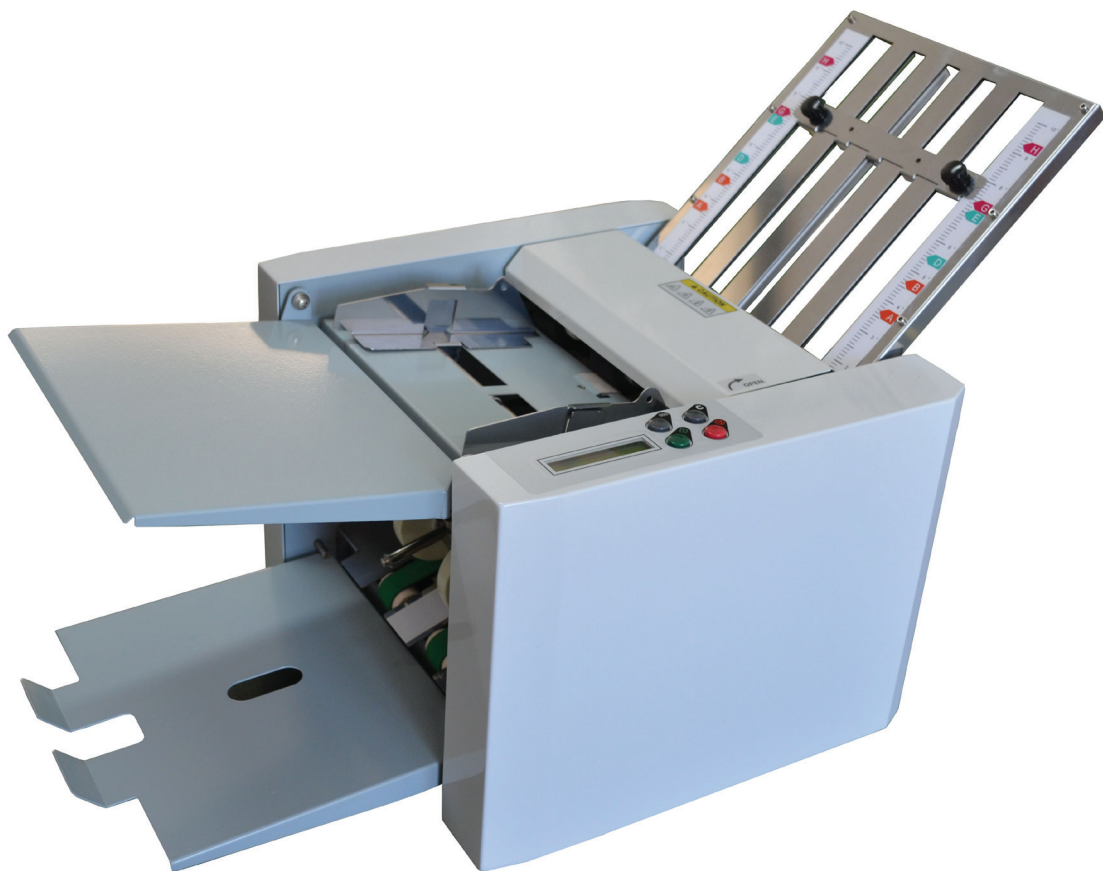


LED A H 240 PAPER FOLDER



INSTRUCTION MANUAL

Before operating this unit please read and follow all instructions





Thank you for purchasing the LEDAH240 Paper Folding Machine.

Please read these instructions before operating the machine and observe the listed safety precautions.

