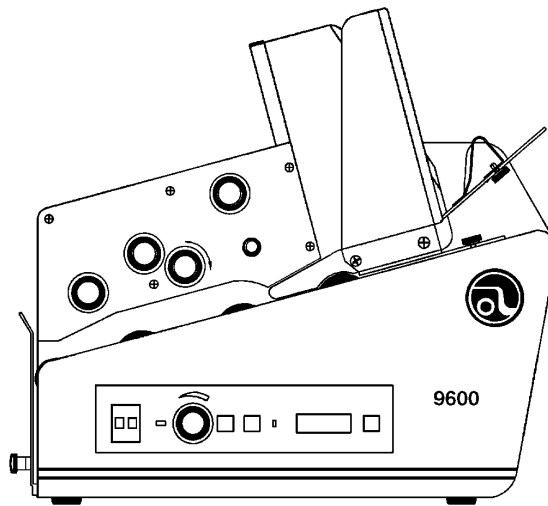




ATS-9600/9700 TABBER/LABELER



OPERATOR'S MANUAL

SAFETY PRECAUTIONS

THIS EQUIPMENT PRESENTS NO PROBLEM WHEN USED PROPERLY. OBSERVE SAFETY RULES WHEN OPERATING THE TABBER/LABELER.

READ THIS MANUAL CAREFULLY AND FOLLOW RECOMMENDED PROCEDURES:

1. Keep hands, hair, and clothing clear of rollers and other moving parts.
2. Always turn machine OFF before making adjustments, cleaning machine, or performing any maintenance not covered in this manual.
3. Turn power OFF, including conveyor when not in use.
4. Never leave machine in an alarm condition. Either reset machine or turn power OFF.

CAUTION

THIS EQUIPMENT MUST BE CONNECTED TO A PROPERLY GROUNDED OUTLET. FAILURE TO DO SO CAN CAUSE ELECTRIC SHOCK!

ASSEMBLING TABBER/LABELER

INITIAL INSTALLATION

1. Remove all packing and parts supplied.
Check and identify all parts with list below:
 - **Envelope Guide** 90-102-05
 - **Stack Rest** 90-102-10
 - **Media Support** 90-102-13
 - **Thumbscrews** 90-109-07
 - **Tray Assembly** 90-104-03
 - **Power Cord** 123-0635

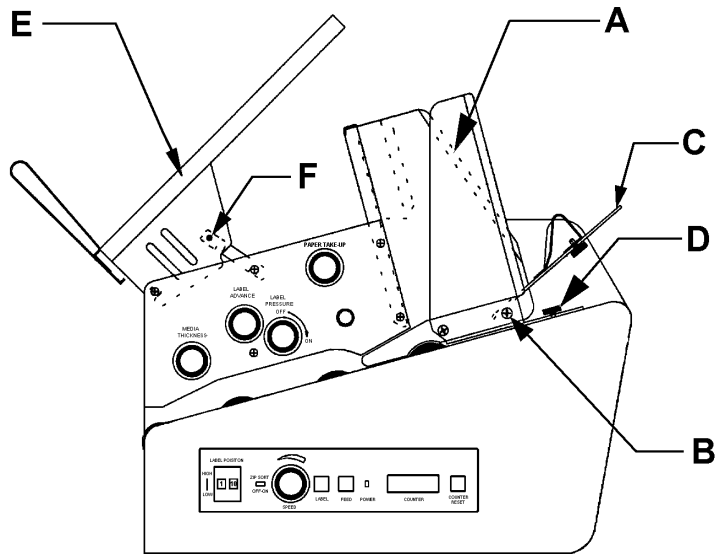


Figure 1

2. Mount Envelope Guide **[Figure 1-A]** to Side Guide Block using 2 screws **[Figure 1-B]**.
3. Mount Media Stack Rest **[Figure 1-C]** to Tabber using thumbscrew **[Figure 1-D]**.
4. Mount Label Stack Tray **[Figure 1-E]** on cross-rods **[Figure 1-F]**. Assembly snaps into place.
5. Plug power cord into socket on back of machine. Plug other end into a 115 VAC **GROUND**ED outlet.

SETUP PROCEDURES

BEFORE USING TABBER/LABELER, ADJUST IT FOR MEDIA THICKNESS AND SIZE.

