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T-650

T-650 User Guide

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rena by Quadient

User Guide

Multi-Side In-Line TABBER & Stamp Affixer

T-650

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SECTION 1 – Getting Acquainted

Safety Precautions

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

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

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

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

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

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Packaging/Shipping

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

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

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

Contents

The following items are included with your Tabber:

1 T-650 User Guide

1 Reel Assembly (H1)

1 Reel Assembly (H2

2 Tab Reel Side Guides

1 Power Cord

1 Feeder Interface Cable (Part #: 35E-500-191)
For connecting the EASYFEED 120/140 Feeder to the T-650 Tabber.
This cable can NOT be used with the EASYFEED LITE II Feeder.

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

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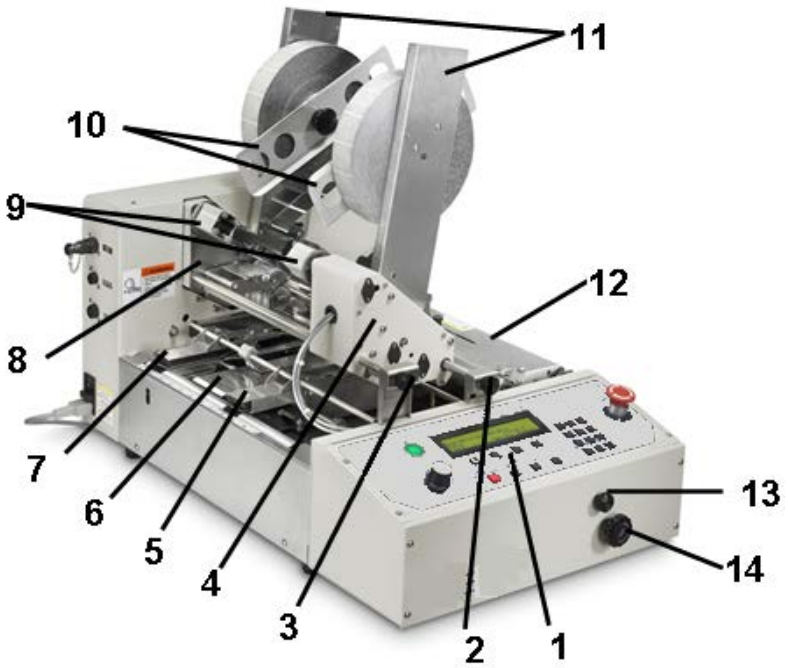
Front and Entrance End View



1	**Control Panel** – The machine is controlled and programmed from this panel. See "Tabber Control Panel" view for more details.
2	**Head 1 Fine Adjustment Knob** – This knob is used to make fine adjustments to the position of the tab/stamp, being applied by Head 1.
3	**Head 2 Fine Adjustment Knob** – This knob is used to make fine adjustments to the position of the tab, being applied by Head 2.
4	**Head 1** – This head can be used to apply tabs to the side or leading edge of the media or it can be used to apply stamps.
5	**Right Media Guide Assembly –** This device must be adjusted to accommodate the width of the media. Delivers the media to the tabbing area.
6	**Center Support Plate –** Used to support media 6.5" wide or larger. This plate also contains the slot used in the process of front tabbing (tabbing at leading edge).
7	**Left Media Guide Assembly -** Delivers the media to the tabbing area. Not adjustable.
8	**Head 2 –** This head is used to apply tabs to the side of the media.
9	**Take-up Reels** – After the tab is applied; the tab backing (web) is wound up here. The backing waste must be cleared from these reels after applying about 5,000 tabs.
10	**Tab Reel Side Guides** - Secures the Tabs/Stamps onto the Tab Reel Assembly.
11	**Tab Reel Assembly (H1 & H2) –** Supports and controls the tab/stamp roll for Head.
12	**Exit Roller Assembly** –This assembly presses the tab/stamp to the media and provides sufficient transport pressure, so the media properly exits the Tabber.
13	**Media Guide Width Fine Adjustment–** This knob is used to fine-tune the position of the "Right Media Guide Assembly" to accommodate the width of the media.
14	**Media Thickness Adjustment Knob –** This knob is used to raise or lower the Heads and Exit Roller Assembly when adjusting the Tabber to the thickness of the media.

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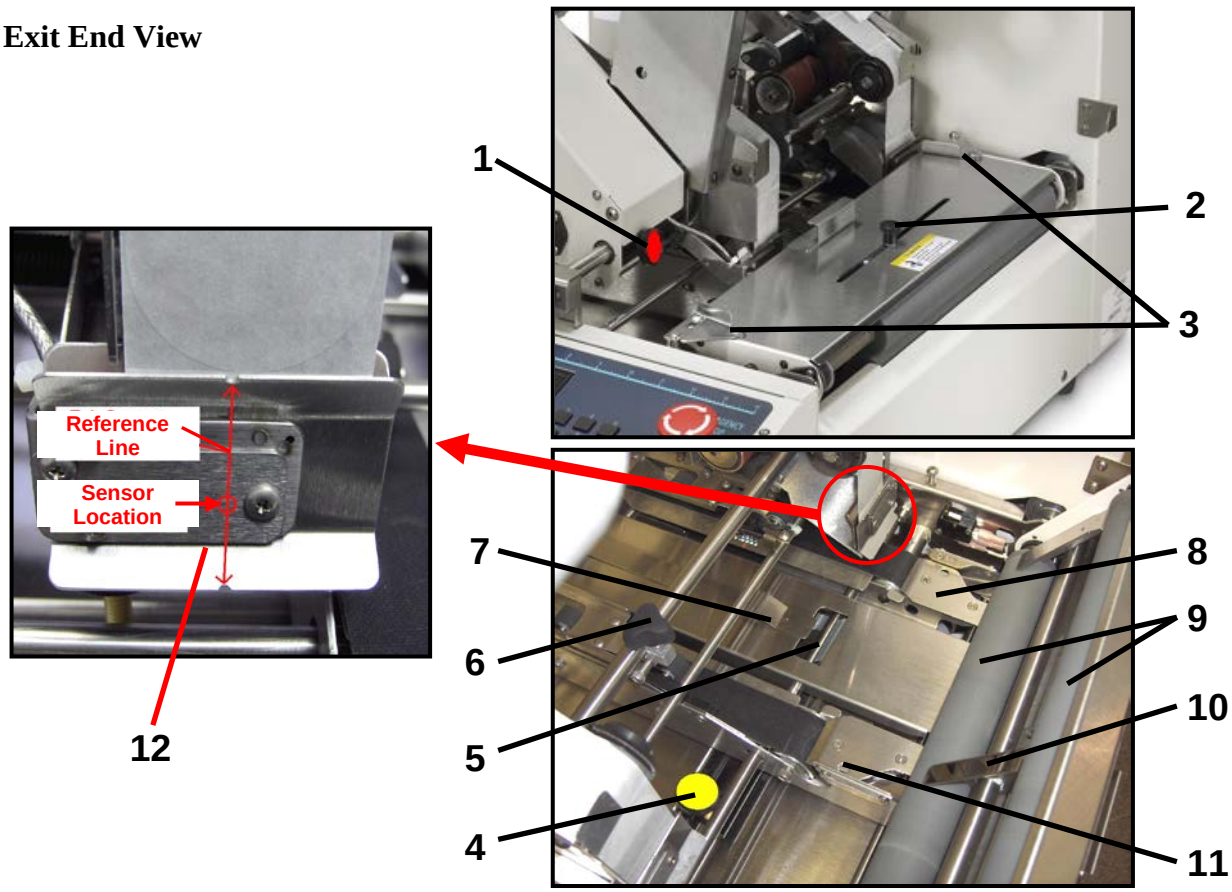
Exit End View



1	**Head 1 Securing Knob** – This knob is used to secure the position of Head 1.
2	**Exit Foot Knob** – This knob is used to adjust and secure the position of the exit foot.
3	**Exit Roller Assembly Securing Latches** – These latches are used to lock down the exit roller assembly.
4	**Right Media Guide Securing Knob** – This knob is used to secure the position of the right media guide assembly.
5	**Front Tabbing Slot** – This opening, located in the center support plate, is used when applying tabs to the leading edge of the media (front tabbing).
6	**Head Position Minder** – Used to memorize the position of Head 1.
7	**Media Hold-down Guide** – Used to keep the media from lifting as it feeds through the Tabber. This guide is adjusted from the entrance end of the Tabber.
8	**Tab Wrap Guide – Left** – When side-tabbing, this guide wraps the tab around media.
9	**Exit Pressure Rollers** – These rollers provide transport pressure to the media and seal the tabs to the media.
10	**Exit Foot** – This device holds the media down as it travels under the exit rollers.
11	**Tab Wrap Guide - Right** – When side-tabbing, this guide wraps the tab around Media.
12	**Tab Applicator Assembly –** This assembly contains the tab sensor. The notches, located at the top and bottom edges of this assembly, provided a reference for the position of the sensor. Each head (Head 1 and Head 2) includes a Tab Applicator Assy.

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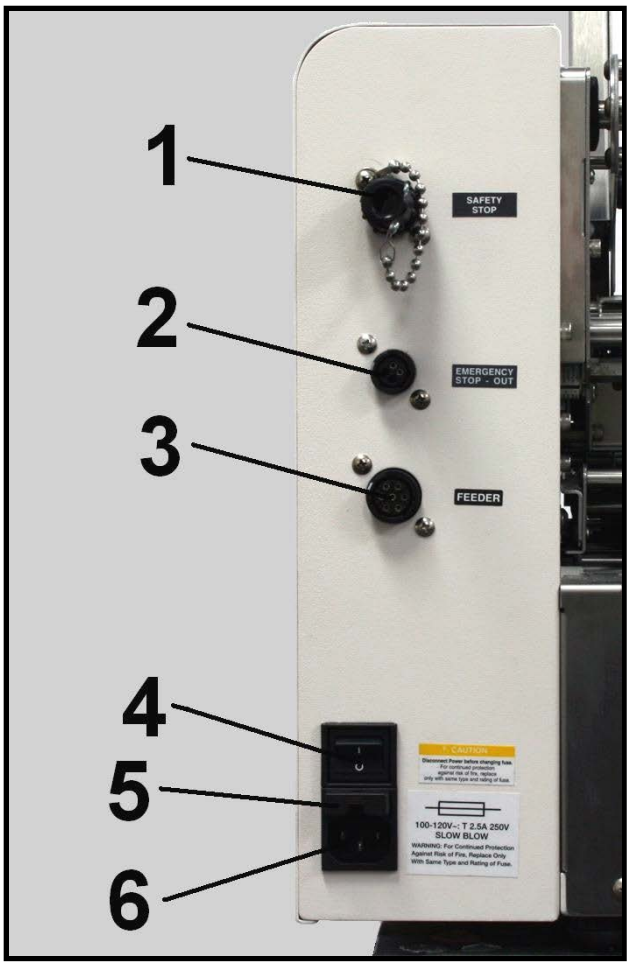
Power and Control Connections View



1	**Safety Stop Input and Jumper** – (SAFETY STOP) The safety circuit from other external devices can be connected here. When this input is opened the Tabber will stop. ***Important!*** If an external safety circuit is not being connected to this input, then the Jumper Plug (supplied) must be connected, or the Tabber's transport power will not turn on.
2	**Emergency Stop Output** – This connection permits the Tabber to control the emergency stop function of an external device.
3	**Feeder Control Connection** – (FEEDER) This connection allows the Tabber to start/stop the feeder. An appropriate cable and feeder must be used.
4	**Main Power Switch** – This switch is used to turn the Tabber On and Off.
5	**Fuse** – The main fuse (2.5A / 250V) for the Tabber is located here. ***Caution!*** Disconnect power before replacing fuse.
6	**Power Inlet Connection** – The power cord is connected here. 115V AC 50/60 Hz

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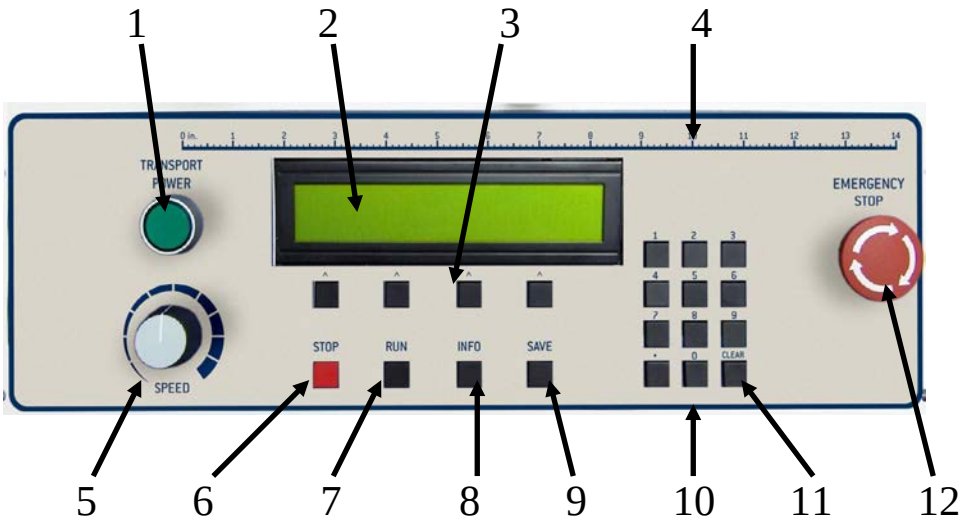
Tabber Control Panel



1.	***Transport Power Switch** – Turns the Tabber transport power ON.
2.	**LCD Display** – Keeps the operator informed of the status of the Tabber.
3.	**Soft Keys** – The soft keys are used to step through the various menu options.
4.	**Measuring Scale –** Use the scale to measure media length, tab position and tab pitch.
5.	**Speed Control Dial** – Adjusts the speed of the Tabber transport. **NOTE:** The maximum speed of the T-650 is determined by number of tabs being applied. Up to 25,000 pieces per hour when applying a single tab to one side of the media. Up to 15,000 pieces per hour when applying two tabs to one side of the media. Up to 10,000 pieces per hour when applying three tabs to one side of the media. Exceeding these speeds will cause the Tabber to stop.
6.	**Stop Key** – Pressing this key will cause the Tabber to stop, after it has finished tabbing and clearing all media from the Tabber. "Wait" is displayed during this process.
7.	**Run Key** – Press this key to start the Tabber and run the job.
8.	**Info Key** – Provides additional information about the menu item you are viewing.
9.	**Save Key** – This key is used to save entries into memory.
10.	**Key Pad** – Used to set the adjustments and program the Tabber.
11.	**Clear Key** – This key will clear any incorrect entry before it is saved into memory.
12.	**Emergency Stop –** Pressing this button will immediately stop the Tabber (turns off transport power) and will stop any devices connected to the Emergency Stop (Safety Stop) circuit. Turn button clockwise to release (reset) it.

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

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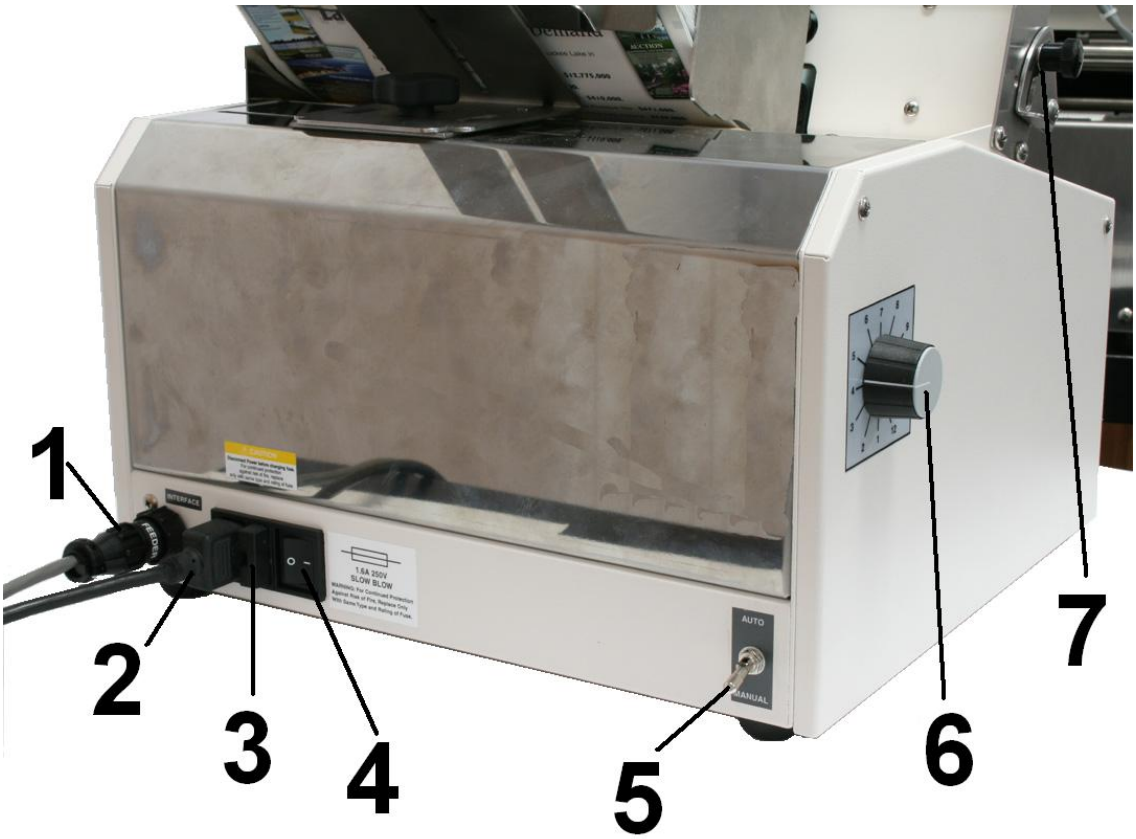
EASYFEED LITE II (Optional Feeder) Connections/Controls



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

Please refer to the EASYFEED LITE II User Guide for additional Information.

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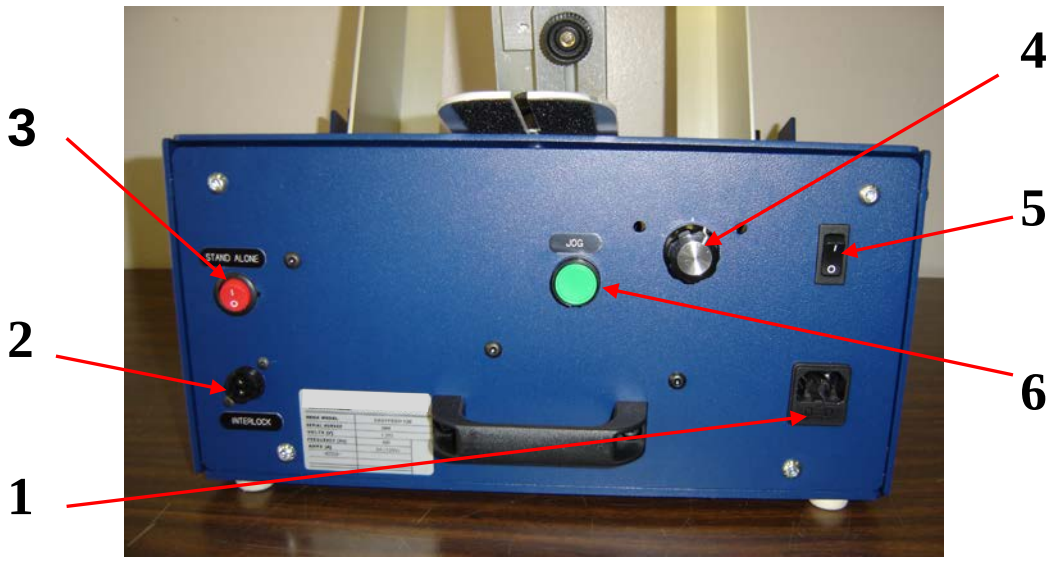
EASYFEED 120/140 (Optional Feeder) Connections/Controls



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

Please refer to the EASYFEED 120/140 User Guide for additional Information.

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SECTION 2 – Assembly and Installation

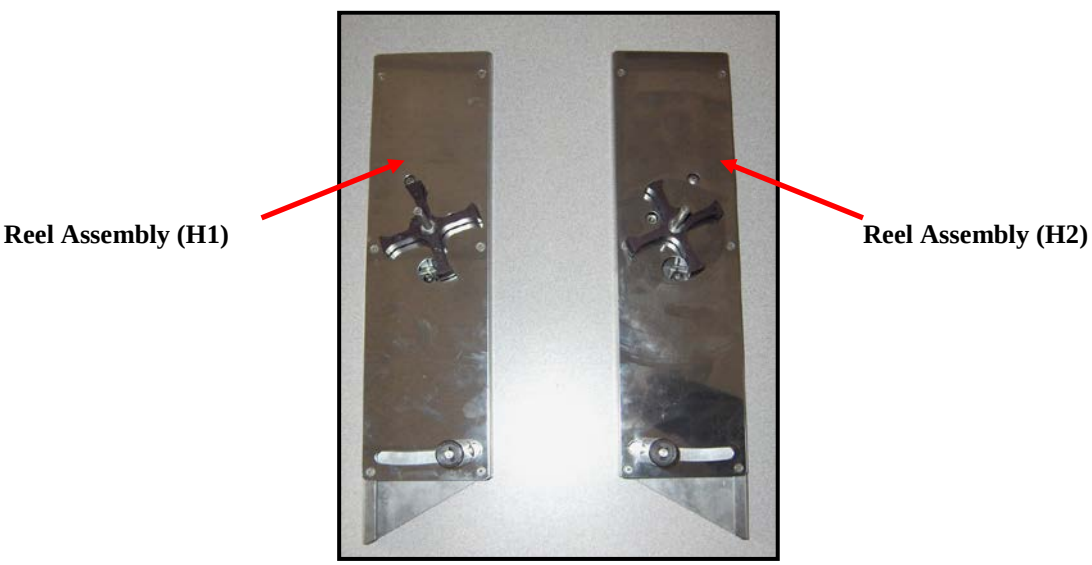
Choose a Location

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.

Installing the Reel Assemblies



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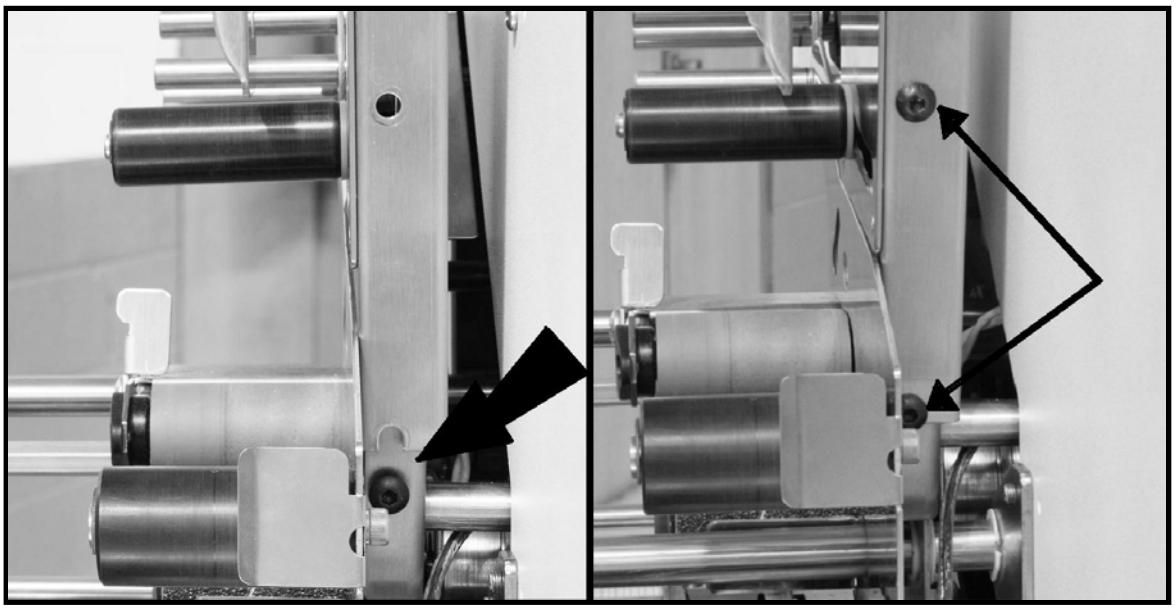
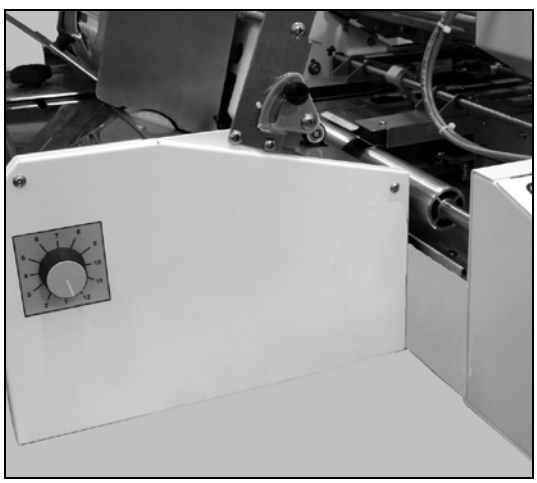


1. Remove the upper mounting screw and loosen the lower mounting screw from the Reel Assembly Mounting Plates on Head 1 and Head 2.
2. Slide the appropriate Reel Assembly over the Mounting Plate, of Head 1 and Head 2, until they bottom out on the lower mounting screw; as shown above.
3. Install the upper mounting screws and tighten.
4. Tighten the lower mounting screws.

Positioning the optional EASYFEED LITE II Feeder

The optional EASYFEED LITE II feeder should be positioned at the entrance end of the tabber, as shown below.



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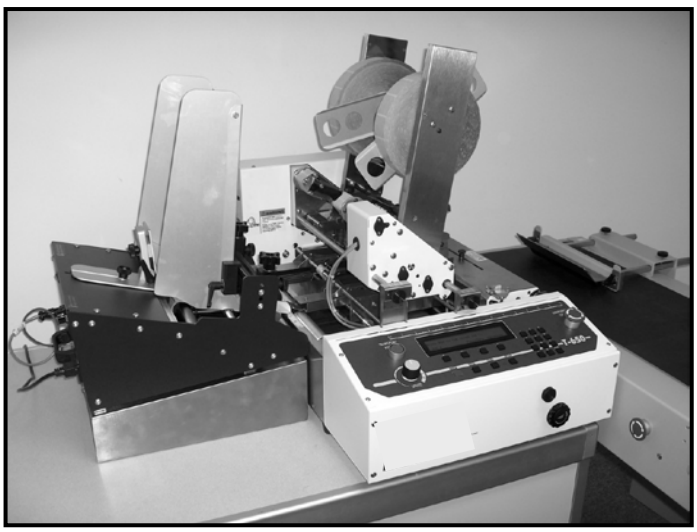
Positioning the optional EASYFEED 120/140 Feeder

The optional EASYFEED 120/140 feeder should be placed onto the appropriate Riser Stand, and positioned at the entrance end of the tabber, as shown below.

Feeder	Riser Stand
EASYFEED 120	RS-500
EASYFEED 140	RS-140



Plugging in the Feeder and Tabber

Make sure that the emergency stop button, on the Tabber, is pressed down 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 T-650 in the corresponding receptacle. See images on next page.

2. Connect one end of the Feeder power cord [2] to the rear of the Feeder in the corresponding receptacle. See images on next page.

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

CAUTION

DO NOT USE ADAPTER PLUGS OR EXTENSION CORDS TO CONNECT THE TABBER OR THE FEEDER TO THE WALL RECEPTACLE.

DO NOT USE OUTLETS CONTROLLED BY WALL SWITCHES.
DO NOT USE AN OUTLET THAT SHARES THE SAME CIRCUIT WITH LARGE ELECTRICAL MACHINES OR APPLIANCES.

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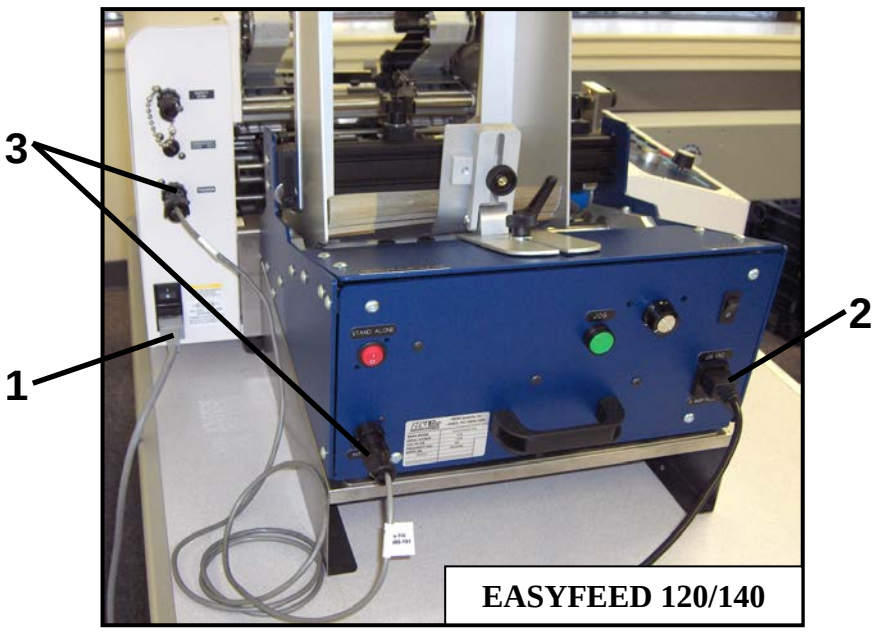
4. Connect the appropriate Feeder Interface Cable [3] (see list below) to the Feeder and to the lower connector on the Tabber.

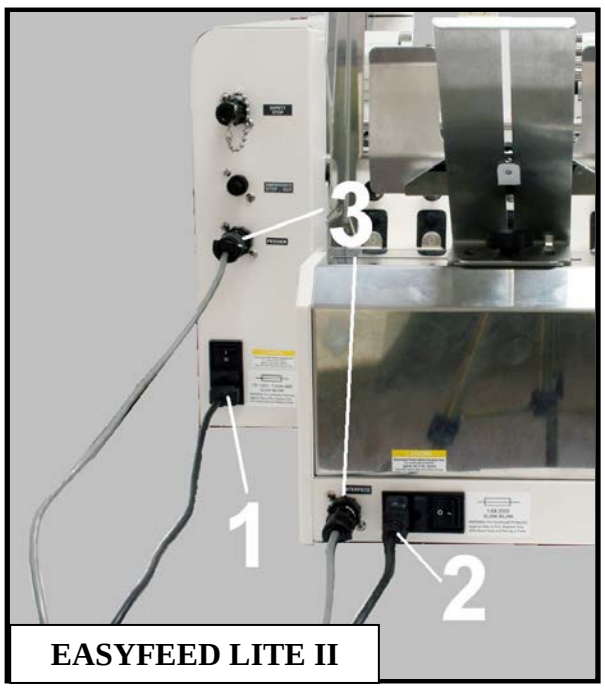
Part #	Description
35E-500-191	EASYFEED 120/140 Feeder <--> T-650). Cable included with Tabber.
35E-500-196*	EASYFEED 120/140 Feeder <--> T-650 <--> AS-850, AS-980.
35E-500-190	EASYFEED LITE II Feeder <--> T-650). Cable included with Feeder.
35E-500-197*	EASYFEED LITE II Feeder <--> T-650 <--> AS-850, AS-980.

* Cable must be purchased separately.

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



EASYFEED 120/140



EASYFEED LITE II

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SECTION 3- *Mechanical Setup*

The T-650 Tabber is capable of applying up to three tabs, on both sides of the media, in one pass. The Tabber is also capable of applying up to three tabs to one side of the media, while applying a single tab to the leading edge of the media or up to three stamps to the other side of the media.

The steps required to set-up the Tabber, mechanically, for applying tabs or stamps are:

- Determine the type of tabbing or stamping application (side tab, front tab, etc…)
- Determining the orientation that the media must feed to accommodate the application.
- Set up the Tabber mechanically, to accommodate the media.
- Adjust the Peel Plate position (side tab or front tab) for the application.
- Load tabs or stamps onto the appropriate head or heads.
- Set up the feeder and align with the Tabber.

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

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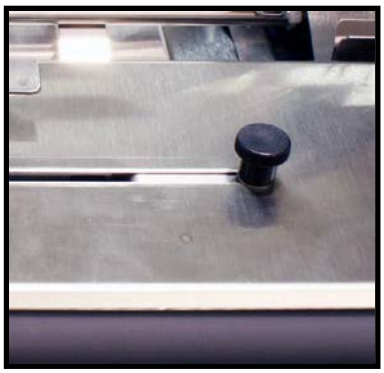
Adjusting the Tabber to Accommodate the Media

Once you have determined the tab/stamp locations, you are ready to setup the Tabber for handling the media and the placement of the tabs/stamps.

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 tabbed/stamped properly.

1. Turn OFF the Tabber, using the main power switch and turn OFF the feeder.
2. Loosen the Exit Foot Knob, located on top of the exit roller assembly, and move it toward the back of the tabber (toward Head 2), as shown.



3. Measure the width of the piece using the scale on the Tabber.
   If the media width is less than 6.5 inches; in some cases 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. Please see "Appendix D- Narrow Media Guide Assembly" for additional setup instructions.
   To remove the Center Support Plate; first remove the Hold-down Guide, 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.
4. Loosen the securing knob for the Right Media Guide.
   NOTE: The right media guide is movable. The left media guide is fixed.
5. 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.

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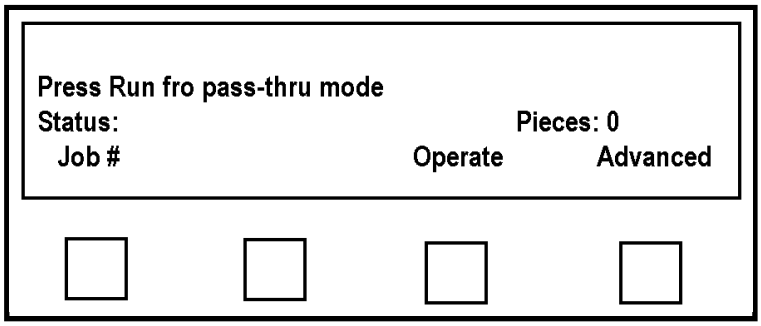
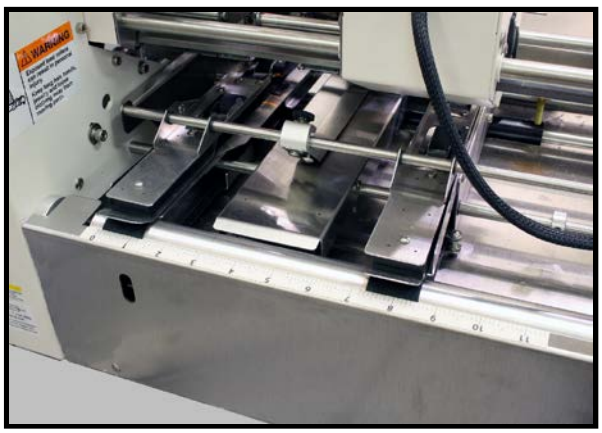
6. Press the soft key labeled "Pass-Thru" to set the Tabber in the pass-thru mode.

   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".



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

8. 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.
   Tip: Use the outside edge of the belt as the reference point for positioning the Right Media Guide Assembly.



9. Secure the Right Media Guide's position using the locking knob.
   NOTE: Once the initial adjustment is made, the Media Guide Width Fine Adjustment Knob can be used to fine tune the Right Media Guide's position.

10. Press the Stop button to stop the Tabber.

11. Slide the Exit Foot Knob towards the operator 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.

    Tip: Loosen the Exit Foot Knob before attempting to fine adjust the Right Media Guide position. After you finish your fine adjustment, repeat the above process.

