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FORMAX®

AutoSeal®
FD 1406 / FE 1406
FK / FL SERIES

OPERATOR MANUAL
FIRST EDITION

1/2022

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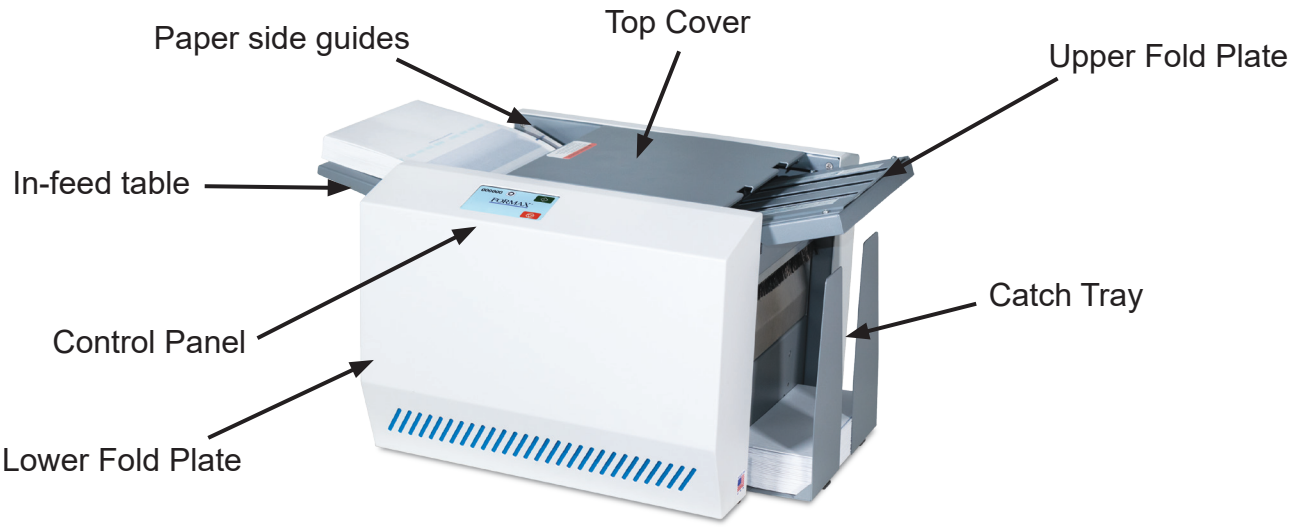
SPECIFICATIONS



FUNCTION:
The 1406 Pressure Sealer folds and seals many different configurations including C, V, Z and custom folds. It may also use several different sizes of forms. For configuration and/or paper sizes, see listing below.

Paper size:	Up to 8.5” W x 14” L
Fold styles:	C, Z, V and custom folds
Fixed speed:	Up to 73 sheets per minute, based on 11” Z fold
Hopper capacity:	Up to 160 sheets 20#
Weight:	82 lbs.
Dimensions:	24” L x 17” W x 13” H
Power supply:	120V, 50/60 Hz
Certifications:	UL, CE and CUL Approved

UNPACKING & SET-UP

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

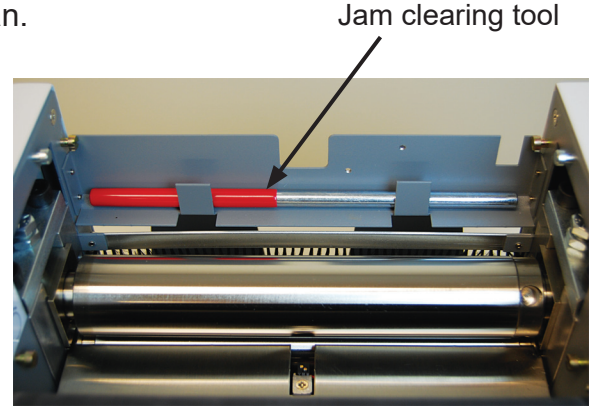
2. CAUTION: Two people are required to lift the machine out of the box.

