

ORIGINAL INSTRUCTION MANUAL

activaPaper NK4000
gummed paper tape dispenser



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1 Introduction

1.1 The device

The activaPaper NK4000 gummed paper tape dispenser is an electronic tape dispenser for (wet) gummed paper tape. The device can be used as a table-mounted dispenser (e.g. in packing stations), and it processes standard quality gummed paper tapes as well as reinforced gummed paper tape in widths of up to 80 mm.

The gummed paper tape dispenser wets the gummed tape in order to activate the gum. You can set the length of gummed paper tape that is to be cut to suit your requirements, or you can use the automatic function to dispense various lengths in a pre-programmed sequence.

Read through this instruction manual carefully and make sure that you carefully note the safety, operating and maintenance instructions that are contained in it.

1.2 Conditions of use

Observe the following instructions in order to use to the device properly:

- Only use the device if it is full working order.
If you do notice any damage to the device or to the operating controls and display elements, don't use the device and make sure that you inform the manufacturer of the problem.

1.3 Target group

This instruction manual is intended for users who either carry out work using the device or who carry out work on it.

Qualifications of the target group

The target group of people for whom the instruction manual is intended must have at least the following qualifications:



- A user is deemed to be a person who has
 - received instruction regarding the method of operation and the potential hazards associated with any misuse,
 - and is familiar with the necessary safety equipment and safety precautions.

1.4 Conventions

1.4.1 Warning notices and other notices

In the instruction manual differing levels of importance are assigned to notices, which are marked by a pictogram.

Warning notices are categorised as follows:

Symbol	Signal word	Meaning
	DANGER!	Warning notice <i>Imminent danger. Fatal or very serious injuries <u>are</u> the consequence.</i>
	WARNING	Warning notice <i>Potentially dangerous situation. Fatal or very serious injuries <u>may</u> be the consequence.</i>
	CAUTION	Warning notice <i>Potentially dangerous situation. Slight or minor injuries <u>may</u> be the consequence.</i>
	NOTE	Note <i>Notes which must always be followed in order to ensure optimal results and safe operation.</i>

- **Signal word**
Specifies the seriousness of the danger.
- **Nature and source of the danger**
Specifies the danger which is being warned of, and where it may arise.
- **Cause and effect**
Describes the cause of the danger or damage as well as its effects.
- **Remedy**
Describes how to prevent the danger from occurring.

Example of a warning notice:



DANGER!

Risk of injury resulting from improper use

Improper use of the device may lead to hazards affecting people and property.

– Only use the device as it is intended to be used (as described below).

1.4.2 Operating instructions

Operating instructions are consecutively numbered in order to specify the sequence in which the individual steps have to be carried out. The results (if any) of the actions are shown immediately below the instruction.

Example:

- 1 This is the first step.
- 2 This is the second step.
 - ▶ This is the result of the second step.

1.4.3 Operating controls and buttons

Operating controls, e.g. buttons and switches, and individual control buttons are marked in **bold** type.

Example: The **START/REPEAT** button is located on the top of the device.

1.5 Manufacturer's address

activaTec International GmbH & Co. KG

Höher Birken 1
51709 Marienheide
GERMANY

Internet : www.activatec.de
Email : sales@activatec.de
Telephone : +49 40 669094-60
Fax : +49 40 669094-79

2 Safety instructions

The activaPaper NK4000 gummed paper tape dispenser has been designed and manufactured in accordance with the applicable legal regulations and the recognised safety rules. The device is state-of-the-art at the time when it is first placed on the market.

However, dangers may arise in relation to the operator, other persons, the device itself, and other property.



NOTE

In order to use the device safely, follow the safety instructions in this section and heed the warning notices that are shown in other sections of this instruction manual.

2.1 General notes

Persons who are involved in the commissioning, operating, servicing/maintenance, repair, disassembly and disposal of the device must have read and understood the instruction manual, and in particular the safety instructions.

The safety instructions must be kept in a safe place and be available to the persons who carry out work with or on the device.

2.2 Intended use

A thorough knowledge of the contents of the instruction manual as well as compliance with all the notices and maintenance rules that are contained in it is a prerequisite for using the device as it is intended to be used.



WARNING

Injuries due to mechanical and electrical hazards

Mechanical and electrical hazards arise when the device is being operated.
– In order to prevent any bodily injury occurring as a result of these hazards, you must only use the device in the intended manner.

The device can be used in the intended manner only as set out below:

For business use to wet and dispense gummed paper tape. The following additional points apply in this regard:

- **Operation**
The device may only be operated and maintained by persons who have received instruction regarding its method of operation and the potential hazards involved.
- **Safety equipment**
The device may only be operated if its safety equipment is fully operational. It must regularly be checked that safety equipment is in good condition and in full working order.
- **Maintenance and servicing**
The general maintenance/servicing, monitoring and cleaning operations must be carried out by the user.

