TA-12

Tabbing System

USER'S GUIDE

neopost

SAFETY PRECAUTIONS

THIS EQUIPMENT PRESENTS NO PROBLEM WHEN USED PROPERLY. HOWEVER, CERTAIN SAFETY RULES SHOULD BE OBSERVED WHEN OPERATING THE TA12 TABBER.

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

- ✓ Keep hands, hair, and clothing clear of rollers and other moving parts.
- ✓ Avoid touching moving parts or materials while the machine is in use. Before clearing a jam, be sure machine mechanisms come to a stop.
- ✓ Always turn off the machine before making adjustments, cleaning the machine, or performing any maintenance covered in this manual.
- ✓ Plug the power cord supplied into a properly grounded wall outlet located near the machine and easily accessible. Failure to properly ground the machine can result in sever personal injury and/or fire.
- ✓ The power cord and wall plug is the primary means of disconnecting the machine for the power supply.
- ✓ DO NOT use an adapter plug on the line cord or wall outlet.
- ✓ DO NOT remove the ground pin from the line cord.
- ✓ DO NOT route the power cord over sharp edges or trapped between furniture.
- ✓ Avoid using wall outlets that are 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 only 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.
- ✓ Use this equipment only for its intended purpose.

In addition, follow any specific occupational safety and health standards for your workplace or area.

Limitations of this Document

The information presented herein is subject to change. Neopost USA Inc. ASSUMES NO LIABILITY WHATSOEVER FOR ANY LOSSES OR DAMAGES RESULTING FROM USE OF THIS INFORMATION.

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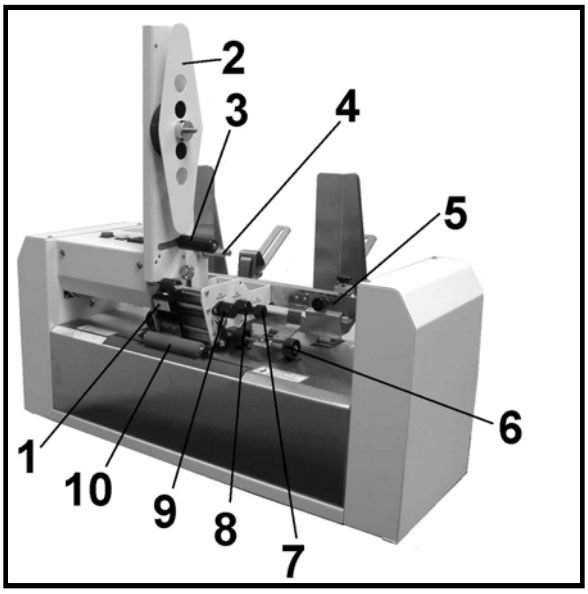
NOTES

Section 1 – Getting Acquainted

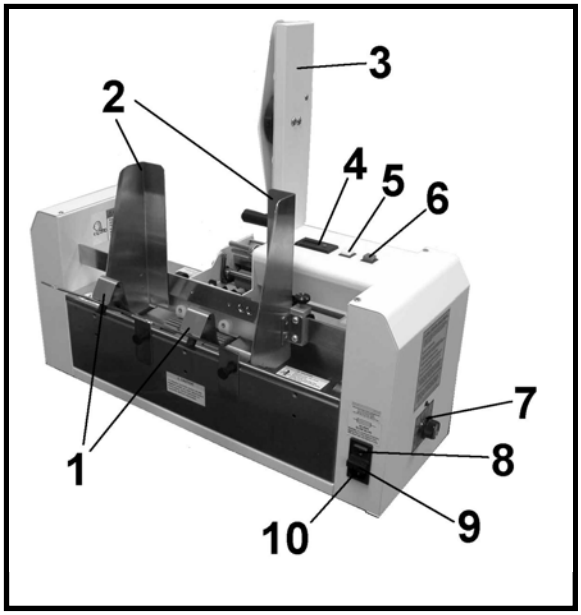
General: The TA12 Tabber is a desktop tabbing machine that is designed for the moderate volume user. It can handle documents ranging from 3” x 5” card stock to 11” x 11” booklets up to 5/32”

The TA12 Tabber will process a range of “Tabs” in most colors and either round or square from 5/8” to 1-1/4” in length and width.



