

# FORMAX<sup>®</sup>

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FD 320

Document Folder

OPERATOR MANUAL  
THIRD EDITION

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## **DESCRIPTION**



## **FUNCTION**

The FD 320 Folder is designed to perform a wide variety of folds using a variety of paper weights. The fold plates are manually adjusted for standard folds and custom folds.

## **SPECIFICATIONS**

SPEED:	Up to 11,000 sheets per hour
MAXIMUM PAPER SIZE:	11.75" x 18" (298 x 457 mm)
MINIMUM PAPER SIZE:	3.125" x 4" (79.4 x 101.6 mm)
FOLD TYPES:	Letter, Accordion, Half, and Custom Folds
HOPPER CAPACITY:	Up to 250 sheets 20#
WEIGHT:	55 lbs. (25 kg)
POWER:	FD Model: 120V, 60Hz, 3Amps FE Model: 220V, 50Hz, 2Amps

# UNPACKING

Check package for shipping damage. If there is shipping damage, do not discard the box.

**CAUTION:** Two people must lift machine out of the box.

1. Unfold the infeed paper tray (part 1, figure 1 below) and insert the paper ramp (part 2) into place.
2. Remove packing material from lower fold plate (part 3) and ensure proper installation.
3. Plug cord into wall outlet.
4. Turn machine on by turning the speed control knob (part 4) to the right.

# SETUP AND DESCRIPTION

## **Paper Guides:**

Adjust the paper guides so the center of the sheet is aligned with the feed roller and paper can slide freely between the guides without excessive play. To adjust, grip the guides at the top and bottom where they are held in place on the cross shaft and slide into position. NOTE: Improper setting of the paper guides may cause inconsistent folding or skewed folds.

## **Speed Control (Part #4):**

The speed control is a combination on/off switch and speed control and is variable to control sheets per hour. In general, faster speeds are more suitable for heavier stock and slower speeds for lighter stock. NOTE: Always make final fold adjustments at the speed you intend to fold.

## **Stacking Wheels (Part #5):**

The function of the stacking wheels, which are located on the conveyor table, is to arrange the folded sheets into an overlapping stack. Position the stacking wheel assembly so that the leading edge of the folded sheet touches the wheels when the trailing edge just falls onto the conveyor table.



# **OPERATION**

## **Adjusting the fold plates:**

To adjust fold plates to desired fold and length of paper, first loosen the two thumbscrews on each of the two fold plates. Second, align the center bar so the marks on each side of the fold plates match up.

Letter, accordion and half folds are clearly marked on each fold plate with blue lines. An adjustment can be made by loosening the thumbscrew and slightly moving the center bar up or down. Tighten the thumbscrews before operation.

For a “half” fold you must remove the lower fold plate and rotate it 180 degrees and reinsert the fold plate.

**NOTE:** Remember to tighten the thumbscrews and replace the fold plates before operating.

# UPPER & LOWER FOLD PLATE REMOVAL

## **Removing upper fold plate:**

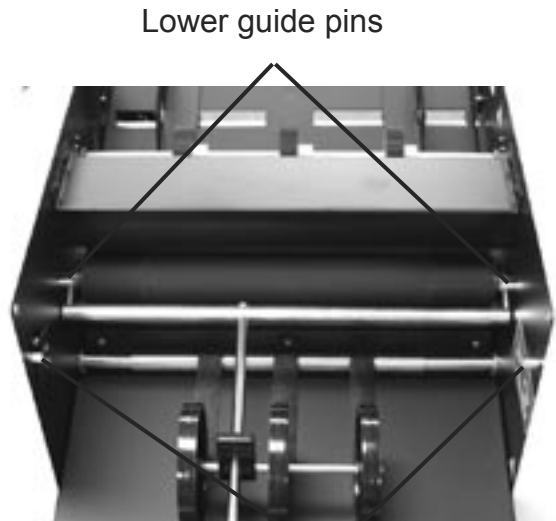
Using both hands (putting one hand on the front of the fold plate and one on the end of the fold plate) holding firmly lift end of plate 1/2" and pull the fold plate back in the same angle. (Fig. 1)

## **Installing upper fold plate:**

Slide fold plate on the top of the upper guide pins and ensure that the lower guide pins are in the slots of the front of the fold plate pushing in and then down until plate locks into place. (Fig. 2)



**Fig. 1**



**Fig. 2**

## **Removing lower fold plate:**

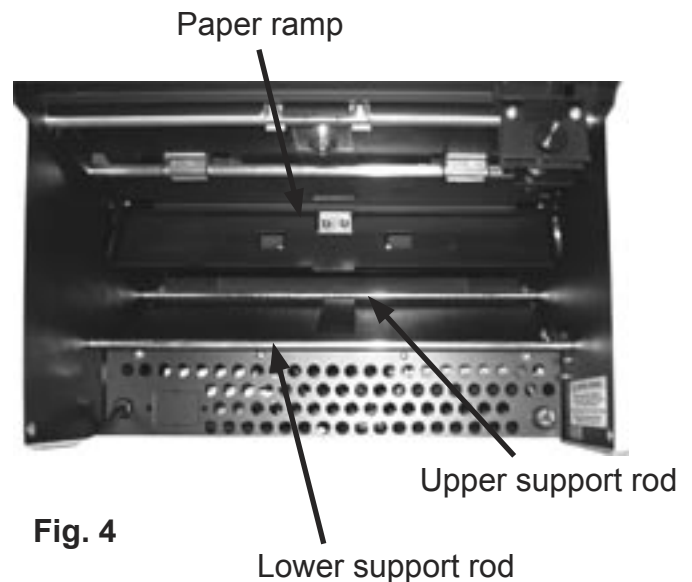
(fig 3)Holding end of lower fold plate lift then pull back.

## **Installing lower fold plate:**

(fig 4)Place lower fold plate on top of lower support rod, slide fold plate up between the upper support rod and the bottom of the paper ramp insure that fold plate locks into place.



**Fig. 3**



**Fig. 4**

# **TROUBLESHOOTING**

<b>PROBLEM:</b>	<b>POSSIBLE CAUSE:</b>	<b>SOLUTION:</b>
Folder will not start	Machine not plugged into an active wall outlet	Plug machine into an active outlet
	Speed control not turned on	Turn speed control on
	Fuse blown	Replace blown fuse
	Fold plate not inserted	Insert fold plate
Paper will not feed	Paper guides too tight	Adjust the paper guides so a single sheet of paper slides freely between the guides without excessive play
Improper stacking	Stacking wheels improperly set	Realign the stacker wheels
Skewed folds	Excessive side play between paper guides and paper edges	Adjust paper guides and skew adjust
	Paper not square	Readjust the paper in the infeed tray
	Infeed table not square	Adjust table by turning the skew adjust knob back and fourth until skew is eliminated