



ASG EZ-10K Tape Dispenser

User Manual



ASG EZ-10K Tape Dispenser

User Manual

ASG #66148

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Read Before Use

The safety guidelines in this instruction manual must be observed in order to prevent injury to the operator or damage to the machine.

The safety guidelines designated **Warning** and **Caution** describe possible injury or damage that may be suffered from operating or maintaining the machine other than as described in this manual.

Read and follow the safety precautions carefully before reading the rest of the manual.

Definition of Warning and Caution Symbols



WARNING

WARNING: Indicates a potentially hazardous situation which if not avoided, could result in death or serious injury.



CAUTION

CAUTION: Indicates that mishandling may result in danger and that the operator is at risk of injury, or the machine is at risk of damage.



Indicates Caution: A symbol within the triangle, or the description, will indicate a specific hazard.



Prohibited Action: A symbol within the circle, or with a diagonal stroke, will indicate prohibited action.



Required Action: A symbol within the circle, or the description, will indicate the required action.

Warnings and Cautions



WARNING



Do not plug in, unplug the cord, or operate the machine with wet hands. Failure to observe this may result in injury due to electric shock.



Never insert your finger, or any other body part, or any foreign object into the machine. Failure to observe this may result in injury.



Keep hair or loose clothing away from the machine while it is operating. Failure to observe this may result in injury.



This machine is intended for industrial use only. Do not allow untrained operators or children to operate the machine. Failure to observe this may result in injury.



Turn off the power switch and unplug the machine prior to replacing the blade unit or performing any maintenance on the machine. Failure to observe this may result in serious injury.



Do not use this machine for anything other than its specified applications. Use of the machine for any unintended applications can cause injury to the operator or failure of the machine.



CAUTION



Always install and operate the machine on a flat, stable surface. Dropping the machine may cause injury to the operator or failure of the machine.



Do not expose the machine to water or other liquids. Do not install or use the machine where it may come into contact with water or other liquids. Exposure to water or other liquids can cause injury due to electric shock or failure of the machine.



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Warnings and Cautions (Continued)



Never modify or disassemble the machine. This can cause injury or failure of the machine.



Always hold the plug when plugging in or unplugging the machine. Never pull on the cord. Pulling on the cord can result in electric shock.

Never place a foreign object in the machine. This can cause failure of the machine.



An operator's presence is required whenever the machine is in operation. Turn the machine off and unplug the cord when the operator is not present. Failure to observe this can result in injury.

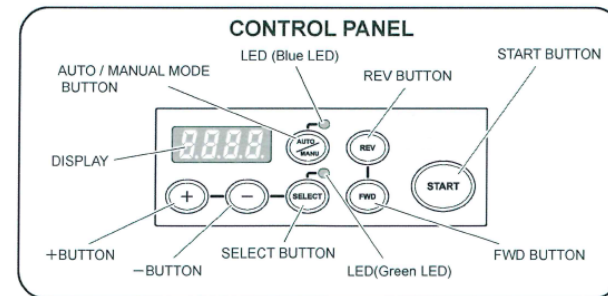
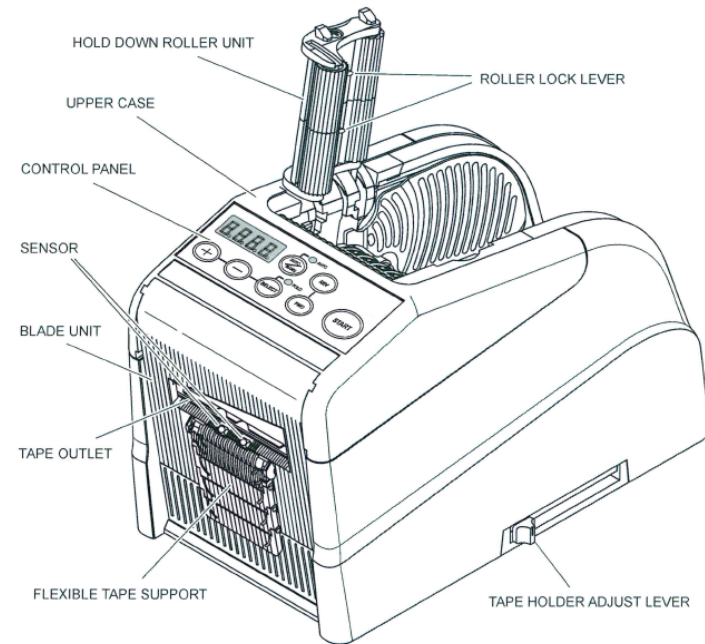
Do not cut or damage the power cord. A cut or damaged cord can result in electric shock, a short circuit, or possible fire hazard.



