quadient
Because connections matter.

User Guide

TABBER
& Stamp Affixer

TA-20

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SECTION 1 – GETTING ACQUAINTED

Safety Precautions

WARNING:
Hazardous Moving Parts. Keep Fingers and Other Body Parts Away.

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

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 sever 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 Quadient, 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 Quadient nor any of its agents or employees shall be responsible for any inaccuracies contained herein.

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 Operator Guide

1 Reel Assembly

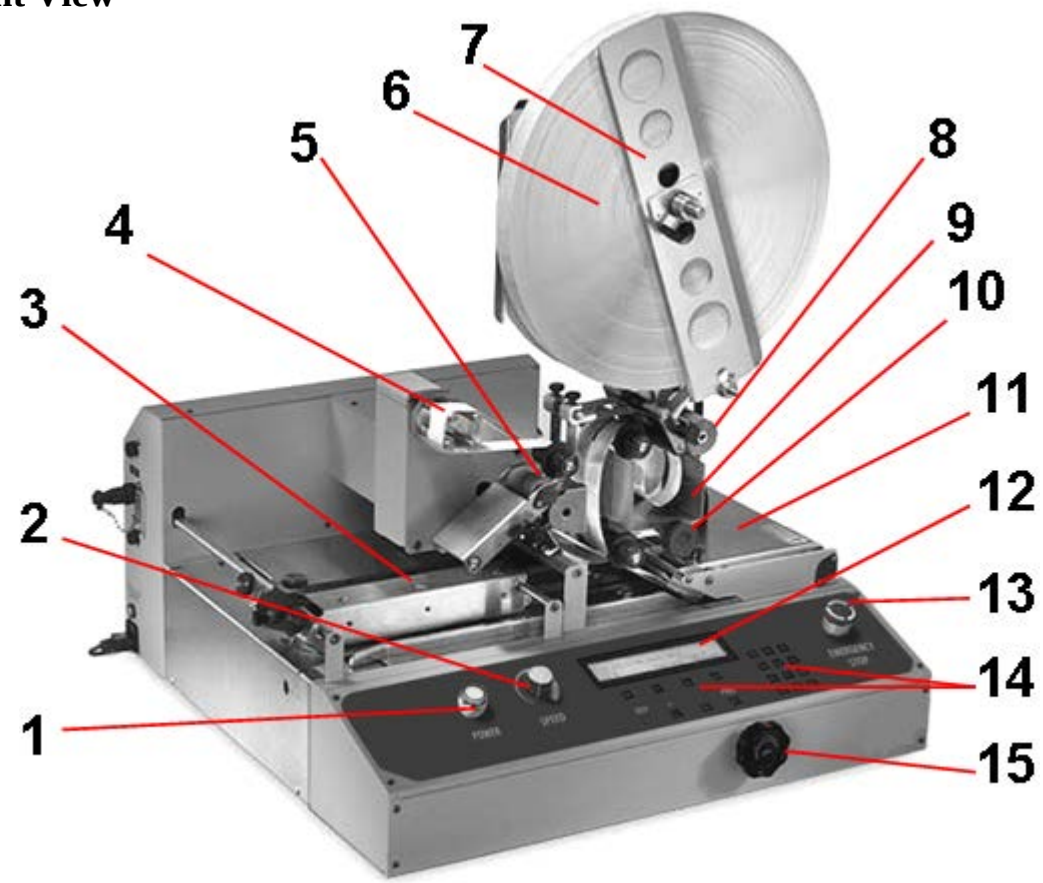
1 Tab Reel Side Guide

1 Power Cord

1 Feeder Interface Cable (Part #: 35E-500-191)
- For connecting the AS-FDR12/14 Feeder to the TA-20 Tabber.
This cable can NOT be used on the TA-MPFDR Feeder.

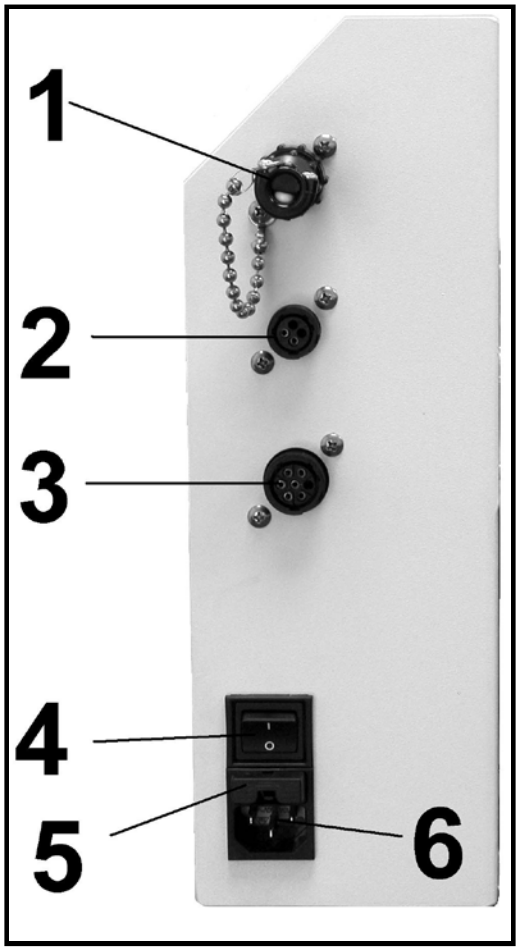
Note: Tabs can be purchased through the Dealer/Distributor that you purchased the Tabber from.

Front View



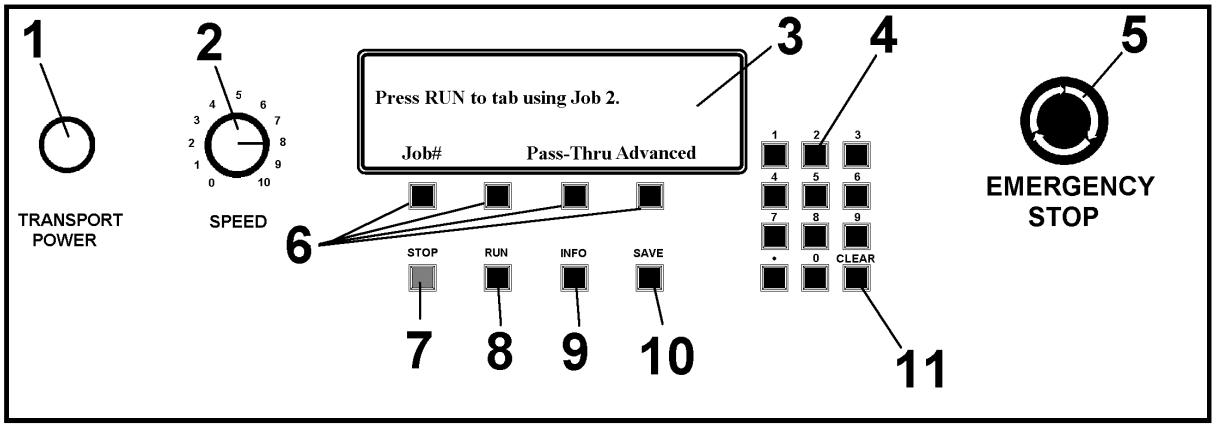
1	**Transport Power Switch** – Turns the Tabber transport power ON.
2	**Speed Control** – This dial adjusts the transport speed of the Tabber.
3	**Registration Assembly** – Helps align the media against the Media Guide Fence.
4	**Take-up Reel** – The tab web waste is wound up here after the tab is applied.
5	**Tab Drive Rollers** – Advances the Tabs/Stamps.
6	**Tab Reel** – The tabs or stamps are loaded on this assembly.
7	**Tab Reel Side Guide** – Secures the Tabs/Stamps onto the Tab Reel.
8	**Unwind Drive Rollers** – Unwinds the tabs/stamps from the roll to keep the bin full.
9	**Bin –** Provides an area for a loop of tab/stamp web to accumulate.
10	**Tab Positioning Knob –** Used to adjust the tab fold point or vertical stamp position.
11	**Exit Roller Assembly** – This assembly presses the tab to the media and provides sufficient transport pressure, so the media properly exits the Tabber.
12	**LCD Display** – Displays the status of the Tabber and displays the Menu features.
13	**Emergency Stop Button** – Stops the Tabber when pressed. Turn clockwise to release.
14	**Control Panel** – The machine is controlled and programmed from this panel.
15	**Media Thickness Control Knob** – Adjust for the thickness of the media.

Rear View



1	**Emergency Stop Input & Jumper Plug** – (SAFETY STOP) The safety circuit from other external devices can be connected here. When this input is opened the Tabber will stop. **Important!** If an external safety circuit is not being connected to this input, then the Jumper Plug (supplied) must be connected, or the Tabber transport will NOT run.
2	**Emergency Stop Output** – (EMERGENCY STOP-OUT) This connector permits the Tabber to control the emergency stop function of an external device.
3	**Tabber/Feeder Control Cable** – (FEEDER) This connection allows the Tabber to start/stop the feeder. An appropriate cable and feeder must be used. When the TA-MPFDR feeder is connected, the TA-20 can also synchronize the speed of the Feeder.
4	**Main Power Switch** – This switch turns the Tabber On and Off.
5	**Fuse** – The main fuse (2.5A/250V) for the Tabber is located here.
6	**Power Inlet Connection** – The power cord is connected in here.

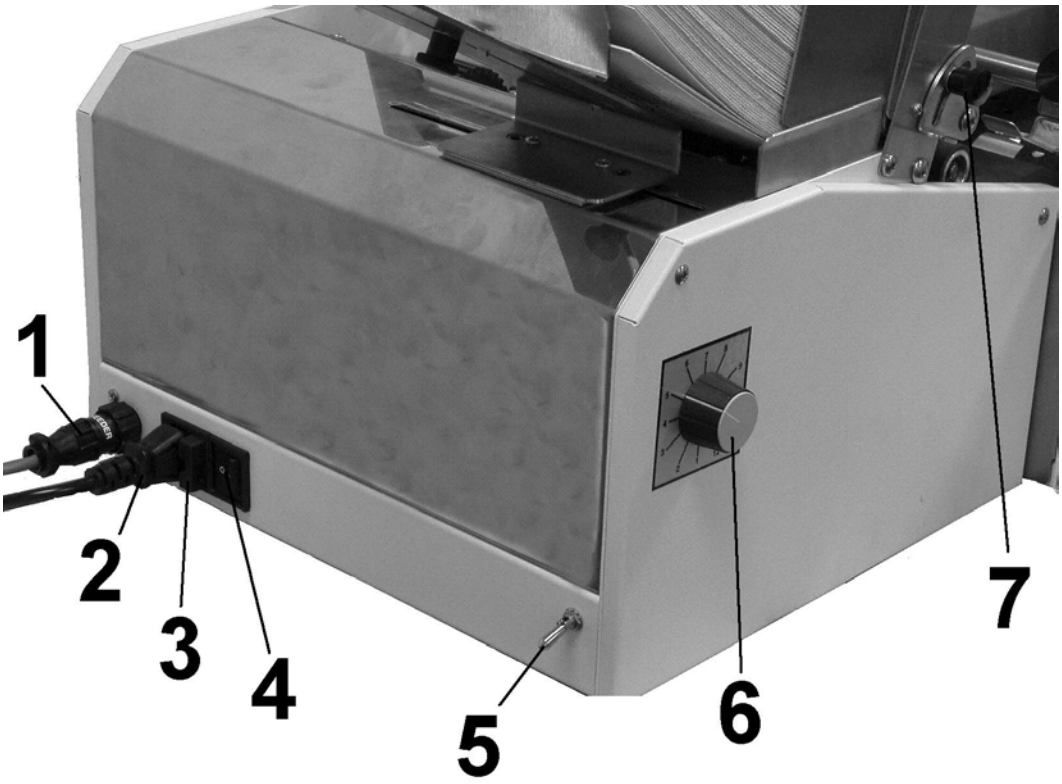
Control Panel



1.	***TRANSPORT POWER SWITCH** – Turns the Tabber transport power ON.
2.	**SPEED CONTROL** – Adjusts the speed of the Tabber. **NOTE:** The maximum speed of the Tabber is determined by number of tabs being applied. The speed of the Tabber, for applying single tabs is 20,000 pieces per hour, for applying double tabs it is 12,000 pieces per hour and for applying triple tabs it is 8, 000 pieces per hour. Exceeding these speeds will cause the Tabber to stop.
3.	**LCD DISPLAY** – Keeps the operator informed of the status of the Tabber.
4.	**KEY PAD** – Used to set the adjustments and program the Tabber
5.	**EMERGENCY STOP –** Pressing this button will stop the Tabber (turns off transport power) and will stop any devices connected to the Emergency Stop (Safety Stop) circuit. Turn button clockwise to release (reset) it.
6.	**SOFT KEYS** – The soft keys are used to step through the various menu options.
7.	**STOP KEY** – Pressing this key will stop the Tabber and hold it in a ready state to resume operation.
8.	**RUN KEY** – Pressing this key to start the Tabber.
9.	**INFO KEY** – Provides additional information about the menu item you are viewing.
10.	**SAVE KEY** – This key is used to save numeric keypad entries into memory.
11.	**CLEAR KEY** – This key will clear any incorrect entry before it is saved into memory.

*Transport power will not activate unless all safety and emergency stop circuits are closed.

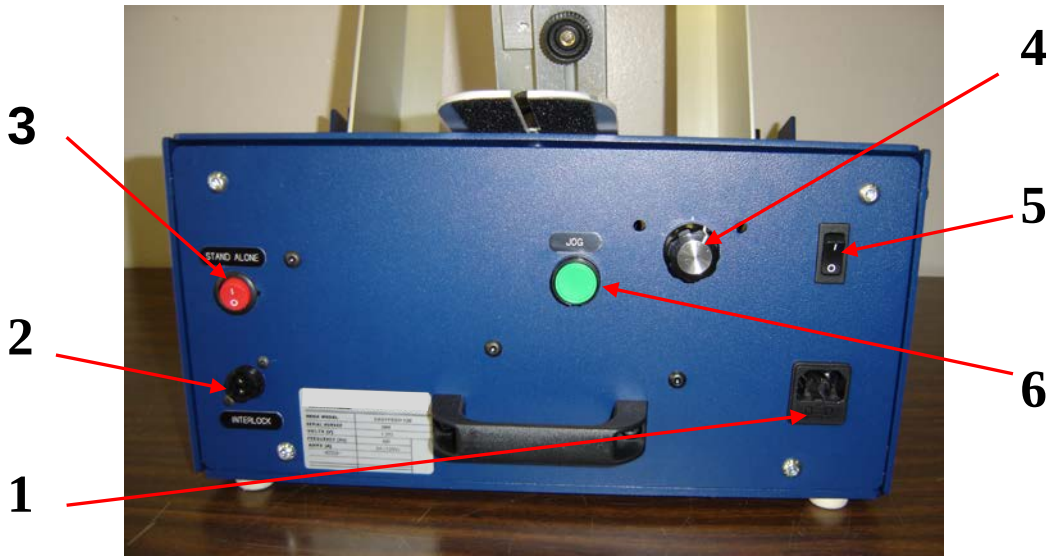
TA-MPFDR Connections/Controls (Optional Feeder)



1	**Tabber/Feeder Control Cable –** This connection permits the Tabber to control the feeder when the mode switch is in the Automatic Position.
2	**Power Inlet Connection** – The power cord is plugged in here.
3	**Fuse** – The feeder fuse is located here.
4	**Main Power Switch –** This switch will turn the feeder On and Off.
5	**Mode Switch** – The mode switch permits selection of either the Automatic Mode (the Tabber controls the Feeder) or Manual Mode (the feeder speed is controlled manually by the Feeder Speed Control).
6	**Feeder Speed Control –** When the feeder mode switch is in the manual position, this knob controls the speed of the feeder.
7	**Media Thickness Adjustment –** Used to adjust the height/pressure of the forwarding rollers (exit rollers), to accommodate the media thickness.

Please refer to the TA-MPFDR User Guide for additional Information.

AS-FDR12/14 Connections/Controls (Optional Feeder)



1	**AC Power Receptacle** – Connect the AC power cord here. **Important!** Please verify that voltage is correct, for your feeder, before connecting.
2	**Interlock Connector** – Feeder Interface Cable from Tabber connects here.
3	**Stand Alone Switch** – Allows machine to run when not signaled by host machine.
4	**Speed Control Knob** – Used to set the speed of the feeder. **Important!** The feeder's transport speed must be set slower than the Tabber's transport speed, in order to generate at least a 2" gap between pieces.
5	**Power Switch** – Used to power the feeder on/off.
6	**Jog Button**. – Runs feeder at preset speed for setup (over-rides interlock controls)

Please refer to the AS-FDR12/14 User Guide for additional Information.

