

FORMAX[®]

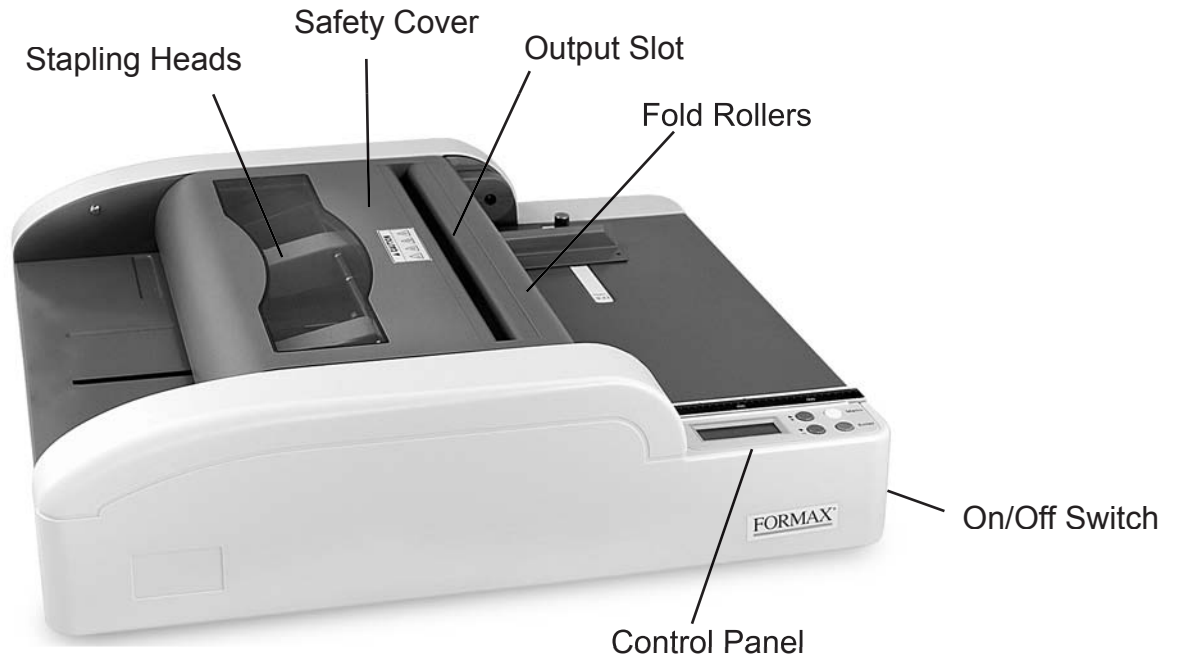
FD 180
Booklet Maker

OPERATOR /
MAINTENANCE MANUAL
FIRST EDITION

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SPECIFICATIONS



FUNCTION:

The Formax FD 180 Automatic Booklet Maker offers an easy-to-use solution for creating booklets in small-run or in-plant applications. It's lightweight, portable, and sets up in seconds.

Capacity:	Folds & staples up to 15 sheets of 20# bond for 60-pag booklets
Paper Size:	10" - 17" L x 8.25" - 12" W
Speed:	Up to 500 booklets per hour (operator-dependent)
Stapling Heads:	Two automatic stapling heads with five stapling positions
Dimensions:	22" L x 17.25" W x 6.5" H
Weight:	60 lbs
Voltage:	110 Volts AC, 60Hz

UNPACKING

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

1. Remove unit from box, along with accessories: paper side guide, press roller, power cord, and magnetic stoppers.

SETUP

1. Open the top cover and remove wire tie from folding roller (fig. 1).



Fig. 1

2. Lift up the stapler head lever. Remove the protective sponge pad under the stapler head.
3. Open the cassette from the stapler head and load staples (fig. 2).

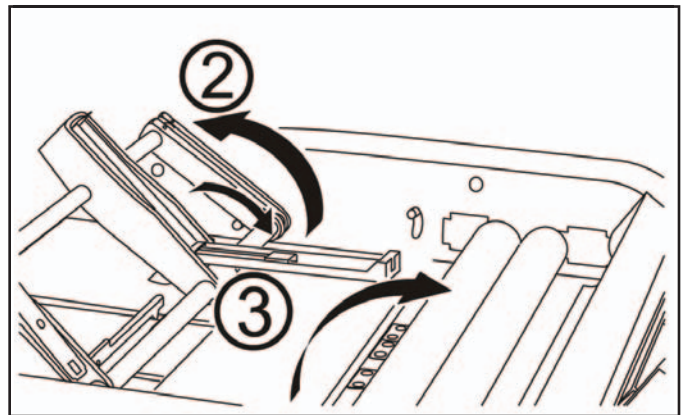


Fig. 2

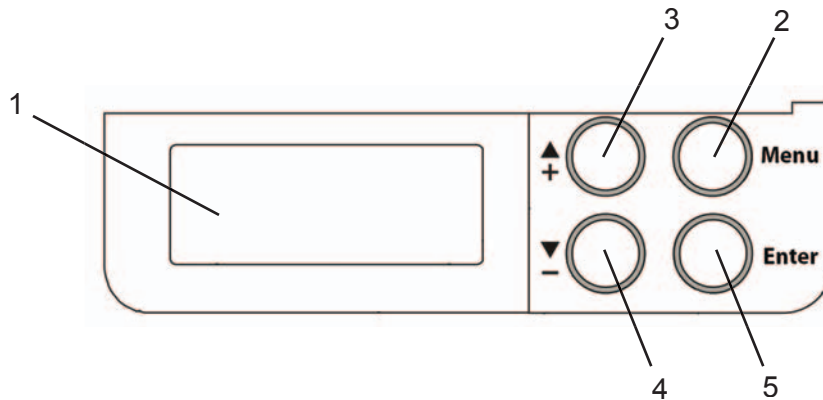
4. Move the stapler heads to the correct position to match paper size. Refer to stapler head position sticker (fig. 3) on the underside of the top cover.



Fig. 3

5. Close the top cover and plug power cord into receptacle on back of unit, and into appropriate wall receptacle (fig. 4).

CONTROL PANEL



Part #	Name	Function
1	LCD Display	Lights when power is on
		Displays selected paper size and counter
		Displays options when Menu button is pressed
		Displays error message if an error occurs
2	Menu Button	Press to enter Options Menu
		Press again to exit Options Menu
3	Scroll Up Button	Increase standard paper size
		Select options within Menu
		Increase size of non-standard paper within Options Menu
4	Scroll Down Button	Decrease standard paper size
		Select options within Menu
		Decrease size of non-standard paper within Options Menu
5	Enter Button	Accept a revised paper setting
		Confirm the setting is complete
		Return to standby mode

SAFETY GUIDELINES

- * When machine is running, keep hands away from the rollers.
- * Do not remove any covers. The machine contains high-voltage parts and hazardous moving parts, which may cause electrical shock or personal injury.
- * Don't touch the motor, the surface may be hot during operation.
- * Always turn off and clean machine after use.

