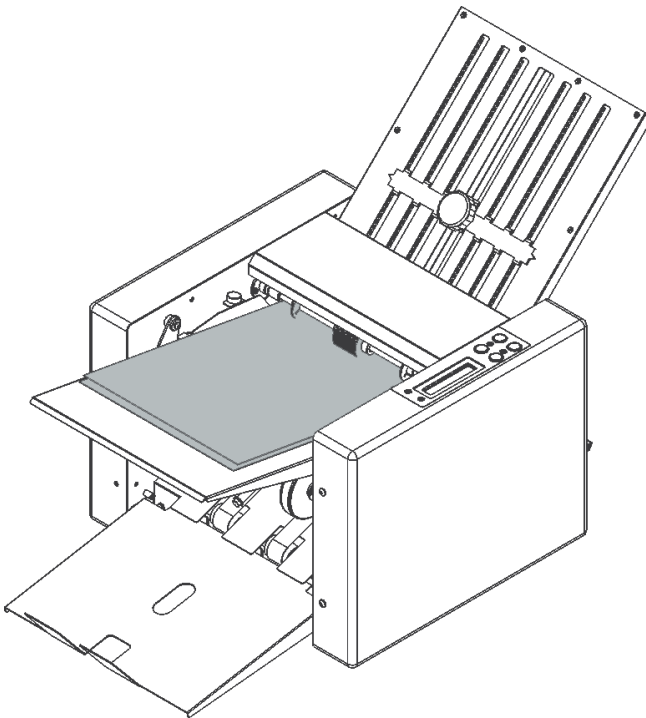


Folder

Operating instructions



intimus International GmbH, Bergheimer Straße 6-12, 88677 Markdorf / Germany
Tel.: ++49 (0)7544 / 60-0 --- E-mail: sales.de@intimus.com --- www.intimus.com

Thank you for using intimus folder. Please read these operating instructions before putting the machine into operation and observe the safety precautions.

| | |
|------------------------------|----|
| 1. Safety precautions | 2 |
| 2. Installation | 5 |
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| 4. Describing Control Panel | 9 |
| 5. Handling Paper | 10 |
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Please read these operating instructions before putting the machine into operation and observe the safety precautions.



Children must not operate the machine!



Do not reach into the machine!



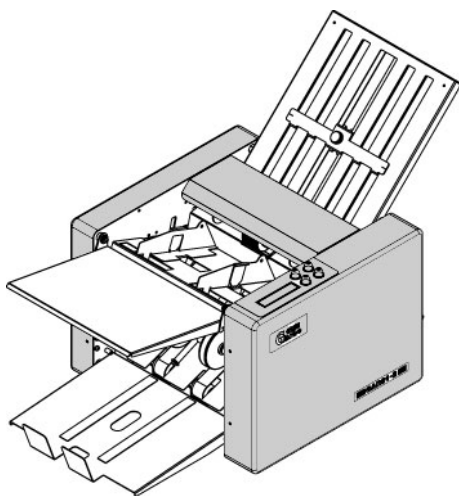
Long hair can become entangled in cutting head!



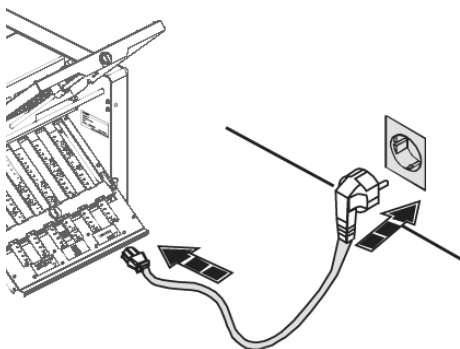
Take care of ties and other loose pieces of clothing!



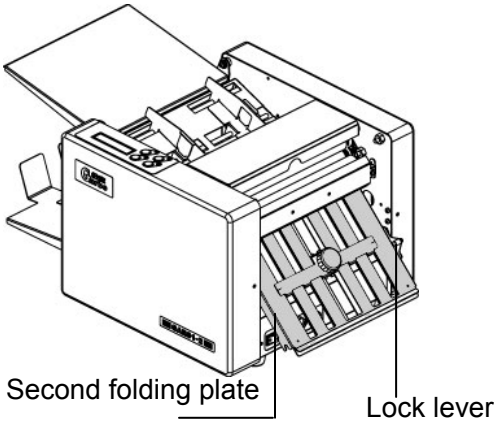
Remove any paper clips!



Components which may endanger the operator are covered!



Connect the power cord to a single phase socket 110 V / 10 A.
Disconnect from the mains if not used for a long period.

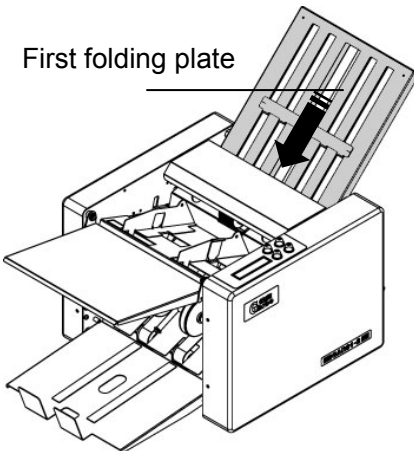
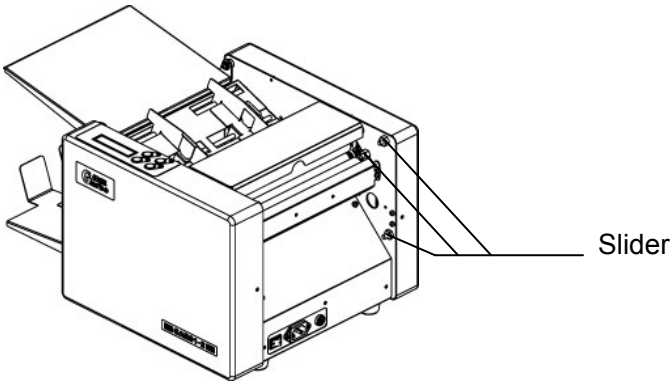


Attach the second folding plate:

Move the lock lever of the second folding plate to the position of "UNLOCK".

