

DYNAFOLD USA, INC

Model 330 OPERATION MANUAL

Read this Operation Manual before using the machine. Keep the Operation Manual with care in a fixed storage place so that it may be available whenever required.

DYNAFOLD USA, INC.
Buena Park, Ca

Safety Instructions

Definition of Symbols and Notes

In this manual following names and signs stand for possible dangers.



Danger

This Symbol stands for immediate danger threatening the life and health of persons. Disregarding these instructions may cause severe damage to health.



Caution

This symbol stands for an endangering situation that may occur. Disregarding these instructions may lead to slight injuries or damage to property.



Note

This symbol stands for notes, operational hints and other useful information. They are convenient for exploiting the machine's functional abilities.

Danger



Make sure that the machine is electrically grounded. This prevents an electric shock when there is a leak of electricity.

Use the machine at a proper supply voltage. A fire may start or the machine may break down if a higher or lower voltage other than the one printed on the machine is used, or if an electric current with a frequency that is not within the range of 50 to 60Hz.

Do not place any object on this machine. A fire may start or electricity may leak if water or a foreign object enters inside the machine.

Handle the power cord with care. A fire may start or an electric shock may be caused if the cord is damaged, broken, or processed, if a heavy object is placed on the cord, or if the cord is bent forcibly.

Do not pull the power source plug out of or put it in the electric outlet using a wet hand. Otherwise, an electric shock may be caused.

Do not remove the cover of this machine. Otherwise, an electric shock or injury may be caused.

Do not remodel this machine. Otherwise, a fire may break out or an electric shock may be caused.

If the machine is used when it is in an abnormal condition, such as generating heat, emitting smoke, and giving out a strange smell, a fire may break out or an electric shock may be caused. Turn off the power switch immediately and then pull the power plug out of the electric outlet. Afterward, consult with your sales agency.

If abnormalities such as the power cord generating heat and giving out a strange smell are found, turn off the power switch immediately and then pull the power plug out of the electric outlet. Afterward, consult your sales agency.

If a foreign object enters into the machine, turn off the power switch first and then pull the power plug out of the electric outlet. Afterward, consult your sales agency.

If thunder approaches, pull the power cord out of the electric outlet to prevent a fire or breakdown caused by the falling of a thunderbolt.

Caution



Do not let hairs, a necktie, or necklace hang above the drive of the machine. Doing so may cause an injury.

Do not put the machine on an unstable place such as a shaky stand and a slant floor. Doing so may cause the machine to drop or fall down, causing an injury.

Do not put the machine in a moist or dusty place. Doing so may start a fire or cause an electric shock.

Be sure to pull out the power cord while holding the plug. If the power plug is pulled out while holding the cord, a fire may break out or an electric shock may be caused.

Be sure to pull the power plug out of the electric outlet first when moving this machine. Otherwise, the cord may be damaged, causing a fire or an electric shock.

Be sure to pull the power plug out of the electric outlet for safety purposes when this machine is not used for consecutive holidays or for other reasons.

Introduction

Thank you very much for purchasing the Paper Folder PF-330. This machine enables users to achieve greater efficiency in clerical work by releasing them from paper-folding work that has manually been performed in the past. Please read this Operation Manual carefully before using this machine.

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(1) Specifications

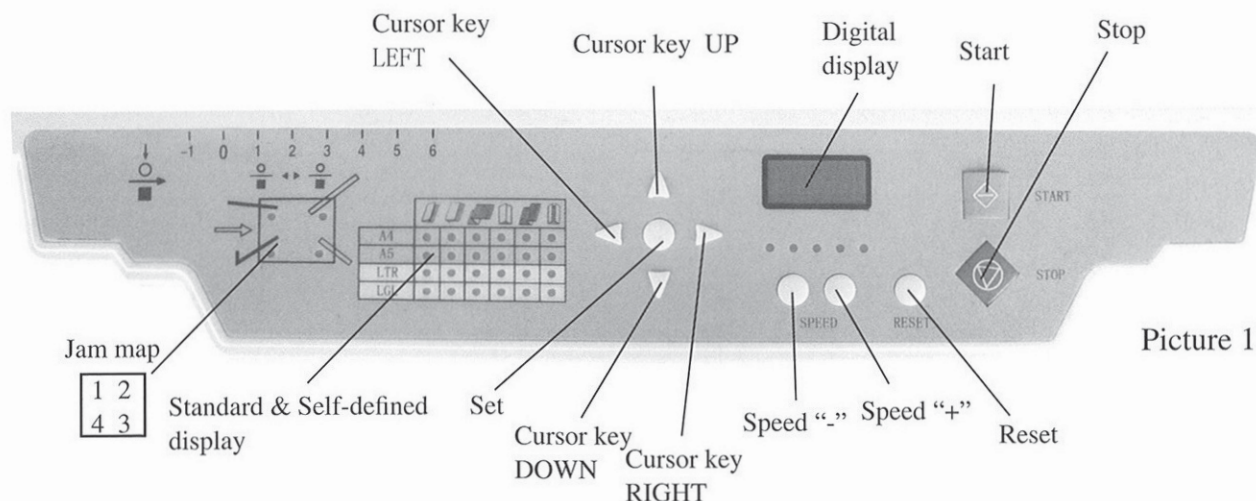
The PF-330 is designed to make automatic folding for the following paper sizes and fold types without conducting the adjustments of folding positions depending on the different paper sizes and fold types.

