

# FORMAX<sup>®</sup>

---

AutoSeal<sup>®</sup>

FD 2002/FD 2032

FE 2002/FE 2032

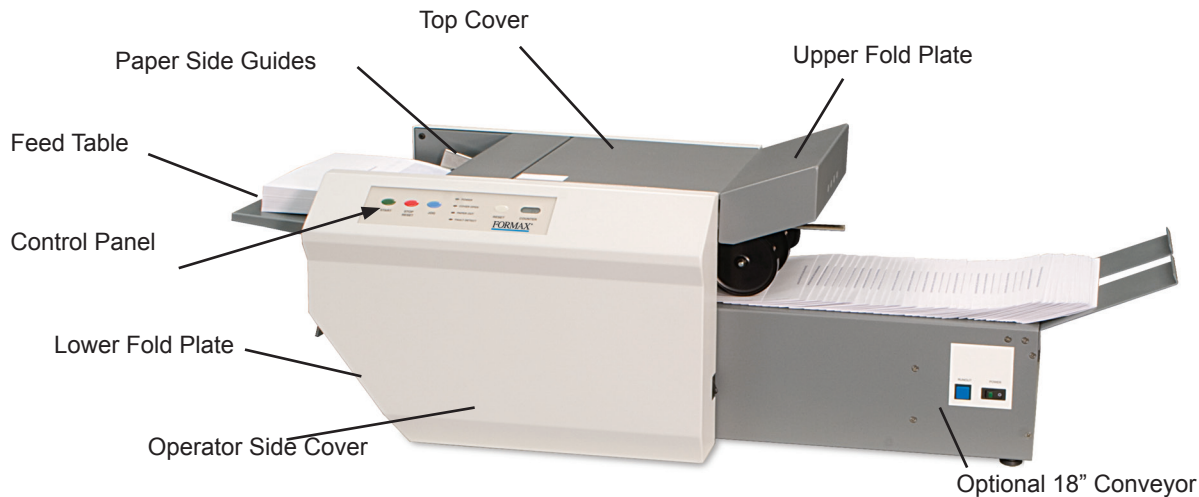


# **TABLE OF CONTENTS**

<b>SUBJECT</b>	<b>PAGE</b>
DESCRIPTION	<b>1</b>
SPECIFICATIONS	<b>1</b>
UNPACKING	<b>2</b>
2000/2032 Components	<b>2</b>
Optional Conveyor Components	<b>2</b>
CONTROL PANELS	<b>3</b>
SETUP	<b>4 - 5</b>
Installing Fold Plates & Power Cord	<b>4</b>
Installing Optional Conveyor	<b>5</b>
OPERATION	<b>6</b>
DETERMING FOLD TYPE	<b>8</b>
SETTING CUSTOM FOLDS	<b>9</b>
OPERATOR MAINTENANCE	<b>10</b>
TROUBLE-SHOOTING	<b>12</b>






## DESCRIPTION



## FUNCTION

The 2002 / 2032 folds and seals pressure sensitive forms with pre-applied glue lines into mail ready pieces. Numerous folds using several different paper sizes can be processed to meet your needs. For configurations and paper sizes see specifications.

