

# ***Formax FD 300 Desktop Paper Folder***

Instruction Manual



Provided by  
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## FD 300 Tabletop Paper Folder

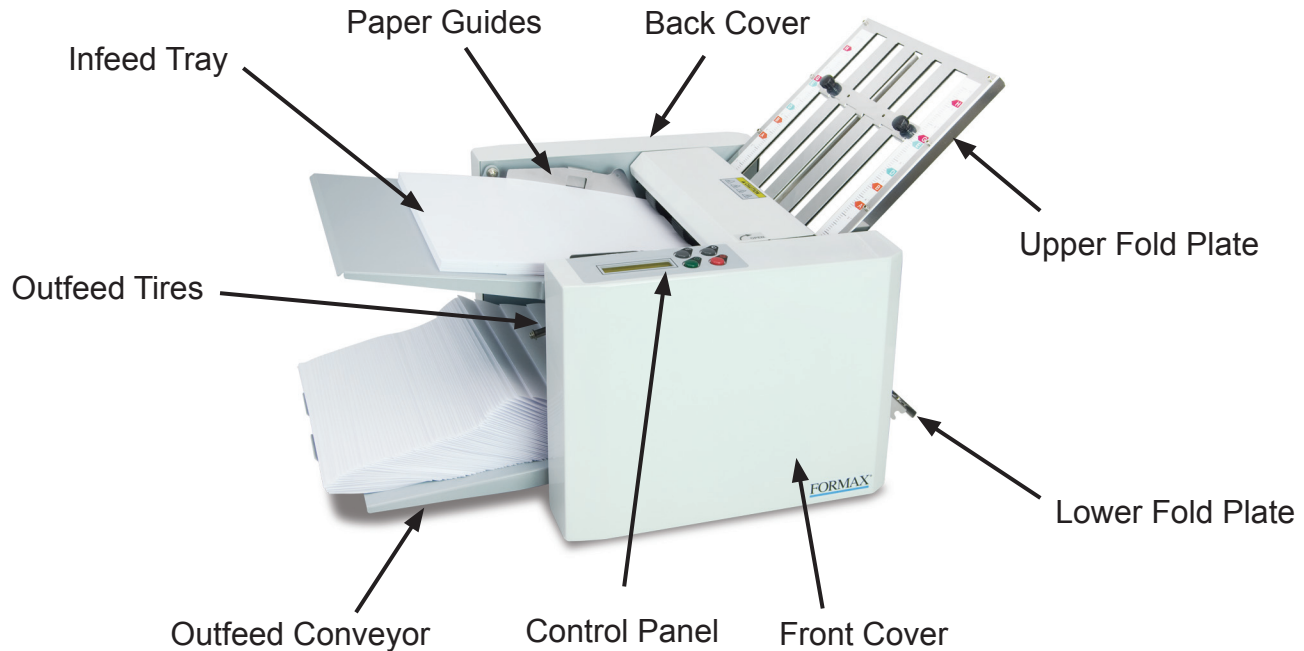
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OPERATOR MANUAL  
FIRST EDITION

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## DESCRIPTION



## FUNCTION

The Formax FD 300 Low-Volume Document Folder is designed to fold various paper sizes. The fold plates are manually adjusted for C, V, Z and double parallel folds.

## SPECIFICATIONS

|                 |                             |
|-----------------|-----------------------------|
| Hopper Capacity | Up to 200 sheets 20#        |
| Speed:          | Up to 7,400 sheets per hour |
| Paper Size:     | Up to 8.5" x 14"            |
| Fold Types:     | C, Z, V, Double Parallel    |
| Dimensions:     | 24" L x 14" W x 16.5" H     |
| Machine weight  | 25 lb.                      |
| Power supply    | 120V, 50/60 Hz .6A          |

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## SAFETY GUIDELINES

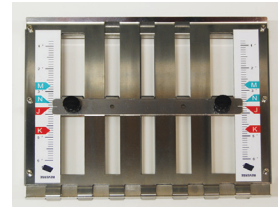
- The FD 300 is designed only to fold paper.
- Use the FD 300 in indoor locations only.
- Discontinue use if power cord is frayed or damaged. Contact Formax for assistance.
- Discontinue use if the machine makes unusual noise. Contact Formax for assistance.
- Use only the voltage specified, 120V. Do not attempt to alter this.
- Before using the machine, read all instructions carefully.
- To reduce the possibility of injury, children should not be allowed to operate the machine.
- Keep fingers, hands, loose sleeves, jewelry, hair away from the machine.
- If paper is jammed, switch off power and unplug from outlet. Remove fold plates from the machine and remove jammed paper.
- When replacing the fuse, use the same type specified. Disconnect machine from power supply then replace fuse. (Remove the front cover to access the fuse).

