NOTICE
The use of this information by the recipient or others for purposes other than the repair, adjustment or operation of Pitney Bowes equipment may constitute an infringement of patent and/or other intellectual property rights of Pitney Bowes or others. Pitney Bowes assumes no responsibility for any such use of the information.

Except as provided in writing, duly signed by an officer of Pitney Bowes, no license, either express or implied, under any Pitney Bowes or any third party’s patent, copyright, or other intellectual property rights is granted by providing this information.

SV62476 Rev. A
©2010 Pitney Bowes Inc. All rights reserved.
This book may not be reproduced in whole or in part in any fashion or stored in a retrieval system of any type or transmitted by any means, electronically or mechanically, without the express written permission of Pitney Bowes.

We have made every reasonable effort to assure the accuracy and usefulness of this manual, however we can not assume responsibility for errors or omissions or liability for the misuse or misapplication of our products.
Important Safety Notes

Follow the normal safety precautions for all office equipment.

- Use only Pitney Bowes approved supplies, in particular aerosol dusters. Improper storage and use of aerosol dusters or flammable aerosol dusters, can cause an explosive-like condition that could result in a personal injury and/or property damage. Never use aerosol dusters labeled flammable and always read instructions and safety precautions on the duster container label.

- To obtain Pitney Bowes supplies, please contact our Supply Line™ to place orders. Material Safety Data Sheets can be obtained on the web or from our Supply Line™.

- Use the power cord supplied with the system and plug it into a properly grounded wall outlet located near the system and easily accessible. Failure to properly ground the system can result in severe personal injury and/or fire.

- Avoid touching moving parts or materials while the machine is in use. Keep hands, loose clothing, jewelry and long hair away from all moving parts.

- Do not remove covers or defeat safety interlock switches. Covers enclose hazardous parts that should only be accessed by properly trained service personnel. Immediately report to Pitney Bowes Service any damaged or non-functioning components that renders the unit unsafe.

- Place the unit in an accessible location to allow for proper venting of the equipment and to facilitate servicing.

- The power cord wall plug is the primary means of disconnecting the machine from the AC supply.

- Do not use an adapter plug on the line cord or wall outlet.

- Do not remove the ground pin from the line cord.

- Avoid using wall outlets that are controlled by wall switches, or shared with other equipment.

- Do not route the power cord over sharp edges or trapped between furniture.

- Insure there is no strain on the power cord where it becomes jammed between the equipment, walls or furniture.

- Be certain the area in front of the wall receptacle into which the machine is plugged is free from obstruction.

- Before clearing a stoppage, be sure machine mechanisms have come to a stop.

- When clearing a stoppage, avoid using too much force to protect against minor personal injury and damaging equipment.

- To prevent overheating, do not cover the vent openings.

- Operation of this equipment without periodic maintenance will inhibit optimum operating performance and could cause the equipment to malfunction. Contact your Pitney Bowes Customer Service Representative for required service schedule.

- Read all instructions before attempting to operate the equipment.

- Use this equipment only for its intended purpose.

**NOTE:** Always follow the specific occupational safety and health standards for your workplace.
Compliance Information

NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause interference to radio communications. Operation of this equipment in a residential area is likely to cause interference in which case the user will be required to correct the interference at his own expense.

CAUTION: Changes or modifications to this equipment not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

WARNING: This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Canada
This Class A digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

Specifications
Model: W360
Product: Tabber
Electrical rating: 115VAC, 60Hz, 2.5A

Contact Information
Product Name - W360
• For frequently asked questions, go to: www.pb.com and click on Customer Support.
• To place requests for service or training, go to: www.pb.com and click on My Account.
• To order supplies and accessories, call the Supply Line™ at: 1.800.243.7824 or go to: www.pb.com and click on Online Store.
• To view and pay invoices online, go to: www.pb.com and click on My Account.
• To view inventory, go to: www.pb.com and click on My Account.
• For direct questions, call: 1.800.522.0020. Customer Service Representatives are available Monday through Friday, 8:00 AM - 8:00 PM ET.
# TABLE OF CONTENTS

## SECTION 1 – *Getting Acquainted*

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front View</td>
<td>1</td>
</tr>
<tr>
<td>Exit End View</td>
<td>2</td>
</tr>
<tr>
<td>Tabber Electrical Connections</td>
<td>3</td>
</tr>
<tr>
<td>Feeder and Connections</td>
<td>4</td>
</tr>
<tr>
<td>Tabber Control Panel</td>
<td>5</td>
</tr>
</tbody>
</table>

## SECTION 2 – *Assembly and Installation*

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembly</td>
<td>7</td>
</tr>
<tr>
<td>Installing Reel Supports</td>
<td>7</td>
</tr>
<tr>
<td>Installing Optional Feeder</td>
<td>8</td>
</tr>
<tr>
<td>Connecting</td>
<td>8</td>
</tr>
</tbody>
</table>

## SECTION 3 – *Operating the Tabber*

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tabber Mechanical Setup</td>
<td>11</td>
</tr>
<tr>
<td>Narrow Media Setup</td>
<td>11</td>
</tr>
<tr>
<td>Running Tri-Fold Long Edge</td>
<td>14</td>
</tr>
<tr>
<td>Applying Stamps to # 10 Envelopes</td>
<td>15</td>
</tr>
<tr>
<td>Applying Three Tabs to a Narrow Piece</td>
<td>15</td>
</tr>
<tr>
<td>Media Thickness Adjustment</td>
<td>16</td>
</tr>
<tr>
<td>Adjusting the Feeder</td>
<td>17</td>
</tr>
<tr>
<td>Setting Media Length</td>
<td>18</td>
</tr>
<tr>
<td>Loading Tabs (Head 1 or Head 2)</td>
<td>18</td>
</tr>
<tr>
<td>Head 1 Adjustment - General</td>
<td>19</td>
</tr>
<tr>
<td>Head 1 Adjustment – Side Tabbing</td>
<td>20</td>
</tr>
<tr>
<td>Head 1 Adjustment – End Tabbing</td>
<td>22</td>
</tr>
<tr>
<td>Head 1 Adjustment – Applying Stamps</td>
<td>25</td>
</tr>
<tr>
<td>Head 2 Adjusting for Side Tabbing</td>
<td>27</td>
</tr>
<tr>
<td>Operating the Tabber</td>
<td>29</td>
</tr>
<tr>
<td>Understanding the Start-up Screen</td>
<td>30</td>
</tr>
<tr>
<td>Exceeding Tabbing Rate</td>
<td>31</td>
</tr>
<tr>
<td>Select and Run a Pre-Programmed Job</td>
<td>31</td>
</tr>
<tr>
<td>Stacker Interface</td>
<td>33</td>
</tr>
<tr>
<td>Fine Tuning Adjustments</td>
<td>33</td>
</tr>
<tr>
<td>Side Tab Positioning</td>
<td>33</td>
</tr>
<tr>
<td>Head 1 Side Tab Adjustment</td>
<td>34</td>
</tr>
<tr>
<td>Head 1 Tabbing at the Lead Edge of a Piece</td>
<td>34</td>
</tr>
<tr>
<td>Head 2 Side Tab Adjustment</td>
<td>35</td>
</tr>
</tbody>
</table>
# SECTION 1 – *Getting Acquainted*

*Front View*

<table>
<thead>
<tr>
<th></th>
<th>Control Panel – The machine is controlled and programmed from this panel.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td><strong>Head 1 Fine Tuning Adjustment</strong> – This Knob permits fine positioning of the Tabs on Head 1.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Head 2 Fine Tuning Adjustment</strong> – This Knob permits fine positioning of the Tabs on Head 2.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Head 1</strong> – This head can apply stamps or tabs on either the edge or end of the media.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Head 2</strong> – This head can only apply tabs on the edge of the media.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Take-up Reels</strong> – The tab web is wound up here after the tab is applied.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Left Media Guide Assembly</strong> – Transports the media to the tabbing area. This guide is not adjustable.</td>
</tr>
<tr>
<td>8</td>
<td><strong>Main Power Switch &amp; Receptacle-Tabber</strong> – The power cord is plugged here and the switch turns the Tabber On and Off.</td>
</tr>
<tr>
<td>9</td>
<td><strong>Center Support Plate</strong> – Used to support media 6.5” wide or larger. This plate also contains the slot used when tabbing at the lead edge of a piece.</td>
</tr>
<tr>
<td>10</td>
<td><strong>Right Media Guide Assembly</strong> – This guide transports the media to the tabbing area and is adjustable for the width of the media.</td>
</tr>
<tr>
<td>11</td>
<td><strong>Media Thickness Adjustment Knob</strong> – Adjusts the Heads and Pressure Rollers to the thickness of the media.</td>
</tr>
<tr>
<td>12</td>
<td><strong>Media Width Fine Adjustment</strong> – knob fine tunes the media guide for width of media.</td>
</tr>
</tbody>
</table>
Exit End View

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Head 2 Fine Tuning Adjustment</strong> – This Knob permits fine positioning of the Tabs on Head 2.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Head 1 Securing Knob</strong> – This Knob locks in the position of Head 1.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Right Media Guide Securing Knob</strong> – This knob locks right media guide in position.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Head 1 Transport Belt and Guide</strong> – This guide is adjustable for media width.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Center Plate</strong> – The Center Plate supports media wider than 6.5” and the slot in the middle is used when tabbing on the end of a piece.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Exit Foot</strong> – This device holds the media down as it travels under the exit rollers. It is adjusted with Head 1.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Tab Wrap Guide – Head 1</strong> – When side tabbing, this guide wraps the tab around the media.</td>
</tr>
<tr>
<td>8</td>
<td><strong>Exit Pressure Rollers</strong> – These rollers provide the pressure to transport the media and seal the tabs.</td>
</tr>
<tr>
<td>9</td>
<td><strong>Tab Wrap Guide – Head 2</strong> – When tabbing on this head the guide wraps the tab around the media.</td>
</tr>
<tr>
<td>10</td>
<td><strong>Exit Foot Knob</strong> – This knob is used to position and secure the exit foot (6).</td>
</tr>
<tr>
<td>11</td>
<td><strong>Exit Roller Assembly Securing Latches</strong> – These latches are used to lock down the exit roller assembly.</td>
</tr>
</tbody>
</table>
Tabber Electrical Connections

1. **Emergency Stop Input** – This connector when wired into an existing safety circuit permits an emergency stop on from the existing circuit to stop the Tabber. The jumper plug is required when this feature is not used.

2. **Emergency Stop Output** – This connector permits the Tabber to control the emergency stopping of another machine.

3. **Conveyor Interface** – The W985 Stacker is connected here to control the Tabber Operation.

4. **Tabber/Feeder Connection** – The feeder is connected here to permit automatic operation of the feeder when used with the Tabber.

5. **Main Power Switch-Tabber** – This switch turns the Tabber On and Off.

6. **Fuse** – The main power fuse (2.5A / 250V) for the Tabber is located here. **Caution!** Disconnect the power before replacing the fuse.

