

Formax FD312 Office Desktop Paper Folder

Instruction Manual



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FORMAX[®]

FD 312
Folder

OPERATOR MANUAL
FIRST EDITION

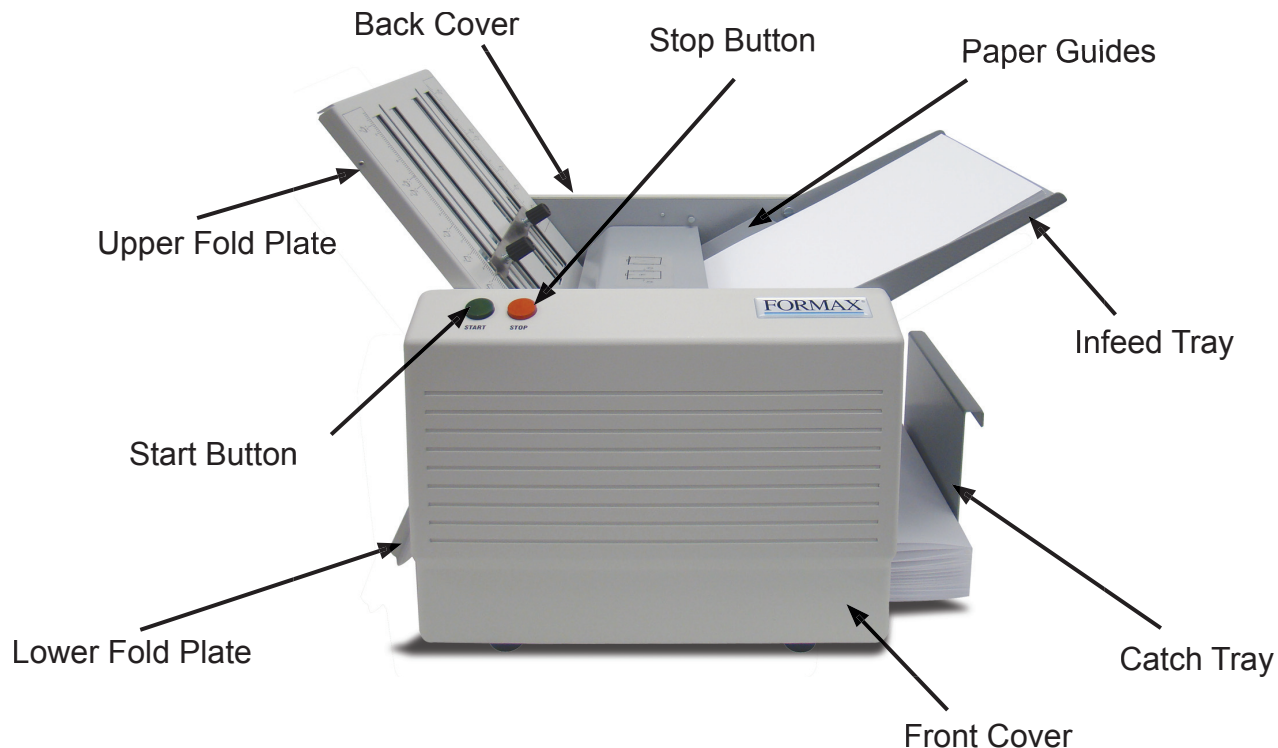
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SPECIFICATIONS



FUNCTION:

The Formax FD 312 Low-Volume Document Folder is designed to fold various paper sizes. The fold plates are manually adjusted for C, V, Z and various custom folds.

