

Martin Yale 1217a Automatic Paper Folding Machine

Instruction Manual



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1217A OPERATING INSTRUCTIONS



Thank you for your purchase of the Martin Yale Ind., model 1217A Autofolder. With proper maintenance your unit is designed to provide you with years of trouble-free service. Upon receiving the machine, take a good look at the outer carton and make sure that there are no signs of shipping damage. If you feel that the machine was damaged in shipping, call the shipping company immediately and request an inspection. If you have any additional questions, feel free to contact the customer service division at Martin Yale at 260-563-0641. Our professional staff will be happy to assist you.

SPECIFICATIONS

| | |
|--|---|
| Feed Speed | Variable to 10,300* |
| Feed Table Paper Load Capacity..... | 1 5/8" |
| Sheet Capacity (Stapled & Hand fed)..... | 20lbs. Bond – No more than three |
| Types of Folds..... | Letter, Single, Z, Double Parallel, French, Baronial. |
| Feeding Method..... | Top Feed - Friction |
| Lightest Paper (Bond)..... | 18# |
| Heaviest Paper (Bond)..... | 90# |
| Maximum Paper Size..... | 11 3/4" X 18" |
| Minimum Paper Size..... | 3 1/8" X 4" |
| Maximum Fold Length | |
| First Fold..... | 11 1/2" |
| Second Fold..... | 5 3/4" |
| Minimum Fold Length | |
| First Fold..... | 2" |
| Second Fold..... | 1 1/2" |
| Electrical Specifications..... | 120V 60 HZ |
| | Optional 220V 50 HZ |
| UL Approved..... | Yes |
| Working Dimensions..... | 42" X 17 1/2" X 17" |
| Shipping Weight..... | 61# |

*11" Sheets Per Hour



Upon receiving the machine verify that you have the following components.

- 1.) 1217A Autofolder
- 2.) Feed Table Assembly W-A121708 (not shown)
- 3.) 2nd Fold Table W-A121707
- 4.) Receiving Tray W-A121702
- 5.) Accessory Pack (3/32" Allen, Instructions, Dejam Handle)

Once it is verified that you have all of the necessary components, unpack each piece and put the packaging to the side. Always keep the packaging for the machine, in case the need to move or reship the machine should arise. **Note:**

When removing machine from carton do not lift machine by the first fold table.

Also, do not lift or install the feed table by grabbing the paper guides. This could cause them to bend which would result in folding offages.

Packaging Part Numbers:

- | | | | |
|------|---------------------|-------------|----------|
| 1.) | Carton | M-S026201 | (qty: 1) |
| 2.) | Folded Insert | M-S026201-1 | (qty: 1) |
| 3.) | 15.88" x 14.5" Mat. | M-S026201-2 | (qty: 2) |
| 4.) | Left End Cap | M-S026201-3 | (qty: 1) |
| 5.) | Right End Cap | M-S026201-4 | (qty: 1) |
| 6.) | Top Pad | M-S026201-5 | (qty: 1) |
| 7.) | 3/32" Allen | M-S012003 | (qty: 1) |
| 8.) | Hand Knob | M-S032009 | (qty: 1) |
| 9.) | Handwheel Instr. | M-S027043 | (qty: 1) |
| 10.) | Manuf. Manual | M-S027202 | (qty: 1) |

VERIFYING FUNCTION/START -UP

- 1.) Set the unit on a tabletop where you will have access to all sides of the machine. At least 18" would be ideal.
- 2.) Unravel the power cord and plug into the wall. The power consumption is 1.5A. This machine should be plugged into a 110/120VAC outlet. The power supply should be dedicated.
- 3.) Turn the machine on to verify electrical function. If there is no power, reset the circuit breaker and verify. If still no power, verify that the socket is live by using some other device that you know to work. Repeat steps and verify.

