

# FORMAX<sup>®</sup>

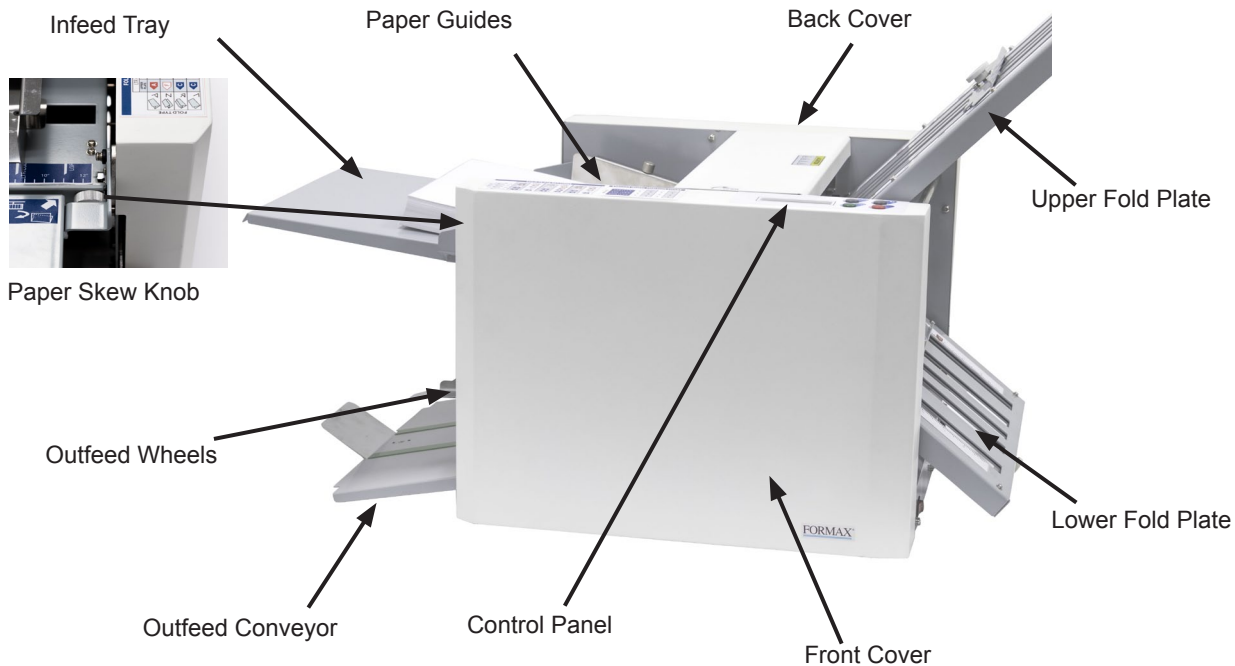
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FD 324  
Tabletop Paper Folder

OPERATOR MANUAL  
FIRST EDITION



## DESCRIPTION



## FUNCTION

The Formax FD 324 Low-Volume Document Folder is designed to fold various paper sizes. The fold plates are manually adjusted for C, V, Z and double parallel folds.

## SPECIFICATIONS

Hopper Capacity	Up to 500 sheets 20#
Speed:	Up to 8,600 sheets per hour (11" C-Fold)
Paper Size:	Up to 11" x 17"
Fold Types:	C, Z, V, Double Parallel
Dimensions:	33" L x 18.5" W x 22" H
Machine weight	75 lb.
Power supply	120V, 50/60 Hz .6A

## SAFETY GUIDELINES

- The FD 324 is designed only to fold paper.
- Use the FD 324 in indoor locations only.
- Discontinue use if power cord is frayed or damaged. Contact Formax for assistance.
- Discontinue use if the machine makes unusual noise. Contact Formax for assistance.
- Use only the voltage specified, 120V. Do not attempt to alter this.
- Before using the machine, read all instructions carefully.
- To reduce the possibility of injury, children should not be allowed to operate the machine.
- Keep fingers, hands, loose sleeves, jewelry, hair away from the machine.
- If paper is jammed, switch off power and unplug from outlet. Remove fold plates from the machine and remove jammed paper.
- When replacing the fuse, use the same type specified. Disconnect machine from power supply then replace fuse. (Remove the front cover to access the fuse).

