



TABBER

TA-12



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NOTES

Section 1 – Getting Acquainted

Safety Precautions

THIS EQUIPMENT PRESENTS NO PROBLEM WHEN USED PROPERLY. OBSERVE THE FOLLOWING SAFETY RULES WHEN OPERATING THE TABBER.

BEFORE USING THE TABBER, YOU SHOULD READ THIS MANUAL CAREFULLY AND FOLLOW THE RECOMMENDED PROCEDURES, SAFETY WARNINGS, AND INSTRUCTIONS:

- ✓ Keep hands, hair, and clothing clear of rollers and other moving parts.
- ✓ Avoid touching moving parts or materials while the machine is in use. Before clearing a jam, be sure machine mechanisms come to a stop.
- ✓ Always turn off the machine before making adjustments, cleaning the machine, or performing any maintenance covered in this manual.
- ✓ Use the power cord supplied with the machine and plug it into a properly grounded wall outlet located near the machine and easily accessible. Failure to properly ground the machine can result in severe personal injury and/or fire.
- ✓ The power cord and wall plug is the primary means of disconnecting the machine for the power supply.
- ✓ DO NOT use an adapter plug on the line cord or wall outlet.
- ✓ DO NOT remove the ground pin from the line cord.
- ✓ DO NOT route the power cord over sharp edges or trapped between furniture.
- ✓ Avoid using wall outlets controlled by wall switches, or shared with other equipment.
- ✓ Make sure there is no strain on the power cord caused by jamming between the equipment, walls or furniture.
- ✓ DO NOT remove covers. Covers enclose hazardous parts that should be accessed by a qualified service representative. Report any damage of covers to your service representative.
- ✓ This machine requires periodic maintenance. Contact your authorized service representative for required service schedules.
- ✓ To prevent overheating, do not cover the vent openings.
- ✓ Use this equipment only for its intended purpose.
- ✓ In addition, follow any specific occupational safety and health standards for your workplace or area.

This manual is intended solely for the use and information of Quadiant, its designated agents, customers, and their employees. The information in this guide was obtained from several different sources that are deemed reliable by all industry standards. To the best of our knowledge, that information is accurate in all respects. However, neither Quadiant nor any of its agents or employees shall be responsible for any inaccuracies contained herein.

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Packaging/Shipping

The Tabber is shipped in appropriate packaging so that, under normal shipping conditions, it reaches its destination without damage.

NOTICE: Report damage to the carrier. The carrier is liable for any damage during transport. Transport and storage should take place under normal conditions, i.e. at temperatures between +5°C and +70°C and relative air humidity of up to 80%. Exposure to conditions that are not permissible may lead to damage which is not externally visible.

IMPORTANT Please save the packaging materials for future use! It will be required if you ever need to ship the Tabber.

Contents

The following items are included with your tabber:

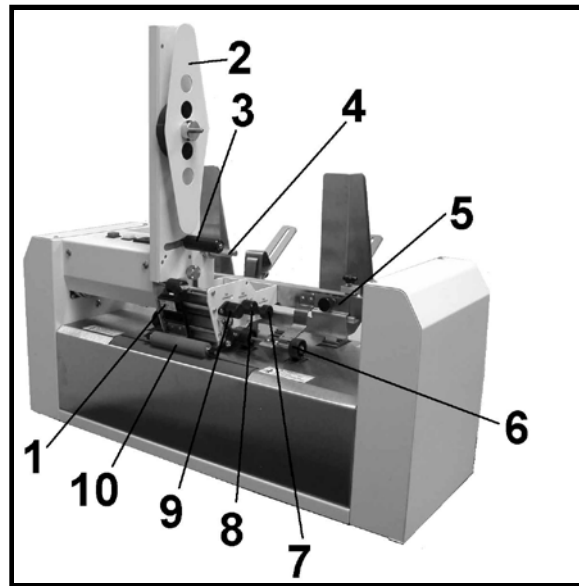
- 1 Operations Manual
- 1 Tab Roll Support Assembly
- 1 Tab Roll Side Guide
- 1 Power Cord
- 2 Media Support Guides
- 2 Media Side Guides

Note: Tabs can be purchased through your local Dealer/Distributor.