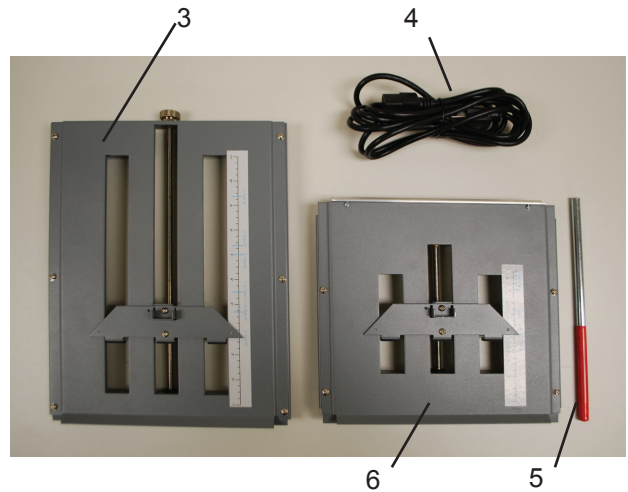
## SPECIFICATIONS

Speed 2002 / 2032:	Standard Mode: Up to 8,000 / 11,000 per hour, depending on fold type
Hopper Capacity 2002 / 2032:	Up to 250 / 350 sheets of 24# (90gsm) pre-glued forms
Paper size:	Min: 3.5" X 5" (88.9 W x 127 L mm) Max: 12.25" X 18" (311 W x 457 L mm)
Pre-Marked fold types:	Letter  , Zig-Zag  , Single 
Pre-Marked Paper Sizes:	FD Model: 11", 14" FE Model: A4
Dimensions:	25.75" L x 16.5" W x 14.25" H (65 L x 42 W x 36 H cm)
Dimensions w/ Conveyor	46" L x 22" W x 14.25" H (117 L x 56 W x 36 H cm)
Weight:	90 lbs (40 kg)
Power:	FD Model: 120 volts A.C., 50/60 Hz, 3.5 amps. FE Model: 220 volts A.C., 50/60 Hz, 3.5 amps
Safety Certifications:	UL Approved & CE Applied for

# UNPACKING

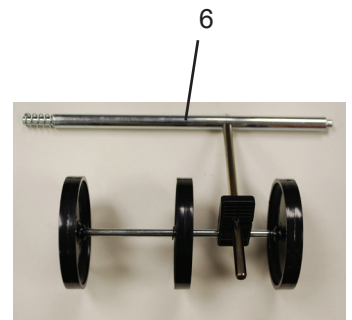
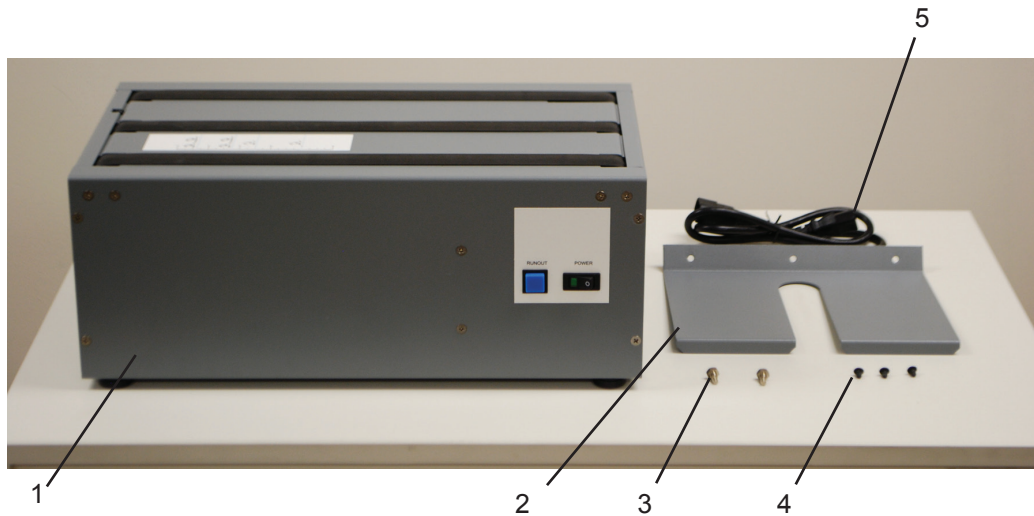
1. Check package for shipping damage. If there is shipping damage, do not discard the box.
2. Remove the machine and packed components from the box. Upper and lower fold plates, jam Clearing Handle (located under the top cover) and power cord.  
**CAUTION:** Two people must lift the machine from the box.
3. Place the Pressure Sealer on a solid stand.