7. **Power Inlet Tabber** – The power cord is plugged in here.
### Feeder and Connections

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tabber/Feeder Control Cable</td>
<td>This connection permits the tabber to control the feeder when the mode switch is in the Automatic Position.</td>
</tr>
<tr>
<td>2</td>
<td>Power Inlet-Feeder</td>
<td>The power cord is plugged in here.</td>
</tr>
<tr>
<td>3</td>
<td>Fuse</td>
<td>The feeder fuse is located here.</td>
</tr>
<tr>
<td>4</td>
<td>Main Power Switch-Feeder</td>
<td>This switch will turn the feeder On and Off.</td>
</tr>
<tr>
<td>5</td>
<td>Mode Switch</td>
<td>The mode switch permits selection of either the Automatic Mode (the tabber controls the Feeder) or Manual Mode (the feeder speed is controlled manually by the Feeder Speed Control).</td>
</tr>
<tr>
<td>6</td>
<td>Feeder Speed Control</td>
<td>When the feeder mode switch is in the manual position, this knob controls the speed of the feeder.</td>
</tr>
<tr>
<td>7</td>
<td>Media Thickness Adjustment-Feeder</td>
<td>Loosening the knob and repositioning the lever is used for adjusting the exit rollers of the feeder for thicker media.</td>
</tr>
</tbody>
</table>
## Tabber Control Panel

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Transport Power Switch</strong> – Turns the Tabber transport power ON.</td>
<td>NOTE: The Transport Power will not activate unless all of the safety and emergency switches are closed.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Speed Control</strong> – Adjusts the speed of the Tabber.</td>
<td>NOTE: The maximum speed of the Tabber tabber is controlled by the software. The speed of the tabber for applying single tabs to one side of a piece is 25,000 pieces per hour, for applying double tabs to one side of a piece it is 15,000 pieces per hour and for applying triple tabs to one side of a piece is 10,000 pieces per hour. Exceeding these speeds will cause the tabber to stop. The Tab placed on the end of the piece is not counted in the above.</td>
</tr>
<tr>
<td>3</td>
<td><strong>LED Display</strong> – Keeps the operator informed of the status of the Tabber.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>Key Pad</strong> – Used to enter the data to program the Tabber</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><strong>Emergency Stop</strong> – When the Tabber is properly connected to the feeder and/or other pieces of equipment activating this button will stop the machines.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td><strong>Soft Keys</strong> – The soft keys are used to step through the various menu options to program the Tabber.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td><strong>Stop Key</strong> – Pressing this key will stop the Tabber and hold it in a ready state to resume operation.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td><strong>Run Key</strong> – Pressing this key to start the Tabber when running a job.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td><strong>Info Key</strong> – Pressing this key will change the display to the information mode.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td><strong>Save Key</strong> – This key is used to save the entries into the memory.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td><strong>Clear Key</strong> – This key will clear any incorrect entry before it is saved in the memory.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td><strong>Measuring Scale</strong> – Use the scale to determine where to place the tabs.</td>
<td></td>
</tr>
</tbody>
</table>
SECTION 2 - Assembly and Installation

The Tabber is shipped in a single carton.

Assembly

Choose a Location

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

**CAUTION**

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

Install Reel Supports

The two Reel Supports have to be installed. Remove the upper mounting screw and loosen the lower mounting screw. Slide the Reel Supports over the frame until they bottom on the lower mounting screw. Then install and tighten the upper screw and lower screw.
Install the Optional Feeder

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

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

Connecting

Plugging in the Feeder and Tabber

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

1. Connect one end of the Tabber power cord [1] to the rear of the Tabber in the corresponding receptacle.
2. Connect one end of the Feeder power cord [2] to the rear of the Feeder in the corresponding receptacle.
3. Plug the other end each cord into a 115 Volt AC (220VAC International), 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.


5. If the installation includes a Stacker, the Stacker Interface cable (4) is connected here.
Notes

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
SECTION 3- *Operating the Tabber*

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

- Determine the type of tabbing and the number of tabs.
- Determine the orientation that the media must feed to accommodate the application.
- Set-up the Tabber and feeder feed the media.
- Load the tabs or stamps in the proper head.
- Adjust the head positions (side tab or end tab) for the application.
- Program the Job
- Run the Job

**Tabber Mechanical Setup**

Once you have determined the tab location and number of tabs you are ready to setup the Tabber for handling the media and placing the tabs.

**IMPORTANT**

**TO PERMIT PROPER FEEDING THROUGH THE Tabber; THE MEDIA YOU PLAN TO TAB/STAMP MUST HAVE SQUARE, TIGHT FOLDS, AND BE NEARLY UNIFORMLY THICK. IF THE MEDIA DOES NOT FEED PROPERLY, IT WILL NOT BE TAB/STAMPED PROPERLY.**

Turn OFF the Tabber and the Feeder using the main power switches.

1. Loosen, the Exit Foot Knob, located on top of the eixt roller assembly, and move it toward the back of the tabber (toward Head 2), as shown.
2. Measure the width of the piece using the scale on the Tabber. If the media width is less than 6.5 inches, the Center Support Plate must be removed from the tabber. This is done to allow the Right Media Guide to be positioned closer to the Left Media Guide. (See Narrow Media Setup for more information.) To remove the Center Support Plate, first remove the Hold-down Guide, and then lift up on the Center Support Plate to remove it, as shown.

### IMPORTANT

**THE CENTER SUPPORT PLATE AND HOLD-DOWN GUIDE MUST BE INSTALLED WHEN USING MEDIA THAT MEASURES 6.5 INCHES OR WIDER. FOR MEDIA LESS THAN 6.5 INCHES GO TO NARROW MEDIA SETUP ON PAGE 14.**

3. Loosen the securing knob for the Right Media Guide.

**NOTE:** The right media guide is movable. The left media guide is fixed.

4. Turn ON the Tabber’s main power switch. Verify that the Exit Roller Assembly is closed and secured (lock the latches). Verify that the Emergency Stop Button has been released. Press the green Transport Power Button.

5. Press the soft key labeled:”Pass-Thru” to set the tabber in the pass-thru mode.

**NOTE:** When the tabber is in the “Pass-Thru” mode it will display “Press-Run for pass-thru mode” and the soft key will change to “Operate”.

<table>
<thead>
<tr>
<th>Press Run for pass-thru mode</th>
<th>Status:</th>
<th>Pieces: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job #</td>
<td>Operate</td>
<td>Advanced</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
WARNING

DO NOT MOVE THE RIGHT-HAND MEDIA GUIDE IF THE MACHINE IS NOT RUNNING. TO DO SO WILL RESULT IN DAMAGE OR BREAKAGE TO THE TRANSPORT BELT.

6. Press the RUN button and center the Speed Control Dial so the transport is running at a medium speed.

7. With the tabber transport running, adjust the position of the Right Media Guide Assembly to match the media’s measured width. The scale; located at the entrance end of the tabber, can be used to accomplish this step.

IMPORTANT


8. Secure the Right Media Guide’s position using the locking knob.

9. Press the STOP button to stop the Tabber.

10. Slide the Exit Foot Knob towards the operator side until it stops against the Right Media Guide Assembly, then back off a small amount (no more than 1/8”). Tighten the Exit Foot Knob to secure its position.

11. Turn the Tabber OFF using the main power switch.

12. Proceed to Media Thickness Adjustment.
Narrow Media Setup

The Narrow Media Guide is designed to help you feed media that is less than 5-1/2” and place two side tabs and one end tab on media 5-1/4” wide or more. The Guide will also permit tabbing the long edge of a Tri-Fold and improve Stamp application.

The Narrow Media Guide has a side rail (1) held in place by two screws that is used for front tabbing media that is between 5” and 6-1/2” and can be removed when running very narrow media and stamps.

Running Tri-Fold Long Edge

1. Remove the side rail (1) in the photo above.
2. Remove the standard support plate.
4. Adjust the Narrow Media Guide to the width of the Tri-Fold media and then move the Transport Belt against the Narrow Media Guide.
5. Set up the Tabber to side tab from Head 2.
6. Run the Job.
Applying Stamps to #10 Envelopes

1. Remove the extra side guide from the Narrow Media Guide.
2. Set the guide against the Envelope.
3. Then move the Transport Belt Guide against the Narrow Media Guide to hold it in place.
4. Setup Head 1 to apply stamps.
5. Run the Job.

Applying Three Tabs to a Narrow Piece

1. Install the Standard Media Guide in place.
2. If the side rail is not installed on the Narrow Media Guide, install it.
3. Place the Narrow media guide with the side rail against the Standard Media Guide just on the edge of the media.
4. Move the Transport Belt Guide against the Narrow Media Guide.
5. Set up the Tabber to tab three tabs, two on Head 2 and one on the front from Head 1.
6. Run the Job.
Media Thickness Adjustment

**IMPORTANT**

TO PERMIT PROPER FEEDING THROUGH THE Tabber; THE MEDIA YOU PLAN TO TAB/STAMP MUST HAVE SQUARE, TIGHT FOLDS, AND BE NEARLY UNIFORMLY THICK. IF THE MEDIA DOES NOT FEED PROPERLY, IT WILL NOT BE TAB/STAMPED PROPERLY.

1. Close the Exit Roller Assembly and lock the two latches to secure it.
2. Turn the Media Thickness Control Knob fully clockwise (raising the exit roller assembly).
3. Insert one piece of Media into the exit end of the tabber and adjust the Media Thickness Control Knob counterclockwise lowering the exit roller assembly) until you start to feel a drag on the media.
4. Continue to turn the Media Thickness Control Knob counterclockwise an additional 3 or 4 clicks, to obtain proper transport pressure on the media.
5. If installed, loosen the thumb screw for the Hold-Down Guide, and allow the guide (strap) to relax. Then retighten the thumb screw. This will prevent the guide from putting too much pressure on the media, possibly causing it to stall.
6. Proceed to Adjusting the Feeder to complete the setup.
Adjusting the Feeder

The feeder is properly aligned with the Tabber when it is installed. The Nonoperator Side Guide (Right Side) on the feeder is fixed in position for proper alignment of the media.

Adjusting the feeder to feed media is performed as follows:

1. Open the non-operator side guide to provide room for the media.
2. Loosen the separator locking knobs (1) and raise the sheet separators (2). Install one sheet of media under the separators and lower them into contact with the media. Tighten the locking knobs.

**NOTE:** For media thicker than 1/2 folded sheets you can add one sheet of the material to the media before tightening the locking knobs. This gives thicker media a little more room to feed.

3. Move the non-operator side guide to within 1/32-inch of the media and tighten the locking knob.

4. Adjust the rear media support guide so that the media is approximately 1/2-inch above the media support as shown.

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

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

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

The length of the media is not important when programming in the Manual mode as the position of the Tab or Stamp from the lead edge is what is used to determine the piece length. In the Automatic Mode, the piece length can be programmed. See Step 15 and 16 in Programming Tabs with Automatic Setup in the Programming the Tabber Section.

Loading Tabs (Head 1 or Head 2)

**WARNING**

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

1. Remove the Reel Side Guide and install the tab roll with the tabs unwinding face up from the right side of the roll. Remove approximately 20 tabs from the roll to create a leader.

2. Thread the leader over the Reel Brake Roller.

3. Thread the leader over the Idler Roller and then through the Tab Sensor. Reposition the tab guide, located on the Idler Roller, to accommodate the width of the tab.

4. Continue threading the leader around the Tab Applicator Peel Point.

**NOTE:** Head 1 has two peel point positions, one for Side Tabbing and one for End Tabbing and Stamp applications.

5. Lift the Press Roller Release Latch on the Drive Press Roller assembly, and then thread the leader between the Drive Roller and the Drive Press Roller. Release the Latch to bring the Drive Press Roller in contact with the Drive Roller.

6. Loop the web over the pegs in the Take-up Reel.
Head 1 Adjustment – General

NOTE: Head 1 can be used to apply Tabs to the side of a piece, to the end of a piece, or to apply Stamps.

When loading Tabs or Stamps into Head 1 you must first determine if you are going to be Tabbing on the side of a piece or tabbing or stamping on the end of a piece.

1. The Tab Separator on Head 1 has a two position peeling plate, one for side tabbing and the other for center tabbing. It is adjusted by loosening the locking screw and moving it up for end tabbing and down for side tabbing. The position of the Tab Separator is critical. Always check this when you change Head 1 from Side Tabbing to End Tabbing.
Head 1 Adjustment – Side Tabbing

The Tabber in the Feeder should be set-up to feed the media before this procedure is used.

1. Unlatch the Exit Roller assembly, swing it open, and then adjust the Peel Plate for side tabbing.

2. Lift the tab drive Pressure Roller Release Latch on Head 1, to release the pressure between the tab stock and the Tab Drive Roller.
3. Loosen the Head Stop and move it toward Head 2 to permit moving Head 1 into position.

4. Pull on the backing until a tab is starting to protrude from the applicator (peel point).

5. Lower the pressure roller released latch.

6. Refer to the picture in Step 4 above, loosen the Head 1 Securing Knob and slide Head 1 over the Right Media Guide Assembly as shown. Center the tab on the outer edge of the guide, as shown, and then tighten the securing knob.

