

Service Instructions

3M

IIV

Water Activated Tape Dispenser Manual Version W100

Serial No.

For reference, record dispenser serial number here.



3M Industrial Adhesives and Tapes 3M Center, Building 220-5E-06 St. Paul, MN 55144-1000



Important Safety Information

BEFORE INSTALLING OR OPERATING THIS EQUIPMENT Read, understand, and follow all safety and operating instructions.

Spare Parts

It is recommended you immediately order the spare parts listed in the "Spare Parts/Service Information" section.
These parts are expected to wear through normal use, and should be kept on hand to minimize production delays.

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This instruction manual covers safety aspects, handling and transport, storage, unpacking, preparation, installation, operation, adjustments, maintenance, troubleshooting, repair work and servicing plus parts list of the 3MTM Water Activated Tape Dispenser (Manual Version), Type 11100.

3M Industrial Adhesives and Tapes 3M Center, Building 220-5E-06 St. Paul, MN 55144-1000

Edition October 2011

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The manufacturer reserves the right to change the product at any time without notice.

To Our Customers:

This is the 3M[™] / Scotch[®] equipment you ordered. It has been set up and tested in the factory with Scotch[®] tapes. If technical assistance or replacement parts are needed, call:

Help line:

1-800-328-1390

Spare Parts:

1-800-344-9883 3M Tape Dispenser Parts

Amery, WI 54001-1325:

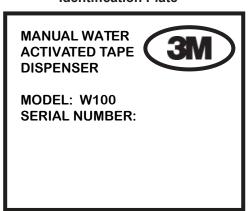
241 Venture Drive

Included with each dispenser is an Instructions and Parts List manual.

Replacement Parts and Additional Manuals

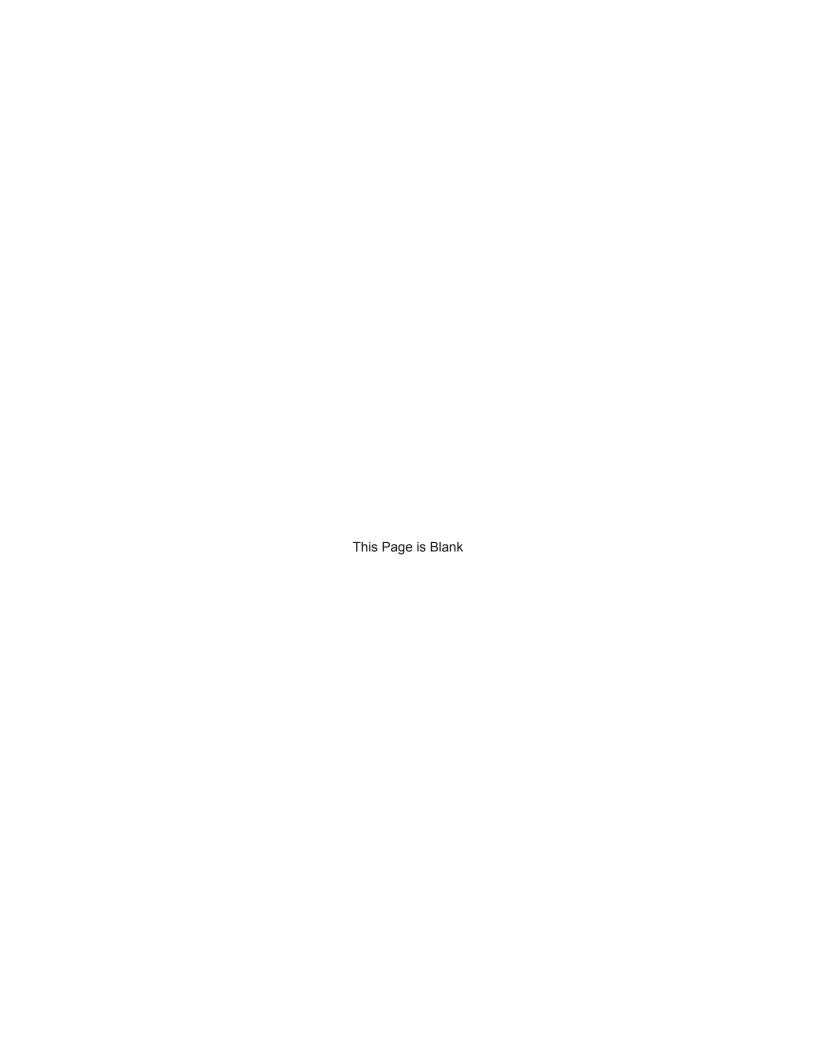
Order parts by part number, part description, and quantity required. When ordering parts or additional manuals, include model/dispenser name, dispenser type, and serial number that are located on the identification plate (For example: Water Activated Tape Dispenser (manual version) - Type 11100 - Serial Number 13282).

Identification Plate





3M Industrial Adhesives and Tapes 3M Center, Building 220-5E-06 St. Paul, MN 55144-1000



Order parts by part number, part description, and quantity required. Also, when ordering parts or additional manuals, include model/dispenser name, dispenser type, and serial number that are located on the identification plate.



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TABLE OF CONTENTS - Water Activated Tape Dispenser (manual version) - Type 11100

Instruction Manual

W	ater A	ctivated Tape Dispenser (manual version)	Page		
		er Page			
		acement Parts and Service Informatione of Contents			
		nyms and Abbreviations			
1.	Introd	luction			
	1.1	Manufacturing Specifications / Description / Intended Use	1		
2.	Gene	eral Information			
	2.2	General Information Data for Technical Assistance Warranty / Contents	3		
3.	Safet	Safety			
	3.1	How to read and use the Service Manual 3.2.1 Importance of the Manual 3.2.2 Manual Maintenance 3.2.3 Consulting the Manual 3.2.4 How to Update Manual	5		
		Table of Warnings			
		Operator's Qualitifications			
		Number of Operators			
	3.6 3.7	Safe Use of Dispenser and definition of Operator's Qualifications			
	-	Personal Safety Measures			
	3.9	Predicatable actions which are incorrect/not allowed	6		
	3.10	Operator Skill Level Descriptions	7		
		Component Locations			
	3.12	Warning Labels	9		
4.	Tech	nical Specifications			
	4.1	Shipping Weight			
		Tape			
	4.3	Dispenser Dimensions			
			10		
5.	Ship	ment and Handling of Packed Dispenser			
	5.1 5.2	Shipment and Handling of Packed Dispenser			
	5.3	Handling and Transportation of Uncrated Dispenser			
	5.4	Storage of the Packed or Unpacked Dispenser			



TABLE OF CONTENTS (continued)

6.	Installation	
6.1	Operating Conditions	. 12
	Space Requirements for Dispenser Operation and Maintenance Work	
	Tool Kit needed for Repairs	
6.4	Dispenser Positioning	
6.5	Leveling	
	Loading Tape	
	Water Bottle Filling	
6.8	· · · · · · · · · · · · · · · · · · ·	
	Tape Weight Adjusting	
7.	Theory of Operation	
	Operating Instructions	. 16
8.	Safety Devices of the Dispenser	
8.1	Safety Measures	
8.2	Supplied with the Dispenser	
8.3	Recommended frequency of Inspection and Maintenance Operations	
8.4	Inspections to be performed before and after every Maintenance Operation	
8.5	Check Efficiency of Safety Features	
8.6	Cleaning the Water Feed System	18
8.7	Cleaning the Cutter Assembly	. 18
8.8	Cleaning the Tape Path	. 18
8.9	Handle	
) Handle Shaft	
	Right Side Cover	
8.12	2 Left Side Cover	20
	3 Front Cover	
	Water Tank Holder	
	5 Cutter Return Spring	
	Movable Cutter Blade	
	7 Fixed Blade	
	3 Cutter Arms	
	Pinch Roller	
	Top Roller	
8.2	Free Spin Roller Shaft	. 24
8.22	2 Slide Roller	. 24
	3 Weighted Brush Cover	
	Frush	
	5 Tape Channel Plate	
	S Tape Basket / Motor Cover	
	7 Tape Guide Assembly	
	B Feed Wheel	
	Oldler Gear	
	Drive Gear with Springs and Clutch Assembly	
	Separating/Re-assembling Drive Gear with Springs and Clutch Assembly	
8.32	2 Gear Box / Motor Mount	. 29
	3 Ramp	
8.34	List of Maintenance Operations	30
8 3	5 Troubleshooting Guide	31

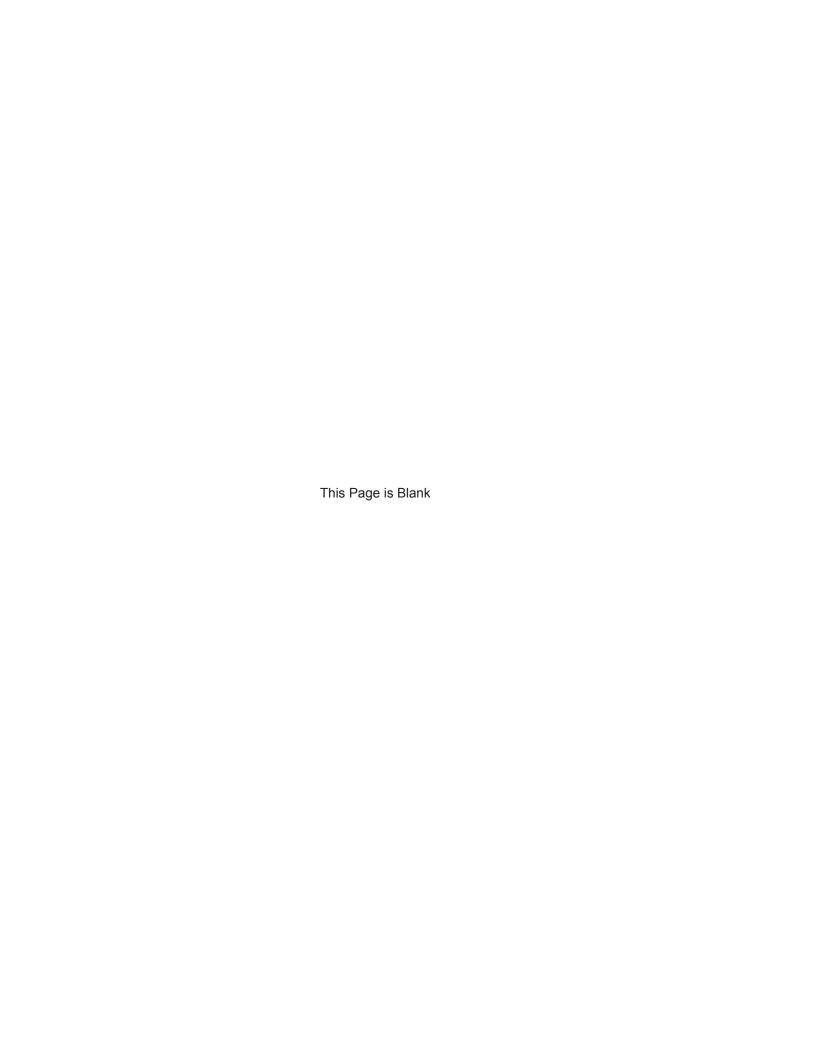


TABLE OF CONTENTS (continued)

9. Additional Instructions	
9.1 Information for Disposal of Dispenser	32
10. Enclosures / Special Information	32
10.1 Statement of Conformity	
10.2 Emissions of Radiation, Gas Vapor, and Dust	
10.3 Emission of Hazardous Substances	
10.4 Electric Tests	32
11. Technical Documentation and Information	
11.1 Schematics	. 33
11.2 Options and Accessories	
Replacement Parts and Service Information	35
Replacement Parts – Illustrations and Parts Lists Information	
12. Parts Lists and Illustrations	
Replacement Parts – Illustrations and Parts Lists	37 - End of Manua