2.3 Improper use

The device may only be used as described in Section 2.2 “Intended use” on page 6. Any other use may lead to the endangering of persons and property and is forbidden.

Improper use includes the following:

- Use for any purposes other than the wetting and dispensing of gummed paper tape.
- Use if any of the safety equipment is not working properly or is missing.
- Maintenance and servicing if safety equipment is missing and if no enhanced safety measures are taken.
- Operation in a damp environment.
- Operation by persons who have not been instructed – or not been adequately instructed – how to use it.

2.4 Hazards during transportation and installation

2.4.1 Transportation

During the transportation of the device hazards may arise as a result of damage caused to the device. Observe the following safety instructions in order to prevent this from happening:

- When transporting the device make sure that it is not subjected to any bumps or knocks/impacts.
- Empty the water bottle and water tank before carrying out the transportation.
- Remove any transportation safety devices only once it has been set up.

2.4.2 Installation

The device may only be installed by properly instructed users. Improper installation may lead to persons being injured. Observe the following safety instructions in order to prevent this from happening:

- Do not place any heavy objects on the device.
- Set the device up on an even surface which has an adequate load-bearing capacity.
- When connecting the device to the mains electricity supply make sure that the mains voltage is as shown on the data plate.
- Use the power cable that is supplied in the scope of supply in order to connect the device to the power supply.
- Lay the cables in such a way that they do not cause any trip hazards.
- If trip hazards can't be avoided, make sure that you mark them clearly.
- Do not make any changes to the device or its power supply.
- Set the device up so that adequate ventilation of it is ensured during operation.

2.5 Hazards during operation and maintenance

2.5.1 Mechanical hazards

The device is made up of moving parts that may cause injury to people. Observe the following safety instructions in order to prevent this from happening:

- Proceed with caution when replacing individual parts:
 - Make sure that the device cannot topple over or shift out of position.
 - Disconnect the device from the power supply.
 - Wear protective gloves when working on the cutter blade. The cutter blade is very sharp.
 - Do not put your hand(s) into any moving parts of the device while it is in operation.

2.5.2 Hazards due to hot surfaces

Parts of the device heat up when it is in operation. There is a risk of suffering burns if you directly come into contact with hot surfaces. Observe the following safety instructions in order to prevent this from happening:

- Don't touch the hot housing when the device is switched on – wait until it has been switched off and has cooled down.
- Don't touch the hot heating element when the device is switched on – wait until it has been switched off and cooled down
- Wear suitable protective gloves if you have to touch hot parts of the device or if you have to carry out work on hot parts of it.

2.5.3 Hazards due to electric currents

The device is powered by electric current. Touching/coming into contact with live components may result in dangerous or fatal injuries. Observe the following safety instructions in order to prevent this from happening:

Disconnect the mains power supply before carrying out any works on electrical equipment

- Pull the mains power supply plug out before undertaking any works on electrical equipment.

Liquids

- The electrical components of the device must not come into contact with water or other liquids.
Make sure that the liquid from the bottle of water, the brushes or the water tank does not get into the device.
- The device must not be operated in a damp environment.

Connection information

- Follow the specified connection information (see Section 3 “Technical specifications” on page 11).

Covers of the electrical components



- Do not open the covers while the device is switched on or is in operation.
- Do not remove the covers even when the device is switched off if cabling works or checks are being carried out.

2.6 Warning notices on the device

Places where there may under certain circumstances be a potential hazard are marked with warning and information signs.

- Do not remove warning and information signs.
- Replace damaged or removed warning and information signs without delay.

The following warning and information signs are located on the device:

Sign	Meaning	Sign	Meaning
	Warning of hot surface		Conductor marking Protective earthing

3 Technical specifications

In this section technical information is provided about the device as a whole and about the types of gummed paper tape.

3.1 General information

Description	Value
Dimensions (height × width × depth)	48 cm × 33 cm × 28 cm
Weight (excluding gummed paper tape)	12 kg
Mains	200–230 V
Power	200 W
Processing speed	30 m of gummed paper tape per minute

3.2 Types of gummed paper tape

Type	Dimensions (width x running metres per roll)
Gummed paper tape	70 mm x 200 rm
Reinforced gummed paper tape	70 mm x 200 rm

3.3 Scope of supply

The device is delivered as follows:

- Device as ordered, pre-assembled
- Roll guide
- Power supply cables (2 items)
- Upper tape guide
- Oil cup
- Fuse
- Allen keys (3 items)
- Instruction manual

4 Device description

The activaPaper NK4000 gummed paper tape dispenser is an electronic tape dispenser for (wet) gummed paper tape.

