



Shipping & Mailing
Folding Machines

OfficeRight™ Folding Machine

DF800, DF900

Operator Guide

English Edition
SDC820A (version B.4)
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Contacts Information List

USA Contacts

Product Name - DF800 / DF900

- For frequently asked questions, go to: www.pb.com and click on Customer Support.
- To place requests for service or training, go to: www.pb.com and click on My Account.
- To order supplies and accessories, call the Supply Line™ at: 1.800.243.7824 or go to: www.pb.com and click on Online Store.
- To view and pay invoices online, go to: www.pb.com and click on My Account.
- To view inventory, go to: www.pb.com and click on My Account.
- To view material safety data sheets, call the Pitney Bowes Supply Line™ at: 1.800.243.7824 or go to: www.pb.com and click on Customer Support.
- For direct questions, call: 1.800.522.0020. Customer Service
- Representatives are available Monday through Friday, 8:00 AM - 8:00 PM ET.

Canada Contacts

Product Name - DF800 / DF900

- For frequently asked questions or to order supplies, go to: www.pitneybowes.ca
- For direct questions, call: 1.800.672.6937. Customer Service Representatives are available Monday through Friday, 8:30 AM - 4:00 PM ET.

Other Country Contacts

- Contact information is given in a separate publication supplied with the product.

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Safety

Follow the normal safety precautions for all office equipment:

- Use only Pitney Bowes approved supplies, in particular aerosol dusters. Improper storage and use of aerosol dusters or flammable aerosol dusters can cause an explosive-like condition that could result in personal injury and/or property damage. Never use aerosol dusters labeled flammable and always read instructions and safety precautions on the duster label.
- To obtain supplies, please contact our Supply Line™ to place orders. Material Safety Data Sheets can be obtained on the web or from our Supply Line™. Refer to the Contact Information List for more information.
- Use the power cord supplied with the machine and plug it into a properly grounded wall outlet located near the machine and easily accessible. Failure to properly ground the machine can result in severe personal injury and/or fire.
- Avoid touching moving parts or materials while the machine is in use. Keep hands, loose clothing, jewellery and long hair away from all moving parts.
- Do not remove covers or defeat safety interlock switches. Covers enclose hazardous parts that should only be accessed by properly trained service personnel. Immediately report to service any damaged or non-functioning components that renders the unit unsafe.
- Place the unit in an accessible location to allow for proper venting of the equipment and to facilitate servicing.
- The power cord wall plug is the primary means of disconnecting the machine from the AC supply.
- Do not use an adapter plug on the line cord or wall outlet.
- Do not remove the ground pin from the line cord.

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- Avoid using wall outlets that are controlled by wall switches, or shared with other equipment.
- Do not route the power cord over sharp edges or trap between furniture.
- Ensure there is no strain on the power cord and that it does not become jammed between the equipment, walls or furniture.
- Be certain the area in front of the wall receptacle into which the machine is plugged is free from obstruction.
- Before clearing a stoppage, be sure machine mechanisms come to a stop.
- When removing stalled material, avoid using too much force to protect against minor personal injury and damaging equipment.
- To prevent overheating, do not cover any vent openings.
- Operation of this equipment without periodic maintenance will inhibit optimum operating performance and could cause the equipment to malfunction. Contact your machine supplier for required service schedule.
- Read all instructions before attempting to operate the equipment.
- Use this equipment only for its intended purpose.
- Always follow the specific occupational safety and health standards for your workplace.

To the Operator

These instructions explain how to setup and use your OfficeRight™ DF800/DF900 Folding Machine with your chosen Stacker. Please spend a few moments reading through them; understanding what the system does and how it does it will keep problems to a minimum and help you get the best performance from it.

Before setting up and using the system, you should be thoroughly familiar with its controls, programming options and setup procedure.

About your System

Your OfficeRight™ DF800/DF900 is a folding machine, equipped with two fold plates which allow it to produce different types of folds (see page 1-9 Fold Options for details). The DF900 also has an optional kit available, enabling it to cross-fold sheets (see page 2-10 for more cross-fold information).

The folder has a pre-programmable feature allowing up to 20 job definitions to be stored for automatic setting and running of the machine.

Standard Features

The OfficeRight™ DF800/DF900 offers an impressive array of standard features. Among them:

- Fully automatic material separation on sheet feeder.
- Fold adjustment capabilities.
- Fully automatic double-detect, when selected.
- Choice of Single fold, C fold, Z fold, Double fold, Gate fold, Offset C Fold or Offset Z fold.
- Total of 20 jobs, 19 of which can be edited and saved by a supervisor.
- Multi-function operator controls.
- Easy to use self prompting display.
- Out-of-material and stoppage detection.
- Batch count control.
- Manual feed facility.

Options

- Optional Cross-Fold Kit on the DF900 which adds Cross-fold capabilities. (see page 2-10 for more information).
- Choice of Stackers to suit your level of use and requirements.

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Machine Configurations

The following machine configurations are available:

- DF800 (A4 Folding Machine) with Tray Stacker.
- DF900 (A3 Folding Machine) with Power Stacker.
- Power Stacker (Can be added as an additional feature to the DF800)
- High Capacity Extension (Can be added as an additional feature to either DF800 or DF900 with a Power Stacker already attached).
- Cross-fold Kit (An optional extra feature on the DF900 Only).

IMPORTANT: Model and features availability varies by country. Contact your machine supplier for more information.

Inclusion within this guide does not guarantee availability of a particular model or feature within your country.

Stacker

Tray Stacker

Your OfficeRight™ DF800 Folding Machine comes equipped with a Tray Stacker. This stacker sits on the table and collects exiting material.

Power Stacker DF900 (optional extra for DF800)

Your OfficeRight™ DF900 Folding Machine comes equipped with a Power Stacker. A Power Stacker can be added to your DF800 as an optional extra. This stacker allows organised collation of material on exit of your folding machine. It is able to hold larger quantities of exiting material and is recommended for all frequently used machines. Contact your sales representative for further information.

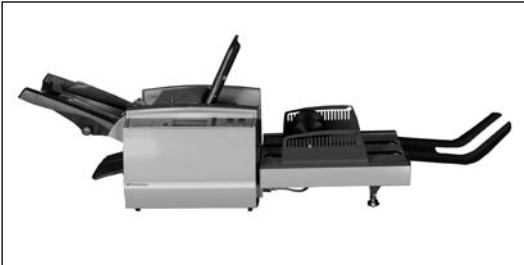
High Capacity Extension (optional extra)

The High Capacity Stacker is an optional extra to your OfficeRight™ DF800/DF900. The High Capacity Stacker is an extension to the Power Stacker and is able to hold larger quantities of material which results in the stacker needing to be emptied less often. If you run regular large quantity jobs, the High Capacity Extension may be a beneficial addition to your OfficeRight™ DF800/DF900 system. Contact your sales representative for further information.

