

FORMAX[®]

FD 260-20

Conveyor for FD 260 Tabber

Operator Manual
First Edition

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1. INTRODUCTION

1.1 FD 260-20 Description

The Formax FD 260-20 is a variable speed conveyor that moves finished mail pieces away from mail processing equipment.

A DC motor drives three rubberized transport belts which carry mail pieces to the end of the conveyor where they are stacked against the media stop. Weight wheels ensure mail pieces shingle neatly and consistently.

1.2 Items Included

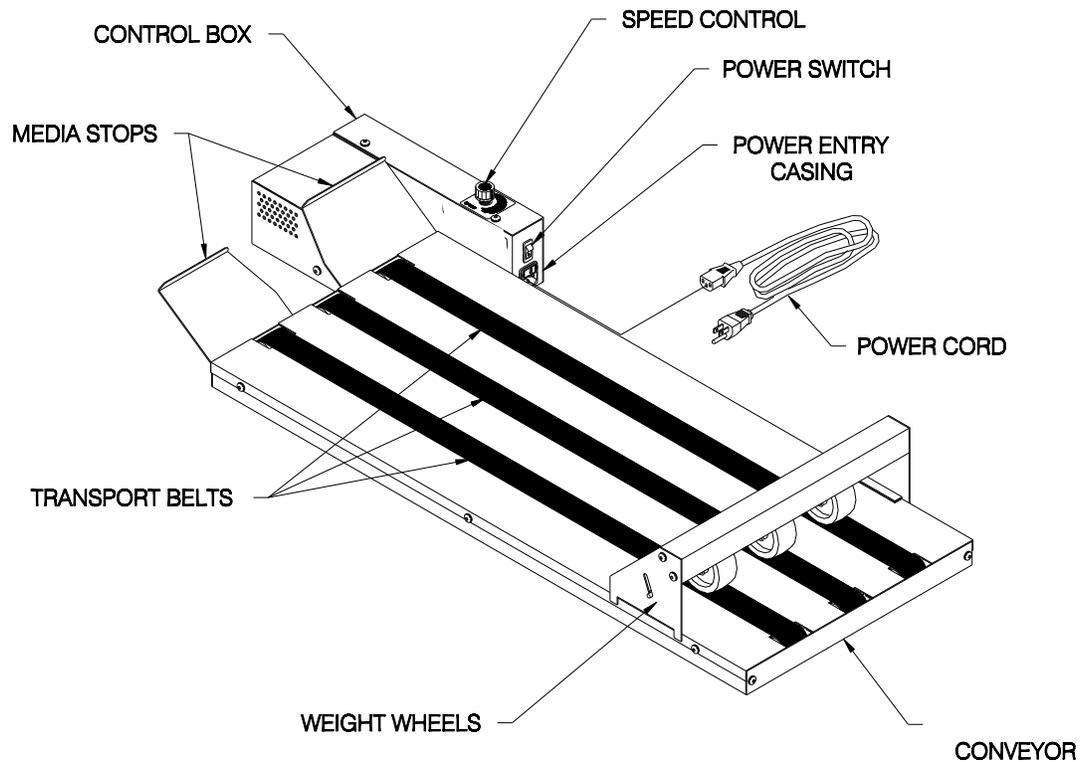


Figure 1.1 – FD 260-20 with Components

The following items are shipped together in one box. Take note of each as you unpack the box. (Refer to **Figure 1.1.**)

- FD 260-20 Conveyor
- power cord
- weight wheels (*disassembled*)
- Operating Manual

WARNING
THE FD 260-20 IS A HEAVY MACHINE.
USE CORRECT LIFTING TECHNIQUES
TO SET IT ON A WORK SURFACE.

1.3 Operating Manual Safety Terms

The following highlighted blocks are used throughout this manual to emphasize important information. **Pay careful attention to this information.**

WARNING
ALERTS YOU TO ACTIONS OR CONDITIONS
WHICH MAY PRESENT HAZARDS OR CAUSE
INJURY TO PERSONNEL.

