



DYNAFOLD

Operating Instructions

DE-8

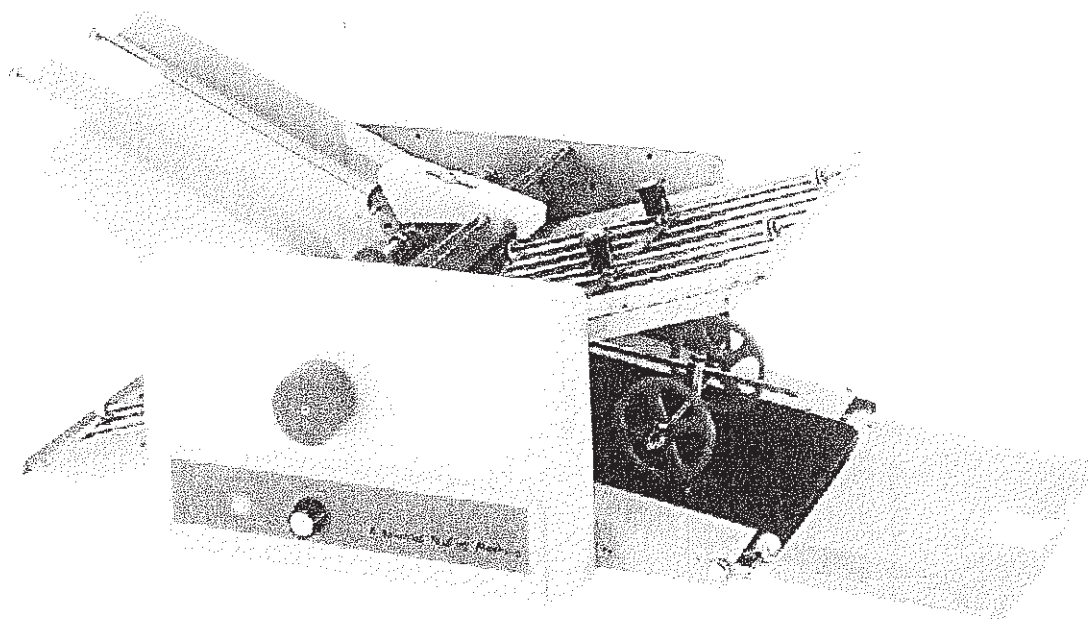


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1. Introduction

Your new **Folder** is a table top automatic folding machine which will efficiently solve all your folding problems over many years if you handle it expertly and with care. Thanks to new advances in production technology. The machine offers you outstanding capacity at reasonable cost.

This manual provides a permanent record for ready reference, covering the function of the separate units and the preparatory work for the various folding applications.

2. Installing and assembling the machine

2.1 Check completeness of the accompanying accessories:

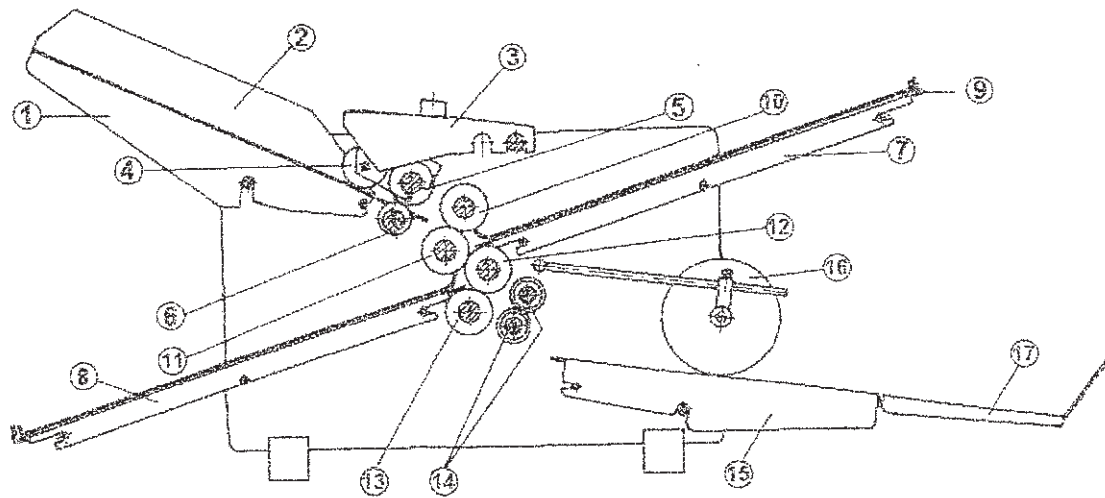
Listing	Model	DE-8
Feed table complete		1
Guide bracket		2
Folding plate		2
Delivery table		1
Hold-Down roller (set)		1
Infeed roller rubber		1
Belt (PU) 300mm		1
Belt (PU) 510mm		1
Hexagon-Head screw driver		1
Dust cover		1
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Mount the machine on a sufficiently **strong table** or similar base.

