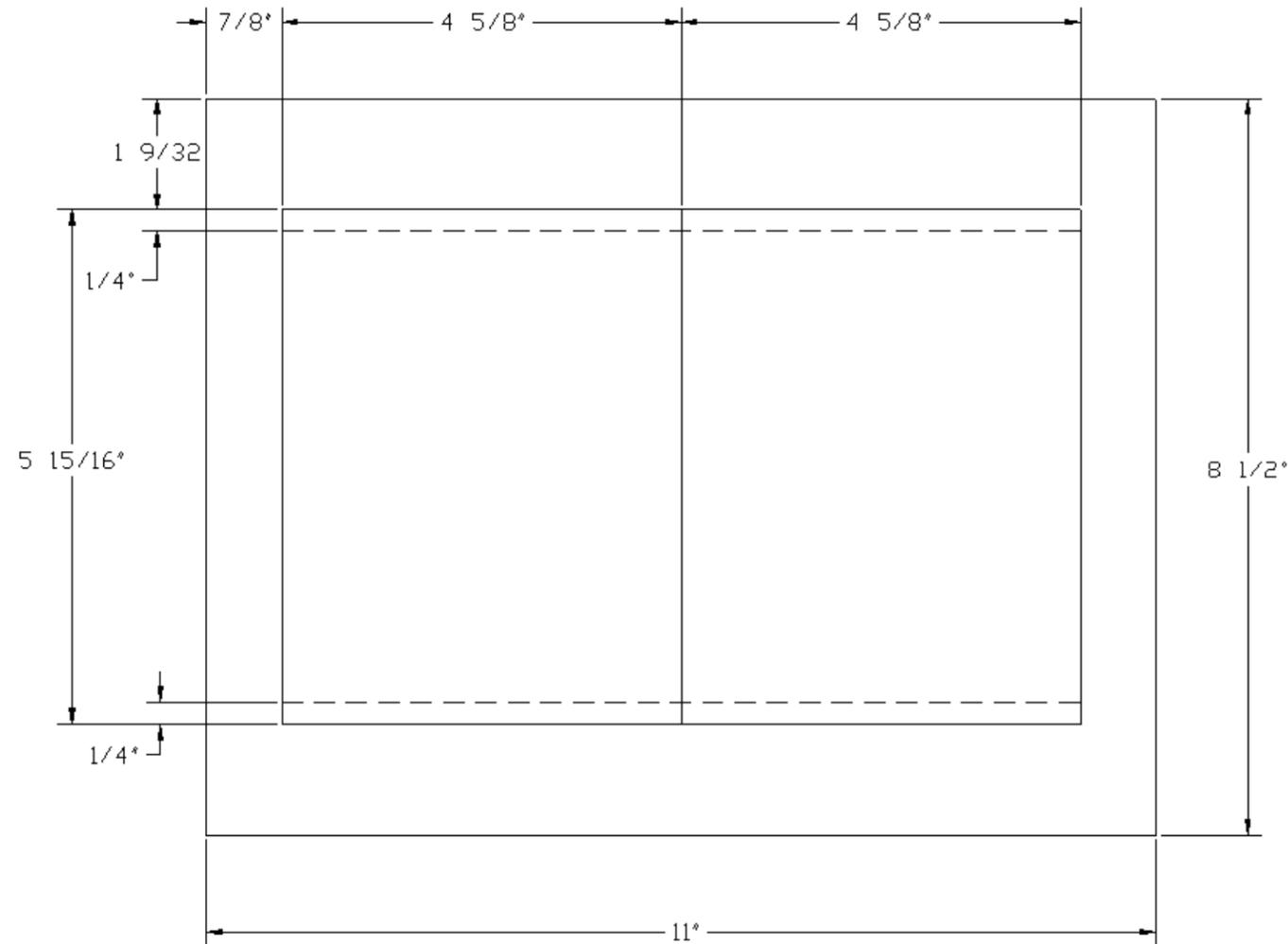


CD 2 UP FORMAT



\* Shipping Weight Model CDS200 – 31 lbs



CDS200

TABLETOP CD TRAY LINER SLITTER  
QUICK INSTRUCTIONS

INTRODUCTION

Thank you for selecting the Martin Yale Model CDS200 Tabletop CD Tray Liner Slitter. This liner slitter was designed for easy installation, set-up, and operation with minimal maintenance required. We recommend that you familiarize yourself with the Model CDS200 Tabletop CD Tray Liner Slitter by carefully reading this manual. Thorough understanding of this information will eliminate most operator-associated errors.

