

FORMAX[®]

FD 262
Tabletop Single-Head Tabber

3/2016

Maintenance Manual
First Edition

SAFETY PRECAUTIONS

SAFETY RULES SHOULD BE OBSERVED WHEN OPERATING THE FD 262 TABBER.

BEFORE USING THE TABBER, 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 severe personal injury and/or fire.
- ✓ The power cord and wall plug is the primary means of disconnecting the machine from 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 that are 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 only be accessed by a qualified service technician. Report any damage of covers to your service technician.
- ✓ This machine requires periodic maintenance. Contact your authorized service technician 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.

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Section 1 – Getting Acquainted

General: The FD 262 Tabber is a desktop tabbing machine designed for the moderate volume user. It can handle documents ranging from 3" x 5" card stock to 11" x 11" booklets up to 5/32" thick.

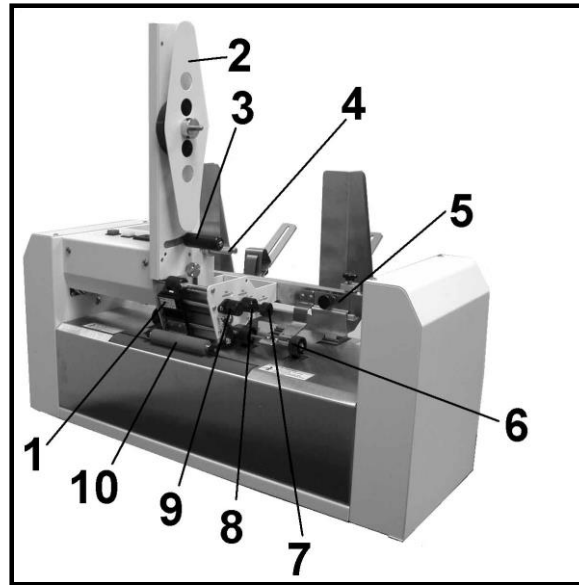
The FD 262 Tabber will process a range of tabs in most colors and either round or square from 5/8" to 1-1/4" in length and width.

Functional Operation

The FD 262 is a stand-alone machine that can process media into a stacker or tray. The FD 262 will process various sizes of media and place a single tab on the leading edge of the media. The media can vary in length from 3.6" to 11" and vary in thickness from a C-folded sheet of 20# bond paper to a booklet of 5/32" thick.

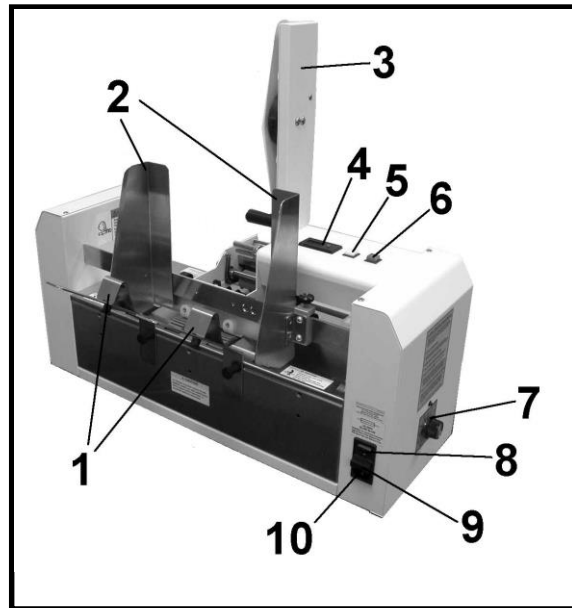
The FD 262 will process media at a speed up to 12,000 pieces per hour depending on the skill of the operator, the length (depth) of the media and the type of material.

When the media is fed, a sensor detects the leading edge of the media and starts a tab feeding into position. The media contacts the tab and the exit roller presses the tab to the media and carries the media out of the tabber. At the same time, the tab feed stops until another piece of media is seen by the sensor. The sensitivity of the tab sensor is adjusted by the tab sensor adjustment on the rear of the tabber for different types of tabs.



Front View

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



Rear View

1. **Media Support** – Supports media during feeding.
 2. **Media Side Guides** – Help maintain position of media in relationship to tabs.
 3. **Tab Roll Support** – The tab roll is mounted here.
 4. **Media Counter** – Resettable counter to track number of pieces fed.
 5. **Tab Feed Switch** – When this switch is depressed the tabs will feed when the media switch is also depressed.
 6. **Media Feed Switch** – This switch when depressed will cause the media to feed.
 7. **Tab Sensitivity Adjustment** – Different tabs have different densities. This adjustment compensates for the different types of tabs.
 8. **Fuse** – The main power fuse is located here.
 9. **Power Inlet** – The power cord is plugged in here.
 10. **Main Power Switch** – Controls the power to the tabber.
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Section 2 – Assembly, Installation and Operation

Assembly

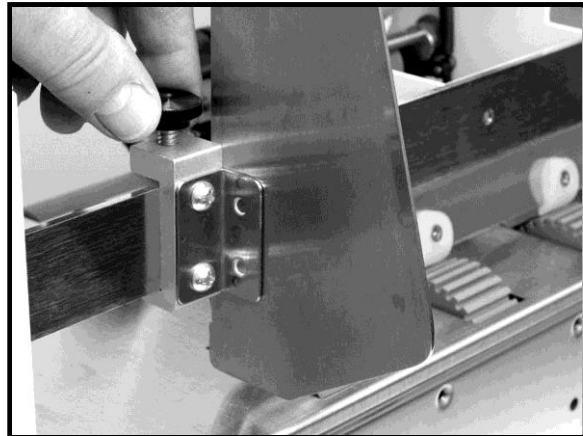
The FD 262 Tabber must be assembled before use. Follow the steps below to prepare it for operation:

Step 1: Remove all the components from the carton.

Step 2: Attach the two media support guides using the two thumbscrews provided. The pin on the guide fits into the lower hole and the guide is secured with the thumbscrew as shown.



Step 3: Install the two side guides over the metering bracket support bar and then tighten the thumbscrew.



ASSEMBLY, INSTALLATION AND OPERATION

Step 4: Loosen the thumbscrew. Place the slot on the tab roll support over the stud and slide it down until it reaches the thumbscrew. Tighten the thumbscrew.



Installation

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



CAUTION

**DO NOT USE AN ADAPTER PLUG OR EXTENSION CORD TO CONNECT THE TABBER 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.**

Operation

To set up the FD 262 Tabber, follow these six steps:

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

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

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

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

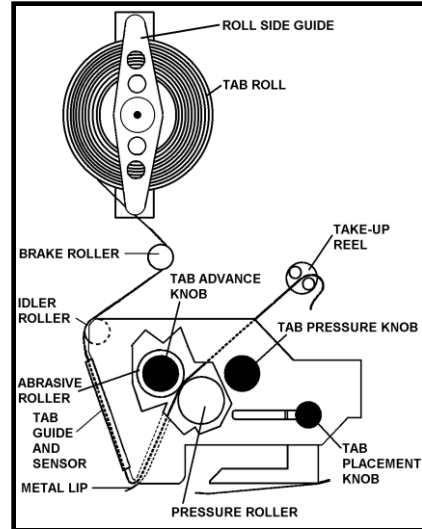
Step 5: Adjust Tab Position. (Page 9)

Step 6: Load the media on the tabber and turn on the main power switch. Activate the Tab switch, and then press the Feed switch to start the feed rollers.

