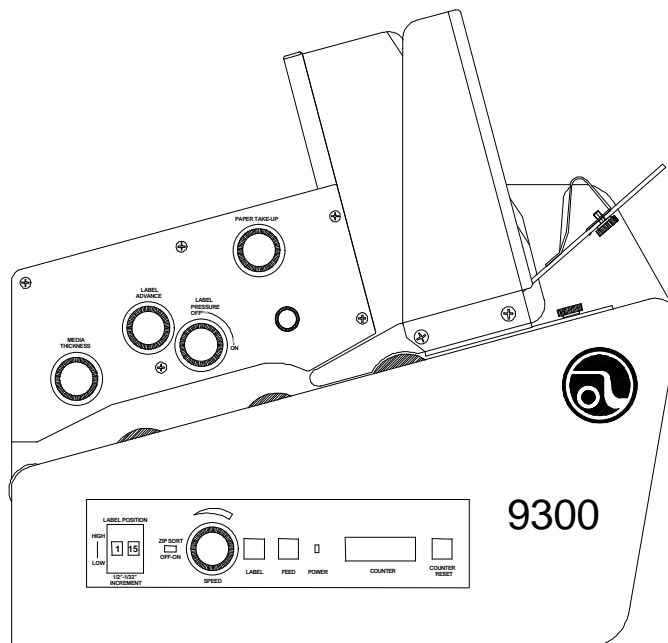




ALS-9300 LABELER



INSTALLATION AND OPERATING INSTRUCTIONS

SAFETY PRECAUTIONS

THIS EQUIPMENT PRESENTS NO PROBLEM WHEN USED PROPERLY. HOWEVER, CERTAIN SAFETY RULES SHOULD BE OBSERVED WHEN OPERATING THE ALS-9300. READ THIS MANUAL CAREFULLY AND FOLLOW THE RECOMMENDED PROCEDURES:

1. Keep hands, hair, and clothing clear of rollers and other moving parts.
2. Always turn off machine before making adjustments, cleaning the machine, or performing any maintenance not covered in this manual.
3. Turn power off, including conveyor, when not in use.
4. Never leave the machine in an alarm condition. Either reset the machine or turn off the power.

CAUTION

THIS EQUIPMENT MUST BE CONNECTED TO A PROPERLY GROUNDED OUTLET. FAILURE TO DO SO CAN CAUSE ELECTRIC SHOCK!

SPECIFICATIONS

MODEL ALS-9300 LABELER

DIMENSIONS:	16 1/2" W x 19" H x 18" L
SPEED:	Variable from 5,000 - 20,000 per hour (No.10 envelopes) Postcards 20,000 per hour 9" x 12" flats 12,000 per hour
MEDIA SIZE:	Length - 3" min., 18" max. Width - 5" min., 16" max.
MEDIA THICKNESS:	Single sheet to 5/16" max.
LABEL SIZE:	Length - 3/8" min., 15" max., Width - 1/2" min., 6 1/2" max. Automatically compensates for most color labels and backing paper.
FEEDER:	Top-load, bottom-feed for continuous operation.
HOPPER CAPACITY:	Postcards 800 No. 10 envelopes 250 9" x 12" flats 250
ZIP-SORT:	Switch selectable electronic sensor
COUNTER:	Resettable 5-digit LCD
ELECTRICAL:	110 VAC / 60 Hz, 2 Amp (220 VAC / 50 Hz available)
SHIPPING WEIGHT:	70 lbs /32 kg

