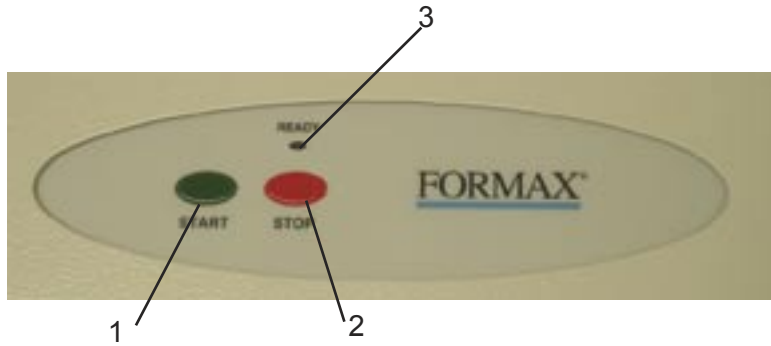# 1400 Quick Setup Guide

UNPACKING

1. Inspect package for damage.
2. Remove 1400 from box and place on a solid level surface. **Caution:** Two people are required to lift machine out of box, as it weighs 81 lbs.
3. Inspect packing to ensure all components are included.
4. Refer to the contact information on the last page if installation or service assistance is needed.

Components

1	1400	4	Upper Fold Plate
2	Catch Tray	5	Jam Clearing Bar
3	Power Cord	6	Lower Fold Plate (Ships installed)

Control Panel

1	"START" Button	Press to start operation
2	"STOP" Button	Press to stop operation
3	"READY" Indicator	Green indicates the FD 1400 is ready to operate / Blinking Red indicates a fault

INSTALLATION

1. InFeed Tray Extension

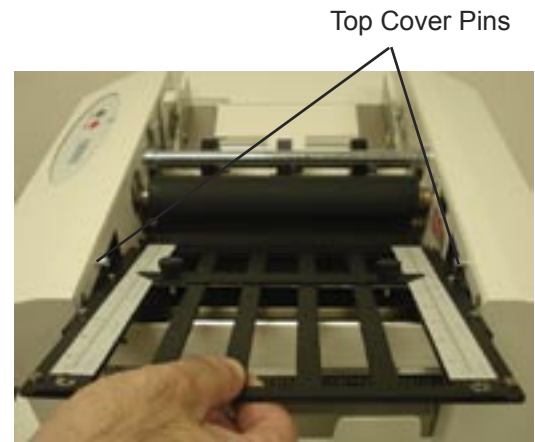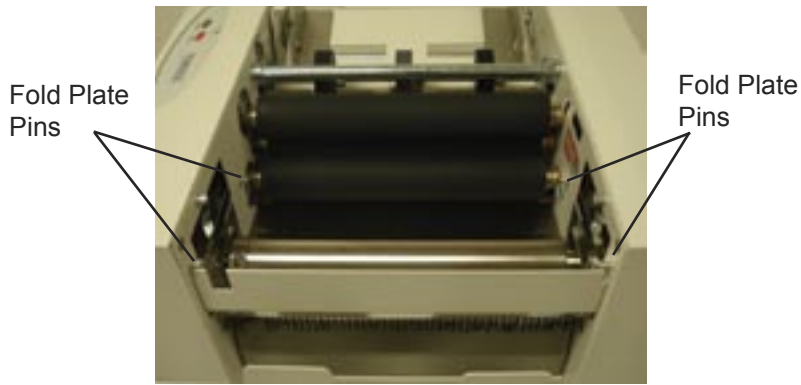Lift infeed tray extension and lock into place

2. Lower Fold Plate

Remove shipping bands from lower fold plate located under the infeed tray.
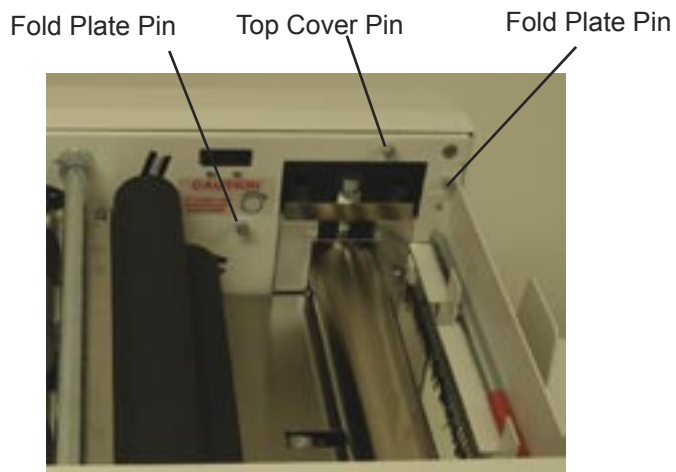
3. Upper Fold Plate

Lift top cover and remove

Top View

Fold Plate
Pins

Fold Plate
Pins

Top Cover Pins

Side View

Fold Plate Pin   Top Cover Pin   Fold Plate Pin

Top Cover Pins

a. Slide the upper fold plate under the top cover pins onto the fold plate pins. Push down on the fold plate to lock it into position.

