



2020 Dual Tabber Operation Manual



10 Clipper Road
West Conshohocken, PA 19428-2721
Tel : 800-523-0320 / 610-825-6205
Fax: 610-825-1397
www.secap.com

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SECTION 1

Introduction to the Secap™ 2020 Dual Tabber

General Description

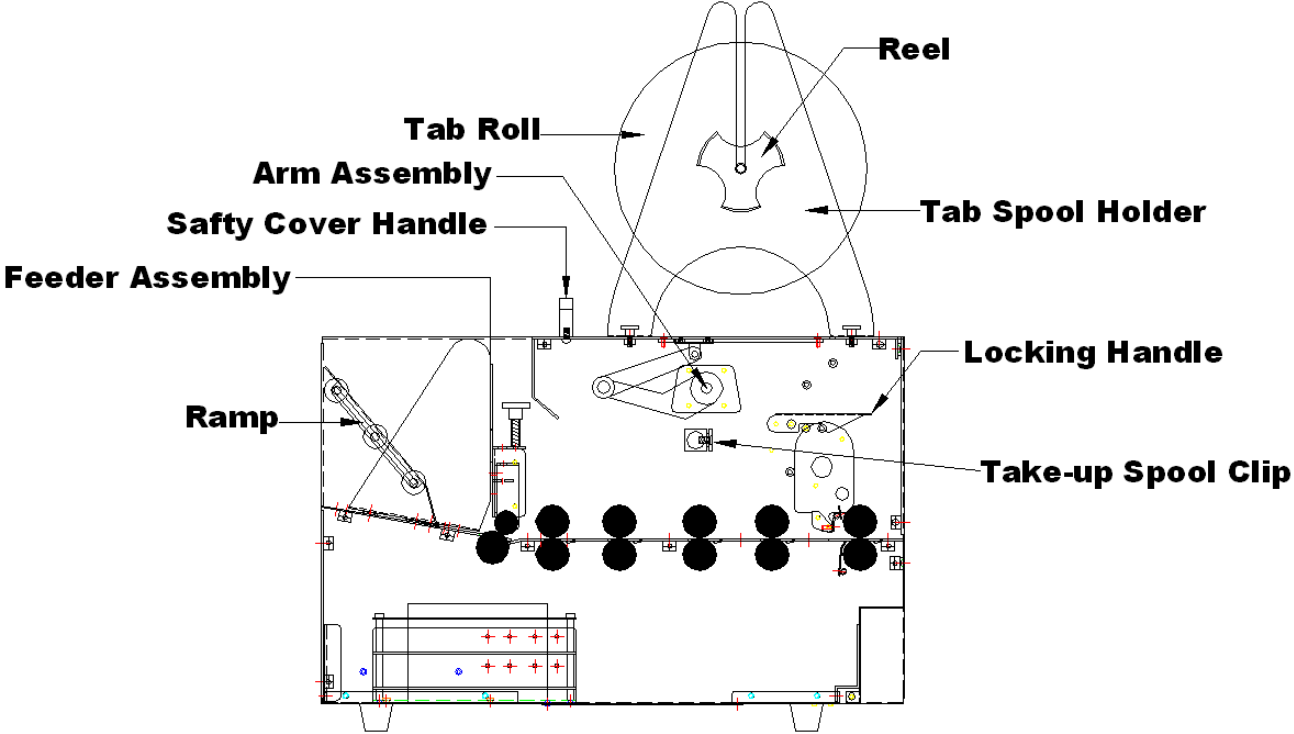
The Secap™ 2020 Dual Tabber is a tabletop tabber and designed to apply either 1 or 2 tabs on the open end of the media, or apply either 1 or 2 tabs on top of the media. The type of tab used is pin fed with 1" repeat. Paper and true clear tabs are standard.

Specifications

Speed: Based on C-Folded Letter Paper; Folded Tab	Speed-1 9,000/HR for Booklet Speed-2 15,000/HR for Glossy C&V-fold Self-Mailer Speed-3 21,000/HR for C-Fold & V-Fold Self-Mailer
Speed: Based on C-Folded Letter Paper; Flat Tab	Speed 11,000/HR
Media Thickness:	Up to 1/8"
Media Size:	Min: 6"W x 3.5"H / Max: 11"W x 8 1/2"H
Weight:	86 lbs
Dimensions:	L21" x W18" x H13"
Stacking Tray Capacity:	6 inches
Electricity:	115V / 60Hz, 2.0A
Options:	21" On Demand Conveyor
Type of Tab:	Pin fed, 1 inch pitch repeat, round, paper or clear, 3 inches core.
Tab capacity:	10,000 tabs
Take-Up Spool capacity:	5,000 tabs
Error Detections:	Cover open, jam, out of tab

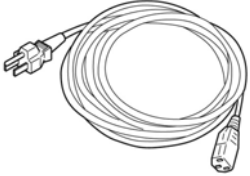

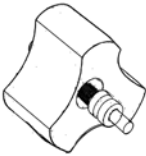
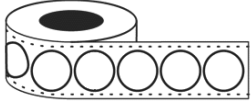


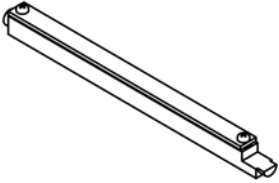
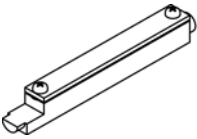
Major Components and Assemblies

Figure 1



SECTION 2

Accessories

<div data-bbox="284 571 509 787" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Secap™ 2020 Dual Tabber Operation Manual</p> </div>		
<p>Operation Manual</p>	<p>AC Power Cord x 1</p>	<p>Spool Holder x 2</p>
		
