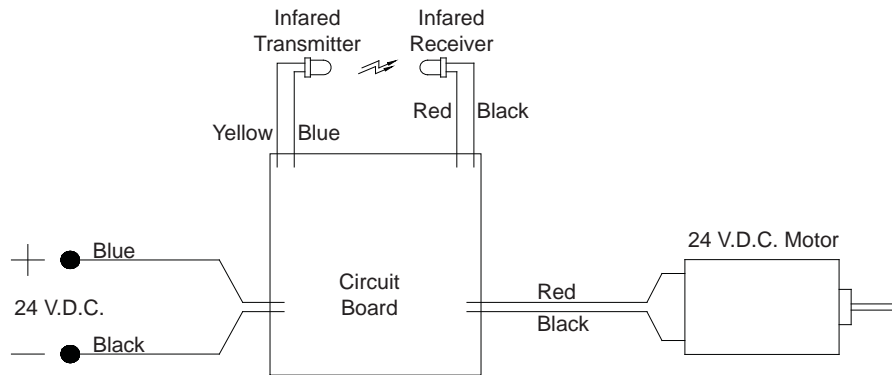


WIRING SCHEMATIC



Model

P6200



Desktop Letter Folder

 martin yale®

251 Wedcor Avenue, Wabash IN 46992
e-mail: info@martinyale.com
web site: www.martinyale.com
Phone: 1-(260)563-0641 or Toll Free 1-(800)225-5644
Fax: 1-(260)563-4575

Manufactured in Taiwan

10/30/12

INSTRUCTION MANUAL

Specifications

Model:	P6200
Operation:	Manual feed, Automatic On/Off
Operation Speed:	1,800 letter folds per hour
Paper Sizes:	Adjustable for two standard paper sizes: 8-1/2" x 11" to fit a #10 envelope and ISO A4 paper to fit a DL envelope
Capacity:	1-3 sheets of 16-24 lb. bond paper. For multiple sheets, they must be stapled
Power Supply:	1.5 Amp, 24 Volt wall power pack supply
Noise Level:	59.6 dBA
Dimensions:	5 ³ / ₄ "W x 12"D x 6"H (machine) 5 ³ / ₄ "W x 12"D x 6"H (operating) 7 ¹ / ₂ "W x 17 ¹ / ₄ "D x 8"H (packaged)
Weight:	7 lbs. (machine) 9.5 lbs. (packaged)

Martin Yale Industries, Inc. Product Warranty Explanations - Continued

Hard Drive Shredder: DMD1001, two years parts, 90 days labor.

Magnetic Media Degaussers: 8000, 9000, 20000, one year parts, 90 days labor (return to MYNA factory labor).

Optical Media Destroyer: Intimus 005S, one year parts, 90 days labor (return to MYNA factory labor).

Finishing Equipment: Folding Machines, Booklet Makers, Coil Binding machines, Letter Openers, Business Card Slitters, Score & Perforating machines, CD Insert Slitter, Guillotines & Paper Trimmers, Paper Joggers, Stackwagon, Collator, Padding Presses, Moisteners, Check Signing machines, Express Tabber, Paper Punches, Reference System, Catalog Racks, Posting Trays, Keyboard Drawers, Printer Stands; One year parts, 90 days labor. Paper trimmer blades have a limited lifetime warranty. Martin Yale reserves the right to repair or replace at our discretion all finishing products that are covered under warranty.

Disclaimers:

- a) This warranty applies to current models only. For discontinued models, consult original warranty.
- b) All repairs must be pre-approved by Martin Yale and performed by an authorized Martin Yale technician
- c) All cross-cut shredders, to include high security shredders require lubrications of the cutting cylinders in accordance of the operator's manual. Failure to perform these preventative maintenance procedures may null and void the warranty.
- d) Extended warranties are subject to the same provisions and terms of the general warranty.
- e) Martin Yale makes no warranty of merchantability or fitness of any product, for any particular purpose.
- f) To the extent permitted by law, any consequential or incidental damages of any kind, including, but not limited to lost profits or other economic injury are not warranted.
- g) This warranty is in lieu of all other warranties, expressed, implied, and statutory or otherwise and is subject to change without notice.
- h) Must have proof of purchase to claim a warranty.

Please visit our web site for more supporting documents as well as after product support tools such as owner manuals and preventative maintenance support: www.martinyale.com or call us at (800)225-5644 and let one of our Sales Central staff help you with your new purchase.

