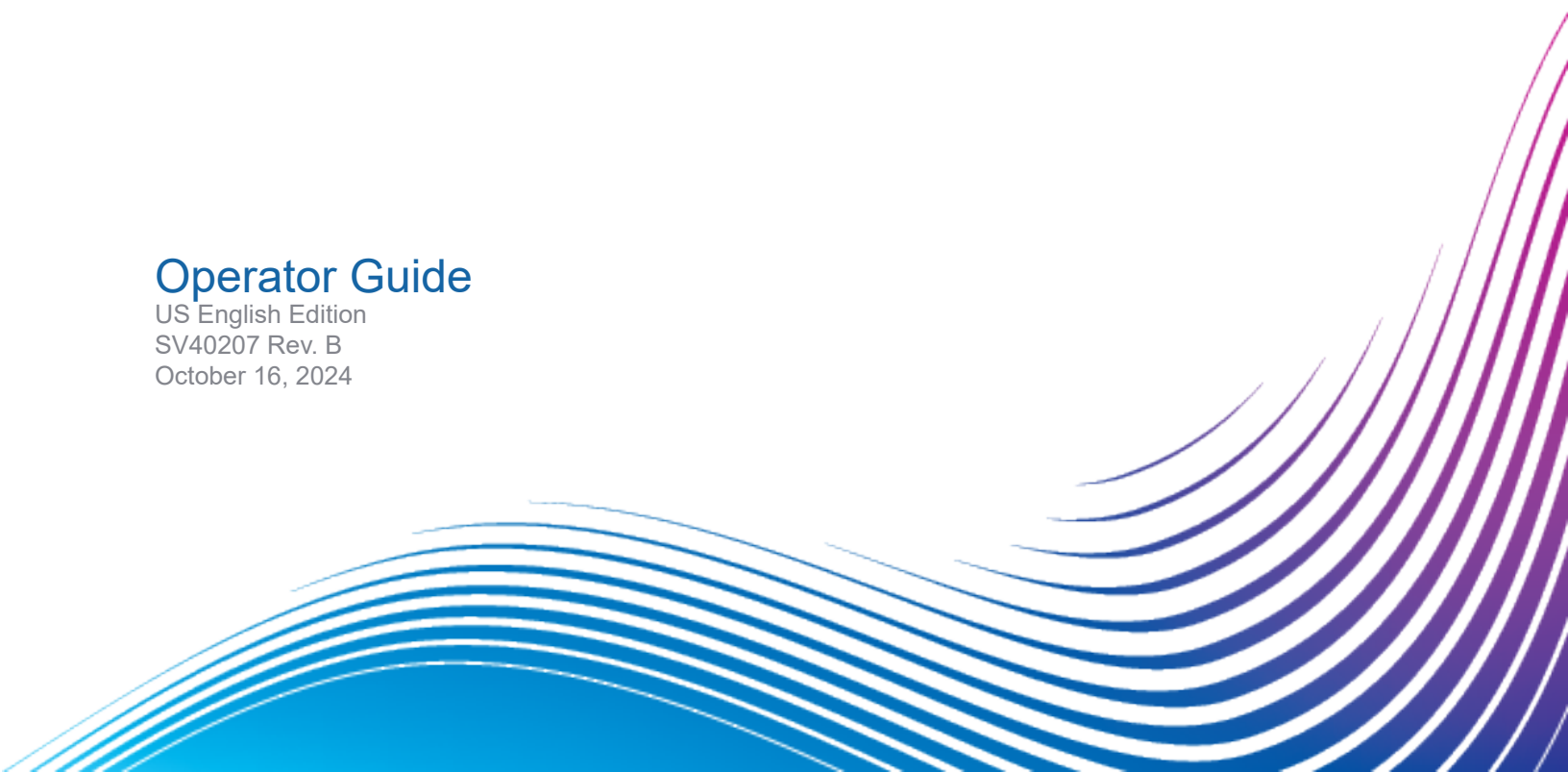


OfficeRight™ Desktop Letter Folder

DF100

Operator Guide

US English Edition
SV40207 Rev. B
October 16, 2024



SV40207 Second Edition, October 2024

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WARNING: Never connect power to this product until you are ready to use the letter folder. The AC outlet used for this machine must be nearby and must not be blocked. **This machine contains moving parts that can catch hair, loose clothing or jewelry.** During operation and maintenance, keep hair, loose clothing and jewelry clear of moving parts. Disconnect the power supply from the wall outlet before attempting any service to the unit, and before removing the cover for any reason.

