

Folder FD6500A

Operating Instructions



- 1 Preparation Before Using the Folding Finisher
- 2 Functions of the Folding Finisher
- 3 Troubleshooting
- 4 Default Settings
- **5** Remarks
- 6 Appendix

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

220-240 V, 50/60 Hz, 1.5 A. Please be sure to connect the power cord to a power source that matches this specification. For details about the power source, see p.51 "Power Connection"

Safety Information

When using this machine, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

! WARNING:

Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

! CAUTION:

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ WARNING:

- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- To avoid hazardous electric shock, do not remove any covers or screws other than those specified in this manual.
- Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:
 - You spill something into the machine.
 - You suspect that your machine needs service or repair.
 - The external housing of your machine has been damaged.
- Disposal can take place at our authorized dealer.
- Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.
- Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.
- Do not damage, break or make any modifications to the power cord.
 Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.
- If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.
- Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.
- It is dangerous to handle the plug with wet hands. Doing this may result in receiving an electric shock.

A CAUTION:

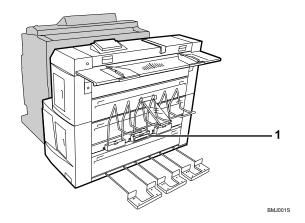
- Protect the machine from dampness or wet weather, such as rain and snow.
- Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users. The machine's various handling areas are for service engineer use only. Do not touch these areas.
- Unplug the power cord from the wall outlet before you move the machine.
- While moving the machine, you should take care that the power cord will not be damaged under the machine.
- After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might move or come down to cause an injury.
- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.
- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.
- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.
- Do not use reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.
- Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.
- When loading paper, take care not to trap or injure your fingers.
- Fire and breakdown can result from heavy accumulation of dust inside this machine. Consult your service representative for details about and charges for cleaning the machine's interior.
- Keep your hands clear of the Folding Finisher and Paper Exit. You can trap your fingers if you do not.
- Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.
- The wall outlet shall be installed near the machine and shall be easily accessible.
- For safety reason, unplug the power cord from the wall outlet if the machine will not be used for an extended period of time such as holidays.
- For your safety, unplug the power cord from the wall outlet when cleaning it.

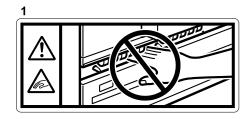
Safety Labels of This Machine

This section explains the machine's safety information labels.

Position of WARNING and CAUTION label

This machine has a label for <u>AWARNING</u> and <u>ACAUTION</u> at the position shown below. For safety, please follow the instructions and handle the machine as indicated.





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Be careful not to trap your hands or clothes in the roller to prevent injury.

Power Switch Symbols

The meanings of the symbols for the switches on this machine are as follows:

- I:POWER ON.
- O:POWER OFF.
- U:STANDBY.

User Information on Electrical & Electronic Equipment

Users in the EU, Switzerland and Norway

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.



The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

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How to Read This Manual

Symbols

This manual uses the following symbols:

#Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

∅ Note

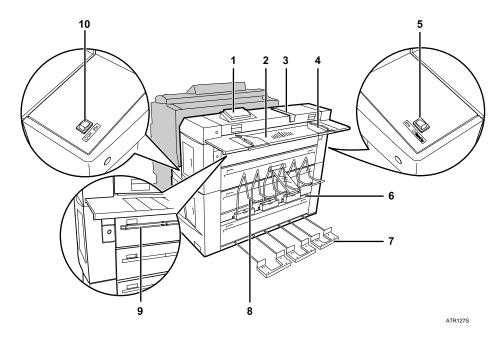
Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

This symbol is located at the end of sections. It indicates where you can find further relevant information.

Indicates the names of keys on the machine's control panel.

Guide to the Folding Finisher

This section lists the names and functions of the parts of the Folding Finisher.



1. Control panel (Option)

You can specify the fold in offline mode and register that fold as a program. You can also display the Folding Finisher status.

2. Paper Feed Table (Option)

Place the paper on this table when using the Folding Finisher independently from the main machine. For details, see "Placing Paper on the Paper Feed Table".

3. Folding Guide (Option)

Use this guide when folding paper by hand, see "When Folding Paper by Hand".

4. Paper Guide (Option)

Adjust this guide when placing paper on the Paper Feed Table.

5. Power switch

Use this switch to turn the Folding Finisher on and off. When operating the Folding Finisher and main machine together, you must turn on the Folding Finisher first. For details, see "Turning the Folding Finisher On and Off".

6. Paper Exit

Fan-folded paper is output here.

7. Paper Exit Tray

Paper output from the Paper Exit is stacked here. This tray can hold only one sheet of paper at a time. Extend this tray before use.

8. Non-folded Paper Exit Tray

Paper output from the Non-folded Paper Exit is stacked here. Up to 10 sheets $(A0 \square \text{ or } A1 \square \text{ plain paper})$ can be stacked.

9. Non-folded Paper Exit

Non-folded paper is output here.

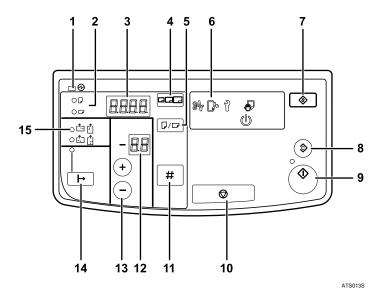
10. Anti-Humidity Heater switch

When humidity is high, turn this switch to "I ON" to dry paper. For details, see "Operating the Anti-Humidity Heater Switch".

p.7 "Turning the Folding Finisher On and Off"p.8 "Operating the Anti-Humidity Heater Switch"p.15 "Placing Paper on the Paper Feed Table"p.31 "When Folding Paper by Hand"

Control Panel

This section explains the names and usage of the parts of the control panel.



1. Main Power indicator

Remains lit while the power is on.

