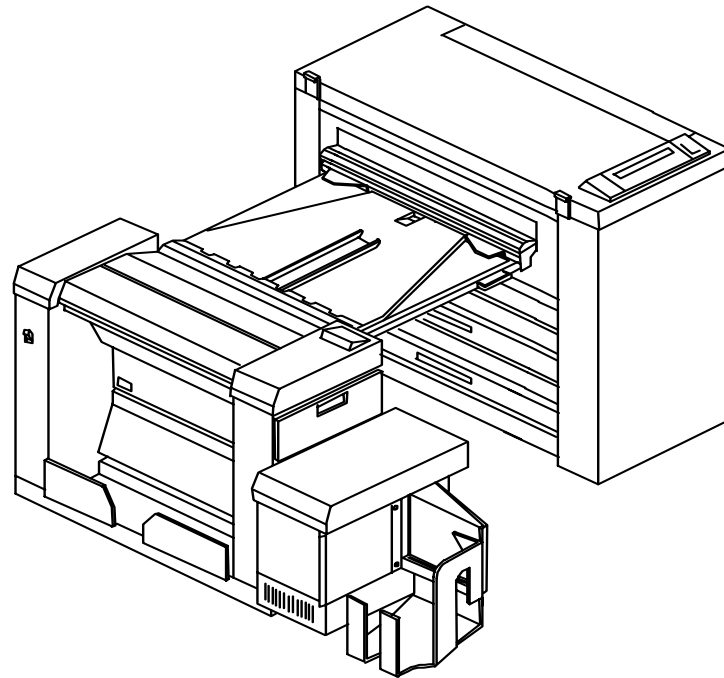


Xerox Engineering Systems



8830 Folder
Operator Manual



THE DOCUMENT COMPANY

XEROX

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Safety Notes

Your XEROX 8830 Folder has been designed and tested to meet strict safety requirements. These include safety agency examination and approval, and compliance to established environmental standards.

Please read the following instructions carefully before operating the XEROX 8830 Folder and refer to them as needed to ensure the continued safe operation of your folder.

Follow all warnings and instructions that are marked on or supplied with your XEROX 8830 Folder.

Unplug this equipment from the wall outlet before cleaning the exterior. Always use materials that are specifically designated for the XEROX 8830 Folder. Use of other materials may result in poor performance and could create a hazardous situation.

Do not use aerosol cleaners.

Never use supplies or cleaning materials for purposes other than what they were intended. Keep all supplies and materials out of the reach of children.

To avoid the risk of electric shock, contact your electrician to replace the receptacle if you are unable to insert the plug into the outlet.

Never use a ground adapter plug to connect the folder to a power source that lacks a ground connection terminal.

The folder should be operated from the type of power source indicated on the marking label at the power source. If you are not sure of the type of power available, consult your local power company.

The power supply cord is the disconnect device for this equipment. Make sure that the installation is near the socket outlet and is easily accessible.

Do not allow anything to rest on the power cord. Do not locate the folder where someone will step on the cord.

(continued on the next page)

Safety Notes *(continued)*

Never spill liquid of any kind on the folder.

Never remove any covers or guards that require a tool for removal. There are no operator serviceable areas within these covers.

Never attempt any maintenance function that is not specified in this operator manual.

Never defeat any interlock switches. This equipment is designed to prevent operator access to unsafe areas. The covers, the guards, and the interlock switches are provided to ensure that the system will not operate with the covers open.

Under the following conditions, unplug the folder from the wall outlet and refer all servicing to qualified service personnel:

When the power cord is damaged or frayed.

If liquid has been spilled into the product.

If the folder has been exposed to rain or water.

If the folder is producing unusual noises or odors.

If the folder or the cabinet has been damaged.

If you need additional safety information concerning the Folder or XEROX supplied materials, call your authorized XEROX dealer.

Folder Overview

Introduction

The 8830 Folder is a finishing device which allows prints to be folded or stacked. The folder's two modes of operation are **Fold Mode** and **No Fold Mode**.

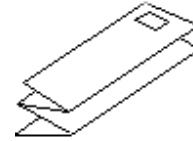
When in the **Fold Mode**, B, C, D, E, and longer-size bond prints are folded into an A-size format. This provides easy storage and filing of the folded prints. A-size prints will pass through the folder to maintain integrity of the folded sets.

Note: Film/mylar and vellum cannot be folded.

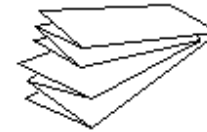
When in the **No Fold Mode**, or **Stacking Mode**, the folder does not fold the prints which are delivered to the folder by the 8830 printer. The prints are stacked in sequential order on the bridge of the folder.

To help you understand the 8830 Folder, some of the commonly used terms are explained as follows:

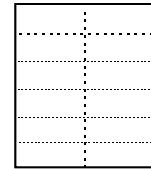
Finished size: The print will be folded to A size.



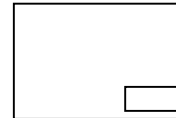
Fan fold: This is the first of the two folds in the folding process. A maximum of eight (8) first folds can be made.



Cross fold: This is the second fold of the folding process and it is at right angles to the first fold. A maximum of two second folds can be made.



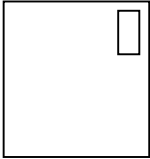
Fan fold only: The finished copy is size A width, but all the panels may not be equal in size. A binding margin is available with the ANSI style folder.



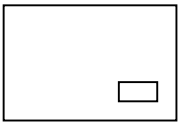
A-size drawings should be fed in the long-edge feed (LEF) direction and with the title block as shown in order to obtain the correct orientation in finished sets.

Folder Overview

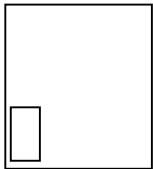
Introduction (continued)



B-size drawings should be fed in the short-edge feed (SEF) direction and with the title block as shown in order to obtain the correct orientation in finished sets.



C-size drawings should be fed in the long-edge (LEF) direction and with the title block as shown in order to obtain the correct orientation in finished sets.



