

# FORMAX<sup>®</sup>

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FD 282-05  
Synchronized Feeder

3/2016

Operator Manual  
First Edition

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## **SAFETY PRECAUTIONS**

OBSERVE THE FOLLOWING SAFETY RULES WHEN OPERATING THE FD 282-05 SYNCHRONIZED FEEDER.

BEFORE USING THE FD 282-05 FEEDER, YOU SHOULD READ THIS MANUAL CAREFULLY AND FOLLOW THE RECOMMENDED PROCEDURES, SAFETY WARNINGS, AND INSTRUCTIONS:

- ✓ Keep hands, hair, and clothing clear of rollers and other moving parts.
- ✓ Avoid touching moving parts or materials while the machine is in use. Before clearing a jam, be sure machine mechanisms come to a stop.
- ✓ Always turn off the machine before making adjustments, cleaning the machine, or performing any maintenance covered in this manual.
- ✓ Always use the power cord supplied with the machine and plug it into a properly grounded, easily accessible wall outlet located near the machine. Failure to properly ground the machine can result in severe personal injury and/or fire.
- ✓ The power cord and wall plug is the primary means of disconnecting the machine from the power supply.
- ✓ DO NOT use an adapter plug on the line cord or wall outlet.
- ✓ DO NOT remove the ground pin from the line cord.
- ✓ DO NOT route the power cord over sharp edges or trap it between furniture.
- ✓ Avoid using wall outlets controlled by wall switches or shared with other equipment.
- ✓ Make sure there is no strain on the power cord caused by jamming between equipment, walls or furniture.
- ✓ DO NOT remove covers. Covers enclose hazardous parts that should be accessed by a qualified service representative. Report any cover damage to your service representative.
- ✓ This machine requires periodic maintenance. Contact your authorized service representative for required service schedules.
- ✓ To prevent overheating, do not cover the vent openings.
- ✓ Use this equipment only for its intended purpose.

In addition, follow any specific occupational safety and health standards for your workplace or area.

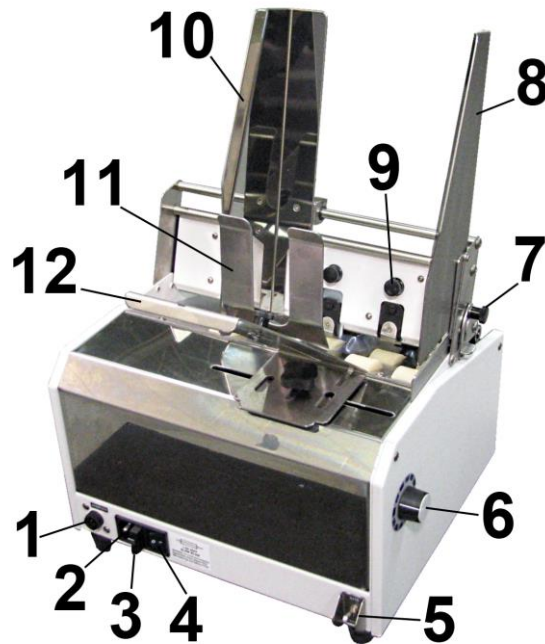
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## Getting Acquainted

### Controls and Connections



<b>1</b>	<b>Tabber/Feeder Interface Connector</b> – Interface Cable plugs in here. Permits the Tabber to control the Feeder when the mode switch is in the Automatic position.
<b>2</b>	<b>Power Inlet-Feeder</b> – Power cord plugs in here.
<b>3</b>	<b>Fuse</b> – The Feeder fuse is located here.
<b>4</b>	<b>Main Power Switch-Feeder</b> – Turns the Feeder ON and OFF.
<b>5</b>	<b>Mode Switch</b> – Permits selection of either the Automatic Mode (the Tabber controls the Feeder) or Manual Mode (the Feeder speed is controlled manually by the Feeder Speed Control).
<b>6</b>	<b>Feeder Speed Control</b> – Controls Feeder speed when the Feeder mode switch is in the Manual position.
<b>7</b>	<b>Media Thickness Adjustment</b> – Adjusts the Exit Rollers of the Feeder for thicker media by loosening the knob and repositioning the lever.
<b>8</b>	<b>Fixed Media Guide</b> – All printing is registered against this Guide. It has adjustable positions for envelopes and paper.
<b>9</b>	<b>Separator Locking Knobs</b> – Adjust Sheet Separator height to fit different media thickness.
<b>10</b>	<b>Adjustable Media Guide</b> – Adjusts to hold the paper/media against the Envelope/Paper Media Guide.
<b>11</b>	<b>Rear Media Guide</b> – Holds the paper/media against the Front Plate.
<b>12</b>	<b>Rear Media Guide Support</b> – Supports the paper/media.

