

OPERATION MANUAL

SUPERFAX Paper Folder PF-330/340 & PF370/380/380S

Read this Operation Manual before using the machine. Keep the Operation Manual with care in a fixed storage place so that it may be available whenever required.

SHITARA Co., Ltd.

Japan

2023/04/28

Catalogues

1、 product profile	Error! Bookmark not defined.
1.1 Description.....	2
1.2 Parameters.....	3
2、 Safety.....	Error! Bookmark not defined.
2.1 Evironment.....	4
2.2 Attention	4
3、 Main parts.....	Error! Bookmark not defined.
4、 Machine installing.....	Error! Bookmark not defined.
5、 Machine construction.....	10
5.1、 Control board.....	10
5.2、 Feed in paper system.....	15
5.3、 Folding plate.....	13
6、 Folding operation	15
7、 Error Solution.....	22
8、 Maintaince.....	24
I Paper pulley gear reference	
.....	Error! Bookmark not defined. 5
II Consumables	Error! Bookmark not defined. 6

1. Introduce

1. Description

Our company is specialized in the production of various post-press equipment and various office equipment enterprises, sincerely thank you for your purchase of our products.

This machine can free you from the work of folding paper by hand, and can greatly improve the quantity and quality of folding, greatly reducing the cost of production. I hope this machine will please you.

Please read this operation manual carefully before using the machine, and keep this operation manual for reference when necessary.

This machine is fully automatic folding machine, with the following characteristics:

1. According to the user's choice of standard paper folding six folding mode automatic positioning
2. Suitable for all kinds of non-standard paper sizes from 100×130mm to 300×432mm
3. The fine-tuned size has the function of memory and non-memory selection
4. Use the 4-digit display counting method
5. Fault detection alarm
6. Protection against mis-operation

1. 2Parameters

List.	name.	Technical parameters.				
1.	model.	PF330.	PF340.	PF370.	PF380.	PF380S.
2.	Paper size.	Max 300×432mm Min.100×130mm (A3-B6) .				
3.	Paper thickness.	45-120g/m2 (120g/m2 can not be double-folded) .	45-135g/m2 (120g/m2 cannot be double-folded) .	45-120g/m2 (120g/m2 cannot be double-folded) .	45-135g/m2 (120g/m2 cannot be double-folded) .	45-135g/m2 .
4.	Paper media.	Normal paper materials .				
5.	Folding types.	① Single fold ② Double fold ③ Irregular fold ④ Letter fold ⑤ Accordion fold ⑥ Gate fold .				
6.	Paper specification.	28.	28.	42.	42.	42.
7.	Feeding table capacity.	60gsm/500sheets .				
8.	Folding speed.	70-130sheet/ min (5 speed option) .				
9.	Feed in type.	Upper roller 3pcs.	Upper roller 4pcs.	Upper roller 3pcs.	Upper roller 4pcs.	Upper roller 4pcs.
10.	Counting.	Show 4 digital no. (Positive & Negative Counting) .				
11.	Power /Voltage 200W.	AC220-240V 50H .	AC220-240V 50HZ .	AC220-240V 50HZ .	AC220-240V 50HZ .	AC110-127V 50/60HZ .
12.	Outside dimension.	Collecting: 790×490×525mm, Opening 920×490×525mm .				
13.	Net weight.	32kg .				

2. Safety

2.1 Environment

When using the machine with AC220V50HZ power supply, ensure that the power socket of the machine is above 2A and effectively grounded, otherwise it may cause electric shock, fire or damage to the machine.

Do not use the machine in humid, inflammable, corrosive, oil mist and other environment, so as to avoid fire or damage to the machine

2.2 Attention

Do not place any object on the machine.

Do not plug and unplug the power supply with wet hands to avoid electric shock.

Do not disassemble or modify the machine without permission, in order to avoid fire or electric shock and other dangers.

The machine shall not be placed in an unstable or damp place with dust.

