

Formax FD 125 Large- Format Card Cutter

Instruction Manual



Provided by

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FORMAX[®]

FD 125 Large-Format Card Cutter

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9/2012

OPERATOR MANUAL

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SAFETY PRECAUTIONS

Always observe the cautions and warnings given below to prevent personal injury or property damage.

⚠ WARNING:



Always pull the power supply plug out of its outlet before removing jammed paper.



Do not use supply voltage other than the specified voltage.



Do not insert pins, wire or other foreign objects into the machine. Do not allow any liquid to get into the machine through its openings or gaps in its structure.



Do not modify the machine. Do not remove any of the covers from the machine..



Keep this unit and the power cord away from heaters and heater vents. Excessive heat could melt the cover or power cord covering, and result in a fire or an electrical shock.

⚠ CAUTION:



Do not put fingers inside during operation.
Keep away long hair, ties, jewelry and loose clothing.



Install this unit on a level, stable stand or floor, with sufficient space around it.



Do not install this unit in a location where there is excessive humidity or where contact with water is possible.



Disconnect the power plug from the power outlet before attempting to move this unit. Failure to do so could result in power cord damage, a fire or an electrical shock.

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INTRODUCTION

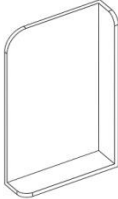
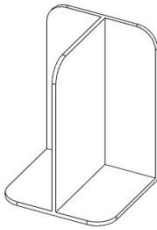
The FD 125 is designed to easily and accurately cut business cards, photos and postcard cutting in one pass.

SPECIFICATIONS

Paper Size	LT, LG, LD, 12 x 18 and 13 x 19
Paper Weight	120 ~ 350 gsm
Feeder Capacity	120 sheets (300gsm)
Receiving Tray	250 business Card x 3
Speed	Up to 240 business cards/min Based on 55x90mm in A3
Accuracy	± 0.2 mm
Dimension -- With Conveyor	98.5 X 53.5 X 101.5CM (38.8x21.1 x 40")
■ W/O Conveyor	48.5 X 53.5 X 101.5CM (19.1 x 21.1 x 40")
Net Weight –With Conveyor	70.8Kgs (156 lbs)
■ W/O Conveyor	61.2Kgs (135 lbs)
Power	110/220V Selectable, 50/60Hz, 1.2A

ACCESSORIES

Make sure all accessories provided with the machine.

