FORMAX®

FD 1400
AutoSeal®

OPERATOR MANUAL
FIRST EDITION

11/2007

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FD 1400 shown with optional cabinet

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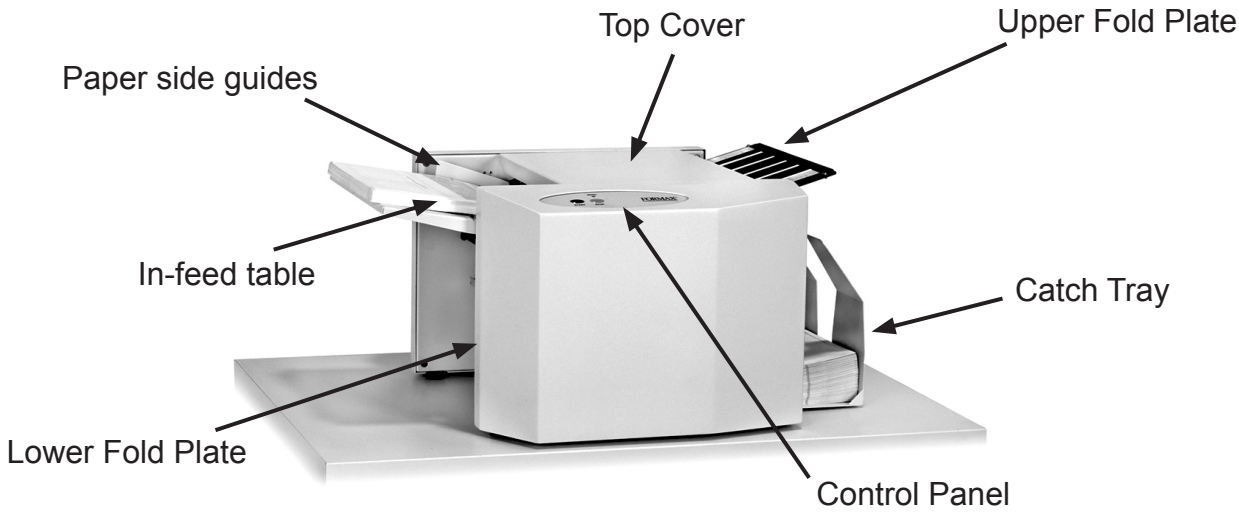
SPECIFICATIONS



FUNCTION:
The Formax FD 1400 Pressure Sealer folds and seals many different configurations including C, V, Z and custom folds. It may also use several different sizes of forms. For configuration and/or paper sizes, see listing below.

Maximum foldable paper size:	14” L x 8.5” W
Fold styles:	C, Z, V and custom folds
Paper loading capacity:	Up to 100 sheets
Machine weight	81 lbs.
Power supply	120V, 50/60 Hz, 3.5 amps

UNPACKING & SET-UP

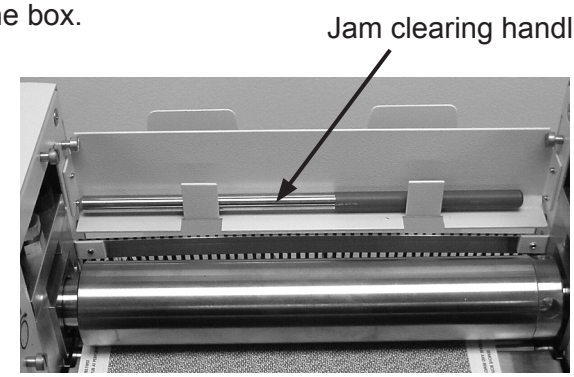
1. Check package for shipping damage. If there is shipping damage, do not discard the box.

2. CAUTION: Two people are required to lift the machine out of the box.

3. Remove the catch tray and insert into rails on bottom pan.

4. Plug cord into machine and into wall outlet.

5. Place the jam clearing handle into the the holder which is mounted to the machine. This is the jam clearing handle’s proper location (see picture, right).



