

# Martin Yale P7200 Paper Folding Machine

## Paper Fanning Guide



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# INSTRUCTION ADDENDUM

## Fanning Paper for Improved Feed

Substantial improvement in feeding of certain types of paper can be realized through the process of “fanning” the stack of paper to be folded. Follow the steps below for proper paper fanning and loading. See manual for detailed instructions on all other machine functions.

### Fanning paper and paper loading instructions

- Setup folder as described in operating manual
- Fan paper to be folded as shown in picture, so that the stack of paper is slightly staggered, amount of “fan” should be slight. No more than 1/4” (6mm) per 50 sheets (see picture).
- Insert paper in folder with the paper arranged so the *top* sheet goes into the folder *first* (see picture)
- Adjust feed table paper guides as described in operating manual, proper adjustment of paper guides is critical to clean paper feeding
- Position exit tray and turn “ON” folder by pressing on the ‘I’ portion of the Off/On switch

\*Note: Use a light touch while loading paper in feed table. If stack of paper is “pushed” into folder, Multiple feeds will be encountered.



*Fanning Paper*



*Loading Fanned Paper in Folder*



*Side view of fanned paper  
Fan paper no more the 1/4”(6mm)  
per 50 sheets*

Product Information:

[www.martinyale.com](http://www.martinyale.com)

Technical support:

Phone: (260)-563-0641

E-mail: [customer.service@martinyale.com](mailto:customer.service@martinyale.com)

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