		
Power Cord	Right Stacking Guide	Left Stacking Guide
		
Center Stacking Guides X 2	Operation Manual	

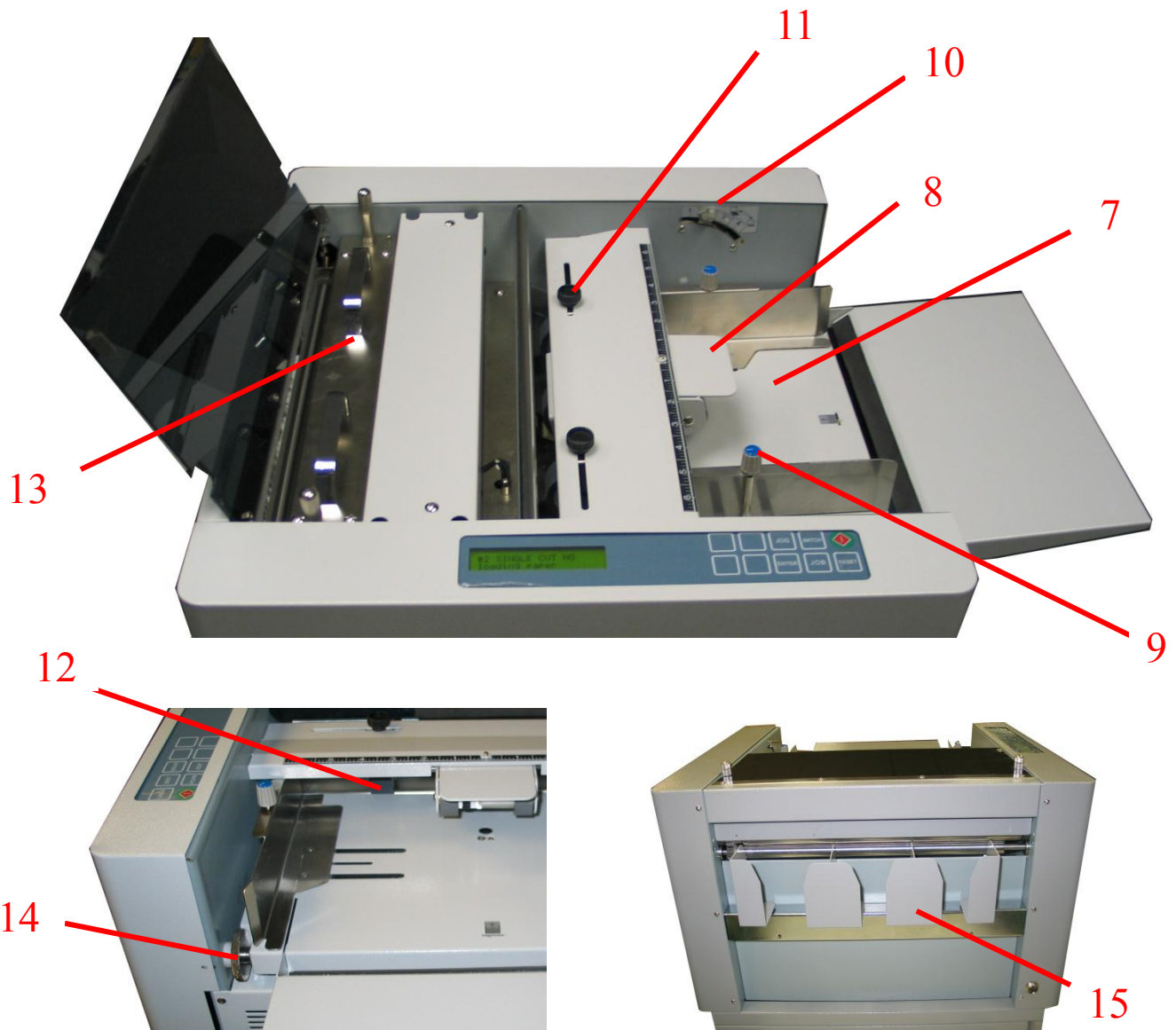
MAJOR COMPONENTS AND ASSEMBLIES

1	Power Switch
2	Control Panel
3	Extended Tray
4	Top Cover
5	Waste Compartment Door
6	Machine Stand



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7	Stack Tray
8	Auxiliary Roller
9	Side Guide Adjustment Knob
10	Feed Tray Pressure Adjustment
11	Feed Rollers Adjustment Knob
12	Feed Rollers
13	Slitter Cassette
14	Slitting Registration Adjustment
15	Stacking Guides



CONTROL PANEL



Keys	Function
	Start and Stop the cutter
	- Change job - Toggle between “Normal Mode” and “Turbo Mode” (Paper Weight Setting Mode)
	- Select batch count - Pre-feed (Mark Reader Calibration Mode)
	- Jog forward - Increment settings by 0.1 mm when pressed.
	- Confirm job and batch count setting. - Decrement settings by 0.1mm when pressed (Mark Reader Calibration Mode). - Jog backward - Reset counter (use with “RESET” button simultaneously)
	- Save settings - Hold (4s) paper weight setting mode - Reset counter (use with “ENTER” Button simultaneously)
	- Enter program mode - Change paper weight
	Set top margin
	Set finished length

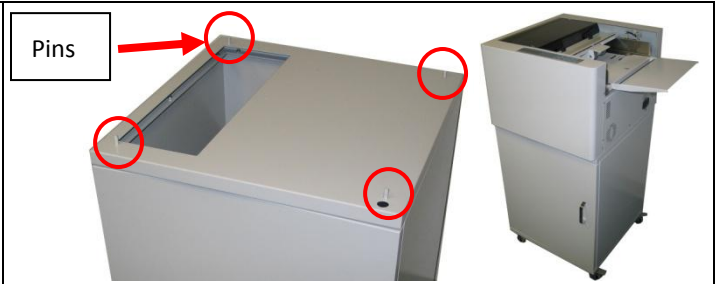
INSTALLATION

1. CUTTER INSTALLATION

Note: No tool is required for installation.

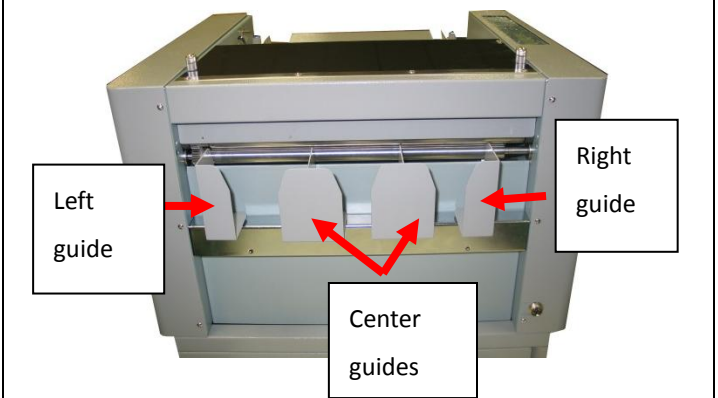
Stand

Place the machine on the stand. Make sure to align the pins on the stand to the holes on the base plate of the machine. The door of the stand should face the operator side.



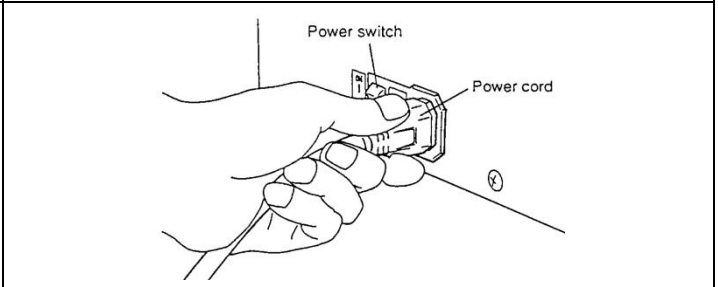
Stack Tray

Place the left guide, center guides and right guide as shown.