CONTROL PANEL

Start: Starts machine operation

Stop: Stops machine operation

Ready Light: Steady green when power is on
Blinks red when cover is open or fault is detected

OPERATION

1. Adjust fold plates to desired fold for length of paper (see fold plate adjustment on page 3). To do this, loosen the two thumbscrews (figure 3a & b) on each fold plate. Align center bar (figure 3a & b) so the marks on each side match up. For “V” folds remove the lower fold plate, turn around 180° and reinstall.

2. Make sure fold plates and cover are reinstalled properly (see page 3).

3. Plug in cord and turn power on (figure 1).

4. Test fold settings. Push the paper feed lever (figure 2) down, place one form onto the in-feed table and press the start button. Examine document and adjust fold plates if necessary (see fold plate adjustment on page 3).

5. Load forms. Push the paper feed lever down and load paper neatly stacked and squared on to the in-feed table. Paper can be stacked up to 100 sheets. Note: Standard “Z” fold forms can be loaded face up or down with the glue edge leading. All “C” fold forms must be loaded face up with glue edge leading.

6. Check that the ready light is green and press the start button to begin operation.

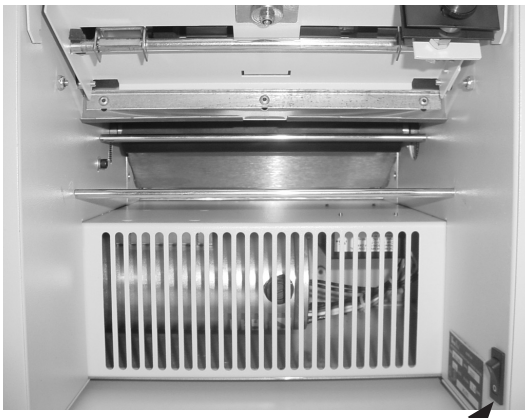


Figure 1

Figure 2

FOLD PLATE ADJUSTMENT

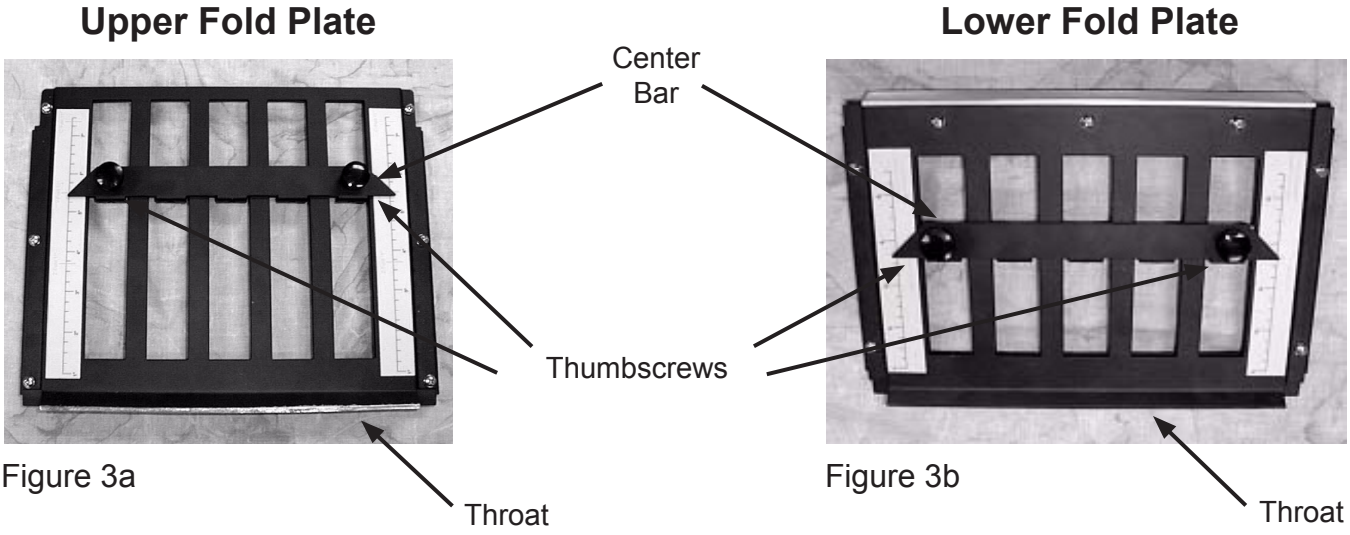


Figure 3a

Figure 3b

1. To adjust the first fold remove the top cover. If the first fold is too long loosen the two thumbscrews on the upper fold plate and slide the bar down. If the fold is too short loosen the thumbscrews and slide the bar up.

