Folder FD6500B

Operating Instructions

Read this manual carefully before using this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in this manual before using the machine.

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, 3.5 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.89 "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.*
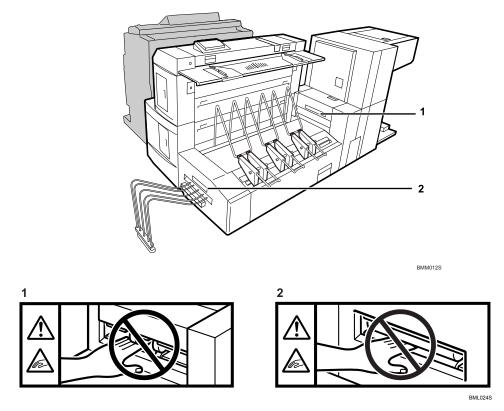
⚠ *CAUTION:*

- *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 labels

This machine has a label for ⚠WARNING and ⚠CAUTION at the position shown below. For safety, please follow the instructions and handle the machine as indicated.

BMM012S

BML024S

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:

- **|** :POWER ON.
- **○** :POWER OFF.
- **⏻** :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.

TABLE OF CONTENTS

2. Functions of the Folding Finisher

3. Troubleshooting

4. Default Settings

5. Remarks

6. Appendix

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.

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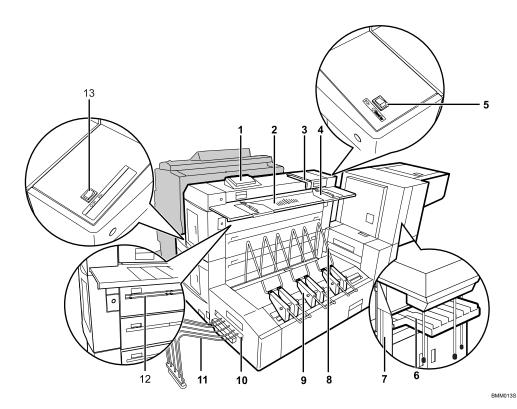
This symbol is located at the end of sections. It indicates where you can find further relevant information.

【 】

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.

BMM013S

1. Control panel

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

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

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

4. Paper Guide

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. Shift Tray

Regular size folded prints are output to this tray. This tray holds up to 50 A1 sheets.

7. Supporting Paper Guides

These support the sheets delivered to the shift tray and prevent them falling off the tray. Attach the guides if delivering 50 or more A2 ◱ ◳ sheets (Margin Fold) or 100 or more A3 ◱ ◳ sheets (Standard, Narrow Standard, or Margin fold) to the shift tray. For details, see "Attaching the Supporting Paper Guides".

8. **Non-folded Paper Exit Tray**

Paper output from the Non-folded Paper Exit is stacked here. Up to 10 sheets (A0 ⬒ or A1 ⬒ plain paper) can be stacked.

9. **Extension Sections of the Non-folded Paper Exit Tray**

These prevent sheets falling off the non-folded paper exit tray.

10. **Side Paper Exit**

Fan-folded prints are output here.

11. **Side Paper Exit Tray**

Fan-folded prints are collected here after they leave the side paper exit. This tray holds one sheet only.

12. **Non-folded Paper Exit**

Non-folded paper is output here.

However, A4 ⬒⬓ prints are output to the shift tray.

13. **Anti-Humidity Heater switch**

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

🔎 **Reference**

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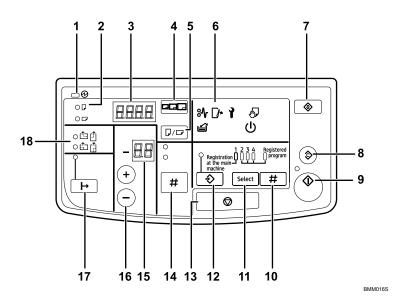
This section explains the names and usage of the parts of the control panel.

BMM016S

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.

- ⚞ᷣᴠ: 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.

- ⚊: 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".

- ᷢ: Lights when the shift tray is full. Remove the prints from the shift tray.

- ᷣ: Lights up when paper can be placed on the Paper Feed Table.

- ⏻: 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".

4

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. 【Enter】 key

Press to register a Programmed Fold. For details, see "Programmed Fold".

11. 【Select】 key

Press to select a Programmed Fold number. For details, see "Programmed Fold".

12. 【Program】 key

Press to apply a Programmed Fold. For details, see "Programmed Fold".

13. 【Stop】 key

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

🔍 Reference

    p.9 "Offline Mode"

    p.11 "Online Mode"

    p.21 "Cancelling a Folding Operation"

    p.51 "Programmed Fold"

    p.69 "Troubleshooting"

    p.70 "Removing Jammed Paper"

    p.81 "Default Settings"

14. 【Enter】 key

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

15. Fold Type No.

Indicates the number of the selected fold type.

16. 【＋】【－】 keys (Fold Type selection)

Use these keys to select the fold type number.

17. 【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".

18. Position of title block

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

1. Preparation Before Using the Folding Finisher
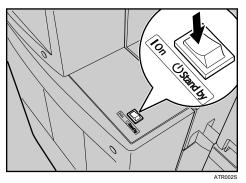
Turning the Folding Finisher On and Off

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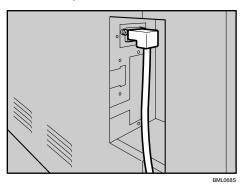
1 **Turn the power switch of the Folding Finisher to " | On".**

ATR002S

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.

BML068S
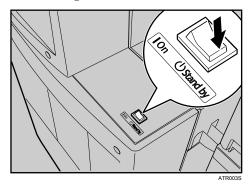
Turning the Folding Finisher Off

This section explains how to turn off the Folding Finisher.

A **Turn off the power switch of the main machine.**

B **Turn the power switch of the Folding Finisher to "⏻ Stand by".**

ATR003S
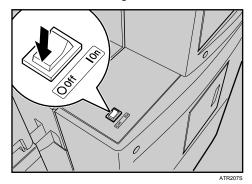
🖉 Note

❒ 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.

ATR207S

🔎 Reference

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.
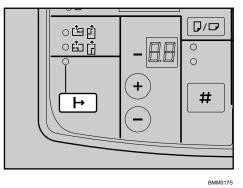
Entering System Offline Mode

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

A **Confirm that both the main machine and Folding Finisher are turned on.**

B **Confirm that the online indicator is unlit.**

C **If the online indicator is still lit, press the 【Online/Offline】 key until it turns off.**

BMM017S

🖐 in the Status Display lights up. You can now place paper on the Paper Feed Table.

