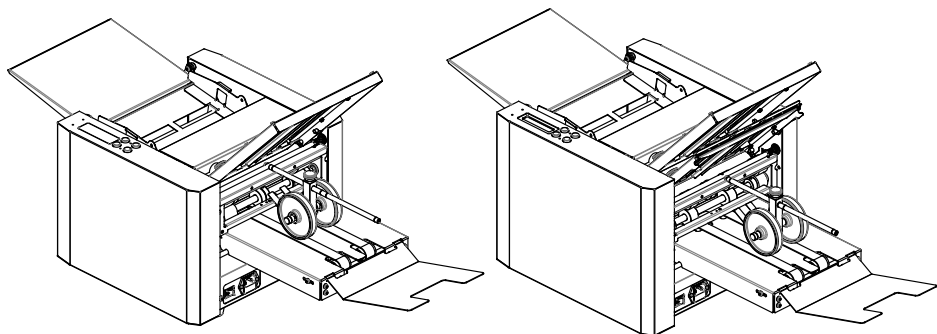


# SF-22M/ SF-14M





Thank you for using sunfung folder . Please read these operating instructions before putting the machine into operation and observe the safety precautions.

1.Safety precautions.....	2
2.Installation.....	4
3.Name and functions.....	8
4.Control panel.....	10
5.Paper handling.....	11
6.Basic operation.....	12
7.Folding operation.....	16
8.Fold adjustment.....	19
9.Trouble shooting.....	21
10.Maitenance.....	29
11.Fold types.....	31
12.Specifications.....	33
13.Environmental.....	34



Please read these operating instructions before putting the machine into operation and observe the safety precautions.

---



Children must not operate the machine!

---



Do not reach into the machine!

---



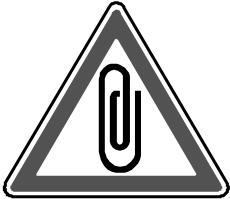
Long hair can become entangled in cutting head !

---

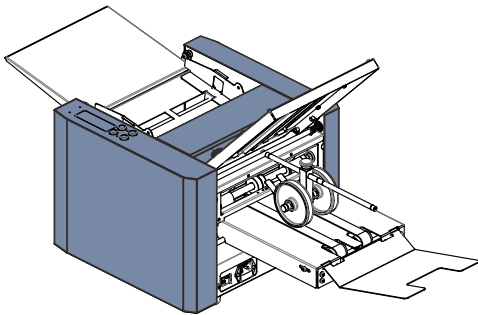


Take care of ties and other loose pieces of clothing!

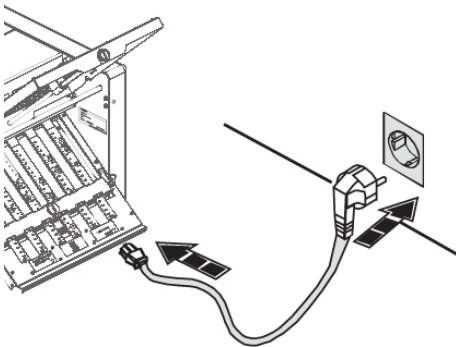
---



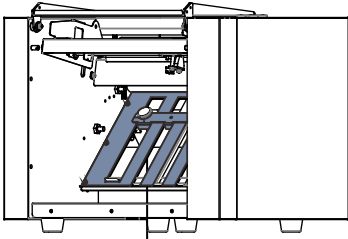
Remove any paper clips!



Components which may endanger the operator are covered!



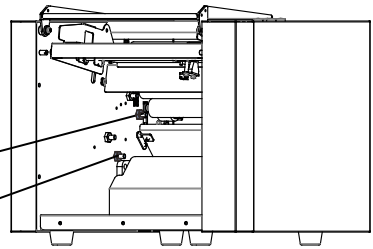
Connect the power cord to a single phase socket 110 V / 10 A.  
Disconnect from the mains if not used for a long period.



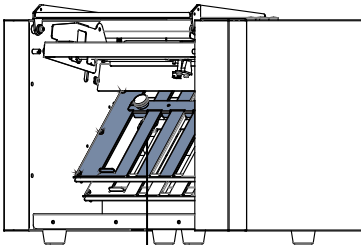
Forth fold plate

**Forth plate install:**

Insert the forth fold plate to the right position of machine.



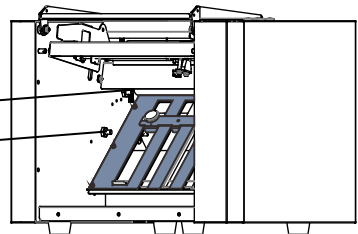
Forth plate pins



Second fold plate

**Second plate install:**

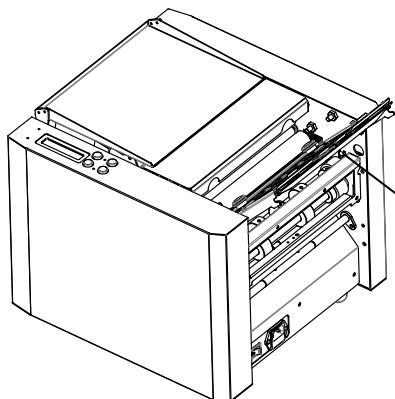
Insert the second fold plate to the right position of machine.



