

## HF75, PF-75 - Multi-Sheet Feeding

The multi-sheet feeder is designed to fold pre-collated stapled or unstapled sets of paper of up to three 20 # sheets of paper.

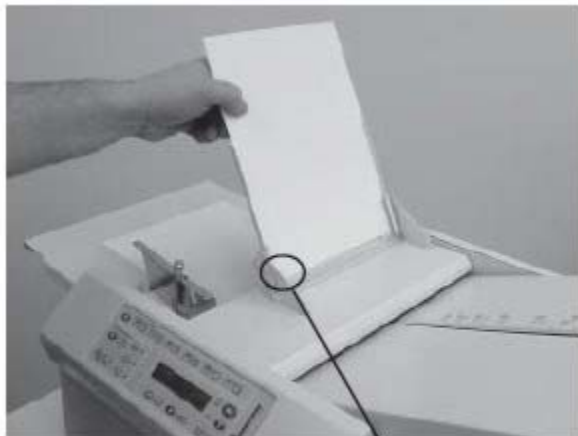
### To Use Multi-Sheet Feeding:

1. Adjust the side guides on the feeder for the proper paper size.
  - Loosen the Brass Thumbscrew, open or close the guides to fit the paper width and retighten the Brass Thumbscrew.



**Brass  
Thumbscrew**

2. Slide the pre-collated paper set into the multi-sheet feeder.
  - When feeding stapled sets the documents should be placed with the staple on the operators side and leading.



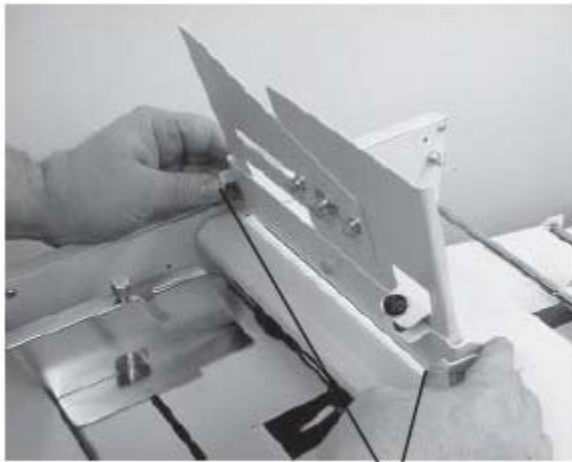
**Staple**

3. The sheets of paper will be automatically pulled into the folder.
  - There is a one second delay after the paper is placed in the feeder.
4. If the fold is skewed, turn the Skew Adjustment Knob located on the back of the feeder left or right to make corrections.



**Skew  
Adjustment Knob**

5. To remove the multi-sheet feeder depress the release levers located on either side of the lower back side of the feeder, tilt the feeder forward and lift.  
- To reinstall depress the levers and reinsert.



**Release Levers**