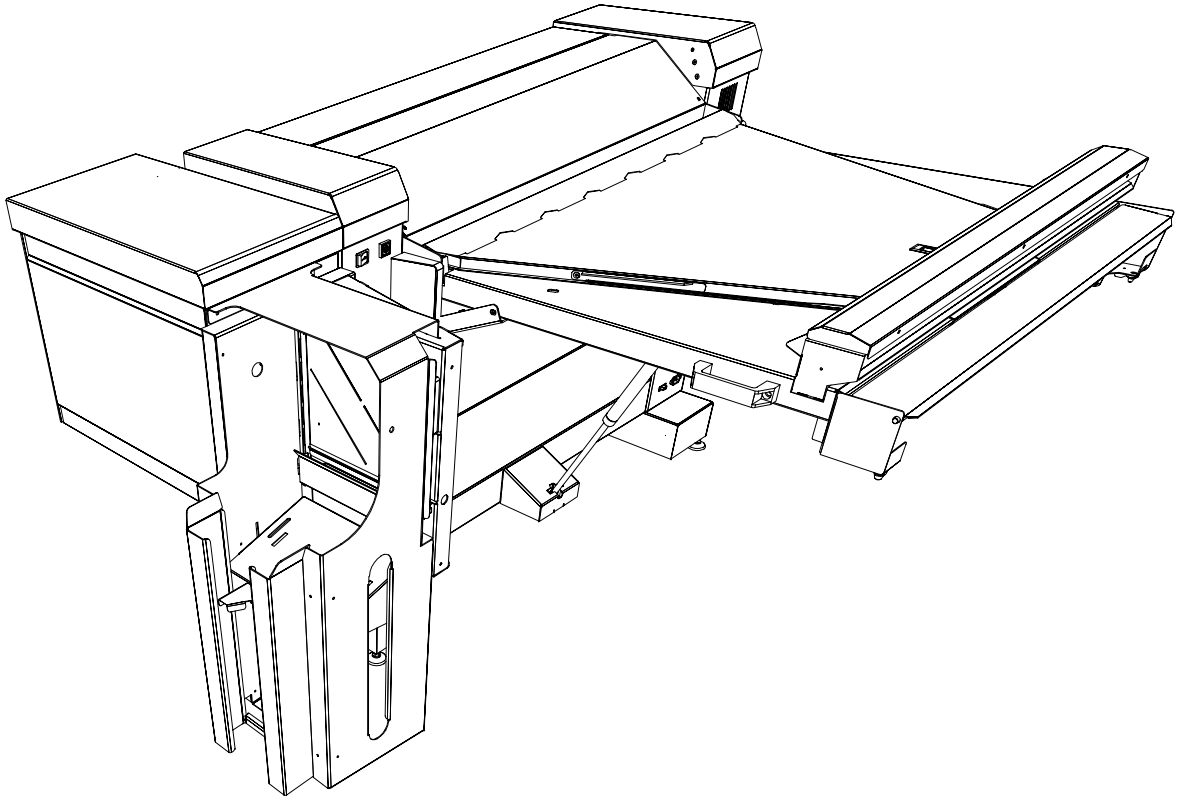
88XX Series Folder Operator Manual



D692103X

Rev 1.6

Table of Contents

Notes

Safety Notes

Your Folder has been designed and tested to meet strict safety requirements. These include safety agency examinations and approval, as well as compliance of established environmental standards.

Please read the following instructions carefully before operating the UNIVERSAL Folder. Refer to them as needed, to ensure the continued safe operation of your folder.

Follow all warnings and instructions that are marked on, or supplied with, your folder.

Unplug this equipment from the wall outlet before cleaning the exterior. Always use materials that are specifically designated for the Universal Folder. Use of other materials may result in poor performance and could create a hazardous situation.

Do not use aerosol cleaners.

Never use supplies or cleaning materials for purposes other than for which they are intended. Keep all supplies and materials out of the reach of children.

To avoid the risk of electric shock, contact your electrician to replace the outlet if you are unable to insert the plug into the outlet.

Never use a ground adapter plug to connect the folder to a power source that lacks a ground connection terminal.

This folder should be operated from the type of power source indicated on the marking label at the power source. If you are not sure of the type of power available, consult your power company.

The power supply cord is the disconnecting device for this equipment. Make sure that the installation is near the socket outlet and that it is easily accessible.

Do not allow anything to rest on the power cord. Do not locate the folder where someone will step on the cord.

Never spill liquid of any kind on the folder.

Never remove any covers or guards that require a tool for removal. There are no areas within these covers that can be serviced by the operator.

Never attempt any maintenance function that is not specified in this operator manual.

Never disable any interlock switches. This equipment is designed to prevent operator access to unsafe areas. The covers, the guards, and the interlock switches are provided to ensure that the system will not operate with the covers open.

Under the following conditions, unplug the Folder from the wall outlet and refer all servicing to qualified service personnel:

- When the power cord is damaged or frayed
- If liquid has been spilled into the product
- If the folder has been exposed to rain or water
- If the folder is producing unusual noises or odors
- If the folder or the cabinet has been damaged

If you need additional safety information concerning the folder or XEROX supplied materials, call your authorized XEROX dealer.

Folder Overview

Reference Information

To help you understand the Universal Folder, some of the commonly used terms are explained below.

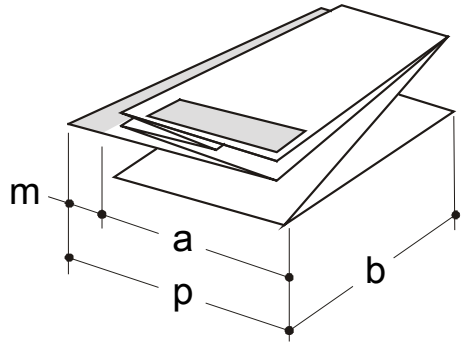
Folded Print Dimensions

(a) Fan Fold
This is the first accordion fold.

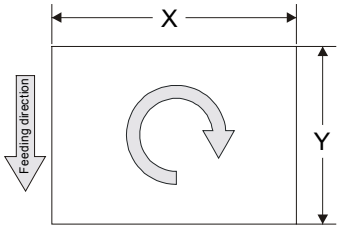
(b) Cross Fold
This is the second fold and it is at a right angle to the first fold.

(m) Margin
Binding margin for archive and punching

(p) Panel
Total length (a+m)



Rotation



When the Optional Bridge Rotation feature is installed, the print orientation can be turned, or rotated 90 degrees, in a clockwise direction. This will be performed automatically to facilitate folding specific output package styles. Maximum print dimensions for this operation are given below.

X = only media rolls 22” - 594mm - 24” - 620mm

Y = with title block location 1 and 2 between 409 and 460

Y = with title block location 3 and 4 only media rolls 17”- 420mm -18”

Media

The folder was designed to operate with Bond (ordinary), 18-22 lbs (75-100gsm) paper. Paper that does not meet this specification will result in poor folding performance and an increased occurrence of jams.

All non-Bond (ordinary paper) Media delivered by the printer will not be folded, but it will be automatically bypassed and stacked on the bridge.

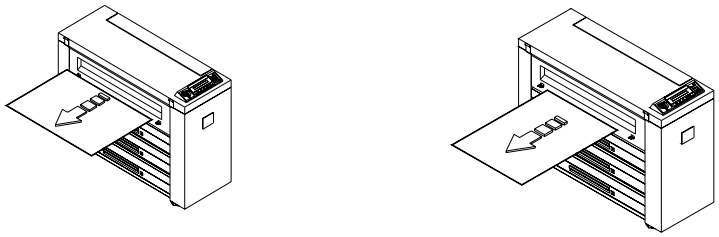
Mylar or Polyester Film should not be allowed to enter the folder. This will cause a jam and may result in equipment damage.

The number and placement of folds is based on the type of fold selected and the paper size. Refer to the Folding Style Reference Charts for details on how the folds will look.

Printing

The prints exit from the printer in two different ways. The term 'leading' is used for the print edge that exits the printer into the Bridge:

LEL (Long Edge Leading) SEL (Short Edge Leading)

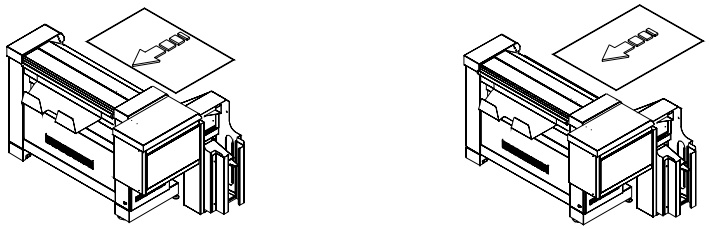


111128

Feeding

After the Bridge Transport (with or without rotation), the copy will be fed into the folder in two ways. The term 'feeding' is used for when the print exits the bridge and goes into the folder: The 'C'/A2 size print exits the printer Long Edge Leading and with the optional rotation. It enters the Folder with Short Edge Feeding. This is the only example where a distinction between leading and feeding is important.

LEF (Long Edge Feeding) SEF (Short Edge Feeding)



LEF means that the print enters into Fan Folder long edge feeding
SEF means that the print enters into Fan Folder short edge feeding

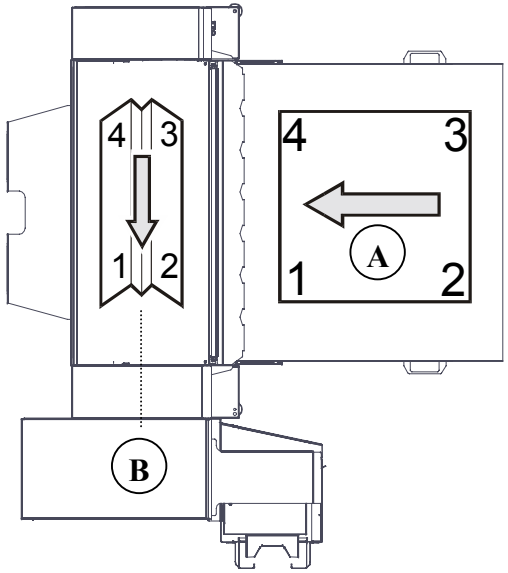
Title Block Input Position

The Title block can be located in four different corners of the print, as shown in the illustration below.

The Title block position number is always relative to the feeding direction, which is indicated by the gray arrow.

These two symbols will be used throughout this manual to indicate where the Title block position is, and where it is necessary to locate the Title block to obtain the correct folding operation. This will help you to understand the operation of the Folder.

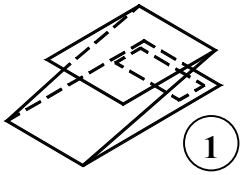
The symbol (A) will be used when prints require fan folding and the symbol (B) when prints require cross folding.



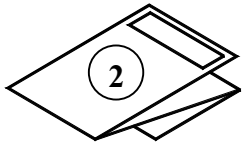
Folded Package Output Orientation

The Title block Input Position will define the Folded Package Output Orientation.

All prints entering the folder with the Title block in positions 1 and 2 will be delivered in the output bin with the title page "**Face Down**". See illustration (1).

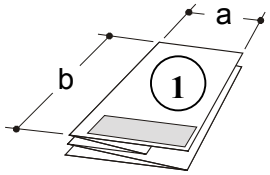


All prints entering the Folder with the Title block in positions 3 and 4 will be delivered in the output bin with the title page "**Face Up**". See illustration (2).

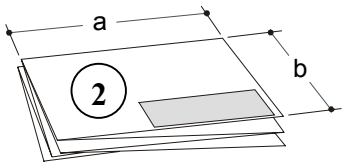


Output Style

The folder folds all prints into an A/A4 size where the Title block appears aligned to the shortest edge of the folded package (1) or aligned to the longest edge of the folded package (2).



The print that exits, as shown in illustration (1), is called **"Portrait Style"** where a<b.



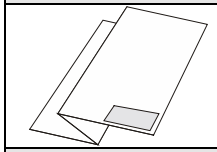
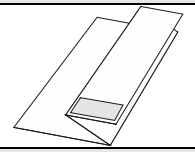
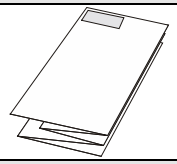
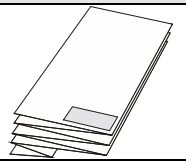
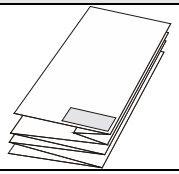
The print that exits, as shown in illustration (2), is called **"Landscape Style"** where a>b.

Folding Style Definitions

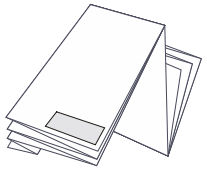
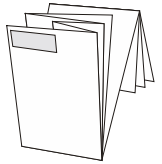
Depending on the appearance of the folding package, the folding style owns to a particular typology.

The 88XX Series Folder, folds in these way:

Fan Folding Style definitions

Full Front	**Full Back**
 The cover page is as wide as the folding depth.	 The back page is as wide as the folding depth.
Ericsson	**Halfback**
 Full front with binding margin on the cover page	 Full front with a compensation pre-fold in the end
Internal Compensation	
 Full front and full back with compensation pre-fold inside	

Cross Folding Style definitions

Z Fold back from the top	**Z Fold back from bottom**
 The cover page is as wide as the folding depth.	 The cover page is not full, but the back page is as wide as the folding depth.

