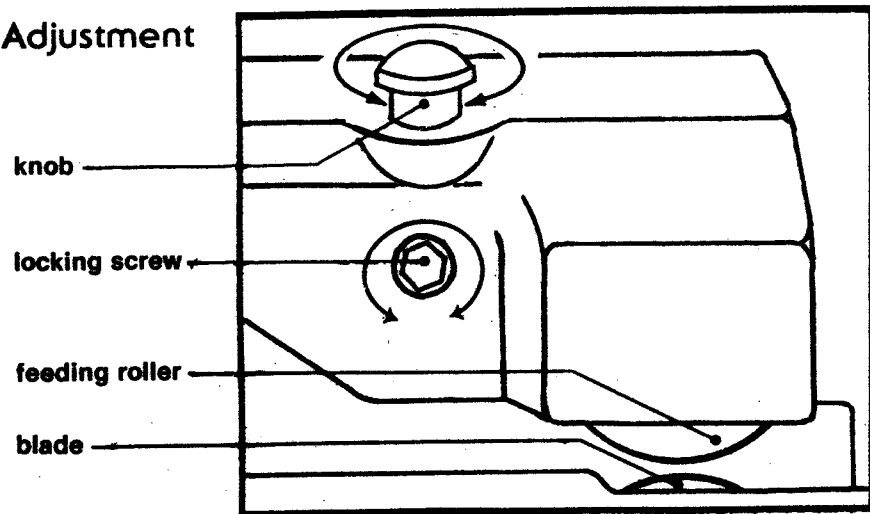


## Adjustment



The AccuSlitter is manufactured to open mail with a very high degree of accuracy for a lifetime of positive operation. It is possible that after extensive use, your AccuSlitter may require a simple adjustment. If your AccuSlitter is not opening mail with a "clean" slit all the way across the envelope, make the following adjustment: (1) loosen the locking screw 2-3 turns counter-clockwise with the allen head screwdriver provided; (2) with the motor running, turn the special knob clockwise  $\frac{1}{4}$  turn at a time until the blade almost touches the feeding roller. The roller should not turn continuously. If the roller turns, stop and turn knob counter-clockwise until roller stops. Adjustment will then be correct; (3) lightly tighten the locking screw. Your AccuSlitter should now open mail with a "clean" slit.

## Warranty

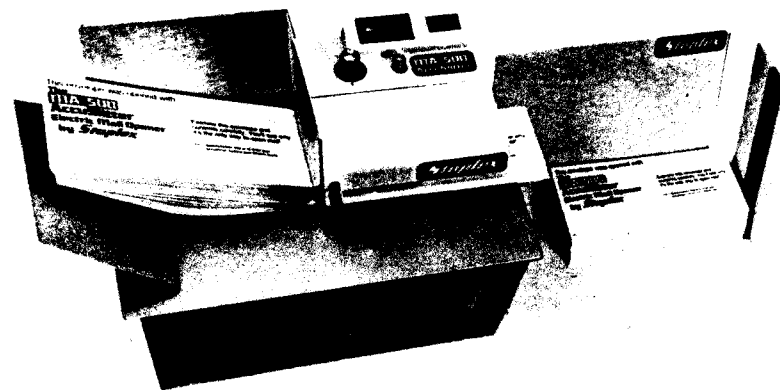
Your AccuSlitter Electric Mail Opener has been thoroughly operation-tested at the factory. Please complete the enclosed Warranty Card and return it to Staplex to record your purchase.

## Information

Should you require any additional information or assistance, call your Staplex dealer or STAPLEX.

how  
to get  
the most  
from your new

**Owner's  
Manual**



**MA-500**  
**AccuSlitter<sup>TM</sup>**  
**Electric Mail Opener**  
**by *Staplex*<sup>®</sup>**

**Staplex<sup>®</sup> Business Products Division**

777 Fifth Avenue, Brooklyn, New York 11232-1695, U.S.A.

**NOTE:** Keep fingers, jewelry, or other objects away from the feeding and cutting areas while the unit is operating.

### Proper voltage

See that your voltage is the same as on the nameplate. Damage to the machine may result from use on other voltages.

### Principle of Operation

The MA-500 series AccuSlitter Electric Mail Opener is designed to automatically open mail without cutting off tops or damaging contents. The patented cutting mechanism makes a precision slit across the underside of a envelope.

### Preparing Mail

To maximize the speed of mail opening, first separate very large envelopes from the regular size mail. Tap the bottom and right edges of each stack of envelopes against the feed plate or table. The right edges of all the envelopes should be uniform, except for the bottom envelope, which should be positioned slightly to the right of the others above it. (This allows more accurate feeding of the following envelopes.)

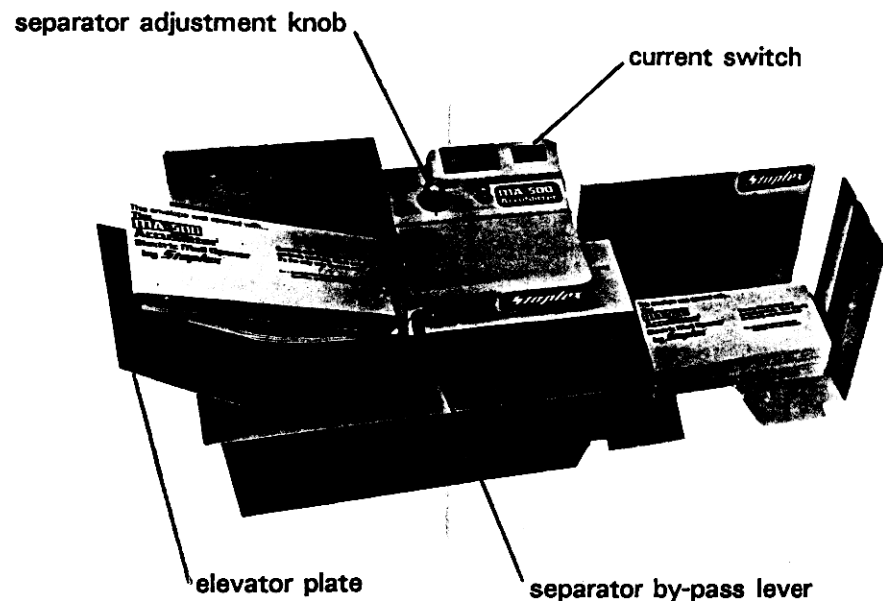
### To Open Mail

Turn current switch "ON". Current switch lights up red in "ON" position. Adjust Elevator to approximately 45° angle for No. 10 envelopes. (Set Elevator at an higher angle for smaller envelopes or a lower angle for larger envelopes.) Place a stack of envelopes in feed position, with the bottom envelope slightly to the right of the others.

### Envelope Feeding

Envelopes feed from the bottom of the stack. You can add additional envelopes to the top of the stack while the envelopes are feeding. For extra thick envelopes, manually lift the Separator By-Pass Lever. If the envelopes are not feeding properly, turn the Separator Adjustment Knob to a higher number for thick envelopes or to a lower number for thin envelopes.

If a very thick envelope goes through but gets stuck under the safety cover, turn unit "OFF" and pull envelopes toward the left to remove. **NOTE:** If an envelope gets stuck for 15 seconds and the current switch is not turned off, a special circuit breaker located on the back of the unit, will interrupt the current. To reset, first remove jam, and then press the circuit breaker button "in" .



### Safety features

Standard safety features include thermal overload protection, circuit interruption for jams, grounded cordset, safety shield for feeding mechanism, housing with contoured edges, and permanently lubricated components.