General: The TA-12 Tabber is a desktop tabbing machine that is designed for the moderate volume user. It can handle documents ranging from 3 5/8" x 5" card stock to 11" x 11" booklets up to 5/32"

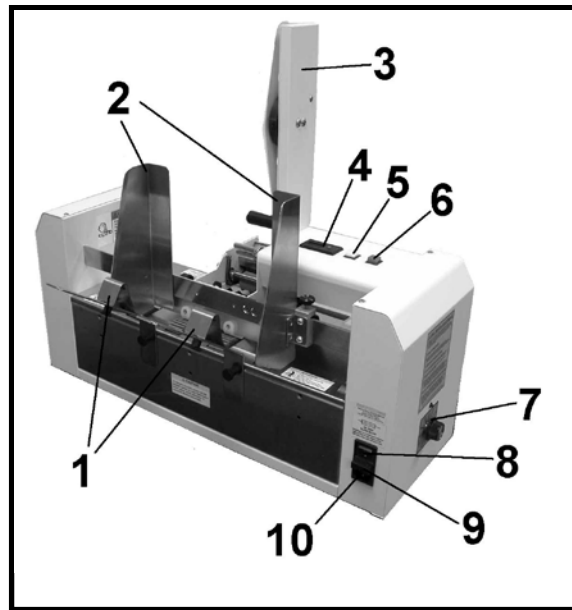
The TA-12 Tabber will process a range of "Tabs" in most colors and either round or square from 5/8" to 1.5" in length and width.

Front View



1. **Tab Sensor and Tab Guide Assembly** – This assembly keeps the tab aligned so that the sensor can sense the tab.
2. **Tab Roll Side Guide** – Holds the tab roll in place on the Tab Roll Support.
3. **Reel Brake Assembly** – Prevents the roll of tabs from unwinding when they are not being fed.
4. **Tab Take-up Reel** – Winds up the tab backing material. You will need to clear the backing from this reel when it reaches a diameter of about 3".
5. **Metering Bracket Assembly** – Separates the media so that only one piece feeds at a time
6. **Media Pressure Rollers** – Drive the media through the tabber.
7. **Tab Position Adjustment Knob** – Adjusts the fold position of the tab on the media.
8. **Tab Drive Pressure Knob** – Provides pressure on the tab stock to hold it against the tab advance roller.
9. **Tab Advance Knob** – Attached to the tab advance roller. Turn this roller to manually advance the tab stock.
10. **Exit Roller** – Applies pressure to the tab to help it stick to the media.

Rear View



1. **Media Support** – Supports media during feeding.
2. **Media Side Guides** – Help maintain position of media in relationship to tabs.
3. **Tab Roll Support** – The tab roll is mounted here.
4. **Media Counter** – Resettable counter to track number of pieces fed.
5. **Tab Feed Switch** – When this switch is depressed the tabs will feed when the media switch is also depressed.
6. **Media Feed Switch** – This switch when depressed will cause the media to feed.
7. **Tab Sensitivity Adjustment Knob** – Different tabs have different densities. This adjustment compensates for the different types of tabs.
8. **Main Power Switch** – Controls the power to the tabber.
9. **Fuse** – The main power fuse is located here.
10. **Power Inlet** – The power cord is plugged in here.

Theory of operation: The TA-12 is a stand-alone machine that can process media into a stacker or tray. The Tabber will process various sizes of media and place a single “tab” on the lead edge of the media. The media can vary in length from 3.6” to 11” and vary in thickness from a C-folded sheet of 20# bond paper to a booklet of 5/32” thick.

The Tabber will process media at a speed up to 12,000 pieces per hour depending on the skill of the operator, the length (depth) of the media and the type of material.

When the media is fed, a media sensor detects the lead edge of the media and starts a tab feeding into position. The media contacts the tab and the exit roller presses the tab to the media and carries the media out of the tabber. At the same time, the tab feed stops until another piece of media is seen by the media sensor. The sensitivity of the tab sensor is adjusted by the tab sensor adjustment on the rear of the tabber for different types of tabs.

Section 2 – Assembly and Installation

Assembly

The Tabber has to be assembled before it can be used. Follow the steps below to prepare it for operation:

Step 1: Remove all the components from the carton.

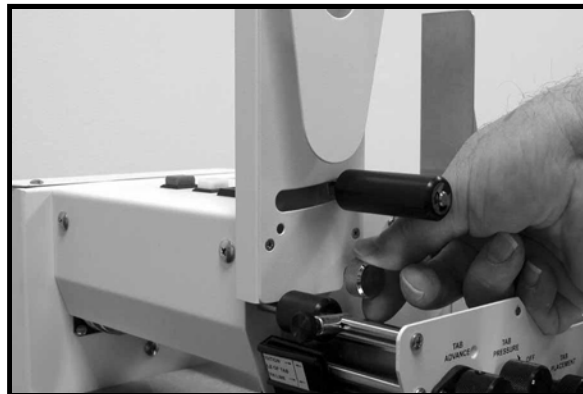
Step 2: Attach the two media support guides using the two thumbscrews provided. The pin on the guide fits into the lower hole and the guide is secured with the thumbscrew as shown.



