



F100  
Tabletop Document Folder



Single Fold	Letter Fold	Z-fold	Double Fold

## Specifications

Paper size : 11" & 14"

Paper weight : 60g/m<sup>2</sup> to 90g/m<sup>2</sup>

Some recycled paper and coated paper may not fold properly.

Load capacity : Maximum up to 200 sheets (20 lb copy paper)

Folding speed : Up to 156 sheets/minute (11" C Fold)

Paper ejection : Belt conveyor

Power supply : AC100V~240V 50/60Hz ( power consumption : 50W )

Machine size : In storage: 12"L x 10.5" H x 14.5" W (body)

When using: 24"L x 14"H x 14.5" W

Weight : About 23 lbs

# Important Safety Instructions

To ensure your safety in using this product, please carefully read this product's instruction manual before using, and place the instruction manual in a easily accessible location. To prevent causing life and property damage to users and others, this manual uses the following warning and caution icons to warn about dangerous operations and usage. Please read its contents carefully before continuing.



## Warning

This means that an erroneous operation can result in death or serious injury.

- When removing or inserting power supply, make sure you hold the power plug. Otherwise fire may result from electric shock or overheating.
- Please do not damage or modify the power cable, and avoid using an extension cord or multiple socket-outlet. Otherwise fire may result from electric shock or overheating.
- Please do not disassemble and modify this product. Otherwise fire may result from electric shock or overheating, leading to personnel injury or death.
- Please do not spill water or other liquids on the product, or use wet hands to operate the machine operation or plug/unplug the power supply. This may cause an electric shock.
- When moving or maintaining this product, please make sure to remove the power cord and the folding trays before proceeding. Accidental injury or electric shock may occur from falling folding trays.

