Read all Safety Information Before Using this Product
Model 611 Operator’s Guide Revision History

The original (preliminary) issue and subsequent revision are identified as follows:


This manual was originally issued in December, 1998 (Rev. A). Change pages are listed below:

<table>
<thead>
<tr>
<th>Title Page</th>
<th>10/99</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rev. History</td>
<td>10/99</td>
</tr>
<tr>
<td>1-3</td>
<td>8/99</td>
</tr>
<tr>
<td>1-4</td>
<td>10/99</td>
</tr>
<tr>
<td>1-25</td>
<td>8/99</td>
</tr>
<tr>
<td>1-27</td>
<td>10/99</td>
</tr>
</tbody>
</table>
Important Safety Instructions

Intended Use

The 3M™ Tattle-Tape™ Application System Model 611 is designed to dispense 3M Brand Tattle-Tape R2 strips. Individual strips are obtained through the use of a specially designed applicator. The applicator, with the attached strip, is then used to place the strip between the pages of a book. Only 3M Brand Tattle-Tape R2 strips and applicators are to be used with the Model 611. The use of other materials could lead to poor performance and unsafe conditions.

Warning Labels

<table>
<thead>
<tr>
<th>WARNING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hazard of personal injury or equipment damage.</strong></td>
</tr>
<tr>
<td>Working inside the dispenser with the power ON may result in personal injury or damage to the equipment if, for example, an item is dropped into the dispenser.</td>
</tr>
<tr>
<td>Never remove the dispenser cover with the ON/OFF switch turned ON and the power cord connected.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WARNING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Possibility of stand tipping over.</strong></td>
</tr>
<tr>
<td>Do not stack books on the table of the dispenser stand.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WARNING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Possibility of stand tipping over.</strong></td>
</tr>
<tr>
<td>The applicator and stand should not be moved with books stacked on the table of the dispenser stand.</td>
</tr>
</tbody>
</table>
## Important Safety Instructions (Cont.)

### WARNING

**Possibility of unsafe operation.**

The customer must provide extension cords for operating the Model 611 Tattle-Tape Application System.

To ensure safe system operation, any extension cords used must meet local safety standards.

---

### Caution Labels

#### Caution

**Possible personal injury or damage.**

The stand weighs 55 lbs [24,9 kg]. There is a small drop between the container and the floor. Dropping the stand onto the floor when you remove it from the container may hurt your feet, if they are in the way, or may damage the stand.

Keep your feet clear while removing the stand.

#### Caution

**Possibility of strip cuts.**

When handling a single strip, be careful to avoid cutting your hand.

#### Caution

**Possible personal injury.**

The dispenser weighs 38 lbs [17,2 kg]. Attempting to lift the dispenser out of the box by yourself may cause personal injury.

To avoid any possibility of injury, use two people to lift a replacement dispenser out of its box and insert in, or remove from, the stand.
Important Safety Instructions (Cont.)

⚠️ Caution

Possible personal injury and equipment damage.

**Attempting to change the fuse without unplugging the dispenser may cause personal injury. Inserting the fuse holder in the incorrect direction could blow the fuse.**

To avoid any possibility of injury, unplug the power before attempting to change the fuse. To avoid blowing the fuse, insert the fuse holder in the correct direction. For continued protection against risk of fire, replace only with same type and rating of fuse.

⚠️ Caution

Possible personal injury.

A person’s finger may be pinched if inserted into the machine opening on the top with the machine on and plugged into an AC outlet.

To avoid any possibility of injury, do not insert any finger into the top of the machine opening when the machine is on and plugged into an AC outlet.

⚠️ Caution

Possible personal injury.

Fingers may be pinched if inserted between either moving parts or solenoid actuating plate with the machine on and plugged into an AC outlet.

To avoid any possibility of injury, do not insert any finger between metal parts or solenoid actuating plate when the machine is on and plugged into an AC outlet.

