

# FORMAX<sup>®</sup>

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FD 2092 / FD 2082

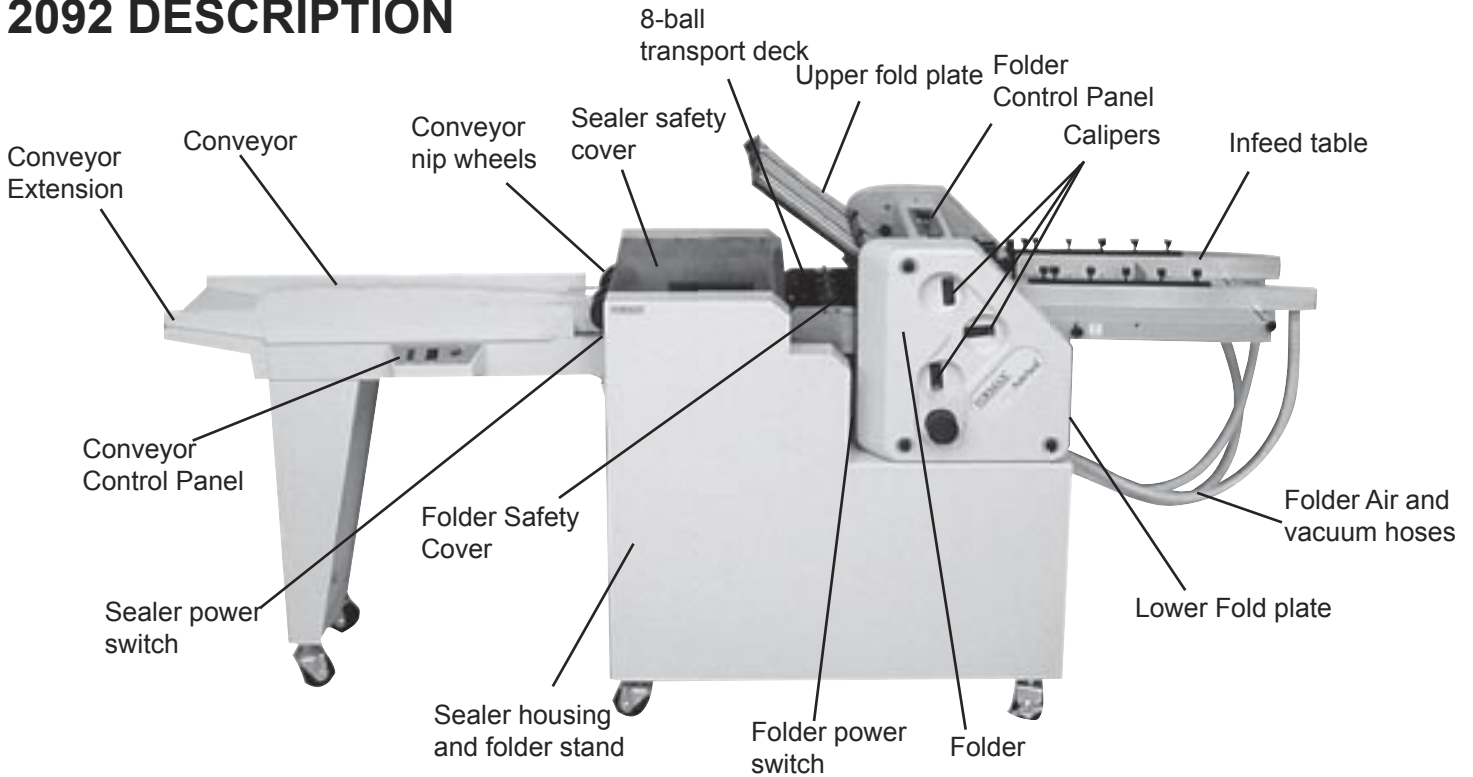
AutoSeal<sup>®</sup>

OPERATORS MANUAL  
FIRST EDITION

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## 2092 DESCRIPTION



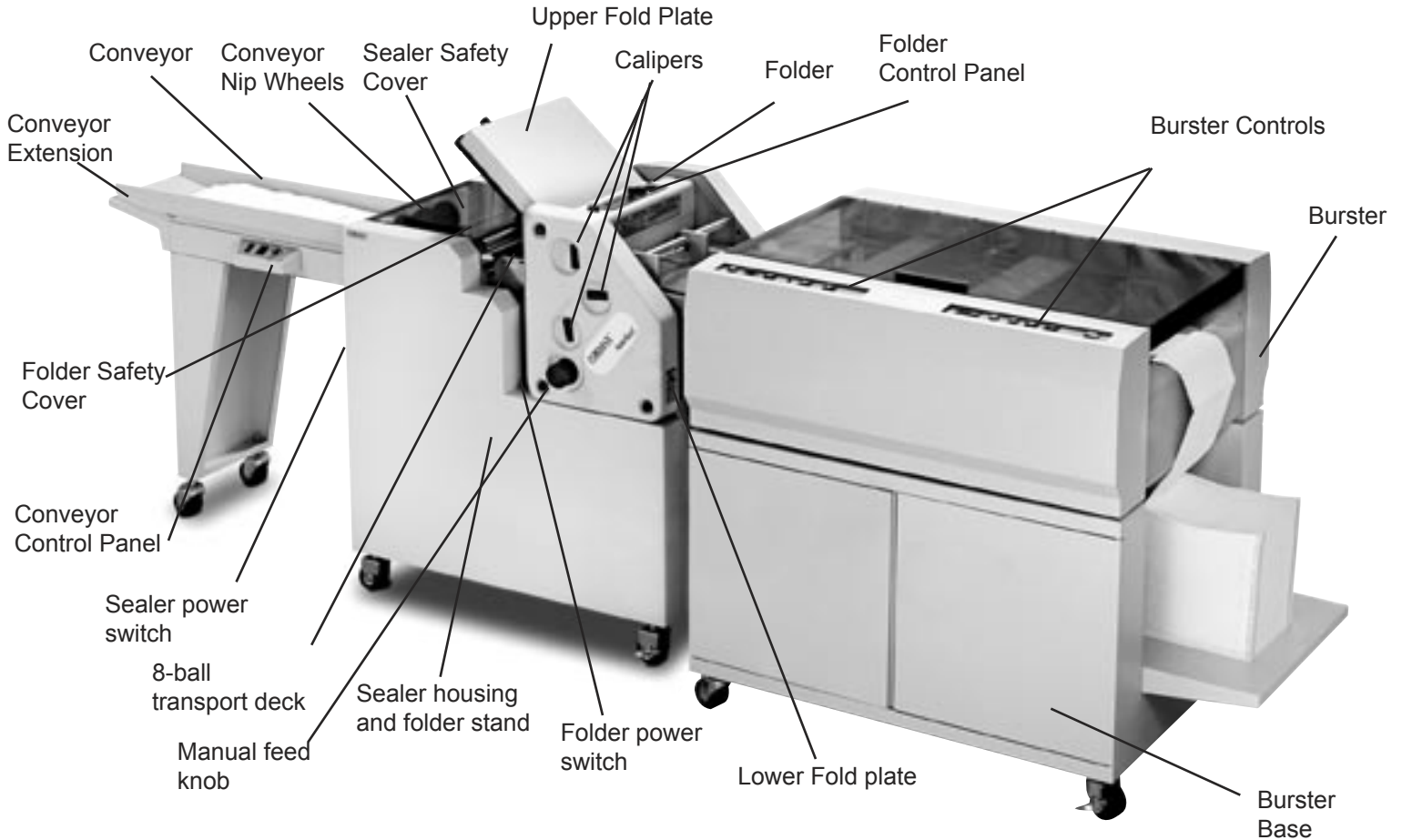
## FUNCTION

The 2092 folds and seals pressure sensitive forms with pre-applied glue lines into mail ready pieces. Numerous folds using several different paper sizes can be processed to meet your needs. For configurations and paper sizes see specifications.

## SPECIFICATIONS

Dimensions	2092: 98" L x 23" W x 51" H (249 L x 84 W x 129.5 H cm)
Paper thickness	20-110 lb. Index
Fold Styles	Single, standard letter "C", accordion "Z", double parallel, brochure, half & custom folds
Paper loading capacity	350 Sheets 24# (90 gsm)
Processing speed	Up to 30,000 sheets/hr.
Duty Cycle	400,000 monthly
Paper Size	4"-11"W x 6" - 17"L (101-279W x 152-508 L mm)
Weight	Approx 500 lbs. (227 kg)
Power supply	220 volt single phase, 20 Amp

# 2082 DESCRIPTION



## FUNCTION

The 2082 separates, folds, and seals continuous pressure sensitive forms with pre-applied glue lines into mail ready pieces. Numerous folds using several different paper sizes can be processed to meet your needs. For configurations and paper sizes see specifications.

## SPECIFICATIONS

Dimensions	2082: 133" L x 33" W x 51" H (338 L x 58.5 W x 129.5 H cm)
Paper thickness	20-110 lb. Index
Fold Styles	Single, standard letter "C", accordion "Z", double parallel, brochure, half & custom folds
Processing speed	Up to 30,000 sheets/hr.
Duty Cycle	400,000 monthly
Paper Size	4"-11"W x 6" - 17"L (101-279W x 152-508 L mm)
Weight	Approx 1000 lbs. (454 kg)
Power supply	220 volt single phase, 20 Amp

# ASSEMBLY

## Steps for assembling the conveyor:

1. Turn conveyor over and remove the four screws to the far left of the control panel with a 3/8" allen wrench. Then attach the conveyor leg using the same four screws (Fig 1).

