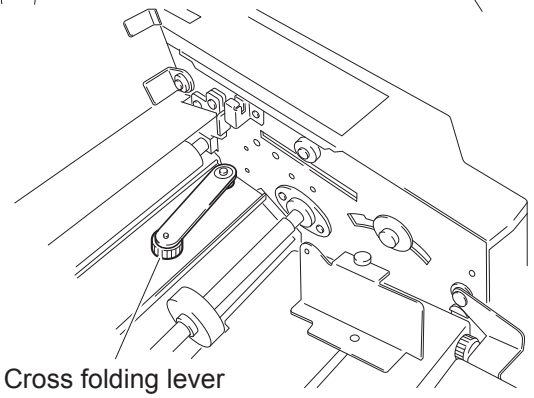
Note

- **Make sure that you make a ground connection before connecting the power plug to the wall socket.**
- **If earth leakage occurs without a ground connection, a short circuit may cause fire and electric shock.**

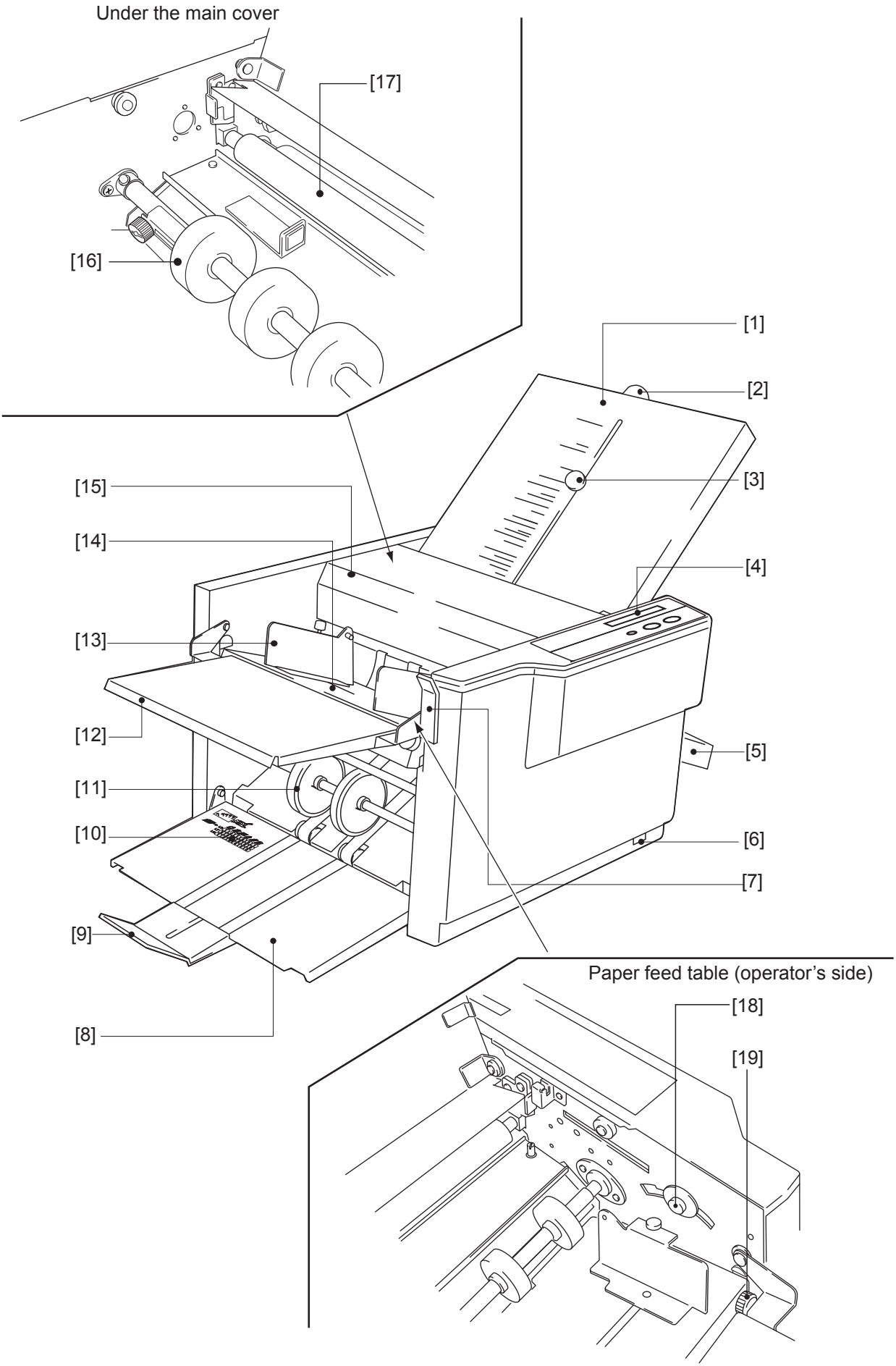
4 **Place the guide plate unit on the magnet under the top cover.**



5 **Place the cross folding lever on the magnet under the top cover.**



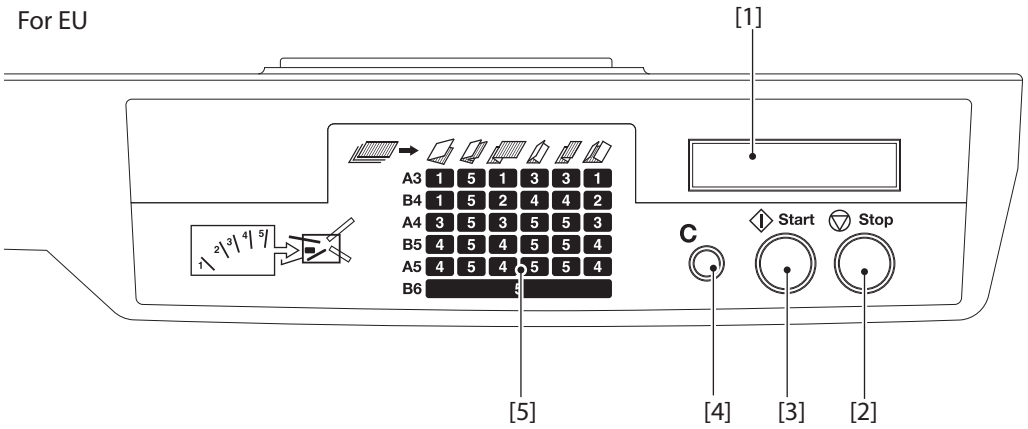
3. Names and Functions



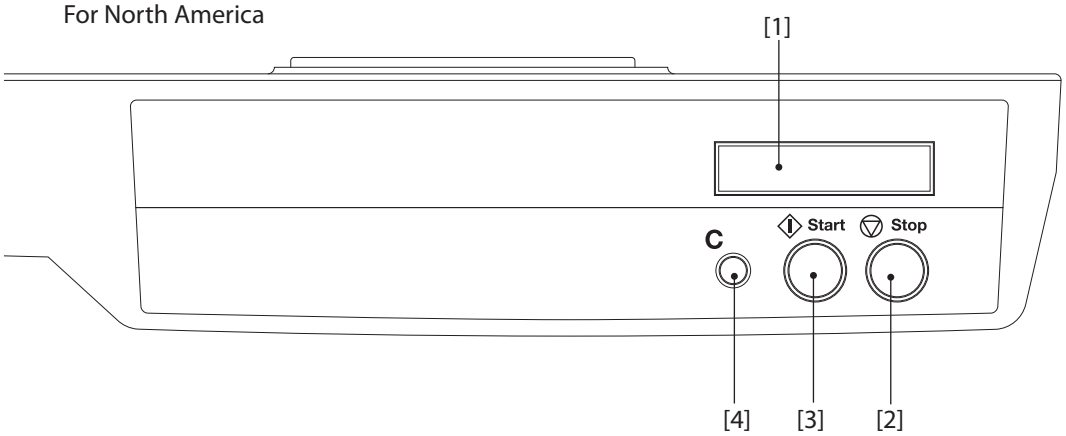
No.	Name	Function
[1]	First folding plate	Guide plate for deciding a paper folding position. First folding is made using this plate.
[2]	Fine adjustment knob	Used when adjusting a paper folding position.
[3]	Rough adjustment knob	Used when deciding a paper folding position.
[4]	Control panel	Used when operating the machine. Error messages are also displayed on the LCD display.
[5]	Second folding plate	Guide plate for deciding a paper folding position. Second folding is made using this plate. This plate is not used when folding paper into two.
[6]	Power switch	Turns on and off the power.
[7]	Paper set lever	When lowered, the paper feed table is raised.
[8]	Paper receiving tray	Receives folded paper ejected out.
[9]	Paper receiving stopper	Stops paper ejected out from the machine.
[10]	Table of stacker rollers position (only for North America)	Used to check an appropriate position of the stacker rollers depending on a paper size and folding pattern.
[11]	Stacker rollers	Ejects folded paper from the machine.
[12]	Support paper feed plate	Supports paper stacked on the paper feed table.
[13]	Side guide	Holds paper stacked on the paper feed table.
[14]	Paper feed table	Used to stack paper to be folded.
[15]	Top cover	Prevents the user from touching the moving parts.
[16]	Paper feed ring	Feeds paper into the machine.
[17]	Rubber roll	Sends paper to the first folding plate.
[18]	Paper feed pressure adjustment knob	Adjusts paper feed pressure.
[19]	Slant correction paper feed knob	Corrects misalignment along sides of paper.

4. Describing Control Panel

For EU



For North America



No.	Name	Function
[1]	Counter/LCD display	Counts up the number of folded paper or displays the status of the machine. Up to four digit number is displayed.
[2]	Stop button	When pressed, the machine stops.
[3]	Start button	When pressed, the machine starts folding operations.
[4]	C (clear) button	When the machine is stopped with paper on the paper feed table, pressing the button for more than two seconds makes the counted number return to "0." When a mis-feed has occurred, pressing this button clears the message.
[5]	Table of stacker rollers position	Used as a reference to check an appropriate position of the stacker rollers depending on a paper size and folding pattern.

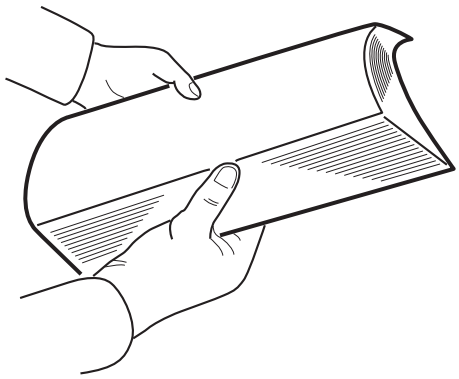
5. Handling Paper

5-1. Paper Used

- **Make sure that the printing ink on the paper has dried completely prior to use.**

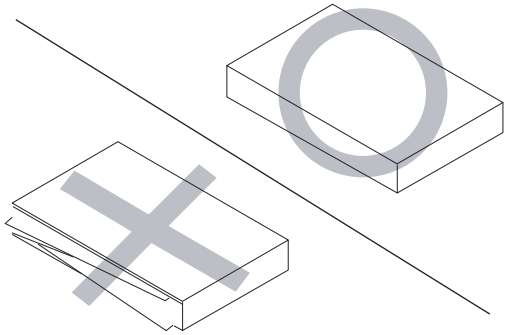
Note
- **If used without the ink completely dried, the folding roller or paper may become dirty.**
- **Paper printed with special ink may cause the swelling and deformation of the rubber rolls, leading to folding misalignment.**

- **If curled paper is used, depending on the environmental condition (temperature, humidity), paper quantity, paper type, and paper fiber, it may not flow smoothly into the folding plate or may not be folded properly. Flatten the paper prior to use.**
- **When folding B6 size paper, if you use fine quality paper of 64 g/m² or thicker, the paper may not be able to be ejected (for EU).**
- **Fan paper well prior to use.**



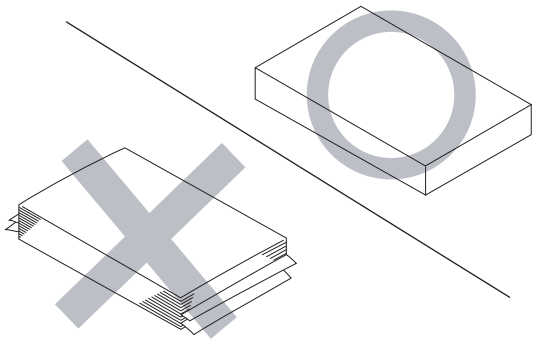
5-2. Precautions on Stacking Paper

- **Do not stack paper on the paper feed table with the left and right sides of the paper unaligned or some sheets protruding out.**

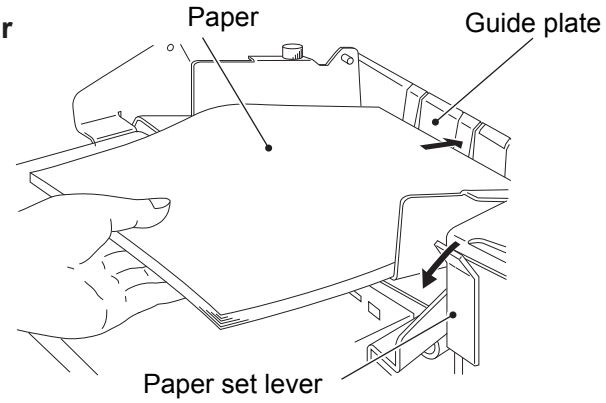


- **Do not stack paper on the paper feed table with the lead and tail edges unaligned or some sheets protruding out.**

Note **If the paper is protruding at the lead or tail edge, paper will not be fed stably, resulting in problems such as paper feed error and folding misalignment.**



- **When stacking just a few sheets of paper on the paper feed table, lower the paper set lever while pressing the lead edge of the paper against the guide plate.**

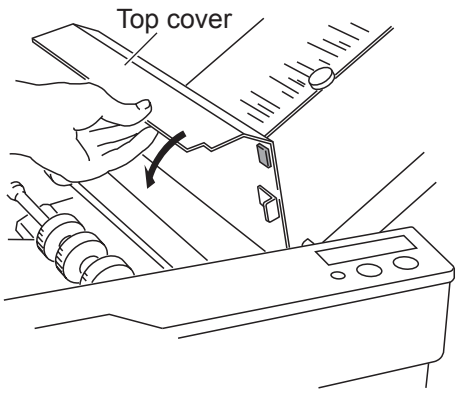


6. Emergency Stop

An emergency stop device to ensure safety has been installed to the top cover. Opening the cover during operations will stop the machine.

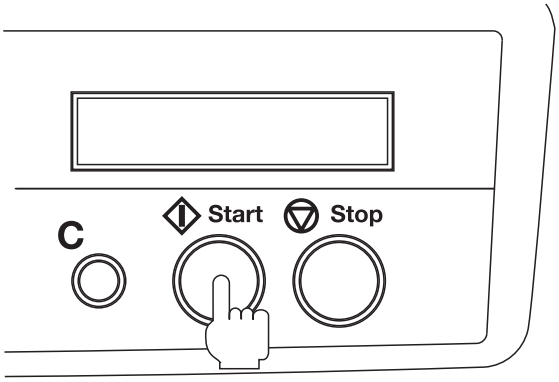
To resume operations, follow the procedures below.

1 **Close the top cover.**



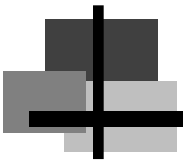
2 **Press the Start button.**

Operations will start.



Note **If an error occurs when opening the top cover, an error message will be displayed on the LCD display (☞p.4-9) after closing the cover. Fix the error and press the start button to resume operations.**

Memo



Chapter 2

BASIC OPERATION

1. Standard Folding of Standard Paper

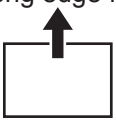
1-1. Standard Paper

For EU

There are six types of standard paper sizes; A3, B4, A4, B5, A5, and B6.

Paper Size	Long×Wlde (mm)	Paper Size	Long×Wlde (mm)
A3	420×297	B4	364×257
A4	297×210	B5	257×182
A5	210×148	B6	182×128

These sizes except A4 and B5 are detected as standard paper only when stacked with short edge feed.

Stacking Direction	Paper Size					
	A3	A4	A5	B4	B5	B6
Short edge feed 	O	O	O	O	O	O
Long edge feed 	X	O	X	X	O	X

Can be used as standard paper : O

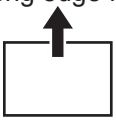
Cannot be used as standard paper : X

For North America

There are three types of standard paper sizes; LD, LG and LT.

Paper Size	Long×Wlde (inch)
LD	11x17
LG	8.5x14
LT	8.5x11

LD and LG are detected as standard paper only when stacked with short edge feed.

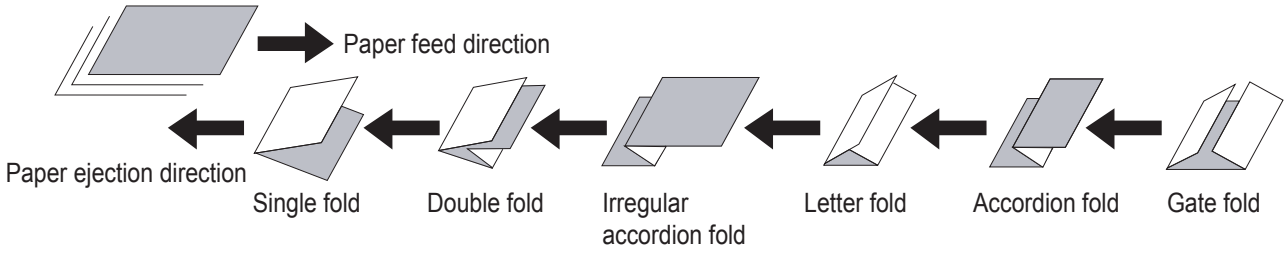
Stacking Direction	Paper Size		
	LD	LG	LT
Short edge feed 	O	O	O
Long edge feed 	X	X	O

Can be used as standard paper : O

Cannot be used as standard paper : X

1-2. Standard Folding

There are six types of standard folding modes: single fold, double fold, irregular accordion fold, letter fold, accordion fold and gate fold. Paper is folded as shown below when the paper is placed on the paper feed table with its print side facing upward.

