

# FORMAX<sup>®</sup>

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FD 38Xi / FD 386  
Document Folder

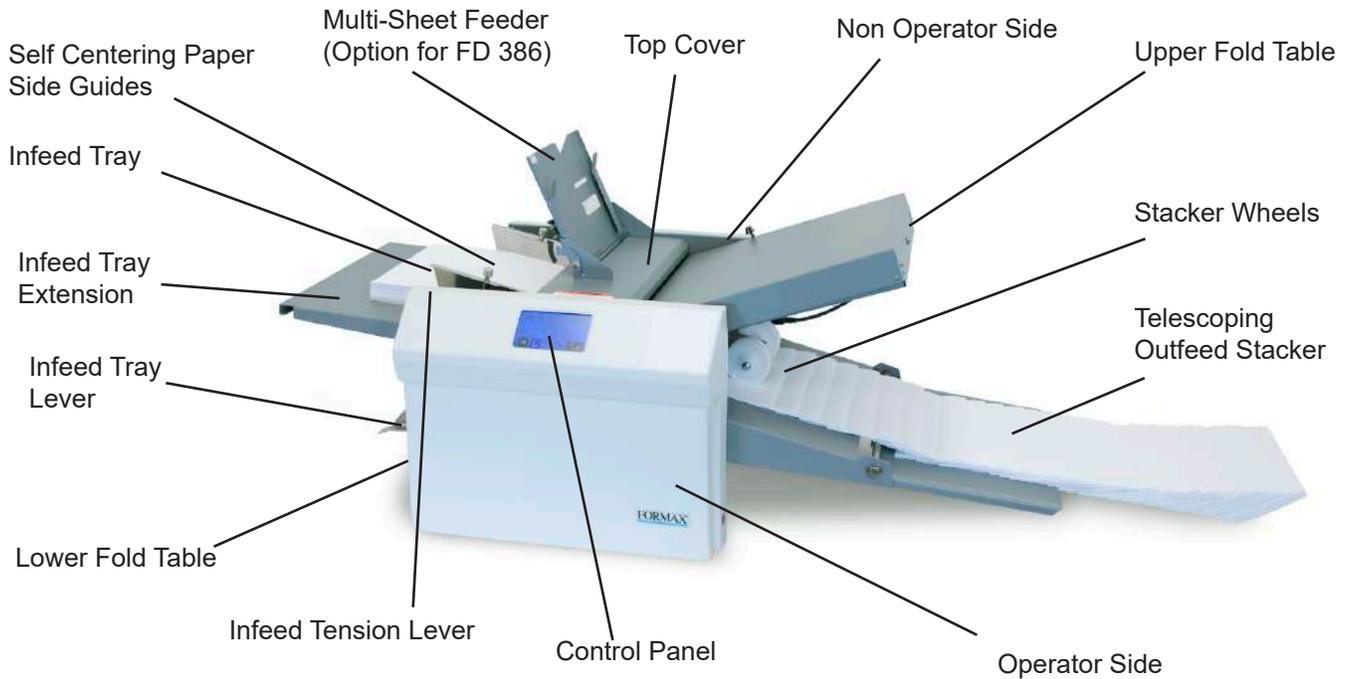


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# DESCRIPTION



The FD 38Xi / FD 386 Folder is designed to perform a wide variety of folds using a variety of paper weights. The fold tables are automatically adjusted for standard folds and custom folds. Documents that are 8 ½” x 11”/14” and 11” x 17” (A5, A4, A3, B4, B5 & B6) are detected by sensors on the infeed tray. Batch counting, self-centering side guides, and the capability to cross-fold are added features. There are six pre-programmed standard folds and up to 35 (FD 38Xi) or 27 (FD 386) custom folds available. The folder will automatically stop after the last document has been folded.

# SPECIFICATIONS

Speed:	Up to 17,000/hour, depending on fold type and paper size
Hopper Capacity:	Up to 500 sheets of 20# paper (75gsm)
Paper size:	Min: 3.5” X 5” (88.9 W x 127 L mm) Max: 12.25” X 18” (311 W x 457 L mm)
Pre programmed fold types:	Letter  , Zig-Zag  , Single  , Gate  , Fold Out  , Double Parallel 
Custom Fold Settings:	27 (FD 386), 36 (FD 38Xi)
Pre-Set Paper Sizes:	11”, 14”, 17”, A5, A4, A3, B6, B5, B4
Dimensions	Closed: 33” L x 20” W x 19” H (84 L x 51 W x 48 H cm) Fully Extended: 60” L x 20” W x 19” H (152 L x 51 W x 48 H cm)
Weight:	74 lbs (34 kg)
Power:	110V - 240V AC, 50/60 Hz, 2 amps.
Safety Certifications:	UL & CE Applied For

# UNPACKING & SETUP

1. Check package for shipping damage. If there is shipping damage, do not discard the box.
2. Remove the machine and packed components from the box. The fold tables, telescoping stacker, Multi Sheet Feeder (standard feature FD 38Xi, option for FD 386), power cord and cross-fold guide are wrapped separately in the box.

**NOTE:** Two people must lift the machine from the box.

3. Place the folder on a solid stand.

## Install upper and lower fold tables, telescoping conveyor multi-sheet feeder and power cord

1. Be sure the plates are set firmly on the locating pins (Fig 1a & 1b). Slide each fold table in until it meets the first locating pin then push down to set in place.

Upper Fold Table Pins



Fig. 1a

Locating Pins

Lower Fold Table Pins

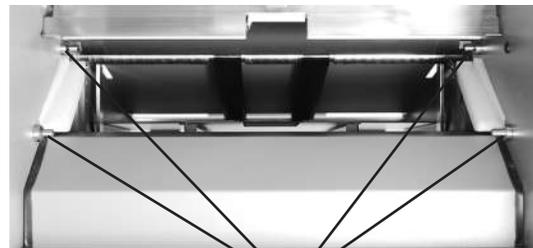


Fig. 1b

Locating Pins

2. Lock the fold table into position (FD 38Xi Only) (Fig. 2)
3. Repeat the same steps for the lower fold table.



Fig. 2

Fold Table Lock

4. Plug the fold table cables into the receptacles on the side frame (Fig. 3a & 3b).

Upper Fold Table Receptacle Location



Fig. 3a

Plug in Receptacle

Lower Fold Table Receptacle Location



Fig. 3b

Plug in Receptacle

5. Insert the telescoping extension tray into the end of the outfeed conveyor (Fig. 4).

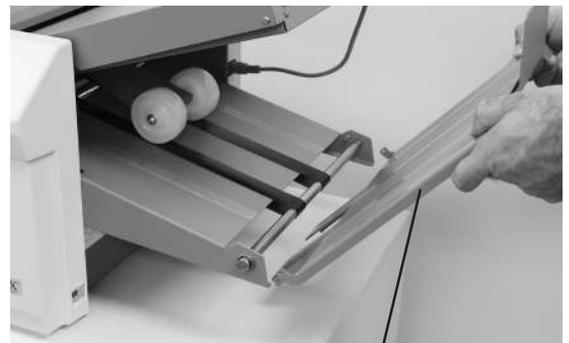


Fig. 4

Telescoping extension tray

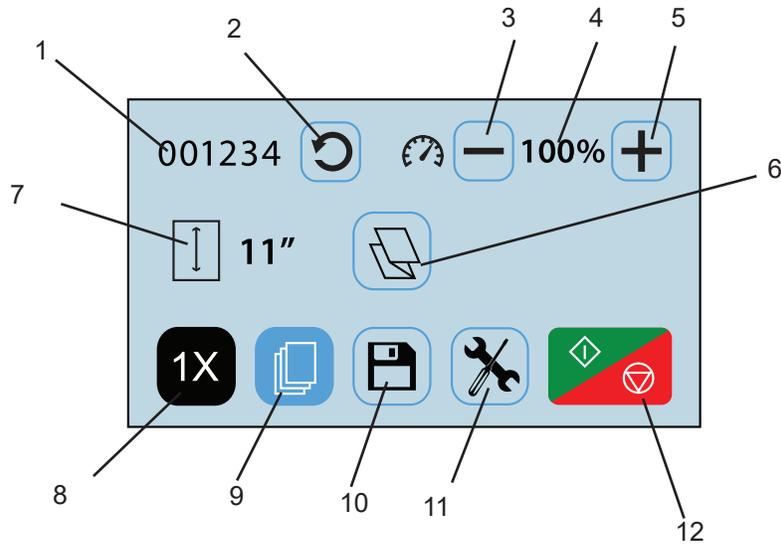
6. Insert the Multi-Sheet Feeder into the four slots located on the top cover (Fig 5). This is standard on the FD 38Xi, optional for the FD 386.
7. Make sure the power switch is in the "OFF" position. Plug the power cord into the power inlet and the wall outlet.



Fig. 5

4 Slots

# CONTROL PANEL - Home Screen Interface



No.	NAME	FUNCTION
1	Resetable Counter	Displays the number of documents folded, can be reset between each job
2	Counter Reset Icon	Resets the counter to "0"
3	Speed Decrease Icon	Press to decrease the folder speed
4	Speed Level Display	Folder speed percentage
5	Speed Increase Icon	Press to increase the folder speed
6	Fold Selection Icon	Press to advance to fold selection screen
7	Paper Size Display	Shows the size of the paper in the folder
8	1X Fold Test Icon	Press to test the fold selected
9	AutoBatch Mode	Press to enter AutoBatch mode
10	Custom Fold Access	Press to select or edit previously saved custom folds
11	Operator Settings Icon	Press to enter to the operator settings screen
12	Start / Stop Icon	Press to start the folder. Press to stop the folder

Any icon with a blue frame around it (i.e. #2 above) can be adjusted by pressing the icon. Icons without a blue frame (i.e. #4 above) provide status, and cannot be pressed.

In any other screens, use the  icon after choosing a setting or entering information.

To return to the home screen from any other screen, press the  home icon.

# OPERATION

1. Place power switch in the ON / "I" position.
2. Extend the catch tray as required.
3. FD 386 ONLY: Move the stacker wheels to the proper position for the paper size (Fig. 6) (Refer to chart below). *Stacker wheels will automatically adjust on the FD 38Xi.*

	8.5" x 11"	8.5" x 14"	11" x 17"
<b>Letter</b>	A	A or B	B
<b>Zig-Zag</b>	A	A or B	B
<b>Single</b>	B	B	C
<b>Gate</b>	A	B	C
<b>Fold Out</b>	B	C	C
<b>Double II</b>	A	A	A or B

Stacker Wheel Positions A, B & C



Fig. 6

Stacker Wheels

4. Set the self-centering paper side guides for the width of the paper and lock in position using thumbscrews. Place a single sheet of paper between the guides and move them in or out, until the paper slides freely between them.

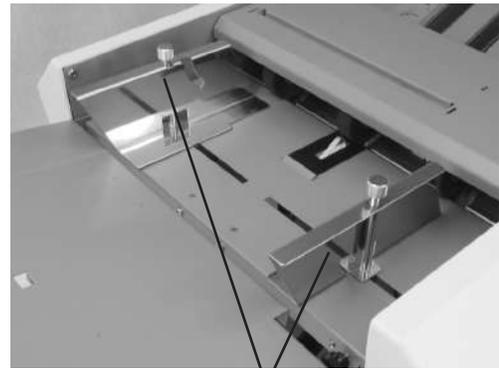


Fig. 7

Self centering side guides

5. FD 38Xi ONLY: Adjust infeed tray tension lever (Fig. 8) for different paper weights. Move the lever up towards the "-" symbol for lighter paper and down toward the "+" symbol for heavier paper. The middle position is for standard paper weights.

Operator side

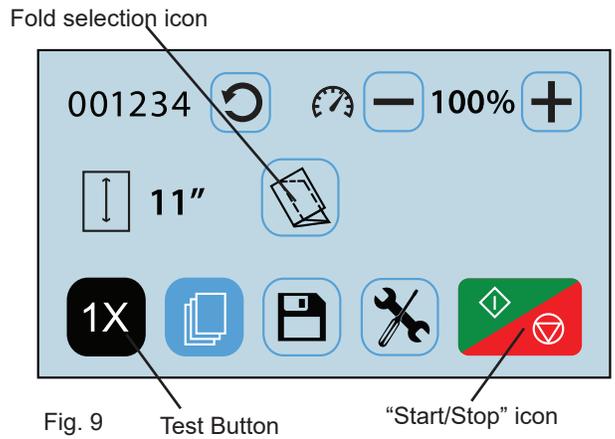


Fig. 8

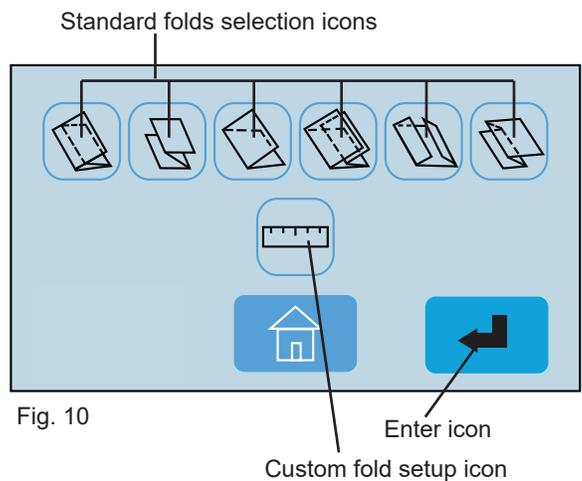
Tension Lever

6. Raise the infeed tray lever to lower the infeed tray.
7. Neatly stack paper on the infeed tray.
8. Lower the infeed tray lever to raise the infeed tray.

9. Select the type of fold desired by pressing the fold selection icon  (Fig. 9). Note: *If the fold selection icon shows the desired fold press the “Start/Stop” icon  (Fig. 9) to begin folding.*



10. Select the standard fold type needed (Fig. 10) and press the “Enter” icon  to set the fold stop positions. When the fold stops are set the folder will return to the home screen. The selected fold icon should now be displayed.



Press the test icon  to check the fold.

11. If the fold is skewed, remove paper, lower the infeed tray extension and turn the skew adjustment knob left or right to make corrections (Fig. 11).

Press the test icon  to check the fold.

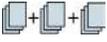


12. When satisfied with the test fold, press the “Start/Stop” icon  to begin folding. Press the same icon to stop.

13. Press the “-” or “+” icons (Fig. 9) to adjust machine speed to desired level.

# AUTOBATCH COUNTING MODE

The AutoBatch feature can be set to count down the number of sets in a batch, the number of sheets in each set, and the delay between each set. To enter the AutoBatch Mode press the  icon on the main screen (Fig. 12a).

1. To enter the number of sets press the  icon (fig. 12b). Enter the number of sets on the keypad that appears. Next press the  icon to select the number of sheets, and then press the  icon to enter the delay between sets. Press the  to exit the keypad (Fig. 12c).
2. Press the  icon to begin folding. The folder will stop when the number of sets counts down to zero (0).
3. To exit the AutoBatch Mode press the  icon.

Note: Press the  icon on the keypad to exit back to the Auto Batch screen. Press the  icon to edit the number entered. Press the  icon on the keypad to reset the entered number to zero (0).



Fig. 12a

AutoBatch Mode

"Start/Stop" icon

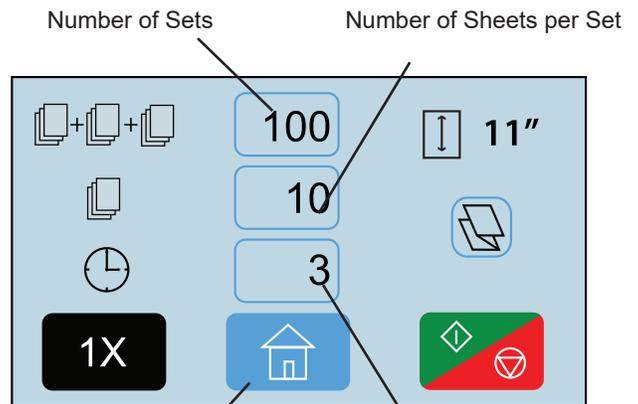


Fig. 12b

Delay between sets (seconds)

Return to Home Screen

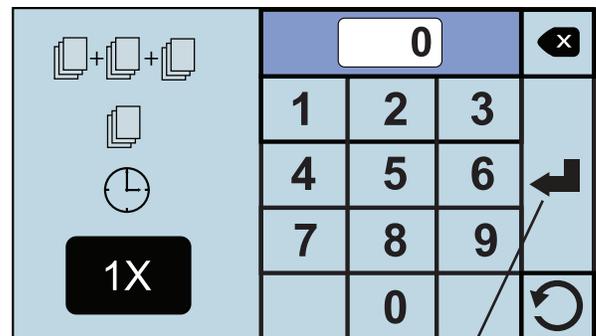


Fig. 12c

Exit icon

# FD 386 CUSTOM FOLDS SETUP

The FD 386 has 27 custom fold settings that can be stored into memory for recurring jobs with fold settings that differ from standard fold settings. To create a custom fold, from the Home Screen (Fig. 13) press the fold selection icon  to access the fold selection screen (Fig. 14) From the fold selection screen press the Custom Fold icon . See page 13 to help determine the new fold measurements.

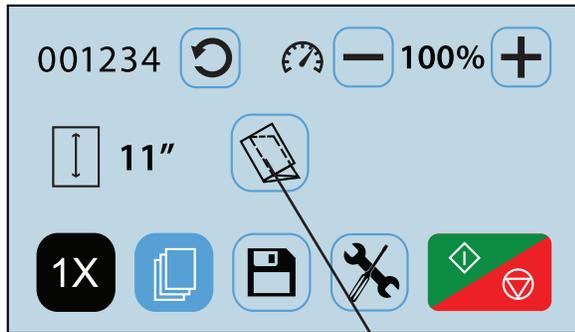


Fig. 13 Fold Selection icon

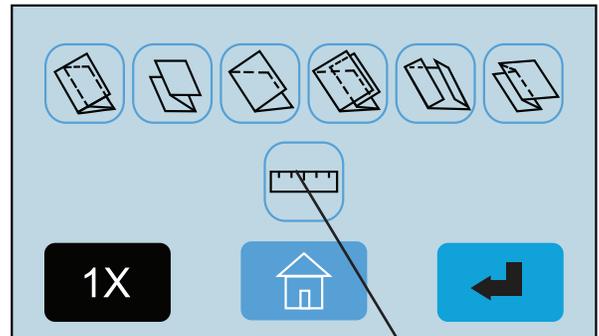


Fig. 14 Custom Fold icon

1. Select the top fold plate icon  (Fig. 15) to set the fold stop position for the first fold (the icon will flash dark gray when selected). Using the touch pad, key in the measurement for the first fold stop position. (**Note:** the minimum position is 1.62" and the max. position is 12.59".).

Press the enter key  to enter the measurement . The white box under the icon will show the measurement entered. (Fig. 16)

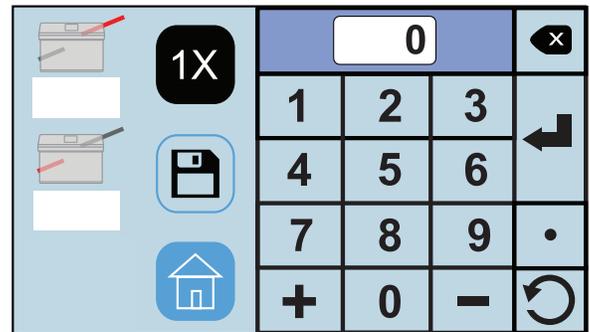


Fig. 15

2. Select the lower fold plate icon  (Fig. 16) to set the fold stop position for the second fold (the icon will flash dark gray when selected). Using the touch pad, key in the measurement for the second fold stop position, (**Note:** the minimum position is 1.49" and the max. position is 8.40".).

