



TABBER
Labeler & Stamp Affixer

TA-30
& **TA-30C**



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SECTION 1 – *Getting Acquainted*

Safety Precautions

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

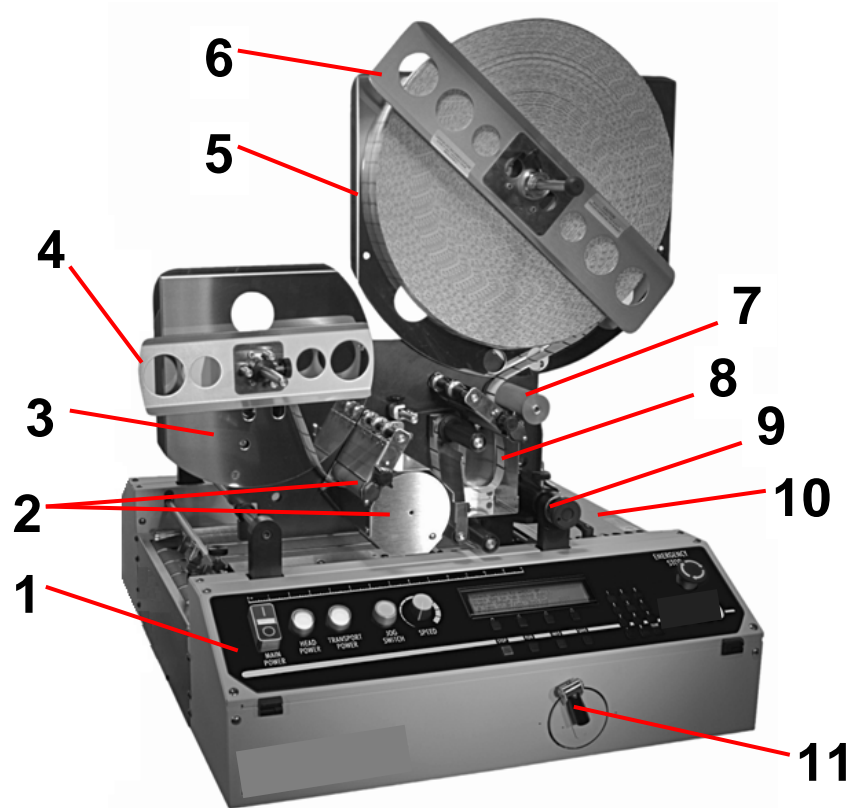
IMPORTANT Please save the packaging materials for future use! It will be required if you ever need to ship the Tabber.

Contents

The following items are included with your Tabber:

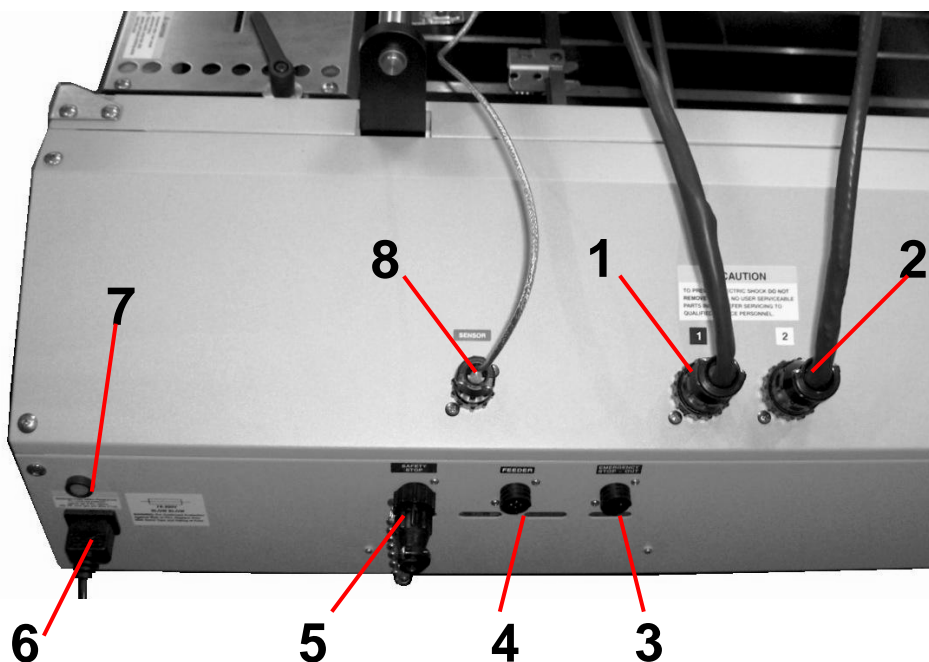
- 1 Operations Manual
 - 1 Head Assembly
 - 1 Tab Reel Side Guide
 - 1 Take-up Reel Side Guide
 - 1 Power Cord
 - 1 2" Tab Applicator Head (for tabs/labels 2" wide or less)
 - 1 4" Label Applicator Head (for labels over 2" wide, up to 4" wide, and Post-it® notes.)
 - 1 Fan Folded Label Tray 1 (for labels 2" long or less)
 - 1 Fan Folded Label Tray 2 (for labels over 2" long, up to 7" long)
 - 1 Sample Roll of Tabs
- Note: Additional Tabs can be purchased through your local Dealer/Distributor.
- 1 Feeder Interface Cable (Part #: 33E-500-192 rev A)

Front View



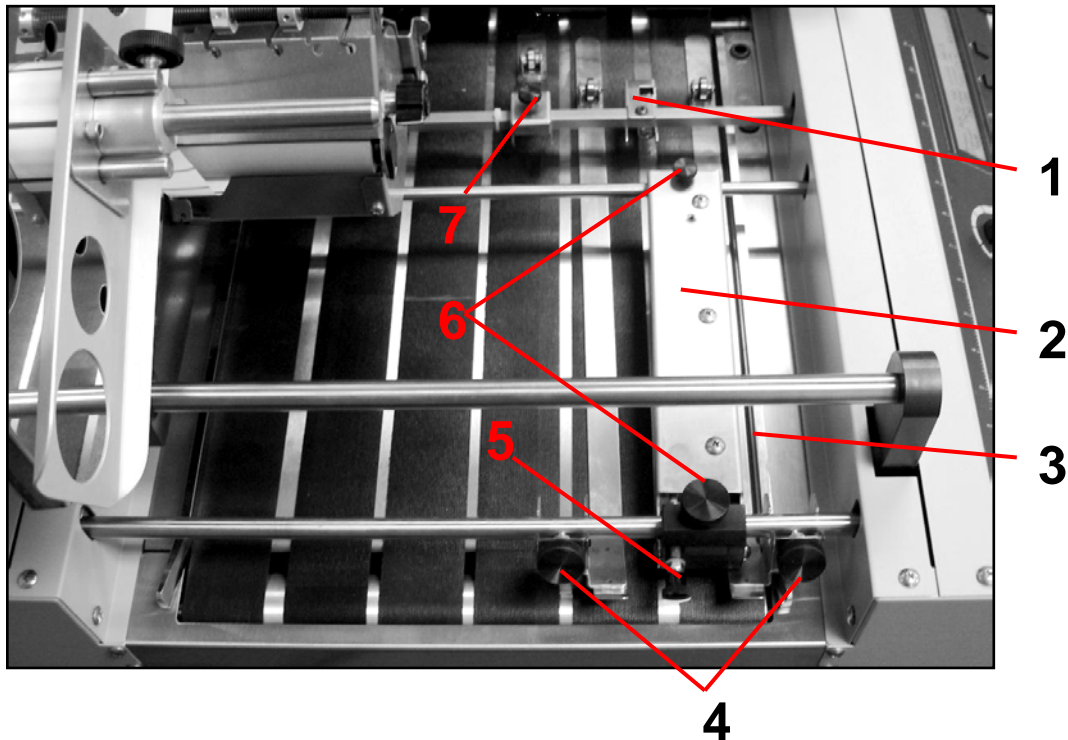
1	Control Panel – The machine is controlled and programmed from this panel.
2	Tab Drive Rollers – Advances the tabs/labels/stamps.
3	Take-up Reel – The web waste is wound up here after the tab/label/stamp is applied.
4	Take-up Reel Side Guide – Secures the web waste onto the Take-up Reel.
5	Tab Reel – The tabs, labels or stamps are loaded on this assembly.
6	Tab Reel Side Guide – Secures the tabs/labels/stamps onto the Tab Reel.
7	Unwind Drive Rollers – Unwinds the tab/label/stamp from the roll to keep the bin full.
8	Bin – Provides an area for a loop of tab//label/stamp web to accumulate.
9	Head Fine Adjustment Knob – This knob is used to make fine adjustments to the tab fold position or label/stamp side-to-side position.
10	Exit Roller Assembly – This assembly presses the tab/label/stamp to the media and provides sufficient transport pressure, so the media properly exits the Tabber.
11	Media Thickness Adjustment –Permits the operator adjust the Tabber to accommodate the thickness of the media. The registration, head, and exit roller assemblies, move up or down, in unison, with this single adjustment.

Rear View



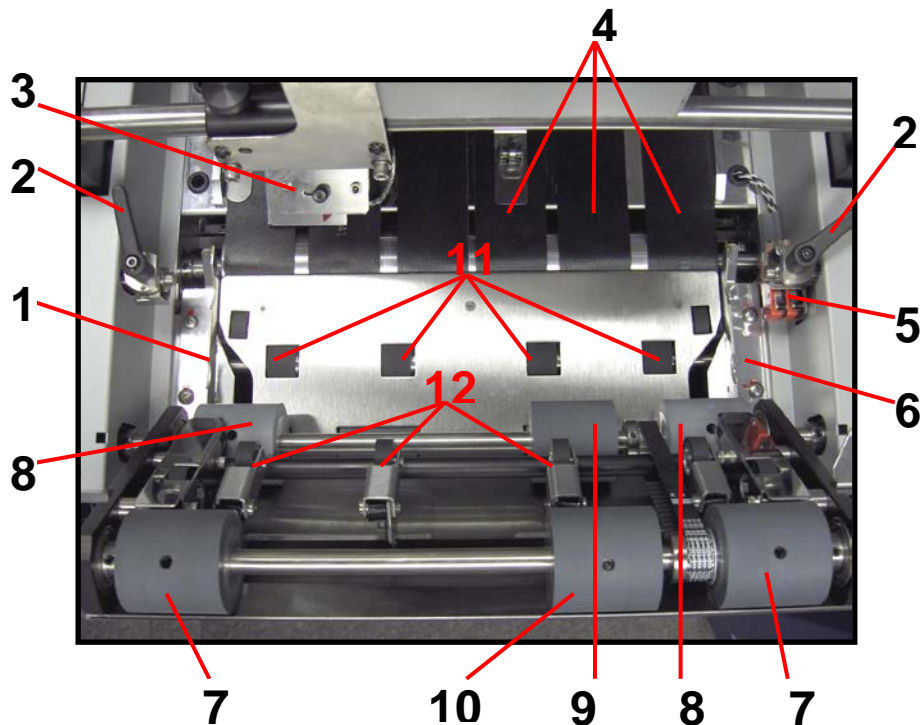
1	Tab Drive Motor Connection – Provides drive signals and power to tab drive motor. Connection is labeled as #1 on Frame.
2	Unwind/Rewind Drive Motor Connection – Provides power to unwind and rewind drive motors. Connection is labeled as #2 on Frame.
3	Emergency Stop Out –This connection permits the Tabber to control the emergency stop function of an external device.
4	Feeder Control Connection – (FEEDER) This connection allows the Tabber to start/stop the feeder. An appropriate cable and feeder must be used.
5	Safety Stop Input and Jumper – (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’s transport power and head power will not turn on.
6	Power Inlet Connection – The power cord is connected here. 115V AC 50/60 Hz
7	Fuse – The main fuse (7A / 250V) for the Tabber is located here. <i>Caution!</i> Disconnect power before replacing fuse.
8	Tab/Label Sensor Connection – (SENSOR) The sensor cable is connected here.

Entrance End View



1	<p>Media Sensor 1 – This sensor detects the media (mail piece). <i>Note:</i> To accommodate the ability to run media down the front or back of the Tabber; there are two media sensors in the Tabber. Sensor 1 is mounted near the Operator Control Panel side (front) of the Tabber, as shown. Sensor 2 is mounted opposite sensor 1 on the Non-Operator side (rear) of the Tabber. Please be sure the appropriate sensor has been selected in the Setup Menu.</p>
2	<p>Registration Assembly – Contains Guide Rollers that help align the media against the Media Guide Fence.</p>
3	<p>Media Guide Fence (Front) – As the media feeds, it must be held against this fence to achieve proper tabbing performance. <i>Note:</i> To accommodate the ability to run media down the front or back of the Tabber; there are two Media Guide Fences in the Tabber. One is located at the front of the Tabber (operator side) and one is located at the back.</p>
4	<p>Media Hold-down Guides & Securing Knobs – These guides are used to hold the media against the transport belts as it feeds through the Tabber. One guide is normally positioned very close to the Media Guide Fence and the other guide is normally positioned near the opposite edge of the media.</p>
5	<p>Registration Guide Roller Adjustment Knob - Used to change the angle of the registration guide rollers, in order to push the media against the Media Guide Fence.</p>
6	<p>Registration Assembly Securing Knobs – Used to secure the position of the Registration Assembly to the Tabber.</p>
7	<p>Short Media Hold-down Guide – When needed, this guide can be positioned to provide additional assistance to hold the media against the transport belts.</p>

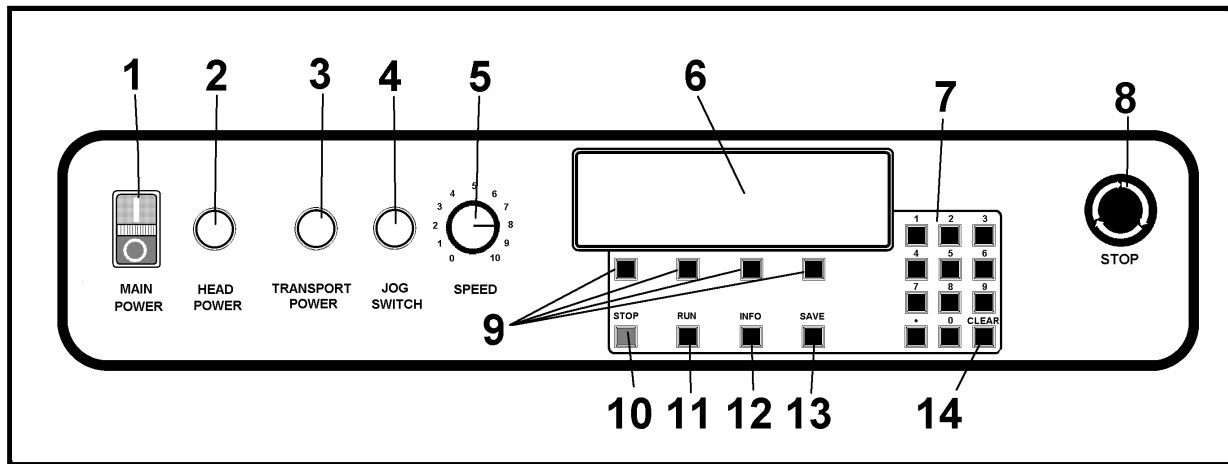
Exit End View



1	Tab Folding Guide (Front) – This plate folds the tab under the media.
2	Exit Roller Assembly Lock – Locks the Exit Roller Assembly in place. NOTE: Levers (shown) were replaced by Thumb Screws.
3	Tab/Label Applicator Head – Two applicator heads are supplied; one for tabs or stamps and one for labels. (Tab Applicator head shown). This device contains the Tab Sensor and provides the peel point for dispensing tabs/stamps/labels.
4	Transport Belts – The belts transport the media through the Tabber.
5	Safety Interlock Switches – The safety interlock switches prevent the Tabber from operating when the Exit Roller Assembly is open. DO NOT DISABLE THESE SWITCHES AS SEVERE INJURY CAN RESULT.
6	Tab Folding Guide (Rear) – This plate folds the tab under the media.
7	Media Forwarding Rollers – These rollers forward the media while the tab is being applied.
8	Tab Pressure Rollers – These rollers press the tab to the underside of the media to complete the seal.
9	Adjustable Pressure Roller – When applying labels/stamps, this roller is responsible for applying pressure to attach the label/stamp to the media. If necessary the set screw, that secures this roller to the shaft, can be loosened; allowing the roller to be repositioned over the area that the label/stamp is being applied.
10	Adjustable Media Forwarding Roller – Used to help transport the media out the exit end of the Tabber. This roller can be positioned at two different locations on the shaft. If you change its location, please be sure it aligns with the lower drive roller.
11	*Short Media Drive Rollers – These rollers help drive short media through the exit roller assembly area.
12	*Short Media Pressure Rollers – These rollers help drive short media through the exit roller assembly area.

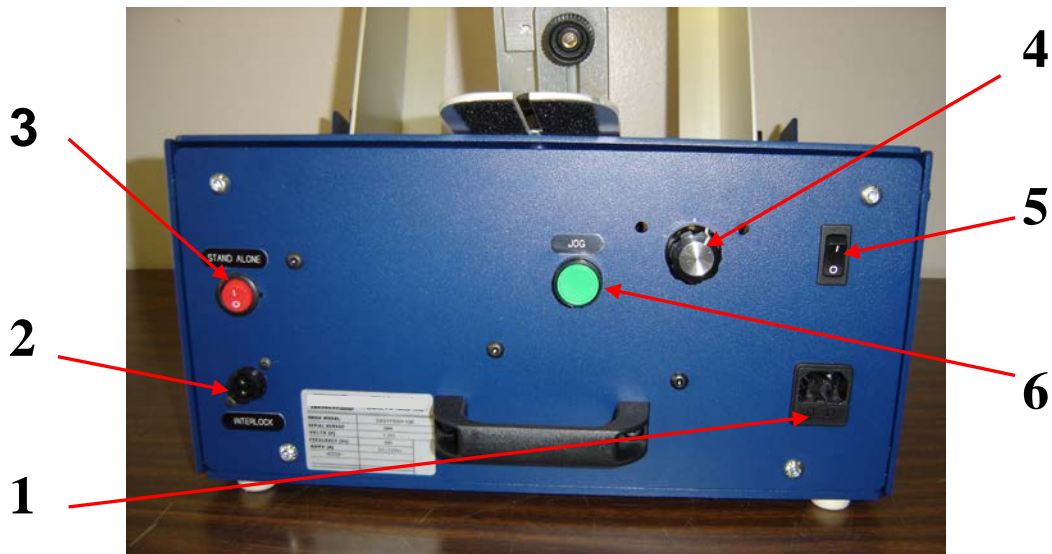
* Not present in earlier units.

