

POLYAIR

POWERED BY **NUEVOPAK**



X-Pad

User's Guide

POLYAIR

POWERED BY **NUEVOPAK**

User's Guide – X-Pad



X-Pad (XP-0)**Table of Contents**

1	About This Guide	2
2.0	Safety	3
2.1	Important Safety Instructions (Save These Instructions)	3
2.2	Compliance	7
3.0	Overview	9
3.1	System Description	9
3.2	Sequence of Operation	10
3.3	Electrical Power Requirements	11
3.4	Paper Types	11
3.5	System Components	12
4.0	Set-up	15
4.1	System Set-up - Floor Stand for X-Pad	16
4.2	System Set-up – Table Side Stand for X-Pad	20
4.3	System Set-up – X-Pad	22
4.4	Transport, Handling, and Storage	33
5.0	Operation	34
5.1	Loading the X-Fold Paper on the Floor Stand	34
5.2	Loading the X-Fold Paper on the Table Side Stand	36
5.3	Paper Loading After Paper Jam	38
5.4	System Controls	40
5.5	Menu Bar	41
5.6	Auto Mode	41
5.7	Programming Auto Mode	43
5.8	Cut & Hold Mode	44
5.9	Programming Cut & Hold Mode	45
5.10	Sequence Mode	46
5.11	Programming Sequence Mode	47
5.12	Manual Mode	49
5.13	Maintenance Mode	50
5.14	Setting Mode	51
5.15	Runtime Warning	52
6.0	Maintenance	53
6.1	Maintenance Overview	53
6.2	Cleaning Dust from the System	54
6.3	Paper Jam Shooting	55
6.4	Replacing the Power Fuse	57
7.0	Troubleshooting	58
7.1	No Power to the System	58
7.2	Problems with Making Paper Cushioning Material	59
8.0	Customer Service	61
8.1	Who to Contact	61
8.2	Using Technical Support	61

1 About This Guide

The *User's Guide—X-Pad* is written and illustrated to easily familiarize the operator with system safety, system operation, and performing maintenance.

Information symbols used throughout this guide:



This “**BOLT OF LIGHTNING**” symbol indicates that there is non-insulated material within your unit that may cause an electrical shock.



This “**ENTRAPMENT**” symbol indicates that there are paper forming gears within your unit that can cause injury.



This “**READ MANUAL**” symbol calls attention to the importance of reading and understanding the provided user's guide.



This “**GOGGLES**” symbol calls attention to the need to wear protective eye wear while performing maintenance and repair procedures.



This “**Ear protection**” symbol calls attention to the need to wear ear protection during operation.



This “**EXCLAMATION POINT**” symbol calls attention to equipment features that you should be familiar with by reading the enclosed literature. This will help prevent operating problems.



This “**TRIANGLE**” symbol calls attention to special notes that will enhance operating and maintenance procedures.

Definitions used throughout this guide:

- A *Machine* is defined as the X-Pad which is manufactured by Nuevopak.
- An *Operator* is defined as those individuals who have been trained by a **Polyair** representative and are authorized to operate the system as outlined in this guide, the *User's Guide—X-Pad*.



WARNING! Only *Qualified Service Personnel* who have been trained by a Nuevopak representative are allowed to perform maintenance and repair procedures.

- *Qualified service personnel* is defined as those individuals who have been trained by a **Polyair** representative and are authorized to: operate the system, and to perform maintenance and repair procedures as outlined in the *User's Guide—X-Pad*.
- A **Polyair representative** is defined as those individuals who are authorized to: install and decommission the system, operate the system, train *operators*, train *qualified service personnel*, and to perform all maintenance and repair procedures as outlined in the *User's Guide—X-Pad*.
- A *user* is defined as the joint name of *operators* and *qualified service personnel*.
- *Paper jam* is defined as the case that the cushioning paper is jammed in the forming gears after a mistaken operation.

NOTICE

Copyright © 2018 by NuevopakCo.Ltd. All rights reserved.

2.0 Safety

2.1 Important Safety Instructions (Save These Instructions)

1.  **Read and thoroughly understand this guide.**
2. **Before operating the X-Pad, be sure of the following:**
 - The operator has received full training by an authorized Polyair representative.
 - The operator has read and understood all safety instruction labels attached to the system.
 - In the event of an accident, seek medical attention as required. Turn the system OFF and disconnect and lockout the main power until the unit can be inspected by a Polyair representative or *qualified service personnel* that have been trained by a Polyair representative.
 - Connect to a properly grounded outlet only. For grounding instructions – see 3.3 *Electrical Power Requirements*.

 **WARNING!** Failure to properly ground the system could create an electrical shock hazard.

 **WARNING!** A qualified electrician should be consulted if there is any doubt as to whether an outlet box is properly grounded.

 - To disconnect, turn all controls to the OFF (“O”) position, then remove the plug from the outlet.
 - Do not unplug by pulling on cord. To unplug, grasp the plug, not the cord.
 - Unplug from the outlet when not in use and before servicing or cleaning.
3. **The Paper Cushioning material created by the X-Pad is intended to be used only as packaging material.**
4. **The operator should not perform any maintenance or repair procedures other than the procedures specified in the 6.0 Maintenance section of this User’s Guide—X-Pad:**
 - In the event of a breakdown or if operation of the system differs from the descriptions in this guide, turn the system OFF and disconnect and lockout the main power until the unit can be inspected by a Polyair representative or qualified service personnel that have been trained by a Polyair representative.
 - Changes or modifications not expressly approved by Polyair could void the user’s authority to operate the equipment.

 **WARNING!** Do not attempt to repair or modify the *X-Pad* other than those procedures outlined in the 6.0 Maintenance section of this *User’s Guide—X-Pad*. All other repairs must be done by a Polyair representative or *qualified service personnel* that have been trained by a Polyair representative.

