

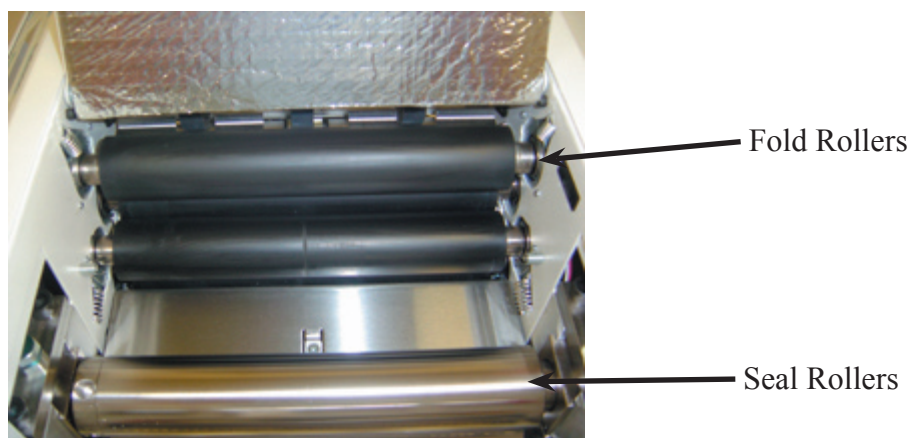
Formax Cleaning Kit

Includes:

- (1) Can Formax Rubber Roller Cleaner
- (10) Cotton Cloths

Pressure Seal (FD1500, FD2002, FD2032, FD2054):

1. Make sure machine is turned off and unplugged. Lift up top cover and remove upper fold plate. All pressure seal equipment has four (4) black rubber fold rollers and two (2) steel rollers.
2. Using Formax roller cleaner, spray a new cotton cloth until the cloth is saturated. Wipe the wet cloth in a back and forth motion making sure to clean the entire surface of the fold and seal rollers. Now take a dry cloth and wipe off excess toner. The cloth should be covered with black toner surplus from cleaning the rollers.
3. Make sure to run 10-15 sheets of blank copy paper to ensure all cleaner has been removed from the fold rollers. Running blank sheets will remove any excess residue of cleaner on the rollers.



Folders (FD320, FD342, FD382, FD 38X):

1. Make sure machine is turned off and unplugged. All folders have four (4) rubber rollers (FIG A).
2. Remove and unplug (if FD382/FD38X) the upper and lower fold plates (FIG B).
3. Using Formax roller cleaner, spray a new cotton cloth until the cloth is saturated. Wipe the wet cloth in a back and forth motion making sure to clean the entire surface of the fold and seal rollers. Now take a dry cloth and wipe off excess toner. The cloth should be covered with black toner surplus from cleaning the rollers.
4. Make sure to run 10-15 sheets of blank copy paper to ensure all cleaner has been removed from the fold rollers. Running blank sheets will remove any excess residue of cleaner on the rollers.