CAUTION
ALERTS YOU TO ACTIONS WHICH MAY CAUSE
LOSS OF MAIL PIECES OR DAMAGE TO
EQUIPMENT.

NOTE
Draws your attention to an important statement or
action.

1.4 Safety Precautions

Observe the following safety precautions and warnings when operating, cleaning or repairing the FD 260-20. Failure to do so may result in physical injury or damage to the FD 260-20. The manufacturer assumes no liability for your failure to comply with these requirements.

WARNING
NEVER CLEAN, CLEAR OR DISASSEMBLE THE
FD 260-20 WITHOUT FIRST UNPLUGGING THE
POWER CORD.

WARNING
KEEP LOOSE CLOTHING, TIES, SCARVES AND
HAIR AWAY FROM ALL MOVING PARTS.

WARNING
DO NOT PLACE FINGERS OR TOOLS BETWEEN
OR NEAR MOVING PARTS.

1.5 Warranty

NOTE

Your Formax FD 260-20 is covered under warranty by the dealership from which you purchased it. If you have any questions about the FD 260-20 or its warranty, contact your authorized FORMAX dealer.

Formax warrants your FD 260-20 against defects in materials and workmanship for a period of six months from the original ship date when used in accordance with the operating instructions in this manual. This warranty covers the cost of parts when the machine is presented by its original purchaser to an authorized Formax Dealer. Should warranty repairs become necessary, the service provider, at his/her option, will repair or replace such parts required to restore the FD 260-20 to serviceable condition.

This warranty does not cover consumable parts such as belts, rollers and sweeps used to contact and transport mail pieces and tabs. This warranty does not extend to incidental or consequential damages arising out of a warranty claim, or to costs associated with maintenance of the equipment. This warranty does not cover damages resulting from shipping, accident, misuse, abuse, neglect, mishandling, alteration or modification. Your rights under this warranty may vary from state to state.

1.6 Ordering Additional Equipment

To order, or find out about, additional Formax equipment, contact an authorized Formax dealer.

2. SPECIFICATIONS & REQUIREMENTS

2.1 Specifications

Size

44" l x 5¹/₂" h x 18¹/₂" w

Transport Length

38"

Weight

40 lb. assembled

Production (Speed)

Adjustable

Power

Possible line voltages are 240V, 230V, 220V, 120V,
and 100V at 50-60 Hz

2.2 Operating Requirements

Mail Piece Size

Length: no limit

Height: no limit

Width: up to 16"

3. POWER CONNECTION

WARNING
BEFORE PLUGGING THE FD 260-20 INTO AN OUTLET, CAREFULLY READ THE FOLLOWING INFORMATION ABOUT VOLTAGES, FUSES AND THE POWER CORD.

3.1 Safety

The FD 260-20 can connect to any power distribution system, including the European IT Power System. Because the European IT Power System does not have a grounded neutral leg, the FD 260-20 uses protective fusing in both the neutral and hot supply lines of power.

WARNING
A BLOWN FUSE IN THE NEUTRAL LEG COULD MEAN INTERIOR PARTS OF THE FD 260-20 REMAIN AT A HAZARDOUS VOLTAGE. ALWAYS UNPLUG THE POWER CORD BEFORE REMOVING COVERS FROM THE FD 260-20.

3.2 Line Voltage

The FD 260-20 is rated for continuous operation using a variety of supply voltages. Possible line voltages are 240V, 220V, 120V and 100V at 50 or 60 Hz. The manufacturer configures the FD 260-20 to operate with the voltage requested by the customer.

CAUTION
VERIFY THE CORRECT VOLTAGE SETTING BEFORE PLUGGING THE FD 260-20 INTO AN OUTLET.