Step 3: Install the two side guides over the metering bracket support bar and then tighten the thumbscrew.



Step 4: Loosen the thumbscrew. Place the slot on the tab roll support over the stud and slide it down until it reaches the thumbscrew. Tighten the thumbscrew.



Installation

Place the tabber on a flat surface away from windows or heat sources and near an electrical outlet. Plug the power cord into the receptacle at the side of the tabber and then pug it into the wall outlet.



CAUTION

DO NOT USE AN ADAPTER PLUG OR EXTENSION CORD TO CONNECT THE TABBER TO THE WALL RECEPTACLE.
DO NOT USE OUTLETS CONTROLLED BY WALL SWITCHES.
DO NOT USE AN OUTLET THAT SHARES THE SAME CIRCUIT WITH LARGE ELECTRICAL MACHINES OR APPLIANCES.

Section 3 – Operating the Tabber

There are seven steps required to set-up the Tabber to apply tabs to your media:

Step 1: Load a roll of tabs on the tabber.

Step 2: Set the sensitivity of the Tab Sensor.

Step 3: Adjust the Metering Bracket Assembly to the media.

Step 4: Adjust the Media Supports and Media Side guides to the media.

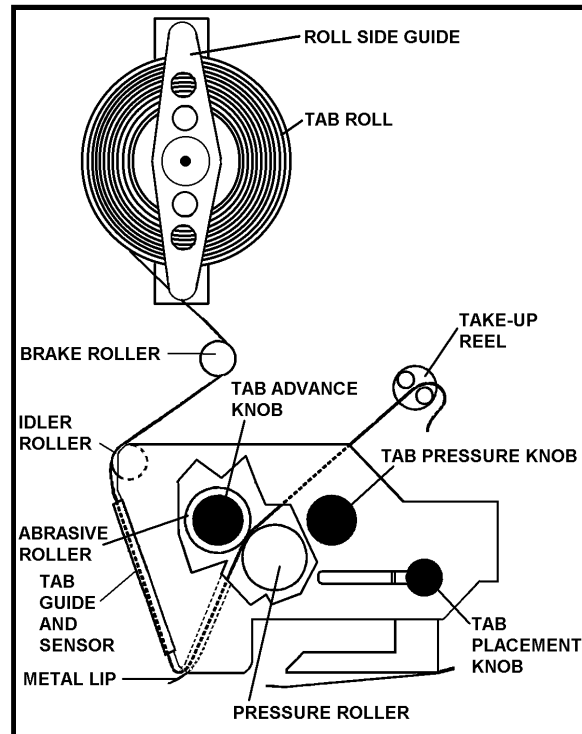
Step 5: Test for proper media transport.

Step 6: Test/Adjust for proper horizontal Tab position.

Step 7: Adjust Tab Fold Position.

Loading Tabs:

1. Remove the Exit Roller
2. Remove the Tab Roll Side Guide by pulling it away from the Tab Roll Support.
3. Mount the roll of tabs with the tab leader coming off the roll on the exit side of the tabber.
4. Replace the Tab Roll Side Guide.
5. Unwind approximately 12 inches of tabs and remove the first 12 tabs from the backing material.
6. Thread the tab roll leader behind the Reel Brake Assembly and then in front of the Idler Roller.
7. Set the Tab Pressure Knob to the on position (pressure engaged).
8. While turning the Tab Advance Knob counter-clockwise; thread the tab stock leader above the metal lip, up into and between the Abrasive Roller and the Pressure Roller.
9. Continue turning the Tab Advance Knob counter-clockwise until you have enough tab stock leader to feed 2” to 3” through the center of the Tab Take-up Reel pins.



Operating Tip: You will need to clear the backing from the Take-up Reel when it reaches a diameter of about 3”.