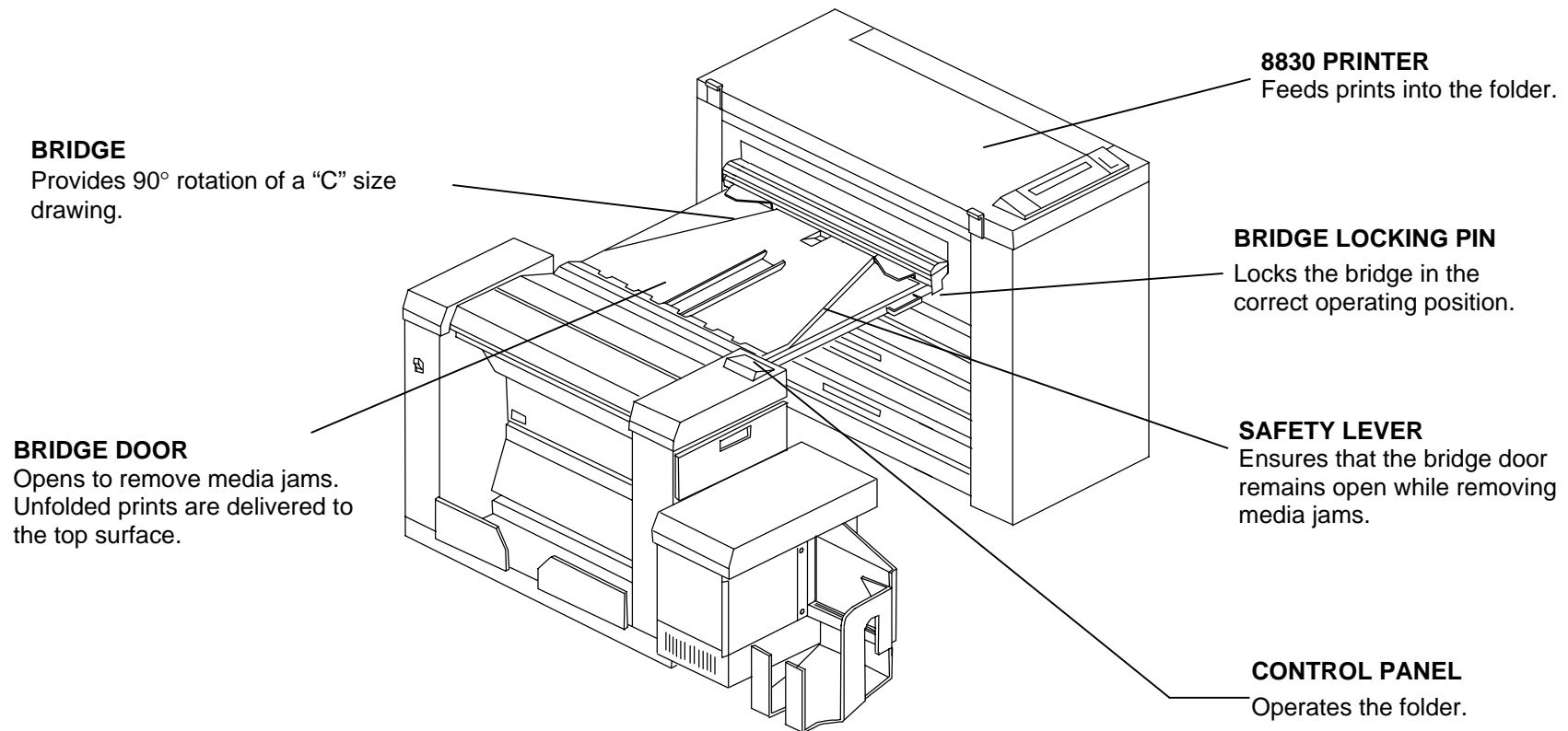
In order to properly fold D- and E-size prints, D-size and E-size drawings should be fed in the short-edge feed (SEF) direction and with the title block trailing as shown in the illustration to the left.

E-size and nonstandard size print widths which require two cross folds are delivered to the Folder Print Basket with the title block facing up.

The number and placement of folds is based on the type of fold selected and the paper size. Refer to the Folding Style reference charts for details on how the folds will look.

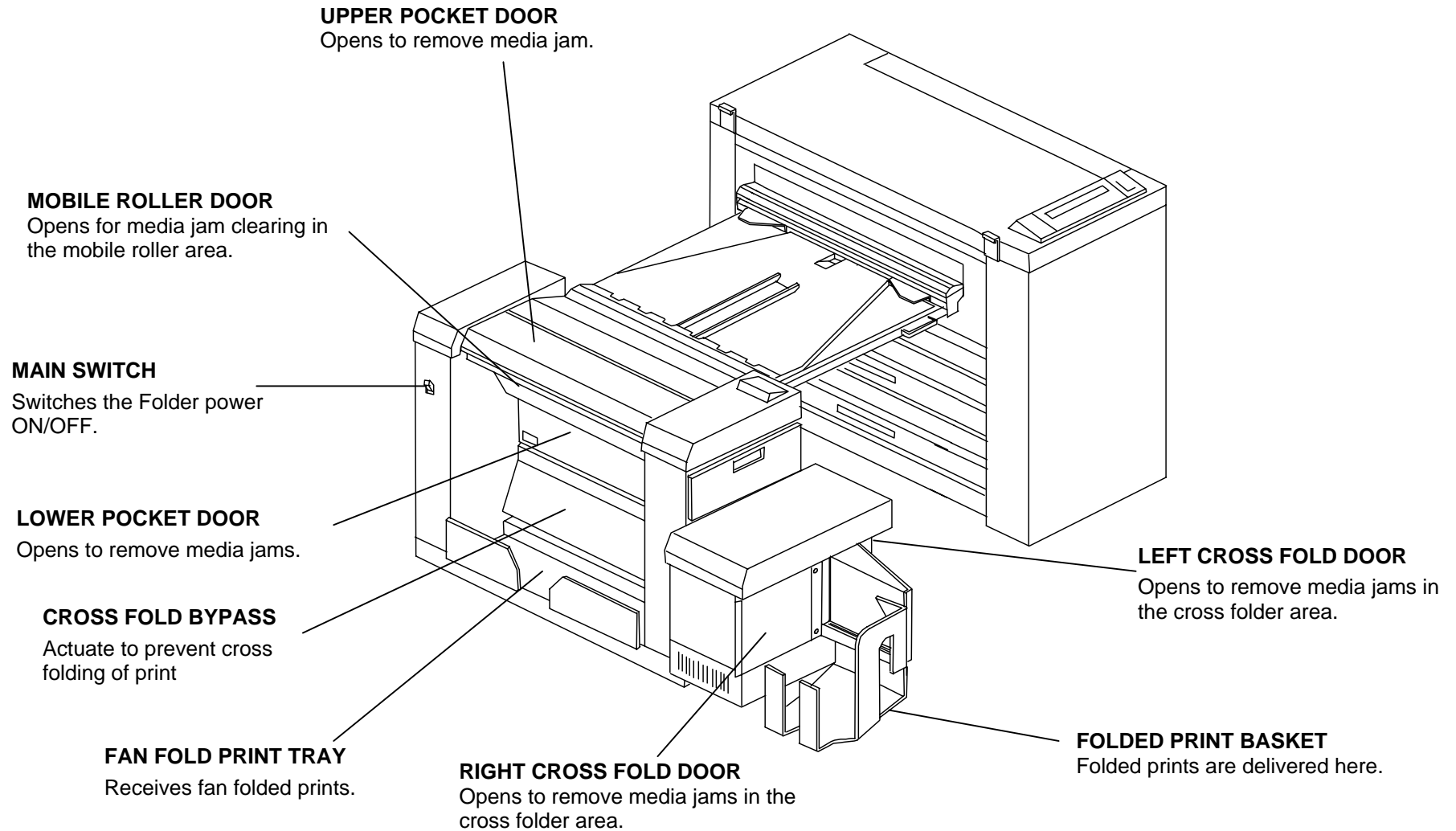
Folder Overview

Introduction (continued)



Folder Overview

Introduction (continued)



Folder Overview

Folding Styles ANSI Version

		A 8 1/2"x11"	B 11"x17"	C 17"x22"	D 22"x34"	30" x 42"	E 34"x44"
FAN	7 1/2"						
	7 1/2" + 1" (MARGIN)						
	8 1/2"						
CROSS	*						

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* A- and B-size prints are not cross-folded. They pass through the cross-folder and directly into the catch tray.