Press the enter key  to enter the measurement . The white box under the icon will show the measurement entered.

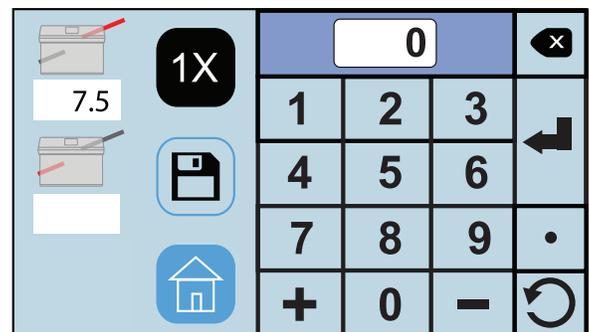


Fig. 16

Leave the second fold stop position at Zero for Half Fold.

- With paper loaded in the feeder press the test icon  (Fig. 17) to check that the fold settings are correct. To adjust the settings repeat steps 1 and 2.

When the folds are set correctly press the save icon  to name and save the custom fold. Press the green box with the check to continue or the red box with the X to exit and return to the measurement screen.

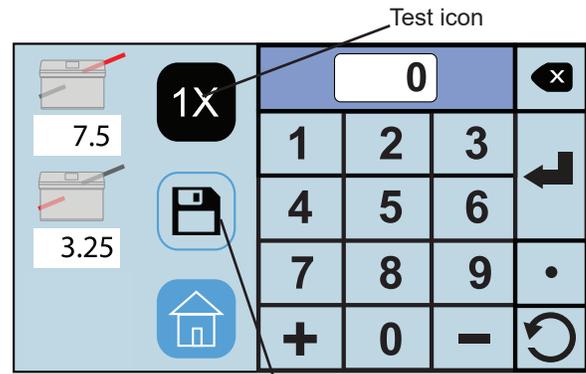


Fig. 17

- Select the job number the fold will be saved as (Fig. 18). Press the letter icon  to bring up the keypad to name the custom fold.

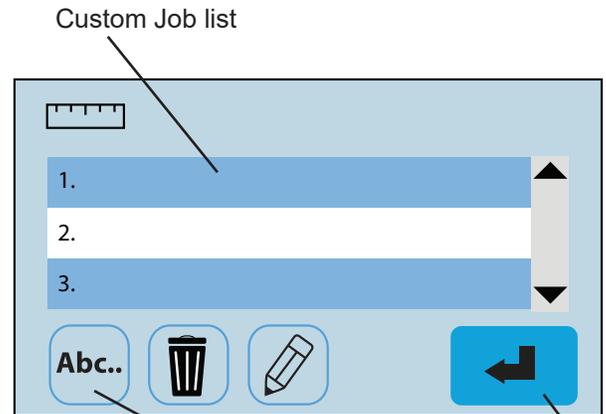


Fig. 18

- Key in the name of the job and press the save icon in the bottom right corner (Fig. 19).

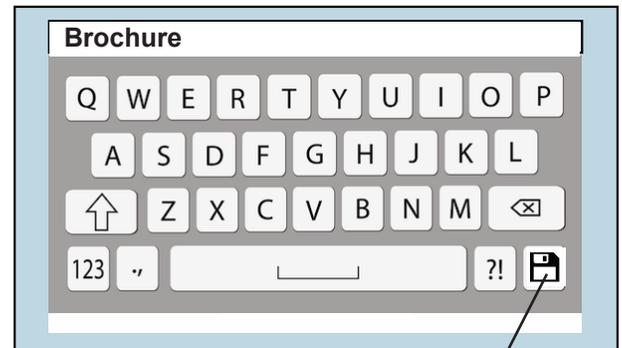


Fig. 19

- Select the custom job and press the blue enter icon  to set the fold stops (Fig. 20). When the fold stops are set, the folder will return to the Home Screen with the custom job selected.

Press the start icon  to begin folding.

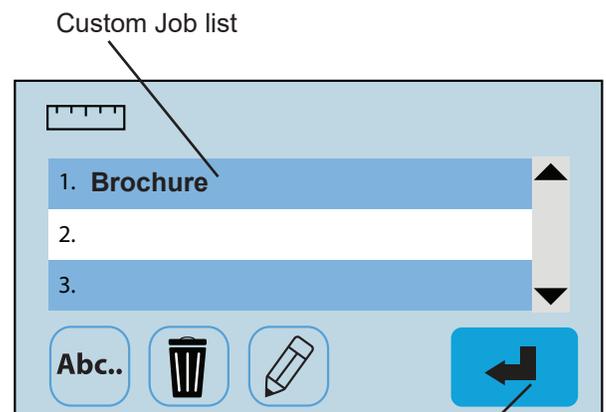


Fig. 20

# FD 38Xi CUSTOM FOLDS SETUP

The FD 38Xi has 36 custom fold settings that can be stored into memory for recurring jobs with fold settings that differ from the standard fold settings. To create a custom fold, from the Home Screen press the fold selection icon  to access the fold selection screen (Fig. 9) From the fold selection screen press the Custom Fold icon . See page 13 to help determine the new fold measurements.

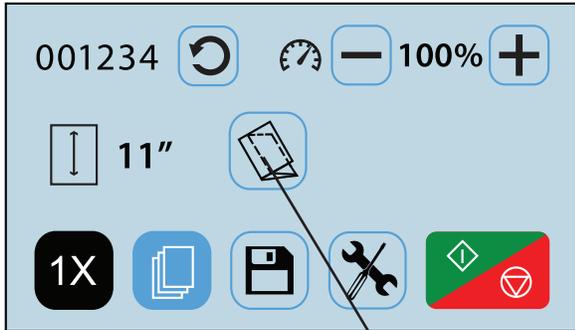


Fig. 21

Fold Selection icon

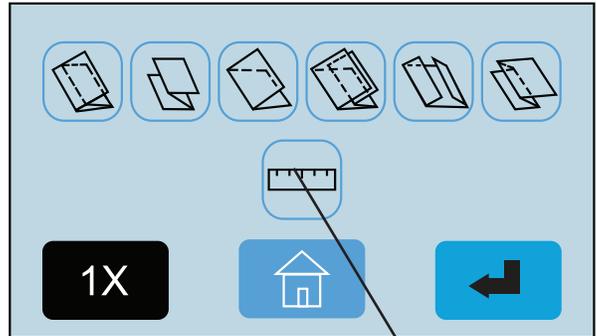


Fig. 22

Custom Fold icon

1. Select the top fold plate icon  (Fig. 23) to set the fold stop position for the first fold (the icon will flash dark gray when selected). Using the touch pad key, in the measurement for the first fold stop position, (**Note:** the minimum position is 1.62" and the max. position is 12.59").

Press the enter key  to enter the measurement . The white box under the icon will show the measurement entered (Fig. 24).

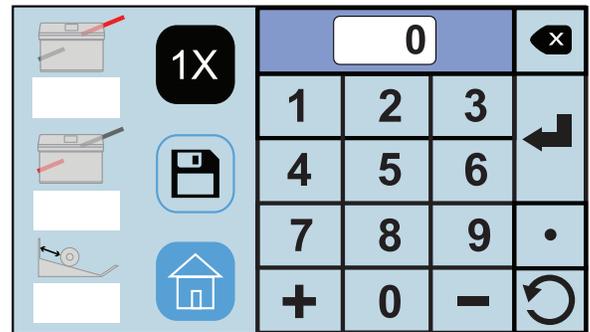


Fig. 23

2. Select the lower fold plate icon  (Fig. 24) to set the fold stop position for the second fold (the icon will flash dark gray when selected). Using the touch pad, key in the measurement for the second fold stop position, (**Note:** the minimum position is 1.49" and the max. position is 8.40").

Press the enter key  to enter the measurement . The white box under the icon will show the measurement entered.

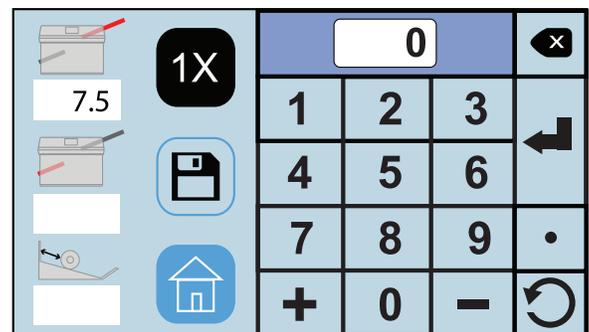


Fig. 24

Leave the fold stop position at Zero for Half Fold.

## FD 38Xi CUSTOM FOLDS SETUP, cont.

5. Next set the automatic outfeed stackers. There are 10 stacker positions available. Select the one that best matches the size of the folded document. Using the touch pad key in the stacker position (Fig. 25), key in 0 - 9 based on the chart below.

Press the enter key  to enter the position. The white box under the icon will show the position entered. (Fig. 26).

### Stacker Wheel Positions:

- |   |                                   |
|---|-----------------------------------|
| 0 | Folded size to: 3.75"             |
| 1 | Folded size to: 4.00"             |
| 2 | Folded size to: 4.43"             |
| 3 | Folded size to: 4.87"             |
| 4 | Folded size to: 5.30"             |
| 5 | Folded size to: 5.73"             |
| 6 | Folded size to: 6.16"             |
| 7 | Folded size to: 6.60"             |
| 8 | Folded size to: 7.03"             |
| 9 | Folded size to: 7.46" and greater |

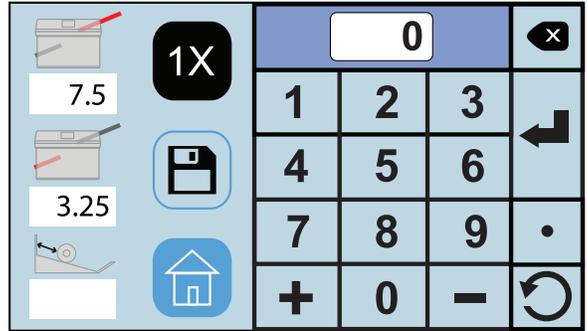


Fig. 25

4. With paper loaded in the feeder press the test icon  (Fig. 26) to check that the fold settings are correct. To adjust the settings repeat steps 1 - 3.

When the folds and stacker wheels are set correctly press the save icon  to name and save the custom fold.

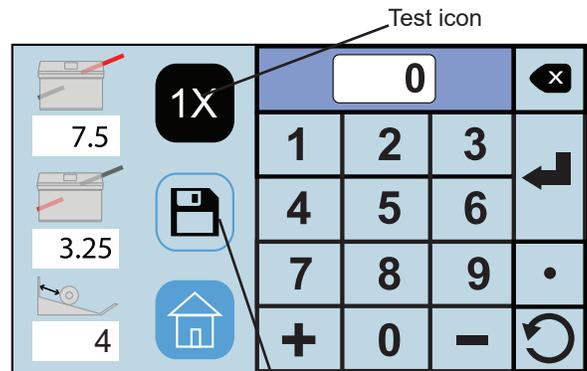


Fig. 26

5. Select the job number the fold will be saved as (Fig. 27). Press the letter icon  to bring up the keypad to name the custom fold.

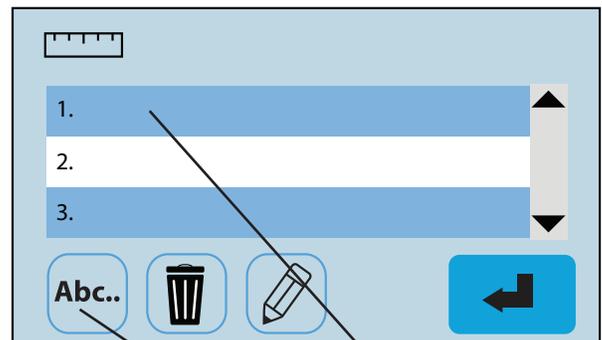


Fig. 27

Letter icon

Custom Job list

## FD 38Xi CUSTOM FOLDS SETUP, cont.

5. Key in the name of the job (Fig. 28) and press the save icon in the bottom right corner.

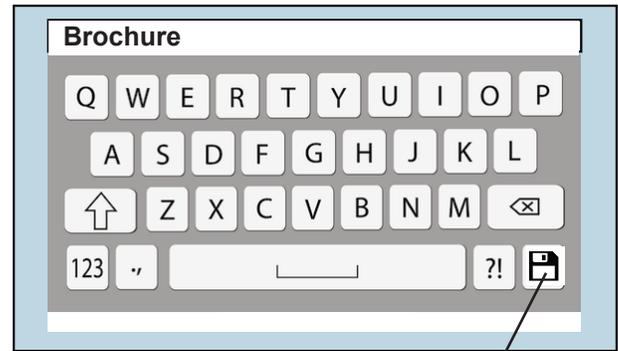


Fig. 28

Save icon

6. Select the custom job and press the blue enter icon  to set the fold stops (Fig. 29).

When the fold stops are set, the folder will return to the Home Screen with the custom job selected.

Press the start icon  to begin folding.

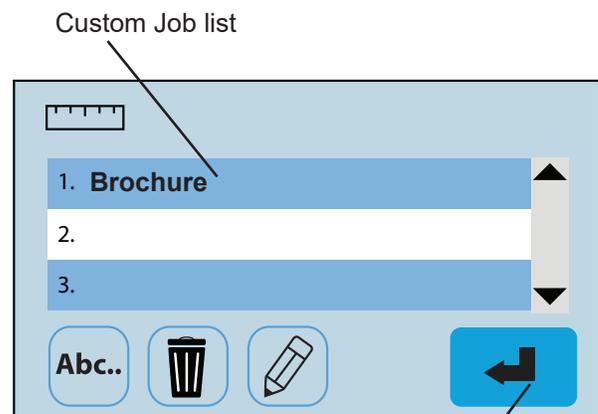


Fig. 29

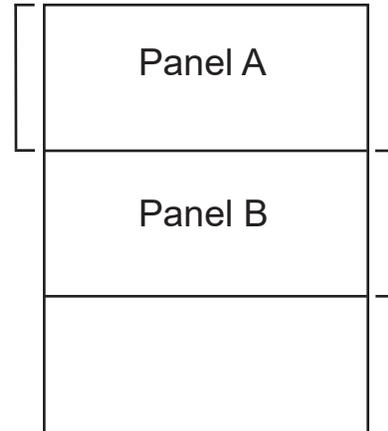
Enter Icon

## Measuring Fold Lengths

Use the examples below to help determine the fold lengths for custom fold settings.

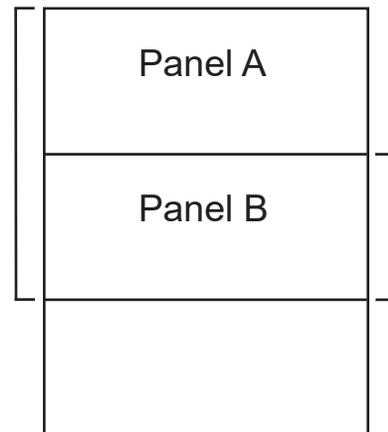
### Example 1: “Z” Fold

1. Measure the length of panel “A”, enter this number as the upper fold table measurement.
2. Measure the length of panel “B”, enter this number as the lower fold table measurement.



### Example 2: “C” Fold

1. Measure the length of panel “A” + “B”, enter this number as the upper fold table measurement.
2. Measure the length of panel “B”, enter this number as the lower fold table measurement.



# RECALLING, EDITING & DELETING SAVED CUSTOM FOLDS SETUP

1. To recall, edit, or delete a saved custom fold from the home screen press the saved job icon  (Fig. 30).

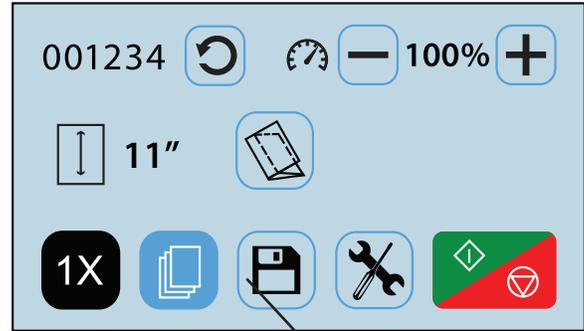


Fig. 30

2. From the saved custom job screen you can recall a job, edit, rename, or delete a stored custom fold.

To recall select the job from the list and press the blue enter button  (Fig. 31). The fold will be set and then will return to the home screen to start processing the job.

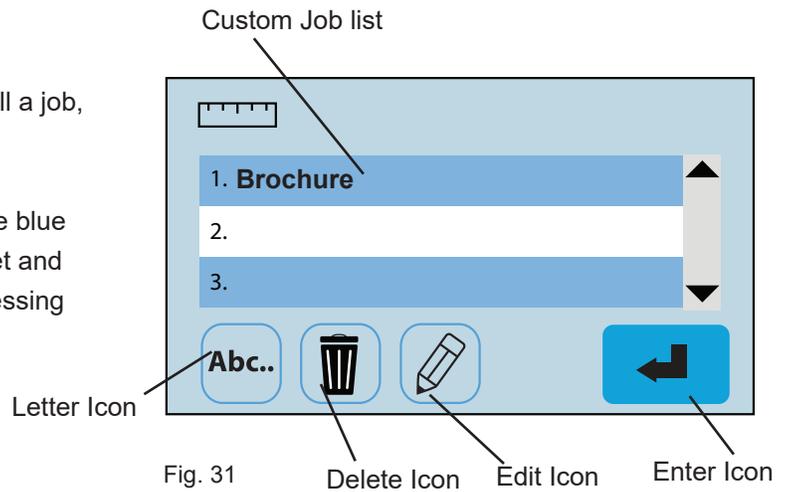


Fig. 31

3. To rename a job, select the job from the list and press the letter icon  (Fig. 31). Use the keypad to change the name and press the save icon in the lower right corner (Fig. 32).

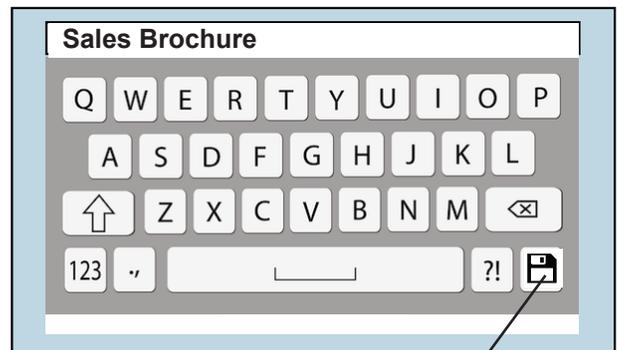


Fig. 32

4. To delete a job, select the job from the list and press the delete icon  (Fig. 31). On the confirmation screen press the green box with the check to confirm the deletion or press the red box with the X to cancel the deletion (Fig. 33).

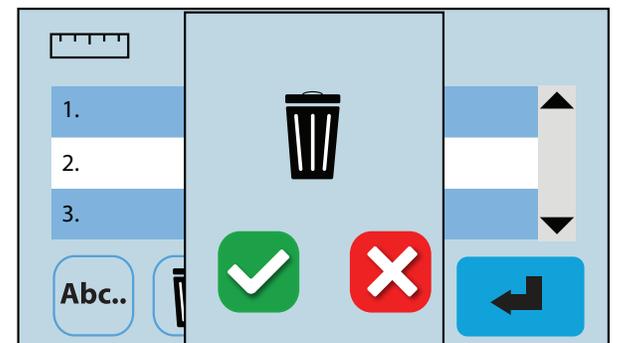


Fig. 33

Deletion confirmation screen

# RECALLING, EDITING & DELETING SAVED CUSTOM FOLDS SETUP

5. To edit a previously saved job, select the job from the list and press the edit icon  (Fig. 31). From the fold setup screen use the same process as setting a custom fold to edit the job settings (Fig. 34). See page 13 for measuring guidelines.

