

# FORMAX<sup>®</sup>

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FD 262  
Tabletop Single Head Tabber

3/2016

Operator Manual  
First Edition

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# Section 1 – Getting Acquainted

## Safety Precautions

OBSERVE THE FOLLOWING SAFETY RULES WHEN OPERATING THE FD 262 TABBER.

BEFORE USING THE FD 262, 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 for 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 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 be accessed only 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.
- ✓ To prevent overheating, do not cover the vent openings.
- ✓ Use this equipment only for its intended purpose.

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

## Packaging/Shipping

The Tabber is shipped in appropriate packaging so that, under normal shipping conditions, it reaches its destination without damage.

**NOTICE:** Report damage to the carrier. The carrier is liable for any damage during transport. Transport and storage should take place under normal conditions, i.e. at temperatures between +5°C and +70°C and relative air humidity of up to 80%. Exposure to conditions that are not permissible may lead to damage which is not externally visible.

**IMPORTANT** Please save the packaging materials for future use! It will be required if you ever need to ship the Tabber.

## Contents

The following items are included with your tabber:

- 1 Operations Manual
- 1 Tab Roll Support Assembly
- 1 Tab Roll Side Guide
- 1 Power Cord
- 2 Media Support Guides
- 2 Media Side Guides

**Note:** Tabs can be purchased through your local Formax dealer.

**General:** The FD 262 Tabber is a desktop tabbing machine that is designed for the moderate volume user. It can handle documents ranging from 3 5/8" x 5" card stock to 11" x 11" booklets up to 5/32".

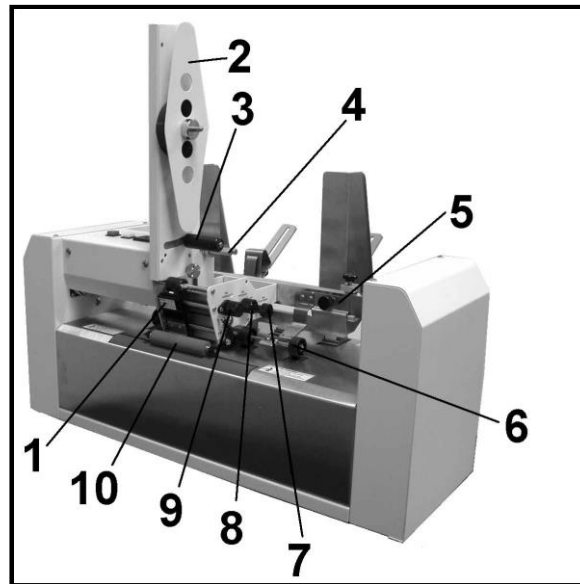
The FD 262 Tabber will process a range of Tabs in most colors and either round or square from 5/8" to 1.5" in length and width.

**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 lead 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.

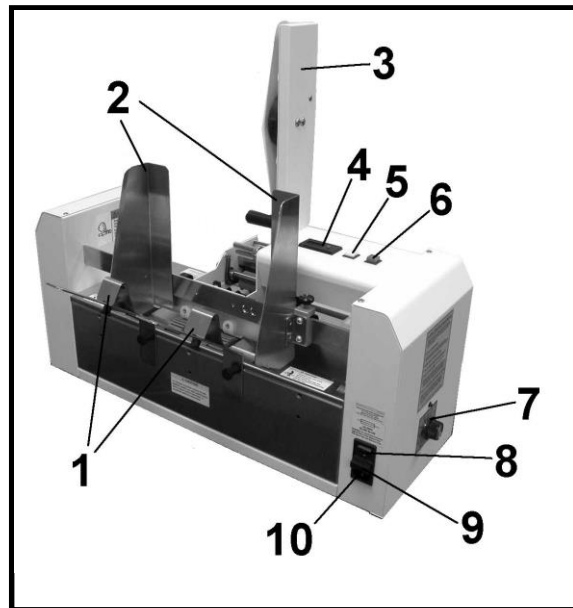
When the media is fed, a media sensor detects the lead edge of the media and feeds tab into position. The media contacts the tab, then the exit roller presses the tab to the media and carries the media out of the tabber. At the same time, the tab feed stops until another piece of media is seen by the media 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 Tab 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.  
You will need to clear the backing from this reel when it reaches a diameter of about 3”.
5. **Metering Bracket Assembly** – Separates the media so that only one piece feeds at a time
6. **Media Pressure Rollers** – Drive the media through the tabber.
7. **Tab Position Adjustment Knob** – Adjusts the fold position of the tab on the media.
8. **Tab Drive Pressure Knob** – Provides pressure on the tab stock to hold it against the tab advance roller.
9. **Tab Advance Knob** – Attached to the tab advance roller. Turn this roller to manually advance the tab stock.
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** – Helps maintain position of media in relationship to tabs.
3. **Tab Roll Support** – Tab roll is mounted here.
4. **Media Counter** – Resettable counter to track number of pieces fed.
5. **Tab Feed Button** – Press this button to feed tabs, when the media feed switch is also pressed.
6. **Media Feed Button** – Press this button to feed media.
7. **Tab Sensitivity Adjustment Knob** – Different tabs have different densities. This adjustment compensates for different types of tabs.
8. **Main Power Switch** – Controls the power to the tabber.
9. **Fuse** – The main power fuse is located here.
10. **Power Inlet** – The power cord is plugged in here.

