# Instruction manual

Version 1.3, 8/9/2017

# ROWE VarioFold Compact

Folding system

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| | | |

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# List of abbreviations

**Table 1: List of abbreviations**

| Abbreviation | Explanation |
|---|---|
| . | . |
| approx. | approximately |
| CAD | computer-aided design |
| DIN | German Standards Institute |
| EU | European Union |
| EN | European standard |
| HTTPS | HyperText Transfer Protocol Secure |
| ISO | International Organization for Standardization |
| LED | Light-emitting diode |
| LpA | A-weighted sound pressure level |
| n.a. | Not applicable |
| USB | Universal Serial Bus |
| VPN | Virtual private network |
| e.g. | For example |

# 1 Introduction

## 1.1 Important information regarding this Instruction manual

This Instruction manual applies to the ROWE VarioFold Compact Folding system.

For simplification throughout the rest of this Instruction manual, the term "Folding system" will be used instead of the full phrase "ROWE VarioFold Compact Folding system" and "ROWE" will be used instead of the full company name "ROTH + WEBER GmbH".

As the Folding system operator, the Instruction manual will provide you with the information needed for the safe and efficient use of the Folding system.

Read this Instruction manual carefully. Understanding this Instruction manual is the prerequisite for proper use of the Folding system. Follow all directions and information provided, and comply fully with the safety information. Learn the Instruction manual in full; do not rely on spotty information from a few chapters.
This Instruction manual references other documents. Follow the content in these documents.

Some of the illustrations in this Instruction manual are for the purpose of technical clarification. The colors displayed may differ from the original colors.

Keep this Instruction manual with the Folding system so that it is always accessible.

If the Instruction manual was provided in digital format, there is a need within your organization for a printed copy, and such a procedure is not a copyright infringement, make sure to print the hardcopy in color; some information is represented in color throughout the entire content of the manual.

## 1.2 Liability

Refer to the ROWE contractual terms for information regarding liability. The manufacturer (ROWE) will not be held liable for delays and damages resulting from a failure to comply with the Instruction manual.

## 1.3 Warranty

Refer to the warranty information in the ROWE general terms and conditions, or in the specific contractual terms.

# 2 Safety information

The Folding system was designed and manufactured according to the state of the art and recognized rules of safety. Nevertheless, hazards to persons or property can occur, as it is impossible to avoid all hazardous locations while providing effective functionality. You can however prevent accidents due to these hazards and problems by following the contents of this Instruction manual and instructing your personnel on the information contained herein. In addition, proper use of this Instruction manual will enable you to benefit from the full range of features provided by this Folding system and avoid unnecessary problems.

A thorough understanding of the safety information and regulations is the basic prerequisite for safe and problem-free operation of the Folding system.
Therefore, read this section carefully before beginning any work with the Folding system. In addition, follow all safety information and warnings contained within the text in the following chapters. The manufacturer is not liable for any failure to comply with the directions and warnings.

In addition to the directions in this Instruction manual, follow all legal ordinances, in particular safety and accident prevention regulations.

## 2.1 Symbols in the Instruction manual

The following symbols and color backgrounds appear in this Instruction manual and the Folding system. Please pay attention to them. The following explains the meaning and appearance of the symbols used.

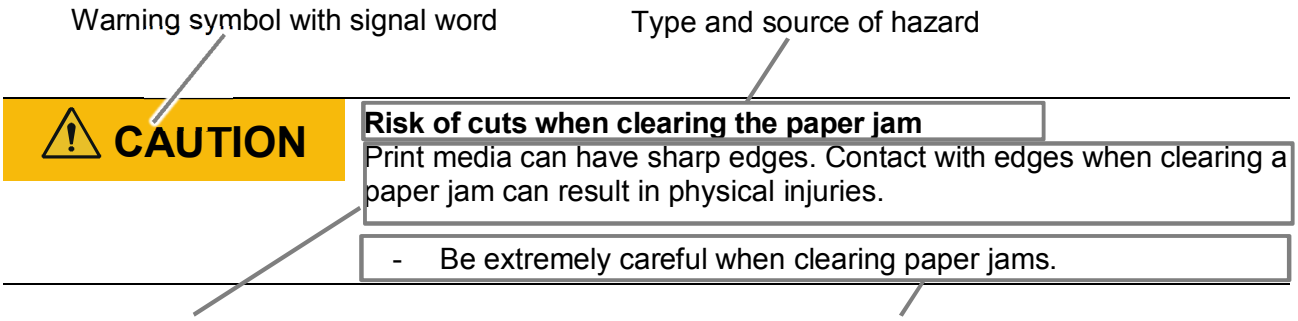
### 2.1.1 Information

*This symbol indicates useful recommendations, explanations, and additional information on handling the Folding system.*

*This symbol references a chapter in this Instruction manual or other external documents / information.*

### 2.1.2 Warnings

#### 2.1.2.1 Warning configuration




Warning configuration

| | |
|---|---|
| **WARNING** | **WARNING**<br>Indicates a dangerous situation. Failure to follow the safety information associated with this warning could result in an accident resulting in death or serious injury. |
| **CAUTION** | **CAUTION**<br>Indicates a dangerous situation. Failure to follow the safety information associated with this warning could result in an accident. There is a risk of injury; however, death or serious injury is not possible. |
| ***NOTICE*** | **NOTICE**<br>Indicates a situation that could result in property damage. Failure to follow the safety information associated with this warning could result in property damage. This signal word is not combined with a warning symbol. |

#### 2.1.2.2 Warning symbols

Warning symbols identify hazardous situations.

***Hazard location warning***
This warning symbol indicates a hazardous location for which there is no standardized pictogram. If the hazard is not immediately apparent, an additional sign with an explanation is added.

### 2.1.3 Instructions

***Mandatory action symbol***
This symbol is used in combination with additional information. It is mandatory to comply with the instructions within the additional information.

***Follow the instructions***
This symbol indicates the need to comply with the operating instructions. Refer to the Instruction manual for information on the necessary operating instructions.

### 2.1.4 Labels

The following warnings are attached to the folding system.

- On the feed table

- On the floor stand

## 2.2 Basic safety instructions

*The basic safety instructions are the prerequisite for safety-oriented use of the Folding system. Use the basic safety instructions to provide safety training for your staff. By providing training on the basic safety instructions, you promote safer behavior by your staff, in turn enabling you to transfer responsibilities to them.*

**Intended use**

Disregarding the intended use can result in significant property damage and personal injury.

- Use the Folding system exclusively as specified in section 3.3, "Intended use".

**Qualified and trained personnel**

Activities performed on the Folding system by unqualified, untrained staff can result in significant property damage and personal injury.

- Only qualified and trained personnel may perform activities on the Folding system.

**Changes to the Folding system**

The manufacturer's product liability applies exclusively to the original Folding system. Changes to the Folding system lead to new risks never assessed by the manufacturer. New risks can result in significant property damage and personal injury.

- Do not make any changes to the Folding system without the manufacturer's consent.
- Do not manipulate the Folding system components.

**Work areas**

Messy areas represent an increased accident and injury risk for personnel.

- Always keep your work area and the area around the Folding system clean.

**Mandatory reporting of Folding system abnormalities**

Determining abnormalities with the Folding system but failing to report them immediately to the responsible department can result in significant property damage and personal injury.

- Always report abnormalities with the Folding system immediately to the appropriate department.

**Entanglement hazard due to clothing, hair, and jewelry**

Untied long hair, loose clothing, and jewelry could be drawn into the Folding system during folding. This entanglement can result in significant personal injury.

- Keep the entanglement hazard in mind during folding.
- During operation of the Folding system, keep untied hair, loose clothing, and jewelry away from the Folding system's manual paper feed.

**Removing parts secured with screws**

Removing parts secured with screws (such as covers) can result in significant property damage and personal injury.

- Do not loosen screws.
- Do not remove parts secured with screws.

**Ventilation slots**

Inserting objects through the ventilation slots into the Folding system can result in touching parts under voltage, short circuits, or fire.

- Do not insert any objects though the Folding system ventilation slots.

**Service appointments**

Failing to keep service appointments can result in significant property damage. ROWE will not be held liable for damages caused by missed service appoints.

- Make sure to keep all service appointments.

**Power connection**

Improperly connecting the Folding system to line power can result in significant property damage and personal injury.

- Operate the Folding system using the power values specified on the rating plate of the Folding system.
- Connect the Folding system to a grounded socket.
- Do not use extension cords, adapter plugs, or similar components when connecting to the power supply.
- Never grab the power cable with wet hands.
- Never place or lay objects on the power cable.
- Always keep the plug connection free of dust.
- Always use the power cable delivered with the Folding system.
- Do not damage or modify the power cable.
- Never use a damaged power cable. If the power cable is damaged, replace it with an original power cable, which you can purchase from your ROWE sales partner.
- When disconnecting the power cable, always pull the plug out of the socket. Do not pull on the power cable.
- Disconnect the power plug if you will not be using the Folding system for more than 2 days.

**Shutdown during unusual incidents**

Failing to shut down the Folding system during unusual incidents can result in significant property damage.

- Pull the Folding system power plug from the socket in the following cases:
  - If smoke is coming out of the Folding system or an unusual odor is detected.
  - If the Folding system is making unusual noises not heard during normal operation.
  - If metal items or liquids (except when used for regular cleaning and maintenance) get into the Folding system.
  - During a thunderstorm.
  - During a power failure
  - If the power cable or plug is damaged.
  - If the Folding system is not functioning normally.

## 2.3 Operator responsibilities

### 2.3.1 Safety regulations

The operator is required:

- to operate the Folding system properly, according to this manual, to prevent injuries and property damage to the Folding system. Do not operate the Folding system based on conjecture. The operator has to provide the Instruction manual. Always refer to the Instruction manual if there is any doubt when performing a procedure.
- to comply with all laws and regulations in their most current version regarding safe operation when setting up the Folding system.
- to provide lighting that complies with current laws.
- to provide a proper power connection (section 6.2).
- the stability (bearing load) of the floor at the installation site and along the transport routes under his responsibility has to be checked.

## 2.4 Instruction and training

Instruct your staff carefully. Inform your staff about laws and accident prevention regulations, and on the content of the Instruction manual. Make sure your staff understand and follow this information.

Check staff on a regular basis to ensure they are aware of safety and the hazards associated in their work.

- Set a fixed program for providing employee training. Legal ordinances require training at least once per year, twice per year if you employ minors. Training should also be a part of initial orientation before starting work (e.g., for new hires, transfers, etc.).
- After vacation and other work breaks, instruction and training can ensure a safe resumption of activities.
- Document the content of training.
- Have participants confirm that they understand the training content.
- Keep these documents.

Section 2.4.1, "Sample form" contains an example of training subjects and a form for confirming instruction.

### 2.4.1 Sample training form

| **Training topics for employees** | | Folding system | |
|---|---|---|---|
| Example of topics to be covered: | | | |
| Safety | | | |
| Basic statutory provisions | | | |
| Accident prevention regulations | | | |
| Basic safety instructions | | | |
| Specialized safety instructions for operating the Folding system | | | |
| Safety guards on the Folding system | | | |
| Emergency measures | | | |
| Operating the Folding system | | | |
| New Folding system operator experiences since the last round of instruction | | | |
| New experiences with regard to input materials and aids since the last round of instruction | | | |
| Experiences with the Folding system | | | |
| **Training confirmation** | | | |
| No. | Last name | First name | Signature |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| Date | | Training director | |
| Signature of training director | | | |

# 3 Folding system description

## 3.1 Summary

The Folding system is used to fold printed and copied documents.
The Folding system is manufactured using a modular design, and can be adapted to individual requirements by selecting individual modules.
The Folding system is available in 3 typical configurations:

- ROWE VarioFold Compact Tablestand
  Operating height depends on the table
- ROWE VarioFold Compact Floorstand
  Operating height of 31.89 – 39.76 in [810 – 1010 mm].
- ROWE VarioFold Compact Online*

With the VarioFold Compact Tablestand and VarioFold Compact Floorstand configurations, the document to be folded is fed manually via the Folding system feed table, and drawn in automatically.
In the VarioFold Compact Online configuration, the document to be folded is fed directly from the printer to the Folding system.
There are numerous folding programs available for folding documents, taking into account the various output format sizes.
The document to be folded is folded through the defined movements of the rollers in the Folding system. Folding takes place transverse to the feed direction.
The folded document is then conveyed out of the Folding system.

The ROWE VarioFold Compact is fully modular, and can be upgraded on site with the modules required.

For upgrades with additional modules, please contact our sales team at

Phone: +49 (0) 2743 9217-24
Fax: +49 (0) 2743 2018
E-mail: export@rowe.de

**Accessories in scope of delivery:**

- ROWE Installations - CD/DVD - ROM with the following content:
  - Installation manual
  - VarioFold Compact USB driver
  - Calibration chart
  - Instruction manual
  - FoldManager with ROWE FOLD APP LT
- 24 Volt power supply unit
- Power connection cables (1 CE / 1 UL / 1 GB / 1 CN)
- USB cables
- Printed installation manual
- Printed Instruction manual

## Optional modules:

**Table 2: Optional modules:**

| Name | Description |
|---|---|
| **Offline Table** | Feed table including cover for the base unit |
| **Floorstand** | Height-adjustable floorstand, including front delivery tray |
| **Online Bridge 1*** | Small connecting component with multi-speed and short gap technology, for the shortest document spacing. Enables folded documents with a binding margin to be output to the rear delivery tray. |
| **Online Bridge 2*** | Long connecting component with multi-speed and short gap technology, for the shortest document spacing. Enables folded documents with a binding margin to be output to the rear delivery tray. |
| **Tablestand** | Space-saving pedestal for operating the VarioFold Compact on a table with the following minimum requirements:<br>51.18” [1300 mm] x 23.62” [600 mm] (width x depth) and a load-bearing capacity of 198.4 lb, plus the weight of the Folding system and all selected modules. |
| **Motorized High Volume Tray** | Electric-powered rear delivery tray for longitudinally folded and cross folded documents, lowers automatically. It can fold a document up to 150 m in length (300P).<br>In online configurations, folded documents with a binding margin are output to the front delivery tray. |
| **Rear Delivery Tray** | Rear wire delivery tray for longitudinally folded and cross folded documents. In online configurations, folded documents with a binding margin are output to the front delivery tray. |
| **ROWE FOLD APP SE** | - Contains the ROWE FOLD APP LT<br>- Definition of an unlimited number of custom folding programs<br>- Package widths:<br>7” to 12” [180 to 305 mm] (fan)<br>8.25” to 12” [210 to 305 mm] (cross)<br>- Fold length for fan fold:<br>up to 157.48” [4 m]<br>- Fold length for cross fold: up to 98.43” [2,5 m]<br>- Allocation of Favorites keys<br>For further details and exceptions<br>see chapter 5.10.1 or 5.11.1 |

| Name | Description |
|---|---|
| **ROWE FOLD APP PRO** | - Contains the ROWE FOLD APP SE<br>- Definition of an unlimited number of custom folding programs, such as maps and stationary<br>- Package widths:<br>3.5” to 16.5” [90 to 420 mm] (fan)<br>7” to 16.5” [180 to 420 mm] (cross)<br>For further details and exceptions<br>see chapter 5.10.1 or 5.11.1 |
| **Endless Folding Kit 30** | - Contains the ROWE FOLD APP SE<br>- Patented overlength folding; up to 98.4 ft folding length with no intermediate layers |
| **Endless Folding Kit UNLIMITED** | - Contains the ROWE FOLD APP SE<br>- Patented overlength folding; for unlimited folding length |

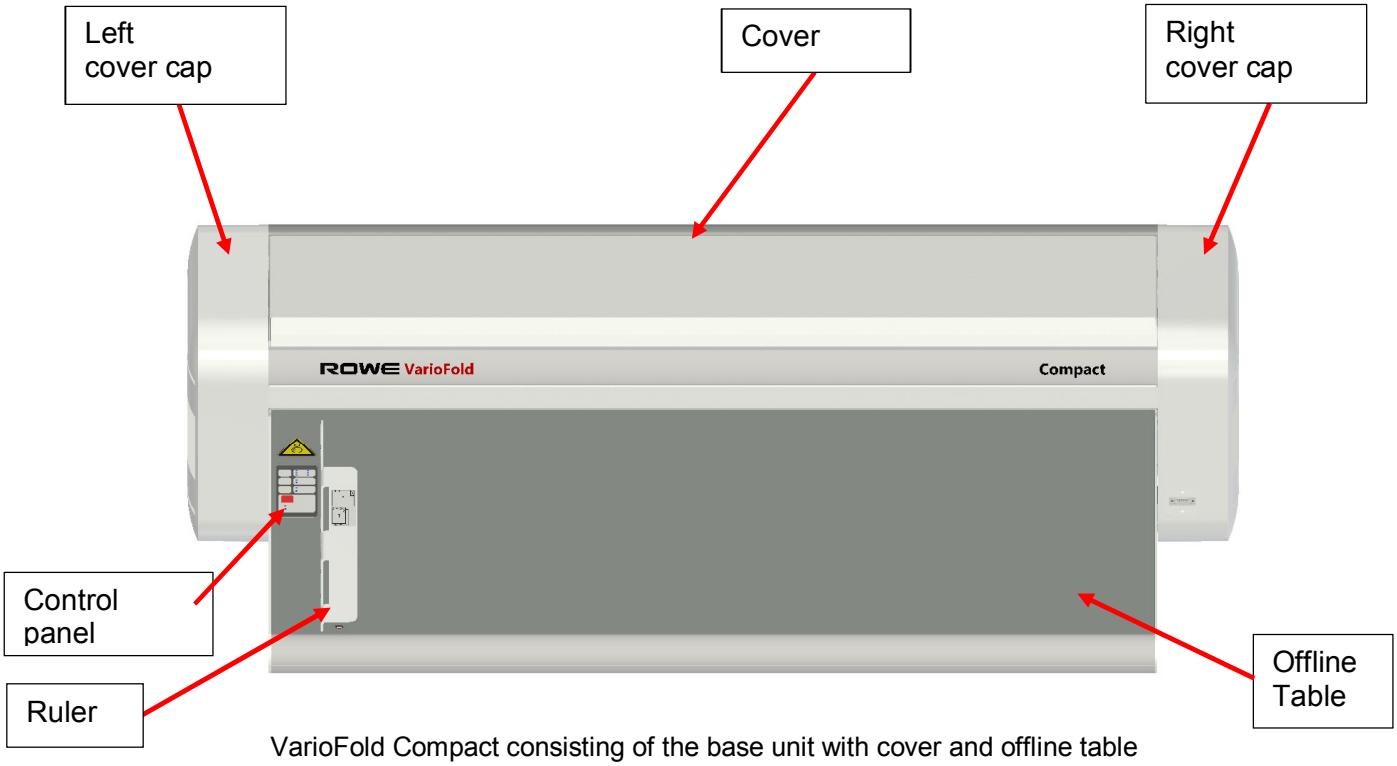
* Online configurations only. Online configurations are not part of this Instruction manual.

*Please refer to the latest VarioFold Compact brochure to determine the availability of optional VarioFold Compact modules.*

## 3.2 System Overview

The following figures show the various components of the VarioFold Compact:

- VarioFold Compact consisting of the base unit with cover and offline table
- VarioFold Compact consisting of the base unit with floorstand, cover, offline table, and rear delivery tray
- VarioFold Compact consisting of the base unit with floorstand, cover, offline table, and motorized high volume tray
- VarioFold Compact consisting of the base unit with tablestand, cover, and offline table
- VarioFold Compact control panel
- VarioFold Compact connectors, rear of left cover cap
- VarioFold Compact connectors, front of right cover cap



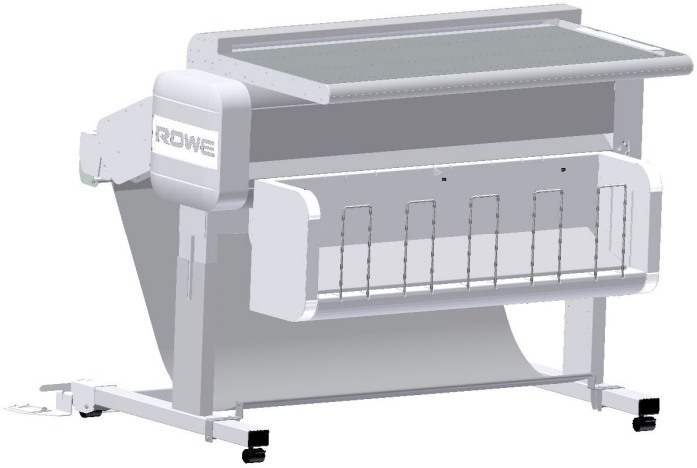

VarioFold Compact consisting of the base unit with cover and offline table

VarioFold Compact consisting of the base unit with floorstand, cover, offline table, and rear delivery tray

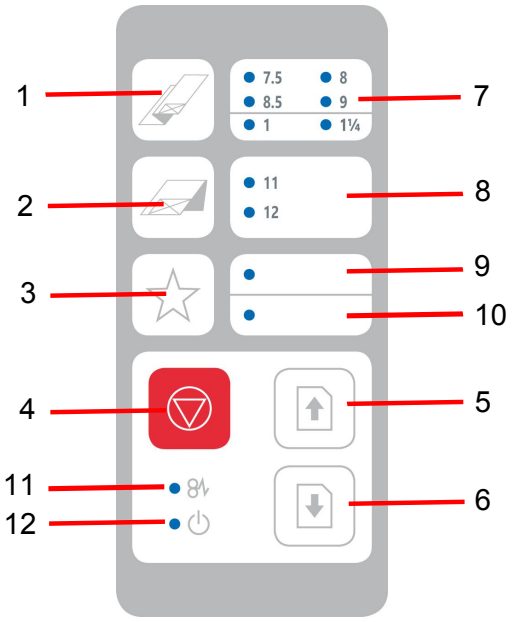
VarioFold Compact consisting of the base unit with floorstand, cover, offline table, and motorized high volume tray

VarioFold Compact consisting of the base unit with tablestand, cover, and offline table

VarioFold Compact, consisting of the base unit with floorstand, cover,
premium offline table, online bridge, printer adapter, and floorstand connector




VarioFold compact online with Motorized High Volume Tray




VarioFold Compact Control Panel Inch

The following functions can be selected on the control panel:

1 Longitudinal folding program button (select by repeatedly pressing the button until the LED illuminates next to the required program)

2 Cross folding program button (select by repeatedly pressing the button until the LED illuminates next to the required program)

3 Favorites button via FOLD APP SE and PRO, can be assigned up to 4 custom folding programs (select by repeatedly pressing the button until the LED illuminates next to the required favorite)**.