<p>Reel x 2</p>	<p>Tab Spools x 2</p>	<p>Thumb Screws x 4</p>
		
<p>Thumb Nuts x 4</p>	<p>Take-Up Clip-Right*</p>	<p>Take-Up Clip-Left*</p>

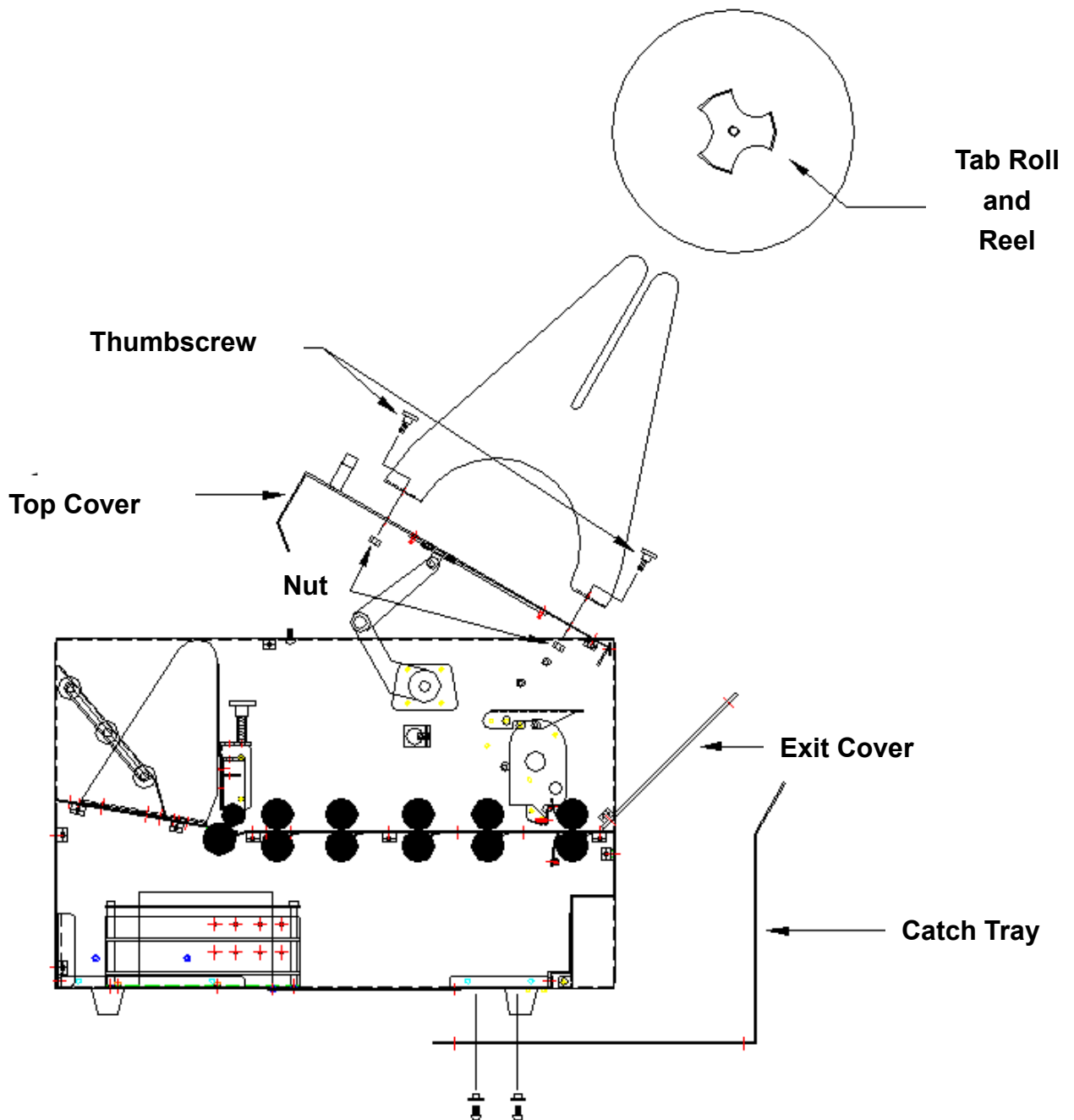
*Already installed on Secap™ 2020 Dual Tabber

SECTION 3

Installation

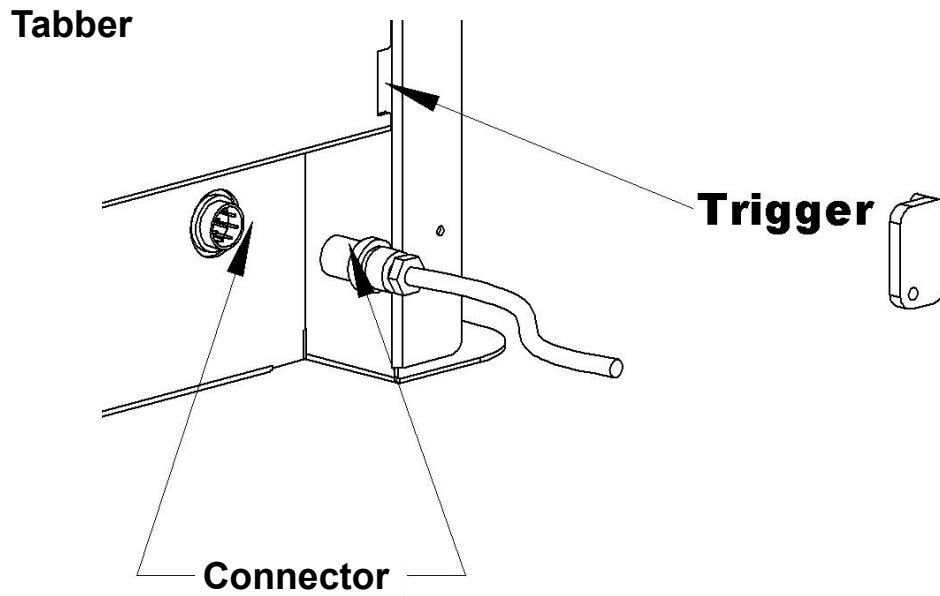
1. Install the Secap™ 2020 Dual Tabber Accessories

