

# FORMAX<sup>®</sup>

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FD 332

Document Folder

Operator Manual  
First Edition



# Introduction

Thank you very much for purchasing the FD 332 Document Folder. This machine enables users to achieve greater efficiency at work by releasing them from paper-folding that has manually been performed in the past. Please read the Operation Manual carefully before using this machine.

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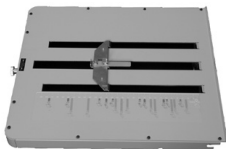

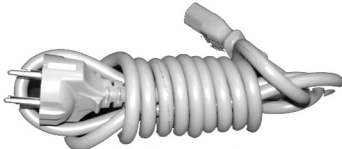



## (1) Specifications

Model	FD332
Paper size	3.5" x 5.0" to 11" x 17" Smaller size is for single fold only.
Paper quality	High-quality paper, high-quality paper for stencil printing, medium-quality paper
Fold type	Single, Letter, Zigzag, Double, Parallel Fold-out Other special folding twice.
Fold dimensions	Maximum Table 1: 13" Table 2: 9 ½"
	Minimum Table 1: 2" Table 2: 1 ½"
Paper feed system	Three-roller paper feed system
Max. stacking capacity	500 sheets 20#
Folding speed	10500 sheets/hr (11" Half Fold)
Operation method	Pressing digital keys
Available functions	Fold skew adjustment, paper jam detection, four digit counter, auxiliary paper guide for cross folding and Jam map indication
Power Consumption	75 W

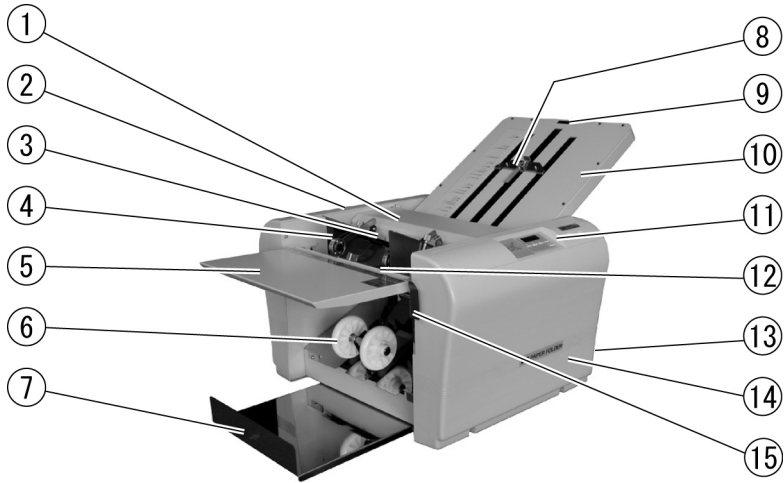
Additional functions:	Skew adjustment memory, paper jam detector, four-digit counter with addition/subtraction modes, and automatic paper size detector Auxiliary paper guide for cross fold A perforator can be installed (optional)
Dimensions	W 29 1/2" x D 21 1/2" x H 21" (during use) W 22" x D 21 1/2" x H 21" (during storage)
Net weight	80lb

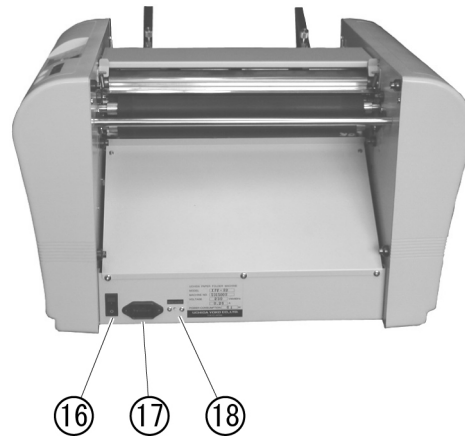
## (2) Accessories

Make sure that the following accessories are included in the package after opening it. Contact your sales agency immediately if there are missing accessories.

