

# Paper Folding Unit-B1 Installation Procedures

Follow these procedures to install the Paper Folding Unit-B1 onto the Saddle Finisher-D2.

1	Selection of installation location
---	------------------------------------

Make sure that there is sufficient space around the unit to allow the easy removal of paper, etc. Also, be sure to avoid any location where there is a difference in the floor (height, slope, floor material) between the finisher and the copier.

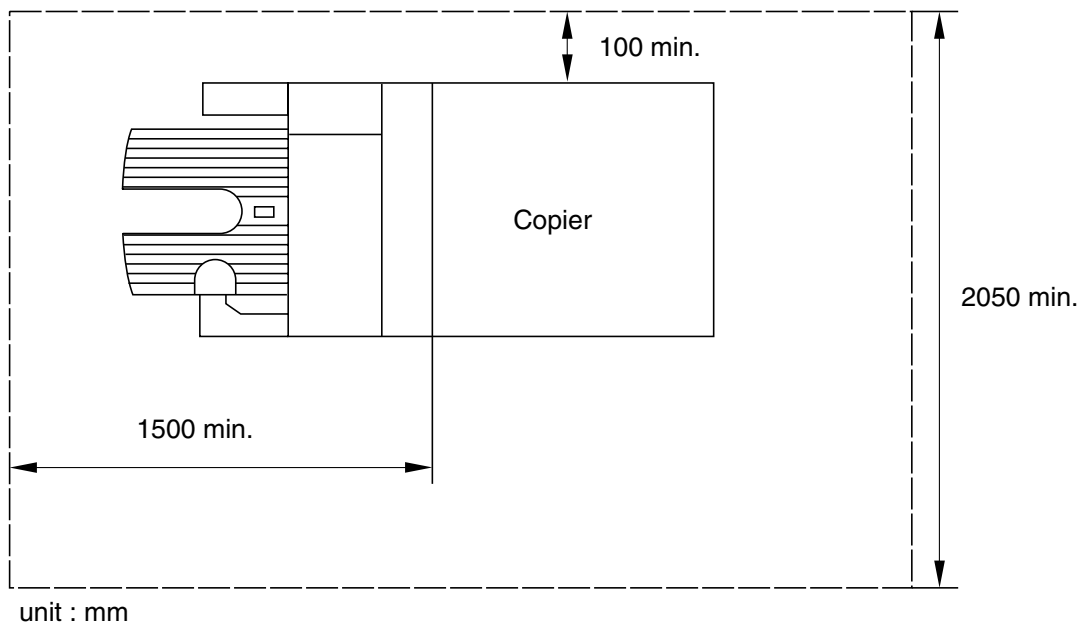


Figure 1-1

**Note1:**

⚠ Make sure that the installation of the Saddle Finisher- D2 has been completed before starting installation of the Paper Folding Unit.

**Note2:**

⚠ If you are installing the Cover Insertion Unit- A1 together with the Paper Folding Unit, be sure to install the Cover Insertion Unit- A1 first.

## 2 Unpacking and confirmation of contents

Unpack the Paper Folding Unit and check the contents against the items shown in Fig. 2-1.

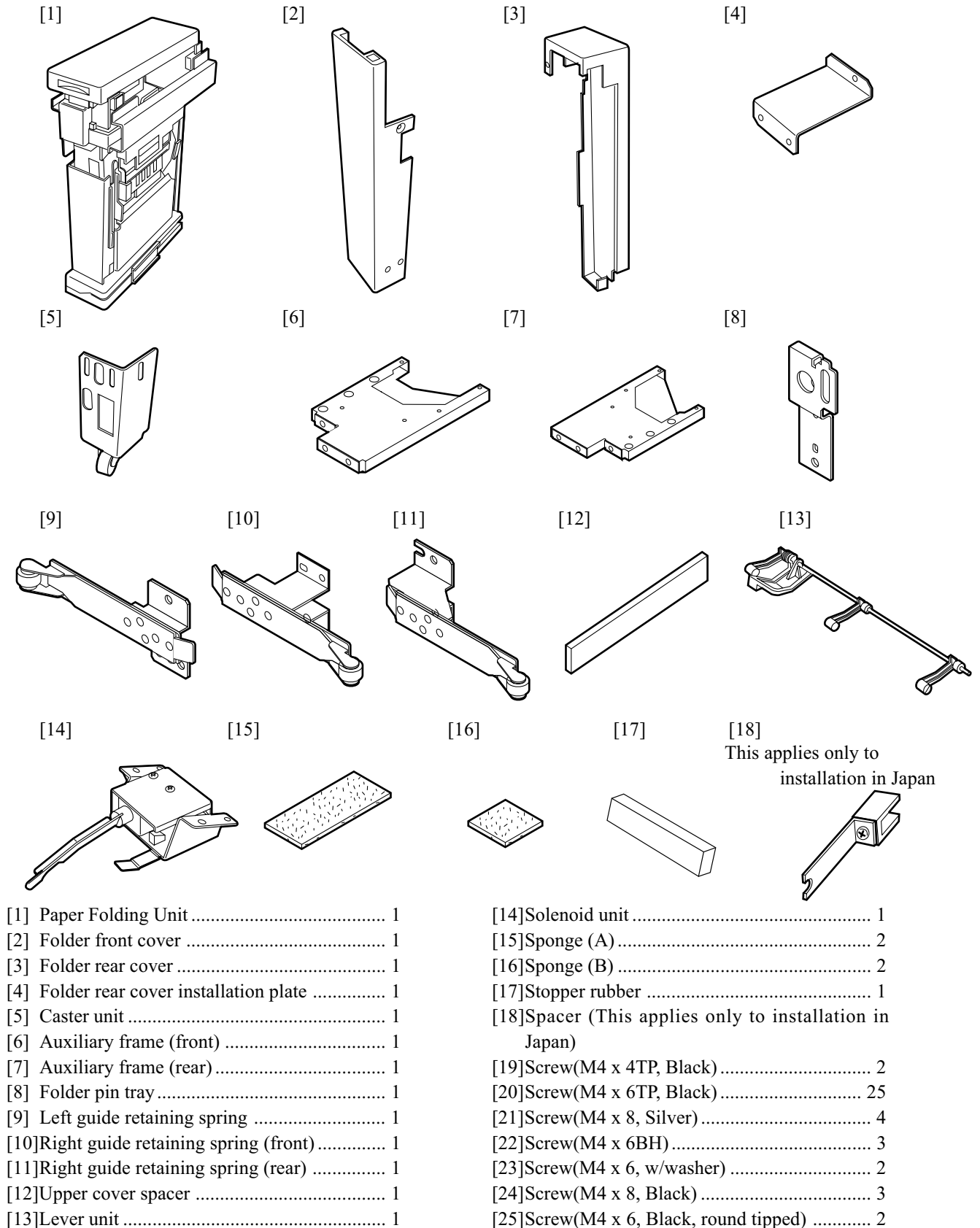


Figure 2-1

- 1) Remove the finisher punch scraps holder and rear cover.
- 2) Pull out the saddle assembly fully.
- 3) Remove the finisher upper right cover.
- 4) If the finisher is already connected to the copier, release it. Do not use the latch fixing plate.
- 5) Remove the reinforcement board (front [1] and rear [2]) (five screws [3] M4 x 6TP).

