

# ***Standard PF-P330 Desktop Air Feed Automatic Set Up Paper Folder***

Instruction Manual



*Provided by*

**MyBinding.com**  
*When Image Matters.*

Call Us at 1-800-944-4573

# OPERATORS MANUAL

## ***Standard Horizon PF-P330 Suction-Feed Paper Folder***

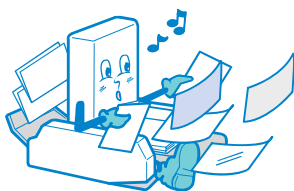
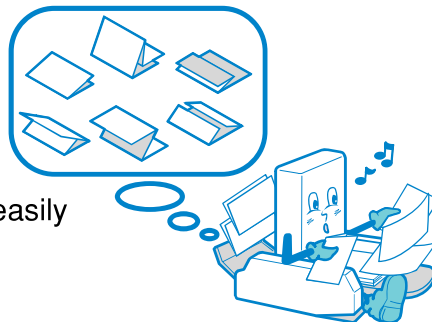
Read this manual, and thoroughly familiarize yourself with its contents before operating or servicing this equipment.



# Features on This Machine

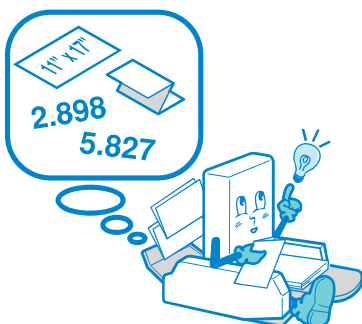
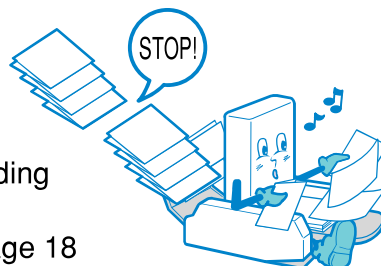
This section explains the useful functions on this machine.

6 standard folding is performed easily by pressing a button.



Various type of sheet including thin paper, thick paper, and color copied coated paper can be folded.

Using Pre-set function, the machine will stop automatically when the required number of folding is completed.  
Off-setting the folded sheets is available. → Page 18



Memory function will allow you to call the job settings easily. → Page 20



# View of This Operation Manual

This section explains how to read this operation manual, and how to search the necessary topic.

## Explanation

Indicates the summary for operation described in this page.

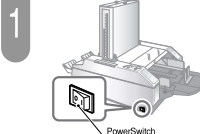
## Topic Title

## Chapter Title

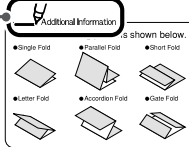
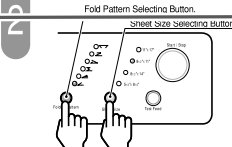
### Folding Standard Size Sheet

Let's fold the standard size (11"x17", 9"x11", 8.5"x11", 5.5"x8.5") sheet.

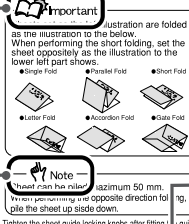
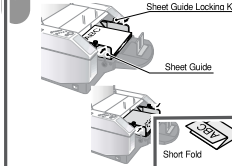
1 Turn on the power switch.



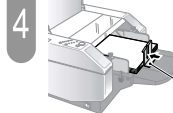
2 Select the fold pattern and sheet size.



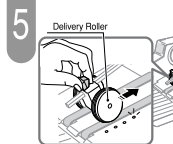
3 Loosen the sheet guide locking knobs and place the sheets on the center. Then fit the sheet guides to the sheet.



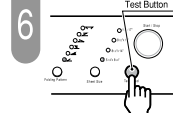
4 Set the end stopper.



5 Set the delivery roller.



6 Press the test button.



7 Press the start/stop button and start folding.



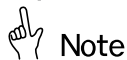
Check the folded sheet. If there is a folding skew, refer to [Troubleshooting] and perform the adjustment.

Refer to page 22

When folding the specific number of sheets, refer to [Set the Number of Fold (Pre-set Function)]. To quit folding, press the start/stop button again.

Refer to page 16.

This number indicates the operating order.



## Note

Indicates the trick of the operation.



## Important

Indicates the items that you have to be careful during operation.



## Additional Information

Indicates the useful informations.

### Before You Begin

View of This Operation Manual .....	2
Safety Precaution .....	4
Accessories .....	7
Installation .....	8
Machine Description .....	10

### Folding Procedures

Folding Standard Size Sheet .....	14
Setting the Number to Fold (Preset Function) .....	18

### Other Functions

Storing the Present Job Setting to Memory .....	20
Load the Memorized Job Setting from the Memory .....	22
Folding Irregular Size Sheet .....	24

### Troubleshooting

Fold Line Shifts .....	28
Removing a Jammed Sheet .....	30
Error Message Appears on the Display .....	32
Sheet Can Not Be Folded Correctly .....	34
Sheet Jam Occurs Frequently .....	36
Double Feeding Occurs Frequently .....	38
No Feeding Occurs Frequently .....	39
Sheets Get Stain or Wrinkle .....	40
Other Problems .....	41

### Maintenance

Cleaning/Replacing the Roller .....	42
Replacing the Gate Plate .....	44
Cleaning the Sensor .....	46

### Appendix

Sheet Folding Mechanism .....	48
Screen Description .....	50
Major Specification .....	52
Consumption Parts .....	53
Index .....	54

# Safety Precaution

Safety precautions are indicated in this manual as follows:

## Safety Precautions

### WARNING

The term WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.

### CAUTION

The term CAUTION indicates a potentially hazardous situation which, if not avoided, could result in damage to the machines. It may also be used to alarm against unsafe practices.

- Please read and understand all safety instructions which include the term WARNING and CAUTION. If these safety instructions are ignored, personal injury may result.
- Horizon International Inc. cannot anticipate every possible situation that might involve a potential hazard. The instructions in this manual and warning labels on the machine are therefore not all-inclusive.
- All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device when it is locked or tagged out.
- Do not operate the machine when any covers are removed.
- Some of the drawings in this manual show the machine uncovered to help in explaining the details inside the machine.

### Meaning of the Symbols

This symbol indicates there is a note which is important notandum when operating this machine. Follow the note for safe operation.

Ex-  
ample



Be careful for the Electrical Shock.



This symbol indicates there is a prohibited action when operating this machine. Do not perform the prohibited action.

Ex-  
ample






Do not dismantle.








This symbol indicates there is an essential procedure when operating this machine. Follow the procedure for safe operation.

## Warning for Installation


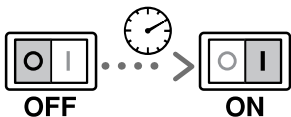
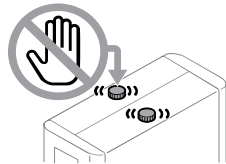
⚠ WARNING		
<p>Do not do the starburst connection. Otherwise, the fire or electrical shock may be caused.</p>	<p>Do not use the machine in incorrect voltage.</p>	<p>Make sure to connect the earth.</p>
		

## Warning for Operation




⚠ WARNING		
<p>Keep your hands and fingers off inside of the machine. Otherwise, moving parts can cause severe personal injury.</p>	<p>Do not remove the cover. Otherwise, electrical shock can cause severe personal injury.</p>	<p>Keep your hands and fingers off the raising table. Otherwise, raising table can cause severe personal injury.</p>
		
<p>Keep the safety function active, or do not dismantle the machine. It can cause severe personal injury.</p>	<p>Be careful not to pinch your hand when returning the buckle fixing lever.</p>	
		

## Safety Precaution

### Caution for Operation

 <b>CAUTION</b>	
<p>When turning off the power switch and on again, wait a dozen of seconds. Otherwise, the P.C.board may be damaged.</p> 	<p>Keep your fingers and hands off the rotating stopper adjusting knobs.</p> 

### Caution for Maintenance

 <b>WARNING</b>	
<p>Turn off the power switch before cleaning or replacing each part.</p> 	<p>Disconnect the power cable from receptacle before moving the machine. Otherwise, the power cable may be damaged and may cause the fire or electrical shock.</p> 

# Accessories

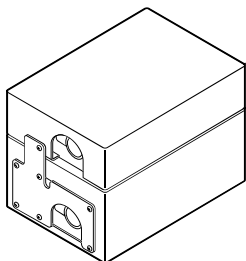
## Accessories

Before installing PF-P330, check that there are following items inside the box.



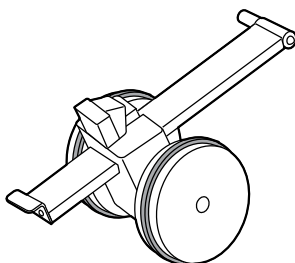
Pump

1 pc



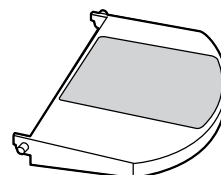
Delivery Roller

1 pc



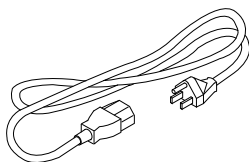
Support Table

1 pc



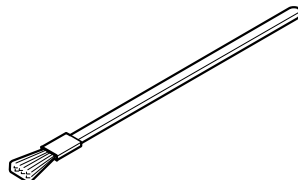
Power Cable

1 pc



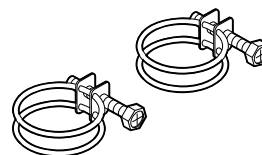
Cleaning Brush

1 pc



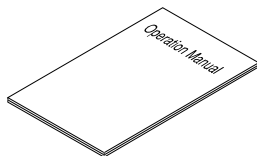
Hose Band

2 pcs



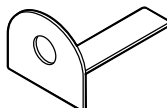
Operation Manual

1 pc



End Stopper

1 pc



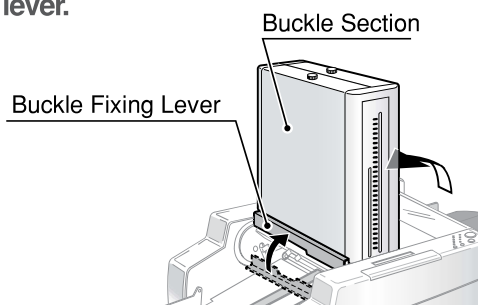
Before You Begin

# Installation

This section explains how to install PF-P330.

1

Raise the buckle section and return the buckle fixing lever.



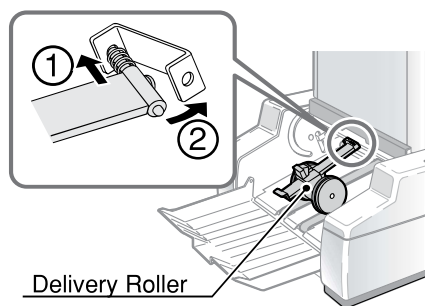
## **WARNING**



Be careful not to pinch your finger by buckle fixing lever.

2

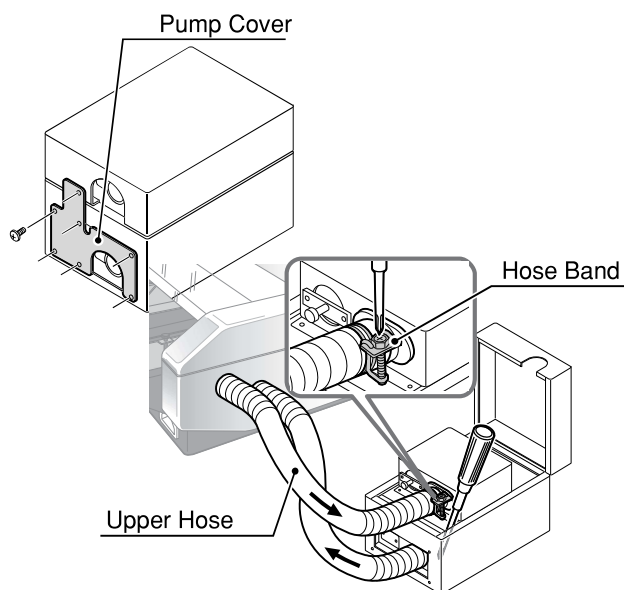
Attach the delivery roller.



- Attach the delivery roller as shown in the figure at left.

3

Connect the hose to the pump.



- Remove seven screws of the pump cover using the driver, then attach the hose to the pump using the hose band.



## **Important**

Fit the upper hose to the upper part of pump.

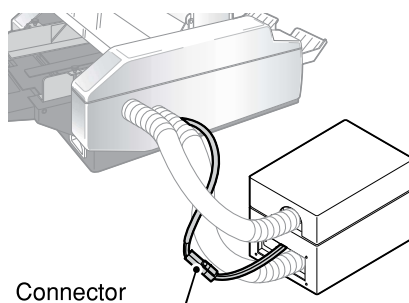


## **Additional Information**

Upper hose is for vacuuming, and lower hose is for blowing.