## 2002 / 2032 & COMPONENTS



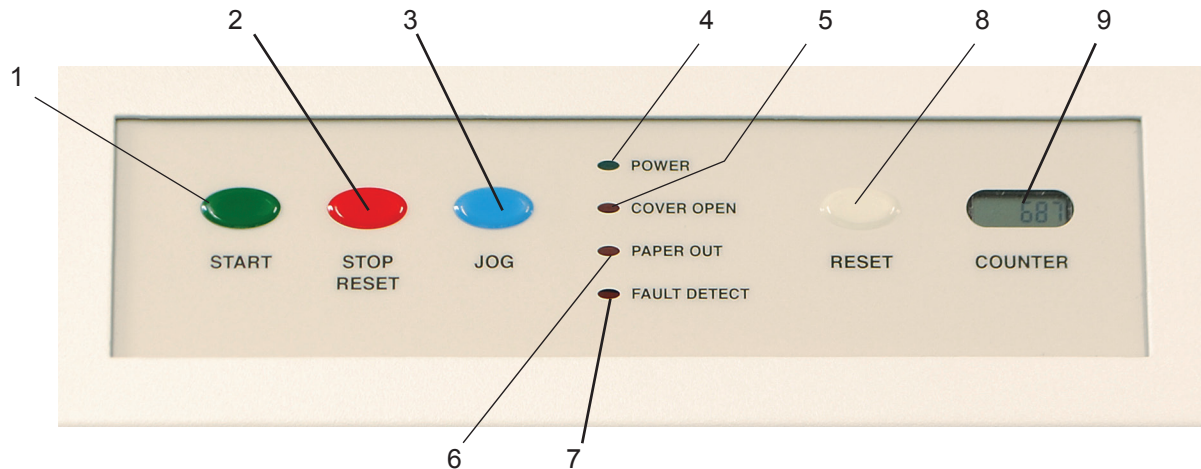
1	2002/2032	4	Power Cord
2	Catch Tray	5	Jam Clearing Tool (ships installed)
3	Upper Fold Plate	6	Lower Fold Plate

## OPTIONAL CONVEYOR COMPONENTS



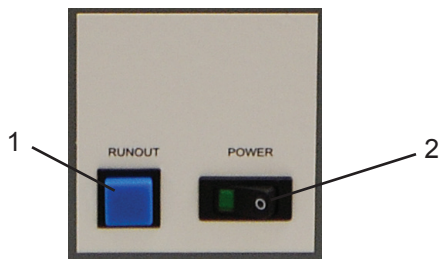
1	Conveyor	4	Extension Tray Mounting Screws
2	Extension Tray	5	Power Cord
3	Mounting Shoulder Bolts	6	Out-feed Wheels

# CONTROL PANELS



No.	NAME	FUNCTION
1	Start Button	Press to start
2	Stop / Reset Button	Press to stop / Press to clear "fault" light
3	Jog Button	Allows one form to feed at a time. Used to set fold plates
4	Power	Lights up when the power is on
5	Cover Open	Lights up when a cover is open
6	Paper Out	Lights up when paper needs to be loaded
7	Fault Detect	Light comes on if there is a paper jam
8	Reset Button	Resets the counter
9	Counter	Shows the number of documents processed

## Optional Conveyor Controls

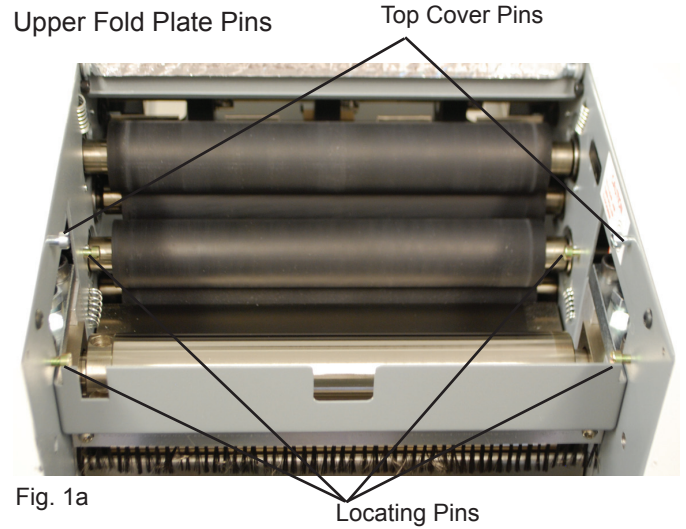


No.	NAME	FUNCTION
1	Runout Button	Advances forms on the conveyor when pushed.
2	Power Button	Turns the power on. When the power is on the green light is illuminates, the conveyor advances using a photo-eye

