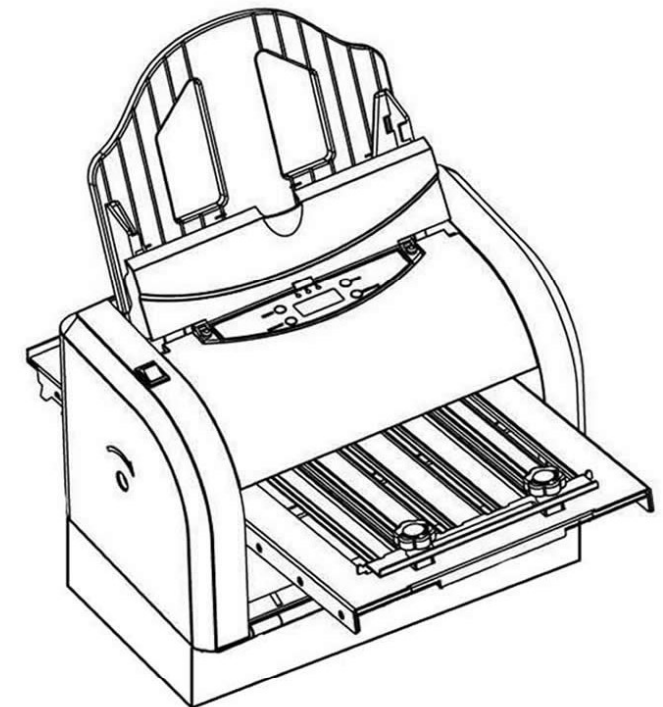
















# Folding Machine Operator Manual



## Adjust Folding Style:

1. Position the Folding stoppers according to the desired fold style.
  - i) Loosen the knobs on the Folding stoppers.
  - ii) Move the Folding stoppers on Front & Rear fold plates to the specified position referring to the folding instruction.
  - iii) Lock the knobs tightly.
2. Fine Adjustment. Rotate the Dejamming handle to feed a sheet. Move the Stoppers little by little to properly adjust the position referring to the Correcting folding misalignment table. Repeat test folding until fine adjustment is achieved.


## Folding Instruction:

	A4 (297*210mm)		Letter (279*216mm)	
	Front	Rear	Front	Rear
Letter fold	 (A4)	 (A4)	 (L)	 (L)
Z fold	 (A4)	 (A4)	 (L)	 (L)
Double fold	 (A4)	 (A4)	 (L)	 (L)
Single fold	 (A4)	Reverse	 (L)	Reverse



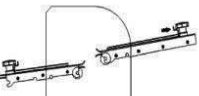
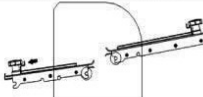
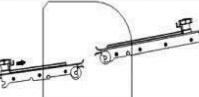

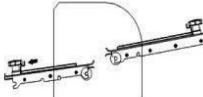
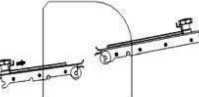
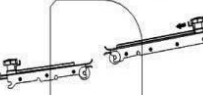


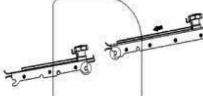
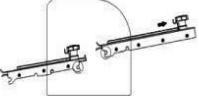

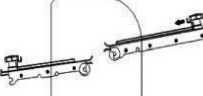
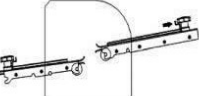
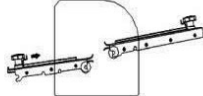

## Clearing Paper Jam:

1. Turn off the power switch and unplug the power cord.
2. Insert the Dejamming handle (Place at the bottom of the machine) into the hole at the left side of machine. Rotate it in either direction to eject jammed paper.
3. If above step does not clear the jam, remove the Front & Rear fold plate, or open the Paper feed cover.
4. Repeat Step 2 to eject jammed paper again.

## Maintenance:

-  Make sure to turn off the power before cleaning.
1. Remove the Front & Rear fold plate and open the Paper feed cover.
  2. Insert the Dejamming handle (Place at the bottom of the machine) into the hole. Rotate it in either direction to drive all rollers. Clean the Fold rollers, Feeding roller, Feeding wheels and Separator rubbers with a cloth moistened with alcohol

## Correcting Folding Misalignment:

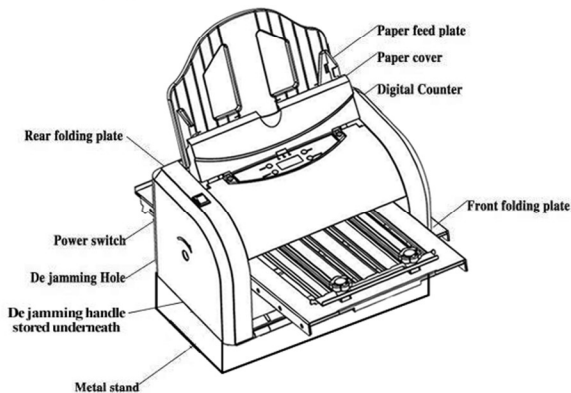
Fold Type	Misalignment	
	Move the stopper as arrow indicated	
Letter fold 	When A is Longer	When A is Shorter
		
	When B is Longer	When B is Shorter
		
Z fold 	When A is Longer	When A is Shorter
		
	When B is Longer	When B is Shorter
		
Single fold 	When A is Longer	When A is Shorter
		
Double parallel fold 	When A is Longer	When A is Shorter
		
	When B is Longer	When B is Shorter
		

Please read this manual carefully before use.

