

Océ | User Manual

Paper Folding Unit-F1

Operating information

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Contents

Chapter 1

Preface	5
Notes for the reader.....	6
Naming conventions for finishers (commercial naming and naming in User Interfaces).....	8

Chapter 2

Use the folder	9
The main parts of the folder.....	10
The folding modes.....	11

Chapter 3

Troubleshooting	17
Labels inside the folder.....	18
Clear a paper jam in the folder.....	20

Appendix A

Specifications	27
Specifications.....	28

Chapter 1

Preface

Notes for the reader

Introduction

This manual helps you to use the Paper Folding Unit-F1. The manual contains a description of the product and guidelines to use and operate the Paper Folding Unit-F1.

Definition

Attention-Getters







Parts of this manual require your special attention. These parts can provide the following:




- Additional general information, for example, information that is useful when you perform a task.
- Information to prevent personal injuries or property damage.

Warning, Caution and Note

The words **Warning**, **Caution** and **Note** draw your attention to important information.

Overview of the attention-getters

Word	Icon	Indicates
Warning		Ignoring this warning could cause serious injury or even death. The Warning indication has several icons that warn against various hazards. The icons are shown below.
Warning		General hazard
Warning		Hot surface
Warning		Electric shock
Warning		Moving parts
Warning		Laser beam

Word	Icon	Indicates
Caution		Ignoring this warning could cause injury or damage to property.
Note		Indicates additional important information.
		The use of heat-resistant gloves is mandatory when you carry out these actions.

Naming conventions for finishers (commercial naming and naming in User Interfaces)

Hardware and hardware naming in User Interfaces

To improve the readability of texts in User Interfaces of operator panels and software, the finishers are generally referred to by their function. The table below shows the naming conventions for finishers (commercial product names and the way these are referred to in User Interfaces).



Note:

In some cases, there is only 1 name for several modules. The reason is that a configuration can only contain 1 of the available types of modules.

Conversion table for commercial names versus user-friendly names in User Interfaces

Commercial product name:	In UI, printer driver and software referred to as:
Finisher-AF1	'Stacker/stapler'
Saddle Finisher-AF2	'Stacker/stapler'
Puncher Unit-BP1/BQ1/BR1	'Puncher'
Paper Folding Unit-F1	'Folder'
Document Insertion Unit-F1	'Inserter'
High-Capacity Stacker-E1	'Stacker'
Booklet Trimmer-D1	'Trimmer'
Two-Knife Trimmer-A1	'Trimmer'
Perfect Binder-C1	'Perfect Binder'
Duplex Color Image Reader Unit-D1	'Scanner'

Chapter 2

Use the folder

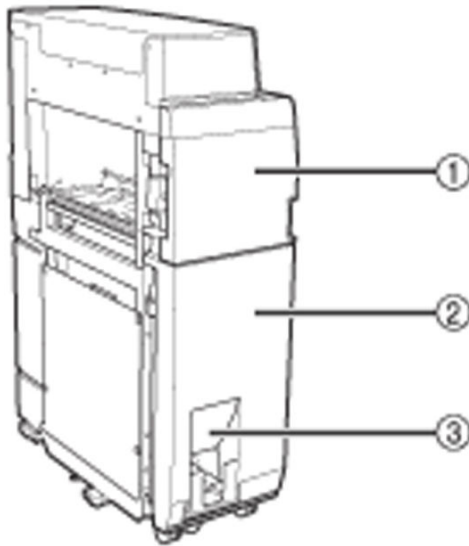
The main parts of the folder



Note:

The folder (Paper Folding Unit-F1) can only be used in combination with the stacker/stapler (Finisher-AF1/Saddle Finisher-AF2).

Illustration



[10] Main parts of the folder

Components and their functions

Main parts of the folder


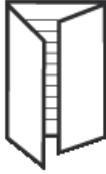
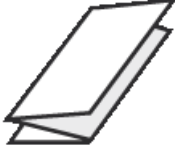

	Component	Function
1	Front door	Open this door to remove jammed paper.
2	Folding unit	Pull out this unit to remove jammed paper.
3	Folder main tray	This tray can receive folded prints.