Folder Overview

Folding Styles ARCH Version

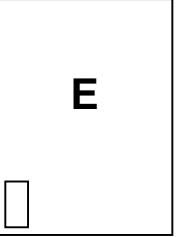

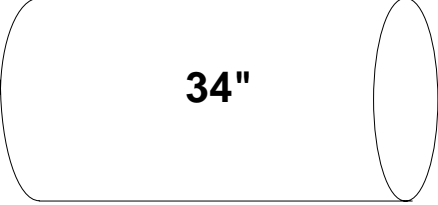
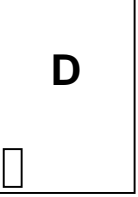
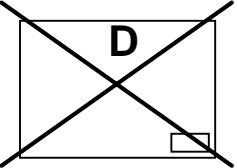


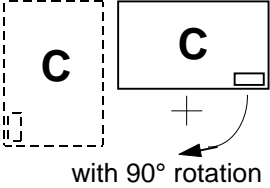

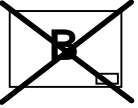

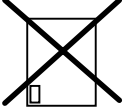

		A 8 1/2"x11"	B 11"x17"	C 17"x22"	D 22"x34"	30" x 42"	E 34"x44"
FAN	ANSI 8 1/2"						
	ARCHITECTURAL 9"						
CROSS	ANSI 8 1/2"						
	ARCHITECTURAL 9"						

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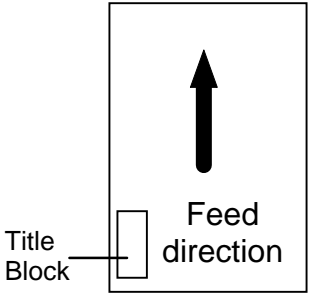
* A- and B-size prints are not cross-folded. They pass through the cross-folder and directly into the catch tray.

Folder Overview

Copy Output Folding: ANSI (11 inch)

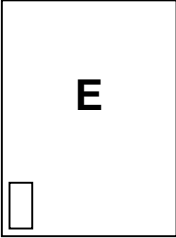

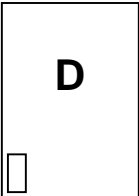
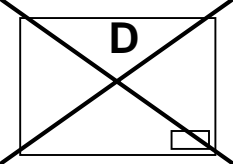

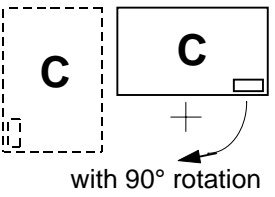
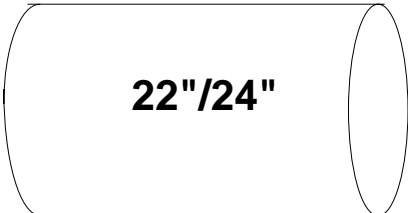
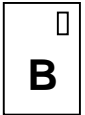
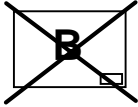
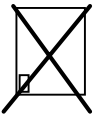
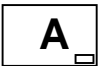
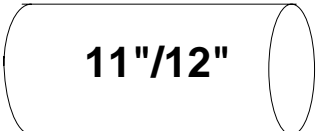
Portrait	Landscape	Media Roll
		
		
		
		
		

Prints should be delivered to the folder with the title block as shown in the table to the left.

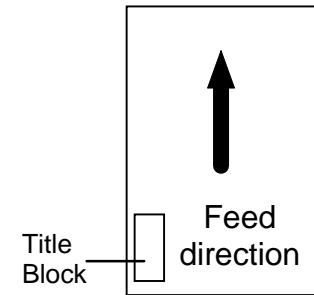


Folder Overview

Copy Output Folding: ARCH (11 and 12 inch)

Portrait	Landscape	Media Roll
		/36": A horizontal cylinder with the text '34"/>/36"' in the center." data-bbox="448 215 658 340"/>
		/24": A horizontal cylinder with the text '22"/>/24"' in the center." data-bbox="458 445 650 575"/>
		
		/12": A horizontal cylinder with the text '11"/>/12"' in the center." data-bbox="480 725 630 805"/>
		

Prints should be delivered to the folder with the title block as shown in the table to the left.



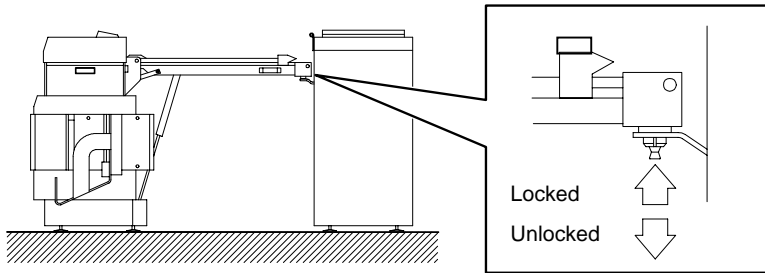
Folder Overview

Operating Hints

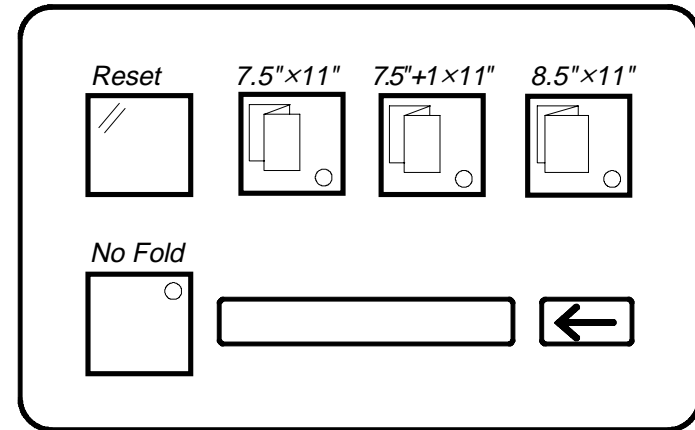
When using the folder take the following precautions:

Before printing, be sure that:

- the media rolls are positioned correctly on the media spools in the printer.
- the lead edge on the paper rolls are straight. If necessary, trim the edge.
- the doors are not opened or that the program is changed during folding.
- the bridge is in the correct operating position. The bridge must be fully down and locked as shown.