⚠️ CAUTION

Hot surface.
Do not touch.
Important Safety Instructions (Cont.)

⚠️ CAUTION

Possible personal injury and equipment damage.

Attempting to change the fuse without unplugging the dispenser may cause personal injury. Inserting the fuse holder in the incorrect direction could blow the fuse.

To avoid any possibility of injury, unplug the power before attempting to change the fuse. To avoid blowing the fuse, insert the fuse holder in the correct direction. For continued protection against risk of fire, replace only with same type and rating of fuse.

⚠️ CAUTION

Possible personal injury.

A person’s finger may be pinched if inserted into the machine opening on the top with the machine on and plugged into an AC outlet.

To avoid any possibility of injury, do not insert any finger into the top of the machine opening when the machine is on and plugged into an AC outlet.

Possible personal injury.

Fingers may be pinched if inserted between either moving parts or solenoid actuating plate with the machine on and plugged into an AC outlet.

To avoid any possibility of injury, do not insert any finger between metal parts or solenoid actuating plate when the machine is on and plugged into an AC outlet.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:
(1) This device may not cause harmful interference, and
(2) this device must accept any interference received, including interference that may cause undesired operation.

This Class A digital apparatus also meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe A respecte toutes les exigences du Règlement sur le materiel brouilleur du Canada.
FCC/Industry Canada Compliance/European Directives

**FCC Radio Frequency Rules and Regulations**

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

**Industry Canada Radio Frequency Rules and Regulations**

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe A respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

**European Directives**

This unit is CE marked and in compliance with the European directives:
- 89/336/EEC
- 72/23/EEC
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Section 1

3M™ Tattle-Tape™ Application System Model 611

About the Application System

The 3M Model 611 Tattle-Tape application system allows you to rapidly apply Tattle-Tape strips to library books.

It’s simple to use and easy to set up.

This operator’s guide tells you how to set up the application system and how to use it to apply Tattle-Tape R2 strips.

Unpacking Dispenser (Stand and Machine)

The dispenser and its stand are shipped to you in two containers.

Unpack the stand:

1. Open the larger container.
Caution

Possible personal injury or damage.
The stand weighs 55 lbs (24.9 kg). Dropping the stand onto the floor when you unpack it may hurt your feet, if they are in the way, or may damage the stand.
Keep your feet clear while unpacking the stand.

2. Remove the stand from the container.

Unpack the dispenser:

1. Open the smaller container.

Caution

Possible personal injury.
The dispenser weighs 38 lbs [17.2 kg]. Attempting to lift the dispenser out of the box by yourself may cause personal injury.
To avoid any possibility of injury, use two people to lift a replacement dispenser out of its box and to insert in, or remove from, the stand.

2. With a second person, lift the dispenser from the bottom of the shipping container and place it into the stand.
   - The back of the dispenser, the side with the on/off switch and power input receptacle, should be opposite the side of the stand with the doors.
3. Check that a Model 611 Operator Kit was shipped with the applicator:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicator paddles</td>
<td>4</td>
</tr>
<tr>
<td>Roll of tape</td>
<td>1</td>
</tr>
<tr>
<td>Tweezer</td>
<td>1</td>
</tr>
<tr>
<td>Marking log sheet</td>
<td>1</td>
</tr>
</tbody>
</table>

4. Check that the following machine spare parts were shipped with the applicator:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue springs</td>
<td>2</td>
</tr>
<tr>
<td>Blue pins</td>
<td>2</td>
</tr>
</tbody>
</table>

5. Retain the container and packing for returning the dispenser.

To order additional Model 611 Operator Kits and rolls of tape, use the following part numbers:

<table>
<thead>
<tr>
<th>Item</th>
<th>Stock Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model 611 Operator Kit (1)</td>
<td>78-8113-6466-6</td>
</tr>
<tr>
<td>Roll of tape (1)</td>
<td>70-0160-5555-3</td>
</tr>
</tbody>
</table>

If an item is missing, or to order any additional items, call 3M Library Systems at 1-800-328-0067 and press Service Menu option 1, Service Call option 1, and Model 611 Service Call option 1.