Paper sizes : A4 (297x210mm), A5 (210x148.5mm), Letter (279x216mm) and Legal (356x216mm)

Fold types : Single fold; Double fold; Fold out fold; Letter fold; Accordion fold; Gate fold

Model:	PF-330
Paper sizes:	128 x 182mm (B6) to 297 x 420mm (A3)
Paper weight:	45 to 135g/m ² (135g/m ² cannot be double-folded)
Paper quality:	Rough paper, Bond, Duplicating paper, Medium-quality paper, Recycled paper, Drawing paper
Fold types:	Single, gate, letter, fold out, accordion, double and irregular fold
Paper feed system:	Three-roller friction feed system
Maximum capacity:	500 sheets (64kg/m ² of high-quality paper)
Folding speed:	2,400 to 6,000 sheets per hour (single fold using A4 size paper)
Control system:	Automatic setting by a built-in microcomputer for A4/A5/Letter/Legal sizes Manual adjustment for other paper sizes
Additional functions:	* Skew correction device * Paper jam detector * Four-digit addition counter * Auxiliary paper guide for cross fold * A perforator can be installed (optional)
Power consumption:	75W
Power source:	110-127 VAC, 50/60 Hz or 220-240 VAC, 50/50Hz
Dimensions:	790 × 490 × 535mm (during use) 600 × 490 × 535mm (Stowed)
Net weight:	32 kg

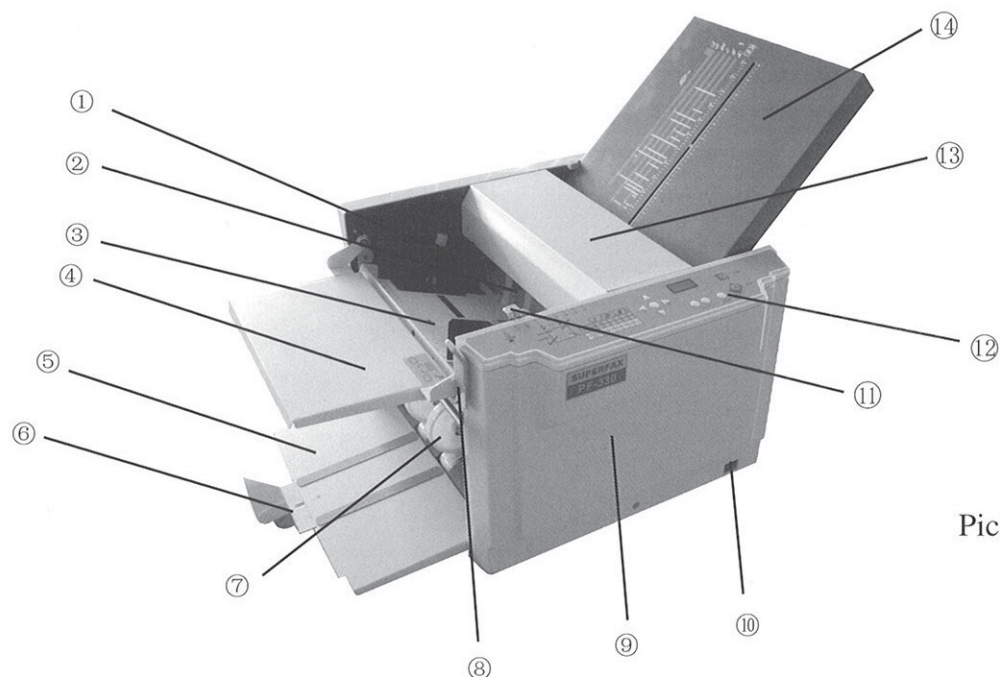
(2) Designation and Functions of Operation Panel



