

# TACHIT®

## INSTRUCTION MANUAL FOR TACH-IT MODEL #6250 DEFINITE LENGTH TAB-ON-TAPE TAPE DISPENSER.



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# FIGURE 1 TOP VIEW



# FIGURE 2 BACK VIEW

SPLIT TAPE MANDREL CAN ACCOMMODATE 1 ROLL OF TAPE UP TO 2" WIDE OR 2 ROLLS OF TAPE UP TO 1" WIDE EACH

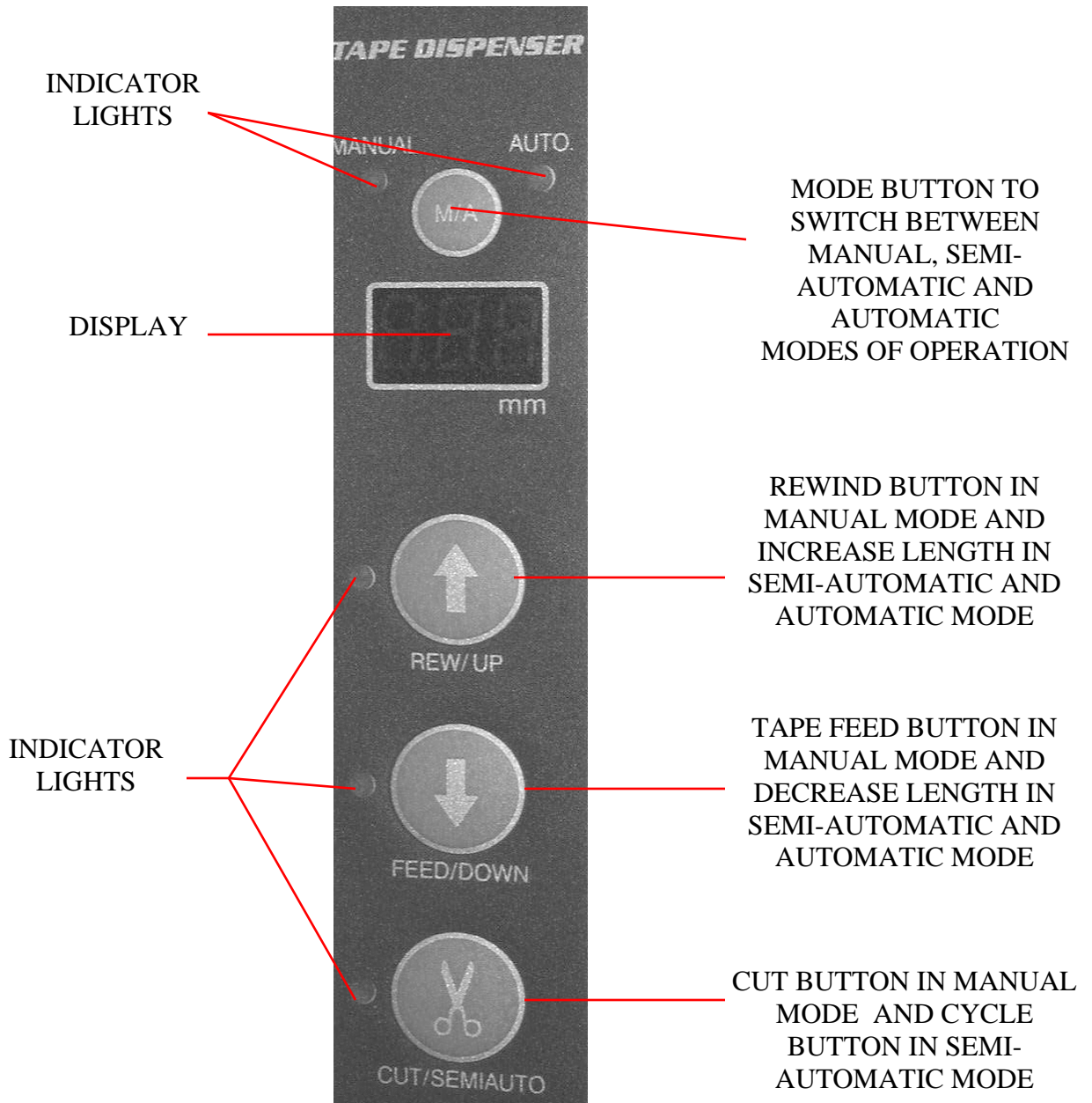


ON/OFF  
SWITCH

FUSE HOLDER

IEC POWER  
CORD INPUT

# FIGURE 3 CONTROL PANEL



## **SECTION 1 – CAUTION AND SPECIFICATIONS**

- 1) BEFORE OPERATING THE MACHINE, READ THE COMPLETE OPERATOR'S MANUAL.
- 2) NEVER HAVE THE POWER CORD OF THIS MACHINE PLUGGED INTO AN OUTLET WHEN ANY OF THE COVERS OF THIS MACHINE HAVE BEEN REMOVED.
- 3) INSTALL AND OPERATE THIS MACHINE ONLY ON A FLAT, LEVEL, AND DRY SURFACE.
- 4) USE ONLY THE SPECIFIED ELECTRICAL POWER INPUT WITH THIS MACHINE.
- 5) ALWAYS TURN THE POWER OFF AND UNPLUG MACHINE PRIOR TO CLEARING ANY TAPE OR TAPE JAMS FROM THE MACHINE, PARTICULARLY IN THE AREA OF THE CUTTER.
- 6) ALWAYS KEEP HANDS, CLOTHING, JEWELRY, AND HAIR AWAY FROM ALL MOVING PARTS OF THE MACHINE.
- 7) THIS MACHINE HAS A VERY SHARP CUTTER ASSEMBLY, NEVER PUT HAND OR ANY OTHER PART OF THE BODY, OR ANY ITEM INTO THE CUTTING OPENING UNLESS THE MACHINE IS OFF AND THE POWER HAS BEEN UNPLUGGED.
- 8) NEVER OPERATE THIS MACHINE WITH ANY OF THE SAFETY COVERS OR DEVICES REMOVED.
- 9) KEEP THIS MACHINE CLEAN AND DRY AT ALL TIMES.
- 10) SERVICE ON THIS MACHINE SHOULD ONLY BE PERFORMED BY FACTORY TRAINED AUTHORIZED SERVICE PERSONNEL.
