

# OfficeRight™ DF<sup>400</sup> Folding System



# The OfficeRight™ DF<sup>400</sup> Folder Simplifies The Preparation Of Your Most Powerful Communications Tool – Mail!

Using the mail to communicate with customers is crucial to obtaining repeat business, and it's also extremely effective in developing new customers. However, preparing your mail can be time consuming and tedious. That's why Pitney Bowes has designed products that eliminate the drudgery and improve the efficiency of mail preparation.

One of our newest "communications tools" is the OfficeRight™ DF<sup>400</sup> Folder. It's fully automated, so all you do is place your documents into the feeder and press a couple of buttons on the control panel – it's that simple. Letters are neatly folded, stacked and ready to be inserted. Take a close look, and you'll see how the OfficeRight™ DF<sup>400</sup> Folder can work for you.

## Just pick your fold and paper size, and it's ready to run!



### Everything is easily programmed from the control panel

The LCD control panel is easy to view, and it provides clear text instructions that guide you through set-up and operation. Once you've selected the programmed job, you simply place your documents into the feeder and press the start button. In just seconds your documents are neatly folded, stacked and ready for distribution or further processing prior to mailing.

### Compact and Quiet

With a footprint of only 355 x 255mm the OfficeRight™ DF<sup>400</sup> Folder will fit anywhere. Operating noise is minimal so it won't interrupt normal office operations.

### It improves efficiency

At an output rate of up to 8,400 pieces per hour\*, the OfficeRight™ DF<sup>400</sup> Folder saves over 10 hours of labour for every 5,000 folded pieces. That's 20 times faster than manual processing.

\*Dependent upon application required

### It's versatile too

The OfficeRight™ DF<sup>400</sup> Folder handles paper weights from 60-90gsm ranging from A5 up to 16" materials.

### Programme your job for easy set-up

The OfficeRight™ DF<sup>400</sup> Folder offers you six standard folds in memory. Plus, you can add an additional six unique or customised folds for your applications. Typical examples are:



C-Fold A4



Z-Fold A4



Half-Fold A4



Half-Fold A5



Double Parallel-Fold  
Customised



Half-Fold  
Customised



Engineering the flow of communication™

#### Pitney Bowes Limited

The Pinnacles, Harlow  
Essex CM19 5BD  
Telephone: 08705 252525  
Facsimile: 08705 449450  
www.pitneybowes.co.uk

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Pitney Bowes is the world's leading provider of integrated mail and document management systems, services and solutions. The \$4.4 billion company helps organisations of all sizes engineer the flow of communication to reduce costs and increase impact, and enhance customer relationships. The company's 80-plus years of technological leadership has produced many major innovations in the mailing industry and more than 3,500 active patents with applications in a variety of markets, including printing, shipping, encryption, and financial services.



Pitney Bowes certifies that the OfficeRight™ DF<sup>400</sup> complies with the requirements of the Low Voltage Directive 73/23/EEC and the EMC Directive 89/336/EEC.