

Folder How-To

1. Turn on the machine using the power switch located on the side/back of the folder. Wait for the machine to finish initializing before loading paper.
2. Adjust the paper **side guides** and **back guide** on the feed tray so to match the size of your paper. This helps keep the paper straight during folding.
3. Load a jogged (uniform) stack of paper into the feed tray with the short edge feeding into the machine. Place the sheet with the printed side down (header down) and away from the folder. Align it with the side guides. The side of the paper you want as the inside of the fold should be facing toward you.
4. Select the sheet size you are loading in the feed table using the “Sheet Size” button on the control panel. The indicator light will show which paper size is selected.
5. Select the desired fold type using the “Folding Pattern” button on the control panel (Letter Fold, Z Fold, Half Fold, etc.). The indicator light will show which fold type is selected.

Note: Different fold types (like letter fold vs Z-fold) change how the paper folds, so make sure the correct side is facing you before loading.

6. Use the “**Test Feed**” button to run one test sheet first and make sure the fold looks correct before folding multiple copies.
7. Once ready, press the “**Start**” button. The machine will automatically pull in the paper and fold it according to the selected pattern.
8. Monitor the output tray as the folded papers exit the machine. Remove finished documents to prevent buildup or jams.
9. If you need to stop the machine at any time, press the Stop button on the control panel.
10. When finished, remove any remaining paper from the feed tray and turn the machine off using the power switch.

****Please use the “Request Assistance” Button if you need help.****