LIST OF ABBREVIATIONS, ACRONYMS

3M - Trademark of 3M St. Paul, MN 55144-1000

Scotch - Trademark of 3M St. Paul, MN 55144-1000

Drw. - drawing

Ex. - for example

Fig. - exploded view figure no. (spare parts)

Figure - Illustration

Max. - maximum

Min. - minimum

Nr. - number

N/A - not applicable

OFF - dispenser not operating

ON - dispenser operating

PLC - Programmable Logic Control

PP - Polypropylene

PTFE - Polytetraflourethelene

PU / PU-Foam - Polyurethane Foam

PVC - Poly-vinyl chloride

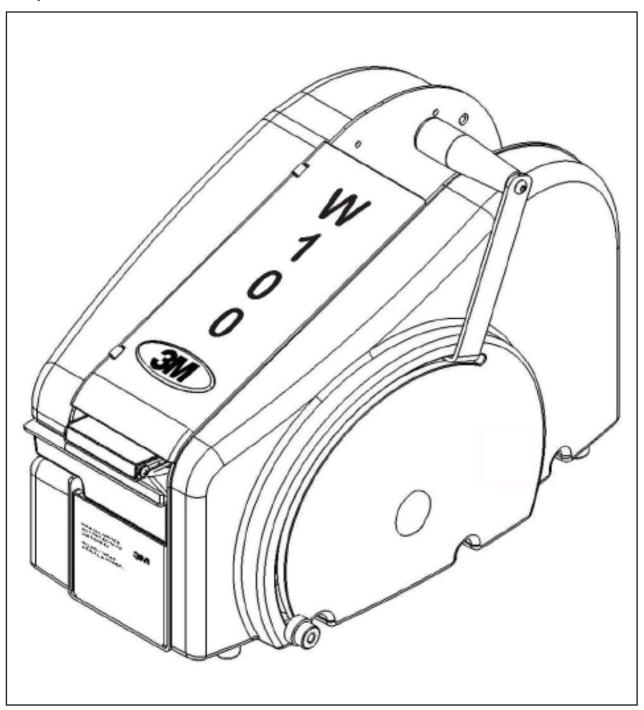
W - Width

H - Height

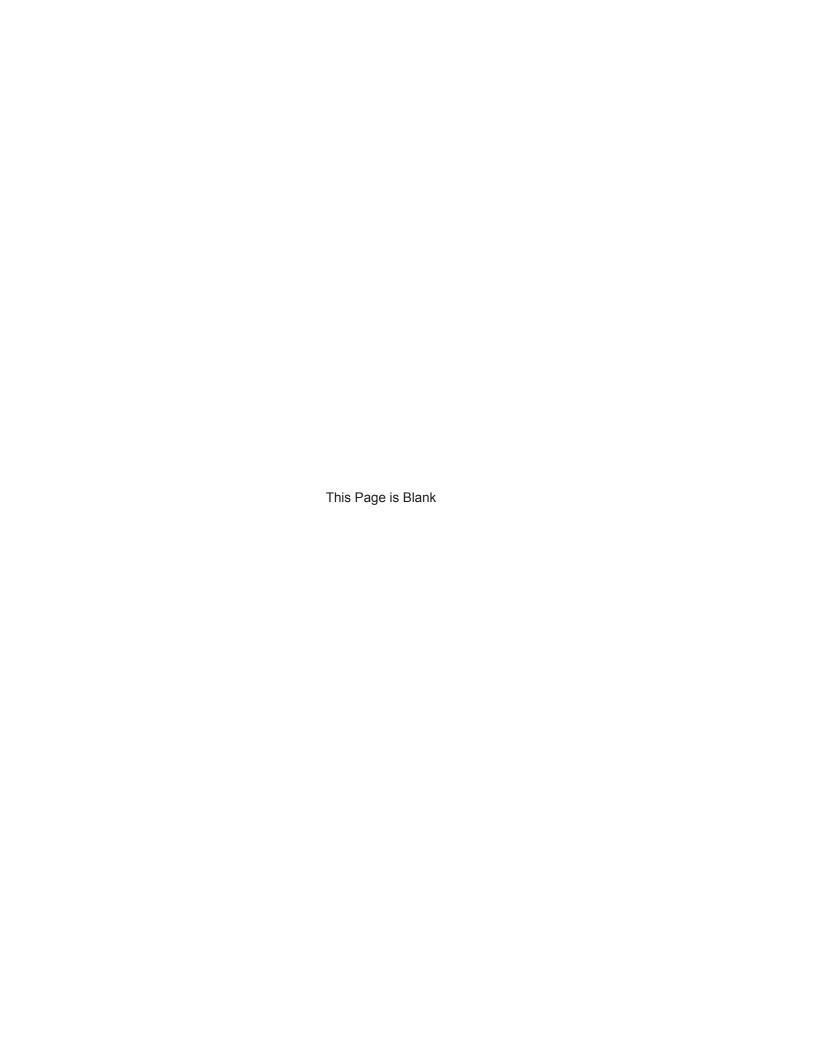
L - Length

1.1 Description / Intended Use

Congratulations on the purchase of your new water activated gummed tape dispenser (manual versiont). We are confident you will be very pleased with the operation and performance of this durable, quality built dispenser for many years to come. The dispenser allows you to dispense gummed tape quietly, quickly, and accurately for a variety of uses.



3M[™] Water Activated Tape Dispenser (manual version), **Type 11100**



2.1 Data Identifying Manufacturer and Dispenser



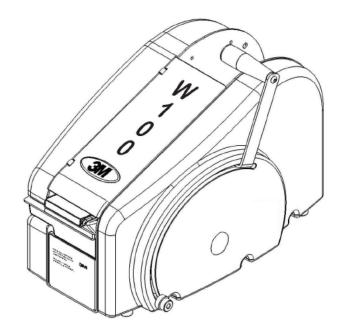
3M Industrial Adhesives and Tapes

3M Center Bldg. 220-5E-06 St. Paul, MN 55144-1000 (USA)

MANUAL WATER ACTIVATED TAPE DISPENSER



MODEL: W100 SERIAL NUMBER:



2.2 Data for Technical Assistance and Service

AGENT/DISTRIBUTOR OR LOCAL AFTER SALE SERVICE: Equipment Warranty and Limited Remedy: THE FOLLOWING WARRANTY IS MADE IN LIEU OFALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED T O, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY IMPLIED WARRANTY ARISING OUT OF A COURSE OF DEALING, CUSTOM OR USAGE OF TRADE:

2.2 Warranty

3M sells its 3M™ Water Activated Tape Dispenser, Type 11100 with the following warranties:

1. All **3M™ Water Activated Tape Dispenser** parts will be free from defects for ninety (90) days after delivery.

If any part is defective within this warranty period, your exclusive remedy and 3M's and seller's sole obligation shall be, at 3M's option, to repair or replace the part. 3M must receive actual notice of any alleged defect within a reasonable time after it is discovered, but in no event shall 3M have any obligation under this warranty unless it receives such notice within five (5) business days after the expiration of the warranty period. All notices required hereunder shall be given to 3M solely through the 3M™ Help line. To be entitled to repair or replacement as provided under this warranty, the part must be returned as directed by 3M to its factory or other authorized service station designated by 3M. If 3M is unable to repair or replace the part within a reasonable time after receipt thereof, 3M, at its option, will replace the equipment or refund the purchase price. 3M shall have no obligation to provide or pay for the labor required to remove any part or equipment or to install the repaired or replacement part or equipment. 3M shall have no obligation to repair or replace those parts failing due to normal wear, inadequate or improper maintenance, inadequate cleaning, non-lubrication, improper operating environment, improper utilities, operator error or misuse, alteration or modification, mishandling, lack of reasonable care, or due to any accidental cause.

Limitation of Liability: Except where prohibited by law, 3M and seller will not be liable for any loss or damage arising from this 3M equipment, whether direct, indirect, special, incidental, or consequential, regardless of the legal theory asserted, including breach of warranty, breach of contract, negligence, or strict liability.

Contents, Water Activated Tape Dispenser (manual version)

- (1) Water Activated Tape Dispenser (manual version), Type 11100
- (1) Operator's Manual

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3.1 How to Read and Use the Service Manual

This instruction manual covers safety aspects, handling and transport, storage, unpacking, preparation, installation, operation, set-up and adjustments, technical and manufacturing specifications, maintenance, troubleshooting, repair work and servicing, electric diagrams, warranty information, disposal, a definition of symbols, plus a parts list of the 3M Water Activated Tape Dispenser (manual version) 3M Industrial Adhesives and Tapes Division 3M Center, Bldg. 220-5E-06 St. Paul, MN 55144-1000 (USA) / Edition October 2011 / Copyright 3M 2011 / All rights reserved The manufacturer reserves the right to change the product at any time without notice - Publication © 3M 2011 44-0009-2107-0.

3.2.1 Importance of the Manual

The manual is an important part of the dispenser; all information contained herein is intended to enable the equipment to be maintained in perfect condition and operated safely. Ensure that the manual is available to all operators of this equipment and is kept up to date with all subsequent amendments. Should the equipment be sold or disposed of, please ensure that the manual is passed on. Electrical and pneumatic diagrams are included in the manual. Equipment using PLC controls and/or electronic components will include relevant schematics or programs in the enclosure and in addition, the relevant documentation will be delivered separately.

3.2.2 Manual Maintenance

Keep the manual in a clean and dry place near the dispenser. Do not remove, tear, or rewrite parts of the manual for any reason. Use the manual without damaging it. If the manual has been lost or damaged, ask your after sale service for a new copy.

3.2.3 Consulting the Manual

The manual is composed of:

- Pages which identify the document and the dispenser
- Index of the subjects
- Instructions and notes on the dispenser
- Enclosures, drawings and diagrams
- Spare parts (last section)

All pages and diagrams are numbered. The spare parts lists are identified by the figure identification number. All the notes on safety measures or possible dangers are identified by the symbol:

3.2.4 How to Update the Manual in Case of Modifications to the Dispenser

Modifications to the dispenser are subject to manufacturer's internal procedures. The user receives a complete and up-to-date copy of the manual together with the dispenser. Afterwards the user may receive pages or parts of the manual which contain amendments or improvements made after its first publication. The user must use them to update this manual.

3.3 Table of Warnings



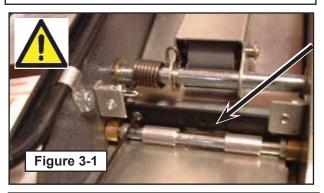
WARNING

- To reduce the risk associated with mechanical hazards:
- Read, understand, and follow all safety and operating instructions before operating or servicing the tape dispenser.
- Allow only properly trained and qualified personnel to operate and service this equipment.



CAUTION

- To reduce the risk associated with sharp blade hazards:
- Keep hands and fingers away from tape cutoff blades. The blades are extremely sharp.





WARNING

- To reduce the risk associated with muscle strain:
- Use proper body mechanics when working on or moving the dispenser.

3.4 Operator's Qualifications

- Dispenser Operator
- Mechanical Technician
- Manufacturer's Technician/Specialist (See Section 3)

3.5 Number of Operators

The operations described below have been analyzed by the manufacturer; the recommended number of operators for each operation provides the best and safest work performance.

Note: A smaller or greater number of operators could be unsafe.

3.6 Instructions for a Safe Use of the Dispenser / Definition of Operator's Qualifications

Only persons who have the skills described in the skill levels section should be allowed to work on the dispenser. It is the responsibility of the user to appoint the operators having the appropriate skill level and the appropriate training for each category of job (See Section 3).