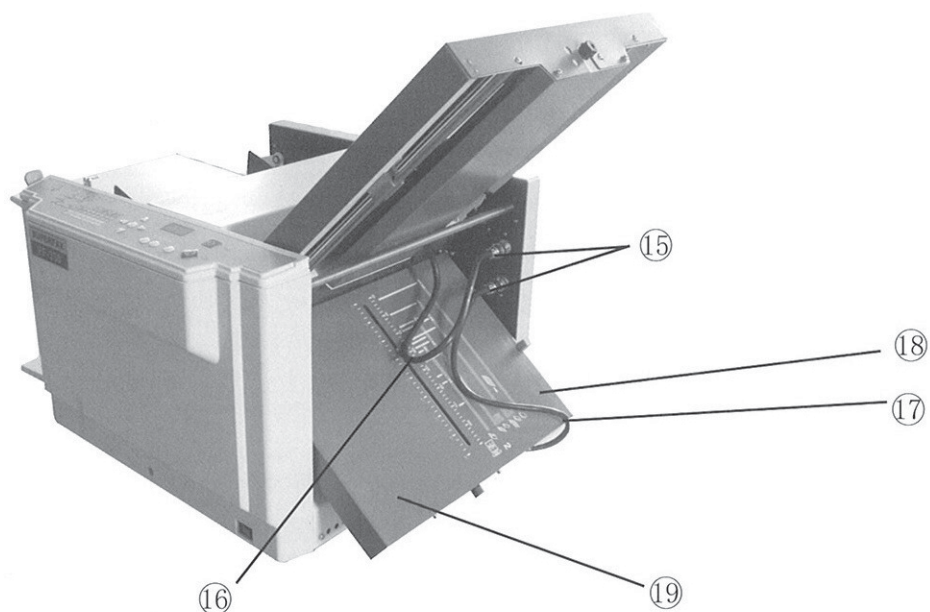
Picture 1

Name	Function
Digital display	Show number of folded sheets, total number, and fine adjusting mode.
Reset	When the folding number is zero(0), press "Reset" button and total folding number shall be displayed twice. First (E.g., 1st indication "0012" and 2nd indication "3456" means total number. is 123,456.)
Speed "—"	Decrease the speed, while the indicator moves right-ward.
Speed "+"	Increase the speed, while the indicator moves left-ward.
Start	The machine starts working in case of no malfunction.
Stop	The machine Stop working or Memory for fine adjustment mode
Cursor key LEFT	Move the Indicator leftward, or decrease the displayed digit number, or move paper stopper toward the starting point.
Cursor key RIGHT	Move the Indicator rightward or increase digit number, or move paper stopper plate away from the start point
Cursor key UP	Indicator move up, or exit from self-defined mode, or adjust the first folding on the upper folding plate.
Cursor key DOWN	Indicator move down, or exit from self-define mode, or adjust the second folding on the lower folding plate.
"SET" button	Press to test fold 1 sheet of paper after the paper size and folding modes chosen are set automatically.
Speed "+" & Speed "-"	Press these two buttons simultaneously to enter fine adjusting mode, and "nP-1" is shown in the digital display. Refer to section 3 for more instruction on this function.
Cursor keys left & right	Press these two buttons simultaneously, the digital display will show a number, and the machine enters the self-defined mode. Refer to section 3 for more instruction.
Error indicator 1	No paper on paper feed tray or paper feeding lever is not pressed down.
Error indicator 2	The upper folding plate is not installed properly.
Error indicator 3	The lower folding plate is not installed properly.
Error indicator 4	No paper is delivered out to the paper receiving tray or paper jam.