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SAFETY PRECAUTIONS

1. Your safety as well as the safety of others is important to LEDAH. In this manual are important safety instructions. Please read and retain these instructions.
2. Read all instructions before use. Save these instructions for later use.
3. Follow all warnings and instructions marked on the product.
4. Unplug this product from the wall outlet before cleaning. If needed, the housing can be cleaned with a cloth, dampened with a mild soap and water solution.
5. Paper Folder should never be placed near or over a radiator, heat register or water source.
6. Do not rest anything on the power cord. Do not place machine where people may walk or trip on the cord.
7. If an extension cord is use, make sure that the total ampere ratings of the products plugged into the extension cord do not exceed the extension cord's ampere rating and/or does not exceed 15 amperes.
8. Do not alter the unit or power cord in any way. Do not operate the unit if it or the power cord appears damaged in any way.
9. Do not service this product yourself. Opening/removing covers may expose you to dangerous voltage points or other risks, and will void the manufacturer's warranty. Unplug the machine from the outlet and refer servicing to qualified service personnel.
10. Keep out of reach of children and pets
11. This folder should be operated only with an operator in attendance
12. BE SURE THE ON/OFF MASTER SWITCH (AT THE BACK OF THE UNIT) IS IN THE "OFF" POSITION BEFORE PLUGGING THE POWER CORD INTO AN OUTLET



This machine must not be operated by children. Keep children and pets away from the machine



Avoid touching the paper feed slot. Never insert hands or fingers into the machine



Keep personal and loose objects (clothing, jewelry, ties, etc) away from paper feeding slot



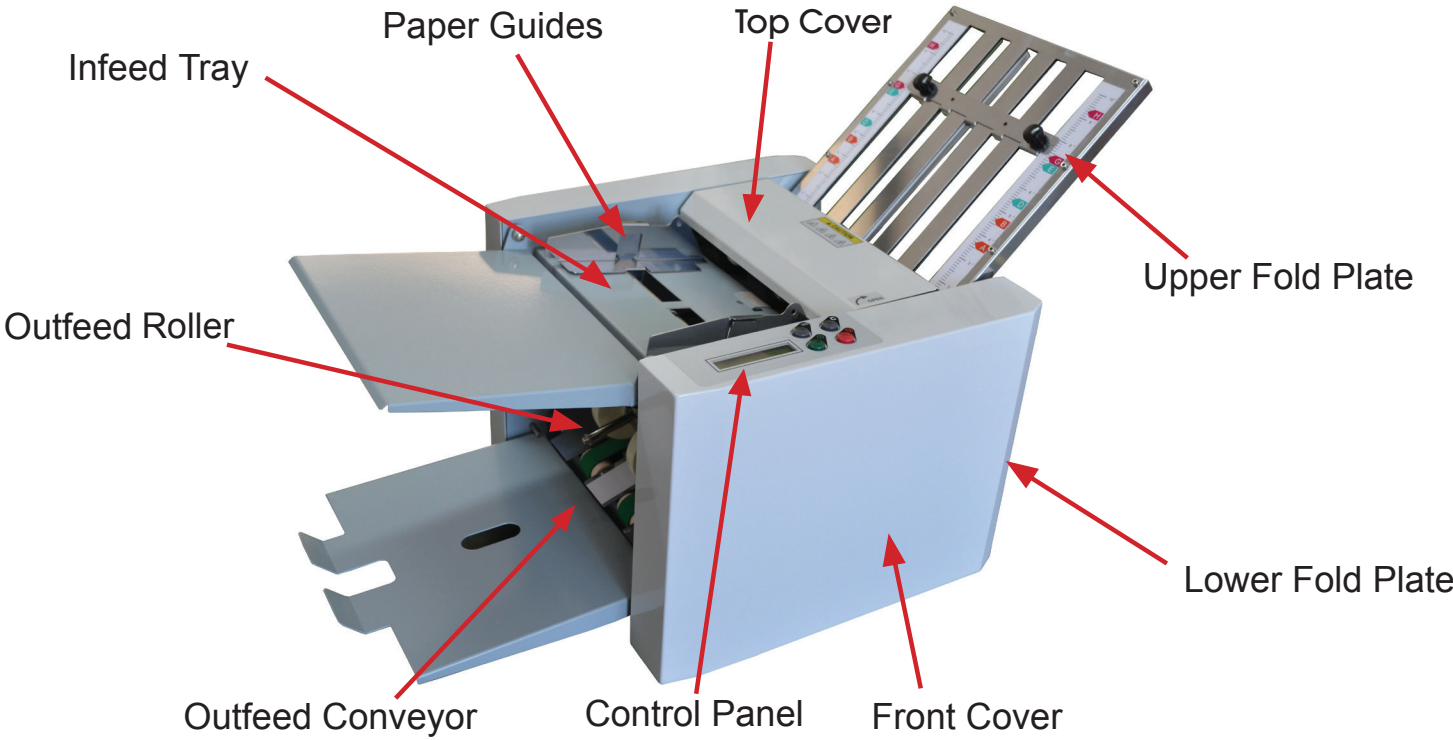
Avoid hair touching the paper feed slot. Keep hair/face away from the paper feed slot.



