# FORMAX®

## FD 1200 / FE 1200
## AutoSeal®

OPERATOR MANUAL
FIRST EDITION

8/2010

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# SPECIFICATIONS

Upper Fold Plate

Paper side guides

In-feed tray

Start & Stop Buttons

Catch Tray

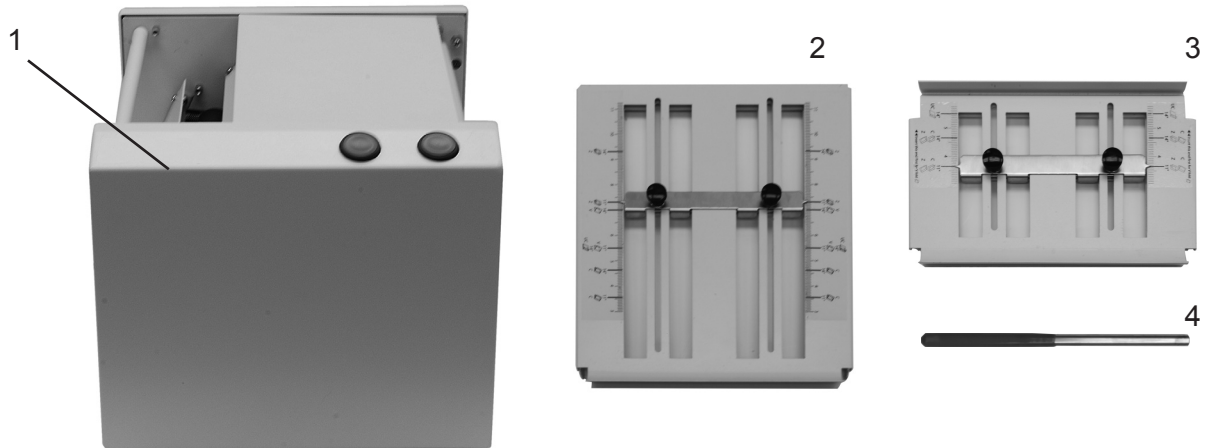Lower Fold Plate

## FUNCTION:

The low volume 1200 pressure sealer folds and seals one-piece pressure sensitive mailers.  It can fold many different configurations including Standard C, V, Z, Uneven C & V and custom folds. It can also process several different sizes of forms up to 14" in length. For configuration and/or paper sizes, see listing below.

| | |
|---|---|
| Maximum foldable paper size: | 8.5" W x 14" L (216 W x 356 L mm) |
| Fold styles: | C, Z, Half, Uneven C & Z and custom folds |
| Paper loading capacity: | Up to 75 sheets 24# (90 gsm) |
| Machine weight: | 55 lbs. (25 kg) |
| Power supply: | FD model: 120V, 50/60 Hz<br>FE model: 220V, 50/60 Hz |

# UNPACKING

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

2. CAUTION: Two people are required to lift the machine out of the box.

3. Set the 1200 on a sturdy level surface.

4. Refer to set-up instructions on page 3 & 4 after reviewing components for proper installation.
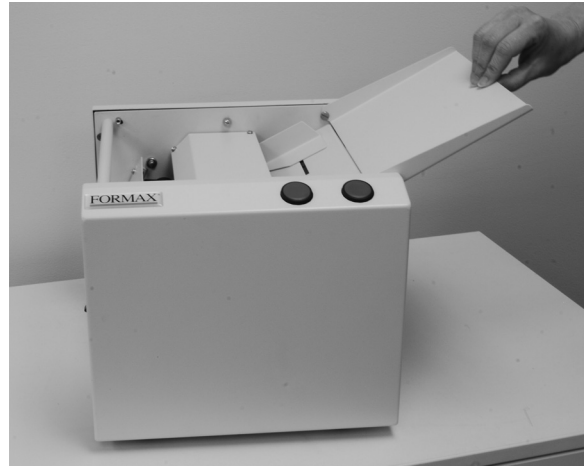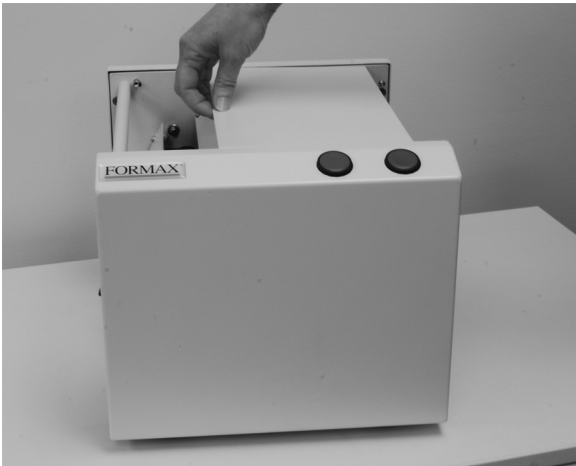
# COMPONENTS