Reference Symbols

Folder Messages

To differentiate the messages of the Numeric Control Panel and the messages of the Alphanumeric Control Panel, they will appear in this manual with the following different characters:

Numeric Control Panel “IDLE” messages: `idle`

Alphanumeric Control Panel “IDLE” message: `IDLE`

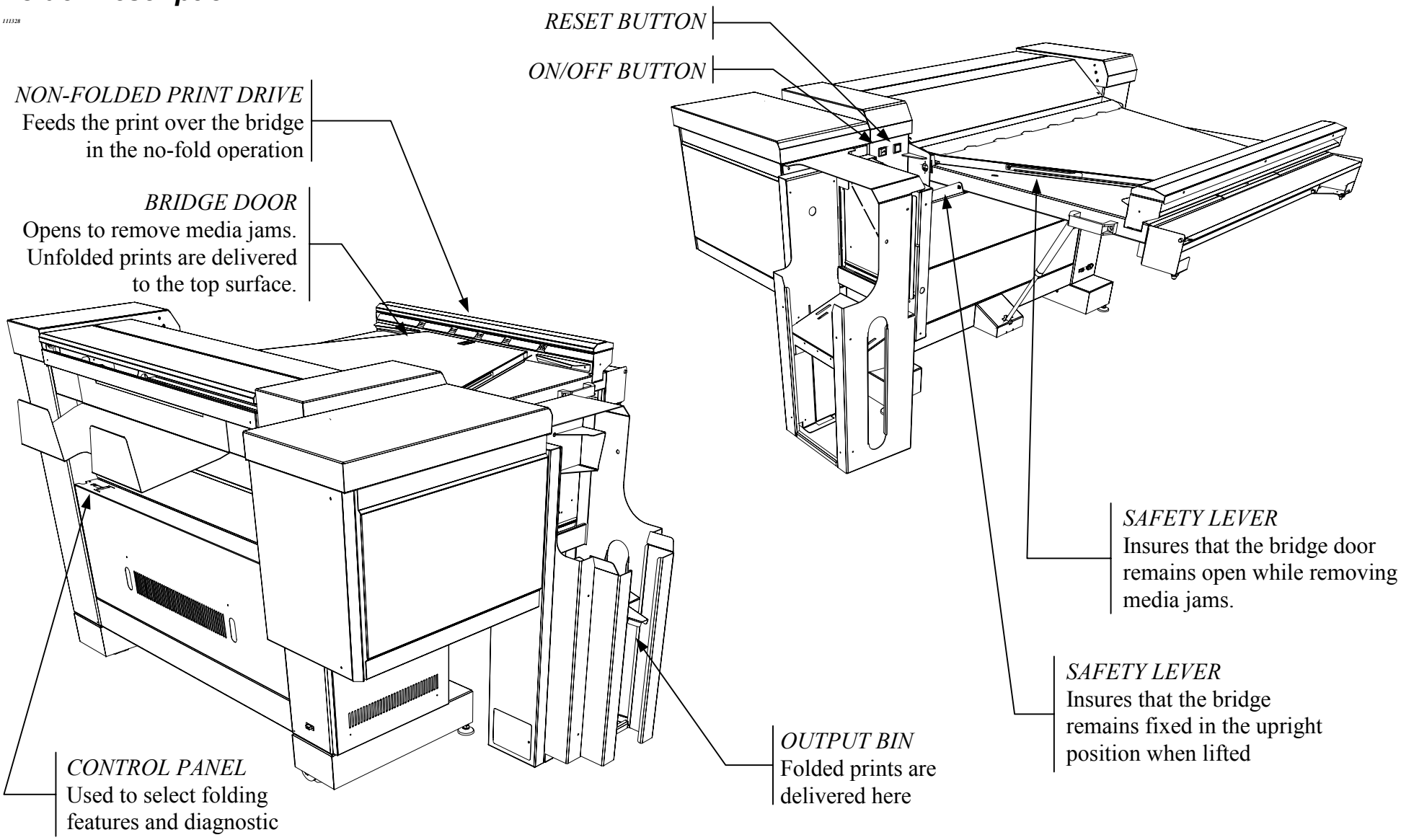
Acronyms

Acronyms are used throughout this documentation to denote common terminology.

ACT	AccXES Client Tools
DIN	Deutsch International Norm
AFNOR	
ANSI	American National Standard Institute
ARCH	Architectural

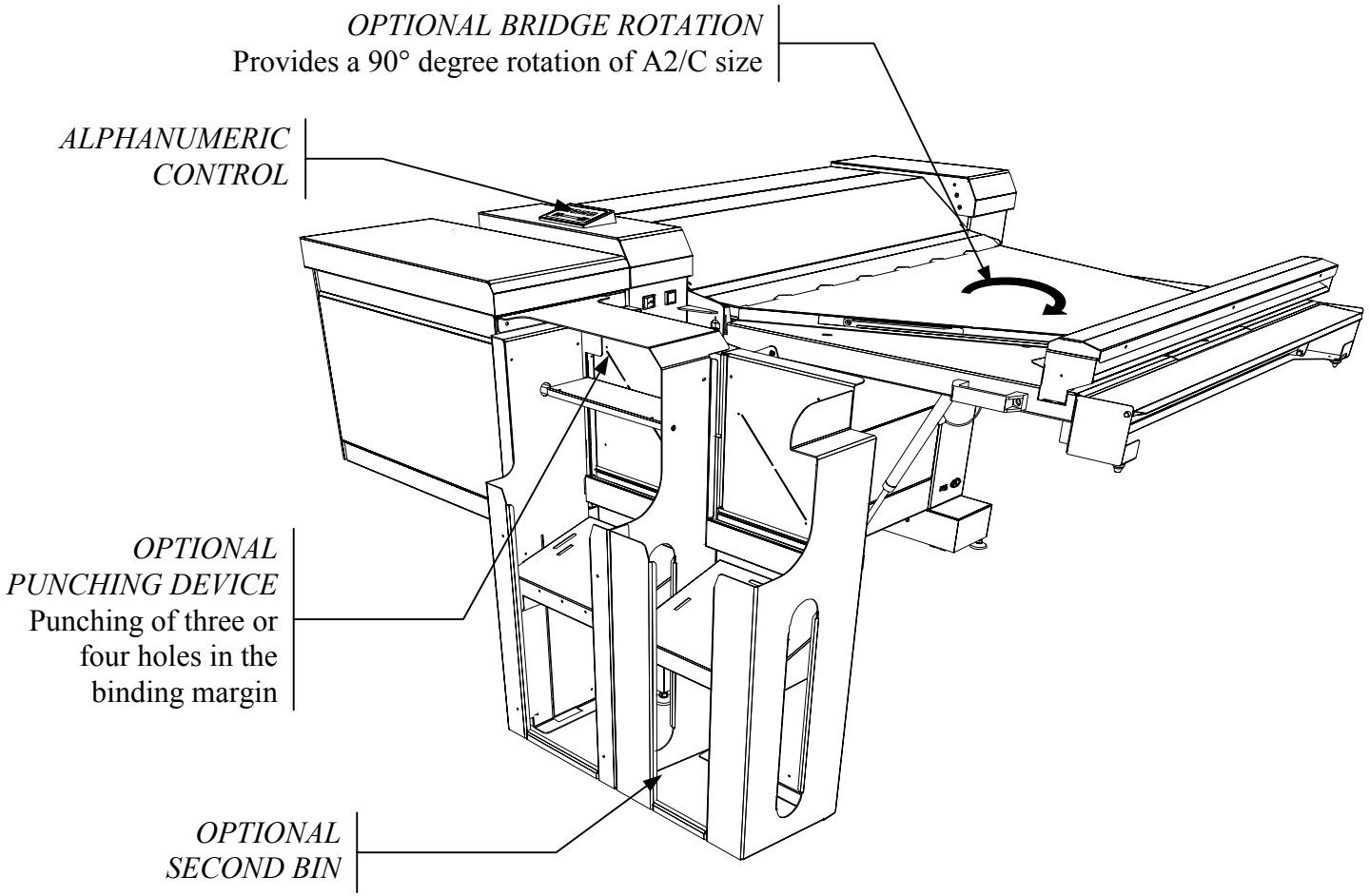
Folder Description

111328

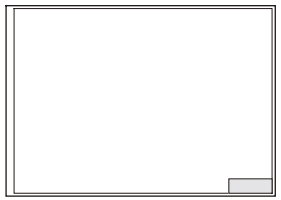
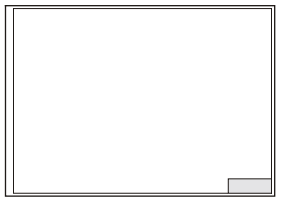
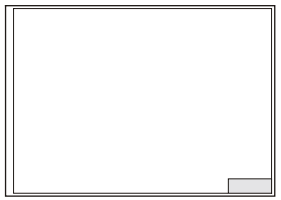
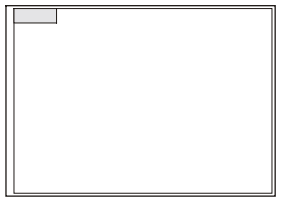
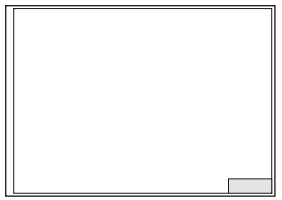
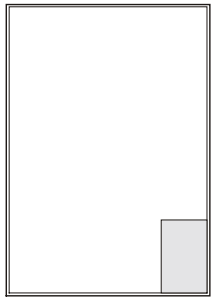
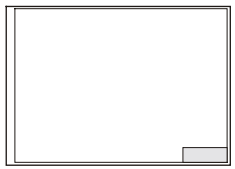
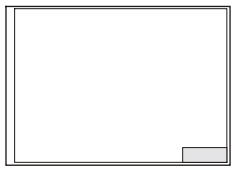
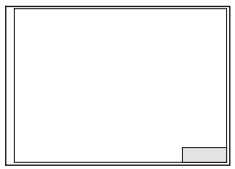
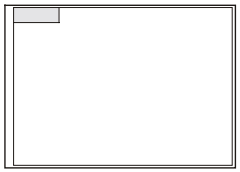
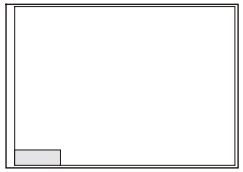
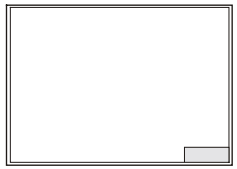
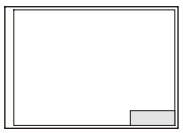
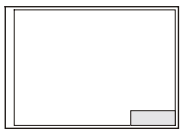
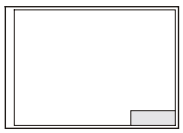
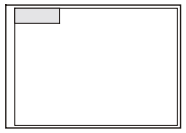
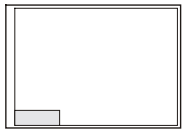
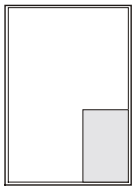
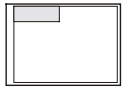
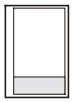
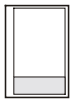
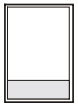


Folder Options

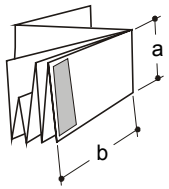
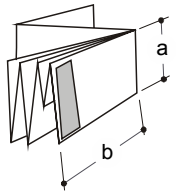
112674

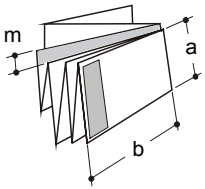
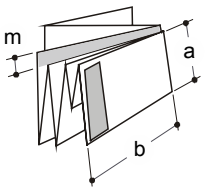


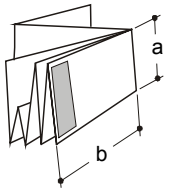
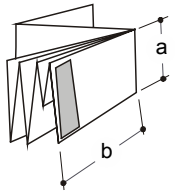
Sizes Reference Chart

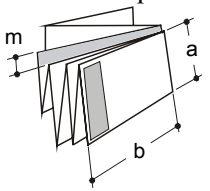
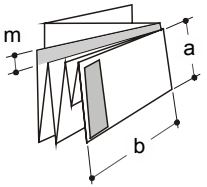
Ansi	Architectural	Iso	Ericsson	French	Afnor
					
E - 44x34inches	E - 48x36inches	A0 - 1189x841mm	A0 - 1189x841mm	A0 - 1189x900mm	A0 - 841x1189mm
					
D - 34x22inches	D - 36x24inches	A1 - 841x594mm	A1 - 841x594mm	A1 - 841x600mm	A1 - 841x594mm
					
C - 22x17inches	C - 24x18inches	A2 - 594x420mm	A2 - 594x420mm	A2 - 594x420mm	A2 - 420x594mm
					
B - 17x11inches	B - 18x12inches	A3 - 420x297mm	A3 - 420x297mm	A3 - 420x297mm	A3 - 420x297mm
					
A - 11x8.5inches	A - 12x9inches	A4 - 210x297mm	A4 - 297x210mm	A4 - 210x297mm	A4 - 210x297mm

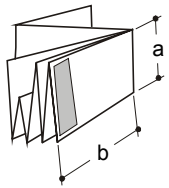
Folding Styles

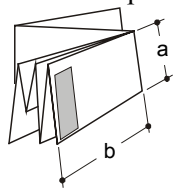
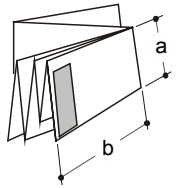
Program 185		
Message	**Dimensions**	**Appearance**
U1-01 185	a=185mm b=297mm	Face Up  Face Down 

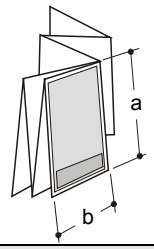
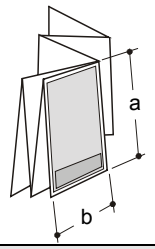
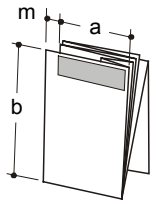
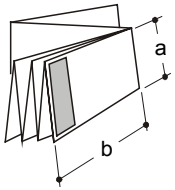
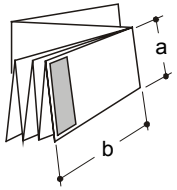
Program 185+25		
Message	**Dimensions**	**Appearance**
U1-02 185+25	a=185mm b=297mm m=25mm	Face Up  Face Down 

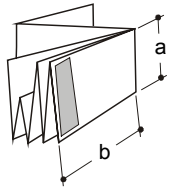
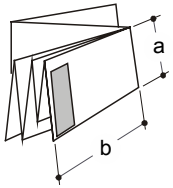
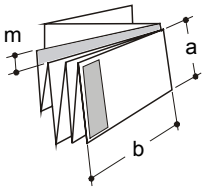
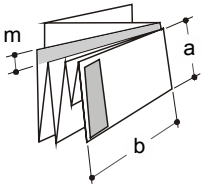
Program 190		
Message	**Dimensions**	**Appearance**
U1-03 190	a=190mm b=297mm	Face Up  Face Down 

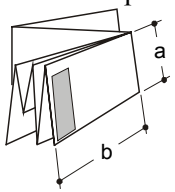
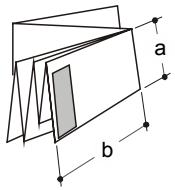
Program 190+20		
Message	**Dimensions**	**Appearance**
U1-04 190+20	a=190mm b=297mm m=20mm	Face Up  Face Down 

