

FORMAX[®]

FD 305
Personal Desktop
Document Folder

TROUBLESHOOTING

To remove jammed paper, use one of the following procedures.

Removing a sheet of paper coiled around the roller inside the machine:











1. Turn on power.
2. Remove any remaining paper from the Infeed Slot.
3. Shift paper feed setting lever to the Manual Feed position.
4. Press the start button. This will rotate the roller to discharge the jammed paper.

If the previous method does not work, try the following:

1. Disconnect the power cord and detach the paper support and catch tray from the machine.
2. Lay the machine on its back and pull up the lower edge of the front cover. The cover is secured by a magnet and can be opened by pulling it up with gentle force.
3. Once the cover is open, press the Jam Release Lever which is located on the left inside the front cover. This will make the roller move freely.
4. Remove the jammed paper by gently pulling it out.
5. Check the inside of the machine by looking into the Paper Removal Slots located on the bottom of the machine. If any bits of paper can be seen, remove them with tweezers, pulling out through the bottom slots.

Key to Indication Lamps

A combination of the power and error lamps indicates the current operating condition.

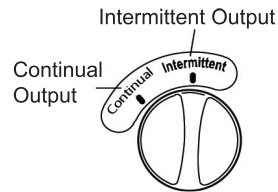
Condition	Power Lamp	Error Lamp	Description and Remedy
Ready	 ON	 OFF	Power is on.
Running	 Slow blinking	 OFF	Blinks during operation until paper is output.
Error	 ON	 Slow blinking	Paper is jammed inside the machine. Turn off power and remove jammed paper.
Operation Stopped	 ON	 Fast blinking	Front cover is open, or stop button is pressed. Close cover and press stop button.
Jam Clearing	 Fast blinking	 Fast blinking	Jammed paper is being removed.

* A paper jam error continues until the jam is cleared.

OPERATION, continued

3. Choose paper output mode:

CONTINUAL: Paper is automatically folded and output without interruption, feeding into the catch tray. (The FD 305 is shipped with the output mode set to Continual.)



INTERMITTENT: The folded sheet is held at the paper output slot until it is removed by hand. Removing this first sheet feeds the next one into the output slot. This is a useful feature if you need to check each sheet individually prior to inserting into envelopes.

Turn the Paper Output Setting knob (on the right side of the machine) to the left position for Continual or vertical position for Intermittent.

4. Folding paper

AUTOMATIC setting: Press the start button to begin folding.

MANUAL setting: Insert up to 3 sheets of 20# paper into the Manual Feed Slot and the paper will instantly be pulled into the machine and folded.

If the FD 305 is set to Automatic Feed and Continual Output, the paper will be continuously folded and output into the catch tray, until the Paper Support is empty.

To stop operation, press the Stop button. To resume operation, press the Stop button again, followed by the Start button.

Once the paper infeed is empty (Automatic or Manual), the folder will automatically stop.

CLEANING

To clean the exterior of the FD 305, use a soft dry cloth or cloth soaked in a diluted neutral detergent.