4 Stop button (stops folding process)

5 Forward paper clearing (output to rear delivery tray)

6 Reverse paper clearing (output to front delivery tray)

7 Display selected fan folding program

The following fan folding programs have been predefined:

- 7.5 -> Fan folding with 7.5”
- 8 -> Fan folding with 8”
- 8.5 -> Fan folding with 8.5”
- 9 -> Fan folding with 9”
- 1 -> Fan folding with 7.5” and 1” filing margin *)
- 1¼ -> Fan folding with 7.25” and 1.25” filing margin *)

*) In the online configuration, folded documents may only be output to the front delivery tray.

**) If the motorized high volume tray is present, pressing and holding the button moves the tray to the lower position (removal position)

8 Display selected cross folding program
The following cross folding programs have been predefined:
- 11 -> Cross folding with 11”
- 12 -> Cross folding with 12”

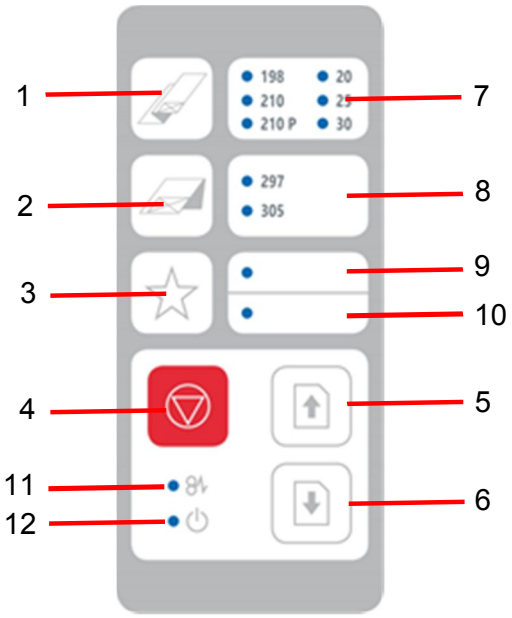
9 Favorite 1: top LED illuminates / Favorite 3: top LED flashes (select by repeatedly pressing the Favorite button)

10 Favorite 2: bottom LED illuminates / Favorite 4: bottom LED flashes (select by repeatedly pressing the Favorite button)

11 Jam/error LED

12 Operating LED, permanently illuminated in operating mode
Flashes cyclically in energy saving mode

*A commercially-available permanent marker can be used to label the control panel Favorite buttons. Use commercially available cleaning agents for label removal and cleaning.*




VarioFold Compact Control Panel **Metric**

The following functions can be selected on the control panel::

1 Fan folding program key (select by repeatedly pressing the key until the LED illuminates next to the required program)

2 Cross folding program key (select by repeatedly pressing the key until the LED illuminates next to the required program)

3 Favorite key via FOLD APP SE and PRO, can be assigned up to 4 custom folding programs (select by repeatedly pressing the key until the LED illuminates next to the required favorite). **

4 Stop key (stops folding process)

5 Forward paper clearing (output to rear delivery tray)

6 Reverse paper clearing (output to front delivery tray)

7 Display selected fan folding program
The following fan folding programs have been predefined:
- 198 -> Fan folding with 198 mm (for file fasteners)
- 210 -> Fan folding with 210 mm
- 210P -> Package Fan folding with 210 mm
- 20 -> Fan folding with 190 mm and 20 mm filing margin *)
- 25 -> Fan folding with 185 mm and 25 mm filing margin *)
- 30 -> Fan folding with 180 mm and 30 mm filing margin *)

*) In the online configuration, folded documents may only be output to the front delivery tray.
**) If the motorized high volume tray is present, pressing and holding the button moves the tray to the lower position (removal position)

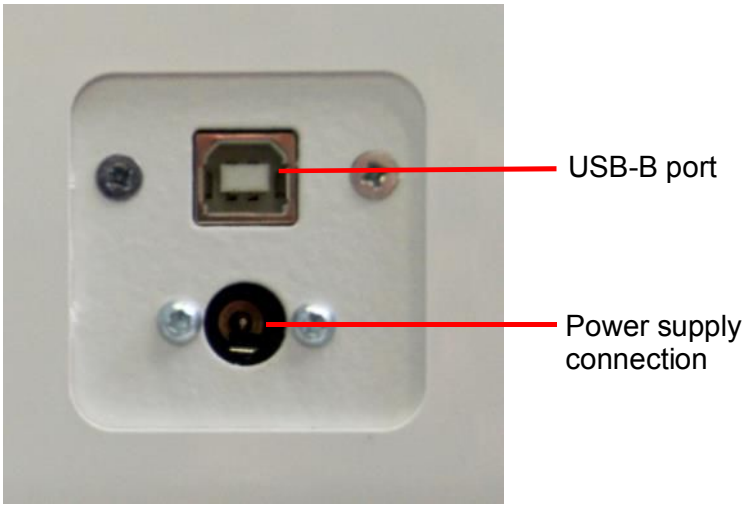
8 Display selected cross folding program
The following cross folding programs have been predefined:
- 297 -> Cross folding with 297 mm
- 305 -> Cross folding with 305 mm

9 Favorite 1: top LED illuminates / Favorite 3: top LED flashes (select by repeatedly pressing the Favorite key)
10 Favorite 2: bottom LED illuminates / Favorite 4: bottom LED flashes (select by repeatedly pressing the Favorite key)
11 Jam/error LED
12 Operating LED, permanently illuminated in operating mode Flashes cyclically in energy saving mode

*A commercially-available permanent marker can be used to label the control panel Favorite keys. Use commercially available cleaning agents for label removal and cleaning.*

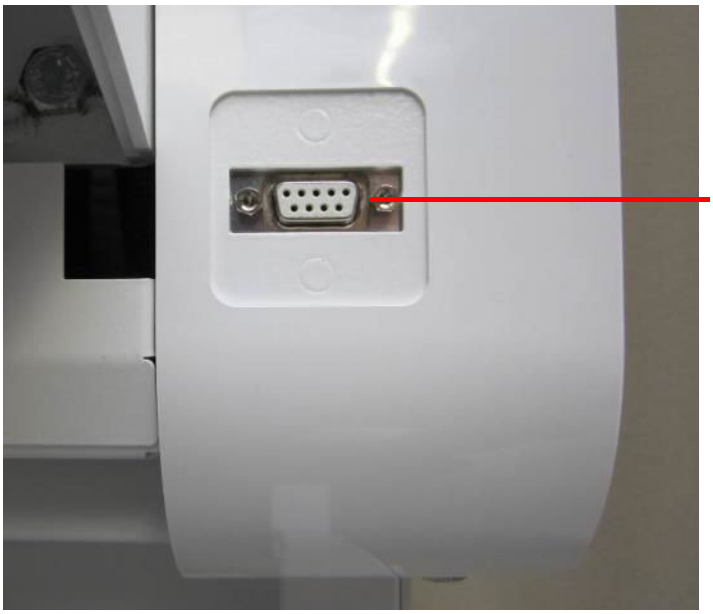
The following connectors are located on the rear of the left cover cap:

- Connector for 24 V power supply unit
- USB Type B connector (for connection to Fold Manager)




ROWE VarioFold Compact connectors, rear of left cover cap

The front of the right cover cap contains the connector for linking the online Folding system with a printer.




ROWE VarioFold Compact connector, front of right cover cap

## 3.3 Intended use

The Folding system is used to fold printed and copied documents.

The Folding system is designed for the following folding parameters:

| | | |
|---|---|---|
| Paper type | Normal paper and inkjet paper | |
| Paper weight | 16 – 32 lb [60 - 120 | g/m$^2$] |
| Folding speed | 65.52 ft/min [20 | m/min] |
| Folding length (fan folding) | 11.69 - 98.43<br>[297 - 2.500<br>With upgrades up to 98.43<br>[30.000<br>or unlimited | in<br>mm]<br>ft<br>mm] |
| Folding length (cross folding) | 59.06<br>[1.500<br>With upgrades up to 98.43<br>[2.500<br>(DIN folding) | in<br>mm]<br>in<br>mm] |
| Package width (fan folding) | Standard formats 7.5,<br>8, 8.5, 9, 1/7.5, 1.25/7.25<br>[Standard formats 190/210,<br>185/210, 180/210, 198, 210<br>7 – 12 or 3.5 – 16.5<br>[180 – 305 or 90 – 420<br>(see ROWE FOLD APP) | in<br><br>mm]<br>in<br>mm] |
| Package width (cross folding) | 11 and 12<br>[297 and 305<br>8.25 – 12 or 7 – 16.5<br>[210 – 305 or 180 – 420<br>(see ROWE FOLD APP) | in<br>mm]<br>in<br>mm] |

Uses that deviate from the intended use are considered misuse.

## 3.4 Reasonably foreseeable misuse

"Reasonably foreseeable misuse" refers to use of the Folding system in a manner not intended in the Instruction manual, but that can result from easily foreseeable human behavior.

Reasonably foreseeable misuse:

- Personnel may use media that differ from those specified in the "Intended use" section.
- The media used may not have the required properties (e.g., insufficient acclimation).
- Incorrect operating parameters can be set.
- Entries from the control area could result in conflicts with those on the Folding system.
- Employees can manipulate safety guards
- Employees can remove separating safety guards and operate the Folding system and its components.
- Unauthorized personnel can perform repair / maintenance activities.
- Employees do not use original ROWE parts for repair / maintenance activities.
- Personnel can combine the Folding system with unsuitable third-party devices.

The items here are only a few examples of reasonably foreseeable misuse, and are not intended to represent a complete list. This list is based on the manufacturer's experience.

## 3.5 Operating personnel responsibilities

Operating personnel are required:

- to avoid any method of operation that could negatively impact on the safety and functionality of the system.
- to ensure that only trained, authorized personnel work on the systems.
- to show changes that could negatively impact on the safety and functionality of the system.
- to always disconnect the system from line power before performing maintenance and service work.

## 3.6 Qualifications required for using the Folding system

Only use personnel who, through professional education, experience, and instruction have sufficient knowledge regarding:

- Safety regulations
- Accident prevention regulations
- Guidelines and recognized rules of technology (e.g., national standards)

The personnel deployed in this area should be restricted to persons who can be expected to perform their jobs in a reliable manner. Persons whose reactions may be impaired by drugs, alcohol, or medications, are not permitted.

When selecting personnel, comply with the age and job-specific regulations specific to the location where the device will be used.

The following target groups and qualifications have been defined in various areas for activities on the Folding system:

**Table 3: Target groups**

| User groups | Task | Qualification | Associated documents |
|---|---|---|---|
| Developers and designers | Development and design | ROTH+WEBER employees | Standards, directives, ordinances, etc. |
| Production personnel | Manufacture | ROTH+WEBER employees | Assembly instructions |
| Transport personnel | Transport | None | --- |
| Service personnel level A | Troubleshooting and error correction, cleaning maintenance | ROTH+WEBER employees | Service manual |
| Service personnel level B | Troubleshooting and error correction, cleaning maintenance | Authorized by ROTH+WEBER | Service manual |
| Operating personnel (user)<br>Refer to section 3.6.1 for further information on operating personnel. | Assembly<br>Installation<br>Start-up<br>Retrofit<br>Operation<br>Decommissioning<br>Disassembly | Operating personnel were instructed on the tasks being conveyed and the potential hazards of improper behavior. | Instruction manual |
| Children under 14 years | not permitted | | |
| Elderly (no longer able to work) | not permitted | | |

### 3.6.1 Operating personnel with disabilities

ROWE took special care to include operating staff with disabilities when developing the Folding system. However, using operating personnel with disabilities requires careful, individualized consideration by the operator with respect to the person and workplace. The set of rules for places of work and social legislation valid for the installation site will provide detailed regulations.

# 4 Setting up the Folding system

## 4.1 Room conditions

The following prerequisites must be ensured before setting up the Folding system:

- There must be sufficient free space next to the Folding system so that the Folding system is accessible from all sides.
- We recommend setting up the Folding system in an area as free of vibrations as possible (for example, not next to a large die cutting machine).
- The relative humidity should be between 30 and 75%.
- Keep the Folding system dry.

**Circuit breakers**

- Protect the Folding system with10 A circuit breakers.

**Assembly and start-up**

- A VDE-inspected grounded receptacle near the Folding system is to be used exclusively for the connection.
- Check in advance to ensure that the line voltage matches the rated voltage listed on the rating plate. The rating plate is located at the lower left on the rear of the Folding system.
- In addition please note:
  - If the device is connected to an extension cable / multiple socket outlet, the total amps of the devices connected to the extension cable / multiple socket outlet may not exceed the cable capacity. The wall socket may not be loaded with more than 10A.
  - The line power connection must be easily accessible and hazard-free.
  - The line power connection may not hinder access to the Folding system.
  - No objects may be placed on the line power cable. Ensure that no one accidentally steps on the cable.
  - Device components should not be forcefully inserted or removed.

*For further information on installing the Folding system, refer to the VarioFold Compact Offline with Table Pedestal installation manual or the VarioFold Compact Offline with Pedestal installation manual. They are included in the scope of delivery.*

# 5 Operation

## 5.1 Safety information

**Folding system in operationally reliable state**

Operating the Folding system when it is not in an operationally reliable state can result in significant property damage and personal injury.

- Do not use the Folding system unless it is in an operationally reliable state.

## 5.2 Activities and qualifications

**Table 4: Operation - activities and qualifications**

| Activity | Qualification |
|---|---|
| Operation | Operating personnel |
| Clearing paper jams | Operating personnel |
| Coordinating daily activities | Operating personnel (authorized by the operator) |

## 5.3 Connecting to the Electric Circuit

**⚠ CAUTION**

**Risk of injury due to improper connection to the electric circuit**

Improperly connecting the Folding system to the electric circuit can result in significant property damage and personal injury.

- Use a VDE-inspected grounded receptacle exclusively for connecting the Folding system.
- Ensure that the receptacle is protected with a circuit breaker up to 10 A.
- When connecting multiple devices to a receptacle using an extension cable or multiple socket outlet, make sure that total current consumption does not exceed 10 A.
- Use a receptacle located near the Folding system.

***NOTICE***

**Material damage due to unreliable line voltage**

Supplying the Folding system with unreliable line voltage can result in significant material damage.

- Only operate the Folding system using the line power specified on the rating plate.

Before you begin working with the Folding system, connect the Folding system to the electrical circuit via the power supply unit.

1. Insert the jack of the power supply unit provided into the connector on the rear of the Folding system.
2. Connect the power supply unit plug to a receptacle.

## 5.4 Operating and energy saving mode

The Folding system automatically goes into operating mode when connected to the power supply. The Folding system automatically switches to energy saving mode once it is idle for 1 minute.
Placing a document to be folded on the offline table switches the Folding system automatically to operating mode.

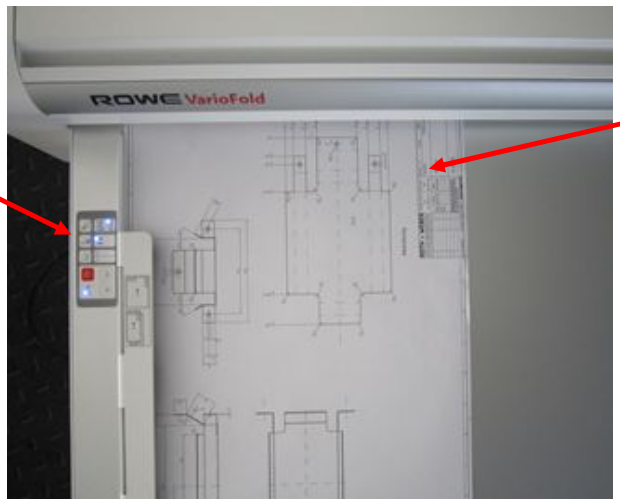
## 5.5 Shutting down the Folding system

To fully shut down the Folding system, disconnect the power supply unit plug from the power supply.

With FOLD APP SE and PRO, you can define the folding program as a start program. It automatically becomes active when the Folding system is connected to power.

## 5.6 Folding with the Default Folding Program or Custom (Favorites) Program

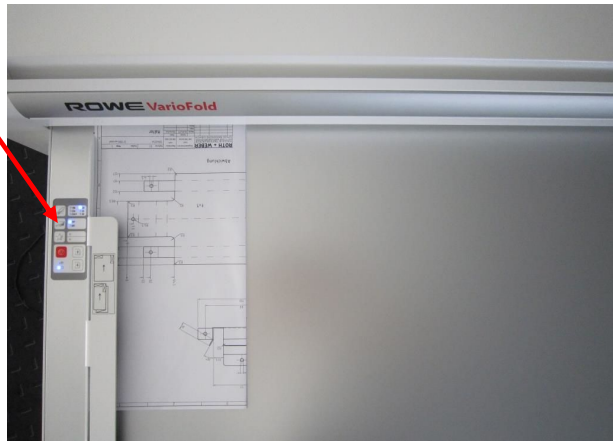
Select a default or favorite longitudinal folding program (section 3.2, control panel)




Follow the information on the offline table ruler to correctly place the document. Place the document to be folded flush against the left edge of the ruler, with the header to the upper right.

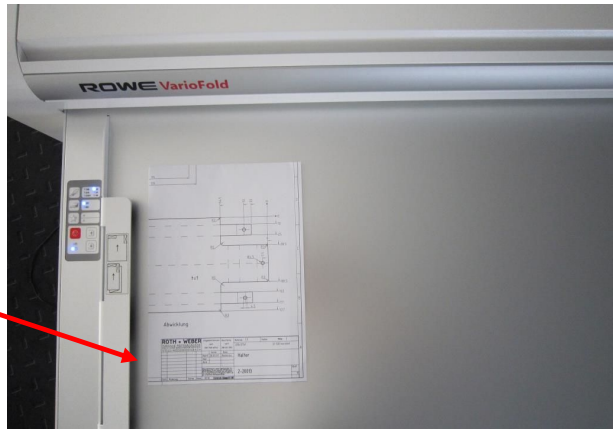
Inserting the document

Select the folding program required for cross folding using the control panel. If a favorite is selected, the cross folding Remove the longitudinally folded document from the delivery tray and place it on the folding machine feeder platform. Smoothen the longitudinally folded document with your hand or with help of a ruler across to remove air cushion between individual layers. Then, put the longitudinally folded document face down again. Lettering field forward and push until it gets captured. The system switches automatically to cross folding for document widths less than 240 mm. program is preset.




Insert the longitudinally folded document

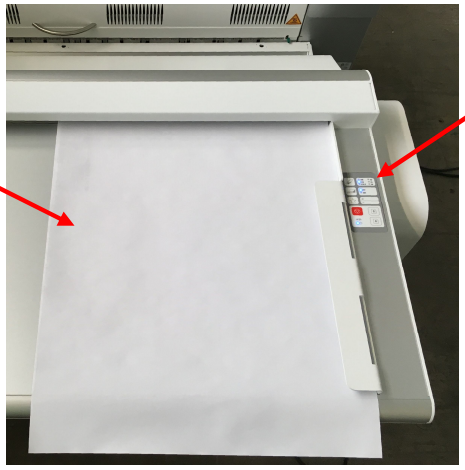
Fully folded document




Fully folded document

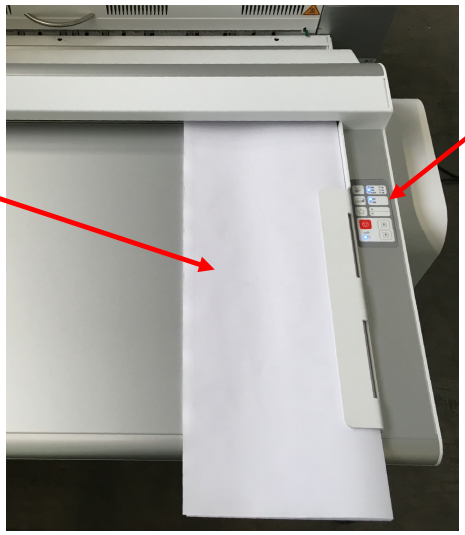
### Offline folding with online connection

Follow the information on the offline table ruler to correctly place the document. Place the document to be folded flush against the right edge of the ruler, face down and with the header facing front left.



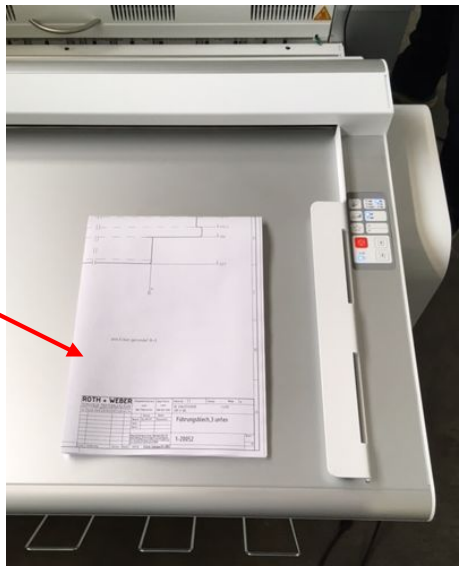
Select a default or favorite longitudinal folding program (section 3.2, control panel)

Remove the longitudinally folded document from the delivery tray and place it on the folding machine feeder platform. Smoothen the longitudinally folded document with your hand or with help of a ruler across to remove air cushion between individual layers. Then, put the longitudinally folded document face down again. Lettering field forward and push until it gets captured. The system switches automatically to cross folding for document widths less than 240 mm.



Select the folding program required for cross folding using the control panel. If a favorite is selected, the cross folding program is preset.

