

# Duplo DF-755 Desktop Paper Folder

## Instruction Manual



Provided By

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

# Duplo

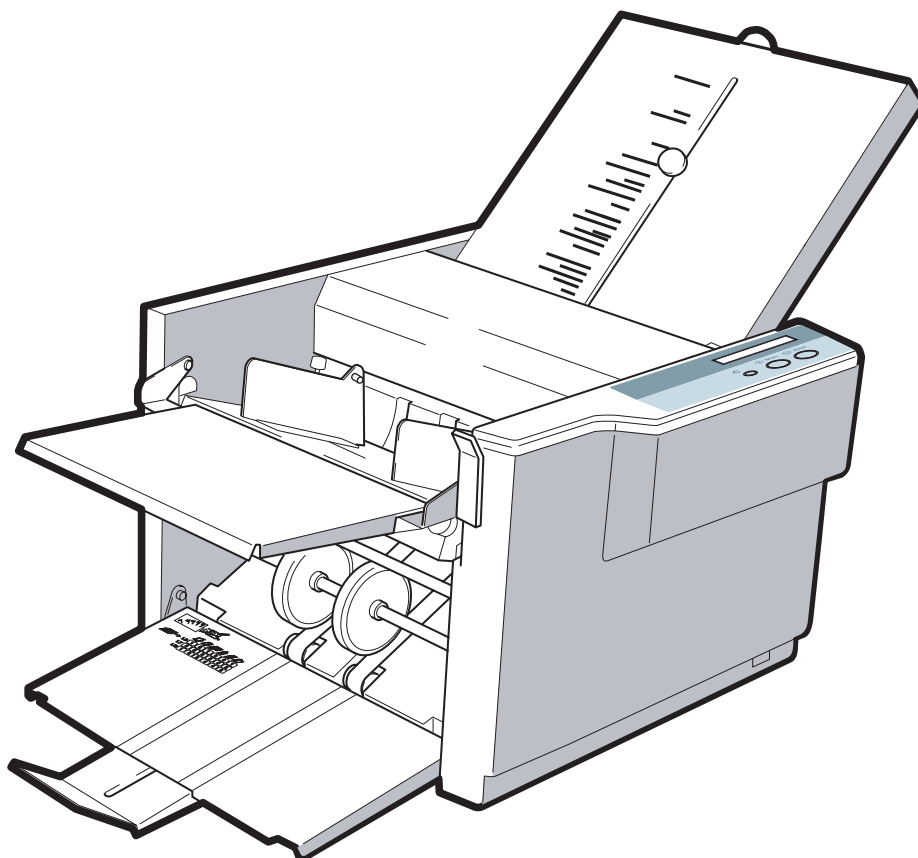
Duplo Folder

## DF-755

[120 V]



## ***INSTRUCTION MANUAL***



***Be sure to read this manual prior to use.  
Please leave this manual at the site of use for easy reference.***

“This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.”



# Introduction

---

Thank you for purchasing a Duplo product.

Be sure to read this manual prior to using the product.

After reading, leave the manual at the site of use for easy reference whenever questions related to the product arise in the future.

## Symbols

In this manual, several symbols are used to indicate important warnings. Please make sure to read instructions accompanied by these symbols. These symbols have the following meanings.



Describes instructions which must be followed in use.

Be sure to read the instructions to avoid problems due to incorrect operations.



Indicates supplementary or useful information.



Describes names of related items and supplementary instructions.

## Trademark

The product name and company name used in this manual are trademarks or registered trademarks of the respective companies.

# Safety Precautions

In this manual, operations and handling of the unit which are hazardous are described using the following marks to prevent personal injury or property damage to the user and others.

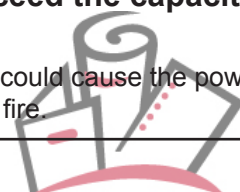
|                                                                                                  |                                                                                     |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  <b>WARNING</b> | Ignoring this mark could result in the possibility of serious injury or even death. |
|  <b>CAUTION</b> | Ignoring this mark could result in the possibility of injury or physical damage.    |

|                                                                                   |                                                                                                                                                                |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>This mark indicates a “Warning” or “Caution”.</b><br>A graphic may be shown inside the mark to describe the warning or caution more specifically.           |
|  | <b>This mark indicates a forbidden action.</b><br>A graphic may be shown inside the mark to describe the forbidden action more specifically.                   |
|  | <b>This mark indicates actions that must be performed.</b><br>A graphic may be shown inside the mark to describe the action to be performed more specifically. |

## Power Supply

- This unit shall be installed near the socket-outlet where the plug on the power supply cord is easily accessible.
- Make sure the power supply used is always within the following range.  
**Power supply : 120 V AC, 60 Hz**
- When you power other appliances from the same AC outlet, make sure that the combined power consumption does not exceed the power supply capacity.  
**Rated current (Rated power) : 0.85 A**
- The equipment must be reliably connected to an earthed main socket-outlet.

|                                                                                                    |                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <b>WARNING</b> |                                                                                                                                                                                                                                                                                                               |
|                 | <b>Use only the power supply voltage specified on the main nameplate.</b><br>Using other voltages could result in a fire or an electrical shock.                                                                                                                                                              |
|                 | <b>Make sure that the combined power consumption of the appliances to be connected does not exceed the capacity rating of the power outlets or plug receptacles.</b><br>Exceeding the capacity rating could cause the power outlets, plug receptacles, or power extension cords to overheat and catch a fire. |



## Operating Environment

Operate this unit in the following environment.

- where the temperature range is between 41 and 95°F (14 to 122°F in storage)
- where the humidity range is between 20 and 85% RH (10 to 90% RH in storage, however no condensation)
- which is not subject to direct sunlight
- which is reasonably free from dust
- which is subject to little or no vibration
- which is free from air-borne salt
- where there are no harmful chemicals
- where the unit is not exposed to water

### WARNING



**Keep this unit and the power cord away from heaters and heater vents.**

Excessive heat could melt the cover or power cord covering, and result in a fire or an electrical shock.



**Do not place metal objects or vessels containing liquids on top of the unit.**

The entry of any metal object or liquid could result in a fire or an electrical shock.



**Do not insert any metal or easily-combustible object inside this unit.**

This could result in a fire or an electrical shock.



**Do not use flammable sprays inside or near the unit (e.g. when cleaning the unit).**

Such flammable gas may ignite and cause a fire or combustion.

### CAUTION



**Do not install this unit in a location where there is excessive humidity or where contact with water is possible.**

Poor choice of location could result in deterioration of the insulation, a fire or an electrical shock.



**Install this unit on a level, stable stand or floor, with sufficient space around it.**

Failure to do so could result in the unit overturning and causing injury.



**Disconnect the power plug from the power outlet before attempting to move this unit.**

Failure to do so could result in power cord damage, a fire or an electrical shock.



**Always disconnect the power plug from the power outlet when the unit is not to be used for an extended period.**

Failure to do so could result in a fire due to leakage current if the insulation should deteriorate.

## Maintenance / Other

### **WARNING**



**Do not damage the power cord or power plug.**

Do not scratch, alter, bend, twist, pull or place heavy objects on the power cord or power plug. This could result in damage, a fire or an electrical shock.



**Do not touch the power switch with wet hands.**

Otherwise electric hazards may occur.



**Do not remove the cover or back panel.**

This unit contains high-voltage components that could cause an electrical shock.



**Do not disassemble, modify or repair this unit.**

There is a danger of fire, electrical shock or injury. Contact your dealer when repairs are necessary.



**If any foreign object such as metal or liquid should enter this unit, immediately turn the unit off at the power switch and disconnect the power plug from the power outlet.**

Failure to do so could result in a fire or an electrical shock. Contact your dealer immediately.



**Before cleaning this unit, turn the unit off at the power switch and disconnect the power plug from the power outlet.**

Accidental operation of the unit during cleaning could result in injury.



**Remove any dust that accumulates on the power plug prongs and the surface of the plug from which the prongs extend.**

Accumulated dust could result in a fire.



**Always grip the plug when disconnecting the power plug from the power outlet.**

Forcibly pulling on the power cord could cause damage, resulting in a fire or an electrical shock.



**Do not touch or insert foreign objects into any rotating part during operation.**

This could result in injury.

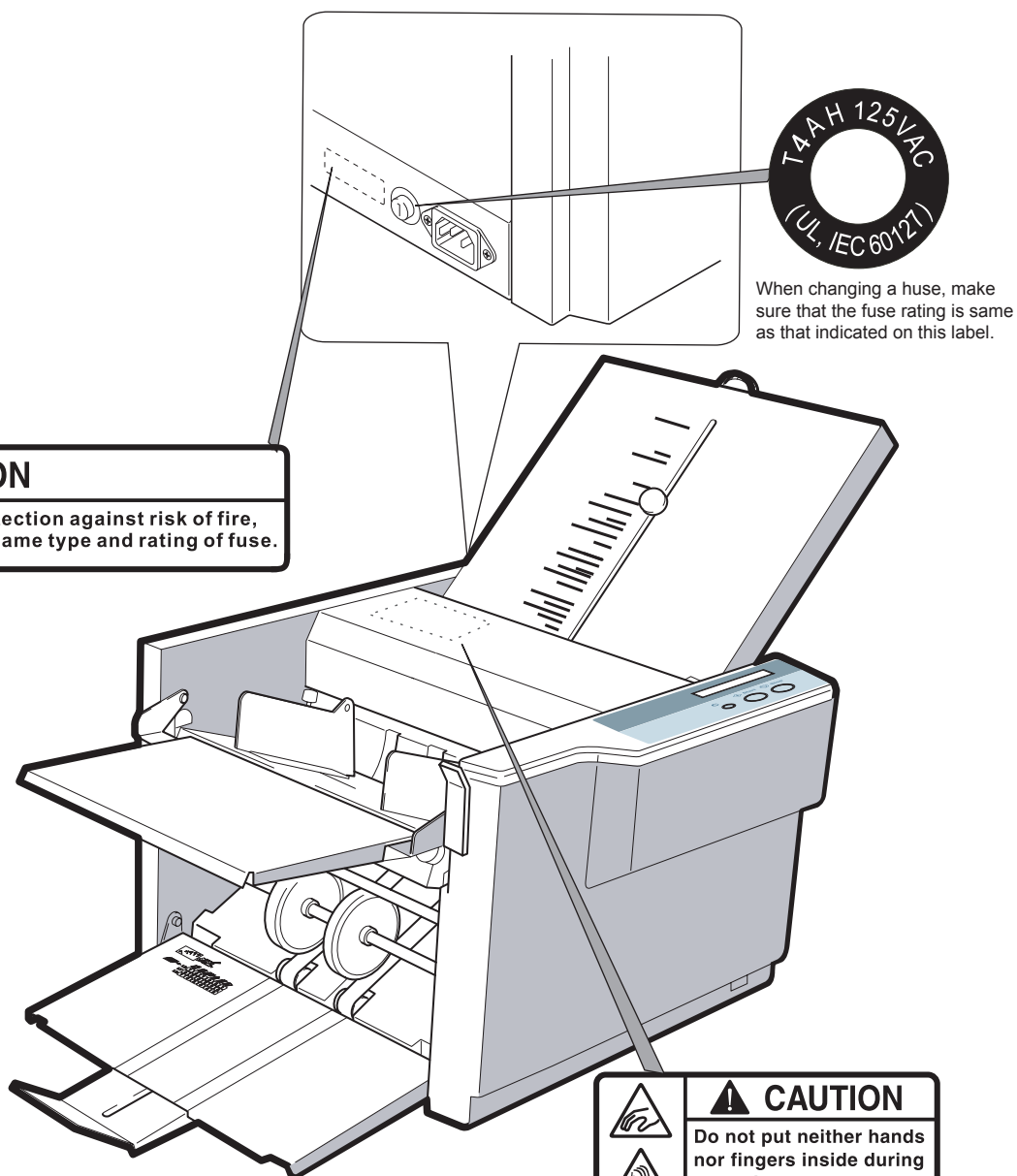
## WARNING / CAUTION Labels



"WARNING" and "CAUTION" labels are pasted on the machine to ensure user safety.

Do not remove or change them.

When the labels become dirty or are lost, be sure to contact your dealer for a new one.



# Contents

|                                 |          |
|---------------------------------|----------|
| Introduction.....               | 3        |
| <b>Safety Precautions .....</b> | <b>i</b> |
| Power Supply .....              | i        |
| Operating Environment .....     | ii       |
| Maintenance / Other.....        | iii      |
| WARNING / CAUTION Labels .....  | iv       |

## Chapter 1

### BEFORE OPERATION

|                                              |      |
|----------------------------------------------|------|
| 1. Features.....                             | 1-2  |
| 2. Setting Up the Machine.....               | 1-3  |
| 2-1. Components.....                         | 1-3  |
| 2-2. Removing the Press Release Lever.....   | 1-3  |
| 2-3. Locking the Bearing Support Levers..... | 1-4  |
| 2-4. Attaching the Parts.....                | 1-5  |
| 3. Names and Functions .....                 | 1-7  |
| 4. Describing Control Panel.....             | 1-9  |
| 5. Handling Paper .....                      | 1-10 |
| 5-1. Paper Used .....                        | 1-10 |
| 5-2. Precautions on Stacking Paper.....      | 1-10 |
| 6. Emergency Stop .....                      | 1-12 |

## Chapter 2

### BASIC OPERATION

|                                            |     |
|--------------------------------------------|-----|
| 1. Standard Folding of Standard Paper..... | 2-2 |
| 1-1. Standard Paper .....                  | 2-2 |
| 1-2. Standard Folding.....                 | 2-2 |
| 1-3. Operation Procedures .....            | 2-3 |

## Chapter 3

### ADVANCED OPERATION

|                                                     |      |
|-----------------------------------------------------|------|
| 1. Single Folding of Standard Paper...3-2           |      |
| 1-1. Single Folding Thick Paper .....               | 3-2  |
| 1-2. Double Folding Thick Paper.....                | 3-4  |
| 1-3. Double Folding Small Thin Paper .....          | 3-7  |
| 2. Custom Folding of Standard Paper.....            | 3-10 |
| 3. Standard Folding of Non-Standard Size Paper..... | 3-14 |

|                       |      |
|-----------------------|------|
| 4. Cross Folding..... | 3-18 |
|-----------------------|------|

|                                                 |      |
|-------------------------------------------------|------|
| 4-1. Cross Folding Standard Size Paper....      | 3-18 |
| 4-2. Cross Folding Non-Standard Size Paper..... | 3-23 |

## Chapter 4

### TROUBLESHOOTING GUIDE

|                                                                          |      |
|--------------------------------------------------------------------------|------|
| 1. Correcting Folding Misalignment....                                   | 4-2  |
| 1-1. Correcting Folding Misalignment along Vertical Length of Paper..... | 4-2  |
| 1-2. Correcting Folding Misalignment along Sides of Paper.....           | 4-4  |
| 1.3 Correcting Deformed Folding .....                                    | 4-5  |
| 2. Removing Jammed Paper.....                                            | 4-6  |
| 2-1. When Paper Has Jammed Near the Paper Feed Ring .....                | 4-6  |
| 2-2. When Paper Has Slipped at the Paper Feed Section .....              | 4-6  |
| 2-3. When Paper Has Coiled Around the Rubber Roll .....                  | 4-7  |
| 2-4. When Paper Has Jammed at the First Folding Plate .....              | 4-8  |
| 2-5. When Paper Has Jammed at the Second Folding Plate .....             | 4-9  |
| 2-6. When Paper Has Jammed Near the Stacker.....                         | 4-10 |
| 3. Error Messages.....                                                   | 4-11 |
| 4. Troubleshooting.....                                                  | 4-12 |

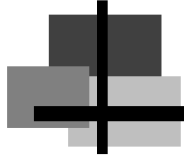
## Chapter 5

### CLEANING THE UNIT

|                                             |     |
|---------------------------------------------|-----|
| 1. Cleaning Each Section.....               | 5-2 |
| 1-1. Cleaning the Rubber Roll.....          | 5-2 |
| 1-2. Cleaning the Paper Feed Rings.....     | 5-3 |
| 1-3. Cleaning the Paper Separator.....      | 5-4 |
| 1-4. Cleaning the Paper Sensor .....        | 5-4 |
| 1-5. Cleaning the Ejection Gate Sensor..... | 5-5 |
| 1-6. Cleaning the Paper Ejection Belts..... | 5-5 |

## Chapter 6 APPENDIX

|                        |     |
|------------------------|-----|
| 1. Specification ..... | 6-2 |
|------------------------|-----|



# ***Chapter 1***

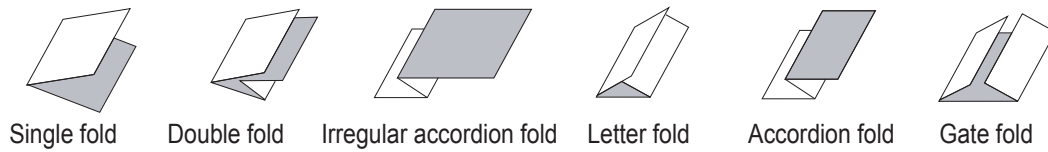
## ***BEFORE OPERATION***



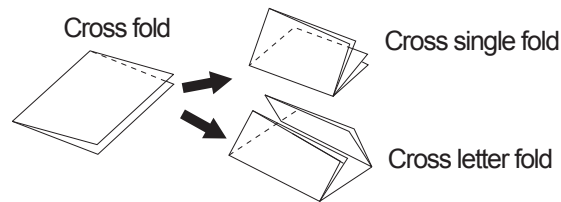
**MyBinding.com**  
*When Image Matters.*

# 1. Features

The DF-755 is designed to fold paper into six popular folding patterns and is capable of folding up to 135 sheets of paper per minute when single folding 11 lb of fine quality LT paper.

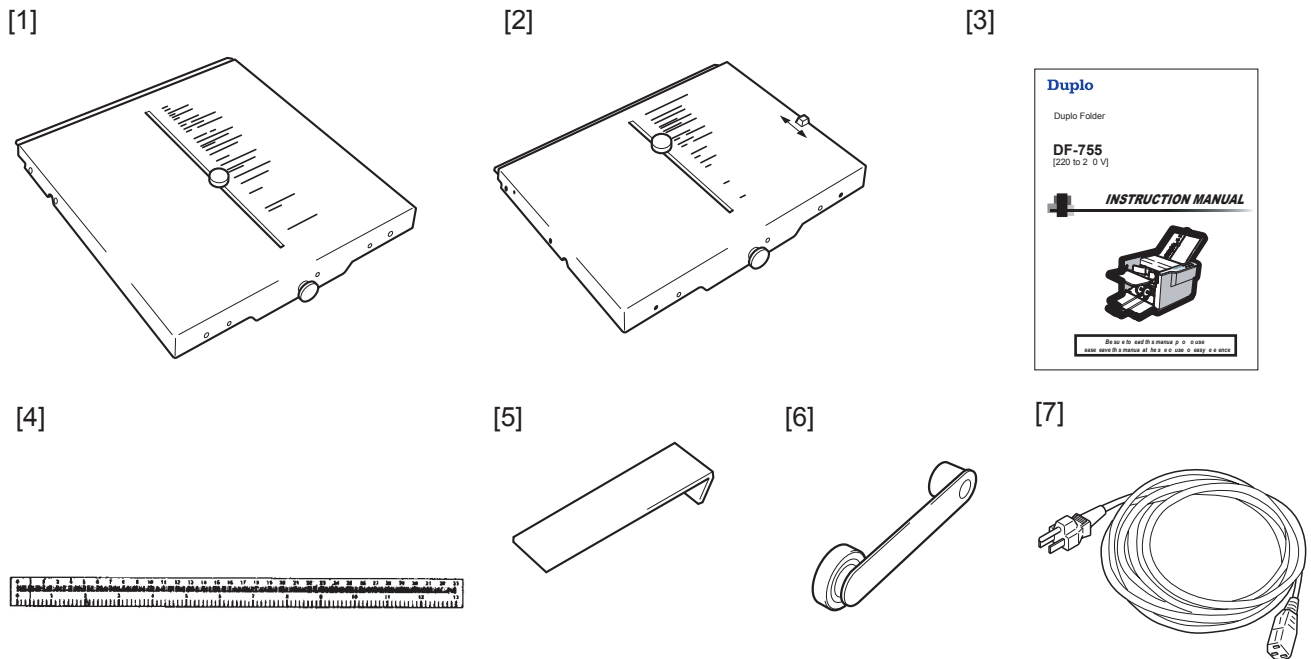


The DF-755 is also able to create cross single fold and cross letter fold as shown in the figure.



