

**Premier**<sup>®</sup>  
**RapidFOLD**

# INSTRUCTION MANUAL

Model P7400 (110V)  
Model P740022 (220V)

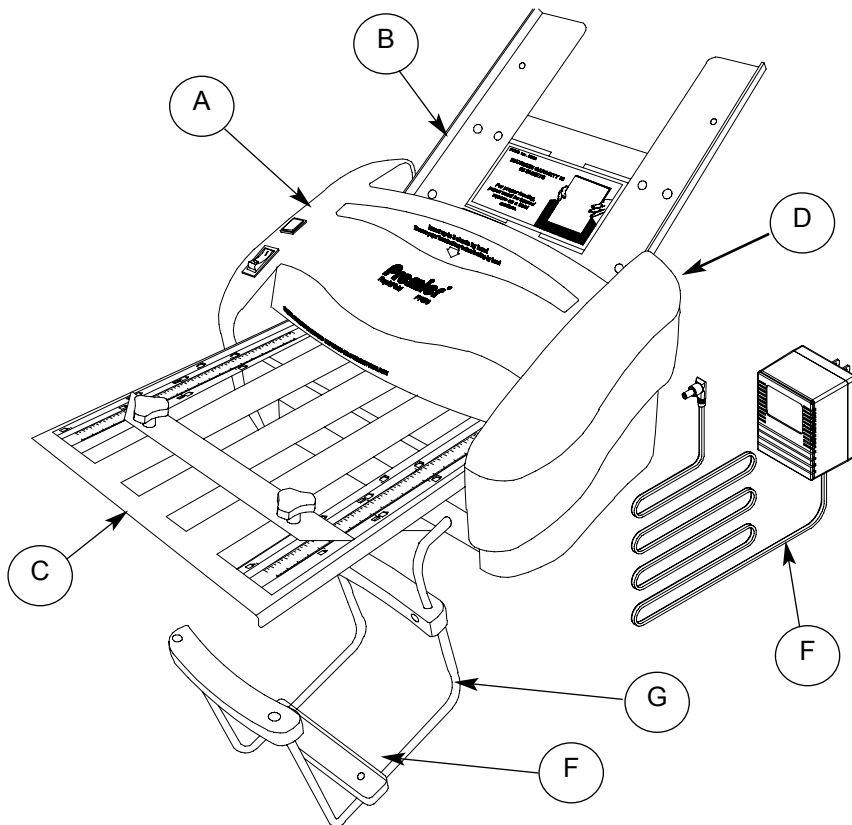
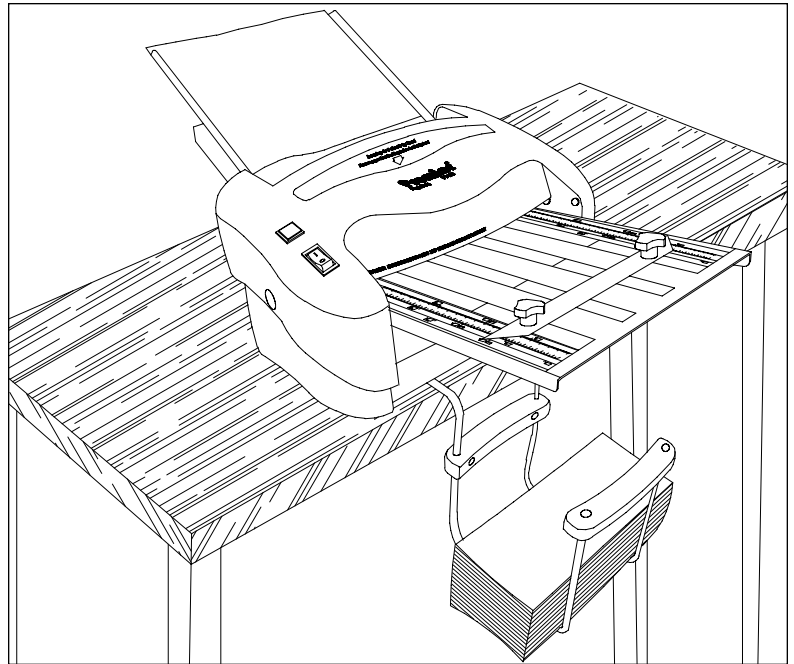
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## SPECIFICATIONS

- Folds 8.5" x 11", 8.5" x 14", or A4 size paper
- Creates four different folds
- Operates at a speed of 4000 sheets/hr
- Accepts 16-28 lb. bond paper (60-105 gsm)
- Folds 1 sheet at a time automatically, or up to 3 sheets at a time manually
- Automatic shut off
- Automatic jam detection