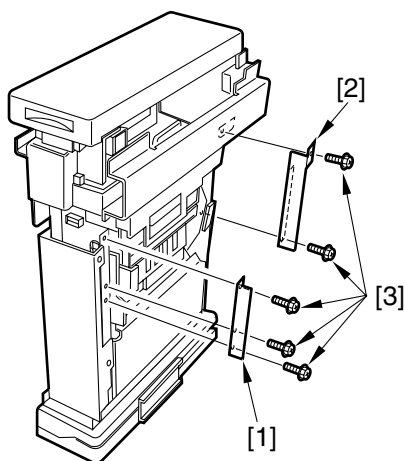


Figure 3-1

- 6) Remove the inner covers (front and rear) by four screws.
- 7) Remove the roller pressure release spacers (front and rear) [1].

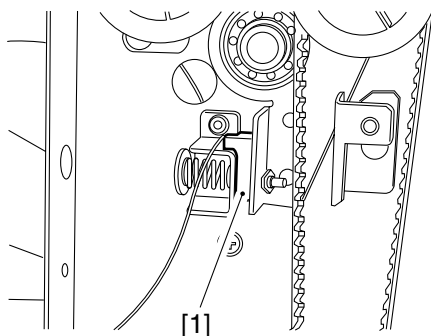


Figure 3-2

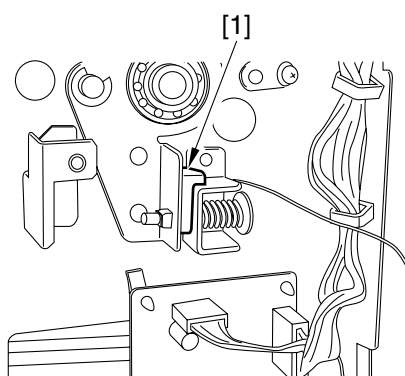


Figure 3-3

Perform steps from 8 to 26 (USA and Canada only).

- 8) Open the left guide.
- 9) Remove the left guide cover [1] (two screws).

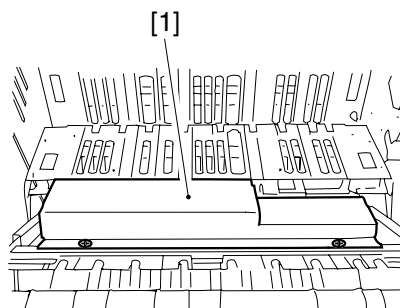


Figure 3-4

- 10) Release the arms (front and rear) [1] from the left guide (one stepped screw each).

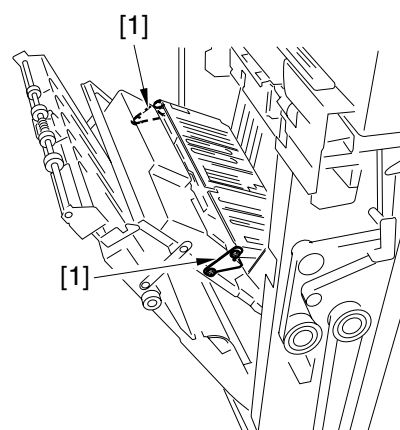


Figure 3-5

- 11) Disconnect the connectors [1]; then, release the wires [2] from the clamp.
- 12) Remove the pin [3] from the rear side plate (one screw).

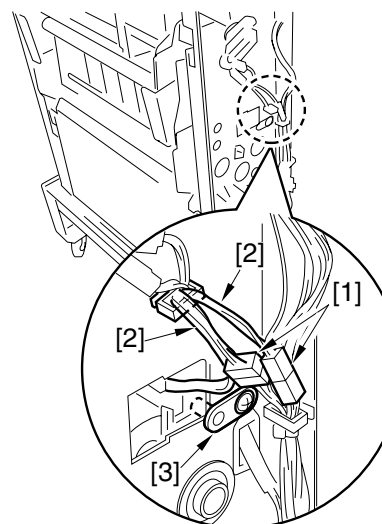
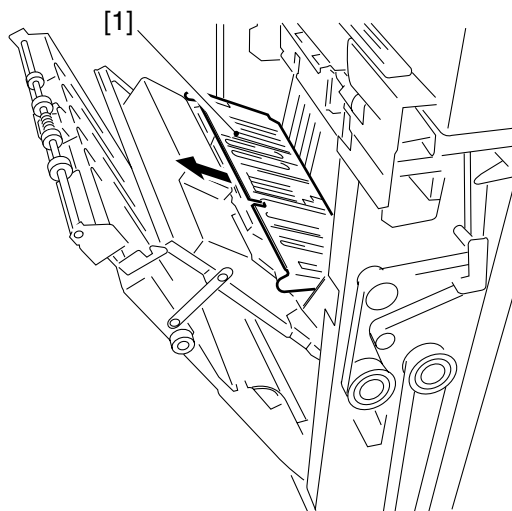


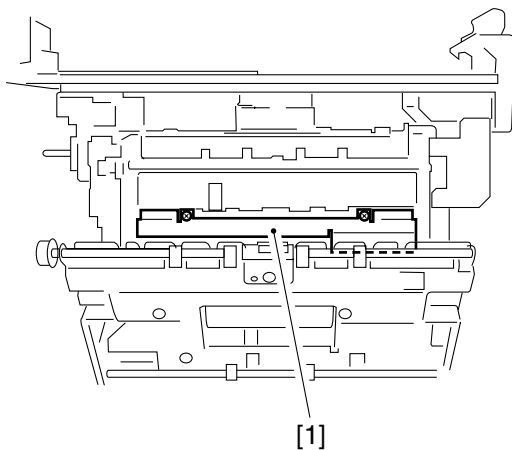
Figure 3-6

13) Remove the inner guide plate [1].