2.2 First, hook in the **Delivery table**, front recesses engaging with the pins in the side panels. The rear recesses should snap into the cross spindle running through the machine.

Should the gears not mesh correctly at the first attempt, turn the handwheel a little way.

2.3 Next, hook Collecting table over the outer spindle of the delivery belt spindle.



- | | | |
|-------------------------|----------------------|----------------------|
| 1. Feed table | 2. Feed guide | 3. Feeder |
| 4. Infeed roller rubber | 5. Feed roller | 6. Pressure roller |
| 7. Folding plate (1) | 8. Folding plate(2) | 9. Folding guide bar |
| 10. Fold roller(1) | 11. Fold roller(2) | 12. Fold roller(3) |
| 13. Fold roller(4) | 14. Delivery roller | 15. Delivery table |
| 16. Hold-Down rollers | 17. Collecting table | |

2.4 Now fit the **Hold-Down** rollers. First, push the spindle end carrying the spring into its bore in the right-hand side panel (operating side, i.e. side of hand wheel and switches). In the opposite bore, the spindle is held by spring pressure.

2.5 Hook in the **Feed** table. First place it on the cross spindle, slide it down at an angle until the lower slots engage with the pins on the side panels. The upper slots must engage with the cross spindle.

The two paper guides are easily set to paper size (see point 4, "**Putting machine into operation**"))

2.6 Both **Folding** plates are of identical design and are hooked into position like the feed table. You will note that the plate has a continuous guide bar on one side, while the other is formed as an open "pocket". Hook in the plates as dictated by the desired type of fold. To do so, place the plate on the two-front pins in the side panels, then slide it towards the folding rollers until you can clearly hear all

four pins clicking into engagement.

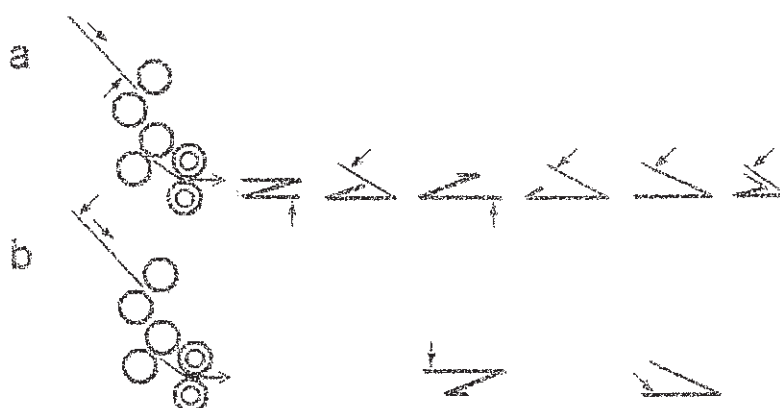
Your folder is now fully assembled, but to obtain the desired folds, you must set it up correctly. Please study and observe the following instructions and descriptions carefully, before you start working with the machine.

3. Description of machine operation and setting instructions

3.1 Paper feed

Always place the sheets to be folded with the heading side facing down, i.e. concealed from view. In the diagram, the little double arrow shows where the heading side lies for the various folding styles after the sheet has been ejected (a).

Only where the heading side is perforated for tear-off, place the sheets on the feed table with the perforated side at the top end of the table (b).



On the folder the paper is taken from the feed stack by a “wiping” movement for which the paper stack must be fanned (see point 4.8).

