

Martin Yale P7500

Martin Yale P7500 Paper Folding Machine

INSTRUCTION MANUAL

1. INTRODUCTION

Thank you for choosing the Martin Yale P7500 Paper Folding Machine. This automatic feed tabletop folder is designed for efficiency, capable of processing up to 4000 sheets per hour. It supports various fold types including Letter, Half, Z-Fold, and Double Parallel, accommodating 8.5" x 11" and 8.5" x 14" 20lb bond paper. This manual provides essential information for the safe and effective operation, maintenance, and troubleshooting of your new paper folding machine. The P7500 is ideal for small corporate offices, mailrooms, churches, and businesses requiring high-volume paper folding without complex setups.

2. SAFETY INFORMATION

Please read all safety instructions carefully before operating the machine to prevent injury or damage.

- Always ensure the machine is placed on a stable, level surface.
- Keep hands, hair, loose clothing, and jewelry away from moving parts, especially the paper feed and folding rollers, during operation.
- Unplug the machine from the power outlet before cleaning, performing maintenance, or clearing paper jams.
- Do not operate the machine with a damaged power cord or plug.
- Do not attempt to fold paper types or sizes not specified in this manual.
- Keep the machine away from water or other liquids.
- This machine is for indoor use only.

3. PRODUCT COMPONENTS

Familiarize yourself with the main components of your Martin Yale P7500 Paper Folding Machine.



The Martin Yale P7500 Paper Folding Machine, showcasing its compact design with the feed tray at the top and the detachable stacking tray below.

- **Feed Tray:** Where paper is loaded for automatic feeding.
- **Folding Mechanism:** Internal rollers and guides that create the folds.

- **Output/Stacking Tray:** Collects the folded documents. This tray is detachable for convenience.
- **Fold Adjustment Knobs:** Used to fine-tune the fold positions.
- **Start/Stop Button:** Initiates and halts the folding process.
- **Manual Bypass Slot:** Allows for manual feeding of up to 3 sheets.



An illustration highlighting the convenient features of the P7500, including its preset fold settings, manual bypass, detachable stacking tray, and feed tray.

4. SETUP

Follow these steps to set up your Martin Yale P7500 Paper Folding Machine for first use.

1. **Unpack the Machine:** Carefully remove all packaging materials and ensure all components are present.

2. **Place the Machine:** Position the machine on a sturdy, flat surface with adequate space around it for paper loading and collection.
3. **Attach the Stacking Tray:** Securely attach the detachable stacking tray to the designated slots at the front of the machine. Ensure it is stable and can hold folded paper.
4. **Connect Power:** Plug the power cord into the machine's power input, then into a standard electrical outlet.

5. OPERATING INSTRUCTIONS

Operating the P7500 is straightforward. Follow these steps for efficient paper folding.

5.1. Paper Loading

- Ensure paper is free of staples, paper clips, or other foreign objects.
- Load up to 50 sheets of 18-24 lb bond paper into the feed tray. The machine supports 8.5" x 11" (Letter) and 8.5" x 14" (Legal) paper sizes.
- Adjust the paper guides in the feed tray to snugly fit the paper stack, ensuring it is centered and aligned.

Where Durability Meets Versatility

Works With:

8.5" x 11" Letter-Size

8.5" x 14" Legal-Size

**Load up to 50 Pages
of 18-24 lb Bond Paper**

**Folds Letters, Brochures,
Flyers, Invites and More!**

The P7500 is compatible with 8.5" x 11" Letter-Size and 8.5" x 14" Legal-Size paper, and can handle up to 50 pages of 18-24 lb bond paper.