4

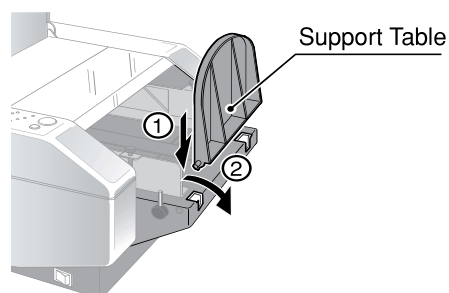
**Connect the pump connector.**



- Connect the connector which comes out from rear side of the machine to the pump connector.
- Place the connector inside the pump and attach the pump cover.

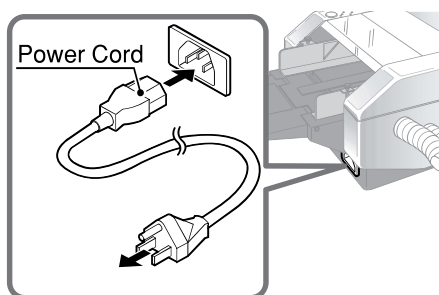
5

**Install the support table.**



6

**Connect the power cord to the right side of the machine and connect the other side of the cord to the socket.**

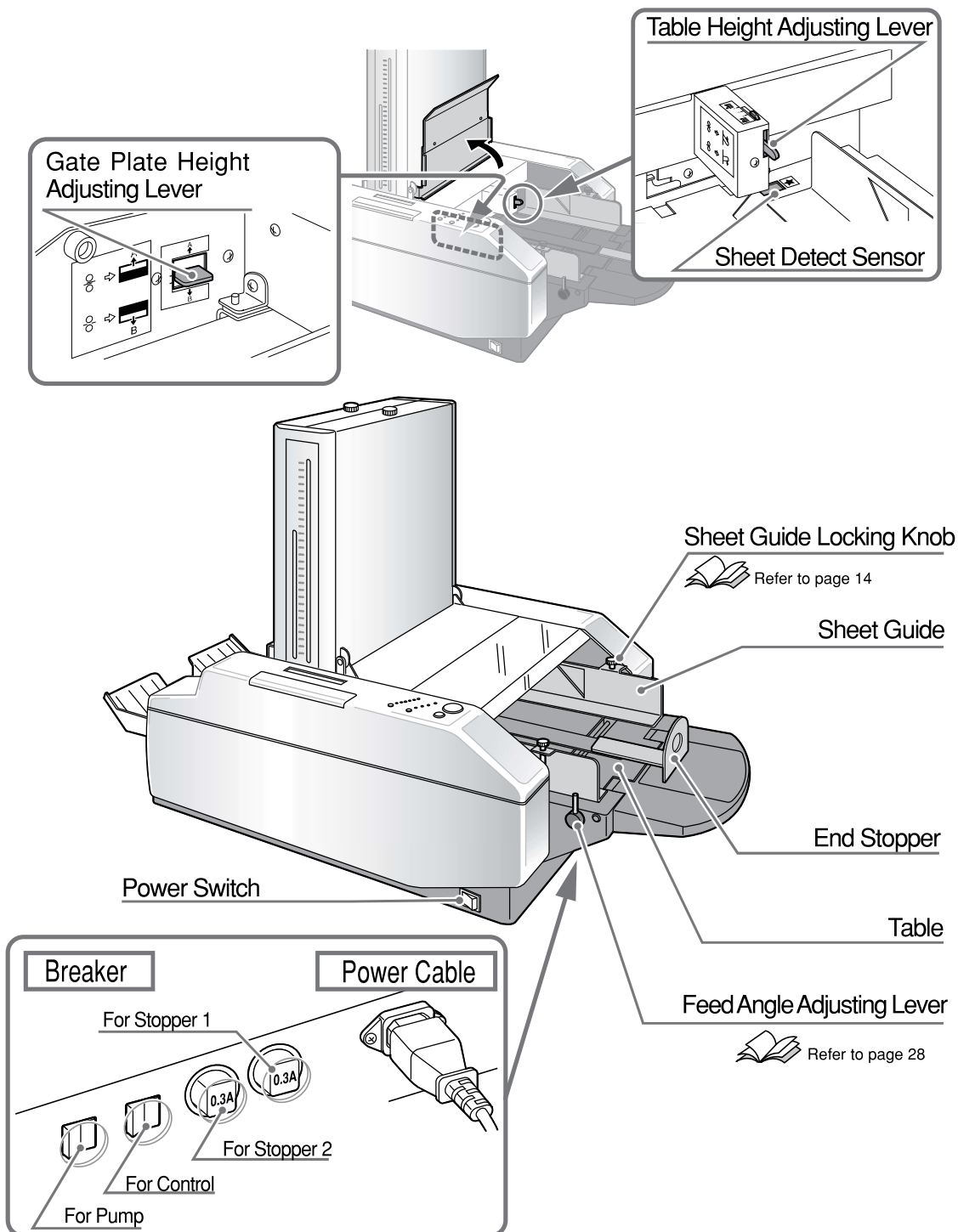


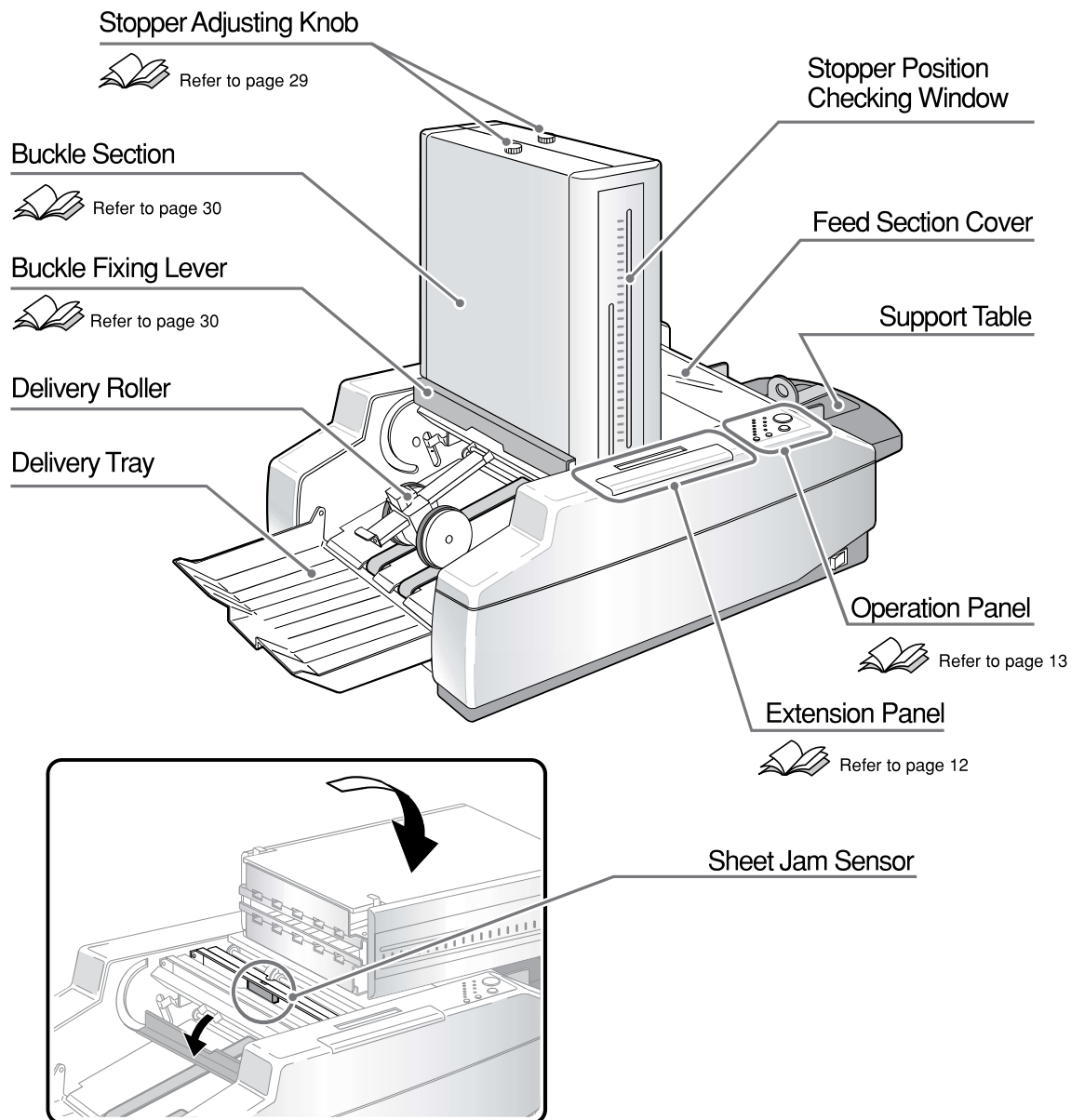
- Make sure to connect the earth.



# Machine Description

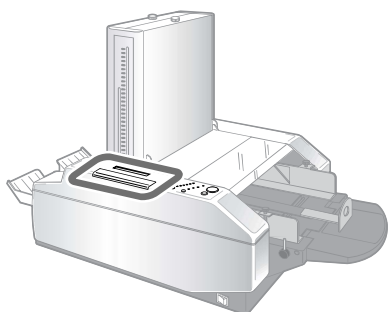
This section explains the machine description.





## Machine Description

This section explains the panel description.




### Stopper 1 Moving Button

 Refer to page 21


### Display

### Memory Button


 Refer to page 21

### Feed Gap Button


### Stopper 2 Moving Button

 Refer to page 38


### Stopper Position Displaying Button

 Refer to page 29

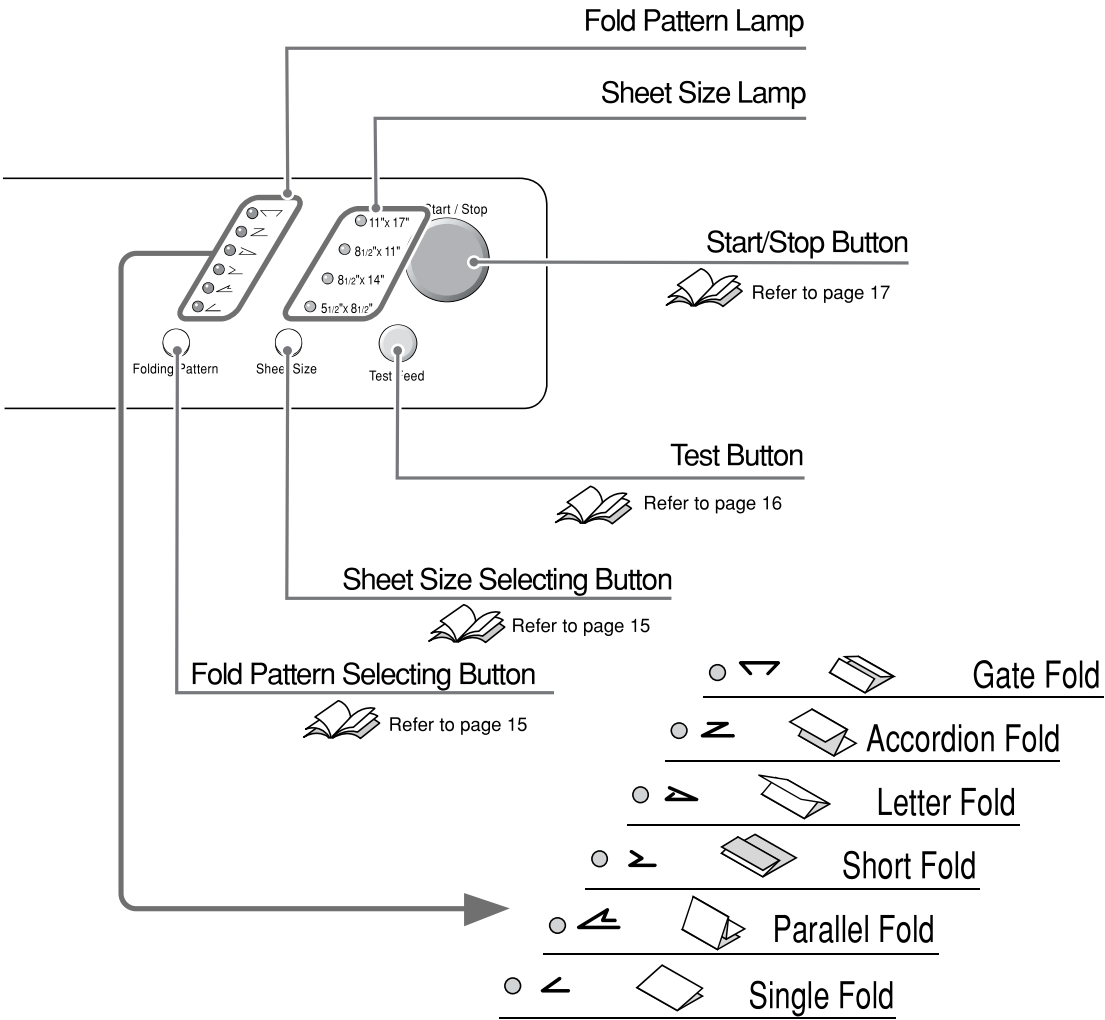
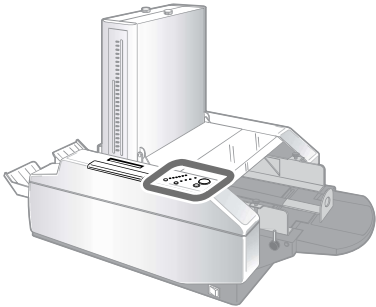
### Numeric Keypad

 Refer to page 18

### Mode Selecting Button

 Refer to page 20

### Clear Button

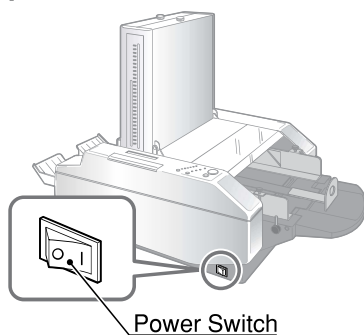


# Folding Standard Size Sheet

Let's fold the standard size A3, A4, B4, B5 (11" x 17", 8.5" x 11", 8.5" x 14", 5.5" x 8.5") sheet.

