

MBM 352S Professional Series Air Suction Paper Folder

Squaring Guide



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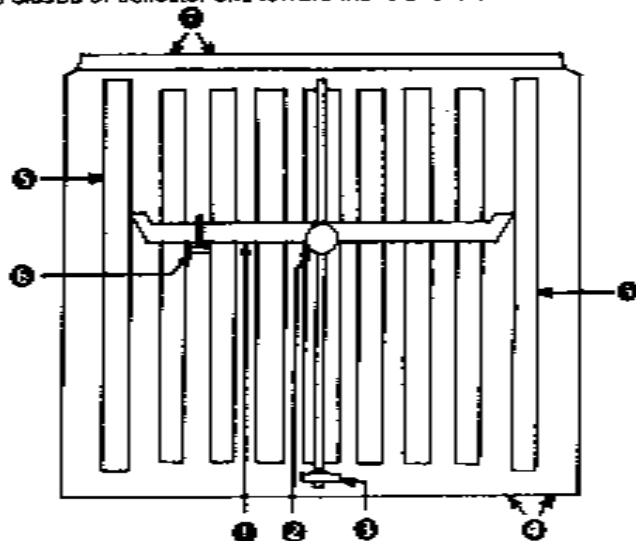
SQUARING THE FOLD TRAYS

This step is performed to insure that the paper stop is parallel to the fold rollers.

1. Remove fold tray #1 from the machine. Insert a square 8.5"x11" piece of paper into the tray so the leading edge of the sheet is against the paper stop. Move the paper stop away from the open end of the tray until the trailing edge of sheet is just visible against the open end. Observe the left and right corners of the sheet in relation to the edge of the tray.
2. Adjust the paper stop till thumbscrew until the sheet is parallel to the edge of the tray.
3. Remove the sheet and follow the same procedure for tray #2.
4. After performing this procedure, if the fold is still skewed, check the adjustment of the paper guides on the infeed tray and the squareness of the paper.

SETTING UP FOLD TRAYS (Various Folds)

The settings for the folds are illustrated on the rulers. Three of the standard folds use both fold trays. For single fold, the lower fold tray must be removed and inserted with the closed or deflector end toward the fold rollers.



THE TRAYS ARE COMPOSED OF THESE PARTS:

- | | |
|---|-------------------------------|
| 1. Paper Stop | 5. Ruler with Settings |
| 2. Paper Stop Length Thumbscrew | 6. Paper Stop Till Thumbscrew |
| 3. Micro Adjust for Paper Stop Length | 7. Open End of Fold Tray |
| 4. Deflector or Closed End of Fold Tray | |

TYPE FOLD	PAPER SIZE	FIRST TRAY SETTING	SECOND TRAY SETTING
LETTERFOLD	8.5 x 11	A	A
LETTERFOLD	8.5 x 14	B	B
LETTERFOLD	11 x 17	C	C
ACCORDION FOLD	8.5 x 11	D	D
ACCORDION FOLD	8.5 x 14	E	E
ACCORDION FOLD	11 x 17	F	F
DOUBLE PARALLEL	8.5 x 11	G	G
DOUBLE PARALLEL	8.5 x 14	H	H
DOUBLE PARALLEL	11 x 17	I	I
SINGLE FOLD	8.5 x 11	G	REVERSE SECOND TRAY
SINGLE FOLD	8.5 x 14	H	
SINGLE FOLD	11 x 17	I	

The settings on the fold tray are a basic starting point. If the fold is slightly off, adjustments can be made to the microadjust thumbscrew to lengthen or shorten as needed.