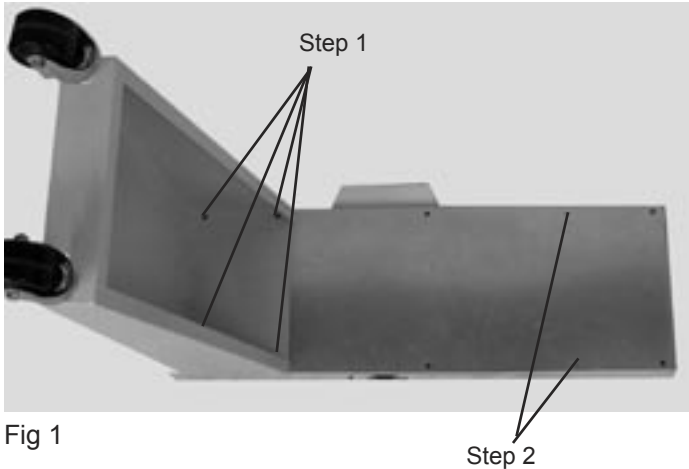


Fig 1

2. With the conveyor still turned over remove the second to last set of screws that are located to the right of the control panel (These screws will be used to attach the conveyor to the mounting bracket) (Fig1).

3. Turn the conveyor to its upright position and roll it up to the sealer so that holes on the underside of the conveyor line up with the holes in the mounting bracket. The conveyor should fit up tight against the sealer outfeed (Fig 2).

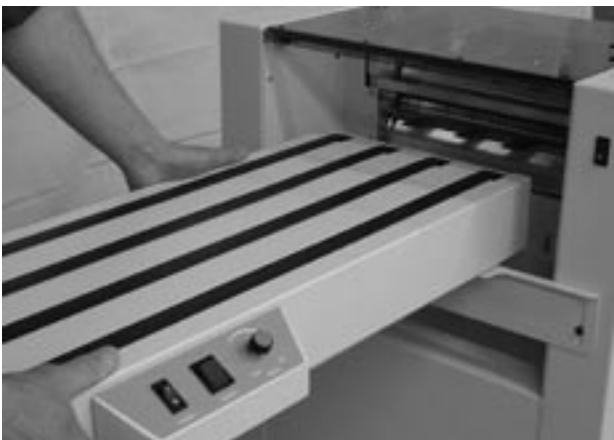


Fig 2

4. Secure the conveyor to the mounting bracket using the two screws removed from the bottom of the conveyor (Fig. 4).



Fig 4

5. Once the conveyor is securely mounted, the bracket can be adjusted up or down to level the conveyor. Loosen the allen screws and slide up or down and retighten (Fig 5).

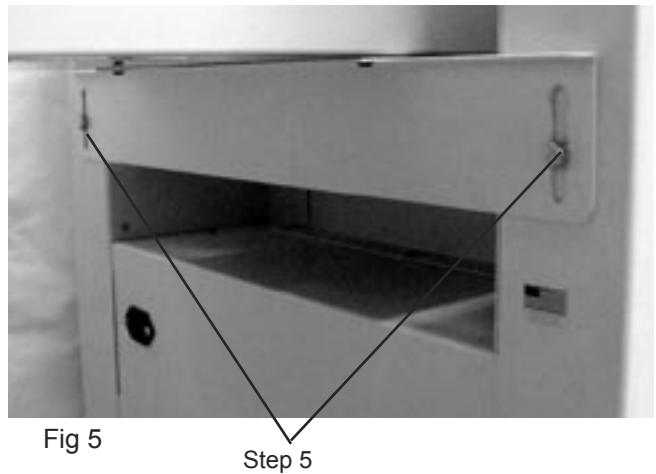


Fig 5

6. Attach conveyor extension to the end of the conveyor using the six 3/8" allen screws provided (Fig 6).



Fig 6

7. Plug one end of the conveyor plug into the conveyor and the other into the sealer. The conveyor inlet is on the non operator side of the conveyor and the sealer inlet is located on the non-operator side of the sealer outfeed (Fig 7a & 7b).



Fig 7a

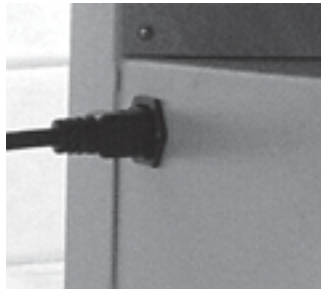


Fig 7b

8. Install the conveyor nip rollers to sealer. Insert the spring-loaded end (right side – viewed from rear of the sealer) of the shaft into the locator hole in the side frame, compress the spring against the side frame and swing the opposite end into position in the other side frame (Fig. 8).

The nip wheels can be adjusted in or out to accommodate different size forms. This is done by grasping (Fig. 8) the black slide handle attached to the shaft and sliding it closer to the sealer or away from the sealer.

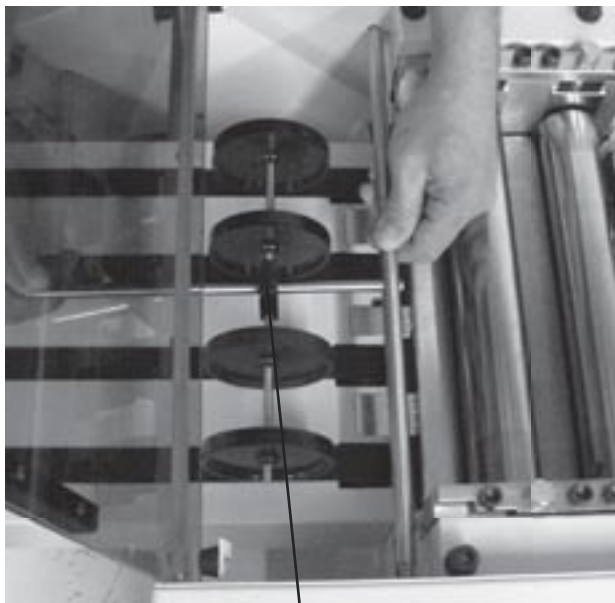


Fig 8

Black Slide Handle

9. Place the eight ball track onto the folder/sealer transfer deck. Line the notches in the track up with the studs on the deck and set the deck into place (Fig. 9).

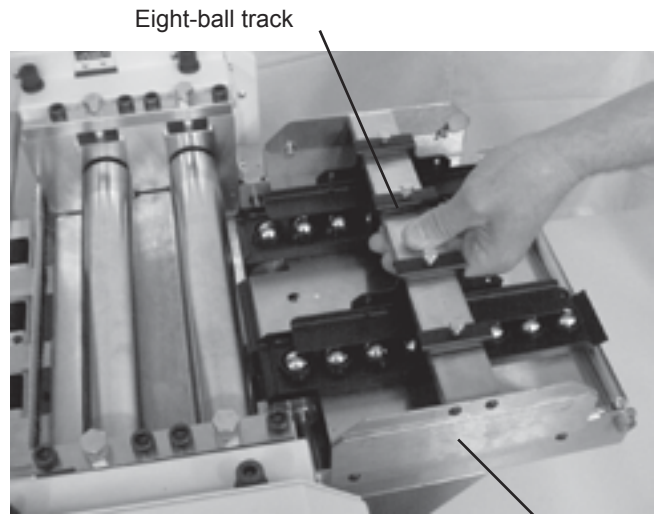


Fig 9

Transfer deck

### Steps for assembling the 2092/2082 folder:

1. Set the folder on the cabinet and line it up with the recessed holes. Attach the folder to the cabinet from the underside with the two screws provided.
2. Install the #2 (lower) fold plate. Lower the cover and insert #2 fold plate making sure the pins latch into the rail guides and tighten the eccentric plate locks. Note: Both plates have two sets of locating holes in the plate rails. The first set is used when the plate deflector is down, the other when the plate is open (Fig 10).



Fig 10

3. Install the #1 (upper) fold plate (Fig 11).

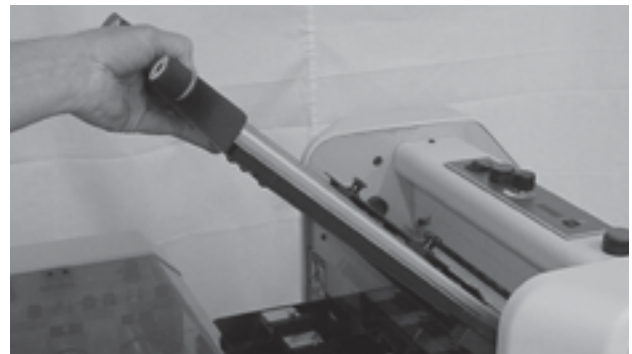


Fig 11

4. Make sure the fold plate pins are located in the guide rails, then lower the plate locks. Place the sound cover on top of the #1 fold plate (Fig. 12).



