

Formax FD 160 Booklet Maker - FD160

Instruction Manual



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FORMAX[®]

FD 160
Booklet Maker

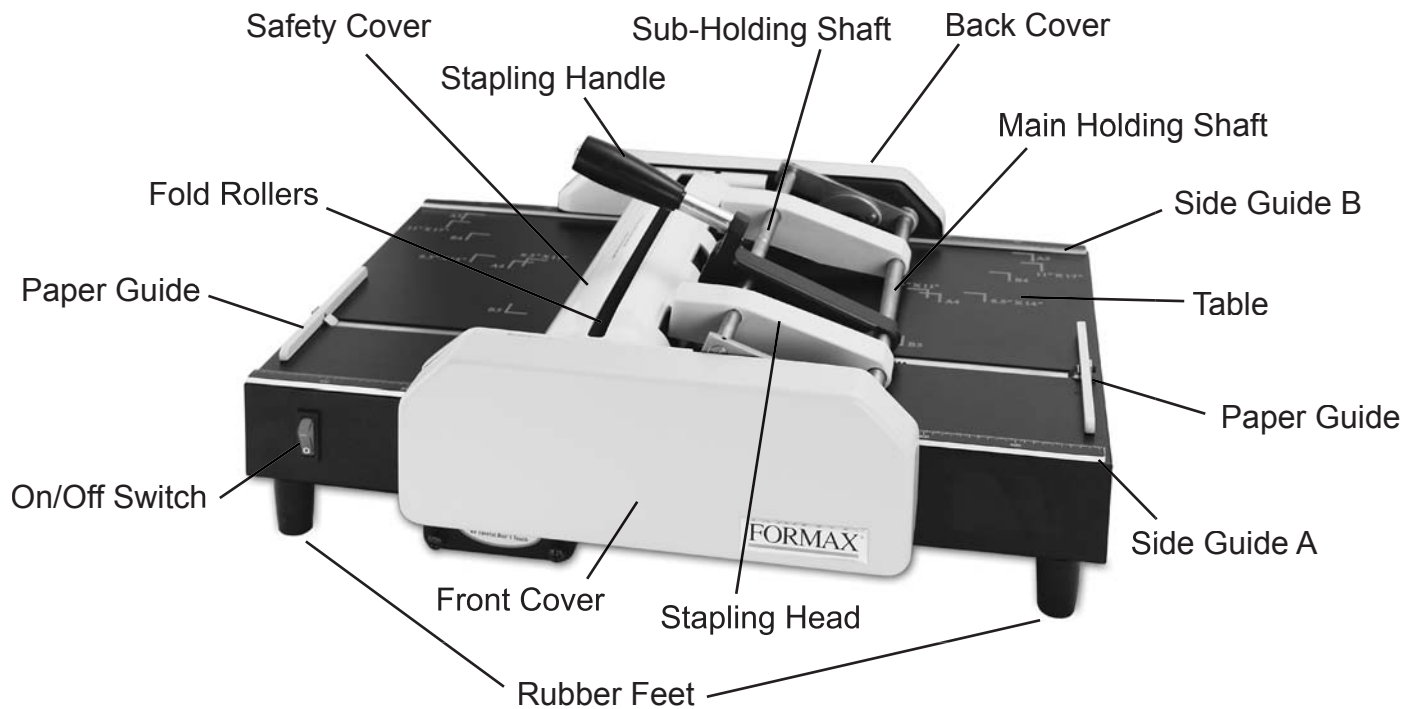
OPERATOR /
MAINTENANCE MANUAL
FIRST EDITION

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SPECIFICATIONS



FUNCTION:

The Formax FD 160 Tabletop Booklet Maker offers an easy-to-use solution for creating booklets in small-run or in-plant applications. It's lightweight, portable, and sets up in seconds.