The free-wheel infeed roller draws from the stack the top sheet and transfers it to the feed roller. The fixed pressure roller below the feed roller is adjustable for height by knob on the operating side panel (narrow rear side). With this control, you can limit the passage gap to any one paper thickness, so that only one sheet at a time is fed.

If the gap is set too narrow, no sheet is fed or it may be damaged, if

set too large, several sheets will be drawn in.

With the pressure roller correctly set, the top sheet now arrives at the gap between feed and pressure roller and is transferred to the first pair of fold rollers. Because these run at a higher speed, the feed roller has a free-wheel release.

This arrangement ensures that the feed roller will not leave drag marks on the sheet which now runs through of high speed.

Pressure of the infeed roller on the fanned stack can be varied with the knurled nut on top of the feeder. With the nut centred in the slot, pressure is released, i.e. the feeder rests on the stack under its own weight alone.

For most papers of approx. 60-90 g/sq.m in general use, this is the normal working position. To increase the pressure, slacken the nut and shift it towards the stack. This may be necessary for papers above 90 g/sq.m.

For lighter grades (under 60 g/sq.m), shift the nut in the opposite direction, i.e. towards the delivery.

Unless pressure is correctly set, the paper is held too taut between infeed and feed rollers, so that it may curve upwards and become creased.

Set the guides on the feed table to ensure that the sheet is fed at accurately right angle to the fold rollers.

To help you in setting the left-hand guide at right angles to the spindles, one half of the table has a number of locating holes.

The right-hand guide (on operating side) can then be set parallel to the left one by aligning it on a sheet placed between them.

To sum up, set paper feed in the following steps:

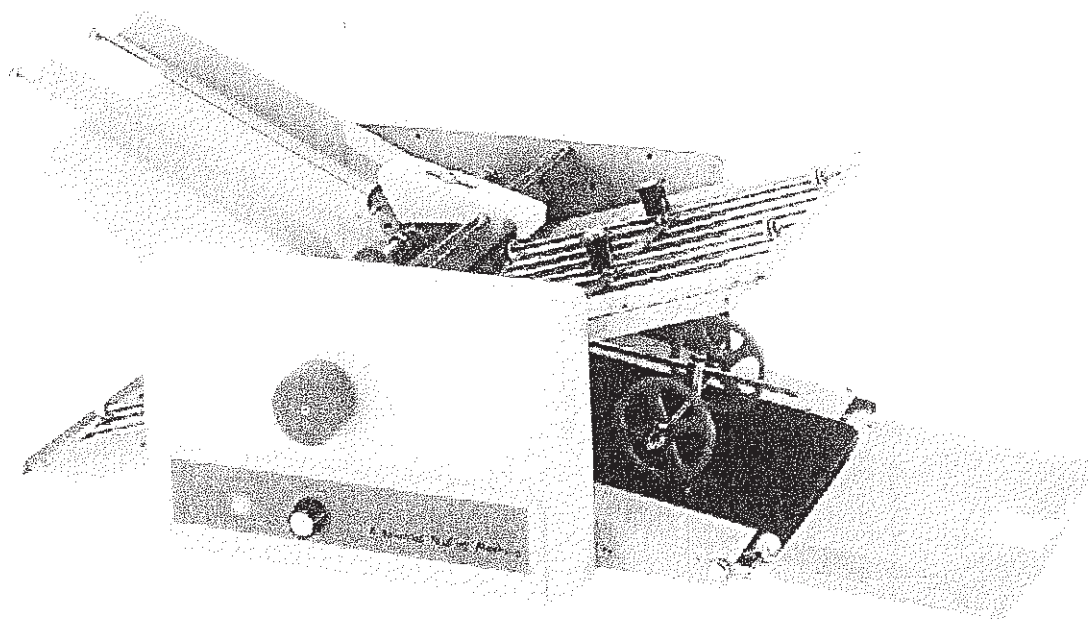
- a) Set gap between feed and pressure roller approximately to paper thickness.
- b) Align guides.
- c) Set infeed roller contact pressure with the knurled nut on the

