

To Clear in the Middle of Form

1. Press stop button and slide safety Plexiglas cover open.
2. Tear form at the next perforation.
3. Pull out and turn the paper feed knob so that the remaining forms pass out through the end rollers.
4. If one sheet of paper remains between the rollers, slide the cover closed and set the Burster length adjustment for a shorter form (see "Paper Length Adjustment").
5. Turn the paper feed knob so that the last sheet clears the end rollers.
6. Reset the length adjustment to proper size.

Operator Troubleshooting

Feeding and stacking problems are usually due to the forms or improper adjustment of the machine. Refer to the table below for typical feeding and stacking problems.

Symptom	Probable Cause
Paper Feed Problems	<ul style="list-style-type: none"> • Paper threaded improperly • Paper guides not adjusted • Tension bar not in proper position • Paper stack not centered or out of position. • Damaged/problem forms. • Forms more than 4 part (use 4 part or less.)
Bursting Problems	<ul style="list-style-type: none"> • Form length setting wrong • Poorly perforated form

Restacking Problems

Receiving Tray

- Stacking guides out of alignment
- Stack of forms too high
- Drafty work area.

Sequence Stacker

- Stacker not plugged into Burster (see "Operation-Set Up")
- Forms not cleared off stacker belt path before starting Burster operation (see "To Burst").
- Stacker wheels not aligned properly (see "Operation-Set Up").

Specifications

Form Width:	up to 16" wide (406.40 mm)
Form Length:	from 2 5/8" to 14" long (66.675 mm to 355.6 mm)
Paper Weight:10 to 110 lb. (4.5 to 49.9 kg)
Speed:	Variable to 175 feet per minute (0 to 52 meters per minute)
Trim Width:	Up to 1 inch (25.4 mm)
Electrical:115 Volts AC + 1-10% at 60 Hertz, 3 Amps 220 Volts available
Dimensions:	Operating Length (w/stacker) 50" (1270 mm) Width 26" (660.44 mm) Height 15" (381 mm)
Weight:185 lbs. with stacker

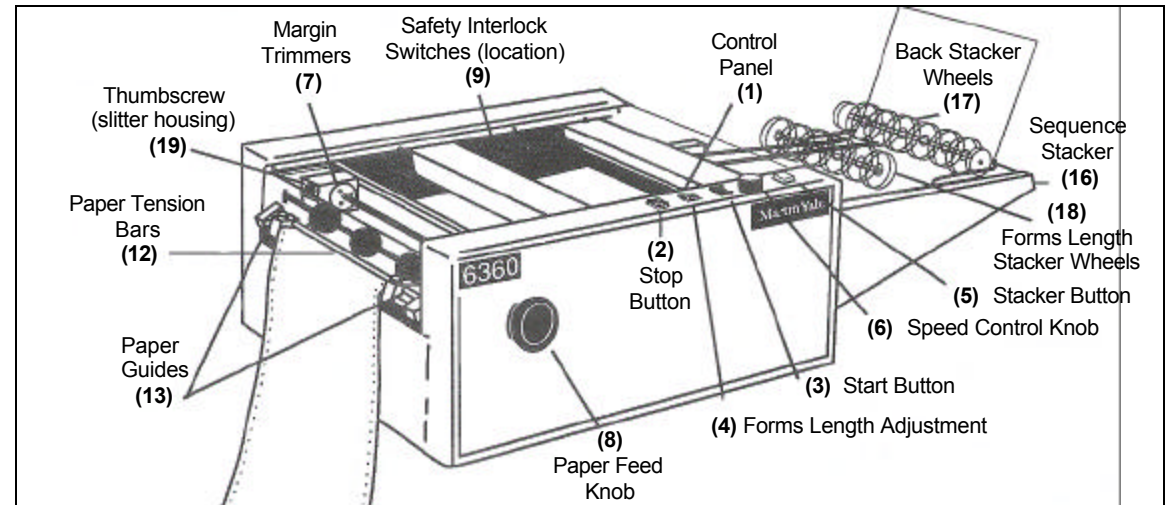


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Operating Instructions

The Martin Yale 6360 Mid-Range Burster is a tabletop burster with an optional stand to convert it to a free-standing floor model. It is designed to burst up to 4-

part continuous computer forms. It is simple to operate. Allow yourself a few minutes to read the following instructions and familiarize yourself with the machine.

