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FORMAX®

FD 1606 AutoSeal®
FE 1606 AutoSeal®
Pressure Sealer

FK / FL Series

OPERATOR MANUAL
FIRST EDITION

4/2022

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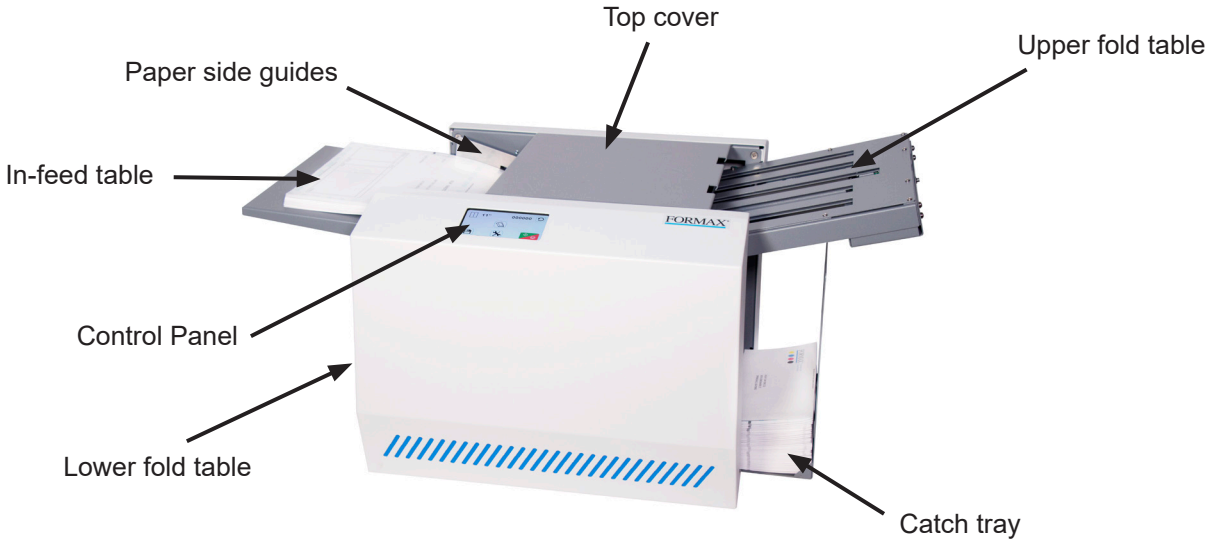
DESCRIPTION



The FD 1606 AutoSeal® Pressure Sealer is designed to process a variety of form sizes and weights. The fold tables adjust automatically for standard folds and custom folds in 8.5” x 11”, 8.5” x 14”, and A4 (metric mode) forms. Three standard folds are pre-programmed for 11” forms, and 5 standard folds for 14” forms including uneven C and Z folds. Up to 3 custom folds can be programmed into memory. The sealer will stop automatically after the last document has been processed.

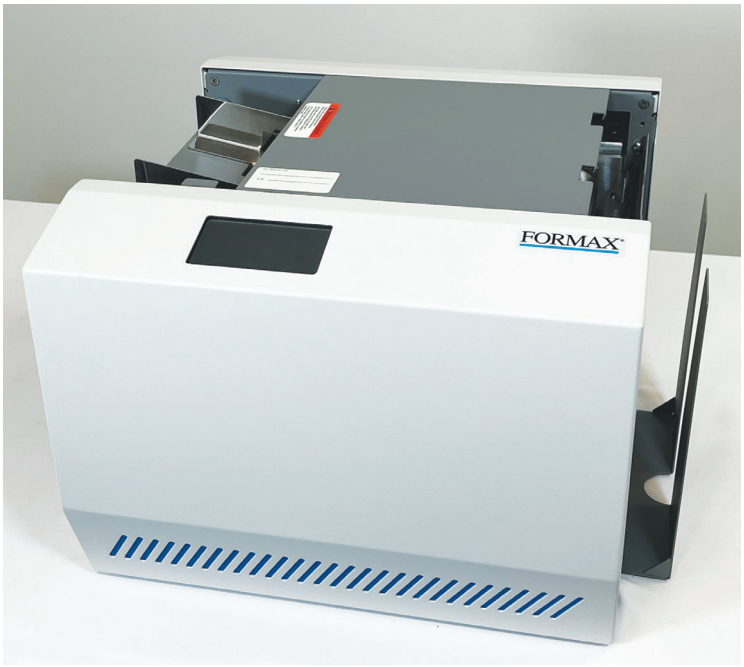
SPECIFICATIONS

Speed:	Up to 100 forms per minute– based on 11” (279mm) Z-Fold
Hopper Capacity:	Up to 200 forms 20# (75gsm)
Pre-Set Folds:	Pre-programmed for C, V, Z in 11” and 14” forms, plus uneven C & Z in 14” forms
Pre-Set Paper Sizes:	FD Model: 11”, 14” FE Model: A4
Custom Folds:	Stores up to 3 custom folds into memory
Form Size:	Up to 8.5’’ W x 14” L
Dimensions:	30” L x 18” W x 13.5” H (76 L x 45 W x 34 H cm)
Weight:	85 lbs (39kg)
Power:	110-240VAC 50/60 Hz
Safety Certifications:	UL & CE

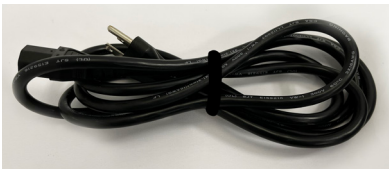
UNPACKING & SETUP

1. Check package for shipping damage. If there is shipping damage, do not discard the box.
2. Carefully lift the machine out of the box and place it on a solid surface. CAUTION: Two people are required to lift the machine out of the box.
3. Install fold tables (refer to page 3 for proper installation).
4. Plug cord into machine and into wall outlet.