2. Paper orientation indicator

Indicates the selected orientation of the paper.

3. Display

Shows the size of the paper. Also shows a code number when an error occurs, such as a paper jam.

4. [Paper size] key

Use this key to select the size of the paper on the Paper Feed Table.

5. [Length/Width] key

Use this key to select the orientation of the paper on the Paper Feed Table.

6. Status Display

Indicates the current status of the Folding Finisher.

- **%**: Lights up when a paper jam occurs. To remove a jammed paper, see "Removing Jammed Paper".
- * Lights up when a cover is open. See "Troubleshooting", and close the open cover.
- **1**: Lights up when an error occurs in the Folding Finisher. This indicator also flashes while the default settings are being changed. For details, see "Troubleshooting".
- 5: Lights up when paper can be placed on the Paper Feed Table.
- **U**: Lights up when the Folding Finisher is busy. It is not possible to use the Folding Finisher while this light is lit.

7. [User Tools] key

Use this key to change default settings. For details, see "Default Settings".

8. [Clear Modes] key

Press this key to clear the fold settings.

9. [Start] key

Press this key to start folding. Folding may start automatically without this key being pressed, depending on the settings of the Folding Finisher. For details, see "Default Settings".

10. [Stop] key

Press this key to cancel folding. For details, see "Cancelling a Folding Operation".

11. [Enter] key

Press this key to change default settings after selecting a setting value.

p.9 "Offline Mode"

p.11 "Online Mode"

p.18 "Cancelling a Folding Operation"

p.33 "Troubleshooting"

p.34 "Removing Jammed Paper"

p.43 "Default Settings"

12. Fold Type No.

Indicates the number of the selected fold type.

13. [+][-] keys (Fold Type selection)

Use these keys to select the fold type number.

14. [Online/Offline] key

Switches between using the Folding Finisher and main machine together, or using the Folding Finisher independently. The online indicator is lit when the Folding Finisher is in online mode. For details, see "Offline Mode" or "Online Mode".

15. Position of title block

Indicates the title block position on the paper placed on the Paper Feed Table.

Preparation Before Using the Folding Finisher

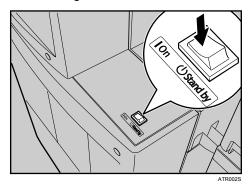
Turning the Folding Finisher On and Off

This section explains how to turn the Folding Finisher on and off.

Turning the Folding Finisher On

This section explains how to turn on the Folding Finisher.

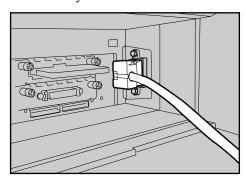
1 Turn the power switch of the Folding Finisher to " | On".

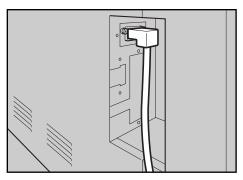


2 Turn on the power switch of the main machine.

Note

- ☐ Turn on the Folding Finisher before turning on the main machine. Otherwise, the main machine will not recognize the Folding Finisher.
- ☐ If the main machine does not recognize the Folding Finisher when they were turned on in the correct order, check that the cable connecting them is firmly attached at each end.



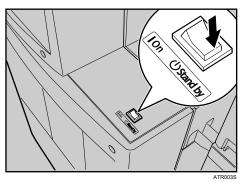


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Turning the Folding Finisher Off

This section explains how to turn off the Folding Finisher.

- 1 Turn off the power switch of the main machine.
- **2** Turn the power switch of the Folding Finisher to "U Stand by".

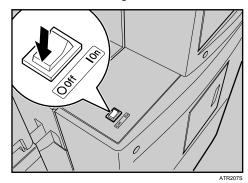


Note

☐ Turning the Folding Finisher off before turning off the main machine causes a main machine alarm. If the alarm sounds, turn the Folding Finisher back on, and then turn off the main machine and Folding Finisher in the correct order.

Operating the Anti-Humidity Heater Switch

When there is rapid temperature change, such as in winter, or high temperature and humidity, such as in the rainy season, paper absorbs moisture and wrinkles. A Anti-Humidity Heater is included in the Folding Finisher to prevent such conditions from occurring. When humidity is high and paper is wrinkled, turn this switch to " \ On". Turn this switch to " \ Off" when not required. If the Anti-Humidity Heater switch is turned to " \ On", the Anti-Humidity Heater operates, even after the power switch is turned off.



p.13 "Paper"

Offline Mode

Offline mode is the mode in which the Folding Finisher operates independently from the main machine. In this mode, paper placed on the Paper Feed Table is folded.

There are two types of offline modes:

System offline mode

The Folding Finisher is used independently from the main machine, while the main machine is on.

Independent offline mode

The Folding Finisher is used independently from the main machine, while the main machine is off.

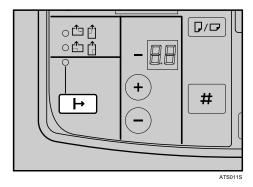
∰Important

☐ Do not turn the main machine off while the Folding Finisher is in system offline mode. Doing so could result in the machine malfunctioning when it is turned back on.

Entering System Offline Mode

This section explains how to use the Folding Finisher independently from the main machine, while the main machine is on.

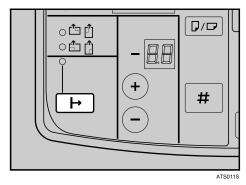
- 1 Confirm that both the main machine and Folding Finisher are turned on.
- **2** Confirm that the online indicator is unlit.
- If the online indicator is still lit, press the [Online/Offline] key until it turns off.



p.7 "Turning the Folding Finisher On and Off" p.15 "Placing Paper on the Paper Feed Table"

This section explains how to use the Folding Finisher independently from the main machine, while the main machine is off.

- 1 Confirm that both the main machine and Folding Finisher are turned off.
- **2** Turn on the Folding Finisher.
- Hold the [Online/Offline] key down until the online indicator goes out.