If a foreign object enters the machine, please turn off the power switch first, pull out the power plug from the socket, and then consult your sales agent.

If the power cord is found to be hot, smelly and other abnormal conditions, you should immediately turn off the power switch and pull out the power plug from the socket, and then consult your sales agent.

3. Main Parts



4. Installing



4.1 List of Unpacking and Ready-to-use parts (as shown on the left in the picture above)

4.2 Place the machine on a flat and sturdy workbench and insert the power cord (as shown in the picture)

4.3 Remove the pad at the opening of the upper folding box (as shown on the right)



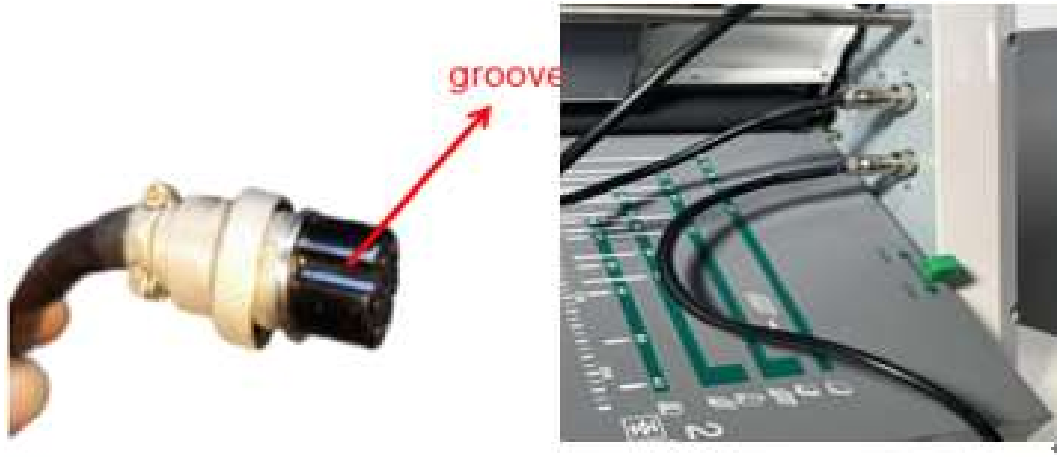
4.4 2nd Folding plate assembly

The opening part (as shown on the left) should be pushed upward slowly in the direction of the arrow in the figure and pushed forward under the square axis of the paper pulling. At the same time, the rear part should be pushed down until the lower buckle is stuck into the fixed column. After the slot in front of the folding box is stuck in place with the fixed column in the machine, press the folding box down so that the slot under the folding box is locked with the other fixed column (as shown on the right), and then push the lock on the right side (as shown on the right).



4.5 1st Folding plate assembly

Push the upper folding box with the pad removed into the machine slowly in the direction of the arrow in the picture, pay attention to the slot in front of the folding box and the fixed column in the machine to be in place, press the folding box downward, so that the slot below the folding box and the other fixed column, and then push the lock on the right side

