



FD 3302

Tabletop Air Suction Document Folder

1. Installation Precautions

1-1. Before installation

- Before installation, check that the power switch is turned off.
- Check that the voltage and frequency of the area in which this machine is used match the specifications on the label pasted on the machine.
- Do not drop the fold plates. Make sure the fold plates are not subject to shock. Otherwise, they may be damaged, resulting in poor folding accuracy.
- The machine should be moved by two people, and carried by its bottom surface.
- Because there are some protruding parts (such as screws) on the operator's and non-operator's sides of the machine, be sure to hold the bottom on the infeed section and the ejecting section when handling the machine.
- A machine in the photos shown in this manual is a prototype.
The colors and forms of the parts shown in the photos may be different from those of the production model.

1-2. Installation location

- Install the machine on sturdy surface which can accommodate the weight.
The weight of the machine is as follows.

157 lb / 71 kg(including Accessories)

- The following installation space (width x depth x height) is required.

53.3" x 23.2" x 29" / 1,353 x 587 x 736 mm

- Install the machine in a flat and stable place.
- Do not install this machine near a heating equipment such as a stove.
- Install in a place which meets the following requirements.

Temperature range: 41 to 95°F / 5 to 35°C

Humidity range: 20 to 80%RH (No condensation)

No direct sunlight

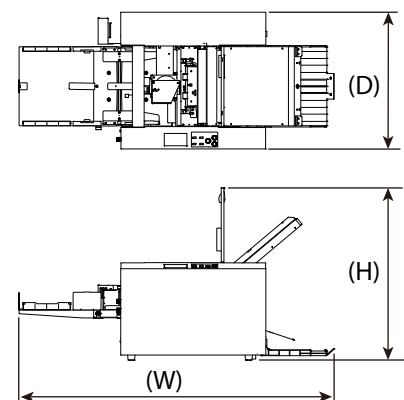
Outside light does not exceed 1,500 lx

Little vibrations

No salt

No special chemicals

No exposure to water



1-3. Power source

- The following power supply is required for ensuring stable use.