Note: The fold plate pins are a yellowish color and the top cover pins are a chrome color. Slide the fold plate under the top cover pins when setting into position.
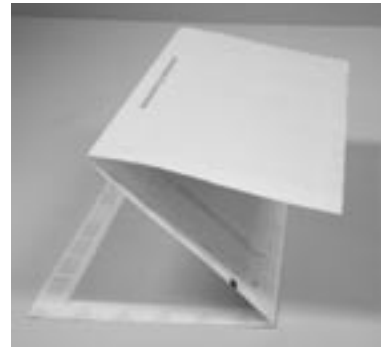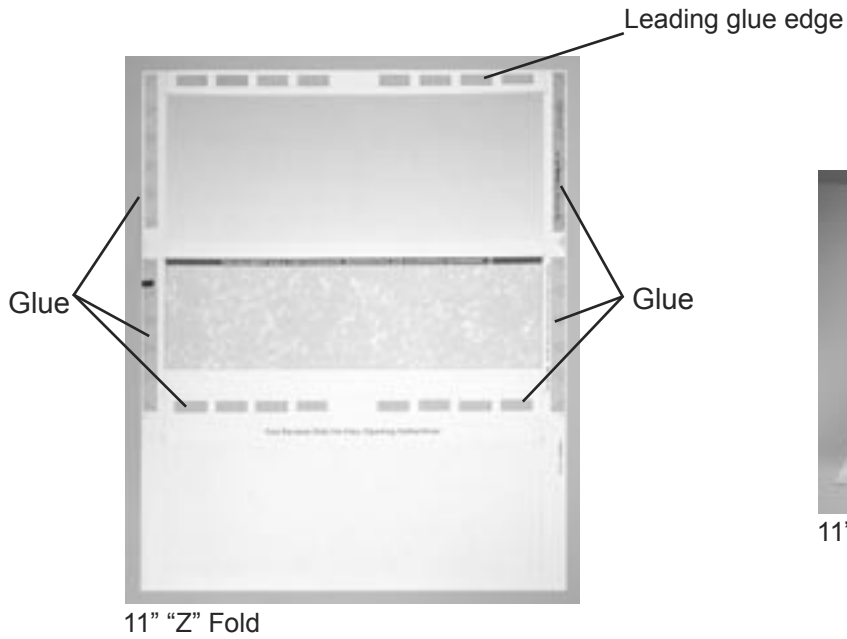
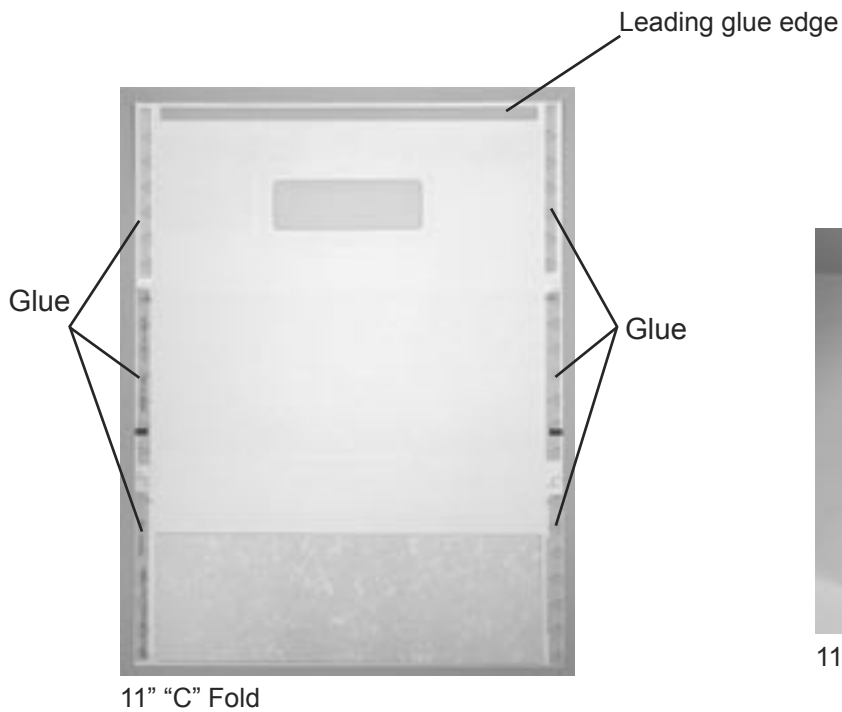b. Replace top cover

4. Power Cord

Plug power cord into the receptacle on the backside of the machine.

