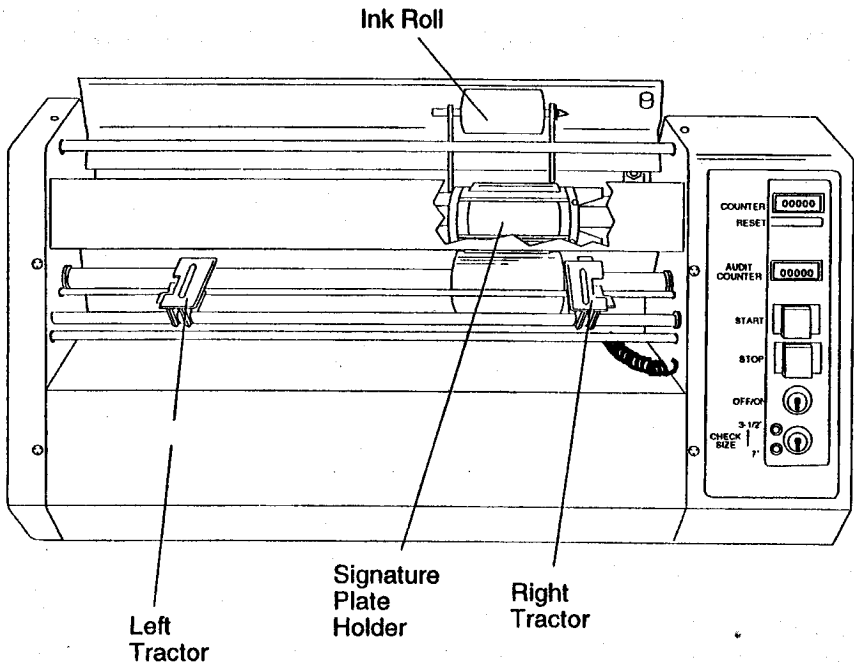


# FORMAX<sup>®</sup>

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FD 100  
Document Signer

OPERATOR MANUAL  
FIRST EDITION



**Figure 1**

**SECTION 1.**

**OPERATING INSTRUCTIONS**

**NOTE:**

To sign 3-1/2" checks you must use two (2) signature plates.

To sign 7" checks with top or bottom vouchers you must use **ONLY** one (1) signature plate.

The signature plate holder on your machine has two (2) signature plate positions. These are marked **POSITION A** and **POSITION B**. Proper signature plate positions are dictated by the type of check that you are using. Refer to Pages 3 & 4, Step C.

**A. TO OPERATE THE CONTINUOUS FORM SIGNER (See Figure 2)**

1. Insert the ON/OFF key into the ON/OFF lock, turn to the left to turn on machine. The yellow light near the Check Size Lock will illuminate. This light indicates the machine is ON, also what size check the machine will sign.
2. Insert the Cover key into the Cover lock, turn it to the right to open the cover.

## B. LOADING SIGNATURE PLATES (See Figure 3)

1. Grasp the signature plate with your left hand - the notch should be pointed to the left.
2. Slip the signature plate down, sliding it to the left so that the plate holder pin locates into the signature plate notch.