(3) Parts Names



Picture 2



Picture 3

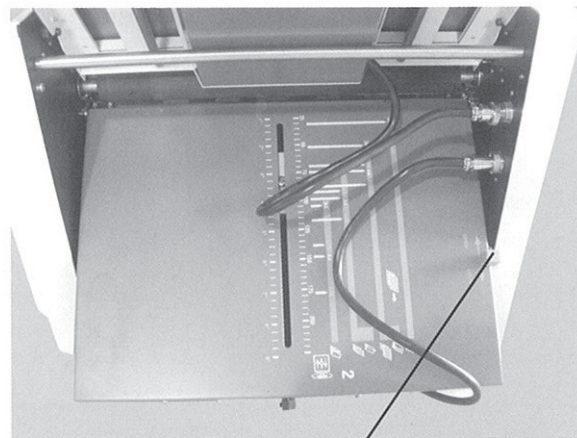
Number	Name	Number	Name
①	Paper guide	⑪	Paper support lift
②	Paper feed roller	⑫	Control panel
③	Paper feed table	⑬	Roller cover
④	Auxiliary paper feed tray	⑭	Upper folding plate
⑤	Paper eject table	⑮	Fine adjustment knob
⑥	Paper stack extension	⑯	Socket for Upper/Lower folding plates
⑦	Paper eject roller	⑰	Coaxial cable for Upper plate
⑧	Table Up Lever	⑱	Coaxial cable for Lower plate
⑨	Front cover	⑲	Inlet (Behind Lower plate)
⑩	Power switch	⑳	Lower folding plate

(4) Preparations

1. Installation of the following plates:

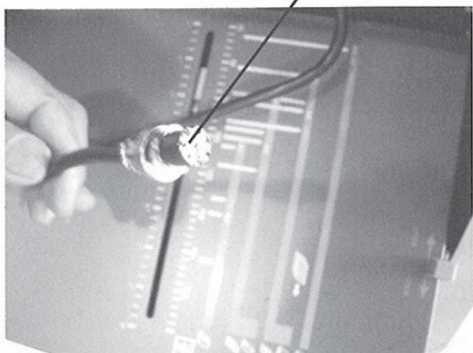
First, put both upper and lower folding plates in place and lock them firmly. (Picture 4)
Insert the connector on coaxial cable into the plug located on the inner wall of the rear cover (Picture 5, 6 & 7) and fasten the screw.

Picture 4



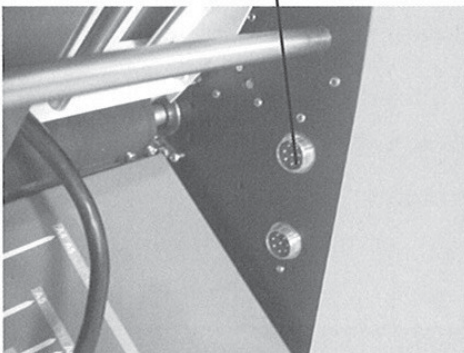
Lock

Connector

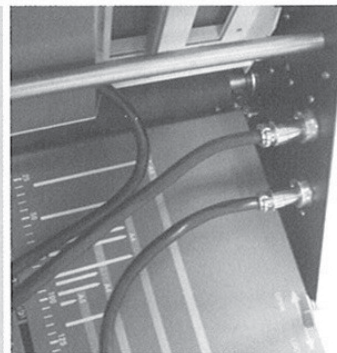


Picture 5

Plug



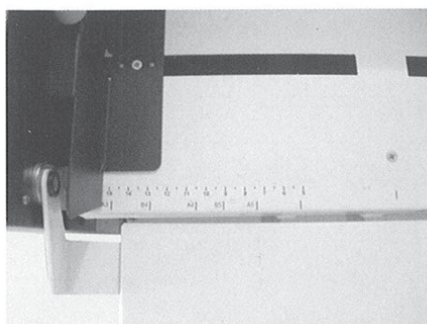
Picture 6



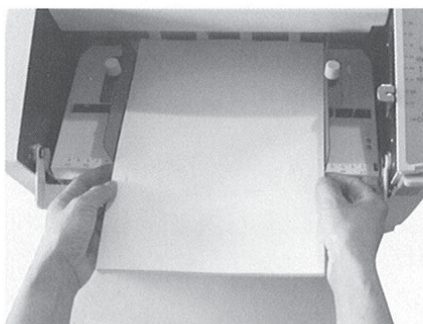
Picture 7

2. Preparation of Paper Feed Tray:

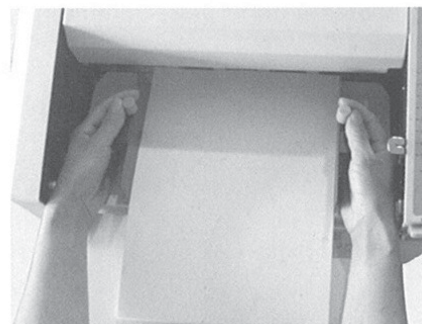
If standard paper size is used, there is a scale on the auxiliary paper feed tray. Align the paper with the scale (Picture 8) and fit the paper guides to the paper width (Picture 9) and tighten the knurled screw (Picture 10).