# Assembly and Installation

The FD 282-05 Feeder is designed to feed material from single sheets up to 1/4" in thickness. The size of the material can vary from 3.5" long by 5" wide up to 12" long by 17" wide. It is ideal for feeding into tabbing systems, conveyor transport systems, folding and stitching machines, packaging and inkjet applications. Speeds of up to 25,000 pieces per hour (depending on the size and material) are possible.

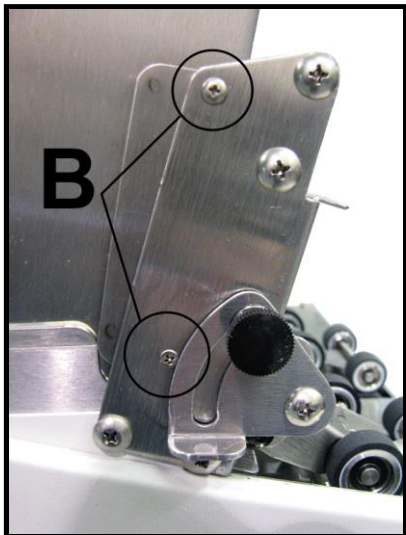
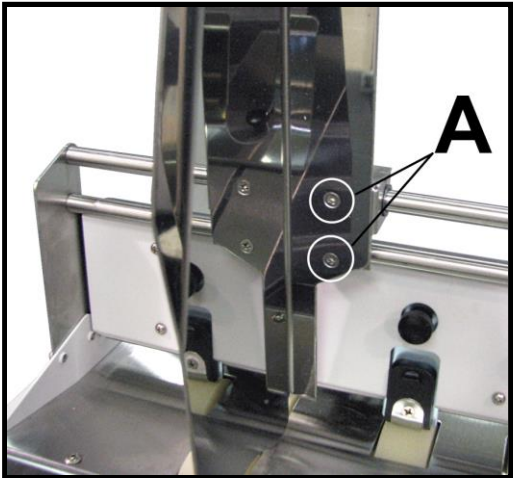
## Choose a Location

Place the Feeder on a sturdy worktable or cabinet at least 12 inches from any walls. Allow enough room to place the Feeder on the same work surface. Protect the Feeder from excessive heat, dust, and moisture – avoid placing it in direct sunlight.

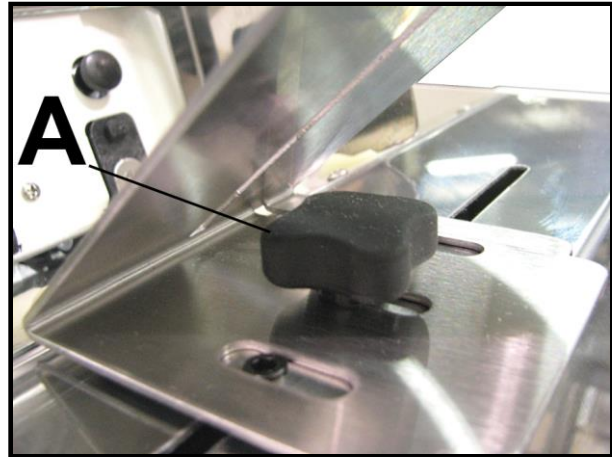
## Assembly

### After unpacking the Feeder:

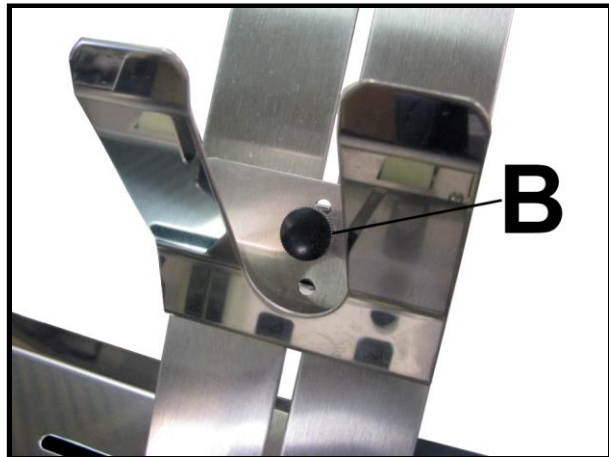
1. Install the Adjustable Media Guide [A] and Fixed Media Guide [B] using the four screws supplied (*two on each side*).