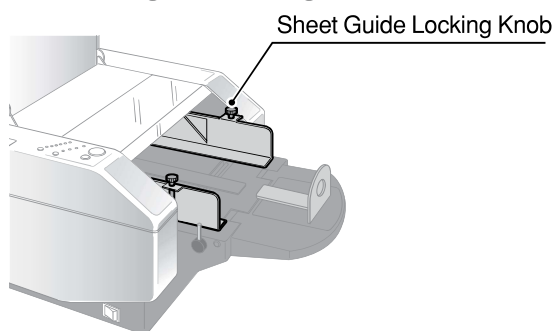
1

Turn on the power switch.



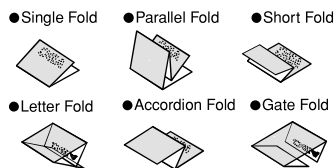
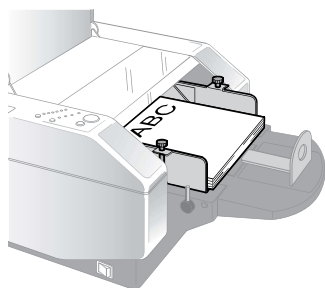
2

Loosen the sheet guide locking knobs



3

Place the sheets on the center.



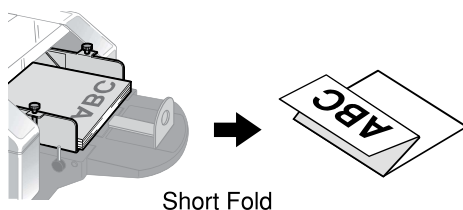
## Note

Sheet can be piled maximum 50 mm (2").



## Important

Sheets set as the left illustration are folded as the illustration to the below.

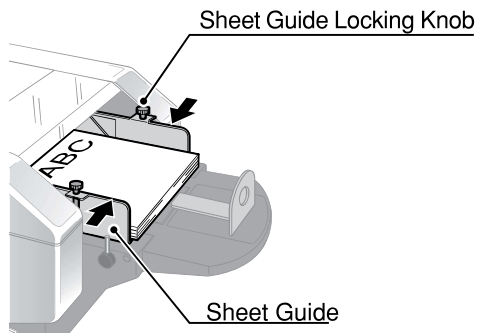


## Important

When performing the short folding, set the sheet up side down as the illustration to the lower left part shows.

4

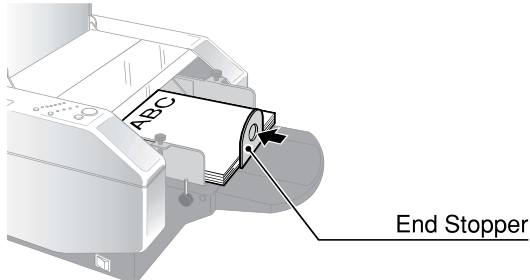
Fit the sheet guides to the sheet.



- Tighten the sheet guide locking knobs after fitting the guides.

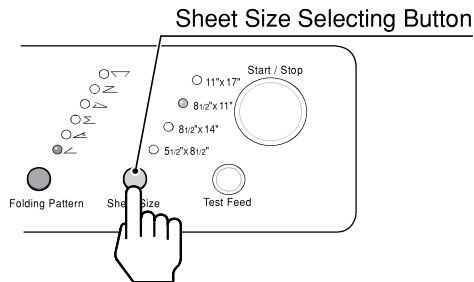
5

Set the end stopper.



6

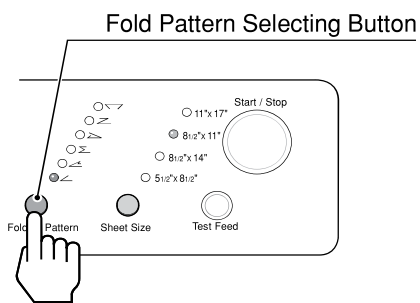
Select the sheet size.



- The machine moves to the set position.

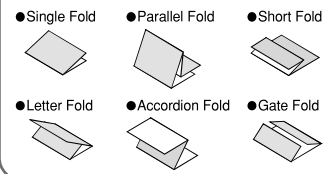
7

Select the fold pattern.



- The machine moves to the set position.

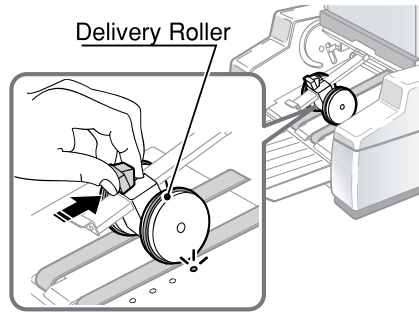
**Additional Information**  
There are 6 folding patterns shown below.



## Folding Standard Size Sheet

8

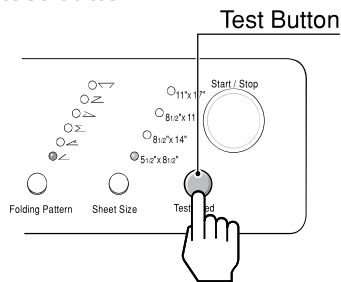
Set the delivery roller.



- Set the delivery roller to the position where light illuminates.

9

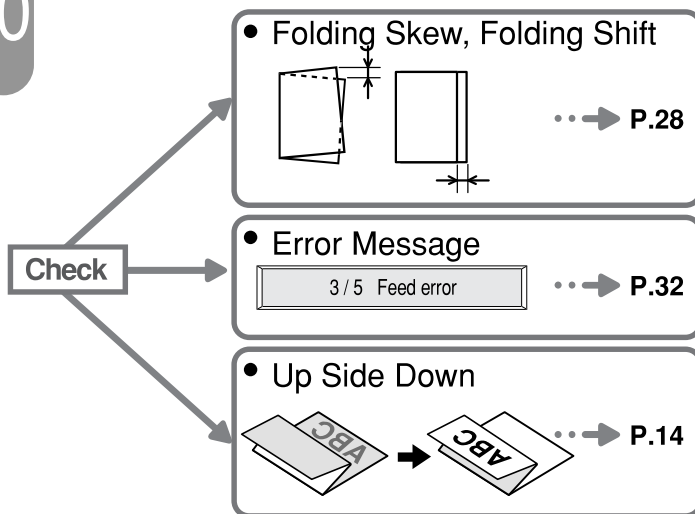
Press the test button.



- Press the test button, and the table rises, and one sheet is folded.

10

Check the folded sheet.



- If there is a folding skew, refer to [Troubleshooting] and perform the adjustment.

Refer to page 28

- When the error message is indicated on the display and the machine stops, refer to [Error Message Appears on the Display] and remove the error.

Refer to page 32

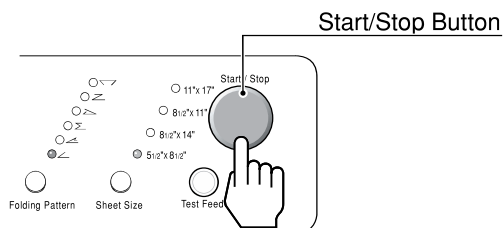
- If the sheet is folded oppositely, pile the sheet upside down.

- If the sheet can not be fed correctly, refer to [Troubleshooting].

Refer to page 39

11

Press the start/stop button and start folding.



- When folding the specific number of sheets, refer to [Set the Number to Fold (Pre-set Function)] .



Refer to page 18

- To quit folding, press the start/stop button again.
- To input the present setting to memory, refer to [Writing the Present Setting to Memory].



Refer to page 20

- When the error message is indicated on the display and the machine stops, refer to [Error Message Appears on the Display] and remove the error.



Refer to page 32

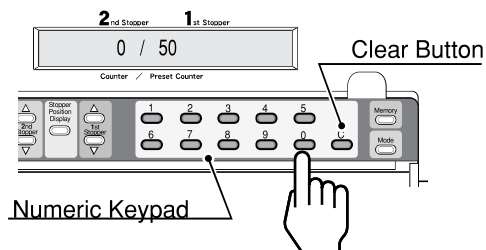


# Set the Number to Fold (Pre-set Function)

Input the needed number to fold beforehand, and the machine stops automatically when pre-set number of sheets are completed. Use for the off-set.

1

Input the number to fold.



- Open the extension panel and check that the display shows the counter. Input the number to fold using the numeric keypad.

- Illustration shows 50 sheets as an example.

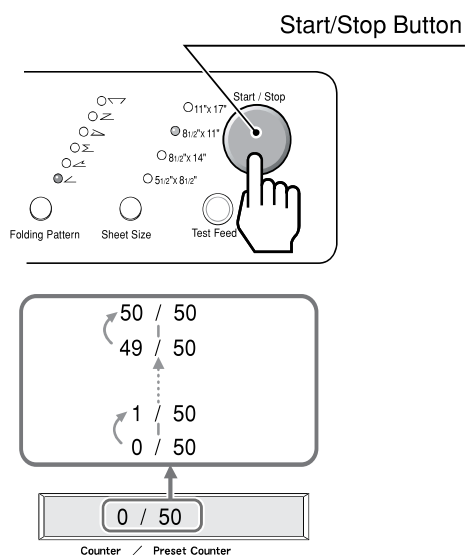


## Note

- Maximum input number is 9999.
- When wrong number is input or the display does not show the counter 0/0, press the clear button and input the correct number to fold again.

2

Start folding using the start/stop button.

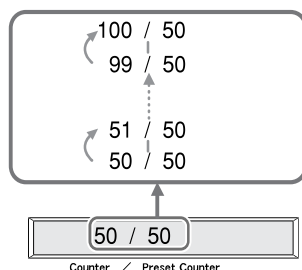
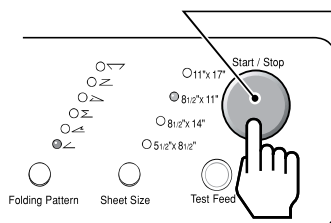


- When folding operation starts, the counter counts up one by one. The machine stops automatically when the pre-set number of sheets are completed.

## 3

When folding the same number of sheet, press the start/stop button again.

Start/Stop Button



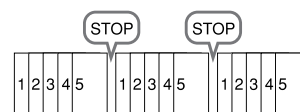
- Pre-set number does not change, but the counter counts up from 50.
- This tells you how many set of 50 sheets are performed.
- This function is used for off-setting the sheet.



### Additional Information

#### What is Off-set?

Off-set means that dividing the sheets to specific number.

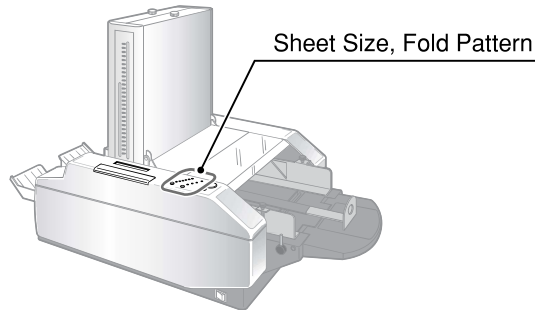


# Storing the Present Job Setting to Memory

If the job setting is written to the memory, the machine can load the setting and set each part of the machine to the setting easily. 10 job settings can be memorized at maximum.

1

Set the machine to the condition to write onto the memory.



- Set the machine referring to [Folding Standard Size Sheet.]



Refer to page 14

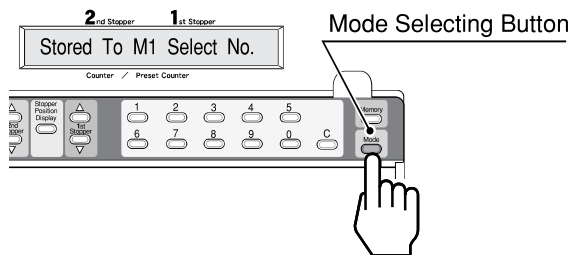


## Additional Information

If the stopper positions are fine-adjusted, adjusted position will be memorized. Although the blower setting will not be memorized.