Figure 2

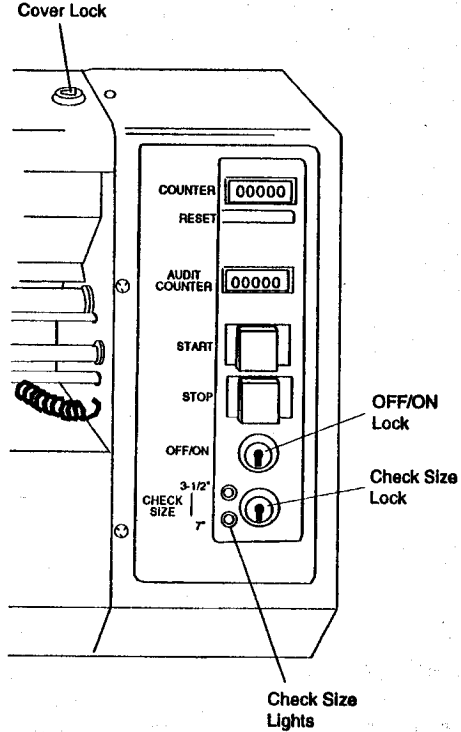
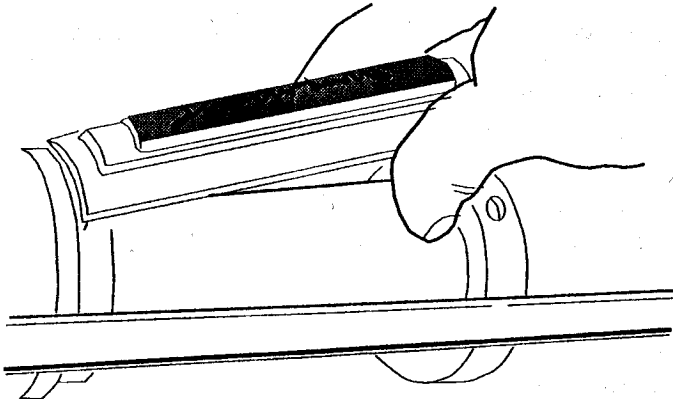
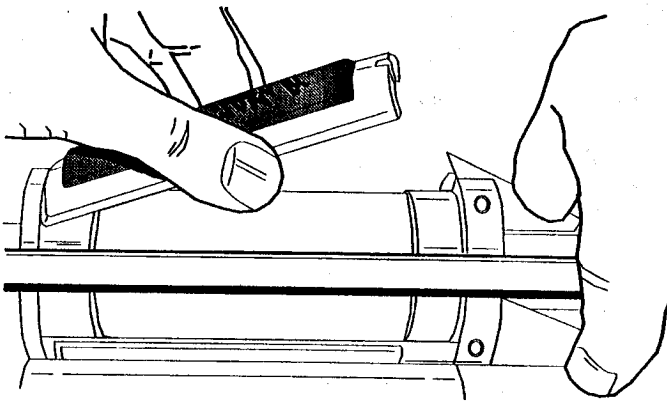


Figure 3





**Figure 4**

3. Holding the signature plate with your left hand, use your right index finger (or the eraser end of a pencil held in your right hand) to press down on the signature plate holder latch. (See Figure 4).
4. Press the signature plate down into position and release the latch. The latch will position itself into the beveled slot on the signature plate and lock the plate firmly into position.

## **C. HOW TO SIGN VARIOUS TYPES OF CONTINUOUS FORM CHECKS**

### **SIGNING 3-1/2" CHECKS**

1. Turn Check Size key to the 3-1/2" position and remove key. The yellow light next to the 3-1/2" check size will illuminate.
2. Either plate **POSITION A** or **POSITION B** can be loaded first. Load either plate A or B following instruction "B" - Loading Signature Plates.
3. To load second signature plate, momentarily tap the **START** button once. The signature plate holder will rotate 1/2 turn - load the second plate.
4. Proceed to Step D.

**SIGNING 7" BOTTOM VOUCHER CHECKS** (Check at top - Voucher at bottom).

1. Load one (1) signature plate into **POSITION A ONLY**.

If **POSITION A** is not visible on signature plate holder, momentarily tap the **START** button once. The signature plate holder will rotate 1/2 turn and you can then load the signature plate into **POSITION A**.

2. Load signature plate into **POSITION A** following instruction "B" - Loading Signature Plates.
3. Set Check Size key to 7" position - remove key.
4. Proceed to Step D.

