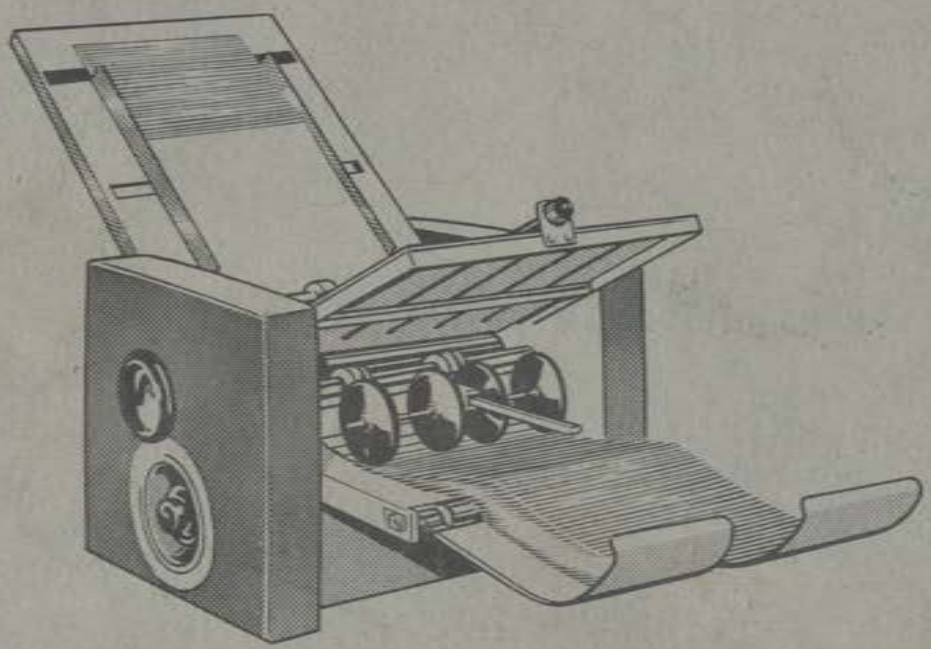
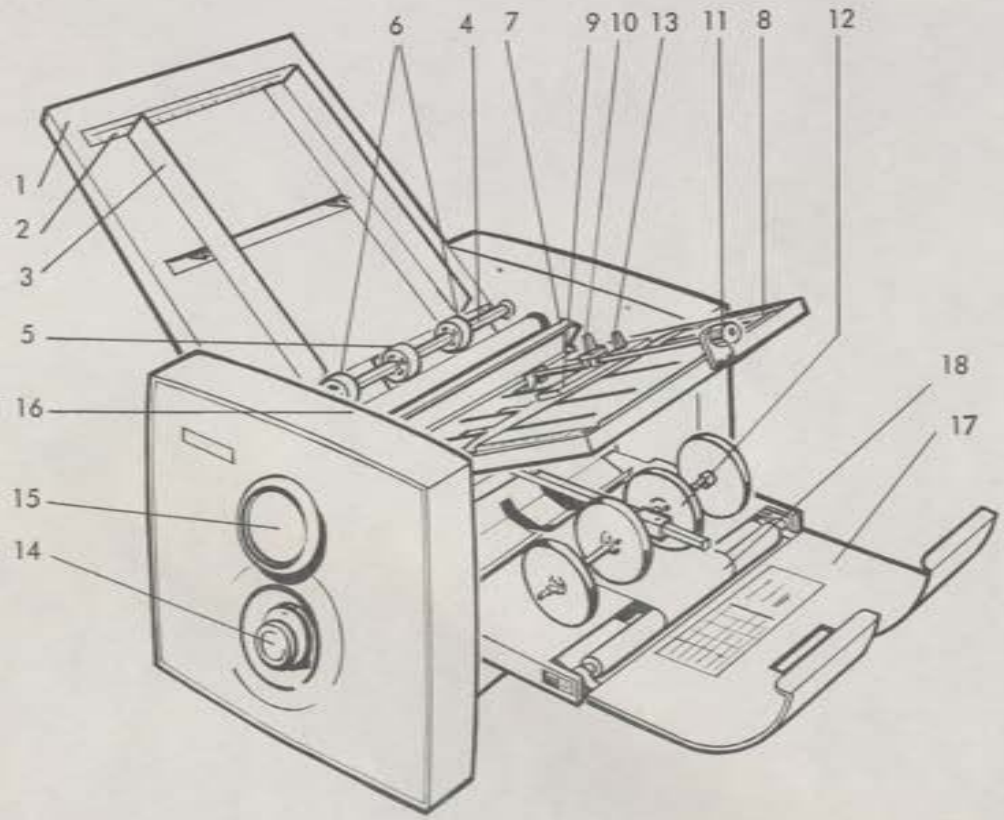


fordifold

operating instructions



1. FEED TRAY
2. FEED TRAY SCALE
3. GUIDE BARS
4. AUTOFEED SHAFT
5. AUTOFEED WHEEL
6. STEADY WHEELS
7. UPPER DEFLECTOR
8. UPPER TRAY
9. ADJUSTABLE STOP
10. ADJUSTABLE STOP SCREW
11. MICRO ADJUSTER
12. STACKER WHEELS
13. STOP ALIGNMENT SCREW
14 SPEED CONTROL
15. HAND WHEEL
16. MOTOR SWITCH (Concealed)
17. RECEIVING TRAY
18. CONVEYOR

