

FORMAX[®]

FD 442
Automatic Envelope Opener

Table of Contents

Safety Instructions	1
Description	2
Function	2
Specifications	2
Unpacking & Setup	2
Operation	3
Preparing Envelopes for Opening	3
Opening Large Envelopes	4
Clearing Envelope Jams	4
Cleaning the Feed Belts	5
Troubleshooting	5
Parts	6

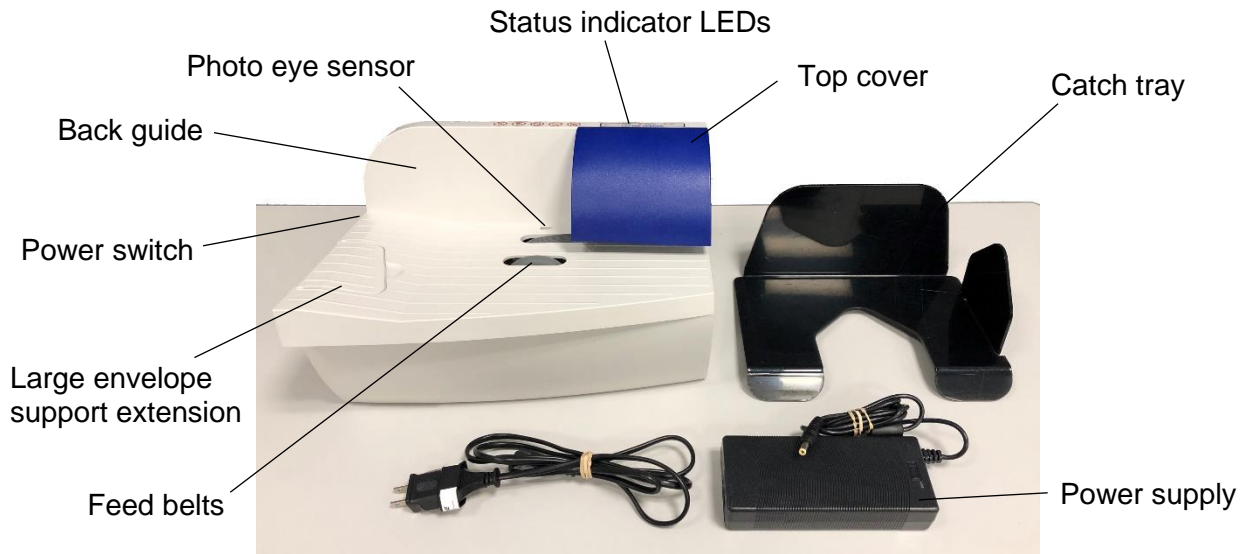
Safety Instructions

- The FD 442 should be used only for opening envelopes.
- Any service, repair and maintenance must be performed only by trained technicians.
- The FD 442 is a tabletop machine and should be placed on a sturdy, level surface.
- The mains voltage must correspond to the indication on the rating label.



- Keep this operator manual near the machine for easy reference.
- Use only the power cord supplied with the machine. Before use, ensure the power cord is not frayed or damaged.
- To avoid injury, do not reach fingers into the envelope opener.
- Keep long hair and clothes such as ties and jewelry away from the machine, as they may become tangled in the feed belts, causing injury or damage.
- Do not insert any small or thin objects into the machine, due to the risk of electrical shock.
- Maintenance and repair should be performed only by a trained technician. There are no user-serviceable parts inside the machine housing.
- Do not allow liquids near the machine, due to risk of damage or personal injury.

DESCRIPTION



FUNCTION

The FD 442 Automatic Envelope Opener is designed for the office environment. It quietly processes up to 200 envelopes per minute, and with automatic start/stop and slitting technology, it's easy to use, with no paper scraps to clean up.