OPERATION

STANDARD PAPER SIZE SELECTION

1. Switch power on (fig. 4).

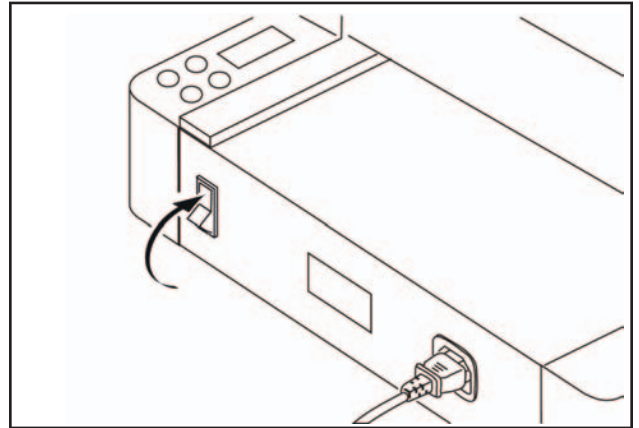


Fig. 4

2. Select the paper size by pressing the scroll up or down button. Scroll through choices until you reach the correct size. Then press Enter button to confirm paper size.



LD = LEDGER = 11" X 17"
LG = LEGAL = 8 1/2" X 14"
LT = LETTER = 8 1/2" X 11"

**size: LD ?
Reset staples !**

3. Open top cover. Move the stapler heads to the correct position (fig. 5) by following the stapler head position sticker. Close top cover.

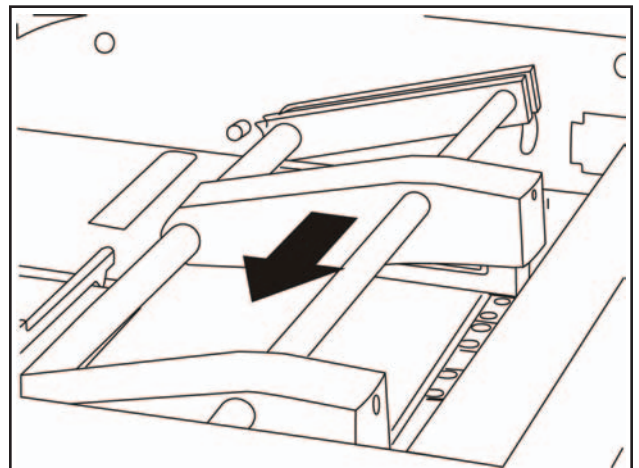


Fig. 5

4. Press the Enter button to return to ready.

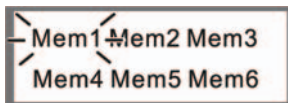
**Size LD Adj +00
Ready 0000Set**

SELECTING NON-STANDARD PAPER SIZE

1. Press Menu button to enter Options Menu.



2. Select "1.Memo" then press the Enter button.



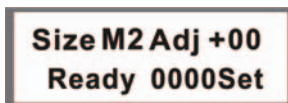
3. Choose one of the 6 pre-set paper sizes by using the scroll up/down buttons. Press Enter to enter the paper size setting (example Mem2).



4. To adjust the paper size, press and hold the scroll button until the proper value is reached (example 14 in).

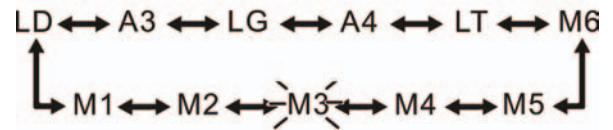
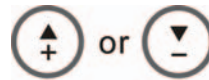


5. Press Enter button to input the data to the selected Memory location, and return to ready status.

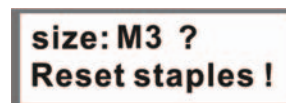


RECALLING A PAPER SIZE FROM MEMORY

1. To recall a paper size saved in Memory, press the scroll up or down button until you reach the correct size (example M3).

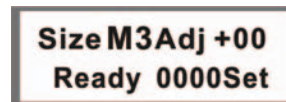


2. Press Enter button to confirm chosen size.



3. Open top cover. Move the stapler heads to the correct position (fig. 5) by following the stapler head position sticker. Close top cover.

4. Press the Enter button to return to ready.

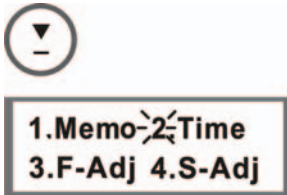


SETTING STAPLE TRIGGER TIMING

1. Press Menu button to enter Option Menu.



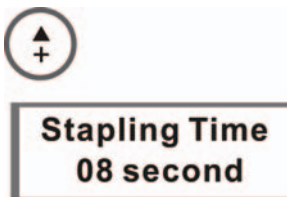
2. Select "2.Time" by pressing the scroll down button.



3. Press Enter button to enter trigger timer setting.



4. Press scroll up or down button to change the setting (example 8 seconds).

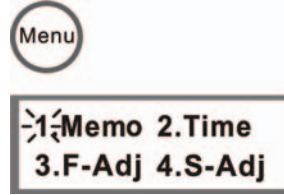


5. Press the Enter button to rewrite the previous value and return to ready.

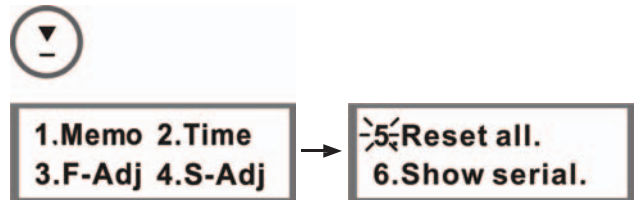


RESETTING FACTORY DEFAULTS

1. Press the Menu button to enter Option Menu.



2. Select "5.Reset All" by pressing the scroll down button.



3. Press Enter button to reset all data to factory default settings.
WARNING: All the values in Memory will be restored to the factory default value (297mm).



4. Press Enter button to return to ready.



MAKING BOOKLETS

1. Select the appropriate paper size and adjust stapler heads according to position reference sticker (see page 2).
2. Open the top cover and insert a set of sheets to be stapled. Align the paper with the edge of the scale (fig. 6).
3. Place the paper side guide by aligning it with the edge of the paper (fig. 7).
4. Use the cylindrical magnetic alignment stoppers if needed (fig. 8).
5. Close the top cover. The machine will start operation in 5 seconds. Once the first booklet is complete, remove it from the output slot on the top. Insert the next set of sheets (fig. 9) and continue operation.