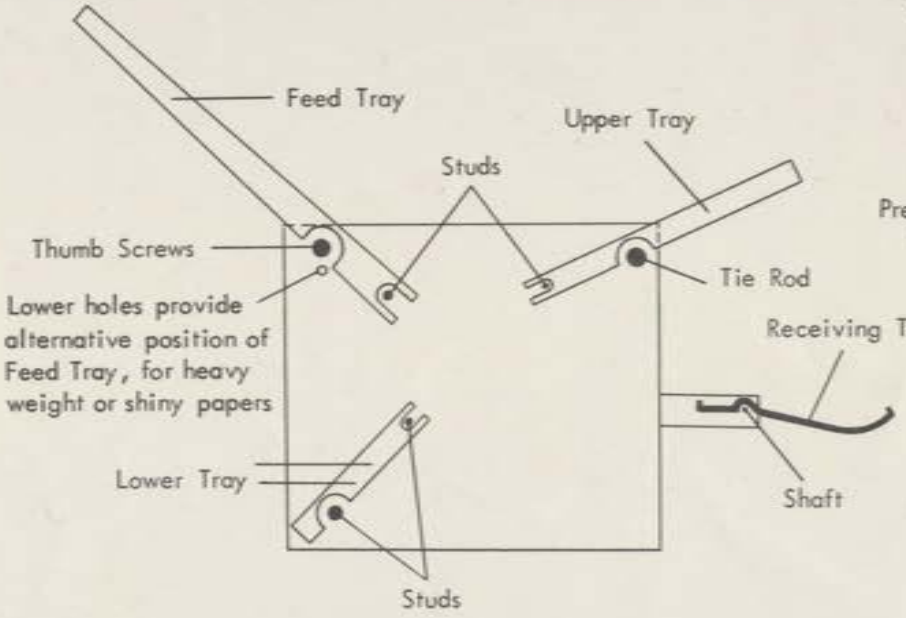


DIAGRAM 1.

TRAY ASSEMBLY

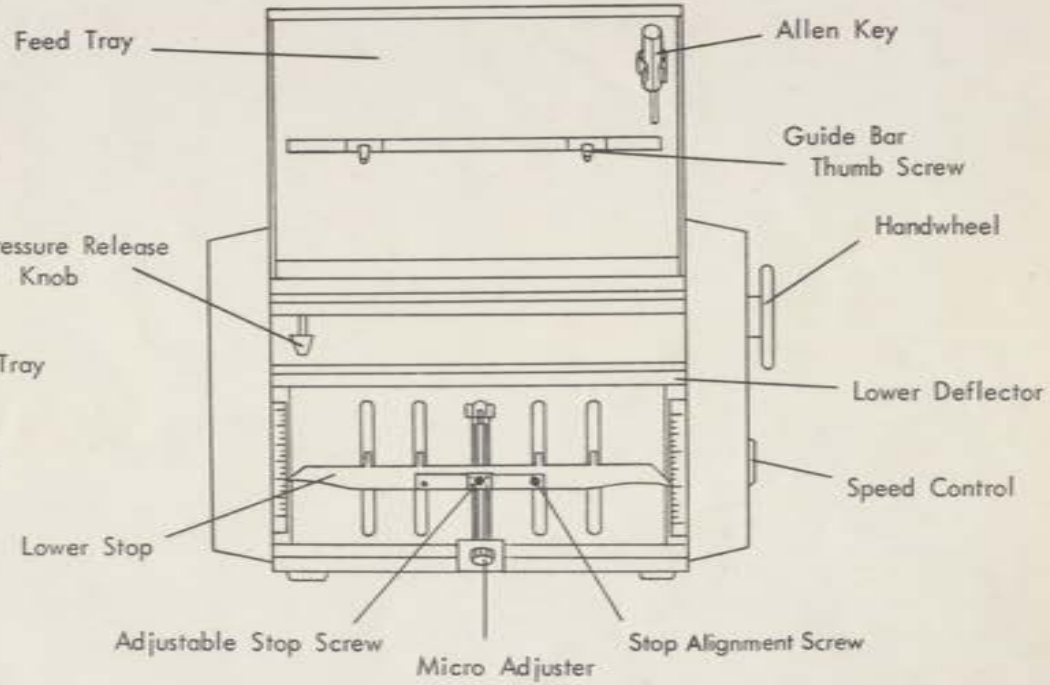
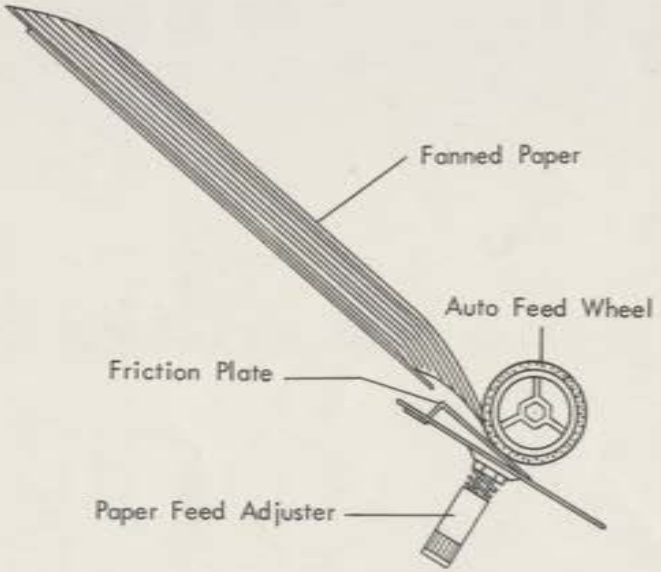


DIAGRAM 2.

