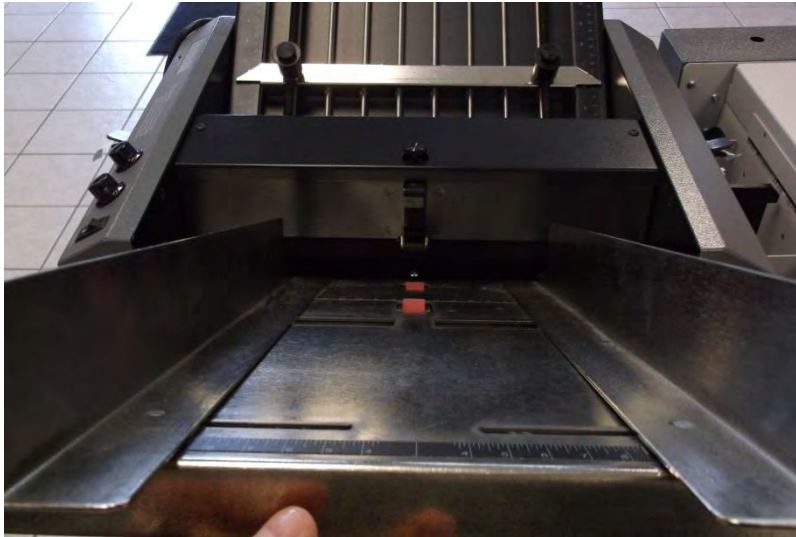


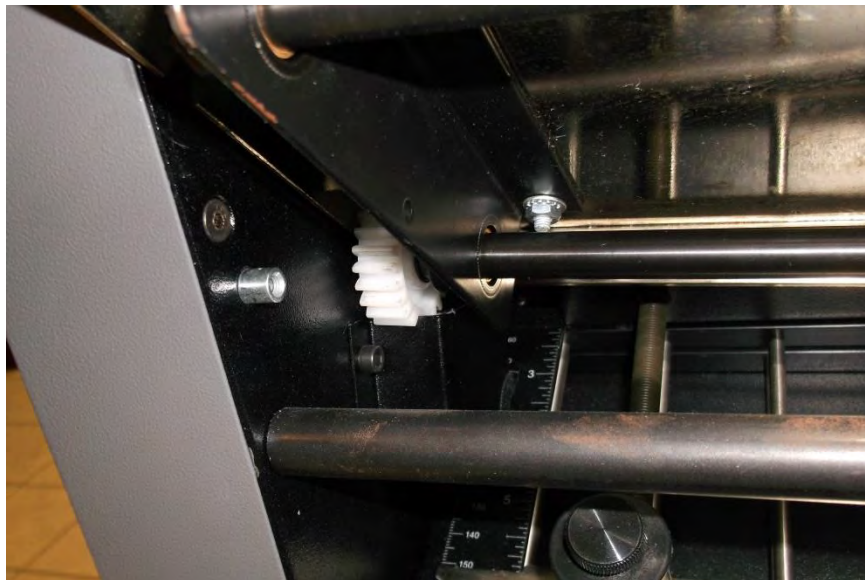


### Setting up the Mark VII Folding Machine



Install the feed table

The gear on the feed tray must mesh with the gears on the machine

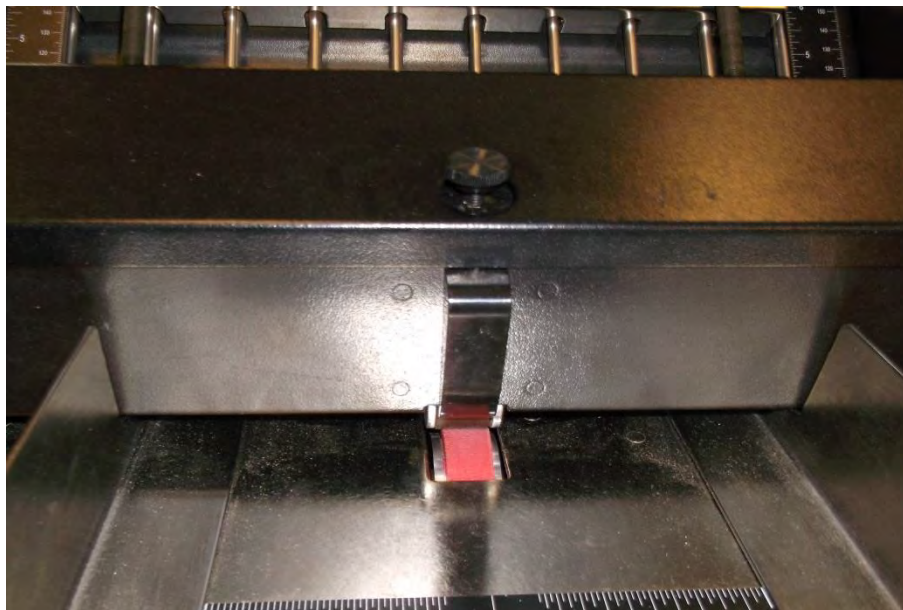