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

13. Proceed to next section "Media Thickness Adjustment".

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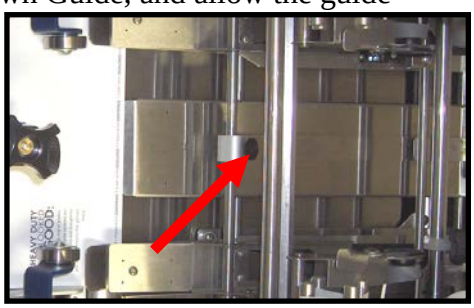
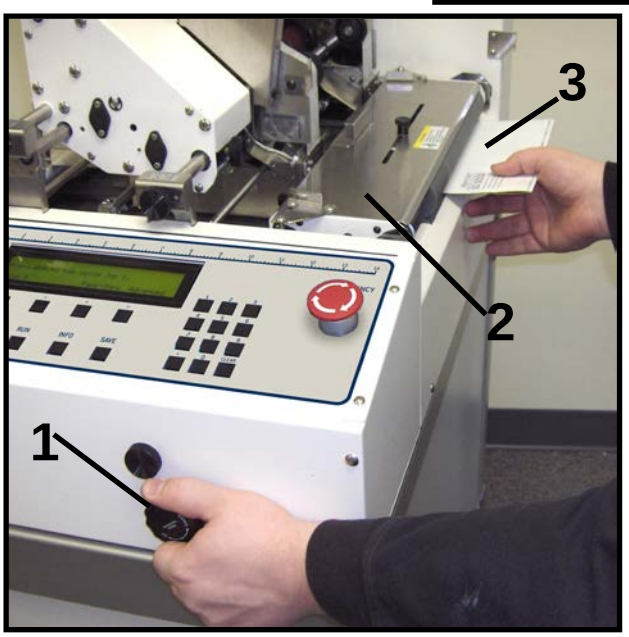
Media Thickness Adjustment

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 tabbed/stamped properly.

1. Close the Exit Roller Assembly [2] and lock the two latches to secure it.
2. Turn the Media Thickness Control Knob [1] fully clockwise (raising the exit roller assembly).
3. Insert one piece of media [3] into the exit end of the Tabber and adjust the Media Thickness Control Knob [1] counter-clockwise (lowering the exit roller assembly) until you start to feel a drag on the media.
4. Continue to turn the Media Thickness Control Knob [1] counter-clockwise 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 re-secure the thumb screw. This will prevent the guide from putting too much pressure on the media, possibly causing it to stall.
6. Proceed to next section “Adjusting the Peel Plate Position for the Application”.





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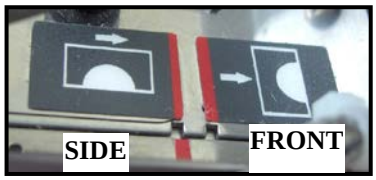
Adjusting the Peel Plate Position for the Application

The Peel Plate on Head 1 has two positions; one for “side tabbing” and the other for “front tabbing” (lead edge tab, front tab). The “side tabbing” position is also used to apply stamps.

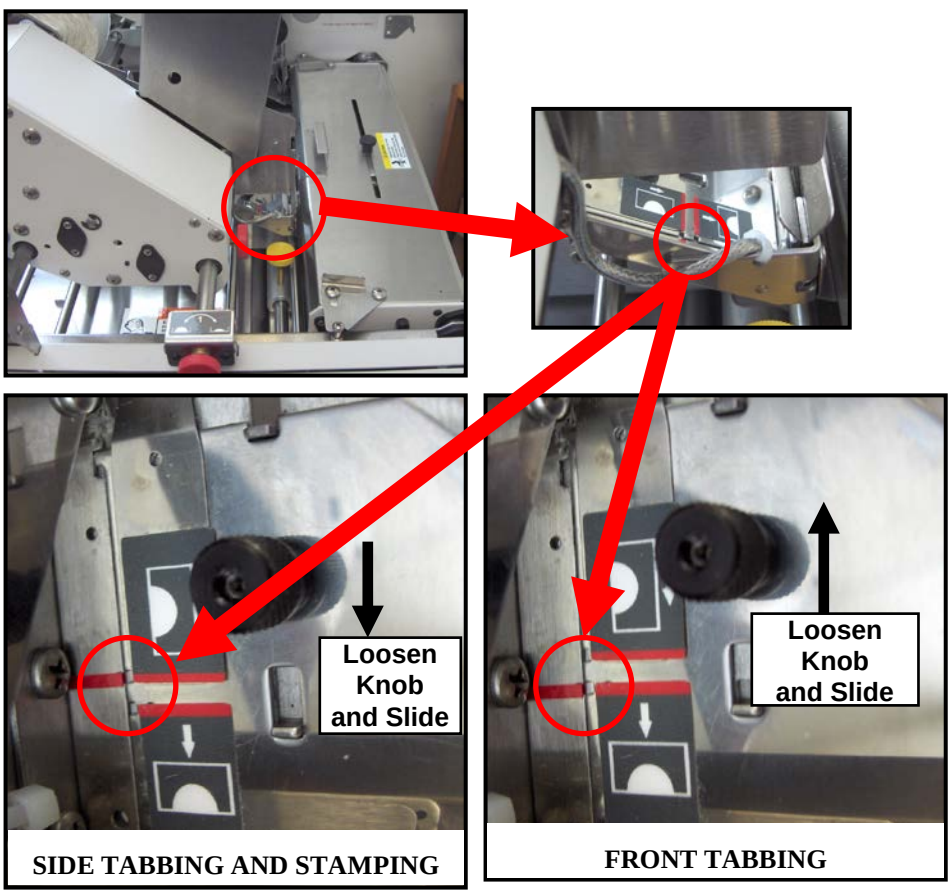
IMPORTANT! The position of the Peel Plate is critical. Always check this when you change Head 1 from Side Tabbing to Front Tabbing.

Use the image below to determine the correct peel plate position for your Tabber.



Peel Plate Position Reference

The Peel Plate position is adjusted by loosening the locking knob and sliding the peel plate up for front tabbing and down for side tabbing or stamping; then secure the locking knob. See the images below.



Proceed to the section titled “Loading Tab/Stamps

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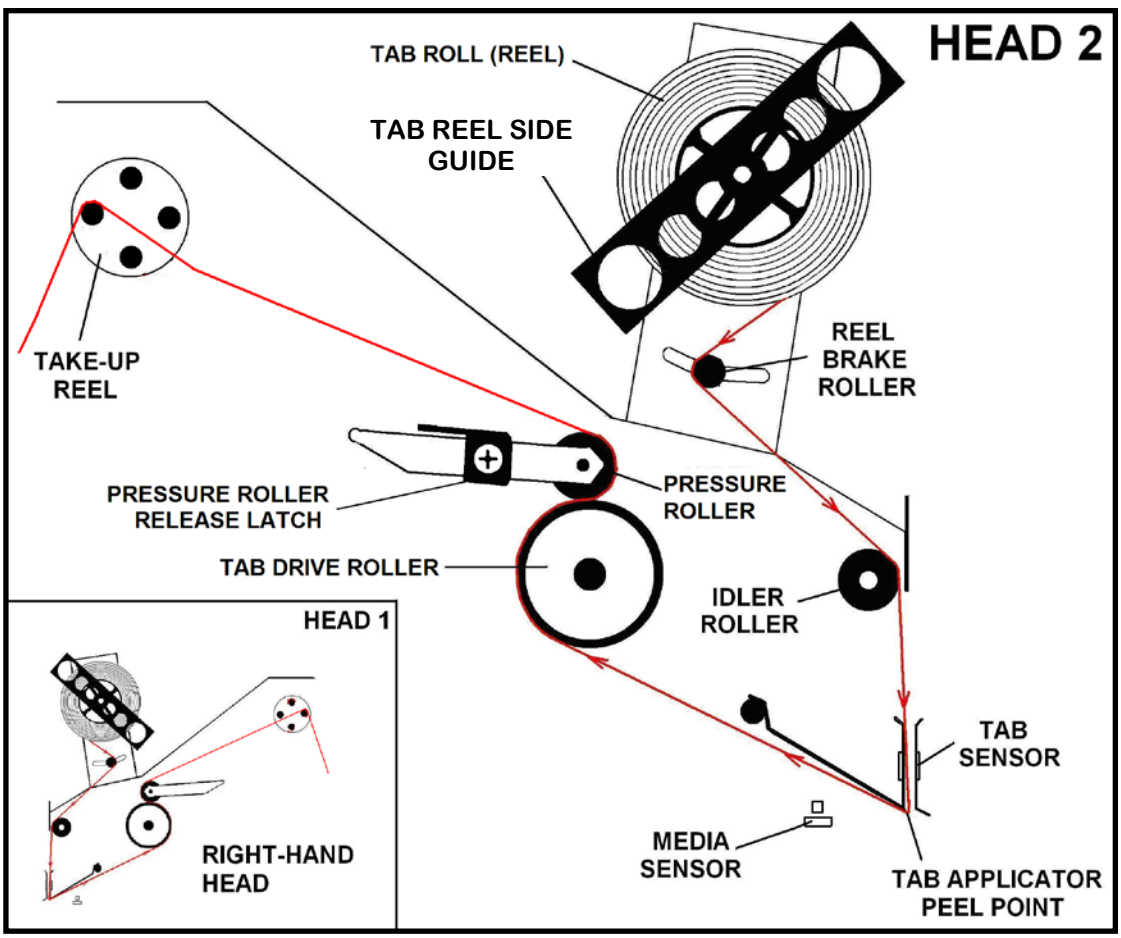
Loading Tabs/Stamps

WARNING

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

1. Remove the Tab Reel Side Guide and install the tab roll, with the tabs unwinding towards the exit end of the Tabber. Remove about 24" of 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 (Tab Applicator). Reposition the guide, located on idler roller, to accommodate the width of the tab web.
4. Continue threading the leader around the Tab Applicator Peel Point.
5. Lift the Release Latch on the Pressure Roller assembly, and then thread the leader between the Tab Drive Roller and the Pressure Roller. Lower the Latch to bring the Pressure Roller in contact with the Tab Drive Roller
6. Thread the web through the pegs in the Take-up Reel.
   NOTE: The waste must be cleared from these reels after applying about 5,000 tabs.
7. Proceed to the next section "Feeder Setup…"



NOTE: Stamps can only be applied using Head 1.

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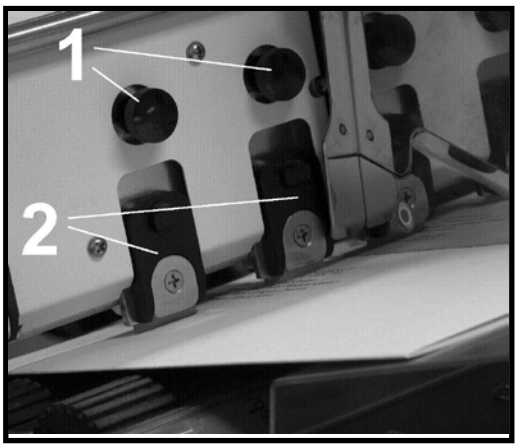
Feeder Setup, EASYFEED LITE II (optional)

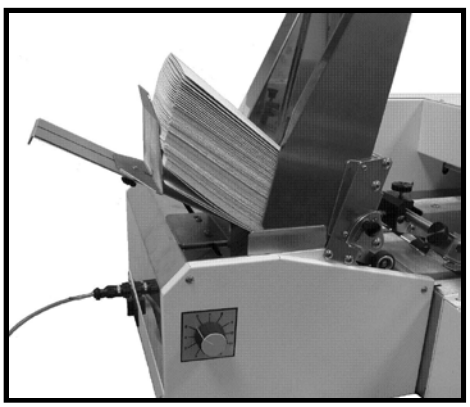
The alignment pin on the feeder and hole in the tabber provide proper feeder/tabber alignment. The Media Guide, on non-operator side of the Feeder, is fixed in position for proper alignment of the media as it enters the tabber.

Adjusting the feeder to feed media is performed as follows:



1. Open the Adjustable Media 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 Adjustable Media 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 guideline. 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 Media Thickness 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].

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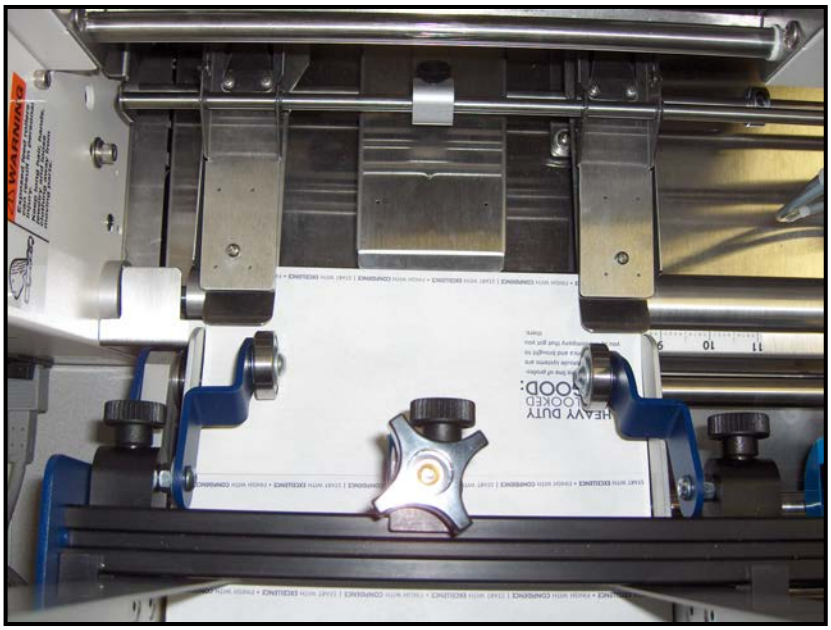
Feeder Setup, EASYFEED 120/140 (optional)

Please refer to the User Guide that came with the EASYFEED 120/140 Feeder, for setup and operating instructions.

Adjust the EASYFEED 120/140 feeder position so that the media enters between the Tabber's Left and Right Media Guides Assemblies, as shown below.



Optional EASYFEED 120 Feeder shown above.

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Adjusting the Feeder Speed

A properly adjusted feeder should deliver one piece of media to the tabber at a time, at a speed that is slower than the tabber transport speed.

Important! The feeder's transport speed must be set slower than the Tabber's transport speed, in order to generate at least a 2" gap between pieces.
In addition; if you exceed the maximum tabbing rate, of the Tabber, it will flash the "***Exceeding Tabbing Rate***" warning for ten seconds; to give you a chance to slow down the Tabber (lower the Tabber transport speed) and feeder.
If you continue to exceed the maximum tabbing rate the Tabber will stop and display "***Status: Maximum Tabbing Rate Exceeded***". At that time, you will need to lower the speed of the Tabber and feeder and then press RUN to continue.

> **NOTE:** When you press RUN on the Tabber, there will be a small delay in feeder start to allow the Tabber transport to get up-to-speed.

EASYFEED LITE II Tip: If you set the feeder's Mode Switch to Automatic; the Tabber will control the feeders speed. When the Mode Switch is set to Manual, the operator must manually adjust the speed using the Speed Control knob on the feeder.

Proceed to the appropriate section for your application:

- Head 1 Adjustment – Side Tabbing
- Head 1 Adjustment – Front Tabbing
- Head 1 Adjustment – Applying Stamps
- Head 2 Adjustment – Side Tabbing

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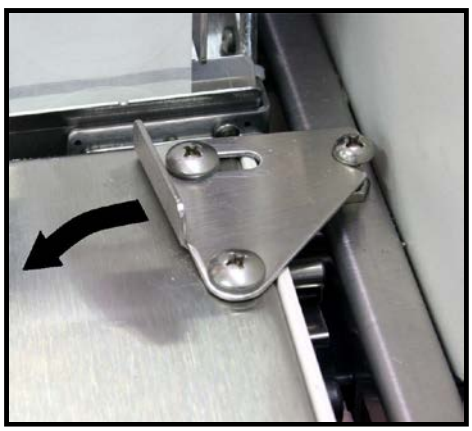
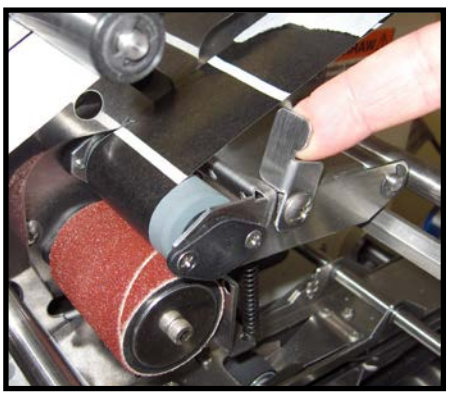
Head 1 Adjustment – Side Tabbing

This procedure will walk you through the process of adjusting Head 1 for Side Tabbing.

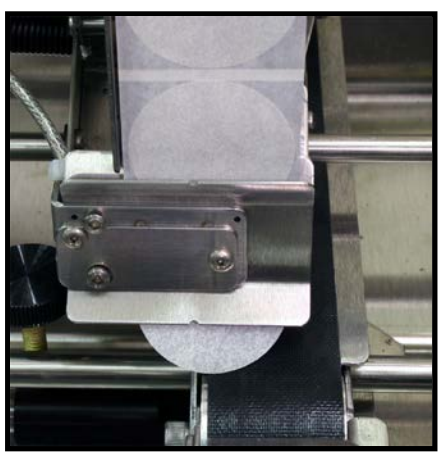
1. Adjust the tab applicator's Peel Plate to the proper position for "side tabbing". **IMPORTANT!** The position of the Peel Plate is critical. Always check this when you change Head 1 from Side Tabbing to Front Tabbing.
2. Unlatch the Exit Roller Assembly and swing it open.



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. Pull on the backing untill a tab is starting to protrude from the appllicator (peel point).
5. Lower the pressure roller release latch.
6. Loosen the Head Position Minder so it does not hinder you from repositioning Head 1.
7. 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 adjustint the tab starting point, the tab should just starts to protrude from the applicator.

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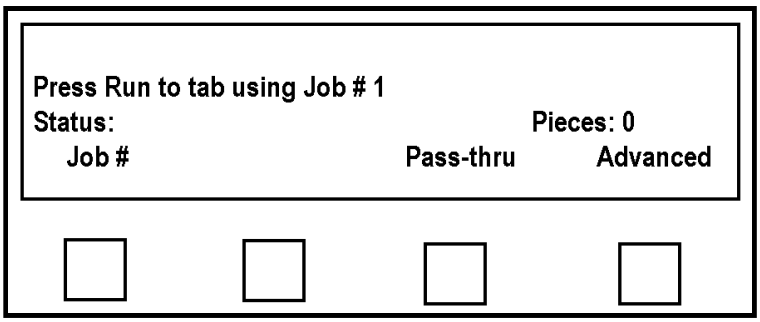
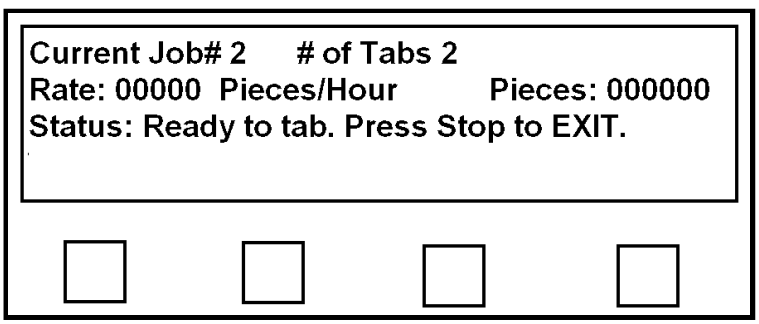
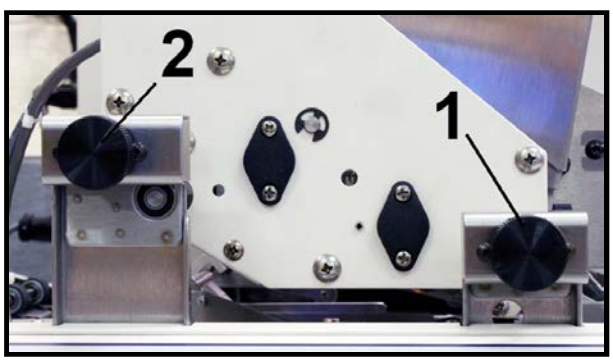
8. Close the Exit Roller Assembly and lock the two latches to secure it.
9. Release the Emergency Stop button. Turn ON the Tabber's main power switch. Press the green Transport Power button. Verify that the feeder is still turned OFF at this time. Verify that the feeder interface cable is attached between the Tabber and feeder. Verify that the feeder has been aligned properly with the Tabber.
10. If you have not programmed the Tabber for the tabbing job, please refer to the section "Menu Features and Job Programming", for instructions. Once complete, return to this procedure.
11. 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.



12. Press the "Run" key on the Control Panel to start the Tabber transport. The screen will display the status of the Tabber, as shown to the right.



13. Set the feeder speed to zero and then turn the Feeder ON.
    Using the feeder's jog button, feed two pieces of media into the Tabber.
14. Check the positioning of the tab or tabs on the second piece.
    The Head 1 Fine Adjustment Knob [1] can be used to make small corrections to the fold position of the tabs being applied by Head 1.



See section titled "Tab Positioning Adjustments (Fine Adjustments)" for more details.

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15. When you are satisfied with tab-positioning; set the Tabber transport for the desired speed, using the Speed Control Dial. Then set the speed of the feeder so that there is about a 2 inch gap between pieces; as they feed through the Tabber.

    Tip: If you want to test piece transport without applying tabs, you can press the STOP button on the Tabber, then press the soft key labeled "Pass-thru" to set the Tabber in the Pass-Thru mode. Press RUN to test the system without applying tabs.

16. Adjust the Head Position Minder against Head 1 and tighten the knob.
    This device will mark the location of Head 1 to make the process of loading new tab rolls easier. When loading new rolls of tabs onto the heads, it is more convenient if you slide Head 1 close to the operator side of the unit; providing more room between the heads.
    After loading new tab rolls; you can simply slide Head 1 back, until it meets the Head Position Minder. Head 1 has now been returned to its original location and you are ready to continue tabbing.

17. Head 1 setup is complete. If you will only be applying tabs with Head 1 you should proceed to the "Operation" section. **NOTE:** Please be sure you have disabled Head 2. If you will be applying tabs with Head 2, proceed to the section titled "Head 2 Adjustment – Side Tabbing".

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Head 1 Adjustment – Front Tabbing

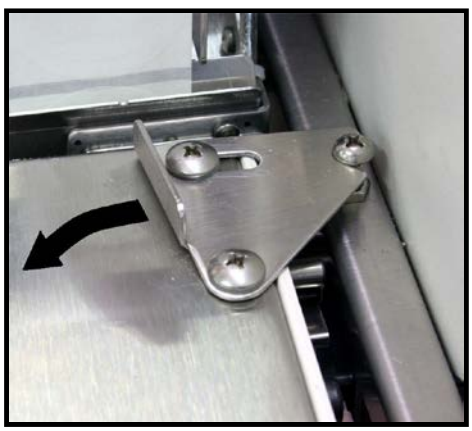
This procedure will walk you through the process of adjusting Head 1 for Front Tabbing (lead edge tab, front tab).

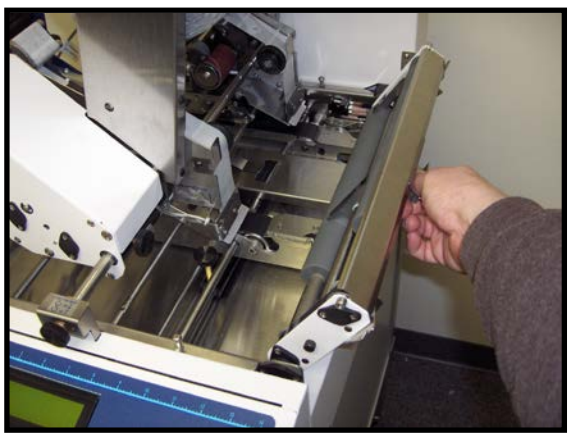
NOTICE! When lead edge tabbing (front tabbing) media that is under 6.5" in width; please see "Appendix D- Narrow Media Guide Assembly" for additional setup instructions.

1. Adjust the tab applicator's Peel Plate to the proper position for "front tabbing".

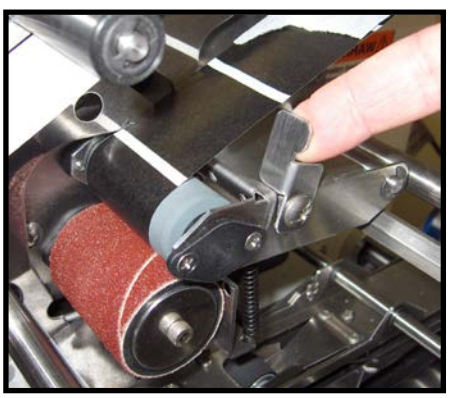
   IMPORTANT! The position of the Peel Plate is critical. Always check this when you change Head 1 from Side Tabbing to Front Tabbing.

2. Unlatch the Exit Roller Assembly and swing it open.





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.



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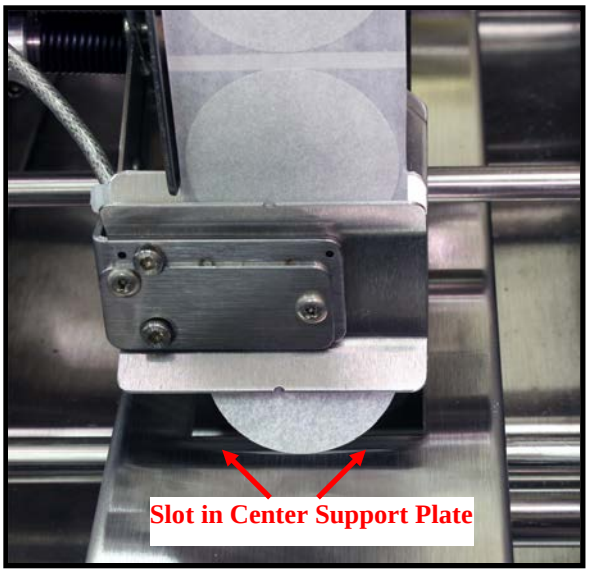
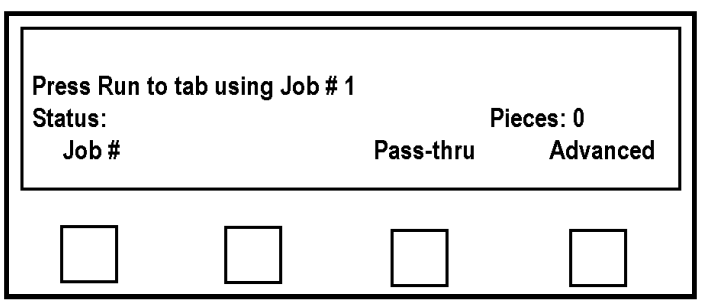
4. Pull on the backing untill a tab is starting to protrude from the appllicator (peel point).
5. Lower the Pressure Roller Release Latch.
6. Loosen the Head Position Minder so it does not hinder you from repositioning Head 1.
7. Loosen the Head 1 Securing Knob. Slide Head 1 into position, so it is directly over the slot in the Center Support Plate. Tighten the Head 1 Securing Knob.



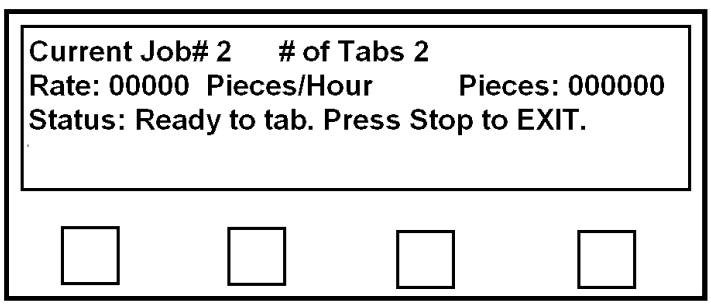
TIP: If the Center Support Plate is not located at the position you would like the front tab applied to the media; slide the Center Support Plate to the position you would like the front tab applied.

NOTE: For better picture clarity; the tab in this image is protruding further than necessary. When initially adjusting the tab starting point, the tab should just starts to protrude from the applicator.

8. Close the Exit Roller Assembly and lock the two latches to secure it.
9. Release the Emergency Stop Button. Turn ON the Tabber's 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. Verify that the feeder has been aligned properly with the Tabber.
10. If you have not programmed the Tabber for the tabbing job, please refer to the section "Menu Features and Job Programming", for instructions. Once complete, return to this procedure.
11. 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.



12. Press the "Run" key on the Control Panel to start the Tabber transport. The screen will display the status of the Tabber, as shown to the right.



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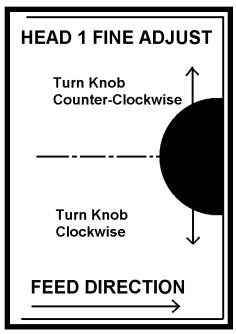
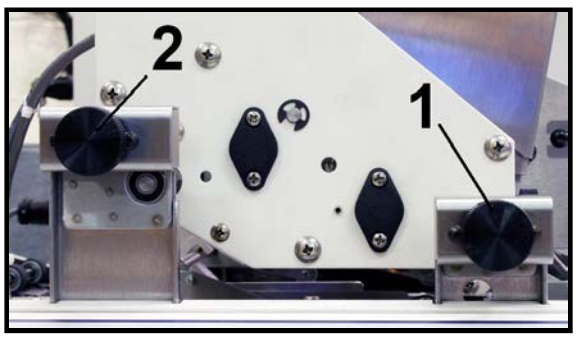
13. Set the feeders speed to zero and then turn the Feeder ON.
    Using the jog button, feed two pieces of media into the Tabber.

14. Check the positioning of the tab or tabs on the second piece.

    The tab position for Head 1 can be fine tuned using the Head 1 Fine Adjustment Knob [1].





    See section titled "Tab Positioning Adjustments (Fine Adjustments)" for more details.

    TIP: When front tabbing; the tab must enter the slot in the Center Support Plate. If you make a change to position of Head 1 you may also need to adjust the position of the Center Support Plate.

15. When you are satisfied with tab-positioning; set the Tabber transport for the desired speed, using the Speed Control Dial. Then set the speed of the feeder so that there is about a 2 inch gap between pieces; as they feed through the Tabber.
    Tip: If you want to test piece transport without applying tabs, you can press the STOP button on the Tabber, then press the soft key labeled "Pass-thru" to set the Tabber in the Pass-Thru mode. Press RUN to test the system without applying tabs.

16. Adjust the Head Position Minder against Head 1 and tighten the knob. This device will mark the location of Head 1 to make the process of loading new tab rolls easier. When loading new rolls of tabs onto the heads, it is more convenient if you slide Head 1 close to the operator side of the unit; providing more room between the heads.
    After loading new tab rolls; you can simply slide Head 1 back, until it meets the Head Position Minder. Head 1 has now been returned to its original location and you are ready to continue tabbing.

17. Head 1 setup is complete. If you will only be applying tabs with Head 1 you should proceed to the "Operation" section. **NOTE**: Please be sure you have disabled Head 2.
    If you will be applying tabs with Head 2, proceed to the section titled "Head 2 Adjustment – Side Tabbing".

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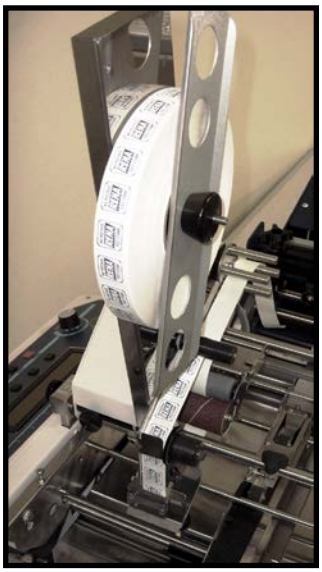
Head 1 Adjustment – Applying Stamps



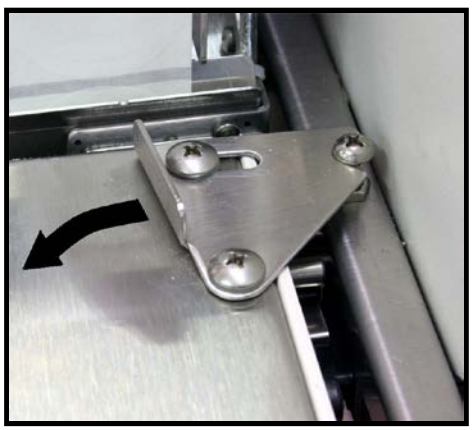
This procedure will walk you through the process of adjusting Head 1 to apply a stamp.

NOTE: Head 2 cannot be used to apply stamps.

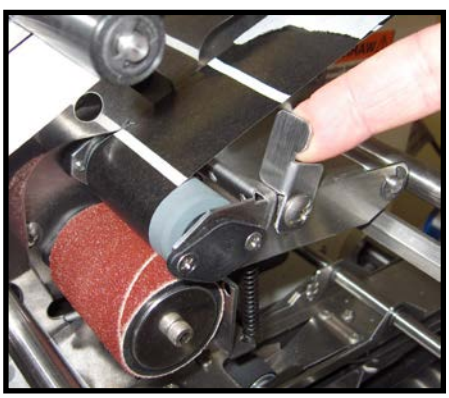
WARNING! In order to avoid wasting stamps; it is strongly suggested to use test stamps or tabs when initially setting up the Tabber for applying stamps. After you are comfortable with the process, then you can switch over to using live stamps. Don't forget to reprogram the Tabber (pitch, V-Tab, etc…) for the differences in these stocks.

1. Adjust the tab applicator's Peel Plate to the "side tabbing" position, which is also the position used to apply stamps. **IMPORTANT!** The position of the Peel Plate is critical. Always check this when you change Head 1 from Side Tabbing to Front Tabbing.

2. Unlatch the Exit Roller Assembly and swing it open.



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.



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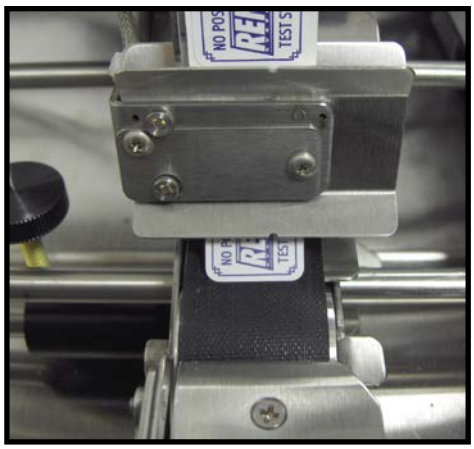
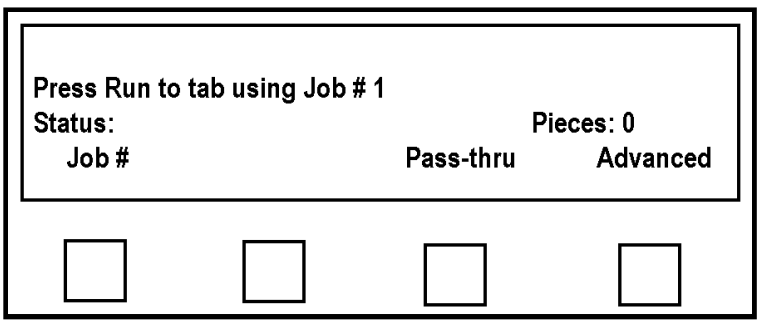
4. Pull on the backing untill a stamp is starting to protrude from the appllicator (peel point).
5. Lower the pressure roller release latch.
6. Loosen the Head Position Minder so it does not hinder you from repositioning Head 1.
7. Loosen the Head 1 Securing Knob and slide Head 1 over the Right Media Guide Assembly. Positioned the stamp over the belt of the Right Media Guide Assembly, as shown, and then tighten the securing knob.

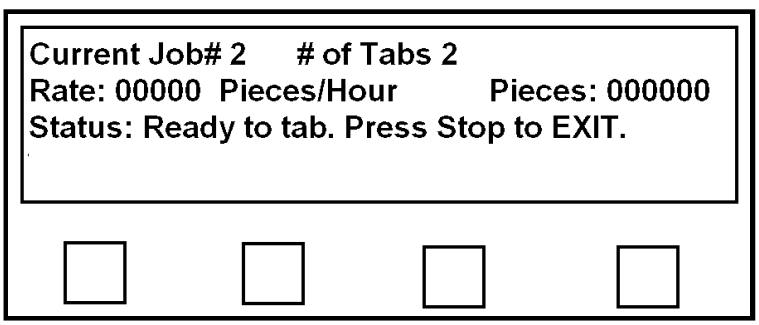


NOTE: This image shows how the stamp should be positioned over the belt of the Right Media Guide. Please note that the stamp in this image is protruding further than necessary. When initially adjustint the stamp starting point, the stamp should just starts to protrude from the applicator.