 **WARNING!** Use protective eye wear as indicated when performing maintenance and repair procedures.

 **WARNING!** Do not open up the electrical cabinet.

2.1 Important Safety Instructions (cont.)

5. Lockout/Tagout(LOTO):

- All maintenance procedures should be performed in the approved manner using Lockout/Tagout procedures.
- The equipment may be isolated from its energy source by unplugging the X-Pad power cord plug with an electrical lockout cover and locking.
- Prior to beginning maintenance procedures always verify that de-energization for Lockout/Tagout has been PERFORMED.



Note: Do not operate any equipment with damaged, loose, or malfunctioning components. Contact a Polyair representative.

6. Inspect at regular intervals to ensure that:

- Component cables are not cut, broken, or damaged.
- Cords or plugs are not damaged.
- No components are loose.
- All controls and indicators function properly.
- Do not operate any system with a damaged cord or plug, or after the system malfunctions or is dropped or damaged in any manner. Return the system to the nearest authorized service facility for examination, repair, or electrical or mechanical adjustment.

7. Airborne noise emission:

- The A-weighted emission sound pressure level at the work station is 80dB(A) with a measurement uncertainty of 2.5dB. Measurement standard EN ISO 11202:2010.



WARNING! Wear ear protection during operation.

8. Use of Nuevopak Materials and Accessories:

- We strongly recommend that customers use only X-Fold Paper with the X-Pad and that the X-Pad be used only in connection with accessories supplied by Nuevopak. We can assume no responsibility when other materials are used in the X-Pad and we reserve the right to refuse to service any X-Pad if non-X-Fold paper or parts have been used. Service includes, without limitation, providing repairs and maintenance services, supplies and parts.

9. Paper packs are heavy:

- Paper packs should be lifted with caution.



CAUTION! The paper pack is heavy – see *Table 3-3*.

X-Pad (XP-0)

2.1 Important Safety Instructions (cont.)

10. Environmental conditions:

- Storage temperature:- 4° ~ 122° F/ -20° ~ 50° C
- Operating temperature: 46° ~ 95° F/ 8° ~ 35° C
- Storage humidity: “dry” ~ 95% (in protective packaging)
- Operating humidity: 30 ~ 90%
- Electrical equipment shall be capable of operating correctly at altitudes up to 1000m above mean sea level.



WARNING! Neither the machine as a whole nor its internal components are intended for use in with or around potentially flammable or explosive materials.



Note: Do not use outdoors.

11. Residual risk:

Safety guarding is incorporated into the X-Pad but minimal exposure is present at:

- Paper entrance chute – keep clothing, hair, and jewelry out of the entrance chute.
- When the front cover is hinge down, the knife blade is exposed. Care and avoidance needs to be taken.
- Keep away from the sharp edge of the running paper.

12. Safety Devices – see *Figure 2-1*:

The following are safety devices for the X-Pad:

- **Emergency stop button(E-stop)** – This switch, located on the control panel, when pushed interrupts power to the drive motor and the knife.
- **Front cover safety switch** – The switch, when the front cover is removed, interrupts power to the drive motor.
- **Cover** – Front and top covers guard against access to moving parts and the knife during operation.

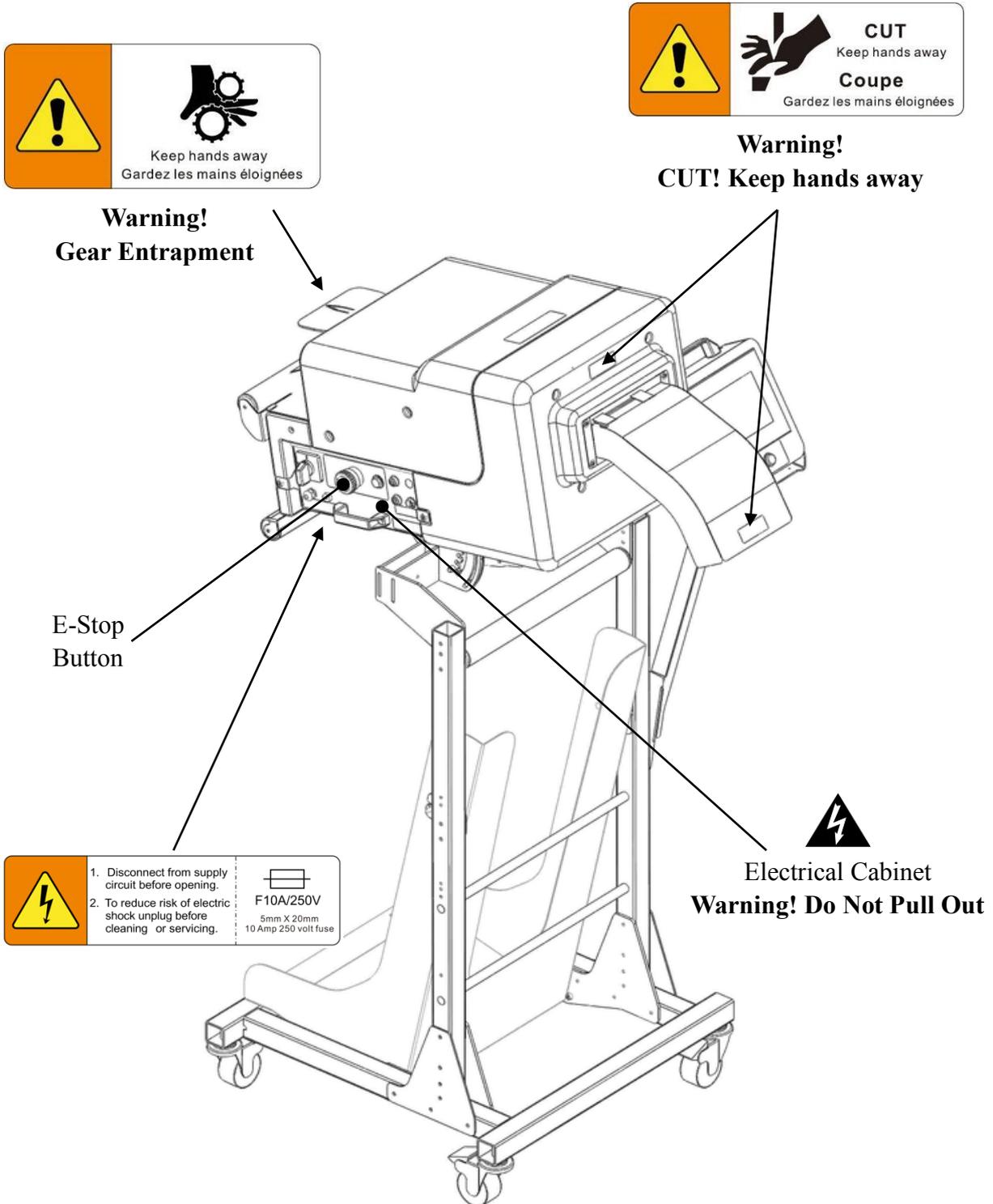


WARNING! Do not remove or tamper with the following built-in safety devices.