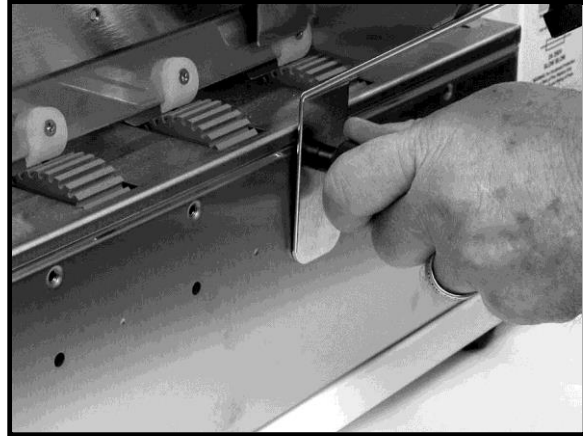
## Section 2 – Assembly and Installation

### Assembly

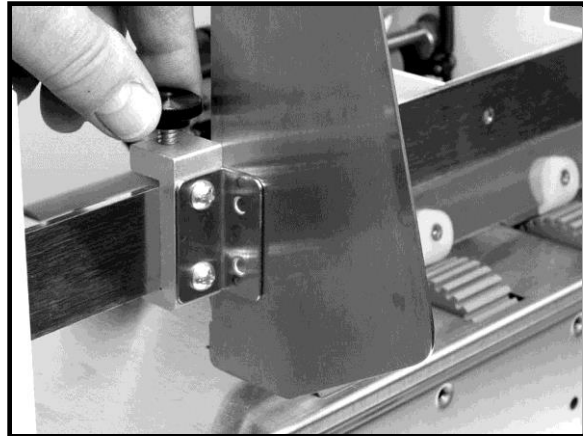
Follow the steps below to assemble the FD 262 Tabber prior to operation:

**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, then tighten the thumbscrew.



**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 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.**



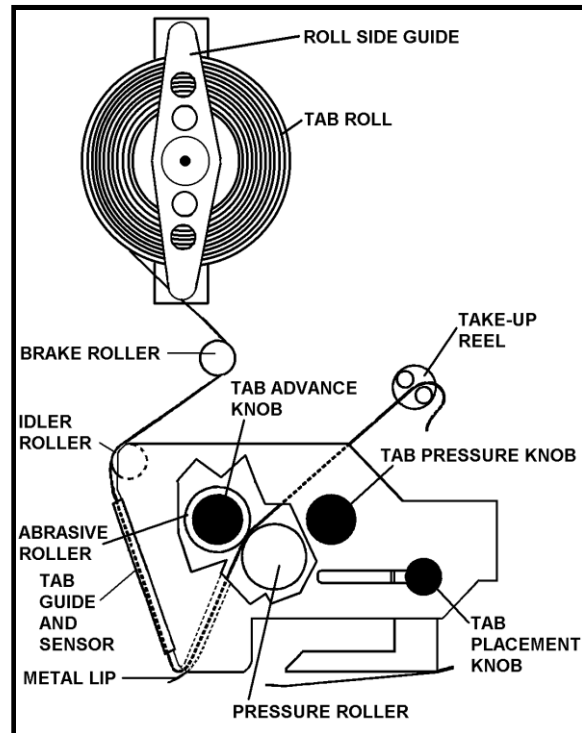
## Section 3 – Operating the Tabber

Follow these steps to set up the FD 262 Tabber to apply tabs to your media:

- 1: Load a roll of tabs on the tabber.
- 2: Set the sensitivity of the Tab Sensor.
- 3: Adjust the Metering Bracket Assembly to the media.
- 4: Adjust the Media Supports and Media Side guides to the media.
- 5: Test for proper media transport.
- 6: Test/Adjust for proper horizontal Tab position.
- 7: Adjust Tab Fold Position.