3. Remove the paper tray and insert into rails on bottom pan.

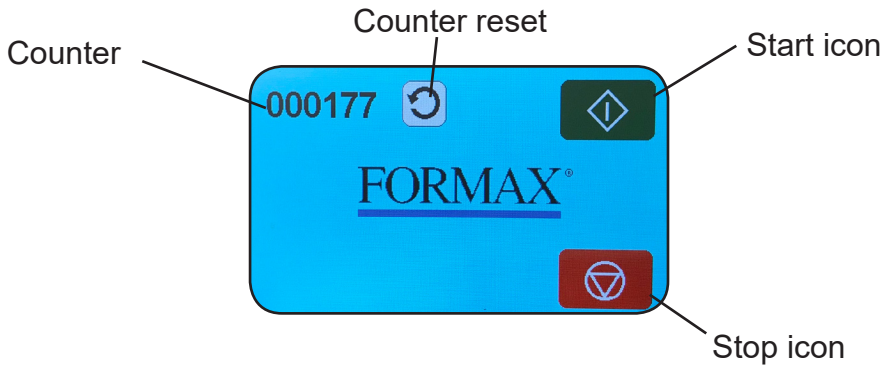
5. Install upper fold plate (refer to page 3 part 4 for proper installation).

4. Plug cord into machine and into wall outlet.

5. Place the jam clearing handle into the the holder which is mounted to the machine. This is the jam clearing handle’s proper location (see picture, right).



CONTROL PANEL



OPERATION

1. Adjust fold plates to desired fold for length of paper (see fold plate adjustment on page 3). To do this, loosen the two thumbscrews (figure 3a & b) on each fold plate. Align center bar (figure 3a & b) so the marks on each side match up. For “V” folds remove the lower fold plate, turn around 180° and reinstall.

2. Make sure fold plates and cover are reinstalled properly (see page 3).

3. Plug in cord and turn power on (figure 1).

4. Test fold settings. Push the paper feed lever (figure 2) down, place one form onto the in-feed table and press the start button. Examine document and adjust fold plates if necessary (see fold plate adjustment on page 3).

5. Load forms. Push the paper feed lever down and load paper neatly stacked and squared on to the in-feed table. Paper can be stacked up to 300 sheets. Note: Standard “Z” fold forms can be loaded face up or down with the glue edge leading. All “C” fold forms must be loaded face up with glue edge leading.