Picture 8



Picture 9



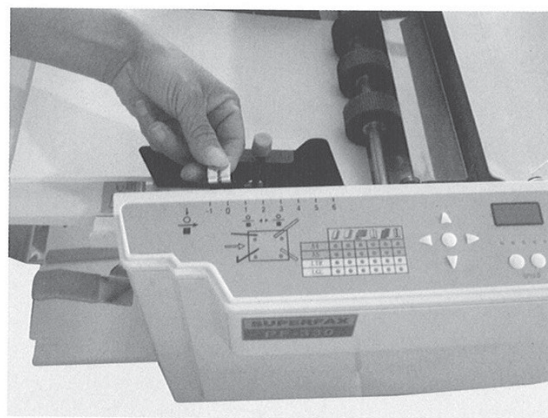
Picture 10

If non-standard paper is used, put the paper on the center and fit the paper guides to the paper width then tighten the knurled screw.

3. Adjustment of paper feed pressure:

If paper quantity is small, adjust the paper feed pressure using paper support lift. Pull it up and then move right to increase the pressure. Pull it up and then move left to decrease the pressure.

(Picture 11)



Picture 11

4. Selecting the paper size and folding type:

When the power switch is turned on, the baffles on the upper/lower folding plates will move to the "A4 Single fold" or "Letter Single fold" position automatically. If you are going to use any other paper size and fold type, follow the instructions below.

<For standard size papers >

For the standard paper sizes and fold types which are preset in the memory, select the proper position for the paper size and the fold type on the self-defined display by pressing any of the 4 cursor keys.

Note: The preset paper sizes are; A4 (297x210mm), A5 (210x148.5mm), Letter (279x216mm) and Legal (356x216mm).

<Non-standard size papers >

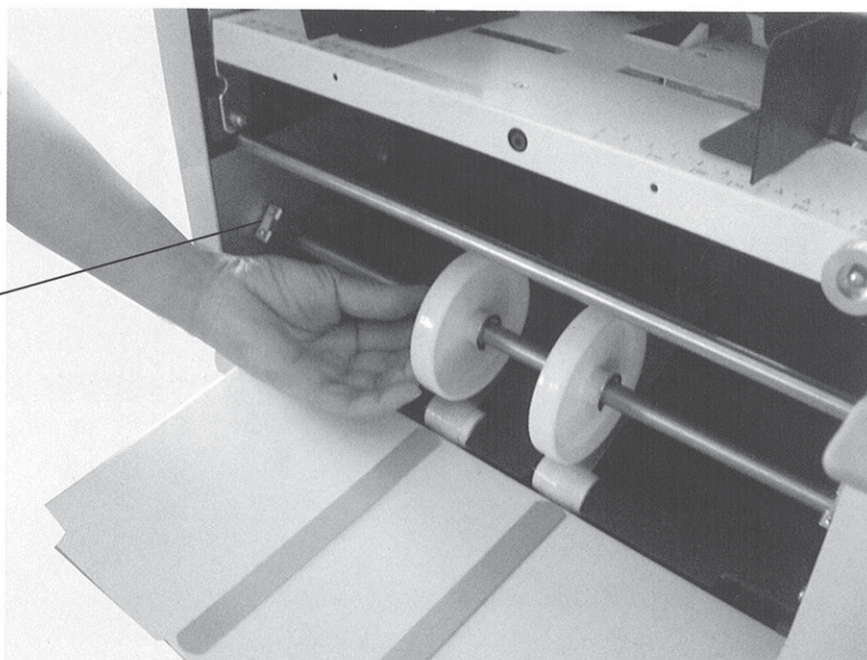
Firstly, enter into "self-defined mode". (Page 10) Then, choose one self-defined area (I-IV), then press the SET key. The upper and lower folding plates will enter a self-defined position. After that, enter into "Fine adjustment under Self-defined mode". (Page 12)

Note: The adjusted position can be memorized. (See the details on Page 11)

5. Preparation of Paper Eject Roller

Regulate the slide plate position according to the paper specification and the fold type so that the paper is properly ejected. Refer to the table on the next page.

