

P6500

PAPER FOLDER

INSTRUCTION MANUAL

Model P6500 24v



Serial Number: _____

Date: _____

my OFFICE
PRODUCTS

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SPECIFICATIONS

Operation	Manual feed, automatic on/off, 1800 folds per hour
Paper Sizes	Adjustable for 2 standard paper sizes; 8.5" x 11" and ISO A4 paper (210 x 297 mm).
Capacity	Half-Fold: 1-4 Sheets of 16-20# bond paper or 1-3 sheets of 24# bond paper. Sheets may be stapled. Letter Fold: 1-3 Sheets of 16-20# bond paper or 1-2 sheets of 24# bond paper. Sheets may be stapled.
Power	Power: 1.2 Amp 24 Volt wall pack power supply
Size	Size: 14.5" W x 6.8" H x 6.4" D (368.5mm W x 174.1mm H x 162.5mm D)
Folds	Folds: Adjustable for 2 standard fold types; Half Fold and Letter Fold , 8.5" x 11" to fit a #10 envelope, and ISO A4 paper (210 x 297 mm) to fit a DL envelope

Warning!

Read before operation.

Never connect power to this product until you are ready to use the 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 to service the unit, and before removing the cover for any reason.

SET UP AND OPERATION

Paper Stop Adjustment

1. Before beginning to fold, make sure the paper stop is properly adjusted for the type of fold and paper size you are using.
2. Locate the paper stop adjustment knob (Figure 1) on the right side of the folder. To adjust the paper stop, first push on the adjustment knob, and then rotate it to the desired position.

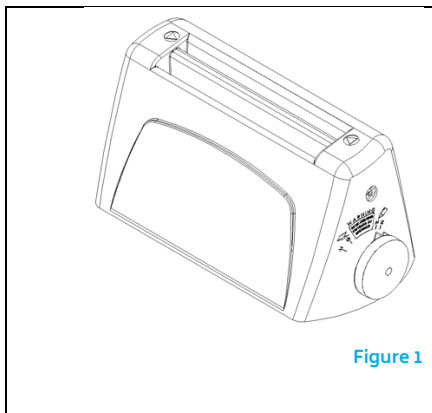


Figure 1

Operation

Powering the Machine

1. Carefully unwind the wall power supply and firmly insert the appropriate end into the connector located on the back of the paper folder (Figure 2).
2. Plug power supply into an appropriate outlet.
3. The P6500 does not have an on/off switch. Instead the unit will automatically turn on when it senses paper is loaded into the machine, and turn off when all paper has completed passing through the unit.

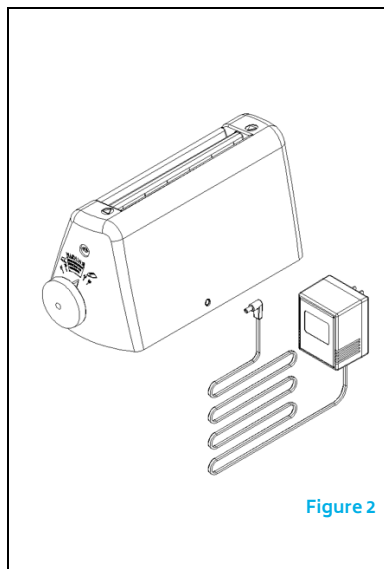
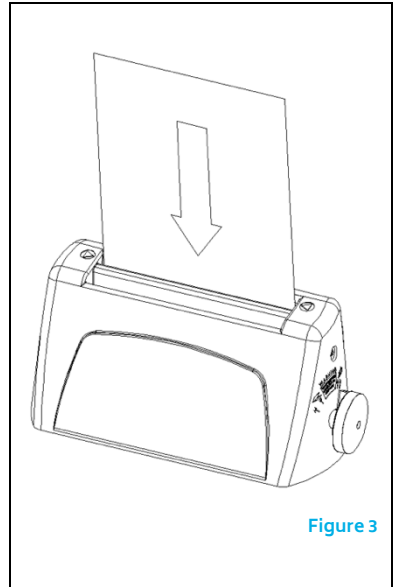


Figure 2

Inserting Sheets

1. Insert up to four sheets of paper into the rear slot, identified by arrows (Figure 3), until the paper stops, approximately 1" into the folder. There will be a brief time delay before the folder starts the folding cycle.
2. Once the folder starts, release the paper and allow it to be taken by the folder.
Note: For accurate folds, hold your document at the top center of the sheets. The folder functions best when the paper is held very lightly allowing it to square itself on the folding rollers.