Specifications

Functional

Maximum Stock Size.....	9" X 12"
Speed.....	approx. 4200 /Hour
Load Capacity.....	5/8"

Physical

Machine Dimensions.....	15 1/2"w X 6 1/2"d X 11"h
Machine Weight.....	31# Lbs.

Electrical

Power.....	115V.A.C. 50-60Hz.
------------	--------------------



251 Wedcor Avenue  
Wabash, Indiana 46992  
Ph# (260) 563-0641 Fax# (260) 563-4575  
email: info@martinyale.com  
website: www.martinyale.com  
Made in U.S.A.

**WARNING!** Never connect power to the machine until you are ready to set up and operate the CD liner slitter. During set up, operation, and maintenance keep hands, hair, loose clothing, and jewelry away from all moving parts. Serious bodily injury could result. Service, or disassembly of letter opener should only be attempted with the power disconnected and locked out.

**I. Set up from carton to table**

- A. Unpack CD Tray Liner Slitter and accessories; place CD Tray Liner Slitter on a stable level surface near an electrical outlet.
- B. Untape machine accessories and place aside.
- C. Install paper support as shown in Figure #1 and Figure #2.
- D. Install catch trays. Line up tabs and slots as shown in Figure #3. Let trays hang from slitter. Longer tray goes on lowest level, shorter tray goes on level above. Install Bottom tray first. See Figure #4.

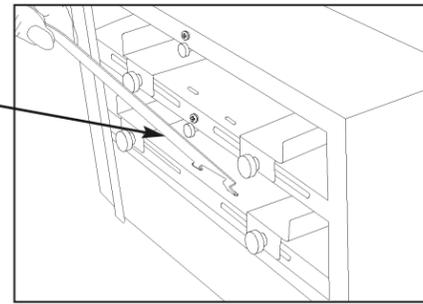


Figure #1

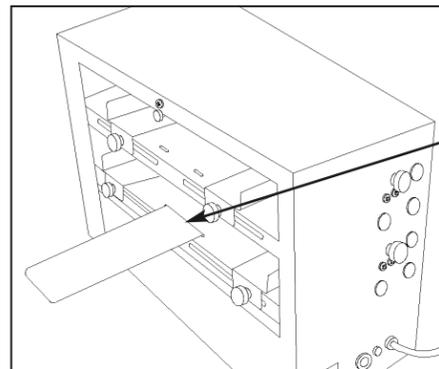


Figure #2

Let Paper Support rest on bottom feed shelf after inserting tabs

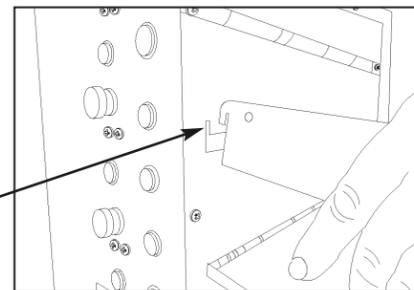


Figure #3

Line tabs of exit trays up with slots on machine and "hang" exit trays from slitter