8. Close the Exit Roller Assembly and lock the two latches to secure it.
9. Release the Emergency Stop Button. Turn ON the Tabber's 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. Verify that the feeder has been aligned properly with the Tabber.
10. If you have not programmed the Tabber for the tabbing job, please refer to the section "Menu Features and Job Programming", for instructions. Once complete, return to this procedure.
11. 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.



12. Press the "Run" key on the Control Panel to start the Tabber transport.
The screen will display the status of the Tabber, as shown to the right.



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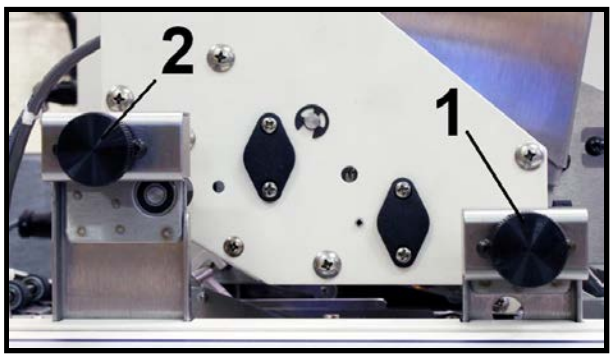
13. Set the feeder speed to zero and then turn the Feeder ON.
    Using the feeder's jog button, feed two pieces of media into the Tabber.

14. Check the positioning of the stamp or stamps on the second piece.
    The Head 1 Fine Adjustment Knob [1] can be used to make small corrections to the vertical position of the stamps being applied by Head 1.



    See section titled "Tab Positioning Adjustments (Fine Adjustments)" for more details.

15. When you are satisfied with stamp position; set the Tabber transport for the desired speed, using the Speed Control Dial. Then set the speed of the feeder so that there is about a 2 inch gap between pieces; as they feed through the Tabber.
    Tip: If you want to test piece transport without applying stamps, you can press the STOP button on the Tabber, then press the soft key labeled "Pass-thru" to set the Tabber in the Pass-Thru mode. Press RUN to test the system without applying stamps.

16. Adjust the Head Position Minder against Head 1 and tighten the knob. This device will mark the location of Head 1 to make the process of loading a new stamp roll easier. When loading a new roll of stamps onto the Head 1, it is more convenient if you slide Head 1 close to the operator side of the unit; providing more room between the heads.
    After loading a new stamp roll; you can simply slide Head 1 back, until it meets the Head Position Minder. Head 1 has now been returned to its original location and you are ready to continue applying stamps.

17. Head 1 setup is complete. If you will only be applying stamps with Head 1 you should proceed to the "Operation" section. **NOTE**: Please be sure you have disabled Head 2.
    If you will be applying tabs with Head 2, proceed to the section titled "Head 2 Adjustment – Side Tabbing".

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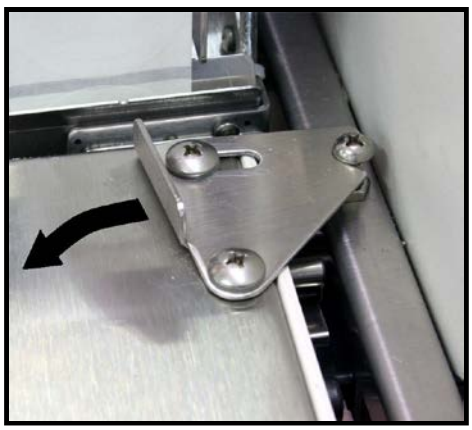
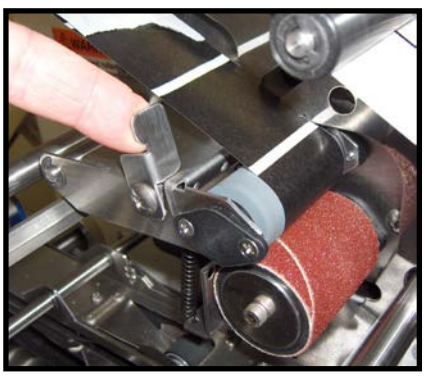
Head 2 Adjustment – Side Tabbing

This procedure will walk you through the process of adjusting Head 2 for Side Tabbing.

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 untill a tab is starting to protrude from the appllicator (peel point).
4. Lower the pressure roller release latch.

   NOTE: This image 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 adjustint the tab starting point, the tab should just starts to protrude from the applicator..

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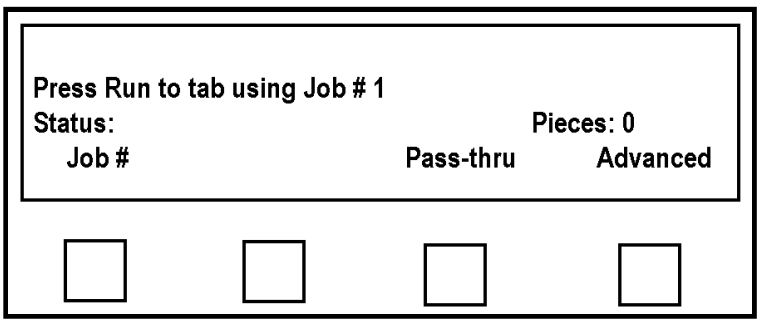
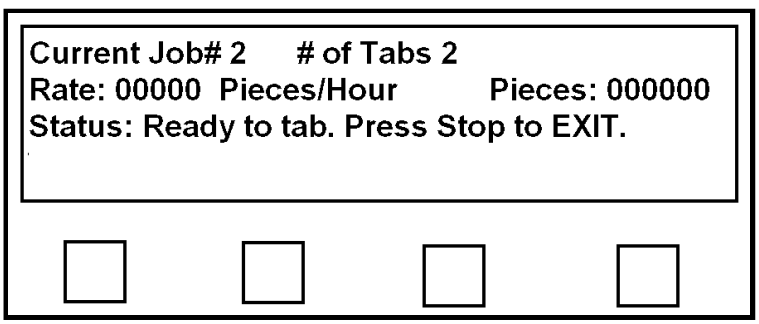
5. Close the Exit Roller Assembly and lock the two latches to secure it.
6. Release the Emergency Stop Button. Turn ON the Tabber's main power switch. Press the green Transport Power button. Verify that the feeder is still turned OFF at this time. Verify that the feeder interface cable is attached between the Tabber and feeder. Verify that the feeder has been aligned properly with the Tabber.
7. If you have not programmed the Tabber for the tabbing job, please refer to the section "Menu Features and Job Programming", for instructions. Once complete, return to this procedure.
8. 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.

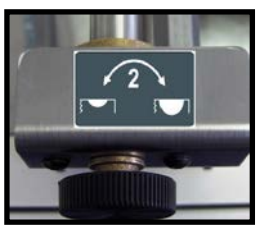


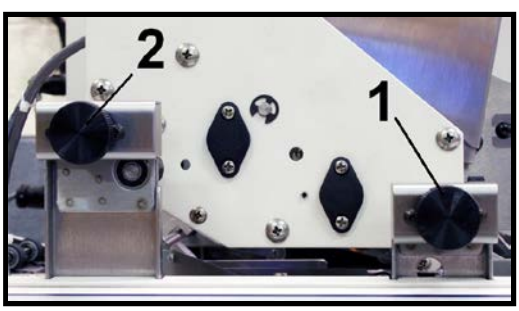
9. Press the "Run" key on the Control Panel to start the Tabber transport. The screen change and display the status of the Tabber, as shown to the right.



10. Set the feeder speed to zero and then turn the Feeder ON.
    Using the jog button, feed one piece of media into the Tabber.
11. Check the positioning of the tab or tabs on the second piece.

    The Head 2 Fine Adjustment Knob [2] can be used to make small corrections to the fold position of the tabs being applied by Head 2.





See section titled "Tab Positioning Adjustments (Fine Adjustments)" for more details.

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12. When you are satisfied with tab-positioning; set the Tabber transport for the desired speed, using the Speed Control Dial. Then set the speed of the feeder so that there is about a 2 inch gap between pieces; as they feed through the Tabber.

    Tip: If you want to test piece transport without applying tabs, you can press the STOP button on the Tabber, then press the soft key labeled "Pass-thru" to set the Tabber in the Pass-Thru mode. Press RUN to test the system without applying tabs.

13. Head 2 setup is complete. If you will only be applying tabs with Head 2 you should proceed to the "Operation" section. **NOTE:** Please be sure you have disabled Head 1. If you will be applying tabs or stamps with Head 1, proceed to the appropriate "Head 1 Adjustment …" section.
    - Head 1 Adjustment – Side Tabbing
    - Head 1 Adjustment – Front Tabbing
    - Head 1 Adjustment – Applying Stamps

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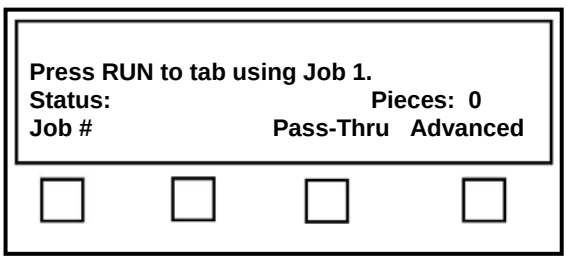
SECTION 4 – *Menu Features & Job Programming*

Before you can run the T-650, you must program the Tabber for the following:

- Select the operation for Head 1; apply stamps, side tab, front tab, or none (disable).
- Choose the number of Tabs/Stamps you plan to apply with Head 1.
- Select the operation for Head 2; side tab or none (disable).
- Choose the number of Tabs you plan to apply to the side of the piece with Head 2.
- Set the Product Length (when using Automatic Setup)
- Set the Tab Pitch for Head 1 and Head 2.
  Tab Pitch = Distance from top of one tab/stamp, to top of next tab/stamp; plus 0.01”
- Adjust the V-Tab (tab sensor voltages) settings for Head 1 and Head 2.

Start-Up Screen (Run Screen)

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



- **Job #** - This soft key is used to select or edit one of four programmable jobs
- **Pass-Thru / Operate** – Pressing this soft key will cause the Tabber to toggle between the “pass-thru” mode and the “operate” mode.
  When **Pass-Thru** is showing, for this soft key, the Tabber is in the **Operate** mode.
  The operate mode is used to tab pieces as they are fed through the system.
  When **Operate** is showing, for this soft key, the Tabber is in **Pass-Thru** mode. The pass-thru mode can be used during the setup process to check for correct material transport adjustments. The pass-thru mode is also useful if the Tabber is being used in-line with other equipment. This mode can be used to pass media through to the next device; if the customer doesn’t want to tab the job.
- **Advanced** – Pressing this key will place the Tabber in the advanced mode. This mode is used to adjust the display’s Backlight (brightness), check the Version of software (BIOS) loaded in the Tabber, and run Diagnostics on the Tabber. See “Advanced Features”.

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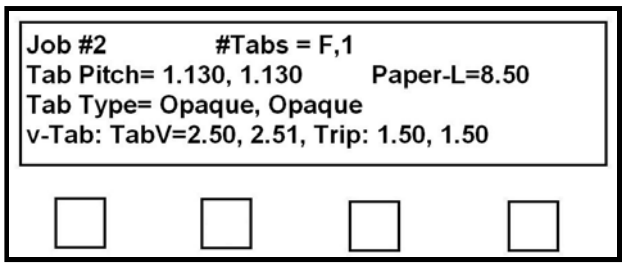
INFO Key and Info Screen

Press and hold the ***INFO*** key to check the job setup.
A screen will appear that contains the settings and adjustments for the job number that is currently selected.



The chart below defines the information that is displayed on the INFO screen.

Item	Description
Job #	The Job number that is currently selected.
#Tabs=(Head1, Head2)	The number of tabs being applied by Head 1 and Head 2. "F" = Single tab is being applied to the media's front edge (front tabbing).
Tab Pitch= (Head1, Head2)	This is the distance from the leading edge of one tab to the leading edge of the next tab, including the space between tabs, plus 0.01".
Paper-L=	The media length, in inches, obtained during Automatic Setup process.
Tab Type= (Head1, Head2)	This is the "tab stock type" that was identified by the operator during automatic setup or by V-Tab values set during manual setup. See Section: "Appendix C - Identifying the Tab Type"
TabV: (Head1, Head2)	The Tab-V voltage values that were obtained and set during the V-Tab adjustment process.
Trip: (Head1, Head2)	This is the voltage value used to recognizing the difference between the tab and backing (trip point).

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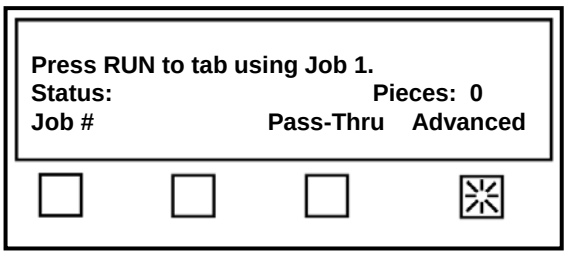
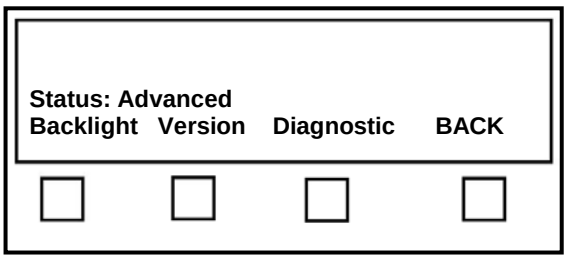
Advanced Features

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



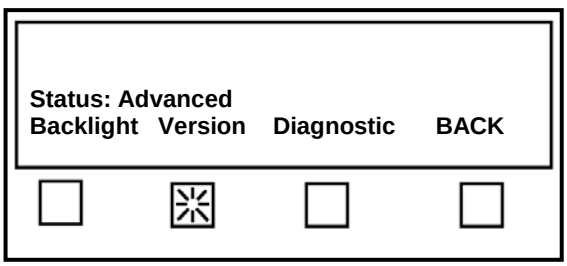
When the **Advanced** soft key is pressed.
The display will prompt you with the following choices:

- **Backlight** - This soft key is used to set the backlight intensity for the LCD display.
- **Version** - This soft key is used to display the BIOS version and life counts for pieces and tabs.
- **Diagnostic** – Can be used by a technician to test the components within the Tabber.
- **BACK** – Brings you back to the Start-Up Screen.

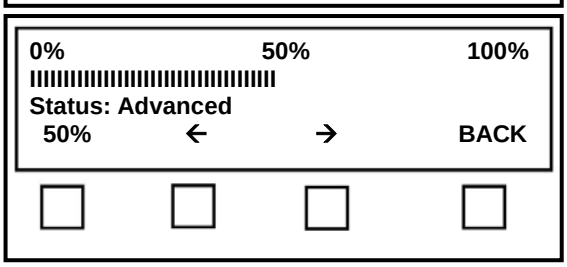


If the **Backlight** soft key is pressed.

The display will show the current backlight intensity setting.



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



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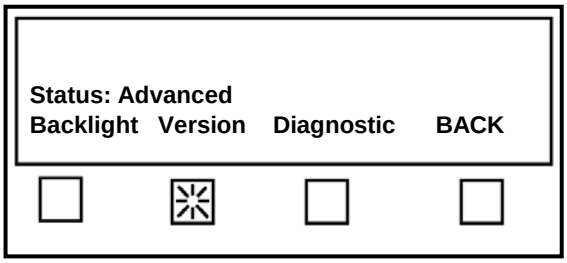
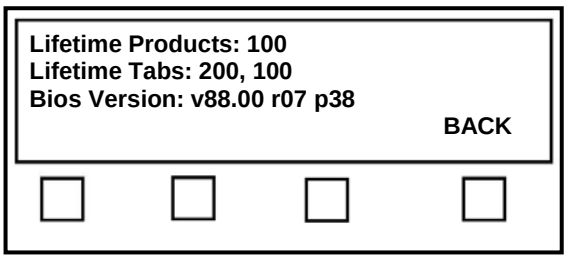
If the **Version** soft key is pressed.

The Tabber will display the following:

- **Lifetime Products:** Total number of pieces transported through the system.
- **Lifetime Tabs:** Total number of tabs/stamps applied by each Head. (Head 1, Head 2)
- **Bios Version:** Software version that is currently loaded into the Tabber.
- **BACK** – Brings you back to the Advanced features screen.



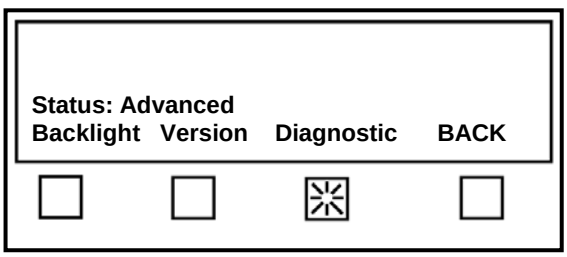


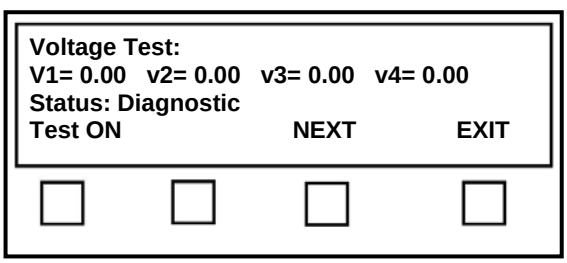
If the **Diagnostic** soft key is pressed.

The following choices will be displayed:

Important: This mode should only be used by a qualified technician to test the components within the Tabber.

- **Test ON** – Used to activate the currently displayed diagnostic test.
- **NEXT…** - Displays the next test.
  Note: When next is pressed an additional soft key choice is displayed (PREVIOUS).
- **EXIT** – Brings you back to the Advanced features screen.





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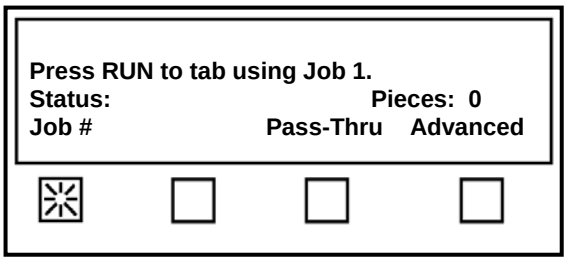
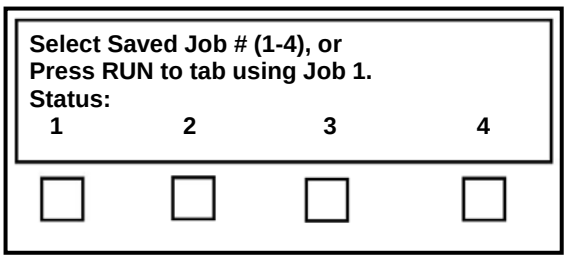
Job Features

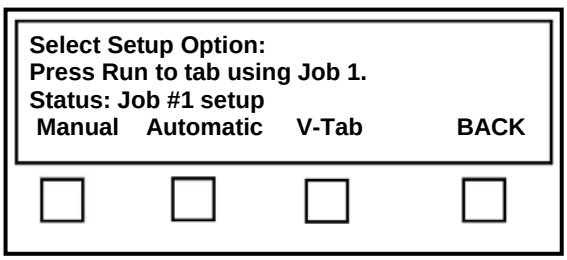
When the **Job #** soft key is pressed; you will be presented with the Select saved Job# screen where you can select the Job number you would like to edit or use.

Once the desired Job number is selected, the Select Setup Option screen will appear and the following choices will be displayed:

- **Manual** - This soft key is used select 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. See "Tab Sensor (V-Tab) Adjustment".
- **BACK** – Brings you back to the previous screen.



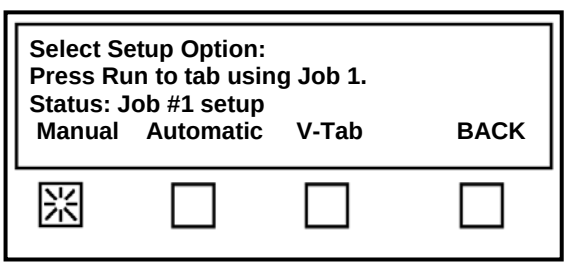


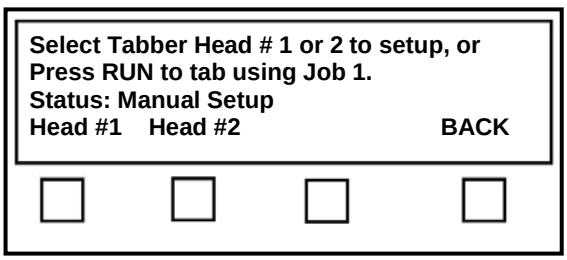


Manual Tab/Stamp Positioning Features

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.





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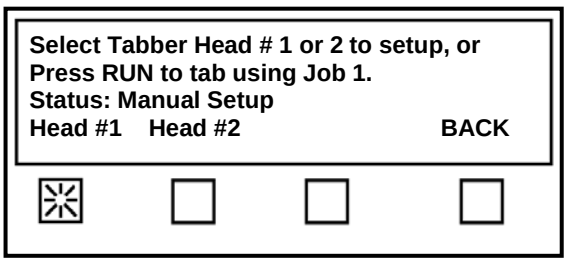
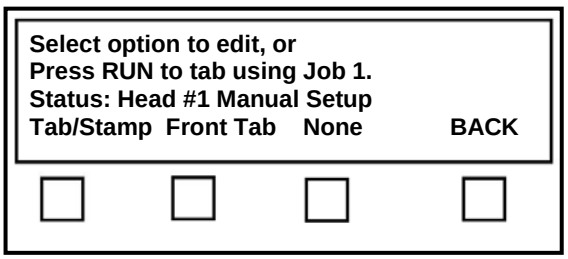
If you select ***Head #1*** the following choices will appear.

- **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. Also called Front 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. See Section: "Tab Positioning Adjustments (Fine Adjustments)" for more details.
- **None** – Select this choice if you do not want to use Head #1. Disables Head #1.

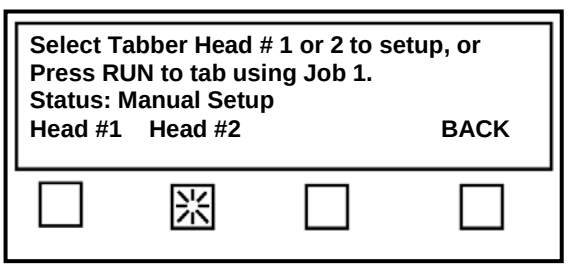


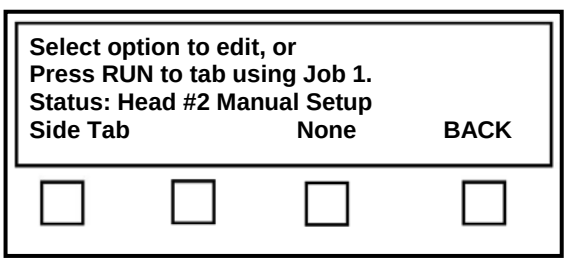


- **BACK** – Brings you back to the previous screen.

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

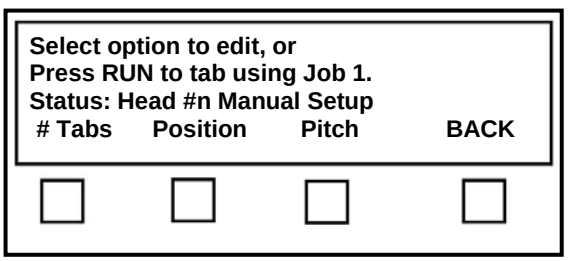
- **Side Tab** – Select this choice if you would like to place tabs on the side of the media.
- **None** – Select this choice if you do not want to use Head #2. Disables Head #2.
- **BACK** – Brings you back to the previous screen.





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.

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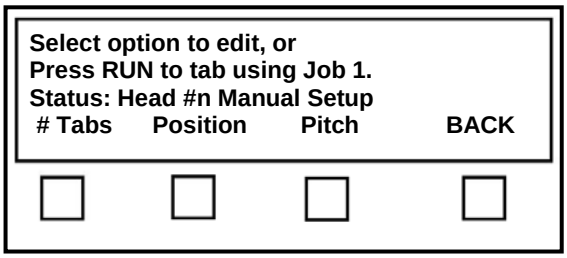
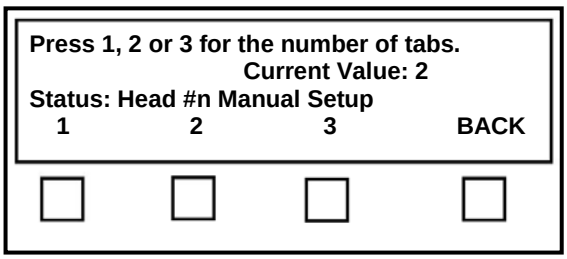
If the **# Tabs** soft key is pressed.
The display will prompt you to select the number of tabs/stamps you would like applied to the mail piece, with the selected head.

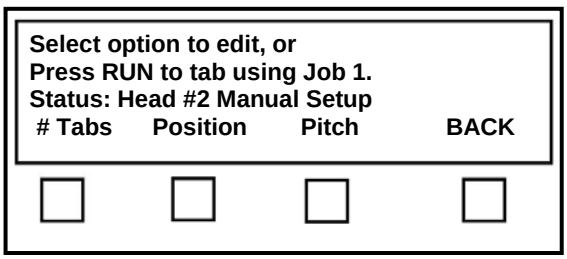


- **1** – Selects one tab/stamp
- **2** – Selects two tabs/stamps
- **3** – Selects three tabs/stamps
- **BACK** – Brings you back to the previous screen.



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

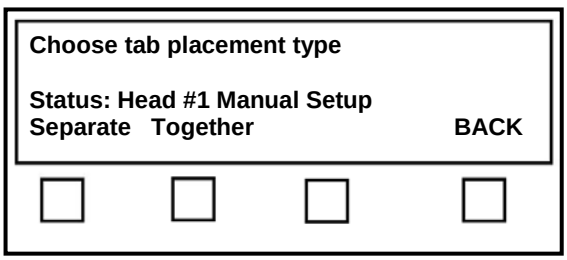
Head #2:
If you select ***1***, ***2,*** or ***3*** for ***# Tabs***, the Select Option to Edit screen will reappear.



Head #1:

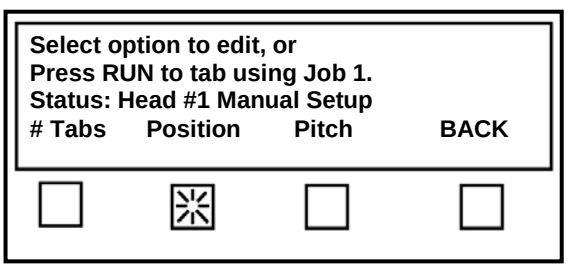
If you select ***1*** for ***# Tabs***, the Select Option to Edit screen will reappear.

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



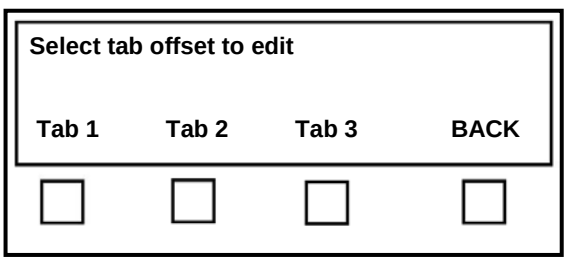
- **Separate** – Allows individual adjustment of each tab/stamp position via the Offset value.
- **Together** – Tabs/Stamps are placed next to each other, starting at the Offset value you set for Tab 1.
- **BACK** – Brings you back to the previous screen.

If the **Position** soft key is pressed.
The display will prompt you to set the **Offset** value for each tab/stamp, starting with Tab1.



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.



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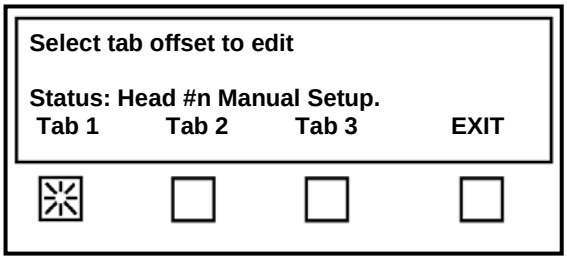
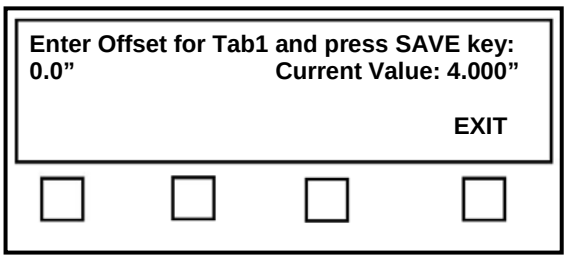
If any of the ***Tab n*** (Tab 1, Tab 2, Tab 3) soft keys are selected, you will be asked to enter the offset value for the Tab number you selected. In the following example, the number of tabs was set to 3 and Tab 1 was selected.



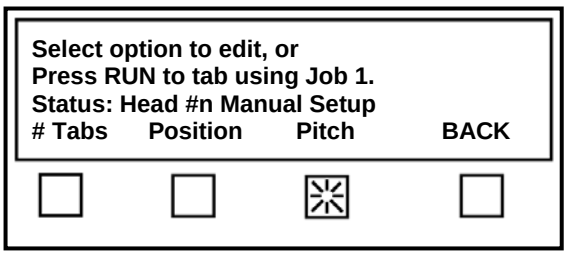
NOTE: The number of ***Tab n*** choices, you are presented with, is based off the "# Tabs" and the "tab placement" (separate, together), that you previously selected.
If # Tabs was set to 1 or tab placement "together" was selected; you will be prompted to "Enter Offset for Tab1…", as soon you press the Position key.



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

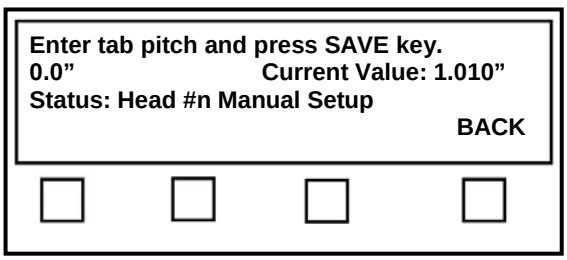
If the **Pitch** soft key is pressed.

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



> **Pitch** = distance from top of tab/stamp to top of next tab/stamp, or distance from top of black bar to top of next black bar, plus 0.010".
> **Important!** This value should be set 0.010 inches larger than actual measured value.

See the section titled "Tab/Stamp Pitch Adjustment" for more details.



Enter the Tab/Stamp Pitch, using the numeric keypad.
Then press the **SAVE** button

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

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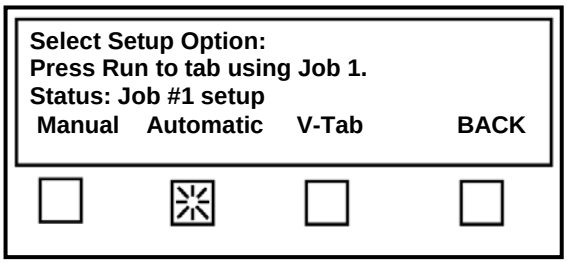
Automatic Tab Positioning Features

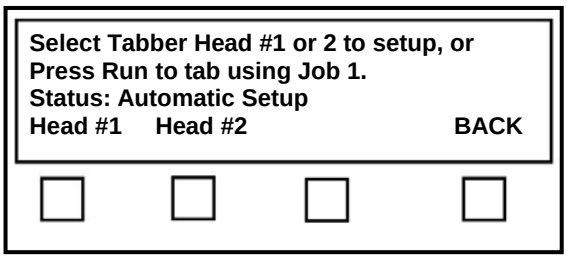
When the **Automatic** soft key is pressed. The display will prompt you to select which Head you wish to setup.



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

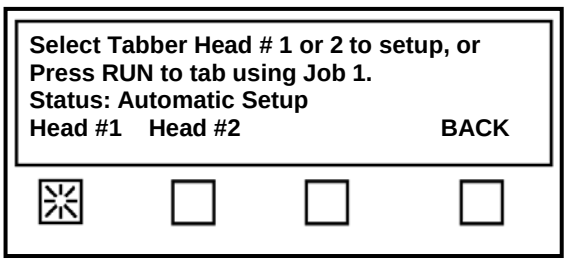
Positions are based off the product length and the number of tabs selected.

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.

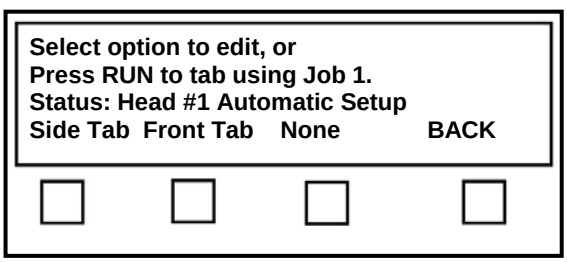


From the Select Tabber Head screen, select the head you want to setup.

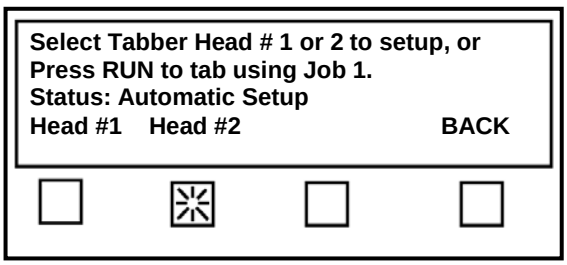
If you select ***Head #1*** the following choices will appear:



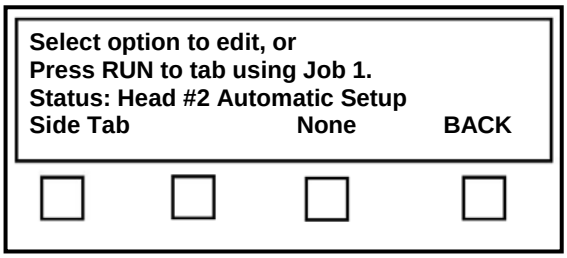
- **Side Tab** – Select this choice if you would like to place tabs on the side of the media.
- **Front Tab** – Select this choice if you would like to apply a tab to the front (leading edge) of the media with Head #1. Also called Front Tabbing.
- **None** – Select this choice if you do not want to use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



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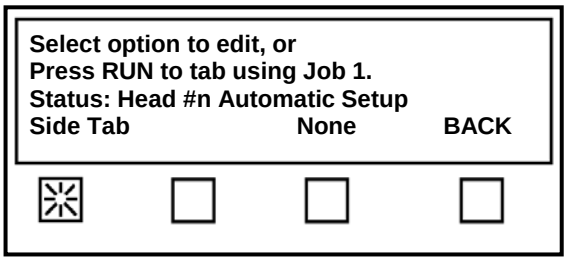
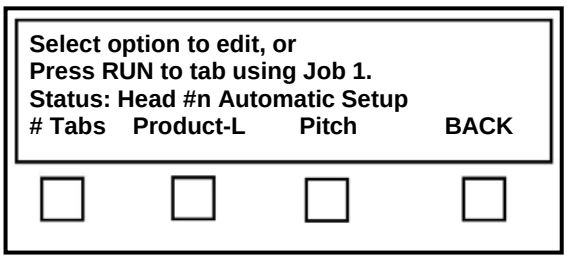
If ***Side Tab*** is selected the following choices will appear.

