

# OPERATION MANUAL

for

## MBM 206M Manual Paper Folder



A PRODUCT OF

**MBM**  
CORPORATION

**1-800-223-2508**

[www.mbmcorp.com](http://www.mbmcorp.com)

# Safety Instructions

## Definition of Symbols and Notes

In this manual following names and signs stand for possible dangers.



### Danger

This symbol stands for immediate danger threatening the life and health of persons. Disregarding these instructions may cause severe injury.



### Caution

This symbol stands for an endangering situation that may occur. Disregarding these instructions may lead to slight injuries or damage to property.

<h2>Danger</h2>	
	<p>Make sure that the machine is electrically grounded to prevent an electrical shock.</p>
	<p>Use the machine at 110 – 120 VAC with a frequency of 60Hz. There is a risk of an electrical shock or fire 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.</p>
	<p>Do not place any object on top of this machine. There is a risk of an electrical shock or fire if water or any foreign object enters the machine.</p>
	<p>Handle the power cord with care. There is a risk of electrical shock or fire if the cord is damaged, broken, or processed, if a heavy object is placed on the cord, or if the cord is bent forcibly.</p>
	<p>Do not pull the power plug out of or put it into the electric outlet using a wet hand. There is a risk of an electrical shock.</p>
	<p>Do not remove the cover of this machine. There is a risk of an electrical shock.</p>
	<p>Do not reconfigure the electronics of this machine. There is a risk of an electrical shock or fire.</p>
	<p>Do not operate the machine if it is emitting smoke or a strange odor. Turn off the machine, unplug from the outlet and contact your dealer.</p>
	<p>Do not operate the machine if the power cord is generating heat or emits a strange smell. Turn off the machine, unplug from the outlet and contact your dealer.</p>
	<p>If a foreign object enters into the machine, turn off the power switch first and then pull the power plug out of the electrical outlet. Afterward, consult your dealer.</p>
<p>In the even of a thunderstorm, turn off the power switch first and then pull the power plug to prevent a possible electrical shock and machine failure.</p>	

## Caution



Do not let hair, clothing or jewelry near the machine while operating. Doing so may cause serious injury.

Do not put the machine on an unstable or slanted surface. Doing so may cause the machine to drop or fall, causing property damage and possible injury.

Store and operate the machine in a clean, dust-free environment with low humidity. Avoid areas with high moisture, extreme temperatures and excessive dust, as these conditions may cause machine failure or electrical shock.

Be sure to grasp the power cord by the plug when removing from the electrical outlet. Not doing so may cause damage to the cord and possible electrical shock or fire.

Be sure to pull the power plug out of the electric outlet before moving this machine. Otherwise, the cord may be damaged, causing an electrical shock or fire.

For safety purposes, remove the power plug from the electrical outlet when this machine is not in use.

# Introduction

Thank you for purchasing the MBM 206M Manual Paper Folder. You should receive many years of reliable service from this machine. Compact and easy to use, the 206M Paper Folder is sure to streamline your paper folding tasks, saving you valuable time. Please read this Operation Manual carefully before using this machine.