Outside the U.S., contact the local 3M office.
Loading Roll of Strips

The dispenser is shipped to you empty. Before you can use the dispenser, you must load a roll of strips:

⚠️ Caution

Possibility of strip cuts.
When handling a single strip, be careful to avoid cutting your hand.

1. Unpack a roll of Tattle-Tape R2 strips (ordered separately, see Machine Specifications, page 1-27). A takeup roll core and a roll of tape are included with the roll of strips.

⚠️ WARNING

Possibility of unsafe operation.
The customer must provide extension cords for operating the Model 611 Tattle-Tape application system.
To ensure safe system operation, any extension cords used must meet local safety standards.

2. Leave the power cord disconnected until told to plug it in (step 15). If you are reloading strips, and have not unplugged the power cord, unplug it now.

⚠️ WARNING

Hazard of personal injury or equipment damage.
Working inside the dispenser with the power ON may result in personal injury or damage to the equipment if, for example, an item is dropped into the dispenser.
Never remove the dispenser cover with the ON/OFF switch turned ON and the power cord connected.
3. Remove the dispenser cover (pull up to remove).

4. If the peel plate bar is up, move the peel plate bar down:
   a. Grab the two blue peel plate knobs through the access holes cut in the front and back of the left side of the dispenser.
   b. Pull the blue peel plate knobs straight out and lower the knobs until the knobs cannot move down further (the peel plate is no longer visible).
5. Remove the tape from the supply roll end and keep the tape. The tape is used in step 11.

6. With the leader coming from the bottom of the roll, place the roll in the large opening on the right side of the unit.

7. Remove the takeup roll on the left side of the unit:
   a. Rotate the blue lever on the left front side of the dispenser from right to left.
      • Moving the lever to the left position pulls the locking pin out of the takeup roll. The takeup roll can be removed without holding the blue lever.
   b. Pull the takeup roll towards the front of the dispenser, then lift out the takeup roll from the machine.
   c. Place the takeup roll to one side.
8. Pull up the leader to form a loop in it, as shown in the graphic.

9. Thread the leader from the roll through the dispenser. Slide the leader over the first roller, on top of the plate, and under the roller in the center of the plate.

10. Position the takeup roll so that the end with the single large hole faces the front of the unit.

11. Using the tape removed from the roll of strips, tape the leader to the takeup roll core as shown in the graphic. Do not wind more than one-quarter turn onto the takeup roll.

12. Replace the takeup roll:
   a. Make sure that the blue lever is in the left position.
   b. In the dispenser, position the takeup roll using the locating pins.
   c. Rotate the blue lever on the left front side of the dispenser from left to right.
d. Take up excess slack by rotating the roll of strips counter-clockwise, then rotate the roll of strips clockwise 1/4 turn to leave some slack in the plastic liner.

13. Raise the peel plate:
   a. Standing on the left side of the dispenser, hold the two blue peel plate knobs through the access holes provided in the front and back of the dispenser.

   **Note**
   **TO RAISE THE PEEL PLATE, DO NOT PULL THE BLUE PEEL PLATE KNOBS OUT.** To lower the peel plate, it is necessary to pull the blue peel plate knobs out.

   b. When looking from the left side of the machine, raise the blue peel plate knobs until the knobs lock in place.
c. Don’t force the plate up. You should see the peel plate rising in a gap.

14. Replace the dispenser cover. Make sure that the cover is seated properly and approximately even with the top of the stand.
   • The cover has an interlock to prevent operating the machine with the cover off. If the cover is not positioned properly, the motor will operate but the machine will not apply strips to the paddle.

15. Plug in the power cord and switch on the dispenser using the switch on the back of the machine (1=ON).
   The green light on the dispenser cover lights up. The dispenser motor buzzes and advances until a strip is in position.