2

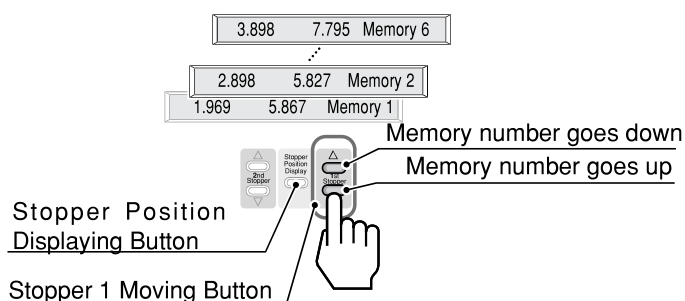
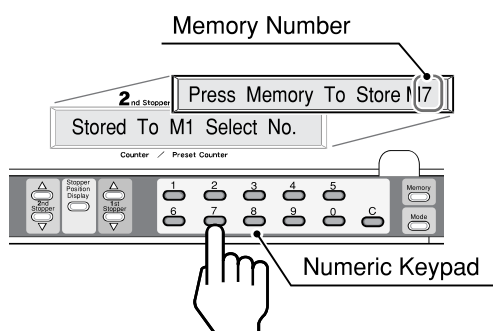
Open the extension panel and press the mode selecting button (Yellow) to show the display below.



- When selecting single fold, press the mode selecting button twice. When selecting the fold pattern except single fold, press the mode selecting button three times.

## 3

Input the memory number to write the settings using the numeric keypad (Gray).



- If there is already an another memory, the memory will be overwritten.

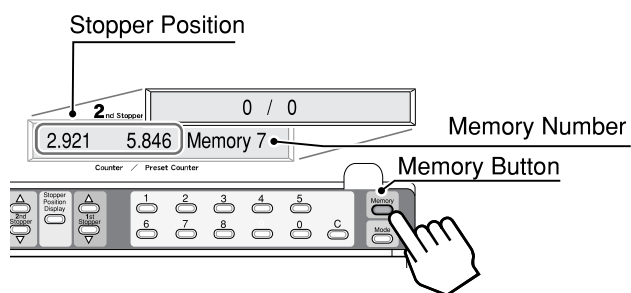
**Note**

- To check the job setting in the selected memory number, press the stopper position displaying button.
- If there is a job setting in the selected memory number, display shows the stopper position and the memory number, and memorized fold pattern and the sheet size lamp will illuminate. (The sheet size lamp illuminates only when the standard size is memorized.)
- When the memorized job setting is displayed, the other memorized job settings can be seen by pressing the 1st stopper moving button.

Other Functions

## 4

Press the memory button (Orange).



- The display shows the memory number to write and the stopper position for about 2 sec., then shows the counter.
- The job setting is completed to memorize.

**Additional Information**

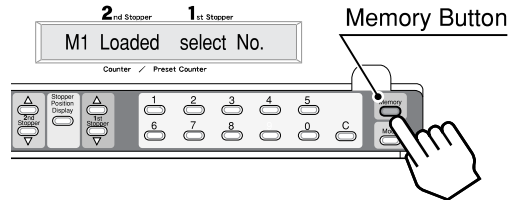
Job setting will not be deleted even if the power switch is turned off.

# Loading the Memorized Job Setting from the Memory

This section explains how to read out the memory.

1

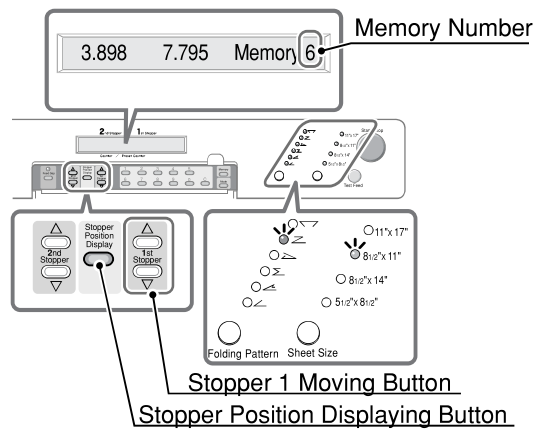
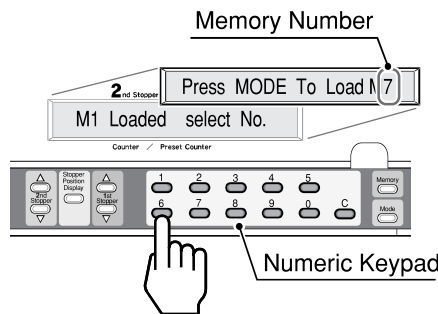
Open the extension panel and press the memory button (Orange).



- The display shows [M Loaded Select No.].

2

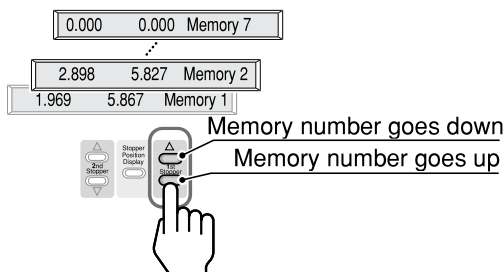
Input the memory number to be loaded using numeric keypad (Gray).



- Check that the input memory number is indicated on the display.

 **Note**

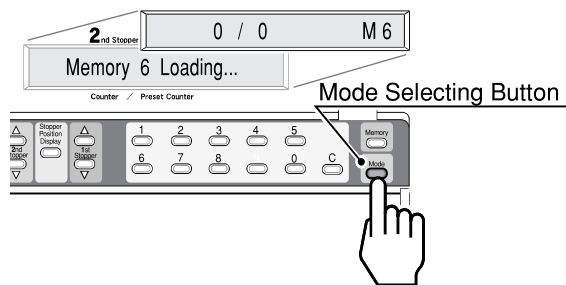
- To check the job setting in the selected memory number, press the stopper position displaying button.
- The stopper position and the memory number are indicated on the display. And, the memorized fold pattern and the sheet size lamp will illuminate.
- If no job setting is memorized, 0 will be indicated at the stopper position.
- When the memorized job setting is displayed, the other memorized job settings can be seen by pressing the 1st stopper moving button.



## Loading the Memorized Job Setting from the Memory

3

Press the mode selecting button (Yellow).



- The stopper moves to the set position and the selected fold pattern lamp and the sheet size lamp illuminate.
- Memory number and the counter appear after the job setting is completed to load.

# Folding Irregular Size Sheet

When folding the irregular size sheets, the stopper should be set manually by inputting with keypad.  
This section explains how to set the stopper manually.

**1** Fold the sheet to the desired fold pattern.

**2**

Measure the length of folding edge.

[How to measure length of folding edge]

1 = Length for 1st stopper

2 = Length for 2nd stopper

- Different edge must be measured according to the folding pattern.

 Refer to page 27.

**3**

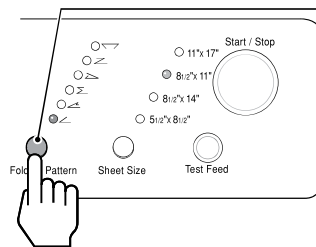
Place the sheet.

 Refer to page 27.

**4**

Select fold pattern using the fold pattern selecting button.

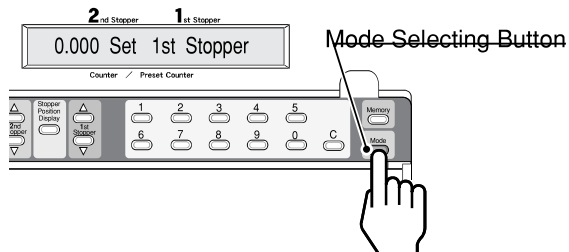
Fold Pattern Selecting Button



**5**

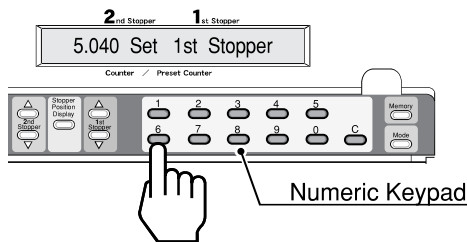
Open the extension panel and press mode selecting button.

- [0.0 Set 1st Stopper] will be indicated.



## 6

Input the required size for 1 stopper.



- Input the length which was measured in procedure 2 using numeric keypad. The minimum digit is 0.1 mm (0.001").

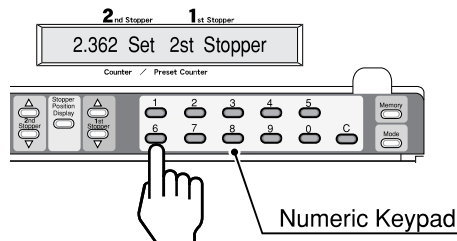
**Note**

- The 1st stopper input range is from 50 to 325 mm (1.97 to 12.79"). If the input figure is out of range, [0.0 Set 1st Stopper] will appear on the display.
- If it takes two seconds or more to input size. [0.0 Set 1st Stopper] will appear on the display. Input the size again using the numeric keypad.

- After inputting the length for 1st stopper, 2nd stopper setting screen appears.

## 7

Input the required size for 2 stopper.



- Input the length which was measured in procedure 2 using numeric keypad. The minimum digit is 0.1 mm (0.001").

**Note**

- When single fold is selected, [0.0 Set Stopper 2] will not indicated.
- The 2nd stopper input range is from 50 to 215 mm (1.97" to 8.46"). If the input figure is out of range, [0.0 Set 2nd Stopper] will appear on the display.
- If it takes two seconds or more to input size. [0.0 Set 2nd Stopper] will appear on the display. Input the length again using the numeric keypad.

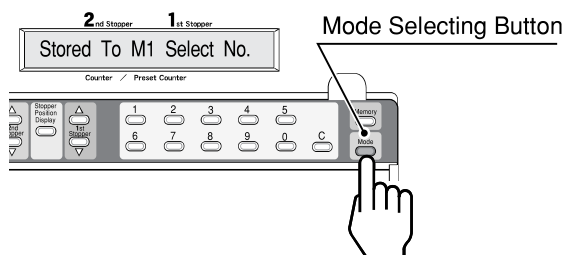
- After inputting the size for 2nd stopper, [Stored To M1 Select No.] will appear on the display.
- Stopper setting is now completed.



## Folding Irregular Size Sheet

8

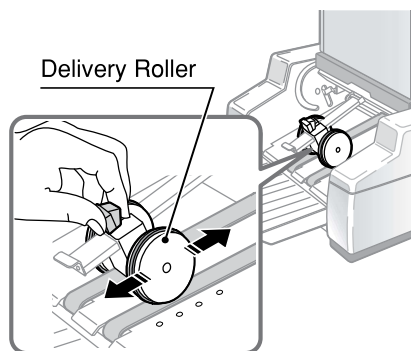
Store the job setting to the memory if necessary..



- To store this job setting. Refer to page 21, procedure 3.
- Not to store this job setting, press mode selecting button twice to show the counter.

9

Perform the folding operation.



- Fold the sheet referring to [Folding Standard Size Sheet].



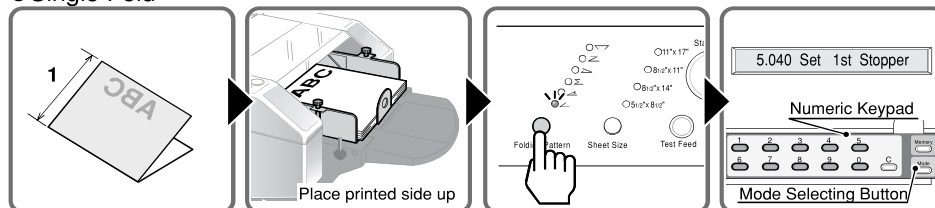
Refer to page 16.



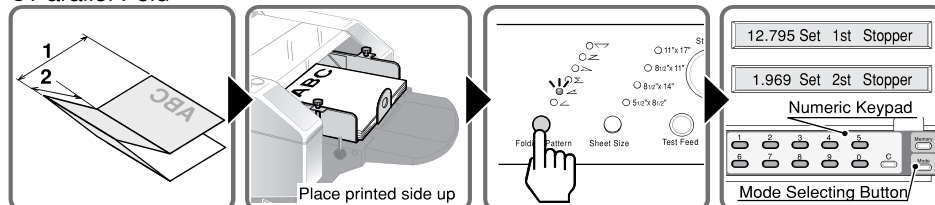
**Note**

When stopper size is set using numeric keypad, lamp at delivery section does not turn on. When large sheet is used, set to left side, and when small sheet is used, set to right side.

