

Martin Yale EX5100 Express Tabbing Machine

Instruction Manual



Provided By

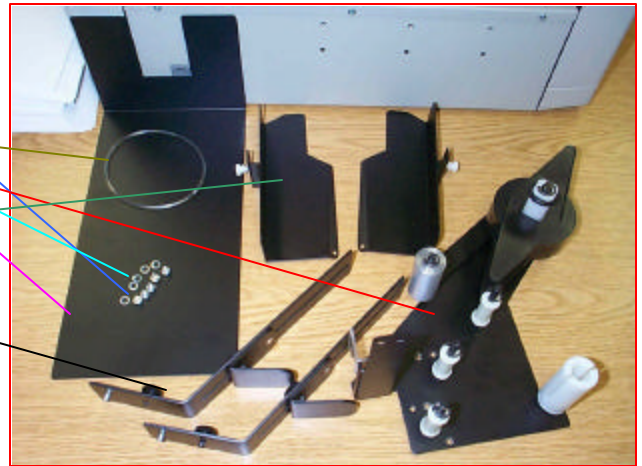
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SET UP INSTRUCTIONS/ EX5100 EXPRESS TABBER

Congratulations on your purchase of the Martin Yale Industries, Inc. EX5100. Upon receiving the unit, take a good look at the carton for any signs of shipping damage. If any damage is found, call the freight carrier immediately and then call Martin Yale Industries, Inc. at 219-563-0641.

The following components should be included with your machine:

1. Phillips head screws
2. Star washers
3. O-ring drive belt
4. Tab dispenser assembly
5. L-shaped receiving bracket
6. Media guides
7. Paper brackets
8. Instruction manual
9. 24 VDC power adapter



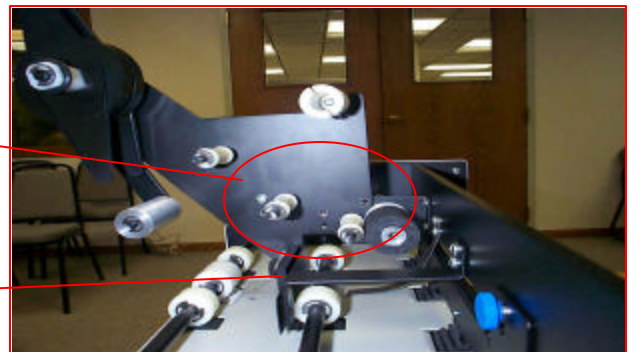
Tools needed

1. Medium Phillips screw driver.
2. Pair of small pliers.

Once you have verified that all components have been received, the assembly of the unit can begin. The first step will be to attach the tab dispenser assembly to the front left framework of the machine.

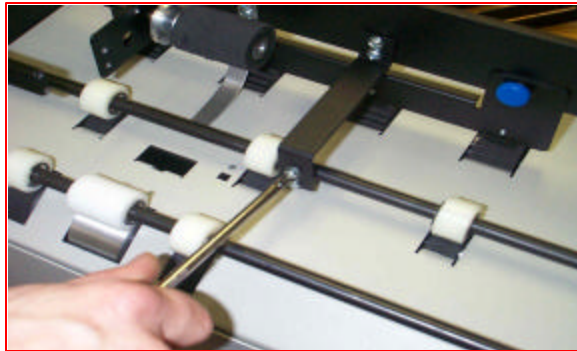
Location
Of 5 screws

Peel Bar
Mounting
Bracket



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1. Locate the five Phillips heads (1) and star washers (2). Put together if not already done.
2. Remove the two Phillips screws from the peel bar mounting bracket. (see photo below)



3. Line up the five holes in the dispenser assembly with the five holes in the frame.
4. Put the center screw/washer in first, but do not tighten. This will make putting the other screws in easier.
5. Once all five are in place, tighten them up.
6. Attach end of peel bar with the two screws previously removed. **NOTE: These screws are not the same size as the others and cannot be interchanged.**
7. Place the drive belt onto the tab take-up spindle and tab drive pulley on inside of foam roller. The drive belt must be twisted one time in between the pulleys (in the form of a figure eight).

With the tab dispenser assembly tightened, and o-ring belt in place, position the media guide brackets. **NOTE: when placing the media guides on the unit, place them in a funnel effect (wider at top, narrow on bottom, by a small degree).** This will make the machine easier to reload while it is still running.

Media
Guides



O-ring
Drive
Belt

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On the back of the unit, there are four sets of holes. These are for the paper height adjusters. They should not be installed side by side usually, but equally spaced under the stock. Their purpose is to keep the stock at a slight angle. This degree of angle is necessary for normal feed to occur.

Once all guides are in place, the unit can be threaded.



This unit works with a standard reel of 5,000 tabs (15/16" or 31/32" round or 7/8" square). The hub size must be at least 3". If you need any assistance getting tabs or other items for the unit, they can be obtained through various vendors that Martin Yale Industries, Inc. can supply you with. Please feel free to call.

