DYNAFOLD

Operating Instructions
for
Digi-Fold   F - 100

Function setting display
with LED monitor

Folding type positioned
with LED display

Paper feeding guide for
cross folding

Special device for disassemble the
3th~4th paper folding roller

1. Introduction

Your new Digi-Fold F100 is a small semi-automatic folding machine which will efficiently solve most of your folding needs over many years if handled correctly and properly maintained. Thanks to new advances in production technology, this machine offers outstanding capacity, easy operation, and state of the art design all at a reasonable cost.

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

2. Technical Features

Dimensions:
480 (W) x 850 (D) x 480 (H) mm
Weight:
30 Kg (45lbs. Aprox.)
Paper Feed System:
Semi-automatic Friction Feed
Power Source:
AC 110/100V (60HZ/50HZ)
AC 230/240V (50HZ)
Max. Stacking Capacity:
500 Sheets of Copy Paper
Folding Speed:
1500 ~ 7500 Sheets of Copy Paper per hour.

Folding Type:
6 Standard Folds
Operation Method:
Semi-automatic LCD Screen

3. Installation:

Each plate has an electrical cord which requires to be plugged into the folding machine unit. The top plate of "first" plate needs to inserted into the upper slot, the bottom plate or "second" plate needs to be inserted into the bottom slot of the folding unit.

The power cord connects to an electrical socket for necessary power to flow into the folding machine.

4. Operation and Set-up:

4.1 Placing The Paper Into The Receiving Tray:
Making sure the " paper feed lever" is in the down position. Once the paper is inserted into the tray this same lever should be moved into the "up" position. This gets the paper ready and pushes it into the fold roller for operation. Underneath this receiving tray is a paper stacking table which also needs to pulled out. This ensures the paper for proper stacking, once the paper is folded an exits the machine.

4.2 Digital Counter and CPU Programmable Control:
When first turning on the unit the display will say "paper size". Push ENTER to accept the paper size selection. If another size is desired move the arrow button to change the paper size. Once the desired selection is displayed press ENTER.

4.3 Custom Sizes:
Move the selection to the closest size and adjust or measure manually to the specific size desired.

Always press ENTER after finding the selection desired

4.4   Digital Counter Menu:
The Digi-fold comes with a unique counter. The down arrow will allow for a desired amount to be folded and then stop. ie: sets

The up arrow will start at 1 and continually fold until all the paper in the receiving tray is finished folding. Once folded the CPU control will allow for more paper to be inserted and it will continue counting where the counter left off, until all the paper place in the receiving tray is folded.

Once the "count" button has been pushed, the count will automatically return back to zero, or if the machine is turned off.

When programming the desired number of sets, push the ENTER button and move the arrow to the correct number placement.
Ie:
00003
↑
Continue to push the arrow BUTTON until each number placement has been selected. The digital mode will bring the menu back to "paper fold".

4.5   Plate Placement:
Move the " stopper" plate to the light displayed and align in the center of the light. Be sure to align BOTH plates. The top plate, and the bottom plate.

4.6   Test Button:
Once the paper is loaded and the desired size and type of fold is programmed, push the TEST button. This will fold only 2 sheets of paper. Inspect the sheets to make sure this is the desired fold and that the edges of the paper align together properly. If "fine tuning" is need twist the knobs located at the top of each fold plate to make minor adjustments. Push the TEST button again. Inspect the folded sheets of paper.

This a good time to check the "paper eject roller" and ensure it is aligned to accept the right size of paper and stack properly.

If acceptable push the START button, and the programmed amount of paper will dispense folded and exit to the "paper stacking table".

5 Special Features:

5.1 Speed Control
The speed can be adjusted by pushing the ENTER button *and* the UP arrow at the same time. This brings the UPC program to the speed menu. Push the UP arrow to increase the speed and the down arrow to decrease the speed. Higher speeds are necessary to properly fold a "cross fold" or when using coated paper.

5.2 Memory:
Once the machines' power is turned off, it can be turned on again and the digital menu starts back at the beginning. *However*, the last setting can be easily retrieved by pushing the TEST button. This will make the machine fold 2 sheets of paper of the last job programmed. If only the count needs to be changed, simply push the COUNT button and program the new count sequence. If everything remains the same, push START. The folding machine will fold same job as the last programmed.

5.3 Paper Guides:
There are two paper guides located near the "entry roller". These allow for easy cross folding, and keeps the paper straight and smoothly aligned. They should be in the down position always.

6 Trouble Shooting:

6.1 Paper Jam Removal
Both folding plates can easily be removed. In addition to this, the roller can easily be removed. Pull both the top plate and the bottom plate out. There is a roller release lever, which needs to be pushed DOWN on either side of the folding machine. Once in the DOWN position, careful remove the roller and remove any jammed paper. This process is also necessary to properly clean the roller, in the event it gets dirty.

Only use a "rubber roller" cleaner. NO alcohol, or other cleaning agent!

The top LED monitor can easily be flipped up for paper jams that may occur on the top of the folding machine. Once this up, grasp the "entry roller" and gently move it to the side. This will allow for easy removal. Again remove the jammed paper and replace. This too is the method necessary for cleaning the "entry roller."

The STOP button is utilized to manually stop the machine while in operation. Once pushed, the machine will finish its last cycle and stop.

6.2 Machine Won't Turn on:
Check to make sure the unit is plugged into an electrical outlet. Also check that all the fold plates are properly plugged in all the way. If no power is received into the folding machine an extra fuse, along with the "fuse box" is located behind the electrical plug. Simply removed the entire plug from the electrical outlet, then the folding machine unit and careful remove the bottom portion of the electrical casing. The extra fuse can be found here, and easily replaced. Simply follow the same manner as when taking out the original fuse. Replace the cover, plug the electrical cord back in, and *last*, plug the unit into an electrical outlet.