Galaxy FM500 Paper Folding Machine Manual

Safety Instructions

⛙	**Danger** This Symbol stands for immediate danger, threatening the life and health of persons. Disregarding these instructions may cause severe damage to health and even serious injuries.
⚠	**Caution** This symbol stands for an endangering situation that may occur. Disregarding these instructions may lead to slight injuries or damage to property.
☞	**Note** This symbol stands for notes, operational hints and other useful information. They are convenient for exploiting the machine's functional abilities.

Danger	
⛙	Make sure that the machine is electrically grounded. This prevents an electric shock when there is a leak of electricity.
	Use the machine at 110 – 120 VAC, 220 – 240 VAC with a frequency of 50Hz to 60Hz. A fire may start or the machine may break down if a higher or lower voltage is used, or if an electric current with a frequency that is not within the range of frequency stated above.
	Do not place any object on this machine. A fire may start or electricity may leak if water or a foreign object enters inside the machine.
	Handle the power cord with care. A fire may start or an electric shock may be caused if the cord is damaged, broken, or processed, if a heavy object is placed on the cord, or if the cord is bent forcibly.
	Do not pull the power plug out of or put it in the electric outlet using a wet hand. Otherwise, an electric shock may be caused.
	Do not remove the cover of this machine. Otherwise, an electric shock or injury may be caused.
	Do not remodel this machine. Otherwise, a fire may break out or an electric shock may be caused.
	If the machine is used when it is in an abnormal condition, such as generating heat, emitting smoke, and giving out a strange smell, a fire may break out or an electric shock may be caused. Turn off the power switch immediately and then pull the power plug out of the electric outlet. Afterward, consult with your dealer.
	If abnormalities such as the power cord generating heat and giving out a strange smell are found, turn off the power switch immediately and then pull the power plug out of the electric outlet. Afterward, consult your dealer.
	If a foreign object enters into the machine, turn off the power switch first and then pull the power plug out of the electric outlet. Afterward, consult your dealer.
	If thunderstorms occurs, pull the power cord out of the electric outlet to prevent a fire or breakdown caused by the falling of a lighting strike.

Caution

⚠	Do not let hairs, a necktie, or necklace hang above the drive of the machine. Doing so may cause an injury.
	Do not put the machine on an unstable place such as a shaky stand or a slant floor. Doing so may cause the machine to drop or fall down, causing an injury.
	Do not put the machine in a moist or dusty place. Doing so may start a fire or cause an electric shock.
	Be sure to pull out the power cord while holding the plug. If the power plug is pulled out while holding the cord, a fire may break out or an electric shock may be caused.
	Be sure to pull the power plug out of the electric outlet first before moving this machine. Otherwise, the cord may be damaged, causing a fire or an electric shock.
	Be sure to pull the power plug out of the electric outlet for safety purposes when this machine is not used for consecutive holidays or for other reasons.

Introduction

Thank you very much for purchasing the Galaxy FM500 Paper Folding Machine.

This machine enables users to achieve greater efficiency in clerical work by releasing them from paper-folding work that has manually been performed in the past. Please read this Operation Manual carefully before using this machine.

Contents

1 Information Before Use

(1) Precautions on Installation

Caution	
⚠	Do not install it in an unstable place such as on a faltering bench or an inclined place.　It may fall down or drop and cause an injury.
	Do not install it in a dusty place or a place of high humidity.　It may cause a fire, or an electric shock.

　Do not install it in a place exposed to direct sunlight.

　Avoid a location near a window.

　It should be used at an ambient temperature of 5 to 35□C

　Do not install it in a location near a heating equipment.

　Do not install it in a place exposed to a direct wind.

(2) Checking Accessories
Check accessories immediately after unpacking. Should there be anything short, contact your dealer.　Also, check if the warranty has the dealer's sign and the date of purchase is mentioned.