Sheet Capacity:	Staples and folds up to 12 sheets of 20# bond
Paper Size:	10.25" - 18.5" L x 7.75" - 11.75" W
Dimensions:	20" L x 15.5" W x 6" H
Weight:	41 lbs.
Voltage:	115 Volts AC, 60 Hz

UNPACKING & SET-UP

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

1. Remove unit from box, along with stapling handle.
2. To install stapling handle, hook the curved end under the main holding shaft between the stapling heads, then press onto the sub-holding shaft until it clicks into place.
3. To install staples, lift handle and bring stapling heads back away from center of unit. Open each stapler head like a traditional stapler. Insert staples, close and return to original position.
4. Connect power cable to appropriate electrical outlet.

OPERATION

1. Switch machine on to activate rollers.
2. Choose the correct staple position according to the sheet size. They will click into place along the holding shafts.
3. Set the paper guides. Place the sheets under the rollers and align them to side guide A.
4. Set the sliding paper guides to hold sheets in position.
5. Press down the stapling handle to complete stapling.
6. Lift up the stapling handle and firmly press down to the other side and hold. The stapled sheets will be fed up through the fold rollers to complete the booklet.
7. Repeat steps 2-6 for additional booklets.
8. Switch off power after completing project.

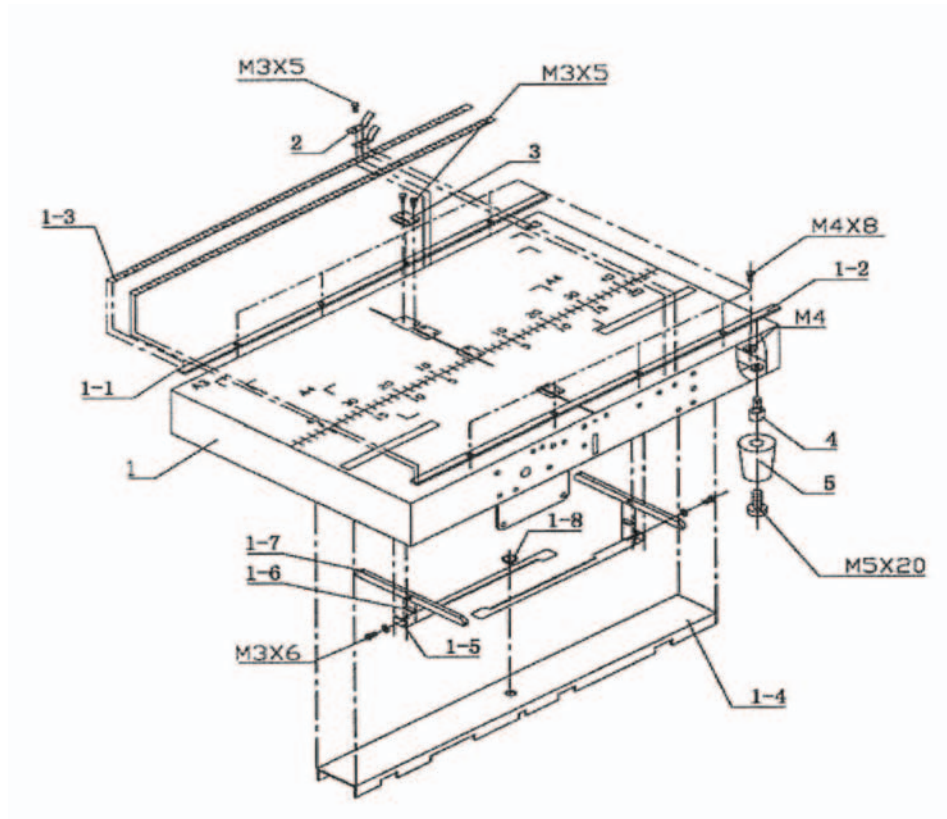
SIDE STAPLING

1. Switch machine on.
2. Choose and set the staple position according to the sheet size.
3. Depending on the staple position, align the sheets to side guide A or side guide B.
4. Set side distance and hold the sheets in place.
5. Press down the stapling handle.
6. Repeat steps 2-5 for additional side stapling.