2. Attach the Rear Media Guide Support using the Knob provided [A]. **NOTE: The two outside holes fit over the socket head screws.**



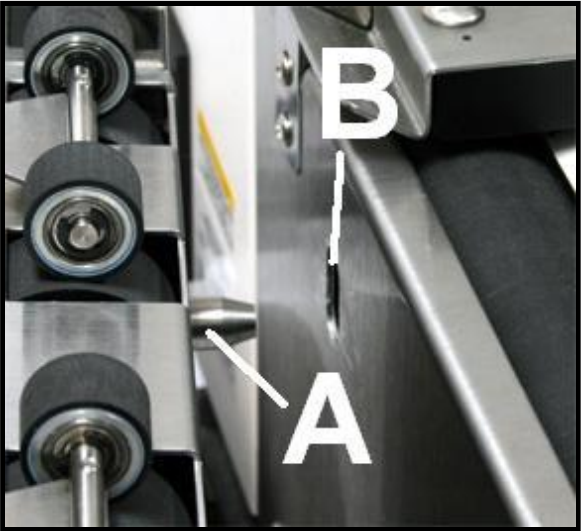
3. Install the Rear Media Guide using the thumbscrew [B] and washer provided. The washer goes between the screw and the Rear Media Guide Support.



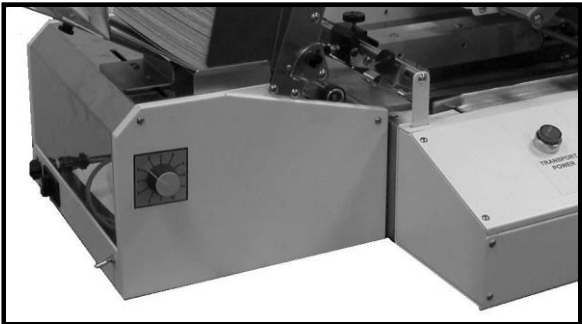
**Installing the Feeder (with FD 282 Tabber)**

When using the Feeder with other equipment, see the operator's guide for those machines.

- 1. Pin [A] on the Feeder should mate with the hole [B] on the Tabber body.



- 2. Feeder properly aligned with the Tabber body (*see photo at right*).



## Connecting Power

### Plugging in the Feeder

Make sure that the Power Switch on the Feeder is OFF.

1. Connect one end of the Feeder power cord to the rear of the Feeder in the corresponding receptacle.
2. Plug the other end of the cord into a 115 Volt AC (220 VAC International), 50/60 Hz, grounded outlet.

### **CAUTION**

**DO NOT USE ADAPTER PLUGS OR EXTENSION CORDS TO CONNECT THE FEEDER TO THE WALL RECEPTACLE.**

**DO NOT USE OUTLETS CONTROLLED BY WALL SWITCHES.**

**DO NOT USE AN OUTLET THAT SHARES THE SAME CIRCUIT WITH LARGE ELECTRICAL MACHINES OR APPLIANCES.**



## Operating the Feeder

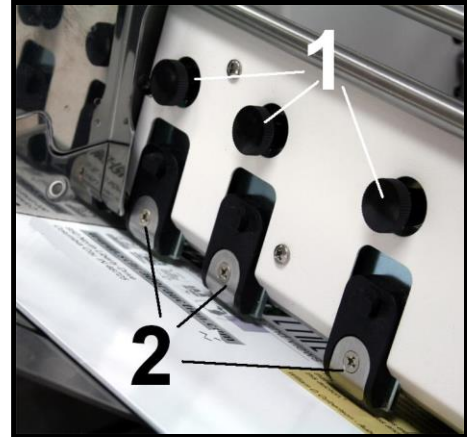
### Adjusting the Feeder

The Feeder is properly aligned with the Tabber when it is installed. Check alignment when using with other equipment. The Media Guide on operator side of the Feeder is fixed in position for proper alignment of the media.

#### Adjust the Feeder to feed media:

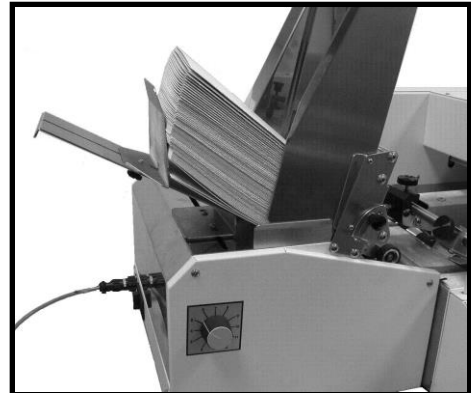
1. Open the Adjustable Media Guide to provide room for the media.
2. Loosen the Separator Locking Knobs [1] and raise the Sheet Separators [2]. Install one sheet of media under the Separators and lower them into contact with the media. Tighten the Locking Knobs.