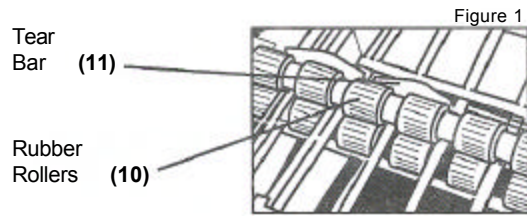


Features

1. **Simple Controls (1).** The control panel located on the top of unit allows complete control over all the operating features of the unit. This panel is easily accessible. These controls are **Stop (2), Start (3), Forms Length Adjustment (4), Stacker (5), and Speed Control (6).**
2. **Stop Button (2)** is raised above the control panel for safety reasons and easy access. This allows the operator to stop the 6360 Burster by touching the easily accessible raised Stop Button.
3. **Start Button (3)** is provided to start the 6360 bursting continuous computer forms.
4. **Speed Control Knob (6).** A variable speed control knob is provided to regulate the speed of the 6360 to the paperweight of the forms that are being run. This can be adjusted from 0 to 175 ft. per minute.
5. **Stacker Button (5).** A separate run out button is provided to run out the separated continuous forms in sequence after they have been burst.
6. **Automatic Forms Length Adjustment (4).** By the touch of a switch, the Burster rollers can be set electrically for proper forms length automatically. The 6360 will burst forms from 2 5/8" up to 14" in length.
7. **Margin Trimmers (7).** The 6360 come equipped with self-sharpening margin trimmers, which will trim off control punches from both sides of continuous forms. These trimmers are encased in steel housings for safety and can be disengaged should trimming not be necessary. Up to 1 inch of trim can be removed from the form edge. *Note:* A center slit is not available on this unit.
8. **Paper Feed Knob (8).** The unit is designed with a safety-clutched paper feed knob. This knob is engaged by simply pulling out and turning it as you manually feed the forms into the unit prior to actual operation. The rollers will turn when engaged. When the unit is operating, this knob will spin, but will stop if any pressure or tension is applied to it.

9. **Safety Interlock Switches (9)**. Interlock switches are built into the channel for the sliding top Plexiglas panel to make the Burster as safe as possible. This prevents accidental operation of the 6360 when the top is opened and rotating parts are exposed.

10. **Rubber Rollers (10)**. Long life rubber rollers guide the forms through as they are burst. These rollers are designed to keep the paper running smoothly without going out of line. The 6360 can efficiently burst up to a four-part form without tracking on the form. Mylar straps help guide the paper through even at maximum speed of 175 feet per minute. *SEE FIGURE 1.*



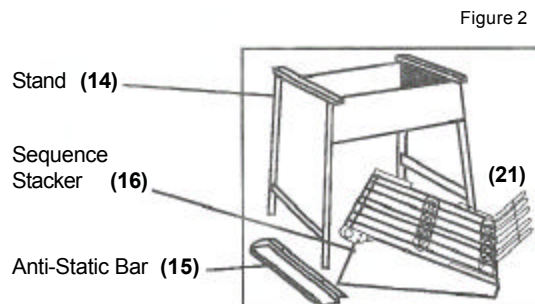
11. **Greater Precision in Bursting (11)**. To provide greater accuracy in bursting, the mid-range Burster has been equipped with a double pointed tear bar. This assures neat, clean separation of the continuous forms. *SEE FIGURE 1*

12. **Paper Tension Bars (12)** and paper guides (13) are provided to allow the regulation of tension on the paper as it's being fed into the 6360 Burster. This adjusts the flow of the paper into the Burster.

Optional Features

As options on 6360, you may purchase the following:

- Stand (14), which converts the unit to a freestanding floor model
- Static bar (15) to eliminate static in areas where it may affect the forms and aid in neat stacking of burst forms.
- Sequence stacker (16), which positions the forms numerically in sequence as they are burst and facilitates their easy removal from the unit. *SEE FIGURE 2.* **NOTE:** The metal stacking tray (21) is included with the optional sequence stacker; it is not a separate option by itself.



Operation

Set-Up

1. For tabletop operation, place the unit on a sturdy, level table. If you purchase the optional stand, remove the four rubber feet on the bottom of the Burster. Included with the stand you will find 8 small screws and 4 larger screws. The stand is packaged separately in 4 parts - two main supports (legs) and 2 spacer plates. Attach the spacer plates to the legs using 2 of the small screws on each corner of the plates. The spacer plates attach to the top portion of the legs. *SEE FIGURE 2.* Using the large screws, attach the stand to the Burster. The stand is attached so that the spacer plate runs length-wise just below the control panel side, and the direct opposite side of the Burster. Set the unit on a level section of floor. Plug into a standard 110V outlet.

2. If you are using the machine as a tabletop unit, make sure that the legs sit on a table with the front of the 6360 Burster overhanging the table. This will allow clearance for the trim edges to feed out should you be using the margin trimmers.

3. If you are using the Burster with the exit tray, affix the tray to the out feed section of the Burster. The tray has 4 screws that fit into pear-shaped holes and hold it in place.

3a. If you purchase the optional sequence stacker (16), affix it the same way using the same holes.