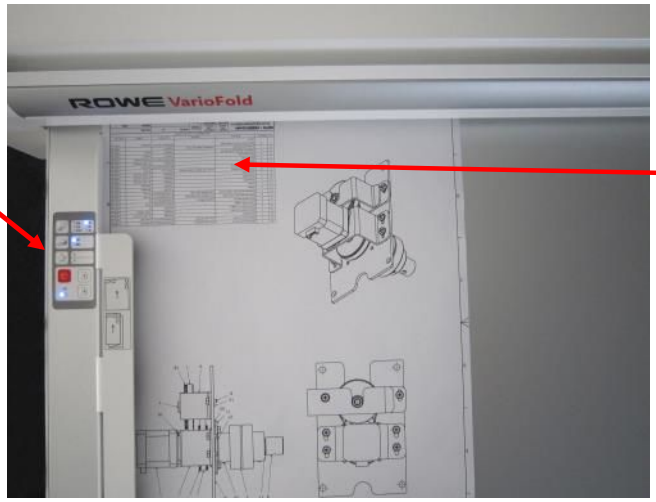
Fully folded document



## 5.7 Folding a Portrait Format Document with Header to the Lower Right (ANFOR)

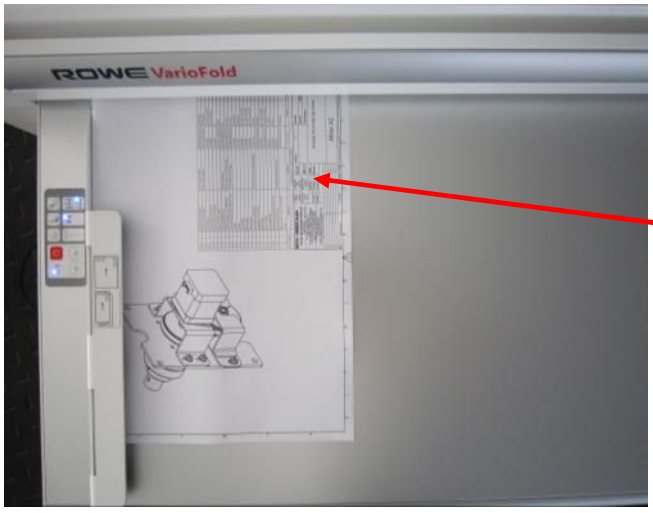
For this folding, create a favorite with a fan folding width of 11” [297 mm] (see section 5.10.9 or 5.11.9). You will need FOLD APP SE or PRO. For AFNOR folding, select the corresponding program using the Favorite key and insert the document to be folded as described below. The header is located to the upper left. For the second folding, use the longitudinal folding program selection key (section 3.2, control panel) to select required folding program 210P.

Select the folding program with the Favorite key (section 3.2, control panel).




Insert the document for longitudinal folding, header front left (1st folding)

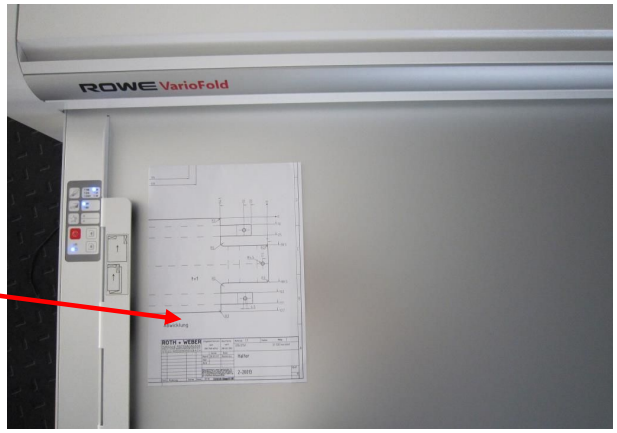
Inserting the document




Select the folding program required for longitudinal folding using selection key on the control panel. Smoothen the longitudinally folded document with your hand or with help of a ruler across to remove air cushion between individual layers. Insert the document for cross folding as shown, with the text field to the front right.

Insert the longitudinally folded document

Fully folded document

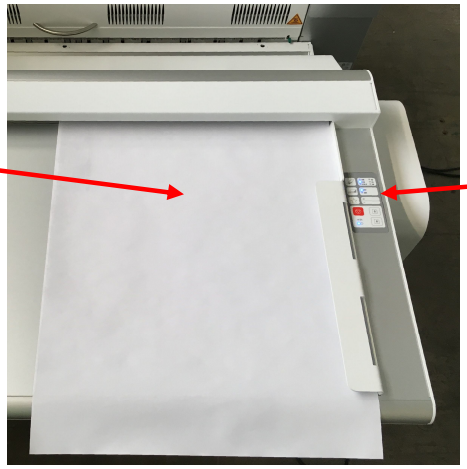



Fully folded document

**Offline Folding of a Portrait Format Document with Header to the Lower Right (AFNOR Folding) on a VarioFold with Online Bridge**

For this folding, create a favorite with a fan folding width of 11” [297 mm] (see section 5.10.9 or 5.11.9). You will need FOLD APP SE or PRO. For AFNOR folding, select the corresponding program using the Favorite key and insert the document to be folded as described below. The header is located to the upper left. For the second folding, use the fan folding program selection key (section 3.2, control panel) to select required folding program 8.5 [210P].

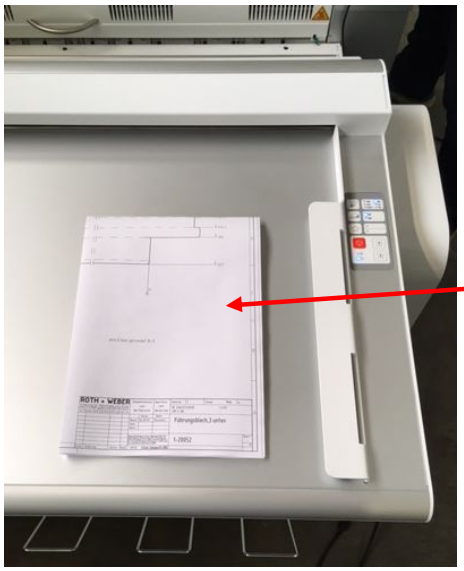
Insert the document for longitudinal folding, face down, header front right (1st folding)



Select the folding program with the Favorite key (section 3.2, control panel).

Remove the longitudinally folded document from the delivery tray and place it on the folding machine feeder platform. Smoothen the longitudinally folded document with your hand or with help of a ruler across to remove air cushion between individual layers.

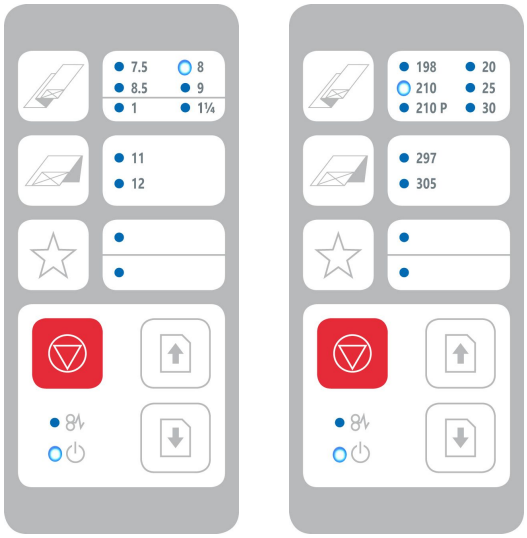
Select the folding program required for longitudinal folding using selection key on the control panel. Insert the document for cross folding as shown, with the text field to the front right.



Fully folded document

## 5.8 Longitudinal Folding of Smaller Documents less than 9.45 in [240 mm]

For longitudinal folding of smaller documents less than 9.45 in [240 mm] deactivate the automatic switch between longitudinal and cross folding. In this case, select the required longitudinal folding program using the selection key (section 3.2, control panel). Pressing and holding (at least 2 seconds) the selection key deactivates the automatic switch. Only the LED of the required longitudinal folding program illuminates on the control panel. The LEDs of the cross folding programs do not illuminate.



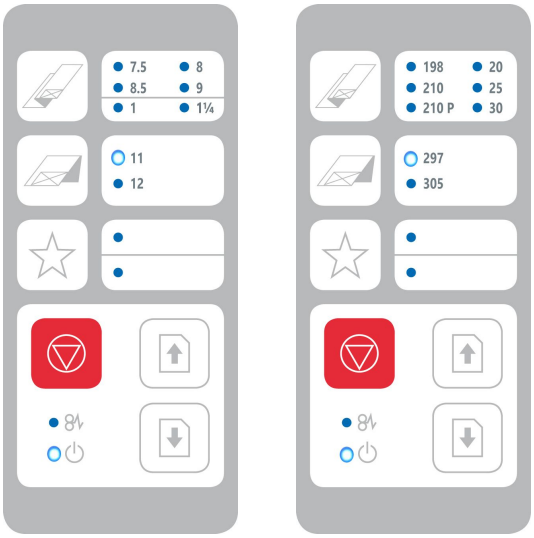

Only longitudinal folding program 210 selected

If you have created a favorite for this folding you can deactivate automatic switching there.

To reactivate automatic switching, select any folding program using the selection keys.

## 5.9 Cross Folding Documents wider than 9.45 in [240 mm]

For longitudinal folding of smaller documents less than 9.45 in [240 mm] deactivate the automatic switch between longitudinal and cross folding. The procedure is the same as described in section 5.8.




Only cross folding program 297 selected

## 5.10 FoldManager with inch units

### 5.10.1 APPs (inch)

The FoldManager contains various apps for using the Folding system.

**Table 5: APPs (inch)**

| | |
|---|---|
| **ROWE FOLD APP LT** | The app is used to easily take various meter readings:<br>- Linear feet<br>- Foldings and folded documents<br>In addition, this app offers 12 permanently installed folding programs. The app is included standard within the VarioFold Compact scope of delivery. |
| **ROWE FOLD APP SE** | Contains the ROWE FOLD APP LT In addition, with this app you can define an unlimited number of user-specific folding programs, with package widths from 7” to 12” (fan) and 8.25” to 12” (cross). In addition, fan folding of up to 157.48” and cross folding of up to 98.43” is possible with the ROWE FOLD APP SE. Also use the app to assign programs to the Favorites keys.<br>*Transverse folding: If the last layer to be folded is smaller than 3.5”, it cannot be folded with.* |
| **ROWE FOLD APP PRO** | Contains the ROWE FOLD APP SE. In addition, you can create special folding programs with this app, for example for maps and stationary. Package widths of 3.5” to 16.5” (fan) and 7” to 16.5” (cross) are possible.<br>*Longitudinal folding: If the length of the document to be folded is longer than desired packet width x 21, only the Packet folding type will be possible.*<br>*Transverse folding: If the last layer to be folded is smaller than 3.5”, it cannot be folded with.* |
| **Endless Folding Kit 30** | The app includes ROWE FOLD APP SE, as well as the patented overlength folding without unfolded intermediate layers, for fan folding up to 98.43 ft.<br>*Endless Folding is only available for the folding scheme package.*<br>*All folded documents with the folding scheme package may only be output to the rear after installation of the app.*<br>*Endless Folding Kit 30 may only be used in conjunction with the Rear Delivery Tray or Motorised High Volume Tray. Failure to do so voids ROWE's liability for the function as well as the warranty.* |

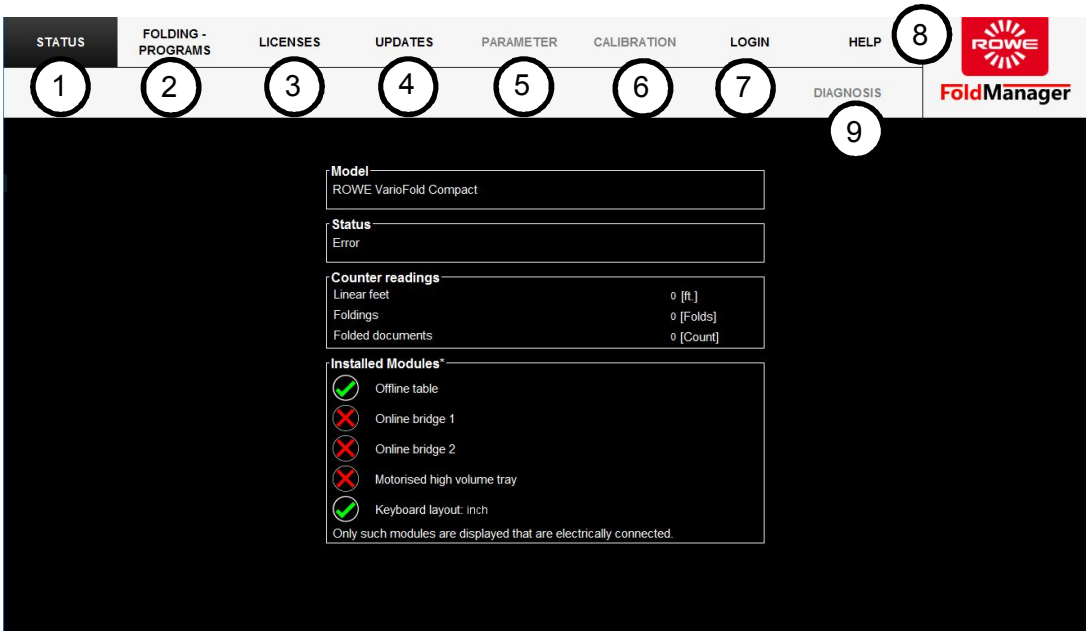
| | |
|---|---|
| **Endless Folding Kit UNLIMITED** | The app includes ROWE FOLD APP SE, as well as the patented infinite overlength folding without unfolded intermediate layers.<br>*Endless Folding is only available for the folding scheme package.*<br>*All folded documents with the folding scheme package may only be output to the rear after installation of the app.*<br>*Endless Folding Kit Unlimited may only be used in conjunction with the Rear Delivery Tray or Motorised High Volume Tray. Failure to do so voids ROWE's liability for the function as well as the warranty.* |
| **ROWE FOLD APP SE+PRO trial license** | Trial license, free of charge and with no obligation, for the ROWE FOLD APP PRO, automatically includes the SE license. The trial license is valid for 250 folding procedures.<br>If you do not purchase a full license within the trial period, the FoldManager is reset automatically to the license acquired, and the allocation to Favorites keys is canceled. |

If the length of the fed document exceeds the maximum length of the purchased license, the excess document length will be transported unfolded out of the folding system.

### 5.10.2 Installation of FoldManager (inch)

To install the software you need the CD included in the scope of delivery. Insert the CD in the PC drive. Normally, software installation begins automatically. Should this not be the case, double-click the "ROWE FoldManager" file on the CD to start it. This opens the Start dialog, where you select "Install". Follow all further instructions.

### 5.10.3 FoldManager overview (inch)




Screen - "ROWE FoldManager" overview

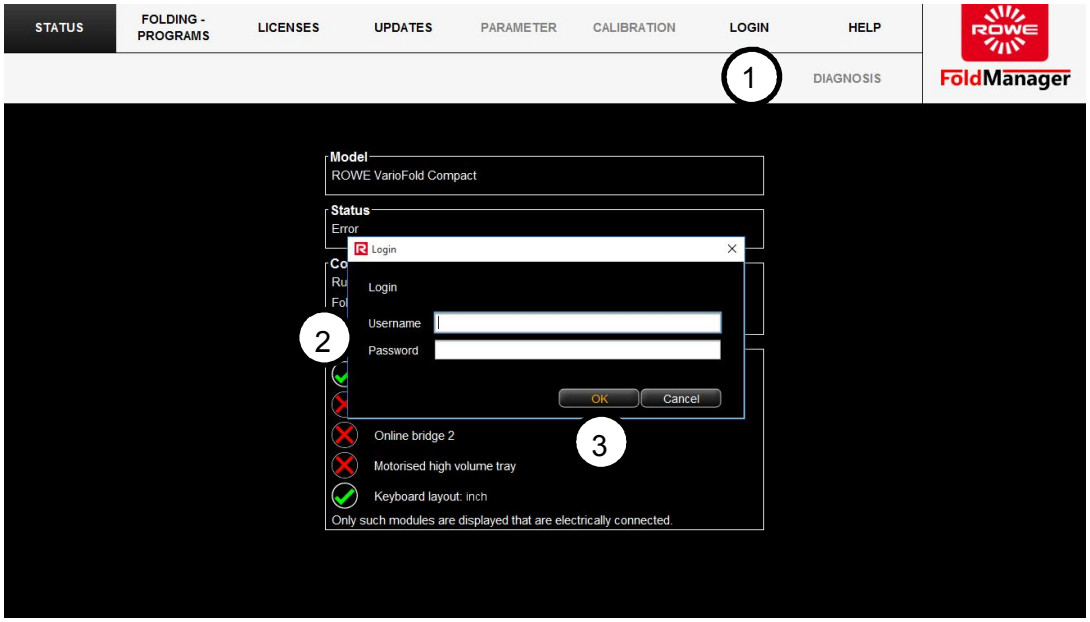
1. Status:
   Folding system status, meter readings, overview of installed modules
2. Folding program:
   Create, edit, and delete custom folding programs, assign them to Favorite keys, define the start folding program.
   To create custom folding programs and define the start folding program, you need at least one license for the FOLD APP SE.
3. Licenses:
   Overview of valid service contracts and the installed connection kit
   Overview of installed licenses, ordering of licenses and trial licenses, installation of recently purchased licenses. Information on remaining folding processes after installing a trial license.
4. Updates:
   Download and install new firmware updates.

5. Parameter:
   Set the required language and unit of measure, change the folding speed, correct the document front edge and rear edge.
6. Calibration:
   Calibration of the folding system, printing of the calibration chart.
7. Logout:
   Logging in and out in FoldManager.
8. Help:
   Download the VarioFold Compact instruction manual.
9. Diagnosis:
   Maintenance area for ROWE Service.

*Functions that are not available to you because you are not logged on as an administrator or because you do not have to corresponding software license appear grayed out.*

### 5.10.4 System Log In (inch)

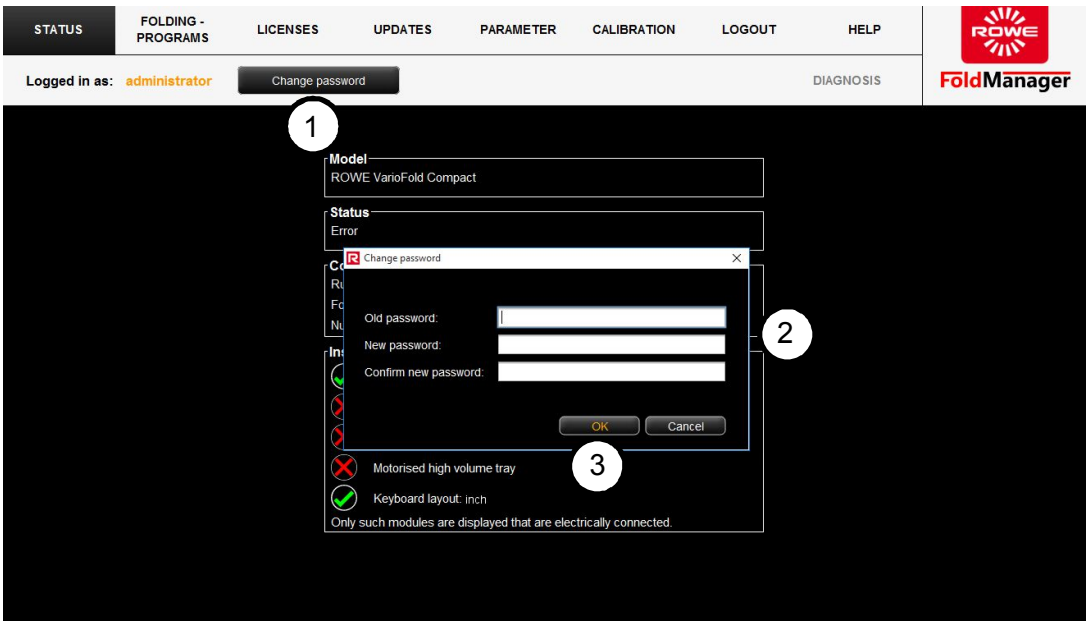
To use the software functions, log in as administrator under "Login".




Screen - System log in

1. Select the "Login" menu item.
2. Enter the user name and password.
   **User name:** administrator
   **Password:** admin
3. Confirm your entries with "OK".

### 5.10.5 Changing the password (inch)

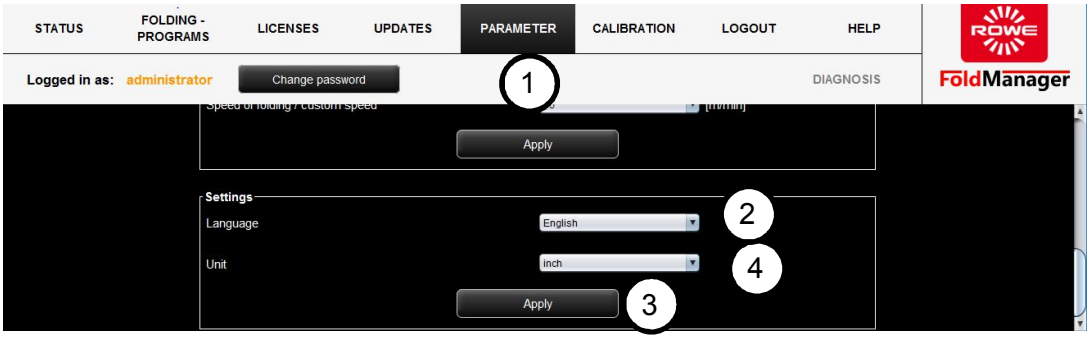



Screen - Change password

1. Select the "Change password" menu item.
2. Enter a new password in the dialog box and confirm it.
3. Confirm your entries with "OK".

### 5.10.6 Set Language and Unit of Measure (inch)

To set the language and unit of measure, connect the PC to the folding system with a USB cable.