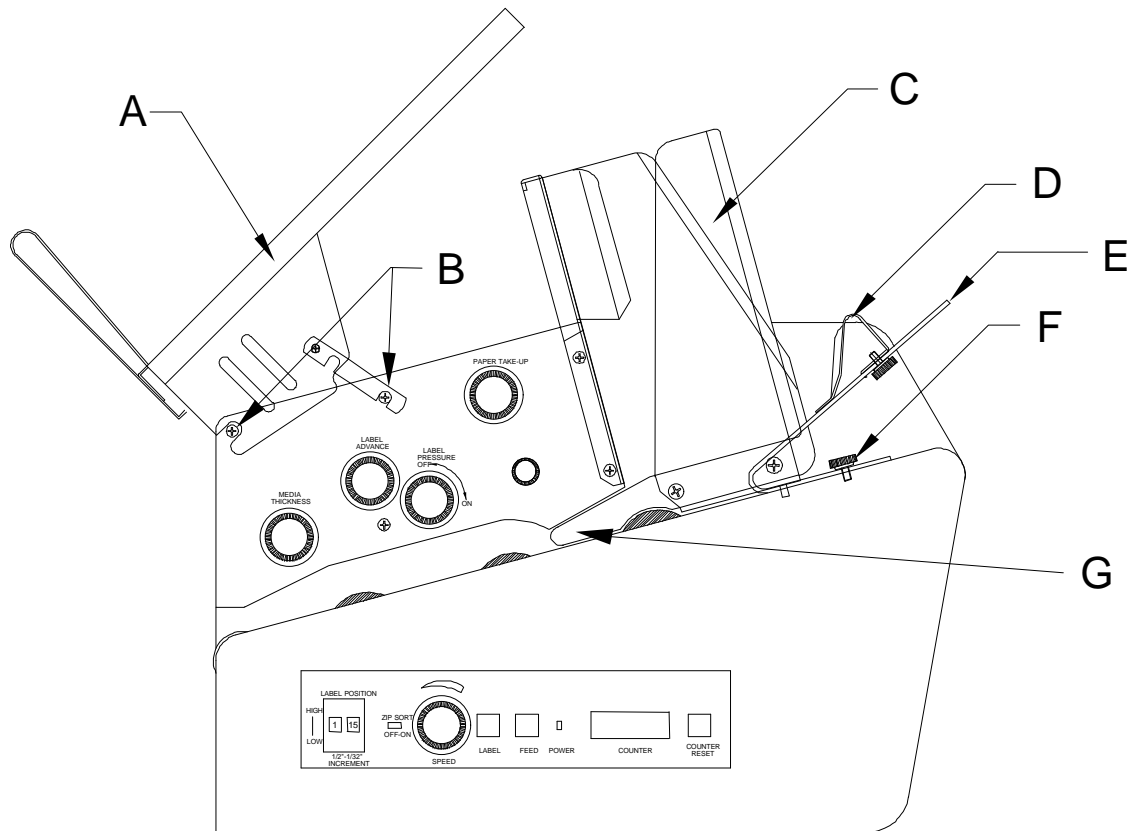
OPTIONAL MODEL ALS-900 CONVEYOR DELIVERY

DIMENSIONS:	11.5" W x 18" L x 4" H
SPEED OF TAPES:	Variable 0 -180 in / min
ELECTRICAL:	110 VAC / 60 Hz, 0.5 Amp (220 VAC / 50 Hz available)
SHIPPING WEIGHT:	16 lbs /7.5 kg

ASSEMBLING THE ALS-9300

1. Remove all packing and parts supplied. Check and identify all parts with the ones listed below.

- Envelope Guide 90-102-05
- Stack Rest 90-102-10
- Media Support 90-102-13
- Thumbscrews 90-109-07
- Tray Assembly 90-104-03
- Power Cord 123-635



2. Mount the envelope guide (C, Fig. 1) to side guide block using 2 screws (G, Fig. 1).
3. Mount media stack rest (E, Fig. 1) to the ALS-9300 using thumbscrew (F, Fig. 1).
4. Mount label stack tray (A, Fig. 1) on cross rods (B, Fig. 1). The assembly snaps into place.
5. Plug power cord into socket on the back of the machine. Plug other end into 115 VAC GROUNDED outlet.