Slide Plate



Picture 12

Folding type	Single Fold	Fold-out	Gate	Letter Fold	Accordion Fold	Double Fold
A4	2	2	4	4	4	5
A5	3	3	5	5	5	5
LTR	2	2	4	4	4	5
LGL	2	2	3	3	3	4

Note: In order to eject papers more quickly, lift the two rollers up position.

6. Test folding :

When the LED on the self-defined display area is lit at the proper position for the paper size and the fold type, press the central SET key to test fold 1 sheet of paper.

If the paper is not folded correctly, adjust the folding plate positions in accordance with the instructions on page 11 "Fine adjustment under standard mode" or page 12 "Fine adjustment under self-defined mode".

7. Start folding :

When the test folding is properly done, press the START key to make a continuous folding. The machine will fold all the sheets on the paper feed tray.

(5) General explanation on System function

1. Standard mode: (For standard size papers)

When the power switch is turned on, the machine is set to the "standby state" under the standard mode. Only one indicator light is lit in the Standard & Self-defined display area at the position of "A4 Single fold or Letter Single fold". (Picture 13)

In the standby state, press any of the four-cursor keys to move the indicator light according to your requirement. Then press the central SET key, and the baffles on the upper and lower folding plates will move to the preset positions and a sheet of paper will be folded. 24 types of standard position are memorized in the machine: 4 types of standard paper size and 6 folding modes (Picture 14)

When the upper and lower folding plates are under standard place, you can fine adjust by entering into "fine adjustment mode". However, the adjusted positions cannot be memorized automatically.

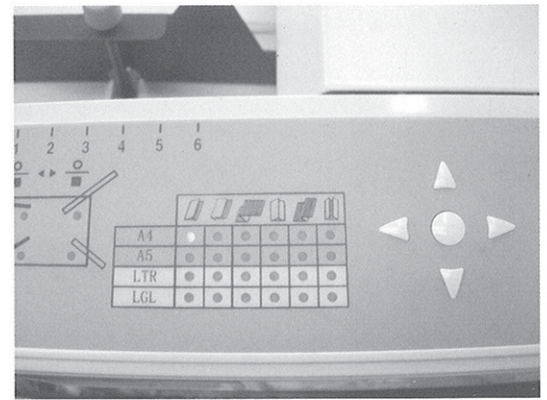
(See page 11 Fine Adjustment under standard mode)

2. Self-defined mode: (For non-standard size papers)

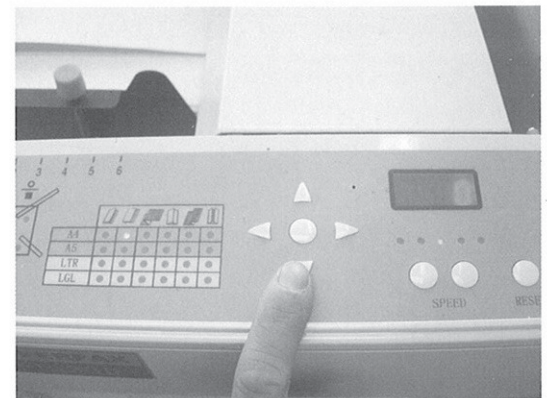
Under the standby state, press the cursor keys left and right simultaneously. The machine will then enter into the self-defined mode. A number from I to IV will be shown on the "Standard & Self-defined display" area.

Press Cursor key left to decrease to I. Press Cursor key right to increase up to IV. "II" means self-defined area II as shown in the right picture, total 4 areas. (Picture 15)

If the central SET key is pressed, the baffles on the folding plates will move automatically to the requested position and fold one test sheet. (Picture 16)



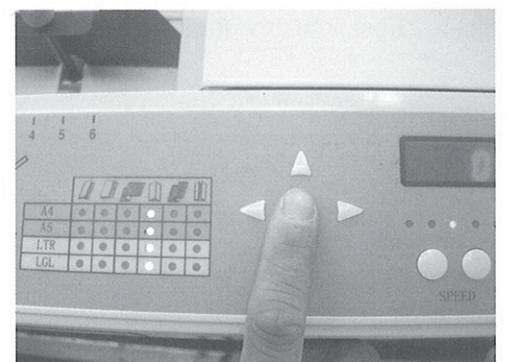
Picture 13



Picture 14



Picture 15



Picture 16

In the original setting by the factory, the lower folding plate is positioned at the starting point ("0" point), whereas the upper folding plate will move to the following position.