Accessories	Qty	Illustration
Table 1	1	
Table 2	1	
Power cable	1	
Paper support guides (right and left)	2	
Machine cover	1	
Operation Manual	1	

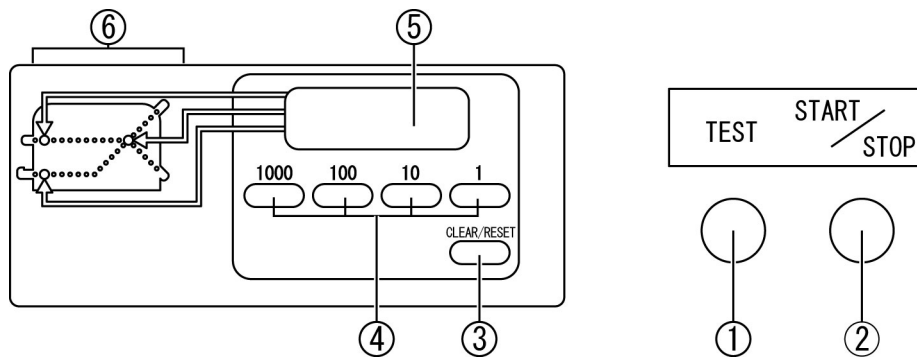
### (3) Description of Parts





Number	Name	Number	Name
1	Roller cover	10	Table 1
2	Left side cover	11	Control panel
3	Paper feed roller	12	Paper feed table
4	Paper guide	13	Table 2
5	Auxiliary feed table	14	Right side cover
6	Paper eject roller	15	Paper feed table lever
7	Paper stacking table	16	Power source switch
8	Stopper plate	17	Inlet
9	Fold position adjustment knob	18	Circuit breaker

#### (4) Designation and Functions of Operation Panel



No.	Designation/Indication	Function
1	Test key	Test folding of two sheets is performed.
2	Start/Stop key	Operation starts and if pushed again, The machine stops.
3	Clear/Reset key	Clearing the indication of the counter / resetting an error.
4	Numerical key	Used for batch counting.
5	Counter	The number of sheets folded.
6	Check lamp	Comes on when paper stock runs short, or indicates a place where paper feed trouble occurs.

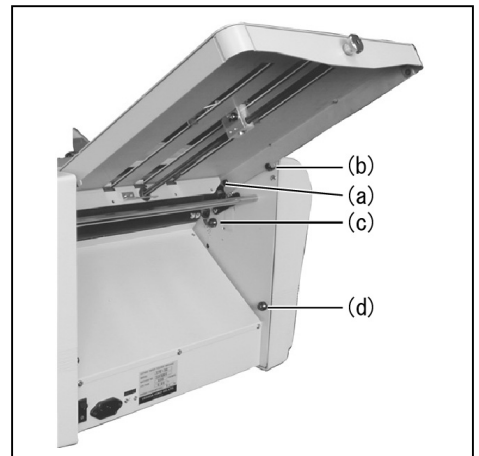


## (5)Preparation

### Install Table 1 and 2:

Insert Table 1 on the studs indicated by (a) and (b) as shown in the picture to the right.

Insert Table 2 on the studs indicated by (c) and (d) as shown in the picture to the right.

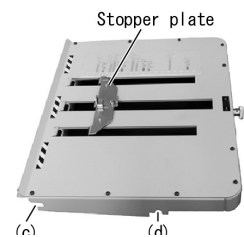


### Note:

When setting Table 1, be sure to put its stopper plate at the center position.

### Caution:

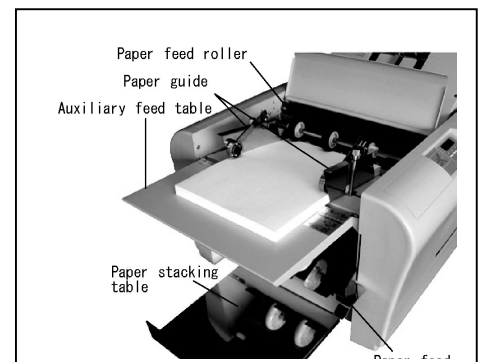
Be sure that both Table 1 and 2 properly fit in the positions of the studs (a), (b), (c) and (d). If they are improperly set, it may cause an incorrect collation, or the tables may fall out of the machine.