🔍**Reference**

Entering Independent Offline Mode

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

A **Confirm that both the main machine and Folding Finisher are turned off.**

B **Turn on the Folding Finisher.**

C **Hold the 【Online/Offline】 key down until the online indicator goes out.**

BMM017S

◊ **Reference**

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

p.16 "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.
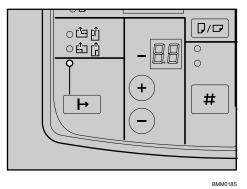
🖉 Note

❒ 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.
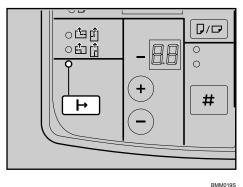
Entering Online Mode

A **Confirm that both the main machine and Folding Finisher are turned on.**

B **Confirm that the online indicator is lit.**

BMM018S

C **If the online indicator is unlit, press the 【Online/Offline】 key until it lights up.**

BMM019S

D **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.**

11

✐ 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.

⌕ Reference

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.

Regular Size Fold

Paper type	Paper size	Paper weight
Plain Paper, Recycled Pape	A0, A1, A2, A3	64.0 to 81.4 g/m^2 (55 to 70 kg)

📝 Note

❒ Do not apply folding to translucent paper or OHP transparencies. Doing so could cause the machine to malfunction.

❒ Paper is output to the shift tray, which can hold up to 50 A1 sheets. However, sheets that are 200 to 320 (Custom size) mm in length are output to the Non-folded Paper Exit.

❒ When output, A3 landscape prints are either folded in half (A4) or unfolded.

❒ Slight streaks, creases, or puckering might appear on folded sheets.

❒ If prints come out wrinkled, turn the Anti-Humidity Heater switch to "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.

❒ Depending on the fold type, the printing may smear.

Fan fold

Paper type	Paper size	Paper weight
Plain Paper, Recycled Paper	• Width All paper sizes supported by the main machine. • 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) .	64.0 to 81.4 g/m^2 (55 to 70 kg)

✐ 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.

❒ Slight streaks, creases, or puckering might appear on folded sheets.

❒ If prints come out wrinkled, turn the Anti-Humidity Heater switch to " | 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.

❒ Depending on the fold type, the printing may smear.

Non-fold

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

✐ Note

❒ Paper is usually output from the Non-folded Paper Exit.

❒ Unfolded A4 ⊐⊏ prints are output to the shift tray. However, A4⊏ can be delivered only when the machine is in online mode.

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
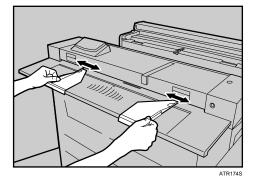- Folded paper

Note

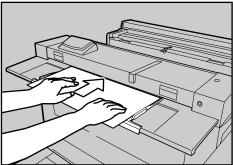❒ Even supported types of paper may cause paper jams or malfunctions if the paper is not in good condition.

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.

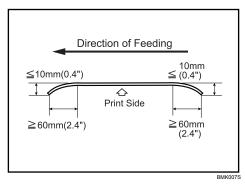**A** **Adjust the right and left paper guides to the paper size.**

ATR174S

B **Place paper with the rear side facing up.**

BML065S

🖉 Note

❒ 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.

BMK007S

Attaching the Supporting Paper Guides

Attach the supporting paper guides if delivering 50 or more A2 ▯ ▭ sheets (Margin Fold) or 100 or more A3 ▯ ▭ sheets (Standard, Narrow Standard, or Margin fold) to the shift tray.

A Check which guide is which.

The inner side of each guide is marked "L" or "R" to indicate whether the guide goes on the left or the right.

B Attach the left and right supporting paper guides along the ramps at the sides of the sheet metal part on the folding finisher's side.

Be sure to attach the supporting paper guides with the "L" and "R" marks facing inward. The guides attach magnetically. When not using the guides, keep them at the bottom of the side of the folding finisher.
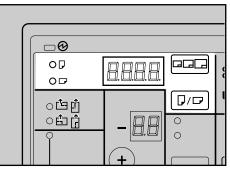
2. Functions of the Folding Finisher

Basic Operation of the Folding Finisher

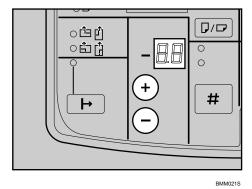This section explains Basic Operation of the Folding Finisher.

1 **Check the Folding Finisher is offline.**

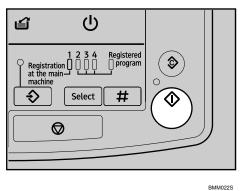**2** **Select the paper size using the 〖Paper size〗 key, and then select the paper orientation using the 〖Length/Width〗 key.**

BMM020S

3 **Press the 〖＋〗 or 〖－〗 key to select the fold number.**

BMM021S

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

E **If the Folding Finisher does not start folding automatically, press the** 【**Start**】 **key.**

BMM022S

✎ **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".
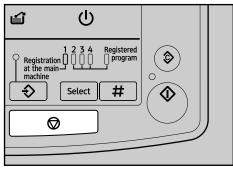
✐ **Reference**

Cancelling a Folding Operation

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

⚡Important

❒ You cannot cancel the folding operation if actual folding has started.

A Press the 【Stop】 key.

BMM023S

✎ 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.

Regular Size Fold (Cross-Fold)

The machine rotates fan-folded prints to further fold them in half or into thirds. This is called a regular size fold (cross-fold).

The following regular size folds are available:

❖ **Standard Fold**
This fold is usual for drawings. The folded size is A4 $\Box$ ($8^1/_2$" × 11").

❖ **Narrow Standard Fold**
This fold is for fitting prints into a ring binder pouch. The folded size is 170 - 297 mm ($6^5/_8$" - 11").

❖ **Margin Fold**
This fold is for prints with binding margins. The folded size is A4 ($8^1/_2$" × 11"). If you want to register a margin fold under Programmed Fold, register it under Programmed Fold 1.

❖ **Special Fold1, Special Fold2**
"Special Fold 1" lets you fold drawings in the normal way. The sheets can be folded into A4 $\Box$ size (only with certain sheet sizes). "Special Fold 2" lets you specify the number of cross-folds for Margin Fold (only with certain sheet sizes). However, when folding 48" × 36" sheets, you can only select A4 $\Box$ as the folded size.

📝 **Note**
❐ For details about paper types and sizes that can be regular size-folded, see "Supported Paper Types and Sizes".