WARNING! Do not open the covers except where instructed in the *6.0 Maintenance* section of this guide. The guards and access covers should be removed only by an authorized Polyair representative or *qualified service personnel* that have been trained by a Polyair representative.

2.1 Important Safety Instructions (cont.)

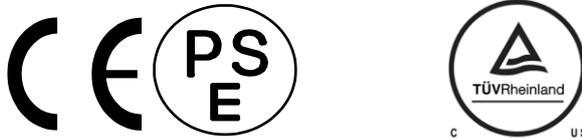


Safety Devices
Figure 2-1

X-Pad (XP-0)

2.2 Compliance

The X-Pad Paper Cushioning System is eligible to bear the CE, PSE, and the TUV Mark shown with adjacent indicators ‘C’ and ‘US’.



EC Declaration of Conformity according to
EC Machinery Directive 2006/42/EC
Low Voltage Directive 2006/95/EC
EC EMC Directive 2004/108/EEC
RoHS Directive 2011/65/EU

We herewith declare,
Nuevopak Co.Ltd.
Unit B, 6/F, Hennessy Plaza, 164-166 Hennessy Road, Wanchai, Hong Kong.

that the following product complies with the appropriate basic safety and health requirements of the EC Directive based on its design and type, as brought into circulation by us. In case of alteration of the product, not agreed upon by us, this declaration will lose its validity.

Product Description: Paper Packaging System
Model Number: X-Pad Paper Cushioning System

Authorized on behalf of Nuevopak Co. Ltd.

Applicable Harmonized Standards:

- EN 60204-1: Safety of Machinery – Electrical equipment of machines
- EN 13849: Safety of Machinery – Safety related parts of a control system
- EN 14121: Safety of Machinery – Principles for risk assessment
- EN ISO 12100-1: Safety of Machinery – Basic terminology, methodology
- EN ISO 12100-2: Safety of Machinery – Technical principles and specifications
- EN ISO 13857: Safety of Machinery – Safety distance to prevent danger zones being reached by upper limbs
- EN 349: Safety of Machinery – Minimum gaps to avoid crushing of the human body
- EN 953-1: Safety of Machinery – General requirements for the design and the construction of fixed and removable guards
- EN 61000-6-4: Generic Emissions, Industrial Environment
- EN 61000-6-2: Generic Immunity, Industrial Environment
- EN 61000-4-2: ESD
- EN 61000-4-3: Radiated immunity
- EN 61000-4-4: EFT
- EN 61000-4-5: Surge
- EN 61000-4-6: Conducted immunity
- EN 61000-4-11: Voltage dips and interruptions

2.2 Compliance (cont.)



FCC

This equipment has 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.

This device complies with part 15 of the FCC Rules.

Operation is subject to the following two conditions: (1) the device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTE: 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.

3.0 Overview

3.1 System Description

The X-Pad Paper Cushioning System creates on-demand protective *Cushion* material from a pack of X-Fold kraft paper. There are two (2) configurations:

- Floor Stand for X-Pad
- Table Side Stand for X-Pad

The X-Pad Paper Cushioning material can be dispensed in four (4) dispense modes:

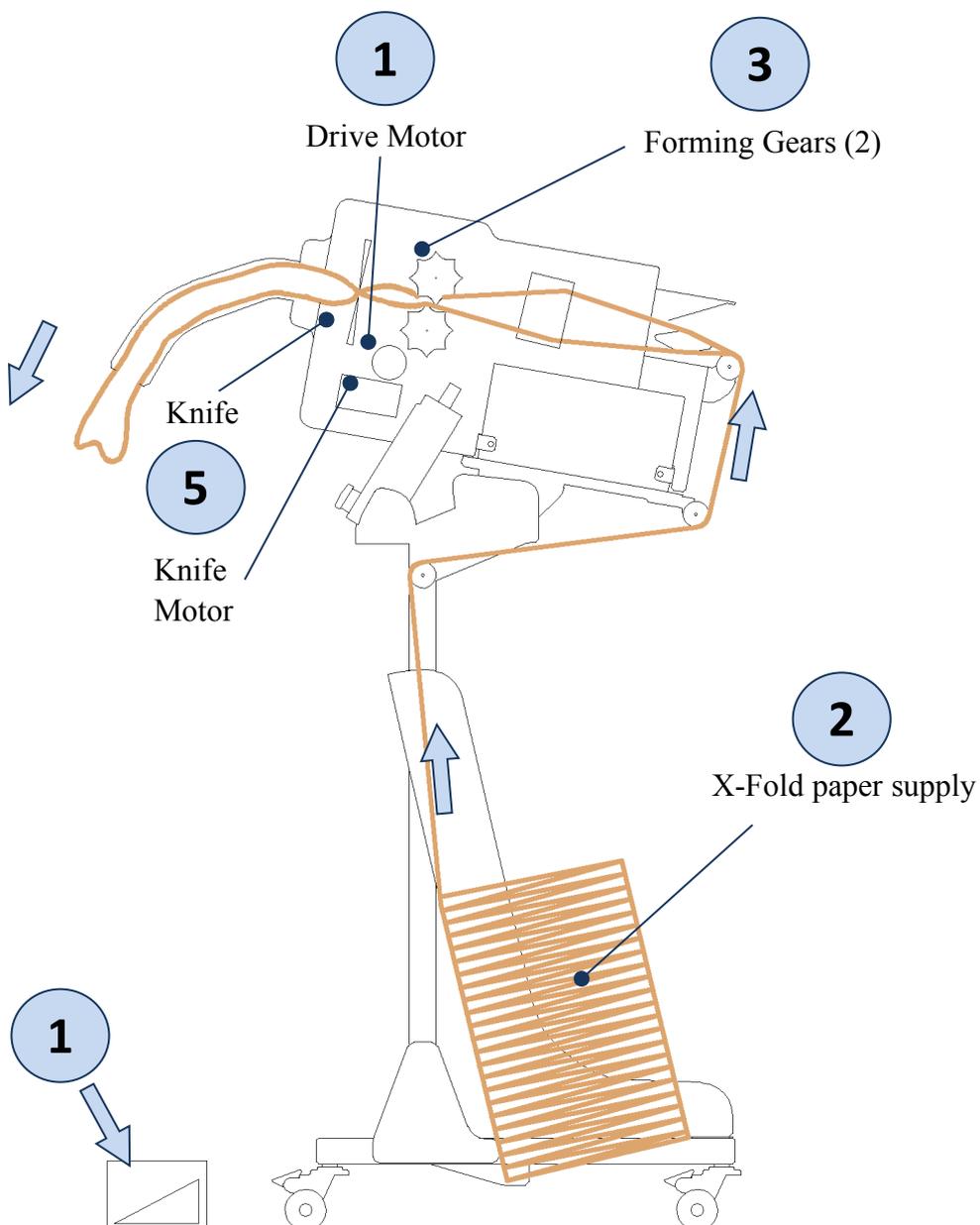
- Auto Mode
This mode dispenses up to four (4) preset lengths and quantities in a sequence.
See 5.5 *Auto Mode*
- Cut & Hold Mode
This mode dispenses up to six (6) preset lengths and quantities in a sequence. The paper is held at the exit chute until removed by the operator and then automatically replaced.
See 5.7 *Cut & Hold Mode*
- Sequence Mode
This mode dispenses up to six (6) preset lengths, individually or in a sequence.
See 5.9 *Sequence Mode*
- Manual Mode
This mode allows a manually dispensed length.
See 5.11 *Manual Mode*

3.2 Sequence of Operation

Manual Mode

Dispenses a continuous length of paper Cushioning material using the *Foot Switch*

1. The operator presses and holds the foot switch and the drive motor is activated.
2. The paper is pulled from the X-Fold paper supply.
3. The paper is passed through the forming gears.
4. When the desired length of paper material is dispensed out the exit chute, the operator releases the foot switch (not shown) and the drive motor stops.
5. The knife motor automatically activates the knife to separate the dispensed paper from the paper web.



Sequence of Operation
Figure 3-1

X-Pad (XP-0)

3.3 Electrical Power Requirements



WARNING! Use of an improperly rated or an ungrounded extension cord could create an electrical shock hazard as well as operational problems.

X-Pad	Receptacle Type	A/C Voltage	Phase	Current
Model No.: XP-0-U	NEMA 5-020R	100-240VAC 50/60Hz	Single Phase Grounded	15A Service 8A
Model No.: XP-0-E	CEE7/7	100-240VAC 50/60Hz	Single Phase Grounded	15A Service 8A

**Electrical Power Requirements
Table 3-2**

3.4 Paper Types



Note: The use of non-Nuevopak materials will cause material production problems, may damage the equipment, and will reduce the quality of packaging protection.



WARNING! The paper supplies are heavy – see the weights below.

X-Pad Paper	Type	Material Dims	Material Length	Material Weight
X900300C	55# 30" single ply X-Fold Paper	15" x 11" x 6"	990'	45 lbs.
X700360C	44# 30" single ply X-Fold Paper	15" x 11" x 6"	1188'	42 lbs.
X770300	44#/44# 30" double ply X-Fold Paper	15" x 11" x 6"	990'	70.5 lbs.
X770200	44#/44# 30" double ply X-Fold Paper	15" x 11" x 6"	660'	47 lbs.
X570350	30#/44# 30" double ply X-Fold Paper	15" x 11" x 6"	1155'	70.5 lbs.
X570240	30#/44# 30" double ply X-Fold Paper	15" x 11" x 6"	800'	48 lbs.

**Paper Types
Table 3-3**

3.5 System Components

1. ON/OFF Power Switch

This switch controls incoming power to the system. It is located on the right side of the controller.

2. Emergency Stop Switch (E-Stop – 2 Places)

This switch when pushed, disables the drive assemblies. It is located on the top of the controller.

3. VAC Power Cord

This cord must be plugged into a properly rated receptacle – see *3.3 Electrical Power Requirements*.

4. Control Panel

This touch screen panel is used to operate and program the system – see *5.3 System Controls*.

5. X-Fold Paper

See *5.1 Loading the X-Fold Paper on the Floor Stand* and *5.2 Loading the X-Fold Paper on the Table Side Stand*.



WARNING! The X-Fold Paper is heavy – see *Table 3-3 Paper Types* for sizes and weights.

6. Paper Entrance Chute

The leading edge of the paper web is fed into this chute.



CAUTION! Risk of Entrapment. Keep fingers, hair, and jewelry away from this opening while paper is fed into the system.

7. Paper Exit Chute

The protective packaging paper material exits the system from this point.

8. Electrical Cabinet

This box contains the system electronics.



WARNING! Do not open the electrical cabinet.



Note: Only qualified service personnel are authorized to remove covers.

X-Pad (XP-0)

3.5 System Components (cont.)

9. Angle Shelter

Set the head angle by angle shelter under the machine.

- The use method of the Angle Shelter – see *Figure 3-5*.

⚠ WARNING! First remove the butterfly screws from the angle shelter to the Floor Stand – see *Figure 3-4*.