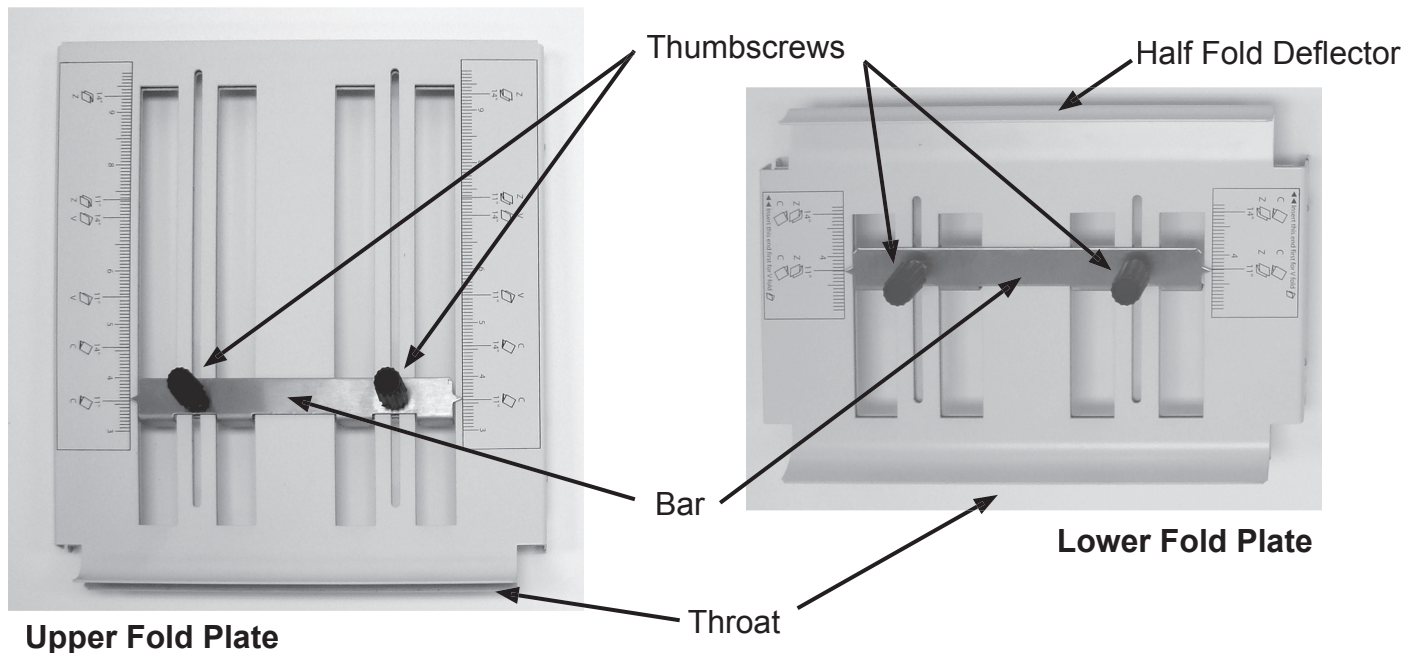
Hopper Capacity	Up to 200 sheets
Speed:	Up to 150 sheets per minute
Paper Size:	Up to 8.5" x 14"
Dimensions:	11.6" L x 14" W x 14.5" H
Machine weight	33 lb.
Power supply	120V, 60 Hz

UNPACKING

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

1. Unfold the infeed tray (see photo above).
2. Remove packing material from upper fold plate and ensure proper installation.
3. Plug cord into wall outlet.
4. Turn machine on.

FOLD PLATE ADJUSTMENT



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

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

For a “half” fold or “V” fold you must remove the lower fold plate and rotate it 180 degrees and reinsert the fold plate with the half fold deflector leading.

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

OPERATION

1. To load paper, press lever to tilt down Infeed Tray, and slide paper under infeed wheel. Release lever.
2. Adjust the Paper Guides so the center of the sheet is aligned and paper can slide freely between the guides without excessive play. To adjust, grip the guides at the top and bottom where they are held in place on the cross shaft and slide into position. NOTE: Improper setting of the paper guides may cause inconsistent folding or skewed folds.
3. Press the green Start button. Paper is automatically fed from the pile, folded and deposited into the Catch Tray. To avoid malfunction, periodically remove folded paper from the Catch Tray.
4. To stop operation prior to the last sheet on the Infeed Tray, press the red Stop button.
5. After the last sheet is folded, the machine turns off automatically.

SAFETY GUIDELINES

- The FD 312 is designed only to fold paper. Do not attempt to fold plastic sheets, plates or similar materials.
- Use the FD 312 in indoor locations only.
- Discontinue use if power cord is frayed or damaged. Contact Formax for assistance.
- Discontinue use if the machine makes unusual noise. Contact Formax for assistance.
- Use only the voltage specified, 120V. Do not attempt to alter this.
- Before using the machine, read all instructions carefully.
- To reduce the possibility of injury, children should not be allowed to operate the machine.
- Keep fingers, hands, loose sleeves, jewelry, hair away from the machine, especially withing the areas provided with warning labels.
- If paper is jammed, switch off power and unplug from outlet. Remove bottom fold plate from the machine and remove jammed.
- When replacing the fuse, use the same type specified. Disconnect machine from power supply then replace fuse (Remove the front cover to access the fuse).

TROUBLESHOOTING

PROBLEM:	POSSIBLE CAUSE:	SOLUTION:
Folder will not start	Machine not plugged into an active wall outlet	Plug machine into an active outlet
	Fold plate not inserted	Insert fold plate correctly
	Fuse blown	Replace fuse
Paper will not feed	Paper guides too tight	Adjust the paper guides so a single sheet of paper slides freely between the guides without excessive play
Skewed folds	Excessive side play between paper guides and paper edges	Adjust paper guides
	Paper not folding square	Readjust the paper in the infeed tray