

SECAPUSA **IO30**
TABBER



OPERATOR GUIDE

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SAFETY

A series of messages are used throughout this manual to alert you to potentially hazardous conditions. These messages are explained below:

- **WARNING** - indicates the presence of a hazard that can cause severe personal injury or loss of life, or substantial property damage if the warning is ignored.
- **CAUTION** - indicates the presence of a hazard that will or can cause minor personal injury or property damage if the warning is ignored.
- **NOTICE** - calls attention to practices that could adversely affect equipment operation if instructions are not followed exactly.

Always use safe operating procedures when running your tabber. Observe the following practices:

- To protect against electric shock, the machine should only be plugged into a properly grounded wall outlet. The wall outlet should be near the machine and easily accessible.
- Insert the power cord into power inlet at the rear of the machine and the other end into the wall outlet.
- DO NOT use an adapter plug on the line cord or wall outlet.
- DO NOT remove the ground pin from the line cord.
- Avoid using wall outlets that are controlled by wall switches or shared with other equipment.
- DO NOT route the power cord over sharp edges or trapped between furniture.
- Insure there is no strain on the power cord where it becomes jammed between the equipment, walls or furniture.
- Be certain the area in front of the wall receptacle into which the machine is plugged is free from obstruction.

- DO NOT remove covers. This machine cabinet serves to enclose hazardous parts. If the machine has been dropped or has otherwise been stressed in any way, report it to your Authorized SECAP USA Dealer.
- To reduce the risk of fire and/or electrical shock, do not attempt to disassemble this machine. If service is required, contact your Authorized SECAP USA Dealer, who will disconnect before servicing to prevent electrical shock.
- DO NOT remove the cautionary label on the equipment that states:
Caution! Exposed rollers can cause personal injury.
Keep hands, long hair, jewelry and loose clothing away from this area.
- The unit is heavy and should be set in place by someone trained in the proper techniques of lifting and authorized by the owner's insurance carrier.
- Insure the unit is on a stable table surface so that the table cannot tip over if someone leans on the edge of the table.
- Keep loose clothing, jewelry and long hair away from all moving parts.
- Avoid touching moving parts or materials while the machine is in use. When clearing a jam, be sure the machine mechanisms come to a stop and disconnect power.
- To prevent overheating, do not cover the vent openings.
- All areas of the machine requiring disassembly or removal of covers should be accessed only by your Authorized SECAP USA Dealer.
- Read all instructions before attempting to operate the equipment.

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

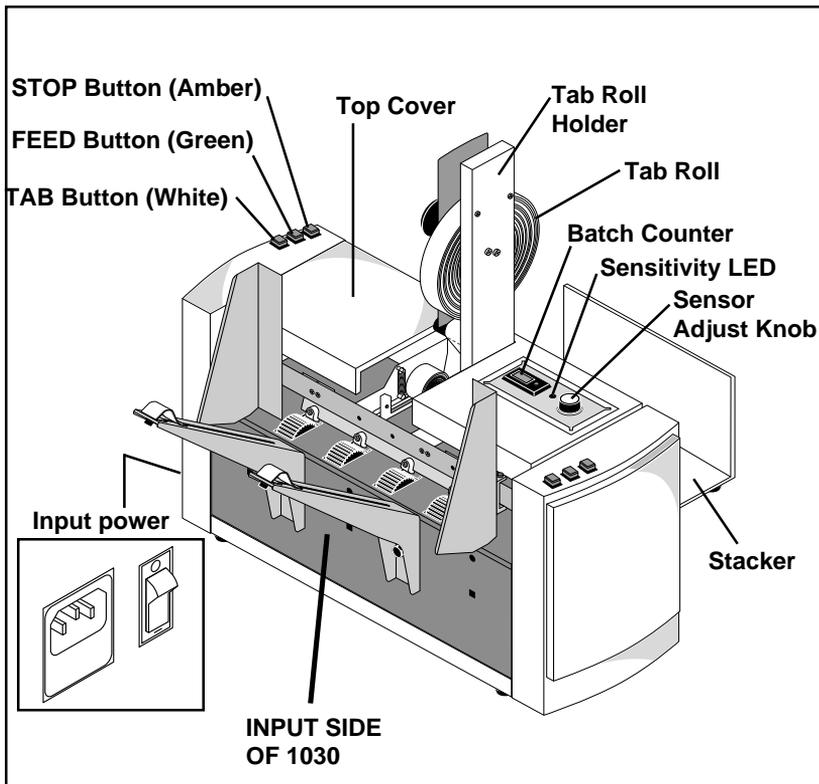
GENERAL

The 1030 Tabber is a desktop tabbing unit that is designed for the moderate volume user. The Tabber is ideal for mailers whose normal volume is approximately 10,000 pieces per month.

The 1030 Tabber can handle documents ranging from 3" x 5" card stock to 11" x 11" booklets up to 5/32 inches thick.

The 1030 Tabber will process a range of "Tabs" in most colors and either round or square.

The following illustration shows the controls, indicators and major external parts of the machine. **NOTE:** The FEED and TAB buttons include a lamp which lights when the function is activated. The buttons are duplicated on each end of the machine.