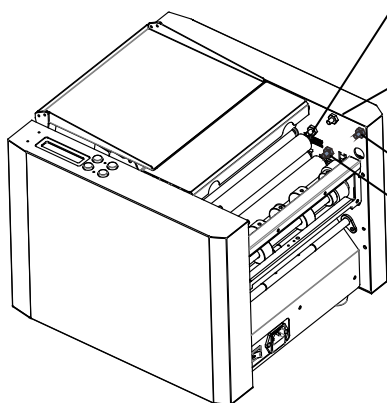
Second plate pins

**Third plate install:**

Insert the third fold plate to the right position of machine.



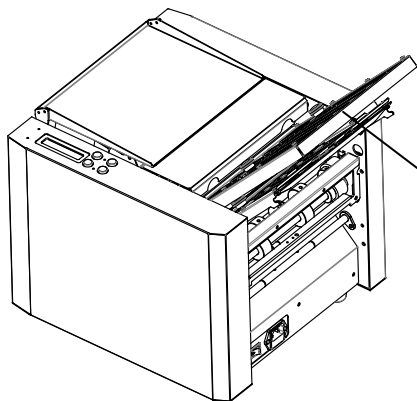
Third fold plate



First plate pins

Third plate pins

**Notice: Make sure each fold plate been installed firmly for accurate folding.**

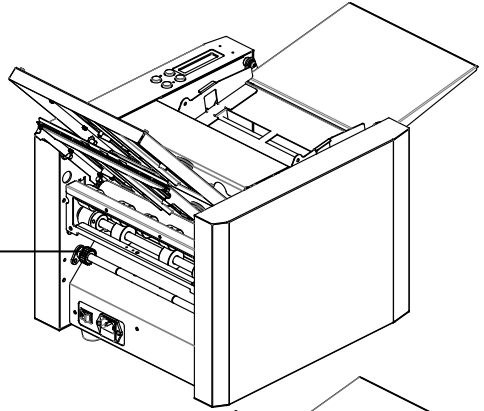


First fold plate

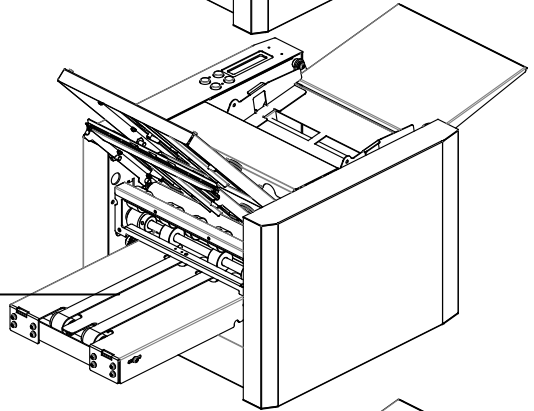
**Folded paper stacker install:**

Insert the paper stacker and make sure gears been matched completely

Gear to match paper stacker



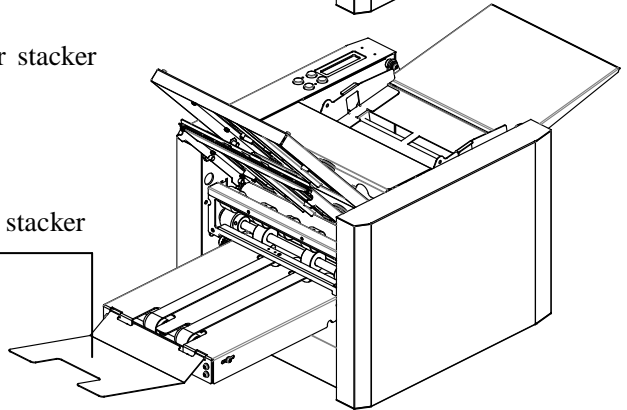
Folded paper stacker



**Auxiliary paper stacker:**

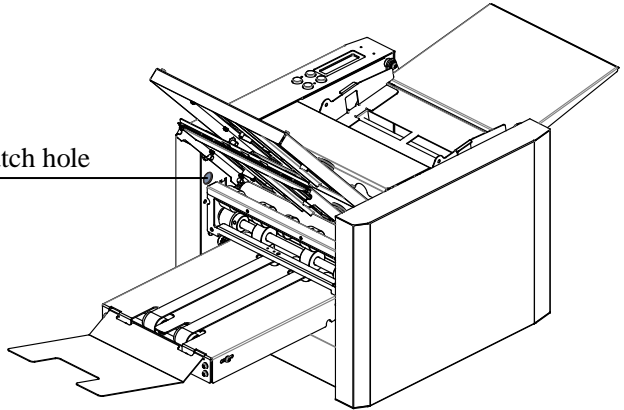
Insert the auxiliary paper stacker into right position

