

# FORMAX<sup>®</sup>

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AutoSeal<sup>®</sup>

FD 2006IL / FE 2006IL

FI / FJ Series

OPERATOR MANUAL  
First Edition



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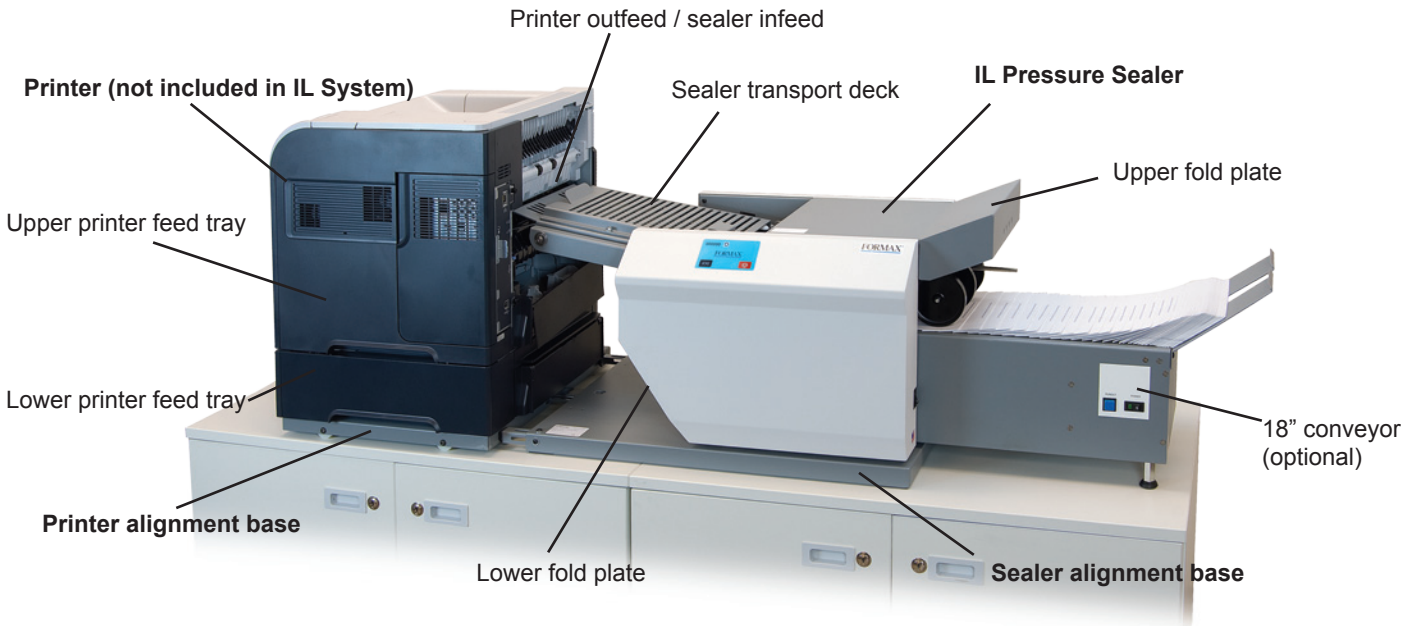
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# DESCRIPTION

With the Formax FD 2006IL AutoSeal System operators can print, fold and seal all in one streamlined process. One-piece pressure sensitive forms are loaded into an existing laser printer where they're printed and fed directly into the IL Pressure Sealer where they're folded, sealed and output as a mail-ready piece.

## FD 2006IL System



# SPECIFICATIONS

Printer Compatibility:	HP/Troy P2035 (requires FD 2000-45IL riser) HP/Troy P2055, M451 with one optional 500-sheet tray HP M601, M602, M603, 3015 with optional 500-sheet tray Xerox Phaser 4510 (requires FD 2000-55IL printer adapter kit) Consult your Formax dealer for an updated list of additional laser printers which are compatible with the FD 2006IL System.
Speed:	Printer dependent
Paper Size:	Up to 8.5" W x 14" L
Duty Cycle:	Up to 50,000 pieces per month
Power Requirements:	FD Model: 120 Volts AC, 50/60 Hz FE Model: 220 Volts AC, 50/60 Hz
Dimensions (closed) **:	19" W x 46" L x 23" H
Dimensions w/18" Conveyor (closed):	19" W x 65" L x 23" H
Tabletop Area Required:	20" W x 43" L
Tabletop Area Required w/18" Conveyor:	20" W x 69" L
Dimensions with Cabinets and 18" Conveyor:	20" W x 74" L x 48" H

\*\* Dimensions include IL Pressure Sealer and IL Alignment Base.

# UNPACKING

1. Check package for shipping damage. If there is shipping damage do not discard the box.
2. CAUTION: Two people must lift the Pressure Sealer out of the box.
3. Package should contain the IL Pressure Sealer and two piece IL Alignment Base.