### Loading Tabs:

1. Remove the Exit Roller
2. Remove the Tab Roll Side Guide by pulling it away from the Tab Roll Support.
3. Mount the roll of tabs with the tab leader coming off the roll on the exit side of the tabber.
4. Replace the Tab Roll Side Guide.
5. Unwind approximately 12 inches of tabs and remove the first 12 tabs from the backing material.
6. Thread the tab roll leader behind the Reel Brake Roller then in front of the Idler Roller.
7. Set the Tab Pressure Knob to the ON position (pressure engaged).
8. While turning the Tab Advance Knob counter-clockwise; thread the tab stock leader above the metal lip, up into and between the Abrasive Roller and the Pressure Roller.
9. Continue turning the Tab Advance Knob counter-clockwise until you have enough tab stock leader to feed 2” to 3” through the center of the Tab Take-up Reel pins.



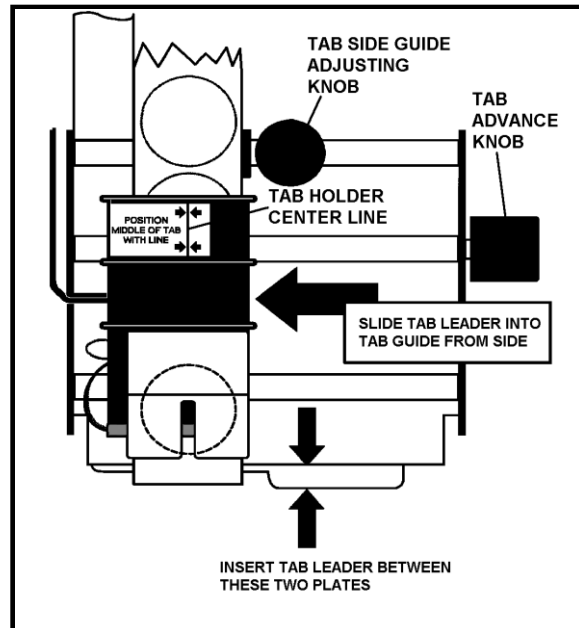
**Operating Tip:** You will need to clear the backing from the Take-up Reel when it reaches a diameter of about 3”.

- Slide the tabs stock into the open side of the black plastic Tab Guide and Sensor Assembly.

**Tip:** Turning the Tab Pressure Knob to OFF helps with the alignment. Return the pressure knob to the ON position after positioning.

- Set the Tab Side Guide (post) to confine, but not bind the tab backing.
- When using 1.25" wide or narrower tab stock; adjust (slide) the black plastic Tab Guide and Sensor Assembly so that the red centerline is in the approximate center of the tab stock.

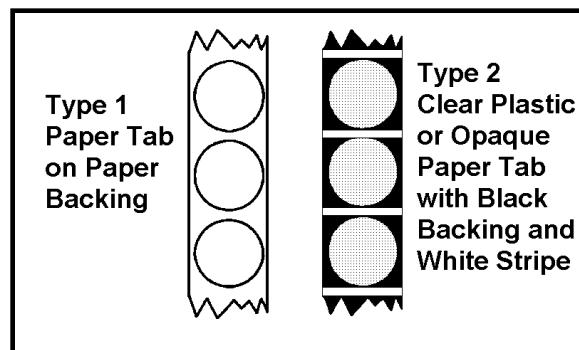
When running tabs larger than 1.25", adjust (slide) the black plastic Tab Guide and Sensor Assembly so the inside of the assembly just begins to touch the left side of the tab stock; without pushing the stock toward the right. In this case, the red center line will not be centered on the tab stock.



- Replace the Exit Roller by pushing it back into its holder.  
**Note:** This roller is removed in the next step (Tab Sensitivity Adjustment), so you can leave it off, if you plan to do this adjustment.