Auxiliary paper stacker





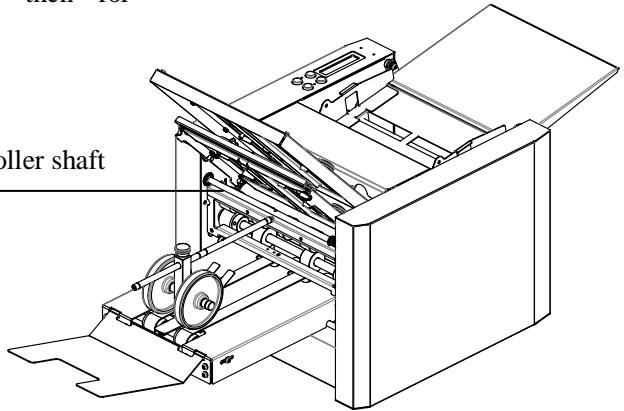
Out paper roller shaft match hole

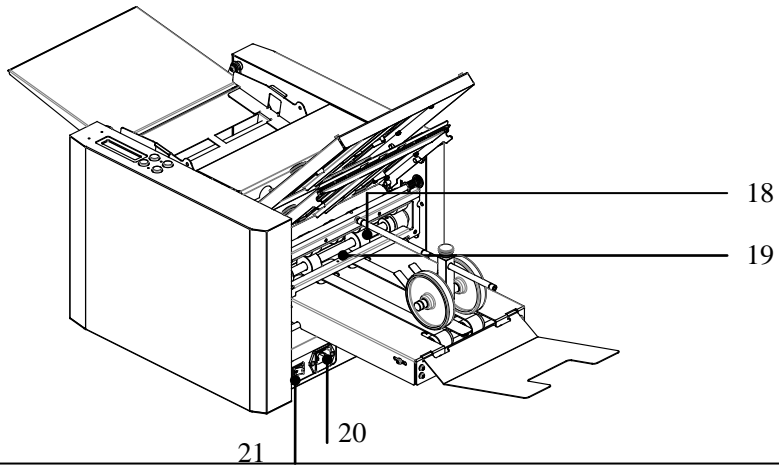
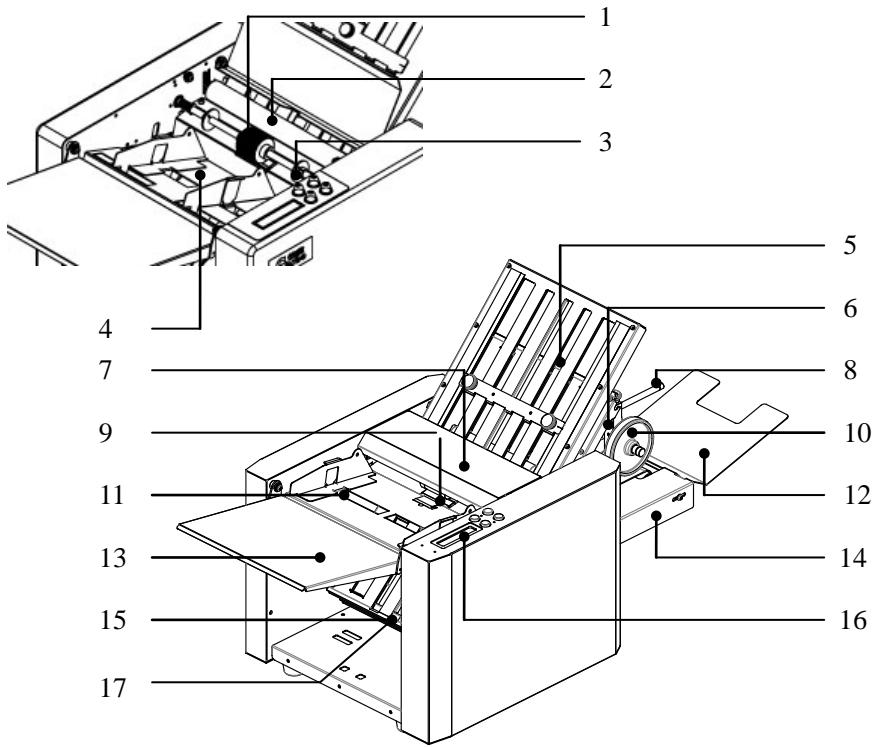


**Folded paper roller install:**

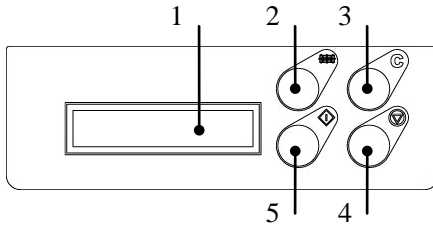
Insert the roller shaft to right hole with spring side firstly, then for another side.

Out paper roller shaft

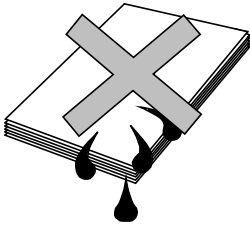




NO	Name	Functions
1	Feed roller	Feed the paper into machine
2	Folding roller	Deliver paper into fold plates
3	Auxiliary deliver roller	Avoid the paper with curl
4	Paper feed stacker	Put the papers prepare for folding
5	First fold plate	First time folding to stop paper
6	Third fold plate	Third time folding to stop paper
7	Top cover	Avoid operator to touch the moving parts
8	Paper out shaft	Guide the out-tray roller
9	Paper feed in sensor	Check papers feed-in numbers
10	Out-tray roller	Guide out folded paper
11	Paper alignment plate	Set the position for paper feeding
12	Auxiliary out paper stacker	Support collect folded paper
13	Auxiliary feed paper stacker	Support the paper for folding
14	Out-tray plate	Deliver the folded paper
15	Second fold plate	Second time folding to stop paper
16	Control panel	Operate the machine and offer error feedbacks
17	Forth fold plate	Forth time folding to stop paper
18	Creasing roller	Crease papers
19	Out-paper sensor	Check the folded paper numbers
20	Electrical socket	Connect with power
21	Power switch	Control folder power

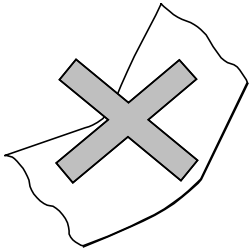


NO	Name	Function
1	LCD Display	Display the count number and machine status.
2	Count button	Enter requied number
3	C(clear) button	When fold finish, press and hold the button over 2 seconds to clear fold numbers When one error happens, after trouble solved, press this button to clear the error display.
4	Stop button	Press this button, machine stops.
5	Start button	Press this button, machine start folding.