Fig 12

5. Install the feed table (follow these steps for the 2092 for the 2082 skip to steps 5a through 5b on page 5 for transfer table install and burster attachment). Insert the table between the folder side frames. Install the feed table so the holes in the side brackets mate with the mounting holes inside the folder side frames (Fig 13a). Insert mounting pins (Fig 13b).

**NOTE:** Mounting pins should be located in the UPPER SET of threaded holes.

Locating mounting holes



Fig 13a



Fig 13b

6. Connect the compressor hoses to the feed table assembly. The sucker wheel hose threads through the plastic hose clamp and table support, underneath the feed table, then onto the end of the sucker wheel tube (Fig. 15).

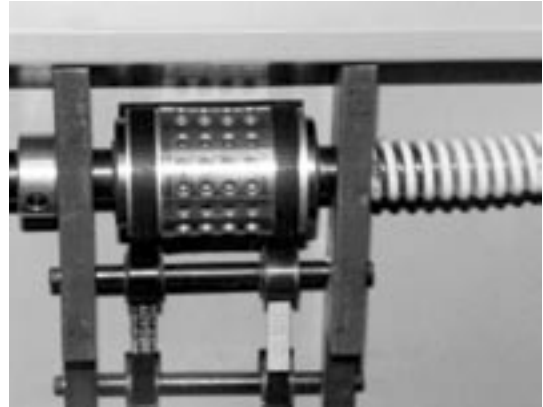


Fig 14

7. Attach the air hoses from the ends of the pile guides to the double hose fittings of the blower. The single hose from the sucker wheel fitting attaches to the vacuum fitting (Fig 15a & Fig 15b).

**NOTE** Make sure all shipping plugs are removed from the pump openings before attaching the hoses.

Plastic Hose Clamp



Fig 15a

Vacuum Fitting

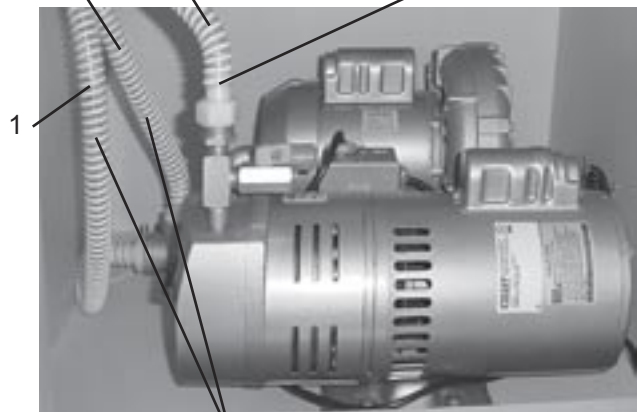


Fig15b

Blower hoses

5a. Install the transfer table for the 2082. Insert the table between the folder side frames and set the notches on to the mounting pins (Fig 16).

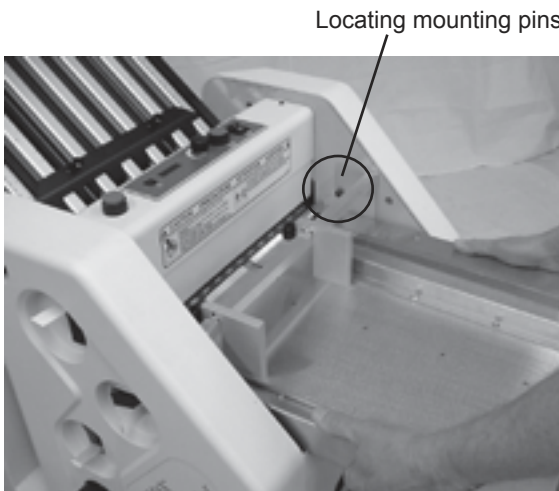


Fig 16

5b. Align the outfeed of the burster with the transfer table and push the burster forward until the mounting holes of the transfer table and the burster line up. Slide mounting pins into holes to lock the table in place (Fig 17).

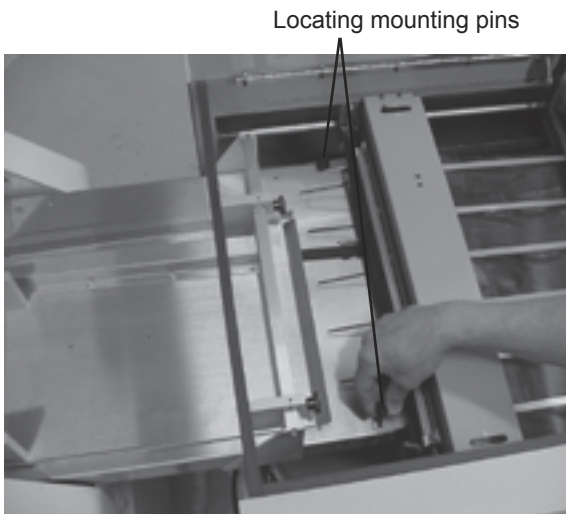


Fig 17



# CONTROL PANELS

Conveyor control panel

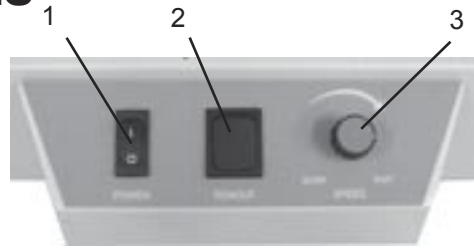


Fig 17

No.	NAME	FUNCTION
1	Power Switch	Press to turn the conveyor on (I) and off (O)
2	Runout	Press to gather forms
3	Speed Control Knob	Select the speed to run the conveyor

Folder control panel: located on top of the roller guard cover

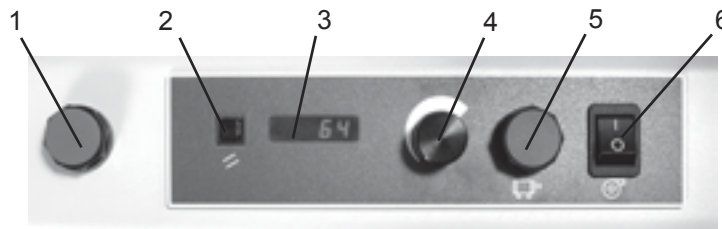


Fig 18

No.	NAME	FUNCTION
1	Roller Stop Button	Press to stop the rollers.
2	Counter Reset Button	Resets the counter
3	Counter	Counts number of forms processed
4	Speed Control Knob	Select the speed to run the folder
5	Roller Start Button	Press to start the rollers
6	Compressor On/Off	Press to turn the compressor on (I) and off (O)

Burster control panel (2082)

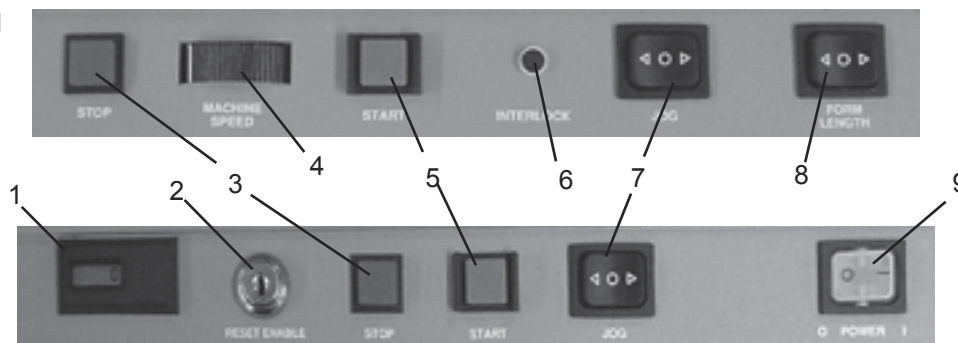


Fig 19

No.	NAME	FUNCTION
1	Counter	Counts number of forms processed
2	Counter Reset Key	Resets the counter
3	Stop Button	Press to stop the burster at infeed or outfeed
4	Speed Control Dial	Select the speed to run the burster
5	Start Button	Press to start the burster at infeed and outfeed
6	Interlock	Indicates cover open, jam grill in up position, folder not running
7	Jog Switch	Advances forms forward or backward at infeed and outfeed
8	Form Length	Sets the length of the form to be bursted
9	Power	Turns burster on and off