🔍 **Reference**
p.13 "Supported Paper Types and Sizes"

Main Machine Mode that Supports Regular Size Fold

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

Fold type no.	Fold type	Online/Offline	
11	Standard Fold	Not available	Available
12	Narrow Std. Fold	Not available	Available
13	Margin Fold	Not available	Available
14	Special Fold 1	Not available	Available
15	Special Fold 2	Not available	Available

📝 **Note**
❐ Some models support the folds that are shown as "not available" in online mode.

22

List of Regular Size Folds

To apply regular size folds, select the fold you require in "Fold Type No.". This list contains the regular size folds that are available.

❖ **A0**▯

Fold type no.	Fold type	Position of title block	Margin
11	Standard Fold	Front edge	None
12	Narrow Std. Fold	Front edge	None
13	Margin Fold	Rear edge	20 to 40 mm
14	Special Fold 1	Rear edge	20 to 40 mm
15	Special Fold 2	Rear edge	20 to 40 mm

❖ **A1**▯

Fold type no.	Fold type	Position of title block	Margin
11	Standard Fold	Front edge	None
12	Narrow Std. Fold	Front edge	None
13	Margin Fold	Rear edge	20 to 40 mm
14	Special Fold 1	Rear edge	20 to 40 mm
15	Special Fold 2	Rear edge	20 to 40 mm

❖ **A1**▱

Fold type no.	Fold type	Position of title block	Margin
11	Standard Fold	Front edge	None
12	Narrow Std. Fold	Front edge	None
13	Margin Fold	Rear edge	20 to 40 mm
14	Special Fold 1	Rear edge	20 to 40 mm
15	Special Fold 2	Rear edge	20 to 40 mm

❖ **A2**▯

Fold type no.	Fold type	Position of title block	Margin
11	Standard Fold	Rear edge	None
12	Narrow Std. Fold	Rear edge	None
13	Margin Fold	Rear edge	106 mm (Fixed)
14	Special Fold 1	Rear edge	None
15	Special Fold 2	Rear edge	None

23

❖ A2↴

Fold type no.	Fold type	Position of title block	Margin
11	Standard Fold	Front edge	None
12	Narrow Std. Fold	Front edge	None
13	Margin Fold	Rear edge	106 mm (Fixed)
14	Special Fold 1	Rear edge	None
15	Special Fold 2	Rear edge	None

❖ A3↴

Fold type no.	Fold type	Position of title block	Margin
11	Standard Fold	Front edge	None
12	Narrow Std. Fold	Front edge	None
13	Margin Fold	Rear edge	105 mm (Fixed)
14	Special Fold 1	Rear edge	None
15	Special Fold 2	Rear edge	None

❖ A3↴

Fold type no.	Fold type	Position of title block	Margin
0	Non-folded	Rear edge	None
11	Standard Fold	Front edge	None
12	Narrow Std. Fold	Front edge	None
13	Margin Fold	Rear edge	105 mm (Fixed)
14	Special Fold 1	Rear edge	None
15	Special Fold 2	Rear edge	None

❖ **Illustrations Showing Finished Regular Size Folds**

Sheet length	Standard Fold (No.11)	Narrow Standard Fold (No.12)	Margin Fold (No.13)	Special Fold1 (No.14)	Special Fold2 (No.15)
A0↴ (1189mm)				—	—
A1↴ (841mm)				—	
A1↴ (841mm)				—	
A2↴ (594mm)					—
A2↴ (594mm)					—
A3↴↴ (420mm)				—	—
48 x 36 inches ↴	—	—	—	—	

BMM001S

✐ **Note**

❒ For sample regular size folds, see "Illustration of Unfolded Paper".

❒ If you select "Special Fold 2" for a 48" × 36" ↴ sheet, a portrait portion (23 mm) protrudes when the folding finisher attempts to fold the sheet into A4 size. Fold the protruding portion manually with the hand-fold paper guide. For details about using the hand-fold paper guide, see "When Folding Paper by Hand".

🔎 **Reference**

25
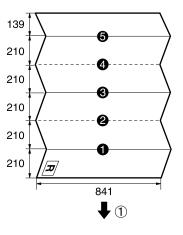
Illustration of Unfolded Paper

Following is an illustration of a regular size folded sheet. The dimensions shown are in millimeters. These folding widths are for reference only and might differ from actual measurements. The lines, numbers and ⌐R⌐ in the illustration indicate the following:

- Solid line: Raised fold
- Dotted line: Sunken fold
- ❶ to ❽: Folding order
- ⌐R⌐: Position of title block

A0 ▷ : Standard Fold
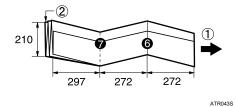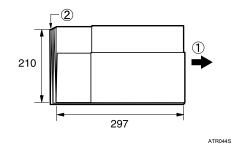
A Fan Fold

ATR042S

①: Paper feed direction

B Cross Fold

ATR043S

①: Paper feed direction
②: Title block position (back side)

26

C Folded Illustration

ATR044S

①: Delivered direction
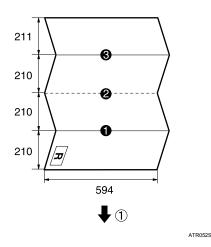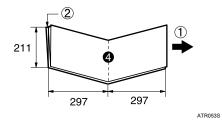
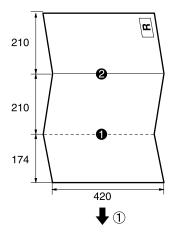②: Title block position (back side)

A1 ⬚ : Standard Fold
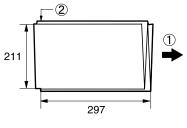
A Fan Fold

ATR052S

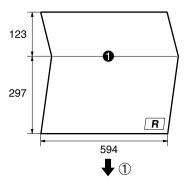①: Paper feed direction

B Cross Fold

ATR053S

①: Paper feed direction

②: Title block position (back side)

27

C Folded Illustration

211

297

②

①

ATR054S

①: Delivered direction

②: Title block position (back side)

A1L: Standard Fold

A Fan Fold

297

297

①

841

R

①

ATR066S

①: Paper feed direction

B Cross Fold

297

②

①

④ ③ ②

211   210   210   210

ATR067S

①: Paper feed direction

②: Title block position (back side)

28

❸ Folded Illustration

ATR068S

①: Delivered direction

②: Title block position (back side)