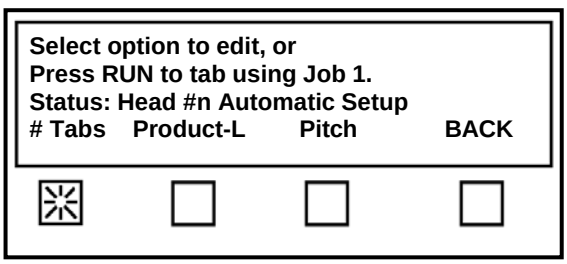
- **# Tabs** – Select this choice to choose the number of tabs you would like to apply to the media with the selected head.
- **Product-L** – Select this choice to set the paper length of the media you are using.
- **Pitch** – Select this choice to set tab pitch (distance from the top of one tab/stamp, 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.

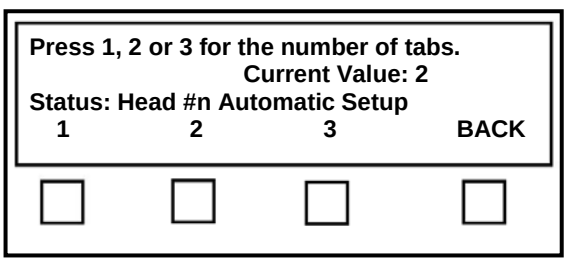




If the **# Tabs** soft key is pressed.
The display will prompt you to select the number of tabs/stamps you would like applied to the mail piece, with the selected head.

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



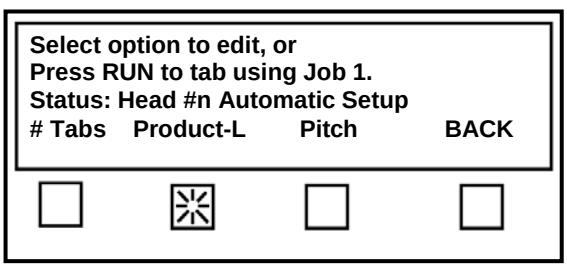


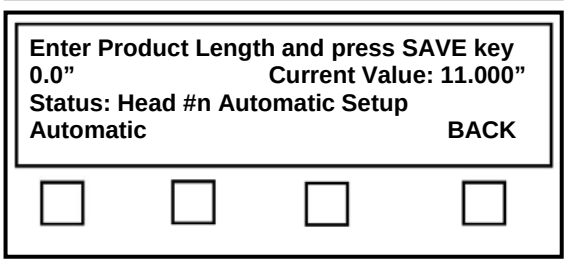
If the **Product-L** soft key is pressed.
The following choices will be displayed.

- **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 Tabber's transport power switch is turned **ON**.





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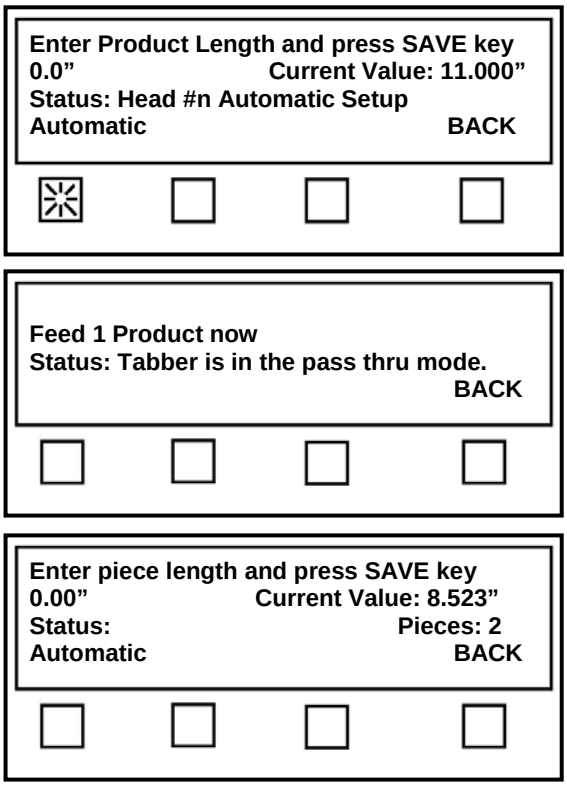
When the **Automatic** soft key is pressed.



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 <u>one</u> of your mail pieces through the Tabber.
Note: Feeding more than one mail piece will cause an incorrect length to be measured and set.

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

<u>Verify the measurement!</u>
It must be accurate (+ or - 0.250").

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

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 Tabber's Automatic Product Length feature is not reading the piece length accurately than setting the product length manually is <u>not</u> 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 key to return to the previous screen.

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

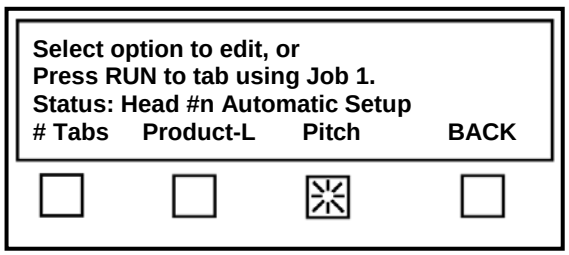
The display will prompt you to "Enter tab pitch and press SAVE key".

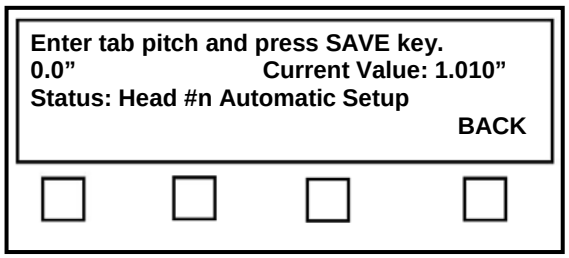
Pitch = distance from top of tab/stamp to top of next tab/stamp, or distance from top of black bar to top of next black bar, plus 0.010".
Important! This value must be set 0.010 inches larger than the measured value.

Enter the ***Pitch*** value and press the ***SAVE*** key.

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

See the section titled "Tab/Stamp Pitch Adjustment" for more details.





Enter the Tab/Stamp Pitch, using the numeric keypad.
Then press the **SAVE** button

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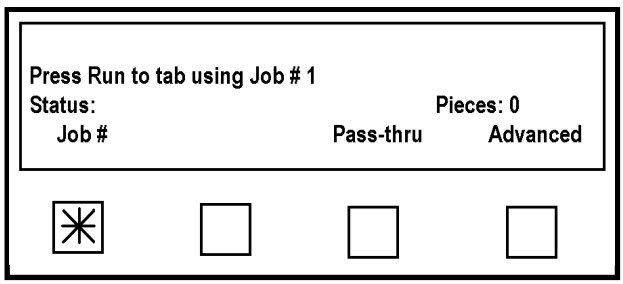
Tab Sensor (V-Tab) Adjustment

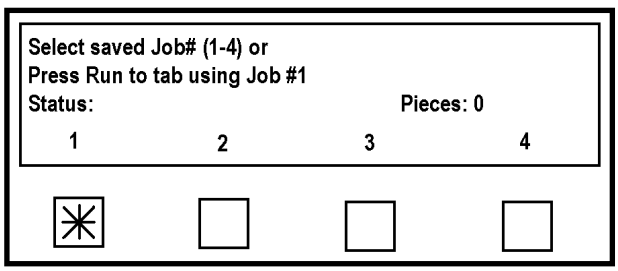
Every time a new tab/stamp stock is used or a new job is setup, you must also setup the tab sensors for the tab/stamp stock.
Tip: To avoid wasting stamps, it is strongly suggested to manually program the V Tab voltages, instead of using the Automatic feature.

Automatic V-Tab Adjustment:

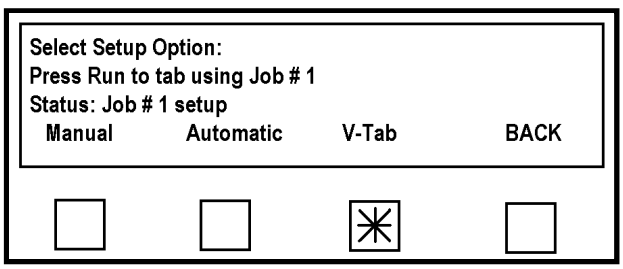
1. Turn off the Feeder.
2. To begin programming; select ***Job #*** from the Run screen.



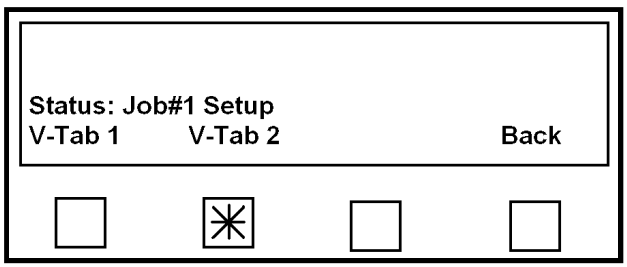
3. Select the job number you wish to use. In this example, we are selecting Job Number **1**.



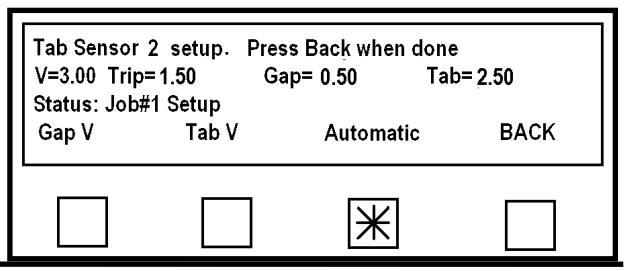
4. From the Select Setup Option screen, select ***V-Tab***.



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***.



6. Select ***Automatic*** from the Tab Sensor setup screen.



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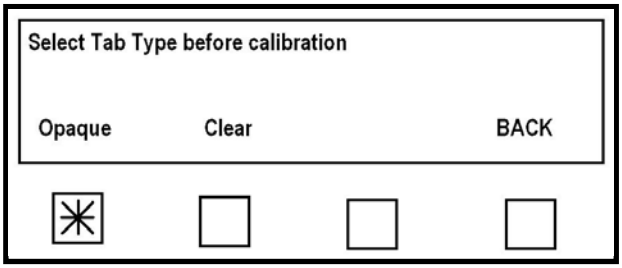
7. The Select Tab before calibration screen appears.
   Select the type of tab either Opaque or Clear based on the table below:
   For the purpose of this example we will select ***Opaque***.

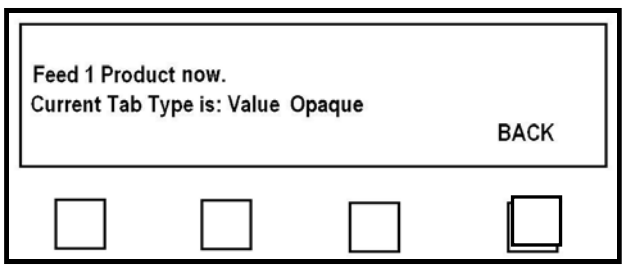


TAB TYPE	SELECT
Stock that has a white space (gap) between each tab/stamp.	Opaque
Stock that has a black space (gap) between each tab.	Clear

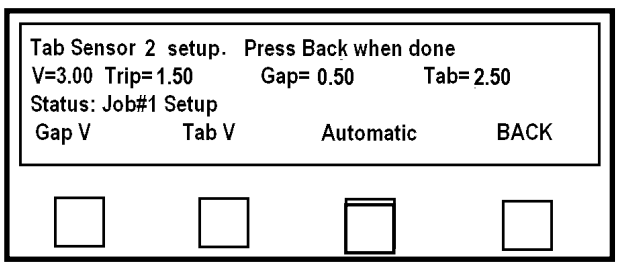
See "Appendix C" for additional help.

IMPORTANT! When using "clear" or "translucent" tab stock; the backing must be engineered to have a "black line" between each tab or a "solid black block" below each tab.
See "Appendix C" for examples.

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 either 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 now setup for this tab stock.



Tip: In order for the Tabber to distinguish between the Tab and Backing, the voltage difference between the Gap V and Tab V must be 0.80 volts or greater. If the difference is lower, check/clean the sensor and then repeat the V-Tab adjustment. If the difference in these values is still less than 0.80 volts, then you may need to use another tab stock that has a greater density difference.
To check the function of the tab sensor, see "Tab Sensor Test".

8. 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.
   Important! If the tab type or tab pitch values need to be changed, then you may also need to repeat the automatic tab sensor setup procedure.

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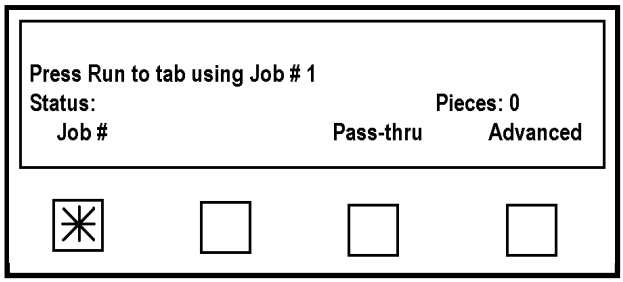
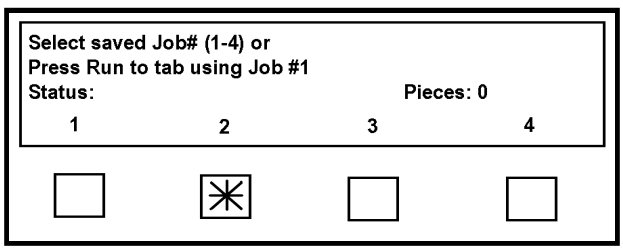
Manual V-Tab Adjustment:

1. Open the Exit Roller Assembly.

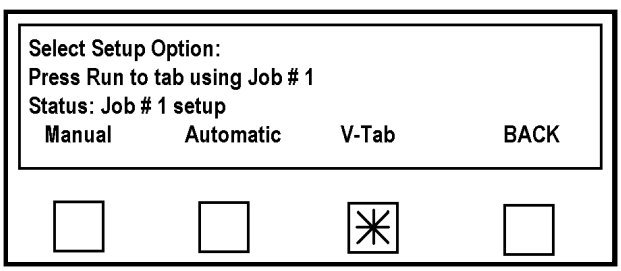
2. To begin programming; select ***Job #*** from the Run screen.



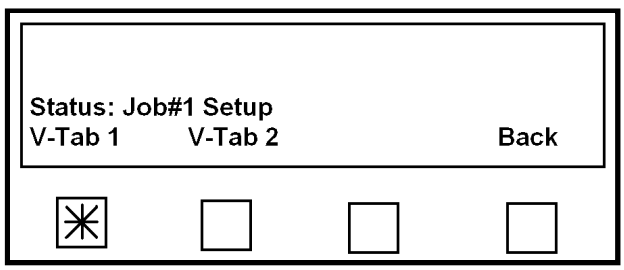
3. Select the job number you wish to use. In this example, we are selecting Job Number **2**.



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 1, so select ***V Tab 1***.



6. Lift the Pressure Roller Release Latch so that the tab/stamp web can slide easily through the Sensor.

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7. Identify your Tab Type using the chart below. Then proceed to the appropriate step.

TAB TYPE	DESCRIPTION	PROCEED TO
Opaque	Stock that has a white space (gap) between each tab/stamp.	Step 8
Clear	Stock that has a black space (gap) between each tab.	Step 9

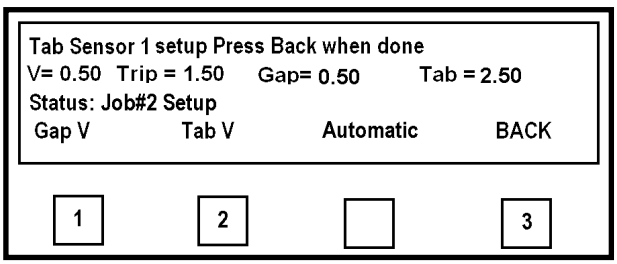
See “Appendix C” for additional help.

IMPORTANT! When using “clear” or “translucent” tab stock; the backing must be engineered to have a "black line" between each tab or a "solid black block" below each tab.
See “Appendix C” for examples.

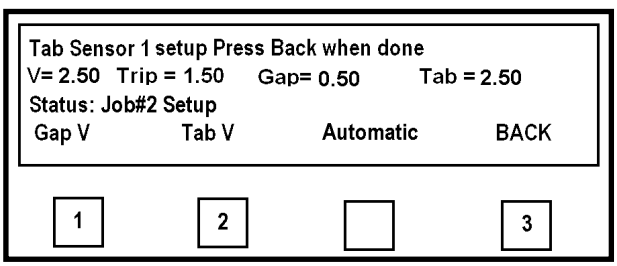
8. Opaque Procedure (For tab/stamp stock with white space between each tab/stamp.)
If your tab type is “Clear”, proceed to the Step 9.

Begin by finding the Gap V or voltage reading from the space between the stamps/tabs.

While carefully monitoring the value displayed to the right of “V=” (live voltage reading), slowly move the tab/stamp web through the sensor until you obtain the lowest voltage reading, then press the ***Gap V*** key [1].
Note: Manually remove any tabs/stamps that peel off during this process.



Continue slowly moving the tab/stamp web through the sensor until you obtain the highest reading, then press the ***Tab V*** key [2].
Note: Manually remove any tabs/stamps that peel off during this process.



Tip: In order for the Tabber to distinguish between the Stamp/Tab and Backing, the voltage between the Gap V and Tab V must be 0.80 volts or greater. If the difference is lower, check/clean the sensor and then repeat the V-Tab adjustment. If the value is still less than 0.80 volts difference then you may need to use another tab stock that has a larger density difference.
To check the function of the tab sensor, see “Tab Sensor Test”.

Once the V-Tab adjustment for “Opaque Tab Type” is complete; proceed to Step 10.

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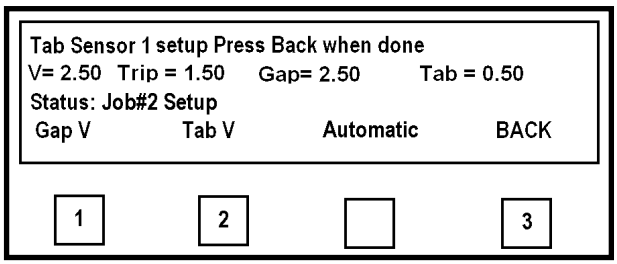
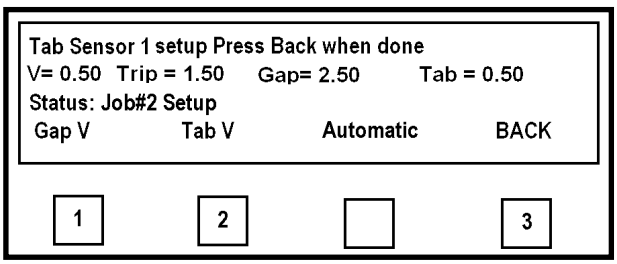
9. Clear Procedure (For tab stock with black space/line between each tab.)
   If your tab type is "Opaque", see Step 8.

   Begin by finding the Gap V or voltage reading from the space between the tabs.

   While carefully monitoring the value displayed to the right of "V=" (live voltage reading), slowly move the tab/stamp web through the sensor until you obtain the highest voltage reading, then press the ***Gap V*** key [1].
   Note: Manually remove any tabs that peel off during this process.

   Continue slowly moving the tab web through the sensor until you obtain the lowest voltage reading, then press the ***Tab V*** key [2].
   Note: Manually remove any tabs that peel off during this process.

   Tip: In order for the Tabber to distinguish between the Tab and Backing, the voltage difference between the Gap V and Tab V must be 0.80 volts or greater. If the difference is lower, check/clean the sensor and then repeat the V-Tab adjustment. If the value is still less than 0.80 volts difference then you may need to use another tab stock that has a larger density difference.
   To check the function of the tab sensor, see "Tab Sensor Test".

10. When you are finished, press the ***BACK*** key [3] twice.
11. Close and lock the Exit Roller Assembly.
12. Lower the Pressure Roller Release Latch.
13. 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.

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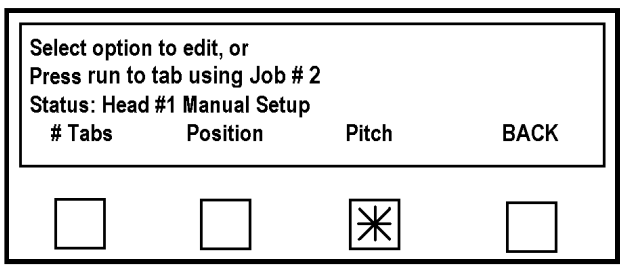
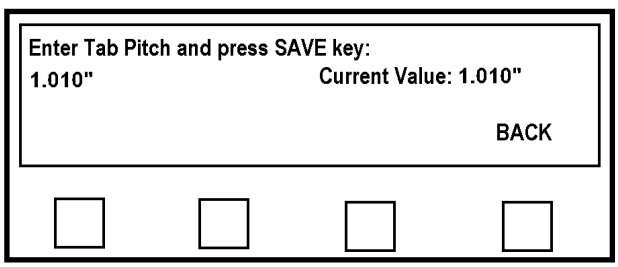
Tab/Stamp Pitch Adjustment

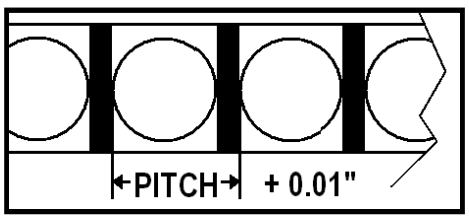
1. From the Run screen press ***Job#***.
2. Select the Job number you would like to edit.
3. Select ***Manual*** or ***Automatic***.
4. Select ***Head #1*** then ***Tab/Stamp***, or ***Head #2*** Tab then ***Side Tab.***
5. The Select Option screen will re-appear.
   Select ***Pitch***.

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



   The Pitch of the tab/stamp is the distance measured from the top of one stamp to the top of the next tab/stamp. Measure the pitch of the stock you are using and add 0.01".
   In this case it was 1.00" plus 0.01" for a total of 1.01".
   Enter the pitch value using the number keys on the Control Panel and then pressing the ***Save*** key.





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Job Programming Notes

There are two methods of programming jobs on the T-650:

1. Automatic – where the tab position is automatically determined by the piece length and number of tabs selected.
2. Manual – where the operator specifies the tab positioning.

In either case some operator intervention, to fine tune the tab location and media transport through the Tabber, may be required.

NOTE: Since each Job number retains the V-Tab (tab voltages) settings separately; the V-Tab values must be adjusted to the tab stock you are using for each job number you select.

IMPORTANT

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

The following Job Examples are provided in this section:

- Job Example A: Placing Tabs with Head 2 – Automatic Setup
- Job Example B: Placing Tabs with Head 1 – Manual Setup
- Job Example C: Placing Tabs on Opposite Sides
- Job Example D: Placing Tabs on Perpendicular Sides
- Job Example E: Applying Stamps

To help you locate the "Job Example" that best fits your project needs; an illustration and description of the job is provided at the beginning of each procedure.

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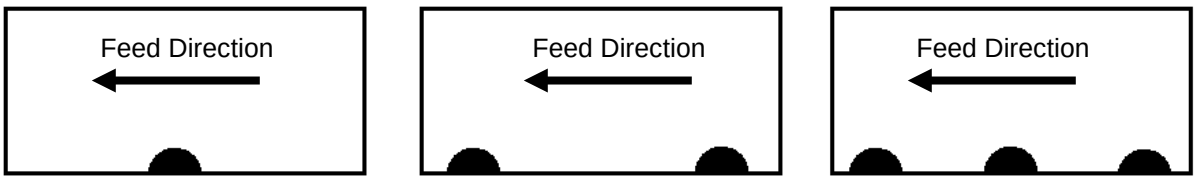
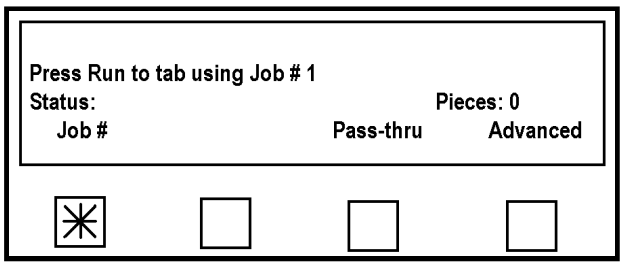
Job Example A: Placing Tabs with Head 2 - Automatic Setup

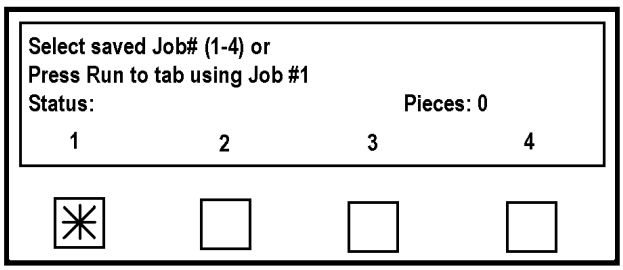


This exercise will walk you through the process of programming Head 2 to apply tabs (opaque tab type), to the side of the media, using the T-650's automatic setup features.

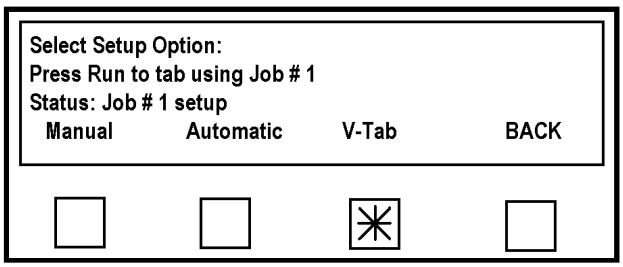
1. Verify that Head 2 has been mechanically setup to perform "side tabbing". See Section "Head 2 Adjustment – Side Tabbing".
2. Verify that the Peel Plate on Head 1 is set to the Side Tabbing Application position.
3. Turn OFF the feeder.
4. To begin programming; select ***Job #*** from the Run screen.



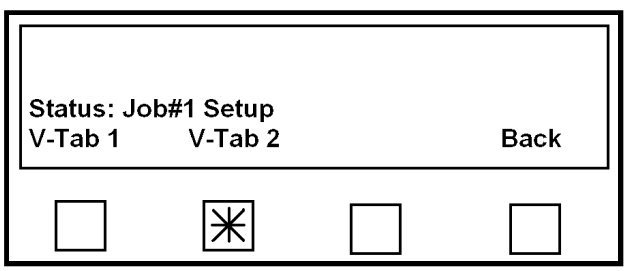
5. The Select Saved Job# screen will appear.
   Select the job number you wish to edit.
   In this example, we are selecting Job Number ***1***.



6. The Select Setup Option screen will appear.
   Select ***V-Tab***.



7. The next screen allows you to select the Head and corresponding Tab Sensor that you want to set the V-Tab values on.
   In this case we will be using Head 2, so select ***V Tab 2*** to set the V-Tab values for Tab Sensor 2.



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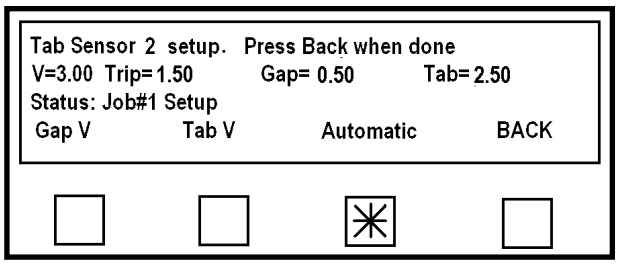
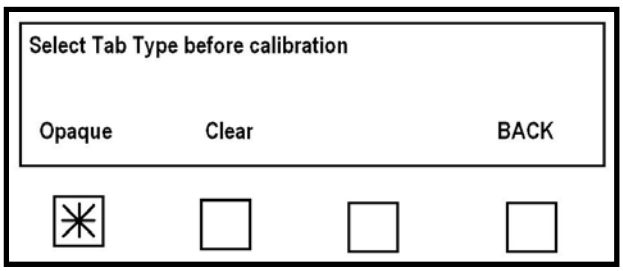
8. The Tab Sensor 2 Setup screen will appear.
   Select ***Automatic***.



9. The Select Tab Type Before Calibration screen will appear.
   Select the Tab Type, either Opaque or Clear, based on the table below.
   For the purpose of this example we will select ***Opaque***.

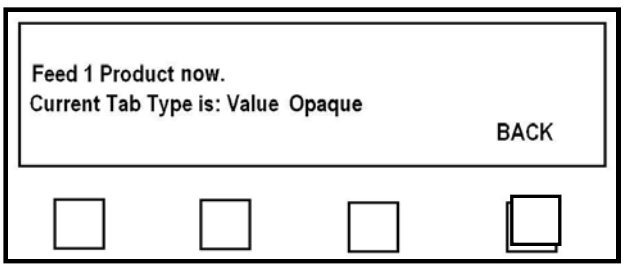


TAB TYPE	SELECT
Stock that has a white space (gap) between each tab/stamp.	Opaque
Stock that has a black space (gap) between each tab.	Clear

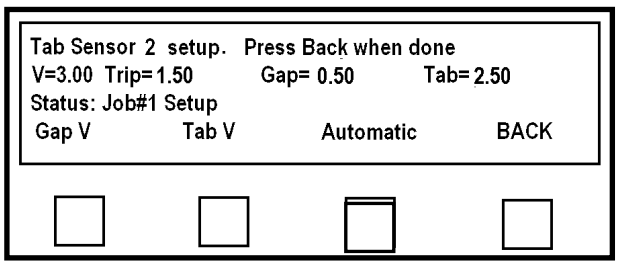
See “Appendix C” for additional help.

IMPORTANT! When using “clear” or “translucent” tab stock; the backing must be engineered to have a "black line" between each tab or a "solid black block" below each tab.
See “Appendix C” for examples.

10. Once the Tab Type is selected, the Tabber transport will start and the screen at the right will appear.
    Adjust the speed control dial on the Tabber either up or down until the “Feed 1 Product now” appears in the display.



11. Set the feeder’s speed control to zero.
    Turn the feeder on.
    Using the Feeder’s jog button, feed one piece of media into the Tabber.
    Two or three tabs will be applied to the piece and then the Tabber will stop and display the new V-Tab values. The Tab sensor is now setup for this tab stock.



Tip: In order for the Tabber to distinguish between the Tab and Backing, the voltage difference between the Gap V and Tab V must be 0.80 volts or greater. If the difference is lower, check/clean the sensor and then repeat the V-Tab adjustment. If the value is still less than 0.80 volts difference then you may need to use another tab stock that has a larger density difference. To check the function of the tab sensor, see “Tab Sensor Test”.

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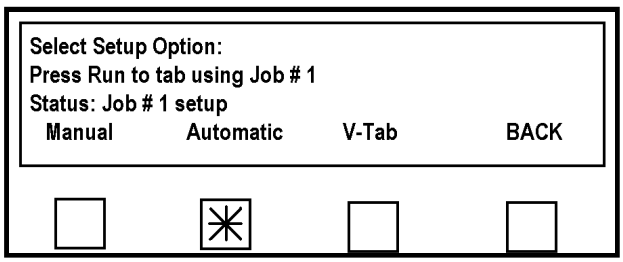
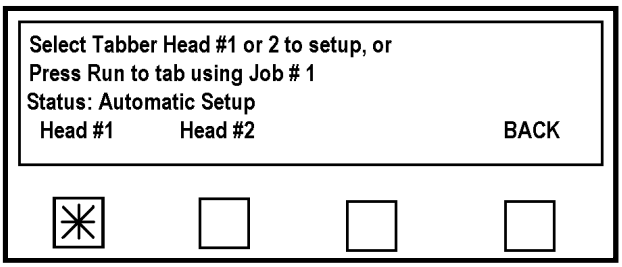
12. Press the ***BACK*** soft key twice and the Select Setup Option screen will appear.

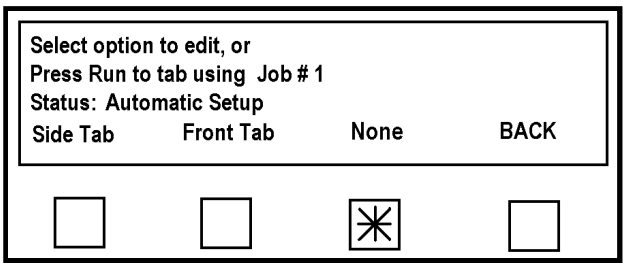
13. On the Select Setup Option screen select ***Automatic***.



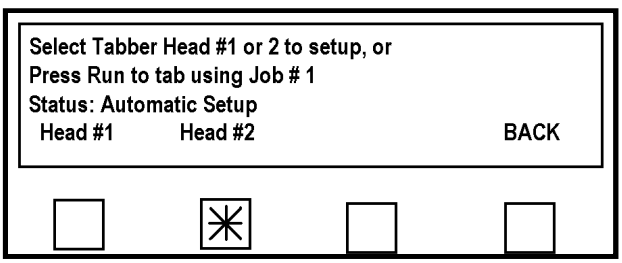
14. The Select Tabber Head setup screen appears. Select ***Head #1***.



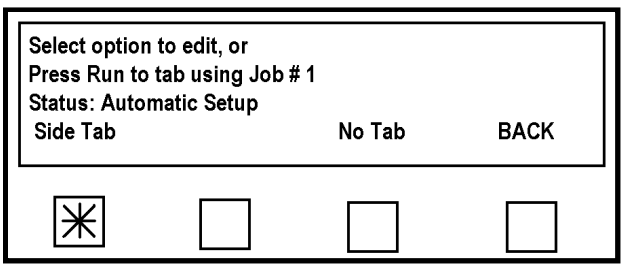
15. The Selection Option screen appears. Select "***None***" to turn Head 1 off, since we will not be using this head.



16. The Select Tabber Head setup appears. Select Head #2 this time. The head that will apply the tabs in this case.



17. The Select Option to Edit screen will appear.
Select ***Side tab***.



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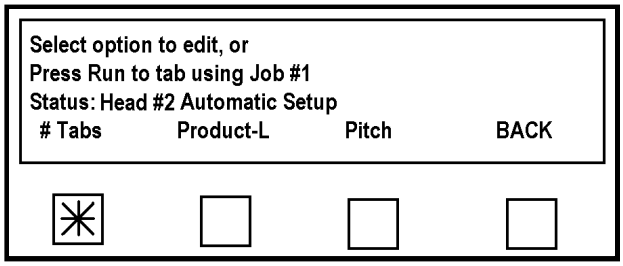
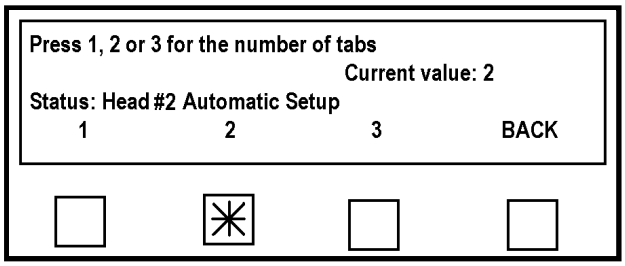
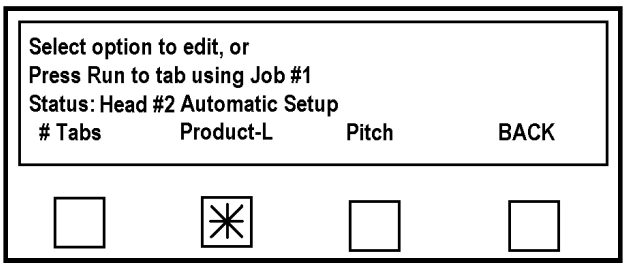
18. From this screen select # Tabs.



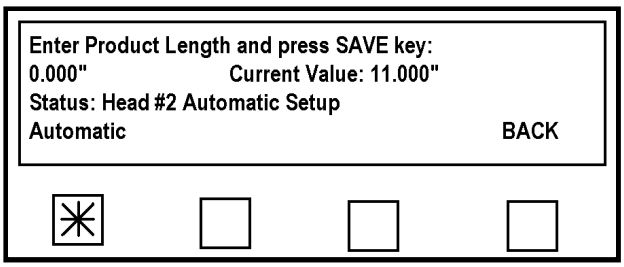
19. In this example we are going to apply two tabs to the piece.
Select 2.



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



21. The Enter Product Length screen will appear.
Set the feeder's speed control to zero.
Turn the feeder on.
Select Automatic. The Tabber transport will run.
Using the Feeder's jog button, feed one piece.
The Tabber will measure the piece length and save it into memory.



IMPORTANT!: Verify that the piece length, measured by the Tabber, is within plus or minus 0.25" of the actual piece length. If the Tabber doesn't measure the piece length accurately this is an indication of a feeding or sensing issue. This issue must be corrected before the Tabber can place tabs or stamps accurately.