| 1 | 1200 | 3 | Lower Fold Plate |
|---|------|---|------------------|
| 2 | Upper fold Plate | 4 | Jam Clearing Bar |

| 5 | Red Stop Button | Press to stop operation |
|---|-----------------|-------------------------|
| 6 | Green Start Button | Press to start operation |

# SET-UP

## 1. Open the in-feed tray

## 2. Insert Fold Plates
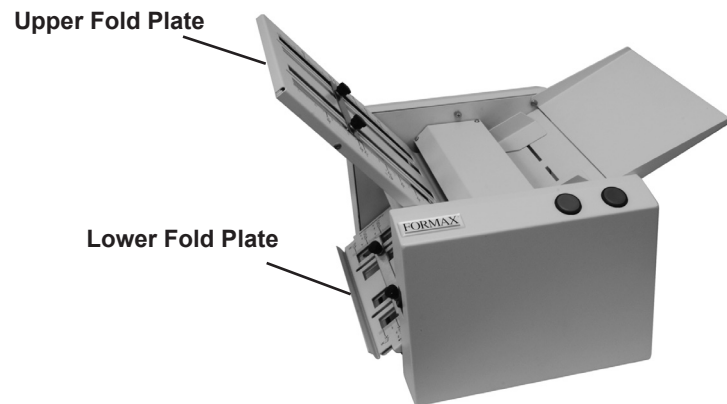
**Upper Fold Plate**

**Lower Fold Plate**

**Upper Fold Plate**

Fold stop

**Lower Fold Plate**

Half fold diverter

Thumbscrews
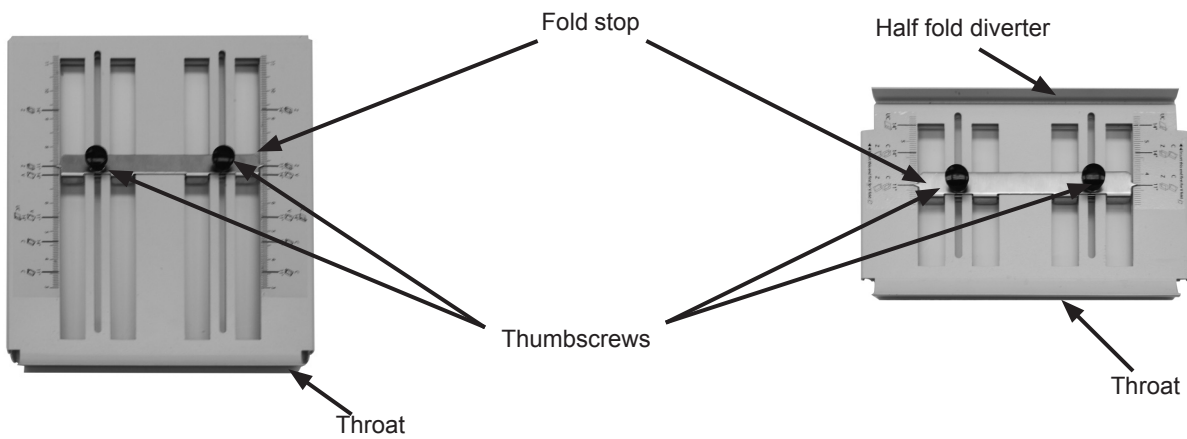
Throat

Throat

To install fold plates, slide the plate into position with thumbscrews facing up and the throat toward the inside of the machine.  Line up the notches on the underside of the plate with the four pins on the machine and set into place (figure 1a upper fold plate & 1b lower fold plate).
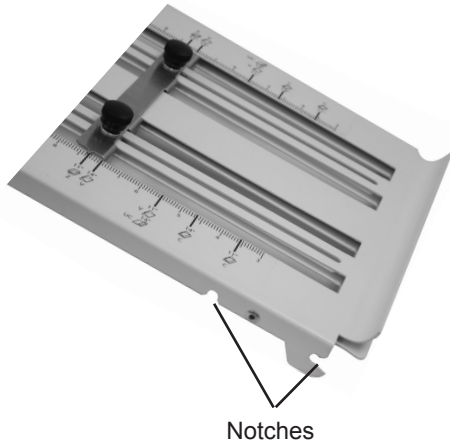
## Upper Fold Plate