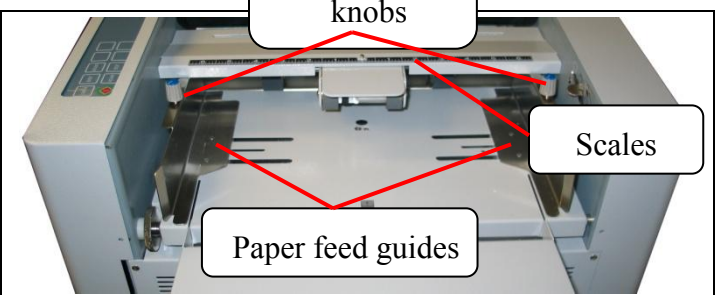
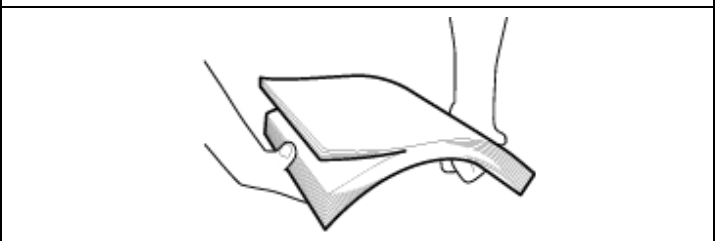


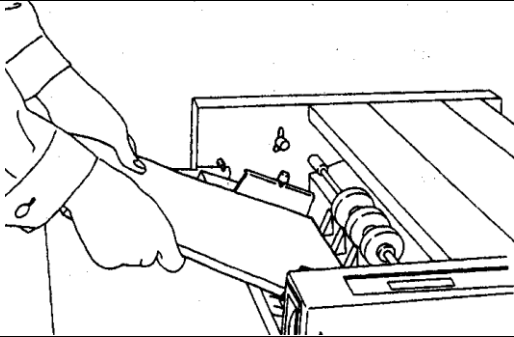
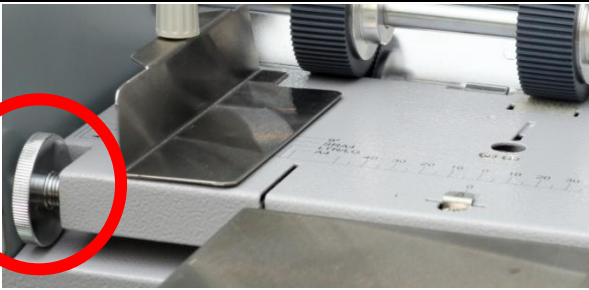
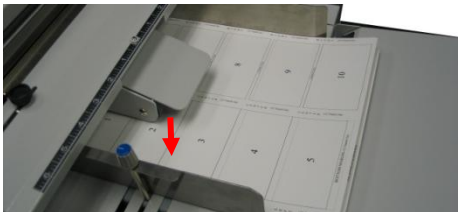
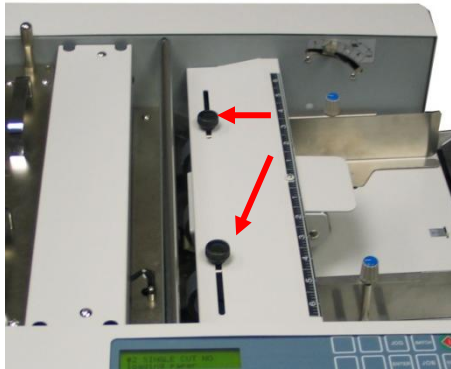
Power Cord

Use **caution** when plugging in power cord. Attach power cord to the machine and plug the other end into the wall outlet.



SETTING UP PROCEDURE

1	To set the width of paper, loosen thumbscrew knob on the side guide and slide to position. Use scales as reference point.	
2	Fan paper before loading. This will reduce static and toner adhesion due to printing. For best result, the paper stack should be flat.	

3	Push the feed tray down and load the paper. Readjust paper guides if needed.	
4	Adjust tray pressure. For thinner paper, the number should be higher. For heavier paper the number should be lower.	
5	Use slitter registration adjustment knob to compensate for printing registration. The knob will allow ± 2 mm of adjustment left and right.	
6	Auxiliary roller is for hard-to-feed paper. To use auxiliary roller, load paper, then push the rollers down onto paper.	
7	Adjust feed rollers so they are about 0.5" away from the edge on each side of the paper.	

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JOB SELECTION

The FD 125 offers 7 different programmed jobs from (1 to 7) and 6 programmable jobs (8 to 13).

The standard cassette has a slit size of 3.5" x 3 rows for business cards. Optional cassettes are available.

See below to select the proper slitter and program for your application.