SPECIFICATIONS

Speed	Up to 200 envelopes per minute
Feed Style/Capacity	Bottom feed, approximately 15 envelopes per stack
Envelope sizes	Up to 10" x 13", recommended for #9, #10, 6" x 9"
Envelope thickness	Up to 3/16" (4mm)
Automatic start/stop	Photo eye sensor
Automatic, self-adjusting feeding	Adapts for various envelope thicknesses
Dimensions	7" x 13" x 9" (180 x 33 x 230mm) (not including 9.5" catch tray)
Weight	10 lbs. (4.4kg)
Power supply	100-240VAC, 50/60 Hz

UNPACKING & SET-UP

1. Check package for shipping damage. If there is damage, do not discard the box.
2. Remove the components from the box. It should include the opener, catch tray, and power cord.
3. Place the envelope opener on a sturdy surface. Place the catch tray next to the outfeed side of the machine.
4. Plug the power cord into the back of the machine near the power switch.
5. Plug into an appropriate wall outlet.
6. Turn on the power switch. The envelope opener is now ready for operation.



OPERATION

SAFETY NOTE: If the power is switched on and envelopes are covering the start/stop sensor eye, the envelope opener will start feeding automatically.

The letter opener includes LEDs on the top edge which indicate the status.

- Yellow:** ready for operation
- Red:** processing envelopes
- Flashing red:** envelope jam
- No light:** check power



Preparing Envelopes for Opening

If envelopes are not properly prepared, the edge of the contents may be cut along with the envelope.

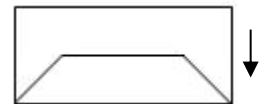
For best results, remove any foreign objects from the unopened envelopes such as:

- Paper Clips
- Rubber Bands
- Staples

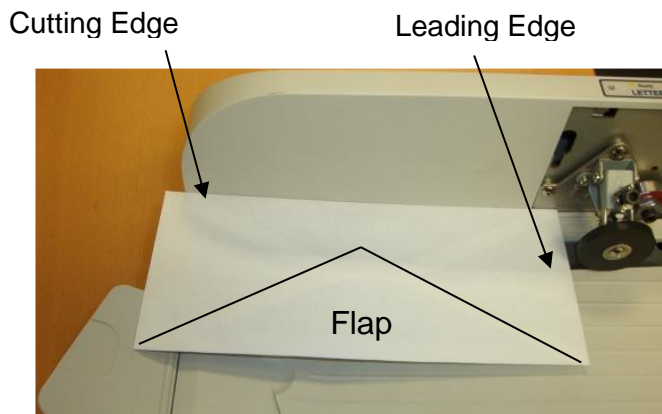
CAUTION: Foreign objects can damage the cutting blade or feed belts.

TIP: To prevent machine jamming, open your mail on the non-flap side!

- With all envelopes facing flap down, gently tap the envelopes to shift contents away from the cutting edge. This also helps to prevent the contents from being cut.



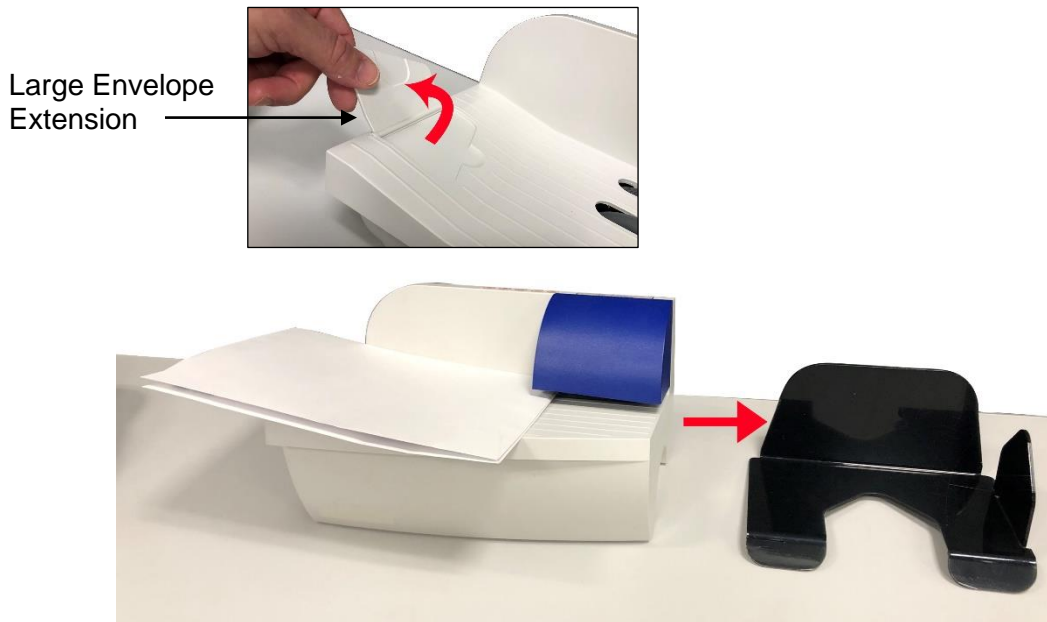
- Now realign envelopes so that all the edges to be opened, as well as all leading edges are aligned.