### 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 a clear plastic or translucent paper tab with a black or brown backing behind the tab and a white stripe between the tabs. **Do Not** use clear tabs that have a white backing behind the tab and a black line between the tabs.



- Remove the exit roller.
- With the tab exposed under the sensor, turn the main power switch **ON**.

3. Turn the Tab Sensitivity Adjustment knob fully counter-clockwise. Then turn it clockwise until the *Red* LED above the adjusting knob is illuminated. ***Make a note of the number that the indicator, on the knob, is pointing at.***
4. Turn the Tab Drive 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. ***Make a note of the number that the indicator, on the knob, is pointing at.***

**NOTE:** If during this step the Tab Sensitivity Knob is maxed-out (fully clockwise), but the LED still does not light; then proceed as if the second number is 12. If at any time during the tabbing process double tabbing occurs, advance the setting one more position clockwise.

5. Set the Tab Sensitivity Knob indicator halfway between the two points measured in the two previous steps.  
***Example:*** If 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 ( $10 - 4 = 6$ ). Divide this number in half ( $6 \div 2 = 3$ ). In this case, you turn the Tab Sensitivity Knob counter-clockwise 3 clicks, to position 7, which is halfway between 3 and 10.
6. Turn the Tab Pressure Roller ON and use the Tab Advance Knob to advance the tab until it starts to peel away from the backing paper.
7. Reinstall the Exit Roller.

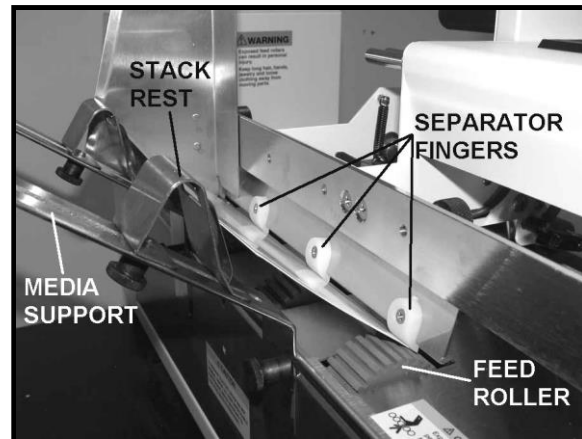
## Metering Bracket/Separator Adjustment

This procedure is used to ensure 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 the media is between all the fingers and rollers.
3. Tighten the two thumbscrews.
4. Remove the media and be sure the bar is level and that the separator fingers are not rubbing against the feed rollers.

## Media Supports and Media 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.



## Media Transport Test

Take the time to verify proper media transport before trying to tab. If the media doesn't feed correctly, it will not be tabbed correctly.

### *Proper Media Transport:*

- One piece of media is fed at a time.
  - A small gap of at least 0.25" is generated between each piece of media.
  - Media is feeding straight.
1. Start by placing one piece of media into the hopper, so it is against or just feeding under the separators.
  2. Place a handful of media on top of the piece already in the hopper.  
**NOTE:** When placing material on the Media Support ensure that it is shingled.
  3. Be sure the Tab Switch is OFF (not illuminated), then press the Feed button to start feeding.

If you have a problem feeding, check the following:

<b>Feeding Doubles</b>	Reduce the distance between the separator fingers and the feed roller.
<b>Not Feeding</b>	Increase the distance between the media side guides and the media. Increase the distance between the separator fingers and the feed roller.
<b>Heavy Material</b>	When setting the metering bracket, place 1-1/2 times the material between the separator fingers and the feed roller.
<b>Skewing</b>	Place the media side guides closer to the edges of the media. Check/adjust the metering bracket.

4. Once the media is feeding correctly, go to the next step.

## Horizontal Tab Positioning

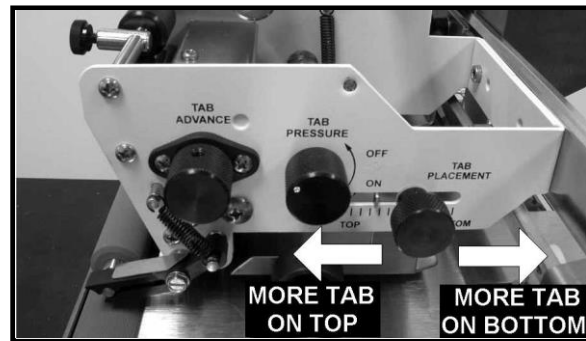
1. With media loaded, press the TAB switch (button will illuminate), followed by the FEED switch (button will illuminate) and tabber will begin to feed.
2. Run at least two pieces, then press the Feed button to stop the tabber.
3. Check the horizontal position (leading edge, left/right position) of the tab.
4. Adjust if necessary by moving the Media Side Guides to the left or right.
5. Once the horizontal tab position is correct, perform the Tab Fold Position Adjustment.

