

Operating Manual Model BP500 and BP500 IJ Tape Dispenser



Meets UL and CE Electrical and Safety Standards

BETTER PACKAGES[®]

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BP P/N: MAN-500-OPR

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SAFETY PRECAUTIONS

Must read before operating or servicing equipment.

Always unplug the machine before performing any maintenance or repair. Line voltage may be present even with the power switch in the OFF position.

- This machine is designed for sealing cartons with water activated paper tape. Any other use will void all warranties and any responsibilities or liability of Better Packages, Inc.
- Read all Safety Precautions and Operating Instructions before powering on and using the machine.
- Any operation, repair or servicing of this machine must be performed by properly trained personnel.
- In the event of malfunction or breakdown, grounding provides a low resistance path for electric current to reduce the risk of electrical shock. This machine is equipped with an electric cord having an equipped-grounding conductor and grounding plug. The plug must be plugged into a matching outlet that is properly installed and grounded in accordance with local codes and ordinances.
- Before connecting the machine to the power mains, verify that the electrical ratings of the machine match the electrical supply intended for connection, otherwise do not connect. If the correct power is not available, contact the reseller.
- The electrical safety of this machine is guaranteed only when it is correctly connected to a grounded electrical system as prescribed by the present electrical safety rules.
- Before maintenance or repair, disconnect the power cords from the electrical supply and protect the cables from any possible accidental connection carried out by unauthorized personnel.
- Keep the machine away from children and personnel who are not authorized or adequately instructed in the use of the machine.

TECHNICAL DATA

Size:	18"L x 12"W x 12.5"H
Dispensing Speed:	Up to 45" per second
Water Bottle Capacity:	34 oz.
Tape Width:	Up to 1 ½" to 3"
Maximum Roll Size:	7" diameter roll
Tape Length Dispensed:	4" to 90"
Shipping Weight:	30 lbs.
Power Requirements:	BP500: 115 VAC, 60 Hz, 4.0 Amps BP500M: 220 VAC, 50 Hz, 2.0 Amps

All specifications subject to change without notice.

UNPACKING BP500

When unpacking your new Better Packages electric machine, check to make sure you have the following items before discarding the packing material:

- Water Bottle
- Water Tank and Brush
- Upper Tape Plate
- Power Cord

Note: The upper tape plate is held in position by tape. The tape must be removed prior to the operation of the machine.

UNPACKING BP500 IJ

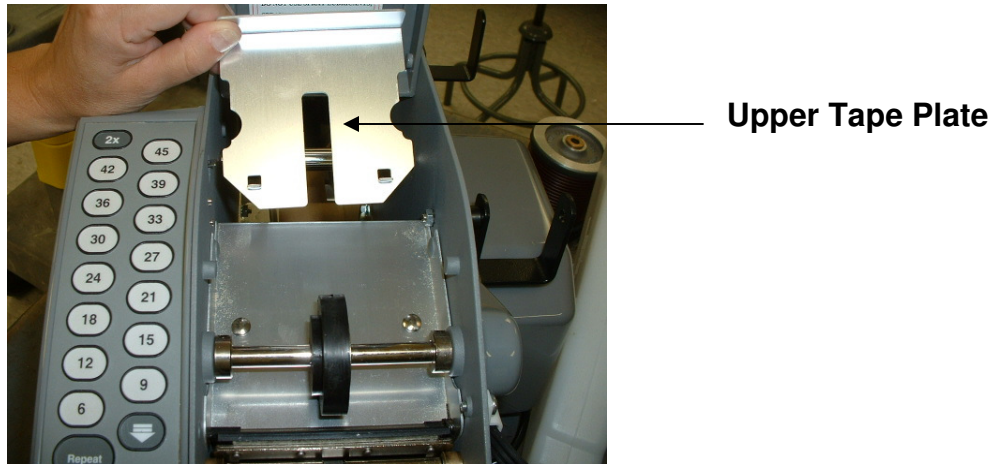
When unpacking your new Better Packages electric machine, check to make sure you have the following items before discarding the packing material:

- Water Bottle
- Water Tank and Brush
- Upper Tape Plate
- Power Cord
- Cord at the back of the dispenser. The cord is for the optional ink jet printer.