MEDIA THICKNESS ADJUSTMENT

1. Loosen thumbscrew on Separator **[Figure 2-D]**
2. Lift Separator and put one envelope underneath.
3. Release Separator and have it drop onto envelope.
4. Tighten thumbscrew and remove envelope.
5. Repeat procedure above for each Separator used.

MEDIA WIDTH ADJUSTMENT

1. Insert a stack of envelopes between Guides **[Figure 2-A and C]**.
2. Slide Right-hand Guide against stack leaving approximately 1/32" gap for variance in sizes.
3. Adjust Media Support so trailing edge of the bottom envelope rests approximately on middle of spring **[Figure 2-B]**.
4. Make sure stack is inserted with flap down and toward Stripping Devices **[Figure 2-D]**.

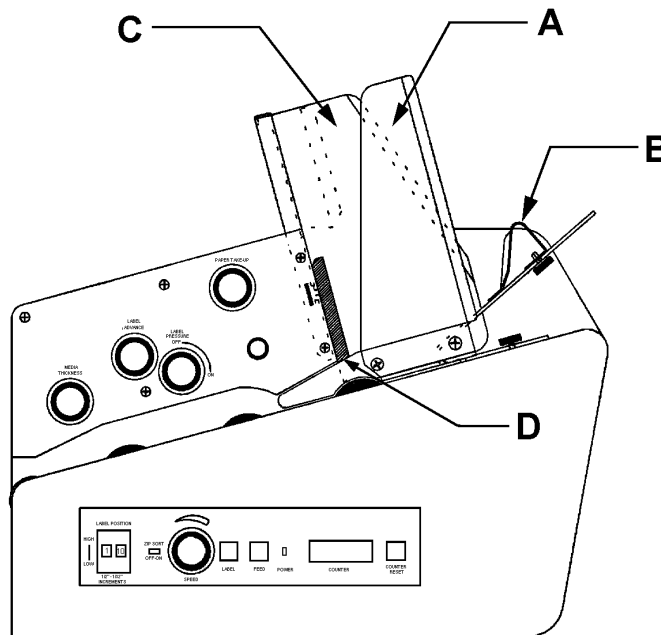


Figure 2

SETTING UP ATS-9600/9700 AS A LABELER

1. Remove Top Exit Roller (*Media Pressure Roller*) by pulling it out of plastic spring-loaded brackets.

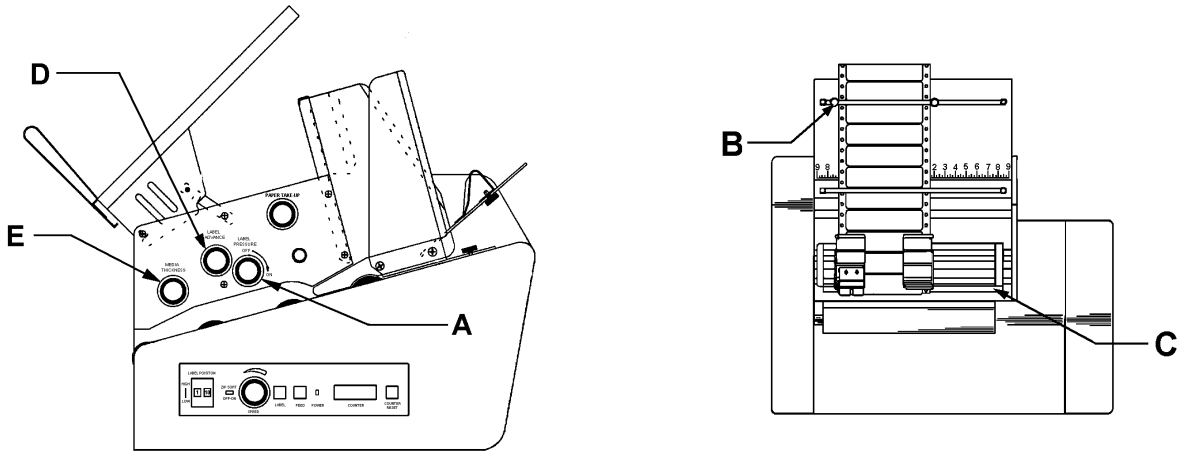


Figure 3

2. Place a stack of fan-folded labels on Label Tray (*with labels facing up*).
3. Peel off labels from first 9" of label stack.
4. Disengage Label Advance Rollers by turning **LABEL PRESSURE KNOB [Figure 3-A]** to **OFF** position.
5. Thread labels into Tabber/Labeler following **LABEL THREADING DIAGRAM [Figure 5]**.
6. Loosen Label Guides **[Figure 3-B]**.
Adjust position of labels by moving whole stack to desired location.
7. Tighten Label Guides.
8. Pull end of label stack until first label starts to peel off.
9. Make sure label peels off straight and is parallel with peeling edge **[Figure 3-C]** and **[Figure 5]**.
10. Turn **LABEL PRESSURE KNOB [Figure 3-A]** to **ON** position.