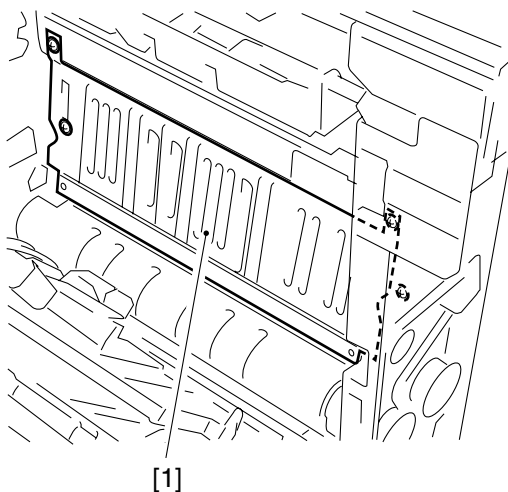
**Figure 3-7**

14) Remove the connector cover [1] (two screws).



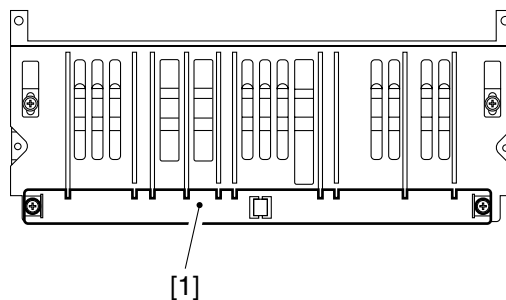
**Figure 3-8**

15) Remove the right inner guide unit [1] (four screws).



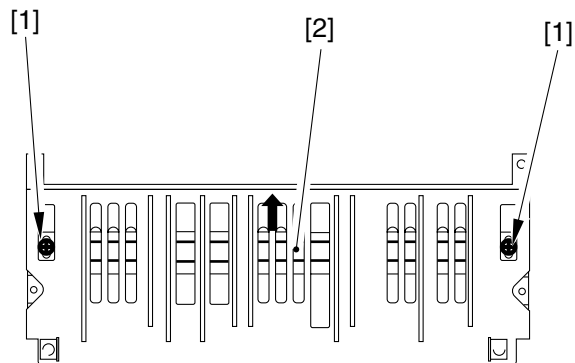
**Figure 3-9**

16) Remove the guide plate [1] from the right inner guide unit (two screws). The guide plate may be thrown away.



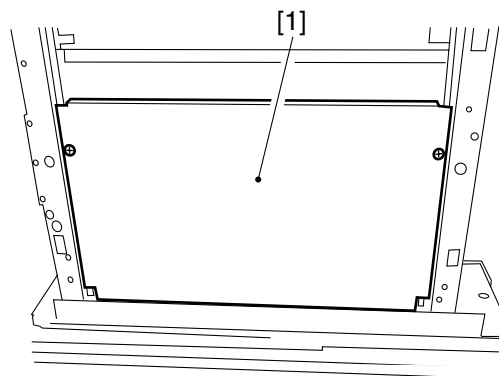
**Figure 3-10**

17) Loosen the two screws [1] and shift the stopper-2 [2] upward by 6 mm with reference to the index (1-mm interval index).



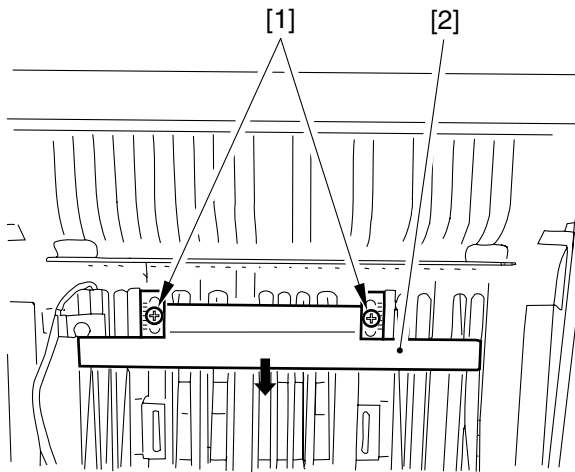
**Figure 3-11**

18) Remove the lower left cover [1] (two screws).



**Figure 3-12**

- 19) Loosen the two screws [1] and shift the stopper-1 [2] downward by 3 mm with reference to the index (1-mm interval index).

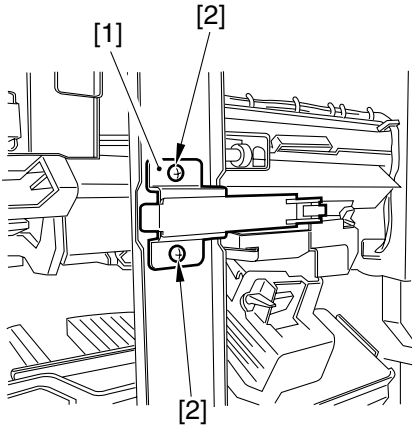


**Figure 3-13**

- 20) Attach the lower left cover (two screws).  
21) Attach the right inner guide unit (four screws).  
22) Attach the connector cover (two screws).  
23) Attach the inner guide plate (one pin, one screw and two connectors).  
24) Secure the arms (front and rear) to the left guide (one stepped screw each).  
25) Attach the left guide cover (two screws).  
26) Close the left guide.  
27) Attach the inner covers (front and rear) by four screws.

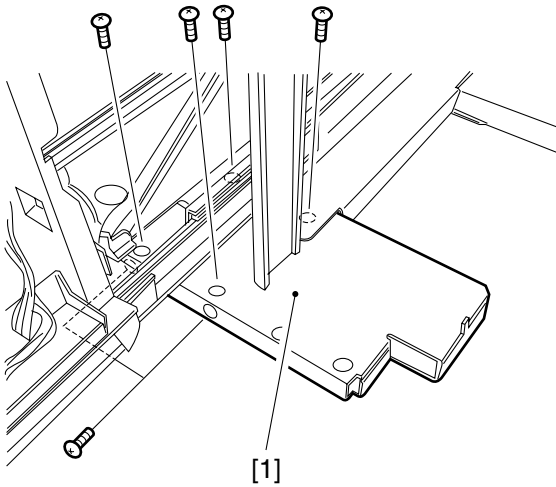
4	<b>Mounting onto Finisher and securing</b>
---	--------------------------------------------

- 1) Attach the guide retaining spring (left) [1] onto the finisher frame. (Two screws [2] M4 x 4TP)