16. Wait until the motor stops. The dispenser is now ready for you to use.

17. To raise the book table, pull up the table surface until the latches under the table lock into place.

   **Note**
   To lower the book table, raise latches with both hands. The table folds down.

---

**Inserting Strips in Books**

You use the applicator paddle provided with the dispenser to insert strips in your books. The edge of this paddle is coated with tape. The tape holds the strip for pasting into the book.

---

### WARNING

**Possibility of stand tipping over.**

Do not stack books on the table of the dispenser stand.

Before starting to insert strips in your books, verify the tape is clean (no dirt, tears, or nicks). If the tape is damaged, see Troubleshooting on page 1-22 for tape replacement instructions.

Check that the edge of the applicator paddle is straight, see Troubleshooting on page 1-21.

   If the pages have a single image across both pages, change to a different page.

   **Caution**

   **Possible personal injury.**

   A person’s finger may be pinched if inserted into the machine opening on the top with the machine on and plugged into an AC outlet.

   To avoid any possibility of injury, do not insert any finger into the top of the machine opening when the machine is on and plugged into an AC outlet.

2. Put the paddle in the center of the slot in the top of the dispenser.

   a. Release the paddle. This will help avoid improper strip placement.

   The dispenser applies a strip to the paddle with an audible thump. The paddle is held up until it is removed from the machine. If you put a paddle into the machine, do not leave it there for any length of time.

3. After you hear the thump, remove the paddle.

   The strip should be lying flat along the edge of the paddle, aligned with the paddle edge.

4. If the strip is kinked or bent, remove and discard the strip. Repeat steps 2 and 3.
5. If the strip fails to stick to the paddle or jams in the machine, see Troubleshooting on page 1-21 for strip removal instructions.

6. To adhere the strip to the book:
   a. With the strip facing up, push the paddle edge firmly into the book gutter.
   b. Move the paddle over onto the opposite page.
   c. Pull the paddle up quickly.

   The strip should stick firmly to the page of the book. The strip should also be parallel to the gutter of the book.

7. If the strip is kinked or bent, remove the strip and discard. Change to a different page and repeat steps 2 through 6c.

8. Close the book. Repeat steps 1 through 8 for each book.

Moving Dispenser

Avoid stacking books on the table and dispenser stand.

---

**WARNING**

**Possibility of stand tipping over.**

The applicator and stand should not be moved with books stacked on the table of the dispenser stand.
Replacing Roll of Strips

When you use the last strip on a roll, the dispenser automatically winds the end of the strip plastic liner onto the takeup roll and stops.

To replace a roll:

**WARNING**

**Hazard of personal injury or equipment damage.**

Working inside the dispenser with the power ON may result in personal injury or damage to the equipment if, for example, an item is dropped into the dispenser.

Never remove the dispenser cover with the ON/OFF switch turned ON and the power cord connected.

1. Switch OFF the dispenser and unplug the power cord. The green light on the top of the dispenser turns off.

2. Lift off the top cover and remove the used roll of strips core from the machine. Discard the used core.
3. Remove the used takeup roll:
   a. Rotate the blue lever on the left front side of the dispenser from right to left.
      • Moving the lever to the left position pulls the locking pin out of the takeup roll. The takeup roll can be removed without holding the blue lever.
   b. Pull the takeup roll towards the front of the dispenser, then lift out the takeup roll from the machine.

4. Remove the metal end caps from the used takeup core:
   a. Hold the takeup roll with the liner and rock one end cap back and forth until the end cap comes out of the roll core.
   b. Repeat step a to remove the other end cap.
   c. Discard the used takeup core and liner.
      • A new takeup core is included with the new roll of R2 strips.

5. Install both end caps on the new takeup core. For easy installation, rotate the end cap clockwise as you push the end cap into the core.

6. Replace the roll using the instructions in “Loading Roll of Strips” on page 1-4.
Strip Count

The Model 611 includes a counter that keeps track of the number of strips dispensed. This counter can be used to record the number of strips inserted into books.