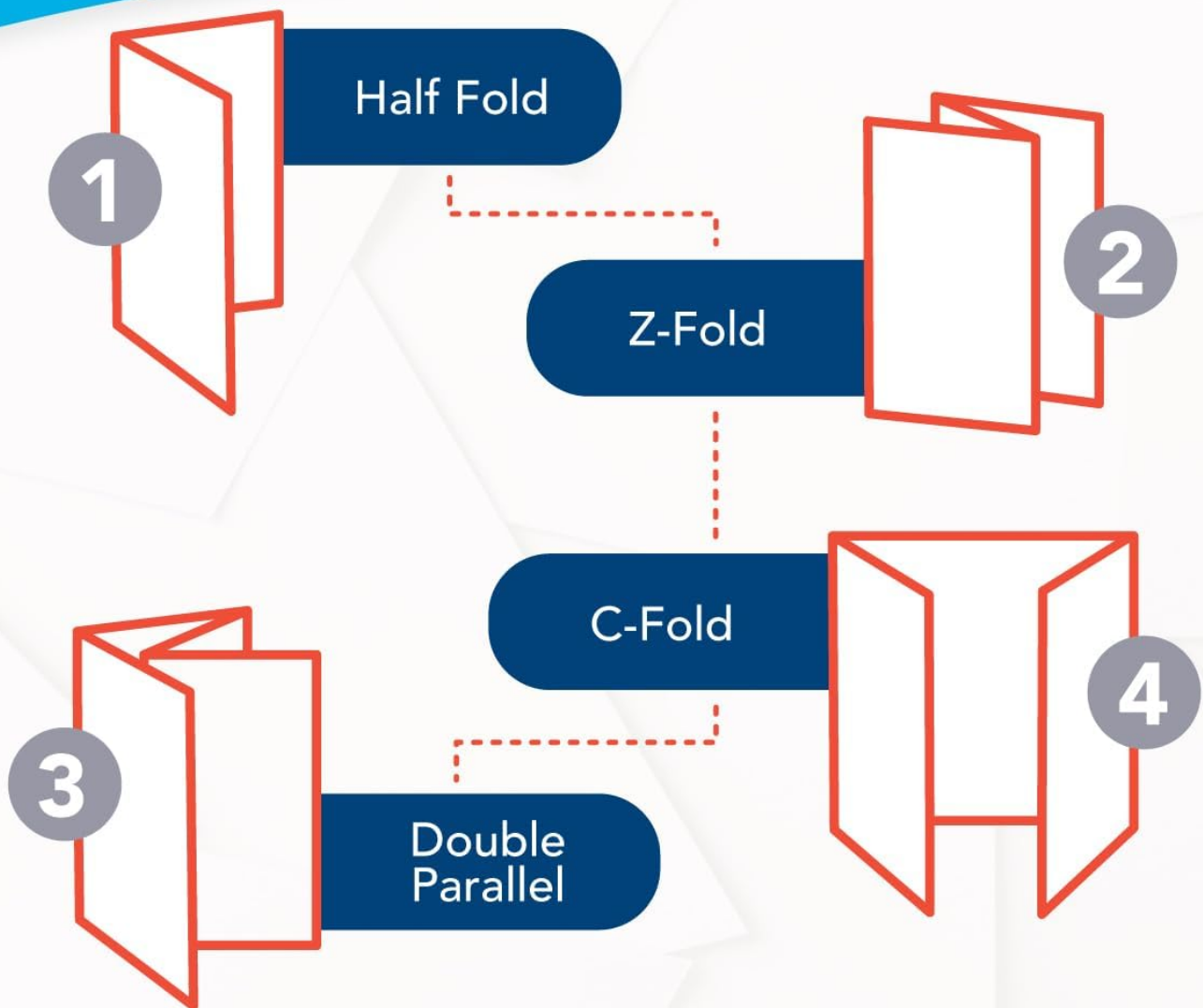
5.2. Selecting Fold Type

The P7500 offers four preset fold settings:

- **Half Fold:** Folds the paper in half.
- **Z-Fold:** Creates a 'Z' shape with three panels.
- **C-Fold (Letter Fold):** Creates a 'C' shape with three panels, commonly used for letters.
- **Double Parallel:** Folds the paper in half, then folds it in half again parallel to the first fold.

Refer to the machine's fold setting indicators and adjust the fold plates as needed for your desired fold type. Precise adjustment of the paper-width guides and fold stops is crucial for accurate folds.

4 Preset Fold Settings



Visual representation of the four available fold types: Half Fold, Z-Fold, C-Fold, and Double Parallel.

5.3. Starting Operation

1. Once paper is loaded and fold settings are selected, press the Start button.
2. The machine will automatically feed and fold the paper, dispensing the finished documents into the stacking tray.
3. Monitor the stacking tray and remove folded documents periodically to prevent overflow and potential jams.