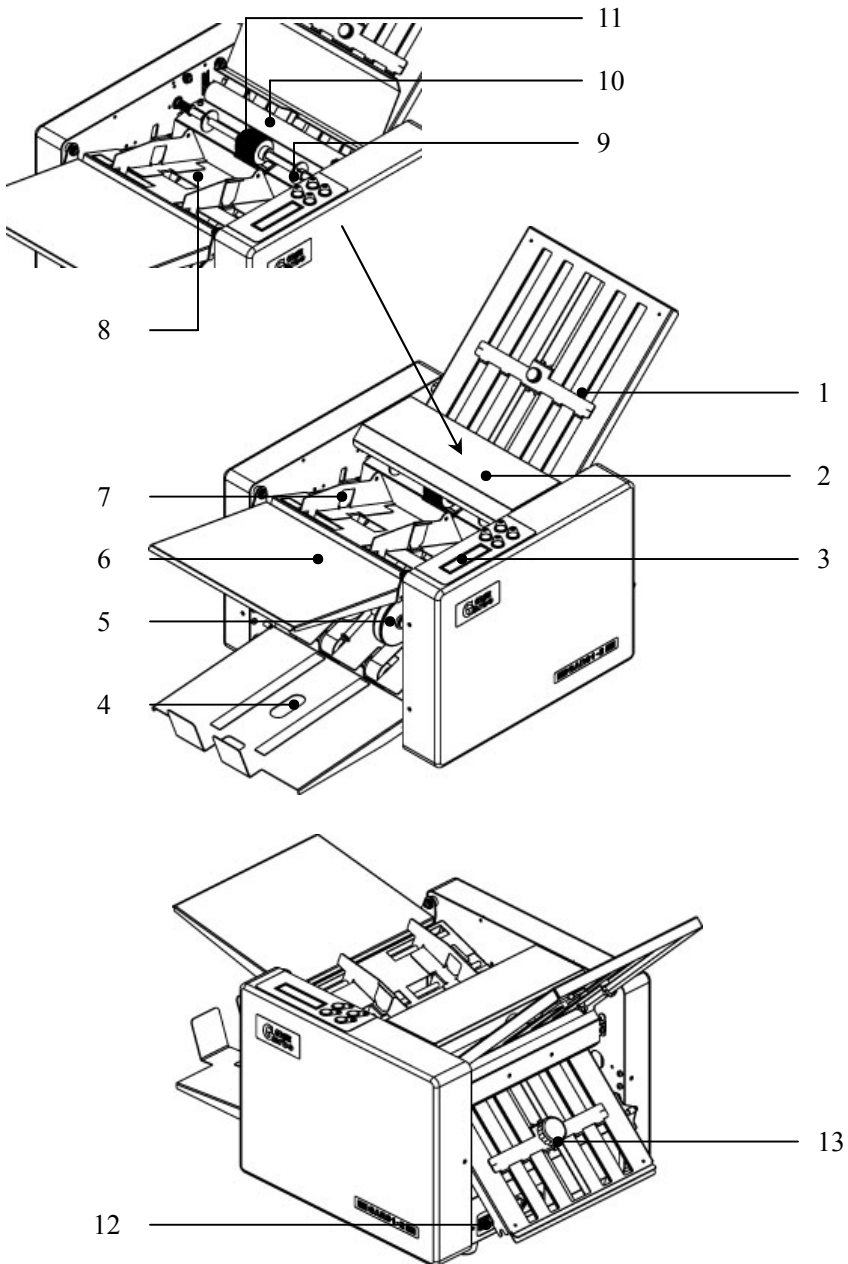
Insert the folding plate to the machine along the slider.

Move the lock lever to the position of "LOCK".



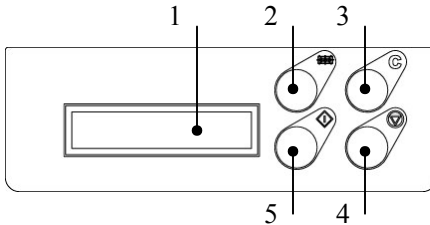
Attach the first folding plate:

The same way with the second folding plate.

