

**EP-21F**  
**Manual Letter Folder**

# **Operation Manual**



EP Equipment Co.,Ltd.

# Introduction

Thank you for selecting EP folder. This machine is designed for efficiently folding paper up to legal size (216×356mm).

To ensure correct operation and avoid damage & injury, please read this operation manual thoroughly and familiarize yourself with the content, especially the section entitled “Safety Introductions”

This operation manual is produced to ensure safe and proper operation of this machine. So do not attempt to remodel or modify any parts by yourself unless it is approved by the manufacturer literally.

Please keep this operation manual available referring future need.

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# Safety Introductions

Always pay attention to the warnings and cautions displayed below to avoid human injury and property damage.

- ◆ The degree of danger and damage that may occur is indicated on three levels by the following marks.



**Warning :** Ignoring this mark may result in possibility of serious injury or damage.



**Caution :** Ignoring this mark may result in possibility of injury or damage



**Note:** Ignoring this mark may not result in damage, while following the introduction help operate this machine more smoothly.

- ◆ The following symbols indicate two types of action to be performed or avoided.

✕ This symbol indicates a Forbidden action.

- This symbol indicates actions should be performed.



## **Warning:**

✕ Do not place any metal objects or vessels containing liquid on this machine.

✕ Do not insert any metal or easily-combustible objects into this machine.

✕ Do not touch any moving parts during operation.

✕ Do not remove any cover.

✕ Do not disassemble, modify or repair this machine by yourself, Contact your dealer if necessary.

● Use ONLY the power supply voltage specified on the main nameplate.

● Keep this machine far away from heaters.

● Make sure the combined power consumption of the appliances to be connected does not exceed the capacity rating of the power outlet or plug receptacle.

● Keep the power plug prong clean and dry.

● If any foreign objects such as metal or liquid enter this machine, immediately turn off the power switch and disconnect the power plug from the power outlet, then contact your dealer.

**Warning:**

- |  |
|--|
| ✗ Do not damage the power cord or power plug.  |
| ● Always grip the power plug while disconnecting the power plug from the power outlet. Forcibly pulling the power cord could cause damage. |
| ✗ Do not handle the power plug with wet hand.  |
| ● Before cleaning the machine, do turn off the power switch and disconnect the power plug from the power outlet.                           |
| ✗ Do not operate this machine with wet hand.   |
| ✗ Do not use flammable sprays inside or near this machine.   |

**Caution:**

- |   |
|---|
| ● Keep long hair, necktie etc. away from this machine.  |
| ✗ Do not use solvent inside or near this machine.   |
| ● Always disconnect the power plug from power outlet if this machine to be idle for a period. |
| ● Install this machine on a level, stable surface, with sufficient space around it.           |
| ● Install this machine in a clean and dry room.   |
| ● Disconnect the power plug from power outlet before moving this machine.                     |

# Cautions Before Installation

## 1. Power Supply

- ◆ Make sure the power supply used is always within the following range:
  - 110V~120V AC 60HZ or 220V~240V AC 50HZ.
- ◆ When powering other appliances from the same outlet, make sure the combined power consumption does not exceed the power supply capacity.
  - Rated power consumption of this machine is 30W.
- ◆ Replace only with the same type and rating of fuse.





## 2. Operation Environment

Please operate this machine in the following situation.

- ◆ Temperature between 5°C ~35°C .
- ◆ Humidity between 10~80% RH (no dew condensation).
- ◆ No subject to direct sunshine.

## 3. Accessories

Check the accessories after you unpacking this machine. Contact your dealer if any of these is missing.

Name	Qty	Illustration
Upper Plate	1	
Lower Plate	1	
Power Cord	1	
Operation Manual	1	

# Specifications

Model	EP-21F Manual Letter Folder
Sheet size	4" x 5" to 8 1/2" x 14" (102mm x 127mm to 216mm x 356mm)
Paper weight	16lbs to 80lbs (40-200gsm)
Paper quality	Fine quality paper, recycled paper
Fold types	Single fold, Letter fold, Z fold, Double Parallel fold
Fold speed	50 sheets per minute
Feed mode	Automatic & Manual
Max sheets number fed manually	Up to three sheets of 20lbs
Functions	Indicator of no paper, paper jam, paper counter
Input capacity	200 Sheets
Output capacity	200 Sheets (40 letter folded sheets stacked)
Dimension in use	610*340*310mm
Dimension in storage	260*340*220mm (without folding plates) 420*340*310mm (with folding plates)
Net weight	12KG
Power requirements	220V,50Hz / 110V 60Hz AC
Power consumption	30W
Certifications	CE

★ Due to quality improvement, these specifications are subject to changes without notice.