## UNPACKING & SETUP

1. Inspect package for damage.
2. Inspect packing to ensure all components are included: FD 324, upper & lower fold plates, power cord.



Upper Fold Plate



Lower Fold Plate

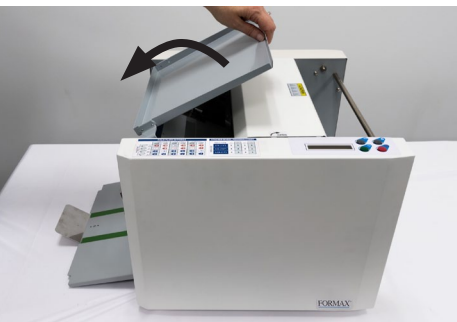


Power Cord

3. Place the FD 324 on a sturdy, level surface. Lower the output conveyor into its fully open position.



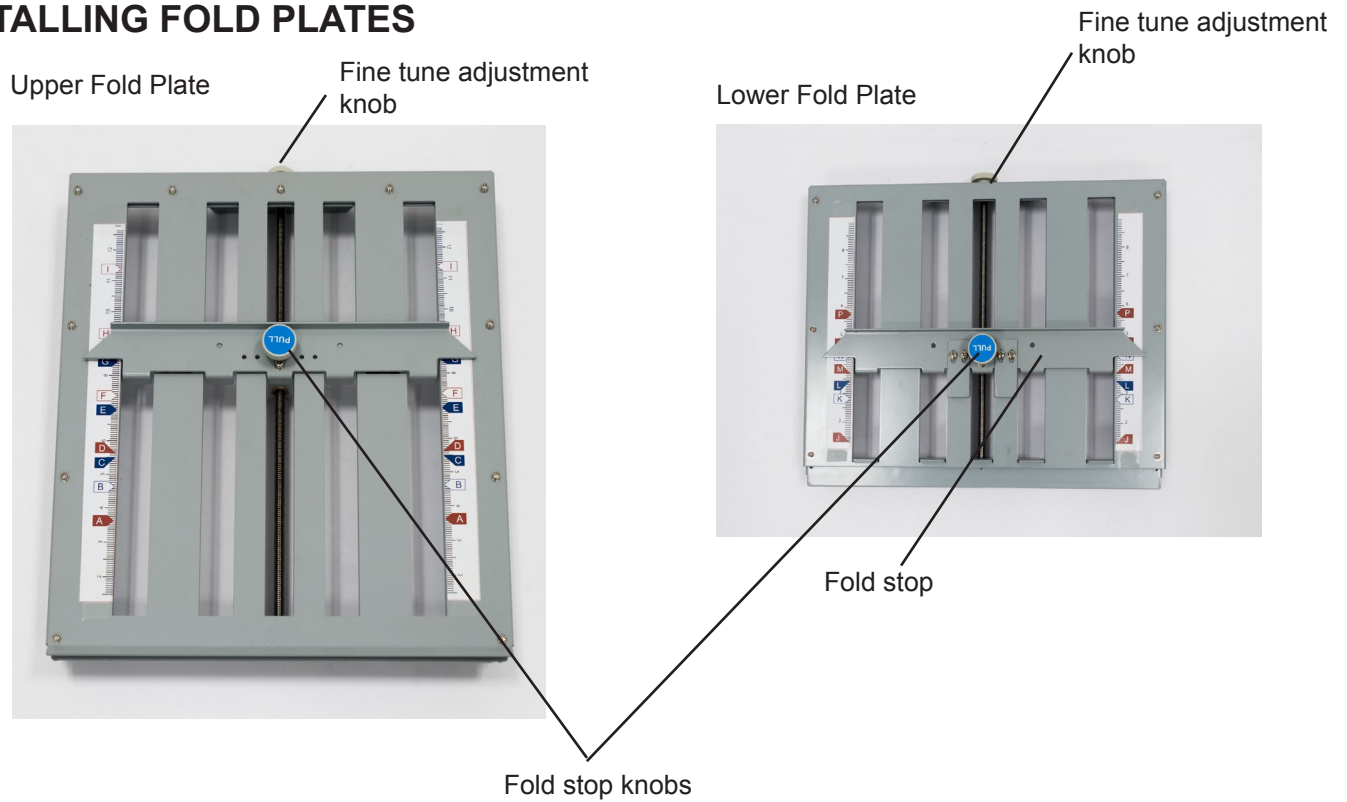
4. Open the paper infeed tray



5. Attach power cable to receptacle, and plug into appropriate wall outlet.

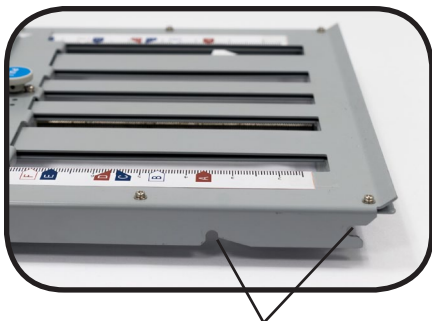


# INSTALLING FOLD PLATES



## Installing Upper Fold Plate

Install the upper fold plate at an angle, as shown. Align the notches on each side of the fold plate with the pins on each side of the machine body. Push gently on the fold plate to lock it into position.



Upper fold plate notches



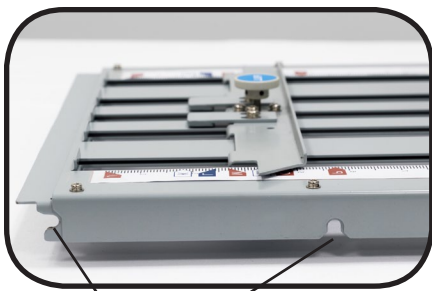
Upper fold plate pins



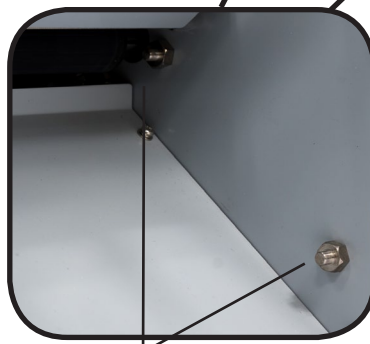
Upper fold plate seated on pins

## Installing Lower Fold Plate

Install the lower fold plate at an angle, as shown. Align the notches on the fold plate with the lower fold plate pins. Push gently on the fold plate to lock it into position.