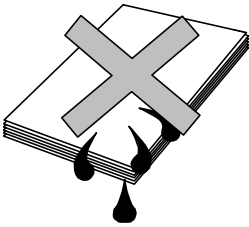


| NO. | Name | Function |
|-----|--------------------------|--|
| 1 | First folding plate | Guide plate for deciding a paper folding position. First folding is made using this plate. |
| 2 | Top cover | Prevents the user from touching the moving parts. |
| 3 | Control panel | Used when operating the machine. Error messages are also displayed on the LCD display. |
| 4 | Paper receiving tray | Receives folded paper ejected out. |
| 5 | Stacker rollers | Ejects folded paper from the machine. |
| 6 | Support paper feed plate | Supports paper stacked on the paper feed table. |
| 7 | Side guide | Holds paper stacked on the paper feed table. |
| 8 | Paper feed table | Used to stack paper to be folded. |
| 9 | Auxiliary feed roller | Corrected warping paper |
| 10 | Rubber roll | Sends paper to the first folding plate. |
| 11 | Paper feed ring | Feeds paper into the machine. |

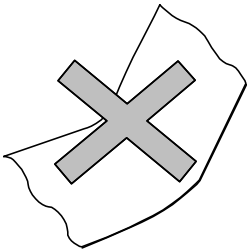
| NO. | Name | Function |
|-----|----------------------|---|
| 12 | Power switch | Turns on and off the power. |
| 13 | Second folding plate | Guide plate for deciding a paper folding position. Second folding is made using this plate. This plate is not used when folding paper into two. |



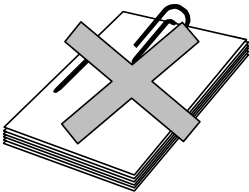
| NO. | Name | Function |
|-----|---------------------|--|
| 1 | Counter/LCD display | Counts up the number of folded paper or displays the status of the machine. |
| 2 | Count button | Enter the required number. |
| 3 | C (clear) button | <p>When the machine is stopped with paper on the paper feed table, pressing the button for more than two seconds makes the counted number return to "0."</p> <p>When a mis-feed has occurred, pressing this button clears the message.</p> |
| 4 | Stop button | When pressed, the machine stops. |
| 5 | Start button | When pressed, the machine starts folding operations. |



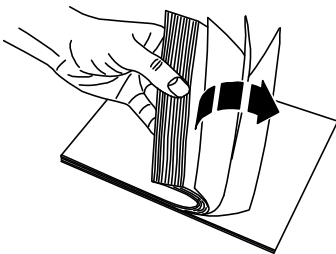
Make sure that the printing ink on the paper has dried completely prior to use.



Do not fold curled, creased or folded paper



Remove all paper clips.

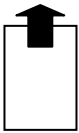
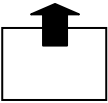


Fan paper well prior to use.

Standard Paper:

There are six types of standard paper sizes; A4, B5, A5, B6, A6, and B7.

| Paper Size | Long×Wide(mm) | Paper Size | Long×Wide(mm) |
|------------|---------------|------------|---------------|
| A4 | 297×210 | B5 | 257×182 |
| A5 | 210×148 | B6 | 182×128 |
| A6 | 148×105 | B7 | 128× 91 |

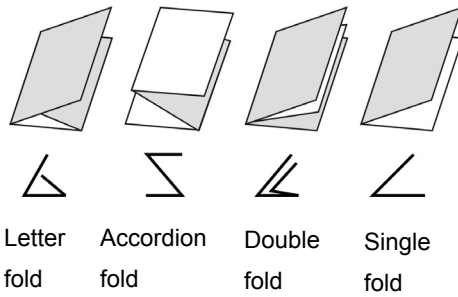
| Stacking Direction | Paper Size | | | | | |
|---|------------|----|----|----|----|----|
| | A4 | A5 | A6 | B5 | B6 | B7 |
|  | ○ | ○ | ○ | ○ | ○ | ○ |
|  | × | ○ | ○ | × | ○ | ○ |

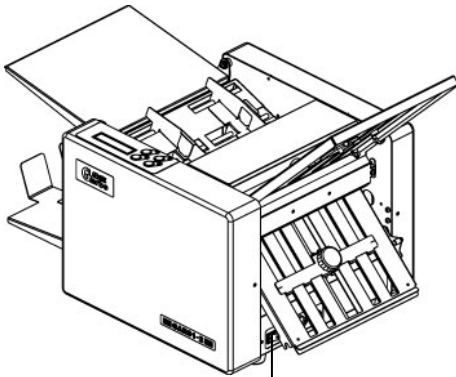
Can be used as standard paper : ○

Cannot be used as standard paper : X

Standard Folding:

There are four types of standard folding modes: single fold, double fold, letter fold and accordion fold. Paper is folded as shown below when the paper is placed on the paper feed table with its print side facing upward.



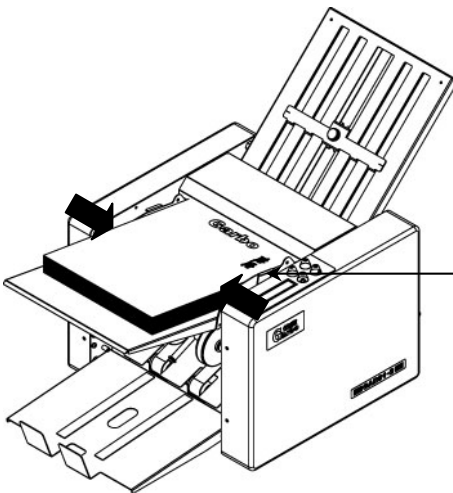


Power switch

Insert the power cord in the wall socket and turn on the power.

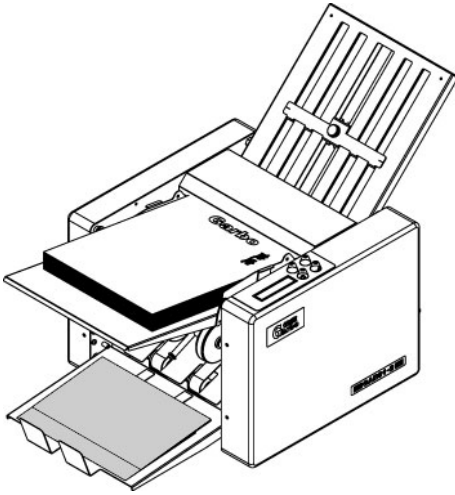
Press “I” to turn on the power.

