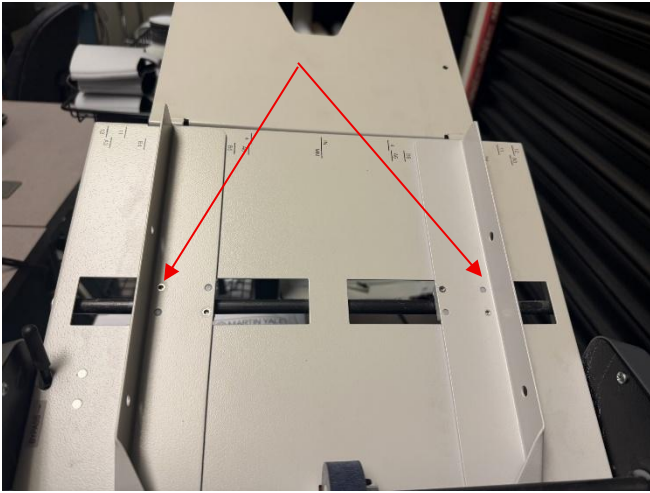


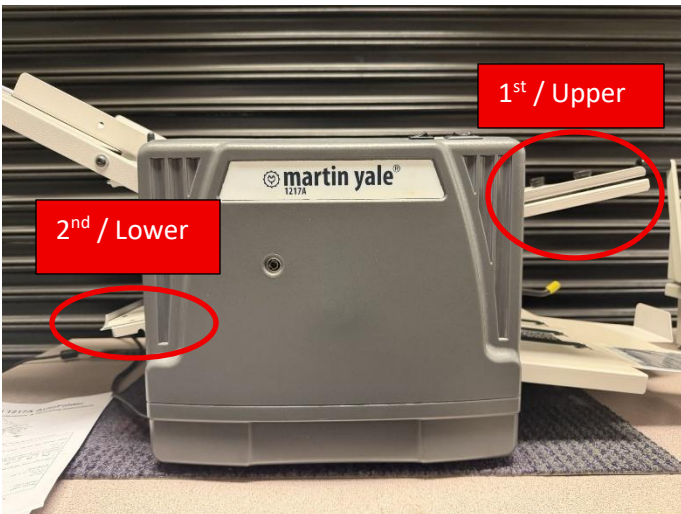
HOW TO USE THE PAPER FOLDING MACHINE

Prepare The Printer

1. Adjust the Paper tray Support Bars to fit the size of the paper you desire to be folded. There are measurements on the tray to show where you should move the Support Bars to. Move them to Line and not further or less as doing so can create issues for the Folder. Normal Letter Paper should be set at 8 1/2



2. Next, Adjust the 1st Fold tray to be at the desired folding position. This will be seen on the Exit Tray display, showing the Positions that the 1st / Upper and 2nd / Lower Folding trays should be set at, this chart will be displayed under this step as well. The Upper numbers indicate the size of the paper, while the left side indicates the fold type, and the 1st and 2nd Positions that need to be set for the desired fold.



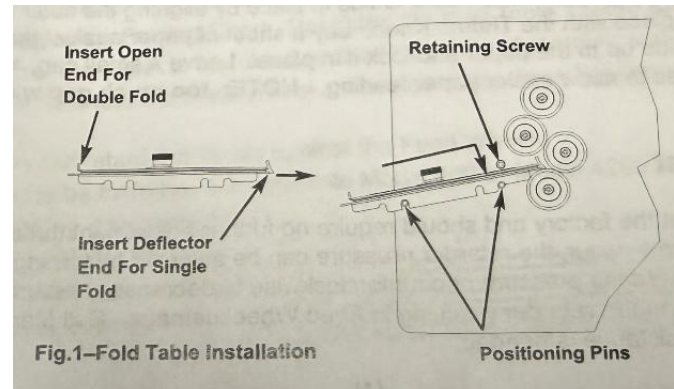
		SIMPLIFIED FOLDING CHART				
		PAPER SIZE				
		8 1/2 x 11	8 1/2 x 14	*11 x 17	A4	*A3
TYPE OF FOLD	1 st	A	H	P	J	Q
	2 nd	S	Y	E	K	X
	1 st	B	I	F	N	C
	2 nd	S	Y	E	K	X
	1 st	C	D	G	R	T
	2 nd	U	Z	W	V	L
	1 st	C	D	G	R	T
	2 nd					

REVERSE SECOND FOLD TABLE

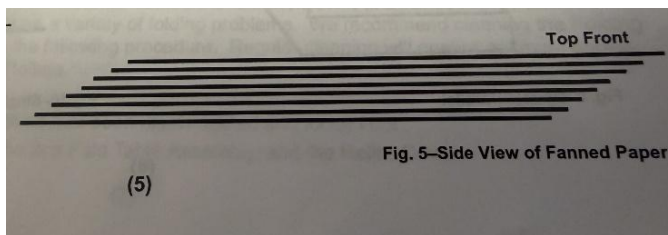
1st: UPPER OR FIRST FOLD TABLE SETTING
2nd: LOWER OR SECOND FOLD TABLE SETTING

*1217A MODEL ONLY

3. If the fold requires a second fold, you will need to adjust the Second / Lower tray to the require position, listed under the folding chart. If it needs a second fold, you will need to position the second tray to have the Flat head facing into the folder. If you, however, do not need a second fold, place the curved head toward the folder, allowing the paper to go through the machine without worrying about the second fold. Ensure the second tray is on both sets of Pins; you will have this right when only one of the tray pin slots is exposed on the tray itself.



4. Place your Paper into the Paper support bars and have it rest on the Feed wheel. If you are doing multiple papers at once, you need to have the papers arranged in a Fan stack, Shown Below.



5. To start the machine, Press the I on the right most switch on the machine, and it will start the folding process. If something goes wrong in the machine, Press the (I) on the larger switch and the I on the smaller switch to reverse the Machine, and remove the paper and adjust if needed.