   NOTE: This image shows how the center point of the tab should align with the exit end of the Right Media Guide Assembly. Please note that the tab in this image is protruding further than necessary. When initially adjusting the tab starting point, the tab should just start to protrude from the applicator. Also note that a tab that is 1-1/2" in diameter will not perfectly center on the assembly. It is important that the tab backing is against the side of the tab sensor guide in all cases. The sensor position is where the notch in the guide is positioned.

7. Close the Exit Roller Assembly and lock the two latches to secure it.
8. Release the Emergency Stop button Turn ON the Tabber main power switch. Press the green Transport Power button. Verify that the feeder is still turned OFF at this time. Verify that the feeder interface cable is attached between the tabber and the feeder.

9. Proceed by pressing the Operate soft key to put the tabber in the OPERATE mode.

10. Press the RUN key on the Control Panel to start the tabber transport.

11. Feed two pieces using the feed switch on the Feeder.

12. Check the positioning of the tab or tabs on the second piece. If adjustment in tab position is required use the Head Fine Adjustment Knob to make small corrections to the fold position of the tabs being applied by Head 1. You can refer to the section on Fine Tuning Adjustments for more information.

13. When you are satisfied with the tab position open the Exit Roller Assembly and adjust the Head 1 Stop against Head 1. Close and lock the Exit Roller Assembly.

14. This completes the setup for Head 1 to side tab.

---

**IMPORTANT**

**IF YOU ARE ONLY USING HEAD 1 MAKE SURE THAT YOU HAVE DISABLED HEAD 2 IN THE SOFTWARE. SEE THE PROGRAMMING SECTION FOR INSTRUCTIONS.**

15. Set the tabber transport for the desires speed, using the Speed Control Dial. Then Set the Feeder Auto-Manual switch to Automatic and press the RUN key to start running the job.

16. If tabbing with Head 2 also, proceed to Head 2 Setup in this section.

---

**Head 1 Adjustment – End Tabbing**

*The Tabber in the Feeder should be set-up to feed the media before this procedure is used.*

1. Unlatch the Exit Roller assembly, swing it open, and then adjust the Peel Plate for end tabbing.

---
2. Lift the tab drive Pressure Roller Release Latch on Head 1, to release the pressure between the tab stock and the Tab Drive Roller.

3. Loosen the Head Stop and move it toward Head 2 to permit moving Head 1 into position.

4. Pull on the backing until a tab is starting to protrude from the applicator (peel point) into the slot in the center plate.

5. Lower the pressure roller released latch.

6. Refer to the picture in Step 4 above and loosen the Head 1 Securing Knob, slide Head 1 over the Right Media Guide Assembly as shown. Center the tab in the slot in the media support, as shown, and then tighten the securing knob.
NOTE: This image shows how the center point of the tab should align with the center of Media Support Plate. Please note that the tab in this image is protruding about the correct amount for end tabbing. Also note that a tab that is 1-1/2” in diameter will not perfectly center on the assembly. It is important that the tab backing is against the side of the tab sensor guide in all cases. The sensor position is where the notch in the guide is positioned.

7. Close the Exit Roller Assembly and lock the two latches to secure it.

8. Release the Emergency Stop button Turn ON the Tabber main power switch. Press the green Transport Power button. Verify that the feeder is still turned OFF at this time. Verify that the feeder interface cable is attached between the tabber and the feeder

9. Proceed by pressing the Operate soft key to put the tabber in the OPERATE mode.

10. Press the RUN key on the Control Panel to start the tabber transport.

11. Feed two pieces using the feed switch on the Feeder.

12. Check the positioning of the tab or tabs on the second piece. If adjustment in tab position is required use the Head Fine Adjustment Knob to make small corrections to the side to side tab position of the tabs being applied by Head 1. You can refer to the section on Fine Tuning Adjustments for more information.

13. When you are satisfied with the tab position open the Exit Roller Assembly and adjust the Head 1 Stop against Head 1. Close and lock the Exit Roller Assembly.

14. This completes the setup for Head 1 to side tab.

15. Set the tabber transport for the desires speed, using the Speed Control Dial. Then Set the Feeder Auto-Manual switch to Automatic and press the RUN key to start running the job.

16. If tabbing with Head 2 also, proceed to Head 2 Setup in this section.
Head 1 Adjustment – Applying Stamps

NOTE: Head 2 can not be used to apply stamps. The Tabber in the Feeder should be set-up to feed the media before this procedure is used.

**IMPORTANT**

TO AVOID WASTING STAMPS, IT IS STRONGLY SUGGESTED THAT YOU USE TEST STAMPS OR TAB WHEN INITIALLY SETTING UP THE Tabber FOR APPLYING STAMPS. AFTER YOU ARE COMFORTABLE WITH THE SETUP YOU CAN SWITCH TO USING LIVE STAMPS. TEST STAMPS ARE AVAILABLE FROM THE POST OFFICE.

1. Adjust the tab applicator’s Peel Pont to the “side tabbing” position as you would when applying tabs.

2. Unlatch the Exit Roller assembly, swing it open, and then adjust the Peel Plate for side tabbing.

3. Lift the tab drive Pressure Roller Release Latch on Head 1, to release the pressure between the tab stock and the Tab Drive Roller.
4. Loosen the Head Stop and move it toward Head 2 to permit moving Head 1 into position.

5. Pull on the backing until a stamp is starting to protrude from the applicator (peel point).

6. Lower the pressure roller released latch.

7. Refer to the picture in Step 4 above, loosen the Head 1 Securing Knob and slide Head 1 over the Right Media Guide Assembly as shown. Center the stamp on the outer edge of the guide, as shown, and then tighten the securing knob.

   **NOTE:** This image shows how the center point of the stamp should align with the exit end of the Right Media Guide Assembly. When initially adjusting the stamp starting point, the tab should just start to protrude from the applicator. It is important that the stamp backing is against the side of the tab sensor guide in all cases. The sensor position is where the notch in the guide is positioned.

8. Close the Exit Roller Assembly and lock the two latches to secure it.

**IMPORTANT**

IF YOU HAVE NOT PROGRAMMED THE Tabber FOR THE TABBING JOB, PLEASE REFER TO THE SECTION ON PROGRAMMING A JOB, FOR INSTRUCTIONS. ONCE COMPLETE, RETURN TO THIS PROCEDURE.
9. Release the Emergency Stop button Turn ON the Tabber main power switch. Press the green Transport Power button. Verify that the feeder is still turned OFF at this time. Verify that the feeder interface cable is attached between the tabber and the feeder.

10. Proceed by pressing the Operate soft key to put the tabber in the OPERATE mode. The screen will change to the operating mode as shown to the right.

11. Press the RUN key on the Control Panel to start the tabber transport. The screen will display the status of the tabber.

12. Feed two pieces using the feed switch on the Feeder.

13. Check the positioning of the stamp or stamps on the second piece. If adjustment in stamp position is required use the Head Fine Adjustment Knob (1) to make small corrections to the location of the stamp being applied by Head 1. You can refer to the section on Fine Tuning Adjustments for more information.

14. When you are satisfied with the stamp position open the Exit Roller Assembly and adjust the Head 1 Stop against Head 1. Close and lock the Exit Roller Assembly. Load Live Stamps in the head and start applying them.

15. This completes the setup for Head 1 to stamp.

16. Set the tabber transport for the desires speed, using the Speed Control Dial. Then Set the Feeder Auto-Manual switch to Automatic and press the RUN key to start running the job.

### Head 2 Adjusting for Side Tabbing

**NOTE:** Head 2 will only Side tab. The Tabber in the Feeder should be set-up to feed the media before this procedure is used.

1. Unlatch the Exit Roller Assembly and swing it open.
2. Lift the tab drive Pressure Roller Release Latch on Head 2, to release the pressure between the tab stock and the Tab Drive Roller.

3. Pull on the backing until the tab is starting to protrude from the applicator (peel point).

4. Lower the pressure roller release latch.

   NOTE: This image in Step 3 shows how the center point of the tab should align with the exit end of the Left Media Guide Assembly. Please note that the tab in this image is protruding further than necessary. When initially adjusting the tab starting point, the tab should just start to protrude from the applicator.

5. Close the Exit Roller Assembly and lock the two latches to secure it.

**IMPORTANT**

IF YOU HAVE NOT PROGRAMMED THE Tabber FOR THE TABBING JOB, PLEASE REFER TO THE SECTION ON PROGRAMMING A JOB, FOR INSTRUCTIONS. ONCE COMPLETE, RETURN TO THIS PROCEDURE.
6. Release the Emergency Stop Button. Turn ON the Tabbers’ main power switch. Press the green Transport Power button. Verify that the feeder is still turned OFF at this time. Verify that the feeder interface cable is attached between the tabber and feeder.

**IMPORTANT**

**IF YOU ARE ONLY USING HEAD 2 MAKE SURE THAT YOU HAVE DISABLED HEAD 1 IN THE SOFTWARE. SEE PROGRAMMING SECTION FOR INSTRUCTIONS.**

7. Press the soft key labeled Operate to put the tabber in the operate mode. The screen will change to the operating mode as shown to the right.

8. Press the RUN key on the Control Panel to start the tabber transport. The screen will change and display the status of the tabber, as shown to the right.

9. Put the feeder in the Manual mode and feed two pieces into the tabber.

10. Check the Tab position.

11. Run the Job.

**Operating the Tabber**

The proper sequence for starting the Tabber is as follows:

1. Turn on the tabber using the Main Power Switch, located on the rear left side of the Tabber.

2. Check that the Emergency Stop switch (5) is in the released or operate position.

![Tabber Control Panel](image)

3. Press the Green Transport Power Switch (1) on the Tabber Control Panel.

**IMPORTANT**

**IF YOU ARE USING THE OPTIONAL FEEDER MAKE SURE THAT THE INTERFACE CABLE IS CONNECTED AND THE MODE SWITCH IS SET TO AUTOMATIC. WHEN CONNECTED THE Tabber CONTROLS THE SPEED OF THE FEEDER. IF USING A STACKER CONNECT THE INTERFACE CABLE, ALSO.**

4. Press the RUN key (8) located below the soft keys on the Control Panel to start the tabber. Adjust the Speed Control (2) to set the speed of the Tabber.
5. Press the **STOP** key (7) located below the soft keys to stop the tabber. Pressing the large **Emergency Stop** button (5) will shut down the entire tabber and lock out the other keys. To restart from an Emergency Stop you must release the button by turning it clockwise. Then press the **RUN** key (8) to restart the tabber.

---

**IMPORTANT**

THE Tabber IS EQUIPPED WITH A TIME OUT FEATURE. IF THE Tabber IS LEFT RUNNING WITHOUT FEEDING PIECES FOR MORE THAN 30 SECONDS IT WILL SHUT DOWN. TO RESTART PRESS THE RUN KEY.

---

**Understanding the Start-up Screen**

1. The **Start-Up** screen on the right will appear. The soft keys at the bottom of the display control the following functions:
   
   a. **Job #** - This soft key is used to select one of four programmable jobs. More information can be found under the Programming the Job section.

   b. **Pass-Thru/Operate** – When **Pass-Thru** is showing, the tabber will tab pieces as they are fed through it. Pressing this soft key will take the tabber out of the tabbing mode and put it in the pass through mode. In the **Pass-Thru** mode, the display will show **Operate**. When **Operate** is showing the motor and main drive belts of the tabber will run, but the tabber will not tab. This mode is used when the tabber is in-line with other equipment and the customer does not want to tab the pieces going through the machine.

   c. **Advanced** – Pressing this key will place the tabber in the advanced mode. This mode is used to select the Automatic tab sensing program and to access more information regarding the soft key menus.

