



ASTRO

ATS-12 TABBER



OPERATOR MANUAL

SAFETY PRECAUTIONS

THIS EQUIPMENT PRESENTS NO PROBLEM WHEN USED PROPERLY.

OBSERVE SAFETY RULES WHEN OPERATING THE ATS-12 TABBER.

BEFORE USING TABBER, READ MANUAL CAREFULLY AND FOLLOW 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 machine OFF before making adjustments, cleaning the machine, or performing any maintenance covered in this manual.
- ✓ Plug the power cord supplied into a properly grounded, easily accessible wall outlet located near the machine. Failure to properly ground the machine can result in severe personal injury and/or fire.
- ✓ Power cord and wall plug is the primary means of disconnecting machine from 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 trap it between furniture.
- ✓ Avoid using wall outlets that are controlled by wall switches, or shared with other equipment.
- ✓ Make sure there is no strain on the power cord caused by jamming it between equipment, walls or furniture.
- ✓ **DO NOT** remove Covers. Covers enclose hazardous parts that should only be accessed by a qualified service representative. Report any cover damage to your service representative.
- ✓ This machine requires periodic maintenance. Contact your authorized service representative for required service schedules.
- ✓ Use this equipment only for its intended purpose.

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

This manual is intended solely for the use and information of Astro Machine Corp., 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 Astro Machine Corp. nor any of its agents or employees shall be responsible for any inaccuracies contained herein.

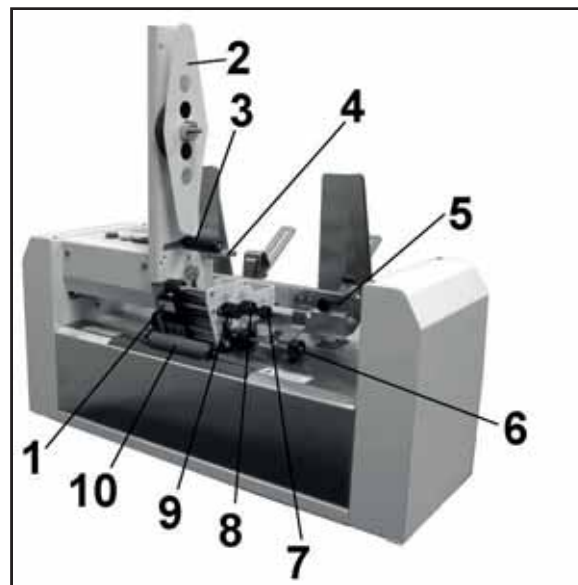
TABLE OF CONTENTS

Section 1 – Getting Acquainted	1
Section 2 – Assembly and Installation	3
Assembly	3
Installation	4
Section 3 – Operating Tabber	5
Loading Tabs:	5
Tab Sensitivity Adjustment	6
Adjusting Metering Bracket and Guides	7
Media Supports and Side Guide Adjustment	8
Feeding and Tabbng Media	9
Troubleshooting	9
Section 4 - Maintenance	11
Cleaning	11
Feed Rollers and Forwarding Rollers	11
Cleaning Sensors	11
Appendix - Specifications	13
Index	14

Section 1 – Getting Acquainted

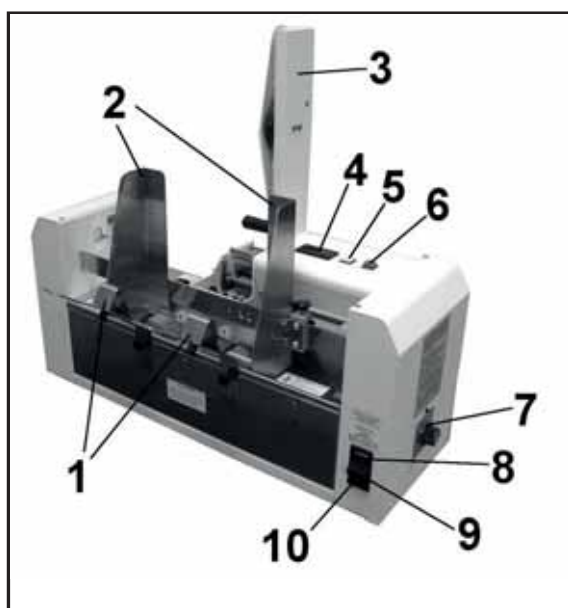
General: ATS-12 Tabber is a desktop tabbing machine designed for moderate volume users. Handles documents ranging from 3" x 5" card stock to 11" x 11" booklets up to 5/32" thick.

