



## Operating Instructions GC210



### 1.0 Introduction

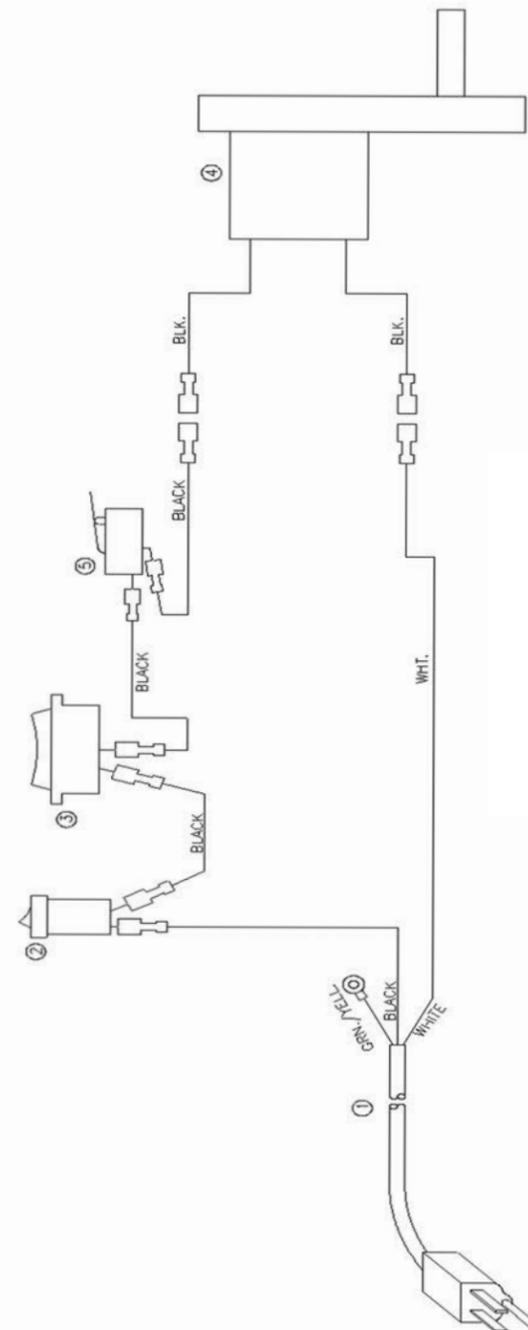
Thank you for your purchase of the **Martin Yale**® line of Business Card Slitters or Scoring/Perforating machines. With proper maintenance your unit will provide you with years of service. Upon receiving the machine verify that there are no signs of shipping damage on the exterior. If you feel the product may have been damaged in transit, contact the appropriate freight carrier immediately, then contact technical support at Martin Yale Industries, Inc. at 260-563-0641.

Upon opening the machine, verify that you have the following components.

### 2.0 Contents

- Card Slitter Unit
- Cabinet
- Cabinet Top
- Operating Instructions
- Waste Receptacle
- Poly bag (waste)

<b>Model:</b> <b>Serial No:</b> <b>Manuf. Date:</b>
---



PART LIST			
FIG.	PART NUMBER	DESCRIPTION	QTY.
1	M-S037020	110V CORD	1
2	M-S045320	2 AMP BCS CIR. BREAKER	1
3	M-S033053	SWITCH ON/OFF	1
4	WR4021073	110V.A.C. BCS MOTOR	1
5	M-S033067	MICRO SWITCH	1

WIRING DIAGRAM GC210



251 Wedcor Avenue • Wabash, Indiana 46992  
 Phone (260) 563-0641 • Fax (260) 563-4575

Email: [info@martinyale.com](mailto:info@martinyale.com) • Website: [www.martinyale.com](http://www.martinyale.com)

### 3.0 Specifications

- > Units will handle 65# to 100# cover stock, up to 11 point, 270 GSM stock.
- > Will cut up to 100# cover or linen stock
- > Max. Sheet Size 8 1/2" X 11"
- > Speed: 375 finished cards per minute.
- > Dimensions: 17" x 11 3/4" x 38"
- > Weight: GC210 unit - 39 lbs.  
Cabinet - 53 lbs.