As an option, you can set the piece length manually, but doing so will not fix a media feeding or tab placement issue. It is highly recommended that you use the Automatic feature in order to verify proper media feeding and sensing. If you want to manually enter the length of the piece, in inches and tenths, measure it using the scale on the control panel. Then enter the size using the numeric Key Pad and then press the Save Key.

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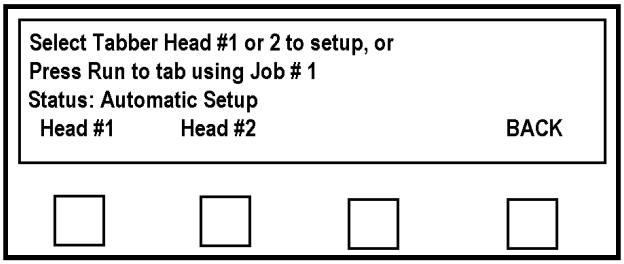
22. Press ***BACK*** until you return to the Select Tabber Head #1 or 2 to setup screen. Then press RUN on the control panel to run the job.



NOTE: By running the Tabber from this "Select Tabber 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.

23. Verify that the Exit Roller Assembly is closed and locked.
24. Verify that both Pressure Roller Release Latches have been lowered (pressure engaged).
25. Test tab placement.
    Turn on the Transport Power and press the ***RUN*** button.
    Feed at least two pieces.
    Press the ***STOP*** key and check the position of the tabs on the second piece.

    NOTE: Placement of tabs on first piece may not be accurate due to manual adjustment of tab position in relationship to the peel point.

    Tip: If you find that the application position of Tab 1 is different than the offset value you set; first recheck Tabber setup (mechanical and programming). After recheck; if the placement is still off", see sections titled "Operation Check-List" and "Tab Positioning Adjustments (Fine Adjustments)".

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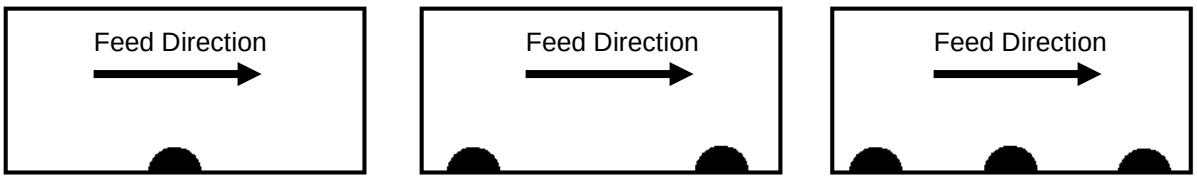
Job Example B: Placing Tabs with Head 1 - Manual Setup

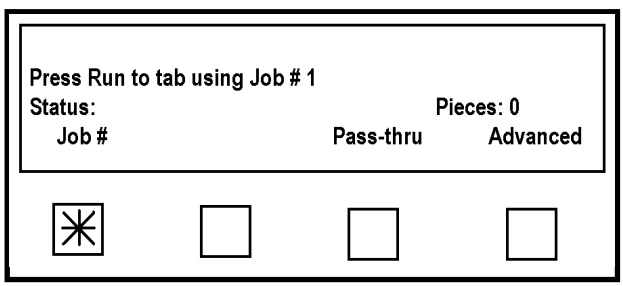


This exercise will walk you through the process of programming Head 1 to apply tabs (opaque tab type), to the side of the media, using the Tabber's automatic setup features

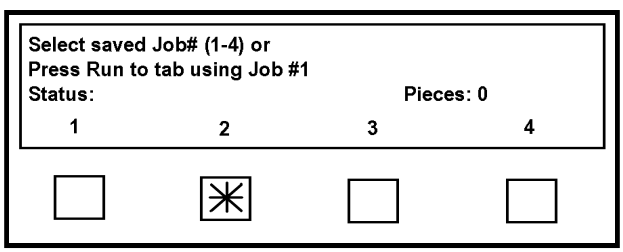
IMPORTANT

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

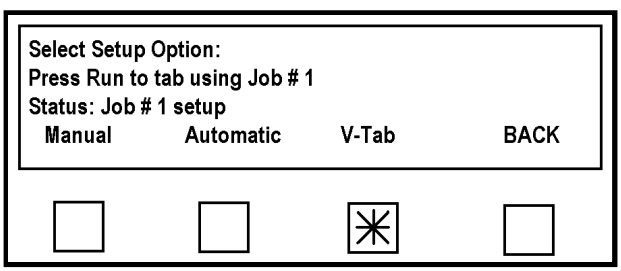
1. Lift the Exit Roller Assembly.
2. Verify that Head 1 has been mechanically setup to perform "side tabbing". See Section "Head 1 Adjustment – Side Tabbing".
3. Verify that the Peel Plate on Head 1 is set to the Side Tabbing Application position.
4. To begin programming; select ***Job #*** from the Run screen.



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



6. From the Select Setup Option screen select ***V-Tab***.



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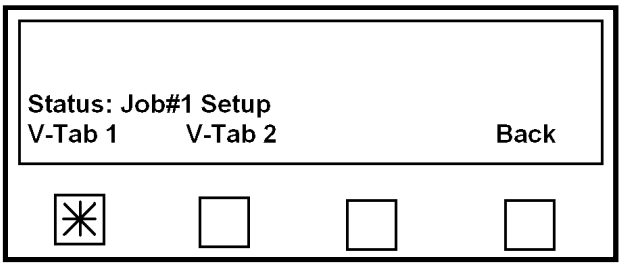
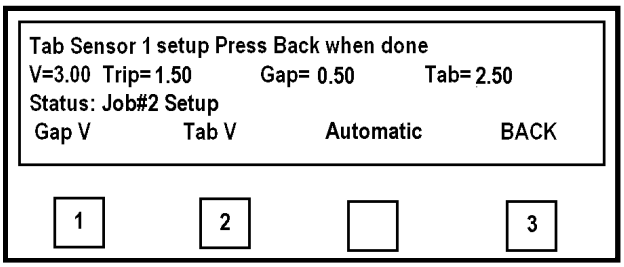
7. The next screen allows you to set the V-Tab values for the head or heads you will be using.
   In this case we will be using Head 1, so select ***V Tab 1***.



8. Lift the Pressure Roller Release Latch so that the stamp web can slide easily through the Sensor.

9. Begin by finding the Gap V or voltage reading from the space between the tabs.



   IMPORTANT! The reading you are looking for will depend on the type of tab stock you are using. Please use the appropriate procedure, shown below, for your type of tab stock.
   Tabs stock with black space (line) between each tab: Move the tab web through the sensor until you obtain the highest voltage reading, then press the ***Gap V*** key [1].
   Tab stock with white space between each tab: Move the tab web through the sensor until you obtain the lowest voltage reading, then press the ***Gap V*** key [1].

   Note: Manually remove any tabs that peel off during this process.

10. Now set the Tab V or voltage reading of the tab/tab area.
    The reading you are looking for will depend on the type of tab stock you are using. Please use the appropriate procedure, shown below, for your type of tab stock.
    Tabs stock with black space (line) between each tab: Move the tab web through the sensor until you obtain the lowest voltage reading, then press the ***Tab V*** key [2].
    Tab stock with white space between each tab: Move the tab web through the sensor until you obtain the lowest voltage reading, then press the ***Tab V*** key [2].

    Note: Manually remove any tabs that peel off during this process.

    Tip: In order for the Tabber to distinguish between the Tab and Backing, the voltage difference between the Gap V and Tab V must be 0.80 volts or greater. If the difference is lower, check/clean the sensor and then repeat the V-Tab adjustment. If the value is still less than 0.80 volts difference then you may need to use another tab stock that has a larger density difference.
    To check the function of the tab sensor, see "Tab Sensor Test".

11. When you are finished, press the ***BACK*** key [3] twice.
12. Close and lock the Exit Roller Assembly.
13. Lower the Pressure Roller Release Latch.

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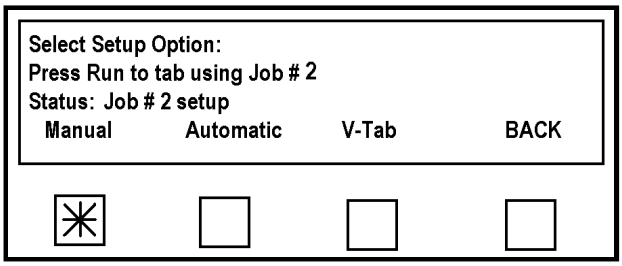
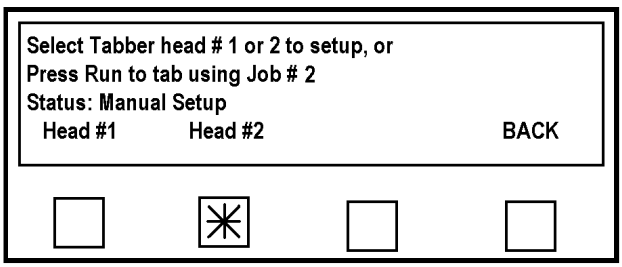
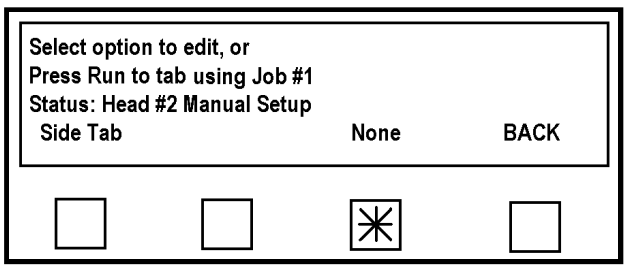
14. From the Select Setup Option screen select ***Manual***.



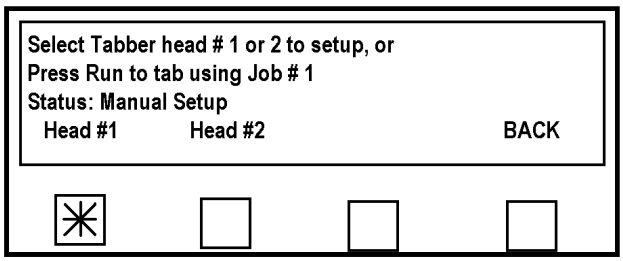
15. The Select Tabber Head screen appears. Select ***Head #2***.



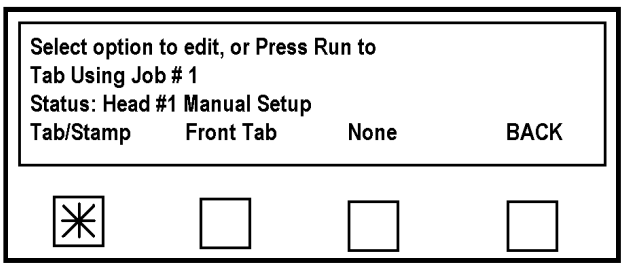
16. The Selection Option screen appears. Select ***None*** to turn Head 2 off, since we will not be using this head



17. The Select Tabber Head screen will reappear.
    Select ***Head #1***. The head that will apply the tabs in this case.



18. The Select Option screen will appear. Select ***Tab/Stamp***.



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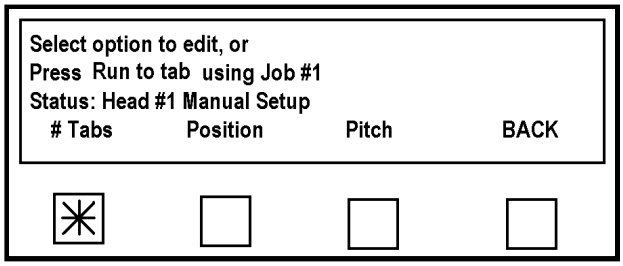
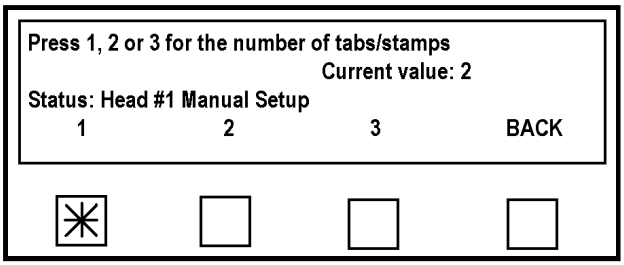
19. From this screen select ***# Tabs***.

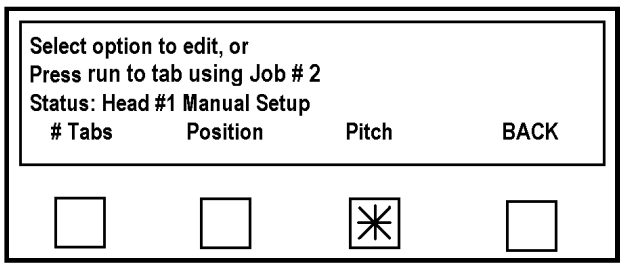


20. In this example we are going to apply one tab.
Select ***1***.

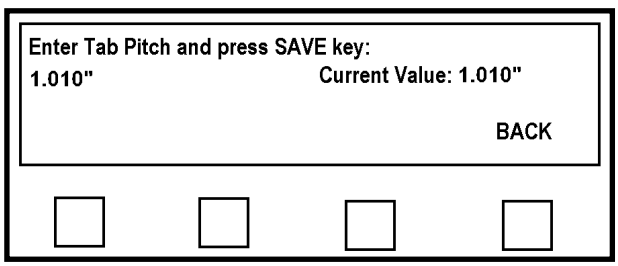


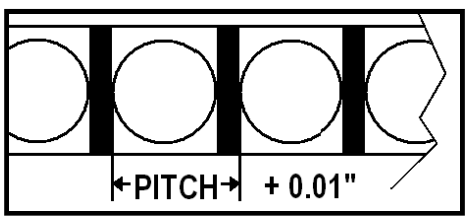
21. The Select Option screen will re-appear.
Select ***Pitch***.

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



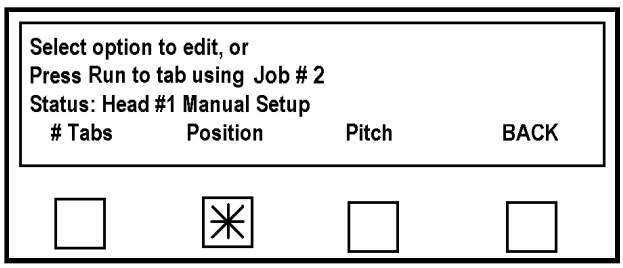
22. The Pitch of the tab is the distance measured from the top of one tab to the top of the next tab.
Measure the pitch of the stock you are using and add 0.01".
In this case it was 1.00" plus 0.01" for a total of 1.01".
Enter the pitch value using the number keys on the Control Panel and then pressing the ***Save*** key.





23. Press the ***BACK*** button.

24. The Select Option screen will reappear.
Press ***Position***.



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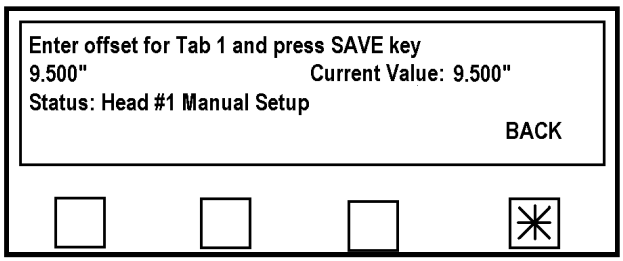
25. The Enter Offset for Tab 1 screen will appear. This feature is used to position the tab on the mail piece. All measurements are referenced from the leading edge of the media to the leading edge of the tab.
In this case we will be placing the tab at the center of the piece. If the piece is 10.5” long and we wish to place the tab 0.90” from the leading edge we would enter 0.90”.
Using the number keys, enter the desired “offset” value for Tab 1 and then press the ***Save*** key.



26. Press the ***BACK*** button.
The Select Option screen will reappear.

Test the tab placement position.
Turn on the Transport Power and press the ***RUN*** button.
Feed at least two pieces.
Press the ***STOP*** key and check the position of the tab on the second piece.
If a position adjustment is needed, repeat from Step 24 above.

NOTE: Placement of tab on first piece may not be accurate due to manual adjustment of stamp position in relationship to peel point.

Tip: If you find that the application position of Tab 1 is different than the offset value you set; first recheck Tabber setup (mechanical and programming). After recheck; if the placement is still off”, see sections titled “Operation Check-List” and “Tab Positioning Adjustments (Fine Adjustments)”.

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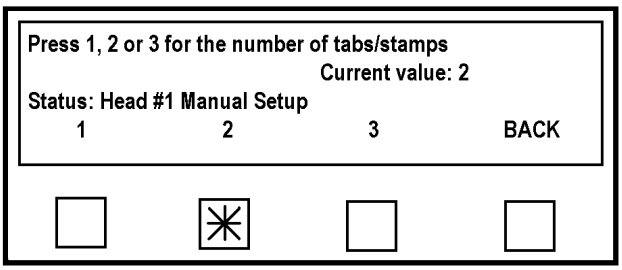
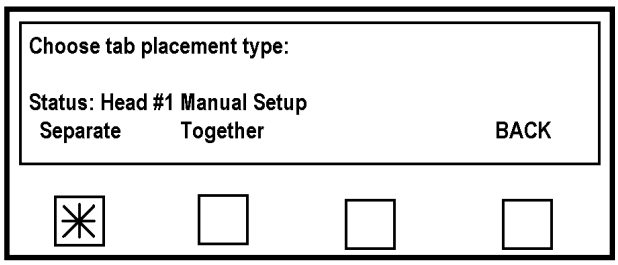
Placing Multiple Tabs

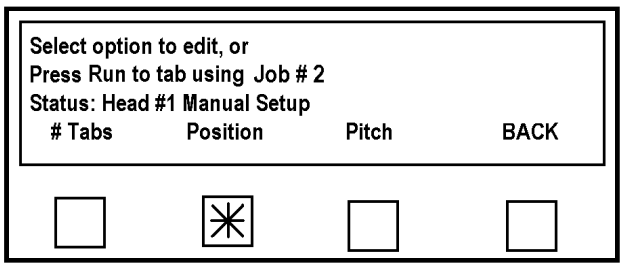
1. To place multiple (2 or 3) tabs on a piece you must first select Tab/Stamp from the Select Options screen (described in Step 18, in the procedure above).
   The Number of Tabs/Stamps screen will appear.
   Select ***2*** or 3.



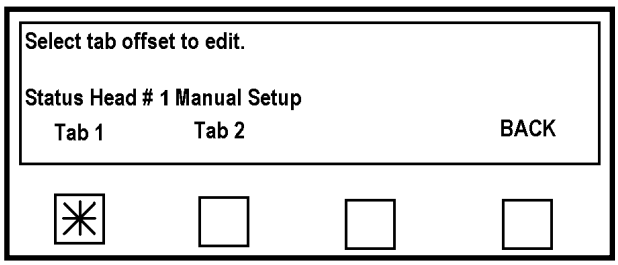
2. The Choose Tab Placement Type screen will appear.
   Choose ***Separate***.



3. Once this is done the Select Option screen will reappear.
   Select ***Position.***



4. The Select Tab Offset screen will appear.
   Then set the position (offset) for each tab (Tab 1, Tab 2. Tab 3), using the numerical key pad. After entering the offset value for a tab, be sure to press the ***SAVE*** key.
   Then press the ***Back*** button and repeat process for next tab.



Note: Offset values must be incremental starting with Tab 1.
Example: Tab 1 = 1”, Tab 2 = 4”, Tab 3 = 8”.

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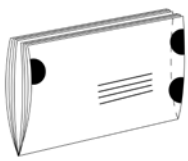
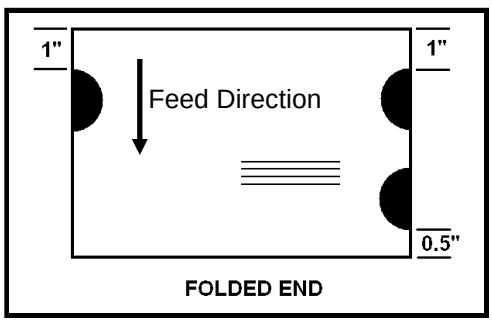
Job Example C: Placing Tabs on Opposite Sides

The T-650 was also designed to apply tabs to letter sized booklets, in accordance with USPS regulations as of September 2009.
Booklets are defined as; sheets that are fastened with at least two staples in the manufacturing fold (saddle stitched), perfect bound, pressed-glued, or joined together by another binding method that produces an end where pages are attached together. Booklets are open on three sides before sealing, similar in design to a book.

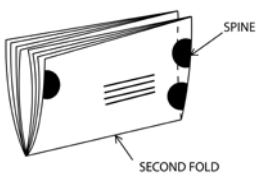
The following examples were extracted from the USPS regulations, regarding the placement of tabs on letter sized booklets. ***Please contact your postal representative for the most current regulations.***
The terms "leading edge", "trailing edge", "top edge", and "bottom edge" are in reference to how the mail piece is oriented as it travels through USPS automation equipment.
The appropriate T-650 media feed direction, for the media types described below, are indicated by the "Feed Direction" label and arrow.

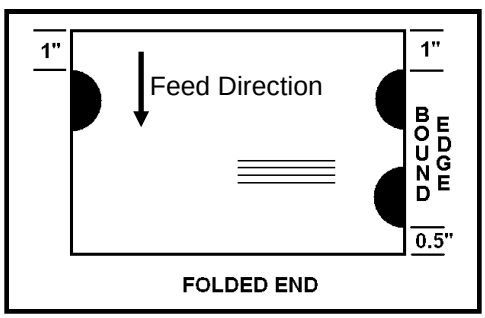
A piece that is 5" to 9" long, with a minimum 50# cover stock, or over 9" up to 10.5"long, with a minimum 60# cover stock, and the fold is on the long edge; requires three 1.5" non-perforated tabs.
Two tabs should be placed on the leading edge and one tab on the trailing edge. Position of the lower leading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





Folded Booklet. A piece that is 5" to 10.5" long, with a minimum 40# cover 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 leading edge (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: To permit proper feeding through the Tabber; the media you plan to tab must have square, tight folds, and be nearly uniformly thick. If the media does not feed properly, it will not be tabbed properly. Please see "Appendix D- Narrow Media Guide Assembly" for additional setup instructions; when running media that is less than 6.5" in width.

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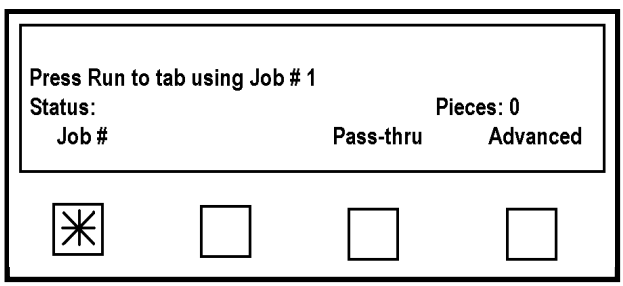
IMPORTANT

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

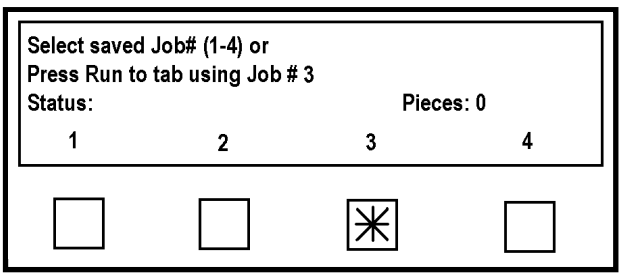
To place tabs on opposite sides of the mail piece, both tabbing Heads will be used.
In this example Head1 will be used to place a single tab on one side of the mail piece and Head 2 will place two tabs on the other side.

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

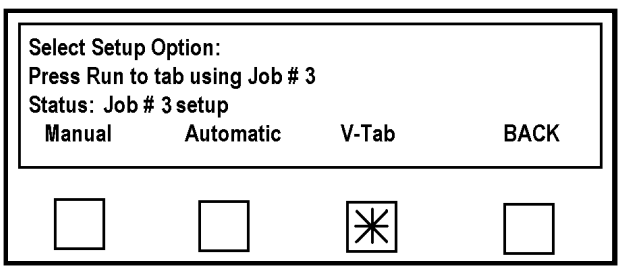
1. Verify that Head 1 has been mechanically setup to perform "side tabbing". See Section "Head 1 Adjustment – Side Tabbing".
2. Verify that Head 2 has been mechanically setup to perform "side tabbing". See Section "Head 2 Adjustment – Side Tabbing".
3. Open the Exit Roller Assembly.
4. Verify that the Peel Plate on Head 1 is set to the Side Tabbing Application position.
5. To begin programming; select ***Job #*** from the Run screen.



6. The Select Saved Job screen will appear.
   Select the Job number you would like to edit.
   In this case we will select ***Job 3***.



7. The Select Setup Option screen will appear.
   Select ***V-Tab***.



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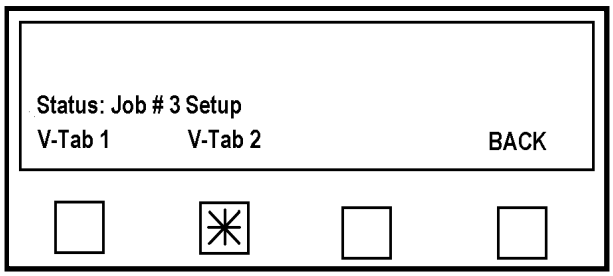
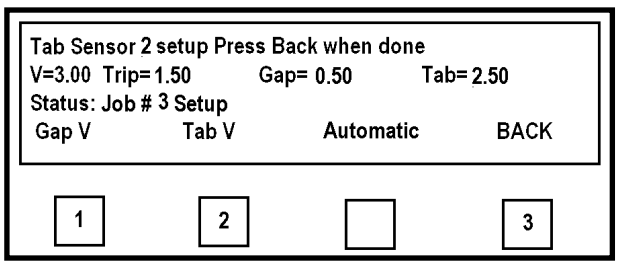
8. The next screen allows you to select the Head and corresponding Tab Sensor that you want to set the V-Tab values on. In this case we will be using Head 2, so select ***V Tab 2*** to set the V-Tab values for Tab Sensor 2.



9. The Tab Sensor 2 Setup screen will appear.
   Lift the Pressure Roller Release Latch so that the tab web can slide easily through the Sensor.

10. Begin by finding the Gap V or voltage reading from the space between the tabs.



IMPORTANT! The reading you are looking for will depend on the type of tab stock you are using. Please use the appropriate procedure, shown below, for your type of tab stock.
Tabs stock with black space (line) between each tab: Move the tab web through the sensor until you obtain the highest voltage reading, then press the ***Gap V*** key [1].
Tab stock with white space between each tab: Move the tab web through the sensor until you obtain the lowest voltage reading, then press the ***Gap V*** key [1].

Note: Manually remove any tabs that peel off during this process.

11. Now set the Tab V or voltage reading of the tab/tab area.
    The reading you are looking for will depend on the type of tab stock you are using. Please use the appropriate procedure, shown below, for your type of tab stock.
    Tabs stock with black space (line) between each tab: Move the tab web through the sensor until you obtain the lowest voltage reading, then press the ***Tab V*** key [2].
    Tab stock with white space between each tab: Move the tab web through the sensor until you obtain the lowest voltage reading, then press the ***Tab V*** key [2].

    Note: Manually remove any tabs that peel off during this process.

    Tip: In order for the Tabber to distinguish between the Tab and Backing, the voltage difference between the Gap V and Tab V must be 0.80 volts or greater. If the difference is lower, check/clean the sensor and then repeat the V-Tab adjustment. If the value is still less than 0.80 volts difference then you may need to use another tab stock that has a larger density difference. To check the function of the tab sensor, see "Tab Sensor Test".

12. Lower the Pressure Roller Release Latch.

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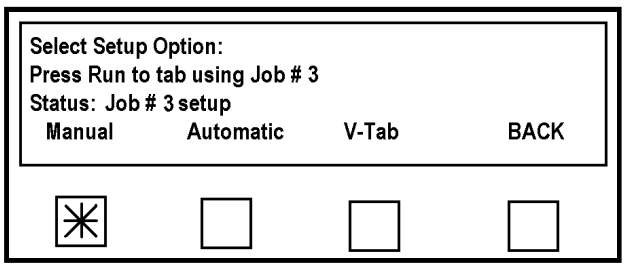
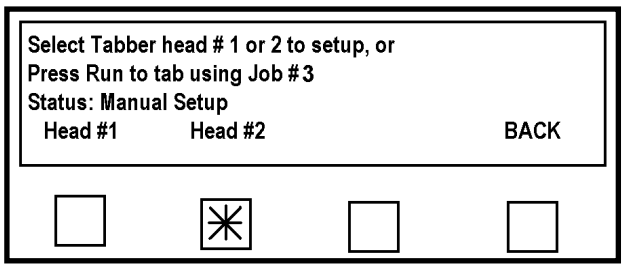
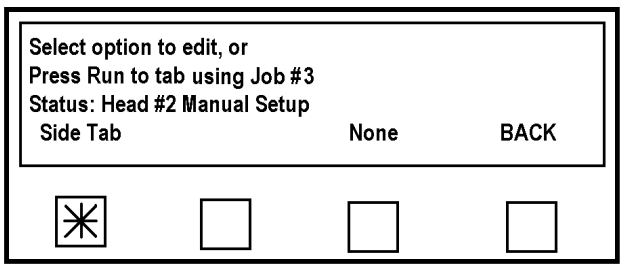
13. Press the ***BACK*** key twice, to return to the Select Setup Option screen.
14. Select ***Manual*** from this screen.



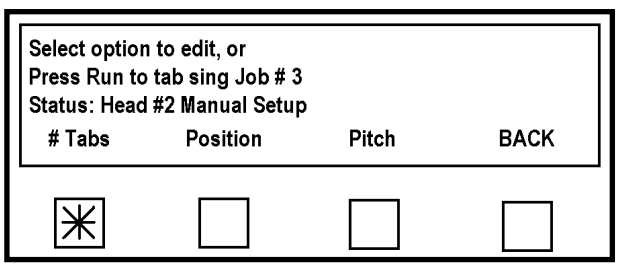
15. The Select Tabber Head screen will appear.
    Select ***Head 2***.



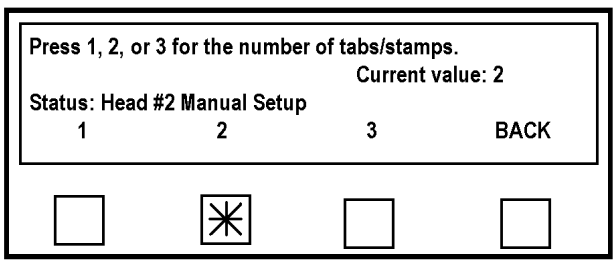
16. The Select Option screen will appear.
    Select ***Side Tab***.



17. The Select Option screen will appear.
    Select ***# Tabs***.



18. The Select Number of Tabs screen will appear.
    Select ***2***, for two tabs.



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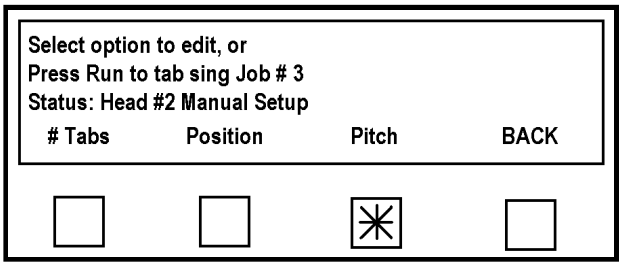
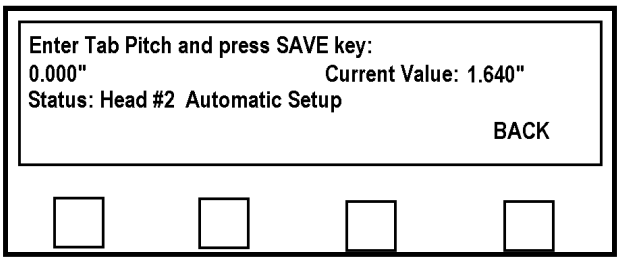
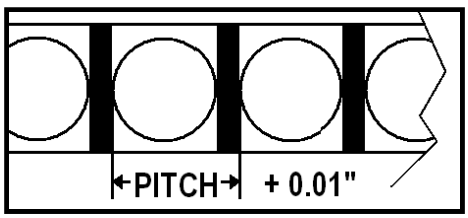
19. The Select Option screen will appear. Select ***Pitch***.



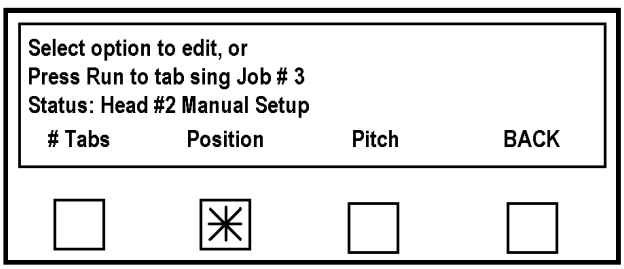
NOTE: Whether programming manually or automatically you must set the pitch to ensure good registration of the tab.

20. The Pitch of the tab is the distance measured from the top of one tab to the top of the next tab.
Measure the pitch of the stock you are using and add 0.01".
In this case it was 1.63" plus 0.01" for a total of 1.64".
Enter the pitch value using the number keys on the Control Panel and then pressing the ***Save*** key.

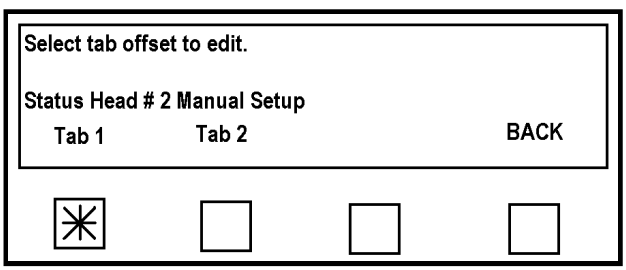




21. Press ***BACK*** one time to return to the Select Option screen.
22. Select ***Position*** from this screen.



23. The Select Tab Offset screen will appear.
The position (offset value) for each of the tabs, being applied by Head 2, must be entered individually.
The position of the tab is measured from the lead edge of the mail piece.
Press ***Tab 1***.



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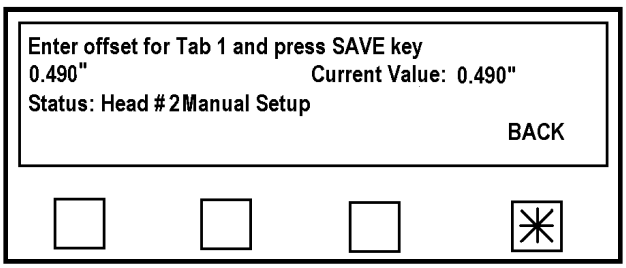
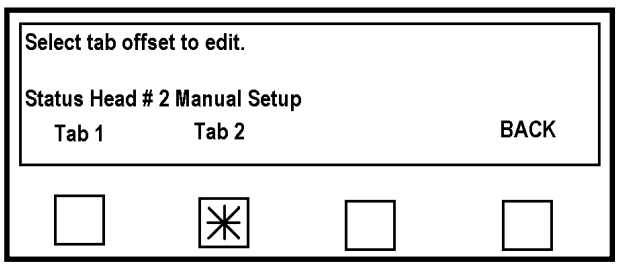
24. The Enter Offset for Tab 1 screen will appear.
    In this example, the USPS requires that the first tab be positioned less than 1/2" from the bottom of the mail piece, so the position of Tab 1 should not be greater than 1/2" from the leading edge.
    Enter the desired value, in this case ***0.4900***", using the number keys on the control panel and press the ***Save*** key.