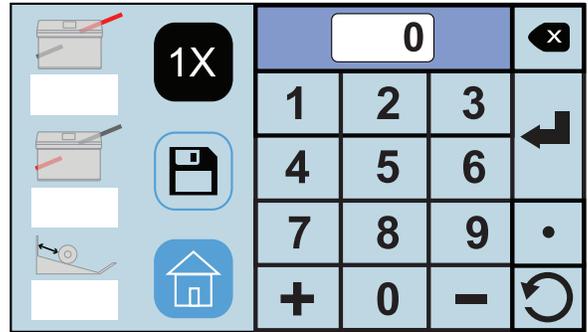


Fig. 34

# OPERATOR SETTINGS

A number of operator settings can be adjusted to personalize the FD 386 / FD 38Xi. This includes changing between standard and metric settings, number of test sheets, Fold and Stacker Override, and Standard Fold Override. This section will review each setting and how to adjust them. If needed, there is a Default Settings option that will reset to factory settings. To advance to the Operator Settings Screen press the Tool icon  on the Home screen.



Fig. 35

Operator Settings Icon

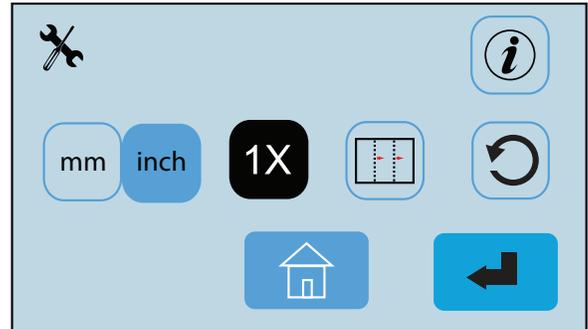


Fig. 36

Operator Settings Screen

## Standard / Metric Settings

1. From the Operator Settings screen (Fig. 36) press the measurement setting icon  (Fig. 37) to change between settings. The icon highlights in blue is the selected setting. By changing this setting the paper sizes will change from standard to metric or vice versa.

Press the home icon  to return to the Home Screen.

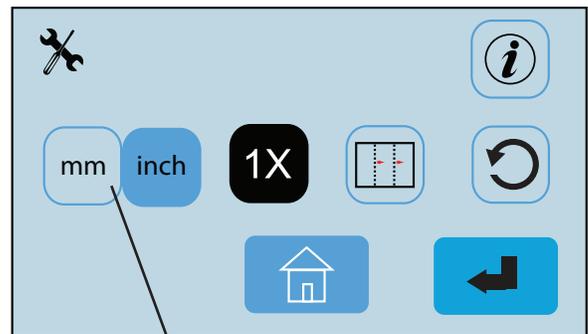


Fig. 37

Standard / Metric Icon

## Standard Fold Override

1. It may be necessary to adjust the factory set standard fold settings for a particular fold type and paper size. This can be done in the Standard Fold Override Mode. From the Operator Settings menu select the Standard Fold Override icon  (Fig. 38) and press the enter  icon to select.

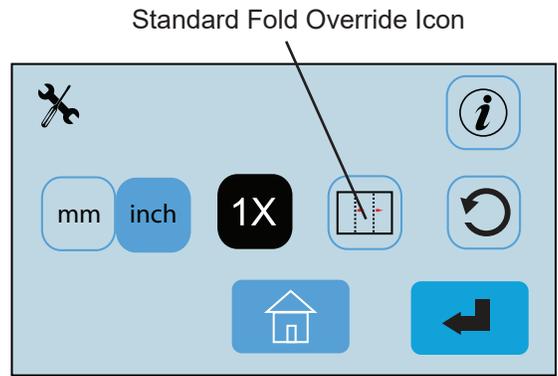


Fig. 38

2. “Standard folds will be modified from factory settings” warning will be displayed (Fig. 39). Press the green box with the check to continue or the red box with the X to exit and return to the operator screen.

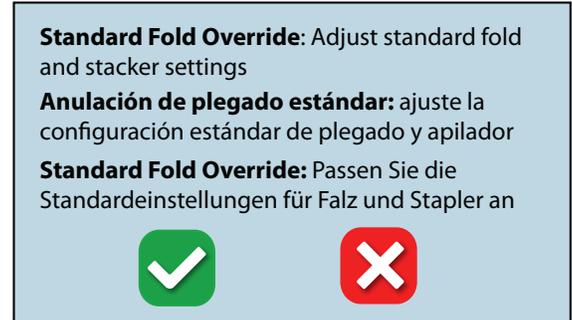


Fig. 39

3. From the Standard Fold Override Screen select the paper size and fold type that you would like to override (Fig. 40). Then press the enter  icon.

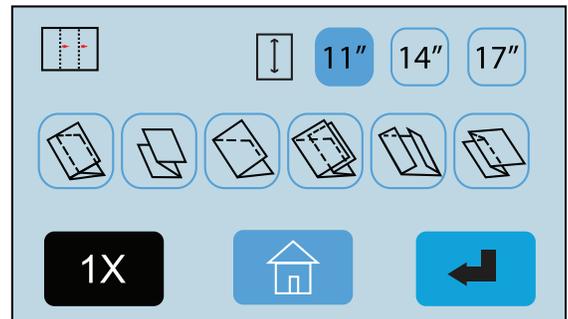


Fig. 40

4. Follow the same procedures as the custom fold settings to adjust the folds (Fig. 41). Press the Test icon  to confirm the change is correct. If the settings are good press the Save Icon  to save the new settings. A save confirmation will be displayed.

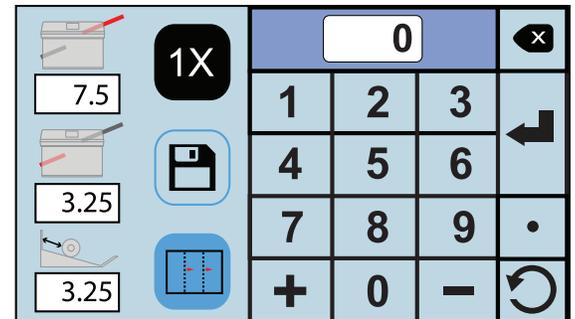


Fig. 41

Press the green box with the check to continue or the red box with the X to return to the fold setup screen (Fig. 42).

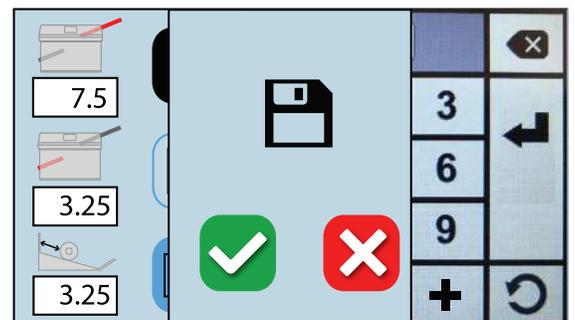


Fig. 42

## Test Sheet Setting

The number of test sheets can be changed between 1, 2 or 3.

1. From the Operator Settings Menu press the Test Icon  to access Test Sheet Setting (Fig. 43).

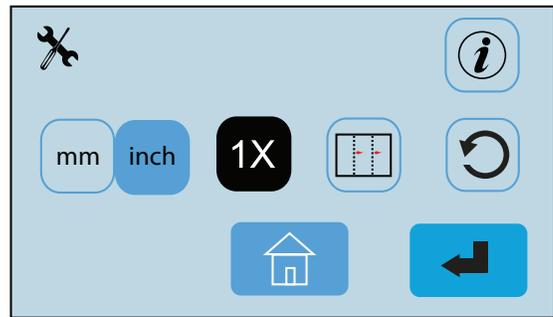


Fig. 43

2. The number of test sheets can be changed to 1, 2, or 3. Press the corresponding test button and then press the enter icon  to save the selection. The chosen icon will be highlighted in black (Fig. 44).

Press the Home button  to return to the Operator Settings screen.

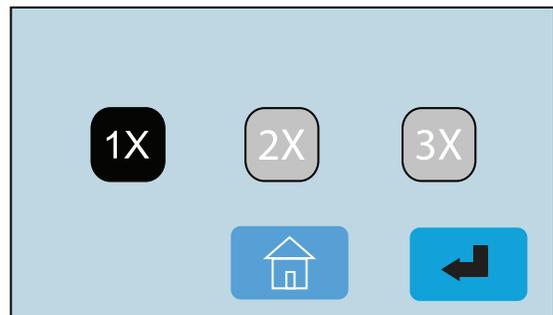


Fig. 44

## Default Settings - Return to Factory Settings

1. From the Operator Settings screen press the Default Settings icon  (Fig. 45). A confirmation screen will come up. Press the green box with the check to confirm or the red box with the X to cancel the setting (Fig. 46).

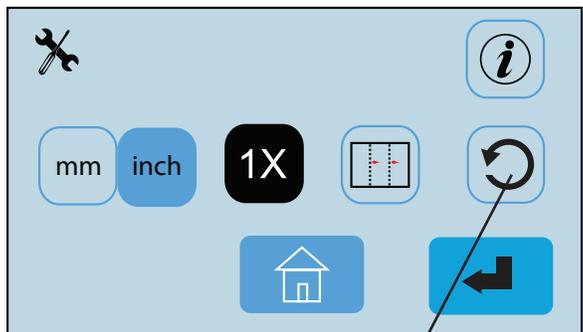


Fig. 45

Default setting Icon



Fig. 46

Default setting confirmation screen

## MULTI-SHEET FEEDING

The multi-sheet feeder is designed to fold pre-collated stapled or unstapled sets of up to four 20 # (75gsm) sheets of paper. You may need to create a custom fold, depending on the thickness of the finished multi-sheet set.

1. Select the fold type and paper size (see page 6). The Multi-Sheet Feeder accommodates 11" and 14" paper lengths.

Adjust the side guides on the multi-sheet feeder for the proper paper size. Loosen the brass thumb screw, adjust the guides to fit the paper width and re-tighten the thumbscrew (Fig 47a).

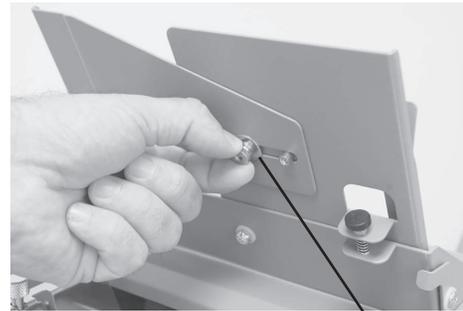


Fig. 47a

Brass thumbscrew

2. Slide the pre-collated paper set into the multi-sheet feeder. When feeding stapled sets the documents should be placed with the staple on the operator's side and leading (Fig 47b).
3. The sheets of paper will be automatically pulled into the folder (there is a one-second delay after the paper is placed in the feeder).

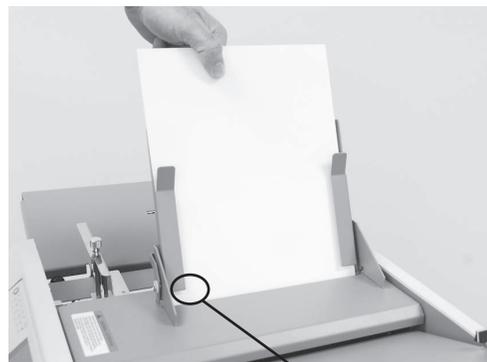


Fig. 47b

Staple

4. If the fold is skewed, turn the skew adjustment knob located on the back of the feeder left or right to make corrections (Fig 47c).



Fig 47c

Skew Adjuster

5. To remove the multi-sheet feeder, depress the release levers located on either side of the lower back side of the feeder (Fig. 47d), tilt the feeder forward and lift. To reinstall depress the levers and reinsert.

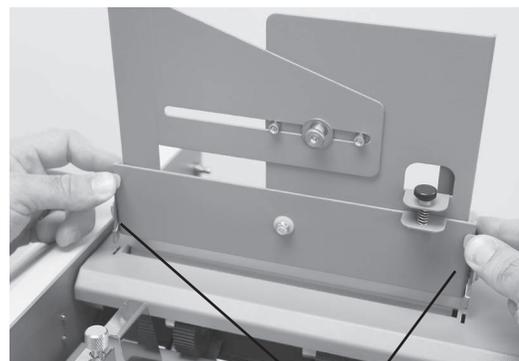


Fig. 47d

Release Levers

# CROSS FOLDING

Cross folding refers to folding a document in one pass and then running it through the folder a second time to be folded again.

Common Application: Folding a 11" x 17" document in half and then letter folding it to fit in a standard #10 envelope.

1. Load folded paper into the feed tray with the fold crease facing the non-operator side of the folder (Fig. 48a).

**Note:** For best results, firmly run your hand over the fold crease to help flatten the paper before loading.

2. Attach the cross fold paper guide onto the feed tray paper guide (Fig. 48b) and lower guide.

**Note:** Cross folding ability will vary based on the paper weight and type. If the paper is too heavy it may not be able to be cross folded.

**Note:** The guide can be conveniently stored under the lower fold table when not in use (Fig. 48c).

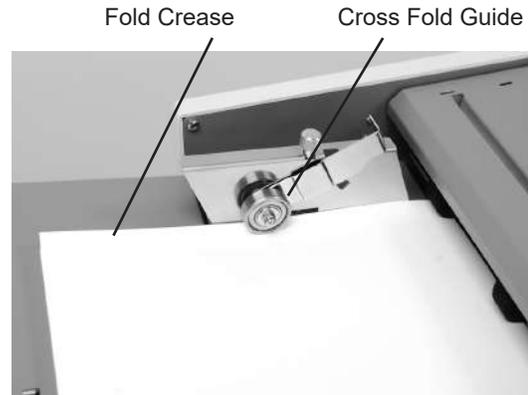


Fig. 48a

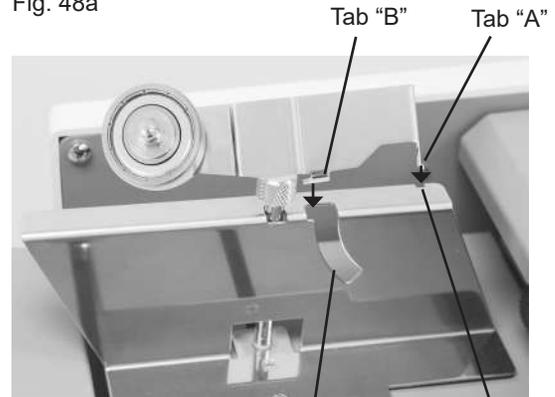


Fig. 48b

*To install cross fold guide hook tab "A" into slot "A" and then lower tab "B" into slot "B"*



Fig. 48c

Cross fold guide storage

## REMOVING OUTFEED COVER

The outfeed cover can be removed to access the exit roller. To remove, unscrew thumbscrews that hold the cover in place (Fig. 15)

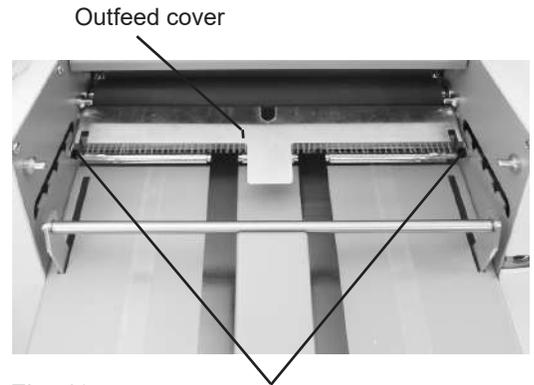


Fig. 49

Thumbscrews

## REMOVING INFEED TIRES

The infeed tires can easily be removed for cleaning and replacement. Remove the Allen screw located on the left side of the feed tire shaft (Fig. 16). Slide the shaft to the right to release from the side frame and remove (Fig. 17).

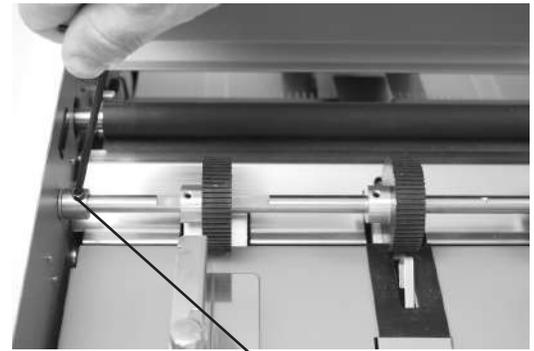


Fig. 50

Allen Screw



Fig. 51

# OPERATOR MAINTENANCE

1. It is recommended to let forms cool for one-half hour, from the laser printer, before folding. This allows toner to set on the forms and static electricity to discharge. The FD 402 Jogger is recommended for best results. The Jogger squares the forms and dissipates heat and static electricity created by laser printers.
2. Clean infeed tires and fold rollers with Formax recommended roller cleaner & rejuvenator to remove paper dust and toner. A Formax Cleaner Kit is available from your dealer. A damp cloth with water is the best alternative.

**CAUTION:** Do not use any chemicals other than the roller cleaner & rejuvenator or water.

## CLEANING PROCEDURES:

1. Make sure machine is turned off and unplugged. All folders have four (4) rubber rollers (Fig. 52).
2. Remove the upper and lower fold tables.
3. Using Formax roller cleaner, spray a new cotton cloth until the cloth is saturated. Wipe the wet cloth in a back and forth motion making sure to clean the entire surface of the fold and rollers. Next use a dry cloth and wipe off excess toner. The cloth should be covered with black toner surplus from cleaning the rollers.
4. Run 10-15 sheets of blank copy paper through the folder to ensure all cleaner has been removed from the fold rollers. Running blank sheets will remove any excess residue of cleaner on the rollers.

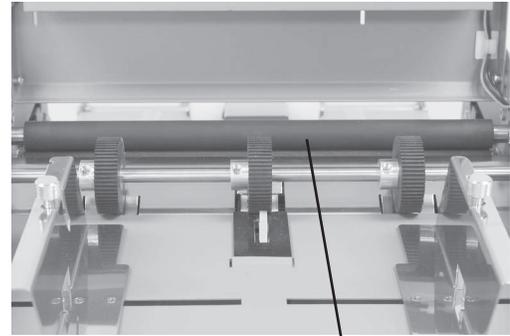


Fig. 52

Fold Rollers

# ERROR SCREENS

## Paper Misfeed / Paper Jam



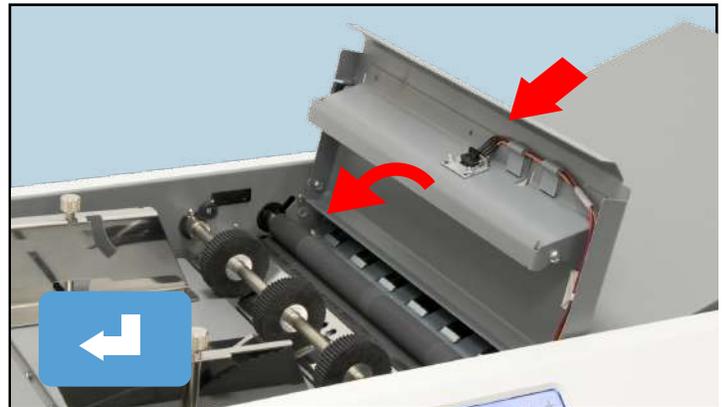
A misfeed has occurred. Reset the stack of paper in the infeed and press the  icon to resume operation. A Paper jam has occurred in one of the areas indicated. Turn the folder to the off position and unplug. Check the area indicated for paper and remove. Replace the fold plates and plug the folder in and the power on.