3.7 Residual Hazards

The Water Activated Tape Dispenser (manual version) incorporates various safety protections which should never be removed or disabled (notwithstanding the safety precautions conceived by the designers of the dispenser).



WARNING

- To reduce the risk associated with mechanical hazards:
- Read, understand, and follow all safety and operating instructions before operating or servicing the Tape Dispenser.
- Allow only properly trained and qualified personnel to operate and service this equipment.

3.8 Personal Safety Measures

Safety glasses, safety gloves, safety helmet, safety shoes, air filters, ear muffs - None is required except when recommended by the user.

3.9 Predictable Actions which are Incorrect and Not Allowed

- Never work without the safety protections.
- Only authorised personnel should be allowed to carry out the adjustments, repairs or maintenance which require operation with reduced safety protections. During such operations, access to the dispenser must be restricted. When the work is finished, the safety protections must immediately be reactivated.
- Do not modify the dispenser or any part of it. The manufacturer will not be responsible for any modifications.

Follow carefully the installation instructions of this manual.



WARNING

- To reduce the risk associated with mechanical hazards:
 - Allow only properly trained and qualified personnel to operate or service this equipment

3.10 Operator Skill Level Descriptions

Skill 1: Dispenser Operator

This operator is trained to use the dispenser through any controls, to load and un-load the Dispenser Tape.

Important: The factory manager should ensure that the operator has been properly trained on all the functions of the dispenser before starting work.

Skill 2: Mechanical Maintenance Technician

This operator is trained to use the dispenser as the Dispenser OPERATOR and in addition is able to work with the safety protection disconnected, to check and adjust mechanical parts, to carry out maintenance operations and repair the dispenser.

Skill 3: Specialist From the Manufacturer

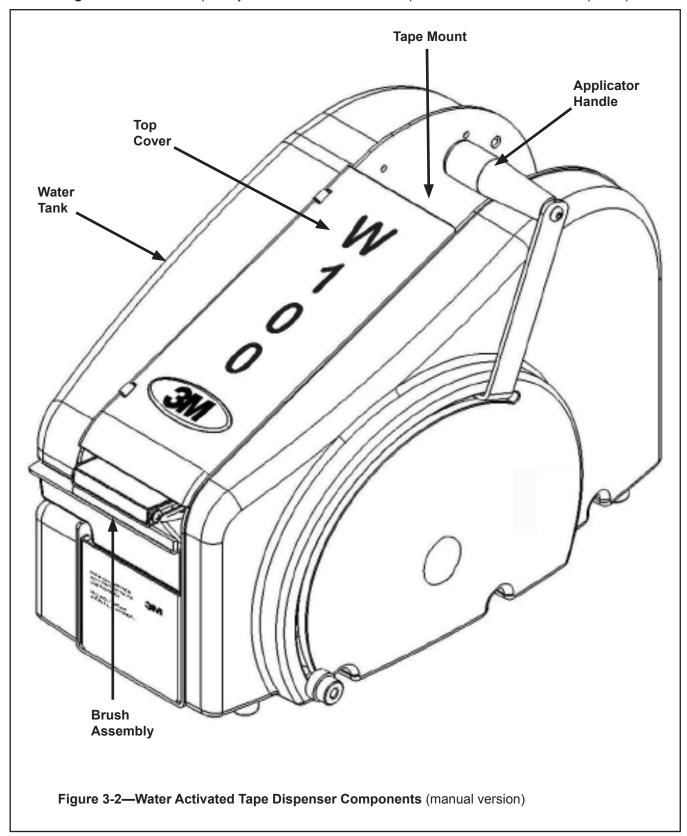
Skilled operator sent by the manufacturer or its agent to perform complex repairs or modifications, when agreed with the customer.

Required Operator Skill Levels

Operation	State of the Dispenser	Opera- tor's Skill	Number of Op- erators
Installation and set up of the dispenser.	N/A for this dispenser (idle)	1 or 2	1
Replacement of the Dispenser Tape.	N/A for this dispenser (idle)	1	1
Loading, wrapping and unloading.	N/A for this dispenser (idle)	1	1
Ordinary maintenance.	N/A for this dispenser (idle)	2	1
Extraordinary maintenance (mechanical).	N/A for this dispenser (idle)	2	1
Extraordinary maintenance	N/A for this dispenser (idle)	3	1
		4	1
Extraordinary maintenance (electrical).	Running with safety protections disabled.	3a or 4	1

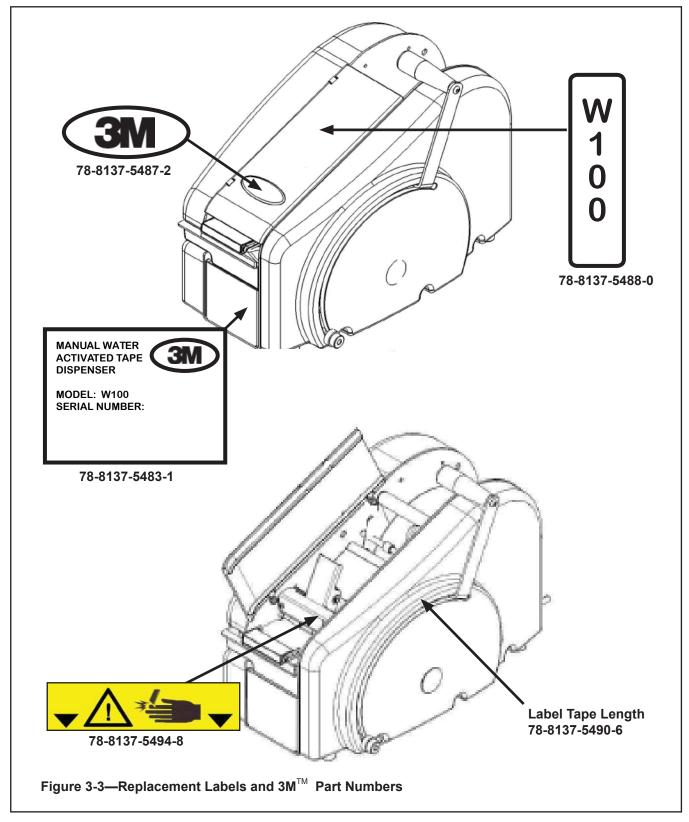
3.11 Component Locations

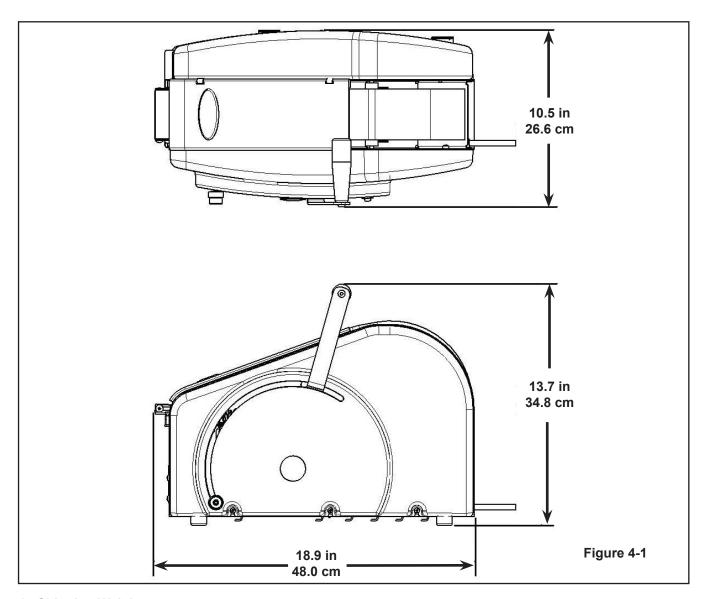
Refer to Figure 3-2 below to acquaint yourself with the various components and controls of the Tape Dispenser.



3.12 Safety Warning Labels

If the following safety labels are damaged or destroyed, they must be replaced to ensure operator safety. Replacement part numbers for individual labels are shown in **Figure 3-3.**





1. Shipping Weight:

Unboxed: 25 pounds (11.3 kg) **Boxed:** 31 pounds (14.1 kg)

2. Tape:

Dry gummed tape – paper or reinforced – between 1 to 3 inches (25.4 to 76.2 mm) wide, up to 1000 feet (304.8 m) long and 9 inches (228.6 mm) max roll diameter

3. Dispenser Dimensions:

(See Figure 4-1)

4. Operating Conditions:

Use in dry, relatively clean environments at 5 °C / 40 °C [40 °F / 105 °F].

Note: Dispenser should not be washed down or subjected to conditions causing moisture condensation on component (Specifications continued on next page.)

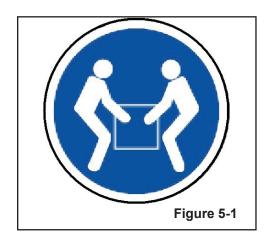
5.1 Shipment and Handling of Packed Dispenser

The packaging is suitable for travel by land, air and sea freight.

See Specifications.

5.2 Handling and Transportation of Uncrated Dispenser

Use proper body mechanics when moving the dispenser (Figure 5-1).



5.3 Storage of the Packed or Unpacked Dispenser

If the dispenser is not used for a long period, please take the following precautions:

- Store the dispenser in a dry and clean place. (Never move the dispenser without packaging)
- If the dispenser is unpacked it is necessary to protect it from dust.
- Do not stack anything over the dispenser.

6.1 Operating Conditions

See Specifications.

6.2 Space Requirements for Dispenser Operation and Maintenance Work

N/A for this dispenser.

Generally, for ease of operation, allow spacing around dispenser as needed.

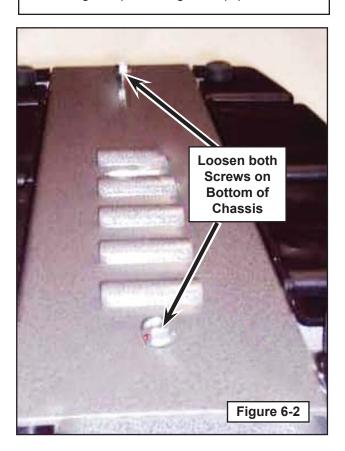
6.3 Tools needed for Repairs (Figure 6-1)

Important! Before attempting repairs, loosen foot channels (Figure 6-2). Loosening foot channels allow the chassis to "relax" while facilitating ease of repairs. Failure to loosen foot channels may result in difficulties with repairs and reassembling dispenser.



WARNING

- To reduce the risk associated with muscle strain:
- Use appropriate body mechanics when lifting or repositioning this equipment.



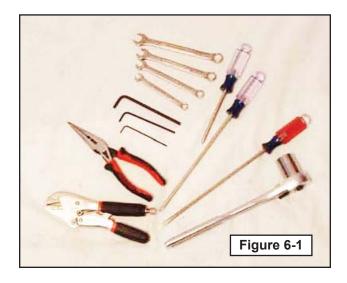
Note: When attempting repairs to sheet metal, do not overtighten screws.

Below is a list of the tools that are recommended for disassembly and assembly of dispenser.

Needle nose pliers Vice grips 3/8" flat head screw driver #2 4" Phillips head screw driver #2 8" Phillips head screw driver 5/16" wrench or socket 3/8" wrench or socket 7/16" wrench or socket 1/2" wrench or socket

15/16" socket 3/32" long hex key

5/64" hex key 1/8" hex key 3/16" hex key 1/4" hex key



6.4 Dispenser Positioning

N/A for this dispenser.

Use proper mechanics in lifting and positioning dispenser. Place in an elevated and a comfortable operating position.