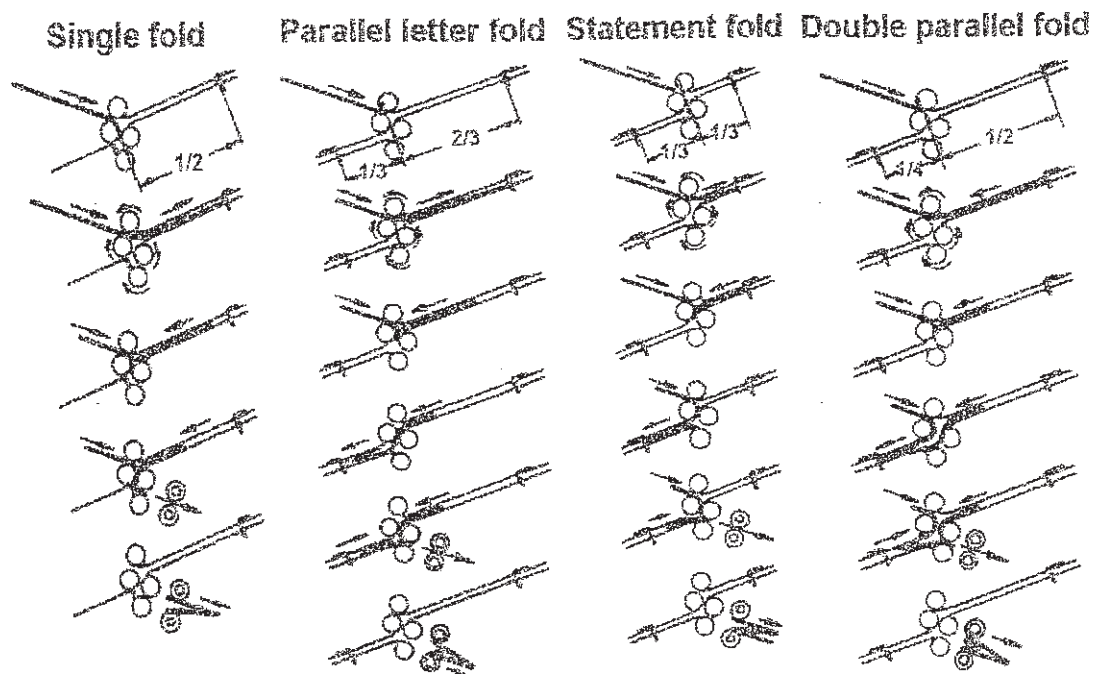


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3.3 Folding styles

The Folder is arranged to apply the desired style of fold by simple re-setting of the plate stop stops. In addition, you can finely set the stops for length and angle with the knurled screws.

In the overhead drawing, the first and second pocket are both set to one third of the sheet length. The result is an accordion fold.

For a **parallel letter fold**, the first pocket is set to 2/3rds sheet length and the second to 1/3rd.

To Produce a **single fold** - say, at sheet center-set the first plate to half the paper length. Here, you do not need the second plate, so take it out and fit it reversed - i.e. guide bar leading - in - to the machine. The bar now guides the paper to the next pair of fold rollers. The sheet is folded once only (at center in our example) and then ejected.

To produce **double parallel fold** set the first plate to half sheet length, the second to half of the first setting, i.e. 1/4 of overall length in our example.

In addition to these four basic types of fold, you can apply other

fold variations on the **Folder**.

For example, you can fold a sheet along a preprinted or perforated line, or fold a letter sheet to show the address in the envelope window.

In such cases, it is advisable to fold a specimen sheet by hand first and transfer the fold dimensions to the plate stops in setting up. You can do this by simply placing the sheet against them, or use the scales on the plates.

Each time you have set up a machine for a folding operation, first run through on or more trial sheets and carry out minor corrections, as required, with the fine-setting screws on the plates.

Note:

Once you have completed the plate setting, you should not alter machine speed again, as this may change the length.

If you want to increase or reduce speed during the folding run, check the sheets for correct fold and adjust the setting as necessary.

3.4 Paper delivery

The folded sheets are carried by the running belt to the delivery table. At high speed, the belt alone could not ensure uniformly spaced fanning of the ejected sheets, as the delivery rollers might eject them at varying distances even wedge them together.

That is why the hold-down rollers are fitted to provide extra guidance. Set the clearance between lower contact point of these rollers and the ejector rollers to equal roughly the width of the folded sheet. In this way, the finished sheet is then immediately seized by the hold-down rollers, pressed down on the belt and conveyed at even spacing.

