

Martin Yale 1616 Letter Opener

Blade Verification



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1616 LETTER OPENER

Disassembly and verification of proper blade placement

1. When looking at the blade assembly from the operator's side of the machine, both blades are visible directly beneath the guard, which covers them. The upper blade, or smooth blade, should be on the outside edge of the lower (serrated) blade. Should these two blades be reversed from a jam or piece of thick mail, repositioning may be necessary.
2. To disassemble the unit, there are two screws on the outside of the case, which must be removed. One on the back panel inside the recessed hole, and the other directly beneath the corner of the feed tray. Once removed, the back panel will come off the machine.
3. Once the panel is off, the motor and wiring of the machine will be exposed. ***All references to this area assume that the suction cup feet are pointing down.**
 - A. There are two screws that hold the main unit together. One upper and one lower Phillips head. Remove the top screw first, which hinges into the plastic guard over the blades.
 - B. With the top screw removed, and blade guard set aside, verify positioning of blades. Then flip actuator up and down to make sure that it has a pendulum motion. If you lift up on it, it should fall back down. You should also hear a 'click' each time that you lift it. This is the microswitch being activated.
 - C. **NOTE: Removing the bottom screw from the motor will allow individual parts to become separated from their assembly form.** Essentially, this is the transformer, armature, and mount. If carefully done, the piece can be removed as an entire assembly. To do so, begin by pressing down on the iron piece which says "Jakel, Inc." with your thumb, and hooking your next two fingers under the white brace beneath the unit which is located right above the small black drive gear that is attached to the motor. Then, holding the unit together between your fingers, remove the assembly from posts.
4. Having now moved the motor, you can see the gear assembly and spring arm. The largest gear is attached to the upper blade. The gear will have to be held while screw is loosened. Remove the top blade. **Never remove the bottom blade.**
5. When reassembling blade, you will need to apply pressure to the lower blade so that the upper blade will be on the outside. At the same point, the large black gear will have to be held stationary so that the upper blade can be screwed into it. ***NOTE: Make sure the washer is on, and that the upper blade is on the shaft correctly- it is keyed to fit on exactly tight.**
6. Begin re-assembly in reverse order.

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