Control Panel



1.	MAIN POWER SWITCH – Turns power to the Tabber ON and OFF.
2.	HEAD POWER SWITCH – Turns the power on to the Tab/Label motor.
3.	TRANSPORT POWER SWITCH – Turns the Tabber transport power ON and OFF.
4.	JOG SWITCH – Permits the operator to jog or move the transport slowly for setup purposes.
5.	SPEED CONTROL – Adjusts the speed of the Tabber.
6.	LCD DISPLAY – Keeps the operator informed of the status of the Tabber.
7.	KEY PAD – Used to set the adjustments and program the Tabber
8.	EMERGENCY STOP BUTTON –When pressed, this button will shut down the Tabber and any other units that are connected to the Emergency Stop circuit. Turn the button clockwise to release. The Tabber and all connected units will need to be powered back on.
9.	SOFT KEYS – The soft keys are used to step through the various menu options to program the Tabber.
10.	STOP KEY – Pressing this key will stop the Tabber and hold it in a ready state to resume operation.
11.	RUN KEY – Pressing this key to start the Tabber when running a job.
12.	INFO KEY – Pressing this key will change the display to the information mode.
13.	SAVE KEY – This key is used to save the entries into the memory.
14.	CLEAR KEY – This key will clear any incorrect entry before it is saved in the memory.

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)

SECTION 2 - *Assembly and Installation*

The TA-30C is shipped in two cartons, on a single skid. The Base unit is located below the Head Assembly. Remove the carton, which contains the Head Assembly, from the top of the carton that contains the Base unit. Remove the cardboard carton from the pallet to expose the base unit. Next remove the Base unit from the pallet and place it on a stable floor surface. Remove the Head Assembly from its packaging material and follow the assembly instruction below.

The TA-30 is shipped in one carton, on a skid. Remove the cardboard carton from the palette, and then remove the Head Assembly from the packing material. Next, remove the Base unit and place it on a flat working surface. Please follow the assembly instruction below.

Installing the Head Assembly

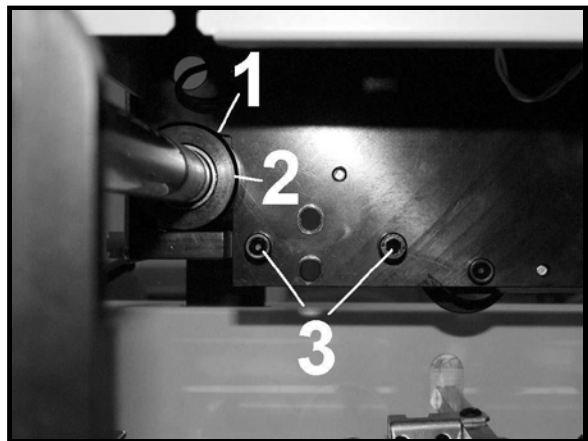
CAUTION

The Head Assembly is heavy. It is strongly recommended that two technicians install the Head Assembly of the Tabber to the base.

1. Place the open slot of the Head Assembly over the nylon bushing on the base unit. The Head Assembly has to be tilted at an angle to accomplish this.



2. Lower the head into position over the Head-adjusting guide. There are two flats cut into the adjusting guide. One at the top [1] and one on the left hand side [2]. The Head Assembly frame should rest in the top flat [1] and against the left hand flat [2]. When the head assembly is properly positioned, the two screws [3] that attach the Head assembly to the adjusting guide can be installed.



- 3. Install the front mounting screw.



- 4. Connect the two motor cables to the base unit. The plugs are keyed to prevent improper insertion.

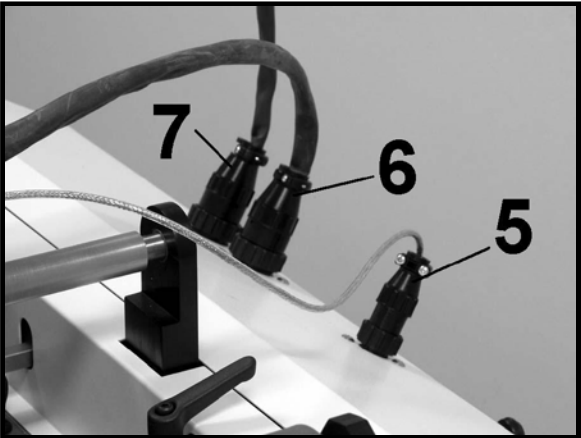
Installing the Tab/Label Applicator Head

The Tabber comes with two Tab/Label applicator heads. The narrower head is used for tabbing and stamp affixing. The wider head is used for labels over 2” wide up to 4” wide and Post-it® notes.

- 1. Install the Applicator Head by sliding it up into the cutout between the head frame and the head-adjusting guide. Attach the applicator head to the frame using the two screws [4] supplied. The mounting holes in the frame are oval shaped. When installing the Applicator Head it should be held in the upper most position when tightening the screws. The slots in the frame permit the head to be mounted in a lower position for thin media.

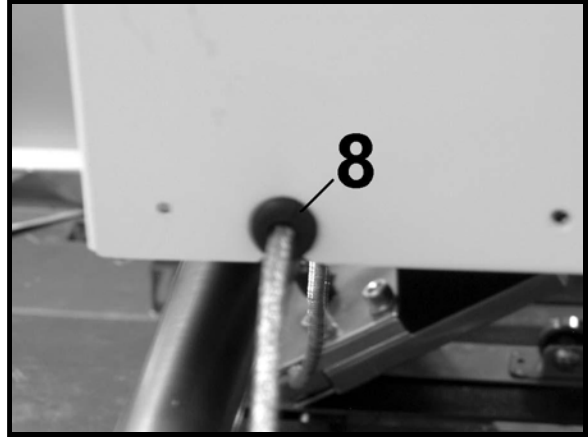


- 2. Route the cable [5] toward the rear of the machine and plug it in. Attach the tab drive motor cable [6] and the unwind/rewind drive motor cable [7] at this time.

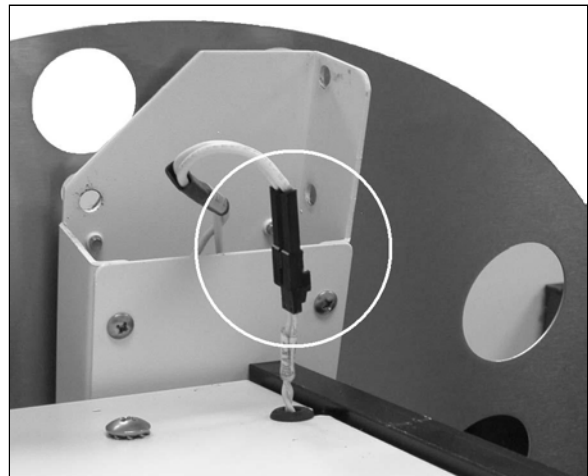


ASSEMBLY AND INSTALLATION

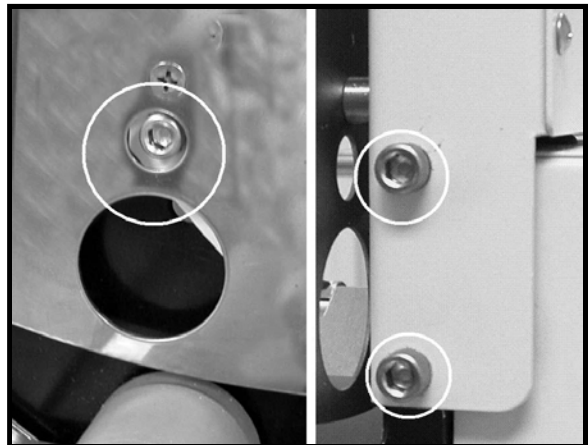
3. Install the grommet [8] in the slot provided in the motor cover.



4. Connect the Tab Reel Brake connector to the two pin connector on the top of the head assembly.



5. Mount the Tab Reel Assembly to the top of the head and fasten it with the three screws supplied.



Choosing a Location

Protect the Tabber from excessive heat, dust, and moisture – avoid placing it in direct sunlight.

TA-30C: Place the Tabber onto a sturdy floor surface, at least 12 inches from any walls. Allow enough room to properly position the optional feeder/printer/conveyor around the Tabber. The TA-30C is equipped with adjustable legs that can be used to stabilize, level, and adjust the Tabber to the desired height. Even if you don't plan to raise the Tabber, please be sure to lower the adjustable legs, until they make strong contact with the floor surface. This will help stabilize the Tabber.

TA-30: Place the Tabber and optional feeder onto a sturdy work-table or cabinet at least 12 inches from any walls. Allow enough room to place the feeder on the same work surface.

Feeder Stand Selection

Place the optional AS-FDR12/14 feeder onto the appropriate Stand.

- If the AS-FDR12/14 Feeder is being used with the TA-30 the Feeder should be placed onto its Riser Stand and positioned at the entrance end of the Tabber.

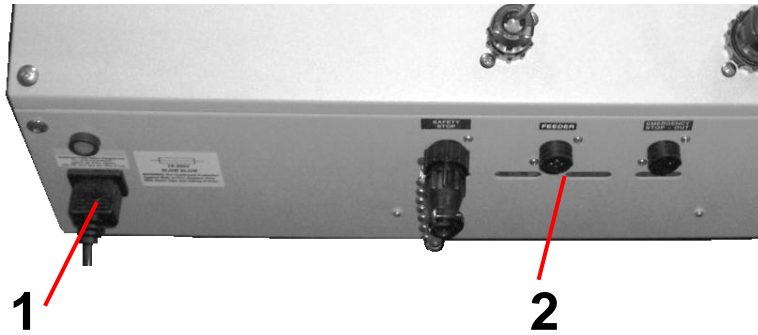
Part #	Description
AS-FRS (RS-500)	Riser Stand for AS-FDR12 when used with the TA-30.
RS-140	Riser Stand for AS-FDR14 when used with the TA-30.

NOTE: When using mail pieces that are shorter than 7" in length, you may need to fabricate your own riser stand for the AS-FDR12/14 feeder.

- If the AS-FDR12/14 feeder is being used with the TA-30C then the feeder should be placed onto the XPS-ProStand and the stand must be adjusted for the appropriate height.

Connecting Power and Feeder Interface Cables

1. Make sure that the emergency stop switch of the Tabber is in the OFF (depressed) position and the main power switch is in the OFF position. Make sure that the power switch, on the optional feeder, is also in the OFF position.
2. Connect one end of the Tabber's power cord [1] into the rear of the Tabber, as shown.
3. Plug the other end of the power cord into a 115 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.

4. Connect the appropriate Feeder Interface Cable (See Appendix “Feeder Interface Cables & Risers”) into the “FEEDER” connector [2], on the back of the Tabber. Connect the other end(s) of the feeder interface cable to the appropriate receptacle(s) on the Feeder/Printer.

CAUTION! Be sure you are using the appropriate feeder interface cable with the appropriate feeder/Tabber/printer or damage may result. See Appendix “Feeder Interface Cables & Risers” for proper cable selection.

SECTION 3- *Setup and Operation*

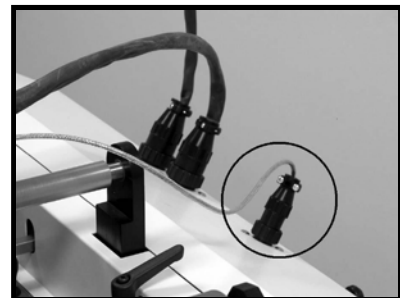
The Tabber is capable of applying up to three tabs to the media in one pass. The steps required to set-up the Tabber for applying tabs to the media are:

- Install the proper Tab/Label Applicator Head in the machine
- Align the Feeder.
- Load tabs/stamps/labels
- Adjust the Tabber for proper media transport
- Program the Job
- Run the Job

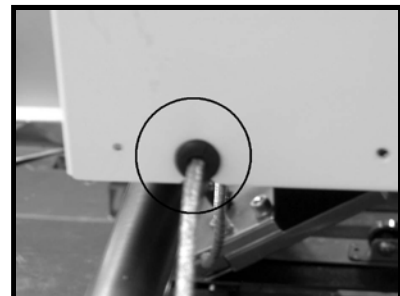
Changing the Tab/Label Applicator Head

The Tabber comes with two Tab/Label applicator heads. The narrower head is used for tabbing and stamp affixing. The wider head is used for labels over 2” wide up to 4” wide and Post-it® notes.

1. Raise the Head Assembly to its upper most position.
2. Unplug the SENSOR connection from the rear of the machine.



3. Remove the sensor cable and gromet from the rear top cover.



4. Remove the two Allen screws that attach the Tab/Label Applicator Head to the Head Assembly Frame, and then remove the Tab/Label Applicator Head.
5. Install the other Tab/Label Applicator Head in reverse order. The Tab/Label Applicator Head should be held in the upper most position when tightening the screws. The lower position is for thin media and small tabs.

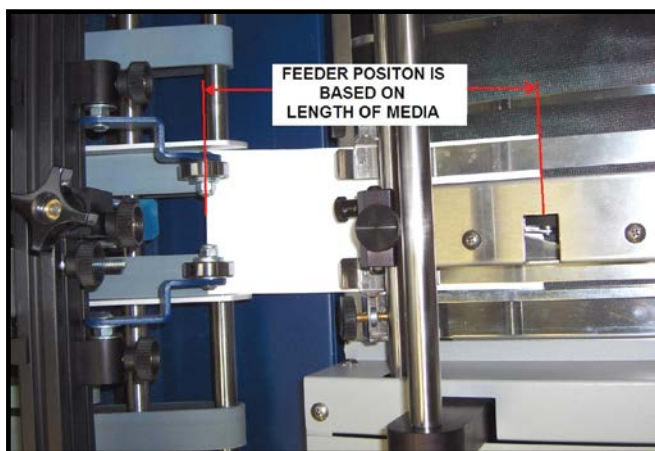
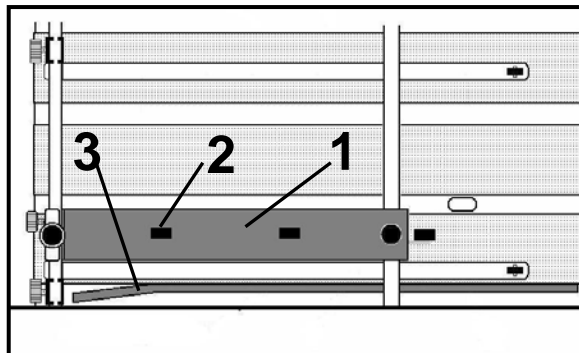


Mechanical Setup

Align the Feeder with the Tabber.

1. *Feeder Distance.*

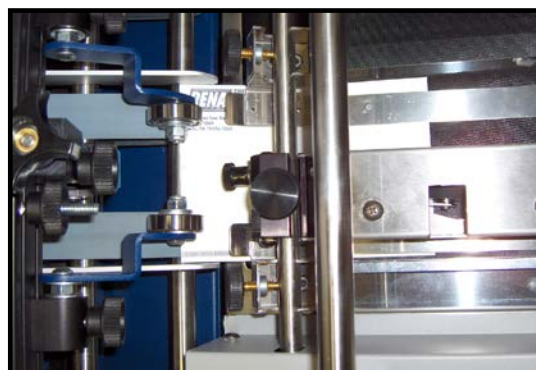
For optimal media transition, the media should just enter under the first roller [2] of the Registration Assembly [1], as it just leaves the exit rollers of the feeder. To achieve this; if possible, position the feeder so the distance between the exit rollers on the feeder and the entrance roller [2], located inside the Registration Assembly [1] of the Tabber, are almost equal to the length of the media, as shown below.



NOTE: You will not be able to achieve this optimal feeder distance adjustment when using mail pieces shorter than 6.25” in length. In this case, position the exit end of the feeder as close to the entrance end of the Tabber as possible.

When using the XPS-ProFeed Shuttle feeder this optimal feeder distance adjustment does not apply. In this case, the XPS-ProFeed Shuttle feeder should be positioned so it is almost touching the entrance end of the Tabber.

When using short mail pieces you may not be able to adjust the distance between the exit rollers of the feeder and entrance roller of the registration assembly to the length of the media. In this case, adjust the feeder as close to the entrance end of the Tabber as possible.



2. **Feeder Height.**

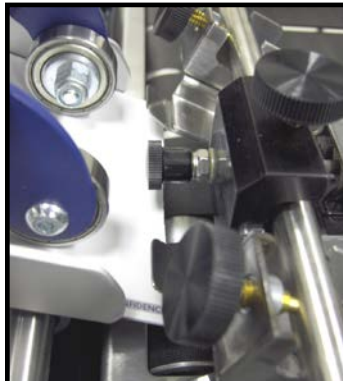
In some cases, you may need to adjust the feeder height to allow the media to be fed from the feeder into the Tabber without hitting any obstructions.

When using the Feeder with a mail piece that is 8" or longer, the top of the feeder stand/riser should be slightly higher than the table top (transport belt) level of the Tabber. If you are using the XPS-ProStand; adjust the stand height using the threaded feet, located at the bottom of the stand.