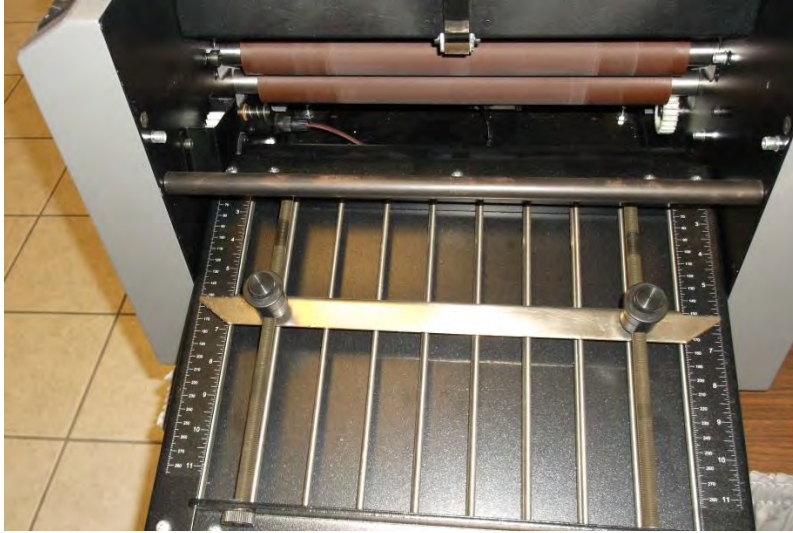
(gear not aligned in this picture)



(Gear aligned properly)

The feed tray will drop in place if the placement is correct and the retarder will be almost touching the feed wheel (it will appear to touch or be in slight contact)