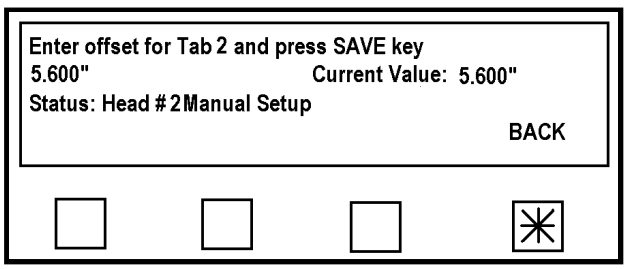


25. Press the ***BACK*** key.

26. The Select Tab Offset screen will reappear.
    Select ***Tab 2.***



27. The Enter Offset for Tab 2 screen will appear.
    The USPS requires that the second tab be positioned less than 1" from the top edge of the mail piece. In our case; due to the orientation of the media through the Tabber, the position of Tab 2 should be within 1" of the trailing edge.

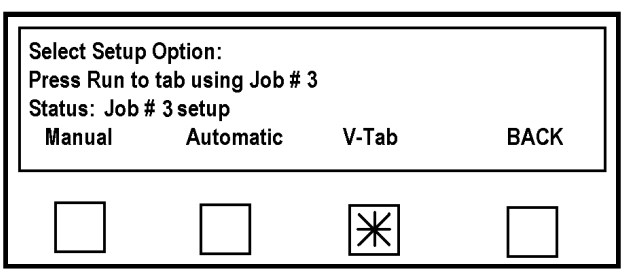


    In this example the piece is 8.0" long and we are using 1.5" tabs, as required, so the setting would be about 5.600". ((8" piece length – 1.5" tab – 0.9" (within 1") = 5.600"))

    Enter the position for tab 2 using the number keys, in our case ***5.600***" and then press the ***Save*** key.

28. Press the ***BACK*** key five times, to return to the Select Setup Option screen.

29. Select ***V-Tab*** from this screen.



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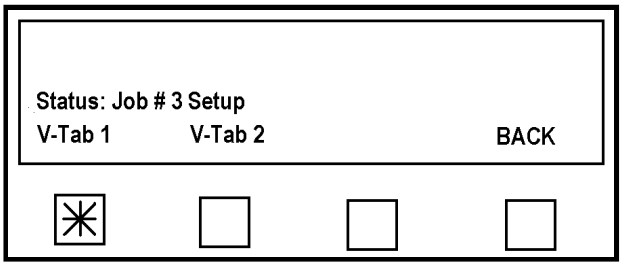
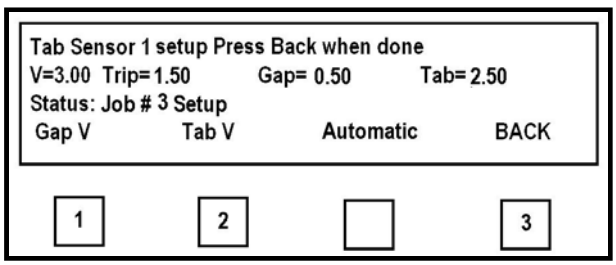
30. Select ***V Tab 1*** to calibrate the V-Tab voltage for Head 1 (Tab Sensor 1).



31. The Tab Sensor 1 Setup screen will appear.
    Lift the Pressure Roller Release Latch so that the tab web can slide easily through the Sensor.



32. Begin by finding the Gap V or voltage reading from the space between the tabs.
    The reading you are looking for will depend on the type of tab stock you are using. Please use the appropriate procedure, shown below, for your type of tab stock.
    Tabs stock with black space (line) between each tab: Move the tab web through the sensor until you obtain the highest voltage reading, then press the ***Gap V*** key [1].
    Tab stock with white space between each tab: Move the tab web through the sensor until you obtain the lowest voltage reading, then press the ***Gap V*** key [1].
    Note: Manually remove any tabs that peel off during this process.

33. Now set the Tab V or voltage reading of the tab area.
    The reading you are looking for will depend on the type of tab stock you are using. Please use the appropriate procedure, shown below, for your type of tab stock.
    Tabs stock with black space (line) between each tab: Move the tab web through the sensor until you obtain the lowest voltage reading, then press the ***Tab V*** key [2].
    Tab stock with white space between each tab: Move the tab web through the sensor until you obtain the lowest voltage reading, then press the ***Tab V*** key [2].
    Note: Manually remove any tabs that peel off during this process.

    Tip: In order for the Tabber to distinguish between the Tab and Backing, the voltage difference between the Gap V and Tab V must be 0.80 volts or greater. If the difference is lower, check/clean the sensor and then repeat the V-Tab adjustment. If the value is still less than 0.80 volts difference then you may need to use another tab stock that has a larger density difference. To check the function of the tab sensor, see "Tab Sensor Test".

34. Lower the Pressure Roller Release Latch.

35. Close and lock the Exit Roller Assembly.

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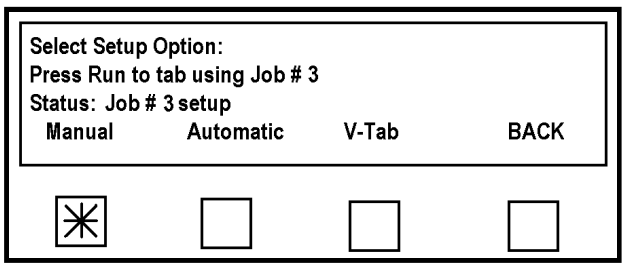
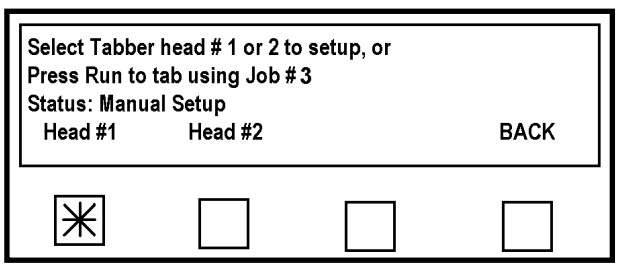
36. Press the ***BACK*** key twice, to return to the Select Setup Option screen.
37. Select ***Manual*** from this screen.

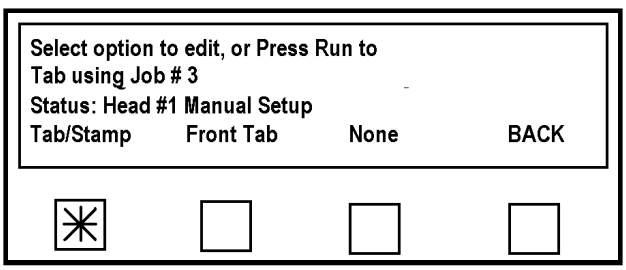


38. Select ***Head 1***.

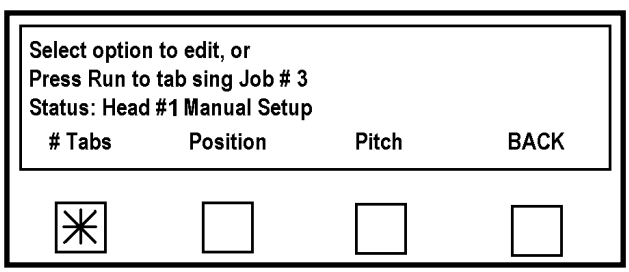


39. The Select Option screen for Head 1 will appear.
    Select the ***Tab/Stamp*** option.

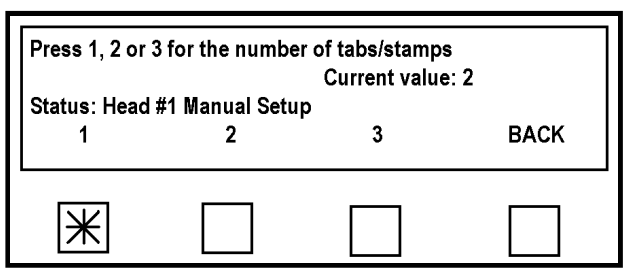
    NOTE: The Select Option screen for Head 1 is different than for Head 2. There are more choices for Head 1.



40. The Select Option screen will appear.
    Select ***# Tabs.***



41. The Select Number of Tabs screen will appear.
    Select ***1***, to apply one tab.



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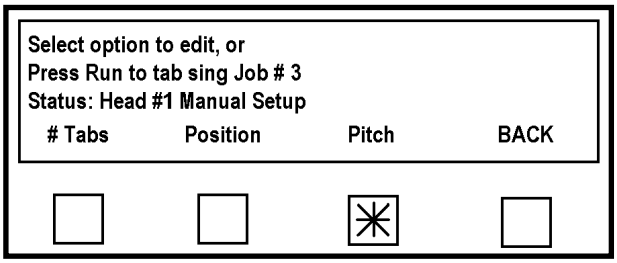
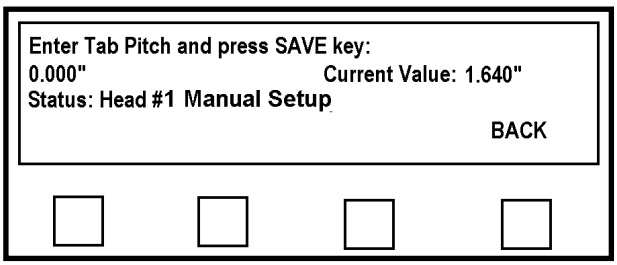
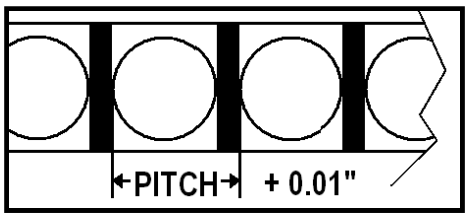
42. This will return us to the Select Option screen for Head 1.
Select ***Pitch***.



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

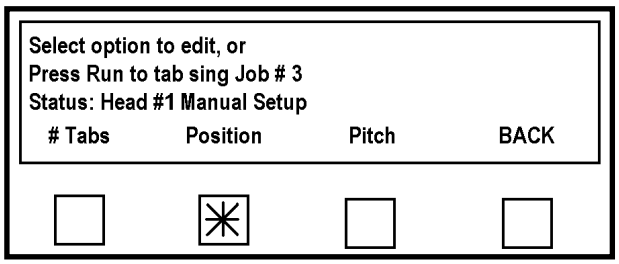
43. The Pitch of the tab is the distance measured from the top of one tab to the top of the next tab.
Measure the pitch of the stock you are using and add 0.01".
In this case it was 1.63" plus 0.01" for a total of 1.64".
Enter the pitch value using the number keys on the Control Panel and then pressing the ***Save*** key.



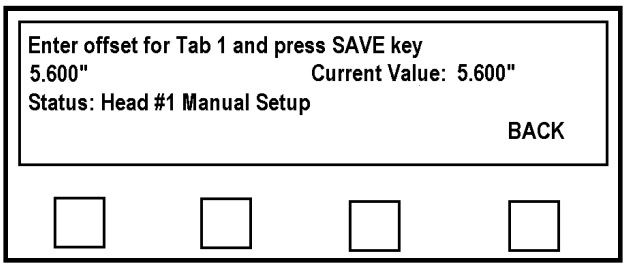


44. Press ***BACK*** one time to return to the Select Option screen for Head 1.

45. Click on the ***Position*** key.



46. The Enter Offset for Tab 1 screen appears.
The USPS requires that the tab be positioned less than 1" from the top edge of the mail piece. In our case; due to the orientation of the media through the Tabber, the position of tab should be within 1" of the trailing edge.



In this example the piece is 8.0" long and we are using 1.5" tabs, as required, so the setting would be about 5.600". ((8" piece length – 1.5" tab – 0.9" (within 1") = 5.600"))

Enter the position for the tab using the number keys, in our case ***5.600***" and then press the ***Save*** key.

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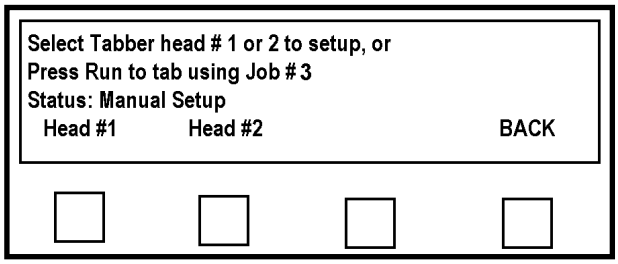
47. Press the ***BACK*** button three times, to reach the Select Tabber Head screen.

    By stopping on this screen you can run the job or easily return to the head that requires adjustment.



48. Verify that the Exit Roller Assembly is closed and locked.
49. Verify that both Pressure Roller Release Latches have been lowered (pressure engaged).
50. Test tab placement for Head 1.
    Turn on the Transport Power and press the ***RUN*** button.
    Feed at least two pieces.
    Press the ***STOP*** key and check the position of the tabs on the second piece.

    NOTE: Placement of tabs on first piece may not be accurate due to manual adjustment of tab position in relationship to peel point.

    Tip: If you find that the application position of the tabs is different than the offset value you set; first recheck Tabber setup (mechanical and programming). After recheck; if the placement is still off", see sections titled "Operation Check-List" and "Tab Positioning Adjustments (Fine Adjustments)".

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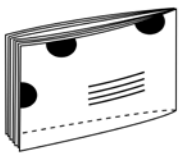
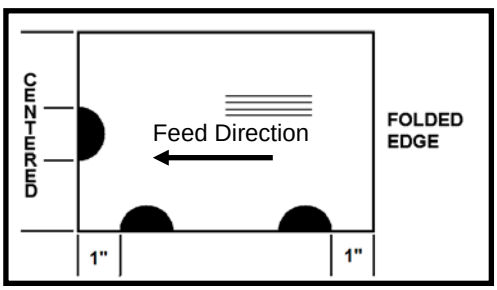
Job Example D: Placing Tabs on Perpendicular Sides

The T-650 was also designed to apply tabs to letter sized booklets, in accordance with USPS regulations as of September 2009.
Booklets are defined as; sheets that are fastened with at least two staples in the manufacturing fold (saddle stitched), perfect bound, pressed-glued, or joined together by another binding method that produces an end where pages are attached together. Booklets are open on three sides before sealing, similar in design to a book.

The following examples were extracted from the USPS regulations, regarding the placement of tabs on letter sized booklets. ***Please contact your postal representative for the most current regulations.***
The terms "leading edge", "trailing edge", "top edge", and "bottom edge" are in reference to how the mail piece is oriented as it travels through USPS automation equipment.
The appropriate T-650 media feed direction, for the media types described below, are indicated by the "Feed Direction" label and arrow.

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





IMPORTANT: To permit proper feeding through the Tabber; the media you plan to tab must have square, tight folds, and be nearly uniformly thick. If the media does not feed properly, it will not be tabbed properly.

NOTE: Please see "Appendix D- Narrow Media Guide Assembly" for additional setup instructions; when running media that is less than 6.5" in width.

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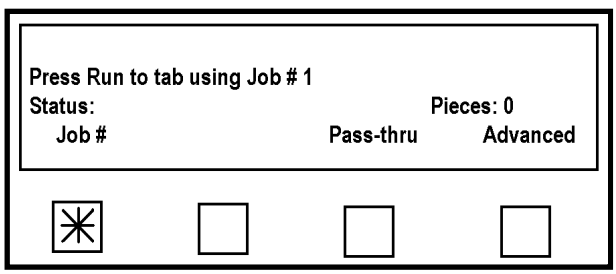
IMPORTANT

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

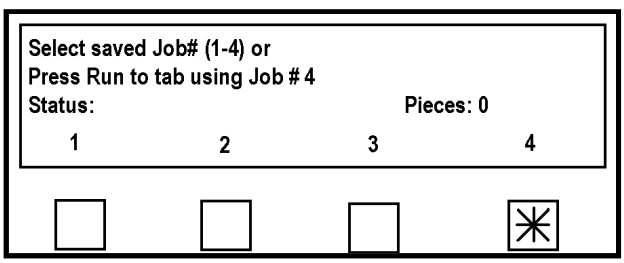
To place two tabs on one side and one tab in the center of the leading edge you will use both tabbing heads. Head 1 will be used to place one tab on the leading edge (end) of the mail piece and Head 2 will be used to place two tabs on the side of the mail piece.

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

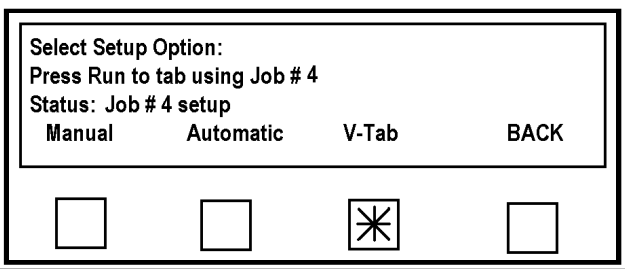
1. Verify that Head 1 has been mechanically setup to perform "front tabbing". See Section "Head 1 Adjustment – Front Tabbing".
2. Verify that Head 2 has been mechanically setup to perform "side tabbing". See Section "Head 2 Adjustment – Side Tabbing".
3. Open the Exit Roller Assembly.
4. To begin programming; select ***Job #*** from the Run screen.



5. Then select job number ***4*** from the Select Saved Job screen.



6. The Select Setup Option screen will appear.
   Select ***V-Tab***.



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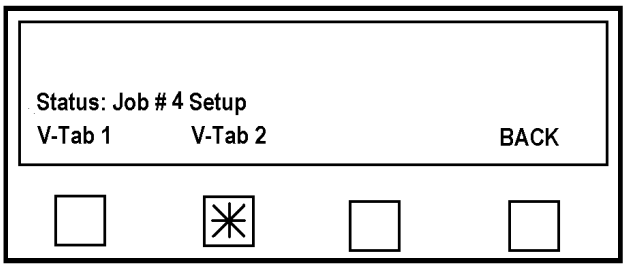
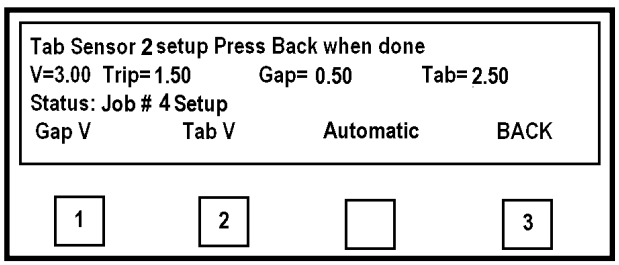
7. The next screen allows you to select the Head and corresponding Tab Sensor that you want to set the V-Tab values on. In this case we will be using Head 2, so select ***V Tab 2*** to set the V-Tab values for Tab Sensor 2.



8. The Tab Sensor 2 Setup screen will appear.
   Lift the Pressure Roller Release Latch so that the tab web can slide easily through the Sensor.



9. Begin by finding the Gap V or voltage reading from the space between the tabs.
   IMPORTANT! The reading you are looking for will depend on the type of tab stock you are using. Please use the appropriate procedure, shown below, for your type of tab stock.
   Tabs stock with black space (line) between each tab: Move the tab web through the sensor until you obtain the highest voltage reading, then press the ***Gap V*** key [1].
   Tab stock with white space between each tab: Move the tab web through the sensor until you obtain the lowest voltage reading, then press the ***Gap V*** key [1].

   Note: Manually remove any tabs that peel off during this process.

10. Now set the Tab V or voltage reading of the tab/tab area.
    The reading you are looking for will depend on the type of tab stock you are using. Please use the appropriate procedure, shown below, for your type of tab stock.
    Tabs stock with black space (line) between each tab: Move the tab web through the sensor until you obtain the lowest voltage reading, then press the ***Tab V*** key [2].
    Tab stock with white space between each tab: Move the tab web through the sensor until you obtain the lowest voltage reading, then press the ***Tab V*** key [2].

    Note: Manually remove any tabs that peel off during this process.

    Tip: In order for the Tabber to distinguish between the Tab and Backing, the voltage difference between the Gap V and Tab V must be 0.80 volts or greater. If the difference is lower, check/clean the sensor and then repeat the V-Tab adjustment. If the value is still less than 0.80 volts difference then you may need to use another tab stock that has a larger density difference. To check the function of the tab sensor, see "Tab Sensor Test".

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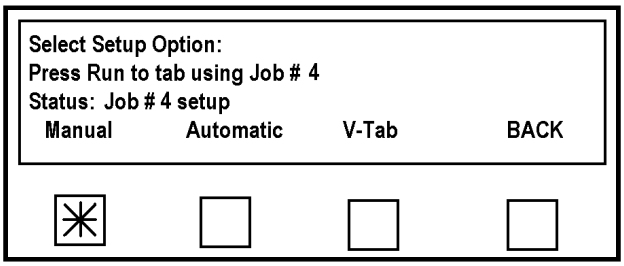
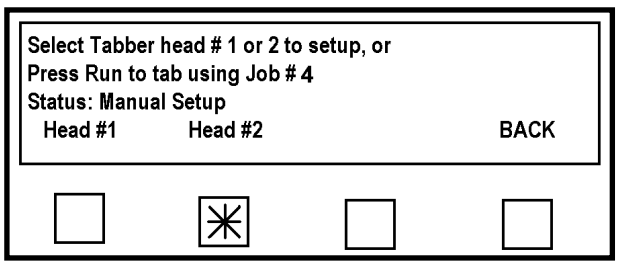
11. Lower the Pressure Roller Release Latch.

12. Press the ***BACK*** key twice, to return to the Select Setup Option screen

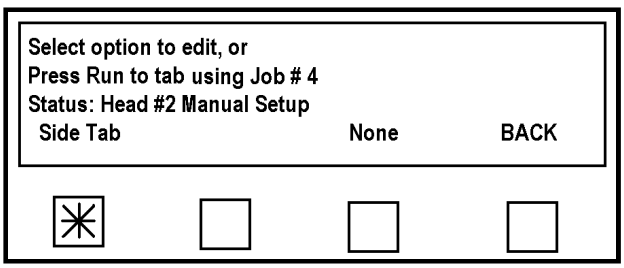
13. Select ***Manual*** from this screen.



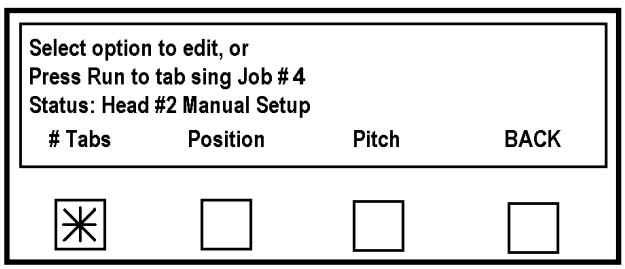
14. The Select Tabber Head screen will appear.
Select ***Head 2***.



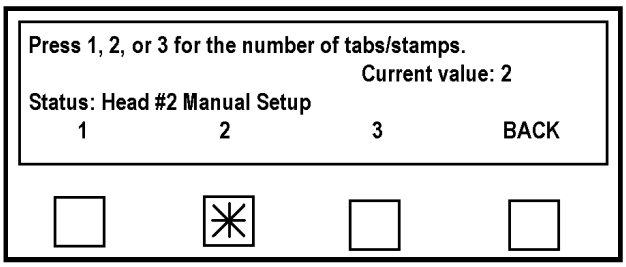
15. The Select Option screen will appear.
Select ***Side Tab***.



16. The Select Option screen will appear.
Select ***# Tabs***.



17. The Select Number of Tabs screen will appear.
Select ***2,*** for two tabs.



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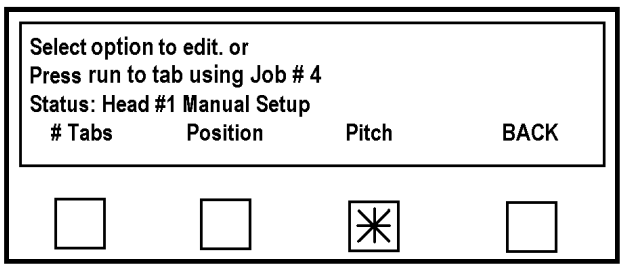
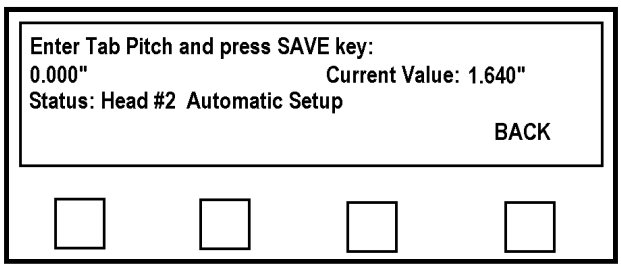
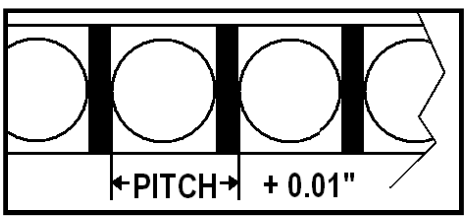
18. The Select Option screen will appear. Select ***Pitch***.

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



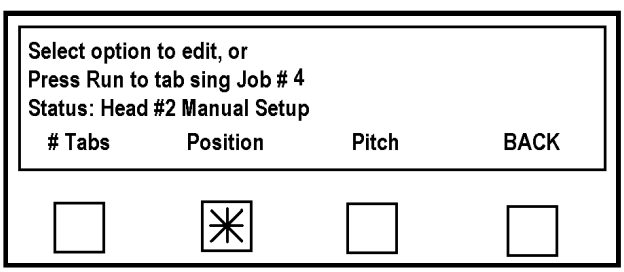
19. The Pitch of the tab is the distance measured from the top of one tab to the top of the next tab.
    Measure the pitch of the stock you are using and add 001".
    In this case it was 1.630, plus 0.01" for a total of 1.640".
    Enter the pitch value using the number keys on the Control Panel and then pressing the ***Save*** key.



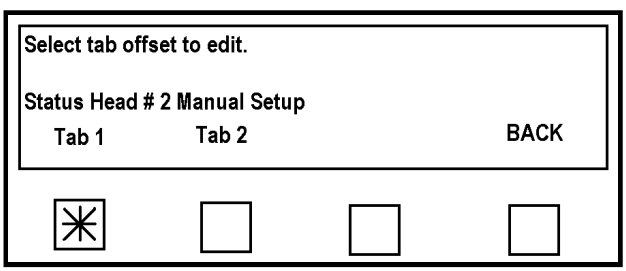


20. Press ***BACK*** one time to return to the Select Option screen.

21. Select ***Position*** from this screen.



22. The Select Tab Offset screen will appear.
    The position (offset value) for each of the tabs, being applied by Head 2, must be entered individually.
    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.
    Press ***Tab 1***.



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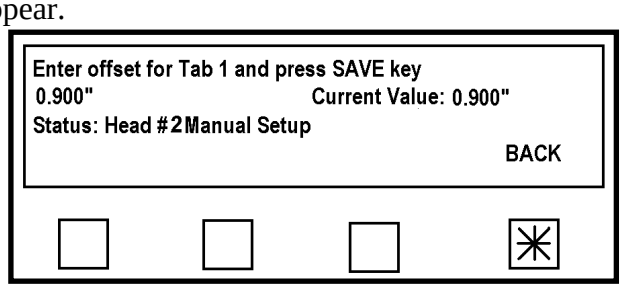
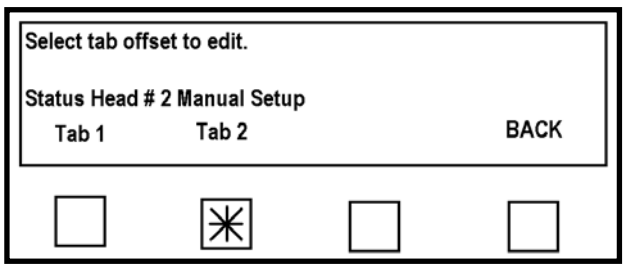
23. The Enter Offset for Tab 1 screen will appear.
    In this example, the USPS requires that the first tab be positioned less than 1" from the right or bound edge, so the position of Tab 1 should not be greater than 1" from the leading edge.
    Enter the desired value, in this case ***0.900***", using the number keys on the control panel, and press the ***Save*** key.

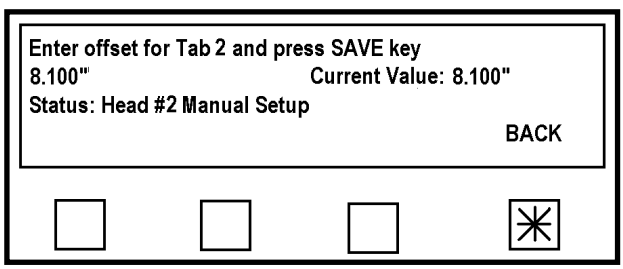


24. Press the ***BACK*** key.

25. The Select Tab Offset screen will reappear.
    Select ***Tab 2.***



26. The Enter Offset for Tab 2 screen will appear.
    The USPS requires that the second tab be positioned less than 1" from the left edge of the mail piece. In our case; due to the orientation of the media through the Tabber, the position of Tab 2 should be within 1" of the trailing edge.

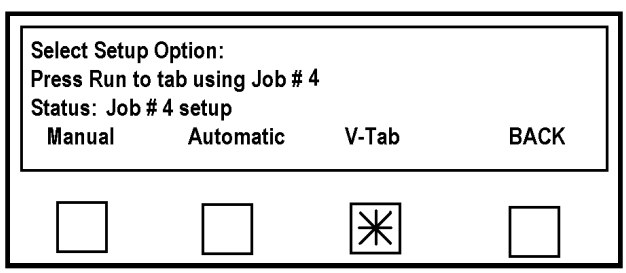


    In this example the piece is 10.5" long and we are using 1.5" tabs, as required, so the setting would be about 8.100". ((10.5" piece length – 1.5" tab – 0.9" (within 1") = 8.100"))

    Enter the position for tab 2 using the number keys, in our case ***8.100***" and then press the ***Save*** key.

27. Press the ***BACK*** key five times, to return to the Select Setup Option screen.

28. Select ***V-Tab*** from this screen.



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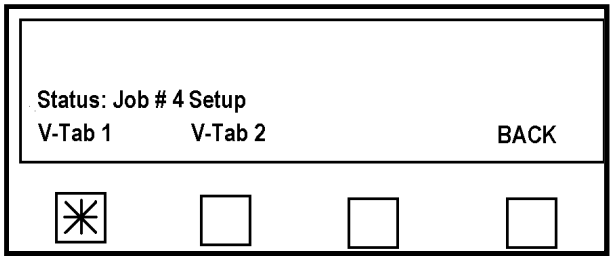
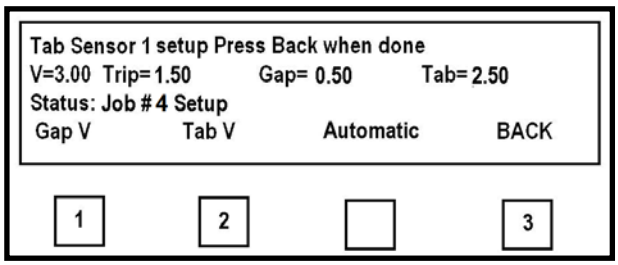
29. Select ***V Tab 1*** to calibrate the V-Tab voltage for Head 1 (Tab Sensor 1).



30. The Tab Sensor 1 Setup screen will appear.
    Lift the Pressure Roller Release Latch so that the tab web can slide easily through the Sensor.



31. Begin by finding the Gap V or voltage reading from the space between the tabs.
    The reading you are looking for will depend on the type of tab stock you are using. Please use the appropriate procedure, shown below, for your type of tab stock.
    Tabs stock with black space (line) between each tab: Move the tab web through the sensor until you obtain the highest voltage reading, then press the ***Gap V*** key [1].
    Tab stock with white space between each tab: Move the tab web through the sensor until you obtain the lowest voltage reading, then press the ***Gap V*** key [1].
    Note: Manually remove any tabs that peel off during this process.

32. Now set the Tab V or voltage reading of the tab area.
    The reading you are looking for will depend on the type of tab stock you are using. Please use the appropriate procedure, shown below, for your type of tab stock.
    Tabs stock with black space (line) between each tab: Move the tab web through the sensor until you obtain the lowest voltage reading, then press the ***Tab V*** key [2].
    Tab stock with white space between each tab: Move the tab web through the sensor until you obtain the lowest voltage reading, then press the ***Tab V*** key [2].
    Note: Manually remove any tabs that peel off during this process.

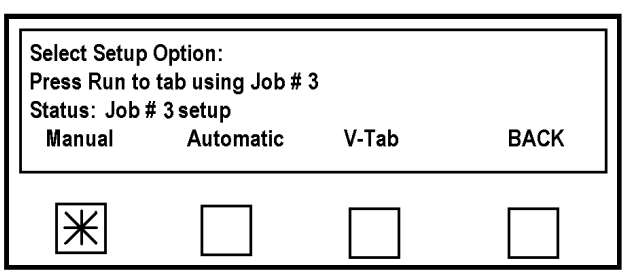
    Tip: In order for the Tabber to distinguish between the Tab and Backing, the voltage difference between the Gap V and Tab V must be 0.80 volts or greater. If the difference is lower, check/clean the sensor and then repeat the V-Tab adjustment. If the value is still less than 0.80 volts difference then you may need to use another tab stock that has a larger density difference. To check the function of the tab sensor, see "Tab Sensor Test".

33. Lower the Pressure Roller Release Latch.

34. Close and lock the Exit Roller Assembly.

35. Press the ***BACK*** key twice, to return to the Select Setup Option screen.

36. Select ***Manual*** from this screen.



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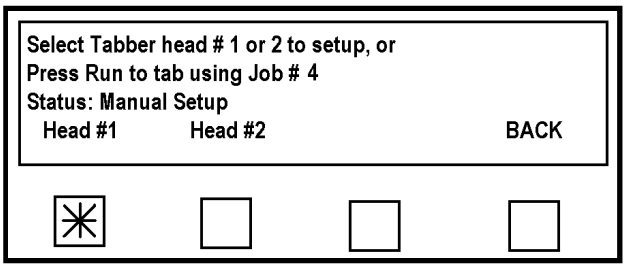
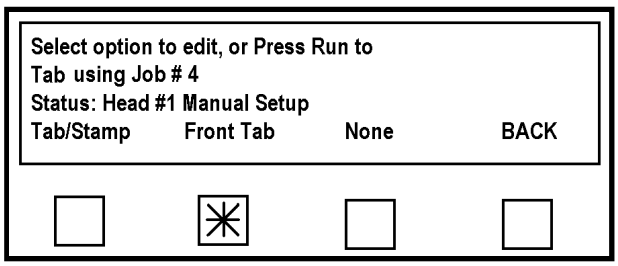
37. The Select Tabber Head screen will appear.
Select ***Head 1***.



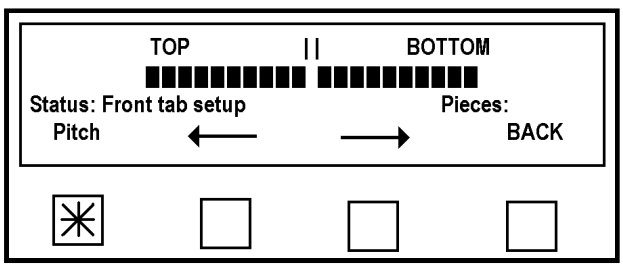
38. Verify that the Peel Plate on Head 1 is set to the Front Tabbing Application position.

39. The Select Option screen for Head 1 will appear.
Select the ***Front Tab*** option.

NOTE: The Select Option screen for Head 1 is different than for Head 2. There are more choices for Head 1.



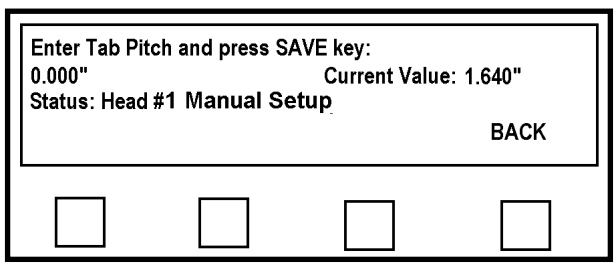
40. The Front Tab Positioning screen will appear. This screen can be used to adjust the amount of tab on the top or bottom of the media.
Moving the line toward the right will put more of the tab on the bottom of the piece.
Moving the line to the left will put more of the tab on the top of the piece.
Each segment of the line represents approximately 0.100".
It is suggested to start with the tab position centered and after testing the tab placement, readjust accordingly to try to obtain a 50/50 tab fold.
Note: In some cases it will not be possible to get a 50/50 tab fold.