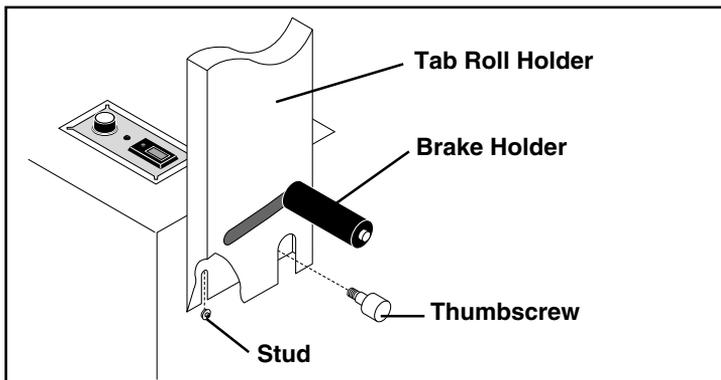
THEORY OF OPERATION

1. The 1030 Tabber is a stand-alone module which processes material into a stacker. The 1030 will process various sizes of documents and place a single “tab” on the lead edge of the document, thus “sealing” the document. Documents can vary in length from 5" to 11" and vary in thickness from a C-folded sheet of 20# bond paper to a booklet of 5/32" thick.
2. The 1030 will process material up to 12,000 pieces per hour, depending upon the skill of the operator, the size (depth) of the document and the material in the media.
3. When the 1030 is processing material, the 1030 will advance a “tab” into the feed path of the material. The lead edge of the material will then advance to the “tab” and after making contact, carry the “tab” away from the backing material and into the nip of the Exit roller, thus sealing the “tab” around the lead edge of the document.
4. The Tab Sensor is a difference detector, assessing the difference between the backing material and the material/thickness/color of the tab. The overall sensitivity of the difference detector is operator adjustable via a rotary detector on the top cover.

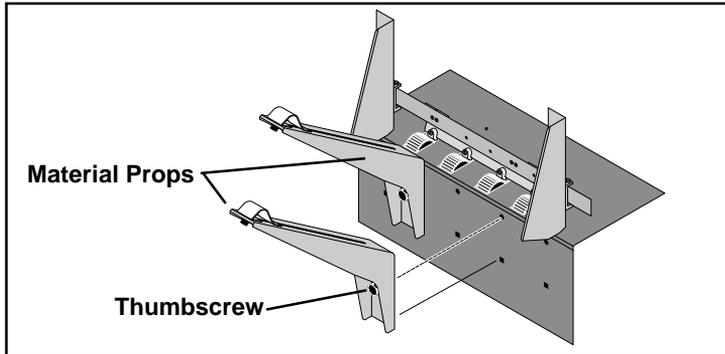
INSTALLATION

Packed in the shipping box of the 1030 will be: an accessory carton, stacker, and Operator/Training guide. Perform the following procedure to unpack, install and setup the 1030.

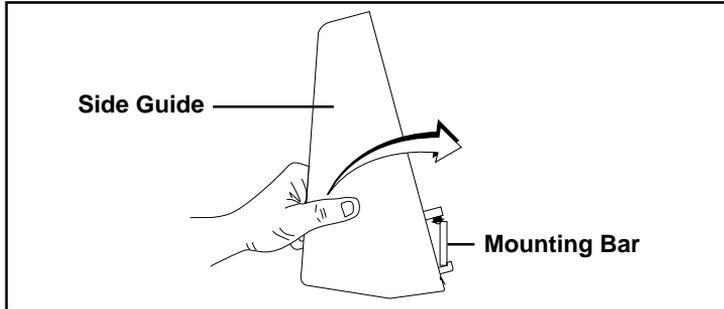
1. Open the top of the box and remove the accessory carton and stacker.
2. Slide the 1030 out with the foam packing intact and tip the 1030 upright.
3. Remove the foam packing from each side of the 1030.
4. Remove the plastic bag covering the 1030.
5. Place the 1030 on a stable platform.
6. Remove the foam packing from under the top cover of the 1030.
7. Unpack the accessory carton containing , the Tab Roll Holder, a pair of side guides, the power cord, and a pair of material props.
8. Loosen the thumbscrew and mount the Tab Roll Holder in position by sliding it down on the stud and tightening the thumbscrew to fasten it. **NOTE:** When sliding down the Tab Roll Holder, ensure that the Idler roller is not in the way.



10. Install the Material Props by inserting the locating tab into one of the five position slots and securing them using the thumbscrew as shown. The location of the paper depends on the material being run. A single prop can be used for small material.

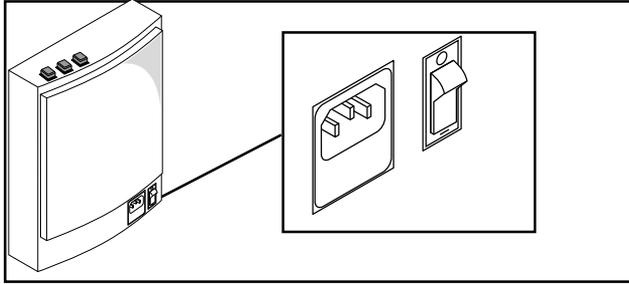


11. Install the Side Guides by attaching them to the extreme right and left ends of the separator mounting bar. Hook the bottom of the side guide under the mounting bar and rotate guide upward.