Install the second fold table under the feed tray

Allow the second fold table to sit on the locating pins then slide it into place

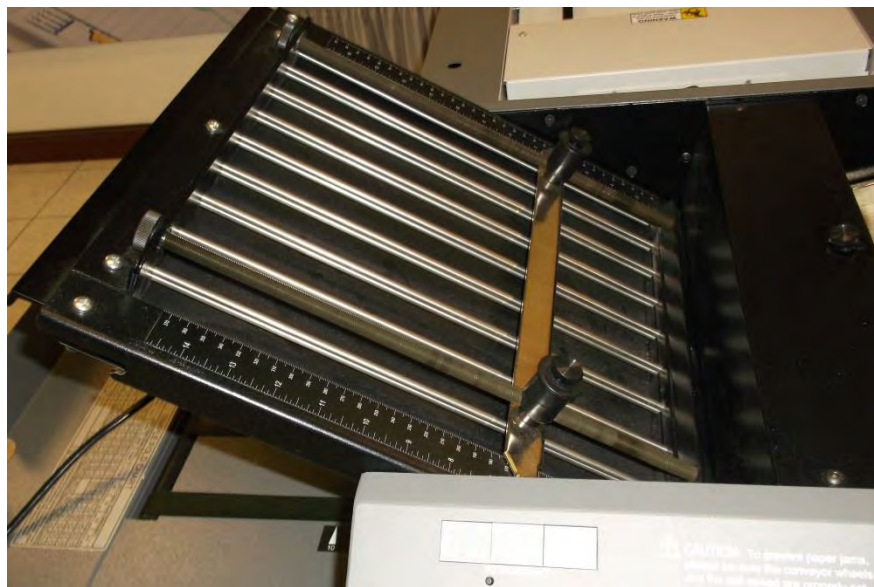


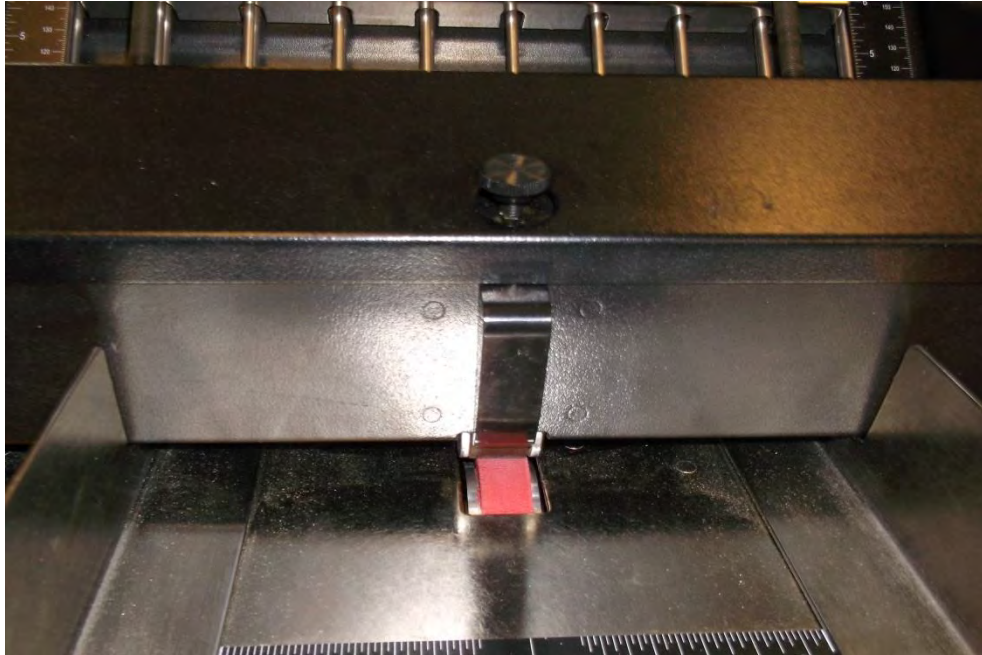
(The feed tray is removed for clarity.)





Install the first fold table by sitting the table on the locating pins and sliding it into place





To adjust the retarder pressure, turn the retarder adjustment knob counterclockwise until you can insert a sheet of paper between the feed wheel and the retarder.

While moving the paper, turn the retarder adjustment knob until you feel the paper being pinched. This sets the gap. Use the paper you will be folding to adjust the gap.





Using the paper you will be folding, cut 12 one inch x three inch strips.

Insert the strips into the fold roller gap adjustment caliper as shown.

You want one strip in slot 1, two strips in slot 2 and three strips in slot 3.

If you are performing a double parallel fold insert four strips into slot 3.



Repeat on the other side of the machine.

Both sides of the machine must match.