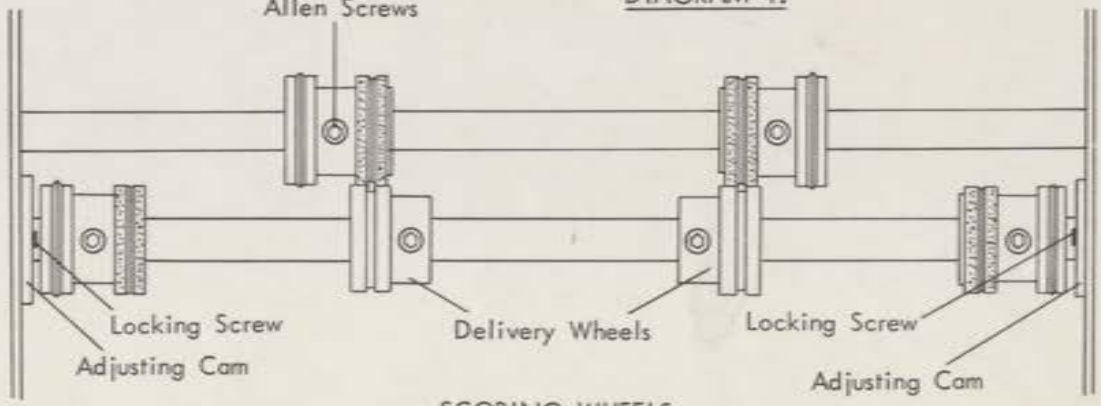
DIAGRAM 3.



Important : For perfect feed, friction plate should lightly contact Auto Feed Wheel.

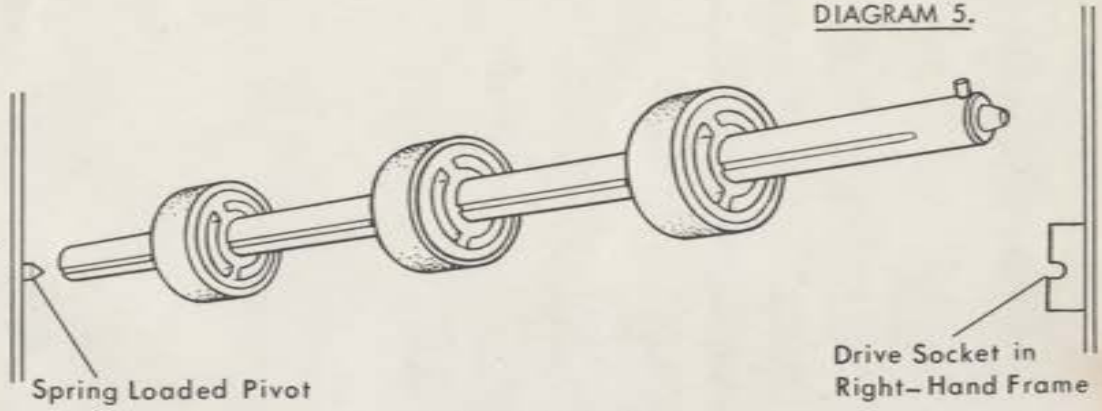
AUTOMATIC PAPER FEED

DIAGRAM 4.



SCORING WHEELS

DIAGRAM 5.



AUTO-FEED SHAFT.

OPERATING INSTRUCTIONS

(1) Attach the four trays to the machine as shown in Diagram 1. Tighten Feed Tray thumb screws.

(2) PRESSURE CONTROL. Apply pressure by turning Pressure Release Knob downwards as in Diagram 2. Machine will not function if pressure is off.
IMPORTANT: Always release pressure after use.

(3) Ensure that Upper Deflector is in the raised position.

(4) FINDING THE CORRECT SCALE READING. A simple chart on the Receiving Tray shows the correct Scale Readings for any of the four basic folds when using standard sizes of paper. To fold non-standard paper lengths or to vary the fold positions, see simple method illustrated on page 8.

(5) SETTING THE STOPS.

Upper Tray. Slacken thumb screws and slide adjustable stop to appropriate scale readings. Tighten thumb screws.