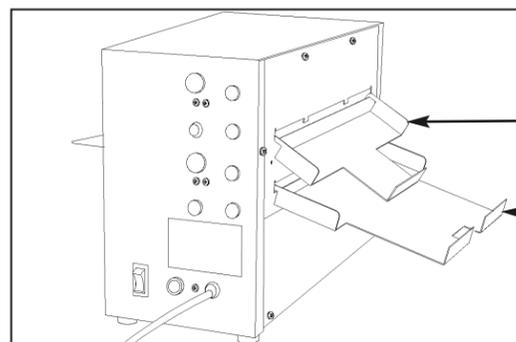


Figure #4

**CDS200  
SLITTER SHAFT ARRANGEMENT**

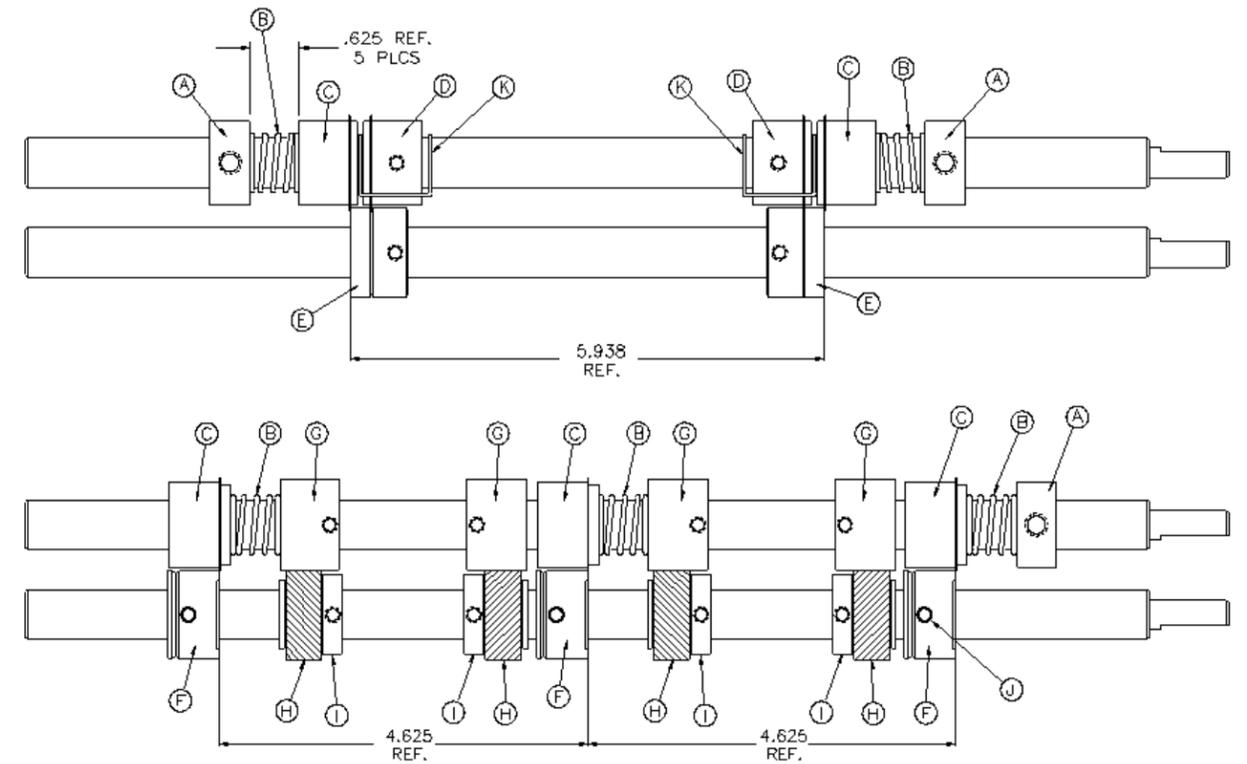
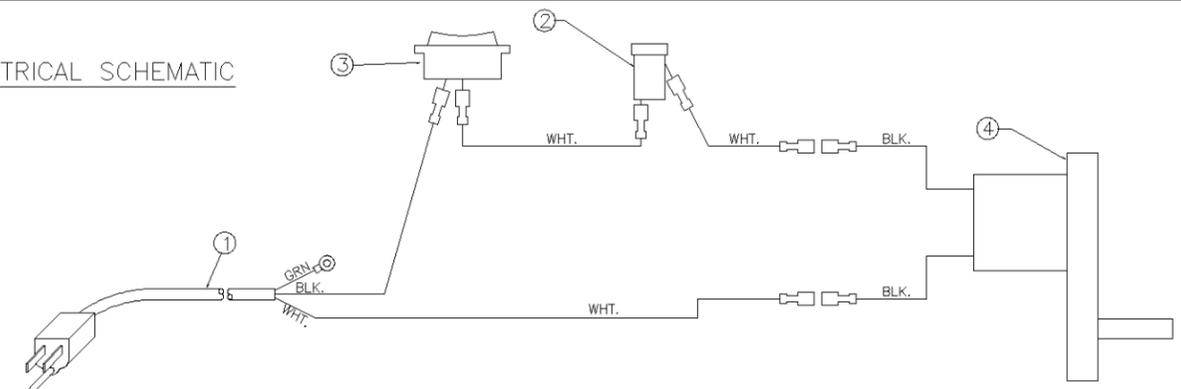


FIG.	PART No.	DESCRIPTION
A	M-0095038	SET COLLAR
B	M-S031078	CUTTER SPRING
C	W-A03085A	SLITTER ASSY
D	W-A03085D	PERF ASSY
E	W-0C00003	PERF/SLIT HUB
F	M-0003082	LWR SLIT HUB