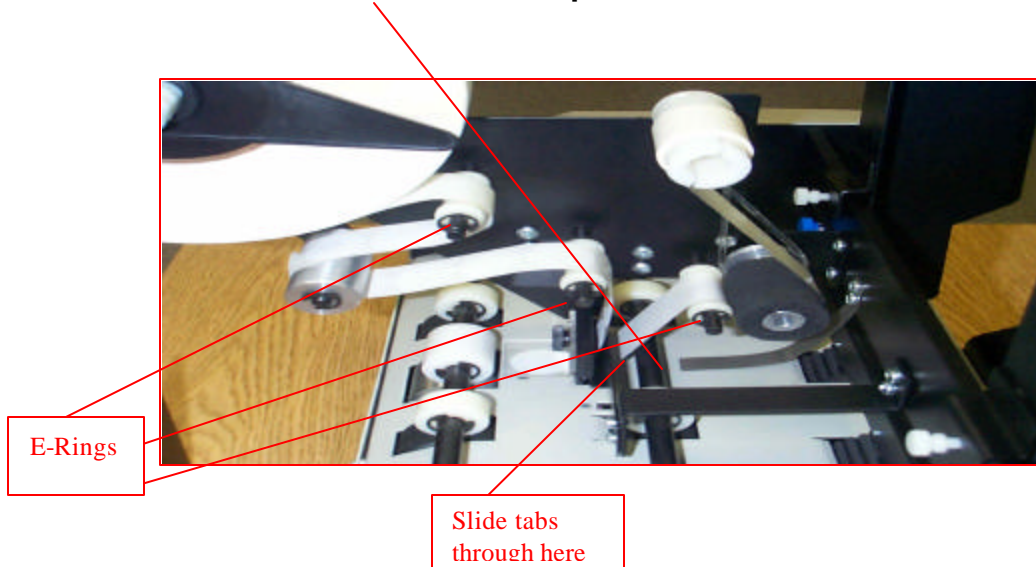
THREADING UNIT

Before threading the unit, you must determine whether the white rollers are set to the proper width. Each one has an E-Ring that holds it on. The E-Ring can be put in one of two grooves that will adjust the width between the rollers (see picture). This is most easily done with a small pair of pliers.

1. Peel first 20 tabs off the paper.
2. Remove the small o-ring from tab reel. Also, remove the outside, black plastic, reel guide.
3. Place the reel of tabs on the unit and put plastic reel guide back on. The reel must be installed to feed from bottom.
4. Reinstall the small black rubber o-ring onto the reel part. **NOTE: Depending on the width of your tab paper backing, the o-ring could go either in the inside or outside groove.** O-ring should not pinch the tab reel tight; there should be some side to side movement left in the assembly.

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5. See diagram for proper threading of the unit. **NOTE: The tabs do not go underneath the shaft behind the peel bar.**



6. When putting the tabs under the peel bar, it is easier if you insert from the right side of the bar and slide over from there.
7. Once the tabs have reached the tab take up spindle they will go on in a clockwise fashion. Rotate at least two rotations of backing onto the roller to get good tension. **NOTE: it is possible that tabs could go through the square cutout under the peel bar. This should not affect normal operation.**

Once machine is threaded, turn unit on. TABS:OFF, FEED:OFF turn tabs on and machine should energize the tab reel and advance a tab off the peel bar.

OPERATION AND ADJUSTMENT

Operation of the unit is simple. There is only one adjustment that can be made electronically; this is in regard to how much of the tab is peeled off the peel bar each time. Ideally, the tab should be around 2/3 peeled, but as much as 7/8 may be necessary, depending on the stock that is being ran (8 ½ x 11, 8 ½ x 14, 3 ½ x 5 etc.). The thickness of the stock can be a consideration. The machine applies tabs to 1,2 and 3 page sets in about the same manner. To go any thicker would definitely be an adjustment to the machines "peel value". The peel adjustment comes preset from the factory to apply tabs to a typical 8 ½ " x 11" tri-

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fold application (single ply). Peel value leaving the factory is typically set somewhere between 4-6. Follow the steps below to find the best setting.

1. Remove all stock from machine.
2. Turn machine on.
3. Turn on tabs and media.
4. Press down tabs key and hold down until it takes you to the peel value screen. Once into the setting, the tabs key raises the setting (more tab peeled) and the media key lowers the setting (less tab peeled).
5. Once adjusted, press both keys to install.
6. Remove a tab with the end of a screwdriver. The machine should advance another, and it should be at least $\frac{2}{3}$ – $\frac{3}{4}$ of the way off of the peel bar

NOTE: if your tabber completely peels the tabs off of the peel bar, set the peel value at 0 and go from there by increments of 1.

On occasion when someone is setting a machine to run a particular kind of stock for the first time, the tab can be dispensed in a manner that will cause the tab sensor to become blocked. A symptom of this would be the ability to turn the tabs “on” when no tab is hanging from the peel bar, and the machine does not advance one. Under ordinary circumstance the reel will energize and advance a tab to block the sensor. Usually, a good visual inspection of the tab area will reveal the problem. If the problem were severe, the front panel could be removed for better access to the tab sensor. From time to time, clear out any tab debris from the bottom of the unit, and vacuum out any paper dust.

FEED SYSTEM ADJUSTMENT

1. In order to set the feed system to feed one document at a time you must adjust the retarder plate using the two blue knobs.
2. Loosen knob on right side, hold up the bracket and rotate the feed tire underneath until one of the teeth on the feed tire is under the tips of the bracket.
3. Take one piece of your media and fold in half. Allow the bracket to fall down onto stock.

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4. Put a slight downward pressure on the bracket and tighten the blue knob.
5. Repeat steps on left side.
6. Experiment by loading a small stack and running media with tabs turned off.
7. Once good feed is established, turn on the tabs and you should be up and running.

MAINTENANCE

Service after each 40 hours of operation. Place one drop of white lithium grease on the tab drive shaft bushings (2). Also, clean all paper dust from the unit inside and outside. Be careful when you vacuum out that you do not bump any electrical components.

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