Method of operation

The gummed paper tape that has been inserted is moistened with water in order to activate the gum, and it is dispensed in lengths that can be individually specified.

Use

The device is used as a table-mounted dispenser on packaging tables.

A description of the device together with its component parts and operating controls is provided in the following section.

4.1 Overview of the device

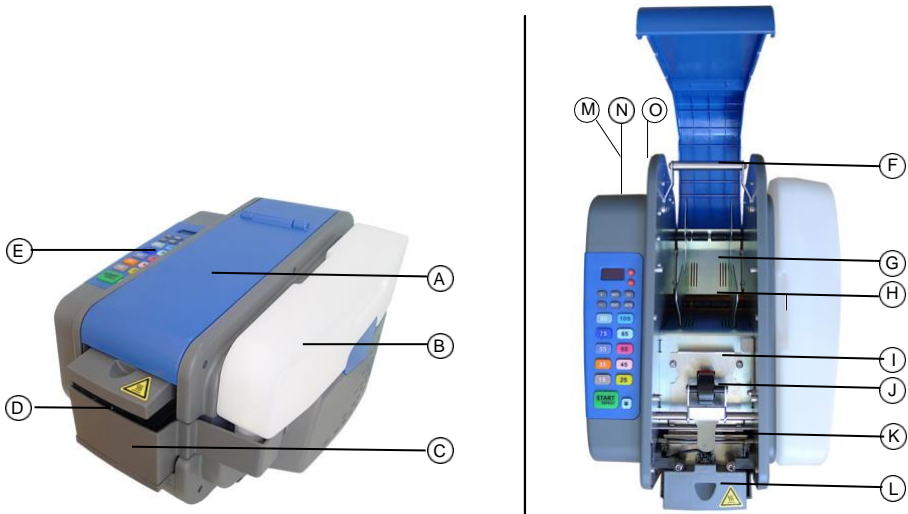


Figure 4-1: Overview of the device components

- | | | | |
|---|---------------------------------|---|------------------------|
| A | Lid | F | Tape guide roller |
| B | Water bottle | G | Roll container |
| C | Water tank | H | Roll guide plates |
| D | Brushes | I | Upper tape guide |
| E | Display with operating controls | J | Upper transport wheel |
| | | K | Cutter blade |
| | | L | Heating element |
| | | M | Main switch |
| | | N | Power cable connection |
| | | O | Accessories connection |

A) Lid

Under the lid there is the roll container into which the roll of gummed paper tape is inserted.

B) Water bottle

The water bottle is filled with water. Water is continually fed into the water tank through a valve until the fill level that has been set is reached. This ensures that the water tank fill level remains constant.

C) Water tank

The water in the water tank keeps the set of brushes that is used in it wet. The water tank is automatically filled with water from the water bottle up to the fill level that has been set.

D) Set of brushes

The set of brushes is used in the water tank and it wets the gummed paper tape with water shortly before it is dispensed. The set of brushes is kept wet by being immersed in the water in the water tank.

E) Display with operating controls

The operating controls in the display (see Section 4.2 “Display with operating controls”) can be used to start the device or to pause its operation, or to apply device settings. These settings affect the length of the gummed paper tape and the dispensing process.

F) Tape guide roller

The tape guide roller moves the gummed paper tape from the roll container into the tape guide.

G) Roll container

The roll of gummed paper tape is inserted into the roll container.

H) Roll guide plates

The roll guide plates stabilise the roll of gummed paper tape that has been inserted.

I) Upper tape guide

The gummed paper tape is fed between the lower and upper tape guide.

J) Upper transport wheel

The upper transport wheel moves the gummed paper tape through the tape guide to the cutter blade.

K) Cutter blade

The cutter blade cuts the gummed paper tape according to the length that has been selected.

L) Heating element

The heating element heats the gummed paper tape in order to regulate the drying process.

Rear of device (not shown)

M) Main switch

The main switch is used to switch the device on and off.

N) Power cable connection

The power supply cable is used to connect the device to the power supply.

O) Connected accessory (optional)

As an option, the device can be supplemented with a foot pedal.

4.2 Display with operating controls

The operating controls in the display can be used to start or pause the device and to choose settings for the device.