### Setting Paper:

Lift the auxiliary table and pull the paper stacking table out.

Raise the paper feed table lever.



Set the paper guide for the appropriate paper size.

Neatly stack the paper on the feed table with its printed side facing up. (its printed side down in case of fold-out)

Lower the paper feed table lever to set the paper.

**Note:**

If the paper does not come in contact with the paper feed roller, remove and reinsert. Curled or wrinkled paper, may cause trouble. Correct it before use.

In case of printed paper, use it only after the ink is dry, otherwise the paper feed rubber roller, paper separator, fold roller, and other parts of the unit will be stained with ink, causing trouble.

**Setting the paper discharge roller:**

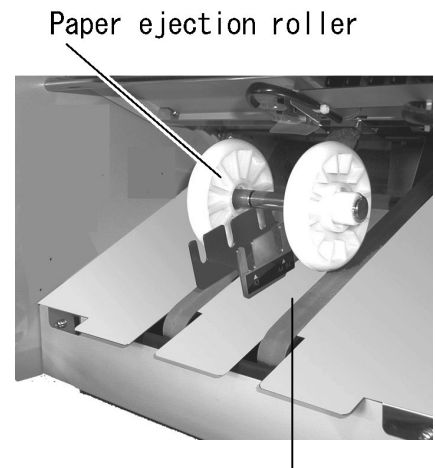
The discharge roller should be moved to the proper position that suits the paper size.

**Note:**

Refer to the "Roller position indication" label. If ejection is not performed properly, set to a different position.

Example:

Set the roller to position one when using 8 ½" x 11" paper.



Roller position indication label

## (6)Operation Procedure

## Switching the Power on:

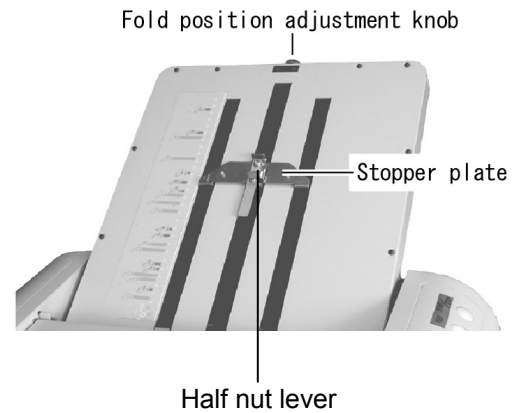
Insert the power plug into the outlet.  
Set the POWER to ON position.

### Note:

Remove the power plug from the outlet after use.

## Setting Fold Plate Table Position

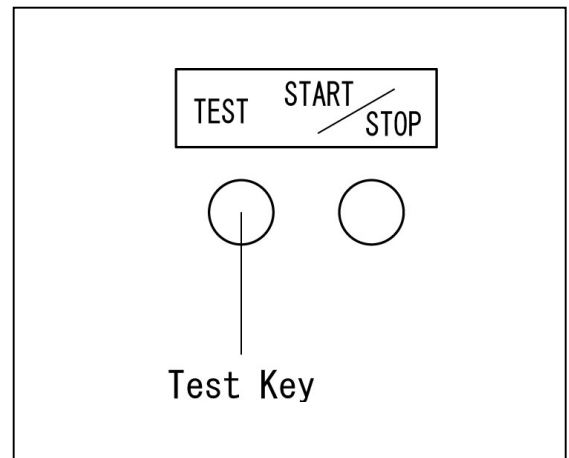
Pull the half-nut lever to move the stopper plate to the desired position on table 1 and 2. Align the arrow on the stopper plate with the desired fold marks on the tables and release the half-nut and the stopper plate will be locked in position.