₽ Reference

p.7 "Turning the Folding Finisher On and Off" p.15 "Placing Paper on the Paper Feed Table"

Online Mode

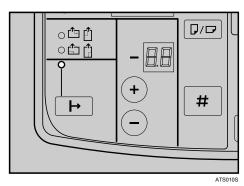
Online mode is the mode in which the Folding Finisher and main machine operate together. In this mode, paper sent from the main machine is folded.

𝒜 Note

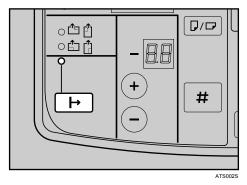
- ☐ When using the Folding Finisher in online mode, operate it using the main machine display or printer driver.
- ☐ For details about operation using the main machine display, see the Copy/Document Server Reference manual.
- ☐ For details about how to configure the printer driver to enable printing from a computer, see Printer Reference or the help menu of the printer driver.

Entering Online Mode

- 1 Confirm that both the main machine and Folding Finisher are turned on.
- 2 Confirm that the online indicator is lit.



If the online indicator is unlit, press the [Online/Offline] key until it lights up.



Configure the main machine to output prints to the rear output tray. If you are using a computer to print a job on the main machine, select the rear output tray in the printer driver's Printer Properties dialog box.

Note

- ☐ If the main machine and Folding Finisher are not turned on in the correct order, the Folding Finisher cannot enter online mode. For details, see "Turning the Folding Finisher On and Off".
- ☐ If the Folding Finisher's power is off, prints are output to the front output tray, even if the main machine is configured to output prints to the rear output tray.
- ☐ For details about specifying the rear output tray, see Copy/ Document Server Reference.
- ☐ For details about how to configure the printer driver to enable printing from a computer, see Printer Reference or the help menu of the printer driver.

p.7 "Turning the Folding Finisher On and Off"

Paper

This section lists the paper types and sizes that are supported by the Folding Finisher, and paper types that are not supported.

Supported Paper Types and Sizes

The following tables show supported types and sizes of paper for each fold type.

Fan fold

Paper type		Paper size	Paper weight
Plain Paper, Recycled Paper	•	Width All paper sizes supported by the main machine.	64.0 to 81.4 g/m ² (55 to 70 kg)
	•	Length 320 to 6000 mm (12.6 to 236.3 inches) Regardless of the length of the paper, the number of folded surfaces cannot exceed 30 (i.e., 29 folds).	

Note

- ☐ Do not apply folding to translucent paper or OHP transparencies. Doing so could cause the machine to malfunction.
- ☐ Paper is output from the Paper Exit. The exit tray can hold only one sheet of paper at a time.
- \square Slight streaks, creases, or puckering might appear on folded sheets.
- ☐ If prints come out wrinkled, turn the Anti-Humidity Heater switch to " I ON."
- ☐ Depending on the paper size and fold, actual fold widths might vary substantially from the specified value.
- ☐ When folding and delivering sheets, the Folding Finisher produces various sounds. These sounds do not indicate a malfunction.

Non-fold

Paper type	Paper size	Paper weight
All paper types so ported by the ma machine.	All paper sizes supported by the main machine.	64.0 to 81.4 g/m ² (55 to 70 kg)

Note

 \square Paper is usually output from the Non-folded Paper Exit.

Unsupported Paper Types

This section lists the paper types that are not supported by the Folding Finisher.

∰Important

- ☐ Do not use the following types of paper. Doing so may cause malfunctions.
 - Heavily curled paper
 - Thick paper
 - Paper with staples
 - Torn paper
 - Paper with holes
 - Very rough paper
 - Sheets featuring large areas of image (such as a photographs, areas of solid fill, and hatching)
 - Thin and soft paper
 - Release paper
 - Paper with penciled characters or images
 - Folded paper

Note

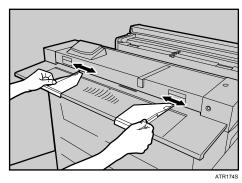
☐ Even supported types of paper may cause paper jams or malfunctions if the paper is not in good condition.

1

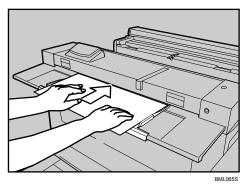
Placing Paper on the Paper Feed Table

When using the Folding Finisher in offline mode, place the paper you want to fold on the Paper Feed Table. This section explains how to place paper on the Paper Feed Table.

1 Adjust the right and left paper guides to the paper size.

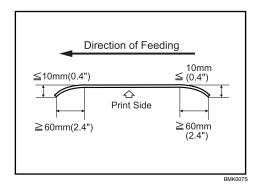


2 Place paper with the rear side facing up.



Note

- \square Place only one sheet of paper at a time.
- ☐ When placing a long sheet of paper, support it with your hands.
- ☐ Once you place a sheet of paper, do not push or pull it forcefully. Doing so may damage the paper.
- ☐ If the front or rear edge of the paper is strongly curled, flatten the paper completely before re-placing it. Curled paper may be damaged during folding.
- ☐ If you set curled paper on the paper feed table, flatten it so that its curl is within the limitations shown in the illustration below.
 - Front and back curl: R60mm (2.4 inch) or more, height 10mm (0.4 inch) or less.

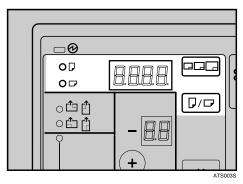


2. Functions of the Folding Finisher

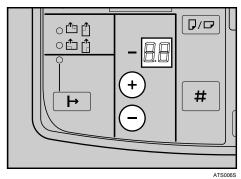
Basic Operation of the Folding Finisher

This section explains Basic Operation of the Folding Finisher.