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# (1) Specifications

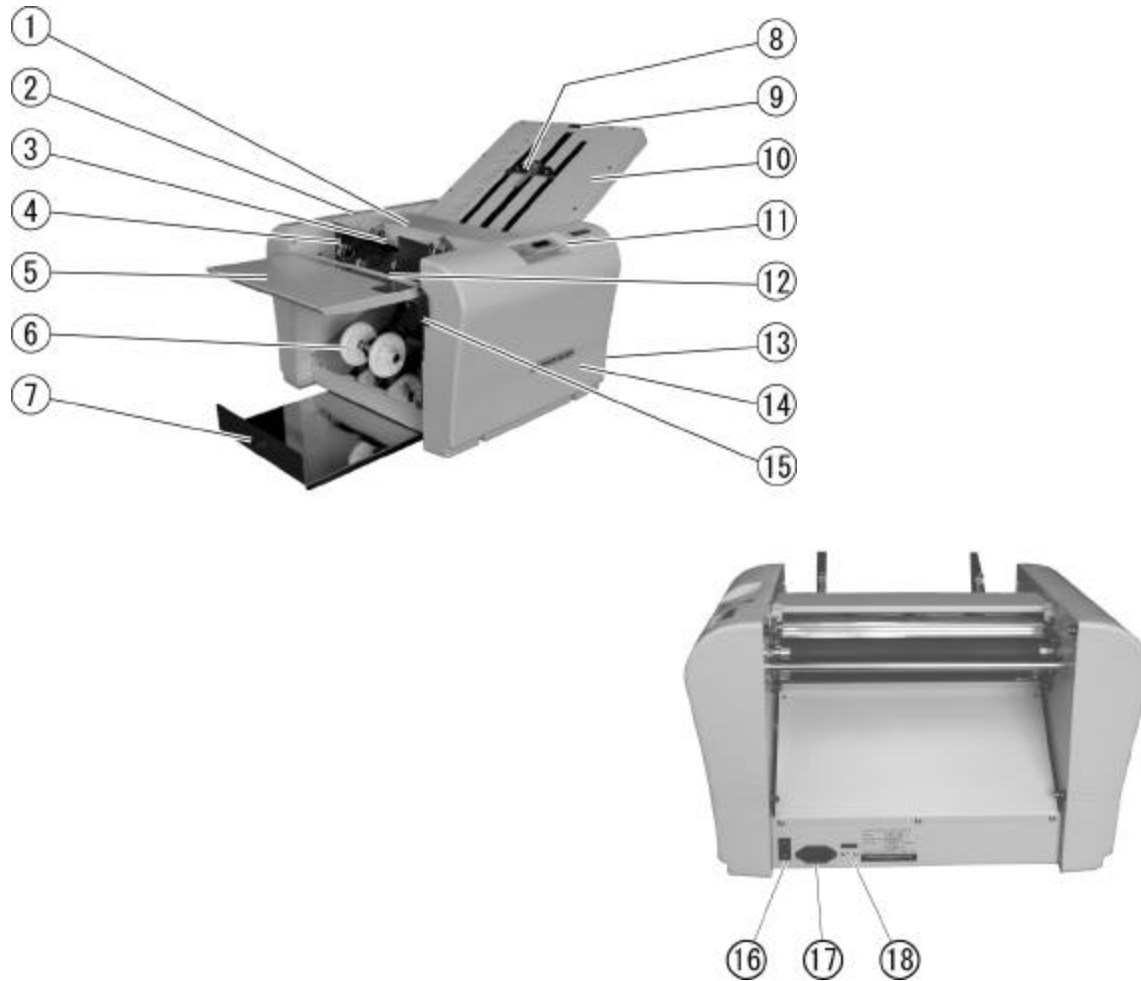
Model	206M Manual Paper Folder
Paper size	3.5" × 5" to 11" × 17" Smaller size for single fold only.
Paper quality	High-quality to medium-quality paper
Fold type	Single, Letter, Zigzag, Double Parallel, and Fold-out. Cross-Fold.
Fold dimensions	Maximum Table 1: 13" Table 2: 9 1/2"
	Minimum Table 1: 2" Table 2: 1 1/2"
Paper feed system	Three-roller paper feed system
Max. stacking capacity	500 sheets of 20# Bond
Folding speed	10,500 sheets/hr. (8.5 x 11, single fold)
Operation method	Pressing digital keys
Available functions	Fold skew adjustment, paper jam detection, four digit counter, auxiliary paper guide for cross folding and Jam map indication.
Power consumption	75W
Additional functions:	Paper jam detector Four-digit counter with addition/subtraction modes Auxiliary paper guide for cross fold
Dimensions	W 29 1/2" × D 21 1/2" × H 21"(during use) W 22" × D 21 1/2" × H 21"(during storage)
Net weight	80 lb.

## (2) Accessories

Make sure that the following accessories are included in the package after opening it. Please contact your local dealer immediately if there are missing accessories.