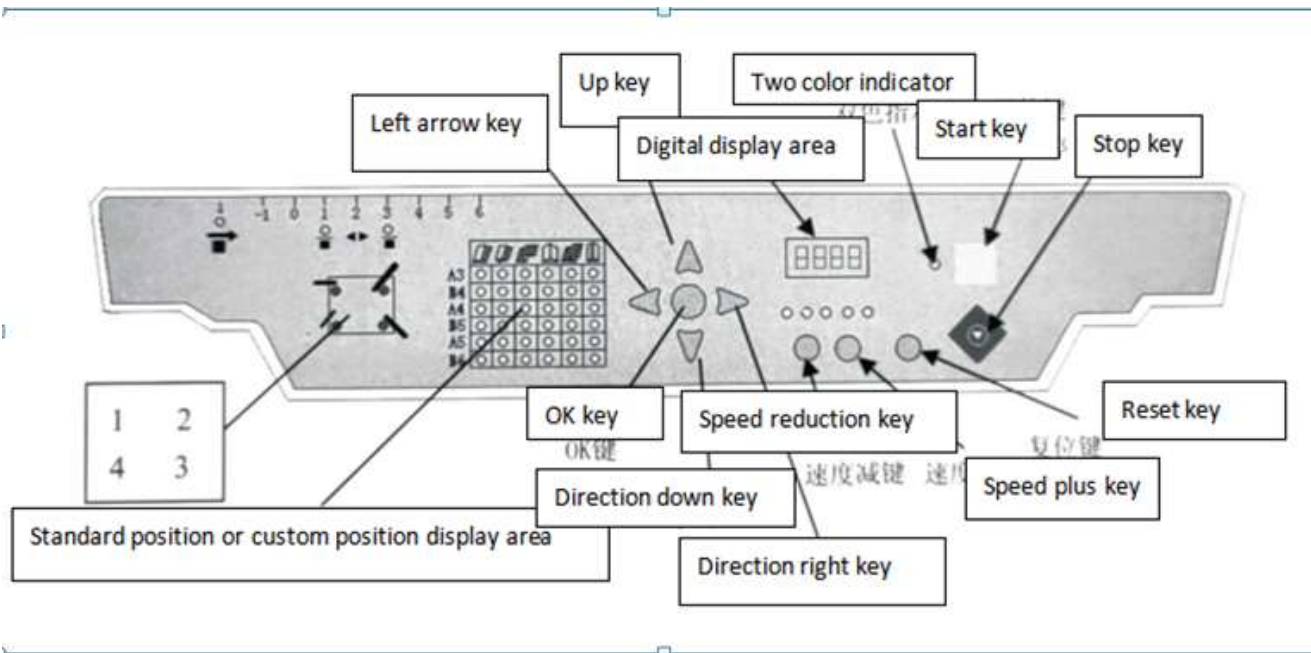


4.6 Upper and Lower folding plate lines connect

Insert the coaxial cable of the upper and lower folding box into the notch of the wall panel. Note that the gap of the coaxial cable should be aligned with the bulge before inserting it (as shown on the left), and then tighten the nut. Put one in the top folding box and one in the bottom folding box. Don't put the wrong one in the top and bottom.

5. Machine construction

5.1、Control panel

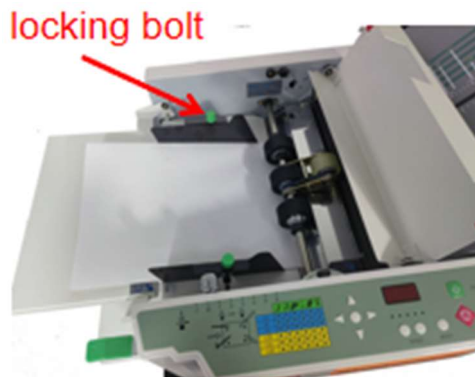


Part name	Function
Digital display	Display the current number of folded sheets, machine failure code and function Settings.
Reset	Press this key, count display clear 0 alarm reset. When the number is 0, press this key to display the total number of machines: H-XXXX million, L-xxxx. Long press the reset button for 3 seconds, after hearing 3 buzzer sounds, the counting mode will be converted between the addition mode and the subtraction mode.
Speed \rightarrow +	Press the right key speed up, the indicator rises in turn; Press the left key to slow down the speed, the indicator is lowered in turn.
Start	Press this key, the machine starts to work, the corresponding indicator light up
Stop	Press this key when folding paper, the machine will stop working; When the machine stops, press this key to move the paper feed and take out the paper; Press this key to return to standby mode when setting.
Confirm	You must press the "OK" button whenever you select or set. Press the "OK" button when

	you are in standby mode.
Left, right, up and down arrow keys	selector button
Indicator display area	Display the set points associated with the size of the paper for 6 folding methods, and the set save numbers for 6 folding methods after positioning.
Indicator display area	
Paper table support scale	-1 to 6 indicates the pushing force of the paper table against the paper rubbing wheel. The thicker the paper, the larger the handle should be put towards it to increase the friction force of the paper rubbing wheel.
Error light 1	If the light is on, it indicates that the wrench of the paper feeding table is not pressed down or there is no paper on the paper feeding table (the paperless sensor is not touched).
Error light 2	If the light is on, the upper folding carton is not installed or is not installed properly.