## 2. Setting Up the Machine

### 2-1. Components

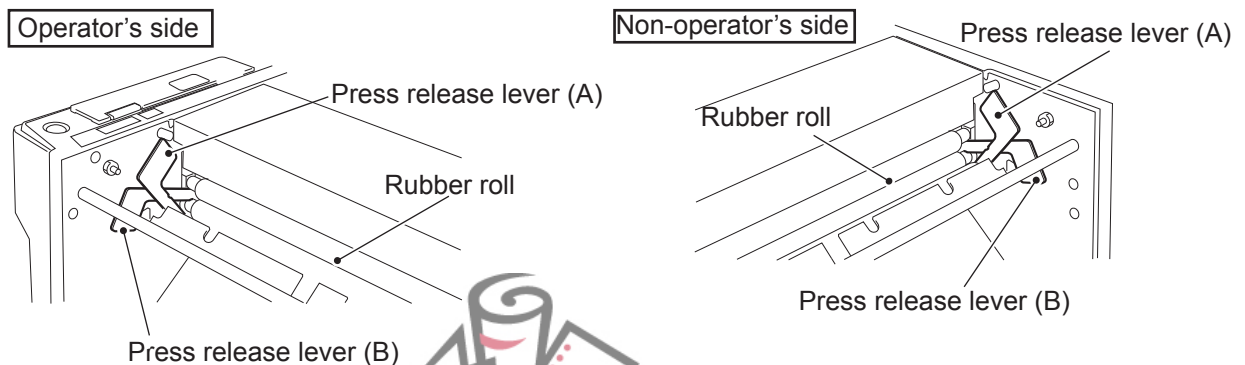


| No. | Name                 | Qty. | Remark                                                          |
|-----|----------------------|------|-----------------------------------------------------------------|
| [1] | First folding plate  | 1    | Attached to the right upper section on the operator's side.     |
| [2] | Second folding plate | 1    | Attached to the right lower section on the operator's side.     |
| [3] | Instruction manual   | 1    | This manual                                                     |
| [4] | Scale label          | 1    | Used to measure non-standard size paper. Attach the scale.      |
| [5] | Guide plate unit     | 1    | Used when folding small sized medium thickness paper into four. |
| [6] | Cross folding lever  | 1    | Used when cross folding paper.                                  |
| [7] | Power cord           | 1    |                                                                 |

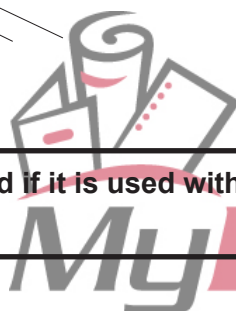
### 2-2. Removing the Press Release Lever

The press release levers are attached to the unit at shipment to prevent the rubber roll from becoming distorted. Be sure to remove them when setting up the machine.

The two types of press levers are attached to either side of the rubber roll.

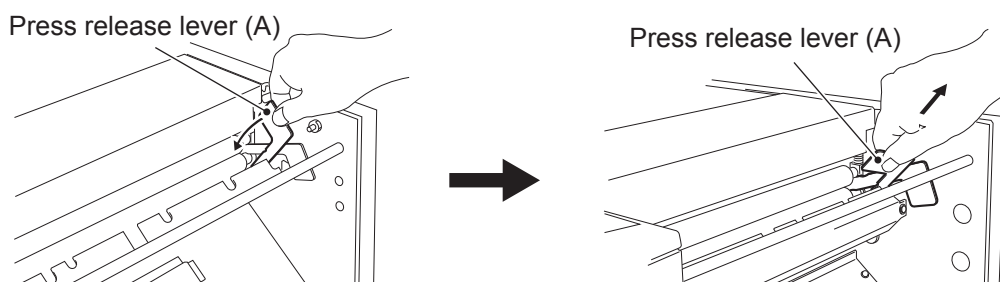


The machine will be damaged if it is used without removing the lever.



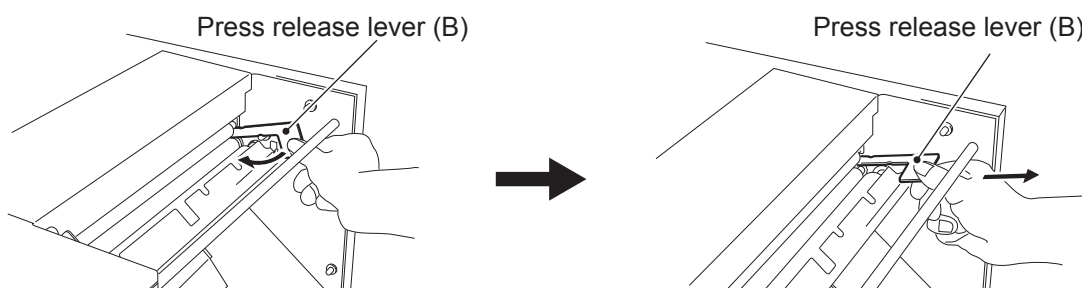
When Image Matters.

- 1 To remove the press release lever (A) on the non-operator's side, push it inwards and pull it out.**



- 2 To remove the press release lever (A) on the operator's side, push it inwards and pull it out.**

- 3 To remove the press release lever (B) on the non-operator's side, push it inwards and pull it out.**



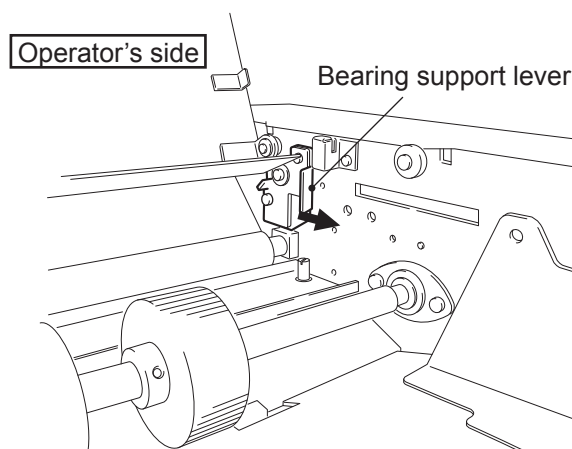
- 4 To remove the press release lever (B) on the operator's side, push it inwards and pull it out.**

## 2-3. Locking the Bearing Support Levers

The bearing support levers are released at shipment to prevent the rubber roll from becoming distorted. After removing the press release levers, be sure to lock the bearing.

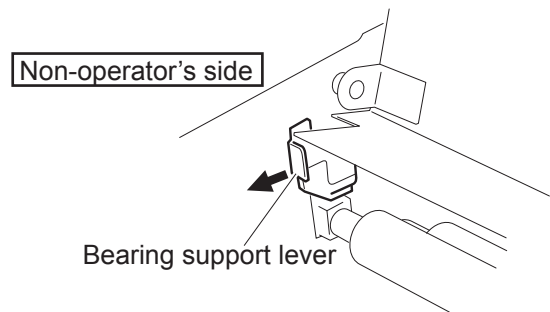
- 1 Turn the bearing support lever on the operator's side in the direction of the arrow.**

The bearing will be locked.



## 2 Turn the bearing support lever on the non-operator's side in the direction of the arrow.

The bearing will be locked.

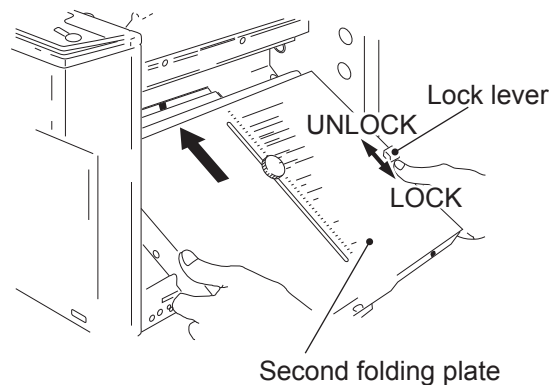


**Note** Because the bearing support lever presses down the rubber roll, if it is not locked, thick paper may not be folded properly.

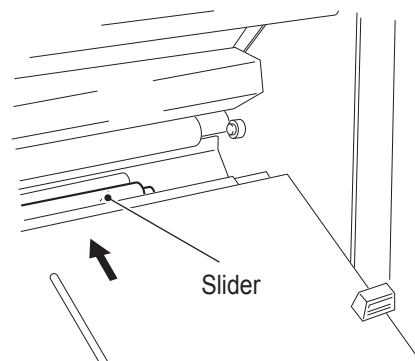
## 2-4. Attaching the Parts

### 1 Attach the second folding plate.

- 1) Move the lock lever of the second folding plate to the position of "UNLOCK."

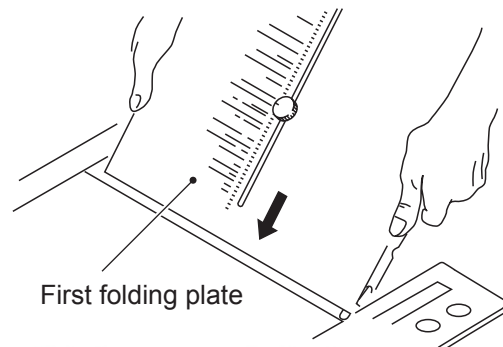


- 2) Insert the folding plate to the machine along the slider.
- 3) Move the lock lever to the position of "LOCK."



### 2 Attach the first folding plate.

It only needs to be inserted because the first folding plate is not provided with a lock lever.

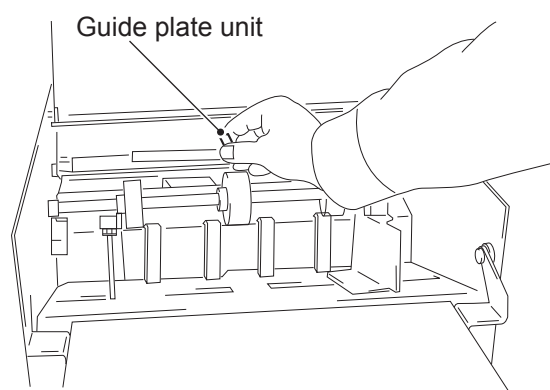


### 3 Make a ground connection using the earth wire attached to the power plug.

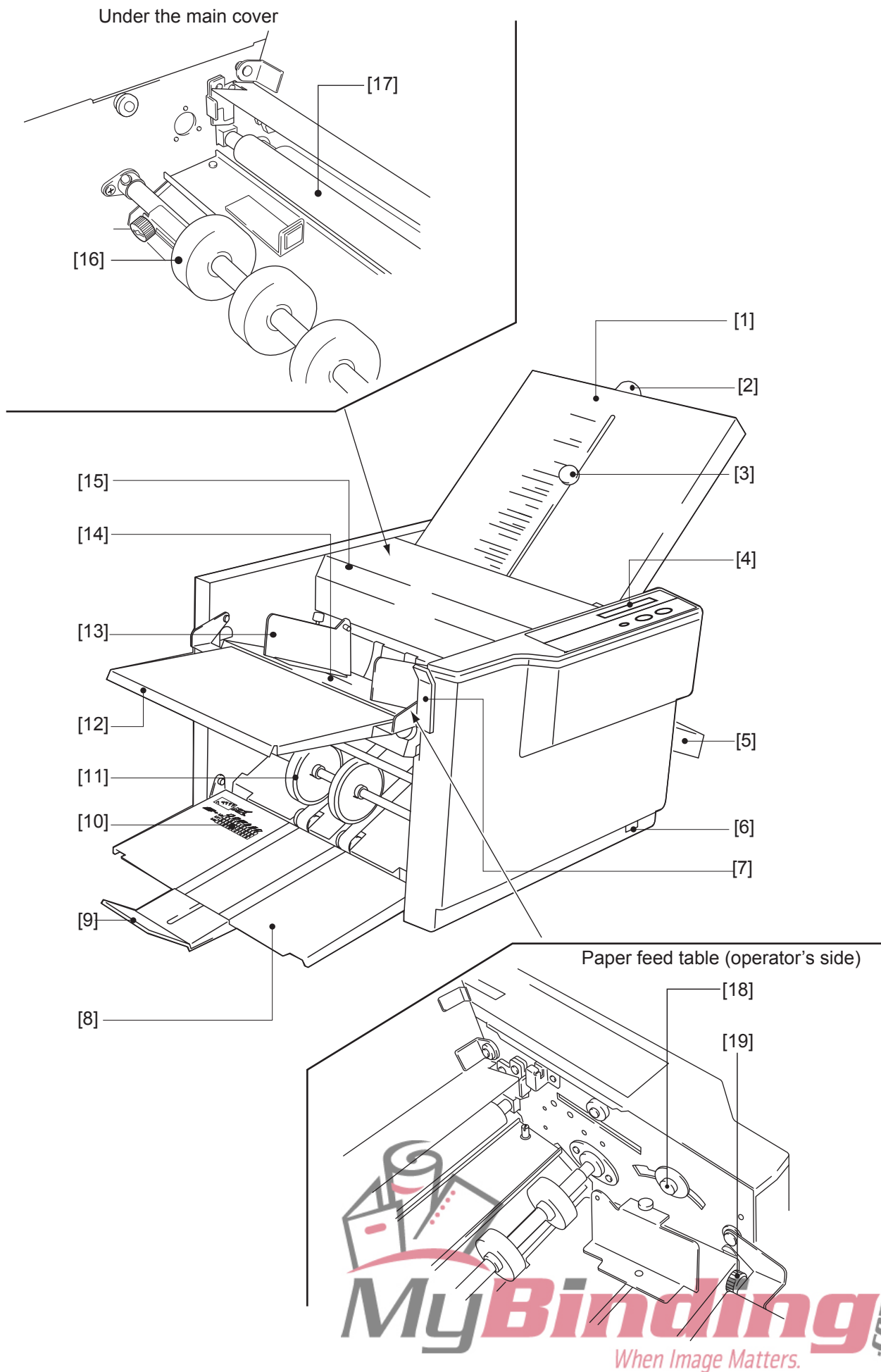


- Make sure that you make a ground connection before connecting the power plug to the wall socket.
- If earth leakage occurs without a ground connection, a short circuit may cause fire and electric shock.

### 4 Place the cross folding lever on the magnet under the top cover.

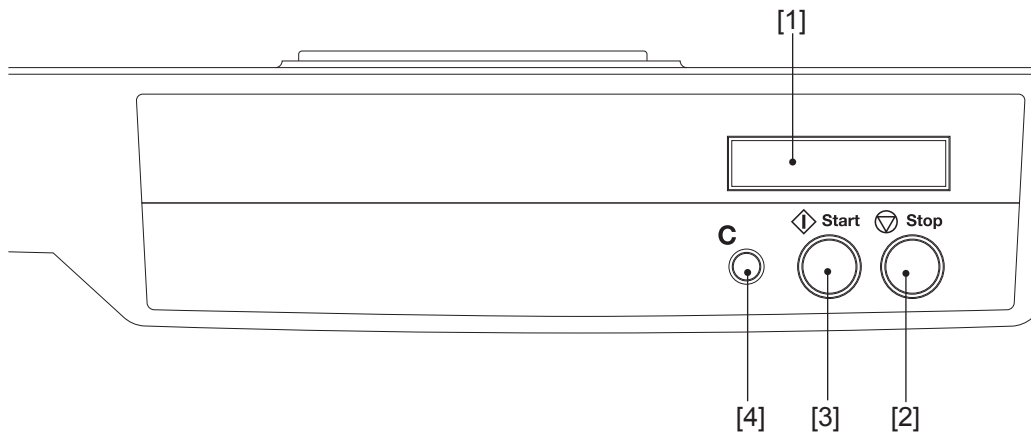


# 3. Names and Functions



| No.  | Name                                | Function                                                                                                                                        |
|------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| [1]  | First folding plate                 | Guide plate for deciding a paper folding position. First folding is made using this plate.                                                      |
| [2]  | Fine adjustment knob                | Used when adjusting a paper folding position.                                                                                                   |
| [3]  | Rough adjustment knob               | Used when deciding a paper folding position.                                                                                                    |
| [4]  | Control panel                       | Used when operating the machine. Error messages are also displayed on the LCD display.                                                          |
| [5]  | Second folding plate                | Guide plate for deciding a paper folding position. Second folding is made using this plate. This plate is not used when folding paper into two. |
| [6]  | Power switch                        | Turns on and off the power.                                                                                                                     |
| [7]  | Paper set lever                     | When lowered, the paper feed table is raised.                                                                                                   |
| [8]  | Paper receiving tray                | Receives folded paper ejected out.                                                                                                              |
| [9]  | Paper receiving stopper             | Stops paper ejected out from the machine.                                                                                                       |
| [10] | Table of stacker rollers position   | Used to check an appropriate position of the stacker rollers depending on a paper size and folding pattern.                                     |
| [11] | Stacker rollers                     | Ejects folded paper from the machine.                                                                                                           |
| [12] | Support paper feed plate            | Supports paper stacked on the paper feed table.                                                                                                 |
| [13] | Side guide                          | Holds paper stacked on the paper feed table.                                                                                                    |
| [14] | Paper feed table                    | Used to stack paper to be folded.                                                                                                               |
| [15] | Top cover                           | Prevents the user from touching the moving parts.                                                                                               |
| [16] | Paper feed ring                     | Feeds paper into the machine.                                                                                                                   |
| [17] | Rubber roll                         | Sends paper to the first folding plate.                                                                                                         |
| [18] | Paper feed pressure adjustment knob | Adjusts paper feed pressure.                                                                                                                    |
| [19] | Slant correction paper feed knob    | Corrects misalignment along sides of paper.                                                                                                     |

## 4. Describing Control Panel



| No. | Name                | Function                                                                                                                                                 |
|-----|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| [1] | Counter/LCD display | Counts up the number of folded paper or displays the status of the machine. Up to four digit number is displayed.                                        |
| [2] | Stop button         | When pressed, the machine stops.                                                                                                                         |
| [3] | Start button        | When pressed, the machine starts folding operations.                                                                                                     |
| [4] | C (clear) button    | When pressed for two seconds or longer, the number counted up returns to "0."<br>When a paper jam has occurred, pressing this button clears the message. |

# 5. Handling Paper

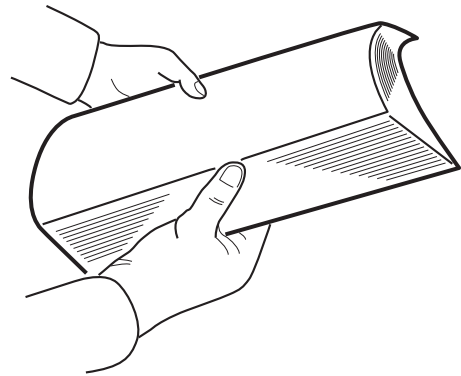
## 5-1. Paper Used

- Make sure that the printing ink on the paper has dried completely prior to use.



If used without the ink completely dried, the folding roller or paper may become dirty.

- If curled paper is used, depending on the environmental condition (temperature, humidity), paper quantity, paper type, and paper fiber, it may not flow smoothly into the folding plate or may not be folded properly. Flatten the paper prior to use.
- Fan paper well prior to use.

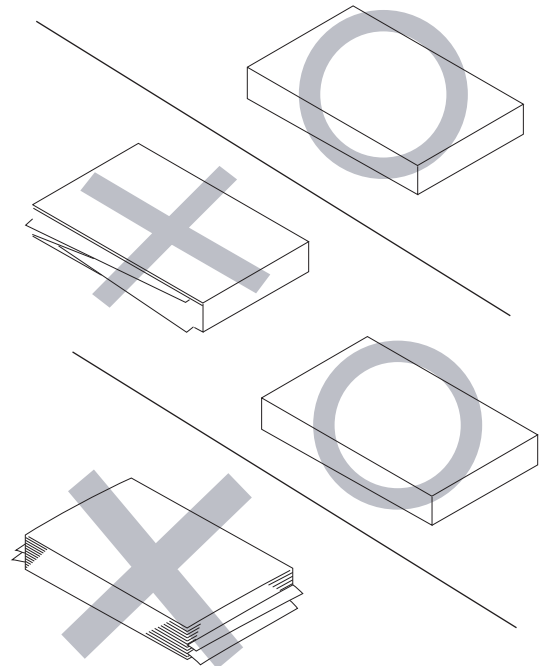


## 5-2. Precautions on Stacking Paper

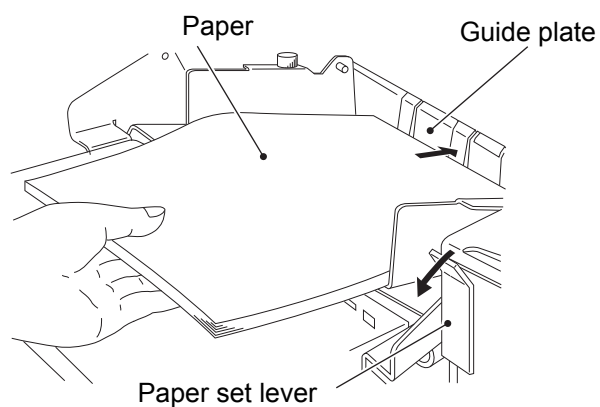
- Do not stack paper on the paper feed table with the left and right sides of the paper unaligned or some sheets protruding out.
- Do not stack paper on the paper feed table with the lead and tail edges unaligned or some sheets protruding out.