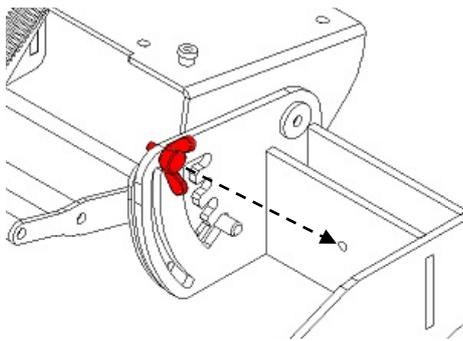


Figure 3-4

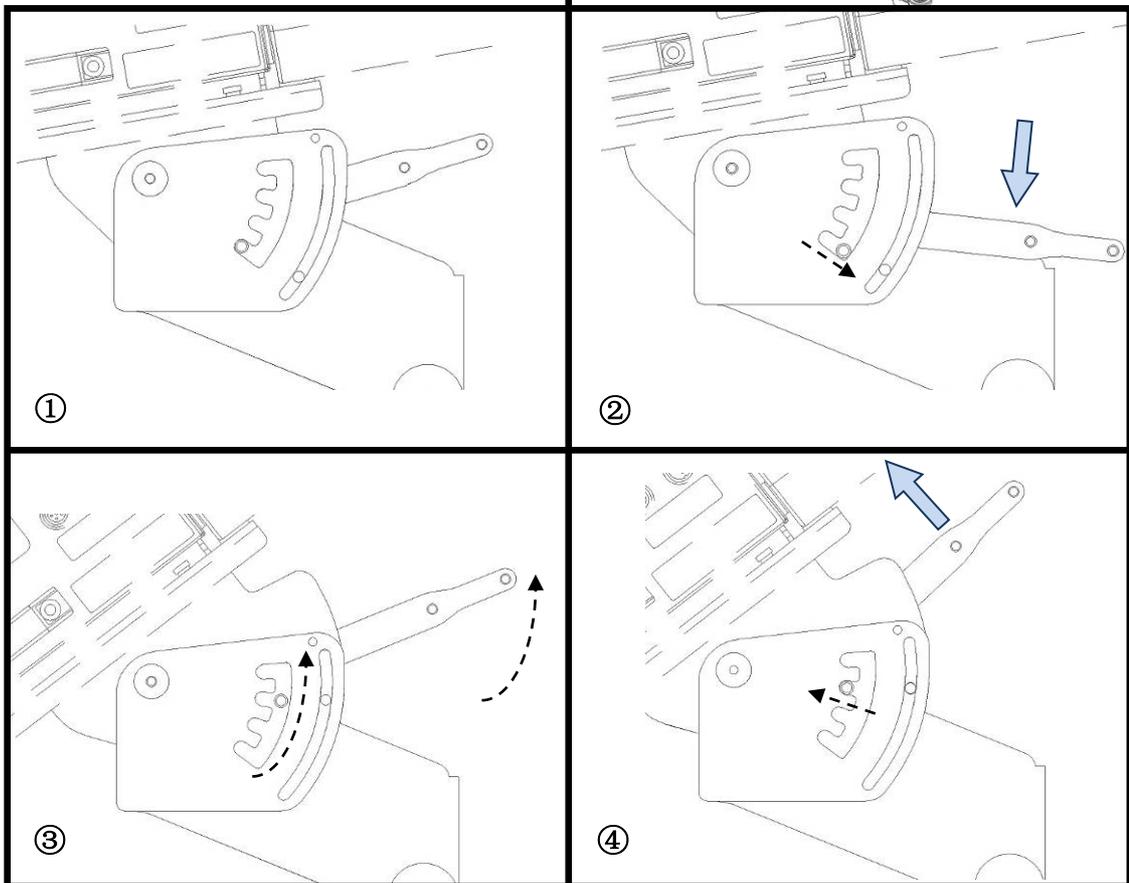