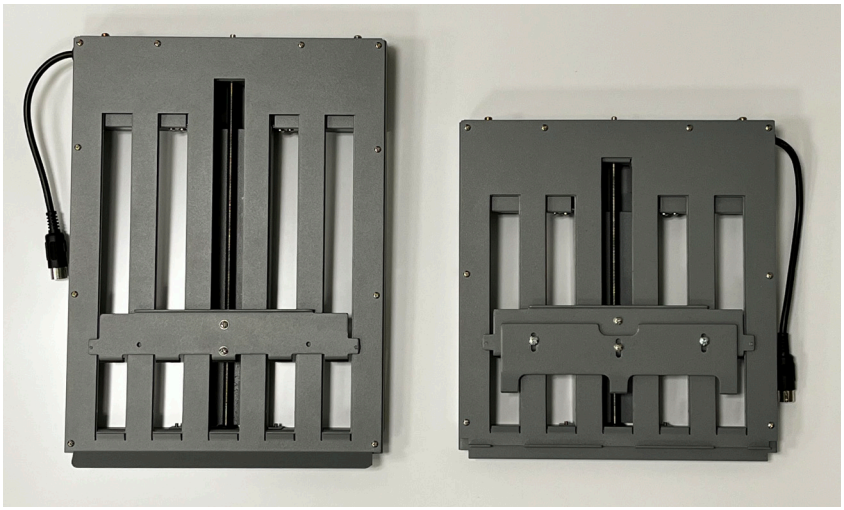
Contents



FD 1606 Base

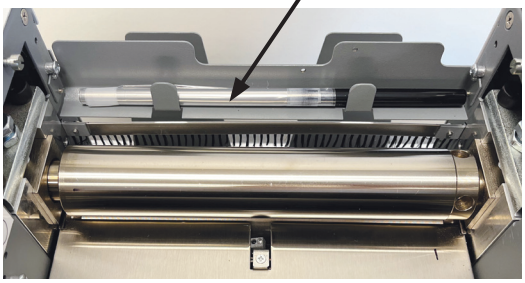


Power Cord



Upper Fold Table Lower Fold Table

Jam clearing tool



Install Upper Fold Table

1. Remove the top cover, lift the cover up and pull out (Fig. 1a).

Remove Top Cover

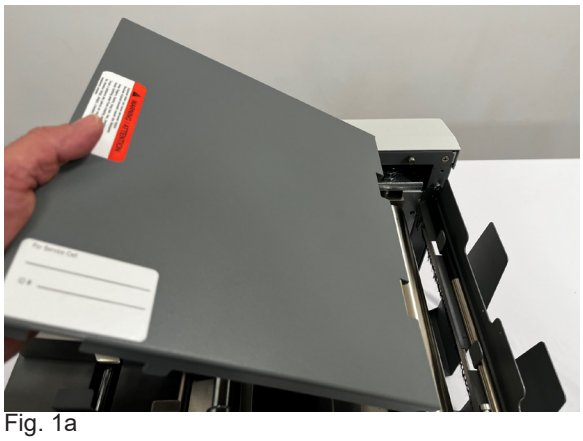


Fig. 1a

2. Locate mounting notches on the fold table (Fig. 1b) and the fold mounting pins on the unit (circled in red, Fig. 1c).

Mounting Notches

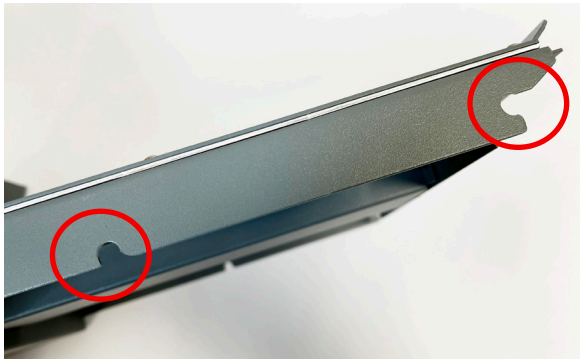
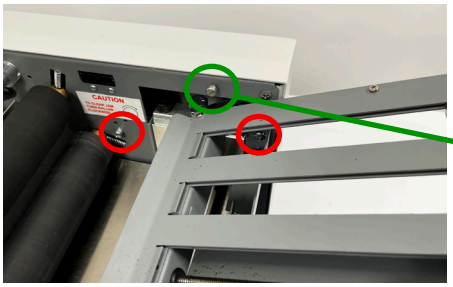


Fig. 1b

3. Slide the fold table into position guiding it under the cover support pins (circled in green, Fig 1c). When the fold table meets the pins press down firmly on the fold table to lock it into position.



Mounting Pins

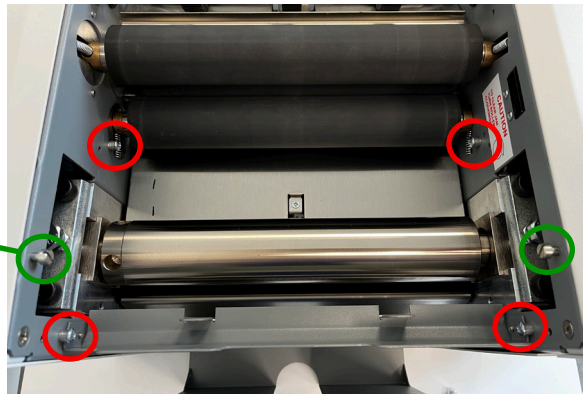


Fig. 1c

4 Insert the fold table plug into the receptacle on the unit (Fig. 1d). Then replace the top cover to complete installation.

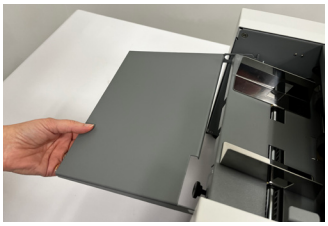
Upper Fold Table Receptacle Location

Fig. 1d

Plug in Receptacle

Install Lower Fold Table

1. Lift the feed tray extension and lock into position under the alignment pins (Fig. 2a).



Lift Feed Tray Extension

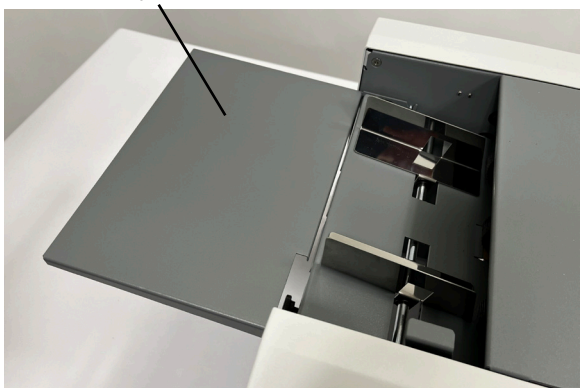


Fig. 2a

2. Locate mounting notches on the fold table (Fig. 2b) and the fold mounting pins on the unit (circled in Fig. 2c).

Mounting Notches

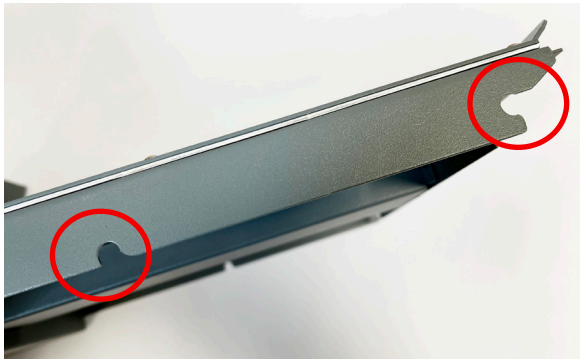


Fig. 2b

3. Slide the fold plate into position. When the fold table meets the pins press down firmly on the fold table to lock it into position.

Mounting Pins

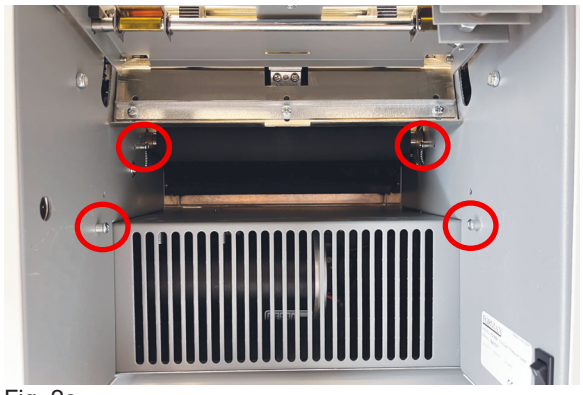


Fig. 2c

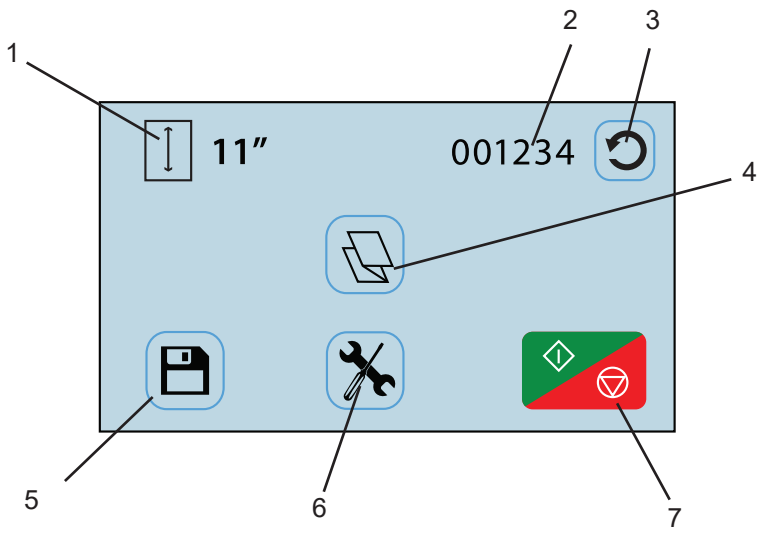
4 Insert the fold table plug into the receptacle on the unit (Fig. 2d). Then replace the top cover to complete installation.