If the paper is protruding at the lead or tail edge, paper will not be fed stably, resulting in problems such as paper feed error and folding misalignment.



- When stacking just a few sheets of paper on the paper feed table, lower the paper set lever while pressing the lead edge of the paper against the guide plate.

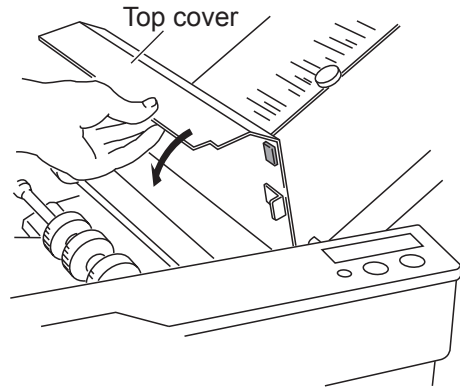


## 6. *Emergency Stop*

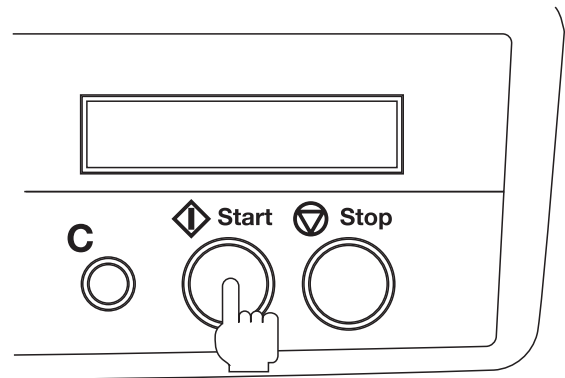
An emergency stop device to ensure safety has been installed to the top cover. Opening the cover during operations will stop the machine.

To resume operations, follow the procedures below.

### 1 Close the top cover.



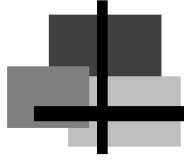
### 2 Press the Start button. Operations will start.



---

**Note** If an error occurs when opening the top cover, an error message will be displayed on the LCD display (p.4-11) after closing the cover. Fix the error and press the start button to resume operations.

---



## ***Chapter 2***

# ***BASIC OPERATION***



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

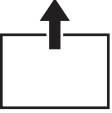
# 1. Standard Folding of Standard Paper

## 1-1. Standard Paper

There are six types of standard paper sizes; LD, LG and LT.

| Paper Size | Long×Wide (inch) |
|------------|------------------|
| LD         | 11x17            |
| LG         | 8.5x14           |
| LT         | 8.5x11           |

LD and LG are detected as standard paper only when stacked with short edge feed.

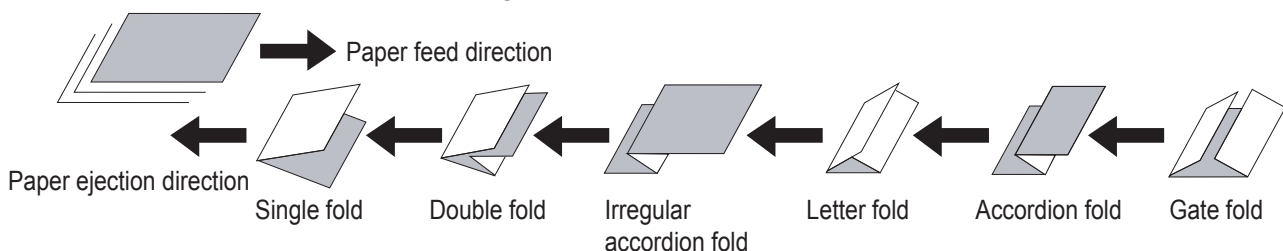
| Stacking Direction                                                                                   | Paper Size |    |    |
|------------------------------------------------------------------------------------------------------|------------|----|----|
|                                                                                                      | LD         | LG | LT |
| Short edge feed<br> | O          | O  | O  |
| Long edge feed<br> | X          | X  | O  |

Can be used as standard paper : O

Cannot be used as standard paper : X

## 1-2. Standard Folding

There are six types of standard folding modes: single fold, double fold, irregular accordion fold, letter fold, accordion fold and gate fold. Paper is folded as shown below when the paper is placed on the paper feed table with its print side facing upward.

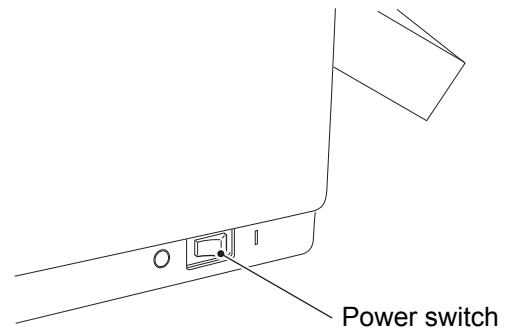


## 1-3. Operation Procedures

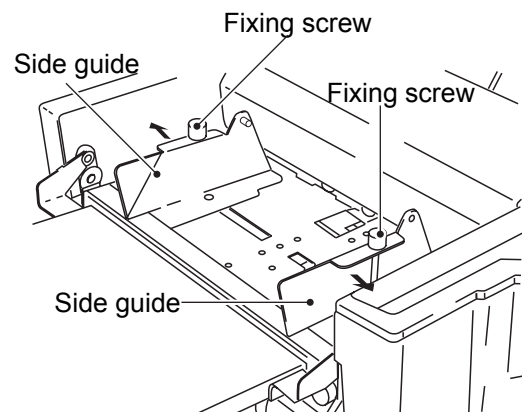
### 1 Insert the power cord in the wall socket and turn on the power.

Press "I" to turn on the power.

Press "O" to turn off the power.



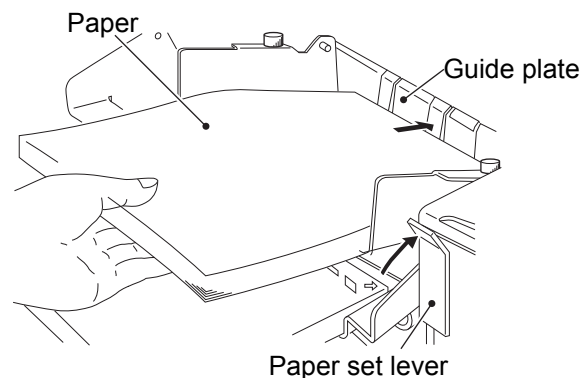
### 2 Loosen the fixing screws of the side guides, and move the side guides to fit the paper width.



### 3 Raise the paper set lever and place some paper on the paper feed table.

Push in the paper until its lead edge touches the guide plate.

The message "NO PAPER" displayed on the LCD disappears and "COUNT 0" is displayed instead.

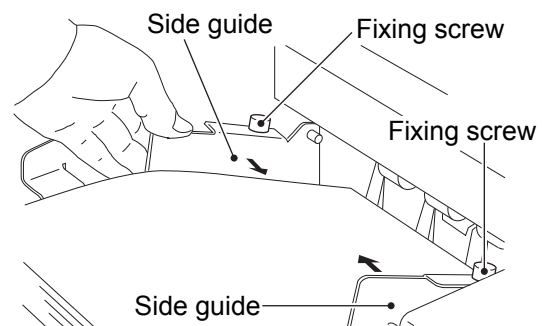


**Note** Fan the paper well and stack them neatly at the center of the paper feed table.

### 4 After pressing the side guide to each side of the paper lightly, tighten the screws to secure the side guides.



**Note** Paper can be stacked to a height of approximately 2.0 inches at one time. Do not stack too many sheets of paper.

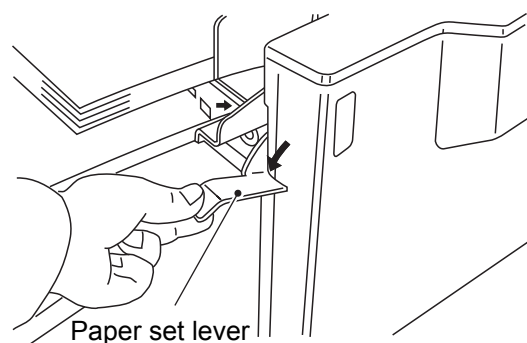


## 5 Lower the paper set lever.

The paper feed table will be raised.



**Make sure that you lower the paper set lever. If you start operations without the paper set lever lowered, the paper feed rings will run idle, causing the machine to stop.**



Paper set lever

## 6 Move the rough adjustment knob of the first and second folding plates to the mark of a folding pattern you desire.

Because the second folding plate is not used for a single fold, move the rough adjustment knob of the second folding plate to the upper end to prevent the paper from being sent to the second folding plate.

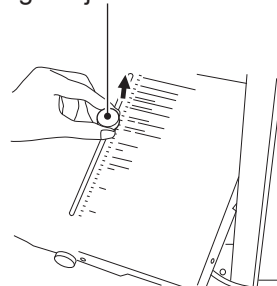
Ref. "Folding paper into two" (p.2-7)

- 1) Slide the rough adjustment knob while pulling it up.



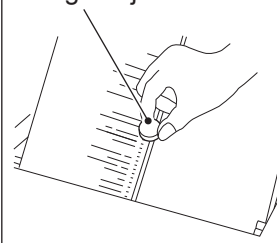
**The rough adjustment knob cannot be turned either clockwise or counterclockwise. Make sure that you pull up the knob when you want to move it.**

Rough adjustment knob

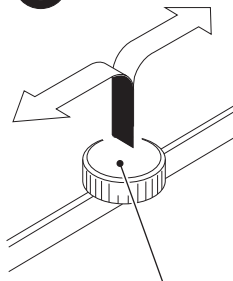


Second folding plate

Rough adjustment knob



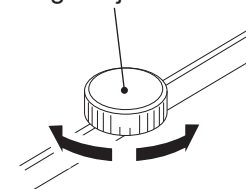
First folding plate



Rough adjustment knob

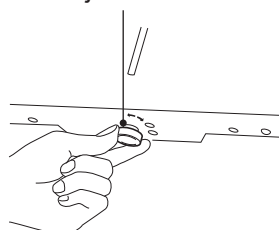


Rough adjustment knob



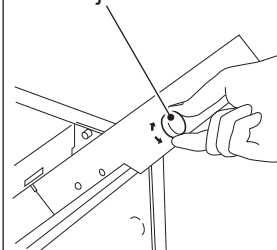
- 2) Turn the fine adjustment knob to the right and left a few times and check that it moves slightly.

Fine adjustment knob



Second folding plate

Fine adjustment knob



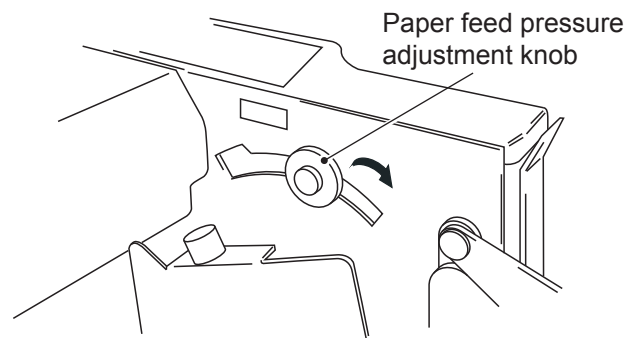
First folding plate



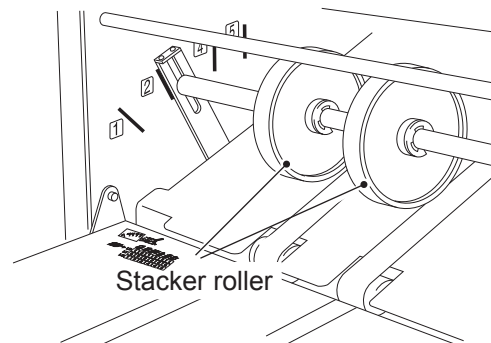
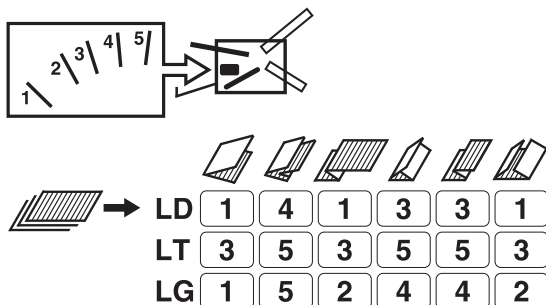
**MyBinding.com**  
When Image Matters.

## 7 Set the paper feed pressure adjustment knob to "Thin paper."

If the paper slips and no paper is conveyed, change the paper feed pressure from "Thin paper" to "Thick paper".

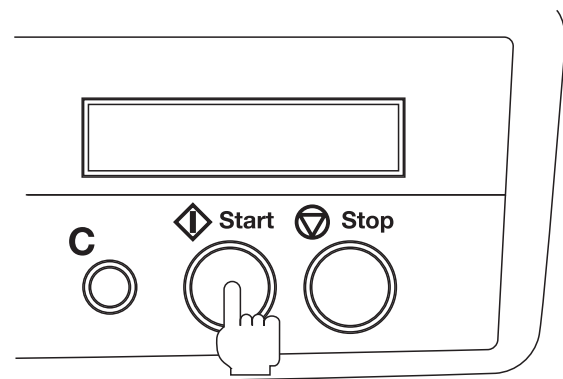


## 8 Move the stacker rollers to the appropriate position referring to the table of stacker rollers position attached to the paper receiving tray.



## 9 Press the Start button for test folding.

## 10 Press the Stop button after a couple of folded sheets are ejected.

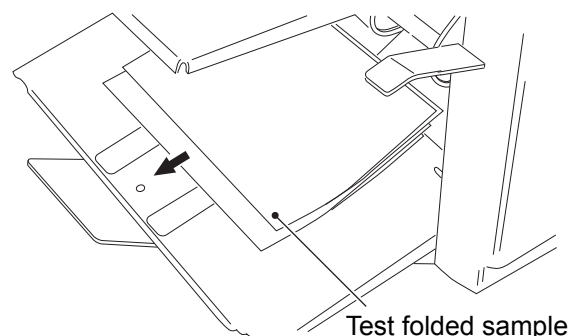


## 11 Check the finish of test folding.

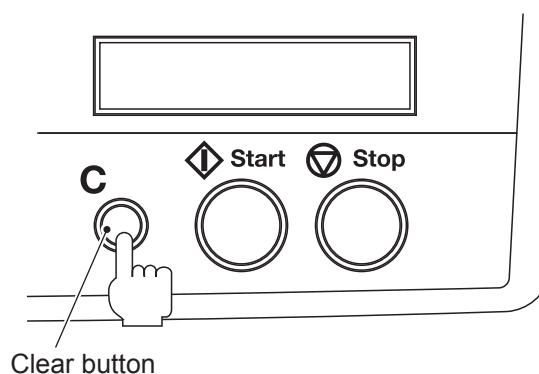
Check for folding misalignment using the second test folded sample.



If folding misalignments occur, refer to Chapter 4 "TROUBLESHOOTING" "1. Correcting Folding Misalignment" (p.4-2).



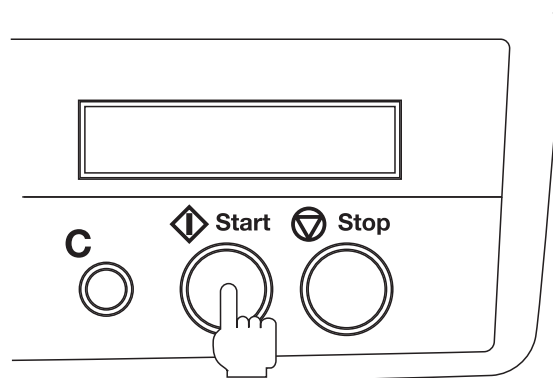
- 12** After completing adjustments, press the C (clear) button for two seconds to clear the counter to "0."



- 13** Press the Start button to start folding operations.

Press the Stop button to interrupt or stop the operations. Pressing the Start button again will resume operations.

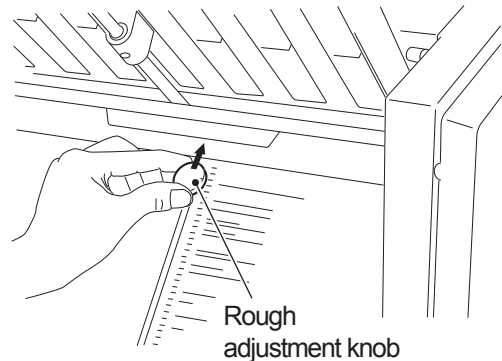
When there is no paper on the paper feed table, the machine will stop automatically.



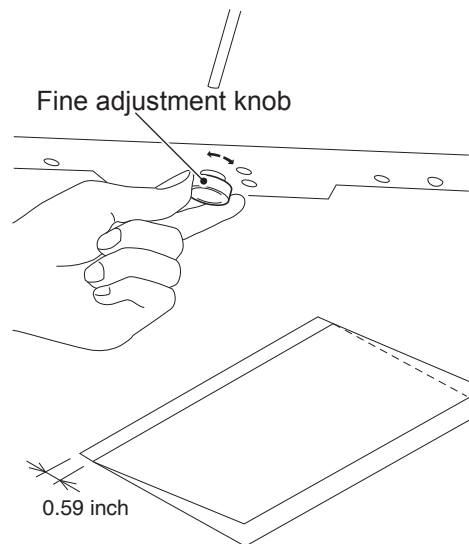
## Folding paper into two

Because the second folding plate is not used for a single fold, move the rough adjustment knob of the second folding plate to the upper end in the following methods.

- 1) Slide the rough adjustment knob of the second folding plate up to the upper end while lifting it up.



- 2) Turn the fine adjustment knob to the left until the rough adjustment knob reaches the upper end.



- When the rough adjustment knob has not reached the upper end, thin paper may get a crease at around 0.59 inch from the folded line.
- Rotating the fine adjustment knob excessively will result in paper jamming, improper folding, and other mechanical malfunctions.



# Memo



## ***Chapter 3***

# ***ADVANCED OPERATION***

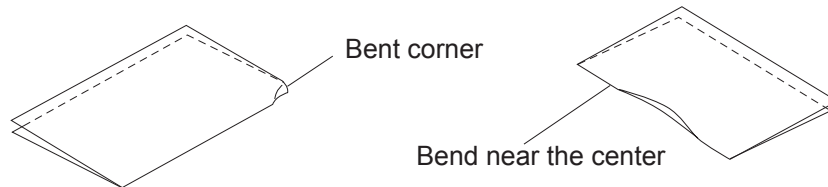


**MyBinding.com**  
*When Image Matters.*

# 1. Single Folding of Standard Paper

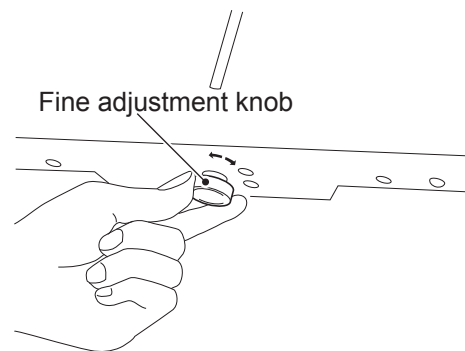
## 1-1. Single Folding Thick Paper

When folding drawing paper or fine quality thick paper 34 lb into two, the edge of the folding line of the paper or a part near the center may bend due to environmental conditions (temperature, humidity), paper size, paper fiber direction, etc. When this occurs, follow the procedures below.



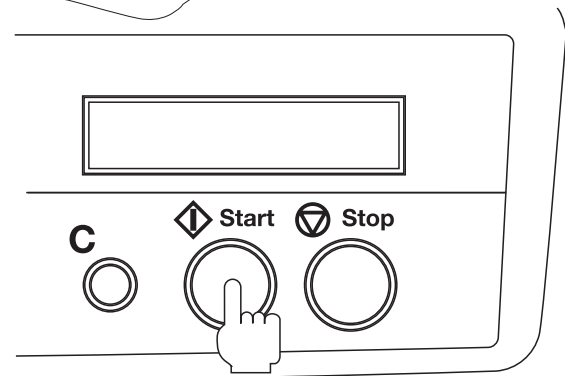
- 1 Turn the fine adjustment knob of the second folding plate to the right by 1/4 turn.**

The rough adjustment knob will be slightly apart from the upper end.