Accessories	Qty	Illustration
Table 1	1	
Table 2	1	
Power cord	1	
Operation Manual	1	

(3) Part Name
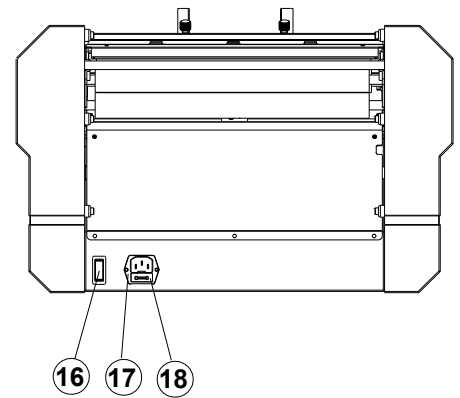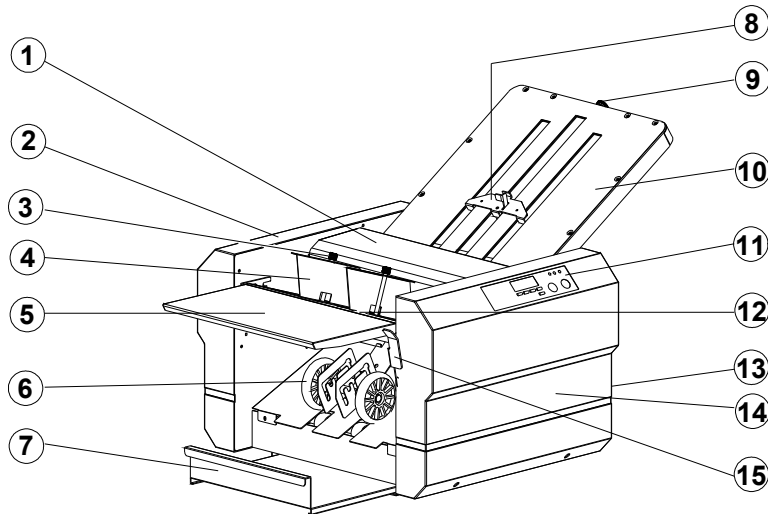
Number	Name	Number	Name
(1)	Roller cover	(10)	Table 1
(2)	Left side cover	(11)	Control panel
(3)	Paper feed roller	(12)	Paper feed table
(4)	Paper guide	(13)	Table 2
(5)	Auxiliary feed table	(14)	Right side cover
(6)	Paper exit roller	(15)	Paper feed table lever
(7)	Paper stacking table	(16)	Power switch
(8)	Stopper plate	(17)	Inlet
(9)	Fold position adjustment knob	(18)	Circuit breaker

(4) Operation Panel and Functions
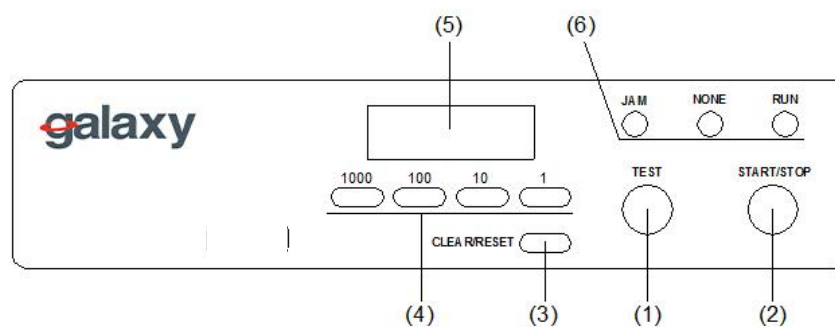
| No.	Designation/Indication	Function
(1)	Test key	Test folds two sheets without counting.
(2)	Start/Stop key	Starts and stops the machine.
(3)	Clear/Reset key	Clears counter indication resets error.
(4)	Numerical key	Inputs the desired number for subtraction counting .
(5)	Counter	Show the number of sheets.
(6)	Check lamp	It lights when paper stock runs short, or indicates the location where paper feed trouble occurs.

2 How to Use

1. Preparation

(1) Setting Table 1 and 2

Fit (a) and (b) of Table 1 and (c) and (d) of Table 2 on the studs (a), (b), (c) and (d) at the left

and right sides of the side plate.

When setting Table 1, be sure to put the stopper plate in the center.　If Table 1 and 2 are not properly set, the machine may not be able to fold paper correctly.