NOTE: The bar should be on the same marks on each side.

2. To adjust the second fold remove the lower fold plate. If the second fold is too long loosen the two thumbscrews and slide the bar up. If the fold is too short loosen the thumbscrews and slide the bar down.

NOTE: The bar should be on the same marks on each side.

3. For quick setup of “C”, “Z” and “V” folds refer to the blue lines on the fold plate.

4. To reinstall the upper fold plate, slide the plate (with thumbscrews facing up and the throat toward the inside of the machine) until the grooves on the underside line up with the four pins on the machine (figure 4 & 4b).

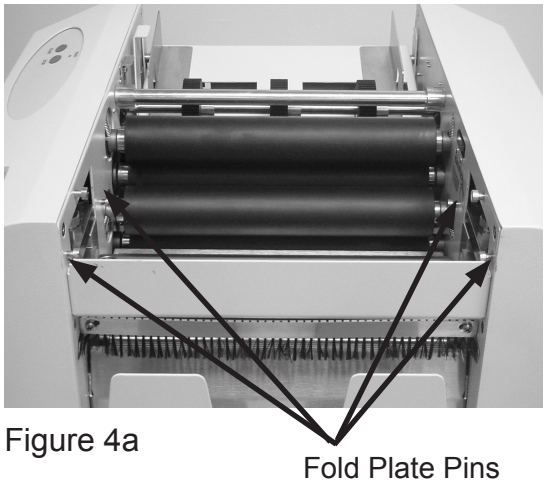


Figure 4a

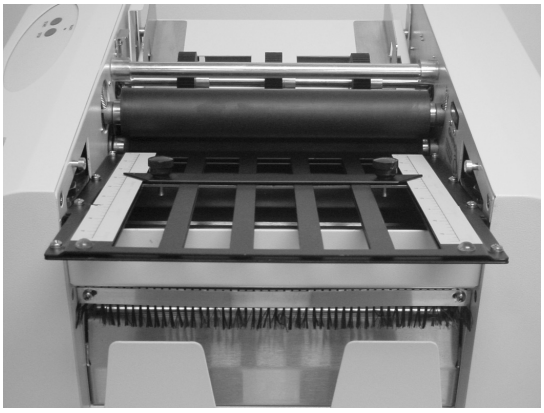


Figure 4b, correctly installed

5. To reinstall the lower fold plate, slide the plate (with the thumbscrews facing up and throat toward inside of machine, figure 5b) until it rests on the two silver bars (figure 5a) and locks into place (figure 5c).

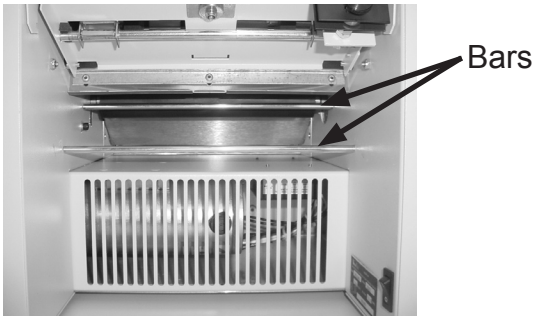


Figure 5a

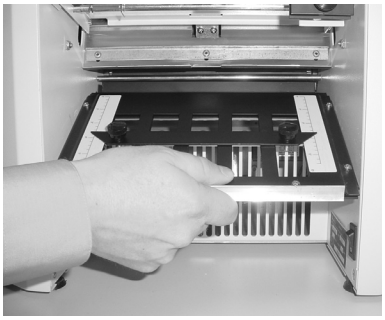


Figure 5b

Figure 5c

SETTING CUSTOM FOLDS

Eccentric "Z"

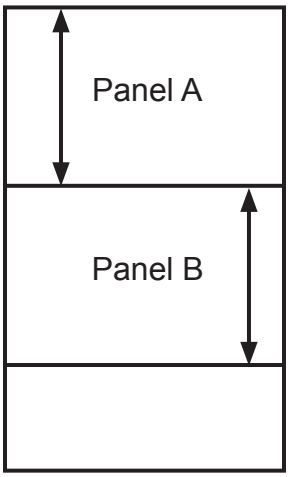
1. Measure the length of panel "A".