11. Turn **LABEL ADVANCE KNOB [Figure 3-D]** COUNTERCLOCKWISE until leading edge of next label is visible.
12. Reinstall Media Pressure Roller.
13. Position tab/label switch to "L" position.
14. Adjust **MEDIA THICKNESS KNOB [Figure 3-E]** to desired setting.

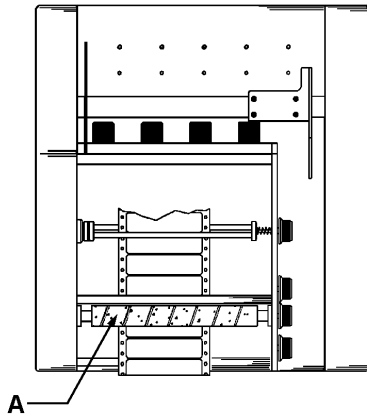


Figure 4

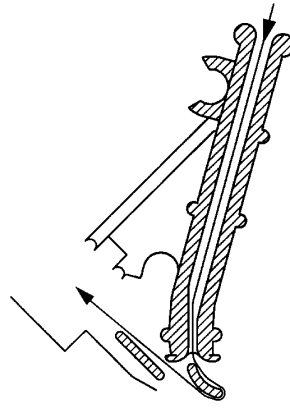


Figure 5

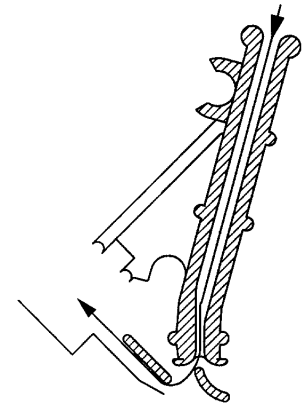
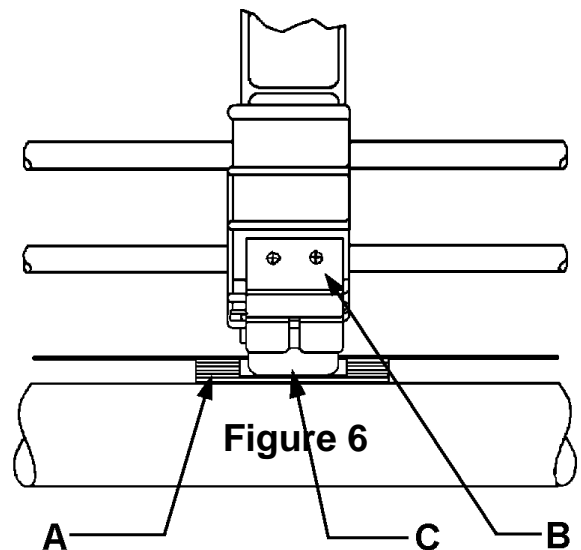


Figure 5a

SETTING UP ATS-9600/9700 AS TABBER

FAN-FOLDED TABS

1. Remove Top Exit Roller from plastic brackets.
2. Place a stack of fan-folded tabs on Tray (*with tabs facing up*).
3. Remove first nine inches of tabs from backing paper to form a leader.
4. Disengage Label Advance Rollers **[Figure 4-A]** by turning **LABEL PRESSURE KNOB [Figure 3-A]** to **OFF** position.
5. Thread tabs into Tabber following **TAB THREADING DIAGRAM [Figure 5a]**.
6. Position tabs by moving entire stack to desired location. Loosen Guides **[Figure 3-B]** and align them with stack of tabs.
7. Tighten Guides.
8. Pull backing paper until first tab starts to peel off.
9. Slide folding guide spring **[Figure 6-A]** to a position directly below Sensor Guide **[Figure 6-B]**.
10. Turn **LABEL ADVANCE [Figure 3-D]** **COUNTERCLOCKWISE** until a tab is in slot **[Figure 6-C]**.
11. Align folding guide spring **[Figure 6-A]** so tab is centered in slot **[Figure 6-C]**.
12. Remove tab from slot.
Reinstall Media Pressure Roller.
13. Set media height by adjusting **MEDIA THICKNESS KNOB [Figure 3-E]**.
14. Position tab/label switch to "T" position.