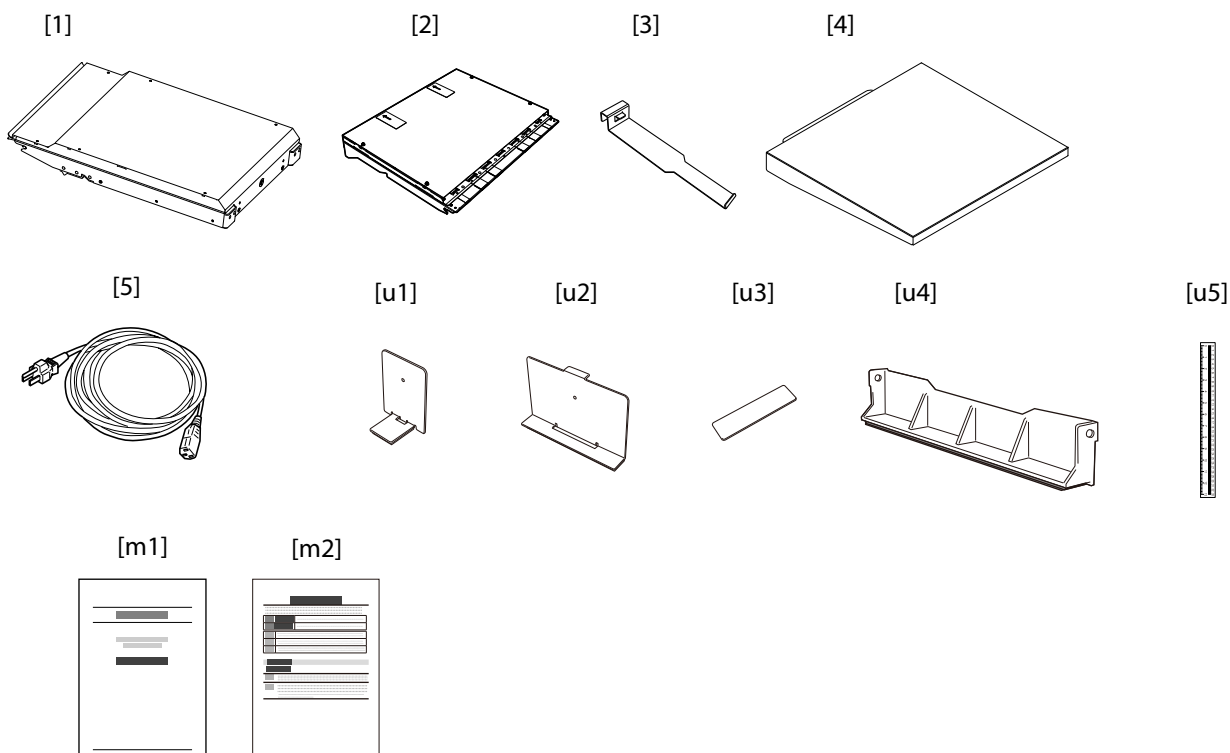
Power supply: 100 to 240 V AC, 50/60 Hz

- When using other electrical products on the same outlet, make sure the power capacity is not exceeded.
Rated power of this machine is as follows:

Rated power: 190 W

Rated current: 1.9 to 0.8 A

2. Accessories



No.	Name	Qty.
[1]	Upper fold plate	1
[2]	Lower Fold plate	1
[3]	Auxiliary paper outfeed guide	1
[4]	Infeed paper tray extension	1
[5]	Power cord	1
[u1]	Trail edge guide unit	1
[u2]	Side guide unit	2
[u3]	Plate unit	1
[u4]	Long paper guide	2
[u5]	Scale labels	1
[m1]	Operator manual	1
[m2]	Installation manual	1

3. Preparation

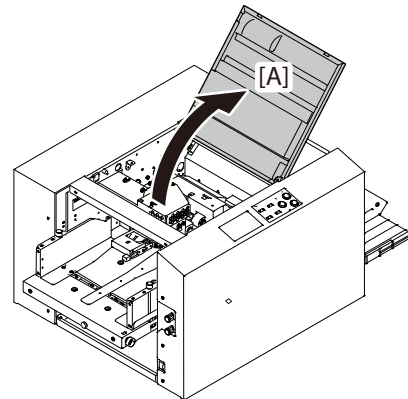
3-1. Removing pressure release inserts

The pressure release inserts have been installed in order to avoid the deformation of the folding rollers during shipping. Be sure to remove the pressure release inserts when installing.

- ⚠ **If the upper fold plate is set in place before removing the press release levers, the fold plate may become deformed or damaged.**
Be sure not to turn on the power before removing the press release lever.

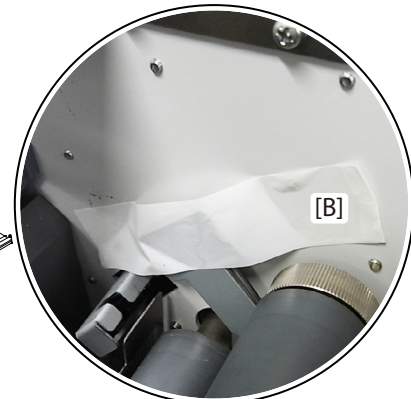
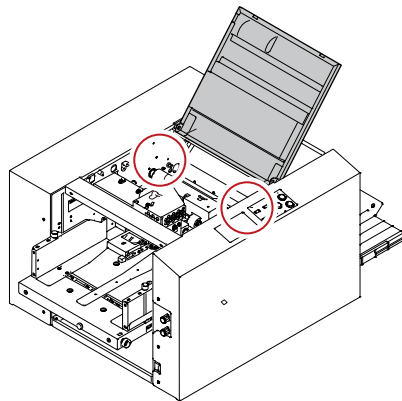
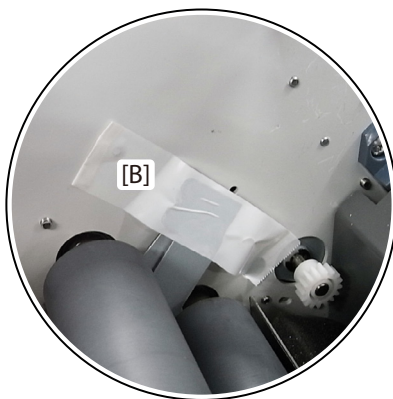
1 Open the top cover.