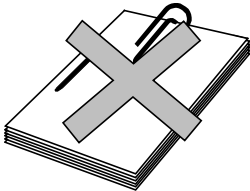
Make sure that the printing ink on the paper has dried completely prior to use.

---



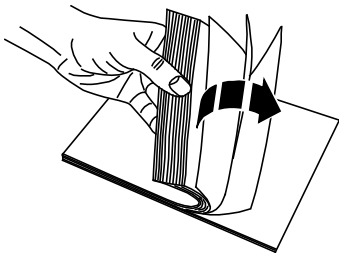
Do not fold curled, creased or folded paper

---



Remove all paper clips.

---



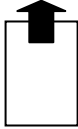
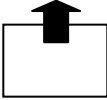
Fan paper well prior to use is better.

---

**Standard paper:**

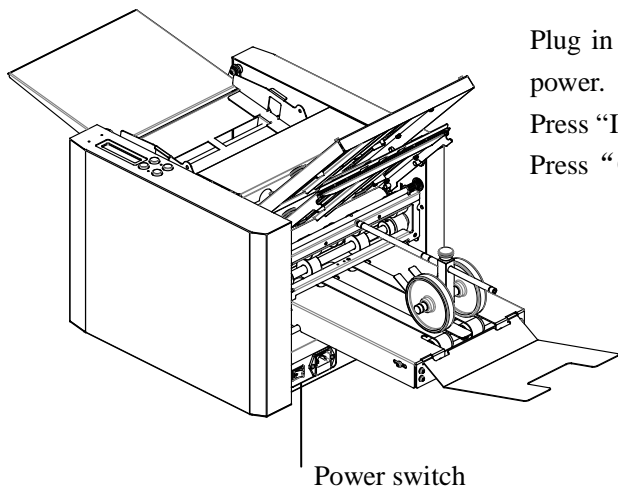
Normally 8 kinds of paper available: LT, LG, A4, B5, A5, B6, A6, B7

Paper Size	Long×Wlde(mm)	Paper Size	Long×Wlde(mm)
A4	297×210	B5	257×182
A5	210×148	B6	182×128
A6	148×105	B7	128× 91

Stacking direction	Paper size					
	A4	A5	A6	B5	B6	B7
	○	○	○	○	○	○
	×	○	○	×	○	○

Can be used as standard paper: ○

Can not be used as standard paper: ×

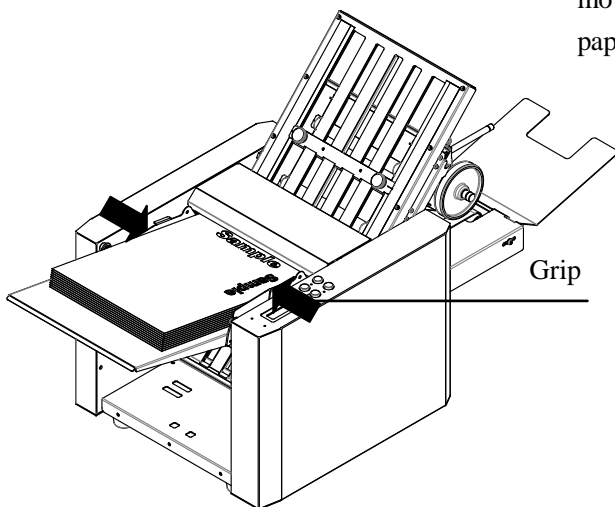


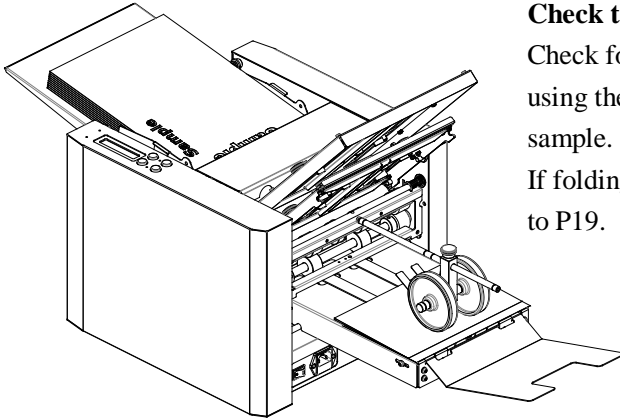
Plug in the machine and connect with power.

Press “I” , Turn on the machine;

Press “O” , Turn off the machine.

move the side guides to fit the paper width.





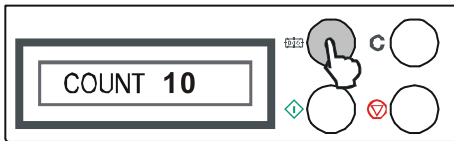
**Check the finished folded paper:**

Check for folding misalignment using the second test folded sample.

If folding misalignments occur, refer to P19.

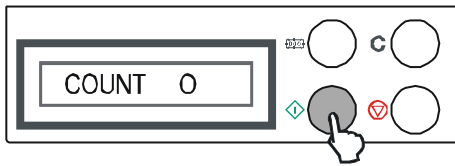


After completing adjustments, press the C (clear) button for more than two seconds to clear the counter to "0."



Enter the required number in steps of 10 using the “000” key.