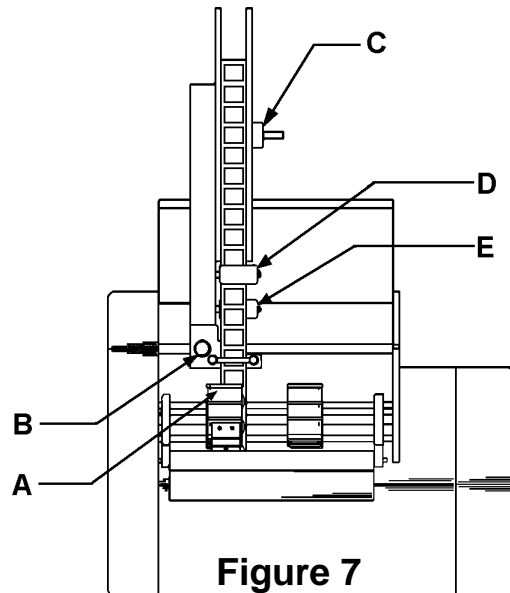
SETTING UP ATS-9700 TO APPLY STAMPS

ROLL OF STAMPS

1. Install TR-10 Reel Assembly on machine by hooking Rear Bracket to center tie bar of Head Assembly. Pivot Reel Assembly forward to seat Front Bracket over front tie bar of Head Assembly.

NOTE: To run stamp at a position within 1/4" of edge of media, install **90-103-02B Right Side Guide** (*included*). This Guide permits positioning of stamp at top edge of media.

2. **To position Reel:** Slide whole assembly on tie bars until Tracking Guides **[Figure 7-A]** are over desired location of stamp. Lock Reel in place with thumbscrew **[Figure 7-B]**.
3. Remove Reel Support Guide **[Figure 7-C]** by pulling it off Reel Shaft.
4. Mount a spool of stamps so it unwinds counterclockwise with stamps facing up. Reinstall Support Guide removed in **Step 4**.
5. Route stamp supply around Brake Roller **[Figure 7-D]** to Guide Roller **[Figure 7-E]** so that stamps contact Brake Roller while backing paper contacts Guide Roller.
6. Loosen two Tracking Guide screws and separate Guides. Route stamp supply between Guides and Clamp Support Rails.
7. Remove first 9" of stamps from backing paper to form a leader.
8. Disengage Label Advance Rollers **[Figure 8-A]** by turning **LABEL PRESSURE KNOB** clockwise to **OFF** position **[Figure 8-B]**.
9. Thread stamps into ATS-9700 following **LABEL THREADING DIAGRAM** **[Figure 5]**.
10. Position stamps by moving entire stack to desired location. Lock Reel in place with thumbscrew **[Figure 7-B]**.
11. Tighten Guides.
12. Pull backing paper until first stamp starts to peel off. Then set Label Sensor Adjustment.



13. Slide guide spring with Media Sensor to a position to the left of Stamp Sensor Guide [Figure 8].
NOTE: This Guide contains Media Sensor and must be positioned per illustration.
14. Set media height by adjusting **MEDIA THICKNESS KNOB** [Figure 3-E].
15. Position Tab/Label Switch to "L" position.
16. **Run a test sample to check position.**
Adjust position using **LABEL POSITION** adjustment on Control Panel.