# 2092 POWER & INTERLOCK HOOKUP

## Folder

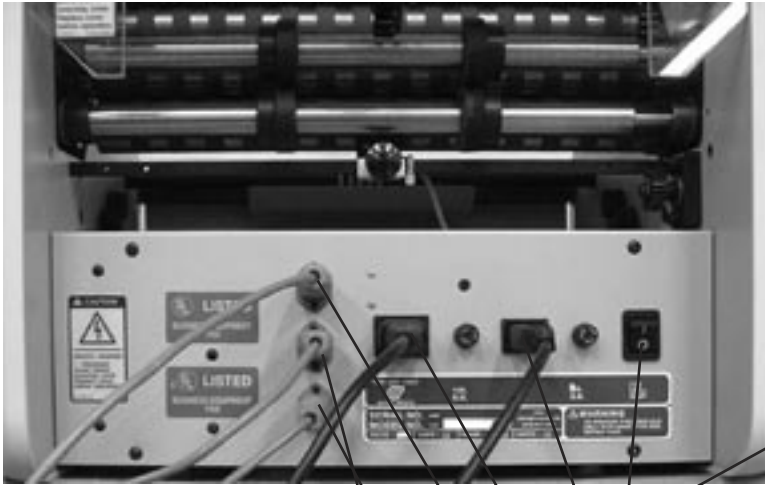


Fig 18a

## Sealer



Fig 18b

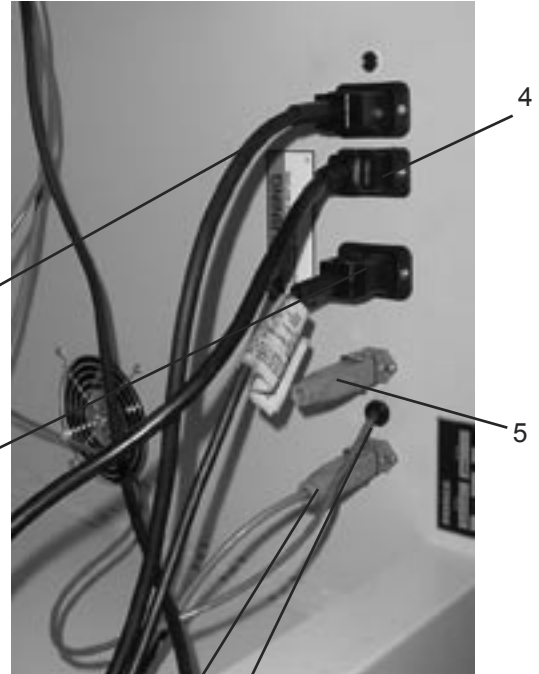
No.	NAME	FUNCTION
1 & 2	Interlock	Shuts down the sealer from the folder
3	Interlock	Shuts down the folder from the sealer
4	Compressor Power Cord	Connects power from compressor to folder
5	Folder Power Cord	Connects power from folder to sealer
6	Folder Power Switch	Press to turn folder on (I) or off (O)
7	Main Power Cord	Supplies power to folder

# 2082 POWER & INTERLOCK HOOKUP

## Burster



## Sealer



## Folder



No.	NAME	FUNCTION
1	Interlock	Shuts down the burster from the folder
2	Burster Power Cord	Connects power from burster to sealer
3	Folder Power Cord	Connects power from folder to sealer
4	Main Power Cord	Supplies power from wall to machine
5	Bypass plug	Bypasses
6	Interlock	Shuts down the sealer from folder
7	Interlock	Shuts down the folder from sealer
8	Folder Power Switch	Press to supply power to folder

# OPERATION

## 2092 Operation

### Squaring

In order for your machine to fold squarely, it must be fed into the rollers square. Your 2092 has been adjusted at the factory and should only require periodic checks. The 2092 has a unique feed table adjustment feature to quickly and easily adjust it if needed.

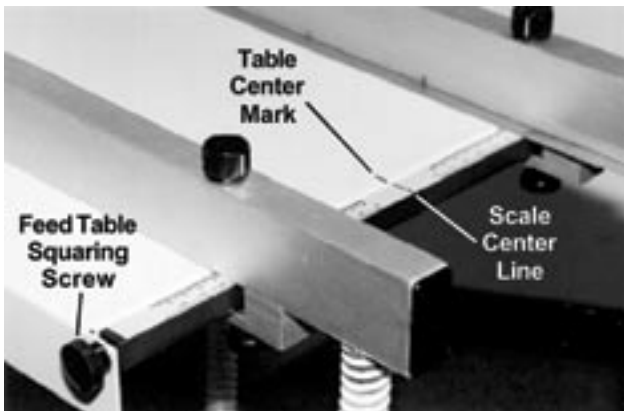


Fig 20

1. Adjust the feed table squaring screw and align the center line of the scale with the center mark on the feeder table (Fig 20).

Front Guide Adjusting Knob



Fig 21

2. Loosely position the feed table side guides to the scales on the feed table, (fig 20 & 21). Read the front scale at the inside edge of the side guide clamp block. The rear scale will line up with the inside edge of the side guide. The scales are set up to center the paper on the sucker wheel. Initially set each guide 1/4" (6mm) wide. Do not tighten the lock knobs.

3. Raise the sheet separator counter clockwise (ccw) so it is away from the sucker wheel (fig. 22). Place a sheet of the paper to be folded on the feed table. Slide the sheet forward into the rollers. The sheet must contact the rollers evenly and not touch the side guides. Turn the hand wheel so about 1/2" (3mm) is pulled into the rollers.

4. Position the operator side guide so it is just touching the sheet but not pushing it. The side guide must be even to the sheet from end to end. Tighten the front lock knobs then the rear knobs, (fig 20 & 21).

5. Repeat step 4 on the non operator side guide.

6. The paper will now feed square into the rollers. Now that the side guides are square, the feed table squaring screw, (Fig. 20), can be adjusted for fine tuning the overall squareness.

### Vacuum Feed Sheet Separator

The sheet separator will have to be adjusted for the weight of paper you are folding. Ideal adjustment will feed only one sheet without marking the paper or feeding doubles. Use the following procedure to get started.

Fine tune these adjustments according to the condition of the paper and the environmental conditions of your particular work area.

### Adjustment Procedure

Raise the separator (ccw) to avoid marking the sucker wheel.

**NOTE: DO NOT MAKE SEPARATOR ADJUSTMENTS WHILE THE FOLDER IS RUNNING.**

1. Raise the separator (ccw) to avoid marking the sucker wheel.

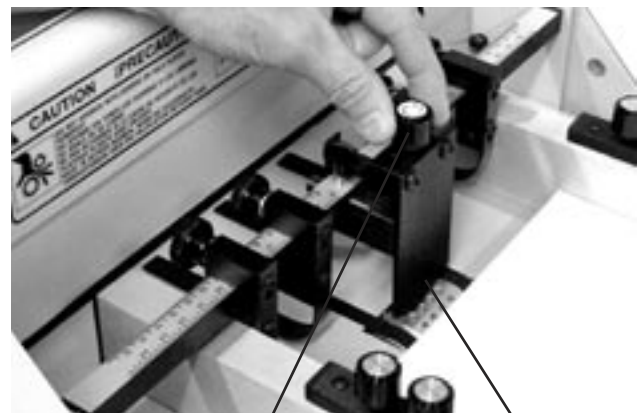


Fig 22

Separator Guide Adjusting Knob

Separator Guide Plate

2. Turn the hand wheel until the separator tip is positioned over a solid portion of the sucker wheel, i.e. between the rows of holes.

3. Place a one inch wide (25mm), double thickness piece of paper to be folded under the tip of the separator plate. Lower the separator clockwise (cw) until there is a slight drag on the paper as it is pulled from the separator.

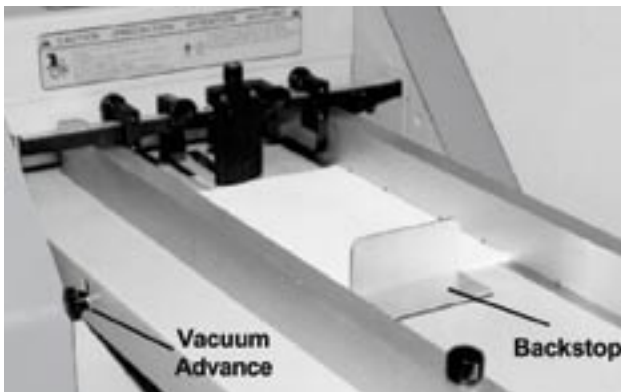
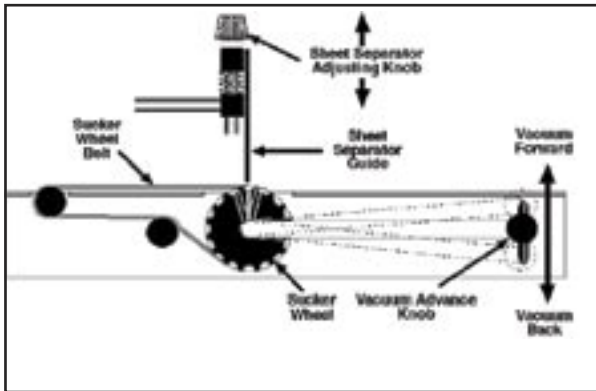


Fig 23

4. The vacuum advance knob is located on the side of the feed table (Fig. 23). Adjusting the knob will position where the vacuum contacts the stock of paper. Raising the knob will move the vacuum away from the lift and toward the rollers (light papers). Lowering the knob will move the vacuum contact toward the lift and away from the rollers (heavy papers).