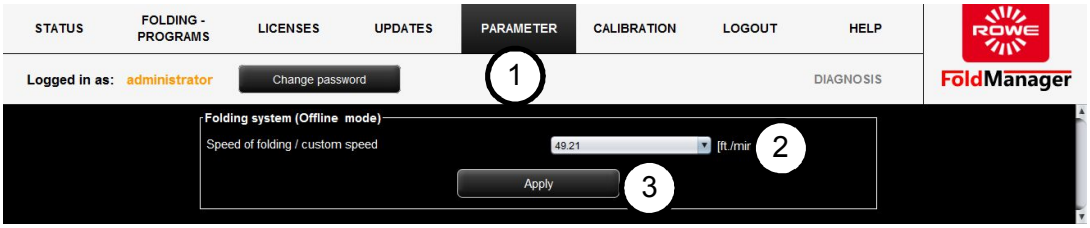

Screen - Language setting menu

1. Log in as administrator and go to the "Parameter" menu.
2. Under "Settings", select the language required from the drop down menu.
3. Confirm your entries with "Apply".
   After confirming you will be asked to restart FoldManager.
4. In the drop down list select the system where you want to change the unit of measure from metric (mm) to non-metric (inches).
5. Confirm your entries with "Apply".

### 5.10.7 Setting the Folding Speed [Custom Speed] (inch)

For fast processing of large folding volumes, the VarioFold Compact operates at a speed of 65.62 ft/min in offline mode. If needed, this can be reduced individually with the Custom Speed function.

To set the folding speed, connect the PC to the Folding system with a USB cable.




Screen - Folding speed menu

1. Log in as administrator and go to the "Parameter" menu.
2. Under "Folding system (offline mode)", select the folding speed required from the drop down menu.
3. Confirm your entries with "Apply".

### 5.10.8 Correcting Document Edges (inch)

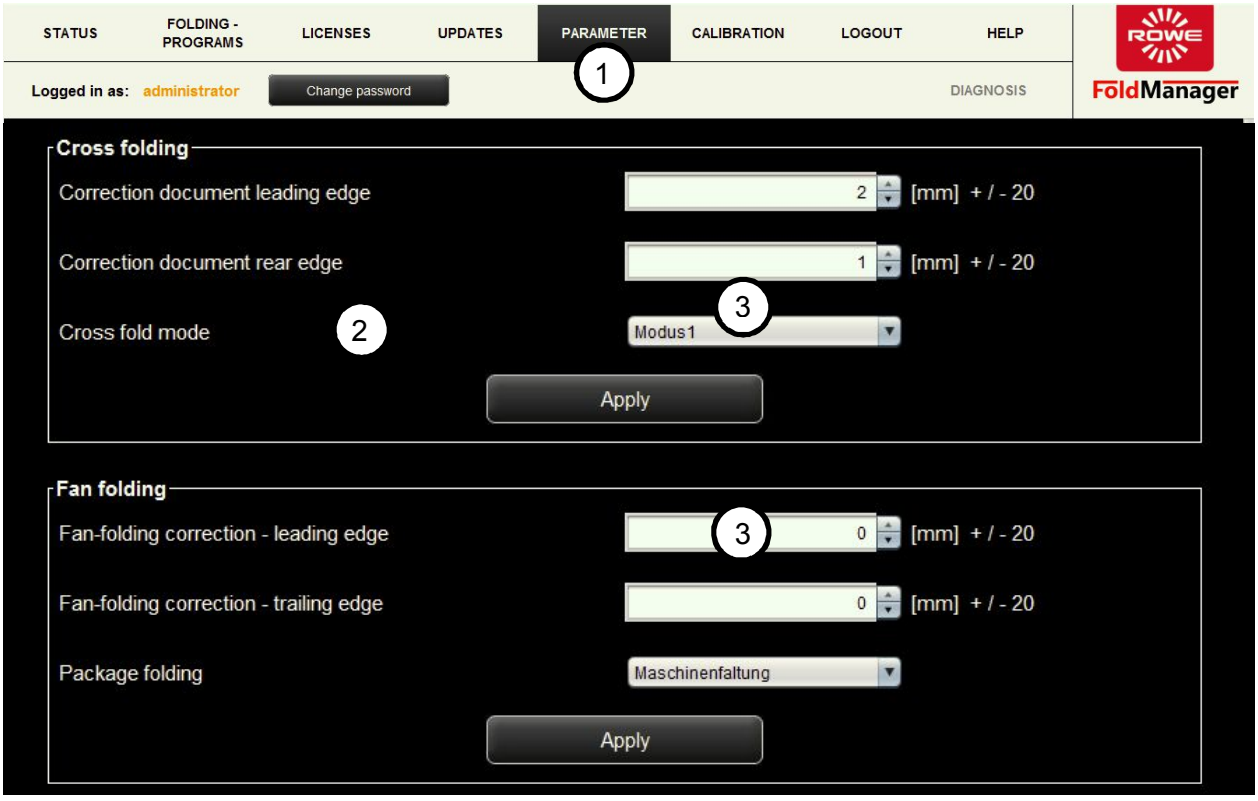
If the folded document does not meet the desired dimensions, there is the option to correct the dimensions later using the parameters „Document front edge“ (cover sheet), “Document rear edge” (base sheet) and „Transverse folding mode”.

- Fold a sample document.
- Check whether the document edges are perfectly aligned with one another.
- Measure any deviation.

If the documents have a length of 23” - 27”, you have the choice between two different folding modes.

- „Mode 1“ (standard setting), a full quire is folded and the remaining part is distributed to two shortened quires. All in all, three quires result.
- „Mode 2“, a full quire is folded and the remaining part is delivered unfolded. Two quires result.”

To correct the document edges, connect the PC to the Folding system with a USB cable.

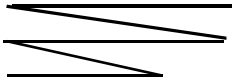



Screen - Correct document edges menu

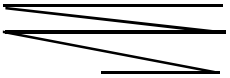
1. Log in as administrator and go to the "Parameter" menu.
2. Correct the deviations under "Fan folding" and "Cross folding". e.g.: If you measure an overlap of 0.08” in the document back edge during fan folding, correct the document back edge by -0.08”.
3. Confirm your changes with "Apply".

Fan folding package folding:

Machine folding – with a remaining length < 90mm the last layer will be folded left-justified



DIN folding – with a remaining length < 90mm the last layer will be folded according to DIN 824.



Cross folding mode:

Mode 1 = With a remaining length < 90mm the last layer will be folded halfway.

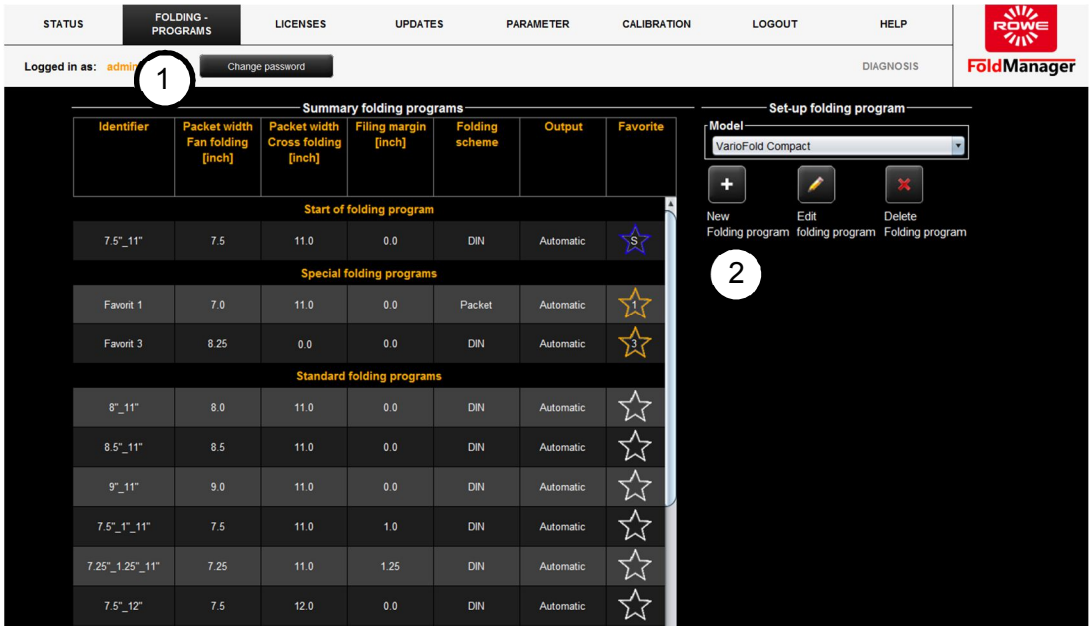
Mode 2 = with a remaining length < 90mm the last layer will not be folded anymore.

### 5.10.9 Creating, Editing, or Deleting Custom Folding Programs (inch)

With licenses for the FOLD APP SE and PRO, you can create custom folding programs, store them on the Favorites keys of the folding system, and edit them at any time.

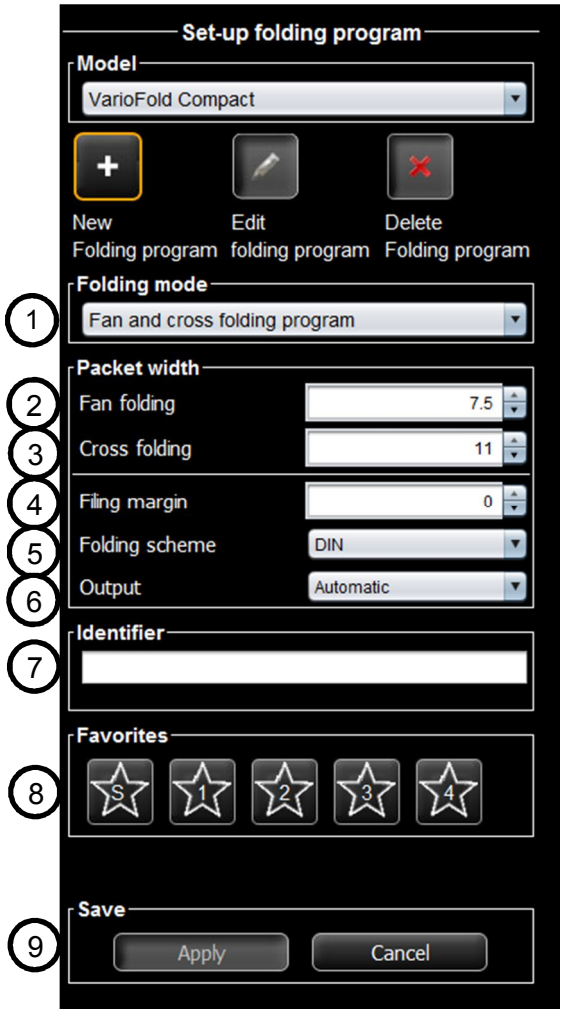
#### 5.10.9.1 Creating Custom Folding Programs (inch)

To create custom folding programs, connect the PC to the Folding system with a USB cable.




Screen - Custom folding program menu

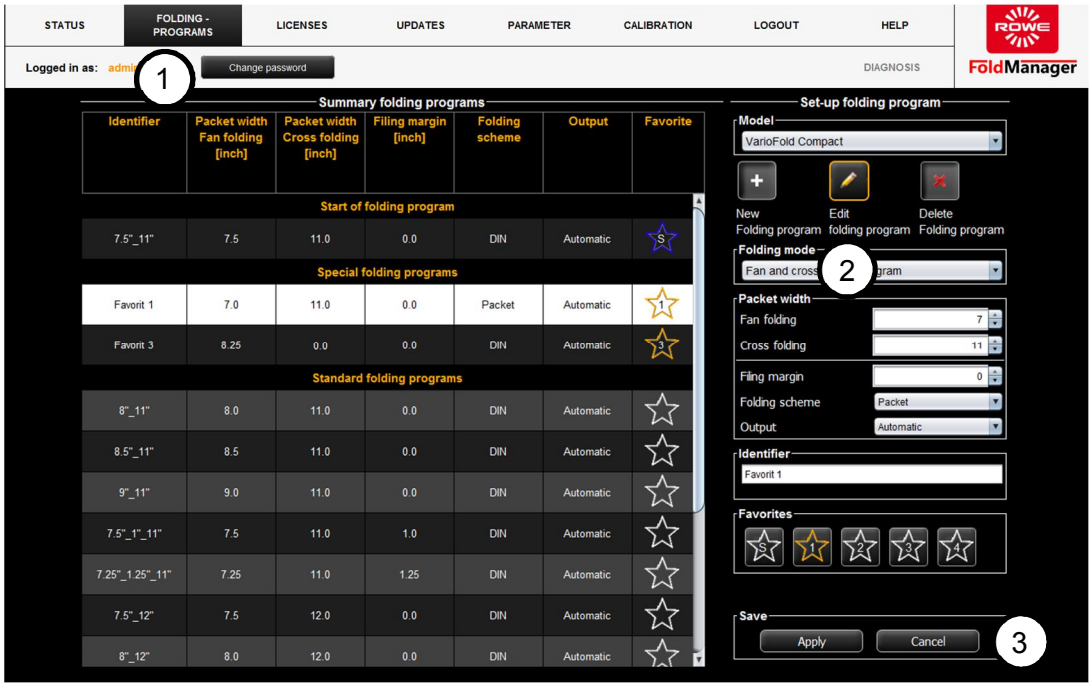
1. Log in as administrator and then go to the "Folding program" menu.
2. Click "+".
   The "Edit folding program" selection field opens.




1. *Folding mode:* Select the desired folding mode.
   - Folding mode of fan and cross folding: Folding automatically shifts between fan and cross folding. Documents that are narrower than 9.45 in will be folded in cross direction. Wider documents will be folded in fan direction.
   - Folding mode is only fan folding: The documents are folded in accordance with the fan folding program only.
   - Folding mode is only cross folding: The documents are folded in accordance with the cross folding program only.
2. *Fan folding:* Set the required package width for fan folding.
3. *Cross folding:* Set the required package width for cross folding.
4. *Filing margin:* If needed you can define a filing margin between 0 in and 1.38 in.
5. *Folding scheme:* Select the required folding type.
   - DIN folding type: The first page (cover sheet) and the last page (back cover) of the folded document are executed in the required fan folding package width.
   - Package folding type: The document is folded in the defined fan folding package width. Any residual length is simply folded over. This folding type does not guarantee that the last page corresponds to the fan folding package width.
6. *Output:* Select the required delivery type. Please note that folded documents with a filing margin may only be output to the front in offline configuration.
7. *Identifier:* Finally, provide a name for the new folding program.
8. *Manage favorites:* If desired, save the new folding program as a favorite, Click the key labeled with the star and the corresponding number in the middle. The favorite can now be selected using the folding system favorite key. You can also define the folding program as the start folding program. Click the key with the star and "S" in the middle. This must also be a favorite.
9. *Save:* Save the new folding program. The new folding program that was created appears in the "Favorites / Custom folding programs" list and is automatically applied to the folding system. A USB cable connection between the VarioFold Compact and the PC is required.

### 5.10.9.2 Editing Custom Folding Programs (inch)

To edit custom folding programs, connect the PC to the Folding system with a USB cable.

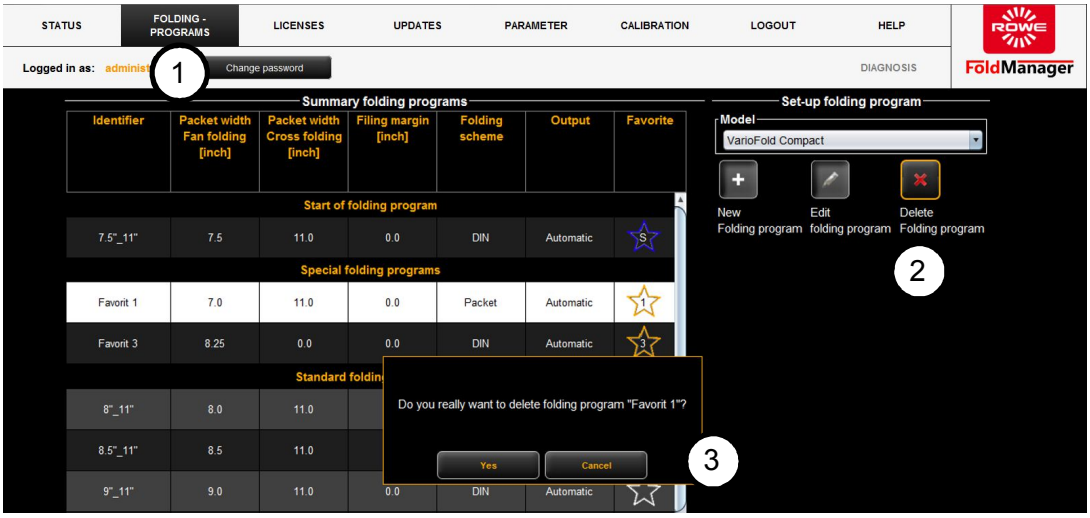



Screen - Edit custom folding program menu

1. Select the "Folding programs" menu item.
2. Click the key labeled with the pencil.
   Click to select a custom folding program. The program selected for editing is highlighted in white. The selection field is displayed on screen at the bottom to the right next to the list of folding programs. Proceed as described in section 5.10.9.1.
3. Save your changes.
   This simultaneously applies the changes to the folding system.

### 5.10.9.3 Deleting Custom Folding Programs (inch)

To delete custom folding programs, connect the PC to the Folding system with a USB cable.



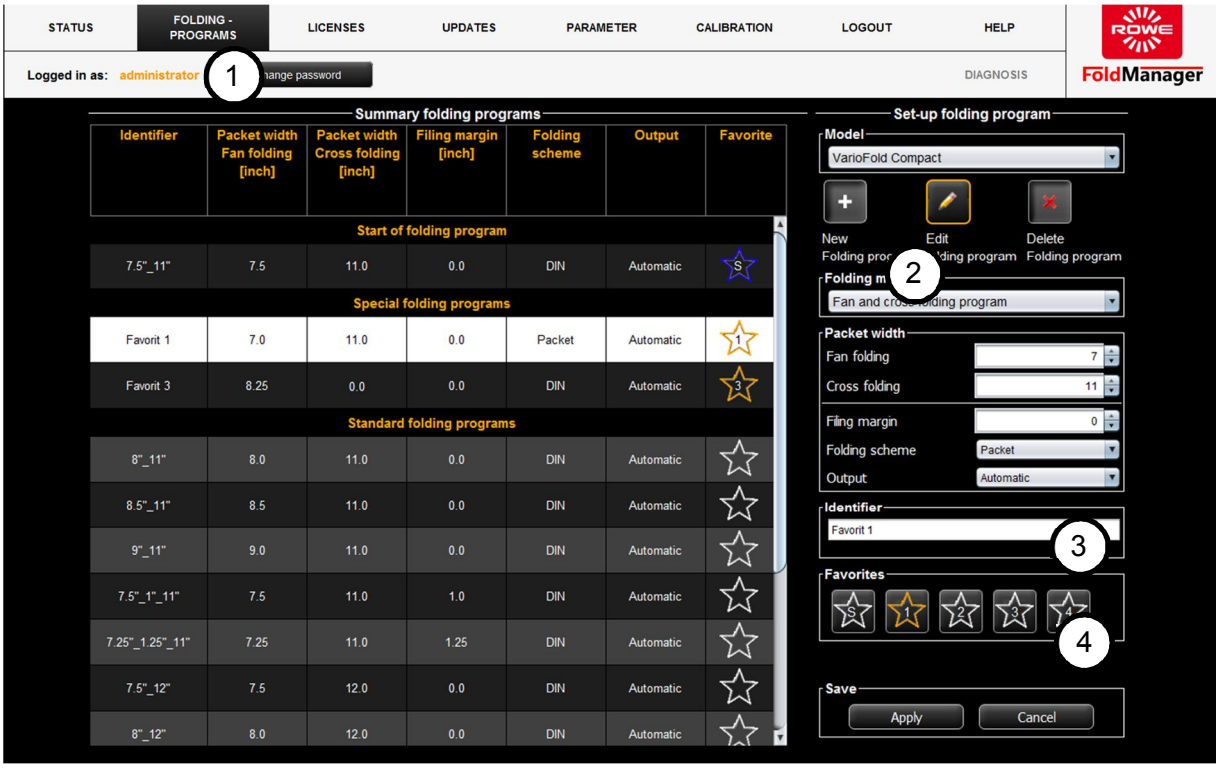

Screen - Delete custom folding program menu

1. Select the "Folding programs" menu item.
2. Click the key labeled with the X.
   Click to select a custom folding program. The program selected for deletion is highlighted in white. Before the folding program is permanently deleted, you are asked to confirm the action. This prevents custom folding programs from being deleted accidentally.
3. Confirm your changes.
   This simultaneously applies the changes to the folding system.

## 5.10.10 Allocating Programs to the Favorites Keys and Selecting the Start Folding Program (inch)

To fold using custom folding programs, they first have to be saved to the VarioFold Compact Favorites keys using the FoldManager. When creating a new folding program you can save it directly to the Favorites keys when it is being created (see section 5.10.9). Existing custom folding programs can also subsequently be defined as Favorites. You can also use the FoldManager to determine the start folding program. The program is active when the VarioFold Compact is connected to line voltage in operating mode. A FOLD APP SE or higher license is required for this function.

To assign programs to the Favorites keys and set a start folding program, connect the PC to the Folding system with a USB cable.