Tabber processes a range of "Tabs" in most colors, either round or square, from 5/8" to 1-1/4" in length and width.



Front View

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



Rear View

1.	Media Support – Supports media during feeding.
2.	Media Side Guides – Help maintain position of media in relation to tabs.
3.	Tab Roll Support – Tab Roll mounts here.
4.	Media Counter – Tracks number of pieces fed. Resettable.
5.	Tab Feed Switch – Feeds tabs by depressing this switch while Media Switch is depressed.
6.	Media Feed Switch – Pressing switch causes media to feed.
7.	Tab Sensitivity Adjustment Knob – Different tabs have different densities. This adjustment compensates for different types of tabs.
8.	Main Power Switch – Controls power to Tabber.
9.	Fuse – Protects motor and electronics.
10.	Power Inlet – Power cord plugs in here.

Theory of operation:

Stand-alone Tabber can process media into a stacker or tray. It processes various sizes of media and places a single “tab” on the lead edge of the media. **Media length:** 3.6" to 11". **Thickness:** from a C-folded sheet of 20# bond paper to a booklet 5/32" thick. Process media at speeds up to 12,000 pieces per hour (*depending on operator skill, media length (depth) and type of material*).

When media is fed, a Media Sensor detects lead edge of media and feeds a tab into position. Media contacts tab and Exit Roller presses tab to media and carries media out of Tabber. At the same time, tab feed stops until another piece of media is seen by Media Sensor. Sensitivity of Tab Sensor is adjusted by Tab Sensor Adjustment on rear of Tabber for different types of tabs.

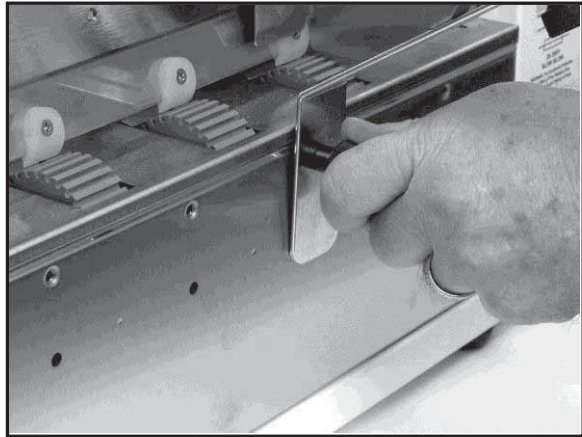
Section 2 – Assembly and Installation

Assembly

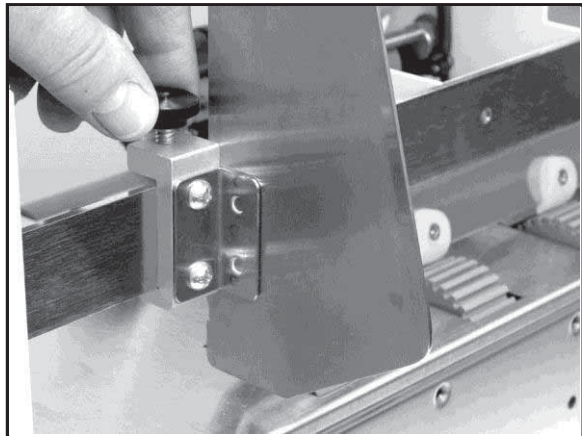
Follow steps below to assemble Tabber:

Step 1: Remove all components from carton.

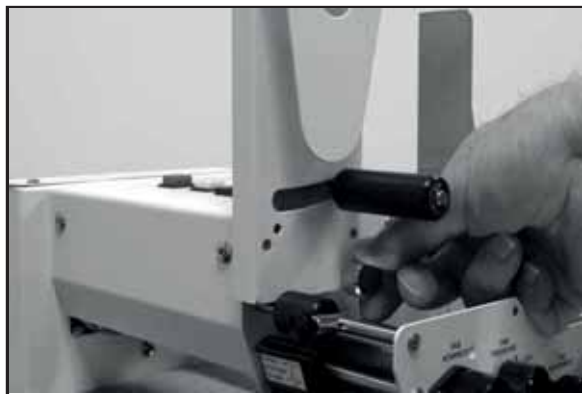
Step 2: Attach two Media Support Guides using two thumbscrews provided. Pin on Guide fits into lower hole. Secure Guide with thumbscrew as shown.



Step 3: Install two Side Guides over Metering Bracket Support Bar. Tighten thumbscrew.