Front View

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



Rear View

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

Theory of operation: The TA12 is a stand-alone machine that can process media into a stacker or tray. The TA12 will process various sizes of media and place a single "tab" on the lead edge of the media. The media can vary in length from 3.6" to 11" and vary in thickness from a C-folded sheet of 20# bond paper to a booklet of 5/32" thick.

The TA12 will process media at a speed up to 12,000 pieces per hour depending on the skill of the operator, the length (depth) of the media and the type of material.

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

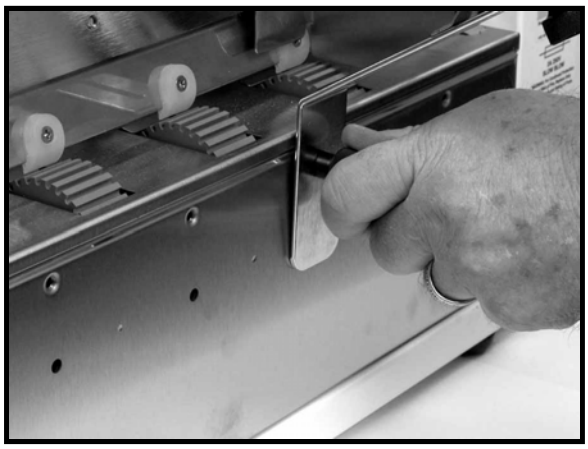
Section 2 – Assembly and Installation

Assembly

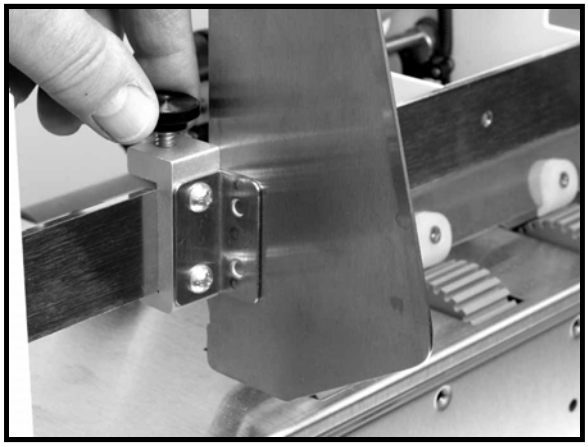
The TA12 Tabber has to be assembled before it can be used. Follow the steps below to prepare it for operation:

Step 1: Remove all the components from the carton.

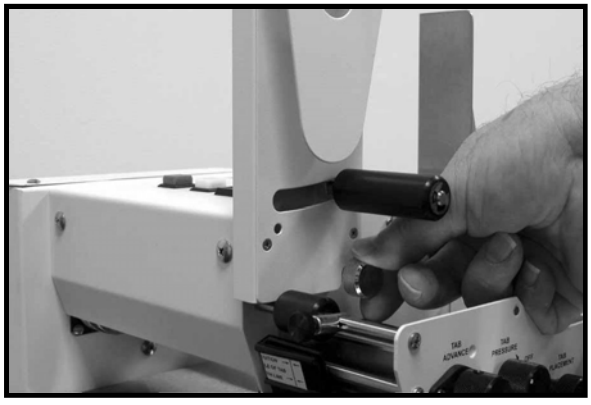
Step 2: Attach the two media support guides using the two thumbscrews provided. The pin on the guide fits into the lower hole and the guide is secured with the thumbscrew as shown.



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



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



Installation

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

CAUTION

DO NOT USE AN ADAPTER PLUG OR EXTENSION CORD TO CONNECT THE TABBER TO THE WALL RECEPTACLE.
DO NOT USE OUTLETS CONTROLLED BY WALL SWITCHES.

DO NOT USE AN OUTLET THAT SHARES THE SAME CIRCUIT WITH LARGE ELECTRICAL MACHINES OR APPLIANCES.