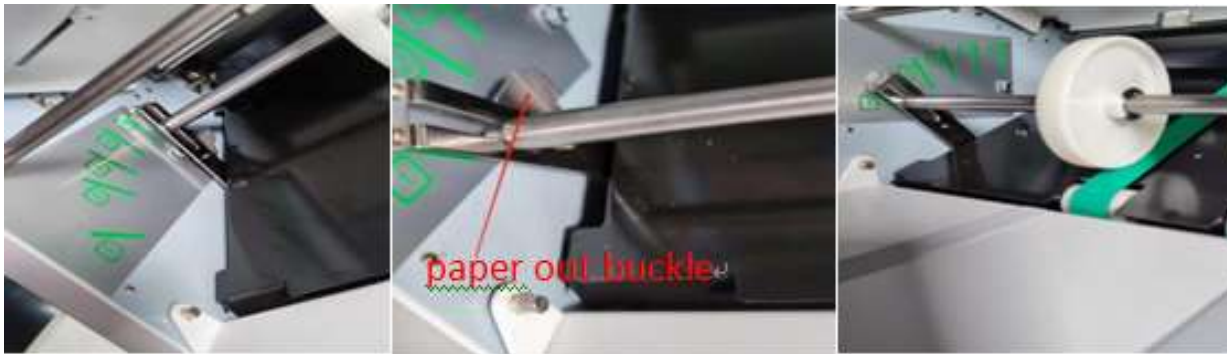
Error light 3	If the light is on, the lower folding carton is not installed or is not installed properly.
Error light 4	When the light is on, it indicates that the machine is stuck or not fed.

5.2、Paper feed in system



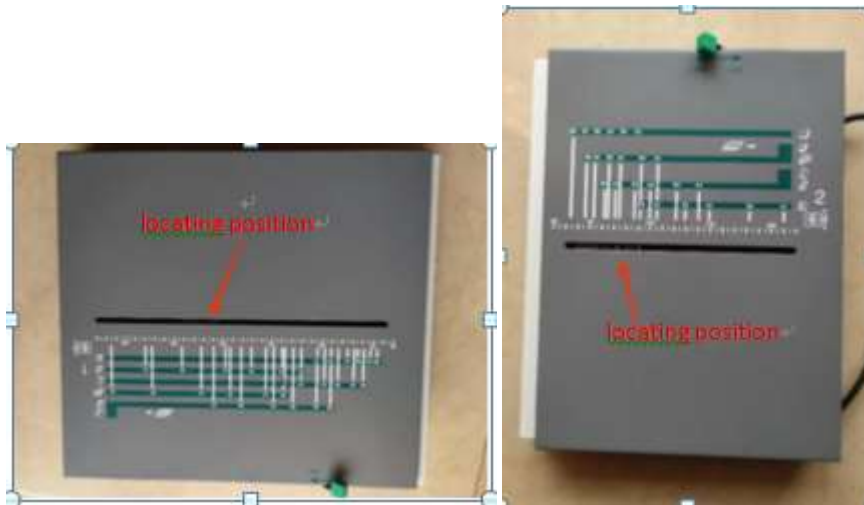
Folding board, with a green knob tightening the manual movement of the cardboard clip, paper center ruler, paper front file paper block, no paper switch, paper rubbing wheel, paper rubber pad, rubber pad strength adjustment part, paper table support adjustment part, paper table wrench, paper straightening adjustment button group.

5.2、Paper out system



Paper belt, paper pulley, pulley bracket, bracket buckle, bracket gear, paper sensor, folding out plate and stretching out plate.