Step 4: Loosen thumbscrew. Place slot on Tab Roll Support over stud and slide it down until it reaches thumbscrew. Tighten thumbscrew.



ASSEMBLY AND INSTALLATION

Installation

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



CAUTION

DO NOT USE AN ADAPTER PLUG OR EXTENSION CORD TO CONNECT TABBER TO WALL RECEPTACLE.

DO NOT USE OUTLETS CONTROLLED BY WALL SWITCHES.

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

Section 3 – Operating Tabber

Six steps required to set-up ATS-12 Tabber to apply tabs to your media:

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

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

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

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

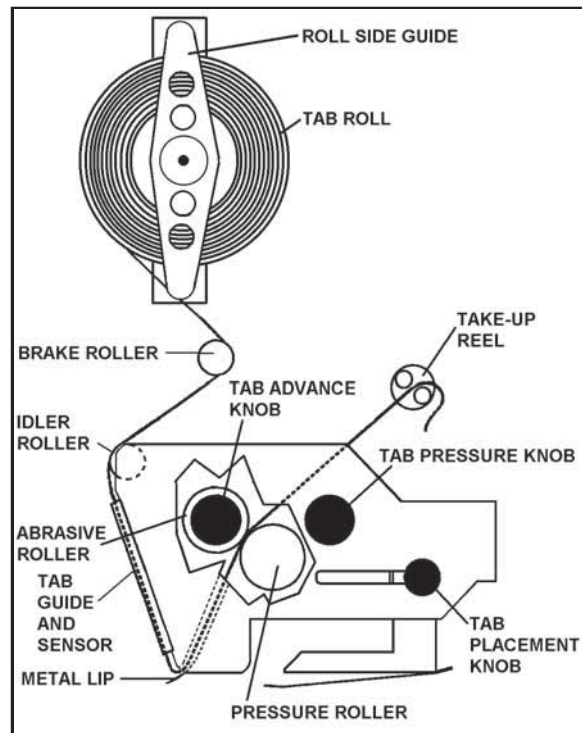
Step 5: Adjust Tab Position. (Page 8)

Step 6: Load media on Tabber and turn Main Power Switch ON.

Activate Tab Switch, then press Feed Switch to start Feed Rollers.

Loading Tabs:

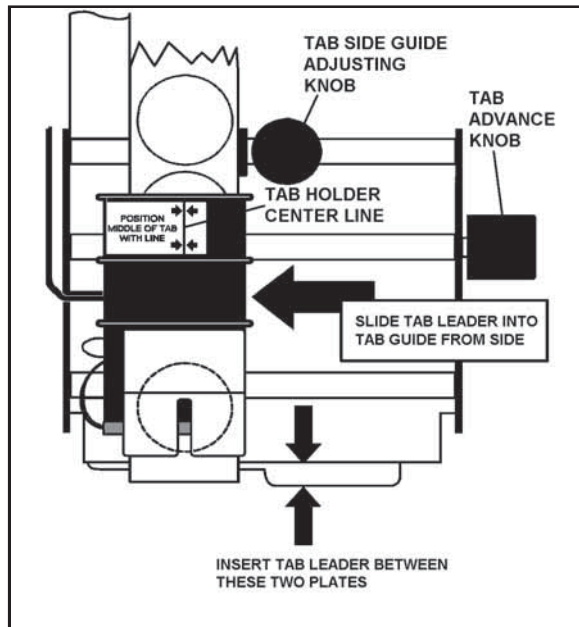
1. Remove Exit Roller, then remove Tab Roll Side Guide by pulling it away from Tab Roll Support.
2. Mount Tab Roll with tab leader coming off roll on exit side of Tabber. Reinstall Tab Roll Side Guide.
3. Unwind approximately 12 inches of tabs and remove first 12 tabs from backing material.
4. Thread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



OPERATING TABBER

Note: Turning Tab Pressure knob to OFF helps with alignment. Turn Pressure Knob back ON after centering.

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



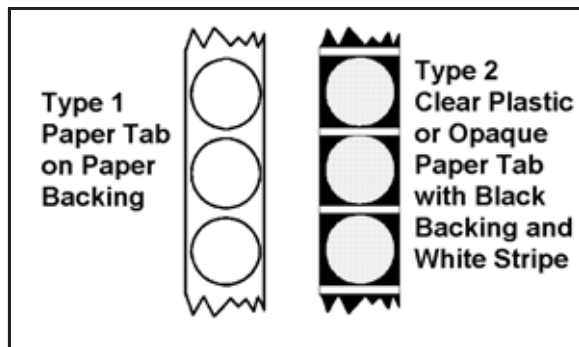
Tab Sensitivity Adjustment

Tabber can use two types of tabs:

Type 1: Paper tab with plain paper backing.

