FORNAX FD-442 Automatic Envelope Opener Instruction Manual

Contents

1 FORNAX FD-442 Automatic Envelope Opener
2 Product Usage Instructions
3 Safety Instructions
4 DESCRIPTION
5 SPECIFICATIONS
6 OPERATION
7 Machine Maintenance
8 Troubleshooting
9 Documents / Resources
9.1 References
10 Related Posts

FORMAX®

FORNAX FD-442 Automatic Envelope Opener

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:** Yes, with 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

Product Usage Instructions

Unpacking & Setup

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.

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

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

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

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!

1. Pull the jammed envelope through the blade track in the direction of the exit.
2. Replace the blue top cover securely by aligning the guide pins.
3. Reconnect the power cord and turn on power.

Frequently Asked Questions (FAQ)

- **Q: What should I do if the machine is not opening envelopes properly?**
  A: Check if the envelopes are properly prepared and not exceeding the recommended thickness. Also, ensure there are no foreign objects obstructing the feed belts.
- **Q: How do I clean the feed belts?**
  A: To clean the feed belts, gently wipe them with a damp cloth. Avoid using harsh chemicals that may damage the belts.

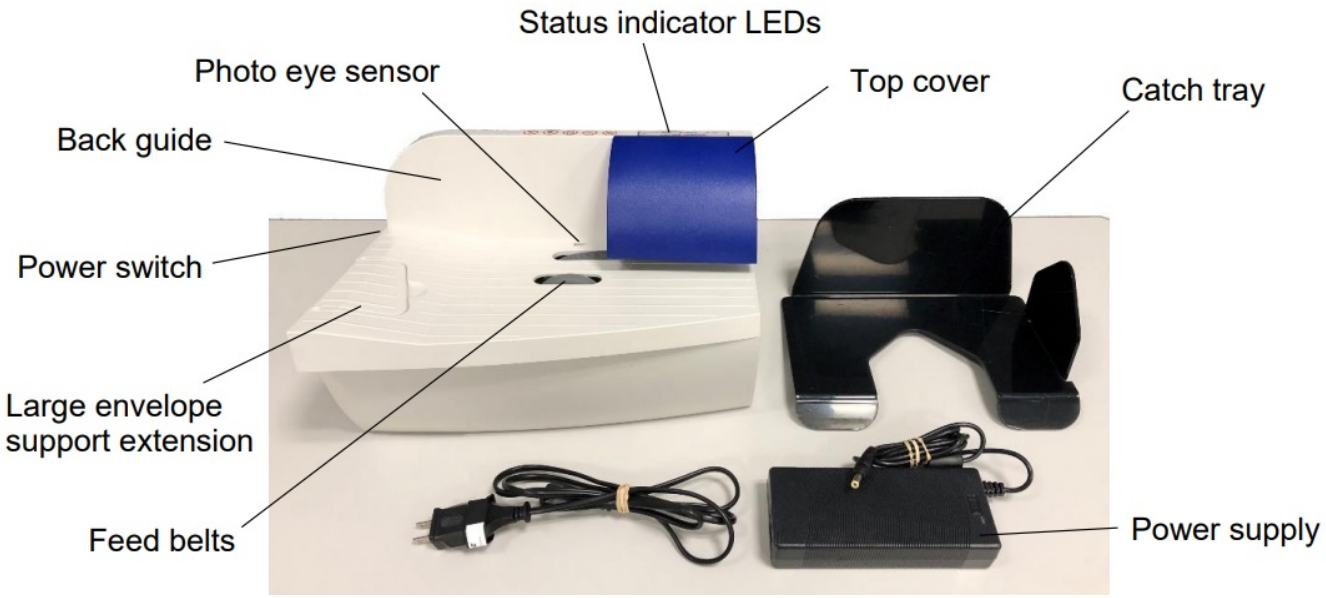
FD 442
Automatic Envelope Opener
Operator Manual