Make sure the cord is connected properly to the electrical outlet as well as the receptacle on the back of the machine. A loose connection can result in high heat or fire.

Do not use the machine in areas where moisture is present, high temperatures exist, or a high content of dust or dirt is present.

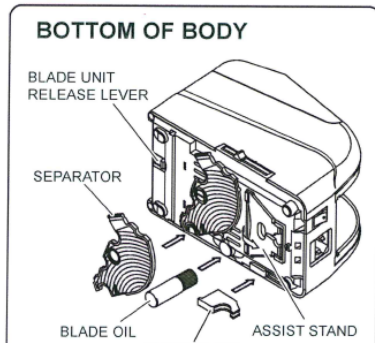
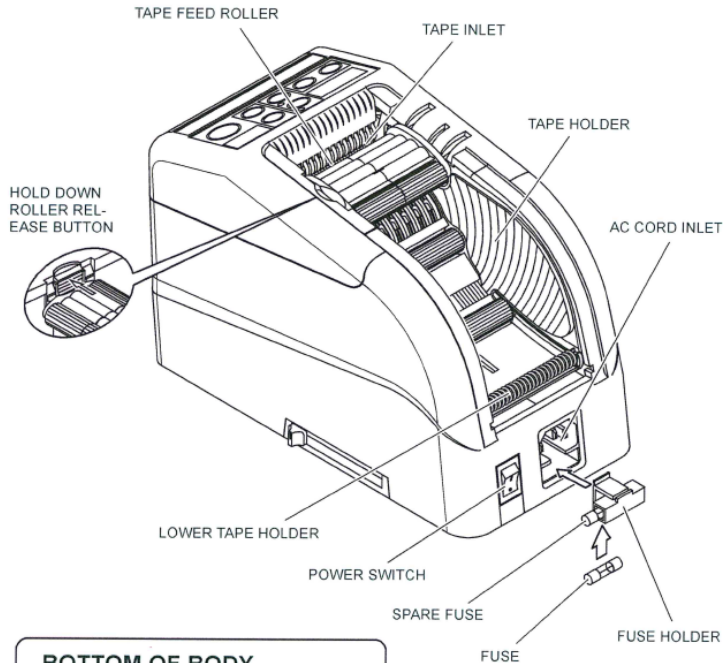
Identification of Parts





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Identification of Parts (Continued)



Loading the Tape

Plug the **A/C CORD** into the **A/C CORD INLET**.
Make sure the **POWER SWITCH** is off, then plug into an appropriate grounded A/C outlet.

Turn the **POWER SWITCH** on.

When the **POWER SWITCH** is turned on, a buzzer will sound. At this moment, the mode is set to **MANUAL**.

Press the **HOLD DOWN ROLLER RELEASE BUTTON**.

Place a roll of tape into the machine.

Adjust the **TAPE HOLDERS** to position the roll of tape in the center of the cavity by sliding the **TAPE HOLDER ADJUSTING LEVER** back and forth. Pull the **LOWER HOLDER** out to support a larger roll.

Put the edge of the tape on the **FEED ROLLER** and press the **FWD BUTTON** until the tape comes out of the **TAPE OUTLET** in front of the machine.