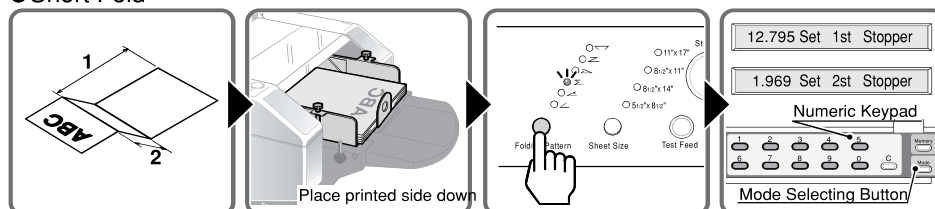
## ●Single Fold



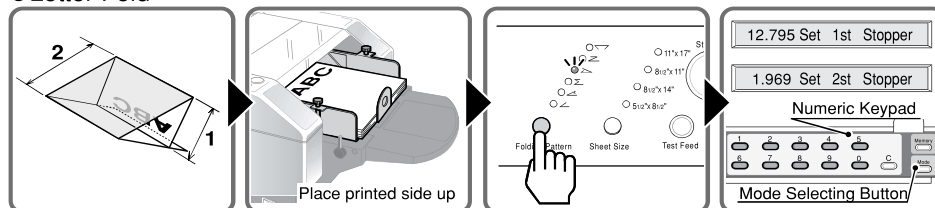
## ●Parallel Fold



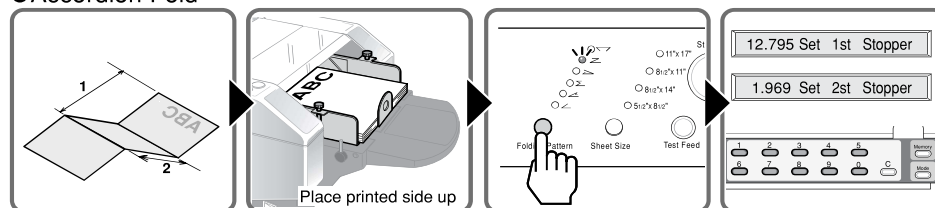
## ●Short Fold



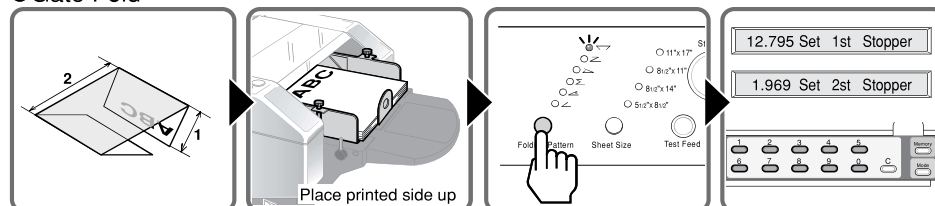
## ●Letter Fold



## ●Accordion Fold



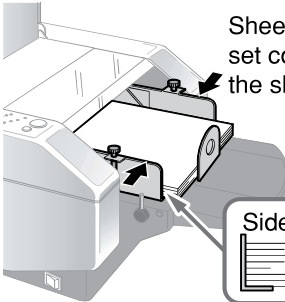

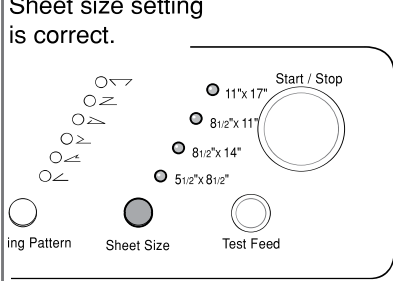
## ●Gate Fold



\* White side is the printed side.

# Fold Line Shifts

Adjust each part of the machine when the fold line shifts.

Check first		
 <p>Sheet guides are set correctly along the sheets.</p> <p>Side View</p>	 <p>Roller is clean.</p>	 <p>Sheet size setting is correct.</p> <p>Start / Stop</p> <p>11" x 17"</p> <p>8 1/2" x 11"</p> <p>8 1/2" x 14"</p> <p>5 1/2" x 8 1/2"</p> <p>ing Pattern    Sheet Size    Test Feed</p>

YES

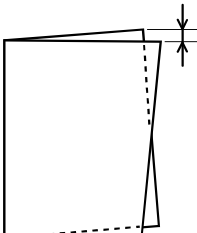

NO

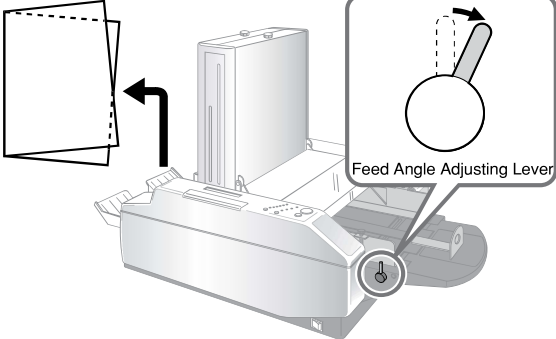
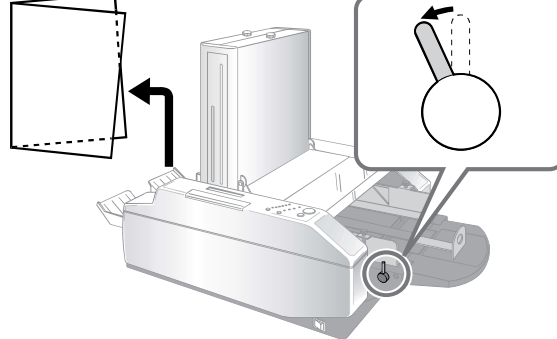
- Set the sheet guide correctly as the figure shows.
- Clean the roller referring to [Roller Cleaning/Replacement].
- Set the sheet size correctly.

Refer to page 42.

Note

If both shifts and skew occur, solve the skew first.

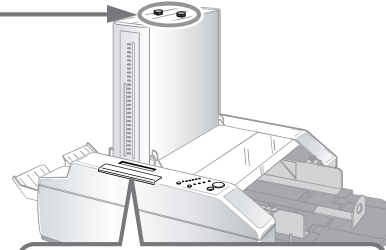
There are two kinds of	
A. Folding Skew	B. Folding Shift
	

A. Remove the folding skew	
<p>If the skew is in this direction,</p>  <p>Feed Angle Adjusting Lever</p>	<p>If the skew is in this direction,</p> 
<p>Repeat the adjustment until the skew is removed. Go to procedure B to remove the folding shift.</p>	

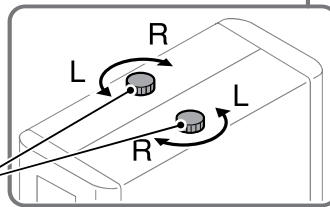
## B. Remove the folding shift

### Adjust the stopper positions.

- The direction to turn the stopper adjusting knob differs according to the length of shaded part.
- Turn the knobs little by little and check the folding quality using the test button.
- To check the stopper position, press the stopper position displaying button on the extension panel. The stopper position is shown on the display while stopper position displaying button is pressed.



Stopper Adjusting Knob



Stopper Position Displaying Button

Delivery Condition	2nd Stopper Adjustment
	<div>Reduce ... Turn to L</div> <div>Increase ... Turn to R</div>
	<div>Reduce ... Turn to L</div> <div>Increase ... Turn to R</div>
	<div>Reduce ... Turn to L</div> <div>Increase ... Turn to R</div>
	<div>Reduce ... Turn to L</div> <div>Increase ... Turn to R</div>
	<div>Reduce ... Turn to L</div> <div>Increase ... Turn to R</div>

Delivery Condition	1st Stopper Adjustment
	<div>Reduce ... Turn to L</div> <div>Increase ... Turn to R</div>
	<div>Reduce ... Turn to L</div> <div>Increase ... Turn to R</div>
	<div>Reduce ... Turn to L</div> <div>Increase ... Turn to R</div>
	<div>Reduce ... Turn to L</div> <div>Increase ... Turn to R</div>
	<div>Reduce ... Turn to L</div> <div>Increase ... Turn to R</div>
	<div>Reduce ... Turn to L</div> <div>Increase ... Turn to R</div>

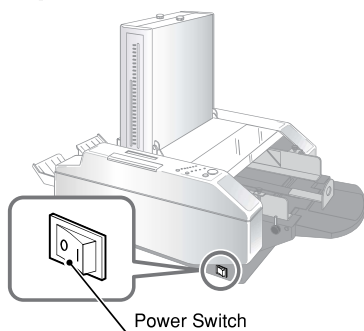
Illustration above shows the figure when the sheet is delivered.  
The stoppers can be moved by stopper moving buttons also. Refer to page 12

# Removing a Jammed Sheet

Follow the procedures below and remove the jammed sheet when the display shows [Jamming].

1

Turn off the power switch.



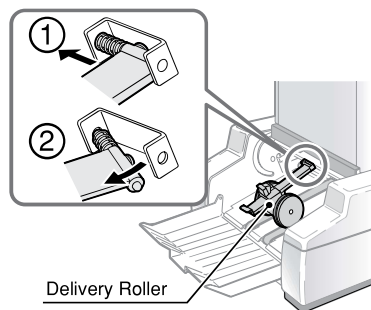
## **WARNING**



Make sure to turn off the switch before removing the jammed sheet.

2

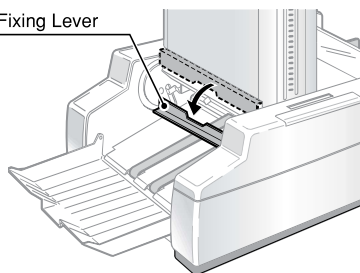
Remove the delivery roller.



3

Pull the buckle fixing lever to the arrow direction.

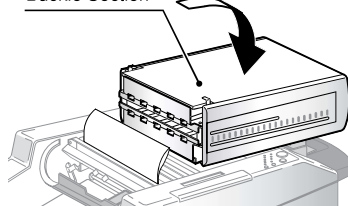
Buckle Fixing Lever



4

Lay the buckle section down toward arrow direction.

Buckle Section

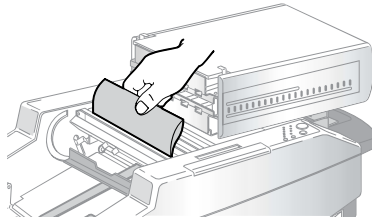


## **Important**

When laying down the buckle section, hold the buckle so that it does not fall down suddenly by its weight.

5

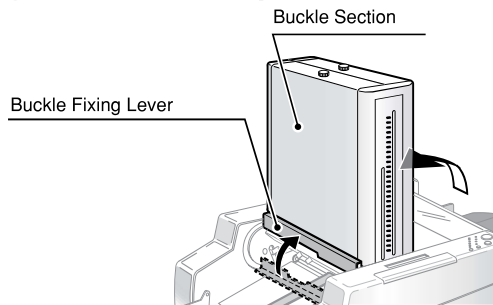
Remove the jammed sheet.



- After the sheet removed, reposition the buckle section, buckle fixing lever and the delivery roller in the reverse order.

1

Raise the buckle section and return the buckle fixing lever. Turn on the power switch.

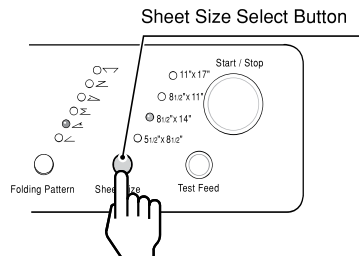


## WARNING

Do not release the buckle fixing lever suddenly. Otherwise fingers may be caught.

2

Select the sheet size using the sheet size selecting button.

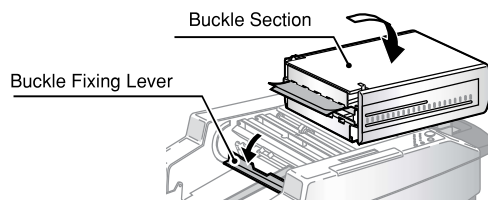


## Additional Information

The stopper moves to the minimum setting position once so that the sheet inside the buckle can be pushed out.

3

Turn off the power switch. Pull out the buckle fixing lever and lay the buckle section down.

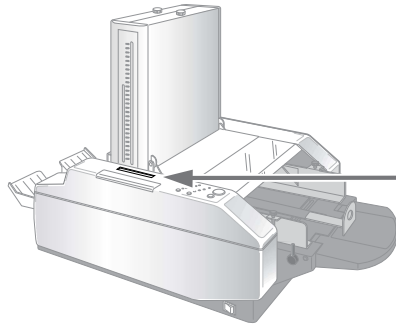


- If the sheet is jammed between the rollers, remove two rollers in order to remove the jammed sheet referring to [Roller Cleaning/Replacement].

Refer to page 42.

## Error Message Appears on the Display

Error message will appear when there are misoperation and the machine can not start folding.  
Check the cause and perform the remedies to clear the error.



Error Check breaker ...→ P.32,33

Table Empty ...→ P.34

0 / 0 Jamming ...→ P.34

Close Buckle ...→ P.34

0 / 0 Feed Error ...→ P.34

Safety Function Working ...→ P.34

### Error Check breaker



#### Check

Breaker under the table is popped out?

YES



NO



Go to next page



#### Cause

Stopper locks because of the sheet jam inside the buckle, and the breaker is tripped.



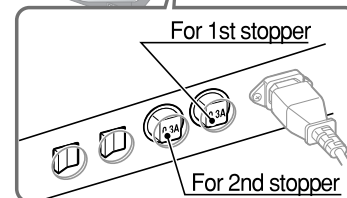
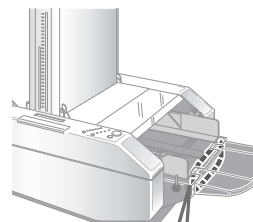
#### Remedy

Turn off the power switch once and remove the sheet inside the buckle.