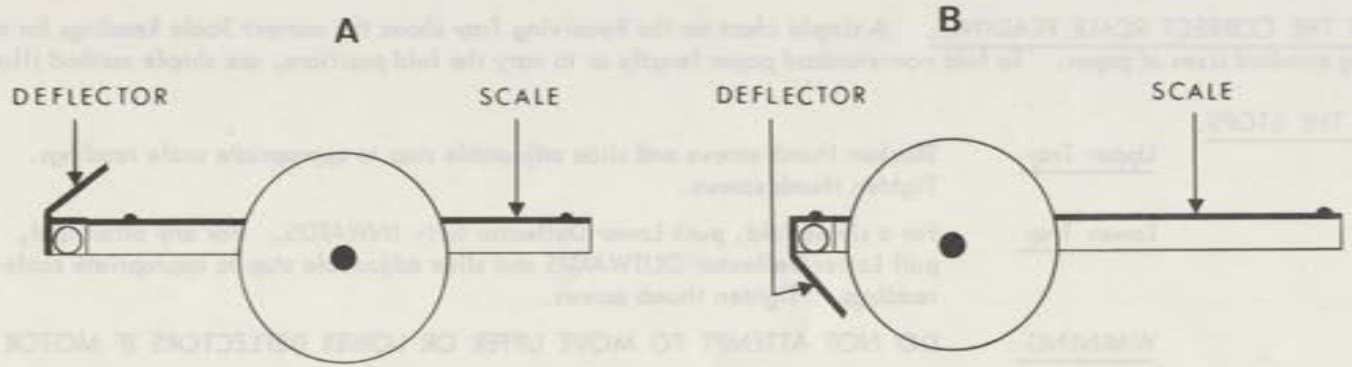
Lower Tray For a single fold, push Lower Deflector fully INWARDS. For any other fold, pull Lower Deflector OUTWARDS and slide adjustable stop to appropriate scale readings. Tighten thumb screws.

WARNING : DO NOT ATTEMPT TO MOVE UPPER OR LOWER DEFLECTORS IF MOTOR IS RUNNING.

(6) SETTING THE PAPER GUIDES.
Slacken the Guide Bar thumb screws underneath Feed Tray and slide the Guides fully apart. Place a sheet of paper on the Feed Tray and slide the Guides inwards to contact edges - use graduated scale to centralise paper. Tighten thumb screws.

(7) CHECKING THE FOLD
Hand feed a single sheet between the Guides into the Rollers and turn Hand Wheel anti-clockwise until the paper is folded and ejected on to the Conveyor at rear of machine. Check accuracy of fold and re-adjust Upper and Lower stops if necessary. Micro-adjusters are fitted to De Luxe models for fine setting of Stops.
If folds are not square, slacken Stop Alignment screws and then raise or lower one end only of Adjustable Stops until fault is corrected.

Which Edge first? A sheet of paper can be fed squarely into the machine in eight different ways, each producing a different result. The folds will be the same but any information on the sheet will appear in a different position in relation to the folds. To find the correct way, feed by hand until the desired result is obtained.



STACKER UNIT

The deflector, situated behind the stacker wheels, can be set in two positions. For most folds it can be raised clear of the paper flowing on to the conveyor - Diagram A. For very short folds more efficient stacking may be achieved by setting it in the downwards position - Diagram B. Simply detach the spring-loaded unit from the machine and swivel the deflector only - not the wheels.

(8) SETTING THE SCORING WHEELS FOR STACKING.

When the Scoring Wheels are not used for creasing, they must be positioned as shown in Diagram 4, otherwise the folded sheets will not be ejected properly on to the Conveyor. A special Allen Key, clipped to the underside of Feed Tray (see Diagram 1) is provided for adjustment of wheels. Slacken screws in each wheel hub, lift spring-loaded Upper Shaft and slide wheels along shaft to required position and re-tighten screws. The two brass wheels in centre of Lower Shaft are Delivery Wheels only and must never be used for creasing.

(9) SCORING/CREASING

The Scoring Wheels can be used to produce either a single or double crease in the folded sheets as they are ejected from the machine. The creases can then be pressed flat manually to form a perfect cross fold.

Downwards Cross Fold

Engage rims of lower wheels in grooves of upper rubber wheels to score the sheet for a "downwards" cross fold.

Upwards Cross Fold

Engage rims of upper wheels in grooves of lower rubber wheels for an "upwards" cross fold.

Note: To bring Upper and Lower Wheels into contact, lift spring-loaded Upper Shaft.

The depth of crease can be varied to suit different papers by turning the adjusting cams, which raise or lower the shaft carrying the upper scoring wheels, see Diagram 4. Adjust both cams evenly or paper will skew. Use special Allen Key provided. Lift Upper Shaft before turning cams. When using only one pair of wheels to produce a single crease, set also one delivery wheel on Lower Shaft in contact with rubber wheel on Upper Shaft to counteract any tendency of paper to skew. Slide spare wheels towards ends of shafts clear of paper being ejected.
A graduated scale is provided, which is identical with the scale on the Feed Tray and enables the operator to record settings for any repeat work which may be required.

(10) SETTING THE STACKER WHEELS - DE LUXE MODELS. (See facing page)

The correct setting of Stacker Wheels is essential for efficient stacking. Slide Stacker Wheels along the rod until arrow is at appropriate scale reading, which is :-

SINGLE FOLDS	-	As Upper Stop Setting
ALL OTHER FOLDS	-	As Lower Stop Setting

Note: At slower speeds, set wheels at a slightly lower scale reading.

If Stacker Wheels are not required, remove complete unit - push spring-loaded shaft to the left and withdraw.

(11) FITTING THE AUTOMATIC FEED SHAFT.