- 11) NEVER USE THIS MACHINE FOR OTHER THAN ITS INTENDED APPLICATIONS. USE OF THE MACHINE ON UNINTENDED APPLICATIONS CAN CAUSE HARM TO THE OPERATOR, THE MACHINE, AND TO THE PRODUCT. PLEASE CONTACT THE MANUFACTURER IF THERE ARE ANY QUESTIONS TO WHETHER THIS MACHINE CAN BE USED FOR A PARTICULAR APPLICATION.

### **SPECIFICATIONS:**

MACHINE LENGTH: 10" , WIDTH: 5 3/4", HEIGHT: 6 1/2", WEIGHT: 9 1/2 LBS

POWER: 110 VOLT (60 mhz)

CORE SIZE: 3"

MAXIMUM WIDTH OF TAPE: 2"

MAXIMUM DIAMETER OF TAPE ROLL: 6"

MAXIMUM LENGTH OF TAPE FED IS: 39" (999 mm)

MINIMUM LENGTH OF TAPE FED IS: 3/4" (18 mm)

## **OVERVIEW OF PRODUCT:**

THE TACH-IT MODEL #6250 IS A DEFINITE LENGTH TAPE DISPENSER THAT CREATES A 3/8" TAB ON THE END OF THE TAPE AS IT IS BEING DISPENSED. ABLE TO WORK IN 3 MODES: **MANUAL MODE**; THE OPERATOR HOLDS A FEED BUTTON UNTIL THE DESIRED LENGTH IS REACHED AND THEN PRESSES A CUT BUTTON TO CUT THE TAPE, **SEMI-AUTOMATIC MODE**; WHERE A LENGTH IS PROGRAMMED AND THE TAPE IS FED AND CUT, TO FEED ANOTHER PIECE THE OPERATOR PRESSES THE CUT BUTTON, **AUTOMATIC MODE**; THE LENGTH IS PROGRAMMED AND AS ONE PIECE OF TAPE IS FED, CUT AND REMOVED THE NEXT ONE FEEDS OUT AUTOMATICALLY.

### **SECTION 2 – LOADING THE MACHINE WITH TAPE**

- 1) PLUG THE POWER CORD (SEE FIGURE 2) INTO THE PROPER ELECTRICAL OUTLET, MAKING SURE THE VOLTAGE OF THE OUTLET IS THE SAME AS THE VOLTAGE OF THE MACHINE.
- 2) PLACE THE TAPE ON THE TAPE MANDREL SO THAT THE TAPE WHEN PULLED IS COMING OFF THE TOP OF THE ROLL AND THE ADHESIVE SIDE IS DOWN (SEE FIGURE 2).