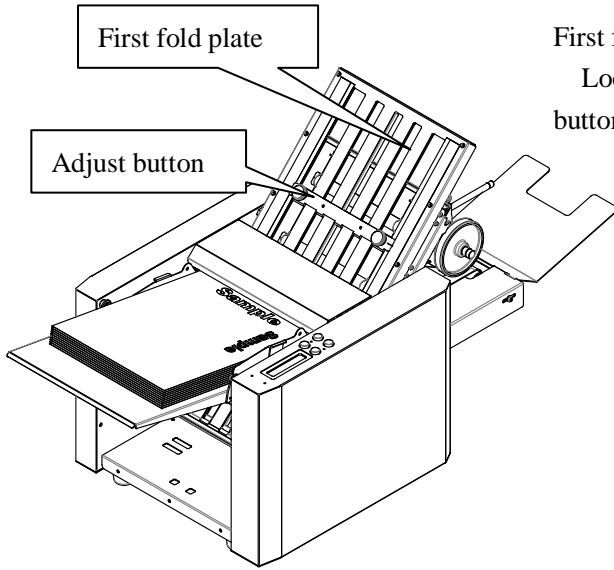


**Press Start button to start folding.**

Press the Stop button to interrupt or stop the operations. Pressing the Start button again will resume operations.

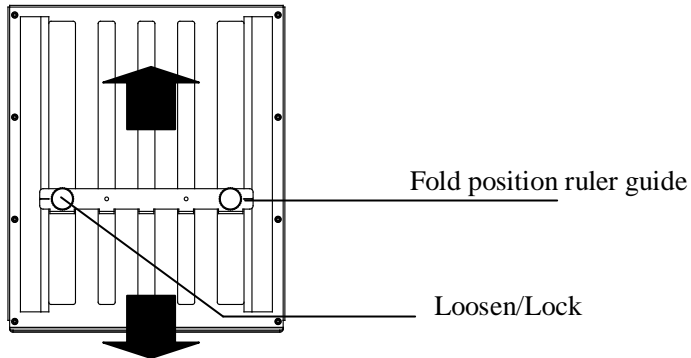
When there is no paper on the paper feed table, the machine will stop automatically and the counted number and "NO PAPER" will be displayed alternately.

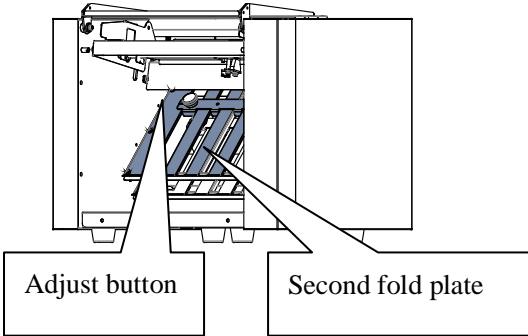
When paper is loaded on the paper feed table, only the counted number will be displayed. If you press the C button for more than two seconds, the counter returns to "0." If you press the Start button without pressing the C button, folding operations will resume and the accumulated number will be displayed on the counter.



First fold plate setting:

Loosen the two buttons, move the buttons to desired position then lock it.

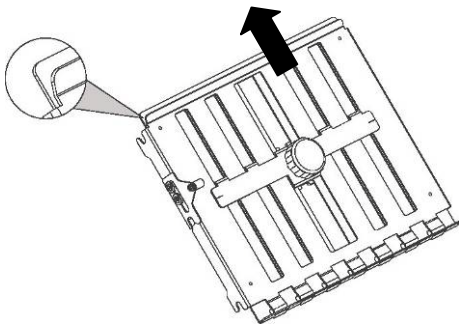




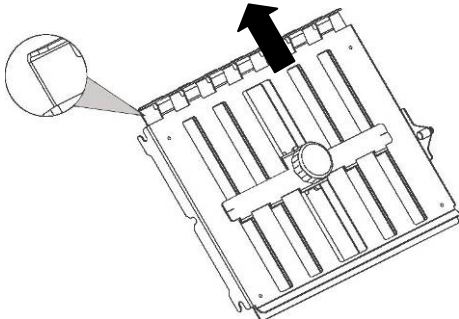
Second fold plate setting:

Loosen the two buttons, move the buttons to desired position then lock it.

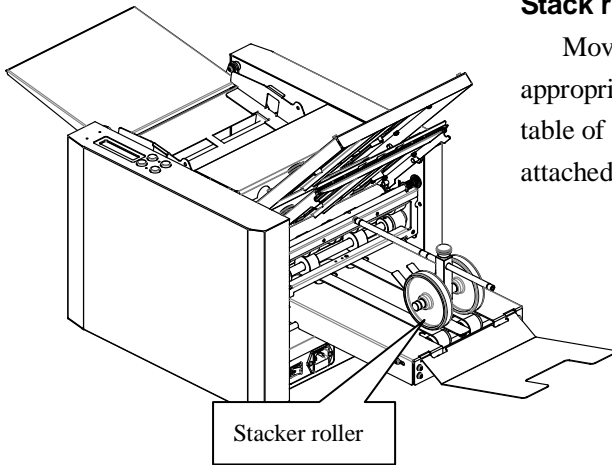
Notice: It hold same adjusting method for third and fourth fold plate



Insert from this side.



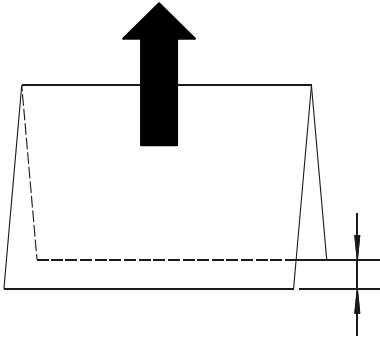
Folding method: Insert from this side.