Notches

Fold plate pins

Figure 1a

## Lower Fold Plate

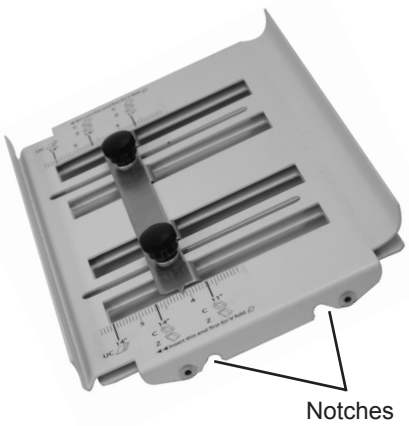

Notches

Fold plate pins

Figure 1b

# OPERATION

## 1. Setting the fold type

**Note:** The fold plates are pre-marked for standard 11" and 14" Z, C & Half folds and 14" Uneven Z & C folds for quick setup (refer to page 6 to help determine fold type and pg 8 to measure for custom folds.).

Adjust fold plates to the correct fold type and paper size. Leaving the fold plates in position, loosen the two thumbscrews (Fig 2a & 2b) that hold the fold stop in place. Align the arrows at each end of the fold stop with the marks on the fold plate, be sure each side matches up (Fig 2c) and tighten the thumbscrews. **Note:** For "Half" folds remove the lower fold plate, turn it around 180° and reinstall with diverter edge leading.



Fig. 2a     Adjusting upper fold plate     Fig. 2b     Adjusting lower fold plate     Fig. 2c     Setting fold stop

## 2. Test fold settings and catch tray adjustment

Test fold settings: Turn the power on (Fig 3) push the paper feed lever (Fig 4) down, place one form onto the in-feed tray and press the start button. Examine document and adjust fold plates if necessary.

Catch tray adjustment: Set the test fold into the catch tray (Fig 5) and slide the catch tray in or out so that the folded form lies flat in the tray. The catch tray can be further adjusted as forms are running, for best stacking results.
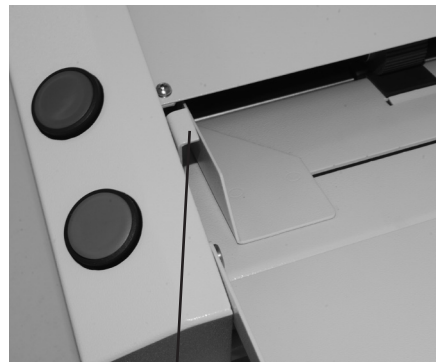


Fig. 3     Power switch     Fig. 4     Paper feed lever     Fig. 5     Catch tray
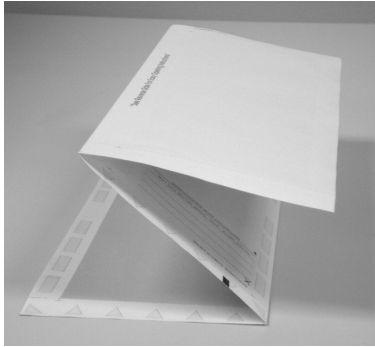
## 3. Loading Forms