When using the Feeder with a mail piece that is less than 8" in length, it may be necessary to lower the height of the feeder, to allow the media to enter under the edges of the media hold-down guides, as shown below.

If you are using the XPS ProStand; adjust the stand height using the threaded feet, located at the bottom of the stand.

If you are using a Riser Stand with a TA-30, it may be necessary for you to fabricate a lower riser stand, which meets your particular needs.



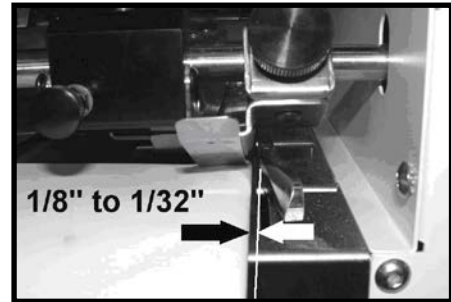
When running short media, the feeder height must be lowered to allow media to enter tabber properly.

SETUP & OPERATION

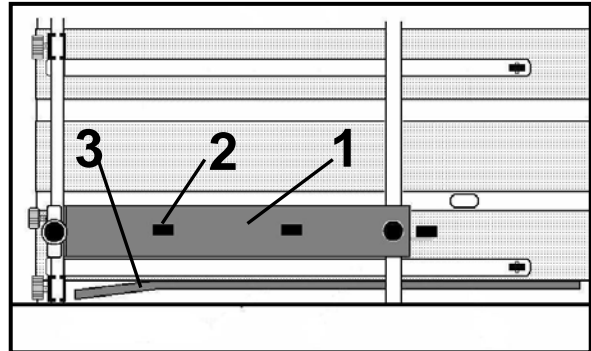
3. *Feeder Angle.*

Position the feeder so the media enters the Tabber within 1/8" to 1/32" of the Media Guide Fence [3].

NOTE: The feeder should never be positioned so that the media is in direct contact with the Media Guide Fence [3], as it exits from the feeder.

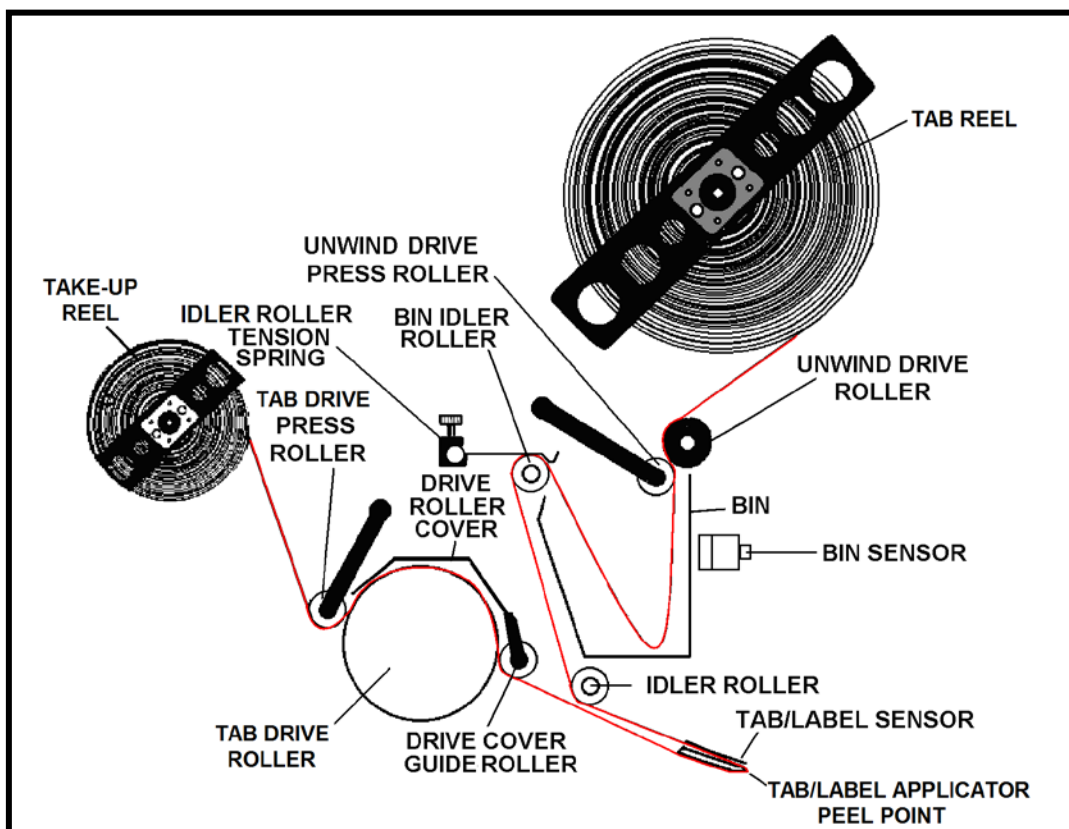


The Registration Assembly [1] will push the media against the Media Guide Fence [3] for proper alignment during the tabbing process.



Loading Tabs/Stamps

1. Unscrew and remove the black “Rubber End Cap” from the end of the Tab Reel shaft.
2. Remove the Tab Reel Side Guide
3. Install the tab roll with the tabs unwinding face up from the right side of the roll.
Tip: To keep the tab reel from unwinding by itself; press the tab roll snugly against the wall of the Tab Reel frame. This will add a little resistance to the rotation of the tab reel when the brake is not engaged.
4. Re-install the Tab Reel Side Guide and press it snugly against the tab roll.
5. Re-install the black “Rubber End Cap” to the end of the Tab Reel shaft. This rubber end cap helps protect the user from accidental injury, due to contact with the end of this shaft.
6. Remove approximately 30 tabs from the roll to create a leader.
7. Release the Unwind Drive Press Roller by rotating the knob.
8. Thread the leader over the Unwind Drive Roller.
9. Engage the Unwind Drive Press Roller so that it contacts the Unwind Drive Roller.
10. Thread the leader into the Bin then over the Bin Idler Roller.
11. Adjust the Idler Roller Tension Spring so that it lightly touches the tab backing.
12. Continue threading the leader under the Idler Roller then through the slot in the Tab/Label Applicator Head. This device contains the Tab Sensor and provides the peel point for dispensing tabs/stamps/labels.
13. Bring the leader back up and under the Idler Roller.
14. Lift the Drive Roller Cover.
15. Release the Tab Drive Press Roller. Then thread the leader under the Drive Cover Guide Roller, over the Drive Roller and under the Drive Press Roller.
16. Close the Drive Roller Cover.
17. Engage the Tab Drive Press Roller so it contact with the Tab Drive Roller
18. Remove the Take-up Reel Side Guide.
19. Thread the leader through the pins on the Take-up Reel, and then replace the Side Guide.
20. Make sure that the Web Guides, located on the Idler Rollers, are adjusted so they lightly contact the side of the tab/label backing, in order to hold the backing web close to the frame of the Head Assembly.
21. To program the job, refer to the “Programming the Job” instructions in this manual.



SETUP & OPERATION

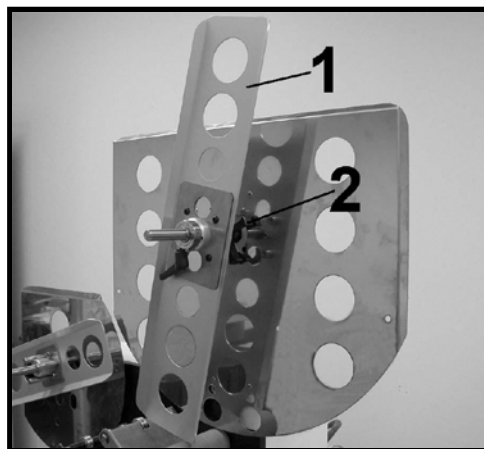
Loading Roll Labels

Labels supplied in roll form, such as Post-it notes and packaging labels, can be treated as you would when loading tabs/stamps. See “Loading Tabs/Stamps” on previous page.

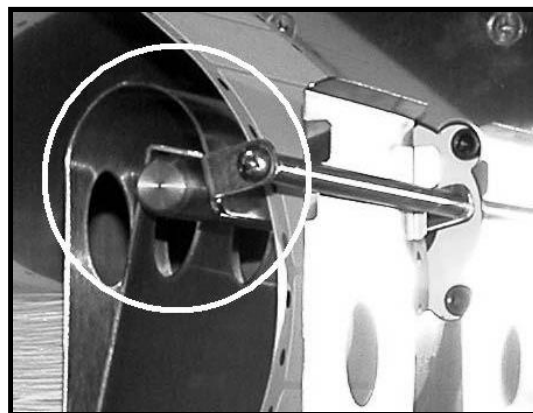
Loading Fan-Folded Labels less than 2” Long

The Fan Folded Label tray has to be installed in order to run fan-folded labels on the Tabber. The steps required are below:

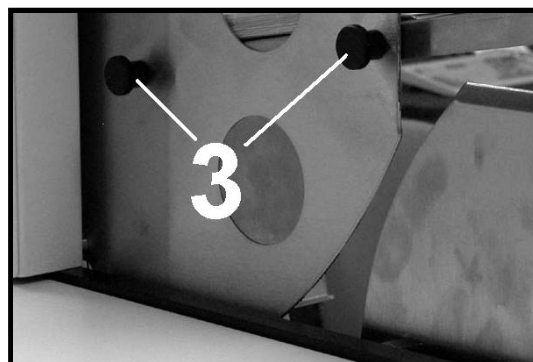
1. Remove any labels or tabs that may be installed on the machine.
2. Remove the 2” Tab/Label applicator head and replace it with the 4” Label applicator head.
3. Remove the Roll Guide [1] and the Roll Core Support [2] from the machine. The roll core support is held in place by an Allen screw.



4. Install the Label Tray over the spindle as shown.

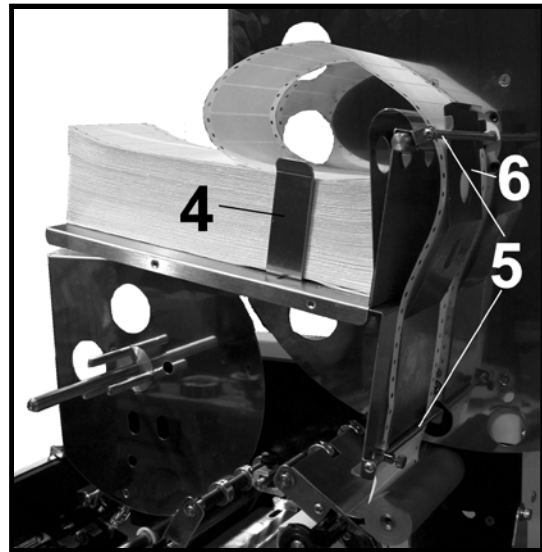


5. Use the two thumbscrews [3] to attach the tray assembly to the Tab Reel holder.



Tip: When applying labels with perforated backing, the perforations must be strong enough to withstand the force it takes to advance and peel a label. If the perforations are not strong enough the label backing (web) will break. This type of stock will not perform correctly with this system.

6. Remove enough labels to expose 29 to 30 inches of backing material. Then place the stack on the Label Tray. Adjust the Side guide [4] so that it is within 1/16" of the labels.
7. Thread the labels over the top of the Tray and then down through the two guide rods [5] as shown. Hook the Label Plate [6] over the top guide and behind the lower guide, but in front of the labels.
8. Then continue threading of the labels in the machine per the "Loading Tabs" instructions.
9. To program the job, refer to the "Programming the Job" instructions in this manual.



Tip: When running labels, it is recommended that you run the Tabber speed at 10,000 pieces per hour or less.

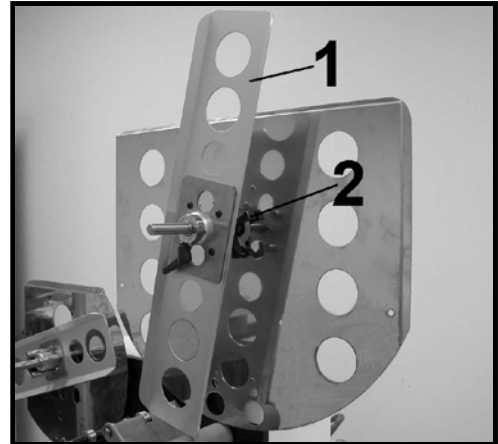
Loading Fan-Folded Labels more than 2” Long.

CAUTION

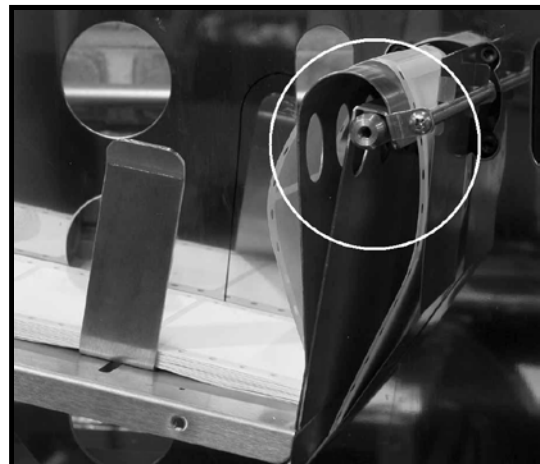
WHEN RUNNING LABELS OVER TWO INCH LONG THE SPEED OF THE TABBER MUST BE SET TO 10,000 PER HOUR OR LESS.

The Fan Folded Label tray has to be installed in order to run fan-folded labels on the TABBER. The steps required are below:

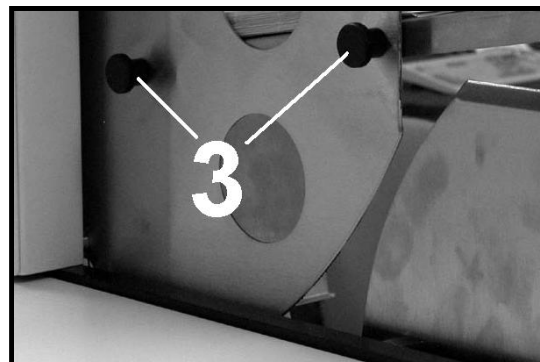
1. Remove any labels or tabs that may be installed on the machine.
2. Remove the 2” Tab/Label applicator head and replace it with the 4” Label applicator head.
3. Remove the Roll Guide [1] and the Roll Core Support [2] from the machine. The roll core support is held in place by an Allen screw.



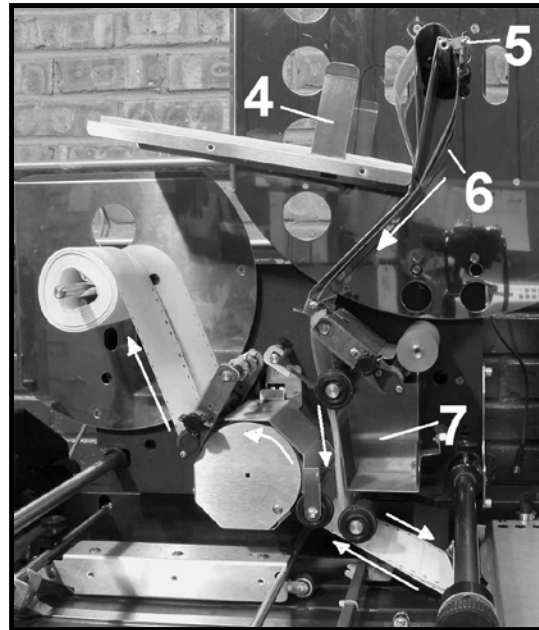
4. Install the Label Tray over the spindle as shown.



5. Use the two thumbscrews [3] to attach the tray assembly to the Tab Reel holder.

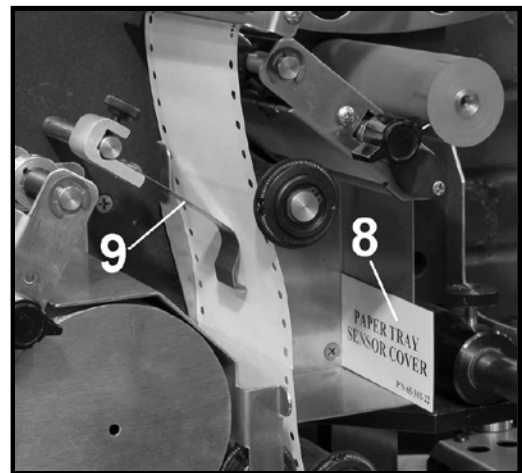


6. Remove enough labels to expose 29 to 30 inches of backing material. Then place the stack on the Label Tray.
7. Adjusts the Side guide [4] so that it is within 1/16" of the labels.
8. Thread the labels over the top of the Tray in the direction of the arrows and then down through the two guide rods [5] as shown.
9. Hook the Label Plate [6] over the top guide and behind the lower guide, but in front of the labels.
10. Thread the labels behind the TAB Bin [7] and down to the applicator head. Around the applicator head and up to the tab drive roller. Over the tab drive roller, to the take-up spool.



NOTE: DO NOT THREAT THE LABELS THROUGH THE TAB UNWIND ROLLER AND DO NOT PLACE THE LABELS IN THE BIN [7].

11. Install the tab bin Sensor Cover/Reflector [8] over the bin sensor opening, as shown. This cover/reflector will interrupt the bin sensor so the unwind drive motor won't turn on.
12. Adjust the Idler Roller Tension spring [9] so that it touches the label but does not press the label against the bin, as shown.
13. To program the job, refer to the "Programming the Job" section in this manual.



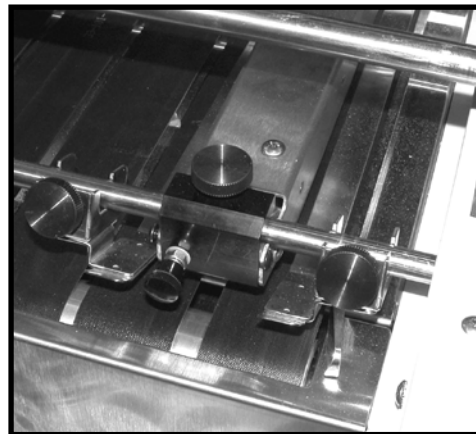
Tip: When applying labels with perforated backing, the perforations must be strong enough to withstand the force it takes to advance and peel a label. If the perforations are not strong enough the label backing (web) will break. This type of stock will not perform correctly with this system.