Figure 2

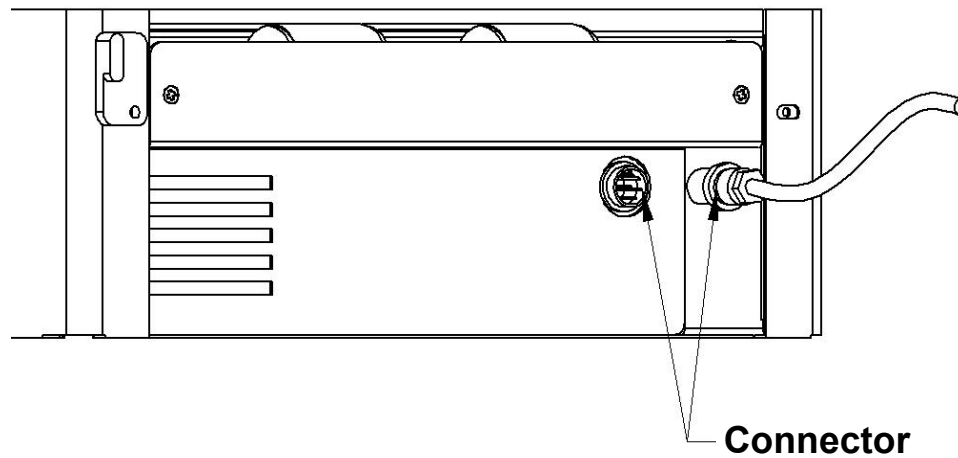


2. Install the Secap™ 2020 Dual Tabber Conveyor

Figure 3



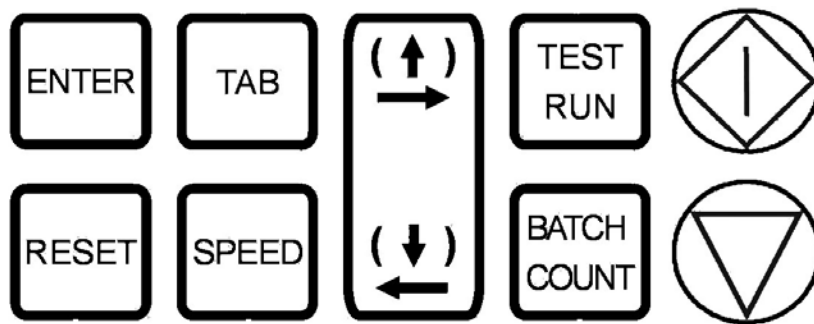
Conveyor












SECTION 4











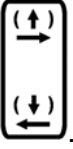



Control Panel Diagram





Figure 4



Control Panel Functions

Key	Operation
Press 	<ul style="list-style-type: none"> Start the Secap™ 2020 Dual Tabber.
Press 	<ul style="list-style-type: none"> Stop the Secap™ 2020 Dual Tabber.
Press 	<ul style="list-style-type: none"> Feeds two pieces of media to check feeding and tabbing The first piece will pass without any tab applied. Tabber memorizes the media size processed. Always test run when changing the media size
Press & hold down 	<ul style="list-style-type: none"> Displays current batch count setting.  = Batch count amount
Press & hold down  and press 	<ul style="list-style-type: none"> Turn batch count on/off.
Press & hold down  and press 	<ul style="list-style-type: none"> Set batch count amount.

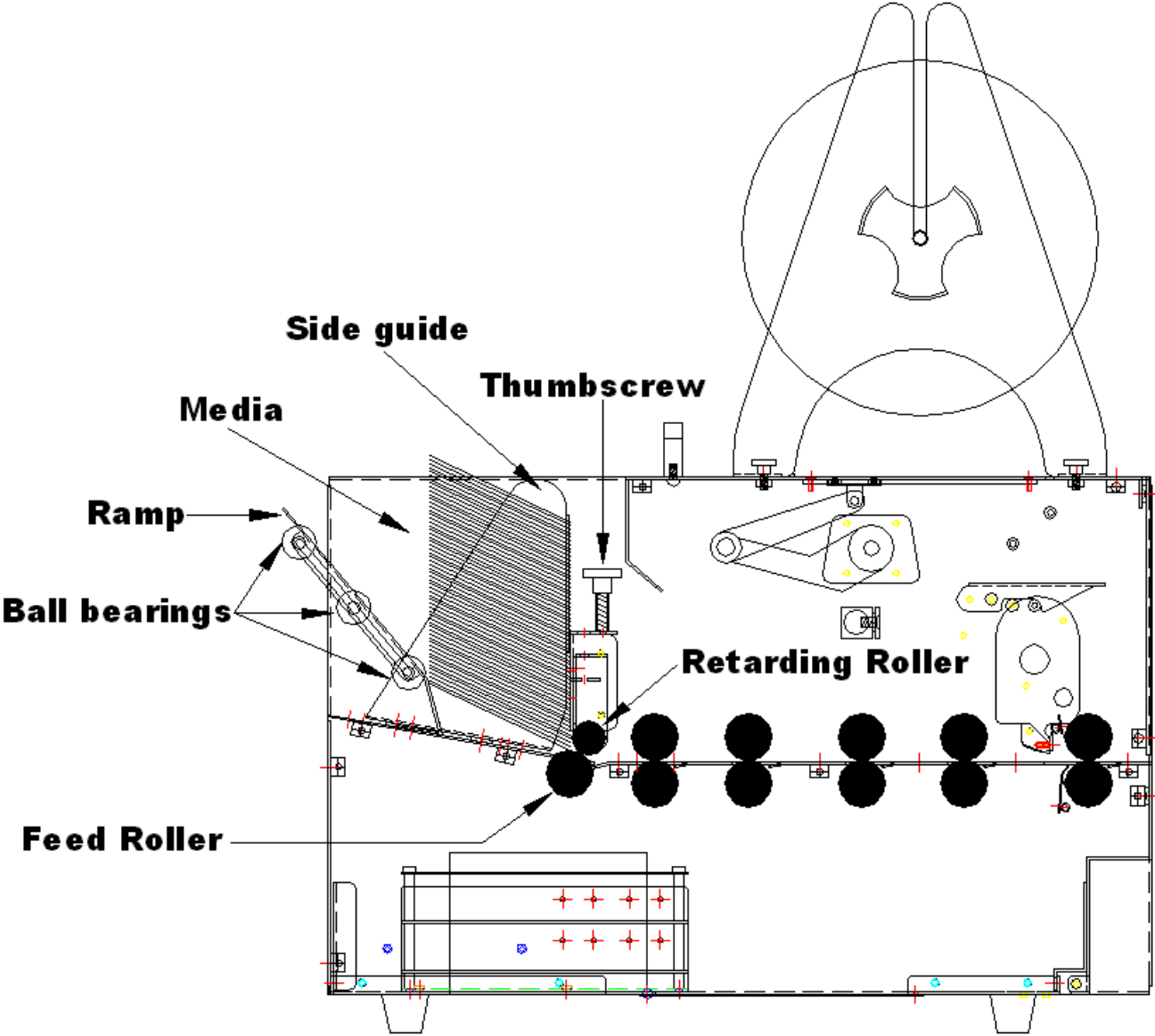
Key	Operation
Press & hold down  .	<ul style="list-style-type: none"> • Clear paper path.
Press & hold down  .	<ul style="list-style-type: none"> • Display tab setting.
Press & hold down  and press  .	<ul style="list-style-type: none"> • Selects a tab function. <ul style="list-style-type: none">  = No tabbing  = Fold-over tabbing  = Flat tabbing
Press & hold down  and  for 2 seconds.	<ul style="list-style-type: none"> • Initializes tab position for setup.
Press & hold down  and press  .	<ul style="list-style-type: none"> • Fine tuning the tab position.
Press & hold down  .	<ul style="list-style-type: none"> • Display current speed setting.
Press & hold down  and press  .	<ul style="list-style-type: none"> • Select Speed. <ul style="list-style-type: none"> Speed 1 = 9,000 Speed 2 = 15,000 Speed 3 = 21,000