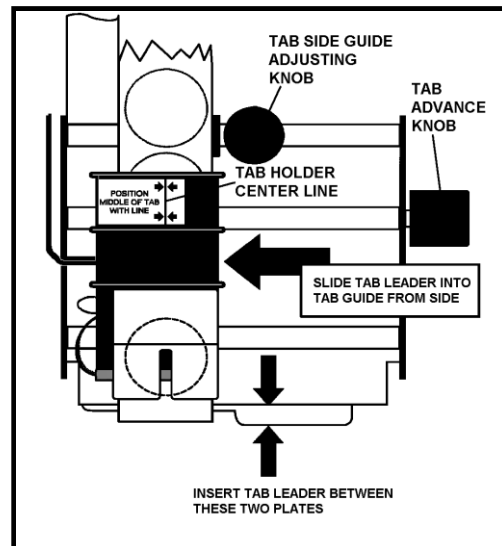
ASSEMBLY, INSTALLATION AND OPERATION

Loading Tabs:

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

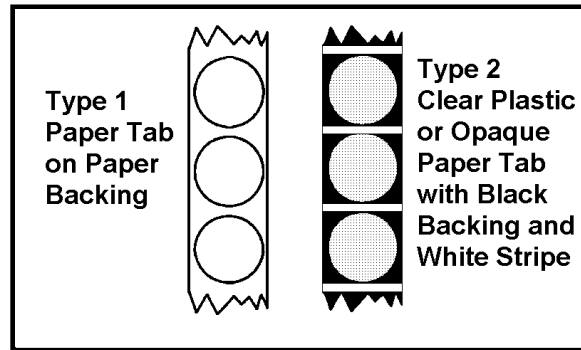


- Note: Turning the Tab Pressure knob to OFF helps with the alignment. Return the pressure knob to the ON position after centering.**
8. Set the Tab Side Guide to confine, but not bind the tab backing. Adjust the Tab Guide and Sensor Assembly so that the Red centerline is in the approximate center of the tab.
 9. Replace the Exit Roller by pushing it back into its holder.

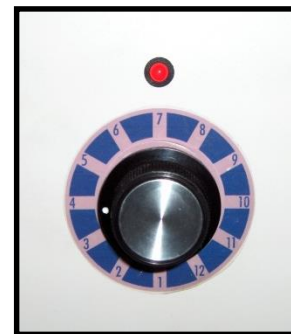


Tab Sensitivity Adjustment

There are two types of tabs designed for use in the FD 262 Tabber. Type 1 is a paper tab with a plain paper backing. Type 2 is clear plastic, translucent or white paper tab, with a black or brown backing behind the tab and a white stripe (space) between each tab. **Do Not** use clear or translucent tabs that have a white backing behind the tab and a black line (space) between the tabs.



1. Remove the exit roller.
2. With the tab exposed under the sensor, turn the main power switch **ON**.
3. Turn the Tab Sensitivity Adjustment knob fully counterclockwise. Then turn it clockwise until the *Red* LED above the adjusting knob lights.
4. Turn the Tab Pressure Knob OFF and roll the tabs backwards until the *Red* LED goes OFF. Turn the Tab Sensitivity Knob clockwise until the *Red* LED lights again. (Example: the LED illuminates at position 4 with the tab under the sensor and at position 10 with the backing or white line under the sensor. The difference between the two positions is six clicks.) Turn the Tab Sensitivity Knob counterclockwise to position 7, which is half way between 3 and 10.



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

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

Adjusting the Metering Bracket and Guides

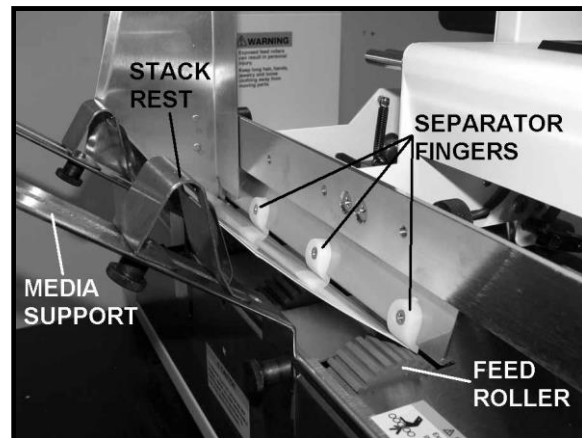
This procedure is used to insure that only one piece of media is fed at a time.

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

Feeding Doubles	Lessen the distance between the separator fingers and the feed roller.
Not Feeding	Increase the distance between the separator fingers and the feed roller.
Heavy Material	Place 1-1/2 times the material between the separator fingers and the feed roller.
Skewing	Place the Side Guides closer to the edges of the media.

Media Supports and Side Guide Adjustment

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



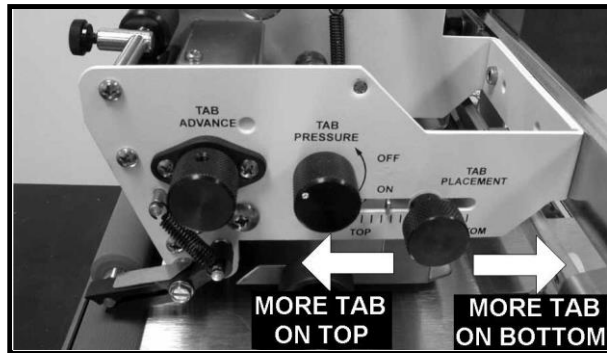
NOTE: When placing material on the Media Support ensure that it is shingled.

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

Tab Positioning Adjustment

The tab should be positioned so that approximately half of the tab goes on the top of the media and half on the bottom.

1. Check the position of the tab on the media if incorrect, loosen the Tab Positioning Adjustment Knob.
2. Move the knob forward to allow more tab on the top of the media or back to allow more of the tab on the bottom of the media. Tighten the knob.



3. Run two pieces through the machine and then check the tab position top-to-bottom on the second piece.
4. Repeat steps 1-3 until you are satisfied with the positioning of the tab.

ASSEMBLY, INSTALLATION AND OPERATION

Feeding and Tabbing Media

The operating sequence of the FD 262 Tabber is to first turn on the Main Power Switch, and then press the reset button on the counter located on the top of the Tabber. Next, activate the Tab Switch located next to the piece counter. Lastly, press the Feed Switch to start the media feeding. To Stop the Tabber press the Feed Switch.

Troubleshooting

Problem	Possible Cause
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 centerline. Tab Roll is loose on spindle. Rollers dirty or glazed.
4. Tab placement moves side to side	Side guides loose. Moveable post/Sensor Holder not set properly.

Problem	Possible Cause
5. Multiple tabs placed on media	Tabs not centered in front of sensor holder centerline. Tab sensitivity adjustment incorrect.
6. 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.
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.

Section 3 – Adjustments

Motor Drive Belt

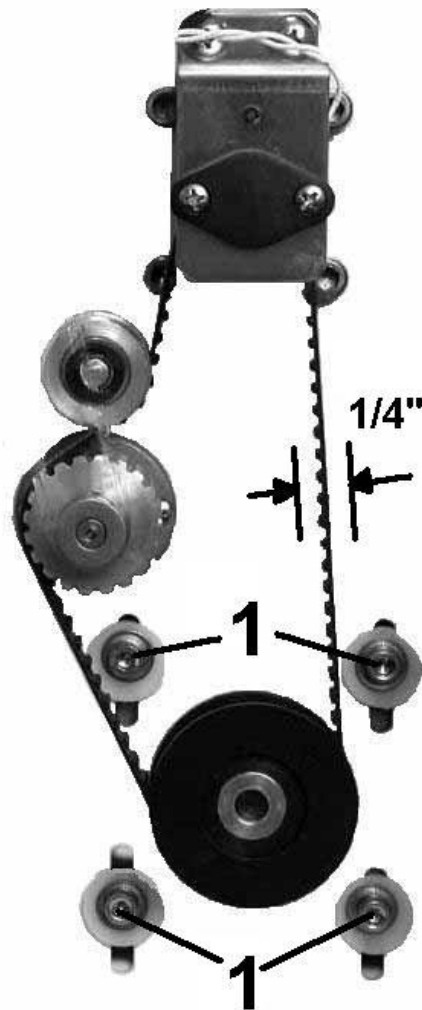
Requirement:

The tension on the motor drive belt must be proper for smooth operation of the machine.