Read the current voltage setting through the VOLTAGE SELECTOR WINDOW on the CONTROL BOX. (Refer to

Figure 3.1.) Use the following instructions to change the voltage setting:

NOTE

The detachable POWER CORD may have to be changed to match the particular power-source output.

1. Unplug the POWER CORD.
2. Use a small screwdriver or similar tool to push up on and release the FUSE DRAWER LOCKING TAB.
3. Pull the FUSE DRAWER out of the POWER ENTRY CASING.
4. Pull the VOLTAGE SELECTOR out of the FUSE DRAWER.
5. Rotate the VOLTAGE SELECTOR until the correct voltage is on the same side as the VOLTAGE SELECTOR WINDOW.
6. Place the VOLTAGE SELECTOR in the FUSE DRAWER and verify the correct voltage selection.
7. Place the FUSE DRAWER in the POWER ENTRY CASING.

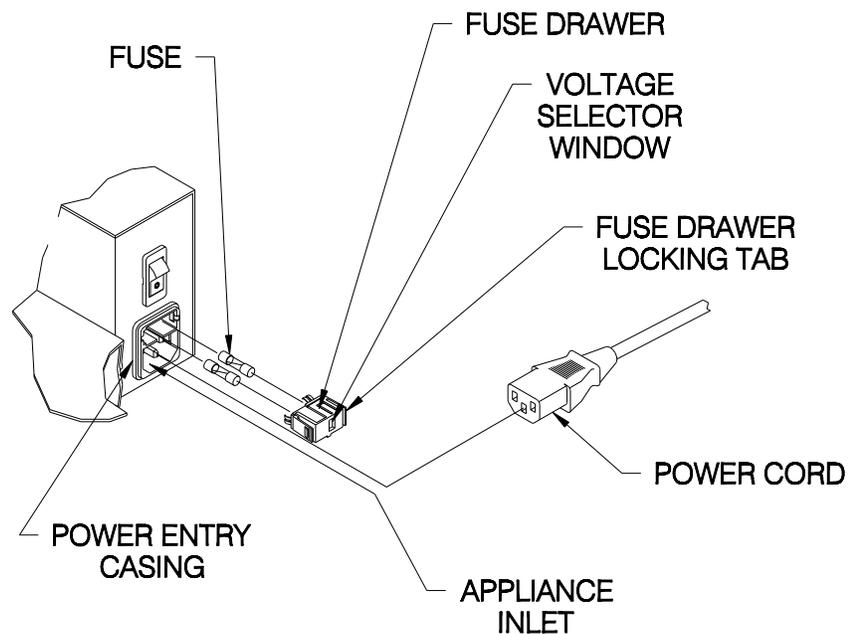


Figure 3.1 -- FD 260-20 Power Connection

3.3 Line Fuses

The FUSE DRAWER located on the CONTROL BOX contains two LINE FUSES. (Refer to **Figure 3.1.**) The neutral and hot lines of power are fused. Both LINE FUSES must be intact for the FD 260-20 to operate properly.

CAUTION
VERIFY THAT THE LINE FUSE VALUE IS
CORRECT FOR THE VOLTAGE SETTING.
UNPLUG THE FD 260-20 BEFORE STARTING THIS
PROCEDURE.

Use the following instructions to verify that the LINE FUSES installed have the proper fuse value or to replace a blown fuse:

1. Unplug the POWER CORD.
2. Use a small screwdriver or similar tool to push up on and release the FUSE DRAWER LOCKING TAB.
3. Pull the FUSE DRAWER out of the POWER ENTRY CASING. The LINE FUSES are inside.
4. Determine the proper fuse value as well as the condition of the LINE FUSE. The fuse value is shown on the metal tip of the LINE FUSE. The chart below lists the selected voltage in the left column followed by the proper fuse value in the right column.

