

# FORMAX<sup>®</sup>

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## FD 120 Card Cutter

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## **SAFETY PRECAUTIONS**

Always observe the cautions and warnings given below to prevent personal injury or property damage.

### **WARNING:**



Always pull the power supply plug out of its outlet before removing jammed paper.



Do not use supply voltage other than the specified voltage.



Do not insert pins, wire or other foreign objects into the machine. Do not allow any liquid to get into the machine through its openings or gaps in its structure.



Do not modify the machine. Do not remove any of the covers from the machine..



Keep this unit and the power cord away from heaters and heater vents. Excessive heat could melt the cover or power cord covering, and result in a fire or an electrical shock.

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### **CAUTION:**



Do not put fingers inside during operation.  
Keep away long hair, ties, jewelry and loose clothing.



Install this unit on a level, stable stand or floor, with sufficient space around it.



Do not install this unit in a location where there is excessive humidity or where contact with water is possible.



Disconnect the power plug from the power outlet before attempting to move this unit.  
Failure to do so could result in power cord damage, a fire or an electrical shock.

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## INTRODUCTION



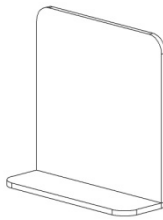
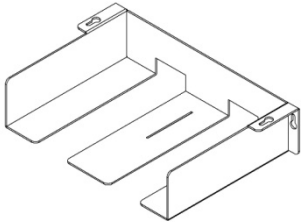
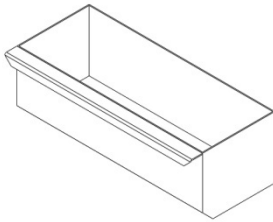
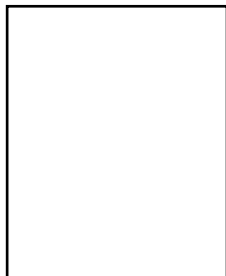
The FD 120 is designed to simplify business card, photo and post card cutting of paper printed by digital press, color laser printer or inkjet image printer.

## SPECIFICATIONS

Paper Size	LT / Legal Size/ 9" x 14" (Max)
Paper Weight	120gsm ~ 350gsm
Feeder Capacity	75 sheets (200gsm)
Receiving Tray	500 business cards
Speed	Up to 130 business cards per min
Accuracy	± 0.3 mm
Dimension	13.8" (W) x 15.4" (D) x 13" (H)
Net Weight	60 lbs (27Kgs)
Power	110/220V Selectable, 50/60Hz, 1.2A

