

BAUM

Set up instructions for the 714XLT

- Theory of buckle folding
- Setting up a Job
- Appendix A – Squaring the feeder side guides
- Appendix B – Installing perforators
- Appendix C – Installing / removing score blades
- Parts Order form

Before working on the folder, DISCONNECT ALL ELECTRICAL POWER SUPPLY TO THE FOLDER to prevent the accidental start of the folder. Check to be sure you have the correct tools to complete the job.

For reasons of safety, long hair must be tied back or otherwise secured, garments must be close fitting and no jewelry, such as rings or necklaces, may be worn while adjusting or setting up equipment. Injury may result from being caught up in the machinery or jewelry catching in moving parts. Take all necessary steps so this doesn't happen.

For more information or to order parts phone Baum at 1-800-543-6107

Baumfolder Corporation

P.O. Box 728 1660 Campbell Rd
Sidney, Ohio, U.S.A. 45365

Phone : 1-800-543-6107 or 1-937-492-1281

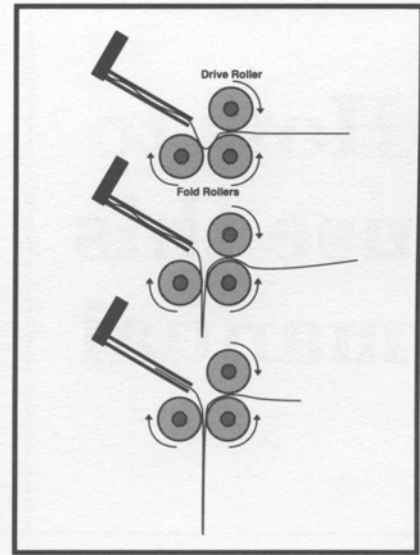
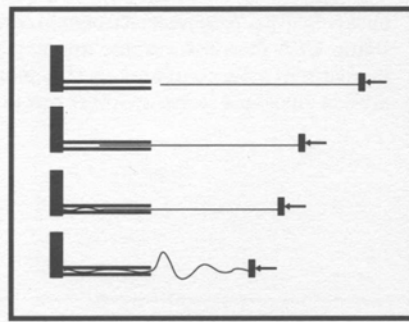
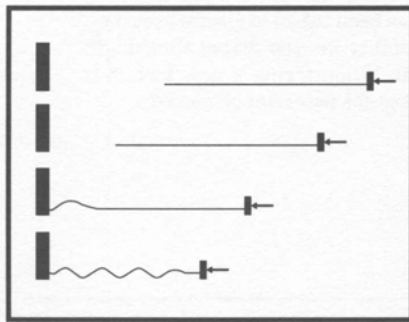
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Set up instructions for the 714XLT

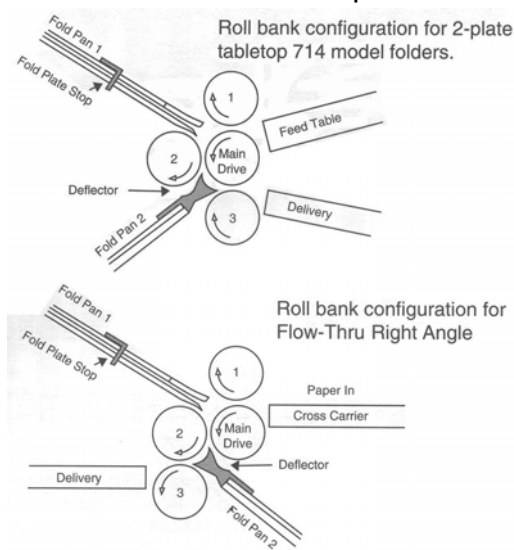
The basic theory of buckle folding



If a sheet of paper is laid on a flat surface and driven into a stationary object, a buckle or a series of buckles will form along the surface of the sheet.

If the paper is pushed into a narrow channel before butting up against the stationary object, the buckle that forms in the channel will be a much smaller size than free-forming buckles. At the end of the channel, however, larger buckles will again start to form.

If the channel is angled to produce a down-ward pressure, and two folding rollers, spinning as indicated above, are placed close to the end of the channel, the larger buckles that start forming there will always form down-ward and be pulled into the rollers, compressing into a fold.



