FORMAX®

FD 2052IL AutoSeal® System

OPERATOR MANUAL
FIRST EDITION

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DESCRIPTION

FUNCTION

With the Formax FD 2052IL AutoSeal System operators can print, fold and seal all in one streamlined process. One-piece pressure sensitive forms are loaded into an existing laser printer where they're printed and fed directly into the IL Pressure Sealer where they're folded, sealed and output as a mail-ready piece.

FD 2052IL System
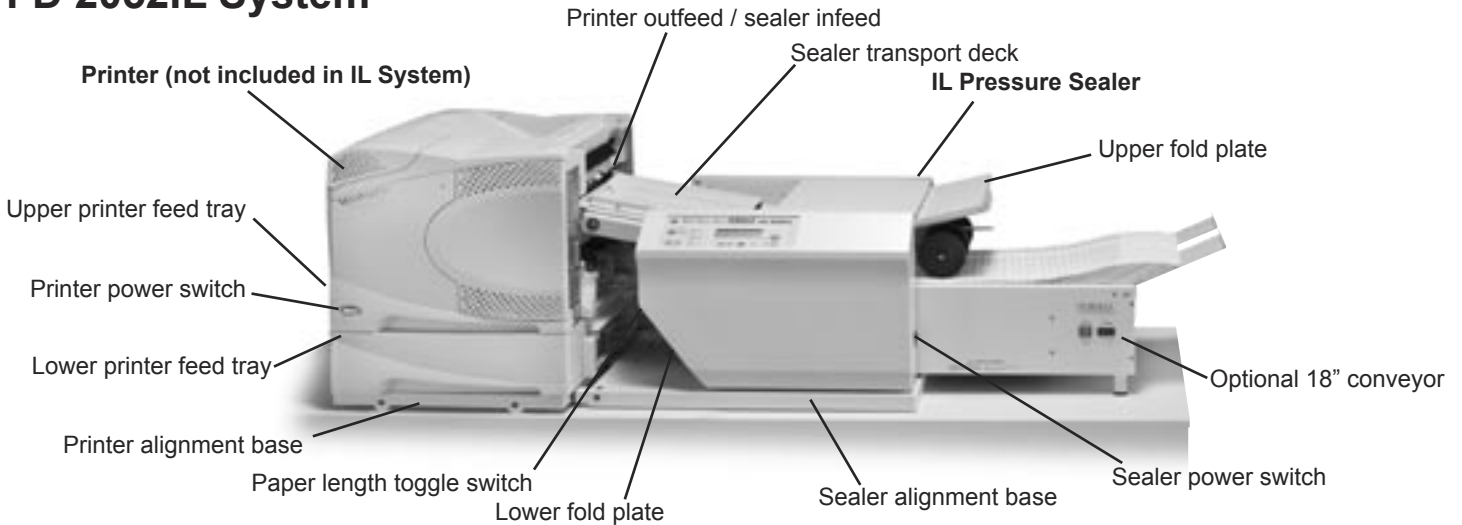
SPECIFICATIONS

Printer Compatibility:	HP & Troy 4200, only with two 500-sheet trays HP & Troy 4250, only with two 500-sheet trays HP & Troy 4350, only with two 500-sheet trays Consult your Formax dealer for an updated list of additional FD 2052IL compatible laser printers.
Speed:	Printer dependent
Paper Size:	Up to 8.5" x 14"
Duty Cycle:	Up to 175,000 pieces per month
Power Requirements:	FD Model: 120 Volts AC, 50/60 Hz FE Model: 220 Volts AC, 50/60 Hz
Dimensions (closed) **:	17" W x 43.5" L x 16" H
Dimensions w/18" Conveyor (closed):	17" W x 58.5" L x 16" H
Tabletop Area Required:	19" W x 49" L
Tabletop Area Required w/18" Conveyor:	19" W x 64" L
Dimensions with Cabinets and 18" Conveyor:	17" W x 69" L x 45.5" H

** Dimensions include IL Pressure Sealer and IL Alignment Base.

UNPACKING

1. Check package for shipping damage. If there is shipping damage do not discard the box.
2. CAUTION: Two people must lift the Pressure Sealer out of the box.
3. Package should contain the IL Pressure Sealer and two piece IL Alignment Base.