2. Press the **RUN** Key located on the Control Panel below the soft keys to start the tabber. Adjust the **Speed Control** to set the speed of the Tabber. Press the **STOP** key located below the soft keys to stop the tabber. Pressing the large **Emergency Stop** button will shut down the entire tabber and lock out the other keys. To restart from an **Emergency Stop** you must release the button by turning it clockwise. Then press the **RUN** key to restart the tabber.

When the Tabber is running the screen at right will appear. It contains the following information:

   a. The number of the programmed job that is running.

   b. The number of tabs being applied to the piece from both
opers or speed in pieces per hour.
d. The number of Pieces that have been run. This can be reset by pressing the CLEAR Key on the Control Panel before starting the job.

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

Exceeding Tabbing Rate

**IMPORTANT**

THE MAXIMUM SPEED OF THE Tabber is controlled by the software. The speed of the Tabber for applying single tabs to one side of a piece is 20,000 pieces per hour, for applying double tabs to one side of a piece it is 12,000 pieces per hour and for applying triple tabs to one side of a piece is 8,000 pieces per hour. Exceeding these speeds will cause the Tabber to stop. The tab placed on the end of the piece is not counted in the above.

If you exceed the maximum speed of the Tabber for the job you are running the Run Screen will change and the Exceeding Tabbing Rate message will flash for 15 seconds.

After the 15 seconds, if you do not slow down the Tabber. The screen at the right will appear and the Tabber will stop. To restart turn the speed of the Tabber down and press the RUN button on the control panel.

If you slow the Tabber down during this warning period, it will switch back to the Run Screen and continue to operate.

Select and Run a Pre-Programmed Job

Up to four jobs may be programmed into the Tabber memory. To run a pre-programmed job release the Emergency Stop button, then:

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

3. When you press the Job #, soft key this screen will appear. Press the RUN key on the control panel to start the tabber.

NOTE: If you want to check the setup press and hold the INFO key on the Tabber control panel and a screen will appear that contains the settings and adjustments for the job you are running.

**INFO SCREEN INFORMATION**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job #</td>
<td>The number of the Job that is currently selected.</td>
</tr>
<tr>
<td>#Tabs - (Head1, Head2)</td>
<td>The number of tabs being applied. The first number is Head 1 and the second is for Head 2. An F means the tab is being applied to the lead edge of the piece.</td>
</tr>
<tr>
<td>Tab Pitch - (Head1, Head2)</td>
<td>The distance between the lead edge of the tap and the next tab including the space between tabs, plus 0.01&quot;. The first number is for Head 1, the second for Head 2.</td>
</tr>
<tr>
<td>Paper-L</td>
<td>The length of the piece in inches.</td>
</tr>
<tr>
<td>Tab Type - (Head1, Head2)</td>
<td>There are two tab types Clear and Opaque. The first is for Head 1, the second for Head 2. (See Appendix B for samples.)</td>
</tr>
<tr>
<td>V-Tab- (Head1, Head2):</td>
<td>The Voltage on the Sensors when a tab is present under the sensors. Clear and Opaque Tabs will have different voltage readings.</td>
</tr>
<tr>
<td>Trip:- (Head1, Head2)</td>
<td>This Voltage is used to determine the difference between the tab and the backing to cause the tab to feed.</td>
</tr>
</tbody>
</table>

4. Pressing the RUN key changes the screen to the running mode so that the Rate in pieces per hour and the number of Pieces run are displayed.
5. To stop the Tabber, press the **Red** Stop key next to the Run key on the Control Panel.

### Stacker Interface

When the Tabber is connected through the Stacker Interface and the stacker tray is full the Tabber will stop and the control panel will display the message at right.

To restart the tabber remove the stack and press the RUN key on the tabber.

The Tabber will start the Stacker when they are connected through the Interface cable.

### Fine Tuning Adjustments

Once the Tabber is programmed for a job it may be necessary to fine tune the settings for optimum performance. Any job that is in memory can be modified or changed at anytime before or during operation. The memory is non-volatile in that once a job is programmed; turning off the machine or disconnecting it from its electrical source will not erase the memory. The job can be over written at any time, however.

### Side Tab Positioning

Whether you are using Head 1 or Head 2 adjustments to the tab position from the lead edge of the piece is done in the software. Regardless of whether you are placing one or three tabs, increasing the number will move the tab to the right and decreasing the number will move it to the left of the original setting.

To access this in the software Select the Job # you are running and then select the Manual key. From there select the Head you want to make the adjustment to and then if it is Head 1 you will go into a second screen. Select Tab/Stamp, and then select Position. The next step is to select the Tab you wish to adjust. Make the changes in the position using the Number keys on the control panel. A larger number will move the tab to the right and a lower number will move it to the left. This can be done in tenths of an inch. When the number is entered press Save and then press the BACK key to return to the Head selection screen. Make a test run of the job and recheck.

If you require adjustment to Head 2, click on Manual and Select Head 2, select Side Tab and then Position. From the Position screen select the tab you wish to adjust and enter the change using the Number keys, press Save and then BACK to return. Make a test run to check
operating positioning.

**Head 1 Side Tab Adjustment**

Due to differences in the thickness of a piece it may be necessary to fine tune the position of the tab on the piece. To accomplish this, a mechanical adjustment is required for each head that requires adjustment. The adjusting knobs are located near Head 1 on the operator’s side of the Tabber. Knob 1 will adjust Head 1 and knob 2 will adjust Head 2.

The two adjustments are just the opposite of each other. To adjust Head 1 use Knob 1 and if there is too much tab on top turn it clockwise to reduce the amount of tab on the top of the piece. Turn Knob 1 counterclockwise to increase the amount of tab on the top of the piece.

**Head 1 Tabbing at the Lead Edge of a Piece**

Adjusting Head 1 when it is tabbing on the lead edge of a piece Knob 1 adjusts the side to side position of the tab on the lead edge and the software is used to adjust the amount of tab on the top and bottom.

To adjust the position of the Tab either more on top or less on top, use the software screen on the right. It can be accessed by selecting Manual, the Head #1. When the Head #1 Manual Setup screen appears, select Front Tab. Each of the squares represents approximately 1/20 of the tabs length. Press the appropriate arrow key to move the tab. If you require
more of the tab on the bottom press the left key.

Adjusting the tabs position across the length of the lead edge is done by using Knob 1. Turn the knob counterclockwise to move the tab to the right and clockwise to move the tab to the left of the lead edge.

NOTE: When adjusting the tab position make sure that the tab does not get out of the window, as this will cause the tab to jam.

Head 2 Side Tab Adjustment

The adjustment of Head 2 is just the opposite of Head 1. If there is too much tab on the top of the piece turn Knob 2 counterclockwise to reduce the amount of tab on the top. If there is too little turn Knob 2 clockwise to increase the amount of tab on the top.
Notes
SECTION 4- Programming the Tabber

Notes before Programming
There are two methods of programming jobs on the Tabber:

1. **Automatic** – where the Tabber is given the tab information and it automatically sets up the location of the tab or tabs by automatically measuring the piece.

2. **Manual** – where the operator specifies the tab positioning.

In either case some operator interaction to fine tune the tab location and media feed through the tabber may be required.

Before we begin, here is an explanation of some of the functions and screens you will see when programming a job.

**Advanced Soft Key**

When the Advanced soft key is pressed several new soft keys are displayed. They are as follows:

**Control Panel Backlight**

The intensity of the Control Panel Backlight can be controlled from the Advanced Soft key. To access the Backlight control screen press the advanced key.

Then press the Backlight key. Use the two arrow keys to adjust the intensity of the backlight. Click the BACK key to return the Tabber to the operating mode. 50% is the normal setting.
Version

The version soft key will display the following:

<table>
<thead>
<tr>
<th>Lifetime Products:</th>
<th>The total number of pieces transported through the system.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifetime Tabs:</td>
<td>Total number of tabs/stamps applied by each head (Head1, Head2)</td>
</tr>
<tr>
<td>BIOS Version:</td>
<td>Software version that is currently loaded into the tabber.</td>
</tr>
<tr>
<td>BACK:</td>
<td>Returns you to the Advanced features Screen.</td>
</tr>
</tbody>
</table>

Diagnostic

The diagnostic function is for use by the Technical Representative to diagnose possible problems with the Tabber. Each screen performs a specific check of a function of the tabber. It should only be used by a trained technician.

Job #

When the Job # soft key is pressed, the Jobs that are programmed can be selected. Up to four jobs can be programmed into the Tabbers Memory. Any of the jobs can be overwritten by simply reprogramming the Job # you select with new parameters.

Once the desired Job # is selected, the Select Setup Options screen will appear.

Manual – This soft key selects the Manual Tab/Stamp positioning feature.

Automatic – This soft key is used to select the Automatic Tab Positioning feature.

Tab V – This soft key is used to set the tab sensor voltages for your tab/stamp stock.

Back – Returns you to the previous screen.
Manual Tab/Stamp Positioning Features

When the Manual soft key is pressed, from the Select Setup Option screen, this puts the tabber into the “manual positioning mode”. In this mode the operator must manually set the offset value (position) for each of the tabs/stamps being applied.

From the Select Tabber Head screen, select the head you want to setup.

If you select Head #1 the following choices will appear.

**Tab/Stamp** – Select this choice if you would like to place tabs on the side of the media or apply stamps with Head #1.

**Front Tab** – Select this choice if you would like to apply a tab to the front (leading edge) of the media with Head #1. (End Tabbing) **NOTE:** If you select Front Tab, you will be presented with the features which will allow you to set the tab Pitch and adjust the fold position for the Front Tab.

**None** – Select this choice if you do not want to use Head #1 (Disables Head #1)

**BACK** – Brings you back to the previous screen.

If you select Head #2 the following choices will appear:

**Side Tab** – Select this choice if you would like to place tabs on the side of the media.

**None** – Select this choice if you do not want to use Head #2. (Disables Head #2)

**BACK** – Brings you back to the previous screen.
If *Tab/Stamp* or *Side Tab* is selected the following choices will appear.

**# Tabs** – Select this choice to set the number of tabs or stamps you would like to apply to the media with the selected head.

**Position** – Select this choice to set the position (offset values) for each tab/stamp to be applied to the media with the selected head.

**Pitch** – Select this choice to set tab pitch (distance from the top of one tab/stamp, to the top of the next tab/stamp) for the tab/stamp stock used on the selected head.

**BACK** – Brings you back to the previous screen.

If you select 1 for **# Tabs**, the Select Option to edit screen will reappear.

If the **# Tabs** soft key is pressed.

The display will prompt you to select the number of tabs/stamps you would like applied to the mail piece, with the selected head.

1 – Selects one tab/stamp

2 – Selects two tabs/stamps

3 – Selects three tabs/stamps

**BACK** – Brings you back to the previous screen.

What displays next depends on the Head number you are programming and how many tabs have been selected:

**Head #2:**

If you select 1, 2, or 3 for **# Tabs**, the Select Option to edit screen will reappear.
Head #1:
If you select 1 for # Tabs, the Select Option to edit screen will reappear.

**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.

**BACK** – Brings you back to the previous screen.

When the **Position** soft key is pressed the display will prompt you to set the Offset value for each tab/stamp, starting with Tab 1.

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

**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.

**BACK** – Brings you back to the previous screen.

If any of the **Tab n** (Tab 1, Tab 2, Tab 3) soft keys are selected, you will be asked to enter the offset value for the Tab number you selected. In this example we are programming the position of Tab 2.

**NOTE:** The number of **Tab n** choices, you are presented with, is based on 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 Offset for Tab1”, as soon you press the Position key.

Enter the desired offset value for Tab, using the numeric keypad.

Then press the **SAVE** button.
Press **BACK**.

Repeat this process for each tab position.

**IMPORTANT**


**Pitch**

Pitch is very important. The Pitch setting is how the software determines how far to advance the tab. If the **Pitch** soft key is pressed, the display will prompt you to “Enter tab pitch and press **SAVE** key”.

**Pitch** = distance measured from the top of one tab to the top of the next tab. This is done by selecting Pitch from the Select option to edit screen. Measure the distance from the top of one tab to the top of the next tab in this case it was 1.190”, then add 0.01” for a total of 1.20”. Enter that number using the number keys on the Control Panel and then pressing the **SAVE** button.