To determine the total number of strips dispensed:

1. With the machine on, remove the top cover.

2. Read the count on the LCD towards the back of the machine.

Returning Dispenser

When you are finished using a Tattle-Tape Application System, you need to return the dispenser to 3M. The stand is to be kept by the library. This stand can be used to move books, etc. within the library.

1. If you are finished putting strips in your books:
   a. Repackage the dispenser in the original container.
   b. Refer to “Where to Get Help” on page 1-25 for the number to call for assistance.
Replacing Dispenser

If you are shipped a replacement dispenser, you need to install the replacement dispenser:

⚠️ Caution

Possible personal injury.

The dispenser weighs 38 lbs [17.2 kg]. Attempting to lift the dispenser out of the box by yourself may cause personal injury.

To avoid any possibility of injury, use two people to lift a replacement dispenser out of its box and to insert in, or remove from, the stand.

1. With a second person, remove the existing dispenser from the stand and set aside.

2. Open the replacement dispenser container.

3. With a second person, lift the replacement dispenser out of the container.

4. Carefully lower the replacement dispenser onto the stand.

5. Pack the existing dispenser into the container and call 3M Library Systems Customer Service for shipping instructions at 1-800-328-0067 and press option 2. Outside the U.S., contact the local 3M office.
If you encounter problems during dispenser operation, identify the problem using the information provided below and use the defined solution, or call (refer to “Where to Get Help” on page 1-25).

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
</table>
| Dispenser does not work when switch is turned on. | Check if power cord is plugged in and plug in, if needed. If the machine still does not work with the cord plugged in and the switch turned on, check:  
  • Strips are not feeding  
  • A strip is jammed under the separator  
  • The green light does not come on  
  1. Turn off the machine and disconnect the power plug.  
  2. Remove the top cover.  
  3. Pull out the blue peel plate knobs and completely lower the peel plate bar.  
  4. Do not remove the roll of strips. Instead, rotate the supply roll of strips to take up all the slack in the roll.  
  5. Check the strip feeding area for loose strips and remove any you find.  
  6. Loosen the takeup roll, pull back a small amount of the liner, and check for loose strips on the supply roll liner. Remove any loose strips.  
  7. Raise the peel plate bar. **DO NOT PULL THE BLUE PEEL PLATE KNOBS OUT WHEN RAISING THE PEEL PLATE.**  
| Strips are not feeding:                       |                                                                         |
| Strip does feed after paddle is removed.      |                                                                         |

---

3M ™ Tattle-Tape ™ Application System Model 611

Troubleshooting

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<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dispenser does not work when switch is turned on (contd.).</strong></td>
<td>1. Turn off and unplug the application system.</td>
</tr>
<tr>
<td>A strip is jammed under the separator:</td>
<td>2. Remove the top cover.</td>
</tr>
<tr>
<td></td>
<td>3. Pull out the blue peel plate knobs and completely lower the peel plate bar.</td>
</tr>
<tr>
<td></td>
<td>4. Loosen the takeup roll and unwind a small amount of strip liner.</td>
</tr>
<tr>
<td></td>
<td>5. Rotate the supply roll counterclockwise to take up the strip liner, until you can see the beginning of the strips.</td>
</tr>
<tr>
<td></td>
<td>6. On both the front and the back of the machine, remove the blue clip and the blue spring closest to the takeup reel from the separator.</td>
</tr>
<tr>
<td></td>
<td>To prevent losing the blue spring, hold the blue spring while removing the blue clip.</td>
</tr>
<tr>
<td></td>
<td>7. Grasp the front and back sides of the separator and lift up, being careful of wires. Check the underside of the separator for strips and debris.</td>
</tr>
<tr>
<td>Problem</td>
<td>Solution</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Dispenser does not work when switch is turned on (contd.).</td>
<td>8. Carefully place the separator upside down on the top of the applicator (see figure).</td>
</tr>
<tr>
<td>A strip is jammed under the separator (contd.):</td>
<td>9. Check the top surface of the strip clamping area for any strips and debris.</td>
</tr>
<tr>
<td></td>
<td>10. With the strip clamping area clean, align the pins and replace the separator assembly. Gently move the separator until it slides down into place.</td>
</tr>
<tr>
<td></td>
<td>11. On the front and back of the machine, install a blue spring and a blue clip on the pins closest to the takeup reel. Use the blue springs and clips that were removed in step 6.</td>
</tr>
<tr>
<td>Problem</td>
<td>Solution</td>
</tr>
<tr>
<td>--------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Dispenser does not work when switch is turned on (contd.).</td>
<td>12. Grasp the front and back of the separator. Lift slightly to verify that the separator can freely move up and down a small distance.</td>
</tr>
<tr>
<td>A strip is jammed under the separator (contd.):</td>
<td>13. Raise the peel plate bar.</td>
</tr>
<tr>
<td></td>
<td><strong>DO NOT PULL THE BLUE PEEL PLATE KNOBS OUT WHEN RAISING THE PEEL PLATE.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Caution

