

## Set up and operation of the 968



### **I. UNPACKAGING**

When unit is received, make a careful examination of the packaging. Look for any physical signs of shipping damage. Immediately report any shipping damage of the unit to the shipping company and then call Martin Yale Industries, Inc. at 219-563-0641. Unpackage the unit and set on a solid tabletop. The following items should be included. (1) Exit tray (including support guides), (3) paper guides that go in between the tractors on the entrance side of the unit, (1) Allen wrench for adjustment and tightening of the slitters, (1) slit compression tool, (1) instruction manual, which includes a parts breakdown and the basics on operation of the unit. Once it is verified that all items have been received, the setup of the unit can be performed.

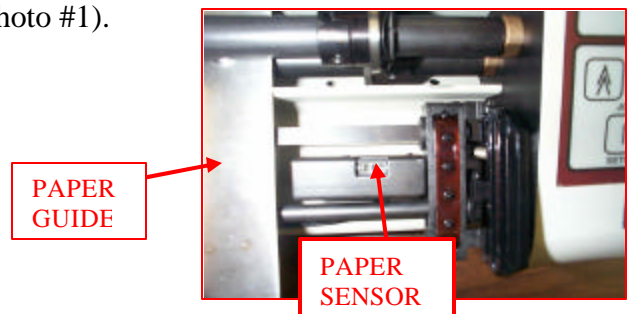
### **II. INITIAL SET UP**

When initial set up of the unit is performed, four basic areas have to be attended to.

1. Paper guides
2. Slitters
3. Bursting points
4. Stacking

#### **1. Paper guides**

The three paper guides should be installed on the unit and equally spaced between the tractors. **NOTE: if you start your job and the machine spits the paper out into the floor, you have probably got the photo-optic paper sensor covered with a paper guide on the right tractor.** When installing the paper guides make sure that they snap down into position (see photo #1).



## Set up and operation of the 968

### 2. **Bursting Points**

When you adjust the tractors make sure there is respect for the bursting points of the unit which will make the machines job easier, and is crucial when it comes to successfully running 16# - 18# bond stock. The idea is that if one edge of your stock has to go over the bursting point directly, then the other side should be doing the same thing. You want to cover as many of the bursting points as possible without getting the paper going across them in an uncentered manner. You may see certain stocks that you will have to carefully arrange in regard to the machines bursting points in order to get the stock to run well. It may also be necessary to operate the machine in "Thin paper mode" in order to successfully run. This is covered later in the set up instructions.

Bursting Points

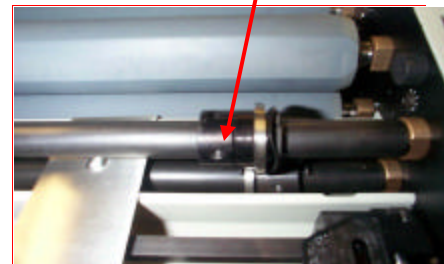


### 3. **Slitters**

Slitter adjustment and making sure that the slitters have the proper spring compression before tightening is of essential importance in use of the 968.

Follow the instructions below to properly position and engage.

SETSCREW



1. Turn unit on
2. Raise lid
3. Using the forward and reverse jog keys locate the Allen set screws in the upper slitter cutting hub. Using the Allen wrench provided, loosen the setscrew for the upper hub on the left and the right side. Repeat and loosen in the lower hubs. Before doing this, put a paper wad into the lid microswitch to hold it down.
4. Take one document from the stack to be burst and place it into the tractors of the unit.

## Set up and operation of the 968

5. Using the forward and reverse jog keys, bring the document as close to the slitters as possible without covering them.
6. Position the lower of the two blades first. **REMEMBER: it is the point where the upper and lower blade meet that will be cutting, so use this area to line up with the margin.** Once positioned tighten the bottom set screw. **NOTE: when tightening the Allen screw be sure that you do not over tighten.** The screw will do its job by being tightened with moderate to medium force. A tendency to over tighten can do a variety of damage to the units drive system. Repeat these steps to position the bottom blade on the opposite side.
7. Once the lower blades are positioned, it will be time to engage the upper blades. **NOTE: if your setscrew has moved just spin it back around, you do not need to use the jog keys once the screws are loose.** In order to engage the top blades you have to “flex the hub” for this you will need the compression tool that came with the unit.



Inserting compression tool on 968



Compression tool Installed

To compress, insert the nub of the tool into the half circle cut out of the upper blade. Once inserted turn sideways. As the tool is turned 90 degrees, it forces the wave washer in the assembly to coil. This spring tension is necessary to allow some give and take as the paper runs through the unit.

Once turned, the tool should be pinched and should not need to be held in place. At this point, use one hand to push the upper blade against the lower one, and the other hand to tighten the setscrew. **NOTE: try to keep the Allen screws both at the same point in rotation, that way when you have initially used the jog keys to locate the screw in the upper hub, the one on bottom will also be available.** Once tightened, remove tool. Repeat these steps on the right side.

## Set up and operation of the 968



### **PROGRAMMING**

The 968 contains five programs where bursting jobs can be stored. Each time you do a manual setup of the machine, it will give you a chance to update a program number of your choice. Doing a manual setup for the first time:

1. Turn machine on. **NOTE: most times when you turn the unit on a motor will energize for a short time and rotate the units bursting roller around to proper position before the unit is operational.**
2. Press 'SET UP' key.
3. Using the forward and reverse arrow keys, go to the prompt "manual setup": press 'ENTER'.
4. First item that will be seen will be the whole number, use the FORWARD/REVERSE keys to get to the proper whole number (example: if your document width was 3.5", three would be the whole number) once the proper whole number is seen, press ENTER.
5. Once the whole number is entered, it will prompt to the 'FRACTIONAL VALUE'. In the above example, 1/2 would be the appropriate fractional value. Once the appropriate fractional value is viewed, press ENTER, if you continue it will go to '0' where no fractional value is needed.
6. At this point, it will ask if you want to store the job. If so press 'ENTER' while a blinking 'Y' is displayed. Once pressed it will ask the program number (1-5) use the arrow keys to choose the right program and press 'ENTER'. **NOTE: if you do not want to store it, change the 'Y' to and 'N' and press enter.** The unit should go straight to operational mode.
7. Once appropriate bursting length is displayed, load first document of stack into the tractors and press 'RUN'.
8. Machine will back the paper up until the sensor is uncovered and then start bursting. **NOTE: do not forget that if your sensor is covered with the paper guide the machine will back the paper onto the floor.**

## Set up and operation of the 968

### **THIN PAPER MODE**

For 16#-20# paper, you will probably want to operate the unit in “Thin Paper Mode”, which will allow for some tolerance in the machines encoder system. Use the following steps to set “Thin Paper Mode”.

1. Turn unit on.
2. Press ‘SETUP’ key.
3. Using the jog keys, go to the prompt “Paper Weight Mode” and press ‘ENTER’. Unit will display “Press Enter for Thin Paper Mode”.
4. Press ‘ENTER’ key.
5. “Option Installed”.

At this point, the machine will go back to operational mode. **NOTE: thin paper mode must be set each time the machine is powered.**

### **RUNNING MEASURE**

If you do not know the length of your document, and would like the machine to measure it, perform the following steps:

1. Turn unit on.
2. Press ‘Set up’ key. Jog until “running measure” is displayed. Press ‘ENTER’.
3. Separate one document from the stack and put in between the tractors.
4. Press ‘RUN’ key. Unit should run stock through and give you a measurement. It will also offer the opportunity to store as a program. Once stored or denied the unit should be ready to run, with appropriate burst size displayed.