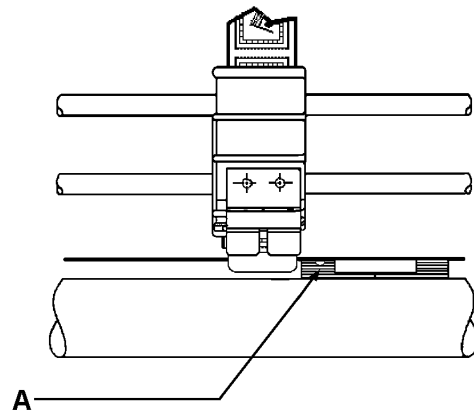


Figure 8

LABEL SENSOR ADJUSTMENT

ATS-9600/9700 IS FACTORY CALIBRATED TO DETECT PRESENCE AND ABSENCE OF LABELS UNDER MOST CONDITIONS. HOWEVER, WITH VARIATION OF BOTH LABEL AND BACKING PAPER DENSITY, IT MAY BECOME NECESSARY TO FINE-ADJUST SYSTEM.

1. Locate LABEL SENSOR ADJUSTMENT KNOB [Figure 9-A] and red LED [Figure 9-B] on non-operator Side Cover. Turn switch fully *COUNTERCLOCKWISE* to position 1.
2. Thread labels into Labeler following diagram [Figure 5 or Figure 5-A].
3. Turn LABEL ADVANCE KNOB [Figure 3-D] until first label (or tab) just starts to peel off backing paper.
4. Turn LABEL SENSOR ADJUSTMENT KNOB [Figure 9-A] *CLOCKWISE* until red LED is illuminated.
5. Release Label Pressure Roller (*turn it OFF*) and pull label material approximately 2" out of machine. This ensures backing paper is the only part seen by Label Sensor. Red LED will not come on at this time.
6. Turn LABEL SENSOR ADJUSTMENT KNOB *CLOCKWISE* and count number of clicks switch makes until red LED comes on.
7. Turn switch *COUNTERCLOCKWISE* half the number of clicks that were counted.

EXAMPLE: Light comes on at sixth click. Now remove tab from in front of Sensor and turn switch six clicks *CLOCKWISE*. Light comes on again. Now turn switch three positions back (*COUNTERCLOCKWISE*).

ATS-9600/9700 IS NOW CALIBRATED TO THIS TYPE LABEL.

LABEL SENSOR ADJUSTMENT

THE UNIT HAS BEEN FACTORY CALIBRATED TO DETECT THE PRESENCE AND ABSENCE OF LABELS UNDER MOST CONDITIONS. HOWEVER, WITH THE VARIATION OF BOTH LABEL DENSITY AND BACKING PAPER DENSITY IT MAY BECOME NECESSARY TO ADJUST

ADJUSTMENT

1. LOCATE THE SENSOR ADJUSTMENT SWITCH AND L.E.D. (LIGHT EMITTING DIODE) ON THE NON-OPERATOR SIDE COVER. TURN THE SWITCH FULLY *COUNTER-CLOCKWISE* TO POSITION "1".
2. THREAD LABELS FOLLOWING THE DIAGRAM (FIGURE 6, OR 6A) IN THE INSTRUCTION BOOK.
3. TURN THE LABEL ADVANCE KNOB UNTIL THE FIRST LABEL (OR TAB) JUST STARTS TO PEEL OFF THE BACKING PAPER.
4. TURN THE SENSOR ADJUSTMENT KNOB *CLOCKWISE* UNTIL THE RED L.E.D. IS ILLUMINATED.
5. RELEASE THE LABEL PRESSURE ROLLER (TURN IT OFF) AND PULL THE LABEL MATERIAL BACK OUT OF THE MACHINE ABOUT TWO INCHES. THIS IS TO ENSURE THAT THE BACKING SHEET IS THE ONLY PART THAT IS BEING LOOKED AT BY THE LABEL SENSOR. THE RED L.E.D. AT THIS TIME WILL NOT BE ILLUMINATED.
6. TURN THE SENSOR SWITCH *CLOCKWISE* COUNTING THE NUMBER OF CLICKS THE SWITCH MAKES UNTIL THE RED LIGHT COMES ON.
7. TURN THE SWITCH BACK *COUNTER-CLOCKWISE* ONE HALF THE NUMBER OF CLICKS (POSITIONS) THAT YOU COUNTED. FOR EXAMPLE, LIGHT FIRST CAME ON AT POSITION 9. REMOVE THE TAB FROM IN FRONT OF THE SENSOR AND TURN THE SWITCH 6 CLICKS. LIGHT COMES ON. NOW TURN THE SWITCH THREE POSITIONS BACK.