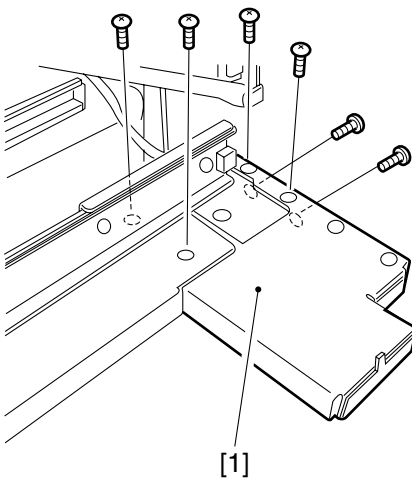


**Figure 4-1**

- 2) Attach the auxiliary frames (front, rear) [1] to the finisher. (Six screws each M4 x 6TP Four each on upper face, two on side face)

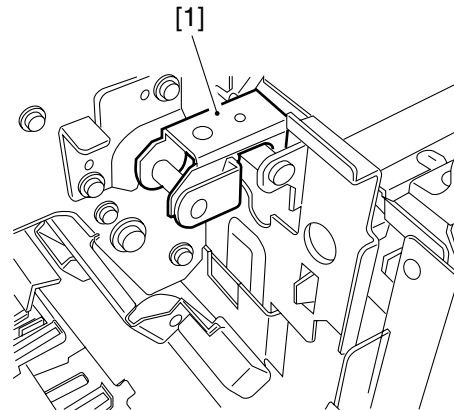


**Figure 4-2**

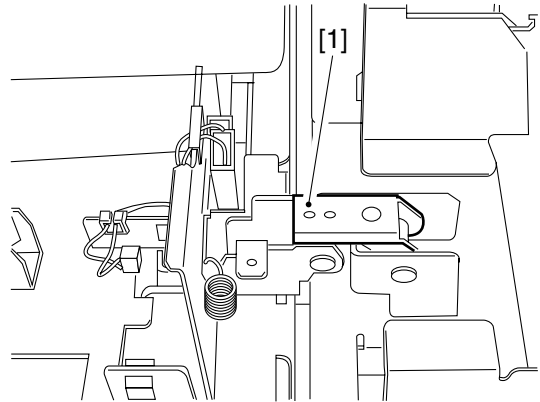


**Figure 4-3**

- 3) Mount the Paper Folding Unit onto the auxiliary frames, and fit the finisher assembly hooks [1] (front and rear) into the latch plate. Only one claw of the front hook fits into the latch plate.

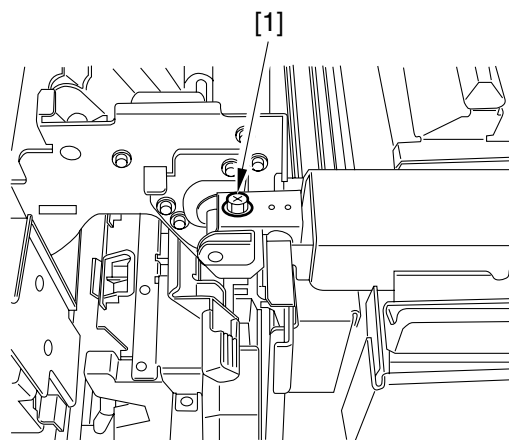


**Figure 4-4**

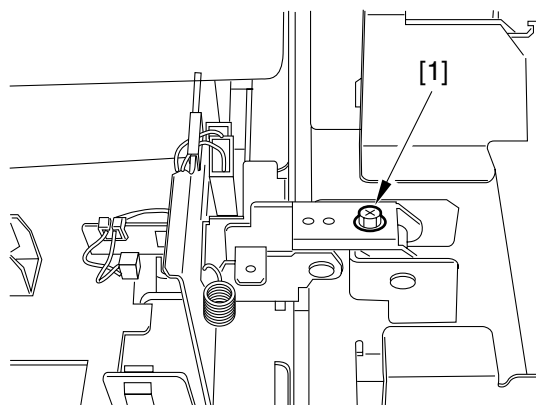


**Figure 4-5**

- 4) Secure the hooks (front and rear) [1] with screws. (M4 x 6TP)

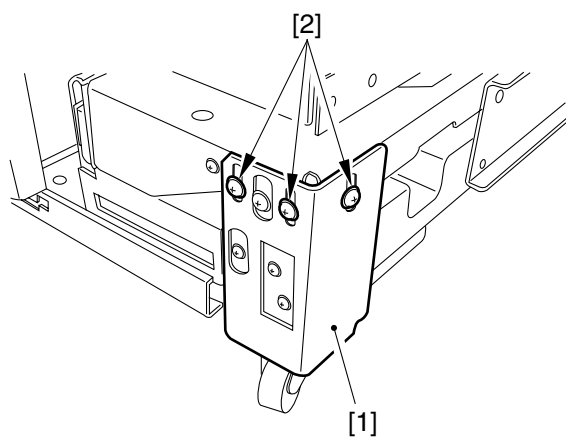


**Figure 4-6**



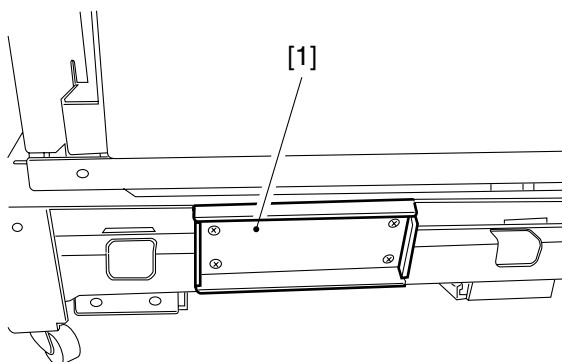
**Figure 4-7**

- 5) Attach the caster unit [1] to the folder lower right assembly. (Three screws [2] M4 x 6TP) Attach the unit so that the caster rollers can touch the floor.