- 2 Press the Start button for test folding.**

- 3 Press the Stop button after a couple of folded sheets are ejected.**

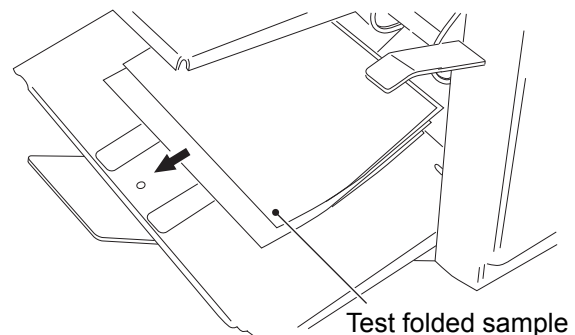


- 4 Check the finish of test folding.**

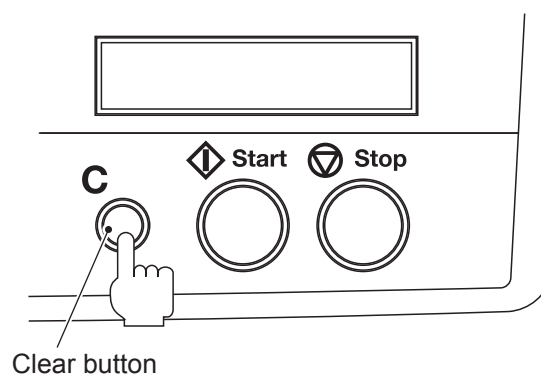
Check for folding misalignment using the second test folded sample.



If folding misalignments occur, refer to "TROUBLESHOOTING" "1. Correcting Folding Misalignment" (p.4-2).



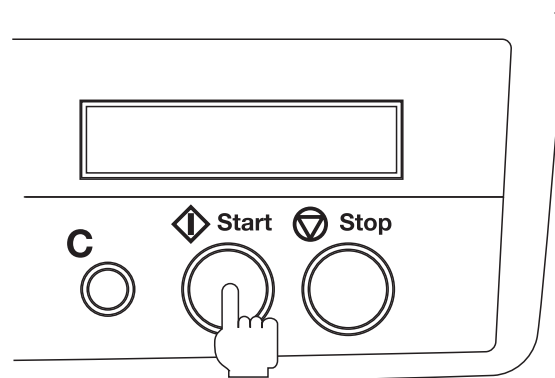
- 5** After completing adjustments, press the C (clear) button for two seconds to clear the counter to "0."



- 6** Press the Start button to start folding operations.

Press the Stop button to interrupt or stop the operations. Pressing the Start button again will resume operations.

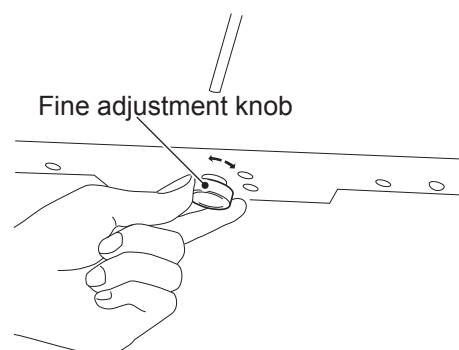
When there is no paper on the paper feed table, the machine will stop automatically.



- 7** After completing the operations, turn the fine adjustment knob to the left until the rough adjustment knob reaches the upper end.



After completing single-folding operations for thick paper, make sure that you move the fine adjustment knob back to its normal position. If thin paper is single-folded with the stopper of the second folding plate moved to the position for thick paper, the thin paper will not be folded neatly.

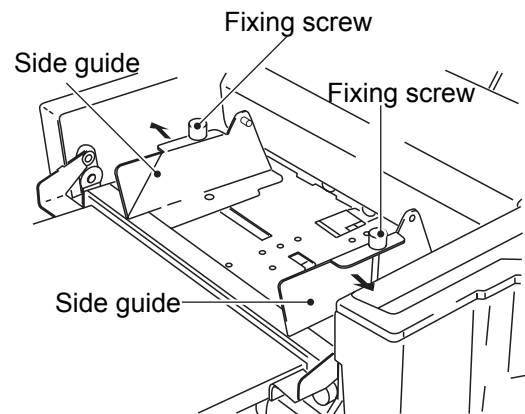


## 1-2. Double Folding Thick Paper

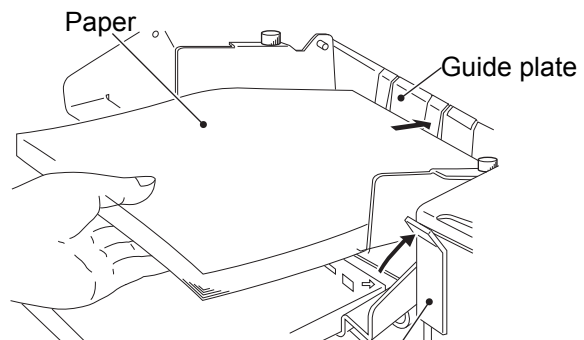
When folding fine quality thick paper 28 lb into four, its folding section may open when ejected to the stacker because of the paper thickness and consequently the folded paper may not be able to pass through the stacker rollers, resulting in paper jam. To prevent this, follow the procedures below.

**Note** Do not fold fine quality thick paper 34 lb into four because paper ejection problem may occur.

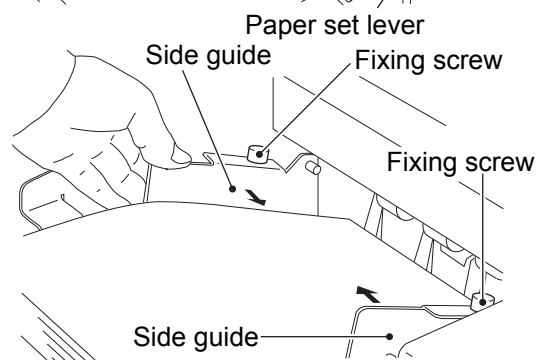
- 1** Loosen the fixing screws of the side guides, and move the side guides to fit the paper width.



- 2** Raise the paper set lever and place some paper on the paper feed table. Push in the paper until its lead edge touches the guide plate.

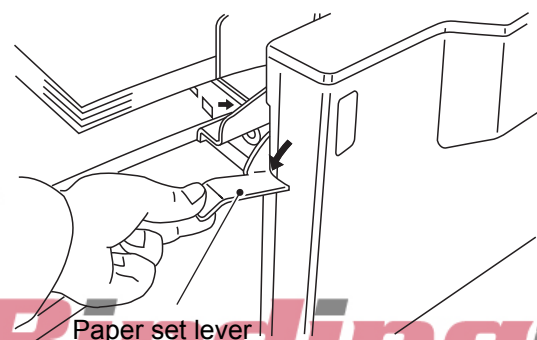


- 3** After pressing the side guide to each side of the paper lightly, tighten the screws to secure the side guides.

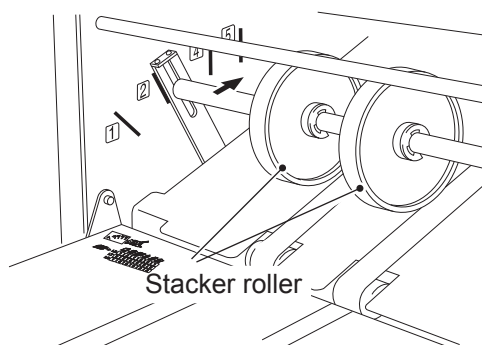


- 4** Lower the paper set lever.  
The paper feed table will be raised.

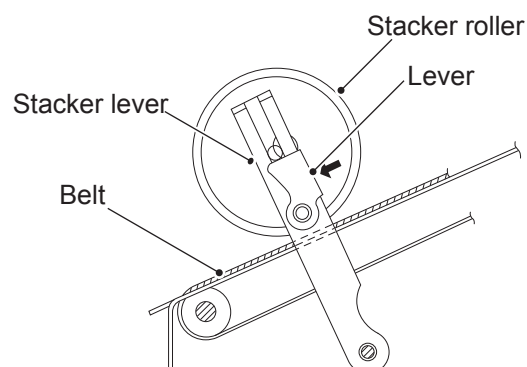
**Note** Make sure that you lower the paper set lever. If you start operations without the paper set lever lowered, the paper feed rings will run idle, causing the machine to stop.



## 5 Move the stacker rollers to "5."

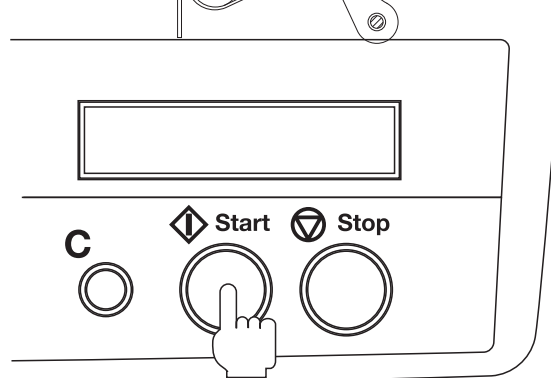


## 6 While lifting up the stacker rollers with your hand, pull the levers (left and right) attached to the stacker lever in the direction of the arrow so that the stacker rollers are lifted up.



## 7 Press the Start button for test folding and check if the paper is ejected smoothly.

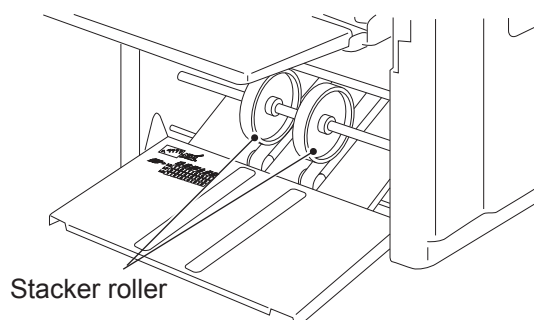
## 8 Press the Stop button after a couple of folded sheets are ejected.



## 9 If the paper is not ejected smoothly, change the position of the stacker rollers to "3" or "4."



If folding misalignments occur, refer to Chapter 4 "TROUBLESHOOTING" "1. Correcting Folding Misalignment" (p.4-2).

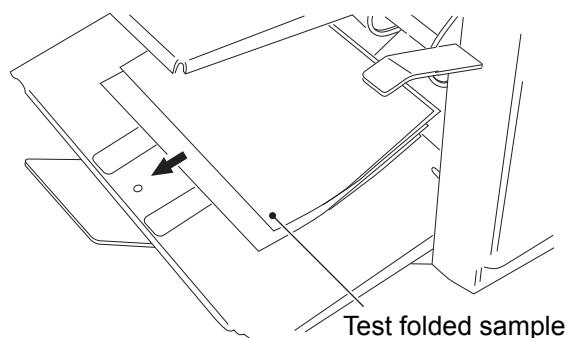


## 10 Check the finish of test folding.

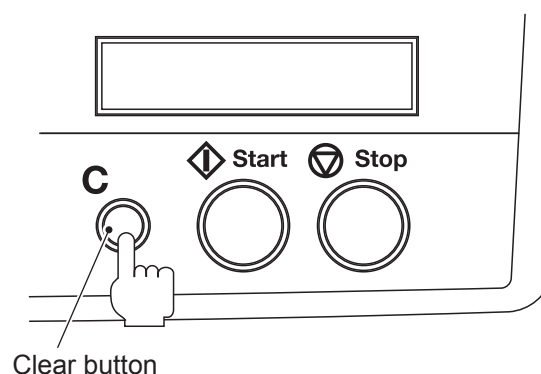
Check for folding misalignment using the second test folded sample.



If folding misalignments occur, refer to Chapter 4 "TROUBLESHOOTING" "1. Correcting Folding Misalignment" (p.4-2).



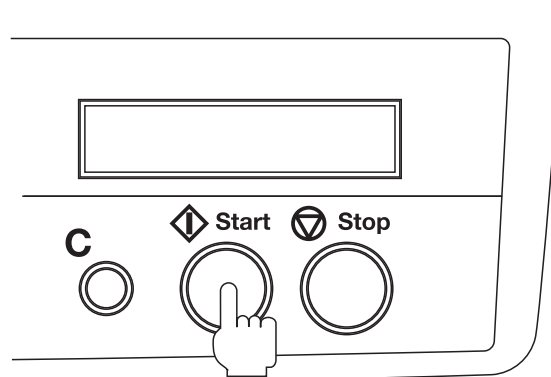
## 11 After completing adjustments, press the C (clear) button for two seconds to clear the counter to "0."



## 12 Press the Start button to start folding operations.

Press the Stop button to interrupt or stop the operations. Pressing the Start button again will resume operations.

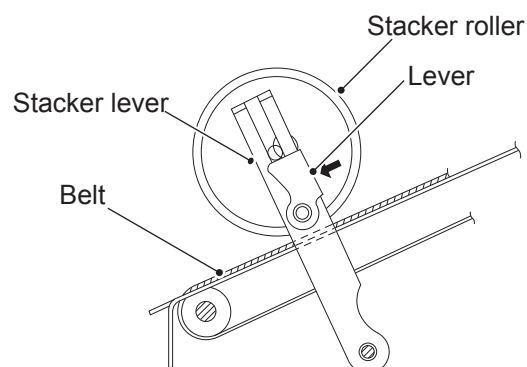
When there is no paper on the paper feed table, the machine will stop automatically.



## 13 After the operations have completed, move the left and right levers attached to the stacker lever in the direction of the arrow.



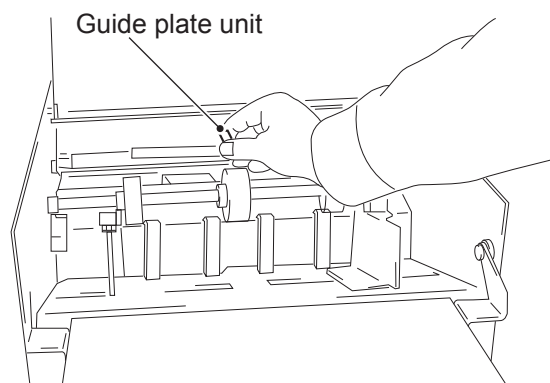
If the stacker rollers are left lifted up, problems will occur when the normal paper size is used.



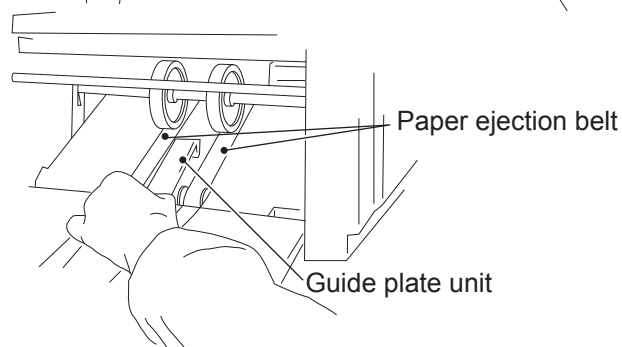
## 1-3. Double Folding Small Thin Paper

Paper jam may occur when folding 5.00 (W) x 7.00 (L) inch size fine quality paper of 22 lb or thinner into four. Using the supplied guide plate unit will prevent paper jam.

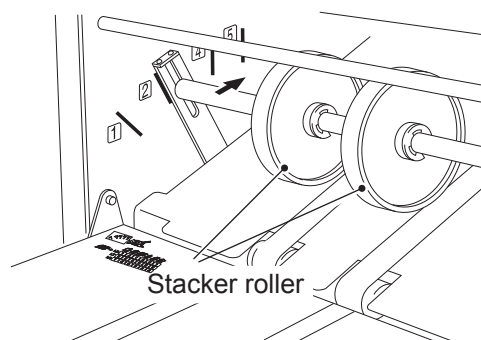
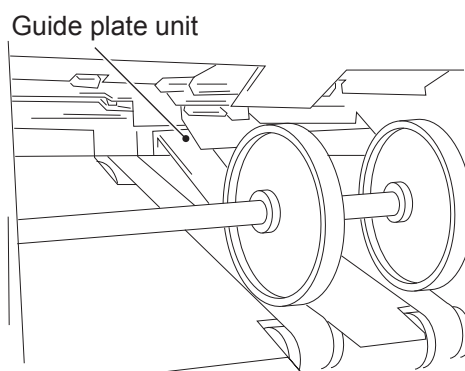
- 1 Remove the guide plate unit stored inside the top cover.**



- 2 Attach the guide plate unit to the innermost center between the two paper ejection belts.**

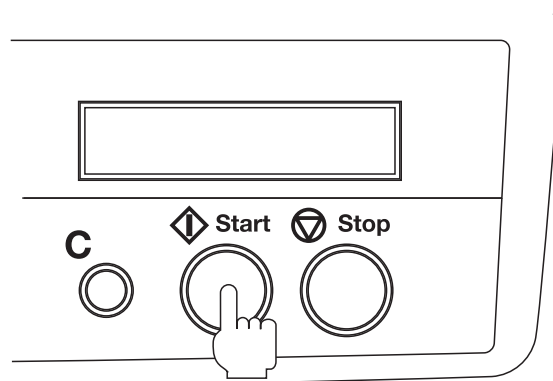


- 3 Move the stacker rollers to "4."**

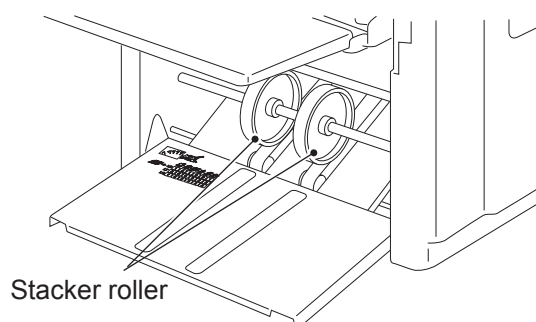


**4** Press the **Start** button for test folding and check if the paper is ejected smoothly.

**5** Press the **Stop** button after a couple of folded sheets are ejected.



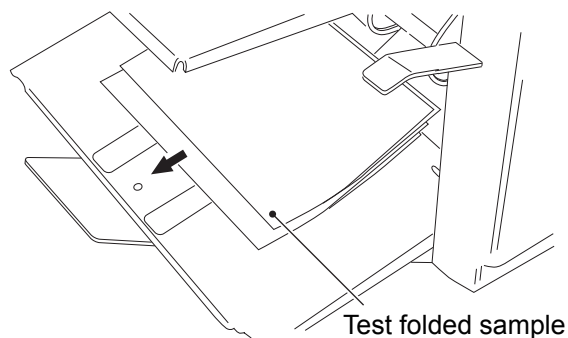
**6** If the paper is not ejected smoothly, change the position of the stacker rollers.



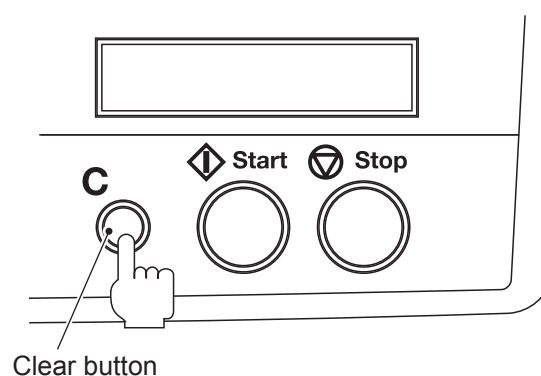
**7** Check the finish of test folding.  
Check for folding misalignment using the second test folded sample.



If folding misalignments occur, refer to Chapter 4 "TROUBLESHOOTING" "1. Correcting Folding Misalignment" (p.4-2).



**8** After completing adjustments, press the **C (clear)** button for two seconds to clear the counter to "0."



## 9 Press the Start button to start folding operations.

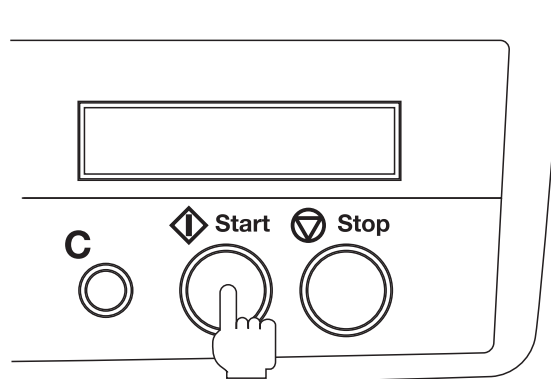
Press the Stop button to interrupt or stop the operations. Pressing the Start button again will resume operations.

When there is no paper on the paper feed table, the machine will stop automatically.

## 10 After completing the work, remove the guide plate unit.



- Leaving the guide plate unit attached may result in problems when other types of paper are used.
- When folding fine quality paper 14 lb into four, do not use the guide plate unit.

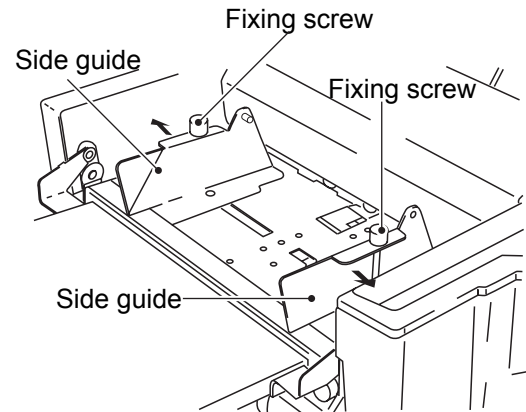


## 11 Store the removed guide plate unit inside the top cover.

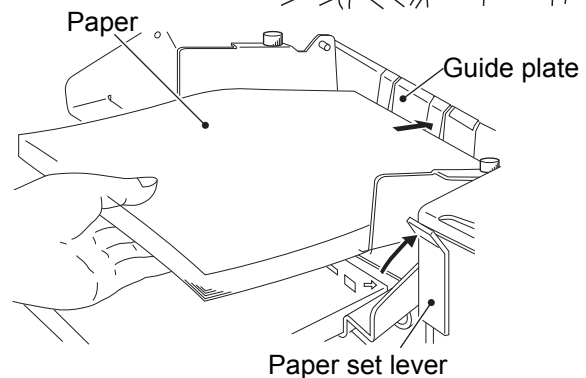
## 2. Custom Folding of Standard Paper

Custom folding is the method of folding paper where you specify the folding stoppers of the first and second folding plates. The following describes the custom folding procedures taking accordion fold as an example.