5.3、Folding Plate



The folding plate is the mechanism that controls origami size. It is printed with 6 folding methods and 6 types of paper ICONS that can be visually detected, and the approximate position can be compared with the positioning point of the maneuver. The top folding box (No. 1 folding box FC-1) and the bottom folding box (No. 2 folding box FC-2). If you don't remember to use it below, come back to it.

6. Operation



6.1 Put in a sheet of paper to be folded

Open the plate and the plate, switch on the power. (above left) loosen the green knob to move the plate clip, take a stack of A4 paper pinch one end of the other end of the paper up and down, so that the paper between the loose will not stick to the page, and then put in the middle of the two splints and adjust to the middle of the platform (see the two sides of the ruler symmetry, the new machine default A4 paper double fold, paper size 70g/m²), the paper to put the top to the front block paper, Then clamp the clamping board tightly against the paper side, tighten the green fastening button, and then the right green wrench down to level the paper against the paper rubbing wheel. The machine entered the folding state.

6.2 Opening Turn on the power switch. The machine will be positioned in the last operating mode.

6.3 Folding If the paper type shown in the indicator display area is consistent with the folding type, press the "Confirm" key on the control panel to try folding and counting, and then press the "Start" key to continue folding.

Press the reset button to reset the count.

Long press the reset button for 3 seconds, after hearing 3 buzzer sounds, the counting mode will be converted between the addition mode and the subtraction mode.

If it is not the same as the origami type or the paper folding is not accurate enough, please press 6.4.

6. 4 Default Settings for paper and folding



The machine has 6 folding methods and corresponding 6 standard papers for choice by default. The indicator light display area in the above picture shows the position of A4 paper folded in half. Directly press the confirm key in the middle of the arrow key, and the machine will try to fold one out. If the size is qualified, press the start key to continue folding, and press the stop key to stop.

For example, to set the A4 accordion folding method press the right arrow key, the light moved in the past press the middle confirm key, the indicator display area appears next to two arrows, at the same time the counter display "- - -", ask whether you fold the last Settings to save?

If you do not want to save, press the left down arrow key, then the machine counter shows "≡≡≡", again ask if you confirm do not save? After pressing the left arrow key again, the machine will immediately adjust the position of the folding box and try to fold a piece, and then press the Start key to work continuously.

If you want to save the settings you did last time, press the left change up arrow key and the machine counter shows "≡≡≡", again asking if you want to save? At this time, if you press the left down arrow key to give up saving, press the Start key, the machine confirms saving. The machine starts to adjust the position of the folding box and try to fold one, and then press the Start button to continue folding.

Other options press up and down around the key can achieve the movement of the light, bright that fold that is very convenient! Whatever the fold is, if you want to save it, press the top arrow and Start key the next time you adjust it. If you don't want to save it, press the bottom key.



6. 5 Setting of fine and non - standard paper

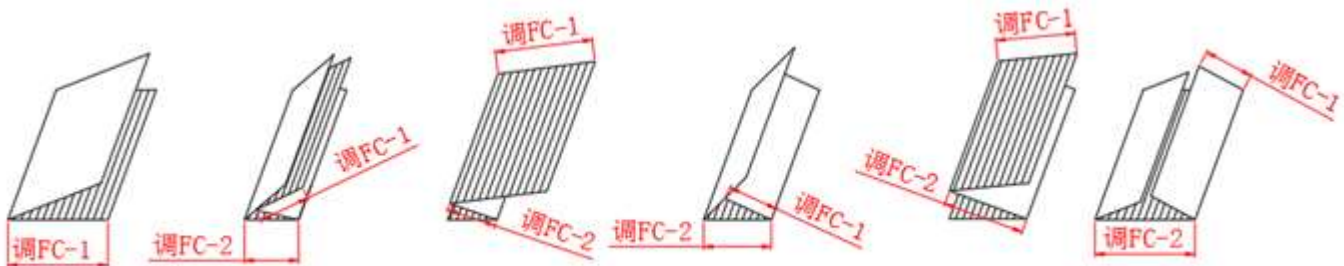


If you think the folding length needs to be more accurate, you can refer to the corresponding part in the picture below to directly twist the manual adjustment button at the end of the corresponding folding box by hand to adjust it carefully. Twisting clockwise is to lengthen it. Press the "confirm" button to try folding one piece. Press the Start button to work.