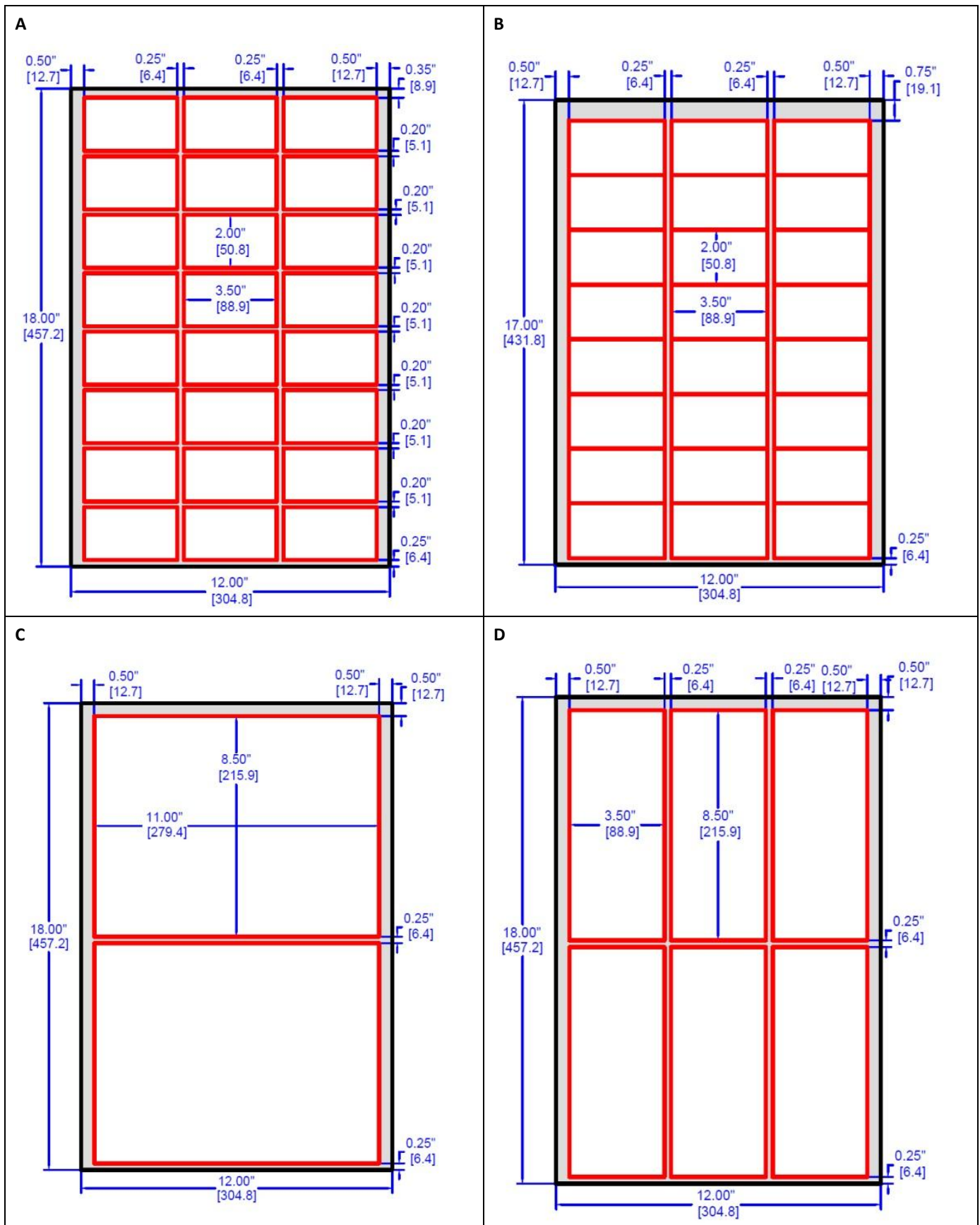
Slitters

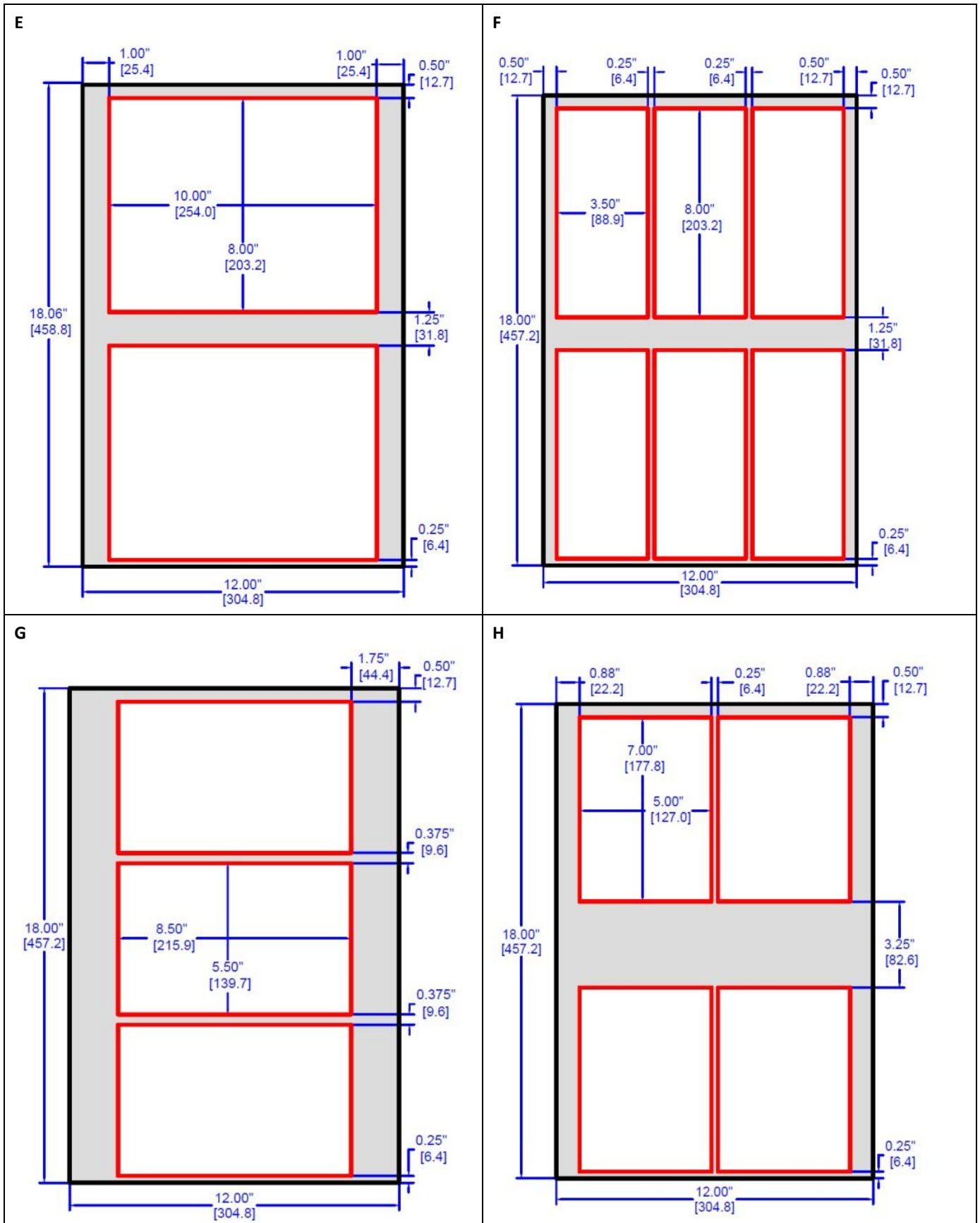
Slitters	Slit Size	Gutter Size	Number of rows	Default Size
Standard Slitter	3.5"	0.25"	3	3.5"
Optional Cassette 1	8.5" to 11"	None	1	11"
Optional Cassette 2	4" to 6"	0.25"	2	6"

