

FORMAX[®]

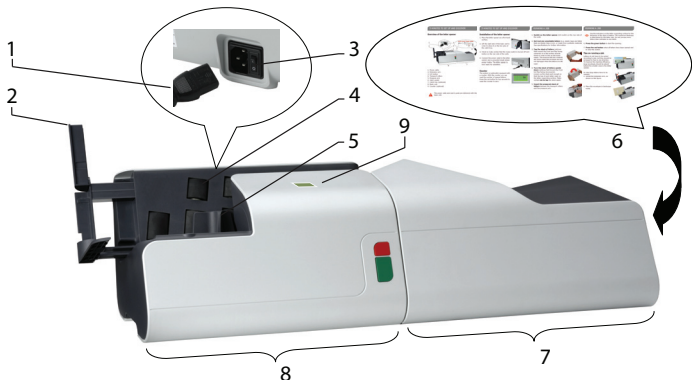
FD 452
Envelope Opener

4/2022

Operator Manual
Second Edition

3 MINUTES TO SET UP AND DISCOVER

Overview of the envelope opener



1. Power cable
2. Extension arm
3. Power switch
4. Transport rollers
5. Pressure arm
6. User's guide
7. Catch tray
8. Basic unit
9. Counter



The power cable and user's guide are delivered with the basic unit.

3 MINUTES TO SET UP AND DISCOVER

Installation of the envelope opener

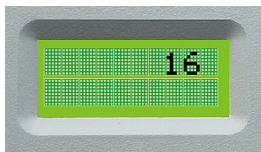
1. Place the envelope opener on a firm, level surface.
2. Lift the right side of the basic unit in order to place it on the two pins of the catch tray.
3. Check to make certain that the mains switch is turned off (power switch on the rear side of the unit).
4. Connect the power cable to the letter opener and a grounded single phase wall outlet. The letter opener is now ready for operation.



Counter

The system is equipped with a counter, which displays the number of opened mail pieces.

To reset the counter to zero, press the red button for two seconds.



RUNNING A JOB

1. **Switch on the envelope opener** (power switch on the rear side of the unit).
2. **Sort out any unsuitable mail pieces** (e.g. plastic bags and envelopes that are thicker than 4 mm, or made from synthetic materials). See specifications for further information.

3. **Tap the stack of letters** (address field toward the front and flap facing upwards) on a flat surface several times in order to line up the lower edges. This ensures that the contents slip down inside the envelope and are not damaged when the envelopes are slit open.



4. **Turn the stack of envelopes upside down** (address field toward the front but flap facing downwards).

Loosen up the stack just enough so that the top of each letter rests on the letter supporting surface. Make certain **not to tap** the stack again.



5. **Insert the prepared stack of envelopes** between the transport rollers and the pressure arm.



RUNNING A JOB



Use the indicators on the letter supporting surface for the thickness of the stack of envelopes. The maximum thickness is determined by the envelope size. Do not process more envelopes than indicated in one batch.

6. **Press the green button** to start the process.
7. **Press the red button** when all envelopes have been opened and to stop the system.

Tips on running a job

Envelopes do not need to be sorted according to size, but they should be arranged to face in one direction. To improve the machine efficiency, large envelopes should be placed behind the smaller ones in the letter opener.



To accommodate large envelopes:

1. Slide out and unfold the extension arm, as shown on the figure.
2. Place the envelopes in landscape mode.



SAFETY

Before switching on your letter opener, please read this document and keep it near the machine as a reference.

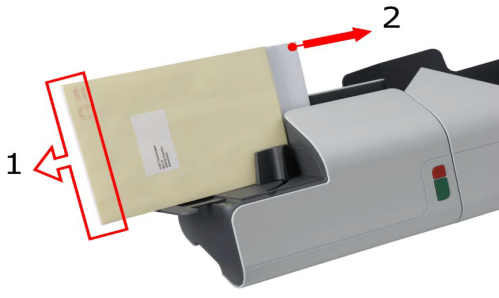
The letter opener complies with standard safety regulations for office equipment of this type. Before operating it, read the following tips to assure safe operation:

- Carefully follow the instructions for installation and operation of the envelope opener.
- Connect the envelope opener to a grounded single-phase power outlet.
- Do not remove any parts.
- All maintenance and repair must be done by an authorized service engineer. Non-observance of this rule will void your warranty.
- Do not use water or benzene to clean your envelope opener.
- Avoid operating your letter opener without any letter inserted into it. This would reduce the lifetime of the machine.



Switch off the envelope opener when the unit is not in use over longer periods of time (power switch on the rear side of the unit).

TROUBLESHOOTING

PROBLEM	SOLUTION
The letter opener does not feed letters into the cutting unit.	Apply a slight amount of pressure to the pressure arm or stack of envelopes until the letters are fed again one by one.
Envelopes are jammed in the cutting unit.	<ol style="list-style-type: none"><li data-bbox="331 375 973 521">1. Remove the stack of letters, which are not jammed, from the feeder. Apart from the letter that is jammed, pull the remaining letters back and out of the cutting unit.<li data-bbox="331 521 973 637">2. Subsequently pull the letter that is jammed out of the cutting unit in the direction of transport. 
Letters are not properly opened.	Contact your service provider.



Under no circumstances use any objects such as a pair of scissors in order to remove any bits of paper from the cutting unit. This can damage the cutting element.

MAINTENANCE AND SPECIFICATION

Maintenance

Periodically, clean the feed rollers with a moistened cloth or a cleaning liquid that is recommended by your dealer.

Specification

Dimensions	Basic unit with catch tray Length: 825 mm (32.5") Depth: 388 mm (15.3") Height: 230 mm (9.1")
Weight	approximately 7 kg (15.5 lb)
Power source	as written on the type label 100-240 VAC / 50/60 Hz / 1,5 A
Rate	300 letters per minute (DIN C6 in length)
Feeder capacity	Maximum weight: 800 g
Noise level	Lwa = 63 dB (A)
Material	Paper envelopes Minimum size: 90 x 140 mm (3.5" x 5.5") Maximum size: 260 x 330 mm/(10.2" x 13.0") Maximum thickness: 4 mm (0.16")
Monthly volumes	Average monthly volumes: 2,400 Maximum monthly volumes: 10,000 (over a period of 5 years)