# SETUP

## Alignment Base Setup

1. Place two parts of alignment base face up. (Figure 1).

Connecting slider

Alignment Base, Pressure Sealer Section

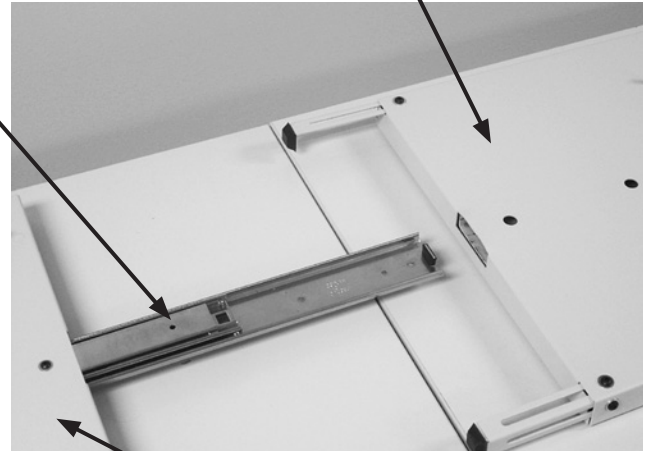


Fig. 1

Alignment Base, Printer Section

2. Extend connecting slider and slide into slot on sealer section of base, lining up the screw holes with the holes in the top of the base (Figure 2).

Insert the leading two screws first, do not tighten down at this point.

Align third screw hole in the slider with the top cover and insert screw.

Tighten all three screws into place.



Fig. 2

## Sealer Setup

1. Align the 2006IL with the pins located on the alignment base and lower into position. (Figure 3)

**Caution:** Two people should lift and lower the 2006IL.



Fig. 3

## Installing Upper and Lower Fold Plates, and Power Cord

1. Be sure the plate sets firmly on the locating pins (Fig 4a & 4b). Lift the top cover and slide the upper fold plate under the top cover pins onto the fold plate pins. Push down on the fold plate to lock it in position.

Upper Fold Plate Pins      Top Cover Pins

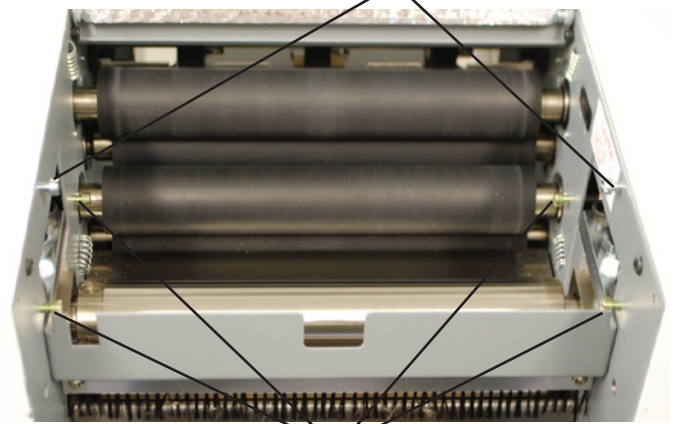


Fig. 4a

Locating Pins

2. The lower fold plate is installed under the in-feed deck. Slide the bottom fold plate up and in until it meets the rear locating pins then push down to set in place.

Lower Fold Plate Pins

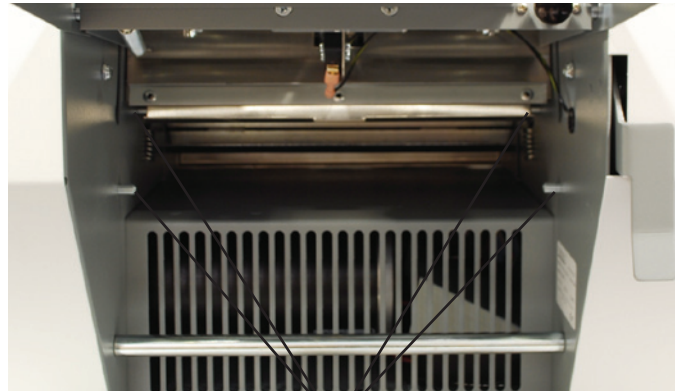


Fig. 4b

Locating Pins

3. Plug the power cord into the left receptacle on the back side of the machine (Fig 4c).



Fig. 4c

# PRINTER ALIGNMENT BASE SETUP

The Printer Alignment Base comes with two sets of alignment pins.

The pins at the top in the photo below are used with the FD 2000-46IL and FD 2000-45IL risers for HP/Troy P2015 and Lexmark/Source T640 printers. The printer is then set on top of the riser, using the pins located on the riser itself (see page 5, figures 7a and 7b).

The left pin can be adjusted to properly align the riser and printer with the sealer.

1. Loosen the left pin using an adjustable wrench to hold the pin while using a 7/16" socket to loosen the nut.
2. To move the front outfeed corner of the printer forward toward the front edge of the alignment base, slide the pin forward.
3. To move the front corner of the printer back away from the edge of the alignment base, slide the pin backward. The printer will pivot on the right alignment pin (Fig. 5).

The bottom pins shown in Fig. 5 are used with HP/Troy P3005 printers. In this application, the top pins should be removed.