### 4.0 Set up from the carton to the table

**Caution:** The unit contains rotating blades and other dangerous items. Do not remove any safety covers from the machine. Be aware that loose jewelry, long hair and loose fitting clothes should be kept away from the unit.

1. Turn the cabinet upright and remove the four screws from the cabinet sides. Place the metal cabinet top onto the cabinet as shown (Fig. 1) and re-install the four screws (Fig. 2). Do not overtighten or you may strip the threads.



**Fig. 1**  
Placing cabinet top



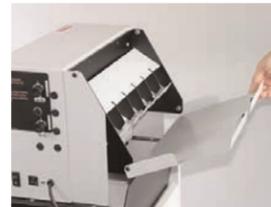
**Fig. 2**  
Attaching cabinet top

2. Unpack the gutter cut unit from its shipping carton and place the units' rubber feet into the four holes in the metal cabinet top. The unit should sit completely flat on the cabinet top (Fig. 3).



**Fig. 3**  
Placing unit on top

3. Swing down the folding catch tray as shown to operate the unit (Fig 4). This catch tray should be stored in the closed position for safety when the machine is not in use.



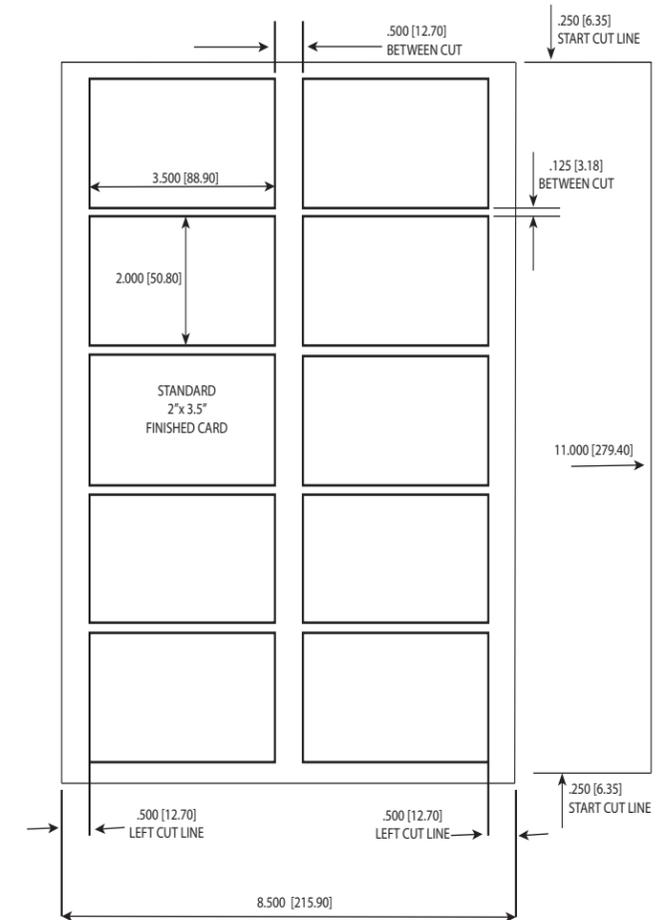
**Fig. 4**  
Lowering the catch tray

4. Insert the paper support tabs into the bottom feed shelf slots as shown (Fig. 5).