System Options



OfficeRight™ DF800
with Tray Stacker



OfficeRight™ DF900
or DF800 with
Power Stacker
(Optional Extra on DF800)

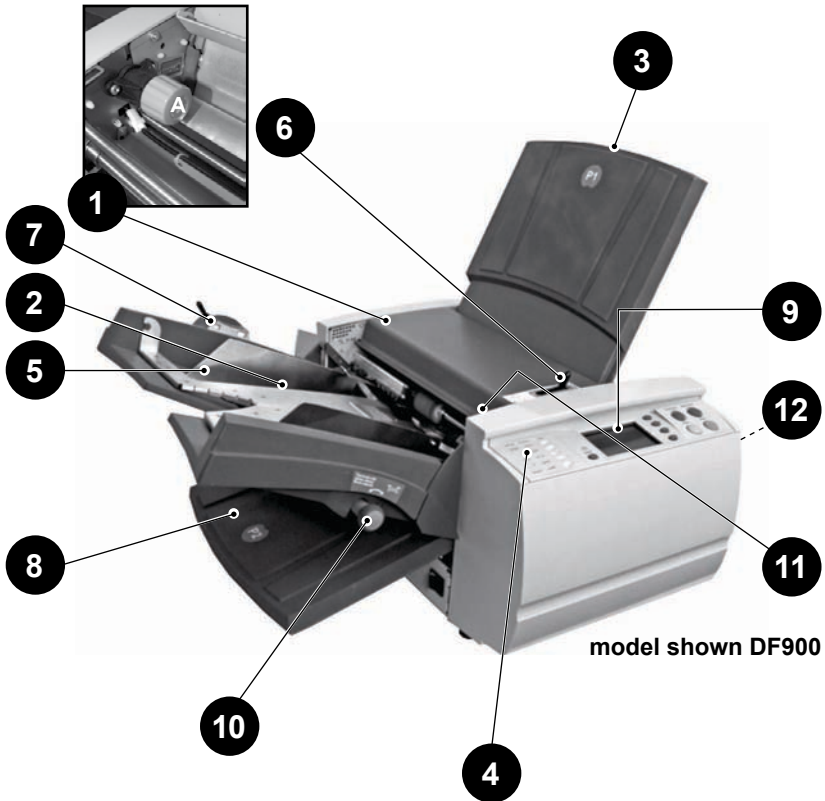


OfficeRight™ DF800 or DF900
with High Capacity Extension

The High Capacity Extension can be added to both the OfficeRight™ DF800 or DF900 if it is already equipped with a Power Stacker.

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Machine Identification OfficeRight™ DF800/DF900



1

Top Access Cover (and Manual Advance Knob - A)

Lift the Top Access Cover to reveal the Manual Advance Knob (see inset photo). The Manual Advance Knob can be used to manually turn the machine mechanisms to assist in clearing a material stoppage.

2

Sheet Feeder

The Sheet Feeder automatically feeds material that requires folding. It can automatically detect if more than one sheet feeds (Double Detect).

In addition, the sheet feeder can be set to 'Manual Feed' (see item 6). This allows manual feed of stapled or unstapled sets of up to 5 sheets of 80g/m² (20lb) paper.

- 3 Fold Plate 1 (P1)**

This Fold Plate is used to create the desired fold in material fed from the Sheet Feeder. The Fold Plates are automatically set from the Control Panel.
- 4 Information Label**

This overlay offers quick reference information regarding the fold options available when setting the machine.
- 5 Side Guides**

The side guides are adjusted to control the alignment of sheets being fed into the machine.
- 6 Manual Feed Lever**

Position this lever to the right to set the machine to 'Manual Feed' (see Page 2-11 for information on Manual Feed Jobs). Position the lever to the left again for 'Automatic Feed'.
- 7 Paper Adjust Lever (DF900 Only)**

Position this lever to the left to adjust the tension of the Feed Plate when using A3 sheets/larger sheets.
- 8 Fold Plate 2 (P2)**

This Fold Plate is used to create the desired fold in material fed from the Sheet Feeder. The Fold Plates are automatically set from the Control Panel.
- 9 Control Panel**

This is where you enter commands and where the machine informs you of its status with the use of symbols and icons. Full details of each key function are given on the following page.
- 10 Side Guide Adjuster**

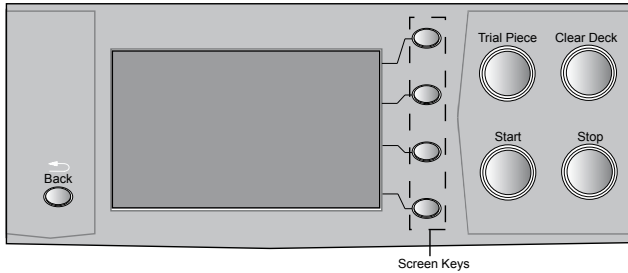
Use this knob to adjust the side guides (see item 5).
- 11 Skew Adjust**

Use this knob to adjust the angle that material feeds into the machine to correct slight alignment issues.
- 12 Stacker (not illustrated)**

The Tray Stacker or Power Stacker locates at the exit of the machine to collect folded sheets. A High Capacity Extension is also available.

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Control Panel



Control Panel Buttons

Trial Piece

Press to run a single test piece so you can check machine setup. You must run a Trial Piece before you press Start to begin automatic operation.

Clear Deck

Press this key to jog material clear of the machine following a stoppage and make it ready for automatic operation.

Start

Starts automatic operation.

Stop

Stops automatic operation at the end of the next cycle. A double press of the **Stop** key will stop the machine immediately.

Back

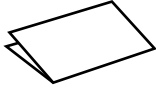
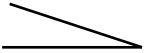
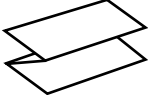
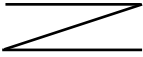
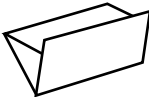

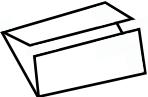
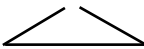
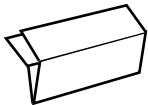

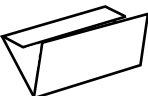
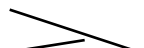
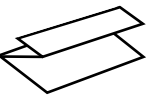
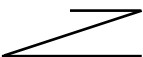
This key returns the machine to the previous screen, where appropriate.

Screen Keys

These are the four oval keys located directly to the right of the display. These keys correspond to the changeable options on the display alongside them and therefore are not labelled.

Fold Options

The OfficeRight™ DF800/DF900 Folding Machines are capable of producing seven different fold types.

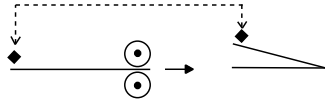
Fold Type	Description	Icon (as shown on Control Panel)
<p>Single Fold</p> 	<p>Sheet folded once. The folds can be adjusted to custom lengths.</p>	
<p>Z Fold</p> 	<p>Also known as Accordion fold. Sheet folded twice in a zig-zag of equal lengths.</p>	
<p>C Fold</p> 	<p>Also known as Letter fold. Sheet folded twice into the centre, so that the sides overlap and all sides are of almost equal length.</p>	
<p>Gate Fold</p> 	<p>Sheet folded twice into the centre so that the edges join in the centre without overlapping.</p>	
<p>Double Fold</p> 	<p>Sheet folded once and then the folded sheet is folded a second time creating a double fold.</p>	
<p>Offset C Fold</p> 	<p>Sheet folded twice into the centre with overlapping sides of custom lengths.</p>	
<p>Offset Z Fold</p> 	<p>Sheet folded twice in a zig-zag with custom lengths.</p>	

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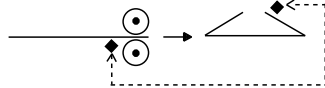
Sheet Orientation Icons

The following icons indicate the required sheet orientation in the feed tray and output staker for each type of fold.