## Paper Out



There is no paper in the infeed. Reload paper and press the  icon to resume operation.

## Cover Open



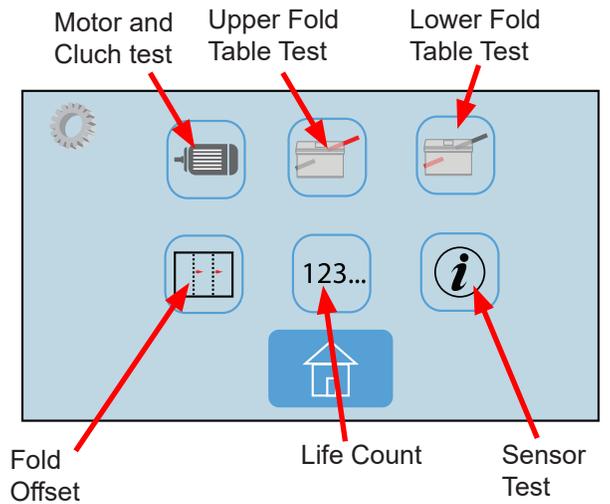
The top cover is open. Close the top cover and press the  icon to resume operation.

# SERVICE MODE - RUNNING DIAGNOSTIC TESTS

The Service Mode diagnostic software runs tests on the mechanical and electrical functions of the folder to make sure they are functioning properly. The diagnostic mode is also used to set and/or verify fold offsets.

To access the Service Mode Follow the steps below:

## Service Mode Home Screen



## Accessing the Service Mode

1. To access the service mode start by pressing the AutoBatch “” icon on the home screen (Fig. 53a).



Fig. 53a

AutoBatch Icon

2. In the AutoBatch mode insure all windows are set to “0”. (Fig. 53b)  
NOTE: If a number is present press the window or the icon to left of the window and reset to zero.

All windows set to “0”

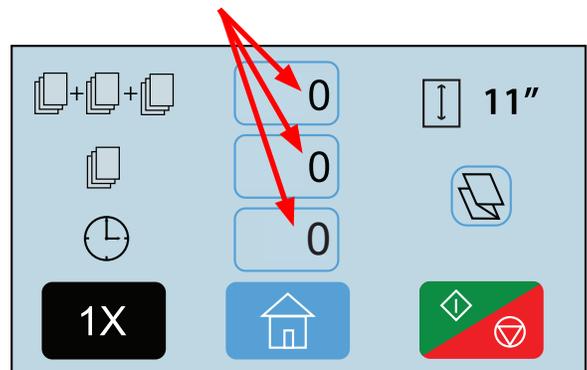
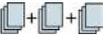


Fig. 53b

- Press the number of sets “” icon, it will turn blue when selected (Fig. 53c). Use the keypad to enter “9713” (Fig. 53c).

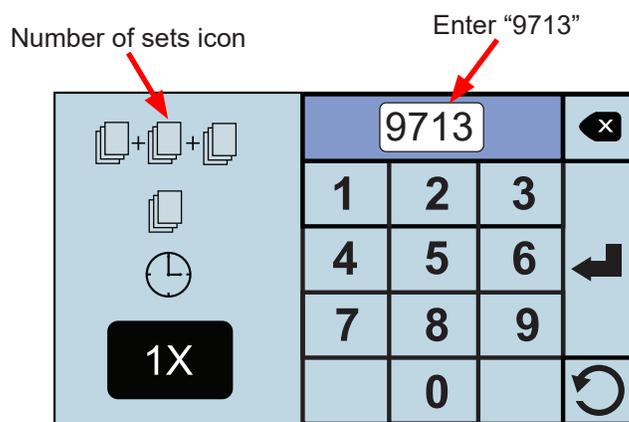


Fig. 53c

### 1. Test Motor & Feed Clutch

This mode is used to verify that the motor and clutch are working.

- From the Service mode menu select the motor icon “”
- Press the Start/Stop icon “” to to the motor on and off. Use the “+” or “-” icons to adjust the speed
- To test paper clutch load paper onto the in-feed tray and press the paper feed icon “” in the lower left corner to feed a sheet of paper (Fig. 54).
- To Exit press the Service Mode Home icon “”

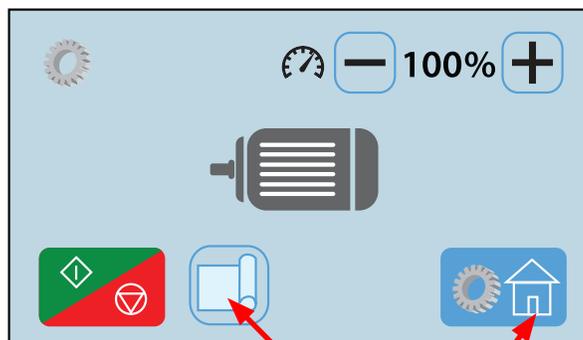


Fig. 54

Paper Feed Icon

Service Mode Home Icon

### 2. Upper Fold Table Test

This mode checks to see that the fold stop worm gear is operating smoothly and that the fold table sensors are working properly for the Upper Fold Table.

- From the Service mode menu select the Upper Fold Table Test icon “”.
- Press the Start/Stop icon “” the fold stop will move to the highest position and a number will appear in the white box (Fig. 55a). Press the Start/Stop icon again to move the fold stop to the lowest position. A new number will appear in the white box for the lower position. Run the test a couple more times if the numbers remain within 1 to 2 of the original numbers the fold table is working properly.
- To Exit press the Service Mode Home icon “”

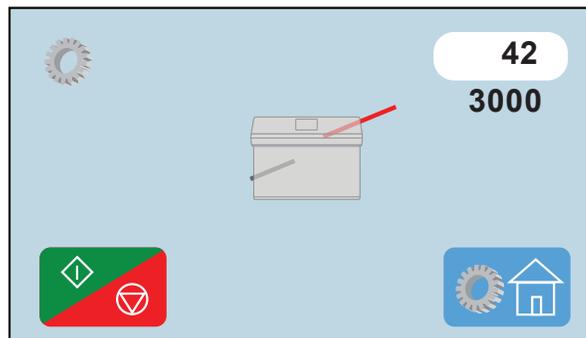


Fig. 55a

### 3. Lower Fold Table Test

This mode checks to see that the fold stop worm gear is operating smoothly and that the fold table sensors are working properly for the Upper Fold Table.

1. From the Service mode menu select the Lower Fold Table icon .
2. Press the Start/Stop icon  the fold stop will move to the highest position and a number will appear in the white box (Fig. 55b). Press the Start/Stop icon again to move the fold stop to the lowest position. A new number will appear in the white box for the lower position. Run the test a couple more times if the numbers remain within 1 to 2 of the original numbers the fold table is working properly.
3. To Exit press the Service Mode Home icon .

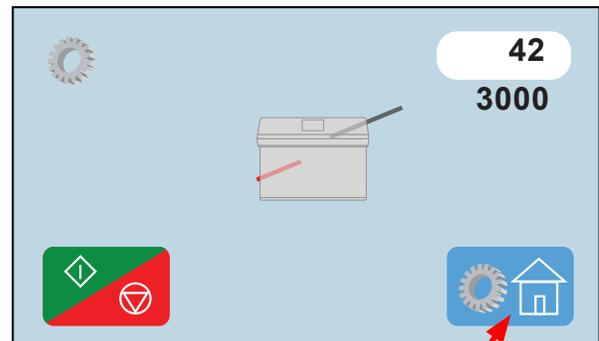


Fig. 55b

Service Mode Home Icon

### 4. Fold Table Offset Adjustment

This function is used to make small adjustments to the standard fold settings on the fold tables. The adjustment made will effect all fold types and sizes.

1. From the Service mode menu select the Fold Offset” icon “”
2. Select the upper fold plate icon “” to adjust the fold stop position for the first fold (the icon will turn a dark gray when selected). Using the touch pad, key in the number or use the “=” and “-” keys to make the adjustment for the first fold stop position (Fig. 56a). Press the enter key “” to enter the measurement. The white box under the icon will show the measurement entered.  
Select the bottom fold plate icon “” to adjust the second fold and repeat the same steps to adjust.
3. Press the save icon “” to save the adjustments. A confirmation screen will appear (Fig. 56b). Press the green check box to accept the change or the red X box to cancel the change.
4. To Exit press the Service Mode Home icon at any time “”.

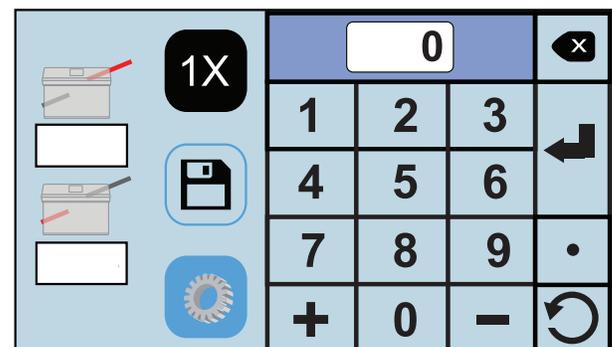


Fig. 56a

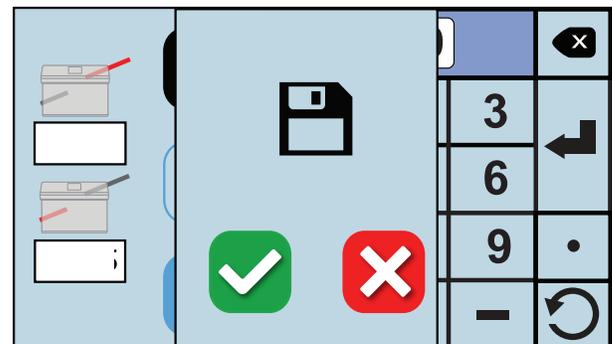


Fig. 63

## 5. Life Count

Shows the total number of sheets of paper run through the machine.

1. From the Service mode menu select the Life Count Icon “123...”.
2. The lifecount will be displayed (Fig. 57).
3. To Exit press the Service Mode Home icon “”.

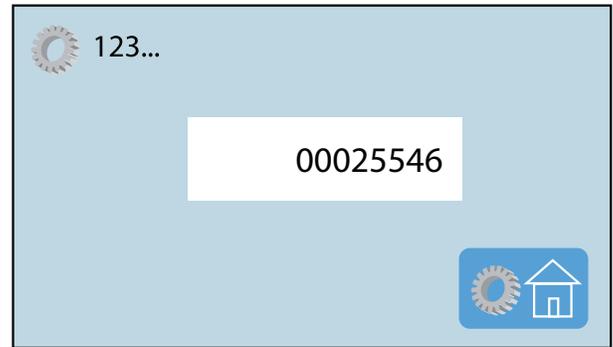


Fig. 57

## 6. Test Sensors

This mode is used to verify the inputs from various sensors on the machine including paper length, width and multi-feed sensors.

1. From the Service mode menu select the Sensor Test Icon “”. The Sensor Test Screen will be displayed (Fig. 58).
2.
  - To test the infeed tray paper width sensors move the side guides out.
  - To test the paper extension tray paper “Length Beam” run a piece of white paper over the photo-eye, if working properly the red box with “N” will turn to a green box with “Y” and the number next to it should increase. The “Paper size” “L” box will turn from red to green as well.
  - To test the exit sensor “Exit Beam” remove the top fold plate run a piece of white paper over the photo-eye, if working properly the red box with “N” will turn to a green box with “Y” and the number next to it should increase.
  - To test the paper out switch press the switch down, if working properly the red box with “N” will turn to a green box with “Y”.
  - To test the cover open sensor, lift the top cover, if working properly the red box with “N” will turn to a green box with “Y”. The “Paper size” “State” box will turn from red to green as well indicating the beam is working.
3. To Exit press the Enter icon “”.

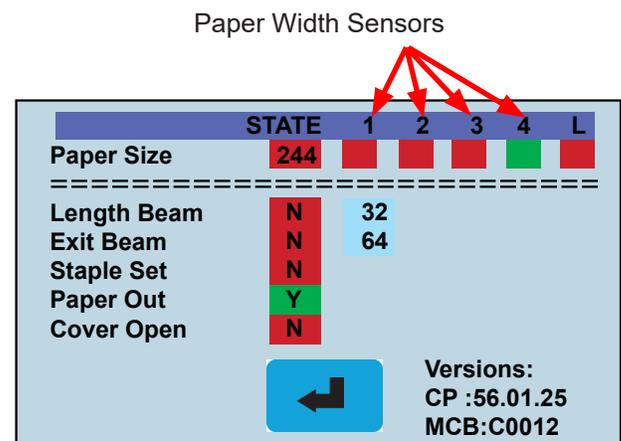


Fig. 58

## TROUBLE-SHOOTING

TROUBLE	POSSIBLE CAUSE	REMEDY
Control panel is not illuminated.	Power switch turned off.	Turn on power switch.
	No power at the wall outlet.	Check wall outlet.
	No power to the machine inlet.	Check power cord for frayed/broken wires.
	No power to the control panel.	Press the button on the circuit breaker.
	Internal electrical failure	Call for service.
Fold table stop not moving when "Test"/ "Start" is pressed.	Fold table is not plugged in.	Plug in fold table.
	Electrical or mechanical failure	Call for service.
"Cover Open" image is displayed.	Cover open	Close cover.
	Magnetic switch is broken.	Call for service.
"Paper out" image is displayed.	Infeed tray is empty.	Place documents on the infeed tray.
"Paper Jam / Misfeed" image is displayed.	Paper misfeed	Reload paper and press "Counter Reset" button.
	Paper jammed at exit of folder	Remove paper and press "Counter Reset" button.
Black marks on the folded paper.	Infeed tires, separator, and/or fold rollers are dirty.	Clean the parts with approved roller cleaner and rejuvenator.
Fold is skewed.	Infeed tray is out of adjustment.	Turn skew adjuster knob to remove the skew.
Stacker belts do not turn.	Broken drive belt, worn drive gear.	Call for service.
Documents are wrinkled or crunched.	Fold tables are not inserted correctly.	Remove and reinstall fold tables. Be sure they're properly positioned.
	Piece of paper or other material is stuck in the fold table.	Remove object from the fold table.
Infeed tray lever does not work	Broken spring	Call for service.
Double feeding forms	Documents stuck together	Jog forms to remove static electricity.
	More tension is needed	Adjust the infeed tension lever (page 5, Fig. 8)
	Feed tire or separator worn	Call for service
Not feeding documents	Feed tires are dirty	Clean feed tires
	Feed tires or separator worn	Call for Service
Power loss	Circuit Breaker tripped	Press black reset button next to power inlet.
	Under adverse conditions, power input level may drop below acceptable limits	When power is restored, turn off machine, then turn on again to restore normal operations.

## REPLACING CONTROL PANEL BOARD

1. Make sure machine is turned off and unplugged.
2. Remove the operator side cover.
2. Remove the side bracket mounting screws from either side of the Control panel assembly.
3. Remove the two mounting screws holding the control panel assembly to the side frame (Fig. 59a/59b).
5. Remove the control panel from the control panel mount.
6. Unplug the electrical connectors. Note their location.
7. Remove the six ¼" nuts holding the board to the panel. Do not lose any of the eight white plastic spacers.
8. Reverse procedure to install.

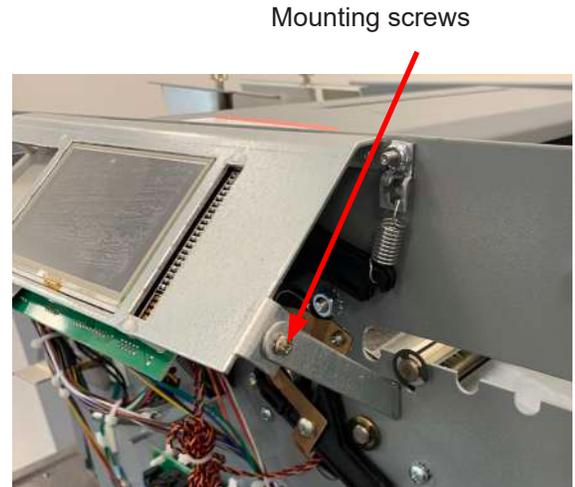


Fig. 59a



Fig. 59b

## REPLACING SPEED CONTROL BOARD

1. Make sure machine is turned off and unplugged.
2. Remove the non-operator side cover.
3. Unplug the electrical connections from the board. Note the position of each connection (Fig. 60),
4. Remove two mounting nuts holding the board in position.
5. Remove the board.
6. Reverse procedure to install.

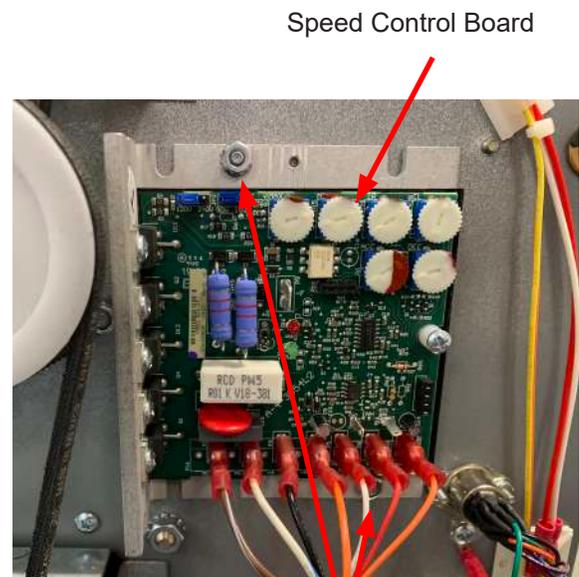


Fig. 60

# REPLACING DRIVE MOTOR

1. Make sure machine is turned off and unplugged.
2. Remove non-operator side cover.
3. Disconnect the black and orange main wires from the speed control board. The black wire is in position three and the orange wire is in position four from the left of the board (Fig. 61a)
4. Remove lower fold table.
5. Remove three screws holding the component access panel in position (Fig.61b) and remove panel to access the motor (Fig. 61b).
6. Remove the motor belt from the drive pulley (Fig. 61c).
7. Remove the four mounting nuts that hold the motor in position (Fig. 61c).
8. Slide the motor out of the side frame.
9. Reverse procedure to install.