At this point if you still do not have any function of the machine, call your dealer or the Technical Support Division at Martin Yale Industries, Inc. at 219-563-0641. Once power to the machine has been verified, the unit can be assembled. **Warning: failure to read the instructions for assembly can cause damage to the unit.**



FEED TABLE INSTALLATION



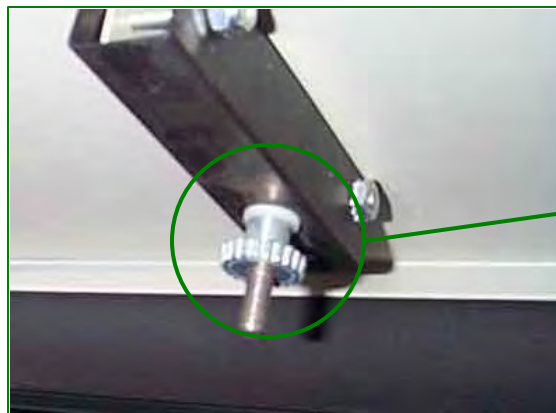
PHOTO # 1
FEED TABLE PINS



PHOTO # 2

The feed table is installed onto the machine so that a cutout area on the bottom of the table fits onto the pins in photo 1 on each side. **NOTE: THE BOLT ON THE BACK PIN CAN NOT BE ADJUSTED.** You should begin by getting the front edge of the table in between the side frames at the top of the machine. See photo #2.

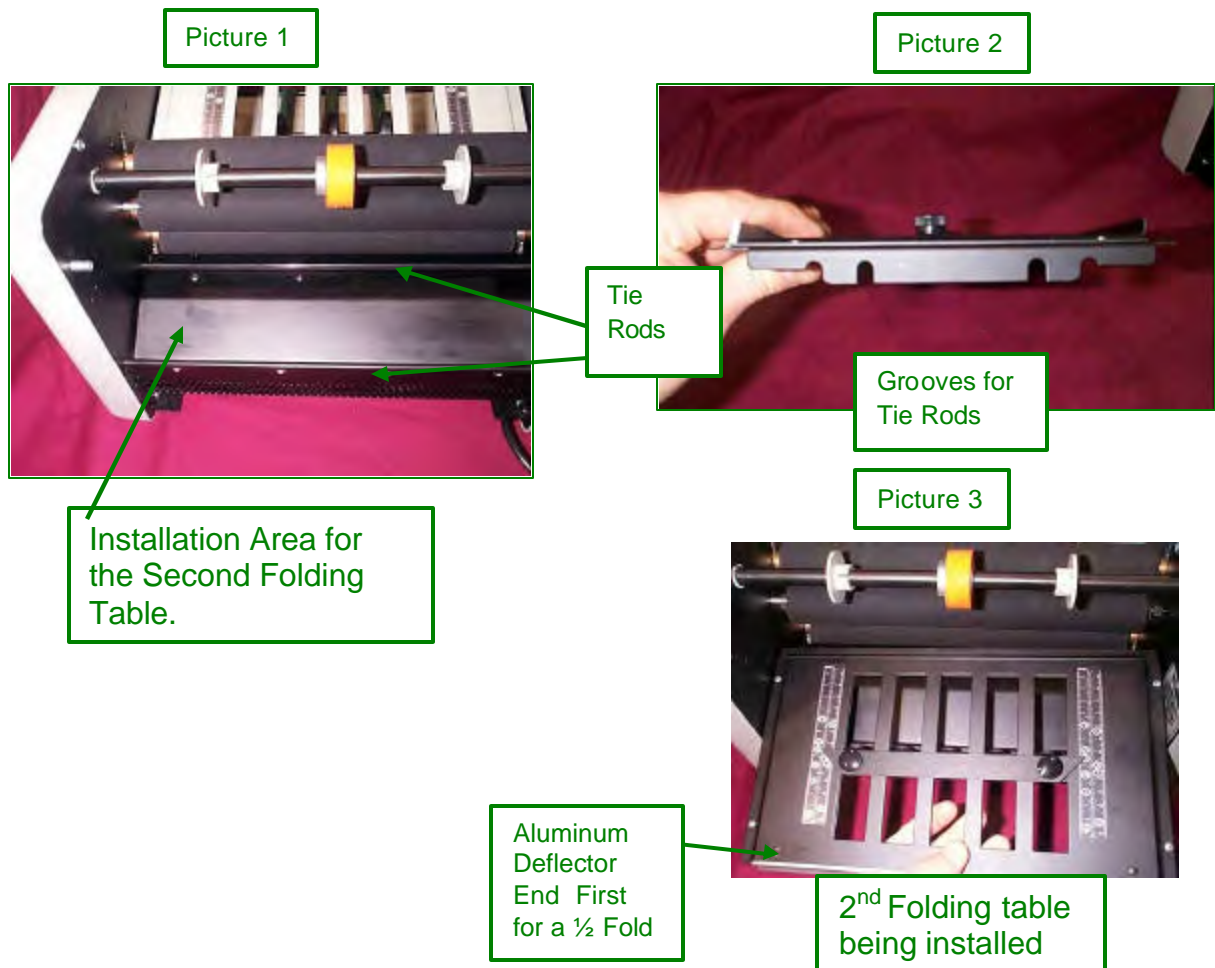
Once this is done you can begin bringing the table into the lower position as you align the front edge with the inner support pins.