6. Check that the ready light is green and press the start button to begin operation.

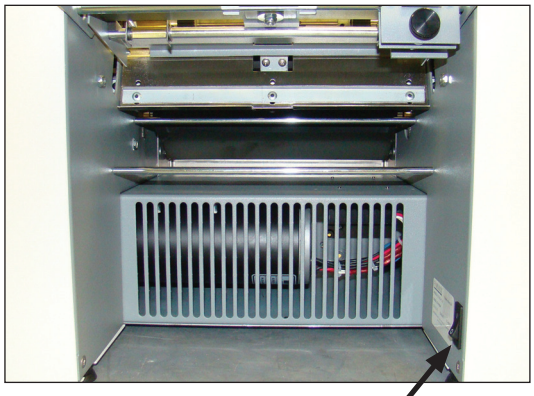


Figure 1

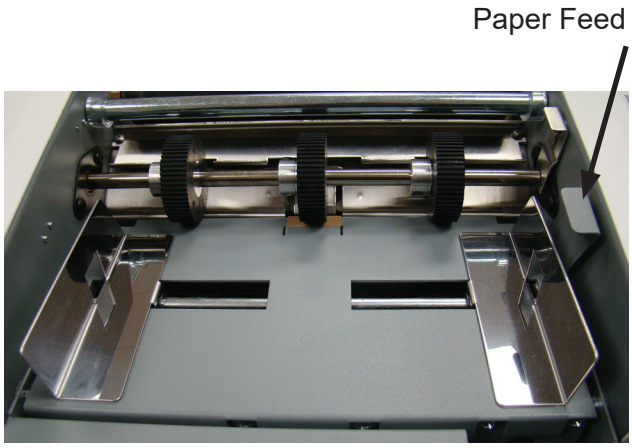


Figure 2

FOLD PLATE ADJUSTMENT

Upper Fold Plate

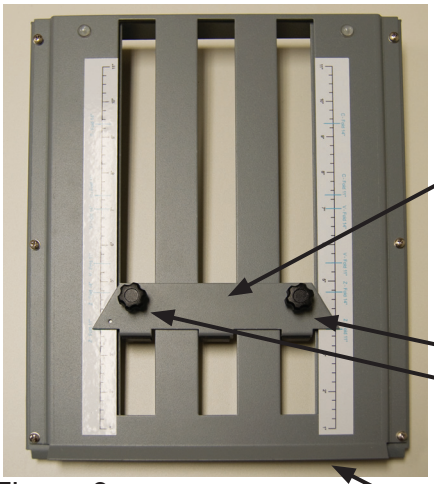


Figure 3a

Lower Fold Plate

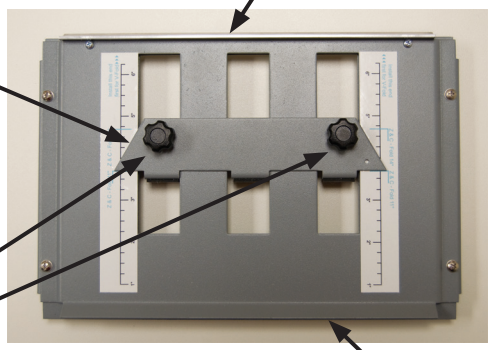


Figure 3b

1. To adjust the first fold remove the top cover to access the top fold plate. If the first fold is too long loosen the two thumbscrews on the upper fold plate and slide the bar down. If the fold is too short loosen the thumbscrews and slide the bar up.

NOTE: The bar should be on the same marks on each side.

2. To adjust the second fold remove the lower fold plate. If the second fold is too long loosen the two thumbscrews and slide the bar up. If the fold is too short loosen the thumbscrews and slide the bar down.

NOTE: The bar should be on the same marks on each side.

3. For quick setup of “C”, “Z” , Uneven “V” folds refer to the blue lines on the fold plate.

4. To reinstall the upper fold plate, slide the plate (with thumbscrews facing up and the throat toward the inside of the machine) until the grooves on the underside line up with the four pins on the machine (figure 4a & 4b).

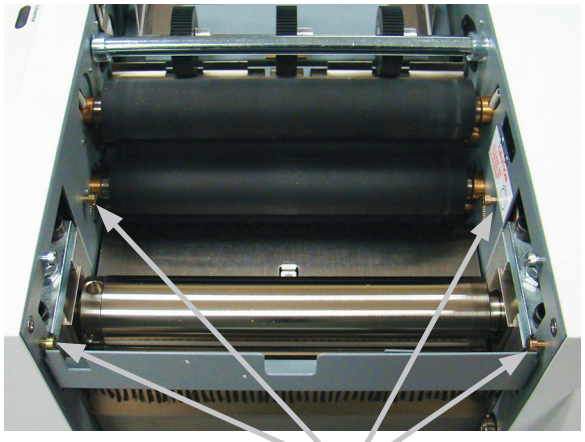


Figure 4a

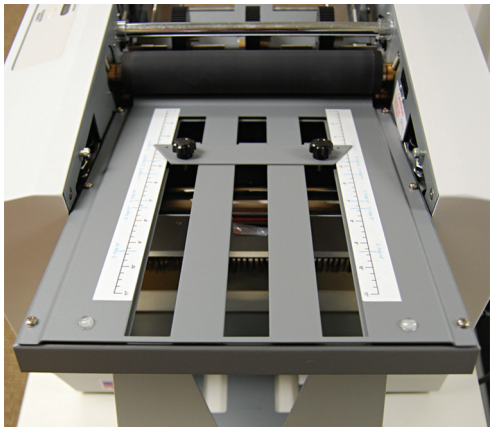


Figure 4b, correctly installed

5. To reinstall the lower fold plate, slide the plate (with the thumbscrews facing up and throat toward inside of machine, figure 5b) until it rests on the two silver bars (figure 5a) and locks into place (figure 5c).