## Tab Fold Position Adjustment

Tab a few pieces and check the position of the tab on the media. The tab should be positioned so that approximately half of the tab folds on the top of the media and half of the tab folds on the bottom of the media.

If placement is incorrect, follow this procedure:

1. Loosen the Tab Fold Position Adjustment Knob.
2. Move the knob towards “TOP” to allow more tab to be placed on the top of the media.  
Move the knob towards “BOTTOM” to allow more of the tab to be placed on the bottom of the media. Tighten the knob.



3. Run at least two pieces through the machine then recheck the tab fold position, top-to-bottom, on the second piece.
4. Repeat steps 1-3 until you are satisfied with the fold position of the tab.

## Operating Sequence

1. Turn on the Main Power Switch.
2. If you want to zero out the Media Counter, press the reset button on the Media Counter, which is located on the top of the Tabber.
3. Activate the Tab button (will illuminate)
4. Press the Feed button (will illuminate) to start the media feeding.
5. To Stop the Tabber press the Feed button again.

## Section 4 – Troubleshooting

### Tabbing Problems:

<b>Problem</b>	<b>Possible Cause</b>
<i>Tab fold placement inconsistent</i>	<ul style="list-style-type: none"> <li>▪ Tabs not threaded correctly.</li> <li>▪ Tabs not centered on sensor guide’s center line.</li> <li>▪ Tab Roll is loose on spindle.</li> <li>▪ Rollers dirty, glazed or worn.</li> <li>▪ Media is feeding skewed.</li> </ul>
<i>Horizontal placement of tab moves side to side</i>	<ul style="list-style-type: none"> <li>▪ Media is feeding skewed.</li> <li>▪ Media Side Guides are loose.</li> <li>▪ Tab stock moving. Tab Side Guide post/Tab Guide not set properly.</li> </ul>
<i>Multiple tabs placed on media</i>	<ul style="list-style-type: none"> <li>▪ Tabs not centered on sensor guide’s center line.</li> <li>▪ Tab sensitivity adjustment incorrect.</li> <li>▪ Tab sensor may be dirty or damaged.</li> </ul>
<i>Media feeds without tabs</i>	<ul style="list-style-type: none"> <li>▪ Tab Switch not turned ON.</li> <li>▪ Out of Tabs.</li> <li>▪ Tab sensitivity adjustment incorrect.</li> <li>▪ Tab Drive Pressure knob in OFF position.</li> <li>▪ Media Sensor dirty/damaged.</li> <li>▪ Tabs not peeling off backing.</li> <li>▪ Media positioned incorrectly; missing Media Sensor.</li> </ul>
<i>Tab sensitivity LED does not illuminate</i>	<ul style="list-style-type: none"> <li>▪ Power not on.</li> <li>▪ Perform tab sensitivity adjustment.</li> <li>▪ Incompatible tabs being used.</li> <li>▪ Tab sensor may be dirty or damaged.</li> </ul>
<i>Power Switch not illuminated</i>	<ul style="list-style-type: none"> <li>▪ Unit not plugged in.</li> <li>▪ Switch not turned on.</li> <li>▪ Fuse blown.</li> </ul>
<i>Tabs stream feed</i>	<ul style="list-style-type: none"> <li>▪ Tab Drive Pressure knob in OFF position.</li> <li>▪ Tab Sensor Switch not set properly. (Sensor not reading tabs.)</li> <li>▪ Tabs not threaded properly. Missing sensor.</li> <li>▪ Incompatible tabs being used.</li> <li>▪ Tab sensor may be dirty or damaged.</li> </ul>