### Horizontal Separator Adjustment

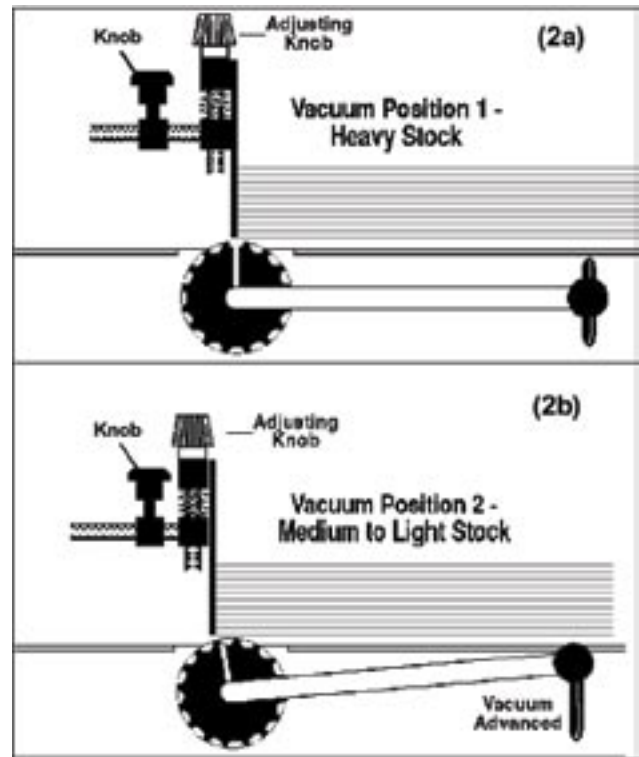
1. Raise the separator (ccw) to avoid marking the sucker wheel.

2. Loosen knob (ill. 2).

3. As a starting reference, turn the hand wheel until a set of sucker wheel holes is at the 12 o'clock position.

4. Adjust separator assembly so that the plate is 1/16" forward of the 12 o'clock position, measure from the feed side of the plate.

5. Tighten knob (ill. 2).



(ill. 2)

### Feeding Paper

**NOTE:** Set folds with standard copy paper so that the folds line up with the perfs on the pressure seal forms.

1. Load a stack of paper onto the feed table. The stack should be no higher than the side guides, 2" (51mm). Position the backstop up against the lift.

2. Turn on the air/vacuum pump. The air should float the bottom of the lift approximately 1/16 to 1/8" (16 to 32mm). Air blast can be controlled by adjusting the valve located at the end of each side guide (Fig. 24).

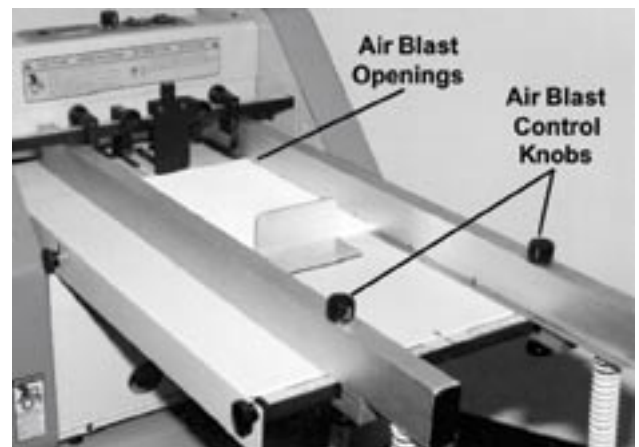


Fig 24



Fig 25

There is a bleeder valve on the vacuum pump, (Fig 26), which allows for vacuum adjustment from completely off to completely on. General settings for the bleeder valve are half open for 20# stock, and closed for 80# and heavier stock. If your machine is feeding doubles, this can be opened slightly to “relieve” some of the vacuum and stop the double feeding.

3. Turn the speed control to  $\frac{1}{2}$  or full speed. Place your thumb on the back of the stack to keep paper from feeding. Press the green button, the sucker wheel will start to turn. Reduce the pressure of your thumb to feed only 3 to 4 sheets. Press your thumb down to stop the feeding again. Press the red button to stop the sucker from turning. If the paper did not feed, adjust the position of the vacuum advance, bleeder valve, or sheet separator.

4. Check the accuracy of the 3 or 4 sheets fed. It may be necessary to adjust the fold stop, or the squareness of the fold stop, or the squareness of the side guides. Try only one adjustment at a time then repeat step 3

5. If the folds look good, the job may now be run. The speed of the folder will affect the accuracy of the folds. Folds set up at slow speed will be difficult at high speed and will need to be fine tuned.

**NOTE:** All of the controls mentioned above contribute to smooth and accurate folding. There are many combinations possible depending on the condition of the paper and environment.

### Bleeder Valve (Vacuum Adjustment)

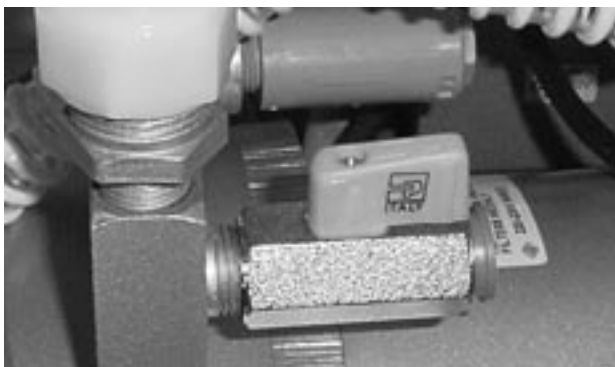


Fig 26

## 2082 Operation

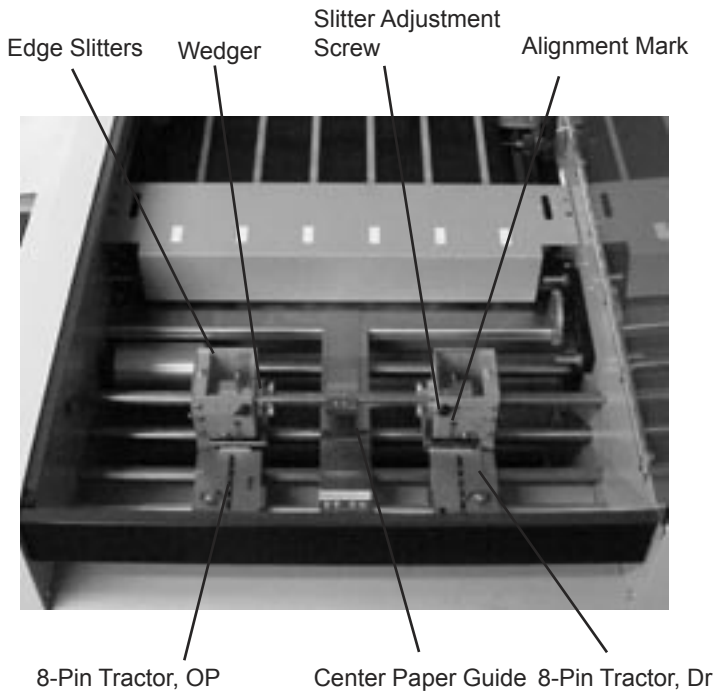


Fig 27

### Form Set-up Procedure

1. Turn on the machine. Measure form length.
2. Press the form length switch on the burster to align the alignment mark with the form length on form length scale. (Fig. 28)

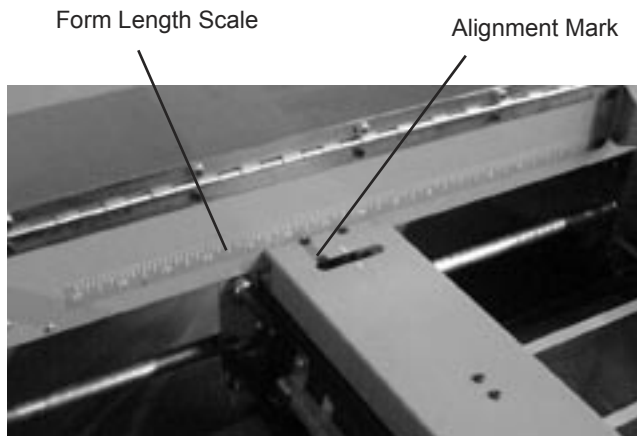


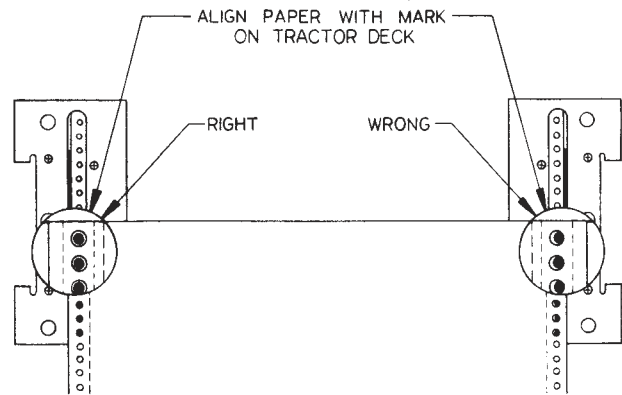
Fig 28

3. Place form stack on pull down tray on front of the burster.

4. Center leading edge of form at infeed end of the burster.

5. Position tractors to proper form width by releasing thumbscrews on top of tractors and sliding tractors to proper width. Raise tractor gates.

6. Lay margin holes of form over feed pins. (Fig. 29)



NOTE: Do not stretch form too tightly between pins; pins should be centered in margin holes.

Fig 29

7. Close tractor gates and lock tractors by tightening thumbscrews.

8. If using edge slitters, position alignment mark where you wish to slit. (Fig. 27)

9. If slitting, be sure that slitter blades are engaged. This is accomplished by rotating wedger in a counterclockwise direction as far as they will go without force. (Fig. 27)

10. Lock edge slitters in place by tightening thumbscrews clockwise. (Fig. 27)

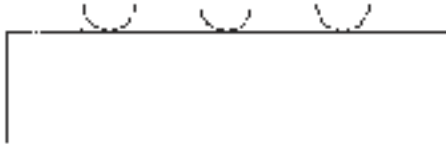
NOTE: If you do not want to slit, push edge slitters away from form and tighten thumbscrews.