NOTE: The motor is a fixed speed AC motor. There are no speed adjustments.

Adjustment:

1. Unplug the machine and remove the rear cover. Unplug the Tab Sensitivity Adjustment switch wiring.
2. Loosen the four screws [1] and push down on the motor drive pulley.
3. Tighten the four screws [1].
4. Check for a deflection in the drive belt of not more than 1/4".
5. Reconnect the Tab Sensitivity Adjustment switch and replace the rear cover.



ADJUSTMENTS

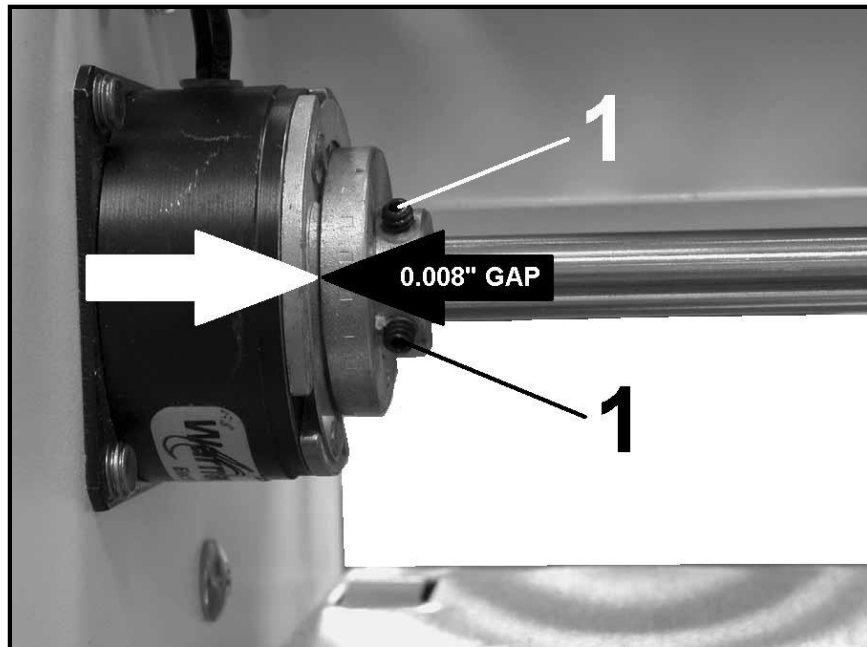
Clutch and Brake Adjustment

Requirement:

The gap on the brake must be set to insure proper operation of the tab advance roller.

Adjustment:

1. Remove the top cover.
2. Loosen the two allen screws [1] that attach the brake plate to the tab advance roller shaft.
3. Insert a 0.008 feeler gage between the brake and the brake plate.
4. Pull the tab advance shaft toward the operator side of the machine and at the same time push, the brake plate against the feeler gage and tighten the two allen screws to the shaft.
5. Remove the feeler gage.
6. Replace the top cover.



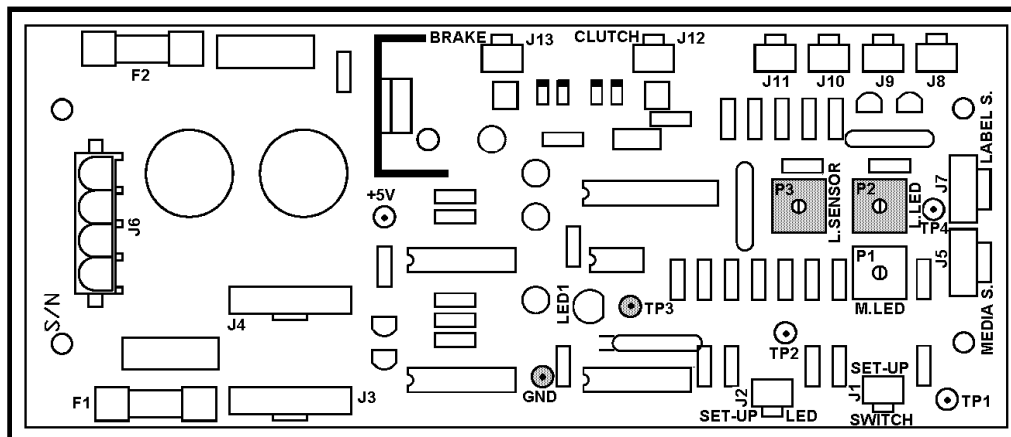
Tab Sensor Adjustment

Requirement:

Adjust the Tab Sensor to detect the presence of tabs in the machine.

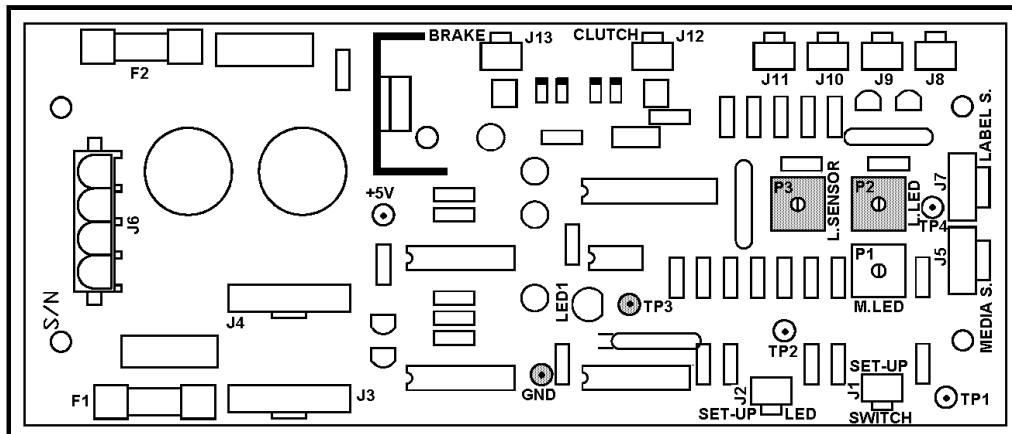
Adjustment:

1. Unplug the FD 262.
2. Remove the left and right side covers.
 Caution: When removing the right side cover; be careful not to damage the connections to the Tab Sensitivity Adjustment knob/switch. The connection to this switch should be temporarily disconnected, to avoid damage.
Note: The Tab Sensitivity Adjustment knob (switch) will be reconnected in one of the next steps.
3. Remove the entrance cover (stainless steel cover that media support guides attach to), by removing the two Philips head screws, located at the left and right side of tabber.
4. Reconnect the Tab Sensitivity Adjustment knob/switch and temporarily mount the right side cover using one or two screws on top.
5. Remove plastic splash guard, which is located over PC Board.
6. Install/thread tabs as described in this manual.
Note: Factory adjustments are done using a roll of white paper tabs (white tab on white backing). If you are experiencing problems with a certain tab type, install/thread the “problem tabs” into the FD 262 for this adjustment.
7. Plug the FD 262 into the power receptacle and turn it on.
8. Set the Tab Sensitivity Adjustment knob to #3.
9. Connect your DC voltmeter probes to **GND** and **TP3** on the PC Board.