**BACK** – Brings you back to the previous screen.
Automatic Tab Positioning Features
When the Automatic soft key is pressed, the display will prompt you to select which Head you wish to setup.

NOTE: This feature can be used to position tabs automatically when “side tabbing”.

Positions are based off the product length and the number of tabs selected.

1 Tab – Tab is centered along length of media.
2 Tabs – Tabs are applied within 1” from each edge.
3 Tabs – Two tabs are applied within 1” from each edge and one tab is centered.

From the Select Tabber Head screen, select the head you want to setup.

If you select Head #1 the following choices will appear:

Side Tab – Select this choice if you would like to place tabs on the side of the media.
Front Tab – Select this choice if you would like to apply a tab to the front (leading edge) of the media with Head #1. (Also called End Tabbing)
None – Select this choice if you do not want to use Head #1. (Disables Head #1)
BACK – Brings you back to the previous screen.

If you select Head #2 the following choices will appear:

Side Tab – Select this choice if you would like to place tabs on the side of the media.
None – Select this choice if you do not want to use Head #2. (Disables Head #2)
BACK – Brings you back to the previous screen.
If *Side Tab* is selected the following choices will appear.

**# Tabs** – Select this choice to choose the number of tabs you would like to apply to the media with the selected head.

**Product-L** – Select this choice to set the paper length of the media you are using.

**Pitch** – Select this choice to set tab pitch (distance from the top of one tab/stamp, to the top of the next tab/stamp) for the tab/stamp stock used on the selected head.

**BACK** – Brings you back to the previous screen.

If the **# Tabs** soft key is pressed.

The display will prompt you to select the number of tabs/stamps you would like applied to the mail piece, with the selected head.

- **1** – Selects one tab/stamp
- **2** – Selects two tabs/stamps
- **3** – Selects three tabs/stamps

**BACK** – Brings you back to the previous screen.

If the **Product-L** soft key is pressed, the following choices will be displayed.

**BACK** – Brings you back to the previous screen.

**Automatic** – Use this feature to let the tabber automatically measure and set the piece length.

It is highly recommended that you use the Automatic feature in order to verify proper media feeding and sensing.

**IMPORTANT:** Before pressing the Automatic soft key, make sure the feeder is turned **OFF** and the Tabbers transport power switch is turned **ON**.
When the Automatic soft key is pressed, the display may prompt you to “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 and set.

After the piece has fed through the tabber, the tabber will stop and display the piece length.

**Verify the measurement!**

It must be accurate (+ or - 0.250”).

If the tabber measures the piece to be longer than the actual piece length; then the media may be slipping or hesitating as it feeds. Check/Adjust the transport system.

If the tabber measures the piece to be shorter than the actual piece length; then the media may not be feeding straight (missing the sensor), or a hole in the media may be traveling through the sensor, or the sensor may be getting reflection off the mail piece. If using a high gloss media, the sensor intensity may need to be adjusted lower by a qualified Rena service person.

If the media passes through without the tabber providing a measurement; then the media sensor may be dirty. Try cleaning the sensor as described in this manual. These problems need to be corrected before the tabber will function correctly.

**Manual Product Length Input:**

As an option, you can set the piece length manually. However, doing so will not fix a tab placement problem that is caused by a media feeding or media sensing issue.

In other words, if the Tabbers Automatic Product Length feature is not reading the piece length accurately than setting the product length manually is not going to fix a problem. See “Verify the measurement” above.

If you want to manually enter the length of the media:

1. Measure the physical piece length, using the scale provided on the control panel.
2. Enter this Value, in inches and tenths of an inch, using the numeric key pad.
3. Press the Save Key to accept and save this value.
4. Press the BACK soft key to return to the previous screen.
Tab Sensor (V-Tab) Adjustment

Every time a new tab/stamp stock is used or a new job is setup, you must also setup the tab sensors for the tab/stamp stock.

NOTE: To avoid wasting stamps, it is strongly suggested to program manually the V Tab voltages, instead of using the Automatic feature.

Automatic V-Tab Adjustment:

1. Turn off the Feeder.
2. To begin programming, select Job # from the Run screen.

3. Select the job number you wish to use. In this example, we are selecting Job Number 1.

4. From the Select Setup Option screen, select V-Tab.

5. The next screen allows you to set the V-Tab values for the head or heads you will be using.
   Select V Tab 1 for Head 1
   Select V Tab 2 for Head 2
   In this case we will be using Head 2, so select V Tab 2.

7. The Select Tab before calibration screen appears. Select the type of tab either Opaque or Clear based on the table below:

For the purpose of this example we will select **Opaque**.

<table>
<thead>
<tr>
<th>TAB TYPE</th>
<th>SELECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tabs in which the space between the tabs is lighter than the Tab even if the tab is white.</td>
<td>Opaque</td>
</tr>
<tr>
<td>Tabs that have a black line between the tabs.</td>
<td>Clear</td>
</tr>
</tbody>
</table>

See “Appendix C” for additional help.

Once the Tab Type is selected, the tabber transport will start and the screen at the right will appear.

Adjust the speed control on the Tabber up or down until “Feed 1 Product now” appears in the display.

Feed one piece, from the feeder, into the tabber. Two or three tabs will be applied to the piece and then the tabber will stop and display the new V-Tab values. The Tab sensor is not setup for this tab stock.

**IMPORTANT**

IN ORDER FOR THE Tabber TO DISTINGUISH BETWEEN THE TAB AND BACKING, THE VOLTAGE DIFFERENCE BETWEEN THE GAP V AND TAB V SHOULD BE HALF OF THE DIFFERENCE BETWEEN THE TWO VOLTAGES. IF THE TRIP VOLTAGE IS LESS THAN 0.50 VOLTS CLEAN THE SENSOR.

8. Test the Tabber for proper operation. If you experience tab advancement or positioning problems, verify proper threading, transport setup, media length, tap type, and tab pitch settings.

**IMPORTANT**

IF THE TAB TYPE OR TAB PITCH VALUES NEED TO BE CHANGED, THEN YOU MAY ALSO NEED TO REPEAT THE AUTOMATIC TAB SENSOR ADJUSTMENT.
Manual V-Tab Adjustment:

1. Open the Exit Roller Assembly.

2. Begin programming by selecting Job# with the soft key under the display.

3. Select the job number you wish to use for the job. In this example, we are selecting Job Number 2.

4. From the Select Setup Option screen, Select V-Tab.

5. The next screen allows you to select the Head that you will be using to tab. In this case we will be using Head 1, so select V Tab 1.

6. When manually programming the V Tab voltage. Begin by finding the Gap V or voltage return from the space between the Stamps in this case. Release the Hold Down Roller Latch so that the stamps can slide easily through the Sensor. Move the Stamp web through the sensor until you
obtain the lowest voltage reading, then press the Gap V key (1). Continue moving the Stamp web through the sensor until you obtain the highest reading, then press the Tab V key (2). When you are finished press the Back key (3).

<table>
<thead>
<tr>
<th>Tab Type</th>
<th>Description</th>
<th>Gap V Level</th>
<th>Tab V Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opaque</td>
<td>Tabs in which the space between the tabs is lighter than the Tab even if the tab is white.</td>
<td>Low</td>
<td>High</td>
</tr>
<tr>
<td>Clear</td>
<td>Tabs that have a black line between the tabs.</td>
<td>High</td>
<td>Low</td>
</tr>
</tbody>
</table>

**IMPORTANT**

WHEN SETTING THE GAP VOLTAGE AND THE TAB VOLTAGE MANUALLY, THE SOFTWARE WILL DETERMINE IF THE TAB TYPE IS OPAQUE OR CLEAR BASED ON THE VOLTAGE READINGS YOU SELECT.

7. When you are finished, press the BACK key twice.
8. Close and lock the Exit Roller Assembly.
9. Lower the Pressure Roller Release Latch.
10. Test the Tabber for proper Operation. If you experience tab advancement or positioning problems, verify proper threading, transport setup, media length, tab type and tab pitch settings.

**Programming Jobs**

We will begin with the simpler jobs and progress to the more complicated ones. At the beginning of each section is an illustration of the type of tabbing or stamp affixing will appear to help you find the starting point for programming a job.

**NOTE:** Each job must be programmed for the Tab Voltage (V-Tab) information as each Job Program retains that information individually.

**IMPORTANT**

BEFORE ATTEMPTING TO PROGRAM ANY JOB, SET UP THE FEEDER AND THE Tabber TO FEED THE MEDIA. THEN PROGRAM THE JOB.
Programming: Tabs with Automatic Setup

NOTE: If the piece that is being tabbed is less than 5” wide, refer to the section on Narrow Media for information on how to set up for narrow media.

In the case above we will be using only one Tab Head, Tab Head 2. Begin by deciding if there is to be one, two or three tabs on the media.

1. Begin programming by selecting **Job#** with the soft key under the display.

2. Select the job number you wish to use for the job. In this example, we are selecting Job Number 1.

3. Before you can setup the job you must setup the tabber sensors to read the tab. Select V-Tab and follow the instructions.
4. The next screen allows you to select the Head that you will be using to tab. In this case we will be using Head 2, so select V Tab 2.

5. Next select Automatic from the Tab Sensor 2 setup.

6. The Select Tab before calibration screen appears. Select the type of tab either Opaque or Clear based on the table below: For the purpose of this example we will select Opaque.

7. When the tab is selected the Tabber will start and the screen at the right will appear. Adjust the speed control on the Tabber either up or down until the Feed 1 Product appears in the display and then press

---

**Important**

**The Feeder Mode Switch Should Be Set To Manual**

---

**Tab Type**

| Tabs in which the space between the tabs is lighter than the Tab even if the tab is white. | Opaque |
| Tabs that have a black line between the tabs. | Clear |

**Select Tab Type before calibration**

- Opaque
- Clear
- BACK
the feed button on the feeder to feed one piece. The Tab sensor is now setup for this tab. Press the BACK soft key until the Select Setup Option screen appears.


9. The next screen tells the tabber how many heads will be used for the job. Select Head #1 first so that we can turn it off as follows:

10. The Selection Option Screen appears. Select No Tab and the Select Setup Option screen will reappear.

11. The Select Tabber Head # 1 or 2 to setup, or screen will reappear. Select Head #2 this time. The head that will apply the tabs in this case.

12. When you select Head # 2, the Select option to edit, or screen will appear. Select Side tab.
13. From this screen select # Tabs.

14. In this example we are going to apply two tabs to the piece. Select 2.

15. The program will automatically return to the Select option to edit screen. This time select Product.

16. The Enter Product Length and press save key screen will appear. If you want to enter the length of the piece in inches and tenths, measure it using the scale on the control panel and then enter the size using the Number Keys and the Save Key on the Control Panel. You may as an option select Automatic and feed one piece. In this case the Tabber will measure the piece and record it in the memory.

NOTE: If you choose to enter the length manually, you will have to press the BACK key to return to the Select option to edit screen. If you let the tabber sense the piece length a second screen will appear to tell you to feed a piece. Once that is done the software will automatically return to the Select option to edit screen.
17. Press BACK until you return to the Select Tabber Head #1 or 2 to setup screen. Then press RUN on the control panel to run the job.

NOTE: By running the tabber from this Select Head screen rather than the start screen you will be able to access a Head to make small adjustments in the tab’s location on the piece without going through the start-up screens. The software will allow you to run the job from any of the screens once the program is setup.
Programming: Stamps with Manual Setup

NOTE: If the piece that is being stamped is less than 5” wide, refer to the section on Narrow Media for information on how to set up for narrow media.

IMPORTANT
BEFORE ATTEMPTING TO PROGRAM ANY JOB, SET UP THE FEEDER AND THE Tabber TO FEED THE MEDIA. THEN PROGRAM THE JOB.