Your P7400 comes with the following components:

- A. RapidFold Folding Machine
- B. Paper Guides (2)
- C. Front Fold Table
- D. Back Fold Table (hidden from view)
- E. Metal Brackets (2)
- F. DC Power Supply
- G. Exit Tray Connector Set (3)  
(exit tray connectors contain 3 top plastic pieces, 3 bottom plastic pieces, and 6 connector screws)

**WARNING! Never connect power to the folder until you are ready to set up and operate the machine. During set up, operation, and maintenance keep hands, hair, loose clothing, and jewelry away from all moving parts. Serious bodily injury could result. Service or disassembly of folder should only be attempted with the power disconnected.**

Manufactured in Taiwan by:

**Premier**

Division of Martin Yale Industries, Inc.

251 Wedcor Avenue • Wabash, IN 46992

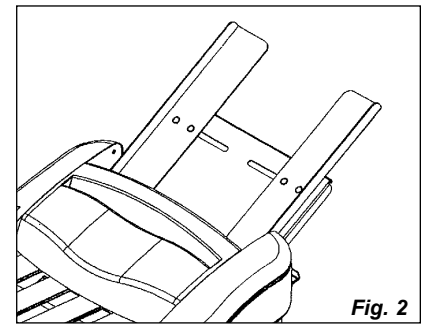
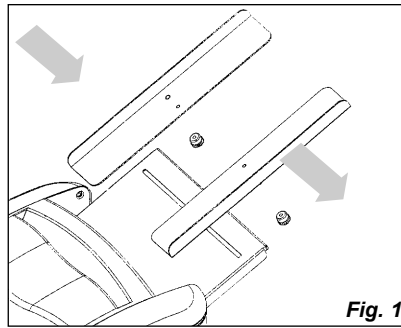
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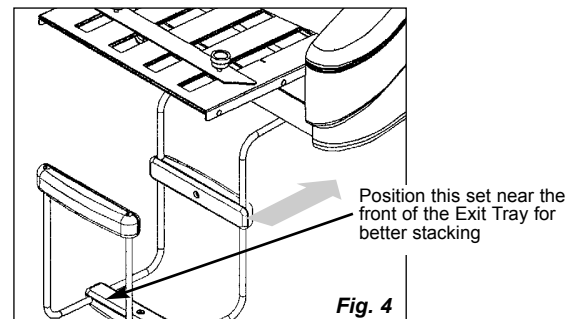
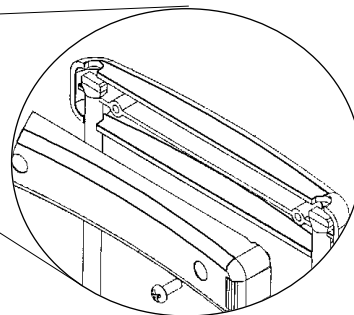
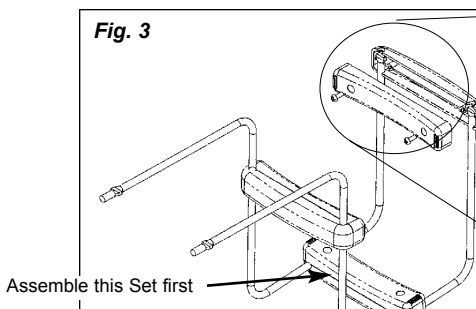
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## ASSEMBLY

1. Remove the black plastic nuts and clear spacers from the paper guides. Insert the paper guides into the paper tray as shown in Fig. 1. Once inserted, install the clear spacers on the paper guides. Screw the nuts back onto the paper guides and tighten. The paper guides should now be attached to the machine as shown in Fig. 2.



2. To assemble the exit tray, you will need a #2 Philips screwdriver, the two (2) metal brackets, and the three (3) exit tray connector sets. Assemble each exit tray connector set onto the metal brackets as shown in Fig. 3. **Hint:** It may be easier to assemble the middle connector set first, as noted below.
3. The assembled exit tray should fit underneath the machine (Fig. 4). It does not snap into place, the weight of the machine will hold it in position. Push the tray so it is against the tabletop. Many users find it easier to attach the first connector to one (1) metal bracket and screw halfway together. The other metal bracket may then be installed to the plastic connector and screwed together completely.
4. Insert the DC power supply plug into the back of the machine, and then into an electrical outlet.