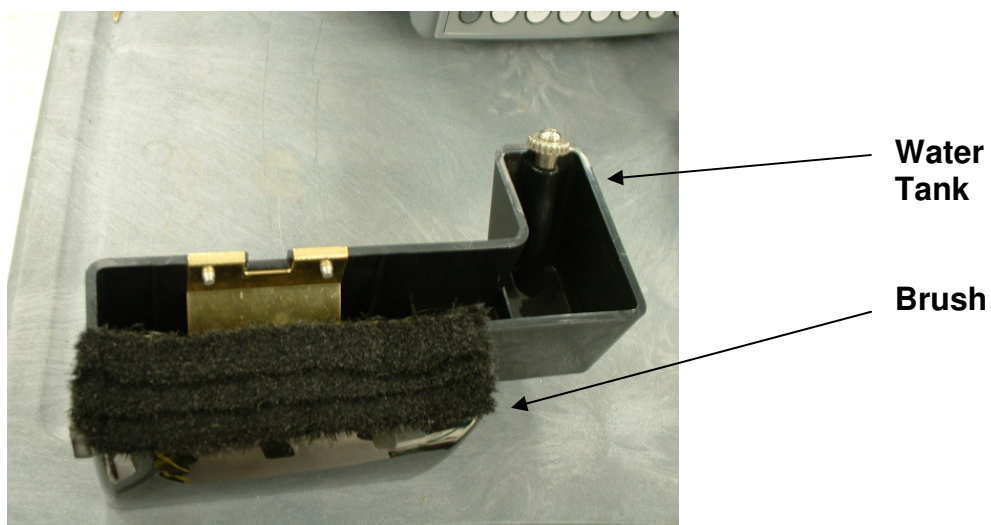
Note: The upper tape plate is held in position by tape. The tape must be removed prior to the operation of the machine.

PREPARING THE MACHINE FOR OPERATION

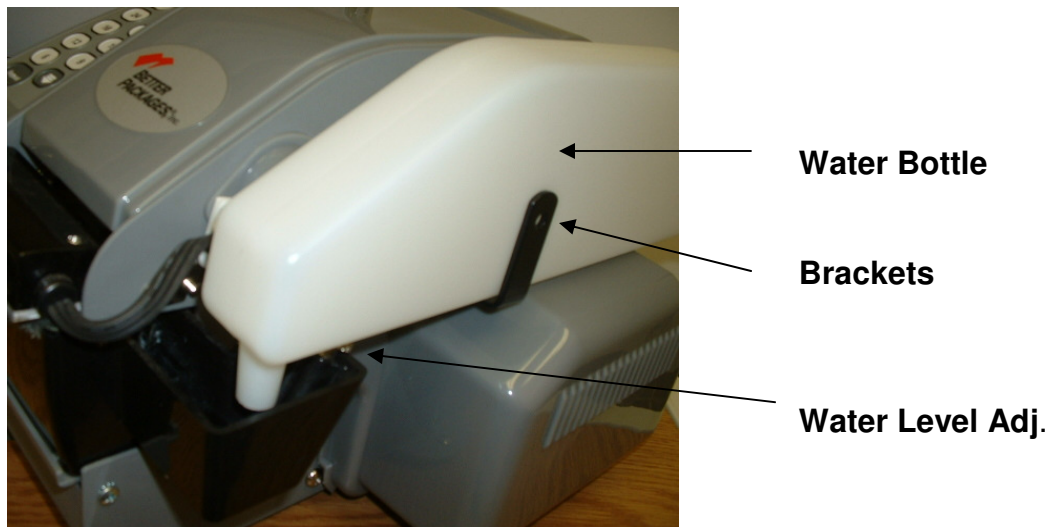
1. If the upper tape plate has been dislodged in shipping, it must be replaced. It will fit directly under the feedwheel mechanism as shown below.



2. **Remove tank and brushes.** Wash brushes thoroughly in warm water and soap, or mild detergent. Replace brushes in water tank. Note the brushes are beveled. Replace them in tank, being sure each brush is positioned with the high side toward the front of the tank. Replace tank and brushes in the machine.



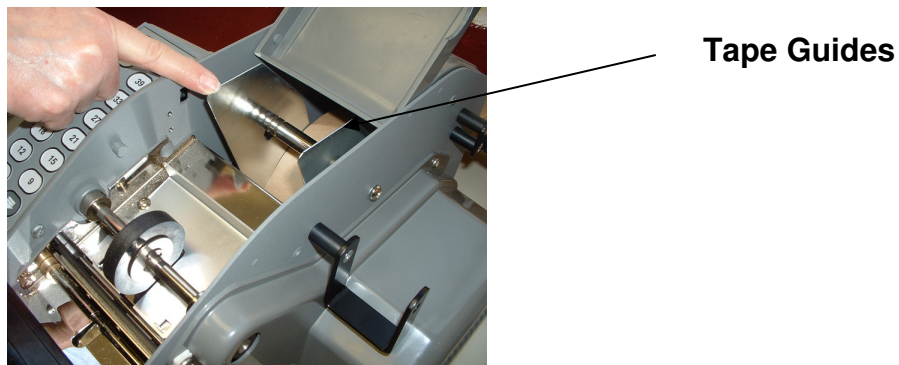
3. **Fill bottle with water** and place bottle on brackets on the side of machine. The spout of the tank will fit into tank reservoir.