- **1** Check the Folding Finisher is offline.
- 2 Select the paper size using the [Paper size] key, and then select the paper orientation using the [Length/Width] key.

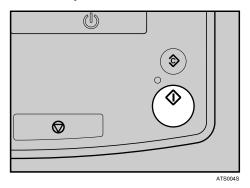


Press the [+] or [-] key to select the fold number.



4 Place the paper on the Paper Feed Table with the rear side facing up.

If the Folding Finisher does not start folding automatically, press the [Start] key.



Note

☐ You can set the Folding Finisher to start folding paper placed on the Paper Feed Table automatically or after pressing the **[Start]** key. For details, see "Default Settings".

p.9 "Offline Mode"

p.15 "Placing Paper on the Paper Feed Table"

p.43 "Default Settings"

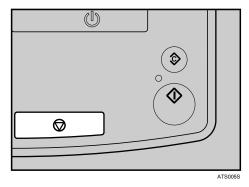
Cancelling a Folding Operation

You can cancel a folding operation, if you want to change the fold settings after an operation has started.

∰Important

 $\hfill \square$ You cannot cancel the folding operation if actual folding has started.

1 Press the [Stop] key.



Note

☐ If you cancel an operation, paper will stop while still inside the Folding Finisher. When removing the stopped paper, pull it out slowly so that it does not tear.

Fan Fold

The Folding Finisher folds paper, repeating folding operations in the order of mountain fold, valley fold, mountain fold.

The following fan folds are available:

❖ Fan Fold

Fan-folds paper into a fan shape with all surfaces the same width. You can select the folding width from 140 mm (5.6"), 170 mm (6.7"), 210 mm (8.3"), or 297 mm (11.7").

Fan Fold (Margin Fold)

Creates a margin by changing the folding widths of the first surface and the surfaces that follow. The first surface is folded with a width of 210 mm (8.3") and the following surfaces with 170 mm (6.7").

Special Fan Fold 1/ Special Fan Fold 2

"Special Fan Fold 1" lets you fan-fold with a fold width of 185 mm. "Special Fan Fold 2" lets you fan-fold with an extra fold width for a margin on the first panel. The fold width will be $8^1/_2$ " for the first panel and $7^1/_2$ " for the other panels.

Standard Fold

This kind of folding is usually used for drawings. The Folding Finisher carries out fan-folding for this folding method.

Narrow Std. Fold

This kind of folding is used to fit copies into a ring binder pouch. The Folding Finisher carries out fan-folding for this folding method.

❖ Margin Fold

This kind of folding is used for copies with binding margins. The Folding Finisher carries out fan-folding for this folding method.

Note

- ☐ For paper that can be folded with Fan fold, see "Supported Paper Types and Sizes".
- ☐ In offline mode, if you select Fan Fold and attempt Standard, Narrow Standard, or Margin Fold with A3☐ sheets, the copies are delivered without being folded.

p.13 "Supported Paper Types and Sizes"p.27 "Fan Fold in Offline Mode"

Main Machine Mode that Supports Fan Fold

You can specify the following fan folds when the machine is in either online or offline mode:

Fold type no.	Fold type Online/Offline		2
1	Fan Fold 140mm (5.6 inch)	Available	Available
2	Fan Fold 170mm (6.7 inch)	Available	Available
3	Fan Fold 210mm (8.3 inch)	Available	Available
4	Fan Fold 297mm (11.7 inch)	Available	Available
5	Fan Fold 210mm (8.3 inch)/Margin Fold	Available	Available
6	Special Fan Fold 1	Not available	Available
7	Special Fan Fold 2	Not available	Available
11	Standard Fold	Not available	Available
12	Narrow Std. Fold	Not available	Available
13	Margin Fold	Not available	Available

𝚱 Note

 \square Some models support the folds that are shown as "not available" in online mode.

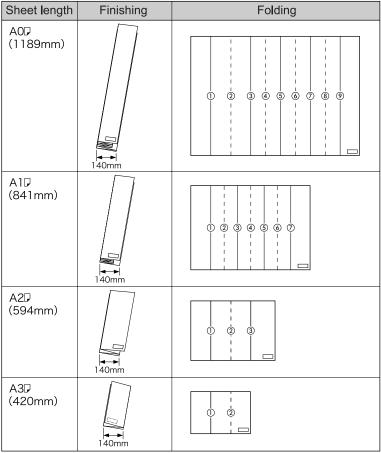
Fan Fold Type List

When folding paper with Fan fold, select the type using Fold Type No. This section explains the different types of Fan fold.

Fold type no.	Fold type	Title block position	Remarks
0	Non-folded	Rear edge (arbitrary)	Available for A4 🗸 🗗 only.
1	Fan Fold 140 mm (5.6 inch)	Rear edge	(Regardless of the paper orientation) The sheets are folded with a fold width of 140 mm. regardless of the paper orientation.
2	Fan Fold 170 mm (6.7 inch)	Rear edge	(Regardless of the paper orientation) The sheets are folded with a fold width of 170 mm. regardless of the paper orientation.
3	Fan Fold 210 mm (8.3 inch)	Rear edge	(Regardless of the paper orientation) The sheets are folded with a fold width of 210 mm. regardless of the paper orientation.
4	Fan Fold 297 mm (11.7 inch)	Rear edge	(Regardless of the paper orientation) The sheets are folded with a fold width of 297 mm. regardless of the paper orientation.
5	Fan Fold 210 mm (8.3 inch)/Margin Fold	Rear edge	Binding margins are provided.
6	Special Fan Fold 1	Rear edge	Can fold up to 29 times, giving up to 30 panels per sheet.
7	Special Fan Fold 2	Rear edge	Can fold up to 29 times, giving up to 30 panels per sheet.
11	Standard Fold	Front edge. Rear edge for A2 🗸	This is effective for Aseries sheets in portrait orientation.
12	Narrow Std. Fold	Front edge. Rear edge for A2 🗸	This is effective for Aseries sheets in portrait orientation.
13	Margin Fold	Rear edge	This is effective for Aseries sheets in portrait orientation.