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Notes:

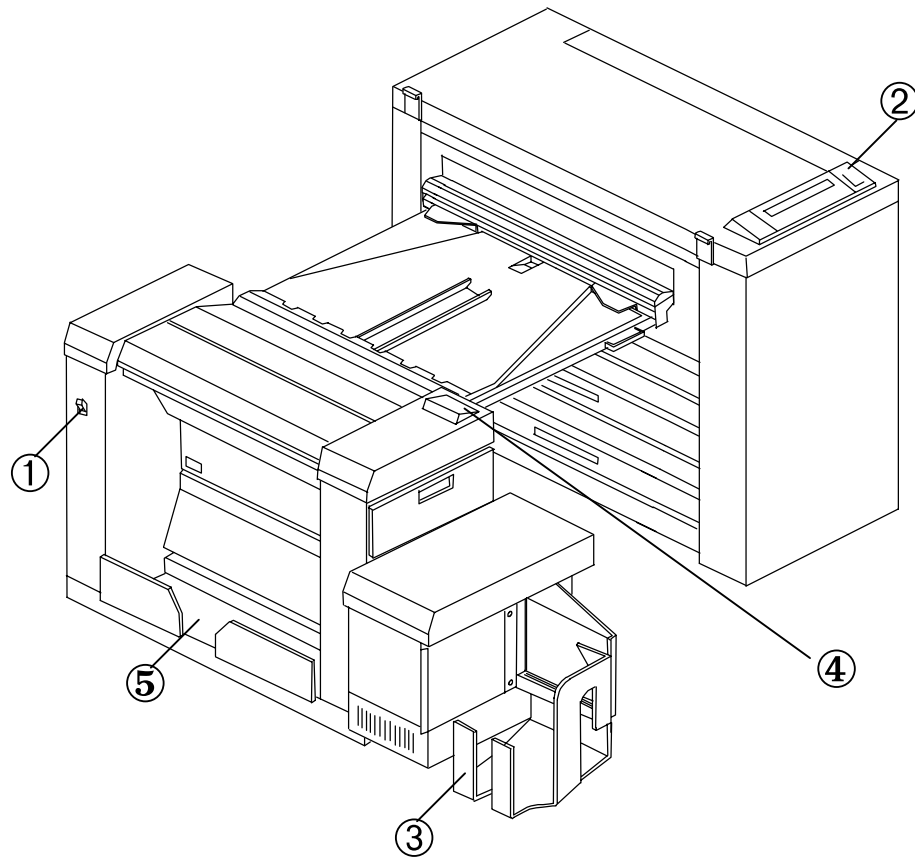
- In order to ensure that the correct size fold is obtained, only the paper roll width shown in the *Copy Output Folding* section should be used.
- The maximum, multiple, on-line, fan and cross folded print length is 80 inches.
- Media smaller than C size must be standard sizes to obtain correct folds.
- A and B size media is passed through the cross folder and stacked in the tray.
- Different types of bond media may result in different folding quality. Folding adjustment may be required.

Folding Procedures

Normal Operation

1. Switch on the folder ①.
2. Make your fold program selection using the control panel on the folder ④, the control panel on the printer ②, or from the host PC.
3. Start printing the drawing.
4. Cross and fan folded prints will stack into tray ③. Fan folded only prints will stack into tray ⑤.

Note: If the folder is being used in the fan fold only mode, prints that are longer than 98 inches are fan folded up to 98 inches. The remaining length remains unfolded and is stacked into tray ⑤.



Folding Procedures

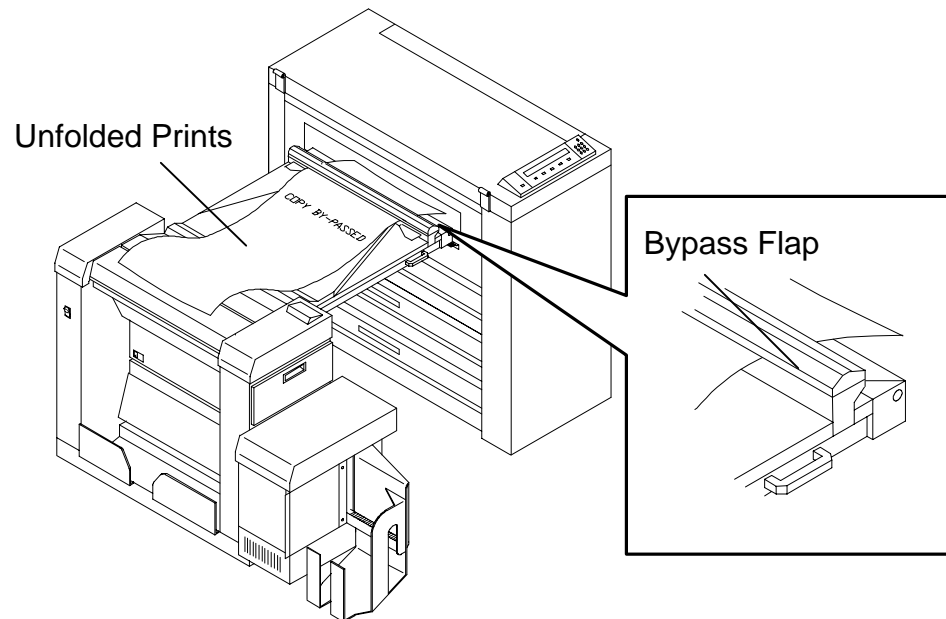
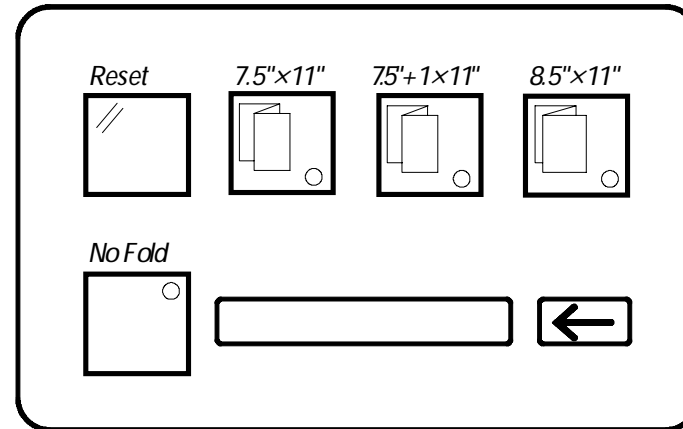
No Fold Mode



Do not run film or vellum paper through the folder. Select No Fold before printing this material.

If the print is not to be folded press the **No Fold** key or make your selection from the host PC.

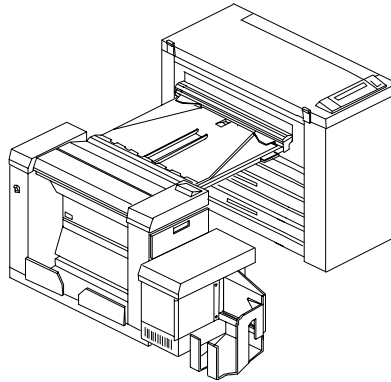
- The bypass flap raises and prevents the print from entering the folder.
- The print exits the printer and is delivered unfolded to the top of the bridge.