The amount of water required for proper moistening of different grades and types of tape will differ. Heavier adhesives or reinforced tapes will normally require a high water level. Lighter tapes require less water and a lower level.

The water level is controlled by an adjusting knob on the water tank. Loosen or tighten the knob depending on the level of water you desire.

4. **Adjust roll guides** inside rear of machine to proper width of tape



The tape roll guides should be properly set for the width of the tape being dispensed. The roll of tape should be center in the basket area and the roll guides adjusted loosely by lifting them and setting them on the desired pre-cut areas.

5. **Loading Tape:** (wound adhesive side in) Lift the rear cover and place the roll of tape in the basket area so that the strip unwinds off the rear of the roll as the leading end is brought up toward the front of the machine. Be sure the tape is brought over the upper roller and fed toward the front of the machine. Close the rear cover and open the front cover and proceed to feed the tape under the tape guide. When the tape can go no further, you have properly loaded the tape.



Insert roll in basket



Feed tape over roller



Feed tape under upper plate

6. **Electrical Connection**

- a. Plug machine into 115 volt 60 Hz current only.

WARNING

FOR YOUR SAFETY all the metal parts of this machine are electrically grounded through a 3-wire power supply cord and a 3-prong grounding type plug which must be plugged into a 3-wire grounded type receptacle.

If you are not sure the electrical system in your building is properly grounded, call a licensed electrician.

- b. When all connections have been made, turn on the power switch at the left side of the machine. The pilot light will light, indicating the machine is ready for operation.

7. Adjustable Moistening

To give the most efficient moistening for all kinds of tapes, your machine is equipped with an adjustable water level and adjustable weights on the thermostatically controlled heater and pressure plate assembly.

Increasing the height of the water level increases the amount of water applied to the tape.

Increasing the weight on the top heater and pressure plate assembly spreads the water evenly on the tape. The weights (3 in number) are attached to the front end of the top heater and pressure plate assembly and held in place by 2 screws. To remove, loosen the screws slightly and lift out the weights as required. Lightest pressure is with all weights removed. Maximum pressure is with all weights in place.

For example, certain paper tapes have adhesives which normally require somewhat less water for best moistening results. With such tapes very little weight is required and all weights at front of pressure plate and top heater assembly are generally removed. Other tapes requiring slightly more water usually work best with medium weight pressure. Only one or two weights should be at the front of the top heater and pressure plate assembly.

Other tapes may have as much as two or three times the amount of adhesive to be moistened.

8. Top Heater Settings

Finding the correct setting for the tape you are using is a matter of simple testing. Turn the adjustment knob (clockwise) to the highest setting, then back off slightly to the lowest temperature setting that best meets your needs.



OPERATING INSTRUCTIONS

Be sure the power cord is properly inserted into the back of the machine and it is plugged into the proper electrical outlet

Turn the machine on with the on/off button on the left front of the machine. A pilot light will come on when unit is powered up.

The machine will not operate if the front cover is open. There is a safety interlock switch that will only engage when the front cover is closed.



Cord Connection



On/Off Switch



Interlock Switch

1. After following the setting-up instructions and adjusting the machine for correct water level, pressure plate weight and top heater temperature, load machine with tape (as noted on page 10) and you will be ready to operate the machine.
2. To feed the tape, just lightly touch the “button” for the length of tape you wish to dispense. Only light momentary pressure is needed on the dispensing “button”. The “button” controls an individual switch which resets when the proper length of tape is dispensed.
3. This machine has the ability to dispense lengths of tape from 4 inches to 45 inches long. Just lightly touch the keypad for your desired length.
4. To double the length of your desired tape length, simply press the 2X on the keypad and then the number on the keypad you wish to double. For example, if you desire a 90 inch piece of tape, press the 2X keypad number and the 45 keypad number and a 90 inch piece of tape will be dispensed.
5. To “Repeat” your previous length of tape, simply lightly press the “Repeat” on the keypad and the same length of tape will be dispensed. This can be performed continuously until a new number is pressed on the keypad.