Lower fold plate notches



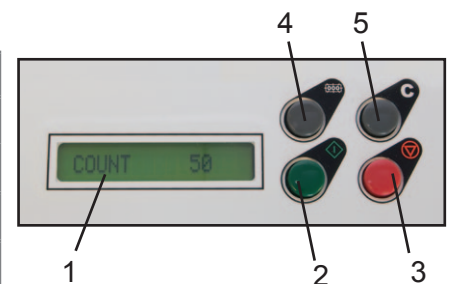
Lower fold plate pins




Lower fold plate seated on pins

## Control Panel

1	LCD Screen	Displays status, counter, batch counter, any faults
2	START Button	Press to start operation
3	STOP Button	Press to stop operation
4	BATCH Button	Press to change batch counting quantity and interval
5	CLEAR/RESET Button	Press to clear counter






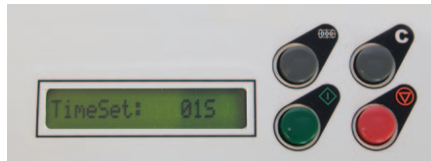
## Counter:

The FD 324 has a 3 digit resettable counter that will count up as the paper is folded. To reset the counter, press and hold the “C” button  for 3 seconds.






## AutoBatch Counting:

To fold a set number of sheets with a pause between sets, use the AutoBatch Counter. Press the Batch button  repeatedly to set the number of sheets to be folded, then press the red Stop button  to set the number of seconds between each set (up to 30 seconds). Press the Batch button  to adjust the time delay (the delay will cycle up to 30 seconds and then go back to 0).