On a buckle folder (like the 714), the sheet comes out of the feeder flat and enters the fold plate assembly where it comes to a stop against a stationary fold stop. A series of buckles then forms through the sheet. The buckles within the fold plate are kept very small by the narrow channel design. The buckle at the end of the plate, however, will be larger. The fold plate and rollers are configured such that the large buckle will always form downward where it is grabbed by the fold rollers and compressed into a fold. The picture shows the second plate deflected. This would mean a single fold.



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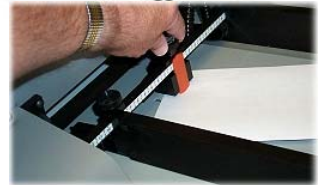
Time to set up a job.....

We are now ready to set up a job on the folder. Ask your customer for a sample of the job he/she wants to run. This will give you, the sheet size and type fold. Let's take for example an 8 ½ " x 11" letter fold. The example shown is with the header folded in.

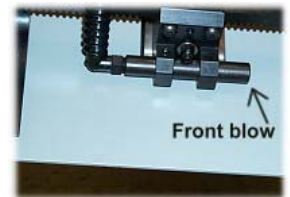
1. Loosen the locking screws on the feeder side guides. Turn the knobs on the back of the Side guides and set them on 8 ½ on the scale, actual 4 ½ " from the center of the feeder. Lay a sheet of paper you are running between the guides and it should slide down but not have very much movement side to side. This is the key to good folding. **IF THE GUIDES ARE TOO TIGHT, IT WILL NOT FEED WELL.** If the guides are too loose, the fold will vary. If a fold is always crooked, usually the cause is that the side guides are not square with the number one fold roller. See appendix A for correction. Set the magnetized angle stop at the back of the sheet.



2. Insert two thickness of paper between the caliper tab and the sucker wheel. Turn the gap knob counter-clockwise to tighten or clockwise to loosen. Set the gap knob until there is a slight drag on the paper. Remove the paper and the correct gap is now set. When you load the feeder, the printing will be up.



3. The front blow will normally be set properly. If not, it should be set so it separates the bottom sheets. The adjustment knob on the side of the feeder is to set the blow in the side guide and front blow. Turn the knob to the right to obtain more blow on the right side and front of the feed table. Turn the knob to the left to obtain more blow on the left and reduce the front blow.



4. Look on the folding chart on the stacker tray and locate 8 ½ x 11, fifth column over and letter fold second line down. It shows the first fold plate is set on E, and the second fold plate is set on E. On the fold plates approximately 3 ½ " from the nose of the fold plate are the letter E (on both sides,) in a red circle with a line from it. Depress the course adjustment knobs and

FOLDING CHART	TYPE OF FOLD	NO. OF FOLDS	NO. OF SHEETS	NO. OF SHEETS PER HOUR	NO. OF SHEETS PER HOUR	NO. OF SHEETS PER HOUR	NO. OF SHEETS PER HOUR	NO. OF SHEETS PER HOUR	NO. OF SHEETS PER HOUR
LETTER FOLD	LETTER FOLD	2	2	2	2	2	2	2	2
LETTER FOLD	LETTER FOLD	2	2	2	2	2	2	2	2
LETTER FOLD	LETTER FOLD	2	2	2	2	2	2	2	2
LETTER FOLD	LETTER FOLD	2	2	2	2	2	2	2	2
LETTER FOLD	LETTER FOLD	2	2	2	2	2	2	2	2
LETTER FOLD	LETTER FOLD	2	2	2	2	2	2	2	2
LETTER FOLD	LETTER FOLD	2	2	2	2	2	2	2	2
LETTER FOLD	LETTER FOLD	2	2	2	2	2	2	2	2
LETTER FOLD	LETTER FOLD	2	2	2	2	2	2	2	2

move the paper stop until it is on or close to the red line out from the letter E. At the end away from the rolls of the adjustment rods are micro adjustment knobs. You can move these knobs to align the paper stops on the red line. Both fold plates should have the open end toward the fold rollers and the deflector away from the fold rollers. Both fold plate stops are adjusted the same way.