2. Adjust the upper fold plate so that the bar lines up with the measurements of panel "A", for example: if panel "A" is 5 1/4" long move the bar up or down so that it lines up with the 5 1/4" mark on the fold plate.

3. Measure the length of panel "B".

4. Adjust the lower fold plate so that the bar lines up with the measurements of panel "B".

5. Load forms and press start (refer to OPERATION on page 2).



DAILY MAINTENANCE

1. It is recommended to let forms cool for one-half hour, from the laser printer, before folding and sealing. This allows toner to set on the forms, and static electricity to discharge. A 400 Series Jogger is recommended for best results. The Jogger squares the forms and dissipates heat and static created by laser printers.

2. If toner builds up on the metal sealer rollers, clean the rollers with a lint-free cloth dampened sparingly with a mild household cleaner.

3. Clean in-feed wheels and fold rollers with Formax-recommended roller cleaner & rejuvenator (Formax part #203) to remove paper dust and toner. A damp cloth with water is the best alternative. **CAUTION:** Do not use any chemicals other than the roller cleaner & rejuvenator or water.

TROUBLESHOOTING

A. Clearing Paper Jams:

WARNING: Turn machine off and unplug cord from its receptacle.
1. If a jam occurs between the metal sealing rollers remove any remaining forms from the hopper. Remove the top cover and the upper fold plate. Remove the jam clearing tool (located under top fold plate), apply the tool to the upper metal roller (figure 6) and turn clockwise until the paper jam is clear. **CAUTION**: Do not apply excessive force or rollers may be damaged. Remove the jammed form, return tool to holder (see page one) and reinstall the upper fold plate. Reinstall cover, plug in, turn on and press the start button.

Note: Press the black button (figure 8) near the power cord inlet to reset the breaker if necessary.

2. If a jam occurs in the fold plates remove fold plate and remove paper. Reinstall fold plate.

Figure 6

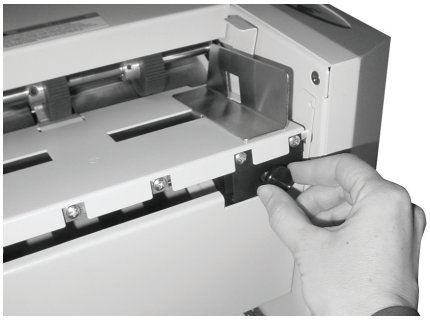


Figure 7

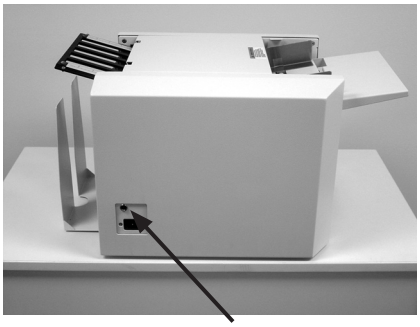


Figure 8 Breaker reset

B. Fold Quality Needs Improving:

1. Make sure paper is squared and installed correctly. Side guides should be evenly balanced and snug against the paper.
2. If folds are still incorrect adjust fold plates (see fold plate adjustment on page 3).

C. Paper is not Folding Square (Skewing):

1. If paper pulls left or right adjust the skew adjuster. To adjust the skew, turn the skew adjuster (figure 7) left or right until the paper is feeding correctly.

