

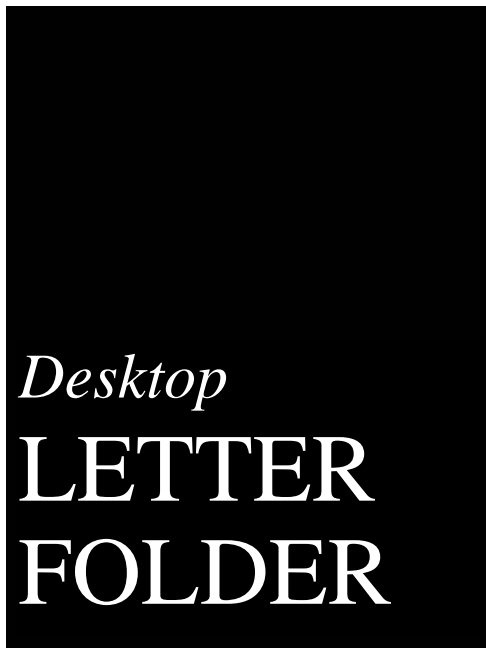
Martin Yale P6200 Desktop Letter Folder

Instruction Manual



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Model P6200 Desktop Letter Folder Maintenance and Operating Instructions

WARNING: NEVER CONNECT POWER TO THIS PRODUCT UNTIL YOU ARE READY TO USE THE LETTER FOLDER. THE AC OUTLET USED FOR THIS MACHINE MUST BE NEARBY AND MUST NOT BE BLOCKED. **THIS MACHINE CONTAINS MOVING PARTS THAT CAN CATCH HAIR, LOOSE CLOTHING OR JEWELRY.** DURING OPERATION AND MAINTENANCE, KEEP HAIR, LOOSE CLOTHING AND JEWELRY CLEAR OF MOVING PARTS. DISCONNECT THE POWER SUPPLY FROM THE WALL OUTLET BEFORE ATTEMPTING ANY SERVICE TO THE UNIT, AND BEFORE REMOVING THE COVER FOR ANY REASON.

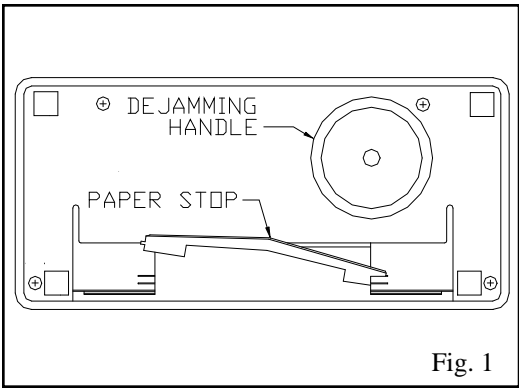
1.0 Specifications

- Operation:** Manual feed, automatic on/off, 1800 letter folds per hour.
- Paper Sizes:** Adjustable for 2 standard paper sizes; 8 1/2" x 11" to fit a #10 envelope, and ISO A4 paper (210 x 297mm) to fit a DL envelope.
- Capacity:** 1-3 sheets of 16-24# bond paper. Sheets may be stapled.
- Power:** 1.2 Amp 24 Volt wall pack power supply
- Size:** 12 3/4" W x 6" H x 5 1/2" D
(326mm W x 153mmH x 140mm D)
- Weight:** 7.5 lbs. (3.4 kg)

Manufactured in Taiwan for:

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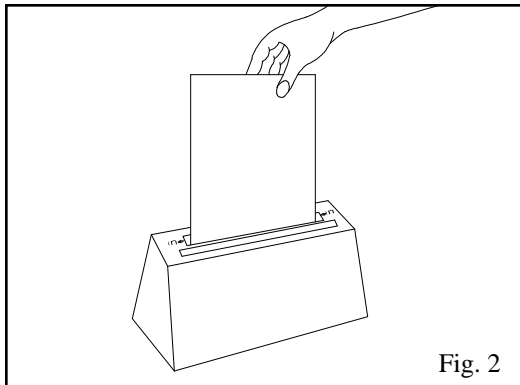


2.0 Paper Stop Adjustment

Before beginning to fold, make sure the paper stop (see **Figure 1**) is properly positioned for the paper you are using. When you view the bottom of the paper folder as shown in Fig. 1, the top pair of left and right slots is for 8 1/2" x 11" paper. The bottom pair of left and right slots is for A4 paper. If you need to change the position of the paper stop, remove it by gently flexing it in the middle and withdrawing one end first. Then insert it into the other pair of slots by gently flexing the paper stop and inserting one end first.

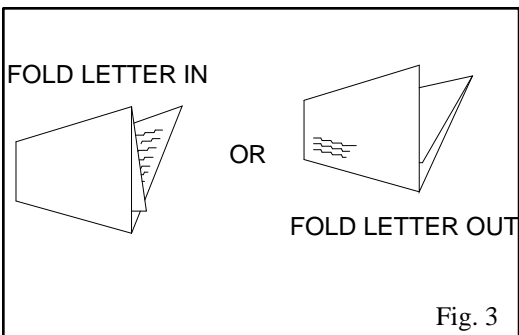
3.0 Operation

1. Carefully unwind the wall power supply and firmly insert the appropriate end into the connector on the right side of the paper folder.
2. Plug power supply into an appropriate outlet.
3. Insert up to three sheets of paper approximately 1 1/2" into the rear slot (labeled "IN"). Hold paper so that it lies squarely in the nip (pinch point) of the rollers underneath. There will be a brief time delay, then the folder will automatically initiate the folding cycle. Once the folding starts, the paper should be released. For accurate folds, hold your document at the top center of the sheets, as shown in figure #2. Many users find that the folder functions best when the paper is held very lightly allowing it to square itself on the folding rollers.
4. Remove the folded paper from the front slot.