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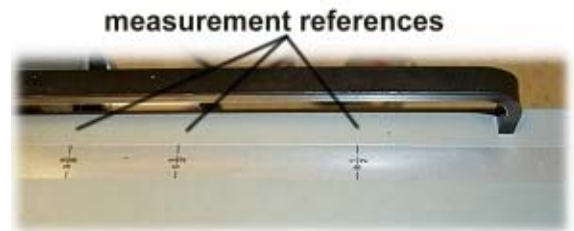


Set up instructions for the 714XLT

5. If you have a job where you want to fold in one plate only, pivot the plate hold-down out of the way. Lift up slightly on the back of the plate you are not using and pull toward you. Turn the plate end for end and reinstall it with the deflector toward the fold rollers. Turn the plate hold-downs down toward the fold plates to lock it in position.



6. The stacker has 3 ½, 5 ½, and 8 ½ printed on the outside edges of the stacker. Run one sheet through the folder and measure the length. Set the stacker wheels so that the signature (folded sheet) is against the wheels just as it clears the pull out tires on the slitter shaft. Move the deflector assembly, (hold-downs), on the black bar of the slitter shaft to guide the signature under the stacker wheels leaving enough space between the stacker belt and the deflector for the signature to move. The stacker wheels should ride on the stacker belt. To move the stacker belt if necessary, loosen the setscrew in the drive spool, and move it to the location needed. The belt and rear spool can be slid over to line up with the front spool.



space between the stacker belt and the deflector for the signature to move. The stacker wheels should ride on the stacker belt. To move the stacker belt if necessary, loosen the setscrew in the drive spool, and move it to the location needed. The belt and rear spool can be slid over to line up with the front spool.

7. The operating controls consist of an Off/On power switch, which is an overload reset also. This supplies power to the equipment. If the folder has a jam up and shuts off, turn the switch off and back on again. The Pump Off/On switch is to turn the pump on and off. The Speed Potentiometer controls the speed of the folder. Turn to the right to speed the folder up or to the left to slow the folder down. The counter to show the number of sheets folded with a small button to reset the counter when you change jobs. When you want to run a sheet/sheets, turn on the power switch, then turn on the pump switch to run the number of sheets you want to run, then turn off the pump. Use the pump switch to start and stop the paper flow. If you change the speed of the folder, the length of the fold may also change. Check the fold after any speed changes.



(continued)



Set up instructions for the 714XLT

8. Load the feeder, printing face up for header in, or face down for header out, and run three signatures (sheets). You may have to adjust the vacuum and or the blow. To adjust the vacuum, turn the right knob on the on the right guard counter clock-wise to increase and clock-wise to decrease vacuum. The knob on the left is the blow adjustment.



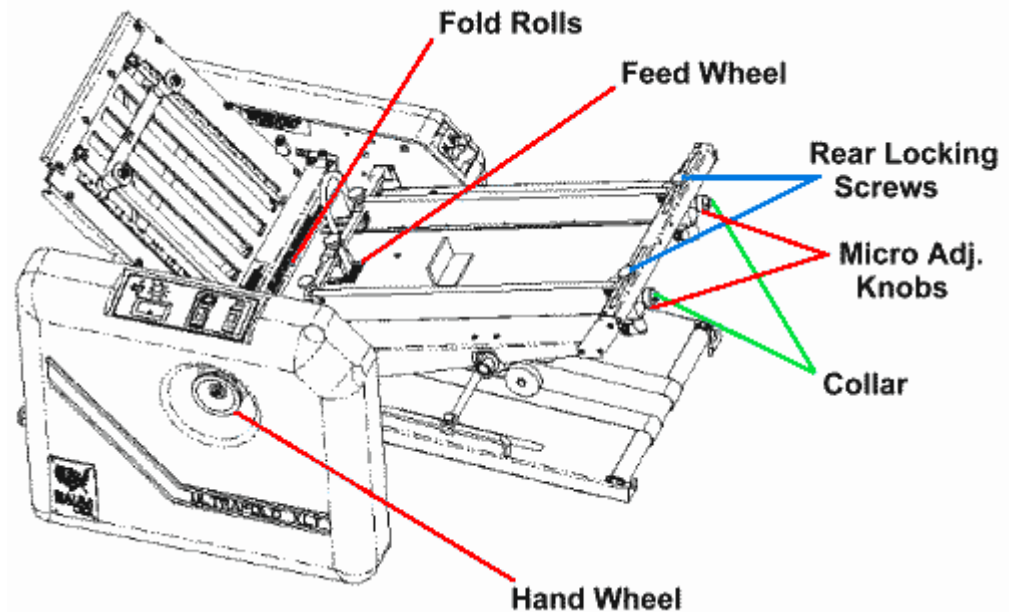
9. Make any adjustments necessary with the micro adjustments. If you have a dog-ear, (corner of the inside fold turned back), adjust the length of the inside fold so it is approximately 1/16" to 1/8" from the second fold. Lengthening or shorting the number one fold plate can accomplish this.
10. If for any reason you will be folding in the second unit (8 page), always score after the fold is formed in the slitter shafts. The score should be located where the second fold will be made.
11. If you want to do the second pass on the same folder, score on the first pass through the folder. Move the side guide over close to the vacuum feed wheel. The feed wheel should pick up the folded sheet within 3/4" of the fold. You may have to remove the front blow bar to get the side guide close enough to the vacuum wheel. Turn the adj. knob on the side of the feeder to blow air into the folder side (in the picture shown, that would be the right side)



