

# Martin Yale BM 101 Booklet Maker

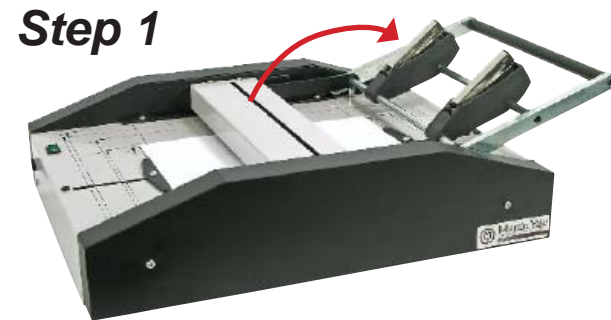
## Instruction Manual



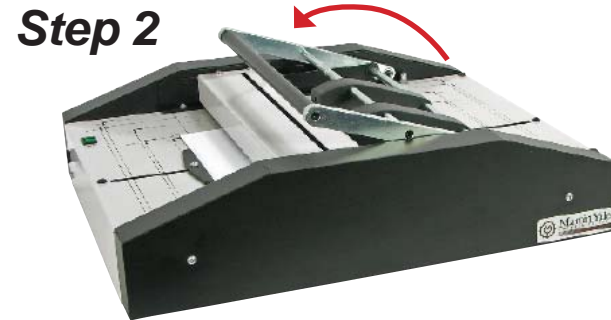
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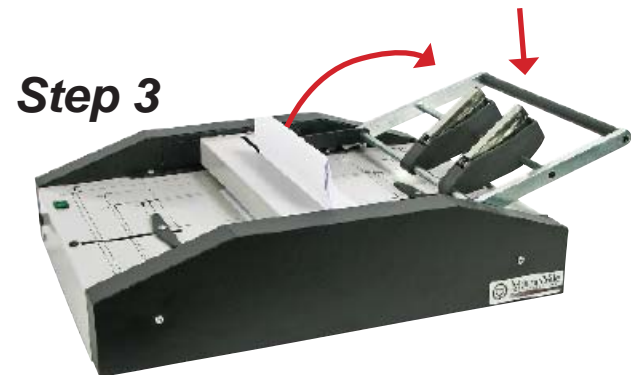
# Booklet Making In 4 Easy Steps



Center the paper on the grid



Bring the lever down to activate both staplers



Reverse the lever to activate folder



Remove finished booklet

# MARTIN YALE® Model BM101 - Booklet Maker

Thank you for purchasing the BM101 Booklet Maker. This product will prove to be a great value and allow you to efficiently produce booklets of up to 40 pages (10 sheets) inside your choice of cover material for many years.



## Replacement Parts:

Item#	Description
M-S025052	65T double-sided belt
M-S033073	Illuminated ON/OFF switch
200	Martin Yale Roller Cleaner

## Trouble Shooting / Technical Assistance

Call 1-800-225-5644

## Contact Information:

251 Wedcor Avenue  
Wabash, IN. 46992  
www.martinyale.com  
info@martinyale.com

## Specifications:

Dimension of Unit:	15 <sup>3</sup> / <sub>4</sub> " x 19 <sup>3</sup> / <sub>4</sub> " x 5 <sup>1</sup> / <sub>2</sub> "
Weight of Unit:	34 lbs.
Voltage:	120V
Paper Capacity:	10 sheets of 20 lb bond with cover
Paper Sizes:	8 <sup>1</sup> / <sub>2</sub> " x 11", 8 <sup>1</sup> / <sub>2</sub> " x 14", 11" x 17", A3, A4, B4 and B5
Staplers (2):	4 position - used standard staples

### **PREPARATION:**

After unpacking your NEW Booklet Maker, select a flat and stable surface of a comfortable working height and position the unit near a power outlet. Securely insert power cord into the 120V outlet.

### **LOADING THE STAPLERS:**

Firmly pull the stapler bottom away from its main housing (see Fig. 1) and swing open until the spring loaded slide fully retracts. Insert standard staples into the stapler (see Fig. 2) and close the unit. Use caution and keep fingers away from end of stapler when closing to prevent being punctured by staples.



Fig. 1



Fig. 2

### **POSITIONING OF THE STAPLERS:**

The chart located on top of the unit to the right of center (see Fig. 3) will designate the positions of the staplers for that specific paper size.