You can visually check the ICONS and registration points on the surface of the folding box. If the distance to be adjusted is too long, you can press the button on the machine to adjust: In the standby state, press two speed keys at the same time to enter the folding box fast adjustment mode, then the display screen appears "FC-1". In the clicking mode, press the left or right button in the direction to adjust the positioning of the working length of the upper folding box, press the left to reduce the length of the right (note: if you click a little, you will move; if

you click the key for a long time, the size will change). Press the "Direction up and Down" button to switch and adjust the folding carton. At this time, "FC-2" appears on the display screen. Press the "direction up and down" button to adjust the positioning of the working length of the folding carton. Press the confirm button in the middle to try to fold a piece. After the adjustment, press the Stop button to exit the fine-tuning interface, and then press the Start button to continue origami.

The difference between various origami and folding box refer to the following figure: (according to the paper output state of the machine) the upper folding box is FC-1 and the lower folding box is FC-2



Single fold

Double fold

Irregular fold

Letter fold

Accordion fold

Gate fold

To adjust the length of the edge, choose the wrong folding box will increase the trouble, please carefully check the choice of folding box to adjust.

Non-standard paper folding can also be close to the standard paper options to enter, and then do fine tuning. But the paper specification can not exceed the standard.

The above adjusted value is automatically saved after the working shutdown, and the origami size is kept in the same mode when the machine is restarted (no hand button is allowed).

6. 6 The seventh specification paper preservation Settings



The operations are as follows: In standby state, press the down arrow key until 1 vertical light appears. Press the left or right button to move it. You can store the icon of the upper folding method or remember it by position. Select the position and press the "OK" key, then press the arrow key facing up or down, and then press the "Start" key to try to fold a piece. If the size is not good, it is controlled by (6.5) to adjust (custom paper type can be stored in 6 folding methods).

6.7 Paper Feed in adjustment

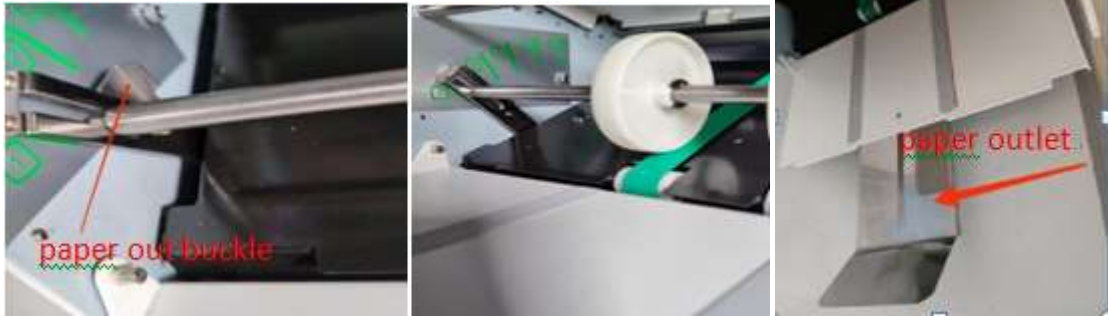


After folding, it is found that the side of the paper is not neat and slightly inclined. First, check whether the left and right clips of the cardboard are in place to keep the paper from shaking and fixed, and then adjust and adjust the spacing nuts properly until satisfactory.

Such as rubbing paper slip can be appropriate to gradually promote the pressure adjustment plate (thick paper should be pulled to large digits).

If more than two pieces of paper are entered, open the upper cover shell and adjust the dial to gradually increase the number to the appropriate time.