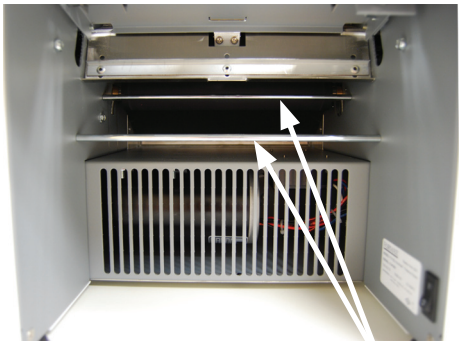


Figure 5a Bars

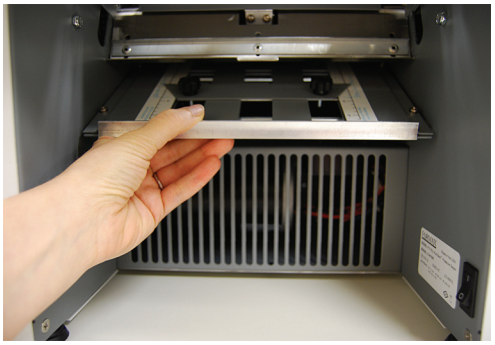
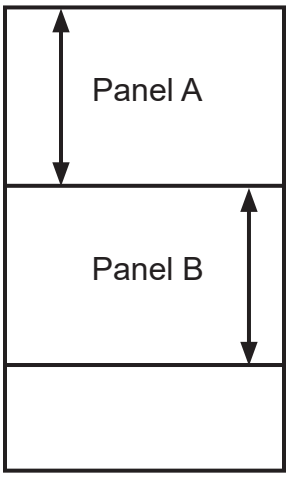


Figure 5b

Figure 5c

SETTING CUSTOM FOLDS

Eccentric “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”, for example: if panel “A” is 5 1/4” long move the bar up or down so that it lines up with the 5 1/4” mark on the fold plate.

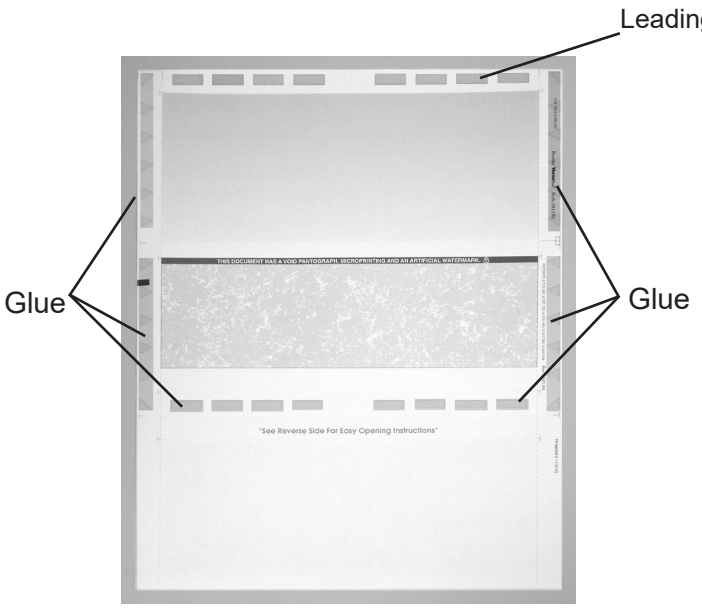
3. Measure the length of panel “B”.

4. Adjust the lower fold plate so that the bar lines up with the measurements of panel “B”.

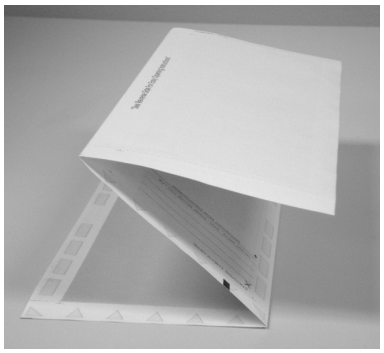
5. Load forms and press start (refer to OPERATION on page 2).