## UNPACKING & SETUP

1. Inspect package for damage.
2. Inspect packing to ensure all components are included: FD 300, upper & lower fold plates, power cord.



Upper Fold Plate

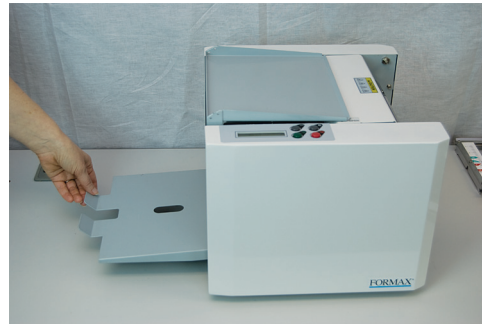
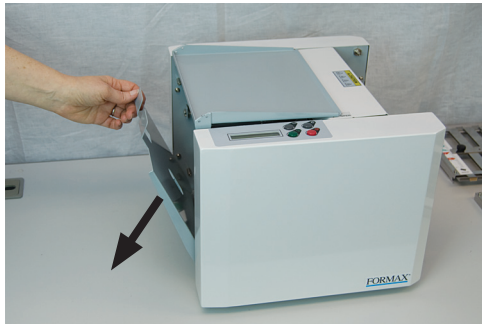


Lower Fold Plate



Power Cord

3. Place the FD 300 on a sturdy, level surface. Lower the output conveyor into its fully open position.



4. Open the paper infeed tray



5. Attach power cable to receptacle, and plug into appropriate wall outlet.

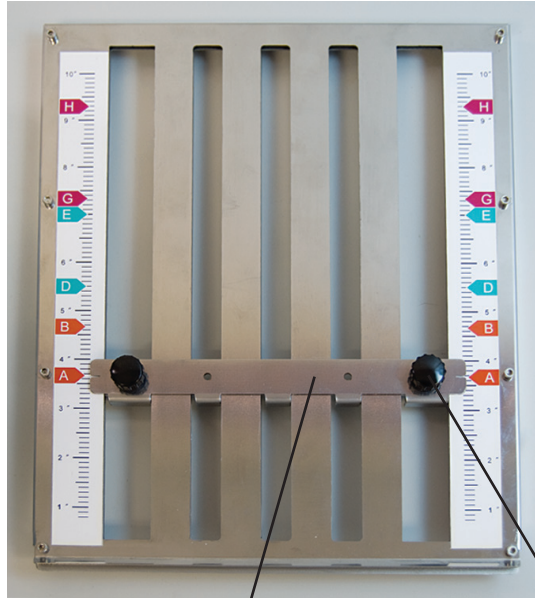


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# INSTALLING FOLD PLATES

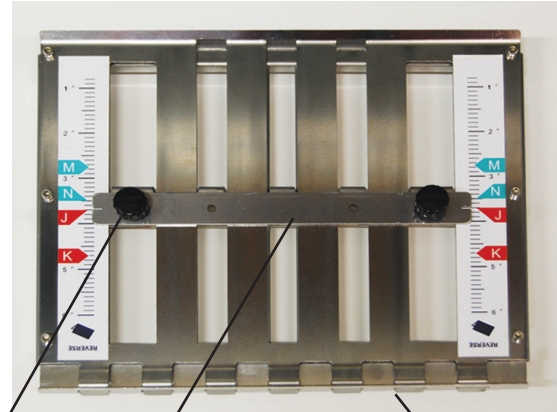
Upper Fold Plate



Fold stop

Fold stop knobs

Lower Fold Plate



Fold stop

Half fold diverter

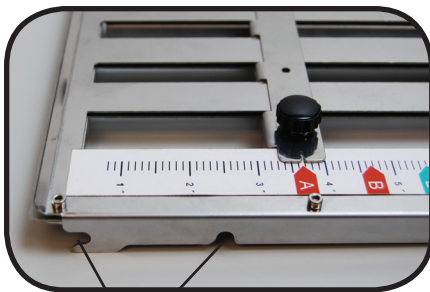
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## Upper Fold Plate

Install the upper fold plate at an angle, as shown. Align the notches on each side of the fold plate with the pins on each side of the machine body. Push gently on the fold plate to lock it into position.