Possible personal injury and equipment damage.

Attempting to change the fuse without unplugging the dispenser may cause personal injury. Inserting the fuse holder in the incorrect direction could blow the fuse.

To avoid any possibility of injury, unplug the power before attempting to change the fuse. To avoid blowing the fuse, insert the fuse holder in the correct direction. For continued protection against risk of fire, replace only with same type and rating of fuse.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
</table>
| Dispenser does not work when switch is turned on (contd.). The green light does not come on: | 1. Turn off the machine and disconnect the power plug from the machine.  
2. Using a small, straight-edge screwdriver, remove the fuse holder located below the power plug connection on the back of the machine.  
3. Check the fuses, and if necessary, replace with a 6.3 Amp fuse.  
4. Reinstall the fuse holder. Be sure to replace the fuse holder in the direction that matches the AC voltage in your building. |

### Table of Problems and Solutions

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispenser fails to operate when the paddle is slid into the dispenser.</td>
<td>Making sure the paddle is centered in the dispenser slot, slide the paddle into the dispenser again.</td>
</tr>
</tbody>
</table>
## Caution

### Possible personal injury.

A person’s finger may be pinched if inserted into the machine opening on the top with the machine on and plugged into an AC outlet. To avoid any possibility of injury, do not insert any finger into the top of the machine opening when the machine is on and plugged into an AC outlet.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strip does not stick to the paddle when the paddle is put into the dispenser, even though the dispenser makes a thumping sound.</td>
<td>Put the paddle into dispenser again. If no strip sticks to the paddle:</td>
</tr>
<tr>
<td></td>
<td>1. Check the tape for dirt or damage and replace as needed.</td>
</tr>
<tr>
<td></td>
<td>2. Check the dispenser for jammed strips and, if present, remove with tweezer provided with system.</td>
</tr>
<tr>
<td>Strip is jammed inside dispenser.</td>
<td>Remove with tweezer provided with system.</td>
</tr>
<tr>
<td>Strips stay inside dispenser or do not stick consistently to the paddle.</td>
<td>Check the paddle for a bent corner. If a corner is bent or worn, replace the paddle.</td>
</tr>
<tr>
<td>Problem</td>
<td>Solution</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Strip does not release correctly from paddle when applied to a book (tape replacement).</td>
<td>Check that the tape on the paddle is still in good condition.</td>
</tr>
<tr>
<td></td>
<td>1. If the tape is nicked, peeling, or dirty, replace the tape. A roll of tape comes with the dispenser and with each roll of R2 strips.</td>
</tr>
<tr>
<td></td>
<td>2. Strip off the old tape and make sure the paddle edge is completely clean (no dust or sticky tape remnants). Be careful not to bend the metal edge.</td>
</tr>
<tr>
<td></td>
<td>3. Lay down a new layer of tape as shown in the graphic and fold over edge. Smooth out any air bubbles.</td>
</tr>
</tbody>
</table>