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

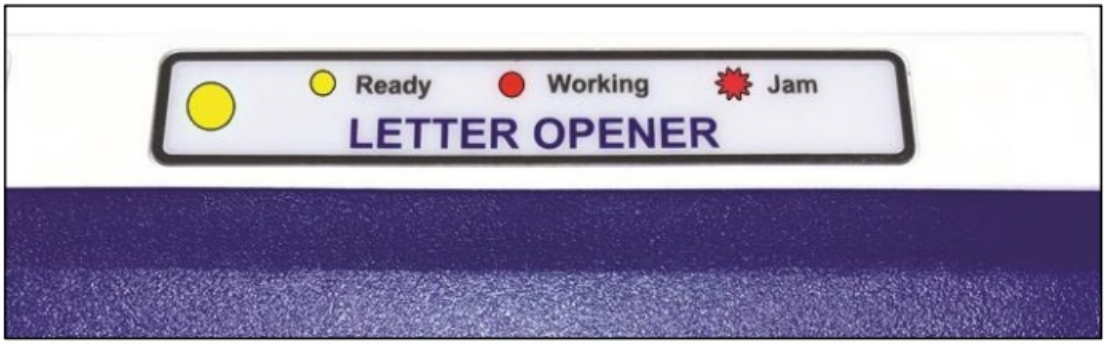
UNPACKING & SET-UP

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

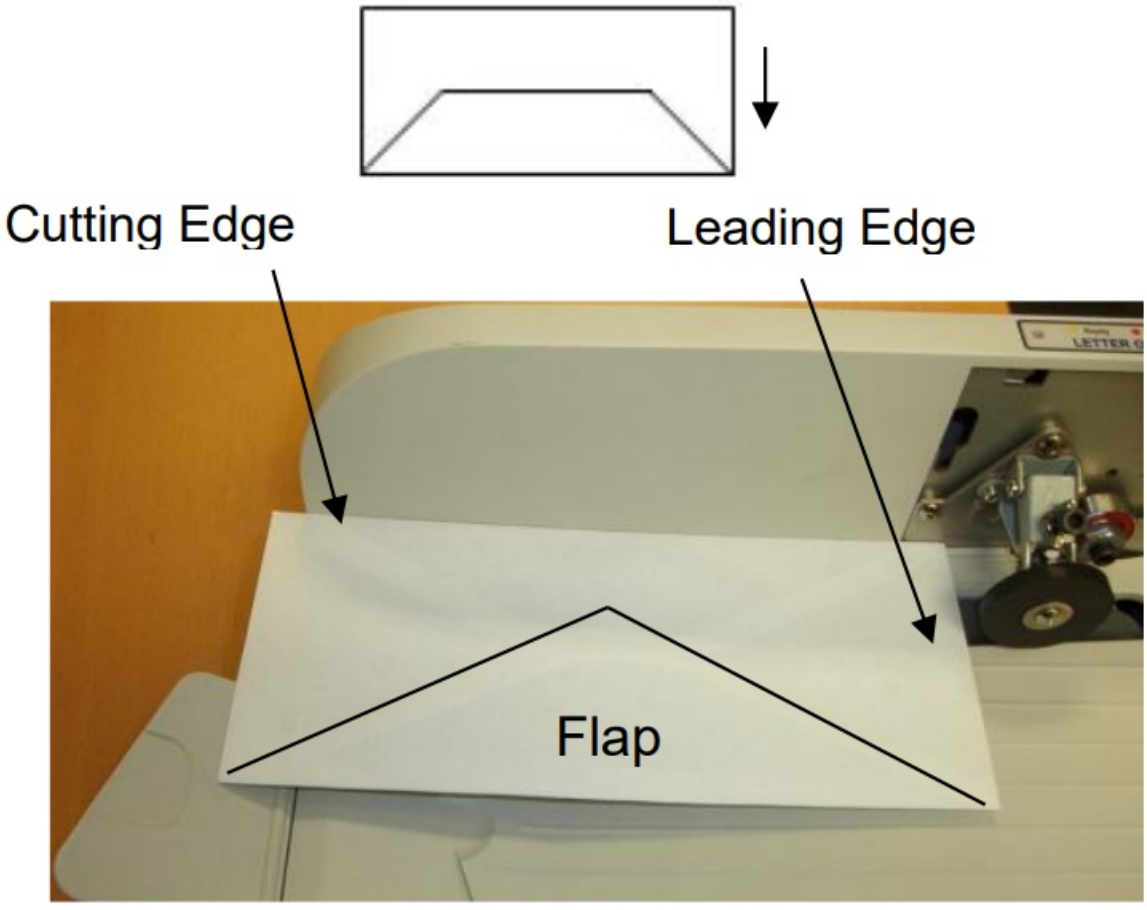


Preparing Envelopes for Opening
If envelopes are not properly prepared, the edge of the contents may be cut along with the envelope. For best results, remove any foreign objects from the unopened envelopes such as:

- 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!

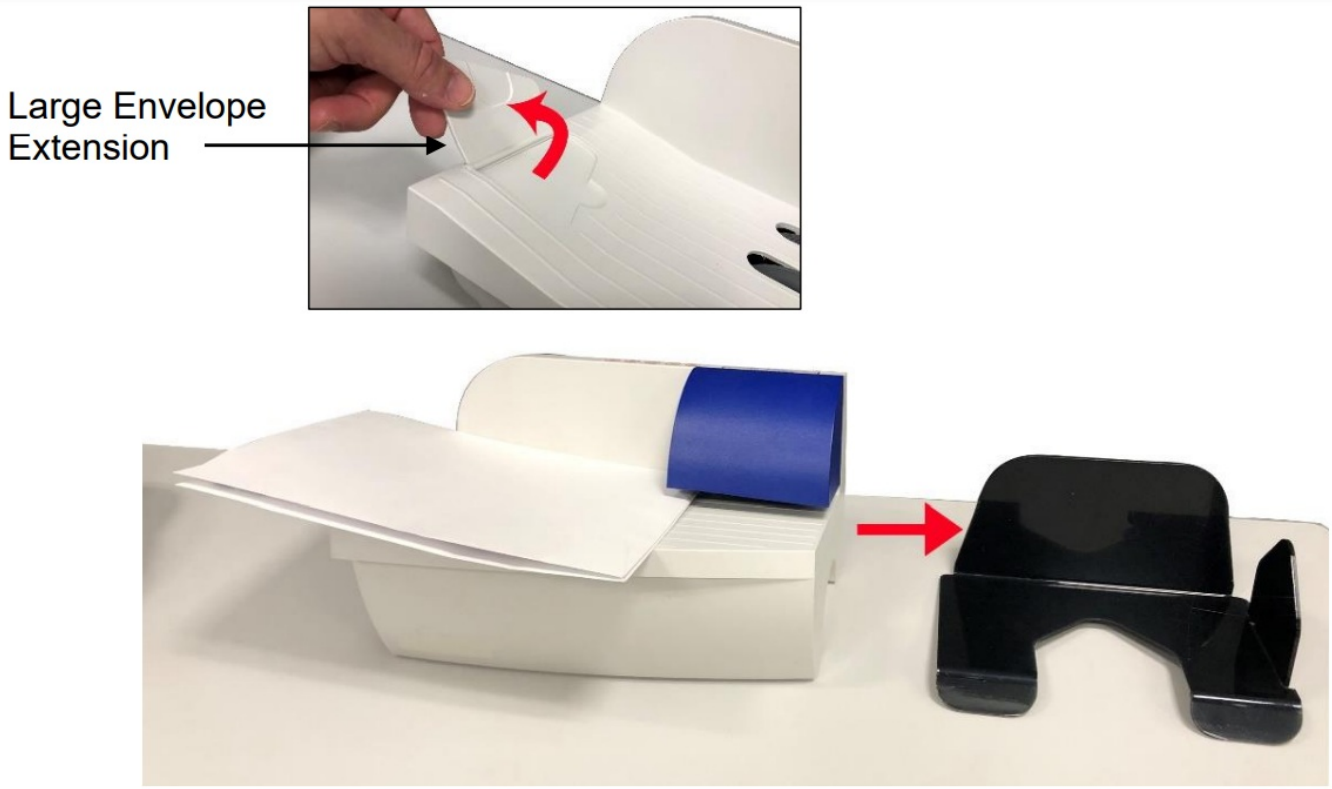
- With all envelopes facing flap down, gently tap the envelopes to shift contents away from the cutting edge. This also helps to prevent the contents from being cut.
- Now realign envelopes so that all the edges to be opened, as well as all leading edges are aligned.
-