A2 ⬚ : Standard Fold

❶ Fan Fold

ATR131S

①: Paper feed direction

❷ Cross Fold

ATR132S

①: Paper feed direction

29
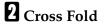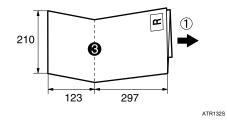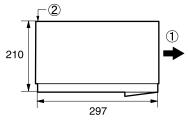
C Folded Illustration

ATR194S

①: Delivered direction

②: Title block position (back side)

A2▭: Standard Fold

A Fan Fold

ATR081S

①: Paper feed direction
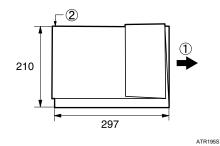
B Cross Fold

ATR082S

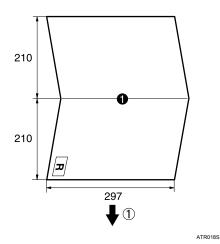①: Paper feed direction

30

❸ Folded Illustration

ATR195S

①: Delivered direction

②: Title block position (back side)

A3 ᴸ : Standard Fold
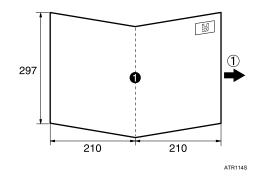
❶ Fan Fold

ATR018S

①: Paper feed direction

❷ Folded Illustration

ATR116S

①:Delivered direction

②: Title block position (back side)

31

A3⊾: Standard Fold

❶ Cross Fold

ATR114S

①: Paper feed direction

❷ Folded Illustration

ATR116S

①: Delivered direction

②: Title block position (back side)

A0 ▯ : Narrow Standard Fold

❶ Fan Fold

169
170
170
170
170
170
170

❻
❺
❹
❸
❷
❶

841

① ↓

ATR045S

①: Paper feed direction

❷ Cross Fold

②

170

❽   ❼

①

297   272   272

ATR046S

①: Paper feed direction

❸ Folded Illustration

②

170

①

297

ATR047S

①: Delivered direction

②: Title block position (back side)

2

A1 ▯ : Narrow Standard Fold

A Fan Fold

ATR055S

①: Paper feed direction

B Cross Fold

ATR056S

①: Paper feed direction

②: Title block position (back side)

C Folded Illustration

ATR057S

①: Delivered direction

②: Title block position (back side)

34

A1▱: Narrow Standard Fold

◼ Fan Fold

ATR069S

①:Paper feed direction

◼ Cross Fold

ATR072S

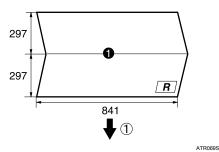①: Paper feed direction

②: Title block position (back side)

◼ Folded Illustration

ATR073S

①: Delivered direction

②: Title block position (back side)

35

A2 ⬓ : Narrow Standard Fold

❶ Fan Fold

170

170

128

126

420

①

ATR084S

①: Paper feed direction

❷ Cross Fold

①

170

123   297

ATR085S

①: Paper feed direction

❸ Folded Illustration

②

①

170

297

ATR086S

①: Delivered direction

②: Title block position (back side)

36

A2▭: Narrow Standard Fold

❶ Fan Fold

ATR101S

①: Paper feed direction

❷ Cross Fold

ATR104S

①: Paper feed direction

❸ Folded Illustration

ATR105S

①: Delivered direction

②: Title block position (back side)

A3 ▯ : Narrow Standard Fold

❶ Fan Fold
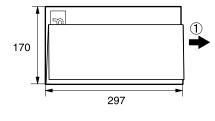
ATR020S

①: Paper feed direction
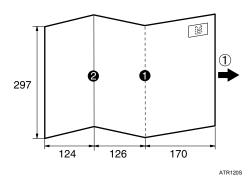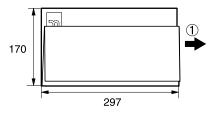
❷ Folded Illustration

ATR122S

①: Delivered direction

38

A3▭: Narrow Standard Fold

❶ Cross Fold

ATR120S

①: Paper feed direction

❷ Folded Illustration

ATR122S
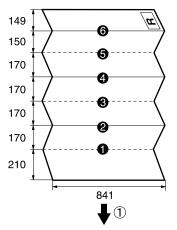
①: Delivered direction

A0 ▯ : Margin Fold

❶ Fan Fold

149
150
170
170
170
170
210

841

①

BML044S

①: Paper feed direction

❷ Cross Fold

210

①

247   297   297

BML045S

①: Paper feed direction

❸ Folded Illustration

②

210

①

297

BML046S

①: Delivered direction

②: Title block position (back side)

40

A1 ⬚ : Margin Fold

🄰 Fan Fold

145
146
170
170
210

❹
❸
❷
❶

594

①

BML047S

①: Paper feed direction

🄱 Cross Fold

210

❺

①

297   297

BML048S

①: Paper feed direction

🄲 Folded Illustration

②

210

①

297

BML049S

①: Delivered direction

②: Title block position (back side)

41

2

A1L: Margin Fold

A Fan Fold

ATR074S

①: Paper feed direction

B Cross Fold

ATR079S

①: Paper feed direction

C Folded Illustration

ATR080S

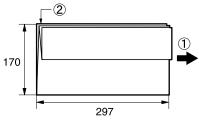①: Delivered direction

②: Title block position (back side)

A2 ⌐ : Margin Fold
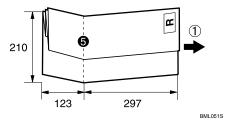
❶ Fan Fold

BML050S

①: Paper feed direction

❷ Cross Fold

BML051S

①: Paper feed direction

❸ Folded Illustration

BML052S

①: Delivered direction

②: Title block position (back side)

43

A2$\square$: Margin Fold

A Fan Fold

297

123

594

①

BML053S

①: Paper feed direction

B Cross Fold

297

❺ ❹ ❸ ❷

①

104 104 88 88 210

BML054S

①: Paper feed direction

C Folded Illustration

②

210

①

297

BML055S

①: Delivered direction

②: Title block position (back side)

A3 ⊃ : Margin Fold
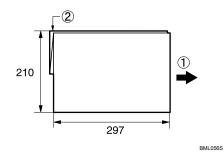
❶ Fan Fold

ATR117S

①: Paper feed direction
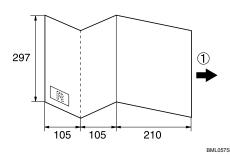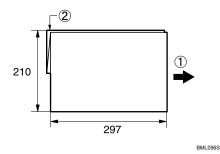
❷ Folded Illustration

BML056S

①: Delivered direction

②: Title block position (back side)

45

A3L: Margin Fold

A Cross Fold

297

105 105 210

①

BML057S

①: Paper feed direction

B Folded Illustration

②

210

①

297

BML056S

①: Delivered direction

②: Title block position (back side)

🖉 Note

❒ To see what the finished special folds look like, see "Illustrations Showing Finished Regular Size Folds".