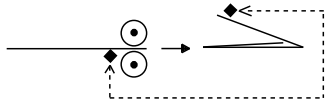
The **◆** symbol indicates the front panel/ address panel (depending on your job) of the material being folded. This helps to determine the required orientation of material as it is fed into the machine.



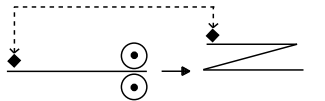
Single-fold.



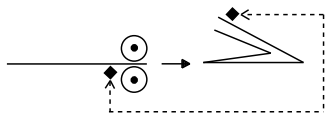
Gate-fold.



C Fold / Offset C Fold.



Z-fold / Offset Z Fold.



Double-fold.

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About this Chapter

This chapter explains functions on the machine required to run a job. These include:

- Selecting and running a pre-programmed Job Definition
- Loading the feeder
- Using the Manual Feeder
- Crossfolding (DF900 with Crossfold Kit only)

Functions related to creating, editing and deleting Job Definitions are covered in Chapter 3 'Job Functions'.

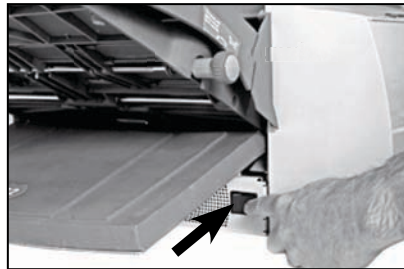
Connecting Power



Read the safety information on page 1-1 before connecting the machine.

Connect the power cord to the socket on the left side of the machine. Plug the power cord into a suitable power outlet. Make sure the power outlet is near the machine and is easily accessible.

Turn the power switch ON.



Language

Your machine will start set to the the default language. The default language is set by the engineer at the time of installation.

To choose a different language for this use select Menu and then Display Preferences soft keys before selecting the Language option. you can then scroll through to choose any another language that is set up on your machine.

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Select a job

This section assumes the job to be run has already been created. If the job has not been created, refer to Chapter 3 Job Functions.

A few seconds after the machine is switched on, the Home Screen will appear. The last Job Definition selected will be loaded, with the message 'Ready to Run Trial Piece' displayed at the top of the screen.

If the job loaded is **not** the one required, press the **Select Job** Screen Key. A list of Job Definitions that have been created and stored appears on the screen. Then...

- If you are certain which job you want, press the **↑ ↓** Screen Keys to select the job that you require and then press the **OK** Screen Key to confirm.
- If you need confirmation of the job details, press the **↑ ↓** Screen Keys to select a job and then press the **Job Summary** Screen Key to view the job details.

You may access loading details from either the Home Screen or the Job Summary screen by pressing the **Loading Details** Screen Key.

To exit the Load Tray, Loading Details or Job Summary screens select **OK** or **Done** until you return to the Trial Piece screen.

Feed Tray setup for a Folding Job

This section describes setting up and loading the Feed Tray for automatic feed of sheets.

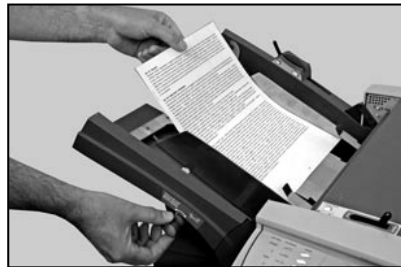
If you select a Manual Feed job (where the Feed Tray is set for manual feed of sheets), the Feed Tray should not be loaded with material. This is because the sheets are manually fed one set at a time. See Manual Feed on page 2-8 for more information.

To process a Crossfold job (available as an option on the DF900 only), refer to the Crossfold Setup procedure on page 2-10.

You can view information about the feed requirements for your job.

1. Press the **Loading Details** and then **Load Tray** Screen Keys.

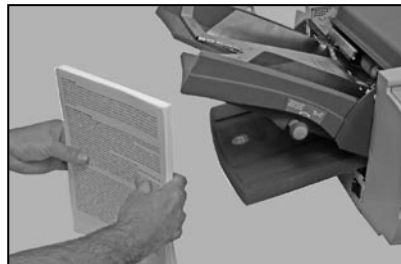
2. Adjust the Side Guides to the width of the sheets being fed, using the Side Guide Adjustment Knob, then back-off a 1/4 of a turn. This will set the correct clearance between the guides and the material.



3. Take the stack of sheets and aerate it to ensure the individual sheets are not stuck together.



4. Jog the stack back into alignment.



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5. The display will indicate with a **◆** symbol the correct orientation of the paper needed to achieve the chosen fold type (see page 1-9 for more fold type information).

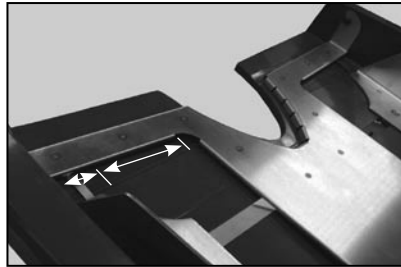
6. The Feed Tray takes the sheet stack aligned in a similar way to many printers and photocopiers.

Place the stack onto the Feed Tray Deck.

Depress the Feed Tray Deck and slide the stack fully under the feed roller.



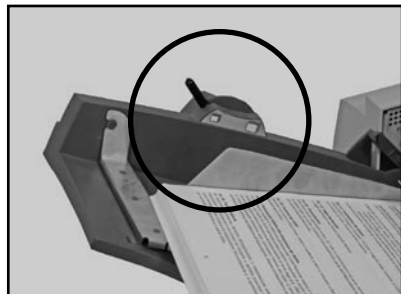
7. The DF900 is capable of feeding large sheets. The marker on the Side Guide will indicate the correct position for the Paper Adjustment Lever.



Match the position of the Paper Adjustment Lever to the setting shown on the Feed Tray.

Position 1 is the normal position for standard sized sheets.

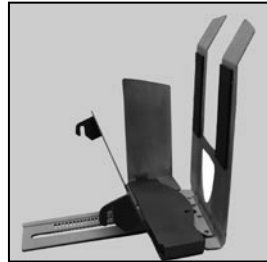
Position 2 increases the tension on the lift plate for larger sheets (e.g. A3). Remember to reset the lever after completion of the job.



Now go to Setting up the Power Stacker on Page 2-6.

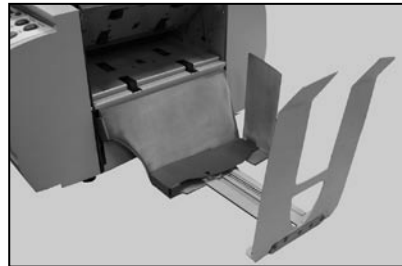
Setting up the Tray Stacker

The Tray Stacker is provided as standard with your OfficeRight™ DF800 Folding Machine.

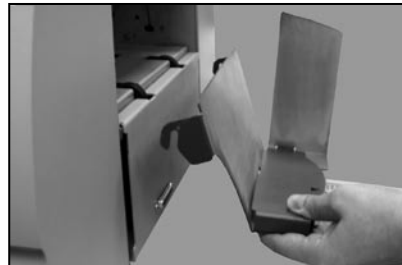


Folded material will exit the machine and will be neatly stacked in the Tray Stacker. The stacker tray can be extended by pulling the tray outwards to match the size of the material being processed.

Before attaching or removing the stacker pull the collection tray to its full extension, so that the tray does not catch under the machine when unhooking.



The stacker is fitted to the machine with two hooks which slide into the apertures at the base of the machine.