FIG.	PART No.	DESCRIPTION
G	W-0003076	GUIDE ROLL
H	M-0003080	RUBBER SLEEVE
I	W-0003079	RUBBER HUB
J	M-S002055	BRASS TIPPED S.S.
K	M-0DT1126	PERF STRIPPER

**ELECTRICAL SCHEMATIC**



PART LIST			
FIG.	PART No.	DESCRIPTION	QTY.
①	M-S037020	110 VOLT CORD	1
②	M-S045320	2A BCS CIR. BREAKER	1
③	M-S033053	SWITCH ON/OFF	1
④	M-S021073	BCS AC GEARMOT 110V	1

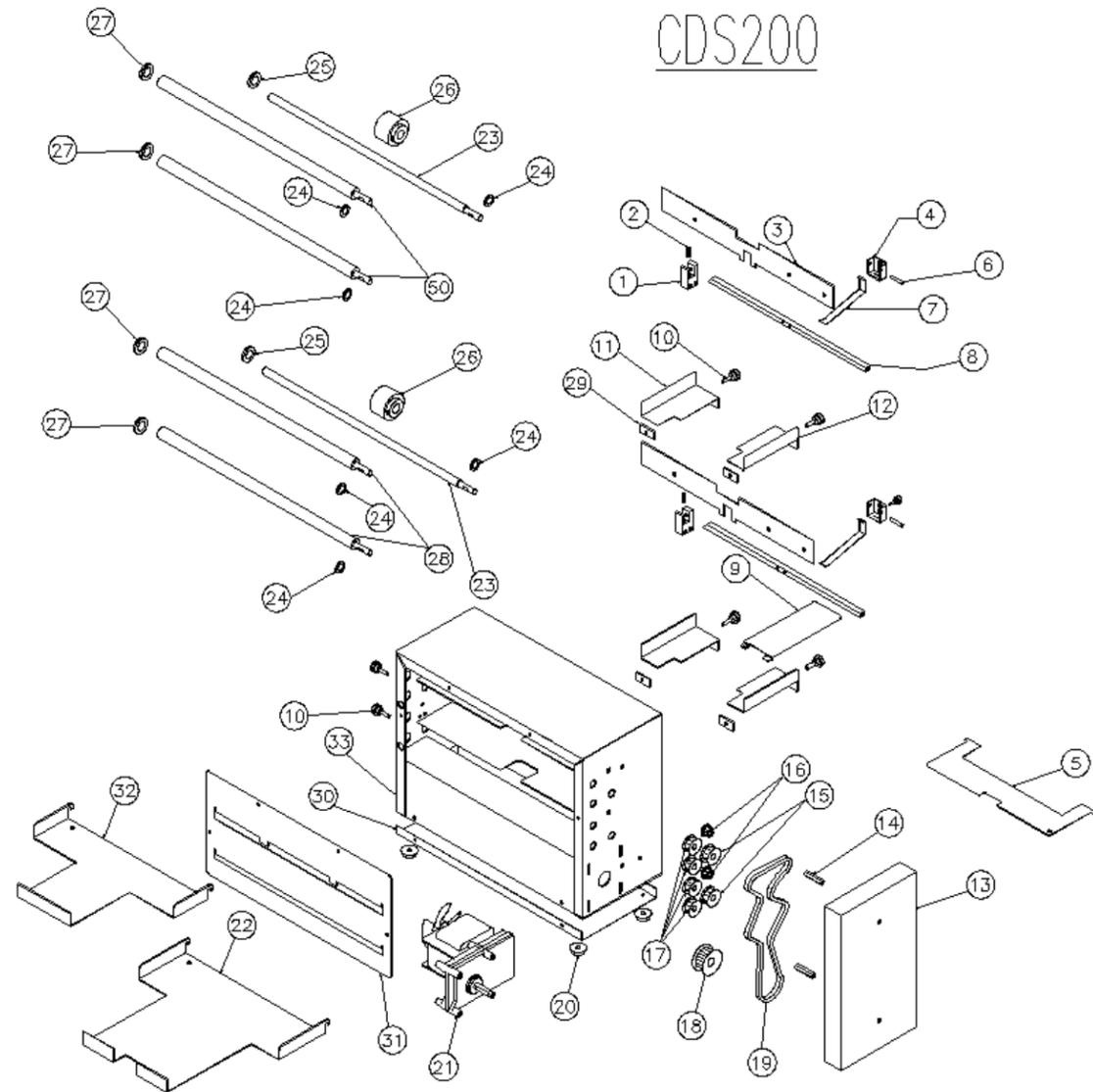


FIG.	PART. No.	DESCRIPTION
1	W-ODT0019	ADJUSTMENT BLOCK
2	M-S031092	SPRING
3	W-ODT0015	SHEET SEPARATOR
4	W-IDT1119	FEED BRACKET
5	W-ODT0202	11" TOP PLATE FEMALE
6	M-S019033	STAND OFF
7	W-ODT1123	PRESSURE FINGER
8	W-ODT0016	ADJUSTMENT BAR
9	W-ODT1124	PAPER SUPPORT
10	M-S032007	KNOB
11	W-ODT0014	RIGHT HAND GUIDE
12	W-ODT0013	LEFT HAND GUIDE
13	W-ODT0011	DRIVE COVER
14	M-S019033	STAND OFF
15	M-S022132	15T PULLEY
16	M-S022130	10T PULLEY
17	M-S022015	12T PULLEY

FIG.	PART. No.	DESCRIPTION
18	M-S63751634	TIMING PULLEY
19	M-S025053	95T DBL SIDED BELT
20	M-S030045	755 RW BUMPERS
21	M-S021073	BCS AC GEARMOT 110V
22	W-ODT0020	CATCH TRAY 12 UP
23	W-ODT0017	FEED SHAFT
24	M-S014029	3/8 CLIP BEARING
25	M-S014030	1/2 CLIP BEARING
26	W-OGC0026	FEED ROLL ASSEMBLY
27	M-S014031	5/8 CLIP BEARING
28	W-ODT0018	PERF/SLIT SHAFT
29	W-ODT0107	THREADED SPACER
30	W-ODT0022	BASE COVER
31	W-OCD0002	REAR COVER
32	W-OCD0004	LINER CATCH TRAY