## AutoBatch Last Form Adjustment:

The speed of the last three forms can be adjusted when using AutoBatch for accurate sets. For example, if 10 sheets are programmed in AutoBatch and 11 are pulled, the speed of the last three forms needs to be reduced, if only 9 sheets are pulled the speed of the last three forms needs to be increased. To enter the last form adjustment mode press and hold the Stop button  for 3 seconds, the screen will read “M\_Count: ### MS”, note the number shown, then press the Batch button  to adjust the speed (the speed will cycle up to 495 MS and then go back to 005). To increase the speed, set to a higher number and to decrease the speed, set to a lower number. To exit press the Stop button  one time.

## Paper Out:

If the control panel reads “NO PAPER”, check the infeed tray and reload paper. The screen will reset when paper is loaded.

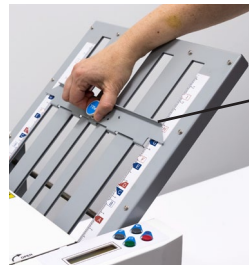


## Setting Fold Plates

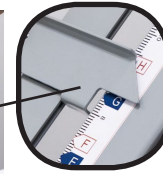
1. Determine the fold type and paper size.
2. Refer to the “Fold Plate Settings” chart next to the control panel for fold plate settings based on the fold type and paper size. For example, if you are folding an 8.5” x 11” sheet (LTR) into an accordion fold (Z) set the upper fold plate stop to “F” and the lower fold plate stop to “M”.
3. To adjust the fold stops pull the adjustment knob, slide the fold stop up or down to the correct position and release the adjustment knob.

FOLD PLATE SETTINGS						
FOLD TYPE	LTR (11")		LGL (14")		LGR (17")	
	UPPER PLATE	LOWER PLATE	UPPER PLATE	LOWER PLATE	UPPER PLATE	LOWER PLATE
	A	M	B	O	D	P
	F	M	H	O	I	P
	C	K	E	L	G	N
	C	J	E	J	G	J

Fold Plate Setting Chart



Pull up on the adjustment knob to set the fold stop position.



Align the fold stop notch with the matching letter.

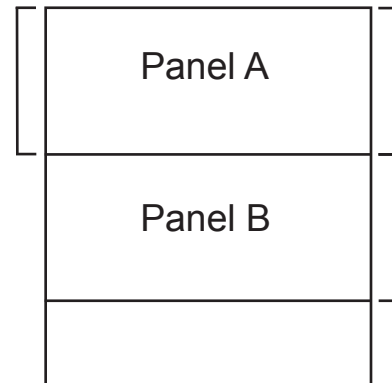


The fine tuning adjustment knob can be used to fine-tune the fold settings.

## Setting Custom Folds

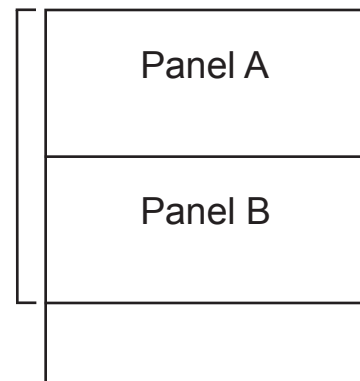
### Example 1: Uneven “C”

1. Measure the length of panel “A”
2. Adjust the upper fold plate so that the stop plate lines up with the measurements of the panel “A” i.e. if panel “A” is 5 1/4” long slide the stop plate up or down so that it lines up with the 5 1/4” mark on the fold plate.
3. Measure the length of panel “B”
4. Adjust the lower fold plate so that the stop plate lines up with the measurement of panel “B”
5. Load forms and press test. If folds are too long or too short adjust accordingly.



### Example 2: Uneven “Z”

1. Measure the length of panel “A” & “B”
2. Adjust the upper fold plate so that the stop plate lines up with the measurements of panel “A” & “B”. i.e. if panel “A” & “B” are 9” long slide the stop plate up or down so that it lines up with the 9” mark on the fold plate.
3. Measure the length of panel “B”
4. Adjust the lower fold plate so that the stop plate lines up with the measurement of panel “B”
5. Load forms and press test. If folds are too long or too short adjust accordingly.







