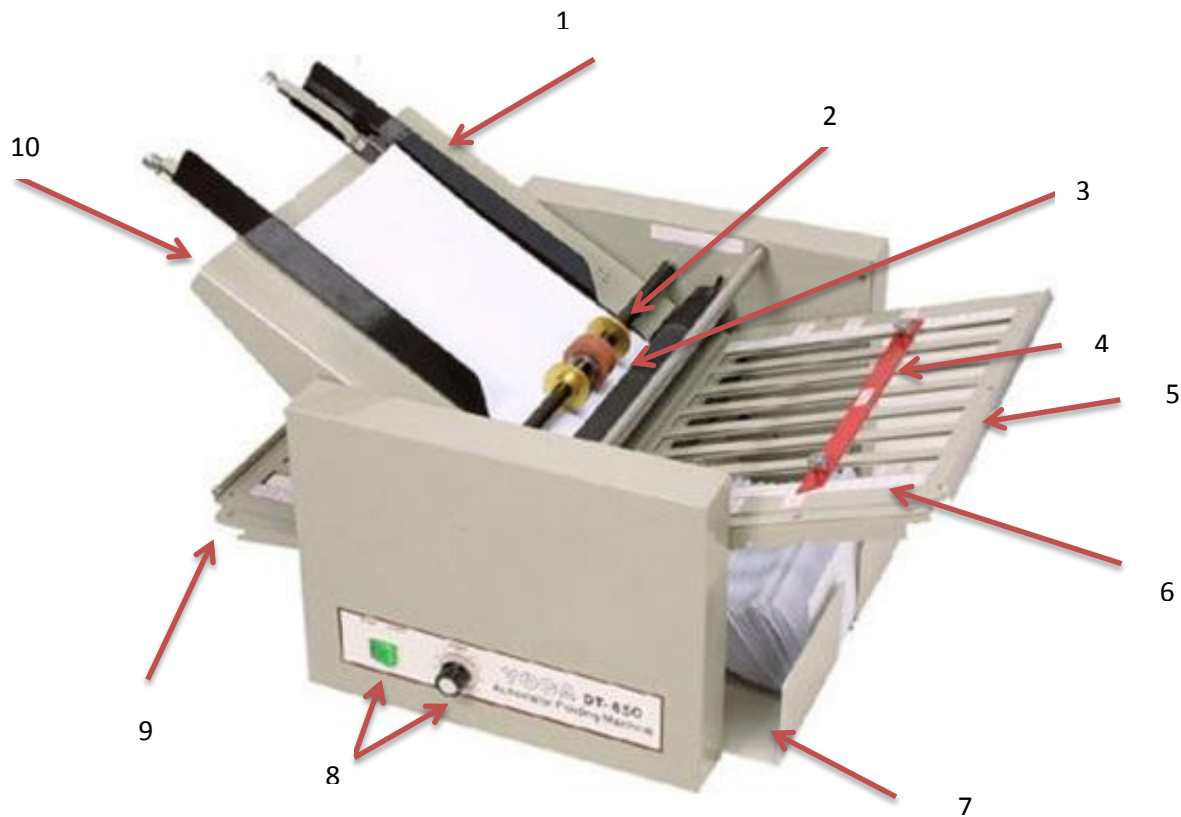


FOLD DT850 PAPER FOLDING MACHINE

OPERATING INSTRUCTION MANUAL



OVERVIEW



1. Paper Guides
2. Paper Guide Rollers
3. Retarder Roll
4. Indicator Bar
5. 1st Fold Table
6. Fold Scales
7. Conveyor Table
8. On/Off & Speed Control
9. 2nd Fold Table
10. Feed Table

SETTING UP

1. Unpacking

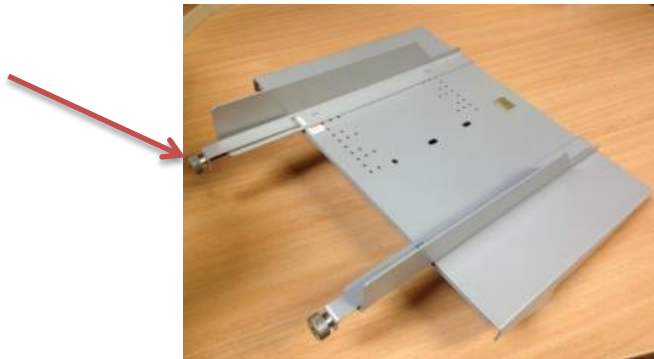
Carefully unpack the unit and note all following components for assembly

- Folding Machine Unit
- Folding Plate #1
- Folding Plate #2
- Feed table plate (with adjustable roller)
- Feed table paper guides (two pieces with clamps)
- Operating instructions and maintenance tool (Allen key)
- A3 Extender Bar

2. Assembly of Paper Folding Machine

Position the machine so the on/off switch and the speed control knob is facing you.