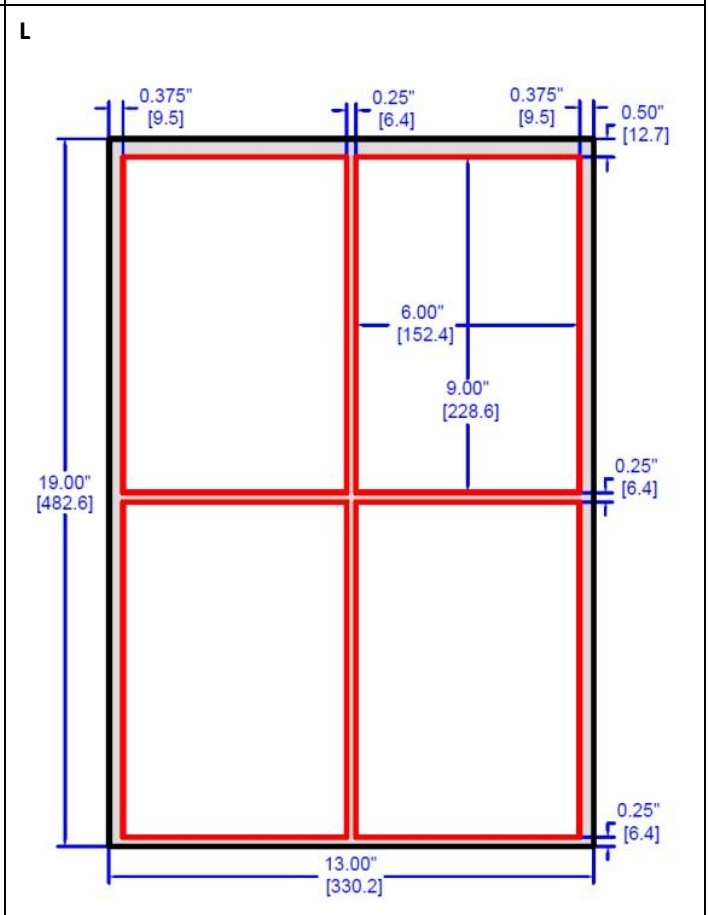
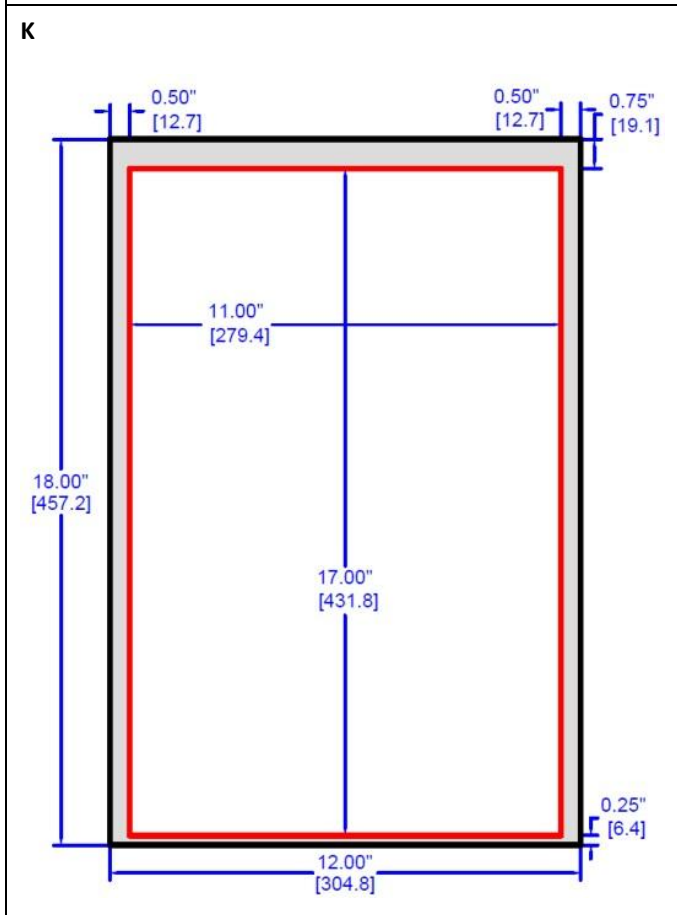
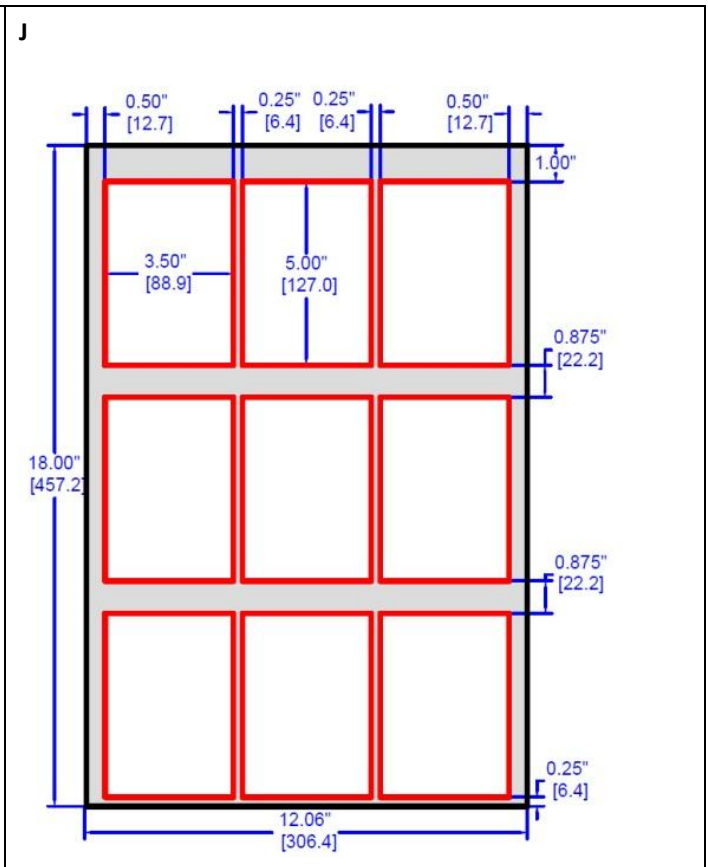
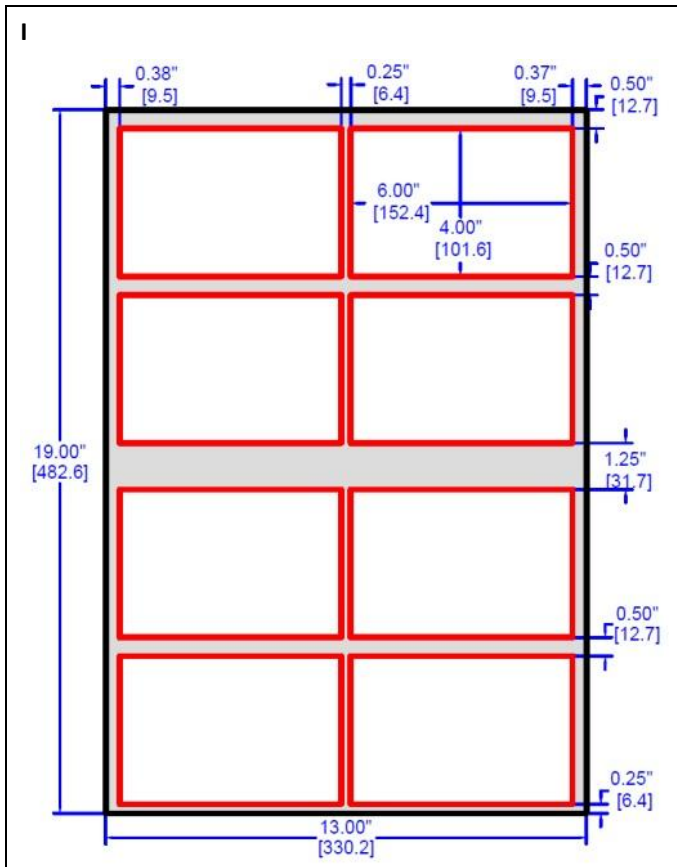
Applications