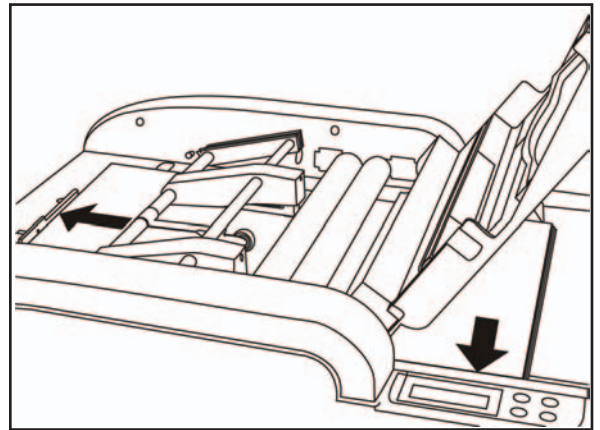


Fig. 6

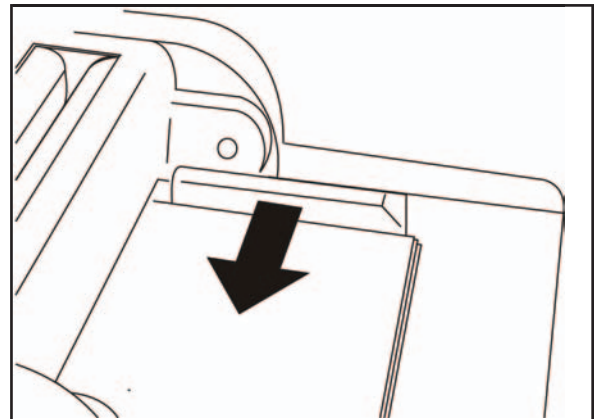


Fig. 7

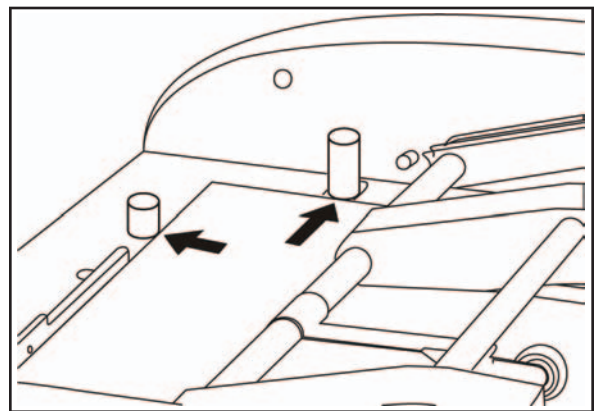


Fig. 8

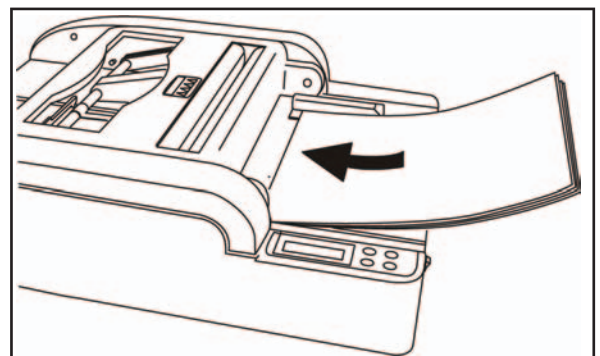
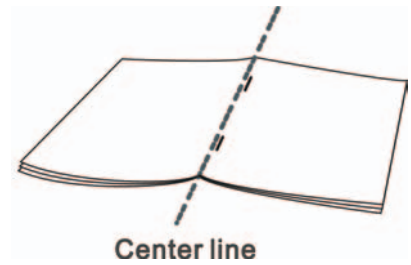





Fig. 9

CORRECTING STAPLING MISALIGNMENT

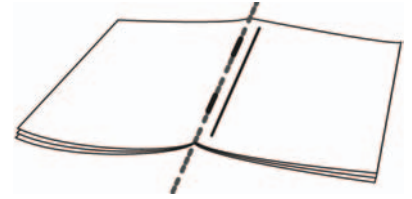
1. Fold the paper in half manually to create the center line of the booklet.
2. Check to see if the staples align with the center line.
3. Fine adjustments to staple position can be made by following the instructions below. Repeat until staples and center line are aligned.






Align with center line	Staple position	Adjustment	Indication
No	Staple located on the right side of the center line. 	1. Press Menu Key.	1. Memo 2. Time 3. F-Adj 4. S-Adj
		2. Press ▼ shift to 4.S-Adj.	1. Memo 2. Time 3. F-Adj 4. S-Adj
		3. Press Enter Key.	Size Fine Adj → 00
		4. Press ▲ move the paper to left. (Paper move left 0.14mm for 1 digit)	Size Fine Adj → 01
		5. Press Enter return to "Ready".	Size A3 Adj +01 Ready 0000Set
	Staple located on the left side of the center line. 	1. Press Menu Key.	1. Memo 2. Time 3. F-Adj 4. S-Adj
		2. Press ▼ shift to 4.S-Adj.	1. Memo 2. Time 3. F-Adj 4. S-Adj
		3. Press Enter Key.	Size Fine Adj → 00
		4. Press ▼ move the paper to right. (Paper move right 0.14mm for 1 digit)	Size Fine Adj ← 01
		5. Press Enter return to "Ready".	Size LD Adj -01 Ready 0000Set
Yes		1. Go to next step 4.	Size LD Adj +00 Ready 0000Set

CORRECTING FOLDING MISALIGNMENT

1. Check folded position by aligning with the center line.
2. Fine adjustments to fold position can be made by following the instructions below. Repeat until center line and fold are aligned.



Align with center line	Fold position	Adjustment	Indication
No	Fold located on the right side of the center line. 	1. Press Menu Key.	1. Memo 2. Time 3. F-Adj 4. S-Adj
		2. Press ▼ shift to 3.F-Adj.	1. Memo 2. Time 3. F-Adj 4. S-Adj
		3. Press Enter Key.	Folding Adj → 00
		4. Press ▲ move the paper to left. (Paper move left 0.14mm for 1 digit)	Folding Adj → 01
		5. Press Enter return to "Ready".	Size A3 Adj +00 Ready 0000Set
	Fold located on the left side of the center line. 	1. Press Menu Key.	1. Memo 2. Time 3. F-Adj 4. S-Adj
		2. Press ▼ shift to 3.F-Adj.	1. Memo 2. Time 3. F-Adj 4. S-Adj
		3. Press Enter Key.	Folding Adj → 00
		4. Press ▼ move the paper to right. (Paper move right 0.14mm for 1 digit)	Folding Adj < 01
		5. Press Enter return to "Ready".	Size LD Adj +00 Ready 0000Set
Yes		3. Fine adjustment finished.	Size LD Adj +00 Ready 0000Set

COUNTER RESET

1. Remove all paper from the machine.
2. Press Enter button to reset the counter to "0000".

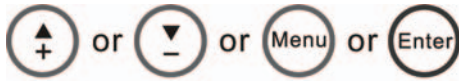


**Size LDAdj +00
Ready 0128Set**

**Size LD Adj +00
Ready 0000Set**

EMERGENCY STOP

1. Press any button on the control panel to stop the machine during the booklet-making process.



**Emergency stop!
Reset machine!**

2. Switch off the machine, then power on the machine to return to ready status.

Reset to Ready

**Size LDAdj +00
Ready 0000Set**

CLEARING JAMMED STAPLES

1. Open the top cover and lift up the stapler head lever.
2. Open the cassette from the stapler head and remove the jammed staple using tweezers.