Press “O” to turn off the power.



Grip

move the side guides to fit the paper width.



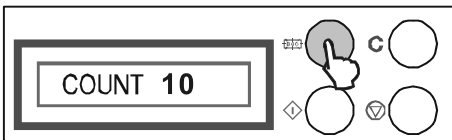
Check the finish of test folding.

Check for folding misalignment using the second test folded sample.

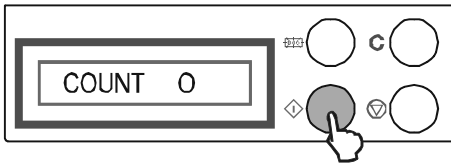
If folding misalignments occur, refer to P19.



After completing adjustments, press the C (clear) button for more than two seconds to clear the counter to "0."



Enter the required number in steps of 10 using the "+000" key.

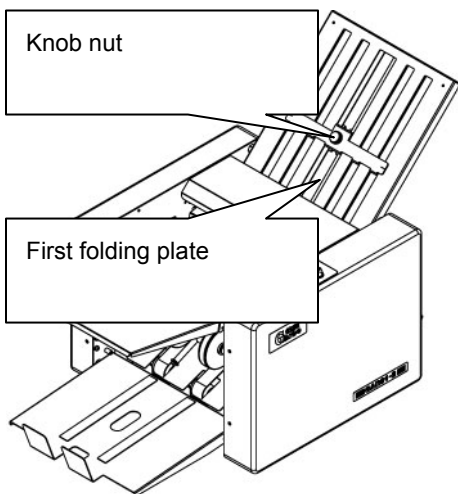


Press the Start button to start folding operations.

Press the Stop button to interrupt or stop the operations. Pressing the Start button again will resume operations.

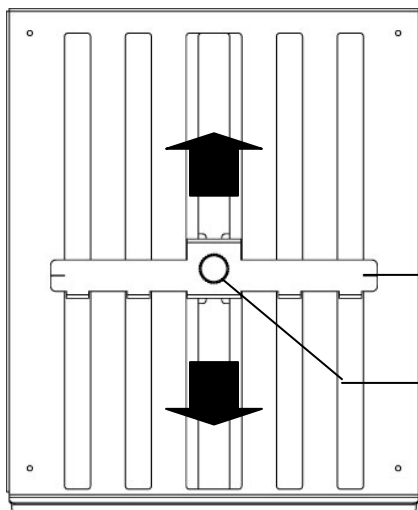
When there is no paper on the paper feed table, the machine will stop automatically and the counted number and "NO PAPER" will be displayed alternately.

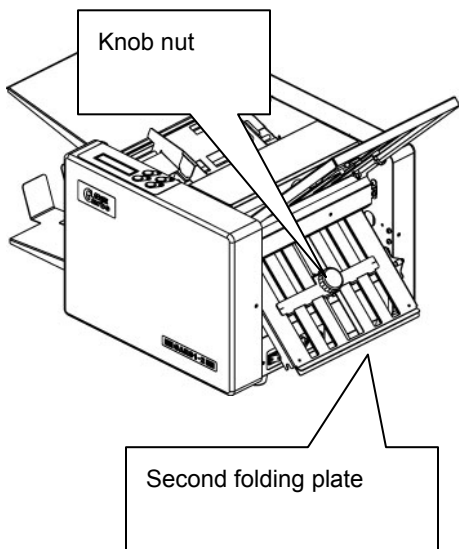
When paper is loaded on the paper feed table, only the counted number will be displayed. If you press the C button for more than two seconds, the counter returns to "0." If you press the Start button without pressing the C button, folding operations will resume and the accumulated number will be displayed on the counter.



First folding plate adjust:

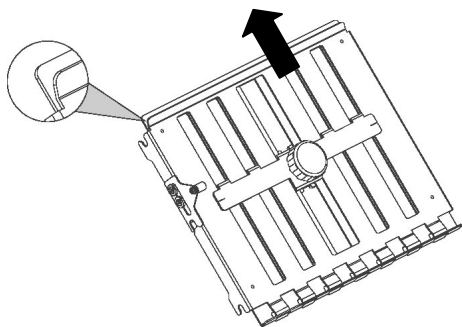
Move the knob nut of the first folding plates to the mark of a folding pattern you desire.




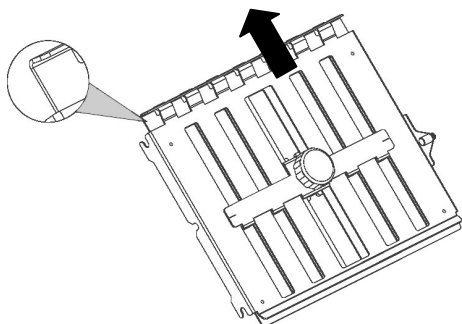


Second plate adjust:

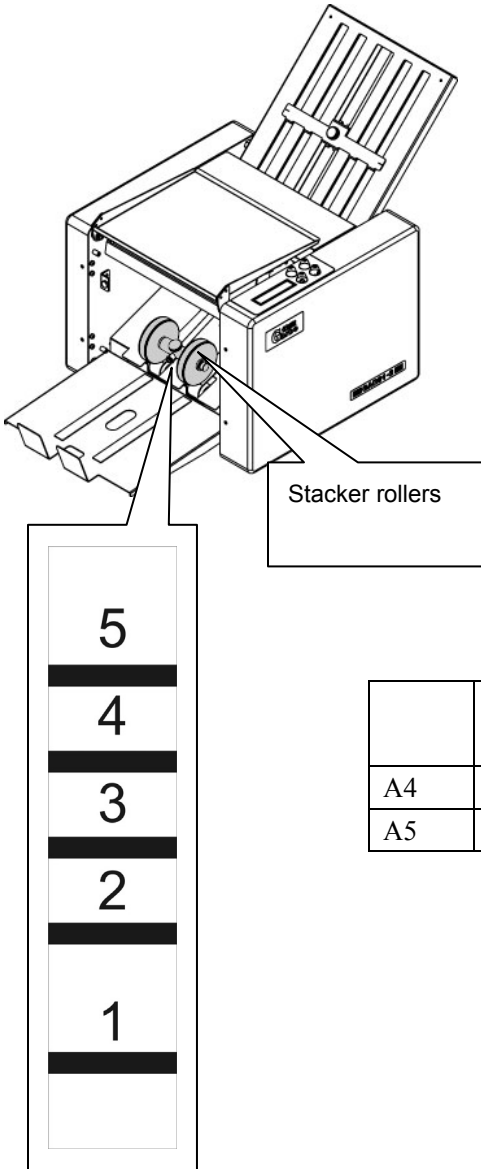
Move the knob unit of the second folding plates to the mark of a folding pattern you desire.







Folding method:
Insert from this side.



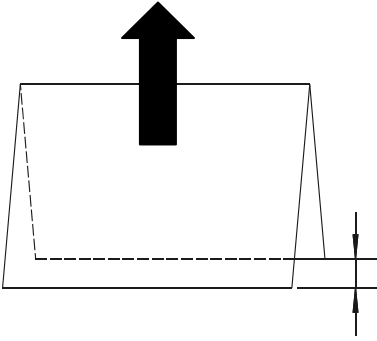
Folding method: Insert from this side.



Move the stacker rollers to the appropriate position referring to the table of stacker rollers position attached to the control panel section.

| |  |  |  |  |
|----|---|---|---|---|
| A4 | 1 | 3 | 2 | 2 |
| A5 | 2 | 4 | 3 | 3 |

Paper feeding direction

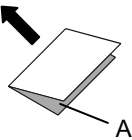
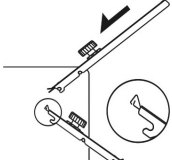
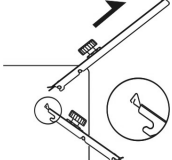


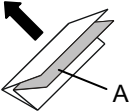
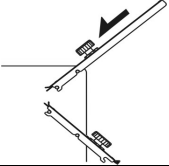
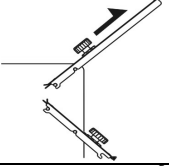
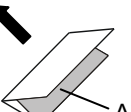
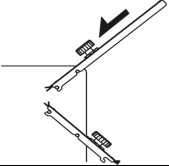
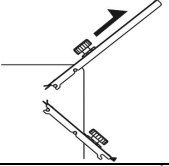
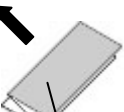
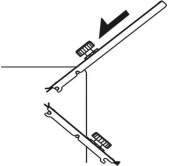
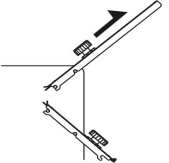
Misalignment to be corrected

Correcting Folding Misalignment along Vertical Length of Paper:

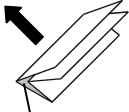
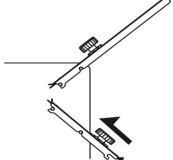
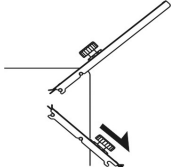
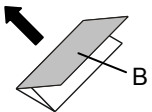
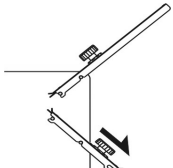
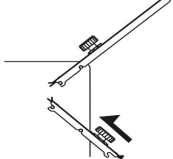
When folded paper is misaligned along the vertical length as shown in the figure, turn the fine adjustment knob to correct the misalignment.

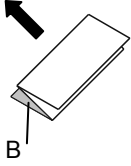
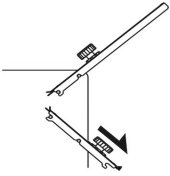
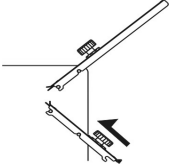
Adjusting Fine Adjustment Knob of the First Folding Plate

| Folding Style | Fold Surface A | Adjustment | First folding plate Fine adjustment knob |
|---|-------------------|----------------|--|
|  Single fold | When A is longer | Inward moving |  |
| | When A is shorter | Outward moving |  |

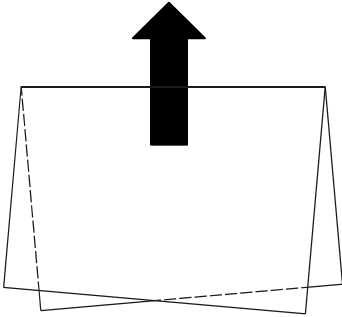
| Folding Style | Fold Surface A | Adjustment | First folding plate Fine adjustment knob |
|---|-------------------|----------------|--|
|  Double fold | When A is longer | Inward moving |  |
| | When A is shorter | Outward moving |  |
|  Letter fold | When A is longer | Inward moving |  |
| | When A is shorter | Outward moving |  |
|  Accordion fold | When A is longer | Inward moving |  |
| | When A is shorter | Outward moving |  |