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.

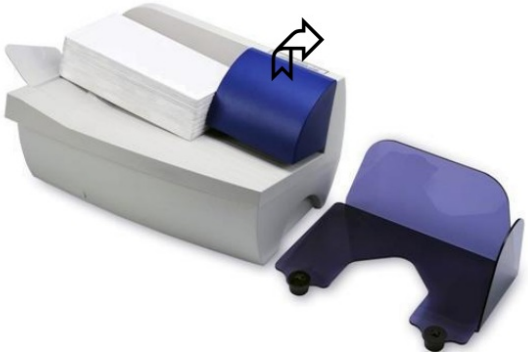
Opening Large Envelopes
When running large envelopes through the opener, flip up the large envelope infeed extension to support them, and move the catch tray farther away from the outfeed area.

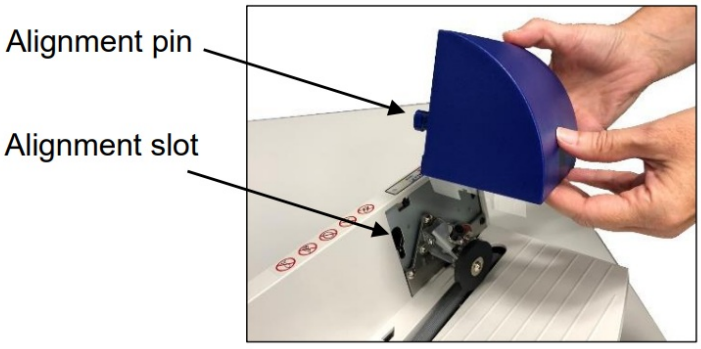


Clearing an Envelope Jam
If an envelope becomes jammed in the machine, follow these simple steps for removal:

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 r einstall if needed. • Contact Dealer for service.
Envelopes are not feeding	Power switch is turned off. Top cov er is not fully inserted. Photo eye sensor not covered.	• Check power switch. Turn on if n eeded. • Check top cover. Remove and r einstall if needed. • Be sure envelopes are loaded and covering the photo eye sens or.
Irregular or partial envelope openin g	• Improper feeding. • Dirty feed belts. • Cutting knife is damaged or out of alignment.	• Align envelopes against back gui de and align leading edges of en velopes. • 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 env elopes.	Envelopes loaded incorrectly. Photo eye sensor malfunction.	• Reload envelopes and be sure t hey’re covering the photo eye se nsor. • Contact Dealer for service.

Documents / Resources

	FORNAX FD-442 Automatic Envelope Opener [pdf] Instruction Manual FD-442 Automatic Envelope Opener, Automatic Envelope Opener, Envelope Opener, Opener

References

- User Manual

Manuals+, **Privacy Policy**

This website is an independent publication and is neither affiliated with nor endorsed by any of the trademark owners. The "Bluetooth®" word mark and logos are registered trademarks owned by Bluetooth SIG, Inc. The "Wi-Fi®" word mark and logos are registered trademarks owned by the Wi-Fi Alliance. Any use of these marks on this website does not imply any affiliation with or endorsement.