Notes

SECTION 2 - Assembly and Installation

Choosing a Location

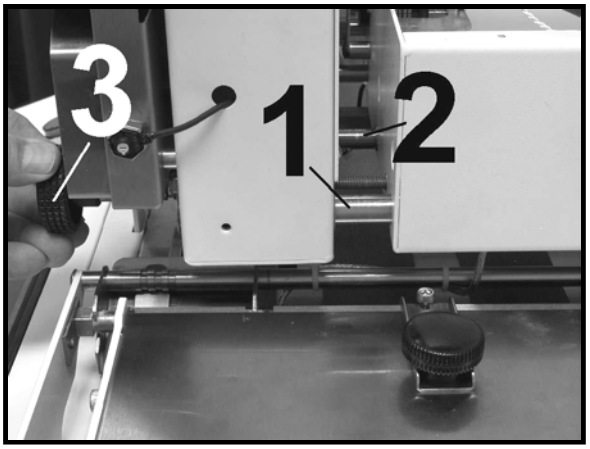
Place the Tabber with its feeder on a sturdy worktable or cabinet at least 12 inches from any walls. Allow enough room to place the Feeder on the same work surface. Protect the Tabber from excessive heat, dust, and moisture – avoid placing it in direct sunlight.

CAUTION

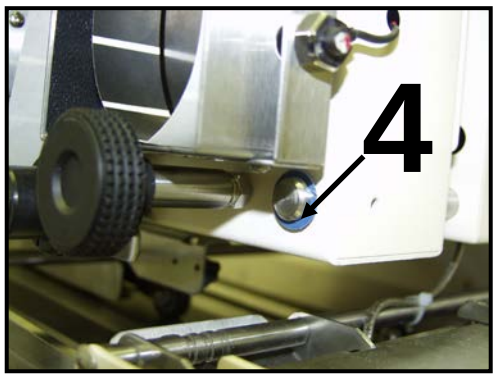
THE UNIT IS HEAVY.
IT IS STRONGLY RECOMMENDED THAT TWO TECHNICIANS REMOVE THE TABBER FROM THE CARTON AND PLACE IT ON THE WORKING SURFACE.

Installing the Reel Assembly

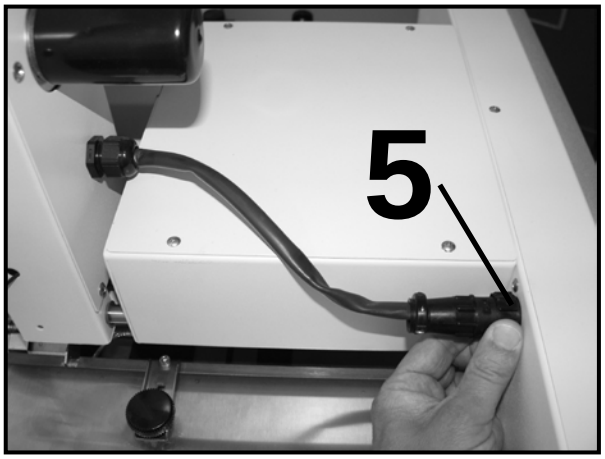
1. Place the Reel assembly over the Guide Pin [1]. Make sure that the head is over Guide Pin [2] while you are tightening the Tab Positioning Knob [3] clockwise.



NOTE: Make sure the plastic bushings [4], located at the front and back of the hole for Guide Pin [1], are installed.

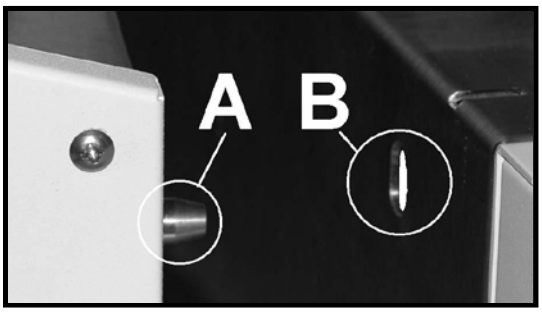


2. When the Reel assembly is completely seated, plug in the reel assembly power cord [5], as shown.

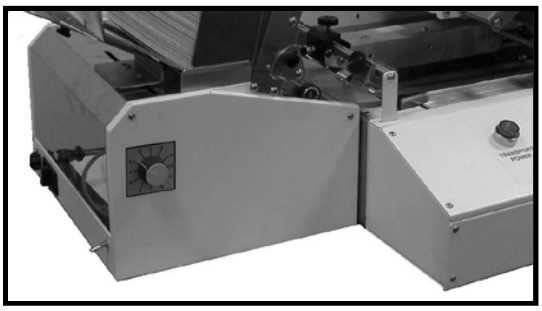


Positioning the TA-MPFDR Feeder

1. The pin [A] on the feeder should mate with the hole [B] on the Tabber body.



2. When the feeder is properly aligned with the Tabber body it will appear as in this picture.

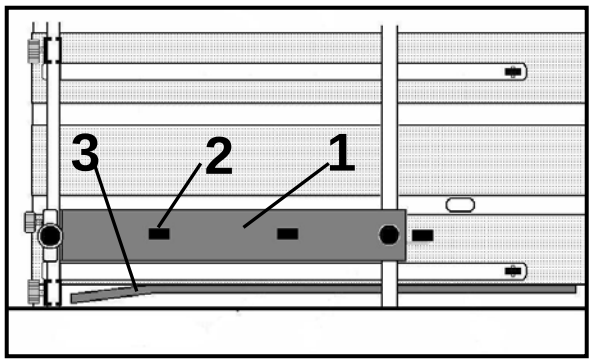


Positioning the AS-FDR12/14 Feeder

1. Place the Feeder onto the appropriate Riser Stand. See chart below.

Feeder	Riser Stand
AS-FDR12	AS-FRS (RS-500)
AS-FDR14	RS-140

2. Positioned at the Feeder and Riser Stand at the entrance end of the Tabber.
3. Align the Feeder with the Tabber. Position the feeder so the distance between the exit rollers on the feeder and the entrance roller [2], located inside the Registration Assembly [1] of the Tabber, are about ¼" less than the length of the media. The media should just enter under the first roller [2] of the Registration Assembly [1], as it just leaves the exit rollers of the feeder. The media should also enter the Tabber so it is within 1/8" of the Media Guide Fence [3].



Plugging in the Feeder and Tabber

Make sure that the emergency stop switch of the Tabber is in the OFF position and the main power switch above the power cord receptacle is in the OFF position. Make sure that the power switch on the feeder is in the OFF position also.

1. Connect one end of the Tabber power cord [1] to the rear of the TABBER in the corresponding receptacle.

2. Connect one end of the Feeder power cord [2] to the rear of the Feeder in the corresponding receptacle.

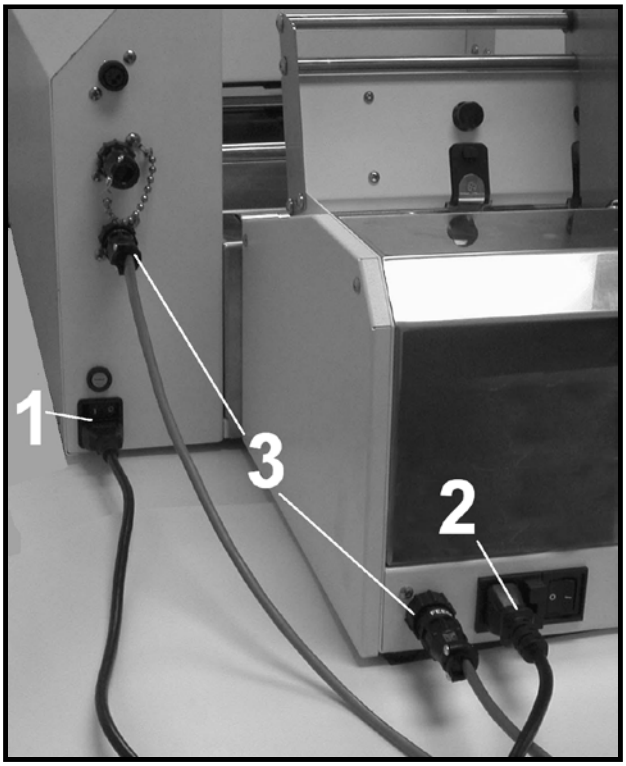
3. Plug the other end each cord into a 115-220 Volt AC, 50/60 Hz. Grounded outlet.

CAUTION

Do not use adapter plugs or extension cords to connect the Tabber or the feeder 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.



TA-20 and Optional TA-MPFDR Feeder shown.

4. Connect the appropriate Feeder Interface Cable [3] (see list below) to the Feeder and to the lower connector on the Tabber.

Part #	Description
35E-500-190	TA-MPFDR Feeder <---> TA-20 Included with Feeder
35E-500-191	AS-FDR12/14 <---> TA-20 Included with Tabber
35E-500-196*	AS-FDR12/14 <---> TA-20 <----> AS-850, AS-980
33E-500-197*	TA-MPFDR Feeder <---> TA-20 <---> AS-850, AS-980

* Cable must be purchased separately.

CAUTION! Be sure you are using the appropriate cable with the appropriate feeder/tabber/printer or damage may result.

Notes

SECTION 3- Setup and Operation

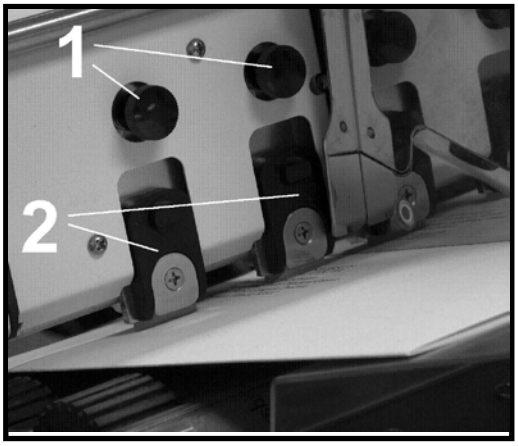
The Tabber is capable of applying up to three tabs or stamps to the media in one pass. The steps required to set-up the Tabber for applying tabs or stamps are:

- Setup the feeder
- Load tabs or stamps
- Setup the Tabber (mechanical setup)
- Program the Job
- Run the Job

Feeder Setup, TA-MPFDR

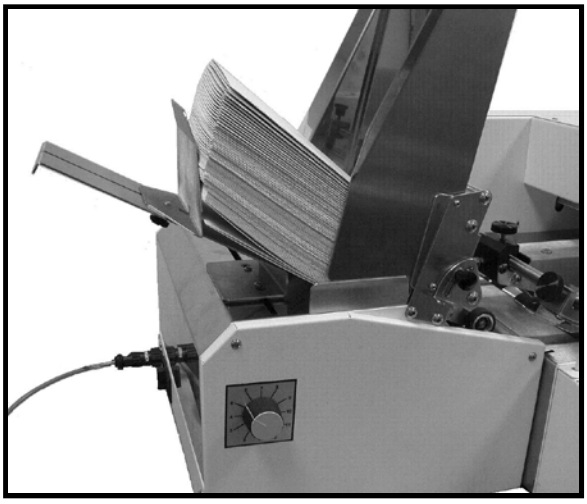
The alignment pin on the feeder and hole in the Tabber provide proper feeder/tabber alignment. The Media Guide, on operator side of the Feeder, is fixed in position for proper alignment of the media as it enters the Tabber.

Adjusting the feeder to feed media is performed as follows:



1. Open the Adjustable Media Side Guide to provide room for the media.
2. Loosen the separator locking knobs [1] and raise the sheet separators [2]. Install one sheet of media under the separators and lower them into contact with the media. Tighten the locking knobs.

NOTE: For media thicker that ½ folded sheets you can add one sheet of the material to the media before tightening the locking knobs. This gives thicker media a little more room to feed.

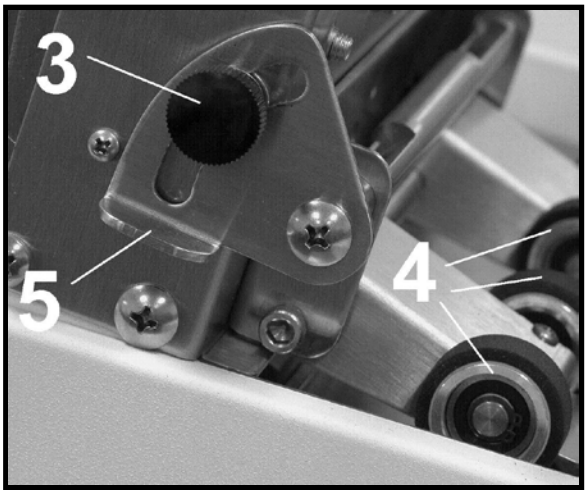


3. Move the non-operator side guide to within 1/32-inch of the media and tighten the locking knob.
4. Adjust the rear media support guide so that the media is approximately 1/2-inch above the media support as shown.

NOTE: The above is a starting guide line the height of the media above the support guide may vary to obtain optimum feeding.

5. The Forwarding rollers on the feeder are adjustable for media thickness. This is particularly helpful when feeding media over 1/8-inch thick. To adjust the forwarding rollers, loosen the locking knob [3], place a piece of media under the forwarding rollers [4], and then tighten the knob.

NOTE: To increase or decrease the pressure on the forwarding rollers adjust the lever [5] while tightening the locking knob [3].



Feeder Setup, AS-FDR12/14

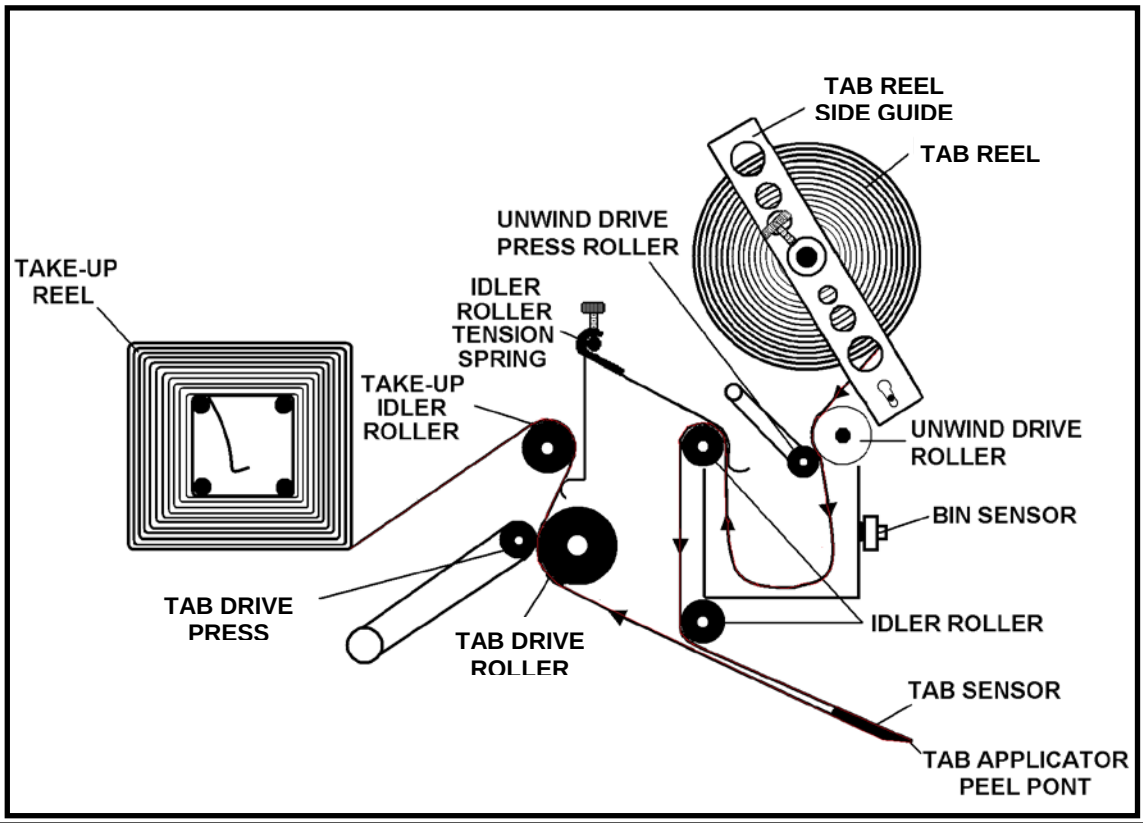
Please refer to the User Guide that came with the AS-FDR12/14 Feeder.

Loading Tabs/Stamps

WARNING

BEFORE LOADING TABS OR STAMPS TURN OFF THE TABBER OR PRESS THE EMERGENCY STOP BUTTON TO PREVENT THE TAB DRIVER ROLLER FROM TURNING DURING THE LOADING PROCESS

1. Remove the Tab Reel Side Guide and install the tab roll with the tabs unwinding face up from the right side of the roll. Remove approximately 30 tabs from the roll to create a leader.
2. Release the Unwind Drive Press Roller by rotating it to the left and thread the leader over the Unwind Drive Roller.
3. Thread the leader into the Bin then over the Bin Idler Roller. Adjust the Roller Tension Spring so that it lightly touches the tab backing.
4. Continue threading the leader under the Idler Roller then through the slot in the Tab Sensor and Applicator.
   Tip: It is easier to thread the tabs through the Tab Applicator, when the Media Thickness Control Knob is turned fully clockwise (transport pressure raised to its highest position).
5. Lift the Tab Drive Press Roller, and then thread the leader between the Tab Drive Roller and the Tab Drive Press Roller.
6. Thread the web over the Take-up Idler Roller and the loop the web over the pegs in the Take-up Reel.
7. Engage the Unwind Drive Press Roller so that it contacts the Unwind Drive Roller.
8. Engage the Tab Drive Press Roller so it contacts the Tab Drive Roller.
9. Make sure that the adjustable web guides on the Idler Rollers and Take-up Idler Roller lightly contact the edge of the Tab backing.