12. Install the line cord into the connector on the side of the machine and then plug it into a grounded 115 VAC outlet.

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13. Position the Stacker next to the side of the machine the material exits from. The position will be dependent on the size of the material.
14. Perform the "Operating the 1030" section in the following text.

OPERATING THE 1030

Perform this procedure as a checklist prior to running a job. Refer to the illustration on page 4 for the location of controls and indicators. If nothing has changed since the previous job, you need only load the material and press the TAB followed by the FEED button.

1. Load a tab roll, if required. Refer to the Loading a Tab Roll procedure on page 10.
2. Set the tab sensitivity if it is a different type of tab than was previously installed or if it has not been done before. Refer to the Tab Sensitivity Adjustment procedure on page 17.
3. Adjust the Separator Bar, if required. Refer to the Separator Bar Adjustment procedure in the following text.
4. Adjust the Material Props and Side Guides for the material to be run, if required. Refer to the Material Props and Side Guides Adjustment procedure in the following text.
5. Load material on the machine and turn the power switch on.

NOTE: Periodically remove the leader from the take-up roll to avoid contact with the tab roll.

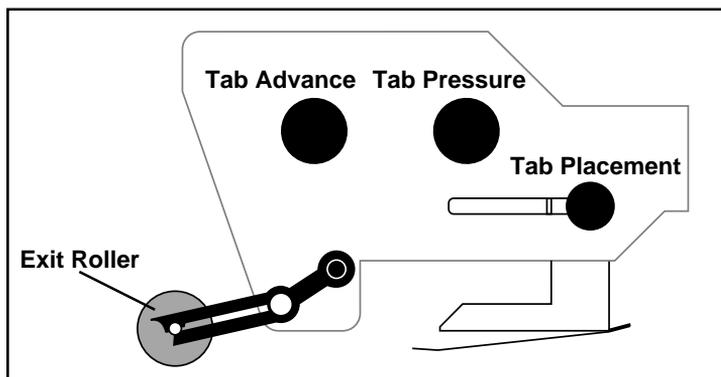
NOTE: Pressing the FEED button alone only feeds material. Pressing the TAB button followed by the FEED button feeds and places a tab on the material, and pressing the STOP button stops machine operation.

6. Press the FEED button to feed material. Verify the material feeds correctly without skewing. Make minor adjustments as necessary to the Side Guides for skew and the Separator bar for feeding and separation.
7. Press the TAB button followed by the FEED button and check that the tab is in the correct position on the form. Refer to the Tab Positioning Adjustment for top to bottom position and the Material Props and Side Guides Adjustment for side to side position.
8. You can now run your job.

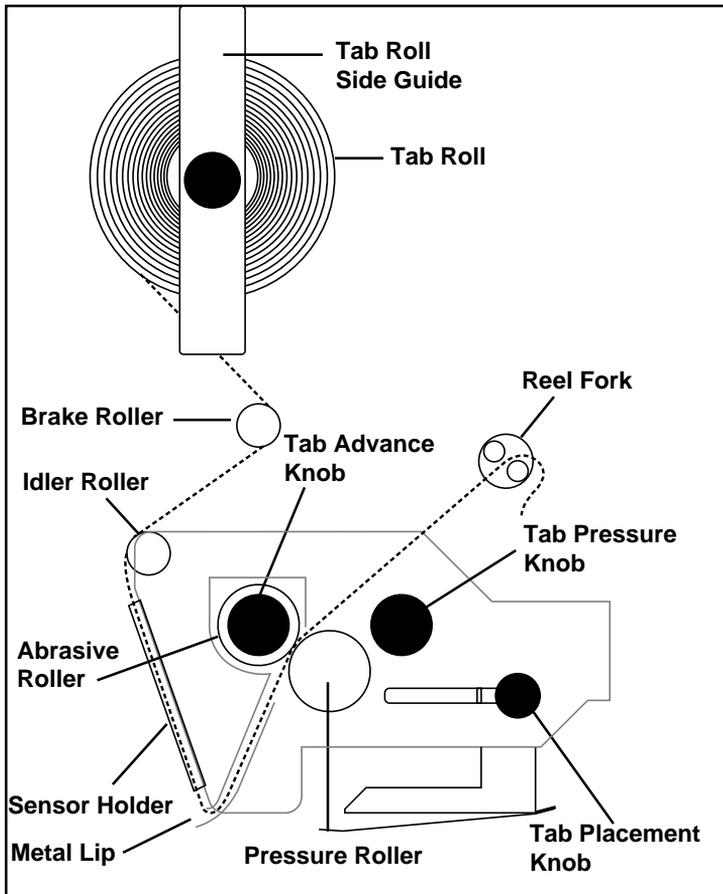
LOADING A TAB ROLL

Use the following procedure to load a tab roll on the 1030. Refer to the illustration on the following page for tab roll routing.