Adjusting the Media Guides and Registration Assembly

To help guide the media into position for tabbing; the Tabber is equipped with two Media Hold-down Guides, one Short Media Hold-down Guide, and a Registration Assembly. These items should be adjusted as follows:

1. Place one of the two Media Hold-down Guides [1] next to the Media Guide Fence [3]. Then place the Registration Assembly [2] next to it, as shown in the photo.

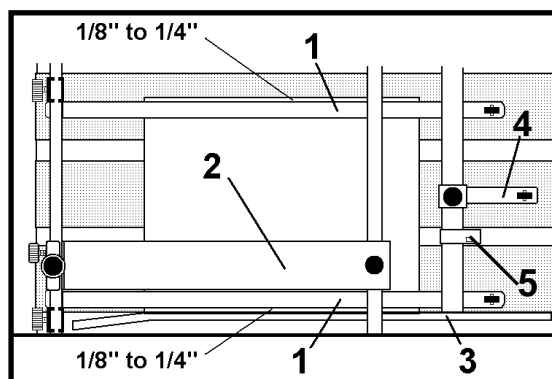
NOTE: There are two Media Guide Fences in the Tabber. One is located at the front of the Tabber and one is located at the back of the Tabber. The example images shown are referencing the front of the Tabber.



Tip: Set the Media Thickness Adjustment 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 or turn as it is being fed into the Tabber. Additionally, the guides should be positioned between 1/8" and 1/4" of the edges of the media to prevent the media edges from curling.

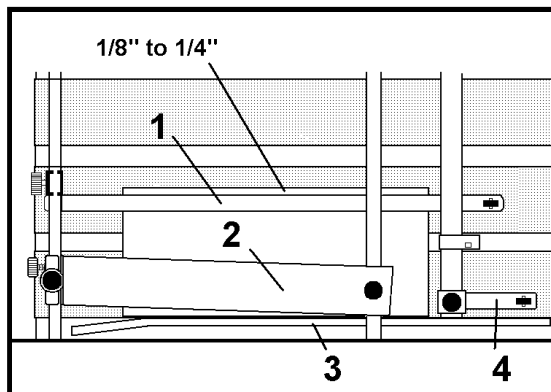
Note: When positioning the Media Hold-down Guides [1], make sure they aren't placed in the path of the Media Sensor [5].



3. 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 belts except the ones nearest to one of the Media Guide Fences [3].

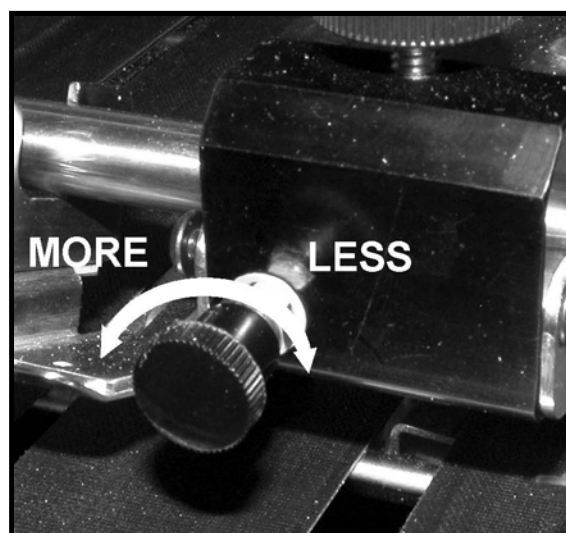
- The Short Media Hold-down Guide [4] can be placed where needed to hold the media down as it passes under the Tab/Label Applicator Head.

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



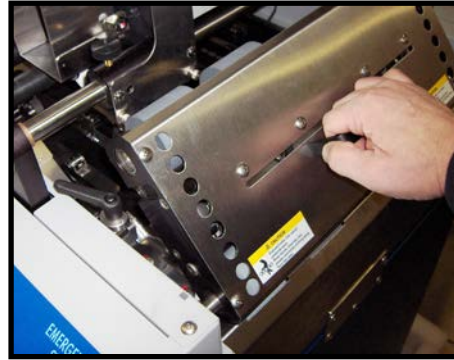
Tip: When running narrow, tri-folded or very light weight media the Media Guide nearest the Media Guide Fence [3] can be removed and the Registration Assembly [2] can be set at an angle to give more push to the media to hold it against the Media Guide Fence [3]. The Short Media Hold-down Guide [4] should then be positioned close to the Media Guide Fence [3], as shown.

- Adjust the Registration Assembly so that the rollers push the media against the Media Guide Fence and the media travels straight along this guide. Turning the Knob on this assembly counter-clockwise will cause the adjustable rollers to push the media against the Media Guide Fence (operator side) and turning the adjustment knob clockwise will cause the rollers to exert less push on the media toward the Media Guide Fence. When running the media on the opposite side of the Tabber, this adjustment is reversed.

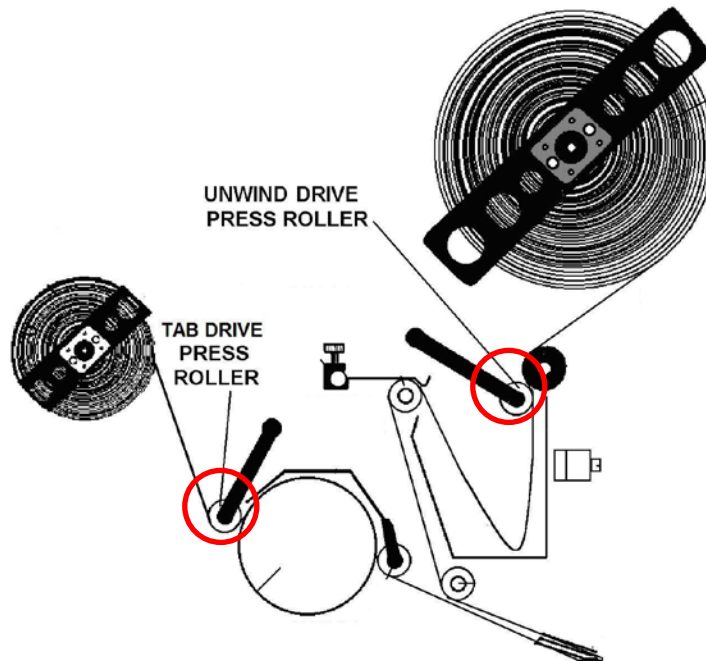


Adjusting Tab Fold Position

1. Release the two Levers/Thumb Screws that lock the Exit Roller Assembly in the Closed position. Open the Exit Roller Assembly.

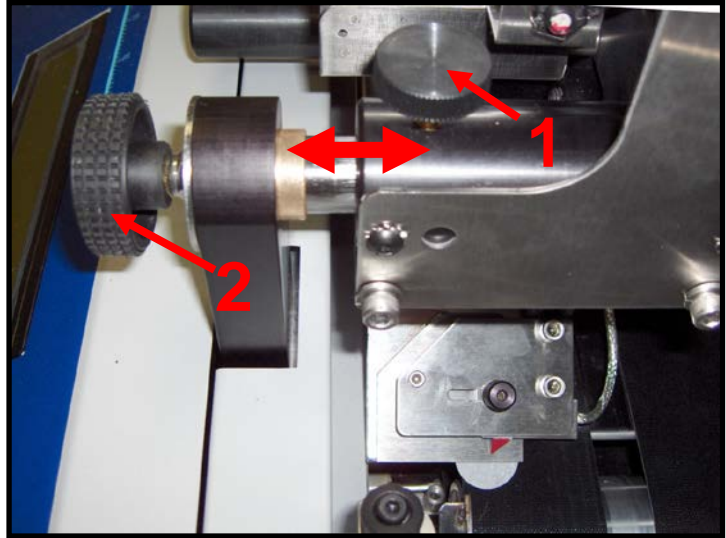


2. Release the two press rollers to take the tension off the Tab web.



3. Advance the tab web, by turning the take-up reel clockwise or by pulling on the tab web, until the tab/stamp is showing at the peel point.

- Loosen the Head Assembly Locking Screw [1] and slide the head to approximate location that you want your tab/stamp/label applied to the mail piece. Once you obtain the approximate location, the Head Fine Adjustment Knob [2] can be used to precisely adjust the tab/stamp/label position.

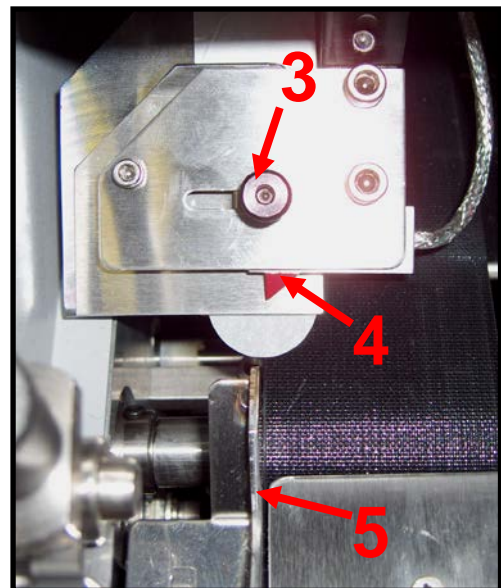


If you are tabbing; position the Head Assembly so that the tab is bisecting the edge of the mail piece you are tabbing.

If you are applying stamps or labels; position the Head Assembly so the stamp or label is properly positioned over the mail piece.

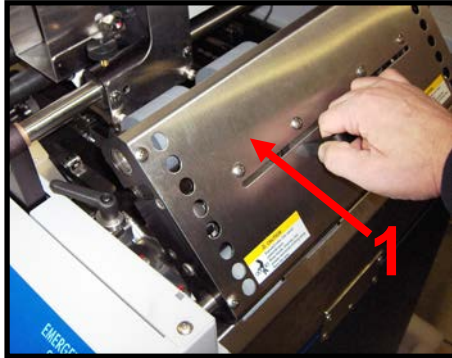
- Loosen the Sensor Positioning Knob [3] and position the Pointer [4] over the center of the tab/stamp as shown. When tabbing; check that the center of the Tab is aligned with the Tab Folding Guide [5].

Note: The Head Fine Adjustment Knob [2] can be used to precisely adjust the tab/stamp/label position.

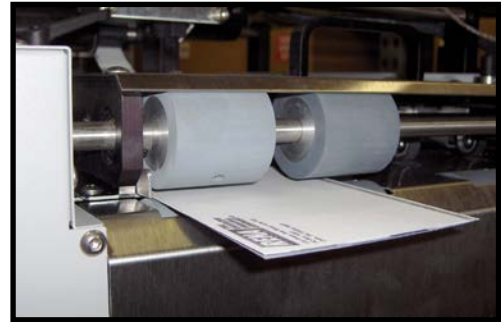


Media Thickness Adjustment

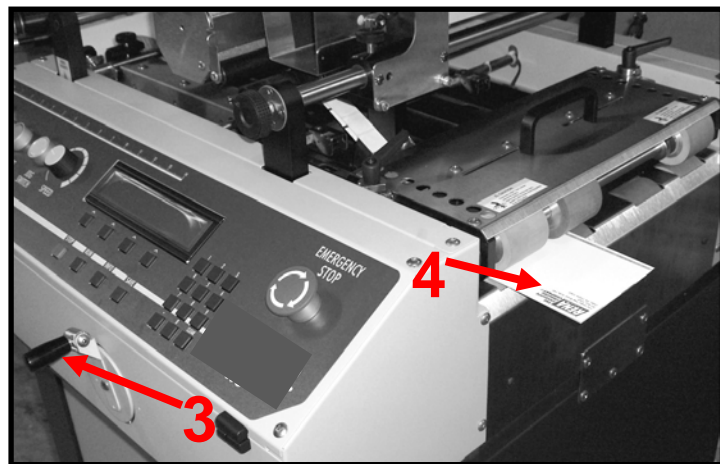
1. Close the exit cover [1] and lock it into position using the two Levers/Thumb Screws [2].



2. Using the Media Thickness Adjustment [3] crank, raise the exit rollers until you can easily pass a single piece of media [4] between the exit rollers.



3. Insert one piece of media [4] into the exit end of the Tabber (just under the exit rollers). Adjust the Media Thickness Adjustment [3] crank to lower the upper exit rollers, until you begin to feel a little drag on the media. Continue turning one full crank rotation further, so there is sufficient pressure on the piece of media to drive it through the system.



Programming the Job (Menu Features)

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

- Media Sensor Selection (Sensor 1 or Sensor 2)
- Number of Tabs/Stamps/Labels you plan to apply to each piece.
- Media Length (When using Auto Tab/Stamp Positioning feature).
- Tab Offsets (When labeling and when not using the Auto Tab/Stamp Positioning feature).
- Backing Type (Clear or Opaque)
- Tab Pitch (Distance from top of tab/stamp/label, to top of next tab/stamp/label, 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:

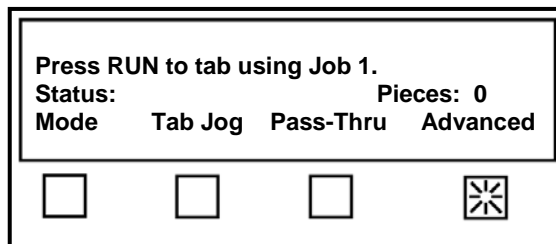
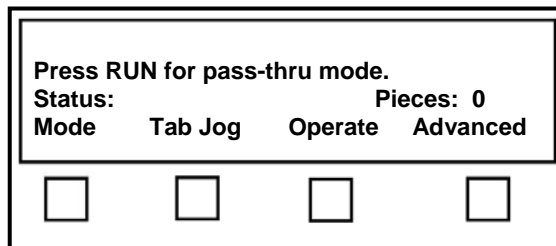
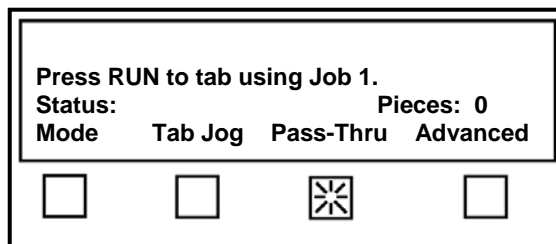
- **Mode** – Pressing this soft key will bring you to the mode selection screen, which allows you to select the tab/stamp positioning mode. See “Mode Features”.
- **Tab Jog** – Pressing and holding this key will cause the tab drive roller to advance very slowly.

- **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.

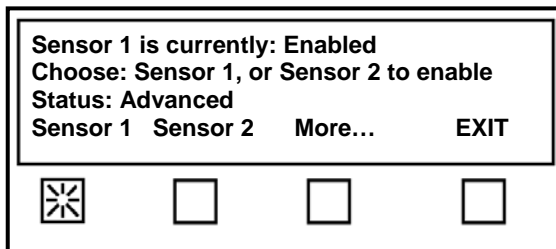
- **Advanced** – Pressing this key will place the Tabber in the advanced mode. This mode is used to select the Media Sensor, set the V-Tab (tab sensing values/voltages) and to access other advanced settings and test routines. See “Advanced Features”.



Media Sensor Selection

The Tabber is equipped with two media sensors. One is located near the Operator Control Panel side of the unit and the second is located near the Non-Operator side of the machine. This gives the operator the flexibility of choosing which side of the Tabber they want to use to run a job. The default setting is Sensor 1, which is on the Operator Control Panel side of the unit.

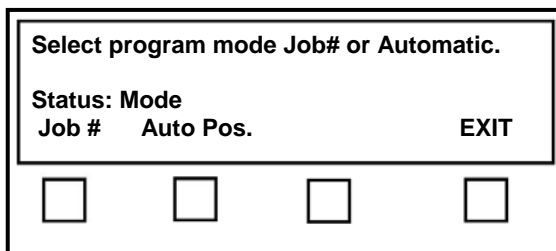
To change the sensor selection, press the **Advanced** soft key on the startup display once. Then select **Sensor 1** or **Sensor 2**. Press **EXIT** to return to the main Screen.



Mode Features

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

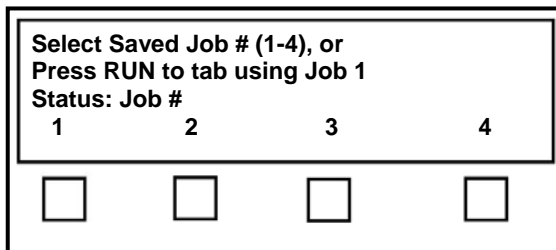
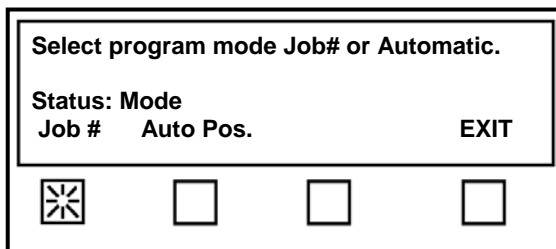
- **Job #** - This soft key is used to select one of four programmable jobs.
- **Auto Pos.** – This soft key is used to select the Automatic Tab/Stamp Positioning feature.
- **EXIT** – Brings you back to the previous screen/selections.



Manual Tab/Stamp/Label Positioning Features

When the **Job #** soft key is pressed, from the Mode menu, this puts the Tabber into “Manual Tab/Stamp 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/stamps 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).