SERIAL NUMBER INDICATION

1. Press Menu button to enter Option Menu.



**1.Memo 2.Time
3.F-Adj 4.S-Adj**

2. Select "6.Show Serial" by pressing the scroll down button.



**1.Memo 2.Time
3.F-Adj 4.S-Adj**

**5.Reset all.
6.Show serial.**

3. Press Enter button to check the Serial Number.



**Machine Serial:
H XXXXXXXXX**

4. Press Enter button to return to ready status.



**Size LDAdj +00
Ready 0000Set**

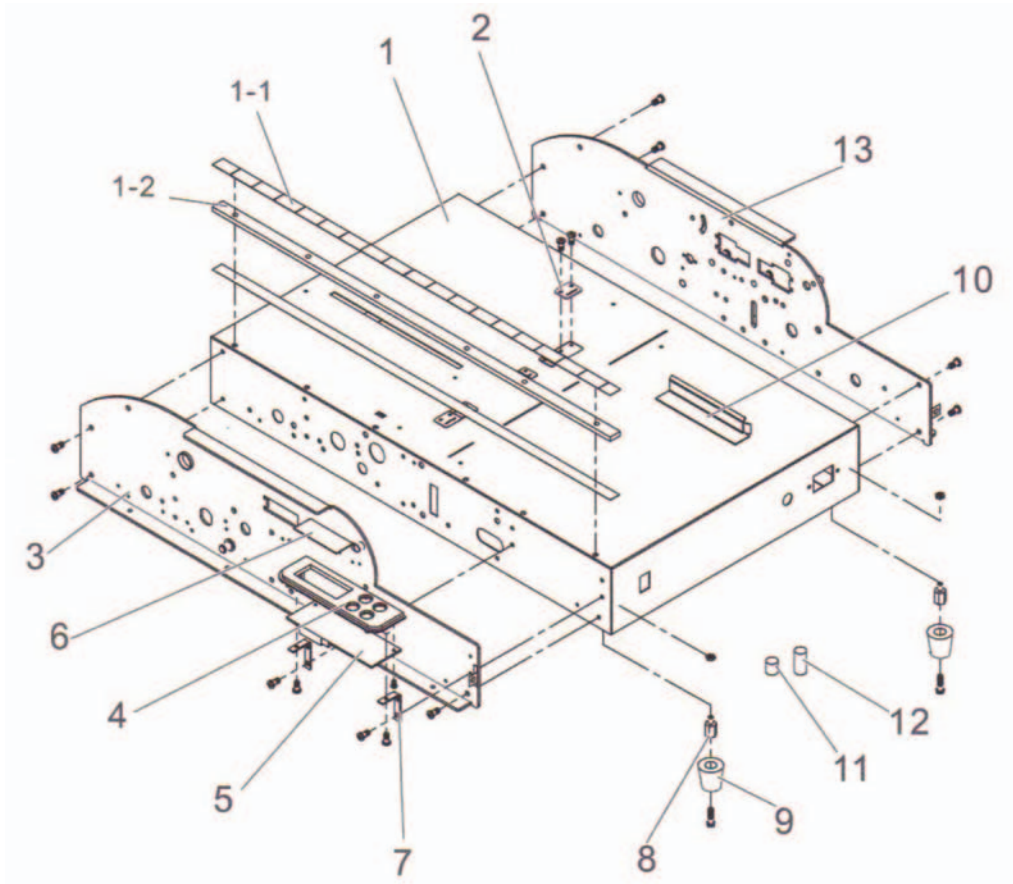
TROUBLESHOOTING

ERROR MESSAGE	POSSIBLE CAUSE	SOLUTION
Size LD Adj +00 Cover is open!	Top cover opened in ready status.	Close top cover.
Cover is open	Top cover opened during booklet making process.	Close top cover, press Enter button.
Reset?	Cover has been closed following "Cover is Open" message.	Press Enter button to reset.
Over loading! Take away paper	Too much paper loaded, causing motor overload.	Remove all paper. Turn off power for 3 seconds. Turn on power to return to ready status.
Emergency stop! Reset machine!	One of the control panel keys has been pressed during booklet making process.	Turn off power for 3 seconds, then turn on to return to ready status.

DAILY MAINTENANCE

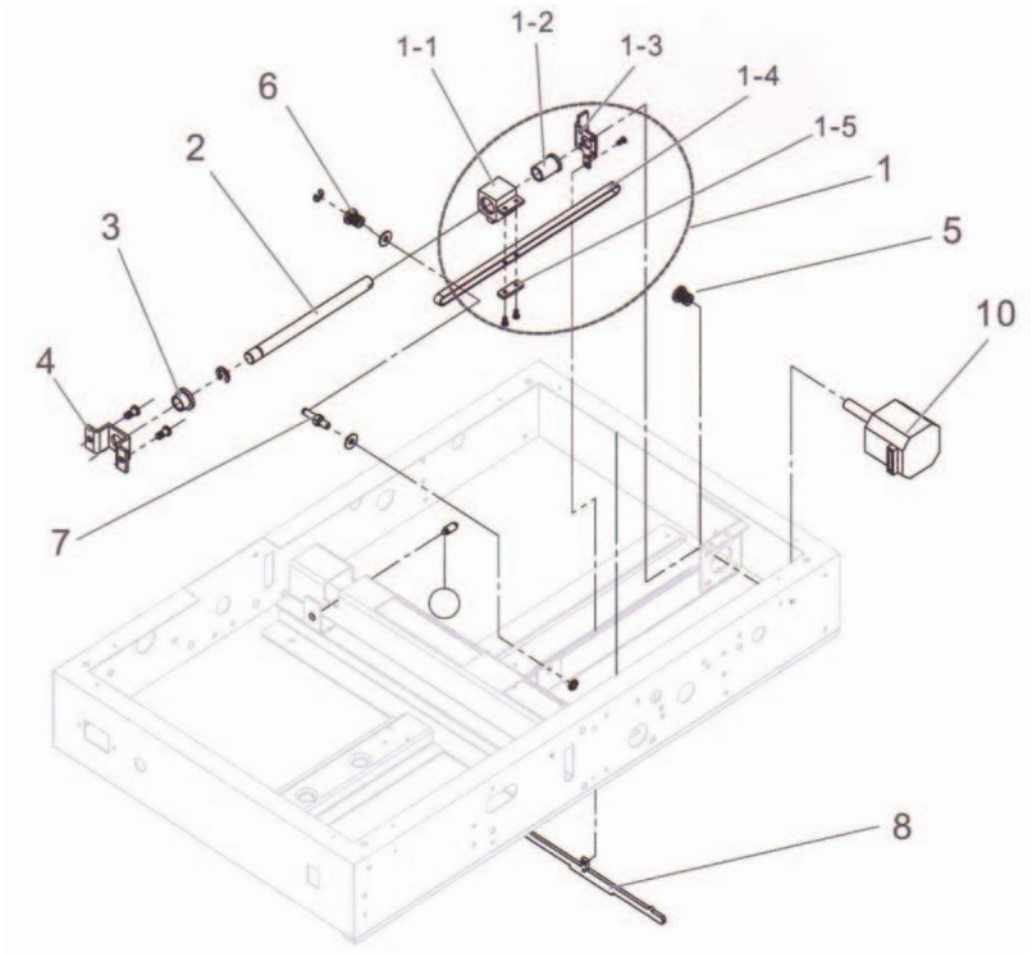
- * Be sure to turn off power before cleaning.
- * Use a soft clean cloth dampened with alcohol or neutral detergent. The folding rollers may cause paper slipping or smudging with paper dust or ink if they are dirty.
- * Always disconnect power plug from outlet after use.