Layouts	Job #	Applications	Display	Paper Size	Finished Size	Layouts	Gutter	Margin	Slitters
A	1	Full Bleed Business Cards	Business Card	12"X18"	2" x3.5"	24 up	0.2 in (5.08 mm)	0.35" (8.9 mm)	Standard Slitter
B	2	Business card	Business Card	12"X17"	2" x3.5"	24 up	None	0.75" (19.1 mm)	Standard Slitter
C	3	Brochure	Brochure	12"X18"	8.5" x 11"	2 up	0.25 in (6.35 mm)	0.5" (12.7 mm)	Option Slitter 1 (11 in.)
D		Insert/Greeting Cards		12"X18"	3.5" x 8.5"	6 up	0.25 in (6.35 mm)	0.5" (12.7 mm)	Standard Slitter
E	4	Photo	Photo	12"X18"	8" x 10"	2 up	1.25 in (31.75 mm)	0.5" (12.7 mm)	Option Slitter 1 (10 in.)
F		Insert/Greeting Cards		12"X18"	3.5" x 8"	6 up	1.25 in (31.75 mm)	0.5" (12.7 mm)	Standard Slitter
G	5	Postcard	Postcard	12"X18"	5.5" x 8.5"	3 up	0.375 in (9.525 mm)	0.5" (12.7 mm)	Option Slitter 1 (8.5 in.)
H	6	Postcard	Postcard	12"X18"	5" x 7"	4 up	3.25 in (82.55 mm)	0.5" (12.7 mm)	Option Slitter 2 (5 in.)
I	7	Postcard/Photo	Postcard	13"X19"	4" x 6	8 up	0.5 in (12.7 mm)	0.5" (12.7 mm)	Option Slitter 2 (6 in.)
J	8-13 Custom Program	Postcard	(Program)	12"x18"	3.5"x5"	9 up	0.875 in (22.2 mm)	1.00" (25.4 mm)	Standard Slitter
K		Brochure		12"X18"	11" x 17"	1 up	None	0.75" (19.1 mm)	Option Slitter 1 (11 in.)
L		Postcard		13"X19"	6" x 9"	4 up	0.25 in (6.35 mm)	0.5" (12.7 mm)	Option Slitter 2 (6 in.)