Keep aerosol products away from letter folding machine. Do not use flammable, petroleum-based or aerosol cleaners on or near this product. Some agents may combust causing serious injury.

LEDAH

KNOW YOUR PAPER FOLDER

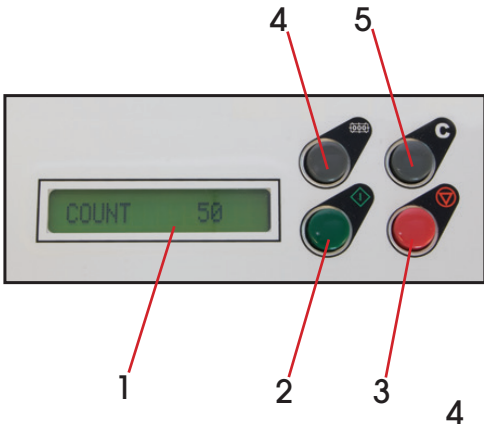


SPECIFICATIONS

Paper Tray Capacity	Up to 300 sheets
Speed	7200 sheets per hour 120 sheets per minute
Paper Width	128mm - 210mm
Paper Length	182mm - 297mm
Sheet Thickness	35 - 120gsm
Fold Types	C - Letter Z - Zigzag V - Half Double Parallel Custom
Machine Dimension	670 (W) x 360 (D) x 425 (H)mm
Machine Weight	18kg
Machine Power	Voltage: 220-240VAC~50Hz Current: 0.4A

CONTROL PANEL

1	LCD Screen	Displays status, counter, batch counter, error messages
2	START Button	Press to start operation
3	STOP Button	Press to stop operation
4	BATCH Button	Press to change batch counting quantity and interval
5	CLEAR/RESET Button	Press to clear counter



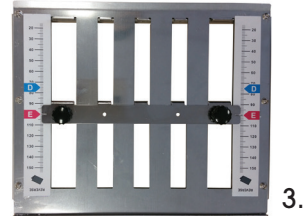
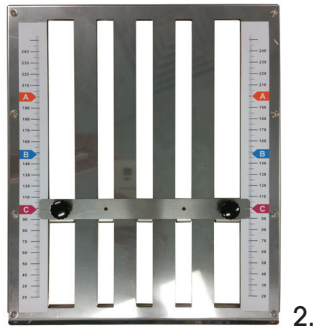
LEDAH

INSTALLATION & SETUP

Inspect your machine and its associated parts for damage.

Ensure you have all components after unpacking:

1. LEDAH240 Paper Folding Machine 2. Upper and Lower Fold Plate 3. Power Cord



SETUP

Place the LEDAH240 on a sturdy, level surface. Lower the output conveyor tray into its fully open position