PARTS LIST - BASE SECTION



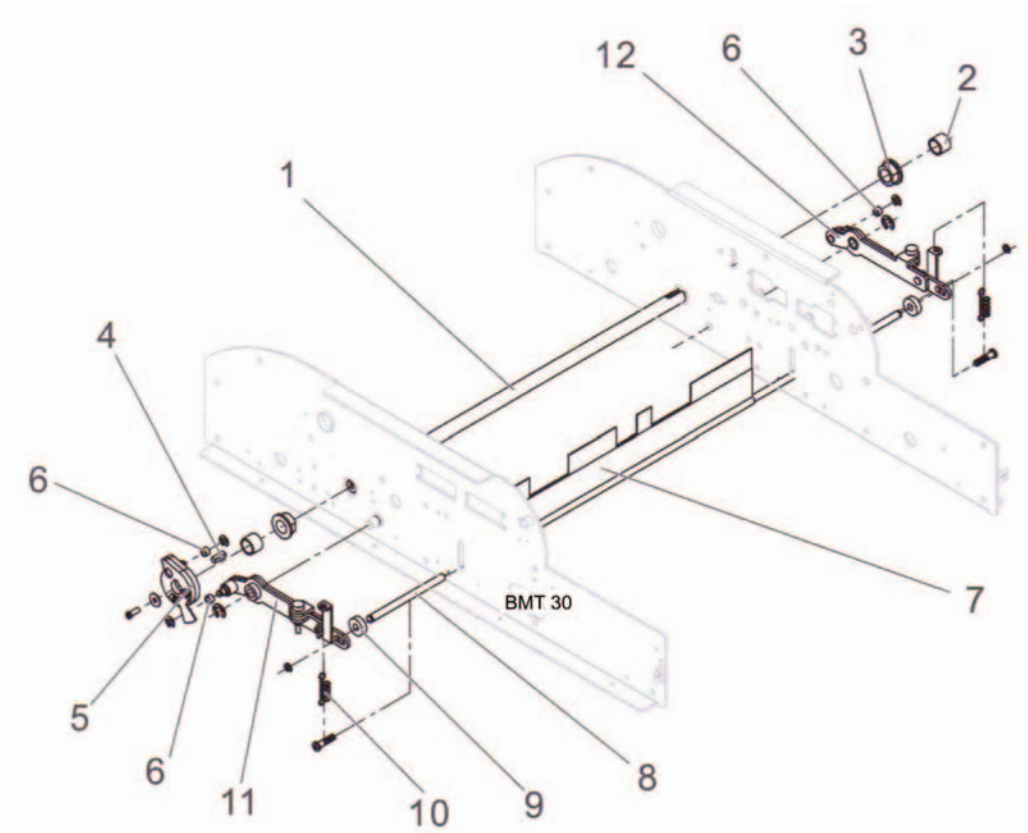
ITEM	PART	DESCRIPTION	QTY.
1	ASSEMBLY UNIT	BASE ASSEMBLY	1
1-1		SCALE	1
1-2		PLATE	1
2		ANVIL	5
3		FRAME F	1
4		CONTROL PANEL	1
5		PANEL P.W.B. UNIT	1
6		ACRYLIC PLATE	1
7		PANEL BRACKET	2
8		SCREW	4
9	BMT 29	RUBBER FOOT	4
10		PAPER SIDE GUIDE	1
11		MAGNETIC STOPPER	1
12		MAGNETIC STOPPER	1
13		FRAME B	1