❒ "Special Fold 1" folds the sheets into A4L size. "Special Fold 2" lets you select Margin Fold with a specified number of cross-folds.

🔎 Reference
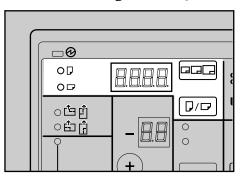
p.25 "Illustrations Showing Finished Regular Size Folds"

Regular Size Fold in Offline mode

This section explains how to apply folds using Regular Size Fold in offline mode.

A **Check the Folding Finisher is offline.**

B **Select the paper size using the 【Paper size】 key, and then select the paper orientation using the 【Length/Width】 key.**

BMM020S

C **Press the 【＋】 or 【－】 key to select the fold number.**

BMM021S

The "Position of title block" indicator lights up.

47

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

ATR014S

The position of the title block depends on the paper orientation and fold type.

①: If the paper is loaded in portrait orientation and the title block is at the front end.

②: If the paper is loaded in portrait orientation and the title block is at the rear end.

③: If the paper is loaded in landscape orientation and the title block is at the front end.

④: If the paper is loaded in landscape orientation and the title block is at the rear end.

E **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".

 Reference

p.9 "Offline Mode"

p.16 "Placing Paper on the Paper Feed Table"
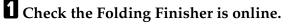
p.81 "Default Settings"

Regular Size Fold in Online mode

This section explains how to apply folds using Regular Size Fold in online mode.

A **Check the Folding Finisher is online.**

B **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.**

C **On the main machine's control panel or in the printer driver's Printer Properties dialog box, apply Regular Size Fold.**

Note

❒ For details about operating the main machine, 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.

Reference

Adjusting the Folding Position

You can adjust the fold widths of Regular Size folds, and the margin widths of Margin Fold.

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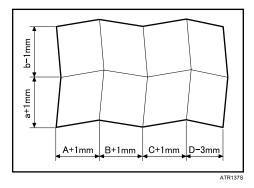
❒ The folding position can be adjusted using either the Folding Finisher or the main machine. Settings configured with the Folding Finisher are applied when folding paper in offline mode. Settings configured with the main machine are applied when folding paper in online mode.

Adjusting folding width

This section explains how to adjust the fold width, using as an example a sheet that is fan-folded into four panels and then cross-folded giving it a total of eight panels. If you adjust the fold width of each fan fold and cross fold by 1 mm, the size of each panel will change as follows:

	Before adjustment	After adjustment
First fan-folded panels	A mm	A+1 mm
Second fan-folded panels	B mm	B+1 mm
Third fan-folded panels	C mm	C+1 mm
Fourth fan-folded panels	D mm	D-3 mm
First cross-folded panels	a mm	a+1 mm
Second cross-folded panels	b mm	b-1 mm

The last panel will be shorter than the other panels, since the length of the other panels has increased.

ATR137S

✎ 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.

⌕ Reference

p.81 "Default Settings"

Adjusting margin

You can adjust the width of the binding margins that are created when applying Margin Fold or Special Fold to A0 ⬑ and A1 ⬑ ⬐ sheets.

✎ 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.

⌕ Reference

p.81 "Default Settings"

Programmed Fold

You can register a fold for standard size prints according to the size of the prints. If you specify this setting, you will not need to specify regular size folds for registered standard size prints.

You can register four programmed folds: No. 1 to 4.

❖ **Available paper sizes for Programmed Fold:**

- A0⊿, A1⊿⊏, A2⊿⊏, A3⊿⊏

❖ **Available fold types for Programmed Fold:**

- Programmed Fold No.1
  Regular Size Fold (Standard Fold, Narrow Std. Fold, Margin Fold, Special Fold1, Special Fold2)
- Programmed Fold No.2-No.4
  Regular Size Fold (Standard Fold, Narrow Std. Fold, Margin Fold, Special Fold1, Special Fold2)

Note

❐ Programmed Fold No. 1 can be registered in **[Programmed Fold 1]** in the main machine's System Settings menu. Programmed Folds No. 2 to 4 can be specified from the Folding Finisher's control panel.

❐ The Folding Finisher is factory-set to operate according to the registered Programmed Fold No. 1 settings if you select any Programmed Fold. Programmed Folds No. 2 to 4 can be selected only if settings have been registered for them.

Registering Programmed Fold Settings

This section explains how to register Programmed Fold settings.

Registering Programmed Fold No. 1

A **On the main machine's control panel, select [Programmed Fold 1] in the System Settings menu.**

B **Specify the fold for each paper size, and then press [OK].**

Note
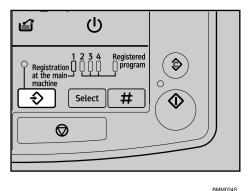
❐ For details about specifying system settings, see General Settings Guide.
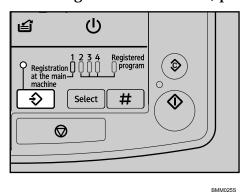
Registering Programmed Folds No. 2 to 4

A **Check the Folding Finisher is offline.**
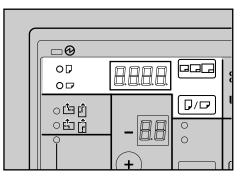
B **Check the Program indicator is unlit.**

BMM024S

C **If the Program indicator is lit, press the 【Program】 key to turn it off.**
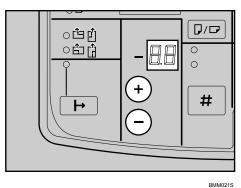
BMM025S

D **Press the 【Paper size】 key and specify the paper size. Then press the 【Length/Width】 key and specify the paper orientation.**

BMM020S

E **Press the 【＋】 or 【－】 key to select the fold number.**

BMM021S

F **Press the 【Select】 key and specify the Programmed Fold No. that you want to register the settings to.**

BMM026S
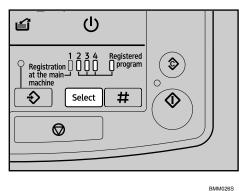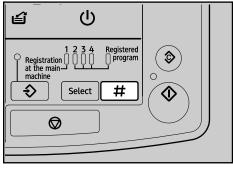
G **To complete the registration, press the 【Enter】 key.**

BMM027S

If registration is successful, the machine produces three short beeps.