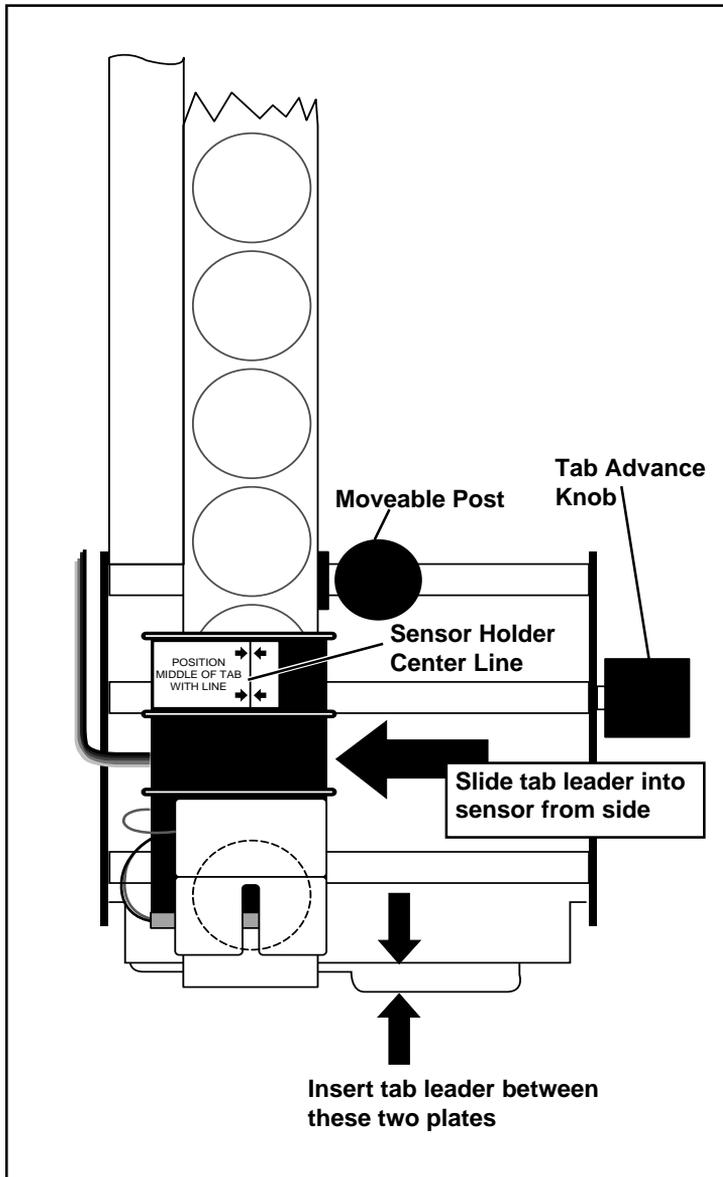
1. Open the Top cover, remove the Tab Roll Side Guide from the Tab Roll Holder by twisting the guide knob while pulling it off and remove the Exit Roller by pulling it out of the holder (pull roller from one side first).



2. Mount the roll with the tab leader coming off the roll on the Exit side of the machine and replace the Tab Roll Side Guide on the Tab Roll Holder by twisting the guide knob while pressing it on.
3. Unwind the tab roll approximately 18 to 24 inches. Remove the first 10 (ten) tabs from the backing material to create a Tab Roll Leader.
4. Thread the tab roll leader behind the Brake Roller and in front of the Idler Roller and then through the black plastic Sensor Holder until the leader exits the front of the machine. This can be done by pulling the leader down past the Sensor Holder and then sliding it into the holder from the side.
5. Bend the leader back and thread it through the metal lip and up between the Abrasive Roller and the Pressure Roller.



6. Turn the Tab Advance knob counterclockwise while feeding the leader. Advance the leader 2" to 3" through the center of the Reel Fork.
7. Center the paper backing in the black plastic Sensor Holder.
NOTE: Turning the Tab Pressure knob to OFF aids in this alignment. Make sure that the Tab Pressure knob is returned to the ON position after centering.
8. Set the Moveable Post to confine but not bind the roll. Adjust the red center line on the Sensor Holder to be approximately in the center of the tab by sliding the holder left or right. Refer to the illustration on the following page.



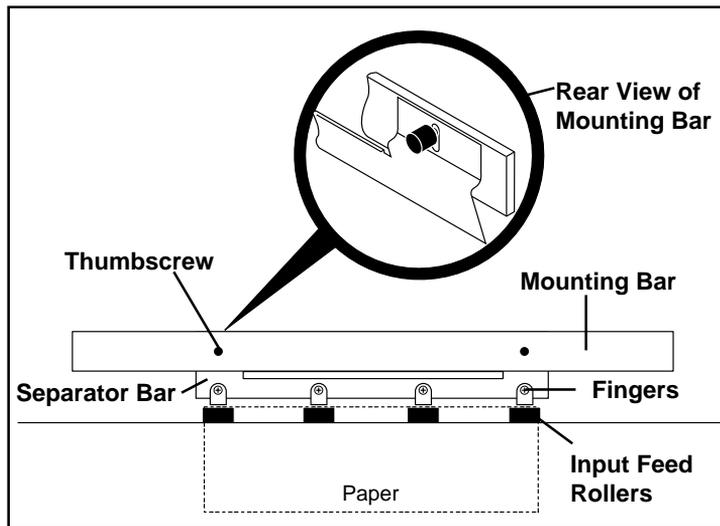
9. Perform the Tab Sensitivity Adjustment procedure on page 17.
10. Replace the Exit roller by pushing it back in holder and close the top cover.