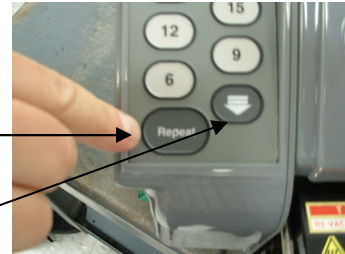
6. To dispense a “Random” length of tape, press the “Random” keypad with the “arrow” and hold your finger with slight pressure and a length of tape will be dispensed as long as you are pressing the “arrow” keypad. The maximum length of tape in the “random” feature is 120 inches. This key is at the right front of the keypad



2X Key

Repeat Key

Random Key



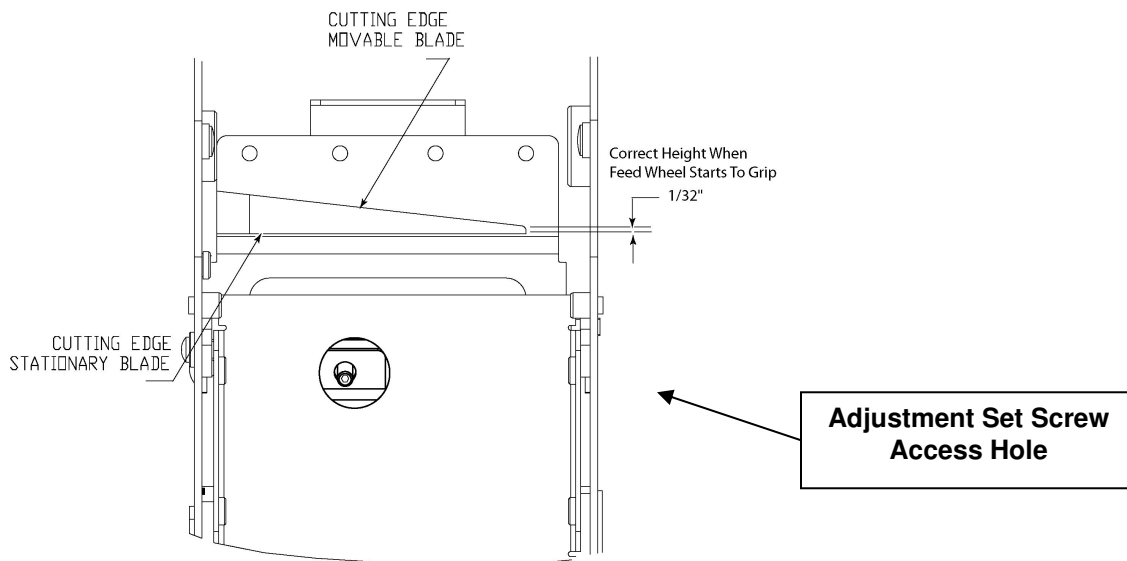
Feed Wheel / Blade Height Adjustment

Purpose: This adjustment is to insure that the movable shear blade is raised out of the path of the tape before the feed wheels engage and feed the tape forward. Additionally, the adjustment sets gripping force between the upper and lower feed wheels so the tape does not slip. If the feed wheel slips on the tape, a shorter than normal piece of tape is produced.

Tools needed: **3/32"** Hex Screw Driver or Allen Wrench

Procedure

1. Unplug the power cord from the back of the machine.
2. Open the top cover and remove the roll of tape, slide tape guides out of the way and locate the adjustment set screw access hole in the in the plate (Vertical Tie Plate) at the front of the tape basket area. The set screw is located about 2-1/4" in front of the access hole and can be hard to see. See figure below.
3. Insert a **3/32" Allen wrench** through the access hole in the Vertical Tie Plate into the adjustment set screw.
- 3a If tape slips at feed wheel and does not feed properly (short tape pieces), turn the set screw clockwise $\frac{1}{2}$ turn.
- 3b If tape hits blade, turn the set screw counter-clockwise $\frac{1}{2}$ turn to raise the blade.
Note: The first indication of tape hitting the blade is a bent corner at the left side of the leading edge of the tape.
4. Place the roll of tape back and dispense a piece of tape, repeat steps 1-3 if tape hits the blade or slips and produces short tape piece.



RECOMMENDED MAINTENANCE

Clean Brushes

Clean the brushes on a weekly basis or when adhesive build-up effects proper moistening of the tape. The adhesive can prevent sufficient and even water flow to the tape causing poor moistening of the tape. Regular cleaning will extend the life of the brushes and ensure that adhesive build-up will not cause performance to deteriorate.

Procedure:

1. Unplug power from the machine! Remove the water bottle and water tank. **Caution: Heater may stay hot for a period of time after machine is off.**
2. Remove the brushes from the tank and remove any dried adhesive from the tank and brush. Note how brushes are set into the tank as they must be reset properly.
3. Wash the brushes with warm water and soap.
4. Place the brushes back into the water tank. It is extremely important that they are positioned correctly. Brushes must be sloped toward the front of the dispenser in order to work properly. The top of the brushes are cut on an angle. Shorter brushes go in the back. The longer length bristles must be toward the front of the machine (tank).