Section 3 – Operating the Tabber

There are six steps required to set-up the TA12 Tabber to apply tabs to your media:

Step 1: Load a roll of tabs on the tabber. (Page 5)

Step 2: Set the sensitivity of the Tab Sensor. (Page 6)

Step 3: Adjust the Metering Bracket Assembly to the media. (Page 7)

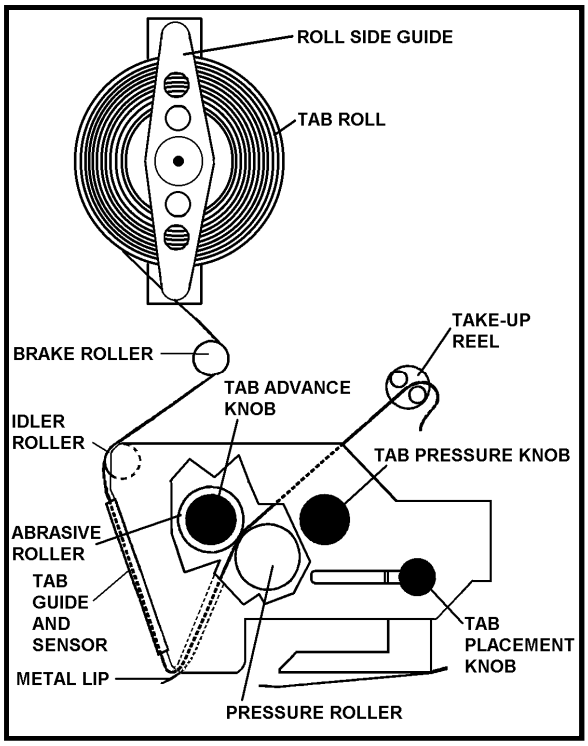
Step 4: Adjust the Media Supports and Media Side guides to the media. (Page 8)

Step 5: Adjust Tab Position. (Page 9)

Step 6: Load the media on the tabber and turn on the main power switch. Activate the Tab switch, and then press the Feed switch to start the feed rollers.

Loading Tabs:

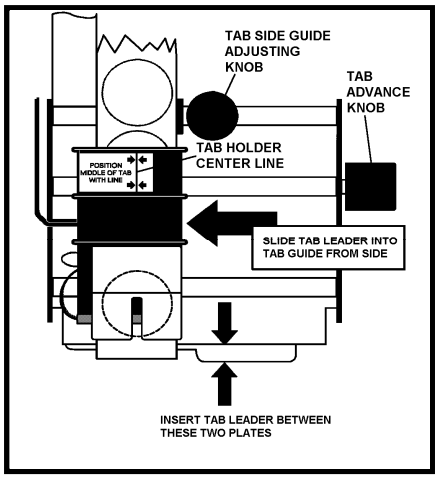
Remove the Exit Roller, and then remove the Tab Roll Side Guide by pulling it away from the Tab Roll Support.



1. Mount the roll of tabs with the tab leader coming off the roll on the exit side of the tabber. Replace the Tab Roll Side Guide.
2. Unwind approximately 12 inches of tabs and remove the first 12 tabs from the backing material.
3. Thread the tab roll leader behind the Reel Brake Assembly and then in front of the Idler Roller. Then thread the leader through the Tab Sensor Guide Assembly. This can be done by pulling the leader down past the sensor guide assembly and then sliding the strip into the slot on the guide from the side.
4. Thread the leader through the metal lip and up between the Abrasive Roller and the Pressure Roller. It helps to release the pressure on the Pressure Roller during this process. Release the Pressure Roller
5. Turn the Tab Advance Knob counterclockwise and feed 2" to 3" through the center of the Tab Take-up Reel pins.
6. Center the paper backing in the black plastic Tab Guide and Sensor Assembly.

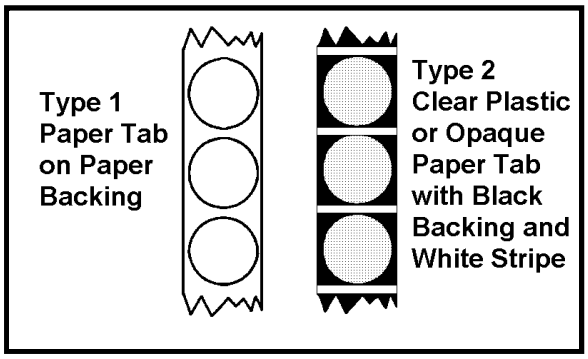
Note: Turning the Tab Pressure knob to OFF helps with the alignment. Return the pressure knob to the ON position after centering.