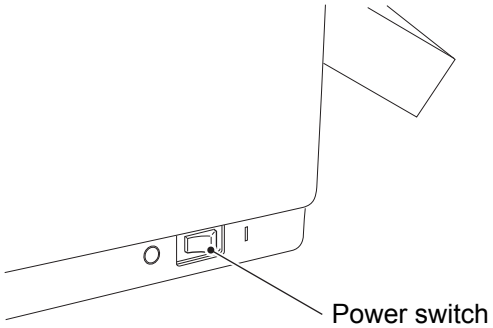


1-3. Operation Procedures

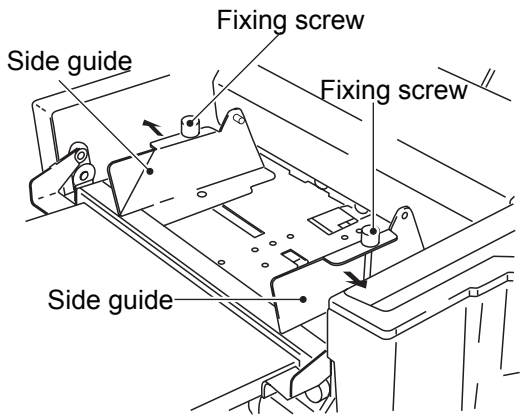
1 **Insert the power cord in the wall socket and turn on the power.**

Press " I " to turn on the power.

Press "O" to turn off the power.



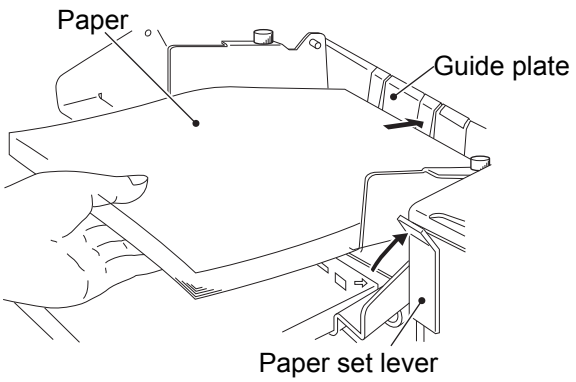
2 **Loosen the fixing screws of the side guides, and move the side guides to fit the paper width.**



3 **Raise the paper set lever and place some paper on the paper feed table.**

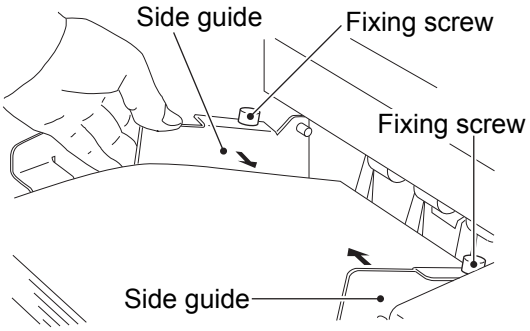
Push in the paper until its lead edge touches the guide plate.

The message "NO PAPER" displayed on the LCD disappears and "COUNT 0" is displayed instead.



Note **Fan the paper well and stack them neatly at the center of the paper feed table.**

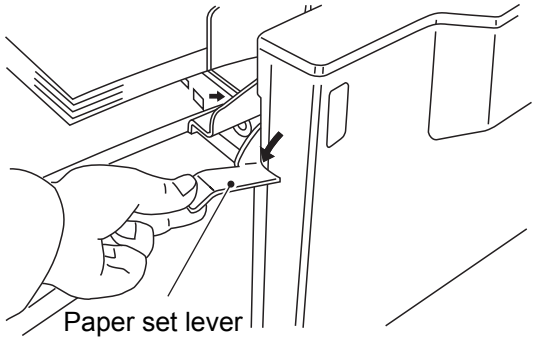
4 **After pressing the side guide to each side of the paper lightly, tighten the screws to secure the side guides.**



Note **Paper can be stacked to a height of approximately 45 mm/1.77 inches at one time. Do not stack too many sheets of paper.**

5 **Lower the paper set lever.**

The paper feed table will be raised.



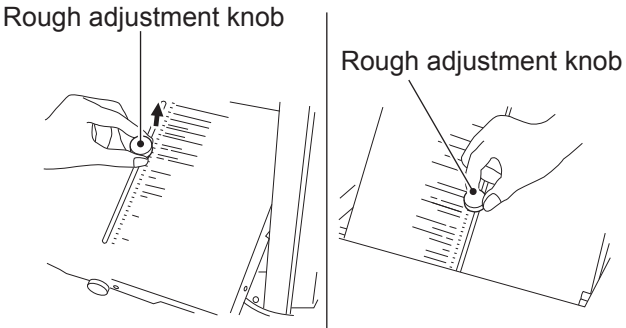
Note **Make sure that you lower the paper set lever. If you start operations without the paper set lever lowered, the paper feed rings will run idle, causing the machine to stop.**

6 **Move the rough adjustment knob of the first and second folding plates to the mark of a folding pattern you desire.**

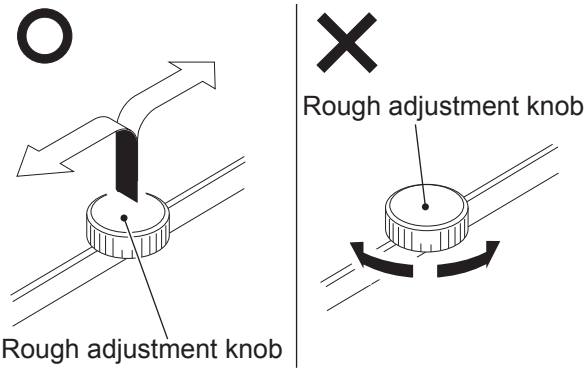
Because the second folding plate is not used for a single fold, move the rough adjustment knob of the second folding plate to the upper end to prevent the paper from being sent to the second folding plate.

Ref. "Folding paper into two" (☞p.2-8)

1) Slide the rough adjustment knob while pulling it up.



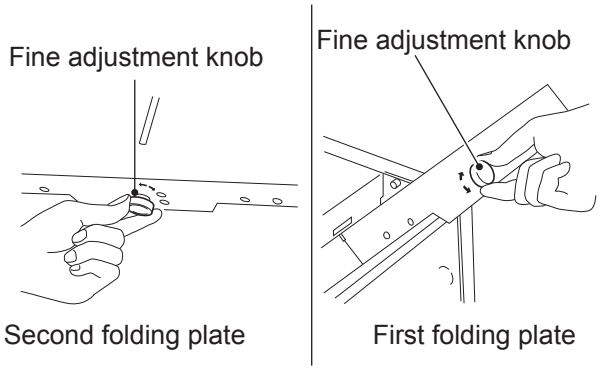
Note **The rough adjustment knob cannot be turned either clockwise or counterclockwise. Make sure that you pull up the knob when you want to move it.**



2) Turn the fine adjustment knob to the right and left a few times and check that it moves slightly.

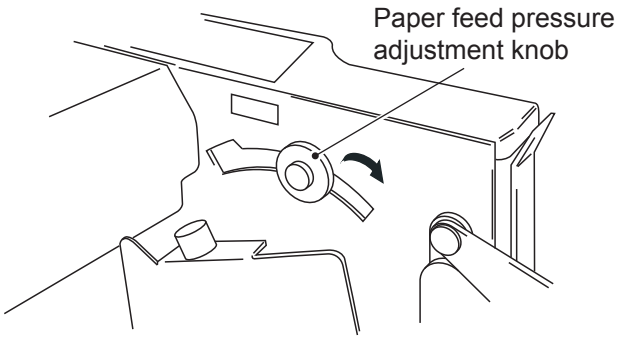
For EU
When stacking A4 and B5 size paper with long edge feed, move the rough adjustment knob to the mark of “A5” and “B6” respectively.

Use the mark on the folding plate just as a reference. You may need fine adjustments according to various conditions such as environmental conditions (temperature, humidity), paper quality, paper thickness, paper fiber direction, cutting accuracy and printing conditions.



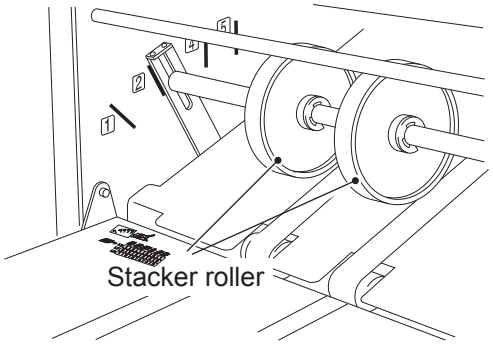
7 Set the paper feed pressure adjustment knob to “Thin paper.”

If the paper slips and no paper is conveyed, change the paper feed pressure from “Thin paper” to “Thick paper”.



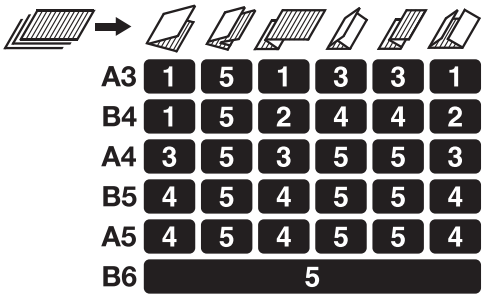
8 **Move the stacker rollers to the appropriate position referring to the table of stacker rollers position attached to control panel section (for EU) or to the paper receiving tray (for North America).**

The machine shown in the figure to the right is a North America model.



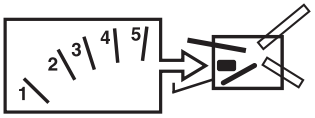
Use the table just as a reference. You may need fine adjustments according to various conditions such as environmental conditions (temperature, humidity), paper quality, paper thickness, paper fiber direction, cutting accuracy and printing conditions.

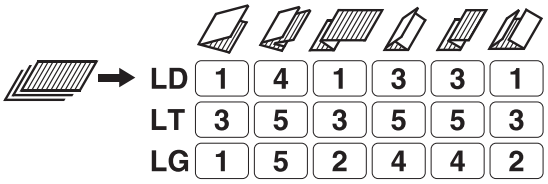
For EU



A3	1	5	1	3	3	1
B4	1	5	2	4	4	2
A4	3	5	3	5	5	3
B5	4	5	4	5	5	4
A5	4	5	4	5	5	4
B6	5					

For North America





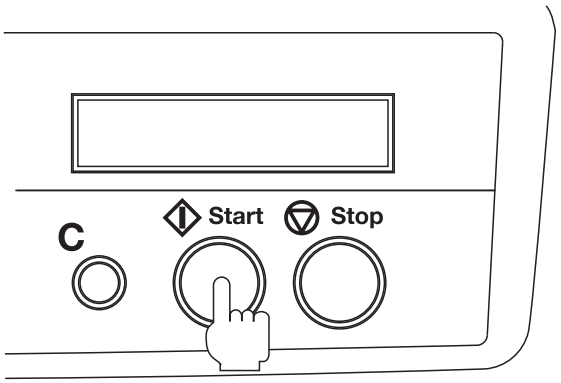
LD	1	4	1	3	3	1
LT	3	5	3	5	5	3
LG	1	5	2	4	4	2

For EU

When stacking A4 and B5 size paper with long edge feed, regard the paper size as "A5" and "B6" respectively. For example, if you stack A4 paper with long edge feed and fold it into two, move the stacker rollers to "4."

9 **Press the Start button for test folding.**

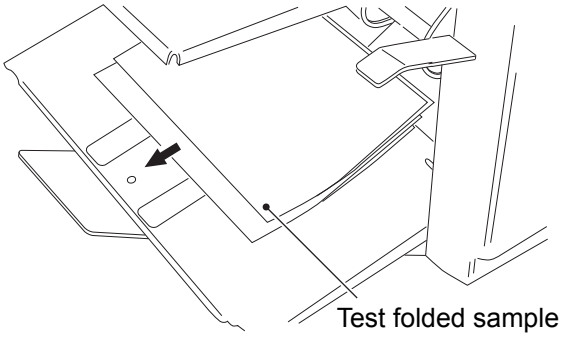
10 **Press the Stop button after a couple of folded sheets are ejected.**



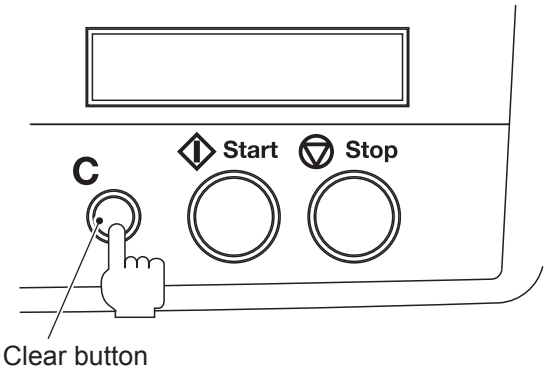
11 Check the finish of test folding.

Check for folding misalignment using the second test folded sample.

Ref. If folding misalignments occur, refer to Chapter 3 "ADVANCED OPERATION""5. Correcting Folding Misalignment" (☞p.3-27).



12 After completing adjustments, press the C (clear) button for more than two seconds to clear the counter to "0."

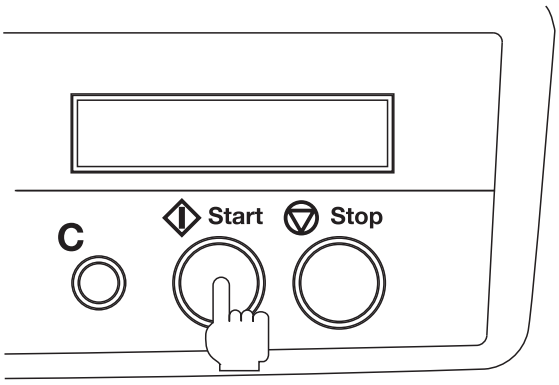


13 Press the Start button to start folding operations.

Press the Stop button to interrupt or stop the operations. Pressing the Start button again will resume operations.

When there is no paper on the paper feed table, the machine will stop automatically and the counted number and "NO PAPER" will be displayed alternately.

When paper is loaded on the paper feed table, only the counted number will be displayed. If you press the C button for more than two seconds, the counter returns to "0." If you press the Start button without pressing the C button, folding operations will resume and the accumulated number will be displayed on the counter.

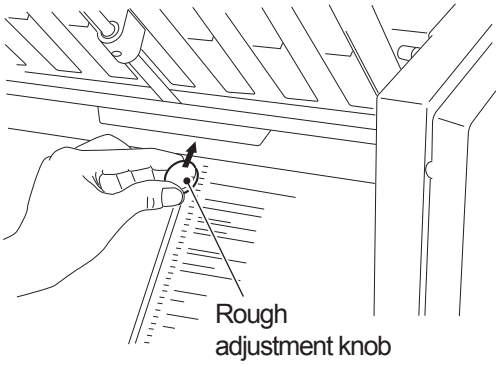


Note **Note that you cannot move onto the next procedure until you place paper on the paper feed table.**

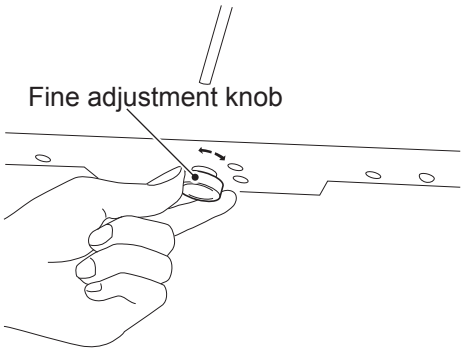
Folding paper into two

Because the second folding plate is not used for a single fold, move the rough adjustment knob of the second folding plate to the upper end in the following methods.

1) Slide the rough adjustment knob of the second folding plate up to the upper end while lifting it up.

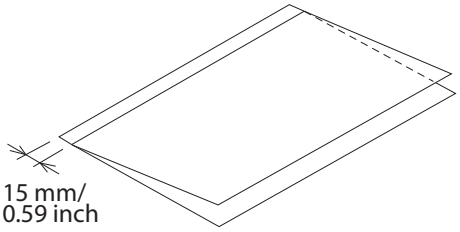


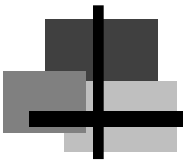
2) Turn the fine adjustment knob to the left until the rough adjustment knob reaches the upper end.



Note

- **When the rough adjustment knob has not reached the upper end, thin paper may get a crease at around 15 mm/0.59 inch from the folded line.**
- **Rotating the fine adjustment knob excessively will result in paper jamming, improper folding, and other mechanical malfunctions.**





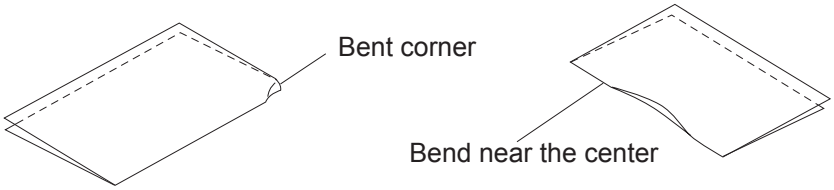
Chapter 3

ADVANCED OPERATION

1. Single Folding of Standard Paper

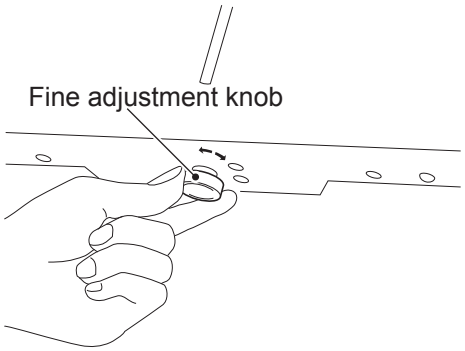
1-1. Single Folding Thick Paper

When folding drawing paper or fine quality thick paper 104.7 g/m²/34 lb into two, the edge of the folding line of the paper or a part near the center may bend due to environmental conditions (temperature, humidity), paper size, paper fiber direction, etc. When this occurs, follow the procedures below.