It is essential that the Auto Feed Shaft is fitted correctly into the machine:

1. Locate recessed end of Shaft on Spring Loaded Pivot in Left Hand Frame.
2. Push Shaft firmly against Pivot and engage tapered end of Shaft in Drive Socket on Right Hand Frame. See Diagram 5. Ensure that Peg in Shaft is engaged in slot of Drive Socket.

(12) SETTING FOR AUTOMATIC FEED

For efficient auto feeding the setting of the Paper Feed Adjuster underneath the Feed Tray (Diagram 3) is most important. Use a specimen sheet of paper as a 'feeler gauge' as follows:-

1. Feed the sheet under the Auto Feed Wheel by turning the Hand Wheel, anti clockwise.
2. Now turn the Paper Feed Adjuster until the sheet of paper is gripped between Friction Plate and Auto Feed Wheel.
3. Pull paper gently rearwards. The setting is correct when the paper is gripped but can be withdrawn easily without tearing.

When the machine is switched on, the Auto Feed Wheel should be lightly 'brushing' the Friction Plate. With a little practice this setting can be gauged quite easily.

Loading the Feed Tray. Fan the paper evenly as shown in Diagram 3. Even fanning is the secret of good automatic feeding. Note how the stack is placed on the Feed Tray. The leading edge of the top sheet is slightly forward of the one below it and so on throughout the stack. Feed the stack of paper down between the Guide Bars, tuck the leading edges well under all the three wheels and start the Motor. If over-feeding occurs, adjust friction plate accordingly. Mis-feeding usually indicates that Guide Bars are too hard against side of stack; ease outwards slightly.

Note: Do not allow the machine to run with the friction plate against the rubber wheel longer than necessary if paper is not being automatically fed, as this will quickly wear away the rubber wheel. Stop the motor until next batch of paper is stacked on Tray.

(13) SPEED CONTROL

The operational speed can be varied considerably by turning the small Control Knob on the right-hand Side Cover. The ideal speed depends on the texture and weight of paper and on the type of fold required. With some light weight papers, better results are obtained at slower speeds. Stacker Wheels usually require a slightly lower scale setting at slow speeds.

(14) HAND FEEDING

For various reasons, some papers may have to be fed by hand. Punched holes, perforations, reinforced edges or some other unusual feature may make efficient auto feeding impossible:-

Remove Auto Feed Shaft from machine and feed sheets directly into the folding rollers.

(15) NARROW PAPERS

When folding papers less than 5 inches (127 m.m.) wide, it is necessary to feed off centre, otherwise the paper will not strike adjustable stops correctly and is likely to buckle at leading edges.

Remove Auto Feed Shaft - push Shaft to the left and withdraw.

Remove Friction Plate from slot and fit into adjacent slot on the left. Unscrew Paper Feed Adjuster and screw into threaded hole provided.

Replace Auto Feed Shaft (making sure that all red dots are in line - see "Automatic Feed"). Slide Central Feed Wheel along Shaft to centre of Friction Plate and set Paper Feed Adjuster as previously described under "Automatic Feed" .

Move Guide Bars to the left so that Autofeed Wheel will be in centre of paper stack. Only one Stacker Wheel is utilised but this will be quite satisfactory.

(16) CROSS FOLDING

Sheets that have been folded in half can be turned "sideways" and fed through the machine a second time so that each sheet is cross folded into four sections:-

Set the machine for a single fold and fold the sheets in half in the usual manner.

Take one of the folded sheets - cross fold by hand as required and use this as a pattern to re-set Upper Stop position.

Remove the Auto Feed Shaft.

Slide left-hand Paper Guide to extreme left of Feed Tray.

Transfer Friction Plate and Paper Feed Adjuster from central position to identical slot and threaded hole on extreme left.

Replace Auto Feed Shaft, ensuring that all red dots are in line - See Section "AUTOMATIC FEED". Slide left-hand rubber Feed Wheel along Shaft until it is in centre of Friction Plate.

Now set left-hand Guide approximately one inch (25.4 cms.) from left-hand Feed Wheel. Stack folded sheets neatly. Fan in the usual way and place on the Feed Tray with the folded edges against left-hand Guide Bar. Now slide right-hand Guide into position and tighten thumb screw. Start the motor and feed stack into the nip of Auto Feed Wheel. Adjust Paper Feed. The Auto Feed Wheel must be fairly close to the folded edge, otherwise the upper half of each folded sheet may skew and crease. This setting depends on the strength (stiffness) of paper, and a little experimentation may be necessary to find the most suitable Guide Bar position.

(17) STAPLED SHEETS

Auto Feed

Sheets stapled together can, in certain circumstances, be fed automatically.
Staples should be approximately in the centre of sheets and not more than $\frac{1}{4}$ inch (6.35 m.m.) in from leading edge.
Fan in the normal manner and place on Feed Tray slightly off centre in order that the staples do not pass between Friction Plate and Auto Feed Wheel. The maximum number that can be folded together will depend on weight and rigidity of paper. Up to six sheet of correspondence weight paper would be a reasonable quantity.

Note: Re-set Friction Plate for very light contact with Auto Feed Wheel.
In some cases a slight clearance provides better feeding.

"U" Folds

It is not possible to produce a "U" fold with stapled sheets using the Automatic Feed. Either change to a "Z" fold or feed by hand.