Lower Fold Table Receptacle Location

Fig. 2d

Plug in Receptacle

CONTROL PANEL - Home Screen Interface



No.	NAME	FUNCTION
1	Form Size Display	Shows the size of the forms loaded in the pressure sealer
2	Resettable Counter	Displays the number of forms processed, can be reset between each job
3	Counter Reset Icon	Resets the counter to “0”
4	Fold Selection Icon	Press to advance to fold selection screen
5	Custom Fold Access	Press to select or edit previously saved custom folds
6	Operator Settings Icon	Press to enter to the operator settings screen
7	Start / Stop Icon	Press to start the pressure sealer. Press to stop the pressure sealer.

Any icon with a blue frame around it (i.e. #4 above) can be adjusted by pressing the icon.
Icons without a blue frame (i.e. #1 above) provide status, and cannot be pressed.

In any other screen, use the icon after choosing a setting or entering information.

To return to the home screen from any other screen, press the home icon.

OPERATION

1. Press power switch to the ON / “I” position. The power switch is located under the lower fold table (Fig. 3).

Fig. 3

2. Set the side guides for the width of the forms. Slide each guide inward or outward to allow the forms to slide freely.
(Fig. 4)

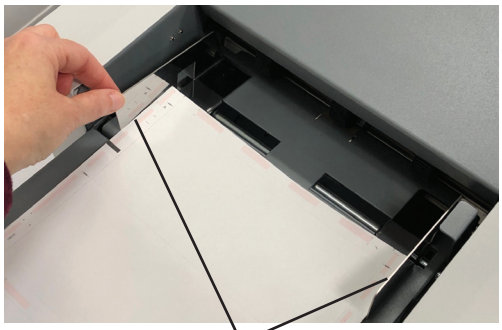


Fig. 4

Side guides

3. Select the type of fold desired by pressing the fold selection icon (Fig. 5a). Note: *If the fold selection icon shows the desired fold press the “Start/Stop” icon to begin processing forms.*

   If the fold required is not available in the standard fold settings, a custom fold set up is needed. See page 8.

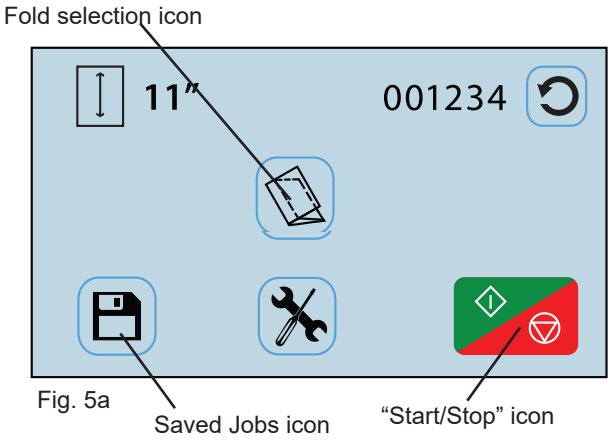


Fig. 5a

4. Select the standard fold type (Fig. 5b) needed and press the “Enter” icon to set the fold stop positions.
   When the fold stops are set, the control panel will return to the home screen. The selected fold icon will be displayed.

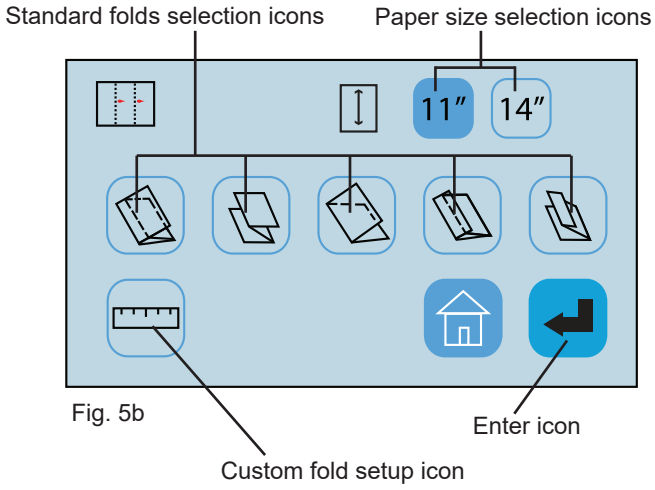


Fig. 5b

5. Push down on the infeed tray lever to lower the infeed tray (Fig. 6).
   Place one form onto the feeder and press the “Start/Stop” icon to process one test form.

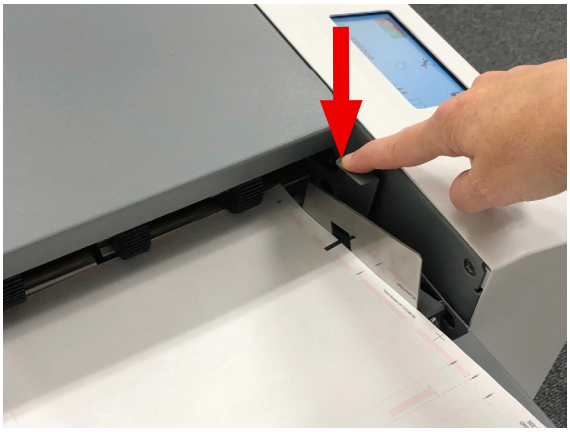


Fig. 6

6. If the fold is skewed, remove forms and turn the skew adjustment knob under the infeed tray left or right slightly to make corrections (Fig. 7).
   Test another form and make additional corrections as needed.

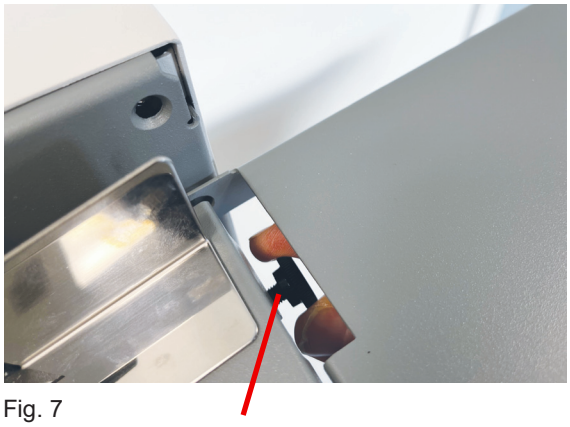


Fig. 7

Skew adjustment knob

7. Adjust the outfeed catch tray to accommodate the form size being processed. Slide it in or out until to align the mark matching the form size (Fig. 8).

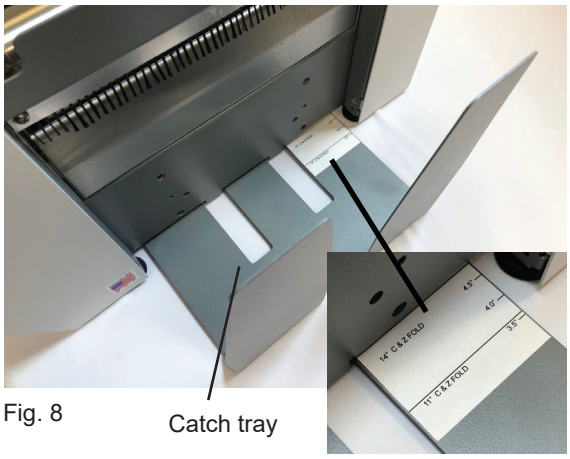


Fig. 8

Catch tray

8. When satisfied with the test fold, load a stack of forms and press the “Start/Stop” icon to begin processing forms. Press the same icon to stop.
   Note: The forms should be neatly stacked and squared for best results.

