

## **Instructions To Replace Drive Belt Pulley For PTM4100 Folder/Sealer Accessory Unit**

### **Equipment/parts you will need:**

1. New pulley
2. Phillips Screwdriver Tip
3. Allen wrench set
4. Pliers
5. Small-tip Phillips screwdriver
6. Medium-tip Phillips screwdriver.
7. Flat-tip Screwdriver



**Warning: Make sure to disconnect all electrical and data cables before proceeding!**



### **Step 1:**

Remove PTM4100 from Riser Stand.

### **Step 2:**

Open top cover and remove cover from casing by squeezing the right-side hinge inward, and gently pulling outward. Repeat for left side. Excessive force should not be needed to remove top cover.





### Step 3:

Remove two Phillips-head screws after lid has been removed. These screws secure the back casing to the frame.

### Step 4:

To remove back casing, grip below area where screws have been removed, and gently apply outward pressure, pulling cover away from frame. Again, excessive force should not be necessary for removal. If you are having difficulty, try applying pressure in different directions until casing begins to separate from frame.

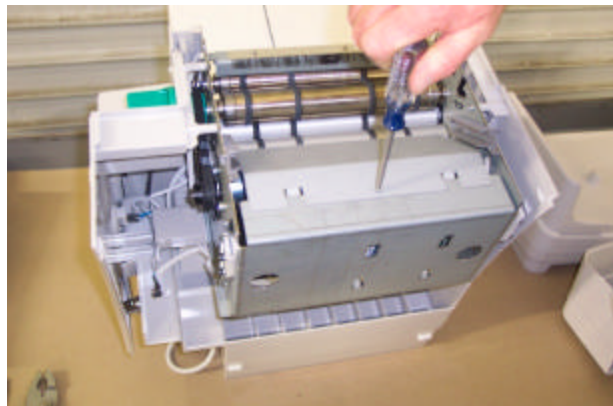


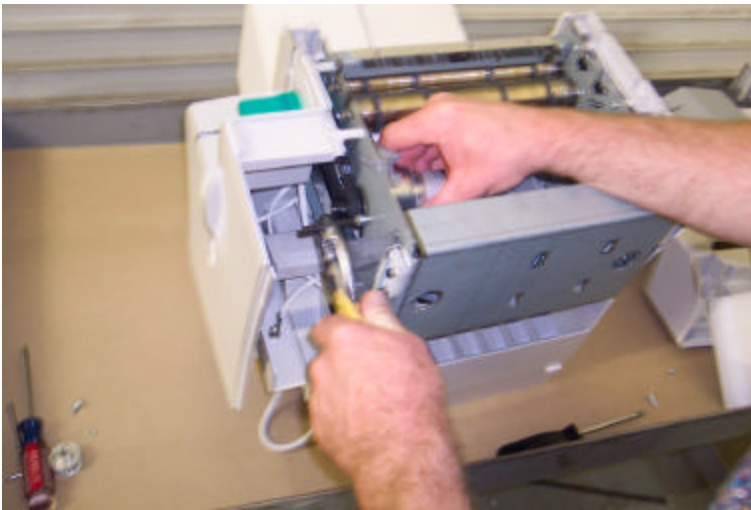
### Step 5:

For the rest of this process, you will need to set unit on its front face, where the printer exit ramp is usually oriented. **Do not roll the unit-** top casing may come loose if unit is rolled into position. Placing an object (such as an empty box) underneath the over-turned accessory will make unit more stable.

### Step 6:

Remove the small Phillips screw on the bottom/middle panel, and remove cover plate exposing the electrical motor. You will notice that the motor shaft connects directly to the Drive Belt pulley through a hole in the frame casing.





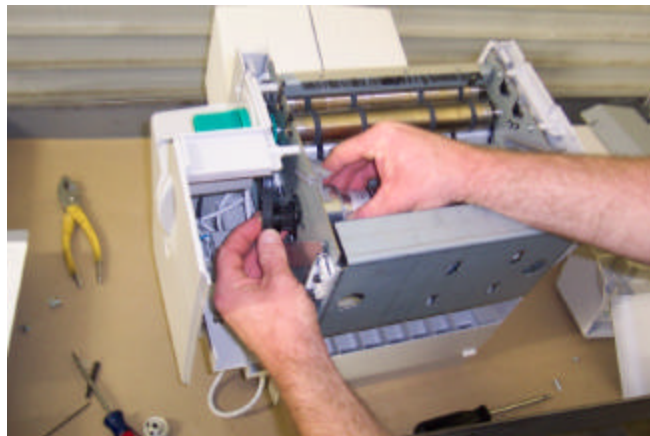
### **Step 7:**

With the Phillips-tip and pliers, remove the **two** Phillips screws holding the electric motor to the metal side casing (Place tip at 90° and twist counter-clockwise to remove). One screw is located inside the path of the Drive Belt, and may not be easily visible.