Fig. 61a

Main wires

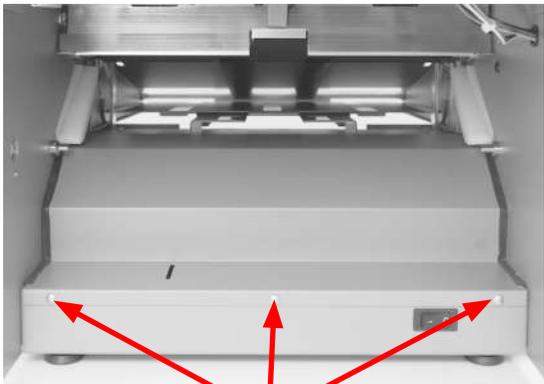
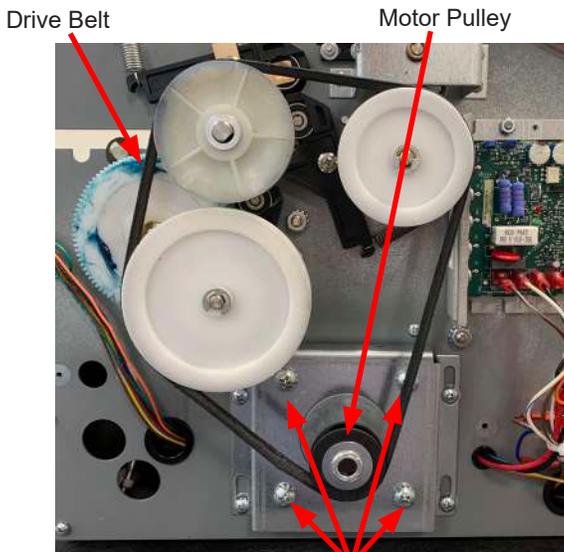


Fig. 61a

Access Panel Screws



Fig. 61b



Drive Belt

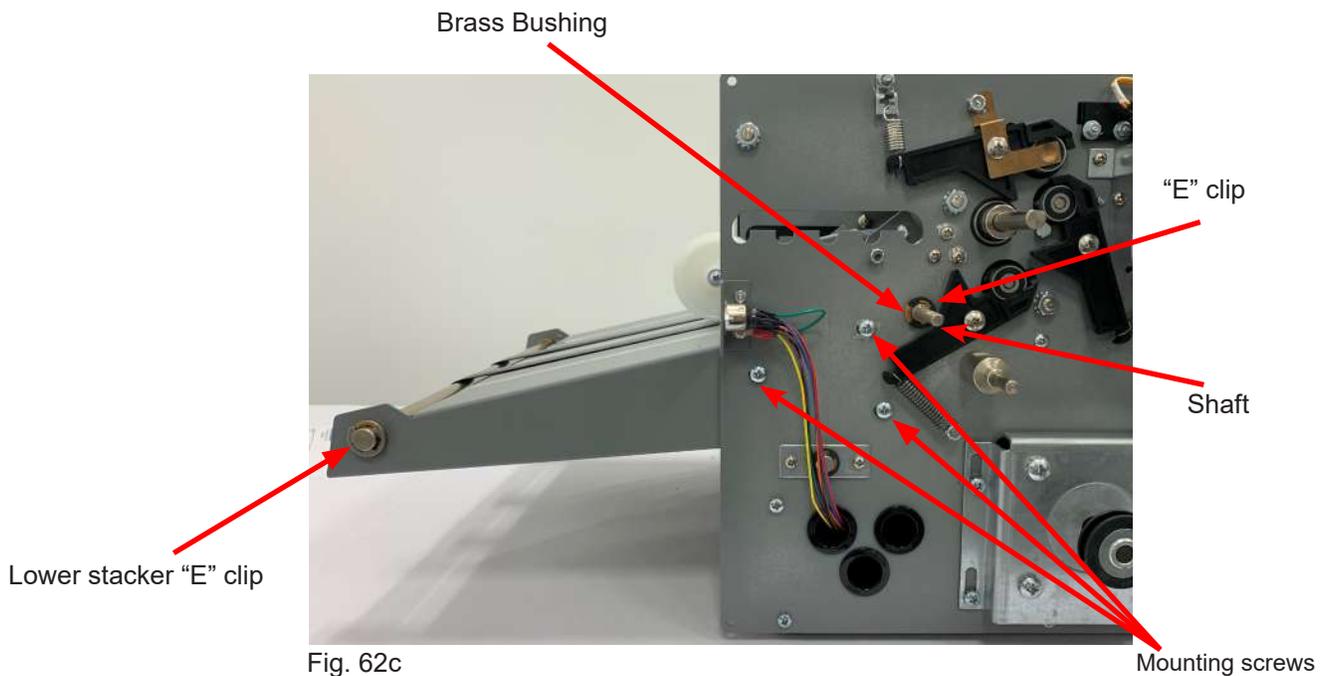
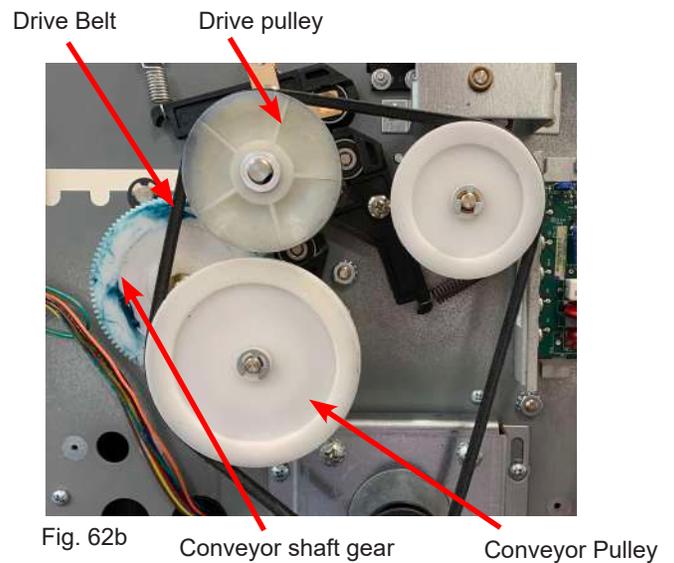
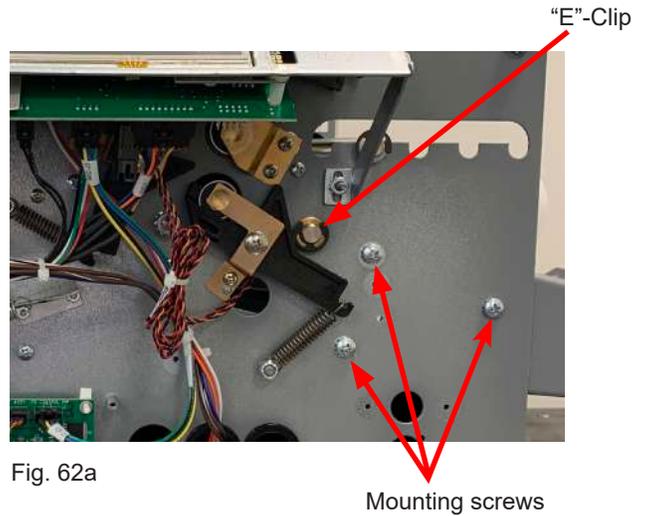
Motor Pulley

Fig.61c

Mounting Screws

## REPLACING STACKER BELTS

1. Make sure machine is turned off and unplugged.
2. Remove side covers.
3. Remove catch tray assembly.
4. Loosen stacker mounting screws to release tension on belts (Fig. 62a & 62c).
5. Remove one "E" clip from the lower stacker (Fig. 62c) shaft and slide the shaft out of the bushings.
6. Remove the drive belt.
7. Remove large drive pulley, conveyor pulley, and conveyor shaft pulley from the studs (Fig. 62b).
8. Remove the upper conveyor shaft gear (Fig. 62b).
9. Remove the "E" clip on the operator side of the upper conveyor drive shaft (Fig. 62a).
10. Remove the "E" clip on the non-operator side of the upper conveyor drive shaft (Fig. 62c).
11. Slide the drive shaft toward the non-operator side and remove the brass bushing from non-operator side of the conveyor drive shaft (Fig. 62c).
12. Remove the drive shaft to allow enough clearance to remove the stacker belts.
13. Completely remove the six mounting screws holding the stacker table in position and remove the stacker table (Fig. 62a & 62c)
14. Reverse procedure to install.



# REPLACING SENSOR HARNESS ASSEMBLIES

## Infeed Table Length Sensor

1. Make sure machine is turned off and unplugged.
2. Remove the operator side cover
3. Unplug the photo-eye harness from J4 on the control board.
4. The sensor is located under the in-feed extension tray. Remove the photo-eye mounting screws (Fig. 63).
5. Release the wires from the mounting clips and snip the necessary tie wraps. Gently pull wires through the hole on the control board side.
6. Reverse procedure to install.

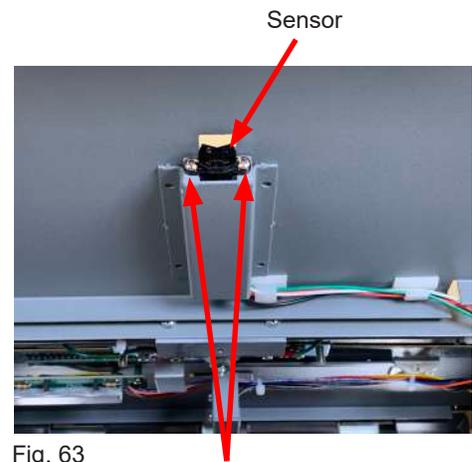


Fig. 63

Mounting Screws

## Infeed Table Width Sensor

1. Make sure machine is turned off and unplugged.
2. Remove the operator side cover
3. Unplug the photo-eye harness from J4 on the control board.
4. The sensor is located under the main in-feed tray. Remove the sensor mounting screws (Fig. 64).
5. Snip the necessary tie wraps. Gently pull wires through the hole on the control board side.
6. Reverse procedure to install.
5. Remove photo-eye assembly.

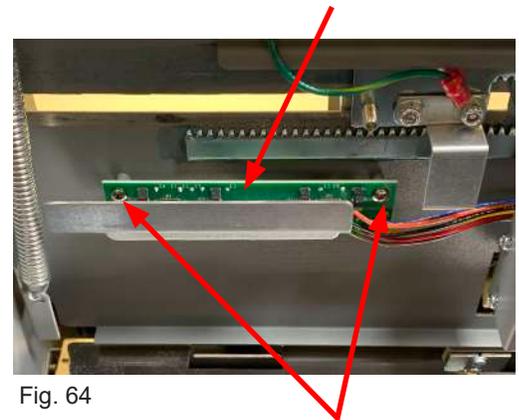


Fig. 64

Mounting Screws

## Exit Sensor

1. Make sure machine is turned off and unplugged.
2. Remove both side covers.
3. Unplug J2 from the control board.
4. Remove the top fold table to access the sensor.
5. Remove the deflector plate. To remove, loosen the two thumb screws, one on each side (Fig. 65a).
6. Remove the sensor mounting bracket that holds the sensor (Fig. 65b). To remove, remove the two mounting screws on either side of the bracket. To access the mounting screws on the non-operator side remove the drive belt and drive pulley (Fig. 62b).
6. Remove the screw from the sensor mount (Fig. 65c).
6. Snip the necessary tie wraps. Gently guide the wires through the hole on the control board side.
7. Reverse procedure to install.

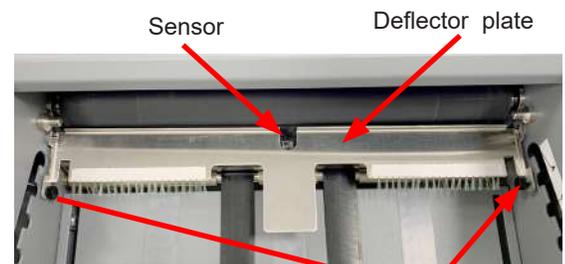


Fig. 65a

Sensor mounting bracket

Thumbscrews



Fig. 65b

## Exit Sensor Continued

6. Remove the screw from the sensor mount (Fig. 65c).
6. Snip the necessary tie wraps. Gently guide the wires through the hole on the control board side.
7. Reverse procedure to install.

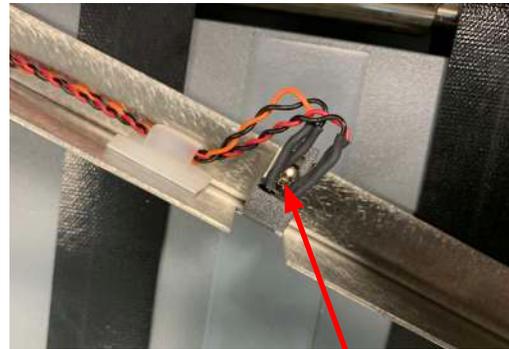


Fig. 65c

Sensor mounting screw

## REPLACING FEED TABLE SELF-CENTERING SIDE GUIDES

1. Make sure machine is turned off and unplugged.
2. Remove lower fold table.
3. Loosen side guide locking screws and move guides to the center of the feed tray.
4. Remove the 11/32" nut (Fig. 66) holding the self-centering gear and remove the gear.
5. Unscrew and remove the locking screw.
6. Reverse procedure to install.

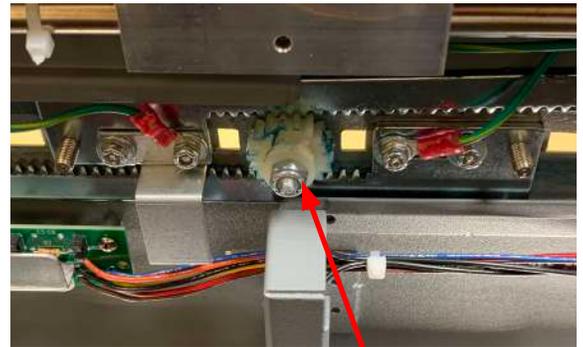


Fig. 66

11/32" Nut

## REPLACING SINGULATOR PAD

1. Make sure machine is turned off and unplugged.
2. Open top cover.
3. Loosen center feed tire setscrew with a 5/64" Allen wrench. Slide the tire to one side.
4. Peel off the pad (Fig. 67).
5. Clean the singulator mount.
6. Glue a new pad on the mount using an instant glue.
7. Move the feed tire to its original position, tighten the setscrew and close the cover.



Fig. 67

Singulator Pad

# ROLLER SPRING ADJUSTMENT FOR THICK PAPER

## Roller Spring Adjustment:

Thicker paper from 28# up to 65# may require roller spring adjustments.

1. Turn power off and unplug from the wall outlet.
2. Remove both side covers.
3. Remove the control panel from the operator side.
4. Move the spring position up on the spring bracket (Fig 68a), if more tension is needed proceed to steps 5 - 7
5. Remove the lock nut (Fig. 68a) holding the spring bracket (Fig. 68a) in place.
6. Remove the spring bracket from the screw mount (Fig. 68a) and the spring.
7. Attach the spring directly to the screw mount (Fig. 68b) and replace lock nut.
8. Replace the control panel.
9. Repeat steps 4-7 on the non-operator side and replace side covers.

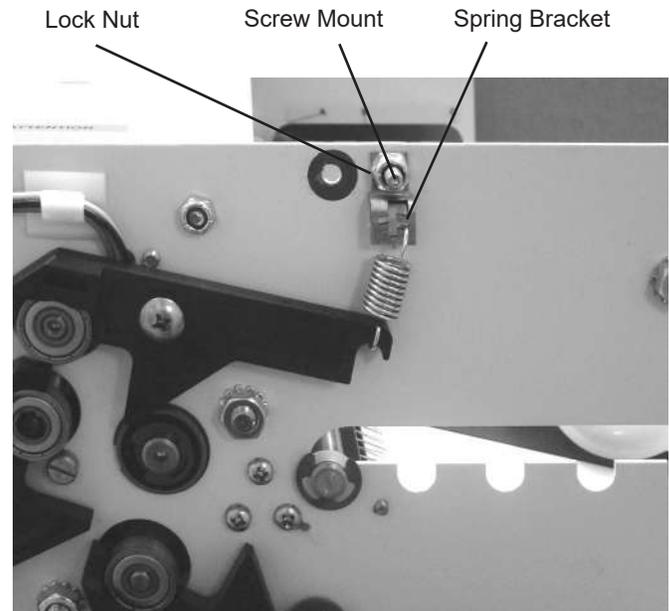


Fig.68a

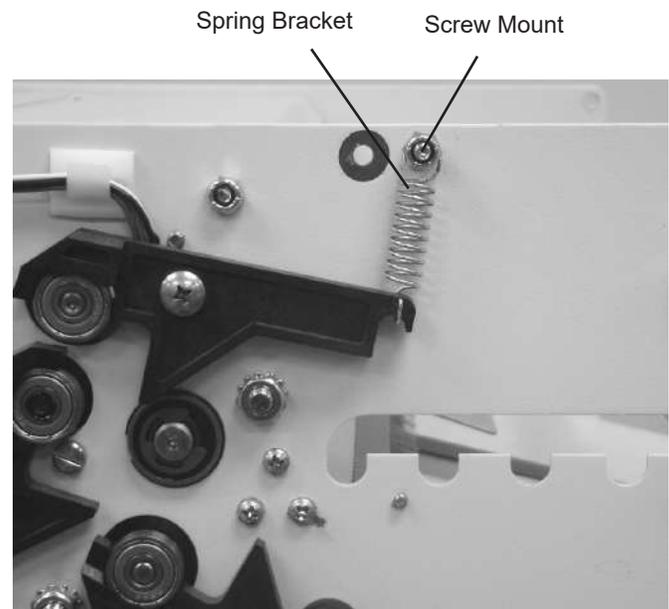
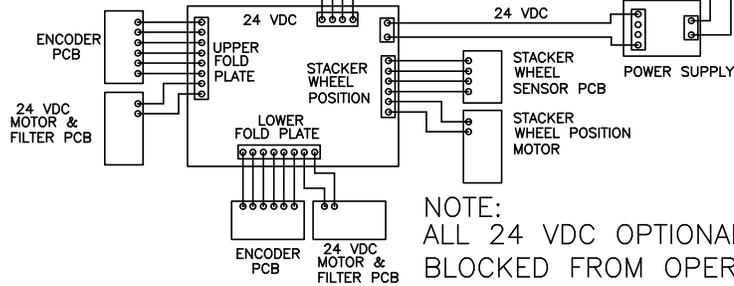
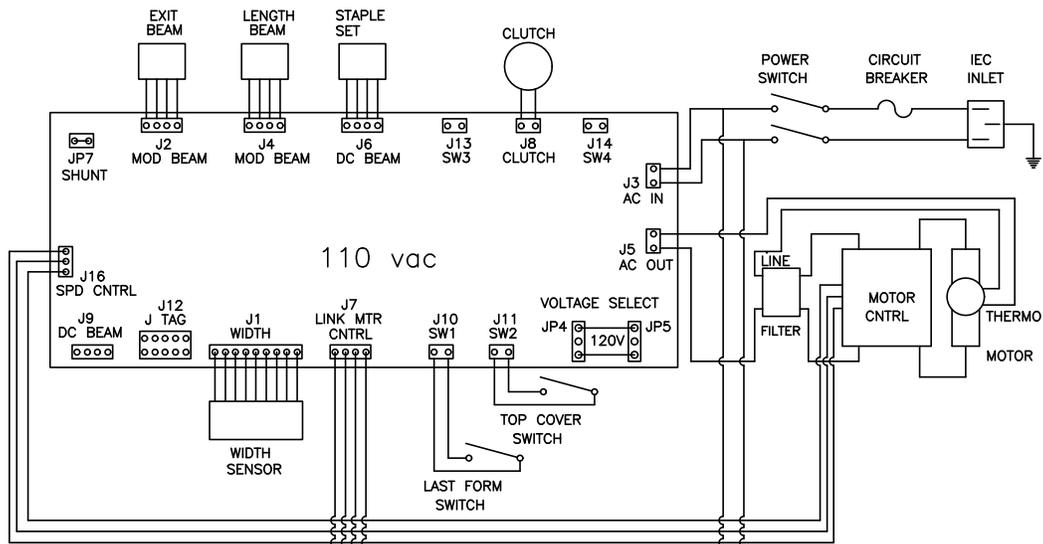
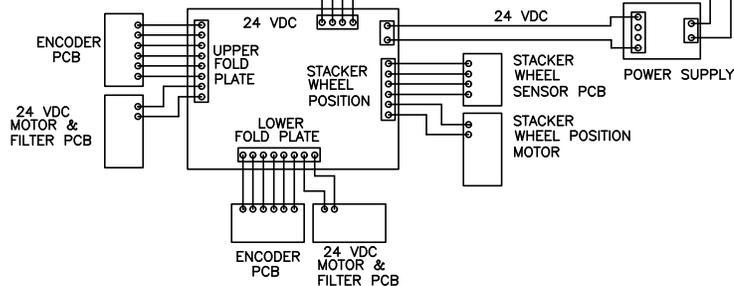
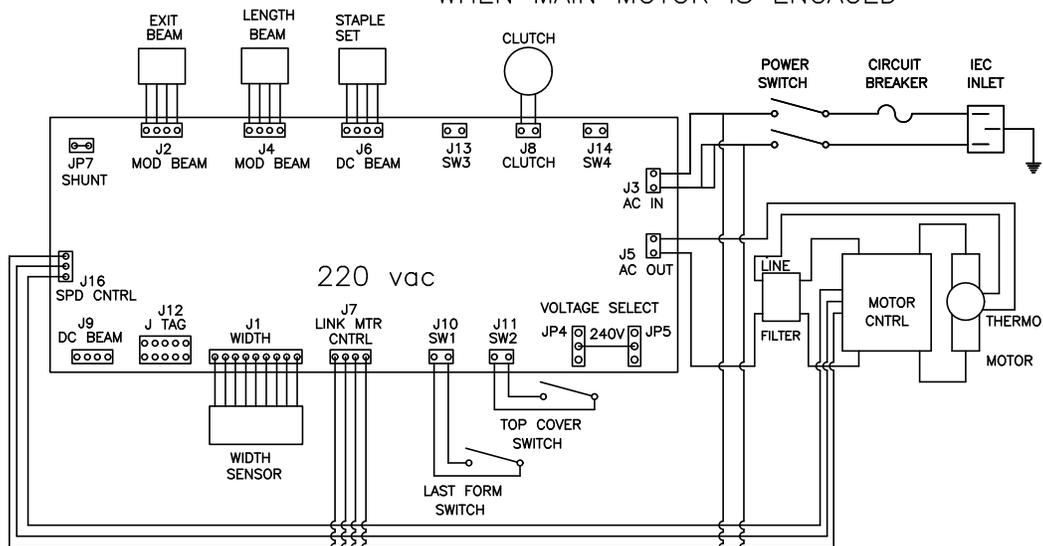