Folding Procedures

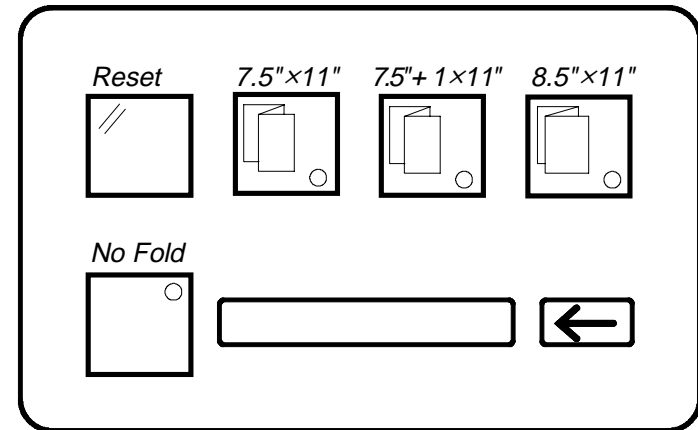
Cross Folder Off-Line Use

Fan folded prints shorter than 80" can be fed into the Cross folder separately to be cross folded.



Ensure that the cross fold bypass plate is up and operate as follows:

After a jam, if the print is not ejected, remove power from the folder and clear the jam. Refer to the Jam Clearance section.



1. Press the **Reset** key, then immediately press the 7.5 key and hold for 2 seconds.
 - The cross fold motor will switch on.
2. Press the 7.5 key for 1 fold.
3. Press the 7.5 key again for 2 folds.
4. Drop the fan folded print behind the rear bypass plate to allow entrance into the cross folder.
5. Press the 7.5 key to stop the cross fold motor.

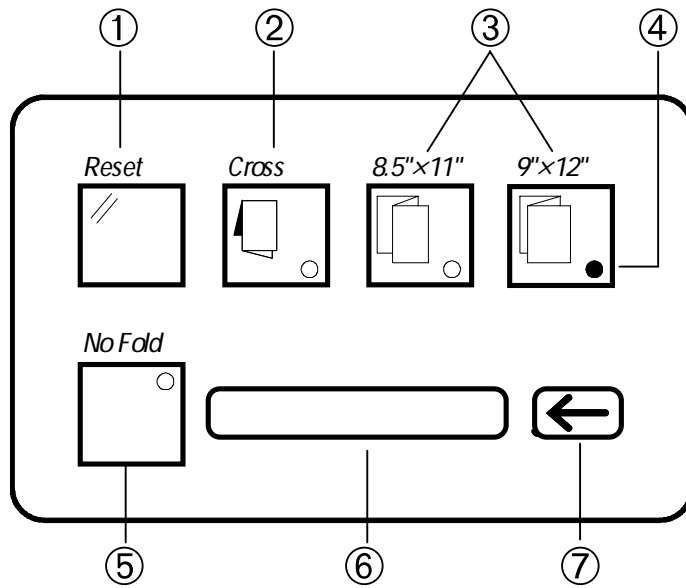
Programming The Folder Architectural Version

Use the folder control panel or a host PC to select the folding program you require.

Two programs can be selected:

8.5" × 11"

9" × 12"



① Reset key	Press this key to reset the folder after clearing media jams and running the No Fold procedure.
② Cross folder	Press this key to select cross folder.
③ Program keys	Press these keys to select the program you wish to execute. 8.5" × 11" 9" × 12"
④ Program Indicator Light	The light will indicate the selected program.
⑤ No Fold key	Pressing this key prevents prints from entering the folder. Prints will be delivered unfolded to the bridge.
⑥ Alphanumeric display	Messages from the folder are displayed here. Refer to the Message Display section.
⑦ Fine Adjustment key	When the front page (the page with the title block) is not aligned with the right side edge use this key to adjust the alignment.

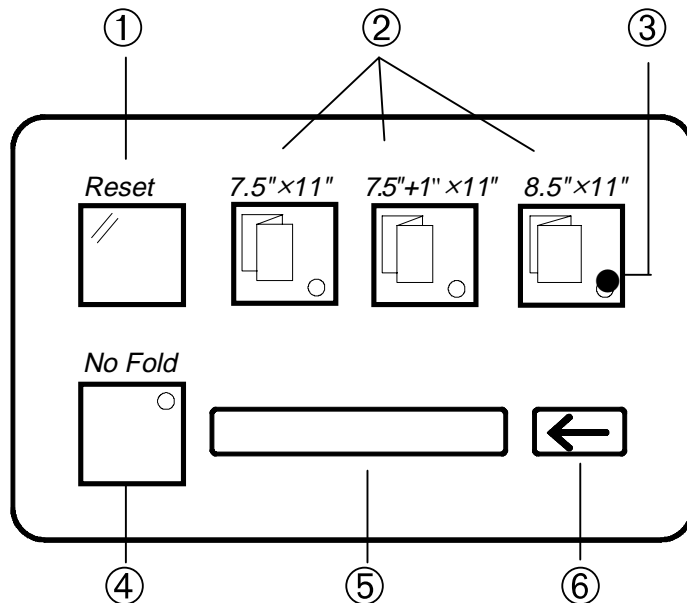
Programming the Folder

ANSI Version

Use the folder control panel or a host PC to select the folding program you require.

Three programs can be selected:

- 7.5" × 11"
- 7.5" + 1" × 11"
- 8.5" × 11"



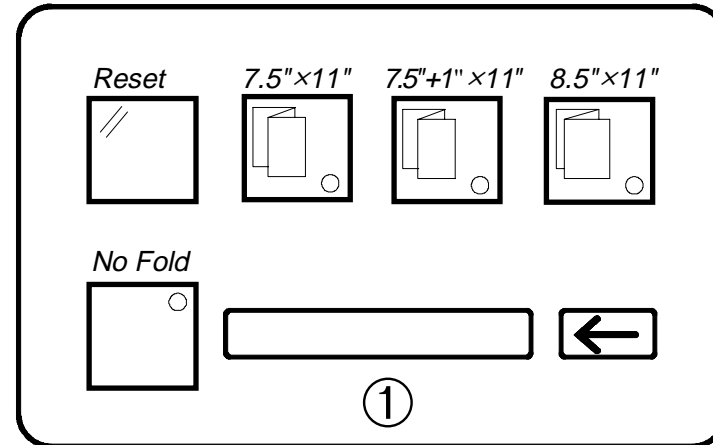
① Reset key	Press this key to reset the folder after clearing media jams and running the No Fold procedure.
② Program keys	Press these keys to select the program you wish to execute. 7.5" × 11" 7.5" + 1" × 11" 8.5" × 11"
③ Program Indicator Light	The light will indicate the selected program.
④ No Fold key	Pressing this key, prevents prints from entering the folder. Prints will be delivered unfolded to the bridge.
⑤ Alphanumeric display	Messages from the folder are displayed here. Refer to the Message Display section.
⑥ Fine Adjustment key	When the front page (the page with the title block) is not aligned with the right side edge use this key to adjust the alignment.