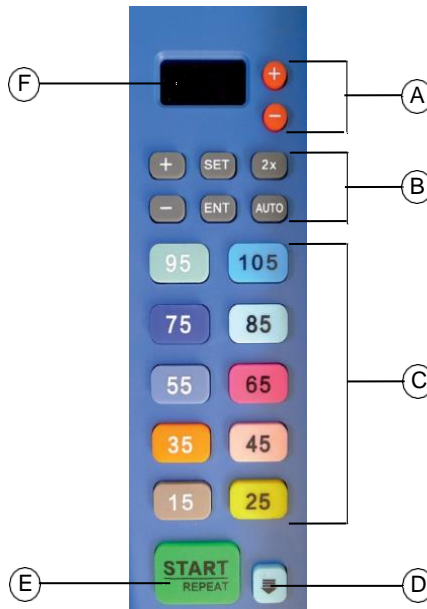


Figure 4-2: Display with operating controls

- | | | | |
|---|--------------------------------------|---|------------------------------|
| A | Temperature-setting buttons | D | Manual feed button |
| B | Buttons for additional functions | E | Start/Repeat button |
| C | Buttons for pre-set standard lengths | F | Operational statuses display |

4.2.1 Temperature-setting buttons

These buttons (A) can be used to regulate the temperature of the upper heating unit. Switching on the upper heating unit influences how quickly the gummed paper tape dries. Particularly if the ambient temperature is low, it is advisable to compensate for this by setting the temperature higher. You should find out what the optimal temperature for your type of gummed paper tape is (as compared to the ambient temperature).

4.2.2 Buttons for additional functions

These buttons (**B**) can be used to modify the pre-set standard lengths, and they automate the dispensing process.

- The “+” and “-” buttons increase or reduce the selected standard length by 1 cm increments.
- The **2x** button doubles the selected standard length.
- The **SET** and **ENTER** buttons programme the dispensing of various lengths of gummed paper tape in a fixed sequence.
- The **AUTO** button is used to start the automatic production of more gummed paper tape of the selected length.

4.2.3 Buttons for pre-set standard lengths

These buttons (**C**) are used to dispense gummed paper tape of the pre-set standard length (cm).

4.2.4 Manual feed button

Pressing this button (**D**) makes the device dispense a random length of gummed paper tape. The gummed paper tape is dispensed for as long as you keep the button held down. Releasing the button stops the dispensing process.

4.2.5 START/REPEAT button

If the **START/REPEAT** (**E**) button is pressed, the device begins or repeats the processing sequence based on the settings shown in the display.

4.3 Accessories

The following illustration shows the accessories that are supplied together with the gummed paper tape dispenser:

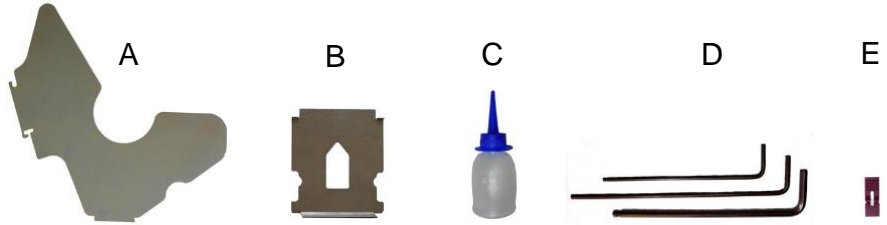


Figure 4-3: Accessories

A Roll guide plate (2 items)
B Upper tape guide
C Oil cup

D Allen keys
E Fuse

5 Transportation, installation and commissioning

5.1 Transportation

Note the following points during transportation:

- Use suitable means to make sure that the device cannot topple over or shift out of position.
- Empty the water bottle and the water tank before carrying out the transportation.
- Remove any transportation safety devices that are used only once transportation has been completed.

5.2 Installation and commissioning

In order to avoid any damage to the device or injuries to people, observe the following instructions during installation and commissioning:

- Before starting to install the device examine it to make sure that it is complete and to ascertain if any damage has occurred during transportation.



NOTE

Scope of supply

Notes relating to the scope of supply can be found in Section 3.3 “Scope of supply” on page 11.

- Set the device up on a solid and even surface.
- Lay the cables in such a way that they do not cause any trip hazards. Mark any unavoidable trip hazards.
- Connect the device to the power supply correctly taking due note of the electrical connection data (see Section 3 “Technical specifications” on page 11).

6 Operation

In order to operate the device, proceed as described in the following sections.



WARNING

Injuries due to mechanical and electrical hazards

Mechanical and electrical hazards arise when the device is being operated.

- In order to prevent any bodily injury occurring as a result of these hazards, you must only use the device in the intended manner.
 - Adhere to the instructions that are provided in this regard in Section 2.2 “Intended Use” on page 6.
-



NOTE

Positions of the operating controls

The operating controls that are referred to in the text are explained in Section 4 “Device description” on page 12.

6.1 Setting up the device

Before using the device for the first time, you must insert the roll guides and the upper tape guide that are supplied. Only once you have done this can the gummed paper tape be inserted.

Before dispensing the gummed paper tape, you must fill the water tank and water bottle with enough water and make sure that the set of brushes is wet.

Do this as described in the following sections.