To load forms, push the paper feed lever down and load paper neatly stacked and squared onto the in-feed tray. Paper can be stacked up to 75 sheets (24# bond).
**Note:** Standard "Z" fold forms can be loaded face up or down with the glue edge trailing. All "C" fold forms must be loaded face up with glue edge trailing.
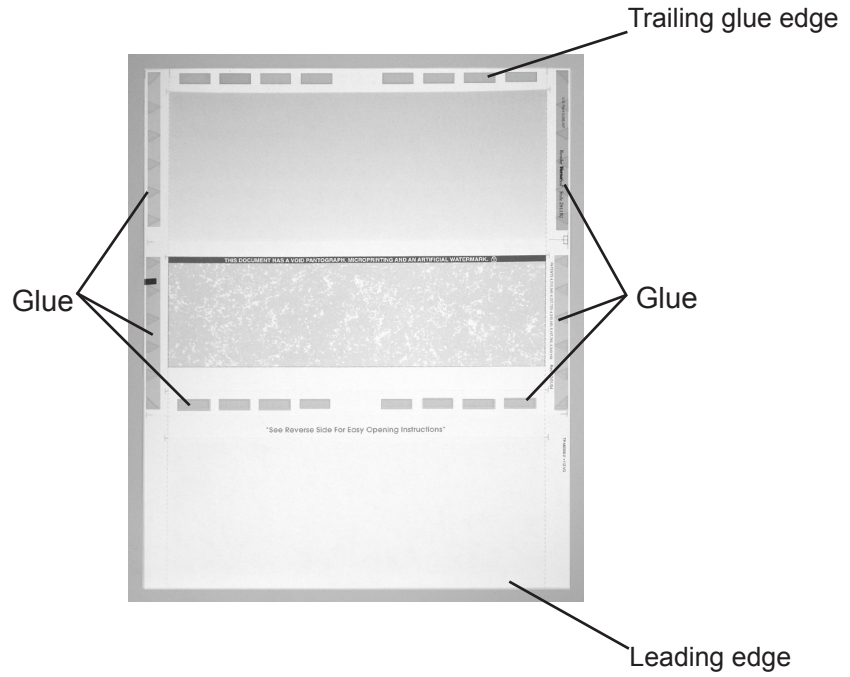**Tip:** It is recommended to let forms cool for one-half hour, from the laser printer, before folding and sealing. This allows toner to set on the forms, and static electricity to discharge.

# DETERMINING FOLD TYPE

Fold types can be determined by fold and glue patterns, a "Z" fold looks like the letter "Z" and a "C" fold looks like the letter "C". The panel lengths are equal for standard folds, uneven folds have two panels that are the same size and the third panel is short. Half folds simply fold in half. Below are samples of a standard 11" "Z" and "C" style forms.



11" "Z" Fold

Trailing glue edge

Glue

Glue

"See Reverse Side For Easy Opening Instructions"

Leading edge



11" "C" Fold

Trailing glue edge

Glue

Glue

Leading edge
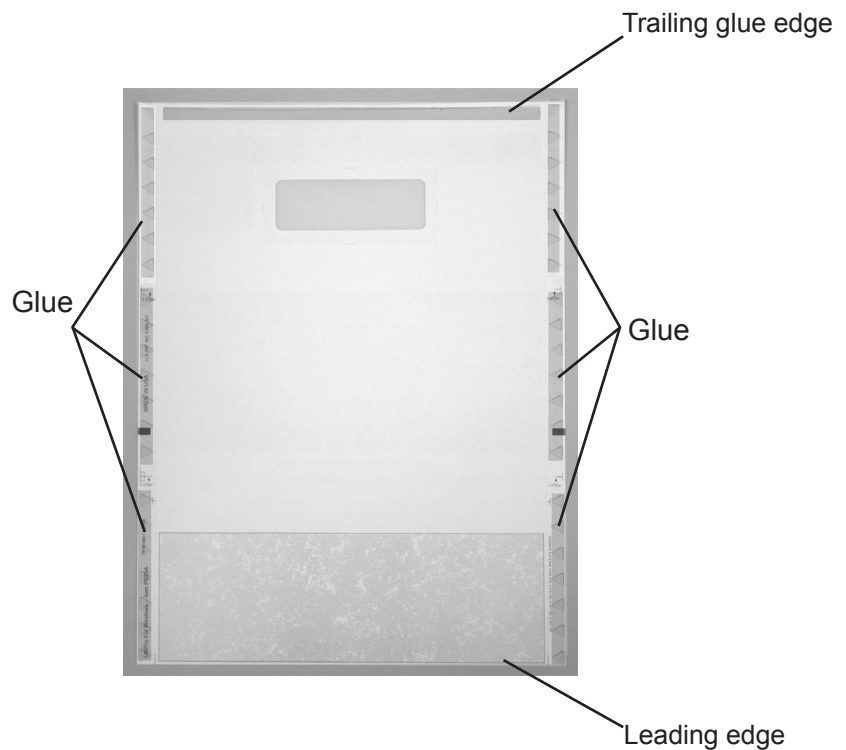
# ADJUSTING FOLDS

The fold plate stops may need to be adjusted up or down to fine tune the fold. **Note:** The 1st and 2nd folds are different for "Z" and "C" folded forms, see the diagrams to determine the fold sequence.
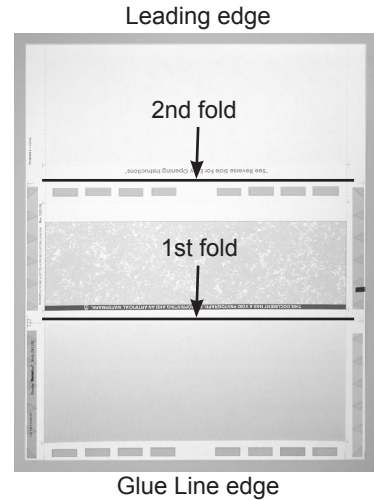
**1st fold adjustment, Upper fold plate**