## Test Folding

Press the Test key to feed two sheets of paper.  
Check if the paper has been folded correctly by examining the second of the two folded sheets.

If the fold position is not correct, refer to  
"Fine Adjustments" pages 11 & 12



## Fold Feed Angle/Skew Adjustment:

Turn the feed angle adjustment knob to the right if the lower side of the folded paper slants to the right. Turn the knob to the left if the lower side slants to the left.

### Note:

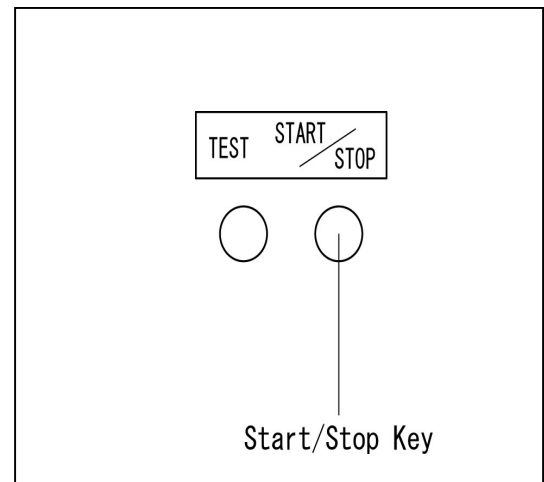
In cases other than single fold, put the folded paper face down on Table 1 to make a feed angle adjustment.



## Continuous Folding:

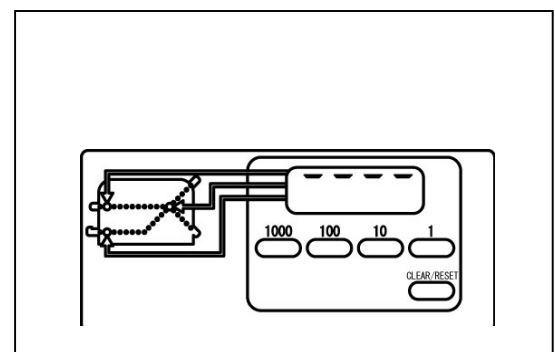
Press the Start/Stop key. The machine starts to fold the sheets continuously.

Press the Start/Stop again, while the machine is in operation, to stop feeding.



## Batch Counting:

As a sheet is folded the number indicated decreases by one.



Press the appropriate numerical key to select the number of forms to be folded.

Example: press the number "10" key twice to select twenty.

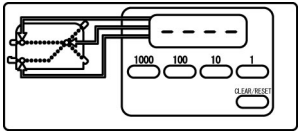
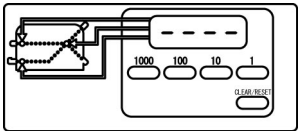
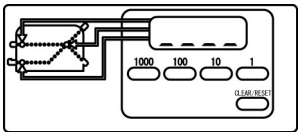
Numerical Key

**Note:**

The batch counting number is cancelled when the POWER is set to OFF.

**Under the following conditions the machine will automatically stop feeding:**

(Press the Clear/Reset key to reset after the error has been corrected)

Conditions	Indication on Control panel
<ol style="list-style-type: none"> <li>1. When the Start/Stop key is pressed while there is no stock.</li> <li>2. When the Start/Stop key is pressed while the paper feed lever is at the upper position.</li> <li>3. When the stock runs short while folding in the Batch Counting Mode.</li> </ol>	
<ol style="list-style-type: none"> <li>1. When paper feed slip occurs</li> <li>2. When paper jam occurs at Table 1 and Table 2</li> </ol>	
<ol style="list-style-type: none"> <li>1. When paper stack table is full.</li> <li>2. When paper jam occurs at the paper discharge.</li> </ol>	

**Clearing a Paper Jam:**

Should a paper jam occur, set the POWER to the OFF position immediately and remove the jammed sheets. When the jammed paper is stuck around the fold roller or other parts, it can be easily removed by detaching the Table 1 and 2 from the unit.

