

## Operation

**NOTE:** The folder is preset and tested for a standard 8 1/2"x11" letter fold. Make sure that the ON/OFF/MANUAL switch is in the OFF position before the machine is plugged in.

### 1. Setting the fold position:





This folder is designed to fold three common sizes of paper. They are: USA standard (8 1/2" x 11"), A4 (8 1/4" x 11 5/8") and 8 1/2" x 14".

The folding guide scale is located on each folding guide using letters (A,B,C, etc.) to make fold set-ups quick and easy. Refer to the following folding chart (Fig. B) to choose one of the four common folds. Choose one of the three paper sizes. Loosen the knobs on the paper folding guides and slide them the desired set of letters, aligning the top edge of the guide with the arrows next to the letters. For example: If you want to fold A4 paper into a "Z" shape fold, just set the knob on the 1st folding guide to "N" position and set the knob on 2nd folding guide to the "K" position.

### 2. If you have multiple pages to fold we recommend you to use AUTO-FEED folding.

Place a stack of paper in the center of the paper tray (not more than 50 sheets of 20 lb. bond plain paper, 40 sheets of bright-white paper, 20 sheets of heavy bond paper) and slide the paper guides on paper tray together until the paper is firmly positioned in the center for straight and smooth feeding into the machine. Make sure that the paper is under the feed wheel. Push the ON/OFF/MANUAL switch to the ON position to begin folding. If you have only a few pages to fold or want to fold a multiple page document you will want to choose MANUAL-FEED folding. Drop the paper (max. 3 sheets) into the hand-feed entry, hold the paper so that it rests squarely on the rollers for the smoothest feed. The ON/OFF/MANUAL switch needs to be in the MANUAL position to start folding.

PAPER FOLDING CHART

| TYPE OF FOLD  |     | PAPER SIZE                |                     |              |
|---|-----|---------------------------|---------------------|--------------|
|   |     | USA (8 1/2"x11")          | A4 (8 1/4"x11 5/8") | (8 1/2"x14") |
|    | 1ST | A                         | J                   | H            |
|   | 2ND | S                         | K                   | Y            |
|    | 1ST | B                         | N                   | I            |
|   | 2ND | S                         | K                   | Y            |
|   | 1ST | C                         | R                   | D            |
|   | 2ND | U                         | V                   | Z            |
|  | 1ST | C                         | R                   | D            |
|   | 2ND | REVERSE SECOND FOLD GUIDE |                     |              |

This chart is also found on the unit.

Fig. B

### REMARKS:

1. 1ST IS THE LONGER FOLDING GUIDE;
2. 2ND IS THE SHORT FOLDING GUIDE.

### If the paper jams

If paper becomes jammed always unplug folder first. You can attempt to remove the paper by hand. If this is unsuccessful the de-jamming handle is located on the bottom of the folder, remove it and insert the handle in the circular opening on the side of the unit near the ON/OFF/MANUAL switch. Turn the handle in either direction while pulling on the paper.

**ALWAYS REPLACE THE DE-JAMMING HANDLE IN THE SLOT ON THE BOTTOM OF THE UNIT - DO NOT LEAVE IT IN THE DE-JAMMING POSITION ON THE SIDE OF THE UNIT - THIS UNIT OPERATES AT A HIGH RATE OF SPEED THE HANDLE WILL TURN AT THE SAME SPEED AS THE ROLLERS AND COULD CAUSE INJURY IF CONTACT IS MADE BETWEEN THE HANDLE AND A HAND OR OTHER BODY PART.**

To avoid electrical shock do not open the housing on any product, this action will void the warranty

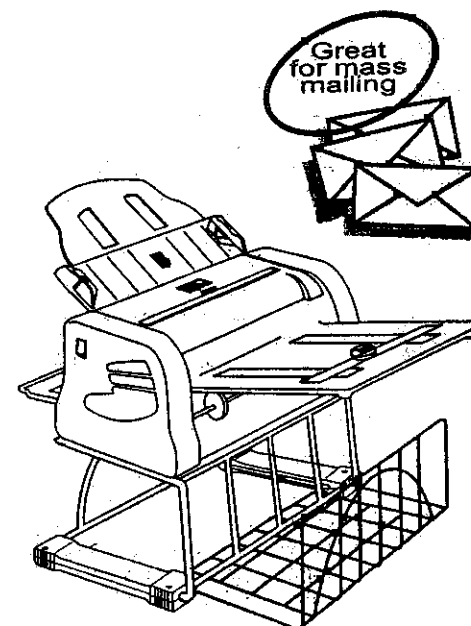
**Common sense warning :** Moisture will affect the performance of this unit. Paper can become difficult to fold in humid conditions or where heavy moisture may be present.

If you have questions or need more information on any of our products please contact our consumer information line.

# dynafold usa, inc

## HIGH SPEED PAPER FOLDER

### MODEL: 300



## Operating Instructions

## Caution



1. DO NOT OVERLOAD PAPER FOLDER:  
HAND FED SLOT 3 SHEETS MAX. 20# BOND  
DO NOT PLACE MORE THAN 50 SHEETS OF 20#  
BOND PAPER IN THE FEED TRAY.



2. YOU CAN FOLD PAPER WITH STAPLES AS LONG  
AS THE STAPLES ARE NOT LOCATED IN THE  
FOLD POSITION. DO NOT ATTEMPT TO FOLD  
PAPER THAT CONTAINS PAPER CLIPS OR OTHER  
HARD MATERIALS AS DAMAGE TO THE FOLDING  
SYSTEM MAY RESULT.