WARNING

- To reduce the risk associated with a mechanical hazard:
- Read, understand, and follow all safety and operating instructions before operating or servicing the Tape Dispenser.

6.5 Leveling

Set the platform on a flat surface which allows for even weight distribution (**Figure 6-4**).

6.6 Loading Tape (Figures 6-5 and 6-6)

- 1. Open top cover of dispenser.
- 2. Using tape guide turnbuckle, adjust width of tape guides to accommodate the tape.
- 3. Place tape roll in dispenser.
- 4. Using tape guide turnbuckle, re-adjust tape guides leaving an 1/8" clearance on both sides of the tape.
- 5. Remove pressure plate from dispenser.
- 6. Feed tape (gummed side down) over top roller, under tape guide flaps, and under pinch roller (**Figure 6-5**).

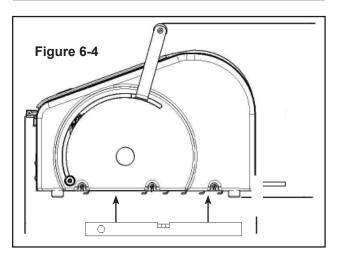
Note: For Tape that is "gummed side out" (typically used in Europe), load tape roll opposite as shown while routing with gummed side (over the top roller).

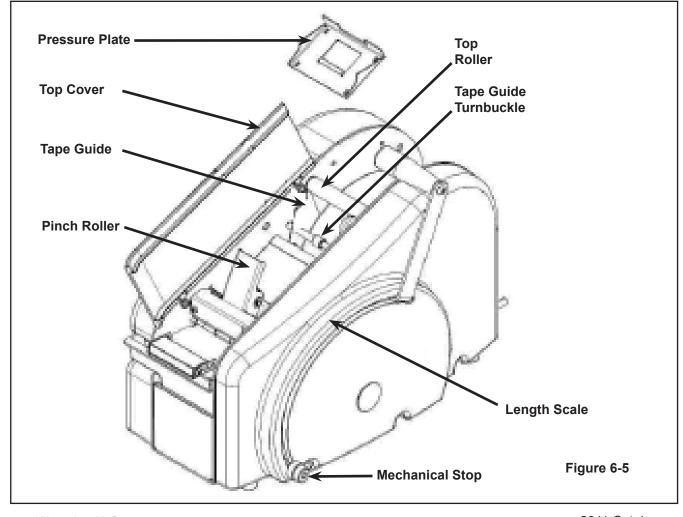
- 7. Place pressure plate over tape and release pinch roller. The pressure plate must be loaded so it touches the pinch roller shaft and the arrow on the pressure plate points toward front of dispenser.
- 8. Close top cover.

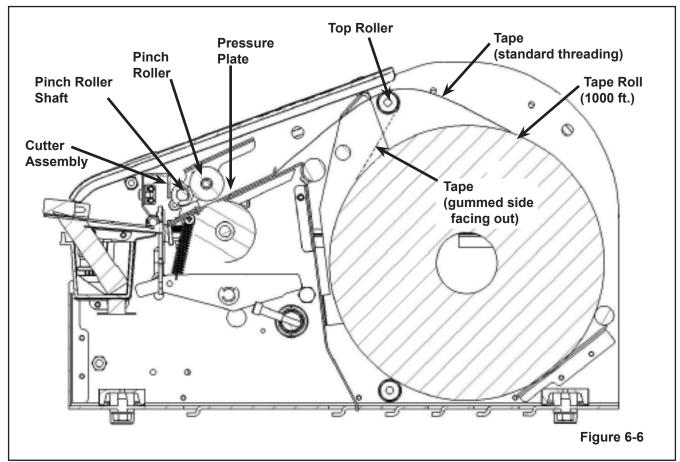


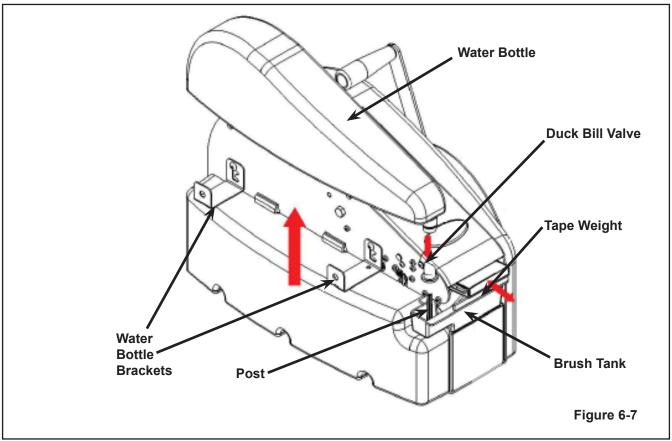
WARNING

- To reduce the risk associated with muscle strain:
- Use appropriate body mechanics when lifting or repositioning this equipment.



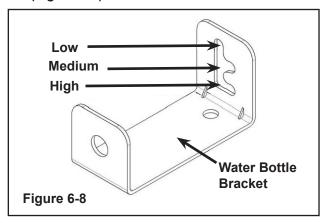






6.7 Water Bottle Filling (Figures 6-7 and 6-8).

- 1. Remove water bottle from dispenser.
- 2. Remove duckbill valve from water bottle.
- 3. Fill water bottle with clean or distilled water (Figure 6-7).
- 4. Place duckbill valve back into water bottle.
- Place water bottle back on the dispenser.
 Check to be sure the post in the brush tank is inserted through the duckbill valve (Figure 6-7).



6-8 Brush Tank Water Level Adjusting (Figures 6-7 and 6-8).

- Loosen the retaining screws on the water bottle brackets.
- Move the water bottle brackets to the desired position to obtain the desired water level in the brush tank (Both brackets should be at the same position).

Note: Lightweight tapes would typically be set at the low position (**Figure 6-8**).

3. Tighten the retaining screws on the water bottle brackets.

6-9 Tape Weight Adjusting (Figure 6-7)

- 1. Loosen retaining screw.
- 2. Slide tape weight forward for greater pressure (this applies more water to tape and is typically used on heavy weight tapes).
- 3. Slide tape weight back for less pressure. (this applies less water to tape and is typically used on lighter weight tapes).
- 4. Tighten retaining screw.

7.1 Operating Instructions

Once the dispenser has been properly set up for use, pull the operating handle to the desired length (indicated on handle scale). Releasing the handle automatically cuts the tape.

Note: The dispenser can be set to accommodate work where a known length will be used.

The dispenser can be set to accommodate work where a known length will be used. A mechanical stop is provided on the side of the dispenser. The mechanical stop can be moved to any desired position by loosening the knurled nut a half of a turn and sliding the nut up or down within the slot. When placed in the desired position, re-tighten the knurled nut to set the desired length of tape to be dispensed.

Important: Do **NOT** remove the knurled nut.



WARNING

- To reduce the risk associated with a mechanical hazard:
- Read, understand, and follow all safety and operating instructions before operating or servicing the tape dispenser.

8.1 Safety Measures (see section 3)

The manually operated Tape Dispenser requires very little maintenance. It is important to regularly clean the brush tank and cutter mechanism. Be sure to also remove any debris from the tape path.

Important! Before attempting repairs, loosen the foot channels (See Section 6). Loosening foot channels allow the chassis to "relax" while facilitating ease of repairs. Failure to loosen foot channels may result in difficulties

making repairs and reassembling the dispenser.

8.4 Inspections to be Performed Before and After Every Maintenance Operation

During the maintenance operation only the operator responsible for this duty must work on the dispenser. At the end of every maintenance operation check the dispenser functions (See Section 8.3).



WARNING

- To reduce the risk associated with a mechanical hazard:
- Read, understand, and follow all safety and operating instructions before operating or servicing the Tape Dispenser.
- Allow only properly trained and qualified personnel to operate and service this equipment.

8.2 Supplied with the Dispenser

- Instruction and Spare Parts Manual

8.5 Check Eff ciency of Safety Features

N/A

8.3 Recommended Frequency of Inspection and Maintenance Operations

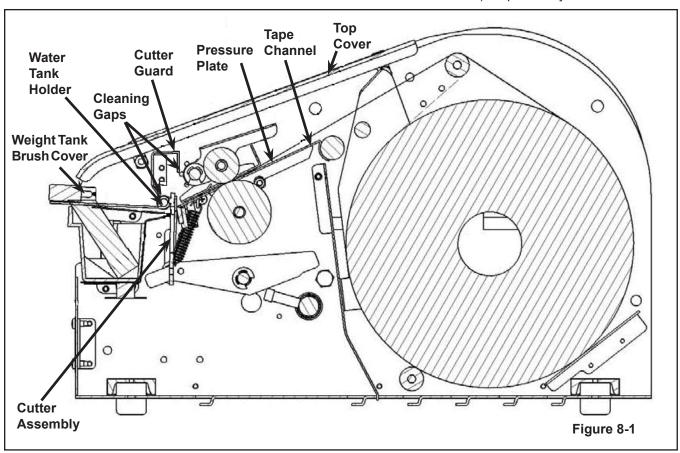
Operation	Frequency	Qualif cation	
Inspection safety features	Daily	2	
Clean the brush,	Daily	1	
Clean the brush tank	Monthly	1	
Clean the cutter mechanism	As needed	1	
Remove debris from the tape path	As needed	1	

8.6 Cleaning the Water Feed System:

- 1. Clean the brush by soaking it in warm soapy water. Rinse thoroughly.
- Clean brush tank, duckbill valve, and water bottle with warm water.

8.7 Cleaning the Cutter Assembly (Figure 8-2)

- 1. Open top cover.
- 2. Remove pressure plate.
- 3. Remove the tape from the tape path.
- Spray available gaps in front and behind the cutter guard (use minimal amount of a non-flammable super penetrating lubricant -WD 40 or Industrial Silicon Spray are recommended). Wipe off any excess.



8.8 Cleaning the Tape Path (Figure 8-1)

- 1. Press power switch to OFF (I) position and unplug power cord.
- 2. Open top cover.
- 3. Remove pressure plate.
- 4. Remove tape from tape path.
- 5. Remove cutter guard.
- 6. To remove debris and adhesive build-up in tape path, use a moist cloth to wipe down all sheet metal parts (tape channel, pressure plate, weighted brush tank cover, and water tank holder).
- 7. Using compressed air remove all debris and any visible moisture from tape path.
- 8. Replace cutter guard.
- 9. Place tape back into tape path (Refer to Tape Loading Section 9).
- 10. Place pressure plate back in dispenser.
- 11. Close top cover.



CAUTION

- To reduce the risk associated with pinch hazards:
- Keep hands, hair, loose clothing, and jewelry away from dispenser.

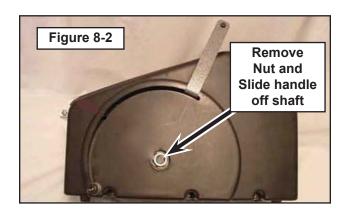
8.9 Handle

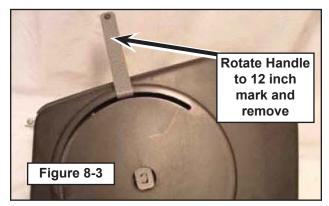
To Remove:

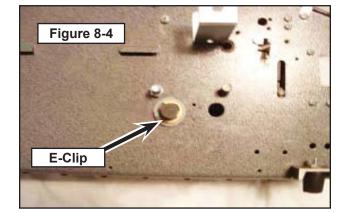
- 1. Remove handle hole plug (Figure 8-2).
- 2. Remove 15/16 inch nut.
- 3. Slide handle OFF handle shaft.
- Rotate handle forward to about 12 inch mark on right side cover and pull handle gently from dispenser (Figure 8-3).