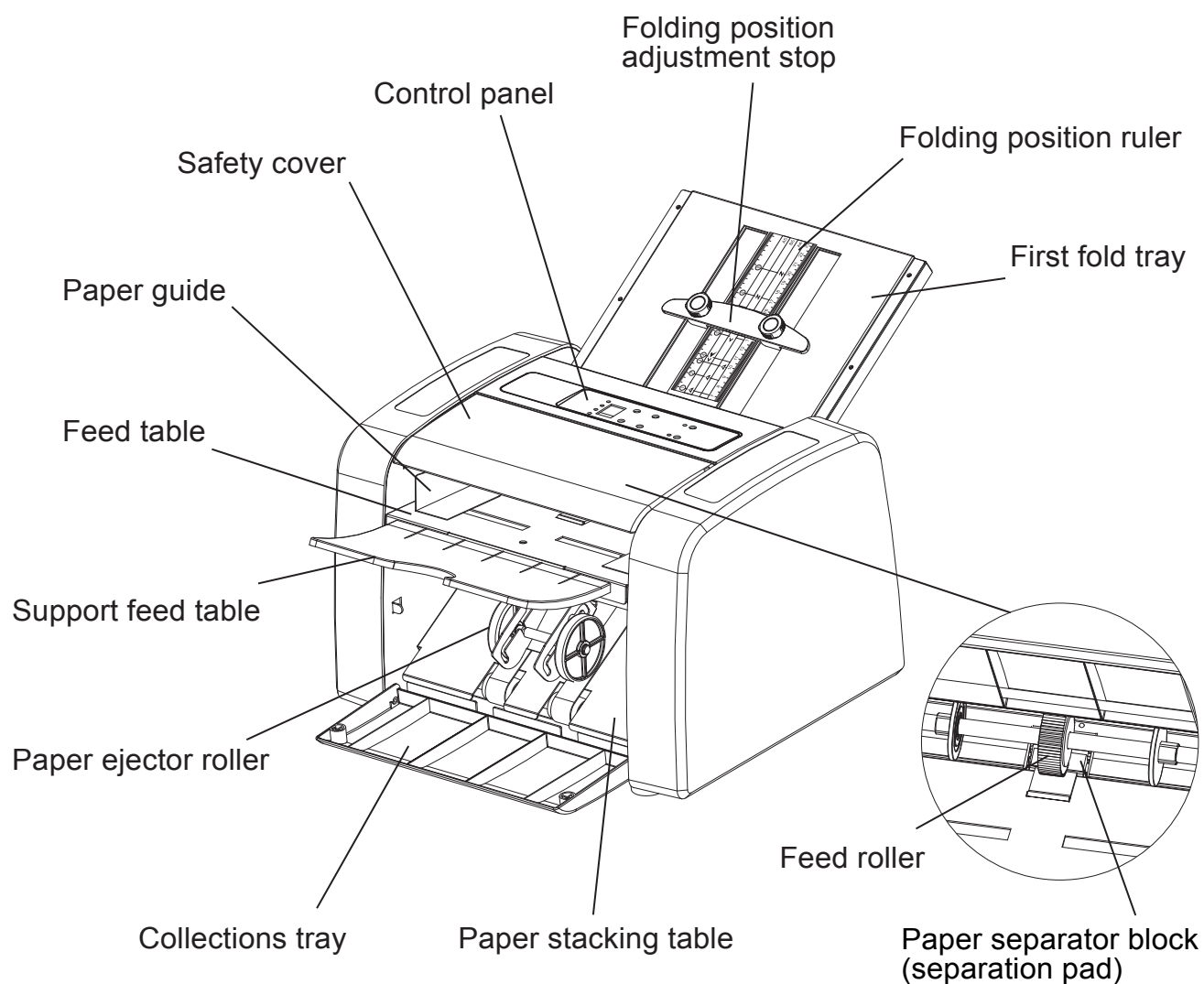


## Caution

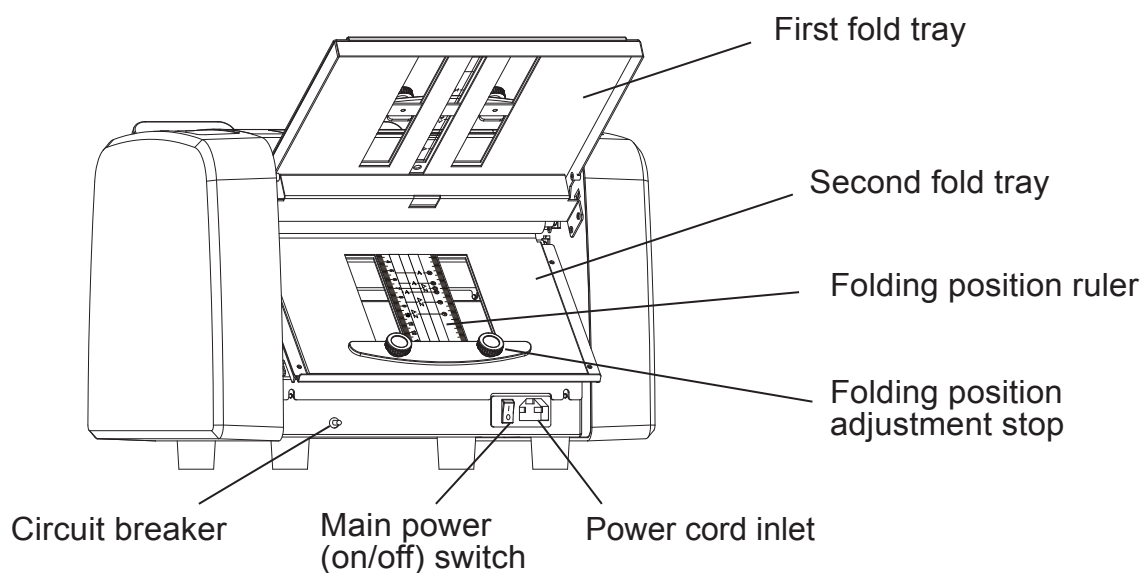
This means that an erroneous operation can result in personal injury or damage to property.

- If you are not using the machine for an extended period of time, please unplug the power supply and keep the power cable in a safe place. Loose socket and dust may cause electric shock or short circuit when plugged in.
- When the machine is operating, please do not touch the roller or paper in the paper feed. This may cause accidental finger injuries by the roller.
- Please do not plug in the power supply when the folding trays are removed. This may cause accidental finger injuries by the roller.
- Please make sure to remove the power plug when handling paper jams or touching rollers. A sudden operation by the machine may cause accidental finger injuries by the roller.
- If the machine is idling and producing abnormal sounds due to paper jams and from foreign objects, please unplug the power supply as soon as possible. If left untreated, this may result in machine damage, reduction in machine life, machine overheating, and other accidents.
- The machine should be installed on a flat surface with sufficient space and stability.
- Please do not place the machine on an unstable, narrow slippery surface. This may cause machine parts to collide with each other and produce damage.
- Please do not place items on the machine. Falling objects may be tangled up with or jammed into the rollers and cause damage to the object and internal parts of the machine.
- Please do not use the power cable on electrical appliances other than this product.
- Please avoid placing this product under direct sunlight, or in a high temperature, and high humidity locations. This may cause a reduction in machine life, and paper not folding properly.
- Please avoid placing this product in the vicinity of precision machines, televisions, and radios, as they may cause radio interference in surrounding machines.