**Note:**

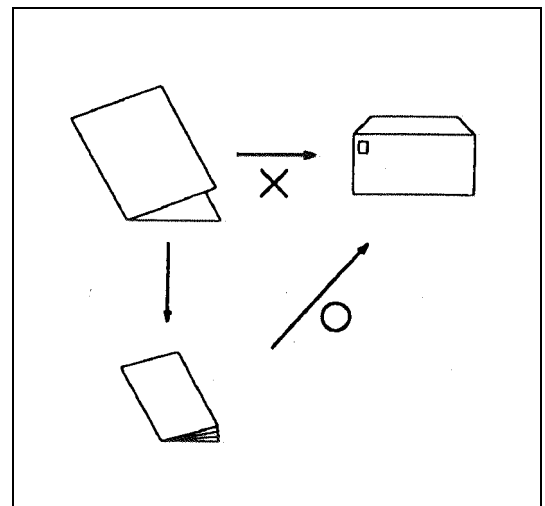
When the roller cover is opened, the machine will stop operation instantly.

**Cross Folding:**

Cross folding refers to performing the double parallel, letter, or other types of folds for the sheets of paper folded using the single fold method.

Example:

11"x 17" folded in half and then letter folded to fit into a standard # 10 envelope.



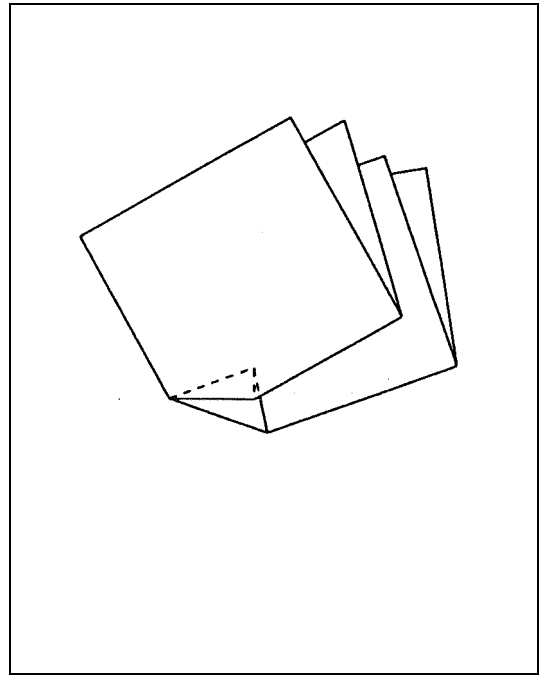
**Note:**

The maximum weight of paper that can be used for cross folding is 28#.

This requirement, however, varies according to the following conditions:

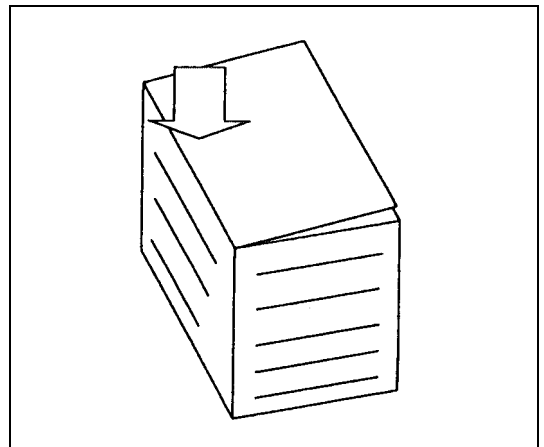
- Paper type; Paper size;
- Whether grains run lengthways or sideways;
- Temperature and relative humidity;
- Printing condition.

The folding position may be displaced to a greater extent than when the paper is folded using a regular fold method, or a corner of the folded paper may be folded inside as indicated in the figure. These, however, do not mean that the machine has broken down.