Stopper Plate

(b)
(a)
(c)
(d)
(c)
(d)
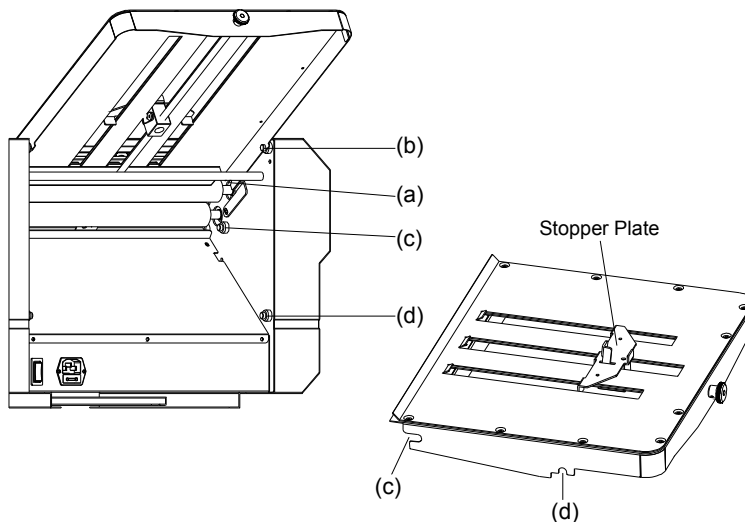
Caution	
⚠	Be sure to ensure that both Table 1 and 2 don't have a warp and are properly fit in the positions of the studs (a), (b), (c) and (d). If they are improperly set, it may cause incorrect folding, or they may come off the machine, causing an injury.

Paper guide
Auxiliary feed table
Paper stacking table
Paper feed table lever

(2) Setting Paper

(1) Pull the paper stacking table out and set it while lifting the auxiliary table.
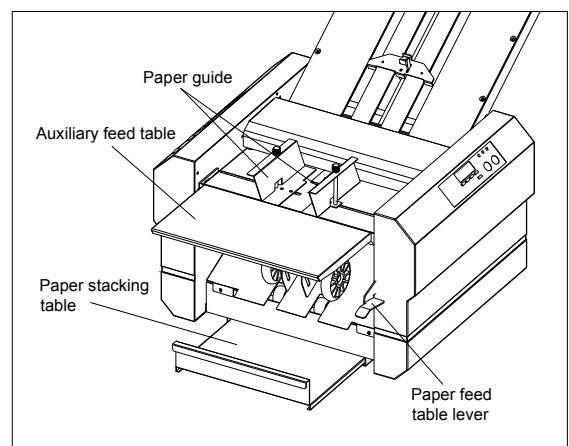
(2) Raise the paper feed table lever.

(3) Set the paper guide at the indication for the size of paper stock table used.

(4) Place the paper on the feed table with its printed side facing up.

　* Load the paper neatly.

　* Load the paper on the paper feed table with its leading edge flush with the front plate of feed tray.

* Place the paper with its printed side down in case of fold-out.

(5) Place the paper on the feed table so that it touches the paper lightly, and then tighten the paper setscrew.

(6) Lower the paper feed table lever and set the paper.

* If the paper does not come in contact with the paper feed roller, it may be fed improperly. In such case, the leading edge of the paper may touch the guide plate in the front and prevent the paper from being fed. In this case, reset it by sliding it a little backward.

* If the paper has curled or wrinkled part, it may cause trouble. Correct it before use.

* In case of printed paper, use it only after the ink is dry, otherwise the paper feed rubber roller, paper separator, fold roller, and other parts of the unit will be stained with ink, which may cause trouble.

* Do not use ruled paper as it may cause paper folding to deteriorate.

(3) Setting Paper Exit Roller

Set the paper exit roller at the indication for the size of paper stock table used. If the roller is set at a wrong position, it may cause trouble such as a coiling of paper around the roller.

* The folded paper length may be altered depending on fold type and paper curl may be caused by changes of temperature and humidity. Therefore, whenever paper jam occurs at the stage of ejection, reset to adjust the paper eject roller to the best position.