Fig. 68b

# ELECTRICAL SCHEMATIC

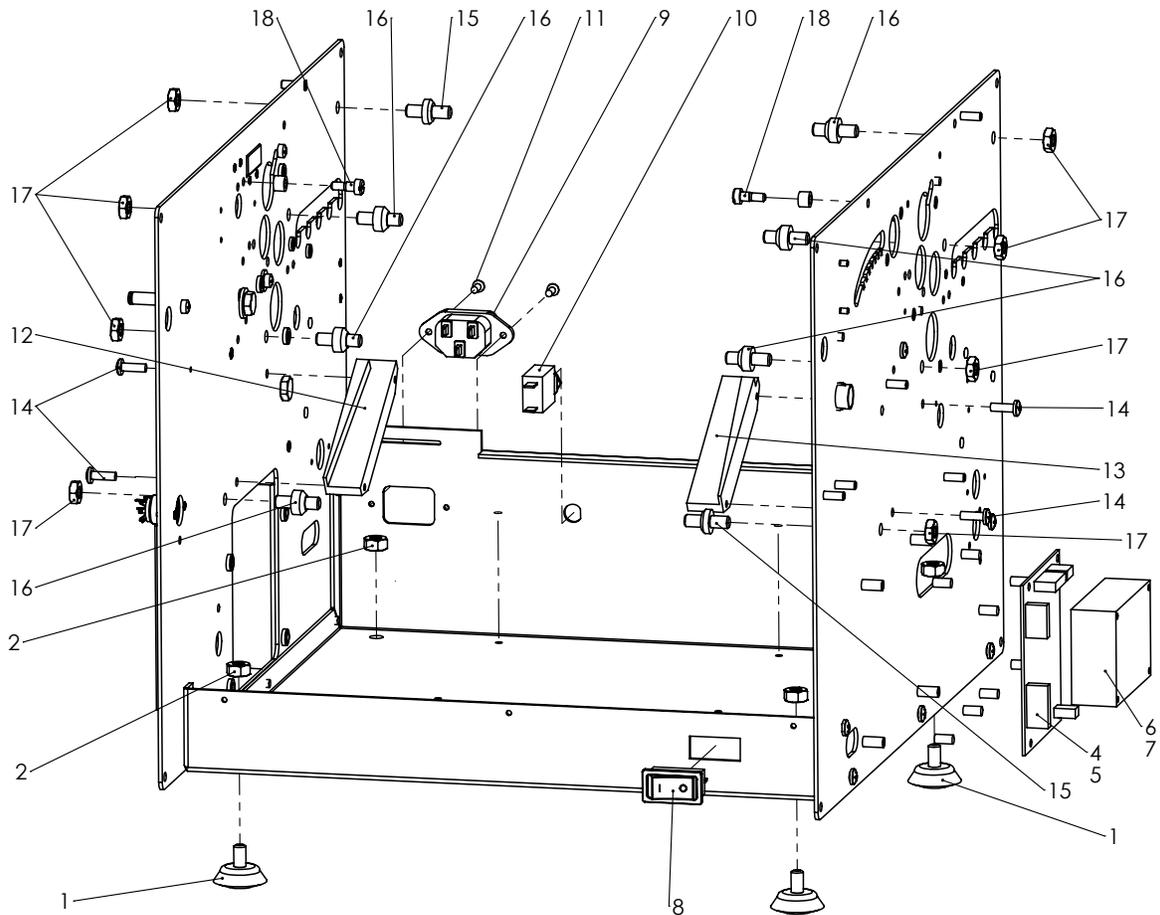


NOTE:  
ALL 24 VDC OPTIONAL COMPONENTS ARE  
BLOCKED FROM OPERATION  
WHEN MAIN MOTOR IS ENGAGED



# PARTS

# BASE ASSY



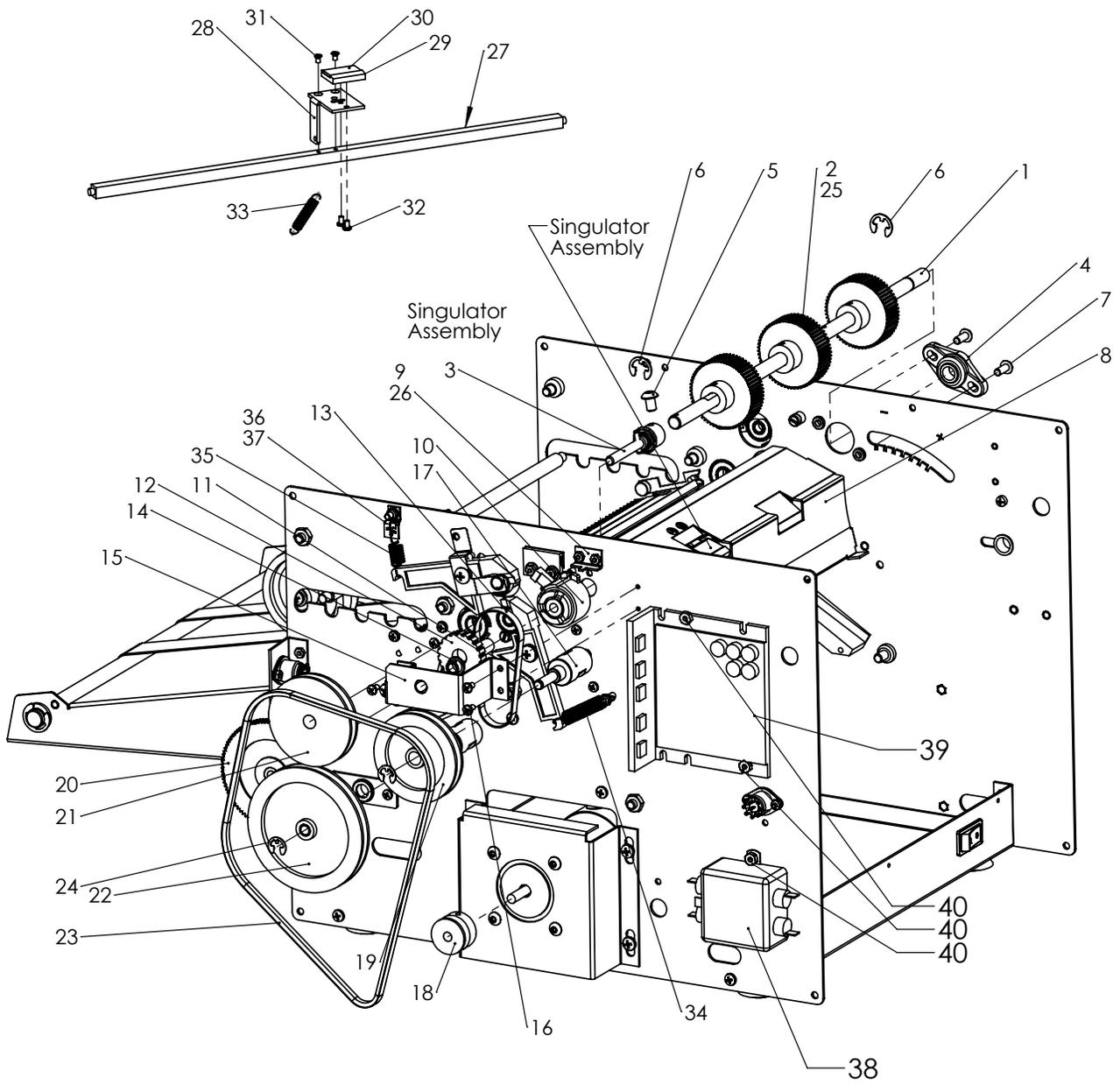
#	PART NO.	DESCRIPTION	QTY.
1	372-6544	NON-SWIVEL ADJ. GLIDE	4
2	378-6549	KEPNUT 1/4-20	4
3	N/A		
4	395-1416	FOLD PLATE DRIVE PCB	1
5	381-0179	PCB SNAP IN MOUNT 3/16th HOLE	4
6	319-0309	POWER SUPPLY 24VDC	1
7	381-0178	PCB SNAP IN MOUNT 1/8th HOLE	4
8	311-0087	ROCKER SW. DPST NON-ILLUMINATED	1
9	319-0096	RECEPTACLE, POWER	1
10	317-0029	CIRCUIT BREAKER 3.5A	1
11	375-6625	SCREW FL HD, 6-32 X 3/8	2
12	320-0069	BACK PLATE GUIDE	1
13	320-0070	FRONT PLATE GUIDE	1
14	373-0120	SCREW, PPH 8-32 X 1/2"	4
15	332-0169	LOCK PIN, FOLD PLATE (FD 386)	2
15	332-0169	LOCK PIN, FOLD PLATE (FD 38Xi)	1
16	332-0150	PIN, FOLD PLATE SLOT (FD 386)	8
16	332-0150	PIN, FOLD PLATE SLOT (FD 38Xi)	6
17	378-0132	KEPNUT 1/4-28	8
18	375-0044	SHOULDER SCREW	2



## CONVEYOR COMPONENTS

#	PART NO.	DESCRIPTION	QTY.
1	360-2639	EXIT CHUTE	1
2	316-0014	STATIC BRUSH	2
3	395-1190	CONVEYOR DECK ASSY	1
4	331-0169	CONVEYOR SHAFT	1
5	395-1191	CONVEYOR TRAY	1
6	395-1192	CONVEYOR TRAY EXTENSION	1
7	369-0028	STACKER BELT	2
8	371-0001	OILITE, FLANGE 1/2 X 5/8 X 3/8	2
9	379-0007	RETAINING RING, 1/2"	2
10	332-0171	SHAFT, STACKER WHEEL (FD 38Xi)	1
11	360-2642	STACKER WHEELS ARM	1
12	373-0016	SCREW PPH 10-32 x 1/2"	2
13	377-5298	WASHER, #10 FLAT	2
14	332-0152	WEIGHT, STACKER ARM	2
15	381-0111	NYLON SPACER, #10 X 1.25"	2
16	320-0061	STACKER WHEEL	2
17	373-0130	SCREW, PPH 10-32 X 1 3/4"	2
18	373-0129	SCREW, PPH 8-32 X 3/16"	2
19	360-1933	EYE MOUNT, CHASSIS	1
20	310-0134	PHOTO EYE HARNESS	1
21	395-0496	THUMB SCREW, 6-32	2
22	332-0145	STACKER WHEEL SHAFT (FD 386)	1
23	377-0075	WASHER NYLON 3/8"X9/16"X1/32"	2
24	379-0014	E-RING, 3/8 SHAFT	2
25	325-0491	STACKER ARM DECAL (FD 386)	1

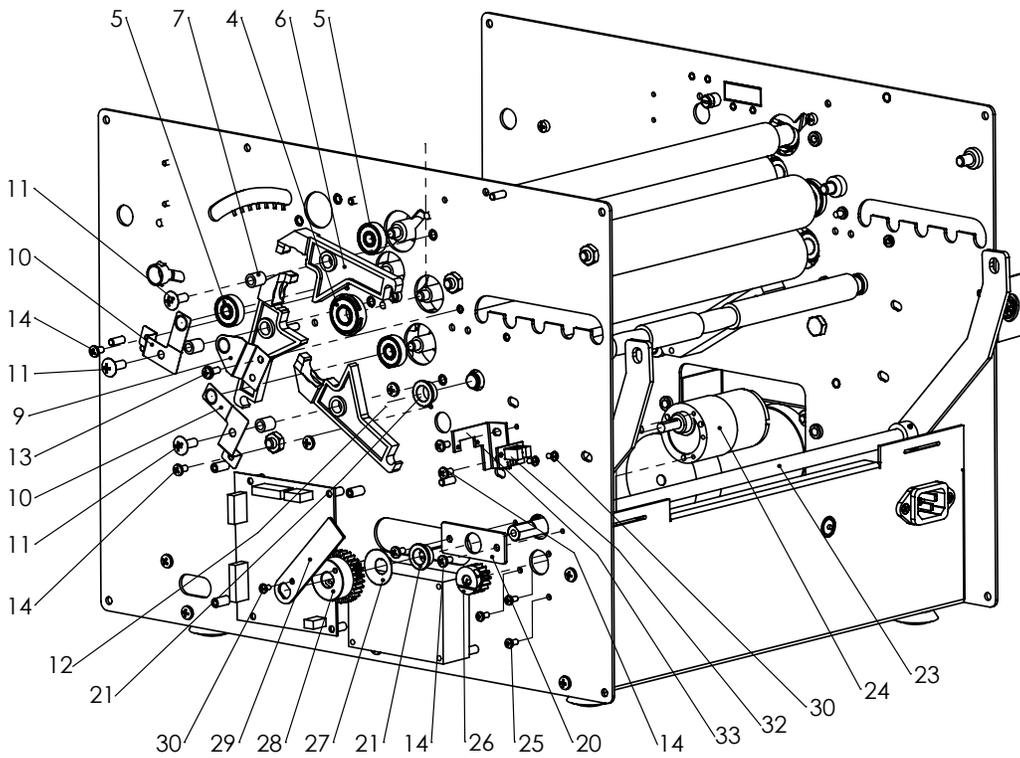
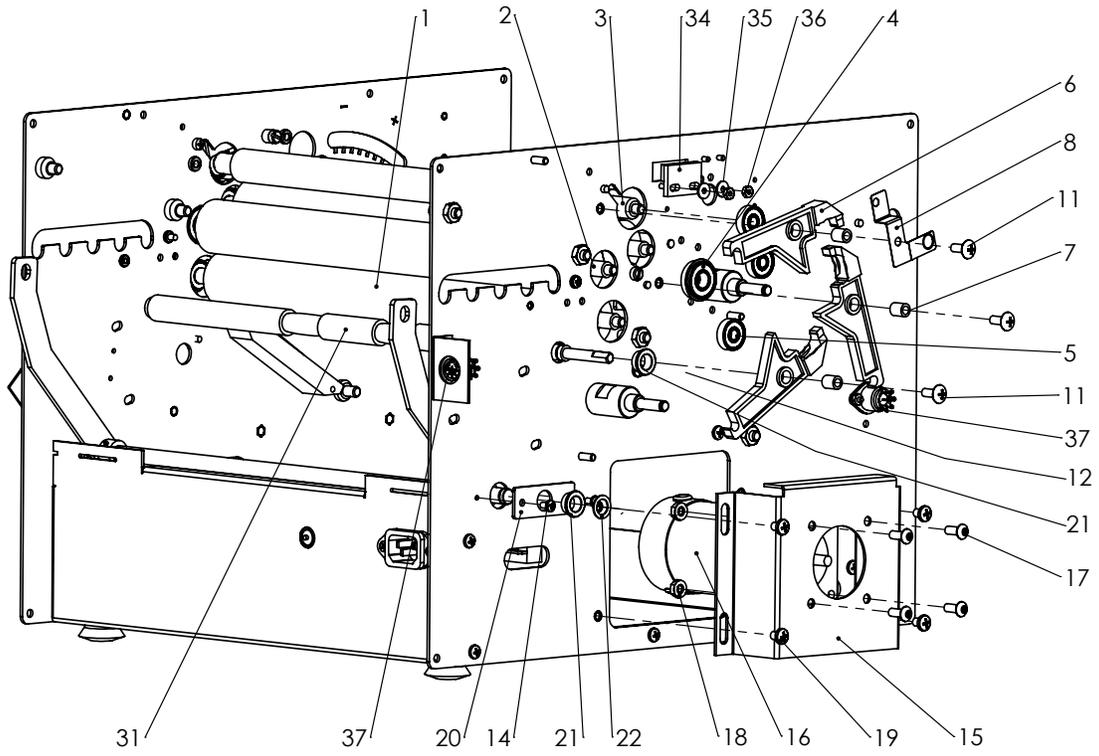
# DRIVE COMPONENTS



## DRIVE COMPONENTS

#	PART NO.	DESCRIPTION	QTY.
1	331-0212	FEED SHAFT, REMOVABLE	1
2	350-0099	FOLDER FEED WHEEL	3
3	395-1193	CLUTCH STUB SHAFT ASSEMBLY	1
4	371-0101	FLANGE BEARING, 0.375 ID	1
5	375-0014	SCREW, BH #8-32 X 3/8"	1
6	379-0014	E-RING, 3/8 SHAFT	2
7	375-6538	SCREW, BH 10-32 X1/2"	2
8	360-1959	FEED RAMP	1
9	360-1934	CLUTCH BRACKET	1
10	319-0244	FEED CLUTCH, 12 Vdc	1
11	371-0095	SLEEVE BUSHING, 1/4 X 3/8 X 3/4	1
12	365-0202	CLUTCH 21 GRV. TIMING PULLEY	1
13	365-0209	CLUTCH BELT	1
14	371-0014	OILITE 1/4 X 3/8 X 1/4 FLANGED	1
15	360-2656	CLUTCH BRACKET	1
16	373-5868	SCREW, PPH 6-32 x 1/4" EXT.	3
17	332-0146	REDUCER STUB SHAFT	2
18	365-0223	MOTOR PULLEY, 1/4" BORE	1
19	395-1194	FEED REDUCER PULLEY ASSEMBLY	1
20	368-0069	CONVEYOR GEAR	1
21	365-0205	DRIVE PULLEY	1
22	395-1195	CONVEYOR REDUCER PULLEY	1
23	366-0004	V BELT 1/4 X 24	1
24	379-0033	E-RING, 1/4 SHAFT	2
25	376-2805	SETSCREW 8-32 x 3/16"	2
26	378-0001	NUT, #4-40 HEX	2
27	334-0376	SINGULATOR SHAFT	1
28	360-1930	SINGULATOR MOUNT	1
29	334-0377	SINGULATOR BLOCK	1
30	352-0008	SINGULATOR PAD	1
31	373-0119	SCREW, FLAT HD 4-40 X 3/16"	2
32	373-0126	SCREW, PPH 4-40 X 3/16"	2
33	342-0092	SINGULATOR SPRING	1
34	342-0093	FOLDER ROLLER SPRING	2
35	342-0098	TOP ROLLER SPRING	1
36	360-2077	SPRING BRACKET	1
37	378-0115	LOCK NUT, 8-32	1
38	319-0078	LINE FILTER	
39	395-1375	MOTOR CONTROL (120 VOLT)	1
	395-1378	MOTOR CONTROL (240 VOLT)	1
40	378-9500	6-32 KEP NUT	3