PAPER JOGGER SECTION



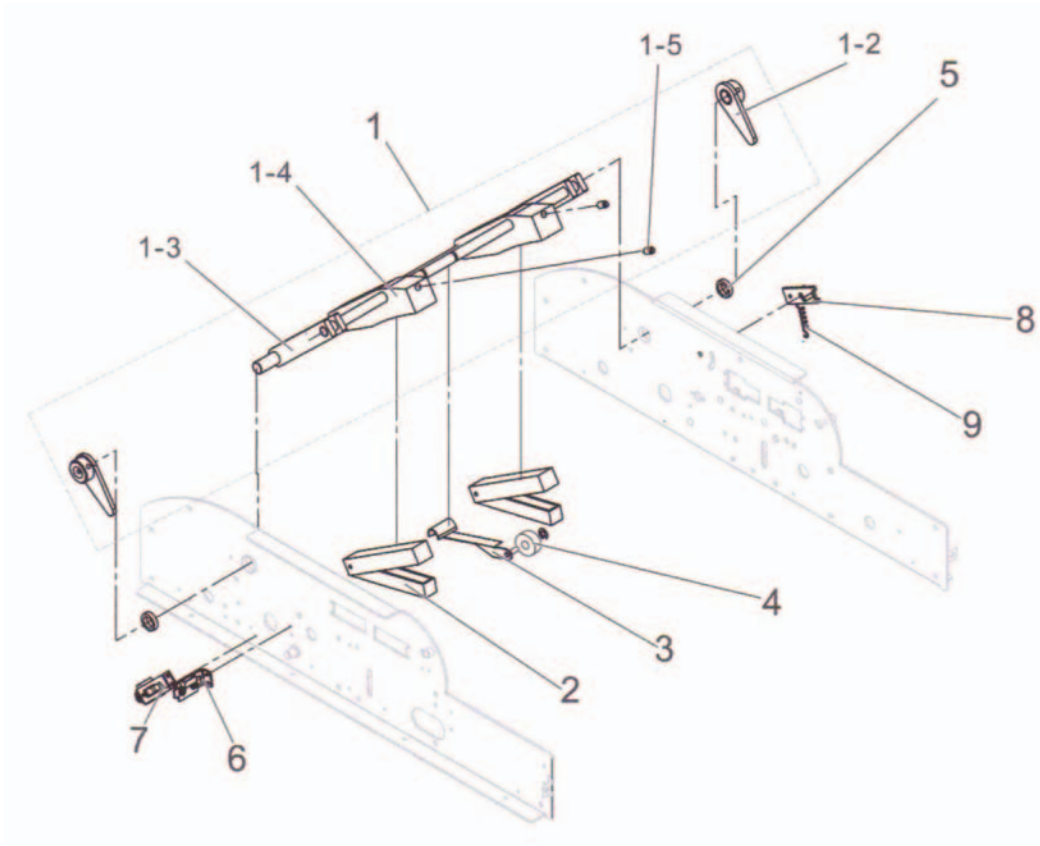
ITEM	PART	DESCRIPTION	QTY.
1		GUIDE BLOCK ASSEMBLY	1
1-1	ASSEMBLY UNIT	GUIDE BLOCK	1
1-2		COLLAR	1
1-3		ANGLE	1
1-4		TIMING BELT	1
1-5		PLATE	1
2		SHAFT	1
3		COLLAR	1
4		ANGLE	1
5		GEAR	1
6		GEAR	1
7		STUD	1
8		SIDE GUIDE	1
9		BALL RETAINER	2
10	BMT 26	STEP MOTOR	1

FOLDING BLADE SECTION



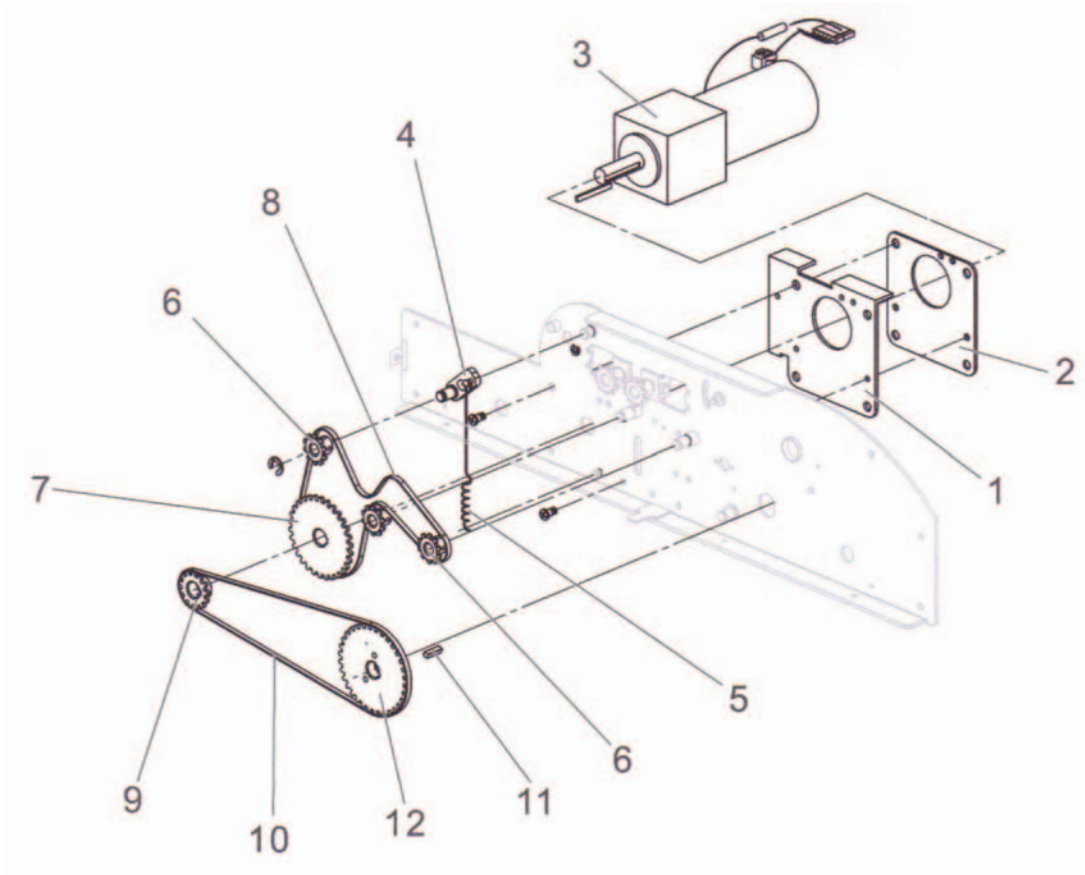
ITEM	PART	DESCRIPTION	QTY.
1		SHAFT	1
2		HOLDER	2
3		COLLAR	2
4		KEY	1
5		CAM F	1
6	BMT 30	BEARING	3
7		FOLDING BLADE	1
8		SHAFT	1
9		COLLAR	2
10		SPRING T	2
11		LEVER F	1
12	BMT 20	LEVER B	1