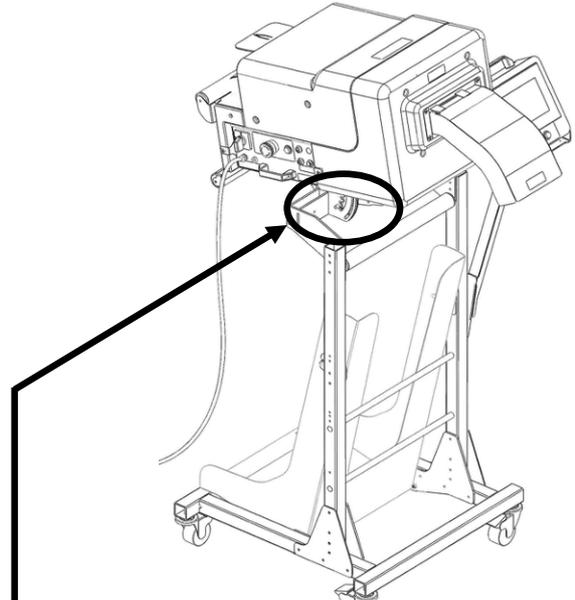
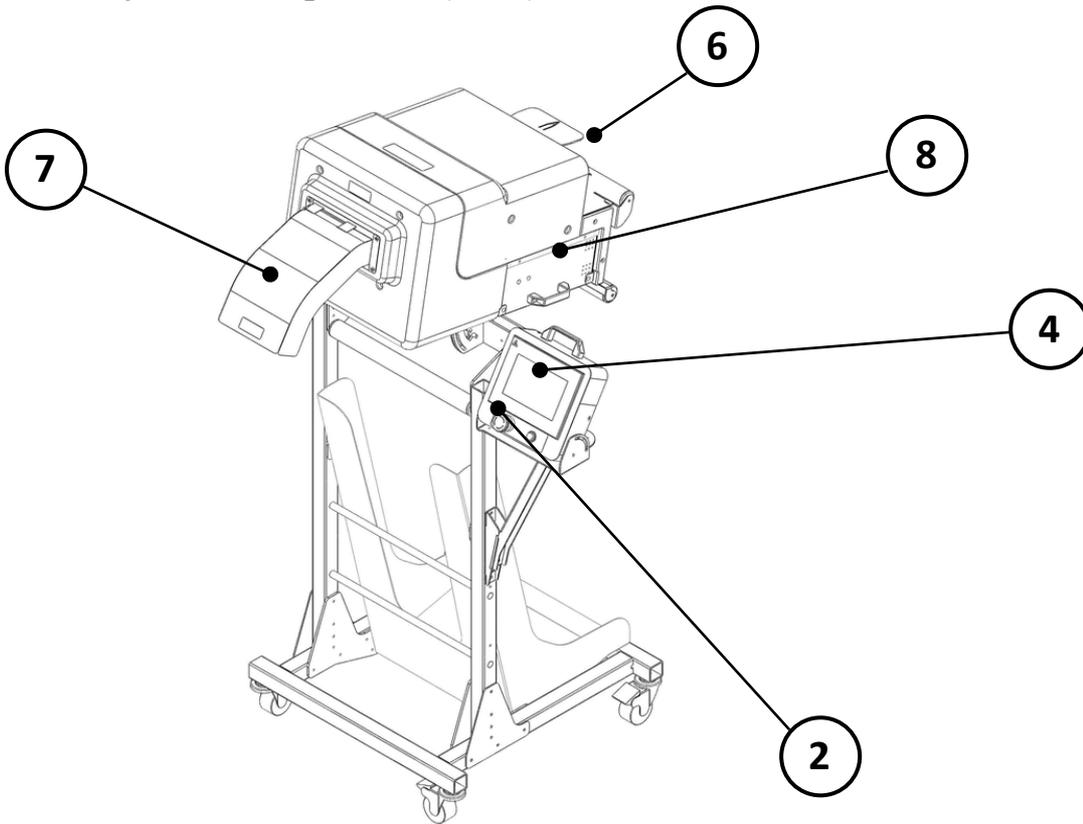
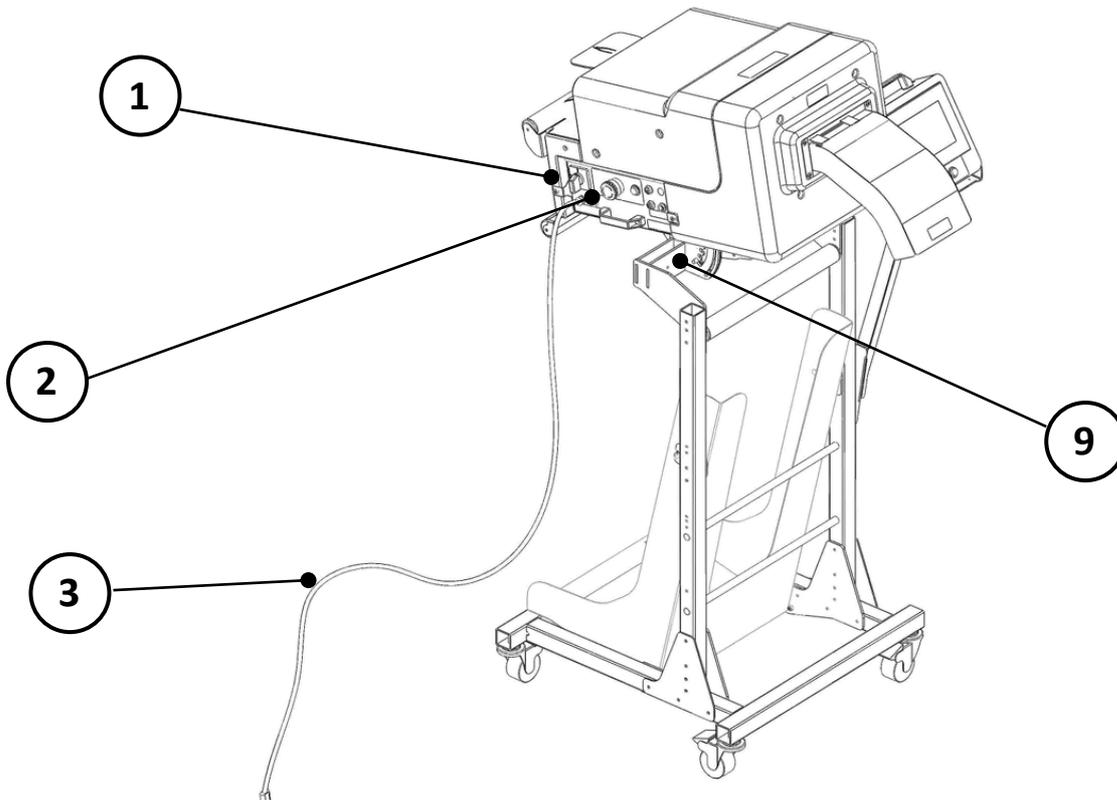