Key	Operation
Press  .	<ul style="list-style-type: none"> • Clear error message.
Press & hold down  for 2 seconds.	<ul style="list-style-type: none"> • Clear the “FULL” blinking display.
Press & hold down  and press  .	<ul style="list-style-type: none"> • Reset piece counter.

SECTION 5

Feeder Set-Up

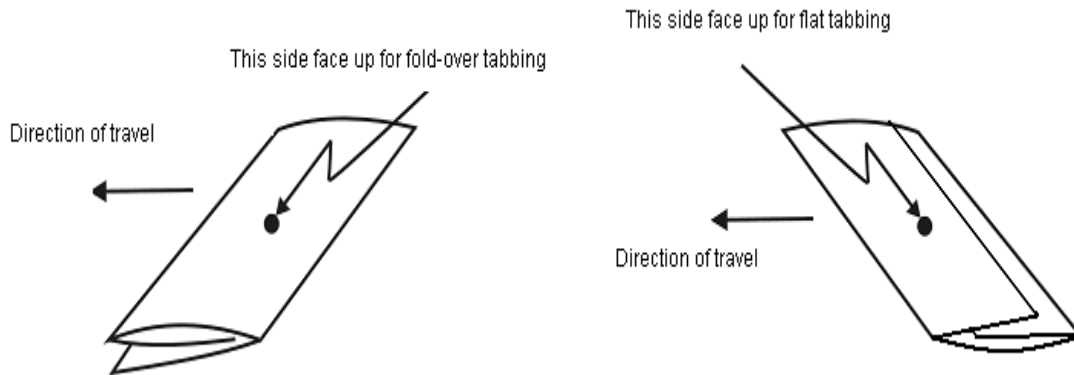
Figure 5



How to Organize the Media in the Feeder Hopper

The open end of the media must be the lead edge for fold-over tabbing, the crease of the top flap of fold must be the lead edge for flat tabbing.

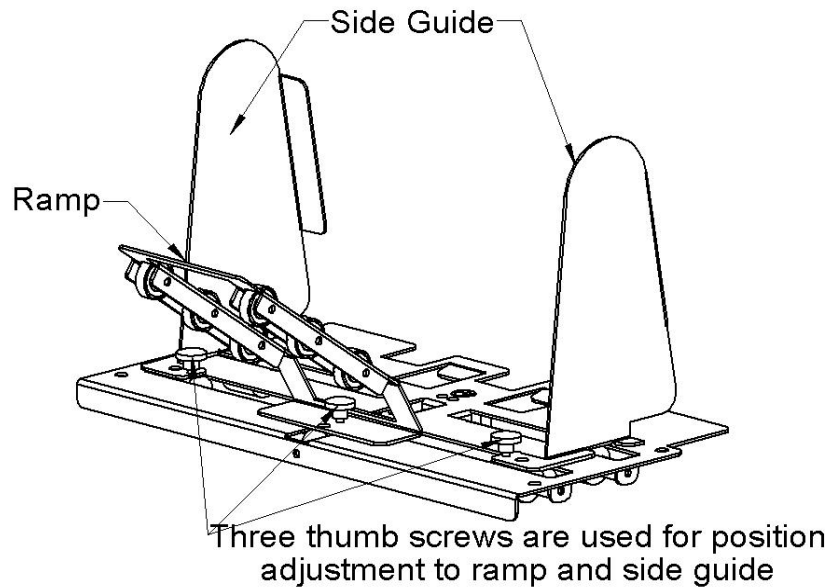
Figure 6



Feeder Set Up:

- 1 Before you load any media into the feed hopper, the feed gate gap has to be adjusted properly in order to assure proper feeding operation. Rotating the thumbscrew on top of the feed gate will lower or raise the Retarding Roller, which will adjust the gap of the feed gate. Turning the thumbscrew clockwise will narrow the gap, counterclockwise will widen the gap.
- 2 To set the feed gate gap for a specific media, first turn the thumbscrew clockwise to widen the gap. Then place one piece of media between the Retarding Roller and the Feed Roller (this will be the leading piece prior to loading the rest of the media) now rotate the thumbscrew clockwise to lower the Retarding Roller to where there is enough room for the media to slide in and out with a little resistance.
- 3 The feed ramp is used to assist the feed depending on different media sizes. Adjust the ramp forward or backward to obtain the best feeding.
- 4 Adjust the side guides to guide the media straight into the Secap™ 2020 Tabber. Do not adjust them so tight that they bind or stall the feeding. Bring the guides to the media and back off 1/16" on each side. Media should be centered to the middle Retarding Roller.

Figure 7



- 5 Set the speed of the machine. Press and hold the “**Speed**” button while pressing the “**Enter**” button to change the speed of the machine.

Note:

For Booklets use Speed 1

For Glossy Self-Mailer use Speed 2

For Non-Glossy Self-Mailer use Speed 3

- 6 Press the “**Test Run**” key to feed two pieces of media. Make sure the feed is smooth and that there are no missed feeds or multi-feeds. Continue adjustments until you get the optimum feeding results.

SECTION 6

Tab Set-Up & Fine Tuning

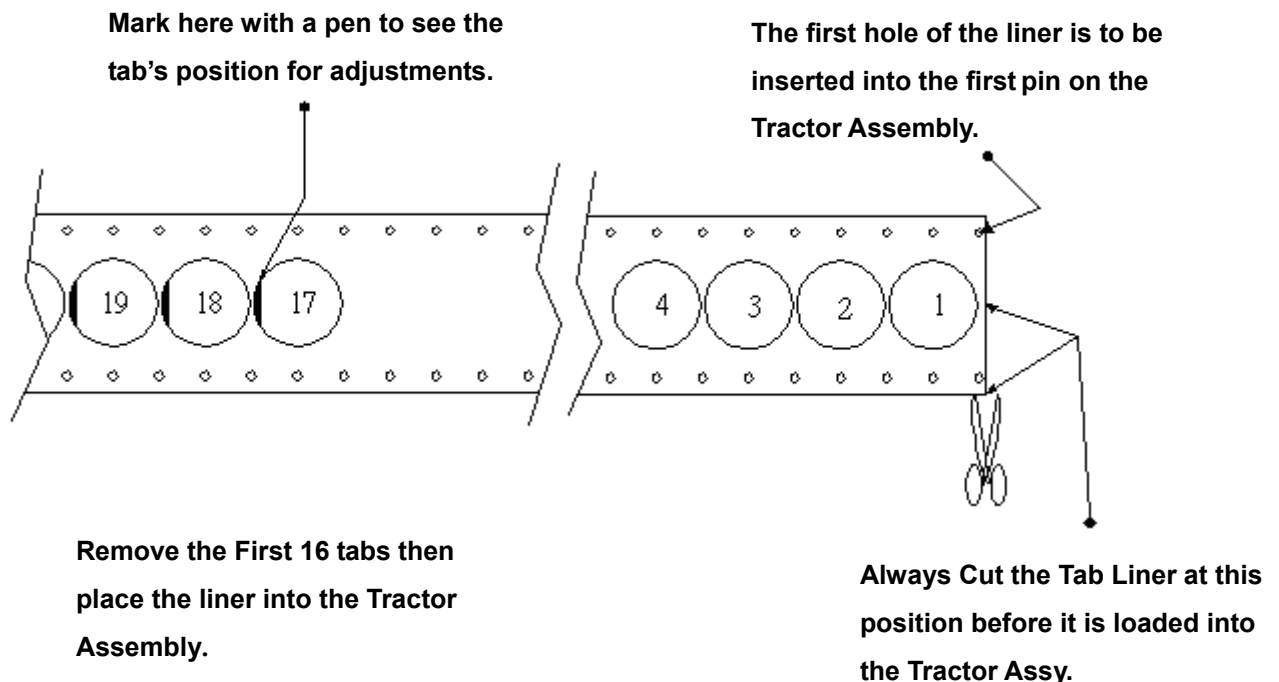
Single Tab Application

Place only one Tab Liner into one of the Tractor Head, if you switch tabbing from dual to single, remove undesired Tab Liner from the corresponding Tractor Head. Turn off then back on to initialize the sensors. The Secap™ 2020 Dual Tabber will detect only one tab liner installed on the Tractor Assembly. The procedure for dual tabbing is the same, except use 2 tab liners, 1 for each tractor head.

Preparing the Liner

Pull tab liner from spool and remove the first 16 tabs and mark the top edge of the 17th, 18th and 19th tab. Marking the top portion of tabs will allow you to have better visual alignment when fine adjusting its set up position. The 17th tab will become the 1st tab to be dispensed.

Figure 8



Routing the Liner Downward

- 1 Insert the Tab Liner through the insert slot on top of Safety Cover "A".
- 2 Open Safety Covers A & B.
- 3 Open the Tractor Assembly Front Gates.
- 4 Unlock the tractor lock-lever and slide to desired position. Lock the Tractor Assembly when adjustment is completed. Close Cover A.