To adjust the first fold loosen the two thumbscrews on the upper fold plate. If the fold is too long slide the bar down to decrease the fold length. If the fold is too short slide the bar up to increase the fold length.
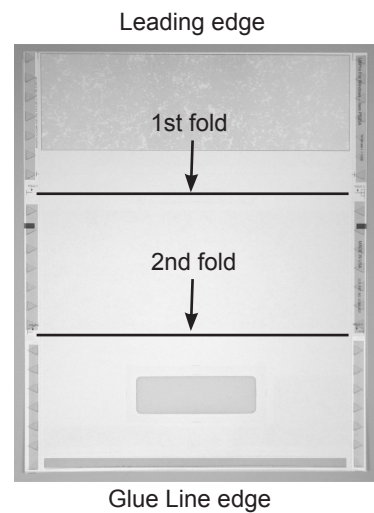
**2nd fold adjustment, Lower fold plate**

To adjust the second fold loosen the two thumbscrews on the lower fold plate. If the fold is too long slide the bar up to decrease the fold length. If the fold is too short slide the bar down to increase the fold length.

**"Z" Fold**

Leading edge

2nd fold

1st fold

Glue Line edge

**"C" Fold**

Leading edge

1st fold

2nd fold

Glue Line edge

# SETTING CUSTOM FOLDS

## "Z" Type folds

1. Measure the length of panel "A" & "B".

2. Adjust the upper fold plate so that the bar lines up with the measurements of panel "A" & "B", for example: if panel "A" + "B" is 8 1/2" long move the bar up or down so that it lines up with the 8 1/2" mark on the fold plate.

3. Measure the length of panel "B".

4. Adjust the lower fold plate so that the bar lines up with the measurements of panel "B".

5. Load forms and press start (refer to OPERATION on page 5).
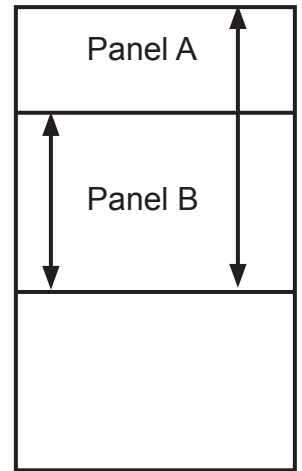
Panel A

Panel B

## "C" Type Folds

1. Measure the length of panel "A".

2. Adjust the upper fold plate so that the bar lines up with the measurements of panel "A", for example: if panel "A" is 3 1/2" long move the bar up or down so that it lines up with the 3 1/2" mark on the fold plate.

3. Measure the length of panel "B".

4. Adjust the lower fold plate so that the bar lines up with the measurements of panel "B".

5. Load forms and press start (refer to OPERATION on page 5).

Panel A

Panel B
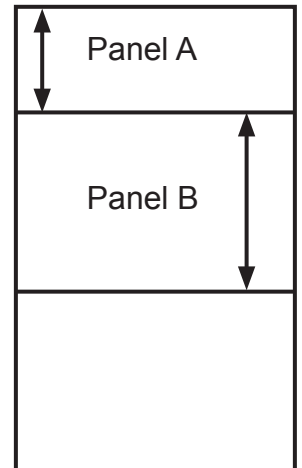
# CLEARING THE PAPER PATH

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

1.  If a jam occurs in the fold plates, remove fold plate and remove paper.

2.  Reinstall fold plate.

1.  If a jam occurs between the rollers remove any remaining forms from the hopper.

2.  Remove the lower fold plate.

3.  Take the jam clearing handle and insert it into one of the holes in the lower metal roller (Fig 6) and turn until the paper jam is clear.