ADJUSTMENT PROCEDURES

SEPARATOR BAR ADJUSTMENT

Use this procedure to adjust the separator bar to only feed one piece of material at a time. Refer to the following illustration.

1. Open the top cover.
2. Loosen the thumbscrews holding the separator bar to the mounting bar which allows the separator to rest on the input feed rollers.
3. Place a piece of the material to be run between the separator fingers and the input feed rollers. Be sure material is between all fingers and rollers.



4. Tighten the thumbscrews holding the separator bar to the mounting bar. Remove the material and make sure the bar is level and that the fingers are not rubbing against the rollers.
5. Close the top cover.
6. Place material in the desired position on the props and slide the side guides to approximately 1/16" of edges of material.

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7. Verify only one piece feeds at a time by pressing the FEED button. If feeding problems occur, check the following tips prior to repeating the procedure.

Tips for avoiding feeding problems:

If you are feeding doubles, lessen distance between separator fingers and input feed rollers.

If you are not feeding, increase distance between separator fingers and input feed rollers.

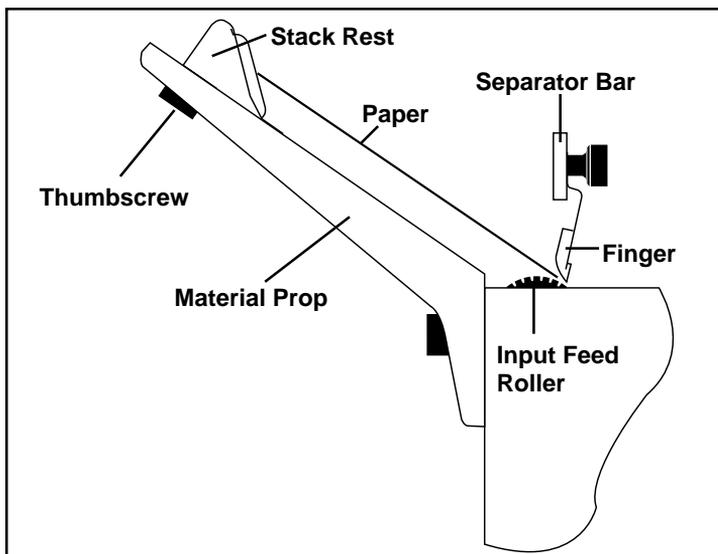
If you are using heavy material, place 1-1/2 times the material between the separator bar fingers and feed rollers.

If you have skewing, slide Side Guides closer to edges of material.

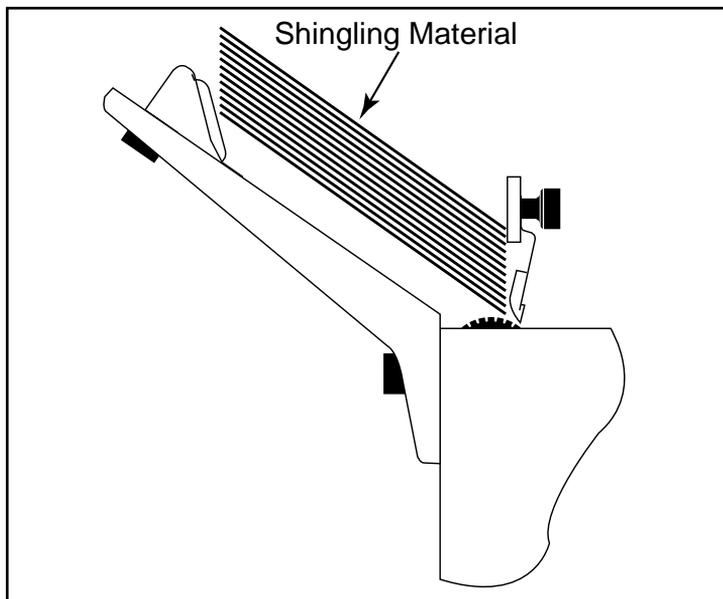
MATERIAL PROPS AND SIDE GUIDES ADJUSTMENT

Use this procedure to adjust the material props, stack rests and side guides.

1. Position material side to side where tab is desired.
2. Position material props as required to support the material.
3. Place one sheet of the material on the props so that is resting against the separator bar fingers.



4. Loosen the thumbscrews holding the Stack Rests and slide them so that the material is approximately half way up the Rest.
5. Tighten the Stack Rests thumbscrews
6. Move Side Guides so that they are approximately 1/16" from each side of the material
7. Place a handful of material on top of the piece already placed. Press the FEED button to start feeding. Once feeding is satisfactory, perform the next step. **NOTE:** When placing material on the material props, ensure that it is shingled as shown below.