Check out the book pages. The composition of some book pages is such that the strips do not adhere to the pages. You may have to use B2 strips instead.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dispenser does not operate when switch is on and green light is on.</td>
<td>Make sure that the top cover is seated properly and approximately even with the top of the stand.</td>
</tr>
<tr>
<td></td>
<td>The cover has an interlock to prevent operating the machine with the cover off. If the cover is not positioned properly, the motor will operate but the machine will not apply strips to the paddle.</td>
</tr>
<tr>
<td>Problem</td>
<td>Solution</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>Strips do not stick consistently to the paddle but stick to the fixed jaw.</td>
<td>1. Turn machine off and remove top cover.</td>
</tr>
<tr>
<td>Note</td>
<td>2. If the outside edge of the fixed jaw face is blue, rotate the fixed jaw face. If the outside edge of fixed jaw face is red go to step 5:</td>
</tr>
<tr>
<td>Both the top and bottom edges of the fixed jaw can apply strips to the paddle. When the fixed jaw is new, it is installed with the blue edge towards the front of the machine.</td>
<td>a. Push down on the two blue levers that lock the fixed jaw face in place. The levers will stay in the down position.</td>
</tr>
<tr>
<td>When the bottom edge wears out, the fixed jaw face can be rotated 180° and installed with the red edge towards the front of the machine.</td>
<td>b. Using the back of the tweezers, push the fixed jaw face towards the front of the machine. At the same time, grasp the jaw face in the front of the machine and pull.</td>
</tr>
<tr>
<td>Be careful to avoid bending the fixed jaw face.</td>
<td></td>
</tr>
</tbody>
</table>
### Problem
Strips do not stick consistently to the paddle but stick to the fixed jaw (contd.).

**Note**
Both the top and bottom edges of the fixed jaw can apply strips to the paddle. When the fixed jaw is new, it is installed with the blue edge towards the front of the machine.

When the bottom edge wears out, the fixed jaw face can be rotated 180° and installed with the red edge towards the front of the machine.

### Solution

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>c.</td>
<td>Rotate the fixed jaw face 180° so that the top edge is moved to the bottom. The serial number on the back of the jaw face will now be upside down.</td>
</tr>
<tr>
<td>d.</td>
<td>With the unused application surface on the bottom or with a new fixed jaw face, slide the fixed jaw face into the slots in the jaw face holder.</td>
</tr>
</tbody>
</table>

**Note**
Be careful to avoid bending the fixed jaw face and to avoid damaging the strips.

The ends of the jaw face should be even with the ends of the jaw face holder.

e. Pull up on the two blue levers to lock the fixed jaw face in place. The levers will stay in the up position.

3. Remove any damaged or bent strips from the jaws of the separator.

4. Put the top cover on and turn the machine on.

5. If the outside edge of the fixed jaw face is red, both top and bottom edges have been used.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Push down on the two blue levers that lock the fixed jaw face in place. The levers will stay in the down position.</td>
</tr>
<tr>
<td>b.</td>
<td>Using the back of the tweezers, push the fixed jaw face towards the front of the machine. At the same time, grasp the jaw face in the front of the machine and pull.</td>
</tr>
<tr>
<td>c.</td>
<td>Locate the spare replaceable jaw on the supply roll side of the machine.</td>
</tr>
</tbody>
</table>
Problem

Solution

d. Bend down the two metal tabs that hold the jaw into position and remove jaw.

e. With the red edge of the fixed jaws facing the back of the machine, slide the fixed jaw into the slots in the jaw face holder.

Note

Be careful to avoid bending the fixed jaw face and to avoid damaging the strips.
The ends of the jaw face should be even with the ends of the jaw face holder.

f. Pull up on the two blue levers to lock the fixed jaw face in place. The levers will stay in the up position.