[A] Top cover



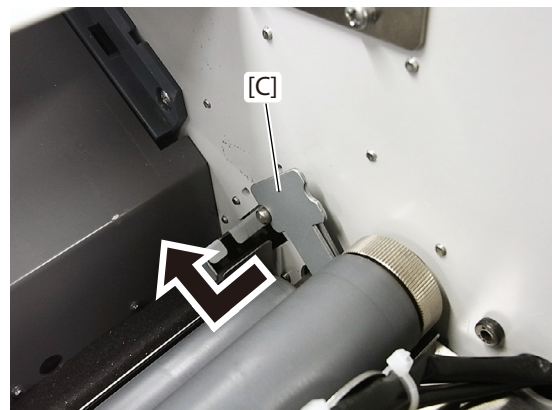
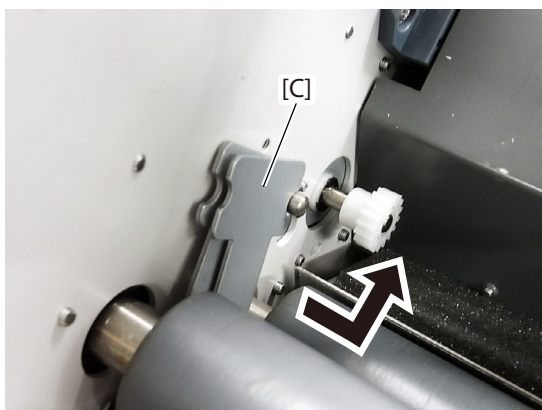
2 Remove the tapes that secure the pressure release inserts.

[B] Tape



3 Remove the first set of pressure release inserts by pushing inwards and pulling out.

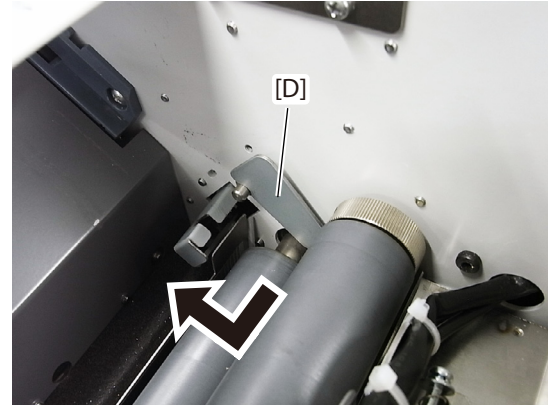
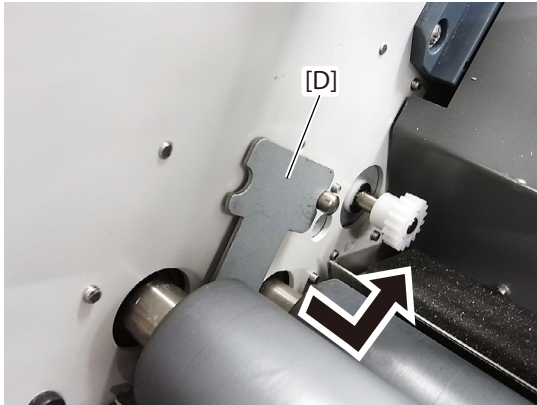
[C] Pressure release inserts



4 Remove the second set of pressure release inserts by pushing inwards and pulling out.

[D] Pressure release inserts

Set aside these parts, keeping in mind they will not be used later in the installation process.



5 Close the top cover opened in step 1.



The removed the pressure release inserts will not be used later in the installation process.
Do not leave them behind.

3-2. Removing side air fan

Remove the side air fan from under the paper feed tray.