STAPLING SECTION



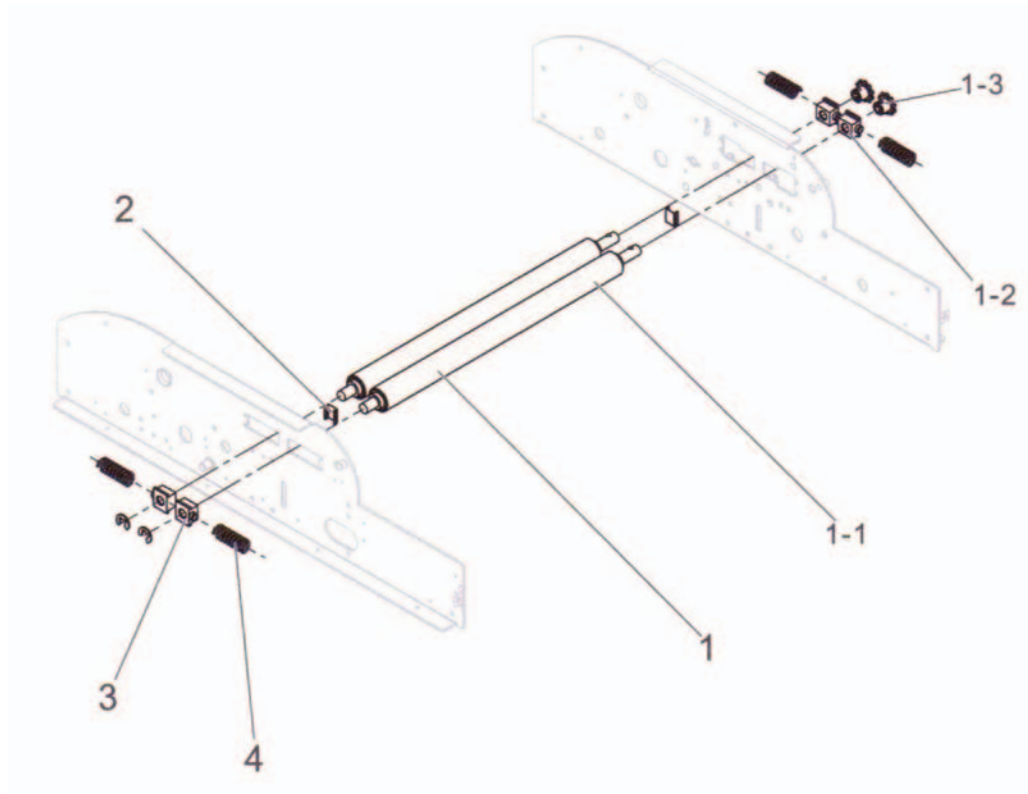
ITEM	PART	DESCRIPTION	QTY.
1	ASSEMBLY UNIT BMT 31	STAPLE ASSEMBLY	1
1-1		LEVER F	1
1-2		LEVER B	1
1-3			4
1-4		STAPLER HEAD COVER	2
1-5		BALL RETAINER	2
2		STAPLER HEAD	2
3		PRESS ROLLER HEAD	1
4	BMT 1	BEARING	1
5		COLLAR	2
6	BMT 16	SENSOR HOLDER R	1
7	BMT 17	SENSOR HOLDER L	1
8		BLOCK	1
9		SPRING T	1

DRIVING SECTION



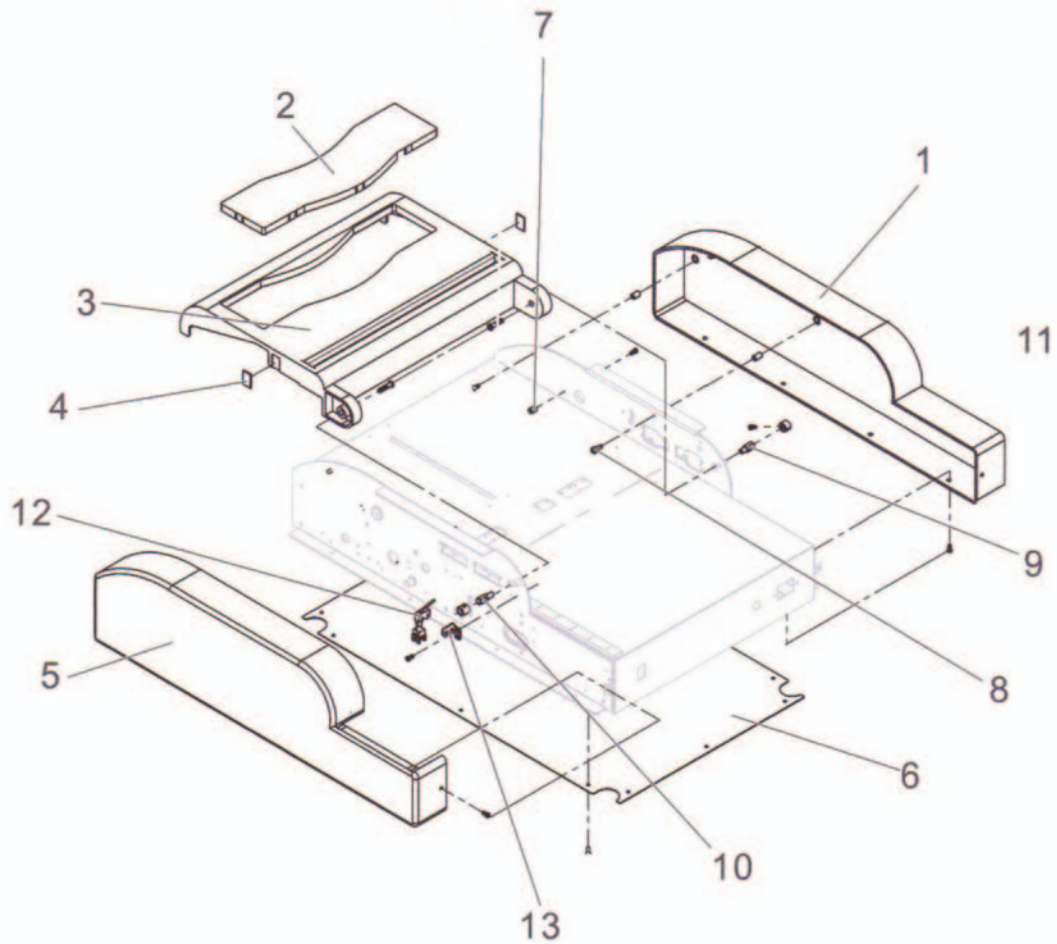
ITEM	PART	DESCRIPTION	QTY.
1		PLATE ASSEMBLY	1
2		PLATE	1
3	BMT 27	MOTOR (110V)	1
4		BLOCK	1
5		SPRING T	1
6		SPROCKET IV	3
7		MOTOR SPROCKET	1
8		CHAIN	1
9		SPROCKET	1
10		CHAIN	1
11		KEY	1
12	BMT 19	SPROCKET ASSEMBLY	1