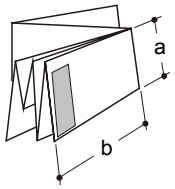
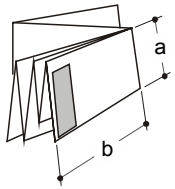
Program 198		
Message	**Dimensions**	**Appearance**
U1-05 198	a=198mm b=297mm	 Face Up only 

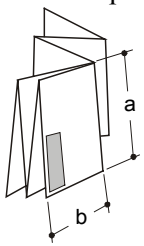
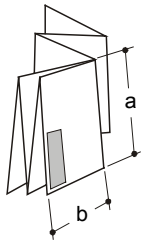
Program 210		
Message	**Dimensions**	**Appearance**
U1-06 210	a=210mm b=297mm	Face Up  Face Down 

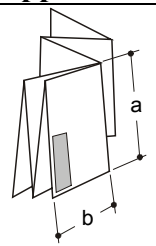
Program AFNOR		
Message	**Dimensions**	**Appearance**
U1-07 AFNOR	a=297/210 b=210/297 only perfect sizes±2mm	Face Up  Face Down 
Program ERICSSON		
Message	**Dimensions**	**Appearance**
U1-08 ERICSSON	a=190mm b=297mm m=20mm	 Face Down only 
Program FRENCH		
Message	**Dimensions**	**Appearance**
U1-09 FRENCH	a=210mm b=300mm	Face Up  Face Down 

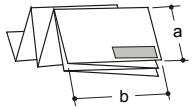
Program CUSTOM		
Message	**Dimensions**	**Appearance**
U1-10 CUSTOM	TBD	TBD
Program 7 ½”		
Message	**Dimensions**	**Appearance**
U1-11 7 ½”	a=7 ½” b=11”or ##	Face Up  Face Down 
Program 7 ½” + M		
Message	**Dimensions**	**Appearance**
U1-12 7½” +1”	a=7 ½” b=11” or ## m=1”	Face Up  Face Down 

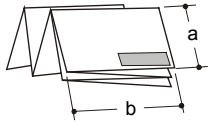
Program 8 ½”		
Message	**Dimensions**	**Appearance**
U1-13 8 ½”	a=8 ½” b=11” or ##	Face Up  Face Down 

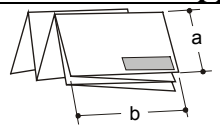
Program 9”		
Message	**Dimensions**	**Appearance**
U1-14 9”	a=9” b=12” or ##	Face Up  Face Down 

Program 11” WALLET		
Message	**Dimensions**	**Appearance**
U1-15 WALLET 11”	a=11 or 8 ½” b=8 ½ or 11” only perfect sizes±2mm	Face Up  Face Down 

Program 12” WALLET		
Message	**Dimensions**	**Appearance**
U1-16 WALLET 12”	a=12 or 9” b=9 or 12” only perfect sizes±2mm	

Program 7 ½” LANDSCAPE		
Message	**Dimensions**	**Appearance**
U1-17 7 ½” LANDSCAPE	a=7 ½/11” b=11/7 ½”or ##	 Face Down only

Program 8 ½” LANDSCAPE		
Message	**Dimensions**	**Appearance**
U1-18 8 ½” LANDSCAPE	a=8 ½/11” b=11/8 ½”or ##	 Face Down only

Program 9” LANDSCAPE		
Message	**Dimensions**	**Appearance**
U1-19 9” LANDSCAPE	a=9/12” b=12/9”or ##	 Face Down only

Program NO FOLD		
Message	**Dimensions**	**Appearance**
U1-20 NO FOLD	NONE	BYPASSED ON THE BRIDGE

Operating Hints

Before printing, be sure that:

- The media rolls are positioned correctly in the center of the IOT.
- The lead edges on the paper rolls are straight. If necessary, trim the edge.
- The doors are not opened, and that the folding program on the folder is not changed during folding.
- The bridge is in the correct operating position. The bridge must be fully down.

THE 88XX FOLDER FOLDS ONLY PRINTS DELIVERED FROM RECOGNIZED ROLLS. REFER TO "Manual Feed Procedure" SUBMENU FOR A LIST OF SUPPORTED ROLLS

Folding Hints

Sizes

The 88XX Series Folder processes nearly all sizes with all folding styles. However, some folding styles require, for a better result, a particular size. Other folding styles only work with a particular kind of style, as described below.

- Afnor and French Styles can be used with documents ISO, Afnor, and French.
  To obtain a perfect Afnor folded print, use only Afnor sizes with perfect dimensions (±2mm).
- Ericsson style can be used with ISO and Ericsson sizes.
  To obtain a perfect Ericsson folded print, use only Ericsson sizes.
- Wallet 11" style can be used with Ansi and Architectural size.
  To obtain a perfect Wallet 11" folded print, use only Ansi sizes with perfect dimensions (±2mm).
- Wallet 12" styles can be used with Ansi and Architectural sizes.
  To obtain a perfect Wallet 12" folded print, use only Architectural sizes with perfect dimensions (±2mm).
- All the other styles could be used with all kind of sizes except the Ericsson and French sizes.

Face delivery

When a job is created, it could be sent to the folder with delivery Face up or Face Down. All the documents, with all the folding programs, can be processed by the folder so that they exit Face Up or Down. Exceptions are the Ericsson and 198 folding programs.

- In order to create a correct job Face Up, exclude the style Ericsson and the Landscape styles because they produce folded prints always Face Down.
- In order to create a correct job Face Down, exclude the style 198 because it produces folded prints always Face Up.

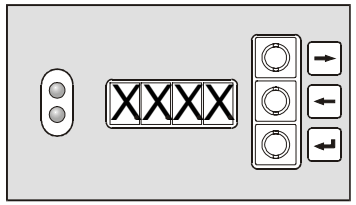
Refer to the section "Folding Using Host Or Scanner" for a complete description of job management.

Numeric Control Panel

The following explains the manual selection of features/functions of the Folder using the Standard and Alphanumeric Control Panels. For network access of these functions, refer to "AccXES Client Tools User Guide", or the "Web Printer Manager Tool User Guide".

The Numeric Control Panel is the manual means used to communicate with the Folder. Located on the back panel of the Folder, it contains a red four-digit display, three buttons and two LED indicators and is available on all folders. [See the 8825/8830 Printer Operator Manual for Finishing Communications using the Printer User Interface.]

The buttons are used by the Operator to select the folding program and by Service while in the diagnostic mode. The red four-digit display will indicate Fold Program Codes and the Error/Alarm Codes, as shown in the illustration.



← →	Scroll Keys
↵	Enter key

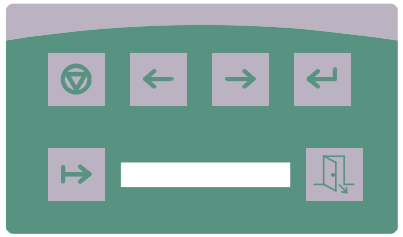
The two LED, (red and green) show the status of the folder:

- The red LED indicates when the folder is busy, when it is not ready to fold, when it is performing a self-test, or that the alarm status is under network control
- The green LED indicates that the folder is idle and ready to fold.

Alphanumeric Control Panel

The Alphanumeric Control Panel is the manual means used to communicate with the folder, and is standard when the folder is used with the 8855 Printer.

This control panel, which is located on the left front side of the folder, consists of an alphanumeric display and six different buttons.



	Reset key: • Performs POST (Power On Self Test) if it is kept pressed for less than two seconds • Performs Manual Ejecting Procedure if kept pressed for more than two seconds. Its activation enables rollers to eject paper jams. To exit, wait five seconds and then keep the Reset key pressed for less than two seconds.
← →	Scroll Keys
↵	Enter Key
↦	Pause toggle key. This is used to put the Folder in pause mode, thereby entering into the Operator Menu.
	Exit Key

Switching on the Folder

At power on, the Firmware release will be displayed for two seconds:

- as a code in the Numeric Control Panel [RX.XX]
- as a message in the Alphanumeric Control Panel "REV. X.XX"

When 2 - 3 seconds has expired, the control panels will show either "idle", an alarm status or (if the system has already submitted a job), the program selected.

- as a code in the Numeric Control Panel [idle], [A-XX] or [P-XX].
- as a message in the Alphanumeric Control Panel "IDLE", "190+20" or "DOOR OPEN"

During the folding process, error messages will be displayed:

- as a code in the Numeric Control Panel [E-XX]
- as a message in the Alphanumeric Control Panel

Code	Message
a-01	DOOR OPEN
a-02	BRIDGE SENSORS COVERED
a-03	UPPER POCKET SENSOR COVERED
a-04	LOWER POCKET SENSOR COVERED
a-05	CROSS POCKETS SENSOR COVERED
a-06	24V MISSING

Code	Message
a-07	ENCODER OR M2 MOTOR FAULT
a-08	STEP MOTORS FAULT
a-09	NOT IMPLEMENTED
a-10	NOT IMPLEMENTED
a-11	FIRST BIN FULL
a-12	SECOND BIN FULL

Other errors

Code	Description
S	Not settable value. Folder could generate unexpected folding styles due to particular value situation. ***Is not possible to adjust the style***

Code	Message
p-00	NO FOLD
p-01	185
p-02	185+25
p-03	190
p-04	190+20
p-05	198
p-06	210
p-07	AFNOR
p-08	ERICSSON
p-09	FRENCH

Code	Message
P-10	CUSTOM
p-11	7,5"
p-12	7,5"+1"
P-13	8,5"
P-14	9"
p-15	WALLET 11"
p-16	WALLET 12"
p-17	7,5" LANDSCAPE
p-18	8,5" LANDSCAPE
p-19	9" LANDSCAPE

Code	Message
e-01	ENTRY ALARM 1
e-02	ENTRY ALARM 2
e-03	BRIDGE ALARM
e-04	ROTATION ALARM
e.-05	POCKETS ALARM
e-06	FOLDING ALARM 1
e-07	FOLDING ALARM 2
e-08	FOLDING ALARM 3
e-09	FAN FOLDER EXIT ALARM
e-10	TRANSPORT ALARM
e-11	CROSS ENTRY ALARM
e-12	CROSS EXIT ALARM CROSS EXIT ALARM W/PUNCHING
e-13	NOT FOLDABLE
E-14	NOT AVAILABLE SELECTION
E-15	LAPS WITHOUT ADJUSTMENT
E-16	
E-17	PROGRAM NOT SELECTABLE

Note : ● *SENSOR COVERED* ○ *SENSOR UNCOVERED*

Operator Menu

Without any selection in the AccXES Client Tools, the setting in this menu are considered as default for the folding process.

To access the first level of the menu structure, set the Folder in “Pause Mode”. Press the “Pause” key on the Alphanumeric Control Panel, or press “Enter” in the Numeric Control Panel.

Use the scroll keys to select the operator submenu. The service submenu is protected by a password.

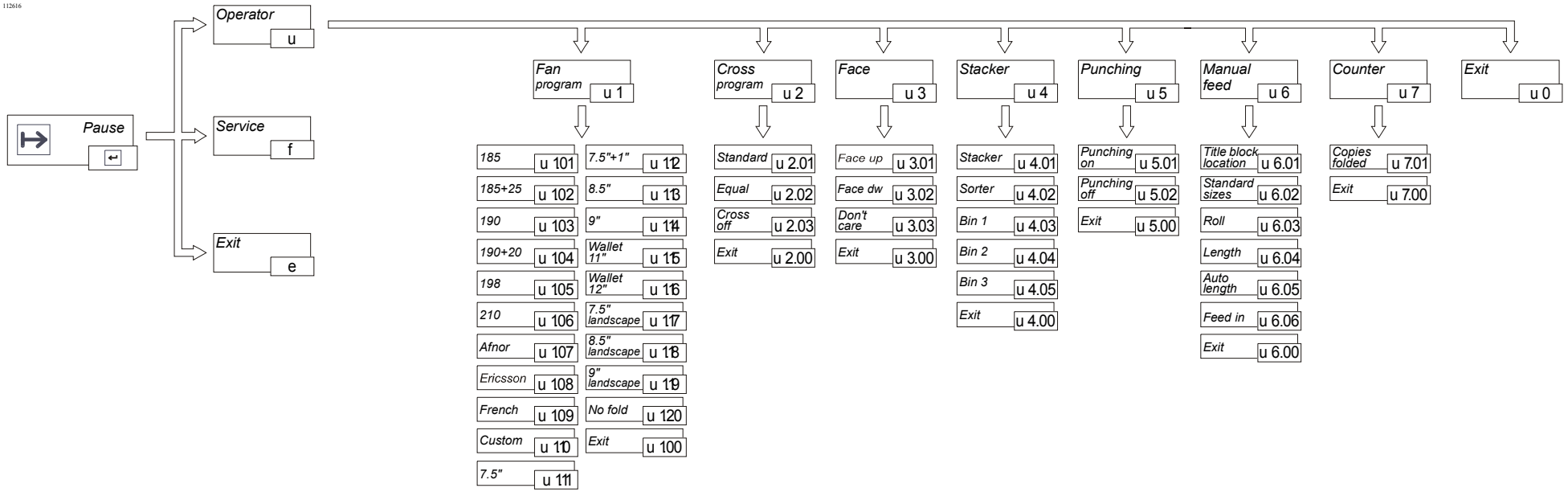
Press the “Enter” key to enter the selected menu and to access the second level of the structure.

Here the default option will be displayed with a decimal point located after the final number in the Numeric Control Panel display [u1.06.]. On the Alphanumeric Control Panel, the selection flashes.

Use the scroll keys to select the desired option.

The following pages show a complete description of these submenus.

If the Folder does not support a particular function, then this selection will not be allowed. (This would happen if the operator chooses “punching” without the optional punching installed).



Fan Programs Submenu

Use this submenu to select the folding program for manual feed operations.