**NOTE: For media thicker than 1/2 folded sheets you can add one sheet of the material to the media before tightening the Locking Knobs. This gives thicker media a little more room to feed.**



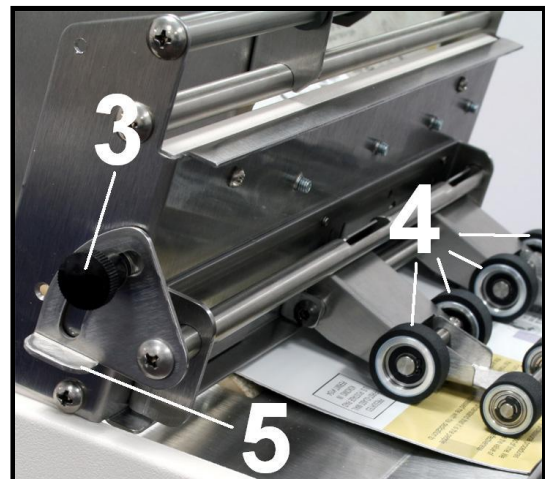
3. Move the Adjustable Media Guide to within 1/32-inch of the media and tighten the Locking Knob.
4. Adjust the Rear Media Support Guide so that the media is approximately 1/2-inch above the media support as shown.

**NOTE: The above is a starting guideline. The height of the media above the Support Guide may vary to obtain optimum feeding.**



5. The Forwarding Rollers on the Feeder are adjustable for media thickness. This is particularly helpful when feeding media over 1/8-inch thick. To adjust the Forwarding Rollers, loosen the Media Thickness Locking Knob [3], place a piece of media under the Forwarding Rollers [4], and then tighten the Knob.

**NOTE: To increase or decrease the pressure on the Forwarding Rollers adjust the lever [5] while tightening the Locking Knob [3].**



## *Maintenance*

This section describes maintenance that an experienced operator can perform. If any service or maintenance is required beyond that which is described in this document, please contact your local dealer.

### **Cleaning**

#### **WARNING**

**THE FEEDER IS A PRECISION MACHINE THAT SHOULD BE CLEANED REGULARLY TO ENSURE MANY YEARS OF SERVICE. BEFORE PERFORMING ANY MAINTENANCE, DISCONNECT THE FEEDER FROM THE POWER SOURCE!**

The Feeder must be cleaned regularly of accumulated paper dust and ink. Depending on the types of media that are run, paper dust may accumulate within machine and on the transport. To clean, unplug the Feeder from the power receptacle and remove the covers.

- **Internal Areas:** Clean with a vacuum that has a soft brush attachment to help loosen the dust particles. Take care not to damage the PC Boards or electrical wiring.
- **Exterior:** Clean with any standard non-abrasive household cleaner that does not contain plastic-harming solvents.

#### **CAUTION**

**NEVER SPRAY OR POUR CLEANERS DIRECTLY ON OR INTO THE FEEDER. EXCESS LIQUID COULD HARM ELECTRONIC PARTS. ALWAYS DAMPEN A RAG WITH THE CLEANER AND APPLY IT TO THE PARTS TO BE CLEANED.**

### **Rollers and Transport Belts**

The Belts and Rollers can become glazed with paper lint and ink from the media. They should be regularly cleaned with a mild abrasive household cleaner on a damp cloth.

Avoid using solvents on the Rubber Rollers.

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## *Specifications*

### **FD 282-05 Synchronized Feeder**

<b>MATERIAL HANDLING:</b>	<b>Minimum Size:</b> 3.5" (88.9 mm) L x 5" (127 mm) W <b>Maximum Size:</b> 12" (304.8 mm) L x 17" (431.8 mm) W
<b>MEDIA THICKNESS:</b>	Single Sheet to 1/4" (6.35 mm)
<b>MEDIA TYPE:</b>	Open ended Z-folded flyers Envelopes Small Booklets Card Stock Business Cards
<b>SPEED:</b>	Up to 25,000 pieces per hour
<b>ELECTRICAL:</b>	120 VAC 50/60 Hz (220 VAC also available)
<b>DIMENSIONS:</b>	13-3/8" (34 cm) W x 11-3/4" (30 cm) L x 19-3/4" (50 cm) H (including Media Guides)
<b>SHIPPING WEIGHT:</b>	31 lbs. (14.5 kg)

**Specifications are subject to change without notice.**

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