The folding modes

Overview of the folding modes

The folder supports the following folding modes.

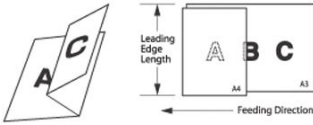
Folding modes

Folding mode	Illustration	Remarks
Z-fold		Only Z-folded A4R, LetterR and Legal sheets can be sent to the folder output tray. Z-folded A3, B4 and 11" x 17" sheets must be sent to the output trays of the stacker/stapler.
Tri-fold in		Tri-fold in sheets can be sent either to the folder output tray or any output tray of the stacker/stapler.
Tri-fold out		Tri-fold out sheets can be sent either to the folder output tray or any output tray of the stacker/stapler.
Double parallel fold		Double parallel fold sheets can be sent either to the folder output tray or any output tray of the stacker/stapler.

Z-fold

The illustration below shows the feeding direction and fold method.

The folding modes



Legend for the above illustration

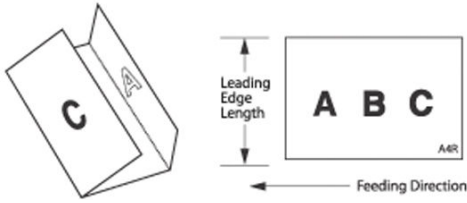
English text	Translation
Leading Edge Length	Leading Edge Length
Feeding Direction	Feeding Direction

Overview of the Z-folded areas

Feeding method	Remarks
<p>Platen glass = Glass plate Feeder = ADF</p>	<p>If paper that has been Z-folded is included in the output, the sheets may not be aligned when output.</p>

Tri-fold in

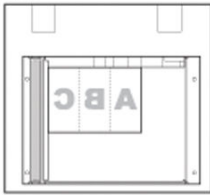
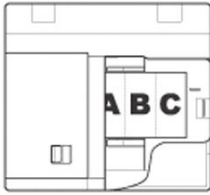
The illustration below shows the feeding direction and fold method.



Legend for the above illustration

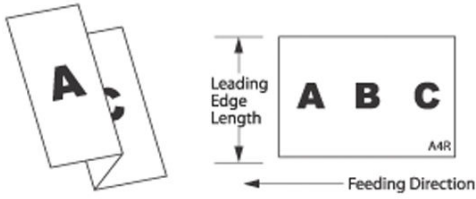
English text	Translation
Leading Edge Length	Leading Edge Length
Feeding Direction	Feeding Direction

Overview of the tri-fold in areas

Feeding method	Remarks
<p>Platen glass</p>  <p>Feeder</p>  <p>Platen glass = Glass plate Feeder = ADF</p>	

Tri-fold out

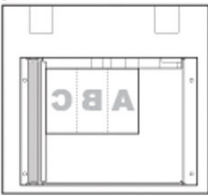
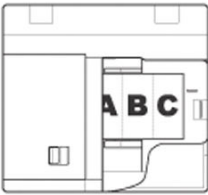
The illustration below shows the feeding direction and fold method.



Legend for the above illustration

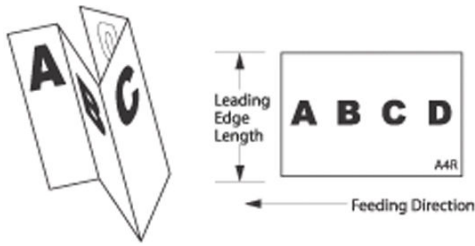
English text	Translation
Leading Edge Length	Leading Edge Length
Feeding Direction	Feeding Direction

Overview of the tri-fold out areas

Feeding method	Remarks
<p>Platen glass</p>  <p>Feeder</p>  <p>Platen glass = Glass plate Feeder = ADF</p>	

Double parallel fold

The illustration below shows the feeding direction and fold method.