<u>Selected Voltage</u>	<u>Line Fuse Value</u>
100V.....	1.0A (250V time delay)
120V.....	1.0A (250V time delay)
220V.....	0.5A (250V time delay)
240V (or 230V).....	0.5A (250V time delay)

5. Replace the LINE FUSE if necessary. Both LINE FUSES must be intact for the FD 260-20 to operate properly.
6. Install the FUSE DRAWER in the POWER ENTRY CASING.

3.4 Power Cord

The FD 260-20 comes with a three-wire POWER CORD. The POWER CORD grounds the FD 260-20 when connected to an approved three-contact electrical outlet.

1. Plug the POWER CORD into the APPLIANCE INLET on CONTROL BOX. (Refer to **Figure 3.1.**)
2. Plug the POWER CORD into a grounded outlet.

WARNING
**TO PREVENT ELECTRICAL SHOCK, ONLY PLUG
THE POWER CORD INTO A GROUNDED OUTLET.**

4. SET-UP

WARNING
KEEP LOOSE CLOTHING, TIES, SCARVES AND HAIR AWAY FROM ALL MOVING PARTS. DO NOT PLACE FINGERS OR TOOLS BETWEEN OR NEAR MOVING PARTS.

The FD 260-20 is shipped assembled, except for the WEIGHT WHEELS.

To assemble the WEIGHT WHEELS:

1. Fasten one SIDE FRAME to the SUPPORT. Line up the holes in one end of the SUPPORT with the holes in one SIDE FRAME. (Refer to **Figure 4.1**.)
2. Secure 1 BUTTONHEAD SCREW through each hole. Keep these BUTTONHEAD SCREWS slightly loose. (Refer to **Figure 4.1**.)