RETARDER
ADJUSTMENT
SCREW

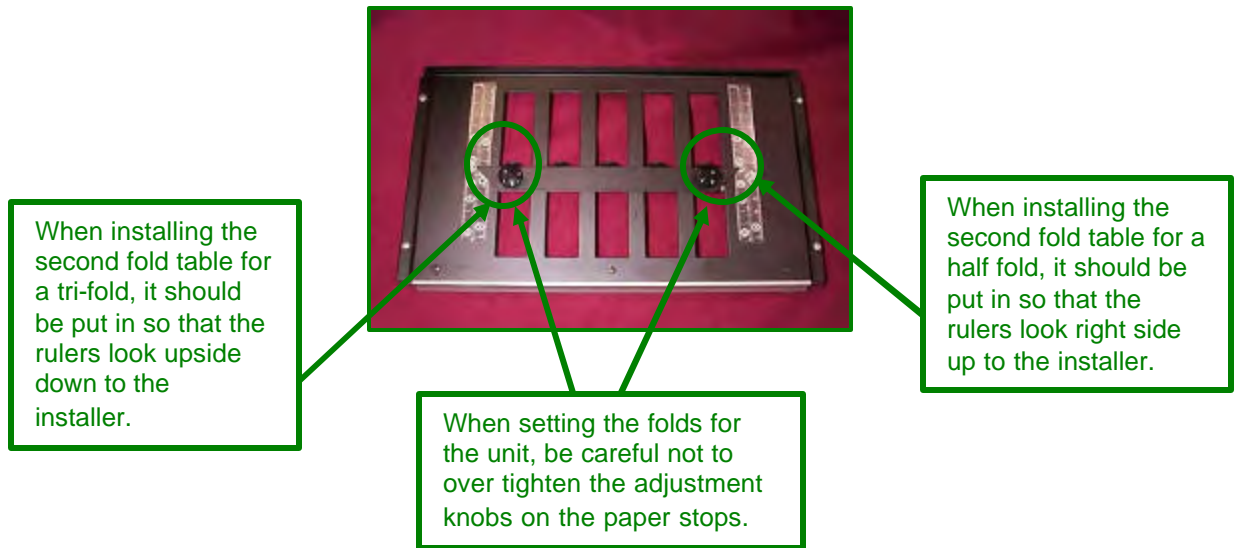
Once the feed table has been installed on the machine, use the thumbnut on the bottom of the feed table to raise the small red wheel in the feed table so that it is touching the orange one. There should not be any pressure between them, just contact.

SECOND FOLD TABLE INSTALLATION



The second fold table should always be installed into the cavity beneath the feed table (see photo 1). However, depending on the style of fold that is being done it can be installed two ways. The aluminum deflector on the second fold table should be installed facing the unit when there is going to be only one fold in the sheet. This is illustrated photo #3.

However, if there is going to be two folds in the sheet the aluminum deflector should be facing out. To engage, simply position the table so that the two tie rods in between the side frames of the machine will be in the cut-out grooves on the bottom of the fold table (see photo #2 on previous page). It is important that this is done because if the table is not properly positioned, the machine will produce jams and inaccurate folds.



HANDWHEEL INSTALLATION

To install the handwheel on the machine, you will need the Allen wrench that was provided with the unit. Refer to page one of the instructions if necessary.



The hand wheel should be installed on the machine so that the set screw is tightened down onto the flat side of the shaft. Make sure that it is strongly applied. This will allow you to rotate the folding rollers of the machine by hand. If the set screw is not tightened to the flat side of the shaft, it can damage the machine. **NOTE: if you have not removed the piece of paper from the folding rollers of the machine yet, please do so at this time.**

SETTING THE FEED SYSTEM

NOTE: A continuous run can only be done with single sheets, or properly stapled sets.