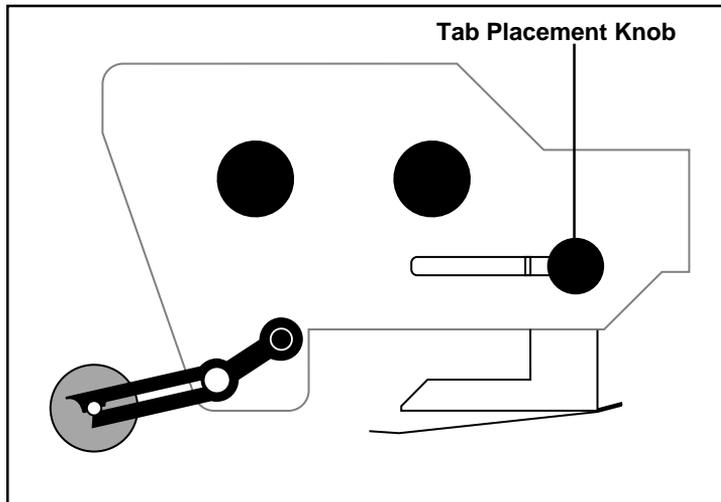


8. With material loaded on the material props, press the TAB button followed by the FEED button.
9. Run two pieces and then check the position of the tab side to side.
10. Adjust if necessary by moving the Side Guides to the left or to the right.
11. Once feeding and side-to-side tab position is satisfactory, perform the Tab Positioning Adjustment in the following text.

TAB POSITIONING ADJUSTMENT

Perform this procedure to adjust the tab positioning so that approximately half of the tab goes on the top of the material and half on the bottom.

1. Open the top cover and loosen the Tab Placement knob.



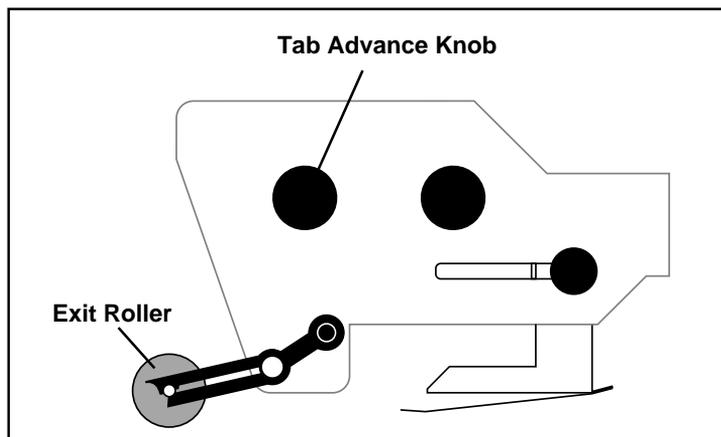
2. Move the knob forward to allow more of the tab on the top of the material and back to allow more of the tab on the bottom of the material. Tighten the knob.
3. Close the cover.
4. Press the TAB button followed by the FEED button.
5. Run two pieces through the machine and then check the tab position top to bottom of the second piece.
6. Repeat steps 1 to 5 until you are satisfied with the position.

TAB SENSITIVITY ADJUSTMENT

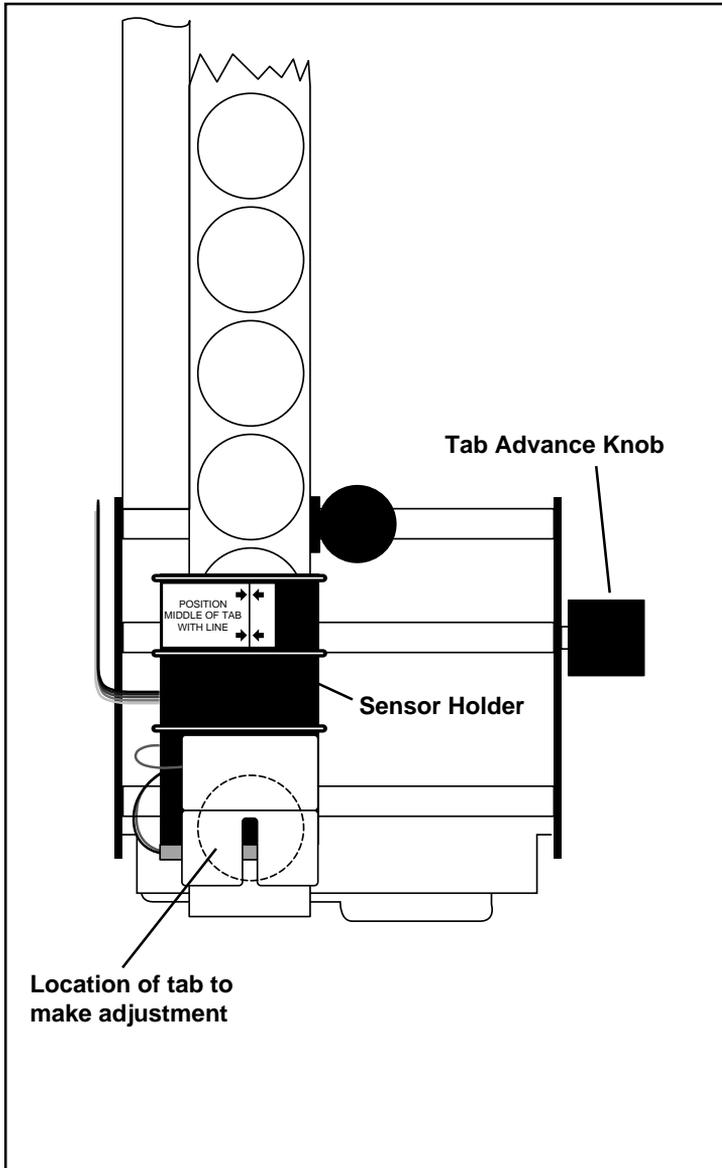
Perform the Opaque tabs procedure for normal tabs and the Clear Tabs procedure for clear or problematic tabs.