6. Remove any damaged or bent strips from the jaws of the separator.

7. Put the top cover on and turn the machine on.

8. Call 3M Library Systems Technical Service for instructions at 1-800-328-0067 and press Service Menu option 1, Service Call option 1, Model 611 Service Call option 1. Outside the U.S., contact the local 3M office. Request a spare replaceable fixed jaw.

Where to Get Help

For assistance, phone 3M Library Systems at 1-800-328-0067 - for Customer Service, press option 2; for Technical Service, press Service Menu option 1, Service Call option 1, Model 611 Service Call option 1.

Outside the U.S., contact the local 3M office.
The 3M Model 611 Tattle-Tape Application System specifications are:

**Dispenser**
- Height to main surface: 8 inches [203 mm]
- Height to slot surface: 8.4 inches [213 mm]
- Width: 17.4 inches [441 mm]
- Depth: 16.25 inches [413 mm]
- Net Dispenser Weight: 38 lbs [17,2 kg]

**Stand**
- Height to tray: 36.6 inches [930 mm]
- Height to dispenser shelf: 28.4 inches [721 mm]
- Width with trays down: 19.25 inches [488 mm]
- Width with trays up: 49.8 inches [1,26 m]
- Depth: 16.25 inches [413 mm]
- Net Stand Weight: 55 lbs [24,9 kg]
Shipping Dimensions (Dispenser)

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height</td>
<td>13 inches [330 mm]</td>
</tr>
<tr>
<td>Width</td>
<td>21.75 inches [552 mm]</td>
</tr>
<tr>
<td>Depth</td>
<td>22 inches [558 mm]</td>
</tr>
<tr>
<td>Shipping Weight</td>
<td>55 lbs [24.9 kg]</td>
</tr>
</tbody>
</table>

Shipping Dimensions (Stand)

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height</td>
<td>41.5 inches [1,05m]</td>
</tr>
<tr>
<td>Width</td>
<td>30 inches [762 mm]</td>
</tr>
<tr>
<td>Depth</td>
<td>23.75 inches [603 mm]</td>
</tr>
<tr>
<td>Shipping Weight</td>
<td>75 lbs [34 kg]</td>
</tr>
</tbody>
</table>

Strips

<table>
<thead>
<tr>
<th>Specification</th>
<th>7500</th>
<th>2500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of strips in roll</td>
<td>7500</td>
<td>2500</td>
</tr>
<tr>
<td>Roll of Strips Part Number</td>
<td>75-0500-1734-4</td>
<td>75-0500-4060-1</td>
</tr>
<tr>
<td>Shipping Weight</td>
<td>9 lbs [4.05 Kg]</td>
<td>5 lbs [2.3 Kg]</td>
</tr>
<tr>
<td>Roll Weight</td>
<td>7 lbs [3.15 Kg]</td>
<td>3 lbs [1.4 Kg]</td>
</tr>
</tbody>
</table>

A roll of tape and a takeup roll core are shipped with each roll of strips.

**Note**

Store strips at 50°F to 90°F (10°C to 32°C) and at 20% to 70% Relative Humidity. Rotate stock.

Electrical Requirements

<table>
<thead>
<tr>
<th>Specification</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voltage</td>
<td>100 – 120 VAC</td>
</tr>
<tr>
<td>Fuse</td>
<td>6.3 Amp</td>
</tr>
<tr>
<td>Power Consumption</td>
<td>710 Watts</td>
</tr>
</tbody>
</table>

**Note**

Customer must provide extension cords and appropriate receptacles for dispenser operation.

Operating Conditions

<table>
<thead>
<tr>
<th>Specification</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temperature</td>
<td>65°F to 90°F (18°C to 32°C)</td>
</tr>
<tr>
<td>Relative Humidity (without condensation)</td>
<td>30% to 90%</td>
</tr>
</tbody>
</table>