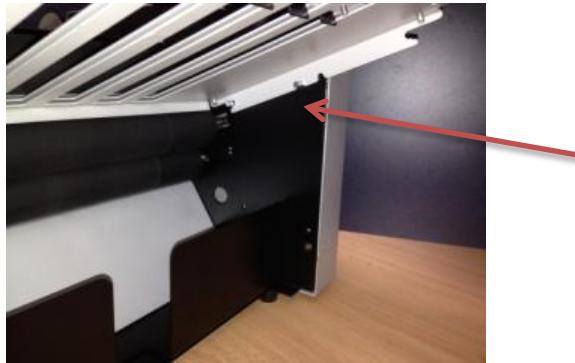
- 1) Assemble paper guides and fit to the feed table. Adjust the guides to suit the required paper width.



- 2) Fit the main paper feed table complete so that the separator roller and main feed roller are together in the centre.



- 3) Insert the fold plate #1 into the left top side positioning on the four locating pins situated on the inside machine housing. Ensure the open end of fold plate is facing in.









- 4) Insert the fold table #2 into the right bottom side under the paper feed plate on the four locating pins on the inside machine housing. Ensure the open end of fold plate is facing in.



Setting up Fold Types

The DT-850 paper folder is capable of producing all standard fold types along with the ability to customise folds for individual purposes.

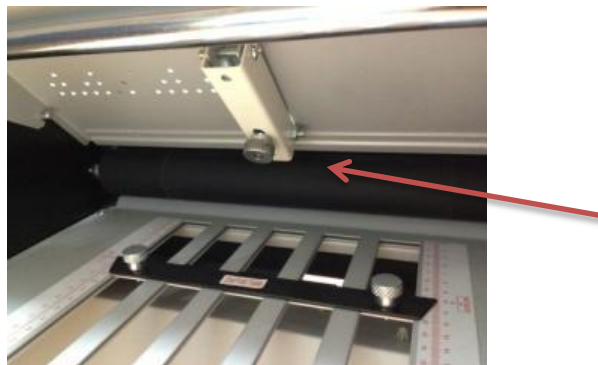
NAME	FOLD TYPE	STOP BAR SETTING
Single Fold		Fold Plate 1: ½ Fold Plate 2: Fit reverse, closed end
Letter Fold		Fold Plate 1: 2/3 Fold Plate 2: 1/3
Fan Fold		Fold Plate 1: ½ Fold Plate 2: ¼
Double Fold		Fold Plate 1: ½ Fold Plate 2: ¼
Two Fold		Fold Plate 1: ¾ Fold Plate 2: 2/4
Accordion Fold		Fold Plate 1: ¼ Fold Plate 2: ¼

3. Paper Feed Adjustment and Set Up

The paper retarder mechanism is situated under the main feed table. This mechanism is adjustable to allow the main feed roller to automatically feed single sheets of paper. The correct adjustment of this retarder is vital to the paper folder machine performance.

The retarder roller is adjusted by the use of a thumb screw situated underneath the main feed table.

- a) With the power off take a sheet of paper and slide between the retarder roller and main red feed roller.
- b) Adjust the retarder roller upwards until a slight drag can be felt, when you try to remove the sheet. This is the correct set up for single sheet automatic feeding



4. Loading paper into the feed table

Correct loading of the paper into the paper folder is essential for trouble free folding. Friction fed paper folders like the DT850 requires you to load the paper in a shingled batch. Instead of the stack of paper being loaded as a square block into the folder, the stack should be shingled or fanned back so as each end of the stack is now angled or shingled.

Once this is achieved load the stack of paper into the feed table with the top sheet positioned into the main (red) feed roller. The folder is now ready to operate

Too much space between the rollers will cause more than one sheet to be fed and can cause possible jamming. Too tight adjustment will cause paper not to feed and excessive wear on the feed rollers.

5. Speed Control

The correct speed for general folding applications is around 5,000. If folding multiples manually then you should increase the speed to around 10,000 per hour. The machine has a top speed of 15,000. Due to noise levels, in enclosed environments it is recommended running the machine at speeds below 8,000 per hour.

6. A3 Fold Set Up

When folding A3 sheets insert the extender bar to the feed table plate. This will help support the extra length of A3 sheets.



Trouble shooting guide

Warning: This machine contains moving parts which can catch hair or loose clothing and pinch fingers. 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 cords disconnected.

PROBLEM	POSSIBLE CAUSES
Wont feed	Feed rubber rollers glazed or worn Paper guides too tight Improper fanning of paper Static Electricity Motor belt loose
Feeds more than one sheet	Retarder mechanism improperly adjusted
Wrinkled paper	Paper guides severely crooked Worn folding rollers Folding roller springs worn out Dirty folding rollers
Jams	Feeding more than single sheet through folding rollers Receiving tray full or adjusted improperly
Paper Smudge	Ink not dry Too much toner on photocopy stock
Paper exiting on top of fold tables	Dirty or glazed folding rollers