SETUP

Alignment Base Setup

1. Place two parts of alignment base face up. (Fig. 1).

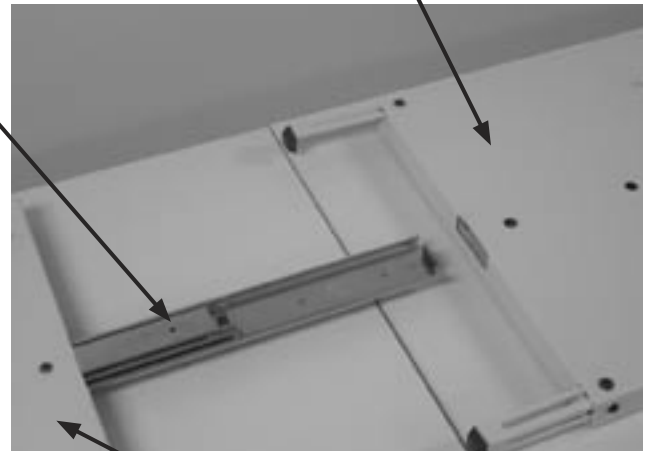Alignment Base, Pressure Sealer Section

Connecting slider

Fig. 1

Alignment Base, Printer Section

2. Extend connecting slider and slide into slot on sealer section of base, lining up the screw holes wih the holes in the top of the base (Fig. 2). Insert the leading two screws first, do not tighten down at this point. Align third screw hole in the slider with the top cover and insert screw. Tighten all three screws into place.

Fig. 2

Sealer Setup

1. Align the 2052IL with the pins located on the alignment base and lower into position. (Fig. 3) **Caution:** Two people should lift and lower the 2052IL.
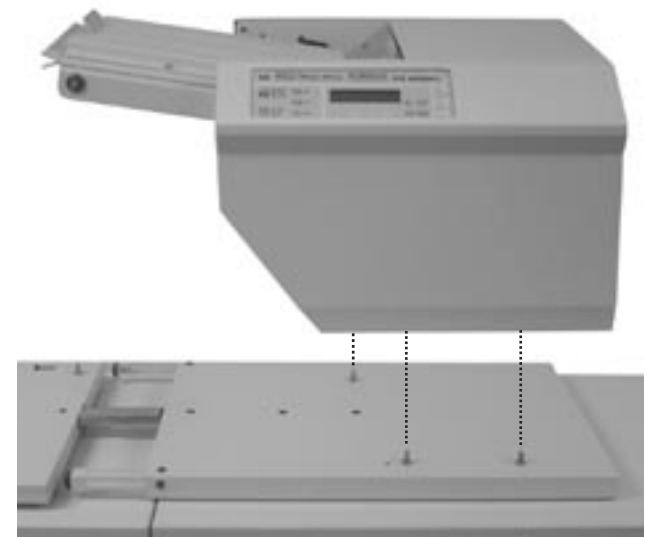
Fig. 3

2. Install lower fold plate into pressure sealer. Match up alignment pins (Fig. 4a) on the pressure sealer with grooves on the underside of the fold plate.
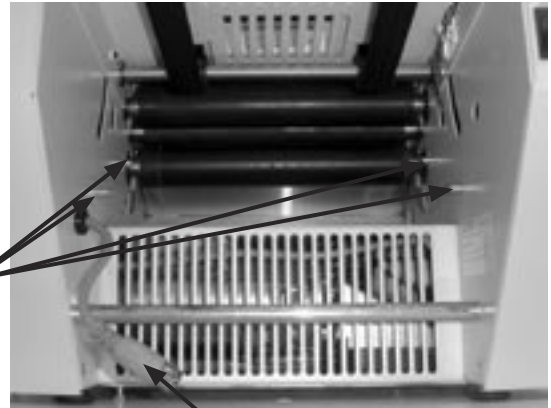

Lower fold plate alignment pins

Fig. 4a

Lower fold plate power connector

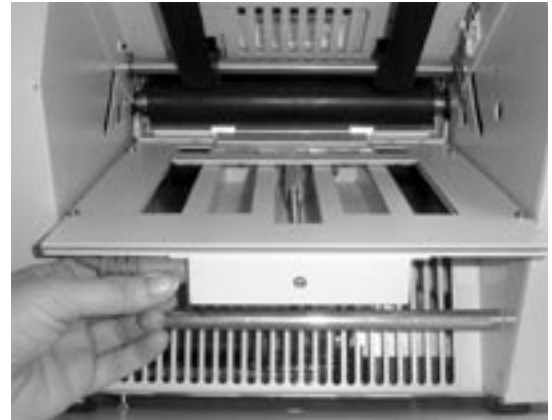3. Plug the cord into the fold plate receptacle (Fig. 4b).