Grasp the top of the stapler housing (see Fig. 4) and position the stapler over the correct letter designation until you feel the stapler click into position on the locator rod.

PAPER SIZE	STAPLER LOCATION			
8.5X11	A	B		
8.5X14	A	B		
11X17	A			D
B5		B		D
A4	A	B		
B4	A		C	
A3	A			D

Fig. 3



Fig. 4

### **PAPER POSITIONS:**

Insert your collated sheets into the unit (see Fig. 5) with your cover sheet on top. Place the stack against the frame rail and both paper guides.

Adjust the paper guides until firmly against each side of the paper stack (see Fig. 6). The stack will automatically be positioned due to the synchronized self-centering paper guides.



Fig. 5

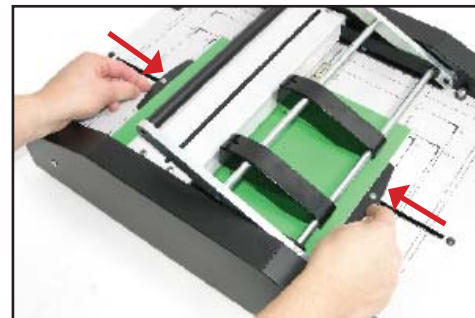


Fig. 6

### **POWER TO THE BOOKLET MAKER:**

The power switch is located at the top left corner of your unit. Press "ON" to supply power to the unit (see Fig. 7). The switch will illuminate when power is on. If switch does not illuminate check the power cord to the outlet. Turn the unit "OFF" when not in use.

### **STAPLING THE BOOKLET:**

Place your hand on the top handle bar and midpoint between the stapler heads (see Fig. 8). Press downward firmly until the staples have been fully inserted through the paper stack.

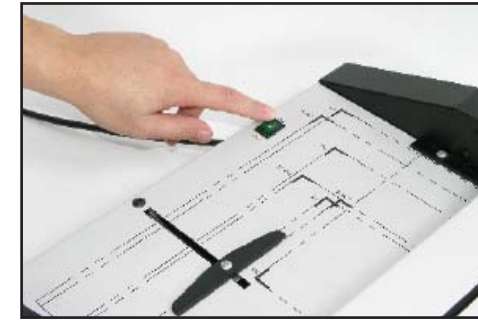


Fig. 7

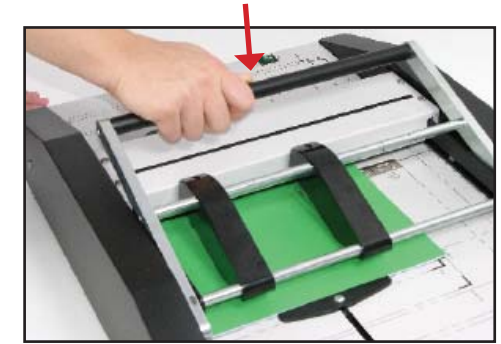


Fig. 8

### **FOLDING THE BOOKLET:**

After the sheets have been stapled, rotate the handle and firmly press downward. Your booklet will be folded and will be ejected (see Fig. 9). Releasing the handle and/or returning it to the stapling position will stop the folding motor.

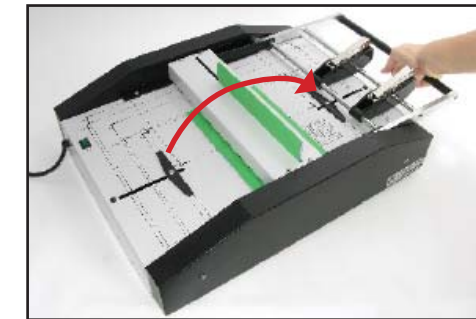


Fig. 9

### **MAINTENANCE:**

With extended usage, the folding rollers may become contaminated with inks and/or paper dust and will require cleaning.

Before performing any maintenance, turn the power switch to the "OFF" position, remove the (4) screws from the top of the roller cover (see Fig. 10) and remove cover.

For cleaning ink contamination, the Martin Yale Roller Cleaner is recommended. Spray a clean cloth liberally with the cleaner (see Fig. 11) and clean the roller surface using firm strokes (see Fig. 12). Replace roller cover before use.



Fig. 10



Fig. 11



Fig. 12

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