# Main Parts list

1. Manual feed cover
2. Right cover (near control panel)

3. Control panel

4. Side guide

5. Auxiliary feed table

6. Extension feed table

7. Lower plate

8. Upper plate

9. Fold stop

10. Fine adjustment knob

11. Feed roller

12. Left cover

13. Power inlet

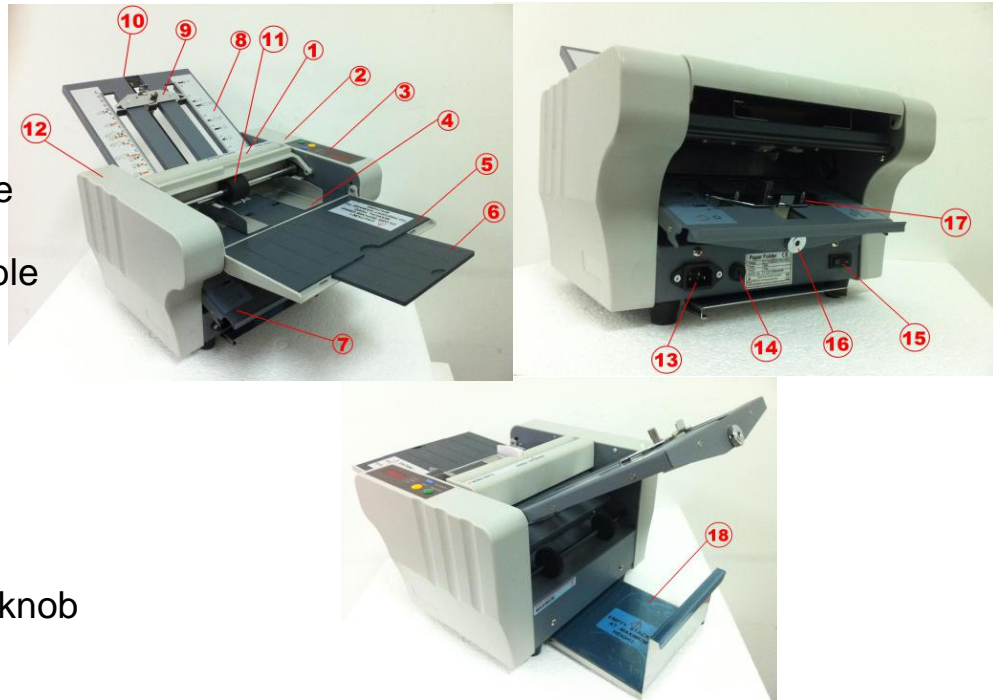
14. Fuse holder

15. Power switch

16. Fine adjustment knob

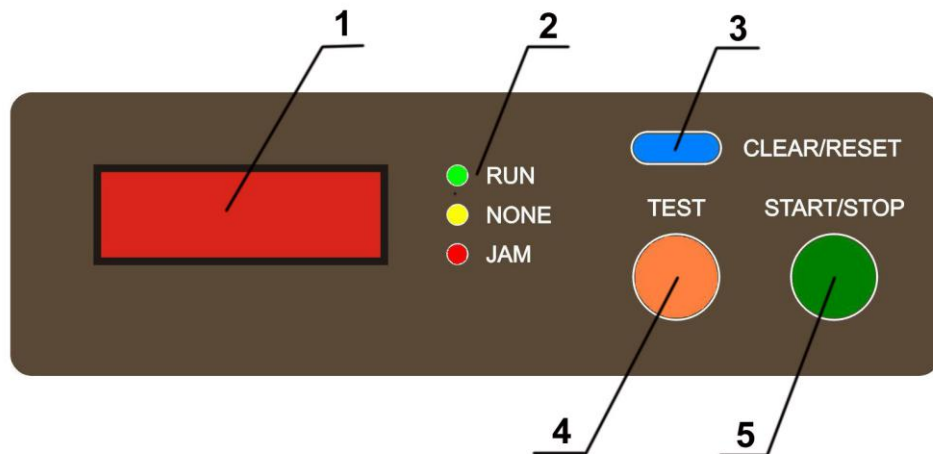
17. Fold stop

18. Ejection tray





# Control Panel

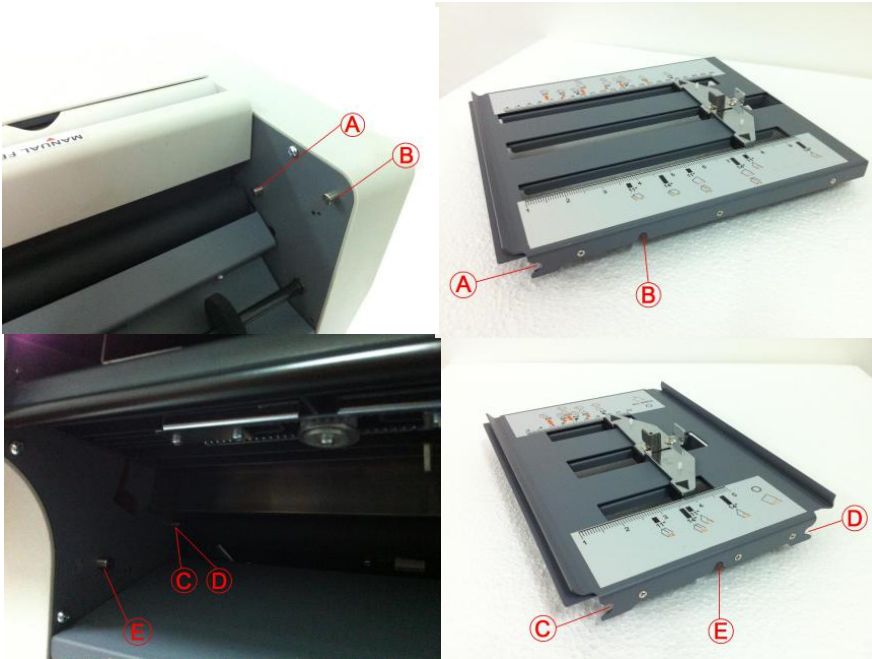




	Name	Function
	Count display	Display numbers of folded sheets Lights up when power is on.
2	Indicator lights	"RUN" lights up means machine is running. "NONE" lights up means sheets run out or plates are not well positioned. "JAM" lights up means there is a jam.