7. Set the Tab Side Guide to confine, but not bind the tab backing. Adjust the Tab Guide and Sensor Assembly so that the Red centerline is in the approximate center of the tab.
8. Replace the Exit Roller by pushing it back into its holder.



Tab Sensitivity Adjustment

There are two types of tabs designed for use in the TA12 Tabber. Type 1 is a paper tab with a plain paper backing. Type 2 is a clear plastic or translucent paper tab with a black or brown backing behind the tab and a white stripe between the tabs. **Do Not** use clear tabs that have a white backing behind the tab and a black line between the tabs.



1. Remove the exit roller.

2. With the tab exposed under the sensor, turn the main power switch **ON**.

3. Turn the Tab Sensitivity Adjustment knob fully counterclockwise. Then turn it clockwise until the *Red* LED above the adjusting knob lights.

4. Turn the Tab Pressure Knob OFF and roll the tabs backwards until the *Red* LED goes OFF. Turn the Tab Sensitivity Knob clockwise until the *Red* LED lights again. (Example: the LED illuminates at position 4 with the tab under the sensor and at position 10 with the backing or white line under the sensor. The difference between the two positions is six clicks.) Turn the Tab Sensitivity Knob counterclockwise to position 7, which is half way between 3 and 10.

   NOTE: If during the adjusting process the second number is greater than 12 and the LED does not light the second time, and then proceed as if the second number was 12. If at any time during the tabbing process double tabbing occurs, advance the setting one more position clockwise.

5. Turn the Tab Pressure Roller ON and use the Tab Advance Knob to advance the tab until it starts to peel away from the backing paper.

6. Reinstall the Exit Roller.

Adjusting the Metering Bracket and Guides

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

1. Loosen the two thumbscrews that attach the Metering Bracket to its mounting bar.

2. Raise the Metering Bracket and place a piece of media under the separator fingers, then lower the Metering Bracket until it contacts the media. Make sure that material is between all the fingers and rollers.

3. Tighten the two thumbscrews.

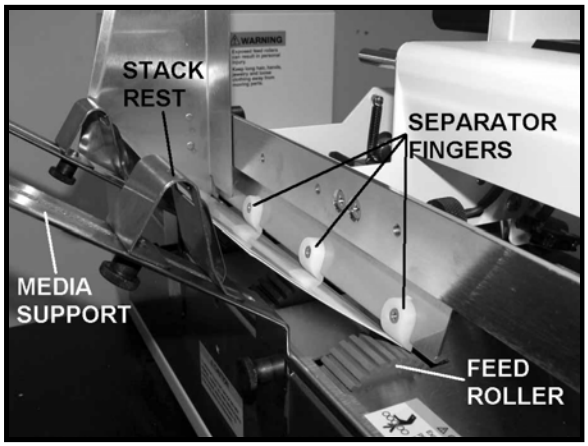
4. Remove the media and make sure the bar is level and that the separator fingers are not rubbing against the feed rollers.

5. Place one piece of media in the desired position on the media supports and adjust the Media Side Guides to the media, leaving approximately 1/16" side play between the guides and the media.

6. Feed one piece of media. If you have a problem feeding, check the following before trying to readjust the feed.

Feeding Doubles	Lessen the distance between the separator fingers and the feed roller.
Not Feeding	Increase the distance between the separator fingers and the feed roller.
Heavy Material	Place 1-1/2 times the material between the separator fingers and the feed roller.
Skewing	Place the Side Guides closer to the edges of the media.

Media Supports and Side Guide Adjustment



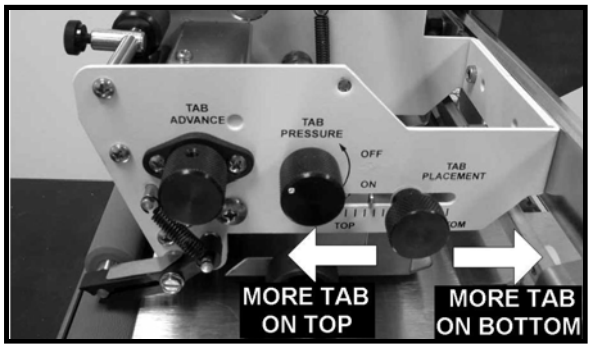
1. Position the media on the Media Supports approximately where you wish to position the tab.
2. Place one sheet of media on the Media Supports so that it is resting against the Separator Fingers.
3. Reposition the Media Supports and Stack Rests as required to support the media.
4. Position the Side Guides so that they are approximately 1/16” from each side of the media.
5. Place a handful of media on top of the piece already placed, and then press the Feed button to start feeding. Once the tabber is feeding satisfactory, go to the next step.