Note: Opening the Exit Path Cover before proceeding can assist in attaching or removing the stacker. This is because it allows ease of access to the apertures.

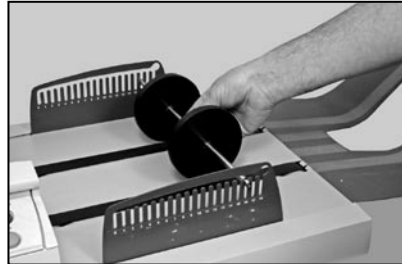
2 • Operation

Setting up the Power Stacker

The Power Stacker is the standard stacker unit provided with your OfficeRight™ DF900 Folder Machine and is available as an option on your OfficeRight™ DF800.



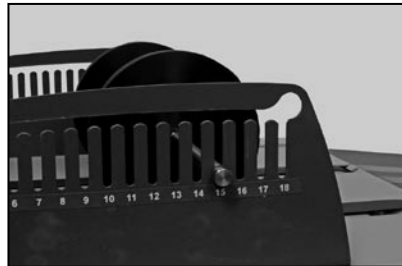
It is fitted to the machine with two hooks which slide into the apertures at the exit of the machine.



If you are using the Power Stacker, it will need to be set up before commencing a job.

During job setup the screen will show a stacker setup number.

Lift the Stacker Roller and place both ends in the corresponding number slot.



Note: Ensure that both ends are in the correct number slot or this could result in material skew on exit of the machine.

When stacker setup is complete, continue with running a Trial Piece as described on the next page.

High Capacity Extension

The High Capacity Extension is an optional extension to the Power Stacker. The High Capacity Extension will allow you to run a large volume of material before needing to empty the stacker.

Connect the High Capacity Extension to the end of the Power Stacker with the hooks through the key holes. You can then secure the Extension to the Stacker with the Thumb Screw.

Run a Trial Piece

A Trial Piece is required to enable you to check the processed material and to allow the machine to calibrate itself for the material being run.

Press the **Trial Piece** key. The machine runs a single sheet or manually fed set which exits the machine for you to check. The machine then asks if the Trial Piece is OK.

If the Trial Piece is OK you can begin running the job (see below).

If the Trial Piece is not OK minor changes to the job settings can be made at this stage. Select **Adjust Job** to access further screens which allow you to make changes to your job and then **Re-Run Trial** to confirm changes.

The machine will now ask you whether you wish to save the changes. Select **Yes** or **No** screen keys as required. All jobs except the Operator Job require Supervisor access to save changes.

Running the Job

After confirming the Trial Piece is OK...

You are taken back to the Home screen which indicates 'Ready to Run'.

Press the **Start** key to commence automatic operation.

The machine operates until:

- material runs out
- the **Stop** key is pressed
- the batch count is reached (if batch count is being used)

Batch Count

If the Batch Count function was set when the job was created, the machine stops automatically after processing the required number of items. The End of Batch Count screen displays to inform you that the batch is complete. Select the **OK** Screen Key. Remove the batch and press **Start** to commence processing of a new batch, if needed.

To Reset the Counters, at the Home Screen, select the **Reset Counters** Soft Key. You can then reset the batch count, piece count or both.

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Manual Feed

This section describes the setup for manual feed of sheets or sets. For sets on manual feed you must specifically ensure that the material complies with Material Specifications (See Material Specifications on Page 5-2).

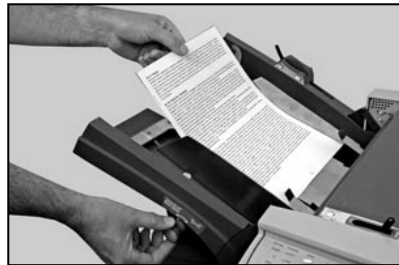
If you are selecting a job that has already been saved, you can check to see whether the job definition is set to Manual Feed in the Job Summary screen.

Adjustments for Manual Feed Jobs

Move the Manual Feed Lever to the right, which opens the Separator Assembly for Manual Feed operation.



Adjust the Side Guide to the width of the sheets being fed, using the Side Guide Adjustment Knob, then back-off a 1/4 of a turn. This will set the correct clearance between the guides and the material.



Note: When using manual feed the material weight should not exceed 5 sheets of 80gsm or a total weight of 400gsm. The machine speed is automatically limited to Level 1 for ease of use when running a manual feed job.

Set up the Stacker as described on Page 2-5/2-6.

Feeding a Manual Feed Job

A Manual Feed job requires that sheets or sets are individually inserted by hand into the feed rollers.

Press the **Trial Piece** key and wait for the motor to start, then carefully feed material under the feed roller by hand. The machine will take the sheet or set and process it.



WARNING: Hold the material loosely and keep your fingers away from the Feed Roller at all times when processing Manual Feed jobs. See image above.

You can accept the Trial Piece or adjust the job and re-run the job as described on page 2-7.

When ready, press the **Start** key and feed material one set at a time. If the machine times out or is stopped by pressing the **Stop** key, it may be restarted by pressing the **Start** key again. When you have completed feeding the sets you require, the machine can be left to time out (stop running) or the **Stop** key can be pressed to confirm that the job is complete.

Note: On completion of your Manual Feed job, remember to reset the Manual Feed Lever to its standard setting (Automatic Feed) before leaving the machine.

2 • Operation

Crossfold (optional extra on OfficeRight™ DF900)

The crossfold kit is sold as an optional extra on the A3 folder (DF900) only. This kit allows you to fold material that has already been folded by the machine a second time perpendicular to the first fold. This kit is engineer installed.

Setting up a Crossfold Job

Initially run a Single Fold folding job with equal length panels to provide the first fold, by following the instructions in Create a Job on page 3-2 of this guide or by selecting an existing single fold job as described in Select a Job on page 2-2.

You are now working with folded material and need to setup a crossfold job for your second fold. Prior to this, follow the instructions below to physically set the folder to process the pre-folded material.

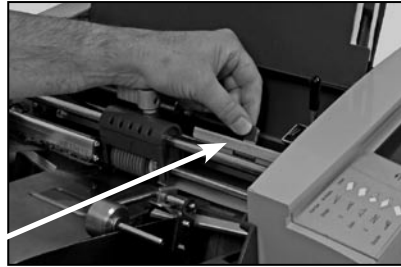
Setting Machine for Crossfold Job

1. Adjust the Side Guides to the width of the sheets being fed, using the Side Guide Adjustment Knob, then back-off a 1/4 of a turn. This will set the correct clearance between the guides and the material.
2. Set the Manual/ Auto feed lever to Manual (to the right).



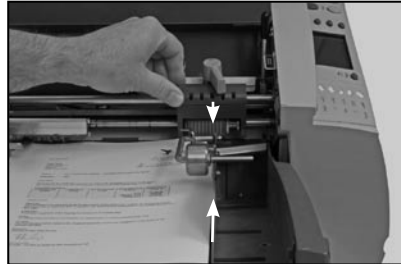
3. Open the top cover.
4. Lift the Crossfold paper path.

Crossfold Paper Path



Caution: When the crossfold kit is fitted and you need to move the roller, you must first set the machine to 'Manual Feed' using the Manual Feed Lever to prevent damage to the separator roller and separator pad.

5. Unlock the Upper Blue Lever and slide the Feed Roller Housing to the Front Side Guide aligning the marker on the housing to the marking on the Side Guide.