3	Test button	Press this button, machine will fold one sheet and stop.
4	Start/Stop button	Press this button, machine will continuously fold till sheets run out. Press this button when running, machine will stop immediately.
5	Clear/ Reset button	Press this button to clear the numbers displayed or reset the machine.

# Installation

## 1. Install the upper plate.

Insert the upper plate along the guide line as far as possible, and seats on the support pins A B at the cutout.

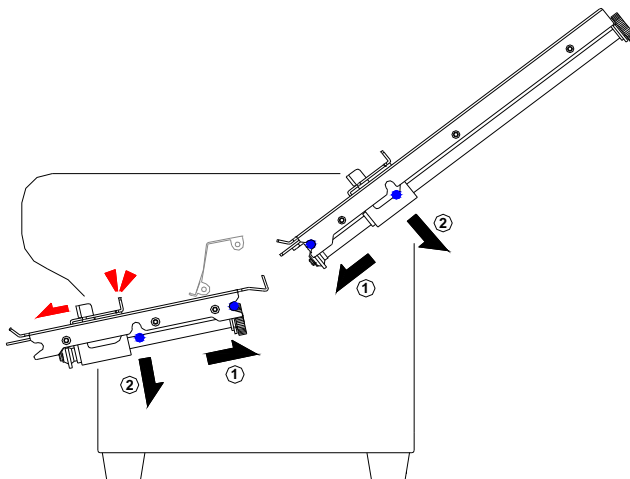


-  The lower plate is inserted in different directions for single fold and other folds.
-  Make sure both upper and lower plates are seated firmly in position. If improperly installed, this machine will not start.

## 2. Install the lower plate.

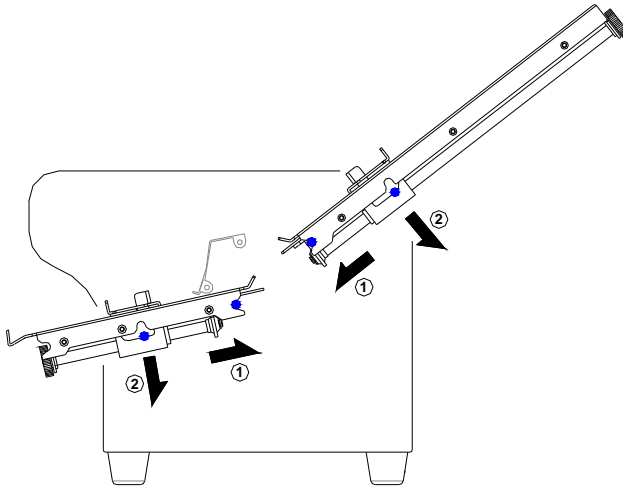
### 2.1 For single fold.