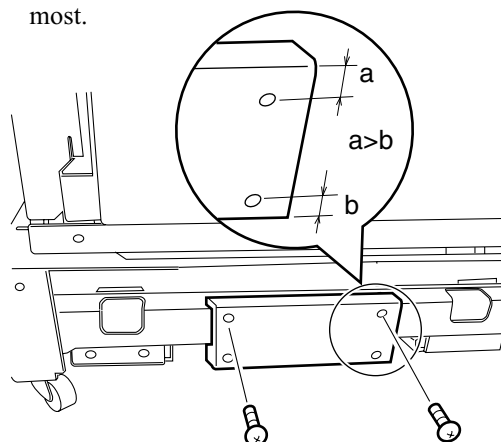
**Figure 4-8**

- 6) Remove the linking plate (lower) [1]. (Four screws)



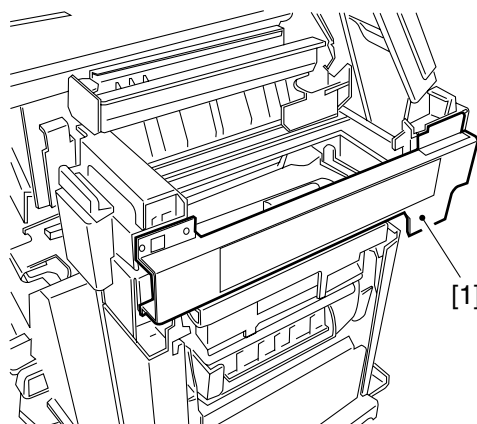
**Figure 4-9**

- 7) After removing the linking plate, attach the folder base plate with two screws. Fit the folded back sections of the linking plate into the cut-aways in the base plate. The screw holes that are furthest from the folded back sections should be uppermost.

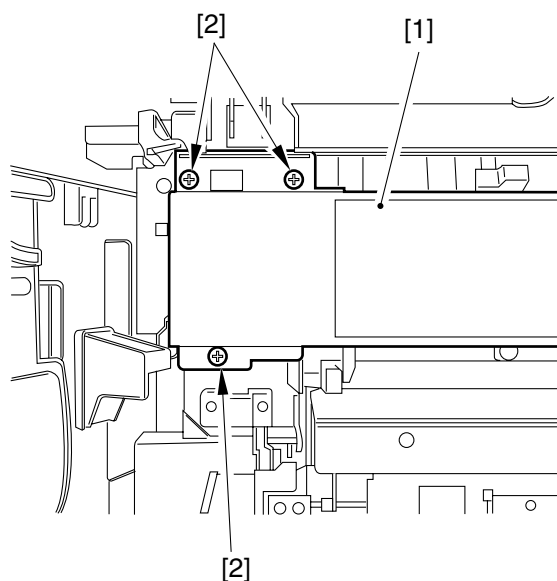


**Figure 4-10**

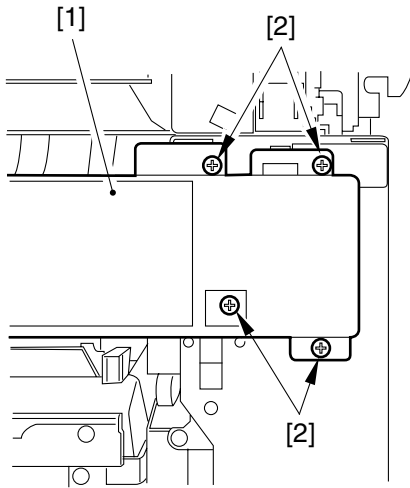
- 8) Remove the linking plate (upper) [1]. (Three screws [2] at front, four at rear.)



**Figure 4-11**

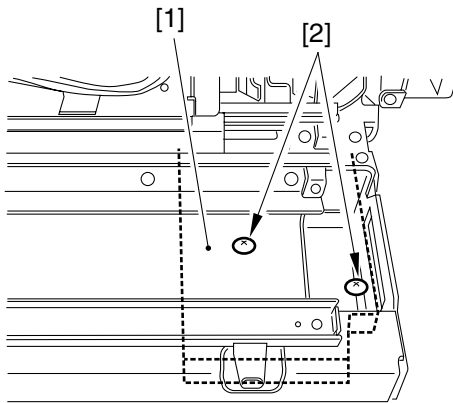


**Figure 4-12**

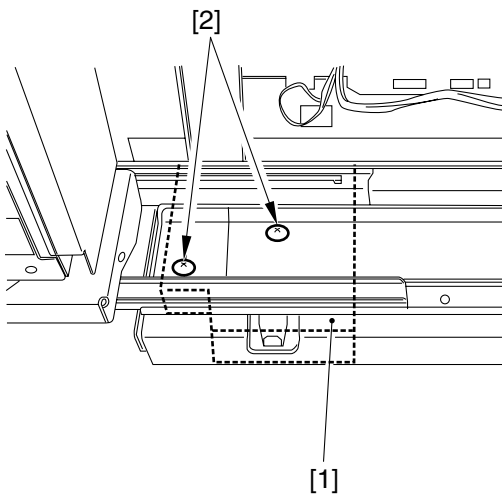


**Figure 4-13**

- 9) Pull out the folder assembly.
- 10) Secure the folder base plate [1] to the auxiliary frame. (Four screws [2] M4 x 6TP)

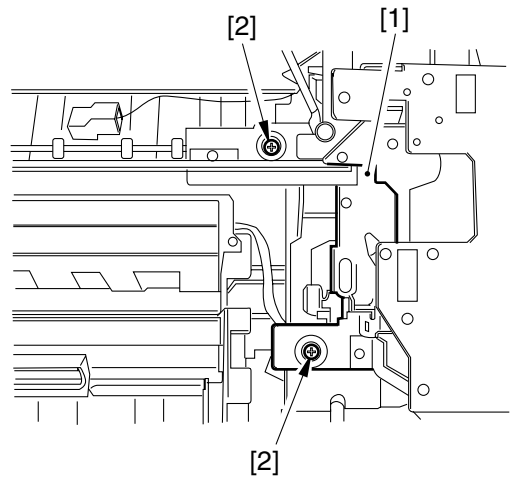


**Figure 4-14**

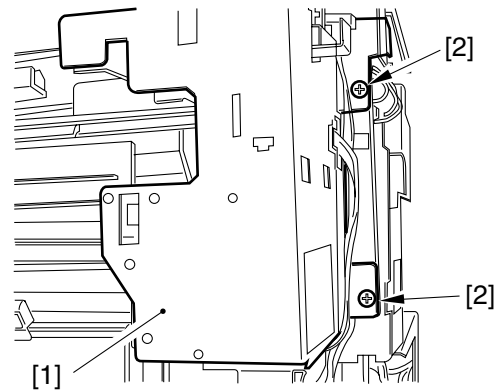


**Figure 4-15**

- 11) Secure the upper rear side panel [1] to the finisher main unit. (Four screws [2] M4 x 6TP)

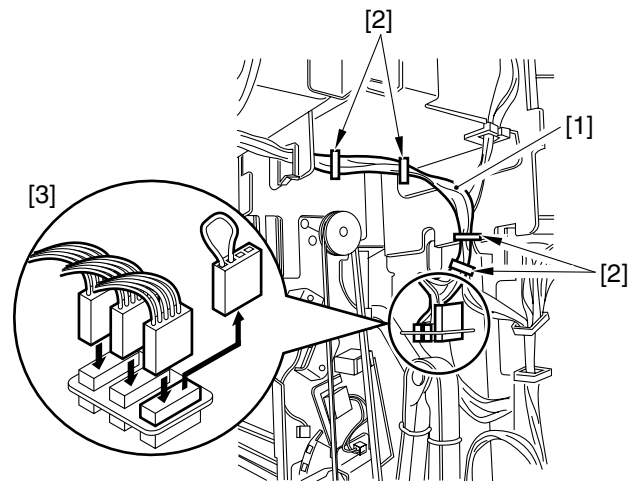


**Figure 4-16**



**Figure 4-17**

- 12) Secure the folder cables [1] with four clamps [2].
- 13) Remove the short connectors from the connector PCB assembly, and attach the cable terminal connectors [3].