Hand Feed

When sheets of different sizes and textures are stapled together, it would be better to feed by hand. With a little practice this can be done very quickly:

Remove Auto Feed Shaft and feed direct into Folding Rollers.

Staples must not be more than $\frac{1}{4}$ inch (6.35 m.m.) in from leading edge.

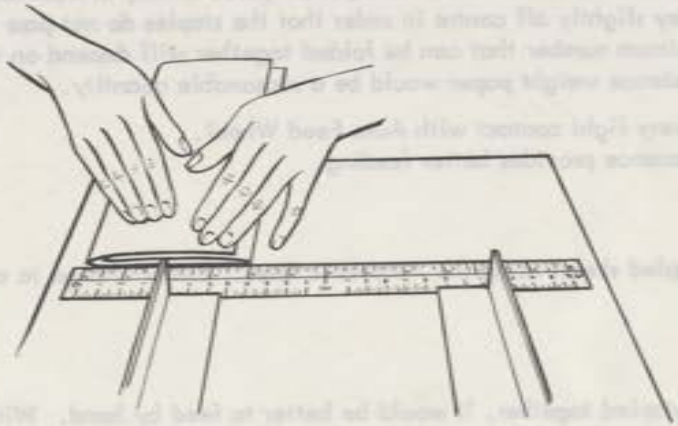
(18) FOLDING STATEMENTS

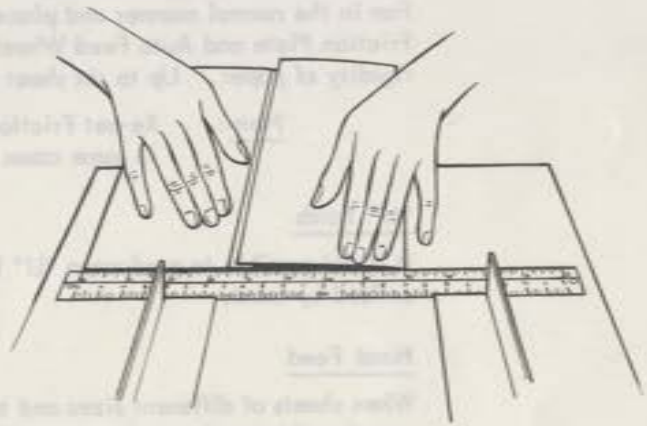
The standard type of statement, which is folded to form an envelope and secured by a tongue, can be fed through the machine.

Feed tongues first and offset so that the tongues pass into the gap between two prongs of Adjustable Stop on Upper Tray.

IMPORTANT: ALWAYS RELEASE PRESSURE AFTER USE.

SETTING FOR A 'U' FOLD



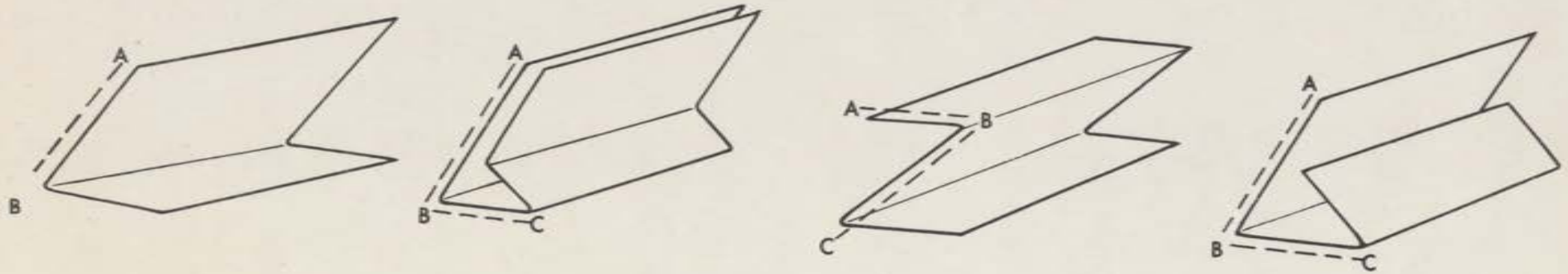


BOTTOM TRAY SETTING

1. Fold a sheet of paper by hand to the size required.
2. Place on the feed tray and measure the distance between the two folds.
3. Set the bottom tray to the scale reading obtained.
4. Pull lower deflector outwards.

TOP TRAY SETTING

1. Open out one folded section
2. Measure the distance from the edge of the sheet to the fold at the opposite end.
3. Set the Upper Tray to scale reading obtained



SINGLE FOLD	DOUBLE FOLD	"Z" FOLD	"U" FOLD
Top Tray	Top Tray	Top Tray	Top Tray
Measure length between A and B	Measure length between A and C	Measure length between A and B	Measure length between A and C
Bottom Tray	Bottom Tray	Bottom Tray	Bottom Tray
Lower Deflector INWARDS	Measure length between B and C	Measure length between B and C	Measure length between B and C

SETTING THE MACHINE FOR NON-STANDARD FOLDS USING NON-STANDARD PAPER LENGTHS

It is very simple to set the machine for any non-standard fold. Fold a sheet of paper by hand as required to use as a pattern. Open the fold slightly to see which of the four shapes it resembles. The position of the folds may vary but, basically, its shape will be similar to one of the four diagrams shown above. Having identified the type of fold, use the scale on the feed tray to measure the distance indicated in the diagrams by the dotted lines. Set the stops on both trays to readings obtained. - See example on opposite page.