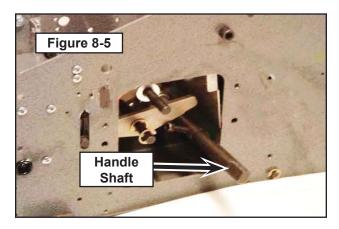
New Part Installation:

Reverse the removal procedure above.









8.10 Handle Shaft

To Remove:

- 1. Remove right side cover (See Section 8.11).
- 2. Remove left side cover (See Section 8.12).
- 3. Remove pinch roller (See Section 8.19).
- Remove weighted brush cover (See Section 8.23).
- 5. Remove tape channel plate (See Section 8.25).
- 6. Remove idler gear (See Section 8.29).
- 7. Remove drive gear and clutch assembly (See Section 8.30).
- 8. Remove cutter arm springs from screws they are resting upon (Section 8.15).
- 9. Remove gearbox/motor mount (Section 8.32).
- Remove large e-clip from left side of the handle shaft (Figure 8-4).
- 11. Remove handle shaft from the chassis and (if needed) insert a new handle shaft into 1/2" bearing (Figure 8-5).

New Part Installation:

Reverse the removal procedure above.

8.11 Right Side Cover

To Remove:

- 1. Remove the water bottle and duckbill valve.
- 2. Remove the water tank and brush.
- 3. Open the top cover (Figure 8-6).
- 4. Remove the handle hole plug.
- 5. Remove 15/16 inch nut from the handle shaft.
- 6. Remove three screws on inside of dispenser (Figure 8-6).
- 7. Remove three screws on outside of dispenser (Figure 8-7).
- 8. Slide handle to the end of handle shaft. Slowly remove right side cover / handle. (Figure 8-8).
- 9. At this point a new right side cover may be installed.

New Part Installation:

Reverse the removal procedure above.

8.12 Left Side Cover

To Remove:

- 1. Remove water bottle and duckbill valve.
- 2. Remove water tank and brush.
- 3. Remove three (3) screws along bottom edge of left side cover (**Figure 8-9**).
- Slide left side cover towards bottom of dispenser, and remove left side cover (Figure 8-10).

New Part Installation:

Reverse the removal procedure above.

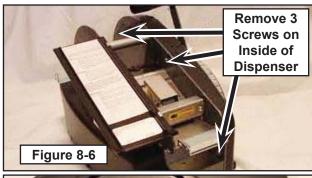
8.13 Front Cover

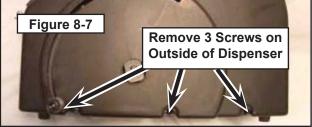
To Remove:

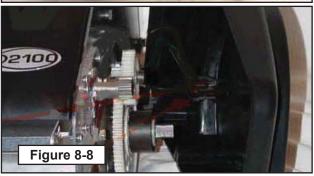
- 1. Remove right side cover (See Section 8.11).
- 2. Remove left side cover (See Section 8.12).
- 3. Loosen screws of the following parts: coder bar and dead roller, brush tank holder, and weighted brush cover shaft (See Section 8.23).
- 4. Remove four (4) screws from front cover.
- 5. Remove front cover (Figure 8-11).
- 6. With one hand pushing chassis slightly apart, position new front cover.

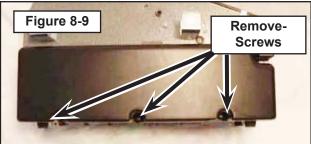
New Part Installation:

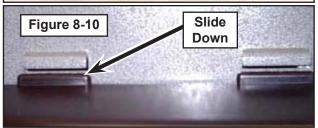
- 7. Attach the screws to the front cover.
- 8. Tighten loosened screws (see #3).

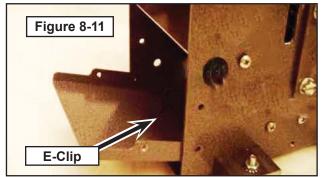












8.14 Water Tank Holder

To Remove:

- 1. Remove right side cover (See Section 8.11).
- 2. Remove left side cover (See Section 8.12).
- 3. Loosen screws in coder bar and dead roller (Figure 8-12).
- 4. Remove our (4) screws from front cover.
- 5. Remove front cover (Figure 8-13).
- 6. Remove seven (7) screws from water tank holder.
- 7. Remove water tank holder (Figure 8-14).

New Part Installation:

Reverse the removal procedure above.



WARNING

- To reduce the risk associated with mechanical hazards:
- Read, understand, and follow all safety and operating instructions before operating or servicing the tape dispenser.
- Allow only properly trained and qualified personnel to operate and service this equipment.

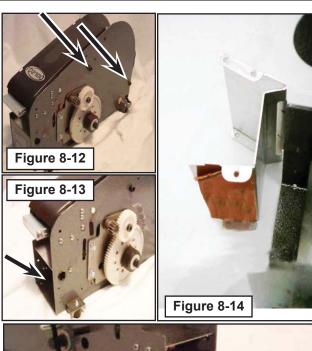
8.15 Cutter Return Spring

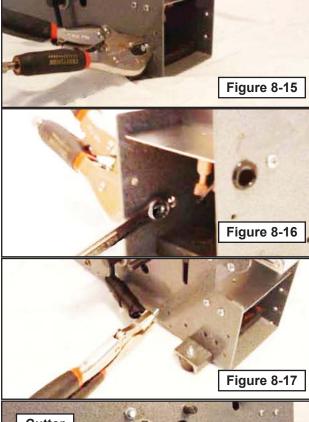
To Remove:

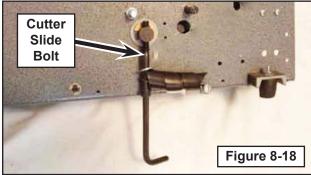
- 1. Remove right side cover (See Section 8.11).
- 2. Remove left side cover (See Section 8.12).
- 3. Remove screws from the front cover and remove.
- 4. Attach a pair of vice grips to the cutter return spring screw (**Figure 8-15**).
- 5. While holding the vice grips, remove nut on inside of dispenser (Figure 8-16).
- 6. Slowly pull screw from the chassis and release tension from cutter return spring (**Figure 8-17**).
- 7. Remove cutter slide bolt from the handle shaft (**Figure 8-18**).

New Part Installation:

Reverse the removal procedure above.







8.16 Movable Cutter Blade

To Remove:

- 1. Remove Cutter Guard.
- 2. Remove right side cover (See Section 8.11).
- 3. Remove cutter guard clips.
- 4. Loosen set screw to release tension from blade (**Figures 8-19**).
- With one hand pushing down on the handle (Figures 8-20), remove two (2) remaining screws and lift moveable cutter blade out of dispenser.

Important: Place a pencil or screw driver under the blade so that the it doesn't fall into the dispenser.

- 6. With one hand holding new moveable cutter blade, place new blade so two (2) outside screw holes line up. Screw blade into place.
- 7. Tighten set screw so that there is a slight bend in the movable cutter blade.

New Part Installation:

Reverse the removal procedure above.



CAUTION

- To reduce the risk associated with sharp blade hazards:
- Keep hands and fingers away from tape cutoff blades. The blades are extremely sharp.

8.17 Fixed Blade

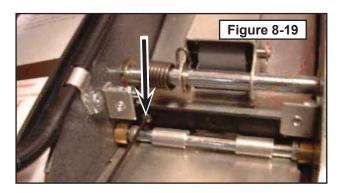
To Remove:

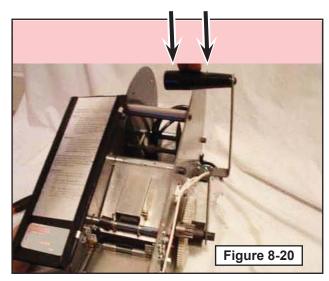
- 1. Loosen screw retaining the fixed blade stop and remove stop.
- 2. Remove fixed blade retaining screw.
- 3. Push fixed blade shoe toward rear of dispenser (Figures 8-21).
- 4. Use a magnet, pull fixed blade from dispenser. (**Figures 8-22).**
- 5. Insert new fixed blade into chassis.

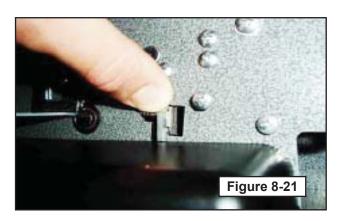
Important: The blade should be resting on both sides of the chassis.

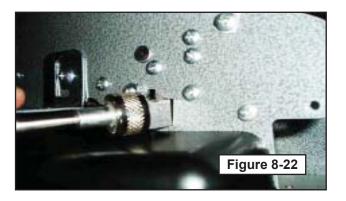
Caution: Do not drop any components into the dispenser.

- 7. Release the fixed blade shoe.
- 8. Reinstall the fixed blade retaining screw.
- 9. Reinstall fixed blade stop and tighten retaining screw.









8.18 Cutter Arms

To Remove:

- 1. Remove right side cover (See Section 8.11).
- 2. Remove left side cover (See Section 8.12).
- 3. Remove pinch roller (See Section 8.19).
- 4. Remove weighted brush cover (See Section 8.23).
- 5. Remove tape channel plate (See Section 8.25).
- 6. Remove water tank holder (See Section 8.14).
- 7. Remove cutter arm springs from the screws they rest on (Figure 8-23).
- 8. Remove e-clips from cutter arm shaft (Figure 8-24).
- 9. Remove cutter arm shaft from chassis (Figure 8-25).
- 10. Remove cutter arms.

New Part Installation:

Install new part and reverse the removal procedure above.

8.19 Pinch Roller

To Remove:

- 1. Remove water bottle.
- 2. Remove pressure plate (Figure 8-26).
- 3. Facing front of dispenser, pull pinch roller spring tofront and to left of dispenser until spring is no longer on the pinch roller (Figure 8-27).
- 4. Release pinch roller spring gently.
- 5. Remove four (4) 3/8" e-clips from pinch roller shaft.

Important: Do not let the e-clips fall into dispenser.

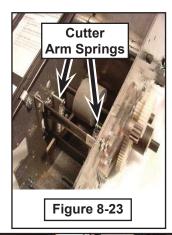
6. With one hand holding pinch roller and pinch roller spring, slide pinch roller shaft to the left until the pinch roller shaft is no longer on the chassis (**Figure 8-28**).

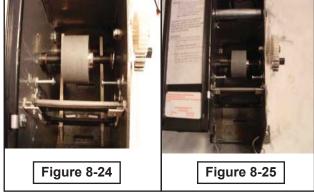
New Part Installation:

 With left end of the pinch roller spring on top of the screw and on left side of dispenser, slide pinch roller shaft into right side of chassis (Figure 8-29).

Complete the Installation by reversing the removal procedure above.

Note: Insert shaft approximately ¼ way in chassis.





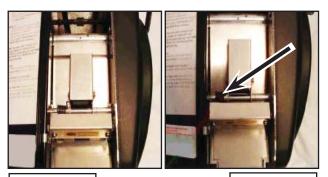


Figure 8-26

Figure 8-27

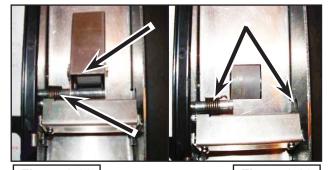


Figure 8-28

Figure 8-29

8.20 Top Roller

To Remove:

- 1. Remove right side cover (See Section 8.11).
- 2. Remove e-clips from top roller shaft.
- 3. Remove top roller shaft.
- 4. Remove top roller tube.
- Place new top roller into middle of chassis and hold.
- 6. Insert new top roller shaft through -
 - chassis -
 - top roller
 - and chassis on other side

(Figure 8-30)

New Part Installation:

Reverse the removal procedure above.