**SIGNING 7" TOP VOUCHER CHECKS** (Voucher at top - Check at bottom).

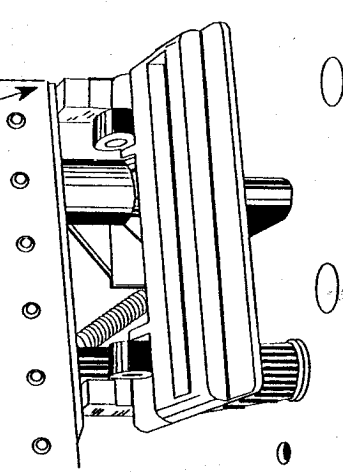
1. Load one (1) signature plate into **POSITION B ONLY**.
2. Load signature plate into **POSITION B** following instruction "B" - Loading Signature Plates.
3. Again tap **START** button. See that the plate you loaded rotates to the lower printing position.
4. Set Check Size key to the 7" position - remove key.
5. Proceed to Step D.

**NOTE:** *Machine will stop with the signature plate "down". To remove the plate, set Check Size key to the 3-1/2" position and momentarily tap the **START** button once. This will bring the signature plate holder up for easy signature plate removal.*

**D. LOADING AND POSITIONING OF CONTINUOUS FORM CHECKS** (See Figure 5).

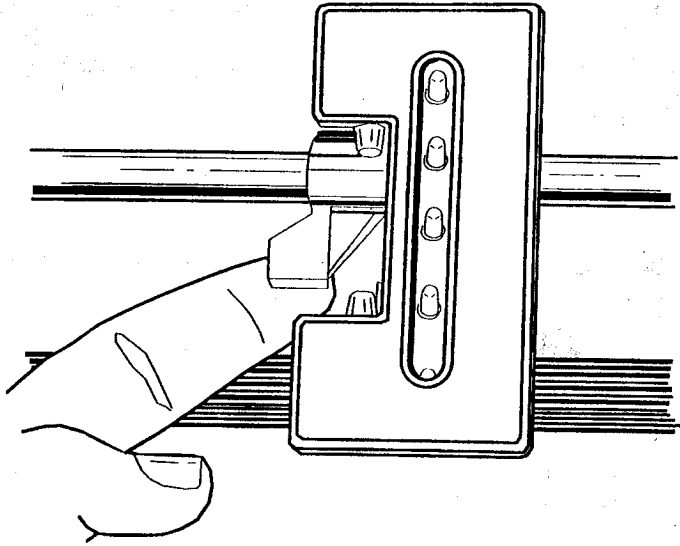
1. Open left and right tractor covers.
2. Align the top right edge of the continuous form with top edge of right tractor. Align check carrier strip holes with tractor pins. Close tractor.
3. Release left tractor lock. Lift up on locking lever. (See Figure 6)

**NOTE:** Be sure corner  
of form is not torn or  
wrinkled



**Figure 5**

**Figure 6**



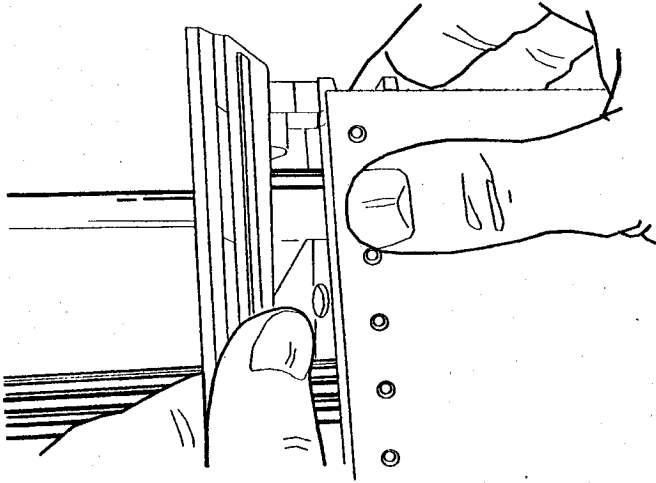


Figure 5

4. Using both hands, one on the tractor the other on the paper, slide tractor right or left so that the tractor pins line up with the holes in check carrier strips.
  - a. Align top of check form with top of tractor - insert left check carrier strip into feeder pins and close tractor cover. (See Figure 7).
  - b. **GENTLY** pull tractor to the left to eliminate any sagging of the forms - - forms must be taut between the tractors. Lock the left tractor in place by pushing down on the locking lever. (See Figure 8).