### **Step 8:**

Remove Drive Belt from pulley. Once the screws are removed that hold the motor to the frame casing, you will be able to 'slide' the motor and pulley to ease the tension on the belt.

**NOTE:** By rotating the motor when remounting, you will be able to the adjust tension between Drive Belt and pulley.



### **Step 9:**

Pull the electric motor with the old pulley through hole in frame casing. You will see a red and black wire that connects the motor to the main circuit board. Note where this connection is located, and remove wire from the circuit board.

**NOTE:** The connection is keyed, and can only be re-attached in the correct position.





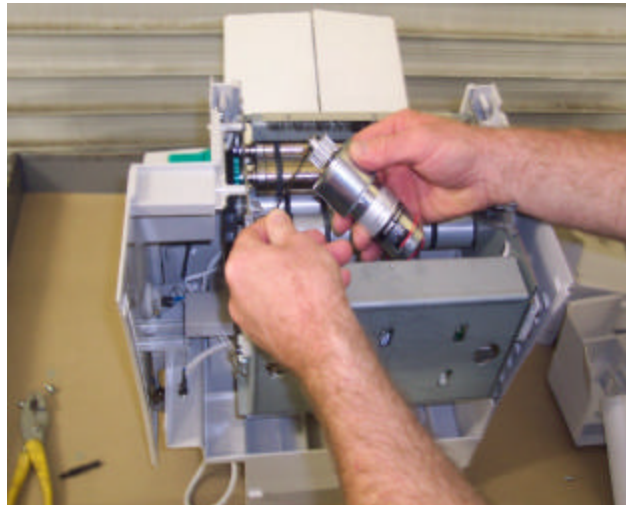
### **Step 10:**

Use a flat tip screwdriver to pry off the damaged pulley. With enough pressure, this will slide off the end of the motor shaft. Be careful not to bend the motor shaft while exerting force.

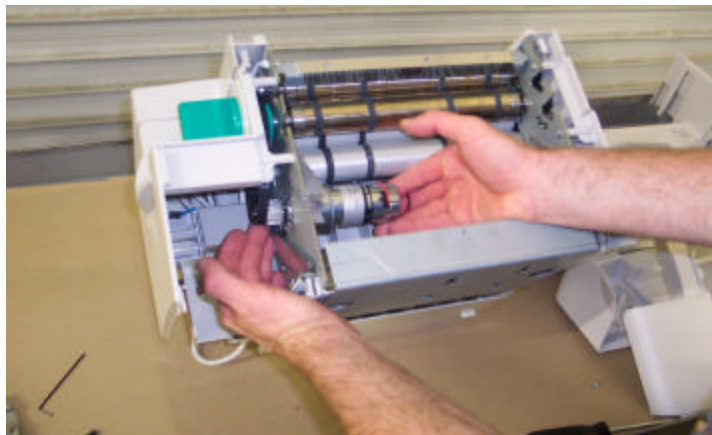
### **Step 11:**

Place the new pulley onto the motor shaft. There are two Allen screws located on the new pulley. One screw should be tightened so it forms a perpendicular angle with the flattened portion of the drive shaft, while the other is used to anchor the pulley and prevent slippage.

NOTE: It is recommended that a product such as LOC-TITE be used on the Allen screws, to prevent them from loosening up after extended usage.



Before tightening Allen screws, make sure there is approximately ¼" of motor shaft visible past the end of the pulley. This is necessary for proper alignment of the Drive Belt with the cylinder pulley at the top of the unit.



### **Step 12:**

Re-insert the electric motor with replaced pulley through the side casing. First, position the motor so that the Drive Belt can be looped around the pulley, and then adjust motor to proper orientation for mounting to side casing. Remember to rotate the motor before tightening mounting screws to properly tension Drive Belt. Lastly, make sure the red and black wire is reconnected to the circuit board. Your PTM accessory will not function without power to the motor.

**Repeat steps 1-6 in reverse order to re-assemble casing and covers.**

***For Further Assistance, Call (866) 667-2861***