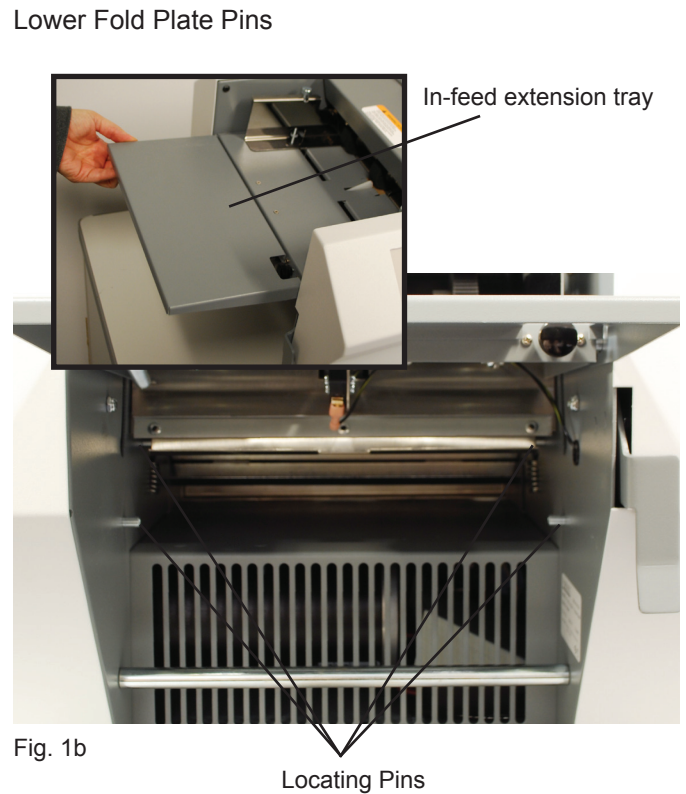
# SETUP

## Installing Upper and Lower Fold Plates, and Power Cord

1. Be sure the plate sets firmly on the locating pins (Fig 1a & 1b). Lift the top cover and slide the upper fold plate under the top cover pins onto the fold plate pins. Push down on the fold plate to lock it in position.



2. Lift the In-feed extension tray and lock it into place. Then slide the bottom fold plate up and in until it meets the rear locating pins then push down to set in place.



3. Plug the power cord into the left receptacle on the back side of the machine (Fig 1c).





## Installing Optional Conveyor

1. Assemble the conveyor. Attach the extension tray to the end of the conveyor using the three extension tray screws (Fig 2a).



Fig. 2a

Mounting Screws

2. Insert power cord to receptacle on the underside of the conveyor (Fig 2b)



Fig. 2b

3. Remove catch tray and install the mounting shoulder bolts into the two screw holes (Fig 2c).



Fig. 2c

Shoulder Screws

4. Open the top cover of the sealer and remove the top fold plate. Then slide the conveyor into position aligning the keyholes on the back of the conveyor with the shoulder screws, slide in and down to lock into position.

5. Install the out-feed nip wheels into the two holes located at the out-feed of the sealer (Fig 2d). Insert the side of the rod with the spring first, push in and then insert the other side. Reinstall the top fold plate and close the top cover.



Fig. 2d

Spring

6. Plug the conveyor into the right receptacle on the back of the 2000 / 2032 (Fig 3).



Fig. 3

# OPERATION

1. Place power switch in the “ON” position.
2. After determining the fold type (see pg 6 “Determining Fold Type”) set the Upper and Lower fold plates.

To set the fold stop position, squeeze the fold stop lever and move the fold stop to the desired location on the upper and lower fold plates(Fig 4). Align the pointed part of the stop plate with the desired marks on the decal and release the lever. Fine adjustments can be made with the adjustment knob at the end of the plate (Fig 5).

**NOTE:** When doing a “Half” fold, remove the bottom fold plate, turn it 180 degrees and insert with the fold deflector leading (Fig 6). The plate must be firmly reinstalled on the locating pins.

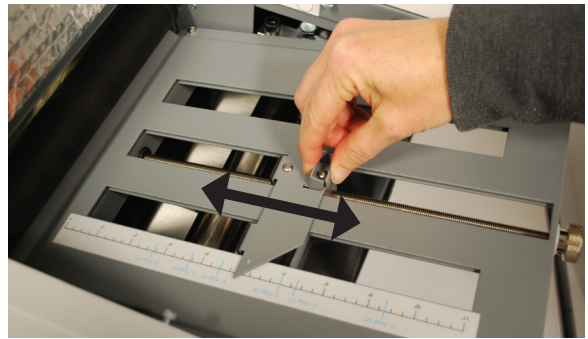


Fig. 4



Fig. 5



Fig. 6

Fold Deflector

Alignment Decal

- 5a. Set the catch tray (See step 5b if using a conveyor). Slide the catch tray in or out to align the appropriate fold/form setting on the “Fold/form size decal” with the alignment decal located on the non-operator side frame (Fig 7a).
- 5b. Set the conveyor out feed wheels. Align the center of the out-feed stacker wheels with the appropriate fold/ form setting on the “Fold/form size decal” (Fig 7b).



