

HF75, PF-75 - Cross Folding

Cross folding refers to folding a document in one pass and then running it through the folder a second time to be folded again.

Common Application: Folding an 11" x 17" document in half and then letter folding it to fit in a standard #10 envelope.

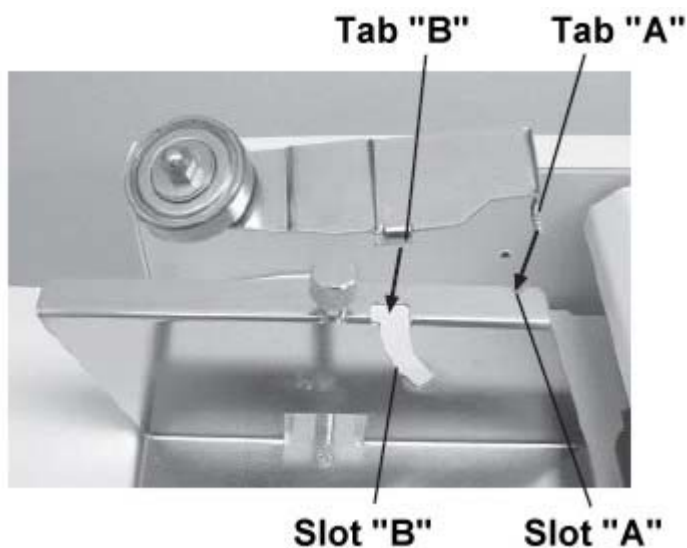
To Use The Cross Folding Feature:

1. Load pre-folded paper into the feed tray.
 - Make sure the fold crease faces the non-operator side of the folder.
 - For best results firmly run your hand over the fold crease to help flatten the paper before loading.

Fold Crease **Cross Fold Guide**



2. Attach the cross fold paper guide onto the feed tray paper guide and lower guide.



Note: Cross folding ability will vary based on the paper weight and type. If the paper is too heavy it may not be able to be cross folded.