**Stack roller setting:**

Move the stacker rollers to the appropriate position referring to the table of stacker rollers position attached to the control panel

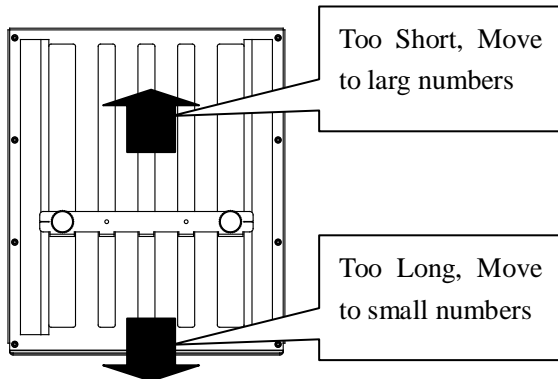
Paper feed direction



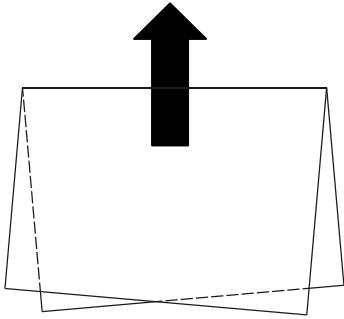
Misalignment to be corrected

**Correcting Folding Misalignment along Vertical Length of Paper:**

When folded paper is misaligned along the vertical length as shown in the figure, turn the fine adjustment knob to correct the misalignment.

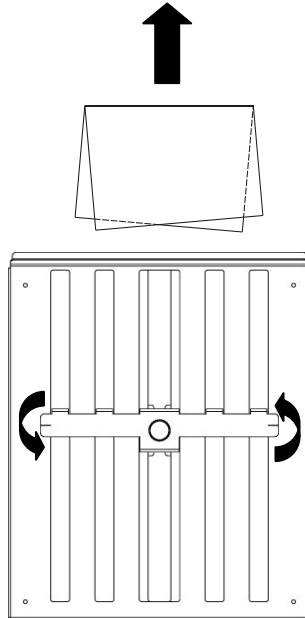
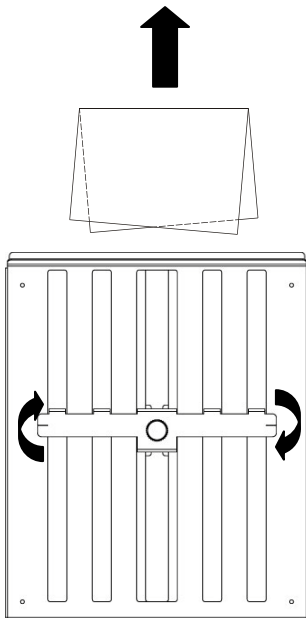


Paper feed direction

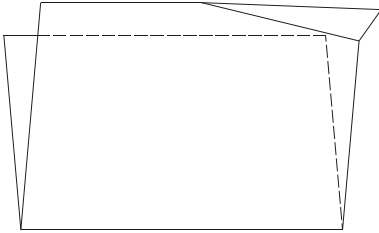


**Correcting Folding Misalignment along Sides of Paper:**

When folded paper is misaligned along the sides of paper as shown in the figure, turn the slant



## Correcting Deformed Folding



### Check the following when deformed folding occurs:

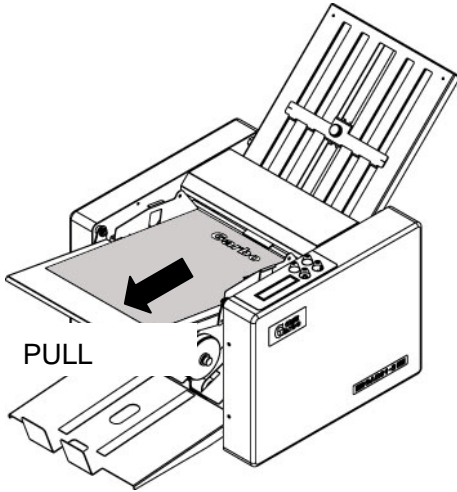
1. Fan the paper well before stacking.
2. Check if the folding plates have been installed properly.
3. Spray commercially-available air duster on the rubber roll because the static electricity
4. The fold position decal not in right position

---

## Removing Jammed Paper

When paper jam has occurred, "PAPER ERR" will be displayed on the LCD display. Check the machine to find out where the jam has occurred and remove the jammed paper following the procedures below.

A. When Paper Has Jammed Near the Paper Feed Ring



Pull the jammed paper towards you.

B. When Paper Has Slipped at the Paper Feed Section

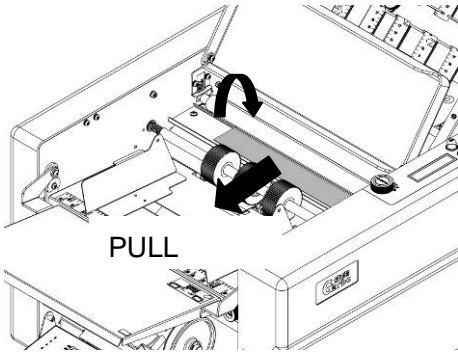
If mis-feed frequently occurs using thick paper, set the paper feed pressure adjustment knob to “Thick paper.”

Fan the paper well before stacking.

Decrease the stacking amount of paper.



C. When Paper Has Coiled Around the Rubber Roll



Turn off the machine before following the procedures below!  
 Open the top cover. Pull the coiled paper towards you to remove it. If you cannot remove the paper easily, turn the roll backward with both hands and pull the paper.