Adjusting Fine Adjustment Knob of the Second Folding Plate

| Folding Style | Fold Surface B | Adjustment | Second folding plate Fine adjustment knob |
|--|---|----------------|--|
| Single fold | The second folding plate is not used in single folding. | | |
|  B Double fold | When B is longer | Inward moving |  |
| | When B is shorter | Outward moving |  |
|  B Letter fold | When B is longer | Outward moving |  |
| | When B is shorter | Inward moving |  |

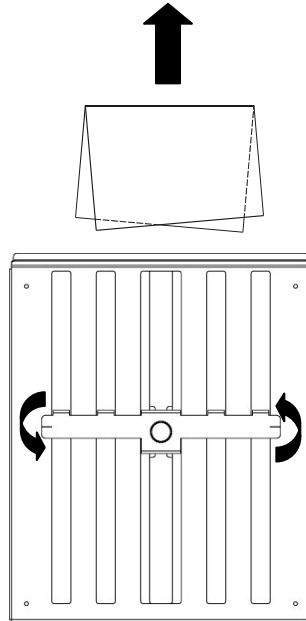
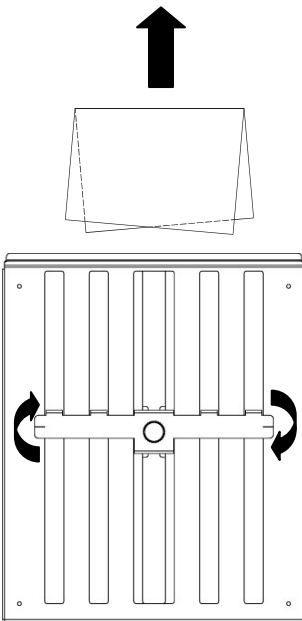
| Folding Style | Fold Surface B | Adjustment | Second folding plate Fine adjustment knob |
|---|-------------------|----------------|--|
|  <p>B</p> | When B is longer | Outward moving |  |
| <p>Accordion fold</p> | When B is shorter | Inward moving |  |

Paper feeding direction

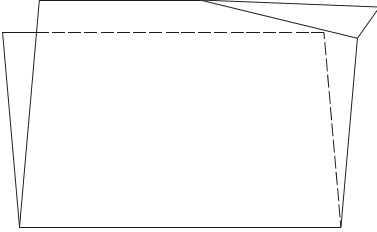


Correcting Folding Misalignment along Sides of Paper:

When folded paper is misaligned along the sides of paper as shown in the figure, turn the slant correction knob to correct the misalignment.



Correcting Deformed Folding



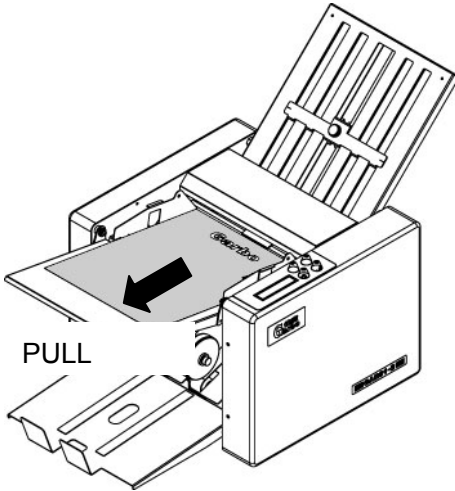
Check the following when deformed folding occurs:

1. Fan the paper well before stacking.
2. Check if the folding plates have been installed properly.
3. Spray a commercially-available air duster on the rubber roll because the static electricity

Removing Jammed Paper

When paper jam has occurred, "PAPER ERR" will be displayed on the LCD display. Check the machine to find out where the jam has occurred and remove the jammed paper following the procedures below.

A. When Paper Has Jammed Near the Paper Feed Ring



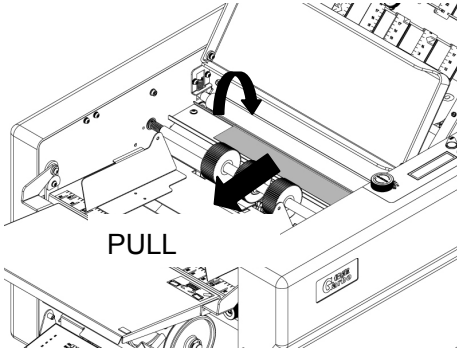
Pull the jammed paper towards you.

B. When Paper Has Slipped at the Paper Feed Section

If mis-feed frequently occurs using thick paper, set the paper feed pressure adjustment knob to "Thick paper."
Fan the paper well before stacking.
Decrease the stacking amount of paper.

C. When Paper Has Coiled Around the Rubber Roll

Turn off the machine before following the procedures below!



Open the top cover. Pull the coiled paper towards you to remove it. If you cannot remove the paper easily, turn the roll backward with both hands and pull the paper.

D. When Paper Has Jammed at the First Folding Plate

Turn off the machine before following the procedures below!

1. Remove the first folding plate from the machine.
2. Open the top cover.
3. Pull the jammed paper towards you.
4. Return the first folding plate.

E. When Paper Has Jammed at the Second Folding Plate

Turn off the machine before following the procedures below!