*Labor portion of the warranty ONLY available in the Continental US

4/18/12



Martin Yale Industries, Inc. General Warranty

Martin Yale Industries (MYNA) warrants, for the period of time listed from the date of shipment, all component parts and workmanship of its products to be free of manufacturing defects.

Martin Yale Industries retains the right to authorize labor to repair any of their products in the field or have the machine returned to our factory for repair.

Martin Yale Industries will repair or replace any component part found to be defective within the warranty period, not by accident, misuse, or improper maintenance, damages by freight handlers, act of nature or unauthorized modifications the use of other than Martin Yale components/parts.

Warranty is conditioned on notifications to Martin Yale's Customer Service Department by calling (800) 225-5644. All materials being returned for warranty credit must have a requested Return Goods Authorization number (RGA) from our Customer Service Department, and must be returned within thirty (30) days after the discovery of the defect. All shipping costs on the returned material must be prepaid by the customer, credit will be issued, including the cost of ground freight, if the item proves to be defective. Incoming cartons must be clearly marked on the outside with the RGA number and "Warranty Parts". Martin Yale is not responsible for products that are returned and are not in their original packaging or are package insufficiently to protect the enclosed material.

Excluded from warranty coverage are normal wear items and electrical components. These exclusions include but are not limited to knives, cutters, belts, chains, PC boards, Optics, drill bits, paper punch pins, blocks, and rubber rollers. These items are not included for consideration unless the components are deemed defective.

This warranty is in lieu of all other warranties, expressed, implied, statutory or otherwise. Martin Yale Industries make no warranty of merchantability or fitness for a particular purpose. To the extent permitted by law, any consequential or incidental damages of any kind, including, but not limited to lost profits or other economic injury are not warranted.

Martin Yale Industries, Inc. Product Warranty Explanations

Commercial Shredders: Martin Yale Industries warrants all shredders to be free of defects in material and workmanship under normal use; two years parts and 90 days labor, a lifetime warranty is provided for fracture of the cutting cylinders.

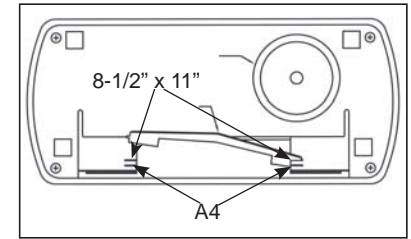
Industrial Shredders/Balers Combo and PacMaster/PacMate: Martin Yale Industries warrants all shredders to be free of defects in material and workmanship under normal use; one year parts and 90 days labor, three years against fracture of the cutting cylinders.

High Security Shredders: Martin Yale Industries warrants all shredders to be free of defects in material and workmanship under normal use; one year parts and 90 days labor, one year on the cutting cylinders.

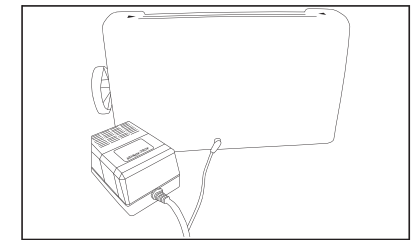
Disintegrator Systems: Basic machine five years parts, 90 days labor, waste collection systems and accessories one year parts, 90 days labor.

OPERATION

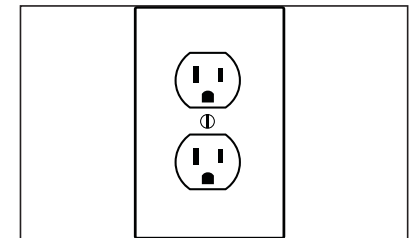
1. Before beginning to fold, make sure paper stop is properly positioned for the paper you are using. When you view the bottom of the folder, the top left and right slots are for 8-1/2" x 11". The bottom left and right slots are for A4 paper size. If you need to change the position of the paper stop, remove it by flexing it in the middle and withdrawal one end first. Then insert it into the other set of slots by flexing the paper stop and inserting one end at a time.



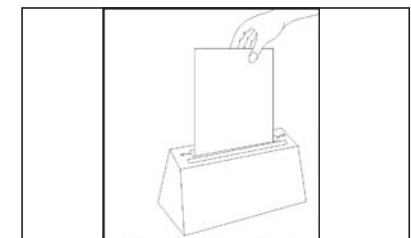
2. Carefully unwind the wall power supply and firmly insert the appropriate end into the connector on the right side of the paper folder.