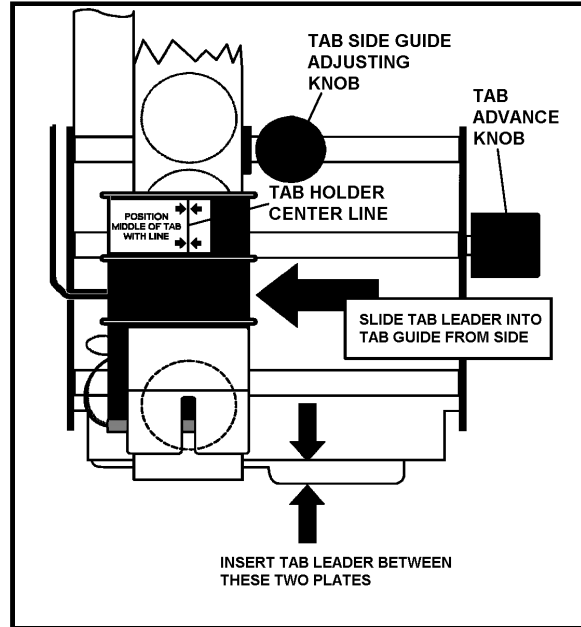
OPERATING THE TABBER

- Slide the tabs stock into the open side of the black plastic Tab Guide and Sensor Assembly.

Tip: Turning the Tab Pressure Knob to OFF helps with the alignment. Return the pressure knob to the ON position after positioning.

- Set the Tab Side Guide (post) to confine, but not bind the tab backing.
- When using 1.25" wide or narrower tab stock; adjust (slide) the black plastic Tab Guide and Sensor Assembly so that the red centerline is in the approximate center of the tab stock.

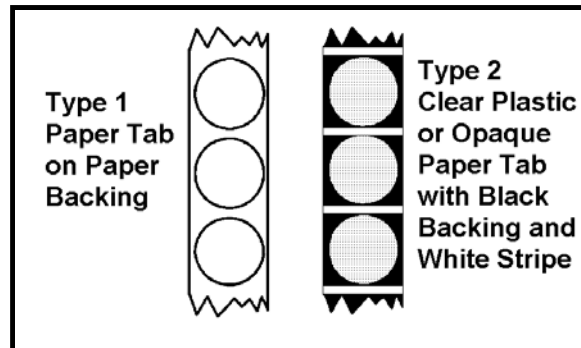
When running tabs larger than 1.25", adjust (slide) the black plastic Tab Guide and Sensor Assembly so the inside of the assembly just begins to touch the left side of the tab stock; without pushing the stock toward the right. In this case, the red center line will not be centered on the tab stock.



- Replace the Exit Roller by pushing it back into its holder.
Note: This roller is removed in next step (Tab Sensitivity Adjustment), so you can leave it off, if you plan to do this adjustment.

Tab Sensitivity Adjustment

There are two types of tabs designed for use in the TA-12 Tabber. Type 1 is a paper tab with a plain paper backing. Type 2 is a clear plastic or translucent paper tab with a black or brown backing behind the tab and a white stripe between the tabs. **Do Not** use clear tabs that have a white backing behind the tab and a black line between the tabs.



- Remove the exit roller.
- With the tab exposed under the sensor, turn the main power switch **ON**.

3. Turn the Tab Sensitivity Adjustment knob fully counter-clockwise. Then turn it clockwise until the *Red* LED above the adjusting knob lights. ***Make a note of the number that the indicator, on the knob, is pointing at.***
4. Turn the Tab Drive Pressure Knob OFF and roll the tabs backwards until the *Red* LED goes OFF. Turn the Tab Sensitivity Knob clockwise until the *Red* LED lights again. ***Make a note of the number that the indicator, on the knob, is pointing at.***

NOTE: If during this step the Tab Sensitivity Knob is maxed-out (fully clockwise), but the LED still does not light; then proceed as if the second number is 12. If at any time during the tabbing process double tabbing occurs, advance the setting one more position clockwise.

5. Set the Tab Sensitivity Knobs indicator halfway between the two points measured in the two previous steps.
Example: If the LED illuminates at position 4 with the tab under the sensor and at position 10 with the backing or white line under the sensor. The difference between the two positions is six clicks ($10 - 4 = 6$).
Divide this number in half ($6 \div 2 = 3$).
In this case, you turn the Tab Sensitivity Knob counter-clockwise 3 clicks, to position 7, which is halfway between 3 and 10.
6. Turn the Tab Pressure Roller ON and use the Tab Advance Knob to advance the tab until it starts to peel away from the backing paper.
7. Reinstall the Exit Roller.

