



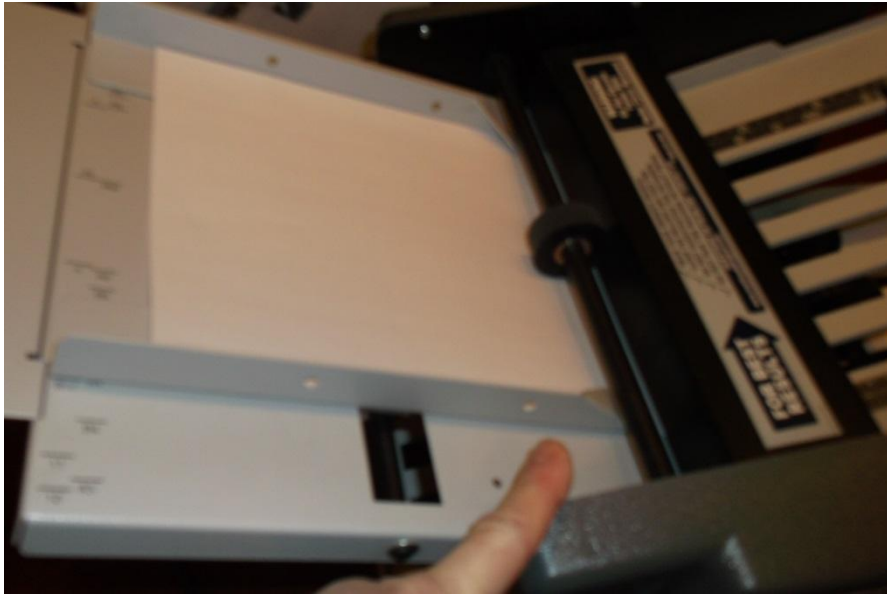
## Folding sets of up to 5 sheets on the 1217A



Set the machine up to perform the desired fold.



Hold the bypass lever



While holding the bypass lever insert the set of documents.

If you are folding unstapled sets, insure the sets are fully inserted and resting against the rollers.

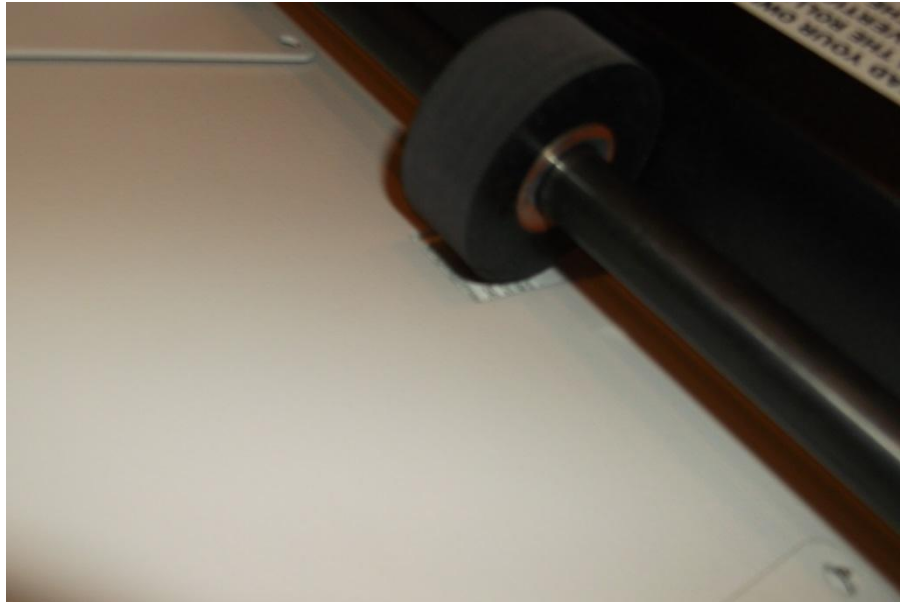
If you are folding stapled sets insert the stapled end in first.



Press the momentary button to fold one set.

If you are folding stapled sets you can turn the machine on and insert the sets while the machine is running.





IF you have many staples sets to fold you can hold the bypass and insert a business card between the feed wheel and the retarder as shown.

This will allow you to insert your sets for folding without holding the bypass lever.

**CAUTION:**

Insure you remove the business card when you are finished or this will result in jamming the machine when you return to single sheet folding.