Notice: Installing the brushes in backwards will cause excessive tape jams. Never cut the brushes tips to remove adhesive as they are cut at a specific angle and flagged to facilitate proper moistening and cutting will most likely cause poor performance.

Cleaning the Shear Blades

When using reinforced tapes laminated with adhesive or resin, this material can accumulate on the blades and interfere with the cutting of the tape. Even paper tape with no reinforcement can cause an accumulation of dust and adhesive on the blades. Use a small brush and a suitable solvent to remove accumulation. Never scrap the cutting edge with a hard object because the blade may become dull and need replacement.

Warning: Be sure the dispenser is unplugged before performing and cleaning procedures.

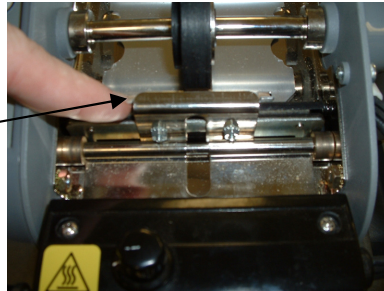
General Machine Cleaning

The feed wheel pushes tape through the machine. Obstructions such as dirt or dried adhesive can divert the tape and cause it to jam. Periodical cleaning of the tape path will reduce tape jams.

Procedure

1. Remove the upper tape plate that sets on the tape. Pull tape off from the lower tape plate if it hasn't already been removed. Clean any dirt and adhesive from the upper and lower tape plates.
2. Lift the heater up and clean the bottom of it. Under the heater is a plate that the tape rides over. Lift the heater and clean between the plates.
3. With fingers, lift blade to clear any tape jam that may have obstructed the cutting area. As you lift the blade, simply remove any tape that was jammed in the tape path. Caution: blade is very sharp, keep finger clear of blade edge.

Lift blade and remove any tape jam



Lubrication

1. All vital moving parts of this machine have oil retaining porous bushings and should NOT require additional oil for the average life of the machine.
2. **FEED WHEEL SHAFT:** Do **NOT** oil this shaft! Oil can creep in through the bearings and effect internal parts.

Better Packages, Inc. Warranty Information

The manufacturer warrants each new Better Packages machine and accessory to be free from defects in material and workmanship under normal and proper use. Its obligation under this warranty being limited to replacing or repairing any defective parts within the time period indicated for the specific model after delivery (at the company's discretion) to the customer. Wearable parts such as shear blades, water bottles and caps, water brushes and motor brushes are not covered under the warranty. Machines used for any reason not intended by the manufacturer will not be considered for warranty protection.

The company will replace or repair (at the company's discretion) any defective parts within the warranty period, on a no-charge basis. The Authorized Distributor/Service Center will furnish, without charge, within the time period indicated for the specific model, necessary labor to service the machine.

If customer wishes, they may forward any machine listed below with authorization from Better Packages or an Authorized Distributor/Service Center for warranty service. Any item shipped for warranty service must be shipped in the original factory carton and properly packed with the original protective packaging inserts or a secure carton that will properly protect the unit during transit. Units received improperly packed are subject to costs associated with damage caused during transit. These costs will be the responsibility of the customer. All associated shipping or freight costs related to items shipped for service are the sole responsibility of the customer.

For service under this warranty, call or write your nearest Better Packages Distributor/Service Center or Better Packages, Inc. Ansonia, CT at 800-237-9151 (US only) or (203) 926-3700. To locate your local Authorized Distributor/Service Center, visit www.betterpackages.com. Transportation charges on machines or parts returned to Better Packages for service must be prepaid by the customer. Customers will be responsible for freight expenses on parts or machines returned to them.

Better Packages' ship-to address is: 4 Hershey Drive
Ansonia, Connecticut 06401

Product Warranty*

Model	Parts	Labor
Better Pack [®] 755e Series	2 Years	6 Months
Better Pack [®] 555e Series	2 Years	6 Months
Better Pack [®] 500 Series	2 Years	6 Months
Better Pack [®] 333 Series	2 Years	6 Months
TapeShooter [®] 404	2 Years	6 Months
Packer [®] 3S	2 Years	6 Months
Better Pack [®] PS2A	1 Year	6 Months

***When servicing a Better Packages product, genuine Better Packages replacement parts should be used. Any other parts used will void all existing warranties along with UL, CE and CSA certifications and may create a safety hazard.**

This warranty statement dated May 1, 2014 supersedes all other prior published statements.