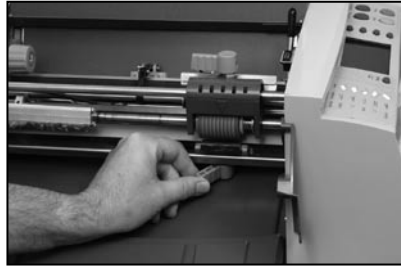
6. Lock the blue lever.
7. Remove the Feed Tray.



2 • Operation

8. Unlock the separator pad (lower blue lever), and align with the separator roller and relock in position.

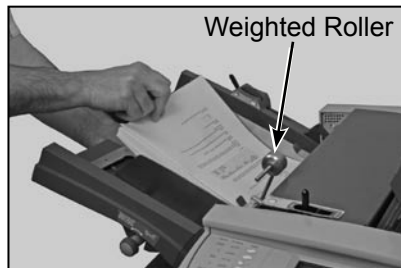
Note: When using Manual Feed on a Crossfold job, the Separator Roller and Pad must be in the central position and the Manual Feed Lever must be set to Manual.



9. Refit the Feed Tray.
10. Close the top cover
11. Set the Manual Feed Lever back to Auto.

12. Lift the weighted roller.
13. Load material with the crease/ folded edge under the weighted roller.

NOTE: The Maximum number of sheets in the tray in Auto mode is 20.



14. Lower the weighted roller back into position, over the creased/ folded edge of the material.



After setting up the machine and setting the stacker follow the Create a Job setup on page 3-2 of this guide and select the crossfold option when asked before proceeding with your crossfold job. If your crossfold job is already saved as a job continue as described in Select a Job on page 2-2.

3 • Job functions

Introduction

This chapter describes the job administration functions.

All of the functions are set by following a sequence of screens and answering simple questions presented on the display. Therefore, this chapter does not take you through every function step by step. It gives you background information on the function and offers helpful tips to get the best out of your machine.

To administer most jobs on the system you will require Supervisor Access as explained below. This is to protect these jobs from unauthorised changes.

An operator without Supervisor Access can select a job to use from the saved job library. However, if the required job is not available, or if a one off job is required, an operator can create a special job called '-operator job-'. Only one operator job is stored in the machine. It is the same as any other job except that it cannot be renamed and will therefore be overwritten when a new operator job is created.

Supervisor Access Code

Many of the following functions will require you to enter a Supervisor Access Code during the process. This prevents unauthorised access to functions mainly relating to administration of jobs.

Your installing engineer will tell you the Supervisor Access Code. If you wish, you can write it in the box on this page as a reminder.

However, please be aware that this is then available to anyone using this Operator Guide and so you may wish to make a note of it and keep it in a more secure location.

The Supervisor Access Code cannot be changed from the one given to you by the installing engineer. You will remain logged on, and therefore supervisor functions remain available to all users until such time as you log out of supervisor mode (see page 3-7 for how to log off).

Supervisor Access Code:

Entering the Code

When asked to enter the Supervisor Access Code, use the → ↓ screen keys to highlight the first digit of the code on the Numeric Matrix displayed, and confirm this digit by pressing **Select**. Repeat for the each digit. When complete, select **Done**.

3 • Job Functions

Create a Job

This section describes how to create and save a new job. The machine can store a maximum of 19 configurable job definitions, plus the '-operator job-'.

The machine asks you a number of specific, easy-to-answer questions about the make up of the finished piece in order to create the Job Definition.

Some of the questions asked will be based on the answers previously given and so the sequence will vary from job to job.

To Create a Job press the **Menu** screen key and then **Manage Jobs**. Then select the option to **Create Job**. The set up process takes you through several easy steps to set up your job.

Note:

If you select **Create Job** and the maximum number of saved jobs has been reached, the machine informs you. If you wish to save the new job into the job library, you must cancel and proceed with deleting another job before creating a new one. Alternatively you can proceed by overwriting the '-operator job-'.

The following sections give background information on each function that needs to be defined when creating a job.

Select type of job

You may be asked whether you want to save your job as an Operator job or a Supervisor job.

An Operator Job, as previously described, can be created without supervisor access and overwrites any existing Operator Job.

A Supervisor Job requires Supervisor Access to save it to the job library.

Fold Types

Seven fold types are available. See Fold Options on Page 1-9 of this guide. The fold type dictates how the sheet will be folded before it exits the machine.

Once a fold type is selected and the new job is created, the display indicates the correct orientation of the paper for loading into the Feed Tray.

Note:

Later in the Create Job sequence you are able to specify custom fold lengths to modify your basic fold. See Fold Panel Lengths on Page 3-4.

Paper Length

Select the paper length.

Use the scale on the machine to measure the sheet length, if necessary.

Quick reference:

A4 Paper length – 297mm

A3 Paper length – 420mm

US Letter length – 11" (279mm)

US 11x17 sheet length – 17" (430mm)



Select a relevant preset length (i.e. US Letter/ A4) by screen key or select Custom and then press the +/- keys until the length of your paper (in millimetres) is displayed. When the paper length is correct, press **OK...**

3 • Job Functions

Fold Panel Lengths

It is possible to dictate the fold panel lengths/fold positions on your job within the boundaries of the sheet length and the machine capabilities.

Depending on the settings previously made for fold type and paper length, the machine suggests the correct fold dimensions. Therefore, most times, this setting will not require alteration.

If you want to change the 'standard' setting, press the +/- keys until the length of the fold required (in millimetres) is displayed.

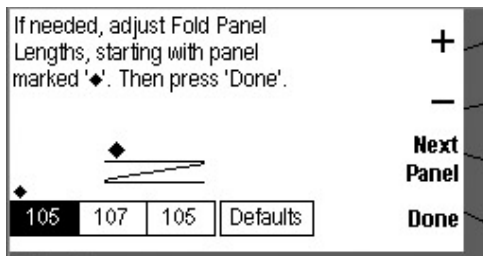
The highlighted, flashing icon on the screen shows the fold panel you are adjusting.

Note: The fold panel marked with a diamond (◆) should be adjusted first as this will minimise interaction on adjustment of the other panels.

The machine will automatically limit your choices to what is physically possible within the machine specifications. For example, as you change the length of a fold panel, you will see the dimension of the other fold panel(s) automatically changing to keep within paper length and machine specifications.

When the setting is correct, select **Next Panel** to advance to the next fold panel length setting, if required.

Once all fold panel lengths are correct, select the **Done** Screen Key.



Feed Options

If your job is running sheets automatically from the Feed Tray, select **Automatic Feed**.

If you are feeding sheets or sets individually, select **Manual Feed**.

The Manual Feed setting allows stapled or unstapled sets of up to 5 sheets (to a maximum of 400g/m² (105lb) per set) to be run. Manual Feed may also be used to feed single sheets of special material (see Page 3-6).

For more details on **Manual Feed**, see page 2-8 of this guide.

Crossfold Options (Additional Kit Required, DF900 Only)

This function allows a single-fold job to be run through the machine again so that a further fold can be made at right-angles to the first fold (a cross fold).

See **Crossfold Setup** on page 2-10 of this guide.

If your system does not have a crossfold option, this screen will not display during your create job procedure.

Double Detect

The double detector stops the machine if more than one sheet simultaneously feeds from the feeder. The Double Detect function can be run on *single sheet* jobs only and will stop the machine when a double feed occurs. This allows the operator to identify the double feed and to remove the sheets before proceeding with the job.