1. Remove the Second folding plate from the machine.
2. Open the top cover.
3. Pull the jammed paper towards you.
4. Return the Second folding plate.

F. When Paper Has Jammed Near the Stacker

Remove the paper stuck in the stacker section towards you.

Error Messages

| Message | Cause | Solution |
|---|--|--|
| NO PAPER | When the power is turned on, there is no paper on the paper feed table. | Stack paper on the paper feed table. |
| NO PAPER/**** (the number of folded paper) | After paper is fed and folded, there is no paper left on the paper feed table. | Stack paper on the paper feed table. The number of folded paper will be displayed again. |
| PAPER ERR | A paper jam has occurred. | Remove the jammed paper and press the C (clear) button. (p.26) |
| | | |
| OVER LOAD | The motor is overloaded. | Turn off and on the power. |

When trouble has occurred, find the symptom from the table below and solve the trouble according to the solution. If you cannot solve the trouble, contact your dealer.

| Symptom | Cause | Solution |
|--|--|--|
| The machine does not start even when the Start button is pressed. | The power cord is not inserted to the wall socket. | Insert the power cord to the wall socket. |
| | The power is not on. | Turn on the power switch. |
| | Paper has not reached the guide plate of the paper feed table. 送 | Push in the paper until its lead edge touches the guide plate. 给 |
| | A paper jam has occurred. | Remove the jammed paper. |
| | A trouble has occurred inside the machine. | Call your dealer. |
| When the Start button is pressed, the paper feed rings rotate but no paper is fed. | The paper feed table has been lowered. | Lower the paper set lever to raise the paper feed table. |
| | The paper has not been fanned well. | Fan the paper well. |
| | The paper is curled. | Straighten the paper curl. |
| | The paper is thick. | Set the paper feed pressure adjustment knob to "Thick paper." |
| | The paper is outside the specifications. | Use paper that meets specifications. |

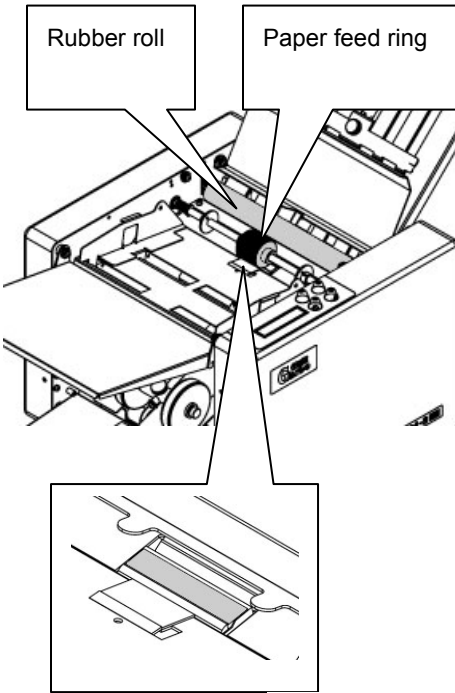
| Symptom | Cause | Solution |
|---|---|---|
| The paper is not folded at the proper folding position. | The paper folding plate is not installed properly. | Install the paper folding plate properly. |
| | Static electricity has occurred in the paper. | Spray a commercially-available air duster on the rubber roll because the static electricity |
| Paper is double-fed frequently. | The paper feed pressure adjustment knob is set to “Thick paper.” | Set the paper feed pressure adjustment knob to “Thin paper.” |
| | The paper separator is dirty. | Clean it with alcohol. |
| | The sheets of paper are sticking to each other and cannot be separated. | Fan the paper well. |
| | The paper is outside the specifications. | Use paper that meets specifications. |
| | A trouble has occurred inside the machine. | Call your dealer. |

| Symptom | Cause | Solution |
|---|---|--|
| Paper slips at the paper feed section frequently. | The paper feed pressure adjustment knob is set to “Thin paper.” | Set the paper feed pressure adjustment knob to “Thick paper.” |
| | Static electricity has occurred in the paper. | Clean it with alcohol. |
| | The sheets of paper are sticking to each other and cannot be separated. | Fan the paper well. |
| | The paper is outside the specifications. | Use paper that meets specifications. |
| | The side guides press against the paper too tightly. | Set the side guides so that they push against the paper lightly. |
| | A trouble has occurred inside the machine. | Call your dealer. |
| Paper jams frequently. | The rubber roll is dirty. | Clean it with alcohol. |
| | Paper shreds are stuck inside the paper conveyance passage. | Check inside the machine and remove any paper shreds. |

| Symptom | Cause | Solution |
|--|---|---|
| Paper jams frequently. | The stacker rollers position is not correct. | Adjust the position of the stacker rollers. |
| | The paper is curled. | Straighten the paper curl. |
| | Static electricity has occurred in the paper. | Spray a commercially-available air duster on the rubber roll because the static electricity |
| Paper slips in the vertical direction. | After a paper type was changed, a folding position has not been adjusted. | Check that the rough adjustment knob position is correct. |
| Paper slips in the horizontal direction. | The paper is stacked unevenly. | Stack the paper neatly on the paper feed table. |
| | There is space between the paper and side guide. | Set the side guides so that they push against the paper lightly. |
| | The rubber roll is deformed. | Call your dealer. |

| Symptom | Cause | Solution |
|---|---|---|
| Paper jam at the rubber roll when thick paper or cross folded thick paper is folded into two. | The paper is outside the specifications. | Use paper that meets specifications. |
| | The space inside the internal paper conveyance passage is narrow. | Widen the space using the knob unt of the second folding plate. |
| Small paper is fed continuously (stream-fed). | The paper is outside the specifications. | Use paper that meets specifications. |
| | The paper feed pressure adjustment knob is set to “Thick paper.” | Set the paper feed pressure adjustment knob to “Thin paper.” |