Figure 3-5

3.5 System Components (cont.)



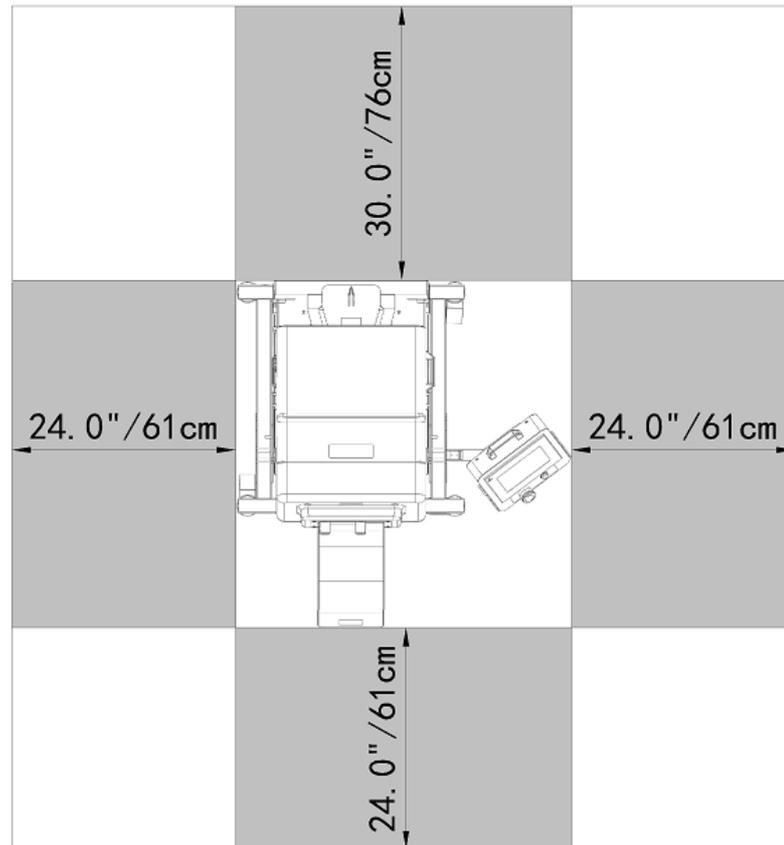
Component Locations - 1
Figure 3-6



Component Locations - 2

4.0 Set-up

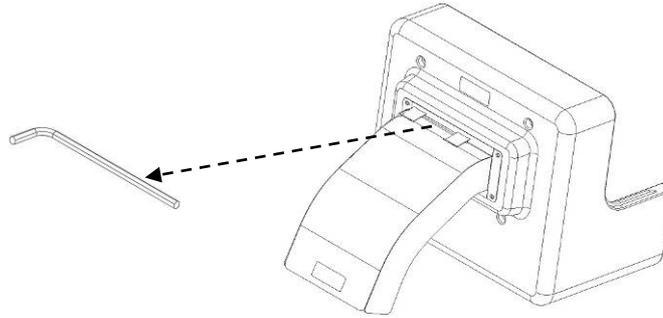
Be sure to review your packaging application needs with your distributor or a Polyair representative to determine the most effective X-Pad System solution.



System Set-up
Figure 4-1

4.1 System Set-up — Floor Stand for X-Pad

1. Uncrate the system with the help of your distributor or a Polyair representative.
 2. Setup the Floor Stand for X-Pad:
- Tools required:
Hex key. Take out from the front cover (XPA-A1B00 – Housing + Touch Screen + Foot switch).



Take a hex key out from the front cover

Figure 4-2

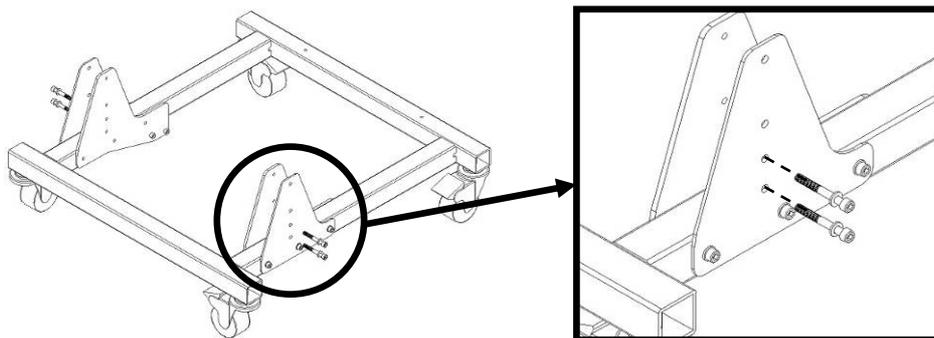
- Install the Floor Stand for X-Pad:



WARNING! The floor stand is heavy and weights 85 lbs. / 39kg.

Open the carton box Part#: XPA-A2000 – Floor Stand Assembly.

Step 1: Pre-install the screws. Both the right-hand side and the left-hand side installation methods are the same.