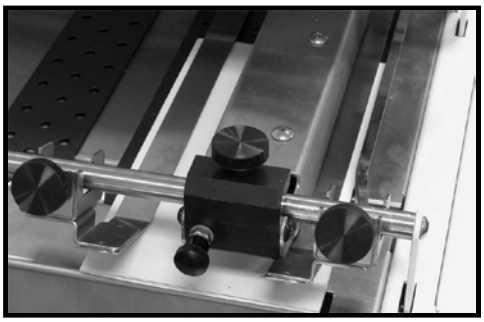
Tabber Mechanical Setup

Tabber Guides and Registration Assembly Adjustment

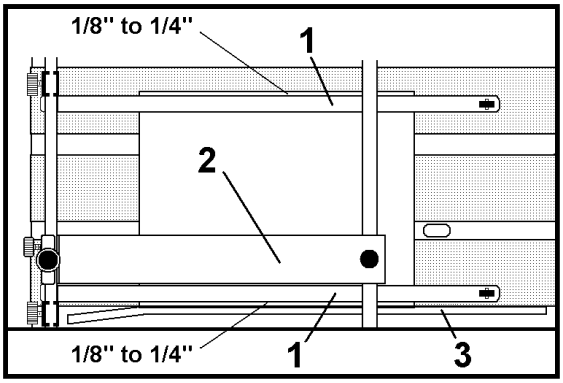
The Tabber is equipped with two paper guides and an adjustable set of angular rollers to help guide the media into position for tabbing. These guides should be adjusted as follows:

1. Place one of the two Media Hold-down Guides next to the Media Guide Fence. Then place the adjustable guide next to it as shown in the photo.

   Tip: Set the Media Thickness Adjustment [4] to the highest position, to make it easier to move the Registration Assembly [2].



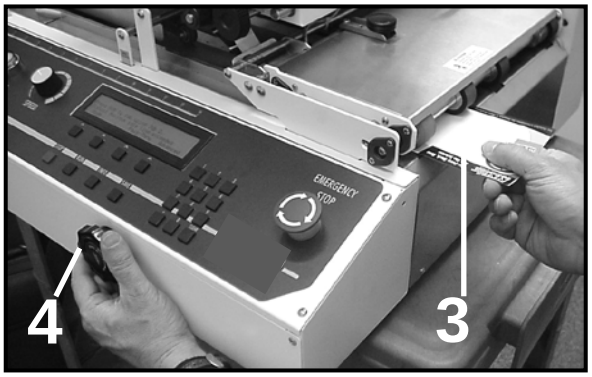
2. The two Media Hold-down Guides [1] should be just resting on the belts. Too much pressure will cause the media to stall while being fed. Additionally, the guides should be positioned between 1/8" and 1/4" of the edge of the media to prevent the edges from curling. The Registration Assembly [2] should be placed so that the registration rollers are on the belt nearest to the Media Guide Fence [3]. The Registration Assembly [2] should not be placed on any other belt except the one nearest to one of the Media Guide Fence [3].



   NOTE: The Registration Assembly [2] can be set at an angle to increase the push against the Media Guide Fence [3]. Additionally, all of the registration rollers on the Registration Assembly [2] should be riding on the same Transport Belt.

Media Thickness Adjustment

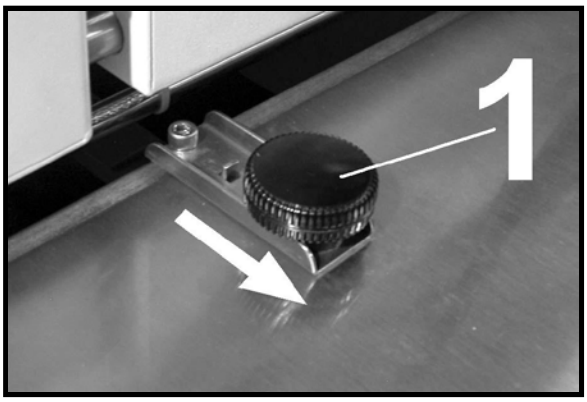
1. Turn the Media Thickness Control Knob [4] fully clockwise (raising the exit roller assembly).
2. Insert one piece of media [3] into the exit end of the Tabber and adjust the Media Thickness Control Knob [4] counter-clockwise (lowering the exit roller assembly) until you start to feel a drag on the media.
3. Then continue to turn Media Thickness Control Knob [4] counter-clockwise an additional 3 or 4 clicks, to obtain good transport pressure on the media.



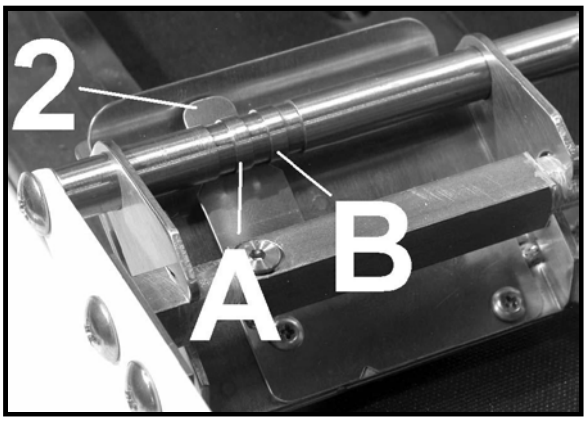
Adjusting Tab Fold Positioning

Once the tabs are loaded, the next step is to adjust the tab fold positioning.

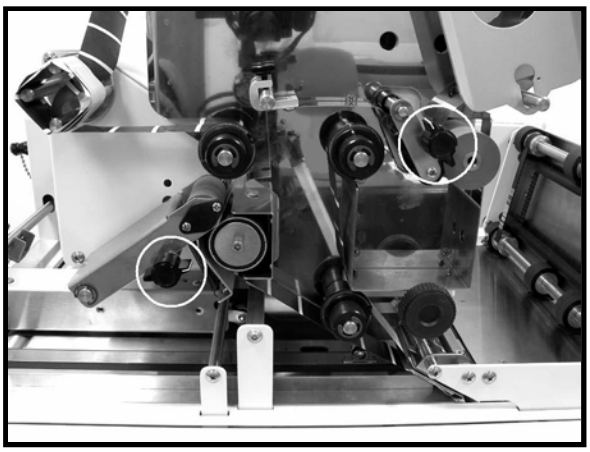
1. Loosen the Locking Knob [1] that holds the Exit Roller Assembly in position, and then slide it in the direction of the arrow. Open the Exit Roller Assembly.



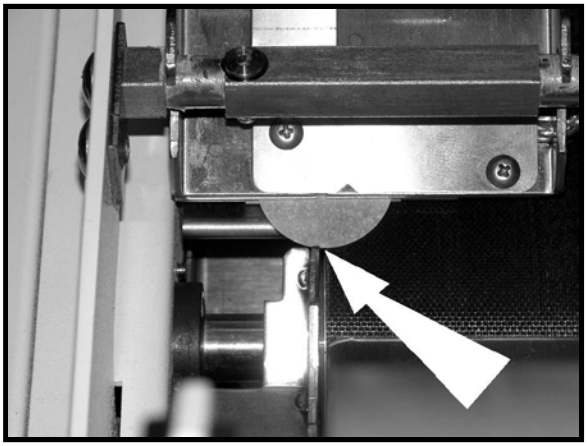
2. The Applicator Head can be positioned two ways. Position A is used for applying tabs and Position B is used for applying stamps. Press down on the Locking Lever [2] and slide the Applicator Head into the appropriate position.



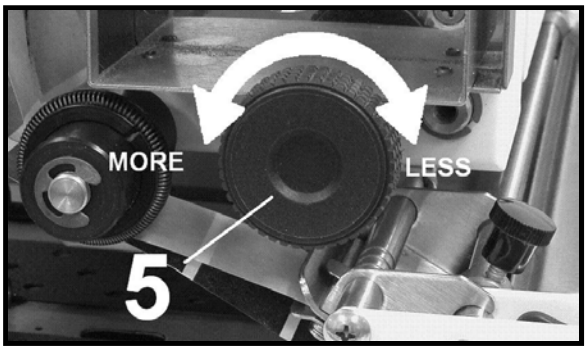
3. Release the two press rollers to take the tension off the Tab web.



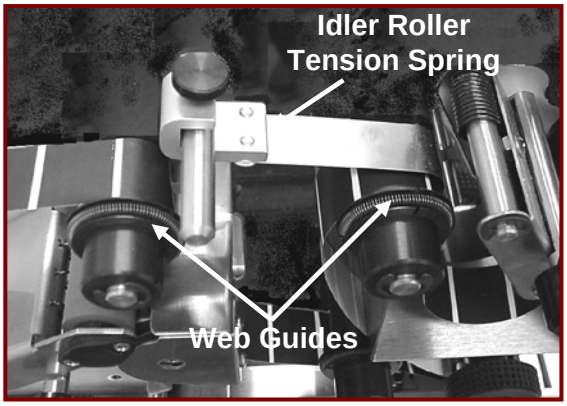
4. Pull the tab from the take-up end of the web until approximately ½ of the tab/stamp is showing.



5. If you are applying tabs; adjust the Tab Position Knob [5] to center the Tab on the outside edge of the belt (as shown in the previous image).
   If you are applying stamps; turn the Tab Position Knob [5] so the entire stamp is over the belt.



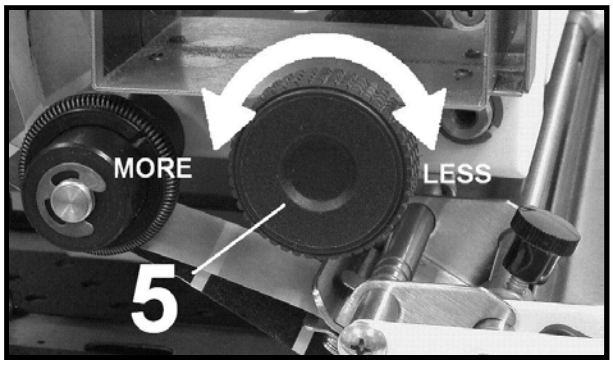
6. Adjust the Web Guides, located on the idler rollers, so they are lightly touching the tab web, to hold the web against the back wall of the Reel Assembly.
7. Adjust the Idler Roller Tension Spring so it is pressing against the web, adding a little resistance to the movement of the web.



8. Close the Exit Roller Assembly and secure it using the Locking Knob (item 1 in step 1).

9. Release the Emergency Stop switch button. Turn the main power switch on the Tabber and the feeder ON.
   Tip: If using the TA-MPFDR feeder, and the feeder interface cable is attached, make sure that the selector switch on the feeder is set to Automatic.

10. Refer to the instructions under “Programming the Job”.
11. Once you have completed programming the Tabber for your job, you should run one piece of media through the Tabber.
12. Check the positioning of the tab or stamps on the media. If necessary, adjust the Tab Positioning Knob [5] to fine tune the position of the tab/stamp on the media. Turning the knob clockwise will move the tab/stamp away from the operator; placing more of the tab on the top of the piece. Turning the knob counter-clockwise will move the tab/stamp towards the operator; place more of the tab on the bottom of the piece.



13. When you are satisfied with the tab fold or stamp positioning run the job.

Programming the Job (Menu Features)

Before you can run the Tabber, you must program the Tabber for the following:

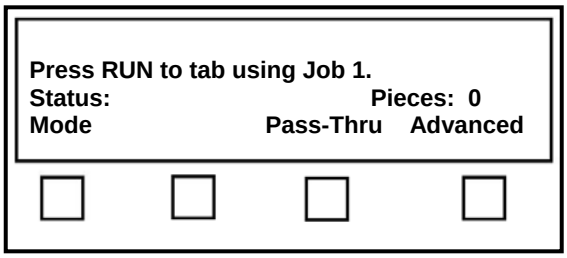
- Number of Tabs/Stamps you plan to apply to each piece.
- Media Length (When using Auto Position feature).
- Backing Type (Clear or Opaque)
- Tab Pitch (Distance from top of tab, to top of next tab, plus 0.010".)
- V-Tab (tab sensor voltage settings)

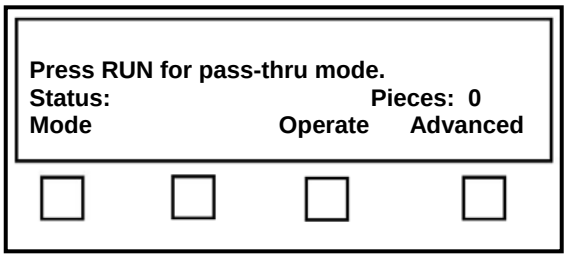
Start-Up Screen

The **Start-Up** screen will appear when you turn the Tabber on.
The soft keys at the bottom of the display control the following functions:

- **Mode –** Pressing this soft key will bring you to the mode selection screen, which allows you to select the tab/stamp positioning mode. See "Mode Features".

- **Pass-Thru / Operate** – Pressing this soft key will cause the Tabber to toggle between the "pass-thru" mode and the "operate" mode.
  When **Pass-Thru** is showing, for this soft key, the Tabber is in the **operate** mode.
  The operate mode is used to tab pieces as they are fed through the system.
  When **Operate** is showing, for this soft key, the Tabber is in **Pass-Thru** mode. The pass-thru mode can be used during the setup process to check for correct material transport adjustments. The pass-thru mode is also useful if the Tabber is being used in-line with other equipment. This mode can be used to pass media through to the next device; if the customer doesn't want to tab the job.





- **Advanced** – Pressing this key will place the Tabber in the advanced mode. This mode is used to set the V-Tab "tab sensing values/voltages" and to access other advanced settings and test routines. See "Advanced Features".

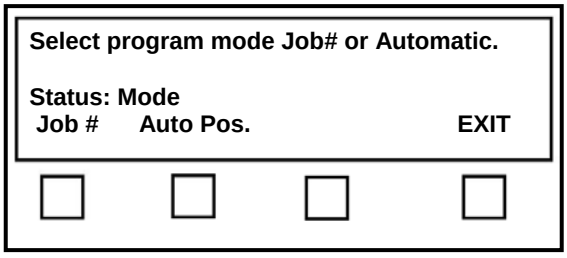
Mode Features

When the Mode soft key is pressed; the soft keys at the bottom of the display control the following functions:

- **Job #** - This soft key is used to select one of four programmable jobs.

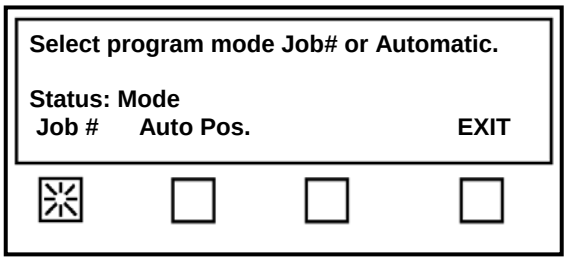
- **Auto Pos.** – This soft key is used to select the Automatic Tab/Stamp Positioning feature.

- **EXIT** – Brings you back to the previous screen/selections.

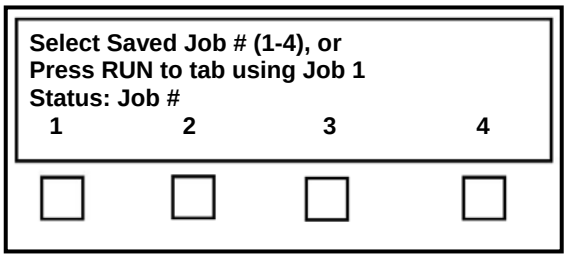


Manual Tab/Stamp Positioning Features

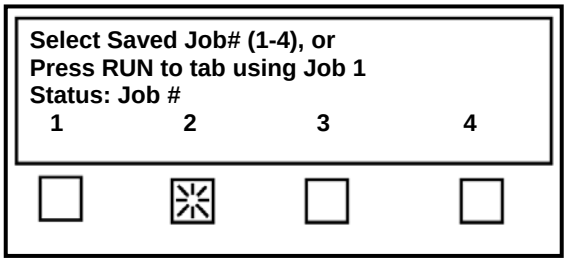
When the **Job #** soft key is pressed, from the Mode menu, this puts the Tabber into "manual positioning mode". In this mode the operator must manually set the offset value (tab position) for each of the tabs/stamps.



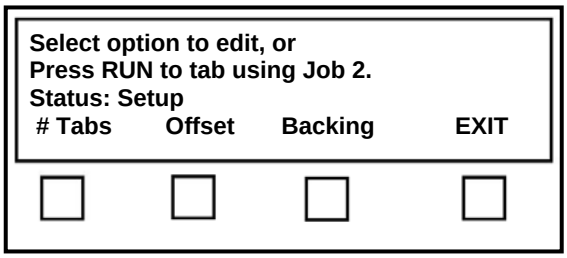
The display will prompt you to select the Job# you wish to use or edit.