- Place mail on feed deck so that all pieces are flush against the back guide.
- Make sure leading edge of the mail is resting on the feed belts, and the mail is covering the sensor.
- If the power switch is on and the sensor is covered, the machine will run automatically. If the sensor is not covered, the machine will not run.

Opening Large Envelopes

When running large envelopes through the opener, flip up the large envelope infeed extension to support them, and move the catch tray farther away from the outfeed area.



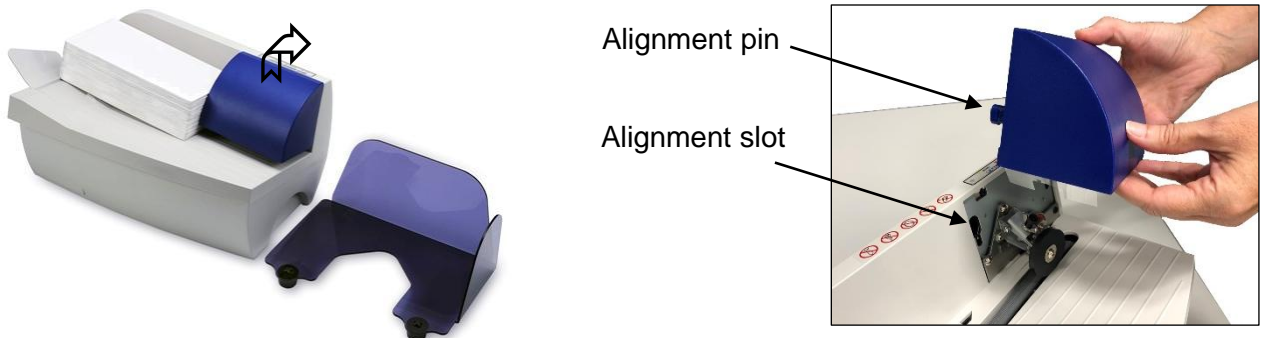
Clearing an Envelope Jam

If an envelope becomes jammed in the machine, follow these simple steps for removal:

1. Turn the machine off and disconnect the power supply.
2. Remove the blue top cover. (Lift up and pull out)
WARNING: *Keep fingers away from the sharp and possibly hot slitting blades!*
3. Pull the jammed envelope through the blade track in the direction of the exit.
4. Replace the blue top cover securely by aligning the guide pins (see photo below).
5. Reconnect the power cord and turn on power.

Envelope jams occasionally occur when large envelopes are being run through. If envelope jams seem to occur too frequently, separate any large envelopes, and run those separately.

NOTE: *The top cover is connected to a safety switch. The envelope opener will not run unless the cover is securely replaced.*



Machine Maintenance

Cleaning the Feed Belts

During normal use, the envelope opener will accumulate dirt and dust along the feed belts. To maintain maximum efficiency and ensure correct operation, users should clean belts regularly.