Legend for the above illustration

English text	Translation
Leading Edge Length	Leading Edge Length
Feeding Direction	Feeding Direction

Overview of the double parallel fold areas

Feeding method	Remarks
<p>Platen glass</p> <p>Feeder</p> <p>Platen glass = Glass plate Feeder = ADF</p>	

Chapter 3

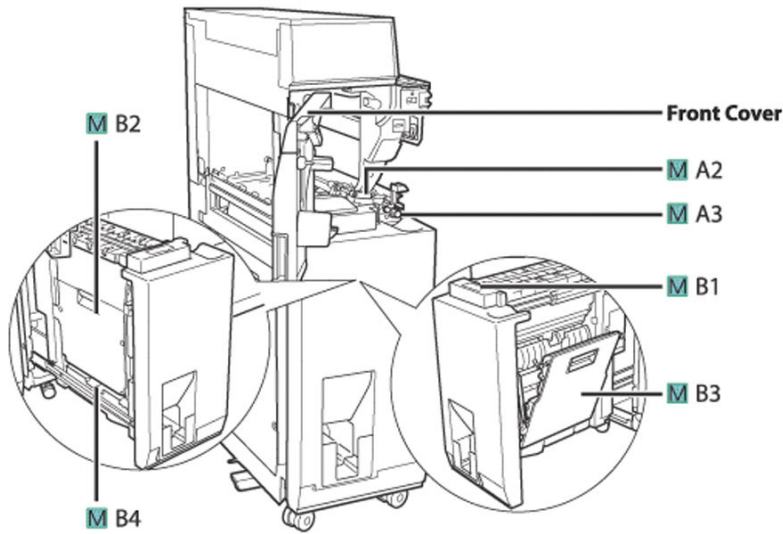
Troubleshooting

Labels inside the folder

Introduction

If a paper jam occurs in the folder (Paper Folding Unit-F1), the operator panel will display the location of the paper jam and a procedure to clear the paper jam. Follow the procedure on the operator panel to clear the paper jam. The procedure contains references to the error locations you must check, for example A2 or A3. The illustration below shows an overview of all the error locations.

Illustration



[23] The error locations



[24]

Front Cover = Front cover

Overview of the error locations and their labels

The table below describes the error locations in the order these must be checked in general. Depending on the paper jam, the order to check the error locations can be different. Always follow the instructions on the operator panel to clear a paper jam.

The order and labels

Order	Label
1	Front door
2	A ₂
3	A ₃
4	B ₁
5	B ₂
6	B ₃
7	B ₄

Clear a paper jam in the folder

Introduction

If a paper jam occurs in the folder, the operator panel will display the location of the paper jam and a procedure to clear the paper jam. Follow the procedure on the operator panel to clear the paper jam. The procedure below describes how to clear a paper jam in the folder.



Warning:

When you remove jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.

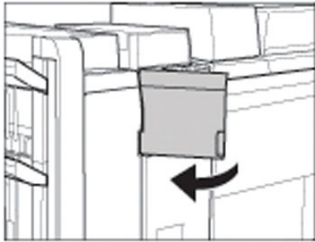
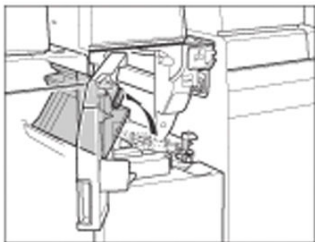



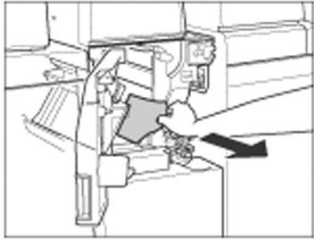
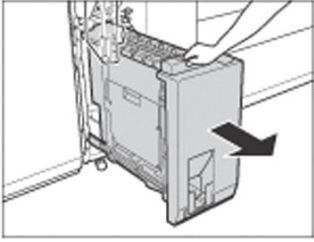
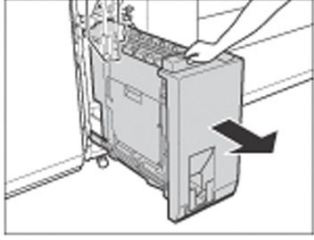
Warning:


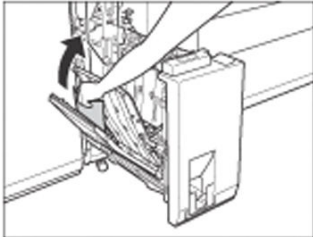
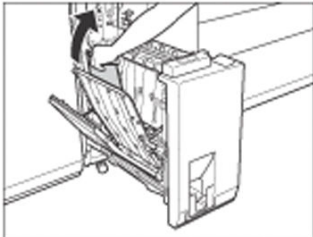

When you remove jammed originals or paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact Service or your local authorized dealer.


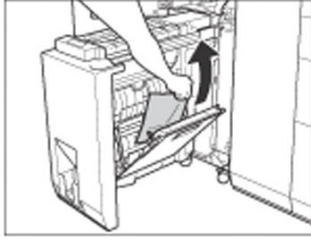
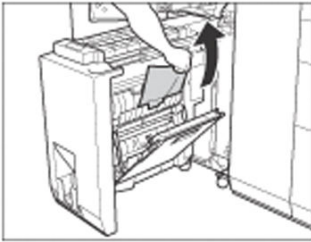
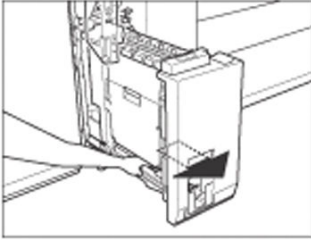
How to clear a paper jam in the folder

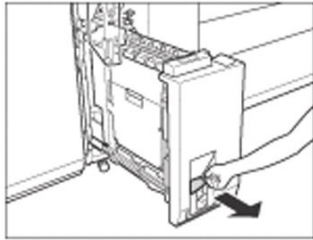
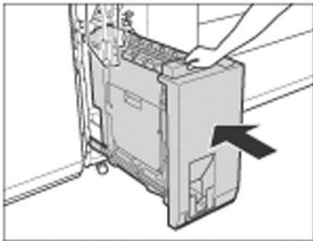

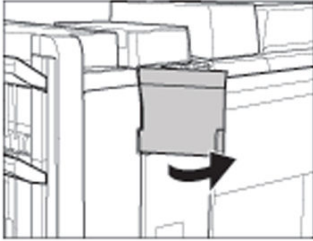
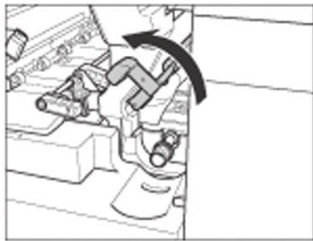
Clear a paper jam in the folder

Step	Action	Illustration
1	Open the front door of the folder.	
2	Open the guide (M-A2).	

Step	Action	Illustration
3	Turn the dial (M-A ₃) in the direction of the arrow (counter-clockwise).	 A line drawing showing a hand turning a circular dial on the right side of a folder's internal mechanism. A curved arrow indicates the counter-clockwise direction of rotation.
4	Remove any jammed paper.	 A line drawing showing a hand reaching into the folder to pull out a piece of paper that is jammed between the rollers. A black arrow points to the right, indicating the direction of removal.
5	Pull out the paper folding unit (M-B ₁).	 A line drawing showing a hand pulling the paper folding unit out of the folder. A black arrow points to the right, indicating the direction of removal.
6	Open the left-hand guide (M-B ₂).	 A line drawing showing a hand opening the left-hand guide of the paper folding unit. A black arrow points to the right, indicating the direction of movement.