1. Go to the "Fan Programs" submenu

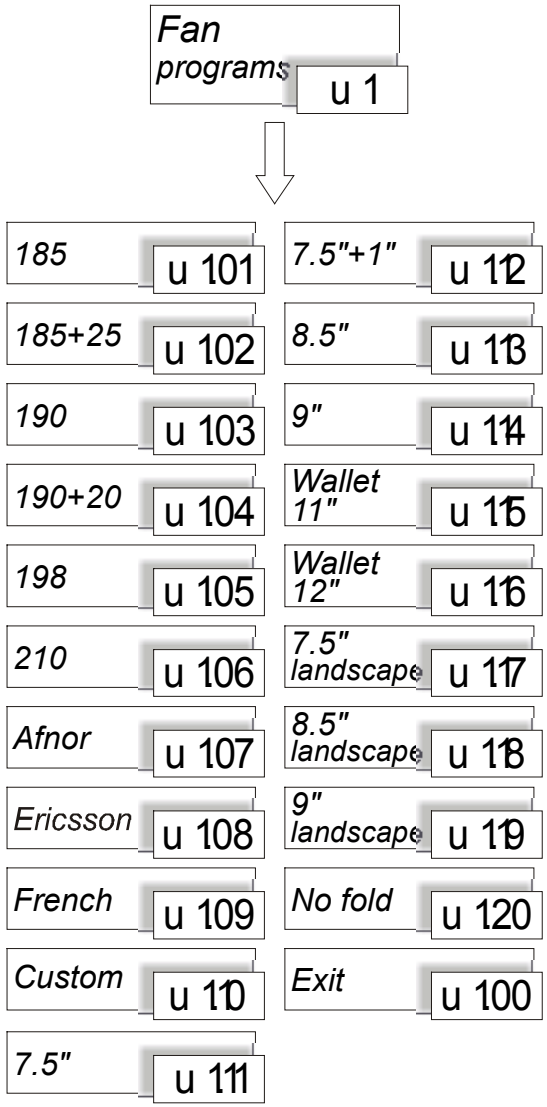
in the Numeric Control Panel	in the Alphanumeric Control Panel
↵ ← → u ↵ ← → U1 ↵	↦ ← → OPERATOR ↵ ← → FAN PROGRAMS ↵

2. The default option is shown :

In the Numeric Control Panel	In the Alphanumeric Control Panel
u 106.	210
Lower right dot	flashing

3. Use the scroll key to select the desired program and press "Enter" to select it. The "Custom" folding program can be selected by the operator but its values, (fan folding depth, cross folding depth and margin), can be changed only by the Xerox Customer Service Engineer.

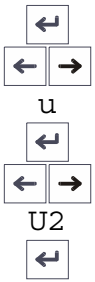
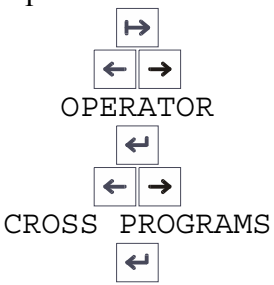
4. Select "EXIT" [u1.00] to rise one level



Cross Programs Submenu

Use this submenu to select the cross folding options.

1. Go to the "Cross Programs" submenu

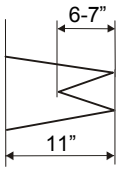
in the Numeric Control Panel	in the Alphanumeric Control Panel
	

2. The default option is shown :

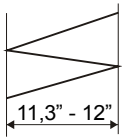
in the Numeric Control Panel	in the Alphanumeric Control Panel
u202	STANDARD
Lower right dot	flashing

3. Use the scroll key to select the desired option and press "Enter" to select it.

With selecting "STANDARD" [u2.01], for example, an E size print (36"x48") with a program 8.5"x11" will be folded with an output dimension 8.5"x11". The length of each panel (b) is not equal.



The same print could be folded with the same fan program with the option "EQUAL" [u2.02] because the folder automatically divides the width of the print to obtain equal panels.

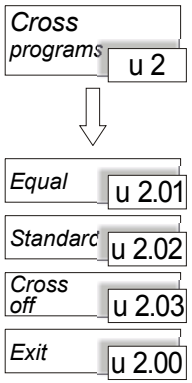


The purpose of the "EQUAL" option is to obtain a folded print more flat and folded with one less cross fold. That is why it does not work with all sizes and styles. Only when a few millimeters of the cross folding depth is modified, is it possible to obtain a folded print without prefolds. The "EQUAL" option does not produce results with Ericsson, Afnor, French and Wallets program (some of these styles already have an output equal). Besides, it is possible to fold equal panels only with some kind of paper rolls.

ROLL	UNI/DIN fold depth	ANSI/ARCH fold depth
914 (36")	305	305
900	300	300
864	297	288
610	305	305

Selecting "CROSS OFF" [u2.03] will bypass the Cross Folder. The print will be fan folded only and stacked in the Rear Print Tray.

To activate the cross folder after a "Cross Off" selection, select one of the two options: "Standard" or "Equal".

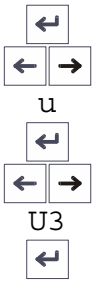
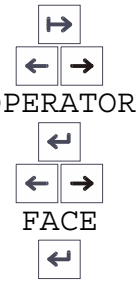


4. Select EXIT [u2.00] to rise one level.

Face Submenu

Use this menu to obtain the folded prints Face Up or Face Down in the print tray.

1. Go to the "Face" submenu.

in the Numeric Control Panel	in the Alphanumeric Control Panel
	

2. The default option is shown :

in the Numeric Control Panel	in the Alphanumeric Control Panel
	FACE UP
Lower right dot	flashing

3. Use the scroll key to select the desired option and press Enter to select it.

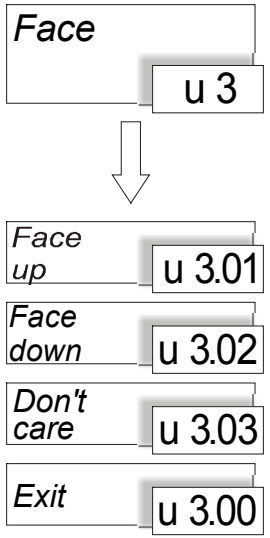
Select "FACE UP" [U3.01] to obtain all the folded prints oriented face up.

Select "FACE DOWN" [U3.02] to obtain all the folded prints oriented face down.

Selecting "DON'T CARE" [U3.03] tells the folder to accept every print with all possible title block locations and orientations LEF/SEF. With this selection the output orientation could be either Face Up or Face Down.

4. Select EXIT [u3.00] to rise one level.

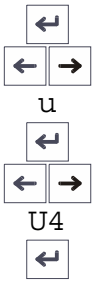
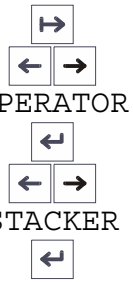
5. Turn off the folder and then switch it on to activate the modification.



Stacker Submenu

Use this submenu to define how the folder organizes the prints in the output bins.

1. Go to the "Stacker" submenu.

in the Numeric Control Panel	in the Alphanumeric Control Panel
	

2. The default option is shown:

in the Numeric Control Panel	in the Alphanumeric Control Panel
u4.01.	STACKER
Lower right dot	flashing

3. Use the scroll keys to find the desired option and press "Enter" to select it.

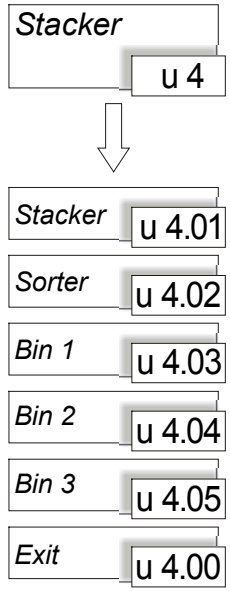
– "STACKER" [U4.01]
The prints will be stacked in the first bin until it's full and then will be directed to the second bin if available. When all the bins are full, the folder stops the print queue. Once the prints are removed the print queue restarts.

– "SORTER" [u4.02]
The prints will be stacked alternately, one for each bin. The sorter mode is a mechanical collation useful to print one job with more copies and find them divided in more then one bin. When all the bins are full, the folder stops the print queue. Once the prints are removed the print queue restarts.

– "BIN 1" [u4.03] "BIN 2" [u4.04] "BIN 3" [u4.05]
The prints will be stacked only in the selected bin, when this bin is full, the folder stops the print queue. Once the prints are removed, the print queue restarts.

– .SELECT EXIT [u4.00] to rise one level.

If an option is not available, the code E-14 "NOT AVAILABLE SELECTION" will appear.

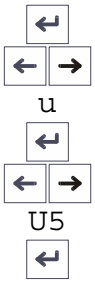
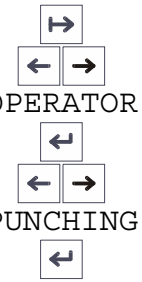


Punching Submenu

Use this submenu to activate the punching system if it is available.

If an option is not available, code `E-14` "`NOT AVAILABLE SELECTION,`" will appear.

1. Go to the "Punching" submenu.

in the Numeric Control Panel	in the Alphanumeric Control Panel
	

2. The default option is shown.

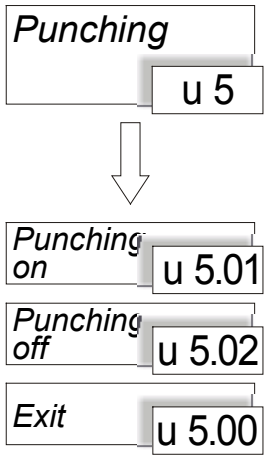
in the Numeric Control Panel	in the Alphanumeric Control Panel
	`PUNCHING OFF`
Lower right dot	flashing

3. Use the scroll key to select the desired option and press "Enter" to select it.

4. Select `EXIT [ u5.00 ]` to rise one level.

WARNING!
The punching device is available only with programs:
185 with margin 25mm
190 with margin 20mm
7.5 with margin 1"

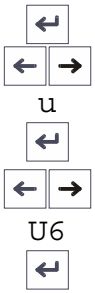
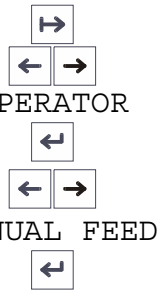
WARNING!
The activation/deactivation of the punching by PC works only if on the folder is selected the option "Punching On".
If the selection on the PC do not produce any effect on the punching device, set "Punching on" on the folder control panel.



Manual Feed Submenu

Use this submenu to set the size and the title block location of the print that has to be manually fed.

1. Go to the “Manual Feed” submenu.

in the Numeric Control Panel	in the Alphanumeric Control Panel
	

2. Enter the last level of the menu to set:

- “TITLE BLOCK LOCATION” [u6.01]
  Set the title block location. Press ”Enter” to access the following options:
  - LOCATION 1 [01]
  - LOCATION 2 [02]
  - LOCATION 3 [03]
  - LOCATION 4 [04]

- “STANDARD” [U6.02]
  Use this selection for standard sizes.

- “ROLL” [U6.03]
  Use this menu to set the roll width if the size is not standard.

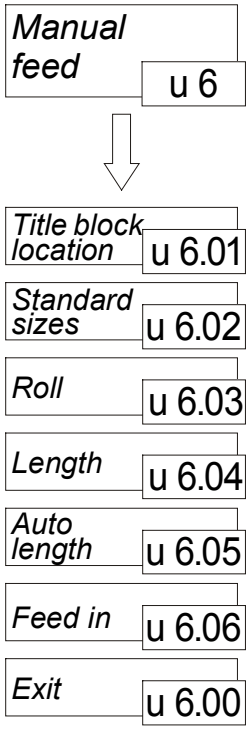
- “LENGTH” [U6.04]
  If the size is not standard, it is possible to set the length in this submenu.

- “AUTOLENGTH” [U6.05]
  Automatic length detection, future option.

- Select FEED IN [u6.06] to activate the entry flap and to set the folder ready to be Manual Feed.

- Select EXIT [u6.00] to rise one level.

  For a complete description of the “Manual Feed” procedure, refer to the next pages: “Manual Feed Procedure”

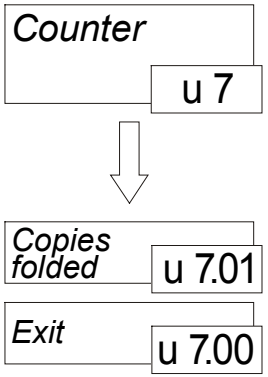


Counter Submenu

Use this submenu to view the number of copies folded since the last power on.

3. Go to the “Counter” submenu.

in the Numeric Control Panel	in the Alphanumeric Control Panel
↵ ← → u ↵ ← → U7 ↵	↦ ← → OPERATOR ↵ ← → COUNTER ↵



4. Enter the last level of the menu to see:

- “COPIES FOLDED” [U7.01]
- Enter this submenu to view the number of copies folded since the last folder power on. Switching the folder off, will reset the number.

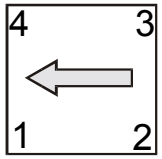
Manual Feed Procedure

The following Manual Feed Mode sequence describes the detailed steps to be used, and where to find supporting information:

1. Refer to Fan Programs Submenu and Cross Programs Submenu to select the folded output package style and to return to complete the set up process*.
2. Choose optional finishing features, holes and bin usage. Go to Punching Submenu and Stacker Submenu*.
3. Enter the Manual Feed Procedure submenu to set the location of the title block and the size of the document*.

   Enter the "TITLE BLOCK LOCATION" submenu [U6.01].
   Select the corner in which you will locate the title block.

   – LOCATION 1 [01]
   – LOCATION 2 [02]
   – LOCATION 3 [03]
   – LOCATION 4 [04]



   Input the Document size in one of the two method below:

   A. If the document conforms to one of the listed multinational configurations, simply select a Standard size as follows:

      Go to the "STANDARD" submenu [U6.02] and press "Enter" to access to the three submenus.

      – ISO [ISO]
      – ANSI [ansi]
      – ARCH [arch]

      Select the desired standard and press "Enter."

      – Select ISO sizes: A3, A2, A1, A0
      – Select ANSI sizes: B, C, D, E
      – Select ARCH sizes: B, C, D, E

   B. If the document does not conform to one of any multinational configurations listed before, provide the length information as follows.

      Go to the "ROLL" submenu [U6.03], press "Enter" to access to the list of available rolls. Scroll until the desired roll size appears and press "Enter" to set it.
      The folder accepts rolls between 280mm and 914mm, which are chosen from the ones listed in the table below.

Alphanumeric Control Panel	Numeric Control Panel	Description
11″	11 ‘	280mm 11inches
297	297	297mm
12″	12 ‘	305mm 12inches
420	420	420mm
17″	17 ‘	432mm 17inches
18″	18 ‘	457mm
22″	22 ’	559mm 22inches
594	594	594mm
24″	24 ‘	610mm 24inches
620	620	620mm
30″	30 ‘	762mm 30inches
841	841	841mm
34″	34 ‘	864mm 34inches
900	900	900mm
36″	36 ‘	914mm

** The folder shows as default the last selection made by the operator.*

Go to the "LENGTH" submenu [U6.03].
Press "Enter" to show the number of the last length selected. To modify the length value, use the Scroll keys. When you have reached the desired value, press "Enter".