For Opaque Tabs:

1. Open the top cover.
2. Remove Exit roller by pulling it out of the holder.



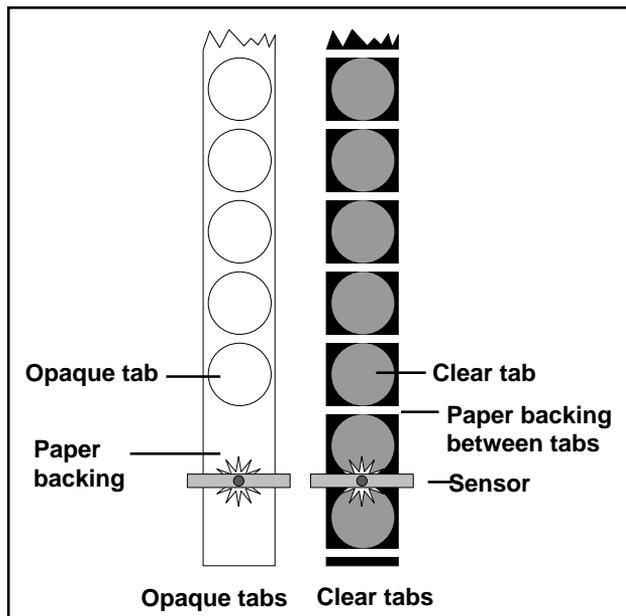
3. Turn the Sensor Adjust Knob fully counterclockwise to position 1.
4. Install a tab roll using the Loading a Tab Roll procedure.
5. Turn the Tab Advance Knob until the first tab begins to peel away from the backing paper at the bottom of the Sensor Holder. Refer to the illustration on the following page.
6. Reinstall the Exit roller and close the top cover.
7. Turn the Sensor Adjust Knob clockwise until the red Sensitivity LED first lights up.
8. Turn the Sensor Adjust Knob clockwise 2 more clicks.
9. The sensitivity is now adjusted for this type of Tab Roll. If no other Tab roll is used, it should not require further adjustment.



For Clear or Problematic Tabs:

For this procedure, refer to the illustrations in the previous Opaque Tabs procedure.

1. Open the top cover.
 2. Remove the Exit roller by pulling it out of its holder.
 3. Rotate the Tab Advance Knob to bring a tab down into the black plastic Sensor Holder until the first tab is just visible at the bottom of the Sensor Holder.
 4. Close the top cover and rotate the Sensor Adjust Knob fully counterclockwise (position 1).
 5. Turn on the main power switch. Slowly rotate the Sensor Adjust knob clockwise 1 click at a time until the red Sensitivity LED comes on and record this position number.
 6. Open top cover and turn the Tab Advance knob clockwise and roll tabs backward until just the backing paper is visible in the Sensor Holder as shown below. With clear tabs, the paper backing area is that area between the black boxes.
- NOTE:** The sensitivity LED will not be lit when properly aligned.



7. Counting the clicks, turn Sensor Adjust knob clockwise 1 click at a time from the position in step 5 until the red Sensitivity LED comes on again. Record the number of clicks.
8. Turn the Sensor Adjust knob counterclockwise half the number of clicks that you just counted in step 7. If it is an odd number of clicks, round up to the next number.

Example: the LED illuminates the first time at position 4 and a second time at position 10. The difference between the two positions is 6 clicks. Therefore, turn the knob back half that number, or 3 clicks to position 7.

NOTE: If adjusting knob exceeds number of positions on switch without illuminating the LED, then proceed as if it were illuminated. If you have an odd number difference, for example 7 clicks, then begin with the lowest number, 3. If double tabbing occurs then click one more time to 4.

9. With the Tab Pressure knob ON, advance tabs until a tab is visible at the bottom of the Sensor Holder.
10. Replace the Exit roller, close the top cover and check the machine for proper tabbing.
11. The sensitivity is now adjusted for this type of roll.

TROUBLESHOOTING

<u>PROBLEM</u>	<u>POSSIBLE CAUSE</u>
1. Media does not feed properly	Improper setup of separator bar Glazed or dirty feed rollers Side Guides too tight
2. Media skews when feeding	Side Guides too loose Separator bar not set evenly
3. Tab placement inconsistent	Tabs not threaded correctly Tabs not centered in front of sensor holder center line Tab Roll is loose on spindle Rollers dirty or glazed Tab sensor adjustment incorrect Tab Placement knob loose
4. Tab placement moves side to side	Side guides loose Moveable post/Sensor Holder not set properly
5. Multiple tabs placed on media	Tabs not centered in front of sensor holder center line Tab sensitivity adjustment incorrect
6. Media feeds without tabs	Tab function not selected Out of Tabs Tab sensitivity adjustment incorrect Tab Pressure knob in OFF position Tabs not peeling off backing
7. Tab sensitivity LED does not illuminate	Power not on Perform tab sensitivity adjustment
8. Power not on	Unit not plugged in Fuse blown
9. Tabs stream feed	Tab Pressure knob in OFF position Perform procedure for problematic tabs

MAINTENANCE

NOTICE

Use only recommended cleaning solutions. Do not use any volatile cleaners.