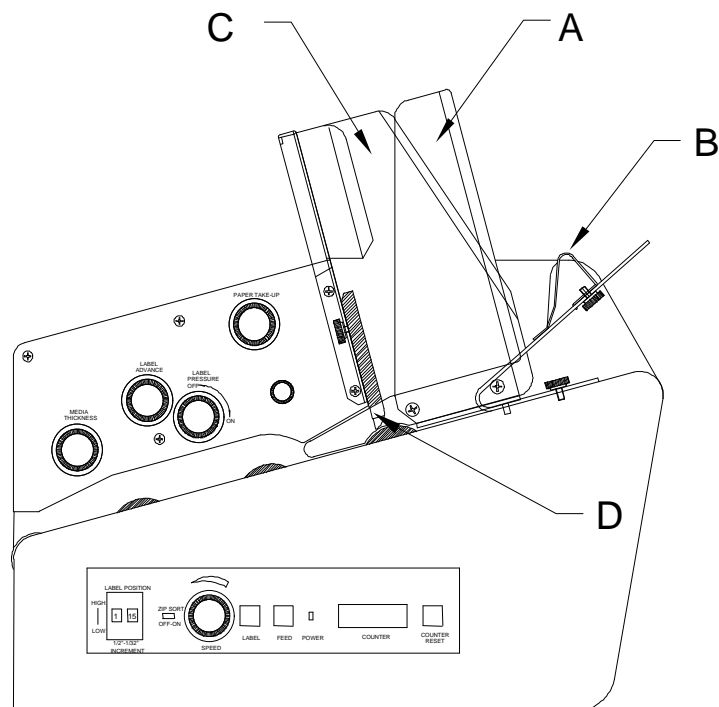
THIS STEP CONCLUDES INITIAL INSTALLATION OF THE ALS-9300.

SETUP PROCEDURES

BEFORE USING THE ALS-9300, SEVERAL ADJUSTMENTS MUST BE MADE TO SET UP MEDIA THICKNESS AND SIZE.

MEDIA THICKNESS ADJUSTMENT

1. Loosen thumbscrew on separator (D, Fig. 2).
2. Lift separator and put one envelope underneath.
3. Release separator and have it drop onto the envelope.



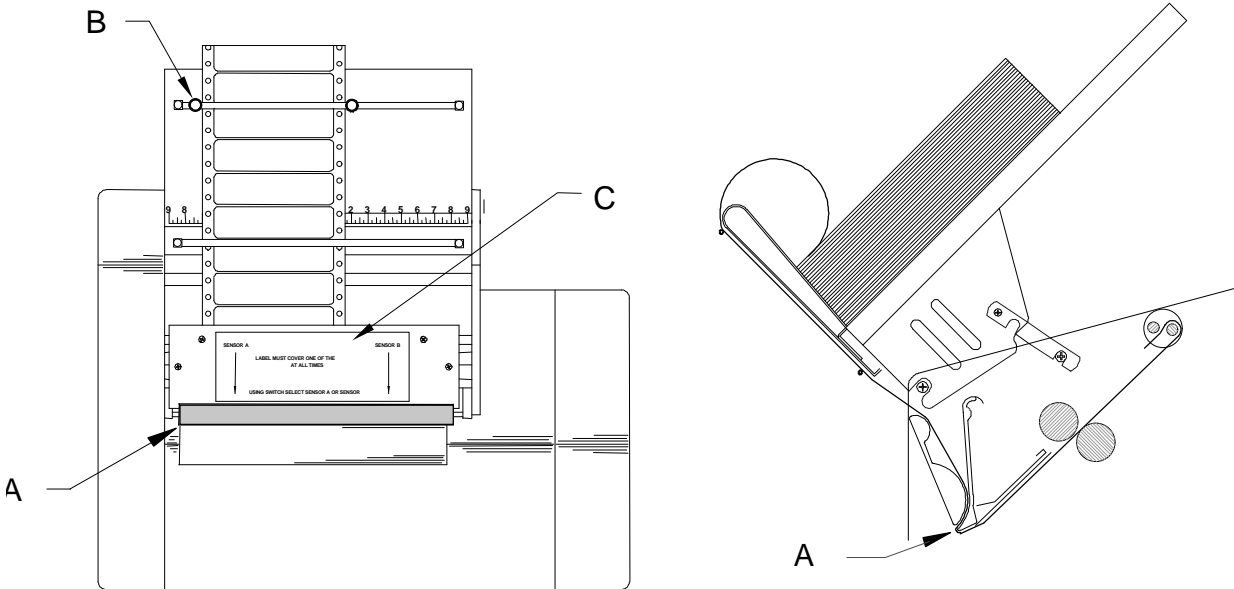
4. Tighten the thumbscrew and remove the envelope.
5. Repeat the above procedure for each separator used.
6. Adjust exit rollers by turning **MEDIA THICKNESS** knob.