On the Alphanumeric Control Panel, the selection of the length is easier:

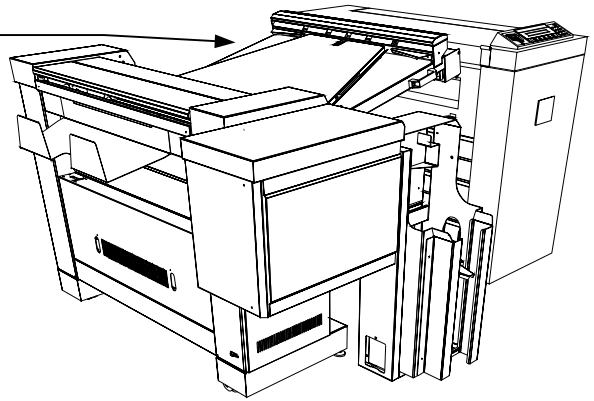
- Use the Scroll keys to increase/decrease the length of 1mm steps.
- Depressing the "Pause" key and actuating the Scroll keys will increase/decrease only the firsts two digits. This method will allow faster access to the desired value.

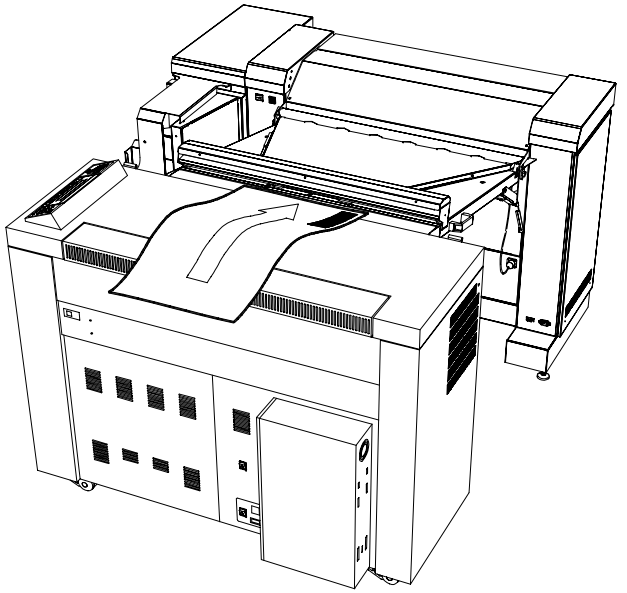
4. After the last setting, go to the "FEED IN" message [U6.06], but do not press "Enter". Let the display show "FEED IN" message, which allows the Bridge Entry Flap to go down.
5. Lift the bridge level to the top of the printer as shown in the picture. The safety lever will support it.
6. From the top of the printer, feed the document into the folder. When the entry sensor is actuated, the bridge starts feeding the print.

112763

FEED THE PRINTS ALWAYS WITH THE TITLE BLOCK:
LOCATION 4 FOR ISO/AN SI/ARCH SIZES
LOCATION 1 FOR AFNOR
LOCATION 2 FOR ERICSSON

Bridge in offline position with 8830





FEED THE PRINTS ALWAYS SEF (SHORT EDGE FEEDING)

Folding Using Host Or Scanner

Before the folding process can begin, the Folder must receive information that defines the Size, the Title block location, the Output Style, and the selection of the other available finishing options. Under normal operation, the RTL driver, the ADI driver, or the AccXES Client Tools provide this information automatically through a serial communications interface.

Refer to the "XES Synergix 8825/8830/8850 Controller Setup Manual for Firmware x.x" for more detail on how it works.

All the selections made on any of the drivers listed above, will override the selection made on the Web Printer Manager Tool (Web PMT).

The selections made on the Web PMT, without modification from the drivers, will override the selection made on the folder control panel.

If the selection of the Title Block position is not specified through the driver, and no default is selected in the Web PMT, the folder considers the setting of its control panel.

The selections made on the folder control panel are considered also when working in the Manual Feed Procedure, or when using the driver some finishing option is set as "default". Refer to the Advanced Settings section.

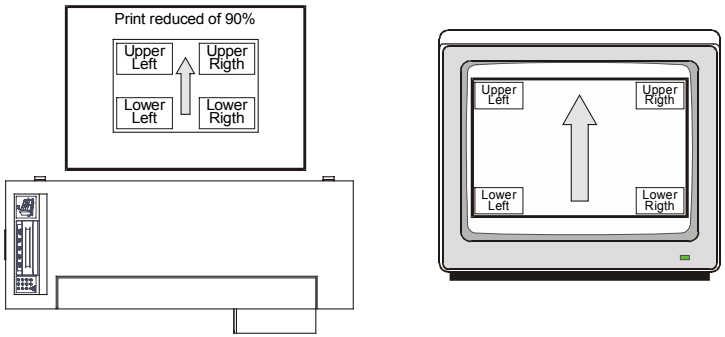
In the AccXES Client Tools section, some folding procedures are explained in detail.

How to Recognize Title Block and Document Orientation

Each document has to follow printer or folder rules before it is printed.

The AccXES Controller manages the orientation of the document and applies the printer rules (like type of media roll loaded) and folder rules (like preferred feeding direction, such as Short Edge Feeding).
For example, the E/A0 are landscape documents with the Title Block in the Lower Right corner. They are printed with a 90° rotation by the AccXES controller, in short edge feeding, with the title block corner 4.
The selection of the Title Block field on ACT must be Lower Right because this is the original orientation of the document.

TIP: To view a print with the original orientation, print the document reduced by 90% (type 10% on ACT), selecting a roll size bigger than the reduced document. Select Folding Method Bypass and fix rotation to 0 degrees. This step enables the AccXES Controller to print the document following any rules.

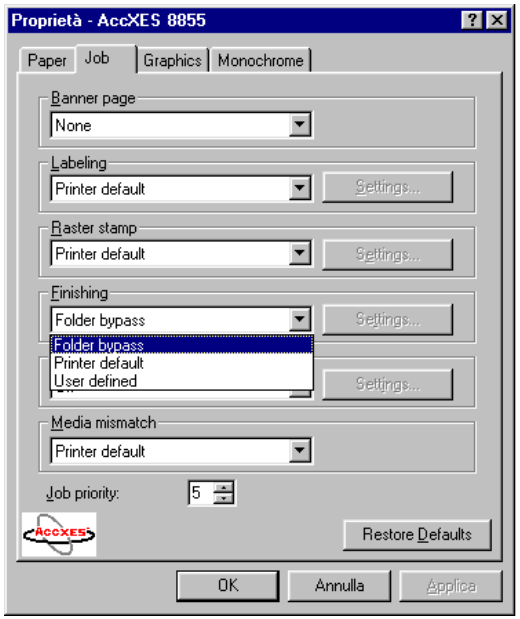


The picture shows the document orientation as it appears on the screen and as it could exit from the printer following any rules.

Using the RTL Drivers

The procedure shows how to print and fold a document directly from the native application using the Windows RTL driver.

1. Open any application. Open the document to be printed and folded.
2. Access to the Print menu, which is usually inside the file pulldown menu. Select the 88XX Printer.
3. Click on the "Property" button to set the options for the 88XX Printer.



4. Select the Job tab. Go to the Finishing field:
   - Select "Folder Bypass" to print the document without finishing.
   - Select "Printer Default."
   - Select "User Defined" to manually choose the folding parameters. Click on the "Settings" button.
     - Choose the Folding Program.
     - Use the checkbox "Cross" to activate/deactivate the Cross Folder.
     - The "Margin" checkbox also does not affect the folder working. The binding margin depends on the Folding Method selected.

       Select folding method 185+25, 190+20, or 7.5+1 to obtain a folded print with the binding margin.

       Untagging the checkbox "Margin," with the folding methods with margin, does not deactivate the margin.
     - To activate the punching, choose a program with margin (185+25, 190+20, 7.5+1) and tag the checkbox "Punch".

       Untag the checkbox to deactivate punching.

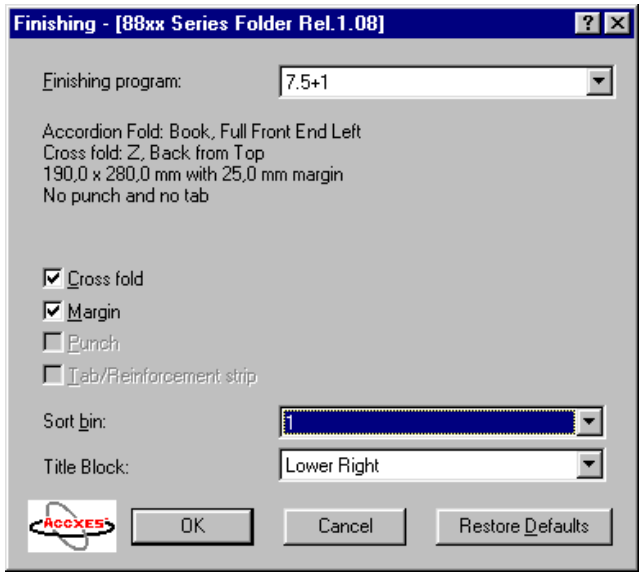
       Tagging the checkbox "Punch," with folding methods without margin, does not activate the punching device.

       The activation/deactivation of the punching by PC works only when the "Punching On" option is selected on the folder control panel.

– Select the Sort Bin where the folded print must be stacked. The selection “default” lets the folder use the setting defined in the Stacker Submenu, which is in the folder control panel.

– Choose the Title Block location.

  Select the location of the title block as it appears in the document that you have on the screen.



5. Click the “OK” button and print the document.

Using the Scanner

This procedure considers a standard A1/D size, without scale modification or other scanner options. Refer to the “XES Synergix 8825/8830/8850/8855 Digital Solution User Guide” for more details on Scanner usage.

1. Get the A1 ISO document.

2. Select mode “Copier” on the Scanner Keyboard.

3. Click on the “Finisher” button on the Scanner keyboard:

  – Choose the Fold Program.

  – Choose the Tab Options.

  – Choose the Punch Options.

    Always select “Use Program Settings”.

    If the punching option is present, it must be selected on the folder control panel. See Punching Submenu.

  – Margin Option

    Always select “Use Program Settings”. The binding margin depends on the folding program selected.

  – Cross Fold Option

    Select “Always Off” to deactivate the cross folder. Select “Use Program Settings” to activate the cross folder.

  – Punch Option

    To activate the punching, choose a program with margin (185+25, 190+20, 7.5+1) and select “Always On”. Select “Always Off” to deactivate the punching.

Selecting " Always On," with folding methods without margin, does not activate the punching device.

The activation/deactivation of the punching works only if on the folder control panel the "Punching On" option is selected.

– Title Block Location
Choose the location of the title block. With this information, the AccXES will provide a correct document feeding orientation to satisfy the folding requests.

– Choose Sort Bin to select where the folded print must be stacked. The selection "default" lets the folder use the setting defined in the Stacker Submenu, which is in the folder control panel.

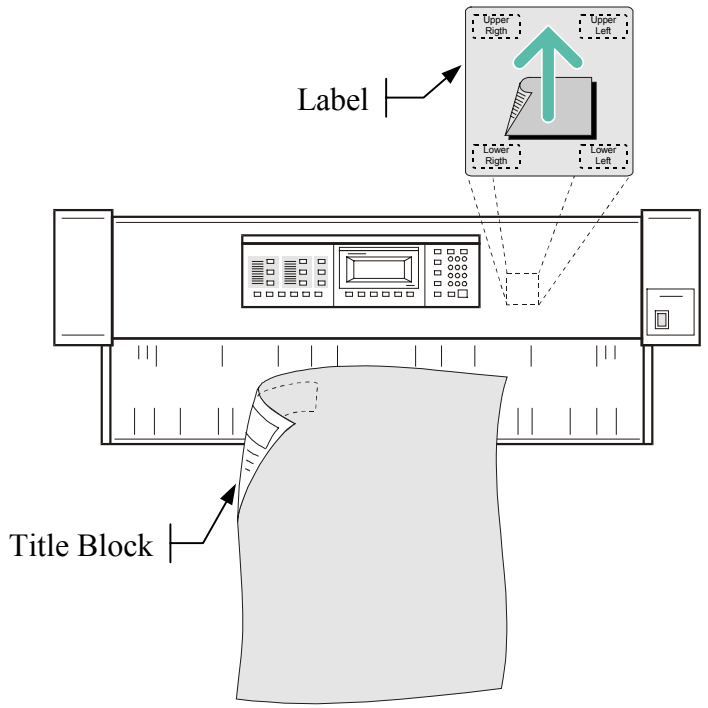
4. Look at the "Advanced Setting" section for more options.

5. Exit from the "Finisher" menu and feed the document.

How to Recognise the Title Block Location

The picture below shows the document feeding orientation.
The correct selection in the picture is "Upper Right".
To avoid misunderstanding, the operator is helped by a label showing a sample document laid on the Scanner.
Do not be concerned about the inversion of Left and Right because the label considers a document turned upside down.
Simply lay the document on the Scanner in the correct position (upside down) and look on the label to understand which will be the title block location. Refer to the picture below and notice that the selection must be UR "Upper Right".

112624



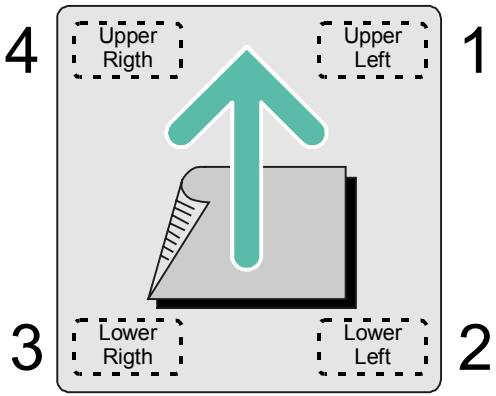
Scanner Job Templates

The “Job Template” option is used to simplify the finisher use.

All of the finisher settings can be stored in nine different Job Templates. (refer to the “XES Synergix 8825/8830/8850/8855 Digital Solution User Guide” for details).

By recalling a template number, all of the selections that are stored (Folding method, Cross, Punch, Title Block Location…) are automatically set.

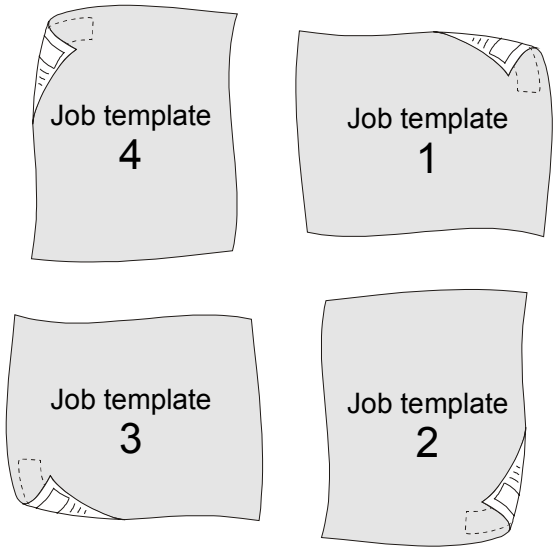
A good way to create the templates is to refer to the standard Title Block Location numbering as shown in the picture below.