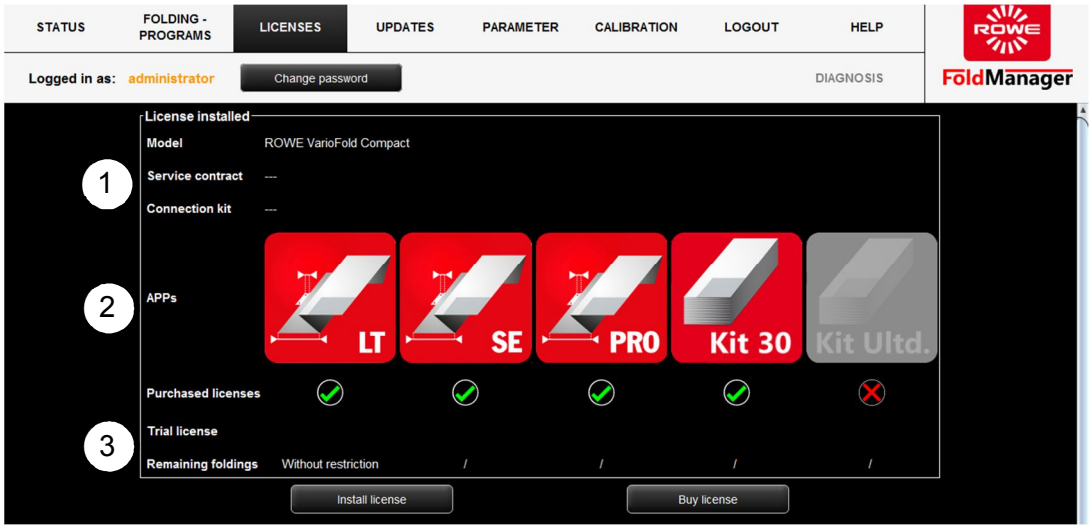

Screen - Create and manage Favorites menu

1. Select the "Folding programs" menu item.
2. Click the key labeled with the pencil.
   Select the customer folding program you want to save as a favorite. The program selected for editing is highlighted in white, the editing field appears to the right.
3. Under "Manage favorites", click a key labeled with a star to define whether the custom folding program should be saved as Favorite 1, 2, 3, or 4. Under "Manage favorites", you can also establish the start folding program by clicking the key labeled with a star and "S". This can be either a default folding program or a customer folding program. Notice: A custom folding program has to be saved as a favorite in order to be the start folding program.
4. Save your changes.
   This simultaneously applies the changes to the folding system.

### 5.10.11 Licenses (inch)

Select your software license for the FoldManager under the "Licenses" menu item.

Connect the PC to the Folding system with a USB cable to view the existing licenses for the FOLD APPS and folding kits.

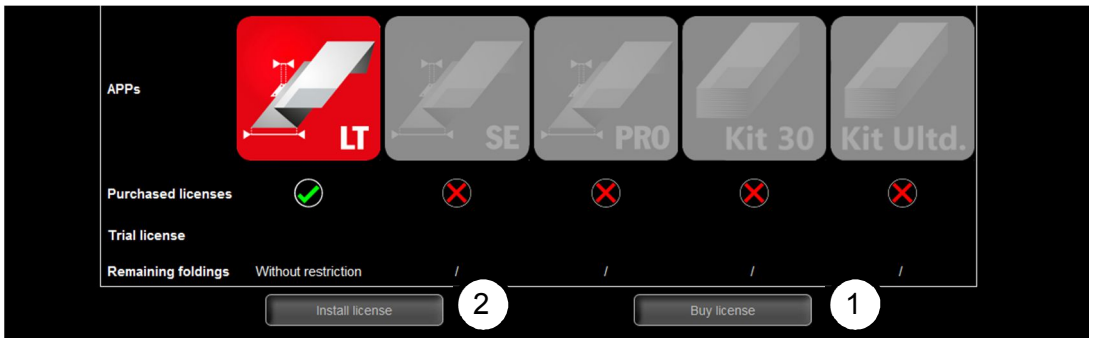



Screen - Licenses overview menu

The following information is available on the "Licenses overview" screen:

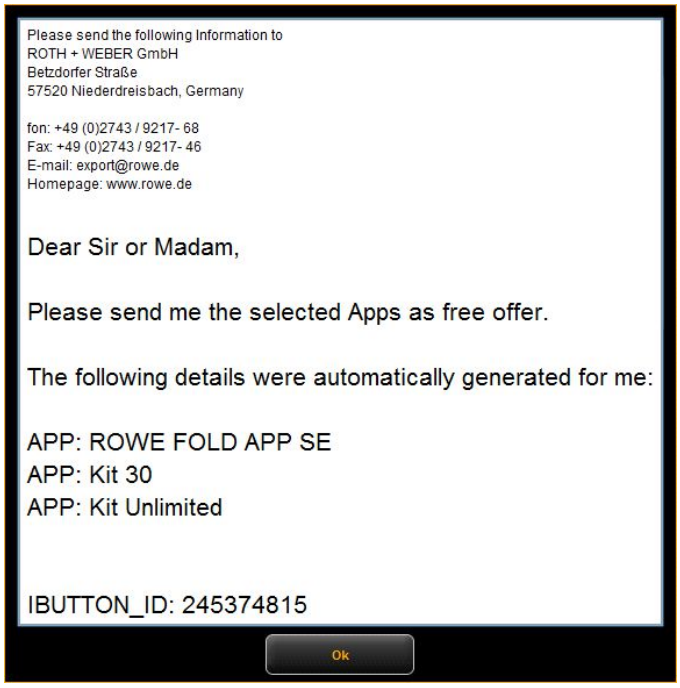
1. Information regarding existing service contracts as well as on the connection kit installed for online operation of the VarioFold Compact.
2. Overview of installed licenses, both trial and purchased full licenses. Licenses that have not been purchased appear with grayed-out icons.
3. Overview of remaining folding processes after installing a trial license.

### 5.10.11.1 Purchasing and Installing Licenses (inch)




Screen - Purchasing and installing licenses menu

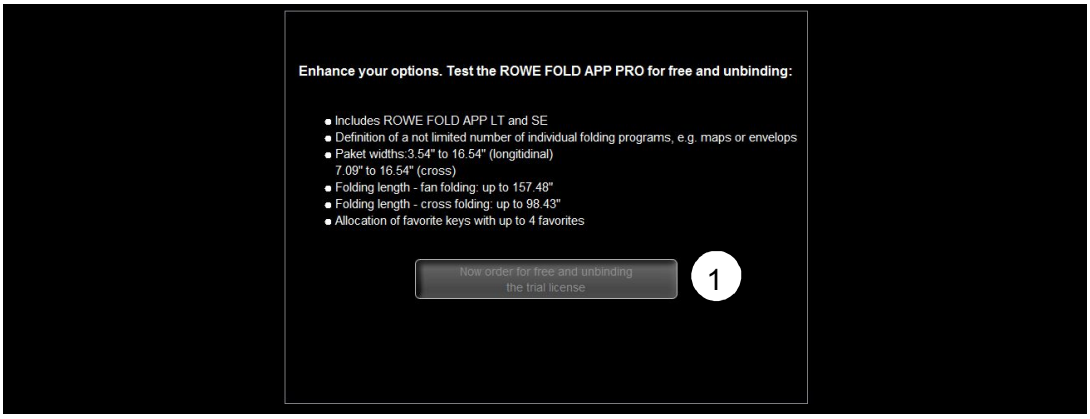
1. Select "Purchase licenses".
   A pop-up window opens, where you select the required software license. Click "Inquiry" to confirm your selection and send it as an e-mail to lizenz@rowe.de. If you do not have a mail program installed on your PC, open the dialog box that contains preformulated text with all required information; it will enable your inquiry to be processed by ROWE quickly. Please send this text by e-mail or fax to ROWE. Make absolutely certain to send ROWE the IBUTTON_ID (see figure). Once you receive the license key from ROWE, save it to your PC.




Text without e-mail program

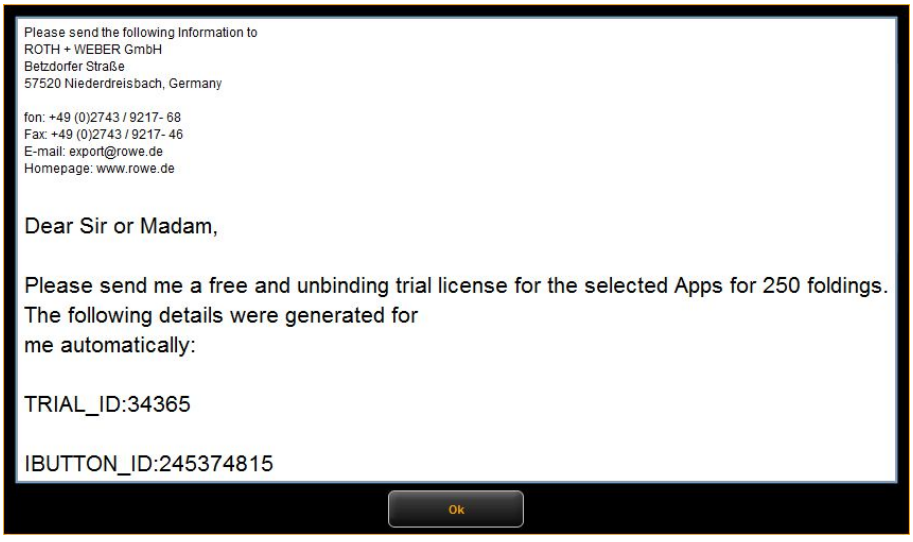
2. Install the license by selecting "Install license". Select the license key from the corresponding directory on your PC.

### 5.10.11.2 Requesting a Trial License (inch)




Screen - Request trial license menu

1. Select "Request no-cost, no-obligation trial license now".
   If you do not have a mail program installed on your PC, open the dialog box that contains preformulated text with all required information; it will enable your inquiry to be processed by ROWE quickly. Please send this text by e-mail or fax to ROWE. Make absolutely certain to send ROWE the TRIAL_ID and IBUTTON_ID. Once you receive the license key from ROWE, save it to your PC. Proceed as described in section 5.10.11.1 under item 2.

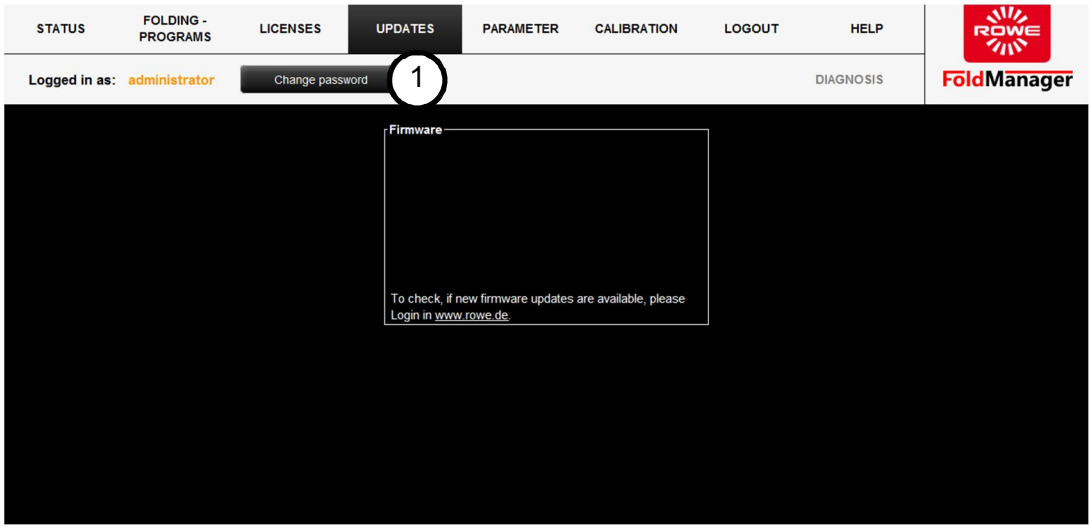



Text without e-mail program

### 5.10.12 Updates (inch)

There will be occasional updates available for your FoldManager. To determine whether your FoldManager is up to date, select the "Updates" menu.

To install firmware updates, connect the PC to the Folding system with a USB cable.




Screen - Updates menu

1. Log in as administrator and then go to the "Updates" menu.
2. Follow the instructions.

## 5.11 FoldManager with metric units

### 5.11.1 APPs (metric)

The FoldManager contains various apps for using the Folding system.

**Table 6: APPs (metric)**

| | |
|---|---|
| **ROWE FOLD APP LT** | The app is used to easily take various meter readings:<br>- Linear feet<br>- Foldings and folded documents<br>In addition, this app offers 12 permanently installed folding programs. The app is included standard within the VarioFold Compact scope of delivery. |
| **ROWE FOLD APP SE** | Contains the ROWE FOLD APP LT In addition, with this app you can define an unlimited number of user-specific folding programs, with package widths from 180 mm to 305 mm (fan) and 210 mm to 305 mm (cross). In addition, fan folding of up to 4 m and cross folding of up to 2,5 m is possible with the ROWE FOLD APP SE. Also use the app to assign programs to the Favorites keys.<br>*Transverse folding: If the last layer to be folded is smaller than 90 mm, it cannot be folded with.* |
| **ROWE FOLD APP PRO** | Contains the ROWE FOLD APP SE. In addition, you can create special folding programs with this app, for example for maps and stationary. Package widths of 90 mm to 420 mm (fan) and 180 mm to 420 mm (cross) are possible.<br>*Longitudinal folding: If the length of the document to be folded is longer than desired packet width x 21, only the Packet folding type will be possible.*<br>*Transverse folding: If the last layer to be folded is smaller than 90 mm, it cannot be folded with.* |
| **Endless Folding Kit 30** | The app includes ROWE FOLD APP SE, as well as the patented overlength folding without unfolded intermediate layers, for fan folding up to 30 m.<br>*Endless Folding is only available for the folding scheme package.*<br>*All folded documents with the folding scheme package may only be output to the rear after installation of the app.*<br>*Endless Folding Kit 30 may only be used in conjunction with the Rear Delivery Tray or Motorised High Volume Tray. Failure to do so voids ROWE's liability for the function as well as the warranty.* |

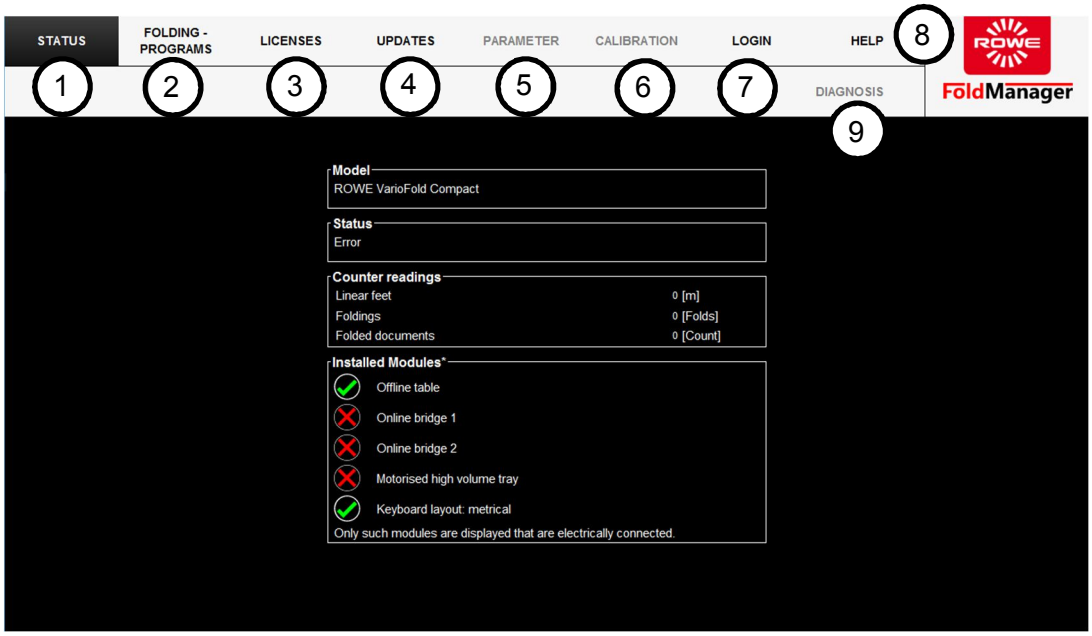
| | |
|---|---|
| **Endless Folding Kit UNLIMITED** | The app includes ROWE FOLD APP SE, as well as the patented infinite overlength folding without unfolded intermediate layers.<br>*Endless Folding is only available for the folding scheme package.*<br>*All folded documents with the folding scheme package may only be output to the rear after installation of the app.*<br>*Endless Folding Kit Unlimited may only be used in conjunction with the Rear Delivery Tray or Motorised High Volume Tray. Failure to do so voids ROWE's liability for the function as well as the warranty.* |
| **ROWE FOLD APP SE+PRO trial license** | Trial license, free of charge and with no obligation, for the ROWE FOLD APP PRO, automatically includes the SE license. The trial license is valid for 250 folding procedures.<br>If you do not purchase a full license within the trial period, the FoldManager is reset automatically to the license acquired, and the allocation to Favorites keys is canceled. |

If the length of the fed document exceeds the maximum length of the purchased license, the excess document length will be transported unfolded out of the folding system.

### 5.11.2 Installation of FoldManager (metric)

To install the software you need the CD included in the scope of delivery. Insert the CD in the PC drive. Normally, software installation begins automatically. Should this not be the case, double-click the "ROWE FoldManager" file on the CD to start it. This opens the Start dialog, where you select "Install". Follow all further instructions.

### 5.11.3 FoldManager overview (metric)




Screen - "ROWE FoldManager" overview

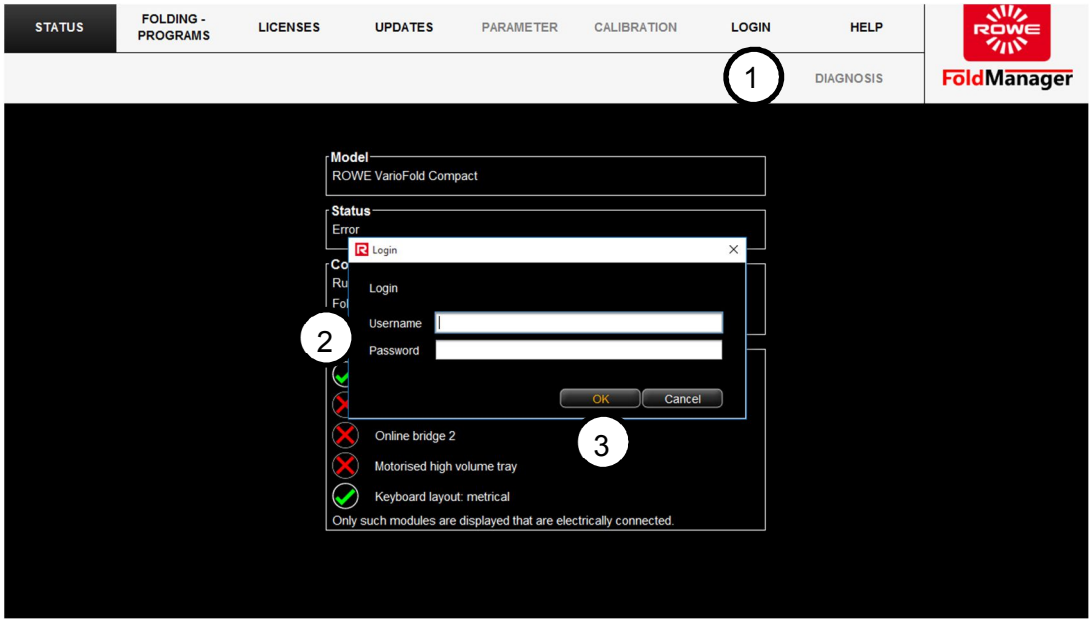
1. Status:
   Folding system status, meter readings, overview of installed modules
2. Folding program:
   Create, edit, and delete custom folding programs, assign them to Favorite keys, define the start folding program.
   To create custom folding programs and define the start folding program, you need at least one license for the FOLD APP SE.
3. Licenses:
   Overview of valid service contracts and the installed connection kit
   Overview of installed licenses, ordering of licenses and trial licenses, installation of recently purchased licenses. Information on remaining folding processes after installing a trial license.
4. Updates:
   Download and install new firmware updates.

5. Parameter:
   Set the required language and unit of measure, change the folding speed, correct the document front edge and rear edge.
6. Calibration:
   Calibration of the folding system, printing of the calibration chart.
7. Logout:
   Logging in and out in FoldManager.
8. Help:
   Download the VarioFold Compact instruction manual.
9. Diagnosis:
   Maintenance area for ROWE Service.

*Functions that are not available to you because you are not logged on as an administrator or because you do not have to corresponding software license appear grayed out.*

### 5.11.4 System Log In (metric)

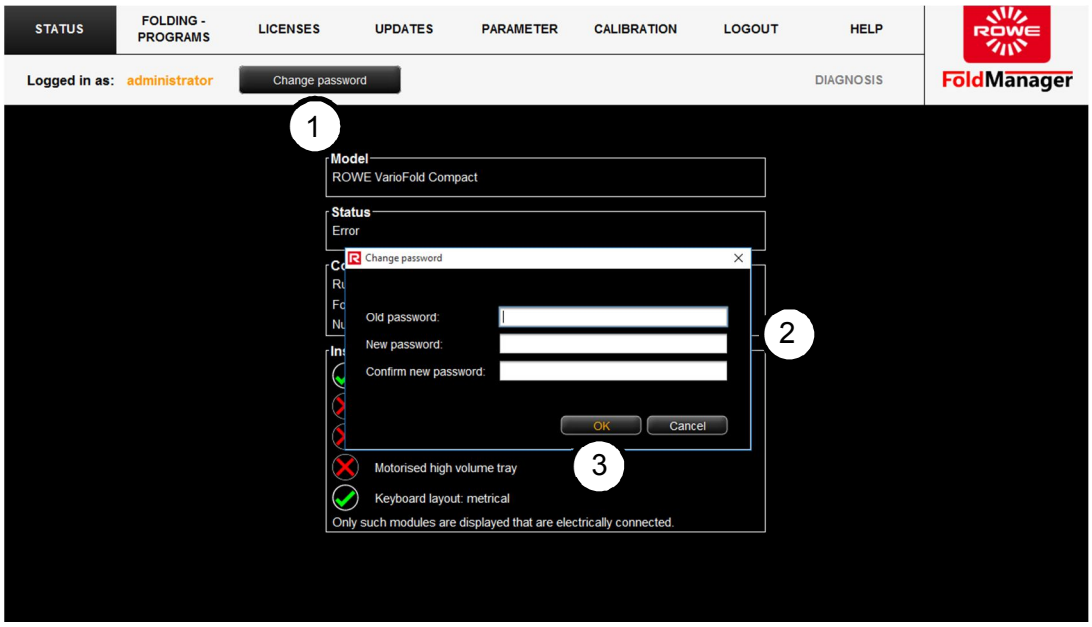
To use the software functions, log in as administrator under "Login".




Screen - System log in

1. Select the "Login" menu item.
2. Enter the user name and password.
   **User name:** administrator
   **Password:** admin
3. Confirm your entries with "OK".