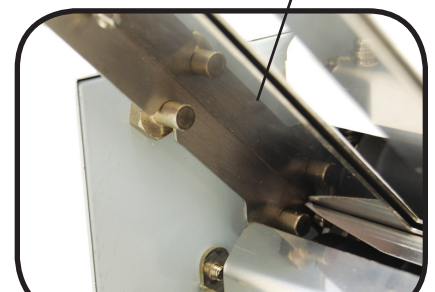
Upper fold plate



Upper fold plate notches



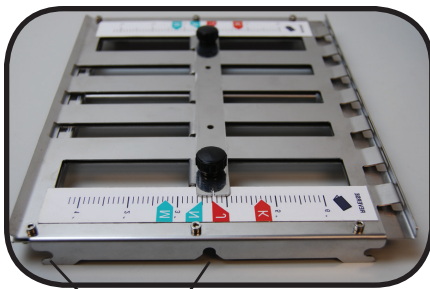
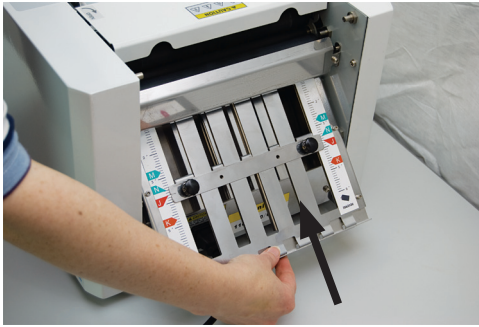
Upper fold plate pins



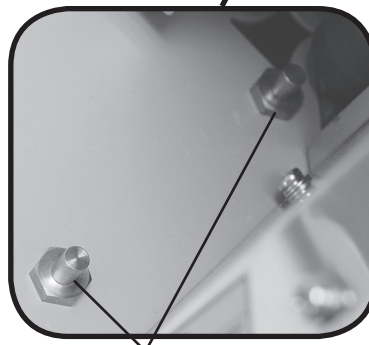
Upper fold plate seated on pins

## Lower Fold Plate

Install the lower fold plate at an angle, as shown. Align the notches on the fold plate with the lower fold plate pins. Push gently on the fold plate to lock it into position.



Lower fold plate notches



Lower fold plate pins



Lower fold plate seated on pins

## Setting Fold Plates

1. Determine the fold type and paper size.
2. Refer to the chart on the infeed table for fold plate settings based on the fold type and paper size. For example, if you are folding an 8.5" x 11" sheet (LT) into an accordion fold (Z) set the upper fold plate stop to "G" and the lower fold plate stop to "J".
3. To adjust the fold stops loosen the two thumbscrews, slide the fold stop up or down to the correct position and tighten the thumbscrews.

**Note:** To process a Half Fold, Set the upper fold plate stop to the proper position and then remove the lower fold plate, rotate it 180° and re-install it.

To set custom folds, refer to the chart on page 6.



Fold stop position decal on infeed table.



Loosen the thumbscrews to adjust the fold stop position.

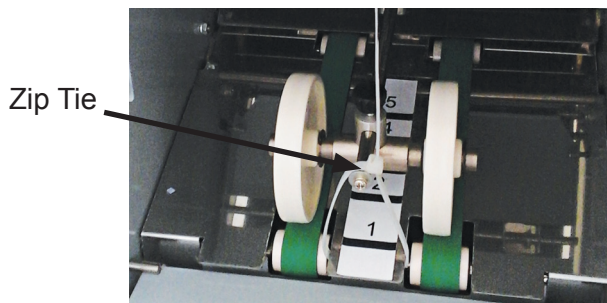






Align the fold stop notch with the matching letter.



## Setting Outfeed Stacker Wheels

1. A zip tie is used to hold the outfeed wheels in place during shipping. Cut and remove the tie before proceeding. Adjust outfeed wheels to match the fold type and paper size. NOTE: This is important for proper outfeeding. Loosen the thumbscrew and slide the tires up or down to the correct position. Refer to the guide at right for the correct position. Tighten the thumbscrew to hold the tires in place.



| Stacker Wheel Position  |          |           |
|---|----------|-----------|
| Fold Type   | LT (11") | LGA (14") |
| Letter "C"       | 3        | 2         |
| Accordion "Z"    | 3        | 2         |
| Double Parallel  | 4        | 3         |
| Half "V"         | 1        | 0         |

## Loading Paper and Adjusting Side Guides

1. Load the paper by pressing down on the spring-loaded infeed guide. Be sure the leading edge of the paper is under the feed tires.



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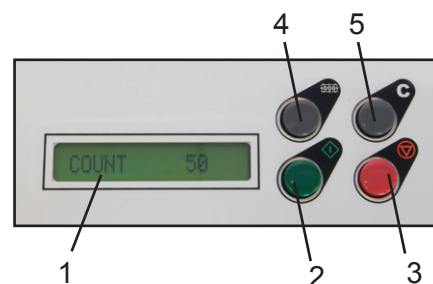
2. After loading the paper, adjust the side guides by gently pinching them and sliding them inward toward the paper stack. Be sure they are snug against the paper stack, then loosen slightly to leave a gap of approximately 1mm on each side. The paper should lie flat.






