United

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Reliable Tomorrow.**

F100
Tabletop Paper Folder

OPERATOR MANUAL
FIRST EDITION

DESCRIPTION

Infeed Tray

Paper Guides

Back Cover

Upper Fold Plate

Outfeed Tires

Outfeed Conveyor

Lower Fold Plate

Control Panel

Front Cover

FUNCTION

The United F100 Tabletop Paper Folder is designed to fold various paper sizes. The fold plates are manually adjusted for C, V, Z and double parallel folds.

SPECIFICATIONS

|	
Hopper Capacity	Up to 200 sheets 20#
Speed:	Up to 7,400 sheets per hour
Paper Size:	Up to 8.5" x 14"
Fold Types:	C, Z, V, Double Parallel
Dimensions:	24" L x 14" W x 16.5" H
Machine weight	25 lb.
Power supply	120V, 50/60 Hz .6A

SAFETY GUIDELINES

• The F100 is designed only to fold paper.
• Use the F100 in indoor locations only.
• Discontinue use if power cord is frayed or damaged. Contact United for assistance.
• Discontinue use if the machine makes unusual noise. Contact United for assistance.
• Use only the voltage specified, 120V. Do not attempt to alter this.
• Before using the machine, read all instructions carefully.
• To reduce the possibility of injury, children should not be allowed to operate the machine.
• Keep fingers, hands, loose sleeves, jewelry, hair away from the machine.
• If paper is jammed, switch off power and unplug from outlet. Remove fold plates from the machine and remove jammed paper.
• When replacing the fuse, use the same type specified. Disconnect machine from power supply then replace fuse. (Remove the front cover to access the fuse).

UNPACKING & SETUP

1. Inspect package for damage.
2. Inspect packing to ensure all components are included: F100, upper & lower fold plates, power cord.
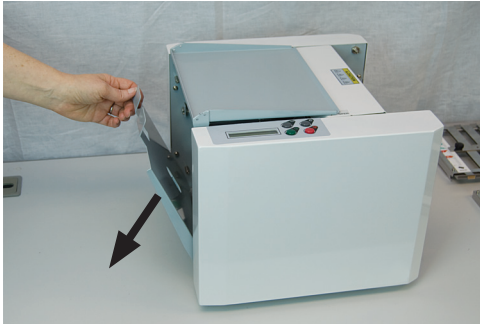

Upper Fold Plate
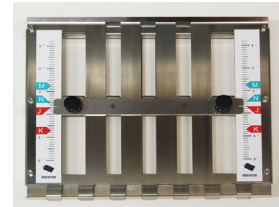
Lower Fold Plate

Power Cord

3. Place the F100 on a sturdy, level surface. Lower the output conveyor into its fully open position.
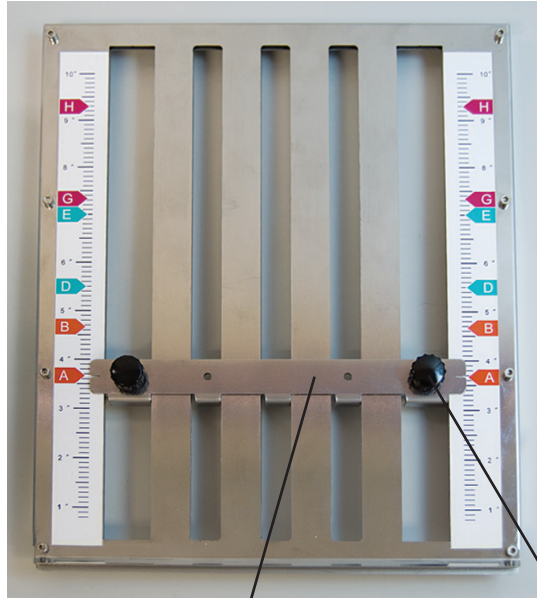