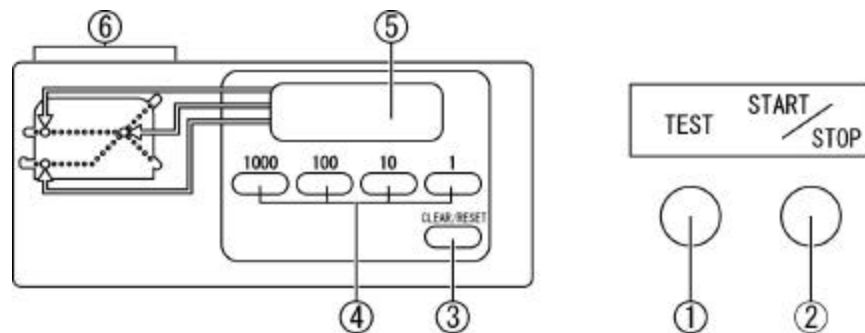
Accessories	Qty	Illustration
Table 1	1	
Table 2	1	
Power source cord	1	
Paper support guides (right and left)	2	
Machine cover	1	
Operation Manual	1	

### (3) Description of Parts



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 discharge roller	15	Paper feed table lever
7	Paper stacking table	16	Power source switch
8	Stopper plate	17	Inlet
9	Fold position adjustment knob	18	Circuit breaker

#### (4) Designation and Functions of Operation Panel



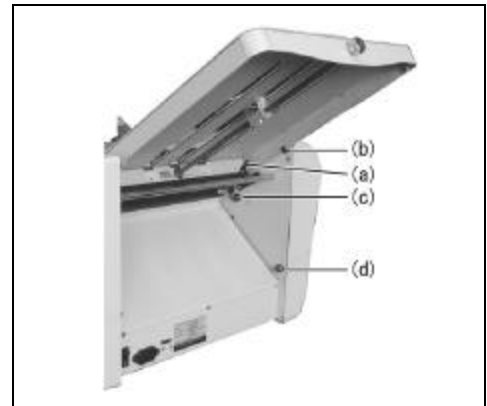
No.	Designation/Indication	Function
1	TEST key	Test folding of two sheets is performed.
2	START/STOP key	Operation starts and if pushed again, the machine stops.
3	CLEAR/RESET key	Clearing the indication of the counter / resetting an error.
4	Numerical key	Used for batch counting.
5	Counter	The number of sheets folded.
6	Check lamp	Comes on when paper stock is depleted, or indicates a place where paper mis-feed occurs.

## (5) Preparation

### Install Table 1 and 2:

Insert Table 1 on the studs indicated by (a) and (b) as shown in the picture to the right.

Insert Table 2 on the studs indicated by (c) and (d) as shown in the picture to the right.

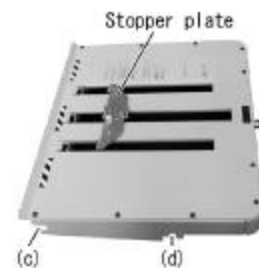


### Note:

When setting Table 1, be sure to put its stopper plate at the center position.

### Caution:

Be sure that both Table 1 and 2 properly fit in the positions of the studs (a), (b), (c) and (d). If they are improperly set, it may cause an incorrect collation, or the tables may fall out of the machine.



### Setting Paper:

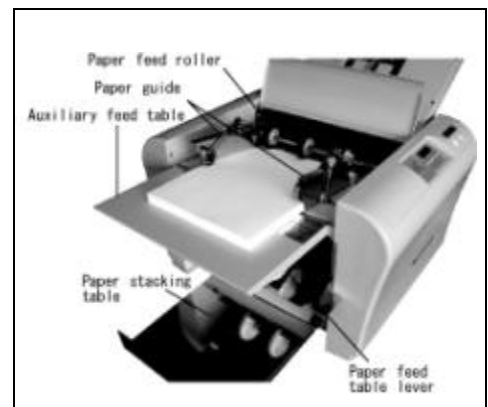
Lift the auxiliary table and place the paper.

Raise the paper feed table lever.

Set the paper guide for the appropriate paper size.

Neatly stack the paper on the feed table with its printed side facing up. (its printed side down in case of fold-out)

Lower the paper feed table lever to set the paper.



### Note:

If the paper does not come in contact with the paper feed roller, remove and reinsert.

Curled or wrinkled paper may not feed correctly – be sure to use flat paper stock.

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 may absorb the ink, causing marking.