Open the Paper Infeed Tray

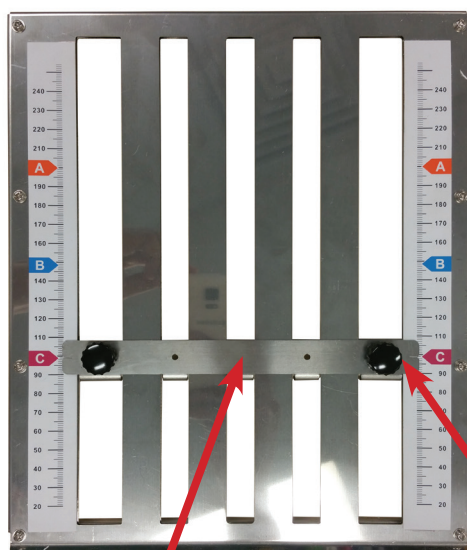


Attach power cable to back of the machine and plug into appropriate wall outlet



INSTALL FOLD PLATES

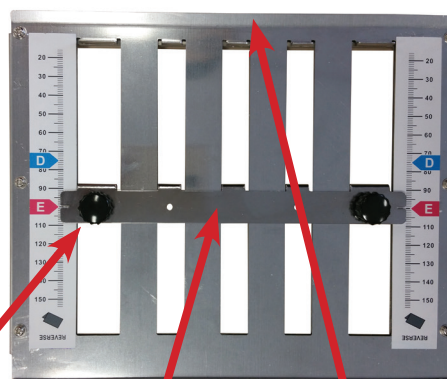
Upper Fold Plate



Fold Stop

Fold Stop Knobs

Lower Fold Plate



Fold Stop

Half Fold Diverter

UPPER FOLD PLATE

Install the upper fold plate at an angle, as shown below. Align the notches on each side of the fold plate with the pins on each side of the machine body. Push gently on the fold plate to lock it into position.

Note - If the fold plate is not installed correctly once the machine is turned on - it will display an error message

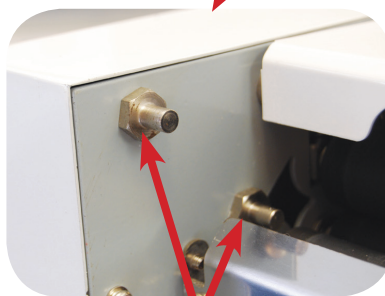
Insert Upper Fold Plate at an angle



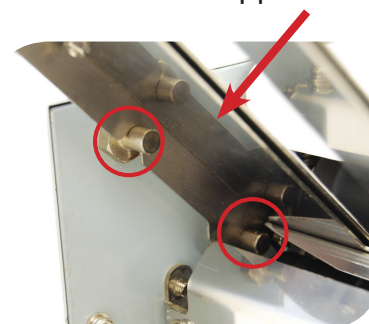
Upper Fold Plate



Upper Fold Plate
Notches



Upper Fold Plate Pins



Upper Fold Plate seated on pins

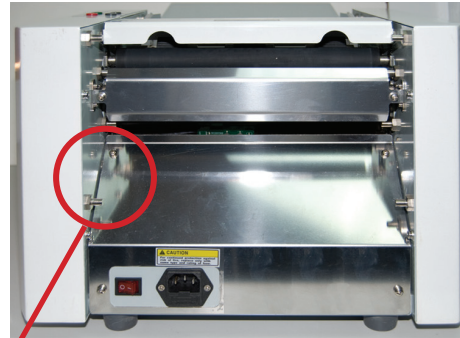
LOWER FOLD PLATE

Install the lower fold plate at an angle, as shown below. Align the notches on each side of the fold plate with the pins on each side of the machine body. Push gently on the fold plate to lock it into position.

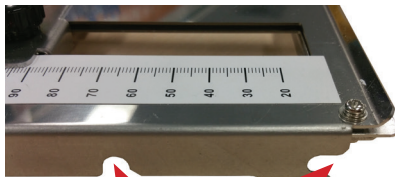
Note - If the fold plate is not installed correctly once the machine is turned on - it will display an error message