CUSTOM FOLDS SETUP

Three (3) custom fold settings can be stored into memory for recurring jobs with fold settings that vary from the standard fold settings. To create a custom fold, from the Home Screen press the fold selection icon to access the fold selection screen (Fig. 9). From the fold selection screen press the Custom Fold icon (Fig. 10).
See page 10 to help determine the new fold measurements.

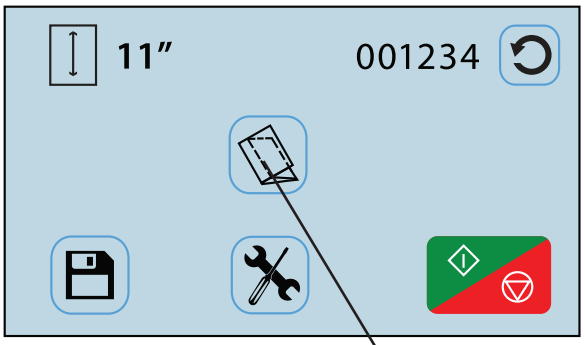


Fig. 9

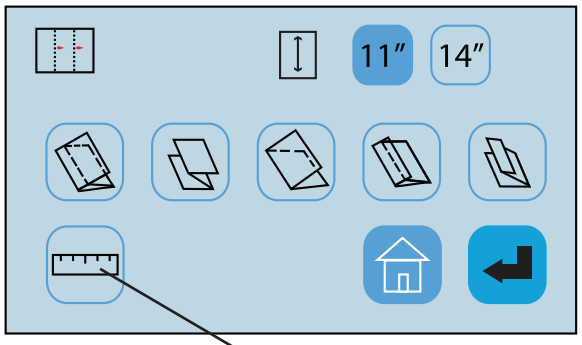


Fig. 10

1. Select the upper fold table icon (Fig. 11) to set the fold stop position for the first fold (the icon will flash dark gray when selected). Using the touch pad, key in the measurement for the first fold stop position. (**Note:** the minimum position is 1.75” and the max. position is 11”).

   Press the enter key to enter the measurement . The white box under the icon will show the measurement entered (Fig. 12).

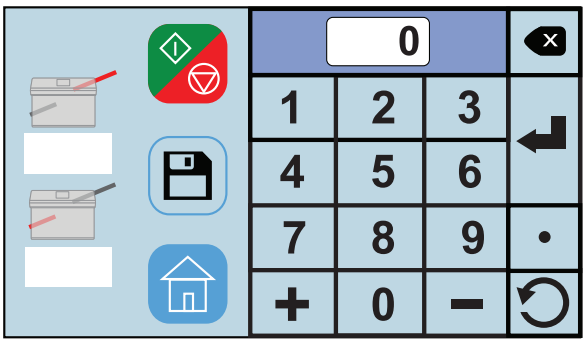


Fig. 11

2. Select the lower fold plate icon (Fig. 12) to set the fold stop position for the second fold (the icon will flash dark gray when selected). Using the touch pad, key in the measurement for the second fold stop position. (**Note:** the minimum position is 1.49” and the max. position is 8.40”).

   Press the enter key to enter the measurement . The white box under the icon will show the measurement entered.

   For a Half Fold, leave the lower fold stop position at Zero.

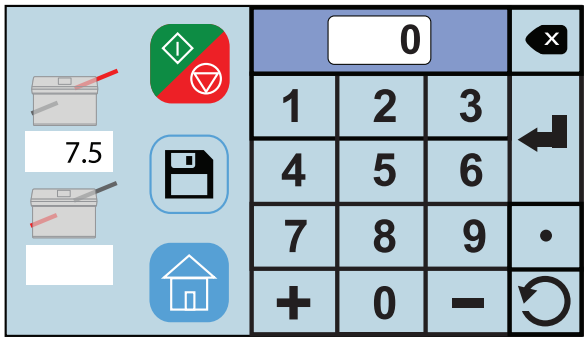


Fig. 12

CUSTOM FOLDS SETUP, cont.

3. With one form loaded in the feeder press the “Start/Stop” icon (Fig. 13) to check that the fold settings are correct. To adjust the settings repeat steps 1 - 3.

   When the folds and stacker wheels are set correctly, press the save icon and to name and save the custom fold.

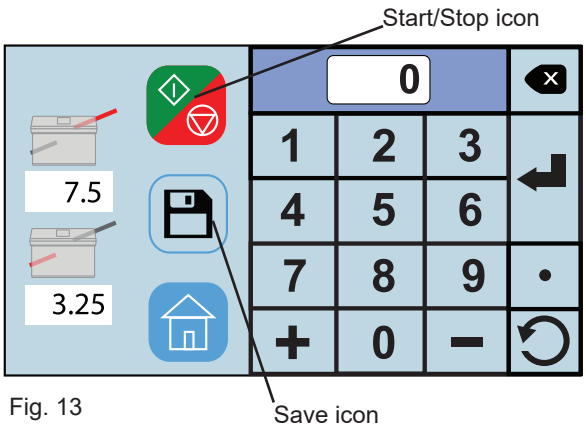


Fig. 13

4. Select the job number the fold will be saved as by toughing the screen (Fig. 14). Press the letter icon Abc.. to bring up the keypad to name the custom fold.

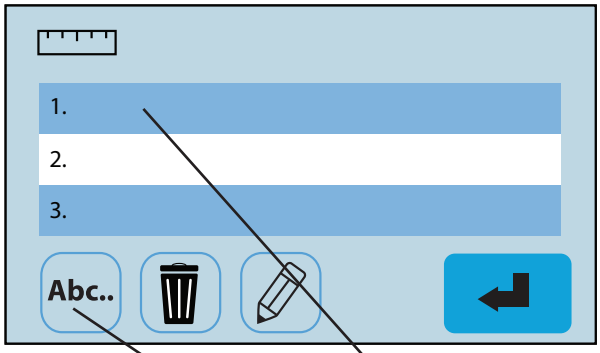


Fig. 14

5. Key in the name of the job (Fig. 15) and press the save icon in the bottom right corner.

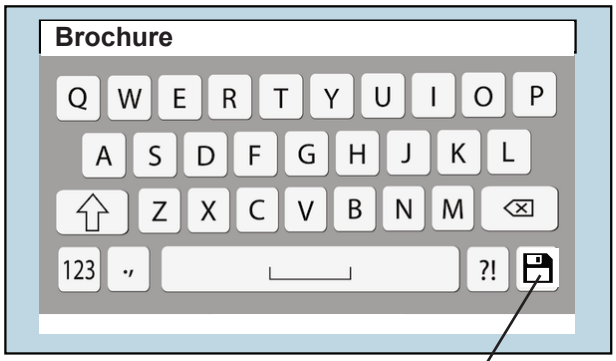


Fig. 15

6. Select the custom job and press the blue enter icon to confirm the fold stops (Fig. 16).

   When the fold stops are set, the folder will return to the Home Screen with the custom job selected.

   Press the start icon to begin folding.

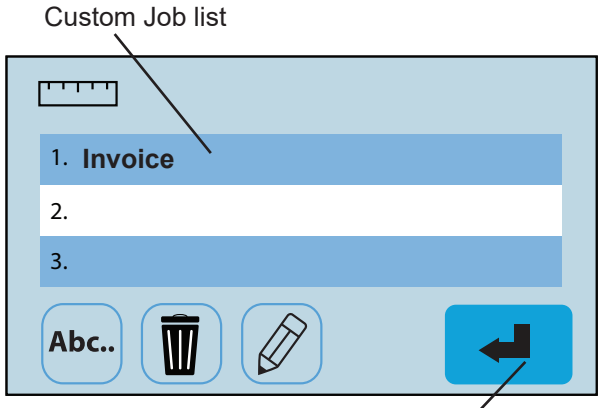


Fig. 16

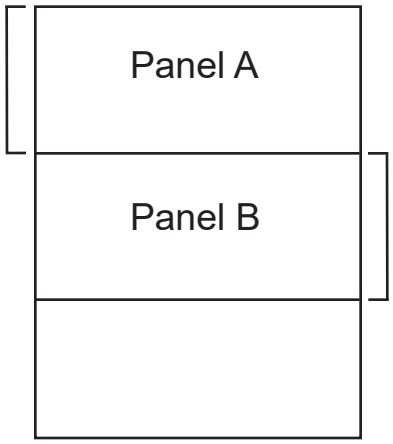
Measuring Fold Lengths

Use the examples below to help determine the fold lengths for custom fold settings.