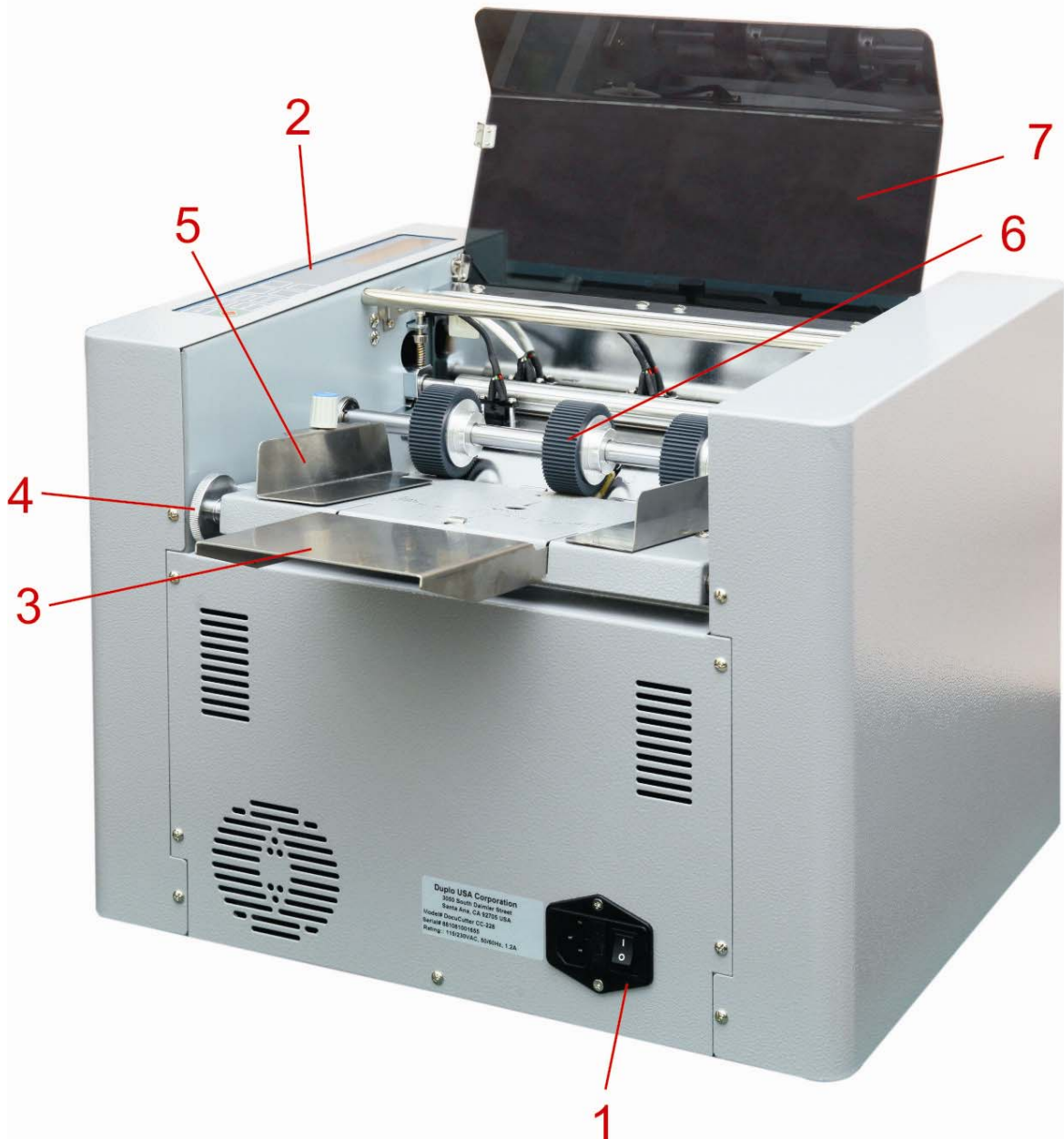
## ACCESSORIES

Make sure all accessories provided with the machine.

