

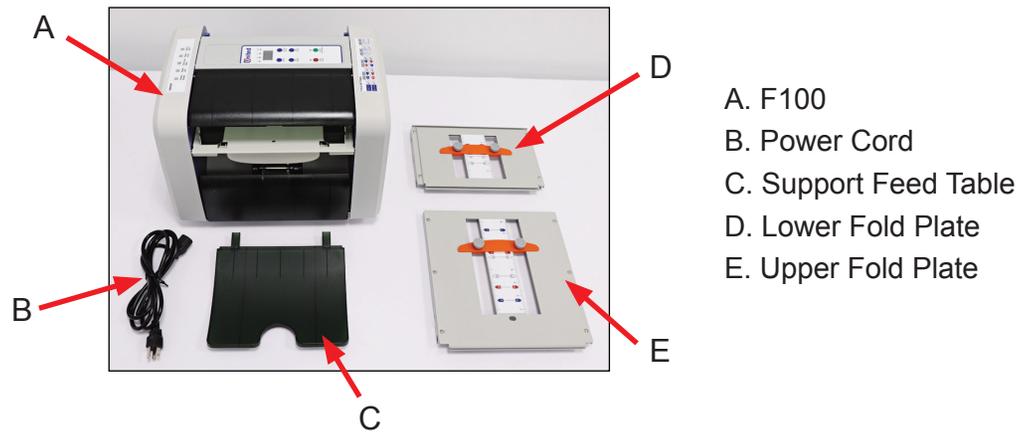


# F100 Quick-Start Guide

See the Operator Manual for detailed Operating Instructions

Call us at **1-800-550-3683** for questions and/or support or go to **www.unitedofficenow.com** for more information on this product or to send us a message via our **"Contact Us"** link

**Contact United Directly For Returns**  
**1-800-550-3683**



## Step 1



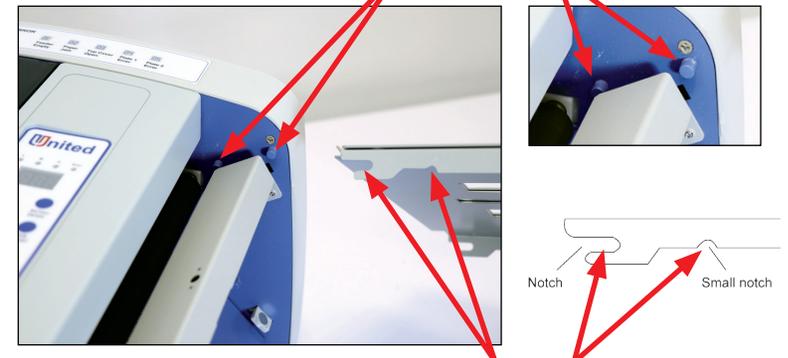
Lower the outfeed tray.

## Step 2



Install the support feed table, sliding the pins into the slots.

## Step 3



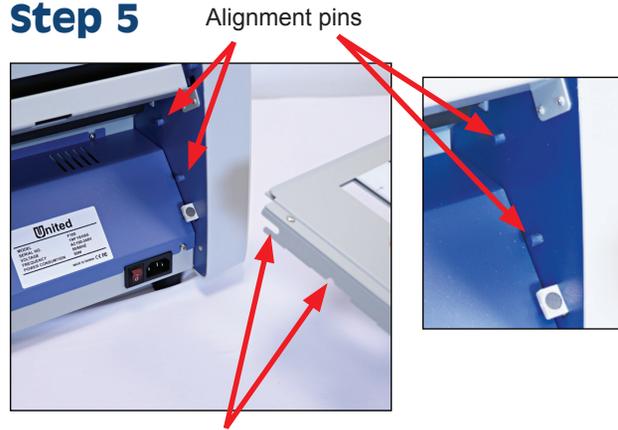
Locate both sets of upper fold plate alignment pins on the F100. Match those with the corresponding fold plate notches on the upper fold plate.

## Step 4



Install the upper fold plate. Be sure it's seated securely on the alignment pins.

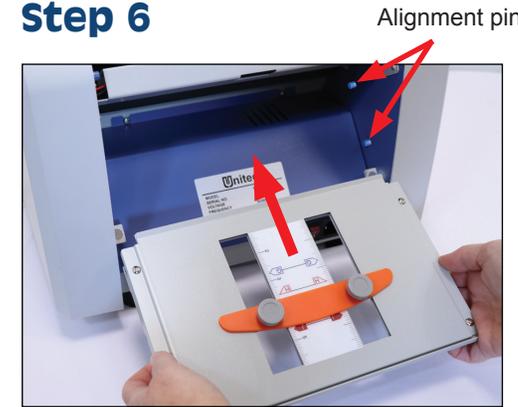
## Step 5



Fold plate notches

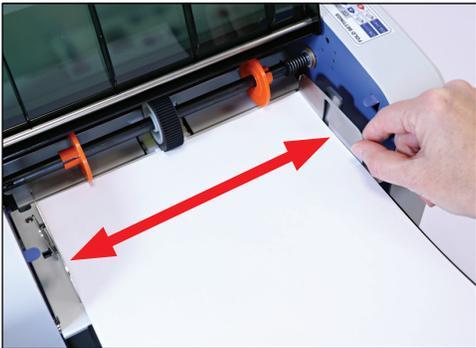
Locate both sets of lower fold plate alignment pins on the F100. Match those with the corresponding fold plate notches on the lower fold plate.

## Step 6



Install the lower fold plate. Be sure it's seated securely on the alignment pins. For **standard folds**, insert as shown. For **half folds**, rotate the fold plate 180° and install.

## Step 7



Place a sheet of paper on the support feed table and adjust the side guides. Adjust so they're snug, but will still allow the paper to slide freely.

## Step 8



Adjust the outfeed wheels to match the paper and fold type. Lift, slide and lower the wheels into the correct position.  
**Innermost position:** all folds except Half.  
**Middle position:** Letter size Half fold.  
**Outermost position:** Legal size Half fold.

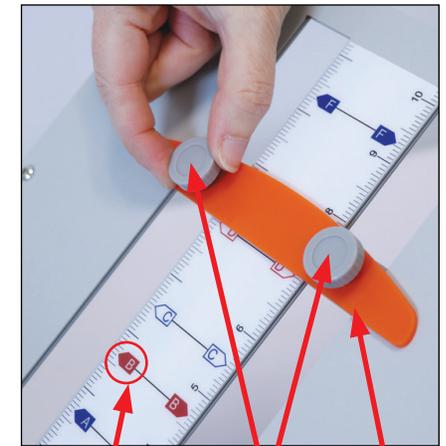
## Step 9

### FOLD SETTINGS

	UPPER PLATE	LOWER PLATE						
LTR (11")	A	I	E	I	C	G	C	REVERSE
LGL (14")	B	J	F	J	D	H	D	REVERSE

Setting the fold plate stops

1. Determine paper size and fold type. Check the Fold Settings Guide on the front of the F100 (shown above).
2. Adjust fold plate stops to match the letter indicated.
3. Loosen both thumb knobs.
4. Slide the fold plate stop up or down into position.
5. Tighten both thumb knobs.
6. Repeat this process for the other fold plate.



Letters to match with chart

Thumb knobs