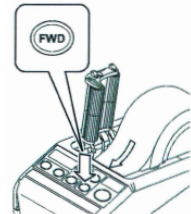
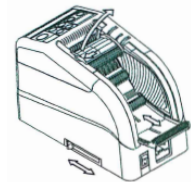
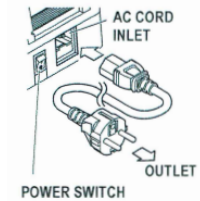
Close the **HOLD DOWN ROLLERS**.

Press the **START BUTTON**, remove the first piece of tape and discard it.

CAUTION: Always use tweezers to remove short pieces of tape. Only feed tape with the adhesive side down.

Make sure the adhesive side of tape is always facing down.

To remove the tape from the machine press the **REV BUTTON** and remove the roll from the cavity.





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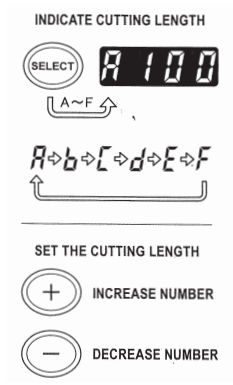
Setting the Length

Make sure the DISPLAY is showing the cutting length. The length will be a letter: A, b, C, d, E, F and three digits.

Set the desired length by pressing the +/- **BUTTONS** to increase or decrease the length. The cutting length is adjustable between 5mm and 999mm. The length is adjusted in 1mm increments, or hold the button to fast forward. The length can vary depending on the type of tape used.

You can set six different lengths by using the **SELECT BUTTON**.

CAUTION: The actual length may differ from the displayed length depending on the type of tape and its condition.



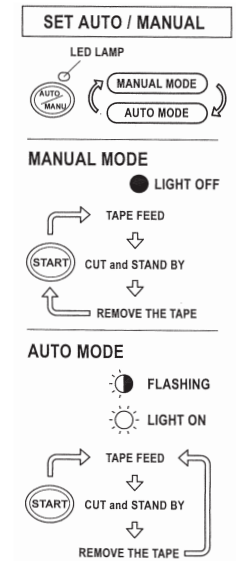
Setting the Mode

For **MANUAL** mode the blue LED should be off. If the blue LED is illuminated or flashing, press the **AUTO/MANUAL BUTTON** to turn it off.

Push the **START BUTTON**, the machine will cut 1 piece of tape. Remove it and press the **START BUTTON** to cut another piece of tape.

For **AUTO** mode the blue LED will be flashing or on. If the blue LED light is off, press the **AUTO/MANUAL** button to turn it on.

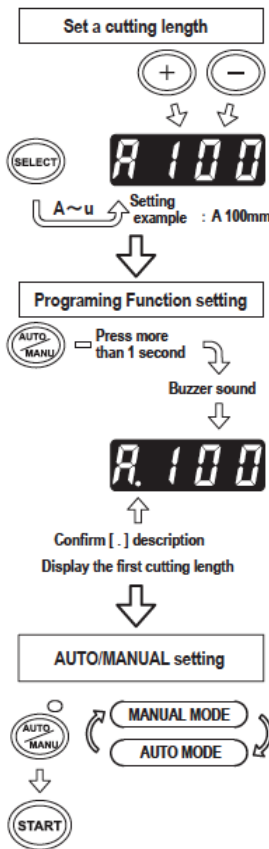
Press the **START BUTTON** to cut a piece of tape. Remove the piece of tape and the machine will automatically cut another piece each time you remove the cut piece.



Programming Function

Function that cuts the material registered from A to F accordingly. As refer to the following figure, operation will keep working. This function may apply every mode.