** End of basic setup instructions *



Appendix A: Squaring Side Guides on the 714XLT folders



If the fold is not folding straight or wrinkling:

Square the guide with the fold rollers.

1. Remove the number 1 fold plate (top fold plate).
2. Take an 11 x 17 sheet of paper that is cut square and lay on feed table against one of the side guides.
3. Hand feed the sheet into the folder and watch the sheet come out of the first set of rolls. Watch the sheet to see if it comes out square, or if one corner comes out before the other. If one corner comes out before the other you know you are not feeding square.
4. Referencing the diagram above, loosen the rear locking screws on the back of the side guide, then push in the micro-adj. knob and rotate the back of the side guide in the direction that the back of the paper needs to move to square the side guide. Once you have moved the side guide retighten the rear locking screws.
5. Repeat step 3 to see if the paper is now coming out square. If not repeat step 4 until side guide is square.
6. When you get the side guide square then loosen the collar and rotate it until the micro-adj. knob falls back on to it then retighten the collar.
7. Then align the other side guide to the first side guide using the square sheet of paper.

** End of Appendix A **



Appendix B: How to install a Perforator on a Baum 714

**** UNPLUG POWER SUPPLY BEFORE WORKING ON ANY FOLDER ****

The perforator blade is sharp. Extra care should be exercised to protect you from a cut by the perforator blade.

* Underlined items are shown/noted on diagram page.

1. On the air feed and the 714 AUTOFOLD units, disconnect the air and vacuum hose and on the AUTOFOLD, disconnect the electrical connection to the feed table. Lift up the rear of the feed table and lift it toward you to remove the feed table. Under the feed table and just prior to the stacker is the slitter shaft assembly. On the left side of the slitter shaft assembly is a screw or a plunger that tighten against the frame to remove endplay (movement from side to side). Loosen the screw or plunger. Carefully lift both ends up even and toward you and lay the slitter shaft assembly on a worktable.
2. Loosen the socket head bolt from the end of the tie bar that fastens the left slitter shaft boxing to the complete assembly and remove the boxing from the slitter shafts.
3. Loosen the setscrew in the left pullout tire assembly and remove it from the top slitter shaft. Do not remove the right pullout tire assembly.
4. To prepare the perforator blade, remove the two screws from the blade holder collar and lay the perforator blade onto the side of the blade holder collar and align the screw holes in the collar and replace the two screws to fasten the perforator blade to the blade holder collar. Do not tighten the screws at this point.
5. Slide the perforator blade and the blade holder collar to the center of the top slitter shaft and tighten the brass point set screw. Now tighten the two setscrews on the blade holder collar.
6. Replace the left pullout tire assembly on the top slitter shaft and place it about three inches from the perforator blade and tighten the brass point set screw to secure it to the top slitter shaft.
7. Keep all the brass point set screws in a line so if you have to move any one of them later, you do not have to keep turning the shafts.
8. Install the perforator stripper on the tie bar so it comes from the front of the tie bar and down and between the perforator blade and the bottom slitter shaft. Do not tighten yet.
9. Remove the left pullout tire assembly from the bottom slitter shaft by loosen the brass point set screw and sliding it off the bottom slitter shaft.