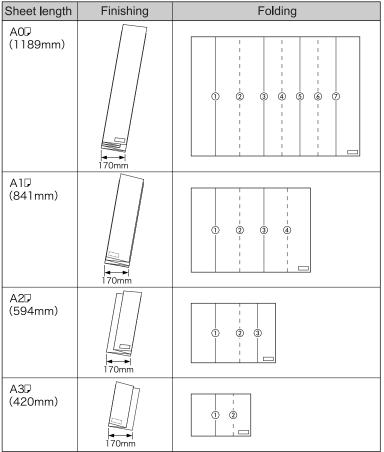
Folding specification for fan fold (regular size)

• No.1:140 mm(5.6 inch)



BMK002S

• No.2:170 mm(6.7 inch)



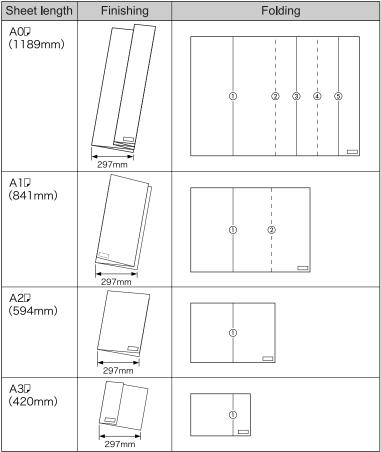
BMK003S

• No.3:210 mm(8.3 inch)

Sheet length	Finishing	Folding
A0D (1189mm)	210mm	① ② ③ ④ ⑤
A1D (841mm)	210mm	① ② ③ ④
A2D (594mm)	210mm	• • • • • • • • • • • • • • • • • • •
A3D (420mm)	210mm	

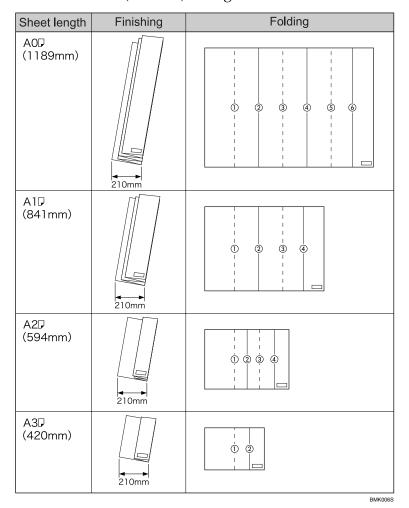
514/66/

• No.4:297 mm(11.7 inch)



BMK005S

• No.5:210 mm(8.3 inch)/Margin Fold



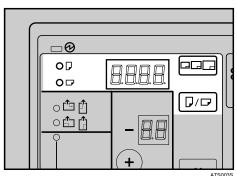
Note

- ☐ The folding widths shown here are approximate and should be used as a guide only. Actual measurements will vary, depending on factors such as specified adjustment values, variance in detected paper size, and variance in detected cut sheet length. Differences between actual and reference widths are likely to be largest for areas folded using adjusted lengths and the last and second to last panels, because these are also folded using adjusted lengths to prevent excess length in the last panel.
- ☐ If the main machine's paper setting is set to [Translucent Paper] or [Film], non-folded paper is output.

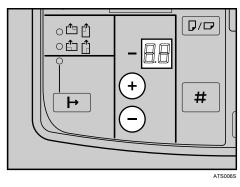
Fan Fold in Offline Mode

This section explains how to fold paper using Fan fold in offline mode.

- **1** Check the Folding Finisher is offline.
- 2 Select the paper size using the [Paper size] key, and then select the paper orientation using the [Length/Width] key.

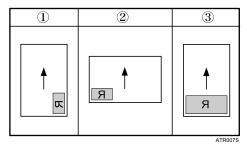


Press the [+] or [-] key to select the fold number.



The "Position of title block" indicator lights up.

Confirm the title block position, and then place the paper on the Paper Feed Table with the rear side facing up.



The title block position is determined by the paper size and orientation.

- ①: When using A3 or larger paper in vertical orientation
- ②: When using A3 or larger paper in horizontal orientation
- ③: A4 paper
- If the Folding Finisher does not start folding automatically, press the [Start] key.

Note

- ☐ You can set whether the Folding Finisher starts folding paper placed on the Paper Feed Table automatically, or after the [Start] key is pressed. For details, see "Default Settings".
- ☐ Use paper measuring 6000 mm (236.3 inch) or less, and set it to be folded no more than 29 times (i.e., 30 surfaces). Using paper longer than the above may cause a paper jam.

p.9 "Offline Mode"

p.15 "Placing Paper on the Paper Feed Table"

p.43 "Default Settings"

Fan Fold in Online Mode

This section explains how to fold paper with Fan fold in online mode.

- **1** Check the Folding Finisher is online.
- 2 Using the main machine's control panel or the printer driver's Printer Properties dialog box, select the rear output tray as the tray to which the main machine outputs prints.
- **3** Use the main machine display or printer driver to set Fan fold.

Note

- ☐ Use paper measuring 6000 mm (236.3 inch) or less, and set it to be folded no more than 29 times (i.e., 30 surfaces). Using paper longer than the above may cause a paper jam.
- ☐ For details about operation using the main machine display, see the Copy/Document Server Reference manual.
- ☐ For details about how to configure the printer driver to enable printing from a computer, see Printer Reference or the help menu of the printer driver.

p.11 "Online Mode"

Adjusting the Folding Position

You can adjust folding widths for Fan fold, and margins for Fan fold (Margin Fold).