The sheets now leave the machine evenly fanned and can easily be taken from the collecting table.

Make sure to set the hold-down rollers about 5 cm (2 in.) from the paper edge on each side.

When folding very small sizes check that the folded sheet is reliably seized by the 3 pairs of delivery rollers. If necessary, re-set the outer pairs (slacken with screw driver supplied) .

4. Putting Machine Into Operation

4.1 Operating controls and accessories

On / Off switch

Speed control

steplessly varies speed while machine is running or stopped.

Handwheel

turns machine when motor is switched of.

Feed table

adjustable to different paper format and right-angle feed or paper into spindles.

Paper weight setting disk

steplessly variable for papers of 40-200 g/sqm.

Feeder

with adjustable infeed roller pressure.

Hold-Down rollers

easily set to varying widths and final size.

Folding plates

with rough, fine and angle setting, fitted with scales.

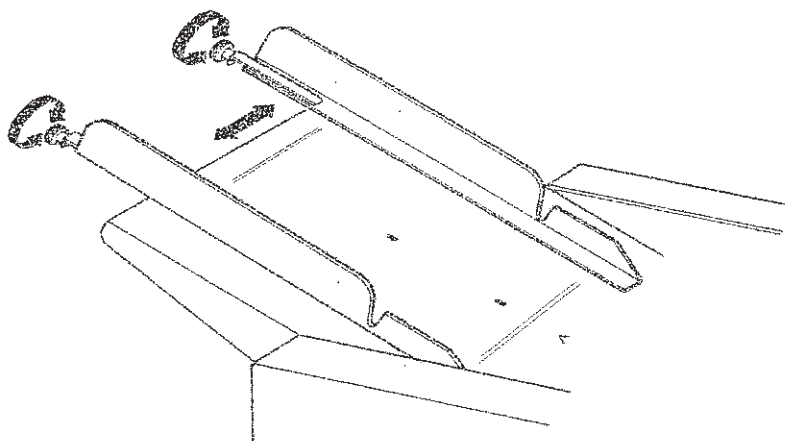
4.2 First set left feed guide

Set feeder to its rest position with infeed roller raised.

Then align the left guide so that the sheet is fed centered on the table as far as possible. A notch in the table under the removable center panel marks table center, but you can also align the sheet on the feed or pressure roller.

Fold a sheet to be folded in a center fold at one end and place it on the table center with the paper center facing the feed pressure roller.

The paper edge gives you the reference for fitting the left guide (opposite operating side) .

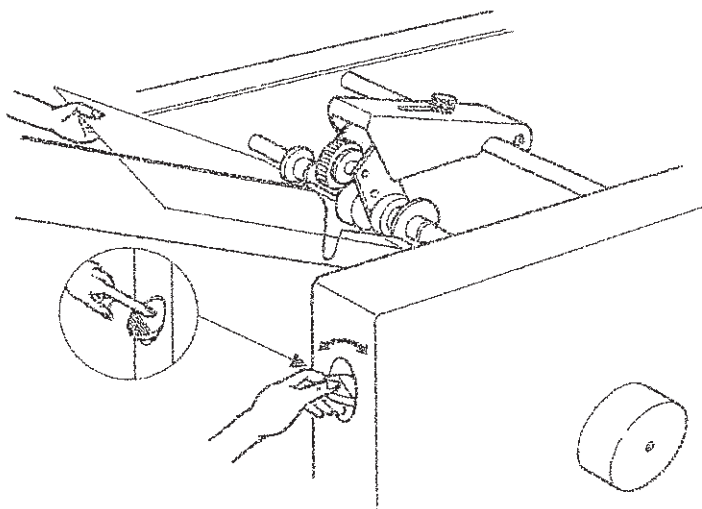


To shift the guides, slacken the top knurled nut by about 1/2 turn. Lightly hit the nut with the palm of your hand towards the table to release the clamped guide bracket. Shift and align the guide, then run the nut tightly down again.

- 4.3 Now set the gap between feed and pressure roller to paper thickness with the disk at the machine rear. Set it roughly at first, then finely on the running machine (switch on at medium speed) .

