

Martin Yale 1648 Automatic Letter Opener

Instruction Manual



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Martin Yale

MODEL 1648

CHADLESS AUTOMATIC LETTER OPENER

INTRODUCTION

Thank you for selecting the Martin Yale Model 1648 letter opener. This letter opener was designed for easy installation, set-up, and operation with minimal maintenance required. We recommend that you familiarize yourself with the model 1648 letter opener by carefully reading this manual. Thorough understanding of this information will eliminate most operator-associated errors.

Specifications

Functional

Maximum Envelope Size.....4.25" X 9.5"
Speed.....12,000/Hour #10 Envelope
Load Capacity.....3"

Physical

Machine Dimensions.....17 1/2" X 10" X 9"
Machine Weight.....20.1 Lbs.

Electrical

Power.....115 V.A.C. 50/60 Hz.

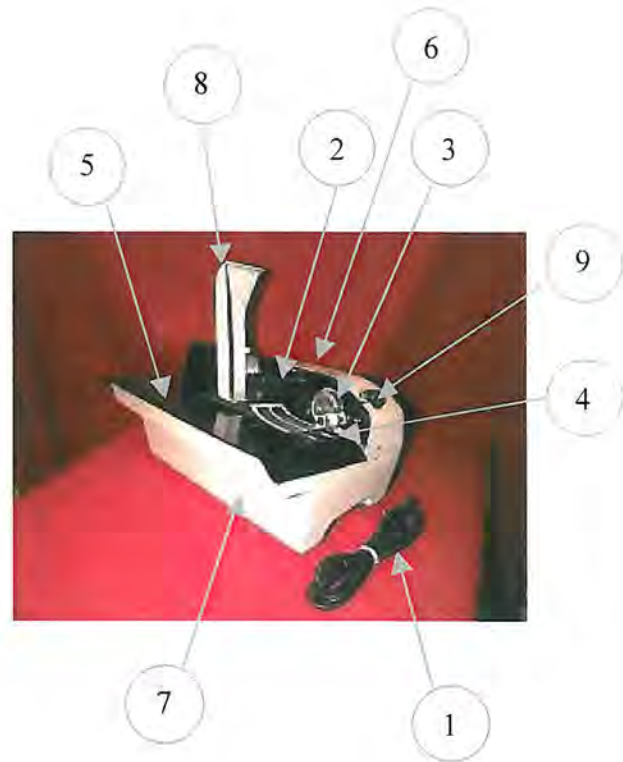
WARNING! Never connect power to the machine until you are ready to set up and operate the letter opener. During set up, operation, and maintenance keep hands, hair, loose clothing, and jewelry away from all moving parts. Serious bodily injury could result. Service, or disassembly of letter opener should only be attempted with the power disconnected and locked out.

1.0 Features

- Easy assembly, set-up, and operation
- Low maintenance operation
- Minimal user adjustments during ordinary use
- Chadless design cuts only one side of envelope, leaving no scrap
- Automatic feeding assures operation is as easy as placing a stack of envelopes on the opener and simply turning it on
- Adjustable width of cut to accommodate different sizes and types of envelopes

2.0 Parts

1. Power Cord
2. Retarder Fingers
3. Back Up Bearing
4. Cutting Blade
5. Feed Deck
6. Top Housing
7. Bottom Housing
8. Blade Cover
9. Width Cut Adjustment Knob



3.0 Installation

3.1 Assembly

Make sure the machine is "OFF" as denoted by the 'O' symbol on the power switch. Carefully unwind the power cord. Firmly insert the appropriate end into the left side of the machine. Place the other end into a 115 Volt, 60 Hz. outlet. The letter opener is now ready to be put into use. **Note: The letter opener sits at an angle, this is normal.**



Width adjustment knob

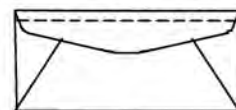
4.0 Operation

4.1 Width Adjustment

The width of cut on the 1648 letter opener is adjustable by the width cut adjustment knob (See picture). Clockwise turning of this knob causes the letter opening cut to be further from the top edge of the envelope. Counterclockwise turning of this knob causes the letter opening cut to be closer to the top edge of the envelope. The user may find it helpful to run only one envelope through the 1648 at a time while adjusting the width setting. In this way the width adjustment can be fine tuned until the desired setting is reached. The 1648 is delivered set at 1/16" for general purpose letter opening.