Paper discharge roller
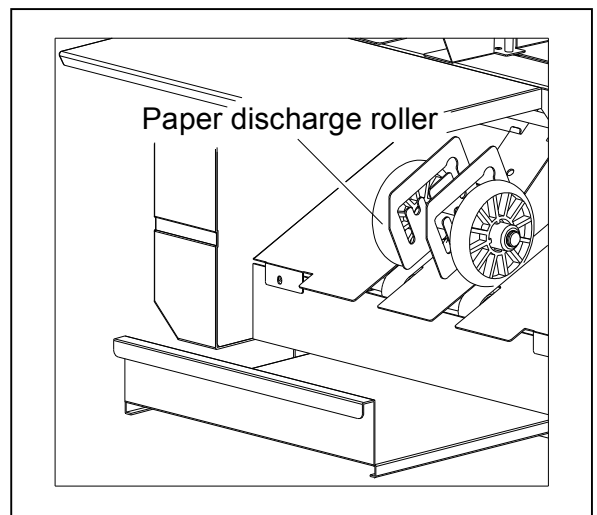
(4) Setting Paper Stacking Table Pull out the paper stacking table and set it so that the ejected sheets flow out smoothly.

2. Operation Procedure

(1) Switch the power on.

Insert the power plug into the outlet.
Switch the power on.
* Be sure to remove the power plug from the outlet after use.

Danger	
⚠	Do not plug or unplug it with a wet hand. It may cause an electric shock.

(2) Setting Paper Fold Position
Pull the half-nut lever in the direction of the arrow to move the stopper plate to the desired position on Table 1 and 2, matching the stopper plate mark(△) with the position, and leave the half-nut lever there. The stopper plate automatically locks at the position where the half-nut lever remains.
* In case of single fold only, all sizes paper should be set at the position of "ALL SIZES".
Should wrinkles or irregular folding occur in single fold, move the stopper plate until halting by

the stopper adjustment knob.

(3) Test Folding

Fold position adjustment knob

Stopper plate
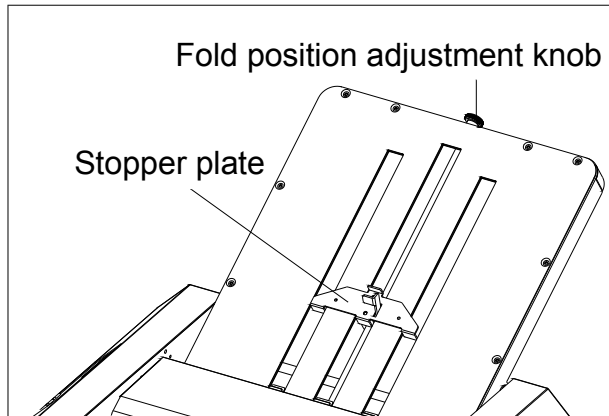
Press the Test key to feed two sheets of paper. Check if the paper has been folded correctly by examining the second one of the two folded sheets.
* When the fold position is not correct, refer to "Adjustment Paper Fold Position".

Caution	
	Never put your hand in any of driving part such as a roller. It may cause an injury.
	Do not let hair, a tie, or a necklace and so on near any of driving part such as a roller. It may cause an injury.

(4) Adjusting Paper Fold Position

When the fold position is incorrect, refer to the following chart.
Adjustment Knob Set Chart (to indicate the direction of turning the knob

|	FOLD TYPE	SINGLE	GATE	LETTER	ZIGZAG	DOUBLE	PARALLEL FOLD-OUT
Table 1	If the fold appears this way (length of folding)	None	(1/4L)	(1/3L)	(2/3L)	(1/2L)	(1/4L)
	Side (A) is longer.		Shorten length	Shorten length	Shorten length	Shorten length	Shorten length
	Side (A) is shorter.		Extend length	Extend length	Extend length	Extend length	Extend length
Table 2	If the fold appears this way (length of folding)	(1/2L)	(1/2L)	(1/3L)	(1/3L)	(1/4L)	(1/4L)
	Side (A) is longer.	Shorten length	Shorten length	Shorten length	Shorten length	Shorten length	Shorten length
	Side (A) is shorter.	Extend length	Extend length	Extend length	Extend length	Extend length	Extend length

* The illustration represents the folded paper seen from the operator.
*(   ) shows length of folding and L stands for paper length.

(5) Slant Ejection Adjustment

Turn the slant ejection adjustment knob to the right if the lower side of the folded paper slants to the right.   Turn the knob to the left of the lower side slants to the left.