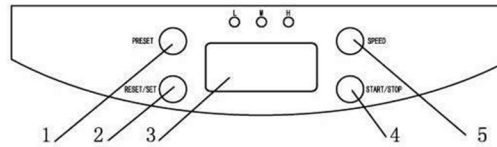
## Specifications:

<b>Model:</b>	Fm400
<b>Paper size:</b>	Letter, Legal & A4 Width: 130mm – 220mm
<b>Paper quality:</b>	Fine, Rough, Recycled
<b>Folding speed:</b>	Variable speed up to 4000 sheets/hour
<b>Folding style:</b>	Single fold, Double parallel fold, Letter fold, Z fold
<b>Loading capacity:</b>	100 sheets (80gsm paper)
<b>Counter:</b>	3-figure LED display 000-999
<b>Noise:</b>	<67dB
<b>Power consumption:</b>	MAX 50W
<b>Input:</b>	AC220-240V 50Hz, 0.25A
<b>Dimension:</b>	In use: 300 (W) X 410 (D) X360 (H) mm

## Parts Name:



## Control Panel:



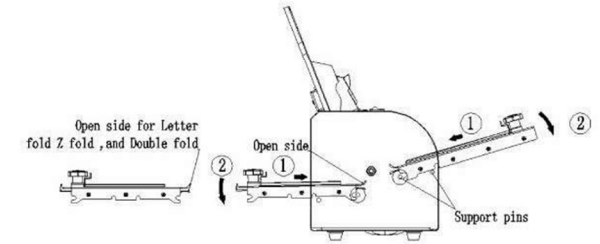
Item	Name	Function
1	Preset button	Press this button to preset a program and get your desired no. of folded paper
2	Reset button	Press this button to reset the counter back to zero
3	Digital display	Displays the count of folded paper
4	Start/Stop button	Press this button to start or stop folding
5	Speed button	Press this button to assist in setting a preset program

## Preset a Folding Program:

- 1) Press the "Preset" button, the first digit on the display will start flashing.
- 2) Setting the number on the first digit by pressing the "Set" button.
- 3) Press again the "Preset" button when you have the desired number on the first digit. Then the second digit will start flashing.
- 4) Repeat the same procedure to set another 2 digits on the display.
- 5) When all 3 digits have been set and no digit is flashing, press the "Start/Stop" button to run the Preset program.
- 6) Finally, the machine will stop automatically when the counter hit the no. of sheet you have preset.

## Installation:

- 1) Place the Metal stand on a stable platform (near power outlet), then place the machine on the Metal stand. Make sure the machine is firmly seated on the stand.
- 2) Open the Paper feed cover. Insert the Upper paper feed plate to the Lower paper feed plate.
- 3) Attaching the Folding plate.
  - i) For Letter fold, Z fold, Double fold:  
Insert the Front folding plate along the guide line until it goes as far as possible and seats on the support pins at the cutout.

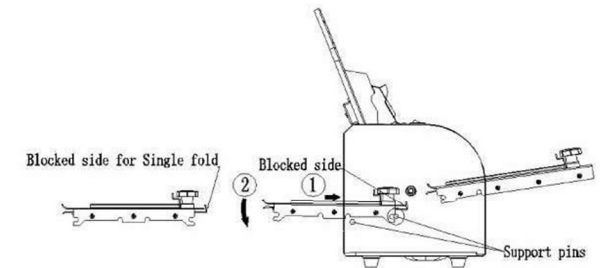


Insert the Rear folding plate along the guide line until it goes as far as possible and seats on the support pins at the cutout.

ii) For Single fold.

Remove the Rear folding plate, insert it again along the guide line in the reverse direction with the blocked side leading.

Make sure that it is firmly seated on the support pins at the cutout.



## Operation Procedures:

1. Insert the power cord in the electrical outlet and turn on the power switch.
2. Load the paper on the Paper feed plate and make sure to stack the paper neatly. Slide the Paper guide to help aligning the paper. If not, mis-feed, chain feed or improper fold may occur.
3. Pull the Paper receiving basket out to the same length as your desired fold style and fold length. Folded paper will then stack up properly inside the basket.
4. Adjust fold size by positioning the Folding stopper.
5. Press the Start/Stop button to run the machine, and press the same button to stop folding. Folding automatically stops in 15 seconds when papers run out.

## Attention and safety instruction

- 1) Please locate the machine at places nearby power socket for quick power disconnection in emergency.
- 2) In order to ensure long using life and good performance of the machine, please do not run the machine in the environment with heat or wet sources for a long time.
- 3) Do not renovate the internal structure of the machine or power connection cable in any way by yourself. Do not use the machine if the body or cable is damaged, contact with your dealer or dial the service hotline.
- 4) Please keep the machine away from children and pets...