8.21 Free Spin Roller Shaft

To Remove:

- 1. Remove right side cover (See Section 8.11).
- 2. Remove left side cover (See Section 8.12).
- 3. Remove e-clips from free spin roller shaft (Figure 8-31).
- 4. Remove free spin roller shaft.
- 5. Remove free spin roller tube.

New Part Installation:

Reverse the removal procedure above.

8.22 Slide Roller

To Remove:

- 1. Remove right side cover (See Section 8.11).
- 2. Remove (4) screws holding the sliding roller plates (Figure 8-32).
- 3. Remove slide roller assembly (Figure 8-33).

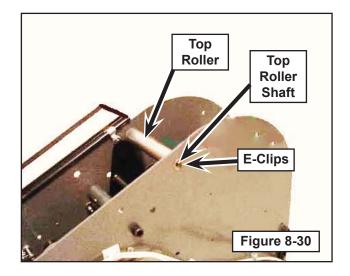
New Part Installation:

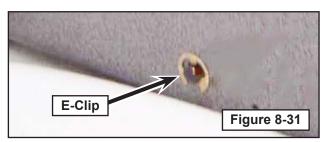
Reverse the removal procedure above.

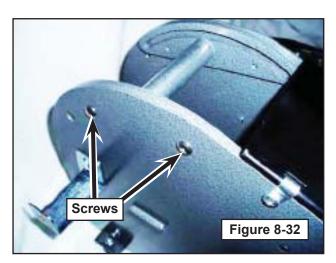


WARNING

- To reduce the risk associated with mechanical hazards:
- Read, understand, and follow all safety and operating instructions before operating or servicing the tape dispenser.
- Allow only properly trained and qualified personnel to operate and service this equipment.









8.23 Weighted Brush Cover

To Remove:

- 1. Remove the right side cover (See Section 8.11).
- 2. Remove the water bottle.
- 3. Remove the cutter guard.
- 4. Remove the screws from the flapper shaft (Figure 8-34).
- 5. Slide the flapper shaft, weighted brush cover, tape weight, and bushings from the front of the dispenser (Figure 8-35).
- 6. Remove the screw from the tape weight and remove the tape weight from the weighted brush cover.



Reverse the removal procedure above.

Figure 8-35

8.24 Brush

To Remove:

- 1. Remove Water Bottle.
- 2. Remove Water Tank.
- 3. Remove Brush from Water Tank.
- 4. Place new brush in the tank with bristles level with work area/floor (Figure 8-36).
- 5. Place tank and brush in water tank holder.
- 6. Place the water bottle on bottle brackets with post of water tank inserted into duckbill valve.

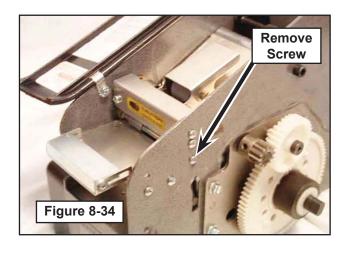
New Part Installation:

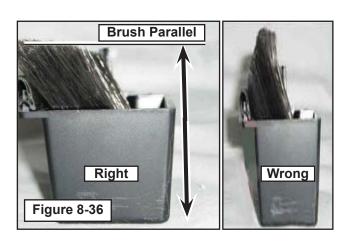
Reverse the removal procedure above.



CAUTION

- To reduce the risk associated with pinch hazards:
- Keep hands, hair, loose clothing, and jewelry away from dispenser.





8.25 Tape Channel Plate

To Remove:

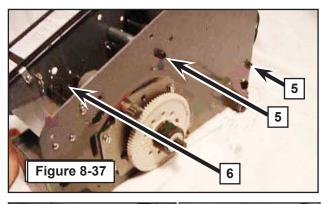
- 1. Remove right side cover (See Section 8-11).
- 2. Remove pinch roller (See Section 8-19).
- 3. Remove weighted brush cover (See Section 8-23).
- 4. Loosen dead roller and coder bar screws (Figure 8-38).
- 5. Remove pinch roller spring stop (Figure 8-38).
- 6. Remove two (2) screws attached to tape channel plate.
- 7. Pull tape channel plate up allowing tape channel plate and dead roller to rotate (making screws underneath accessible **Figure 8-39**).
- 8. Remove two (2) screws connecting tape channel plate and dead roller (**Figure 8-40**).

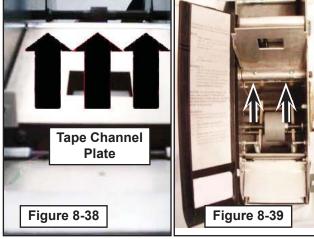
New Part Installation:

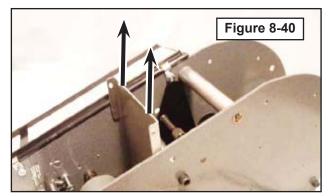
 With the left end of pinch roller spring on top of screw and left side of the dispenser, slide the pinch roller shaft into right side of chassis.

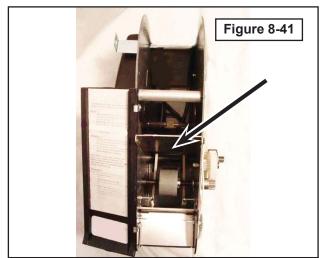
Reverse the removal procedure above.

Note: Insert shaft approximately 1/4 way in chassis.









8.26 Tape Basket / Motor Cover

To Remove:

- 1. Remove right side cover (See Section 8-11).
- 2. Remove left side cover (See Section 8-12).
- 3. Remove pinch roller (See Section 8-19).
- 4. Remove weighted brush cover (See Section 8-23).
- 5. Remove tape channel plate (See Section 8-25).
- 6. Remove two (2) screws holding tape basket/ motor cover.
- Remove tape basket/motor cover by lifting straight up parallel with angle of tape basket/ motor cover (Figure 8-41).
- 8. Remove-inspect-and/or install new tape basket (Figure 8-42).

New Part Installation:

Reverse the removal procedure above.

8.27 Tape Guide Assembly

To Remove:

- 1. Remove right side cover (See Section 8.11).
- 2. Remove left side cover (See Section 8.12).
- 3. Remove pressure plate.
- Loosen screws of these parts: coder bar and dead roller, the tape basket/motor cover (See Section 8.16), tape channel plate (See Section 8.25), and weighted brush cover shaft (See Section 8.23).
- With tape guides positioned towards middle of dispenser and one hand spreading chassis apart, pull turnbuckle to one side of dispenser, twist turnbuckle slightly and pull assembly out rear of dispenser (Figures 8-42 and 8-43).
- With new tape guides set towards middle
 of dispenser and slightly twisted, spread the
 chassis apart and put both ends of the
 turnbuckle into the chassis.

New Part: Reverse the removal procedure above.



To Remove:

- 1. Remove right side cover (See Section 8.11).
- 2. Remove the pinch roller (See Section 8.19).
- 3. Remove weighted brush cover (See Section 8.23).
- 4. Remove tape channel plate (See Section 8.25).
- 5. Remove idler gear (See Section 8.29).
- 6. Remove drive gear and clutch assembly (See Section 8.30).
- 7. Remove gearbox/motor mount (Section 8.32).
- 8. Remove feed wheel shaft and feed wheel from chassis at a downward angle (Figure 8-44).
- 9. Attach e-clip and washer to new feed wheel shaft and insert back into dispenser (Figures 8-45 and 8-46).

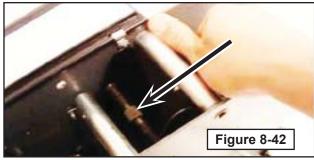
New Part: Reverse the removal procedure above.

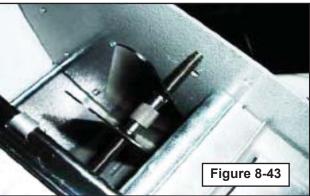
8.29 Idler Gear

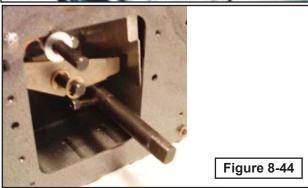
To Remove:

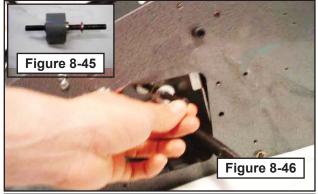
- 1. Remove right side cover (See Section 8.11).
- 2. Remove left side cover (See Section 8.12).
- 3. Remove weighted brush cover (See Section 8.23).
- 4. Remove tape channel plate (See Section 8.25).
- 5. Remove bolt from the center of idler gear (Figure 8-47).

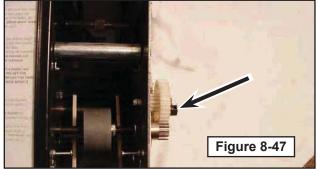
New Part: Reverse the removal procedure above.











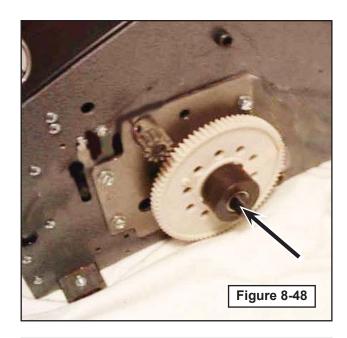
8.30 Drive Gear with Springs and Clutch Assembly

To Remove:

- 1. Remove right side cover (See Section 8.11).
- 2. Remove pinch roller (See Section 8.19).
- 3. Remove weighted brush cover (See Section 8.23).
- 4. Remove tape channel plate (See Section 8.25).
- 5. Remove idler gear (See Section 8.29).
- 6. Remove drive gear and clutch assembly (Figure 8-48).

New Part Installation:

Reverse the removal procedure.



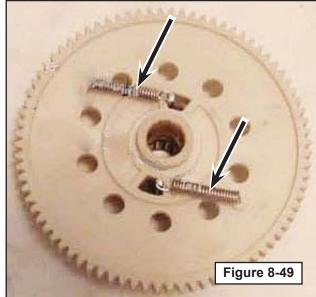
8.31 Separating/Re-Assembling Drive Gear with Springs and Clutch Assembly

To Separate:

- 1. Remove drive gear springs from the clutch pins (Figure 8-49).
- 2. Pull drive gear with springs and clutch assembly apart (**Figure 8-50**).

To Re-Assemble:

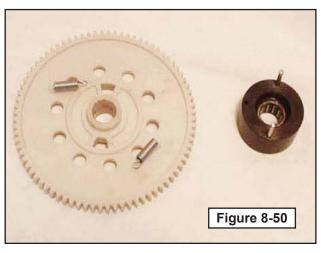
Reverse the separation procedure above.





WARNING

- To reduce the risk associated with mechanical hazards:
- Read, understand, and follow all safety and operating instructions before operating or servicing the tape dispenser.
- Allow only properly trained and qualified personnel to operate and service this equipment.



8.32 Gear Box / Motor Mount

To Remove:

- 1. Remove right side cover (See Section 8.11).
- 2. Remove pinch roller (See Section 8.19).
- 3. Remove weighted brush cover (See Section 8.23).
- 4. Remove tape channel plate (See Section 8.25).
- 5. Remove idler gear (See Section 8.29).
- 6. Remove drive gear and clutch assembly (See Section 8.30).
- 7. Remove set screw from feed wheel gear (Figure 8-51).
- 8. Remove feed wheel gear (Figure 8-51).
- 9. Remove bolts from gearbox/motor mount. (Figure 8-52).
- 10. Remove gearbox/motor mount.

New Part Installation:

Reverse the removal procedure above.