PLEASE NOTE THAT THE MODEL 6250 CAN RUN 2 ROLLS OF TAPE IF NEITHER EXCEEDS MORE THAN 1" IN WIDTH.

- 3) PULL THE TAPE TOWARDS THE FRONT OF THE MACHINE AND PRESS IT ONTO THE FEED ROLLERS (SEE FIGURE 1).
- 4) TURN THE MACHINE ON BY PRESSING THE ON/OFF SWITCH LOCATED ON THE BACK OF THE MACHINE (SEE FIGURE 2).
- 5) PRESS THE TAPE FEED BUTTON (SEE FIGURE 3) UNTIL THE TAPE EXITS THE FRONT OF THE MACHINE. IF THE TAPE FOLDS DOWN IN BETWEEN THE CUTTER AND THE CUTTER HOUSING, USE A SMALL, DULL INSTRUMENT AND BRING THE TAPE OUT STRAIGHT. KEEP FEEDING THE TAPE UNTIL AN END CAN BE HELD.
- 6) PRESS THE CUT BUTTON (SEE FIGURE 3) AND REMOVE THE CUT PIECE OF TAPE.
- 7) THE MACHINE IS NOW READY FOR USE.

### **SECTION 3 – USING THE MACHINE IN MANUAL MODE**

- 1) LOAD THE TAPE AND TURN ON THE MACHINE AS EXPLAINED IN SECTION 2 ABOVE.
- 2) TO FEED TAPE, PRESS THE TAPE FEED BUTTON (SEE FIGURE 3) UNTIL THE LENGTH OF THE TAPE REQUIRED IS FED. PLEASE NOTE THAT YOU CAN FEED AN INFINITE LENGTH OF TAPE.
- 3) ONCE TAPE IS FED TO THE DESIRED LENGTH, PRESS THE CUT BUTTON (SEE FIGURE 3), AND THE TAPE WILL BE CUT.
- 4) REMOVE THE TAPE AND MACHINE IS READY FOR NEXT CYCLE.

## **SECTION 4 – USING THE MACHINE IN SEMI-AUTOMATIC MODE**

- 1) LOAD THE TAPE AND TURN THE MACHINE ON AS DONE IN SECTION 2
- 2) PRESS THE MODE BUTTON (SEE FIGURE 3) AND THE INDICATOR LIGHTS FOR MANUAL AND AUTO WILL BE LIT AND A PIECE OF TAPE WILL BE DISPENSED TO THE SETTING OF THE DISPLAY (SEE FIGURE 3)
- 3) USING THE REWIND TAPE BUTTON AND THE TAPE FEED BUTTON (SEE FIGURE 3), CHANGE THE NUMBER IN THE DISPLAY TO EQUAL THE LENGTH OF TAPE DESIRED. PLEASE NOTE THIS NUMBER IN IS MILLIMETERS AND THAT THERE ARE 25.4 MILLIMETERS TO AN INCH.
- 4) REMOVE THE PIECE OF TAPE THAT HAS BEEN DISPENSED AND PRESS THE CUT BUT TON AND THE LENGTH OF SET ON THE DISPLAY WILL AUTOMATICALLY BE FED.
- 5) TO CONTINUE WORKING PRESS THE CUT BUTTON AND THE SAME LENGTH OF TAPE WILL BE FED EACH TIME.

## **SECTION 5 – USING THE MACHINE IN AUTOMATIC MODE**

- 1) LOAD THE TAPE AND TURN THE MACHINE ON AS DONE IN SECTION 2
- 2) PRESS THE MODE BUTTON (SEE FIGURE 3) UNTIL THE INDICATOR LIGHT FOR AUTO IS LIT AND A PIECE OF TAPE WILL BE DISPENSED TO THE SETTING OF THE DISPLAY (SEE FIGURE 3)
- 3) USING THE REWIND TAPE BUTTON AND THE TAPE FEED BUTTON (SEE FIGURE 3), CHANGE THE NUMBER IN THE DISPLAY TO EQUAL THE LENGTH OF TAPE DESIRED. PLEASE NOTE THIS NUMBER IN IS MILLIMETERS AND THAT THERE ARE 25.4 MILLIMETERS TO AN INCH.
- 4) REMOVE THE PIECE OF TAPE THAT HAS BEEN DISPENSED AND THE LENGTH OF TAPE SET ON THE DISPLAY WILL AUTOMATICALLY BE FED.
- 5) CONTINUE WORKING AND THE SAME LENGTH OF TAPE WILL BE FED EACH TIME THE PREVIOUS ON HAS BEEN REMOVED.