# Description



## Rear View

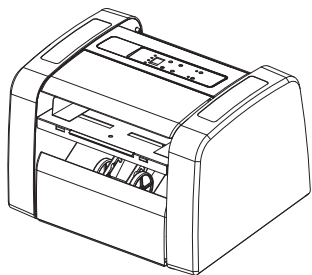


# Setup

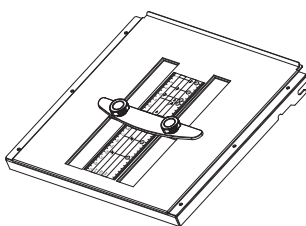
## ① Remove the packing material that protects the machine.

Please keep the box and packaging material for transportation in case of repair or maintenance.

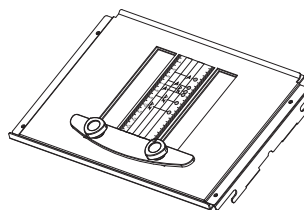
## Contents



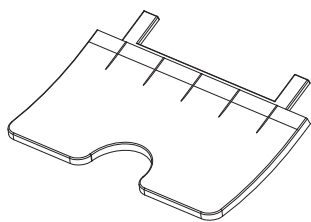
Machine body



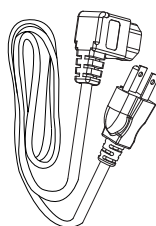
First fold tray



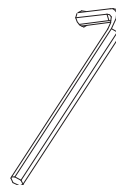
Second fold tray



Support feed table

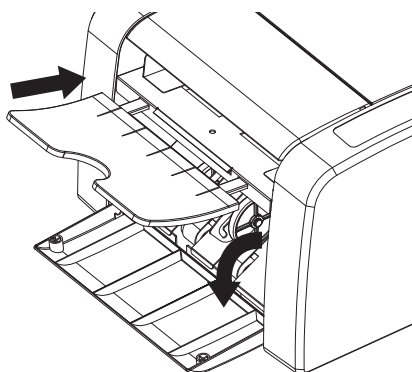


Power cable

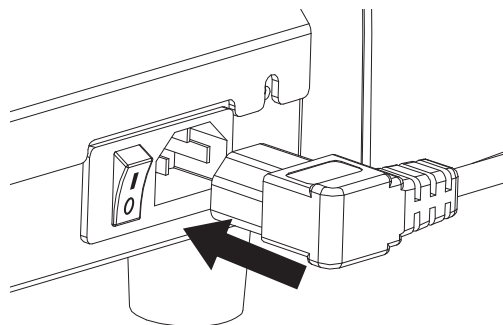


L-shaped hexagonal wrench

## ② Insert the support feed table, Open the collecting tray.



## ③ Make sure the power is at the OFF position. Insert the power cable.

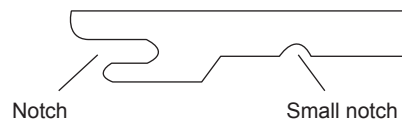


## ④ Install the first and the second fold trays.

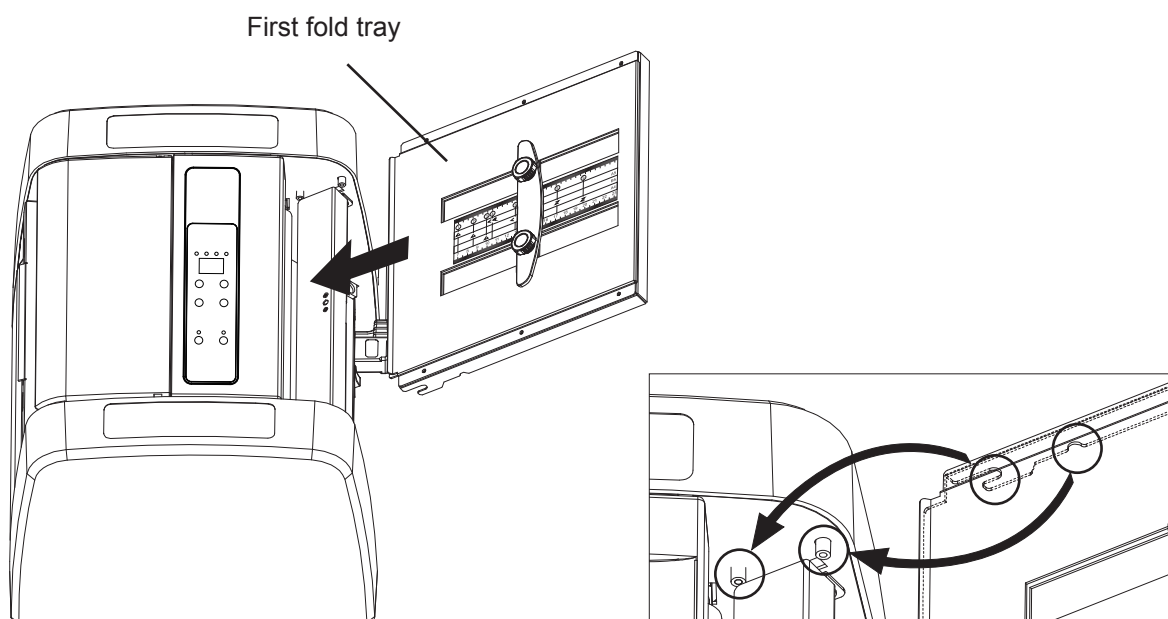
Refer to Page 3 for fold tray installation