Double detect can be used on material up to 120gsm.

If you have selected manual feed or crossfold options, this screen will not display during your create job procedure as Double Detect is not available in these modes.

3 • Job Functions

Special Material

Some thicker or densely printed material may not process efficiently with the standard machine settings. If you plan to use such material the machine must be programmed for 'Special Material' during Job Setup to avoid mis-operation. This option should only be taken if found to be necessary. Run a Trial Piece or trial batch to test.

Set Speed

The speed that the folder can run with it's maximum throughput is dependant on the job type and material being fed. This is not always the maximum speed that the machine can operate at.

The Set Speed screen allows you to increase or decrease the machine's running speed when you press the **Start** key.

The speed can also be adjusted as required once the machine is running.

Press the **Set Speed** soft key and then use the **Faster** or **Slower** Screen Keys to set the speed. Then select **OK** to confirm.

This mode is not available when running a manual feed job as the speed is automatically set to Level 1.

Batch Counter

The Batch Counter allows you to automatically process pre-defined batches (number/quantities of pieces) of finished material. When the batch is complete, the machine stops automatically. Remove the batch and press **Start** to begin a new batch, if required.

If Batch Counter is **not** selected, the display counter will simply count the number of items processed until reset by pressing **Reset Counter**.

When asked to enter the Batch Count, use the **→ ↓** screen keys to highlight the first digit of the count you require on the Numeric Matrix displayed, and confirm this digit by pressing **Select**. Repeat for subsequent digits. When complete, select **Done**. Leaving the batch count field blank turns the batch counter off for the job and the job will run until the material runs out, the machine times out or you press the **Stop** key.

Enter Job Name

When job setup is now complete, the Enter Job Name screen prompts you to name and save the job. If you are saving an operator job, this screen will not appear as the job will always have the '-operator job-' name.

When asked to enter the Job name, use the → ↓ screen keys to highlight the first digit of the name on the Alpha/Numeric Matrix displayed, and confirm this digit by pressing **Select**. Repeat for the subsequent digits. When complete, select **Done**.

Note: Further characters can be displayed for selection at any time by selecting 'abc' or 'ABC' (some countries will have a **Next** option for more characters).

The display shows the new job with the message 'Ready for Trial Piece'. Run a Trial Piece to confirm settings. See Page 2-7 of this guide for how to run a Trial Piece.

Job settings are retained by the machine *even with power disconnected* and may be recalled as required.

Logging Out of Supervisor Mode

If you are logged in as a Supervisor you must log out by pressing the Stop key whilst the Menu screen is displayed. If you do not, the machine will remain logged on and all supervisor functions will remain accessible to any user.

Create From

If you wish to create a NEW Job Definition which is SIMILAR to an existing job and leave the existing Job Definition untouched, use the **Create From** function.

Press the **Menu** screen key and then **Manage Jobs**. Then select **Create From**.

This function allows you to select the similar existing job and edit it as in Edit Jobs (See page 3-8 of this guide). You are prompted to save it with a new job name before you make any changes.

3 • Job Functions

Edit Job

The Edit Job function is used to *change* a Job Definition, and so always overwrites the original Job Definition in the machine's memory (even if the Job Name has been edited).

If you wish to create a NEW Job Definition which is similar to an existing job and leave the existing Job Definition untouched, use the **Create From** function described on page 3-7.

Press the **Menu** Screen Key and then **Manage Jobs**. Then select **Edit Job**. Select the job you wish to edit and then follow the easy steps to complete the editing process. Press **Save and Exit** when complete.

Delete Job

To erase an existing job from memory:

Press the **Menu** screen key and then **Manage Jobs**. Then select **Delete Job**.

Use the **↑ ↓** Screen Keys to select the job you wish to delete. Then select **Delete Job**.

You may review the definitions of the job you are about to delete by selecting the **Job Summary** Screen Key prior to deletion.

Select **Confirm Delete** to confirm that you wish to permanently delete the job.

4 • Troubleshooting

Troubleshooting Tips

In most cases, the machine will generate a message when a problem occurs, and the display will offer advice on how to rectify the problem immediately.

This Operating Guide contains additional troubleshooting information which, with the troubleshooting sources above, should resolve most problems.

If problems related to material handling persist, make sure your material conforms to the material specifications given in Chapter 5 - Reference, of this guide.

If you still cannot resolve the problem, call your machine supplier for help. Contact details can be found:

- On the back cover of this guide
- In the **System Information** option in the menus:
At the Home Screen, select **Menu**.
Then select **System Information**.


4 • Troubleshooting

General Troubleshooting

<i>Problem</i>	<i>Remedy</i>	<i>Page</i>
MACHINE		
Blank Screen		
No power.	Check power cord is firmly connected and wall socket is switched ON.	2-1 (see also 1-1 safety)
Machine not switched ON.	Turn power switch (located on the left side of machine) ON.	2-1 (see also 1-1 safety)
Display adjustment set incorrectly.	Change the display contrast and brightness to an acceptable setting. At the Home Screen, select Menu . Then select Display Preferences .	
Performance		
Machine runs slowly.	The machine speed can be dependant on the job being run. Check the machine's speed setting using the Edit function, or whilst the job is running to ensure it is set to a suitable level.	3-6
Language		
The wrong language is displayed on the screen.	Turn the machine off and then after a few seconds on again. This will revert the language to default. To change the language, at the Home Screen, select Menu , then Display Preferences , and then Language Soft Keys.	

<i>Problem</i>	<i>Remedy</i>	<i>Page</i>
SHEETS		
Poor Sheet Feed		
Feed Tray side guides set incorrectly.	Set guides to sheet width and back off 1/4 turn.	2-3
Sheets loaded incorrectly.	Make sure stack has been fanned before loading.	2-3
Paper Adjustment Lever setting incorrect (DF900 only).	Ensure the Paper Adjustment Lever is set to the correct paper size (especially if feeding larger material) DF900 only.	2-4
Sheets skewing as they feed through the machine.	Use the Skew Adjustment Knob to correct. See Skew Adjust in Poor Folding and check side guides adjustment.	
DF900 Fail to Feed with photocopied sheets	Remove some of the material stack from the feeder. Large quantities of photocopied sheets which can be wavy can sometimes cause feed problems when stacked in large quantities.	

4 • Troubleshooting

Problem	Remedy	Page
SHEETS		
Poor Folding		
A fold length is incorrect, causing a 'box fold' or third fold.	Run a Trial Piece. Say No to Trial Piece OK? and adjust the fold positions.	2-7 & 3-4
Sheets skewing as they feed through the machine.	<p>Check the Side Guides are adjusted correctly. If this does not correct the problem-</p> <p>Use the Skew Adjustment Knob to correct the paper skew.</p>  <p>Tip: It may be beneficial to set up a single fold job to run when adjusting skew to make the adjustment results more apparent.</p>	2-3
Sheets creasing as they exit the machine. (DF900 Only).	Reduce the running speed. Lighter material and larger sheets can sometimes crease when folding. Slowing the machine down will allow the material to be folded crease free.	3-6
Power Stacker		
The material entering the Power Stacker does not stack correctly.	The Power Stacker may not be set up correctly. Adjust the Power Stacker wheels by moving them closer or further away to maximise their effectiveness.	