Fine Width Adjustment



Wide Width Adjustment

4.2 Preparing Envelopes

Process the envelopes to be opened in a M-Y Model 400 jogger so that the contents of the envelope settle to the bottom. This is so that only the envelope is sliced open and the

contents inside are left untouched. In the absence of a jogger, the stack of envelopes can be tapped against a table or other hard object.

4.3 Loading Envelopes

Make sure the letter opener is off. Place the stack of envelopes on the feed deck so that one side of the envelopes is directly against the side of the deck and the leading edge of envelopes is even with the blade cover **(See Photo)**. Fanning of the envelopes is not necessary with the 1648.



4.4 Opening Envelopes

Press on the 'I' portion of the OFF/ON switch to initiate operation. Envelopes will start feeding and opening. You may wish to use a tray to catch the envelopes as they are processed. Turn the letter opener off when all envelopes have been opened by pushing on the 'O' portion of the OFF/ON switch.

Note: The feed belt wobbles up and down during use to facilitate paper feeding. This is normal.

5.0 Maintenance

5.1 Feed belts

When the envelope feed becomes erratic a cleaning will be necessary to remove the coated ink, toner, lint and other contaminants. Simply clean the feed belts with a cloth and Model 200 *Martin-Yale Roller Cleaner and Rejuvenator*.

5.2 Housekeeping

The 1648 should be kept free from dust and other contaminants. Any exterior part of the letter opener can be cleaned with a clean cloth dampened with soap and water, a mild liquid cleanser, or *Martin Yale Roller Cleaner*.

5.3 Back Up Bearing adjustment

After several hours use or replacement of the cutting blade, the back up bearing may need readjustment. Use the following steps to adjust the back up bearing:

1. Unplug machine.
2. Put width adjustment as wide as possible and remove width adjustment knob with a small flat screwdriver.
3. Remove Top housing using a flat or #1 Philips screwdriver.
4. Loosen adjusting knob while holding back up bearing in place. See picture. **Note: Blade cover has been removed in picture for display purposes.**
5. Place a single sheet of 20# paper between the blade and back up bearing.
7. Push down on the back up bearing and tighten the adjusting knob. **Note: Tighten the adjusting knob as tightly as possible to avoid back up blade movement in use.**
8. When adjusted properly, the back up bearing can be turned manually with a slight drag felt on it.
9. Replace cover and knob and test run machine.



Back up bearing adjustment

6.0 Operator's Troubleshooting Guide

6.1. Envelopes jam in blade and do not exit letter opener.

Paper jamming in letter opening blade is most often due to more than one envelope feeding into the cutting blade at once or envelope contents in the cutting area. Use the following steps to clear a jam.

1. Unplug machine
2. Tilt up blade cover
3. Carefully remove any jammed envelopes from cutting blade. **Caution: Be very careful, as the blade is very sharp.**
4. When finished, run a single envelope through the letter opener and check its cut width. This setting can move during a severe paper jam and may require re-adjustment. See section 4.3.

6.2. Envelopes fail to feed, machine runs

Failure to feed envelopes can be caused by several different reasons; they are listed in declining order of likelihood:

1. Dirty feed belts. Clean with Martin-Yale *Rubber Roller Cleaner and Rejuvenator*.
2. Envelopes are too wide to feed. Review maximum envelope sizes listed on the front cover of these instructions.
3. Feed belts are worn.

6.3 Machine does not run at all

1. Check that the opener is plugged into an active line
2. Examine blade cover, it should be fully down so as to activate its safety switch
3. Check that power cord is firmly inserted into the letter opener
4. Machine may be jammed to the point of non-running. See troubleshooting point 6.1.
5. Electrical Malfunction. Have the 1648 checked by a qualified technician.
6. Motor belt has fallen off of pulleys.

6.4 Envelope feeds through machine, but is not opened

1. Cut width is set too narrow, adjust to wider setting
2. Back up bearing needs adjusted, see section 5.3.
3. Cutting blade is dull. Replace or sharpen blade.

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