SAFETY GUIDELINES

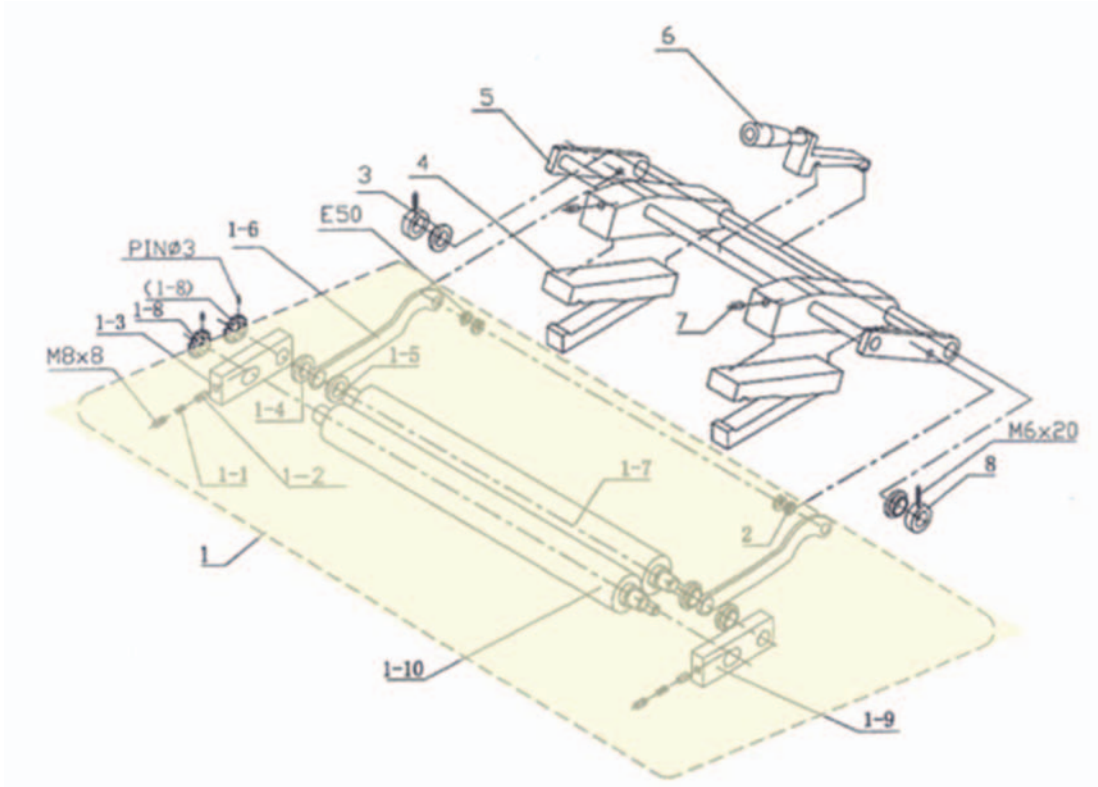
- * When machine is running, keep hands away from the rollers.
- * Do not remove any covers. The machine contains high-voltage parts and hazardous moving parts, which may cause electrical shock or personal injury.
- * Don't touch the motor, the surface may be hot during operation.
- * Always turn off and clean machine after use.