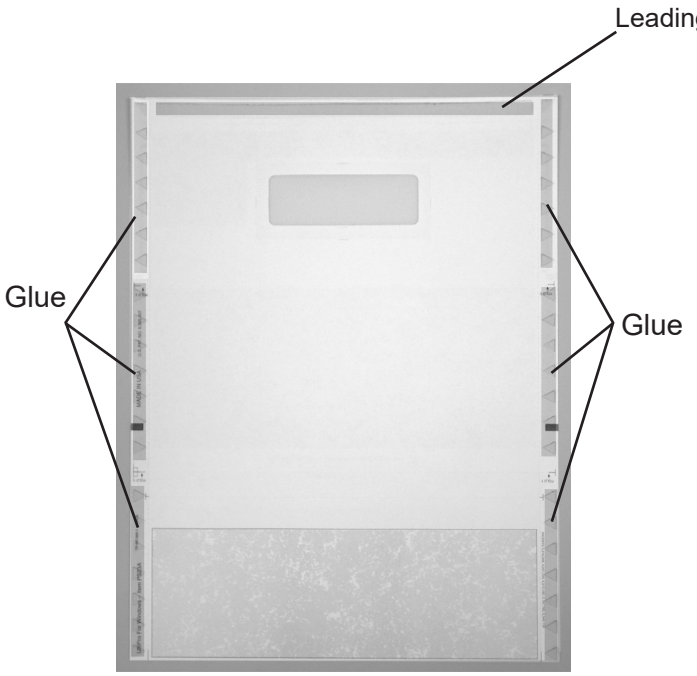
DETERMINING FOLD TYPE

Two Standard Folds 11” “Z” & 11” “C”
Refer to page 4 for custom fold setup.



11” “Z” Fold


11” “Z” Fold

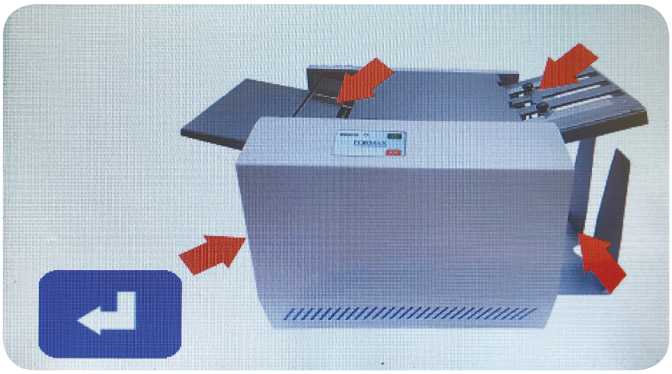


11” “C” Fold

11” “C” Fold

Error Screens

Paper Out / Paper Mis-Feed / Paper Jam

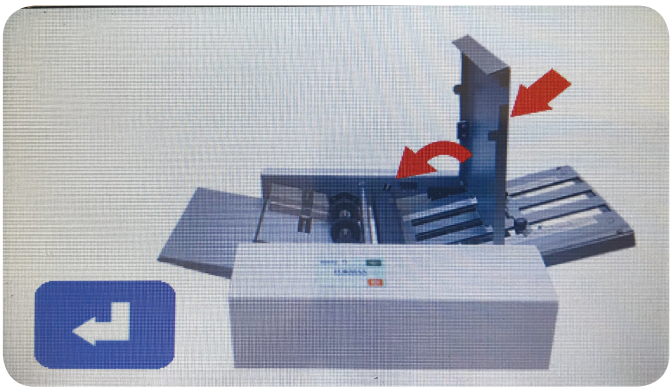


1. The feeder is empty. Load paper paper into the feeder and press the “ ↵ “ icon to resume operation.

2. A mis-feed has occurred. Reset the stack of paper in the in-feed and press the “ ↵ “ icon to resume operation.

3. 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.

DAILY MAINTENANCE

1. It is recommended to let forms cool for one-half hour, from the laser printer, before folding and sealing. This allows toner to set on the forms, and static electricity to discharge. A 402 Series Jogger is recommended for best results. The Jogger squares the forms and dissipates heat and static electricity created by laser printers.