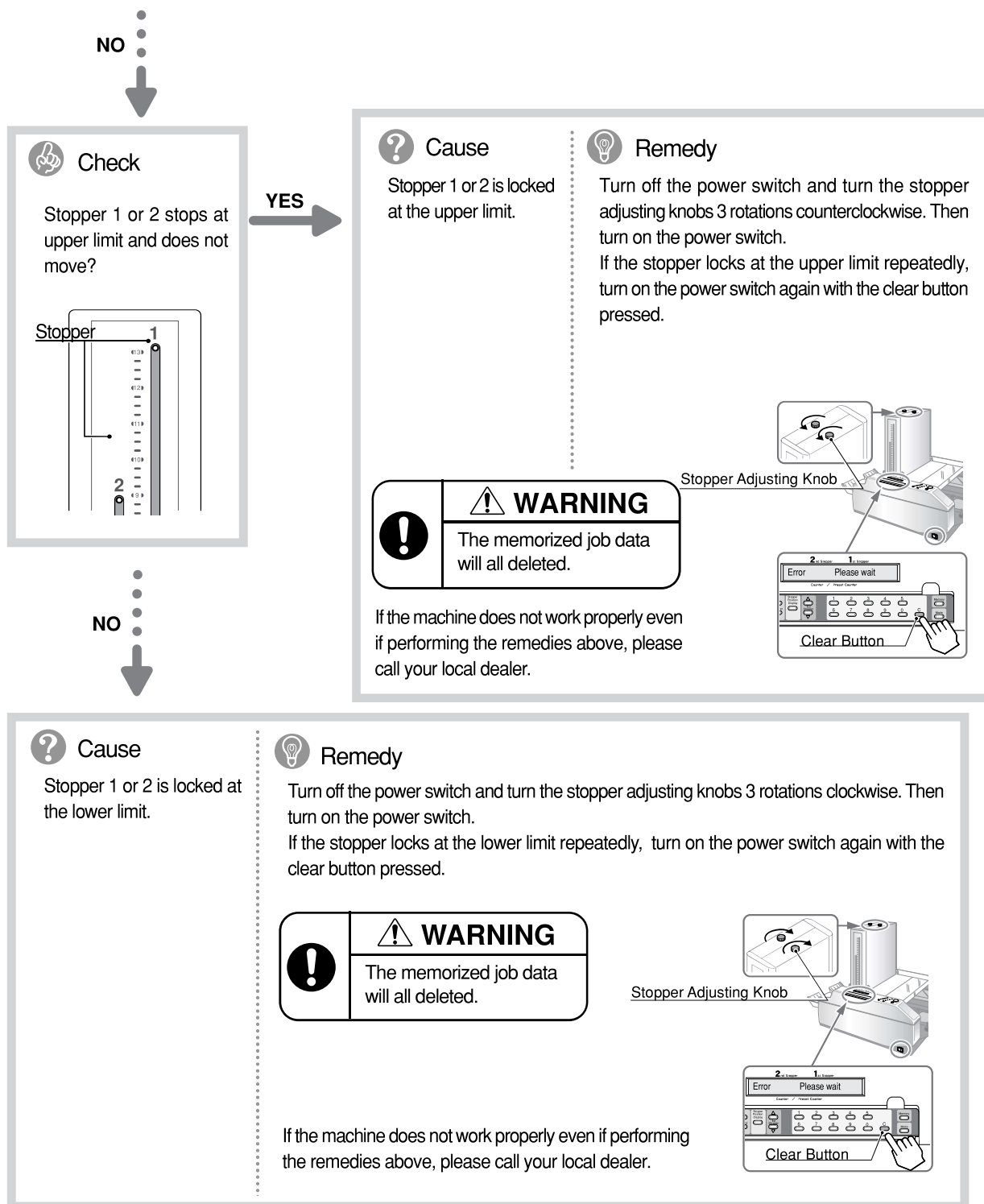
Refer to page 30.

Push the breaker under the table which is popped out, and turn on the power switch.



If the breaker trips again even if performing the remedies above, please call your local dealer.

## Error Message Appears on the Display





# Error Message Appears on the Display

## Table Empty

### ? Cause

There are no sheets on the table.

### 💡 Remedy


Load the sheets on the table.  
Press start button to clear the error.

## Jamming

### ? Cause

There is a jammed sheet inside the buckle or inside the roller.

### 💡 Remedy


Remove the jammed sheet.  
 Refer to page 30.

## Close Buckle

### ? Cause

Buckle section is not returned correctly, or buckle fixing lever is lowered.

### 💡 Remedy


Return the buckle section and the buckle fixing lever. Press start button to clear the error.  Refer to page 30.

## Feed Error

### ? Cause

No sheets is fed.

### 💡 Remedy

Fan the sheets well. If feed the sheets can not be fed,  
 Refer to page 39.

## Safety Function Working

### ? Cause

An object is stacked when the table is rising.

### 💡 Remedy

Remove the object on the table.  
Press start button to clear the error.

## Error 001/002

### ? Cause
























There is a problem on table up/down movement.

### 💡 Remedy

Turn off the power switch and turn on again.  
If the same error appears frequently, please call your local dealer.

# Sheet Can Not Be Folded Correctly

When sheet can not be folded correctly, there are many causes. Check the cause one by one and perform the test folding to remove the problem.

 <b>Check</b> Sheet size setting is correct?	 <b>Remedy</b> Set the sheet size correctly.  Refer to page 15, procedure 6.
 <b>Check</b> Rollers are stained by ink.	 <b>Remedy</b> Clean the roller using cleaner.  Refer to page 42.
 <b>Check</b> Rollers are not set correctly.	 <b>Remedy</b> Check that the rollers are set correctly.  Refer to page 42.
 <b>Check</b> Sheet guide is not set correctly.	 <b>Remedy</b> Set the sheet guide correctly.
 <b>Check</b> Used sheet is too thin (thick).	 <b>Remedy</b> Use the sheets within specification.  Refer to page 52.
 <b>Check</b> Sheets have curl.	 <b>Remedy</b> Remove the curl on the sheet and set it correctly on the table.
 <b>Check</b> Air is too strong.	 <b>Remedy</b> Reduce the air. Refer to [Double Feeding Occurs Frequently].  Refer to page 38.
 <b>Check</b> There is a paper chip jammed inside the buckle.	 <b>Remedy</b> Open the buckle and remove the object.  Refer to page 30.
 <b>Check</b> Rollers are worn.	 <b>Remedy</b> Replace with the new roller.  Refer to page 42.
 <b>Check</b> Sheets are not cut correctly.	 <b>Remedy</b> Use the sheets cut correctly.
 <b>Check</b> Sheets are wavy because of humidity.	 <b>Remedy</b> Straighten the wavy sheet.

# Sheet Jam Occurs Frequently

When the sheet jam occurs frequently, there are various causes. Check the cause one by one and perform the test folding to solve the problem.



## Check

Are used sheets within specification?



## Remedy

Too thick, hard, or slippery sheets may cause sheet jam easily. Use the sheet within specification.



Refer to page 52.



## Check

Does roller have stain?  
If the roller is stained, the sheet may slip.



## Remedy

Clean the roller.



Refer to page 42.



## Check

Are two roller installed correctly?



## Remedy

Install the roller correctly.



Refer to page 42.

If the roller can not be installed correctly because the spring is extended or the roller is deformed, please call your local dealer.



## Check

Is there a jammed sheet inside the buckle?



## Remedy

Open the buckle and remove the jammed sheet.



Refer to page 30.



## Check

Performing parallel fold with sheets over 128 gsm?



## Remedy

Thick sheets over 128 gsm can not be parallel folded.



## Check

Is the sheet jam sensor clean?



## Remedy

If the sheet jam sensor is stained, it misdetects sheet jam . Clean the sensor.



Refer to page 47.

## Sheet Jam Occurs Frequently



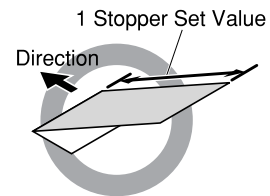
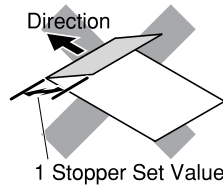
### Check

Is either side of the folded sheet extremely long?



### Remedy

In case that either side of the sheet is set extremely long, the next sheet may overlap on end of the former sheet. The machine can not detect the sheet end and it may misdetect the sheet jam. In this case, input the long side to the 1st stopper setting.



### Cause

Are rollers worn.



### Remedy

Replace the roller.



Refer to page 42.

# Double Feeding Occurs Frequently

When the double feeding occurs frequently, there are various causes. Check the cause one by one and perform the test folding to solve the problem.



## Check

Are sheets fanned well?



## Remedy

Fan the sheets well.

The sheets which are just printed are sticky by the static electricity. Leave it for a while before using.



## Check

Are used sheets too thin?



## Remedy

Use the sheets within specification.



Refer to page 52.



## Check

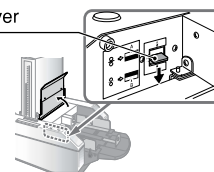
Is gate plate position too low?



## Remedy

Lower the gate plate height adjusting lever to raise the gate plate.

Gate Plate Height  
Adjusting Lever



## Check

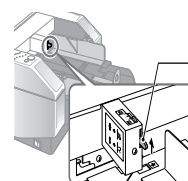
Is table height not too high?



## Remedy

Raise the table height adjusting lever to lower the table height.

Table Height  
Adjusting Lever



## Check

Is air too strong?



## Remedy

Weaken the air setting.

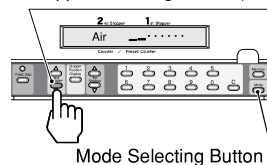
1. Press the mode selecting button inside the extension panel to show [Air] on the display.

2. Press stopper 2 moving button (Lower) to weaken the air setting.

3. Press the mode selecting button once.

- The setting will be entered and the counter appears on the display.

Stopper 2 Moving Button (Lower)



## Cause

Gate rubber may be worn.



## Remedy

Call your local dealer to remove the gate rubber.

# No Feeding Occurs Frequently

## No Feeding Occurs Frequently

When the no feeding occurs frequently, there are various causes. Check the cause one by one and perform the test folding to solve the problem.



### Check

Are sheet guides not set too tight?



### Remedy

Set the guide loose so that the piled sheets moves lightly.



### Check

Is used sheet too thick, or too heavy.



### Remedy

Use the sheets within specification.



Refer to page 52.



### Check

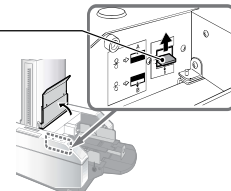
Is gate plate position too high?



### Remedy

Raise the gate plate height adjusting lever to lower the gate plate.

Gate Plate Height  
Adjusting Lever



### Check

Is table height not too low?



### Remedy

Lower the table height adjusting lever to raise the table height.

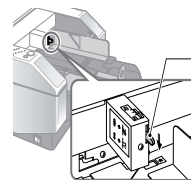


Table Height  
Adjusting Lever



### Check

Is air setting too weak?

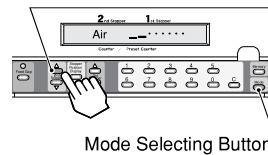


### Remedy

Strengthen the air setting.

1. Press the mode selecting button inside the extension panel to show [Air] on the display.
  2. Press stopper 2 moving button (Upper) to strengthen the air setting.
  3. Press the mode selecting button once.
- The setting will be entered and the counter appears on the display.

Stopper 2 Moving Button (Upper)



Mode Selecting Button



### Cause

The pump is worn.



### Remedy

Pump is worn by about 1,000 hours of use. Please call your local dealer to replace the pump.

# Sheets Get Stain or Wrinkle

When the sheet has stain or wrinkle, check the cause one by one and perform the test folding to solve the problem.

## Folded sheets are stained by ink.

### ? Cause

Rollers are stained by ink.

### 💡 Remedy

Clean the roller.

 Refer to page 42.

## Folded sheet has wrinkle.

### 🔍 Check

Is used sheet too thin?

### 💡 Remedy

Use the sheets within specification.

 Refer to page 52.

### 🔍 Check

Is used sheet too wet?

### 💡 Remedy

Dry sheets before using.

### ? Cause

Rollers are worn?

### 💡 Remedy

Replace with the new one.

 Refer to page 42.

If the machine does not work properly even if performing the remedies above, inside of the machine may be damaged. Please call your local dealer.

When other problems occur frequently, check the cause one by one and perform the test folding to solve the problem.

**Two or more fold pattern lamp and sheet size lamp are flashing.**

**Or alarming comes out as soon as the power switch is turn ON.**

## ? Cause

Memorized information has problem.

## 💡 Remedy

Turn off the power switch once. Then keep pressing the clear button and turn on the power switch again. The memorized job data will all deleted.



Refer to page 33.