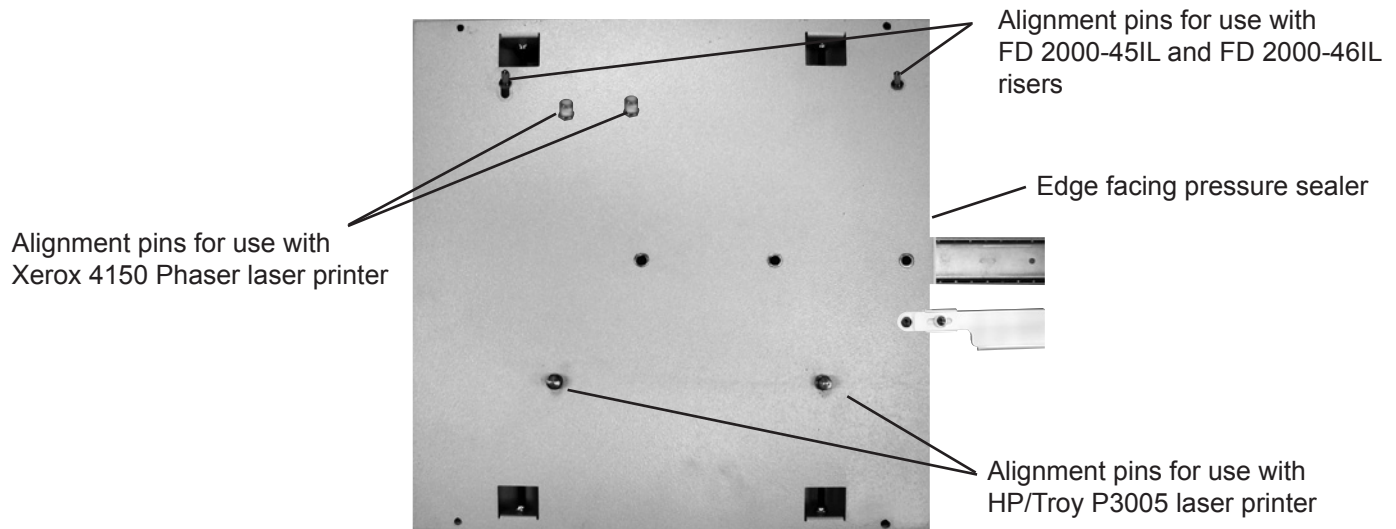


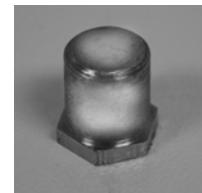
Fig. 5



Alignment pins for use with FD 2000-45IL and FD 2000-46IL risers



Alignment pins for use with HP/Troy P3005 laser printer



Alignment pins for use with Xerox 4150 Phaser laser printer



## Printer Setup: HP/Troy

1. Remove back door from the printer. Lower door, depress the side tabs to release and carefully pull the door out (Fig. 6).

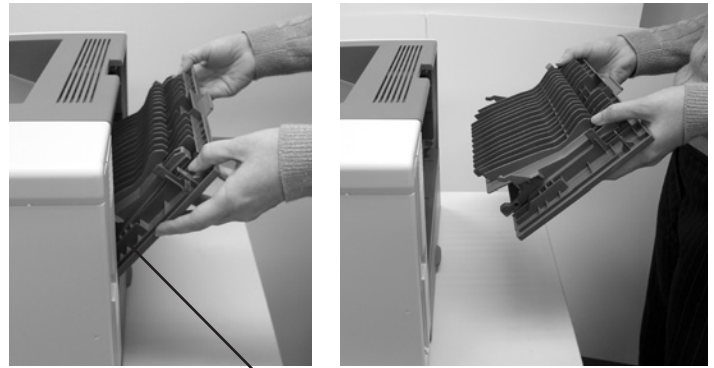


Fig. 6

Side tabs

## Printer Setup: HP/Troy P3005

**NOTE:** Refer to page 4 for correct alignment pin placement based on your printer.

First align bottom feed tray with the pins on the printer alignment base and lower into position. Then align printer with the bottom feed tray pins and lower into place. (Fig. 7a)

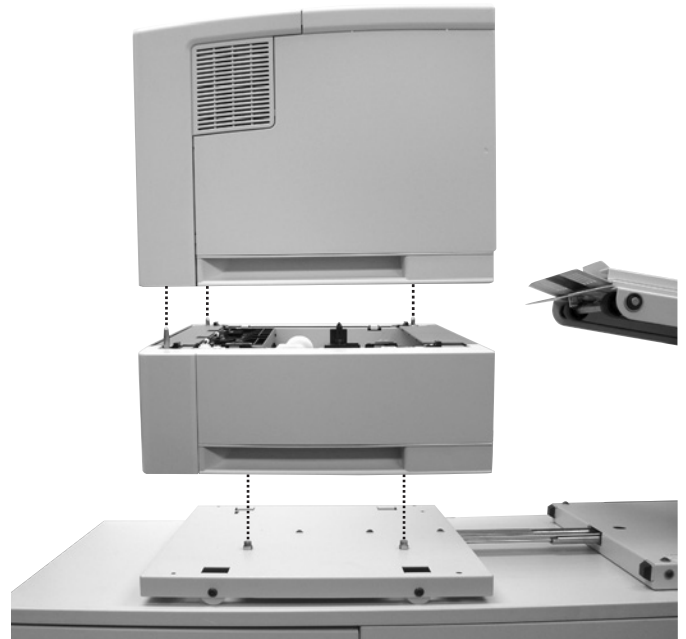


Fig. 7a

## Printer Setup with Riser:

HP/Troy P2015 (use riser FD 2000-451L)  
Lexmark/Source T640 (use riser FD 2000-461L)