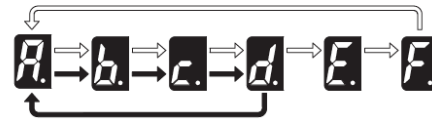
- Please follow the instruction on page 4.
- Set the cutting length from A to F as you prefer.
- Please set the cutting length in ZERO for between B to F if not necessary. Then skip the position registered with ZERO accordingly and operate repeatedly.
- Apply the cutting length to your first cutting.
- Press AUTO/MANUAL BUTTON more than 1 second. Then [.] will appear on the lower right of Alphabet.
- Press AUTO/MANUAL button and select AUTO MODE or MANUAL MODE.
- Press START BUTTON and tape is ready to take.
 - When setting MANUAL MODE, the next cutting length will be displayed.
 - When setting AUTO MODE, the next cutting tape is ready to take with displaying the cutting length.
- When discontinuing Program Function, please press AUTO/MANUAL BUTTON longer and make sure that [.] is eliminated



Programming Function (Continued)

Operating Example

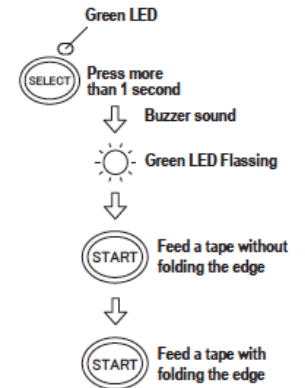
- ⇒ in the case of 6 different cut length setting
- in the case of zero setting for E. F.



Folding Mode

This mode is to fold the tape edge. This mode can be used with other function.

- Press SELECT BUTTON more than 1 second. Green LED will be flashing if pressing SELECT BUTTON more than 1 second. If setting is completed and press START BUTTON, a piece of tape with folding the edge as set the cutting length will be ready to take after pressing START BUTTON again.
- Set other mode as depends on your requirement.
- In the case of folding mode, minimum cutting length is 15mm. The folding length is fixed by 7mm.
- When canceling folding mode, please press SELECT BUTTON more than 1 second. Please make sure that green LED is off.





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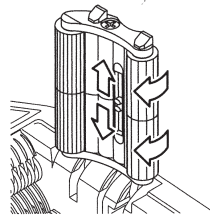
How To Manage Curling Tape

Press the **HOLD DOWN ROLLER RELEASE BUTTON**.

Push the **ROLLER LOCK LEVERS** away from the center to lock the rear rollers.

Close the **HOLD DOWN ROLLER UNIT**.

With the rollers locked, the length may vary. Cut several test pieces to confirm the proper tape length. Adjust if needed.



Using Narrow Tape or Two Rolls at the Same Time

If the tape is less than 25mm or 1" wide, or if you want to dispense two rolls of tape at the same time you will need to install the **SEPARATOR**. Put the **GUIDE PLATE** on the **SEPARATOR** if cutting less than 10mm wide tape.

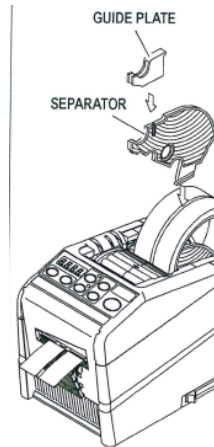
Remove the **SEPARATOR** from the bottom of the body.

Open the **HOLD DOWN ROLLER UNIT**.

Insert the **SEPARATOR** into the slot in the bottom of the cavity.

If using tape less than 10 mm wide, put the **GUIDE PLATE** onto the **SEPARATOR**

Place one roll of the tape on either side by inserting a **SEPARATOR** for loading tape.



Using Narrow Tape or Two Rolls at the Same Time (Continued)

To hold the tape by adjusting **TAPE HOLDERS**, it is unnecessary to push the **SEPARATOR** out of position.

When dispensing two rolls of tape at the same time, it is a must to feed in both of its length at the same time.

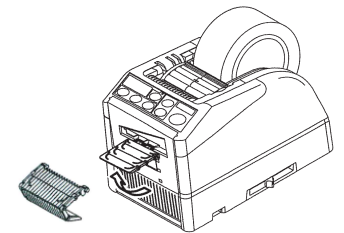
Remove the first piece of tape.

When the second piece of the tape is removed, both side of tape are also dispensed.