MEDIA WIDTH ADJUSTMENT

1. Insert a stack of envelopes between the guides (A and C, Fig. 2).
2. Slide guide against the stack leaving approximately 1/32" gap for variance in sizes.
3. Adjust the media support so that the trailing edge of the bottom envelope rests approximately on the middle of the spring (B, Fig. 2).
4. Make sure stack is inserted with flap down and toward stripping devices (D, Fig. 2)

LABEL SETUP

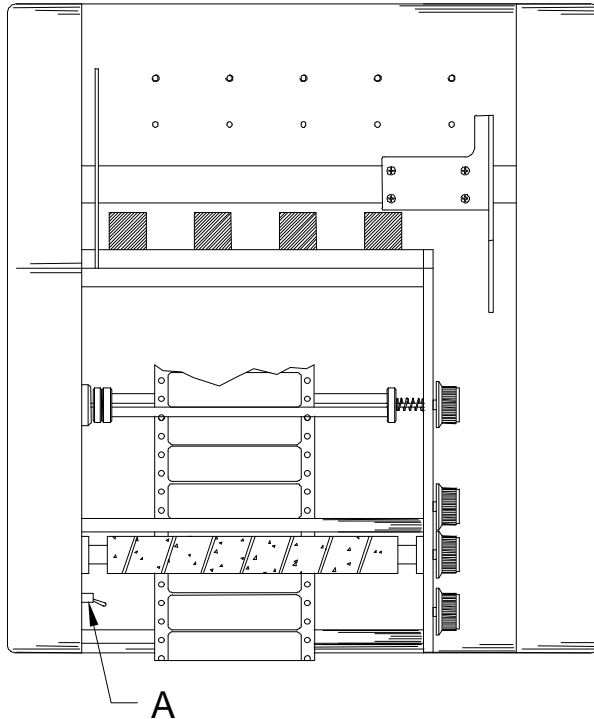
1. Remove top exit roller (A, Fig. 3) by pulling it out of the plastic spring-loaded brackets.
2. Place a stack of fan-folded labels on the label tray with labels facing up.



3. Peel off labels from approximately ten inches of backing paper.
4. Disengage the label advance rollers by turning **LABEL PRESSURE** knob to **OFF** position.
5. Thread labels into the ALS-9300 following the LABEL THREADING DIAGRAM (Fig. 4)
6. Loosen label guides (B, Fig. 3) and adjust position of labels by moving the whole stack to desired location.
MAKE SURE LABELCOVERS ONE OF THE SENSORS (C, Fig.3) AT ALL TIMES.
7. Tighten label guides.
8. Pull the end of the label stack until the first label starts to peel off.
9. Make sure the label peels off straight and is parallel with the peeling edge (A, Fig. 4).
10. Turn **LABEL PRESSURE** knob to **ON** position.
11. Turn the **LABEL ADVANCE** knob COUNTER-CLOCKWISE until the leading edge of next label is visible.
12. Reinstall the exit roller.

LABEL SENSOR ADJUSTMENT

THE ALS-9300 HAS BEEN FACTORY CALIBRATED TO DETECT THE PRESENCE OF LABELS UNDER MOST CONDITIONS. HOWEVER, WITH THE VARIATION OF BOTH LABEL AND BACKING PAPER DENSITIES, IT MAY BECOME NECESSARY TO FINE-ADJUST THE SYSTEM.



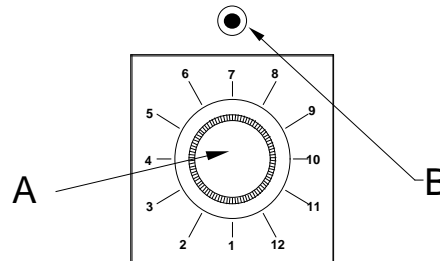
LABEL SENSOR ADJUSTMENT

THE UNIT HAS BEEN FACTORY CALIBRATED TO DETECT THE PRESENCE AND ABSENCE OF LABELS UNDER MOST CONDITIONS. HOWEVER, WITH VARIATION OF BOTH LABEL DENSITY AND BACKING PAPER DENSITY IT MAY BECOME NECESSARY TO ADJUST THE SYSTEM.