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How to install a perforator on a 714XLT

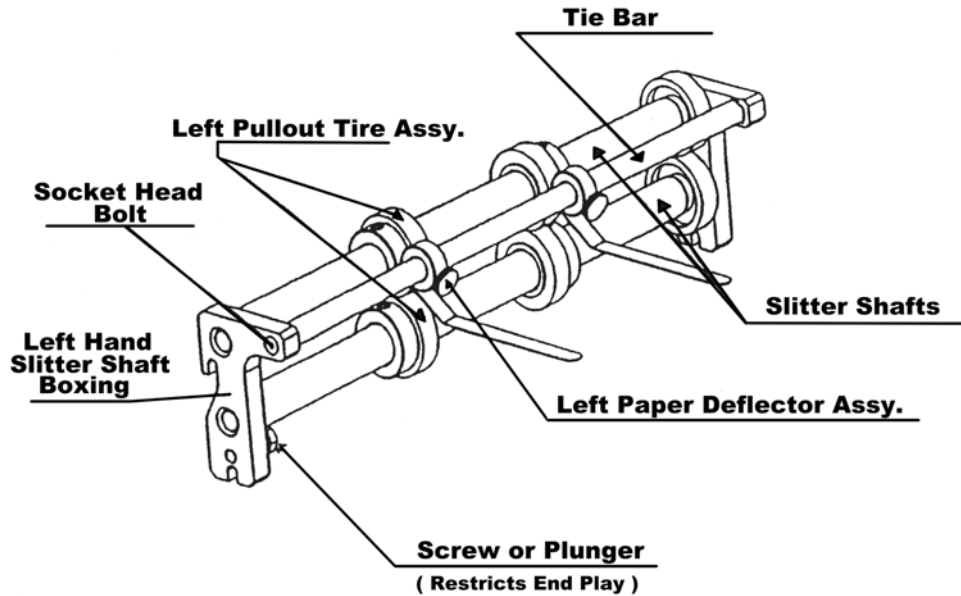
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10. Slide the **female perforator collar** until the wide groove of the female collar is under the perforator blade. Leave it loose for now. The **perforator stripper** should be between the perforator blade assembly and the female perforator collar.
11. Slide the **left pullout tire** you just removed back on the bottom slitter shaft until it is directly under the left pullout tire on the top slitter shaft and tighten the brass point set screw to secure the pullout tire assembly to the shaft.
12. Replace the **left slitter shaft boxing** on the slitter shaft in reverse order as you removed them. Install the **socket head bolt** that fastens the left slitter shaft boxing to the slitter shaft assembly and tighten it.
13. Move the **female perforator collar** until the sharp edge of the blade is against the edge of the wide groove in the female perforator collar and tighten the brass point set screw in the collar to secure it in place. The blade against the edge of the groove creates a scissors action as the shafts turn. **THE PERFORATOR BLADE IS SHARP. CAUTION SHOULD BE EXERCISED WHEN WORKING AROUND THE PERFORATOR BLADE.**
14. Replace the slitter shaft assembly in reverse order as it was removed. Extra care should be made to insure the slitter shaft boxings are secure on all four pins in the frame and the gears all mesh properly. Turn the hand wheel a couple times to insure the slitter shaft assembly is in proper position.
15. Raise the **perforator stripper** until it is not rubbing the **blade holder** and along the side of the **perforator blade** and it will allow a sheet of paper to go under the stripper and above the female perforator collar without jamming them lock it in place. The purpose of the stripper is to strip the sheet off of the perforator blade otherwise the sheet would wrap around the top slitter shaft.
16. Replace the feed table in reverse order it was removed. Again turn the hand wheel to be sure every thing is in the proper place and nothing is rubbing, run a sheet through to see if the perforator is in the proper location. If not loosen the setscrews and move the assemblies where you want them on the shafts and lock with the brass point setscrews. Turn the hand wheel to insure nothing is rubbing and check it again.