THE UNIT IS NOW CALIBRATED TO THIS TYPE OF LABEL.

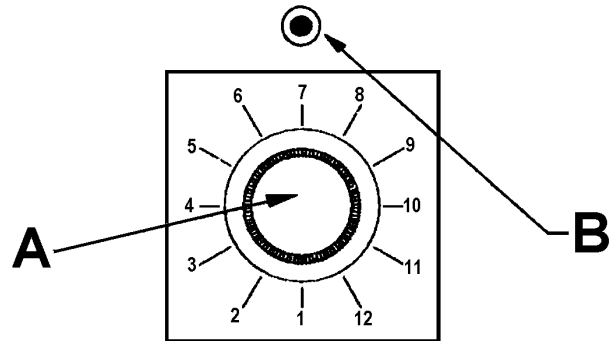


Figure 9

CONTROL PANEL FUNCTIONS

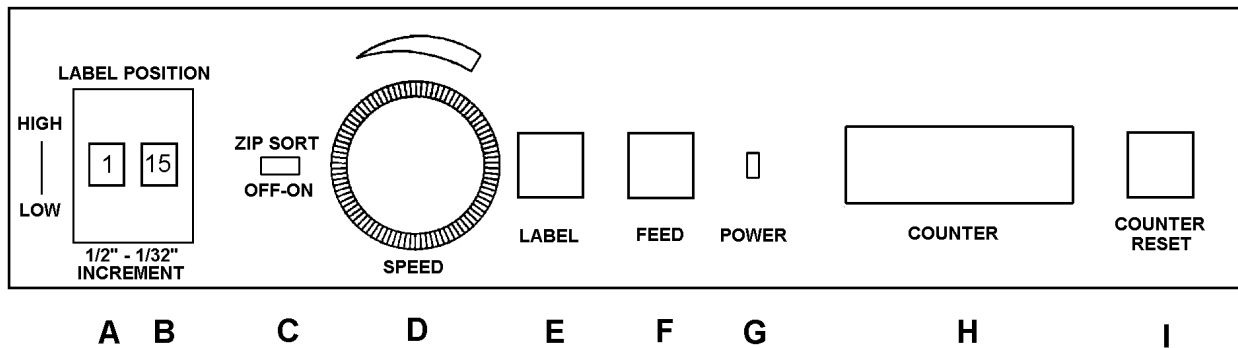


Figure 10

- A. Label vertical position adjustment in 1/2" increments
- B. Label vertical position adjustment in 1/32" increments
- C. Zip-sort Switch
- D. Speed Control
- E. Label ON/OFF Switch/Label ready Light
- F. Media feed ON/OFF - Reset Switch Media Out Light
- G. Power Indicator Light
- H. Counter
- I. Counter Reset

OPERATING INSTRUCTIONS

1. After setting up ATS-9600/9700 (see *Setup Instructions*), place a stack of envelopes between Envelope Guides.
2. Pull out Receiving Tray 1" more than length of envelope. If using conveyor delivery, please refer to *Installing Optional CD-300 Conveyor Delivery*.
3. Turn Speed Control Knob **[Figure 10-D]** to minimum and press **FEED Switch [Figure 10-F]**
4. Observe how envelopes are feeding. If skewing, readjust Stripping Device **[Figure 2-D]**. Press **FEED Switch** again, ATS-9600/9700 stops. **IF THERE IS AN ENVELOPE BETWEEN EXIT ROLLERS, REMOVE IT SO IT DOES NOT COVER MEDIA PHOTODIODE.**
5. Set **LABEL POSITION Switch** to desired setting. Each position of left switch **[Figure 10-A]** moves label 1/2". Each position of right switch **[Figure 10-B]** moves label 1/32".

NOTE: Any attempt to place labels at a distance greater than length of envelope causes labeler to feed media without affixing labels.