ADJUSTMENT

1. LOCATE THE SENSOR ADJUSTMENT SWITCH AND L.E.D. (LIGHT EMITTING DIODE) ON THE NON-OPERATOR SIDE COVER. TURN THE SWITCH FULLY COUNTER-CLOCKWISE TO POSITION "1".
2. THREAD LABELS FOLLOWING THE DIAGRAM (FIGURE 6, OR 6A) IN THE INSTRUCTION BOOK.
3. TURN THE LABEL ADVANCE KNOB UNTIL THE FIRST LABEL (OR TAB) JUST STARTS TO PEEL OFF THE BACKING PAPER.
4. TURN THE SENSOR ADJUSTMENT KNOB CLOCKWISE UNTIL THE RED L.E.D. IS ILLUMINATED.
5. RELEASE THE LABEL PRESSURE ROLLER (TURN IT OFF) AND PULL THE LABEL MATERIAL BACK OUT OF THE MACHINE ABOUT TWO INCHES. THIS IS TO ENSURE THAT THE BACKING SHEET IS THE ONLY PART THAT IS BEING LOOKED AT BY THE LABEL SENSOR. THE RED L.E.D. AT THIS TIME WILL NOT BE ILLUMINATED.
6. TURN THE SENSOR SWITCH CLOCKWISE COUNTING THE NUMBER OF CLICKS THE SWITCH MAKES UNTIL THE RED LIGHT COMES ON.
7. TURN THE SWITCH BACK COUNTER-CLOCKWISE ONE HALF THE NUMBER OF CLICKS (POSITIONS) THAT YOU COUNTED. FOR EXAMPLE: LIGHT FIRST CAME ON AT POSITION 6; REMOVE THE TAB FROM IN FRONT OF THE SENSOR AND TURN THE SWITCH 6 CLICKS. LIGHT COMES ON. NOW TURN THE SWITCH THREE POSITIONS BACK.

THE UNIT IS NOW CALIBRATED TO THIS TYPE OF LABEL.



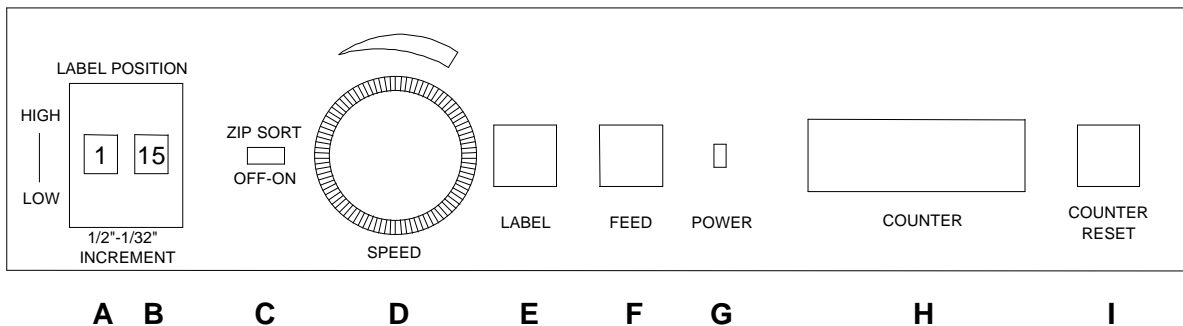
1. Locate the sensor selector switch on the inside of non-operator side frame (A, Fig.5). Select sensor which is covered by label (Step 6, p.5). If both sensors are covered by label - skip this step.
2. Locate the **LABEL SENSOR ADJUSTMENT** knob (A, Fig. 6) and red L.E.D. (B, Fig. 6) on the non-operator side cover. Turn the switch fully COUNTER-CLOCKWISE to position 1.
3. Thread labels into the labeler following diagram in (Fig. 4).
4. Turn the **LABEL ADVANCE** knob until the first label just starts to peel off from the backing paper.
5. Turn the **LABEL SENSOR ADJUSTMENT** knob (A, Fig. 6) CLOCKWISE until the red L.E.D. is illuminated.
6. Release the label pressure roller (turn it off) and pull the label material approximately two inches out of the machine. This ensures the backing paper is the only part which is seen by the label sensor. The red L.E.D. will not come on at this time.
7. Turn the **LABEL SENSOR ADJUSTMENT** knob CLOCKWISE and count the number of clicks the switch makes until the red L.E.D. comes on.
8. Now turn the switch COUNTER-CLOCKWISE half the number of clicks that you counted.
EXAMPLE: The light comes on at the sixth click. Now remove the label from in front of the sensor and turn the switch six clicks CLOCKWISE. The light comes on again. Now turn the switch three positions back or COUNTER-CLOCKWISE.