✐ Note
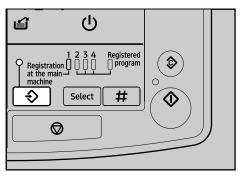
❒ If the machine produces a single, long beep when you press the 【Enter】 key, registration has failed. This is probably because the fold that was specified cannot be registered as a Programmed Fold. Specify a fold that can be registered as a Programmed Fold, and then press the 【Register】 key again.

53

Applying Programmed Fold in offline mode

Specify the Programmed Fold on using the Folding Finisher's control panel.

A **Check the Folding Finisher is offline.**
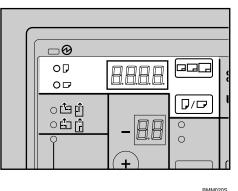
B **Press the【Program】key.**

BMM025S

C **Press the【Paper size】key and specify the paper size. Then press the【Length/Width】key and specify the paper orientation.**

BMM020S
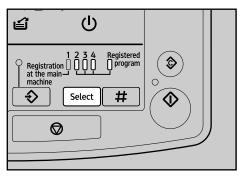
D **Press the【Select】key and specify the Programmed Fold No. that you want to register the settings to.**
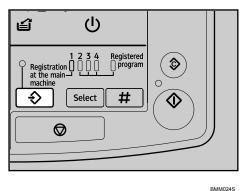
BMM026S

E **Check the position of the title block, and then load the paper print side-down on the paper feed table.**

F **If folding does not start automatically, press the 【Start】 key.**

G **Press the 【Program】 key to turn off the Program indicator.**

BMM024S

✎ Note

❒ While the Program indicator is lit, the Folding Finisher can apply the Programmed Fold only.

❒ You cannot select Programmed Fold No. 1 (registered on the main machine's control panel) if the Folding Finisher is offline.

❒ You can specify whether the Folding Finisher starts folding automatically when paper is loaded on the paper feed table or when the 【Start】 key is pressed. For details, see "Default Settings".

🔎 Reference

p.9 "Offline Mode"

p.16 "Placing Paper on the Paper Feed Table"

p.81 "Default Settings"

55

Applying Programmed Fold in online mode

This section explains how to apply Programmed Fold in online mode.

A **Check the Folding Finisher is online.**

B **Use the main machine's control panel or the printer driver's Printer Properties dialog box to configure and apply Programmed Fold.**

✐ Note

❒ If you register it under Programmed Fold 2, 3, or 4, the title block might not be printed on the correct side.

❒ For details about operating the main machine, 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.

🔍 Reference

p.11 "Online Mode"

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″) or 210 mm (8.3″).

❖ **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.

📝 Note
❒ For paper that can be folded with Fan fold, see "Supported Paper Types and Sizes".

🔍 Reference
p.13 "Supported Paper Types and Sizes"

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	
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
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

📝 Note
❒ Some models support the folds that are shown as "not available" in online mode.
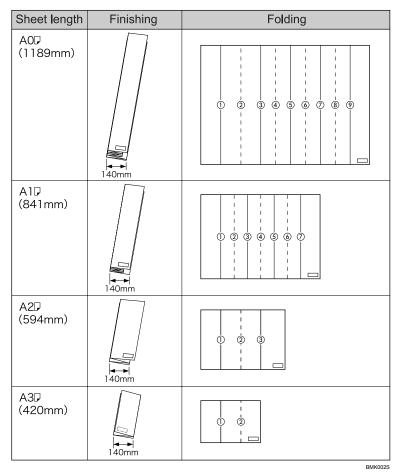
Fan Fold Type List

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
0	Non-folded	Rear edge (arbitrary)
1	Fan Fold 140 mm (5.6 inch)	Rear edge
2	Fan Fold 170 mm (6.7 inch)	Rear edge
3	Fan Fold 210 mm (8.3 inch)	Rear edge
5	Fan Fold 210 mm (8.3 inch)/Margin Fold	Rear edge
6	Special Fan Fold 1	Rear edge
7	Special Fan Fold 2	Rear edge

❖ **Folding specification for fan fold (regular size)**

- No.1:140 mm(5.6 inch)

Sheet length	Finishing	Folding
A0 (1189mm)	140mm	① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨
A1 (841mm)	140mm	① ② ③ ④ ⑤ ⑥ ⑦
A2 (594mm)	140mm	① ② ③
A3 (420mm)	140mm	① ②

BMK002S

• No.2:170 mm(6.7 inch)

Sheet length	Finishing	Folding
A0 (1189mm)	170mm	① ② ③ ④ ⑤ ⑥ ⑦
A1 (841mm)	170mm	① ② ③ ④
A2 (594mm)	170mm	① ② ③
A3 (420mm)	170mm	① ②

BMK003S

- No.3:210 mm(8.3 inch)

Sheet length	Finishing	Folding
A0↲ (1189mm)	210mm	① ② ③ ④ ⑤
A1↲ (841mm)	210mm	① ② ③ ④
A2↲ (594mm)	210mm	① ②
A3↲ (420mm)	210mm	①

BMK004S

• No.5:210 mm(8.3 inch)/Margin Fold

Sheet length	Finishing	Folding
A0⤵ (1189mm)	210mm	① ② ③ ④ ⑤ ⑥
A1⤵ (841mm)	210mm	① ② ③ ④
A2⤵ (594mm)	210mm	① ② ③ ④
A3⤵ (420mm)	210mm	① ②

BMK006S

✐ Note

❒ "Fold Type No.0 (non-fold)" can be selected for A4⤵ sheet only.

❒ 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]**, "Fold Type No. 0 (non-fold)" is automatically selected.

Fan Fold in Offline Mode
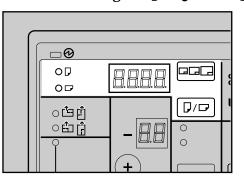
This section explains how to fold paper using Fan fold in offline mode.
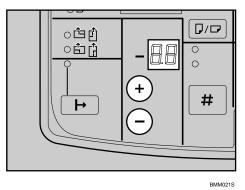
A **Check the Folding Finisher is offline.**

B **Select the paper size using the 【Paper size】 key, and then select the paper orientation using the 【Length/Width】 key.**

BMM020S

C **Press the 【＋】 or 【－】 key to select the fold number.**

BMM021S

The "Position of title block" indicator lights up.

62

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

ATR007S
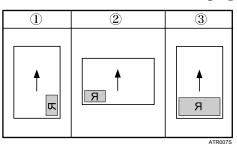
The title block position is determined by the paper size and orientation.