3.1 Tips For Better Operation

1. Never put more than three sheets of paper into the folder at one time.
2. Stapled pages may be used in the folder; however, do not place sheets to be folded into the folder with staples located at the fold positions (1/3 of the distance from the top and bottom of the sheet). Stapled end of paper must enter machine first.
3. To fold for a window envelope, insert paper with the top up and facing the operator. To fold for a business letter (writing facing in), insert paper top up and writing facing away from operator (see **Fig. 3**).



3.2 Unjamming Instructions

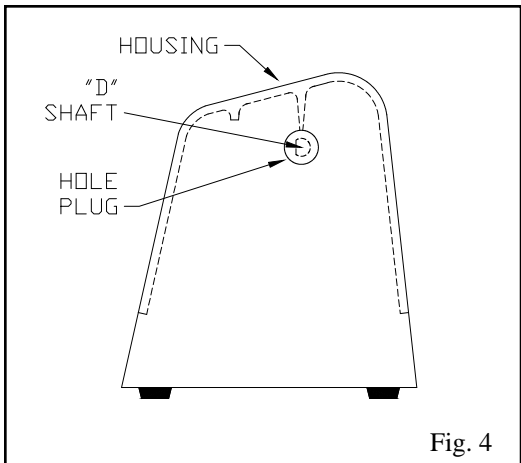


Fig. 4

If paper becomes jammed, **unplug the folder**. From the bottom of the folder, remove the paper stop (see **Figure 1**) by gently flexing it in the middle and withdrawing one end first. Also remove the dejamming handle by turning it in either direction while pulling gently. Insert the dejamming handle through the hole in the folder cover onto the D-shaped shaft inside the unit (see **figure 4**). Turn the handle in either direction while carefully pulling the paper out the top or bottom of the folder. If unable to clear the jam, see the disassembly instructions below.

After the jam has been cleared, return the dejamming handle and paper stop to their normal positions. Plug in the folder.

3.3 Disassembly Instructions

Use this procedure to clear a difficult paper jam or to clean the folding rollers.

1. Unplug the folder.
2. Remove the four screws from the bottom of the folder and lift off cover. Return the folder to its normal upright position.
3. To clear a paper jam, remove the plastic paper stop from the bottom of the folder (see Figure 1). Turn the large pulley on the left side in either direction while carefully pulling the paper from the top or bottom of the folder.
4. To clean the rubber rollers, spray *Martin Yale Rubber Roller Cleaner and Rejuvenator* on a clean, lint-free cloth and rub the rollers to wipe them clean. Rotate the rollers by turning the large pulley in either direction. Repeat the process until the rubber and steel rollers are clean and completely dry.

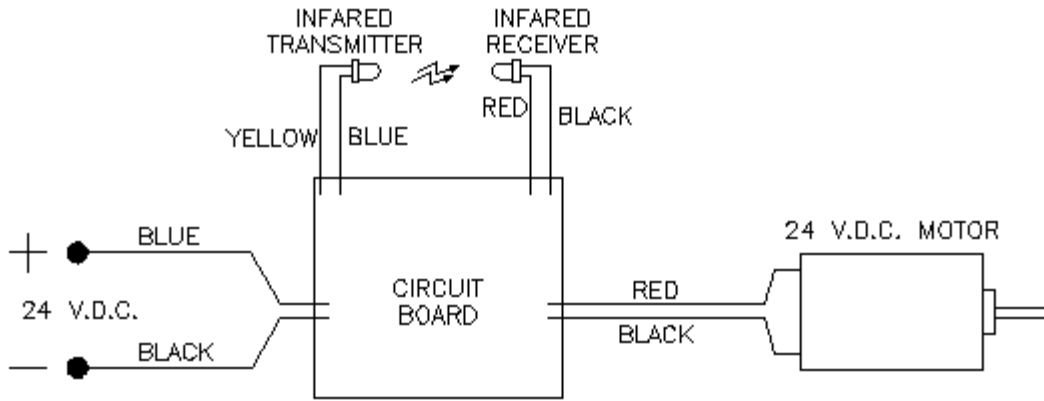
Note: Use of a cleaner other than *Martin Yale Rubber Roller Cleaner and Rejuvenator* could damage the rollers.

4.0 Troubleshooting

If the folder does not function and no paper jam is present, the circuit breaker may have tripped. Reset by unplugging the folder for at least 1 minute to allow circuit breaker to cool. Paper folder should then function again. Don't forget to check that the folder is plugged into a working AC outlet. Inconsistent or otherwise problematic folding is most often caused by dirty or contaminated folding rollers. Clean rollers as outlined in section 3.3.

Limited Warranty

We warrant all parts to be free from defects in material and workmanship for one year from date of purchase provided the folder is used only for paper (per specifications) and it has not been modified, misused, abused, or used beyond its capacity.



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12/10/07