D. Ready light is not illuminated and power is on:

1. Press the black button (figure 8) near the power cord inlet to reset the breaker.

E. Ready light is blinking red:

1. Check to see that the top cover is installed properly.

2. Check that the photo-eye, before the metal sealer rollers (see figure 9), is clear of forms and/or paper dust.

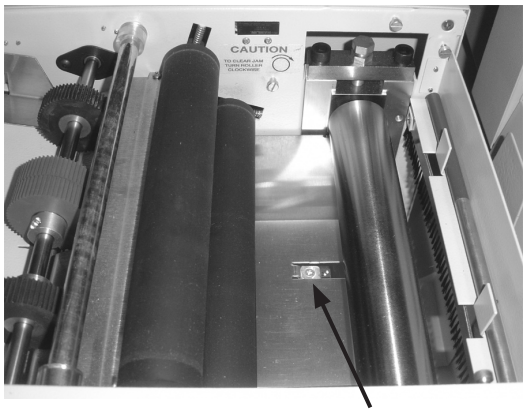
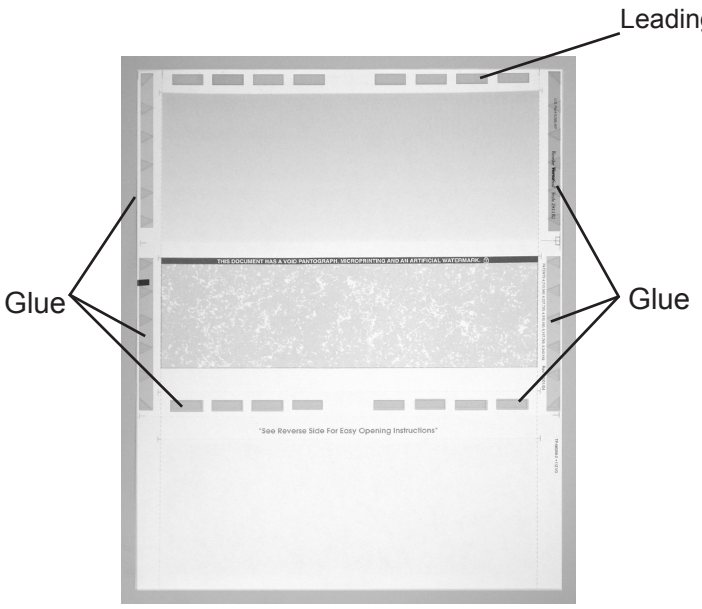


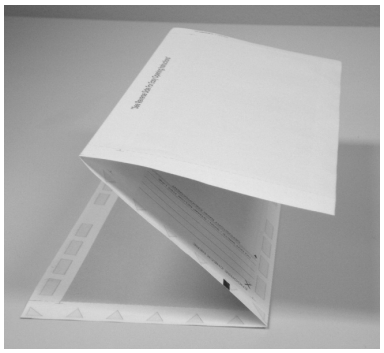
Figure 9 Photo eye

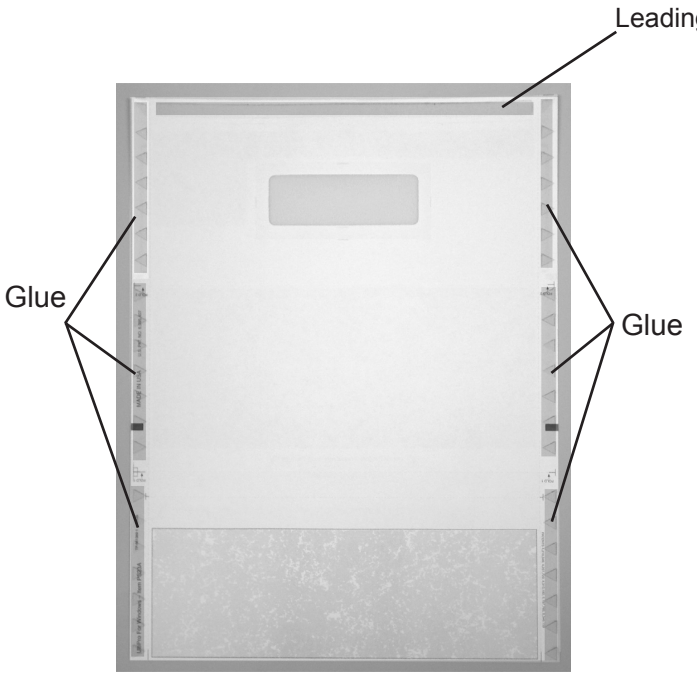
DETERMINING FOLD TYPE

Two Standard Folds 11” “Z” & 11” “C”
Refer to Operator Manual for custom fold setup.