If the machine does not work properly even if performing the remedies above, inside of the machine may be damaged. Please call your local dealer.

**Stopper does not move.**

## 👉 Check

There is a jammed sheet?

## 💡 Remedy

Remove the sheet.

## 👉 Check

Are breaker tripped?

## 💡 Remedy

Switch on the breaker.

## ? Cause

Stopper is locked.

## 💡 Remedy

Turn off the power switch and turn the stopper adjusting knobs 3 rotations clockwise. Then keep pressing the clear button and turn on the power switch again. The memorized job data will all deleted.



Refer to page 33.

If the stopper locks at the lower limit even if performing the remedies above, inside of the machine may be damaged. Please call your local dealer.

**Folded sheets are not fed on the delivery section.**

## 👉 Check

Position of the delivery roller fits the lamp on delivery section?

## 💡 Remedy

Fit the delivery roller to the lamp.  Refer to page 16, procedure 8.

## ? Cause

Folded sheets are sticky by static electricity.

## 💡 Remedy

Sheets which has been just copied have static electricity. Leave the sheet over 30 minutes before folding them.



# Cleaning/Replacing the Roller

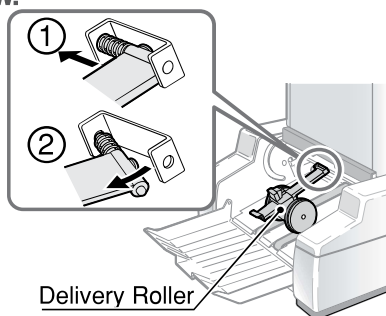
When the roller is stained, the sheet will slip and the sheet can be folded diagonally.  
Clean the roller occasionally.

1

Turn off the power switch.

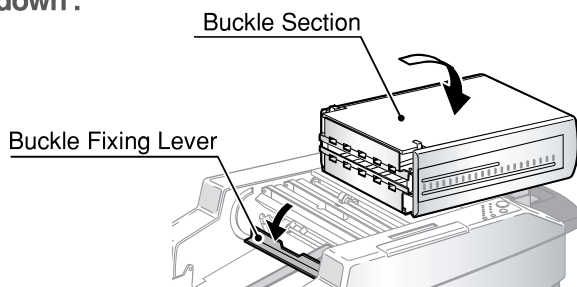
2

Remove the delivery roller as show in the figure below.



3

Pull the buckle fixing lever and lay the buckle section down .

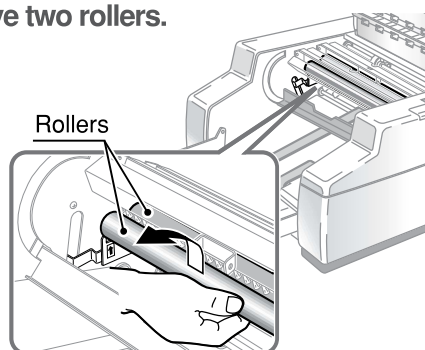


## Important

When laying down the buckle section, hold the buckle so that it does not fall down suddenly by its weight.

4

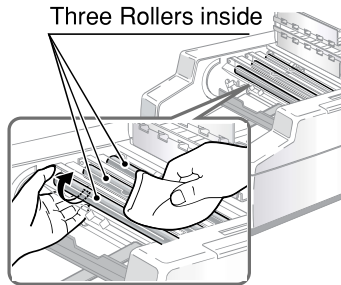
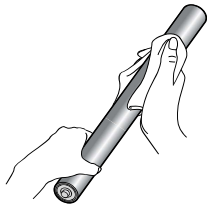
Remove two rollers.



- Two rollers are just positioned on the ditch. Lift them to remove.
- Two rollers are identical. It is not necessary to remember the set position and the direction for installing.

5

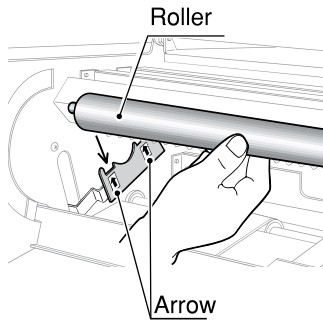
**Clean the roller.**



- Clean the two rubber rollers which are removed, and the three rollers inside using the clean cloth with alcohol or optional cleaner.

6

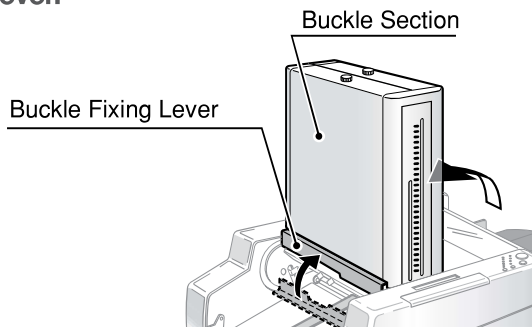
**Set two rollers on the position where arrow shows.**



- Set the rear roller first.
- Check that the roller shaft is positioned on the ditch properly.

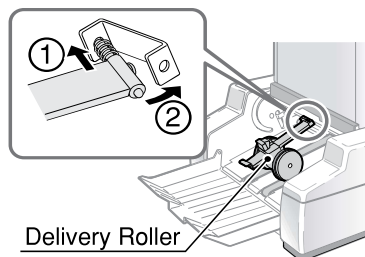
7

**Raise the buckle section and return the buckle fixing lever.**



8

**Attach the delivery roller.**



# Replacing the Gate Plate

If the gate plate is worn, it may cause double feeding.

When the double feeding occurs frequently, replace the gate plate.

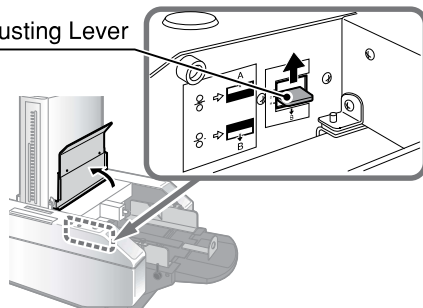
1

Turn off the power switch.

2

Raise the gate plate height adjusting lever to the upper limit.

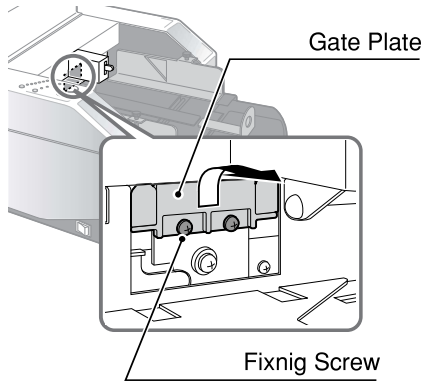
Gate Plate Height Adjusting Lever



- Gate plate will lower to the lower limit.

3

Loosen two fixing screws of the gate plate using a driver.



**Important**

Do not remove the screws.

4

Lift the gate plate up and remove.

5

Attach new gate plate in the reverse order of removal.

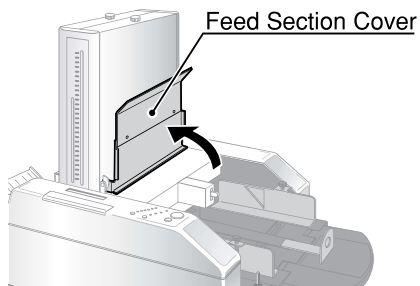
# Cleaning the Sensor

If paper dust is collected on the sensor, the sensor will not work properly.  
Clean the sensor occasionally.

## Sheet Detect Sensor Cleaning

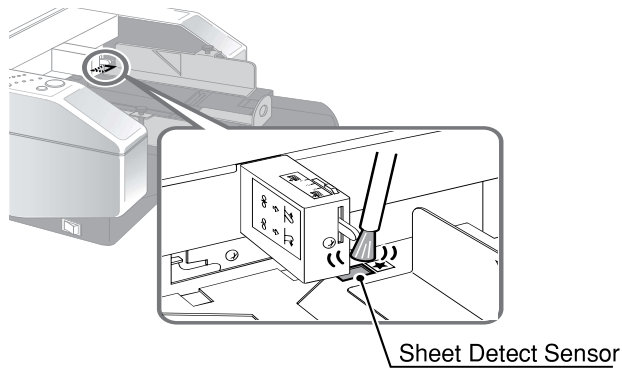
1

Open the feed section cover.



2

Clean the sheet detect sensor.

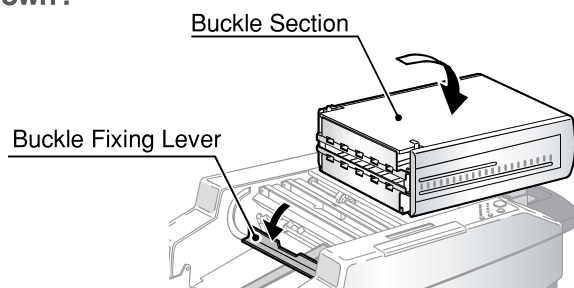


- Clean the sensor shown with star using the cleaning brush.

## Sheet Jam Sensor Cleaning

1

Pull the buckle fixing lever and lay the buckle section down .

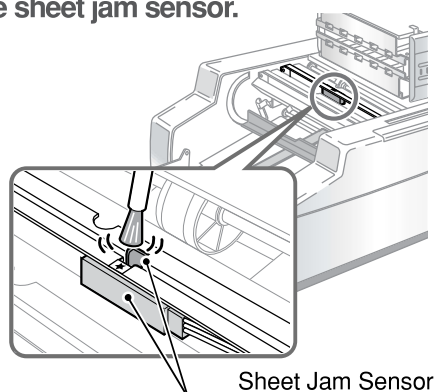


### Important

When laying down the buckle section, hold the buckle so that it does not fall down suddenly by its weight.

2

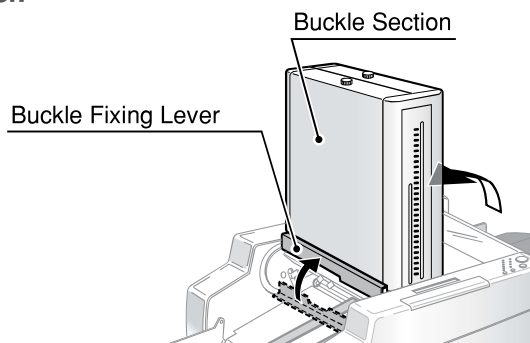
Clean the sheet jam sensor.



- Clean the sensor shown with star using the cleaning brush.

3

Raise the buckle section and return the buckle fixing lever.

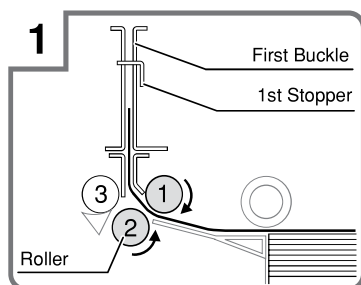


# Sheet Folding Mechanism

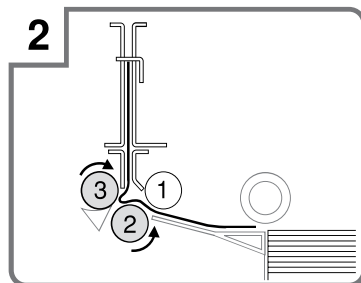
How the sheet is folded?

This section explains the sheet folding mechanism.

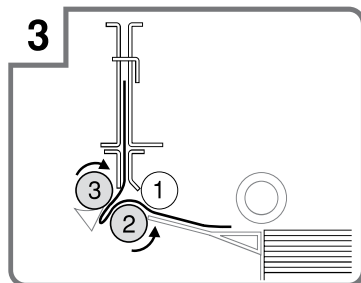
## ●Folding Mechanism



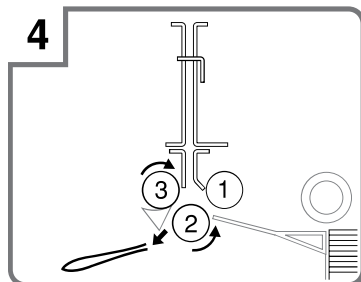
Sheet enters to the buckle.



Sheet hits the stopper and the center bends.

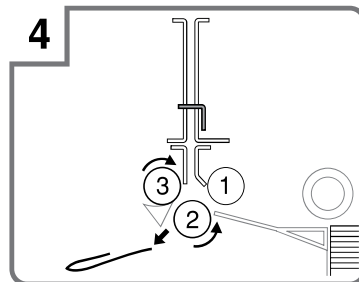
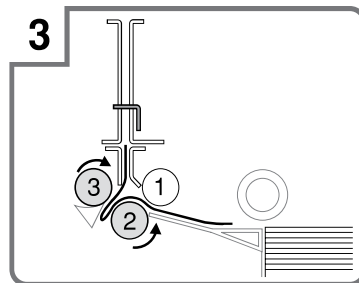
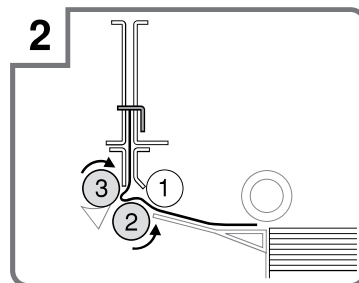
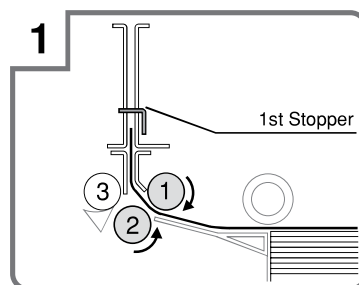


The roller 2 and 3 pinch the bent part.