**NOTE:** Refer to page 4 for correct alignment pin placement based on your printer.

Place riser on printer alignment base, with side opening facing right toward pressure sealer, matching alignment pins. Place printer on riser, matching alignment pins. (Fig. 7b)

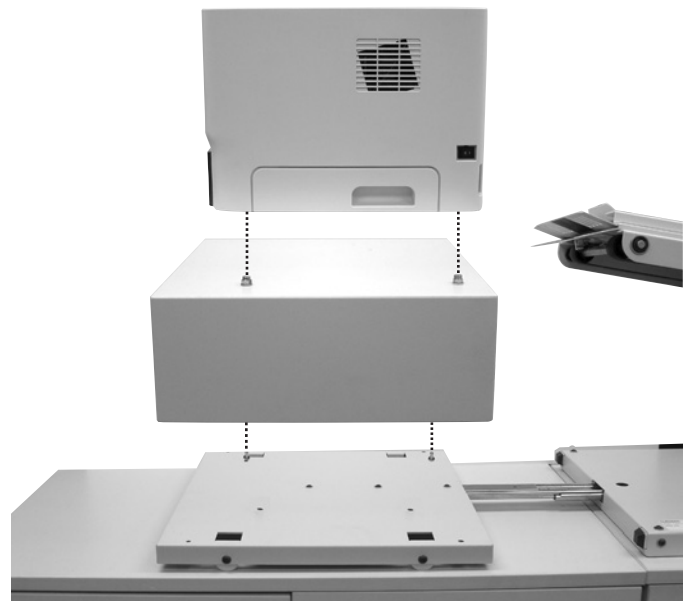


Fig. 7b (shown with HP/Troy P2015 laser printer)

## Alignment Base Stoppers

The alignment base stoppers are used to keep the printer from making contact with the sealer infeed. The exit rollers of the printer and the sealer infeed throat should not come into contact during operation. There should be a gap of approximately 1/8" between the rollers and the sealer infeed throat.

1. Slide the printer up to the sealer infeed throat so that there is approximately a 1/8" gap between the printer outfeed and the sealer infeed throat. Using a 1/8" standard allen wrench, loosen the locking pin of each alignment base stopper. (Fig. 8)

2. Pull the stopper out from the pressure seal alignment base until it meets the edge of the printer alignment base, being sure to maintain the gap between the printer outfeed and the sealer infeed. (Fig. 9a & 9b)

3. Using the allen wrench, tighten both locking pins to hold the stopper into place. (Fig. 10) Now it's possible to slide the printer away from the 2006IL infeed throat and back into place without having to reset the position.

Repeat with the second stopper.



Fig. 8  
Alignment base stopper      Locking pins

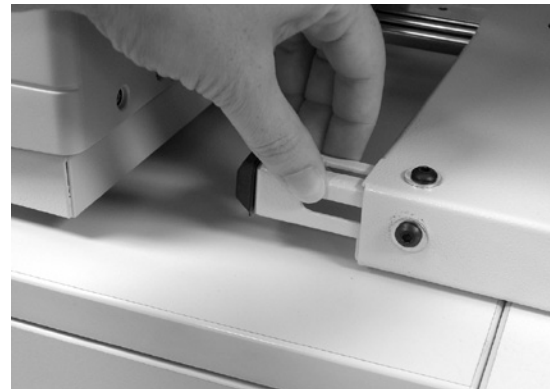


Fig. 9a



Fig. 9b



Fig. 10

## Installing Optional Conveyor (additional instructions on page 37)

1. Assemble the conveyor. Attach the extension tray to the end of the conveyor using the three extension tray mounting screws (Fig 11a).



Fig. 11a

Mounting Screws

2. Insert power cord to receptacle on the underside of the conveyor (Fig 11b)



Fig. 11b

3. Remove catch tray and install the mounting shoulder bolts into the two screw holes (Fig 11c).



Fig. 11c

Shoulder Screws

4. Open the top cover of the sealer and remove the top fold plate. Then slide the conveyor into position aligning the keyholes on the back of the conveyor with the shoulder screws, slide in and down to lock into position.

5. Install the out-feed nip wheels into the two holes located at the out-feed of the sealer (Fig 11d). Insert the side of the rod with the spring first, push in and then insert the other side. Reinstall the top fold plate and close the top cover.



Fig. 11d

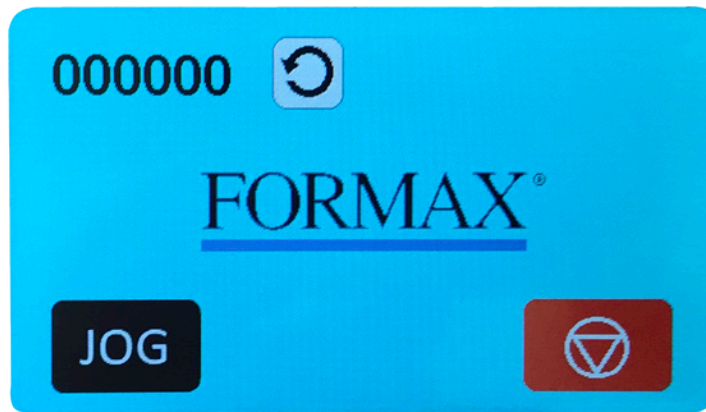
Spring

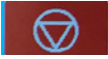


6. Plug the conveyor into the right receptacle on the back of the 2006IL (Fig 12).



Fig. 12

# CONTROL PANEL



Stop Icon		Stops the sealer.
Jog Icon		Allows one form to feed at a time. Used for setting paper folds.
Counter Reset Icon		Resets the counter.
Counter		Shows the number of forms processed.