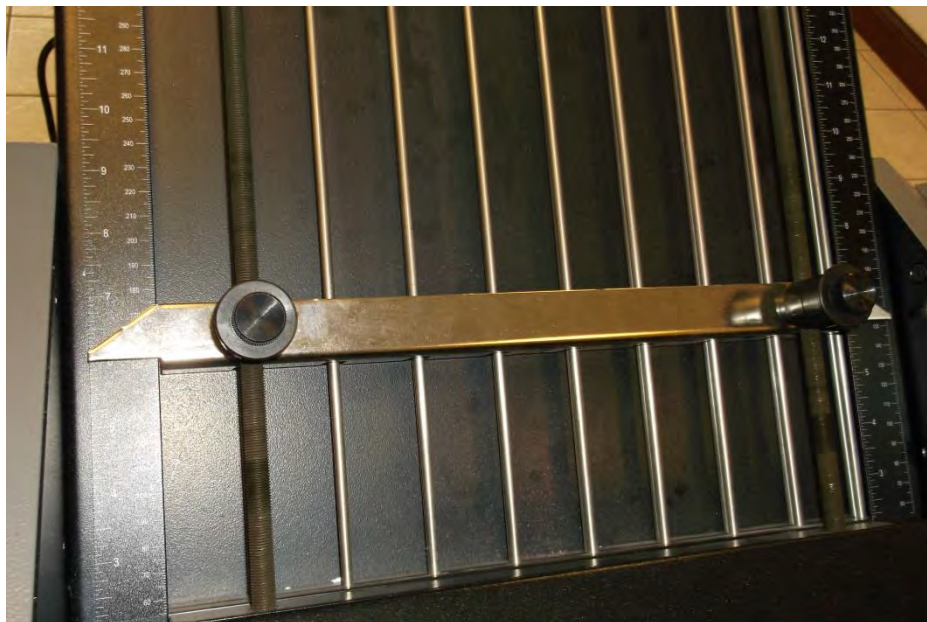


SIMPLE FOLD CHART													
Fold Styles	Fold Plate	USA Paper Sizes (Inch)						ISO Paper Sizes (Millimeter)					
		6 X 9	Letter 8.5 X 11	Legal 8.5 X 14	Ledger 11 X 17	14 X 20		A5 148 X 210	A4 210 X 297	A3 297 X 420	A3+ 329 X 483		
Letter	1	6.02	7.35	8.35	11.35	13.35	140.0	198.0	280.0	322.5			
	2	3.00	3.67	4.67	5.67	6.67	70.0	99.0	140.0	161.0			
Fan (Z)	1	3.00	3.67	4.67	5.67	6.67	70.0	99.0	140.0	161.0			
	2	3.00	3.67	4.67	5.67	6.67	70.0	99.0	140.0	161.0			
Double Parallel	1	4.50	5.50	7.00	8.50	10.00		148.5	280.0	241.5			
	2	2.25	2.75	3.50	4.25	5.00		74.0	140.0	121.0			
Single (Half)	1	4.50	5.50	7.00	8.50	10.00	105.0	148.5	280.0	241.5			
	2	Bypass	Bypass	Bypass	Bypass	Bypass	Bypass	Bypass	Bypass	Bypass			
Church	1			11.00									
	2			5.50	8								
Engineering	1				4.25								
	2				4.25	9							

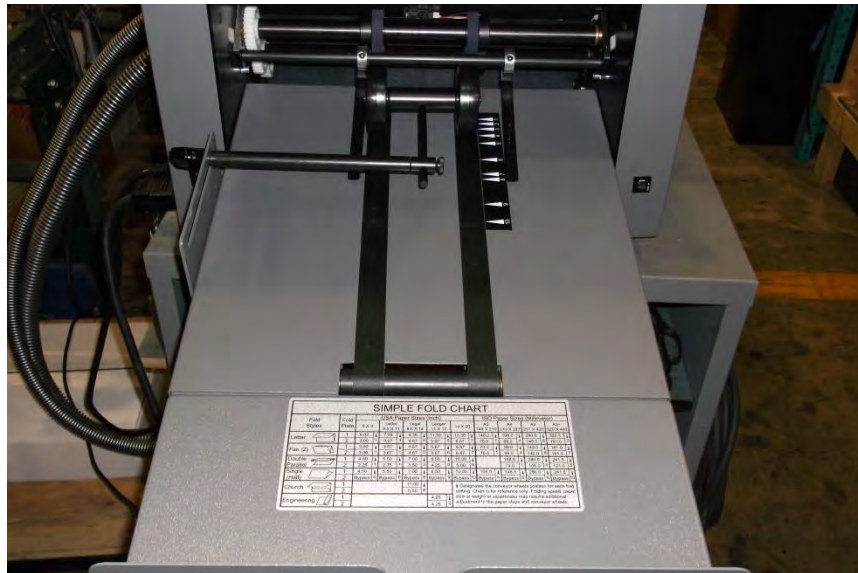
↓ Designates the conveyor wheels position for each fold setting. Chart is for reference only. Folding speed, paper size or weight or squareness may require additional adjustment to the paper stops and conveyor wheels.

Select the desired fold using the folding chart on the exit tray.

Adjust each table accordingly. The first fold table is the upper fold table.