### 5.11.5 Changing the password (metric)

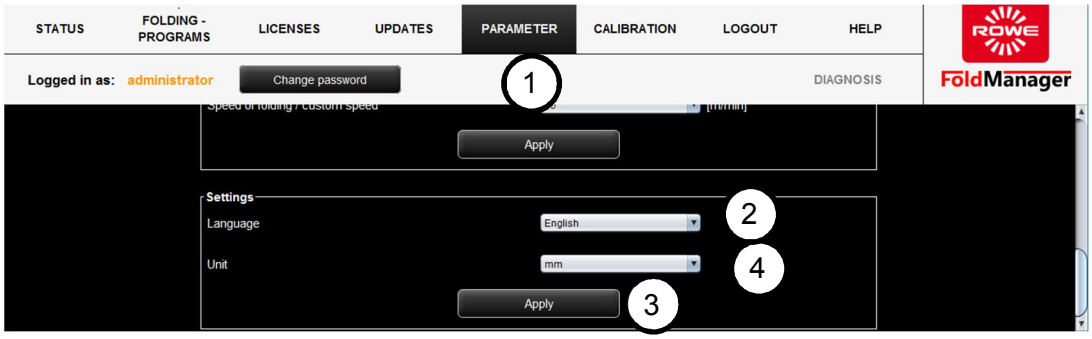



Screen - Change password

1. Select the "Change password" menu item.
2. Enter a new password in the dialog box and confirm it.
3. Confirm your entries with "OK".

### 5.11.6 Set Language and Unit of Measure (metric)

To set the language and unit of measure, connect the PC to the folding system with a USB cable.



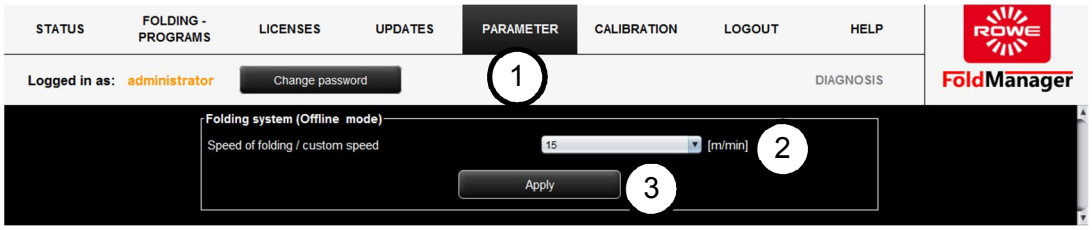

Screen - Language setting menu

1. Log in as administrator and go to the "Parameter" menu.
2. Under "Settings", select the language required from the drop down menu.
3. Confirm your entries with "Apply".
   After confirming you will be asked to restart FoldManager.
4. In the drop down list select the system where you want to change the unit of measure from metric (mm) to non-metric (inches).
5. Confirm your entries with "Apply".

### 5.11.7 Setting the Folding Speed [Custom Speed] (metric)

For fast processing of large folding volumes, the VarioFold Compact operates at a speed of 20 m/min in offline mode. If needed, this can be reduced individually with the Custom Speed function.

To set the folding speed, connect the PC to the Folding system with a USB cable.




Screen - Folding speed menu

1. Log in as administrator and go to the "Parameter" menu.
2. Under "Folding system (offline mode)", select the folding speed required from the drop down menu.
3. Confirm your entries with "Apply".

### 5.11.8 Correcting Document Edges (metric)

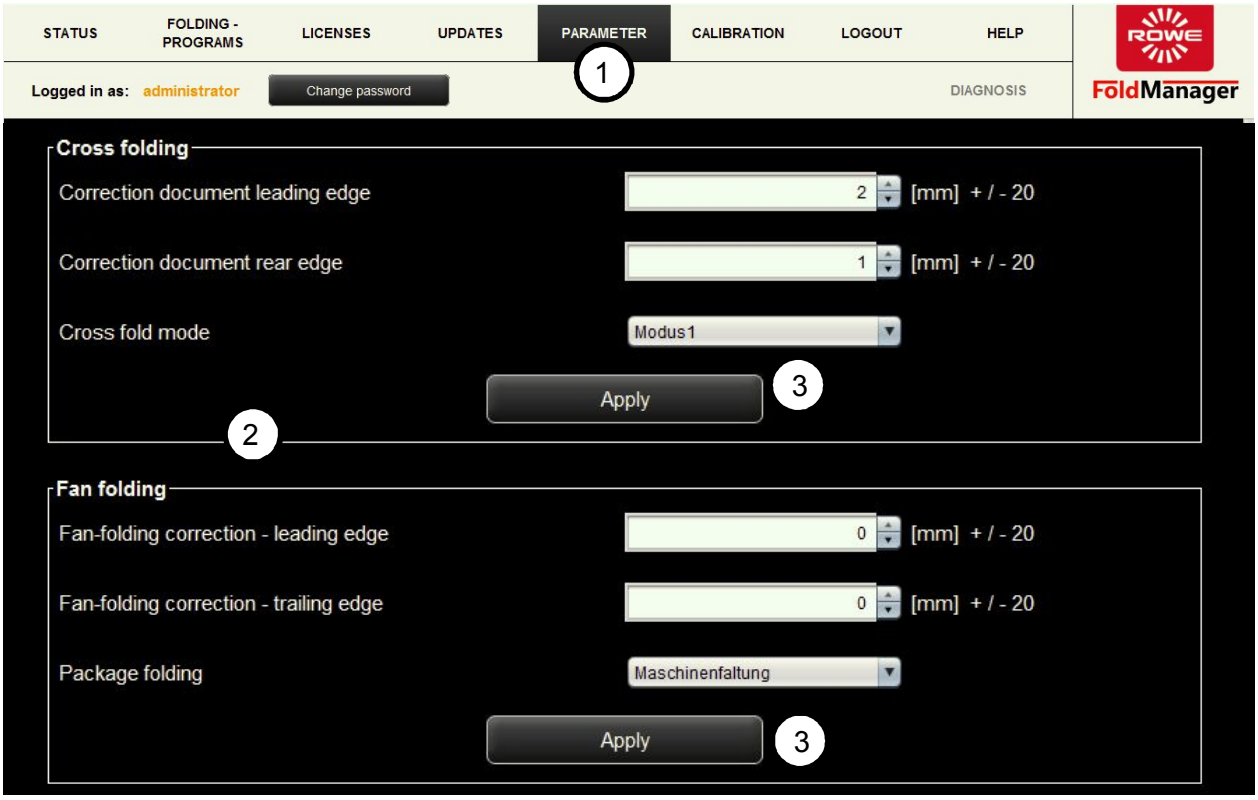
If the folded document does not meet the desired dimensions, there is the option to correct the dimensions later using the parameters „Document front edge“ (cover sheet), “Document rear edge” (base sheet) and „Transverse folding mode”.

- Fold a sample document.
- Check whether the document edges are perfectly aligned with one another.
- Measure any deviation.

If the documents have a length of 600 - 700 mm, you have the choice between two different folding modes.

- „Mode 1“ (standard setting), a full quire is folded and the remaining part is distributed to two shortened quires. All in all, three quires result.
- „Mode 2“, a full quire is folded and the remaining part is delivered unfolded. Two quires result.”

To correct the document edges, connect the PC to the Folding system with a USB cable.

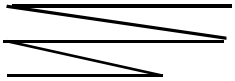



Screen - Correct document edges menu

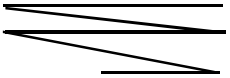
1. Log in as administrator and go to the "Parameter" menu.
2. Correct the deviations under "Fan folding" and "Cross folding". e.g.: If you measure an overlap of 2 mm in the document back edge during fan folding, correct the document back edge by -2 mm.
3. Confirm your changes with "Apply".

Fan folding package folding:

Machine folding – with a remaining length < 90mm the last layer will be folded left-justified



DIN folding – with a remaining length < 90mm the last layer will be folded according to DIN 824.



Cross folding mode:

Mode 1 = With a remaining length < 90mm the last layer will be folded halfway.

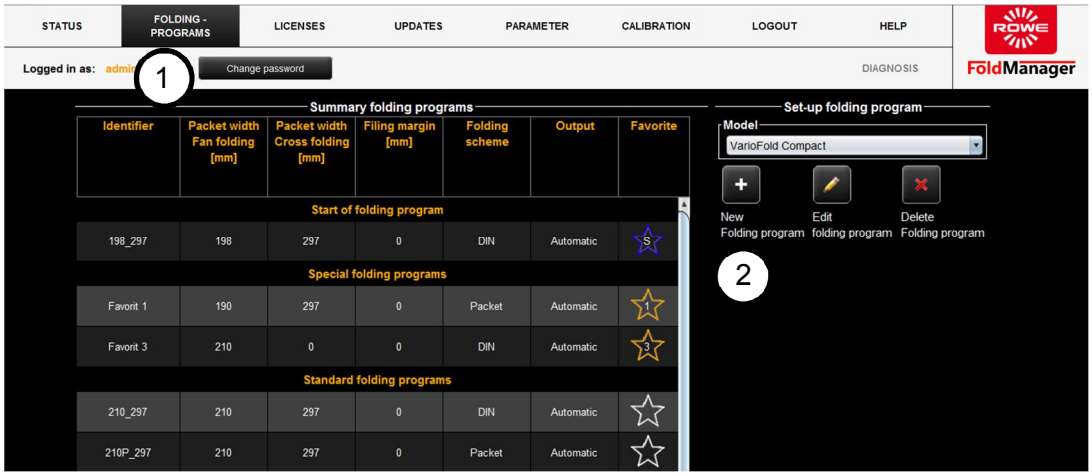
Mode 2 = with a remaining length < 90mm the last layer will not be folded anymore.

### 5.11.9 Creating, Editing, or Deleting Custom Folding Programs (metric)

With licenses for the FOLD APP SE and PRO, you can create custom folding programs, store them on the Favorites keys of the folding system, and edit them at any time.

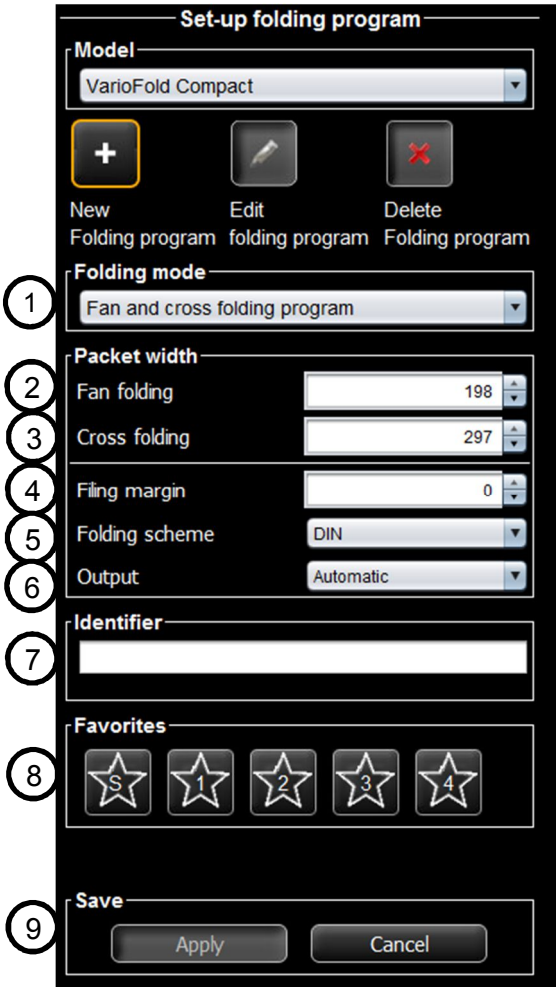
#### 5.11.9.1 Creating Custom Folding Programs (metric)

To create custom folding programs, connect the PC to the Folding system with a USB cable.




Screen - Custom folding program menu

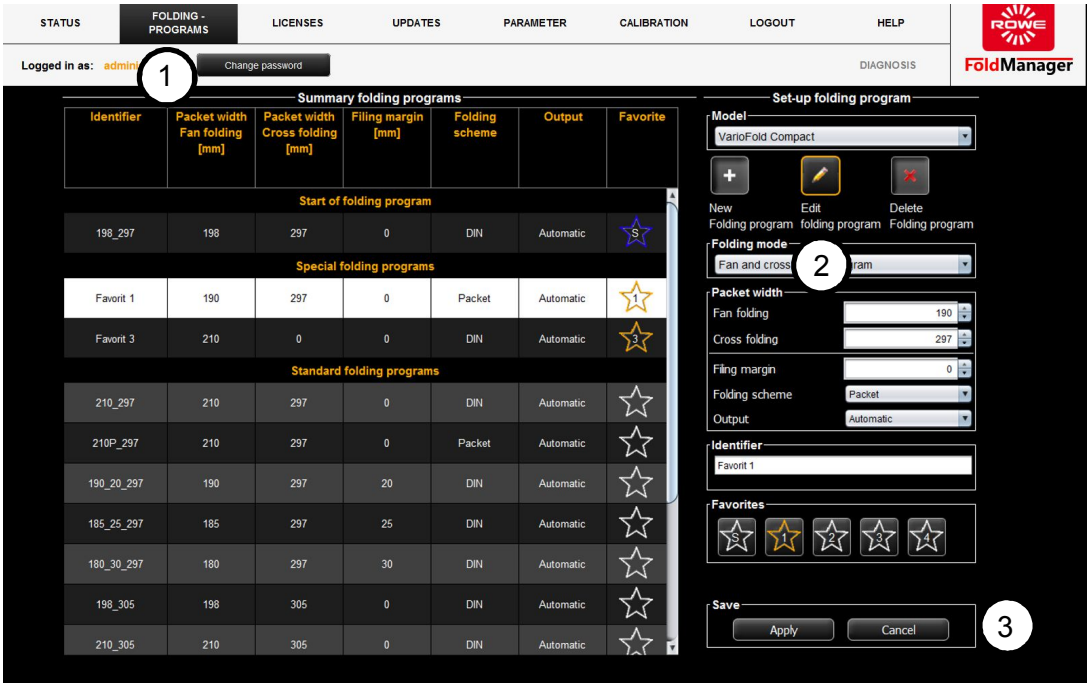
1. Log in as administrator and then go to the "Folding program" menu.
2. Click "+".
   The "Edit folding program" selection field opens.




1. *Folding mode:* Select the desired folding mode.
   - Folding mode of fan and cross folding: Folding automatically shifts between fan and cross folding. Documents that are narrower than 240 mm will be folded in cross direction. Wider documents will be folded in fan direction.
   - Folding mode is only fan folding: The documents are folded in accordance with the fan folding program only.
   - Folding mode is only cross folding: The documents are folded in accordance with the cross folding program only.
2. *Fan folding*: Set the required package width for fan folding.
3. *Cross folding*: Set the required package width for cross folding.
4. *Filing margin*: If needed you can define a filing margin between 0 mm and 35 mm.
5. *Folding scheme*: Select the required folding type.
   - DIN folding type: The first page (cover sheet) and the last page (back cover) of the folded document are executed in the required fan folding package width.
   - Package folding type: The document is folded in the defined fan folding package width. Any residual length is simply folded over. This folding type does not guarantee that the last page corresponds to the fan folding package width.
6. *Output:* Select the required delivery type. Please note that folded documents with a filing margin may only be output to the front in offline configuration.
7. *Identifier:* Finally, provide a name for the new folding program.
8. *Manage favorites:* If desired, save the new folding program as a favorite, Click the key labeled with the star and the corresponding number in the middle. The favorite can now be selected using the folding system favorite key. You can also define the folding program as the start folding program. Click the key with the star and "S" in the middle. This must also be a favorite.
9. *Save:* Save the new folding program. The new folding program that was created appears in the "Favorites / Custom folding programs" list and is automatically applied to the folding system. A USB cable connection between the VarioFold Compact and the PC is required.

### 5.11.9.2 Editing Custom Folding Programs (metric)

To edit custom folding programs, connect the PC to the Folding system with a USB cable.

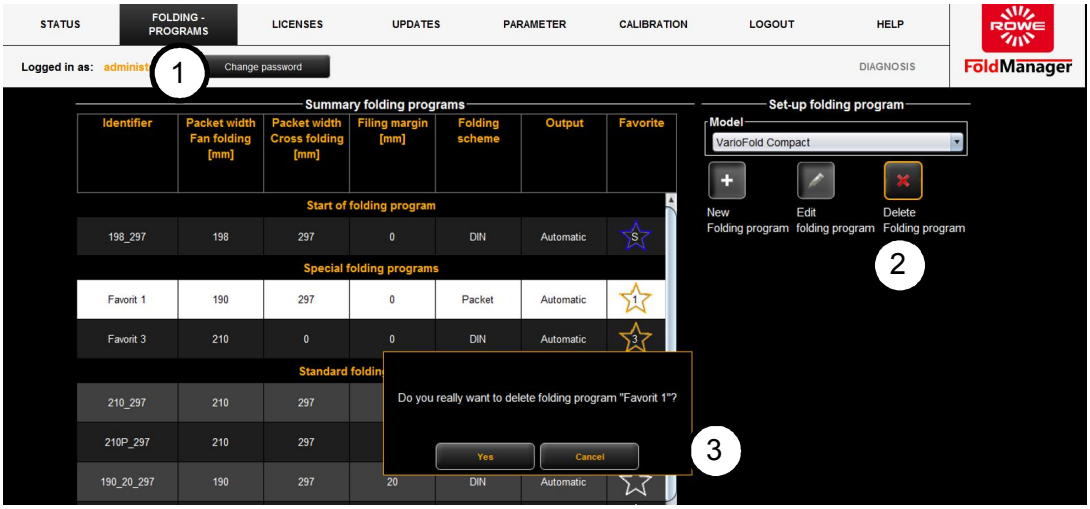



Screen - Edit custom folding program menu

1. Select the "Folding programs" menu item.
2. Click the key labeled with the pencil.
   Click to select a custom folding program. The program selected for editing is highlighted in white. The selection field is displayed on screen at the bottom to the right next to the list of folding programs. Proceed as described in section 5.11.9.1.
3. Save your changes.
   This simultaneously applies the changes to the folding system.

### 5.11.9.3 Deleting Custom Folding Programs (metric)

To delete custom folding programs, connect the PC to the Folding system with a USB cable.



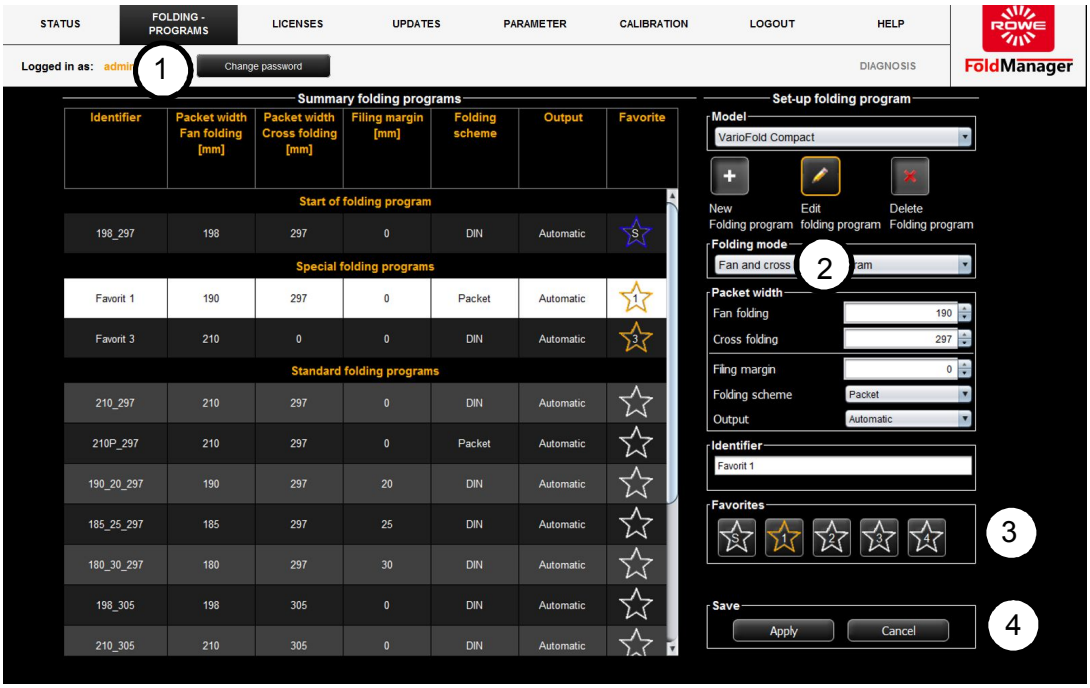

Screen - Delete custom folding program menu

1. Select the "Folding programs" menu item.
2. Click the key labeled with the X.
   Click to select a custom folding program. The program selected for deletion is highlighted in white. Before the folding program is permanently deleted, you are asked to confirm the action. This prevents custom folding programs from being deleted accidentally.
3. Confirm your changes.
   This simultaneously applies the changes to the folding system.

### 5.11.10 Allocating Programs to the Favorites Keys and Selecting the Start Folding Program (metric)

To fold using custom folding programs, they first have to be saved to the VarioFold Compact Favorites keys using the FoldManager. When creating a new folding program you can save it directly to the Favorites keys when it is being created (see section 5.11.9). Existing custom folding programs can also subsequently be defined as Favorites. You can also use the FoldManager to determine the start folding program. The program is active when the VarioFold Compact is connected to line voltage in operating mode. A FOLD APP SE or higher license is required for this function.

To assign programs to the Favorites keys and set a start folding program, connect the PC to the Folding system with a USB cable.