Fig. 7a

Fold/Form Size Decal

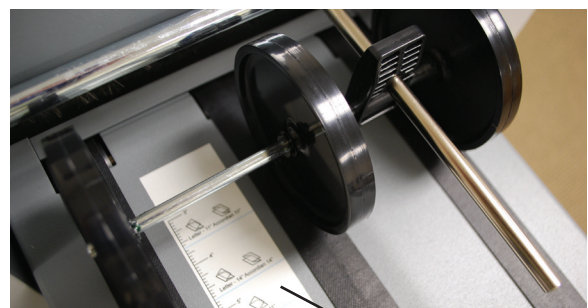


Fig. 7b

Fold/Form Size Decal

5. Set the paper side guides for the forms being used and lock in position (Fig 8a).

Place a form between the side guides. Adjust the side guides by loosening knobs on top, then sliding them toward or away from each other so that the form is snug but still lies flat.

Leave equal spacing between the guides and side frame on both sides to help ensure that the forms feed squarely into the pressure sealer (Fig 8b).

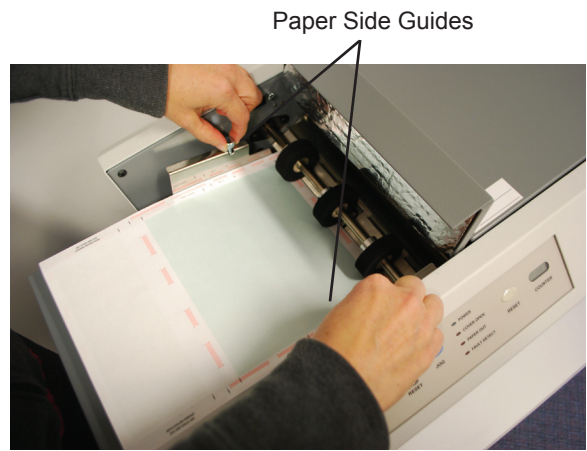


Fig. 8a

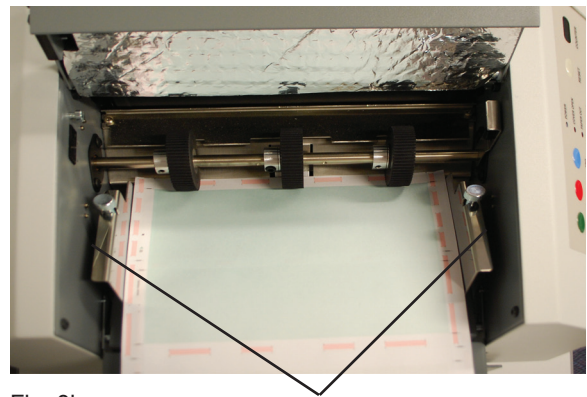


Fig. 8b

Equal spacing between side frame and guides on both sides

6. Lift the in-feed tray lever, then neatly stack paper on the in-feed tray under the feed tires and release the tray lever (Fig 9).
7. Press the "Jog" button on the control panel to test the folds. Adjust as needed.



Fig. 9

In-feed Tray Lever

8. If the fold is skewed use the skew adjustment knob to make corrections (Fig.10).
9. When you're satisfied with the test folds, press the "Start" button to operate the machine.



