

Problem: Sometimes the folding is not even with the staples, because the side guides are too tight and this prevents the paper from freely sliding out. This minute friction may cause it to fold off center.

Correction:

AA) Loosen the side guides. (You want to overdo it first to confirm or refute this as the problem)

If the problem is fixed, adjust the side guides making sure that your document can slide in and out with ease (Guides should not be too tight or too loose).

BB) If the problem persists, it may be an alignment problem. If this is the case, see attached **Bookletmac photo** and follow these steps:

1. Open front plate.
2. Standing in front of machine determine if:
 - a) Staples are on the front side of book, facing you. If this is the case, the **arm needs to slide up.**
 - b) Staples are on the back of the book. If this is the case, the **arm needs to slide down.**
 - c) IMPORTANT: ARM should slide up or down no more than 1/32 of an inch at a time. .
3. Loosen screws and slide arm up or down per 2A or 2B.
(**Caution: Hand-hold arm, as to avoid it from sliding when screws are loose**)
4. Tighten screws.
5. Test it.
6. Repeat these steps until fold aligns to staples.