Job Layout

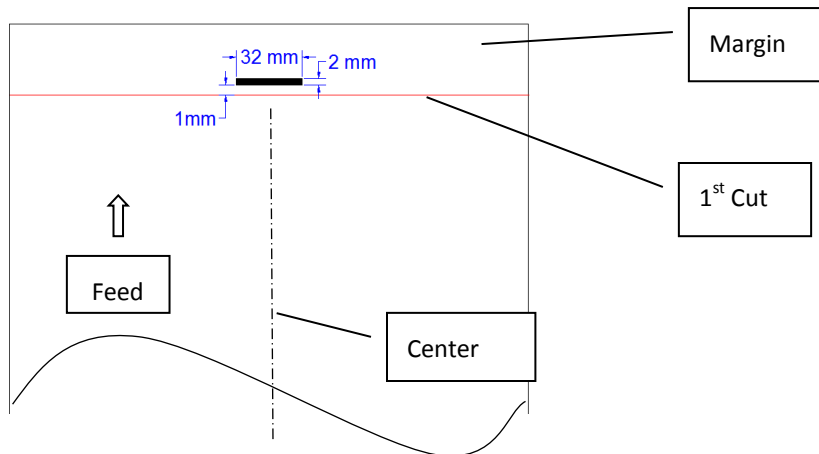






REGISTRATION MARK POSITION

Registration mark will compensate for print shifting. See below for registration mark position.



SELECTING A JOB

	Actions	Display Example
1	Turn on the power. Previous job will appear.	#01 BUSINESS CARD NM 2"x3.5" W/G 23
2	Press  until the desired job is displayed. 01 → 02 → 03 → 04 ... 13 	#04 PHOTO NM 8"x10 W/G 23
3	Press  to select job	#04 PHOTO NM 8"x10 W/G 23
4	Press  to start operation.	#04 PHOTO NM 8"x10 W/G 23

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BATCH COUNT FUNCTION

Batch count function is used to automatically stop the machine after a set number of sheets has been fed.

	Actions	Display Example
1	Press  until the desired batch count number appears. The batch count will increment by 10 every time the button is pressed. Set "OFF" for no batch count. Batch → 10 → 20 → 30 → 40 → 50 	
2	Press  to select batch count.	
3	Press  to start operation.	

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USER DEFINED JOBS

Only jobs #8 – 13 can be programmed.

	Actions	Display Examples
1	Turn on the power. Previous job will appear.	#04 PHOTO NM 8"x10" W/G 50
2	Press  until the desired job is displayed. 01 → 02 → 03 → 04 ... 13 	#10L000.0M00.0G00.0 NM 89
3	Press  to select job.	#10L000.0M00.0G00.0 (E) 89
4	Hold  for 4 seconds. "Edit" will appear indicating machine is in "Program Mode".	#10L000.0M00.0G00.0 (E) 89
5	Hold  and press  to increment or  to decrement change to finished length in mm.	#10L127.0M00.0G00.0 (E) 89
6	Hold  and press  to increment or  to decrement change to top margin in mm	#10L127.0M12.7G00.0 (E) 89
7	Hold  and press  to increment or  to decrement change to gutter length in mm	#10L127.0M12.7G06.0 (E) 89
8	Press  to save settings.	#10L127.0M12.7G06.0 NM 89

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CUT MARK

The purpose of the cut mark is to compensate horizontal cut due to image shifting during printing.

Hold  and press  to enable or disable cut mark. This will toggle “M” for mark and “NM” for no mark on the display.

TURBO AND NORMAL MODE

1. Hold  for 4 seconds.
2. Press  to select “Normal Mode” or “Turbo Mode (Default)”.
3. Press  to save settings.

Paper weight above 300 gsm set it to “Normal Mode”

PAPER WEIGHT

Adjust paper weight settings if paper is skewing or misfeeding. Set 1 or 2 for lighter paper and 4 or 5 for heavier paper.

1. Hold  for 4 seconds.
2. Press  to select settings 1-5. Use table below for references.
3. Press  to save settings.

Setting	Paper Weight
1, 2	120 – 210 (gsm)
3	211 – 300 (gsm)
4, 5	301 – 350 (gsm) (Normal Mode)

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RESET COUNTER

Hold  and  simultaneously to reset counter to 0.

CLEAR JAM

If a jam occurs in the machine follow these steps to clear it.