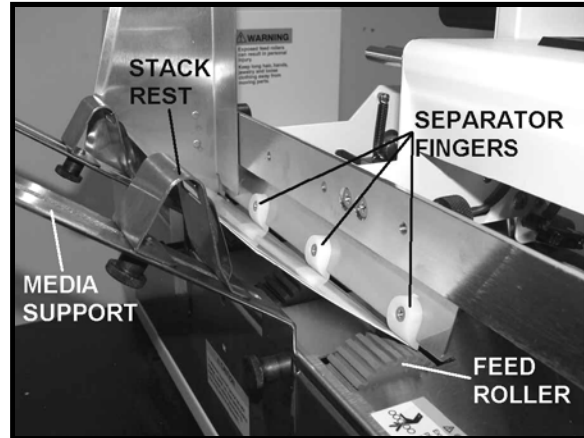
Metering Bracket/Separator Adjustment

This procedure is used to insure that only one piece of media is fed at a time.

1. Loosen the two thumbscrews that attach the Metering Bracket to its mounting bar.
2. Raise the Metering Bracket and place a piece of media under the separator fingers, then lower the Metering Bracket until it contacts the media. Make sure that material is between all the fingers and rollers.
3. Tighten the two thumbscrews.
4. Remove the media and make sure the bar is level and that the separator fingers are not rubbing against the feed rollers.

Media Supports and Media Side Guide Adjustment

1. Position the media on the Media Supports approximately where you wish to position the tab.
2. Place one sheet of media on the Media Supports so that it is resting against the Separator Fingers.
3. Reposition the Media Supports and Stack Rests as required to support the media.
4. Position the Side Guides so that they are approximately 1/16” from each side of the media.



Media Transport Test

Take the time to verify proper media transport before trying to tab. If the media doesn't feed correctly, it will not be tabbed correctly.

Proper Media Transport:

- One piece of media is fed at a time.
 - A small gap of at least 0.25” is generated between each piece of media.
 - Media is feeding straight.
1. Start by placing one piece of media into the hopper, so it is against or just feeding under the separators.
 2. Place a handful of media on top of the piece already in the hopper.
NOTE: When placing material on the Media Support ensure that it is shingled.
 3. Make sure the Tab Switch is “off” (not illuminated), then press the Feed button to start feeding.

If you have a problem feeding, check the following:

Feeding Doubles	Reduce the distance between the separator fingers and the feed roller.
Not Feeding	Increase the distance between the media side guides and the media. Increase the distance between the separator fingers and the feed roller.
Heavy Material	When setting the metering bracket, place 1-1/2 times the material between the separator fingers and the feed roller.
Skewing	Place the media side guides closer to the edges of the media. Check/adjust the metering bracket.

4. Once the Media is feeding satisfactory, go to the next step.

Horizontal Tab Positioning

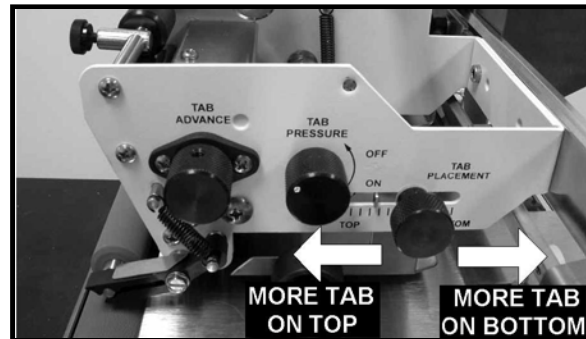
1. With media loaded, press the TAB switch (switch will illuminate), followed by the FEED switch (switch will illuminate) and tabber will begin to feed.
2. Run at least two pieces, and then press the Feed switch to stop the tabber.
3. Check the horizontal position (leading edge, left/right position) of the tab.
4. Adjust if necessary by moving the Media Side Guides to the left or to the right.
5. Once the horizontal tab position is satisfactory, perform the Tab Fold Position Adjustment.

Tab Fold Position Adjustment

Tab a few pieces and check the position of the tab on the media. The tab should be positioned so that approximately half of the tab folds on the top of the media and half of the tab folds on the bottom of the media.

If incorrect proceed as follows:

1. Loosen the Tab Fold Position Adjustment Knob.
2. Move the knob towards “TOP” to allow more tab to be placed on the top of the media.
Move the knob towards “BOTTOM” to allow more of the tab to be placed on the bottom of the media. Tighten the knob.



3. Run at least two pieces through the machine and then recheck the tab fold position, top-to-bottom, on the second piece.
4. Repeat steps 1-3 until you are satisfied with the fold position of the tab.

Operating Sequence

1. Turn on the Main Power Switch.
2. If you want to zero out the Media Counter; press the reset button on the Media Counter, which is located on the top of the Tabber.
3. Activate the Tab Switch (switch will illuminate)
4. Press the Feed Switch (switch will illuminate) to start the media feeding.
5. To Stop the Tabber press the Feed Switch again.