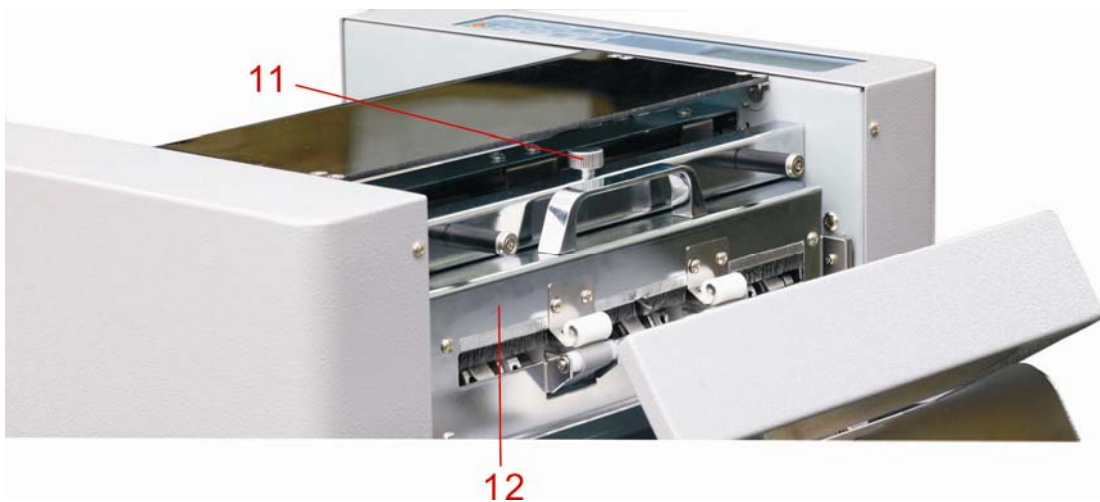
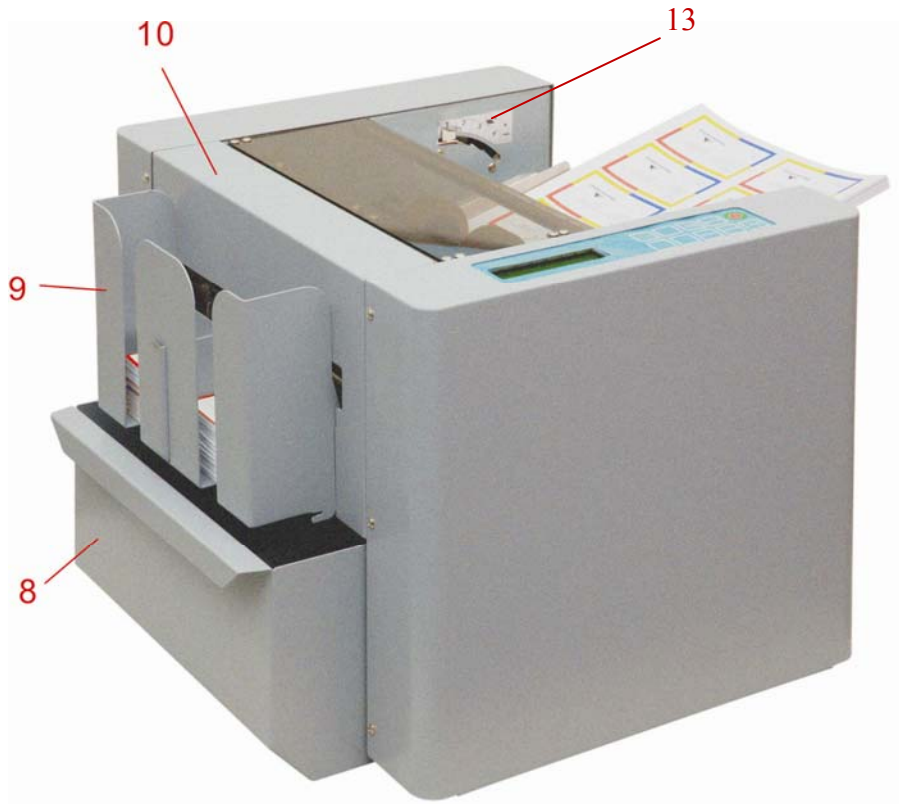
		
Power Cord	Advance Control Panel Sticker	Divider
		
Stacking Tray	Waste Bin	Operation Manual

## MAJOR COMPONENTS AND ASSEMBLIES

1	Power Switch
2	Control Panel
3	Extended Tray
4	Slitting Registration Adjustment
5	Paper Feed Guide
6	Feed Rollers
7	Top Cover



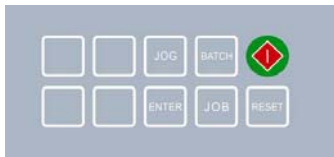
8	Waste Bin
9	Stack Tray
10	Rear Safety Cover
11	Slitter Thumb Release Knob
12	Slitter Module
13	Feed Tray Pressure Adjustment



## CONTROL PANEL






Note: A label is provided for advance control panel which enable user to customize job.

Simple Control Panel



Advance Control Panel



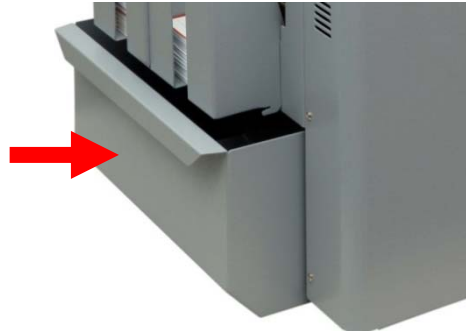
Keys	Simple Control Panel	Advance Control Panel
	Start and Stop the cutter	Start and Stop the cutter
	Change job	Change job
	Select batch count	Select batch count
	Clear paper jam in case of S3 error.	<ol style="list-style-type: none"> <li>1. Clear paper jam in case of S3 error.</li> <li>2. Increment settings by 0.1 mm when press.</li> </ol>
	Confirm job and batch count setting.	<ol style="list-style-type: none"> <li>1. Confirm job and batch count setting.</li> <li>2. Decrement settings by 0.1mm when press.</li> </ol>
	Rest error and counter.	Save settings
	N/A	Enter program mode
	N/A	Set top margin
	N/A	Set finished length
	N/A	Set gutter length