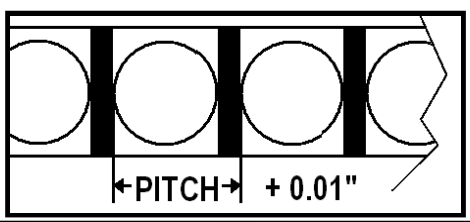


41. It is from this screen that the Pitch of the Tab is also set.
Select ***Pitch***.
NOTE: Whether programming manually or automatically you must set the pitch to ensure good registration of the tab.

42. The Pitch of the tab is the distance measured from the top of one tab to the top of the next tab.

Measure the pitch of the stock you are using and add 001".
In this case it was 1.630, plus 0.01" for a total of 1.640".
Enter the pitch value using the number keys on the Control Panel and then pressing the ***Save*** key.





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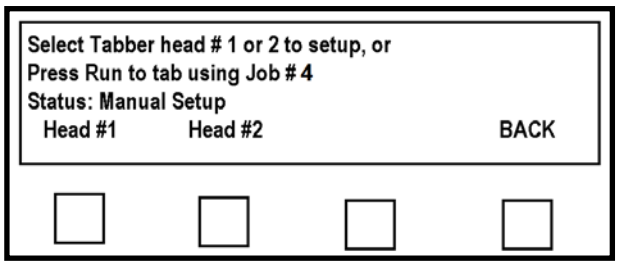
43. Press the ***BACK*** button 3 times to return to the Select Tabber Head screen.

    By stopping on this screen you can run the job or easily return to the head that requires adjustment.



44. Verify that the Exit Roller Assembly is closed and locked.
45. Verify that both Pressure Roller Release Latches have been lowered (pressure engaged).

    Test tab placement.
    Turn on the Transport Power and press the ***RUN*** button.
    Feed at least two pieces.
    Press the ***STOP*** key and check the position of the tabs on the second piece.

    NOTE: Placement of tabs on first piece may not be accurate due to manual adjustment of tab position in relationship to peel point.

    Tip: If you find that the application position of the tabs is different than the offset value you set; first recheck Tabber setup (mechanical and programming). After recheck; if the placement is still off", see sections titled "Operation Check-List" and "Tab Positioning Adjustments (Fine Adjustments)".

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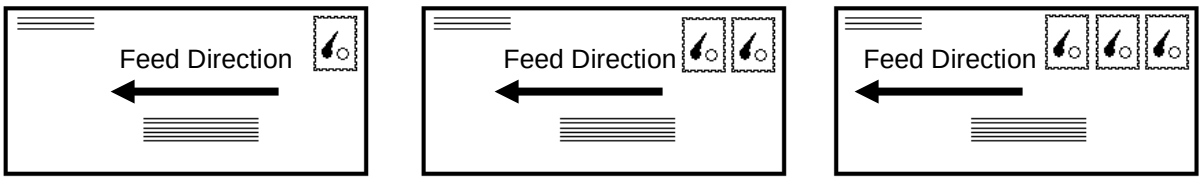
Job Example E: Applying Stamps



IMPORTANT NOTES regarding the application of stamps:

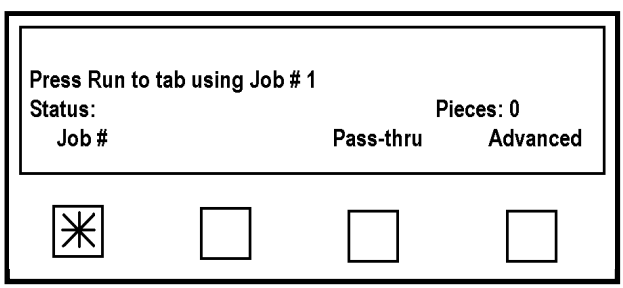
- The T-650 does not provide an "automatic positioning" feature for applying stamps, so the stamp position (offset) must be done through the "Manual Setup" features to assure proper stamp placement.
- Due to the orientation of the stamps on the roll, the stamp or stamps must be placed at the trailing edge of the media.
- Head 2 cannot be used to apply stamps.
- In order to avoid wasting stamps; it is strongly suggested to use test stamps or tabs when initially setting up the Tabber for applying stamps. After you are comfortable with the process, then you can switch over to using live stamps. Don't forget to reprogram the Tabber (gap color, pitch, V-Tab, etc…) for the differences in these stocks.

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 walk you through the process of programming Head 1 to apply stamps.

1. Verify that Head 1 has been mechanically setup to "apply stamps". See Section "Head 1 Adjustment – Applying Stamps".
2. Open the Exit Roller Assembly.
3. Verify that the Peel Plate on Head 1 is set to the Side Tabbing Application position.
4. To begin programming; select ***Job #*** from the Run screen.



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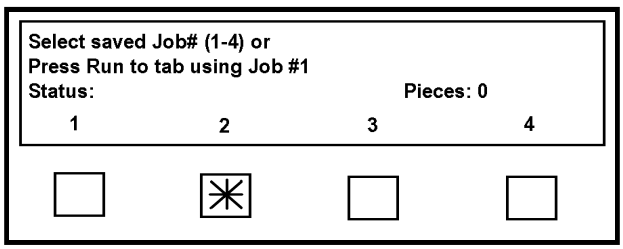
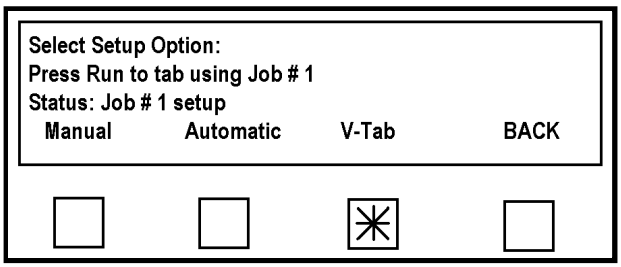
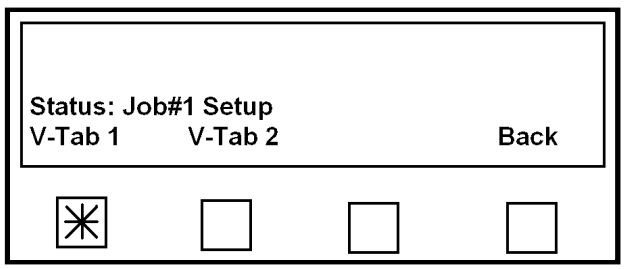
5. Select the job number you wish to use for the job. In this example, we are selecting Job Number 2.



6. From the Select Setup Option screen select ***V-Tab***.

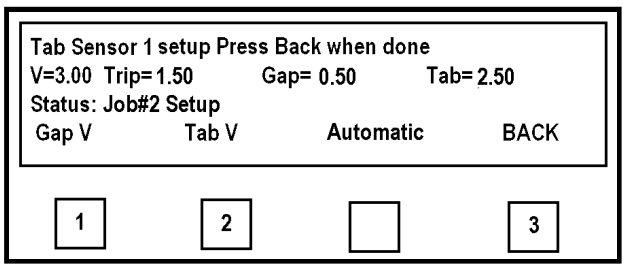


7. The next screen allows you to set the V-Tab values for the head or heads you will be using.
In this case we will be using Head 1, so select ***V Tab 1***.



8. Lift the Pressure Roller Release Latch so that the stamp web can slide easily through the Sensor.

9. Begin by finding the Gap V or voltage reading from the space between the stamps/tabs. Move the stamp web through the sensor until you obtain the lowest voltage reading, then press the ***Gap V*** key [1].
Note: Manually remove any stamps that peel off during this process.



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

10. Continue moving the stamp web through the sensor until you obtain the highest reading, then press the ***Tab V*** key [2].
Note: Manually remove any stamps that peel off during this process.
Tip: In order for the Tabber to distinguish between the Stamp/Tab and Backing, the voltage difference between the Gap V and Tab V must be 0.80 volts or greater. If the difference is lower, check/clean the sensor and then repeat the V-Tab adjustment. If the value is still less than 0.80 volts difference then you may need to use another tab stock that has a larger density difference.
To check the function of the tab sensor, see "Tab Sensor Test".

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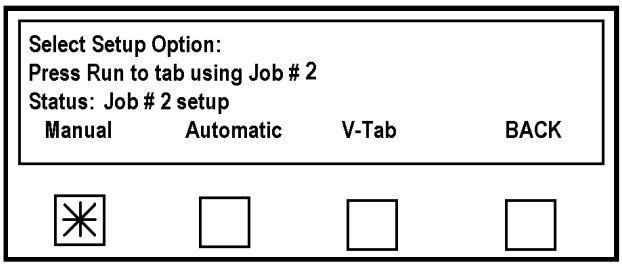
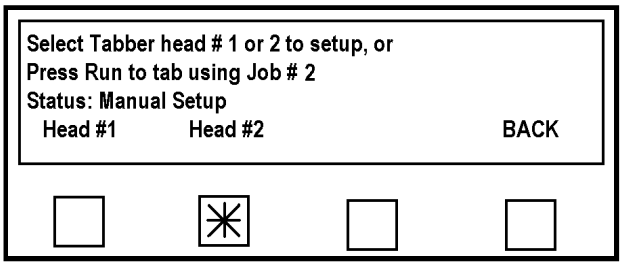
11. When you are finished, press the ***BACK*** key [3] twice.
12. Close and lock the Exit Roller Assembly.
13. Lower the Pressure Roller Release Latch.

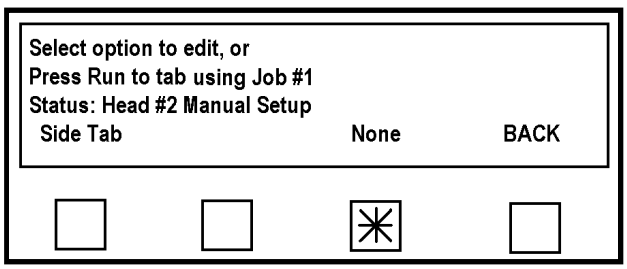
14. From the Select Setup Option screen select ***Manual***.



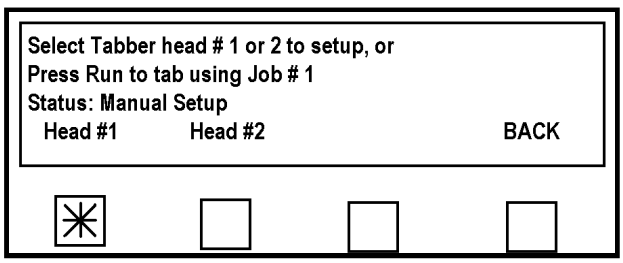
15. The Select Tabber Head screen appears. Select ***Head #2***.



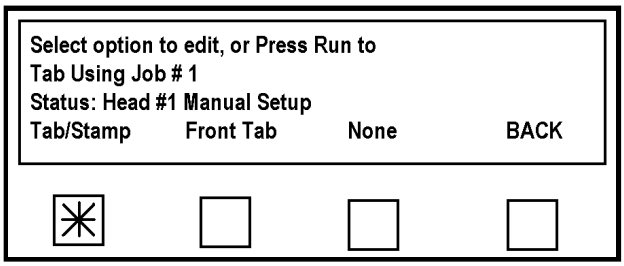
16. The Selection Option screen appears. Select ***None*** to turn Head 2 off, since we will not be using this head



17. The Select Tabber Head screen will reappear.
    Select ***Head #1***. The head that will apply the Stamps in this case.



18. The Select Option screen will appear. Select ***Tab/Stamp***.



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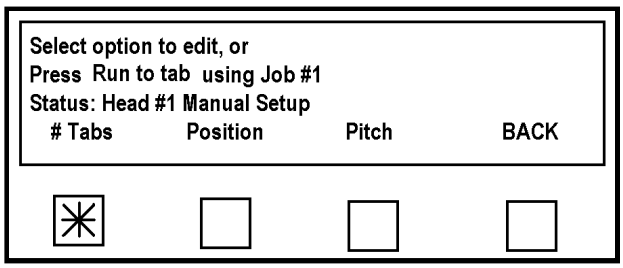
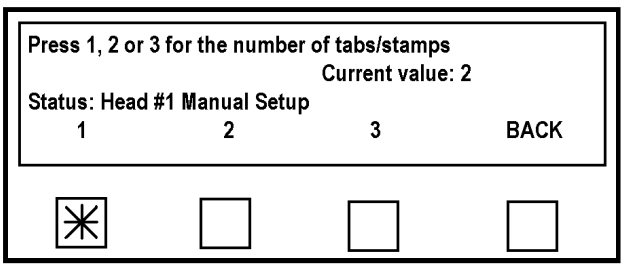
19. From this screen select ***# Tabs***.

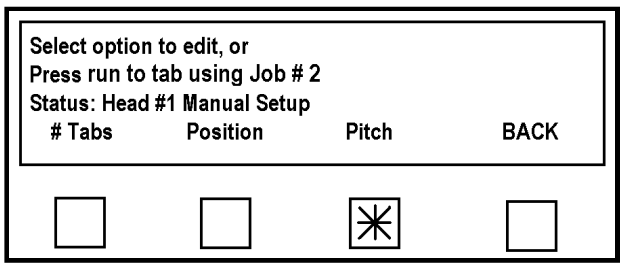


20. In this example we are going to apply one Stamp.
Select ***1***.

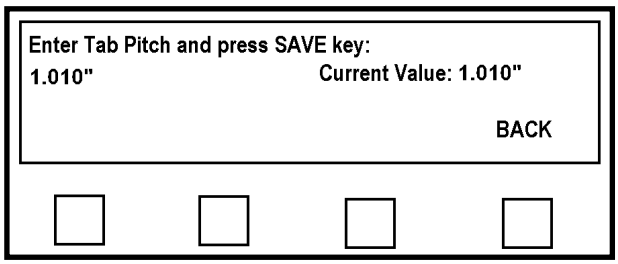


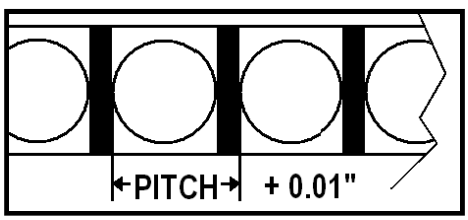
21. The Select Option screen will re-appear.
Select ***Pitch***.

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



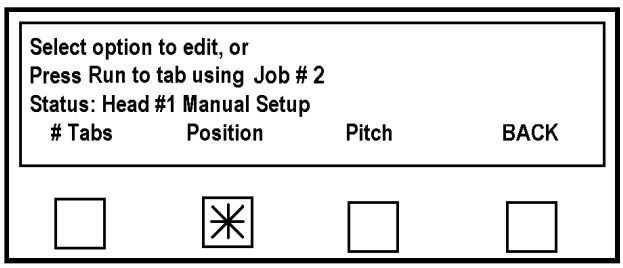
22. The Pitch of the tab/stamp is the distance measured from the top of one stamp to the top of the next tab/stamp. Measure the pitch of the stock you are using and add 0.01".
In this case it was 1.00" plus 0.01" for a total of 1.01".
Enter the pitch value using the number keys on the Control Panel and then pressing the ***Save*** key.





23. Press the ***BACK*** button.

24. The Select Option screen will reappear.
Press ***Position***.



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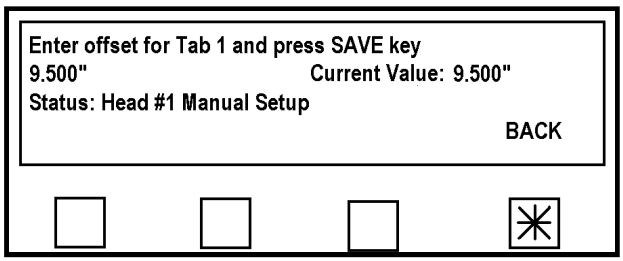
25. The Enter Offset for Tab 1 screen will appear. This feature is used to position the tab/stamp on the mail piece. All measurements are referenced from the leading edge of the media to the leading edge of the tab/stamp.
In this case we will be placing the stamp on the trailing end of the piece.
If the piece is 10.5” long and we wish to place the stamp 1 inch from the trailing edge we would enter 9.5”.
Using the number keys, enter the desired “offset” value for Tab 1 (stamp 1) and then press the ***Save*** key.



26. Press the ***BACK*** button.
The Select Option screen will reappear.

Test the stamp placement position.
Turn on the Transport Power and press the ***RUN*** button.
Feed at least two pieces.
Press the ***STOP*** key and check the position of the stamp on the second piece.
If a position adjustment is needed, repeat from Step 24 above.

NOTE: Placement of stamp on first piece may not be accurate due to manual adjustment of stamp position in relationship to peel point.

Tip: If you find that the application position of the stamp is different than the offset value you set; first recheck Tabber setup (mechanical and programming). After recheck; if the placement is still off”, see sections titled “Operation Check-List” and “Tab Positioning Adjustments (Fine Adjustments)”.

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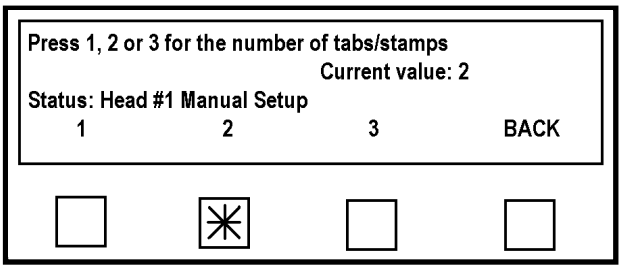
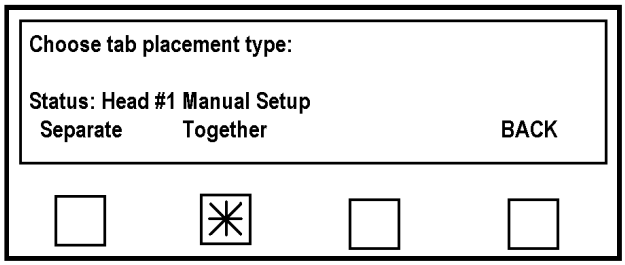
Applying Multiple Stamps

1. To place multiple (2 or 3) stamps on a piece you must first select Tab/Stamp from the Select Options screen (described in Step 18, in the procedure above).
   The Number of Tabs/Stamps screen will appear.
   Select ***2*** or 3.
   Tip: Make sure you set the first stamp position (offset value) appropriately to accommodate the total length of 2 or 3 stamps on the media. Example: Applying 2 stamps to 10.5” long media. Each stamp has 1” pitch. In this case, offset would be set to 8.5” or less.



2. 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 screen will reappear.
   Select ***Position*** and continue with the setup from Step 24, from procedure above.



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SECTION 5 – *Operation*

Operation Check-List

The following check-list should be referenced before you start operating the Tabber or if you are having a problem with Tabber operation.

- ☐ Tabber and Feeder are mechanically setup to properly transport your media.
  - o Right Media Guide Assembly is adjusted to accommodate width of media
  - o Tabber's Media Thickness setting is adjusted to accommodate media.
  - o Exit Foot repositioned against Right Media Guide Assy.
  - o Media feeds without hesitation or skew, using Pass-Thru mode.
  - o Speed of Tabber and feeder adjusted so a 2" gap or more is generated between each piece.
- ☐ Peel Plate properly positioned for your application (side tab/stamp or front tab).
- ☐ Tabs/Stamps properly loaded/threaded, on both heads.
  - o Tab web threaded behind Reel Brake Roller arm.
  - o Pressure Rollers Release Latch is lowered (pressure engaged) on both heads.
- ☐ Job properly programmed.
  - o Desired Job number has been selected.
  - o V-Tab (tab sensor adjustments) values set for current tab/stamp stock.
  - o Tab Pitch set for current tab/stamp stock.
  - o Product (media) length has been set accurately (when using Automatic Setup).
  - o Desired positions (offset values) set for Tabs/Stamps.
  - o Unused Head was turned off (disabled) in menu.
- ☐ Exit Roller Assembly closed and locked (latched)
- ☐ Power Cord is plugged into wall outlet and Tabber.
- ☐ Main Power Switch ON.
- ☐ Feeder ON.
- ☐ Emergency Stop Button released.
- ☐ Safety Stop Input Jumper Plug installed.

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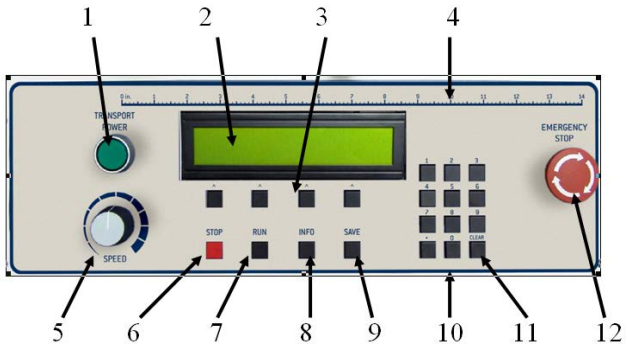
Sequence of Operation

The proper sequence for starting the T-650 is a 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 Button** (12) is in the released or operate position.
3. Press the **Green Transport Power Switch** [1] on the T-650 Control Panel.



IMPORTANT

IF YOU ARE USING THE OPTIONAL FEEDER MAKE SURE THAT THE INTERFACE CABLE IS CONNECTED

4. Press the **RUN** key [7] located below the soft keys on the Control Panel to start the Tabber. Adjust the **Speed Control** [5] to set the speed of the Tabber.
5. Turn on the feeder and set the media delivery speed so it is slower than Tabber transport.

IMPORTANT

THE MAXIMUM SPEED OF THE T-650 TABBER IS CONTROLLED BY THE TABBERS 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.

6. Press the **STOP** key () located below the soft keys to stop the Tabber. Pressing the large **Emergency Stop** button (12) will shut down the entire Tabber and lock out the other keys. To restart from an Emergency Stop your must release the button by turning it clockwise. Then press the **RUN** key [7] to restart the Tabber.

IMPORTANT

THE T-650 IS EQUIPPED WITH A TIME OUT FEATURE. IF THE T-650 IS LEFT RUNNING WITHOUT FEEDING PIECES FOR MORE THAN 30 SECONDS IT WILL SHUT DOWN. TO RESTART PRESS THE RUN KEY.

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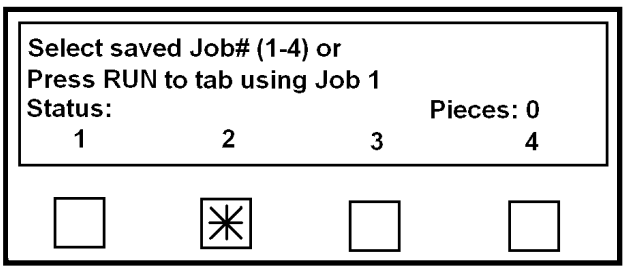
Selecting a Pre-Programmed Job to Run

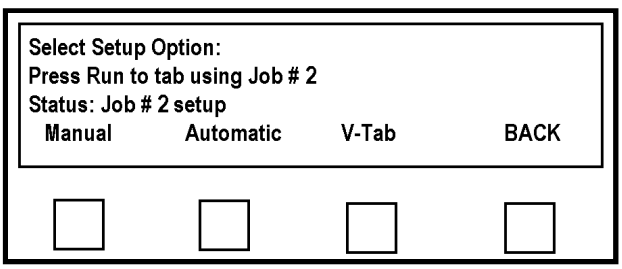
Up to four jobs may be programmed into the T-650 memory.
To run a pre-programmed job:

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.

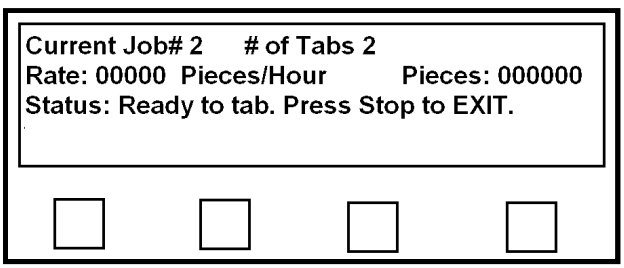


Tip: Press and hold the ***INFO*** key to check the job setup. A screen will appear that contains the settings and adjustments for the job number that is currently selected. See "Info Key and Info Screen" for more details.

3. The Select Setup Option screen will appear.
Press the **RUN** key, on the control panel, to start the Tabber. Adjust the **Speed Control** to set the speed of 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 heads.
   c. The rate 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.

4. To stop the Tabber, press the **STOP** key. After the Tabber has finished processing and clearing all pieces from the system, it will stop. "Wait" is displayed during this process. If you need to stop the Tabber immediately (paper jam); press the large **Emergency Stop** button to shut down the entire Tabber. The Tabber will display "Emergency Stop is pressed".
To restart from an **Emergency Stop**, after clearing any jammed media/tabs from the system: Release the button by turning it clockwise. Press the green Transport Power Button to turn the transport power back on. Press the **RUN** key to restart the Tabber.

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Tab Positioning Adjustments (Fine Adjustments)

To obtain the desired amount of tab on the top side and bottom side of the media, use the appropriate adjustment procedure below.

Front Tab:

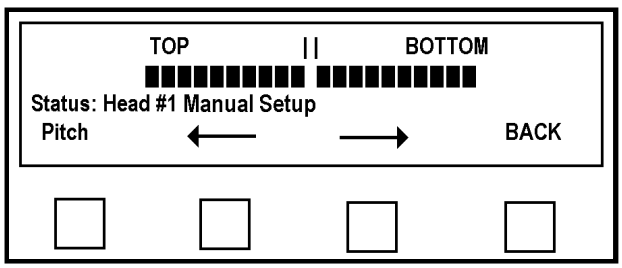
Tab being applied to leading edge.

***Tab Fold Position*:**

When Front Tabbing (tabbing on the lead edge of the media), the Tabber's programming mode is used to adjust the amount of tab on the top and bottom.

Use the menu feature shown, to adjust the fold position of the tab.

To access this feature:



1. Select ***Job #***
2. Select your desired Job number.
3. Select ***Manual***
4. Select ***Head #1***
5. Select ***Front Tab***.

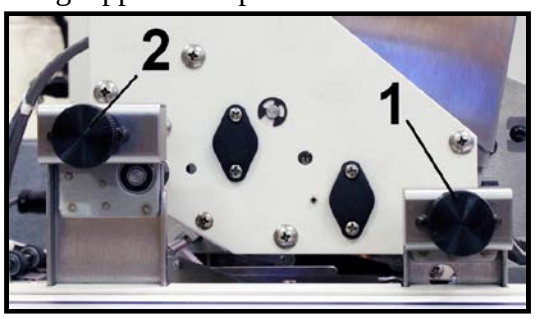
Each of the squares represents approximately 1/20 of the set tab length (Pitch). Press the appropriate arrow key to move the tab. If you require more of the tab on the bottom press the right arrow key. If you require more of the tab on the top press the left arrow key.

Positioning Tab on Leading Edge of Media:

Move Head 1 and the Center Support Plate to the desired tab location.

Make sure the Peel Plate is set in the "Front Tabbing Application position".

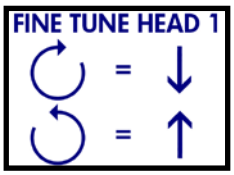
Use the Head 1 Fine Adjustment Knob [1] to make small changes to tab placement.

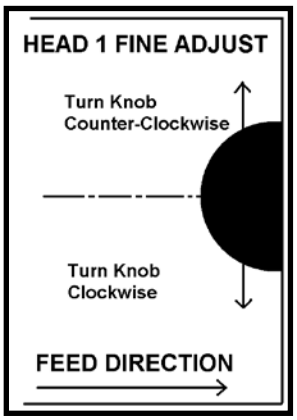


Fine Tune Head 1: (Front Tab)

By turning this knob [1] counter-clockwise Head 1 moves away from the operator side, which will move the front tab position away from the operator side.

By turning this knob [1] clockwise Head 1 moves towards the operator side, which will move the front tab position closer to the operator side.





Important: Make sure the Center Support Plate is installed and it has been positioned so the tab enters the slot in the Center Support Plate.

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Side Tab:

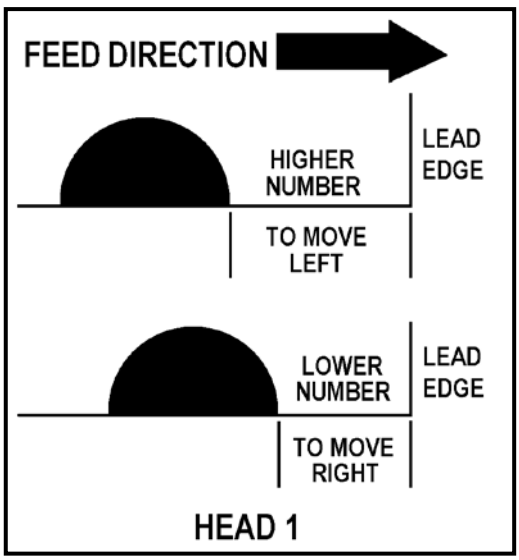
Position Tab on Side of Media:

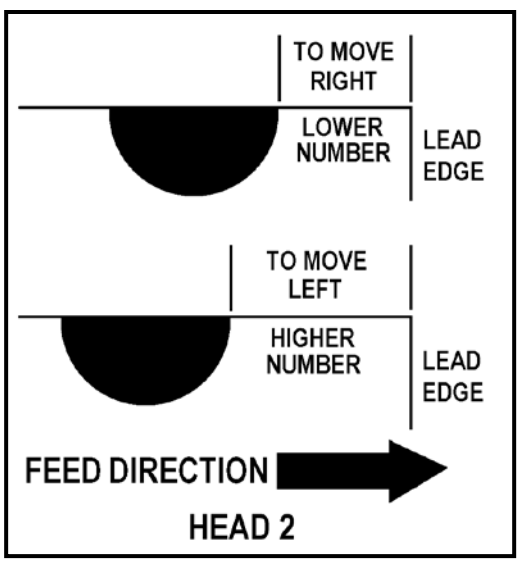
Whether you are using Head 1 or Head 2 adjustments to the tab position, from the lead edge of the piece, is done in the Tabbers Menu (Job Programming).

Regardless of whether you are placing one, two, or three tabs; increasing the Tab Position value will move the tab position to the left of its original position (farther away from the media's leading edge). Decreasing the Tab Position value will move the tab to the right of its original position (closer to the media's leading edge).

To adjust the Tab Position:

1. Select ***Job #***
2. Select your desired Job number.
3. Select ***Manual***
4. Select ***Head #1*** or ***Head #2***
5. Select ***Tab/Stamp*** or ***Side Tab***
6. Select ***Position***
7. Select the ***Tab number*** (Tab 1, Tab 2, Tab 3) you wish to adjust. The ***Current Value*** (Tab Position) will be displayed.
8. Use the Numeric Keypad to enter a different value, then press ***Save***.
   A larger number will move the tab position to the left (towards trailing edge).
   A lower number will move the tab position to the right (towards leading edge).
9. When you are finished, press the ***BACK*** key four times to return to the "Select Taber Head" screen.
10. Press ***RUN***, to feed and tab at least two pieces.
11. Check the new tab position on the second piece. If you require adjustment repeat from Step 4 above.





NOTE: The maximum amount of tab that can be wrapped onto the bottom side of the media is ¾". If you exceed this maximum, the tab will be damaged/torn or wrinkled.

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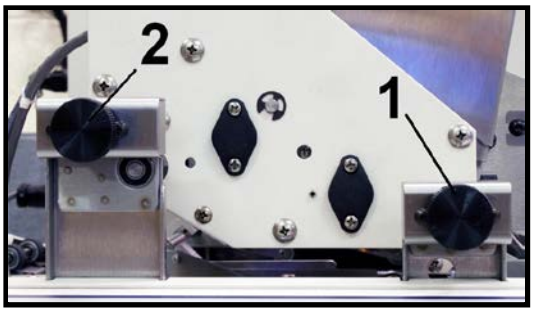
Tab Fold Position:

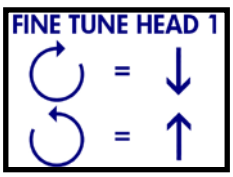
When side tabbing; the Fine Adjustment Knobs [1] and [2] can be used to make small corrections to the fold position (amount of tab on top/bottom of media).

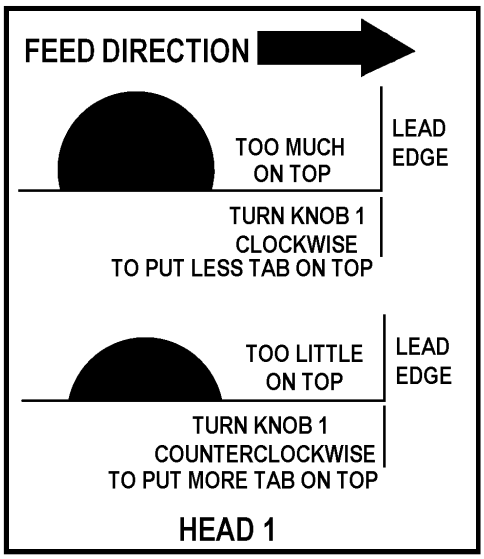


Fine Tune Head 1:

- By turning this knob [1] clockwise; Head 1 moves towards the operator side, which will cause less of the tab to be placed on the top side of the media.

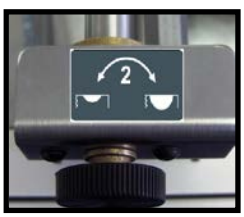
- By turning this knob [1] counter-clockwise; Head 1 moves away from the operator side, which will cause more of the tab to be placed on the top side of the media.



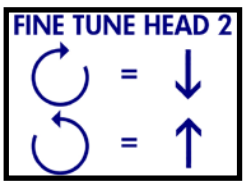


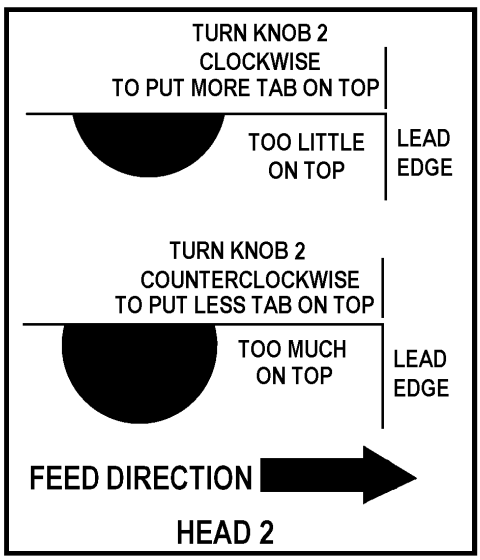
Fine Tune Head 2:

- By turning this knob [2] clockwise; Head 2 moves towards the operator side, which will cause more of the tab to be placed on the top side of the media.



- By turning this knob [2] counter-clockwise; Head 2 moves away from the operator side, which will cause less of the tab to be placed on the top side of the media.





NOTE: The maximum amount of tab that can be wrapped onto the bottom side of the media is ¾". If you exceed this maximum, the tab will be damaged/torn or wrinkled.

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SECTION 6 – *Operator Maintenance*

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

Cleaning

WARNING

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

The Tabber must be cleaned regularly of accumulated paper dust and ink. Depending on the types of media that are run, paper dust may accumulate within machines and on the transport. Before cleaning unplug the power cord from the unit.

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

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

CAUTION

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

Rollers and Transport belts

The belts and rollers can become glazed with paper lint and ink from the media. They should be regularly cleaned with a mild abrasive household cleaner on a damp cloth.
Avoid using solvents on the rubber rollers.

Shafts with Movable Parts

Exposed shafts, with movable parts, should be cleaned with a soft dry cloth.

CAUTION

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

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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 Left Media Guide Assembly. These sensors should be clean and free of accumulated paper dust. Use a vacuum with a soft brush attachment or a small soft-bristled paint brush and dry compressed air to remove the dust.