NOTES

Section 4 – Troubleshooting

Tabbing Problems:

Problem	Possible Cause
<i>Tab fold placement inconsistent</i>	<ul style="list-style-type: none"> ▪ Tabs not threaded correctly. ▪ Tabs not centered on sensor guide's center line. ▪ Tab Roll is loose on spindle. ▪ Rollers dirty, glazed or worn. ▪ Media feeding skewed..
<i>Horizontal placement of tab moves side to side</i>	<ul style="list-style-type: none"> ▪ Media feeding skewed. ▪ Media Side Guides loose. ▪ Tab stock moving. Tab Side Guide post/Tab Guide not set properly.
<i>Multiple tabs placed on media</i>	<ul style="list-style-type: none"> ▪ Tabs not centered on sensor guide's center line. ▪ Tab sensitivity adjustment incorrect. ▪ Tab sensor may be dirty or damaged.
<i>Media feeds without tabs</i>	<ul style="list-style-type: none"> ▪ Tab Switch not turned ON. ▪ Out of Tabs. ▪ Tab sensitivity adjustment incorrect. ▪ Tab Drive Pressure knob in OFF position. ▪ Media Sensor dirty/damaged. ▪ Tabs not peeling off backing. ▪ Media positioned incorrectly; missing Media Sensor.
<i>Tab sensitivity LED does not illuminate</i>	<ul style="list-style-type: none"> ▪ Power not on. ▪ Perform tab sensitivity adjustment. ▪ Incompatible tabs being used. ▪ Tab sensor may be dirty or damaged.
<i>Power Switch not illuminated</i>	<ul style="list-style-type: none"> ▪ Unit not plugged in. ▪ Switch not turned on. ▪ Fuse blown.
<i>Tabs stream feed</i>	<ul style="list-style-type: none"> ▪ Tab Drive Pressure knob in OFF position. ▪ Tab Sensor Switch not set properly. (Sensor not reading tabs.) ▪ Tabs not threaded properly. Missing sensor. ▪ Incompatible tabs being used. ▪ Tab sensor may be dirty or damaged.

TROUBLESHOOTING

Media Feeding Problems:

Problem	Possible Cause
<i>Feeding Doubles</i>	<ul style="list-style-type: none">▪ Media not properly fanned before loading.▪ Nested Media.▪ Reduce the distance between the separator fingers and the feed roller.▪ Separator Fingers worn.
<i>Media Not Feeding</i>	<ul style="list-style-type: none">▪ Media not properly fanned before loading.▪ Side Guides too tight▪ Increase the distance between the separator fingers and the feed roller.▪ Glazed or dirty feed rollers.▪ Feed Rollers worn.
<i>Media Opening as it Feeds</i>	<ul style="list-style-type: none">▪ Too much friction at the separation point. Increase the distance between the separator fingers and the feed roller by using 1-1/2 times the material thickness to set the Metering Bracket.
<i>Skewing</i>	<ul style="list-style-type: none">▪ Media Side Guides too loose.▪ Metering Bracket/Separators not set evenly.▪ Separator Fingers or Feed Rollers worn.

Section 5 – Maintenance

This section describes maintenance that an experienced operator can perform. If service or maintenance is needed, beyond what is described in this document, please contact your Dealer/Distributor to obtain service and support for your tabber. Service should only be performed by a qualified Service Technician.

Cleaning

WARNING

BEFORE PERFORMING ANY MAINTENANCE, DISCONNECT THE TABBER FROM ITS POWER SOURCE!

The Tabber must be cleaned regularly of accumulated paper dust and ink. Unplug the tabber from the wall outlet before cleaning...

The visible areas are best cleaned with a vacuum that has a soft brush attachment to help loosen the dust particles.

The covers of the machine may be cleaned with any standard household cleaner, which is non-abrasive and does not contain plastic harming solvents.

CAUTION

NEVER SPRAY OR POUR CLEANERS DIRECTLY ON OR INTO THE TABBER. EXCESS LIQUID COULD HARM ELECTRONIC PARTS. ALWAYS DAMPEN A RAG WITH THE CLEANER AND APPLY IT TO THE PARTS TO BE CLEANED.

Feed Rollers and Forwarding Rollers

WARNING

DO NOT USE SOLVENTS TO CLEAN THE RUBBER ROLLERS

The feed and forwarding rollers can become glazed with paper lint and ink from the media. They should be regularly cleaned with a mild abrasive household cleaner on a damp cloth.