Fig. 4b

Upper fold plate alignment pins

4. Install upper fold plate into pressure sealer. Match up alignment pins (Fig. 5a) on the pressure sealer with grooves on the underside of the fold plate.

Fig. 5a

5. Plug the cord into the fold plate receptacle (Fig. 5b).

CAUTION: Do not operate the machine without the fold plates installed and plugged in.

Fig. 5b

Printer Setup

1. Remove back door from the printer. Lower door, depress the side tabs to release and pull the door out (Fig. 6).
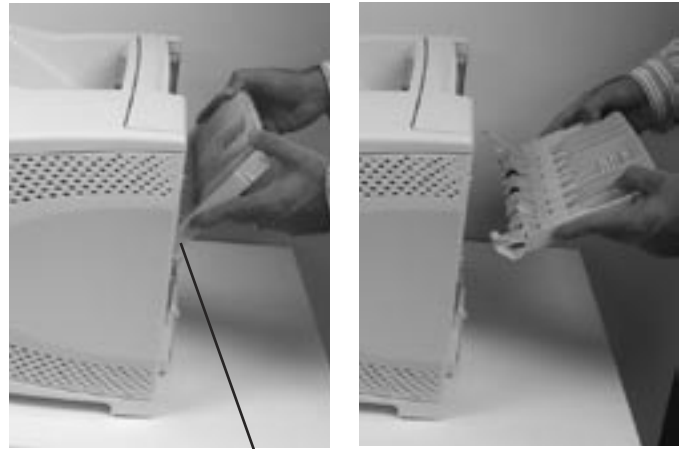

Fig. 6   Side tabs

2. Place printer on alignment base. First align bottom feed tray with the pins on the printer alignment base and lower into position. Then align printer with the bottom feed tray pins and lower into place. (Fig. 7)
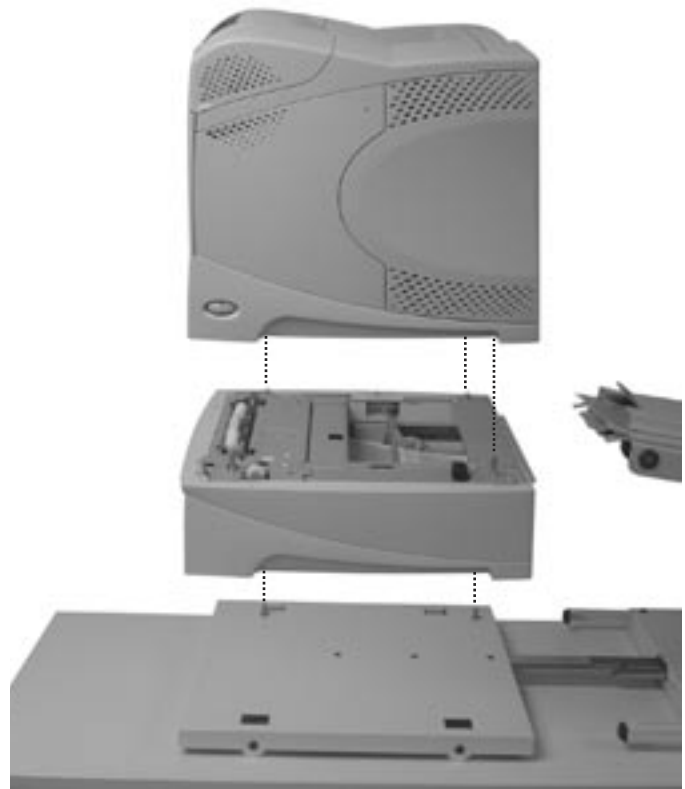

Fig. 7

3. Secure the printer to the bottom feed tray with the locking mechanism located on the backside of the printer. (Fig. 8)
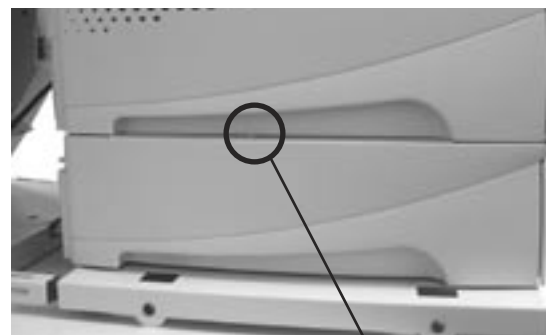

Fig. 8   Locking mechanism

Alignment Stoppers

The alignment base stoppers are used to keep the printer from making contact with the sealer infeed. The exit rollers of the printer and the sealer infeed throat should not come into contact during operation. There should be a gap of approximately 1/8" between the rollers and the sealer Infeed throat.