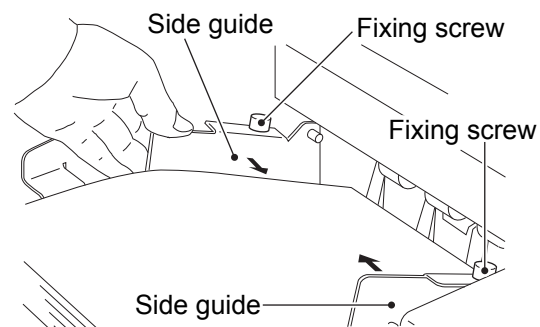
- 1 Loosen the fixing screws of the side guides, and move the side guides to fit the paper width.**



- 2 Raise the paper set lever and place some paper on the paper feed table.**  
Push in the paper until its lead edge touches the guide plate.



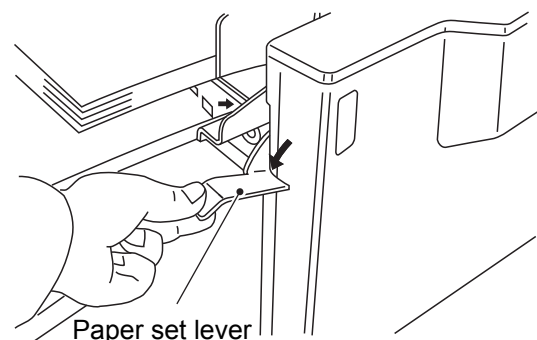
- 3 After pressing the side guide to each side of the paper lightly, tighten the screws to secure the side guides.**



- 4 Lower the paper set lever.**  
The paper feed table will be raised.



**Note** Make sure that you lower the paper set lever. If you start operations without the paper set lever lowered, the paper feed rings will run idle, causing the machine to stop.



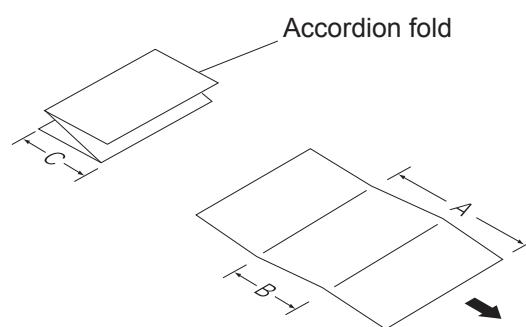
## 5 Fold a piece of paper as desired and measure the dimensions of the A, B and C.

The folding sizes should be within the following ranges.

A: 1.60 to 12.80 inches

B: 1.60 to 8.50 inches

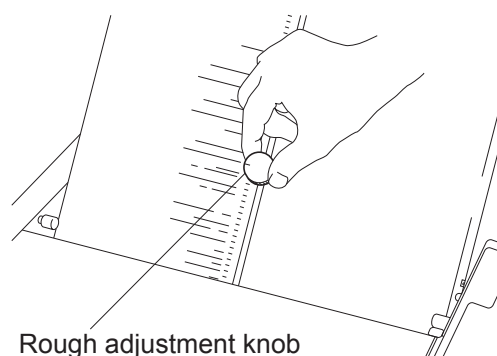
C: 8.50 inches or shorter



## 6 Adjust the rough adjustment knob of the first folding plate to the mark corresponding to measurement A.

## 7 Adjust the rough adjustment knob of the first folding plate to the mark corresponding to measurement B.

- Note** • The rough adjustment knob cannot be turned either clockwise or counterclockwise. Make sure that you pull up the knob when you want to move it.
- After moving the rough adjustment knob, turn the fine adjustment knob to the right and left a few times to check that it moves slightly.



## 8 Move the stacker rollers to the appropriate position referring to Table of Stacker Rollers Position on the next page.

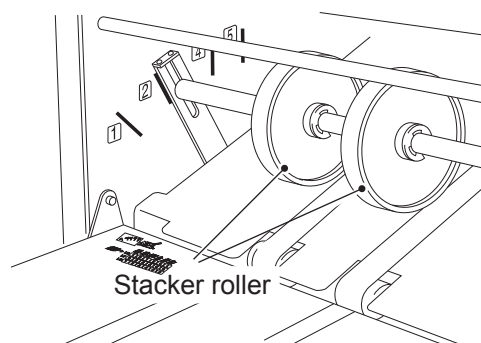
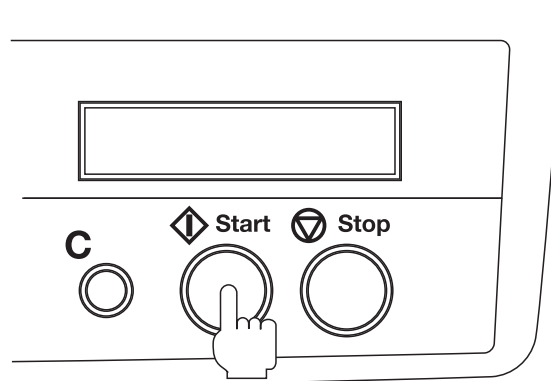


Table of Stacker Rollers Position

| Stacker Rollers Position | Length of Folded Paper | Folding Pattern                                                                            |
|--------------------------|------------------------|--------------------------------------------------------------------------------------------|
| 1                        | 7.0 to 8.5 inches      | LD: single fold, irregular accordion fold, gate fold<br>Single folded paper larger than LD |
| 2                        | 6.0 to 7.0 inches      | LG: Irregular accordion, gate fold                                                         |
| 3                        | 5.0 to 6.0 inches      | LT: single fold, irregular accordion fold, gate fold<br>LD: letter fold, accordion fold    |
| 4                        | 4.0 to 5.0 inches      | LG: letter fold, accordion fold<br>LD: double fold                                         |
| 5                        | 1.6 to 4.0 inches      | LT: double fold, letter fold, accordion fold<br>LG: double fold                            |

**9** Press the Start button for test folding.

**10** Press the Stop button after a couple of folded sheets are ejected.

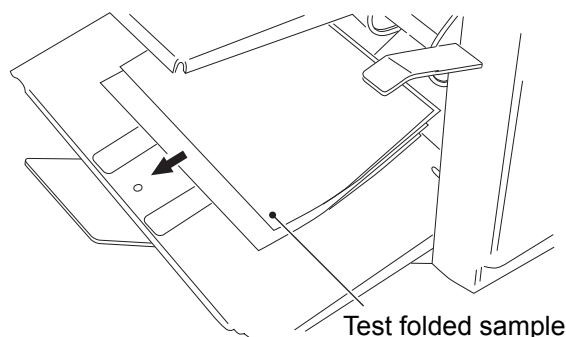


**11** Check the finish of test folding.

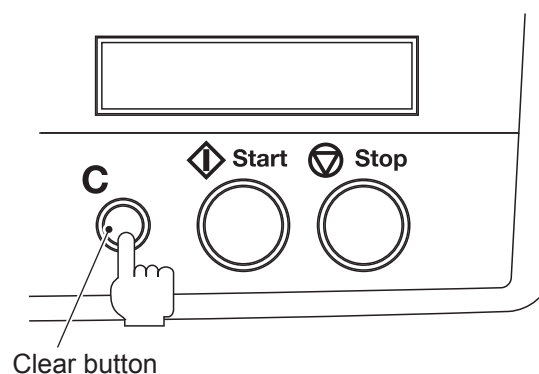
Check for folding misalignment using the second test folded sample.



If folding misalignments occur, refer to Chapter 4 "TROUBLESHOOTING" "1. Correcting Folding Misalignment" (p.4-2).



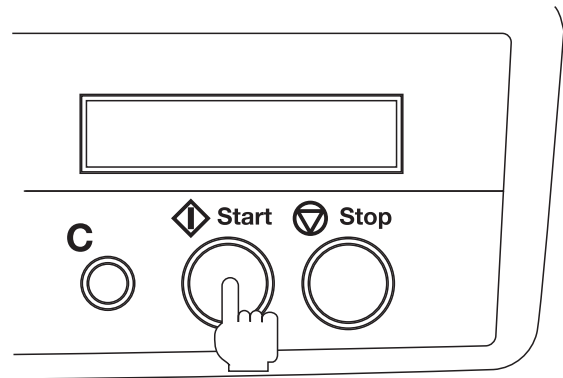
**12** After completing adjustments, press the C (clear) button for two seconds to clear the counter to "0."



## 13 Press the Start button to start folding operations.

Press the Stop button to interrupt or stop the operations. Pressing the Start button again will resume operations.

When there is no paper on the paper feed table, the machine will stop automatically.



### 3. Standard Folding of Non-Standard Size Paper

Paper other than the six standard size paper are called non-standard size paper. The paper size that can be used as non-standard size paper is as follows.

Maximum: 11.00 (W) x 17.00 (L) inches

Minimum: 5.00 (W) x 7.00 (L) inches

The following describes the single folding procedures of 12.00 inch long paper as an example.

- 1 Measure the length (L).
- 2 Refer to Table of Rough Adjustment Knob Positions to check the the appropriate positions of first and second folding plates.

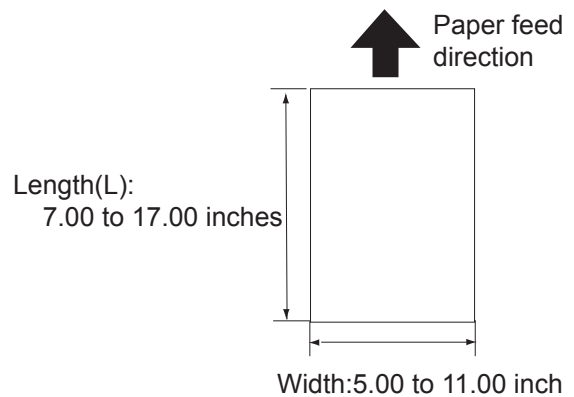


Table of Rough Adjustment Knob Positions

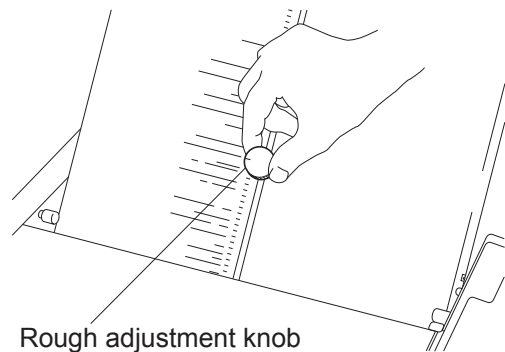
L=Paper length

| Folding Pattern      | Single Fold | Double Fold | Irregular Accordion Fold | Letter Fold | Accordion Fold | Gate Fold |
|----------------------|-------------|-------------|--------------------------|-------------|----------------|-----------|
| First Folding Plate  | L/2         | L/2         | 3L/4                     | L/3         | 2L/3           | L/4       |
| Second Folding Plate | Upper End   | L/4         | L/4                      | L/3         | L/3            | L/2       |

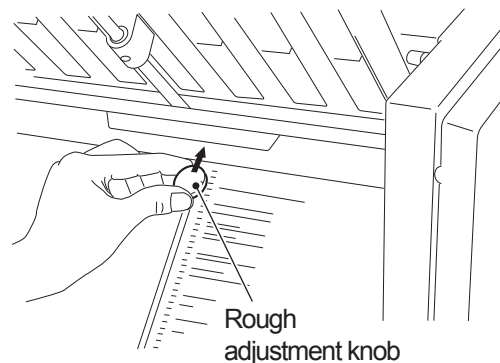
- 1) According to the table above, move the rough adjustment knob to 6.00 inches ( $12.00 \div 2$ ).



- The rough adjustment knob cannot be turned either clockwise or counterclockwise. Make sure that you pull up the knob when you want to move it. (p.2-4)
- After moving the rough adjustment knob, turn the fine adjustment knob to the right and left a few times to check that it moves slightly. (p.2-4)



- 2) Move the rough adjustment knob of the second folding plate to the upper end. (p.2-7)

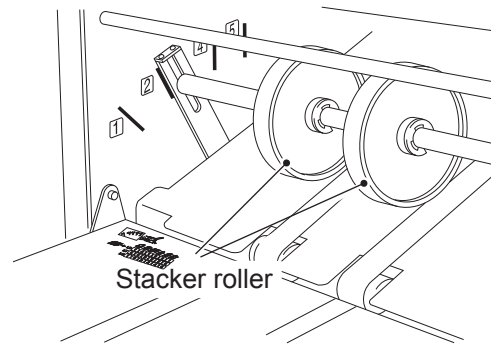


**MyBinding.com**  
When Image Matters.

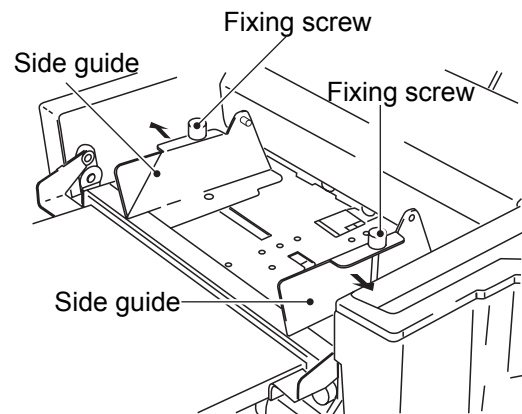
### 3 Move the stacker rollers to the appropriate position.

Refer to Table of Stacker Rollers Position for their appropriate position (p.3-12).

For this example, move the stacker rollers to "2" for the finished size 6.00 inches.

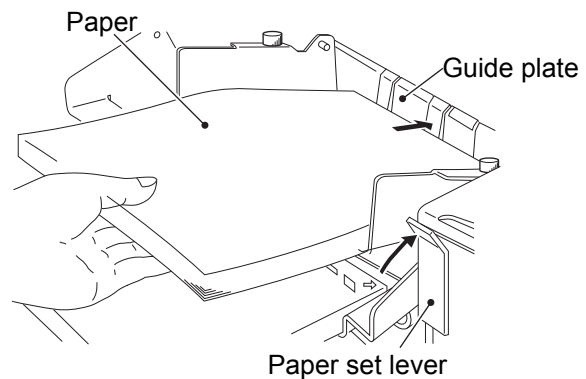


### 4 Loosen the fixing screws of the side guides, and move the side guides to fit the paper width.

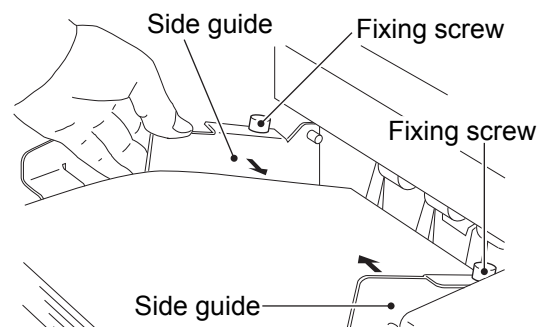


### 5 Raise the paper set lever and place some paper on the paper feed table.

Push in the paper until its lead edge touches the guide plate.



### 6 After pressing the side guide to each side of the paper lightly, tighten the screws to secure the side guides.

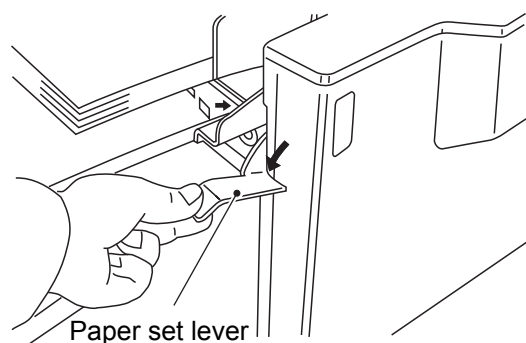


## 7 Lower the paper set lever.

The paper feed table will be raised.

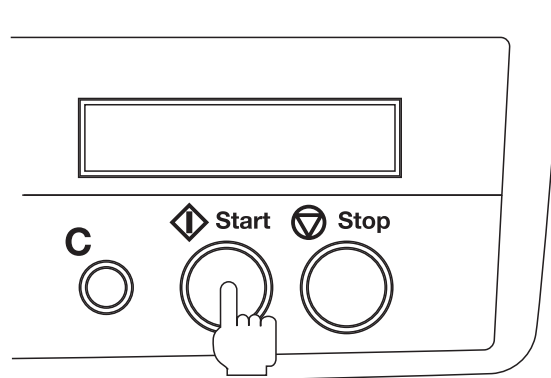


**Note** Make sure that you lower the paper set lever. If you start operations without the paper set lever lowered, the paper feed rings will run idle, causing the machine to stop.



## 8 Press the Start button for test folding.

## 9 Press the Stop button after a couple of folded sheets are ejected.

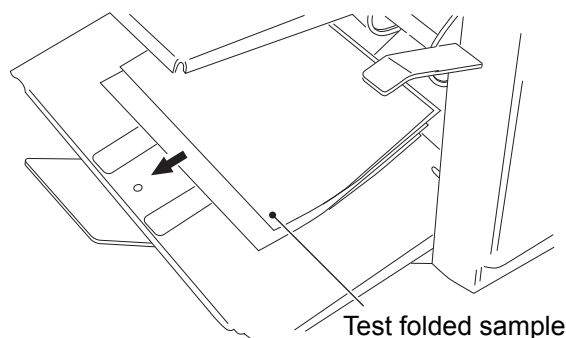


## 10 Check the finish of test folding.

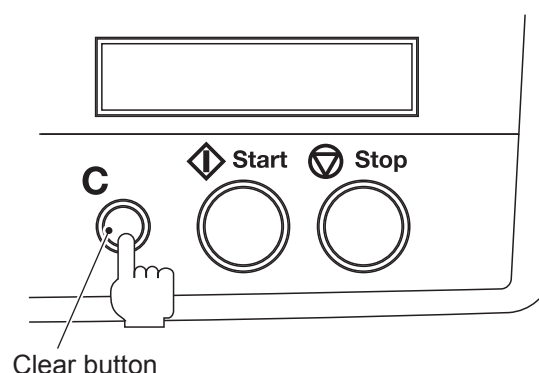
Check for folding misalignment using the second test folded sample.



If folding misalignments occur, refer to Chapter 4 "TROUBLESHOOTING" "1. Correcting Folding Misalignment" (p.4-2).



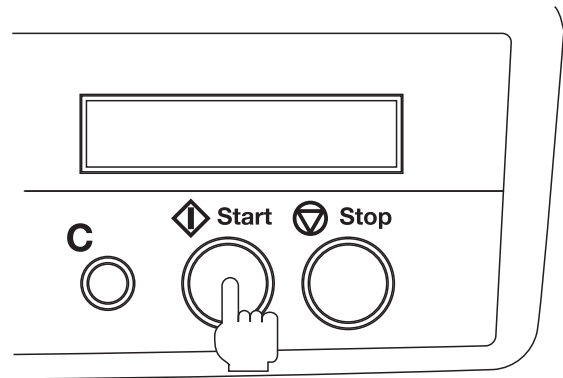
## 11 After completing adjustments, press the C (clear) button for two seconds to clear the counter to "0."



## 12 Press the Start button to start folding operations.

Press the Stop button to interrupt or stop the operations. Pressing the Start button again will resume operations.

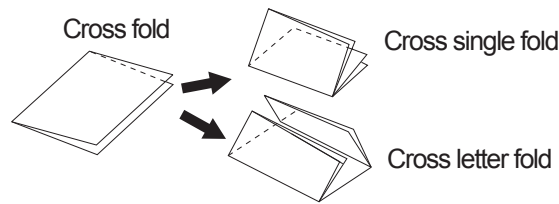
When there is no paper on the paper feed table, the machine will stop automatically.



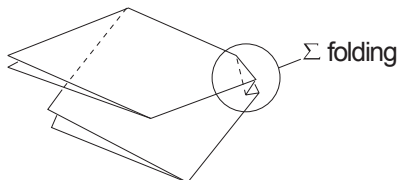
For custom folding of non-standard size paper, refer to "2.Custom Folding of Standard Paper" (p.3-10).

# 4. Cross Folding

Cross folding is to fold single-folded paper another time into two or three.