D. When Paper Has Jammed at the First Folding Plate

Turn off the machine before following the procedures below!

1. Remove the first folding plate from the machine.
2. Open the top cover.
3. Pull the jammed paper towards you.
4. Return the first folding plate.

### E. When Paper Has Jammed at the Second Folding Plate

Turn off the machine before following the procedures below!

1. Remove the Second folding plate from the machine.
  2. Open the top cover.
  3. Pull the jammed paper towards you.
  4. Return the Second folding plate.
- 

### F. When Paper Has Jammed Near the Stacker

Remove the paper stuck in the stacker section towards you.

---

### G. “Shield” Operation Mode

1. Turn off the power.
  2. Press and hold “Start” button and “Stop” button at same time. No loose the buttons.
  3. Then, turn on the machine at same time.
  4. When LCD display “GARBO”, Loose the “Start” button and “Stop” button.
  5. Press “Start” button, machine start folding operation. Notice: counting function not available under this mode.
  6. This mode is used to work when out-paper sensor is broken or machines testing.
-

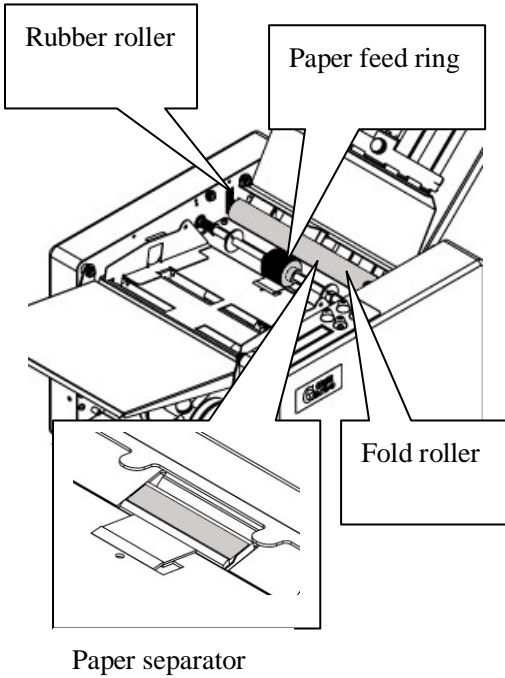
**Error Messages**

Message	Cause	Solution
NO PAPER	Machine is ON with no paper on paper feed table	Stack papers on the paper feed table
NO PAPER/**** (the number of folded paper)	No paper left after folding on paper feed table	Stack papers on feed table, LCD will display folded paper number
PAPER ERR	Paper jam happens	Remove jam paper and press "C"button.
	Paper feed in/out sensor trouble	Clean the dust on paper out sensor Enter "Shield" operation mode
OVER LOAD	Motor is overloaded	Turn off, then turn on the power
	Fold plates blocked the fold rollers	Re-install the fold plates.

Symptom	Cause	Solution
The machine does not start even when the Start button is pressed.	The power cord is not inserted to the wall socket.	Insert the power cord to the wall socket.
	The power is not on.	Turn on the power switch.
	Paper has not reached the guide plate of the paper feed table.	Push in the paper until its lead edge touches the guide plate.
	A paper jam has occurred.	Remove the jammed paper.
	Operational button is broken	Try more times, replace buttons
When the Start button is pressed, the paper feed rings rotate but no paper is fed.	The paper feed table has been lowered.	Lower the paper set lever to raise the paper feed table.
	The paper has not been fanned well.	Fan the paper well.
	The paper is curled.	Straighten the paper curl.
	The paper is too thick.	Set the paper feed pressure adjustment knob to “Thick paper.”
	The paper is outside the specifications.	Use paper that meets specifications.
	Feed roller been weared	Replace new feed roller bush
	Screws for feed roller dropped	Fix feed roller with new screw
Paper slips at the paper feed section frequently.	The paper feed pressure adjustment knob is set to “Thin paper.”	Set the paper feed pressure adjustment knob to “Thick paper.”
	Feed roller is dirty	Clean the feed roller
	The sheets of paper are sticking to each other	Fan the paper well.
	The side guides press against the paper too tightly.	Set the side guides so that they push against the paper lightly.

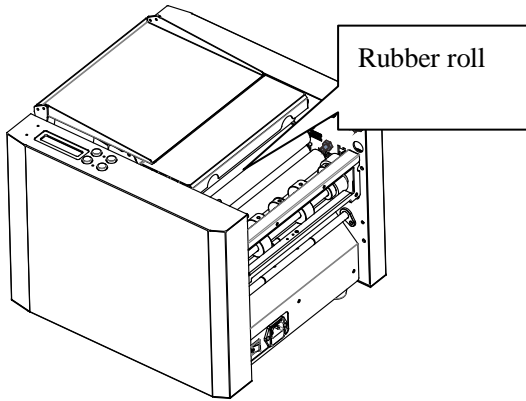
Symptom	Cause	Solution
Paper is not folded at proper folding position.	The paper folding plate is not installed properly.	Install the paper folding plate properly.
	Static electricity has occurred in the paper.	Spray a commercially-available air duster on the rubber roll
Paper is double-fed frequently.	The paper feed pressure adjustment knob is set to “Thick paper.”	Set the paper feed pressure adjustment knob to “Thin paper.”
	The paper separator is dirty.	Clean it with alcohol.
	The sheets of paper are sticking to each other	Fan the paper well.
Paper jams frequently.	The rubber roll is dirty.	Clean it with alcohol.
	Paper shreds are stuck inside the paper conveyance passage.	Check inside the machine and remove any paper shreds.
	The stacker rollers position is not correct.	Adjust the position of the stacker rollers.
	The paper is curled.	Straighten the paper curl.
	Static electricity has occurred in the paper.	Spray a commercially-available air duster on the rubber roll
Paper slips in the Vertical direction.	After a paper type was changed, a folding position has not been adjusted.	Check that the rough adjustment knob position is correct.
Paper slips in the horizontal direction.	The paper is stacked unevenly.	Stack the paper neatly on the paper feed table.
	There is space between the paper and side guide.	Set the side guides so that they push against the paper lightly.
	The rubber roll is deformed.	Call your dealer.