This exercise will have you using Head 1 and programming manually. Head 1 can place tabs on the edge of a piece just like Head 2, it can also place a Tab on the leading edge of a piece. When applying stamps to a mail piece Head 1 is used because it has more flexibility in placing the stamp. The stamp because of the direction it unrolls must be placed on the trailing edge of the piece. Stamps should be manually programmed to assure proper placement.

11. Begin programming by selecting Job# with the soft key under the display.

12. Select the job number you wish to use for the job. In this example, we are selecting Job Number 2 so that Job Number will still be available for running at another time.
13. Before you can setup the job you must setup the tabber sensors to read the Stamp. Select V-Tab and follow the instructions.

14. The next screen allows you to select the Head that you will be using to tab. In this case we will be using Head 1, so select V Tab 1.

15. When manually programming the V Tab voltage. Begin by finding the Gap V or voltage return from the space between the Stamps in this case. Release the Hold Down Roller Latch so that the stamps can slide easily through the Sensor. Move the Stamp web through the sensor until you obtain the lowest voltage reading, then press the Gap V key (1). Continue moving the Stamp web through the sensor until you obtain the highest reading, then press the Tab V key (2). When you are finished press the Back key (3).

<table>
<thead>
<tr>
<th>Tab Type</th>
<th>Description</th>
<th>Gap V Level</th>
<th>Tab V Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opaque</td>
<td>Tabs in which the space between the tabs is lighter than the Tab even if the tab is white.</td>
<td>Low</td>
<td>High</td>
</tr>
<tr>
<td>Clear</td>
<td>Tabs that have a black line between the tabs.</td>
<td>High</td>
<td>Low</td>
</tr>
</tbody>
</table>

NOTE: When setting the Gap Voltage and the Tab Voltage manually, the software will determine if the Tab Type is Opaque or Clear based on the voltage readings.

17. The next screen tells the tabber how many heads will be used for the job. Select Head #2 first so that we can turn it off as follows:

18. The Select Option to edit screen appears. Select None and the Select Setup Option screen will reappear.

19. The Select Tabber Head # 1 or 2 to setup screen will reappear. Select Head #1 this time. The head that will apply the Stamps in this case.

**IMPORTANT**

WHEN SELECTING HEAD 1 REFER TO THE SECTION: ADJUSTING TAB POSITION, STEP 5 TO INSURE THE TAB SEPARATOR IS SET PROPERLY

20. When you select Head # 1, the Select option to edit, or screen will appear. Select Side tab.

21. From this screen select # Tabs.
22. In this example we are going to apply one Stamp. Press 1.

23. Select Pitch when the Select option to edit appears.

**NOTE:** Whether programming manually or automatically you must set the pitch manually to ensure good registration of the tab.

24. The Pitch of the tab is the distance measured from the top of one tab to the top of the next tab. This is done by selecting Pitch from the Select option to edit screen. Measure the distance from the top of one tab to the top of the next tab in this case it was 1.190”, then add 0.01” for a total of 1.20”. Enter that number using the number keys on the Control Panel and then pressing the Save key.

25. If you are only applying one stamp the Select option to edit screen will reappear. Press Position.

26. The next screen is used to position the Stamp on the piece. All measurements are taken from the lead or front end. In this case we will be placing the Stamp on the trailing end of the piece. If the piece is 10.5” long and we wish to place the Stamp 1” from the edge we would enter 9.5”
using the number keys and then press the save key. Then press BACK.

27. The software returns to the Select option to edit screen. From here you can press Run on the Control Panel, run a sample and check for proper placement of the stamp. If adjustments are required see the Fine Tuning Adjustments at the end of this Section.

Placing Multiple Stamps

1. To place multiple (2 or more) stamps on a piece you must first select Tab/Stamp from the Select options to edit (Step 10) above. Then press 1, 2 or 3 for the number of tabs/stamps appears, Select 2.

2. When you do the Choose tab placement type screen will appear. For stamps you must choose Together. This will cause the Tabber to place stamps next to each other with only the space between the stamps separating them. Once this is done the Select Option to exit, or screen will reappear. Select Position and continue with the setup from Step 13 above.

Placing Multiple Tabs Manually

When placing multiple Tabs select SEPARATE in Step 2 above. Then set the position of each tab separately using the Select Tab offset to edit screen and the Enter offset for Tab n and press SAVE key screen for each tab position.
Programming: Tabs on Opposite Sides

The Tabber is designed to perform tabbing operations according to the latest USPS regulations for booklets in addition to stamp affixing and tabbing of other material. Before setting up the tabber you must determine the required method of tabbing.

All material to be tabbed must have good tight folds to permit feeding through the tabber. The following examples are from the USPS regulations regarding the placement of tabs:

A piece that is 5” to 9” long on 50# stock or over 9” up to 10.5”long on 60 # stock and the fold is on the long edge requires three 1.5” non-perforated tabs. Two tabs should be placed on the leading edge and one tab on the trailing edge. Position the lower leading tab should be not more than 0.5” from the bottom fold edge and the upper tabs not more than 1” from the top edge.

A piece that is 5” to 10.5” long on 40# stock, is bound on the edge, and the final fold is on the long edge requires three 1.5” non-perforated tabs. Two tabs should be placed on the bound edge and one tab on the trailing edge. Position the lower leading tab not more than 0.5” from the bottom fold edge and the upper tabs not more than 1” from the top edge.

**IMPORTANT**

BEFORE ATTEMPTING TO PROGRAM ANY JOB, SET UP THE FEEDER AND THE Tabber TO FEED THE MEDIA. THEN PROGRAM THE JOB.

To place two tabs on two opposite sides of a piece you will use both Tabbing Heads. Head 2 is always used as a side tabbing head and as such is fixed. Head 1 can be used to tab either on the opposite side of a piece or on the leading edge. In this example Head 1 will place a tab on the side opposite to Head 2.

Begin by setting up Head 1 so that it is centered over the transport belt nearest to the Tabbers Control Panel.

In the example below we will use the Manual Setup method to get the precise locations for the tabs according to USPS regulations. Set up Head 2 first, then Head 1.
1. Begin by selecting the Job # from the Run screen.

2. Then select Job 3 from the Select saved job screen.

3. Before you can set up the job you must set up the tabber sensors to read the tab. Select V-Tab and follow the instructions.

4. The next screen allows you to select the Head that you will be using to tab. In this case we will be using Head 2, so select V Tab 2.

5. When manually programming the V Tab voltage. Begin by finding the Gap V or voltage return from the space between the Stamps in this case. Release the Hold Down Roller Latch so that the stamps can slide easily through the Sensor. Move the Stamp web through the sensor until you obtain the lowest voltage reading, then press the Gap V key (1). Continue moving the Stamp web through the sensor until you obtain the highest reading, then press the Tab V key (2).
When you are finished press the Back key (3) until you return to the Select Setup Option screen.

<table>
<thead>
<tr>
<th>Tab Type</th>
<th>Description</th>
<th>Gap V Level</th>
<th>Tab V Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opaque</td>
<td>Tabs in which the space between the tabs is lighter than the Tab even if the tab is white.</td>
<td>Low</td>
<td>High</td>
</tr>
<tr>
<td>Clear</td>
<td>Tabs that have a black line between the tabs.</td>
<td>High</td>
<td>Low</td>
</tr>
</tbody>
</table>

NOTE: When setting the Gap Voltage and the Tab Voltage manually, the software will determine if the Tab Type is Opaque or Clear based on the voltage readings.

6. Then press BACK until you return to the Select setup option screen and select Manual.

7. Select Head 2 and then select Side Tab.

8. Then select # Tabs, and then on the next screen select 2.

9. Select Pitch when the Select option to edit appears.

NOTE: Whether programming manually or automatically you must set the pitch manually to ensure good registration of the tab.
10. The Pitch of the tab is the distance measured from the top of one tab to the top of the next tab. This is done by selecting Pitch from the Select option to edit screen. Measure the distance from the top of one tab to the top of the next tab in this case it was 1.630”, then add 0.01” for a total of 1.64”. Enter that number using the number keys on the Control Panel and then pressing the Save key.

11. Press BACK one time to return to the Select option to edit screen and select Position.

12. Each of the two tab positions must be entered. The position of the tab is measured from the lead edge of the piece (the exit end) separately. Begin by measuring the piece length and deciding where the first tab will be placed. In the case of the piece we are programming the Post Office requires that the first tab be positioned less than 1/2” from the bottom of the piece. Press Tab 1.

13. The position of Tab 1 should not be greater than 1/2” from the bottom (lead) edge. Enter 0.4900” using the number keys on the control panel, press the Save key and then the BACK soft key.
14. Select Tab 2 and enter the position for tab 2 from the lead edge. This tab should be positioned a distance of less than 1” from the trailing edge of the piece. If the piece is 8.0” long and you are using 1-1/2” tabs as required the setting would be 1.500” plus 0.900 subtracted from the 8.0” length which would be 5.600”. Enter that number using the number keys and then the Save key. Press the BACK key.

15. Press BACK until you return to the Select Setup Option screen and Select V-Tab.

16. Then select V-Tab 1. Follow Step 5 and calibrate the V-Tab voltage for Head 1.

17. Use the Back Key to return to the Select Setup Option and choose Manual again.

18. Select Head 1.
19. The Select option to edit screen is different from Head 2. Select the Tab/Stamp option as we are going to put a tab on the side opposite of Head 2.

20. Select # Tabs and then select 1 from the number of tabs screen.

21. This will return us to the Select option to edit screen. Select Pitch and follow the directions in Step 10. Then use the BACK key to return to the Select option or edit screen.

22. Click on the Position key and the Enter the offset for Tab 1 screen appears. The position of this tab is 1.0 or less from the trailing edge. You can use the same setting as you used in Step 14 above 5.600”. Enter this number using the Number keys and then press the Save key. Click BACK when done until you reach the Select Tabber Head screen.

23. By stopping on this screen you can run the job or easily return to the head that requires adjustment. You are now ready to run. Press the RUN key on the Control Panel and feed one or two pieces. Then press the STOP key and check the tab positioning. If adjustment is required refer to the Fine Tuning Adjustments in this Section.
Programming: Tabs on Perpendicular Sides

The Tabber is designed to perform tabbing operations according to the latest USPS regulations for booklets in addition to stamp affixing and tabbing of other material. Before setting up the tabber you must determine the required method of tabbing.

All material to be tabbed must have good tight folds to permit feeding through the tabber. The following examples are from the USPS regulations regarding the placement of tabs:

An oblong piece (spine on the leading or shorter edge) that is 5” to 9” long on 60# stock and over 9” up to 10.5” long on 70# stock requires three 1.5” non-perforated tabs. Two tabs should be placed on the top edge and one tab on the trailing edge in the center. Position the top tabs less than 1” from the left and right edge and position the trailing tab in the middle.

**IMPORTANT**

BEFORE ATTEMPTING TO PROGRAM ANY JOB, SET UP THE FEEDER AND THE Tabber TO FEED THE MEDIA. THEN PROGRAM THE JOB.

To place two tabs on one side and one tab in the center of the leading edge you will use both Tabbing Heads. Head 2 is always used as a side tabbing head and as such is fixed. Head 1 will be used to tab on the leading edge.

Begin by setting up Head 1 so that it is centered over the center guide directly over the cutout in a position where the tab will be centered on the piece.

In the example below we will use the Manual Setup method to get the precise locations for the tabs according to USPS regulations. Set up Head 2 first, then Head 1.

1. Begin by selecting the Job # from the Run screen.
2. Then select Job 4 from the Select saved job screen.

3. Before you can setup the job you must setup the tabber sensors to read the tab. Select V-Tab and follow the instructions.

4. The next screen allows you to select the Head that you will be using to tab. In this case we will be using Head 2, so select V Tab 2.

5. When manually programming the V Tab voltage. Begin by finding the Gap V or voltage return from the space between the Stamps in this case. Release the Hold Down Roller Latch so that the stamps can slide easily through the Sensor. Move the Stamp web through the sensor until you obtain the lowest voltage reading, then press the Gap V key (1). Continue moving the Stamp web through the sensor until you obtain the highest reading, then press the Tab V key (2). When you are finished press the Back key (3).