6.1.1 Inserting roll guide plates

The roll guide plates must be adjusted to the width of the roll of gummed paper tape that is used. Insert the roll guide plates into the corresponding slot in the roll container according to the roll width.

Note: In the case of the activaPaper NK4000 gummed paper tape dispenser you can use gummed paper tape up to a max. width of 80 mm. For gummed rolls that are 80 mm wide you must insert each of the roll guide plates into the outermost slot.

Procedure

- 1 Open the lid.
- 2 Insert the upper hook of the roll guide plate into the appropriate slot in the front wall of the roll container for the width of roll that is being used (A).
- 3 Push the roll guide plate upwards until the hook clips into place.
- 4 Place the lower hook of the roll guide plate into slot (B).
- 5 Clip the roll guide plate into the corresponding slot in the floor of the roll container. Make sure that the roll guide plate is inserted so that it is correctly aligned and securely fixed in position (C).
- 6 Repeat steps 1-5 with the second roll guide plate.

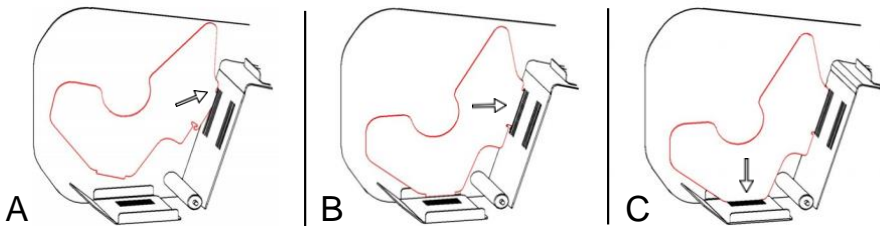


Figure 6-4: Inserting roll guide plates

A Inserting the upper hook

B Inserting the lower hook

C Clipping the roll guide plate in place

6.1.2 Inserting upper tape guide

Procedure

- 1 Grasp the flange of the upper tape guide.
- 2 With the upper tape guide angled slightly to one side, push it under the upper transport wheel until the notches in the sides of it are next to the screws (A).
- 3 Insert the upper tape guide.

Note: Make sure that the upper tape guide is lying flat and that the screws are in the notches.

- 4 Push the upper tape guide as far as it will go towards the cutter blade. Make sure that the middle notch in the upper tape guide is between the lower and the upper transport wheel. **(B)**

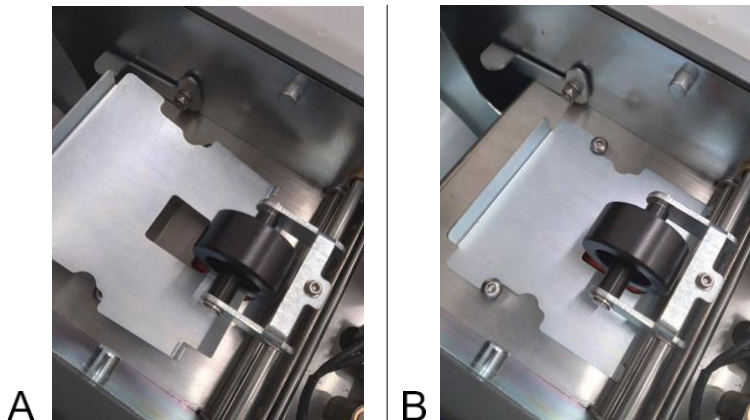


Figure 6-5: Inserting upper tape guide

A Inserting upper tape guide

B Pushing upper tape guide into position

6.1.3 Filling the water bottle



CAUTION

Do not hold the water bottle above the device when removing or inserting it. Water may come out of it.

Note: Only fill the water bottle with water (without any additives).

Procedure

- 1 Pull the water bottle upwards to remove it.
- 2 Open the screw top, fill the bottle with water and close the screw top again.

- 3 Place the water bottle in the right-hand side of the device with the valve facing downwards so that the valve engages in the spigot in the water tank.
 - ▶ The water tank is automatically filled with water up to the fill level that has been set.

6.1.4 Adjusting the water tank fill level

The wetting of the gummed paper tape can be adjusted via the fill level of the water tank. The fill level is set as standard to the highest level. Depending on the gummed paper tape that is used (see Section 3.2 “Types of gummed paper tape” on page 11) it may be advisable to alter the fill level.

Procedure

- 1 Turn the water level regulator on the water tank to the desired position.
 - ▶ The water level is correspondingly lowered or raised.