To reduce the gap, turn disk clockwise until you can feel the rollers lightly pulling the sheet. Do not insert the sheet too far, or the spindles may seize it.

If the pull on the paper is too strong, the gap is too narrow for smooth, steady feed.



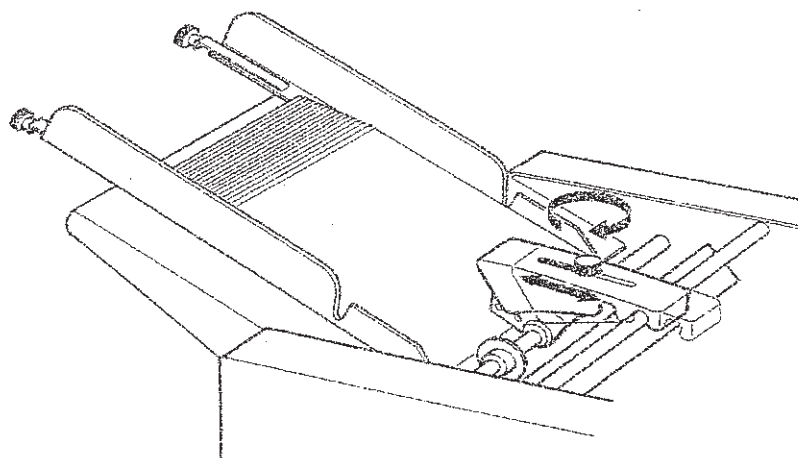
4.4 Having set the left guide and paper passage gap, turn your attention to the right guide.

Place a sheet on the table with the left edge flush against the left guide and the front edge between feed and pressure rollers. Then shift the right guide until it lies flush, but not too tight, along the whole length of the sheet. Finally, Lock the guide with the nut.

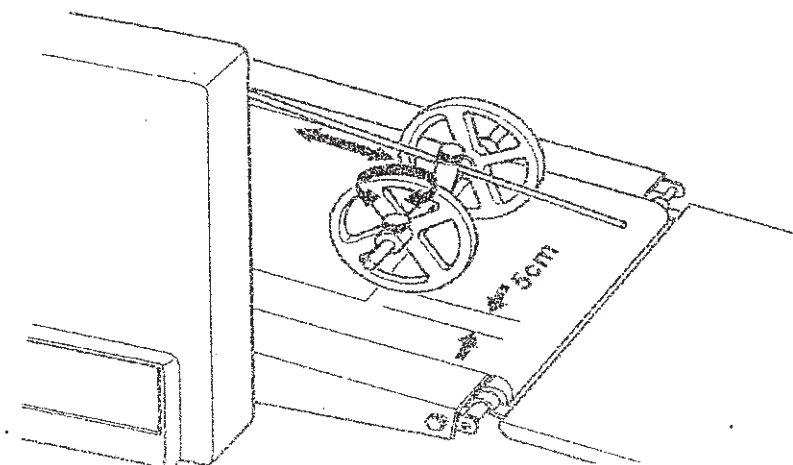
Check once more that the sheet is neither pinched between the guides or has too much play.

Next, set the two hold-down rollers on the feed spindle to run about 2-3 cm from the paper edge.

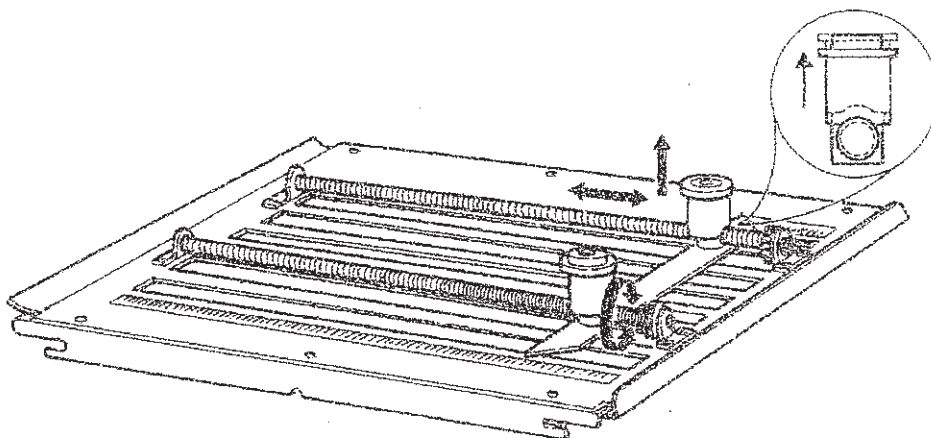
4.5 Now set pressure of roller on feeder with the knurled nut at the top and lower feeder into working position (see section on paper feed 3.1).