## ALIGNING THE PAPER GUIDES

**NOTE: Paper guide placement is a critical and often overlooked factor in machine set-up. Please follow the instructions below carefully to assure trouble free paper feeding.**

1. Loosen the 4 plastic thumbscrews under the feed table (see Fig. 1 for thumbscrew location) to loosen paper guides.
2. For standard U.S. 8 1/2" X 11" and 8 1/2" X 14" legal paper, move both paper guides in so that their inside edges align with the straight marks on the feed table denoted LS (see Fig. 5 for mark location). For A4 paper, align the *outside edges* of the paper guides with the straight marks denoted A4. Tighten both thumbscrews (Note: Do not over tighten thumbscrews).
3. Slide a single piece of paper between the paper guides, check for:
  - a. Pinching - the paper should slide freely between the paper guides with a small amount of clearance to feed freely. Loosen thumbscrews and adjust paper guides if necessary to correct. *Setting the paper guides too tight will result in feed hesitation.*
  - b. Skewing - the paper should be exactly square to the feeding roller. Loosen thumbscrews and adjust paper guides if necessary to correct.

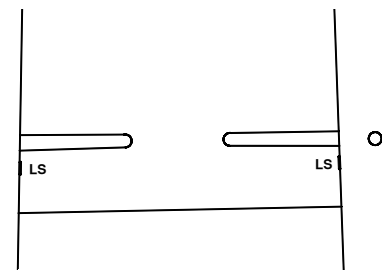
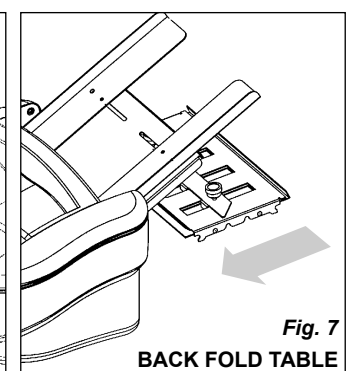
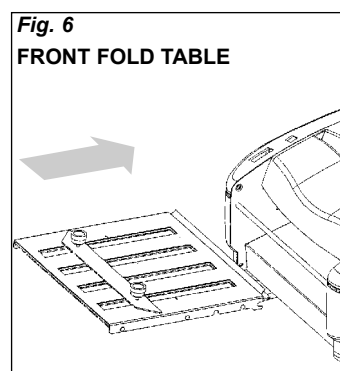


Fig. 5  
Paper Guides Aligned to LS Marks

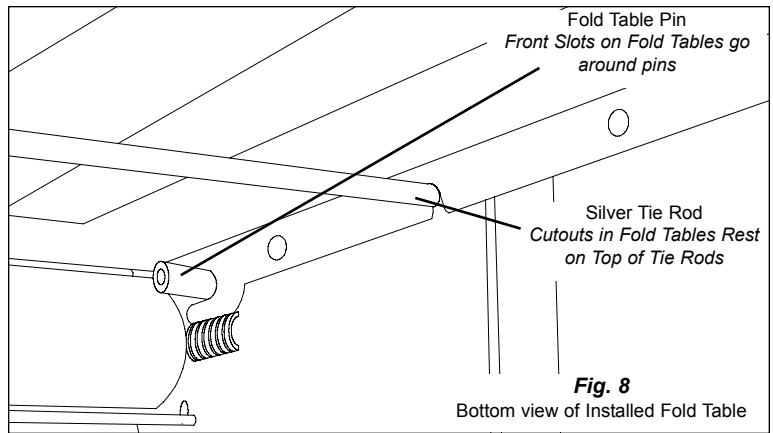
## Fold Tables

The front and back fold tables should come already inserted in the machine. If you need to remove them for jam removal, insert them back into the machine as shown in Fig. 6 & 7.

- Slots on the ends of both fold tables fit onto the two (2) silver colored fold table pins inside the machine (Fig. 8).
- The fold tables should rest on top of the silver tie rods (see Fig. 8).
- The tables should go into the machine open end first.



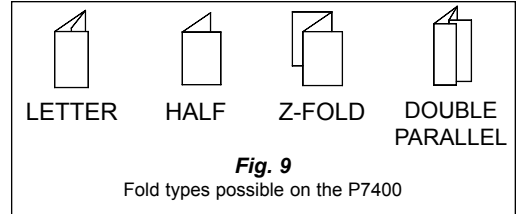
**Exception:** When doing a half fold, the back fold table should go in closed end first. (See **Half Fold** section below.) **Hint:** Many users find it easier to install the fold tables while looking at them from the **bottom** (Fig. 8).