**Setting the paper exit roller:**

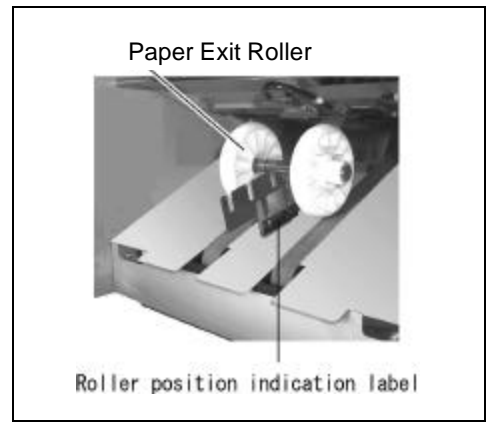
The exit roller should be moved to the proper position according to the paper size.

**Note:**

Refer to “Roller position indication” label. If ejection is not performed properly, set it to a different position.

**Example:**

Set the roller to position ONE when using 8 1/2” × 11” paper.



## (6) Operation Procedure

**Switching the Power ON:**

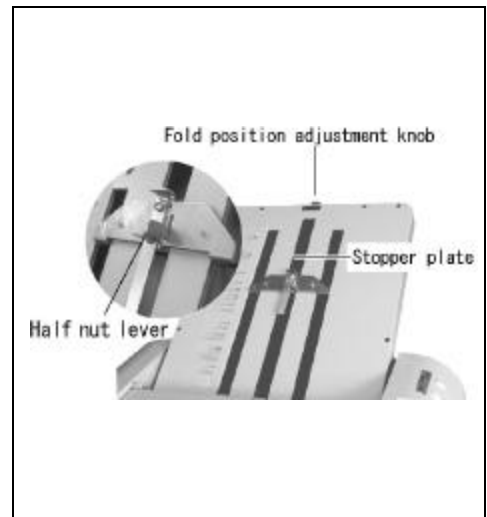
Insert the power plug into the outlet.  
Set the POWER to ON position.

**Note:**

Remove the power plug from the outlet after use.

**Setting Fold Plate Table Position**

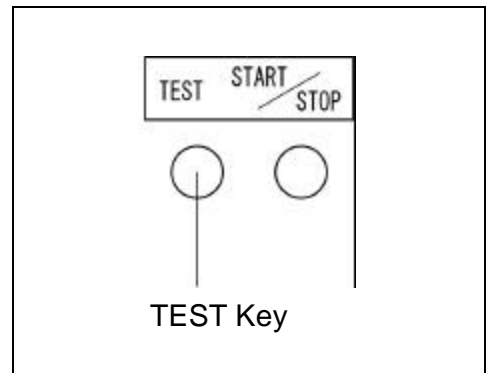
Pull the half-nut lever to move the stopper plate to the desired position on Table 1 and 2. Align the arrow on the stopper plate with the corresponding fold marks on the tables and release the half-nut. This locks the stopper plate into position.



**Test Folding:**

Press the TEST key to feed two sheets of paper.  
Check if the paper has been folded correctly by inspecting the second of the two folded sheets.

If the fold position is not correct, refer to “Fine Adjustments” pages 14 & 15



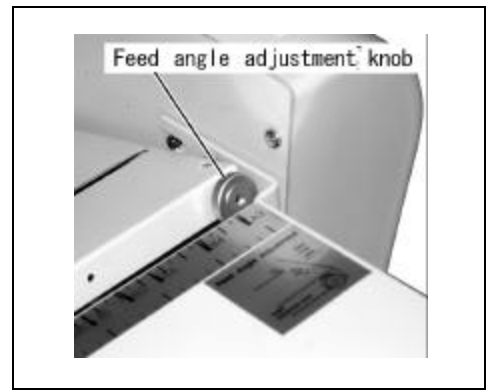
**Fold Feed Angle / Skew Adjustment:**

Turn the feed angle 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.

**Note:**

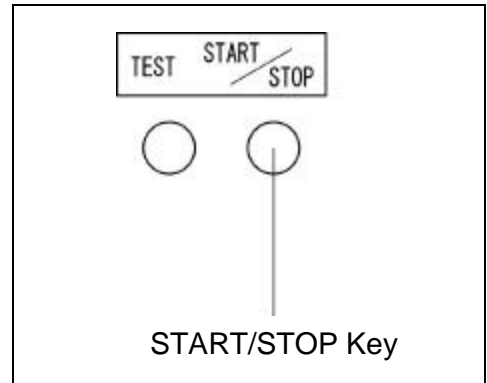
In cases other than single fold, put the folded paper face down on Table 1 to make a feed angle adjustment.