**NOTE:** *Continuous forms of some manufacturers may vary in width from box to box or even within the same box. Whenever loading continuous forms, always check to make sure that the feeder strips line up with the tractor pins AND that the paper is taut between the tractors.*

- E. Close cover on machine. **LOCK** and **REMOVE** key.
- F. Reset Run Meter by pressing in firmly on **CENTER** of **RESET** bar. Make sure all zeros (00000) appear and line up across the face of the meter.
- G. Press **START** button. Allow approximately 12 checks to run through the machine. Press **STOP** button.
 

all signed - there is no <b>STOP</b> button.	checks will run until they are
for stacking by the power switch.	can be stopped

  1. Make sure that the checks are stacking properly at the rear of the machine. The first check should be pointing toward the rear of the machine. If not, manually refold the checks along the natural fold lines. Place the stack of refolded checks about 6" from the rear of the machine.

2. Press START button and sign checks or forms. The machine will stop automatically when the last check has been signed.

FOR OPTIMUM SIGNING OPERATION, IT IS SUGGESTED THAT A STACK OF CHECKS NO HIGHER THAN 4" BE PROCESSED IN ONE RUN.

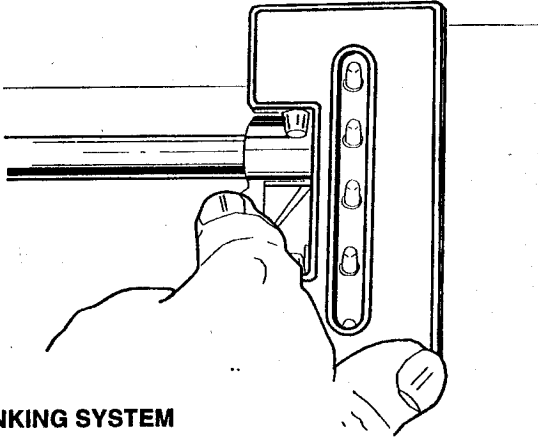


Figure 8

## H. INKING SYSTEM

Your Continuous Form Signer is equipped with an ink roll that will sign up to 150,000 signatures, depending upon age and usage. The ink roll is located inside the top cover.

**CAUTION:** Do Not touch ink roll.

### 1. INK ROLL PRESSURE

The ink roll must not place too much pressure on the signature plates. Adjust the ink roll to just "kiss" the signature plates but with enough pressure for a good printed impression. Ink roll pressure is adjusted by turning the **RED** adjustment knob located at the rear of the form signer (See Figure 9). Turning this knob to the right **DECREASES** ink roll pressure - a lighter signature imprint. Turning the knob to the left **INCREASES** ink roll pressure - a darker signature imprint.

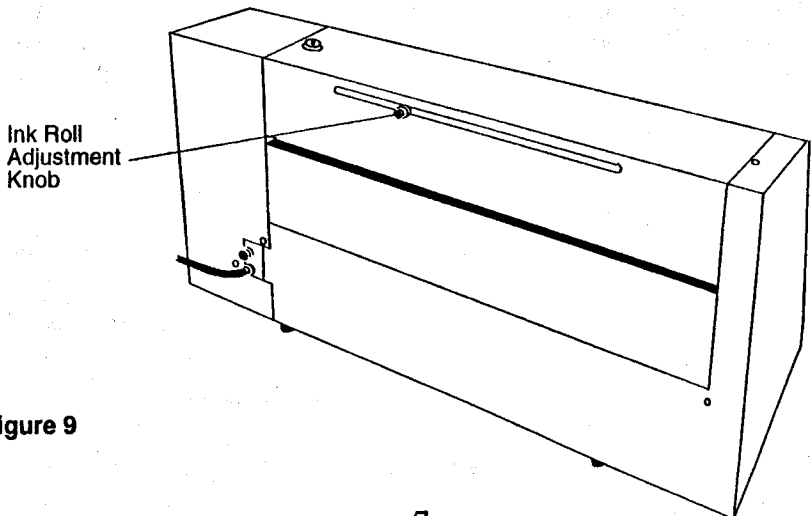


Figure 9



## 2. POSITIONING INK ROLL

The ink roll can be moved by opening the top cover and simply sliding the ink roll assembly to the right or left as required (See Figure 10). The ink roll must be positioned so that it inks the entire signature plate.