Other Functions

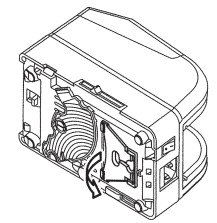
FLEXIBLE TAPE SUPPORT

When cutting longer lengths of tape or a non-adhesive product, fold the **FLEXIBLE TAPE SUPPORT** away from the body to avoid having the tape fall down and stick to the body.



ASSIST STAND

Fold the **ASSIST STAND** away from the bottom of the machine to lift the back when cutting longer lengths of tape to help prevent the tape from sticking to the front of the machine.





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Replacing the Blade Unit

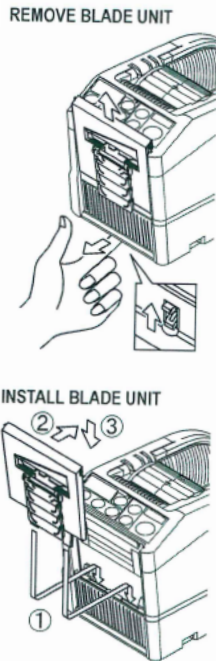
Individual blades cannot be replaced. The **BLADE UNIT** must be replaced as a complete assembly.

TURN THE POWER SWITCH OFF.

Remove the **BLADE UNIT** by pressing the **BLADE RELEASE LEVER** under the front edge of the body. You may need to lift the **BLADE UNIT** while pressing the lever.

Install the new **BLADE UNIT** into the body.

Push down on the housing firmly until it is locked. Make sure the lower blade is positioned properly. Turn the **BLADE UNIT** over and take a look at the bottom edge of the lower blade.



Maintenance

! WHENEVER YOU CLEAN OR REPLACE THE BLADE UNIT, DO NOT TOUCH THE SHARP EDGE OF THE BLADES.

CLEANING THE BLADE UNIT

When cutting tape with heavy adhesive, residue will gradually build up on the blade.

Turn the **POWER SWITCH** off.

Remove **BLADE UNIT** by releasing the **BLADE UNIT RELEASE LEVER**.

Put alcohol on a clean cloth or swab to remove the residue.

Replace the **BLADE UNIT**.

LUBRICATE THE BLADE

Lubricate the blade in order to prevent residue sticking on the blade.

Turn the **POWER SWITCH** off.

Remove the **BLADE UNIT** from the body.

Locate three oil holes on the back side of the top blade.

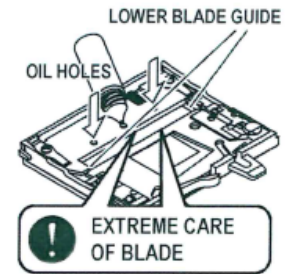
Drip one drop of **BLADE OIL** into each hole.

Also lubricate **LOWER BLADE GUIDE**.

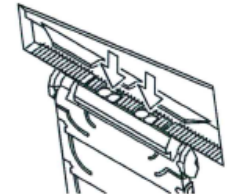
Do not lubricate over and over again. Wipe the spare oil away by using cotton cloth.

Replace the **BLADE UNIT** into the body.

Turn the **POWER SWITCH** on. Make several test cuts in order to make sure the tape will not fall down from the **TAPE OUTLET**.



BE CAREFUL TO HANDLE THE SENSORS





Maintenance (Continued)

CLEAN THE SENSORS

SENSORS are located just below the **TAPE OUTLET**. If the openings are covered with tape residue or other debris, the **SENSORS** will not detect the presence of the tape. Always keep the area around the **SENSORS** clean. To protect the **SENSOR**, clean the openings after removing the **BLADE UNIT**.

CLEAN THE ROLLER

When tape glue is found, please refer to page 9 and 10 and follow the procedure for cleaning the inside of the machine.

CLEAN THE BODY

Clean the body with mild detergent on a damp cloth. **DO NOT USE** alcohol or solvents to clean plastic parts.

Tape Jams

1. When operating by manual mode, tape doesn't dispense properly even when pressing **START BUTTON**.
2. When operating by auto mode, the next tape doesn't dispense even after taking a piece of tape.
3. Tape doesn't dispense even if you hear the sound of motor working

Please take the following procedure when you find the problems as mentioned above.