**Figure 4-18**

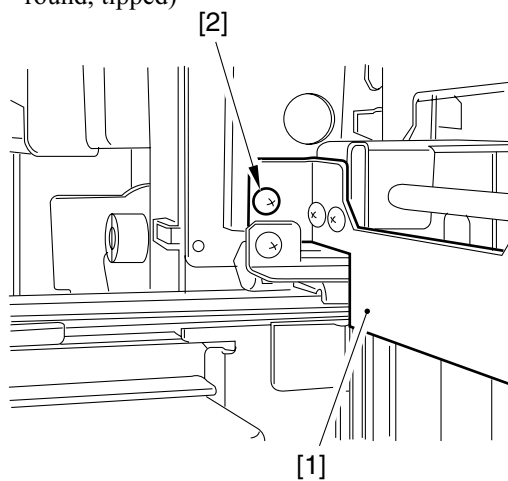


NB:

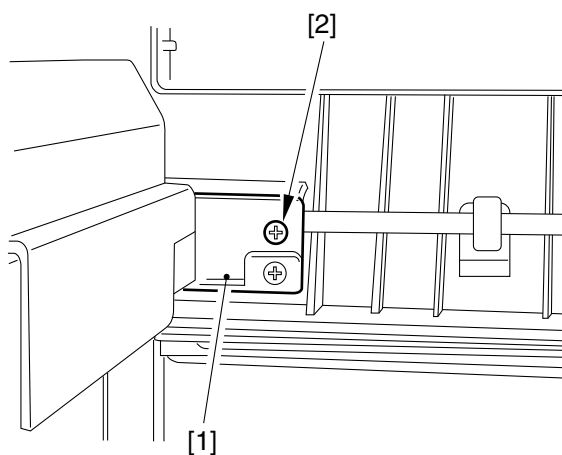
If the folder unit is removed from the finisher for repairs, etc., and the finisher used on its own, this short connector needs to be attached again.

Therefore, it should be clamped to the cables and stored safely.

- 14) Secure the folder upper front side panel [1] to the finisher main unit. (Two screws [2] M4 x 6 Black, round, tipped)



**Figure 4-19**



**Figure 4-20**

5

## Connecting to the copier main unit

- 1) Remove the latch plate [1] (front) from the copier.
- 2) Screw the latch plate [1] and the folder pin tray [2] together, and attach to the copier main unit.

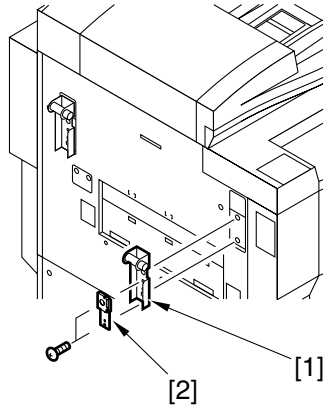


Figure 5-1

- 3) Remove the two covers (small) [1] from the left side of the copier. Depending on the time a machine was manufactured, covers (small) are not attached to the machine.

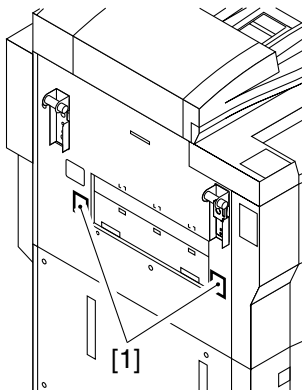


Figure 5-2

- 4) Attach the right guide retaining spring (front) [1] and the right guide retaining spring (rear) [2] (two screws each [3] M4 x 8 RS tight).

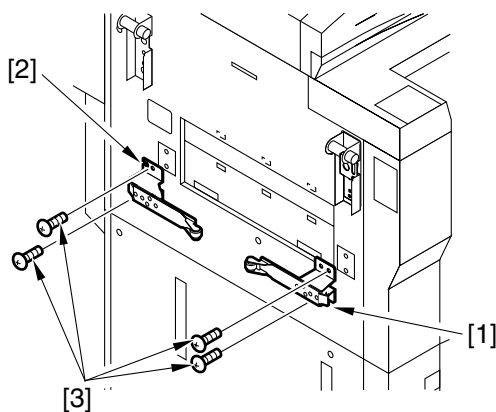


Figure 5-3

- 5) Stick the upper cover spacer [1] onto the folder upper cover.

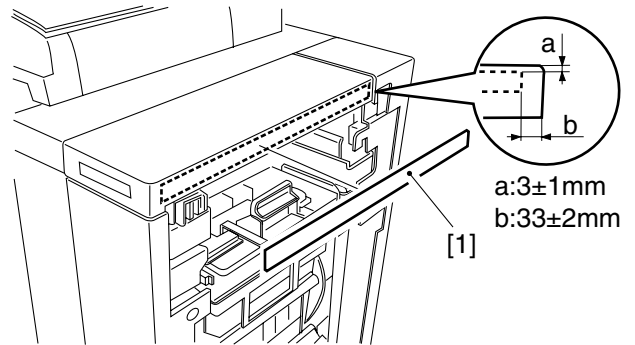


Figure 5-4

- 6) Remove the magnet catch plate [1] and latch retaining plate [2] from the Paper Folding Unit. (Three screws)

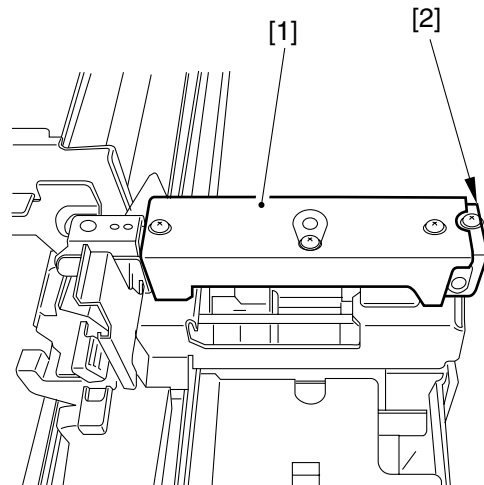


Figure 5-5

- 7) Remove the fixing screw [1] from the hook (rear).