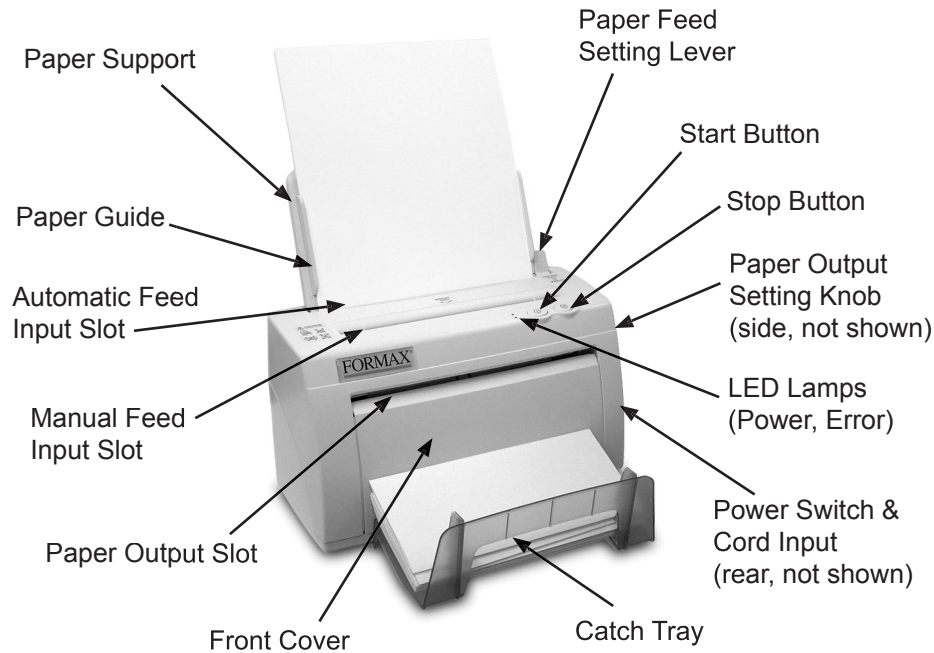
To clean the roller, turn off the power and unplug the machine. Open the front cover. Push the jam release lever in the direction indicated by the arrow, and wipe with a cloth soaked in a neutral detergent. Rotate the roller to clean its entire surface.

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SPECIFICATIONS



FUNCTION:

The Formax FD 305 Low-Volume Personal Desktop Folder is designed for Letter "C" folds using 8.5" x 11" paper.

Infeed Capacity:	Up to 20 sheets 20# paper (Automatic) Up to 3 sheets 20# paper (Manual)
Speed:	Up to 20 sheets per minute
Paper Size:	Up to 8.5" x 11"
Dimensions:	12" L x 5.6" W x 12.5" H
Machine weight:	10 lb.
Power supply:	120V, 60 Hz

UNPACKING & SET-UP

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

1. Attach the paper support to the main body by fitting it into the slot behind the automatic feed input slot.
2. Fit the catch tray into the bottom of the main body.
3. Plug cord into rear input of folder and into wall outlet.

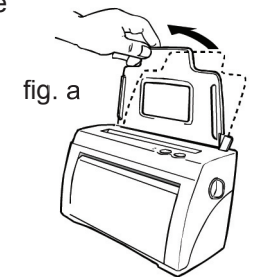
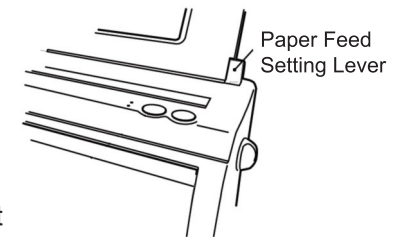
OPERATION

1. Turn on power switch at rear of machine.

2. Choose paper feed mode:

AUTOMATIC: Up to 20 sheets can be fed into the Automatic Feed Slot at one time

- Shift the Paper Feed Setting Lever backward, aligned with the paper support. (The FD 305 is shipped with the setting lever set to Automatic.)
- Gently pull the paper support toward the front of the machine (fig. a), and insert up to 20 sheets vertically into the Automatic Feed Input Slot.
- Release the paper support.
- Press Start button.



MANUAL: Up to three sheets can be fed into the Manual Feed Slot at one time.

- Shift the Paper Feed Setting Lever forward.
- Insert up to 3 sheets into the Manual Feed Input Slot
- Once the paper is inserted, it will be automatically pulled in, folded, and output.

Paper Inserting Direction:

When paper is inserted with the printed surface facing the front of the machine, it will be folded with the printed surface on the outside (fig. b). If the printed surface is facing to the rear of the machine, the printed surface will be on the inside of the folded piece (fig. c).

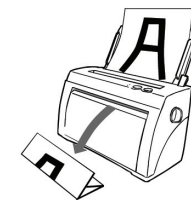


fig. b

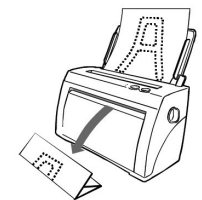


fig. c