Fig. 9

Alignment base stopper   Locking pins

1. Slide the printer up to the sealer infeed throat so that there is approximately a 1/8" gap between the printer out feed and the sealer infeed throat. Using a 1/8" standard allen wrench, loosen the locking pin of each alignment base stopper. (Fig. 9)

Fig. 10a

2. Pull the stopper out from the pressure seal alignment base until it meets the edge of the printer alignment base, be sure to maintain the gap between the printer outfeed and the sealer infeed. (Fig. 10a & 10b)

Fig. 10b

3. Using the allen wrench, tighten both locking pins to hold the stopper into place. Now it's possible to slide the printer away from the 2052IL infeed throat and back into place without having to reset the position. (Fig. 11)

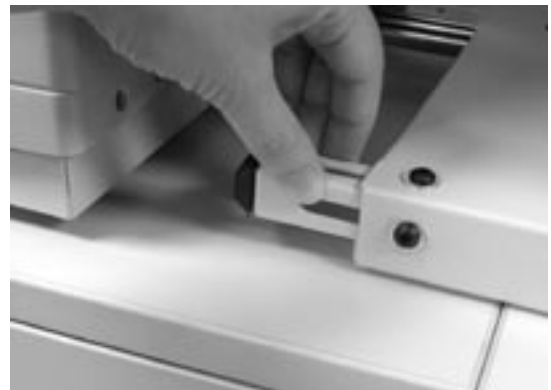Repeat with the second stopper.
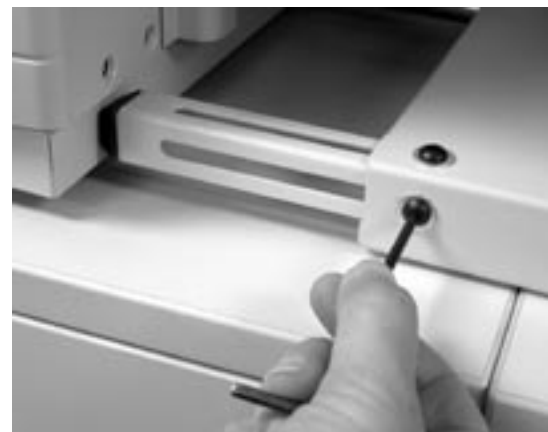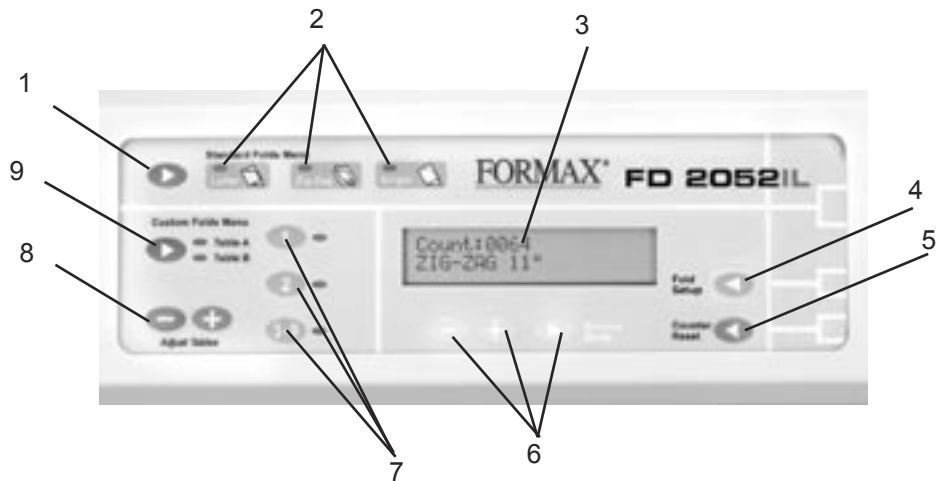