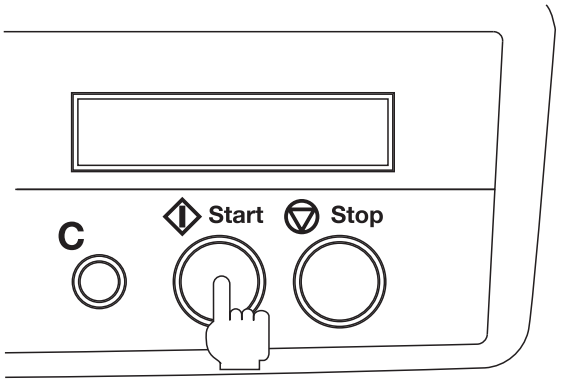


1 **Turn the fine adjustment knob of the second folding plate to the right by 1/4 turn.**

The rough adjustment knob will be slightly apart from the upper end.



2 **Press the Start button for test folding.**

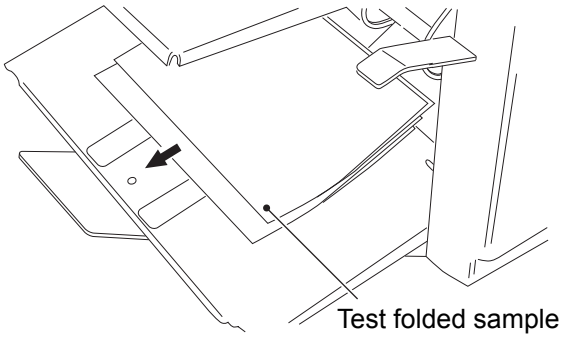


3 **Press the Stop button after a couple of folded sheets are ejected.**

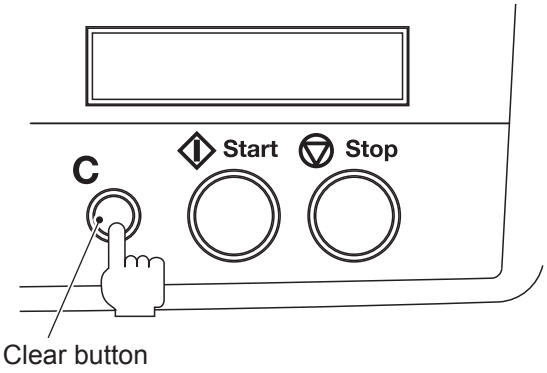
4 **Check the finish of test folding.**

Check for folding misalignment using the second test folded sample.

Ref. If folding misalignments occur, refer to Chapter 3 "ADVANCED OPERATION""5. Correcting Folding Misalignment" (☞p.3-27).



5 **After completing adjustments, press the C (clear) button for more than two seconds to clear the counter to "0."**

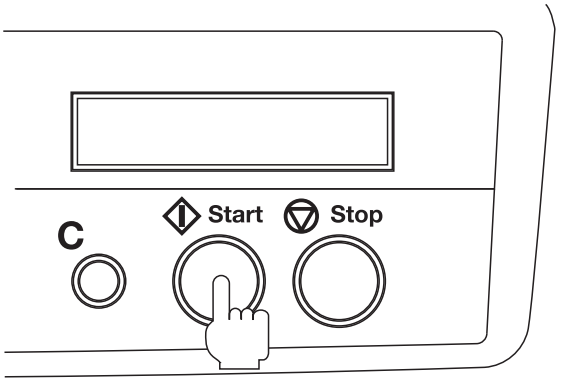


6 **Press the Start button to start folding operations.**

Press the Stop button to interrupt or stop the operations. Pressing the Start button again will resume operations.

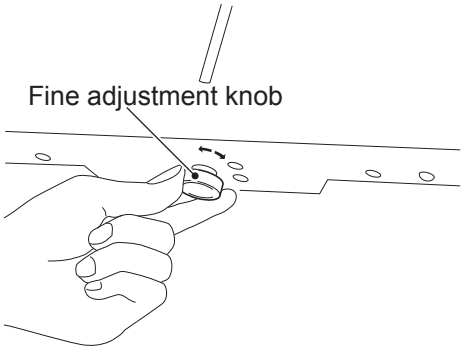
When there is no paper on the paper feed table, the machine will stop automatically and the counted number and "NO PAPER" will be displayed alternately.

When paper is loaded on the paper feed table, only the counted number will be displayed. If you press the C button for more than two seconds, the counter returns to "0." If you press the Start button without pressing the C button, folding operations will resume and the accumulated number will be displayed on the counter.



Note **Note that you cannot move onto the next procedure until you place paper on the paper feed table.**

7 **After completing the operations, turn the fine adjustment knob to the left until the rough adjustment knob reaches the upper end.**



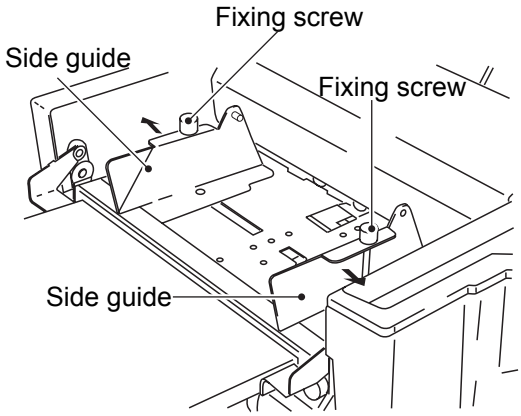
Note **After completing single-folding operations for thick paper, make sure that you move the fine adjustment knob back to its normal position. If thin paper is single-folded with the stopper of the second folding plate moved to the position for thick paper, the thin paper will not be folded neatly.**

1-2. Double Folding Thick Paper

When folding fine quality thick paper 104.7 g/m²/28 lb into four, its folding section may open when ejected to the stacker because of the paper thickness and consequently the folded paper may not be able to pass through the stacker rollers, resulting in paper jam. To prevent this, follow the procedures below.

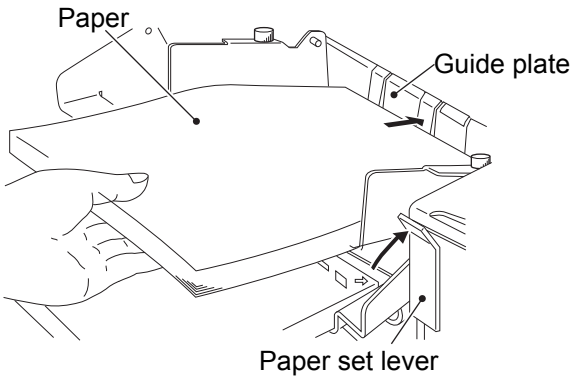
Note **Do not fold fine quality thick paper 127.9 g/m²/34 lb into four because paper ejection problem may occur.**

1 **Loosen the fixing screws of the side guides, and move the side guides to fit the paper width.**

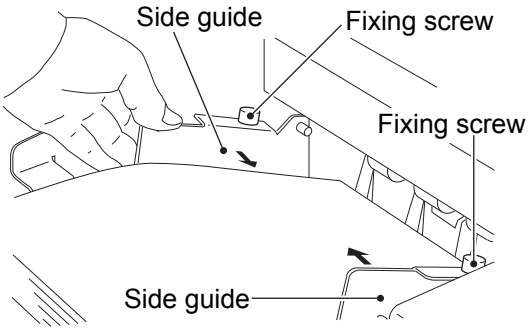


2 **Raise the paper set lever and place some paper on the paper feed table.**

Push in the paper until its lead edge touches the guide plate.



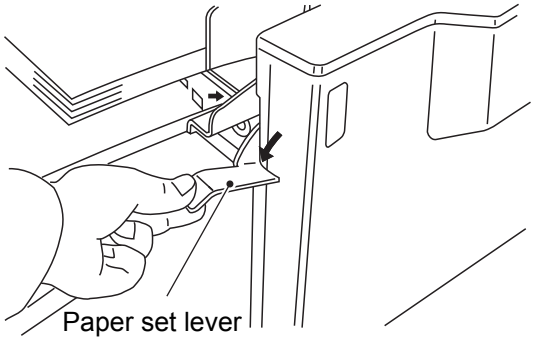
3 **After pressing the side guide to each side of the paper lightly, tighten the screws to secure the side guides.**



4 **Lower the paper set lever.**

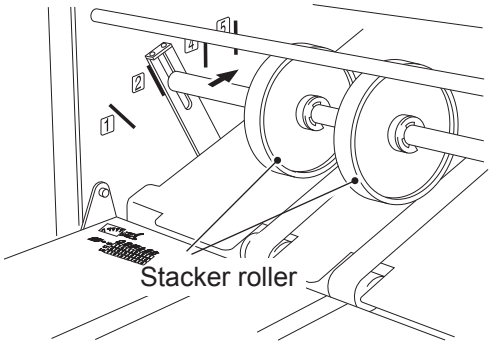
The paper feed table will be raised.

Note **Make sure that you lower the paper set lever. If you start operations without the paper set lever lowered, the paper feed rings will run idle, causing the machine to stop.**

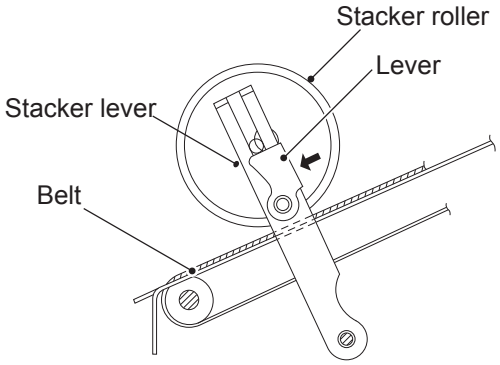


5 **Move the stacker rollers to "5."**

The machine shown in the figure to the right is a North America model.

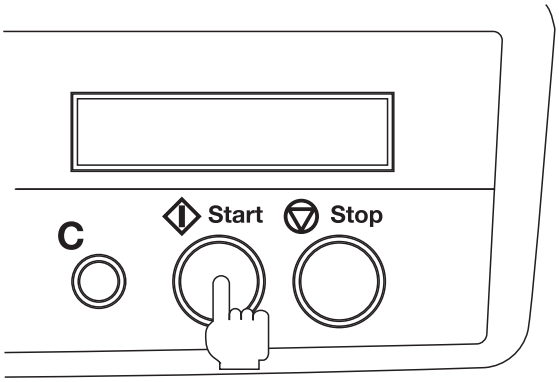


6 **While lifting up the stacker rollers with your hand, pull the levers (left and right) attached to the stacker lever in the direction of the arrow so that the stacker rollers are lifted up.**



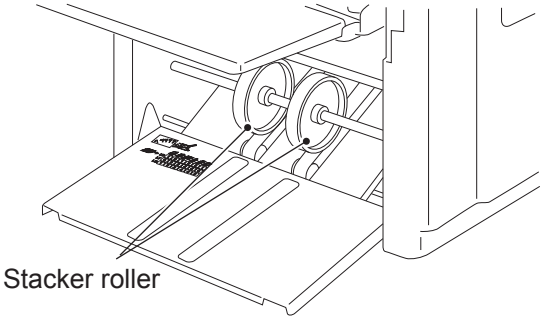
7 **Press the Start button for test folding and check if the paper is ejected smoothly.**

8 **Press the Stop button after a couple of folded sheets are ejected.**



9 **If the paper is not ejected smoothly, change the position of the stacker rollers to "3" or "4."**

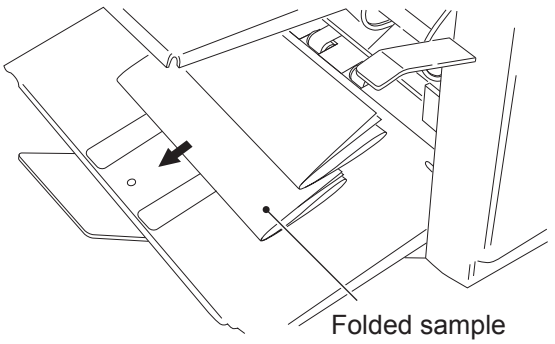
The machine shown in the figure to the right is a North America model.



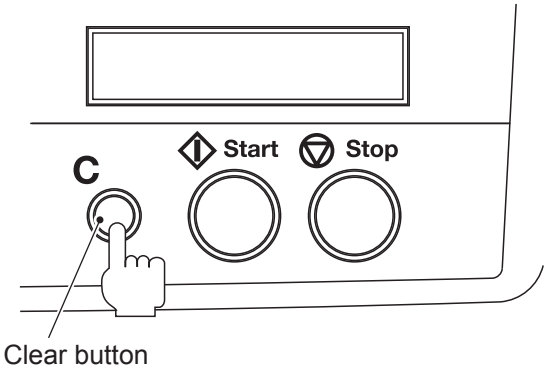
10 **Check the finish of test folding.**

Check for folding misalignment using the second test folded sample.

Ref. If folding misalignments occur, refer to Chapter 3 "ADVANCED OPERATION""5. Correcting Folding Misalignment" (☞p.3-27).



11 After completing adjustments, press the C (clear) button for more than two seconds to clear the counter to "0."

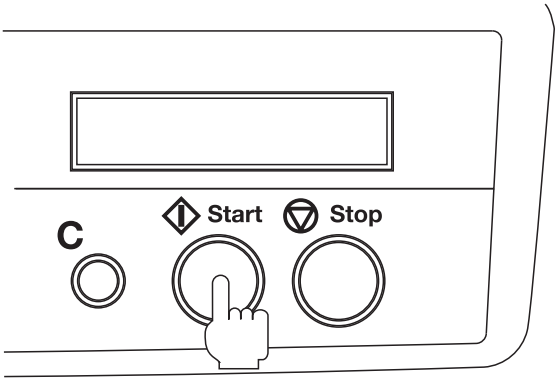


12 Press the Start button to start folding operations.

Press the Stop button to interrupt or stop the operations. Pressing the Start button again will resume operations.

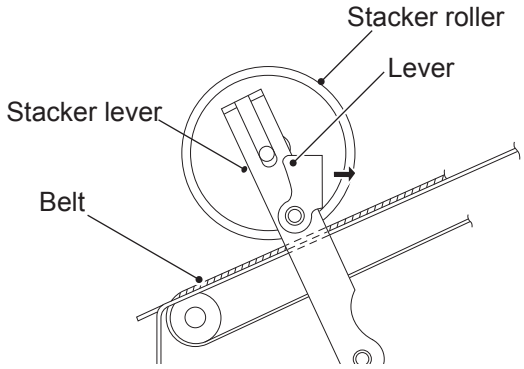
When there is no paper on the paper feed table, the machine will stop automatically and the counted number and "NO PAPER" will be displayed alternately.

When paper is loaded on the paper feed table, only the counted number will be displayed. If you press the C button for more than two seconds, the counter returns to "0." If you press the Start button without pressing the C button, folding operations will resume and the accumulated number will be displayed on the counter.



Note that you cannot move onto the next procedure until you place paper on the paper feed table.

13 **After the operations have completed, move the left and right levers attached to the stacker lever in the direction of the arrow.**



Note **If the stacker rollers are left lifted up, problems will occur when the normal paper size is used.**

1-3. Double Folding Small Thin Paper

Paper jam may occur when folding the following type of paper into four. Using the supplied guide plate unit will prevent paper jam.

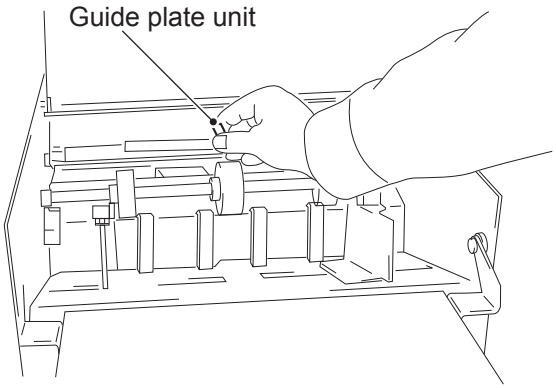
For EU

B6 size fine quality paper of between 64 g/m² and 81.4 g/m²

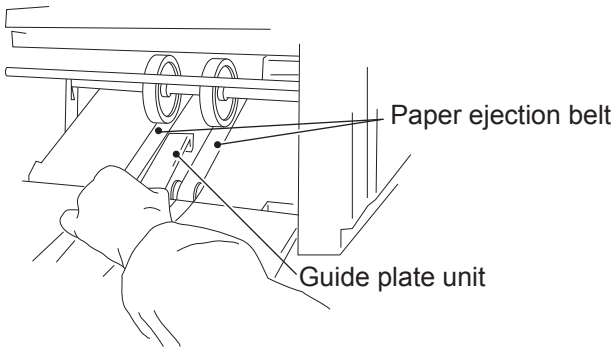
For North America

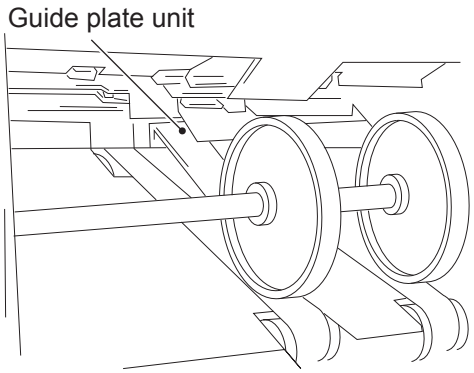
5.00 (W) x 7.00 (L) inch size fine quality paper of 22 lb or thinner

1 **Remove the guide plate unit stored inside the top cover.**



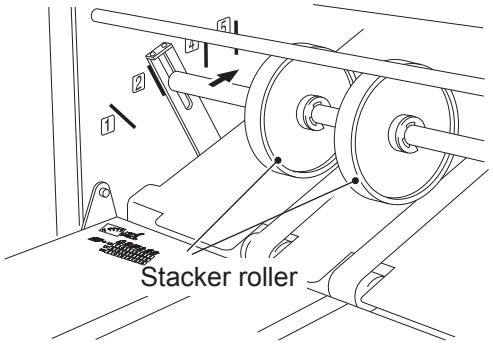
2 **Attach the guide plate unit to the innermost center between the two paper ejection belts.**





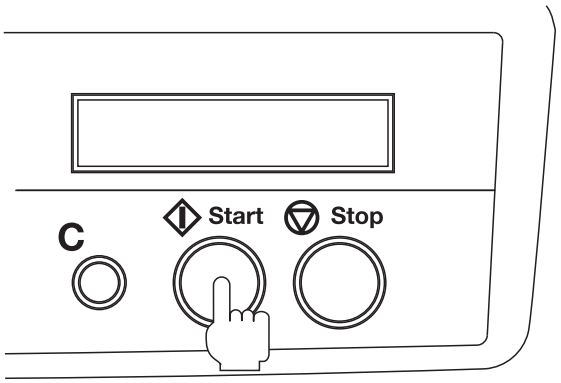
3 **Move the stacker rollers to "4."**

The machine shown in the figure to the right is a North America model.