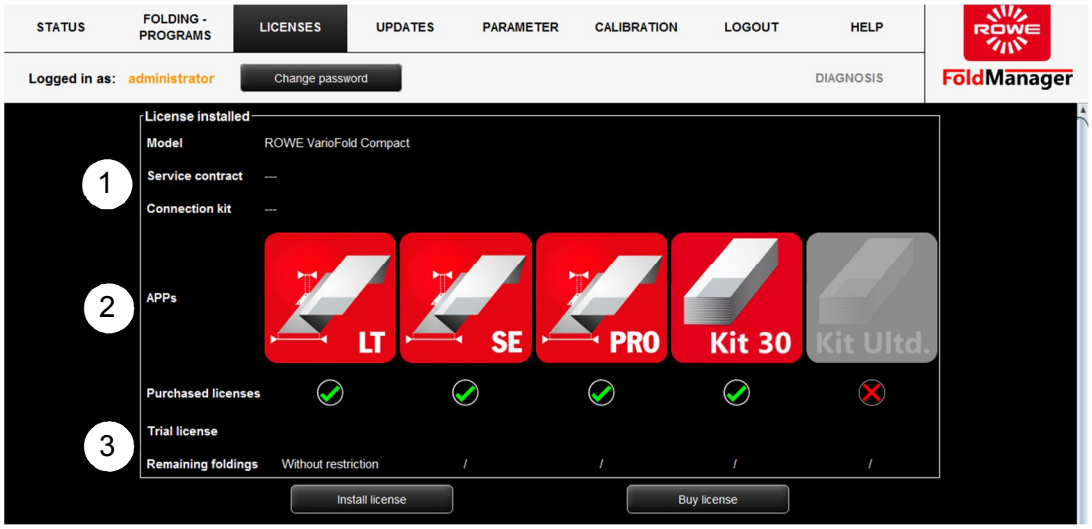
Screen - Create and manage Favorites menu

1. Select the "Folding programs" menu item.
2. Click the key labeled with the pencil.
   Select the customer folding program you want to save as a favorite. The program selected for editing is highlighted in white, the editing field appears to the right.
3. Under "Manage favorites", click a key labeled with a star to define whether the custom folding program should be saved as Favorite 1, 2, 3, or 4. Under "Manage favorites", you can also establish the start folding program by clicking the key labeled with a star and "S". This can be either a default folding program or a customer folding program. Notice: A custom folding program has to be saved as a favorite in order to be the start folding program.
4. Save your changes.
   This simultaneously applies the changes to the folding system.

### 5.11.11 Licenses (metric)

Select your software license for the FoldManager under the "Licenses" menu item.

Connect the PC to the Folding system with a USB cable to view the existing licenses for the FOLD APPS and folding kits.

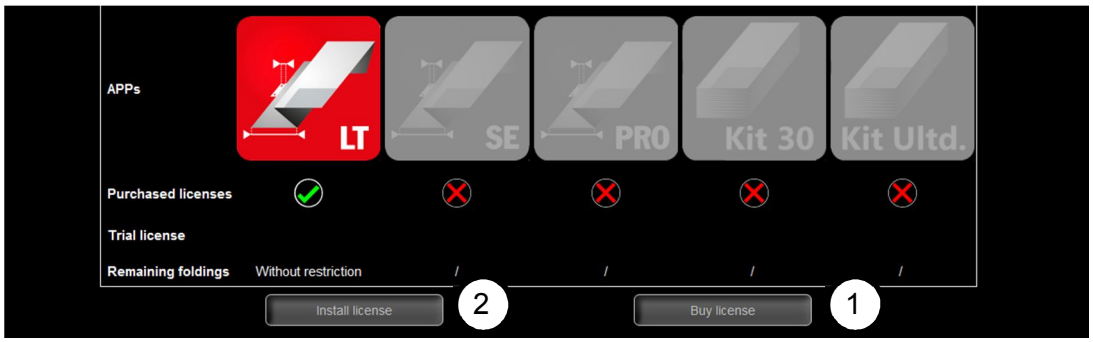



Screen - Licenses overview menu

The following information is available on the "Licenses overview" screen:

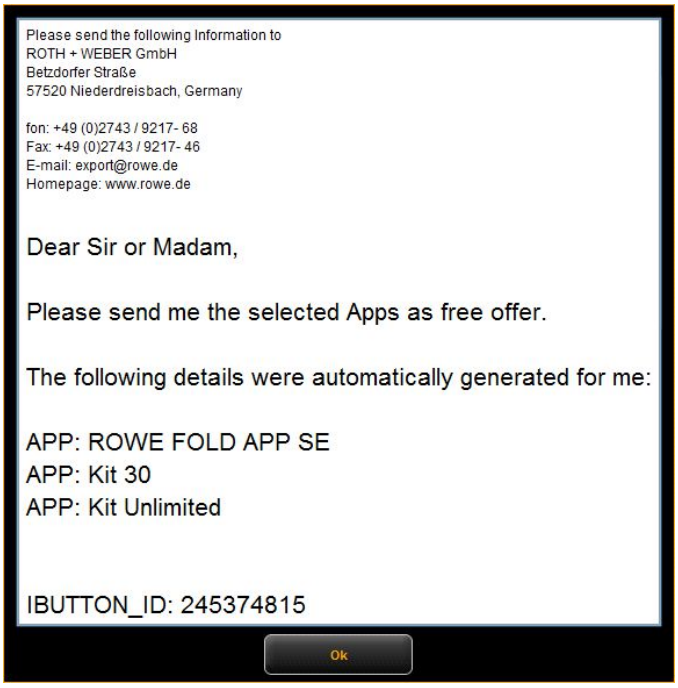
1. Information regarding existing service contracts as well as on the connection kit installed for online operation of the VarioFold Compact.
2. Overview of installed licenses, both trial and purchased full licenses. Licenses that have not been purchased appear with grayed-out icons.
3. Overview of remaining folding processes after installing a trial license.

### 5.11.11.1 Purchasing and Installing Licenses (metric)




Screen - Purchasing and installing licenses menu

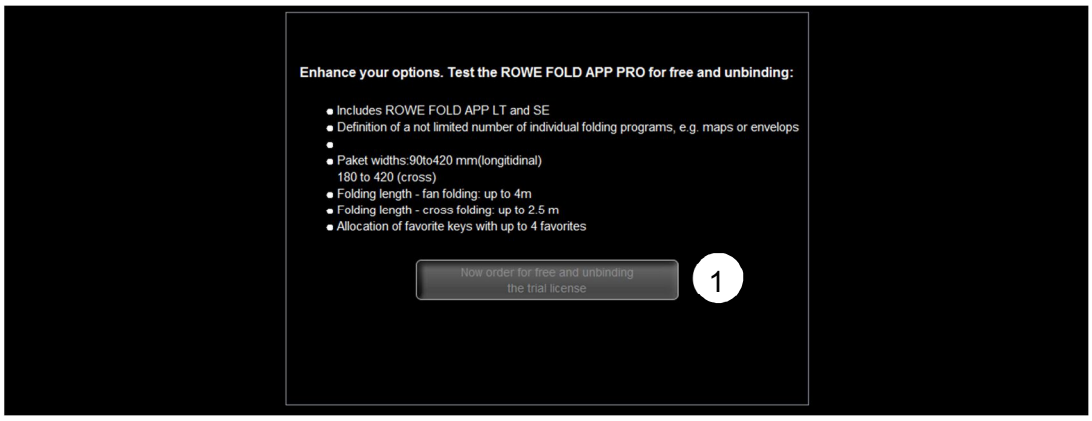
1. Select "Purchase licenses".
   A pop-up window opens, where you select the required software license. Click "Inquiry" to confirm your selection and send it as an e-mail to lizenz@rowe.de. If you do not have a mail program installed on your PC, open the dialog box that contains preformulated text with all required information; it will enable your inquiry to be processed by ROWE quickly. Please send this text by e-mail or fax to ROWE. Make absolutely certain to send ROWE the IBUTTON_ID (see figure). Once you receive the license key from ROWE, save it to your PC.




Text without e-mail program

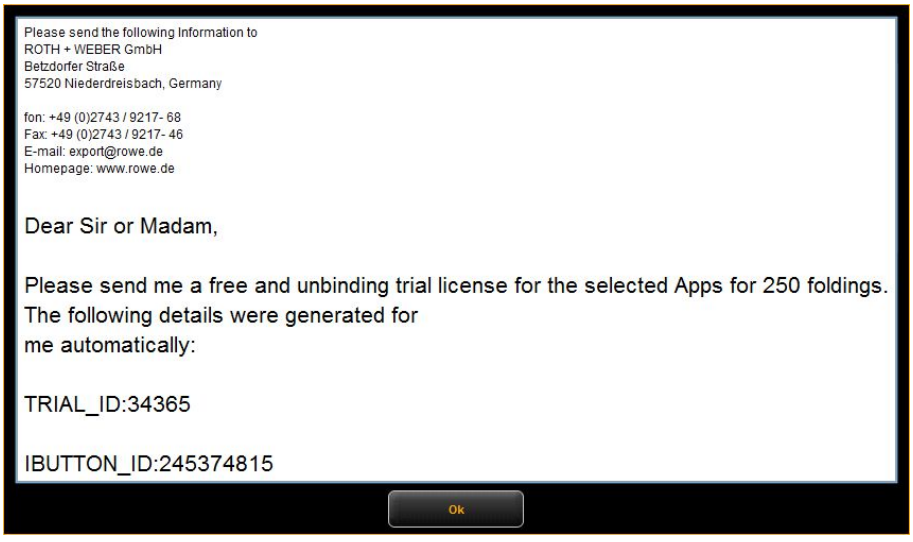
2. Install the license by selecting "Install license". Select the license key from the corresponding directory on your PC.

### 5.11.11.2 Requesting a Trial License (metric)




Screen - Request trial license menu

1. Select "Request no-cost, no-obligation trial license now".
   If you do not have a mail program installed on your PC, open the dialog box that contains preformulated text with all required information; it will enable your inquiry to be processed by ROWE quickly. Please send this text by e-mail or fax to ROWE. Make absolutely certain to send ROWE the TRIAL_ID and IBUTTON_ID. Once you receive the license key from ROWE, save it to your PC. Proceed as described in section 5.11.11.1 under item 2.

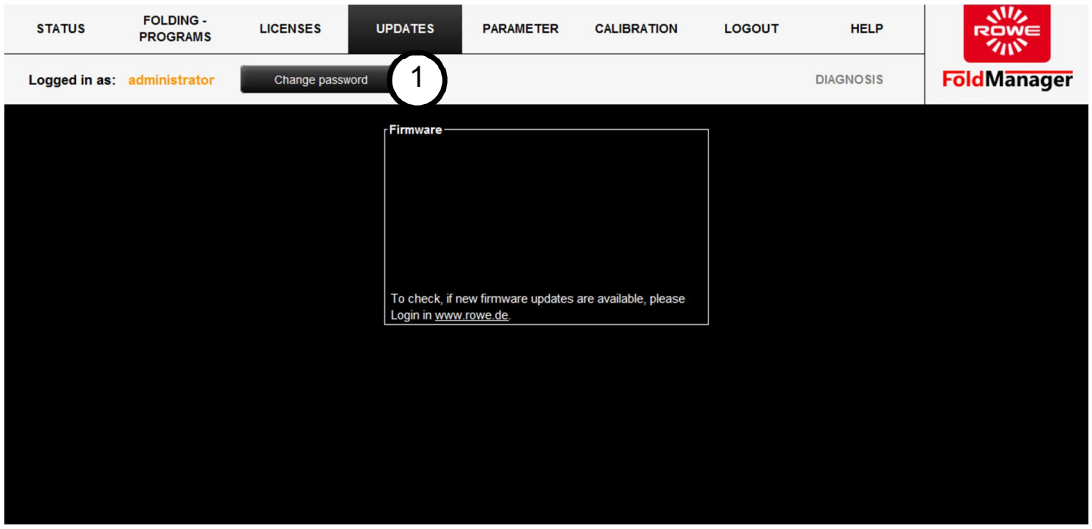



Text without e-mail program

### 5.11.12 Updates (metric)

There will be occasional updates available for your FoldManager. To determine whether your FoldManager is up to date, select the "Updates" menu.

To install firmware updates, connect the PC to the Folding system with a USB cable.




Screen - Updates menu

1. Log in as administrator and then go to the "Updates" menu.
2. Follow the instructions.

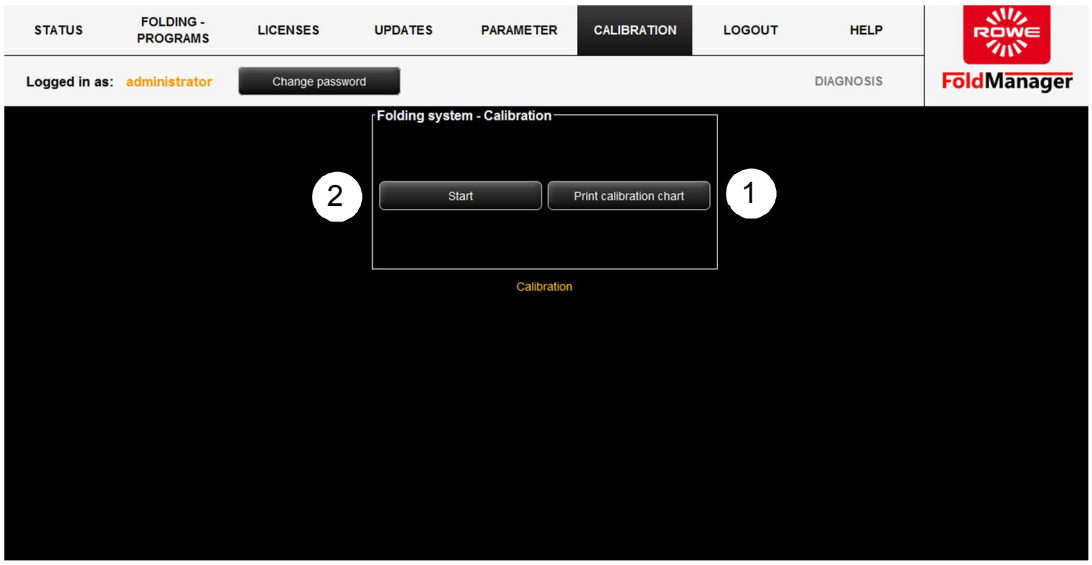
## 5.12 Calibration

The offline table has to be calibrated to the base unit. This procedure is usually performed as part of the initial installation. This necessary initial calibration is indicated by sequential LEDs on the offline table control panel. By feeding the calibration charts provided, the document is transported through the Folding system. When calibration is successful, the sequential LEDs stop and the Folding system goes into operating mode. The default folding program for longitudinal or cross folding illuminates on the control panel. The calibration has failed if the sequential LEDs continue to appear. Repeat the calibration chart.
If the offline table is removed, a firmware update has copied to the Folding system, or folding dimensions do not correspond with the selected folding program, we recommend performing a new calibration.

To restart the calibration, connect the PC to the Folding system with a USB cable.

**Offline calibration:**
Log in
In the Fold Manager select Calibration (LEDs flash variably), then initiate the calibration chart or plan in size A0.

**Online calibration:**
Log in
In the Fold Manager select Calibration (LEDs flash variably), the using the printer select a file in format A0 with the 0.84 inch binding margin folding program, and print.




Screen - Calibration menu

1. Selecting "Calibration Chart" opens a PDF file, and you can print out the calibration chart.
2. Select "Start to switch the Folding system to calibration mode (sequential LEDs on the control panel). Feed in the calibration chart to start calibration. The document is transported through the Folding system and calibration mode ends (operating mode indicator in the control panel).
3. In the Fold Manager select Calibration (LEDs flash variably), the using the printer select a file in A0 format with the 0,84 inch binding margin folding program, and print.

## 5.13 Eliminating paper jams (non-motorized version)

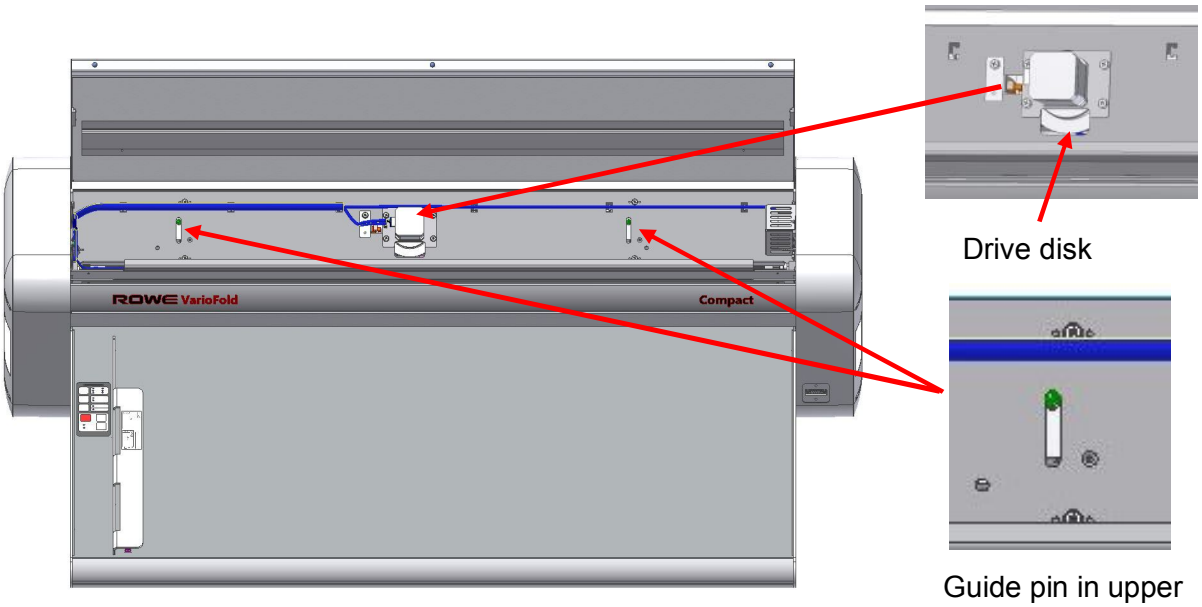
**CAUTION**

**Risk of cuts when clearing the paper jam**
Print media can have sharp edges. Contact with edges when clearing a paper jam can result in physical injuries.

- Be extremely careful when clearing paper jams.

*When opening the cover, make sure it locks into its final position and cannot fall down. Do not begin to remove the jam until you are certain the cover is locked in place.*

If a fed document causes a jam (Jam/error LED illuminates red, section 3.2, number 11 on control panel), it can be transported to the rear delivery tray with the "Forward paper clearing" key (section 3.2, control panel number 5), or to the front delivery tray with the "Reverse paper clearing key" (section 3.2, control panel number 6), depending on the delivery tray where the folding package is located.
If pressing the keys does not activate the clearing function or it is not possible to transport the jammed document from the Folding system, open the top cover (section 3.2) of the Folding system. Check whether the two guide pins are in the upper position (see figure below). If the guide pins are in the lower position, they have to be pushed into the upper position. If the guide pins cannot be pushed upward, turn the drive disk (drive disk figure) to support movement. Carefully pull the jammed folding package either to the front (front delivery tray figure) or the rear (rear delivery tray figure)




Drive disk

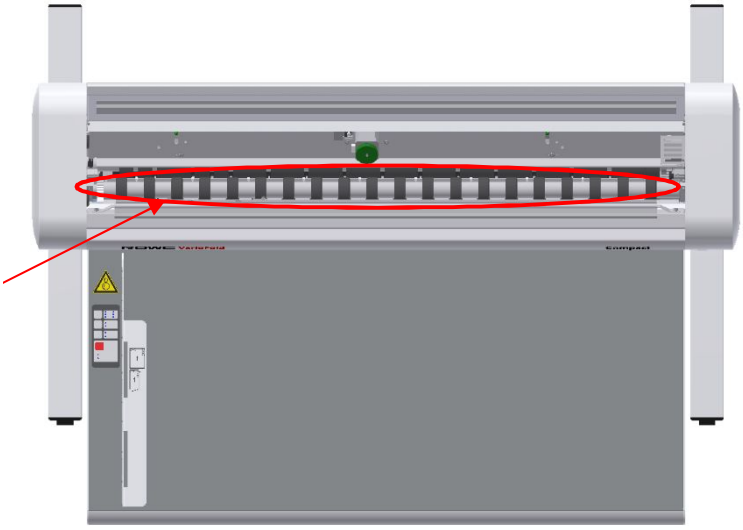
Guide pin in upper position

Front delivery tray,
below the feed table

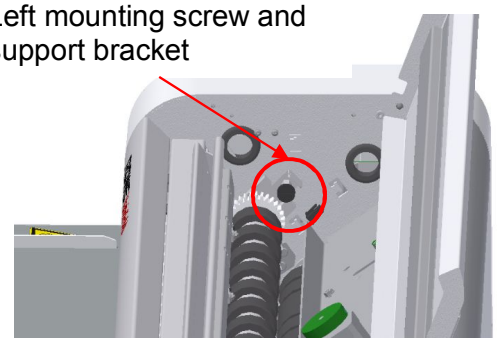
Rear delivery tray

If any paper remains i the folding machine after this, loosen the mounting screws and remove the support brackets.
Carefully remove the infeed roller and remove any remaining paper.
Reinstall the infeed roller and secure it with the support brackets and corresponding mounting screws.

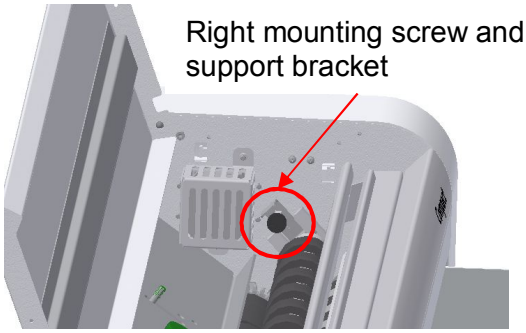
Upper infeed roller



Left mounting screw and support bracket



Right mounting screw and support bracket



After successfully eliminating the jam, and if necessary after closing the top cover, the red Jam/error LED should go out after a short period of time.

To ensure the function and safety of the VarioFold Compact with online connection, the folding machine is deactivated when the connector on the floorstand is unlocked and the machine is moved away from the printer.
When the folding machine is moved back to the printer, make sure the folding machine is properly connected and positioned on the floorstand connector.
If the folding machine is not operational, check whether the folding machine has been positioned such that the safety switch has been actuated by the printer.