11. By pressing jog switch in forward position, advance form through feed rollers until snap rollers grab the form.

12. If necessary, adjust form length so that form starts to burst when perforation is just under tear points.

NOTE: Tear points can be moved to allow operator to position them at any location along tear bar. Tear points should be set between perforations that run vertically the length of the form. (Fig. 30)

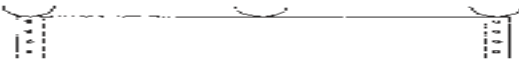
Edge trimmed forms. Use 1 or 2 tear points.



Center and edge-slit forms. Use 2 tear points.



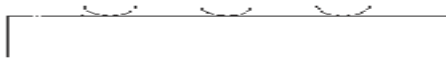
Use center or 3 tear points. Trim intact. No slitting.



Center perforation or slit with trim left intact. Use 2 or 4 tear points.



Edge trimmed forms. Use 1 or 2 tear points.



Center and edge-slit forms. Use 2 tear points.



Two center slits and edges trimmed. Use 3 tear points.

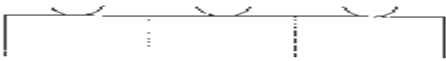


Fig. 10

Fig 30

13. The tear bar is adjustable to accommodate characteristics of various forms. To adjust height bar must be pushed to compress spring and lift out. Rotate 180 degrees (turned over) and replaced making sure that square end of bar locks into brackets. (Fig. 31, shown in HIGH position)

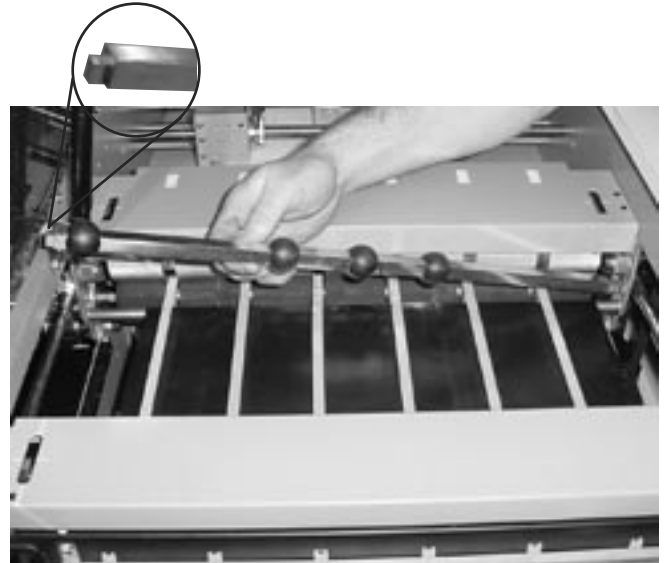


Fig 31



## Form Set -Up Procedures With Optional Imprinter

NOTE: It is recommended that numbered forms or checks fed into imprinter should be last form first, right side up.

1. Center leading edge of form at infeed end of machine so that outer edges of form extend equally beyond guide straps on each side. If you find that edges come within about 1/4" of guide straps, offset form in either direction to avoid this condition.

2. If form length is 3 1/2", 7", 10 1/2" or 14", rollers must be timed. Time rollers by activating jog switch until timing marks on the rollers are vertical and in view in cutouts in feed and snap roller covers.

3. Position tractors by releasing and sliding to proper form width. Raise tractor gates. Place forms on feed pins as shown in. Close tractor gates and secure in position.

4. Loosen thumbscrew on ink roller unit and slide unit away from signature area on form.

5. Loosen setscrews on plate cylinder. (If setscrews are not in view, rotate free wheeling cylinder until they are in view.) Horizontally align plate cylinder with signature area on form. Tighten setscrews.

6. Loosen setscrews on imprint cylinder. (If setscrews are not in view, use jog switch to bring them into view.)

7. With no signature saddles on imprint cylinder, move forms forward so signature area is centered over plate cylinder shaft.

8. Center signature cylinder over signature area (NOTE: Setscrews should be facing you.) and center signature plate locator pins directly over imprint area on form. Tighten setscrews.

9. Advance forms forward so that next horizontal perforation aligns at top edge of plastic tractor or alignment mark on metal tractor.

10. Move timing collar so that mark on collar aligns with mark on side frame. Tighten setscrews.

11. Remove forms from tractors. Install signature patches on imprint cylinder.

12. Move ink roller directly over signature patch on imprint cylinder. Jog forward, if necessary, so that imprint cylinder turns to a point where signature patch should touch ink roller. Adjust ink roll thumbscrews so ink roll turns when signature patch makes contact. For darker impression, turn adjustment thumbscrews clockwise.

NOTE: The signature saddle has been factory adjusted to fit a .092 thick signature patch. If adjustment is required to lower or raise the height of signature saddle for a different signature patch thickness, release imprinter side plates from their locked positions. Pull back latch finger to release plates. Loosen side setscrews to free top setscrew. Turn top setscrew in at half-turn increments until required height is reached. Tighten side setscrews and slide imprinter module back into position.

### Normal Loading

NOTE: Imprinter must be timed each time you load a different form into Burster for imprinting.

1. Jog machine forward until timing collar mark is aligned with side panel mark.

2. Place forms to leading edge to timing mark.

3. Advance (jog) forms forward through imprint area. Stop leading edge of form in front of slitters.

4. Move slitters to trim proper amount of trim and engage slitter blades by turning wedgers counterclockwise. Lock down slitters.

5. Advance forms through slitters and check for proper slitting. Advance on through to Tear Bar.

6. Set up tear bar as before. (Fig. 33)

7. Close Safety covers. Machine is now ready to burst and imprint. Press the Start Button and adjust machine speed to speed desired.

### Burster Operating Hints

1. To stop the machine just push on either one of two stop buttons. Opening safety cover or lifting jam detection grill will also stop machine.

2. To restart machine start button must be pressed.

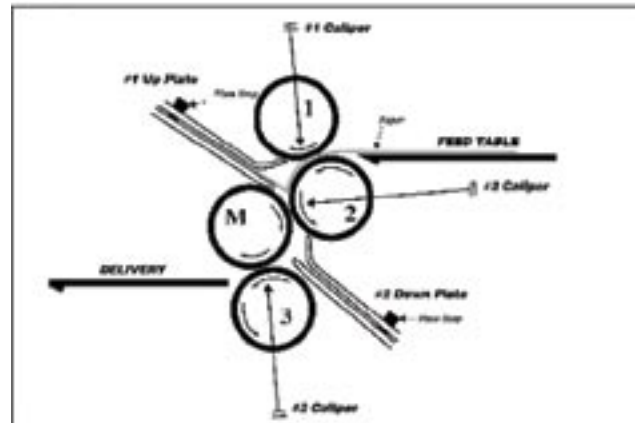
CAUTION: Machine will restart at same speed that it was running at unless speed control thumbwheel is turned down.

3. Some paper has a natural curve. Sometimes this curve tends to catch air and sail. If this occurs, try running them upside down.

4. Perforations vary in strength. If forms are bursting hard, tearing, or breaking behind tear bar, vary form length setting up to 1/2" ahead or behind actual form size setting, and/or put tear bar in low position.

### Fold Plates (2092 & 2082)

Plate set up will depend on the type of stock and type of fold you require. The fold plate design on the folder allows changing from open or closed deflector (up and/or down folds) without removing or turning the plates.



(III. 3)

A good understanding of the roller/plate configuration will help you decide which plate to open or close for up or down folds. Illustration 3 shows the paper path for a common "Z"-fold.

A self-adhesive folding guide label has been conveniently placed on the conveyor extension tray. Used along with scales on the fold plates, the guide will help you quickly establish a rough set up for some of the most common folding jobs.

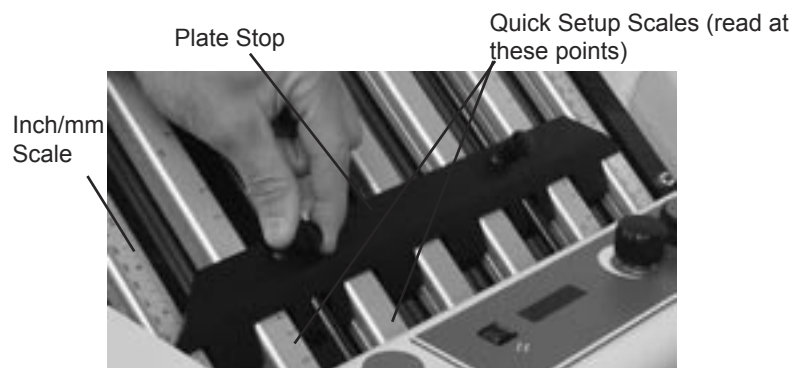


Fig 32

Coarse adjustments are made by loosening the lock screws on the plate stops, then moving the stop (Fig. 26). The plate stop lines up with the scale marks along its front edge (not where the paper contacts the stop). Fine adjustments are made with the micro adjust knobs on the ends of the fold plates (Fig 27).