## **INSTALLATION**

*Note: No tools are required for installation.*

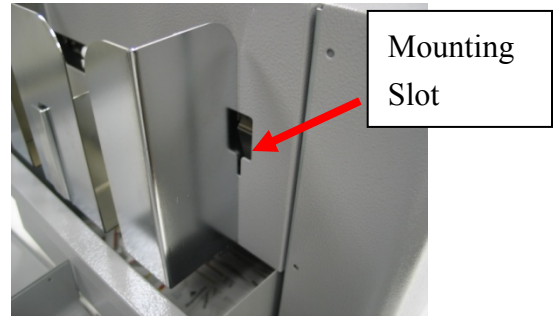
### **Waste Bin**

Slide the waste bin into the slot. Make sure waste bin is all the way inside.



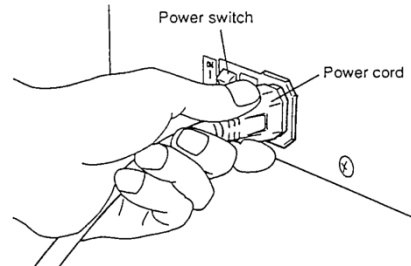
### **Stack Tray**

Hook the tray onto the mounting slot on the machine. Refer to the picture.



### **Power Cord**

Use **caution** when plugging in power cord. Plug power cord to the machine and plug the other end into the wall outlet.



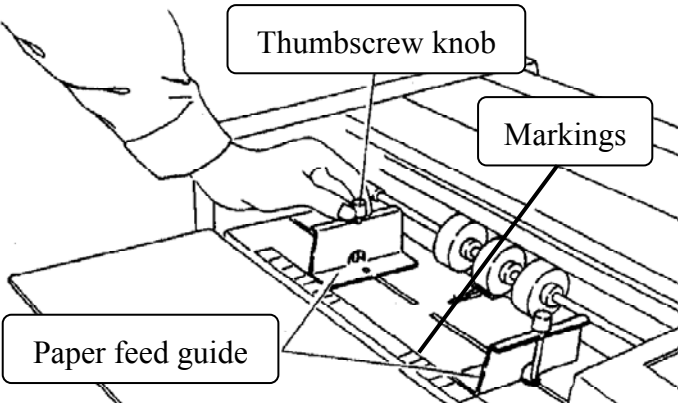

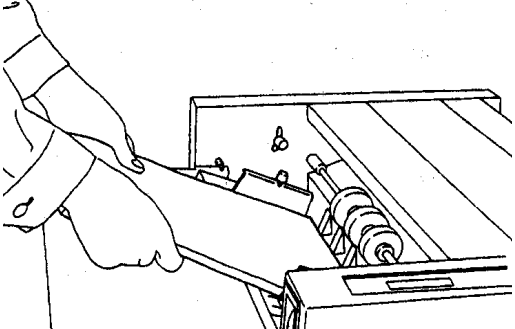

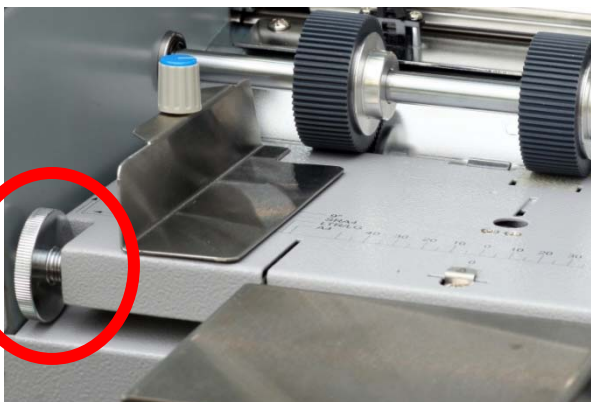
### **Advance Control Panel**

The FD 120 has 6 programmed jobs. The advance control panel is for custom programming. If needed, peel off the sticker and stick to the control panel as shown.