Select Saved Job# (1-4), or Press RUN to tab using Job 1			
Status: Job #			
1	2	3	4
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select option to edit, or Press RUN to tab using Job 2.			
Status: Job Setup			
# Tabs	Offset	Backing	EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Select option to edit, or Press RUN to tab using Job 2.			
Status: Job Setup			
# Tabs	Offset	Backing	EXIT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Press 1, 2 or 3 for the number of tabs.			
Current Value: 2			
Status: Job Setup			
1	2	3	EXIT
Pieces: 0			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Choose tab placement			
Status: Job Setup			
Separate	Together		EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SETUP & OPERATION

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.

Select option to edit, or Press RUN to tab using Job 2.			
Status: Job Setup			
# Tabs	Offset	Backing	EXIT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select tab offset to edit			
Status: Job Setup			
Tab 1	Tab 2	Tab 3	EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**.

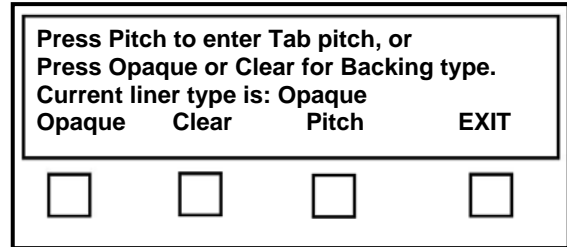
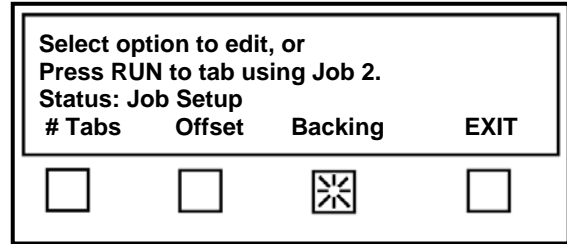
Repeat this process for each tab/stamp position.
Press **EXIT** to return to the option screen.

Select tab offset to edit			
Status: Job Setup			
Tab 1	Tab 2	Tab 3	EXIT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter tab offset 1 and press SAVE key: 0.0" Current Value: 4.000"			
Status: Job Setup			
			EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.



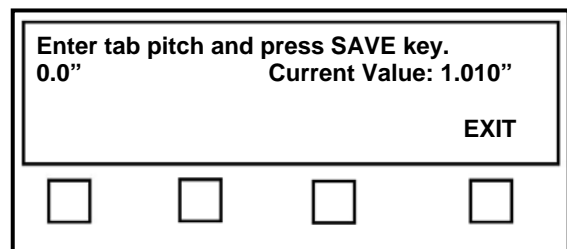
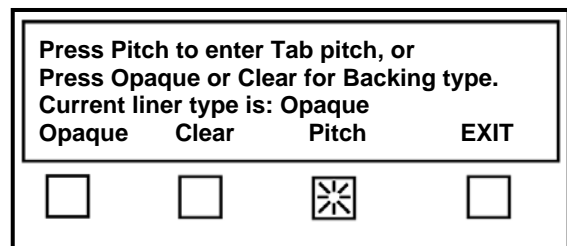
Use the chart below to select the Backing type (Opaque or Clear):

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.

Select program mode Job# or Automatic.			
Status: Mode			
Job#	Auto Pos.		EXIT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select Saved Job# (1-4), or Press RUN to tab using Job 1			
Status: Job #			
1	2	3	4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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).

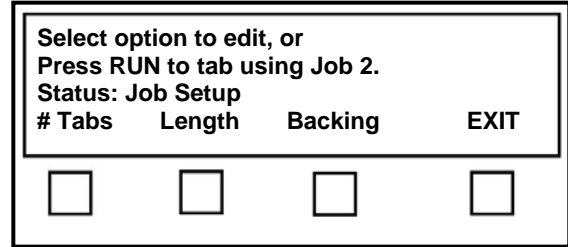
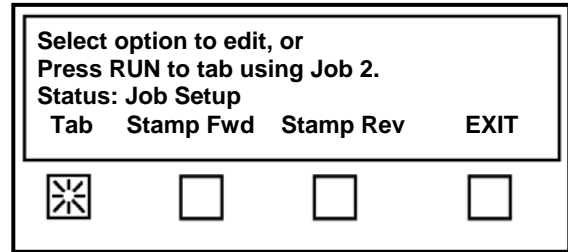
Select Saved Job # (1-4), or Press RUN to tab using Job 1			
Status: Job #			
1	2	3	4
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select option to edit, or Press RUN to tab using Job 2.			
Status: Job Setup			
Tab	Stamp Fwd	Stamp Rev	EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

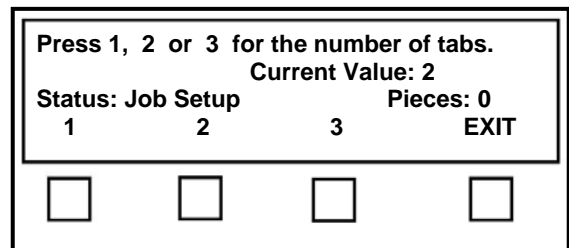
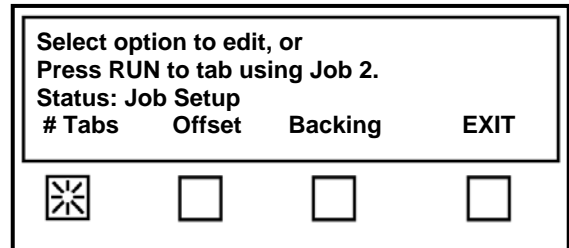
- **# Tabs** - This soft key is used to select the number of tabs you plan to place on the media.
- **Length** - This soft key is used to set the media length.
- **Backing** - This soft key is used to set the type of tab/liner material that is being used, and the Pitch of the tab.
- **EXIT** – Brings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



SETUP & OPERATION

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 one 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”).

Select option to edit, or Press RUN to tab using Job 2.			
Status: Job Setup			
# Tabs	Length	Backing	EXIT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter piece length and press SAVE key Current Value: 6.153”			
Automatic			EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter piece length and press SAVE key Current Value: 6.153”			
Automatic			EXIT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Feed 1 Product now			
Status:			
			EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter piece length and press SAVE key 0.00” Current Value: 8.523”			
Status:			Pieces: 1
Automatic			EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tip: If the Tabber measures the piece to be longer than the actual piece length; then more than one piece may have been fed, or 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 wrong media sensor may have been selected, or the media sensor may be dirty. Check to be sure the correct media sensor was selected. 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, behind 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”

Select option to edit, or Press RUN to tab using Job 2.
Status: Job Setup

# Tabs	Length	Backing	EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Press Pitch to enter Tab pitch, or Press Opaque or Clear for Backing type.
Current liner type is: Opaque

Opaque	Clear	Pitch	EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Press Pitch to enter Tab pitch, or Press Opaque or Clear for Backing type.
Current liner type is: Opaque

Opaque	Clear	Pitch	EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Enter tab pitch and press SAVE key.
0.0” Current Value: 1.010”

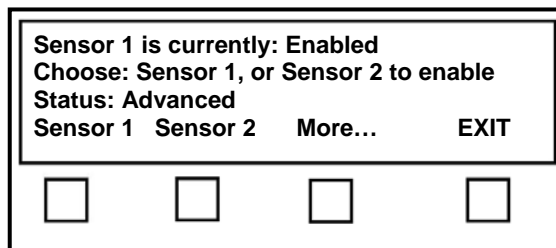
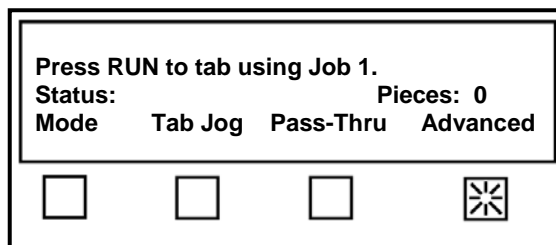
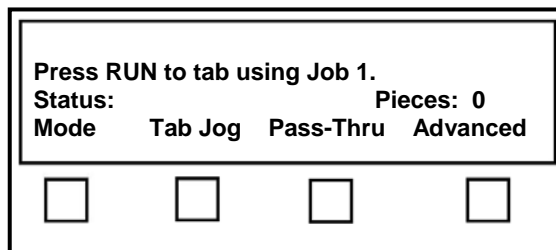
EXIT
<input type="checkbox"/>

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).

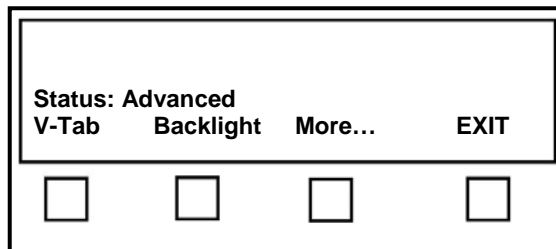
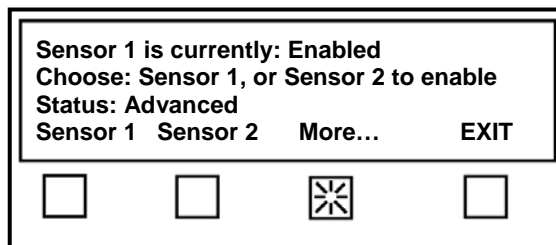
When the **Advanced** soft key is pressed. The display will prompt you with the following choices:

- **Sensor 1** – Pressing this soft key will select Media Sensor 1 (Front Sensor. Sensor located closest to operator side of Tabber.).
- **Sensor 2** – Pressing this soft key will select Media Sensor 2 (Back Sensor. Sensor located farthest away from operator side of Tabber.).
- **More** – This soft key is used to access additional Advanced features.



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

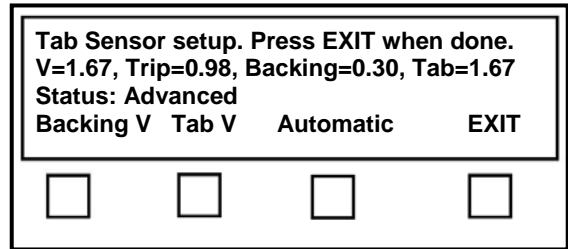
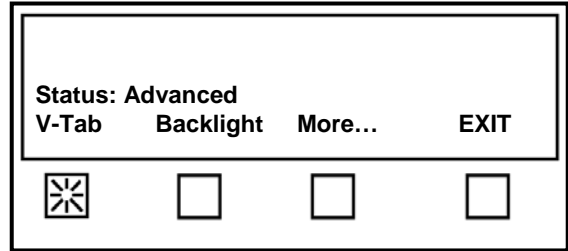
- **V-Tab** - This soft key is used to set the tab sensor voltages for the tab/stamp material you are using. See “Tab Sensor Setup” for instructions.
- **Backlight** - This soft key is used to set the backlight intensity for the LCD display.
- **More** - This soft key is used to access additional Advanced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

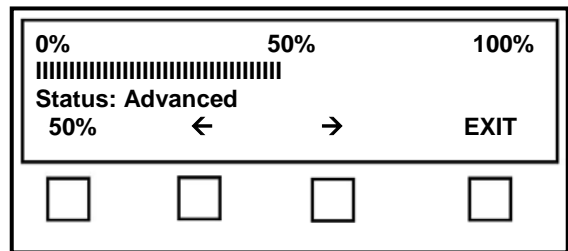
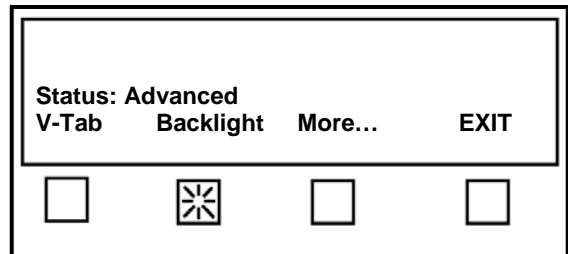
- **Backing V** - This soft key is used to manually set the backing (web) voltage, for the tab sensor. See “Tab Sensor Setup”.
- **Tab V** - This soft key is used to set the tab voltage (tab on backing), for the tab sensor. See “Tab Sensor Setup”.
- **Automatic** - This soft key is used to set the tab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

Version

More ...

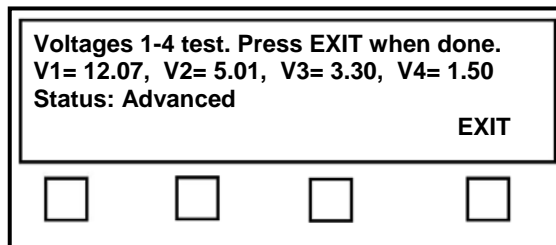
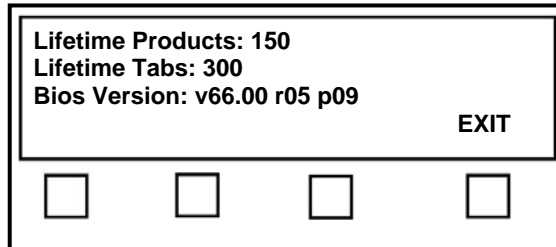
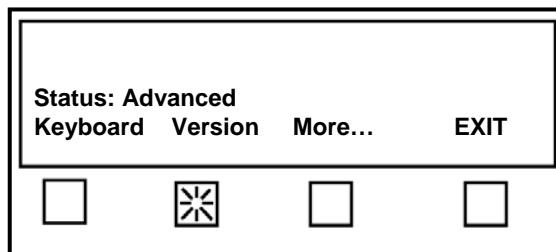
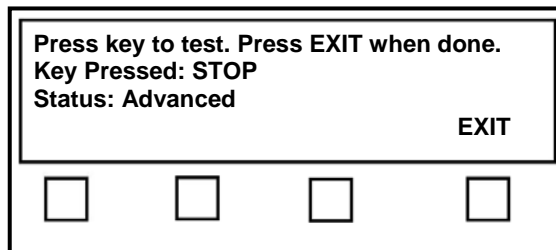
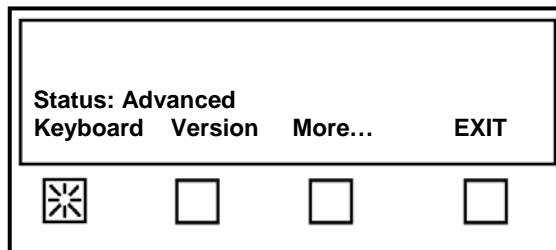
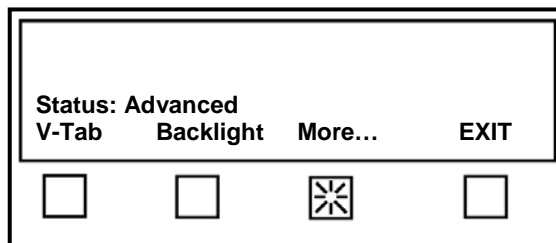
EXIT

- **Keyboard** – Used to test the keyboard controls (keys).

Example: If the STOP key is pressed, the screen will display “Key Pressed: STOP”.

- **Version** – Displays the Lifetime Products counter, Lifetime Tabs counter and BIOS version.

- **More...** - Displays additional Advanced Menu choices (Voltage).
Voltage - Displays power supply voltage outputs (V1=12.07, V2=5.01, V3= 3.30, V4=1.50)
- **EXIT** – Brings you back to the previous screen.



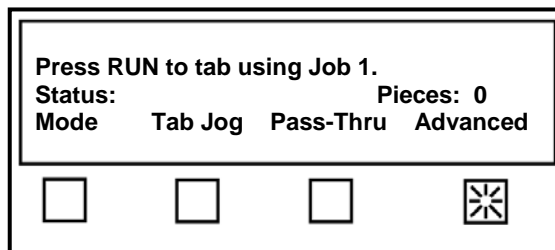
Tab Sensor Setup (V-Tab adjustments)

The tab sensor adjustment must be performed each time you change the type of tab/stamp/label. Adjusting the tab sensor values in the TABBER can be done automatically or manually. The preferred method is automatic.

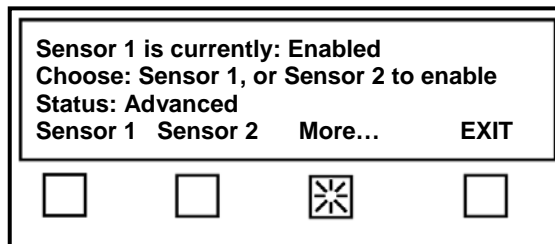
Automatic Tab Sensor Setup (V-Tab)

The following procedure assumes you have threaded tabs/stamps/labels, engaged the press rollers, adjusted for proper media transport, and have set the tab pitch.

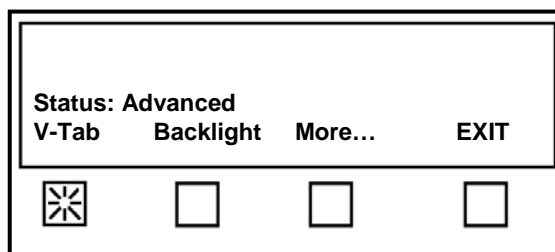
1. From the Start-Up screen select **Advanced**.



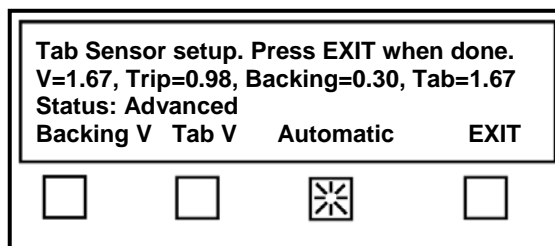
2. The screen at the right will appear. Verify/Select the Media Sensor (Sensor 1 or Sensor 2) you are using, then press the **More...** key.



3. The screen at the right will appear. Select **V-Tab**.



4. From the "Tab Sensor Setup" screen select **Automatic**.



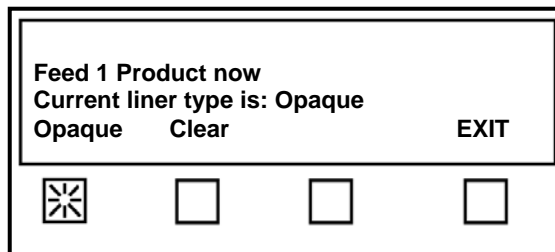
IMPORTANT: Make sure that the transport power switch is turned **ON**.

