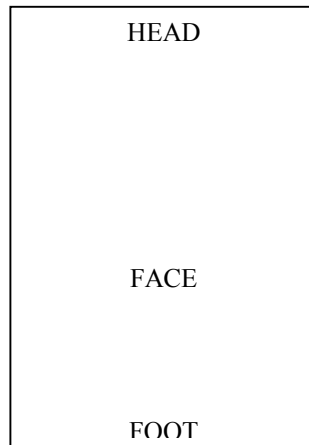


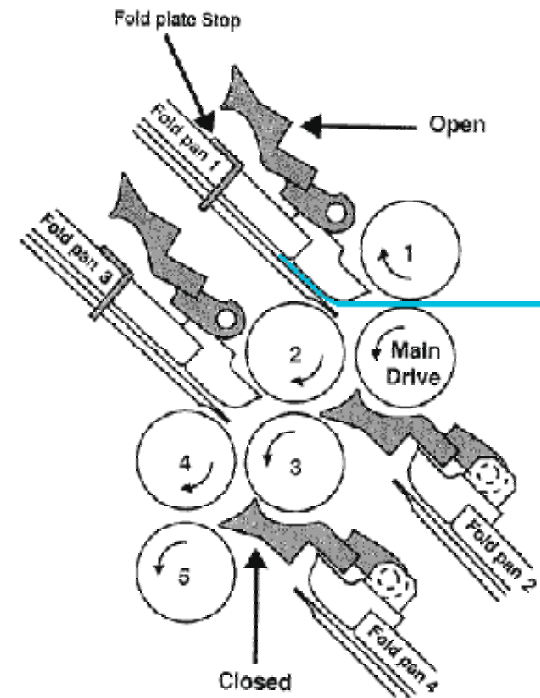
Determining the Proper Loading Orientation of the Paper

To produce the fold that matches your sample, you must begin by properly loading the paper on the feeder. Hand fold a sample of what you want the fold as close as possible to complete accuracy. Determine which side is the face and back. Determine where the head and foot of the paper is located. After determining these items, use the fold roll bank diagram as a guide and simulate the sheet path going through the rollers and foldplates. For simple letterfolds, click on the animations with these instructions to see how the paper flows through the folder.



After seeing your fold, load the paper on the feeder to match the direction that gives you the correct fold.

When loading paper onto the feeder, be sure to “fan” or fluff the lifts to insure that air molecules are between the sheets for easier feeding.



Animation 1.
Letterfold

Animation 2.
Letterfold