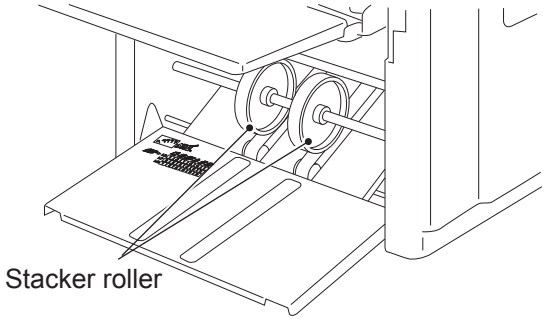
4 **Press the Start button for test folding and check if the paper is ejected smoothly.**

5 **Press the Stop button after a couple of folded sheets are ejected.**



6 If the paper is not ejected smoothly, change the position of the stacker rollers.

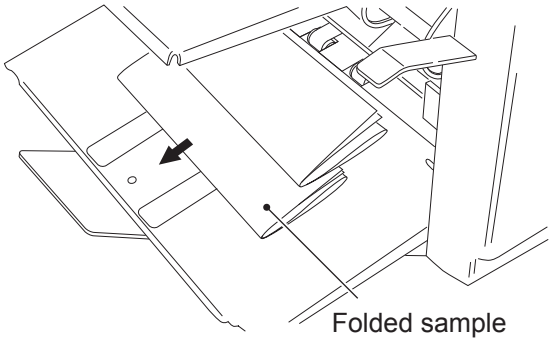
The machine shown in the figure to the right is a North America model.



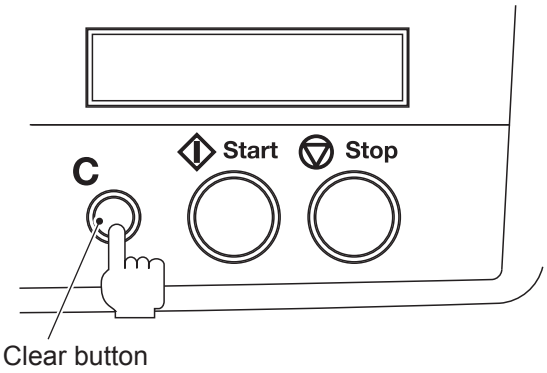
7 Check the finish of test folding.

Check for folding misalignment using the second test folded sample.

Ref. If folding misalignments occur, refer to Chapter 3 "ADVANCED OPERATION""5. Correcting Folding Misalignment" (☞p.3-27).



8 After completing adjustments, press the C (clear) button for more than two seconds to clear the counter to "0."

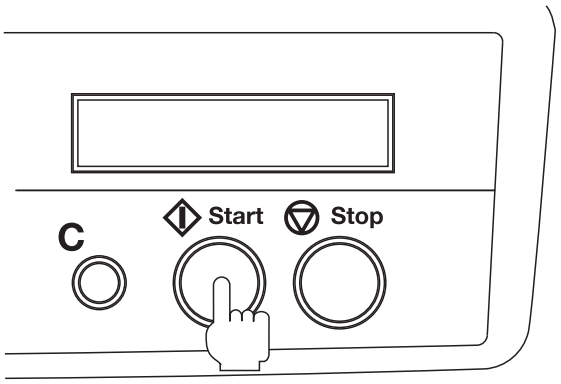


9 Press the Start button to start folding operations.

Press the Stop button to interrupt or stop the operations. Pressing the Start button again will resume operations.

When there is no paper on the paper feed table, the machine will stop automatically and the counted number and "NO PAPER" will be displayed alternately.

When paper is loaded on the paper feed table, only the counted number will be displayed. If you press the C button for more than two seconds, the counter returns to "0." If you press the Start button without pressing the C button, folding operations will resume and the accumulated number will be displayed on the counter.



Note that you cannot move onto the next procedure until you place paper on the paper feed table.

10 After completing the work, remove the guide plate unit.

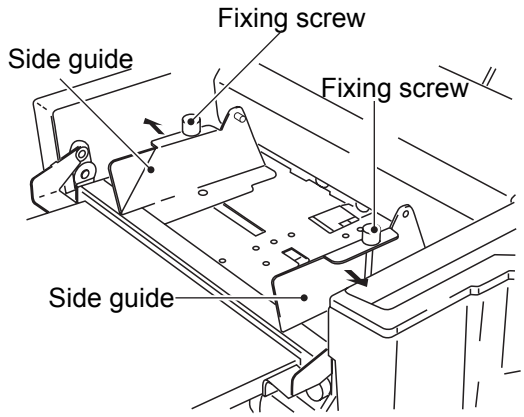
- **Leaving the guide plate unit attached may result in problems when other types of paper are used.**
- **When folding fine quality paper 52.3 g/m^2/14 lb into four, do not use the guide plate unit.**

11 Store the removed guide plate unit inside the top cover.

2. Custom Folding of Standard Paper

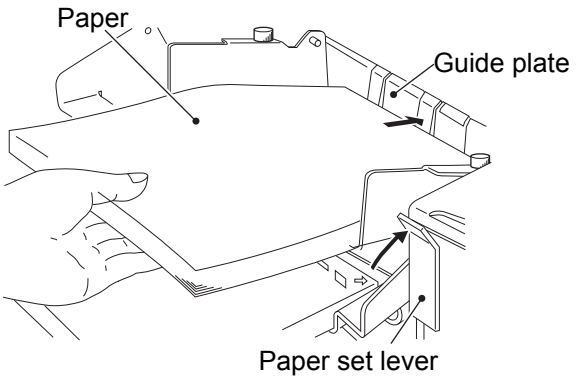
Custom folding is the method of folding paper where you specify the folding stoppers of the first and second folding plates. The following describes the custom folding procedures taking accordion fold as an example.

1 **Loosen the fixing screws of the side guides, and move the side guides to fit the paper width.**

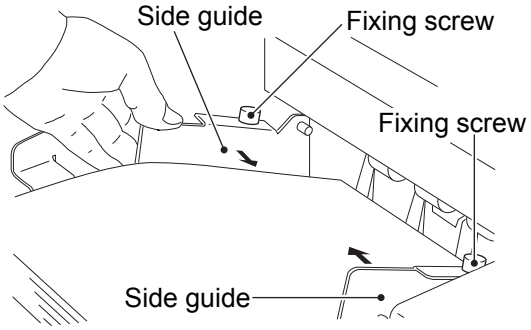


2 **Raise the paper set lever and place some paper on the paper feed table.**

Push in the paper until its lead edge touches the guide plate.

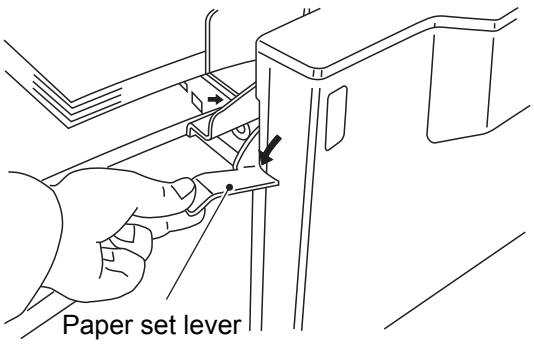


3 **After pressing the side guide to each side of the paper lightly, tighten the screws to secure the side guides.**



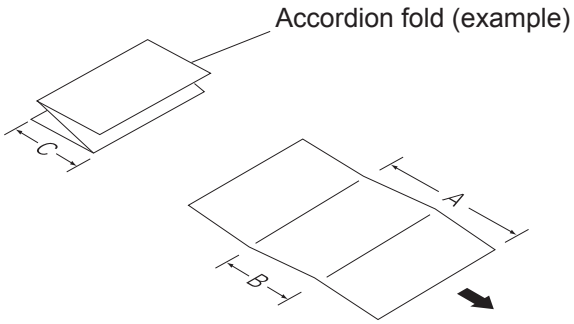
4 **Lower the paper set lever.**

The paper feed table will be raised.



Note **Make sure that you lower the paper set lever. If you start operations without the paper set lever lowered, the paper feed rings will run idle, causing the machine to stop.**

5 Fold a piece of paper as desired and measure the dimensions of the A, B and C.



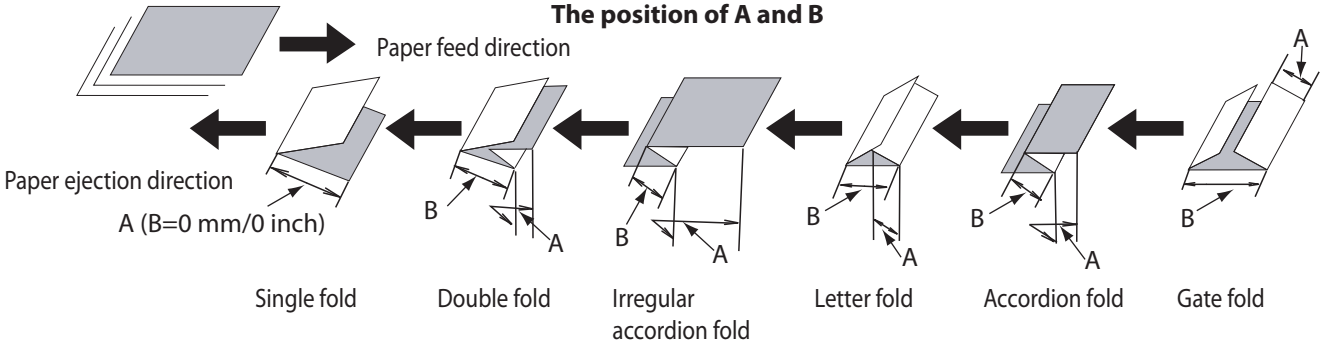
The folding sizes should be within the following ranges.

A: 40 to 325 mm/1.60 to 12.80 inches
(folded size for the first folding plate)

B: 40 to 216 mm/1.60 to 8.50 inches
(folded size for the second folding plate)

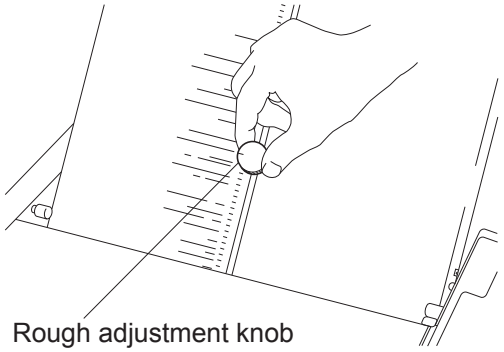
C: 216 mm or shorter/8.50 inches or shorter
(folded paper length)

The position of A and B



6 Adjust the rough adjustment knob of the first folding plate to the mark corresponding to measurement A.

7 Adjust the rough adjustment knob of the first folding plate to the mark corresponding to measurement B.

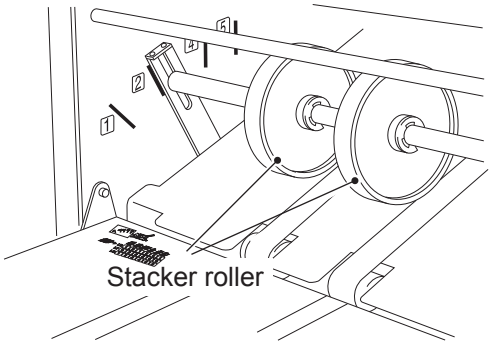


Note

- **The rough adjustment knob cannot be turned either clockwise or counterclockwise. Make sure that you pull up the knob when you want to move it. (☞p.2-4)**
- **After moving the rough adjustment knob, turn the fine adjustment knob to the right and left a few times to check that it moves slightly.(☞p.2-5)**

8 **Move the stacker rollers to the appropriate position referring to Table of Stacker Rollers Position on the next page.**

The machine shown in the figure to the right is a North America model.



Note **Use the table just as a reference. You may need fine adjustments according to various conditions such as environmental conditions (temperature, humidity), paper quality, paper thickness, paper fiber direction, cutting accuracy and printing conditions.**

Table of Stacker Rollers Position (for EU)

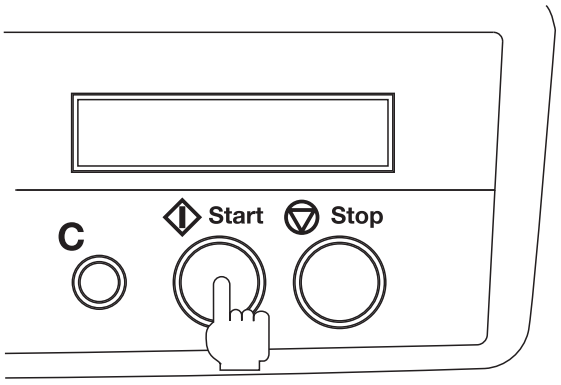
Stacker Rollers Position	Length of Folded Paper (C)	Folding Pattern
1	182 to 216 mm	A3: single fold, irregular accordion fold, gate fold B4 : single fold Single fold larger than A3 size
2	148.5 to 182 mm	B4: Irregular accordion, gate fold
3	128.5 to 148.5 mm	A4: single fold, irregular accordion fold, gate fold A3: letter fold, accordion fold
4	105 to 128.5 mm	A5: single fold, irregular accordion fold, gate fold B5: single fold, irregular accordion fold, gate fold B4: letter fold, accordion fold
5	40 to 105 mm	B6: single fold, double fold, letter fold, accordion fold, irregular accordion fold, gate fold A5: double fold, letter fold, accordion fold B5: double fold, letter fold, accordion fold A4: double fold, letter fold, accordion fold B4: double fold A3: double fold

Table of Stacker Rollers Position (for North America)

Stacker Rollers Position	Length of Folded Paper (C)	Folding Pattern
1	7.0 to 8.5 inches	LD: single fold, irregular accordion fold, gate fold Single folded paper larger than LD
2	6.0 to 7.0 inches	LG: Irregular accordion, gate fold
3	5.0 to 6.0 inches	LT: single fold, irregular accordion fold, gate fold LD: letter fold, accordion fold
4	4.0 to 5.0 inches	LG: letter fold, accordion fold LD: double fold
5	1.6 to 4.0 inches	LT: double fold, letter fold, accordion fold LG: double fold

9 **Press the Start button for test folding.**

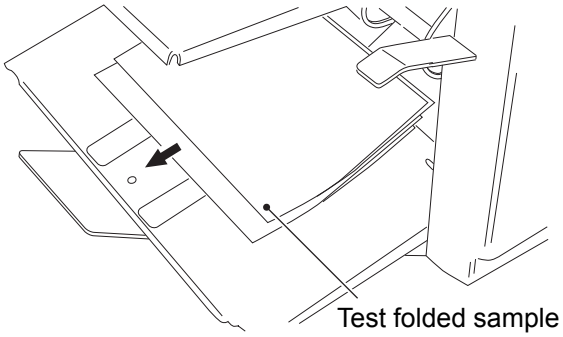
10 **Press the Stop button after a couple of folded sheets are ejected.**



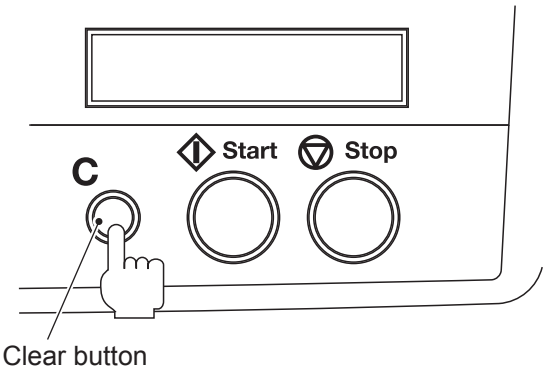
11 **Check the finish of test folding.**

Check for folding misalignment using the second test folded sample.

Ref. If folding misalignments occur, refer to Chapter 3 "ADVANCED OPERATION""5. Correcting Folding Misalignment" (☞p.3-27).



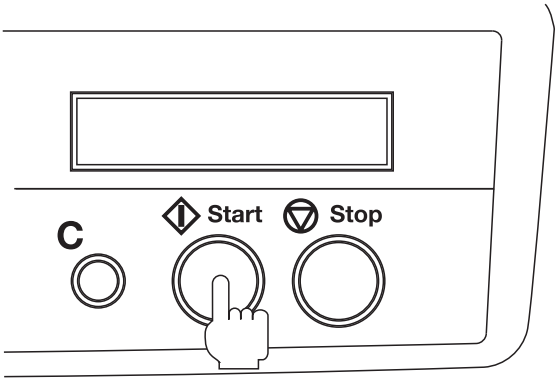
12 **After completing adjustments, press the C (clear) button for more than two seconds to clear the counter to "0."**



13 **Press the Start button to start folding operations.**

Press the Stop button to interrupt or stop the operations. Pressing the Start button again will resume operations.

When there is no paper on the paper feed table, the machine will stop automatically.



3. Standard Folding of Non-Standard Size Paper

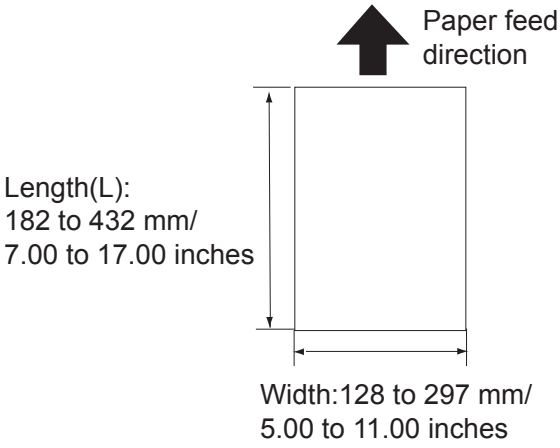
Paper other than the six standard size paper are called non-standard size paper. The paper size that can be used as non-standard size paper is as follows.