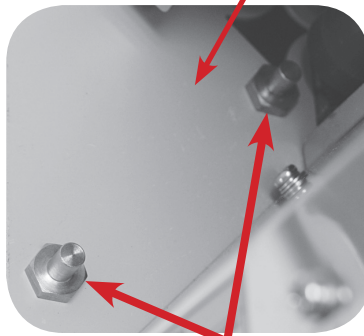
Insert Upper Fold Plate at an angle



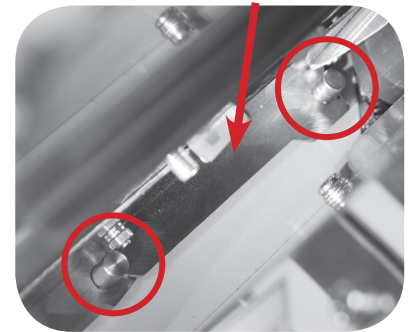
Lower Fold Plate



Lower Fold Plate Notches



Lower Fold Plate Pins



Lower Fold Plate seated on pins



TROUBLESHOOTING

If either of the Fold Plates are not installed correctly, an error message will show on the LCD display as below. Please recheck that the Fold Plates are seated correctly on the machine pins as per the instructions for their installation.



Upper Plate is not installed correctly.
Remove Plate and reinstall.



Lower Plate is not installed correctly.
Remove Plate and reinstall.

SETTING UP THE FOLD SIZE & TYPE

- Determine the Fold Type desired from the Fold Chart

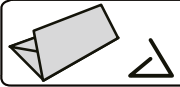


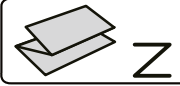


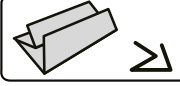


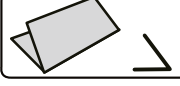


There are 4 Fold Types to choose from:

The C Fold or Letter Fold

The Z Fold or Zig Zag Fold

The Double Parallel or Gate Fold

The V Fold or Half Fold

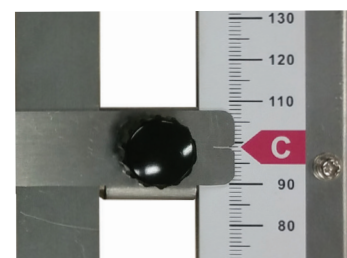
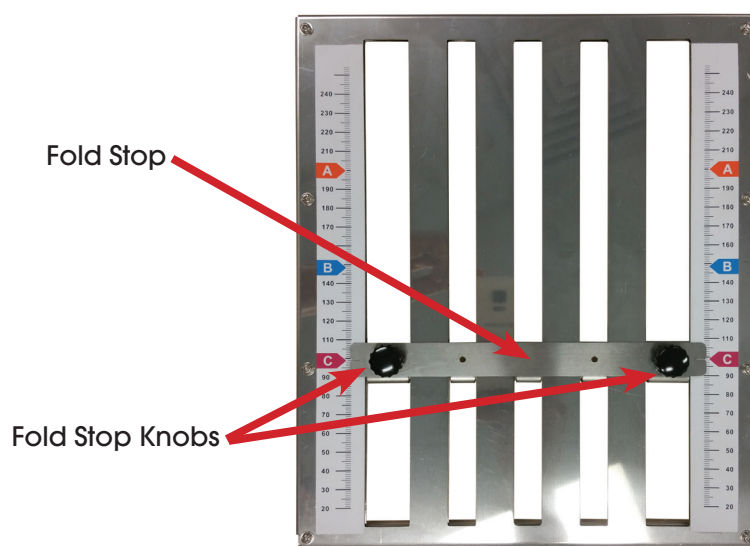
FOLDING INSTRUCTION	A4	
	UPPER PLATE	LOWER PLATE
		
		
		
		REVERSE 

- Set the Upper and Lower Fold Plate Stops according to the Fold Chart above.
For example, if wanting a Z Fold, set the Upper Plate Fold Stop to "C" and the Lower Fold Plate Stop to "E".
- To adjust the Fold Plate Stops, loosen the two thumbscrews and slide the Fold Stop up or down accordingly.
Once the correct position has been reached, tighten the thumbscrews.

- V Fold or Half Fold

Please Note. To set a V Fold or Half Fold:

- Set the Upper Plate Stop to "B"
- Remove the Lower Fold Plate (if inserted already), rotate it 180° and re-install it.



Align the Fold Stop notch with the matching letter

SETTING UP THE OUTFEED ROLLER



Please note - A zip tie is used to hold the Outfeed Roller in place during transportation.
Please cut and remove the tie before using the machine.