* IMPORTANT Remember that the lower deflector must be pushed fully INWARDS for SINGLE FOLDS ONLY. For all other folds it must be pulled OUTWARDS.

INSTRUCTIONS DE MONTAGE D'UN DISPOSITIF DE PERFORATION SUR MACHINE A PLIER "FORDIFOLD" TYPE F/4C

- Au moyen de la clef alène fournie avec la machine, desserer complètement les 4 vis du dispositif de coupe afin de le séparer en deux parties distinctes.

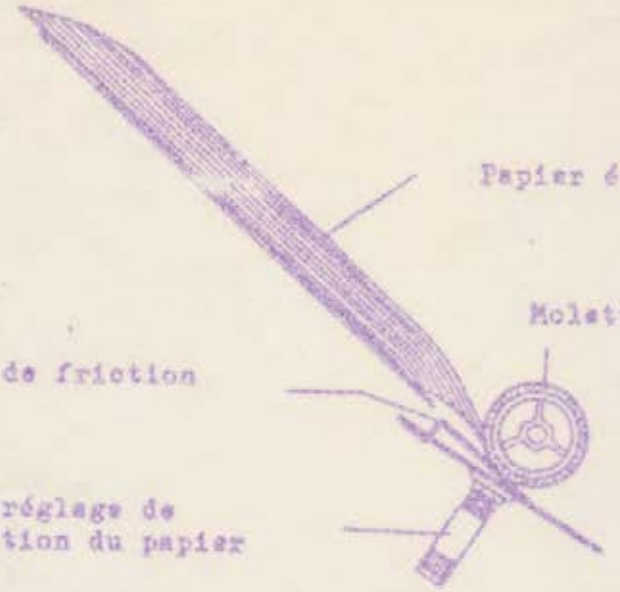
- Présenter ces deux pièces sur la barre de rainage supérieure et resserer progressivement et successivement les 4 vis.

- Positionner le molette laiton montée sur la barre inférieure de telle sorte que la lame de perforation pénètre dans la saignée de cette molette.

- Avant de bloquer la molette laiton sur la barre inférieure, faire tourner manuellement la machine afin de s'assurer que la lame de perforation est bien positionnée dans la saignée de cette molette.

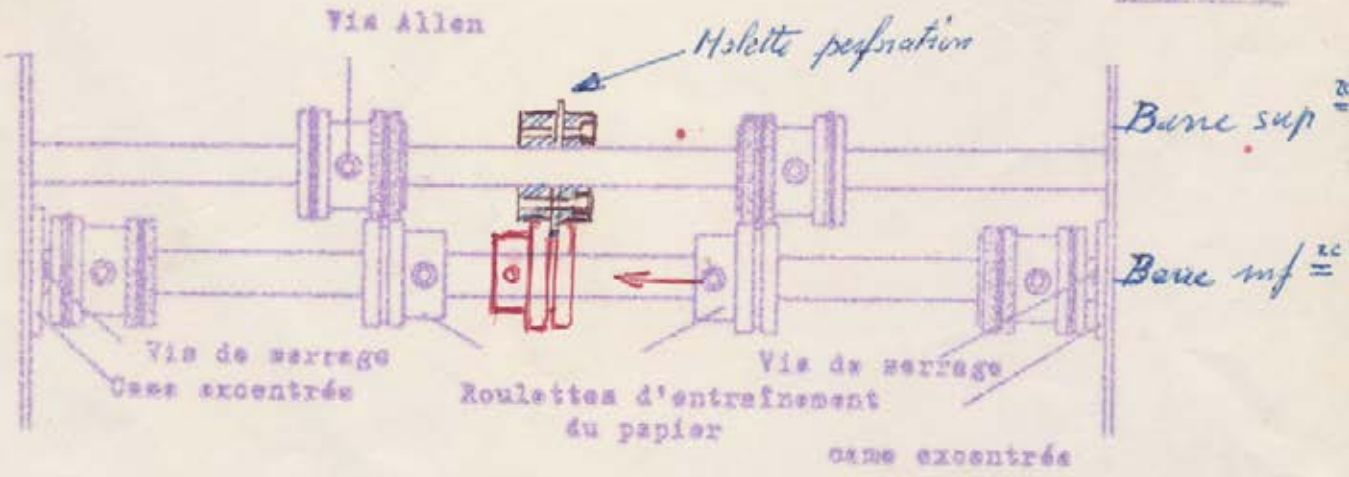
- Régler ensuite les deux cames en plastique blanc de façon à éviter que les dents de la lame de perforation pénêtrent trop dans la saignée de la molette inférieure.

- Enfin mettre en place la barre stabilisatrice selon croquis joint. Adapter les deux joues de la garde de part et d'autre de la perforation, le petit logement rectangulaire des deux joues venant s'encastrer dans la barre stabilisatrice.