PARTS LIST - BASE SECTION



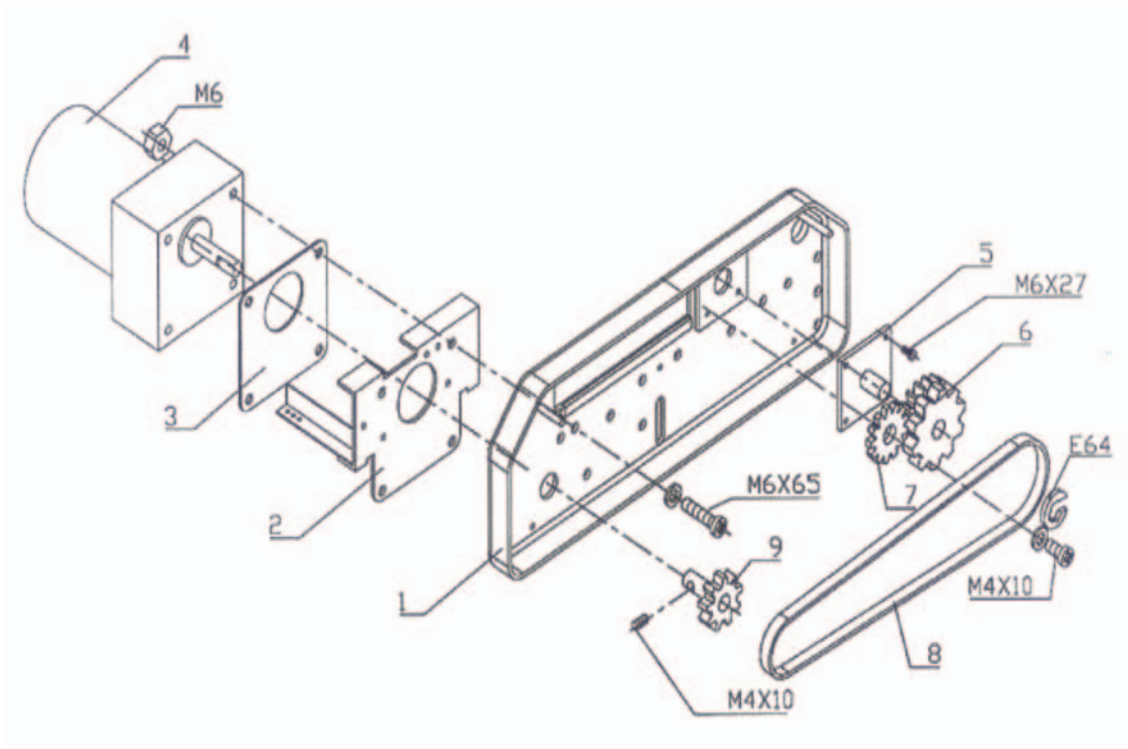
ITEM	PART	DESCRIPTION	QTY.
1		BASE ASSEMBLY	1
1-1	(CANNOT BE ORDERED SEPARATELY - ORDER BASE ASSEMBLY)	PLATE	1
1-2		PLATE	1
1-3		SCALE	2
1-4		BRACKET	1
1-5		RACK	2
1-6		FELT	2
1-7		SIDE GUIDE	2
1-8		PINION	1
2		BMT10	SPRING PLATE
3	BMT13	ANVIL	4
4		SCREW	4
5		RUBBER FOOT	4

BINDING & FOLDING SECTION



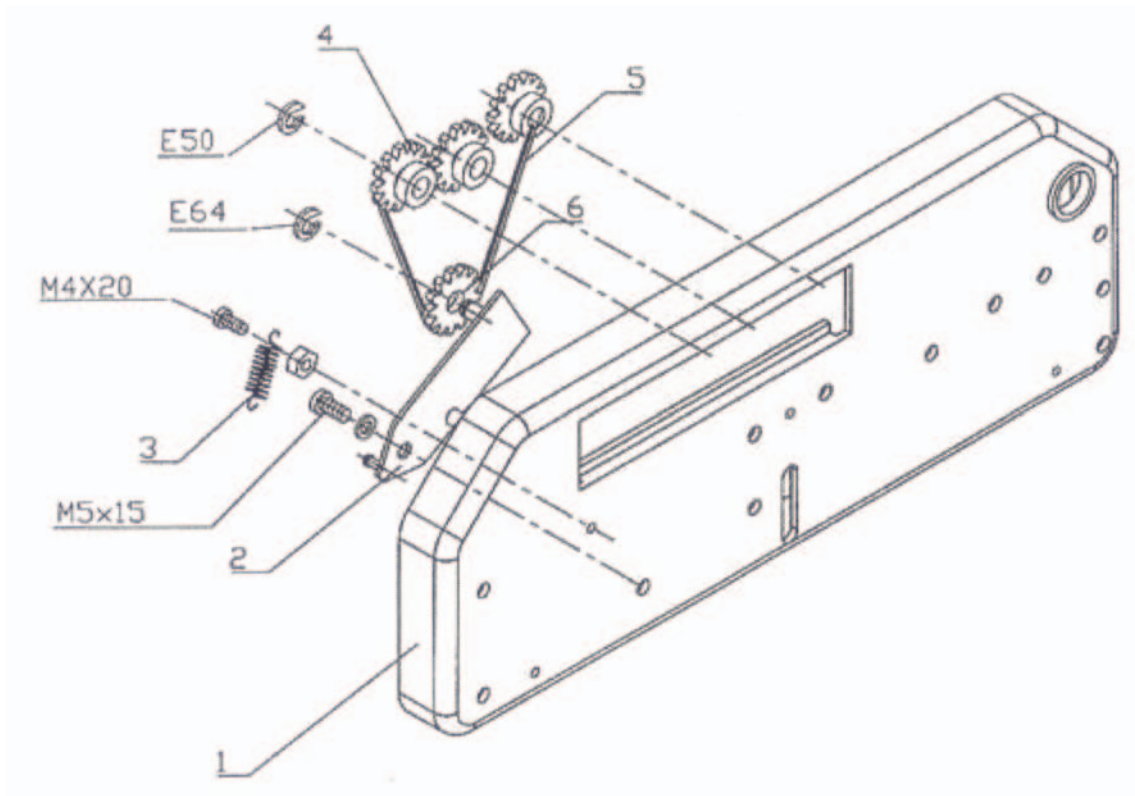
ITEM	PART	DESCRIPTION	QTY.
1	BMT6	FOLDING ASSEMBLY	1
1-1	(CANNOT BE ORDERED SEPARATELY - ORDER BASE ASSEMBLY)	SPRING C	2
1-2		STOPPER	2
1-3		SLIDER B	1
1-4		COLLAR	2
1-5		LEVER COLLAR (BIG)	2
1-6		LEVER	2
1-7		ROLLER	1
1-8		SPROCKET IV	2
1-9		SLIDER F	1
1-10		ROLLER	1
2		LEVER COLLAR (SMALL)	2
3		COLLAR	2
4	BMT1	STAPLER HEAD	2
5		STAPLER ASSEMBLY	1
6	BMT25	HANDLE	1
7		BALL RETAINER	2
8		BUSH	2