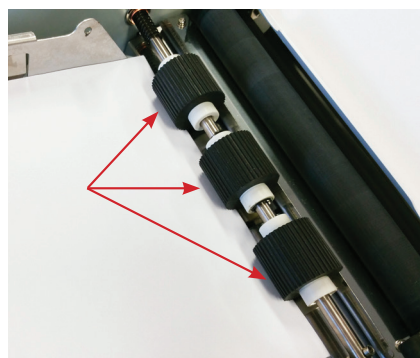
The Outfeed Roller needs to be in the correct position to ensure the folded paper is fed out properly and does not stack/jam inside the machine.

1. Loosen the thumbscrew
2. Slide the Outfeed Roller up or down to the desired position
3. Refer to the Outfeed Roller Chart for the correct position
4. Tighten the thumbscrew

FOLDING TYPE	OUTFEED ROLLER POSITION
	3
	3
	4
	2

SETTING UP THE PAPER FOR FOLDING

1. Load the paper by pressing down on the spring-loaded infeed tray. Make sure the leading edge of the paper is underneath the rubber feed wheels.

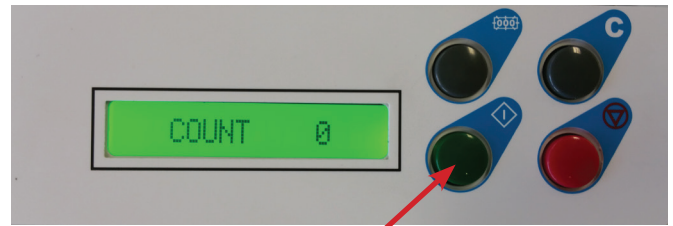


2. Adjust the side paper guides by gently pinching them and sliding them inward toward the paper stack. Be sure they are not too snug/tight against the paper stack. The paper sheets should be able to be moved freely. The paper should lie flat.



OPERATION & COUNTER FUNCTION

If you wish to fold all available paper in the paper tray, press the START button. The machine will begin folding paper and the counter will record the number of sheets folded. The machine will stop automatically once all paper has been folded.

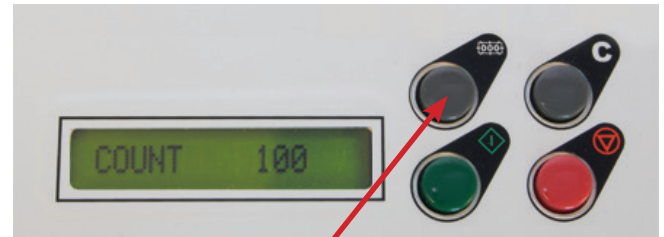


START Button

SIMPLE COUNT

To pre-set the number of sheets to be folded:

1. Press the BATCH button. The LCD display will increase in number until the user reaches the desired sheet number.



BATCH Button

2. Press the START button to begin folding paper. Please ensure the required amount of sheets are in the paper tray.

To reset the counter to ZERO, press and hold the C button for 3 seconds.



CLEAR Button

BATCH COUNT

To fold a set number of sheets with a pause between sets, use the Batch Count function.

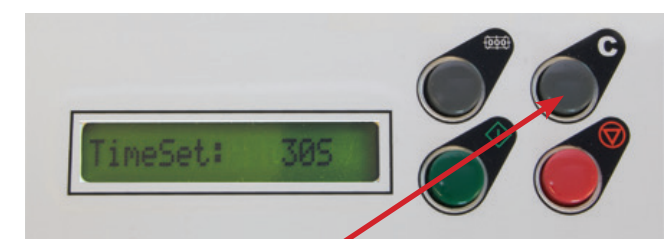
1. Press the BATCH button repeatedly until the number of sheets to fold is reached.