ADJUSTMENTS

10. Adjust **P2 (L. LED)** and **P3 (L. SENSOR)**, on the PC Board, to obtain the lowest voltage value. This is normally **fully counter-clockwise**; however, depending on the potentiometer manufacturer, this could be fully clockwise or fully counter-clockwise.
11. Advance the tab stock until a tab is aligned with the sensor (tab should just start peeling from the backing paper).
12. Adjust **P3 (L. SENSOR)**, on the PC Board, until the red **LED** above the Tab Sensitivity Dial just goes **ON**.
13. Position the tab stock so only the backing paper (or white space between tabs) is aligned with the sensor. Fine tune this alignment with the sensor by slowly moving the tab/backing position while watching the voltmeter. The optimal alignment position has been achieved when you have obtained the lowest voltage reading on your meter. Keep the tab stock tight.
The red **LED** above the Tab Sensitivity Dial should go **OFF**.
14. Follow the “Tab Sensitivity Adjustment” procedure described in this manual.
15. To check the adjustment; position the tab stock so a **tab** is in the sensor and verify that the red **LED**, above the Tab Sensitivity Dial, goes **ON**.
Position the tab stock so only **backing** (or the white space between tabs) is aligned with the tab sensor and this **LED** should go **OFF**.
16. Unplug the FD 262 and replace the splash guard and covers.
Make sure to reconnect the Tab Sensitivity Adjustment knob (switch), before installing the right side cover.



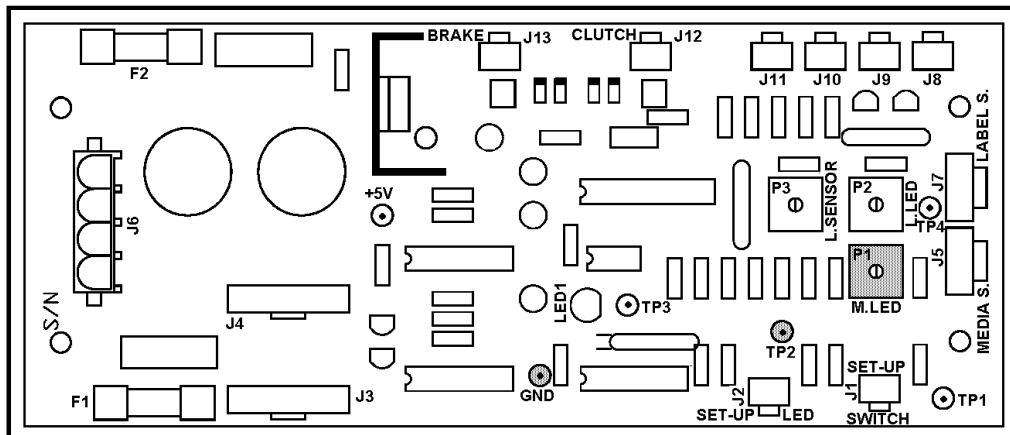
Media Sensor Adjustment

Requirement:

To adjust the Media Sensor so that it detects the media.

Adjustment:

1. Unplug the FD 262.
2. Make sure the media sensor is clean (free of dust).
3. Remove the left and right side covers.
Caution: When removing the right side cover; be careful not to damage the connections to the Tab Sensitivity Adjustment knob/switch. The connection to this switch should be temporarily disconnected, to avoid damage.
4. Remove the entrance cover (stainless steel cover that media support guides attach to), by removing the two Philips head screws, located at the left and right side of tabber.
5. Remove plastic splash guard, which is located over PC Board.
6. Plug the machine in and turn it on.
7. Connect a DC voltmeter to **GND** and **TP2**.
8. Insert a black test media under the media sensor and verify that **LED1**, located on the main pc board, goes **ON**.
If not, adjust **P1 (M. LED)** on the PC Board to obtain **1.0 VDC or less**.
If you can't obtain this reading then the sensor may be damaged or dirty.
9. Remove the test media from under the sensor. The voltage level at **TP2** should read **3.0 Volts or higher** and **LED1** on the main PC board should go **ON**.
Tip: LED1 should go **ON** when media is present, below the media sensor, and should go **OFF** when media is not present.
10. Replace the covers.
Make sure to reconnect the Tab Sensitivity Adjustment knob (switch), before installing the right side cover.



Section 4 Disassembly and Assembly

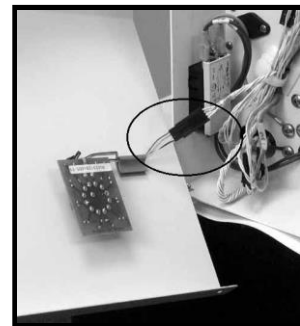
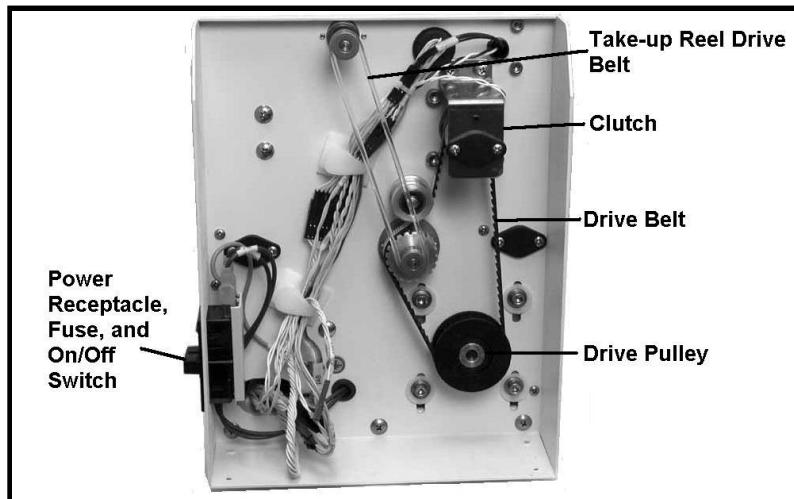
The following will assist you in disassembling the FD 262 for servicing:

Removing Covers

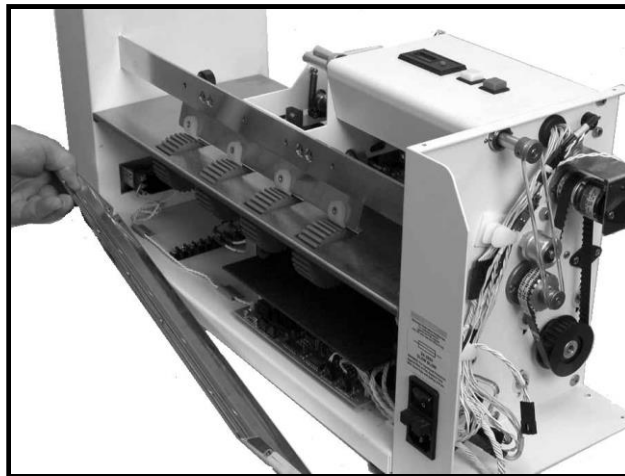
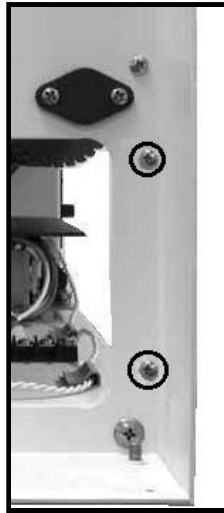
1. Unplug the machine, then remove the four screws that attach the front cover to the frame and remove the cover. Under the front cover, you will find the non-resettable counter.



2. Remove the four screws that attach the rear cover to the frame unplug the Tab Sensitivity Adjustment Switch and remove the cover. Under the rear cover you will find the drive pulleys, drive belt, clutch, power receptacle and take-up reel drive belt



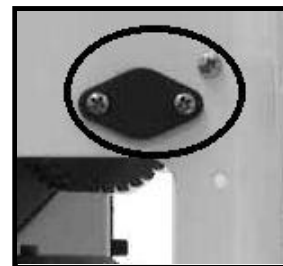
3. Remove the two screws from the operator side and the two screws from the non-operator's side of the machine and remove the left hand cover.