4. Open the paper infeed tray

5. Attach power cable to receptacle, and plug into appropriate wall outlet.
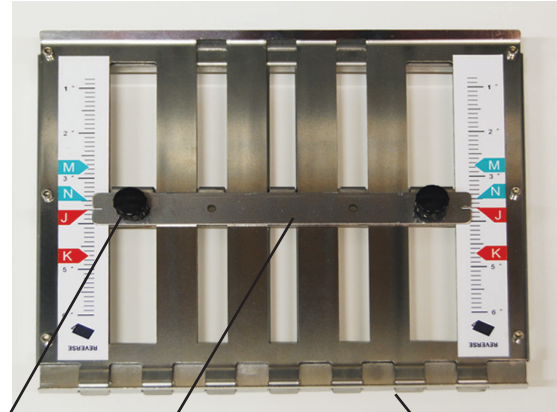
INSTALLING FOLD PLATES

Upper Fold Plate

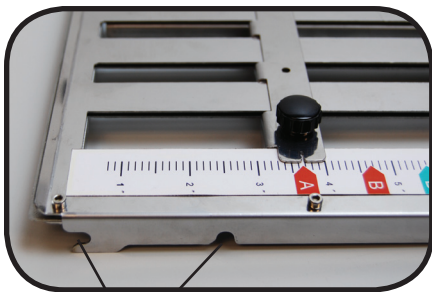Lower Fold Plate

Fold stop

Half fold diverter

Fold stop

Fold stop knobs

Upper Fold Plate

Install the upper fold plate at an angle, as shown. Align the notches on each side of the fold plate with the pins on each side of the machine body. Push gently on the fold plate to lock it into position.
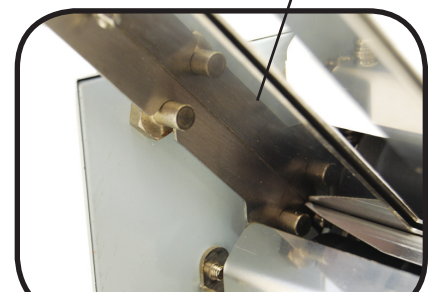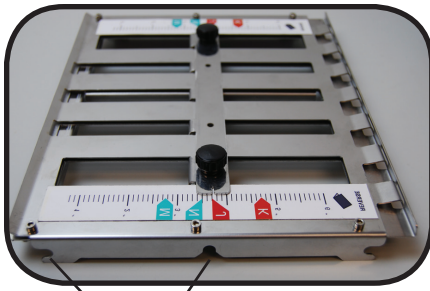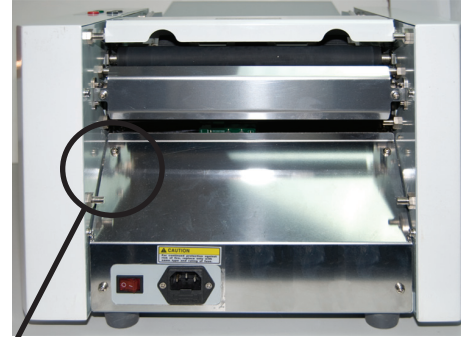

Upper fold plate

Upper fold plate notches
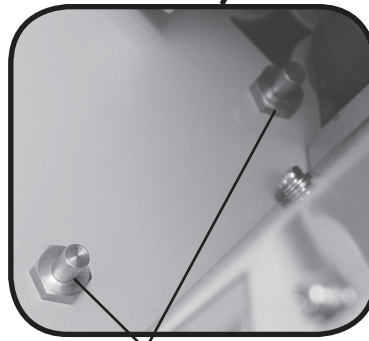

Upper fold plate pins
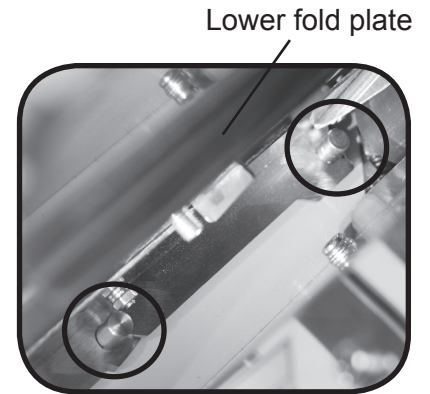

Upper fold plate seated on pins

Lower Fold Plate

Install the lower fold plate at an angle, as shown. Align the notches on the fold plate with the lower fold plate pins. Push gently on the fold plate to lock it into position.