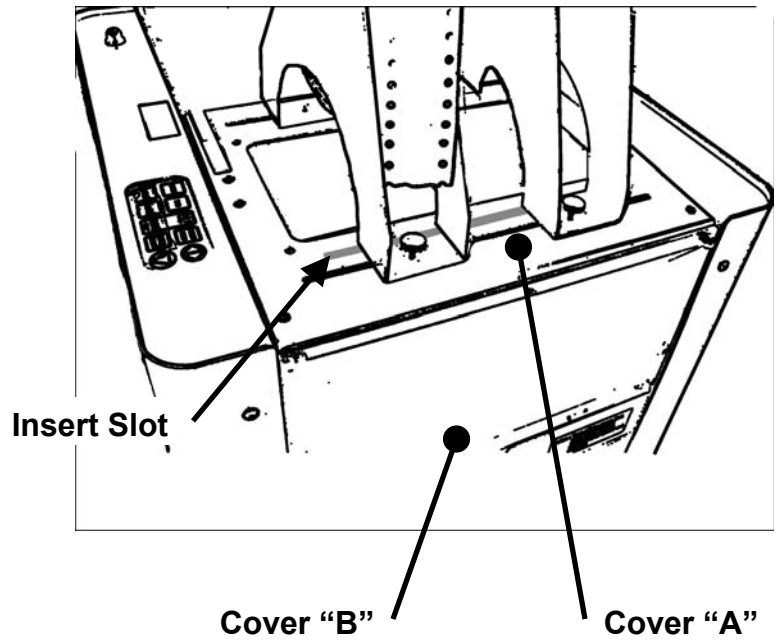


Figure 9

- 5 Place the liner into the tractor pins (make sure that the first set of holes on the liner is placed on the first Drive Pin) and close the Tractor Front Gates and Cover B. The first drive-pin has to be aligned with the index line, if the drive pin is above or below the index, press & hold down "**Tab**" then press the "↑" or "↓" key to move to the first pin position.

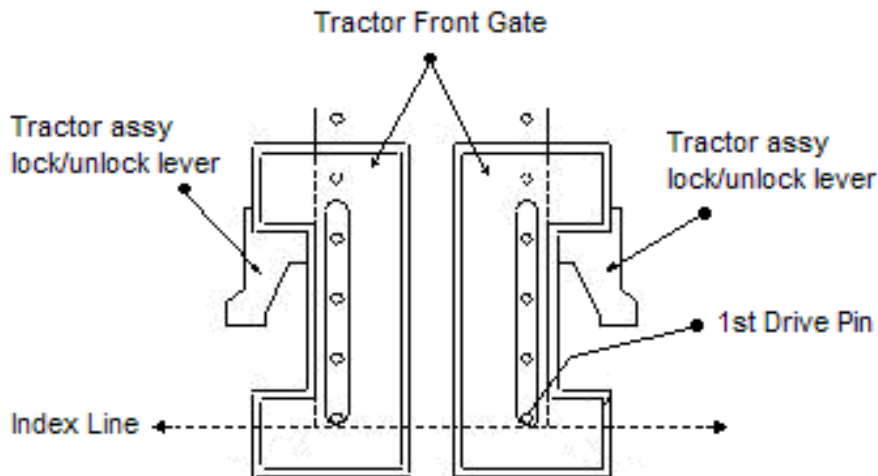


Figure 10

6 Press & hold down **“Tab”** then press **“Enter”** to select **15 16**.

7 Press & hold down **“Tab”** and **“Reset”** for 2 seconds.

NOTE: This will feed the liner through the gap between Separator Bar and Tab Deflector. (See figure 11 inset) If the liner did not feed between the separator and deflector then the operator must do this manually.