Jam Clearance Procedures

Message Display

Messages will be displayed in the Alphanumeric Display section ① of the Control Panel. The message will scroll from right to left.

Listed below are the messages and the required action.



Message	Action
Door open please close	Close door.
Wait	If folder does not start press Reset .
Encoder or motor fault	Press Reset . If message returns call for service.
Sensors covered on bridge, please check!	Remove media jam from bridge and press Reset .
Sensor covered on upper pocket please check!	Remove media jam from upper pocket and press Reset .
Sensor covered on lower pocket, please check!	Remove media jam from lower pocket and press Reset .
Manual eject please survey status of folder!	Clear media from fan fold print tray and press Reset .

Jam Clearance Procedures

Message Display (continued)

Message	Action
Busy	Wait until folder is finished.
Bypass cross folder open please check	Close door on cross folder.
Bridge alarm	Clear bridge of media jams. Go to Jam Clearance Procedure.
C rotation alarm	C size print misaligned. Clear bridge and press Reset .
Pockets alarm	Go to Jam Clearance Procedure.
Folding alarm 1 Folding alarm 2 Folding alarm 3 Folding alarm 4 Folding alarm 5	A media jam occurred during fan folding process, remove the jam from the fan fold area. Press Reset .
Cross folder alarm	Check and remove media jam. Go to Jam Clearance Procedure.

Jam Clearance Procedures

Introduction To Jam Clearance Procedures

A series of corrective procedures are furnished for the operator to use when clearing jams.

Note: If a jam occurs during a multiprint procedure, the bridge flap goes up and the folder goes into the No Fold mode. This is covered fully in the No Fold Mode Procedure.

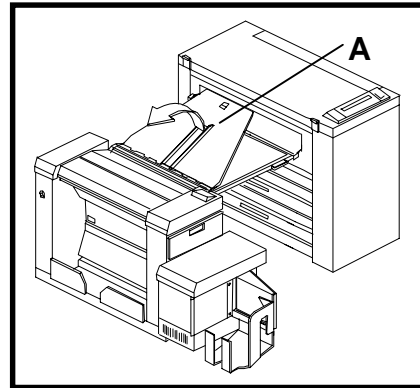
The following pages will give you the detailed steps to take when you are clearing a jam. The folder will inform the operator where the jam is located by using a steady alarm tone and the message display.

To avoid larger jams, switch Off the folder. The folder will attempt to clear jams automatically. If the jams do not clear automatically, follow the manual jam clearance procedures on the following pages.

Jam Clearance Procedures

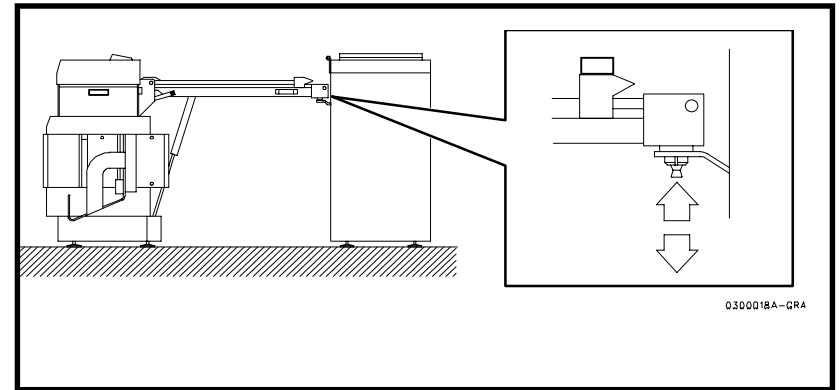
Clearing Bridge Jams

When the folder issues a steady alarm tone and stops, there is probably a strip of media stuck on the bridge.



To clear the jam:

1. Open the bridge door (A).
2. Remove the media.
3. Close the bridge door.
4. Press **Reset**



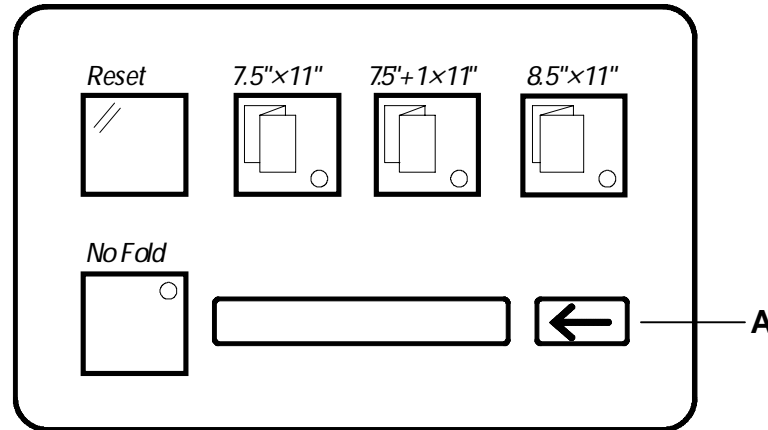
If the jam is not cleared:

5. Unlock and open the bridge as shown.
6. Remove any media that may be stuck between the printer and folder.
7. Close and lock the bridge.

Jam Clearance Procedures

Clearing Fan Folder Jams

When the folder issues a steady alarm tone, there is a jam located in the fan folder. The folder will try to clear the jammed print automatically. If the print is not cleared, perform the following steps.



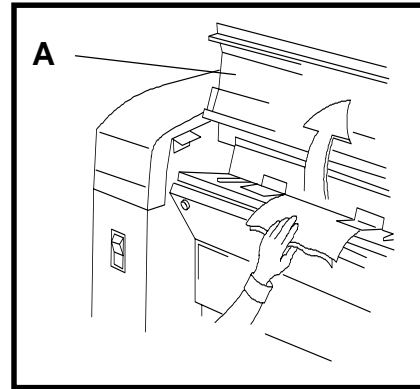
1. Press and hold the arrow key (A) and then press and release the **Reset** key.
 - After a one second delay the rollers rotate.
2. Release the arrow key (A) to stop the rollers. (Press the arrow key to restart the rollers.)
 - The jammed print should exit the folder.
3. When the jam has been cleared, press the **Reset** key to return the folder to normal operating condition.

NOTE: If the print is not cleared, proceed with Clearing Upper and Lower Pocket Jams.

Jam Clearance Procedures

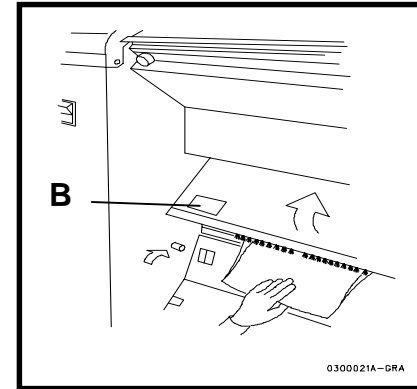
Clearing Upper and Lower Pocket Jams

If the jam cannot be cleared using the Fan Folder Jam Clearance procedure, switch Off the folder and open the upper or the lower pockets.