**Media Feeding Problems:**

<b>Problem</b>	<b>Possible Cause</b>
<i>Feeding Doubles</i>	<ul style="list-style-type: none"> <li>▪ Media not properly fanned before loading.</li> <li>▪ Nested Media.</li> <li>▪ Reduce the distance between the separator fingers and the feed roller.</li> <li>▪ Separator Fingers worn.</li> </ul>
<i>Media Not Feeding</i>	<ul style="list-style-type: none"> <li>▪ Media not properly fanned before loading.</li> <li>▪ Side Guides too tight</li> <li>▪ Increase the distance between the separator fingers and the feed roller.</li> <li>▪ Glazed or dirty feed rollers.</li> <li>▪ Feed Rollers worn.</li> </ul>
<i>Media Opening as it Feeds</i>	<ul style="list-style-type: none"> <li>▪ Too much friction at the separation point. Increase the distance between the separator fingers and the feed roller by using 1-1/2 times the material thickness to set the Metering Bracket.</li> </ul>
<i>Skewing</i>	<ul style="list-style-type: none"> <li>▪ Media Side Guides too loose.</li> <li>▪ Metering Bracket/Separators not set evenly.</li> <li>▪ Separator Fingers or Feed Rollers worn.</li> </ul>

## Section 5 – Maintenance

This section describes maintenance that an experienced operator can perform. If service or maintenance is needed, beyond what is described in this document, please contact your local Formax dealer to obtain service and support for your tabber.

Service should only be performed by a qualified service technician.

### Cleaning

#### WARNING

**BEFORE PERFORMING ANY MAINTENANCE, DISCONNECT THE TABBER FROM ITS POWER SOURCE!**

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

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

#### WARNING

**DO NOT USE SOLVENTS TO CLEAN THE RUBBER 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

**WARNING**

**DO NOT USE ABRASIVES OF ANY KIND TO CLEAN SENSORS.  
DO NOT USE LIQUIDS OF ANY KIND, TO CLEAN 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.

To aid in cleaning, the Tab Guide Assembly can be removed from the shaft by pulling out on the Tab Guide Assembly.

**WARNING!** Be careful not to damage the Tab Guide Assembly or sensor wiring when removing/installing this assembly. If you don't feel comfortable performing this procedure, please contact a qualified Formax service technician to perform this procedure for you.

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

## Appendix - Specifications

### FD 262 Tabber

<b>Dimensions:</b>	25" Wide x 15.5" Depth x 22" High
<b>Speed:</b>	12,000 pieces per hour (8.5" x 11" tri-folds)
<b>Weight:</b>	45 lbs. Shipping wt.; 40 lbs. installed
<b>Media Size:</b>	Length – 3 5/8" to 18" Width – 5" to 17"
<b>Media Thickness:</b>	Up to 5/32"
<b>Tab Size:</b>	Length – 5/8" min to 1.5" max Width – 5/8" min to 1.5" max
<b>Tab Sensitivity Control:</b>	Adjusts for density in tab/wafer seals
<b>Reel Capacity:</b>	10,000 tabs
<b>Counter:</b>	5 digit LCD (operator resettable)
<b>Feeder:</b>	Top load, bottom feed for continuous operation
<b>Electrical:</b>	120 VAC 50/60 Hz
<b>Options:</b>	CJ-10 Drop-Stacking Conveyor

**Specifications subject to change without notice.**

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## Appendix B – Obtaining Supplies, Service and Support

Please contact your local Formax dealer to obtain supplies, service and support for your tabber.

Service should only be performed by a qualified service technician.

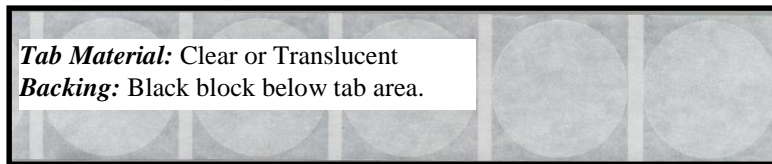
### FD 262 Tab Supplies:

The following supply items are available from Formax and your Formax dealer. Please check with your Formax dealer for possible changes or additions to the following tab supplies.

Part #	Description	Roll Diameter	Tabs per Roll	Rolls per Case
262-10	1" Round White Paper Tabs	9"	10K	12
262-11	1" Round Translucent Tabs	9"	11K	12
262-13	1.5" Tabs White Paper, No Perforation	9"	7K	8
262-14	1.5" Tabs Translucent, No Perforation	9"	7K	8

All the tab rolls, shown above, are on a 3" core.

### Examples of Compatible Tab Stocks:



Clear or Translucent tab stock with black box below tab area