# Fold Tray Installation

Align the fold tray notch with the pivot on the machine.  
(See diagram for details.)



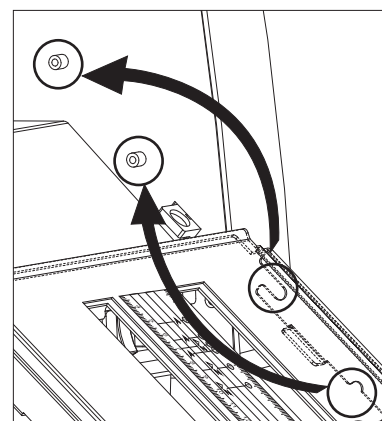
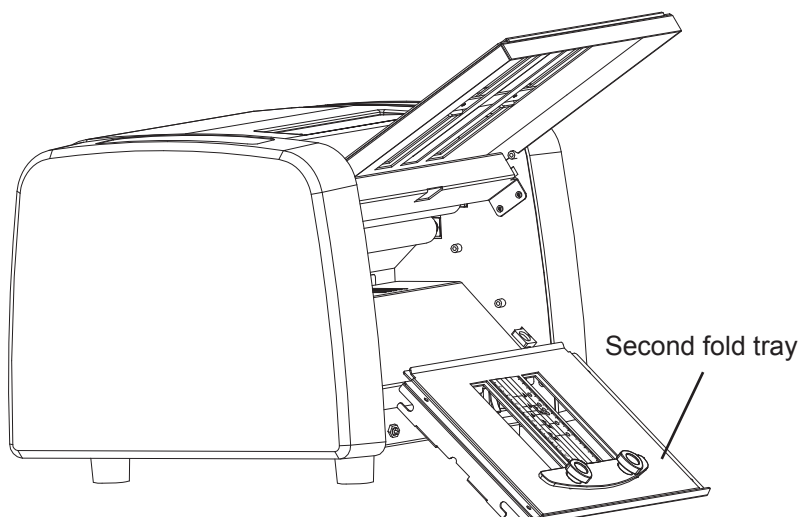
## ① First fold tray



## ② Second fold tray

Second fold tray comes with a notch on both sides.  
Depending on the folding style, choose which side to insert.

Second Fold Tray Direction		
Machine Side	「Single Fold」	Outward
Machine Side	「All other folds」	Outward



# Operating Instructions

## Setting Procedure

(1) Switch on the Power

(2) Fanning the Paper

(3) Set the Paper

(4) Set Folding Position

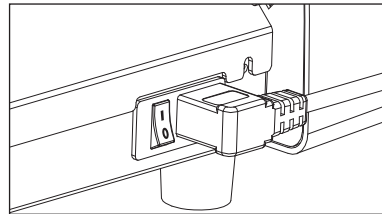
(5) Counter Setting

(6) Test and Adjust

(7) Start folding

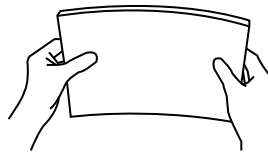
## 1 Switch on the Power

Switch on the main power.

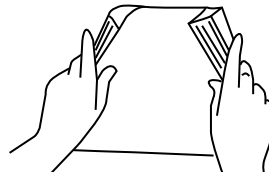


## 2 Fanning the Paper

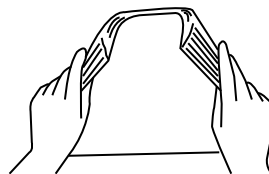
To prevent overlapping feeds or mis-feeds, please make fan the paper before folding.