DRIVING SECTION 1



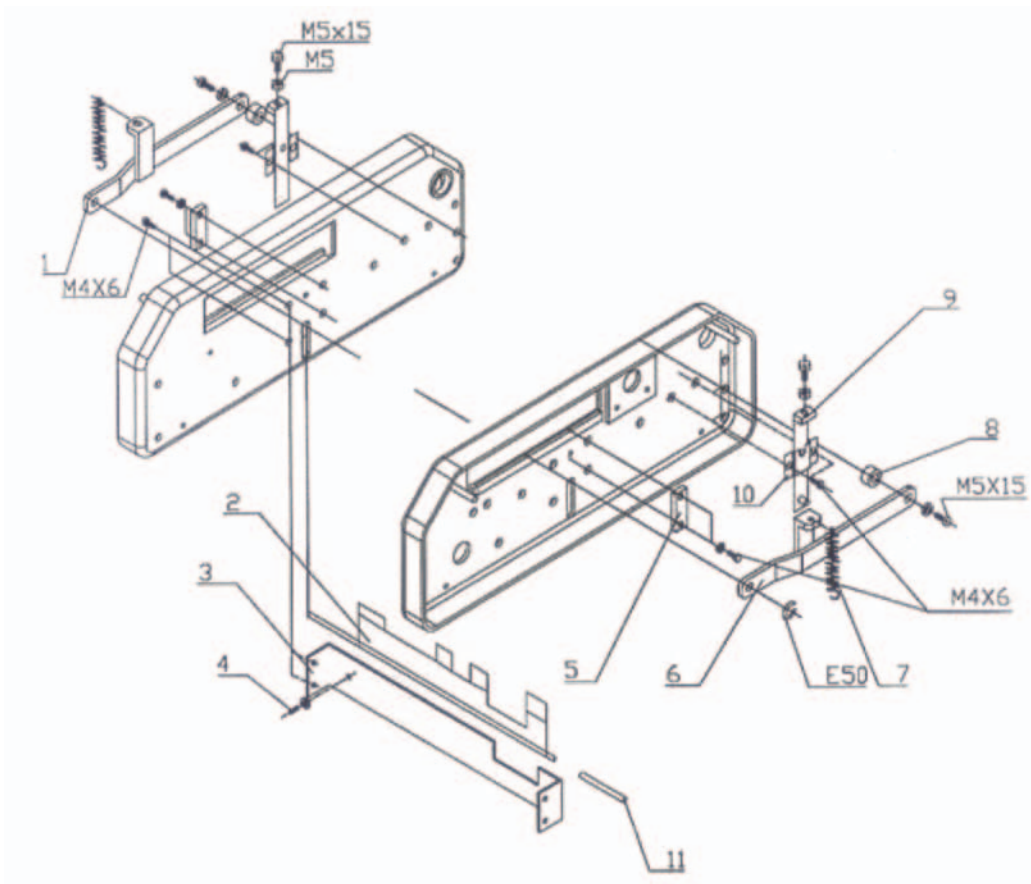
ITEM	PART	DESCRIPTION	QTY.
1		FRAME F	1
2		PLATE	1
3		PLATE	1
4		MOTOR (110v)	1
5		SHAFT BRACKET	1
6	BMT5	DOUBLE - SPROCKET ASSEMBLY	1
7	BMT7	GEAR 1	1
8		CHAIN 1	1
9	BMT4	SPROCKET 1	1