Fig. 11

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CONTROL PANEL

1	Standard Fold Menu	Press to select standard fold type
2	Fold LED's	Indicates fold type selected
3	Display Screen	Displays all current functions
4	Fold Setup	Press to automatically set the fold plates
5	Counter Reset	Resets counter and resets faults
6	Service Mode	Used to perform service diagnostics
7	Custom Fold Selection	Push to select custom folds
8	Adjust Tables "-" "+"	Adjusts fold plate measurements for programming custom folds
9	Table A / Table B	Toggles between top and bottom fold plate when setting custom folds

Standard Folds Menu:

The Standard Folds Menu consists of three folds; Letter (C-fold), Zig-Zag (Z-fold), and Single (Half fold). By pressing the green button in the Standard Folds Menu, you can toggle between the fold settings. An indicator will light up on the fold type selected. These fold types are standard for 11" and 14" forms.

Set the form length by flipping the 11"/14" toggle switch located on the left of the pressure sealer (fig.)

Custom Folds Menu:

To use a custom fold setting press one of the custom fold buttons (1, 2, 3-9). Press the 3-9 button multiple times to toggle through the 3rd and the 9th custom folds.

OPERATION

1. Plug in cord and turn power on for both the pressure sealer and the laser printer.

2. Set the form length by flipping the 11"/14" toggle switch located below the feed deck on the operator side (Fig. 12)

Fig. 12   Form Length Switch

3. Select the fold type from the "Standard Fold Menu" (Fig.13). If a custom fold is being used select fold from the Custom fold Menu (see pg 9 to set a custom fold.)

Standard Fold
Selection Button

Fig. 13

4. Press the "Fold Setup" button to automatically set the fold plates (Fig. 14).

Fig. 14   Fold Setup Button

5. Place pressure seal forms in printer paper tray. Paper should be loaded into the approved HP printers face down with the glue edge trailing. Locate the paper orientation guide on the printer and load accordingly (Fig. 15). The print side glue edge is considered the top of the document. Once forms are loaded perform an offline print test (see pg. 8) to make sure the printer and sealer are aligned properly. If the print test is satisfactory begin online operation.

Fig. 15   Printer Paper
Orientation Guide

OffLine Print Test

In order to test the system offline follow the directions below to ensure proper alignment and fold setup. For further printer test mode operation information or if the printer being used is not listed below refer to the printer operator guide. **Note:** The sealer is activated when the form passes over the photo-eye located at the mouth of the sealer transport deck.

Test Mode HP 4350

1. Power up the Printer and Sealer

2. Load forms into printer face down with glue trailing.

3. When "Ready" appears in the printer window press the button.

4. Press the button to highlight "Information" and press the button.

5. Press the button again to print "Menu Map." Five pages will be printed.

6. To print additional pages repeat steps.

Test Mode HP 4200 / 4250

1. Power up the Printer and Sealer

2. Load forms into printer face down with glue trailing.

3. When "Ready" appears in the printer window press the button.

4. "Information" will be highlighted, press the button.

5. Press the button again to print "Menu Map." Five pages will be printed.

6. To print additional pages repeat steps.

Normal Operating Conditions

1. *Steam may be present when the form comes out of the printer and enters the sealer transport deck.* This is a normal operating condition if the transport deck is cool when operation begins. The steam should go away after 5 - 10 forms run through the system allowing the transport deck to warm up.

2. *Moisture present on the transport deck.* When forms are printed moisture is released from the forms. Due to the enclosed IL system setup the moisture is present on the transport deck, it should lessen as the transport deck warms up. Environmental conditions may affect the amount of moisture present as well.
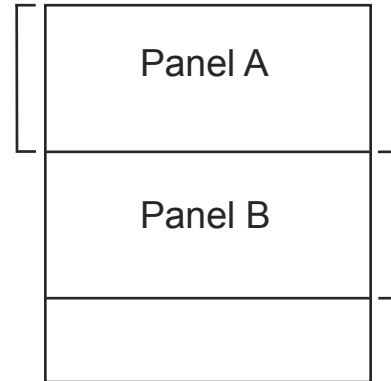
SETTING CUSTOM FOLDS