If the TABBER displays "Increase Transport Speed" or "Decrease Transport Speed", adjust the transport speed until the display shows "Feed 1 Product now".

SETUP & OPERATION

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

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



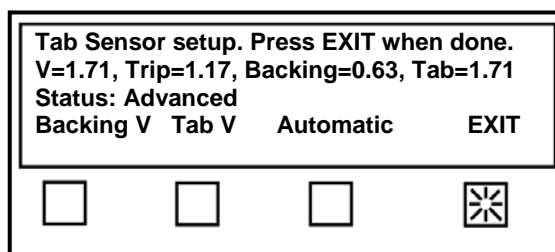
Tip: The selection for Backing (liner) does not denote the type of tab material. Instead, it denotes the density of the tab and the liner it is affixed to, as compared to the space between tabs. Instead of thinking of this setting as a backing description, it is easier to identify if the backing (liner) 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/label 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.

5. Feed one piece of media.

The TABBER will place two or three tabs on the piece and automatically adjust the sensor values; then return to the “Tab sensor setup” screen.

6. Press the **EXIT** button three times to return to the Start-Up screen.



Tip: If the Tab V or Backing V values are displayed as 2.20V this could be an indication that the Tabber was not able to automatically set these sensor values. In this case, you may need to use the manual tab sensor adjustment procedure.

7. Test the TABBER for proper operation. If you experience tab advancement or positioning problems, verify proper paper 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 setup; outlined on the following pages.

Tip: Before you begin running the Tabber, please make sure the tab drive press rollers are engaged with the tab drive roller and the unwind drive press roller is engaged with the unwind drive roller. It is common to forget to engage these rollers after threading the Tabber with tabs/stamps/labels.

Manual Tab Sensor Setup (V-Tab)

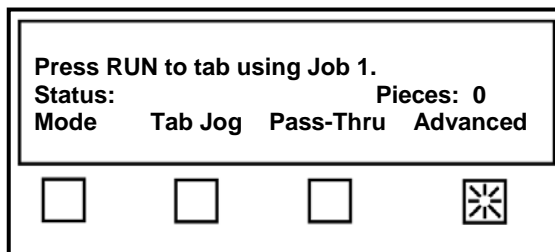
Under the following conditions, it may not be practical to use the automatic tab sensor setup feature.

- When using stamps or pre-addressed labels; since the automatic tab sensor setup process will dispense/waste 2-3 stamps/labels, during the setup process.
- If the automatic tab sensor setup procedure didn't give satisfactory results.

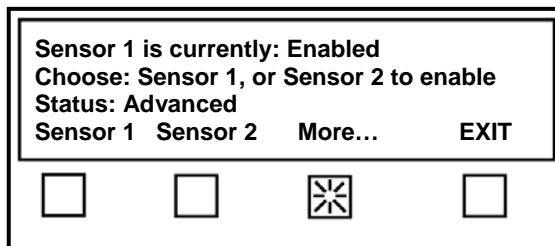
In these cases it is recommended that you adjust the tab sensor manually.

The following procedure assumes you have threaded tabs, selected the correct liner/backing type, adjusted for proper media transport, and have properly set the tab pitch.

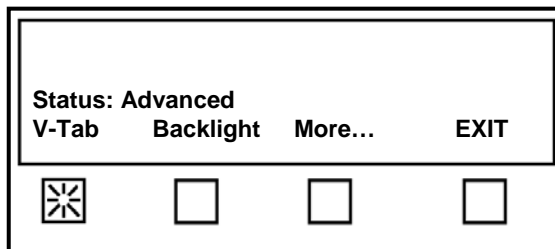
1. From the Start-Up screen select **Advanced**.



2. The screen at the right will appear. Verify/Select the Media Sensor (Sensor 1 or Sensor 2) you are using, then press the **More...** key.

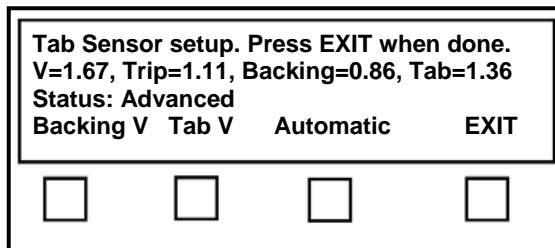


3. The screen at the right will appear. Select **V-Tab**.



4. The "Tab Sensor Setup" screen will now appear.

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**).



5. Adjust the **Tab V**.

Please follow the appropriate procedure, based to the “liner type” of your tab material.

Liner Type = Opaque: Use this procedure if the space (line) between tabs is white.

In this example we are using a tab that has black backing (liner) below each tab and a white line (space) between each tab.

Position a tab and backing (liner) in the tab sensor.

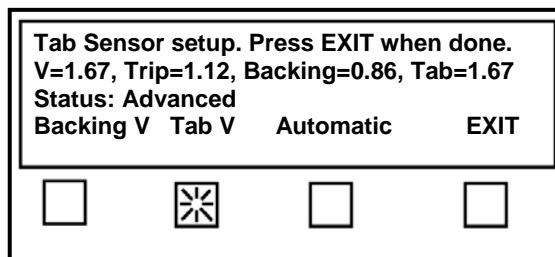
When the voltage “V=” reaches the **highest** voltage obtainable, press the **Tab V** soft key.

In our example, the voltage was 1.67 volts.

Liner Type = Clear: Use this procedure if the space (line) between tabs is black.

Position a tab and backing (liner) in the tab sensor.

When the voltage “V=” reaches the **lowest** value obtainable, press the **Tab V** soft key



6. Adjust the **Backing V**.

Please follow the appropriate procedure, based to the “liner type” of your tab material.

Liner Type = Opaque: Use this procedure if the space (line) between tabs is white.

In this example we are using a tab that has black backing (liner) below each tab and a white line (space) between each tab.

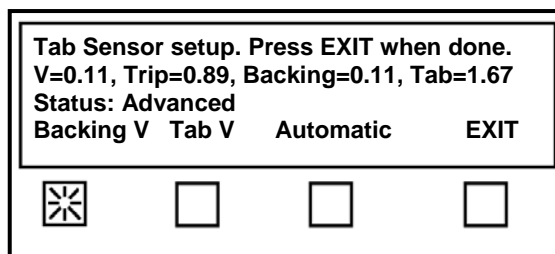
Position the space between tabs in the tab sensor. Fine adjust the position by pulling the tab stock forward/backward.

When the voltage “V=” reaches the **lowest** voltage obtainable, press the **Backing V** soft key. In our example, the voltage was 0.11 volts.

Liner Type = Clear: Use this procedure if the space (line) between tabs is black.

Position the space between tabs in the tab sensor. Fine adjust the position by pulling the tab stock forward/backward.

When the voltage “V=” reaches the **highest** value obtainable, press the **Backing V** soft key



Tip: If there isn't at least a 0.70 volt difference between the tab area and the space between tabs, then the tab/stamp/label stock may not be suitable for use in this system. For example, clear/translucent tabs on all white backing are not suitable for this system. Clear/translucent tabs must be attached to “engineered backing” (backing that has a black/opaque area below each tab or a black/opaque line between each tab).

NOTE: If using a tab with white backing and a black line between each tab, the numbers will be reversed. The Tab voltage will be lower than the Backing voltage.

7. Press the **EXIT** soft key three times to return to the Start-Up screen.
8. Test the TABBER for proper operation. If you experience tab advancement or positioning problems, verify proper paper 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.

Tip: Before you begin running the Tabber, please make sure the tab drive press rollers are engaged with the tab drive roller and the unwind drive press roller is engaged with the unwind drive roller. It is common to forget to engage these rollers after threading the Tabber with tabs/stamps/labels.

Example Job Programming Sequences

Applying Tabs

In this example the TABBER will be setup using the Automatic Tab/Stamp Positioning mode (Auto Pos.), to place two tabs onto a 8.5" long, tri-folded mail piece. The media will be fed down the front side of the unit, so Sensor 1 will be selected.

Tab stock used in this example: 15/16" round translucent tabs with a black block in the backing (liner) below each tab, and a white line (space) between each tab. Tab stock has a pitch of 1"

Job # 2 will be selected and modified to run this media and tab stock.

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

Press RUN to tab using Job 1.			
Status:	Pieces: 0		
Mode	Tab Jog	Pass-Thru	Advanced
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Select program mode Job# or Automatic.			
Status: Mode			
Job#	Auto Pos.	EXIT	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Select Saved Job # (1-4), or Press RUN to tab using Job 1			
Status: Job #			
1	2	3	4
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Select option to edit, or Press RUN to tab using Job 2.			
Status: Job Setup			
Tab	Stamp Fwd	Stamp Rev	EXIT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Press the # **Tab**s soft key

Select option to edit, or Press RUN to tab using Job 2.			
Status: Job Setup			
# Tabs	Offset	Backing	EXIT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Press 1, 2 or 3 for the number of tabs.			
			Current value: 2
Status: Job Setup			
1	2	3	EXIT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Select option to edit, or Press RUN to tab using Job 2.			
Status: Job Setup			
# Tabs	Length	Backing	EXIT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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”.

Enter piece length and press SAVE key			
0.0”			Current value: 9.546”
Automatic			EXIT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 - 0.250” of actual piece length).
Once you have an accurate measurement, you can press the **EXIT** soft key to proceed to the next step.

Enter piece length and press SAVE key			
0.0”			Current value: 8.523”
Status: Automatic			Pieces: 1 EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Tip: If the Tabber measures the piece to be longer than the actual piece length; then more than one piece may have been fed, or 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 wrong media sensor may have been selected, or the media sensor may be dirty. Check to be sure the correct media sensor was selected. Try cleaning the sensor as described in this manual.


These problems need to be corrected before the Tabber will function correctly.

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


Select option to edit, or Press RUN to tab using Job 2.			
Status:			
# Tabs	Length	Backing	EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SETUP & OPERATION


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

Press Pitch to enter Tab pitch, or Press Opaque or Clear for Backing type.			
Current liner type is: Opaque			
Opaque	Clear	Pitch	EXIT
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Select option to edit, or Press RUN to tab using Job 2.			
Current liner type is: Opaque			
# Tabs	Length	Backing	EXIT
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

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


Press Pitch to enter Tab pitch, or Press Opaque or Clear for Backing type.			
Current liner type is: Opaque			
Opaque	Clear	Pitch	EXIT
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

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.


Enter tab pitch and press SAVE key.			
0.0”		Current Value: 1.010”	
EXIT			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

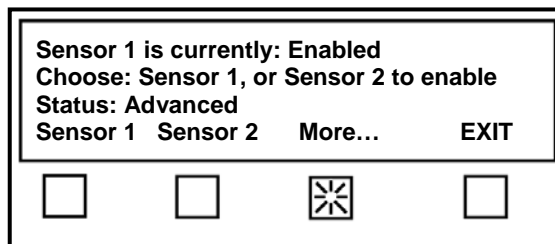
15. Press the **Advanced** soft key.

Press RUN to tab using Job 2.			
Status:		Pieces: 0	
Mode	Tab Jog	Pass-Thru	Advanced
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

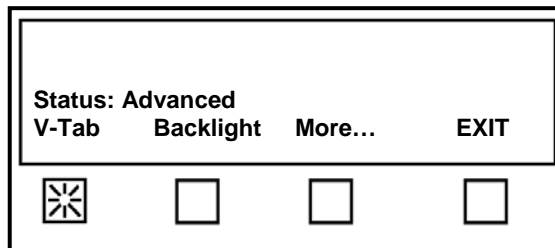
16. The screen at the right will appear.
Select **Sensor 1**.

Sensor 1 is currently: Enabled			
Choose: Sensor 1, or Sensor 2 to enable			
Status: Advanced			
Sensor 1	Sensor 2	More...	EXIT
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

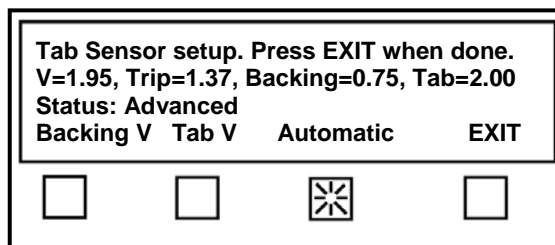
17. Select the **More...** key.



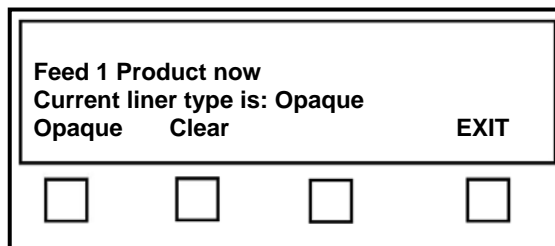
18. Press the **V Tab** soft key.



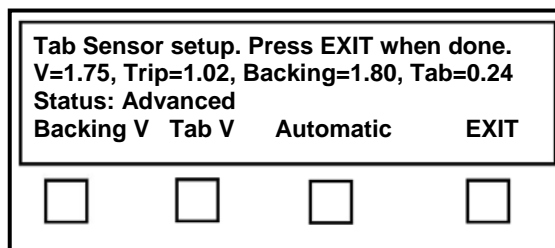
19. Press the **Automatic** soft key.
If instructed to increase or decrease transport speed, do as instructed until the message “Feed 1 Product now” appears.



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



21. Verify 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.



Tip: If the Tab V or Backing V values are displayed as 2.20V this could be an indication that the Tabber was not able to automatically set these sensor values. In this case, you may need to use the manual tab sensor adjustment procedure.

22. Press EXIT three times, to return to the “Startup Screen”.

23. 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:

- Select # Tabs as 1.

Select option to edit, or Press RUN to tab using Job 2.			
Status: Job Setup			
# Tabs	Offset	Backing	EXIT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Press 1, 2 or 3 for the number of tabs.			
Current Value: 1			
Status: Job Setup			
1	2	3	Pieces: 0
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EXIT

- When using the Auto Tab/Stamp Positioning mode, you need to select Stamp Fwd, if you are applying a stamp to the trailing edge of the mail piece; or Stamp Rev, if you are applying a stamp to the leading edge of the mail piece.

Select option to edit, or Press RUN to tab using Job 2.			
Status: Job Setup			
Tab	Stamp Fwd	Stamp Rev	EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- When using the Manual Tab/Stamp Positioning mode, you will need to set the position of the stamp, using the Offset feature.

Select option to edit, or Press RUN to tab using Job 2.			
Status: Job Setup			
# Tabs	Offset	Backing	EXIT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter the desired offset value for the stamp, using the numeric keypad, then press the **SAVE** button.

Enter tab offset 1 and press SAVE key:			
0.0" Current Value: 0.250"			
Status: Job Setup			
			EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Select option to edit, or Press RUN to tab using Job 2.			
Status: Job Setup			
# Tabs	Offset	Backing	EXIT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Press 1, 2 or 3 for the number of tabs.			
Current Value: 2			
Status: Job Setup			
1	2	3	Pieces: 0 EXIT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- When using the Auto Tab/Stamp 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 stamps at the leading edge of the mail piece.

Select option to edit, or Press RUN to tab using Job 2.			
Status: Job Setup			
Tab	Stamp Fwd	Stamp Rev	EXIT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- When using the Manual Tab/Stamp Positioning mode, you need to select the **Together** soft key. This permits you to apply up to two or three stamps together (next to each other) on the media.

Choose tab placement			
Status: Job Setup			
Separate	Together	EXIT	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

When using the Manual Tab/Stamp Positioning mode, the starting position, for the first stamp, is set using the **Offset** feature.

Select option to edit, or Press RUN to tab using Job 2.			
Status: Job Setup			
# Tabs	Offset	Backing	EXIT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter the desired offset value for the first stamp position, using the numeric keypad, then press the **SAVE** button.

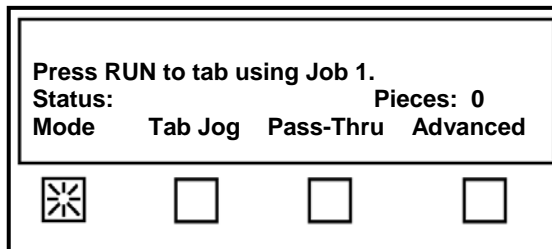
Enter tab offset 1 and press SAVE key:			
0.0" Current Value: 0.250"			
Status: Job Setup			
			EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Running a Pre-Programmed Job

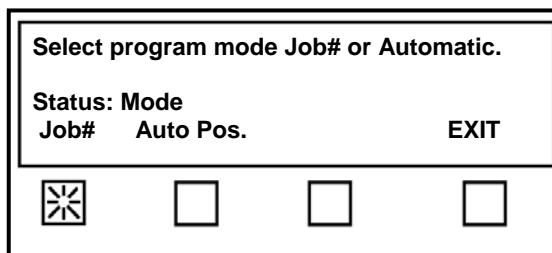
Up to four jobs may be programmed into the TABBER memory.

To run a pre-programmed job:

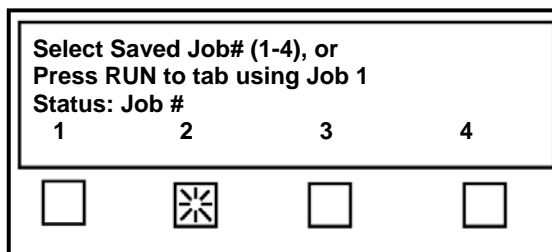
1. Turn on the Tabber using the Main Power Switch, located on the left side of the TABBER.
2. Check that the Emergency Stop switch is in the operate position.
3. Press the *Green* Transport Power switch on the TABBER Control Panel.
4. Press the **Mode** soft key.