1. Lower the red wheel in the feed table until there is light between it and the orange one.
2. Turn unit on. Hold piece of stock to be ran in between wheels. Slowly raise red wheel until sheet is pulled in.
3. Power down and set three pieces of stock to be tested in feed tray. Turn unit back on, it should take them one at a time. If the sheets do not feed at all, the red wheel is too high, if it tries to take more than one, the wheel is too low. Readjust as necessary.

PROPER LOADING OF PAPER

To properly load the machine, the stack of paper should be put in the machine in a reverse – fan. This means that the top sheet should be at the threshold of the orange wheel, and each sheet underneath should be a little further back. This will allow the machine to pull off the top of the stack in a continuous fashion. It does not need to be extreme. A ½” stack should be fanned out ½” from left to right (see photo).

Once the stock is placed into the machine, it will have a slight tendency to slide back together. Do not attempt to prevent this, it should not be a factor. The paper guides should not pinch the paper, there should be 1/16” clearance on each side.

TYPES OF FOLDS

1. Single Fold (Half Fold) Style

In order to do a half fold, the 2nd folding table should be reversed (see photo). When reversed, the paper bounces off of the aluminum deflector instead of entering the slot on the opposite side.

Once the fold table is reversed the setting on it does not matter. Adjust the 1st fold table paper stop for proper folding. You will find a fold chart on the receiving tray with common settings. **The settings are only approximate, some adjustment may be necessary for the best fold quality.**

NOTE: DO NOT OVERTIGHTEN THE FOLD TABLE THUMB KNOBS.

Double Fold (Letter Fold)

In order to do a double fold, the 2nd folding table should be installed with the slotted end first (see photo on previous page). Adjust both the first and the second fold table appropriately for proper fold. You will find a fold chart on the receiving tray of the machine with common settings. The fold table settings are only approximate. Some readjustment may be necessary for optimum fold quality.

RIGHT ANGLE FOLD

Folding paper at a right angle, or having a fold in two directions, can be done two different ways on the machine.

SINGLE SHEET

1. Set feed system for stock (8 ½" X 11", 8 ½" X 14", 11" X 17") and run through machine for proper single fold.
2. Readjust the feed guides of the machine so that the folded edge of the stock will be as close to the orange feed wheel as possible.
3. Readjust the first fold table for proper fold.
4. Readjust the feed system to accommodate folded stock.
5. Run a test piece and verify proper feed.

MULTIPLE SHEET (3 Sheets Max., 20LB BOND)

1. Lower retarder completely, hand feed each set for proper single fold.
2. Readjust 1st fold table, set feed guides so that folded edge will be as close to orange wheel as possible.
3. Run stock, handfed, one set at a time.

STAPLED SETS

Stapled sets are not recommended on the unit due to damaging the folding rollers over a period of time. However, these can be ran by stapling each set in both of the upper corners. The staples should be parallel to the top edge of the sheet. An alternative to this would be to lower the red wheel completely and hand feeding the sets one at a time (unstapled).

STACKING WHEEL ADJUSTMENT

The stacking wheel length can be adjusted by sliding the wheels to the appropriate location (see photo)



When setting the stacking wheels, set them so that exiting force of the fold rollers will force the leading edge of the folded document under the stacking wheels. If the document lands on the conveyors completely before starting under the stacking wheels, it will not work correctly. An example would be; the folded document comes out of the machine $3 \frac{2}{3}$ " wide the stacking wheels should be around $3 \frac{1}{2}$ " from the exit of the unit. Some experimentation may be necessary. When the wheels are properly adjusted, they will allow the document to exit the machine in a uniform manner.

MAINTENANCE

LUBRICATON

For each 20 hours of machine operation, lubricate the bushings of the machine with a medium grade lubricant.

CLEANING

For each twenty hours of operation, clean the folding rollers of the unit with Rubber Roller Cleaner. This is typically done with a Scotch-Brite pad and an old cotton cloth. Wrinkled paper is a common sign of dirty rollers.

SERVICE

From time to time the retarder on the unit have to be loosened up and rotated to a new side, and then firmly retightened. When the orange wheel becomes smooth, it will need to be replaced.