## SET UP PROCEDURE

1	<p>To set the width of paper, loosen thumbscrew knob on the side guide and slide to position. Use marking as reference point.</p>	 <p>A line drawing showing a person's hand adjusting a thumbscrew knob on a side guide. The side guide is positioned against a paper stack. A marking on the paper is used as a reference point. Labels include 'Thumbscrew knob', 'Markings', and 'Paper feed guide'.</p>
2	<p>Fan paper before loading. This will reduce static and toner adhesion due to printing. For best results, the paper stack should be flat.</p>	 <p>A line drawing showing a person's hand fanning a stack of paper to ensure it is flat.</p>
3	<p>Push the feed tray down and load the paper. Readjust paper guide if needed.</p>	 <p>A line drawing showing a person's hand pushing down on a feed tray and loading a stack of paper into the printer.</p>
4	<p>Adjust tray pressure. For thinner paper, the number should be higher. For heavier paper the number should be lower.</p>	 <p>A photograph of a pressure adjustment knob on a printer. The knob is set to a higher number (around 3 or 4) on a scale that ranges from 1 to 5.</p>
5	<p>Use <b>slitter registration adjustment knob</b> to compensate for printing registration. The knob will allow <math>\pm 2</math>mm of adjustment.</p>	 <p>A photograph of a slitter registration adjustment knob on a printer. The knob is circled in red, indicating its location and importance for registration adjustment.</p>

## **PROGRAMMED JOB SELECTION**

The FD 120 Cutter offers 6 different programmed jobs from #01 to # 05





<b>Job #</b>	<b>Description</b>	<b>Finished Size</b>	<b>Layouts</b>
1	#01, 2" x 3.5" business card with mark	2" x 3.5"	10 up
2	#02, 2" x 3.5" gutter cut business card with mark	2" x 3.5"	10 up
3	#04, 3.5" x 5" gutter cut business card no mark	3.5" x 5"	4 up
4	#05, 8" x 4" gutter cut business card with no mark	8" x 4"	3 up
5	#06, 7" x 5" gutter cut business card with no mark	7" x 5"	2 up

# JOB LAYOUT

Job 1-5 are predefined jobs that cannot be changed.





<p><b>Job#1</b> - Business card with or without cut mark.</p>	<p><b>Job#2</b> - Business card with or without cut mark.</p>	<p><b>Job#3</b> - 3.5 x 5 card with gutter cut.</p>
<p><b>Job#4</b> - 8 x 4 card with gutter (Require Optional Slitter).</p>	<p><b>Job#5</b> - 7 x 5 card with gutter cut (Require Optional Slitter).</p>	

## SELECTING A JOB

	Actions	Display Example
1	Turn on the power. Previous job will appear.	<div style="border: 3px double black; padding: 5px;"> <p># 1 L 50.8M 19.0G 00.0 (N) COUNT 23</p> </div>
2	Press  until the desired job is displayed. 01 → 02 → 03 → 04 ... 12 	<div style="border: 3px double black; padding: 5px;"> <p># 4 L 127.0M 12.7G 6.3 (N) COUNT</p> </div>
3	Press  to select job	<div style="border: 3px double black; padding: 5px;"> <p># 4 L 127.0M 12.7G 6.3 (N) COUNT 23</p> </div>
4	Press  to start operation.	<div style="border: 3px double black; padding: 5px;"> <p># 4 L 127.0M 12.7G 6.3 (N) COUNT 23</p> </div>















## BATCH COUNT FUNCTION

*Batch count function is used to automatically stop the machine after a set count of paper has been fed.*

	Actions	Display Example
1	Press  until the desired batch count number appears. The batch count will increment by 10 every time the button is pressed. Set "OFF" for no batch count. OFF → 10 → 20 → 30 → 40 → 50 	<div style="border: 3px double black; padding: 5px;"> <p># 4 L 127.0M 12.7G 6.3 (N) COUNT 23</p> </div>
2	Press  to select batch count.	<div style="border: 3px double black; padding: 5px;"> <p># 4 L 127.0M 12.7G 6.3 (N) BATCH 50</p> </div>
3	Press  to start operation.	<div style="border: 3px double black; padding: 5px;"> <p># 4 L 127.0M 12.7G 6.3 (N) BATCH 50</p> </div>



## USER DEFINED JOBS

Only Jobs # 7 – 12 can be programmed.




