

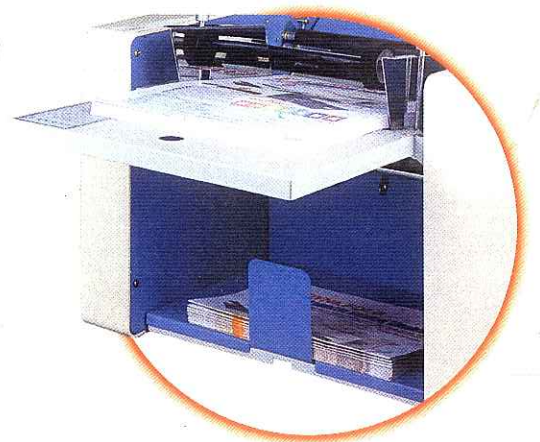


Intelli-Fold DE-102AF

Office Zone • 1142 West Flint Meadow Drive, Kaysville, UT 84037 • (800) 543-5454 • www.officezone.com



- Light-Weight
- High Performance
- Easy Operation



1. Introduction.....	1
2. Technical features	1
3. Assembling of Machine	2
4 .Description of machine operation and setting instructions	3
4.1 Setting tray 1 and 2	3
4.2 Switching the power on	3
4.3 Setting paper	3
4.4 Setting paper fold position.....	4
4.5 Setting paper eject stopper.....	4
4.6 Test folding	4
5. Paper Feed Angle Adjustment	5
6. Starting folding	5
7. Maintenance	6

Model: DE-102AF

1. Introduction

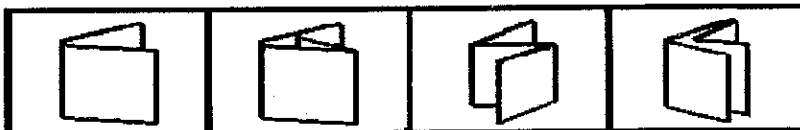
Your new **DYNA Folder** is a small automatic folding machine which will efficiently solve all your folding problems over many years if you handle it expertly and with care. Thanks to new advances in production technology, the machine offers you outstanding operation at a reasonable cost.

This manual provides a permanent record for ready reference, covering the functions of the unit and the preparatory work for the various folding applications.

2. Technical Features

- Dimensions :
835 (W) x 430 (D) x 430 (H) mm
(17"(W) x 29.5"(D) x 17"(h))
- Weight (net) :42 lb. (19 Kgs)
- Paper feed system :
Center roller friction feed system
- Power sources Available
110, 220, 240 VAC 50/60 Hz
- Paper weight:
16# to 40# bond (45-105g/m²)
- Paper ejection:
Automatically falls into paper stacking table
- Paper size :
Max : 260mm x 356mm(8.5"x 14")
Min :90mm x 128mm
(3.5" x 5")
- Folding speed :
6000 sheets/hour
- Max. stacking capacity :
500 sheets (62g/m²)(20# Paper)

Single fold letter fold zig-zag fold double fold



fold out

gate fold

Model: DE-202AF

1. Introduction

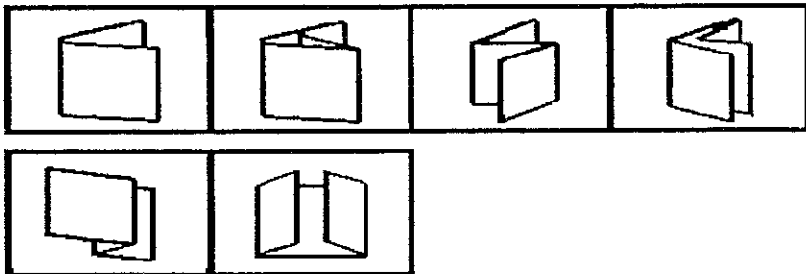
Your new **DYNA Folder** is a small automatic folding machine which will efficiently solve all your folding problems over many years if you handle it expertly and with care. Thanks to new advances in production technology, the machine offers you outstanding operation at a reasonable cost.

This manual provides a permanent record for ready reference, covering the functions of the unit and the preparatory work for the various folding applications.

2. Technical Features

- Dimensions :
483 (W) x 762 (D) x 483 (H) mm
(19"(W) x 30"(D) x 19"(h))
- Weight (net) :56 lb. (25.5 Kgs)
- Paper feed system :
Center roller friction feed system
- Power sources Available
110, 220, 240 VAC 50/60 Hz
- Paper weight:
16# to 40# bond (45-105g/m²)
- Paper ejection:
Automatically falls into paper stacking table
- Paper size :
Max : 300mm x 432mm
(11.8"x 17")
Min :90mm x 128mm
(3.5" x 5")
- Folding speed :
6000 sheets/hour
- Max. stacking capacity :
500 sheets (62g/m²)(20# Paper)

Single fold letter fold zig-zag fold double fold



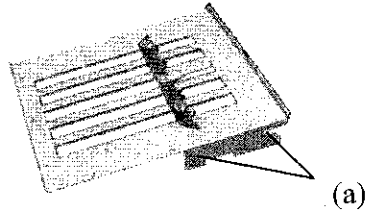
fold out

gate fold

4. Description of machine operation and setting instructions

4.1 Setting Tray 1 and 2

4.1.1 Left and right side of tray (1) has a gap each (a) aim them to the studs of machine. Same process as the tray (2) to the studs.