<i>Problem</i>	<i>Remedy</i>	<i>Page</i>
DOUBLE DETECT		
Machine stops for ‘doubles’ that aren’t there or feeds ‘doubles’ without stopping		
Double Detect is not turned ON.	Check Double Detect status. Press the Select Job Screen Key and then press the Job Summary Screen Key to view the job details. Correct loading or have Supervisor correct Job Definition as necessary.	3-5
Material does not meet specifications for Double Detect.	Material weight must be between 60 g/m ² and 120 g/m ² (16lb and 32lb). For material outside these limits, turn Double Detect off.	5-2
Double Detect is not correctly calibrated.	Run a Trial Piece whenever a new batch of material is loaded to recalibrate Double Detect. The new batch might be of slightly different thickness.	2-7
Material is too densely printed on the leading edge of the material.	Change the double-detect position to read material in a less densely printed position. See Adjusting Double Detect Position below.	

Adjusting Double Detect Position

If you continually get doubles detected when no doubles exist, it may be that the machine’s Double Detect sensors are being confused by densely printed areas on the sheets.

The sensors detect along the centre line of the sheets in a predefined window of approximately 27mm (1”) length, the default starting position of this window is approximately 5mm (0.2”) from the lead edge.

When Double Detect errors are sensed, the dialogue displayed will give the option to change the Double Detect position.

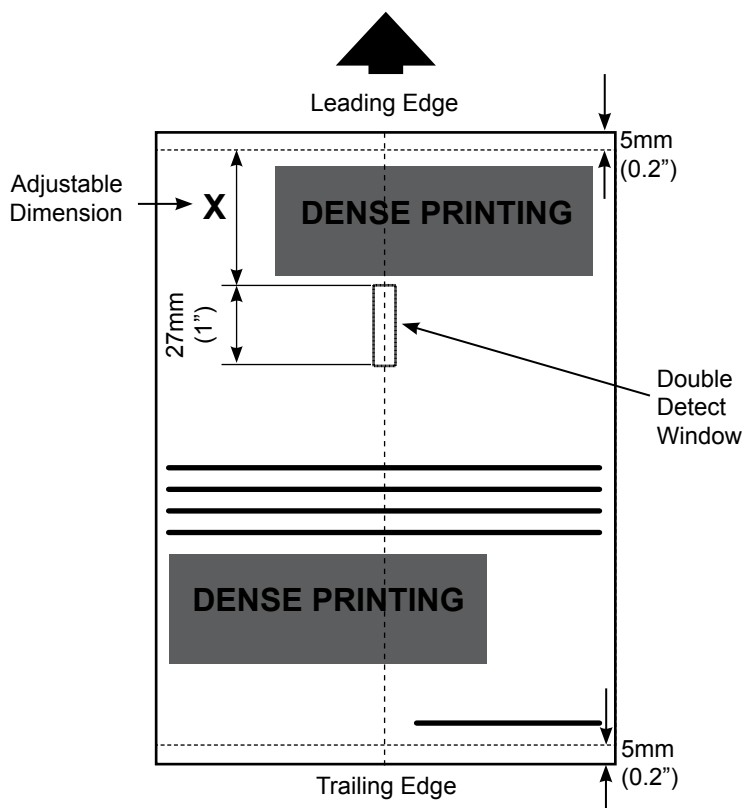
4 • Troubleshooting

Initially, re-run a Trial Piece and select the **OK** Screen Key without making any adjustments. This will re-calibrate the Double Detect function.

If there are still Double Detect problems, select the **Change Position** Screen Key and change the distance (shown as **X** on the diagram below) from the lead edge to the start of the Double Detect window. This allows you to move the window down the sheet to a less densely printed area.

The machine will limit this adjustment relative to the size of the material.

If the print density on your material does not allow you to allocate a 27mm (1") Double Detect window which can sense accurately, you will be required to turn Double Detect off for this job.



Clearing Material Stalls

Your machine has been designed to assure maximum performance. In the event of a material stall, the display indicates where the stall has occurred and suggests remedial action.

First press **Clear Deck** in an attempt to feed the material through the machine. The sections below tell you how to gain access to the material if necessary.

Top Cover

Lift Top Cover to access Manual Advance Knob and stalled material. (See page 1-6/1-7).



CAUTION: It is recommended that you lower the Manual Feed Lever before attempting to remove any stalled material to prevent damage to the machine.



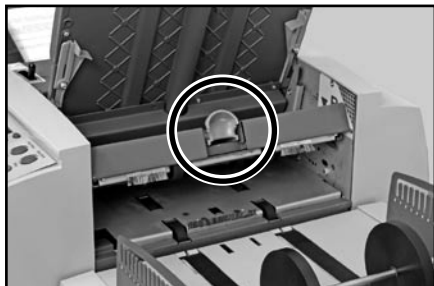
The Manual Advance Knob (A)

Having located the material, you may need to use the Manual Advance Knob to manually feed material out of the rollers, etc.



Folder Access Cover (B)

Lift the blue lever to raise the Rear Access Cover. This will allow access to any stalled material and rollers at the exit (right hand side) of the machine.



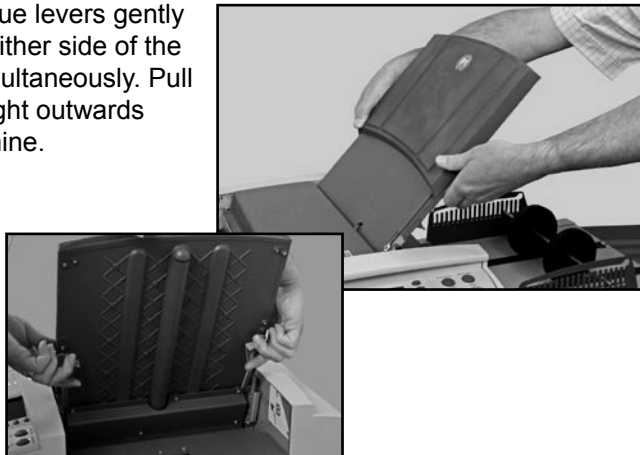
4 • Troubleshooting

Removal and Replacement

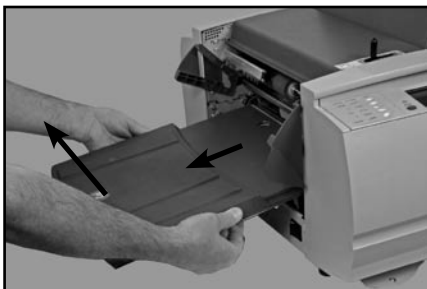
Removal & Replacement of Fold Plates

To remove....

Pull the two blue levers gently outwards on either side of the Fold Plate simultaneously. Pull the plate straight outwards from the machine.



If removing Fold Plate 2, lift the plate slightly before pulling out from the machine.



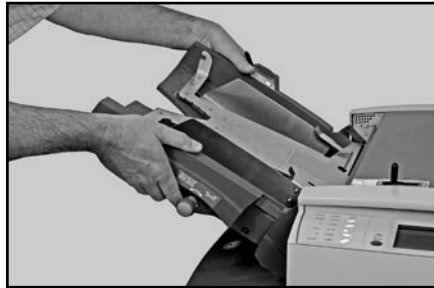
To replace...

Place the Fold Plate into its location guides in the frame. Pull the two blue levers gently outwards on either side of the Fold Plate. Push the Fold Plate gently into the machine. The plate will automatically drop into its correct location and the levers can be released.

Removal & Replacement of the Feed Tray

To remove...

Lift the rear of the tray slightly and pull it straight outwards from the machine (to the left).