FOLDING SECTION



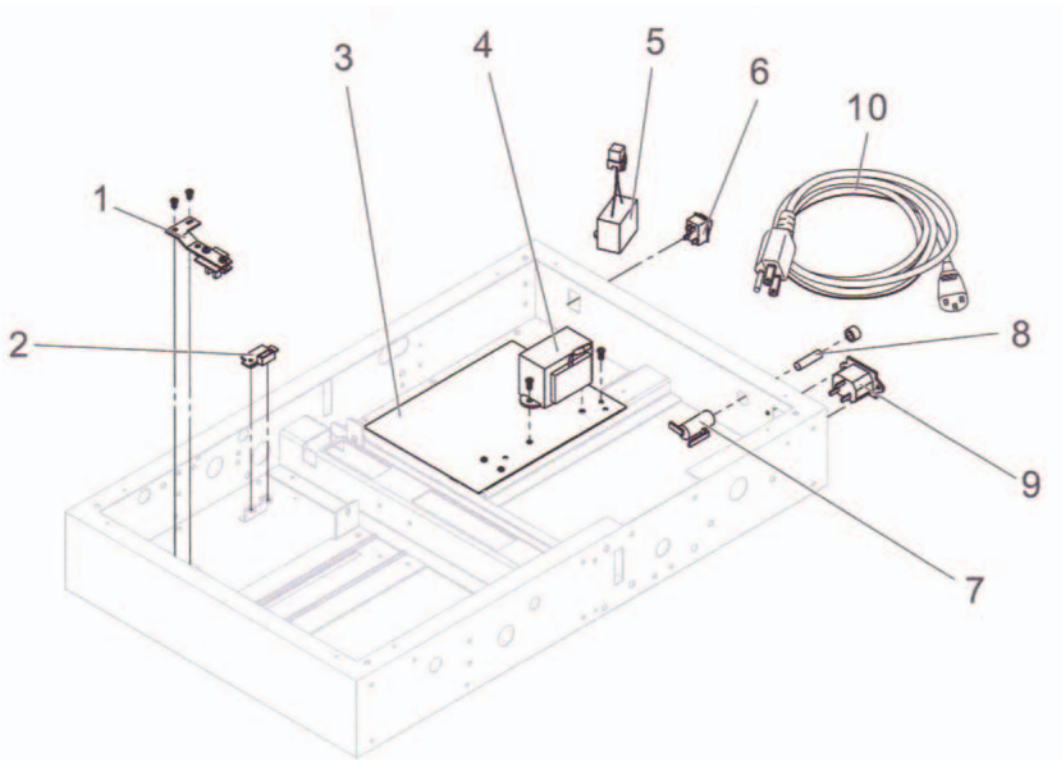
ITEM	PART	DESCRIPTION	QTY.
1	ASSEMBLY UNIT	ROLLER ASSEMBLY	2
1-1		ROLLER	1
1-2		SQUARE METAL	1
1-3		SPROCKET IV	1
2			2
3		SQUARE METAL	2
4		SPRING C	4

EXTERIOR SECTION



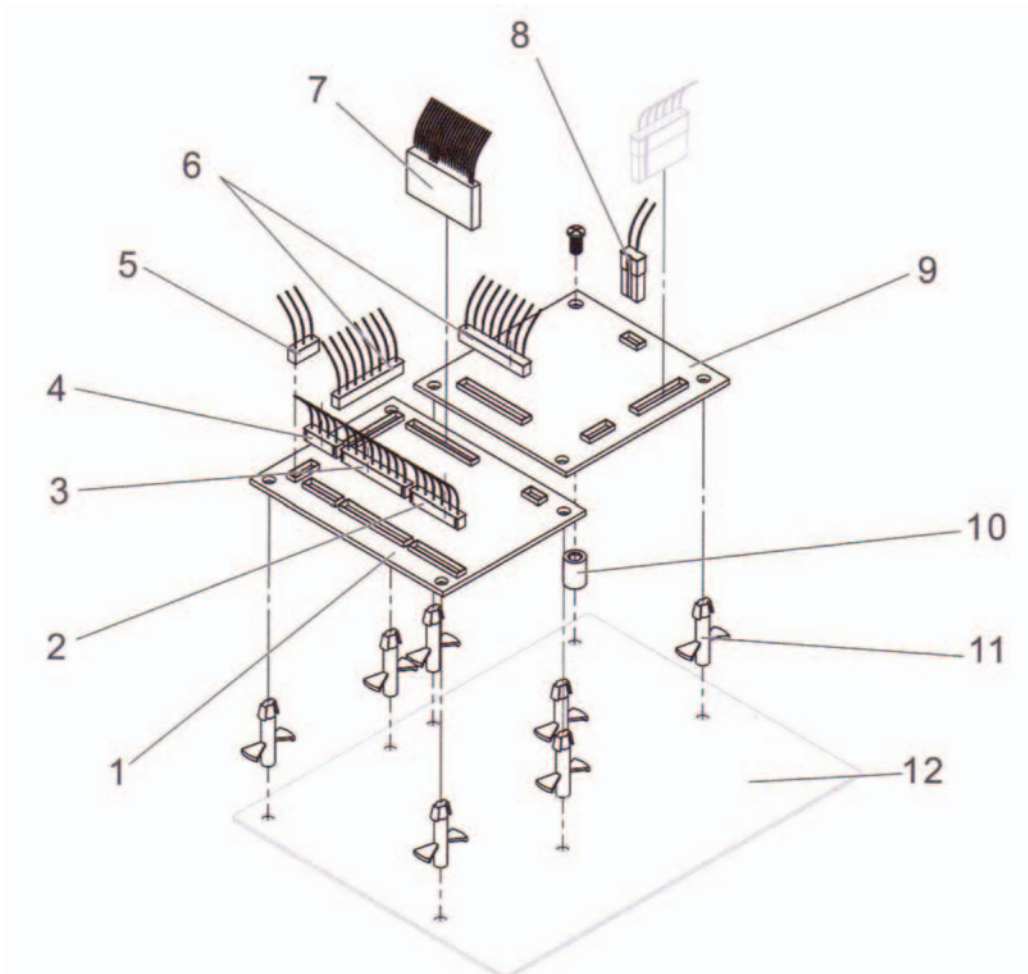
ITEM	PART	DESCRIPTION	QTY.
1		COVER B	1
2	BMT 21	ACRYLIC COVER	1
3	BMT 22	TOP COVER	1
4		MAGNETIC	2
5		COVER F	1
6		BASE PLATE	1
7		COVER STOPPER	2
8		COVER SCREW	2
9		PILLAR	1
10		PILLAR	1
11		COLLAR	2
12		TOP COVER SWITCH ASSEMBLY	1
13		BRACKET	1

ELECTRICAL SECTION 1



ITEM	PART	DESCRIPTION	QTY.
1		SENSOR BRACKET	1
2		SENSOR ASSEMBLY	1
3		MAIN BOARD BRACKET	1
4		TRANSFORMER (110V)	1
5		MOTOR CAPACITOR (110V)	1
6		MAIN POWER SWITCH	1
7		FUSE HOLDER	1
8		FUSE	1
9		INLET	1
10		POWER CORD	1

ELECTRICAL SECTION 2



ITEM	PART	DESCRIPTION	QTY.
1	BMT 23	MAIN P.W.B.	1
2		BUNDLE WIRE	1
3		BUNDLE WIRE 8P	1
4		BUNDLE WIRE 4P	1
5		BUNDLE WIRE 3P	1
6		BUNDLE WIRE 8P	1
7		BUNDLE WIRE 20P	1
8		BUNDLE WIRE 2P	1
9	BMT 24	POWER SUPPLY UNIT (110V)	1
10		COLLAR	1
11		BOARD SPACER	1
12		MAIN BOARD BRACKET	1

ELECTRICAL SECTION 3