DETERMINING FOLD TYPE

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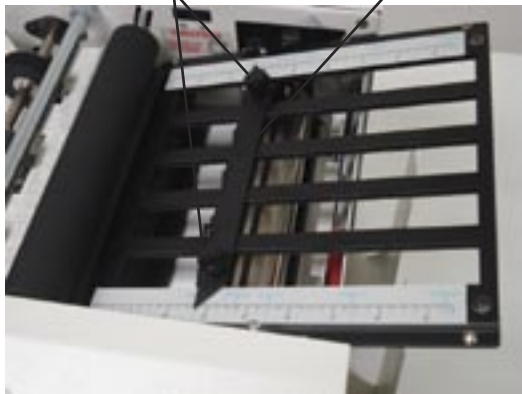Refer to Operator Manual for custom fold setup.

Leading glue edge

Glue   Glue

11" "Z" Fold

11" "Z" Fold

Leading glue edge

Glue   Glue

11" "C" Fold

11" "C" Fold

2. Setting Fold Plates
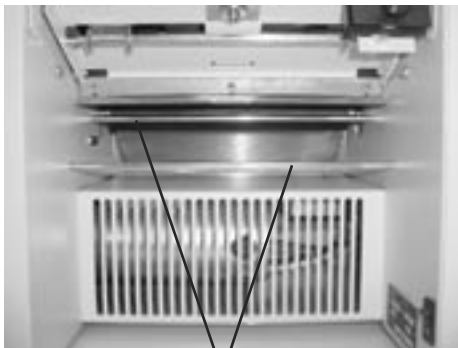
Fold stop knobs   Fold stop

Fold indicator decals

After determining the fold type of your pressure seal form you will need to set the fold plates.

a. Top Fold Plate: Leave the top fold plate in position, loosen the fold stop knobs and slide the fold stop to the appropriate fold setting on the fold indicator decals and retighten the fold stop knobs.

b. Bottom Fold Plate: To set the bottom fold remove the bottom fold plate adjust the fold stop and return into position. Slide lower fold plate onto "Lower fold plate bars" located under the infeed tray.

c. Follow the operating procedure on page 6 to run a few test forms to ensure the folds are correct, if the folds are off move the fold stops up or down to correct the fold. Use the included test sheets to help line up folds if needed.

Note: When setting the bottom fold plate for a "half fold" turn the fold plate and insert with the "half fold stop" leading.

Lower fold plate bars   Lower fold plate   Half fold stop

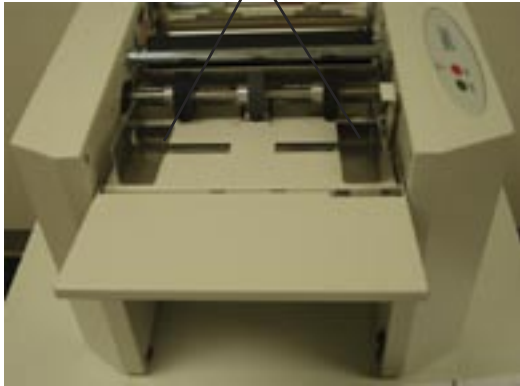## 3. Setting Catch Tray

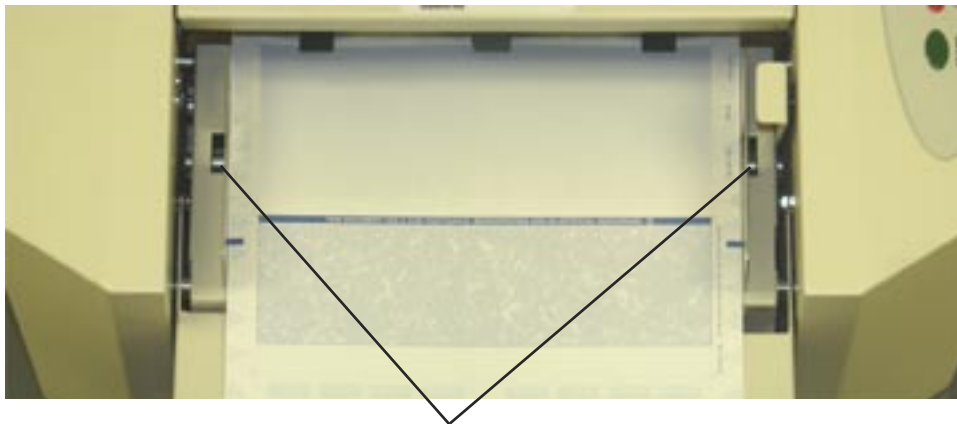Fold/form size decal   Edge of the sealer outfeed

Slide the catch tray in or out to align the appropriate fold/form setting on the "Fold/form size decal" with the edge of the sealer outfeed.