Lower fold plate

Lower fold plate notches

Lower fold plate pins

Lower fold plate seated on pins

Setting Fold Plates

1. Determine the fold type and paper size.
2. Refer to the chart on the infeed table for fold plate settings based on the fold type and paper size. For example, if you are folding an 8.5" x 11" sheet (LT) into an accordion fold (Z) set the upper fold plate stop to "G" and the lower fold plate stop to "J".
3. To adjust the fold stops loosen the two thumbscrews, slide the fold stop up or down to the correct position and tighten the thumbscrews.

   Note: To process a Half Fold, Set the upper fold plate stop to the proper position and then remove the lower fold plate, rotate it 180º and re-install it.

   To set custom folds, refer to the chart on page 6.


Fold stop position decal on infeed table.

Loosen the thumbscrews to adjust the fold stop position.

Align the fold stop notch with the matching letter.

Setting Outfeed Stacker Wheels

1. A zip tie is used to hold the outfeed wheels in place during shipping. Cut and remove the tie before proceeding. Adjust outfeed wheels to match the fold type and paper size. NOTE: This is important for proper outfeeding. Loosen the thumbscrew and slide the tires up or down to the correct position. Refer to the guide at right for the correct position. Tighten the thumbscrew to hold the tires in place.

Zip Tie
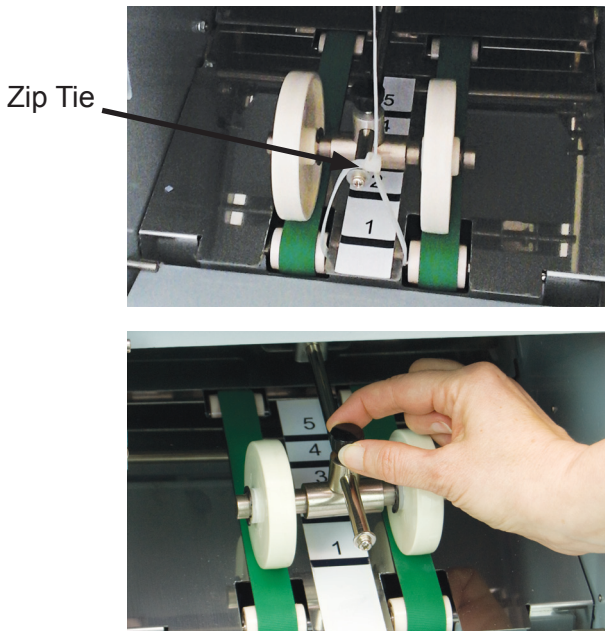
Stacker Wheel Position			
Fold Type		LT (11")	LGA (14")
Letter "C"		3	2
Accordion "Z"		3	2
Double Parallel		4	3
Half "V"		1	0

Loading Paper and Adjusting Side Guides

1. Load the paper by pressing down on the spring-loaded infeed guide. Be sure the leading edge of the paper is under the feed tires.


2. After loading the paper, adjust the side guides by gently pinching them and sliding them inward toward the paper stack. Be sure they are snug against the paper stack, then loosen slightly to leave a gap of approximately 1mm on each side. The paper should lie flat.

Control Panel

1	LCD Screen	Displays status, counter, batch counter, any faults
2	START Button	Press to start operation
3	STOP Button	Press to stop operation
4	BATCH Button	Press to change batch counting quantity and interval
5	CLEAR/RESET Button	Press to clear counter
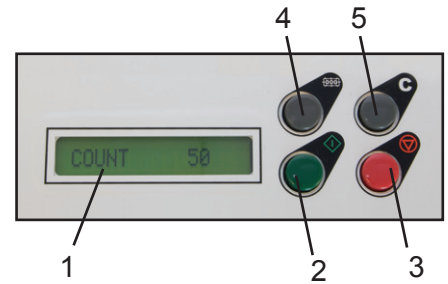
Counter:

The F100 has a 3 digit resettable counter that will count up as the paper is folded. To reset the counter, press and hold the "C" button for 3 seconds.

AutoBatch Counting:

To fold a set number of sheets with a pause between sets, use the AutoBatch Counter. Press the Batch button repeatedly to set the number of sheets to be folded, then press the red Stop button to set the number of seconds between each set (up to 30 seconds). Press the Batch button to adjust the time delay (the delay will cycle up to 30 seconds and then go back to 0).