THE 9300 IS NOW BALANCED TO THIS TYPE OF LABEL.

THIS STEP CONCLUDES THE INITIAL SETUP AND ADJUSTMENT PROCEDURES.

CONTROL PANEL FUNCTIONS

- A. Label vertical position adjustment in 1/2" increments
- B. Label vertical position adjustment in 1/32" increments
- C. Zip-sort switch
- D. Speed control
- E. Label on/off switch - label ready light
- F. Media feed on/off- reset switch media out light
- G. Power indicator light
- H. Counter
- I. Counter reset



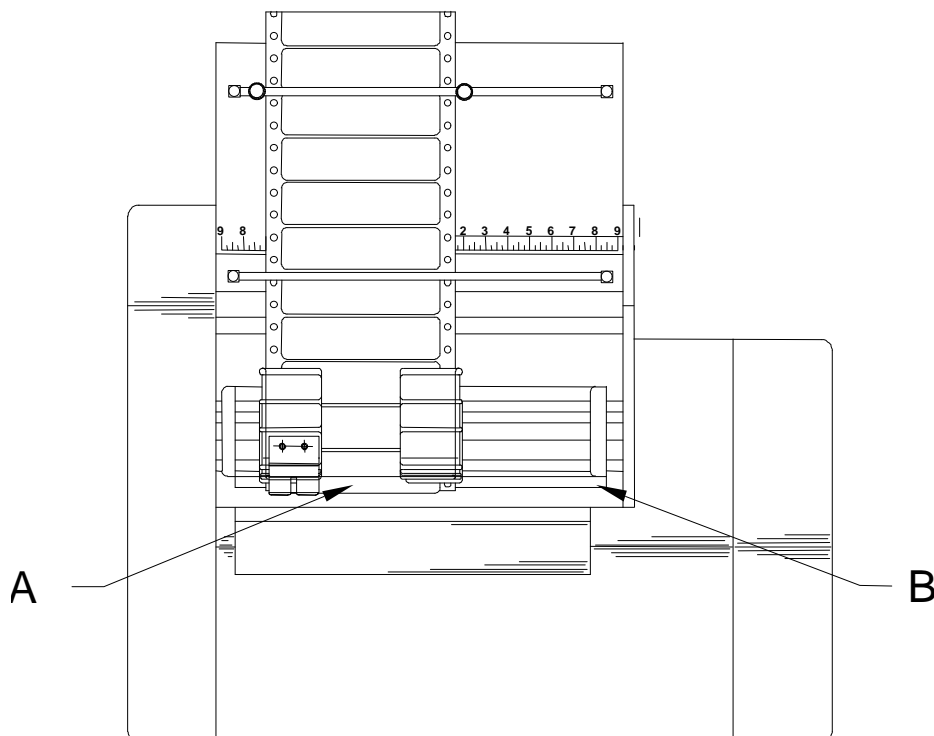
OPERATING INSTRUCTIONS

1. After setting up the ALS-9300 (see *Setup Instructions*), place a stack of envelopes between the envelope guides.
2. Pull out the receiving tray one inch more than the length of the envelope. If using conveyor delivery please refer to *Installing the ALS-900 Conveyor Delivery*.
3. Turn the speed control knob (D, Fig. 7) to minimum and press **FEED** switch (F, Fig. 7).
4. Observe how the envelopes are feeding. If they are skewing, readjust the stripping device (D, Fig. 2). Press the **FEED** switch again. The ALS-9300 will stop.
IF THERE IS AN ENVELOPE BETWEEN THE EXIT ROLLERS, REMOVE IT SO IT DOES NOT COVER THE MEDIA PHOTODSENSOR.
5. Set the **LABEL POSITION** switch to desired setting. Each position of the left switch (A, Fig. 7) moves the label 1/2". Each position of the right switch (B, Fig. 7) moves the label 1/32"

EXAMPLE position "0-0" will place label flush with the leading edge of the envelope. Position "4-5" will place the label 2 5/32" from the leading edge ($4 \times 1/2" = 2"$) + ($5 \times 1/32" = 5/32"$). Maximum position setting is "15-15". This is equivalent to 8 1/2".