Open **HOLD DOWN ROLLER UNIT**.

While pressing **REV BUTTON**, please pull the tape out backward.

Remove **BLADE UNIT** after switching off and removing power cord from the machine.

Then check the inside of the machine and remove something if you find some waste of tapes on the **ROLLERS** or **BLADE UNIT**.

Install **BLADE UNIT** into the body.

Connect **POWER CORD** to machine and switch on.

Take a proper procedure and set your tape accordingly. In the operation procedure as mentioned above, please take the following steps if you can't pull a tape from machine.

Open **UPPER CASE**: Pull Upper Case backward (2mm). Lift **UPPER CASE** up while pulling it.

Connect **POWER CORD** to machine and switch on. (When opening **UPPER CASE**, operating board for folding function can move only for operation check.)



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Tape Jams (Continued)

Press **FOLDING OPERATION CHECK SWITCH** more than 1 sec. (Stop automatically to the maximum tape outlet position.)

Remove the waste of tape jammed by using tweezers.

Press **FOLDING OPERATION CHECK SWITCH** once again more than 1 sec. (Stop automatically to the original position.)

Close **UPPER CASE** and install **BLADE UNIT** into the body.

Take a proper procedure and set your tape accordingly.

Error Messages

The buzzer will sound and the message will flash on the **DISPLAY**.

E-02 BLADE IS OUT OF POSITION

This will be seen when either the blade is not installed correctly or the tape is too thick or hard for the machine.

TURN THE POWER SWITCH OFF.

Remove the **BLADE UNIT** by pressing the **BLADE RELEASING LEVER**.

Turn the **POWER SWITCH** on.

Press the **FWD BUTTON** to feed the tape once. Cut the tape in between the **TAPE OUTLET** and the **BLADE UNIT** with scissors or a knife.

Press the **REV BUTTON** to remove the tape.

Clean the **BLADE UNIT** and lubricate the **LOWER BLADE GUIDE**.

Check the position of the lower blade and replace the **BLADE UNIT**.



POWER SWITCH IS OFF



REMOVE BLADE UNIT



POWER SWITCH IS ON



CLEAR THE ERROR



FEED THE TAPE



REMOVE THE TAPE



CLEAR THE BLADE



SET THE TAPE

Error Messages (Continued)

E-03 MOTOR IS STOPPED

Indicates that the motor is stopped because of overload.

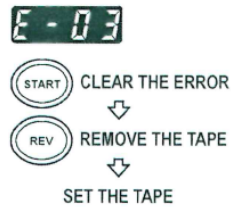
Press the **START BUTTON** to clear the error message.

Press the **REV BUTTON** to remove the tape.

Turn the **POWER SWITCH** off.

Check the **BLADE UNIT** and **TAPE OUTLET** carefully.

Clear and take away the spare tape waste or sticky residue by using tweezers. (Clean **ROLLER UNIT** as depends on the condition.)



Error Messages (Continued)

E-04 Motor Position Error for Folding Function

This is likely to happen when motor is overloaded and stopped. Press the **REV BUTTON** to remove the tape.

Remove **BLADE UNIT**.

Switch off and remove **POWER CORD** from the machine. (When tape is jammed, please refer to "Tap Jams" on page 9 and open **UPPER CASE**.)

Push **POWER CORD** into machine and switch on. (In the case of opening **UPPER CASE**, **FOLDING OPERATION CHECK SWITCH** is only moved.)

Press **FOLDING OPERATION CHECK SWITCH** more than 1 sec. (Stop automatically to the maximum tape outlet position.) Remove the waste of tape jammed by using tweezers.

Press **FOLDING OPERATION CHECK SWITCH** once again more than 1 sec. (Stop automatically to the original position.)