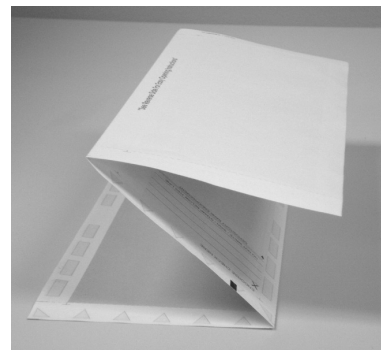
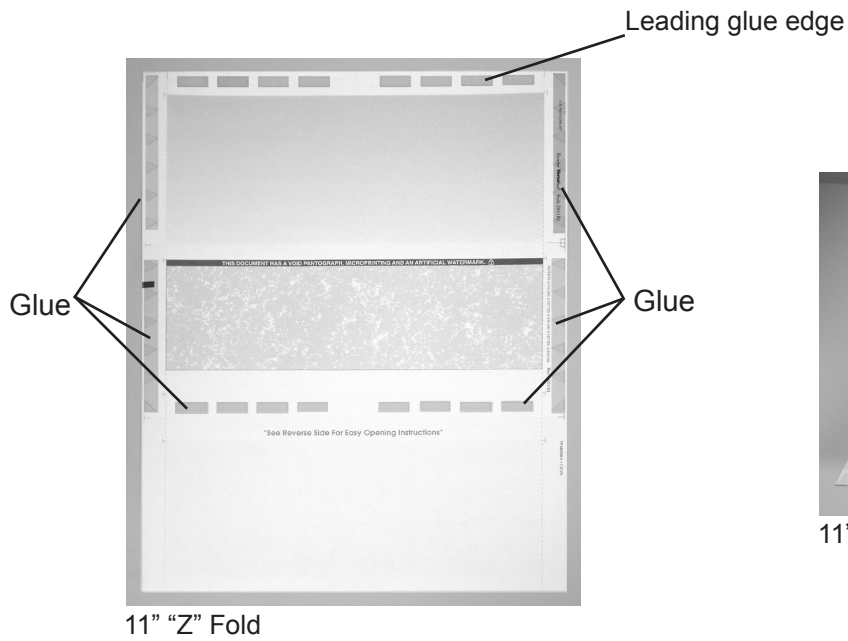
Fig. 10

Skew Adjuster

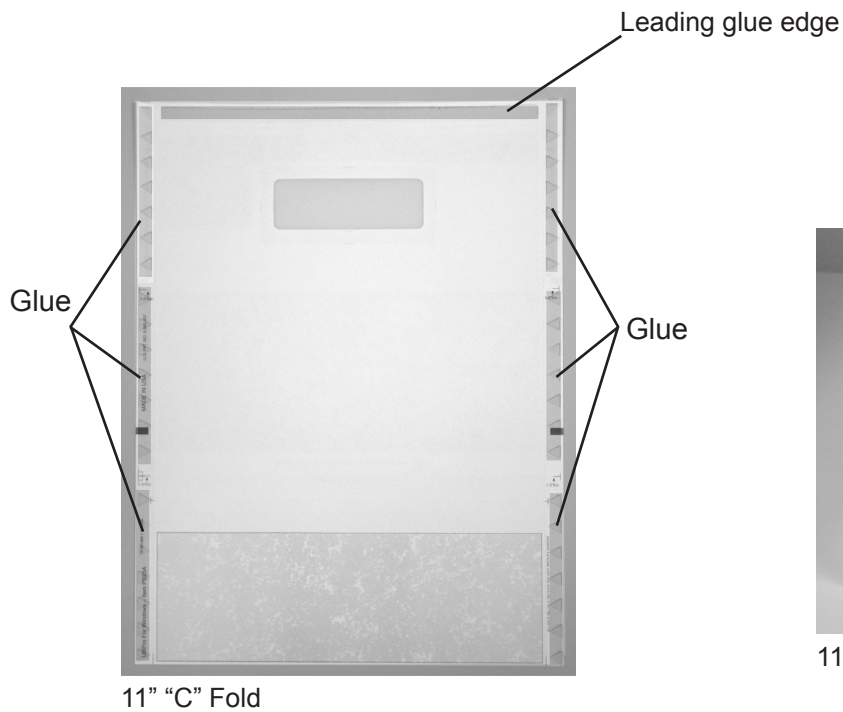


# DETERMINING FOLD TYPE

Two Standard Folds 11" "Z" & 11" "C"