Note

☐ The folding position can be adjusted using either the Folding Finisher or the main machine. Settings configured with the Folding Finisher are applied when folding paper in offline mode. Settings configured with the main machine are applied when folding paper in online mode.

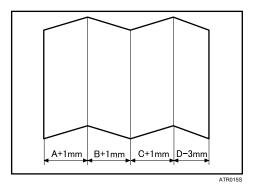
Adjusting folding width

This section explains how to adjust folding widths, using the example of fanfolding paper three times to make four surfaces.

If you adjust the folding width + 1 mm, the size of each surface is adjusted as follows:

	Before adjustment	After adjustment
1st surface	A mm	A + 1 mm
2nd surface	B mm	B + 1 mm
3rd surface	C mm	C + 1 mm
4th surface	D mm	D — 3 mm

The last surface will be shorter than the other surfaces, since the length of the other surfaces has increased.



Note

- ☐ Folding position adjustment is applied to all fold types and surfaces. However, a folding width cannot be set to less than 140 mm (5.6 inch), since the minimum folding width for Fan fold is 140 mm (5.6 inch).
- ☐ For the procedure to configure settings using the Folding Finisher, see "Default Settings".
- ☐ When configuring settings using the main machine, use the system setting "Fold Width Fine Adjustment". For the procedure to configure settings using the main machine, see General Settings Guide manual.

p.43 "Default Settings"

Adjusting margins

You can adjust the margins that are created using folding paper with Fan fold (Margin Fold).

Note

- ☐ For the procedure to configure settings using the Folding Finisher, see "Default Settings".
- ☐ When configuring settings using the main machine, use the system setting "Fold Width Fine Adjustment". For the procedure to configure settings using the main machine, see General Settings Guide manual.

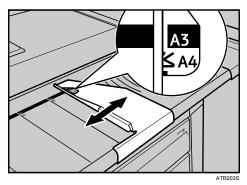
p.43 "Default Settings"

When Folding Paper by Hand

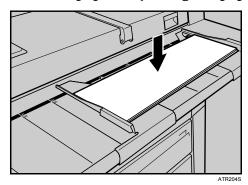
This section explains how to fold already-folded paper by hand to make it A4 size.

Use the Folding Guide of the Paper Feed Table to fold paper by hand.

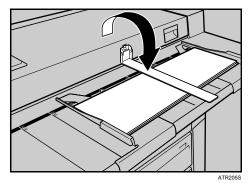
1 Match the left paper guide to ∠A4.



2 Place the paper, adjusting the paper guide to the left end of the paper.

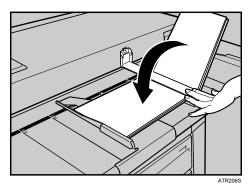


Pull the Folding Guide down.



31

4 Supporting the guide firmly with your hand, fold the paper from right to left.



5 Repeat folding as required.

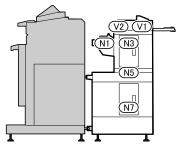
3. Troubleshooting

If any changes or errors occur in the Folding Finisher, indicators on the display of the control panel light up, or an alarm sounds.

When a Paper Jam Occurs

¾ on the Status Display lights and a code number appears on the display. Locate the jammed paper by referring to the following illustration and table, and then remove it. For details, see "Removing Jammed Paper".

Left Side



ATS015

	Code number	Location of paper jam
J01		N1
J03		N3
J05		N5
J07		N7
J31		V1
J32		V2

Note

☐ Use the main machine's control panel to check where the paper jam has occurred.

p.34 "Removing Jammed Paper"

Removing Jammed Paper

This section explains how to resolve for paper jams.

A CAUTION:

 Keep your hands clear of the Folding Finisher and Paper Exit. You can trap your fingers if you do not.

A CAUTION:

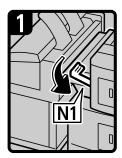
• Be careful not to trap and injure your fingers when changing the paper.

#Important

- ☐ Do not turn off the power when removing the paper. If the power is turned off, functions and values you set are cleared.
- ☐ When removing paper, pull it out slowly so that it does not tear. If pieces of paper remain inside the machine, they may cause another paper jam or malfunction of the machine.
- ☐ If the Status Display remains lit even after you have removed jammed paper, there might be paper fragments still jammed inside the machine. Even if the ¾ indicator goes out, there might still be paper fragments jammed inside the machine. Check inside the Finishing Folder again. Be sure to remove all paper and paper fragments.
- ☐ If paper jams occur regularly, contact your sales or service representative.

When J01 Is Displayed

The troubleshooting varies depending on the main machine model.



Lower lever N1.



 If you cannot remove the misfed paper, cut it with scissors or a cutter, and then remove the pieces from both the main unit and the finisher side.

BMK013S



Lower cover N1.



 If you cannot extract the jammed paper, cut it with scissors.



• Return cover N1.



 Remove the parts separately.

BMM002S

When J03 Is Displayed



· Open cover N3.



· Open cover N4.



· Remove the jammed paper.

· Close covers N4 and N3.

BMM003S

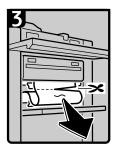
When J05 Is Displayed



· Open cover N5.



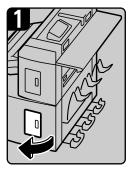
• Open cover N6



- Remove the jammed paper.
- If you cannot extract the jammed paper, cut it with scissors, and then remove the parts separately from above and below.
- Close covers N6 and N5.

BMK016S

When J07 Is Displayed



•Open the lower side cover.

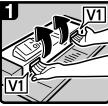


- Turn knob N7 counterclockwise, and then remove misfed paper.
- · Close the lower side cover.

BMK017S

When J31 or J32 Is Displayed

The troubleshooting varies depending on the main machine model.



Open the V1 cover.



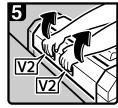
Remove the jammed paper.



Close the V1 cover.