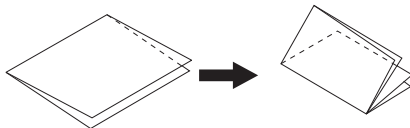
- The maximum paper thickness is 28 lb. However, this thickness may differ slightly according to various conditions such as environmental conditions (temperature, humidity), paper size, and paper fiber direction.
- When the paper is cross folded,  $\Sigma$  folding (folding slippage in the horizontal) and folding misalignment along sides of paper may occur due to conditions such as environmental conditions (temperature, humidity), paper size and paper fiber direction. This is not a malfunction of the machine.



## 4-1. Cross Folding Standard Size Paper

The paper size that can be cross folded is LD, LG and LT.

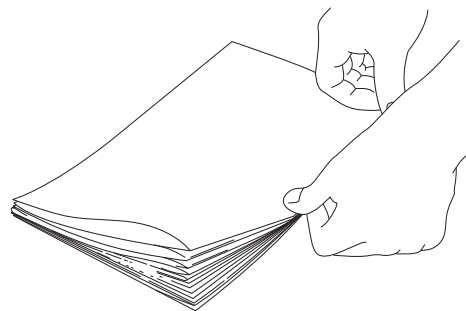
The following describes the cross single folding procedures of LD size paper.



Only short edge feed is available for cross folding.

**1** Fold LD size paper into two according to Chapter 2 "BASIC OPERATION" "1.Standard Folding of Standard Paper" (p.2-2).

**2** Press along the folded line of the single-folded paper firmly with your fingers to prevent the paper from slipping and buckling in the horizontal direction when folded.

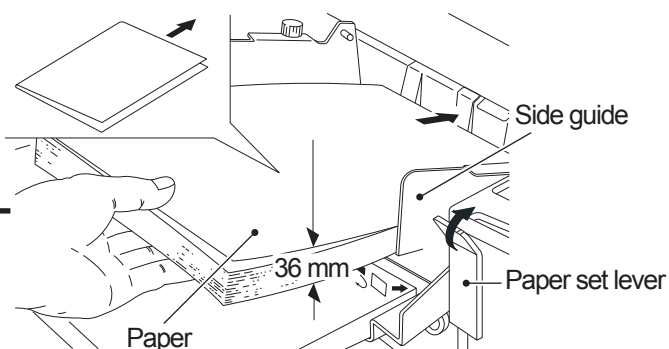


**MyBinding.com**  
When Image Matters.

- 3** Raise the paper set lever and stack the single-folded paper on the paper feed table with the folded line facing the non-operator's side.

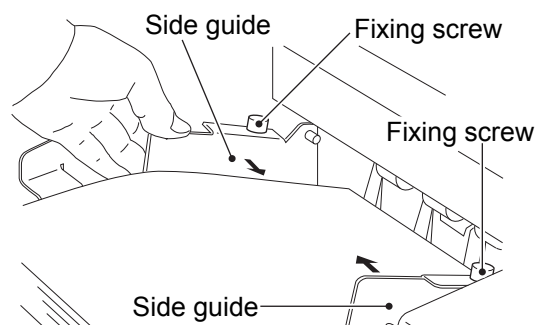


The amount of paper stacked on the paper feed table should be approximately 2/3 (approx. 1-1/2 inches) of the height of the side guide.



- 4** Loosen the fixing screws of the side guides.

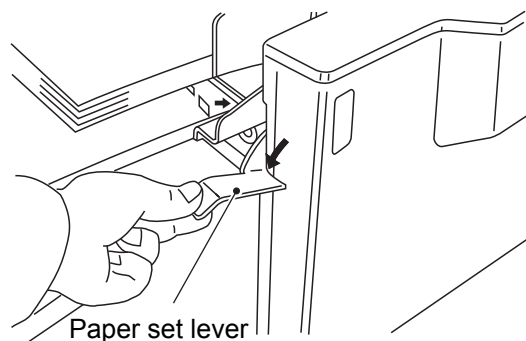
- 5** After pressing the side guide to each side of the paper lightly, tighten the screws to secure the side guides.



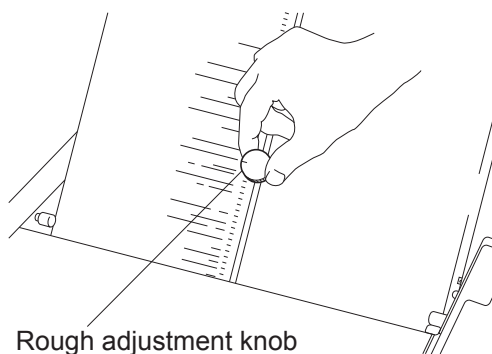
- 6** Lower the paper set lever.  
The paper feed table will be raised.



Make sure that you lower the paper set lever. If you start operations without the paper set lever lowered, the paper feed rings will run idle, causing the machine to stop.



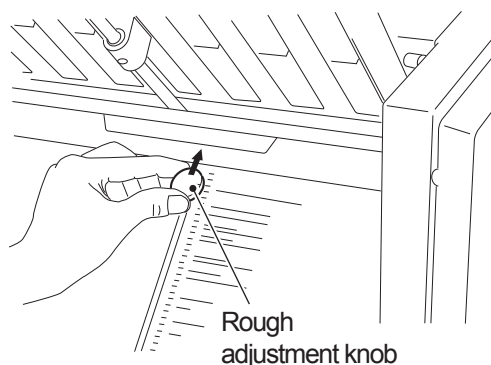
- 7** Move the rough adjustment knob of the first folding plate to the position for single-fold LT paper.



## 8 Move the rough adjustment knob of the second folding plate to the upper end.



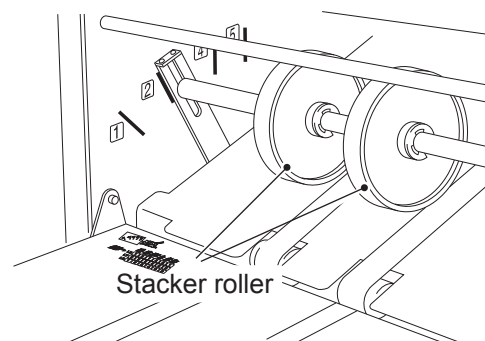
- The rough adjustment knob cannot be turned either clockwise or counterclockwise. Make sure that you pull up the knob when you want to move it.
- After moving the rough adjustment knob, turn the fine adjustment knob to the right and left a few times to check that it moves slightly.



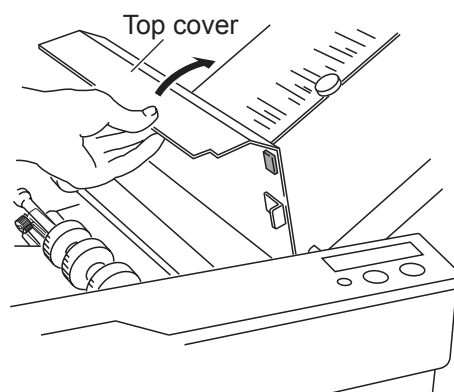
## 9 Move the stacker rollers to the appropriate position.

Refer to the table of stacker rollers position attached to the paper receiving tray for their appropriate position (p.3-12).

For this example (LT size, single fold), move the stacker rollers to "3."



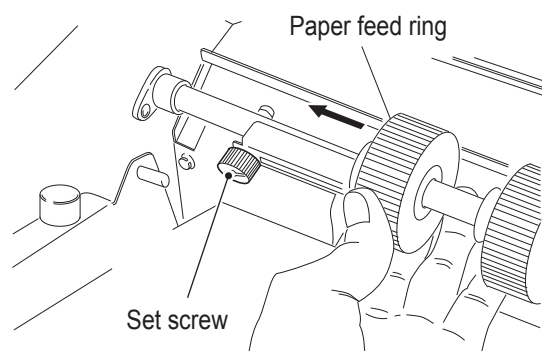
## 10 Open the top cover.



## 11 Loosen the set screw of the paper feed ring.

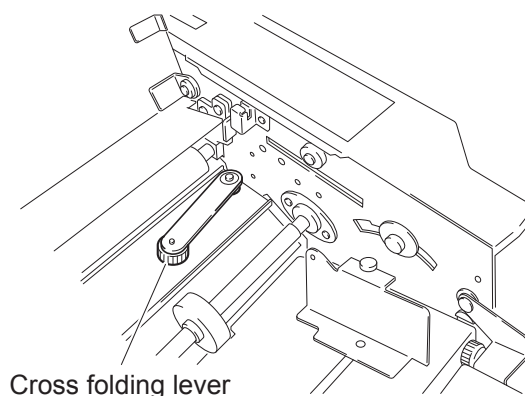
## 12 Move the paper feed ring at the far end to the folded line of the paper.

## 13 Tighten the set screw of the paper feed ring.

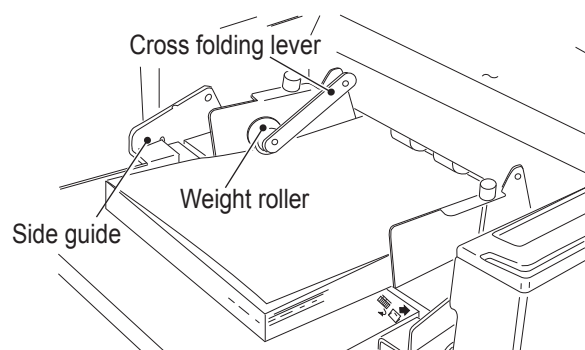


**14** Take out the cross folding lever stored inside the top cover.

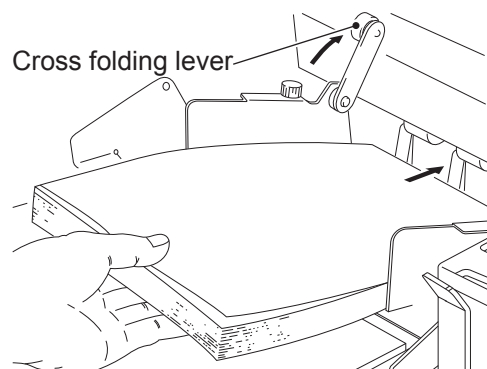
**15** Close the top cover.



**16** Attach the cross folding lever to the side guide of the non-operator' side.  
Place the weight roller on the folding line.

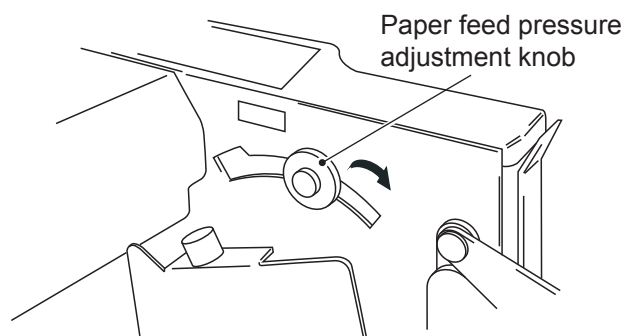


To replenish paper, lift the cross folding guide.



**17** Set the paper feed pressure adjustment knob to "Thin paper."

If the paper slips and no paper is conveyed, change the paper feed pressure from "Thin paper" to "Thick paper."



**18** Press the Start button for test folding.

**19** Press the Stop button after a couple of folded sheets are ejected.

**20** Check the finish of test folding.  
Check for folding misalignment using the second test folded sample.

 If folding misalignments occur, refer to Chapter 4 "TROUBLESHOOTING" "1. Correcting Folding Misalignment" (p.4-2).

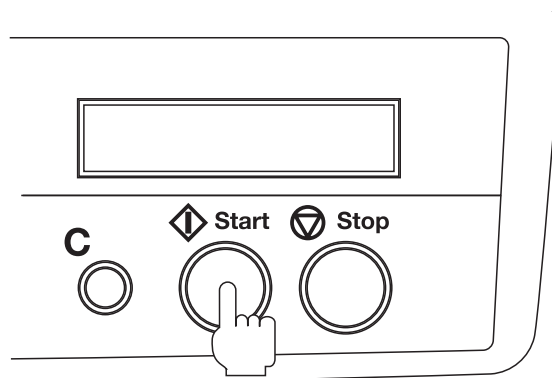
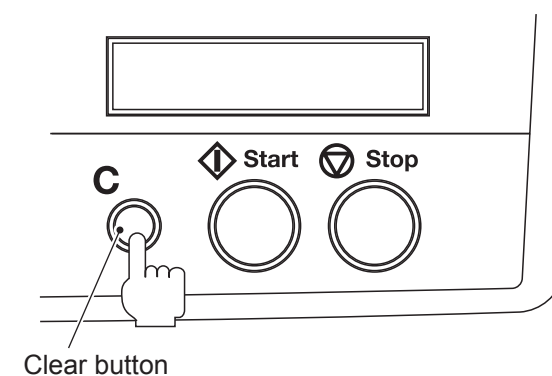
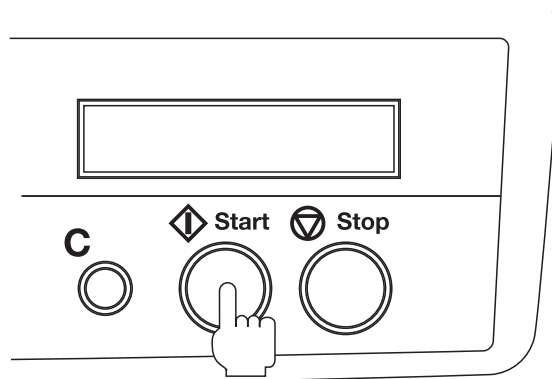
**21** After completing adjustments, press the C (clear) button for two seconds to clear the counter to "0."

**22** Press the Start button to start folding operations.

Press the Stop button to interrupt or stop the operations. Pressing the Start button again will resume operations.

When there is no paper on the paper feed table, the machine will stop automatically.

**23** Store the cross folding lever.



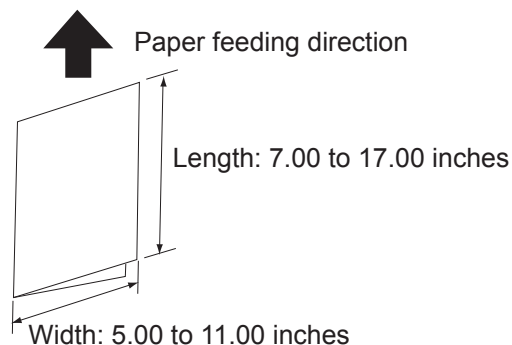
## 4-2. Cross Folding Non-Standard Size Paper

Paper other than the six standard size paper are called non-standard size paper. The paper size that can be cross folded is as follows.

Maximum: 11.00 (W) x 17.00 (L) inches

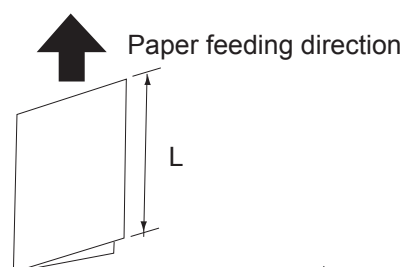
Minimum: 5.00 (W) x 7.00 (L) inches

The following describes the cross single folding procedures of 12.00 inch long paper as an example.

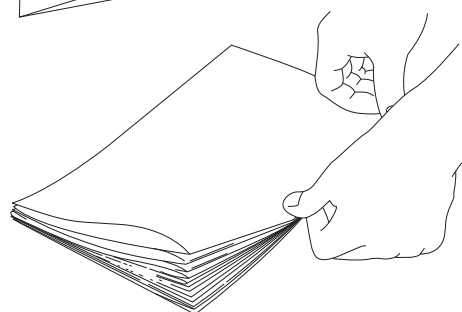


- 1** Fold the paper into two according to Chapter 3 "ADVANCED OPERATION" "3.Standard Folding of Non-Standard Size Paper" (p.3-14).

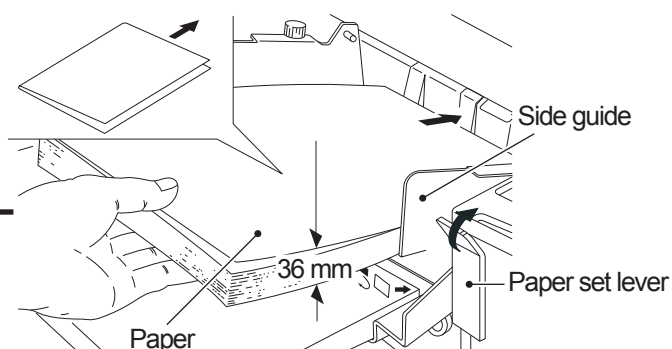
- 2** Measure the length (L) of the single-folded paper.



- 3** Press along the folded line of the single-folded paper firmly with your fingers to prevent the paper from slipping and buckling in the horizontal direction when folded.



- 4** Raise the paper set lever and stack the single-folded paper on the paper feed table with the folded line facing the non-operator's side.

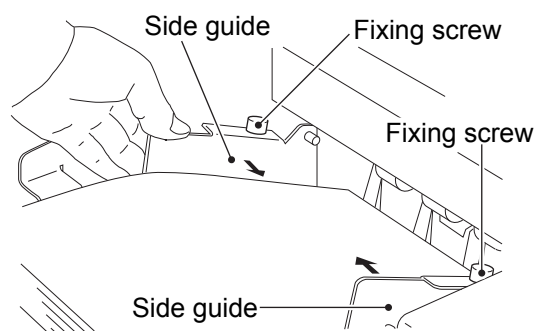


**Note** The amount of paper stacked on the paper feed table should be approximately 2/3 (approx. 1-1/2 inches) of the height of the side guide.

- 5** Loosen the fixing screws of the side guides.



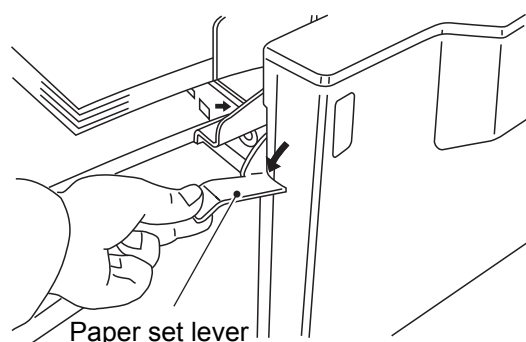
- 6** After pressing the side guide to each side of the paper lightly, tighten the screws to secure the side guides.



- 7** Lower the paper set lever.  
The paper feed table will be raised.



**Note** Make sure that you lower the paper set lever. If you start operations without the paper set lever lowered, the paper feed rings will run idle, causing the machine to stop.



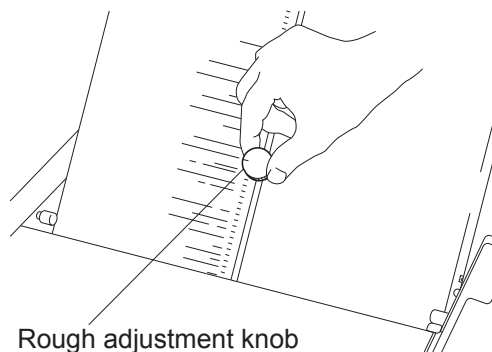
- 8** Refer to Table of Rough Adjustment Knob Positions to check the appropriate positions of first and second folding plates.

Table of Rough Adjustment Knob Positions

L=Paper length

| Folding Pattern      | Single Fold | Double Fold | Irregular Accordion Fold | Letter Fold | Accordion Fold | Gate Fold |
|----------------------|-------------|-------------|--------------------------|-------------|----------------|-----------|
| First Folding Plate  | $L/2$       | $L/2$       | $3L/4$                   | $L/3$       | $2L/3$         | $L/4$     |
| Second Folding Plate | Upper End   | $L/4$       | $L/4$                    | $L/3$       | $L/3$          | $L/2$     |

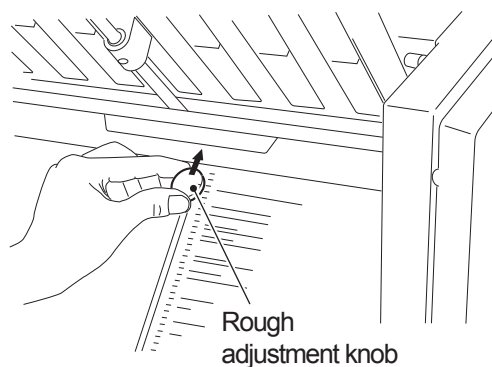
- 1) According to the table of rough adjustment knob positions, move the knob of the first folding plate to 6.00 inches ( $12.00 \div 2$ ).



- 2) Move the rough adjustment knob of the second folding plate to the upper end.



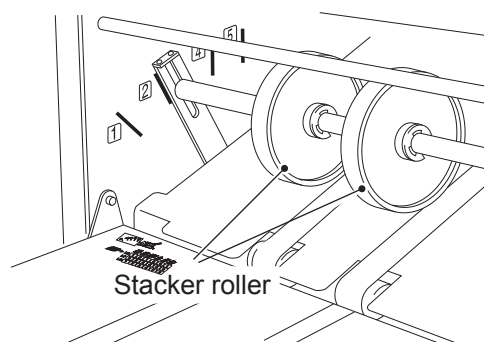
- Note** • The be turned either clockwise or counterclockwise. Make sure that you pull up the knob when you want to move it.
- After moving the rough adjustment knob, turn the fine adjustment knob to the right and left a few times to check that it moves slightly.