When a Job number is selected, the display will prompt you to select the number of tabs, offset values for each tab, and type of backing being used.
In our example, we are selecting Job # **2** using the soft key 2.

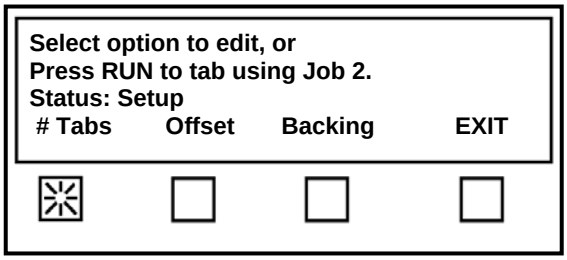


- **# Tabs** - This soft key is used to select the number of tabs you wish to apply on each mail piece.
- **Offset** - This soft key is used to set the Offset value (starting position from leading edge) for each tab/stamp.
- **Backing** - This soft key is used to set the type of tab/liner material that is being used, and the Pitch of the tab.

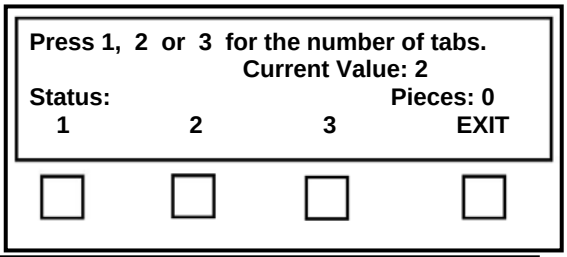


- **EXIT** – Brings you back to the "Select program mode Job# or Automatic" screen/selections (shown at top of page).

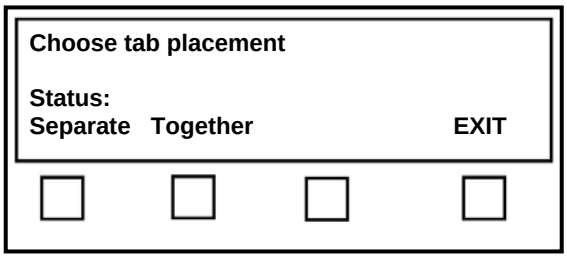
If the **# Tabs** soft key is pressed.
The display will prompt you to select the number of tabs/stamps you would like applied to each mail piece.



- **1** – Selects one tab/stamp
- **2** – Selects two tabs/stamps
- **3** – Selects three tabs/stamps
- **EXIT** – Brings you back to the previous screen.



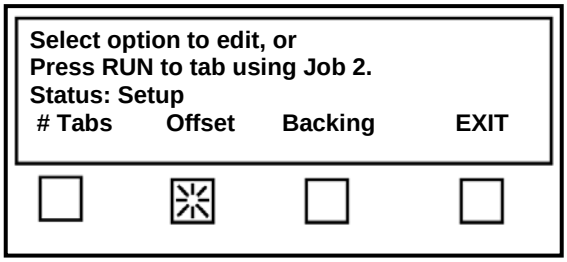
If you select 2 or 3, for **# Tabs**, you will be prompted to choose tab placement.



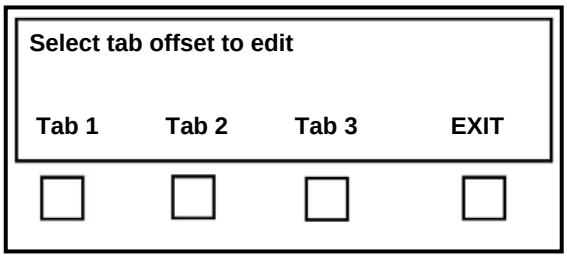
- **Separate** – Allows individual adjustment of each tab/stamp position via the Offset value.
- **Together** – Tabs/Stamps are placed next to each other, starting at the Offset value you set for Tab 1.
- **EXIT** – Brings you back to the previous screen.

If the **Offset** soft key is pressed.
The display will prompt you to set the **Offset** value (starting position from leading edge) for each tab/stamp.

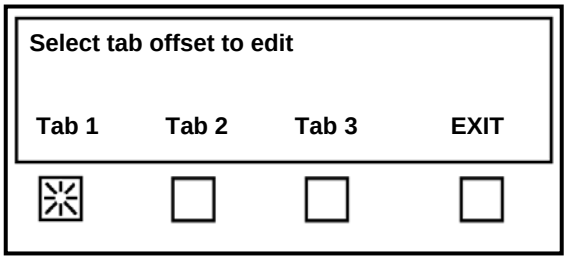
Offset Value = distance from leading edge of mail piece to leading edge of tab.



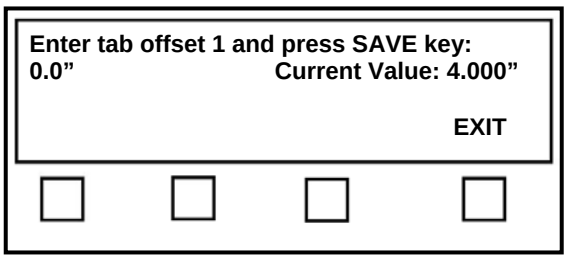
- **Tab 1 –** Use this soft key to set the offset value for tab/stamp 1.
- **Tab 2 –** Use this soft key to set the offset value for tab/stamp 3.
- **Tab 3 –** Use this soft key to set the offset value for tab/stamp 3.
- **EXIT** – Brings you back to the previous screen.



If the **Tab 1** soft key is selected then you will be asked to enter the offset value for **Tab 1**.
In the following example, # Tabs was set to 3.

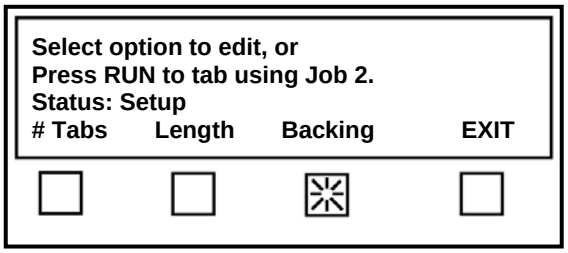


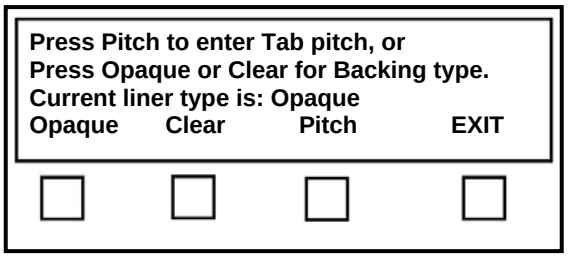
Note: The number of tab choices, you are presented with, is based off the "# Tabs" and the "tab placement" (separate, together), that you previously selected. If # Tabs was set to 1 or tab placement "together" was selected; you will be prompted to 'Enter tab offset 1…", as soon you press the Offset key.



Enter the desired offset value for Tab #, using the numeric keypad.
Then press the **SAVE** button.
Press **EXIT**.
Repeat this process for each tab/stamp position.

If the **Backing** soft key is pressed.
The display will prompt you to select Opaque or Clear as the Backing type, set tab Pitch or EXIT.





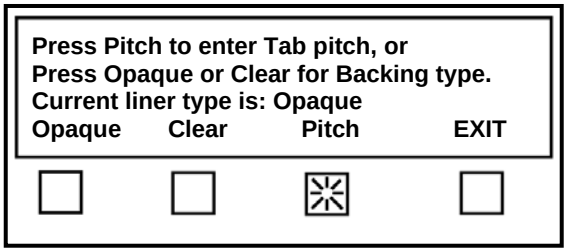
- **Opaque** – Select this option if tab liner has white space between tabs. See chart below.
- **Clear**- Select this option if tab liner has black space (line) between tabs. See chart below.
- **Pitch** - This soft key is used to set the Pitch See details below.
- **EXIT** – Brings you back to the previous screen.

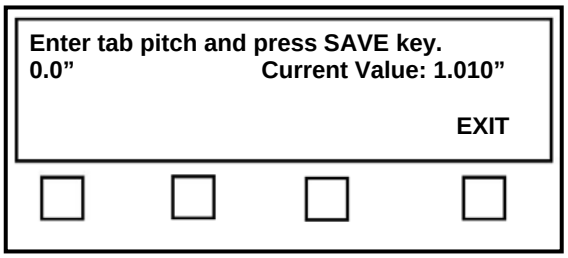
Use the chart below to select the Backing type (Opaque or Clear):
Tip: The selection for Backing (liner) does not denote the type of tab material. Instead, it denotes the density of the tab and the liner it is affixed to, as compared to the space between tabs.
Instead of thinking of this setting as a backing description, it is easier to identify if the backing (liner) has a black bar between each tab or not (Is space between tabs black or white?). See chart below.

Backing Setting:	Color of Space Between Tabs	Detailed Description
Opaque	White space between tabs	- Clear or translucent tab material with black block, in the liner, below each tab. - Paper tab stock (white or colored). - Stamps
Clear	Black space between tabs	Clear or translucent tab material with a black space (line), in the liner, between each tab.

If the **Pitch** soft key is pressed.

The display will prompt you to "Enter tab pitch and press SAVE key or Exit.



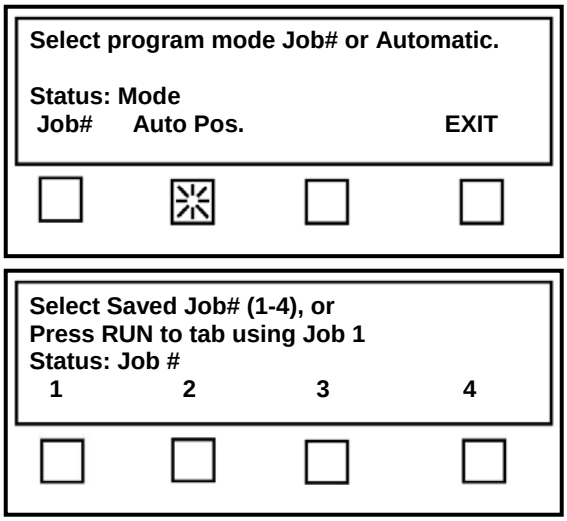


Pitch = distance from top of tab/stamp to top of next tab/stamp, or distance from top of black bar/box to top of next black bar/box, plus 0.010".

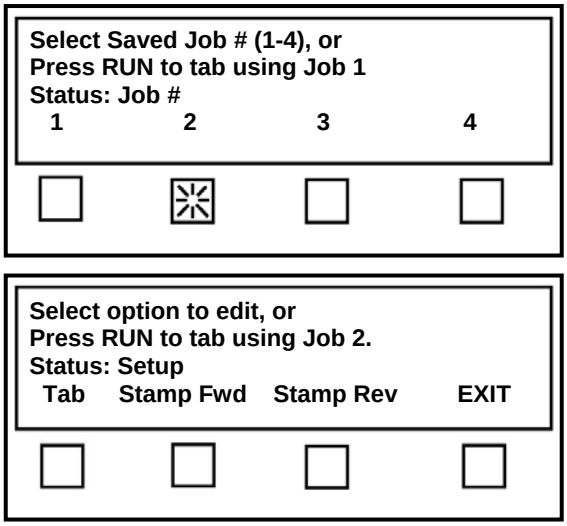
Important! You must add 0.010 inches to the measured value and enter this Total as the Pitch.
Example:
Measured Value + 0.010 inches = Total (value to enter as Pitch)
1.00" + 0.010" = 1.010"

Automatic Tab/Stamp Positioning Features (Auto Pos.)

When the **Auto Pos.** soft key is pressed.
The display will prompt you to select the Job number you wish to use or edit.



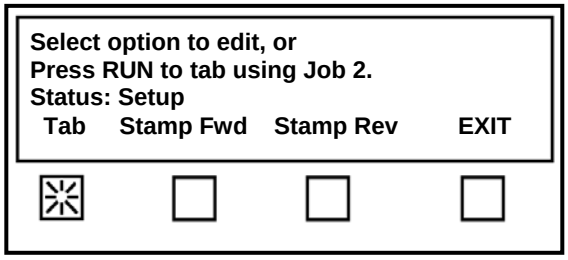
When a **Job #**, soft key is pressed.
The display will prompt you to "Select option to edit or Press RUN to tab using Job #".
In our example, we are selecting Job # **2** using the soft key 2.

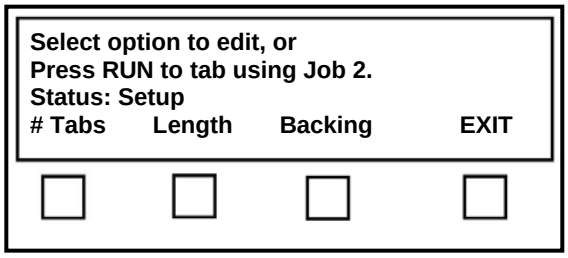


- **Tab** – This soft key is used to place tabs onto the media.
- **Stamp Fwd** - This soft key is used to place stamps at the trailing edge of the media.
- **Stamp Rev** - This soft key is used to place stamps at the leading edge of the media.
- **EXIT** – Brings you back to the "Select program mode Job# or Automatic" screen/selections (shown at top of page).

If the **Tab, Stamp Fwd,** or **Stamp Rev** soft keys are pressed.
The display will prompt you to select number of Tabs/stamps, set Length of media and set Backing type.

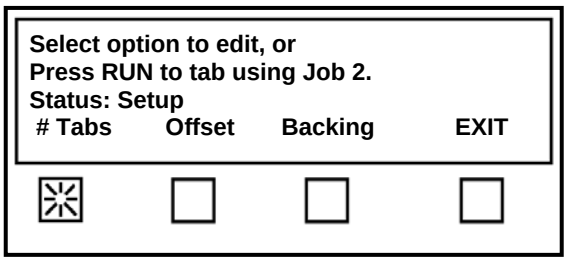
- **# Tabs -** This soft key is used to select the number of tabs you plan to place on the media.
- **Length** - This soft key is used to set the media length.
- **Backing** - This soft key is used to set the type of tab/liner material that is being used, and the Pitch of the tab.
- **EXIT** – Brings you back to the screen shown at top of page.

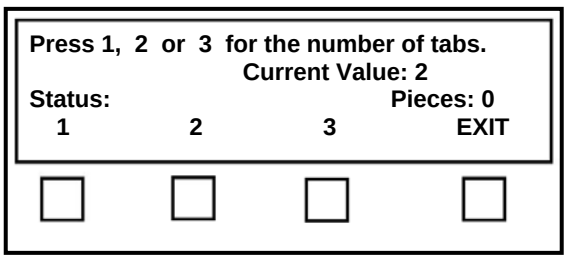




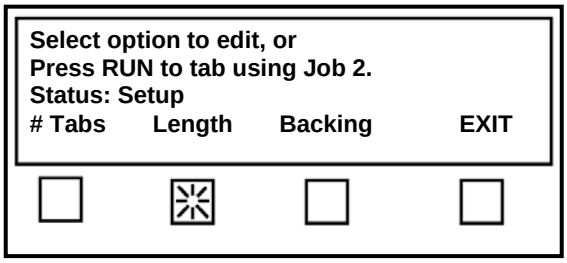
If the **# Tabs** soft key is pressed.
The display will prompt you to select the number of tabs/stamps you would like applied to each mail piece.

- **1** – Selects one tab/stamp
- **2** – Selects two tabs/stamps
- **3** – Selects three tabs/stamps
- **EXIT** – Brings you back to the previous screen.

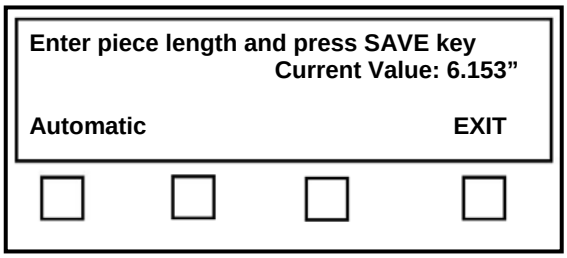




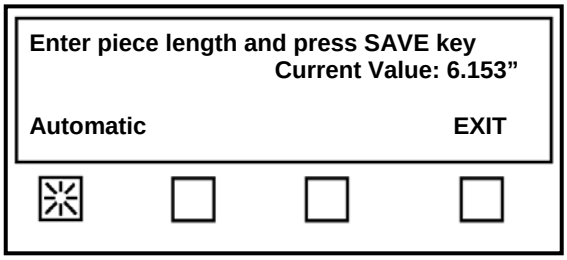
If the **Length** soft key is pressed.
The display will prompt you to enter the piece length (using the number keypad) or press "Automatic" for the Tabber to automatically measure the piece length.



- **Automatic –** "Automatic Piece Length Measurement". Media can be fed through the Tabber and measured automatically. ***This is the recommended method.***
- **EXIT** – Brings you back to the previous screen.