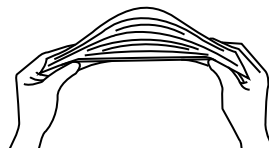
① Pick up a stack of paper.



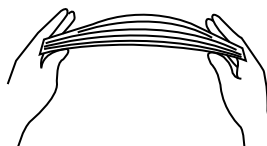
② Bend the stack from both sides, and use the index finger to press the fanning part of the sheets.



③ At the same time, use the thumb to hold the sheets from the inside.



④ The sheets held down by the index finger and the thumb will loosen. Gaps will appear between the sheets, which allows air to enter and create a separation effect.

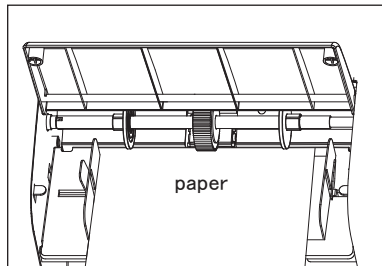


⑤ After aligning the stack, repeat steps ①~⑤ to fan the paper on the reverse side.

# Operating Instructions

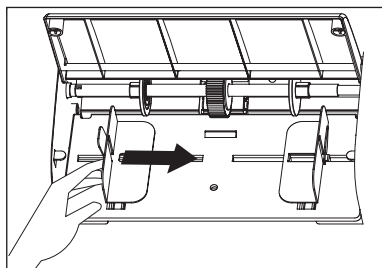
## 3 Set the Paper

- ① Open the safety cover. Place the paper in the center of the feed tray.



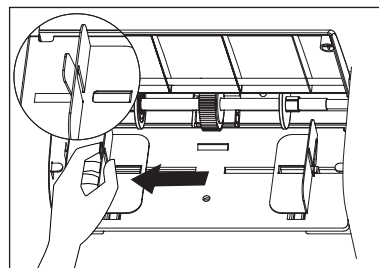
### 【 Move guide inwards 】

Push on the side of the guide towards the paper stack.

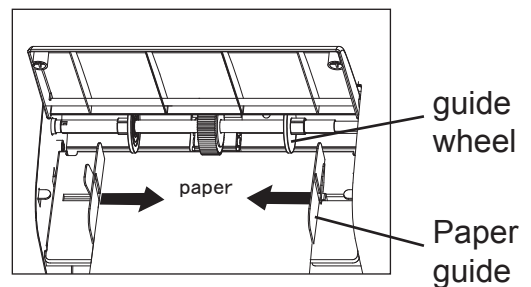


### 【 Release guide 】

To release, press tab and move guide outwards.

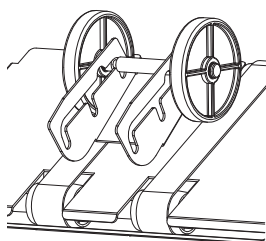


- ② Check to see if the paper stack is in the center position.  
③ Check is the orange guide wheel is about 1 inch from paper edge.  
④ Close the safety cover.

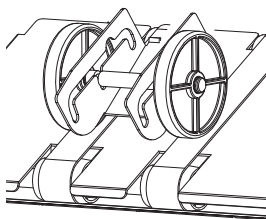


## Set paper ejector roller

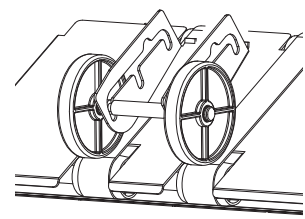
Adjust the ejector roller according to different fold style.



- 【 All fold styles except Single fold 】  
Move roller to the most inside position.



- 【 Single fold 】  
Move roller to the middle position.



- 【 Legal Size Single fold 】  
Move roller to the outer position.



# Operating Instructions

## 4 Set Folding Position

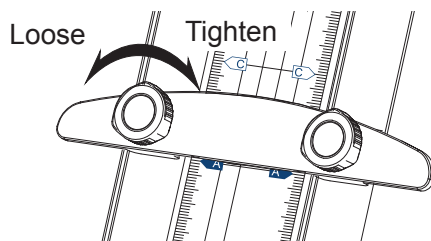
Please use the following table for the corresponding folding position mark on the fold tray, and then move the folding position adjustment stop to the correct position on the ruler.