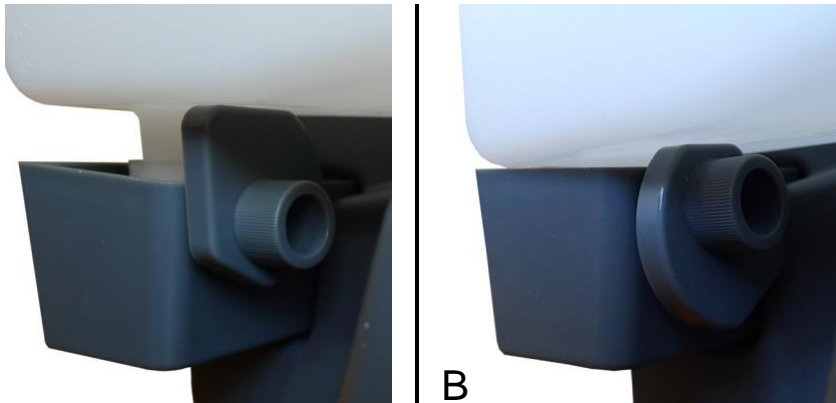


Figure 6-6: Adjusting the water tank fill level

A Maximum fill level

B Minimum fill level

6.2 Inserting the roll of gummed paper tape

Preconditions

- The device is correctly set up (see Section 5.2 “Installation and commissioning” on page 19)
- The roll guide plates are correctly inserted (see Section 6.1.1 “Inserting roll guide plates” on page 20).
- The upper tape guide is correctly inserted (see Section 6.1.2 “Inserting upper tape guide” on page 21).

Procedure

- 1 Open the lid and vertically centre the gummed paper tape in the roll container between the roll guides.
- 2 Pull the gummed paper tape downwards over the tape guide from the rear with its gummed side facing downwards.
- 3 Pull the gummed paper tape under the upper tape guide and the upper transport wheel through to the blade. Make sure that it doesn't get creased.

Note: The end of the gummed paper tape must be neat and straight in order for it to be threaded under the upper tape guide. If necessary cut it so that the end of it is neat and straight.

- 4 Close the lid.

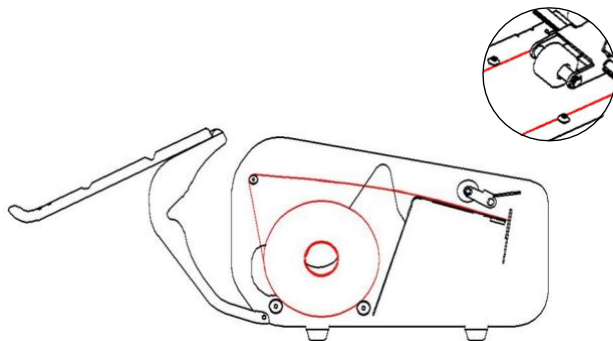


Figure 6-7: Inserting the roll of gummed paper tape

6.3 Adjusting the setscrews for the gummed paper tape that is used

Preconditions

- A suitable gummed paper tape has been inserted (see Section 6.2 “Inserting the roll of gummed paper tape” on page 24).

Procedure

- 1 Unscrew the two setscrews in front of the heating element as far as they will go.

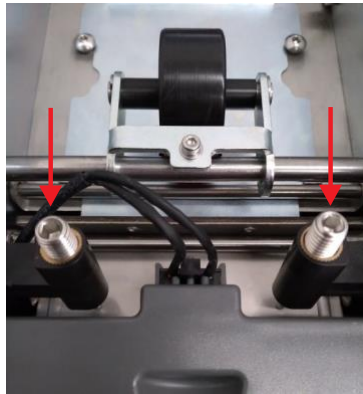


Figure 6-8: Unscrewing the setscrews

- 2 Switch the device on (see Section 6.4 “Switching on the device” on page 26).
- 3 Press the button marked **25** in the control panel.
 - ▶ The displayed standard length (in cm) of gummed paper tape is dispensed.
- 4 Press the **START/REPEAT** button 3-5 times in order to dispense further strips of gummed paper tape of the displayed length.
- 5 Check to make sure that the gummed paper tape is adequately wetted. If the gummed paper tape is not wet enough, screw the setscrews down a bit further.

Note: Don't screw the setscrews in too far because this may lead to the gummed paper tape getting jammed.

- 6 Repeat steps **3-5** until the gummed paper tape is as wet as it needs to be.

6.4 Switching on the device

Procedure

- 1 Connect the device to the power supply via the power supply cable.
- 2 Switch the device on by flicking the main switch on the back of the device to the “I” position.
 - ▶ The display is switched on.

6.5 Dispensing of gummed paper tape

You can dispense gummed paper tape in pre-set standard (cm) lengths, in non-standard (cm) lengths, or in random lengths (without using any length setting).

Preconditions

- The device is correctly set up (see Section 5.2 “Installation and commissioning” on page 19).
- A suitable gummed paper tape has been inserted (see Section 6.2 “Inserting the roll of gummed paper tape” on page 24).
- The water bottle and water tank are filled with an adequate amount of water and the set of brushes is thoroughly wetted (see Section 6.1.3 “Filling the water bottle” on page 22).
- The required settings on the display have been selected and are correct.