33	W-OCD0001	CDS FRAME

## II. Set-up

A. Paper guide set up. Not all paper widths are necessarily equal from ream to ream and paper guide adjustment may be needed for each size. To adjust paper guides, follow the steps below:

1. Turn slitter off and unplug.
2. Slide a single sheet of stock into the appropriate feed shelf. First pass (3 cuts) goes on lower shelf; second pass (cut and perforate) goes on the shelf above. Registration marks on stock must be face up.
3. Push stock all the way in to the blades.
4. Check location of registration marks to blades. If they do not align, loosen both and move the paper guides with stock left or right until the registration marks (see Figure #6) align themselves with the cutter blades. You may need a flashlight to see the cutter blades from the feed side. Tighten paper guides down so that side-to-side movement of stock is no more than 1/64". Paper guides too tight will result in inconsistent feeding; too loose will result in skewing and/or crooked cuts.

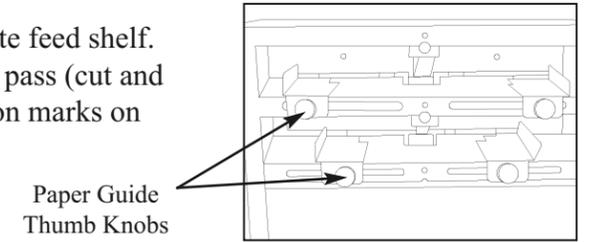


Figure #5

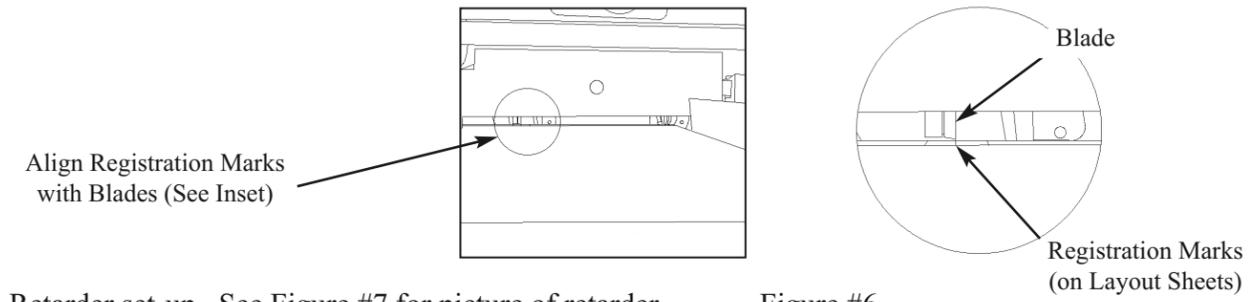


Figure #6

B. Retarder set-up. See Figure #7 for picture of retarder location. Retarder is raised or lowered by turning the retarder adjustment knob on side of machine as shown in Figure #8. Proceed as listed below.