Example : Legal paper into Letter Fold

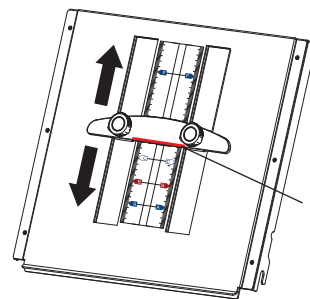
Move first tray stop position to B

Move second tray stop position to J

## Fold Stop Adjustment



① Loose the knobs.



Align with Surface

② Move the fold stop and align with ruler marking.

As paper size dimension may vary between manufacturers, make fine-adjustment to the length and angel based on test folds.  
When folding single folds, make sure to insert the second fold tray backwards.

## Types of Fold and Folding Position

FOLD SETTINGS												
		UPPER PLATE	LOWER PLATE		UPPER PLATE	LOWER PLATE		UPPER PLATE	LOWER PLATE		UPPER PLATE	LOWER PLATE
LTR (11")												
LGL (14")												

# Operating Instructions

## 5 Counter Setting

### Step1



Press BATCH/ENTER



Display

--- (Flashing)

Pre-setting state

### Step2



Press the ADD or SUB key to select ascending count or descending count.



Display

050 (Flashing)

Initial value: 「050」

### Step3



Press the + or - key to set the paper count.



Press once, add 1  
Hold to speed up

### Step4



Press BATCH/ENTER to set.



Ascending

000

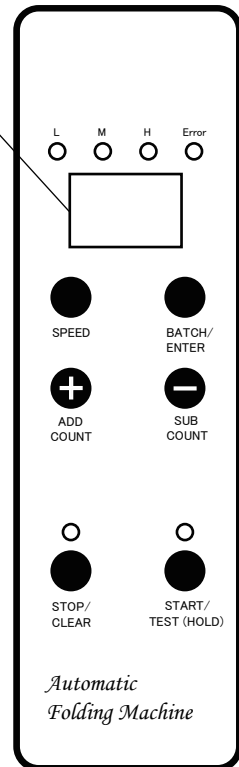
(Count up)

Descending

050

(Count down)

Display panel



Automatic  
Folding Machine

#### Ascending and Descending

When machine is running, the paper count on the display panel is either ascending or descending.

#### Continuous folding mode

Press BATCH/ENTER and then STOP/CLEAR to set into Continuous folding mode.

## 6 Test and Adjust

Press and Hold the START/TEST key for 3 beeps to the test fold.\*The test fold will not add into total count.This step ensures the paper is correctly folded, make changes if necessary.

## 7 Start Folding

Upon confirming that the test fold is correct,  
Press START/TEST key once to start paper folding.

\*To stop, press STOP key.

### Speed setting

There are 3 speed settings : H(High),M(Medium), and L(Low).  
Please set speed according to paper quality.

#### Speed Recommendation

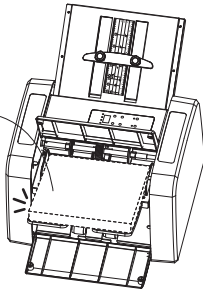
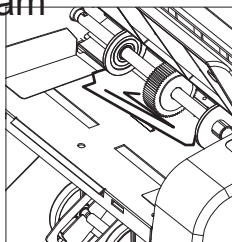
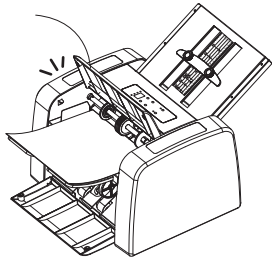
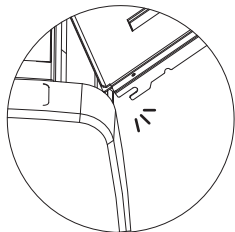
thin/light paper

⇒ low speed

thick/heavy paper

⇒ high speed

# Error display

Error display	Error Type	Possible Reason and Solution
-01	Feeder Empty 	Reason : The paper stack is empty. Solution : Replenish the stack.  Reason : Paper Detection error. Solution : Place a piece of white copy paper at the bottom of the stack.
-02	Paper Jam 	Reason : Paper is not able to feed or fold smoothly Solution : Switch the machine off. Remove the tray and check for paper jams. If the paper jams occurs repeatedly, check the fold tray settings and that they are installed properly. Cehck the feed roller* *Adjust the separation pressure if paper cannot be fed in repeatedly
-03	Top Cover Open 	Reason : Top cover is not closed or not in place. Solution : Make sure the cover is close.
-04	Plate1 Error 	Reason : Fold tray is not inserted properly or not present. Solution : Ensure the tray is in place.
-05	Plate2 Error	

\*If error message keeps appearing even after all the component are in place, please contact United by visiting [www.unitedofficenow.com](http://www.unitedofficenow.com).