Maximum: 297 (W) x 432 (L) mm/11.00 (W) x 17.00 (L) inches

Minimum: 128 (W) x 182 (L) mm/5.00 (W) x 7.00 (L) inches

* Minimum for single fold: 90 (W) x 135 (L) mm/3.54 (W) x 5.31 (L) inches

The following describes the single folding procedures of 300 mm/12.00 inches long paper as an example.



1 **Measure the length (L).**

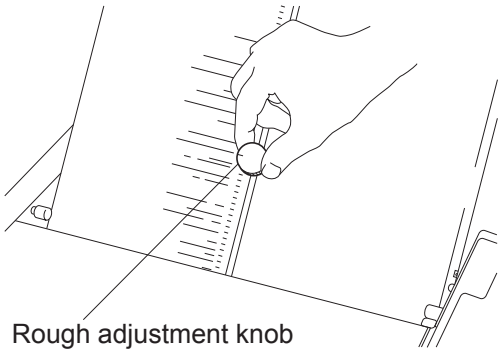
2 **Refer to Table of Rough Adjustment Knob Positions to check the appropriate positions of first and second folding plates.**

Table of Rough Adjustment Knob Positions

L=Paper length

Folding Pattern	Single Fold	Double Fold	Irregular Accordion Fold	Letter Fold	Accordion Fold	Gate Fold
First Folding Plate	L/2	L/2	3L//4	L/3	2L/3	L/4
Second Folding Plate	Upper End	L/4	L/4	L/3	L/3	L/2

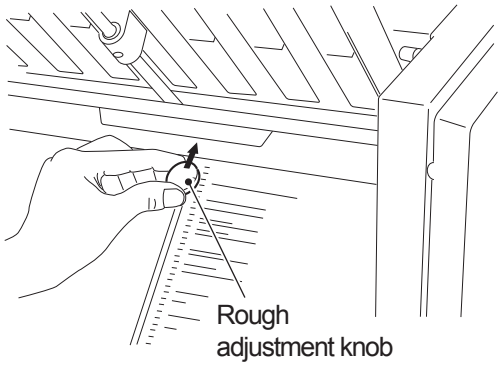
1) According to the table above, move the rough adjustment knob to 150 mm/6.00 inches (300÷2/12.00÷2).



Note

- **The rough adjustment knob cannot be turned either clockwise or counterclockwise. Make sure that you pull up the knob when you want to move it. (☞p.2-4)**
- **After moving the rough adjustment knob, turn the fine adjustment knob to the right and left a few times to check that it moves slightly. (☞p.2-5)**

2) Move the rough adjustment knob of the second folding plate to the upper end.

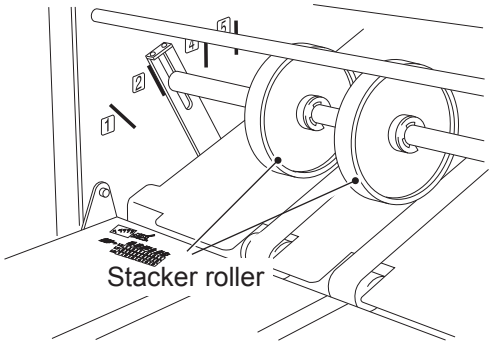


3 **Move the stacker rollers to the appropriate position.**

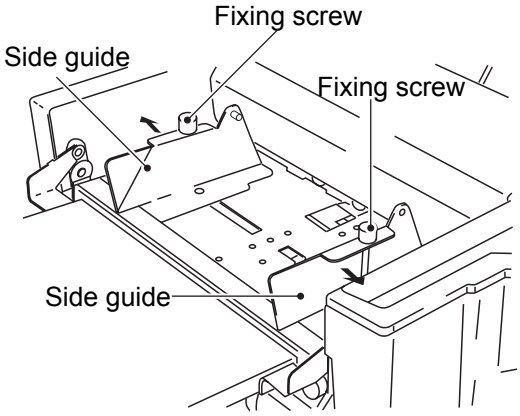
The machine shown in the figure to the right is a North America model.

Refer to Table of Stacker Rollers Position for their appropriate position (☞p.3-13).

For this example, move the stacker rollers to "2" for the finished size 150 mm/6.00 inches.

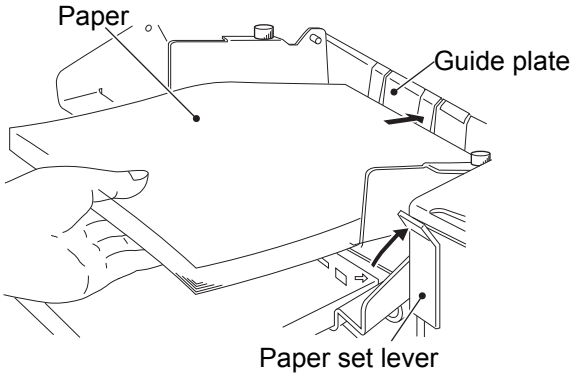


4 **Loosen the fixing screws of the side guides, and move the side guides to fit the paper width.**

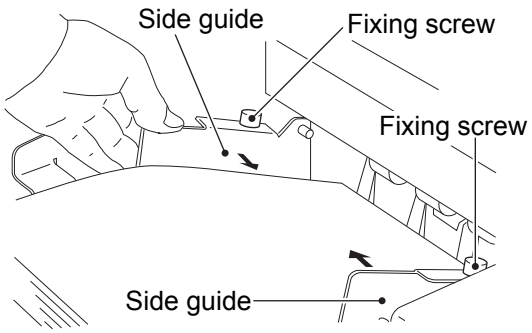


5 **Raise the paper set lever and place some paper on the paper feed table.**

Push in the paper until its lead edge touches the guide plate.



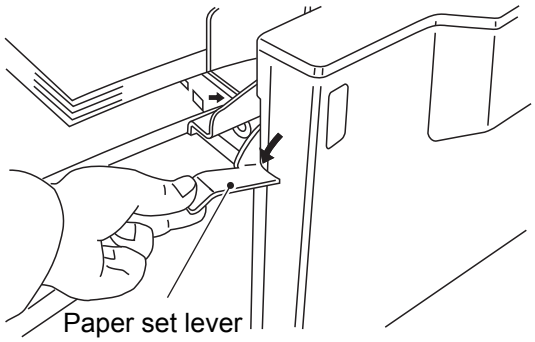
6 **After pressing the side guide to each side of the paper lightly, tighten the screws to secure the side guides.**



7 **Lower the paper set lever.**

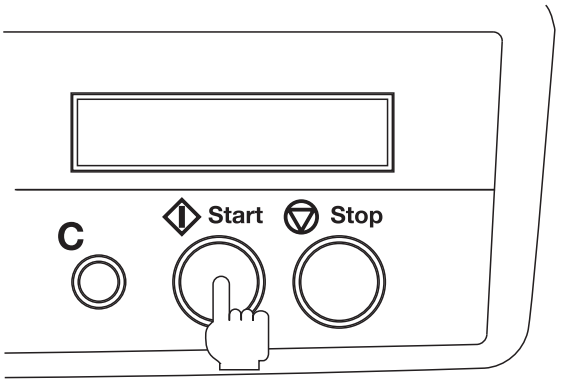
The paper feed table will be raised.

Note **Make sure that you lower the paper set lever. If you start operations without the paper set lever lowered, the paper feed rings will run idle, causing the machine to stop.**



8 **Press the Start button for test folding.**

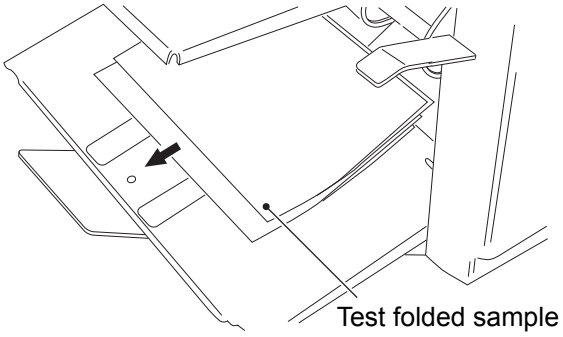
9 **Press the Stop button after a couple of folded sheets are ejected.**



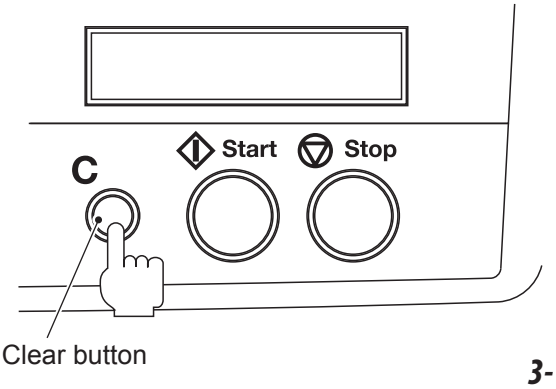
10 **Check the finish of test folding.**

Check for folding misalignment using the second test folded sample.

Ref. If folding misalignments occur, refer to Chapter 3 "ADVANCED OPERATION""5. Correcting Folding Misalignment" (☞p.3-27).



11 **After completing adjustments, press the C (clear) button for more than two seconds to clear the counter to "0."**

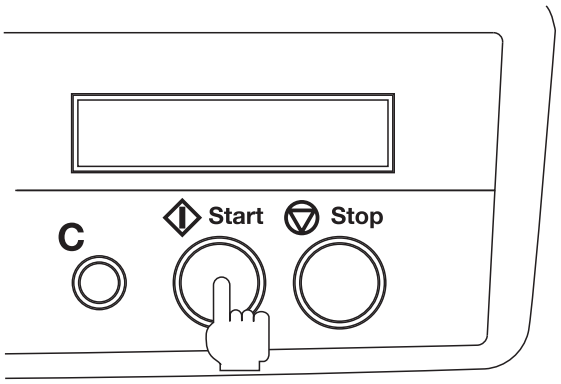


12 Press the Start button to start folding operations.

Press the Stop button to interrupt or stop the operations. Pressing the Start button again will resume operations.

When there is no paper on the paper feed table, the machine will stop automatically and the counted number and "NO PAPER" will be displayed alternately.

When paper is loaded on the paper feed table, only the counted number will be displayed. If you press the C button for more than two seconds, the counter returns to "0." If you press the Start button without pressing the C button, folding operations will resume and the accumulated number will be displayed on the counter.

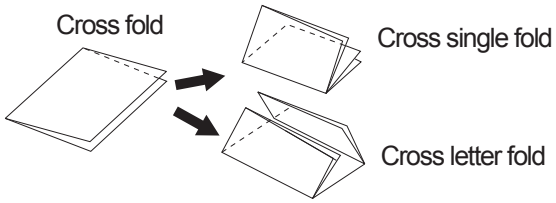


Note that you cannot move onto the next procedure until you place paper on the paper feed table.

For custom folding of non-standard size paper, refer to "2.Custom Folding of Standard Paper" (☞p.3-11).

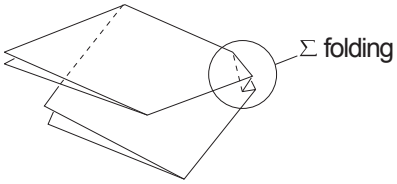
4. Cross Folding

Cross folding is to fold single-folded paper another time into two or three.



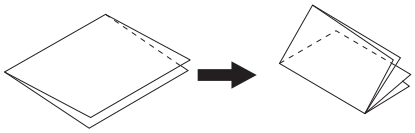
Note

- **The maximum paper thickness is 104.7 g/m²/28 lb. However, this thickness may differ slightly according to various conditions such as environmental conditions (temperature, humidity), paper size, and paper fiber direction.**
- **When the paper is cross folded, Σ folding (folding slippage in the horizontal) and folding misalignment along sides of paper may occur due to conditions such as environmental conditions (temperature, humidity), paper size and paper fiber direction. This is not a malfunction of the machine.**



4-1. Cross Folding Standard Size Paper

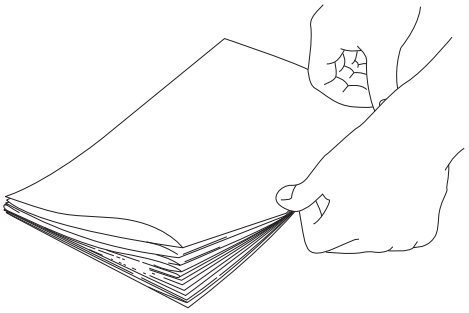
The paper size that can be cross folded is A3, B4, A4 and B5/LD, LG, LT.
The following describes the cross single folding procedures of A3/LD size paper.



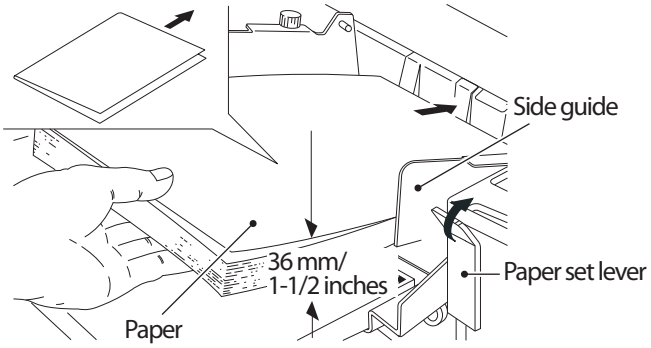
Note **Only short edge feed is available for cross folding.**

1 **Fold A3/LD size paper into two according to Chapter 2 "BASIC OPERATION" "1.Standard Folding of Standard Paper" (☞p.2-2).**

2 **Press along the folded line of the single-folded paper firmly with your fingers to prevent the paper from slipping and buckling in the horizontal direction when folded.**



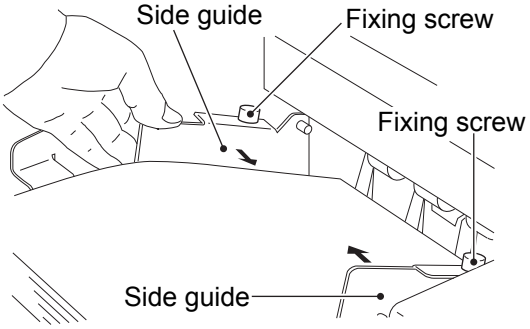
3 **Raise the paper set lever and stack the single-folded paper on the paper feed table with the folded line facing the non-operator's side.**



Note **The amount of paper stacked on the paper feed table should be approximately 2/3 (approx. 36 mm/1-1/2 inches) of the height of the side guide.**

4 **Loosen the fixing screws of the side guides.**

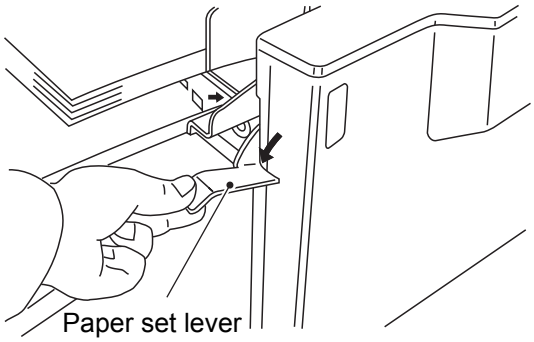
5 **After pressing the side guide to each side of the paper lightly, tighten the screws to secure the side guides.**



6 **Lower the paper set lever.**

The paper feed table will be raised.

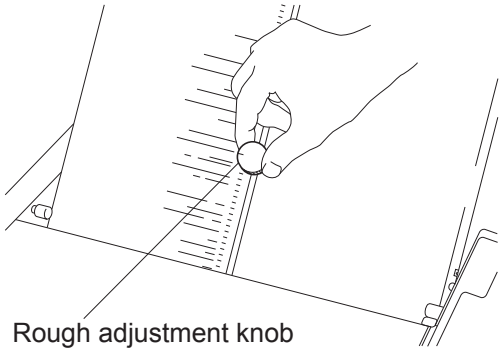
Note **Make sure that you lower the paper set lever. If you start operations without the paper set lever lowered, the paper feed rings will run idle, causing the machine to stop.**



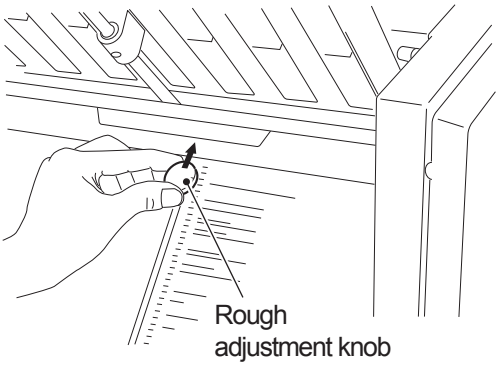
7 **Move the rough adjustment knob of the first folding plate to the position for single-fold A4/LT paper.**

For EU

If the original paper size is B4, A4 or B5, the knob should be moved to the position of B5, A5 or B6 respectively.



8 **Move the rough adjustment knob of the second folding plate to the upper end.**



Note

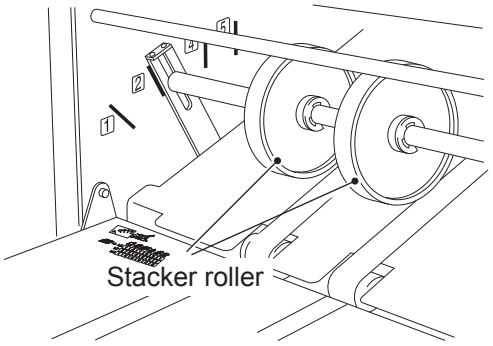
- **The rough adjustment knob cannot be turned either clockwise or counterclockwise. Make sure that you pull up the knob when you want to move it. (☞p.2-4)**
- **After moving the rough adjustment knob, turn the fine adjustment knob to the right and left a few times to check that it moves slightly. (☞p.2-5)**

9 **Move the stacker rollers to the appropriate position.**

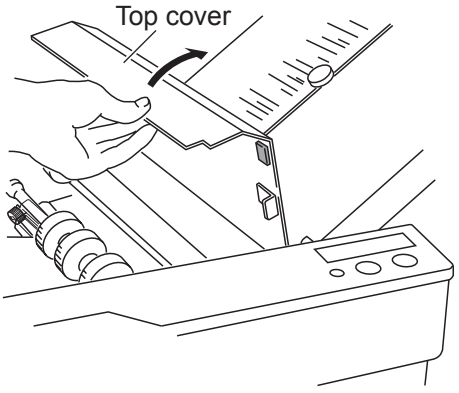
The machine shown in the figure to the right is a North America model.