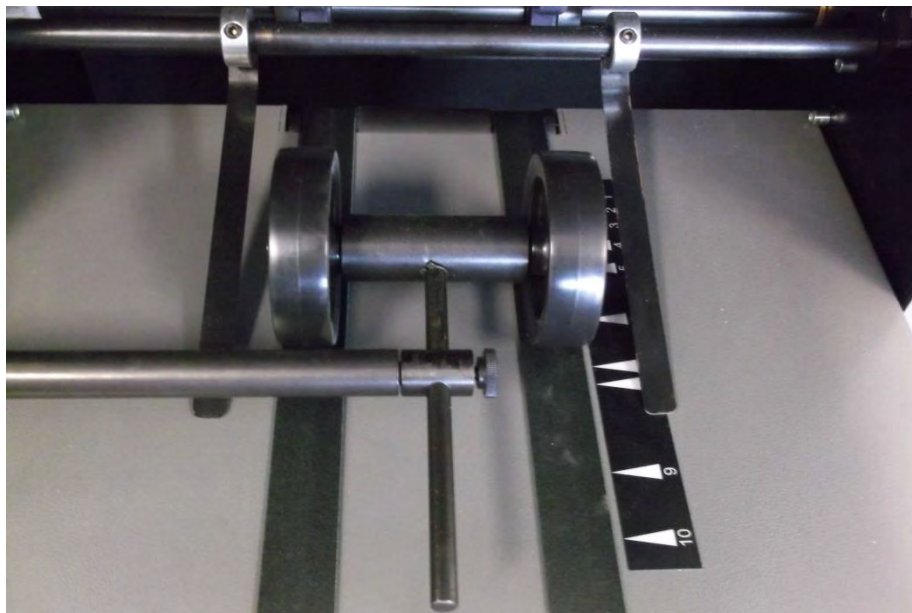


Adjust both fold tables according to the chart.



Set the stacking wheels according to the chart in the exit.

The axel of the wheels should be lined up with the arrow corresponding to the picture of the fold you are doing.



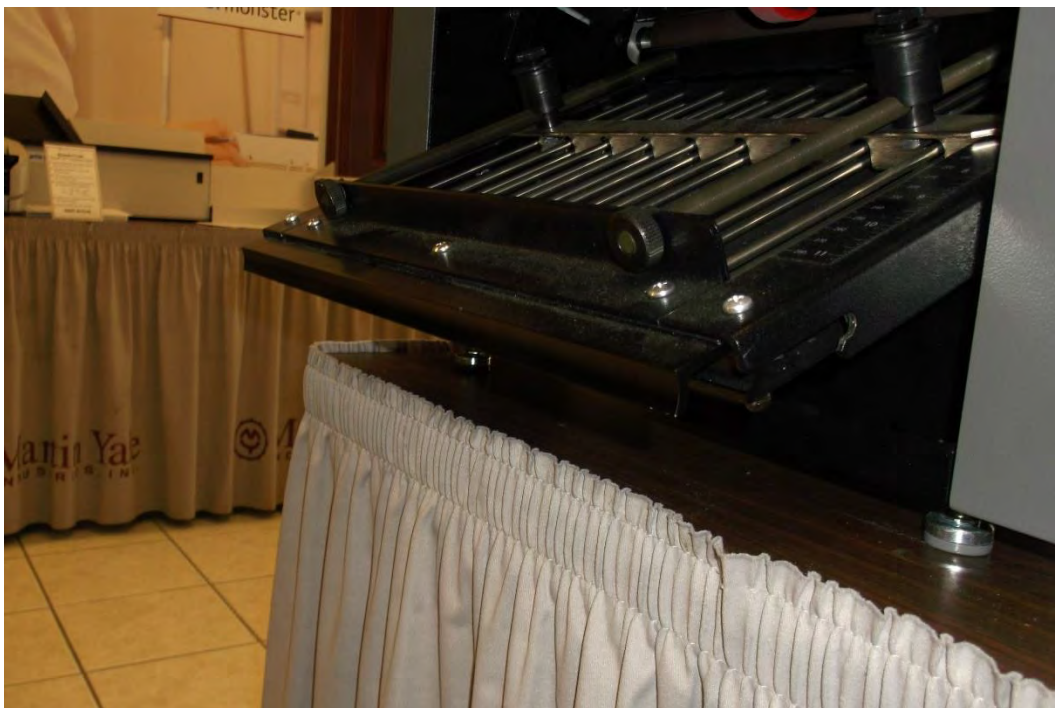
If you are having a problem with the paper stacking correctly:



Take a folded document and stick it in the nip of the blue rollers. Align the stacking wheels so they touch the end of the paper, the paper should be just starting under the stacking wheel when the paper comes out of the blue rollers.

Also, check for scrap in the fold tables. This can cause jamming in the exit.

You will notice that one end of the second fold table is sealed off with a curved piece of metal. This end is inserted into the machine first when doing a half fold.



If you reverse both fold tables the paper goes through the machine without being folded. This is done when you are perforating or scoring the paper.



When running the machine you must set the fold speed and the exit speed separately. This will allow you to choose how the paper is stacked.

\*If you set the exit speed too slow it will cause the machine to jam in the exit.

\*\*Don't run the machine at maximum speed until you have all the setting checked and you are sure the desired fold is being accomplished.



To assist in dejamming the machine, pull out on the dejam handle and turn in the direction of the arrow.

It is best to remove the feed table and both fold tables first.