Example 1: “Z” Fold

1. Measure the length of panel “A”, enter this number as the upper fold table measurement.

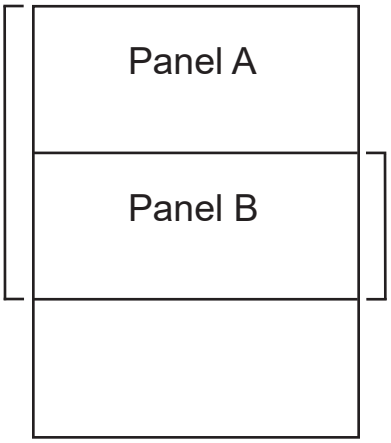
2. Measure the length of panel “B”, enter this number as the lower fold table measurement.



Example 2: “C” Fold

1. Measure the length of panel “A” + “B”, enter this number as the upper fold table measurement.

2. Measure the length of panel “B”, enter this number as the lower fold table measurement.



RECALLING, EDITING & DELETING SAVED CUSTOM FOLDS SETUP

1. To recall, edit, or delete a saved custom fold from the home screen press the saved job icon (Fig. 17).

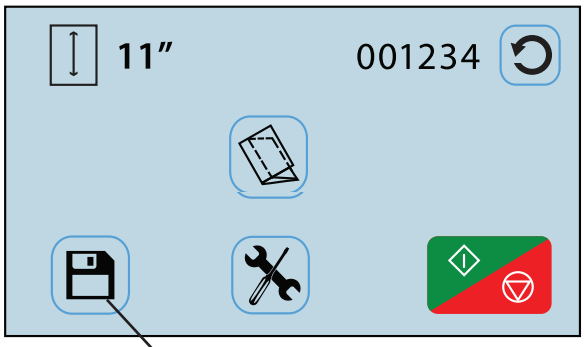


Fig. 17

2. From the saved custom job screen you can recall a job, edit, rename, or delete a stored custom fold.

   To recall, select the job from the list and press the blue enter button (Fig. 18). The fold tables will be set and the control panel will return to the home screen to start processing the job.

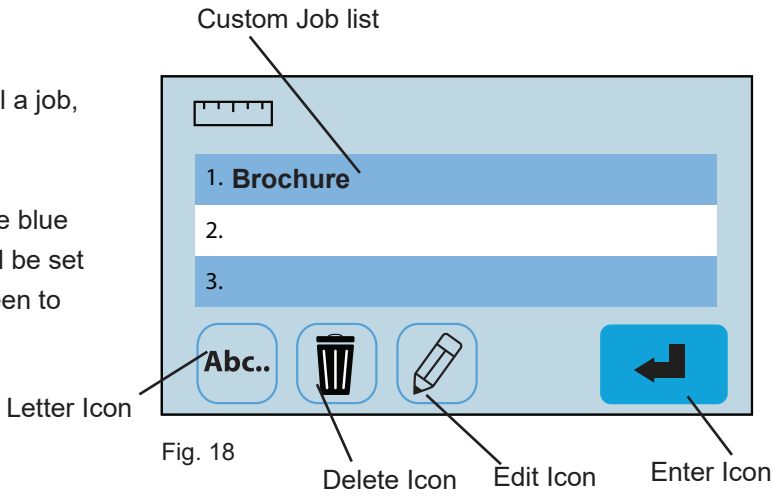


Fig. 18

3. To rename a job, select the job from the list and press the letter icon (Fig. 18). Use the keypad to change the name and press the save icon in the lower right corner (Fig. 19).

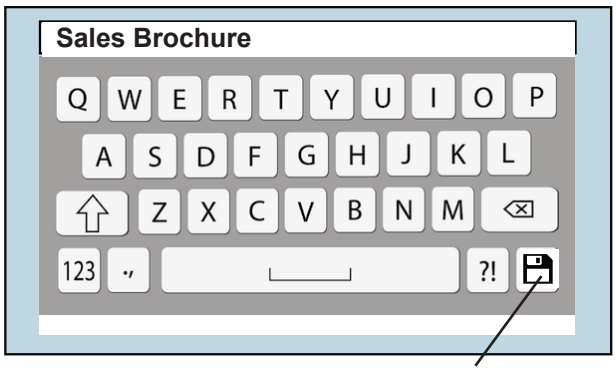


Fig. 19

4. To delete a job, select the job from the list and press the delete icon (Fig. 20). On the confirmation screen press the green box with the check to confirm the deletion or press the red box with the X to cancel the deletion (Fig. 20).

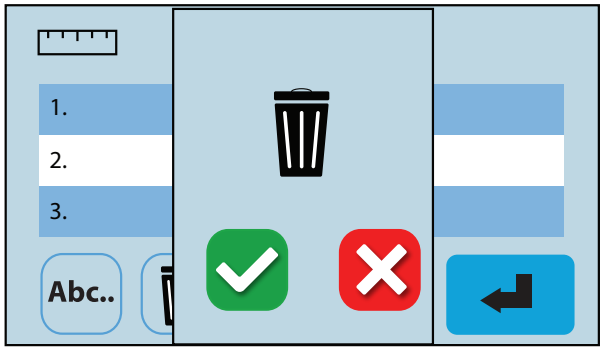


Fig. 20

RECALLING, EDITING & DELETING SAVED CUSTOM FOLDS SETUP

5. To edit a previously saved job, select the job from the list and press the edit icon (Fig. 18). From the fold setup screen use the same process as setting a custom fold (page 9) to edit the job settings (Fig. 21). See page 10 for measuring guidelines.

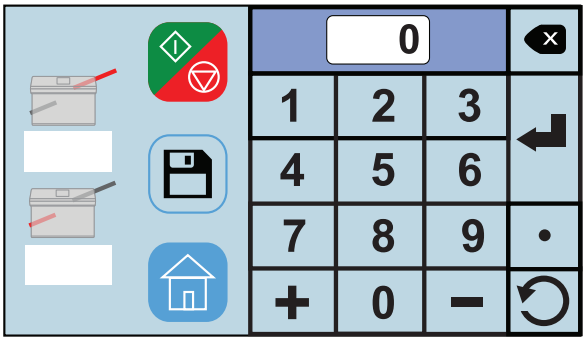


Fig. 21

OPERATOR SETTINGS

A number of operator settings can be adjusted to personalize the FD 1606. This includes changing between standard and metric settings, Standard Fold Override, and restoring to Default Settings.
This section will review each setting and how to adjust them. If needed, there is a Default Settings option that will restore to factory settings. To advance to the Operator Settings Screen press the Tool icon on the Home screen (Fig. 22).