 If you cannot remove misfed paper, lower lever N1.



Open the V2 cover.

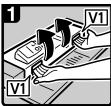


Remove the jammed paper.



Close the V2 cover.

BMK008S



Open the V1 cover.



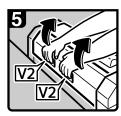
Remove the jammed paper.



Close the V1 cover.



If you cannot remove misfed paper, lower cover N1.



•Open the V2 cover.



Remove the jammed paper.



Close the V2 cover.

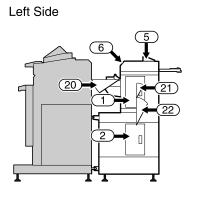
BMK018S

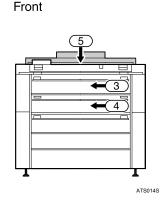
Note

□ When opening the V1 cover, lift carefully using both of the cover's grips. To close the V1 cover, first lift it slightly and then lower it carefully using both grips. Always lift and lower the V1 cover using both grips. If you try to close the V1 cover using only one grip, it will not close fully. If this happens, close the cover by first lifting and then lowering it using both grips.

When Covers Are Open

• on the Status Display lights and a code number appears on the display. Locate the open cover by referring to the following illustrations and table, and then close it.





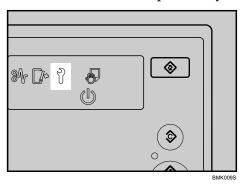
Code number	Open cover
do01	Cover 1
do02	Cover 2
do03	Cover 3
do04	Cover 4
do05	Cover 5
do06	Cover 6
do20	Cover 20
do21	Cover 21
do22	Cover 22

Note

☐ If the Folding Finisher cover is open or not fully closed, a message reporting this appears on the main machine's control panel. When you close the Folding Finisher cover, the message on the main machine's control panel disappears.

When Service Call Indicator Lights

If \uparrow icon on the Status Display lights up, turn the Folding Finisher off, wait a few moments, and then back on. If \uparrow icon still lit, report the code number displayed on the machine's control panel to your sales or service representative.



p.7 "Turning the Folding Finisher On and Off"

When Water Droplet Streaks Appear

If water droplet streaks running in the paper feed direction appear on prints, condensation might have built up inside the folding Finisher. Leave the Folding Finisher idle for at least 15 minutes.

Note

☐ For details about specifying settings using the main machine's control panel, see Copy/ Document Server Reference.

p.11 "Online Mode"

Alert Tones

The Folding Finisher uses tones to alert users about its condition. The following table explains the meaning of the various alert tones.

Tone pattern	Folding Finisher condition	
Single short beep	When keys are pressed.When paper is placed on the Paper Feed Table.	
	When initialization is complete.	
Single long beep	When a cover is opened or closed.	
	When a paper jam occurs.	
	When the Folding Finisher detects an error.	
	When the paper was folded more than the maximum number of folds.	



☐ To mute or unmute tone alerts, see "Default Settings".

₽ Reference

p.43 "Default Settings"

4. Default Settings

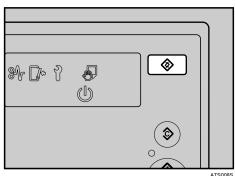
This chapter explains how to change the Folding Finisher settings and describes the default settings.

Changing the Settings

This section explains how to change the Folding Finisher settings.

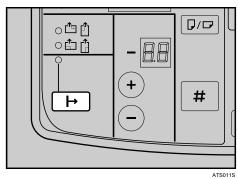
- **1** Check the Folding Finisher is offline.
- Press the [User Tools] key.

The $ightharpoonup^*$ icon flashes while the default settings are being specified.

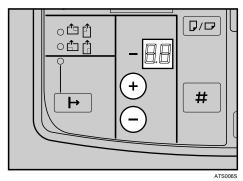


Press the [Online/Offline] key to enter the mode to select a setting.

The position of title block indicator lights.

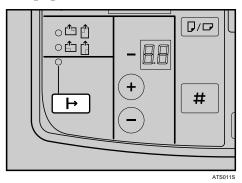


Press the [+][-] keys to select the number of the setting you want to change.

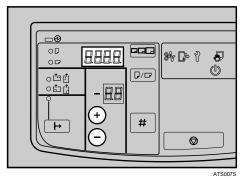


Press the [Online/Offline] key to enter the mode to input a setting value.

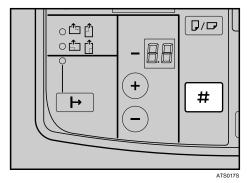
The paper orientation indicator(\square , \square) lights up.



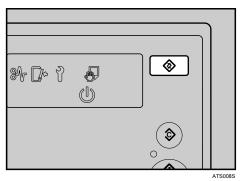
1 Press the [+][-] keys to select the setting value.



7 Press the [Enter] key to apply the setting.



Press the [User Tools] key.



Reference p.9 "Offline Mode"

Available Settings

The Folding Finisher settings can be changed using the control panel. This section explains the items that you can set.

Adjustment of the Fan fold width

Makes fine adjustments to the width of fan folds.

- Item number: 1
- Default: 0.0 mm
- Value range (0.5 mm units): -6.0 to +6.0 mm

Adjustment of margins

Sets the margin when fan-folded A0 \square or A1 \square \square paper.

- Item number: 3
- Default: 40 mm
- Value range (1 mm units): 20 to 40 mm

Time to wait until starting paper feed

Sets the wait time until the paper is fed after the front edge of paper set on the Paper Feed Table touches the Folding Finisher.

- Item number: 11
- Default: 1 second
- Value range (1 second units): 1 to 5 seconds

Time to suspend manual paper feed

Sets the length of time that paper placed on the Paper Feed Table pauses after starting to be fed.