Select Your Fold Setting

Press Start Button



Folded Sheets Are Dispensed



A visual guide to the simple operation: Select your fold setting, press the Start button, and collect the dispensed folded sheets.

5.4. Manual Bypass

For small batches or specific paper types, you can use the manual bypass slot. This allows for feeding up to 3 sheets at a time.

6. MAINTENANCE

Regular maintenance ensures the longevity and optimal performance of your P7500.

- **Cleaning:** Regularly wipe down the exterior of the machine with a soft, dry cloth. For internal dust and paper residue, use a soft brush or compressed air. Always unplug the machine before cleaning.
- **Roller Inspection:** Periodically inspect the feed and folding rollers for any debris or wear. Clean them gently if necessary.

- **Clearing Jams:** If a paper jam occurs, immediately turn off and unplug the machine. Carefully remove any jammed paper, ensuring no small pieces are left behind. Refer to the troubleshooting section for detailed jam clearing instructions.

7. TROUBLESHOOTING

This section addresses common issues you might encounter with your P7500 paper folding machine.

Problem	Possible Cause	Solution
Paper jams frequently.	Incorrect paper loading; paper guides not adjusted; paper too thick/thin; foreign objects; worn rollers.	Ensure paper is loaded correctly and guides are snug. Use recommended paper weight. Check for and remove any foreign objects. Clean rollers.
Folds are inconsistent or crooked.	Paper guides misaligned; fold plates incorrectly set; paper quality issues.	Carefully align paper guides parallel to each other. Re-adjust fold plates according to the desired fold type. Use consistent paper quality.
Machine does not feed paper.	No paper in tray; paper loaded incorrectly; feed rollers dirty or worn.	Load paper into the feed tray. Ensure paper is properly aligned. Clean feed rollers.
Folded papers do not stack neatly.	Output tray not properly attached or aligned; high static in paper.	Ensure the stacking tray is securely attached and positioned correctly. Consider using anti-static spray for paper if static is an issue.
Machine makes unusual noises.	Paper jam; internal obstruction; mechanical issue.	Turn off and unplug the machine. Check for and clear any paper jams or obstructions. If noise persists, contact customer support.

8. SPECIFICATIONS

Key technical specifications for the Martin Yale P7500 Paper Folding Machine.

Feature	Specification
Model	P7500
Speed	Up to 4000 sheets/hour
Sheet Size Compatibility	8.5" x 11" (Letter), 8.5" x 14" (Legal), A4
Paper Weight	18-24 lb bond (68-90 gsm)

Feature	Specification
Feed Type	Automatic
Feed Tray Capacity	50 sheets
Manual Bypass Quantity	Up to 3 sheets
Accepts Staples	Yes (ensure staples are flat and not protruding)
Power Supply	110/220V
Fold Types	Letter (C-Fold), Half, Z-Fold, Double Parallel
Product Dimensions (L x W x H)	20" x 13" x 10.5" (51 cm x 33 cm x 27 cm)
Item Weight	20 pounds (9.07 kg)
Color	Gray

Model	P7500
Speed	4000 sheets/hour
Sheet Size	8.5" x 11", 8.5"x 14", A4
Paper Weight	68-90 gsm / 18-24 lb bond
Feed Type	Automatic
Feed Tray Capacity	50
Manual Bypass Qty	3
Accepts Staples	Yes
Power Supply	110/220V
Fold Types	Letter, Half, Z-Fold, Double Parallel
Dimensions (in)	13" x 20" x 10.5"
Dimensions (cm)	33 x 51 x 27
Weight	17 lbs

Dimensions

Side

10.5"

Front

20"

A comprehensive overview of the P7500's specifications and dimensions, including front and side views.

9. WARRANTY AND SUPPORT

Martin Yale products are designed for durability and performance. For information regarding product warranty, technical support, or service, please contact Martin Yale customer service directly. You can typically find contact information on the official Martin Yale website or through your product's purchase

documentation.

For further assistance, visit the [Martin Yale Official Website](#).

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ASK A QUESTION ABOUT THIS MANUAL

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page’s manual context to help answer it.

Name

Anonymous

Email

you@example.com

After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for conversion attribution. [Privacy details](#).

Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question