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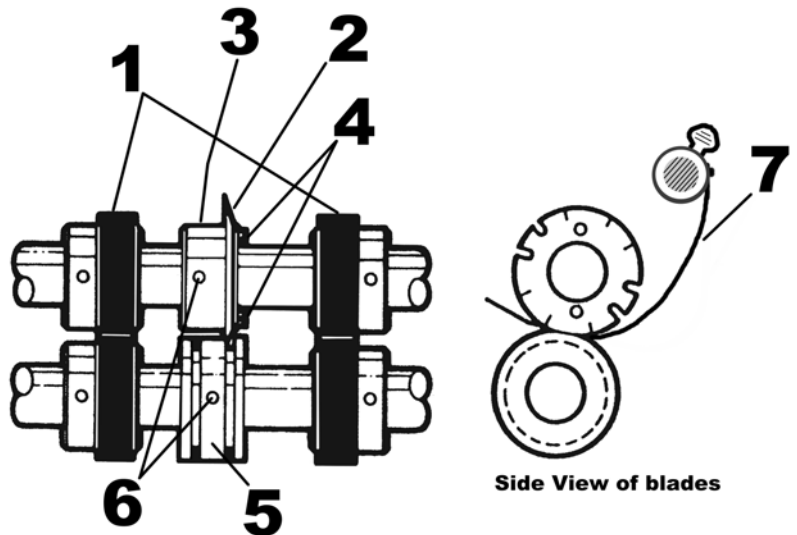


714 Slitter Shaft Assembly, setup for perforating



Part Number Information

- 1 Pullout Tire Assy. 06404
Sheet Pullout Sleeve 06997
Pullout Tire 06402
- 2 Perforator 07791
- 3 Blade holder 06411
- 4 Screw – Felstr 10-24 x 3/8 20312
- 5 Female Perforator Collar 06799
- 6 Screw Brass Point tip 20438
- 7 Perforator Stripper S45297



** End of Appendix B **



Appendix C: How to install or Remove Score Blades on a Baum 714

**** UNPLUG POWER SUPPLY BEFORE WORKING ON ANY FOLDER ****

The score blades are sharp. Extra care should be exercised to protect you from a cut by the score blades.

BEFORE BEGINNING: On Air Feed and 714 AUTOFOLD units, disconnect the air and vacuum hose, and on the AUTOFOLD, disconnect the electrical connection to the feed table.

1. Lift up on the rear of the feed table and lift toward you to remove the feed table.
2. Under the feed table and just prior to the stacker is the **slitter shaft assembly**. On the left side of the slitter shaft assembly is a **screw or plunger** that tightens against the frame to remove endplay (movement from side to side). Loosen **screw or pull plunger**.
3. Carefully lift both ends up even and then towards you and lay the slitter shaft assembly on a worktable with the rubber pullout tires toward the worktable top.
4. Loosen the **socket head bolt** from the end of the tie bar that fastens the **left slitter shaft boxing** to the slitter shaft assembly. Remove the slitter shaft boxing from the slitter shafts.
5. Loosen the setscrew on the **left pullout tire assembly** and remove it from the top slitter shaft. Leave the right pullout tie assembly in place.
6. To prepare the **score blade assembly** remove the two screws from the **blade holder collar** and lay the **score blade** on the side of the **blade holder collar** and align the holes in the score blade with the blade holder collar and replace the two screws. Do not tighten them now.
7. Slide the score blade and blade holder collar onto the top slitter shaft to the center of the top slitter shaft and tighten the setscrew in the blade holder collar to lock it in position, and then tighten the two screws to insure the score blade is tight against the blade holder collar.
8. Replace the **left pullout tire assembly** on the top slitter shaft and place it approximately three inches from the score blade and tighten the setscrew to lock it in place. Keep all setscrews in line so if you need to move them, you will not have to keep turning the slitter shaft.
9. Remove the **left pullout tire assembly** from the bottom slitter shaft.
10. Slide the **score collar assembly** on to the bottom slitter shaft until the **score blade** aligns with the middle on the one-inch rubber in the **score collar assembly**. Tighten the setscrew to lock the score collar in place.