* In cases other than single fold, place the folded paper with its face down on Table 1 and make slant ejection adjustment.

Slant adjustment knob
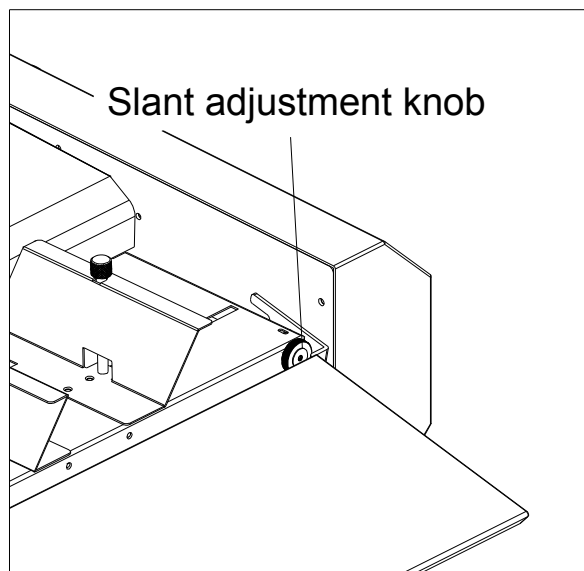
(6) To start Folding

Press the Start/Stop key. Then, the machine starts to fold the sheets continuously.
Press the Start/Stop again while the machine is in operation, it will be halted.
* The counter continues to add up.
If the desired number of sheets only is to be fed, set that number by pressing 1000, 100,10 keys.
Then, the Reduction Mode lamp will be on.
* In case of printed paper, use it only after the ink is dry, otherwise the paper feed rubber roller, paper separate, fold roller, and other parts of the unit will be stained with ink, causing trouble.
* Under the following conditions, the machine will automatically stop feeding.
• When the Start/Stop key is pressed while there is no stock.
• When the Start/Stop key is pressed while the paper feed lever is at the lower position.
• When the stock runs short •
• When paper feed slip occurs • When paper jam occurs at Table 1 and Table 2
•When paper stack table is full.
• When paper jam occurs at the paper ejecting unit.
* Press the Clear/Reset key to reset after the error is corrected.

(7) To Stop Paper Feed

   Press the STOP key to halt paper feed while the machine is in operation.

(8) Correction of Paper Jam

Should paper jam occurs, switch the power off immediately and remove the jammed sheets.
When the jammed paper is stuck around the folder roller or other parts, it can be easily removed by detaching the Table 1 and 2 from the unit.
* When the roller cover is opened, the machine will stop the operation in an instant.

3 Maintenance

(1) Before cleaning the machine, be sure to switch the power off and pull the power plug from the outlet.
(2) When the unit is not in use, put its cover in place to prevent dust, paper dust, etc. to accumulating on the paper fold rollers.
(3) If paper dust, ink, etc. are accumulated on the paper fold rollers, it may cause trouble such as wrinkles, or improper folding. To prevent from it, clean them periodically as follows:
      (1) Remove Table 1 and 2.
      (2) Clean the surface of the fold rollers using the cleaning kit to remove stains or dust.
(4) If paper dust, ink, etc. are accumulated on the paper feed rubber roller and the paper separator, paper feed performance deteriorates and the machine becomes liable to paper jam or slip. To prevent from it, clean them periodically as follows:
(1) Clean the surface of the paper feed rubber fold rollers using the cleaning kit to remove stain or dust.
(2) Move the paper feed shaft toward you in the order as shown in the figure of the upper right then, clean the paper feed shaft.
(5) Consumable products.
(1) Paper feed rubber roller, rubber brake, paper feed separator used for the unit are consumable products.
(2) Fold rollers are guaranteed for as long as six months.