## OPERATION

1. Place power switch in the “ON” position on both the sealer and the printer.
2. After determining the fold type (see pg 12 “Determining Fold Type”) set the Upper and Lower fold plates.

To set the fold stop position, squeeze the fold stop lever and move the fold stop to the desired location on the upper and lower fold plates (Fig 13). Align the pointed part of the stop plate with the desired marks on the decal and release the lever. Fine adjustments can be made with the adjustment knob at the end of the plate (Fig 14).



Fig. 13



Fig. 14



**NOTE:** When doing a “Half” fold, remove the bottom fold plate, turn it 180 degrees and insert with the fold deflector leading (Fig 15). The plate must be firmly reinstalled on the locating pins.

- 5a. Set the catch tray (See step 16b if using a conveyor). Slide the catch tray in or out to align the appropriate fold/form setting on the “Fold/form size decal” with the alignment decal located on the non-operator side frame (Fig 16a).
- 5b. Set the conveyor out feed wheels. Align the center of the out-feed stacker wheels with the appropriate fold/form setting on the “Fold/form size decal” (Fig 16b).



Fig. 15 Fold Deflector

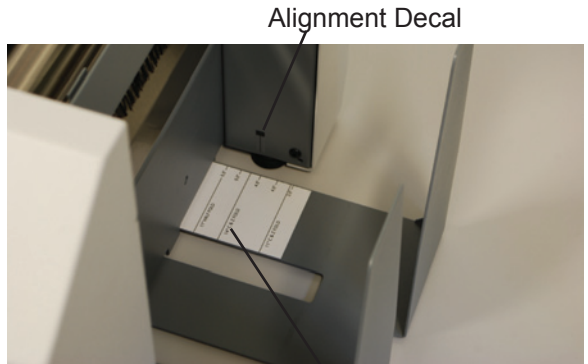


Fig. 16a Alignment Decal  
Fold/Form Size Decal

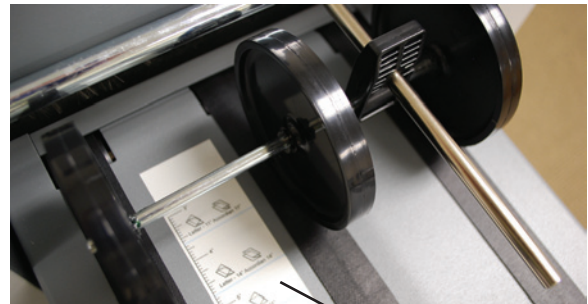


Fig. 16b Fold/Form Size Decal

- 6. Place pressure seal forms in printer paper tray. Paper should be loaded into the approved printers face down with the glue edge trailing.

Locate the paper orientation guide on the printer and load accordingly (Fig. 17). The print side glue edge is considered the top of the document.

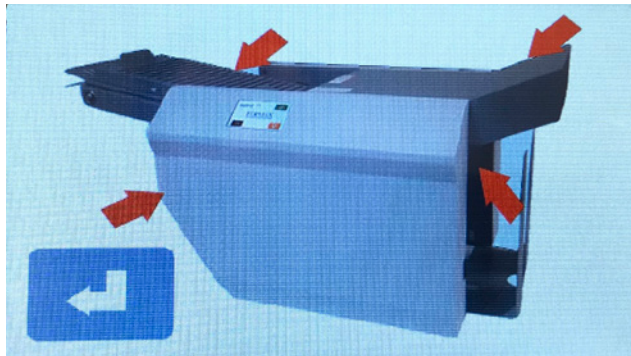
Once forms are loaded perform an offline print test to make sure the printer and sealer are aligned properly. If the print test is satisfactory begin online operation.




Fig. 17 Printer Paper Orientation Guide

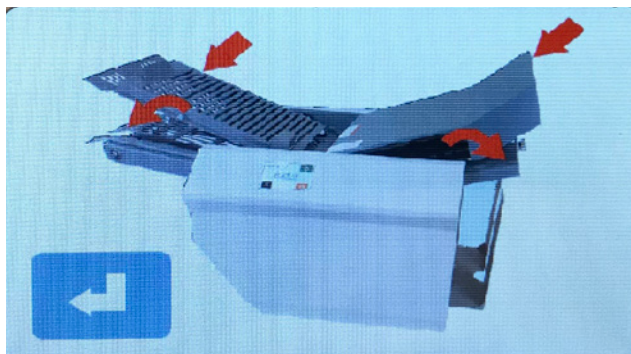
# ERROR SCREENS


## Paper Mis-Feed / Paper Jam



A mis-feed has occurred. Reset the stack of paper in the in-feed and press the “” icon to resume operation. A Paper jam has occurred in one of the areas indicated. Turn the folder to the off position and unplug. Check the area indicated for paper and remove. Replace the fold plates and plug the folder in and the power on.

## Cover Open



The top cover is open. Close the top cover and press the “” icon to resume operation.