1. Set all of the options and Title Block Location to Upper Right.
2. Save the Job Template as “4”
3. Change only the Title Block Location to Upper Left and save another Job Template as “1”.
4. Create the templates “2” and “3” in the same way.

With these four templates it is easy to manage different sizes that have to be folded with the same folding method.

Depending on the size orientation, the only thing to do is to recall the template with the proper Title Block Location. All of the sizes fed in different ways will result folded with the same Face Orientation.



Using the other templates, it is possible to save another finisher setting with the four title block combinations.

The procedure works only with standard sizes.
For non standard sizes the only possible locations are:
Location 4 Upper Right - Face Up
Location 2 Lower Left - Face Down

Sometimes the document exits the printer with a different orientation from the orientation on the screen.

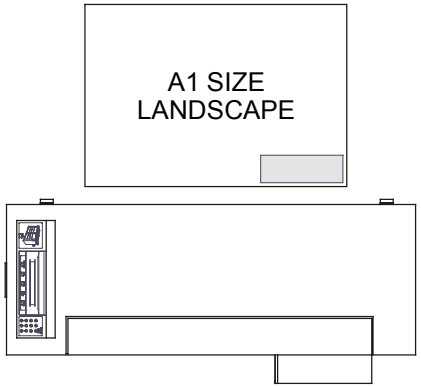
Using this procedure, is possible to understand how the native application produces the print files and creates files that respect the desired orientation.

How to organize the jobs

When using the ACT, the operator has to manage lots of files. That is why it is important for the operator to have the files named so that some finishing information is easy to understand from the file names without having to open the files to view the image orientation.

People who print the files from the document native application, could supply all the necessary informations in the file name.

For example if the document is an A1 size Landscape with Title Block in the Lower Right corner:



The file name could be:

"DOCUMENT NAME - A1 LANDSCAPE LOWER RIGHT.XXX"

or shortened

"DOCUMENT NAME-A1 LAND LR.XXX"

This way the operator with the ACT can set all the finishing requirements simply by looking at the file name.

Consider that sometimes the orientation on the screen does not correspond to the orientation of the file printed. Refer to the "How to Recognize Title Block and Document Orientation" paragraph to understand how your application produces the files. Then supply the original orientation with the original position of the Title Block.

Face Up or Down - advantages and disadvantages

A print job could be folded and stacked Face Up or Down depending on the operator choice. These two selections have advantages and disadvantages:

Face Up:

- Higher folding quality.
- Visible Title Block in the folded print basket.
- Need to reverse print order to obtain the job sorted correctly.

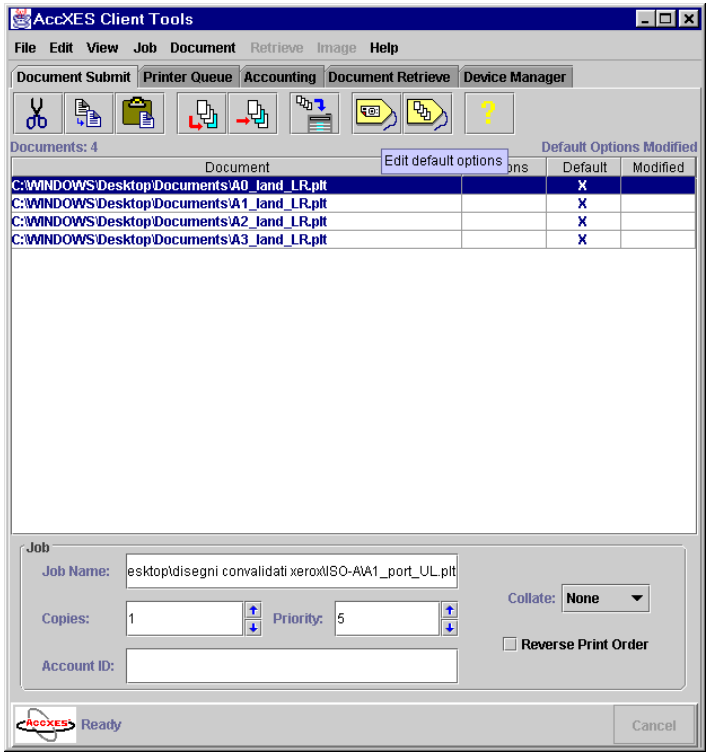
Face Down:

- Folded package Full Back and Full Front (no prefold in the end).
- Not visible Title Block in the folded print basket.
- No need to reverse the print order.

Similar Document Job

This procedure describes the steps to print and fold four ISO documents. Only the finishing options are considered; other printing options are explained in the “AccXES Client Tools User Guide”.

1. Open AccXES Client Tools.
2. Insert four documents, for example, A0, A1, A2, A3.



3. Click on the Job Options icon and choose the Finishing Tab to set the folder options.
   Here it is possible to select the Folder Type, the Folding Method, the Sort Bin, and the Title Block.
   - Choose the Folder Type “88XX Series Folder Rel #.##”.
   - Choose the Folding Method to select the output package dimensions (a x b).
     In this field it is possible to select nineteen folding methods; the description appears in the text box when the method is selected.
     With the Bypass folding method the print is not folded and stacked on bridge.

– Choose Sort Bin to select where the folded print must be stacked. The selection “default” lets the folder use the setting defined in the Stacker Submenu, which is in the folder control panel. With the selection “Bin #,” the print will be delivered in the specified bin. The ACT overrides the folder settings.

– Title Block. Inform the system where the title block is located in the document.
The AccXES controller uses this information to orient the document properly for the folder to obtain the correct output.
By using a document viewer application it is possible to identify the right corner.
For example, with a standard ISO A0 document, the title block is located in Lower Right corner in landscape orientation.

– Use the checkbox “Cross” to activate or bypass the cross folder.

– To activate the punching, choose a program with margin (185+25, 190+20, 7.5+1) and tag the checkbox “Punch”.
Untag the checkbox to deactivate punching.
Tagging the checkbox “Punch,” with folding methods without margin, does not activate the punching device.

– The “Margin” checkbox also does not affect the folder working. The binding margin depends upon the Folding Method selected. Select folding method 185+25, 190+20 or 7.5+1 to obtain a folded print with the binding margin.
Untagging the checkbox “Margin,” with any of these folding methods, does not deactivate the margin.

4. Look to the Advanced Settings section for more details regarding bin usage, Face Up or Down, Punching , and Cross Programs.

5. Press the Submit icon to print and fold the documents of our job.

Mixed Document Job

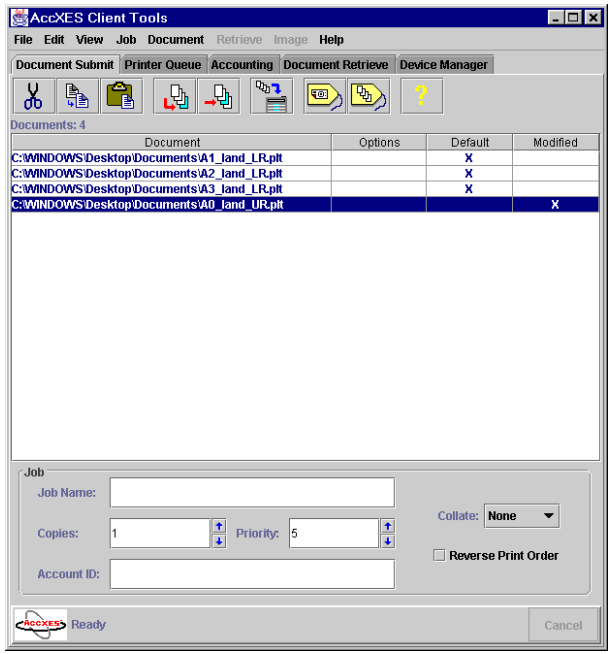
In the previous paragraph, every document of the job has the same orientation (LANDSCAPE/PORTRAIT) and same title block corner.

The next procedure shows, step by step, how to create a mixed document job consisting of documents with different orientation.

1. Open AccXES Client Tools.

2. Insert the following documents:

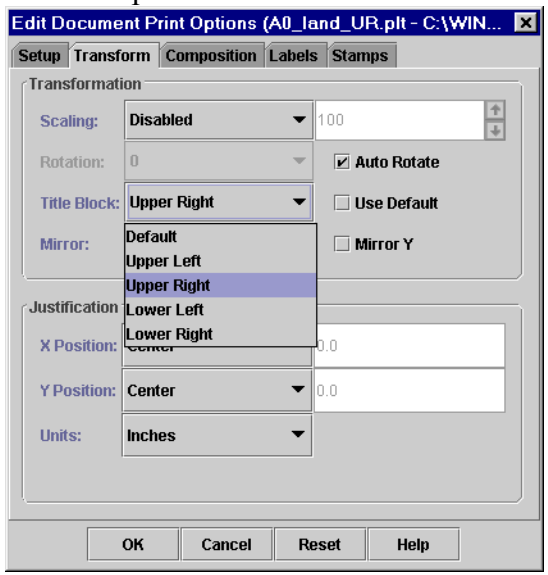
   – A1 ISO, A3 ISO, A2 ISO (Landscape Lower Right) and an A0 Afnor (Landscape Upper Rigth).



3. Click on the Job Options icon and choose the Finishing Tab to set the folder options.

   – Choose the Folder Type.
   – Choose the Folding Method “AFNOR”
   – Choose the Sort Bin.
   – Choose the Title Block “Lower Right”

   The document A0 AFNOR, in landscape orientation, has the Title Block in Upper Right corner.
   You can now specify only this document’s Title Block corner location by double clicking on the document name on the Document Submit Tool. Then select the Transform Tab. Unselect the “Use Default” box. Then select the Title Block location from the Title Block drop down menu.



Advanced Settings

Other specific selections can only be made on the folder control panel:

– **Face Up/Down**.
  Go to Face Submenu and select the face orientation. The entire job will be delivered into the bin with the specified orientation.
  The same job could be submitted both Face Down and Face Up; if some Folding Styles ,or some size, do not support the selected face orientation it will be automatically folded in the other orientation. Refer to the Problem Solving table to troubleshoot face orientation problems.
  For example, the folding style 198 only supports Face up. It will be folded face up even if it is included in a job face down
  Remember that selecting Face Up is necessary to revert the print order to obtain a folded job sorted in the correct way.

– **Bin usage**
  Go to the Stacker Submenu and select how to use the bins.
  The “Stacker mode” and the “Sorter mode” can only be selected on the folder. It is not necessary to restart the AccXES Controller. Just choose “default” in the Sort Bin field and the AccXES Client Tools will consider only the selections made on the folder control panel.

– **Cross Folder Program**
  Go to the Cross Programs Submenu to choose between “Standard” and “Equal”. It is not necessary to restart AccXES Controller or set any option on ACT, only use the folder control panel.

– **Punching**
  Remember that it is possible to activate/deactivate the punching from a PC only if on the folder control panel you select “Punching On”. If the folder control panel is set to “Punching Off”, the selection on the PC will not affect the punching device.

Suspending the Print Queue

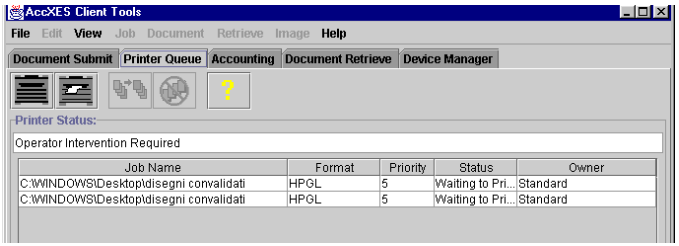
When the system is printing and folding a job, it is possible to suspend the print queue as follows:

- The folder control panel shows the program in use (for example `185 [ p.01 ]`).
- Press the "Pause" key on the Alphanumeric Control Panel or the "Enter" key on the Numeric Control Panel.
- The displays show "`PAUSE`" [`paus`], and the print queue stops.
- Pressing the same key again, the print queue will restart.

The keys "Pause" and "Enter" mentioned above, suspend the queue only if the system is working and the display shows the program selected. When the system is in "Idle" status, these keys have their normal function which is to set the system in Pause Mode in order to enter the Operator menu.

It could be useful to suspend the queue for many reasons: if a job consisting of a lot of prints is wrong, suspending the job allows the operator to delete the entire queue using the ACT.

To do this, select the "Printer Queue" tab in ACT. Select the second toolbar button to update the print que status. Select (highlight) all of the listed files. Select the Delete toolbar button to remove them from the print queue.



Notes

Jam Clearance Procedures

Message Display

Messages will be displayed on the Alphanumeric Control Panel, or a code will be displayed on the Numeric Control Panel. The message will scroll from right to left.

Alarm messages and the required actions are listed below.

a-01 DOOR OPEN Close door.
a-02 BRIDGE SENSORS COVERED Remove media jam from Bridge and press Reset. Refer to the Clearing Bridge Jams procedure.
a-03 UPPER POCKET SENSOR COVERED Remove media jam from Upper Pocket and press “Reset”. Refer to the Clearing Upper and Lower Pocket Jams procedure.
a-04 LOWER POCKET SENSOR COVERED Remove media jam from Lower Pocket and press “Reset”. Refer to the Clearing Upper and Lower Pocket Jams procedure.
a-05 CROSS POCKETS SENSOR COVERED Remove media jam from Cross Folder. . Refer to the Clearing Cross Folder Jam procedure.
a-06 24V MISSING
a-07 ENCODER OR M2 MOTOR FAULT Check if all the doors are closed and press “Reset”. If the message returns, call for service.

a-07 ENCODER OR M2 MOTOR FAULT Check if all the doors are closed and press “Reset”. If the message returns, call for service.
a-08 STEP MOTORS FAULT Clear the paper jam, Reset the folder. If the alarm occurs again, call for service.
a-09 TBD
a-10 TBD
a-11 FIRST BIN FULL Empty basket and press “Reset”.
a-12 SECOND BIN FULL Empty basket and press “Reset”.