① : When using A3 or larger paper in vertical orientation

② : When using A3 or larger paper in horizontal orientation

③ : A4 paper

E **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.

℘ Reference

Fan Fold in Online Mode

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

❶ **Check the Folding Finisher is online.**

❷ **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.**

❸ **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.

🔎 Reference

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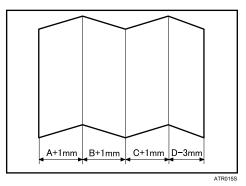
This section explains how to adjust folding widths, using the example of fan-folding paper three times to make four surfaces.

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.

ATR015S

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.

Reference

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.

Reference
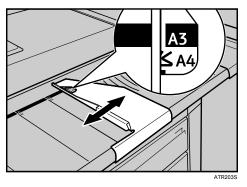
When Folding Paper by Hand

This section explains how to fold already-folded paper by hand to make it A4 size.
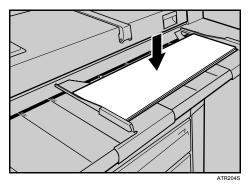
Use the Folding Guide of the Paper Feed Table to fold paper by hand.
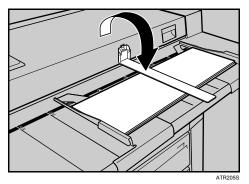
A **Match the left paper guide to ≤A4.**

ATR203S
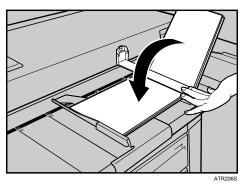
B **Place the paper, adjusting the paper guide to the left end of the paper.**

ATR204S

C **Pull the Folding Guide down.**

ATR205S

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

ATR206S

5 Repeat folding as required.

2

3. Troubleshooting
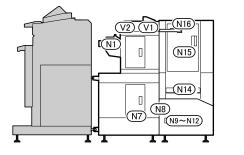
If any changes or errors occur in the Folding Finisher, indicators on the display of the control panel light up, or an alarm sounds.
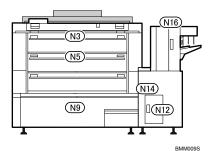
When a Paper Jam Occurs

⚡ 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   Front

BMM009S

Code number	Location of paper jam
J01	N1
J03	N3
J05	N5
J07	N7
J08	N8
J09	N9, N9 - N12
J12	N12
J14	N14
J15	N15
J16	N16
J31	V1
J32	V2

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

🔎 Reference
p.70 "Removing Jammed Paper"

Removing Jammed Paper

This section explains how to resolve for paper jams.

⚠ CAUTION:

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

⚠ 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 ⚡ 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

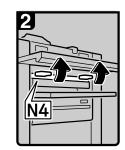・Lower cover N1.　　・If you cannot extract the jammed paper, cut it with scissors.　　・Return cover N1.　　・Remove the parts separately.

BMM002S

When J03 Is Displayed

1 N3	**2** N4	**3**
・Open cover N3.	・Open cover N4.	・Remove the jammed paper. ・Close covers N4 and N3.

BMM003S

When J05 Is Displayed
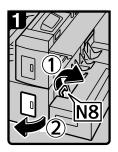
1 N5	**2** N6	**3**
・Open cover N5.	・Open cover N6.	・Remove the jammed paper. ・If you cannot extract the jammed paper, cut it with scissors, and then remove the parts separately from above and below. ・Close covers N6 and N5.

BMM004S

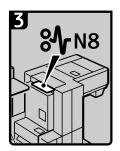## When J07 Is Displayed

1 ① ② N8	**2** N7	**3** N8
・Open cover N8. ・Open the lower side cover.	・Turn knob N7 counter-clockwise.	・Remove misfed paper. ・Close the lower side cover and cover N8.

BMM005S

71

When J08 Is Displayed

- Open cover N8.
- Open the lower side cover.

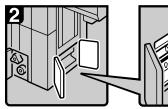- Turn knob N7 counter-clockwise.

- Remove misfed paper.
- Close the lower side cover and cover N8.

BMM006S

When J09, J10, J11, J12 or J13 Is Displayed

- Open the lower back cover of the tower.
- Open the lower side cover of the tower.

- Open cover N12 and N13

- Turn knob N11 counter-clockwise (①), and then remove misfed paper (②)
- Close cover N12, N13, the lower side cover of the tower and the lower back cover of the tower.

- Raise the extension sections of the exit tray for non-folded paper.

- Open the lower back cover of the tower.
- Open cover N9.

- Turn knob N10 counterclockwise, and then remove the misfed paper.
- If you cannot remove the misfed paper from the cover N9 side, remove it through the side paper exit.

- Remove the misfed paper.
- Close cover N9 and the lower back cover of the tower.
- Lower the extension sections of the exit tray for non-folded paper.

BMM015S

When J14, J15 or J16 Is Displayed

- Open cover N14.

- Remove misfed paper.
- Close cover N14.

- Open cover N15, and then remove misfed paper.
- Close cover N15.

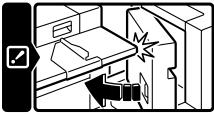- Open cover N16, and then remove misfed paper.
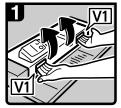- Close cover N16.

Remove misfed paper.

BMM008S

Note

❒ To prevent malfunction, be careful not to hit the cover on the paper feed table.

BML061S

When J31 or J32 Is Displayed

▪Open the V1 cover.	▪Remove the jammed paper.	▪Close the V1 cover.
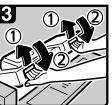
| ▪If you cannot remove misfed paper, lower cover N1. | ▪Open the V2 cover. | ▪Remove the jammed paper. | ▪Close the V2 cover. |

BMK008S

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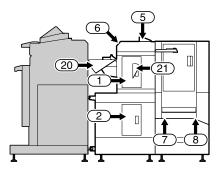
❒ When opening the V1 cover, lift carefully using both of the cover's grips. To close the V1 cover, first lift it slightly and then lower it carefully using both grips. Always lift and lower the V1 cover using both grips. If you try to close the V1 cover using only one grip, it will not close fully.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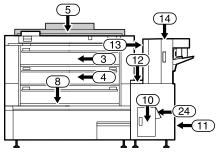
When Covers Are Open

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.