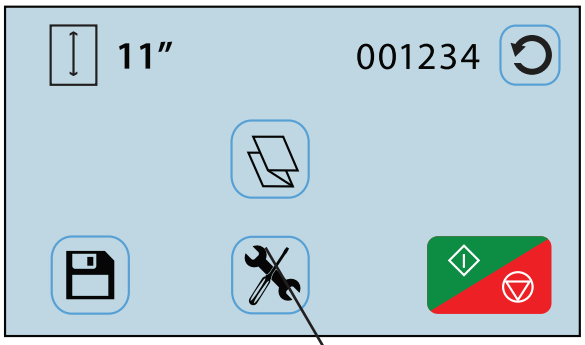


Fig. 22

Operator Settings Screen

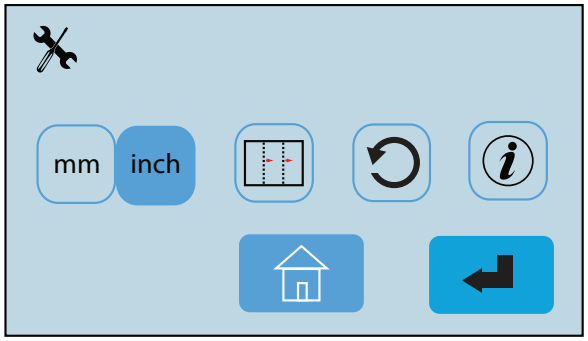


Fig. 23

Standard / Metric Settings

1. From the Operator Settings screen (Fig. 23) press the measurement setting icon (Fig. 24) to change between settings. The icon highlighted in blue is the selected setting. By changing this setting the paper sizes will change from standard to metric or vice versa.

   Press the home icon to return to the Home Screen.

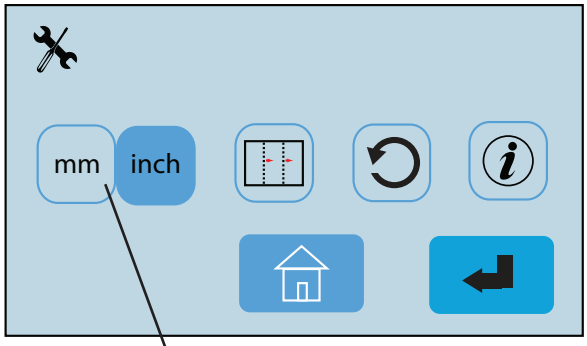


Fig. 24

Standard Fold Override

1. It may be necessary to adjust the factory set standard fold settings for a particular fold type and paper size. This can be done in the Standard Fold Override Mode. From the Operator Settings menu select the Standard Fold Override icon (Fig. 25) and press the enter icon to select.

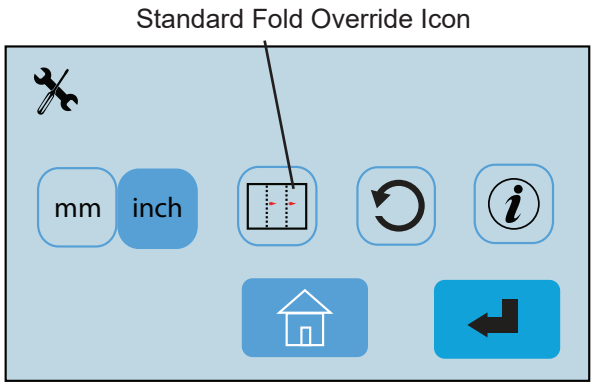


Fig. 25

2. "Standard Fold Override" warning will be displayed (Fig. 26).
   Press the green box with the check to continue or the red box with the X to exit and return to the operator screen.

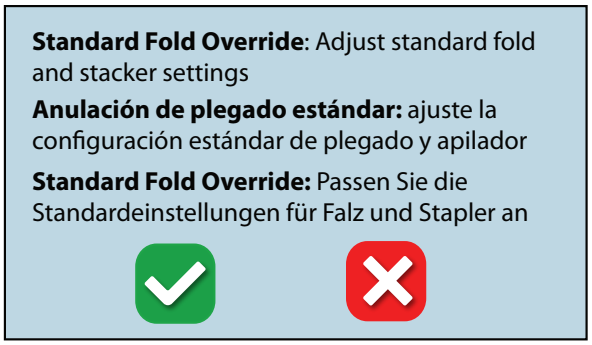


Fig. 26

3. From the Standard Fold Override Screen select the paper size and fold type that you would like to override (Fig. 27). Then press the enter icon.

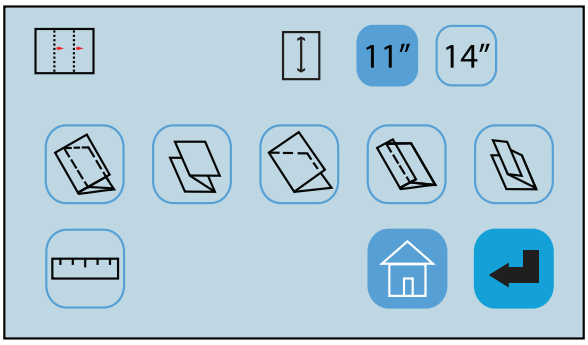


Fig. 27

4. Follow the same procedures as the custom fold settings to adjust the folds (Fig. 28). Load one form and press the "Start/Stop" icon to confirm the change is correct. If the settings are good press the Save Icon to save the new settings. A save confirmation screen will be displayed.

   Press the green box with the check to continue or the red box with the X to return to the fold setup screen (Fig. 29).

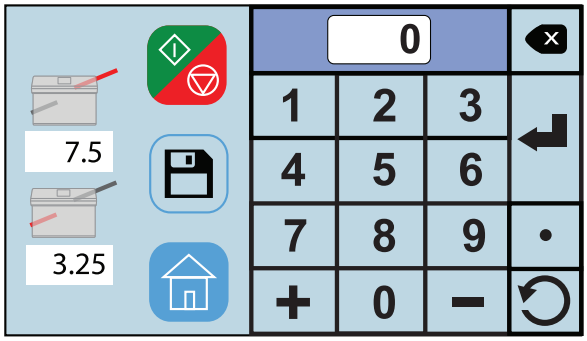


Fig. 28

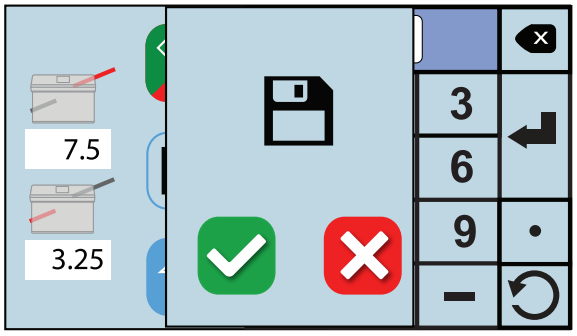


Fig. 29

Default Settings - Return to Factory Settings

1. From the Operator Settings screen press the Default Settings icon (Fig. 30).
   A confirmation screen will come up (Fig. 31). Press the green box with the check to confirm or the red box with the X to cancel the setting.

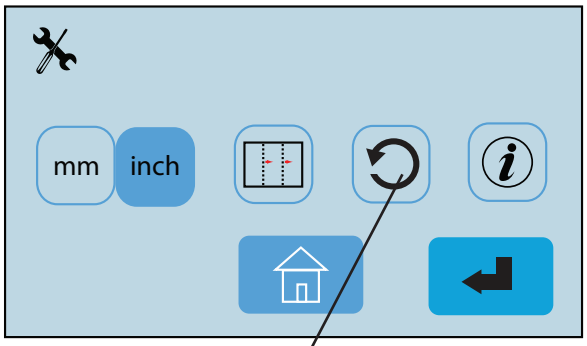


Fig. 30 Default setting Icon

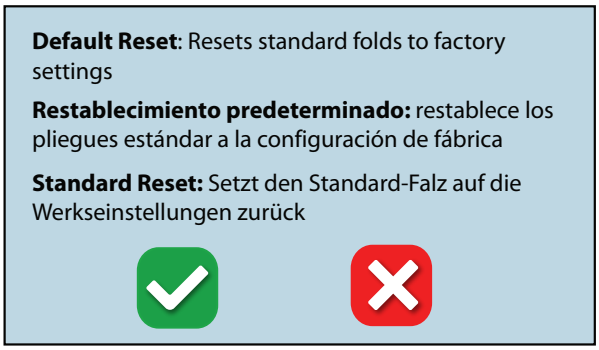


Fig. 31 Default setting confirmation screen

Software Information

1. Press the Software Information Icon (Fig. 32a) to verify the current software revision. The software version information will be displayed (Fig. 32b). To return to the previous screen, press the icon.