8.33 Ramp

To Remove:

- 1. Remove right side cover (See Section 8.11).
- 2. Remove left side cover (See Section 8.12).
- 3. Loosen screws on these parts: coder bar and dead roller weighted brush cover shaft.
- 4. Remove four (4) screws holding ramp. Remove the ramp (**Figure 8-53**).
- 5. Attach four (4) screws to new ramp inside locate thicker end of the ramp toward rear of dispenser (Figure 8-54).
- 6. Tighten loosened screws in #4 and reattach left and right covers.

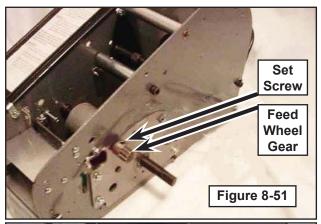
New Part Installation:

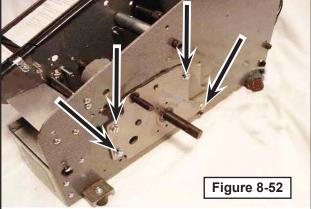
Reverse the removal procedure above.

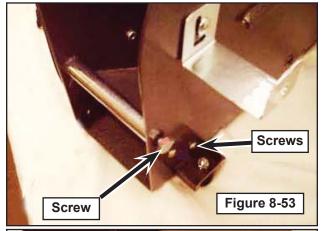


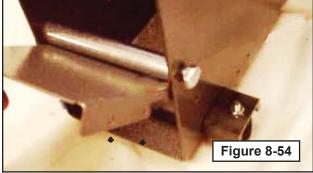
WARNING

- To reduce the risk associated with mechanical hazards:
- Read, understand, and follow all safety and operating instructions before operating or servicing the tape dispenser.
- Allow only properly trained and qualified personnel to operate and service this equipment.









Date:	Description of Operation

8.35 Troubleshooting Guide

The Troubleshooting Guide below lists some possible dispenser problems along with their causes and corrections. See Set-up and Maintenance Sections to avoid problems. Issues other than those listed below, call 3M Technical Service Line for assistance.

PROBLEM	CAUSE	CORRECTION
Dispenser doesn't feed tape	- Tape path is blocked - Tape path is dirty - Tape guides incorrectly set - Tape incorrectly routed - Set screw on the feed - wheel is loose	Clear all debris from the path of the tape. Ensure clearance at: a. the blades b. feed wheel Remove the pressure plate, remove all debris from the tape with a damp cloth, and then replace the pressure plate Adjust the tape guide turnbuckle Re-route the tape Make sure the feed wheel is in the correct position and then tighten the feed wheel set screw
Tape slips at the feed wheel	- Feed Wheel is dirty - Feed Wheel set screw loose	Remove any tape from the dispenser and wipe the feed wheel with a damp cloth Tighten Feed Wheel set screw
Cutter doesn't cut the tape	- Cutter is dirty/gummed up - Cutter Blades are worn	Clean the Cutter Blades Replace the Cutter Blades (refer to service manual)
Handle is hard to pull or jammed	Cutter Blades are dull/worn Feed Wheel set screw loose Clutch bearings are bad	Cutter Blades (refer to service manual) Tighten Feed Wheel set screw Replace the clutch. (refer to service manual)
Tape is jamming or tearing	Pressure plate is not all the way to the pinch roll shaft Brush is incorrectly installed Tape Guides incorrectly set	Place the pressure plate all the way down to the pinch roll shaft (make sure the pressure plate lays flat) Re-install the brush Re-adjust the tape guides
After cutting, blades do not return to original position	- Cutter Blades are not clean	- Clean the Cutter Blade
Tape length is different from settings	- Feed Wheel incorrectly adjusted	 NOTE: Standard Accuracy ± 1/2" Clean the feed wheel Check to see if the feed wheel is spinning on it's shaft. If it is spinning, tighten the set screw
Tape doesn't stick to carton	 Water Bottle is empty Brush is dirty Brush bristles are worn/missing Incorrect pressure on Tape Cartons are dirty 	 Fill the Water Bottle Clean the Brush If brush does not extend above top of brush tank, replace brush Adjust Tape Pressure Weight Use clean cartons only
Tape slips on carton	- Tape is too wet - Cartons are dirty	Adjust water level and/or tape weight Use clean cartons only

9.1 Information for Disposal of Dispenser

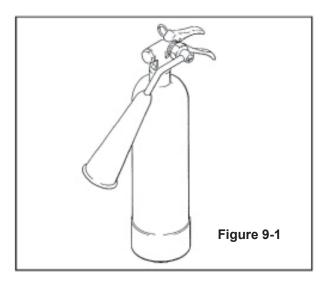
In order to dispose of dispenser materials, please comply with the law and environmental directives of your country.

9.2 Emergency Procedures

IN CASE OF FIRE

Use a fire extinguisher containing CO2 (Figure 9-1).

DO NOT use Water.



10.1 Statement of Conformity

N/A

10.2 Emissions of Radiation, Gas Vapor, and Dust

Nothing to report

10.3 Emission of Hazardous Substances

Nothing to report

10.4 Electric Tests

N/A



WARNING

- To reduce the risk associated with mechanical hazards:
- Read, understand, and follow all safety and operating instructions before operating or servicing the tape dispenser.
- Allow only properly trained and qualified personnel to operate and service this equipment.

11.1 Schematics - N/A for this dispenser

11-TECHNICAL DOCUMENTATION AND INFORMATION (continued)			
11.2 Options and Accessories			
Part Number	Option/Accessory		
ТВА			
For information on the options	and accessories, contact your 3M [™] Representative.		

11-TECHNICAL DOCUMENTATION AND INFORMATION (continued)				
11.2 R	11.2 Replacement Parts and Service Information			
Spare P	Parts			
It is sug	gested that the followin	g spare parts be ordere	ed and kept on hand:	
Qty.	Part Number	Description		
ТВА				

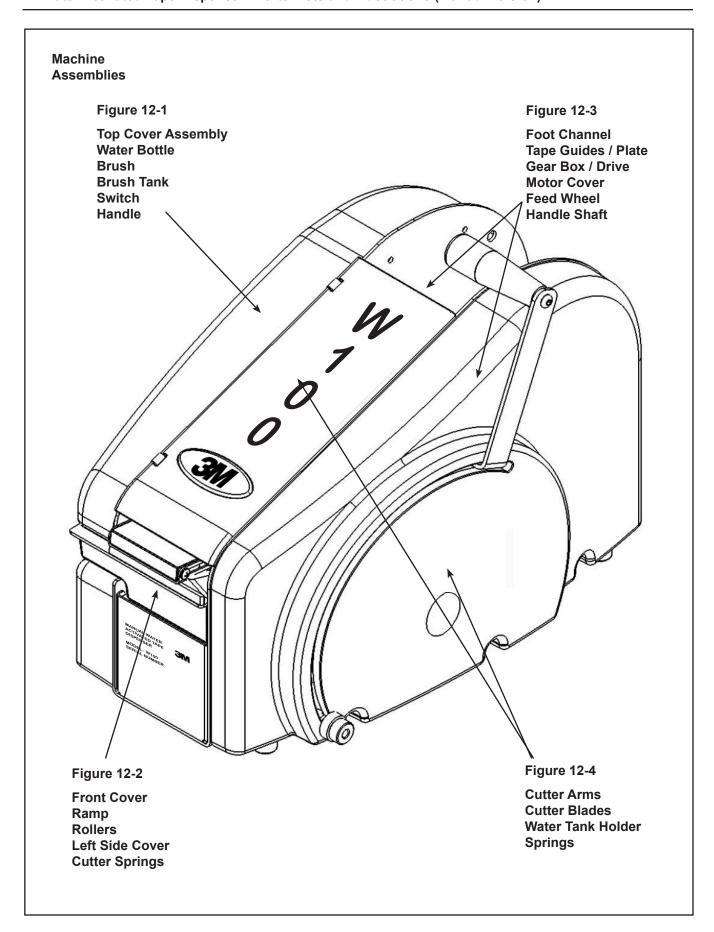
Label Kit

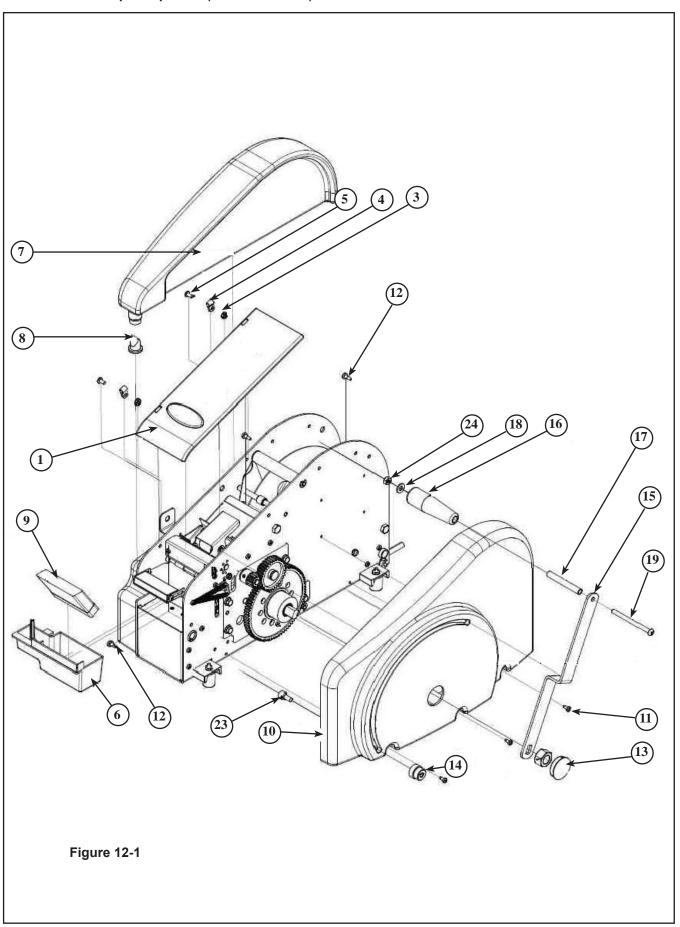
In the event that any labels are damaged or destroyed, they must be replaced to ensure operator safety. A label kit is available as a stock item. It contains all the safety labels used on the Water Activated Tape Dispenser (manual version). **Part # TBA.**

Replacement Parts Ordering Information and Service

Refer to the first page of this instruction manual "Replacement Parts and Service Information".

Replacement Parts - Illustrations and Parts Lists Water Activated Tape Dispenser (manual version), Type 11100 Frame Assemblies To Order Parts: Refer to first illustration, Frame Assemblies, for the Figure Number that identifies a specific portion of the 2. Refer to the appropriate Figure or Figures to determine the parts required and the parts reference number. The Parts List that follows each illustration, includes the Reference Number, Part Number and Part **Description** for the parts on that illustration. Note - The complete description has been included for standard fasteners and some commercially available components. This has been done to allow obtaining these standard parts locally, if desired. Order parts by Part Number, Part Description and Quantity required. Also include dispenser name, number and type. Refer to the first page of this instruction manual "Replacement Parts and Service Information" for replacement parts ordering information. Important - Not all the parts listed are normally stocked items. Some parts or assemblies shown are available only on special order. Contact 3MTM/Tape Dispenser Parts to confirm item availability.