Left Side   Front

BMM010S

| Code number	Open cover
do01	Cover 1
do02	Cover 2
do03	Cover 3
do04	Cover 4
do05	Cover 5
do06	Cover 6
do07	Cover7
do08	Cover8
do10	Cover10
do11	Cover11
do12	Cover12
do13	Cover13
do14	Cover14
do20	Cover 20
do21	Cover 21
do24	Cover24

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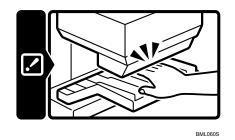
❒ If the Folding Finisher cover is open or not fully closed, a message reporting this appears on the main machine's control panel. When you close the Folding Finisher cover, the message on the main machine's control panel disappears.

When Shift Tray Full Indicator Lights
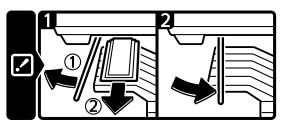
If the shift tray is full, ⬓ icon on the Status Display lights up. (No code number is displayed.) Empty the tray and then reset it.

Note

❒ Only remove the paper after the shift tray has stopped.

BML060S
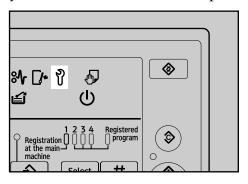
❒ Lift the side paper guide and remove the sheet.

BML066S

When Service Call Indicator Lights

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

BMM029S

✐ Note
❒ The 🔧 icon flashes while the Folding Finisher settings are being changed. This flashing does not indicate a problem.

⌕ Reference

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.

🔎 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.
Multiple short beep	• When Programmed Fold registration 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. • When the shift tray is full.

🖉 Note

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

🔎 Reference

p.81 "Default Settings"

3

4. Default Settings

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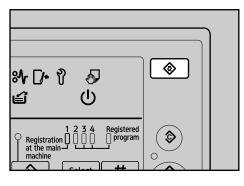
Changing the Settings

This section explains how to change the Folding Finisher settings.

A **Check the Folding Finisher is offline.**
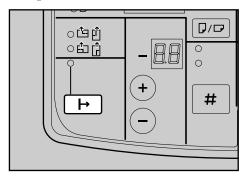
B **Press the【User Tools】key.**

The ⚲ icon flashes while the default settings are being specified.

BMM030S
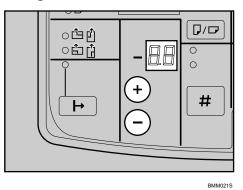
C **Press the【Online/Offline】key to enter the mode to select a setting.**

The position of title block indicator lights up.

BMM017S
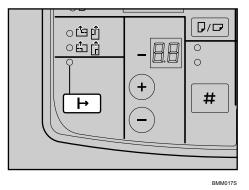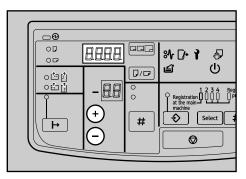
D **Press the 【＋】【－】keys to select the number of the setting you want to change.**

BMM021S

E **Press the 【Online/Offline】key to enter the mode to input a setting value.**

The paper orientation indicator($\Box$, $\Box$) lights up.

BMM017S
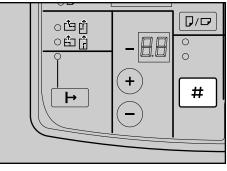
F **Press the 【＋】【－】keys to select the setting value.**

BMM031S

82
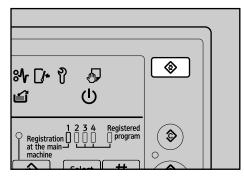
[7] Press the 【Enter】 key to apply the setting.

BMM032S

[8] Press the 【User Tools】 key.

BMM030S

$\mathcal{P}$ **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

❖ **Cross Fold Width Adjustment**
You can adjust the cross-fold width.
- Item number: 2
- Default:0.0 mm
- Value range (0.5 mm units): −6.0 to +6.0 mm

❖ **Adjustment of margins**
You can specify the width of the binding margins that are reserved when Fan Fold (Margin Fold) or Margin Fold is applied.
- 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
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.

⚠ **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

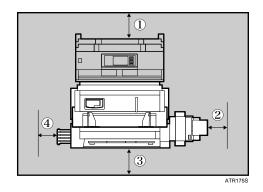Observe the following precautions when installing the machine.

⚠ **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.

ATR175S

① Rear	Varies depending on the connected main machine.
② Right	50 cm(19.6 inch)
③ Front	50 cm(19.6 inch)
④ Left	90 cm(35.4 inch)

🖉 Note

❒ For details about the space required behind the machine, see the Troubleshooting 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.**

⚠ *WARNING:*

- **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.**

⚠ *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.

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 (A1)
	• Paper weight
	  64.0 to 81.4 g/m^2 (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/m^2 (55 kg to 70 kg)

Shift Tray	Regular size folded prints are output to this tray.
	• Paper type
	  Plain Paper, Recycled Paper
	• Paper size
	  Regular Size Fold: A0 ⬐, A1 ⬐ ⬐, A2 ⬐ ⬐, A3 ⬐ ⬐
	  Non-folded: A4 ⬐ ⬐
	• Capacity
	  50 sheets (A1 with standard fold)
	• Paper weight
	  64.0 to 81.4 g/m^2 (55 kg to 70 kg)

Fold type	Eleven patterns
	• Fan fold: six patterns
	   • Fan fold: three patterns
	   • Fan fold(Margin fold): one pattern
	   • Special fan fold: two patterns
	• Regular Size fold: five patterns
	   • Standard fold
	   • Narrow standard fold
	   • Margin fold
	   • Special fold 1
	   • Special fold 2

Available fold widths	• Fan fold: 140 mm (5.6 inch), 170 mm (6.7 inch), 210 mm (8.3 inch) Fan fold (Margin Fold): 210 mm (8.3 inch) • Regular Size fold: A4: Standard fold, Margin fold 170×297 mm (6.7×11.7 inch): Narrow standard fold
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 ▯▭, A2 ▯: 3 sheets/minute • Regular Size fold (Standard fold) A0 ▯: 3 sheets/minute A1 ▯: 5 sheets/minute A1 ▭: 4 sheets/minute A2 ▯: 5 sheets/minute
Power source	220-240 V, 50/60 Hz, 3.5 A
Maximum power consumption	150 W
Machine dimensions ($W \times D \times H$)	$2250 \times 1550 \times 1140$mm ($88.6 \times 61.0 \times 44.8$ inch)
Weight	370 kg (815.7 lb)

6

INDEX

U

Unsupported paper, 15
User Tools Key, 4
Use The Holding Finisherr, 9

W

WARNING, i, iii

GB   GB   B890-8603

Folder FD6500B   Operating Instructions