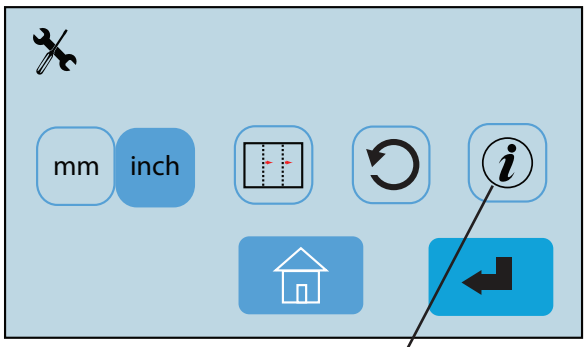


Fig. 32a Software Information Icon

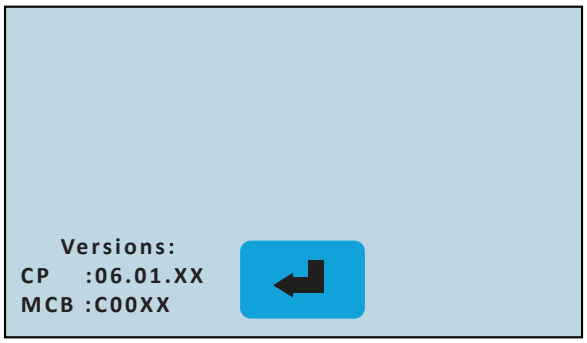


Fig. 32b

DAILY MAINTENANCE

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

2. Clean infeed 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.

CLEANING PROCEDURES:

1. Make sure machine is turned off and unplugged. All folder/sealers have three infeed tires, four rubber fold rollers and two metal seal rollers (Fig. 33).
2. Remove the top cover and remove the upper and lower fold tables.
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 infeed tires, fold and seal rollers. Next, use a dry cloth to 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 to ensure all cleaner has been removed from the tires, fold and seal rollers. Running blank sheets will remove any excess residue of cleaner on the rollers.

NOTE: If the fold rollers are very dirty, you may use a green scrubbing sponge, i.e. Scotch Brite, with the roller cleaning solution.

DO NOT use a scrubbing sponge on the metal seal rollers. It will damage the surface. Use ONLY a new cotton cloth and roller cleaning solution on the seal rollers (Fig. 33).

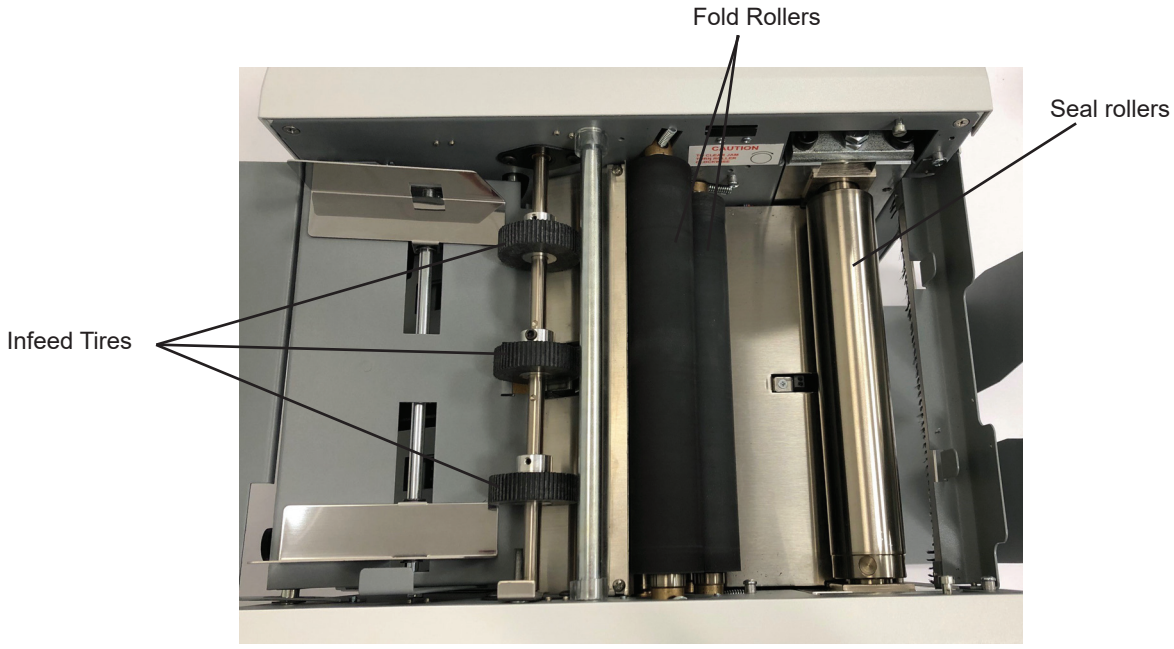
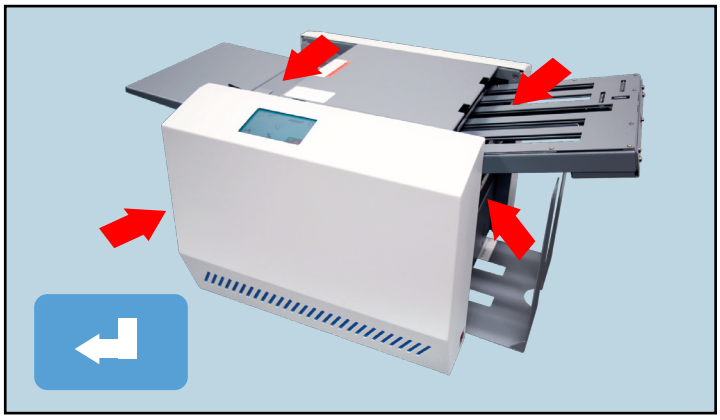


Fig. 33

ERROR SCREENS

Paper Out / Paper Misfeed / Paper Jam



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

2. A misfeed has occurred. Reset the stack of paper in the infeed and press the icon to resume operation.

3. A paper jam has occurred in one of the areas indicated. Switch off the power and unplug the power cable.
Check the area indicated for paper and remove. You may need to remove the fold tables.
Replace and plug in the fold tables, plug in the power cable and swtich on the power.

Cover Open

.

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

TROUBLESHOOTING

TROUBLE	POSSIBLE CAUSE	REMEDY
Control panel is not illuminated.	Power switch turned off. No power at the wall outlet. No power to the machine inlet. No power to the control panel. Internal electrical failure	Turn on power switch. Check wall outlet. Check power cord for frayed/broken wires. Press the button on the circuit breaker, located on the rear, near the power cord inlet. Call for service.
Fold table stop not moving when “Test”/ “Start” is pressed.	Fold table is not plugged in. Electrical or mechanical failure	Plug in fold table. Call for service.
“Cover Open” image is displayed.	Cover open Magnetic switch is broken.	Close cover. Call for service.
“Paper out” image is displayed.	Infeed tray is empty.	Place documents on the infeed tray.
“Paper Jam / Misfeed” image is displayed.	Paper misfeed Paper jammed at exit of folder	Reload paper and press the icon. Remove paper and press the icon.
Black marks on the folded paper.	Infeed tires, separator, and/or fold rollers are dirty.	Clean the parts with approved roller cleaner and rejuvenator.
Fold is skewed.	Infeed tray is out of alignment.	Turn skew adjuster knob to remove the skew.
Documents are wrinkled or crunched.	Fold tables are not inserted correctly. Piece of paper or other material is stuck in the fold table.	Remove and reinstall fold tables. Be sure they’re properly positioned. Power off, unplug and remove fold table. Remove jammed material. Reinstall table.
Infeed tray lever does not work	Broken spring	Call for service.
Double feeding forms	Documents stuck together More tension is needed Feed tire or separator worn	Jog forms to remove static electricity. Adjust the infeed tension lever Call for service
Not feeding documents	Feed tires are dirty Feed tires or separator worn	Clean feed tires Call for Service
Power loss	Circuit Breaker tripped Under adverse conditions, power input level may drop below acceptable limits	Press black reset button next to power inlet. When power is restored, turn off machine, then turn on again to restore normal operations.