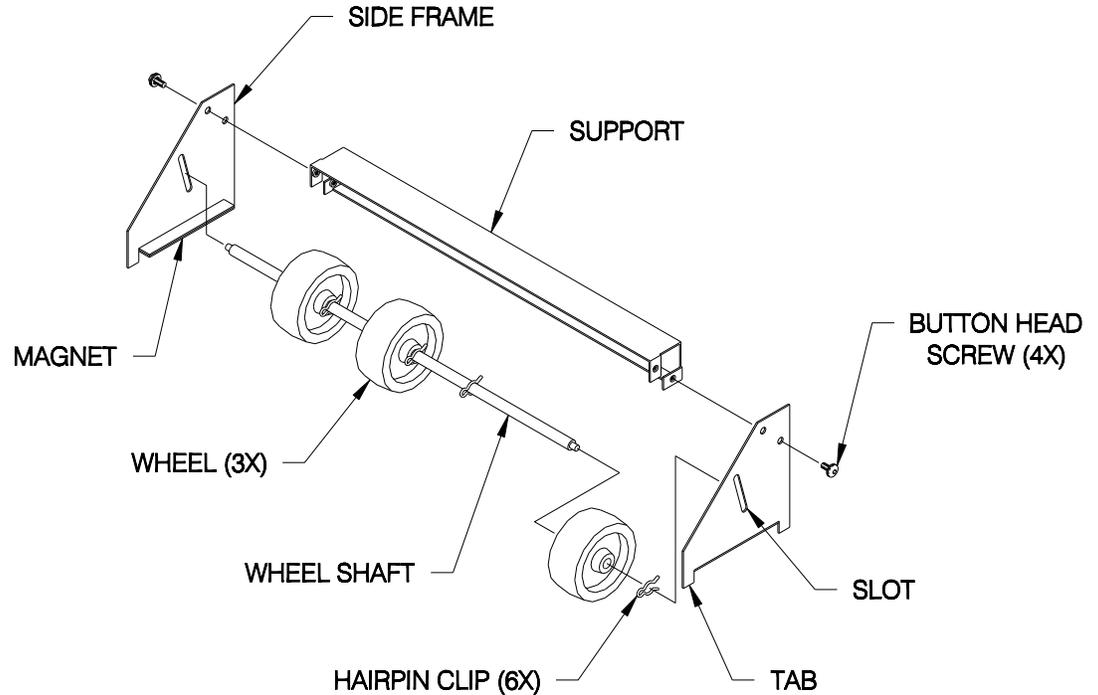


Figure 4.1 -- Assembling the Weight Wheels

3. Place 1 HAIRPIN CLIP on the WHEEL SHAFT. Place 1 WHEEL on the WHEEL SHAFT next to the HAIRPIN CLIP. Continue until all 3 WHEELS are on the WHEEL SHAFT with a HAIRPIN CLIP on each side of the WHEEL. (Refer to **Figure 4.1.**)
4. Place one end of the WHEEL SHAFT through the SLOT in the fastened SIDE FRAME.
5. Fasten the other SIDE FRAME to the SUPPORT. Place the other end of the WHEEL SHAFT in the SLOT. Line up the holes in the SUPPORT with the holes in the SIDE FRAME. (Refer to **Figure 4.1.**)
6. Secure 1 BUTTONHEAD SCREW through each hole. Keep these BUTTONHEAD SCREWS slightly loose.
7. Place the WEIGHT WHEELS on the CONVEYOR as shown in **Figure 4.2.** The TABS at the bottom of each SIDE FRAME fit over the sides of the CONVEYOR, and the MAGNETS rest on the CONVEYOR.
8. Make sure the MAGNETS are flat on the CONVEYOR. Tighten all 4 BUTTONHEAD SCREWS. (Refer to **Figure 4.2.**)
9. Position the WHEELS over the TRANSPORT BELTS. Slide the HAIRPIN CLIPS against the sides of the WHEELS to hold the WHEELS in place.

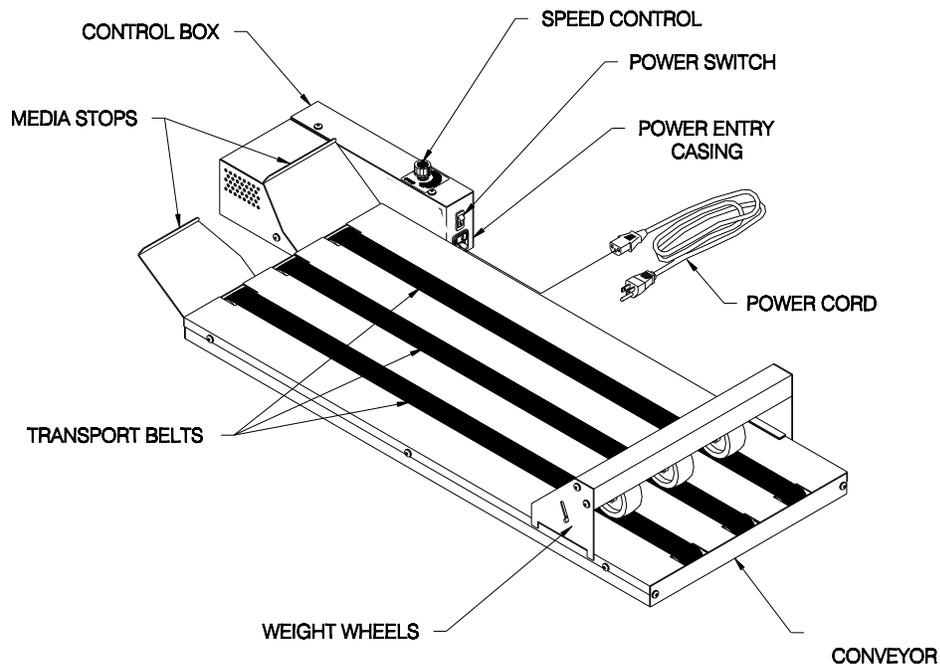


Figure 4.2 -- FD 260-20 with Weight Wheels

5. OPERATION

1. Position the FD 260-20 in-line with other mail processing equipment.
2. Turn POWER SWITCH on. (Refer to **Figure 5.1.**)

NOTE

Turn on the FD 260-20 *before* turning on any other machines. If you process mail pieces before turning the FD 260-20 on, those mail piece will not stack properly.