3. Plug the power supply into an appropriate outlet.



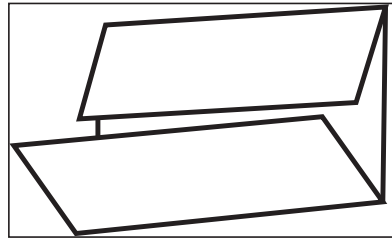
4. Insert up to (3) three sheets of paper approximately 1-1/2" into the rear slot (labeled IN). Hold paper so that it lies squarely in the nip of the rollers underneath.



There will be a brief time delay, then the folder will automatically initiate the folding cycle. Once started, the paper should be released.

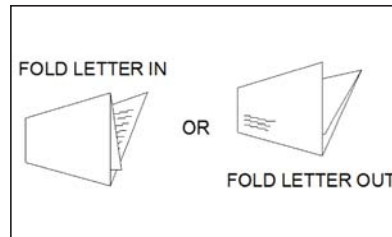
For accurate folds, hold your document at the top center of the sheets.

- Remove the folded paper from the front slot, after being sent through the machine. The results should be a document folded and ready to be inserted into an envelope.



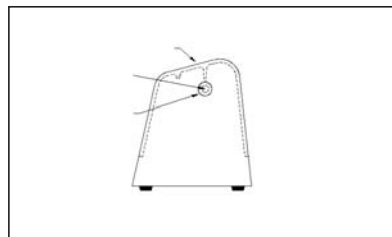
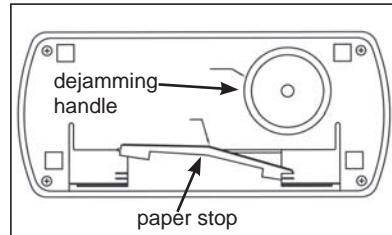
Tips for Better Performance

- Never put more than 3 sheets of paper into the folder at one time.
- 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 the machine first.
- 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.



Unjamming Instructions

- If paper becomes jammed, unplug the machine. From the bottom of the folder remove the paper stop 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 machine cover onto the D-shaped shaft inside the unit. Turn the handle in either direction while pulling the paper out of the top or bottom of the machine. If unable to clear the jam, see the TROUBLESHOOTING section. Once jam has been cleared, return the dejamming handle and paper stop to their normal positions. Now you can plug the machine back in.



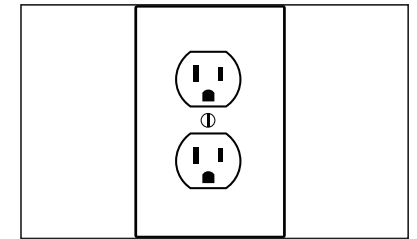
TROUBLESHOOTING

If the folder does not function and no paper jam is present, the circuit breaker may have tripped. To reset unplug the machine for at least 1 minute to allow the circuit breaker to cool. The paper folder should function again. Don't forget to check that the folder is plugged into a working AC outlet.

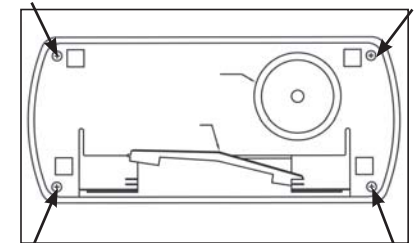
MAINTENANCE

Inconsistent or otherwise problematic folding is most often caused by dirty or contaminated folding rollers. To clean the rollers follow these simple steps:

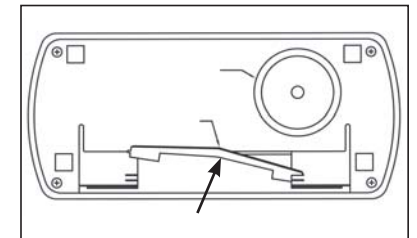
- Unplug the machine.



- Remove the 4 screws from the bottom of the folding machine and lift off the cover. Return the folder to its normal upright position.



- To clear paper jam, remove the plastic paper stop from the bottom of the folder. Turn the large pulley on the left side in either direction while pulling the paper from top or bottom of machine.



- To clean the rubber rollers, spray Martin Yale's Rubber Roller Cleaner and 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: Using a cleaner other than Martin Yale's Rubber Roller Cleaner could damage the rollers.**