<table>
<thead>
<tr>
<th>Tab Type</th>
<th>Description</th>
<th>Gap V Level</th>
<th>Tab V Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opaque</td>
<td>Tabs in which the space between the tabs is lighter than the Tab even if the tab is white.</td>
<td>Low</td>
<td>High</td>
</tr>
<tr>
<td>Clear</td>
<td>Tabs that have a black line between the tabs.</td>
<td>High</td>
<td>Low</td>
</tr>
</tbody>
</table>

NOTE: When setting the Gap Voltage and the Tab Voltage manually, the software will determine if the Tab Type is Opaque or Clear based on the voltage readings.
6. Then press BACK until you return to the Select setup option screen and select Manual.

7. Select Head 2 and then select Side Tab.

8. Then select # Tabs, and then on the next screen select 2.

9. Select Pitch when the Select option to edit appears.

   **NOTE:** Whether programming manually or automatically you must set the pitch manually to ensure good registration of the tab.

10. The Pitch of the tab is the distance measured from the top of one tab to the top of the next tab. This is done by selecting Pitch from the Select option to edit screen. Measure the distance from the top of one tab to the top of the next tab in this case it was 1.630, then add 0.01” for a total of 1.64”. Enter that number using the number keys on the Control Panel and then pressing the Save key.
11. Press BACK one time to return to the Select option to edit screen and select Position.

12. Each of the two tab positions must be entered. The position of the tab is measured from the lead edge of the piece (the exit end) separately. Begin by measuring the piece length and deciding where the first tab will be placed. In the case of the piece we are programming the Post Office requires that the first tab be positioned less than 1/2” from the bottom of the piece. Press Tab 1.

13. The position of Tab 1 should not be greater than 1.0” from the right or bound edge. Enter 0.900 using the number keys on the Control Panel and then press the Save key.

14. Select Tab 2 and enter the position for tab 2 from the lead edge. This tab should be positioned a distance of less than 1” from the trailing edge or left edge of the piece. If the piece is 10.5” long and you are using 1-1/2” tabs as required the setting would be 1.500” plus 0.900 subtracted from the 10.5” length which would be 8.100”. Enter that number using the number keys and then the Save key. Press the BACK key.

15. Press BACK until you return to the Select Setup Option screen and Select V-Tab.
16. Then select V-Tab 1. Follow Step 5 and calibrate the V-Tab voltage for Head 1.

17. Then return to the Select Tabber Head screen and Select Head 1.

**IMPORTANT**

WHEN SELECTING HEAD 1 REFER TO THE SECTION: ADJUSTING TAB POSITION, STEP 5 TO INSURE THE TAB SEPARATOR IS SET PROPERLY

18. Select # Tabs which will take you to the next screen.

19. On the Select option to edit screen select Front Tab.
20. When you select Front Tab the positioning screen appears. If the piece is 1/8” thick or more you can pre-adjust the tab position by using the arrows. Moving the line toward the right will put more of the tab on the bottom of the piece. Moving it to the left will put more of the tab on the top of the piece. Each segment of the line represents approximately 0.100”. It is from this screen that the Pitch of the Tab is set. Select Pitch.

21. The Pitch of the tab is the distance measured from the top of one tab to the top of the next tab. This is done by selecting Pitch from the Select option to edit screen. Measure the distance from the top of one tab to the top of the next tab in this case it was 1.630, then add 0.01” for a total of 1.64”. Enter that number using the number keys on the Control Panel and then pressing the Save key. Click BACK when done until you reach the Select Tabber Head screen. By stopping on this screen you can run the job or easily return to the head that requires adjustment.

22. Click BACK when done until you reach the Select Tabber Head screen. By stopping on this screen you can run the job or easily return to the head that requires adjustment.

23. You are now ready to run. Press the RUN key on the Control Panel and feed one or two pieces. Then press the STOP key and check the tab positioning. If adjustment is required refer to the Fine Tuning Adjustments in this Section.
Notes
SECTION 5 – Maintenance

This section describes maintenance that an experienced operator can perform. If any service or maintenance beyond which is described in this document is required, please contact your local dealer.

Cleaning

**WARNING**

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

The Tabber and Feeder must be cleaned regularly of accumulated paper dust and ink. Depending on the types of media that are run, paper dust may accumulate within machines and on the transport. To clean unplug both machines from the power receptacle and then 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 OR FEEDER. 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 rubber rollers.
Shafts with movable parts
All of the shafts that have parts of the machine moving on them should be cleaned with a soft cloth.

CAUTION
THE BEARINGS ON THE MOVING PARTS SUCH AS TAB HEAD 1 AND THE TRANSPORT BELT ASSEMBLIES ARE OIL-LESS NYLON. DO NOT PUT ANY SOLVENTS OR OIL ON THEIR SURFACES.

Cleaning the Sensors
There are three sensors in the tabber; two tab sensors one on each of the applicator heads and one media sensor located on the Head 2 Transport Belt assembly. These sensors should be clean and free of accumulated paper dust. Use dry compressed air to remove the dust.

WARNING
DO NOT USE ABRASIVES OF ANY KIND ON THE SENSOR LENS

The sensor locations are as follows:

HEAD 1 TAB SENSOR  HEAD 2 TAB SENSOR  MEDIA SENSOR

Media Sensor Test:
There are two LED’s located on the entrance 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 person should make this adjustment.
Tab Sensor Test
Use the V-Tab adjustment screen to check the live tab sensor voltage (V=) value.

**Not Interrupted** (Nothing in sensor, Tab stock removed.) ≤ 0.12V or less.

If you removed all the tab material from the Tab Applicator and clean the tab sensor, but it still reads higher than 0.12V; this would indicate a dirty or damaged sensor.

If the tab sensor reads 3.30V or higher, even when the sensor is not interrupted; this would indicate a totally blocked, damaged, or disconnected sensor.

If the Tab sensor does not respond correctly after being cleaned, a qualified service person should be contacted to disassembly clean and possibly replace the tab sensor.

Cleaning Tab Wrap Guides
Each of the Transport Belt assemblies has a tab guide that help to fold the tab over for sealing by the pressure rollers. In the course of running a buildup of adhesive will restrict the tab from going into the guide. Both of the guides and the slots should be periodically cleaned with a Q-tip saturated with WD-40 to remove the adhesive residue and provide some lubrication.
Lubrication

WARNING

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

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

1. Place a small amount of White Lithium Grease on the surfaces where the Head Assembly raises and lowers.

[Images of lubrication points: Operator Side Left, Operator Side Right, Exit End Rear Side]
SECTION 6 – Troubleshooting

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

**Jams**

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>SOLUTION</th>
</tr>
</thead>
</table>
| Media jams in transport section of Tabber. | 1. Check alignment of Feeder to Tabber. Media should be feed between 1/16” to 1/32” from the fixed guide in the tabber.  
2. Check that the two paper guides are not pressing down too firmly on the media.  
3. Check that the adjustable center guide is not pushing the paper tightly against the fixed side guide  
4. Check that the head pressure is not too tight. |
| Tabs jam in tab guide. | Clean the Tab guides. See Maintenance Section. |
| Side Tab Tears and does not seal to the bottom of the piece. Piece may be wrinkled. | Side guide too tight against the media. Open the width of the guide. |
# Tab Placement Problems

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>SOLUTION</th>
</tr>
</thead>
</table>
| Tabs are not placed in the same spot on the media. | Tabs should be placed within +/- 1/8”
1. Check the pitch setting for the tab. It should be slightly more than the tab size plus the space between the tabs.
2. Check the amount of head pressure. Too little can cause the media to slip when it is being fed.
3. Check that the pointer on the applicator head is in the center of the tab.
4. Check that the tabs are threaded properly. Are they behind the “Reel Brake Roller Arm?” |

| More of the tab is on the top of the media than on the bottom. | Adjust the fine adjustment Knob 1 or 2 depending on the head that requires adjustment. See Fine Tuning Adjustments for more detail. |

| Less of the tab is on the top of the media than on the bottom. | Adjust the fine adjustment Knob 1 or 2 depending on the head that requires adjustment. See Fine Tuning Adjustments for more detail. |

| Lead edge tab is more on the top than the bottom. | This adjustment is performed by the software. See Head 1 Tabbing at the Lead Edge of a Piece in the Operating Instruction Section. |
## Tab Placement Problems (continued)

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>SOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead edge tab is more on the top than the bottom</td>
<td>This adjustment is performed by the software. See Head 1 Tabbing at the Lead Edge of a Piece in the Operating Instruction Section.</td>
</tr>
<tr>
<td><img src="image1.png" alt="Diagram" /></td>
<td></td>
</tr>
<tr>
<td><img src="image2.png" alt="Diagram" /></td>
<td></td>
</tr>
<tr>
<td>Tab is not flush with the edge of the media.</td>
<td>Media is not being fed flush with the fixed side guide. There should not be more than 1/16” to 1/32” space between the media and the fixed side guide when the media enters the tabber.</td>
</tr>
<tr>
<td><img src="image3.png" alt="Diagram" /></td>
<td></td>
</tr>
</tbody>
</table>
| When double tabbing one tab is not placed properly on the edge of the media. | 1. The media may not be traveling along the fixed side guide. Adjust the angle of the guide rollers by turning the knob on the skew guide.  
2. Check the pressure between the head and the transport. Too much pressure will cause the media to flex as it is transported.  
3. Too little pressure can cause the media to skew as the tab is being applied. |
| ![Diagram](image4.png)                                |                                                                                                                                         |
| Two or three tabs applied next to each other.          | Programming issue. When programming the multiple tabs Together was selected instead of Separate. Reprogram the job.                   |
| ![Diagram](image5.png)                                |                                                                                                                                         |
### Tab Placement Problems (continued)

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>SOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than three tabs applied on each piece.</td>
<td>Tab sensor adjustment improper. Check Tab Voltage and Backing Voltage adjustments. (Page 21)</td>
</tr>
</tbody>
</table>
### Stamp Placement Problems

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>SOLUTION</th>
</tr>
</thead>
</table>
| Stamps are not placed in the same place on the media. | Stamp placement should be within +/- 1/8”
1. Check the pitch setting for the stamp. It should be slightly more than the stamp size plus the space between the stamps.
2. Check the amount of head pressure. Too little can cause the media to slip when it is being fed. |

**Diagram:**
![Direction of Travel](image1)

| When applied the Stamp is not aligned on the media. | 1. The media may not be traveling along the fixed side guide. Adjust the angle of the guide rollers by turning the knob on the skew guide.
2. Check the pressure between the head and the transport. Too much pressure will cause the media to flex as it is transported. |

**Diagram:**
![Direction of Travel](image2)

| Two or three stamps applied evenly spaced. | Programming issue. When programming multiple stamps Separate was selected instead of Together. Reprogram the job. |

**Diagram:**
![Direction of Travel](image3)

| More than three stamps applied one after another on the media when 1, 2 or 3 stamps are selected. | Tab (Stamp) sensor adjustment improper. Check Tab Voltage and Backing Voltage adjustments. (Page 21) |

**Diagram:**
![Direction of Travel](image4)
## Tabber Operation Problems

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>SOLUTION</th>
</tr>
</thead>
</table>
| Tabber flashes “Exceeding Tabbing Rate” warning, while tabbing. | 1. Speed of tabbing exceeds maximum speed for the number of tabs being applied. Slow down tabber.  
2. Feeder speed is too fast, leaving too little gap between pieces. Slow down feeder or use the optional feeder connected to the tabber.  
**NOTE if this condition continues for more than 10 seconds, the tabber will stop and display the condition below.** |
| Tabber Stops while tabbing and displays **Status: Maximum Tabbing Rate Exceeded** | 1. Speed of tabbing exceeds maximum speed for the number of tabs being applied. Slow down tabber transport speed.  
2. Feeder speed is too fast, leaving too little gap between pieces. Slow down feeder. |
| Tabber Stops while idling with no media going through it. | The Tabber is equipped with a transport timeout if no media is feeding after 30 seconds it will stop. Pushing the **Run** key will restart it. |
## Appendix A – Specifications Tabber