[A] Side air fan

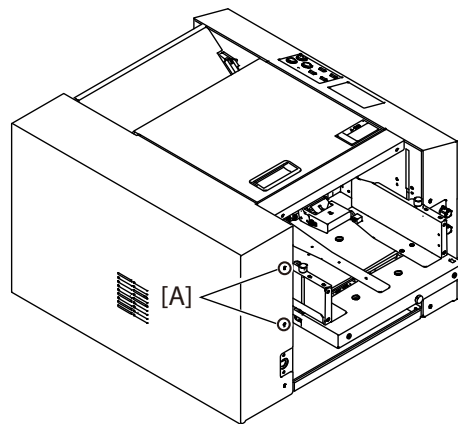


4. Installation Procedures

4-1. Attaching side air fan

1 Remove the screws from the main cover.

[A] Screws (qty 2)



2 Attach the side air fan to the main body.

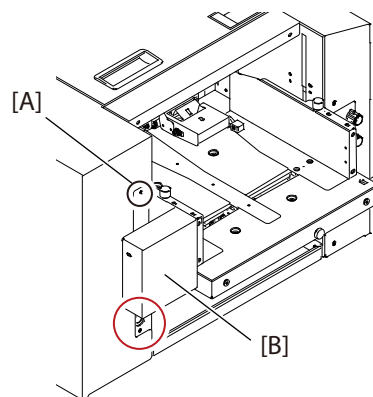
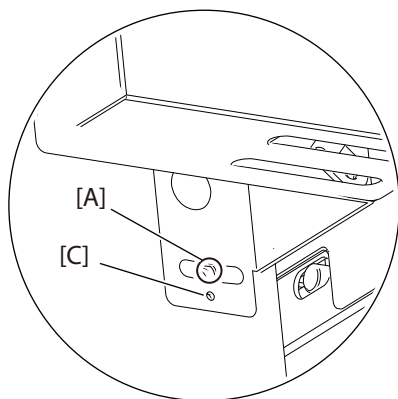
Use the two screws removed in step 1 to attach the main cover.

Align the hole in the fan base [C] with the hole in the main cover.

[A] Screws (qty 2)