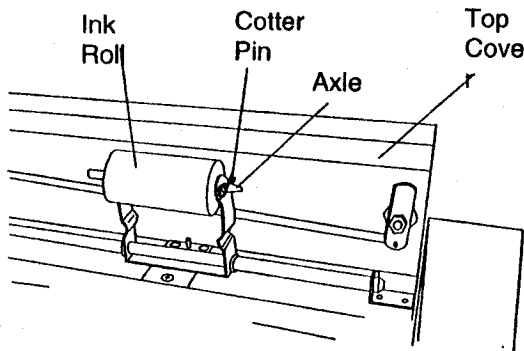


Figure 10

## 3. REPLACING INK ROLL

- a. Open the top cover.
- b. Put on the gloves shipped with the ink roll.
- c. Pull the cotter pin out of the axle (see Figure 10).
- d. Hold onto the ink roll and pull the axle out of the ink roll carriage.
- e. Hold the new ink roll between the sides of the ink roll carriage and insert the axle with the pointed end as shown in Figure 10.
- f. Insert the straight side of the cotter pin into the hole in the pointed end of the axle.
- g. Push the cotter pin until the axle is secured between the two loops of the cotter pin.
- h. Close the top cover.

## I. PAPER MISFEED

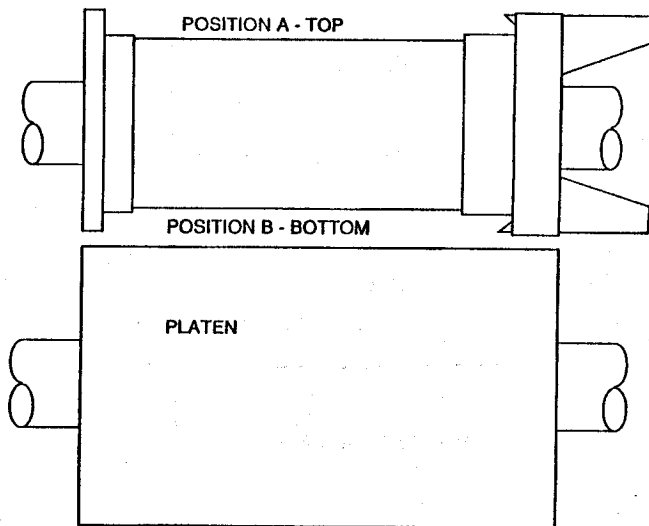
**NOTE:** Torn or damaged carrier strips can cause misfeeds or stop the machine from operating. Check the carrier strips on the forms to make sure they will not cause you a problem. Should a paper misfeed occur, the following steps should be followed:

1. Stop machine by pressing the RED stop button.
2. Unlock and open cover.
3. Open tractor cover. Clear and remove checks.
4. Examine damaged carrier strips and make any necessary repairs with scotch tape, taking care not to cover carrier strip holes.
5. Momentarily tap the START button to bring the signature plates into proper printing position.
6. Reload checks in tractors. First check should be undamaged or repaired.
7. Close and lock cover and remove key.
8. Repeat Step G.