4.6 Next, set the hold-down rollers at the delivery to width and length of folded sheet (see section on paper delivery 3.4).



4.7 Set the two plates to desired type of fold (see section on folding styles 3.3).



The **Folder** is now ready to run. But before you switch on, please note the following important points.

A change of speed while the machine is running may also change the fold applied. This may already happen as you start the machine, since it needs a little time to run up to speed.

For this reason, it is advisable to place your left hand on the stack before switching on the stop sheet infeed. Release the paper only when the machine has run up to the selected speed (you will hear the steady hum) .

The same applies when you switch off and a number of sheets remain on the feed table. Again: hold them down to stop the feed, only then switch off.

In the way, the whole run from first to last sheet will be evenly folded.

Eliminating a diagonal fold

Mark the first sheet you run through the machine with a cross on the top side, so that you know in which direction it has been fed. If it leaves the machine with the fold diagonally shifted from the straight line, first fold it by hand to an even more acute diagonal offset from the straight, then place it again on the feed table in the correct running direction. Since the fold always runs parallel to the spindles, you must now turn the sheet (and adjust the guides correspondingly) until the next trial fold runs exactly parallel to the spindles. The next sheet will already show an

improvement. Possibly, you may have to make another trial fold, continuing with the sheet alignment until the diagonal shift is completely corrected.

Setting to pointed tips

Where the sheet end has pointed tips (diagonal cuts), slacken the plate stop nut and align the stop on the paper end.

Correcting minor fold variations

Once you have accurately set the plate stops to the desired style of fold by the scales, it should not normally be necessary to equalize minor fold variation, provided the running speed is not markedly changed after setting up.

4.8 Placing and replenishing the paper stack

Placing stack on table

When feed table, automatic paper feed, plates and delivery have been set to the required fold, place the first paper stack on the table - between 100 and 300 sheets, depending on paper grade, evenly fanned out. Align the stack at the sides.

To avoid the last sheets of a stack being drawn together under rollers and spindles, it is advisable to stick a single sheet with adhesive tape to the table. Place the fanned stack on top, holding it in position with your left hand and guiding it with the right. Cautiously slide the stack up to the feed roller working range so that the fanning will not collapse again. As the top sheet must be seized first, slide it closest to the feeder.

Replenishing the stack

You can top up the stack while the machine is running in two ways:

- a) When only a few sheets are left, side the new stack under the last sheet and the machine can run on without a break.
- b) Alternatively, you can let the last sheet be drawn in and then place a newly prepared stack on the table. This briefly breaks the

machine run, but the negligible time loss will not reduce average output.

5. Faults, Cause and Remedy

Fault	Cause	Remedy
Intermittent and irregular feed	<ol style="list-style-type: none"> 1. Feed bracket set too narrow 2. Gap between feed and pressure roller too narrow 3. Infeed roller pressure insufficient or roller worn 4. Feeder set too tight 5. Feeder spindle drive belt worn 	<ol style="list-style-type: none"> 1. Set with a little more play 2. Increase gap with setting disk 3. Increase pressure with knurled nut on feeder or replace roller 4. Shift bearing rings outwards a little way 5. Replace belt
Very light-weight paper grade becomes creased	<ol style="list-style-type: none"> 1. Infeed roller pressure too strong 2. Gap between feed and pressure roller too narrow 3. Speed too high 4. Paper runs at an angle 5. Pressure of first pair of fold rollers too strong or uneven 	<ol style="list-style-type: none"> 1. Reduce with knurled nut 2. Increase gap with setting disk 3. Reduce speed 4. Correct with guides 5. Have pressure and parallel fold roller alignment set by our service engineer (fold roller arrangement is suitable for all paper grades in general use, but for some very thin papers, fold roller pressure can be altered)
Two or more sheets drawn in together The folding machine has stopped	<ol style="list-style-type: none"> 1. Gap between feed and pressure roller too wide 2. Paper jam, the blocking prevention has switched off the folder 	<ol style="list-style-type: none"> 1. Narrow gap with setting disk 2. Clear paper jam. To restart the machine, it has to be switched off and then switched on again.
Folded sheets slide one inside the other	Gap between ejector spindle and hold-down rollers too wide or too short	Correct gap. If clearance is too wide, the fold may open up, especially for the heavier qualities, so that the following sheets slides into the fold. If clearance is too narrow, the ejected sheet does not immediately lie flat on the table and the following sheet may again become interleaved.
Sheets jam between ejector spindles and hold-down rollers	<ol style="list-style-type: none"> 1. Gap between ejector spindles and hold-down rollers too short 	<ol style="list-style-type: none"> 1. Correct gap 2. Re-set rollers, so that, together with the middle