TROUBLESHOOTING

Clearing Paper Jams

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

If a jam occurs between the metal seal rollers, open the top cover, unplug and remove the upper fold table.

Remove the jam clearing tool (located under the upper fold table), insert the tool into the cutout on the upper metal roller, and turn clockwise until the paper jam is clear (Fig. 34a). Refer to the label inside the machine for the correct turning direction (Fig. 34b)

NOTE: Do not turn counter-clockwise and force the forms to exit machine as rollers may be damaged. Remove the jammed form, return tool to holder and reinstall upper fold table. Reinstall cover and press reset button.

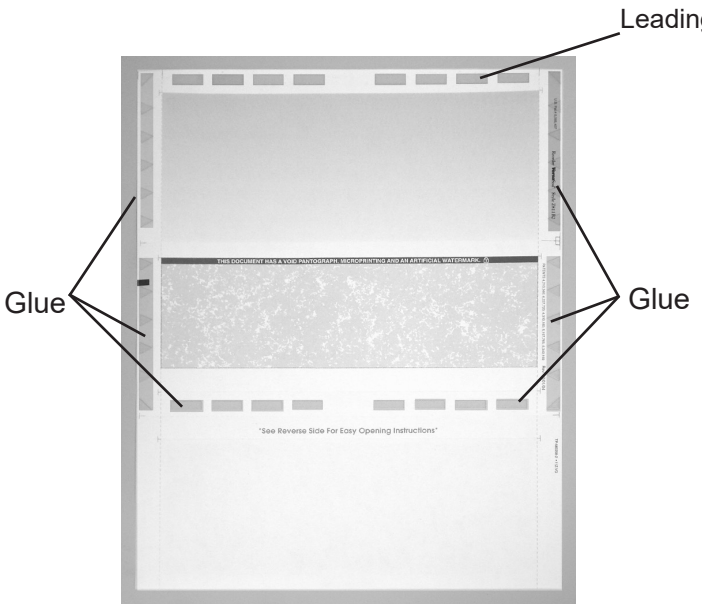
Using the Jam Clearing Tool

Fig. 34a

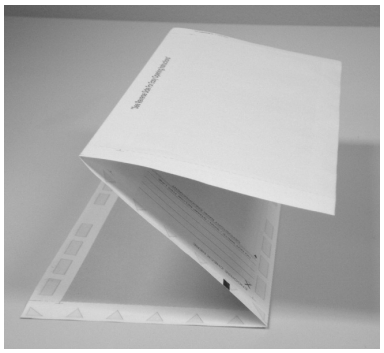
Fig. 34b

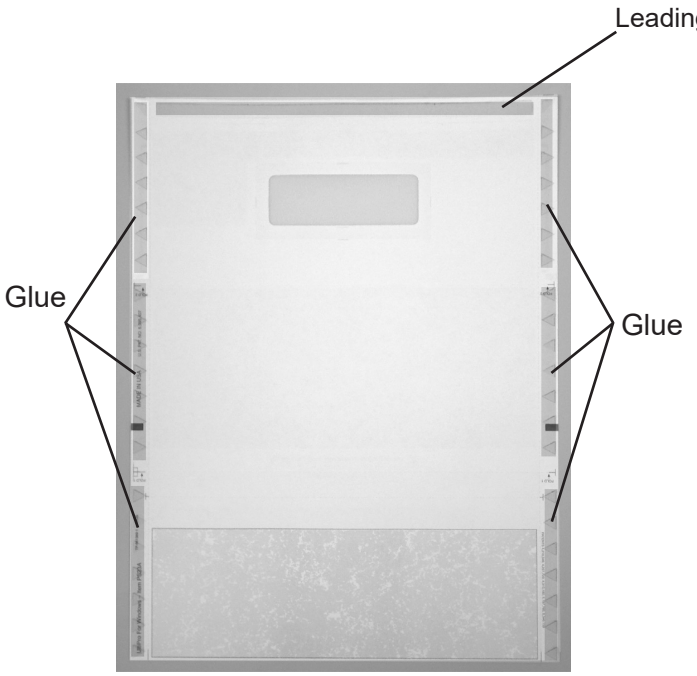
DETERMINING FOLD TYPE

Two Standard Folds 11” “Z” & 11” “C”
Refer to page 8 for custom fold setup.



11” “Z” Fold


11” “Z” Fold



11” “C” Fold

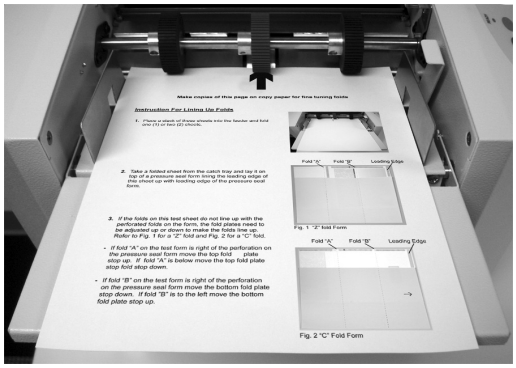
11” “C” Fold

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 feeder 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 up the leading edge of this sheet with leading edge of the pressure seal form.

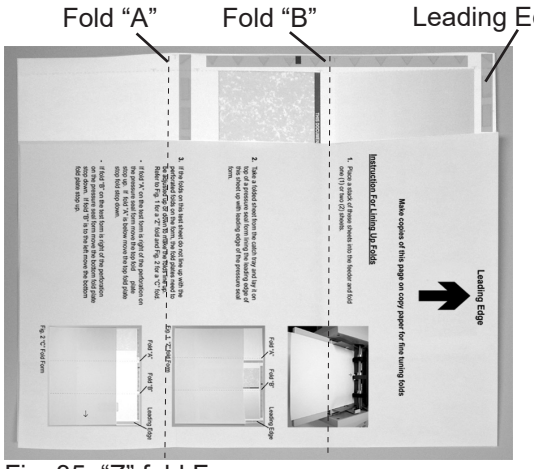


Fig. 35 “Z” fold Form

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 Fig. 35 for a “Z” fold and Fig. 36 for a “C” fold.

- If fold “A” on the test form is to the right of the perforation on the pressure seal form move the top fold plate stop position up. If fold ”A” is to the left move the top fold plate stop position down.
- If fold “B” on the test form is to the right of the perforation on the pressure seal form move the bottom fold plate stop position down. If fold ”B” is to the left move the bottom fold plate stop position up.

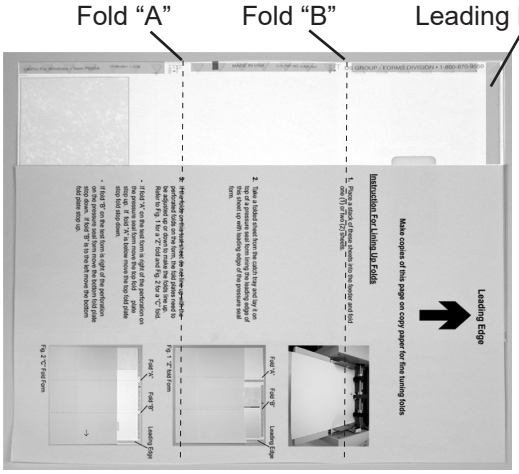


Fig. 36 “C” Fold Form