3. Remove the folded paper from the front slot. The folder will automatically stop running once the folding cycle is complete.

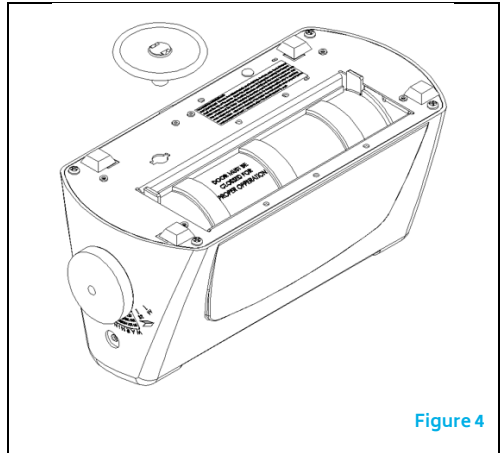
Tips for Better Operation

- Never put more than four sheets of paper into the folder at one time.
- Stapled pages may be used in the folder; however, do not place staples on the sheets where the fold will be located (1/3 of the distance from the top and bottom of the sheet for letter fold, and 1/2 of the distance between the top and bottom for half fold). The stapled end of the paper must enter the folder first.
- To fold for a window envelope, insert the paper with the top up, and with the text that will appear in the window facing the operator. To fold for a business letter (writing facing in), insert the paper top up and writing facing away from the operator.

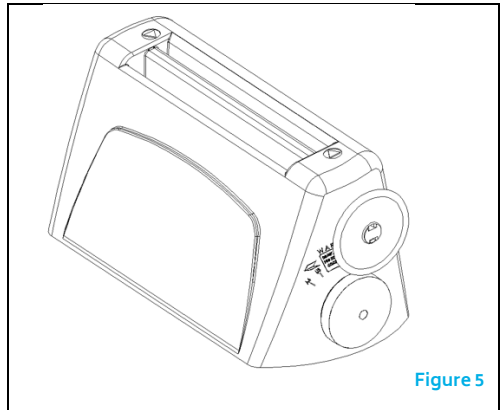
Unjamming the Machine

General Unjamming

1. If paper becomes jammed in the folder, first unplug the folder.
2. From the bottom of the folder, rotate the dejamming handle until it is free then remove the handle from the folder. (Figure 4).



3. Install the dejamming handle onto the D-shaped shaft through the hole on the right side of the folder cover, just above the paper stop adjustment knob (Figure 5).



4. Depending on the severity of the jam, it may be necessary to gain access to the jammed paper through the dejamming door, located on the bottom of the folder (Figure 6). To open the dejamming door, carefully apply finger pressure to the outside of the dejamming door locking tabs, which will cause the tabs to bend inward, releasing the door so it can be opened.

5. Turn the handle in either direction while carefully pulling the paper out of the top or bottom of the folder.
6. After the jam has been cleared, close the dejamming door (if open), and return the dejamming handle to its storage location on the bottom of the folder. Reconnect the wall power supply (Figure 2).
7. If you have not been able to clear the paper jam by following the previous instructions, see the disassembly instructions below.

Disassembly Instructions for Severe Jamming

1. Unplug the wall power supply from the folder.
2. With the folder in an upright position, using a Philips screwdriver, remove the screw located in the center of the paper stop adjustment knob and remove the knob (Figure 6).

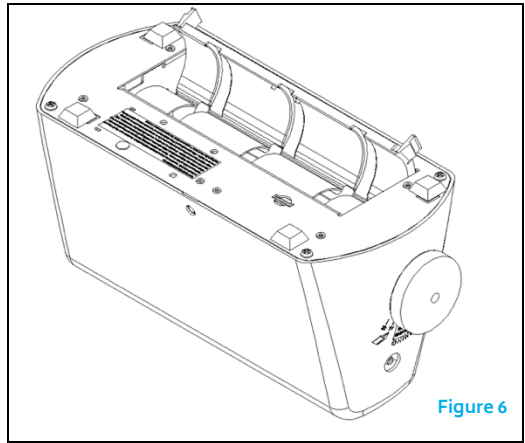


Figure 6

3. Inside of the hole where the stop fence adjustment knob was removed from will be a small spring. By tipping the folder on end, dump out the spring.
4. Using a Philips screwdriver, remove the four screws nearest to the rubber feet on the bottom of the folder. Carefully return the folder to its normal upright position without allowing the internal mechanism of the folder to fall out of the cover.
5. Lift and remove the folder cover.
6. To clear a paper jam, turn the large pulley on the left side of the folder in either direction while carefully pulling the paper from the top of the folder.