4 Trouble Shooting

Trouble	Possible Cause	Measures
The paper is not fed (slipped)	Paper stuck just after it is printed	Loosen the paper sufficiently or feed the paper after it is dry.
	Stains on the paper separator	Clean the paper feed separator using the unit cleaner.
	Stains on the paper feed rubber roller.	Clean the paper dust or ink on the paper feed roller with the unit cleaner.
	The paper separator is worn out.	Replace the paper separator with a new one.
	The volume of the paper loaded on the paper feed table is not enough.	If the volume on the paper feed table is not enough, it does not feed since the paper detection lever is installed. Load 20 sheets or more.
The machine does not operate even after the Start/Stop key is pressed.	Paper jam inside the unit.	Detach Table 1 and 2 and remove the paper in the unit.
Wrinkles appear on the paper.	Paper stuck just after it is printed	Loosen the paper sufficiently or feed the paper after it is dry.
	Stains on the paper separator	Clean the paper separator using the unit cleaner.
	Stains on the paper feed roller	Clean the paper dust or ink on the paper feed roller with the unit cleaner.
	Stains on four paper fold rollers	Clean the stain on four fold rollers using the unit cleaner.
	Table 1 and 2 are not properly set.	Reset properly.
	Paper jam in Table 1 and 2	Detach Table 1 and 2 and remove the jammed paper out.
Improper fold position	The total length of the paper is not standard size.	Measure the total length of the paper and adjust using the fine adjustment knob
Drawing paper (125kg or lighter) cannot be folded.	The surface of four fold rollers are stains with paper dust or ink (slippery situation)	Clean away the stain on four fold rollers using the unit cleaner.
	Low room temperature	The paper gets stiff and hard to fold at the low room temperature in winter. Perform folding after leaving the paper as it is for 3 to 4 hours at the temperature of 20 to 25□C.

5 Machine Specifications

Model	Galaxy FM500 Paper Folding Machine
Paper size	Common Size A4 A5 B7 128x182 mm (B6) to 297 x 432 mm or 3.5" x 5.0" to 11" x 17" B7 size is for SINGLE only. B6 size cannot be folded into GATE.
Paper weight	45 – 220 g/m$_2$ (up to 135 g/m$_2$ for single folding)
Paper quality	Woody paper, high-quality paper, high-quality paper for stencil printing, medium-quality paper
Fold type	Single, (Folding twice) Letter, Zigzag, Double, Parallel, Fold-out, Gate
Fold dimensions	Maximum Table 1: 330 mm Table 2: 224 mm Minimum Table 1: 50 mm Table 2: 40 mm
Paper feed system	Three-roller friction feed system
Max. stacking capacity	500 sheets (64/m$_2$)
Folding speed	50Hz 7000 / 60Hz 8000 sheets (A4 single folding)
Operation method	Pressing digital keys
Power	
Voltage (V)	220 -240 V / 110-120V
Consumption (W)	50W
Frequency (Hz)	50-60Hz
Dimensions	W610 · D580 · H450 mm
Net weight	29.0 kg

At Galaxy Print Finishing, we believe in delivering the highest quality products that incorporate the latest advancements in print finishing technology. We carefully curate our product offerings to ensure that you have access to the most innovative solutions in the industry. Whether you need a paper folding machine, folder inserters, staple booklet making machines, business card cutters, creasing and perforating machines, wire binding machines, or franking ink and labels, you can trust that our products are designed to meet the highest standards of performance and reliability.

Comprehensive Product Range:

At Galaxy Print Finishing, we offer a comprehensive range of print finishing solutions to address all your needs. Our product line-up includes:

- Paper Folding Machines: Effortlessly achieve precise and professional paper folds with our state-of-the-art machines. From single folds to complex folding patterns, our paper folding machines deliver consistent results for various paper sizes and styles.

- Folder Inserters: Streamline your document processing workflow with our advanced folder inserters. These machines automate the folding, insertion, and sealing of letters, invoices, and promotional materials, enhancing efficiency and accuracy.

- Staple Booklet Making Machines: Create stunning booklets, catalogues, and reports with ease using our staple booklet making machines. Enjoy efficient and precise stapling capabilities that ensure a polished and professional finish.

- Business Card Cutters: Make a lasting impression with perfectly cut and customized business cards. Our business card cutters allow you to create unique designs that reflect your brand identity and professionalism.

- Creasing and Perforating Machines: Add sophistication to your print materials with clean folds and precise perforations using our creasing and perforating machines. Achieve a polished look for brochures, tickets, and more with ease.

- Wire Binding Machines: Securely bind your documents with our user-friendly wire binding machines. From reports to presentations, our machines provide a sleek and professional finish that enhances the overall appearance.

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