11" "Z" Fold

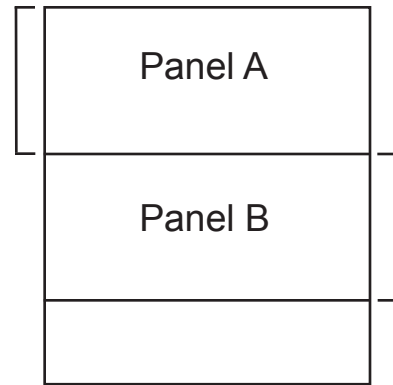


11" "C" Fold

# SETTING CUSTOM FOLDS

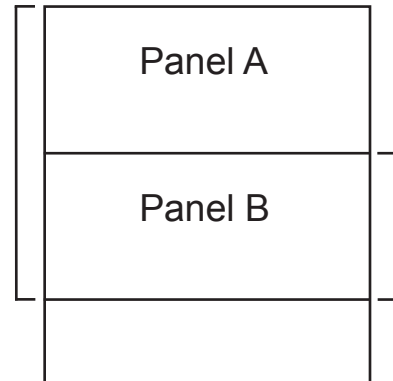
## Example 1: Uneven “Z”

1. Measure the length of panel “A”
2. Adjust the upper fold plate so that the fold stop lines up with the measurements of the panel “A” i.e. if panel “A” is 5 1/4” long slide the stop plate 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 stop plate lines up with the measurement of panel “B”
5. Load forms and press test. If folds are too long or too short adjust accordingly.



## Example 2: Uneven “C”

1. Measure the length of panel “A” & “B”
2. Adjust the upper fold plate so that the fold stop lines up with the measurements of panel “A” & “B”. i.e. if panel “A” & “B” are 10 1/2” long slide the stop plate up or down so that it lines up with the 10 1/2” mark on the fold plate.
3. Measure the length of panel “B”
4. Adjust the lower fold plate so that the stop plate lines up with the measurement of panel “B”
5. Load forms and press test. If folds are too long or too short adjust accordingly.



# OPERATOR MAINTENANCE

1. It is recommended to let forms cool for one-half hour, from the laser printer, before folding. This allows toner to set on the forms and static electricity to discharge. A 402 Series Jogger is recommended for best results. The Jogger squares the forms and dissipates heat and static electricity 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 tires and fold rollers with Formax recommended roller cleaner & rejuvenator to remove paper dust and toner. A Formax Cleaner Kit is available from your dealer. A damp cloth with water is the best alternative.

**CAUTION:** Do not use any chemicals other than the roller cleaner & rejuvenator or water.

## METAL SEAL ROLLERS CLEANING PROCEDURE:

1. Make sure machine is turned off and unplugged. All folders have four (4) rubber rollers (Fig. 11).
2. Open the top cover and remove the upper fold plate to access the seal rollers.
3. Using a mild household cleaner, spray a new cotton cloth until the cloth is saturated. Wipe the wet cloth in a back and forth motion and rotate the rollers by hand making sure to clean the entire surface of the seal rollers. Next use a dry cloth and wipe off excess toner. The cloth should be covered with black toner surplus from cleaning the rollers.
4. Run 10-15 sheets of blank copy paper through the folder/sealer to ensure all cleaner has been removed from the fold rollers. Running blank sheets will remove any excess residue of cleaner on the rollers.

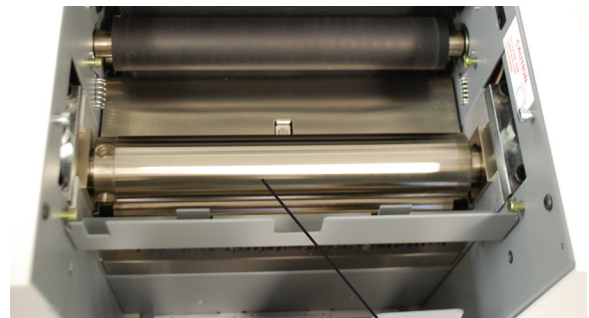


Fig. 11

Seal Rollers

## IN-FEED TIRES AND FOLD ROLLERS CLEANING PROCEDURE:

1. Make sure machine is turned off and unplugged. The sealers have three (3) feed tires and four (4) rubber rollers (Fig. 12a & 12b).
2. Open the top covers and remove the upper and lower fold plates to access the tires and rollers.
3. Using Formax roller cleaner, spray a new cotton cloth until the cloth is saturated. Wipe the wet cloth in a back and forth motion and rotate the tires / rollers by hand making sure to clean the entire surface of the feed tire / fold rollers. Next use a dry cloth and wipe off excess toner. The cloth should be covered with black toner surplus from cleaning the tires / rollers.
4. Run 10-15 sheets of blank copy paper through the folder/sealer to ensure all cleaner has been removed from the fold rollers. Running blank sheets will remove any excess residue of cleaner on the rollers.