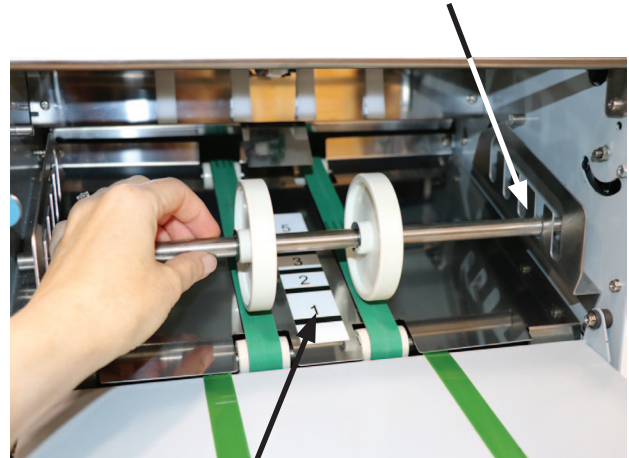


## Setting Outfeed Stacker Wheels

1. The outfeed stacker wheels are essential for neat, sequential stacking on the outfeed tray. Adjust the wheel position to match the fold type and paper size. Refer to the chart for the correct position.
2. Lift the stacker wheel bar assembly and slide it into the proper groove, based on the chart and the numbers marked on the outfeed plate.

Slide wheel bar assembly up, across and down into proper groove

STACKER WHEEL POSITION CHART					
FOLD TYPE					
MEDIA SIZE	LTR (11")	5	5	5	3
	LGL (14")	4	4	4	2
	LGR (17")	3	3	3	1



Match numbers on chart with numbers on the outfeed plate

## Loading Paper and Adjusting Side Guides

1. Load the paper by raising the paper load lever and placing the paper on the infeed tray. Be sure the leading edge of the paper is under the feed tires. Lower the lever after loading the paper.

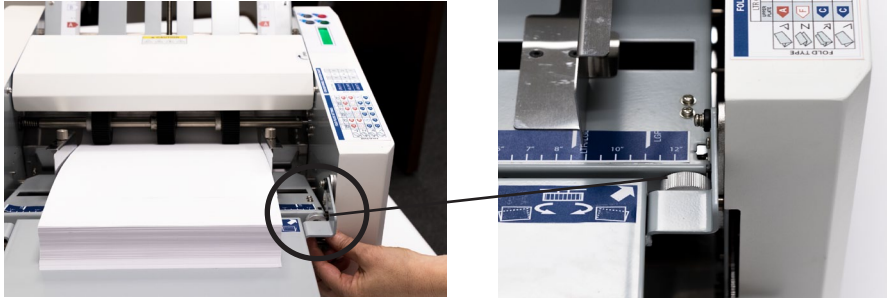


2. After loading the paper, adjust the side guides by loosening the paper guides and sliding them inward toward the paper stack. Be sure they are snug against the paper stack, then loosen slightly to leave a gap of approximately 1mm on each side. The paper should lie flat. Press the "Start" button to begin folding.



# Troubleshooting

<b>PROBLEM:</b>	<b>SOLUTION:</b>
Folder will not start	Check that power cord is plugged into the folder and an electrical outlet Check that the power switch is ON
Paper will not feed	Adjust the paper guides so a single sheet of paper slides freely between the guides without excessive play Check to be sure the paper is properly loaded in the infeed tray, with the leading edge under the feed tires.
Fold is not square	Adjust the skew using the paper skew knob located on the infeed tray. (see below)
Paper folding incorrectly	Check that fold plates are inserted correctly (upper on top, lower on bottom) and that they're properly seated on their alignment pins Check the "Fold Plate Settings" chart to be sure the fold stops match the positions shown on the chart (see page 6).
Overload	Check outfeed wheels to be sure they are properly adjusted for fold type and paper size. Turn folder off and on to reset.
"PAPER ERR" displayed on control panel	Turn off power and check the fold plates to see if paper is jammed. If it is, remove the fold plate(s), remove the jammed paper and re-install the fold plate(s).  Check to make sure the stacker wheels are set properly (see page 7).



Rotate the paper skew knob to adjust the skew.