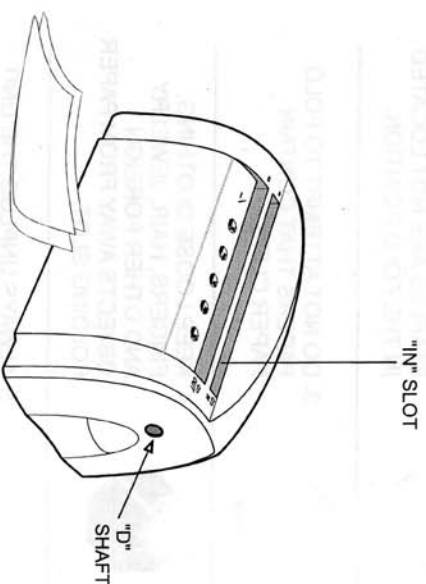


DAHLE

PERSONAL LETTER FOLDER

MODEL NO.: 10540

OPERATING INSTRUCTIONS



TROUBLE SHOOTING

If the "N" slot is closed, unplug folder and use the dejamming handle to turn the D-shaped shaft counter-clockwise until the slot is open.

If the unit does not function, check to be sure the paper has been inserted straight in and is all the way down in the rear slot labeled "N". reset the circuit breaker located on the bottom. You may also want to try plugging the unit into another AC outlet.

SPECIFICATIONS

POWER: 115V/60Hz (U.S.A)
220-240V/50Hz (Europe)
100V/60Hz (Japan)

CAPACITY 5 SHEETS

CUSTOMER SERVICE LINE

1-800-243-8145
e-mail: info@dahleusa.com
www.dahle.com

DAHLE NORTH AMERICA, INC.
375 Jaffrey Road,
Peterborough, NH 03458

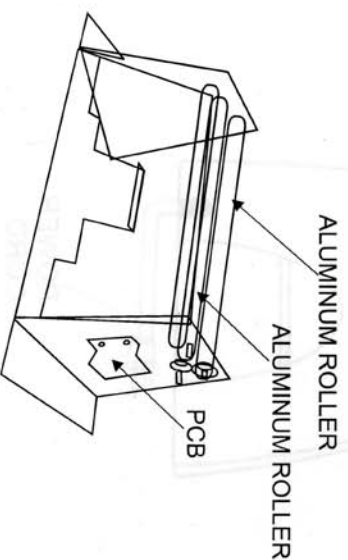
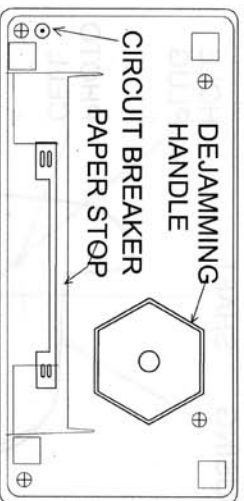
DISASSEMBLY INSTRUCTIONS

Follow this procedure to clear a difficult paper jam or to clean the rubber rollers.

1. Unplug paper folder.
2. Turn unit over and remove the screws. Return the unit to its normal upright position.
3. Hold down the grommet and lift up the plastic housing.
4. Turn either pulley on the left side in either direction while carefully pulling the paper from the unit.
5. Turn either pulley to get the maximum gap between the aluminum "D" roller and the rubber roller. Reassemble paper folder.

CLEANING INSTRUCTIONS

To clean the rollers, use a damp towel to gently wipe and clean the rollers. Please wait for the rollers to dry completely before reuse.



Please read these Operating instructions before using the unit.

IMPORTANT SAFETY INSTRUCTIONS

Your safety as well as the safety of others is important to DAHLE. In this manual as well as on the product are important safety instructions. PLEASE READ ALL SAFETY INSTRUCTIONS BEFORE OPERATING.

This letter folder performs a "C" fold.

CAUTIONS



1. DON'T OVERLOAD PAPER FOLDER-FOLDER-MAXIMUM IS FIVE SHEETS.



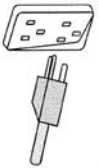
2. YOU CAN FOLD PAPER WITH STAPLES AS LONG AS THE STAPLES ARE NOT LOCATED IN THE FOLD POSITION.



3. DO NOT ATTEMPT TO FOLD PAPERS THAT CONTAIN PAPER CLIPS.



4. KEEP LOOSE CLOTHING, FINGERS, HAIR, JEWELRY AND OTHER FOREIGN OBJECTS AWAY FROM PAPER FOLDING SLOT.



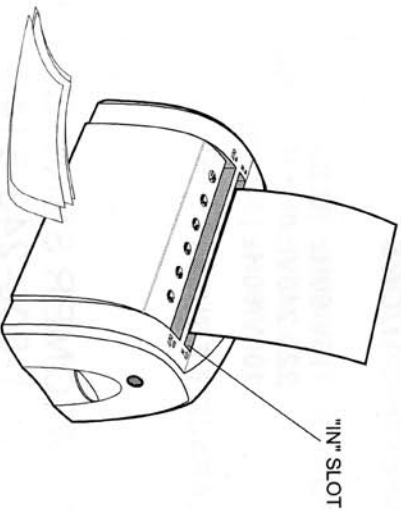
5. ALWAYS UNPLUG THE UNIT WHEN NOT IN USE TO PREVENT ACCIDENTS.



6. DON'T OPERATE THE UNIT WITH A DAMAGED POWER SUPPLY CORD.

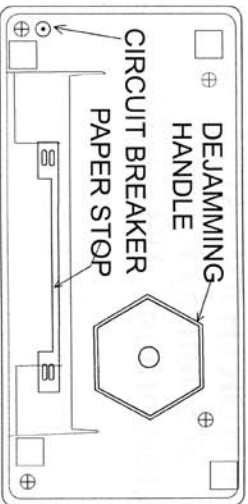
OPERATION

Snap the paper guide into the small slots on the top of the folder behind the IN slot. Plug the power cord into an AC outlet, once the unit is plugged in, it's ready to be used. Be sure the document(s) you want to fold have been lined up with each other to ensure a smooth fold. Insert up to 5 sheets of paper approximately 2" into the rear slot using the paper guide to support the paper(s). Release paper allowing it to fall freely into the slot. The photo cell inside the folder will sense the paper (this may take a few seconds) then the paper will be pulled into the folder. Remove the folded paper from the front slot.



PAPER STOP ADJUSTMENT

The paper stop is positioned according to the size of paper being folded (the top slot is for 8.5" x 11" paper). Slide the paper stop to select appropriate paper size.



Be sure the folder is placed on a flat surface. If the unit will not operate check to be sure the circuit breaker on the bottom of the folder makes contact with a flat surface.

IF THE PAPER JAMS

If paper becomes jammed, always unplug folder first. Remove the paper stop located on the bottom of the unit by loosening the spring and screws. You may also attempt to remove the paper stop by gently turning it back and forth while pulling. Remove the hole plug and place the dejamming handle into the D-shaped shaft, turn the handle in either direction while pulling on the paper. If you are still unable to remove the paper, please see the disassembly instructions.

After the jam has been cleared, turn the dejamming handle in either direction until the paper slot on top opens. Return the dejamming handle, paper stop and hole plug to their normal positions, plug in the folder (it may run momentarily).