6.8 Paper out adjustment



In order to make all kinds of folding methods can be neatly and smoothly out of the paper, there are 5 paper wheel positioning and no pressure choice, theoretically folding small paper out of the paper wheel to push in (5), folding large paper, out of the paper wheel to pull outside (1), different paper and folding method can be determined after trial.

Under special conditions, when the pulley is not required to bear force, the top wheel shaft can be fastened on the bracket to prevent the pulley from pressing down.

7. Error solution

	phenomenon	Reason	Solution
1	No paper feeding (No. 1 light is on)	no paper or too little paper on the feeding table	Add need to be folded paper
2	No paper feeding (No. 1 light is on)	1、 paper jam 2、 counting sensor is broken	1、 Remove paper jams or scraps 2、 Contact our after-sales support
3	Feed slip	1. The paper feeding wheel and paper feeding rubber are polluted 2. The paper surface to be folded is too smooth	1. Clean the surface with alcohol 2. Choose the right paper 3. Adjust the V-belt with the tightening wheel 4. Replace worn parts 5. Replace the synchronous belt element

		<p>3. Drive V-belt slipping</p> <p>4. The paper feeding wheel or paper feeding rubber is worn</p> <p>5. The one-way transmission device on the synchronous pulley fails</p>	
4	Paper jam	<p>1. Paper or paper scraps at the paper outlet</p> <p>2. The paper is too thin</p>	<p>1. Remove paper jams or scraps</p> <p>2. Suitable paper</p> <p>3. Place the folding plate</p> <p>4. Please contact our after-sales support</p>

		<p>3. The folding plate is not placed properly</p> <p>4. Count sensor failure</p>	
5	Wrinkle of folded parts	<p>1. There are paper scraps on the rubber wheel</p> <p>2. Origami rubber wheel pressure is too high</p> <p>3. Paper unqualified</p>	<p>1. Remove the paper scraps on the rubber wheel</p> <p>2. Adjust the rubber wheel pressure</p> <p>3. Choose reasonable paper</p>
6	Folded piece does not output paper	The automatic positioning position is wrong	Appropriate position for relocation

7	The paper output is inconsistent or slow	<ol style="list-style-type: none"> 1. The paper output wheel is in the wrong position 2. There is paper dust on the counting sensor 	<ol style="list-style-type: none"> 1. Adjust the position of the paper output wheel 2. Cleaning sensor
8	The switch is powered, and the control panel does not display	<ol style="list-style-type: none"> 1. Fuse blown 2. Power board failure 	Please contact our after-sales support
9	Unstable feed speed	The fixing screw of electromagnet is loose	Please tighten the screws with a screwdriver
10	LED show E0	machine stoppage	Please contact our after-sales support
11	LED show E1	<ol style="list-style-type: none"> 1. The signal line of the upper folding tray is not plugged in 	<ol style="list-style-type: none"> 1. Plug in the signal line 2. Do not manually change the position of the baffle standby and work

		<p>properly</p> <p>2. Upper folding plate failure</p>	<p>3. Please contact our after-sales support</p>
12	LED show E2	<p>1. The signal line of the lower folding tray is not plugged in properly</p> <p>2. The position of the lower folding plate is manually adjusted</p> <p>3. Lower folding plate failure</p>	<p>1. Plug in the signal line</p> <p>2. Do not manually change the position of the baffle standby and work</p> <p>3. Please contact our after-sales support</p>

8. Maintenance

1. When the machine is not in use, please cover the machine well to avoid dust accumulation.
2. When cleaning the machine, be sure to turn off the power switch and unplug the power first.
3. Clean the machine with alcohol or soft cloth in time, and rub the dust and paper dust on the paper wheel, paper gasket and cots.
4. When cleaning the cover plate, please use alcohol series cleaning agent, do not use other corrosive cleaning agent, so as not to damage the plastic case or erase the characters.

USA Distributor



DYNAFOLD® USA INC.

Buena Park, CA 90620

(562)864-6393 (800)443-9501

Email: dynafold@aol.com

www.dynafold.com