

# **FORMAX<sup>®</sup>**

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FD 450

Envelope Opener

OPERATOR MANUAL  
FIRST EDITION

## General


The FD 450 letter opener slits open envelopes measuring up to 11" x 15.6" and approximately 3/16" thick.

Larger and thicker envelopes can also be opened if they are fed individually.

## Set Up

1. Place the main body of the letter opener on a flat surface with the FORMAX® label facing towards you.
2. Place the catch tray on the right of the main body.
3. Plug the power cord in the left side of the main body.
4. Place the black pressure arm in the hole located at the front left of the main body.

## Operation

1. Tap the stack of envelopes hard on a flat surface with the top edge down. This ensures that the contents will not slip down inside the envelopes and be damaged by the slitting blades.
2. Turn the envelopes with the top edge up (as you would read it), **fan**  and place between the transport belt and pressure arm.
3. Turn the power button on (located on the bottom front of the machine).

## Trouble Shooting

If the envelopes are not being drawn into the slitting area properly, apply gentle pressure either to the pressure arm or the stack of envelopes until proper transport resumes. Envelopes which get stuck in the slitting area should be pulled out gently in a sideways direction ←→ .