1. Press  and pull out jammed paper toward feeding tray.
2. Press  to move the jammed piece toward the exit.
3. If necessary, depending on location of the jam, open the corresponding cover or covers. If jam persists, refer to **“Error Message and Trouble Shooting” page 20.**
4. After clearing the jam, press  to clear all errors.

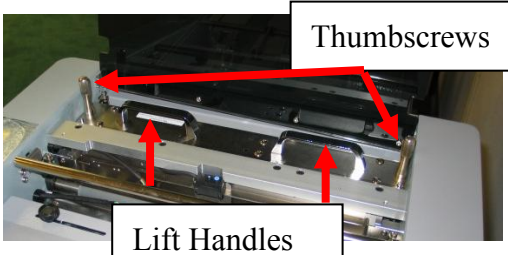
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TROUBLESHOOTING

Error	Troubleshooting
Out of paper	[2] Feed tray
paper is feed	1. Adjust the feed tray tension 2. Side guide too tight. Adjust side guide. 3. Fan the paper and reload the paper into the feeder
jam sensor 2	1. Remove the paper jam by pulling toward stacking tray. 2. Adjust the feed hopper tension, if double feed happens
jam sensor 3	1. Use JOG key to clear the jam 2. Adjust feed hopper tension, if double feed happens
check top cover	Put the top cover in position
check rear cover	Put the rear cover in position
Finisher card not clean and neat	Call for service
Error message cannot reset	Check covers and for paper jam

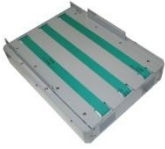
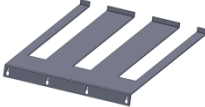
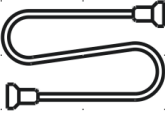
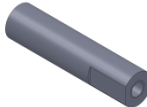
OPTIONAL SLITTER CASSETTE

Optional slitters enable the C5 MHP to have more range of applications. Follow the steps below to replace optional slitter cassette.

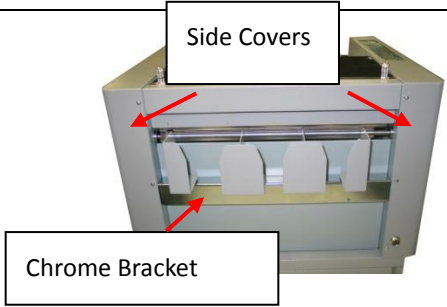
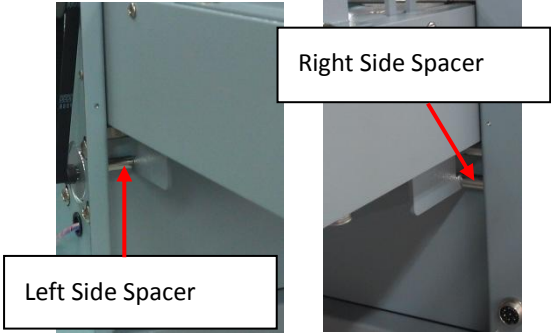
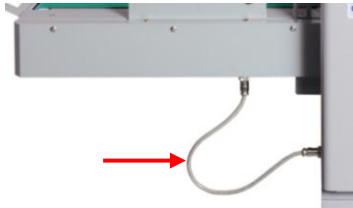
1. Lift Top Cover	
2. Remove thumbscrew by turning counter-clockwise on both sides of the slitter cassette.	
3. Using both hands, lift the slitter cassette.	
4. Replace with the desired slitter cassette.	
5. Secure the slitter cassette with the thumbscrew by turning them clockwise.	

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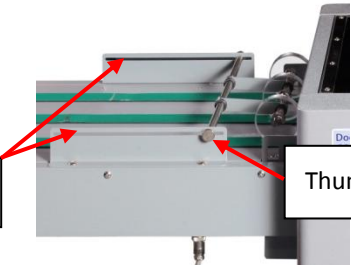
OPTIONAL CONVEYOR**Accessories List**

		
1 x Conveyor	1 x Ramp	1 x Stacking Rollers Assembly
		
1 x Interface Cable	1 x Stand Support	4 x Studs
		
4 x Socket Cap Screws (M6x12)	6 x Lock Washers (M6)	4 X Shoulder Washers
		
4 x Machine Screws (M4 x 12)	2 x Spacer	2 x Machine Screws (M5 x 35)
		
2 X Hex Bolt (M6 x 30)	4 x Washers (M6)	2 X Hex Nuts (M6)
		
2 Thumbscrews (M4 x 12)		

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1. Remove the side covers 2. Remove the chrome bracket.	 Side Covers Chrome Bracket
3. Install the 4 studs as shown using 4 Socket Cap Screws (M6x12) and 4 Lock Washers (M6).	
4. Hook the conveyor onto the studs.	
5. Use 2 spacers and Machine Screws (M5 x 35) to secure the conveyor on the left and right side located below the conveyor.	 Right Side Spacer Left Side Spacer
6. Plug interface cable to conveyor and machine.	
7. Fasten 4 Machine Screws (M4 x 12) and 4 shoulder washers to the front end of the conveyor.	 Shoulder Washers

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8. Install the ramp using the key holes.	
9. Install Stack Rollers assembly using 2 thumbscrews as shown onto conveyor rails. Adjust roller distance depending on paper finish size for better stacking.	 Conveyor Rails Thumbscrews
10. Install stand support using 2 Hex Bolt (M6 x 30), 4 washers (M6), 2 Lock Washer (M6) and 2 Nuts (M6) and secure stand support to the stand.	

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