Refer to the table of stacker rollers position attached to the control panel section (for EU) or to the paper receiving tray (for North America) for their appropriate position (☞ p.3-13).

For this example (A4/LT size, single fold), move the stacker rollers to "3."



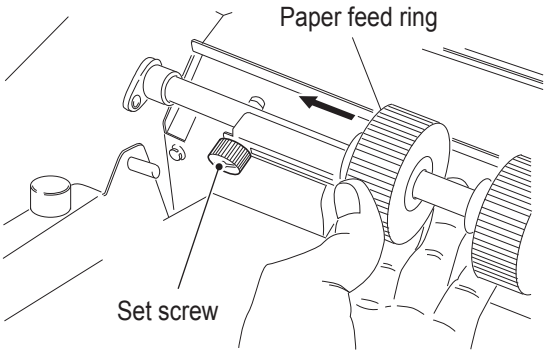
10 **Open the top cover.**



11 **Loosen the set screw of the paper feed ring.**

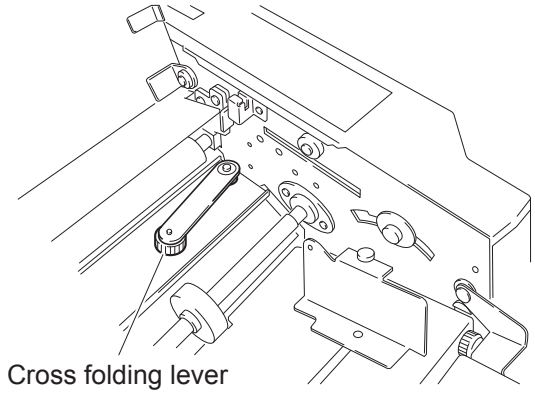
12 **Move the paper feed ring at the far end to the folded line of the paper.**

13 **Tighten the set screw of the paper feed ring.**



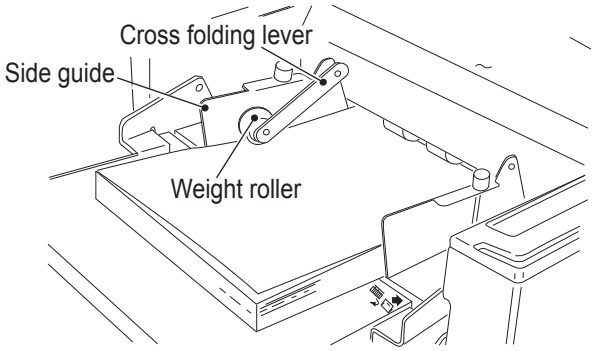
14 **Take out the cross folding lever stored inside the top cover.**

15 **Close the top cover.**

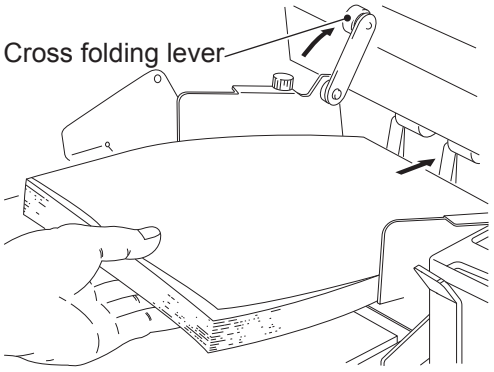


16 **Attach the cross folding lever to the pillar located on the side guide of the non-operator' side.**

Place the weight roller on the folding line.

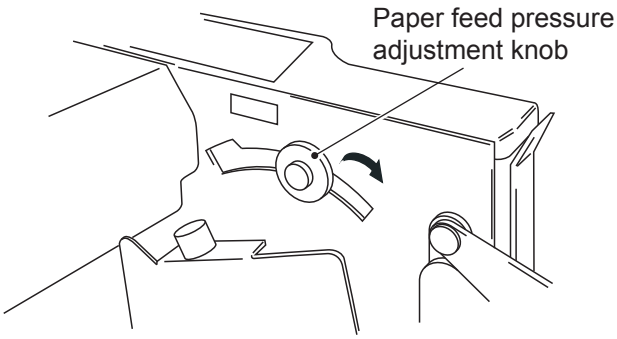


To replenish paper, lift the cross folding guide.



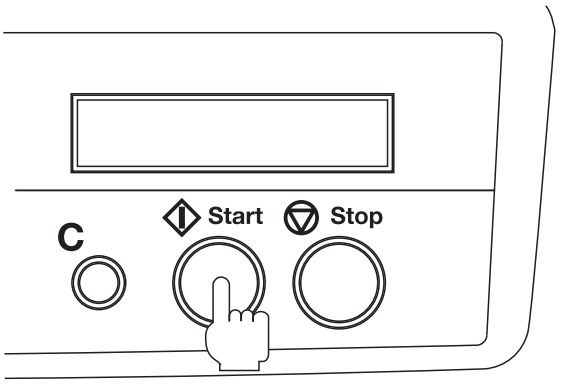
17 **Set the paper feed pressure adjustment knob to “Thin paper.”**

If the paper slips and no paper is conveyed, change the paper feed pressure from “Thin paper” to “Thick paper.”



18 **Press the Start button for test folding.**

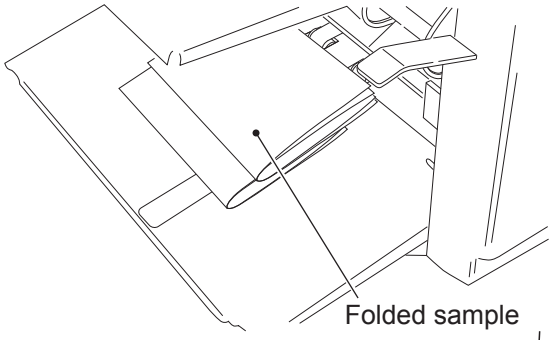
19 **Press the Stop button after a couple of folded sheets are ejected.**



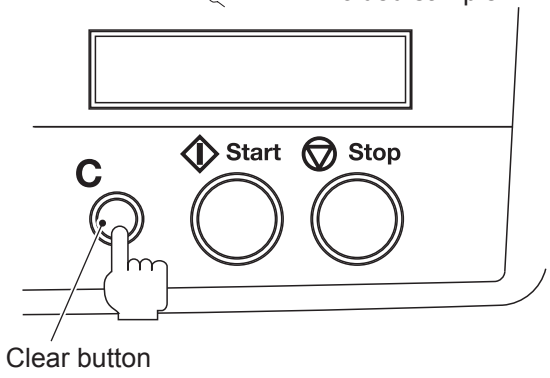
20 **Check the finish of test folding.**

Check for folding misalignment using the second test folded sample.

Ref. If folding misalignments occur, refer to Chapter 3 "ADVANCED OPERATION"“5. Correcting Folding Misalignment” (☞p.3-27).



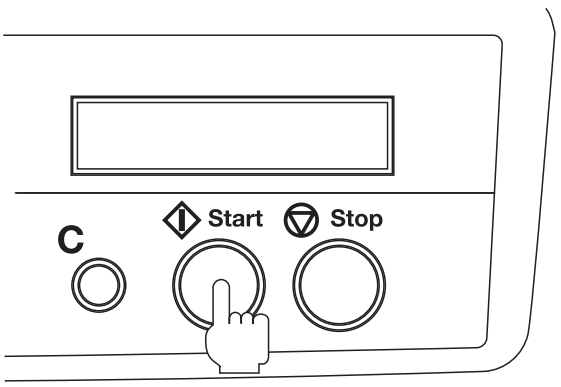
21 **After completing adjustments, press the C (clear) button for more than two seconds to clear the counter to "0."**



22 **Press the Start button to start folding operations.**

Press the Stop button to interrupt or stop the operations. Pressing the Start button again will resume operations.

When there is no paper on the paper feed table, the machine will stop automatically and the counted number and "NO PAPER" will be displayed alternately.



When paper is loaded on the paper feed table, only the counted number will be displayed. If you press the C button for more than two seconds, the counter returns to "0." If you press the Start button without pressing the C button, folding operations will resume and the accumulated number will be displayed on the counter.

Note that you cannot move onto the next procedure until you place paper on the paper feed table.

23 **Store the cross folding lever.**

4-2. Cross Folding Non-Standard Size Paper

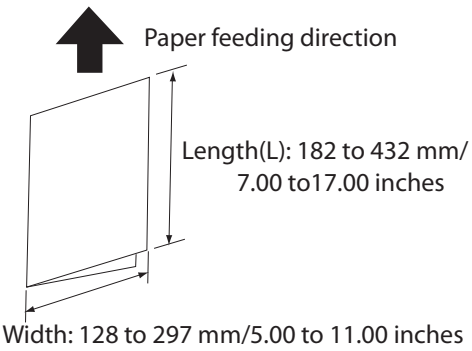
Paper other than the six standard size paper are called non-standard size paper. The paper size that can be cross folded is as follows.

Maximum: 297 (W) x 432 (L) mm/11.00 (W) x 17.00 (L) inches

Minimum: 128 (W) x 182 (L) mm/5.00 (W) x 7.00 (L) inches

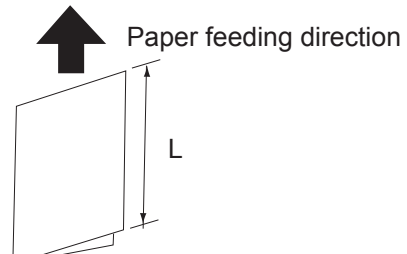
* Minimum for cross single fold: 90 (W) x 135 (L) mm/3.54 (W) x 5.31 (L) inches

The following describes the cross single folding procedures of 300 mm/12.00 inches long paper as an example.

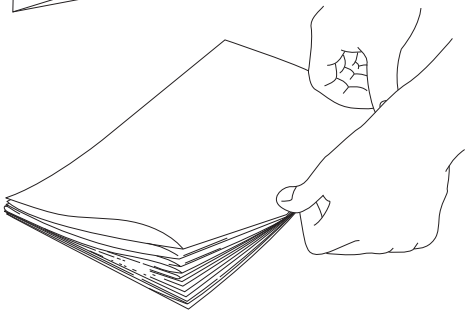


1 **Fold the paper into two according to Chapter 3 "ADVANCED OPERATION" "3.Standard Folding of Non-Standard Size Paper" (☞p.3-15).**

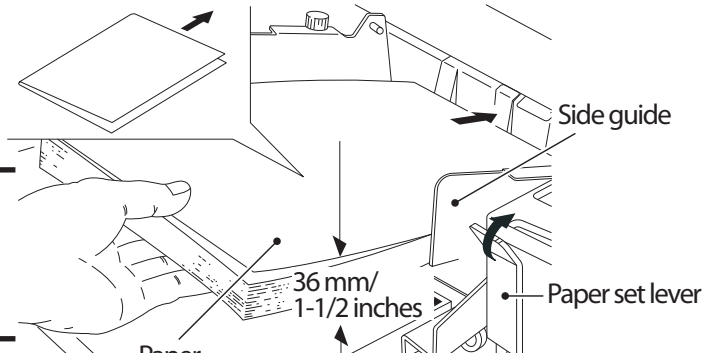
2 **Measure the length (L) of the single-folded paper.**



3 **Press along the folded line of the single-folded paper firmly with your fingers to prevent the paper from slipping and buckling in the horizontal direction when folded.**



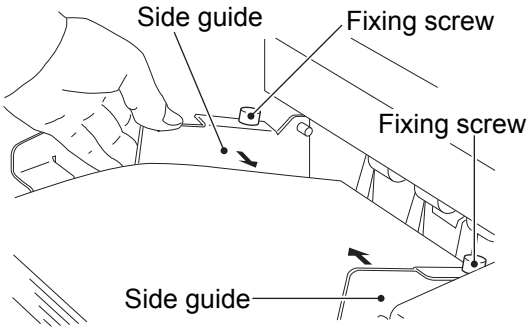
4 **Raise the paper set lever and stack the single-folded paper on the paper feed table with the folded line facing the non-operator's side.**



Note **The amount of paper stacked on the paper feed table should be approximately 2/3 (approx. 36 mm/1-1/2 inches) of the height of the side guide.**

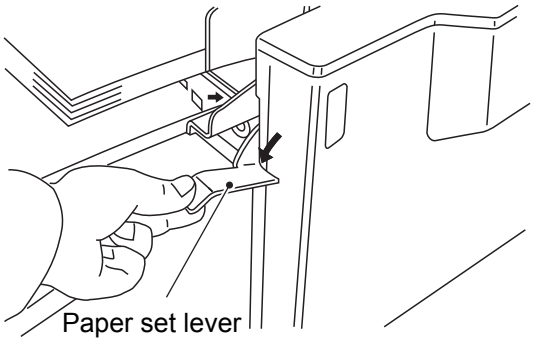
5 **Loosen the fixing screws of the side guides.**

6 **After pressing the side guide to each side of the paper lightly, tighten the screws to secure the side guides.**



7 **Lower the paper set lever.**

The paper feed table will be raised.



Note **Make sure that you lower the paper set lever. If you start operations without the paper set lever lowered, the paper feed rings will run idle, causing the machine to stop.**

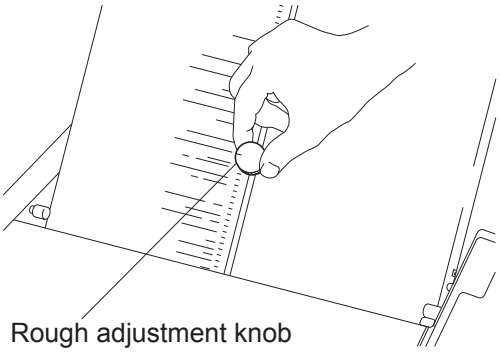
8 **Refer to Table of Rough Adjustment Knob Positions to check the appropriate positions of first and second folding plates.**

Table of Rough Adjustment Knob Positions

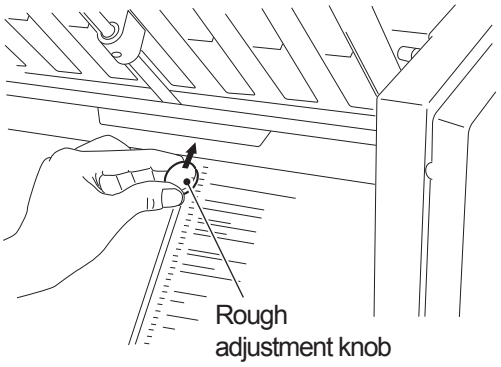
L=Paper length

Folding Pattern	Single Fold	Letter Fold
First Folding Plate	L/2	L/3
Second Folding Plate	Upper End	L/3

1) According to the table of rough adjustment knob positions, move the knob of the first folding plate to 150 mm/6.00 inches (300÷2/12.00÷2).



2) Move the rough adjustment knob of the second folding plate to the upper end.



Note

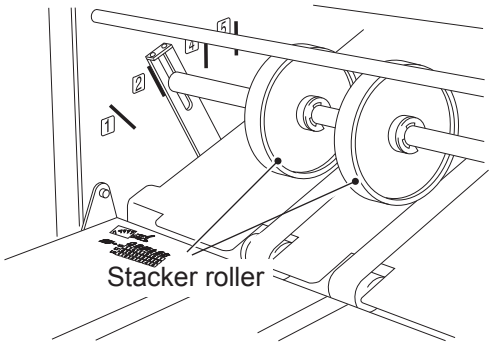
- **The rough adjustment knob cannot be turned either clockwise or counterclockwise. Make sure that you pull up the knob when you want to move it. (p.2-4)**
- **After moving the rough adjustment knob, turn the fine adjustment knob to the right and left a few times to check that it moves slightly. (☞p.2-5)**

9 Move the stacker rollers to the appropriate position.

The machine shown in the figure to the right is a North America model.

Refer to Table of Stacker Rollers Position for their appropriate position (☞p.3-13).

For this example, move the stacker rollers to "2."



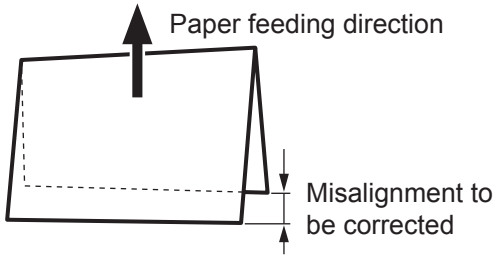
Refer to procedures between step 10 of p.3-21 and step 23 of p.3-24 for rest procedures.

5. Correcting Folding Misalignment

Folding misalignment consists of two types; “folding misalignment along the vertical length of the paper” and “folding misalignment along the sides of the paper.”

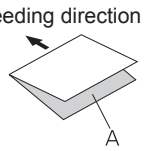
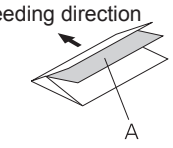
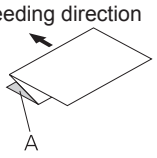
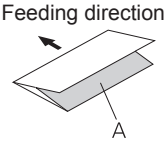
5-1. Correcting Folding Misalignment along Vertical Length of Paper

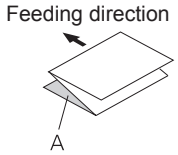
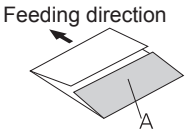
When folded paper is misaligned along the vertical length as shown in the figure, turn the fine adjustment knob to correct the misalignment.