AutoBatch Last Form Adjustment:

The speed of the last three forms can be adjusted when using AutoBatch for accurate sets. For example, if 10 sheets are programmed in AutoBatch and 11 are pulled, the speed of the last three forms needs to be reduced, if only 9 sheets are pulled the speed of the last three forms needs to be increased. To enter the last form adjustment mode press and hold the Stop button for 3 seconds, the screen will read "M_Count: ### MS", note the number shown, then press the Batch button to adjust the speed (the speed will cycle up to 495 MS and then go back to 005). To increase the speed, set to a higher number and to decrease the speed, set to a lower number. To exit press the Stop button one time.
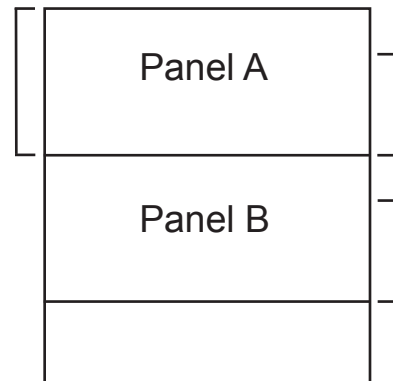
Paper Out:

If the control panel reads "NO PAPER", check the infeed tray and reload paper. The screen will reset when paper is loaded.
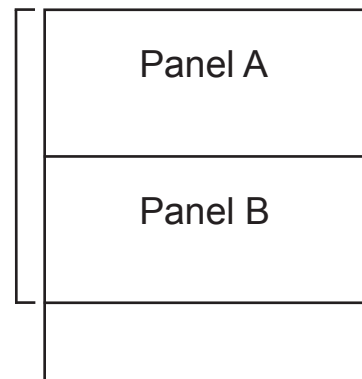
Setting Custom Folds

Example 1: Uneven "C"

1.   Measure the length of panel "A"

2.   Adjust the upper fold plate so that the stop plate lines up with the measurements of the panel "A" i.e. if panel "A" is 5 1/4" long slide the stop plate up or down so that it lines up with the 5 1/4" mark on the fold plate.

3.   Measure the length of panel "B"

4.   Adjust the lower fold plate so that the stop plate lines up with the measurement of panel "B"

5.   Load forms and press test. If folds are too long or too short adjust accordingly.

```
┌──────────────┐
│              │
│   Panel A    │
│              │
├──────────────┤
│              │
│   Panel B    │
│              │
├──────────────┤
│              │
│              │
└──────────────┘
```

Example 2: Uneven "Z"

1.   Measure the length of panel "A" & "B"

2.   Adjust the upper fold plate so that the stop plate lines up with the measurements of panel "A" & "B". i.e. if panel "A" & "B" are 9" long slide the stop plate up or down so that it lines up with the 9" mark on the fold plate.

3.   Measure the length of panel "B"

4.   Adjust the lower fold plate so that the stop plate lines up with the measurement of panel "B

5.   Load forms and press test. If folds are too long or too short adjust accordingly.

```
┌──────────────┐
│              │
│   Panel A    │
│              │
├──────────────┤
│              │
│   Panel B    │
│              │
├──────────────┤
│              │
│              │
└──────────────┘
```

Troubleshooting

PROBLEM:	SOLUTION:
Folder will not start	Check that power cord is plugged into the folder and an electrical outlet
	Check that the power switch is ON
Paper will not feed	Adjust the paper guides so a single sheet of paper slides freely between the guides without excessive play
	Check to be sure the paper is properly loaded in the infeed tray, with the leading edge under the feed tires.
Paper folding incorrectly	Check that fold plates are inserted correctly (upper on top, lower on bottom) and that they're properly seated on their alignment pins
	Check the fold stops to be sure they match the positions show on the guide (see page 3) and that the thumbscrews have been tightened
Overload	Check outfeed wheels to be sure they are properly adjusted for fold type and paper size. Turn folder off and on to reset.
"PAPER ERR" displayed on control panel	Turn off power and check the fold plates to see if paper is jammed. If it is, remove the fold plate(s), remove the jammed paper and re-install the fold plate(s).