The adherence of paper dust and printing ink on the rubber rolls and paper feed rings may cause problems such as paper feed errors and folding misalignment. Adherence of paper dust near sensors will also cause misdetection. Clean the machine once a week. We recommend that you use a commercially-available air duster for office equipment to clean sensors.

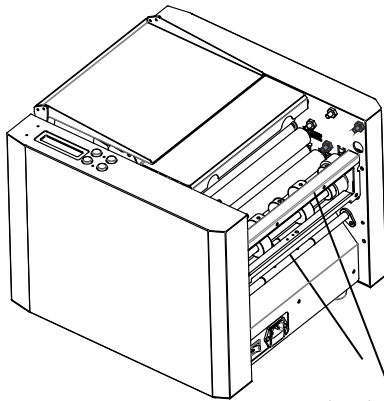


While rotating the rubber roll, clean off the dirt with a cloth moistened with alcohol.

Rotate the rubber roll, and clean off the dirt with a cloth moistened with alcohol.

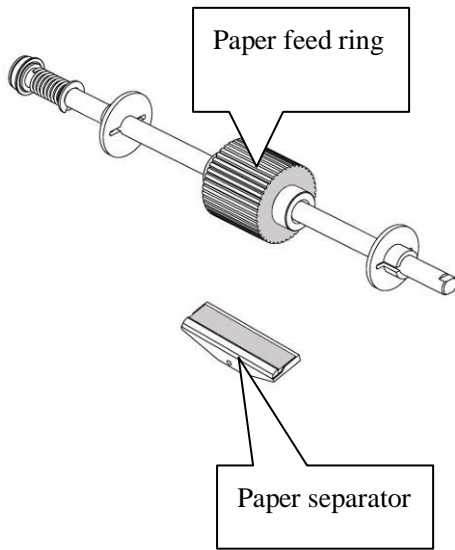


While rotating the rubber roll, clean off the dirt with a cloth moistened with alcohol.











Clean the ejection gate sensor.





Ejection gate sensor  
( paper out sensor)




The folding roller and the separator are wearing parts and must be exchanged when they are worn.



Fold Types	Fold Plate Number				Need fold plates NO
	First	Second	Third	Forth	
	1/2	---	NO	NO	Two fold plates
	2/3	1/3	NO	NO	
	1/3	1/3	NO	NO	
	1/2	1/4	NO	NO	
	1/4	1/4	NO	NO	
	3/4	1/2	NO	NO	
	1/4	1/4	1/4	---	Four fold plates
	1/5	1/5	1/5	1/5	

	$\frac{3}{4}$	$\frac{1}{4}$	---	$\frac{1}{4}$	Four fold plates
	$\frac{1}{2}$	$\frac{1}{4}$	---	$\frac{1}{8}$	
	$\frac{1}{2}$	$\frac{1}{6}$	$\frac{1}{6}$	---	
	$\frac{1}{2}$	$\frac{1}{6}$	---	$\frac{1}{6}$	

1	Model	SF-22M/ SF-14M
2	Type	Desktop
3	Paper size	50~220 (W) × 80~360 (L)
4	Paper	Rough paper, fine quality paper, recycled paper
5	Paper thickness	55gsm~120gsm
6	Folding speed	120 /min (A4)
7	Fold types	
8	Paper feed capacity	300 sheets (64gsm)
9	Feeding method	Friction
10	Counting	Add count, LCD display 4-digit Subtract count, LCD display 3-digit
11	Fold plates set	Manually
12	Stacker roller set	Manually
13	Detection function	No paper, paper slip, paper jam, motor overload
14	Power supply	AC220V~240V 50Hz
15	Power consumption	0.4A
16	Dimensions	670x360x425 mm / 780x360x425mm
17	Weight	20 Kg/ 25Kg

## Power Request

- Please install the machine where power cord can reach
- Power should be around 110V,60Hz/ 220V, 50Hz
- Power cord,Plug or Outlet should be 10A available.
- When in working, make sure total Power Consumption is within the capacity
- Before plug in, please check the power cord,plug or outlet well. if there is any broken or loose, please contact your local dealer for further assistance soon.

## Working environment

- Temp: -5~45°C
- Humidity: 20 ~ 90%RH
- Avoid Sunshine directly
- Avoid Chemicals
- Avoid Salt
- Avoid Water

## Storage environment

- Temp: -10~50°C
- Humidity: 10 ~ 90%RH
- Avoid Sunshine directly
- Avoid Chemicals
- Avoid Salt
- Avoid Water

# SUNFUNG TECHNOLOGY CORPORATION LTD

1191th Linding Road, Jianggan District, Hangzhou, CHINA

TEL: (86) 571 8517 5095

Website: <http://www.sunfung-tech.com>

Email: [info@sunfung-tech.com](mailto:info@sunfung-tech.com)