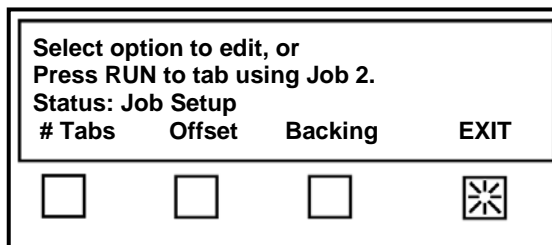
5. Press the **Job #** soft key.



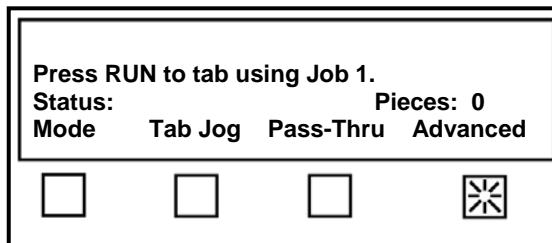
6. Select the Job you wish to run.
 In our example, we are selecting Job # 2 using the soft key 2.



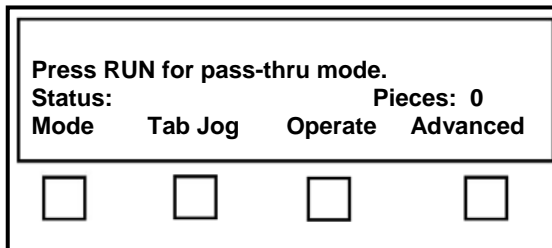
After pressing the soft key, the screen to the right will appear.



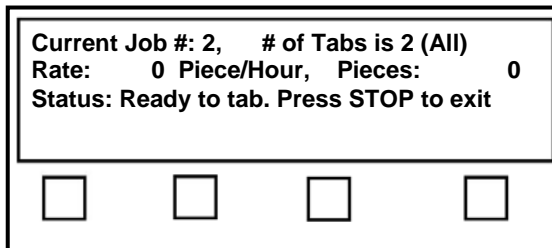
Press the **EXIT** key twice to return to the Start-up screen.



7. If the screen to the right is displayed, press the **Operate** soft key to toggle from the “pass-thru” mode to the “operate” mode.



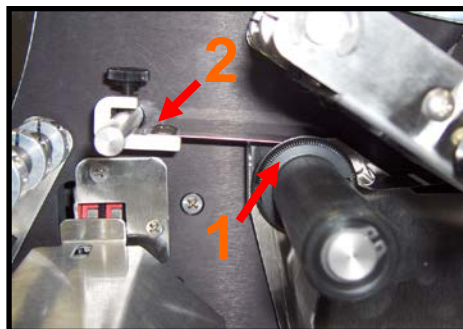
8. Press the **RUN** key, on the control panel, to start the Tabber. The Tabber will begin to run and the screen will display the Rate in pieces per hour and number of Pieces run.



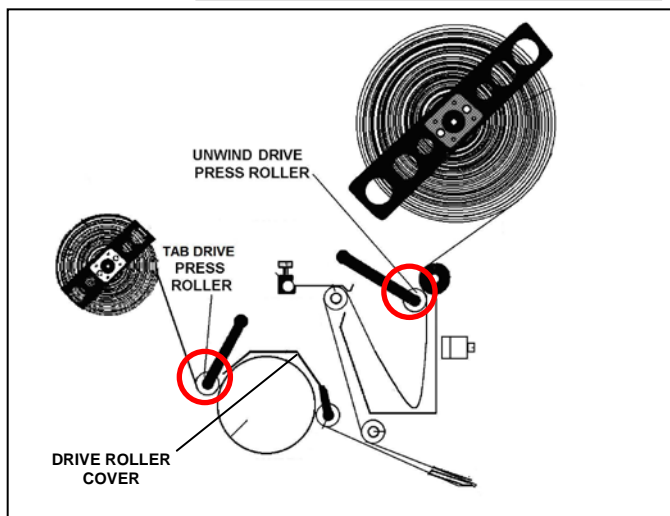
9. To stop the Tabber, press the *Red* STOP key next to the Run key on the Control Panel.

Things to Check Before You Begin Running the Job.

1. Adjust the Web Guides [1], located on the idler rollers, so they are lightly touching the tab web, to hold the web close to the back wall of the Head Assembly.
2. Adjust the Idler Roller Tension Spring [2] so it is pressing against the web, adding a little resistance to the movement of the web.

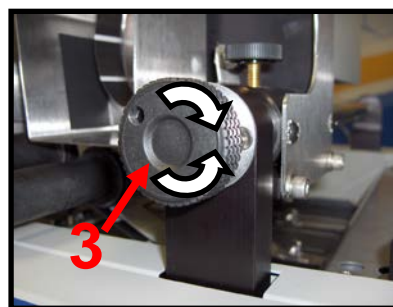


3. Make sure the Press Rollers are engaged.
4. Make sure the Drive Roller Cover is closed.
5. Make sure the Exit Roller Cover is closed and locked.
6. Release the Emergency Stop button.
7. Turn the main power switch of the Tabber and the feeder ON.
8. Turn the Head Power On
9. Turn the Transport Power On



10. Refer to the instructions under “Programming the Job”, to check/set the following:
 - Number of Tabs
 - Tab Pitch
 - Tab offset values, when not using the Auto Tab positioning feature.
 - Backing Type (Clear/Opaque)
 - Media Length, when using the Auto Tab positioning feature.
 - Select appropriate Media Sensor (Sensor 1 = front, Sensor 2 = back).
 - V-Tab adjustment (tab sensor adjustment)

11. Run one piece through the Tabber.
12. Check the positioning of the tab or tabs on the piece and adjust the Head Fine Adjustment Knob [3] to center the tab on the piece. Turning the knob clockwise will place more of the tab on the bottom of the piece and turning the knob counterclockwise will place more of the tab on the top of the piece. When running the media on the opposite side of the Tabber, this adjustment is reversed.



13. When you are satisfied with the tab-positioning run the job.

Start-up Sequence

Start up the TABBER in the following sequence:

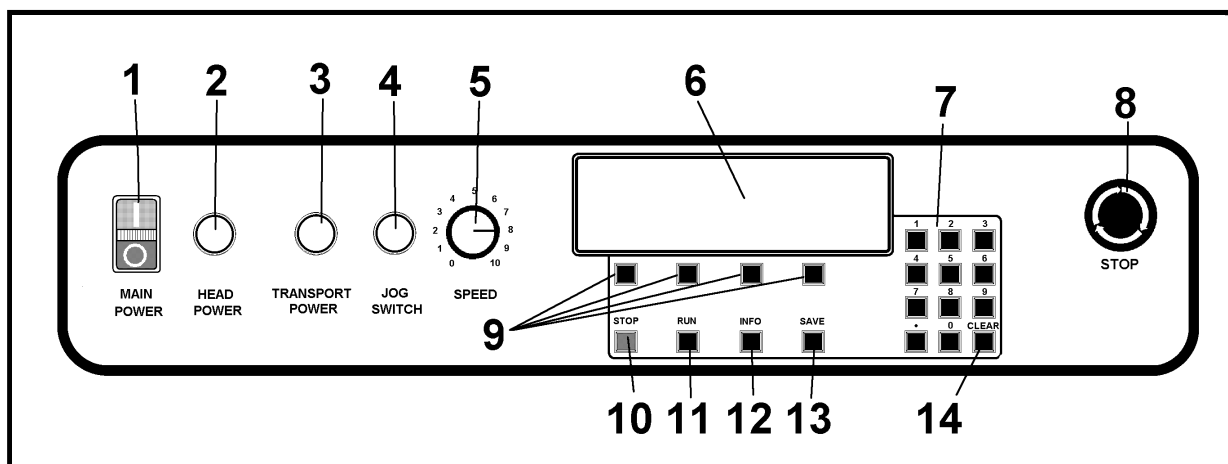
1. Turn on the Tabber using the **Main Power Switch [1]**
2. Check that the **Emergency Stop button/switch [8]** is in the operate position (released).
3. Press the
Head Power button [2] on the Control Panel.

Tip: If the head power button won't turn on, check the following: exit roller assembly closed, tab drive cover closed, and the Safety Stop Jumper or control cable is connected. If the Tabber is being used in-line with other equipment, make sure the Emergency Stop switches on the other devices are also released, and the power on the other in-line equipment is also on.

4. Press the **Transport Power button [3]** on the Control Panel
5. Press the **RUN key [11]**, located below the soft keys on the Control Panel to start the Tabber.
6. Adjust the **Speed Control [5]** to set the speed of the Tabber.
7. Press the **STOP key [10]** located below the soft keys to stop the Tabber. Pressing the large **Emergency Stop button [8]** will shut down the entire Tabber and lock out the other keys. To restart from an **Emergency Stop** you must repeat this sequence from Step #1.

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 35,000 pieces per hour, for applying double tabs it is 30,000 pieces per hour and for applying triple tabs it is 20,000 pieces per hour. Exceeding these speeds will cause the Tabber to stop.

After the Tabber is setup, the operation of the Tabber is the same whether you are tabbing, applying labels or stamps. For more information, please refer to the "Setup and Operation" section of this manual.



SECTION 4 – *Maintenance*

Cleaning

WARNING

THE TABBER IS A PRECISION MACHINE THAT SHOULD BE CLEANED REGULARLY TO INSURE MANY YEARS OF SERVICE. BEFORE PERFORMING ANY MAINTENANCE, DISCONNECT THE MACHINE FROM ITS POWER SOURCE!

The Tabber must be cleaned regularly of accumulated paper dust and ink. Depending on the types of media that are run, paper dust may accumulate within the Tabber and on the transport. To clean the Tabber, unplug it 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. 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. EXCESS LIQUID COULD HARM ELECTRONIC PARTS. ALWAYS DAMPEN A RAG WITH THE CLEANER AND APPLY IT TO THE PARTS TO BE CLEANED.

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 belts and rubber rollers.

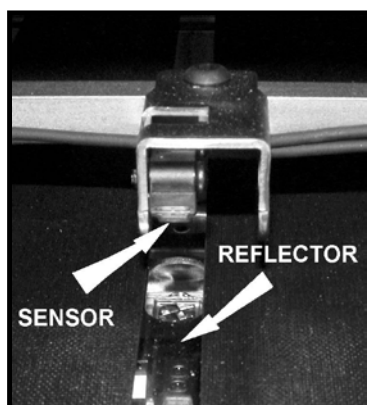
Cleaning the Sensors

There are four sensors in the Tabber; the two media sensors located on the table of the Tabber, the tab sensor on the applicator head, and tab web (bin) sensor on the head assembly. These sensors 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.

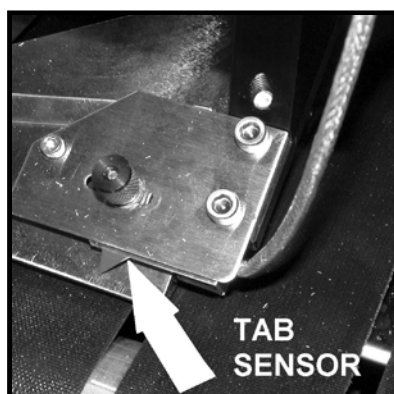
WARNING

DO NOT USE CHEMICALS or ABRASIVES OF ANY KIND ON THE SENSORS

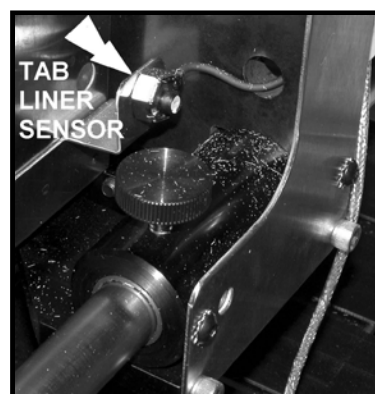
The sensor locations are as follows:



MEDIA SENSOR



TAB SENSOR
(Located under this plate.)



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.

Web (Bin) 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.

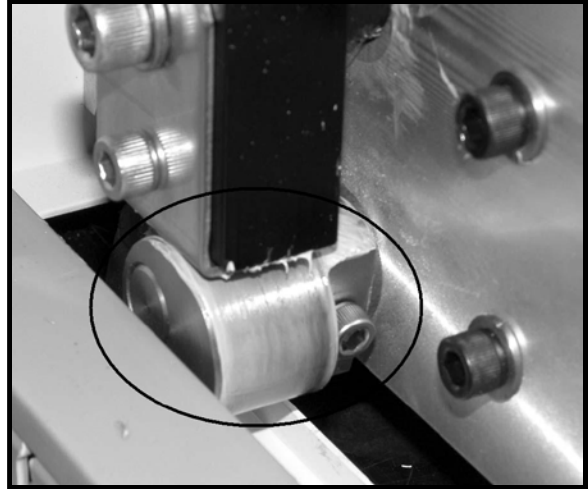
- Green LED ON** = Tabs/Stamp Present (interrupted)
- Orange LED ON** = No Tabs/Stamps Present

MAINTENANCE

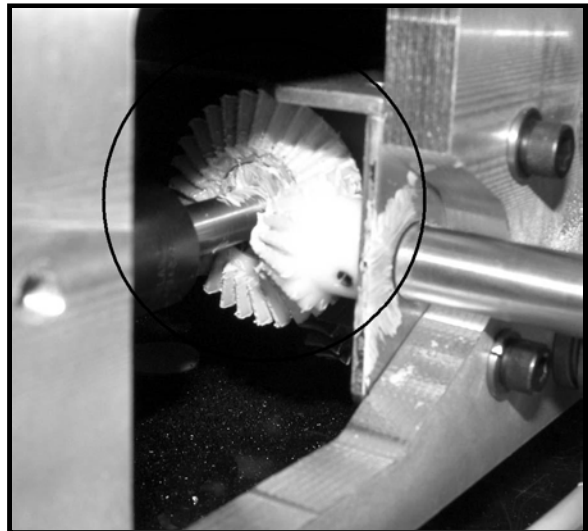
Lubrication

Several locations on the Tabber require regular lubrication. Since panels must be removed to access lubrication points; this procedure should be done by a qualified Service Technician.

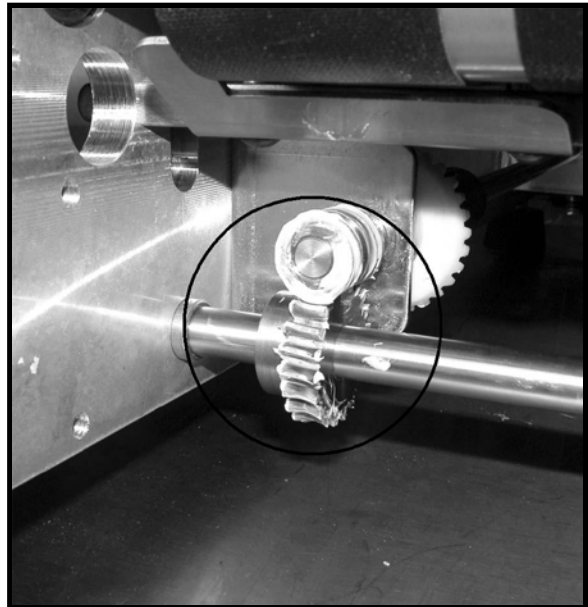
1. The four Head Raising Cams should have White Lithium Grease applied to their surface.



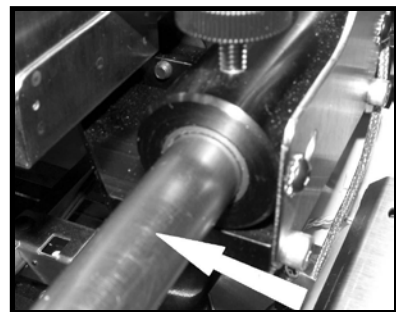
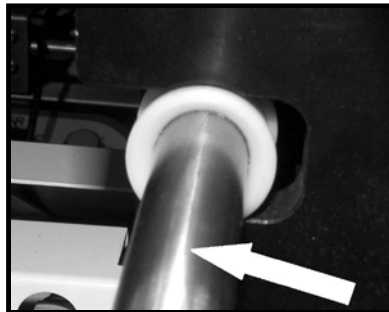
2. The head raising drive assembly gears should be lubricated with White Lithium Grease as shown in the accompanying photos.



NOTE: The gears shown on the right can be accessed by removing the front cover panel from the Tabber.



3. The two Tabber Head Guide rods should be lightly lubricated with a thin coat of light machine oil to insure smooth operation.



Notes

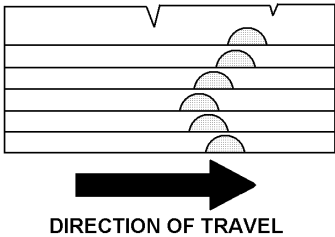
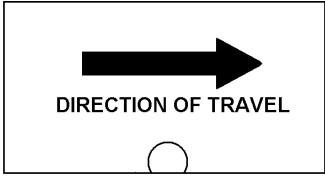
SECTION 5 – Troubleshooting

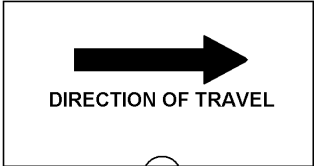
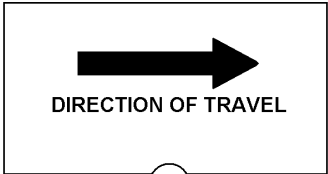
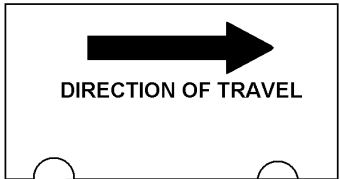
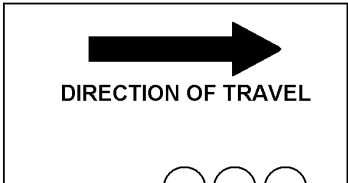
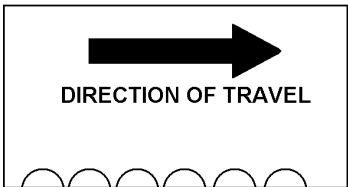
The following trouble-shooting guide is provided to assist you in solving problems that might occur with the Tabber.