3. Setting Infeed Side Guides

Infeed Side guides

a. Place a form between the side guides. Adjust the side guides by sliding them left or right so that the form is snug but still lies flat.

Equal spacing between side frame and guides on both sides

b. Leave equal spacing between the guides and side frame on both sides to help insure that the forms feed squarely into the pressure sealer.

OPERATION

1. Power

Power switch

Switch the power button, located under the infeed tray, to the on position.

2. Loading Forms

Feed table lever

a. Remove printed forms from the printer and square them so they are in a neat stack.

b. Press down the feed table lever.

c. Place the neatly stacked forms onto the feed table with the glue edge leading (refer to "Determining Fold Type" on Pg. 4).

d. Release feed table lever.

3. Starting and Stopping

The green "READY" light will be lit when ready to operate. Press the Green "Start Button" to start and the red "Stop" button when the feed tray is empty.

<u>TROUBLESHOOTING</u>

Refer to the "Troubleshooting Section" of the operator manual.

Assistance *within* the 90 Day Factory Direct Warranty

Please contact Formax Directly for phone support during the first 90 days. **Note:** The 90 day warranty begins when the machine ships from our factory.

Phone Support: 800-232-5535 Press "0" and ask for FD 1400 technical support.

Hours: Monday - Friday 8AM- 5PM EST

Depot Ship to Address: Formax
44 Venture Dr
Dover NH 03820

*Machines cannot be shipped to Formax without an RMA#. Shipments will not be accepted without an authorized Formax RMA#.

Assistance *after* the 90 Day Factory Direct Warranty

Please contact Intrepid service company for onsite nationwide service. Intrepid offers annual service agreements for your FD 1400 and per trip service at their hourly rate. Formax strongly recommends that you purchase an annual service agreement which includes on-site repairs and preventative maintenance as well as rapid on-site response.

Intrepid Contact Information: 1-800-642-6015

Hours: Monday - Friday 8AM- 5PM

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.

Fold "A"   Fold "B"   Leading Edge

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.
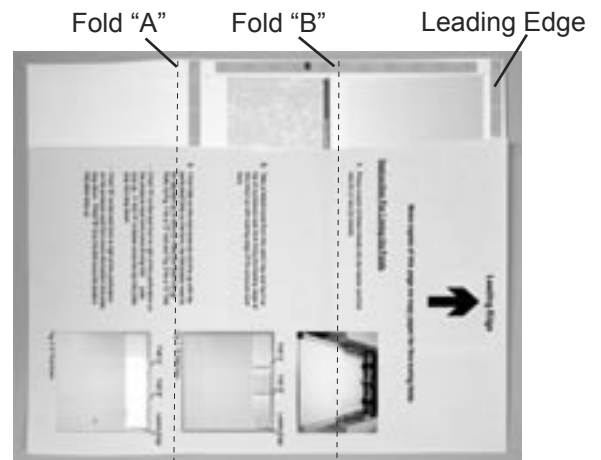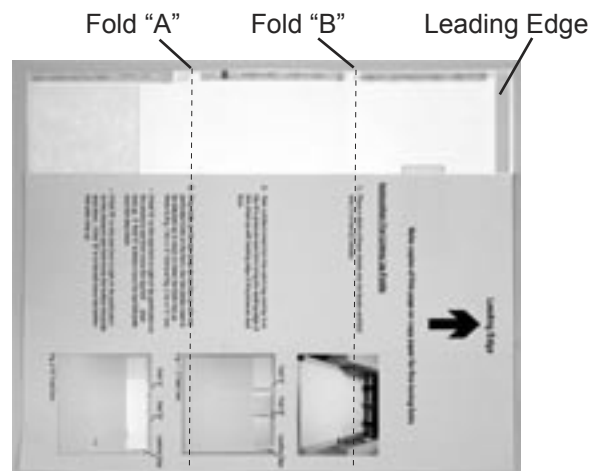
Fold "A"   Fold "B"   Leading Edge

9

Fig. 2 "C" Fold Form