## **SECTION 6 – REMOVING THE TAPE FROM THE MACHINE**

- 1) REMOVE ANY CUT PIECES OF TAPE
- 2) PRESS THE REWIND TAPE BUTTON (SEE FIGURE 3) UNTIL THE TAPE IS REMOVED FROM THE FEED WHEELS.
- 3) REMOVE THE SPOOLS FROM THE TAPE SPOOL MANDREL AND THE MODEL 6250 IS READY FOR ANOTHER TAPE.



**FIGURE 4**

ADJUSTMENT FOR TAPE WIDTH



KNOBS FOR  
REMOVAL OF  
BLADE COVER

BLADE  
ASSEMBLY

## **SECTION 7 – ADJUSTMENTS AND MAINTENANCE**

**TAPE IS NOT FEEDING OUT STRAIGHT:** DIFFERENT THICKNESS OF TAPE MAY FEED SLIGHTLY DIFFERENTLY CAUSING THE TAPE TO CURL OR NOT FEED OUT STRAIGHT. TO ALLEVIATE THIS PROBLEM LOCATE THE ADJUSTMENT FOR TAPE WIDTH ON THE TOP OF THE MACHINE (SEE FIGURE 1 AND 4). USING A STRAIGHT SCREWDRIVER, SLOWLY TURN THE RECESSED SCREW EITHER CLOCKWISE TO CREATE MORE PRESSURE ON THE TAPE OR COUNTER-CLOCKWISE TO REDUCE THE PRESSURE ON THE TAPE UNTIL THE TAPE FEEDS OUT STRAIGHT. THIS PROCEDURE MAY REQUIRE SOME TRIAL AND ERROR. IF THERE IS TOO MUCH TENSION ON THE TAPE THE KNURL FROM THE ROLLERS WILL APPEAR WITHIN THE TAPE.

**CLEANING AND REPLACEMENT OF BLADE ASSEMBLY:** DEPENDING ON THE TYPE AND STRENGTH OF THE ADHESIVE ON THE TAPE BEING USED, THE BLADE ASSEMBLY MAY REQUIRE CLEANING OR REPLACEMENT. TO DO THIS LOCATE THE KNOBS FOR REMOVAL OF BLADE COVER AT THE FRONT OF THE MACHINE (SEE FIGURE 1 AND 4). UNSCREW THE KNOBS AND REMOVE THE BLADE ASSEMBLY FROM THE FRONT OF THE MACHINE. THE BLADES CAN NOW BE CLEANED USING AN ADHESIVE SOLVENT OR REPLACED IF NEEDED. DO NOT ATTEMPT TO SHARPEN THE BLADES AS THEY ARE NOT DESIGNED FOR RESHARPENING AND THIS CAN CAUSE DAMAGE TO THE MACHINE, OR USER. TO REPLACE THE BLADE ASSEMBLY INSTALL IT BACK INTO THE FRONT OF THE MACHINE AS IT WAS WHEN REMOVED MAKING SURE THAT THE STUD PROTRUDING FROM THE FRONT OF THE MACHINE ENGAGES THE HORIZONTAL SLOT LOCATED ON THE BOTTOM BLADE. REPLACE THE KNOBS THAT WERE REMOVED AND TIGHTEN THEM. THE MACHINE IS READY FOR USE.

**CHANGING UNROLLING TENSION OF TAPE ROLLS:** IF THE TAPE IS JERKING FORWARD AS IT IS BEING FED, THE TAPE SPOOL MANDREL CAN BE TIGHTENED TO ALLEVIATE THIS PROBLEM. REMOVE THE TAPE SPOOL MANDREL FROM THE MACHINE AND FIND THE THUMB SCREW. LOOSEN OR TIGHTEN AS NECESSARY UNTIL THE TAPE UNROLLS SMOOTHLY WITHOUT ALLOWING TOO MUCH SLACK. REINSTALL TAPE SPOOL MANDREL.