3. Adjust the speed of the TRANSPORT BELTS using the SPEED CONTROL KNOB. (Refer to **Figure 5.1.**) Turn the knob toward **FAST** to increase the speed, or counterclockwise to decrease the speed. Turning this knob counterclockwise as far as it will go stops the TRANSPORT BELTS.

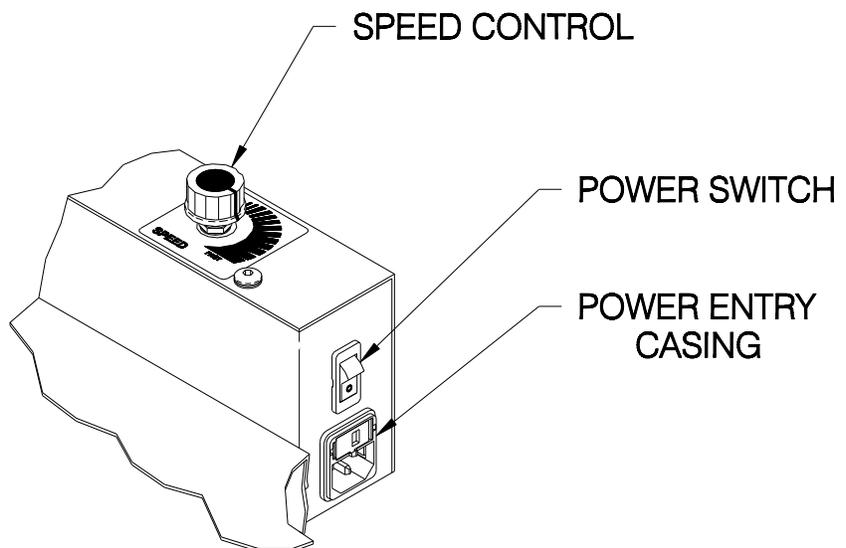
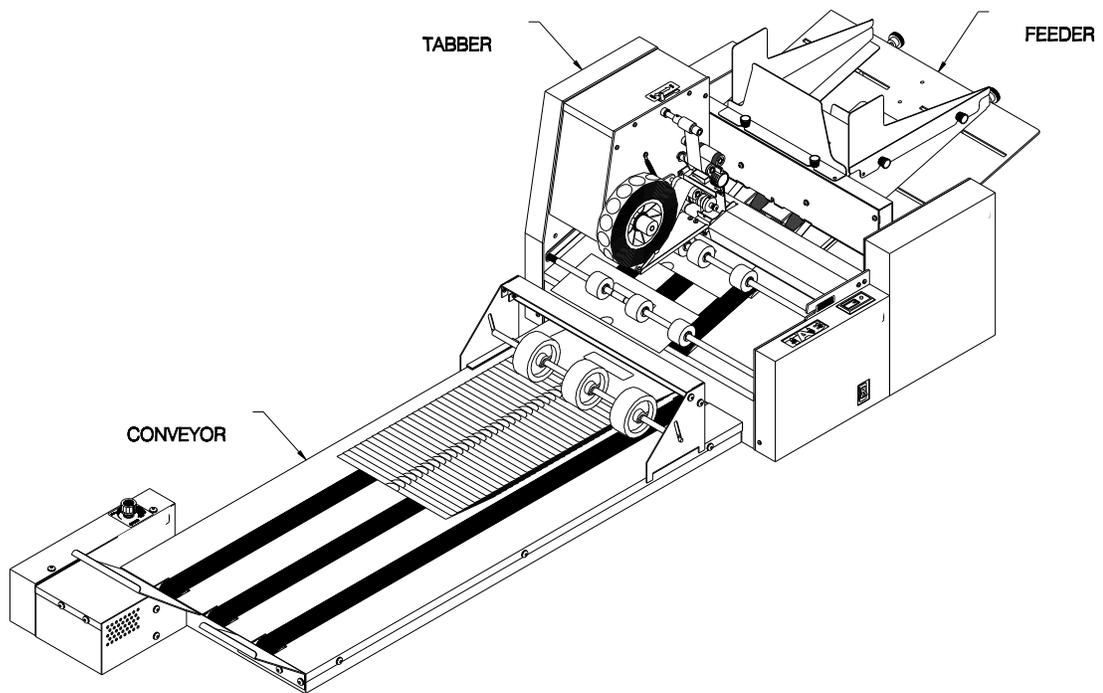


