

Folding Machine Details

Guthrie Army Community Hospital

Ft. Drum

Machine Specifications

Model Purchased:

Formax FD 6202 Series Advance 2

Features:

Can fold and insert up to 3 documents (or 2 plus a return envelope)



Envelopes

- Machine will stuff up to two documents and a return envelope #9 envelope into a #10 shallow throat envelope
- Ft. Drum uses a #10 envelope with a window so the address will print right on the letter that will show through the window

Helpful Hints

- Acquiring postage-paid return envelopes can take a while- work on those while waiting for your machine to arrive
- Have your documents printed and ready to be mailed before the machine arrives
- Make sure to use the machine enough to notice any problems during the warranty period