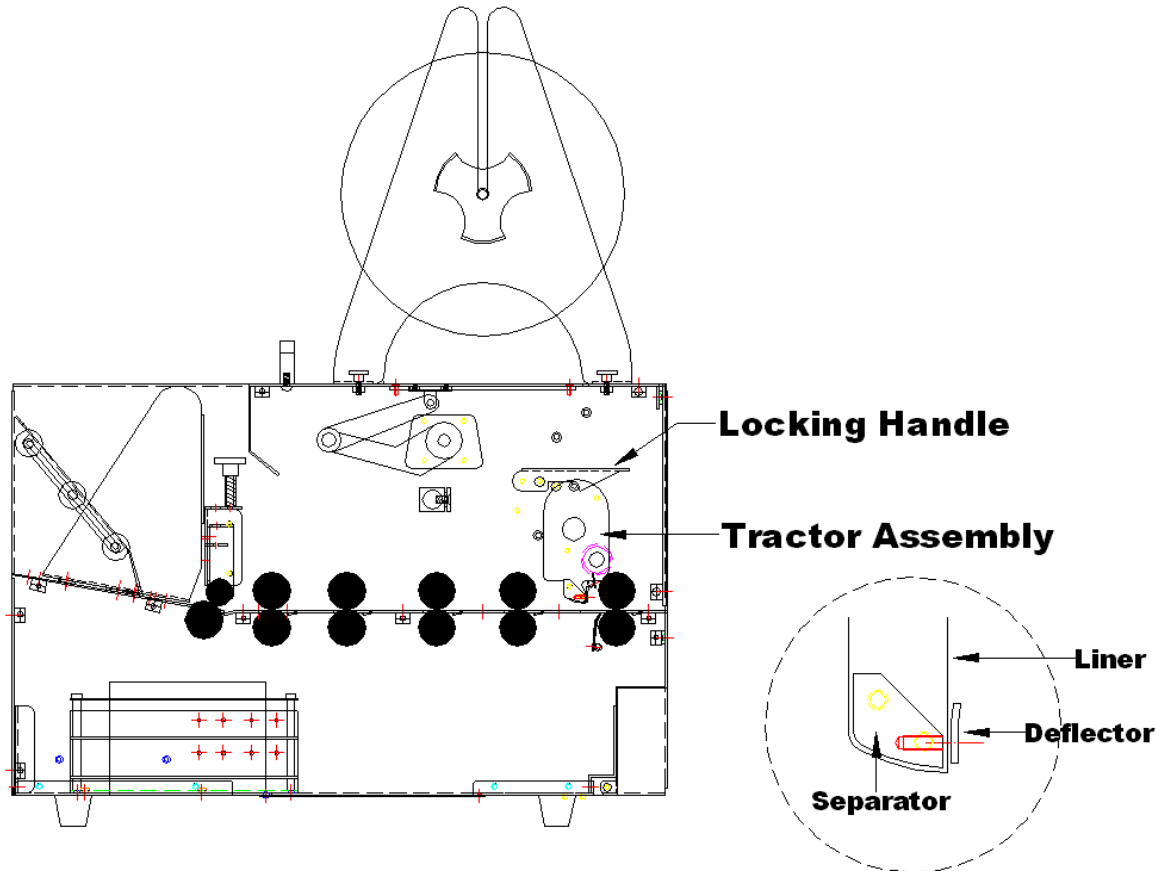
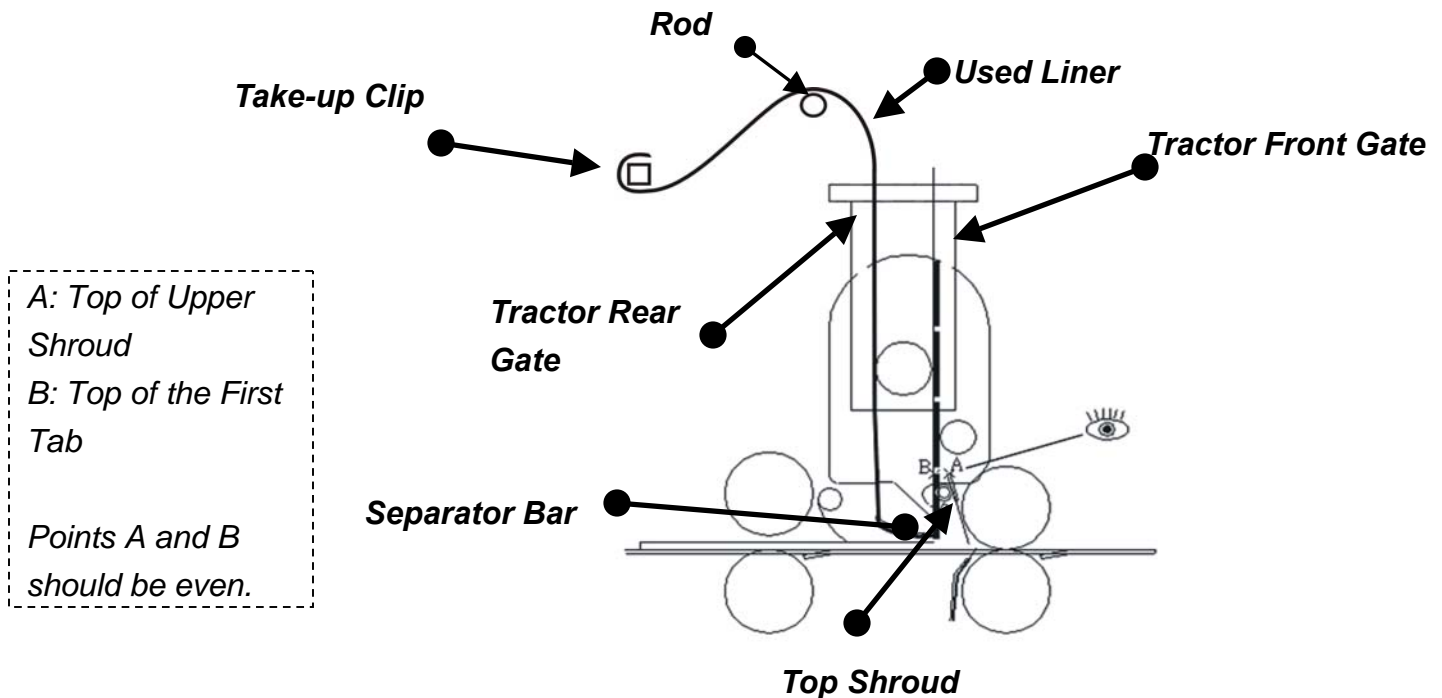


Figure 11

Routing the Liner Upward

Figure 12

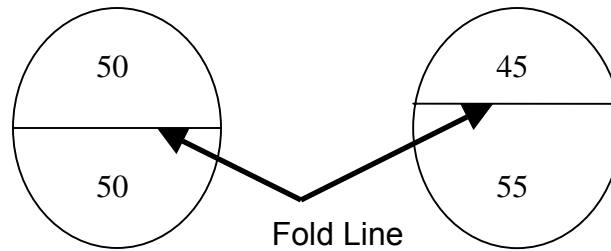


- 1 Open Safety Covers A & B and unlock the Tractor Assembly by lifting up on the Tractor Locking Handle then lay the Tractor Assembly down.
- 2 Pull the tab liner up from the other side of the separator bar.
- 3 Reset the Tractor Assembly to its upright position and lock it with the Locking Handle.
- 4 Open the Rear Gates of the Tractor Assy.
- 5 Pull upward on the tab liner and place it into the Drive Pins. Make sure that the liner fits tightly around the separator bar.
- 6 Close the Rear Gates of the Tractor Assembly and close Safety Covers A and B.
- 7 Press & hold down “**Tab**” and “**Reset**” for two seconds. This will bring the first tab into position and ready for separation. To double-check its position, the top of the first tab should be level with the Upper Shroud Assembly.

Fine Tuning the Fold-Over Tab Position

Pull the tab liner upward and over the Rod then slip it through the Take-up Spool Clip. Press the “→” key to wind and tighten the liner on the take-up spool.

Figure 13



Press & hold down the “**Tab**” key then press the “↑” or “↓” key to fine tune. The ratio of tab placement has to be less or equal to 50/50. For a clear tab, the ratio has to be 50/50 to receive good tab wrap around.