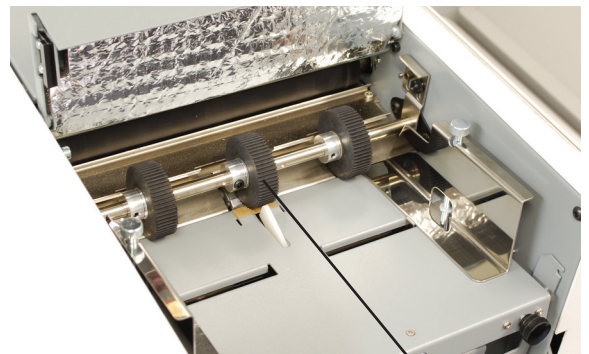


Fig. 12a

Feed Tires



Fig. 12b

Fold Rollers

## CLEARING PAPER JAMS:

**WARNING:** Turn off machine and unplug cord from its receptacle

1. If a jam occurs between the metal rollers remove any remaining forms from the hopper. Open the top cover and remove the upper fold plate. Remove the jam clearing handle (located under the upper fold table) apply the handle to the upper metal roller (Fig13) and turn clockwise until the paper jam is clear. NOTE: Do not turn the roller counter-clockwise to force the forms to exit: rollers may be damaged. Remove the damaged form, return tool to holder and reinstall upper fold plate.

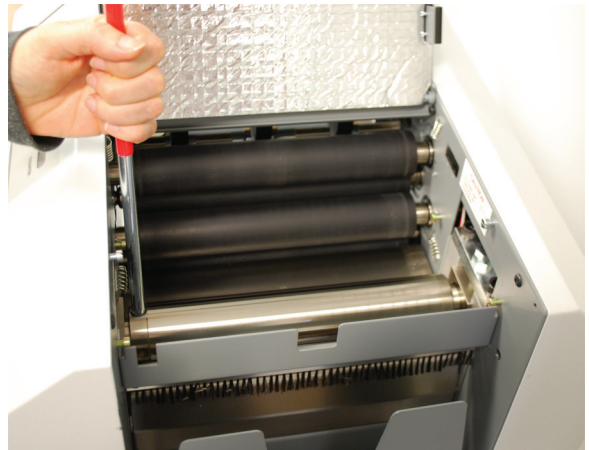


Fig. 13

2. Reinstall cover and press the black reset button (Fig14).



Fig. 14

Reset Button

# TROUBLE-SHOOTING

<b>TROUBLE</b>	<b>POSSIBLE CAUSE</b>	<b>REMEDY</b>
Control panel lights are not illuminated.	No power at the wall outlet.	Check wall outlet.
	No power to the machine inlet.	Check power cord for frayed/broken wires.
	No power to the control panel.	Press the button on the circuit breaker.
	Internal electrical failure	Call for service
"Cover Open" light is on.	Cover open	Close cover
	Magnetic switch is broken.	Call for service
"Paper Out " light is on.	In-feed tray is empty.	Place documents on the in-feed tray.
"Fault detect" light is on.	Paper misfeed	Reload paper and press "Reset".
	Paper jammed at exit of folder.	Remove paper and press "Reset".
Black marks on the folded paper.	In-feed tires, separator, fold rollers and/or sealer rollers are dirty.	Clean the parts with approved roller cleaner and rejuvenator.
Folds are off.	Fold plate(s) need to be adjusted	Adjust fold stop and or fine tuning knob
Fold is skewed.	In-feed tray is out of adjustment.	Turn skew adjuster knob to remove the skew.
	Paper side guides need to be reset.	Loosen side guides rest and lock into position, side guides should be evenly balanced
Documents are wrinkled or crunched.	Fold plates are not inserted correctly.	Remove and reinstall fold plates. Be sure they're properly positioned.
	Piece of paper or other material is stuck in the fold plate.	Remove object from the fold plate.
In-feed tray lever does not work	Broken spring	Call for service
Double feeding forms	Documents stuck together	Jog forms to remove static electricity.
	Feed tire or separator worn	Call for service
Not feeding documents	Feed tire dirty	Clean feed tire
	Feed tire or separator worn	Call for Service