Note:

If the tray is loaded, gently press the material down against the spring to prevent it sliding forward as the tray is removed.



CAUTION: Ensure that the Manual Feed Lever is set to Automatic Feed before removing or replacing the Feed Tray. This is because if the Manual Feed mechanism is lowered when the Feed Tray is removed or replaced it could cause damage to your machine.

To replace...

Remove all material from the tray. Place the tray into its location guides in the side frame. Lift the rear of the tray slightly and push it into the machine. The tray will automatically drop into its correct location. Reload the tray as described on page 2-3 of this guide.

4 • Troubleshooting

5 • Reference

Machine Specifications

Physical Dimensions

Length (without stacker) DF800	645mm (25.4")
(without stacker) DF900	660mm (26")
Depth DF800	515mm (20.3")
DF900	585mm (23")
Height DF800	460mm (18")
DF900	545mm (24.5")
Folder Weight DF800	22kg
DF900	29kg
Stacker Weight	1kg
Standard Stacker Weight	6kg
High Capacity Extension Weight	5kg

Weights stated do not include material.

Noise Level

Running DF800	Approx 74dBA (80gsm,C Fold,Speed 3) 71dBA <81dBA dependant on material and running speed.
DF900	Approx 74dBA (80gsm,C Fold,Speed 4) 65dBA <88dBA dependant on material and running speed.

Please note that when running at sound levels over 80dBA (First Action Level), operator hearing protection must be provided. For sound levels over 85dBA (Second Action Level), the use of hearing protection is mandatory.

Electrical 100-240VAC, 50/60Hz, 5A

Maximum Speed:

Actual folder throughput may vary, depending on the material used, machine condition and operator skill.

DF800: Up to a maximum speed of 13,000 cycles per hour.

DF900: Up to a maximum speed of 20,000 cycles per hour.

ALL SPECIFICATIONS ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION AND ARE SUBJECT TO TEST

5 • Reference

Material Specifications

Minimum Material size:	DF800	127mm (5") Length 127mm (5") Width
	DF900	127mm (5") Length 127mm (5") Width
Maximum Material size:	DF800	406 mm (16") Length 229 mm (9") Width
	DF900	432mm (17") Length 305mm (12") Width
Paper weights:	DF800	Minimum 55g/m ² (15 lbs) Maximum 120g/m ² (32 lbs)
	DF900	Minimum 55g/m ² (15 lbs) Maximum 200g/m ² (53 lbs)
	Double-detect	Minimum 55g/m ² (16 lbs) Maximum 120g/m ² (32 lbs)
	Cross-fold	Pre-folded material Minimum 55g/m ² (15 lbs) Maximum 100g/m ² (27 lbs)

Fold configurations: Fold Panel Min/ Max Dimensions

Fold Panel 1

Minimum DF800/DF900	80mm (3.15")
Maximum DF800	235mm (9.25")
Maximum DF900	320 mm (12.6")

Fold Panel 2

Minimum DF800/DF900	75 mm (3")
Maximum DF800	235mm (9.25")
Maximum DF900	325mm (12.8")

**ALL SPECIFICATIONS ARE SUBJECT TO CHANGE WITHOUT
NOTIFICATION AND ARE SUBJECT TO TEST**

Stacker capacity:

Table Stacker

Maximum 135 finished pieces of C-Folded A4 (Letter) Sheets of 80g/m² (20lb).

Power Stacker

Maximum 500 finished pieces of C-Folded A4 (Letter) Sheets of 80g/m² (20lb).

High Capacity Extension (attached to Standard Stacker)

Maximum 1000 finished pieces of C-Folded A4 (Letter) Sheets of 80g/m² (20lb).

Manual Feed Mode

DF800/DF900: Stapled or unstapled sets up to five sheets of 80g/m² (20lb) to a maximum total weight of 400g/m² (105lb) per set can be processed through the Manual Feed Mode.

Manual Feed Requirements

- Glossy/Coated 'Special' material is not recommended.
- If stapled sets are used, no staples can be in an area of 35mm (1.4") both sides of the centre line of the material being fed.



- Staples must be horizontal to lead edge to prevent catching/damage to the machine.

NOTE: The machine speed when running a Manual Feed or Crossfold job is limited to Setting 1 (4,100 per hour).

Material Requirements

For best performance, use only materials approved by your machine supplier.

Materials should be good quality and properly stored. Rotate your material stock so that older material is used first.

Recommended Storage conditions: 18°C to 25°C

Relative humidity: 40% to 60%

Low humidity could cause sheets to stick together because of static charge; high humidity can cause paper to become limp and curled.

ALL SPECIFICATIONS ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION AND ARE SUBJECT TO TEST

5 • Reference

Compliance

Conforms to the Following:

FCC Rules

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause interference to radio communications. Operation of this equipment in a residential area is likely to cause interference, in which case the user will be required to correct the interference at his own expense.

CAUTION: Changes or modifications to this equipment not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.



It is certified that the system complies with all applicable Directives of the European Union.

For a formal Declaration of Conformity please contact Compliance Engineering. Contact information is given in the front of this guide or on a separate document supplied with your system.

WARNING: This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Electromagnetic

Electromagnetic

US: FCC Part 15 Class A, subparts as applicable

Canada: ICES-003

EU: EMC Directive 2004/108/EEC, referencing EN55022 and EN61000-3

Australia and New Zealand: AS/NZS 3548 (Equivalent to EN55022)

Safety

US: CTUVUS

Canada: CSA Approval, Standard C22.2 as applicable

EU: EN60950 & TUVGS. x CB CERTIFIED

5 • Reference

Service

Service for your new OfficeRight™ DF800 or DF900 Folding Machine is available throughout the world.

Should you have questions about your machine, or require service or assistance with your particular application, please call your machine supplier.

Your machine supplier will also offer a service maintenance contract to keep your machine in top condition at nominal cost.

Contact details can be found:

- On the separate leaflet supplied with your system.
- In the **System Information** option in the menus:
At the Home Screen, select **Menu**.
Then select **System Information**.

Operator/Supervisor Training Check list

During initial Operator Training, the following aspects of the machine should be described:

- Sheet Feeder
- Manual Feeding
- Access Areas and Fold Plates
- Manual Advance Knob
- Measuring Scale
- Crossfold Options (if applicable DF900 only)
- Control Panel
 - Screen Keys, Hard Keys
- Relevant Stacker
- High Capacity Extension (if applicable)
- Power Switch
- Screens for operator(s):
 - Select Job – select and run a sample job
 - Trial Piece
 - Running a Job
 - Manual Feed
 - Menu:
 - Language
 - Display adjustments
 - System Information

5 • Reference

- Job Functions
 - Supervisor Access/ Operator Access
 - Create Job
 - Edit Job
 - Create From
 - Delete Job

- Stoppage Recovery

- Maintenance/ Cleaning

The following operators have been trained on this equipment:

Name	Level	Date
	<input type="checkbox"/> Operator	
	<input type="checkbox"/> Supervisor	
	<input type="checkbox"/> Operator	
	<input type="checkbox"/> Supervisor	
	<input type="checkbox"/> Operator	
	<input type="checkbox"/> Supervisor	
	<input type="checkbox"/> Operator	
	<input type="checkbox"/> Supervisor	
	<input type="checkbox"/> Operator	
	<input type="checkbox"/> Supervisor	



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For Service or Supplies

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