**Continuous folding:**

Press the START/STOP key. The machine will fold the sheets continuously.

Press the START/STOP key again while the machine is in operation in order to stop feeding.



**Batch Counting:**

As each sheet is folded, the number indicated on the display decreases by one.

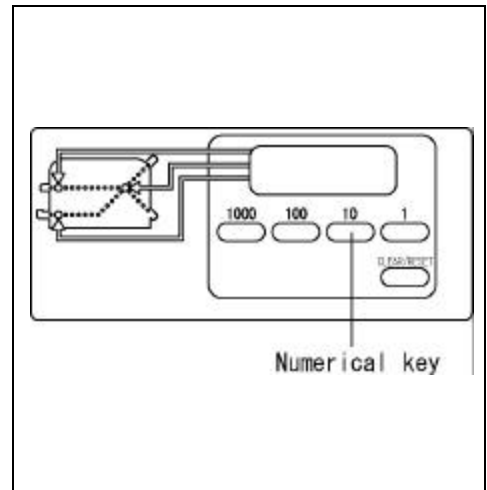
Press the appropriate numerical key to select the number of sheets to be folded.

**Example:**

Press the number “10” key twice to select 20.

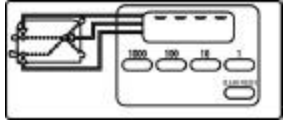
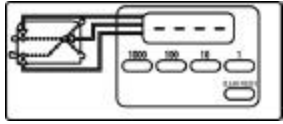
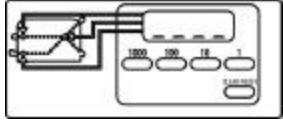
**Note:**

The batch counting number is cancelled when the POWER is set to OFF.



**Under the following conditions the machine will automatically stop feeding:**

(Press the CLEAR/RESET key to reset after the error has been corrected)

Conditions	Indication on Control panel
<p>When the START/STOP key is pressed while there is no stock.</p> <p>When the START/STOP key is pressed while the paper feed lever is in the upper position.</p> <p>When the stock runs short while folding in the Batch Counting Mode.</p>	
<p>When a paper mis-feed occurs.</p> <p>When paper jam occurs at Table 1 and Table 2.</p> <p>When paper stack (exit) table is full.</p> <p>When paper jam occurs at the paper exit.</p>	 

**Clearing a Paper Jam:**

Should a paper jam occur, set the POWER to the OFF position and remove the jammed sheet(s). When the jammed paper is wrapped around the fold roller or other parts, it can be easily removed by detaching Tables 1 and 2 from the unit.

**Note:**

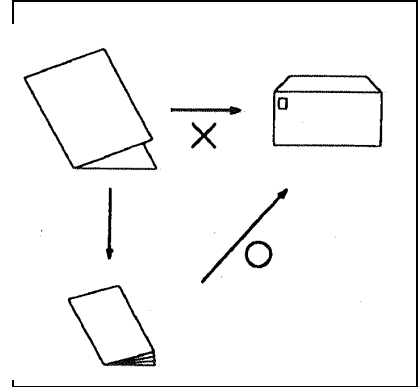
When the roller cover is opened, the machine will automatically stop operation.

**Cross Folding:**

Cross folding refers to performing the double parallel, letter, or other types of folds on single-folded sheets of paper.

**Example:**

11" × 17" sheet is folded in half, and then cross-folded to letter size to fit into a standard # 10 envelope.

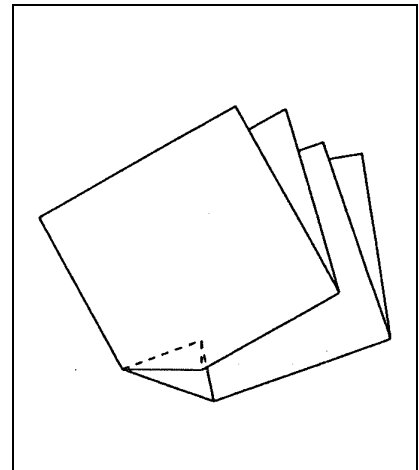


**Note:**

The maximum weight of paper that can be used for cross folding is 28#.

