



# How to Clean a Martin Yale 1611 Folding Machine

This is a guide to show you how to clean the rollers on a Martin Yale 1611 Folding Machine for best folding efficiency.

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## INTRODUCTION

Use this guide to show you how to clean the rollers on a Martin Yale 1611 Folding Machine for best folding efficiency.

The roller components are key for this machine to complete folding task. Dirty rollers can cause ink transfer onto documents, as well as incorrect folding or jamming.

Ensure that the machine's power is off by unplugging it from its power source.

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### TOOLS:

- [Phillips #0 Screwdriver](#) (1)
  - [Soft Sponge](#) (1)
  - [Dish Soap](#) (1)
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## Step 1 — How to Clean a Martin Yale 1611 Folding Machine



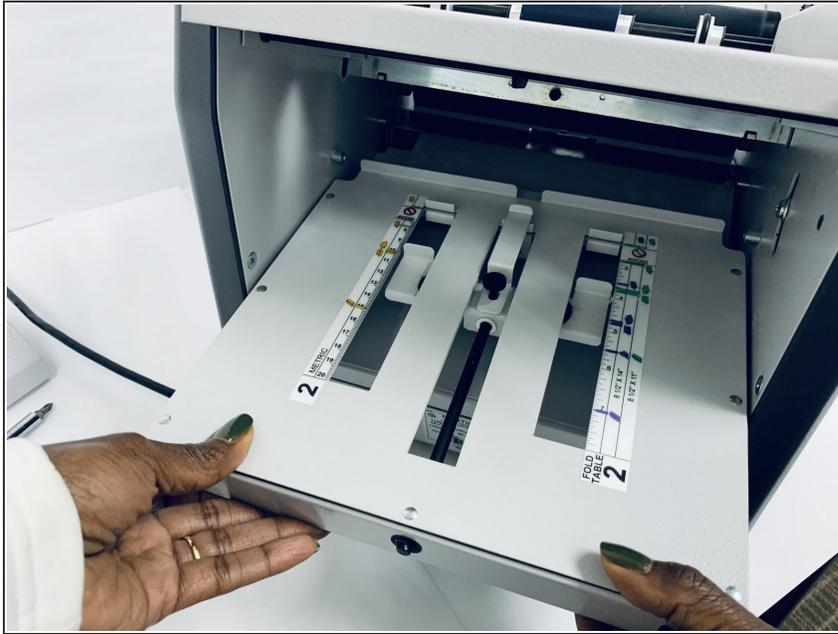
- Use a Phillips #00 screwdriver to remove both screws on the ends of the top cover.
- Once the screws are removed, lift the cover upwards to remove.

## Step 2



- To remove the first fold table, tilt it upwards and pull it away from the machine to slide it out.

### Step 3



- To remove the second fold table, tilt it upwards and pull it away from the machine to slide it out.

### Step 4



- Apply your dish soap to a small dampened sponge.
- ⓘ Make sure not to over soak the sponge or add too much soap.

## Step 5



- Carefully rub the sponge along each roller.
- Turn each roller as you clean it to ensure it is completely cleaned.
- ⓘ Any dark (black) residue present on the sponge indicates an ink build up, so continue cleaning until all residue is gone.

Before reassembling, make sure all of the rollers are dry (you may use a cotton cloth). To reassemble your device, follow steps 1-3 in reverse order.