	2. Ejector spindle rollers not evenly spaced over sheet width 3. Ejector rollers worn	roller pair, they guide the paper evenly 3. Replace rollers
Sheets not evenly fanned on delivery	1. Paper feed irregular 2. Ejector rollers worn or not evenly set 3. Delivery belt is slack 4. Drive belt of delivery belt worn	1. Correct setting (see section on "paper feed") 2. Replace or re-set rollers 3. Tension belt or replace it, if necessary 4. Fit new drive belt






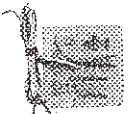


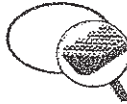


Warning: During operation and maintenance keep Hands, Hair and loose Clothing Clear of moving parts. Service or Disassembly of side covers should only be done with power cord disconnected.



ASIA OFFICE MACHINE CO.,LTD.

Model:DE-8 Spare Parts List:





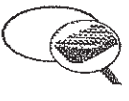



In U.S.\$ F.OB.Taiwan

GRAPH	PART-NO DESCRIPTION		
	0-000-4-008-A	A	
	Intermediate Rolle		
	0-000-4-013-A	A	
	Infeed Roller Rubber Ass'Y		
	0-008-E-005-3	A	
	Motor Annex		
	0-008-3-110-N	B	
	Belt 5 x 280mm		
	0-008-3-238-N	B	
	Belt 5 x325mm		
	0-000-E-004-2	C	
	Speed Control Pc Board (220V)		
	0-000-E-009-0	C	
	Sensor		
	0-008-2-011-0	C	
	Pressure Roller		
	0-008-3-109-0	C	
	Belt 5M x 400mm		
	0-008-E-005-2	C	
	Motor (220V)		
	0-008-2-007-0	D	
	Ejector Roller		



ASIA OFFICE MACHINE CO.,LTD.

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







零件圖	品 號 名 稱		
	0-008-3-223-N	B	
	Belt 5 x 530mm		
	0-008-2-001-0	C	
	Fold Roller (No.1 、 3)		
	0-008-2-002-0	C	
	Fold Roller (No.2)		
	0-008-2-004-0	C	
	Fold Roller (No.4)		
	0-008-3-233-0	C	
	馬達皮帶 5Mx425mm		
	0-008-9-002-0	C	
	Delivery Belt (150 x 660)		
	0-008-3-231-0	D	
	Gear Delivery Table Intermediate		
	0-008-9-003-1	D	
	Delivery Table Gear		



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Model:DE-8 Spare Parts List:

In U.S.\$ F.OB.Taiwan

GRAPH	PART-NO DESCRIPTION		
	0-008-2-013-A	D	
	Feed Roller Ass'Y		
	0-008-3-227-1	D	
	Gear 8		
	0-008-3-228-1	D	
	Gear 10		
	0-008-3-229-N	D	
	Gear For Delivery Shaft		
	0-000-E-009-1	D	
	Magic Eye Cord		
	0-000-3-006-A	E	
	Bearing Ass'Y		
	0-000-3-107-A	E	
	Bearing Ass'Y		
	0-000-E-008-2	E	
	Counter (220V)		
	0-000-E-007-2	E	
	Speed Control (Vr 220V)		