# FOLD ROLLER & AUTOSTACKER COMPONENTS

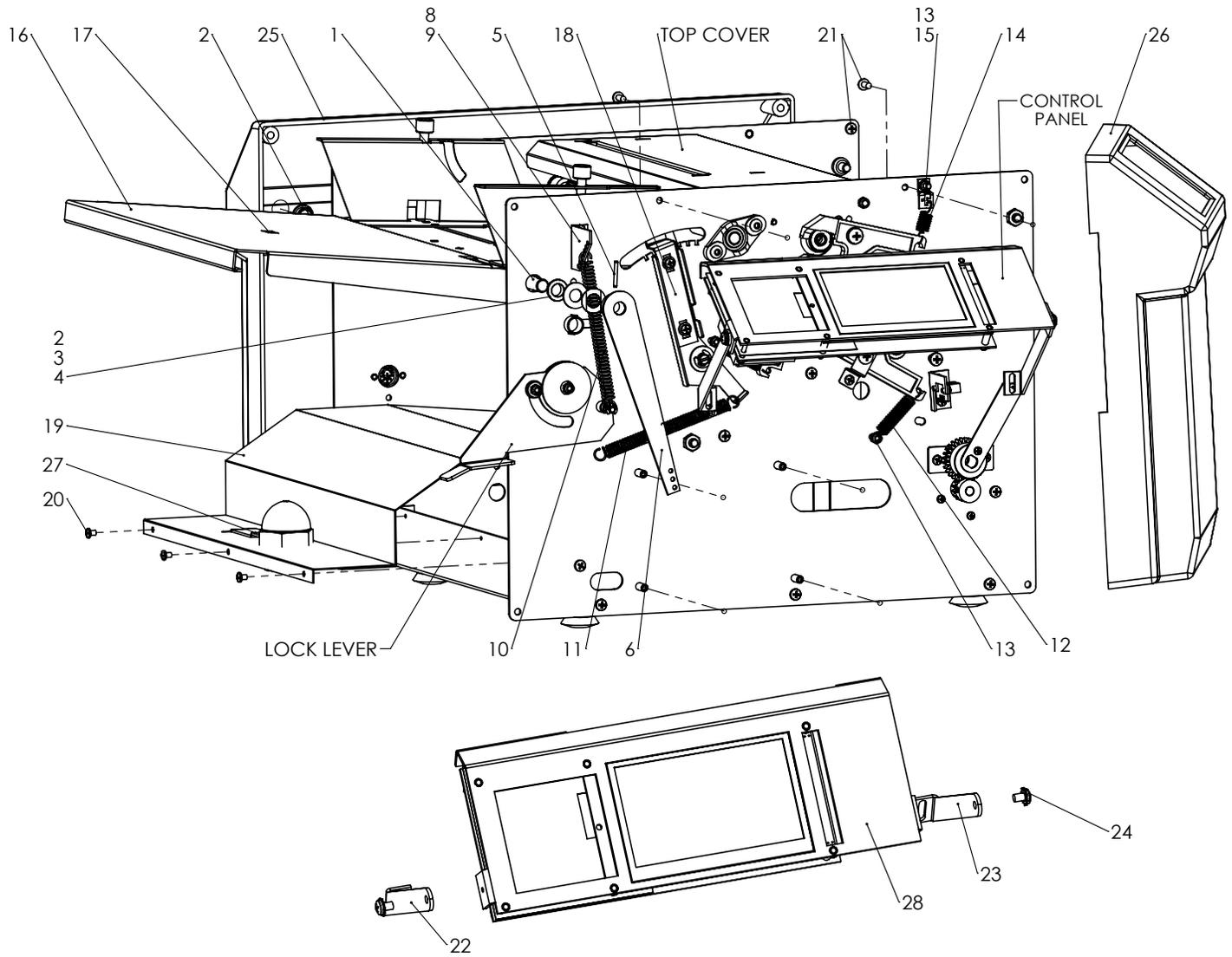


## FOLD ROLLER & AUTOSTACKER COMPONENTS

#	PART NO.	DESCRIPTION	QTY.
1	350-0096	COMMON ROLLER	2
2	350-0097	DRIVE ROLLER	1
3	350-0098	TOP ROLLER	1
4	370-0025	ROLLER BEARING	2
5	370-0030	FOLDER ROLLER BEARING	6
6	320-0063	LEVER, MOLDED PLASTIC	6
7	381-0118	SPACER, #10 X 3/8	6
8	360-2657	ROLLER GROUND, TOP	1
9	360-2483	MID ROLLER GROUND	1
10	360-2482	ROLLER GROUND	2
11	373-0121	SCREW, #10-32 X 1/2", TRUSS HEAD	6
12	379-0014	E-RING, 3/8 SHAFT	4
13	373-5893	SCREW, PPH 6-32X3/8"	2
14	373-5868	SCREW, PPH 6-32X1/4" EXT. WASHER	8
15	360-2462	MOTOR MOUNT, BLDC	1
16	313-0053	FOLDER MOTOR	1
17	375-6538	SCREW, BH 10-32 X1/2"	4
18	378-0004	KEPNUT #10-32	4
19	373-0124	SCREW, PPH #10-32X1/4" EXT.WASHER	4
20	360-2480	BEARING RETAINER	2
21	371-0013	OILITE 3/8 X 1/2 X 1/4 FLANGED	4
22	377-0075	WASHER NYLON 3/8"X9/16"X1/32"	1
23	395-1188	AUTO STACKER ARM ASSY	1
24	395-1189	GEAR MOTOR w/ HARNESS, 24V DC	1
25	373-0146	SCREW, M3 X 0.5 X 6mm	3
26	368-0078	SPUR GEAR, 14T 24P	1
27	342-0102	SPRING WASHER, .375 ID X .87 OD	1
28	368-0077	SPUR GEAR, 28T 24P	1
29	360-2481	SENSOR PADDLE	1
30	373-0126	SCREW, PPH 4-40 X 3/16"	5
31	331-0168	CONVEYOR DRIVE SHAFT	1
32	390-1812	STACKER WHEEL BOARD HARNESS *	1
33	360-2484	SENSOR BRACKET, STACKER ARM	1
34	319-0213	PROXIMITY SENSOR	1
35	377-2811	WASHER, #6	2
36	378-0001	HEX NUT, 4-40	2
37	310-0270	FOLD PLATE CABLE *	2

\* Harness not shown

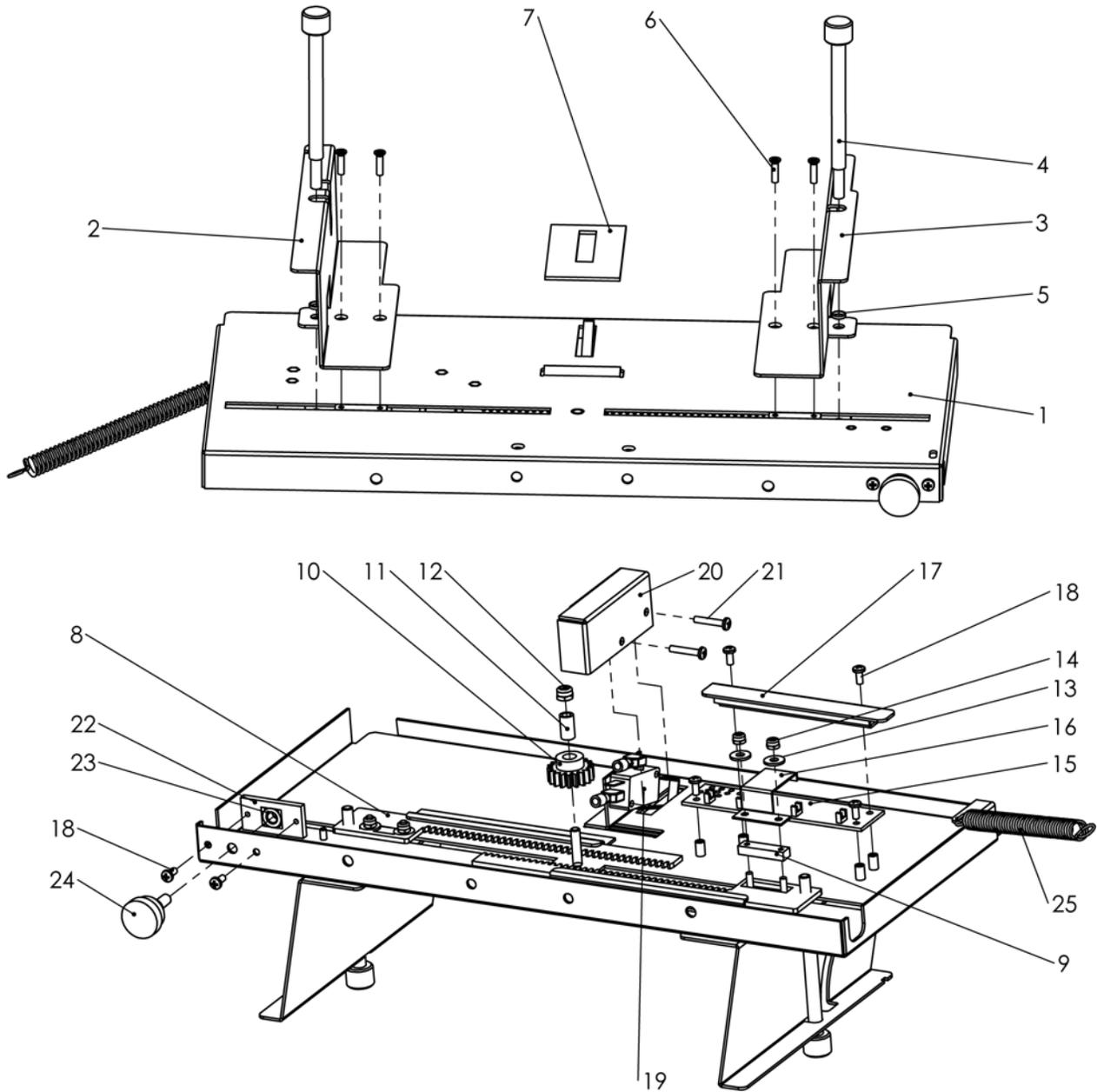
# FRONT CONTROL ASSEMBLY



## FRONT CONTROL ASSEMBLY

#	PART NO.	DESCRIPTION	QTY.
1	332-0144	PIVOT SHAFT, FEED TRAY	1
2	371-0013	OILITE 3/8 X 1/2 X 1/4 FLANGED	2
3	377-0081	WASHER, NYLON 3/8 ID X 3/4 OD	1
4	377-5481	CURVED SPRING WASHER	1
5	381-0123	3/32 X 3/4" ROLL PIN	2
6	360-1939	PAPER TRAY LEVER	1
7	379-0014	E-RING, 3/8 SHAFT	1
8	360-1951	SPRING MOUNT PAPER FEED	1
9	378-0001	HEX NUT, 4-40	2
10	342-0095	EXTENSION SPRING	1
11	342-0094	LOCK LEVER SPRING	1
12	342-0093	FOLDER ROLLER SPRING	2
13	378-0115	LOCK NUT, 8-32	3
14	342-0098	TOP ROLLER SPRING	1
15	360-2077	SPRING BRACKET	1
16	360-2648	FEED TRAY EXTENSION	1
17	310-0346	14" FORM BEAM HARNESS	1
18	395-1415	HOPPER TENSION ASSEMBLY (FD 38Xi)	1
19	395-1434	MOTOR & POWER SUPPLY COVER	1
20	373-0127	SCREW, PPH 6-32 X 3/16"	3
21	373-0133	SCREW, PPH#8-32 x 3/8"	10
22	360-3089	LEFT BRACE	1
23	360-3090	RIGHT BRACE	1
24	373-5868	SCREW, PPH 6-32X1/4	2
25	320-0089	REAR COVER, 386-38XI	1
26	320-0096	FRONT COVER, TOUCHSCREEN 386-38XI	1
27	395-0971	CROSSFEED ASSEMBLY	1
28	395-1419	386 TOUCH SCREEN ASSY (120 VAC)	1
28	395-1420	386 TOUCH SCREEN ASSY (240 VAC)	1
28	395-1421	38XI TOUCH SCREEN ASSY (120 VAC)	1
28	395-1422	38XI TOUCH SCREEN ASSY (240 VAC)	1

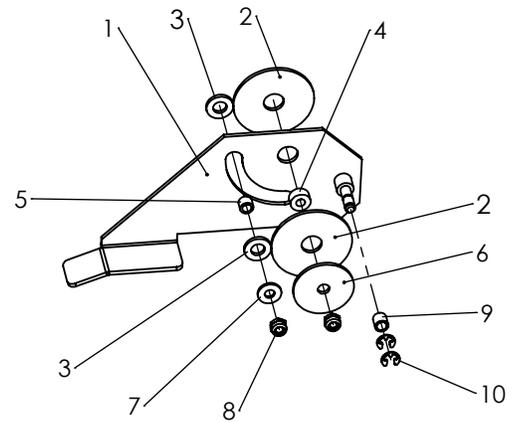
# FEED TABLE COMPONENTS



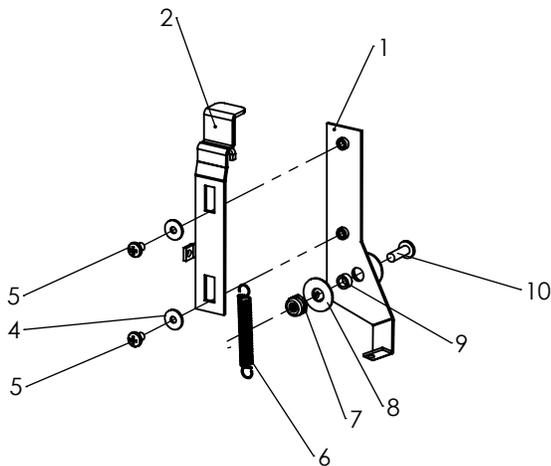
#	PART NO.	DESCRIPTION	QTY.	#	PART NO.	DESCRIPTION	QTY.
1	360-2649	FEED PLATE	1	14	378-0122	LOCK NUT, 4-40	4
2	395-1196	LEFT SIDE, ADJUSTMENT PLATE	1	15	390-1813	PAPER WIDTH SENSOR ASSEMBLY	1
3	395-1197	RIGHT SIDE, ADJUSTMENT PLATE	1	16	360-2172	FLAG, WIDTH SENSOR	1
4	375-0128	CLAMP SCREW	2	17	360-2159	COVER, PAPER WIDTH SENSOR	1
5	381-0128	WASHER, 1/4 x #10 x 0.05" SPACER	2	18	373-0131	SCREW, PPH #4-40 X 1/4 "	6
6	373-0122	SCREW FL HD, 4-40 X 7/16"	4	19	311-0117	LAST FORM SWITCH	1
7	352-0013	PAD FEED TRAY	1	20	360-2485	SWITCH COVER, LAST FORM	1
8	360-1935	CLAMP PLATE	2	21	373-0098	SCREW, PPH #4-40 X 5/8"	2
9	320-0064	SPACER BLOCK	2	22	360-1936	NUT RETAINER	1
10	368-0068	SIDE GUIDE GEAR	1	23	378-0124	LOCK NUT, 10-32	1
11	381-0109	#8 NYLON SPACER 1/2IN	1	24	381-0119	THUMBSCREW, 10-32	1
12	378-0115	LOCK NUT, 8-32	1	25	342-0096	EXT. SPRING, SKEW ADJUST	1

## LOCK LEVER COMPONENTS

NO.	PART NO.	DESCRIPTION	QTY.
1	360-1938	LOCK LEVER, FEED TRAY	1
2	377-0005	WASHER SPACER	2
3	377-0074	WASHER, NYLON 1/4 ID X 1/2 OD	2
4	381-0112	#8 BRASS SPACER 3/16"	1
5	381-0125	#8 X 3/16 NYLON SPACER	1
6	377-5290	FENDER WASHER	1
7	377-0001	WASHER, #8	1
8	378-0115	LOCK NUT, 8-32	2
9	371-0097	3/16X1/4X1/4 SLEEVE BUSHING	1
10	379-0009	RETAINING RING, 3/16 I.D.	2

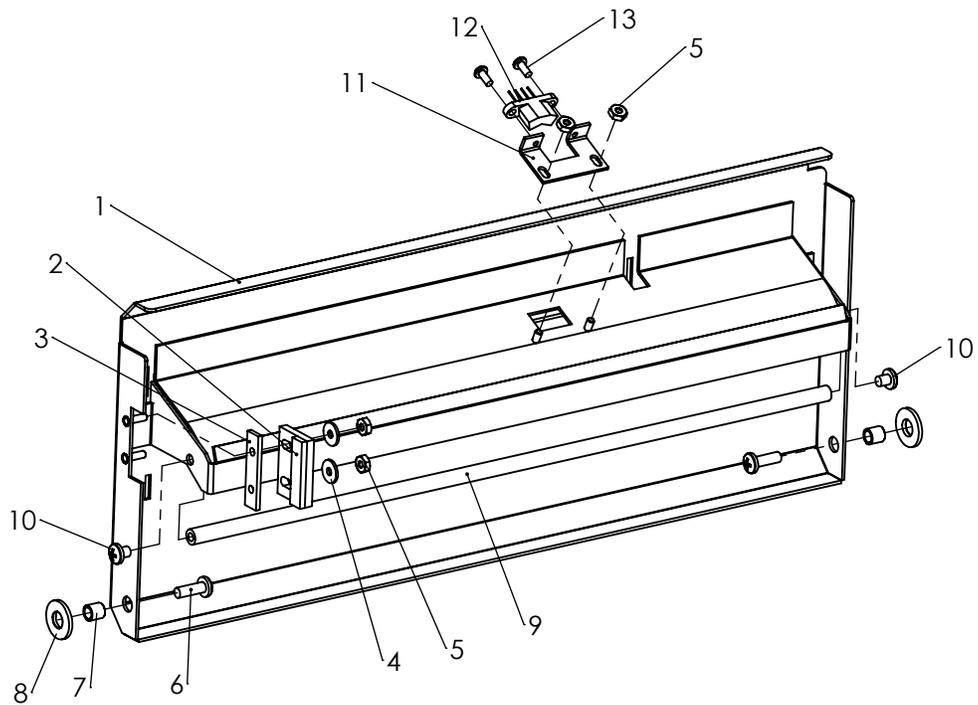


## HOPPER TENSION COMPONENTS



NO.	PART NO.	DESCRIPTION	QTY.
*	395-1415	HOPPER TENSION ASSEMBLY	1
1	360-3119	HOPPER TENSION ADJUST BAR	1
2	360-3118	HANDLE, HOPPER TENSION	1
3	N/A		
4	377-2811	WASHER, #6	2
5	373-0127	SCREW, PPH 6-32 X 3/16"	1
6	342-0108	EXT. SPRING .24 OD X 1.13 L	1
7	378-0115	LOCK NUT	1
8	377-6639	WASHER, NYLON	2
9	381-0117	SPACER	1
10	373-0120	SCREW, 8-32 X 1/2	1