<table>
<thead>
<tr>
<th>Feature</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ONE PASS TAB</strong></td>
<td>1-3 per side or 1-3 on 1 side and 1 front</td>
</tr>
<tr>
<td><strong>STANDARD TAB</strong></td>
<td>Minimum: 3/4”</td>
</tr>
<tr>
<td></td>
<td>Maximum: 1-1/2”</td>
</tr>
<tr>
<td><strong>STAMPS</strong></td>
<td>1 to 3</td>
</tr>
<tr>
<td><strong>MEDIA SIZE (L x W)</strong></td>
<td>Minimum: 3.5” x 5”</td>
</tr>
<tr>
<td></td>
<td>Maximum: 11” x 15” (Detachable Feeder 12” x 17”)</td>
</tr>
<tr>
<td><strong>MAX MEDIA THICKNESS</strong></td>
<td>1/4”</td>
</tr>
<tr>
<td><strong>TAB SIZE CALIBRATION</strong></td>
<td>Fully automatic or manual</td>
</tr>
<tr>
<td><strong>TAB PLACEMENT SETTING</strong></td>
<td>Manual or Automatic</td>
</tr>
<tr>
<td><strong>TAB SENSOR CALIBRATION</strong></td>
<td>Manual or Automatic</td>
</tr>
<tr>
<td><strong>MEDIA HEIGHT ADJUSTMENT</strong></td>
<td>Heads</td>
</tr>
<tr>
<td><strong>TAKE-UP SPOOLS</strong></td>
<td>Standard</td>
</tr>
<tr>
<td><strong>PRODUCTION RATE</strong></td>
<td>Two sides tabbed simultaneously (1 tab – 25,000/h)</td>
</tr>
<tr>
<td></td>
<td>Two sides tabbed simultaneously (2 tabs - 15,000/h)</td>
</tr>
<tr>
<td></td>
<td>Two sides tabbed simultaneously (3 tabs – 10,000/h)</td>
</tr>
<tr>
<td><strong>PRODUCTION RATE CALCULATED WITH</strong></td>
<td>Tri-fold 8-1/2” x 11”</td>
</tr>
<tr>
<td><strong>REEL CAPACITY</strong></td>
<td>Two reels, 10” diameter each</td>
</tr>
<tr>
<td><strong>DIMENSIONS</strong></td>
<td>28” W x 26” H (with reels) x 34” L (with feeder)</td>
</tr>
<tr>
<td><strong>WEIGHT</strong></td>
<td>97 lbs.</td>
</tr>
</tbody>
</table>

Specifications are subject to change without notice.
Appendix B – Identifying the Tab Types

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

Tab Type – Opaque
Stock that has white space/line (white gap) between each tap/stamp.

- **Tab Material**: Clear or Translucent
  - **Backing**: Black Box under the tab area.
  - **Gap**: White

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

- **Tab Material**: Stamp
  - **Backing**: All White
  - **Gap**: White

- **Tab Material**: Colored
  - **Backing**: All White
  - **Gap**: White

Tab Type - Clear
Stock that has a 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
Index

# Tabs Soft Key 40,44
1 Soft Key 40
2 Soft Key 40
3 Soft Key 40

Advanced Soft Key 37
Aligning Stamps 81
Applying Stamps 15,55
Applying Tabs on Opposite Sides 60
Applying Three Tabs 50
Assembly, Tabber 7
Automatic Soft Key 38,44
Automatic Tab Positioning 43
Automatic, Programming 37,50

Back Soft Key 38,39,40,41,48
Backlight, Control Panel 37

Center Support Plate 1
Cleaning 73
Cleaning Sensors 74
Cleaning Wrap Guides 75
Cleaning, Rollers 73
Cleaning, Transport Belts 73
Clear Key 5
Clear Soft Key 47
Clear Tabs 47,49,84
Connecting, Tabber/Feeder 8
Control Cable, Tabber/Feeder 4
Control Panel 1,29
Control Panel Backlight 37

Diagnostic 38

Emergency Stop Input 3
Emergency Stop Output 3
Emergency Stop Switch 5,29
End Tabbing, Head 1 22
Exceeding Tabbing Rate 31
Exit Foot 2
Exit Foot Knob 2,11
Exit Pressure Rollers 2
Exit Roller Assembly Latches 2

Feeder Adjustment 17
Feeder Pressure Rollers 17
Feeder, Installation 8
Feeder, Power Inlet 4
Fine Adjustment, Head 1 34
Fine Tuning 33
Fine Tuning, Head 1 1
Fine Tuning, Head 2 1
Fine Tuning, Head 2 1
Front Tab Soft Key 39
Fuse, Feeder 4
Fuse, Tabber 3

Gap V Soft Key 48
Gap Voltage 48

Head #1 Soft Key 43
Head #2 Soft Key 43
Head 1 Adjusting 19
Head 1 Securing 2
Head 1 Side Tabbing 20
Head 1, End Tabbing 22
Head 1, Stamp Application 25
Head 2 Fine Tuning 1
Head 2, Side Tabbing 27
Head Stop, Head 1 21,23
Head t Fine Tuning 1
Hold-down Guide 16

Info Key 5,32
Info Screen 32
Input, Emergency Stop 3
Installation Location 7

Jams 77

Job # Soft Key 38,48
Jobs, Programming 49

Key Pad 5

Lead Edge Tabbing, Head 1 34
LED Display 5
# W360 Operator Guide

## INDEX

| Left Media Guide | 1 |
| Loading Tabs | 18 |
| Lubrication. | 76 |

**M**

| Main Power Switch, Feeder | 4 |
| Main Power Switch, Tabber | 1,3 |
| Maintenance | 73 |
| Manual Positioning | 39 |
| Manual Product Length | 45 |
| Manual Soft Key | 38 |
| Manual Tab Adjustment | 48 |
| Manual, Media Length | 45 |
| Manual, Programming | 37 |
| Measuring Scale | 5 |
| Mechanical Setup | 11 |
| Media Guide, Left | 1 |
| Media Length | 18 |
| Media Length, Manual | 45 |
| Media Measurement | 45 |
| Media Sensor Testing | 74 |
| Media Support Plate | 12 |
| Media Thickness Adjustment | 1,16 |
| Media Thickness, Feeder | 4 |
| Media Width Adjustment | 1 |
| Mode Switch | 4 |
| Multiple Stamps, Placement | 81 |
| Multiple Tab, Placement | 80 |

**N**

| Narrow Media Guide | 14 |
| Narrow Piece Setup | 15 |
| None Soft Key | 39 |

**O**

| Offset Value | 41 |
| One Tab, Application | 50 |
| Opaque Soft Key | 47 |
| Opaque Tabs | 47,49,84 |
| Operate | 12,30 |
| Operating Tabber | 29 |
| Output, Emergency Stop | 3 |

**P**

| Pass-Thru | 12,30 |
| Peel Point | 21 |
| Pitch | 42 |
| Pitch Soft Key | 40,42,44 |
| Position Soft Key | 40 |
| Power Inlet, Feeder | 4 |
| Power Inlet, Tabber | 3 |
| Pre-Programmed Job | 31 |
| Pressure Rollers, Feeder | 17 |
| Problems, Stamp Placement | 81 |
| Problems, Tab Placement | 78 |
| Product Length | 44 |
| Product-L Soft Key | 44 |
| Programming | 37 |
| Programming Jobs | 49 |
| Programming with Auto Setup | 50 |
| Programming, Automatically | 37 |
| Programming, Stamps | 55 |

**R**

| Reel Support | 7 |
| Reel Support Installation | 7 |
| Reels, Take-up | 1 |
| Right Median Guide | 1,12 |
| Roller Cleaning | 73 |
| Run Key | 5,13,29 |

**S**

| Sample Jobs | 49 |
| Save Key | 5,41 |
| Securing Head 1 | 2 |
| Select Job | 31 |
| Sensor, Cleaning | 74 |
| Separate Soft Key | 41 |
| Side Tab Adjustment, Head 1 | 34 |
| Side Tab Adjustment, Head 2 | 35 |
| Side Tab Soft Key | 39 |
| Side Tab, Fine Tuning | 33 |
| Side Tabbing Head 1 | 20 |
| Side Tabbing, Head 2 | 27 |
| Soft Keys | 5 |
| Specifications | 83 |
| Speed Control | 29 |
| Speed Control, Feeder | 4 |
| Speed Control, Tabber | 5 |
| Stacker Interface | 3,9,33 |
| Stamp Alignment | 81 |
| Stamp Application, Head 1 | 25 |
| Stamp Placement Problems | 81 |
| Stamp Programming | 55 |
| Startup Screen | 30 |
| Stop Key | 5,30 |
| Support Plate, Media | 12 |

**T**

<p>| Tab 1 Soft Key | 41 |
| Tab 2 Soft Key | 41 |
| Tab 3 Soft Key | 41 |
| Tab Adjustments | 33 |
| Tab Alignment | 78 |
| Tab Drive Pressure Roller | 20 |</p>
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab Placement Problems</td>
<td>78</td>
</tr>
<tr>
<td>Tab Positioning</td>
<td>33</td>
</tr>
<tr>
<td>Tab Positioning, Automatically</td>
<td>43</td>
</tr>
<tr>
<td>Tab Sensor Adjustment</td>
<td>46</td>
</tr>
<tr>
<td>Tab Sensor Testing</td>
<td>75</td>
</tr>
<tr>
<td>Tab Separator Head 1</td>
<td>20</td>
</tr>
<tr>
<td>Tab Types</td>
<td>84</td>
</tr>
<tr>
<td>Tab V Soft Key</td>
<td>38, 48</td>
</tr>
<tr>
<td>Tab Wrap Guide Head 1</td>
<td>2</td>
</tr>
<tr>
<td>Tab/Stamp Soft Key</td>
<td>39</td>
</tr>
<tr>
<td>Tabber, Assembly</td>
<td>7</td>
</tr>
<tr>
<td>Tabbing Rate Exceeded</td>
<td>31</td>
</tr>
<tr>
<td>Tabs on Perpendicular Sides</td>
<td>66</td>
</tr>
<tr>
<td>Take-up Reels</td>
<td>1</td>
</tr>
<tr>
<td>Testing, Media Sensor</td>
<td>74</td>
</tr>
<tr>
<td>Testing, Tab Sensor</td>
<td>75</td>
</tr>
<tr>
<td>Thick Media Setup</td>
<td>17</td>
</tr>
<tr>
<td>Three Tabs, Application</td>
<td>50</td>
</tr>
<tr>
<td>Three Tabs, Application</td>
<td>60</td>
</tr>
<tr>
<td>Together Soft Key</td>
<td>41</td>
</tr>
<tr>
<td>Torn Tabs</td>
<td>77</td>
</tr>
<tr>
<td>Transport Belt Cleaning</td>
<td>73</td>
</tr>
<tr>
<td>Transport Power Switch</td>
<td>5, 29</td>
</tr>
<tr>
<td>Tri-fold Setup</td>
<td>14</td>
</tr>
<tr>
<td>Trouble Shooting</td>
<td>77</td>
</tr>
<tr>
<td>Two Tabs, Application</td>
<td>50</td>
</tr>
<tr>
<td><strong>V</strong></td>
<td></td>
</tr>
<tr>
<td>Version Soft Key</td>
<td>38</td>
</tr>
<tr>
<td>V-Tab 1 Soft Key</td>
<td>46</td>
</tr>
<tr>
<td>V-Tab 2 Soft Key</td>
<td>46</td>
</tr>
<tr>
<td>V-Tab Adjustment</td>
<td>46</td>
</tr>
<tr>
<td>V-Tab Soft Key</td>
<td>48</td>
</tr>
<tr>
<td><strong>W</strong></td>
<td></td>
</tr>
<tr>
<td>Wrap Guide, Cleaning</td>
<td>75</td>
</tr>
<tr>
<td>Wrinkled Media</td>
<td>77</td>
</tr>
</tbody>
</table>