**Fig. 5**  
Attach the paper support

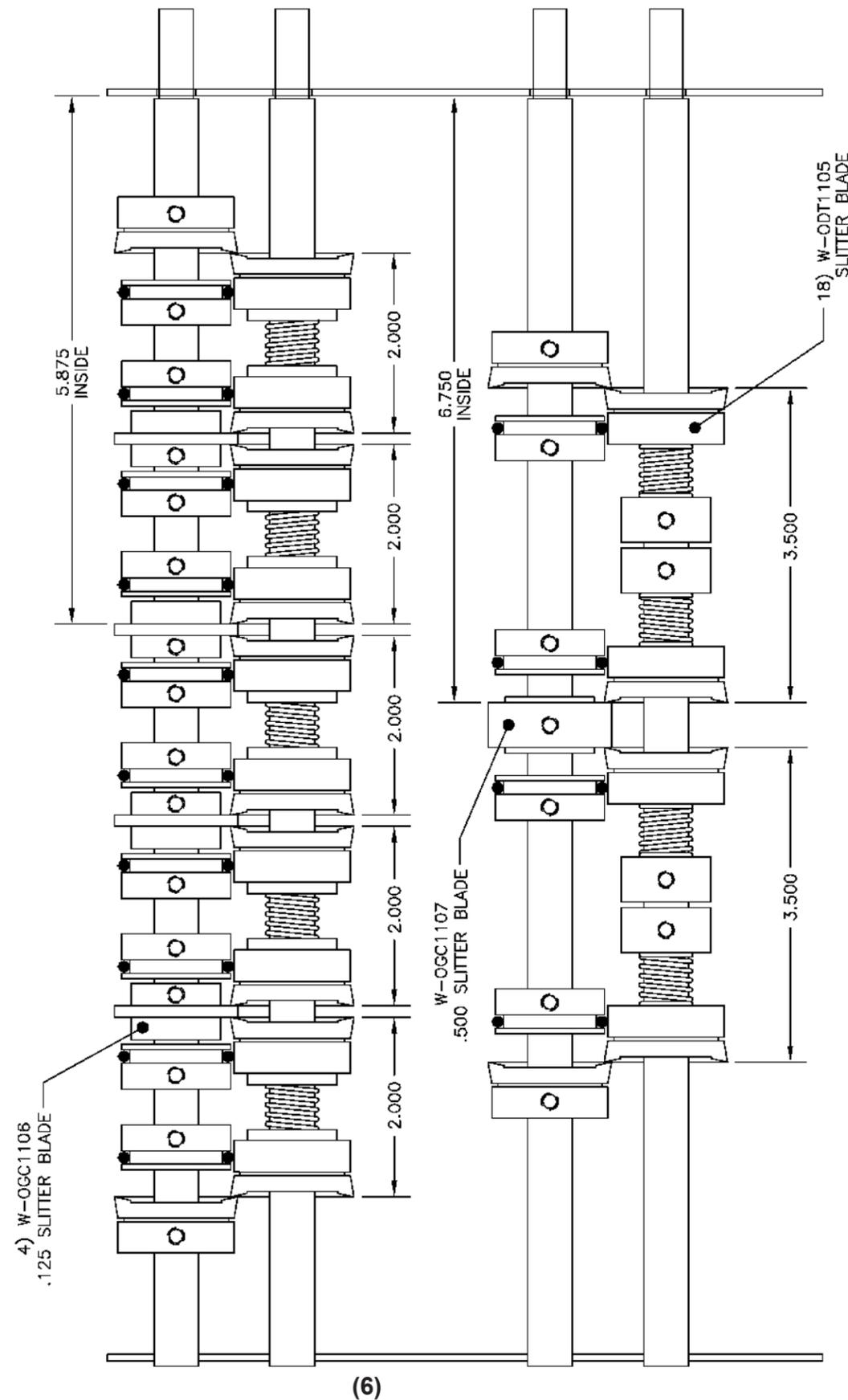
(2)



10-UP FORMAT GUTTER CUT

(7)

10-UP FORMAT GUTTER CUT



(6)

## 5.0 Operation

**Caution:** The unit contains rotating blades and other dangerous items. Do not remove any safety covers from the machine. Be aware that loose jewelry, long hair and loose fitting clothes should be kept away from the unit.

1. Turn the rocker switch to "1". The unit should begin running. If there is no power, try the following:
  - a. Check the electrical outlet to verify function. A good way to do this is to plug in another device that you know works.
  - b. If still no power, check that the circuit breaker has not tripped. Find the source of machine bind and correct. Allow machine to cool and push breaker in to reset.
  - c. Call the technical support division at Martin Yale Industries, Inc. at 260-563-0641.

2. Adjust the paper guides on both the upper and lower shelves for proper placement of slitting locations (Fig. 6). The guides should be as close as possible to the stack of printed stock yet not be so tight as to create resistance to feeding.

