

# Martin Yale 1501 Paper Folder

## Clearing Fold Table Jam



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## Jam in the first fold table

1. **UNPLUG THE MACHINE.** Remove the feed table.
  - a. Lower the retarder.
  - b. Slide the gray guide rollers towards the feed tire.
  - c. Place your left hand between the two long black paper guides.
  - d. Lift up approximately  $\frac{3}{4}$ ", until the back of the table comes off of the silver pins.
  - e. Then pull the feed table away from the machine at that angle, to remove it off of the silver pin on the non-operators side and a black bolt on the side closest to you.

**NOTE: The table is a very snug fit. DO NOT try to loosen the black bolt, it is factory set, and does not lock the table into its place.**

2. Turn the Black Hand wheel counter clockwise, while pulling on the paper that is exposed from the left side of the rollers. Go to step 3. If this does not remove the jam proceed.
3. To remove the paper stop in the upper folding table (across from the feed table) you will need to remove the two black thumbscrews that lock the paper stop into place. This will also allow you to remove the black and silver bars of the paper stop.
4. Try turning the black hand wheel clockwise and pull on the paper that you can see in the upper fold table. Go to step 5. If this does not remove the jam, proceed.
5. Take a legal size note pad's cardboard and slide it down between the gray and black metal that makes up the upper fold table. Push on the cardboard firmly while rotating the hand wheel counter clockwise. This will force the paper to come out where the feed table was. Go to step 6. If this does not remove the jam proceed.

**WARNING: The next steps should be done by a qualified technician. Remove all power to the machine before proceeding!**

6. Remove the Phillips screws in both side covers.
7. Remove the Phillips screws holding the upper fold table.
8. Clear the paper from the rollers. You may have to rotate the rollers using the hand wheels to clear all of the paper out.
9. Install the upper fold table and side covers. Install the black bar of the paper stop so that the tabs with holes in them are down in the slots and towards the black rollers. Slide the silver bar between the gray and black metal that form the table. Attach them together by threading the thumbscrews into each of their holes. Install the feed table and the lower fold table.