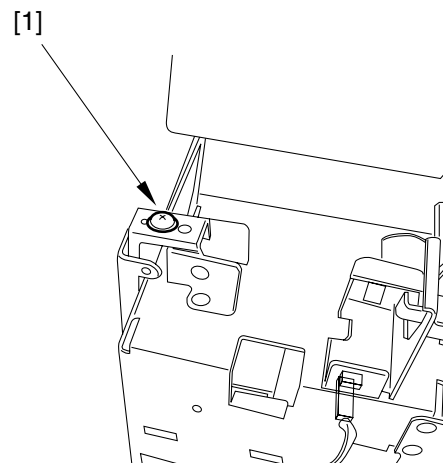
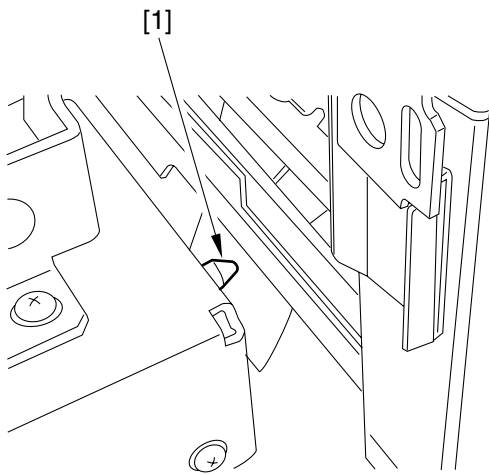


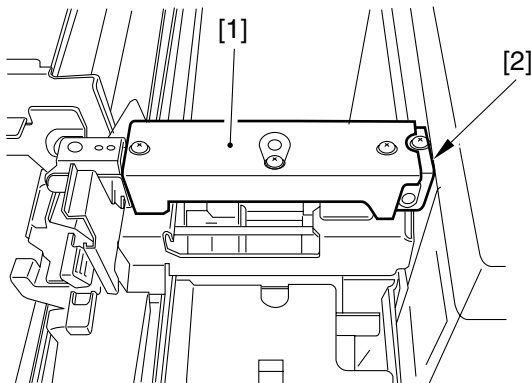
Figure 5-6

- 8) Pull out the folder assembly.
- 9) Connect the finisher (with folder mounted) to the copier main unit. (Match the pins [1] at front and rear into the holes.)



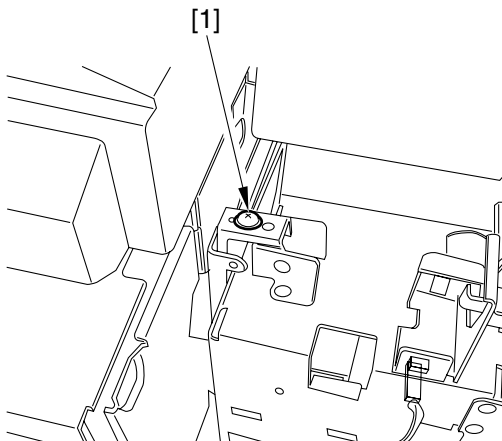
**Figure 5-7**

- 10) Bring down the hook (front) and attach the latch retaining plate [2] and magnet catch [1].



**Figure 5-8**

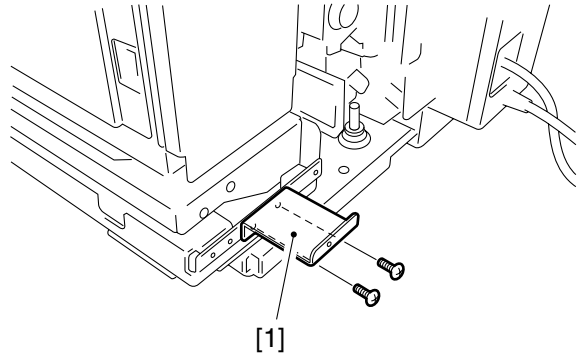
- 11) Secure the hook (rear) [1]. (One screw M4 x 8TP)



**Figure 5-9**

<b>6</b>	<b>Attaching the covers</b>
----------	-----------------------------

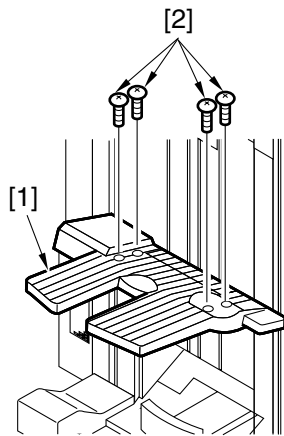
- 1) Attach the folder front cover. After fitting the lower left hook, secure with a screw (M4 x 6 white with washer).
- 2) Attach the folder rear cover installation plate. (Two screws M4 x 6TP)



**Figure 6-1**

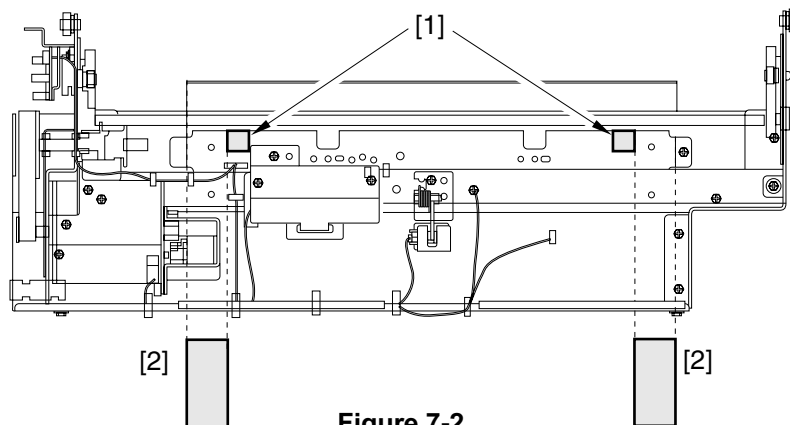
- 3) Attach the folder rear cover. (Two screws. M4 x 6 white, one with washer attached.) This is best done with the folder upper cover open.
- 4) Attach the finisher rear cover and upper right cover.

- 1) Remove tray B (lower tray) [1] (Four screws [2] ).