BATCH Button

2. Press the STOP button to set the time delay between each sheet (up to 30 seconds).

3. Press the BATCH button to adjust the time delay between each set (up to 30 seconds)



CLEAR Button

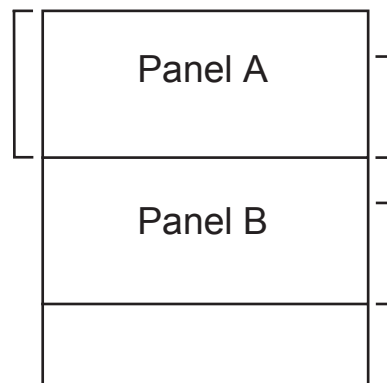
4. Press the START button to begin folding paper.

SETTING UP CUSTOM FOLDS

The LEDAH240 is capable of custom size paper folds. Choose your desired fold type and refer to the below examples

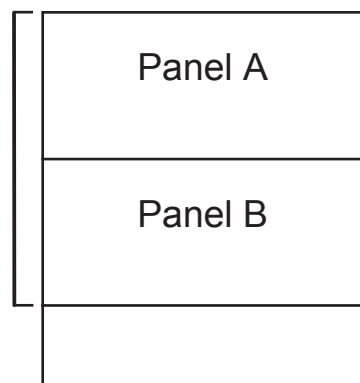
Example 1: Uneven “C”

1. Measure the length of panel “A”
2. Adjust the upper fold plate so that the stop plate lines up with the measurements of the panel “A” i.e. if panel “A” is 120mm long slide the stop plate up or down so that it lines up with the 120mm mark on the fold plate.
3. Measure the length of panel “B”
4. Adjust the lower fold plate so that the stop plate lines up with the measurement of panel “B”
5. Load paper and press START. If folds are too long or too short adjust accordingly.



Example 2: Uneven “Z”

1. Measure the length of panel “A” & “B”
2. Adjust the upper fold plate so that the stop plate lines up with the measurements of panel “A” & “B”. i.e. if panel “A” & “B” are 240mm slide the stop plate up or down so that it lines up with the 240mm on the fold plate.
3. Measure the length of panel “B”
4. Adjust the lower fold plate so that the stop plate lines up with the measurement of panel “B”
5. Load paper and press START. If folds are too long or too short adjust accordingly.



TROUBLESHOOTING

PROBLEM	SOLUTION
Machine will not Start	<ol style="list-style-type: none"> 1. Check that the power cord is plugged in 2. Check that the power switch is ON
Paper will not feed	<ol style="list-style-type: none"> 1. Check the paper guides, that the paper sheets can move freely 2. Check that the paper is properly loaded in the infeed tray, with the leading edge underneath the feed rubber rollers
Paper folded incorrectly	<ol style="list-style-type: none"> 1. Check that the fold plates are inserted correctly and they are properly seated on their alignment pins 2. Check the fold stops to ensure they match the positions shown on the fold guide chart (page 8) and that the thumbscrews have been tightened
Machine folding speed is slow or emits a noise	Please contact customer support

ERROR MESSAGES

ERROR MESSAGE	SOLUTION
OVERLOAD	<ol style="list-style-type: none"> 1. Check that the Outfeed Roller is properly adjusted for fold type and paper size. 2. Clear any paper sheets from the infeed rubber rollers 3. Clear any jammed paper or debris 4. Press 4. Turn machine off and leave for 3 mins
COVER ERR / COVER OPEN	<ol style="list-style-type: none"> 1. Check the cover at the top of the machine is shut properly. 2. Press the C button to reset the machine
PAPER ERR	<ol style="list-style-type: none"> 1. A paper jam has occurred or the infeed tray is empty when the START button has been pressed. 2. Remove both Fold Plates and check for paper debris 3. Open the top cover and remove any paper sheets and debris 4. Press the C button to reset the machine
PLATE-1 SET ERROR / PLATE-2 SET ERROR	<ol style="list-style-type: none"> 1. Check that the Upper and Lower Fold Plates are set on their alignment pins correctly.



CONTACT

For further information or assistance please contact us on the below information:

Bantex Pty Ltd
17 Interchange Drive
Eastern Creek NSW 2766

Phone: 1300 655 667
Fax: 1300 655 668
Email: customersupport@bantexgroup.com.au
Web: www.bantex.com.au