# TOP COVER ASSEMBLY

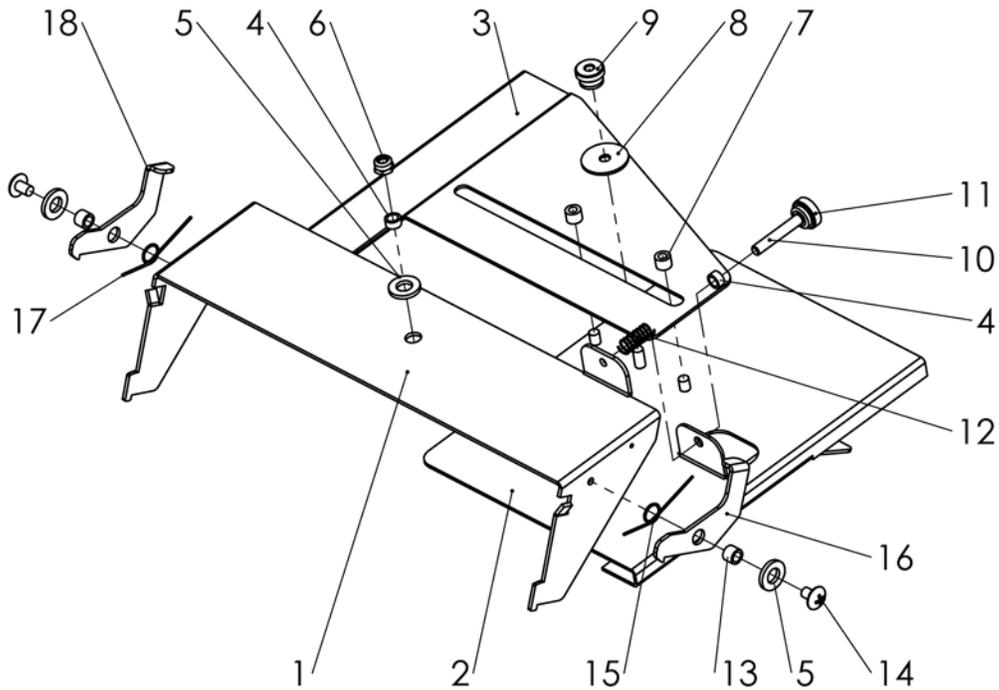


#	PART NO.	DESCRIPTION	QTY.
1	395-1433	TOP COVER	1
2	319-0159	MAGNET, ACTUATOR	1
3	360-1946	SPACER, MAGNET SWITCH	1
4	377-2811	WASHER, #6	2
5	378-0001	HEX NUT, 4-40	4
6	373-0120	SCREW, PPH 8-32 X 1/2"	2
7	371-0097	3/16X1/4X1/4 SLEEVE BUSHING	2
8	377-0074	WASHER, NYLON 1/4 ID X 1/2 OD	2
9	332-0160	STAPLE SET ROD (1)	1
10	373-0129	#8-32X3/16" PPH SCREW (1)	2
11	360-1941	PROX. SWITCH MOUNT (1)	1
12	319-0226	MULTI-SHEET SENSOR (1)(2)	1
13	373-0131	SCREW, PPH #4-40 X 1/4 "	2

(1) for MULTI-SHEET FEEDER

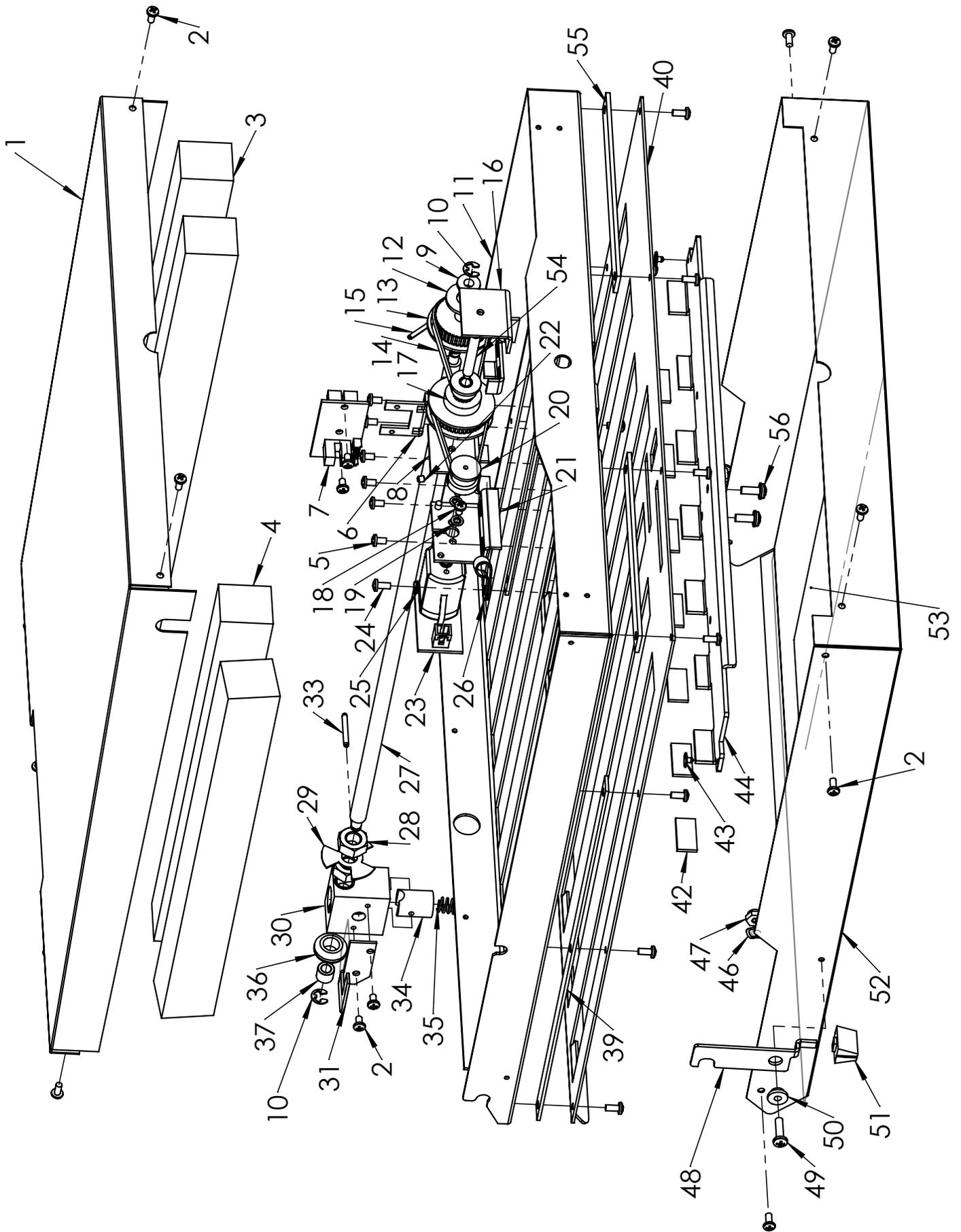
(2) Harness not shown

# MULTI-SHEET FEEDER



#	PART NO.	DESCRIPTION	QTY.
*	395-1203	MULTI-SHEET GUIDE ASSEMBLY	1
1	360-2655	YOKE, STAPLE SET GUIDE	1
2	360-2654	BACK PLANE, STAPLE SET GUIDE	1
3	360-2653	ADJUSTABLE GUIDE, STAPLE SET	1
4	381-0117	1/8" NYLON SPACER	1
5	377-0074	WASHER, NYLON 1/4 ID X 1/2 OD	3
6	378-0115	LOCK NUT, 8-32	1
7	381-0116	#8-32 SPACER	2
8	377-0076	#8 FENDER WASHER	1
9	381-0115	# 8-32 THUMB KNOB	1
10	374-0093	SCREW, SH CAP 8-32x1-1/4	1
11	381-0108	THUMB SCREW CAP	1
12	342-0090	STAPLE SET SCREW ADJ. SPRING	1
13	381-0125	#8 X 3/16 NYLON SPACER	2
14	373-0134	#8-32 x 1/4" TRUSS HD < >	2
15	342-0088	RIGHT SPRING, STAPLE SET GUIDE	1
16	360-2652	FRONT LATCH, STAPLE SET GUIDE	1
17	342-0089	LEFT SPRING, STAPLE SET GUIDE	1
18	360-2651	REAR LATCH, STAPLE SET GUIDE	1
19	325-0592	STAPLE SET DECAL, FD 386 (not shown)	1

# UPPER FOLD TABLE

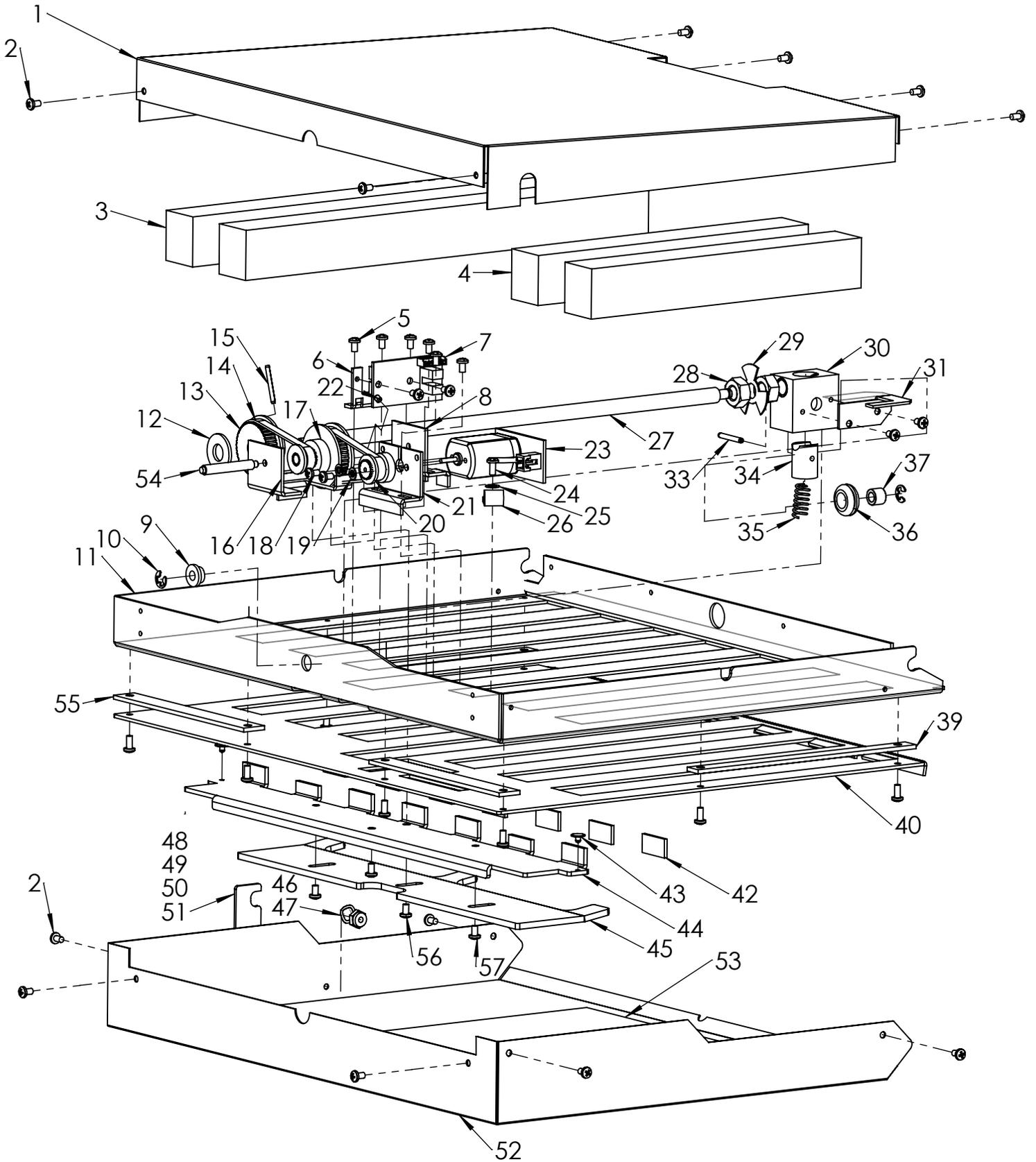


# UPPER FOLD TABLE

#	PART NO.	DESCRIPTION	QTY.
30	395-1205	FOLLOWER BLOCK ASSY, FOLD PLATE	1
31	360-2635	HOME SENSOR ACTUATOR-LOWER	1
33	381-0123	3/32 X 3/4" ROLL PIN	1
34	395-1384	NUT, RELEASE, FOLD PLATE	1
35	342-0091	COMPRESSION SPRING, FOLD PLATE	1
36	352-0014	GROMMET, FLANGED RUBBER	1
37	371-0093	3/16 X 5/16 X 1/4 SLEEVE BUSHING	1
39	360-1969	SHORT SPACER, UPPER PLATE	2
40	360-2470	TOP SHEET, UPPER FOLD PLATE/ SEE NOTES	1
42	352-0016	PAD, PAPER STOP	7
43	381-0114	NYLON RIVET	2
44	360-2464	PAPER STOP, FOLD PLATE	1
45	360-2463	DIVERTER ACTUATOR	1
46	377-0088	WAVE SPR WASHER, .262 ID X .385 OD	1
47	378-0123	6-32 LOCKNUT (NYLON)	1
48	360-2486	FOLD PLATE LOCK	1
49	373-5482	** OPX ** SCREW PPH 6-32 x 1/2 LG. NI	1
50	377-0089	SHOULDER WASHER, .136ID X .25OD	1
51	381-0147	SLIDE KNOB-MC21076	1
52	360-2472	TOP COVER, UPPER FOLD PLATE	1
53	307-0041	SOUND FOIL, LOWER FOLD PLATE	2
54	332-0151	SHAFT, REDUCER, FOLD PLATE	1
55	360-1961	REAR SPACER, FOLD PLATE	2
56	373-0088	PPH SCREW W/EXT STAR 8-32X.25	2
57	373-5893	SCREW PPH 6-32 x 3/8 LG. SS	2
	395-1204	UPPER LEAD SCREW ASSY (# 13,15, & 27)	1

#	PART NO.	DESCRIPTION	QTY.
	395-1208	UPPER FOLD PLATE, 386	
	395-1210	UPPER FOLD PLATE, 38Xi	
1	360-2471	PAN, UPPER FOLD PLATE	1
2	373-0131	#4-40X1/4 PPH SCREW CHROME	20
3	305-0050	FOAM 0.9" X 1" X 14"	2
4	305-0046	FOAM 0.9" X 1" X 9.7"	2
5	373-0126	#4-40 X 3/16" PPH SCREW	8
6	360-3134	SENSOR PCB BRACKET, FOLD PLATE	1
7	490-0035	ENCODER BOARD	1
8	360-3135	REAR IDLER BRACKET	1
9	371-0092	3/16X5/16X3/16 FLANGED BUSHING	1
10	379-0009	RETAINING RING, 3/16 I.D.	2
11	360-3139	BASE, UPPER FOLD PLATE	1
12	377-0072	3/8 NYLON WASHER	1
13	365-0206	LEAD SCREW PULLEY, 42 T	1
14	365-0210	TIMING BELT, 70 GROOVE MXL	2
15	381-0124	5/64 X 3/4" ROLL PIN	1
16	360-3136	FRONT IDLER BRACKET, LOWER FOLD PLATE	1
17	365-0207	PULLEY, 42/16 MXL	1
18	373-0116	4 x 3/16 SELF TAPPING SCREWS	3
19	377-5855	#3 INT STAR WASHER	2
20	365-0208	PULLEY, 16 MXL	1
21	360-3133	MOTOR BRACKET, FOLD PLATE	1
22	376-0102	SET SCREW, 4-40 x 1/8	1
23	395-1206	24V MOTOR & FILTER BOARD ASSY	1
24	373-0014	SCREW PPH 4-40 x 1/4 LG.	1
25	377-5366	WASHER, INT.STAR #6	1
26	315-0047	3/16" WIRE CLAMP	1
27	331-0202	UPPER LEAD SCREW	1
28	378-0133	M8 X 1.25MM HEX NUT	2
29	360-2473	3 FLAG, FOLD PLATE	1

# LOWER FOLD TABLE



# LOWER FOLD TABLE

#	PART NO.	DESCRIPTION	QTY.
31	360-2635	HOME SENSOR ACTUATOR-LOWER	1
33	381-0123	3/32 X 3/4" ROLL PIN	1
34	395-1384	NUT, RELEASE, FOLD PLATE	1
35	342-0091	COMPRESSION SPRING, FOLD PLATE	1
36	352-0014	GROMMET, FLANGED RUBBER	1
37	371-0093	3/16 X 5/16 X 1/4 SLEEVE BUSHING	1
39	360-1967	SHORT SPACER, LOWER PLATE	2
40	360-2466	TOP SHEET, LOWER FOLD PLATE	1
42	352-0016	PAD, PAPER STOP	7
43	381-0114	NYLON RIVET	2
44	360-2464	PAPER STOP, FOLD PLATE	1
45	360-2463	DIVERTER ACTUATOR, 386	1
46	377-0088	WAVE SPR WASHER, .262 ID X .385 OD	1
47	378-0123	6-32 LOCKNUT (NYLON)	1
48	360-2486	FOLD PLATE LOCK	1
49	373-5482	SCREW PPH 6-32 x 1/2 LG. NI	1
50	377-0089	SHOULDER WASHER, .136ID X .25OD	1
51	381-0147	SLIDE KNOB-MC21076	1
52	360-2468	TOP COVER, LOWER FOLD PLATE	1
53	307-0041	SOUND FOIL, LOWER FOLD PLATE	2
54	332-0151	SHAFT, REDUCER, FOLD PLATE	1
55	360-2429	REAR SPACER, FOLD PLATE	2
56	373-0088	PPH SCREW W/EXT STAR 8-32X.25	2
57	373-5893	SCREW PPH 6-32 x 3/8 LG. SS	2
	395-1207	LOWER LEAD SCREW ASSY (# 13, 15, & 27	1

#	PART NO.	DESCRIPTION	QTY.
	395-1209	LOWER FOLD PLATE ASSY, FD382	
	395-1211	LOWER FOLD PLATE ASSY, FD38X	
1	360-2467	PAN, LOWER FOLD PLATE	1
2	373-0131	#4-40X1/4 PPH SCREW CHROME	20
3	305-0046	FOAM 0.9" X 1" X 9.7"	2
4	305-0048	FOAM 0.9" X 1" X 6.5"	2
5	373-0126	#4-40 X 3/16" PPH SCREW	8
6	360-3134	SENSOR PCB BRACKET, FOLD PLATE	1
7	490-0035	ENCODER BOARD	1
8	360-3135	REAR IDLER BRACKET	1
9	371-0092	3/16X5/16X3/16 FLANGED BUSHING	1
10	379-0009	RETAINING RING, 3/16 I.D.	2
11	360-3138	BASE, LOWER FOLD PLATE	1
12	377-0072	3/8 NYLON WASHER	1
13	365-0206	LEAD SCREW PULLEY, 42 T	1
14	365-0210	TIMING BELT, 70 GROOVE MXL	2
15	381-0124	5/64 X 3/4" ROLL PIN	1
16	360-3137	FRONT IDLER BRACKET, LOWER FOLD PLATE	1
17	365-0207	PULLEY, 42/16 MXL	1
18	373-0116	4 x 3/16 SELF TAPPING SCREWS	3
19	377-5855	#3 INT STAR WASHER	2
20	365-0208	PULLEY, 16 MXL	1
21	360-3133	MOTOR BRACKET, FOLD PLATE	1
22	376-0102	SET SCREW, 4-40 x 1/8	1
23	395-1206	24V MOTOR & FILTER BOARD ASSY	1
24	373-0014	SCREW PPH 4-40 x 1/4 LG.	1
25	377-5366	WASHER, INT.STAR #6	1
26	315-0047	3/16" WIRE CLAMP	1
27	331-0203	LOWER LEAD SCREW	1
28	378-0133	M8 X 1.25MM HEX NUT	2
29	360-2473	3 FLAG, FOLD PLATE	1
30	395-1205	FOLLOWER BLOCK ASSY, FOLD PLATE	1