Keep the outside surface of your 1030 clean by using a dampened cloth and a water-based mild liquid or spray cleaner.

The rubber rollers may become glazed over a period of time. To clean the rollers, first unplug the machine from the wall. Then use a SECAP approved roller cleaner.

NOTE: Do not use any type of solvent or harsh cleaners on the rubber rollers.

Use mild soap and water only to clean the covers.

Do not attempt to service the Model 1030 yourself, as opening or removing covers may expose you to dangerous voltage and moving parts. Refer all service issues to a Authorized SECAP USA Dealer.

EQUIPMENT/FORM SPECIFICATIONS

Dimensions: Width: 25", Depth: 15.5", Height: 22"

Weight: 45 lbs. shipping wt.; 40 lbs. installed

Electrical: 120 Vac \pm 10%; 50/60 Hz, single phase,
1.7 amps current under load, 240 watts

Heat Dissipation: 819 BTUs

Sound Level: 72 dB operating, 62 dB idle

Environmental: Ambient temperature: 4 - 35 $\text{ }^{\circ}\text{C}$ (40 -95 $\text{ }^{\circ}\text{F}$)
(operating) Relative humidity: 30 - 80% (noncondensing)

Tab Type: 5/8" - 1-1/8" round, opaque and clear

Tab Roll

Capacity: Up to 10,000 tabs

Input Hopper Capacity: 250 (8.5" x 11", standard fold, 20 lb. Bowa stock)

Material: Width: 3" (minimum) to 11" (maximum)
Length: 5" (minimum) to 11" (maximum)
Thickness: 9 mil (minimum) to 5/32" (maximum)

Media: Coated Stock, Newspaper, Recycled paper,
Card stock, Blank booklets up to 5/32".

Throughput: 3" x 5" card stock	12,000/hour
8.5" x 11" standard fold	12,000/hour
4" x 8" newsprint	10,500/hour
8.5" x 11" half fold	7,600/hour
6" x 9" booklet	7,000/hour
6" x 9" newsprint	7,000/hour
8.5" x 11" via 8.5" long	4,900/hour
8.5" x 11" via 11" long	3,800/hour

MATERIAL HANDLING

Material Handling Notes

Material handling problems with automatic mail handling equipment are often due to distortion (warping, curl, sticking, etc.). This can be a result of poor packaging, improper handling or environmental extremes during manufacture, transit, or storage. This is particularly true of tabs, which contain glue that is extremely sensitive to temperature and humidity.

Fortunately, there are a number of easy and effective measures you can take to minimize problems, improve production and get the most out of your SECAP USA equipment.

Be Sure Material Meets Our Printed Specifications

Our equipment is designed to handle a certain range of material. Tabs and material which fall outside this range may run poorly or not at all. Many operating problems are actually due to out-of-specification material.

Store and Handle Tabs and Material with Care

- **Don't** "crash" loaded skids on loading docks, in transport vans or in the final storage area.
- **Do** block loaded skids in transport vans.
- **Don't** expose cartons to the elements; prolonged exposure to intense sunlight, high humidity and so on can damage material.
- **Do** store materials in a controlled environment. We recommend a nominal temperature of 75 °F at 50% relative humidity. Glue formulas do vary, however, so temperature and humidity limits above and below these may be better for certain materials..
- **Do** store cartons on skids or shelves to prevent absorption of moisture, never directly on floors or against cement walls. Very dry material may accumulate static and be difficult to handle, but damp material will almost certainly stick together.

- **Don't** stack cartons too high; this can deform the cartons on the bottom and damage the material. Try to stack cartons so that material stand on edge.

Rotate Stock; Give Material Time to Stabilize

- **Do** rotate stock; use oldest stock first (first in, first out).
- **Do** transfer cartons from the storage area to the work area no more than several hours before use.
- **Don't** remove boxes from their cartons until they are needed.
- **Do** allow about one hour of stabilization time for each degree of temperature change from the storage to the processing area.

FOR SERVICE AND SUPPLIES:

Contact your Authorized Secap USA Dealer:



Innovative mailing technologies ...

10 Clipper Road
West Conshohocken, PA 19428-2721
1-800-523-0320 • 610-825-6205 • 610-825-1397 (fax)
www.secapusa.com

Secap USA, located in suburban Philadelphia, is a market leader in providing leading-edge mailing technologies. In addition to the 1030 Tabber, Secap USA markets a full line of desktop inkjet addressing printers, production and integrated addressing systems, mailing software, folding and inserting equipment, tab and label affixing machines throughout North America. For more details, please call Secap USA at 1-800-523-0320, or visit the website at www.secapusa.com.