4.  Remove the damaged form and reinstall the lower fold plate.

Fig. 6

# ADJUSTING THE GATE TIP IN-FEED TENSION

If misfeeding occurs, the gate tip (Fig 7a) in-feed tension may need to be increased or decreased for proper feeding. If forms are hesitating at the infeed, the tension may need to be decreased. If multiple sheets are being pulled, the tension may need to be increased. A gate tip adjustment dial (Fig 7b) is located beneath the infeed tray. To increase the tension on the gate tip turn the dial toward the "+" symbol, to decrease the tension turn the dial toward the "-" symbol. Turn the dial no more than 1/4 turn and test. Continue process until forms are feeding correctly.
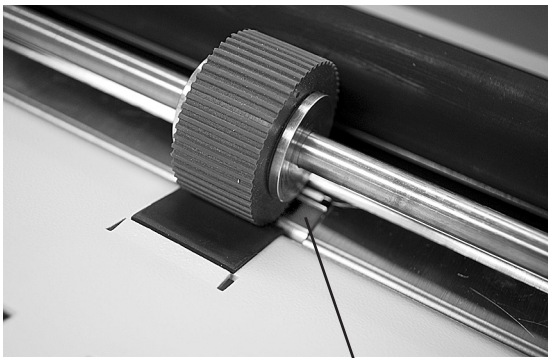
Fig. 7a          Gate tip

Fig. 7b          Gate tip adjustment dial

# RECOMMENDED MONTHLY MAINTENANCE

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

1.  If toner builds up on the metal sealer rollers, clean the rollers with a lint-free cloth dampened sparingly with a mild household cleaner. To access the rollers remove the upper and lower fold plates and top and rear covers, a Phillips head screwdriver is needed to remove covers (Fig 8).

2.  Clean in-feed tire and fold rollers with Formax-recommended roller cleaner & rejuvenator (Formax part # Cleaner Kit) to remove paper dust and toner.  A damp cloth with water is the best alternative. **CAUTION:** Do not use any chemicals other than the roller cleaner & rejuvenator or water. To access the feed tire and fold rollers remove the upper and lower fold plates and top and rear covers, a Phillips head screwdriver is needed to remove covers.
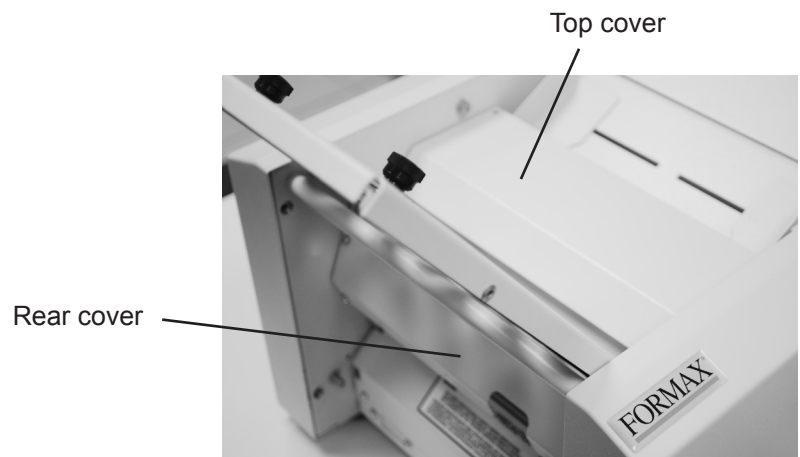
Top cover

Rear cover

Fig. 8

# TROUBLESHOOTING

| TROUBLE | POSSIBLE CAUSE | REMEDY |
| --- | --- | --- |
| Machine plugged in, no power | Machine is off. | Turn machine on |
| | Fold plate sensors are not engaged | Reset the fold plates into position |
| | No power to the machine inlet. | Check the wall outlet |
| | | Check power cord for frayed/broken wires. |
| | | Check the fuse below the lower fold plate. |
| | | Check all electrical connections |
| | Internal electrical failure. | Call for service |
| Black marks on the folded paper | In-feed tires, separator, and/or fold rollers are dirty. | Clean the parts with approved roller cleaner and rejuvenator. |
| | Sealer rollers are dirty. | Clean the rollers with approved cleaner |
| Fold is skewed | Forms are not set squarely on the in-feed tray. | Reset the forms on the in-feed tray. |
| | Forms are not centered on the in-feed tray. | Adjust side guides so that forms are centered on the feed tire |
| | Fold plate stops are not square. | Adjust fold stops to square |
| 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 | Replace spring |
| Double feeding forms | Documents stuck together | Jog forms to remove static electricity. |
| | Feed tire or separator pad worn | Adjust infeed separator |
| | | Replace feed tire and/or separator pad |
| Documents not feeding | Feed tire dirty | Clean feed tire |
| | Feed tire or separator worn | Adjust infeed separator |
| | | Replace feed tire and/or separator pad |