6. Make sure there is a label **[Figure 11-A]** visible by Peeling Mechanism of Labeler **[Figure 11-B]**. Photosensor that senses presence of a label is located at edge of Peeling Mechanism. If Sensor does not see label, any attempt to run Labeler will result in failure to feed media. A flashing light indicates Labeler is out of labels.
7. Pressing **LABEL Switch [Figure 10-E]** activates label-affixing circuitry in Labeler. Yellow indicator should be ON. Pressing **FEED Switch [Fig. 10-F]** activates feeding mechanism and labeling process.
8. Adjust speed to desired setting by turning Speed Control Knob **[Figure 10-D]**. Add envelopes to Labeler as needed. To stop Labeler, press **FEED Switch**.
9. **DO NOT FORGET TO REMOVE ENVELOPE FROM BETWEEN EXIT ROLLERS PRIOR TO ACTIVATING LABELER.**
10. If Labeler runs out of envelopes, it automatically stops after a few seconds. Green light in **FEED Switch** starts flashing, indicating an **OUT-OF-ENVELOPES** condition. Press **FEED Switch** to reset Labeler. Load envelopes between Guides and press switch to start labeling process.
11. If there are no more labels, or, if two or more consecutive labels are missing, Labeler stops and yellow **LABEL OUT** indicator light flashes.
12. Counter (**Fig. 10-H**) advances one count with every label placed on an envelope. It will only count when **LABEL ON Switch** is activated. Maximum count is 99,999. To reset Counter to 0, press **COUNTER RESET switch (Fig. 10-I)**.

WARNING!

NEVER LEAVE TABBER/LABELER UNATTENDED WITH POWER ON FOR A PROLONGED PERIOD OF TIME. DAMAGE TO INTERNAL COMPONENTS MAY RESULT!

ZIP-SORT

With **ZIP-SORT Switch ON [Figure 10-C]**, ATS-9600 stops every time a missing label is detected. To activate this feature, manually remove leader label from each zip code or carrier route prior to loading labels onto Labeler and slide **ZIP-SORT Switch** to **ON** position. Operate Labeler in usual manner.

When a missing label is detected, Labeler stops and **LABEL OUT** indicator light flashes. Press **FEED Switch** to reset machine. Use **LABEL ADVANCE KNOB** to bring next label to peeling mechanism. Separate labeled pieces. Press **FEED Switch** again to resume labeling.

INSTALLING OPTIONAL CD-300 CONVEYOR DELIVERY

1. Slide out and remove Receiving Tray. Position Conveyor against Labeler.
2. Plug Conveyor power cord into Conveyor Receptacle (*on rear of Labeler*). Turn Conveyor **ON**. Turn Speed Control Knob *CLOCKWISE* to increase speed.
3. Press **FEED Switch** on Labeler. Conveyor starts working. Press **FEED Switch** again and Conveyor stops.
4. When plugged into ATS-9600/9700, Conveyor is controlled by it. Any Conveyor requiring 115 VAC that does not exceed 1 amp may be plugged into ATS-9600/9700 Labeler.

INSTALLING OPTIONAL TR-10 REEL ASSEMBLY

Reel Assembly allows ATS-9600 to use tabs supplied on a roll instead of standard fan-folded tabs. This Assembly also allows ATS-9700 to use stamps supplied on a roll. Major benefit is fewer threading cycles since a roll can hold as many as 10,000 tabs.

1. Remove standard Label Feed Tray.
2. Mount Reel Assembly to ATS-9600 by hooking Rear Bracket to center tie bar of Head Assembly.
3. Pivot Reel Assembly forward to seat Front Bracket over front tie bar of Head Assembly.
4. **To position Reel:** Slide whole Assembly on tie bars until Tracking Guides **[Figure 11-A]** are over desired tabbing area.
5. Lock Reel in place with thumbscrew **[Figure 11-B]**.
6. Remove Reel Support Guide **[Figure 11-C]** by pulling it off Reel Shaft.
7. Mount a spool of tabs so it unwinds in a *COUNTERCLOCKWISE* direction (*with tabs facing up*). Reinstall Support Guide removed in **Step 6**.
8. Route tab supply around Brake Roller **[Figure 11-D]** to Guide Roller **[Figure 11-A]** so that tabs contact Brake Roller while backing paper contacts Guide Roller.