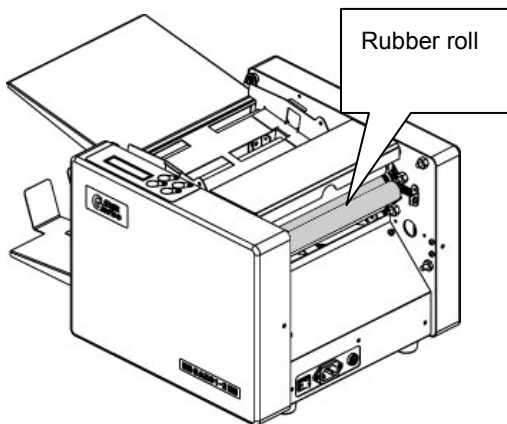
The adherence of paper dust and printing ink on the rubber rolls and paper feed rings may cause problems such as paper feed errors and folding misalignment. Adherence of paper dust near sensors will also cause misdetection. Clean the machine once a week. We recommend that you use a commercially-available air duster for office equipment to clean sensors.



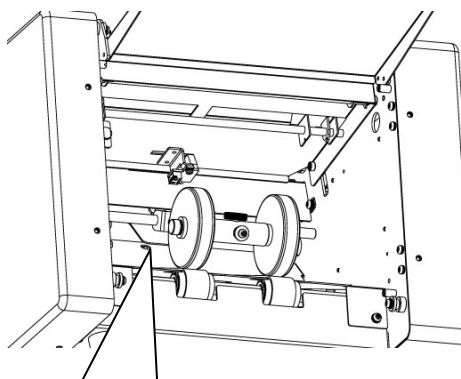
While rotating the rubber roll, clean off the dirt with a cloth moistened with alcohol.

Rotate the rubber roll, and clean off the dirt with a cloth moistened with alcohol.

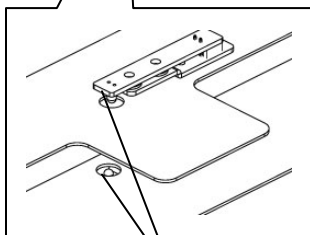
Paper separator

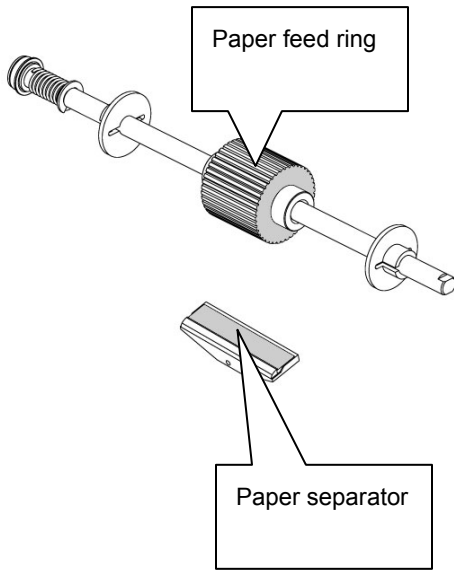


While rotating the rubber roll, clean off the dirt with a cloth moistened with alcohol.




Clean the ejection gate sensor.





The folding roller and the separator are wearing parts and must be exchanged when they are worn.

| | | |
|----|--------------------------------------|---|
| 1 | Model | SF-12M |
| 2 | Type | desktop |
| 3 | Paper size that can be folded | 50~220 W) × 80~297 L) |
| 4 | Paper quality | Rough paper, fine quality paper, recycled paper |
| 5 | Paper thickness | 35gsm~120gsm |
| 6 | Processing speed | 120 /min (A4) |
| 7 | Folding mode |  |
| 8 | Loading capacity of paper feed table | 300 sheets (64gsm) |
| 9 | Paper feed method | Feed roller automatic paper separation method, |
| 10 | Counter | Digital display, 4-digit for add count, 3-digit for subtract count |
| 11 | Folding stopper | Manual setting |

| | | |
|----|--------------------|--|
| 12 | Stacker roller | Manual setting 5 steps |
| 13 | Detection function | no paper, mis-feed, paper jam, motor overload |
| 14 | Power supply | AC110V~130V 60Hz |
| 15 | Power Consumption | 0.4W |
| 16 | Dimensions | 670 (W1) × 360 (D) × 425 (H1) In use 330 (W2) × 360 (D) × 280 (H2) In storage |
| 17 | Weight | 17.5Kg |

Power request

- Please install the machine where power cord can reach
- Power should be around 220V,50Hz
- Power cord,Plug or Outlet should be 10A available.
- When in working, make sure total Power Consumption is within the capacity
- Before plug in, please check the power cord,plug or outlet well. if there is any broken or loose, please contact your local dealer for further assistance soon.

Working environment

- Temp:-10~50°C
- Humidity : 10 ~ 90%RH
- Max package : 3 Level
- Avoid Chemicals
- Avoid Salt
- Avoid Water

Storage environment

- Temp: -10~50°C
- Humidity : 10 ~ 90%RH
- Max package : 3 Level
- Avoid Chemicals
- Avoid Salt
- Avoid Water

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