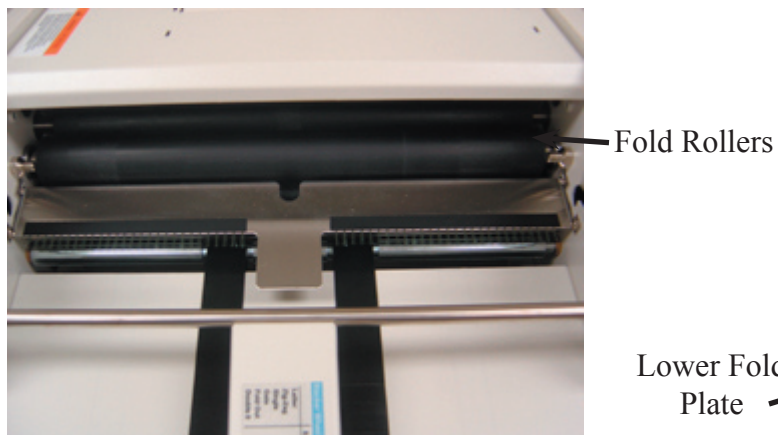


FIG A



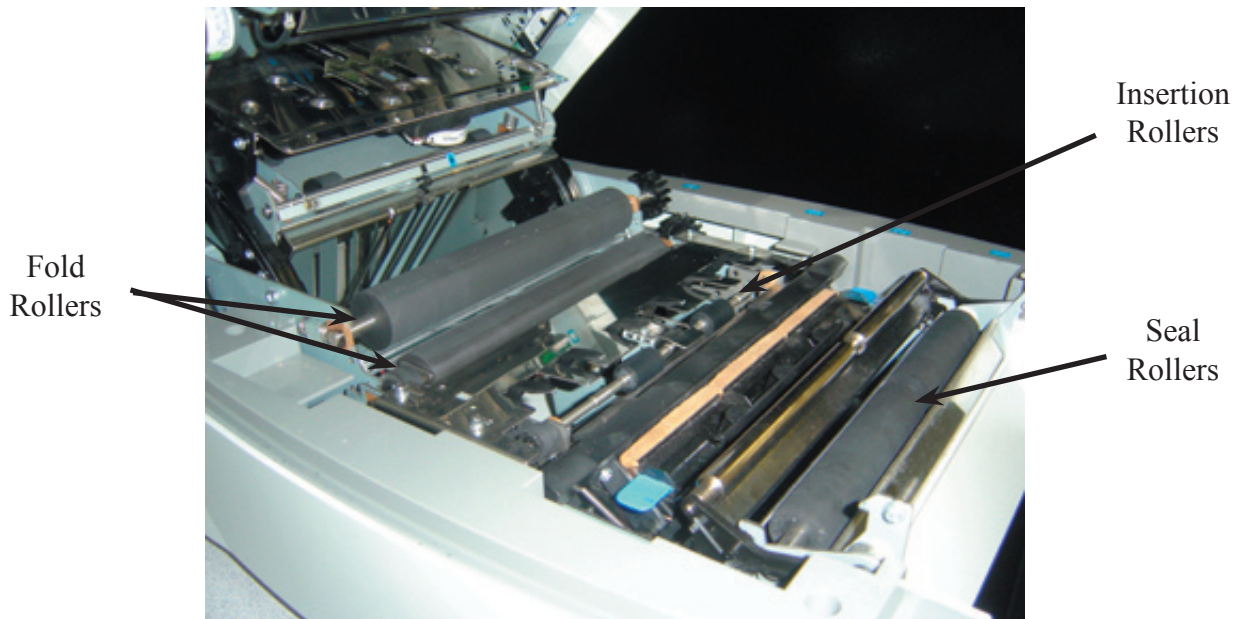
FIG B

Cleaning Procedure for the FD 6102 Series Folder/Inserters

It is important to be familiar with keeping the rubber rollers inside the machine clean. Most issues with these machines occur when there is an excessive build-up of toner on the rollers that drive the paper through the machine in order to be folded.

The FD 6102 has three (3) fold rollers and a series of smaller transportation rollers, along with rollers in the feed head. Anything that is rubber and comes into contact with paper **MUST** be cleaned at some point. The frequency of cleaning will depend on the usage of the machine as well as the type of toner that you are using. Recycled Toner may cause the machine to need cleaning more often. Dirty fold rollers will have a “shiny” look to them, due to toner build-up. Once clean, the rollers in the unit should have a dullness to them and should be somewhat “tacky.”

1. First make sure that the machine is powered off and unplugged from the power source. Open the unit by pressing the release button located to the left of the control panel.
2. Once the unit is open locate the fold rollers inside the machine. To begin, simply spray the Formax Roller Cleaner on a cotton cloth until the rag is saturated. Apply the cleaner by rubbing the cloth back and forth several times over the roller. You will also need to rotate the roller as you clean it to reach all surfaces on the roller. The amount of scrubbing will depend on the condition of the rollers. Once you are satisfied with the cleaning, be sure to take a clean rag and remove the excess roller cleaner from the roller surface.



3. It is also important to run 20 to 30 cycles with blank copy paper or anything that is not the customer's live application. This is because there will still be some residue of cleaner on the rollers and you want to make sure you do not smudge the live application.
4. To clean the feed tires in the paper feeder, choose a job that is in the “AUTO A” mode so you will be able to run out of all the feeders. Spray some roller cleaner on an envelope and place it into the feed tray under the left and then right feed tire. It is important to **HOLD ON** to the envelope before you press the “START” button. Once you press START the feed tires will spin themselves on the cleaner located on the envelope. Repeat this procedure as needed on each feed tire.
5. Repeat this cleaning procedure for the Envelope Feeder and for the “C” Feeder also.