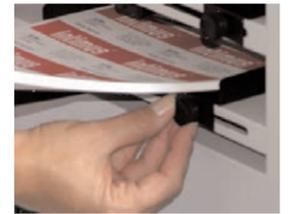


Fig. 6  
Adjusting the paper guides

3. The sheet separator/retarder is preset at the factory to accommodate the most common stock thicknesses up to 100# cover. Do not allow the separator/retarder to contact the feed tire or damage may occur. Adjustment of the separators should be performed with the unit running and feeding material. Only one sheet feeding at a time will offer the best results. **Note: If the machine is operated with the separator/retarder in contact with the feed wheels, the wheels could be damaged.**



Fig. 7  
Adjusting the retarder

4. Each feed shelf has a pressure arm that maintains pressure on the card stock which creates friction on the feed tire. This adjustment is preset at the factory and normally does not need further adjustment. **Note: An incorrect setting of the separator/retarder will make it appear as though you need adjustment of the pressure arm. Readjustment of the pressure arm for greater pressure may result in a harmonic vibration of the pressure arm and/or excessive feed tire wear if no stock is being fed for a period of time.**



Fig. 8  
Pressure arm adjustment

5. The first pass will cut the stock into two pieces at 3 1/2" x 11" and will stack in the catch tray as shown (Fig. 8). The scrap from these cuts will fall into the waste box during cutting. **Note: first stack thickness not to exceed 5/16"**.

6. Remove the two stacks of strips and place together while keeping them oriented in the same direction (Fig. 9). Neatly square up the edges of the stack for preparation to insert into the upper feed shelf for the final cut.



Fig. 9  
First pass stacking



Fig. 10  
Removing the first pass

7. While holding the stack edges square, insert the stack between the paper guides and push in until the stack is positioned onto the feed tire (Fig. 10). **Note: second stack thickness not to exceed 5/8”.**



**Fig. 11**  
Inserting the second pass

8. The cards will exit the unit cut precisely at 2" x 3 1/2", and stack up to 75 cards per stack (Fig. 11). The finished cards may now be removed and packaged (Fig. 12) .



**Fig. 12**  
Second pass stacking



**Fig. 13**  
Removing finished cards

9. If a jamming of the scrap does occur, promptly turn off the unit. Place the catch tray in the stored position and then raise the rear assembly to the upright position (Fig. 13). This will allow the scrap separating system to be accessed and able to remove any jammed scrap as shown in Fig. 14 The unit will not operate until the rear assembly is lowered back into its operating position.



**Fig. 14**  
Lifting the rear assembly



**Fig. 15**  
Removing the jam

10. The waste box is easily accessed for emptying by opening the door on front of the base cabinet (Fig. 15) . A plastic waste bag has been supplied for your convenience.



**Fig. 16**  
Removing the waste box

11. Whenever possible, place a book or other weighted material on top of your freshly printed stock to prevent excessive curling of the material. If the material is curled and does not want to feed well, this unit comes with two top plates to be placed on top of the cardstock when positioned for feeding, but may also have inconsistent feeding (Fig. 16) . It is best for the stock to be flat and curl free to begin with.



**Fig. 17**  
Use of the top plate

## 6.0 Maintenance

Proper maintenance of your unit will prevent most situations that cause damage. Follow the steps below to maintain the unit.

1. Once every 60 days, clean all paper dust from the unit.
2. Periodically, check the power cord of the machine for frays and pinches. Replace the cord should any damage be found.
3. As needed, clean the feed wheels on the unit with a mild cleaner and a Scotch-Brite™ pad.
4. Periodically clean the O-rings on the cutter shafts with a damp, soft cloth.
5. In the event of blade removal during the life of the machine, a diagram of blade placement has been included for reassembly purposes. See Figure next page. **CAUTION: The blade spacing and tension are extremely critical to the operation of any business card slitter. Only a qualified service technician should attempt blade removal/replacement.**

## 7.0 Troubleshooting

If the stock is glossy the feed wheels of the machine may have grip issues. This is a common issue with friction-fed units. If one side is not glossy, run the stock through with the glossy side facing up.

## 8.0 Ordering Replacement Blades, Feed Tires or Bags

To order replacement blades, feed tires or bags, please contact Martin Yale Industries Customer Service Dept. @ (260)563-0641 or (800)225-5644.

<b>W-OGC1107</b>	Gutter Blade .500
<b>W-OGC1106</b>	Gutter Blade .125
<b>M-ODT1105</b>	.501 ID Slitter Blade
<b>PB1</b>	Replacement bags (Case of 100 bags)
<b>WRAGC0026</b>	Feed Wheel
<b>M-S023046</b>	Orange O Rings
<b>M-S025053</b>	95t Double Sided Belt