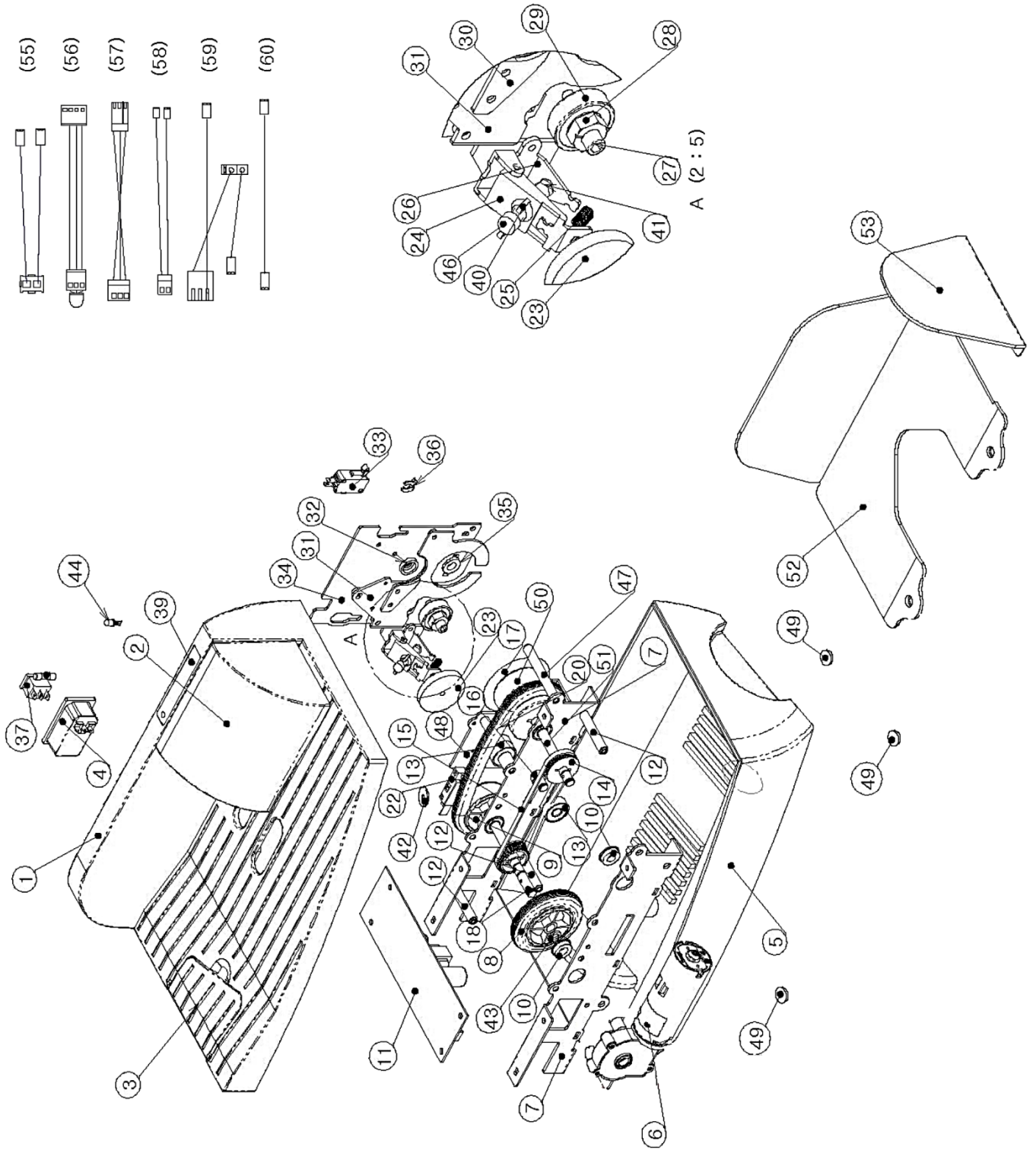
1. Turn the machine off and disconnect the power supply,
2. Clean with a cloth moistened with water. DO NOT pour liquids onto the machine.
3. Reconnect the power cord.

Troubleshooting

If the FD 442 is not operating properly, there are a few things to check. First, check the LED indicators, which will help diagnose the problem.