Clearing Upper Pocket Jams

1. Raise the upper pocket cover (A).
2. Remove the jammed media.
3. If media cannot be removed, follow the Clearing Mobile Roller Jams procedure.

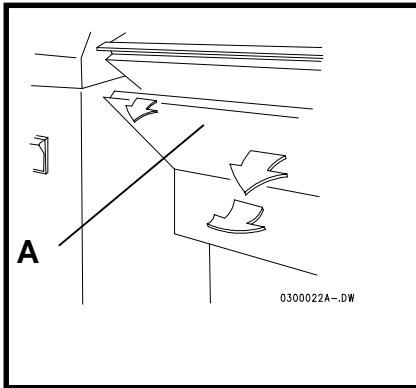


Clearing Lower Pocket Jams

1. Move the latches on the right and left sides of the door to access the lower pocket (B).
2. Remove the jammed media.
 - If the print is firmly held by the rollers, continue to the Clearing Mobile Roller Jams procedure.

Jam Clearance Procedures

Clearing Mobile Roller Jams



When a media jam occurs in the mobile roller area, the mobile roller can be removed as follows:

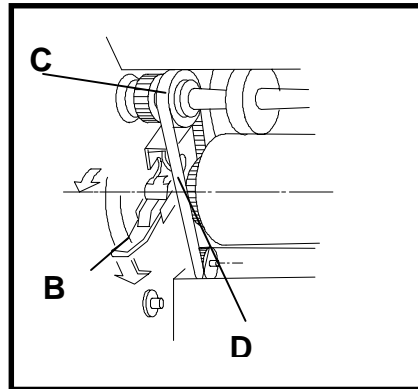
1. Switch off the folder.



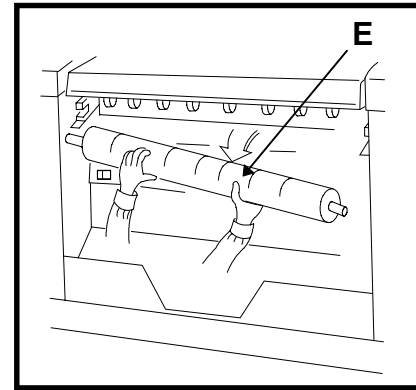
CAUTION:

Hold onto the cover during the removal process to prevent the cover from falling.

2. Release the cover (A).



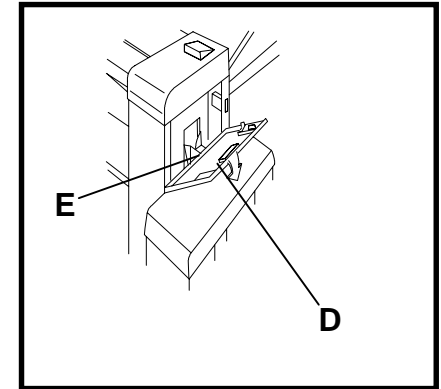
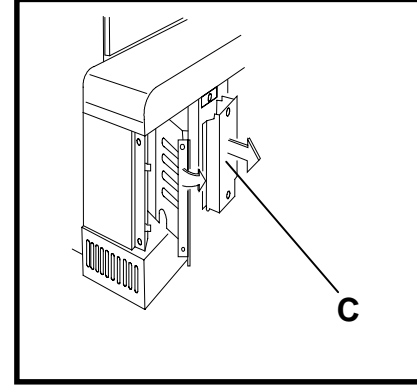
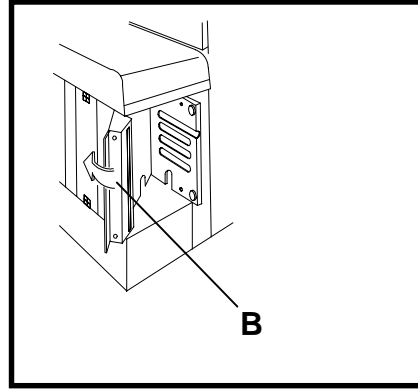
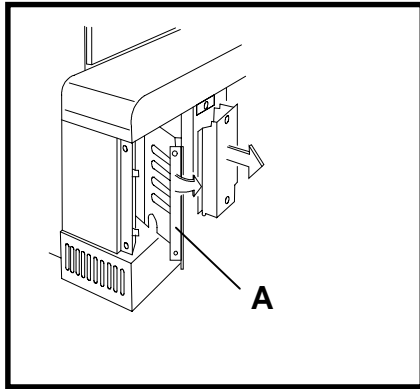
3. Push down the levers (B) on both sides and gently remove the mobile roller (E) right side first.
4. Clear the jam and re-install the mobile roller (E).



5. Ensure that the belt (D) is reinstalled correctly on gear (C).
6. Replace the cover (A).

Jam Clearance Procedures

Clearing Cross Folder Jams





Perform the following steps to clear media jams in the cross folder.

1. Switch OFF the folder.
2. Open doors (A) and (B) and remove the print.
 - If a media jam cannot be cleared perform step 2.

3. Turn the fasteners to remove the cover (C).
4. Remove any media from in back of the cover.
5. Replace the cover.

6. Open door (D) and clear any jams in the mobile plate opening location (E).
 - It is also possible to clear the media jam by using the Clearing Fan Folder Jams procedure.

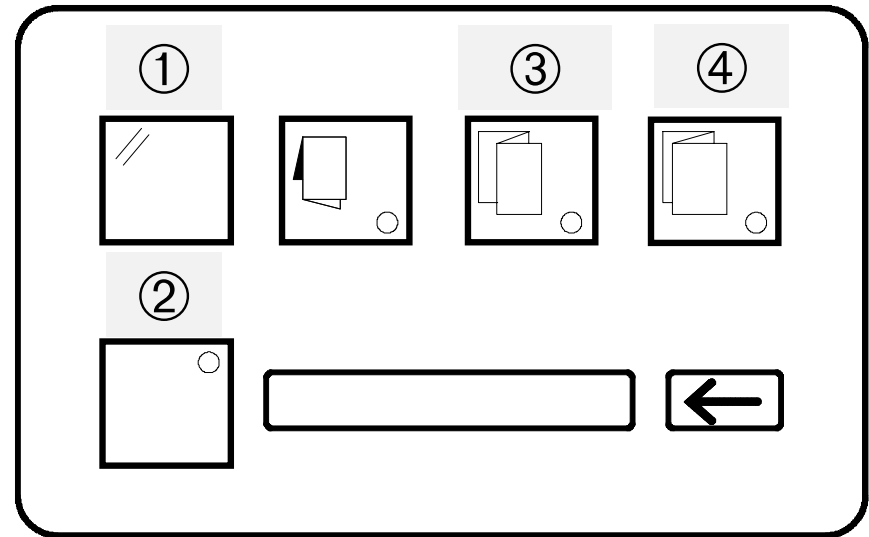
Problem Solving

SYMPTOM	CAUSE	SOLUTION
Folder does not switch on.	Power source is off. Door is open.	Ensure that the power cord is connected to the wall outlet. Ensure that all the doors are closed.
The front page right hand edge is incorrect.	Incorrect fold adjustment.	Use this  key on the Control Panel.
Print creasing.	The right end registration on the front page is incorrect.	Use this  key on the Control Panel.
The folding on the leading edge is not parallel.	The print is not cut squarely.	Follow the instruction in the 8830 Printer Operator Manual and reload the media.