Note: The display operating controls are described in Section Figure 4-2: “Display with controls” on page 16.

6.5.1 Dispensing of a pre-set standard length of gummed paper tape

Procedure

- 1 Press the button in the control panel for the desired standard length. The chosen length is indicated in the display.
 - ▶ The displayed standard length (in cm) of gummed paper tape is dispensed.
- 2 Press the **START/REPEAT** button in order to dispense further strips of gummed paper tape of the displayed length.

6.5.2 Dispensing of a non-standard length of gummed paper tape

Note: The “+” button increases the chosen standard length by 1 cm increments, the “-” button reduces the chosen standard length by 1 cm increments.

Increasing the standard length

- 1 Press the “+” button in the control panel until the desired additional length is reached.
- 2 Press the button for the standard length which is to be increased. The increased length is shown in the display.
 - ▶ The displayed length of gummed paper tape is dispensed.
- 3 Press the **START/REPEAT** button in order to dispense further strips of gummed paper tape of the displayed length.

Reducing the standard length

- 1 Press the “-” button in the control panel until the desired reduced length is reached.
- 2 Press the button for the standard length which is to be reduced. The reduced length is shown in the display.
 - ▶ The displayed length of gummed paper tape is dispensed.
- 3 Press the **START/REPEAT** button in order to dispense further strips of gummed paper tape of the displayed length.

Doubling the standard length

- 1 Press the “2x” button in the control panel in order to double a standard length.
- 2 Press the button for the standard length which is to be doubled. The doubled length is indicated in the display.
 - ▶ The displayed length of gummed paper tape is dispensed.
- 3 Press the **START/REPEAT** button in order to dispense further strips of gummed paper tape of the displayed length.

6.5.3 Dispensing of a random length of gummed paper tape

Procedure

- 1 Continuously hold down the **Manual feed** button.
 - ▶ The gummed paper tape is continuously dispensed.
- 2 Once the desired length has been reached, release the **Manual feed** button.
 - ▶ The dispensing stops, and the strip of gummed paper tape is cut off.

6.6 Automatic production of more gummed paper tape

In automatic mode the removal of a strip of gummed paper tape is automatically followed by the production of a new strip of gummed paper tape. You can always have the same length produced, or you can set up to five different lengths which are dispensed in a specified sequence one after another.

6.6.1 Automatic production of a specific length of additional gummed paper tape

- 1 Press the **AUTO** button.
- 2 Press the button for the desired standard length, or input a non-standard length.
 - ▶ The displayed length of gummed paper tape is dispensed. Once it has been removed, further sections of gummed paper tape of the same length are produced.
- 3 Press the **AUTO** button in order to end the automatic dispensing.

6.6.2 Automatic production of various lengths of additional gummed paper tape

- 1 Press the **SET** button.
- 2 Press the buttons for the desired standard lengths one after the other, or input the non-standard lengths in the sequence in which they are to be dispensed.

Note: You can set up to 5 different lengths for automatic follow-on production.

- 3 Press the **ENTER** button in order to end the programming.
- 4 Press the **START** button.
 - ▶ The gummed paper tape is dispensed in the programmed sequence. Once tape is removed, the next specified length is produced.
- 5 Press the **SET** button in order to end the automatic dispensing.

6.7 Temperature setting

Switching on the upper heating unit influences how quickly the gummed paper tape dries. Particularly when the ambient temperature is low it is advisable to compensate by setting the temperature higher.

Procedure

- Press the “+” button on the display in order to increase the temperature.
or
- Press the “-” button on the display in order to reduce the temperature.

6.8 Switching off the device

Procedure

- 1 Flick the main switch on the rear of the device to the “0” position.
 - ▶ The display switches off.
- 2 Pull the mains plug out of the socket.
- 3 Leave the device to cool down.

7 Maintenance and servicing

In order to ensure fault-free operation, the device must be kept clean and in proper working order. Furthermore, regular visual checks and functional tests must be carried out in order to be able to promptly identify and rectify any damage that has occurred.



WARNING

Risk of injury due to incorrectly performed maintenance operations

The device may only be serviced by persons who have been adequately instructed in how to do so. Before carrying out any servicing and/or maintenance work carry out the following steps:

- Switch the device off.
 - Disconnect the device from the power supply.
 - Use suitable measures to make sure that the device cannot be switched back on.
 - Also, follow the safety instructions in the “Safety instructions” section on page 6.
-



NOTE

Remove the water bottle and water tank before undertaking any cleaning and/or servicing/maintenance operations on the device.