Avoid using solvents on the rubber rollers.

Cleaning the Sensors

WARNING

**DO NOT USE ABRASIVES OF ANY KIND TO CLEAN SENSORS.
DO NOT USE LIQUIDS OF ANY KIND, TO CLEAN SENSORS.**

Periodically check the tab sensor located in the Tab Sensor and Guide assembly. The sensor should be clean and free of accumulated paper dust. Use a vacuum with a soft brush attachment or dry compressed air to remove the dust.

To aid in cleaning; the Tab Guide Assembly can be removed from the shaft by pulling out on the Tab Guide Assembly.

WARNING! Be careful not to damage the Tab Guide Assembly or sensor wiring when removing/installing this assembly. If you don't feel comfortable performing this procedure, please contact a qualified Service Technician to perform this procedure for you.

Also, clean the media sensor located in the plate attached to the Tab Fold Position Adjustment Knob. Use a vacuum with a soft brush attachment or dry compressed air to remove the dust.

Appendix A - Specifications

TA-12 Tabber

Dimensions:	25" Wide x 15.5" Depth x 22" High
Speed:	12,000 pieces per hour (8.5" x 11" tri-folds)
Weight:	45 lbs. Shipping wt.; 40 lbs. installed
Media Size:	Length – 3 5/8" to 18" Width – 5" to 17"
Media Thickness:	Up to 5/32"
Tab Size:	Length – 5/8" min to 1.5" max Width – 5/8" min to 1.5" max
Tab Sensitivity Control:	Adjusts for density in tab/wafer seals
Reel Capacity:	10,000 tabs
Counter:	5 digit LCD (operator resettable)
Feeder:	Top load, bottom feed for continuous operation
Electrical:	120 VAC 50/60 Hz
Options:	Conveyor, Tandem Kit

Specifications subject to change without notice.

Appendix B – Obtaining Supplies, Service and Support

Please contact your Dealer/Distributor to obtain supplies, service and support for your tabber.

Service should only be performed by a qualified Service Technician.

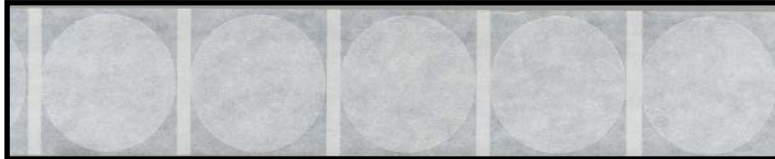
TA-12 Tab Supplies:

The following supply items are available from your authorized Dealer/Distributor

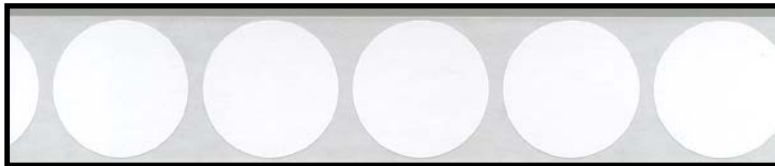
PART #	TAB SIZE (diameter)	TAB MATERIAL	BACKING STYLE	ROLL DIAMATER	TABS PER ROLL
TA10WP10KNP	1" Circle	White Paper	Plain	9"	10,000
TA15WP7KNP	1.5" Circle	White Paper	Plain	9"	7,000
TA10TR11KNP	1" Circle	Translucent	Black Block	9"	11,000
TA15TR7KNP	1.5" Circle	Translucent	Black Block	9"	7,000
TA10CF10KNP	1" Circle	Clear Film	Black Block	9"	10,000
TA15CF7KNP	1.5" Circle	Clear Film	Black Block	9"	7,000

The tab supplies, shown above, are not perforated tabs.
All the tab rolls, shown above, are on a 3" core.

Examples of Compatible Tab Stocks:



Tab Material: Clear or Translucent
Backing: Black Block below tab area.