Type 2: Clear plastic or translucent paper tab with black or brown backing behind tab and a white stripe between tabs.

DO NOT use clear tabs that have white backing behind tab and a black line between tabs.



1. Remove Exit Roller.
2. With tab exposed under Sensor, turn Main Power Switch **ON**.
3. Turn Tab Sensitivity Adjustment Knob fully counterclockwise. Then turn it clockwise until *Red* LED above Adjusting Knob lights.
4. Turn Tab Pressure Knob OFF and roll tabs backwards until *Red* LED turns OFF. Turn Tab Sensitivity Knob clockwise until *Red* LED lights again.
(**Example:** LED illuminates at **position 4** with tab under Sensor and at **position 10** with backing or white line under Sensor. Difference between the two positions is six clicks.) Turn Tab Sensitivity Knob counterclockwise to **position 7**, which is halfway between 3 and 10.

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

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

Adjusting Metering Bracket and Guides

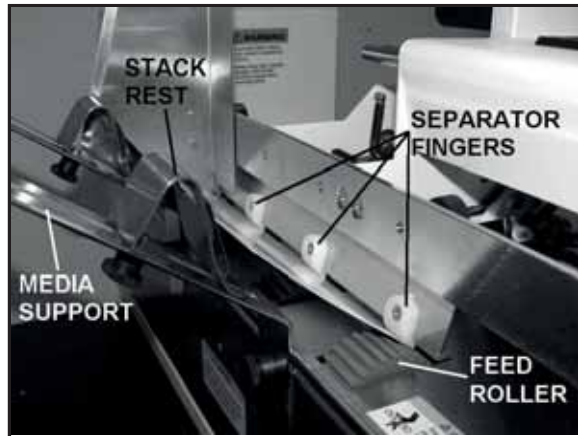
Use this procedure to insure that only one piece of media feeds at a time.

1. Loosen two thumbscrews that attach Metering Bracket to its mounting bar.
2. Raise Metering Bracket and place a piece of media under Separator Fingers, then lower Metering Bracket until it contacts media. Make sure that media is between all Fingers and Rollers.
3. Tighten two thumbscrews.
4. Remove media and make sure bar is level and that Separator Fingers are not rubbing against Feed Rollers.
5. Place one piece of media in desired position on Media Supports and adjust Media Side Guides to media, leaving approximately 1/16" side play between Guides and media.
6. Feed one piece of media. If you have a problem feeding, check the following before trying to readjust the feed.

Feeding Doubles	Reduce distance between Separator Fingers and Feed Roller.
Not Feeding	Increase distance between Separator Fingers and Feed Roller.
Heavy Material	Place 1-1/2 times material (<i>equal to 1-1/2 times thickness of media</i>) between Separator Fingers and Feed Roller.
Skewing	Place Side Guides closer to edges of media.

Media Supports and Side Guide Adjustment

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



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

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

Tab Positioning Adjustment

Tab should be positioned so approximately half of tab goes on top of media and half on bottom of media.

1. Check position of tab on media, if incorrect, loosen Tab Positioning Adjustment Knob.
2. Move knob *forward* to allow more of tab on top of media. Move knob *back* to allow more of tab on bottom of media.
3. Tighten knob.
4. Run two pieces through Tabber, then check tab position top-to-bottom on second piece.
5. Repeat **Steps 1-3** until you are satisfied with tab positioning.



Feeding and Tabbing Media

Once Tabber is assembled and plugged into wall outlet, turn Main Power Switch ON. Press Reset button on Counter (*located on top of Tabber*). Next, activate Tab Switch (*located next to Piece Counter*). Press Feed Switch to start feeding media. To stop the Tabber, press Feed Switch again.

Troubleshooting

Problem	Possible Cause
Media does not feed properly	Improper set up of Separator Bar. Glazed or dirty Feed Rollers. Side Guides too tight.
Media skews when feeding	Side Guides too loose. Separator Bar not set evenly.
Tab placement inconsistent	Tabs not threaded correctly. Tabs not centered in front of Sensor Holder centerline. Tab Roll is loose on Spindle. Rollers dirty or glazed.
Tab placement moves side to side	Side Guides loose. Moveable Post/Sensor Holder not set properly.
Multiple tabs placed on media	Tabs not centered in front of Sensor Holder centerline. Tab sensitivity adjustment incorrect.
Media feeds without tabs	Tab Feed Switch not turned ON. Out of Tabs. Tab sensitivity adjustment incorrect. Tab Pressure Knob in OFF position. Tabs not peeling off backing.
Tab sensitivity, LED does not illuminate	Power not ON. (<i>Perform tab sensitivity adjustment.</i>)
Power Switch not lighted	Unit not plugged in. Fuse blown.
Tabs stream-feed	Tab Pressure Knob in OFF position. Tab Sensor Switch not set properly. (<i>Sensor not reading tabs.</i>)

Section 4 - Maintenance

Cleaning

WARNING!