The Custom Folds Menu allows you to program custom folds into memory. The 2052IL can store up to nine custom folds. To store a custom fold into memory, follow these steps:
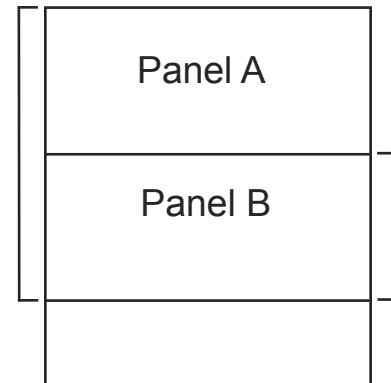
1. Measuring Fold Lengths

Example 1: Uneven "Z"

    a. Measure the length of panel "A".

    b. Measure the length of panel "B"

    c. Enter these measurements according to the instructions below.

Panel A
Panel B

Example 2: Uneven "C"

    a. Measure the length of panel "A" + "B"

    b. Measure the length of panel "B"

    c. Enter these measurements according to the instructions below.

Panel A
Panel B

1.   Select the custom fold number you want to program.

2.   Press the green button next to the Table A and Table B lights.

Note: The display will read "Tbls A: #.## B: #.##   CUSTOM #".
    Table A adjusts the upper fold plate.
    Table B adjusts the lower fold plate.
    The "-" and "+" buttons decrease and increase the fold numbers.

3.   Press the "-" and/or "+" button to enter the length of the fold. Fine adjustments can be made with the adjustment screw at the end of the plate.

4.   Press the "Fold Setup" button and run the printer test mode to ensure the proper folds have been entered.

5.   Once the folds are correct, press and hold the "Custom Fold" green arrow button until the machine sounds a tone. The fold has been memorized.

TROUBLESHOOTING

TROUBLE	POSSIBLE CAUSE	REMEDY
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 black breaker reset button located on the backside of the sealer, see pg. 12 Fig. 17.
	Internal electrical failure	Call for service
Fold plate stop not moving when "Fold Setup" is pressed.	Fold plate is not plugged in.	Plug fold plate in.
	Electrical or mechanical failure	Call for service.
Sealer does not turn on when the form enters the throat of the sealer transport deck.	Sealer is not turned on	Check that the sealer is plugged in and turned to the on position.
	Sealer reset button has not been pressed after a paper jam	Press the "counter reset" button to reset the sealer
	Sealer breaker has popped	Press the black breaker reset button located on the backside of the sealer, see pg. 12 Fig. 17.
	Photo eye is not detecting the form	Wipe sensor with dry cloth.
		Call for service
Standard fold is misfolding	Fold plate is not plugged in.	Plug fold plate in.
	Wrong fold is selected	Check to make sure the correct fold is selected from the "Standard fold menu"
		A custom fold may need to be created if the fold varies from the standard fold setting, see pg 9 for custom fold setup.
	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.

Custom fold is misfolding	Fold plate is not plugged in.	Plug fold plate in.
	Wrong fold is selected	Check to make sure the correct fold is selected from the "Custom fold menu"
	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.
	Fold settings are off	Check that the fold settings match the actual fold lengths, see pg 9 for custom fold setup.
"Cover Open" is displayed.	Cover open	Check that all covers are closed
	Magnetic switch is broken.	Call for service
"Paper out " is displayed.	In-feed tray is empty.	Place documents on the in-feed tray.
"Paper Jam" is displayed.	Paper misfeed between printer outfeed and sealer infeed	Slide printer back to gain access to the printer outfeed and remove forms. Lift top cover of printer, remove toner cartridge and remove forms. Reinstall toner, close printer cover, slide printer back into position and press the "counter reset" button on sealer to reset sealer.
	Paper jammed at steel sealer rollers.	Remove paper and press "Counter Reset" button, see pg 12 for clearing instructions.
Black marks on the folded forms.	Fold rollers and/or steel sealer rollers are dirty.	Clean the rollers with approved roller cleaner and rejuvenator.
Fold is skewed.	Printer and sealer are out of alignment.	Check to make sure the printer and sealer are set properly on the alignment pins Adjust rear pin on the printer alignment base, see pg 12 for adjustment procedure)
	Transport deck belts are dirty	Clean belts with approved cleaner
Transport table belts do not turn.	Broken drive belt, worn drive gear.	Call for service
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.