## 9 Move the stacker rollers to the appropriate position.

Refer to Table of Stacker Rollers Position for their appropriate position (p.3-12).

For this example, move the stacker rollers to "2."



Refer to procedures between step 10 of p.3-20 and step 23 of p.3-22 for rest procedures.



# Memo



# ***Chapter 4***

---

# ***TROUBLESHOOTING***

# ***GUIDE***



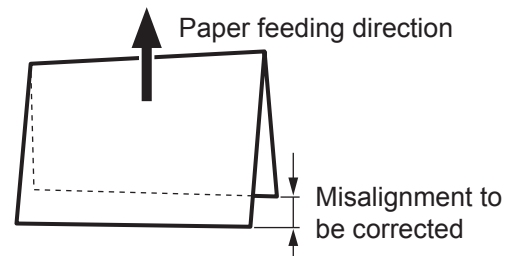
# 1. Correcting Folding Misalignment

Folding misalignment consists of two types; “folding misalignment along the vertical length of the paper” and “folding misalignment along the sides of the paper.”

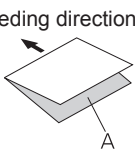
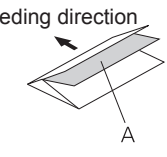
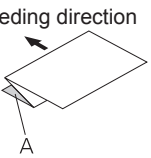
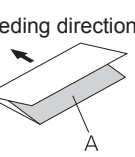
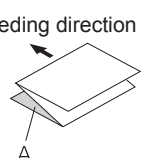
Other than this, “deformed folding” may also occur due to paper characteristics.

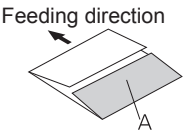
## 1-1. Correcting Folding Misalignment along Vertical Length of Paper

When folded paper is misaligned along the vertical length as shown in the figure, turn the fine adjustment knob to correct the misalignment.

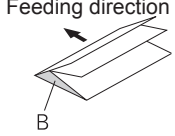
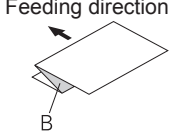
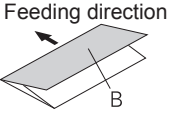
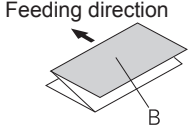
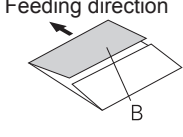


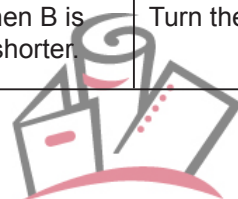
Adjusting Fine Adjustment Knob of the First Folding Plate

| Folding Style            |                                                                                     | Fold Surface A    | Adjustment                                      | First folding plate Fine adjustment knob                                              |
|--------------------------|-------------------------------------------------------------------------------------|-------------------|-------------------------------------------------|---------------------------------------------------------------------------------------|
| Single fold              |   | When A is longer  | Turn the fine adjustment knob counterclockwise. |    |
|                          |                                                                                     | When A is shorter | Turn the fine adjustment knob clockwise.        |  |
| Double fold              |  | When A is longer  | Turn the fine adjustment knob counterclockwise. |  |
|                          |                                                                                     | When A is shorter | Turn the fine adjustment knob clockwise.        |  |
| Irregular accordion fold |  | When A is longer  | Turn the fine adjustment knob counterclockwise. |  |
|                          |                                                                                     | When A is shorter | Turn the fine adjustment knob clockwise.        |  |
| Letter fold              |  | When A is longer  | Turn the fine adjustment knob counterclockwise. |  |
|                          |                                                                                     | When A is shorter | Turn the fine adjustment knob clockwise.        |  |
| Accordion fold           |  | When A is longer  | Turn the fine adjustment knob counterclockwise. |  |
|                          |                                                                                     | When A is shorter | Turn the fine adjustment knob clockwise.        |  |

| Folding Style |                                                                                   | Fold Surface A    | Adjustment                                      | First folding plate<br>Fine adjustment knob                                         |
|---------------|-----------------------------------------------------------------------------------|-------------------|-------------------------------------------------|-------------------------------------------------------------------------------------|
| Gate fold     |  | When A is longer  | Turn the fine adjustment knob counterclockwise. |  |
|               |                                                                                   | When A is shorter | Turn the fine adjustment knob clockwise.        |  |

#### Adjusting Fine Adjustment Knob of the Second Folding Plate

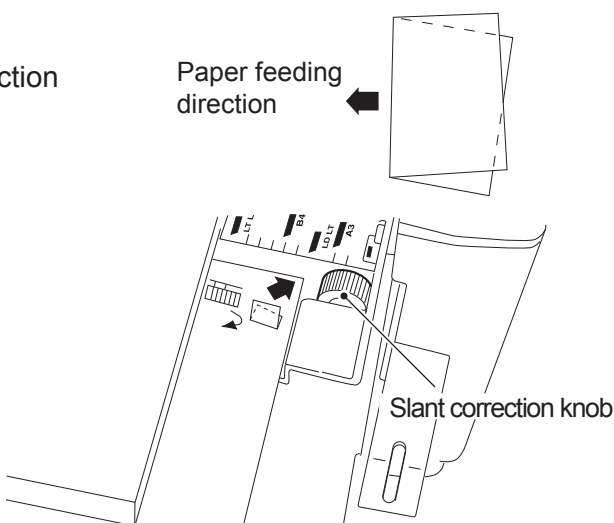
| Folding Style            |                                                                                     | Fold Surface A     | Adjustment                                      | First folding plate<br>Fine adjustment knob                                           |
|--------------------------|-------------------------------------------------------------------------------------|--------------------|-------------------------------------------------|---------------------------------------------------------------------------------------|
| Single fold              | The second folding plate is not used in single folding.                             |                    |                                                 |                                                                                       |
| Double fold              |   | When B is longer.  | Turn the fine adjustment knob counterclockwise. |    |
|                          |                                                                                     | When B is shorter. | Turn the fine adjustment knob clockwise.        |   |
| Irregular accordion fold |  | When B is longer.  | Turn the fine adjustment knob counterclockwise. |  |
|                          |                                                                                     | When B is shorter. | Turn the fine adjustment knob clockwise.        |  |
| Letter fold              |  | When B is longer.  | Turn the fine adjustment knob counterclockwise. |  |
|                          |                                                                                     | When B is shorter. | Turn the fine adjustment knob clockwise.        |  |
| Accordion fold           |  | When B is longer.  | Turn the fine adjustment knob counterclockwise. |  |
|                          |                                                                                     | When B is shorter. | Turn the fine adjustment knob clockwise.        |  |
| Gate fold                |  | When B is longer.  | Turn the fine adjustment knob counterclockwise. |  |
|                          |                                                                                     | When B is shorter. | Turn the fine adjustment knob clockwise.        |  |



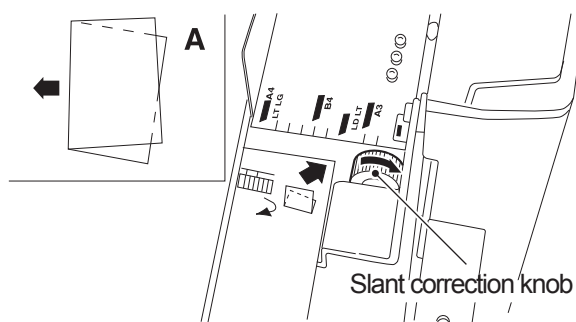
## 1-2. Correcting Folding Misalignment along Sides of Paper

When folded paper is misaligned along the sides of paper as shown in the figure, turn the slant correction knob to correct the misalignment.

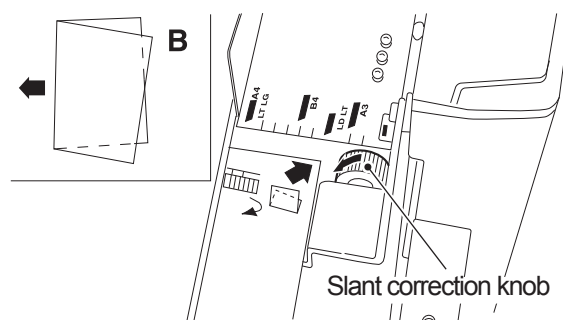
- 1 Turn the slant correction knob to adjust the folding slippage.



If folding slippage is as shown in Figure A, turn the knob in the direction of the arrow.

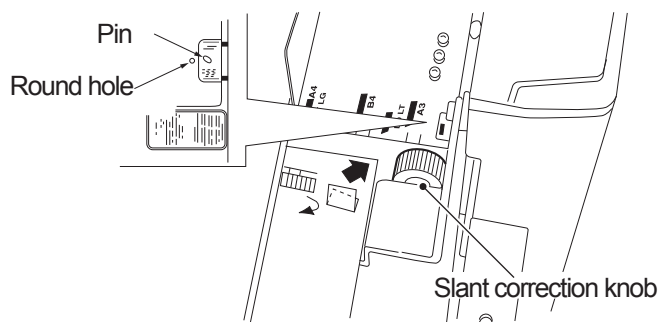


If folding slippage is as shown in Figure B, turn the knob in the direction of the arrow.



- 2 After finishing operations, be sure to turn the slant correction knob to align the round holes of the paper feed table with the pin.

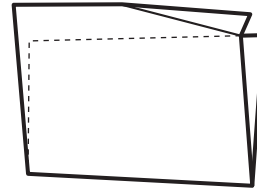
The position at which the round hole meets the pin is the standard position.



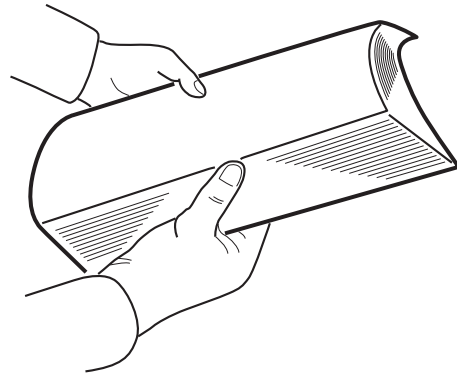
## 1.3 Correcting Deformed Folding

Check the following when deformed folding occurs.

Deformed folding



- Fan the paper well before stacking.
- Check if the folding plates have been installed properly. (☞ p.1-5)
- Spray a commercially-available air duster on the rubber roll because the static electricity may have resulted in deformed folding.



**Note** Do not use paper other than those specified. This will cause not only deformed folding but also malfunction of the machine.

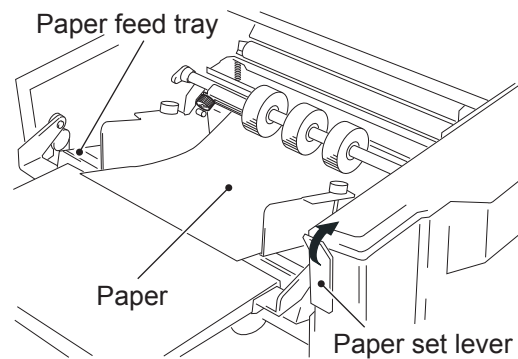


## 2. Removing Jammed Paper

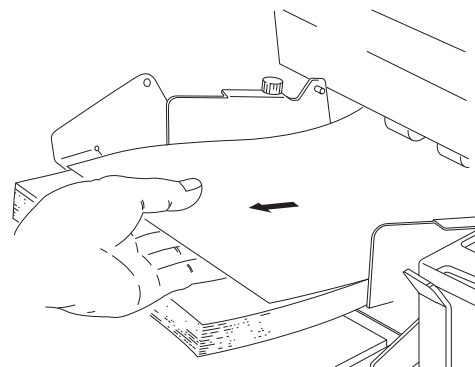
When paper jam has occurred, "PAPER ERR" will be displayed on the LCD display. Check the machine to find out where the jam has occurred and remove the jammed paper following the procedures below.

### 2-1. When Paper Has Jammed Near the Paper Feed Ring

- 1 Raise the paper set lever to lower the paper feed table downwards.

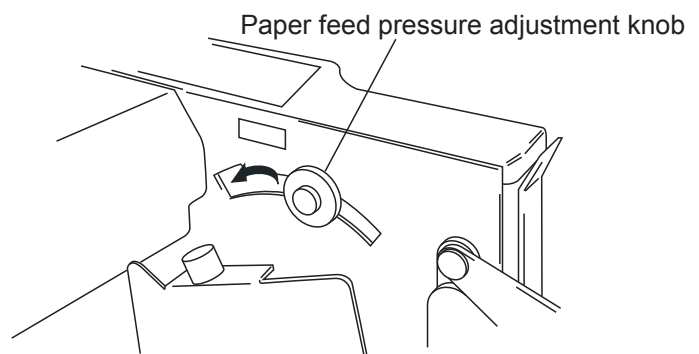


- 2 Pull the jammed paper towards you.

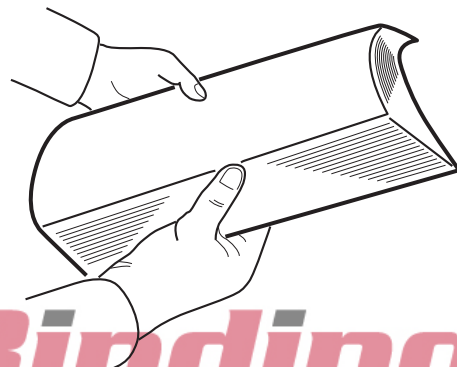


### 2-2. When Paper Has Slipped at the Paper Feed Section

- If mis-feed frequently occurs using thick paper (34 lb), set the paper feed pressure adjustment knob to "Thick paper."



- Fan the paper well before stacking.

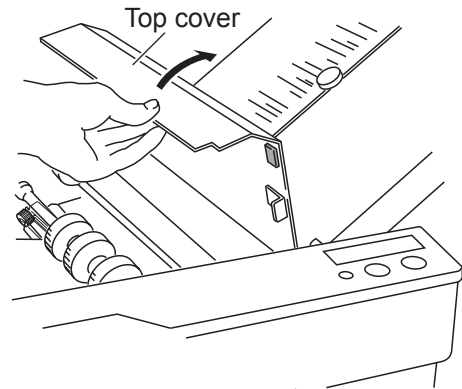


- Decrease the stacking amount of paper.

## 2-3. When Paper Has Coiled Around the Rubber Roll

**Note** Turn off the machine before following the procedures below.

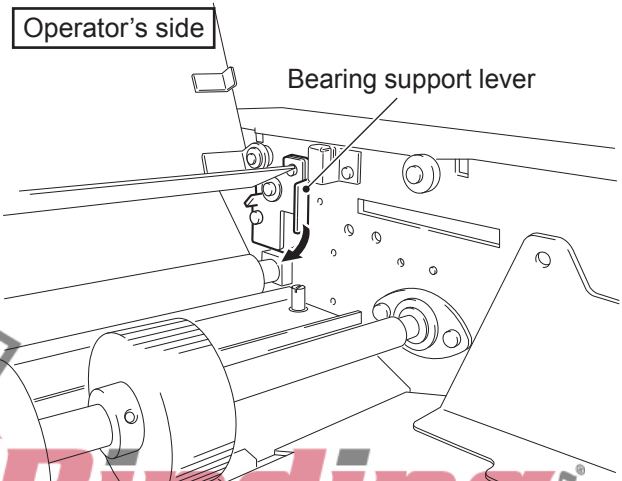
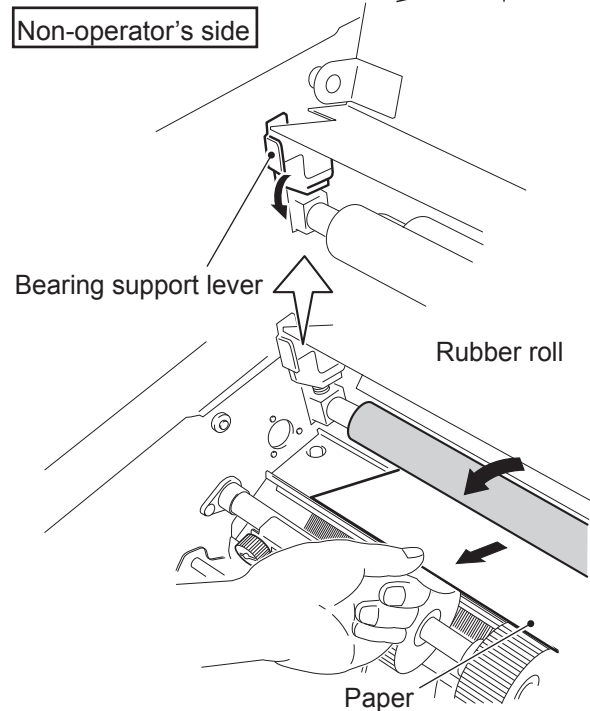
- 1** Open the top cover.



- 2** Turn the two bearing support levers in the direction of the arrow to release them.

- 3** Pull the coiled paper towards you to remove it.

If you cannot remove the paper easily, turn the roll towards you with both hands and pull the paper.

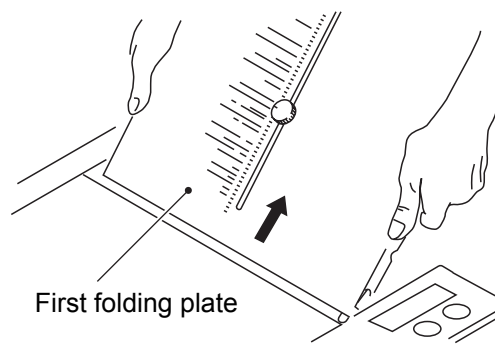


- 4** Return the bearing support levers.

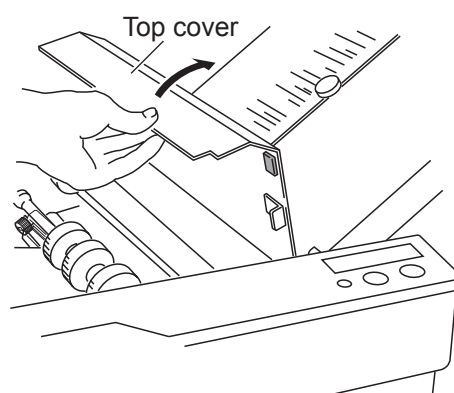


## 2-4. When Paper Has Jammed at the First Folding Plate

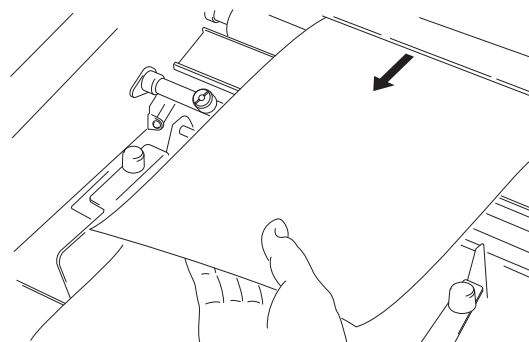
- 1 Remove the first folding plate from the machine.



- 2 Open the top cover.



- 3 Pull the jammed paper towards you.



- 4 Close the top cover.

- 5 Return the first folding plate.



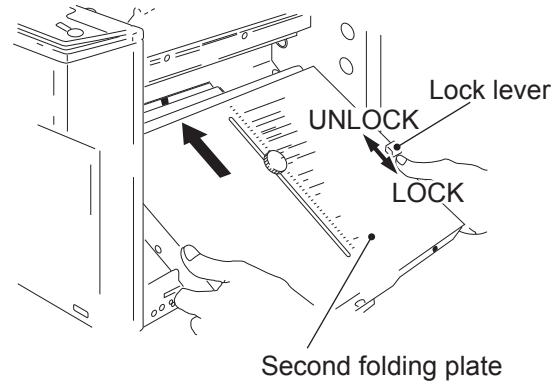
- Check that the first folding plate has been installed properly.
- When you remove and return the folding plate, make sure that you use both hands.



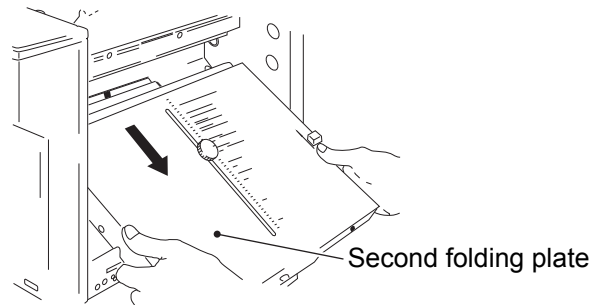
## 2-5. When Paper Has Jammed at the Second Folding Plate

**Note** Turn off the machine before following the procedures below.

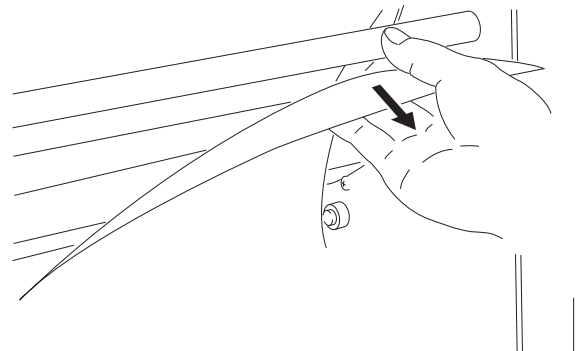
- 1 Move the lock lever to the position of "UNLOCK."