4. Replace in reverse order.

Replacing Feed Rollers

1. Unplug the machine, then remove the Front, Rear, and Left Hand Covers.
2. Remove the two Track Roller assemblies.
3. Remove the Bearing and Bearing Cap from under the front cover. Then remove the screw under the Front cover that holds the top plate in place.
4. Remove the screw under the Rear cover that holds the top plate in place. Raise the Center Plate so that it clears the feed rollers.



DISASSEMBLY AND ASSEMBLY

5. Then slide the feed roller toward the front cover and remove the feed roller driver belt.
6. Remove the feed roller shaft assembly.
7. Replace the feed rollers on the shaft.
8. Reassemble in reverse order.

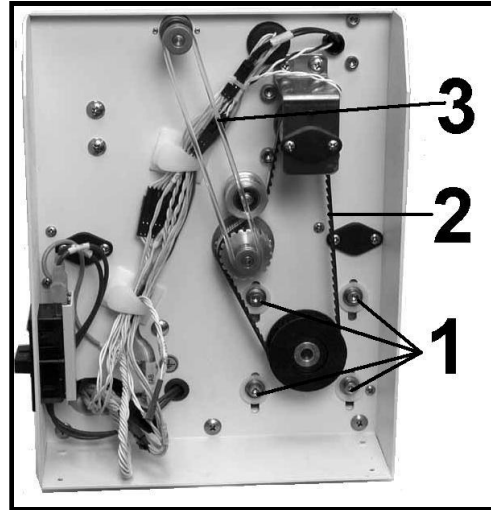


Replacing Middle Feed Rollers and Drive Shaft

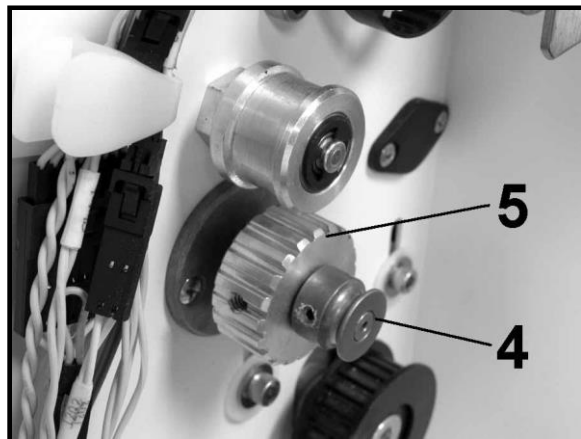
1. Unplug the machine, then remove the Front, Rear and Left Hand covers.
2. Remove the two Track Roller assemblies.
3. Remove the Bearing and Bearing Cap from under the front cover. Then remove the screw under the Front cover that holds the top plate in place.
4. Remove the screw under the Rear cover that holds the top plate in place. Raise the Center Plate so that it clears the feed rollers.



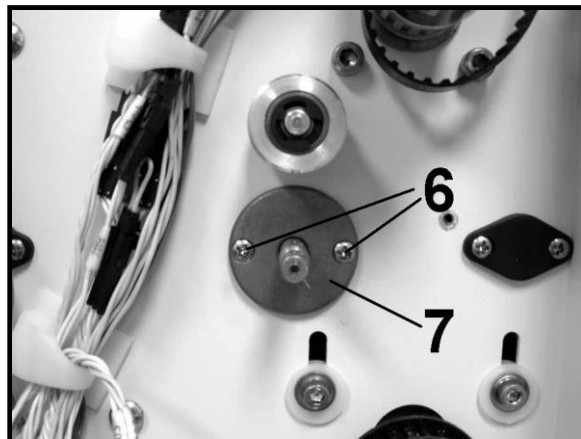
5. Loosen the four allen screws [1] that attach the motor to the frame. Lift the motor and remove the drive belt [2] and the paper take-up drive belt [3].



6. Remove the Paper Take-up Spool [4] and Drive Pulley [5].

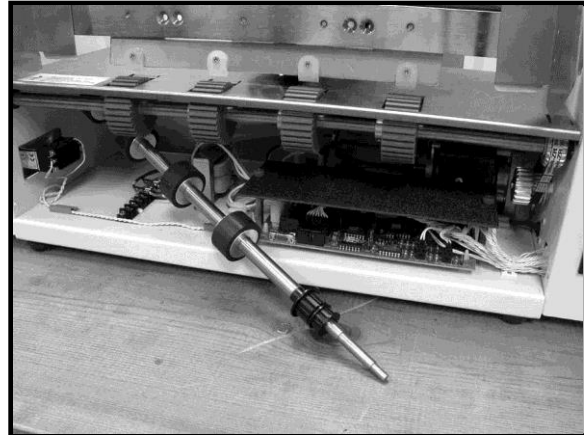


7. Remove the two screws [6] and the Bearing Housing [7].



DISASSEMBLY AND ASSEMBLY

8. Push the roller and shaft toward the operator side of the machine and then remove it from the feed end as show.



9. Remove the rollers from the shaft and replace.
10. Replace the rollers and shaft in the machine.

NOTE: Make sure that the two belts, the one that drives the front feed roller and the one that drives the main feed roller are in place before replacing the bearings.

11. Replace the bearings, pulleys, and belts and adjust the motor drive belt tension. Test run the machine, then replace the side covers.

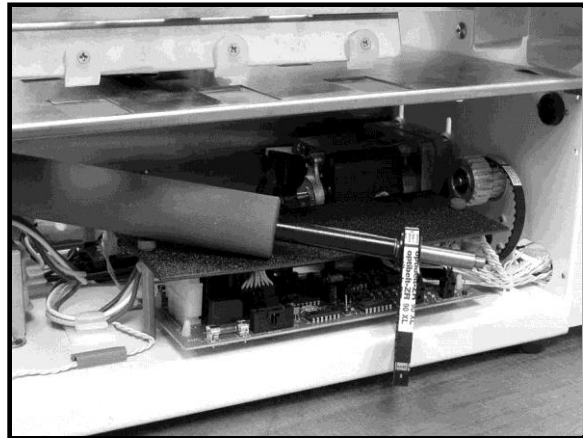
Replacing the Front Feed Roller

1. Unplug the machine, then remove the Front, Rear and Left Hand covers.
2. Remove the two Track Roller Assemblies and the Applicator Head Roller.
3. Remove the Bearing and Bearing Cap from under the front cover. Then remove the screw under the Front cover that holds the Center Plate in place.
4. Remove the screw under the Rear cover that holds the Center Plate in place. Raise the Center Plate so that it clears the feed rollers.



5. Pull the Center Plate forward to clear the front roller.
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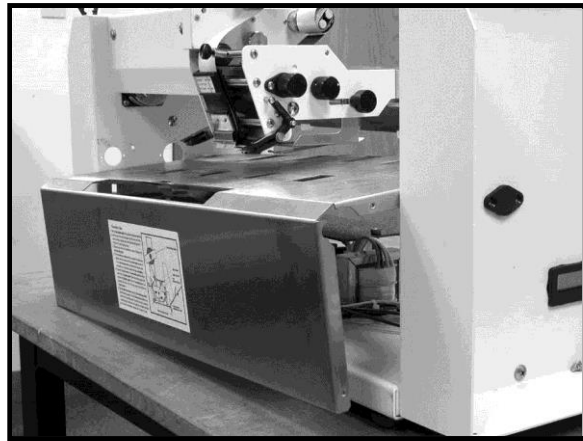
6. Remove the Bearing and Bearing Cap for the Front Roller from the rear of the machine.
7. Slide the Front Roller toward the operator side of the machine, disconnect the drive belt and then remove the roller from the feed end of the machine as shown.