Press the “**Test Run**” key on the control panel to feed 2 pieces of media through the Secap™ 2020 Tabber. Check the tab wrap around on the edge of media to assure that the placement is 50/50. Continue adjustments until desired wrap ratio is obtained.

Fine Tuning a Flat Tab Position

Press & hold down “**Tab**” then press “**Enter**” to select **1L00**.

Press the “**Test Run**” key to feed 1 piece of media. Check tabbing for appropriate positioning.

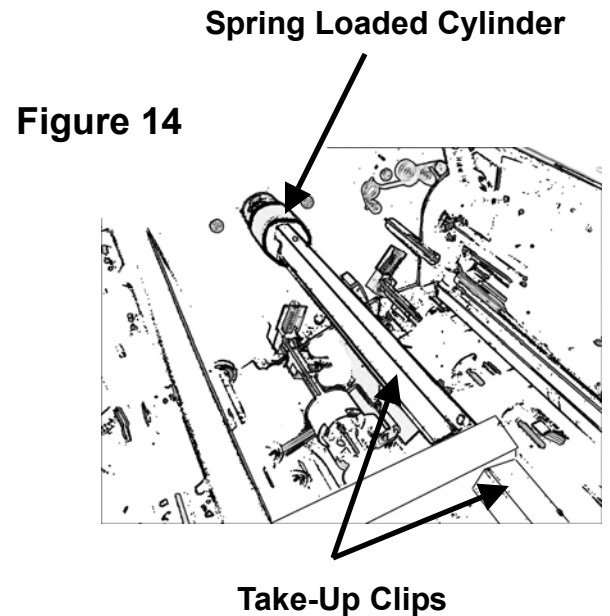
Press & hold down the “**Tab**” key then press either the “↑” or “↓” to adjust tab positioning. Repeat the fine tuning until tab is at desired position.

Take-Up Spool

The Take-Up Spool assembly is designed to collect the used tab liner automatically while the machine is in operation. There is an internal counter in the Secap™ 2020 Dual Tabber that will warn the user every time the counter accumulates 5,000 tabs. The LED display will flash “**FULL**” to remind operator to remove the used tab liner roll. To reset the internal counter, press & hold down “**Reset**” for two seconds.

Removing Used Tab Liner from the Take-Up Spools:

- 1 Open Safety Cover "B".
Pull back on empty tab liner to get some slack (get enough slack so that you can reapply the empty liner back to the Take-Up Clips, at least 16").
- 2 Locate the Spring Loaded Cylinder that is on each end of the Take-Up Clips.
Push on the Spring Loaded Cylinder to release the Take-Up Clips and pull the clips out of the Secap™ 2020 Tabber.
Reinstall the empty Tab Liner from the supply spool on the Take-Up Clips.
Reinstall the Take-Up Clips.
- 3 Remove empty Tab Liner from the Take-Up Clips.
Reinstall the empty Tab Liner from the supply spool on the Take-Up Clips.
Reinstall the Take-Up Clips.
- 4 Press & hold down "→" to wind and tighten the spool.



Tab-Out Detection

There are "Tab Out" detecting sensors installed on each Tractor Assembly. The Secap™ 2020 Tabber will automatically stop when any tab roll is empty.

Error Recovery

Press & hold down "→" or "←" to clear the media inside the Secap™ 2020 Tabber. If the media is too difficult to clear, then open the cover and remove the media manually.

If the media is stuck at the tab position and it can not be cleared by the "→" key, you can remove the upper roller pressure spring and lift up the upper roller to make room to allow you to access the media.

SECTION 7

Troubleshooting Guide

Error Message/Status	Symptom	Solutions
1. "P1_Er"	1. No Media in the Feeder 2. Sensor sees Infra Red	1. Place media in the feeder 2. Place media in the feeder
2. "P2_Er"	1. Misfeed	1. Check side guide 2. Check media 3. Narrow feed gate gap
3. "F_Er"	1. Misfeed 2. Feed Hopper is empty	1. Check side guide 2. Check media 3. Loosen feed gate gap
4. "E2/E3/E4 Er"	1. Paper in the path when machine is turned on. 2. Sensor detects infra red.	1. Remove media. 2. Keep machine away from infra red emitting light.
5. "P3Er"	1. Counter displays incorrect count.	1. Clean sensor.
6. "P4/P5 Er"	1. Tab liner jumps off the tractor. 2. Paper jammed at tabber exit.	1. Check tab liner and reinstall. 2. Lay tractor assembly down to check for any remaining tab on the paper path, deflector or upper shroud.
7. "t_Er"	1. Tab liner broken. 2. Tab spool is empty. 3. Tab liner is not in position	1. Reinstall 2. Reload tab spool. 3. Check liner position at tab out sensor located above the tractor head.
8. "Ld Er"	1. Cover not closed	1. Close Cover
9. "FFFF" on display	1. Logic board error	1. Call for service
10. Media not tabbing.	1. Tractor not moving.	1. Tab setting has to be 1516 for tabbing or 1L00 for flat tabbing.
11. Tab position on media is not consistent.	1. Tab used is not 1" pitch. 2. Dirty Sensors. 3. Tractor assembly is not locked. 4. Tabbing position is floating.	1. Use 1516 tab 2. Clean sensor with air duster. 3. Make sure tractor head assembly is locked in position. 4. Lay tractor assembly down to check any remaining tab on the paper path, deflector or upper shroud.

Error Message/Status	Symptom	Solutions
12. Nothing on Display	<ol style="list-style-type: none"> 1. Power cord unplugged. 2. Power switch off. 3. Fuse is blown 	<ol style="list-style-type: none"> 1. Plug power cord. 2. Turn power switch on. 3. Install a new 2.5A/250V Fuse
13. Tab is not wrapped around media	<ol style="list-style-type: none"> 1. Tab sticking on the transport plate 2. Tab residue on upper or lower shroud 	<ol style="list-style-type: none"> 1. Remove the tab on the transport plate 2. Remove the tab residue on the shrouds.