[B] Side air fan

[C] Hole in the fan base



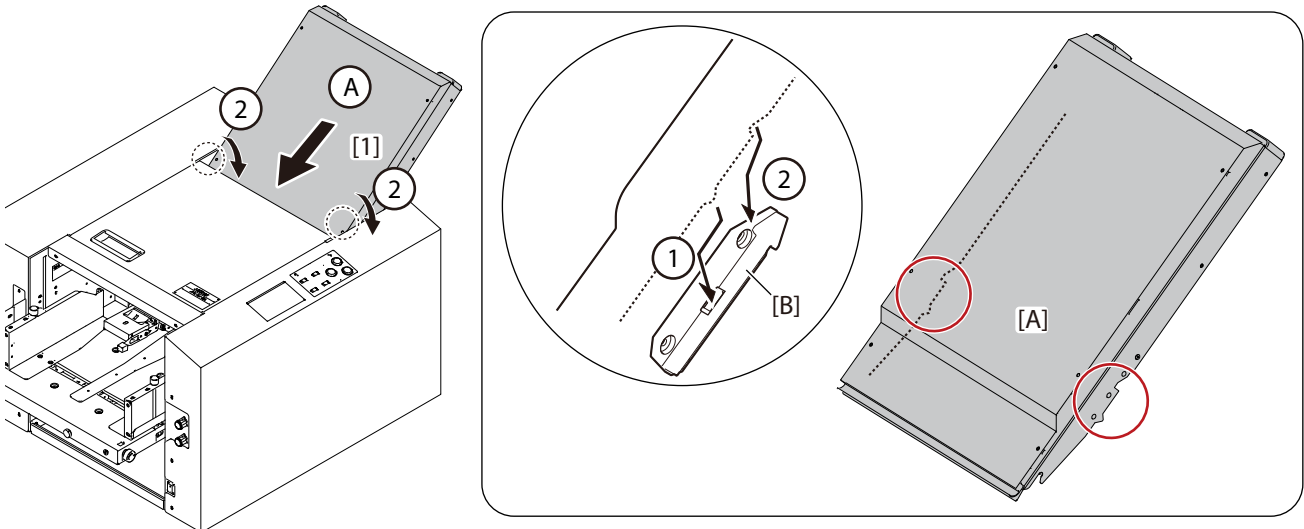
4-2. Attaching the supplied parts

1 Attach the upper fold plate along the set guides.

[A] Upper fold plate

[B] Set guides

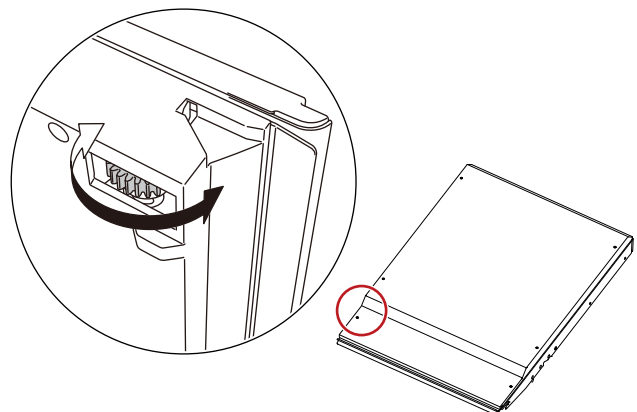
2 Push the fold plate into the notch of the set guide located on either side of the fold plate [A].



! Install the upper fold plate using two hands.

If it is not easy to install the upper fold plate, check that the gear on the reverse side of the fold plate rotates in the front-back direction.

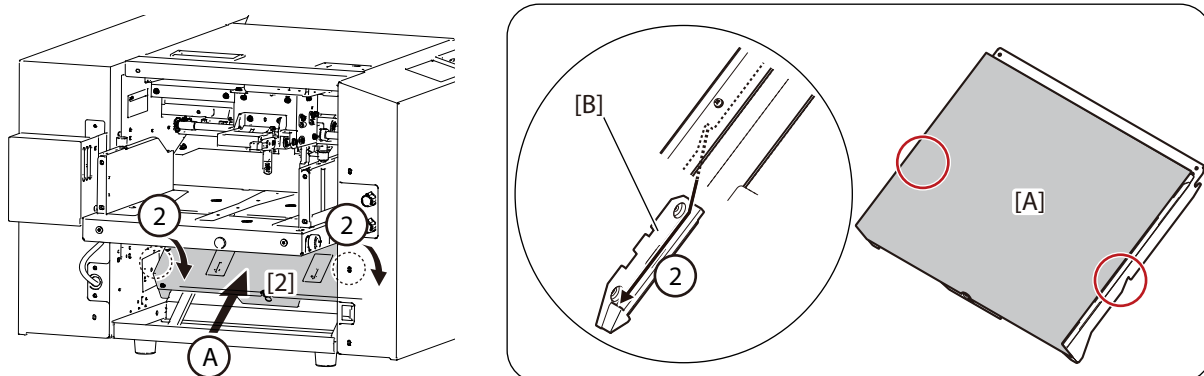
Install the fold plate after rotating the gear by 360 degrees in a rotating direction, when it does not rotate either in the front direction or in the back direction.



3 Insert the lower fold plate along the set guides on the machine.

- [A] Lower fold plate 1
[B] Set guides 2

4 Push the lower fold plate into the notch of the set guide located on either side of the fold plate.

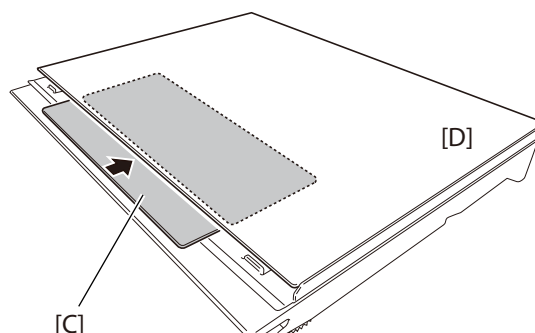


! Install the lower fold plate using two hands.

If you encounter difficulty inserting the lower fold plate, make sure that the stopper of the fold plate does not protrude beyond the cover.