1. Turn off and unplug machine.
2. Turn all retarder adjustment knobs 1 turn counter clockwise; you should see the paper retarder rise slightly.
3. Place a piece of stock between retarder and feed wheel. Slowly turn the appropriate retarder adjustment knob clockwise until a distinct drag is felt on the feed tire while the stock is moved in and out. Fine-tuning of the retarder can be accomplished by slightly turning the retarder knob while the slitter is running with stock in it. **Note: Retarder should not touch feed roller.**

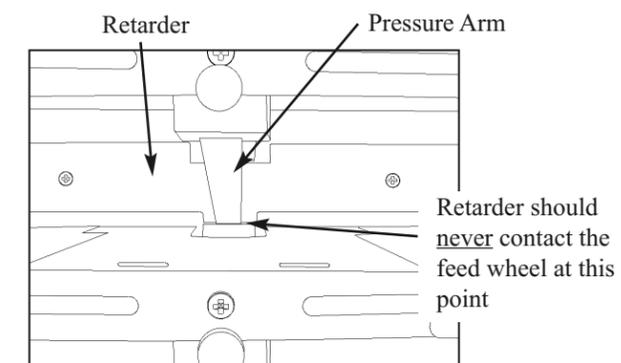


Figure #7

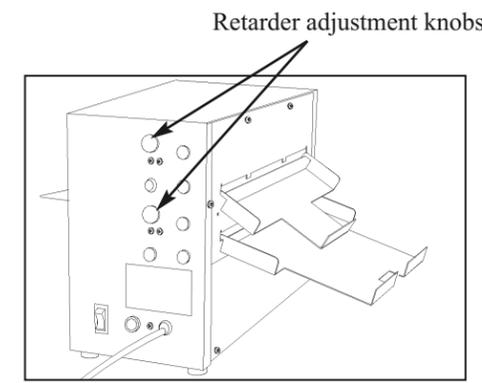
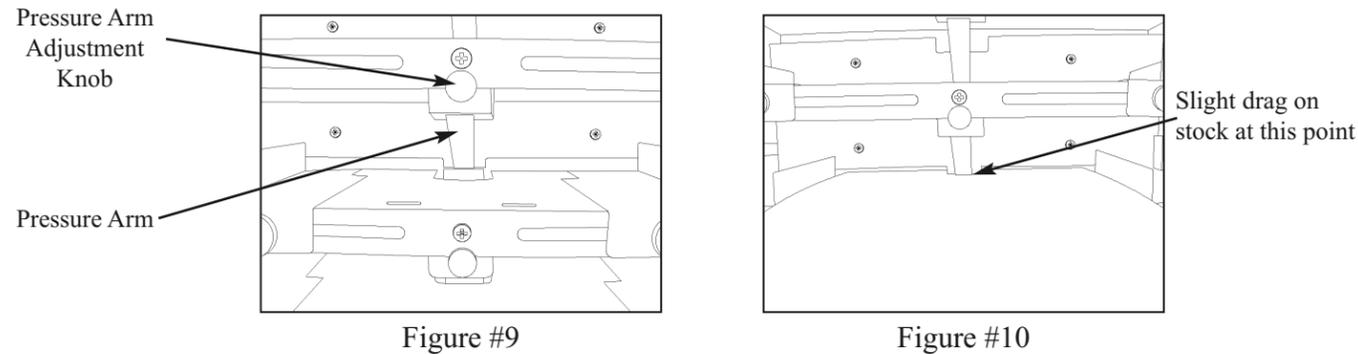


Figure #8

- C. Pressure Arm adjustment. See Figure #9 for pressure arm location and pressure arm adjustment Knob. If adjustment is needed, proceed as listed below:
1. Turn off and unplug machine.
  2. Turn pressure arm adjustment knob clockwise to lower pressure arm and counter-clockwise to raise pressure arm. **NOTE: Very little turning of the pressure arm adjustment knob is needed to result in a substantial change in pressure arm location.** Typically only a slight turning of the pressure adjustment knob is needed to adjust the machine to the desired point.
  3. Turn knob so that the pressure arm slightly drags a single piece of stock, but does not touch the feed wheel. See Figure #10. **NOTE: If the pressure arm drags on the feed wheel, feed wheel damage will occur if extended operation without stock in place.**