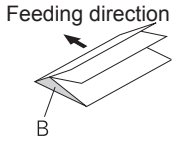
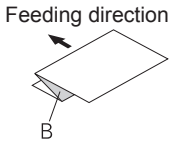
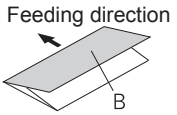
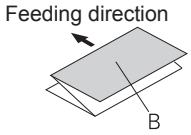
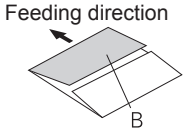
Note **Use the mark on the folding plate just as a reference. You may need fine adjustments according to various conditions such as environmental conditions (temperature, humidity), paper quality, paper thickness, paper fiber direction, cutting accuracy and printing conditions.**

Adjusting Fine Adjustment Knob of the First Folding Plate

Folding Style		Fold Surface A	Adjustment	First folding plate Fine adjustment knob
Single fold		When A is longer	Turn the fine adjustment knob counterclockwise.	
		When A is shorter	Turn the fine adjustment knob clockwise.	
Double fold		When A is longer	Turn the fine adjustment knob counterclockwise.	
		When A is shorter	Turn the fine adjustment knob clockwise.	
Irregular accordion fold		When A is longer	Turn the fine adjustment knob clockwise.	
		When A is shorter	Turn the fine adjustment knob counterclockwise.	
Letter fold		When A is longer	Turn the fine adjustment knob counterclockwise.	
		When A is shorter	Turn the fine adjustment knob clockwise.	

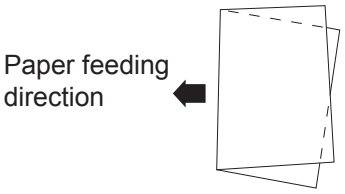
Folding Style		Fold Surface A	Adjustment	First folding plate Fine adjustment knob
Accordion fold		When A is longer	Turn the fine adjustment knob clockwise.	
		When A is shorter	Turn the fine adjustment knob counterclockwise.	
Gate fold		When A is longer	Turn the fine adjustment knob counterclockwise.	
		When A is shorter	Turn the fine adjustment knob clockwise.	

Adjusting Fine Adjustment Knob of the Second Folding Plate

Folding Style		Fold Surface A	Adjustment	First folding plate Fine adjustment knob
Single fold	The second folding plate is not used in single folding.			
Double fold		When B is longer.	Turn the fine adjustment knob counterclockwise.	
		When B is shorter.	Turn the fine adjustment knob clockwise.	
Irregular accordion fold		When B is longer.	Turn the fine adjustment knob counterclockwise.	
		When B is shorter.	Turn the fine adjustment knob clockwise.	
Letter fold		When B is longer.	Turn the fine adjustment knob clockwise.	
		When B is shorter.	Turn the fine adjustment knob counterclockwise.	
Accordion fold		When B is longer.	Turn the fine adjustment knob clockwise.	
		When B is shorter.	Turn the fine adjustment knob counterclockwise.	
Gate fold		When B is longer.	Turn the fine adjustment knob clockwise.	
		When B is shorter.	Turn the fine adjustment knob counterclockwise.	

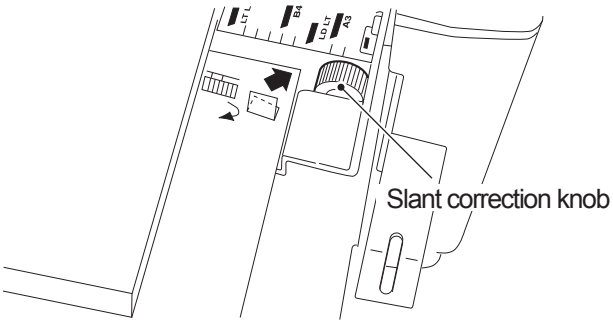
5-2. Correcting Folding Misalignment along Sides of Paper

When folded paper is misaligned along the sides of paper as shown in the figure, turn the slant correction knob to correct the misalignment.

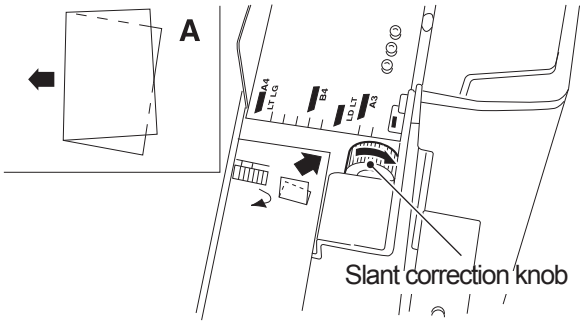


Note **You may need fine adjustments according to various conditions such as environmental conditions (temperature, humidity), paper quality, paper thickness, paper fiber direction, cutting accuracy and printing conditions.**

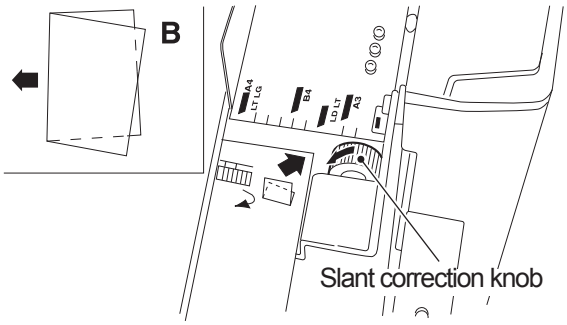
1 Turn the slant correction knob to adjust the folding slippage.



If folding slippage is as shown in Figure A, turn the knob in the direction of the arrow.

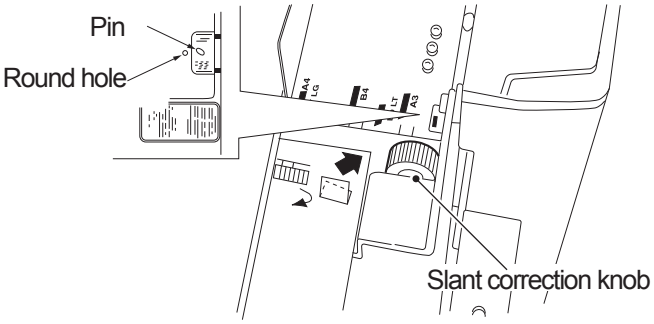


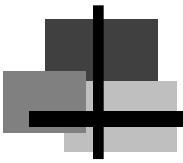
If folding slippage is as shown in Figure B, turn the knob in the direction of the arrow.



2 After finishing operations, be sure to turn the slant correction knob to align the round holes of the paper feed table with the pin.

The position at which the round hole meets the pin is the standard position.





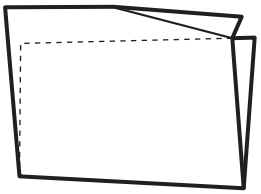
Chapter 4

TROUBLESHOOTING GUIDE

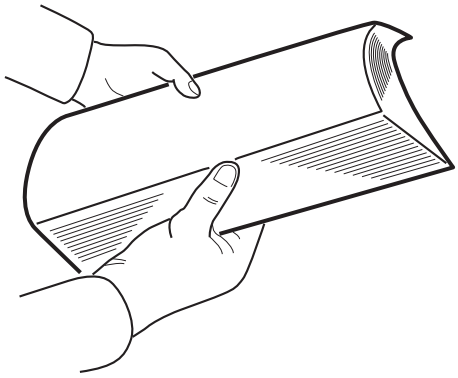
1. Correcting Deformed Folding

Check the following when deformed folding occurs.

Deformed folding



- **Fan paper well before stacking.**



- **Check if the folding plates have been installed properly. (☞p.1-6)**
- **Spray a commercially-available air duster on the rubber roll because the static electricity may have resulted in deformed folding.**

Note **Do not use paper other than those specified. This will cause not only deformed folding but also malfunction of the machine.**

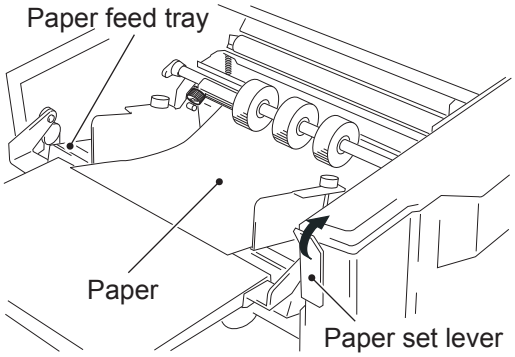
---

2. Removing Jammed Paper

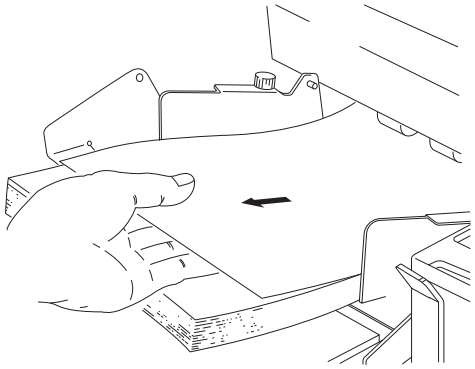
When paper jam has occurred, "PAPER ERR" will be displayed on the LCD display. Check the machine to find out where the jam has occurred and remove the jammed paper following the procedures below.

2-1. When Paper Has Jammed Near the Paper Feed Ring

1 **Raise the paper set lever to lower the paper feed table downwards.**

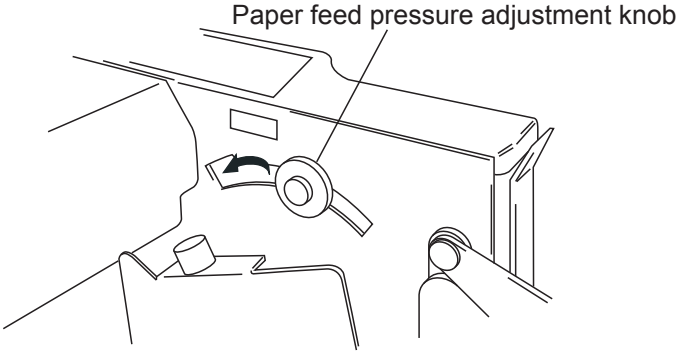


2 **Pull the jammed paper towards you.**

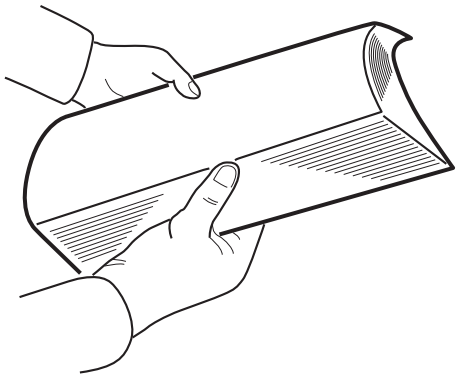


2-2. When Paper Has Slipped at the Paper Feed Section

- **If mis-feed frequently occurs using thick paper (127.9 g/m^2/34 lb), set the paper feed pressure adjustment knob to "Thick paper."**



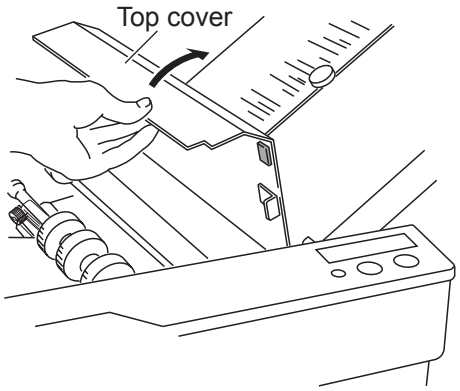
- **Fan paper well before stacking.**
- **Decrease the stacking amount of paper.**



2-3. When Paper Has Coiled Around the Rubber Roll

Turn off the machine before following the procedures below.

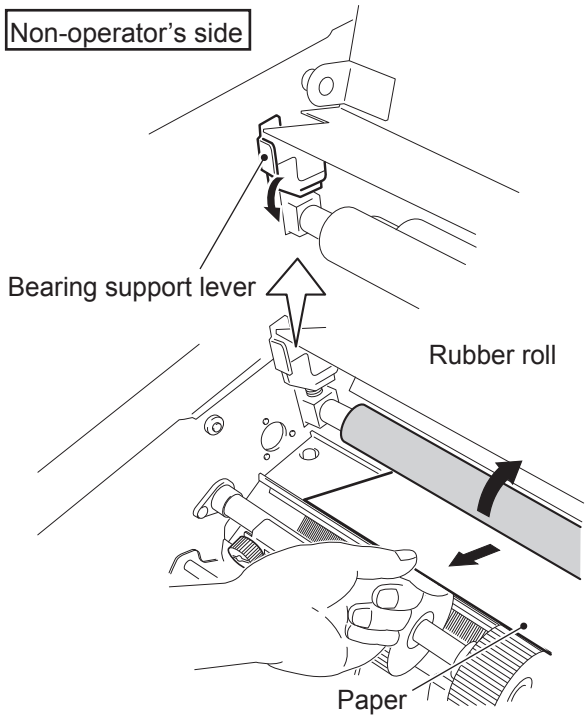
1 **Open the top cover.**



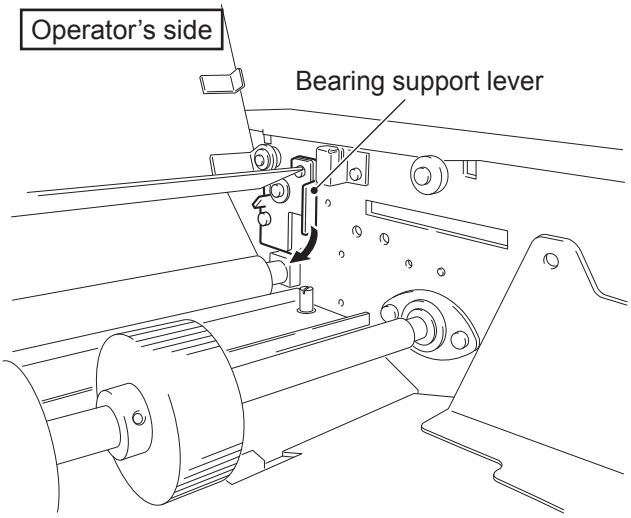
2 **Turn the two bearing support levers in the direction of the arrow to release them.**

3 **Pull the coiled paper towards you to remove it.**

If you cannot remove the paper easily, turn the roll backward with both hands and pull the paper.

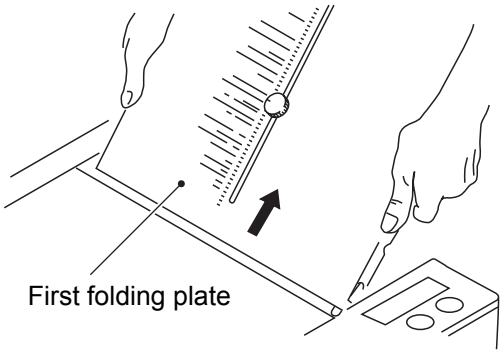


4 **Return the bearing support levers.**

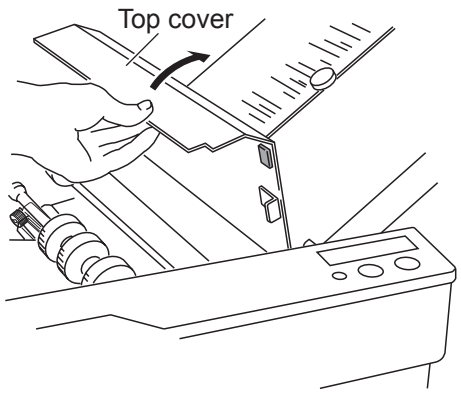


2-4. When Paper Has Jammed at the First Folding Plate

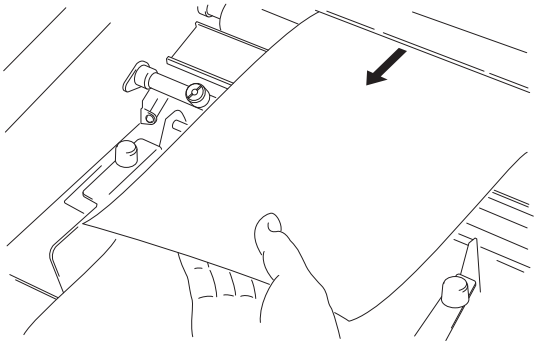
1 **Remove the first folding plate from the machine.**



2 **Open the top cover.**



3 **Pull the jammed paper towards you.**



4 **Close the top cover.**

5 **Return the first folding plate.**

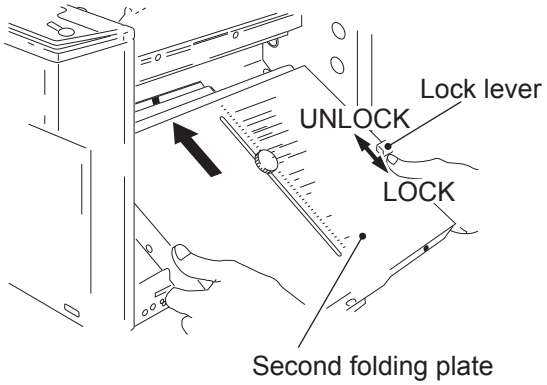
Note

- **Check that the first folding plate has been installed properly.**
- **When you remove and return the folding plate, make sure that you use both hands.**

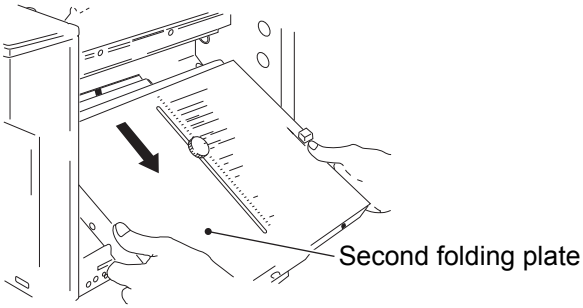
2-5. When Paper Has Jammed at the Second Folding Plate

Turn off the machine before following the procedures below.