# NORMAL OPERATING CONDITIONS

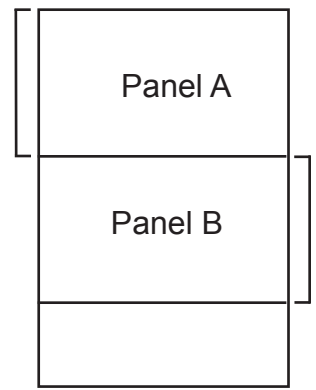
1. *Steam may be present when the form comes out of the printer and enters the sealer transport deck.* This is a normal operating condition if the transport deck is cool when operation begins. The steam should go away after 5 - 10 forms run through the system allowing the transport deck to warm up.

2. *Moisture present on the transport deck.* When forms are printed moisture is released from the forms. Due to the enclosed IL system setup the moisture is present on the transport deck; it should lessen as the transport deck warms up. Environmental conditions may also affect the amount of moisture present.

## SETTING CUSTOM FOLDS

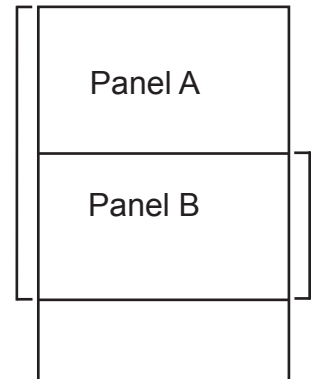
### Example 1: Uneven “Z”

1. Measure the length of panel “A”
2. Adjust the upper fold plate so that the bar lines up with the measurements of panel “A” i.e. if panel “A” is  $5 \frac{1}{4}$ ” long move the bar up or down so that it lines up with the  $5 \frac{1}{4}$ ” mark on the fold plate.
3. Measure the length of panel “B”
4. Adjust the lower fold plate so that the bar lines up with the measurements of panel “B”.
5. Refer to OPERATION on page 8.



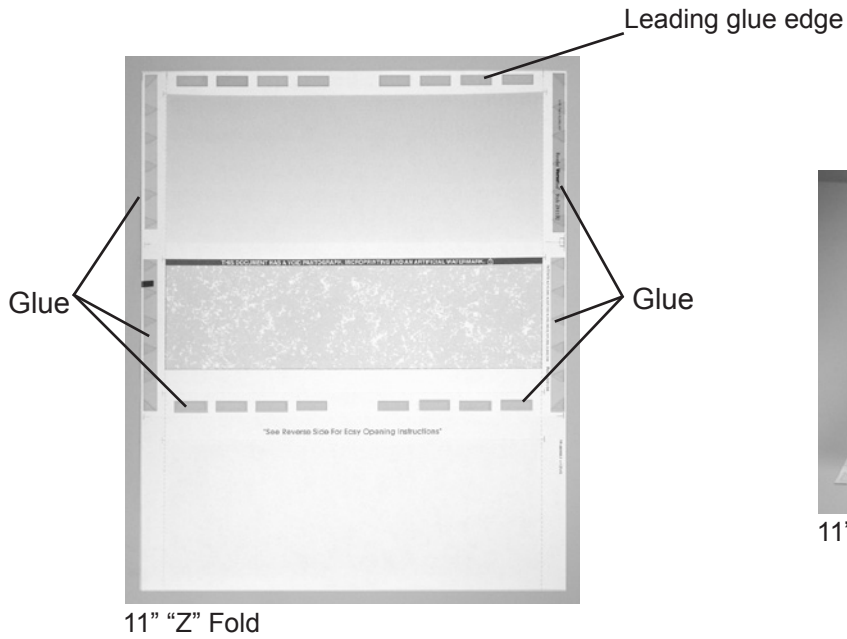
### Example 2: Uneven “C”

1. Measure the length of panel “A” & “B”
2. Adjust the upper fold plate so that the bar lines up with the measurements of panel “A” & “B” i.e. if panel “A” & “B” are  $10 \frac{1}{2}$ ” long move the bar up or down so that it lines up with the  $10 \frac{1}{2}$ ” mark on the fold plate.
3. Measure the length of panel “B”
4. Adjust the lower fold plate so that the bar lines up with the measurements of panel “B”.
5. Refer to OPERATION on page 8.