2. If toner builds up on the metal sealer rollers, clean the rollers with a lint-free cloth dampened sparingly with a mild household cleaner.

3. Clean in-feed wheels and fold rollers with Formax-recommended roller cleaner & rejuvenator (Formax part #203) to remove paper dust and toner. A damp cloth with water is the best alternative.
CAUTION: Do not use any chemicals other than the roller cleaner & rejuvenator or water.

TROUBLESHOOTING

A. Clearing Paper Jams:

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

1. If a jam occurs between the metal rollers remove any remaining forms from the hopper.

2. Open the top cover and remove the upper fold plate.

3. Remove the jam clearing handle (located under the upper fold table), apply the handle to the upper metal roller (figure 6) and turn clockwise until the paper jam is clear. NOTE: Do not turn the roller counter-clockwise to force the forms to exit: rollers may be damaged.

4. Remove the damaged form, return tool to holder and reinstall upper fold plate.

5. Reinstall cover and press the black breaker reset button (figure 7).

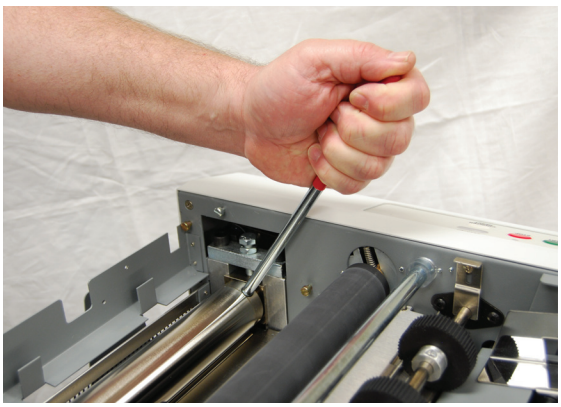


Figure 6

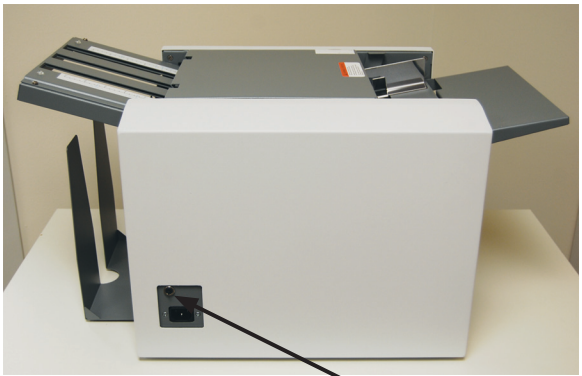


Figure 7

If a jam occurs in the fold plates, remove fold plate and remove paper. Reinstall fold plate.

TROUBLESHOOTING

B. Fold Quality Needs Improving:

1. Make sure paper is squared and installed correctly. Side guides should be evenly balanced and snug against the paper.

2. If folds are still incorrect adjust fold plates (see fold plate adjustment on page 3).

C. Paper is not Folding Square (Skewing):

Figure 9

1. If paper pulls left or right adjust the skew. Turn the skew adjuster, located under the infeed tray, (Fig. 9) left or right until the paper is feeding correctly.

D. Machine plugged in, no power

1. Turn machine on.
2. Make sure top cover is installed properly.
3. Reset the breaker by pressing the black button (fig. 7) near the power cord inlet.
4. Check wall outlet.
5. Remove operator cover check the fuse located on control board next to transformer.
6. Check all electrical connections.

F. Double feeding / Mis-feeding

1. Clean feed wheel (soap and water)

    a. Check center in-feed roller and singulator pad for wear. Replace the pad if it is cupped.
    b. Check to see if center in-feed roller is centered on the gate tip.

2. Run a stack of plain paper, to check on proper feeding. If double feeding does not occur on the paper:

    a. Check to be sure pressure seal forms are not sticking together. Jogging or hand separating may be necessary to determine this.
    b. Hand separate about 50 forms, align and test run the forms. If no double feeding occurs proper forms handling is necessary.