11” “Z” Fold


11” “Z” Fold



11” “C” Fold

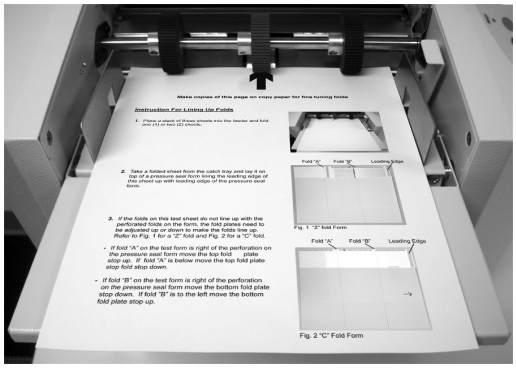
11” “C” Fold

Leading Edge

Make copies of this page on copy paper for fine tuning folds

Instruction For Lining Up Folds

1. Place a stack of these sheets into the feeder and fold one (1) or two (2) sheets.



2. Take a folded sheet from the catch tray and lay it on top of a pressure seal form lining the leading edge of this sheet up with leading edge of the pressure seal form.

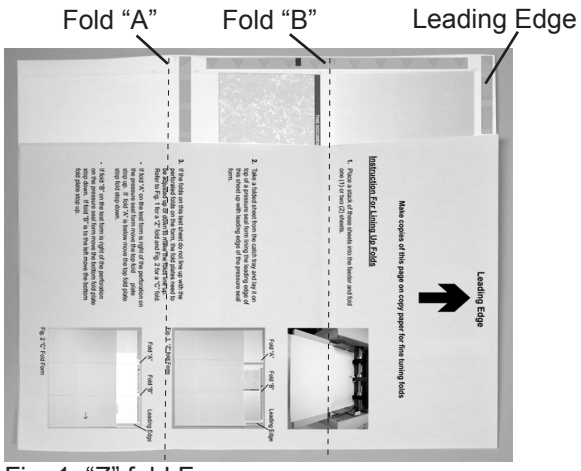


Fig. 1 "Z" fold Form

3. If the folds on this test sheet do not line up with the perforated folds on the form, the fold plates need to be adjusted up or down to make the folds line up. Refer to Fig. 1 for a "Z" fold and Fig. 2 for a "C" fold.

- If fold "A" on the test form is right of the perforation on the pressure seal form move the top fold plate stop up. If fold "A" is below move the top fold plate stop fold stop down.

- If fold "B" on the test form is right of the perforation on the pressure seal form move the bottom fold plate stop down. If fold "B" is to the left move the bottom fold plate stop up.

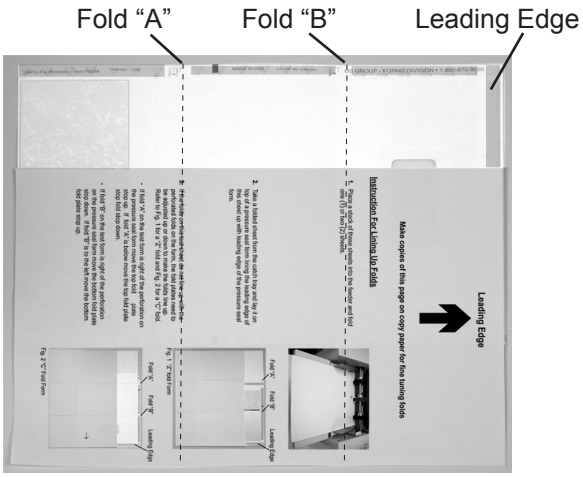


Fig. 2 "C" Fold Form