Push fold stop to the end of C direction. Then insert the lower plate along the guide line as far as possible, and seats on the support pins D E at the cutout.



## 2.2 For Letter fold, Z fold, and double fold.

Insert the lower plate along the guide line as far as possible and seats on the support pins C E at the cutout.



# Operation

## 1. Connect the power supply.

Connect the power cord to the inlet and outlet. Turn on the power switch.

## 2. Setting the fold stops.

### 2.1 Position the fold stop according to the desired fold type.

Push the half-nut level to loosen and move the fold stop to the demanded position referring to the color folding instruction on the plates. Loosen your grip and the fold stop will be locked there by the level.




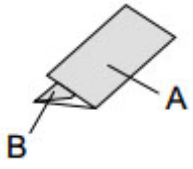
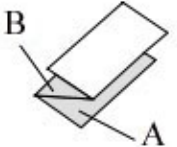
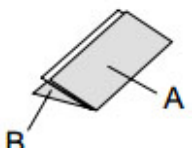
### 2.2 Fine adjustment.

Feed on sheet, press TEST button. Rotate the fine adjustment knob to move the fold stop to the proper position according to the instructions below.



Move the fold stop by half of the distance to be corrected. For example, move the fold stop by 0.5mm if 1mm of correction is required.

## Correct Fold Misalignment.

Fold type		Misalignment	Solution (face the knob)
Single fold		A is longer	CCW Upper knob
		A is shorter	C.W. Upper knob
Letter fold		A is longer	CCW Upper knob
		A is shorter	C.W. Upper knob
		B is longer	CCW Lower knob
		B is shorter	C.W. Lower knob
Z fold		A is longer	CCW Upper knob
		A is shorter	C.W. Upper knob
		B is longer	CCW Lower knob
		B is shorter	C.W. Lower knob
Double parallel fold		A is longer	CCW Upper knob
		A is shorter	C.W. Upper knob
		B is longer	CCW Lower knob
		B is shorter	C.W. Lower knob



Move the Fold stop if misalignment is serious:

move inside if A or B is longer, move outside if A or B is shorter.

- ⚠ DO NOT touch any moving parts during operation.
- ⚠ DO NOT let long hair, necktie etc. hang above the machine or near to moving Parts.

### 3. Automatic mode

- 3.1 Turn on the power switch.
- 3.2 Position the fold stop referring to the folding instruction.
- 3.3 Pull the ejection tray out.
- 3.4 Open the auxiliary feed table and pull out extension feed table.
- 3.5 Feed paper.
  - ①. Hold down the feed table,
  - ②. Load sheets on the feed table and keep printed side upward,
  - ③. Make sure inside edge of paper flush with the front plate of the feed tray.
  - ④. Make sure paper is well connected to the feed tray.
  - ⑤. Move the side guide to the edge of sheets without any clearance while keeping sheets flat.



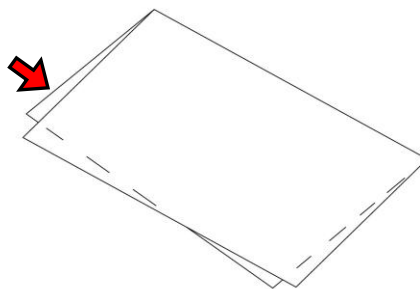
- 3.6 Press START/STOP button to run the machine. Machine will stop automatically if sheets run out. You can also press START/STOP button again to stop the machine at any time.







- 👉 When folding very thin paper, it is suggested that the inside edge of paper is slightly curled up for better feed.
- 👉 Do not let folded paper exceed the max stack line.
- 👉 Do not fold paper with wet ink in case the feed roller, paper separator, fold rollers etc. Parts will be dirty and cause damage.
- 👉 Make sure the paper to be fed are clean wet and easily to be folded.
- 👉 Pull out the ejection stack the length a little longer than that of sheets folded.  
Take the sheets out of the ejection stack in time, so the stacked sheets won't exceed the max line, which may cause jam.



- 👉 Correct width misalignment.  
When there is width misalignment, you can adjust the pillar to correct it as shown in the picture below, the edge of the bottom part is outside of the surface, you need to push it toward, and vice versa.