DRIVING SECTION 2



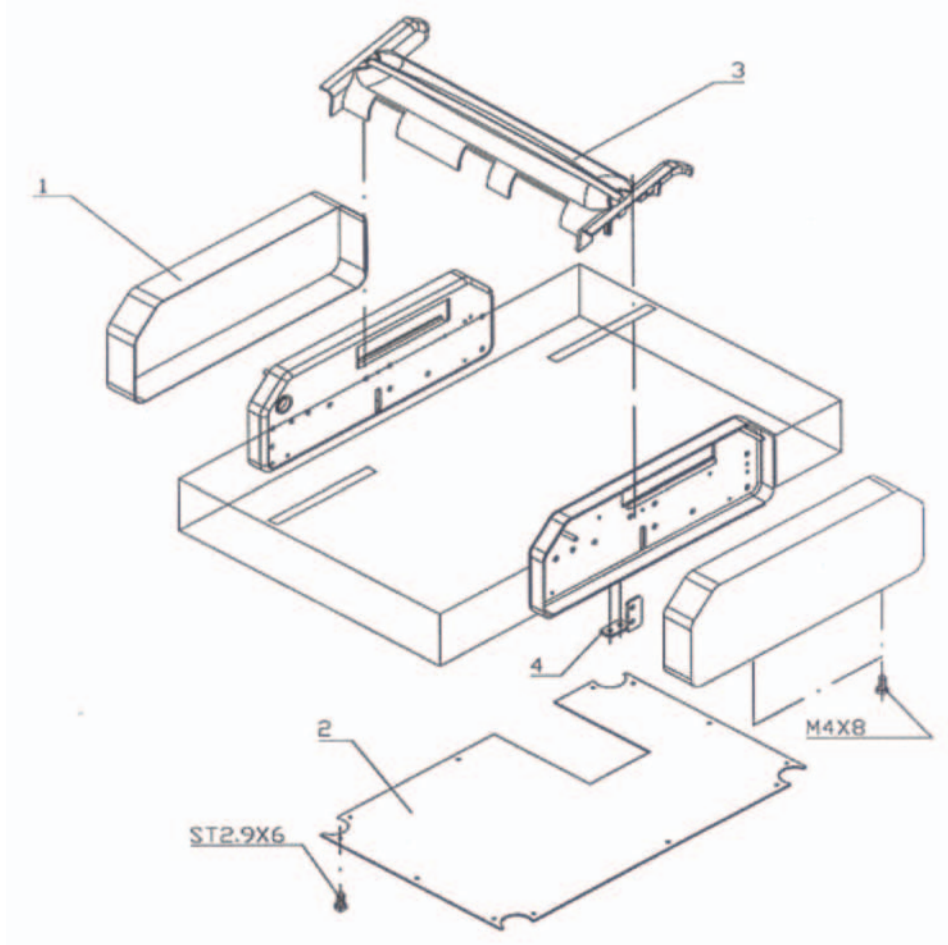
ITEM	PART	DESCRIPTION	QTY.
1		FRAME B	1
2		BLOCK	1
3		SPRING T	1
4		SPROCKET III	1
5		CHAIN	1
6		SPROCKET V	1
	BMT8	GEAR	1