7.1 Cleaning the water bottle, water tank and the set of brushes

Clean the water bottle, water tank and brushes once a week with soapy water. Remove any residues of adhesive from the brushes in order to prevent the bristles from becoming stuck together.

Procedure

- 1 Switch the device off and disconnect it from the power supply (see Section 6.8 “Switching off the device” on page 29).
- 2 Leave the device to cool down for about 10 minutes.

- 3 Remove the water bottle, water tank and brushes and clean them thoroughly in warm soapy water.
- 4 Reinstall the water bottle and water tank.

7.2 Removing gummed paper tape residues

Regularly use a clean brush to remove any gummed paper tape residues that are on the feed rolls, the tape guide, the heating element and/or the cutter blade.

Procedure

- 1 Switch the device off and disconnect it from the power supply (see Section 6.8 “Switching off the device” on page 29).
- 2 Leave the device to cool down for about 10 minutes.
- 3 Remove the water bottle and water tank.
- 4 Cut off the gummed paper tape behind the upper tape guide.
- 5 Lift up the upper feed roll and remove the upper tape guide.
- 6 Use a brush to clean the feed rolls and tape guides.
- 7 Lift up the cutter blade by raising the lever next to the transport wheel (A). Use a brush to remove any residues of adhesive.
- 8 Lower the blade by moving the lever back to its initial position (B).

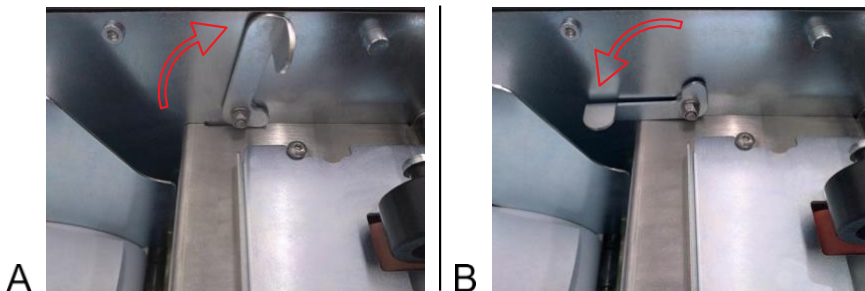


Figure 7-9: Raising and lowering the cutter blade

A Raising the cutter blade

B Lowering the cutter blade

- 9 Slightly raise the heating element and remove any residues of gummed paper tape.

- 10 Reinsert the upper tape guide.
- 11 Reinstall the water bottle and water tank.

7.3 Oiling the cutter blade

Oil the cutter blade once a month. Use only machine oil to do this.

Procedure

- 1 Switch the device off and disconnect it from the power supply (see Section 6.8 “Switching off the device” on page 29).
- 2 Leave the device to cool down for about 10 minutes.
- 3 Apply some machine oil to the cutter blade.

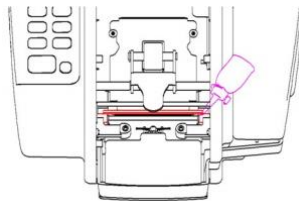


Figure 7-10: Oiling the cutter blade

7.4 Removing jammed gummed paper tape

If gummed paper tape is jammed, proceed as follows:

- 1 Switch the device off and disconnect it from the power supply (see Section 6.8 “Switching off the device” on page 29).
- 2 Leave the device to cool down for about 10 minutes.
- 3 Remove the water bottle and water tank.
- 4 Cut off the gummed paper tape behind the upper tape guide.
- 5 Raise the upper feed roll and remove the upper tape guide.
- 6 Lift up the cutter blade by flicking up the lever next to the tape guide. Remove the residues of gummed paper tape.
- 7 Lower the blade again. Move the lever back to its initial position.
- 8 Raise the heating element and remove the residues of gummed paper tape.
- 9 Reinsert the upper tape guide.
- 10 Reinsert the gummed paper tape.

8 Dismantling and disposal



CAUTION

The device may only be dismantled by authorised and qualified personnel who are familiar with the hazards involved.



NOTE

Regulations and legislation

Comply with the local regulations and legislation regarding the disposal of environmentally harmful materials.

- The device may only be dismantled by authorised, qualified personnel.
- Follow the safety instructions in Section 2 “Safety instructions” of the instruction manual on page 6.
- Do not touch any live components.
- Wear suitable personal protective equipment.

Injuries may be caused by:

- Live components
- Sharp edges

8.1 Dismantling

To dismantle the device, proceed as follows:


- 1 Switch the device off and disconnect it from the power supply as described in Section 6.8 “Switching off the device” on page 29 .
- 2 If you would like to dispose of the device, use suitable tools to dismantle it into its sub-assemblies.

8.2 Disposal

Dispose of the components properly and in an environmentally-friendly manner. When doing so make sure that you follow the applicable legal and operational rules.

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