NOTE: ANY ATTEMPT TO PLACE LABELS AT A DISTANCE GREATER THAN THE LENGTH OF THE ENVELOPE WILL CAUSE THE LABELER TO FEED ENVELOPES WITHOUT AFFIXING LABELS.

6. Make sure there is a label (A, Fig. 8) visible by the peeling mechanism of the labeler (B, Fig. 8). The photosensor which senses the presence of a label is located at the edge of the peeling mechanism. If the sensor does not see the label, any attempt to run the labeler will result in failure to feed the media. A flashing yellow light indicates labeler is out of labels.
7. Depressing the **LABEL** switch (E, Fig. 7) will activate label affixing circuitry in the labeler. The yellow indicator light should be on. Depressing the **FEED** switch (F, Fig. 7) will activate feeding mechanism and labeling process.
8. Adjust speed to desired setting by turning the speed control knob (D, Fig. 7). Add envelopes to the labeler as needed. To stop the labeler, depress the **FEED** switch.
DO NOT FORGET TO REMOVE ENVELOPE FROM BETWEEN EXIT ROLLERS PRIOR TO ACTIVATING LABELER.
9. If the labeler runs out of envelopes, it will automatically stop after a few seconds. The green light in the **FEED** switch will start flashing indicating an **OUT-OF-ENVELOPES** condition. Depress **FEED** switch to reset labeler. Load envelopes between the guides and depress switch to start the labeling process.
10. If there are no more labels, or, if two or more consecutive labels are missing, the labeler will stop and the yellow **LABEL OUT** indicator light will flash.
11. The counter (H, Fig. 7) will advance one count with every label placed on an envelope. It will only count when **LABEL ON** switch is activated. Maximum count is 99,999. To reset the counter to **0** depress the **COUNTER RESET** switch (1, Fig. 7).



ZIP-SORT

With the **ZIP-SORT** switch **ON** (C, Fig. 7), the ALS-9300 will stop every time a missing label is detected. To activate this feature, manually remove leader label from each zip code or carrier route prior to loading labels onto the labeler and slide the **ZIP-SORT** switch to the **ON** position. Operate the labeler in the usual manner.

When a missing label is detected, the labeler will stop and the **LABEL OUT** indicator light will flash. Depress the **FEED** switch to reset the machine, and, using the **LABEL ADVANCE** knob, bring the next label to the peeling mechanism. Separate the labeled pieces. Depress the **FEED** switch again to resume labeling.

WARNING

NEVER LEAVE THE ATS-9600 UNATTENDED WITH
POWER ON FOR A PROLONGED PERIOD OF TIME.
DAMAGE TO INTERNAL COMPONENTS MAY RESULT!

INSTALLING THE OPTIONAL ALS-900 CONVEYOR DELIVERY

1. Slide out and remove the receiving tray. Position the conveyor against the labeler.
2. Plug the power cord from the conveyor into the conveyor receptacle on the rear of the labeler. Turn the conveyor **ON**. Turn the speed control knob **CLOCKWISE** to increase speed.
3. Depress the **FEED** switch on the labeler. The conveyor will start working. Depress the **FEED** switch again and the conveyor will stop.
4. When plugged into the ALS-9300, the conveyor will be controlled by it. Any conveyor requiring 115 VAC that does not exceed 1 Amp may be plugged into the ALS-9300 labeling machine.

OPERATING HINTS

1. Fan out the media before use.
2. After loading the media, tap the stack lightly to keep it straight between guides.
3. If doubles occur, check the stripping device for proper pressure setting.
4. Straighten out excessively curled envelopes

NOTES