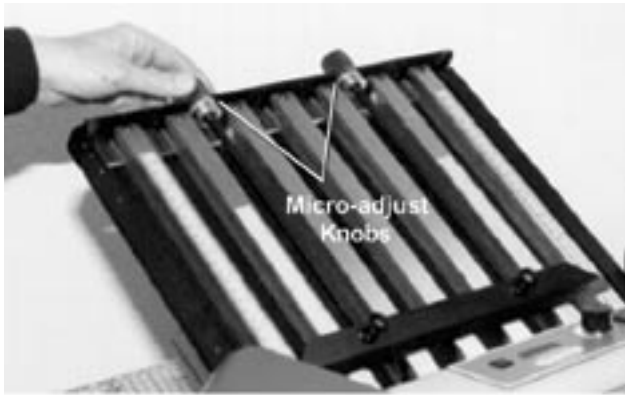


Fig 33

## Roller Caliper Set Up

Adjustable calipers are used on the folder to obtain clean crisp folds on a variety of stock (Fig 28). The proper amount of paper strips (of the same material being folded) in each caliper on both sides of the folder will give the best grip for a good fold. As the paper is folded, the thickness of the paper passing between the rollers increases. The number of paper strips placed in the calipers should be equal to the minimum thickness of the paper passing between the rollers (tail end of the sheet).

Roller Calipers

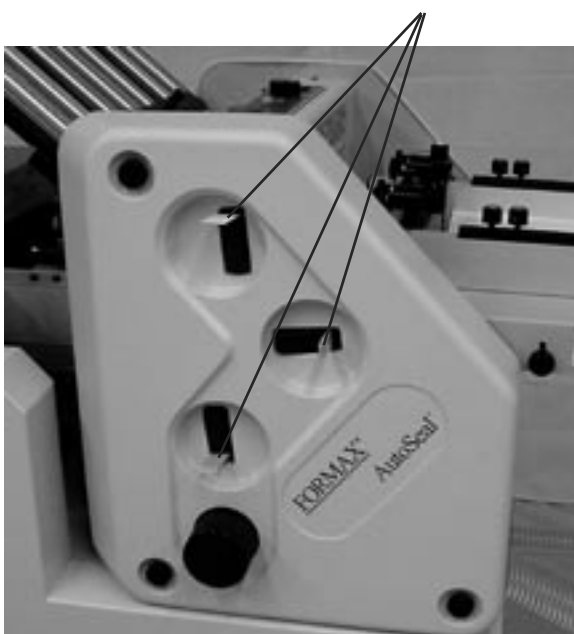
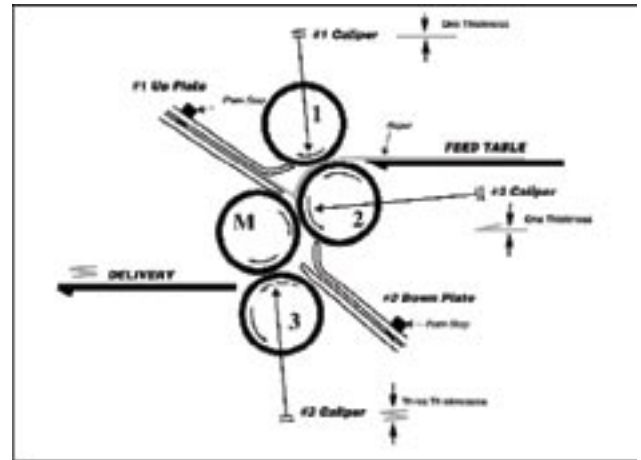


Fig 34

To provide the proper clearance between rollers,  $\frac{3}{4}$ " wide paper strips are inserted into the calipers. Simply press the caliper lever and insert the correct number of strips into the open gap. Put the same number of strips into both sides of the folder. Do not use folded or torn strips of paper (they may give false readings).



(III. 4)

Illustration 4 diagrams the position of rollers, fold plates, feed table, calipers and the correct number of paper strips to be placed into the calipers for a common "Z" fold.

## Roller Caliper Quick Set Up Guide

The chart below gives the set ups for calipers for several common folds.

Fold Type	# 1 Caliper	# 2 Caliper	# 3 Caliper
Letter "C"	1	1	3
"Z"	1	1	3
Half	1	2	2
Double Parallel	1	2	4
Uneven "Z"	1	1	3
Uneven "C"	1	1	3

## Safety Covers

The burster (2082), folder and sealer are equipped with plexi safety covers (Fig. 35a, 35b & 35c). The 2092 and 2082 will not run unless plexi-safety covers are in the lowered position.

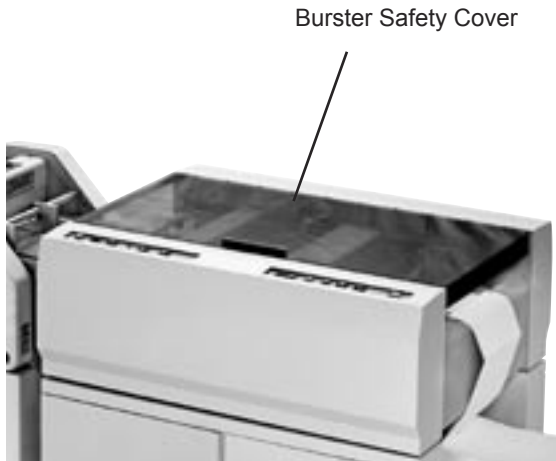


Fig 35a

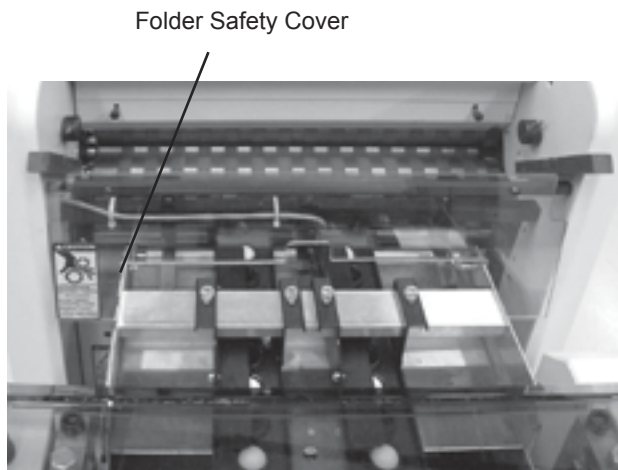


Fig 35b

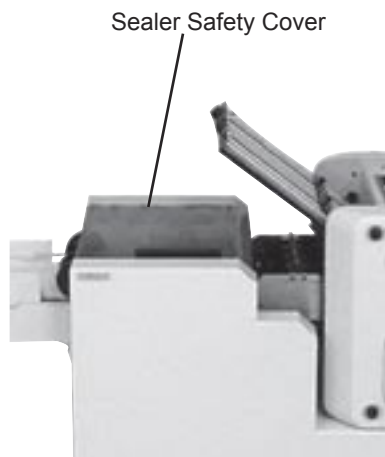


Fig 35c

## Fault Detectors

**Burster (2082)** - The burster is equipped with an outfeed jam detector grill. This device senses jams between the burster and the transfer table and stops the burstor until the jam is removed and the machine is restarted (Fig 36).

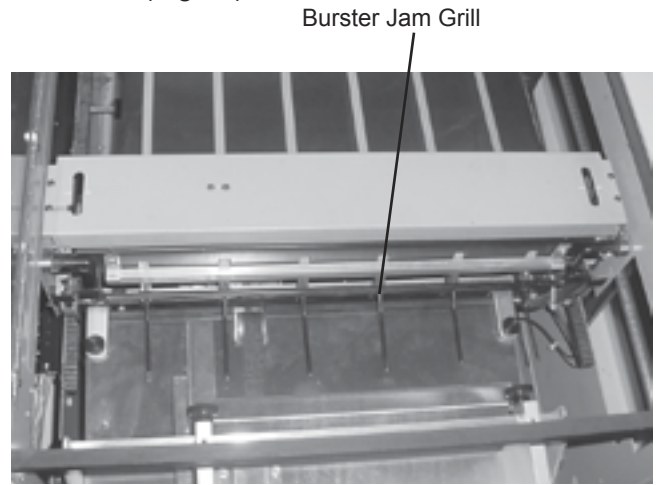


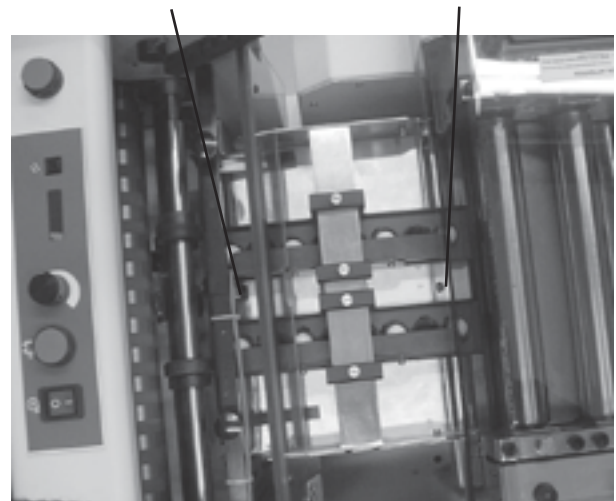
Fig 36

**Folder** - The folder is equipped with a delivery area jam detector. This device senses jams at the eight ball transfer deck and immediately stops the burster, folder, and sealer until the jam is removed and the machine is restarted. The jam detector is mounted on the center of the tie bar and looks similar to a third stacker spring, it may be reformed for best operation (Fig. 37).