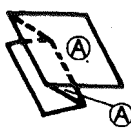


**Note:**

Press the crease hard using the hand. Do not stack too many sheets of paper on the paper feed table.

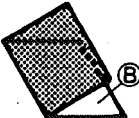






## Fine Adjustments for Table 1


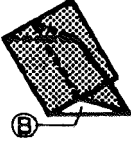








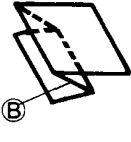


Fold type		Plane (A)	Direction to turn the Table 1 fine adjustment knob
Single fold	Table 1 is not used		
Gate fold		Long	
		Short	

Letter fold		Long	
		Short	
Zigzag fold		Long	
		Short	
Double parallel fold		Long	
		Short	
Fold-out		Long	
		Short	

## Fine Adjustments for Table 2

Fold type		Plane (B)	Direction to turn the Table 2 fine adjustment knob
Single fold		Long	
		Short	
Gate fold		Long	



		Short	
Letter fold		Long	
		Short	
Zigzag fold		Long	
		Short	
Double parallel fold		Long	
		Short	
Fold-out t		Long	
		Short	

## (4) Daily Maintenance

- 1 Before cleaning the machine, be sure to set POWER is in the OFF position and pull the power plug from the outlet.
- 2 When the unit is not in use, put its cover in place to prevent dust, paper chips, etc. to accumulating on the paper fold rollers.
- 3 If paper chips, ink, etc. are accumulated on the paper fold rollers; it may cause trouble such as wrinkles, or improper folding. To prevent from it, clean them periodically.

- 4 If paper chips, ink, etc. are accumulated on the paper feed rubber roller and the paper separator, paper feed performance deteriorates and the machine becomes liable to paper jam or slip. Clean the rollers periodically to reduce down time.
- 5 If black marks occur that correspond with the location of the paper-feed tires, the feed tires need to be cleaned.
- 6 Consumable products: Paper feed rubber roller, rubber brake, and paper feed separator.

## (5) Trouble Shooting

Trouble	Possible Cause	Measures
The paper does not feed properly	Paper sticks just after it is printed	Jog the paper sufficiently or feed the paper after it is dry.
	Stains on the paper separator	Clean the paper feed separator using approved cleaner.
	Stains on the paper feed rubber roller.	Clean the paper chips or ink on the paper feed roller with approved cleaner.
	The paper separator is worn out.	Replace the paper separator with a new one.
	The volume of the paper stacked on the paper feed table is not enough.	If the volume on the paper feed table is not enough, it does not feed since the paper detection lever is installed. Stack 20 sheets or more.
The machine does not operate even after the Start/Stop key is pressed.	Paper jam inside the unit.	Detach Table 1 and 2 and remove the paper in the unit.
Wrinkles appear on the paper.	Paper sticks just after it is printed	Jog the paper sufficiently or feed the paper after it is dry.
	Stains on the paper separator	Clean the paper separator using the approved cleaner.
	Stains on the paper feed roller	Clean the paper chips or ink on the paper feed roller with the approved cleaner.
	Stains on four paper fold rollers	Clean the stain on four fold rollers using approved cleaner.
	Table 1 and 2 are not properly set.	Reset properly.
	Paper jam in Table 1 and 2	Detach Table 1 and 2 and remove the jammed paper out.
Improper fold position	The total length of the paper is not standard size.	Measure the total length of the paper and adjust using the fine adjustment knob

<p>Drawing paper  <input type="checkbox"/>13# or lighter<input type="checkbox"/>  cannot be folded.</p>	<p>The surface of four fold rollers are stained with paper chips or ink (slippery situation)</p>	<p>Clean away the stain on four fold rollers using the approved cleaner.</p>
	<p>Low room temperature</p>	<p>The paper gets stiff and hard to fold at the low room temperature in winter. Perform folding after leaving the paper as it is for 3 to 4 hours at the temperature of 53 to 67°F.</p>