### ADJUSTING THE FOLD TABLES

**Note: The RapidFold™ (110 Volt version) comes factory preset to fold an 8 1/2" X 11" sheet of paper to a letter fold appropriate for a standard business envelope. 230 Volt machines (UK and Europe) are factory preset to fold an A4 sheet of paper to a letter fold.**

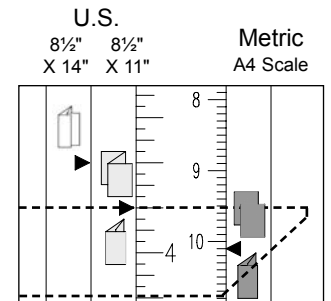
Before attempting to set the P7400 to a fold different than the factory setting, one must understand the different types of folds (see Fig. 9 for examples of several common folds and their corresponding icons). A half fold requires that only the first fold table be set and used. All other folds require that both fold tables be set up and used.



### Double Fold Operation

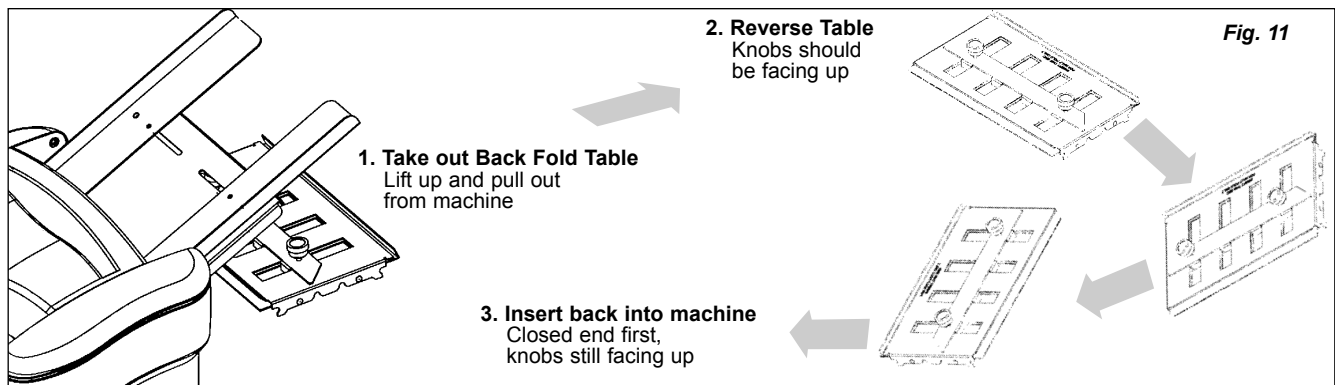
All folding operations apart from the half fold require at least two folds be placed in the stock. This is the case in the typical letter fold or Z-fold. The second fold table must be in the double fold position (position it is in as received) to accomplish this. Use the following steps to create the different types of folds:

1. Loosen both locking knobs on both folding tables to loosen the paper stops.
2. Locate the icons on the fold table rulers that are the type of fold that the operator desires.
3. Move the paper stops to the corresponding arrows next to the desired icons. **Note: Icons are color coded for common paper sizes, icons for 8 1/2" X 11" paper are yellow, 8 1/2" X 14" paper are pink, and A4 icons are blue.**
4. Tighten the paper stop locking knobs down to lock the paper stops into position.



### Half Fold

To set the machine for half fold, you will need to take out the back fold table, reverse it, and re-insert it (closed end first) see Fig. 11. Adjust the front fold table as described in step 3 above.

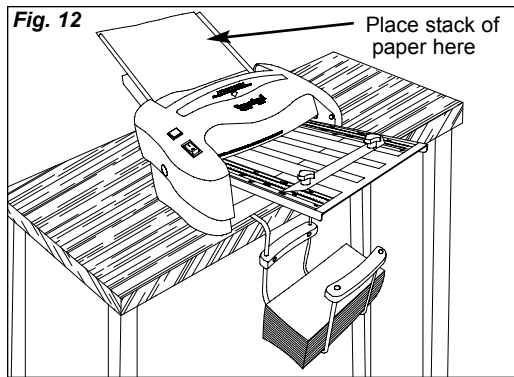


### AUTOMATIC FEEDING OF SINGLE SHEETS

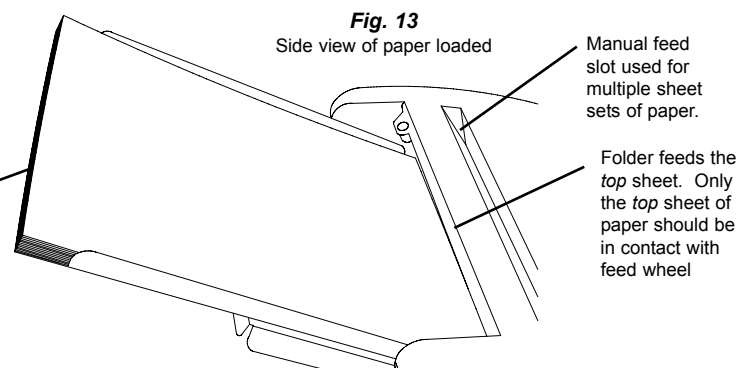
Follow the below steps for clean automatic paper feeding:

1. Square stack of up to 50 sheets of paper by tapping it on all sides on a flat surface such as a table.
2. Load squared stack of paper into the P7400 feed table, the top sheet of paper should be in contact with the black feed tire. **NOTE: In loading the paper, the stack need only be "pushed" into the feed mechanism with a light touch. Jamming the stack of paper into the folder with force will result in feeding problems. See Fig. 12 & 13.**
3. Turn on the folder power by pushing the large green pushbutton switch. **NOTE: The folder may run for a few moments upon power up (pushing the green pushbutton), this is normal and not an indication of electrici-**

**cal malfunction.** Once the power is on as indicated by the illuminated green pushbutton, the I portion of the I-O rocker switch may then be depressed to initiate folding. \*Note: Use Martin Yale Static Eliminator (*model 300*) to remove static and improve machine performance. Also use Martin Yale Rubber Roller Cleaner (*model 200*) for better folding performance and longer roller life.

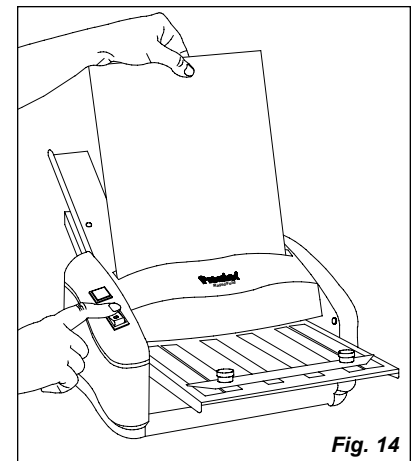


Note: Paper is placed in folder square. Paper is not fanned



### HAND FEEDING OF SETS (Mandatory when folding multiple sheet sets of paper)

1. To prevent jams, remove all paper from the paper tray before feeding sets by hand.
2. For feeding sets of up to 3 sheets (stapled or unstapled), first square the paper against a tabletop.
3. Place the paper into the manual feed slot on the top of the machine (as shown in Fig. 13 & 14). **Do not install multiple sheet sets in the feed table; a jam will result.**
4. Turn folder power on by pushing the large green pushbutton switch. The pushbutton will illuminate to indicate a power on condition. Press the I portion of the I-O rocker switch. The folder will stop running a few moments after the paper clears the folder.
5. Do not run machine for long periods of time without paper in the paper tray, this could wear down the feed tire. **HINT:** Creasing of the stock may be encountered due to the thickness of multiple sheet sets. Correct this by moving the 1st fold table stop out approximately 1/8". For example, if the 1st fold table were set at 7 3/8" for a letter fold, the user would reset it to 7 1/2" for the multiple sheet set.



### PAPER JAMS

1. Unplug the machine. Check to see if you can clear the jam by removing one of the fold tables.
2. If you cannot remove the jam, use a flathead screwdriver to manually turn the folding rollers, using the access hole in the left side of the machine. The paper should eventually emerge from the machine.
3. You may need to remove the top plastic cover to extract the jammed paper.

### TROUBLESHOOTING

**PROBLEM:** The paper jams in the machine.

- SOLUTION:**
1. If feeding by hand, make sure there is no paper in the paper tray.
  2. Re-align the paper guides and check fold table settings.
  3. Check to see if paper is within specifications (8 1/2" x 11" or A4, 16-28 lb. bond or 60-105 gsm).
  4. Remove top cover and clean rollers with Martin Yale Rubber Roller Cleaner (*model 200*).
  5. Use Martin Yale Static Eliminator (*model 300*) to remove static in paper.

**PROBLEM:** Paper will not feed correctly.

- SOLUTION:**
1. Paper guides too tight or not parallel to each other. Adjust the paper guides as described in **Aligning the Paper Guides** section of this instruction manual.
  2. If feeding by hand, make sure the paper is properly aligned before placing it in the slot.
  3. If feeding by hand, place the set in the slot *before* turning the machine on.
  4. Re-align the paper guides.
  5. Check to see if paper is within specifications (8 1/2" x 11" or A4, 16-28 lb. bond or 60-105 gsm).
  6. The feed tire could be worn. Replace.

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