7. To clean the rubber roller, spray MY Office Products 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 this process until the rubber and steel rollers are clean and completely dry.
8. Locate and remove both of the roller drive belts found at either ends of the steel rollers (Figure 7). To clean the roller drive belts, place both belts onto a clean cloth and spray the belts with MY Office Products Rubber Roller Cleaner and Rejuvenator. Wipe the belts dry and reinstall.

NOTE: Use of a cleaner other than MY Office Products 200 Rubber Roller Cleaner and Rejuvenator could damage the rollers.

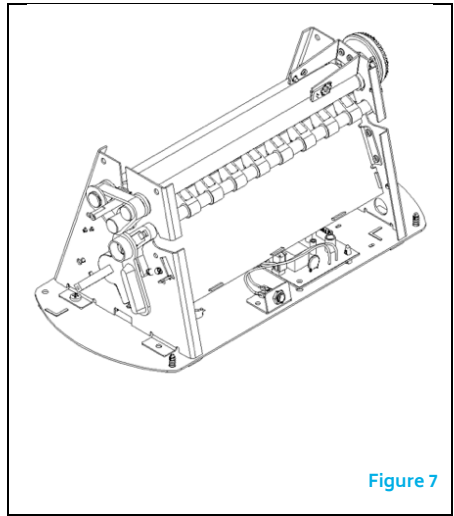


Figure 7

TROUBLESHOOTING

The folder does not function.

- Check for a paper jam. If a jam exists, refer to the Unjamming Instructions section.
- Ensure that the wall power supply is plugged into the folder.
- Ensure that the wall power supply is plugged into an appropriate outlet.
- The folder circuit breaker may have tripped. To reset, unplug the folder for at least 1 minute. This will allow the circuit breaker to cool, which will automatically reset the folder circuit breaker.

The folder is becoming jammed during the folding cycle.

- Ensure that the stop fence adjustment knob is properly set for the type of fold desired and paper size you are folding.
- Ensure that the dejamming door is completely closed.
- Ensure that the folder is not being over-loaded with paper. The folder's maximum capacity is as follows:
 - a. Half-Fold: 1-4 Sheets of 16-20# bond paper, or 1-3 Sheets of 24# bond paper.
 - b. Letter Fold: 1-3 Sheets of 16-20# bond paper, or 1-2 Sheets of 24# bond paper. Sheets may be stapled for both half-fold and letter fold.
- The folders rollers may need cleaning. See Disassembly Instructions.

The folder is running continuously and will not stop.

- Perform steps 1-4 in Disassembly Instructions.
- Locate the optical sensors as shown in Figure 8. The sensors is made of a translucent plastic material.
- Using a cotton swab and rubbing alcohol, clean the sensors, especially the facing curved surfaces of the sensors.

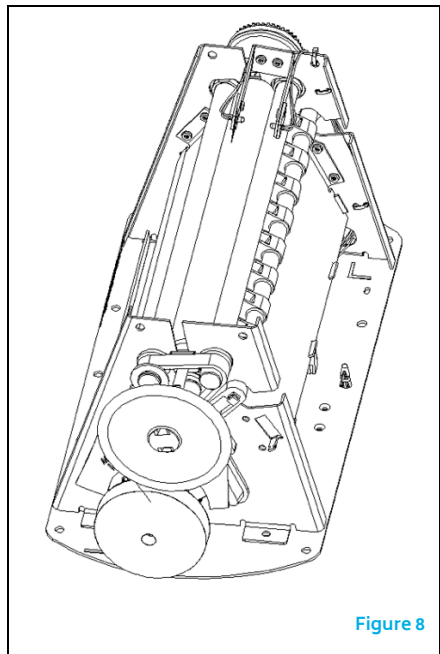


Figure 8





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For Product Registration and Warranty information visit

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