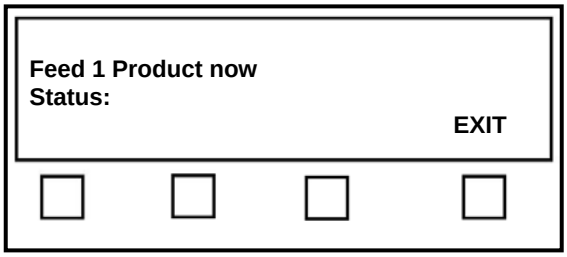


Press the **Automatic** soft key.



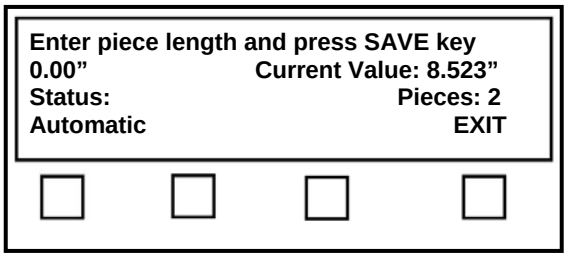
IMPORTANT: Make sure that the transport power switch is turned **ON**.
If the Tabber displays "Increase Transport Speed" or "Decrease Transport Speed", adjust the transport speed until the display shows "Feed 1 Product now".

When the display reads "Feed 1 Product now", feed <u>one</u> of your mail pieces through the Tabber.



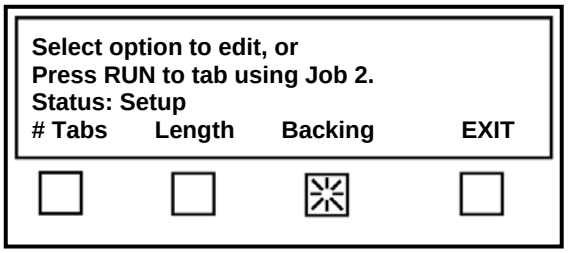
Note: Feeding more than one mail piece will cause an incorrect length to be measured.

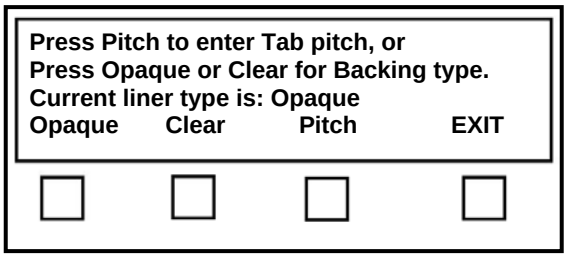
The Tabber will measure and display the piece length. ***Verify the measurement.***
It must be accurate (+ or - 0.250").



If the Tabber measures the piece to be ***longer*** than the actual piece length; then the media may be slipping or hesitating as it feeds.
Check/Adjust the transport system.
If the Tabber measures the piece to be ***shorter*** than the actual piece length; then the media may not be feeding straight (missing the sensor), or a hole in the media may be traveling through the sensor, or the sensor may be getting reflection off the mail piece. If using a high gloss media, the sensor intensity may need to be adjusted lower by a qualified Service Technician.
If the media passes through without the Tabber providing a measurement; then the media sensor may be dirty. Try cleaning the sensor as described in this manual.
These problems need to be corrected before the Tabber will function correctly.

If the **Backing** soft key is pressed.
The display will prompt you to select Opaque or Clear as the Backing type, set tab Pitch or EXIT.





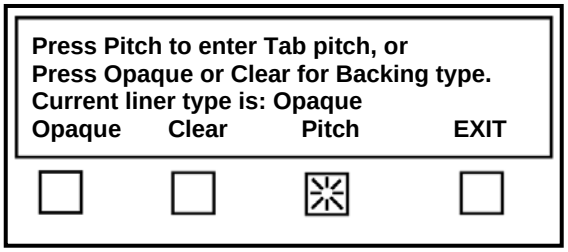
- **Opaque** – Select this option if tab liner has white space between tabs. See chart below.
- **Clear**- Select this option if tab liner has black space (line) between tabs. See chart below.
- **Pitch** - This soft key is used to set the Pitch. See details below.
- **EXIT** – Brings you back to the previous screen.

Use the chart below to select the Backing type (Opaque or Clear):
Tip: The selection for Backing (liner) does not denote the type of tab material. Instead, it denotes the density of the tab and the liner it is affixed to, as compared to the space between tabs.
Instead of thinking of this setting as a backing description, it is easier to identify if the backing (liner) has a black bar between each tab or not (Is space between tabs black or white?). See chart below.

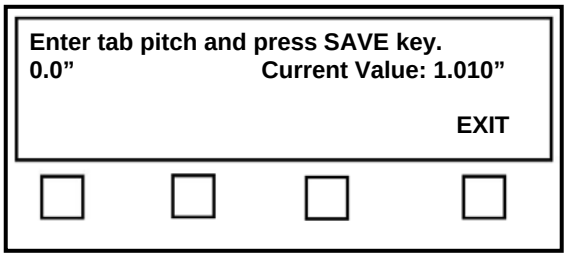
Backing Setting:	Color of Space Between Tabs	Detailed Description
Opaque	White space between tabs	- Clear or translucent tab material with black block, in the liner, below each tab. - Paper tab stock (white or colored). - Stamps
Clear	Black space between tabs	Clear or translucent tab material with a black space (line), in the liner, between each tab.

If the **Pitch** soft key is pressed.

The display will prompt you to "Enter tab pitch and press SAVE key or Exit.



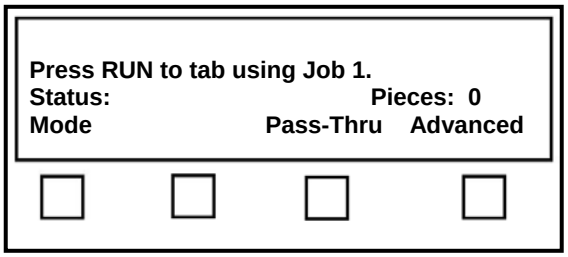
Pitch = distance from top of tab/stamp to top of next tab/stamp, or distance from top of black bar/box to top of next black bar/box, plus 0.010".

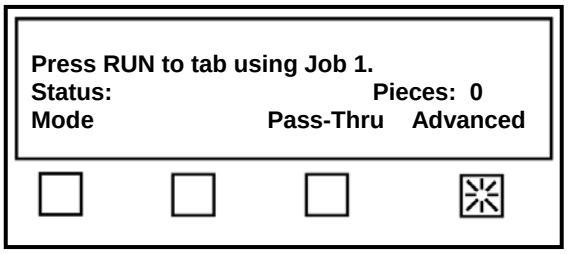


Important! You must add 0.010 inches to the measured value and enter this Total as the Pitch.
Example:
Measured Value + 0.010 inches = Total (value to enter as Pitch)
1.00" + 0.010" = 1.010"

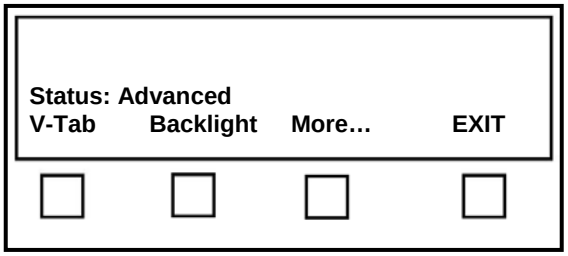
Advanced Features

The **Advanced** features are available from the Start-Up Screen. (If you are in another menu, you can use the EXIT key (may need to press more than once) to get back to the Start-up Screen, shown to the right.





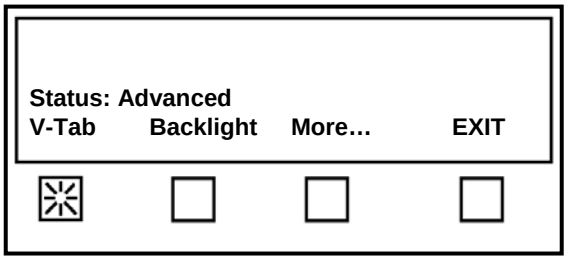
When the **Advanced** soft key is pressed.
The display will prompt you with the following choices:



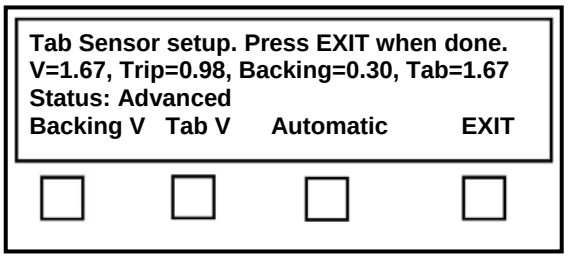
- **V-Tab** - This soft key is used to set the tab sensor voltages for the tab/stamp material you are using. See “Tab Sensor Setup” for instructions.
- **Backlight** - This soft key is used to set the backlight intensity for the LCD display.
- **More** - This soft key is used to access additional Advanced features.
- **EXIT** – Brings you back to the Start-Up Screen.

If the **V-Tab** soft key is pressed.

The display will show the current voltage values for the tab sensor and will display the following choices.



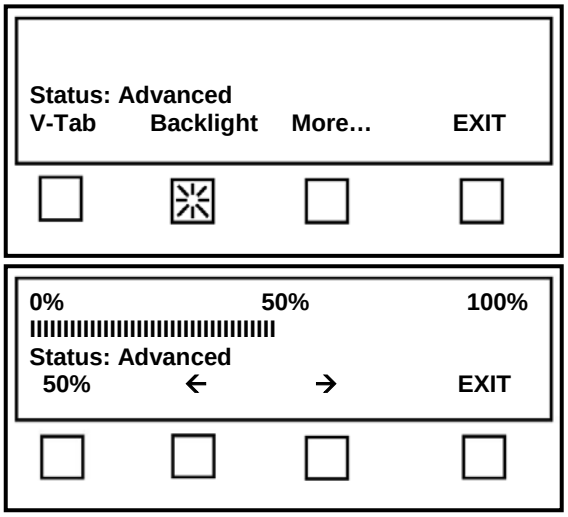
- **Backing V** - This soft key is used to manually set the backing (web) voltage, for the tab sensor. See “Tab Sensor Setup”.
- **Tab V** - This soft key is used to set the tab voltage (tab on backing), for the tab sensor. See “Tab Sensor Setup”.
- **Automatic** - This soft key is used to set the tab sensor voltages automatically. See “Tab Sensor Setup”.



- **EXIT** – Brings you back to the previous screen.

If the **Backlight** soft key is pressed.

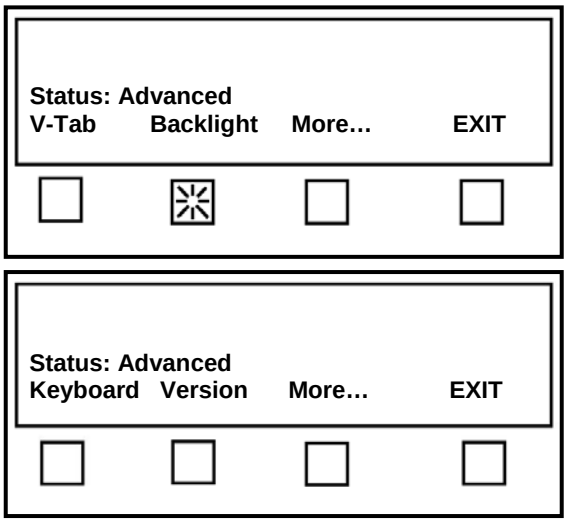
The display will show the current backlight intensity setting.



- **50%** - This soft key is used to set the backlight intensity to 50%.
- ← - This soft key is used decrease the backlight intensity.
- → - This soft key is used increase the backlight intensity.
- **EXIT** – Brings you back to the previous screen.

If the **More…** soft key is pressed.

The following choices will be displayed:



- **Keyboard** – Used to test the keyboard controls (keys).
- **Version** – Displays the Lifetime Products counter, Lifetime Tabs counter and BIOS version.
- **More…** - Displays additional Advanced Menu choices (Voltage and Offset)**.**
  Voltage = current power supply voltage outputs (V1=12, V2=5, V3= 3.3, V4=1.5)
  Offset = Allows you to compensate for electro/mechanical differences in the system, in order to achieve more accurate tab positioning.
  For example if you manually set the tab position to 1” and it is being applied at 1.25”, then you should reduce this offset value by 0.25” to get more accurate tab placement.
- **EXIT** – Brings you back to the previous screen.

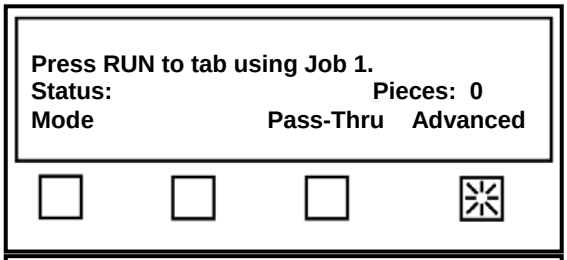
Tab Sensor Setup

The tab sensor adjustment must be performed each time you change the type of tab or tab roll lot numbers. Programming the tab sensor in the Tabber can be done automatically or manually. The preferred method is automatic.

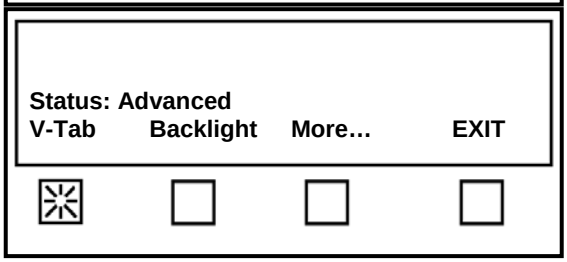
Automatic Tab Sensor Setup

The following procedure assumes you have threaded tabs, adjusted for proper media transport, and have set the tab **Pitch**.

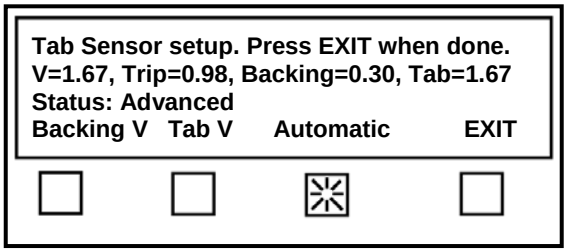
1. From the Start-Up screen select **Advanced**.



2. The screen at the right will appear. Select **VTab**.

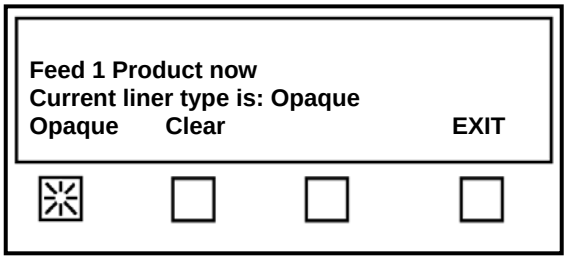


3. From the "Tab Sensor Setup" screen select **AUTOMATIC**.



IMPORTANT: Make sure that the transport power switch is turned **ON**.
If the Tabber displays "Increase Transport Speed" or "Decrease Transport Speed", adjust the transport speed until the display shows "Feed 1 Product now".

The transport belts will start to turn and the screen to the right will appear.



Select the type of Backing type for the tab/stamp stock you are using.
Use the chart below to select the liner type (**Opaque** or **Clear**):

Tip: The selection for Backing (liner) does not denote the type of tab material. Instead, it denotes the density of the tab and the liner it is affixed to, as compared to the space between tabs.
Instead of thinking of this setting as a backing description, it is easier to identify if the backing (liner) has a black bar between each tab or not (Is space between tabs black or white?). See chart below.

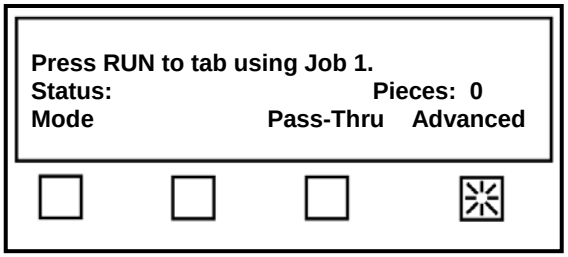
Backing Setting:	Color of Space Between Tabs	Detailed Description
Opaque	White space between tabs	- Clear or translucent tab material with black block, in the liner, below each tab. - Paper tab stock (white or colored). - Stamps
Clear	Black space between tabs	Clear or translucent tab material with a black space (line), in the liner, between each tab.

4. Feed one piece, from the feeder, into the Tabber. Two or three tabs will be applied to the piece and then the Tabber will stop and display the new V-Tab values. The Tab sensor is now setup for this tab stock.
   Tip: In order for the Tabber to distinguish between the Tab and Backing, the voltage difference between the Backing V and Tab V must be 0.80 volts or greater. If the difference is lower, check/clean the sensor and then repeat the V-Tab adjustment. If the difference in these values is still less than 0.80 volts, then you may need to use another tab stock that has a greater density difference.
5. Press the **EXIT** button three times to return to the Start-Up screen.
6. Test the Tabber for proper operation. If you experience tab advancement or positioning problems, verify proper transport setup, media length, tab liner type and tab pitch settings.
   Important! If the tab liner type or tab pitch values needed to be changed, then you will need to repeat the tab sensor setup procedure. If you still experience problems, then use the manual tab sensor adjustments.