8. Reassemble in reverse order. Make sure that the drive belt is in place before installing the Bearings and End Caps.

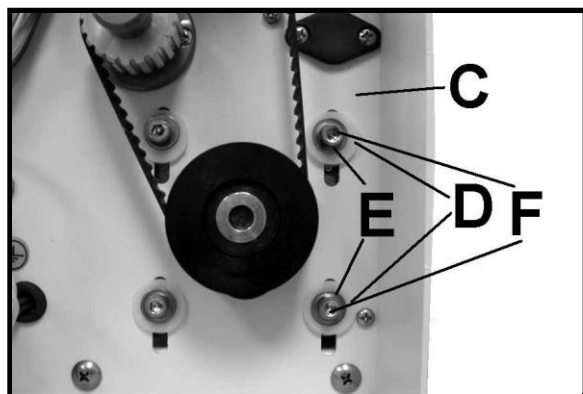
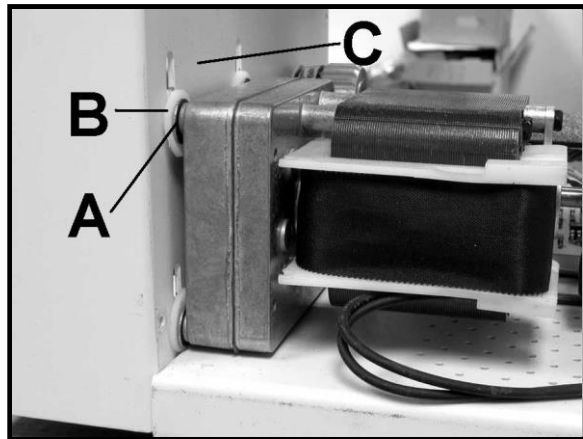
Replacing the Drive Motor

1. Remove the Roller assemblies using the instructions above.
2. Remove the Center Plate from the exit end of the machine.



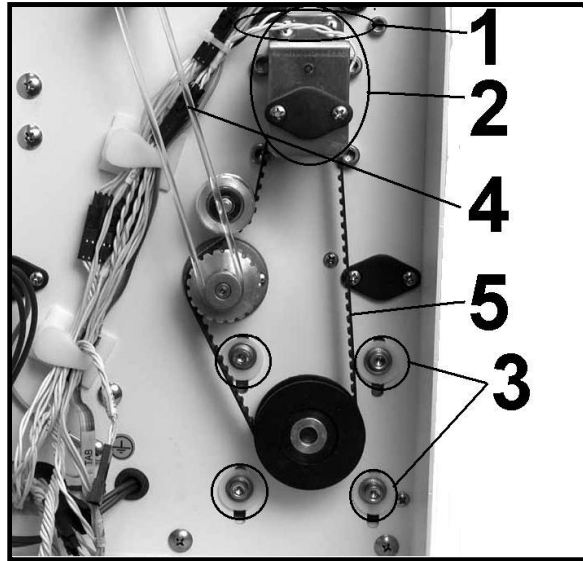
3. Loosen the four allen screws that attach the motor to the side frame.
4. Remove the drive belt, and then remove the drive pulley.
5. Unplug the motor from the wiring harness and remove the four allen screws that attach the motor to the side frame.
6. Remove the motor.
7. Replace in reverse order.

NOTE: The motor is held in place with the allen screws. Between the motor and the frame are metal washer [A], a plastic washer [B], the frame [C], another plastic washer [D], another metal washer [E], and then the allen screw [F]. It is important that all of these are replaced to insure quiet operation of the tabber.

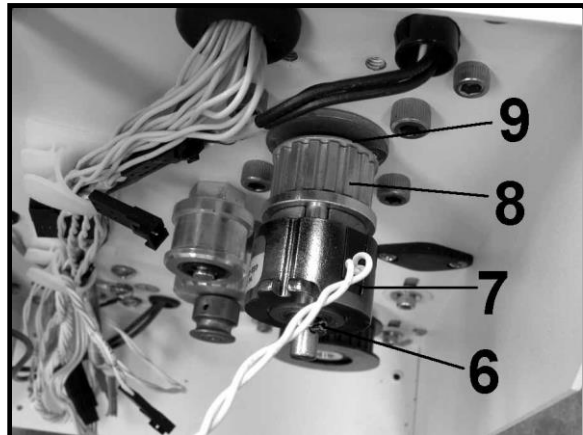


Replacing Clutch and Brake

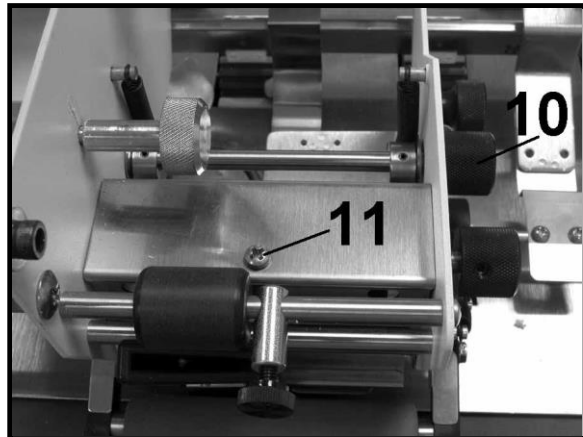
1. Unplug the machine, then remove the tabs and Tab Roll Holder from the machine.
2. Remove the rear cover.
3. Remove the two screws [1] securing the clutch bearing housing to the machine.
4. Remove the bearing housing assembly [2].
5. Loosen the four screws [3] securing the motor to the frame.
6. Remove the take-up roll drive belt [4].
7. Lift the motor and remove the motor drive belt [5].



8. Support the clutch and carefully drive the pin [6] out of the shaft.
9. Unplug and remove the clutch [7], clutch pulley [8] and e-ring [9] on the shaft behind the clutch pulley.



10. Remove the tab advance knob [10] and set aside.
11. Remove the screw [11] and the small cover over the tab pull roller assembly.

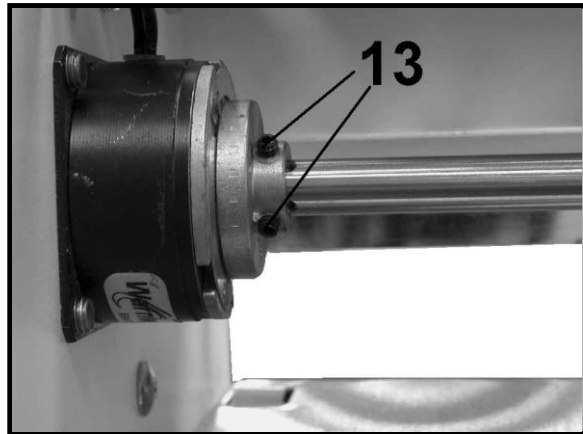


DISASSEMBLY AND ASSEMBLY

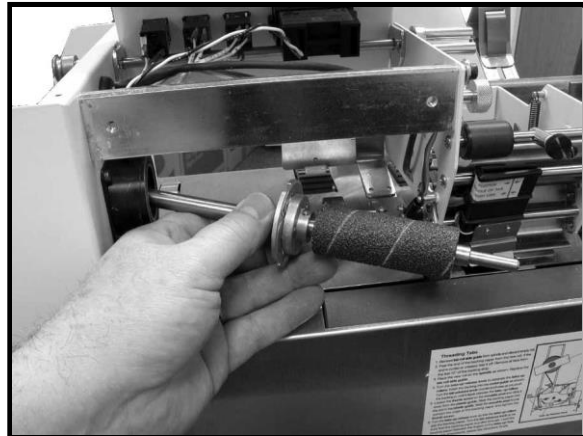
12. Remove the two screws [12] that attach the bearing housing assembly to the side frame and remove the bearing housing.