4.1.2 Set extension feed table and paper stacking tray to its rest positions.

4.2 Switching the power on

4.2.1 Insert the power plug into the outlet

4.2.2 Turn the switch ON, and the motor, fold roller and paper feed-out roller will rotate

4.2.3 Be sure to remove the power plug from the outlet after using the folder.

4.3 Setting Paper

4.3.1 Place the paper on the paper feed table with its printed side facing up.

4.3.2 Adjust paper guide on left and right side so that it can touch the paper guide lightly. Set the center of paper to align the paper feed roller.

4.3.3 Tighten the paper guide set screw.

- Place the paper with its printed side down in case of fold -out.

4.3.4 Stock may be fed into the folder unit improperly if the roller is not firmly against the paper . The feed roller may be prevented

from touching the paper if the leading edge of the paper comes in contact with the front plate of the feed tray. In this case the paper should be repositioned by sliding it a trifle backward.

4.3.5 Curled or wrinkled paper may cause trouble . Correct the curled or wrinkled part before use or else discard it.

- Use printed paper only after the ink is dry, otherwise the rubber paper feed roller, paper separator , fold roller , and other parts of the unit will be stained with ink , causing trouble .
- Do not use ruled paper as it may cause paper-folding to deteriorate.

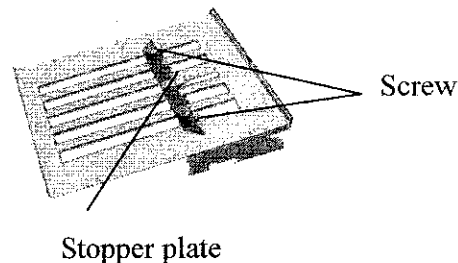
4.4 Setting paper fold position

4.4.1 According to the adjustment example on tray, set the table (1) (2) to the scale on ruler.

4.4.2 Unfasten the screw on stopper plate of the tray to move the screw at the position on desired paper and then tighten it .

4.4.3 The same process for tray (2)

size



4.5 Setting paper eject stopper

4.5.1 Pull out the paper eject stopper

4.5.2 Adjust the position of the paper eject stopper so that ejected sheets will flow out smoothly.

4.6 Test folding

4.6.1 Press the START key to feed two sheets of paper then press the STOP key to halt feeding. Check if the paper has been folded correctly by examining the second of the two folded sheets.

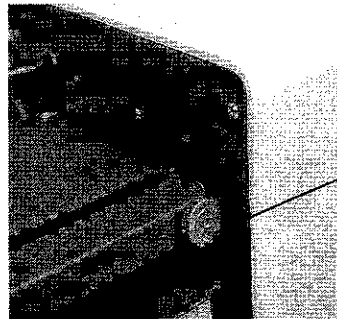
5. Paper Feed Angle Adjustment

- 5.1 Turn the feed angle adjustment knob to the right, if the lower side of the folded paper slants to the right after ejection. Turn the knob to the left, if the lower side slants left.



Side folded by
Tray 2 (downside)

- 5.2 In case other than single fold, put the folded stock face down on Tray 1 to make a slant ejection adjustment.



Feed angle
adjustment knob

6. Starting Folding

- 6.1 Press the START key

- Paper feed will stop automatically when:
All paper has been folded

- 6.2 In case of paper jam or other irregularities occur, switch the power OFF immediately.

- 6.3 Stop paper feed

- Press the STOP key to halt paper feed while the unit is in operation.

6.4 Correcting paper jam

Should a paper jam occurs, turn the power OFF immediately and remove the jammed sheets. When the jammed paper is stuck around the fold roller or other parts, it can be easily remove by detaching the tray 1 and 2 from the folder unit.

7.Maintenance

7.1 When the unit is not in use put a cover in place to prevent dust, paper chips etc, from accumulating on the four paper fold rollers.

7.2 To prevent paper chips and ink from accumulating on the paper fold rollers, clean them periodically as follows:

- Remove the tray 1 and 2.
- Clean the surface of the four rollers using a folder unit cleaner or rubber roller cleaner.

7.3 To remove paper chips and ink to ensure maximum performance, clean the rubber paper feed rollers and the paper separator periodically as follows:

- Clean the surface of the rubber rollers using a rubber roller cleaner.

7.4 Be sure to switch the power OFF before cleaning the machine.

7.5 Outer surface of the fold unit; –Periodically clean the unit with alcohol or a folder unit cleaner. Do not use detergent as it will cause discoloration.