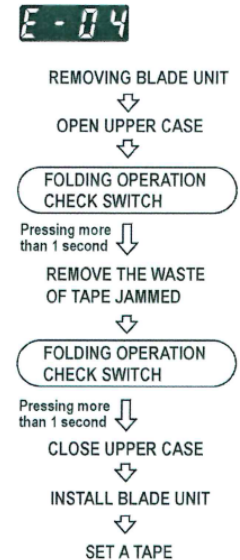
Close **UPPER CASE**. (Operating board turns on electricity and resumes operating.)

Pull your tape backward while pressing **REV BUTTON**.

Install **BLADE UNIT** into the body.

Take a proper procedure and set your tape accordingly.

- ⚠ Do not touch the Blade when you are correcting an error under **POWER SWITCH** is on.
- ⚠ Turn off the **POWER SWITCH** and stop using the machine. If the machine cannot work normally after correcting the error. It seems that nothing wrong without any error messages.
- ⚠ Do not use the tape if static electricity generates over 1000V. It may cause failure to the machine.








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Troubleshooting

-  NEVER USE A BLADE OR A SHARP TOOL WHEN REMOVING JAMMED TAPE.
-  DO NOT TOUCH THE BLADE WHEN CORRECTING AN ERROR WHEN THE POWER SWITCH IS ON.
-  IF THE ERRORS PERSIST, TURN THE POWER SWITCH OFF AND TOP USING THE MACHINE. CONTACT ASG FOR SERVICE.

Before returning the machine to ASG, please check the following:

Problem	Reason	Resolution
The POWER SWITCH is on but the machine does not run	The AC CORD is loose.	Check the AC CORD then plug it firmly into the outlet.
	The FUSE is blown.	Replace the FUSE . Stop using the machine immediately if the FUSE is blown again after replacement.
After removing a piece of tape, the next piece does not feed in AUTO mode	Debris is covering the SENSORS .	Remove the debris.
	The tape is not feeding across the SENSORS .	Use the separator when the tape width is less than 25mm.
	The tape does not reflect well.	Do not use under bright lights. Some tape may not be able to be used in AUTO mode.
E-02 is displayed after installing the BLADE UNIT	The BLADE UNIT is not attached correctly.	Refer to E-02 Error Message on page 10 and re-install the BLADE UNIT .
The length of the tape is different from the set length	The adhesive is too strong or the tape is too elastic and stretches.	Correct the setting after making several test cuts.
Digital is not displayed	UPPER CASE may not be closed properly.	Close UPPER CASE properly.

-  If the machine will still not operate properly, stop using it and contact ASG for a service order to send it in for repairs.

Specifications

Power Requirements	100-240 VAC
Input Voltage Range	±5%
Wattage	25W
Dimensions	4.6 x 5.8 x 8.7 in. (116 x 148 x 222mm)
Weight	4.0lb (1.83 kg)
Body Material	ABS
Tape Length	5-999mm (Folding Function OFF), 15-999mm (Folding Function ON)
Tape Width	6-60mm
Feeding Speed	220mm/sec (using craft tape)
Max. Outside Diameter of Roll	300mm
Accessories	Power Cord, 2A Fuse (Built-In Inlet), Separator, Guide Plate, Blade Oil

Please note: The specifications are subject to change without prior notice. The length of nay tape may differ from the set length depending upon the type of the tape or its condition. Some types of tape may not be applicable for use with the machine.

Warranty

ASG warrants to the original purchaser buying an ASG Tape Dispenser with the intention of user rather than resale, for a period of 6 months, that ASG will replace those items found to be defective or otherwise fail to conform, or at ASG's option, repay the price paid for the item. The buyer's remedies with respect to any item found to be defective or otherwise not conforming shall be limited EXCLUSIVELY to the right of replacement or repayment. In no event shall ASG be liable for any incidental special or consequential damages or for damages in the nature of penalties. **DISCLAIMER: Seller makes no other warranty whatever, expressed or implied, and all implied warranties of merchantability and fitness for a particular purpose are disclaimed and excluded from this transaction and shall not apply to the goods sold hereunder.**

Parts such as cutting blades and rollers are considered wear parts and are not covered under warranty.