## 5.14 Eliminating paper jams (motorized version)

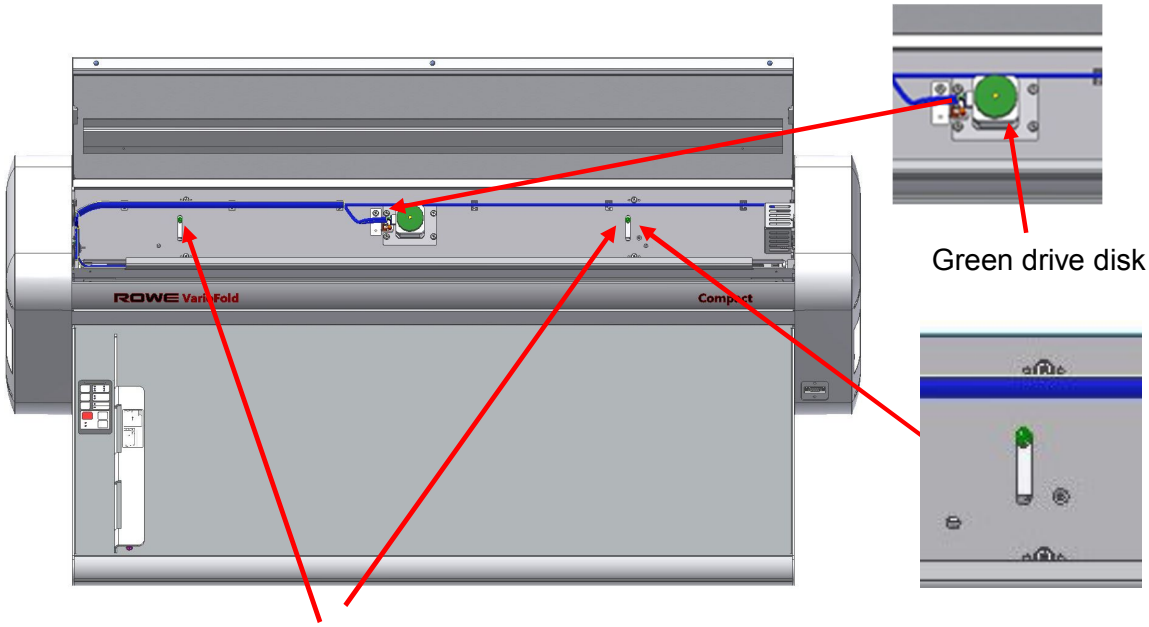
**CAUTION**

**Risk of cuts when clearing the paper jam**
Print media can have sharp edges. Contact with edges when clearing a paper jam can result in physical injuries.

- Be extremely careful when clearing paper jams.

*When opening the cover, make sure it locks into its final position and cannot fall down. Do not begin to remove the jam until you are certain the cover is locked in place.*

If a fed document causes a jam (Jam/error LED illuminates red, section 3.2, number 11 on control panel), it can be transported to the rear delivery tray with the "Forward paper clearing" key (section 3.2, control panel number 5), or to the front delivery tray with the "Reverse paper clearing key" (section 3.2, control panel number 6), depending on the delivery tray where the folding package is located.
If pressing the keys does not activate the clearing function or it is not possible to transport the jammed document from the Folding system, open the top cover (section 3.2) of the Folding system. Check whether the two guide pins are in the upper position (see figure below). If the guide pins are in the lower position, they have to be pushed into the upper position. If the guide pins cannot be pushed upward, turn the drive disk (drive disk figure) to support movement. Carefully pull the jammed folding package either to the front (front delivery tray figure) or the rear (rear delivery tray figure)

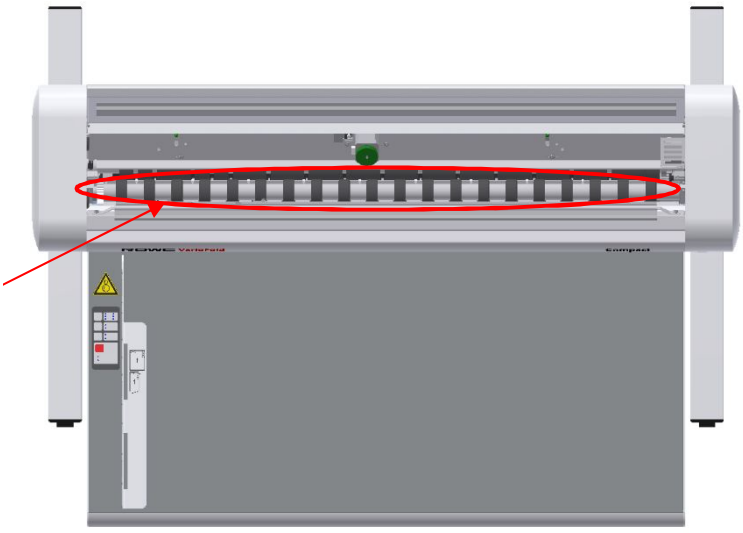


Front delivery tray, below the feed table

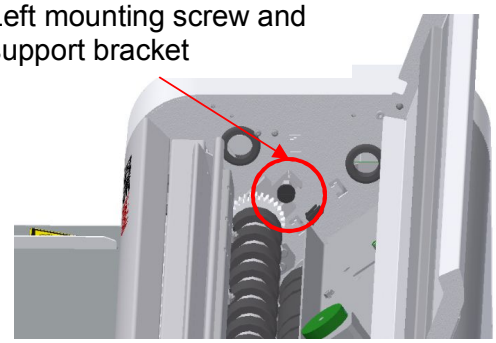
Rear delivery tray

If any paper remains i the folding machine after this, loosen the mounting screws and remove the support brackets.
Carefully remove the infeed roller and remove any remaining paper.
Reinstall the infeed roller and secure it with the support brackets and corresponding mounting screws.

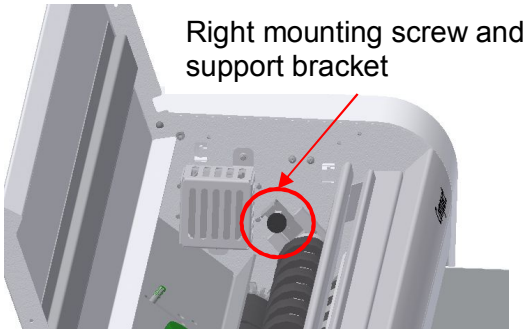
Upper infeed roller



Left mounting screw and support bracket



Right mounting screw and support bracket

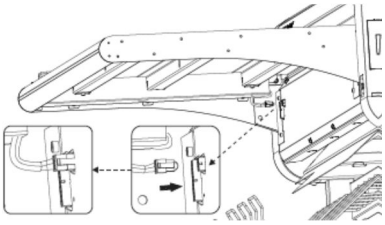


After successfully eliminating the jam, and if necessary after closing the top cover, the red Jam/error LED should go out after a short period of time.

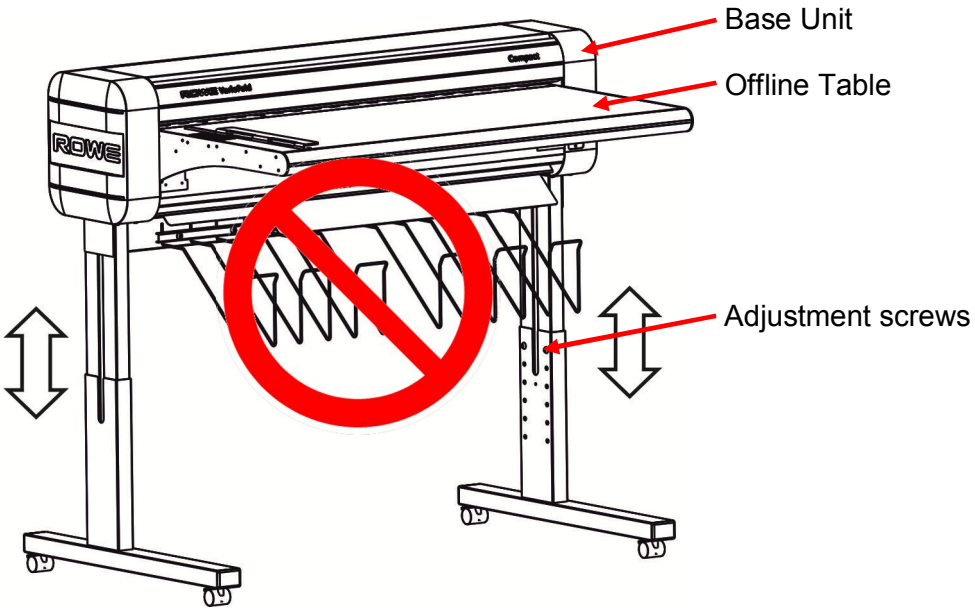
To ensure the function and safety of the VarioFold Compact with online connection, the folding machine is deactivated when the connector on the floorstand is unlocked and the machine is moved away from the printer.
When the folding machine is moved back to the printer, make sure the folding machine is properly connected and positioned on the floorstand connector.
If the folding machine is not operational, check whether the folding machine has been positioned such that the safety switch has been actuated by the printer, see page 86 below.

## 5.15 Error indicator

**Table 7: Error indicator**

| Error | Indicator | Recommended solution |
|---|---|---|
| No connection to the OPS module | - 5 warning signals | - Check the connection below the feed table<br>  <br>View of offline table from below |
| No connection to license EEPROM (IButton) | - Jam/error LED on permanently<br>- 4 warning signals | - Disconnect the VarioFold Compact from line voltage for at least 3 seconds. Reestablish the connection. If the problem persists, contact ROWE Service. |
| License invalid | - Jam/error LED on permanently<br>- 3 warning signals | - Contact ROWE Sales with the error message that is shown. |
| Machine defect<br>(error in computation control (run time monitoring)) | - Jam/error LED on permanently<br>- 2 warning signals every 5 seconds | - Contact ROWE Service with the error message that is shown. |
| Machine not ready<br>(paper jam, safety chain open) | - Jam/error LED on permanently | - Check whether a document to be folded is still in the Folding system or whether the top cover is open. |
| Calibration not yet performed | - Folding program LEDs flash sequentially | - Perform the calibration per section 5.12. |

## 5.16 Height Adjustment

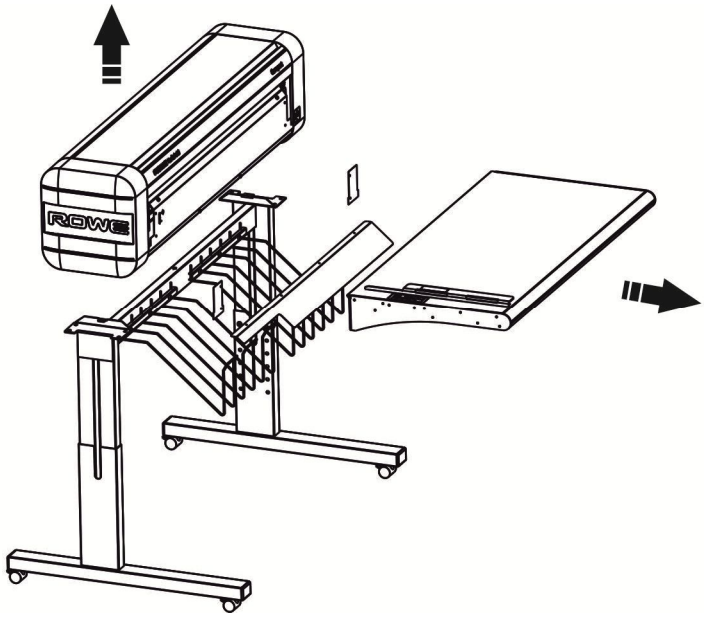



**⚠ CAUTION**

**Risk of injury due to the base unit falling**

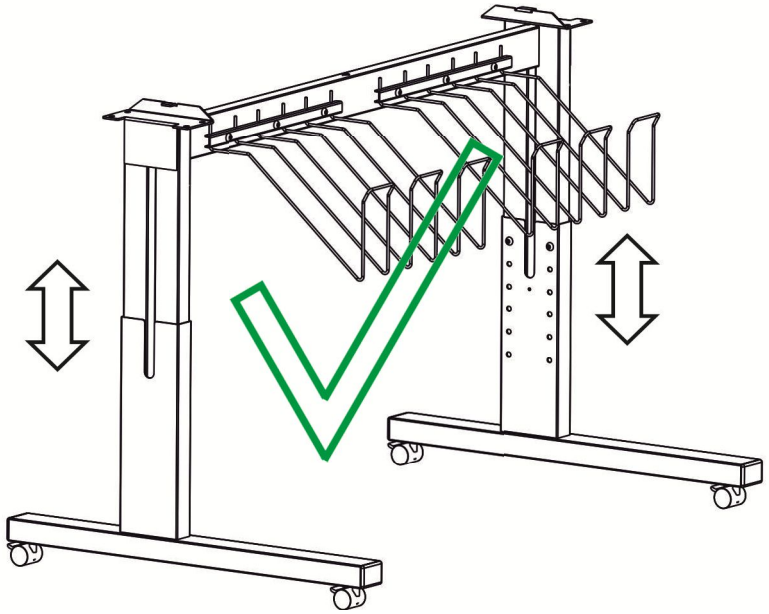
Loosening the adjustment screws will cause the base unit to drop suddenly. This sudden drop can cause severe injuries to personnel.

- Never adjust the height with the base unit and offline table installed.
- Remove the base unit and offline table before loosening the adjustment screws.



*Refer to the "Offline VarioFold Compact with Floorstand" installation manual for information on removing the base unit.*

Adjust the height after removing the base unit and offline table.



*Refer to the "Offline VarioFold Compact with Floorstand" installation manual for information on removing the base unit.*

## 5.17 Connection to other printers

It is possible to connect the ROWE VarioFold Compact to an HP DesignJet T1530.

Below you will find some information and notes how to use the printer together with the ROWE VarioFold Compact.

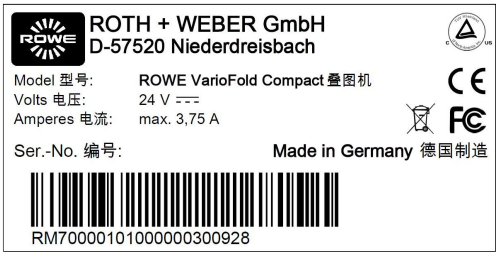
Please observe the following things to guarantee an optimal workflow of the HP DesignJet T1530.

HP DesignJet T1530

- Use only media roll with **3“ roll cores**
  The use of 2” roll cores is not allowed
- To avoid waste, **please insert a media roll which fits to the format**
- When starting the HP DesignJet T1530, the folding machine must be switched off ( mis-feed of the ROWE VarioFold Compact possible)

# 6 Technical specifications

## 6.1 Rating plate - identification




Rating plate

The rating plate identifies the Folding system. It contains the following information:

- Manufacturer's name
- Manufacturer's address
- Model name
- Number of the Folding system
- Technical specifications
- CE marking

## 6.2 Folding system data

Table 8: Folding system data

| | |
|---|---|
| Weight (offline) | 198.4 lb [90 kg] |
| Weight (online): | 275.6 lb [125 kg] |
| Dimensions (offline): | |
| Height | 44.29 in [1.125 m] |
| Width | 50.00 in [1.270 mm] |
| Depth | 36.61 in [930 mm] |
| Dimensions (online): | |
| Height | 39.96 in [1.015 mm] |
| Width | 50.00 in [1.270 mm] |
| Depth | 40.16 in [1.020 mm] |
| Voltage (power supply unit) | 100 – 240 V AC |
| Frequency (power supply unit) | 50 / 60 Hz |
| Max. current (power supply unit) | 2 A |
| Voltage (Folding system) | 24 V DC |
| Max. current (power supply unit) offline | 2.6 A |
| Max. current (power supply unit) online | 3.5 A |
| Power consumption, standby | < 0.8 W |
| Power consumption, offline operation | < 58 W |
| Power consumption, online operation | < 85 W |
| Line power connection - power supply unit | Connection cable with safety plug |
| Interfaces | RS 232 serial/CAN/USB |
| Folding speed | 65,62 ft/min [20 m/min] |

| | | |
|---|---|---|
| Folding length (longitudinal folding) | 11.69 - 98.43<br>[297 - 2.500]<br>With options up to 98.43<br>[30.000 mm] or unlimited | In<br>mm<br>ft |
| Folding length (cross folding) | 59.06<br>[1.500<br>with options up to 98.43<br>[2.500<br>(with DIN folding) | in<br>mm]<br>in<br>mm] |
| Package width (fan folding) | Standard formats 7.5,<br>8, 8.5, 9, 1/7.5, 1.25/7.25<br>[Standard formats 190/210,<br>185/210, 180/210, 198, 210<br>7 – 12 or 3.5 – 16.5<br>[180 – 305 or 90 – 420<br>(see FOLD APP) | <br>in<br><br>mm]<br>in<br>mm] |
| Package width (cross folding) | 11 and 12<br>[297 and 305<br>8.25 – 12 or 7 – 16.5<br>[210 – 305 or 180 – 420<br>(see FOLD APP) | in<br>mm]<br>in<br>mm] |

## 6.3 Emissions

### 6.3.1 Noise emissions

**Table 9: Noise emissions**

| Operating mode | Noise level $L_P$ | |
|---|---|---|
| Standby | Cannot be measured | |
| Operation: | 50 | dB(A) |

### 6.3.2 Thermal emissions

**Table 10: Thermal emissions**

| Operating mode | Heat dissipation | |
|---|---|---|
| Energy saving mode | 4 | W |
| Operating mode max. | 58 - 82 | W |

## 6.4 System Requirements

A system with the following minimum configuration is required for full functionality of the FoldManager:

- CPU - 1.66 Ghz Duo-Core. Memory - 2 GB
- Hard disk - 5400 rpm SATA, 100 MB free memory
- Interface - HighSpeed USB 2.0
- Operating system - Windows XP SP3 (32 Bit)
- Screen Size 17", Resolution 1280 x 1024 dp

## 6.5 Operating conditions

*Please be advised that the operating conditions for the Folding system are mandatory. You must obtain the approval of the manufacturer before operating the Folding system under different operating conditions.*

| | | |
|---|---|---|
| Ambient temperature | 64.4 - 95 | °F |
| | [18 – 35 | °C] |
| Ambient atmosphere | Non-explosive | |
| Max. relative humidity | 30 - 75 | % |
| Lighting | Lighted implemented per local ordinances | |

# 7 Disposal (validity: EU member states)

Follow the national and local disposal regulations in effect at your location when disposing of:

- the folding system
- the packaging materials
- fuels
- the waste media / printed media

# 8 Index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# 9 Appendix

## 9.1 Declaration of conformity

WIDE FORMAT: ROWE.

**EC - Declaration of Conformity**
**as per EMC-Directive 2014/30/EU**
**EC Low Voltage Directive 2014/35/EU**

The signer that represents the following manufacturer

| | |
|---|---|
| Company : | ROTH + WEBER GmbH |
| Address : | Betzdorfer Straße<br>57520 Niederdreisbach |

herewith declare that the

| | |
|---|---|
| Product : | Modular Folding System |
| Product name : | **ROWE VarioFold Compact** |
| Serial number : | All |

is in conformity with the following EC standards and IEC directives :

| | |
|---|---|
| Electromagnetic Compatibility : | EN55024 : 2010<br>EN55022 cl. B: 2010<br>CISPR 22 / FCC Partie 15, cl. B<br>EN61000-3-2 : 2006 + A1, A2 : 2009<br>EN61000-3-11 : 2000 |
| Low Voltage Directive : | EN 60950-1:2006/A11:2009/A1:2010/A12:2011/A2:2013<br>UL 60950-1 : 2007 R12.11<br>CAN/CSA C22.2 No. 60950-1-07 + A1 : 2011<br>GB 4943.1-2011 |

Niederdreisbach, 13 July 2015

Signature
**Gerhard Bäcker** / Managing Director

## 9.2 Material safety data sheet

**Caveat emptor**

The content of this material safety data sheet is subject to the following warranty caveat.

The material safety data sheet was conscientiously assembled to the best of our knowledge as a brief guide for the safe handling of the Folding system. ROWE retains the right to revise the material data safety sheet should new information come to our attention.

It is the customer's responsibility to evaluate the extent to which this information is sufficient for determining all necessary safety measures, and to make certain with ROWE that this is the latest data sheet.

ROWE will not be held liable, to the extent legally permitted, for the correctness and completeness of this material data safety sheet.

MATERIAL SAFETY DATA SHEET Date: February 2015
**Folding system: ROWE VarioFold Compact**

| | |
|---|---|
| Manufacturer: | ROTH+WEBER GmbH<br>57520 Niederdreisbach - Germany |
| Description: | Folding system for processing printed and copied documents |
| Folding speed: | 65.62 ft/min [20 m/min] |
| Dimensions: | 44.29 x 50.00 x 36.61 in [1.125 x 1270 x 930 mm] (H x W x D) Offline<br>39.96 x 50.00 x 40.16 in [1.015 x 1270 x 1020 mm] (H x W x D) Online |
| Weight: | 44.29 x 50.00 x 36.61 in [1.125 x 1270 x 930 mm] (H x W x D) Offline<br>39.96 x 50.00 x 40.16 in [1.015 x 1270 x 1020 mm] (H x W x D) Online |
| Voltage - power supply unit:<br>Frequency - power supply unit:<br>Max. current - power supply unit: | 100 - 240V AC<br>50 / 60 Hz<br>2 A |
| Power consumption: | Standby: < 0.8W<br>Operation: < 58 W (Online: < 85 W) |
| Line power connection - power supply unit: | Connection cable with safety plug |
| Noise level: | Standby: not measurable<br>Operation: 50 dB(A) (according to ISO 7779 in operator position) |
| Ambient temperature:<br>Relative humidity | Recommended 18°C - 35°C<br>Recommended 30 % - 75 % |
| Approval mark: | CE EU Low voltage directive (2014/35/EU)<br>EN 60950-1:2006 (2nd Edition) +A11:2009 + A1:2010+A12:2011+A2:2013<br>EMC Directive (2014/30/EU)<br>UL 60950-1:2007 R12.11<br>CAN/CSA-C22.2 No.60950-1-07+A1:2011<br>FCC CFR, part 15, Kl. B<br>RoHS Compliance<br>EAC |
| Remarks: | Follow the Instruction manuals and safety instructions. |

**The content of this material safety data sheet is subject to the warranty caveat.**