NOTE: When placing material on the Media Support ensure that it is shingled.

6. With media loaded on the Media Supports, press the TAB button followed by the FEED button.
7. Run two pieces and then check the position of the tab side to side.
8. Adjust if necessary by moving the Side Guides to the left or to the right.
9. Once feeding and side-to-side tab position is satisfactory, perform the Tab Positioning Adjustment.

Tab Positioning Adjustment

The tab should be positioned so that approximately half of the tab goes on the top of the media and half on the bottom.



1. Check the position of the tab on the media if incorrect; loosen the Tab Positioning Adjustment Knob.
2. Move the knob forward to allow more tab on the top of the media or back to allow more of the tab on the bottom of the media.

Tighten the knob.

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

Feeding and Tabbing Media

Once the Tabber is assembled and plugged into the wall outlet turn on the Main Power Switch, and then press the reset button on the counter located on the top of the Tabber. Next, activate the Tab Switch located next to the piece counter. Lastly, press the Feed Switch to start the media feeding. To Stop the Tabber press the Feed Switch.

Troubleshooting

Problem	**Possible Cause**
1. Media does not feed properly	Improper setup of separator bar. Glazed or dirty feed rollers. Side Guides too tight.
2. Media skews when feeding	Side Guides too loose. Separator bar not set evenly.
3. Tab placement inconsistent	Tabs not threaded correctly. Tabs not centered in front of sensor holder centerline. Tab Roll is loose on spindle. Rollers dirty or glazed.
4. Tab placement moves side to side	Side guides loose. Moveable post/Sensor Holder not set properly.
5. Multiple tabs placed on media	Tabs not centered in front of sensor holder centerline. Tab sensitivity adjustment incorrect.
6. Media feeds without tabs.	Tab Feed Switch not turned ON. Out of Tabs. Tab sensitivity adjustment incorrect. Tab Pressure knob in OFF position. Tabs not peeling off backing.
7. Tab sensitivity LED does not illuminate	Power not on. (Perform tab sensitivity adjustment.)
8. Power Switch not lighted	Unit not plugged in. Fuse blown.
9. Tabs stream feed	Tab Pressure knob in OFF position. Tab Sensor Switch not set properly. (Sensor not reading tabs.)

NOTES

Section 4 - Maintenance

Cleaning

WARNING

THE TA12 TABBER IS A PRECISION MACHINE THAT SHOULD BE CLEANED REGULARLY TO INSURE MANY YEARS OF SERVICE. BEFORE PERFORMING ANY MAINTENANCE, DISCONNECT THE TABBER FROM ITS POWER SOURCE!

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

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

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

CAUTION

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

Feed Rollers and Forwarding Rollers

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

Avoid using solvents on the rubber rollers.

Cleaning the Sensors

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

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

NOTES

Appendix - Specifications

TA12 Tabber

Dimensions:	25" Wide x 15.5" Depth x 22" High
Speed:	12,000 pieces per hour (8.5" x 11" tri-folds)
Weight:	45 lbs. Shipping wt.; 40 lbs. installed
Media Size:	Length – 3" to 18"
	Width – 5" to 17"
Media Thickness:	Up to 5/32"
Tab Size:	Length – 5/8" to 1-1/4" (standard tabs)
Tab Sensitivity Control:	Adjusts for density in tab/wafer seals
Reel Capacity:	10,000 tabs
Counter:	5 digit LCD (operator resetable)
Feeder:	Top load, bottom feed for continuous operation
Electrical:	120 VAC 50/60 Hz
Options:	Conveyor, TK-812 Tandem Kit

Specifications subject to change without notice.

NOTES

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