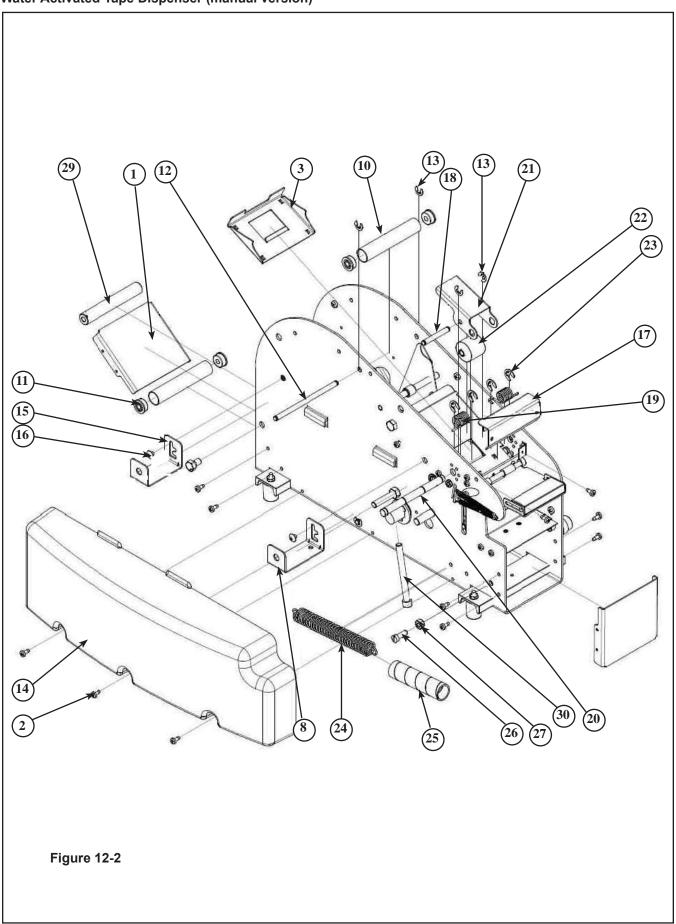




Water Activated Dispenser - Manual Version

Figure 12-1

Ref. No.	3M Part No.	Description
12-1-1	78-8137-5509-3	Top Cover
12-1-2	TBA	Logo (not shown)
12-1-3	TBA	Nut
12-1-4	TBA	Hinge
12-1-5	TBA	Screw
12-1-6	78-8137-5502-8	Tank
12-1-7	78-8137-5495-5	Water Bottle
12-1-8	78-8137-5500-2	Duckbill Valve
12-1-9	78-8137-5501-0	Brush
12-1-10	TBA	Side Cover
12-1-11	TBA	Screw
12-1-12	TBA	Screw
12-1-13	78-8137-5505-1	Hole Plug
12-1-14	TBA	Stop Assy
12-1-15	TBA	Handle Arm
12-1-16	78-8137-5496-3	Handle
12-1-17	TBA	Handle Insert
12-1-18	TBA	Washer
12-1-19	TBA	Screw
12-1-20	TBA	Nut
12-1-21	TBA	Strip (not shown)
12-1-22	TBA	Nut (not shown)
12-1-23	TBA	Screw (not shown)



Water Activated Dispenser - Manual Version

Figure 12-2

Ref. No.	3M Part No.	Description	
12-2-1	TBA	Cover	
12-2-2	TBA	Screw	
12-2-3	78-8137-5497-1	Pressure Pla	te
12-2-4	TBA	Tube	(not shown)
12-2-5	TBA	Bearing	(not shown)
12-2-6	TBA	Shaft	(not shown)
12-2-7	TBA	Screw	(not shown)
12-2-8	78-8137-5499-7	Front Water E	Bottle Bracket
12-2-9	TBA	Screw	(not shown)
12-2-10	TBA	Roller Tube	
12-2-11	TBA	Bearing	
12-2-12	TBA	Shaft	
12-2-13	TBA	E-Clip	
12-2-14	TBA	Side Cover	
12-2-15	78-8137-5498-9	Rear Water E	Bottle Bracket
12-2-16	TBA	Screw	
12-2-17	78-8137-5504-4	Guard	
12-2-18	TBA	Pin	
12-2-19	TBA	Spring	
12-2-20	TBA	Shaft	
12-2-21	TBA	Holder	
12-2-22	TBA	Roll	
12-2-23	TBA	E-Clip	
12-2-24	TBA	Spring	
12-2-25	TBA	Damper	
12-2-26	TBA	Screw	
12-2-27	TBA	Nut	
12-2-28	TBA	S-Hook	(not shown)
12-2-29	TBA	Roller	
12-2-30	TBA	Screw	
12-2-31	TBA	Fixed Blade S	Stop (not shown)

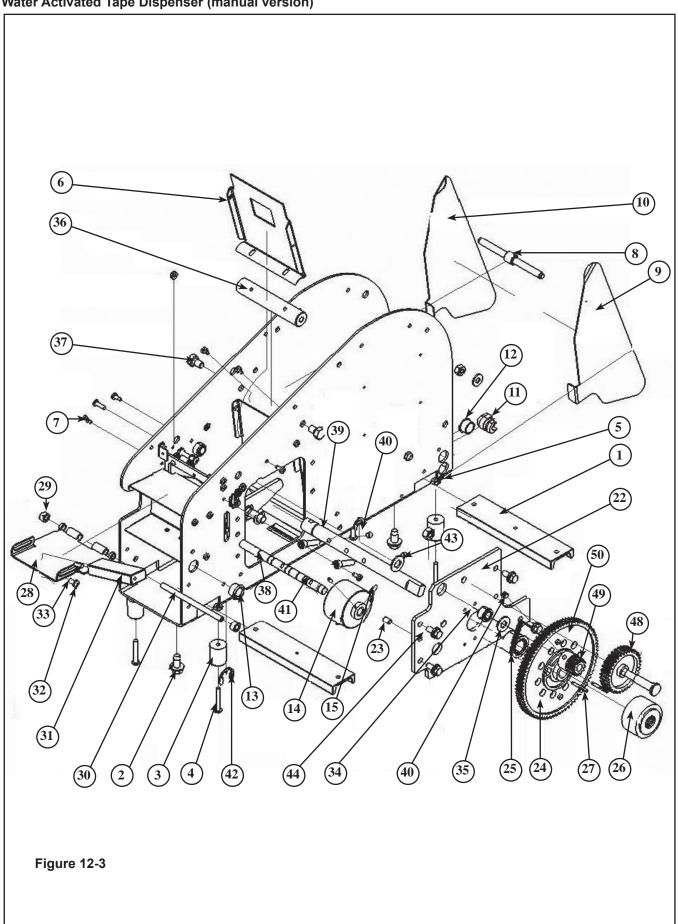
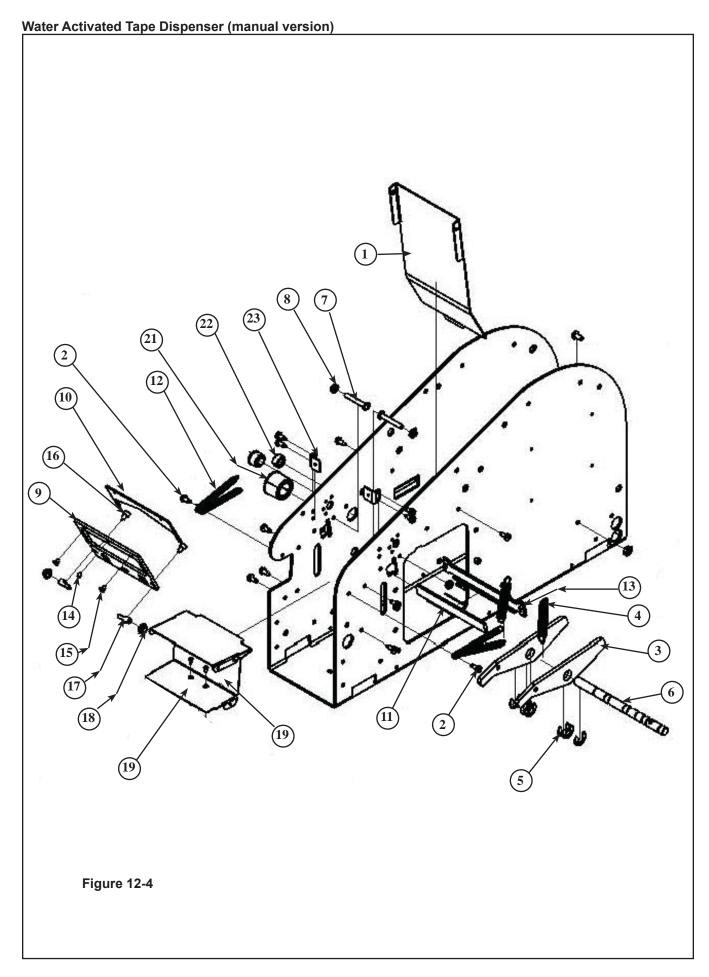


Figure 12-3

Ref. No.	3M Part No.	Description
	w.c	200
12-3-1	TBA	Bar
12-3-2	TBA	Screw
12-3-3	TBA	Rubber Foot
12-3-4	TBA	Screw
12-3-5	TBA	Nut
12-3-6	TBA	Plate
12-3-7	TBA	Screw
12-3-8	TBA	Turnbuckle
12-3-9	TBA	Guide
12-3-10	TBA	Guide
12-3-11	TBA	Power Cord Relief
12-3-12	TBA	Plug
12-3-13	TBA	Split Bushing
12-3-14	TBA	Wheel
12-3-15	TBA	Screw
12-3-16	TBA	Tube (not shown)
12-3-17	TBA	Bearing (not shown)
12-3-18	TBA	Shaft (not shown)
12-3-19	TBA	Screw (not shown)
12-3-20	TBA	Bracket (not shown)
12-3-21	TBA	Screw (not shown)
12-3-22	TBA	Gearbox/Motor Frame
12-3-23	TBA	Pin
12-3-24	TBA	Drive Gear
12-3-25	TBA	Spring
12-3-26	TBA	Clutch
12-3-27	TBA	Pin
12-3-28	TBA	Weighted Tank Cover
12-3-29	TBA	Brass Bushing
12-3-30	TBA	Rod
12-3-31	78-8137-5503-6	Weight
12-3-32	TBA	Screw
12-3-33	TBA	Pin
12-3-34	TBA	Bearing 3/8
12-3-35	TBA	Bearing 1/2
12-3-36	TBA	Roller
12-3-37	TBA	Screw
12-3-38	TBA	Shaft
12-3-39	TBA	Shaft
12-3-40	TBA	Screw
12-3-41	TBA	Screw
12-3-42	TBA	E-Clip
12-3-43	TBA	Washer
12-3-44	TBA	Screw
12-3-45	TBA	Screw
12-3-46	TBA	Screw
12-3-47	TBA	Shaft
12-3-48	TBA	Gear
12-3-49	TBA	Gear



Water Activated Dispenser - Manual Version

Figure 12-4

Ref. No.	3M Part No.	Description
12-4-1	TBA	Steel Plate
12-4-2	TBA	Screw
12-4-3	TBA	Arm
12-4-4	TBA	Spring
12-4-5	TBA	E-Clip
12-4-6	TBA	Shaft
12-4-7	TBA	Screw
12-4-8	TBA	Nut
12-4-9	TBA	Cutter Blade Holder
12-4-10	TBA	Cutter Blade-Movable
12-4-11	TBA	Fixed Blade
12-4-12	TBA	Springs
12-4-13	TBA	Fixed Blade Shoe
12-4-14	TBA	Set Screw
12-4-15	ТВА	Screw
12-4-16	ТВА	Screw
12-4-17	ТВА	Bushing
12-4-18	TBA	Cutter Guide
12-4-19	TBA	Water Tank Holder
12-4-20	TBA	Screw
12-4-21	TBA	Bearing - 1/2"
12-4-22	TBA	Bearing - 3/8"
12-4-23	TBA	Clip

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