3. KEEP LOOSE CLOTHING, FINGERS, HAIR,  
JEWELRY AND OTHER FOREIGN OBJECTS  
AWAY FROM PAPER FOLDING ENTRY.



4. NEVER OPERATE FOLDER WITHOUT PAPER IN  
THE FEED TRAY. THIS WILL RESULT IN DAMAGE  
TO THE FEED PADS AND CAUSE THE FOLDER TO  
FOLD INCORRECTLY.



5. NEVER OPERATE FOLDER WITH THE DEJAMMING  
HANDLE INSERTED IN THE DEJAMMING SLOT.  
SERIOUS INJURY MAY RESULT. ALWAYS REMOVE  
HANDLE BEFORE TURNING FOLDER ON.



6. ALWAYS TURN OFF AND UNPLUG THE MACHINE  
BEFORE MOVING, SERVICING, CLEANING OR ANY  
CONTACT OTHER THAN NORMAL OPERATION.  
SERIOUS INJURY MAY RESULT. DO NOT INSERT OR  
SPRAY ANY OILS OR LUBRICANTS INTO OR AROUND  
THE MACHINE, SOME AGENTS MAY COMBUST  
CAUSING SERIOUS INJURY.



7. DO NOT OPERATE THE UNIT WITH A DAMAGED  
POWER CORD. SOCKET OUTLET SHALL BE  
INSTALLED NEAR THE EQUIPMENT AND SHALL BE  
EASILY ACCESSIBLE.

## Safety Instructions

Please read and retain these instructions.

1. Read all instructions before use. Save these instructions for later use.
2. Follow all warnings and instructions marked on the product.
3. Unplug this product from the wall outlet before cleaning. If needed the housing can be cleaned with a cloth, dampened with a mild soap and water solution.
4. Folder should never be placed near or over a radiator, heat register or water.
5. Operate folder from the power source indicated on the marking label. If you are unsure of the power source, consult your dealer or local power company.
6. Do not rest anything on the power cord. Do not place machine where people may walk on the cord.
7. If an extension cord is used, make sure that the total ampere ratings of the products plugged into the extension cord do not exceed the extension cord ampere rating and that the total of all products plugged into the wall outlet does not exceed 15 amperes.
8. Do not alter the unit or power cord in any way. Do not operate the unit if it or the power cord appears damaged in any way.
9. Do not service this product yourself. Opening/removing covers may expose you to dangerous voltage points or other risks, and will void manufacturer's warranty. Unplug product from outlet and refer servicing to qualified service personnel.
10. Keep out of reach of children and pets.
11. This folder should be operated only with an operator in attendance.
12. BE SURE THE ON/OFF MANUAL SWITCH IS IN THE "OFF" POSITION BEFORE PLUGGING IN THE FOLDER.

## Installation

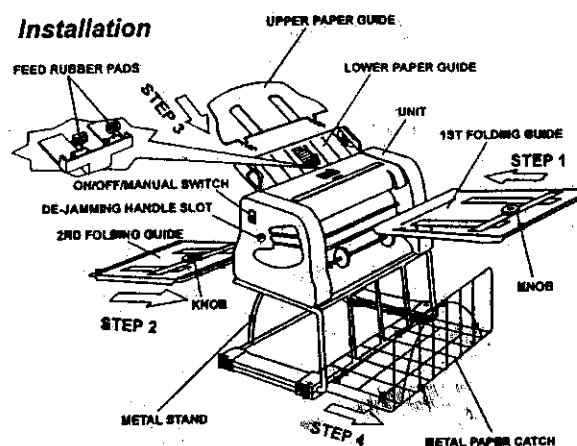


Fig. A

1. Carefully unpack the machine and inspect all contents for damage. Place the metal stand on a flat, level work surface and place the folder on top of it.
2. Insert the folding guides. (Step 1) The long guide (1st) is inserted in the front of the machine, its placement is indicated on the inner sides of the front of the folder. The guide must be inserted so that the "C" shaped ends fit firmly onto the silver cylinders. You will know it is securely seated when it does not move or shift when pressed. (Step 2) The smaller guide (2nd) is inserted in the back of the unit, make sure it fits firmly into the silver cylinders and magnets are in contact with the silver cylinders.
3. The paper tray consists of 2 parts, the lower paper tray should already be installed in your folder, if it is not please refer to Fig. A for instructions. (Step 3) The upper paper tray should be carefully snapped into the lower tray with the tabs on the bottom of the tray. Please note the upper paper tray will be slightly flexible once it is snapped in place.
4. (Step 4) To adjust the depth of the metal wire paper catch, simply pull the catch out to the desired depth.
5. Once the folding guides are inserted properly and the paper tray is installed, plug power cord into an AC outlet. The ON/OFF/MANUAL switch is located next to the slot for the de-jamming handle. If it is in ON position the unit will run continuously until switched off, even if there is no paper in the folding tray or in the unit.

## Replacing the feed pads :

2 replacement pads are included with your folder should you need to replace worn pads. Pull out the lower paper guide from the unit and use a flat head screw driver or similar type tool to pry the worn pads out. Place a fresh pad in the receptacle and press firmly. Then insert it back to the unit pressing the spring on the lower part. If you require additional pads please contact Dahle Customer Service.

## Features

- Folds up to 4,000 sheets of 20 lb. bond paper per hour in four popular folding styles.
- Folds up to 3 sheets of paper (manual feed) at a time.
- Paper tray holds up to 50 Sheets of 20 lb. bond plain paper.
- Paper tray holds up to 40 Sheets of bright-white paper.
- Paper tray holds up to 20 Sheets of heavy bond paper.