Sheet is delivered.

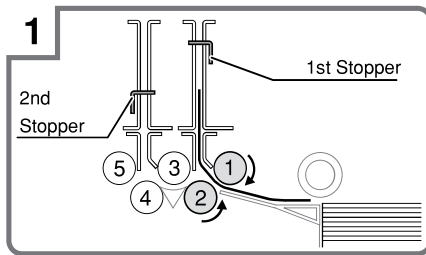
## ●When the stopper position is changer



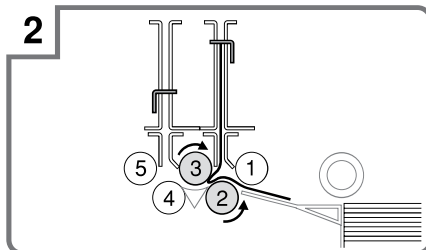
Sheet is delivered.

1...

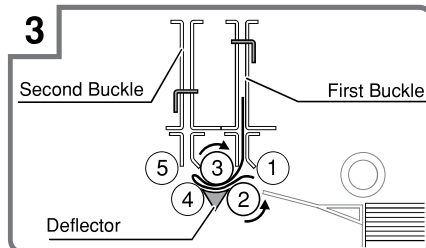
●When the sheet is folded twice...



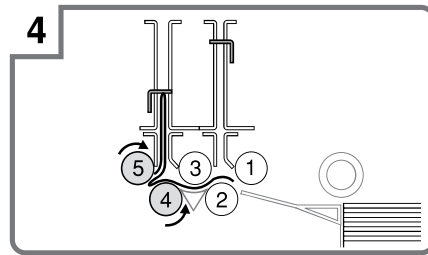
Sheet enters to the first buckle.



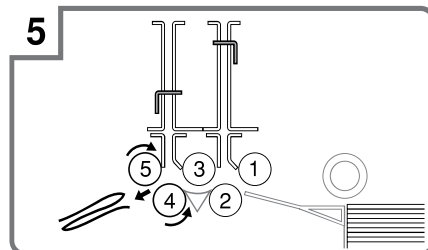
Sheet hits the 1st stopper and the center bends. The roller 2 and 3 pinch the bent part.



Deflector lowers to transport the sheet to second buckle.

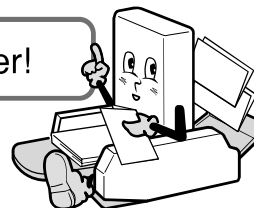


Sheet hits the 2nd stopper and the center bends. The roller 4 and 5 pinch the bent part.



Sheet is delivered.

You will be a Folder Master!

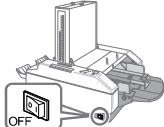
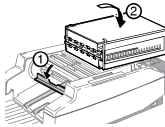
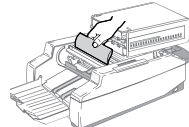
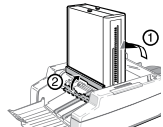




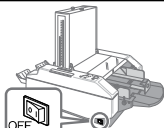
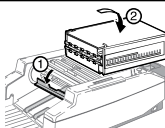
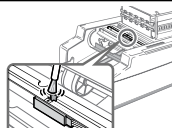
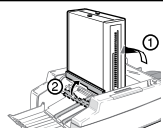
# Screen Description

This section explains the meaning of each illustration on the buckle cover.

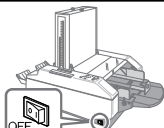
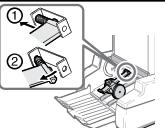
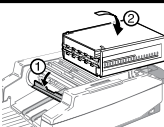
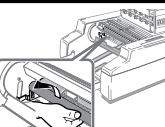

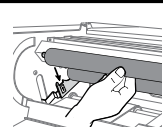
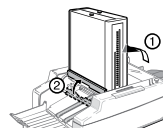
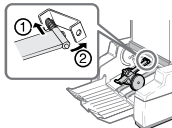
## Removing the jammed sheet

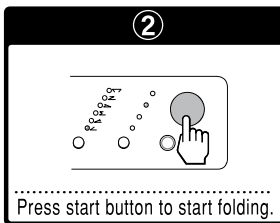
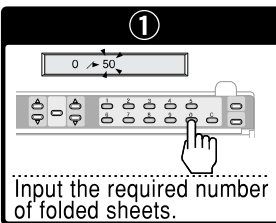
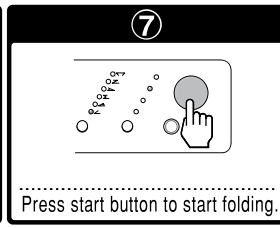
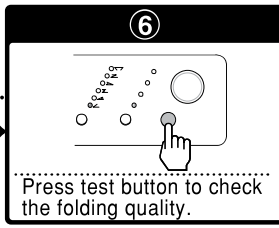
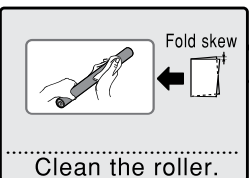
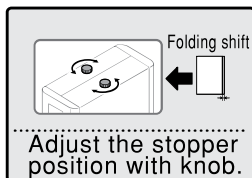
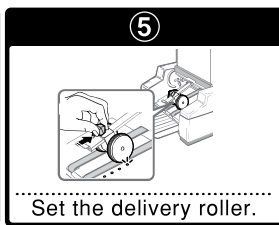
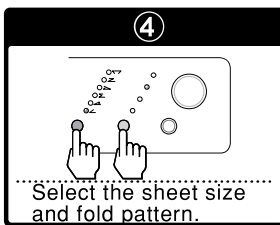
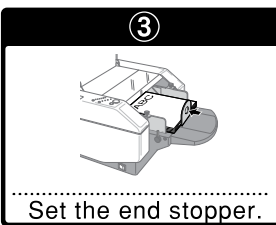
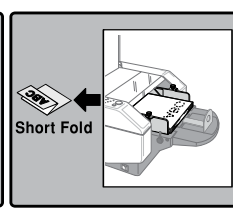
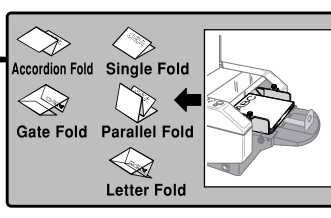
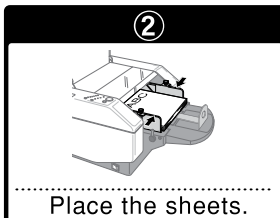
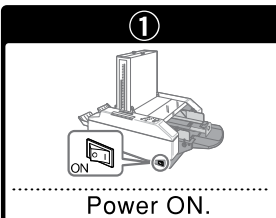
- |  |  |   |   |
|--|--|---|---|
| <p>①</p>  <p>Power OFF.</p> | <p>②</p>  <p>Lay the buckle section down.</p> | <p>③</p>  <p>Remove the jammed sheet.</p> | <p>④</p>  <p>Raise the buckle section.<br/>Return the buckle fixing lever.</p> |
|--|--|---|---|

## Cleaning the sensor

- |  |  |  |   |
|--|--|--|---|
| <p>①</p>  <p>Power OFF.</p> | <p>②</p>  <p>Lay the buckle section down.</p> | <p>③</p>  <p>Clean the sensor.</p> | <p>④</p>  <p>Raise the buckle section.<br/>Return the buckle fixing lever.</p> |
|--|--|--|---|

## Cleaning the rollers

- |  |   |  |  |
|--|---|--|--|
| <p>①</p>  <p>Power OFF.</p>                   | <p>②</p>  <p>Remove the delivery roller.</p> |  |  |
| <p>③</p>  <p>Lay the buckle section down.</p> | <p>④</p>  <p>Remove the two rollers.</p>     | <p>⑤</p>  <p>Clean the two removable rollers and three rollers inside.</p>     | <p>⑥</p>  <p>Set two rollers on the position where arrow shows.</p> |
|  |   | <p>⑦</p>  <p>Raise the buckle section.<br/>Return the buckle fixing lever.</p> | <p>⑧</p>  <p>Attach the delivery roller.</p>                        |



# Major Specification

This section explains the major specification of PF-P330.

To use the machine correctly, make sure to use it within these specification.

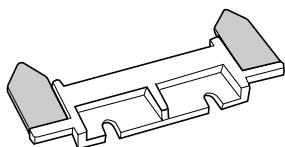
Model	PF-P330	
Fold Pattern	Single Fold, Parallel Fold, Short Fold, Letter Fold, Accordion Fold, Gate Fold	
Standard Size	A3, A4, B4, B5 (11" x 17", 8.5" x 11", 8.5" x 14", 5.5" x 8.5")	
Sheet Size	Max. 310 mm (12.2") (W) x 432 mm (17") (L) Min. 125 mm (5") (W) x 130 mm (5.2") (L)	
Sheet Quality	Normal Paper: 53 to 157 gsm (Parallel fold can be performed only under 128 gsm), Art Coated Paper, Glossy Paper	
Production Speed	60Hz: 240 sheets/min 50Hz: 200 sheets/min (when performing single fold of A4 (8.5" x 11") size sheet)	
Sheet Pile Height	50 mm (2") (64 gsm Normal paper, 550 sheet)	
Power Source	AC115V 50/60Hz 6.2A AC230V 50HZ 2.5A	
Machine Dimension	Body:	730 mm (28.8") (W) (including delivery tray 1,060 mm (41.8")) x 517 mm (20.4") (D) x 624 mm (24.6") (H)
	Including optional base:	730 mm (28.8") (W) x 550 mm (21.7") (D) x 1,286 mm (50.6") (H)
Machine Weight	Body:	45 kg (100 lb) Pump: 7 kg (15.4 lb)
Environment	Temperature:	+10 to 45 degrees Celcius Humidity: 20 to 80 percent RH

# Consumption Parts

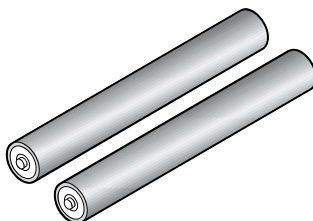
## Major Specification Consumption Parts

This section ;lists the consumption parts.

Gate Plate 1 pc



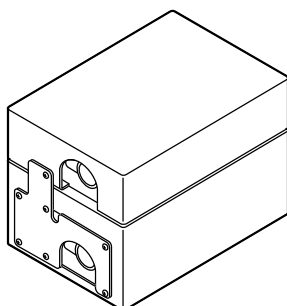
Roller 2 pcs



Cleaner 1 pc



Pump 1 pc



Motor brush will be worn by 1,000 hours of use when the pump is used with maximum air pressure.

# Index

## A

Accordion Fold ..... 13

## B

Buckle Fixing Lever ..... 11  
Buckle Section ..... 11

## C

Cleaner ..... 43, 53  
Cleaning Brush ..... 7, 46, 47  
Clear Button ..... 12

## D

Delivery Roller ..... 7, 11, 16  
Delivery Tray ..... 11  
Display ..... 12

## E

End Stopper ..... 10, 15  
Extension Panel ..... 11

## F

Feed Angle Adjusting Lever ..... 10, 28  
Feed Section Cover ..... 11  
Folding Shift ..... 28  
Folding Skew ..... 28  
Fold Pattern ..... 15  
Fold Pattern Selecting Button ..... 13, 16

## G

Gate Fold ..... 13  
Gate Plate ..... 38, 53

## I

Installation ..... 8

## L

Letter Fold ..... 13

## M

Memory Button ..... 12, 21, 22  
Memory Function ..... 20  
Memory Number ..... 21, 22  
Mode Selecting Button ..... 12, 20, 23

## N

Numeric Keypad ..... 12

## O

Operation Panel ..... 11

## P

Parallel Fold ..... 13  
Power Cable ..... 7, 9  
Power Switch ..... 10, 14  
Pre-set Function ..... 18  
Pump ..... 7, 53

## R

Roller ..... 28, 42, 53

## S

Sheet Detect Sensor ..... 10, 46  
Sheet Guide ..... 10, 15, 28  
Sheet Guide Locking Knob ..... 10, 14  
Sheet Jam Sensor ..... 11, 47  
Sheet Size Selecting Button ..... 13, 15  
Short Fold ..... 13  
Single Fold ..... 13  
Specification ..... 52  
Start/Stop Button ..... 13, 17  
Stopper Adjusting Knob ..... 11, 29  
Stopper Moving Button ..... 12  
Stopper Position Displaying Button ..... 12, 29  
Support Table ..... 7, 9, 11

## T

Table ..... 10  
Test Button ..... 13, 16



PF-P330/OM  
Revision 2

*Standard Business Systems*  
10 Connector Road, Andover, MA 01810  
(978) 470-1920 (978) 470-2771