- Area I - Upper folding plate positioned at about 2.8" (7.11cm)
- Area II - Upper plate positioned at about 4" (10.16cm)
- Area III - Upper plate positioned at about 4.8" (12.19cm)
- Area IV - Upper plate positioned at about 5.6" (14.22cm)

After choosing one of the Area (I-IV), go on to the Fine adjustment under Self-defined mode (See page 12)

Note: To quit the self-defined mode without making fine adjustments, press "up" or "down" cursor key.

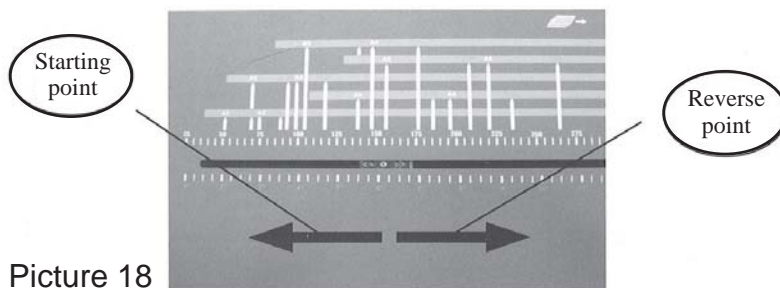
3. Fine adjustment under Standard mode:

Under standard mode, press "speed +" and "speed -" simultaneously to enter into "fine adjustment" mode. (Picture 17) Then the digital display will show "nP-1". (Picture 19) To choose the lower folding plate, press the cursor key down. The digital display will show "nP-2".



Picture 17

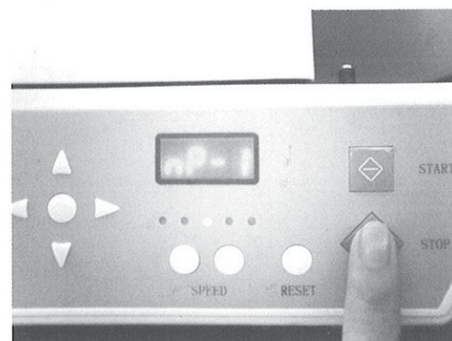
On pressing the cursor key left, the baffle will move toward starting point. On pressing the cursor key right, the baffle will move away from starting point. Then press the SET key to test fold 1 sheet of paper. If the position is not right, go on to a further fine adjustment. (Picture 18)



Picture 18

When the adjustment has finished, press the STOP key to return to the normal mode. Then start folding.

Note:
This adjustment will not be memorized automatically.



Picture 19

4. Fine adjustment under Self-defined mode:

Under self-defined mode, press "speed +" and "speed -" simultaneously to enter into fine adjustment mode. The digital display will show "nP-1". This operation is just as same as the fine adjustment under Standard mode. The only difference is that when pressing "STOP" key after the adjustments have been done, the positions of upper/lower folding plates is memorized automatically. If you fold the same size paper of non-standard at the next, no more adjustment is necessary.

Note Memory can be stored in each Area 1, Area II, Area III and Area IV. (Total 4 memories)

IMPORTANT NOTES:

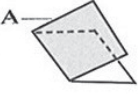
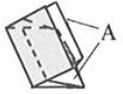


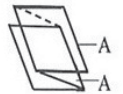
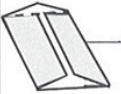
1. Any fine adjustments under "standard mode" are not memorized once you exit from the mode you selected or once the power switch is turned off.
3. Any fine adjustments under "self-defined mode" can be memorized by pressing STOP key immediately after the adjustments. If you exit from the self-defined mode or the power switch is turned off before pressing the STOP key, memory will be lost.

(6) Digital Display function

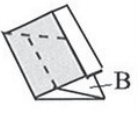
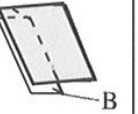
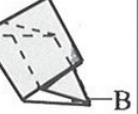

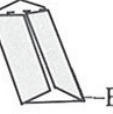
In addition to the counting of folded sheets, the digital display can show the total numbers of folded sheets up to "99999999". Under the stand-by mode, the digital display shows the current folded numbers. Once "RESET" key is pressed, the number can be cleared out, and then "0" will be shown. While the digital display showing "0", press "RESET" key again. Then, it will show 2 groups of figures such as "Hxxxx" and "Lxxxx". For instance, "H0012" and "L3456" means the total numbers of folds is 123456 sheets.