## Control Panel

|   |                    |  |
|---|--------------------|--|
| 1 | LCD Screen         | Displays status, counter, batch counter, any faults  |
| 2 | START Button       | Press to start operation                             |
| 3 | STOP Button        | Press to stop operation                              |
| 4 | BATCH Button       | Press to change batch counting quantity and interval |
| 5 | CLEAR/RESET Button | Press to clear counter                               |






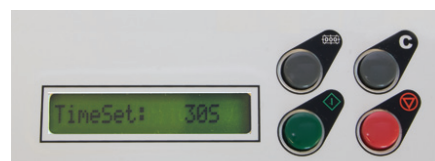
### Counter:

The FD 300 has a 3 digit resettable counter that will count up as the paper is folded. To reset the counter, press and hold the “C” button  for 3 seconds.






### AutoBatch Counting:

To fold a set number of sheets with a pause between sets, use the AutoBatch Counter. Press the Batch button  repeatedly to set the number of sheets to be folded, then press the red Stop button  to set the number of seconds between each set (up to 30 seconds). Press the Batch button  to adjust the time delay (the delay will cycle up to 30 seconds and then go back to 0).



### AutoBatch Last Form Adjustment:

The speed of the last three forms can be adjusted when using AutoBatch for accurate sets. For example, if 10 sheets are programmed in AutoBatch and 11 are pulled, the speed of the last three forms needs to be reduced, if only 9 sheets are pulled the speed of the last three forms needs to be increased. To enter the last form adjustment mode press and hold the Stop button  for 3 seconds, the screen will read “M\_Count: ### MS”, note the number shown, then press the Batch button  to adjust the speed (the speed will cycle up to 495 MS and then go back to 005). To increase the speed, set to a higher number and to decrease the speed, set to a lower number. To exit press the Stop button  one time.

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## Paper Out:

If the control panel reads “NO PAPER”, check the infeed tray and reload paper. The screen will reset when paper is loaded.

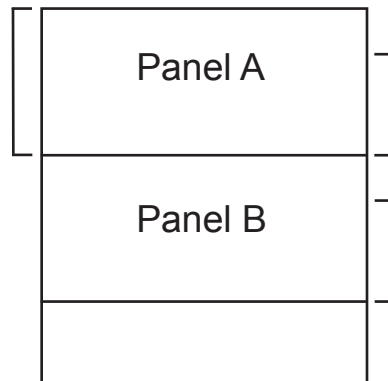


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## Setting Custom Folds

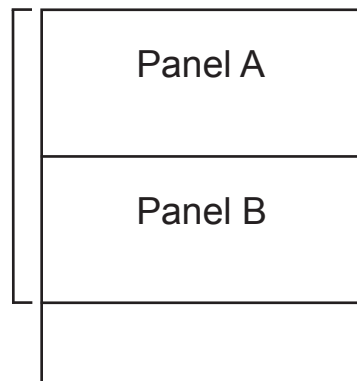
### Example 1: Uneven “C”

1. Measure the length of panel “A”
2. Adjust the upper fold plate so that the stop plate lines up with the measurements of the panel “A” i.e. if panel “A” is 5 1/4” long slide the stop plate up or down so that it lines up with the 5 1/4” mark on the fold plate.
3. Measure the length of panel “B”
4. Adjust the lower fold plate so that the stop plate lines up with the measurement of panel “B”
5. Load forms and press test. If folds are too long or too short adjust accordingly.



### Example 2: Uneven “Z”

1. Measure the length of panel “A” & “B”
2. Adjust the upper fold plate so that the stop plate lines up with the measurements of panel “A” & “B”. i.e. if panel “A” & “B” are 9” long slide the stop plate up or down so that it lines up with the 9” mark on the fold plate.
3. Measure the length of panel “B”
4. Adjust the lower fold plate so that the stop plate lines up with the measurement of panel “B”
5. Load forms and press test. If folds are too long or too short adjust accordingly.



## Troubleshooting

| <b>PROBLEM:</b>                        | <b>SOLUTION:</b>  |
|--|---|
| Folder will not start                  | Check that power cord is plugged into the folder and an electrical outlet   |
|  | Check that the power switch is ON   |
| Paper will not feed                    | Adjust the paper guides so a single sheet of paper slides freely between the guides without excessive play  |
|  | Check to be sure the paper is properly loaded in the infeed tray, with the leading edge under the feed tires.   |
| Paper folding incorrectly              | Check that fold plates are inserted correctly (upper on top, lower on bottom) and that they're properly seated on their alignment pins                            |
|  | Check the fold stops to be sure they match the positions show on the guide (see page 3) and that the thumbscrews have been tightened                              |
| Overload                               | Check outfeed wheels to be sure they are properly adjusted for fold type and paper size. Turn folder off and on to reset.   |
| "PAPER ERR" displayed on control panel | Turn off power and check the fold plates to see if paper is jammed. If it is, remove the fold plate(s), remove the jammed paper and re-install the fold plate(s). |

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