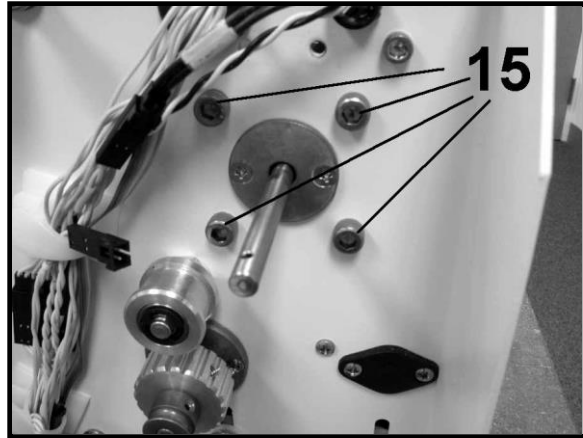
13. Loosen the two allen screws [13] that attach the brake plate to the tab pull roller assembly. Slide the brake plate toward the sandpaper roller.



14. Push the tab pull roller assembly [14] toward the rear of the machine until it clears the applicator head assembly then tilt it toward the front of the machine and remove it as shown.

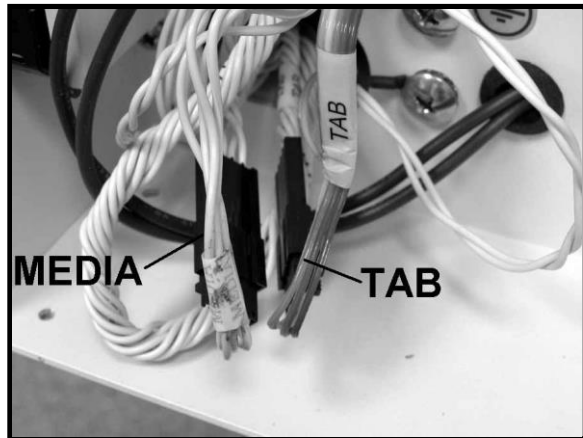


15. Remove the four allen screws [15] that attach the brake coil to the side frame, disconnect the wires and remove the brake.
16. Reassemble in reverse order, and then adjust the brake per the Adjustment Section of this manual.



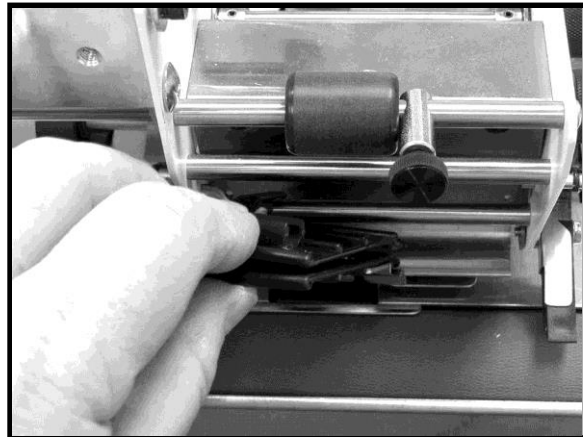
Replacing the Tab and Media Sensor

1. Unplug the machine and remove the rear cover.
2. Disconnect the tab and/or the media sensor connectors located at the lower left hand side of the machine.



3. To remove the **Tab Sensor** pull it away from the top rail and then lift it out of the machine. Then pull the wiring through the guides.
4. To install perform the steps in reverse order.

NOTE: Refer to the Adjustment Section for calibrating the new sensor.

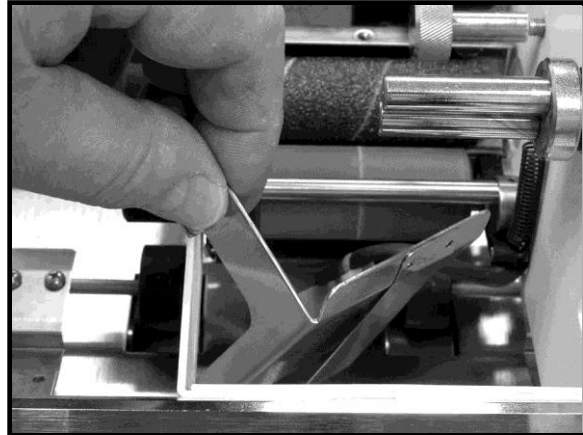


DISASSEMBLY AND ASSEMBLY

5. To remove the **Media Sensor** first remove the adjusting knob and washer from the Applicator Head Assembly. Then pull the wiring through the guides.
6. Lift the Media Sensor assembly from the Applicator Head Assembly as shown.
7. Reassemble in reverse order.

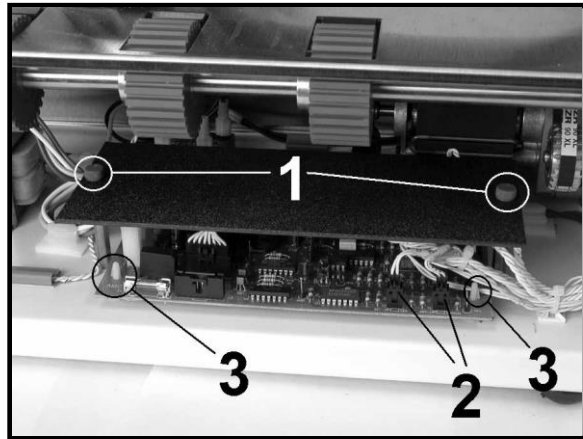
NOTE: Refer to the Adjustment Section for calibrating the new sensor.

8. Replace the rear cover.



Replacing the PC Board

1. Unplug the machine, then remove the front, rear, and feed end cover.
2. Remove the two Knobs [1] and the Splash Guard Cover.
3. Unplug all of the Connectors [2] on the PC Board.
4. Push in on the four lock tabs on the PC Board Supports [3] and lift the PC Board.
5. Replace in reverse order.
6. Check the calibration on the Tab and Media sensors, run some tabs.
7. Replace the covers.



Section 5 – Power & Fuse Information

Power Inputs/Outputs:

Location	Voltage	Use
AC Receptacle Input/Output	120VAC	Main Power
Transformer Input	120VAC	Transformer Power
Transformer Output	~26 VAC and ~10 VAC	Transformer Outputs to PC Board
Motor Input	120VAC (If motor relay is enabled/closed)	Motor Drive
Brake/Clutch Input	24 VDC (When output from PC Board is enabled)	Brake and Clutch Drive