(7) Table for Folding plates fine adjustment

<Upper folding plate fine adjustment>

	Single fold	Double fold	Fold-out	Letter fold	Accordion fold	Gate
Fold type						
Size A too long	Press right key to adjust	Press left key to adjust	Press left key to adjust	Press left key to adjust	Press left key to adjust	Press left key to adjust
Size A too short	Press left key to adjust	Press right key to adjust	Press right key to adjust	Press right key to adjust	Press right key to adjust	Press right key to adjust.

<Lower folding plate fine adjustment>

	Single fold	Double fold	Fold-out	Letter fold	Accordion fold	Gate
Fold type						
Size A too long	Press right key to adjust	Press left key to adjust	Press left key to adjust	Press left key to adjust	Press left key to adjust	Press left key to adjust
Size A too short	Press left key to adjust	Press right key to adjust	Press right key to adjust	Press right key to adjust	Press right key to adjust	Press right key to adjust.

Note: In single fold, the lower folding stopper should be in the top position.

(8) Routine Maintenance

1. Cover the machine properly to keep it away from dust when the machine is not in use.
2. Clean the enclosure, roller and cushion with alcohol or wet soft cloth from time to time.
3. Use an alcohol detergent when cleaning the cover. Never use other kinds of detergent which includes corrosive agent to avoid defacing of the plastic cover or erasing the characters printed on the cover.

(9) Trouble-shooting Guide

	Faults	Cause	Solution
1	Paper Feed tray empty with LED "1" on	No paper or less paper on the paper feed tray	Add more paper for folding
2	No Paper feeding with LED "4" on	1. Paper jam 2. Paper jam sensor dirtied or broken	1. Clear the jam paper. 2. Clean the sensor or contact local dealer for after-service.
3	Paper feeding slips	1. Paper feed rollers are dirty. 2. Paper is too slippery. 3. The driving V-belt slips. 4. Paper feed rollers are worn or torn. 5. The one-way clutch of the synchro-wheel has failed	1. Clean the surface with soft cloth with alcohol. 2. Select proper paper. 3. Adjust the V-belt with the strain pulley. 4. Replace the worn and torn parts. 5. Replace the synchro-wheel parts.
4	Paper jam	1. There are paper particles in the paper path. 2. Paper is too thin. 3. Folding plates are not mounted correctly. 4. The counting sensor has a problem.	1. Clean up the paper particles. 2. Select proper paper. 3. Install folding plates correctly. 4. Contact local dealer for after-service support.
5	Folded paper wrinkles.	1. There are paper particles on the roller. 2. Roller pressure too high. 3. Paper is not proper.	1. Clean up paper particles or other stain on the roller. 2. Adjust roller pressure. 3. Select proper paper.
6	Paper not ejected after folding.	Paper out pulley is not in correct position	Readjust the position of paper out pulley.
7	Paper jams halfway or speed is too low	1. Outlet roller position incorrect. 2. Paper particles in the sheet counter sensor (paper jam sensor).	1. Adjust the roller in right place. 2. Clean counter sensor (paper jam sensor).
8	No display when power is turned on.	1. The fuse is gone. 2. Power supply failure.	Contact local dealer for after-service support.
9	Paper feed speed is not stable.	The mounting screws of the electromagnet are loose.	Tighten the electromagnet screws.
10	E 0 on LED	Machine error	Contact local dealer for after-service support.

11	E1 on LED	<ol style="list-style-type: none"> 1. Coaxial-cable of upper folding plate not inserted well. 2. Upper folding plate has been adjusted manually. 3. Upper folding plate error. 	<ol style="list-style-type: none"> 1. Insert coaxial-cable well. 2. Do not adjust folding plate positions during standby or working. 3. Contact local dealer for after-service support.
12	E2 on LED	<ol style="list-style-type: none"> 1. Coaxial-cable of lower folding plate not inserted well. 2. Lower folding plate error. 	<ol style="list-style-type: none"> 1. Insert coaxial-cable well. 2. Do not adjust folding plate positions during standby or working. 3. Contact local dealer for after-service support.

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