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BAUM

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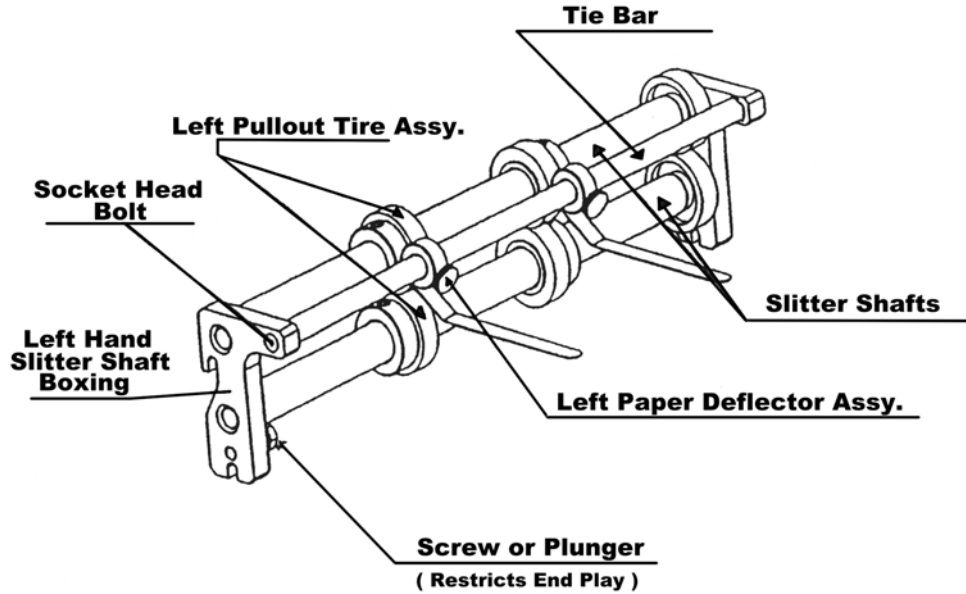
How to install or remove score blades on a 714XLT

11. Slide the left pullout tire assembly directly under pullout tire on the top slitter shaft and tighten the setscrew to hold the pullout assembly in place.
12. Replace the **left slitter shaft boxing** and tighten the socket head bolt into the tie bar
13. Replace **slitter shaft assembly** into the folder in reverse order it was removed.
14. Replace feed table in reverse order removed.
15. Turn the folder by hand to insure nothing is loose or rubbing and that everything is free.
16. Set up folder and run sheet through by hand and move perforator into position desired and lock any setscrews you may have moved. Turn another sheet through by hand, and if ok, plug in folder.
17. Turn on and run a sheet through and check fold and location. If ok run job.

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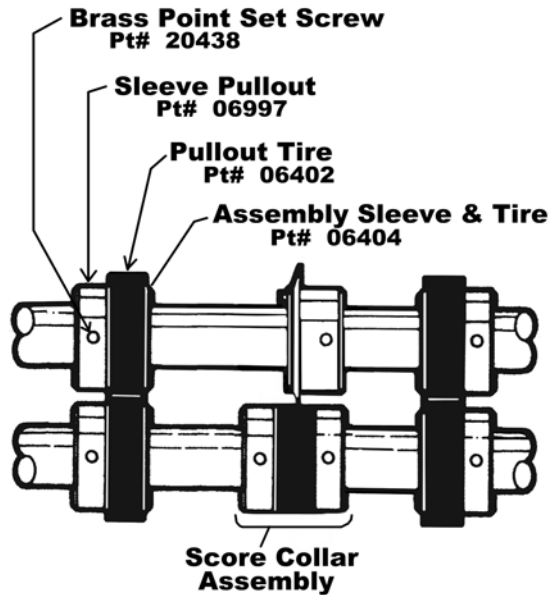
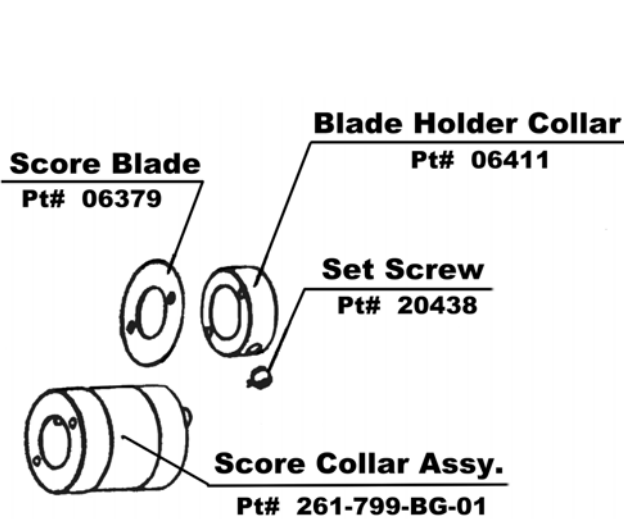


714 Slitter Shaft Assembly, setup for scoring



Part Number Information

Left Pullout Tire Assembly.....	06404
Left Paper Deflector Assembly...	262-453-BG-01



** End of Appendix C **