Jams

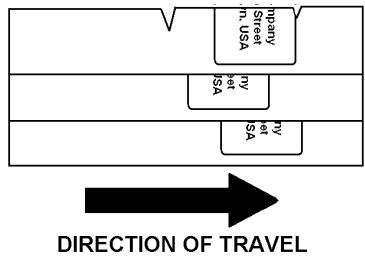
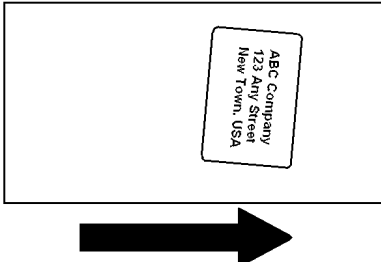
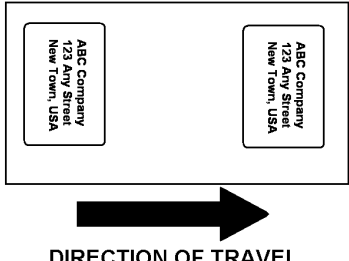
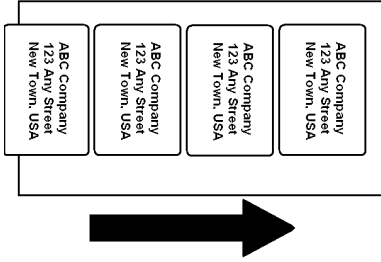
CONDITION	SOLUTION
Media jams in transport section of Tabber.	<ol style="list-style-type: none"> 1. Check alignment of Feeder to Tabber. Media should be feed between 1/8” to 1/32” from the Media Guide Fence in the Tabber. 2. Check that the two Media Hold-Down Guides are not pressing down too firmly on the media. 3. Check that the Registration Assembly is not pushing the paper too tightly against the Media Guide Fence. This can stall the media. 4. Transport pressure may be too tight. Check/adjust Media Thickness Adjustment.

Tab Placement Problems

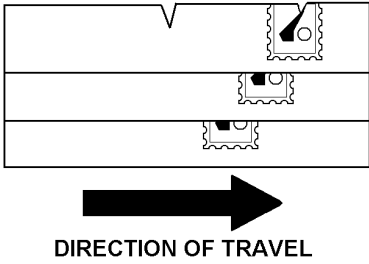
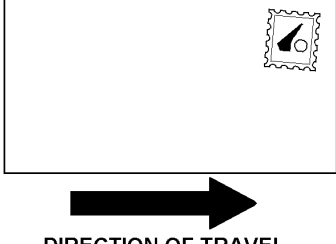
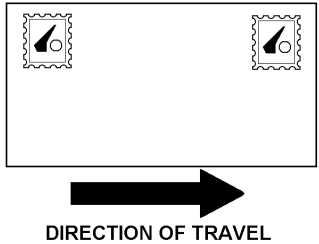
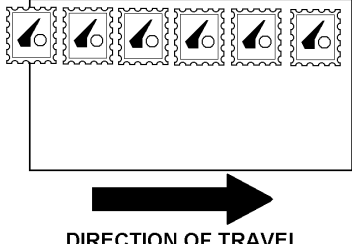
CONDITION	SOLUTION
<p>Tabs are not placed in the same spot on the media.</p> 	<p>Tabs should be placed within +/- 1/8”</p> <ol style="list-style-type: none"> 1. Check/adjust the pitch setting for the tab. It should be 0.010 more than the tab size plus the space between the tabs. 2. Check to be sure the V-Tab adjustment is correct for this stock. 3. Check Media Thickness Adjustment. Too little transport pressure can cause the media to slip when it is being fed. 4. Check that the pointer on the applicator head is in the center of the tab. 5. Check to be sure the press roll, for tab drive, is engaged. If this roller is not engage, the tab drive roller will slip on the tab stock.
<p>More of the tab is on the top of the media than on the bottom.</p> 	<p>Adjust the fine adjustment knob clockwise to move more of the tab to the bottom side of the media.</p>

CONDITION	SOLUTION
<p>Tab fold is not even. Less on top/bottom.</p> 	<p>Use the Head Fine Adjustment Knob to adjust the tab fold position. Clockwise = less tab on top. Counter-clockwise = more tab on top.</p>
<p>Tab is not flush with the edge of the media.</p> 	<ol style="list-style-type: none"> 1. 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. 2. The media may not be traveling along the Media Guide Fence. Adjust the angle of the guide rollers by turning the knob on the Registration Assembly. 3. Check/adjust the media hold down guides. If they are exerting too much pressure, the media may skew.
<p>When double tabbing one tab is not placed properly on the edge of the media.</p> 	<ol style="list-style-type: none"> 1. The media may not be traveling along the Media Guide Fence. Adjust the angle of the guide rollers by turning the knob on the Registration Assembly. 2. Check/adjust media hold down guides. If they are exerting too much pressure, the media may skew. 3. Check 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.
<p>Two or three tabs applied next to each other.</p> 	<p>Check programming for this job. When using the manual tab positioning procedure; selecting Together will place tabs together, as shown. Selecting Separate will allow different positions (offset values) to be selected.</p>
<p>More than three tabs applied on each piece.</p> 	<ol style="list-style-type: none"> 1. Make sure press roll for tab drive is engaged. 2. Check/adjust tab Pitch setting. 3. Check/adjust V-Tab (Tab Voltage and Backing Voltage) settings.

Label Placement Problems

CONDITION	SOLUTION
<p>Labels are not placed in the same place on the media.</p> 	<p>Label placement should be within +/- 1/8"</p> <ol style="list-style-type: none"> 1. Check the pitch setting for the label. It should be 0.010 more than the label size plus the space between the labels. 2. Check to be sure the V-Tab adjustment is correct for this stock. 3. Check Media Thickness Adjustment. Too little transport pressure can cause the media to slip when it is being fed. 4. Check/adjust media hold down guides. If they are exerting too much pressure, the media may slip. 5. Check to be sure the press roll, for tab drive, is engaged. If this roller is not engage, the tab drive roller will slip on the label stock. 6. Reduce the transport speed.
<p>When applied the label is not aligned on the media.</p> 	<ol style="list-style-type: none"> 1. The media may not be traveling along the Media Guide Fence. Adjust the angle of the guide rollers by turning the knob on the Registration Assembly. 2. Check/adjust media hold down guides. If they are exerting too much pressure, the media may skew. 3. Check Media Thickness Adjustment. Too much pressure will cause the media to flex as it is transported.
<p>Two or three labels applied evenly spaced.</p> 	<p>Programming issue. When applying labels make sure that you set #Tabs value at one rather than two or three.</p>
<p>Several labels applied one after another on the media.</p> 	<p>Check/adjust V-Tab (Tab Voltage and Backing Voltage) settings.</p>

Stamp Placement Problems

CONDITION	SOLUTION
<p>Stamps are not placed in the same place on the media.</p> 	<p>Stamp placement should be within +/- 1/8"</p> <ol style="list-style-type: none"> 1. Check the pitch setting for the stamp. It should be 0.010 more than the stamp size plus the space between the stamps. 2. Check to be sure the V-Tab adjustment is correct for this stock. 3. Check Media Thickness Adjustment. Too little transport pressure can cause the media to slip when it is being fed. 4. Check/adjust media hold down guides. If they are exerting too much pressure, the media may slip. 5. Check to be sure the press roll, for tab drive, is engaged. If this roller is not engage, the tab drive roller will slip on the stamp stock.
<p>When applied the Stamp is not aligned on the media.</p> 	<ol style="list-style-type: none"> 1. The media may not be traveling along the Media Guide Fence. Adjust the angle of the guide rollers by turning the knob on the Registration Assembly. 2. Check/adjust media hold down guides. If they are exerting too much pressure, the media may skew. 3. Check Media Thickness Adjustment. Too much pressure will cause the media to flex as it is transported.
<p>Two or three stamps applied with a large space between them.</p> 	<p>Programming issue. When using the manual tab positioning procedure; Separate was selected instead of Together. Reprogram the job and select Together.</p> <p>Together will place tabs together. Separate allows different positions (offset values) to be selected, as shown.</p>
<p>More than three stamps applied one after another on the media when 1, 2 or 3 stamps are selected.</p> 	<p>Check/adjust V-Tab (Tab Voltage and Backing Voltage) settings.</p>

Tabber Operation Problems

CONDITION	CAUSE / SOLUTION
Tabber won't power on.	<ol style="list-style-type: none"> 1. Check to be sure power cord is plugged into Tabber and into a working 115V AC outlet. 2. Disconnect power cord from Tabber and check fuse (7A 250V slow blow). 3. Contact Dealer/Distributor for service.
Tabber display powers on, but Head and Transport Power buttons won't turn on when pressed.	<ol style="list-style-type: none"> 1. Check to be sure Safety Stop button on Tabber released. 2. Check to be sure Safety Stop Jumper Plug or Safety Stop interface cable is properly connected. 3. Make sure Exit Roller Assembly is closed. 4. Make sure Tab Drive Roller Cover is closed. 5. If using Safety Stop interface cable, check to be sure the Safety Stops on all connected, in-line units are released and the units are powered on. 6. Contact Dealer/Distributor for service.
Unwind drive roller continuously turns when the head power is turned on.	<ol style="list-style-type: none"> 1. Make sure tabs/stamps are properly threaded through bin. When bin sensor is interrupted by tab/stamp stock, unwind drive should stop. 2. Make sure unwind drive press roller is engaged. 3. Check function of Bin Sensor. 4. Contact Dealer/Distributor for service.
When RUN is pressed, tabs/stamps/labels are dispensed into Tabber, even if no media is being fed.	<ol style="list-style-type: none"> 1. Check to be sure the press roll, for tab drive, is engaged. If this roller is not engage, the take-up reel may pull the stock around the tab drive roller and through the system.
Feeding, but not counting pieces in operate mode or pass-thru mode.	<ol style="list-style-type: none"> 1. Wrong Media Sensor selection. Select correct sensor (Sensor 1 or Sensor 2). 2. Mail piece is missing sensor. See "Setup & Operation". 3. Sensor is dirty. Clean/check Media Sensor. 4. Contact Dealer/Distributor for service.
Feeding and counting pieces, but not applying tab/stamp/label.	<ol style="list-style-type: none"> 1. Tabber in pass-thru mode. Place Tabber in operate mode. 2. Check to be sure the press roll, for tab drive, is engaged. 3. Out of tabs/stamps/labels. Add more stock. 4. Backing material has failed (broken). Rethread tabs/stamps/labels. 5. Contact Dealer/Distributor for service.
Tabber Stops while tabbing.	<ol style="list-style-type: none"> 1. Speed of tabbing exceeds maximum speed for the number of tabs being applied. Reduce Tabber transport speed. 2. Feeder speed is too fast, leaving too small of a gap between pieces. Slow down feeder.

Appendix A – Specifications

Speed

Single Tab:	Up to 35,000 per hour
Double Tab:	Up to 30,000 per hour
Triple Tab:	Up to 20,000 per hour (11" min. piece length)

Material size

Minimum (W x L):	3" x 5"
Maximum (W x L):	13" x 17"

Material Thickness: Up to 1/2"

Tab Material *Clear, *Translucent, or Paper
*with engineered backing

Tab Size

Minimum (W x L):	3/4" x 3/4"
Maximum (W x L):	2" x 7"

Wide Labels: Up to 4" wide with supplied Wide Applicator Head

Roll Size: Up to 19" Diameter (3" core)

Number of Tabs: 1, 2, or 3 Tabs

Tab Accuracy: +/- 1/8"

Production Counters

and Displays: Life and Job Count and Production rate and speed

Error Reporting: YES

Features: Can apply multiple stamps

Safety: Interlocks on all adjustments

Emergency Stop Switch

Dimensions: 27" W x 33" D x 37" H (TA-30)

27" W x 33" D x 71" H (TA-30C)

Weight: ~150 lbs (TA-30)

~200 lbs (TA-30C)

Electrical: 115VAC 50/60Hz

Appendix B – Obtaining Supplies, Service and Support

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

Service should only be performed by a qualified Service Technician.

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.

QUADIENT 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
TA10WP30KNP	1" Circle	White Paper	Plain	15.5"	30,000
TA15WP35KNP	1.5" Circle	White Paper	Plain	18"	35,000
TA10TR30KNP	1" Circle	Translucent	Black Line	15.5"	30,000
TA15TR35KNP	1.5" Circle	Translucent	Black Line	18"	35,000
TA10CF26KNP	1" Circle	Clear Film	Black Line	15.5"	26,000
TA15CF35KNP	1.5" Circle	Clear Film	Black Line	18"	35,000

The tab supplies shown above are not perforated tabs.

All the tab rolls, shown above, are on a 3" core.

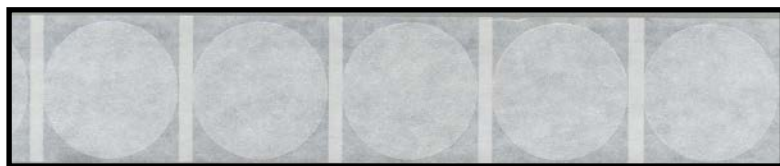
Appendix C – Identifying the Tab Type

The following images will help you identify which Tab Type (Opaque or Clear) to select when using the Automatic V-Tab feature.

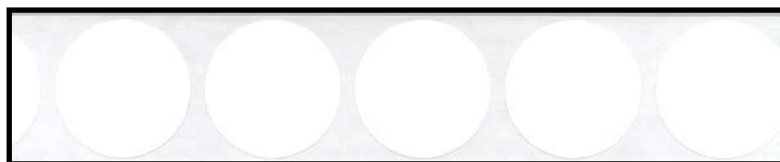
IMPORTANT! When using “clear” or “translucent” tab stock; the backing must be engineered to have a "black line" between each tab or a "solid black block" below each tab; as shown in the following images.

Tab Type = Opaque

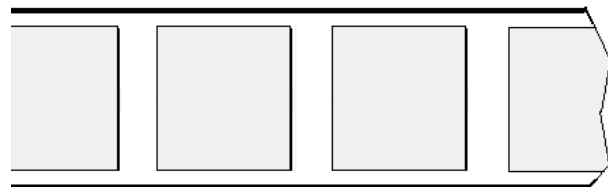
Stock that has white space/line (white gap) between each tab/stamp.



Tab Material: Clear or Translucent
Backing: Black block below tab area.
Gap: White



Tab Material: White Paper Circle
Backing: All White
Gap: White



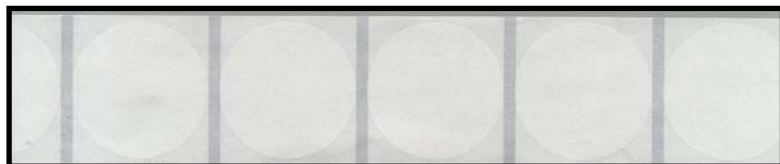
Tab Material: White Paper Square
Backing: All White
Gap: White



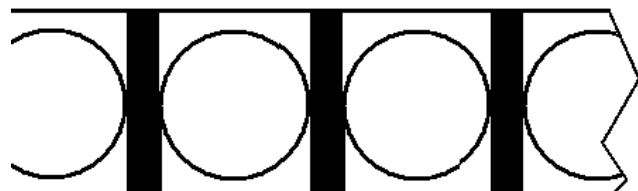
Tab Material: Stamp
Backing: All White
Gap: White

Tab Type = Clear

Stock that has black space/line (black gap) between each tab.



Tab Material: Translucent Circle
Backing: Black line between each tab.
Gap: Black



Tab Material: Clear Circle
Backing: Black line between each tab.
Gap: Black

Appendix D – *Optional Accessories*

Conveyor/Stacker/Dryer

AS-CSD6 Conveyor with optional 2000 Watt Dryer



Feeders

AS-FDR12 - discontinued

AS-FDR14

XPS-ProFeed Shuttle



XPS-ProFeed Shuttle and TA-30C



AS-FDR12/14, XPS-ProStand and TA-30C

Feeder Interface Cables & Riser Stands

Standard Feeder Interface Cables:

Application	Feeder Interface Cable	Riser Stand
AS-FDR12 Feeder TA-30 Tabber	*33E-500-192 rev A (Included with Tabber)	AS-FRS (RS-500)
AS-FDR14 Feeder TA-30 Tabber	*33E-500-192 rev A (Included with Tabber)	RS-140
AS-FDR12/14 Feeder TA-30C Tabber	*33E-500-192 rev A (Included with Tabber)	XPS-ProStand
XPS-ProFeed Shuttle Feeder TA-30C Tabber	*33E-500-192 rev A (Included with Tabber)	None Required
* "33E-500-192" can only be used with the AS-FDR12/14, 33E-500-192 rev A", can be used with the AS-FDR12/14 or XPS-ProFeed Shuttle.		

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
AS-FDR12 Feeder TA-30 Tabber AS-850 or AS-980 Printer	33E-500-194	AS-FRS (RS-500)
AS-FDR14 Feeder TA-30 Tabber AS-850 or AS-980 Printer	33E-500-194	RS-140
AS-FDR12/14 Feeder TA-30C AS-850 or AS-980 Printer	35E-500-194	XPS-ProStand
AS-FDR12/14 Feeder TA-30C Tabber XPS-ProMail Printer	25E-500-201 or 25E-500-205 & 25E-500-210	XPS-ProStand
XPS-ProFeed Shuttle Feeder TA-30C Tabber XPS-ProMail Printer	25E-500-201 or 25E-500-205 & 25E-500-210	None Required



XPS-ProMail System Configuration

XPS-ProFeed Shuttle, TA-30C, XPS-ProMail 4.0, XPS-ProDry 8.0 and TB-659 Conveyor.

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

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quadi⁷ent
Because connections matter.