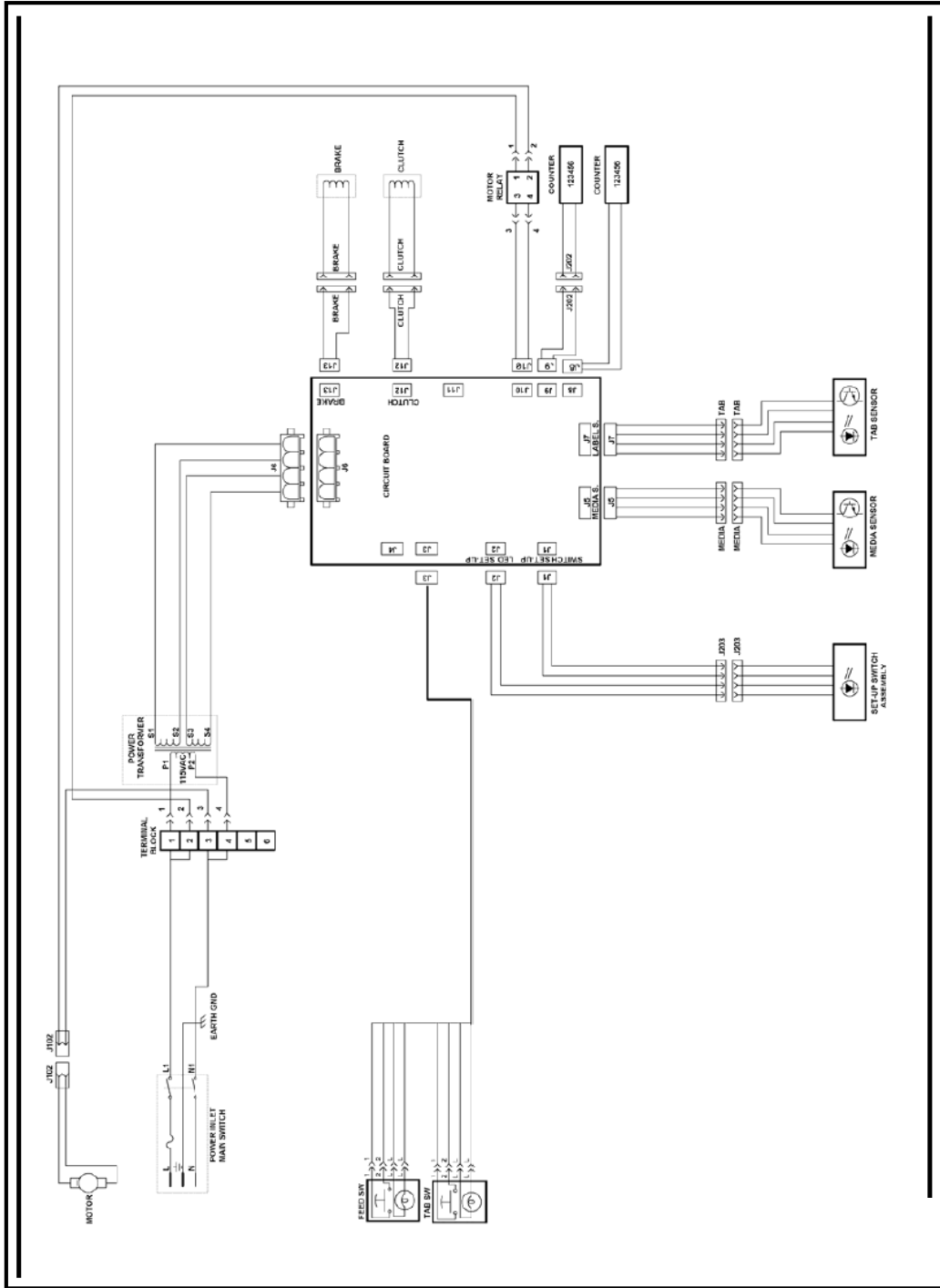
Fuses:

Fuse Rating	Location	Use
2.0A/250	Power Receptacle	Line Fuse (120VAC power input)
1.0A/250V	F1 on PC Board	Fuses 10 VAC (board logic)
500mA/250V	F2 on PC Board	Fuses 26 VAC (clutch/brake)

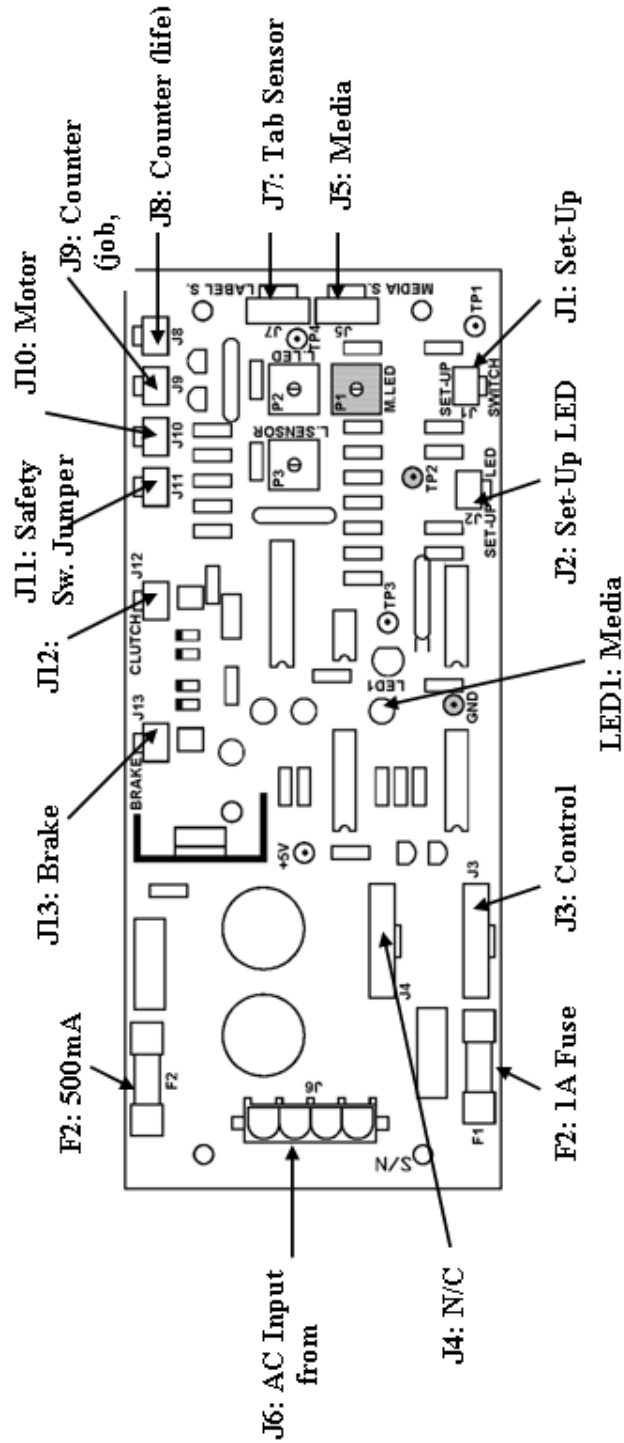
All fuses are slow blow.

Section 6 – Wiring Diagram & Board Layout

FD 262 Wiring Diagram



FD 262 Board Layout & Connections



NOTE: Jumper must be installed at position J11 or tabber will not

Section 7 - Maintenance

Cleaning

WARNING

THE FD 262 TABBER IS A PRECISION MACHINE THAT SHOULD BE CLEANED REGULARLY TO INSURE MANY YEARS OF SERVICE. BEFORE PERFORMING ANY MAINTENANCE, DISCONNECT THE TABBER FROM ITS POWER SOURCE!

The Tabber must be cleaned regularly of accumulated paper dust and ink. To clean the tabber, unplug it from the power receptacle. Remove the covers.

Use a vacuum or soft brush to clean the interior of the machine.

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

The covers 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.

Feed Rollers and Forwarding Rollers

The feed and forwarding 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.

Cleaning the Sensors

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

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

Appendix - Specifications

FD 262 Tabber

Dimensions:	25" Wide x 15.5" Depth x 22" High
Speed:	12,000 pieces per hour (8.5" x 11" tri-folds)
Weight:	45 lbs. Shipping wt.; 40 lbs. installed
Media Size:	Length – 3" to 18" Width – 5" to 17"
Media Thickness:	Up to 5/32"
Tab Size:	Length – 5/8" to 1-1/4" (standard tabs)
Tab Sensitivity Control:	Adjusts for density in tab/wafer seals
Reel Capacity:	10,000 tabs
Counter:	5 digit LCD (operator resettable)
Feeder:	Top load, bottom feed for continuous operation
Electrical:	120 VAC 50/60 Hz
Options:	CJ-10 Drop-Stacking Conveyor

Specifications subject to change without notice