A. Clearing paper jams from the steel pressure seal rollers:

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

If a jam occurs in between the metal sealing rollers open the top cover and remove the upper fold table. Remove the jam-clearing tool (located under the top fold table), apply the tool to the upper metal roller (Fig. 16) and turn clockwise until the paper jam is clear. (**Caution:** Do not apply excessive force or rollers may be damaged.) (**Caution:** Do not turn counter-clockwise and force the form(s) to exit the machine or the rollers may be damaged.) Remove the jammed form, return tool to holder and reinstall the upper fold table. Reinstall cover and press the reset button.

Note: Press the black button (Fig. 17) near the power cord inlet to reset the breaker if necessary.
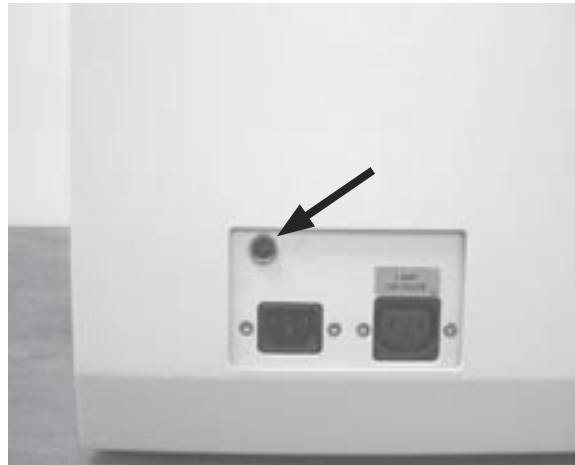

Fig. 16

Fig. 17

B. Adjusting printer alignment base pin:

The rear printer alignment base pin can be adjusted to properly align the printer with the sealer. Loosen the rear pin using an adjustable wrench to hold the pin while using a 7/16" socket to loosen the nut. Slide the pin forward to move the front outfeed corner of the printer forward toward the front edge of the alignment base and slide the pin back to move the front corner of the printer back away from the edge of the alignment base. The printer will pivot on the front alignment pin (Fig. 18).
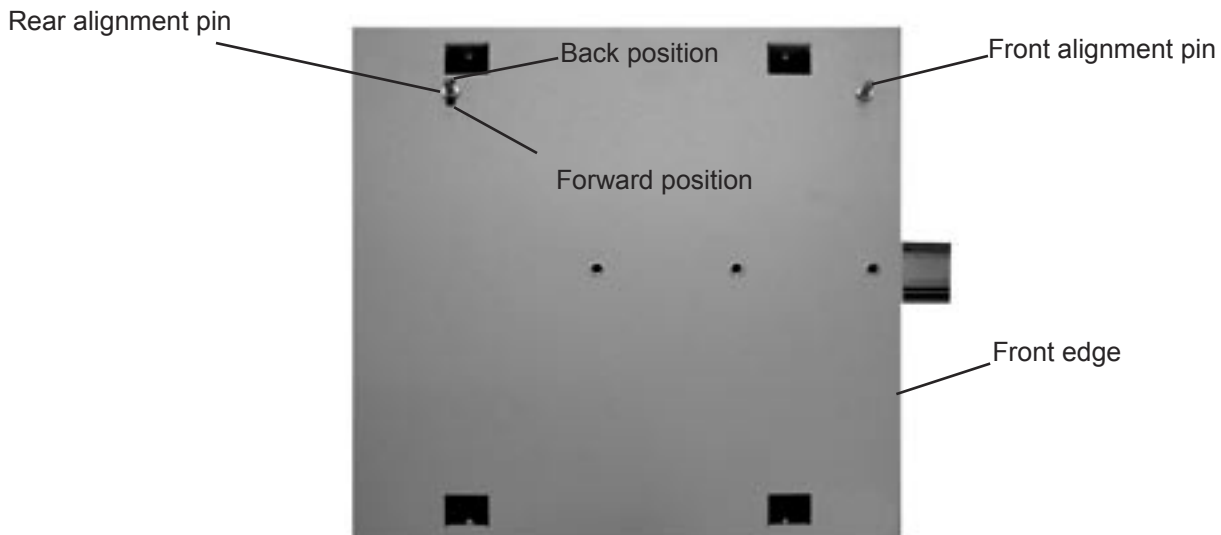