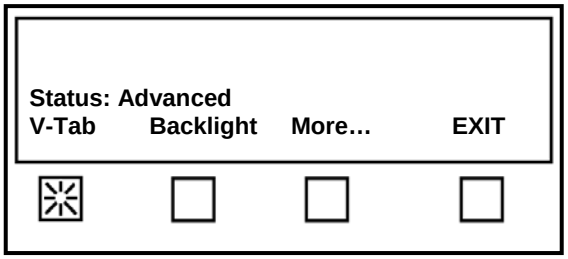
Manual Tab Sensor Setup

Under some conditions (For example if the automatic tab sensor adjustment didn't seem to work, or when using stamps or addressing labels that you wouldn't want to waste.), it may not be practical to use the automatic tab sensor setup feature.
In these cases it is recommended that you adjust the tab sensor manually.
There are two adjustments required to set the tab sensor manually. One is the voltage reference for the tab with its backing (**Tab V)**. The second is the voltage reference for the space between tabs (**Backing V)**.
The following procedure assumes you have threaded tabs, adjusted for proper media transport, and have set the tab **Pitch**.

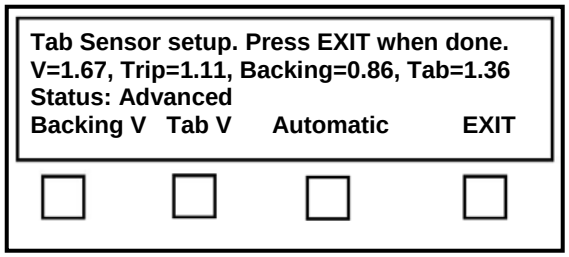
1. From the Start-Up screen select **Advanced**.

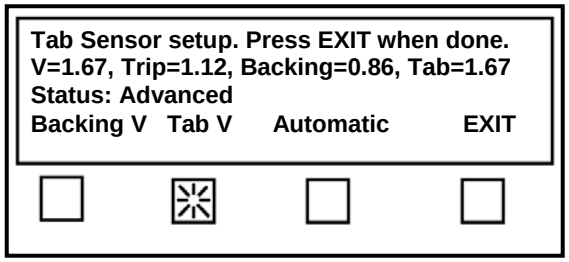


2. The screen at the right will appear. Select **VTab**.



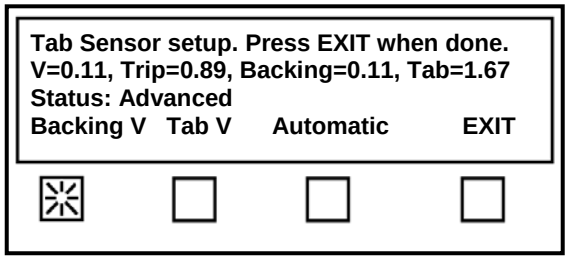
3. The "Tab Sensor Setup" screen will now appear.
   There are two adjustments to be made. One is for the tab (**Tab V**), the other is for the space between the tabs (**Backing V**).
   If the backing (liner) below the tab is black or the tab is very opaque, the **Tab V** will be a much higher voltage than the space between the tabs (**Backing V**).
   If the tab has white or clear backing and a black line between each tab, the **Backing V** will be higher than the **Tab V**.
   In the example we are using a tab that has a black backing (liner) and a white line (space) between each tab.





   Position a tab and backing (liner) under the tab sensor. When the voltage "**V=**" reaches the highest voltage obtainable, press the **Tab V** soft key. In our example, the voltage was 1.67 volts.

4. The next step is to adjust the **Backing V**.
   In this example, the space between the tabs is white; therefore, the voltage setting for this adjustment should be lower than the one for the tab on the backing material.
   Pull the tab back until you obtain the lowest voltage reading for "**V=**". Then press the **Backing V** soft key to register that voltage into the memory. In our example, this voltage was 0.11.



   NOTE: A tab with a white backing and a black line between each tab the numbers will be reversed. The Tab voltage will be lower than the Backing voltage.
   Tip: In some cases you may find it necessary to set the **Backing V** voltage using the narrow gap between tabs, instead of using a large area of backing (liner) with no tabs attached. This can be done by pulling the tab stock forward, until the gap between two tabs is centered in the sensor and the lowest voltage is obtained. Then press **Backing V**.
   In order for the Tabber to distinguish between the Stamp/Tab and Backing, the voltage between the Backing V and Tab V must be 0.80 volts or greater. If the difference is lower, check/clean the sensor and then repeat the V-Tab adjustment. If the value is still less than 0.80 volts difference then you may need to use another tab stock that has a larger density difference.

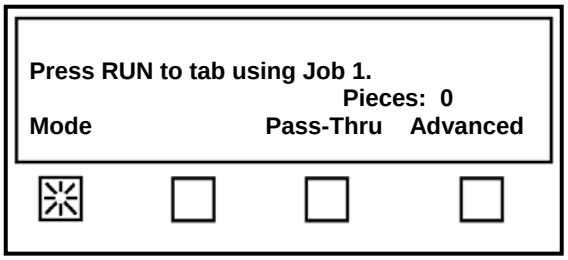
5. Press the **EXIT** soft key twice to return to the Start-Up screen.

6. Test the Tabber for proper operation. If you experience tab advancement or positioning problems, verify proper transport setup, media length, tab liner type and tab pitch settings.
   Important! If the tab liner type or tab pitch values needed to be changed, then you will need to repeat the tab sensor setup procedure.

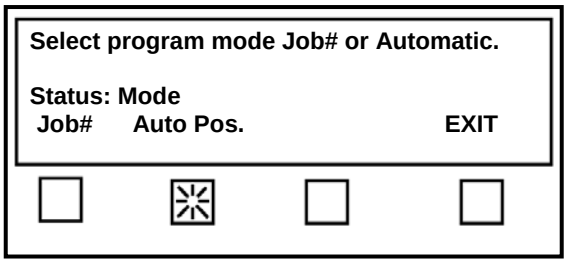
Example Tab Job Programming Sequence

In this example the Tabber will be setup using the Automatic Tab/Stamp Positioning mode (Auto Pos.), to place two tabs onto a 6” long, tri-folded mail piece.
The tab stock used in this example will be: 15/16” round translucent tabs with a black line in the backing (liner), between each tab. Tab stock has a measured Pitch of 1”.
Job # 2 will be selected and modified to run this media and tab stock.

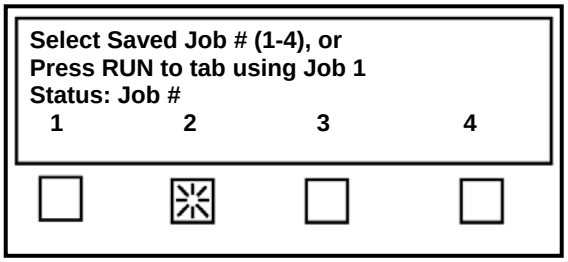
1. Press the **Mode** soft key.



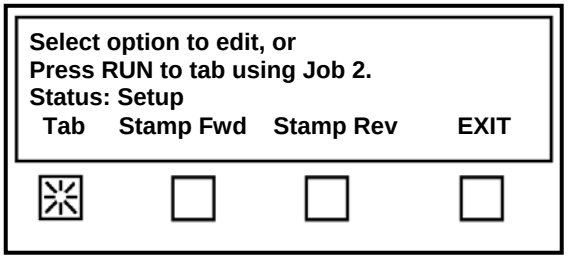
2. Press the **Auto Pos.** soft key



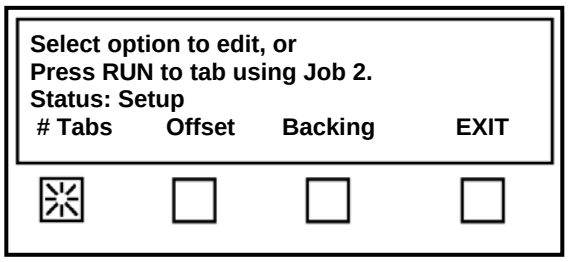
3. Select Job # 2 by pressing the # **2** soft key.



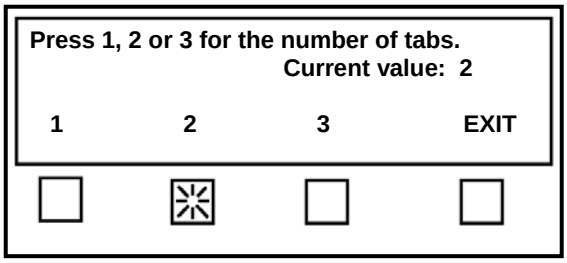
4. Press the **Tab** soft key.



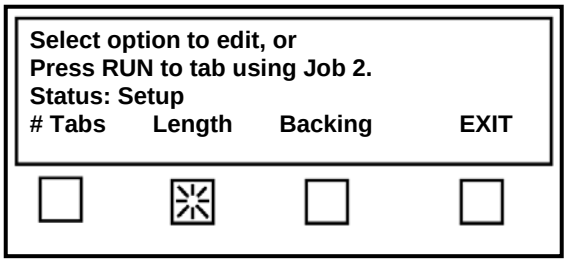
5. Press the **# Tabs** soft key



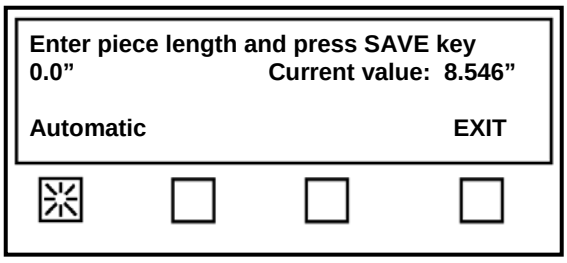
6. Select the # **2** soft key to select two tabs.



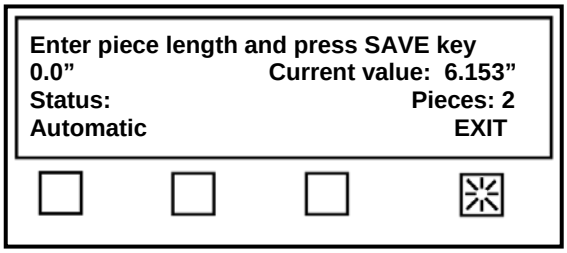
Press the **Length** soft key to set the media length.



7. Make sure the transport power button is on then press the **Automatic** soft key.
If instructed to increase or decrease transport speed, do so until the message "Feed 1 Product now. Appears".

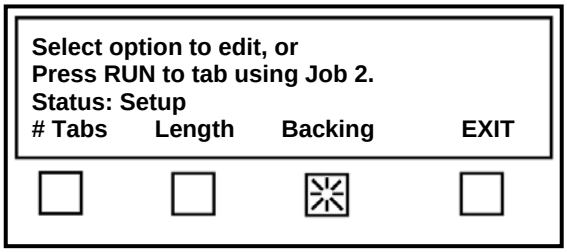


8. Feed 1 Product (one piece of media).
The Tabber will measure the media length and display this information.
Verify that the measured length is accurate (+ or - 0.17" of actual piece length).
If the measured length is longer than the actual piece length then piece could be slipping, jamming or hesitating as it feeds. Check the Tabber setup for proper media transport adjustments.

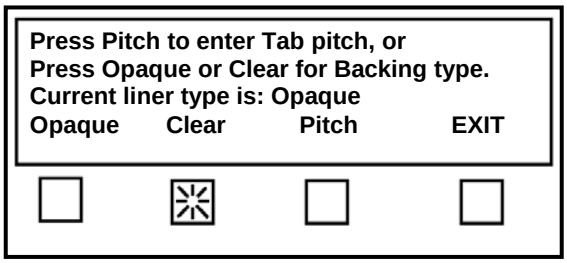


If the piece reads shorter than the actual piece length then the piece may be missing the sensor (skewing, or too far away from fence).
Correct these physical setup/feeding issues and then press Automatic to re-measure the media length.
Once you have an accurate measurement, you can press the **EXIT** soft key to proceed to the next step.

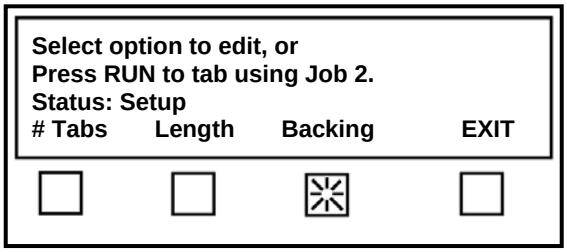
9. Press the **Backing** soft key.



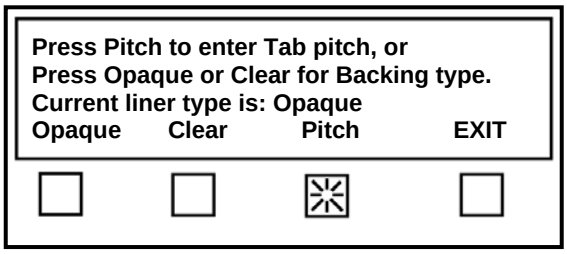
10. In this example, the tab stock is translucent, with a black line (space) between each tab. This is considered a “Clear” liner type. Press the **Clear** soft key.



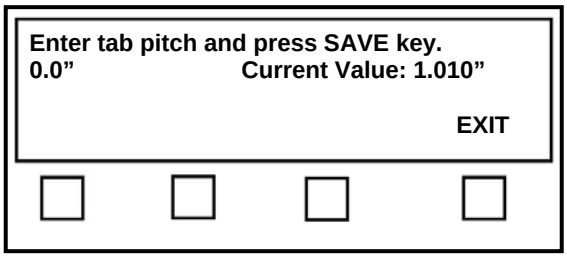
11. Press the **Backing** soft key again.



12. Press the **Pitch** soft key.

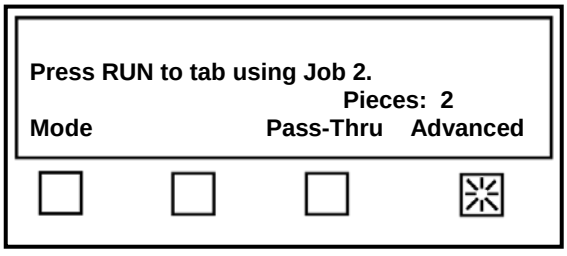


13. Enter the Tab Pitch using the numerical keypad. In this example, the tab stock is a 15/16” round tab with a 1/16” space between tabs, so the pitch (measured from top of tab to top of next tab) is 1”. For the machine to work properly, you must set the pitch for 0.010” larger than this measurement. In this case you would type in 1.010” as the Pitch, and then press the **SAVE** key.

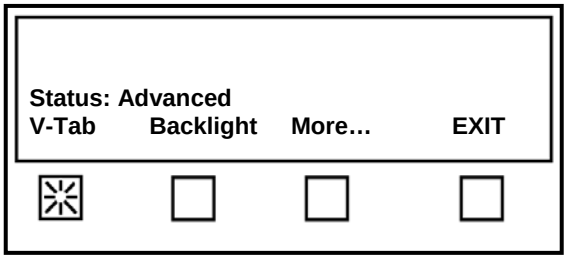


14. Press the **EXIT** soft key 5 times to get back to the “Startup Screen”

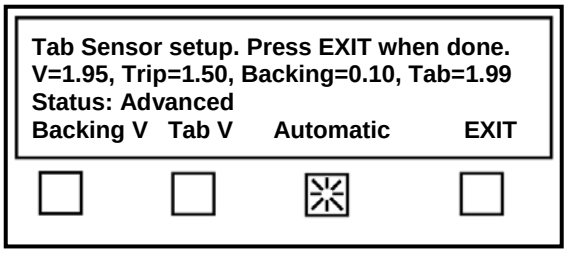
15. Press the **Advanced** soft key.



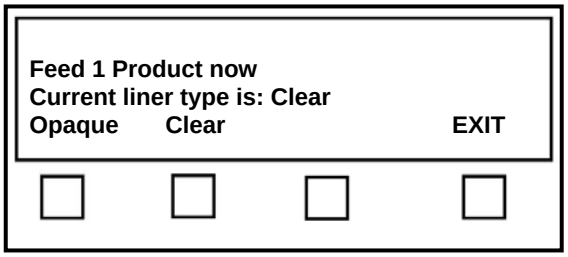
16. Press the **V Tab** soft key.



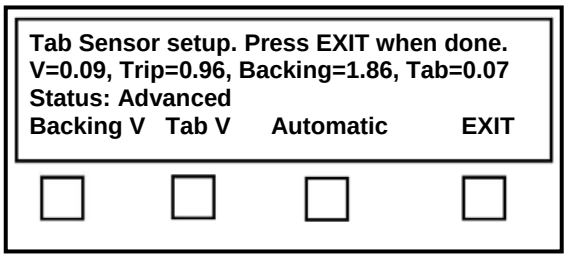
17. Press the **Automatic** soft key.
    If instructed to increase or decrease transport speed, do as instructed until the message “Feed 1 Product now” appears.