## 4. Manual Feeding (bypass) mode

-  Close the auxiliary fold table before use manual feeding mode.
-  DO NOT insert paper more than 3 sheets at a time.
-  DO NOT insert paper weight more than 60 lbs.
-  DO NOT insert paper with a clip.

4.1 Turn on the power switch.

4.2 Position the fold stop as desired.

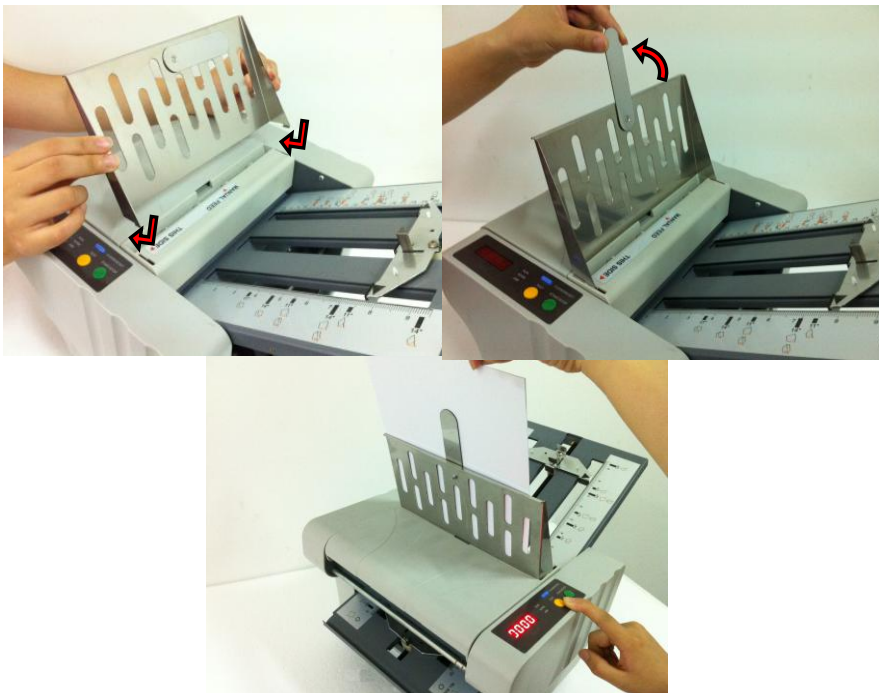
4.3 Pull ejection tray out.

4.4 Insert paper along the guide into the manual feeding socket. Hold and keep paper vertically.

4.5 Press TEST button.




**An optional auxiliary feeding backrest is available for easier and quicker fold.**  
(as below pictures for easier installation)





# Maintenance

 Turn off the power and cover the machine if left idle for a long period.

## 1. Regular Clean

Paper dust and ink accumulate on some parts along your use, which may result in dirty paper and malfunction.



Make sure you have turned off the power before cleaning.

1.1 Clean the paper separator.

1.2 Remove upper & lower plate, open manual feed cover.

1.3 Remove the feed roller by pushing it aside and disengaging the other end.

1.4 Clean all the rollers with a cloth.

## 2. Replacement of worn parts

For the replacement of feed roller and paper separator, please follow the procedure.

2.1 Open the manual feed cover.




2.2 Push the feed roller shaft towards the right cover (near the control panel).



2.3 Push till one end is disengaged with the machine, lift the other side and remove the feed roller shaft.



2.4 After replacement, repeat the procedure in the opposite sequence.

 For other parts worn out, please contact your dealer.

# Troubleshooting

Trouble	Possible Cause	Solution
Machine does not work (count display does not light up)	No power at present	Check power.
	Power cord not well plugged	Plug firmly
	Blown fuse	Replace with fuse of the same type and rating
Machine does not work (count display lights up)	Paper jam inside machine	Clear jam and press RESET
	Upper and lower plates not placed properly	Reposition plates
Machine stops during running	Paper delivery sensor pressed	Remove paper over paper delivery sensor
	Paper jam	Clear jam and press RESET
Paper not fed or ejected / paper wrinkle	Paper bind together	Separate paper
	Dirt on feed and ejection rollers	Clean rollers
Paper not folded properly	Jam in table 1 and 2	Detach table 1 and 2, eject paper
	Not standard paper length	Measure length and adjust
Art paper not folded (125gsm or lighter)	Dirty on any of rollers	Clean all rollers
	Low room temperature	Keep paper at 20°C-25°C for 4 hours