Step	Action	Illustration
7	Remove any jammed paper.	<p data-bbox="658 202 1087 269">When there is a paper jam in the inside guide</p>  <p data-bbox="658 524 1097 591">When there is a paper jam in the outside guide</p> 
8	Close the left-hand guide (M-B2). ▲ WARNING When you close the guide, be careful not to get your fingers caught, as this may result in personal injury.	
9	Open the right-hand guide (M-B3). Open the guide as far as possible.	

Step	Action	Illustration
10	Remove any jammed paper.	<p data-bbox="719 202 1147 265">When there is a paper jam in the inside guide</p>  <p data-bbox="719 529 1157 593">When there is a paper jam in the outside guide</p> 
11	<p data-bbox="347 866 694 930">Close the right-hand guide (M-B₃).</p> <p data-bbox="347 933 514 960">▲ WARNING</p> <p data-bbox="347 966 694 1102">When you close the guide, be careful not to get your fingers caught, as this may result in personal injury.</p>	
12	Push out any jammed paper toward the exit slot (M-B ₄).	

Step	Action	Illustration
13	Remove the jammed paper.	
14	Return the paper folding unit (M-B1) to its original position. ▲ WARNING When you return the paper folding unit to its original position, be careful not to get your fingers caught, because this may result in personal injury.	
15	Close the guide (M-A2). ▲ WARNING When you close the guide, be careful not to get your fingers caught, because this may result in personal injury.	
16	Close the front door of the folder. ▲ WARNING When you close the front door of the folder, be careful not to get your fingers caught, because this may result in personal injury.	
17	If the paper jam message is displayed even after the paper jam is cleared, check whether there is any paper left by opening the entrance guide.	

Step	Action	Illustration
18	Follow the instructions on the operator panel.	

Appendix A

Specifications

Specifications


Paper Folding Unit-F1



Note:

Whenever a number of sheets is mentioned in the table below, the figure is based on media of 80 g/m² (20 lb Bond).

Specifications of Paper Folding Unit-F1

Item	Specification
Description	Integrated folding unit that comes optional in combination with Finisher-AF1 or Saddle Finisher-AF2.
Supported media sizes for folding	<ul style="list-style-type: none"> ■ Z-fold: A3, B4, 11" x 17" ■ Tri-fold in: A4R, LetterR ■ Tri-fold out: A4R, LetterR ■ Double parallel fold: A4R, Legal, LetterR
Supported media sizes for pass-through	<ul style="list-style-type: none"> ■ Maximum: 330.2 mm x 487.7 mm (13" x 19.2") ■ Minimum: 140 mm x 182 mm (5.5" x 7.2")
Supported media weights for folding	<ul style="list-style-type: none"> ■ Z-fold, tri-fold in, tri-fold out: 52 - 105 g/m² (14 lb Bond - 28 lb Bond) ■ Double parallel fold: 60 - 90 g/m² (16 lb Bond - 24 lb Bond)
Folder output tray: Capacity	60 mm (equivalent to +/- 40 tri-fold in sheets)
Folder output tray: Supported output	<p>Tri-fold in sheets, tri-fold out sheets, double parallel fold sheets and Z-fold sheets (A4R, LetterR and Legal only).</p> <p> Note: Z-folded A3, B4 and Ledger sheets must be sent to the output trays of Finisher-AF1/Saddle Finisher-AF2.</p>
Dimensions (HxWxD)	1,190 mm x 336 mm x 793 mm (46 7/8" x 13 1/4" x 31 1/4")
Weight	71 kg (157 lbs)

Item	Specification
Power source	From Finisher-AF ₁ /Saddle Finisher-AF ₂

Index

Conversion table for commercial names and user interface names

Conversion table for commercial names and user interface names8

E

Error locations

Error locations 18

F

Folder

Components10

Main parts10

Folding modes

Folding modes11

H

Hardware naming in User Interfaces

Hardware naming in User Interfaces8

L

Labels of error locations

Labels of error locations18

P

Paper jam

In the folder20

S

Specifications

Specifications28