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

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

- **Visible Areas:** Best cleaned with a vacuum that has a soft brush attachment to help loosen dust particles.
- **Covers:** May be cleaned with any standard non-abrasive household cleaner that does not contain plastic-harming solvents.

CAUTION

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

Feed Rollers and Forwarding Rollers

Feed and Forwarding Rollers can become glazed with paper lint and ink from media. Clean regularly with a mild abrasive household cleaner on a damp cloth.

Avoid using solvents on Rubber Rollers.

Cleaning Sensors

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

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

Appendix - Specifications

ATS-12 Tabber

Dimensions:	21-3/4" W x 19-1/2" H x 8-1/2" L (49.5cm x 55.9 cm x 44.0 cm)
Speed:	12,000 pieces per hour 8.5" x 11" tri-fold (215.9mm x 127mm)
Weight:	44 lbs. (19.9 kg)
Media Size:	Minimum: 3" W x 5" L (76.2mm x 127mm) Maximum: 17" W x 18" L (431.8mm x 457.2mm)
Media Thickness:	Up to 3/16" (4.762mm)
Tab Size: (Standard Tabs)	Minimum: 5/8" (15.875 mm) Maximum: 1-1/2" (38.1 mm)
Tab Sensitivity Control:	Adjusts for density in tab/wafer seals
Reel Capacity:	Reel Diameter: Up to 10" Core Diameter: 3"
Counter:	5 digit LCD (resettable)
Feeder:	Top load, bottom feed for continuous operation
Electrical:	120 VAC 50/60 Hz 220 VAC, 50 Hz available
Options:	Conveyor, TK-812 Tandem Kit

Specifications subject to change without notice.

Index

A

Adjusting Knob, Tab Positioning 1

Adjustment

Media Support 8

Metering Bracket & Guides 7

Side Guide 8

Tab Positioning 8

Tab Sensitivity 6

Tab Sensitivity Knob 2

Advance Knob, Tab 1

Assembly, Tabber 3

C

Cleaning

Feed Rollers 11

Forwarding Rollers 11

Sensors 11

Tabber 11

Counter, Media 2

E

Exit Rollers 1

F

Feed Switch

Media 2

Tab 2

Feeding & Tabbing Media 9

Fuse 2

I

Install

Tabber 4

L

Loading Tabs 5

M

Maintenance 11

Cleaning 11

Tabber 11

Media Feed Switch 2

Media Support 2

Media Supports 8

Metering Bracket & Guides 7

Metering Bracket Assembly 1

O

Operating Tabber 5

P

Power Inlet 2

Power Switch, Main 2

R

Reel Brake Assembly 1

Rollers

Cleaning 11

Exit 1

Tracking 1

S

Sensitivity Adjustment, Tab 6

Sensors, Cleaning 11

Side Guide, Tab Roll 1

Side Guides 8

Adjustment 8

Media 2

Specifications 13

T

Tab Positioning Adjustment 8

Tab Pressure Knob 1

Tab Sensor & Guide Assembly 1

Tabber

Assembly 3

Cleaning 11

Exit Roller 1

Feed Switch, Tab 2

Fuse 2

Install 4

Main Power Switch 2

Maintenance 11

Media Counter 2

Media Feed Switch 2

Media Side Guides 2

Media Support 2

Metering Bracket Assembly 1

Operating 5

Power Inlet 2

Reel Brake Assembly 1

Specifications 13

Tab Advance Knob 1

Tab Guide Assembly 1

Tab Positioning Adjust. Knob 1

Tab Pressure Knob 1

Tab Roll Side Guide 1

Tab Roll Support 2

Tab Sensor 1

Take-up Reel, Tab 1

Tracking Rollers 1

Troubleshooting 9

Tabs, Loading 5

Take-up Reel, Tab 1

Troubleshooting 9



Copyright © 2015 All rights reserved
04/20/2015

PART NUMBER: 200-ATS-12 Rev D.