Tab Material: White Paper Circle
Backing: All White (plain)

Appendix C – Tandem Kit

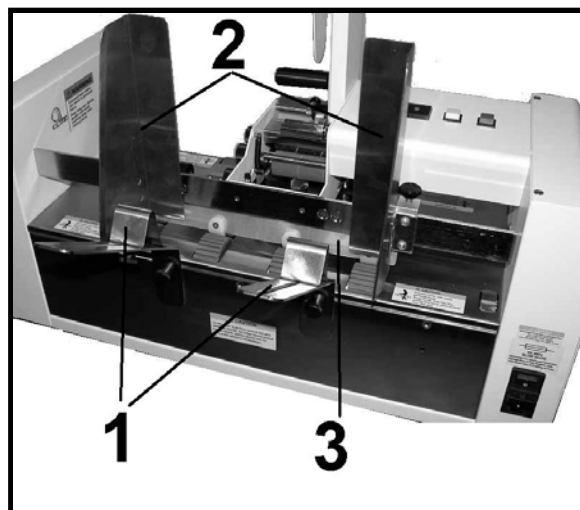
Installation Instructions (Part # TA12TK)

The TANDEM KIT is designed to permit a customer to align two TA-12 Tabbers in tandem for dual tabbing on a piece of media in one pass. The kit consists of two quad track roller assemblies that replace the dual track roller assembly that is standard on the tabber.

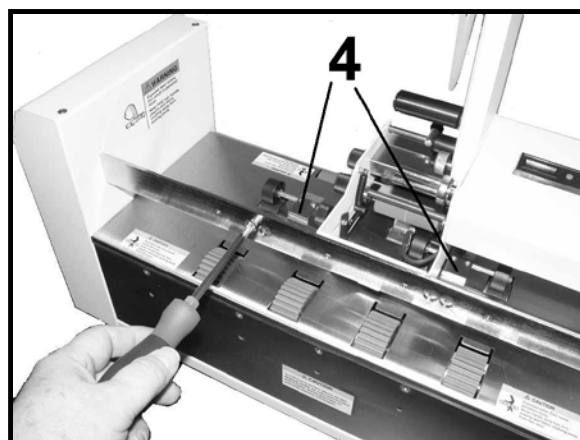
To set up for dual tabbing you will need two TA-12 Tabbers. One of them will have the TANDEM KIT installed. Follow the instructions below:

1. Remove the two Rear Paper Supports [1], the two Media Side Guides [2], and the Metering Bracket Assembly [3].

NOTE: Set these parts aside; DO NOT discard them, as you will need them to restore the Tabber to single tab operation.



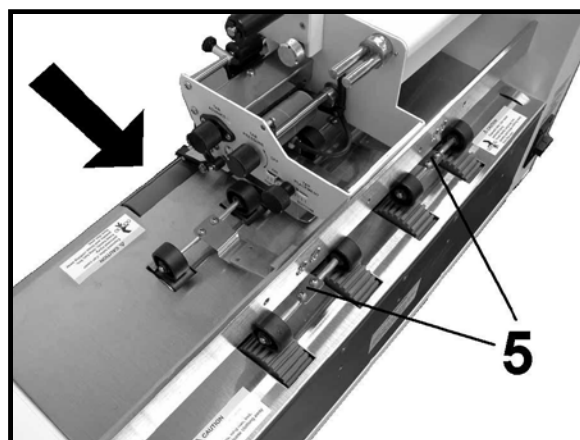
2. Remove the two Dual Track Roller Assemblies [4] from the Tabber. (Save these parts, also.)



3. Install the Quad Track Roller Assemblies in the positions where you removed the Dual Track Rollers and fasten with the screws removed in Step 4.

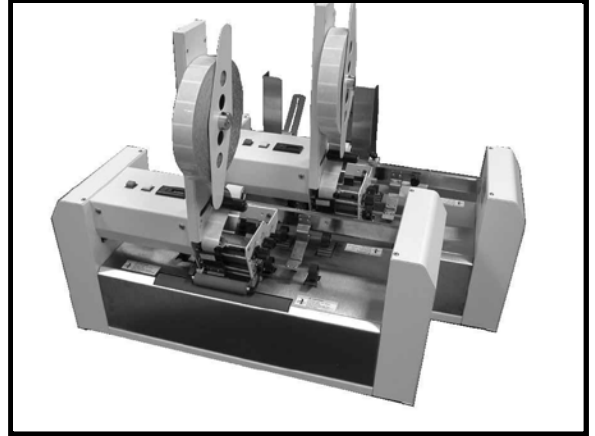
HINT: It is easier to install these rollers if you install them from the exit end of the tabber.

NOTE: Make sure that the Quad Track Rollers contact the feed and forwarding rollers. The spring supports can be formed to accomplish this if required.



APPENDIX

4. Load Tabs into both Tabbers, and setup the feed on the Number 1 unit so that the tab is applied on the left hand side of the media. Place the second Tabber with the TANDEM KIT installed in front of the first tabber and set it towards the rear of the first tabber so that the second tab is applied on the opposite side of the media. Load the hopper and start the second tabber first then start the feeding tabber.



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Because connections matter.