- 2 Remove the second folding plate from the machine.

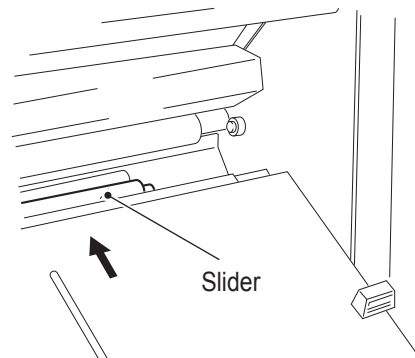


- 3 Pull the jammed paper towards you.



- 4 Insert the second folding plate to the machine along the slider.

- 5 Move the lock lever to the position of "LOCK."

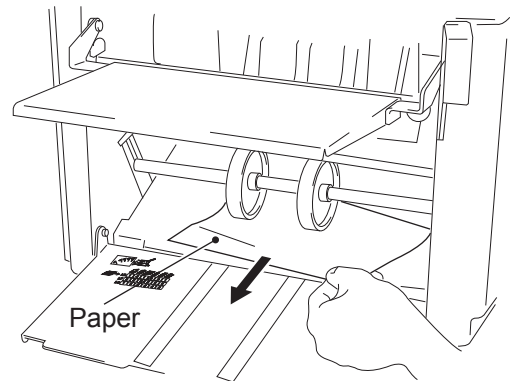


- Note**
- Check that the first folding plate has been installed properly.
  - When you remove and return the folding plate, make sure that you use both hands.



## 2-6. When Paper Has Jammed Near the Stacker

Remove the paper stuck in the stacker section towards you.



# 3. Error Messages

When a paper jam has occurred or the top cover is open, an error message is displayed on the LCD display.

Follow the procedures below to fix the error.

| Message                                   | Cause                                                                          | Solution                                                                                     |
|-------------------------------------------|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| NO PAPER                                  | When the power is turned on, there is no paper on the paper feed table.        | Stack paper on the paper feed table.                                                         |
| NO PAPER/****(the number of folded paper) | After paper is fed and folded, there is no paper left on the paper feed table. | Stack paper on the paper feed table. The number of folded paper will be displayed again.     |
| COVER OPEN                                | The top cover is open.                                                         | Close the top cover.                                                                         |
| PAPER ERR                                 | A paper jam has occurred.                                                      | Remove the jammed paper and press the C (clear) button. (☞ p.4-6)                            |
|                                           | A mis-feed has occurred.                                                       | Stack paper properly on the paper feed table and press the C (clear) button. (☞ p.1-10, 4-6) |
| PRAT-1 SET ERR                            | The first folding plate has not been installed properly.                       | Install the first folding plate properly. (☞ p.1-5)                                          |
| PRAT-2 SET ERR                            | The second folding plate has not been installed properly.                      | Install the second folding plate properly. (☞ p.1-5)                                         |
| OVER LOAD                                 | The motor is overloaded.                                                       | Turn off and on the power.                                                                   |

# 4. Troubleshooting

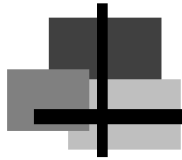
When trouble has occurred, find the symptom from the table below and solve the trouble according to the solution. If you cannot solve the trouble, contact your dealer.

| Symptom                                                                            | Cause                                                                   | Solution                                                                |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------|
| The machine does not start even when the Start button is pressed.                  | The power cord is not inserted to the wall socket.                      | Insert the power cord to the wall socket.                               |
|                                                                                    | The power is not on.                                                    | Turn on the power switch. (☞p.2-3)                                      |
|                                                                                    | There is no paper on the paper feed table.                              | Stack paper on the paper feed table. (☞p.2-3)                           |
|                                                                                    | Paper has not reached the guide plate of the paper feed table.          | Push in the paper until its lead edge touches the guide plate. (☞p.2-3) |
|                                                                                    | A paper jam has occurred.                                               | Remove the jammed paper. (☞p.4-6)                                       |
|                                                                                    | The top cover is open.                                                  | Close the top cover.                                                    |
|                                                                                    | A trouble has occurred inside the machine.                              | Call your dealer.                                                       |
| When the Start button is pressed, the paper feed rings rotate but no paper is fed. | The paper feed table has been lowered.                                  | Lower the paper set lever to raise the paper feed table. (☞p.2-3)       |
|                                                                                    | The paper has not been fanned well.                                     | Fan the paper well. (☞p.1-10)                                           |
|                                                                                    | The paper is curled.                                                    | Straighten the paper curl.                                              |
|                                                                                    | The paper is thick.                                                     | Set the paper feed pressure adjustment knob to "Thick paper." (☞p.1-7)  |
|                                                                                    | The paper is outside the specifications.                                | Use paper that meets specifications. (☞p.6-2)                           |
|                                                                                    |                                                                         |                                                                         |
| The paper is not folded at the proper folding position.                            | The paper folding plate is not installed properly.                      | Install the paper folding plate properly. (☞p.1-5)                      |
|                                                                                    | Static electricity has occurred in the paper.                           | Fan the paper well. (☞p.1-10)                                           |
|                                                                                    |                                                                         | Spray a commercially-available air duster on the rubber roll.           |
|                                                                                    |                                                                         | Use thicker paper.                                                      |
| Paper is double-fed frequently.                                                    | The paper feed pressure adjustment knob is set to "Thick paper."        | Set the paper feed pressure adjustment knob to "Thin paper." (☞p.1-7)   |
|                                                                                    | The paper separator is dirty.                                           | Clean it with alcohol. (☞p.5-4)                                         |
|                                                                                    | The sheets of paper are sticking to each other and cannot be separated. | Fan the paper well. (☞p.1-10)                                           |
|                                                                                    | The paper is outside the specifications.                                | Use paper that meets specifications. (☞p.6-2)                           |
|                                                                                    | A trouble has occurred inside the machine.                              | Call your dealer.                                                       |
|                                                                                    |                                                                         |                                                                         |

| Symptom                                                                                       | Cause                                                                     | Solution                                                                             |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Paper slips at the paper feed section frequently.                                             | The paper feed pressure adjustment knob is set to "Thin paper."           | Set the paper feed pressure adjustment knob to "Thick paper." (☞p.1-7)               |
|                                                                                               | The paper feed ring is dirty.                                             | Clean it with alcohol. (☞p.5-3)                                                      |
|                                                                                               | The sheets of paper are sticking to each other and cannot be separated.   | Fan the paper well. (☞p.1-10)                                                        |
|                                                                                               | The paper is outside the specifications.                                  | Use paper that meets specifications. (☞p.6-2)                                        |
|                                                                                               | The side guides press against the paper too tightly.                      | Set the side guides so that they push against the paper lightly. (☞p.2-3)            |
|                                                                                               | A trouble has occurred inside the machine.                                | Call your dealer.                                                                    |
|                                                                                               |                                                                           |                                                                                      |
| Paper jams frequently.                                                                        | The rubber roll is dirty.                                                 | Clean it with alcohol. (☞p.5-2)                                                      |
|                                                                                               | Paper shreds are stuck inside the paper conveyance passage.               | Check inside the machine and remove any paper shreds.                                |
|                                                                                               | The stacker rollers position is not correct.                              | Adjust the position of the stacker rollers.(☞p.2-5)                                  |
|                                                                                               | The paper is curled.                                                      | Straighten the paper curl.                                                           |
|                                                                                               | The guide plate unit is left attached to the paper ejection plate.        | Remove the guide plate unit. (☞p.3-7)                                                |
|                                                                                               | Static electricity has occurred in the paper.                             | Spray a commercially-available air duster on the rubber roll.                        |
| Paper slips in the vertical direction.                                                        | After a paper type was changed, a folding position has not been adjusted. | Check that the rough adjustment knob position is correct. (☞p2-4)                    |
| Paper slips in the horizontal direction.                                                      | The paper is stacked unevenly.                                            | Stack the paper neatly on the paper feed table. (☞p.1-10)                            |
|                                                                                               | There is space between the paper and side guide.                          | Set the side guides so that they push against the paper lightly. (☞p.2-3)            |
| Paper jam at the rubber roll when thick paper or cross folded thick paper is folded into two. | The paper is outside the specifications.                                  | Use paper that meets specifications. (☞p.6-2)                                        |
|                                                                                               | The space inside the internal paper conveyance passage is narrow.         | Widen the space using the fine adjustment knob of the second folding plate. (☞p.3-2) |
| Small paper is fed continuously (stream-fed).                                                 | The paper is outside the specifications.                                  | Use paper that meets specifications. (☞p.6-2)                                        |
|                                                                                               | The paper feed pressure adjustment knob is set to "Thick paper."          | Set the paper feed pressure adjustment knob to "Thin paper." (☞p.1-7)                |



# Memo



## ***Chapter 5***

# ***CLEANING THE UNIT***



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

# 1. Cleaning Each Section

The adherence of paper dust and printing ink on the rubber rolls and paper feed rings may cause problems such as paper feed errors and folding misalignment. Adherence of paper dust near sensors will also cause misdetection. Clean the machine once a week. We recommend that you use a commercially-available air duster for office equipment to clean sensors.



- Prior to cleaning, be sure to disconnect the power cord from the outlet.
- After cleaning, make sure that the areas that were cleaned are completely dry before resuming paper folding operations.

## WARNING



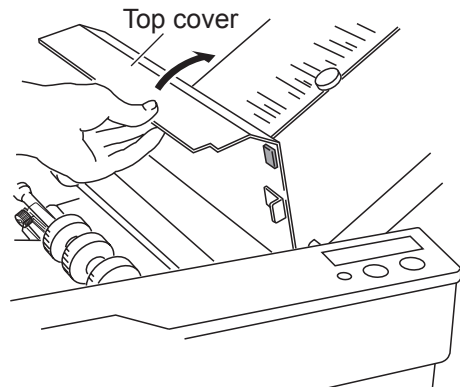
**Do not use flammable sprays or solvent inside or near the unit (e.g. when cleaning the unit).**

Such flammable gas may ignite and cause a fire or combustion.

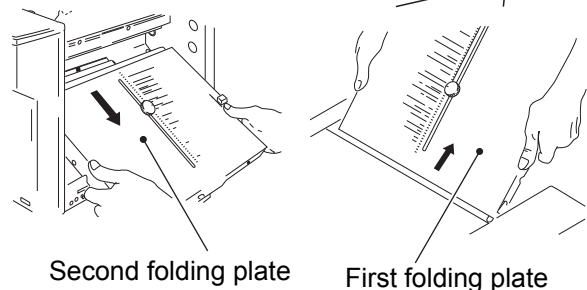
Take precautions against fire and ensure ventilation when using alcohol, and store the alcohol in a safe place after use. Also note that use of other solvents can damage the rubber rollers and resin inside the unit, resulting in malfunctions.

## 1-1. Cleaning the Rubber Roll

**1** Open the top cover.

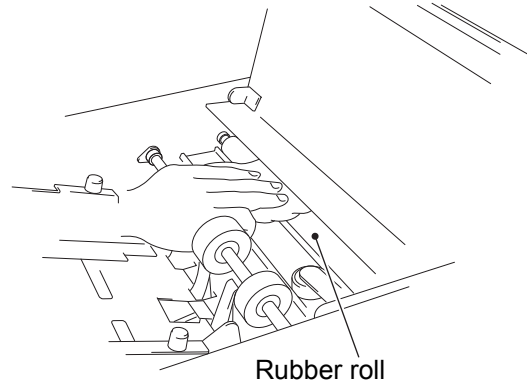


**2** Remove the first folding plate and second folding plate from the machine.



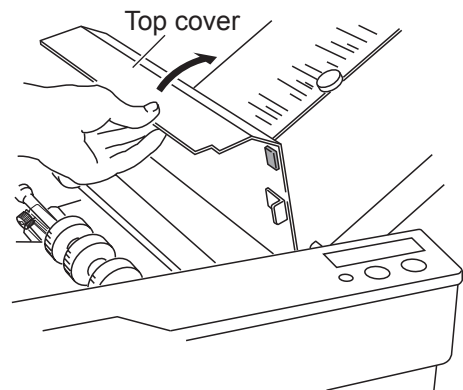
**MyBinding.com**  
When Image Matters.

- 3 While rotating the rubber roll, clean off the dirt with a cloth moistened with alcohol.

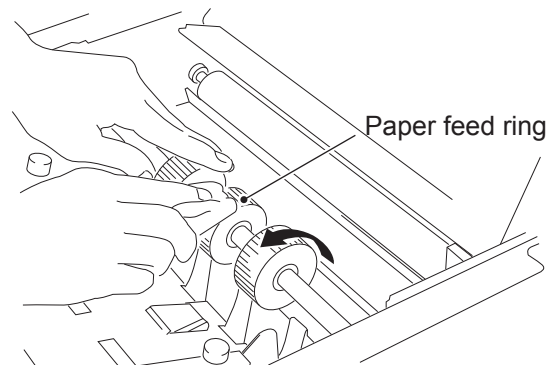


## 1-2. Cleaning the Paper Feed Rings

- 1 Open the top cover.

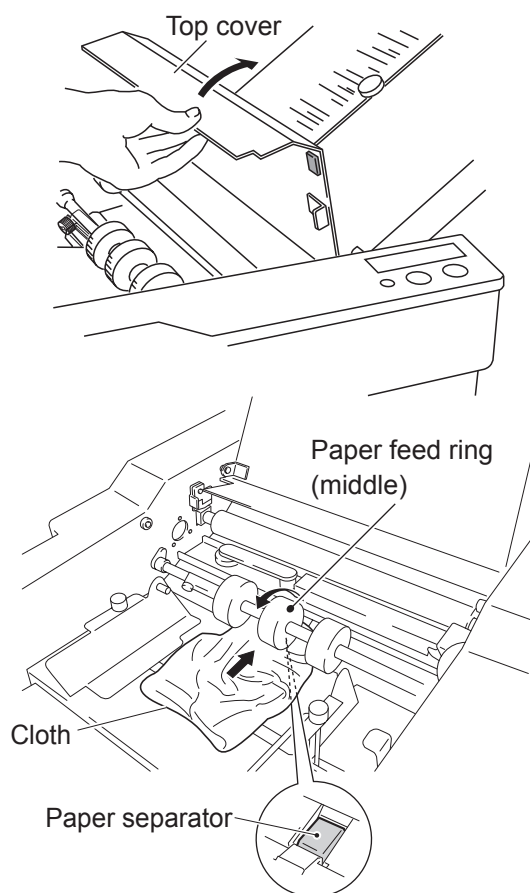


- 2 Rotate the rubber roll, and clean off the dirt with a cloth moistened with alcohol.



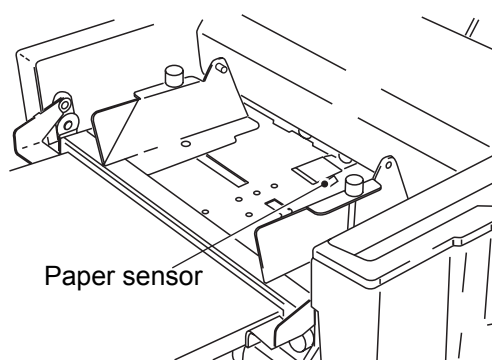
## 1-3. Cleaning the Paper Separator

- 1** Open the top cover.
- 2** Insert a cloth moistened with alcohol between the paper feed ring (middle) and the paper separator.
- 3** Turn the paper feed rings in the direction of the arrow.



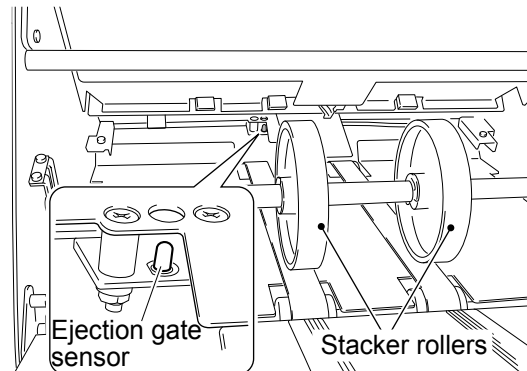
## 1-4. Cleaning the Paper Sensor

Clean the paper sensor using an air duster or a cotton bud.



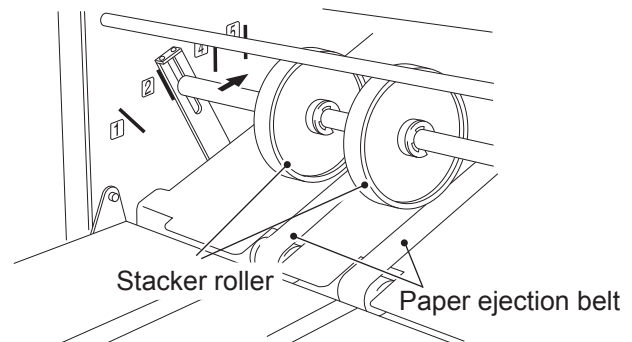
## 1-5. Cleaning the Ejection Gate Sensor

Clean the ejection gate sensor, located on the back of the stacker rollers using an air duster.

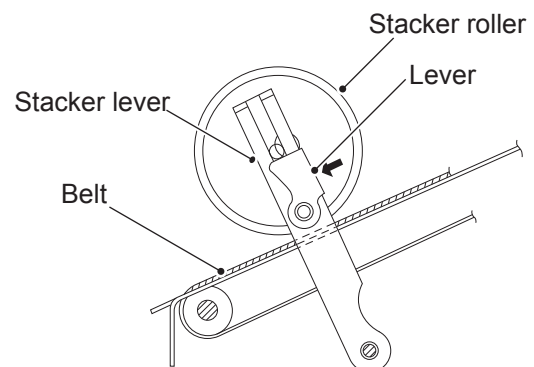


## 1-6. Cleaning the Paper Ejection Belts

- 1** Move the stacker rollers to "5."



- 2** While lifting up the stacker rollers with your hand, pull the levers (left and right) attached to the stacker lever in the direction of the arrow so that the stacker rollers are lifted up.



- 3** Rotate the stacker roller, and clean off the dirt with a cloth moistened with alcohol.

# Memo



# ***Chapter 6***

---

## ***APPENDIX***



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

# 1. Specification

|                                      |            |                                                                                                                                                              |
|--------------------------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Model                                |            | DF-755                                                                                                                                                       |
| Type                                 |            | Office use, desktop                                                                                                                                          |
| Paper size that can be folded        | Min.       | 5.00 (W) x 7.00 (L) inches                                                                                                                                   |
|                                      | Max.       | 11.00 (W) x 17.00 (L) inches                                                                                                                                 |
| Paper quality                        |            | Rough paper, fine quality paper, stencil paper, recycled paper                                                                                               |
| Folding mode                         |            | Single fold, double fold, ireegular accordion fold, letter fold, accordion fold, gate fold, custom fold, special cross fold (paper thickness 14 lb to 28 lb) |
| Paper thickness                      |            | 14 lb to 34 lb.<br>34 lb paper cannot be folded into four.                                                                                                   |
| Loading capacity of paper feed table |            | 500 sheets (fine quality paper 17 lb.)                                                                                                                       |
| Procesing speed                      |            | 135 sheets/min. (For single folding 11 lb of fine quality LT paper)                                                                                          |
| Paper feed method                    |            | 3 rings automatic paper separation method, slant correction device                                                                                           |
| Counter                              |            | 4-digit digital display                                                                                                                                      |
| Folding stopper                      |            | Manual setting                                                                                                                                               |
| Stacker roller                       |            | Manual setting 5 steps                                                                                                                                       |
| Detection function                   |            | Opening/closing of top cover, no paper, mis-feed, paper jam, first and second folding plates improper setting, motor overload                                |
| Power supply                         |            | 120 V 60 Hz                                                                                                                                                  |
| Power consumption                    |            | 0.85 A                                                                                                                                                       |
| Dimensions                           | In use     | 36.61 (W) x 18.90 (D) x 21.06 (H) inches                                                                                                                     |
|                                      | In storage | 24.41 (W) x 18.90 (D) x 21.06 (H) inches                                                                                                                     |
| Weight                               |            | 70.4 lb.                                                                                                                                                     |

Design and specifications are subject to change without notice.

# Memo

# Duplo

<http://www.duplo.com>

---

## DUPLO CORPORATION

Duplo building, 1-6, Oyama 4 chome, Sagamihara,  
Kanagawa 229-1180, Japan

TEL: +81-42-775-3602

FAX: +81-42-775-3606

E-mail: [info@duplo.com](mailto:info@duplo.com)