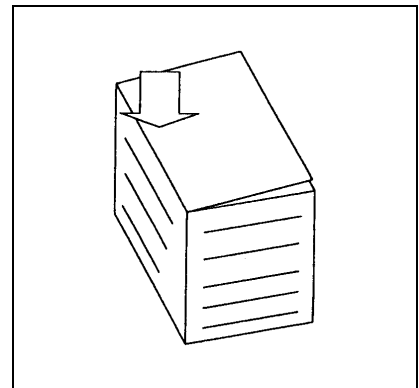
However, the following variables may affect performance of the paper stock being folded: paper type, paper size, grain direction, printing quality, as well as the relative humidity and temperature of the operating environment.

On occasion, fold displacement may occur, causing a corner of the folded paper to be folded inside as indicated in the figure at the right. In these cases, additional fine adjustment may need to be made to the fold tables to eliminate the problem.




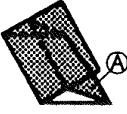








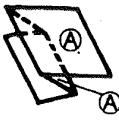




**Tip:**

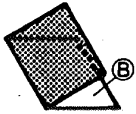


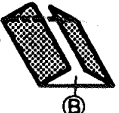


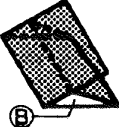








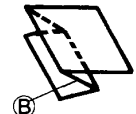


To aid in the cross-folding procedure, press the crease of the single-folded stock flat before attempting to cross fold.



# Fine Adjustments for Table 1

Fold type		Plane (A)	Direction to turn the Table 1 fine adjustment knob
Single fold	Table 1 is not used		
Gate fold		Long	
		Short	
Letter fold		Long	
		Short	
Zigzag fold		Long	
		Short	
Double parallel fold		Long	
		Short	
Fold-out Fold		Long	
		Short	

## Fine Adjustments for Table 2

Fold type		Plane (B)	Direction to turn the Table 2 fine adjustment knob
Single fold		Long	
		Short	
Gate fold		Long	
		Short	
Letter fold		Long	
		Short	
Zigzag fold		Long	
		Short	
Double parallel fold		Long	
		Short	
Fold-out fold		Long	
		Short	

## (7) Maintenance

- 1 Before cleaning the machine, be sure to set POWER to the OFF position and unplug the power cord from the outlet.
- 2 When the unit is not in use, put the machine cover in place to prevent dust, paper particles , etc. from accumulating on the fold rollers.
- 3 If paper particles, dust, ink, etc. accumulate on the fold rollers; it may cause the paper to fold improperly. Clean the rollers periodically to prevent this occurrence.
- 4 If paper particles, dust, ink, etc. accumulate on either the paper feed rubber roller or the paper separator, paper feed performance deteriorates, causing paper to slip and possibly jam. Clean the rubber roller and separator periodically to prevent this occurrence.
- 5 Periodically clean the paper feed tires to prevent marking.
- 6 Consumable products include: Paper feed rubber roller, rubber brake, and paper feed separator.

## (8) Troubleshooting

Trouble	Possible Cause	Measures
The paper does not feed properly	Paper sticks just after it is printed	Jog the paper sufficiently. Make sure that the ink is dry.
	Stains on the paper separator	Clean the paper feed separator using approved cleaner.
	Stains on the paper feed rubber roller	Clean the dust or ink on the paper feed roller with approved cleaner.
	The paper separator is worn out	Install a new paper separator.
	The volume of the paper stacked on the paper feed table is not enough	Add more paper to the feed table – at least 20 sheet or more.
The machine does not operate even after the START/STOPkey is pressed	Paper jam inside the unit	Detach Table 1 and 2 and remove the paper from the unit.
Wrinkles appear on the paper	Paper sticks just after it is printed	Jog the paper sufficiently. Make sure that the ink is dry.
	Stains on the paper separator	Clean the paper separator using the approved cleaner.
	Stains on the paper feed roller	Clean the dust or ink on the paper feed roller with the approved cleaner.
	Stains on paper fold rollers	Clean all four fold rollers using approved 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.
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.
Printed paper (13# or lighter) cannot be folded	The surfaces of the fold rollers are covered with dust or ink, causing them to be slippery	Clean all four fold rollers using the approved cleaner.
	Low room temperature	Operate the machine in a climate-controlled environment. Paper should be a room temperature before folding. Paper stored below 53F is not recommended.