3b. Attach metal stacking tray (21) to the back of the stacker by inserting it into the two holes. *SEE FIGURE 2.* **NOTE:** The metal stacking tray comes with the sequence stacker, it is not an option by itself.

3c. The set of plastic wheels (17) with the small white wheels on each end lay in the back of the stacker tray.

3d. The other set of wheels (18) with the square metal housing in the center slide onto the metal bar in the middle of the stacker. Simply loosen the brass thumbscrew on the housing and slide onto the bar. Move the wheels on the bar and align with the calibrated scale to the proper length of form that you are running. Tighten thumbscrew.

4. Plug the stacker into the Burster in the outlet just above the fuse on the Burster, bottom right corner.

5. To clear the stacker of forms while the unit is not running, simply push the white stacker control button (5) on the Burster control panel.

Note: Always clear the forms off of the stacker belt path and stacking tray, before starting a run.

To Load and Adjust for Paper Size

1. Paper Length Adjustment:

a) Place a single sheet of the forms to be burst on top of the Plexiglas cover. Measure its length by using the calibrated scale, placing one end on the bottom line of the scale.

b) Located on the control panel is a switch for forms length adjustments (4). Press this switch to move the front roller housing to the point where the red arrow on the housing aligns with the other end of the form and release the switch. You are now set for the proper length. The 6360 will burst forms from 2 5/8" up to 14" in length.

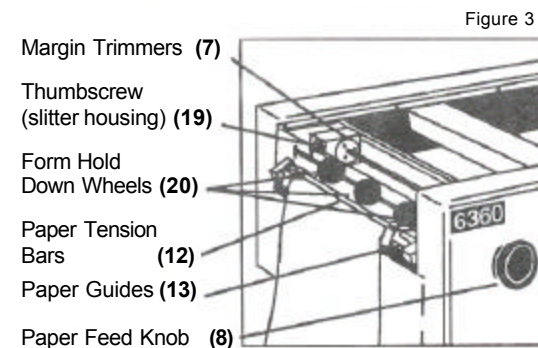
c) If you have a sequence stacker, adjust the length setting on the white rollers by loosening the thumbscrew and moving it to the same length as the form, using the scale on the stacker.

2. Paper Width Adjustments:

a) Place the forms at the load position, centered and flush, against the in feed deck of the machine. The stack should not exceed 8 inches. This is for the tabletop operation of the unit. If the table is not long enough to accommodate both the machine and the stack of forms, or the stack exceeds 8 inches, or the unit is to be used as a floor model (with the optional stand), you may place the forms on the floor in front of the unit.

b) Loosen the brass thumbscrews on the paper guides (13) located on the paper tension bars (12) and slide them to the far end of each side. *SEE FIGURE 3*

c) If the edges of the forms are to be trimmed off, loosen the thumbscrews (19) on the slit housing and slide them to the position where the forms will feed in and pass through the trimmers (7), slitting off the approximate desired width of the edge of the form. Up to 1 inch of form edge can be trimmed off. **Note:** Cut just beyond perforation. *SEE FIGURE 3*



d) Feed the forms between the paper tension bars (12) and form hold wheels (20) by pulling out and turning the safety paper feed knob (8) clockwise until the forms just meet the margin trimmers (7). Realign the trimmers to trim the desired amount of form edge and tighten the thumbscrews (19). *SEE FIGURE 3*

e) Align the paper guides (13) 1/16" to 1/8" from the forms edge and tighten the thumbscrews. *SEE FIGURE 3*

f) Should the trimming process not be necessary, simply slide the trimmers off to the far sides away from the path of the forms and tighten the thumbscrews.

g) Lift the tension bars up until sufficient drag is placed on the paper for trouble-free bursting. The higher the setting of the bars, the stronger the drag. Different weight forms require different tension.

h) Using the paper feed knob, manually burst one or two forms and eject them onto the receiving tray or stacker. If the tray is being used, position the four stacking angles on the tray so that they form a square around the forms. There should be two angles positioned at the back of the form and one on each side. Set them 1/4" from the forms edge.

i) Adjust paper hold-down straps on the receiving tray or sequence stacker so that the paper stacks neatly.

To Burst

1. Close the top Plexiglas cover by sliding it so it completely encloses the top of the unit. The machine will not operate unless it is closed because the safety interlock will be open.

2. If the stacker is being used, press the white stacker button to clear the stacker of any forms before starting operation.

3. The 6360 have a variable speed up to 175 ft. per min. The round black knob on the control panel allows you to control the speed that the Burster is running forms through. Simply turn this knob clockwise to increase your speed. **Note:** Start at a low speed.

4. Press the green start button to begin bursting.

5. The machine can be stopped during a run by pressing the red stop button. Before restarting, clear the sequence stacker belt path of forms by using the stacker button.

6. After the run is complete, remove the burst forms and shut off the unit by pressing the stop button.