**Sealer** - A photo-eye sensor is located on the Eight ball transfer deck before entering the sealer unit. This device senses jams and immediately stops the sealer, burstor (2082) and folder until the jam is removed and the machine is restarted (Fig. 37).

Folder Jam Detector

Sealer Photo-eye



# DAILY MAINTENANCE

## General Cleaning

Take a few minutes at the end of each day to wipe off accumulations of paper dust. Cover your machine when not in use. These practices will keep your machine clean and in tip-top operating condition.

## Fold Roller Cleaning

**Keep fold rollers clean.** Most folding problems are the result of material accumulations on the fold rollers. Although designed to minimize accumulations, over a period of time, ink and dust buildup will prevent the rollers from gripping the stock evenly. Rollers must be cleaned on a regular basis to maintain optimum folding performance.

**Disconnect the power,** remove the fold plates and clean rollers with Formax approved cleaner designed for the type of rollers your machine is equipped with. Turn the rollers with the hand wheel never attempt to clean rollers with the machine running.

Check rollers periodically for wear. During normal use fold rollers will gradually wear. Worn rollers will be evident by increased setup times, increased spoilage, inaccurate folding and inability to control the sheet. If one or more of these conditions are noted, contact your authorized Formax folder dealer to inquire about inspection and/or possible roller replacement.

## Sealer Roller Cleaning

**Keep sealer rollers clean.** Sealing problems may occur if printer toner builds up on the steel rollers. Disconnect the power, lift the sealer safety cover and wipe the rollers down with Formax approved lint free cloth and roller cleaner.

# TROUBLESHOOTING

TROUBLE	POSSIBLE CAUSE	REMEDY
Machine not running	<p>Is the power on?</p> <p>Is the machine plugged in?</p> <p>Are the safety covers lowered?</p> <p>No power even with machine turned on, plugged in and wall power is on?</p>	<p>Make sure the power to the folder, sealer and conveyor are in the on position. Check to make sure the wall outlet has power</p> <p>Make sure all the plugs are plugged in properly</p> <p>Make sure the safety covers for the folder and sealer are lowered.</p> <p>Call Service</p>
Double feeding forms	<p>Is the feeder set properly?</p> <p>Is paper stuck together?</p> <p>Using paper other than specified?</p>	<p>See pages 7,8 &amp; 9.</p> <p>Separate paper from each other.</p> <p>Paper other than specified may cause mechanical trouble.</p>
Sealer jams	<p>Double feeding?</p>	<p>Turn power off, insert jam clearing bar into sealer roller and turn back counter clockwise until jam is cleared.</p>
Folder Jams	<p>Double feeding?</p> <p>Paper stuck in fold plate?</p>	<p>Turn power off, turn hand wheel counter clockwise and clear jam.</p> <p>Turn power off, remove fold plate and clear paper.</p>
Metal rollers dirty	<p>Toner is on metal rollers of sealer?</p>	<p>Unplug machine and clean with approved cleaner.</p>
Paper fold gets out of place	<p>Paper stops have moved?</p> <p>Is folding roller dirty?</p>	<p>Rotate the fine adjustment knobs to correct movement.</p> <p>Clean with approved cleaner.</p>
Paper jam occurs often	<p>Is folding roller dirty?</p> <p>Is inside of machine dirty?</p> <p>Are conveyor nip rollers in proper positions?</p> <p>Is paper curled?</p> <p>If paper jamming continues.</p>	<p>Clean with approved cleaner.</p> <p>Clean inside of machine.</p> <p>Set rollers to proper position.</p> <p>Let paper sit curl side down with weight on top to eliminate curl.</p> <p>Call for service.</p>

Forms Creasing	<p>Form is not exiting the folder straight?</p> <p>Form is not entering the sealer straight?</p> <p>Creasing continues</p>	<p>Check to make sure the forms are being fed squarely.</p> <p>Check to make sure the eight ball track is sitting properly.</p> <p>Check to see if the fold rollers are clean.</p> <p>Check to make sure the eight ball track is sitting properly.</p> <p>Call service.</p>
Documents are wrinkled or crunched	<p>Fold plates are not inserted correctly?</p> <p>Piece of paper or other material is stuck in the fold plate?</p>	<p>Remove and reinstall fold plates. Be sure they're properly positioned.</p> <p>Remove object from the fold plate.</p>
Forms in burster creep to one side.	<p>Infeed guides not set properly.</p> <p>Roller tension not uniform across roller.</p>	<p>Reset Guides</p> <p>Check and adjust roller tension, Call Service</p>
Burster stalls or tears forms	<p>Tear bar in high position.</p> <p>Burster not running fast enough.</p> <p>Incorrect form length setting.</p> <p>Tear points not adjusted properly across face of form.</p> <p>Tough form perforations.</p>	<p>Put bar in low position pg. 14</p> <p>Increase burster speed</p> <p>Reset paper length pg. 13</p> <p>Adjust tear points pg. 14</p> <p>Adjust tear points pg. 14</p>
Burster rollers don't rotate / machine runs.	Slipped belt, Broken drive belt, Loose pulley.	Call Service
Won't burst properly.	<p>Incorrect roller tension.</p> <p>Carriage not properly positioned.</p> <p>Tear point not set correctly.</p> <p>Tear bar not set correctly.</p>	<p>Check and adjust roller tension, Call Service</p> <p>Reset carriage position</p> <p>Adjust tear points pg. 14</p> <p>Adjust tear bar position pg. 14</p>
Poor slitting.	<p>Slitter blades not making contact with one another.</p> <p>Worn blades.</p>	<p>Adjust slitter blade position</p> <p>Replace blade, Call service</p>

Forms pull out of burster tractors.	<p>Roller timing off.</p> <p>Incorrect form length setting.</p> <p>Incorrect feed roller tension.</p> <p>Tractor drive pulley bound up.</p> <p>Tractors binding internally.</p> <p>Tractor pins not centered in margin holes.</p> <p>Dull slitter blades.</p> <p>Tractor timing is off.</p>	<p>Call service.</p> <p>Reset form length pg. 13</p> <p>Check and adjust roller tension, Call Service</p> <p>Check for paper jam and clear, Call service.</p> <p>Call service.</p> <p>Adjust tractors pg. 13</p> <p>Replace blade, Call service</p> <p>Call service.</p>
Large variations in trim accuracy	<p>Paper not centered to slitter feed.</p> <p>Margin slitter setscrew not tightened down.</p>	<p>Realign paper</p> <p>Tighten setscrew</p>
Snap roller carriage will NOT move	<p>Defective switch or motor.</p> <p>Broken carriage drive chain.</p> <p>Loose setscrew on carriage advance shaft or on motor.</p> <p>Obstruction on rack.</p> <p>Obstruction at the pivot arm.</p>	<p>Call Service</p> <p>Call Service</p> <p>Tighten setscrew, Call service</p> <p>Remove obstruction</p> <p>Remove obstruction</p>
Loop forming between the slitter and the infeed roller.	<p>Obstruction between the infeed and snap rollers.</p> <p>Broken flow strap.</p> <p>Bent infeed finger.</p> <p>Tear bar in low position.</p> <p>Too many tear points.</p> <p>Need Anti-tenting bracket.</p>	<p>Remove obstruction</p> <p>Call Service</p> <p>Call Service</p> <p>Put bar in high position pg. 14</p> <p>Adjust tear points pg. 14</p> <p>Call Service</p>



## 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.

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

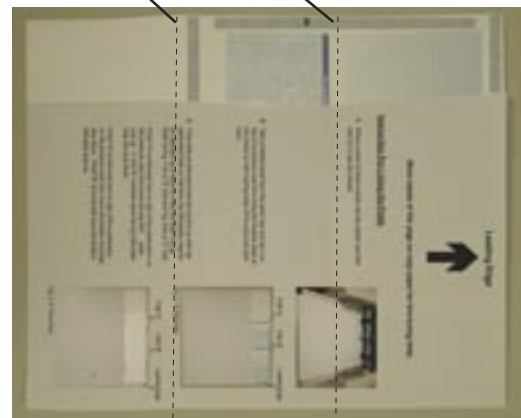


Fig. 1 "Z" fold Form

Fold "A"      Fold "B"      Leading Edge

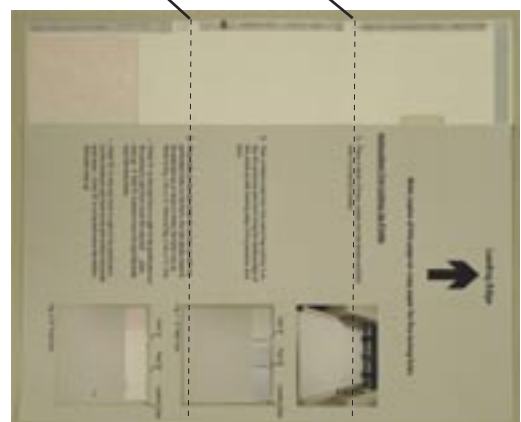


Fig. 2 "C" Fold Form