Figure 5.1 -- Adjusting Speed

4. Process several mail pieces and temporarily adjust the FD 260-20's speed so it runs slightly slower than the other processing machines.

5. Process more mail and adjust the FD 260-20's speed so mail pieces shingle neatly as in **Figure 5.2**.



**Figure 5.2 – FD 260-20 in-line with Formax
FD 260 Tabber and FD 260-10 Feeder.**

6. MAINTENANCE

6.1 Cleaning

Your FD 260-20 will need regular cleaning. How often, depends on the amount of paper dust your mail pieces generate.

Wipe surface dust or debris from the FD 260-20 with a damp cloth as necessary. While cleaning, inspect the FD 260-20 periodically for damage or worn parts.

Wipe the transport belts using a cloth and isopropyl alcohol. Rotate each transport belt with your hand to reach and clean the entire belt.

6.2 Replacing a Fuse

When one or both FUSES are blown, the FD 260-20 will appear to have no power. If the machine has blown a FUSE, you need to replace it. (Refer to **Section 3.3.**)

7. TROUBLESHOOTING

WARNING
**UNPLUG THE POWER CORD BEFORE
REMOVING, ADJUSTING OR REPAIRING ANY
PARTS IN THE FD 260-20.**

7.1 Troubleshooting Chart

trouble	cause	solution
1. Nothing works.	<ul style="list-style-type: none">• POWER SWITCH is off.• POWER CORD is not plugged in.• No power in outlet. • LINE FUSE is blown.• FD 260-20 keeps blowing FUSES.	<ul style="list-style-type: none">• Turn POWER SWITCH on.• Plug POWER CORD in.• Check circuit source for blown fuse or circuit breaker.• Replace blown LINE FUSE. (Section 3.3)• Contact authorized FORMAX dealer.
2. Mail pieces do not stack properly.	<ul style="list-style-type: none">• Mail pieces jammed between TRANSPORT BELT and MEDIA STOP.• TRANSPORT BELTS are not flat.	<ul style="list-style-type: none">• Turn POWER SWITCH off and remove jammed mail pieces.• Contact authorized FORMAX dealer.

8. SERVICE

8.1 Service

If any problems occur with this equipment or if you need assistance installing or operating your FD 260-20, contact an authorized Formax dealer.

When calling for service, have your FD 260-20's serial number handy.

8.2 Repacking Instructions

If it is necessary to ship your FD 260-20 to your authorized FORMAX dealer for service, pack it in the original shipping container and packaging material. If the original container is not available, the FD 260-20 should be carefully packed so that it will not be damaged in transit.

NOTE

If the FD 260-20 is packed correctly, your Shipping Carrier is liable for any damages that occur during shipping.

Use the following instructions to pack the FD 260-20 with commercially available materials.

1. Double wrap the machine in heavy plastic.
2. Use a heavy duty, double-walled container of 350-pound test material.
3. Surround the FD 260-20 on **ALL** sides with at least 4 to 5 inches of shock absorbing packaging material. This will provide firm cushioning and prevent movement inside the container.
4. Seal the top and bottom of the shipping container with strong tape or banding material.
5. Clearly and legibly mark the shipping container **FRAGILE**.
6. Contact your authorized FORMAX dealer.