### III. Pre-use checks

- A. Plug Slitter into a 115 V.A.C. outlet and turn it on (without stock). The machine should immediately begin to run. If slitter stalls for more than 5 seconds, check for:
1. Dead electrical outlet
  2. Obstruction in blades
  3. Tripped breaker; find source of machine bind and correct. Push in breaker to reset.
- Warning: These units contain rotating blades and other dangerous items. Do not remove any safety covers from the machine. Beware that loose jewelry, long hair and loose fitting clothes should be kept away from the unit at all times.**
- B. Run machine for a couple of minutes without stock to seat the blades.
1. Put a single sheet in the lowest shelf and turn machine 'ON'. It should feed and slit. See Figure #11. **NOTE: You may see oil residue on the first few pieces of stock. This is normal. Use unprinted stock to remove.**

### IV. Running

- A. Now that the slitter is set up, printed stock can start to be run through it with printed side facing up. Follow the steps as listed below. Please note that slitting tray liners require 2 passes through the machine. The 1st pass is done on the lowermost level; the product of that level is then placed on the level above where the liners are cut to their final size and perforated on both edges.
1. If stock goes as far as the blades and then stops, the retarder is slightly too wide. Slowly turn retarder knob clockwise while the machine is running until the stock goes through. **NOTE: Turn the retarder no more than ¼ turn. Turning the retarder more than this may damage the feed wheel if making contact.**

2. Repeat with a single sheet of stock on the upper machine level. See Figure #12. Note that the full 8 ½" by 11" sheet goes on the lowest bin, the slit product of that bin then is run through the level above.

Loading 8 ½" X 11" Stock in lowest bin

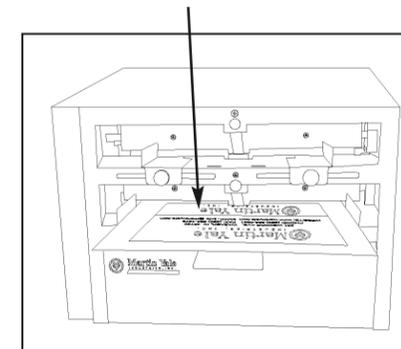


Figure #11

Loading product of lowest bin into the bin above

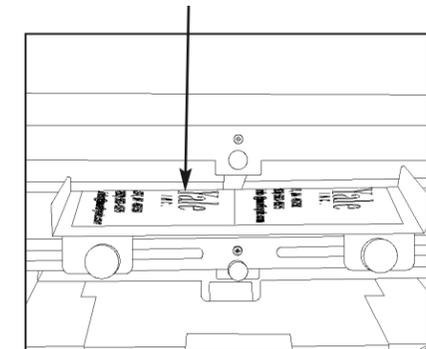


Figure #12

3. Once you are comfortable with the single sheet performance of card slitting, a stack of stock may be slit. **WARNING: Only install stock into the slitter while it is 'off'. Attempting to load stock while the slitter is running may result in injury or damage to the machine.**
4. Turn slitter 'ON', it should feed and slit the stock one sheet at a time. If machine double feeds or hesitates, follow the steps below:
  - a. Paper guides too tight will result in hesitant feeds; try loosening paper guides slightly as outlined in Section III.
  - b. Retarder too loose or too tight will result in double or hesitant feeds. Slightly adjust retarder as outlined under retarder adjustment in Section III. Usually only a slight turning of the retarder adjustment knob is needed to allow the slitter to function.
  - c. The correct use of stack weights can significantly improve the feed of curled or otherwise difficult to feed stock, and also may improve straightness of feed if necessary (see Figure #13).

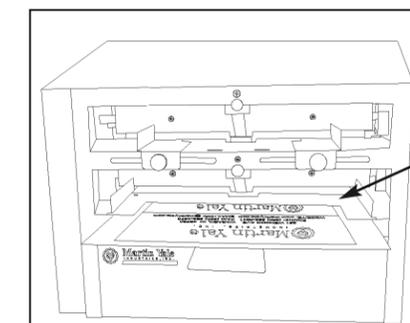


Figure #13