Specifications

Operation: Manual feed, automatic on/off, 1800 letter folds per hour

Paper Sizes: Adjustable for two standard paper sizes:

- 8 1/2" x 11" to fit a #10 envelope
- ISO A4 paper (210 x 297mm) to fit a DL envelope (Europe)

Capacity: 1-3 sheets of 16-24# bond paper. Sheets may be stapled.

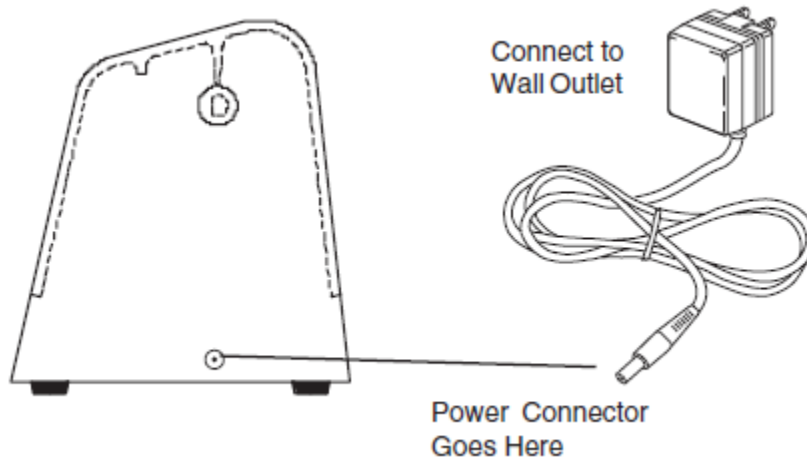
Power: 1.2 Amp 24 Volt wall pack power supply

Size: 12 3/4" W x 6" H x 5 1/2"D (326mm W x 153mmH x 140mm D)

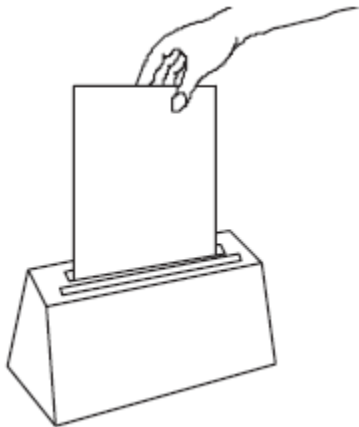
Weight: 7.5 lbs. (3.4 kg)

Normal Operation

1. Insert the power connector into the receptacle on the right hand side of the paper folder (see figure below). Plug the other end of the power connector into an appropriate wall outlet. **NOTE:** The paper folder does not have an ON-OFF switch, so your folder is active immediately after the power connector is plugged in.



2. Insert up to three sheets of paper approximately 1 1/2" into the rear slot. Hold paper so that it lies squarely in the nip (pinch point) of the rollers underneath. There will be a brief time delay, then the folder will automatically pull the paper in. Once the folding starts, the paper should be released. **NOTE:** For accurate folds, hold your document very lightly at the top center of the sheets, as shown below. This will allow the paper to square itself on the folding rollers.

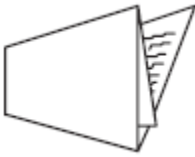


3. Remove the folded paper from the front slot.

Tips For Best Performance

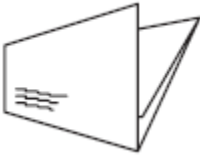
- Never put more than three sheets of paper into the folder at one time.
- To fold for a window envelope, insert paper with the top up and the writing facing yourself. To fold for a business letter, insert paper top up and writing facing away from yourself (see below).