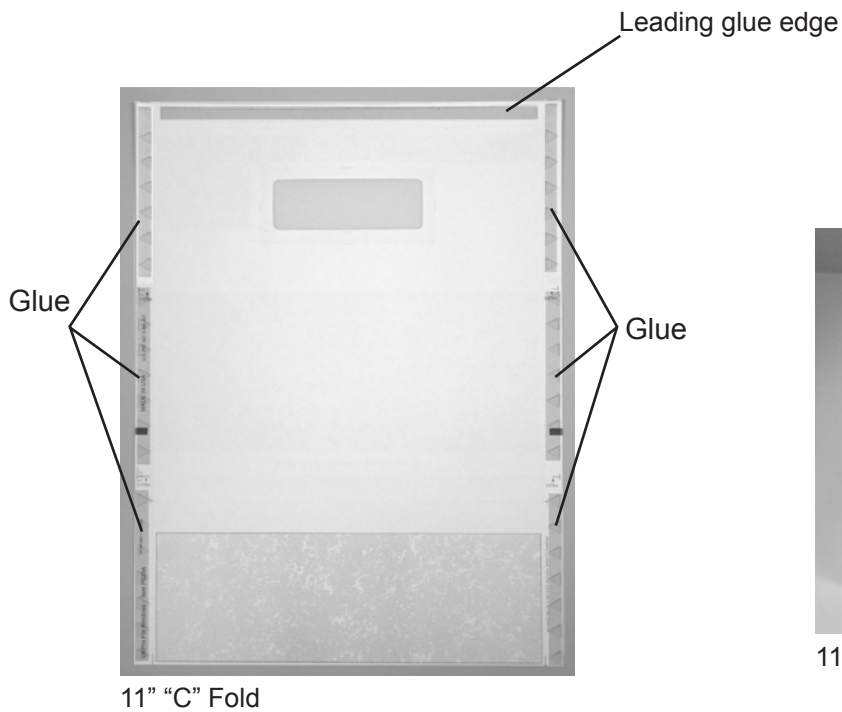


# DETERMINING FOLD TYPE

Two Standard Folds: 11" "Z" & 11" "C"  
Refer to page 10 for custom fold setup.



11" "Z" Fold



11" "C" Fold



# Leading Edge



Make copies of this page on copy paper for fine tuning folds

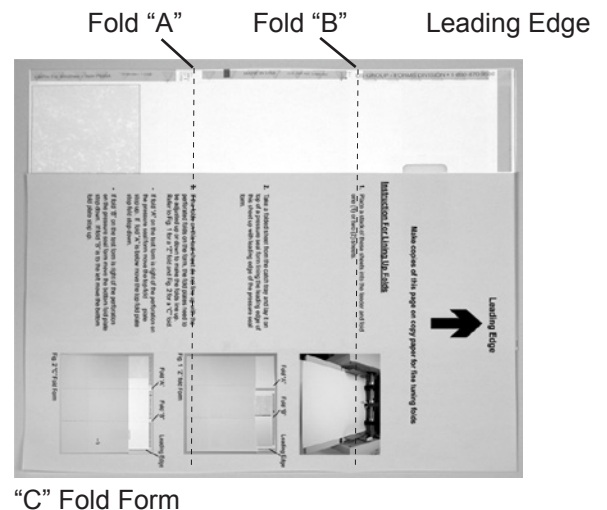
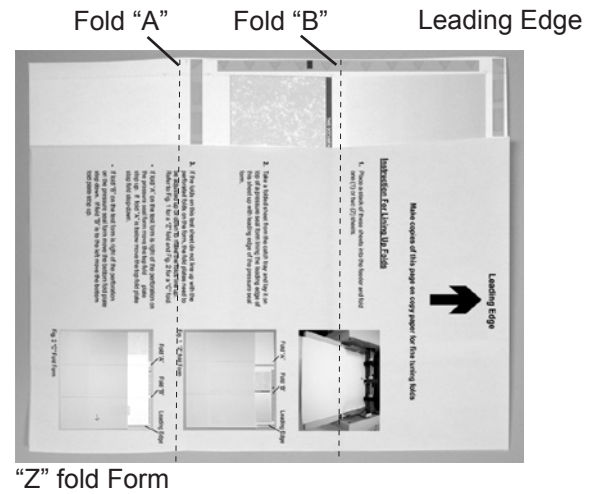
## Instruction For Lining Up Folds

1. Place a stack of these sheets into the feed tray 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 illustrations at right for "Z" fold and "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.



# TROUBLESHOOTING

TROUBLE	POSSIBLE CAUSE	REMEDY
Control panel is not illuminated.	<p>No power at the wall outlet.</p> <p>No power to the machine inlet.</p> <p>No power to the control panel.</p> <p>Internal electrical failure</p>	<p>Check wall outlet.</p> <p>Check power cord for frayed/broken wires.</p> <p>Press the black breaker reset button located on the backside of the sealer, (see page 15, Fig. 19).</p> <p>Call for service</p>
Sealer does not turn on when the form enters the throat of the sealer transport deck.	<p>Sealer is not turned on</p> <p>Sealer reset button has not been pressed after a paper jam</p> <p>Sealer breaker has popped</p> <p>Photo eye is not detecting the form</p>	<p>Check that the sealer is plugged in and turned to the on position.</p> <p>Press the “fault reset” button to reset the sealer</p> <p>Press the black breaker reset button located on the backside of the sealer, (see page 15, Fig. 19).</p> <p>Wipe sensor with dry cloth.</p> <p>Call for service.</p>
Forms are misfolding.	<p>Fold plate is not set properly</p> <p>Fold plates are not inserted correctly.</p> <p>Piece of paper or other material is stuck in the fold plate</p>	<p>Check to make sure the fold stop “bar” aligns with the correct fold setting on each fold plate. (See pages 8-9.)</p> <p>Fold plates may need to be moved up or down if the fold varies from the standard fold setting indicators.</p> <p>Remove and reinstall fold plates. Be sure they’re properly positioned.</p> <p>Remove object from the fold plate.</p>
“Cover Open” Error screen displayed.	<p>Cover is open</p> <p>Magnetic switch is broken.</p>	<p>Check that all covers are closed.</p> <p>Call for service.</p>