FOLDING KNIFE SECTION



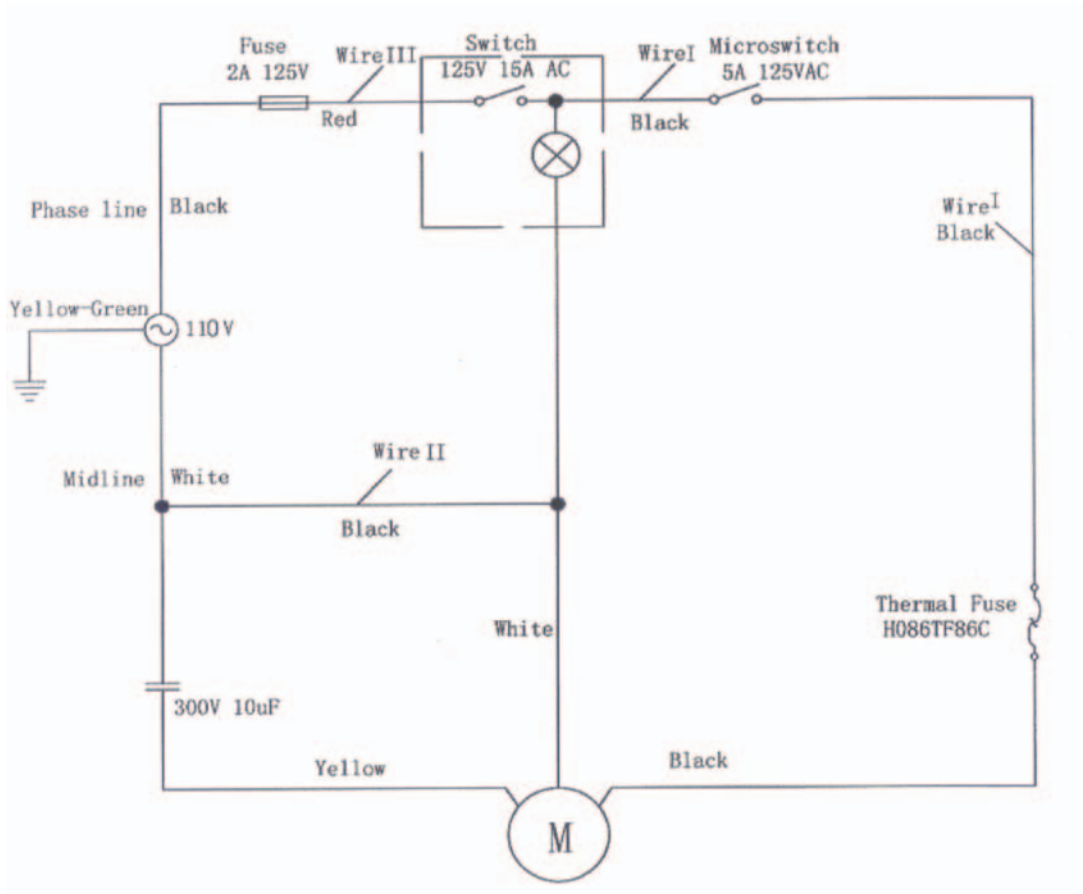
ITEM	PART	DESCRIPTION	QTY.
1		LEVER B	1
2		FOLDING BLADE	1
3		REINFORCING PLATE	1
4		BALL RETAINER	2
5		STOPPER	2
6		LEVER F	1
7		SPRING T	2
8		HOLDER	2
9		BLOCK	2
10		BRACKET	2
11		SHAFT	1

EXTERIOR SECTION



ITEM	PART	DESCRIPTION	QTY.
1	BMT2	SIDE COVER	2
2		BASE PLATE	1
3	BMT3	SAFETY COVER	1
4		BRACKET	1

WIRING DIAGRAM



ITEM	PART	DESCRIPTION	QTY.
1	BMT9	LIMIT SWITCH	