Problem	Possible Cause	Remedy
LED panel is not illuminated	No power at wall outlet. No power to opener. Top cover is not fully inserted. Fuse needs replacement.	Check wall outlet. Check power cord. Check top cover. Remove and reinstall if needed. Contact Dealer for service.
Envelopes are not feeding	Power switch is turned off. Top cover is not fully inserted. Photo eye sensor not covered.	Check power switch. Turn on if needed. Check top cover. Remove and reinstall if needed. Be sure envelopes are loaded and covering the photo eye sensor.
Irregular or partial envelope opening	Improper feeding. Dirty feed belts. Cutting knife is damaged or out of alignment.	Align envelopes against back guide and align leading edges of envelopes. Clean feed belts. Contact Dealer for service.
Motor is running but feed belts are not moving	Drive belt broken or out of place.	Contact Dealer for service.
Photo eye sensor not detecting envelopes.	Envelopes loaded incorrectly. Photo eye sensor malfunction.	Reload envelopes and be sure they're covering the photo eye sensor. Contact Dealer for service.

FD 442 PARTS DRAWING



FD 442 PARTS LIST

NO	PART NO	Part Name
1	OPEN-1020	COVER:UPPER
2	OPEN-1019	COVER:SAFETY
3	OPEN-1036	EXTENSION:COVER
4	A202-81-001	AC INLET HARNESS_ASS'Y
5	OPEN-1021	COVER:LOWER
6	MDC-024P	MOTOR_DC24V Assy
7	OPEN-1007	SIDE PLATE:FRONT
8	OPEN-1037	RUIBBER RING Ass'y
9	OPEN-1010	PULLEY:MAIN DRIVE
10	BEN-010DJ	Ball Bearing_F688ZZ
11	OPEN-1016	MAIN BOARD
12	OPEN-1008	SHAFT:SUPPORT
13	Z101-62-429	Ball Bearing 608ZZ C3
14	FRR-0031	PULLEY:S3M30T
15	OPEN-1039	B50S3M303
16	OPEN-1028	STUD:TIGHTNER
17	OPEN-1015	Knife
18	OPEN-1025	DRIVE:SHAFT
20	OPEN-1017	MAIN BELT
22	UCA-0020	Sensor:R-50
23	OPEN-1053	FEED SEPERATION RUBBER
24	OPEN-1051	FEED SEPERATION ARM
25	OPEN-1061	SPRING:FEED
26	OPEN-1052	FEED SEPERATION B/K
27	OPEN-1094	M5 x 25 Wrench bolt(SCM)
28	OPEN-1033	ADJUST:TUBE
29	OPEN-1041	Ball
30	OPEN-1004	Bearing_NTN_6001JRXLLU/2ASU1
31	OPEN-1003_C	GUIDE:PUSH
		PAD BRACKET

NO	PART NO	Part Name
32	OPEN-1032	SPACER:RILL
33	LCT-0027	MICRO SW
34	OPEN-1022	SIDE PLATE
35	OPEN-1042	BALL BEARING:NMB:F688ZZ
36	PM5-1599	SNAP RING Φ6
37	PM5-8040	SW R19-20BG
39	OPEN-1071	OP DECAL
40	OPEN-1092	M5 WING NUT(SUS)
41	OPEN-1090	M5 HEX CAB NUT(SUS)
42	OPEN-1091	Flat Washer for M4
43	OPEN-1095	Wave Washer for M8
44	OPEN-8002	LED(Brighe LED Harness)
46	OPEN-1093	M5 x 35 Wrench bolt(SCM)
47	OPEN-1063	SHAFT:SUPPORT:PAD
48	OPEN-1040	Frame_Support
49	PS-0034	BumFom(Bumfom(SJ-5312-3M)
50	OPEN-1009_A	Wheel : Idle
51	OPEN-1026_C	Drive:Shaft:Knife
52	OPEN-1055	Stacker Tray : Base
53	OPEN-1056	Stacker Tray : Wall
55	OPEN-E001	POWER HARNESS_1
56	OPEN-E002	Bright Led Harness
57	OPEN-E003	Main Board Harness
58	OPEN-E004_B	Motor Harness
59	OPEN-E005	Power harness_2
60	OPEN-E008	Limit S/W Connection
100	OPEN-STCK	STACKER ASSY