If the stopper protrudes beyond the cover, the fold plate cannot be inserted properly as it bumps into internal parts. If this is the case, turn the gear in the direction of the arrow to move the stopper inside the cover.

- [C] Stopper 1
[D] Cover 1



! Do not hold the belt section of the lower fold plate. Doing so will result in malfunction of the machine.

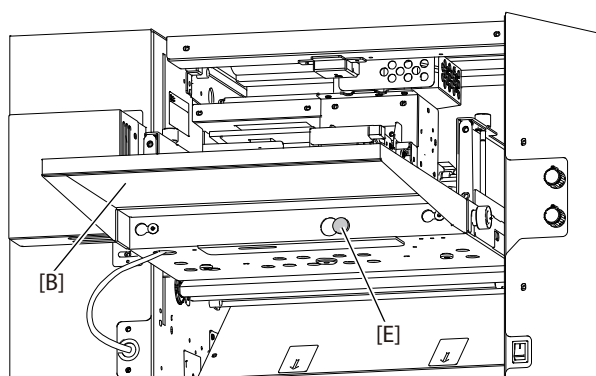
5 Loosen the knob screw of paper feed tray.

- [E] Knob screw

6 Attach the infeed tray extension

- [B] Infeed tray extension

7 Secure the infeed tray extension with the knob screw.

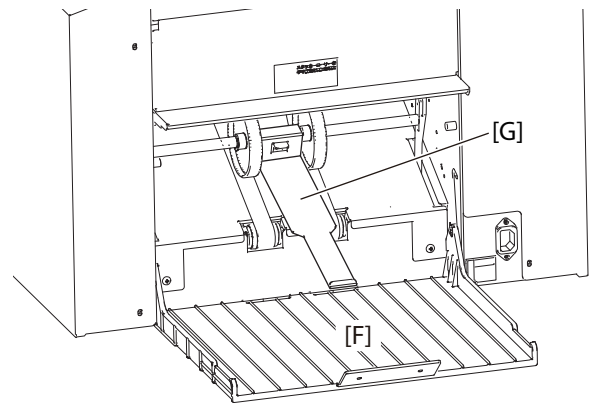


8 Open the outfeed tray.

[F] Outfeed tray

9 Attach the auxiliary paper outfeed guide as shown in the figure.

[G] Auxiliary paper outfeed guide

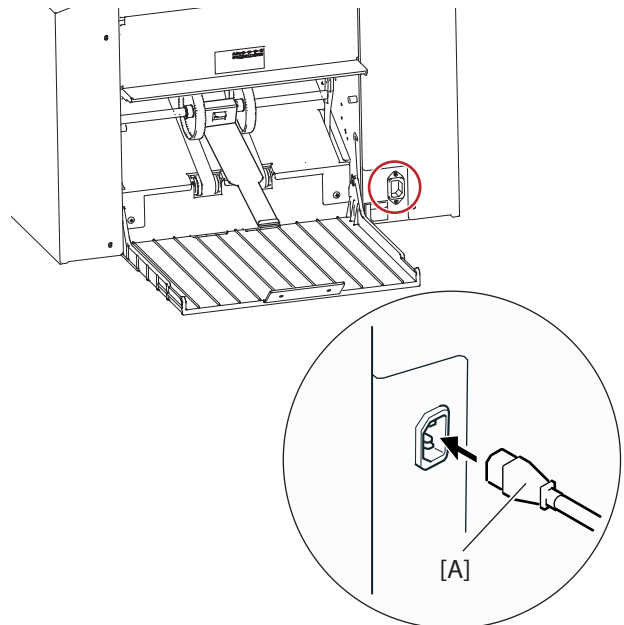


4-3. Connecting power cord

Connect the power cord to the machine.

[A] Power cord

⚠ WARNING	
	Do not touch the power plug with wet hands. Otherwise electric hazards may occur.



5. Setting Control Panel



To set the language of the control panel, consult the Operator Manual.

6. Checking Operations

- When testing the machine, use the standard paper that will likely be used on the machine.
- The folding position may vary slightly based on the thickness and stiffness of paper to be used, as well as environmental factors, such as humidity.



For additional information, consult the Operator Manual.