Error messages and the required actions are listed below.

e-01 ENTRY ALARM 1 Remove the paper jam between the printer exit and the folder entry. Press “Reset”.
e-02 ENTRY ALARM 2 TBD
e-03 BRIDGE ALARM Remove the paper from the bridge and press “Reset”. Refer to the Clearing Bridge Jams procedure.
e-04 ROTATION ALARM Remove the paper from the bridge and press “Reset”. Refer to the Clearing Bridge Jams procedure.
e.-05 POCKETS ALARM Perform the Clearing Fan Folder Jams procedure, or check for a jam in the pockets. Refer to the Clearing Upper and Lower Pocket Jams procedure.
e-06 FOLDING ALARM 1 Perform the Clearing Fan Folder Jams procedure, or check for a jam in the pockets. Refer to the Clearing Upper and Lower Pocket Jams procedure.
e-07 FOLDING ALARM 2 Perform the Clearing Fan Folder Jams procedure, or check for a jam in the pockets. Refer to the Clearing Upper and Lower Pocket Jams procedure.
e-08 FOLDING ALARM 3 Perform the Clearing Fan Folder Jams procedure, or check for a jam in the pockets. Refer to the Clearing Upper and Lower Pocket Jams procedure.
e-09 FAN FOLDER EXIT ALARM Remove a jam from Upper Pocket or Conveyor Guide. Refer to the Clearing Upper and Lower Pocket Jams procedure.

e-10 TRANSPORT ALARM Open the Lower Pocket and remove a jam from Conveyor Belt. Refer to the Clearing Upper and Lower Pocket Jams procedure.
e-11 CROSS ENTRY ALARM Perform the Clearing Fan Folder Jams procedure or remove a jam manually. Refer to the Clearing Cross Folder Jam procedure.
e-12 CROSS EXIT ALARM Perform the Clearing Fan Folder Jams procedure, or remove the jam manually. Refer to the Clearing Cross Folder Jam procedure.
e-13 NOT FOLDABLE Print not foldable, see Problem Solving
E-14 NOT AVAILABLE SELECTION The selection made regards a not installed part (KIT), or future options.
E-15 LAPS WITHOUT ADJUSTMENT
E-16 TBD
E-17 PROGRAM NOT SELECTABLE

Introduction to Jam Clearance Procedures

A series of corrective procedures are to be used by the operator to clear jams.

Note: If a jam occurs during a multi-print procedure, the bridge flap goes up and the folder goes into the Pause Mode. This operation is covered fully in the Pause Mode Procedure.

The following pages will give you the detailed steps to take when you are clearing a jam. The folder will inform the operator where the jam is located by using an alarm tone and the message display:

- A single tone if jam occurs in the Bridge
- A double tone if the jam occurs in the Fan Section
- A triple tone if the jam occurs in the Cross Section

To avoid larger jams, perform the Automated Eject Procedure. Keep the Reset key pressed for more than two seconds. Then when the reset key is pressed, the rollers start. If the reset key is pressed for less than two seconds, after a five-second delay, the folder exits the Manual Eject Procedure.

If the Manual Eject Procedure does not succeed in removing the paper jam, follow the procedures on the following pages.

Safety Bridge Lever

To tilt up the bridge:

1. Disengage the Bridge Hook (8855 only) .
2. Using the handle, tilt up the bridge, ensuring that the lever lowers down into the slot under control.
3. Check that the safety lever is latched in the correct position.

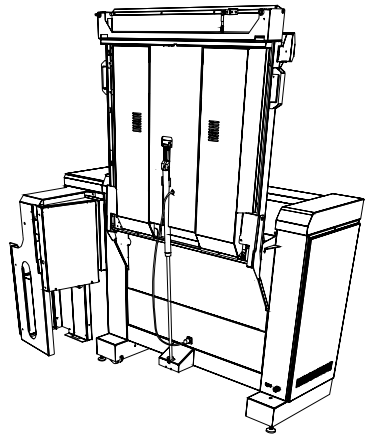
BE CAREFUL

If the safety lever is not latched in the correct position, the bridge could drop down and cause serious damage to the machine or to the operator.

To let down the bridge:

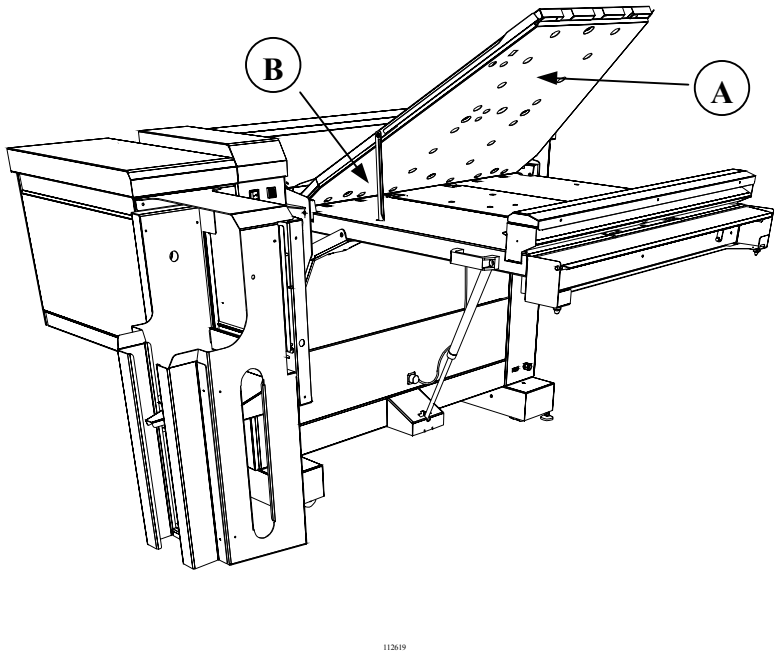
1. Release the bridge safety lever.
2. Lower the bridge to the horizontal position.
3. Make sure that the bridge engages the printer brackets.

111378



Clearing Bridge Jams

When the folder emits a single alarm tone and stops, there is probably a strip of media stuck on the bridge.



To clear the jam:

1. Open the bridge door (A).
2. Insert the safety lever (B).
3. Remove the media.
4. Close the bridge door.
5. Press Reset.

Clearing Fan Folder Jams

Manual Eject Procedure

When the folder emits a double tone, there is a jam located in the Fan Folder. The folder will try to clear the jammed print automatically. If the print is not cleared, perform the following steps.

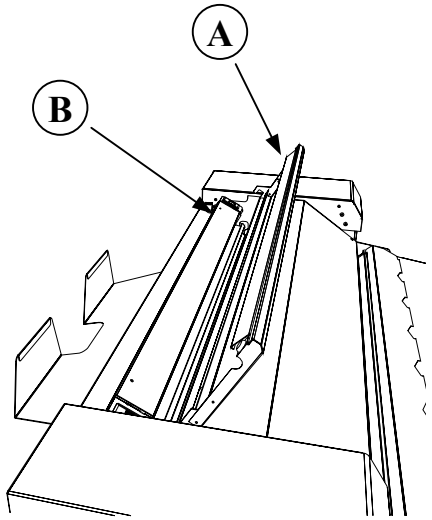
1. Press and hold the "Reset" key for more than two seconds. The rollers will then rotate, and the Control Display will show the message "`MANUAL EJECT - PLEASE SURVEY THE FOLDER`"
2. Release the Reset key to stop the rollers, (Press the "Reset" key to restart the rollers.)
   - The jammed print should exit the folder.
3. When the jam has been cleared, wait five seconds and press the "Reset" key for less than two seconds to return the folder to normal operating conditions.

NOTE. If the print is not cleared, proceed with Clearing Upper and Lower Pocket Jams *or* Clearing Mobile Roller Jams.

Clearing Upper and Lower Pocket Jams

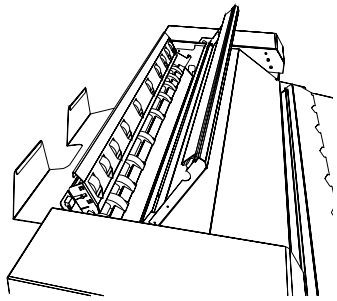
If the jam cannot be cleared using the Fan Folder Jam Clearance Procedure, switch Off the Folder and open the upper or the lower pockets.

Clearing Upper Pocket Jams



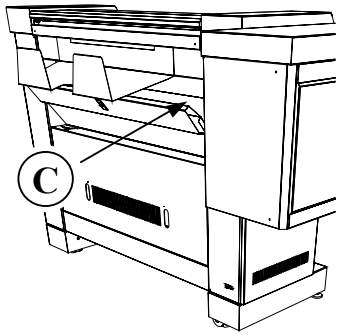
112611

1. Raise the upper pocket cover (A).
2. Open the Mobile Guide Cover using the two latches (B).
3. Remove the jammed media.
4. If media cannot be removed, follow Clearing Mobile Roller Jam procedure.



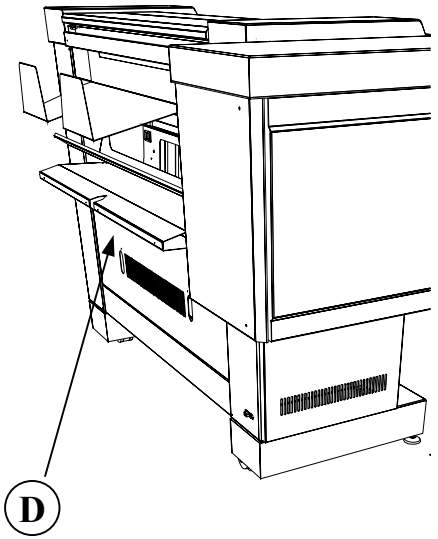
112611

Clearing Lower Pocket Jams



112617

1. Move the latch (C) on the center of the door downward to access the transport belt.
2. Remove the jammed media.



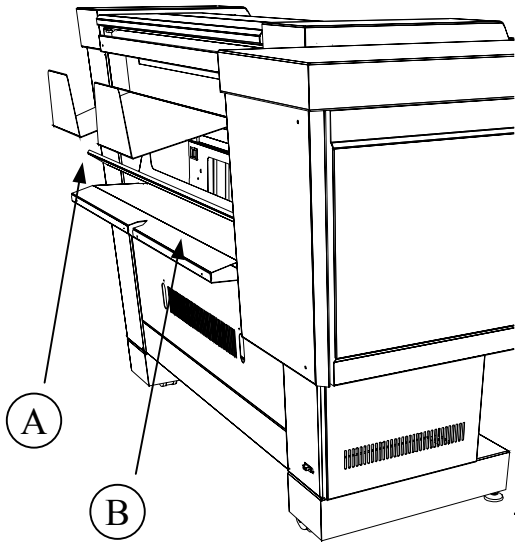
112617

3. If the print is jammed in to the lower pocket, open the Conveyor Guide (D) and open the Lower Mobile Guide by releasing the two latches.
4. Remove the jammed media close the door and press Reset

Clearing Mobile Roller Jams

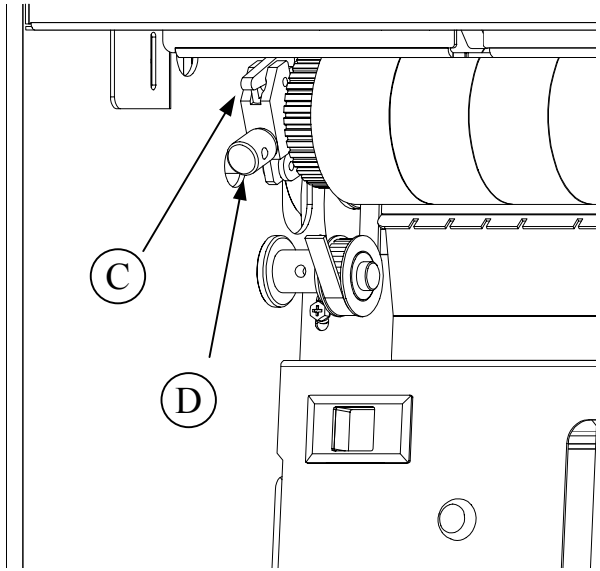
When a media jam occurs near the Mobile Pinch Roller, the Mobile Pinch Roller can be removed as follows:

112617

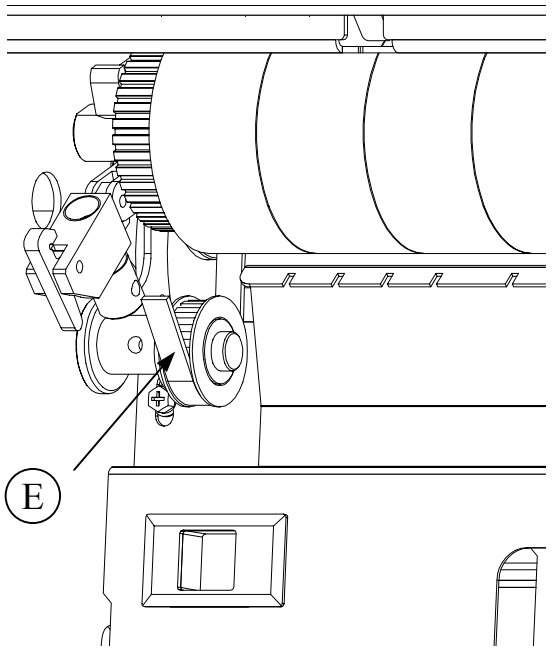


1. Switch off the Folder.
2. Open the door (B) and remove the conveyor guide .(A)

112501



3. Unscrew the Adjusting Pin .(D)
4. Pull the lever block anchor (C) down on each side while supporting the mobile roller.