WARNING

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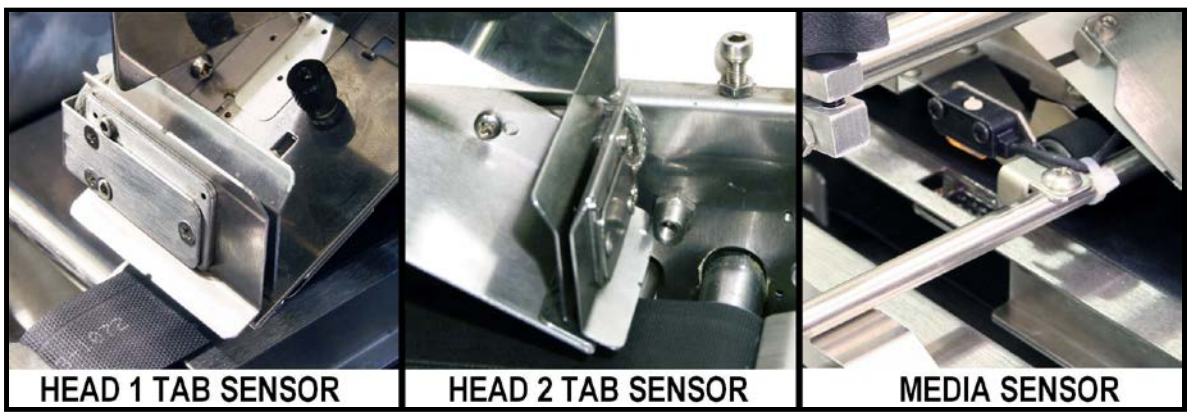
DO NOT LIQUIDS TO CLEAN THE SENSORS. DO NOT USE ABRASIVES TO CLEAN THE SENSOR LENS

The sensor locations are as follows:



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 Technician 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 remove 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 <u>not</u> 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 Technician should be contacted to disassemble clean and possibly replace the tab sensor.

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Tab Wrap Guides

Each of the Media Side Guide Assemblies has a Tab Wrap Guide at the end of it. This guide is used to wrap the tab under the back side of the media, before it is sealed by the pressure rollers.

In the process of wrapping tabs; adhesive will build up along this guide. After awhile this adhesive accumulation can restrict the tab from smoothly transitioning through this guide.

Both of the guides and the slots should be periodically cleaned with a thin rag, dampened with WD-40, to remove the adhesive residue, as shown below. After cleaning; wipe any excess WD-40 from the surfaces using a clean dry cloth.

WARNING

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

Cleaning the Tab Wrap Guide
Located at the exit end of the Right Media Guide Assembly.

Cleaning the Tab Wrap Guide
Located at the exit end of the Left Media Guide Assembly.

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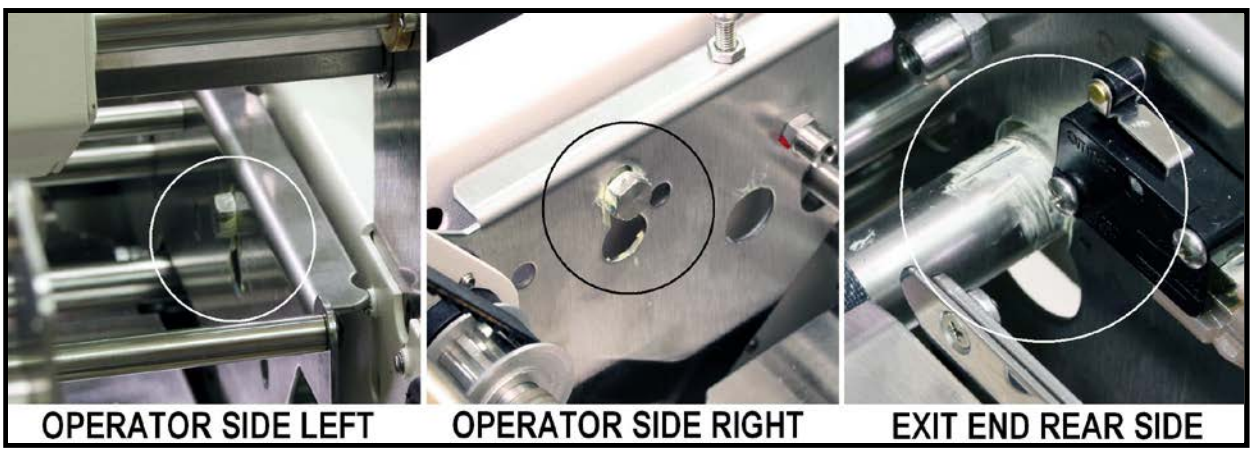
Lubrication

WARNING

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

Several locations on the T-650 Tabber require regular lubrication. They are as follows:

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



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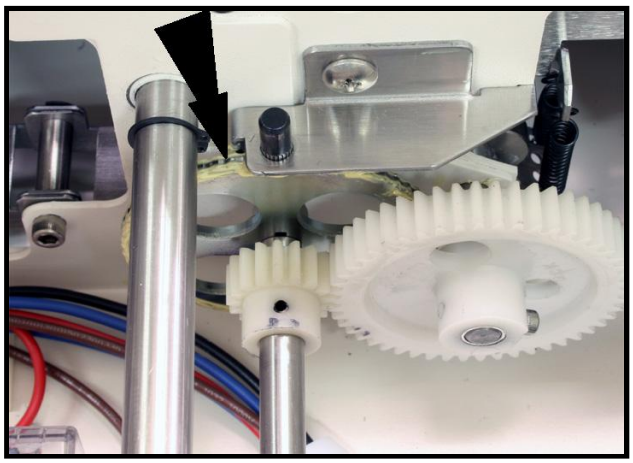
Service Notes for Qualified Service Technicians:

The following items must be regularly maintained by a qualified Service Technician.
Please contact your Dealer/Distributor to obtain service and support for your T-650 Tabber.

Lubricate the Stepper Cam:

The surface of the stepper cam, for the Media Thickness Adjustment mechanism, should be periodically lubricated with white lithium grease.
Since covers must be removed to access this area, this process should be performed by a qualified service technician.



Cleaning the Tab Applicator Assemblies:

To clear tabs/stamps and adhesive from inside the Tab Applicator Assemblies and Tab Sensors, the Tab Applicator Assembly can be removed from the shaft and disassembled.

NOTE: Damaged caused by improper maintenance is not covered under warranty.
This procedure should be performed by a qualified Service Technician.

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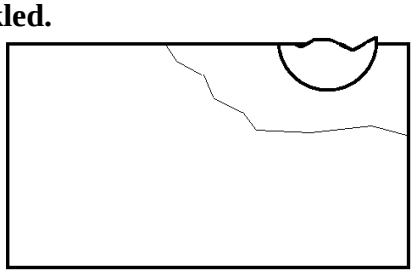
SECTION 7 – *Troubleshooting*

The following trouble-shooting guide is provided to assist you in solving any problems that might occur with the Tabber. We have tried to make it as complete as possible.

If you are experiencing a problem with the operation or function of the Tabber. Please refer to the "Operation Check-List" section as well as this "Troubleshooting" section.

Jams

CONDITION	SOLUTION
Media jams in transport section of Tabber.	1. Check alignment of Feeder to Tabber. Media should feed between the Media Guides. 2. Check that the Media Hold-down guide is not pressing down too firmly on the media. This will cause media to hesitate or skew. 3. Check that the Media Guides are not set too tight (too close together) or the media may stall or hesitate as if feeds. 4. Check that the Media Thickness adjustment is not too tight or too loose. 5. Look for obstructions in the feed path (paper, tabs, etc…).
Tabs jam in tab wrap guides.	Clean the Tab Wrap Guides. See Operator Maintenance Section.
Side Tab Tears and does not seal to the bottom of the piece. Media or tab may jam in tabber. Tab or media may be wrinkled. 	1. Media Guides are set too tight against the media; not allowing additional width of tab on media to pass through system. Move the Right Media Guide out (toward the operator side) a little. 2. Placing too much tab on bottom side of the media. Maximum tab wrap on bottom side of media is ¾". Reduce the amount of tab being applied to the bottom side of the media.

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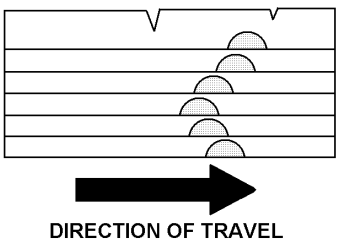
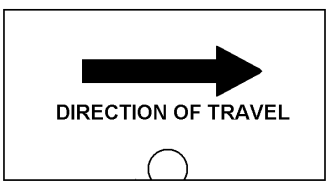
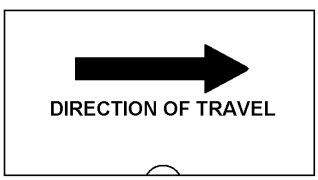
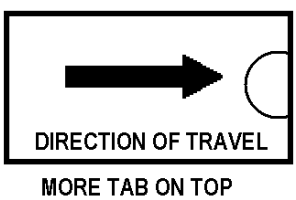
Tab Placement Problems

If you are experiencing a problem with the operation or function of the tabber. Please refer to the "Operation Check-List" section as well as this "Troubleshooting" section.

CONDITION	SOLUTION
Tabs placement is inconsistent on the media. 	Tabs should be placed within +/- 1/8" 1. Check the pitch setting for the tab. Pitch = Distance from the top of one tab to the top of the next tab (including space between tabs), plus 0.01". 2. Check to be sure Pressure Roller Release Latch, for tab drive, is engaged (lowered). 3. Check the media thickness adjustment. Too little can cause the media to slip, when it is being fed. 4. Check that the tabs are threaded properly. See tab threading diagram. 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 for Head 1 or Head 2, depending on the head that requires adjustment. See "Tab Positioning Adjustments (Fine Adjustments)" Section.
Less of the tab is on the top of the media than on the bottom. 	Adjust the Fine Adjustment Knob for Head 1 or Head 2, depending on the head that requires adjustment. See "Tab Positioning Adjustments (Fine Adjustments)" Section.
Lead edge tab is more on the top than the bottom. 	This adjustment is performed in the tabber programming menu. See "Tab Positioning Adjustments (Fine Adjustments)" Section.

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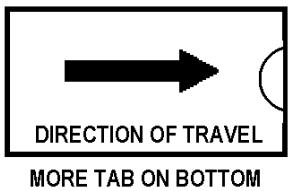
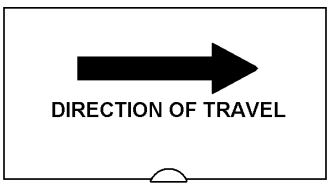
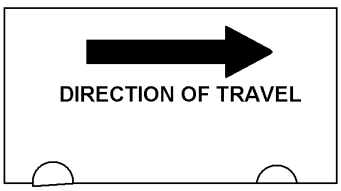
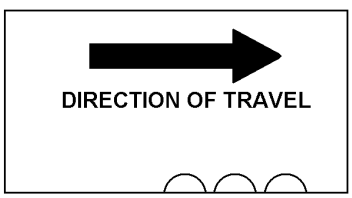
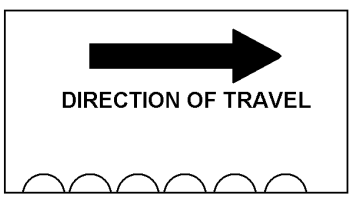
Tab Placement Problems (continued)

Lead edge tab is more on the top than the bottom 	This adjustment is performed in the tabber programming menu. See "Tab Positioning Adjustments (Fine Adjustments)" Section.
Tab is not flush with the edge of the media. 	Reduce distance between Left and Right Media Guide Assemblies using the Media Guide Width Fine Adjustment knob (turn it counter-clockwise).
When double tabbing one tab is not placed properly on the edge of the media. 	1. Reduce distance between Left and Right Media Guide Assemblies using the Media Guide Width Fine Adjustment knob (turn it counter-clockwise). 2. Check the Media Thickness adjustment. Too much pressure will cause the media to flex as it is transported. Too little pressure can cause the media to skew as the tab is being applied.
Tabs are applied together, instead of being separated by a distance. 	Programming issue. When programming for multiple tabs, **Together** was selected instead of **Separate**. Reprogram the job. Choose Separate and set the Tab1, Tab2, Tab3 offset values as desired.
More than three tabs applied on each piece. 	Improper tab sensor (V-Tab) adjustment. Check tab voltage and backing voltage adjustments using the V-Tab function for the appropriate head. (See Tab Sensor V-Tab Adjustments)
Tab is applied but it is wrinkled.	1. Media is slipping or hesitating as tab is being applied. Check transport adjustment and Media Guide adjustment.

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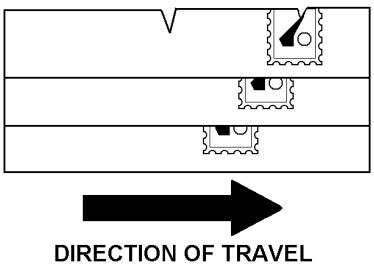
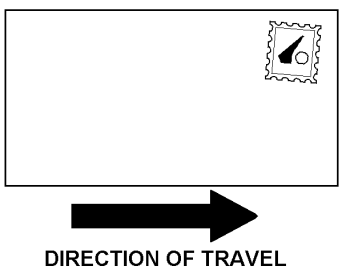
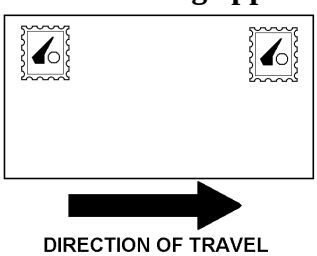
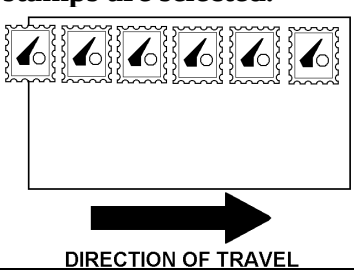
Stamp Placement Problems

CONDITION	SOLUTION
Stamps placement is inconsistent on the media.  	Stamp placement should be within +/- 1/8” 1. Check the pitch setting for the tab. Pitch = Distance from the top of one tab to the top of the next tab (including space between tabs), plus 0.01”. 2. Check to be sure Pressure Roller Release Latch, for tab drive, is engaged (lowered). 3. Check the media thickness adjustment. Too little can cause the media to slip, when it is being fed. 4. Check that the tabs are threaded properly. See tab threading diagram. Are they behind the “Reel Brake Roller” arm?
When applied the Stamp is not aligned on the media.  	1. Reduce distance between Left and Right Media Guide Assemblies using the Media Guide Width Fine Adjustment knob (turn it counter-clockwise). 2. Check the Media Thickness adjustment. Too much pressure will cause the media to flex as it is transported. Too little pressure can cause the media to skew as the stamp is being applied.
Stamps are separated by a distance, instead of being applied together.  	When programming for multiple stamps, **Together** was selected instead of **Separate**. Reprogram the job and choose together.
More than three stamps applied one after another on the media when 1, 2 or 3 stamps are selected.  	Improper tab sensor (V-Tab) adjustment. Check tab voltage and backing voltage adjustments using the V-Tab function for the appropriate head. (See Tab Sensor V-Tab Adjustments)

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Tabber Operation Problems

If you are experiencing a problem with the operation or function of the tabber. Please refer to the "Operation Check-List" section as well as this "Troubleshooting" section.

CONDITION	SOLUTION
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 transport speed. 2. Feeder speed is too fast, leaving too little gap between pieces. Slow down feeder. **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 received by the tabber; the tabber transport will stop after 30 seconds. Press Run key to restart.
Tabber transport button will not turn on, but display and all other key controls appear to be working.	Emergency Stop/Safety Stop circuit is open: 1. Check to be sure Safety Stop Jumper is connected to tabber. 2. Check to be sure Exit Roller Assembly is closed and locked.

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Appendix A – Specifications

ONE PASS TAB:	1-3 per side or 1-3 on 1side and 1 front
STANDARD TAB:	Minimum: 3/4”
	Maximum 1-1/2”
STAMPS:	1 to 3
MEDIA SIZE (L X W):	Minimum: 3.5” x 5” (6.5” W when front tabbing)
	Maximum: 15” x 11”
	See “Appendix D: Narrow Media Guide Assembly” section for variations to these specs.
MAX MEDIA THICKNESS:	1/4”
TAB PLACEMENT SETTING:	Manual or Automatic
TAB SENSOR CALIBRATION:	Manual or Automatic
MEDIA HEIGHT ADJUSTMENT:	Heads
TAKE-UP SPOOLS (REELS):	Standard
PRODUCTION RATE:	Two sides tabbed simultaneously (1 tab – 25,000/h)
	Two sides tabbed simultaneously (2 tabs – 15,000/h)
	Two sides tabbed simultaneously (3 tabs – 10,000/h)
PRODUCTION RATE CALCULATED WITH:	Tri-fold 8-1/2” x 11’
REEL CAPACITY:	Two reels, 10.5” diameter each
DIMENSIONS:	19” L x 30” W x 26” H (with reels)
FOOTPRINT (with optional feeder):	36” L (with feeder) x 30” W x 26” H (with reels)
WEIGHT:	108 lbs

Specifications are subject to change without notice.

Please contact your Dealer/Distributor for system configurations.

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Appendix B – Obtaining Supplies, Service and Support

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

Service should only be performed by a qualified Service Technician.

T-650 Tab Supplies:

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

PART #	TAB SIZE (diameter)	TAB MATERIAL	BACKING STYLE	ROLL DIAMETER	TABS PER ROLL
2510T	1” Circle	White Paper	Plain	9”	10,000
2515T	1.5” Circle	White Paper	Plain	9”	7,000
2610T	1” Circle	Translucent	Black Block	9”	11,000
2615	1.5” Circle	Translucent	Black Block	9”	7,000
2710T	1” Circle	Clear Film	Black Block	9”	10,000
2715	1.5” Circle	Clear Film	Black Block	9”	7,000
6510T	1” Circle	White Paper	Plain	10.5”	14,000
6515T	1.5” Circle	White Paper	Plain	10.5”	9,500
6610T	1” Circle	Translucent	Black Line	10.5”	14,000
6615T	1.5” Circle	Translucent	Black Line	10.5”	10,500
6710T	1” Circle	Clear Film	Black Line	10.5”	12,000
6715T	1.5” Circle	Clear Film	Black Line	10.5”	9,500

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

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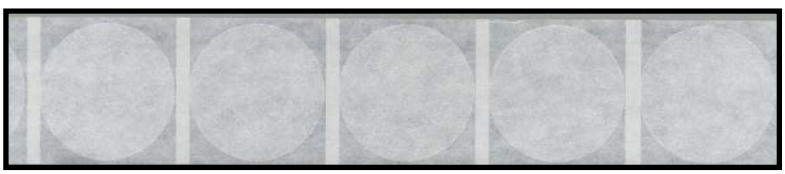
Appendix C – Identifying the Tab Type

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

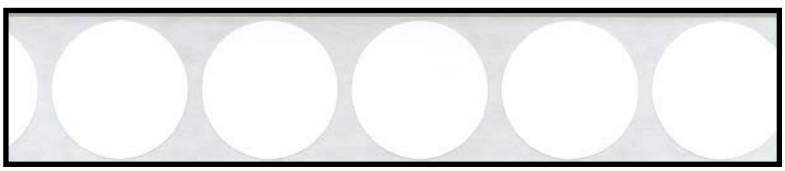
IMPORTANT! When using “clear” or “translucent” tab stock; the backing must be engineered to have a "black line" between each tab or a "solid black block" below each tab; as shown in the following images.

Tab Type = Opaque

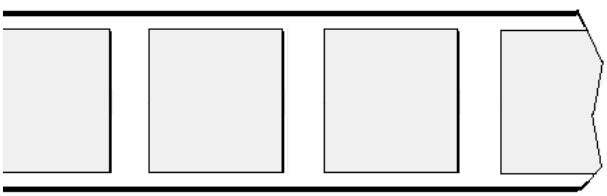
Stock that has white space/line (white gap) between each tab/stamp.



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



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

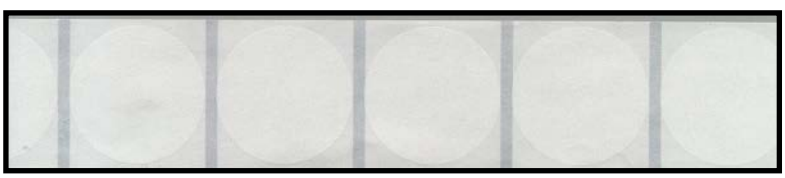


Tab Material: White Paper Square
Backing: All White
Gap: White

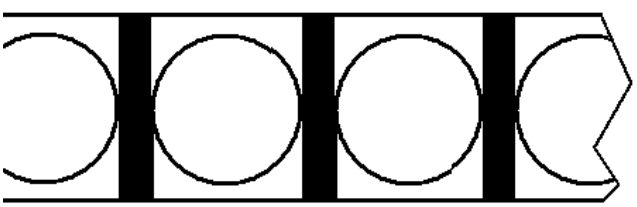
Tab Material: Stamp
Backing: All White
Gap: White

Tab Type = Clear

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



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



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

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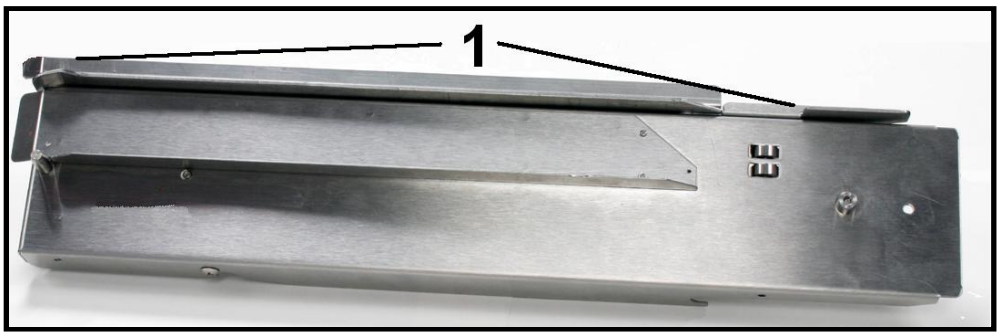
Appendix D- Narrow Media Guide Assembly

Supplement to the T-650 User Guide
The Narrow Media Guide Assembly (41-105-39) is designed to help you feed media that is smaller in width than the "standard" Media Guide Assemblies can accommodate.

With this guide in place the following revised specifications apply to the T-650:

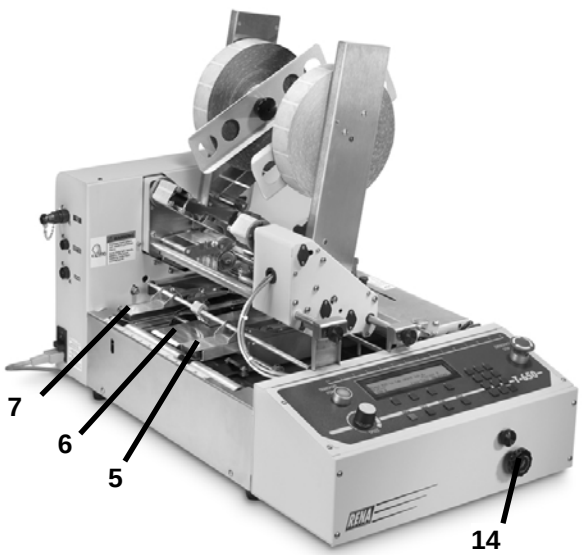
- ***Side Tabbing (H2 Only):*** Minimum media width is reduced to 3.25".
- ***Applying Stamps:*** Minimum media width is reduced to 4".
- ***Tabbing Perpendicular Sides:*** Minimum media width is reduced to 5.25"
  ***Note*:** The minimum media width is still 6.5"; when applying a 1.5" tab at center of lead edge. In this case the Narrow Media Guide Assembly is not used.



The Narrow Media Guide Assembly includes a removable Side Rail [1], which is held in place by two screws.

- Install the Side Rail [1], on the Narrow Media Guide Assembly, when front tabbing media that is between 5.25" and 6.5" wide.
  Tip: When front tabbing media that is 6.5" or wider; the Narrow Media Guide Assembly is not needed and should be removed.
- Remove this Side Rail [1], from the Narrow Media Guide Assembly, when side tabbing media that is 3.25" to 5" wide; or applying stamps to media that is 4" to 5" wide.
  Tip: When side tabbing or applying stamps to media that is 5" or wider; the Narrow Media Guide Assembly is not needed and should be removed.

T-650 Reference Image:



5	**Right Media Guide Assembly –** The position of this guide is adjustable. Make sure tabber transport is moving at a medium speed before attempting to adjust the position of this guide.
6	**Center Support Plate –** This plate contains the slot used in the process of front tabbing (tabbing at leading edge).
7	**Left Media Guide Assembly -** Delivers the media to the tabbing area. Its position is not adjustable.
14	**Media Thickness Adjustment Knob –** This knob is used to raise or lower the Heads and Exit Roller Assembly when adjusting the tabber to the thickness of the media.

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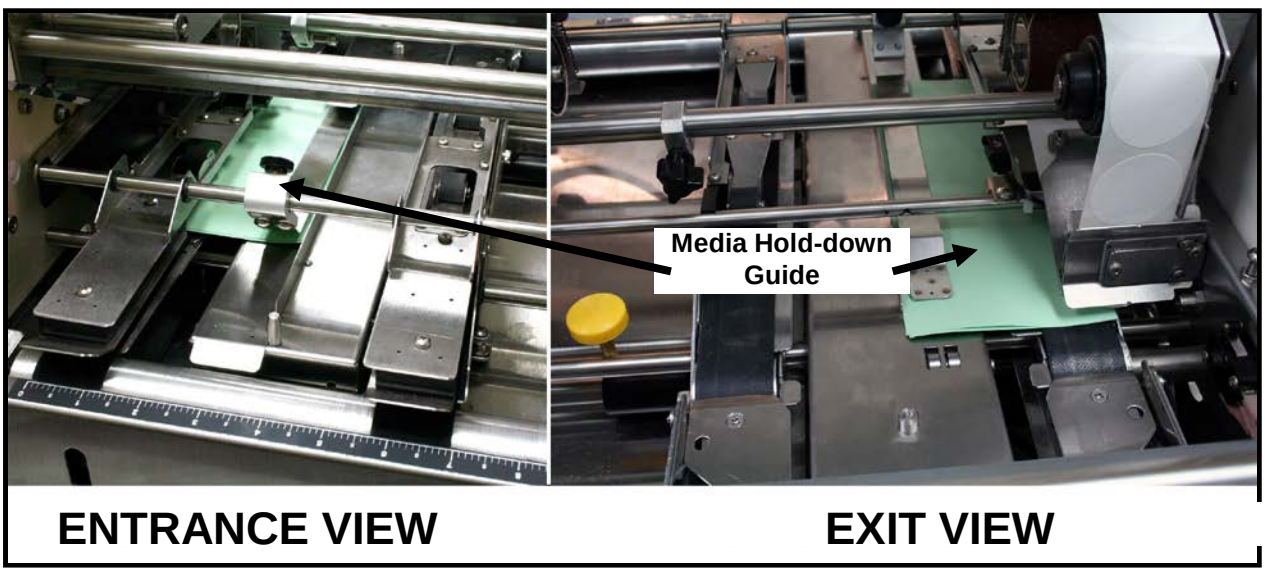
Side Tabbing Narrow Media

Example: Applying one, two, or three tabs to the side of an 8.5 x 11 Tri-folded piece (8.5”L x 3.66” W).
The addition of the Narrow Media Guide allows side tabbing of media widths from 3.25” to 5”.
Note: Without this guide installed the minimum media width for side tabbing is 5”.

1. Remove the Side Rail [1] from the Narrow Media Guide Assembly.
2. Raise the T-650’s Media Thickness Adjustment (14) to the highest setting.
3. Remove the Center Support Plate [6] from the T-650.
4. Install the Narrow Media Guide Assembly in place of the Center Support Plate, as shown below.
5. Position (slide) the Narrow Media Guide Assembly, closer to or farther away from the Left Media Guide Assembly [7], in order to accommodate the width of your media.
6. Move the Right Media Guide Assembly [5] against the Narrow Media Guide Assembly, to hold it in place.
   Important: When moving the Right Media Guide Assembly [5] the transport must be turning at a medium speed. Move guide slowly to avoid damage.
7. Reposition the Media Hold-down Guide as shown below.
8. Set up the Tabber to side tab from Head 2. See T-650 User Guide for details.
9. Readjust the Media Thickness Adjustment (14) to accommodate your media.
10. Run the Job.



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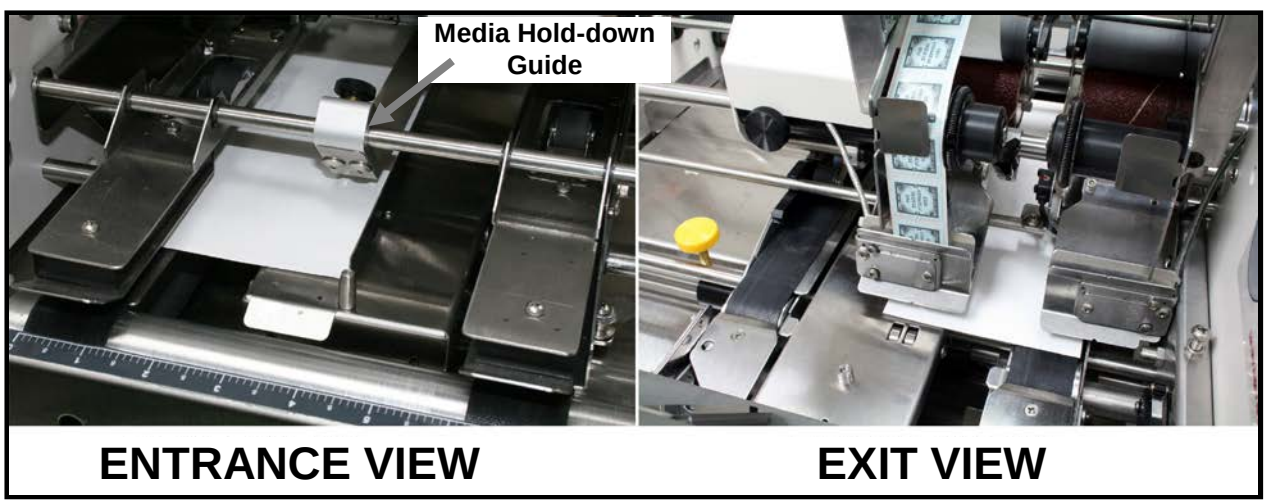
Applying Stamps to Narrow Media

Example: Applying stamp to #10 envelopes.
The addition of the narrow media guide allows stamping of media widths from 4” to 5”.
Note: Without this guide installed the minimum media width for applying stamps is 5”.

1. Remove the Side Rail [1] from the Narrow Media Guide Assembly.
2. Raise the T-650’s Media Thickness Adjustment (14) to the highest setting.
3. Remove the Center Support Plate [6] from the T-650.
4. Install the Narrow Media Guide Assembly in place of the Center Support Plate, as shown below.
5. Position (slide) the Narrow Media Guide Assembly, closer to or farther away from the Left Media Guide Assembly [7], in order to accommodate the width of your media.
6. Move the Right Media Guide Assembly [5] against the Narrow Media Guide Assembly, to hold it in place.
   Important: When moving the Right Media Guide Assembly [5] the transport must be turning at a medium speed. Move guide slowly to avoid damage.
7. Reposition the Media Hold-down Guide as shown below.
8. Setup Head 1 to apply stamps. See T-650 User Guide for details.
9. Readjust the Media Thickness Adjustment (14) to accommodate your media.
10. Run the Job.



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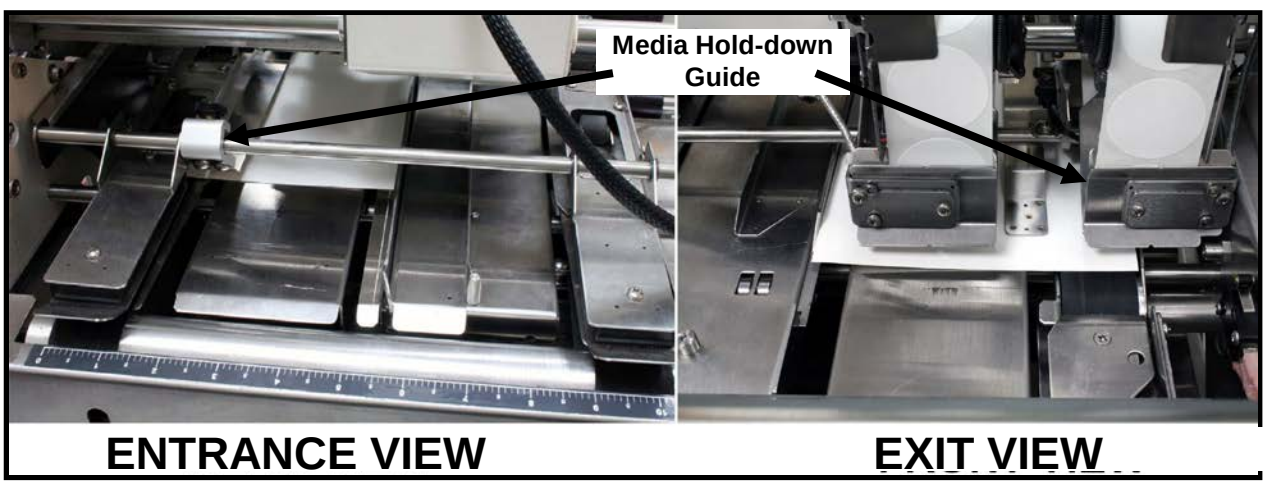
Applying Tabs to Perpendicular Sides of Narrow Media

Example: Applying two tabs to the side and one tab to the front edge of the media.
The addition of the narrow media guide allows tabbing to perpendicular sides of media widths from 5.25” to 6.5”.

***Note*:** The minimum media width is 6.5”; when applying 1.5” tab at center of lead edge. In this case the narrow media guide assembly is not used.

1. If the Side Rail [1] is not installed on the Narrow Media Guide Assembly; install it now.
2. Raise the T-650’s Media Thickness Adjustment (14) to the highest setting.
3. Make sure the Center Support Plate [6] is installed.
4. Install the Narrow Media Guide Assembly to the right of the Center Support Plate, as shown below.
   Tip: If there isn’t enough room to install the Narrow Media Guide Assembly between the Center Support Plate and Right Media Guide Assembly [5], to install the Narrow Media Guide, move the Right Media Guide Assembly [5] closer to the operator side of the tabber.
   Important: When moving the Right Media Guide Assembly [5] the transport must be turning at a medium speed. Move guide slowly to avoid damage.
5. Position (slide) the Narrow Media Guide Assembly, closer to or farther away from the Left Media Guide Assembly [7], in order to accommodate the width of your media.
6. Move the Right Media Guide Assembly [5] against the Narrow Media Guide Assembly, to hold it in place. Important: When moving the H1 Paper Guide the transport must be turning at a medium speed. Move guide slowly to avoid damage.
7. Reposition the Media Hold-down Guide as shown below.
8. Set up the Tabber to apply two tabs to the side of the media with Head 2 and one tab to the front of the media with Head 1. See T-650 User Guide for details.
9. Readjust the Media Thickness Adjustment (14) to accommodate your media.
10. Run the Job.



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Appendix E – Optional Accessories

Conveyor/Stacker/Dryer

AS-CSD3 Conveyor with optional 700 Watt Dryer
AS-CSD6 Conveyor with optional 2000 Watt Dryer and Optional Drop Stacker

Feeders

EASYFEED LITE II
EASYFEED 120 - discontinued
EASYFEED 140

Feeder Interface Cables & Riser Stands

Standard Feeder Interface Cables:

Application	Feeder Interface Cable	Riser Stand
EASYFEED LITE II Feeder T-650 Tabber	35E-500-190 (Included with Feeder)	None
EASYFEED 120 Feeder T-650 Tabber	35E-500-191 (Included with Tabber)	RS-500
EASYFEED 140 Feeder T-650 Tabber	35E-500-191 (Included with Tabber)	RS-140

Feeder Interface Cables for System Configurations:

The following feeder interface cables and riser stands can be purchased for system configurations:

System	[1]Feeder Interface Cable	Riser Stand
EASYFEED LITE II T-650 Tabber AS-850 or AS-980 Printer	35E-500-197	None
EASYFEED 120 Feeder T-650 Tabber AS-850 or AS-980 Printer	35E-500-196	RS-500
EASYFEED 140 Feeder T-650 Tabber AS-850 or AS-980 Printer	35E-500-196	RS-140

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

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