- Item number: 12
- Default (second): 1 second
- Value range (1 second units): 1 to 5 seconds

Method of starting folding operation

Sets whether the Folding Finisher starts folding paper placed on the Paper Feed Table automatically, or after the [Start] key is pressed.

- Item number: 13
- Default: 0 (fold automatically)
- Value range: 0 (fold automatically), 1 (fold after the [Start] key is pressed)

❖ Tone alert

Sets whether or not the Folding Finisher produces sounds to alert users about changes in the machine's condition.

- Item number: 16
- Default: 0 (tone alerts)
- Value range: 0 (tone alerts), 1 (mute)

Time to clear settings automatically

Sets the length of time until current settings are cleared when the Folding Finisher is not operated. To preserve the current settings, set this to 0.

• Item number: 17

• Default: 0 (do not clear)

• Value range (one minute units): 0 (do not clear) to 10

❖ Time to exit offline mode automatically

Sets the length of time until the Folding Finisher exits offline mode when not operated. To not exit offline modes set this to 0.

• Item number: 18

Default: 1

• Value range (one minute units): 0 (do not exit) to 10

❖ Initial Fold Setting

You can specify which folds are registered by default and available under each number when the Folding Finisher is first turned on or when the [Clear Modes] key is pressed.

• Item number: 25

• Default:0 (140 mm for long sheets)

• Settable values:

Value	Fold Type
0	Fan Fold 140mm
1	Fan Fold 170mm
2	Fan Fold 210mm
3	Fan Fold 297mm
4	Fan Fold 210mm (Margin Fold)
5	Special Fan Fold 1
6	Special Fan Fold 2
7	Standard Fold
8	Narrow Std. Fold
9	Margin Fold

/

5. Remarks

This chapter explains how to maintain and operate the machine.

Where to Put the Machine

The Folding Finisher's location should be carefully chosen because environmental conditions greatly affect its performance.

Moving

Observe the following precautions when moving the machine.

A CAUTION:

 Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users. The machine's various handling areas are for service engineer use only. Do not touch these areas.

Optimum Environmental Conditions

Observe the following precautions when installing the machine.

⚠ CAUTION:

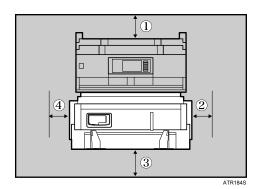
- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.
- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.
- Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.
- Temperature: 10 to 30 °C (50 to 86 °F)
- Humidity: 15 to 90%
- A strong and level base.
- The machine must be level within 5 mm (0.2 inch): both front to rear and left to right.

Environments to Avoid

- Locations exposed to direct sunlight or other sources of strong light (1,500 lux or more).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes can cause condensation to form inside the machine.)
- Locations close to machines generating ammonia, such as a diazo copy machine.
- Places where the machine will be subject to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Access to the Machine

Place the machine near the power source, providing the clearance areas shown.



Rear Varies depending on the connected main machine.
 Right 80 cm (31.5 inch) or more
 Front 100 cm (39.4 inch) or more
 Left 80 cm (31.5 inch) or more

Note

☐ For details about the space required behind the machine, see the Trouble-shooting manual.

Power Connection

Observe the following precautions regarding the power supply.

⚠ WARNING:

- Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.
- Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.

MARNING:

• If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.

⚠ WARNING:

• The socket-outlet shall be installed near the machine and shall be easily accessible.

A CAUTION:

• When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).

↑ CAUTION:

- To disconnect the power code, pull it out by plug. Do not drag the code itself. Doing so may result in damage to the code, leading to fire or electric shock.
- Make sure the plug is inserted firmly in the wall outlet.

Make sure the plug is inserted firmly in the wall outlet.

Maintaining the Machine

#Important

- ☐ Do not use chemical cleaners or organic solvents, such as thinner or benzene. If such substances get inside the machine or melt plastic parts, malfunctions might occur.
- ☐ Internal parts should only be cleaned by your service representative.

Cleaning the machine:

Wipe the machine with a soft, dry cloth. If this does not remove the dirt, wipe the machine with a damp and tightly wrung cloth. If a damp cloth still does not remove the dirt, use a mild detergent. After wiping the machine with a damp cloth, wipe it again with a dry cloth to remove any moisture.

6. Appendix

Specifications

Non-folded Paper Exit	Outputs non-folded paper.
	 Supported paper types All paper types supported by the main machine. Supported paper sizes All paper sizes supported by the main machine.
	 Paper capacity 10 sheets (A0 □, A1 □) Paper weight 64.0 to 81.4 g/m² (55 kg to 70 kg)
ExitPaper Exit	 Outputs folded paper. Supported paper types Plain Paper, Recycled Paper Supported paper sizes Width: All paper sizes supported by the main machine. Length: 320 to 6000 mm (12.6 to 236.3 inches) Regardless of paper length, the number of folded surfaces cannot exceed 30 (i.e., 29 folds). Paper capacity 1 sheet Paper weight 64.0 to 81.4 g/m² (55 kg to 70 kg)
Fold type	Seven patterns Fan fold: four patterns Fan fold (Margin fold): one pattern Special fan fold: two patterns
Available fold widths	Fan fold: 140 mm (5.6 inch), 170 mm (6.7 inch), 210 mm (8.3 inch), 297 mm (11.7 inch) Fan fold (Margin Fold): 210 mm (8.3 inch)
Folding speed	The minimum speed of the Folding Finisher is as follows: (Note that actual folding speeds vary depending on main machine model.) • Fan fold (Fan fold 210 mm) A0 □: 2 sheets/minute A1 □: 3 sheets/minute A1 □, A2 □: 4 sheets/minute
Power source	220-240 V, 50/60 Hz, 1.5 A
Maximum power consumption	200 W
Machine dimensions	126 × 545 × 995 mm
$(W \times D \times H)$	(49.9 × 21.5 × 39.2 inch)
Weight	145 kg (319.7 lb)

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