	Actions	Display Examples
1	Turn on the power. Previous job will appear.	<div style="border: 3px double black; padding: 5px;"> <p># 4 L127.0M12.7G 6.3 (N) BATCH 50</p> </div>
2	Press  until the desired job is displayed. 01 → 02 → 03 → 04 ... 12  _____	<div style="border: 3px double black; padding: 5px;"> <p># 10 L000.0M00.0G00.0 (N) COUNT</p> </div>
3	Press  to select job.	<div style="border: 3px double black; padding: 5px;"> <p># 10 L000.0M00.0G00.0 (N) COUNT 89</p> </div>
4	Hold  for 4 seconds. “Edit” will appear indicating machine is in “Program Mode”.	<div style="border: 3px double black; padding: 5px;"> <p># 10 L000.0M00.0G00.0 (E) COUNT</p> </div>
5	Hold  and press  to increment or  to decrement to change the finished length.	<div style="border: 3px double black; padding: 5px;"> <p># 10 L127.0M00.0G00.0 (E) COUNT</p> </div>
6	Hold  and press  to increment or  to decrement to change the top margin.	<div style="border: 3px double black; padding: 5px;"> <p># 10 L127.0M12.7G00.0 (E) COUNT</p> </div>
7	Hold  and press  to increment or  to decrement to change the gutter length.	<div style="border: 3px double black; padding: 5px;"> <p># 10 L127.0M12.7G06.0 (E) COUNT 89</p> </div>
8	Press  to save settings.	<div style="border: 3px double black; padding: 5px;"> <p># 10 L127.0M12.7G06.0 (N) COUNT</p> </div>

## **CUT MARK**



*The purpose of cut mark is to compensate horizontal cut due to image shifting during printing. Refer to page 11 for cut mark printing.*

Hold  and press  to enable or disable cut mark. This will toggle (M) for mark and (N) for not mark on the display.

## **TURBO MODE**

1. Hold  for 4 seconds.
2. Press  to select “Normal Mode” or “Turbo Mode”.
3. Press  to save settings.

## **EMPTY THE WASTE BIN**


1. The cutter provide the waste bin full warning feature when cutting count is reached to 150, the cutter will stop and “Waste Bin Full” will be displayed.
2. Empty the waste Bin and restore.
3. Press  to clear the warning.
4. Press  to continue the cutting job.

## **RESET COUNTER**

Hold  and  simultaneously to reset counter to 0.


## **CLEAR JAM**

*In case jam occurs in the machine follow these steps to clear jam.*

1. Power off then pull out jam paper toward feeding tray.
2. Press  to move the jam piece toward the exit.

3. If necessary, depending on location of jam occurs, open the corresponding cover or covers.

If jam persists, refer to “**Error Message and Trouble Shooting Guide**”.

4. After clearing the jams, press  to clear all errors.

### **ERROR MESSAGE AND TROUBLE SHOOTING GUIDE**

Any error occur the beeper keep beeping to remind the operator, the error message is displayed in low box on 2<sup>nd</sup> line of the LCD display.

Error Message Displayed	Trouble Shooting
Out of paper	Feed tray empty
miss feed	1. Adjust the feed tray tension 2. Side guide too tight. Adjust side guide. 3. Fan the paper and re load the paper into hopper
jam sensor 2	1. Remove the paper jam by pulling toward stacking tray. 2. Adjust the feed hopper tension, if double feed happens
jam sensor 3	1. Use JOG key to clear the jam 2. Adjust feed hopper tension, if double feed happens
check top cover	Put the top cover in position
check rear cover	Put the rear cover in position
check waste bin	Put the waste bin in position
waste bin full	1. Remove and empty the waste bin 2. Reset the error
Finish card not clean and neat	Call for service
Error message cannot reset	Check covers, waste bins and paper jam