18. Feed 1 Product (one piece of media).
    The Tabber will place 2 or 3 tabs on the media and stop.



19. Verity the correct t voltages:
    In this case (running translucent tabs with a black line between each tab), the Backing voltage (gap between tabs) should read higher than the Tab voltage (tab and backing). If the reading is opposite then you need to verify that you have selected the correct liner type. In this example, the liner type “clear” was selected.



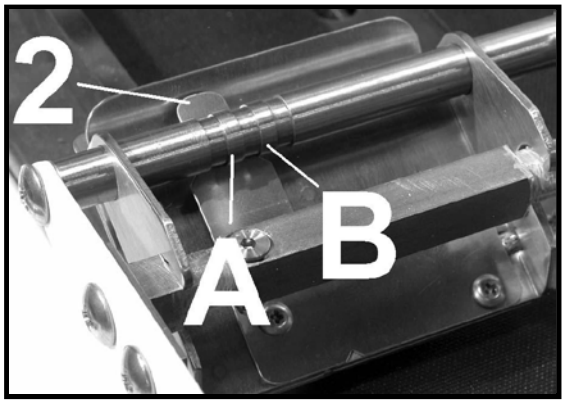
20. Press EXIT twice to return to the “Startup Screen”.

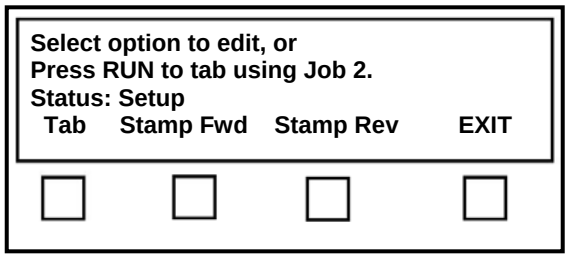
21. To begin running the job, make sure the Tabber is in the operate mode before pressing the RUN button.

Applying a Single Stamp

When applying a single stamp to an envelope the Tabber is setup the same as described for tabbing, except for the following:

- You must move the Tab Applicator Head from the Tab position [A] to the Stamp position {B}.
  This can be done by pressing the locking lever [2] while sliding the Applicator Head to the desired position.
- Select # Tabs as 1.
- When using the Auto Positioning mode, you need to select Stamp Fwd, if you are applying stamps at the trailing edge of the mail piece; or Stamp Rev, if you are applying a stamp at the leading edge of the mail piece.



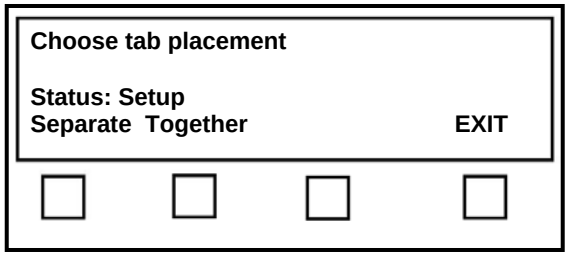


Note: When using stamps, the Backing type should be set to opaque.

Applying Multiple Stamps

Multiple stamps should be treated the same as applying a single stamp, described above, except for the following:

- Select # Tabs 2 or 3.
- When using the Manual Positioning mode, you need to select the **Together** soft key instead of the Separate soft key.
  This permits you to apply up to two or three stamps together (next to each other) on the media.

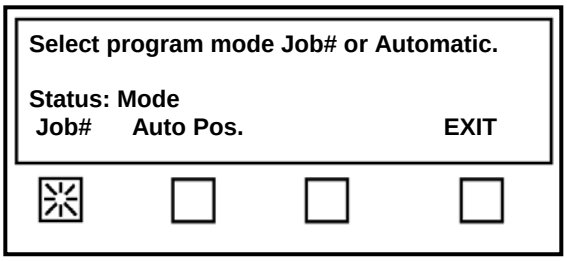


Note: When using stamps, the Backing type should be set to opaque.

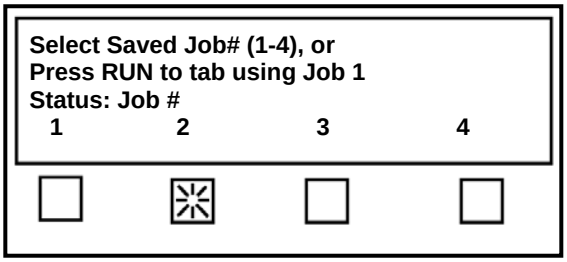
Running a Pre-Programmed Job

Up to four jobs may be programmed into the Tabber memory.
To run a pre-programmed job:

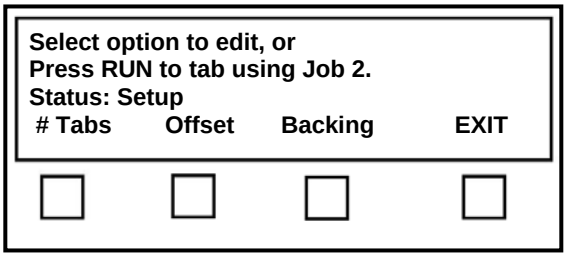
1. Turn on the Tabber using the Main Power Switch, located on the left side of the Tabber.
2. Check that the Emergency Stop switch is in the operate position.
3. Press the *Green* Transport Power switch on the Tabber Control Panel.
4. Press the **Job #** soft key.



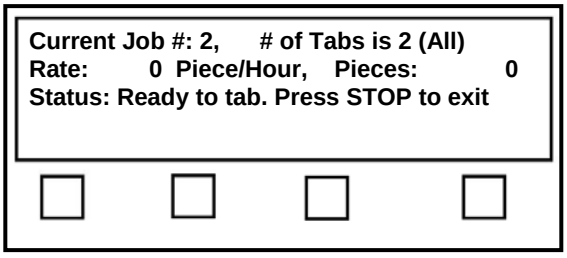
5. Select the Job you wish to run. In our example, we are selecting Job # **2** using the soft key 2.



6. After pressing the #**2**, soft key this screen will appear. Press the **RUN** key on the control panel to start the Tabber.



7. Pressing the RUN key changes the screen to the running mode so that the Rate in pieces per hour and the number of Pieces run are displayed.



8. To stop the Tabber, press the *Red* Stop key next to the Run key on the Control Panel.

Tabber Start-up Sequence

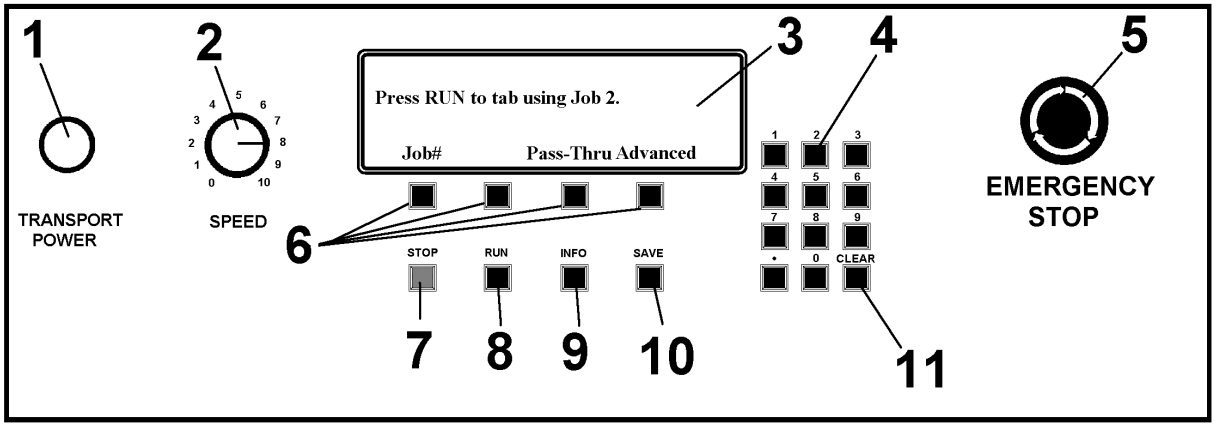
Start up the Tabber in the following sequence:

1. Turn on the Tabber using the Main Power Switch, located on the left side of the Tabber.
2. Check that the Emergency Stop switch [**5**] is in the operate position.
3. Press the *Green* Transport Power switch **[1]** on the Tabber Control Panel.

   Tip: When using the TA-MPFDR feeder; make sure the feeder interface cable is connected and the Feeder selector switch is set to Automatic, if you want the Tabber to control the speed of the feeder for you.
4. Press the **RUN** key [**8**] located below the soft keys on the Control Panel to start the Tabber. Adjust the **Speed Control** to set the speed of the Tabber.
5. Press the **STOP** key [**7**] located below the soft keys to stop the Tabber. Pressing the large **Emergency Stop** button [**5**] will shut down the entire Tabber and lock out the other keys. To restart from an **Emergency Stop** you must release the button [**5**] by turning it clockwise. Then press the **RUN** key [**8**] to restart the Tabber.

   NOTE: The maximum speed you can run the Tabber will depend on the number of tabs you are applying. The speed of the Tabber for applying single tabs is 20,000 pieces per hour, for applying double tabs it is 12,000 pieces per hour and for applying triple tabs it is 8, 000 pieces per hour. Exceeding these speeds will cause the Tabber to stop.

The operation of the Tabber is the same whether you are tabbing, applying labels or stamps. Refer to the parts of this section regarding setting up the Tabber for the type of application you are performing for more information.



Notes

SECTION 4 – Operator 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 local Dealer/Distributor to obtain service and support for your Tabber.
Service should only be performed by a qualified Service Technician.

Cleaning

WARNING

THE TABBER AND FEEDER ARE PRECISION MACHINES THAT SHOULD BE CLEANED REGULARLY TO INSURE MANY YEARS OF SERVICE. BEFORE PERFORMING ANY MAINTENANCE, DISCONNECT THEM FROM THEIR POWER SOURCE!

The Tabber and Feeder must be cleaned regularly of accumulated paper dust and ink. Depending on the types of media that are run, paper dust may accumulate within machines and on the transport. To clean then unplug both machines from the power receptacle and remove the covers.

The internal areas are best cleaned with a vacuum that has a soft brush attachment to help loosen the dust particles. Dry compressed air can also be used. Take care not to damage the PC Boards or electrical wiring.

The exterior 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 OR FEEDER. EXCESS LIQUID COULD HARM ELECTRONIC PARTS. ALWAYS DAMPEN A RAG WITH THE CLEANER AND APPLY IT TO THE PARTS TO BE CLEANED.

Cleaning Rollers and Transport belts

The belts and 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.

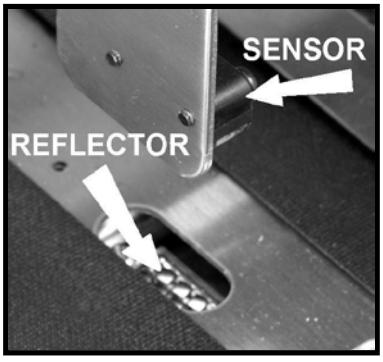
Cleaning the Sensors

There are three sensors in the Tabber; the media sensor located above the table of the Tabber, the tab sensor on the applicator head and tab web sensor in the transport area. These sensors should be clean and free of accumulated paper dust. Use a vacuum with a soft brush attachment or a small soft-bristled paint brush and dry compressed air to remove the dust.

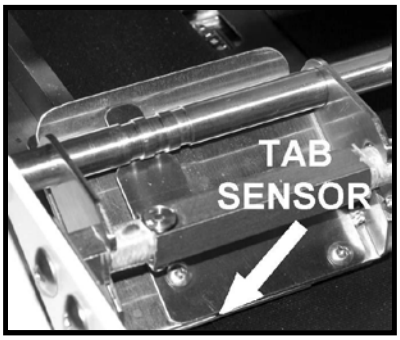
WARNING

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

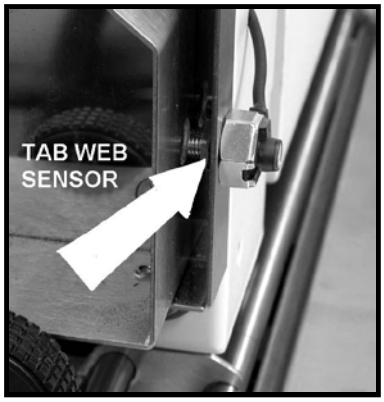
The sensor locations are as follows:



MEDIA SENSOR



TAB SENSOR



WEB (BIN) SENSOR

Media Sensor Test: There are two LED's located on the exit side of the Media Sensor.
Green LED ON = Power Present
Orange LED ON = No Paper (not interrupted)
Orange LED OFF = Paper Present (interrupted)

If the orange LED is not on when there is no paper present, then the reflector may need to be cleaned. If the orange LED comes "on" even when paper is present, then the sensor intensity may need to be lowered. This is rare, but possible when high gloss media is being used. A qualified Service Technician should make this adjustment.

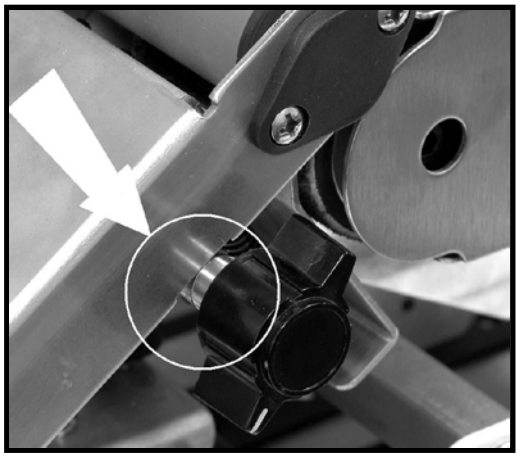
Tab Web Sensor Test: There are two LED's located on the exit side of the Tab Web Sensor. **Caution!** To avoid tabs being driven from the tab reel and or personal injury from moving rollers, please be sure to press the Emergency STOP button, before testing the Tab Web Sensor.

Green LED ON = Tabs/Stamp Present (interrupted)
Orange LED ON = No Tabs/Stamps Present

Lubrication

Several locations on the Tabber require regular lubrication. They are as follows:

1. Place a small amount of White Lithium Grease where the Drive Press Roller assembly touches the release cam.



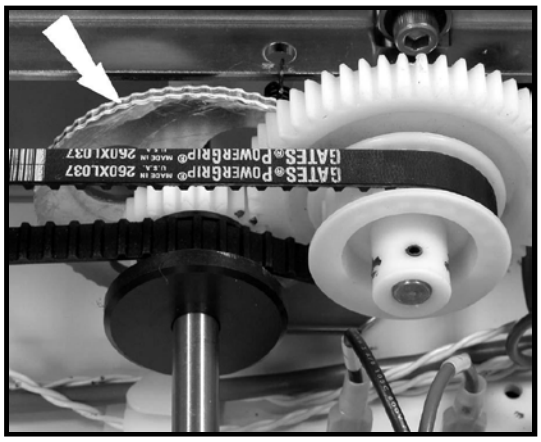
2. Place a small amount of White Lithium Grease where the Unwind Drive Press Roller assembly touches the flat part of the release cam.

Service Notes for Service Technicians:

The following items must be regularly maintained by a qualified Service Technicians. Please contact your local Dealer/Distributor to obtain service and support for your Tabber.

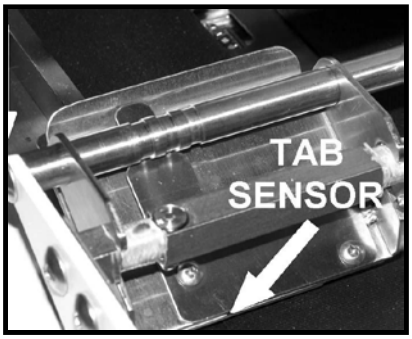
The surface of the stepper cam, for the Media Thickness Adjustment mechanism, should be periodically lubricated with white lithium grease.

This procedure should be performed by a qualified Service Technician.



To clear tabs/stamps and adhesive from inside the Tab Applicator Head and Tab Sensor, the Tab Applicator Head can be removed from the shaft and disassembled.

This procedure should be performed by a qualified Service Technician.