## SECTION 2. MODEL EDP1000 OPERATING INSTRUCTIONS

**NOTE:** Model EDP1000 Operation is similar to Model EDP2000 except for the following:

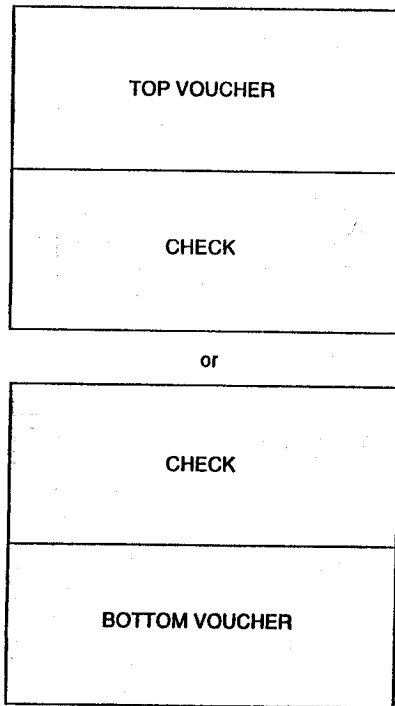
- A. TO SIGN 3-1/2" FORMS YOU MUST USE TWO (2) SIGNATURE PLATES POSITION A AND B.**



**Figure 11**

1. Switch ON/OFF switch to ON.
2. Unlock and open the top cover.
3. Load one signature plate into **POSITION A**. (See Figure 11).
4. Touch the green button momentarily to jog unit. The other signature plate can now be loaded into **POSITION B**. (See Figure 11).
5. Loading paper is the same as the MODEL EDP2000 . See Page 4, Step D. After forms are loaded proceed to Page 11, Step C.

**B. TO SIGN 7" FORMS WITH A TOP OR BOTTOM VOUCHER (Refer to Figure 12), ONLY ONE SIGNATURE PLATE IS NEEDED.**



**Figure 12  
VOUCHER DIAGRAM**

1. Switch ON/OFF switch to ON.
2. Unlock and open the top cover.
3. TOP VOUCHER. Load one signature plate into POSITION A (TOP). Refer to Figure 11.

**or**

4. BOTTOM VOUCHER. Touch the green button momentarily to jog the unit. The signature plate should now be in the bottom position. Load one signature plate into POSITION B (BOTTOM). Refer to Figure 11.

**NOTE:** Only one signature plate is used for 7" forms.

**CURRENTLY THE UNIT WILL SIGN 7" TOP VOUCHER FORMS OR BOTTOM VOUCHER FORMS - DEPENDING ON WHETHER THE SIGNATURE PLATE WAS LOADED INTO POSITION A OR B.**

### **C. PROCEDURE FOR SIGNING FORMS**

1. Reset the counter to zero by pressing the reset button on the counter.
2. Push the green button to sign forms.
3. The unit will stop after the last form is signed.

**WHEN THE RUN IS DONE, MAKE SURE THAT THE SIGNATURE PLATE IS IN THE PROPER POSITION FOR TOP VOUCHER OR BOTTOM VOUCHER FORMS. (7" ONLY)**

**3-1/2" FORMS, THE COUNTER COUNTS ALL FORMS THAT ARE SIGNED.**

**7" FORMS, DIVIDE THE NUMBER ON THE COUNTER BY 2 TO GET THE ACTUAL COUNT OF FORMS SIGNED.**

## MODELS EDP1000/EDP2000 TROUBLESHOOTING

SYMPTOM	CAUSE
Machine will not run continuously.	<ol style="list-style-type: none"> <li>1. Checks not loaded into tractors properly.</li> <li>2. Tractor switch (right tractor) not fully depressed.</li> <li>3. Cover is not locked and key removed.</li> </ol>
Machine will not operate.	<ol style="list-style-type: none"> <li>1. ON/OFF key not in ON position.</li> <li>2. Check wall plug.</li> <li>3. Check fuse (rear of machine). Replace with 2 AMP fuse.</li> <li>4. Model EDP1000. Check Power Switch - not ON.</li> </ol>
Signature not properly positioned on check.	<ol style="list-style-type: none"> <li>1. Refer to Step C.</li> </ol>
Reset counter not clearing.	<ol style="list-style-type: none"> <li>1. Firmly press in on center of reset bar.</li> </ol>

Your Key Number \_\_\_\_\_ ON \_\_\_\_\_ CHECK \_\_\_\_\_ COVER \_\_\_\_\_  
OFF SIZE

Machine Serial Number \_\_\_\_\_