# Separator pressure adjustment and roller cleaning

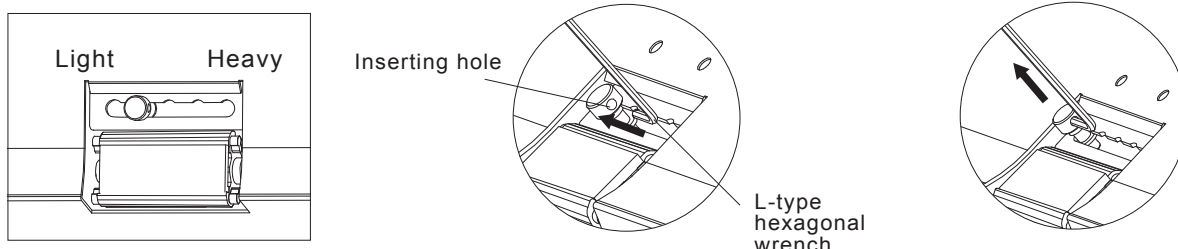
## Paper Separator Pressure Adjustment

When multiple sheets of paper are drawn in together or when the feed roller is idling and not feeding paper normally, adjust the paper separation pressure to the optimal feed state.

Move to left notch if multiple sheets are feeding in

Move to right notch if sheets are not feeding

※Take off feed roller shaft before adjusting pressure.( refer to page 10 )

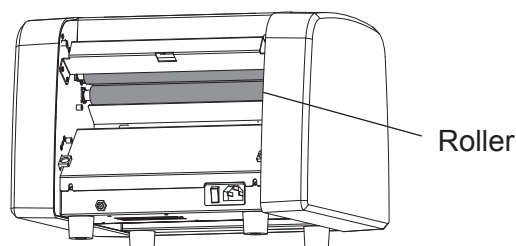
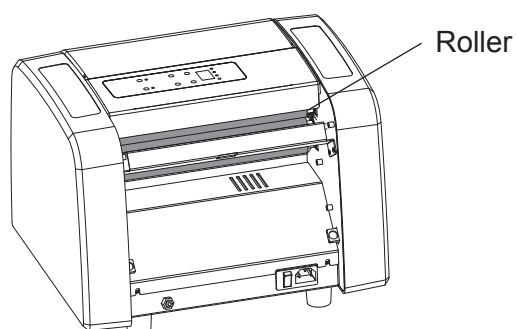


- ① Paper separation pressure ranges from light (left) to heavy (right), for a total of 4 settings.
- ② Insert the L-type hexagonal wrench into the hole on the side of the round separator arm.
- ③ Move the arm to the proper position.

## Fold Roller Cleaning

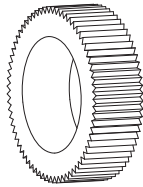
Paper dust and Ink residue might cause paper jam or inconsistent folding if left unclean. Please clean rollers periodically.

- ① Please make sure to unplug the power first, and then remove the fold trays.
- ② Use a cloth and damp with alcohol, wipe the rollers while rotating.

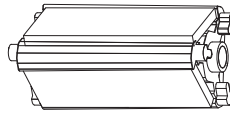


# 7 cbgi a UV`Y`F Yd`UWYa YbHg

## Replacement Supplies



Feed roller

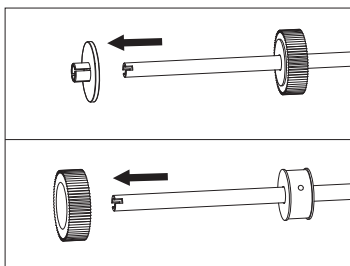
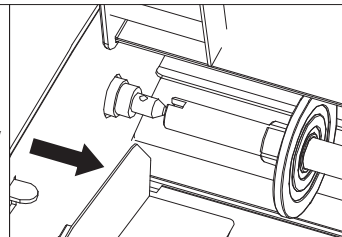


Paper separator block  
(separation pad)

## Replacing the Feed Roller

The feed roller and the paper separator block are consumables. Please replace with new ones when the feed roller and the paper separator block have been worn down and no longer can feed paper normally.

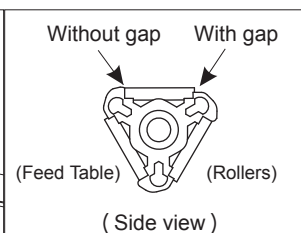
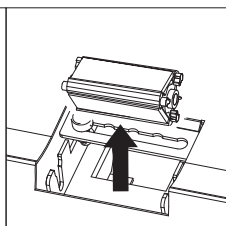
Please make sure to unplug power before replacing the feed roller. Then open the safety cover, press on the feed roller set to slide in the direction of the arrow until the main shaft is separated from the connection pin, then remove the feed roller set.