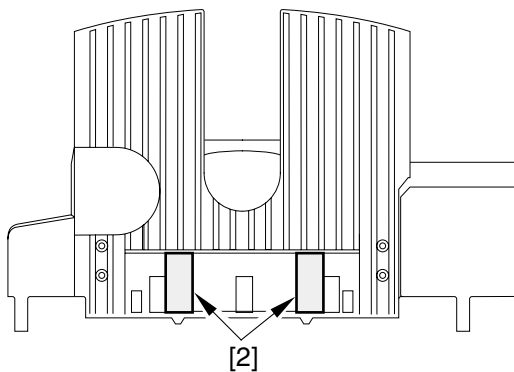
**Figure 7-1**

- 2) Remove the sub-tray from tray B.  
 3) Attach the two sponges (B) [1] to the base of the tray. Use the width of one sponge (A) [2] to determine where to attach the sponges.

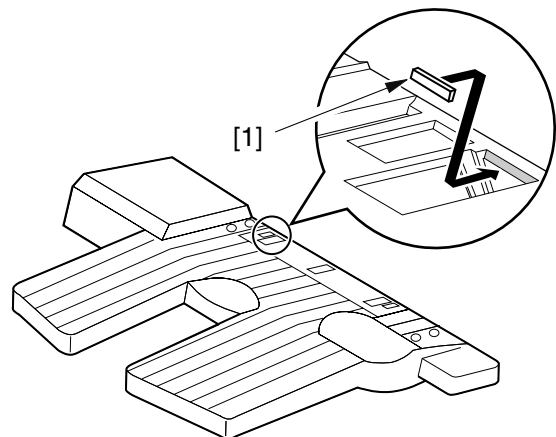


**Figure 7-2**

- 4) Attach two sponges (A) [2] to tray B.      5) Attach the stopper rubber [1] to tray B.

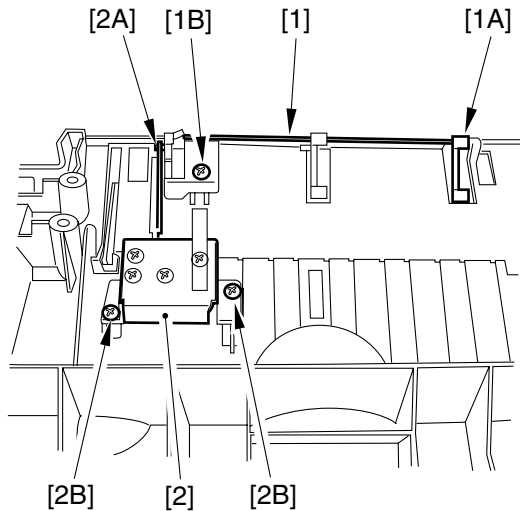


**Figure 7-3**



**Figure 7-4**

- 6) Mount the lever unit [1] on the rear side of tray B. Insert the shaft [1A] into the bearing in tray B, and secure with one screw [1B] (M4 x 8 black, self tapping).
- 7) Mount the solenoid unit [2] on the rear side of tray B. Line up the solenoid unit's lever [2A] with the lever unit and secure with two screws [2B] (M4 x 8 black, self tapping).

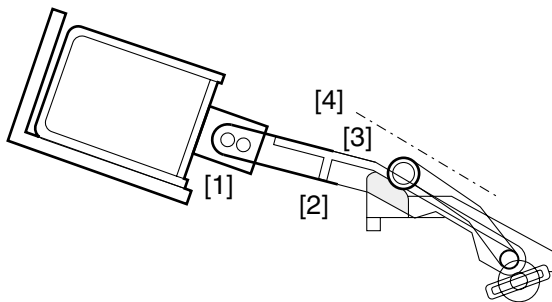


**Figure 7-5**

**Caution:**

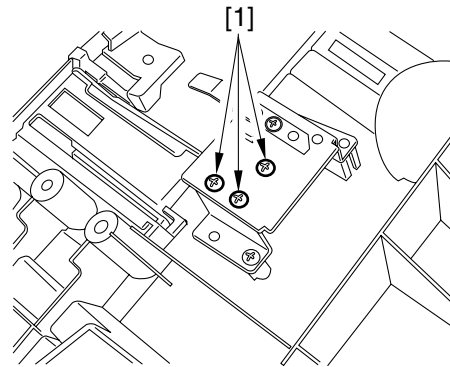
The solenoid shaft [1] is not fixed, so the lever [2] may be facing the wrong way. Refer to Fig. 7-6, and make sure that the lever is attached properly.

- 8) Check that the lever unit roller [3] does not protrude beyond the tray surface [4], and mount the sub-tray onto tray B. If the roller is protruding beyond the tray surface, follow the procedures described in 8), below, and adjust the height before mounting the sub-tray onto tray B.



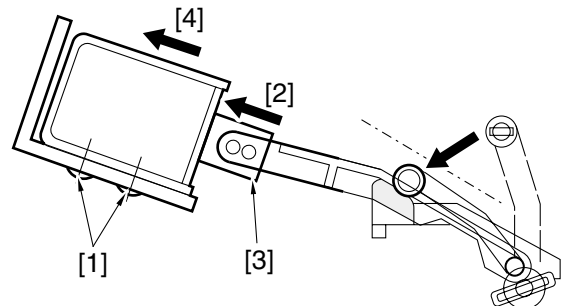
**Figure 7-6**

- 9) Height adjustment
  - ① Loosen the three screws [1].



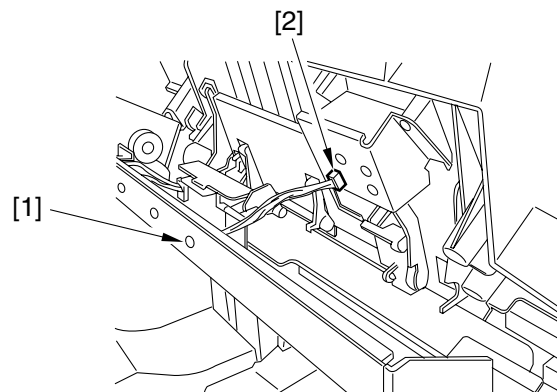
**Figure 7-7**

- ② Drive the solenoid shaft home until it sticks to the metal plate.
- ③ With the solenoid shaft in place, draw out [4] the solenoid main unit by hooking [3] your finger around the solenoid shaft.
- ④ Pull it out until the lever unit roller meets the stopper. Secure with a screw [1] at this position.



**Figure 7-8**

- 10) Secure the solenoid drive cable to the cable clamp at the base of the tray, and connect to the solenoid.



**Figure 7-9**

- 11) Attach tray B to the tray base (four screws).