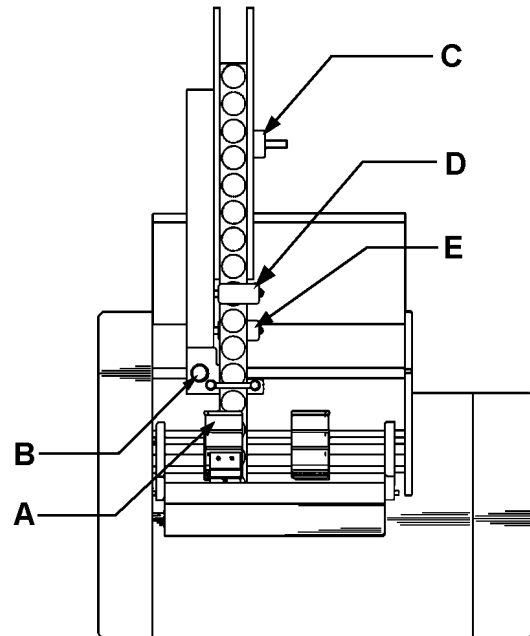


Figure 11

9. Loosen two Tracking Guide screws. Separate Guides.
10. Route tab supply between the Guides and Clamp Support Rails.
11. With tabs feeding straight through Clamp, move two Tracking Guides **[Figure 11-A]** into contact with backing paper edge.
12. Tighten red thumbscrews.
13. Complete tab routing through Sensor Assembly, around Peel Bar, through Pressure Rollers, and into Take-up Roller Split Shaft **[see Figure 5]**.
14. Center Sensor on tab supply.

OPERATING HINTS

1. Fan out envelopes before loading into Tabber/Labeler.
2. After loading envelopes, tap stack lightly to keep it straight between Guides.
3. If doubles occur, check Stripping Device for proper pressure setting.
4. Straighten out excessively curled envelopes.

SPECIFICATIONS

ATS-9600/9700 TABBER/LABELER

SPEED – (VARIABLE)	Tab/Wafer Seal: Up to 20,000 Tri-folds/ hour Address Labels: Up to 19,000 #10 Envelopes/hour Self-Adhesive Stamps (ATS-9700 Only): 9,000 #10 Envelopes/hour
MEDIA SIZE:	Length: 3" min., 18" max. (76.2 mm, 457.2 mm) Width: 6" min., 15" max. (152.4 mm, 381 mm)
MEDIA THICKNESS:	Up to 1/4" max. (6.35 mm)
TAB TYPE:	Clear, Translucent and Paper
TAB SIZE:	Minimum: 3/4" (19.05 mm) Maximum: 1-1/2" (38.1 mm)
WAFER SEAL SIZE:	3/4" to 1-1/4" diameter (19.05 mm x 31.75 mm)
LABEL SIZE:	Accepts most standard size pressure sensitive Labels
FEEDER:	Top-load, bottom-feed for continuous operation.
HOPPER CAPACITY:	Postcards: 800 No.10 envelopes: 250 9" x 12" flats: 250
ZIP CODE SORT:	Switch selectable electronic sensor (<i>Labeler only</i>)
COUNTER:	Resettable 5-digit LCD
DUTY CYCLE:	1 million pieces/month over a 5-year life cycle (60 million total)
DIMENSIONS:	16-1/2" W x 19" H x 18" L (41.9 cm x 48.3 cm x 45.7 cm)
WEIGHT:	85 lbs. (38.6 kg)
ELECTRICAL:	110 VAC /60 Hz 2 Amp (220 VAC / 50 Hz available)

NOTE: Two types of tabs/labels are used commercially. One designed for hand application, one for machine application. Use tabs/labels designed ONLY for machine application with ATS-9600 Tabber/Labeler. Avoid using tabs/labels with little or no contrast between tab/label and backing. Less than 2 clicks on tab/label sensitivity adjustment will not allow unit to run properly. Doubles and misfeeds are a symptom of wrong type of label being used.

OPTIONAL REEL-FEED SYSTEM

CAPACITY:	10,000 Tabs; 10" (254mm) Diameter, 3" (76.2 mm) Core
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OPTIONAL CD-300 CONVEYOR DELIVERY

DIMENSIONS:	11.5" W x 18" L x 4" H (29.2 cm x 45.7 cm x 10.2 cm)
COUNTER:	Variable 0-180 in/min (0-457.2 cm/min)
ELECTRICAL:	110 VAC /60 Hz 2 Amp (220 VAC / 50 Hz available)
SHIPPING WEIGHT:	16 lbs / 7.5 Kg

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Elk Grove Village, Illinois 60007
04/20/2016
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