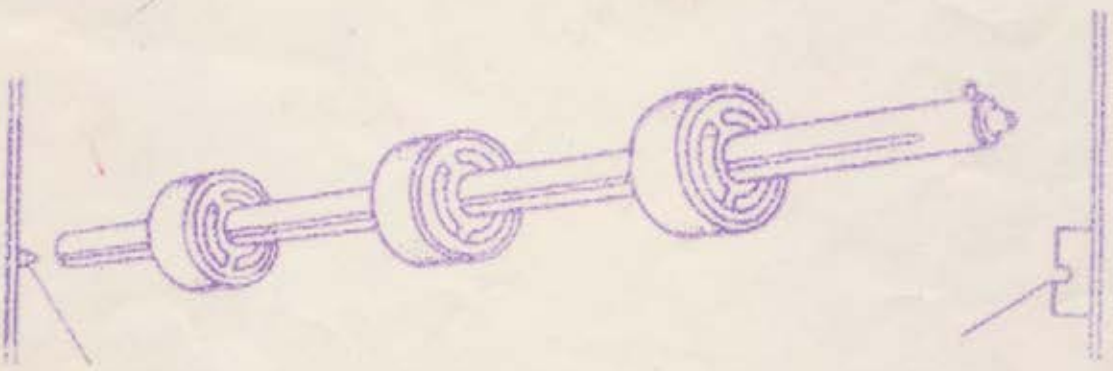
ALIMENTATION AUTOMATIQUE DU PAPIER

Croquis 4

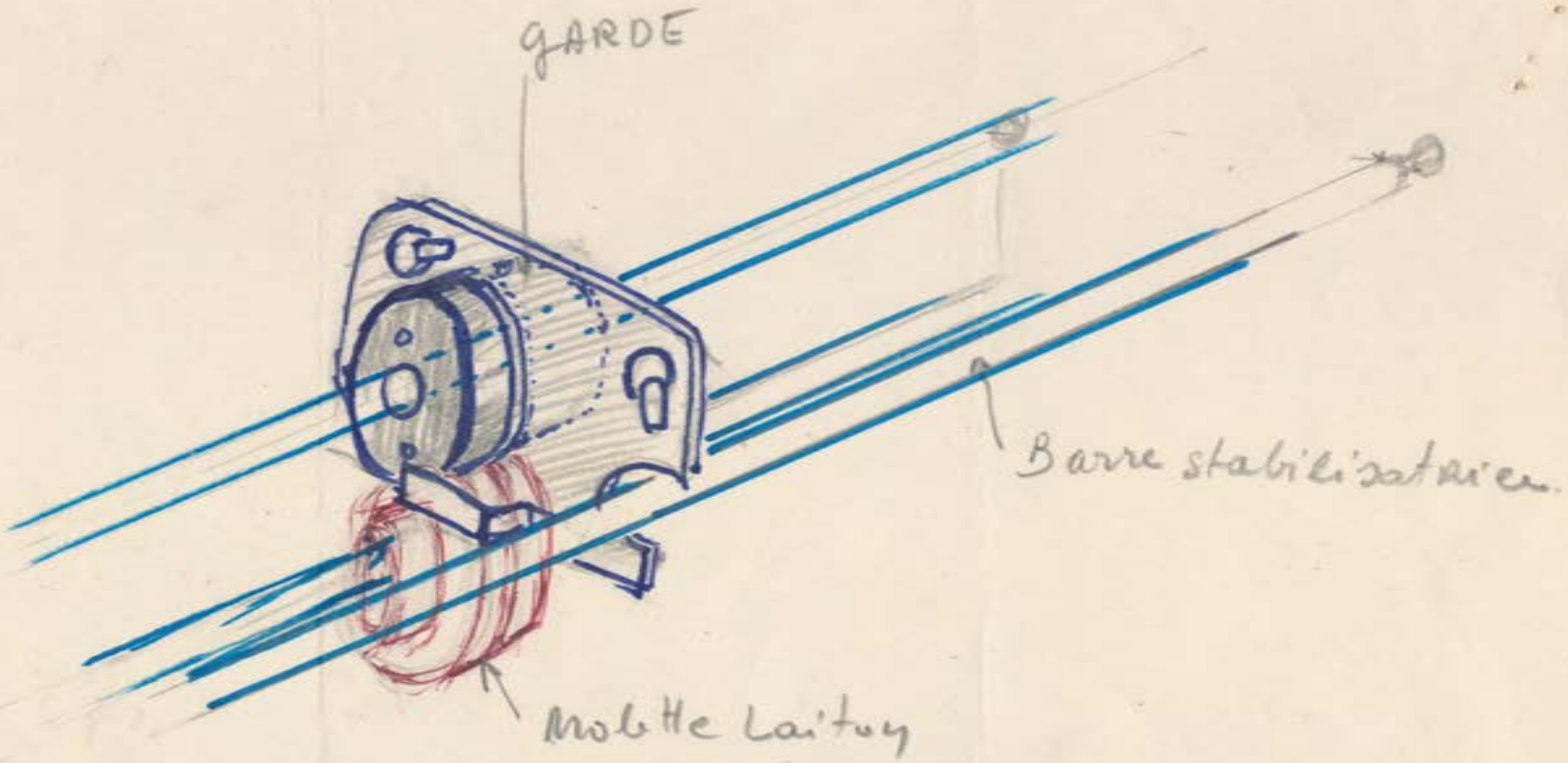


ROULETTES DE RAINAGE

Croquis 5



AXE DE PRISE AUTO


GARDE
Barre stabilisatrice
Molette Lainage