

# FORMAX<sup>®</sup>

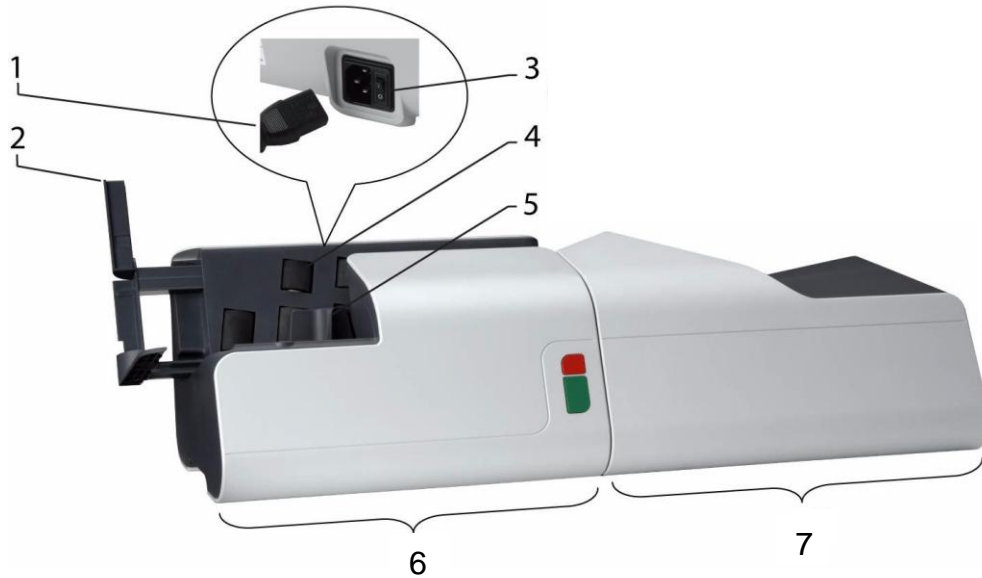
---

FD 452  
Envelope Opener

3/2011 MyBinding.com  
5500 NE Moore Court  
Hillsboro, OR 97124  
Toll Free: 1-800-944-4573  
Local: 503-640-5920

Operator Manual  
First Edition

## Overview



1	Power Cable	5	Pressure Arm
2	Extension Arm	6	Base Unit
3	On/Off Switch	7	Catch Tray
4	Transport Rollers		

## Specifications

Speed	Up to 300 envelopes per minute
Envelope Sizes	5.5" – 13" H x 3.5" – 10.2" W
Envelope Thickness	Up to 4 mm
Dimensions	33" L x 15" W x 9" H (includes catch tray)
Weight	15 lbs (excludes catch tray)
Power	115 volts AC 50/60 Hz

## Installation

1. Place the letter opener on a firm, level surface.
2. Lift the right side of the base unit, then place it on the two pins of the catch tray.
3. Check to be sure the main power switch is turned off.
4. Connect the power cable to the letter opener and a grounded, single-phase outlet. The letter opener is now ready for operation.



MyBinding.com  
 5500 NE Moore Court  
 Hillsboro, OR 97124  
 Toll Free: 1-800-944-4573  
 Local: 503-640-5920

## Running a Job

1. Switch on the letter opener (I/O switch on rear side of unit).
2. Sort out any unsuitable pieces, i.e. plastic bags and letters that are thicker than 4mm, or made from synthetic materials.
3. Tap the stack of letters (address field facing you and flap facing up) on a flat surface several times in order to line up the lower edges. This ensures that the contents slide down inside the envelope and are not damaged when the envelopes are slit open.
4. Turn the stack of envelopes upside down (address field facing you but flap facing downwards). Loosen up the stack just enough so that the top of each envelope rests on the letter supporting surface.  
\* Be sure not to tap the stack again. \*



5. Insert the prepared stack of envelopes between the transport rollers and the pressure arm.
6. Press the green button to start processing.
7. Press the red button when all envelopes have been opened and to stop the system.



## Tips on Running a Job

Envelopes do not have to be sorted according to size, but they should be arranged to face in one direction. To improve the machine efficiency, large envelopes should be placed behind the smaller ones in the letter opener.

In case large envelopes need to be opened:

1. Slide out and unfold the extension arm, as shown below.
2. Place the envelopes in landscape mode.
3. Proceed as above.



MyBinding.com  
5500 NE Moore Court  
Hillsboro, OR 97124  
Toll Free: 1-800-944-4573  
Local: 503-640-5920

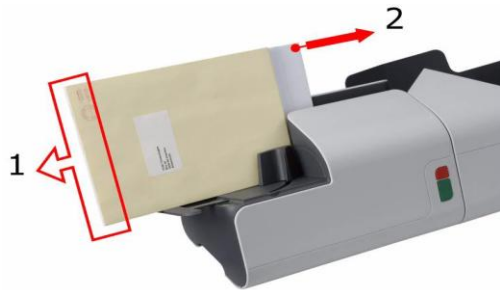
## Safety

Before using your letter opener, please read this document and keep it near the machine as a reference.

The letter opener complies with standard safety regulations for office equipment of this type. Before operating it, read the following tips to assure safe operation:

- \* Carefully follow the instructions for installation and operation of the letter opener.
- \* Connect the letter opener to a grounded single-phase power outlet.
- \* Do not remove any parts.
- \* All maintenance and repair must be done by an authorized Formax service technician. Failure to observe this rule will void your warranty.
- \* Do not use water or benzene to clean your letter opener.
- \* Avoid operating the letter opener without any envelopes in it. This will reduce the lifetime of the machine.

## Troubleshooting

Problem	Solution
The letter opener does not feed envelopes into the cutting unit.	Apply a slight amount of pressure to the pressure arm or stack of envelopes until the envelopes are fed again one by one.
Letters are jammed in the cutting unit.	<ol style="list-style-type: none"><li>1. Remove the stack of letters, which are not jammed, from the feeder. Apart from the envelope that is jammed, pull the remaining envelopes out of the cutting unit.</li><li>2. Then, pull the jammed envelope out of the cutting unit in the direction of transport (see illustration).</li></ol> 
Letters are not opened properly.	Contact your authorized Formax dealer.

NOTE: Under no circumstances should you use anything such as a pair of scissors to remove any bits of paper from the cutting unit.

## Maintenance

To keep the unit in peak operating condition, periodically clean the feed rollers with a moistened cloth.

MyBinding.com  
5500 NE Moore Court  
Hillsboro, OR 97124  
Toll Free: 1-800-944-4573  
Local: 503-640-5920