Rear alignment pin

Back position

Front alignment pin

Forward position

Front edge

Fig. 18

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.
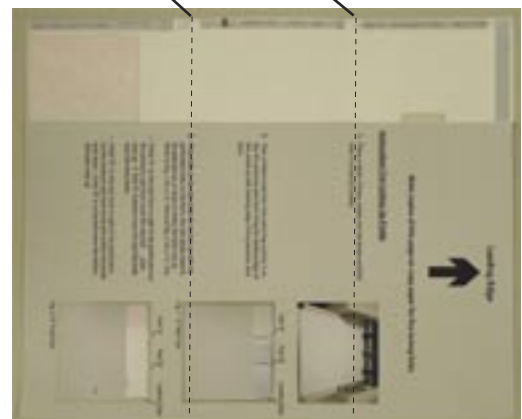
Fold "A"   Fold "B"   Leading Edge

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Fig. 2 "C" Fold Form

OPTIONAL CONVEYOR INSTALLATION

To install the 18" conveyor, follow these steps:

1. Unplug the pressure sealer from the wall outlet.
2. Remove the catch tray from machine.
3. Remove the upper fold table.
4. Plug the power cord into the underside of the conveyor.
5. Install the conveyor mounting bolts. (Fig. 19)
6. Attach the conveyor to the pressure sealer.
7. Install the stacker wheel assembly into the holes indicated below. (Fig. 20)
8. Adjust the stacker wheels to conveyor decal.
9. Plug the conveyor power cord into the power outlet on the pressure sealer.
10. Reinsert the upper fold table.
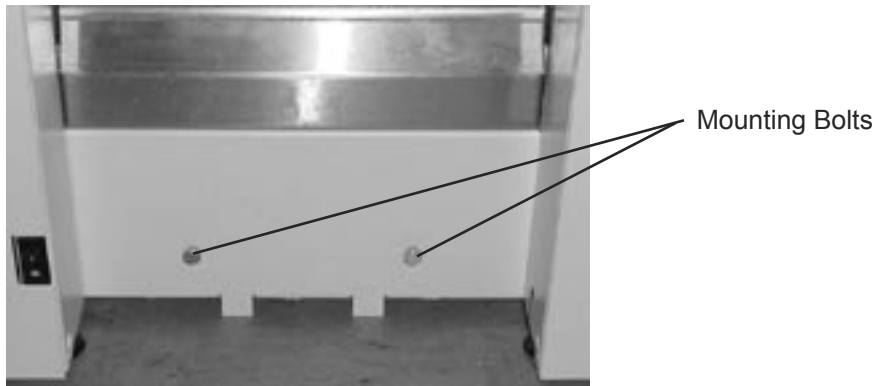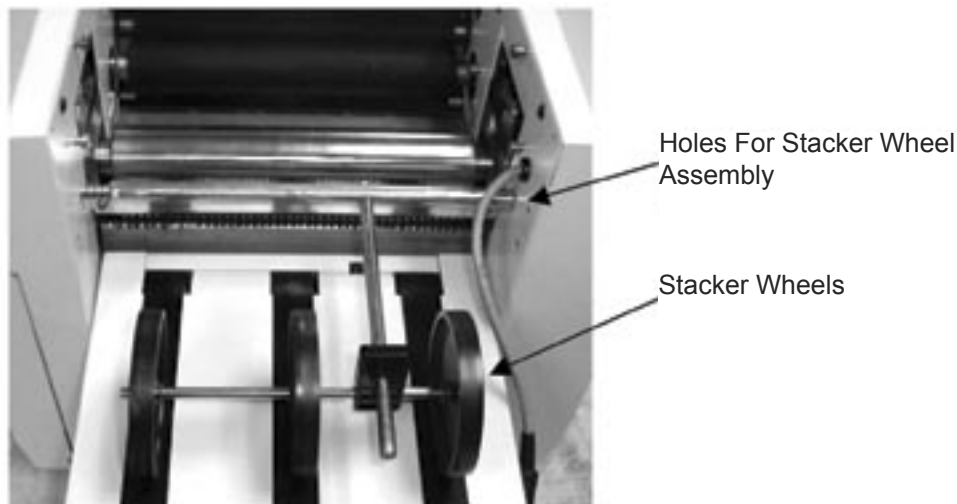11. Plug the pressure sealer into the wall outlet.

Mounting Bolts

Fig. 19

Holes For Stacker Wheel Assembly

Stacker Wheels

Fig. 20