Remove feed guide wheel and old feed roller from the shaft, replace it with the new feed roller and place the feed guide wheel back. After inserting shaft, double check the shaft is aligned with the connecting pin. Feed guide wheel optimum position is to be placed 1in inside the paper.

## Replacing the Paper Separator Block

The paper separator block has 3 sides that may all be used. When replacing the block or changing to another side, remove the feed roller shaft first and replace the paper separator block as shown in the figure.



# Simple Troubleshooting

When the machine is experiencing malfunctions, please confirm the problems using the following table.

- Depending on paper quality, size, and thickness, as well as with the ink used in printing, there may be cases where paper cannot be folded normally even after making adjustments. Moreover, paper with fold lines or one that is wrinkled can also not fold normally.
- If you cannot troubleshoot and solve the problem using the following table, please remove the power supply and contact the United by visiting [www.unitedofficenow.com](http://www.unitedofficenow.com).

Problem	Confirming the problem	Solution
After pressing the key, there is no reaction from the motor	<ul style="list-style-type: none"> <li>● Is the power cord loose? Has the main power been switched on?</li> <li>● Is there an error message displayed on the panel?</li> <li>● Is the protective circuit breaker off? (If off, the red button will pop out)</li> </ul>	<ul style="list-style-type: none"> <li>⇒ ● Make sure the power cord is attached and switch on the machine.</li> <li>⇒ ● Please refer to page 8 to correct the error message.</li> <li>⇒ ● Press the red button and wait about one minute to reset/restart.</li> </ul>
Multiple sheet feed	<ul style="list-style-type: none"> <li>● Is the ink, static, and other reasons causing sheets of paper to stick together?</li> <li>● Is the paper shiny or glossy like a leaflet?</li> <li>● Is the paper separation pressure set on heavy pressure?</li> </ul>	<ul style="list-style-type: none"> <li>⇒ ● Please fan the stack of paper before loading it to the feed table.</li> <li>⇒ ● When folding a glossy paper, please reduce the number of fold counts.</li> <li>⇒ ● Please adjust the paper separation pressure to light pressure (left).</li> </ul> <p>* Glossy paper or coated paper is likely to misfeed, causing bad folds.</p>
Paper jammed/clipped	<ul style="list-style-type: none"> <li>● Is there a multiple-sheet feed?</li> <li>● Are there any unremoved paper fragments or foreign objects inside the machine or fold trays?</li> <li>● Are the rollers dirty?</li> </ul>	<ul style="list-style-type: none"> <li>⇒ ● Please refer the solution to the problem of multiple sheet feed above.</li> <li>⇒ ● Please turn off power, confirm that there are no foreign objects inside the fold trays, rollers, and machine body, and clean thoroughly.</li> <li>⇒ ● Please refer to page 9 for roller cleaning.</li> </ul>
Feed roller is idling and cannot feed paper	<ul style="list-style-type: none"> <li>● Is the paper large sized, or glossy paper like leaflets?</li> <li>● Too much paper on the feed pile/table?</li> <li>● Is the paper separation pressure set on light pressure?</li> </ul>	<ul style="list-style-type: none"> <li>⇒ ● When folding large-sized paper or glossy paper, please reduce the number of sheets.</li> <li>⇒ ● Reduce the size of the paper pile.</li> <li>⇒ ● Please adjust the paper separation pressure to heavy pressure (right).</li> </ul> <p>* The problem may also be caused by excessive pad wear in the paper separator block. The paper separator block has 3 sides that may be used. Please change sides, refer to pg 10.</p>
Folded paper has wrinkles	<ul style="list-style-type: none"> <li>● Are there any unremoved paper fragments or foreign objects inside the machine or fold trays?</li> <li>● Is the paper arranged neatly on the feed table?</li> <li>● Are the rollers dirty?</li> <li>● Is the paper separator block crooked or worn out?</li> </ul>	<ul style="list-style-type: none"> <li>⇒ ● Please inspect and remove all foreign objects.</li> <li>⇒ ● Please fan the paper and arrange them neatly on the feed table, make sure paper guides are lined up against the paper edge as well.</li> <li>⇒ ● Please refer to page 9 for roller cleaning.</li> <li>⇒ ● Please remove the paper separator block for cleaning or replacement, refer to pg 10.</li> </ul>

