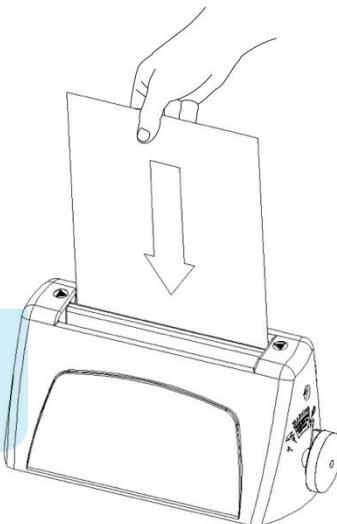


READ THIS FIRST

Quick Start Guide: Inserting Sheets



- Hold up to four sheets of paper, at the top center of the sheets, above the rear slot identified by the two arrows on either side.
- Release the paper into the slot. The machine will start automatically, taking in the paper. Do not force-feed the paper into the slot. Likewise, do not hold the sheets in such a way as to allow the folder to pull them from your hand. Doing so may cause the sheets to skew resulting in wrinkled sheets or paper jams.
- Remove the folded paper from the front slot. The folder will automatically stop running once the folding cycle is complete.

For more complete instructions, tips and tricks see the MYOP P6500 Instruction Manual, page 3.

**Need Assistance? Contact MY Office Products
Customer Support at 800.225.5644.**