# TROUBLESHOOTING

<p>Custom fold is misfolding</p>	<p>Wrong fold is selected</p> <p>Fold plates are not inserted correctly.</p> <p>Piece of paper or other material is stuck in the fold plate.</p> <p>Fold plate is not set properly</p>	<p>Check to make sure the fold “bars” line up with the correct fold settings. See page 10 for Custom Fold Settings.</p> <p>Remove and reinstall fold plates. Be sure they’re properly positioned.</p> <p>Remove object from the fold plate.</p> <p>Check that the fold settings match the actual fold lengths, (see page 10).</p>
<p>Paper Mis-feed/ Paper Jam LED is displayed</p>	<p>Paper misfeed between printer outfeed and sealer infeed</p> <p>Paper jammed in pressure sealer infeed deck</p> <p>Paper jammed at steel sealer rollers.</p>	<p>Slide printer back to gain access to the printer outfeed and remove forms. Lift top cover of printer, remove toner cartridge and remove forms. Reinstall toner, close printer cover, slide printer back into position and press the “fault reset” button on sealer to reset sealer.</p> <p>Slide printer back to gain access to sealer infeed. Lift transport deck cover and remove jammed document. With one hand hold transport deck, and with the other, release the transport deck release handle and slowly lower the cover back into place. (See page 15 for procedure.)</p> <p>Remove paper and press “fault reset” button, see pg 15 for clearing instructions.</p>
<p>Black marks on the folded forms.</p>	<p>Fold rollers and/or steel sealer rollers are dirty.</p>	<p>Clean the rollers with approved roller cleaner and rejuvenator.</p>
<p>Fold is skewed.</p>	<p>Printer and sealer are out of alignment.</p> <p>Transport deck belts are dirty</p>	<p>Check to be sure the printer and sealer are set properly on the alignment pins</p> <p>Adjust rear pin on the printer alignment base, (see pg 4 for adjustment procedure)</p> <p>Clean belts with approved cleaner</p>
<p>Transport table belts do not turn.</p>	<p>Broken drive belt, worn drive gear.</p>	<p>Call for service</p>
<p>Documents are wrinkled or crunched.</p>	<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 (see page 3).</p> <p>Remove object from the fold plate.</p>

## A. Clearing paper jams from the steel pressure seal rollers:

**WARNING:** Turn off machine and unplug cord from its receptacle.

If a jam occurs between the metal sealing rollers open the top cover and remove the upper fold plate. Remove the jam-clearing tool (located under the top fold plate), apply the tool to the upper metal roller (Fig. 18) and turn clockwise until the paper jam is clear. (**Caution:** Do not apply excessive force or rollers may be damaged.) (**Caution:** Do not turn counter-clockwise and force the form(s) to exit the machine or the rollers may be damaged.) Remove the jammed form, return tool to holder and reinstall the upper fold plate. Reinstall cover and press the reset button.

**Note:** Press the black button (Fig. 19) near the power cord inlet to reset the breaker if necessary.



Fig. 18



Fig. 19

## B. Clearing paper jams from the pressure seal infeed deck:

**WARNING:** Turn off machine and unplug cord from its receptacle.

If a jam occurs in the sealer infeed deck, slide printer back to gain access to infeed. Lift the transport deck cover (Fig. 20a) which will lock into place in the upright position. Remove jammed document.

To close, hold transport deck cover with one hand. With the other hand, slide the transport deck release handle (Fig. 20b) and slowly lower the cover back into place.

**Note:** Press the black button (Fig. 19) near the power cord inlet to reset the breaker if necessary.



Fig. 20a



Fig. 20b

# OPERATOR MAINTENANCE

1. If toner builds up on the metal sealer rollers, clean the rollers with a lint-free cloth dampened sparingly with a mild household cleaner.
2. Clean in-feed tires and fold rollers with Formax recommended roller cleaner & rejuvenator to remove paper dust and toner. A Formax Cleaner Kit is available from your dealer. A damp cloth with water is the best alternative.

**CAUTION:** Do not use any chemicals other than the roller cleaner & rejuvenator or water.

## METAL SEAL ROLLERS CLEANING PROCEDURE:

1. Make sure machine is turned off and unplugged.
2. Open the top cover and remove the upper fold plate to access the seal rollers (Fig. 21).
3. Using a mild household cleaner, spray a new cotton cloth until the cloth is saturated. Wipe the wet cloth in a back and forth motion and rotate the rollers by hand making sure to clean the entire surface of the seal rollers. Next use a dry cloth and wipe off excess toner. The cloth should be covered with black toner surplus from cleaning the rollers.
4. Run 10-15 sheets of blank copy paper through the folder/sealer to ensure all cleaner has been removed from the fold rollers. Running blank sheets will remove any excess residue of cleaner on the rollers.

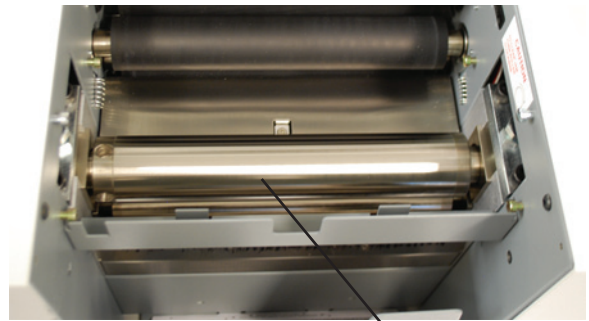


Fig. 21

Seal Rollers