Problem Solving

Different brands of bond media have different folding properties. The Xerox Customer Service Engineer (CSE) can adjust the folder if the folding quality is not acceptable for the brands of media that you are using.

The folder can be programmed to store the parameters for two different brands of bond media. Once the CSE has programmed the folder you can switch between the 2 programs.



Use the following procedure to switch between folding program A and B.

1. Press the **Reset** key ①, then immediately press and hold the **No Fold** key ② until the word OPERATOR is displayed on the control panel.
2. Press the ④ key.
 - The current default will be displayed.
3. To change between setting A and B press the ③ key until the desired setting is displayed.
4. Press the ④ key to store the selected setting and to exit the program.

Miscellaneous Information

Folder Specifications

Product:	On line print folder
Mode:	Fold Mode: Fan and cross fold No Fold Mode: Stack prints
Bridge:	Provides 90° rotation for C size Will fold 5 ANSI sizes A/B/C/D/E or 5 Architectural sizes A/B/C/D/E
Maximum Length:	Single Copy: 98 inches Multiple Copy: 80 inches Fan fold only: 98 inches (any remaining length remains unfolded)
Maximum Width:	Single Copy: 36" Multiple Copy: 36" Fan fold 36"
Minimum Length:	Multiple Copy 8.3"

Folding programs:

Architectural Version	ANSI Version
8.5 x 11 inches	7.5 x 11 inches
9 x 12 inches	7.5 in. + 1 in. x 11 in.
—	8.5 x 11 inches

11 in. and 12 in. cross fold for Architectural Version; 11 in. for ANSI Version.

Speed:	Synchronized with the printer
Noise:	(Running) 69 dBA max. (Standby) Negligible
Environment:	Temperature 60° to 80°F Rel. Humidity 25% to 80%
Approved mark:	CE - UL-CUL
Paper weight:	18 to 24 lb
Voltage:	115 VAC±10% at 60Hz
Power Consumption:	7 Amp
Standby:	0.6 Amp
Weight:	594 lb

Miscellaneous Information

Functional Specifications

The conveying section on the bridge is powered by a motor independent from the folding system. The speed of the motor is the same as the speed of the printer (76.2 mm/sec 3"/sec).

The folding process is approximately three (3) times faster than the printer speed, in order to recover idle time such as format rotation and copy alignment. The bridge can be raised to allow the operator sufficient clearance to load the rolls of media or clear a media jam in the 8830 Printer.

Refer to the tables on the right to correctly identify the folder's capabilities and alignment.

(*)In the portrait mode the folder cannot accept A size at all.

(**)In the landscape mode the folder cannot accept B size at all.

(***) In the portrait mode there are no problems. In the landscape mode the bridge of the folder rotates C size media 90° to allow it to be folded.

(****) In the portrait mode there are no problems. In the landscape mode D size can be folded but at the end of the folding process the position of the title box is not correct.

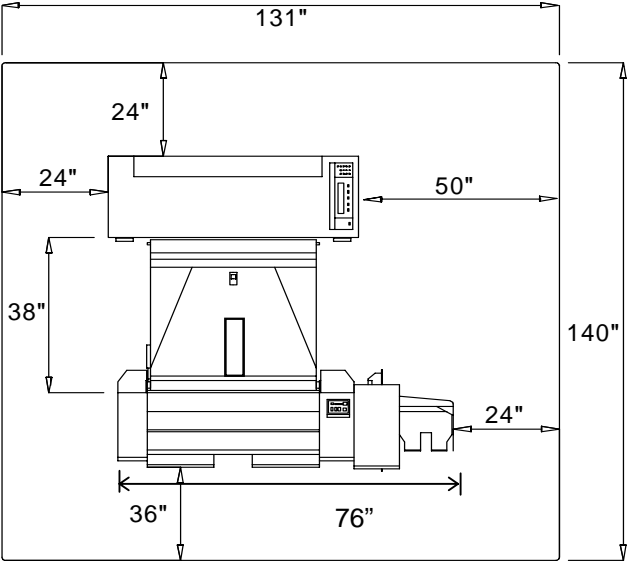
ANSI/ARCHITECTURAL STYLE

Size	Portrait	Landscape
A	NO*	YES
B	YES	NO**
C	YES	YES***
D	YES	NO****
E	YES	NO

Miscellaneous Information

Space Requirements

Minimum space requirement for installation:

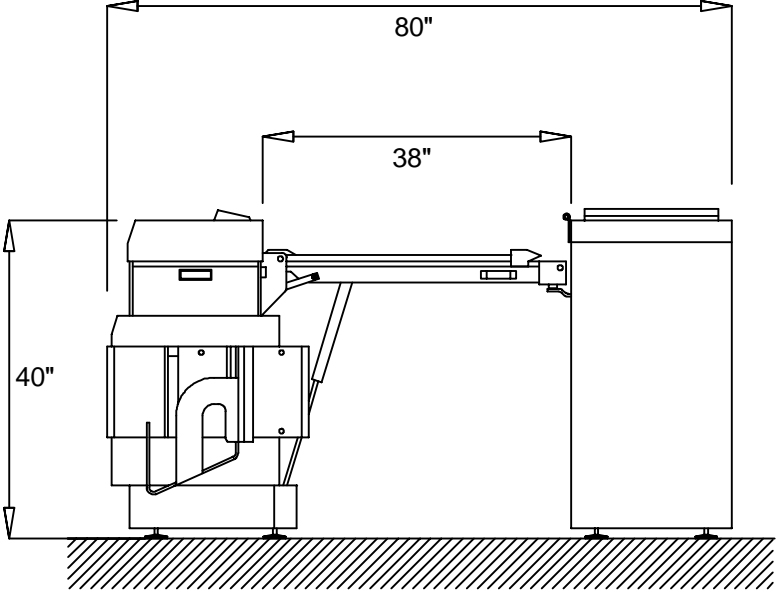


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Folder Dimensions:

- Width:** 76 Inches
- Depth:** 58 inches
- Height:** 40 inches

With the bridge in the vertical position, the operator is provided a clearance of 38 inches to access the printer for loading the media and clearing media jams.



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FCC Compliance in the USA

WARNING: This equipment has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 FCC Rules.

This equipment generates, uses, and can radiate radio frequency energy, and if it is not installed and used in accordance with the instruction manual, may cause interference to radio communications. These limits are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference, in which case the user, at his own expense, will be required to take whatever measures may be required to correct the interference.

EME Compliance in Canada

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus set out in the radio interference regulations of the Canadian Department of Communications.

Conformité EEM au Canada

Cet appareil numérique est conforme aux limites d'émission de bruits radioélectriques pour les appareils de classe A stipulées dans le Règlement sur le brouillage radioélectrique du Ministère des Communications du Canada.

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