FOLD LETTER IN



OR

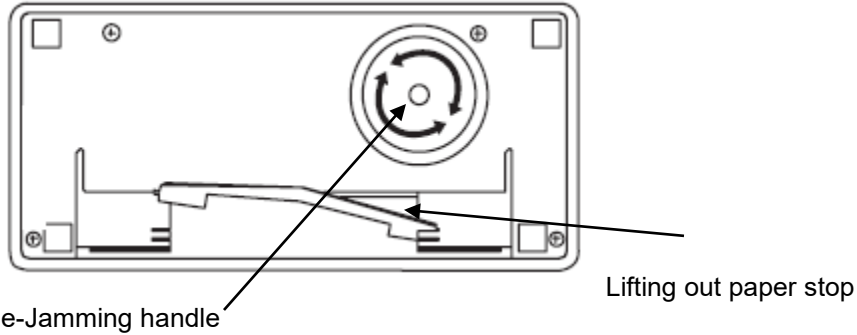
FOLD LETTER OUT



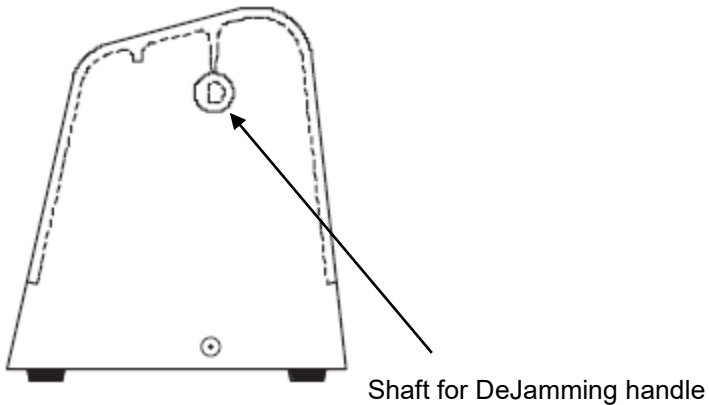
- Stapled pages may be used in the folder; however, do not place staples at the fold positions (that is, approximately 1/3 of the distance from the top and bottom of the sheet). Stapled end of paper must enter machine first.

Clearing Jams

1. Unplug the folder.
2. From the bottom of the folder, remove the paper stop (see below) by gently flexing it in the middle and withdrawing one end first.



3. Remove the dejamming handle (PN#18MR0620014) by turning it in either direction while pulling out gently.
4. Insert the dejamming handle through the hole in the folder cover onto the D-shaped shaft inside the unit (see below).



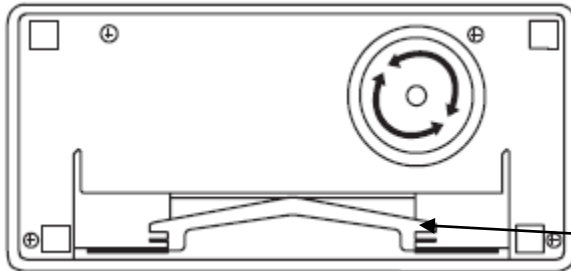
DeJamming Handle Installed (PN#18MR0620014)

5. Turn the handle in either direction while carefully pulling the paper out the top or bottom of the folder.
6. After the jam has been cleared, return the dejamming handle and paper stop to their normal positions.
7. Plug in the folder and follow Normal Operation procedure.

Changing the Fold Setting to A4 Paper

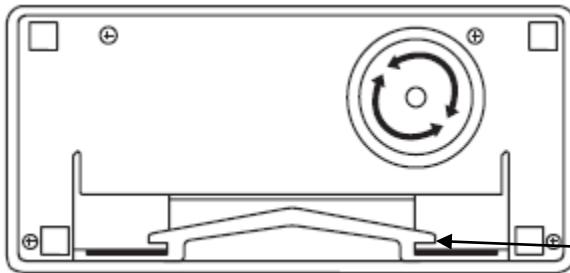
The folder is shipped with the paper stop (fold) setting set for 8 1/2" x 11" paper. To use A4 paper (as in the UK), you will need to change the paper stop. When you view the bottom of the folder as shown below, the top pair of slots is for the paper stop setting for 8 1/2" x 11" paper; the bottom pair of slots is the setting for A4 paper.

Paper Stop Setting for 8-1/2" x11" Paper (Factory Set)



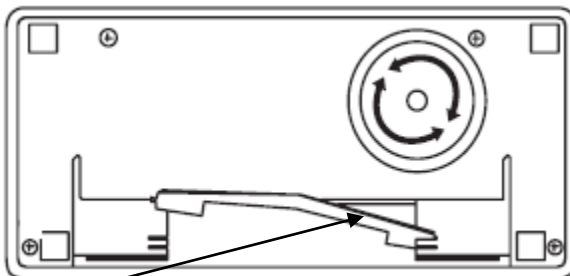
Paper Stop in Top Slots

Paper Stop Setting for A4 Paper (Manually Set)



Paper Stop in Bottom Slots

1. **Unplug the folder.**
2. Remove paper stop (PN#18MR0620013) by gently flexing it in the middle and withdrawing one end at a time.
3. Insert the paper stop into the other pair of slots by gently flexing it and inserting one end at a time.



Lifting Out Paper Stop (PN#18MR0620013)

4. Plug in the folder and follow Normal Operation procedure.

Troubleshooting

- Check that the folder is plugged into a working AC outlet.
- Check for jams and clear as explained in Clearing Jams.
- Check that the paper stops are set to the correct size of paper as explained in Changing the Fold Setting.
- The circuit breaker may have tripped. Reset the breaker by unplugging the folder for at least 1 minute to allow the circuit breaker to cool. The paper folder should then function properly.

Service Support

Should you need additional support, you can visit our website for information at www.pitneybowes.com/us



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For Service or Supplies

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