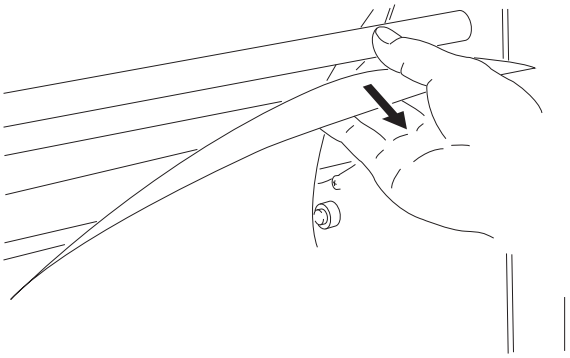
1 **Move the lock lever to the position of "UNLOCK."**



2 **Remove the second folding plate from the machine.**

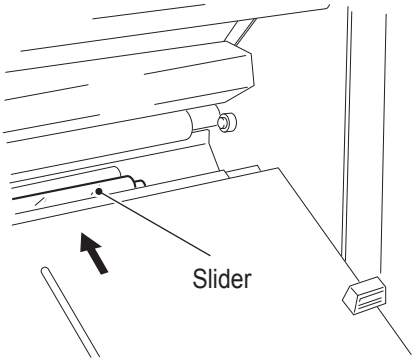


3 **Pull the jammed paper towards you.**



4 **Insert the second folding plate to the machine along the slider.**

5 **Move the lock lever to the position of "LOCK."**

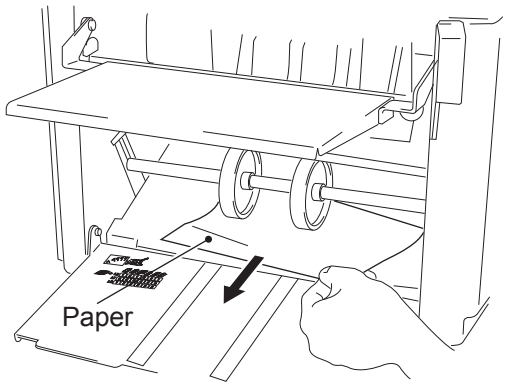


- **Check that the first folding plate has been installed properly.**
- **When you remove and return the folding plate, make sure that you use both hands.**

2-6. When Paper Has Jammed Near the Stacker

Remove the paper stuck in the stacker section towards you.

The machine shown in the figure to the right is a North America model.



3. Error Messages

When a paper jam has occurred or the top cover is open, an error message is displayed on the LCD display.

Follow the procedures below to fix the error.

Message	Cause	Solution
NO PAPER	When the power is turned on, there is no paper on the paper feed table.	Stack paper on the paper feed table.
NO PAPER/****(the number of folded paper)	After paper is fed and folded, there is no paper left on the paper feed table.	Stack paper on the paper feed table. The number of folded paper will be displayed again.
COVER OPEN	The top cover is open.	Close the top cover.
PAPER ERR	A paper jam has occurred.	Remove the jammed paper and press the C (clear) button. (☞p.1-11, p.4-3)
	A mis-feed has occurred.	Stack paper properly on the paper feed table and press the C (clear) button. (☞p.1-11, p.4-3)
PLATE-1 SET ERR	The first folding plate has not been installed properly.	Install the first folding plate properly. (☞p.1-6)
PLATE-2 SET ERR	The second folding plate has not been installed properly.	Install the second folding plate properly. (☞p.1-6)
OVER LOAD	The motor is overloaded.	Turn off and on the power.

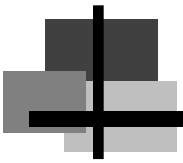
4. Troubleshooting

When trouble has occurred, find the symptom from the table below and solve the trouble according to the solution. If you cannot solve the trouble, contact your dealer.

Symptom	Cause	Solution
The machine does not start even when the Start button is pressed.	The power cord is not inserted to the wall socket.	Insert the power cord to the wall socket.
	The power is not on.	Turn on the power switch. (☞p.2-3)
	There is no paper on the paper feed table.	Stack paper on the paper feed table. (☞p.2-3)
	Paper has not reached the guide plate of the paper feed table.	Push in the paper until its lead edge touches the guide plate. (☞p.2-3)
	A paper jam has occurred.	Remove the jammed paper. (☞p.4-6)
	The top cover is open.	Close the top cover.
	A trouble has occurred inside the machine.	Call your dealer.
When the Start button is pressed, the paper feed rings rotate but no paper is fed.	The paper feed table has been lowered.	Lower the paper set lever to raise the paper feed table. (☞p.2-4)
	The paper has not been fanned well.	Fan the paper well. (☞p.1-11)
	The paper is curled.	Straighten the paper curl.
	The paper is thick.	Set the paper feed pressure adjustment knob to “Thick paper.” (☞p.1-8)
	The paper is outside the specifications.	Use paper that meets specifications. (☞p.6-2)
The paper is not folded at the proper folding position.	The paper folding plate is not installed properly.	Install the paper folding plate properly. (☞p.1-6)
	Static electricity has occurred in the paper.	Fan the paper well. (☞p.1-11)
		Spray a commercially-available air duster on the rubber roll.
		Use thicker paper.
Paper is double-fed frequently.	The paper feed pressure adjustment knob is set to “Thick paper.”	Set the paper feed pressure adjustment knob to “Thin paper.” (☞p.1-8, p.3-22)
	The paper separator is dirty.	Clean it with alcohol. (☞p.5-4)
	The sheets of paper are sticking to each other and cannot be separated.	Fan the paper well. (☞p.1-11)
	The paper is outside the specifications.	Use paper that meets specifications. (☞p.6-2)
	A trouble has occurred inside the machine.	Call your dealer.

Symptom	Cause	Solution
Paper slips at the paper feed section frequently.	The paper feed pressure adjustment knob is set to “Thin paper.”	Set the paper feed pressure adjustment knob to “Thick paper.” (☞p.1-8)
	The paper feed ring is dirty.	Clean it with alcohol. (☞p.5-3)
	The sheets of paper are sticking to each other and cannot be separated.	Fan the paper well. (☞p.1-11)
	The paper is outside the specifications.	Use paper that meets specifications. (☞p.6-2)
	The side guides press against the paper too tightly.	Set the side guides so that they push against the paper lightly. (☞p.2-4)
	A trouble has occurred inside the machine.	Call your dealer.
Paper jams frequently.	The rubber roll is dirty.	Clean it with alcohol. (☞p.5-2)
	Paper shreds are stuck inside the paper conveyance passage.	Check inside the machine and remove any paper shreds.
	The stacker rollers position is not correct.	Adjust the position of the stacker rollers.(☞p.2-6)
	The paper is curled.	Straighten the paper curl.
	The guide plate unit is left attached to the paper ejection plate.	Remove the guide plate unit. (☞p.3-7)
	Static electricity has occurred in the paper.	Spray a commercially-available air duster on the rubber roll.
Paper slips in the vertical direction.	After a paper type was changed, a folding position has not been adjusted.	Check that the rough adjustment knob position is correct. (☞p.2-4)
Paper slips in the horizontal direction.	The paper is stacked unevenly.	Stack the paper neatly on the paper feed table. (☞p.1-11)
	There is space between the paper and side guide.	Set the side guides so that they push against the paper lightly. (☞p.2-4)
	The rubber roll is deformed.	Call your dealer.
Paper jam at the rubber roll when thick paper or cross folded thick paper is folded into two.	The paper is outside the specifications.	Use paper that meets specifications. (☞p.6-2)
	The space inside the internal paper conveyance passage is narrow.	Widen the space using the fine adjustment knob of the second folding plate. (☞p.3-2)
Small paper is fed continuously (stream-fed).	The paper is outside the specifications.	Use paper that meets specifications. (☞p.6-2)
	The paper feed pressure adjustment knob is set to “Thick paper.”	Set the paper feed pressure adjustment knob to “Thin paper.” (☞p.1-8)

Memo



Chapter 5

CLEANING THE UNIT

1. Cleaning Each Section

The adherence of paper dust and printing ink on the rubber rolls and paper feed rings may cause problems such as paper feed errors and folding misalignment. Adherence of paper dust near sensors will also cause misdetection. Clean the machine once a week. We recommend that you use a commercially-available air duster for office equipment to clean sensors.

Note
- **Prior to cleaning, be sure to disconnect the power cord from the outlet.**
- **After cleaning, make sure that the areas that were cleaned are completely dry before resuming paper folding operations.**

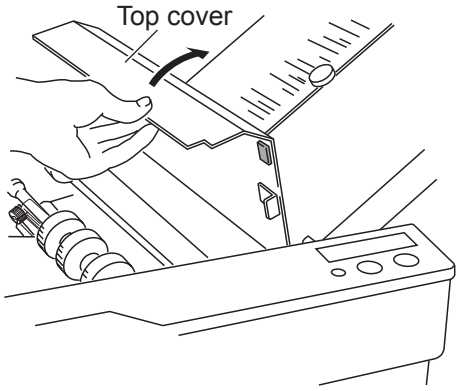
⚠ WARNING

Do not use flammable sprays or solvent inside or near the unit (e.g. when cleaning the unit).

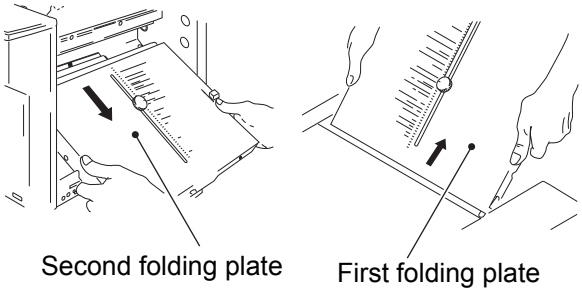
Such flammable gas may ignite and cause a fire or combustion.
Take precautions against fire and ensure ventilation when using alcohol, and store the alcohol in a safe place after use. Also note that use of other solvents can damage the rubber rollers and resin inside the unit, resulting in malfunctions.

1-1. Cleaning the Rubber Roll

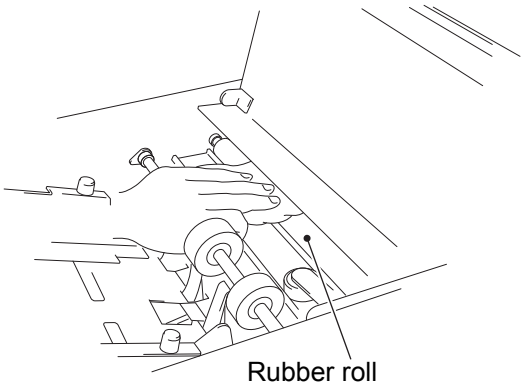
1 **Open the top cover.**



2 **Remove the first folding plate and second folding plate from the machine.**

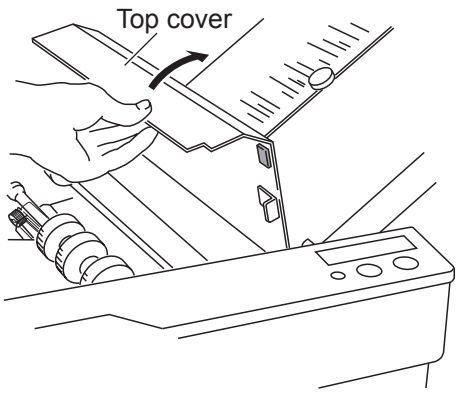


3 **While rotating the rubber roll, clean off the dirt with a cloth moistened with alcohol.**

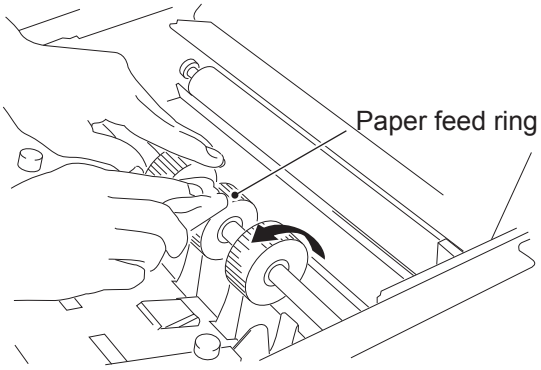


1-2. Cleaning the Paper Feed Rings

1 **Open the top cover.**

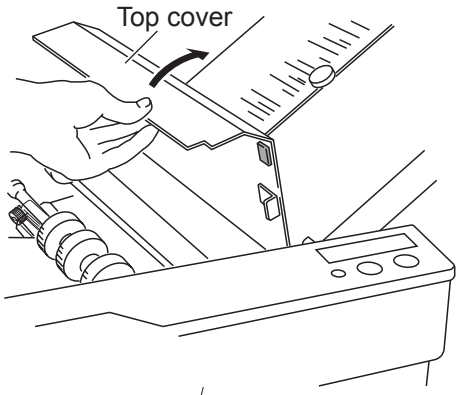


2 **Rotate the rubber roll, and clean off the dirt with a cloth moistened with alcohol.**



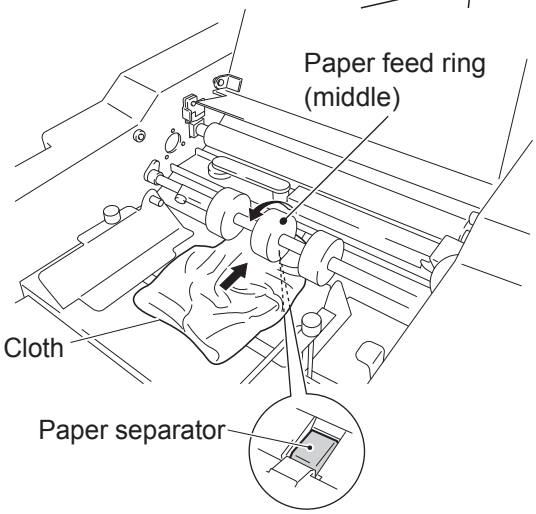
1-3. Cleaning the Paper Separator

1 **Open the top cover.**



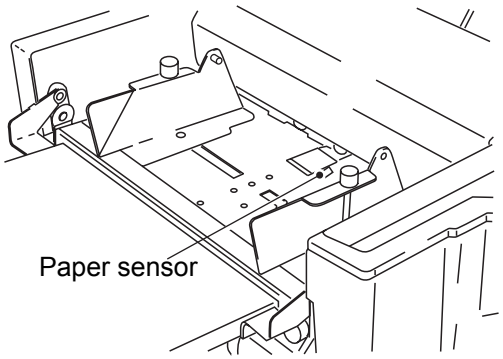
2 **Insert a cloth moistened with alcohol between the paper feed ring (middle) and the paper separator.**

3 **Turn the paper feed rings in the direction of the arrow.**



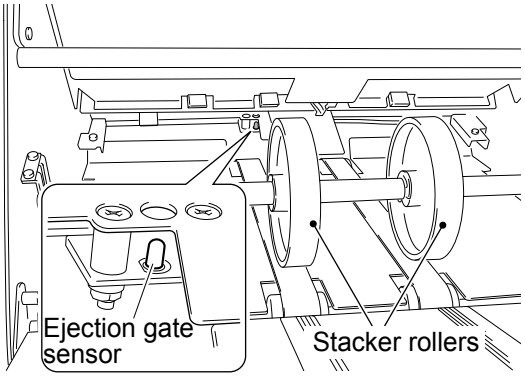
1-4. Cleaning the Paper Sensor

Clean the paper sensor using an air duster or a cotton bud.



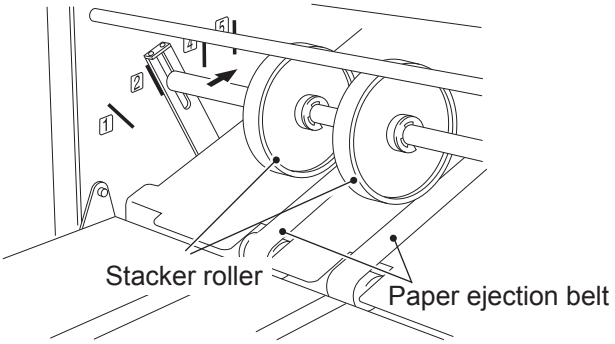
1-5. Cleaning the Ejection Gate Sensor

Clean the ejection gate sensor, located on the back of the stacker rollers using an air duster.

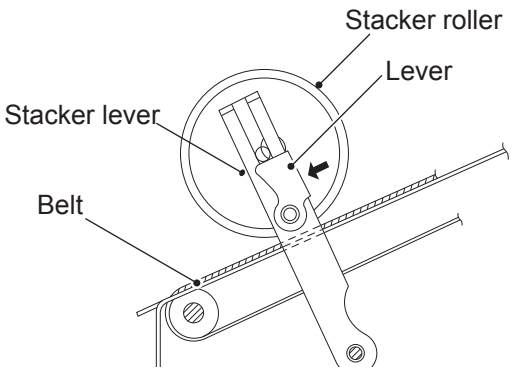


1-6. Cleaning the Paper Ejection Belts

1 **Move the stacker rollers to "5."**



2 **While lifting up the stacker rollers with your hand, pull the levers (left and right) attached to the stacker lever in the direction of the arrow so that the stacker rollers are lifted up.**



3 **Rotate the stacker roller, and clean off the dirt with a cloth moistened with alcohol.**

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Chapter 6

APPENDIX

Specification

Model		DF-755
Type		Office use, desktop
Paper size that can be folded	Min.	128 (W) x 182 (L) mm/5.00 (W) x 7.00 (L) inches
	Max.	297 (W) x 432 (L) mm/11.00 (W) x 17.00 (L) inches
Paper quality		Rough paper, fine quality paper, stencil paper, recycled paper
Folding mode		Single fold, double fold, irregular accordion fold, letter fold, accordion fold, gate fold, custom fold, special cross fold (paper thickness 52.3 to 104.7 g/m²/14 lb to 28 lb)
Paper thickness		52.3 to 127.9 g/m²/14 lb to 34 lb. 127.9 g/m²/34 lb paper cannot be folded into four.
Loading capacity of paper feed table		500 sheets (fine quality paper 64 g/m²/17 lb.)
Processing speed		125 sheets/min when single folding A4 size fine quality paper 64 g/m² (EU) 135 sheets/min. when single folding 11 lb of fine quality LT paper (North America)
Paper feed method		3 rings automatic paper separation method, slant correction device
Counter		4-digit digital display
Folding stopper		Manual setting
Stacker roller		Manual setting 5 steps
Detection function		Opening/closing of top cover, no paper, mis-feed, paper jam, first and second folding plates improper setting, motor overload
Power supply		AC220-240 V 50 Hz (EU) 120 V 60 Hz (North America)
Power consumption		0.4 A (EU) 0.85 A (North America)
Dimensions	In use	930 (W) × 480 (D) × 535 (H) mm/36.61 (W) x 18.90 (D) x 21.06 (H) inches
	In storage	620 (W) × 480 (D) × 535 (H) mm/24.41 (W) x 18.90 (D) x 21.06 (H) inches
Weight		32 kg/70.4 lb.

Design and specifications are subject to change without notice.

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