5. Remove the mobile pinch roller and the jam.
6. Note: after the roller is reinstalled, tighten the Adjusting Pin until it stops, to put the spring under pressure. Then check and insure the belt (E) is correctly positioned on the pulley.
7. Remount all and press “Reset”

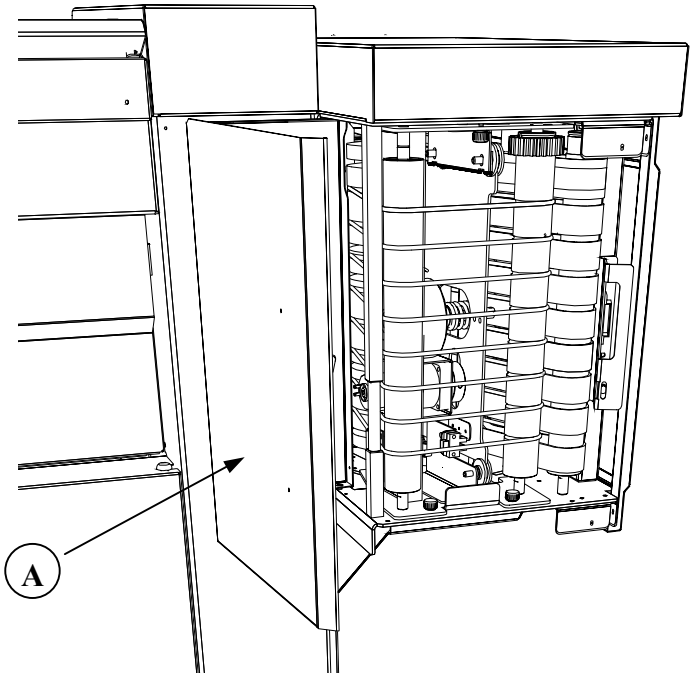
Clearing Cross Folder Jam

Only for folders with TAG3

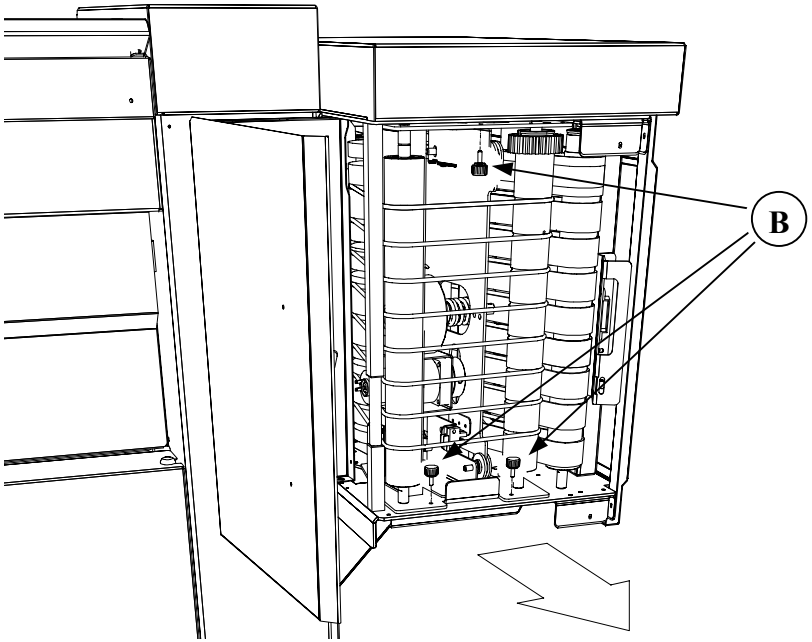
If a jam occurs in the cross folder and it is not clearable with the Manual Eject Procedure, it is possible to remove the knife group and one of the entry shafts to access to the jammed print.

112821/2/3

1. Open the Cross Right Door (A).

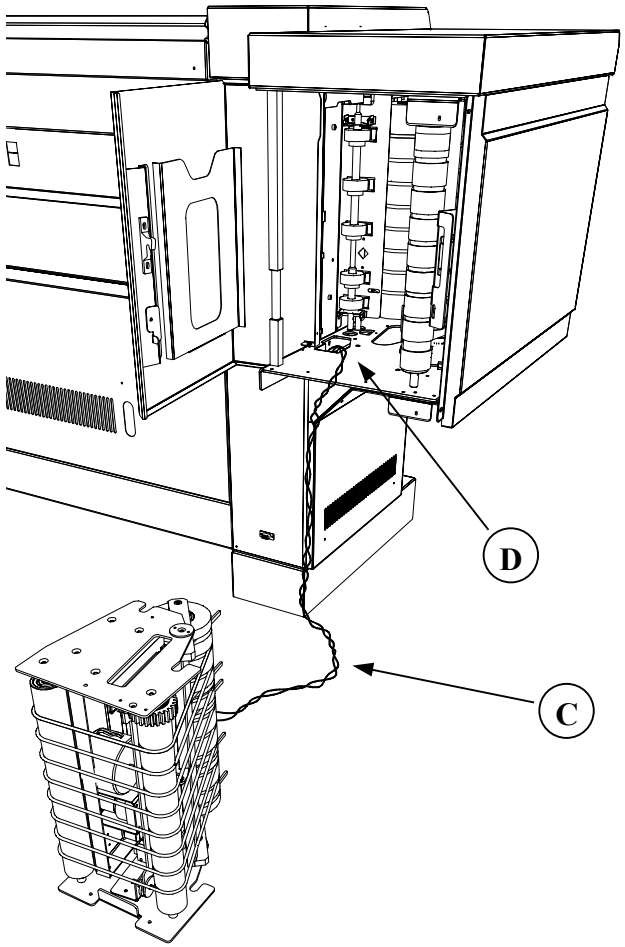


2. Try to remove the jam. If not possible, unscrew the three knobs (B) (two on the lower side and 1 on the upper one) and start pulling the knife outward.

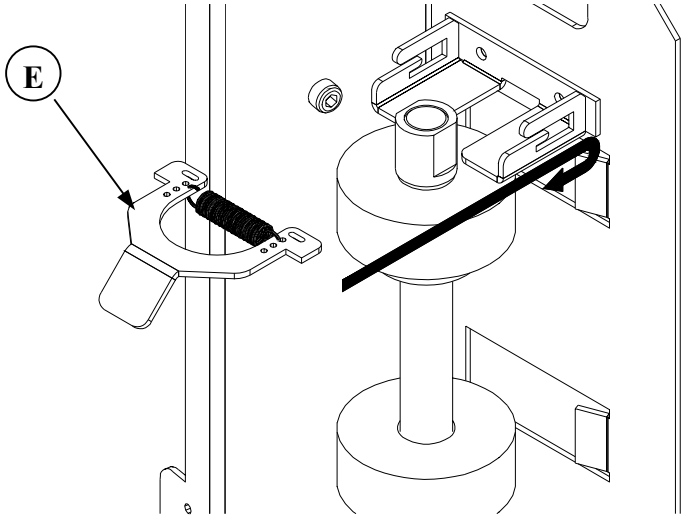


3. Check that the harnesses coming from the hole (D) are free to follow the Knife Assembly movement and lay all of the group down on the floor.

112824



4. Try to remove the jam. If not possible, operate on the spring support (E) to remove the entry shaft.



5. Remove the jam.
6. Remount all the parts.

Be sure that the Knife harnesses go down in the hole (D) when remounting the Knife Assembly.

7. Close the Cross Right Door and press “Reset”.

Problem Solving

SYMPTOM	CAUSE	SOLUTION
Folder does not switch on.	A. Power source is off.	A. Ensure that the power cord is connected.
Folder does not display message “IDLE”.	A. The POST (Power On Self-Test) has been completed with a negative result.	A. Verify jam or alarm status.
Alarm message	A. Subsystem or sensor failure during the Power On Self-Test.	A. Follow the alarm and jam clearance procedure.
Folding on the leading edge is not parallel.	A. The print is not cut squarely.	A. Follow the instructions in the 8830 Printer Operator Manual to reload the media.
Incorrect documents face orientation, or folder showing “NOT FOLDABLE” message.	A. Wrong Title Block information B. Size not deliverable with the selected orientation. C. The document is not standard. D. Size not foldable	A. Check the job for a mistake regarding the Title Block corner indication. B. Check the job for: • Ericsson program that produces an output always Face Down independently from the Face selection. • 198 program that produces an output always Face Up independently from the Face selection. • Or change document orientation. C. Obtain the original orientation of the document following the proper procedure and then rotate manually the document in the document rotation option. D. If all the settings are ok, probably the size could not be folded due to is dimensions.

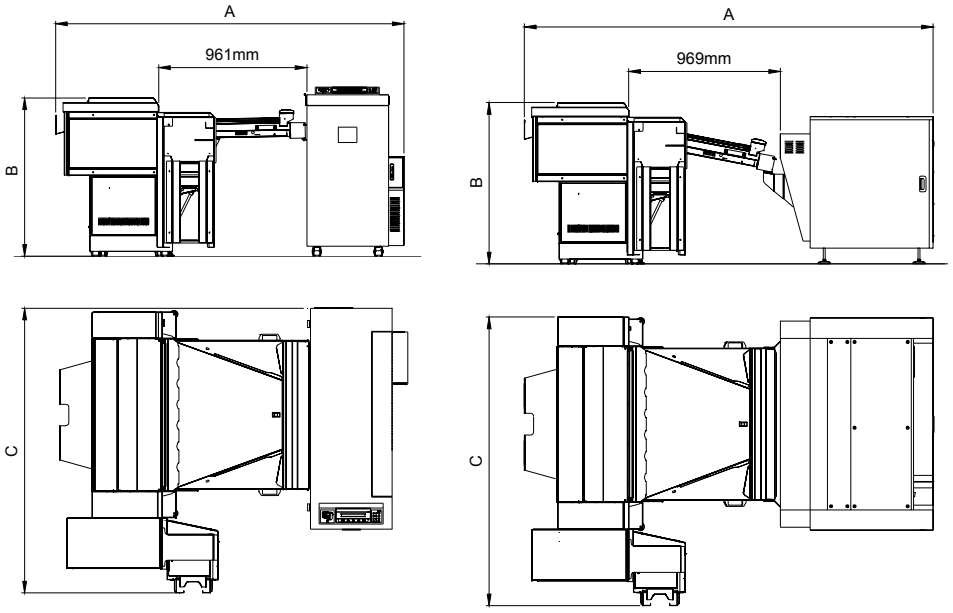
SYMPTOM	CAUSE	SOLUTION
A2/C size with Title Block folded inside (E-17).	A. Folder without rotation and IOT without paper roll 420 (17/18”).	A. Scan A2/C size LEL with Title Block leading edge and print LEL. Sheet delivered always Face Down output Landscape.
With the Double Bin configuration, the size does not fall in the bin 1 even if the operator selection is Bin 1.	A. The first bin is full. B. The sizes that exit the Cross Folder in vertical position (Wallet, Afnor) are always stacked in the second bin.	A. Empty the first bin. B. Try to set the work so that the sizes that exit the Cross Folder in vertical position are included in the job that has to be stacked in the second bin.
The folder keeps showing a Folding Method on the control panel and the system is stopped.	A. Probably a job queue is stopped or waiting to be sent to the printer.	A. Perform the Suspending the Print Queue procedure.

Miscellaneous Information

Specifications

Space Requirement

With 8830/8825 Printer	With 8855 Printer
A (Depth) = 2130 mm / 83 ¾ inches	A (Depth) = 2610 mm / 102 ¾ inches
B (Height) = 1030 mm / 40 ½ inches	B (Height) = 1030 mm / 40 ½ inches
C (Width) = 1850 mm / 73 inches	C (Width) = 1850 mm / 73 inches



Technical Specification

Voltage Requirements :

- 115 Vac ± 10% (60Hz)
- 230 Vac ± 10% (50Hz)

Power Consumption:

- 4/8 A 50/60Hz
- 0.6 A (standby)

Audible Noise

Impulse	Average Continuous	
69 dBA max.	65 dBA max.	(run)
NEGLIGIBLE	NEGLIGIBLE	(stand by)

Environmental

- Relative Humidity : 35% to 85%
- Temperature 60 to 90° Fahrenheit (15.5° to 32 ° Celsius)

Paper

- Bond (ordinary), 18-22lbs (75-100gsm)

Minimum size :

- 8½ inch x 11 inch (US A size)
- 210 mm x 297 mm (European A4 size)

Maximum size :

- 36 inch x 142 inch (US) panel 8 ½”
- 914 mm x 3600 mm (European) panel 210mm

Weight :

- 330 Kg (727 lb.)

Weight :

- 288 Kg (634 lb.)

Folding

Print sizes

- ANSI, ARCH sizes : A (pass through), B, C, D, E
- ISO, Afnor, Ericcson sizes : A4 (pass through), A3, A2, A1, A0

Longitudinal folding panel ANSI, ARCH:

- 7 ½ “, 8 ½ “, 9”, 11”, 12” (6½ inches to 12 inches)
- Margin between 0 to 2 inches (step 5 mm)

Longitudinal folding panel (E0):

- 185mm, 190mm, 198mm, 210mm, 297mm, (165mm to 305mm)
- Margin between 0 to 30 mm (step 5 mm)

Cross folding panel - cross (E0/US):

- 210mm/8½”, 297mm/11”, 305/12”mm (between 165 to 305mm)

Configuration

Where possible, the Universal Folder is available with the standard configuration, and has the ability to add the following additional options:

Second Output Bin:

- The Second Output Bin increases the capacity of the folder up to 200A0/E.
- The Second Output Bin also avoids system stops: if the first bin is full, the system still goes on stacking the prints in the second bin.
- The second bin also increases the system speed when two copies of a job are needed: the Sorter Mode allows printing two copies of a document and sorts them one per bin. In this way the printer optimizes the rolls usage because it does not print all of the job twice with changing the roll for every document. Instead, it prints sequentially two copies of each document without loosing time due to changing the rolls.

Rotation:

- The Rotation enables the Folder to rotate the A2/C size. This allows the folder to be combined with a printer that has three media rolls. It can then make five standard sizes without the need to replace the media roll.

Punching:

- The Punching Device is a tool to make 3 or 4 holes automatically in the binding margin of the folded print. The Punching option requires the installation of the Rotation Bridge.

Alphanumeric Control Panel:

- The Alphanumeric Control Panel is available for the user who wishes to have full feature selection, remotely from the system client tools. This Alphanumeric Control Panel is included when the folder is installed with the 8855 printer.

Listed below, are the five possible configurations to increase the capability of the folder. Every optional will be indicated with a letter:

Rotation = R
2nd basket = B2
Punching = H3/H4 (under development)
Control Panel option = C

Configuration	2nd Basket	Punching	Rotation
STANDARD	NO	NO	NO
STANDARD - R	NO	NO	YES
STANDARD - B2	YES	NO	NO
STANDARD - R - B2	YES	NO	YES
STANDARD - R - Hn - B2	NO	YES	YES

FCC Compliance in the USA

WARNING: This equipment has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 FCC Rules.

This equipment generates, uses, and can radiate radio frequency energy. If it is not installed and used in accordance with the instruction manual, it may cause interference with radio communications. These limits are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference, in which case the user, at his own expense, will be required to take whatever measures may be required to correct the interference.

EME Compliance in Canada

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus set out in the radio interference regulations of the Canadian Department of Communications.

Conformitè EEM Au Canada

Cet appareil numérique est conforms aux limites d'emission de bruits radioélectriques pour les appareils de classe A stipulées dens le Règiement sur le brouillage radiodiectrique du Ministére des Communications du Canada.