Notes

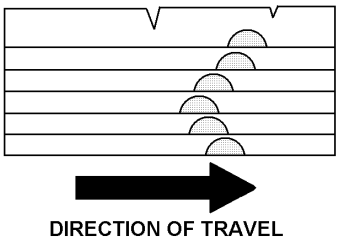
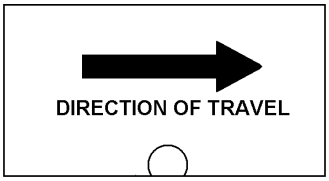
SECTION 5 – Troubleshooting

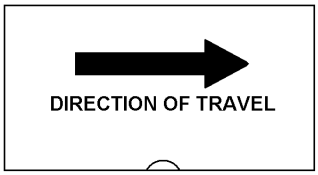
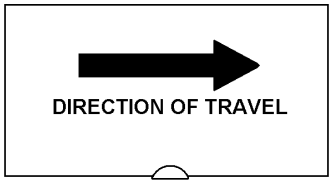
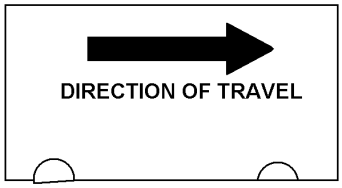
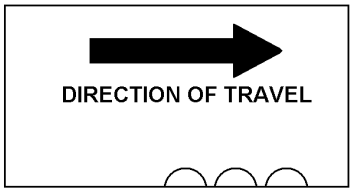
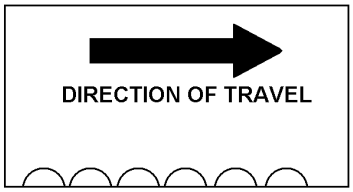
The following trouble-shooting guide is provided to assist you in solving any problems that might occur with the Tabber. We have tried to make it as complete as possible. The best advice we can offer is to make sure that the tabs, labels or stamps are threaded properly and that the machine is plugged in and turned on.

Jams

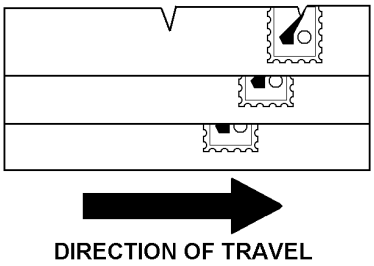
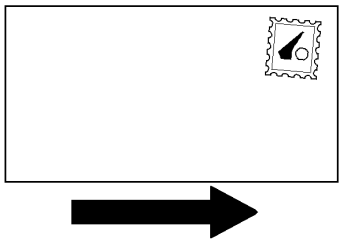
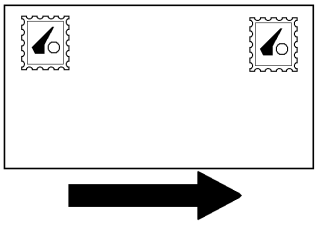
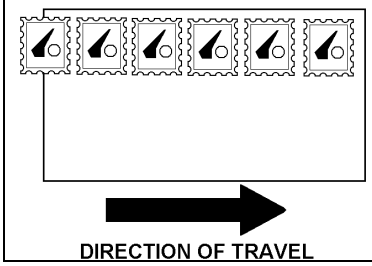
CONDITION	SOLUTION
Media jams in transport section of Tabber.	1. Check alignment of Feeder to Tabber. Media should be feed between 1/8" to 1/32" from the Media Guide Fence in the Tabber. 2. Check that the two Media Hold-down Guides are not pressing down too firmly on the media. 3. Check that the Registration Assembly is not pushing the paper too tightly against the Media Guide Fence 4. Check that the transport pressure is not too tight.

Tab Placement Problems

CONDITION	SOLUTION
Tabs are not placed in the same spot on the media.  	Tabs should be placed within +/- 1/8" 1. Check the pitch setting for the tab. It should be 0.010" larger than the tab size plus the space between the tabs. 2. Check the amount of transport pressure. Too little can cause the media to slip when it is being fed. 3. Check that the pointer on the Tab Applicator Head is in the center of the tab. 4. Check to be sure the pressure rollers (unwind roller and tab drive roller) are engaged. 5. Verify that the correct Backing type was selected (clear/opaque). 6. Check/Adjust the V-Tab settings.
More of the tab is on the top of the media than on the bottom.  	Adjust the Tab Positioning Knob clockwise to move more of the tab to the bottom side of the media.

CONDITION	SOLUTION
Less of the tab is on the top of the media than on the bottom. 	Adjust the Tab Positioning Knob counterclockwise to place more of the tab to the top side of the media.
Tab is not flush with the edge of the media. 	Media is not being fed flush with the Media Guide Fence. There should not be more than 1/8" to 1/32" space between the media and the Media Guide Fence when the media enters the Tabber. Check/Adjust the Registration Assembly.
When double tabbing one tab is not placed properly on the edge of the media. 	1. The media may not be traveling along the Media Guide Fence. Adjust the angle of the registration rollers by turning the knob on the skew guide. 2. Check the transport pressure (media thickness adjustment). Too much pressure will cause the media to flex as it is transported. Too little pressure can cause the media to skew as the tab is being applied.
Two or three tabs applied next to each other. 	Programming issue. When programming for multiple tabs **Together** was selected instead of **Separate**. Reprogram the job using **Separate** or use the **Auto Pos.** feature.
More tabs applied then selected. 	1. Wrong number of tabs selected. 2. Improper Tab sensor adjustments. Check the V-Tab (Tab and Backing Voltage) adjustments. 3. Tabs were not threaded correctly (missing the Tab Web Sensor).

Stamp Placement Problems

CONDITION	SOLUTION
Stamps are not placed in the same place on the media.  Stamp placement should be within +/- 1/8”	1. Check the pitch setting for the stamp. It should be 0.010” larger than the tab size plus the space between the tabs. 2. Check the amount of transport pressure. Too little can cause the media to slip when it is being fed. 3. Check that the pointer on the Tab Applicator Head is in the center of the stamp. 4. Check to be sure the pressure rollers (unwind roller and tab drive roller) are engaged. 5. Verify that the Backing type “opaque” was selected. 6. Check/Adjust the V-Tab settings.
When applied the Stamp is not aligned on the media.  	Media is feeding crooked (skewed): 1. The media may not be traveling along the Media Guide Fence. Make sure the piece is feeding into the Tabber within 1/8” of the Media Guide Fence. Adjust the angle of the registration rollers on the Registration Assembly. 2. Check the transport pressure (media thickness adjustment). Too much pressure will cause the media to flex as it is transported.
Two or three stamps applied with a large space between them.  	Programming issue. When manually programming the position of multiple stamps **Separate** was selected instead of **Together**. Reprogram the job using the **Together** selection or use the **Auto Pos**. feature.
More than three stamps applied in a row.  	1. Improper Tab (Stamp) sensor adjustment. Check/adjust the V-Tab settings. 2. Tabs were not threaded correctly (missing the Tab Web Sensor).

Tabber Operation Problems

CONDITION	SOLUTION
Media feeds, but no tab or stamp is applied.	1. Make sure media is feeding against the Media Guide Fence. 2. Check Media Sensor for proper operation. 3. Check that tabs are present. Are you out of tabs? 4. Check that tabs are threaded correctly.
Tabber display powers on, but Transport Power Button won't turn on when pressed.	1. Check to be sure Emergency Stop switch is released. 2. Check to be sure Exit Roller Assembly is closed and locked. 3. Check to be sure Jumper Plug is installed into Safety Stop connection, located on sidewall of Tabber.
Unwind Drive rollers not advancing tabs/stamps into Bin.	1. Check to be sure the Power connection between the Reel Assembly and Tabber is securely connected. 2. Check to be sure unwind rollers are engaged. 3. Check/Clean Bin Sensor.
Tab web breaking at the Unwind Driver Roller.	1. Tab web wrapping around rollers. Clean unwind rollers. 2. Tabs not spinning freely on Reel. Reel improperly installed. 3. Check to be sure the Power connection between the Reel assembly and Tabber is securely connected.
Tab web breaks at or near Tab Applicator Head peel point.	1. Tabs not manufactured correctly. Tab backing cut when tabs were made; as tabs peel backing is torn. Tab web too weak. 2. Unwind drive rollers not advancing tab stock. Check that unwind rollers are engaged. Check Bin Sensor. 3. Check to be sure the Power connection between the Reel assembly and Tabber is securely connected.
Tabber Stops while tabbing.	1. Speed of tabbing exceeds maximum speed for the number of tabs being applied. Slow down Tabber. 2. Feeder speed is too fast, leaving too little gap between pieces. Slow down feeder.

Appendix A - Specifications

Speed	
Single Tab:	Up to 20,000 pieces per hour
Double Tab:	Up to 12,000 pieces per hour
Triple Tab:	Up to 8,000 pieces per hour (11” min. piece length)
Material size	
Minimum:	3” x 5”
Maximum:	13” x 17”
Material Thickness:	Up to 3/8”
Tab Size	
Minimum:	3/4” x 3/4”
Maximum:	1-1/2” x 1-1/2””
Roll Size:	Up to 15.5” – 3” core
Number of Tabs:	1, 2, or 3
Tab Accuracy:	+/- 1/16”
Production Counters and Displays:	Life and Job Count and Production rate and speed
Error Reporting:	YES
Features:	Feeder Options (removable for in-line operation) Can apply multiple stamps
Safety:	Safety Interlocks on all adjustments
Dimensions:	25” W x 27” H (with reel) x 41” L (with feeder)
Weight:	90 lbs. (approximately)
Electrical:	115VAC 50/60Hz

Specifications are 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.

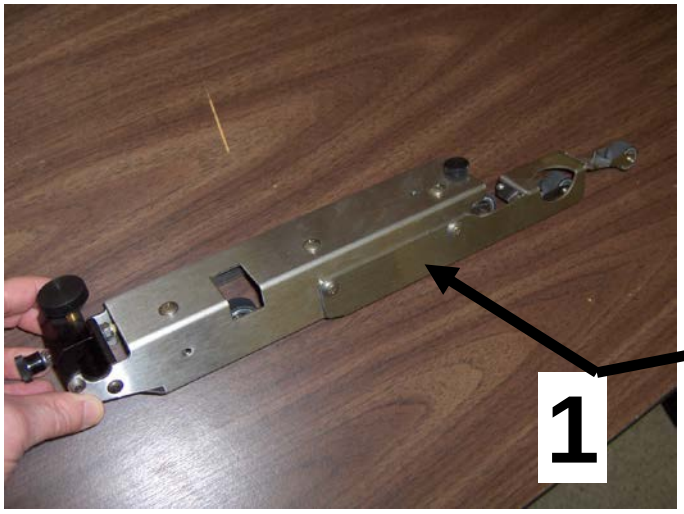
TA-20 Tab Supplies:

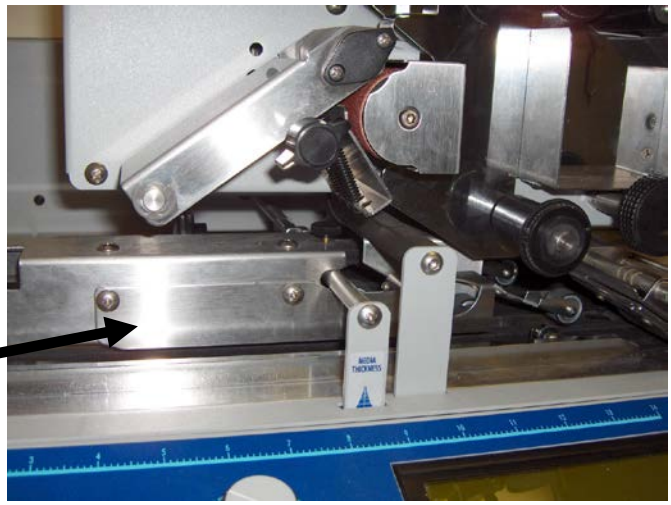
The following supply items are available from authorized Dealers/Distributors.
Please check with your Dealer/Distributor for possible changes or additions to the following tab supplies.

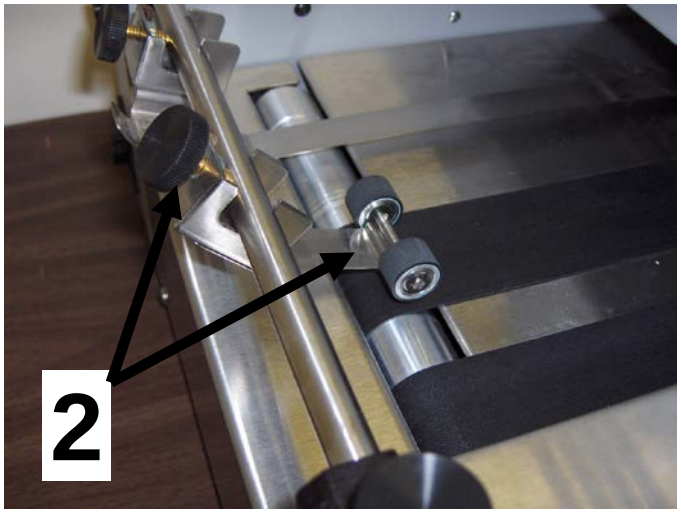
PART #	TAB SIZE (diameter)	TAB MATERIAL	BACKING STYLE	ROLL DIAMATER	TABS PER ROLL
TA10WP10KNP	1" CIRCLE	WHITE PAPER	Plain	9"	10,000
TA15WP7KNP	1.5" CIRCLE	WHITE PAPER	Plain	9"	7,000
TA10TR11KNP	1" CIRCLE	TRANSLUCENT	Black Box	9"	11,000
TA15TR7KNP	1.5" CIRCLE	TRANSLUCENT	Black Box	9"	7,000
TA10CF10KNP	1" CIRCLE	CLEAR FILM	Black Box	9"	10,000
TA15CF7KNP	1.5" CIRCLE	CLEAR FILM	Black Box	9"	7,000
TA10WP14KNP	1" CIRCLE	WHITE PAPER	Plain	10.5"	14,000
TA15WP9KNP	1.5" CIRCLE	WHITE PAPER	Plain	10.5"	9,000
TA10TR14KNP	1" CIRCLE	TRANSLUCENT	Black Line	10.5"	14,000
TA10CF12KNP	1" CIRCLE	CLEAR FILM	Black Line	10.5"	12,000
TA10WP20KNP	1" CIRCLE	WHITE PAPER	Plain	13"	20,000
TA15WP20KNP	1.5" CIRCLE	WHITE PAPER	Plain	14.5"	20,000
TA10TR20KNP	1" CIRCLE	TRANSLUCENT	Black Line	13"	20,000
TA15TR20KNP	1.5" CIRCLE	TRANSLUCENT	Black Line	14.5"	20,000
TA10CF20KNP	1" CIRCLE	CLEAR FILM	Black Line	13"	20,000
TA15CF20KNP	1.5" CIRCLE	CLEAR FILM	Black Line	14.5"	20,000

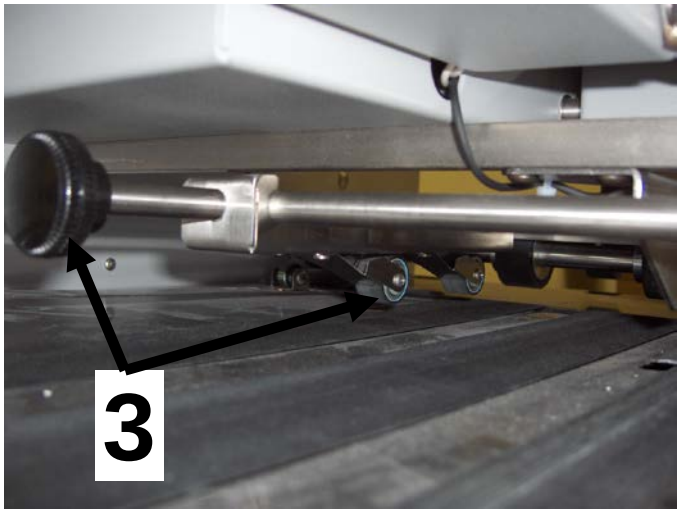
Appendix C – Booklet Tabbing Addendum

The accessories shown below (Items 1, 2 & 3) are now standard items for the TA-20 (included with the Tabber). These items are supplied to improve feeding media with the short edge against the fence (long edge first). This media orientation change became more common when the USPS changed the tabbing regulations for “booklet tabbing”. Booklet tabbing requires tabs to be placed at the short sides of the booklet.









Note: These accessories may be purchased and added to older TA-20 models.
Order part # SM-8900 (Short Media Kit) from your Dealer/Distributor.

Appendix D – Optional Accessories

Conveyor/Stacker/Dryer

AS-CSD3 Conveyor with optional 700 Watt Dryer

Feeders

TA-MPFDR
AS-FDR12 - discontinued
AS-FDR14

Feeder Interface Cables & Riser Stands

Standard Feeder Interface Cables:

Application	Feeder Interface Cable	Riser Stand
TA-MPFDR Feeder TA-20 Tabber	35E-500-190 (Included with Feeder)	None
AS-FDR12 Feeder TA-20 Tabber	35E-500-191 (Included with Tabber)	AS-FRS (RS-500)
AS-FDR14 Feeder TA-20 Tabber	35E-500-191 (Included with Tabber)	RS-140

Feeder Interface Cables for System Configurations:
The following feeder interface cables and riser stands can be purchased for system configurations:

System	[1]Feeder Interface Cable	Riser Stand
TA-MPFDR TA-20 Tabber AS-850 or AS-980 Printer	35E-500-197	None
AS-FDR12 Feeder TA-20 Tabber AS-850 or AS-980 Printer	35E-500-196	AS-FRS (RS-500)
AS-FDR14 Feeder TA-20 Tabber AS-850 or AS-980 Printer	35E-500-196	RS-140

[1] Cable connects Tabber and Printer to Feeder, so each can control the Start/Stop function of the feeder.

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