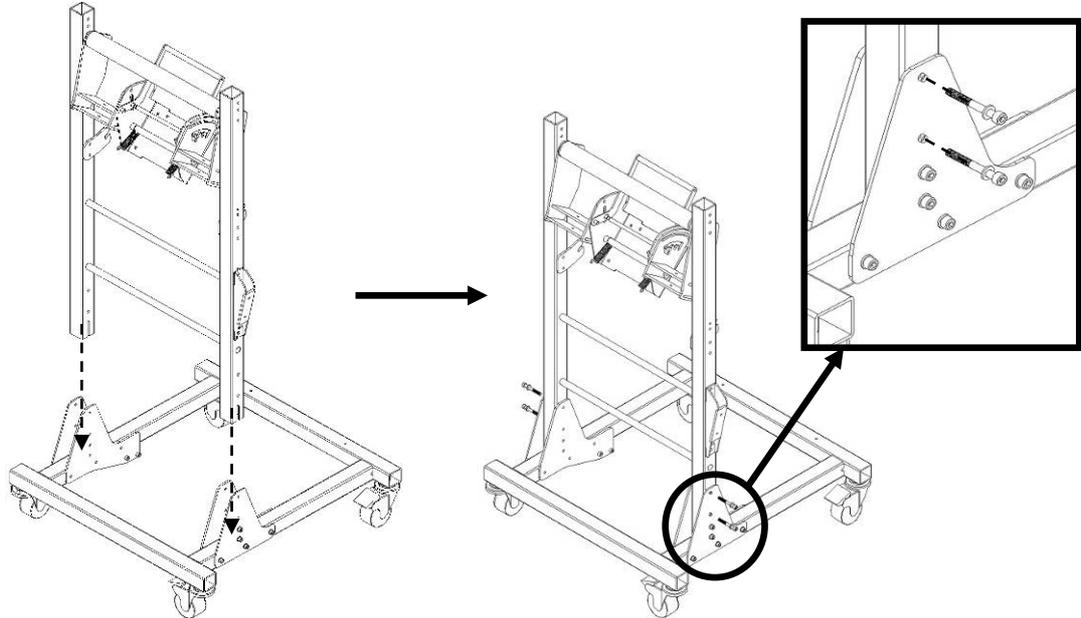


Install the Floor Stand – Step 1

Figure 4-3

X-Pad (XP-0)**4.1 System Set-up - Floor Stand for X-Pad (cont.)**

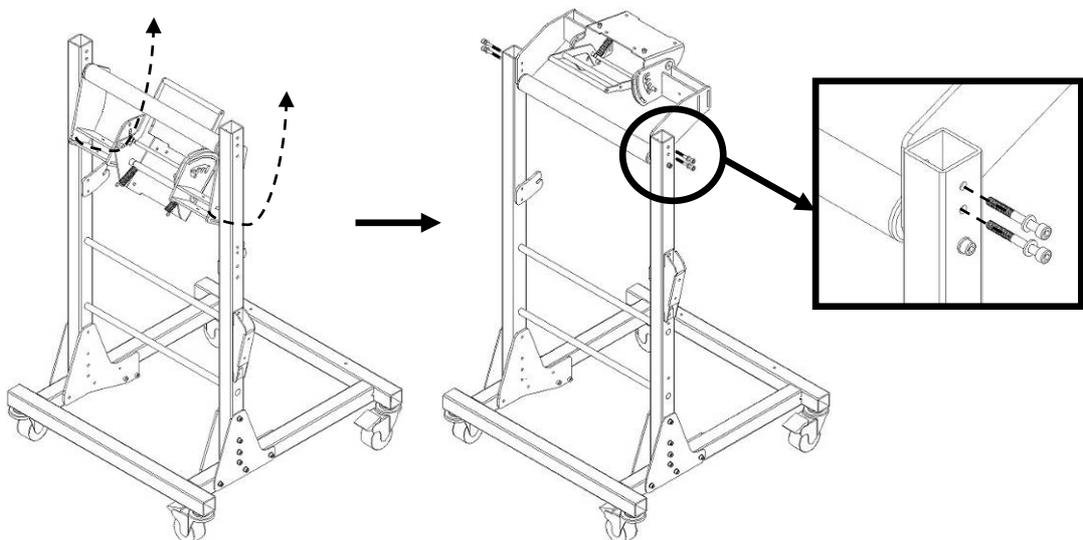
Step 2: Place the vertical part on designated location and tighten up by the screws. Both the right-hand side and the left-hand side installation methods are the same.



Install the Floor Stand – Step 2

Figure 4-4

Step 3: Turn over the angle shelter and tighten up by the screws. Both the right-hand side and the left-hand side installation methods are the same.



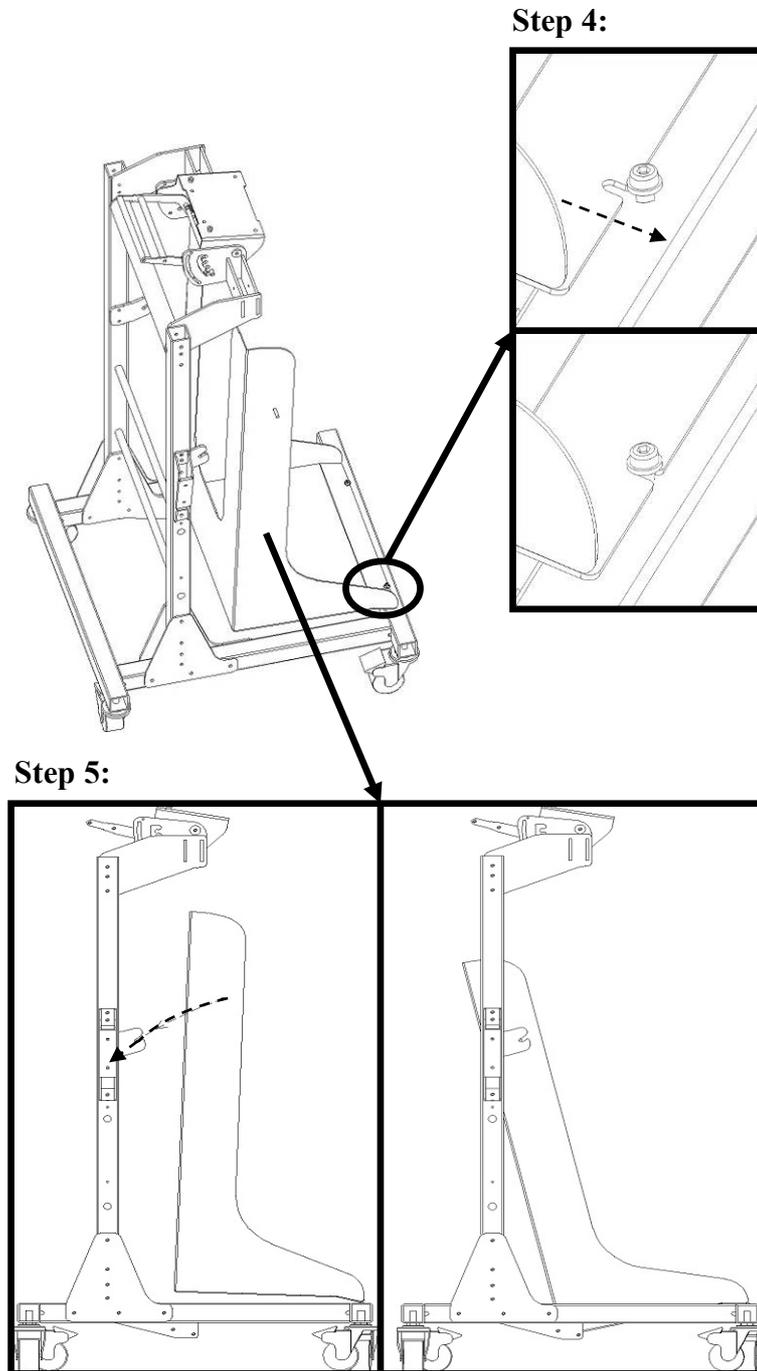
Install the Floor Stand – Step 3

Figure 4-5

4.1 System Set-up - Floor Stand for X-Pad (cont.)

Step 4: Loosen the pre-installed screws up, and easily use the U-shape structure to install.

Step 5: Pull the paper holder down and tighten up by the pre-installed screws.



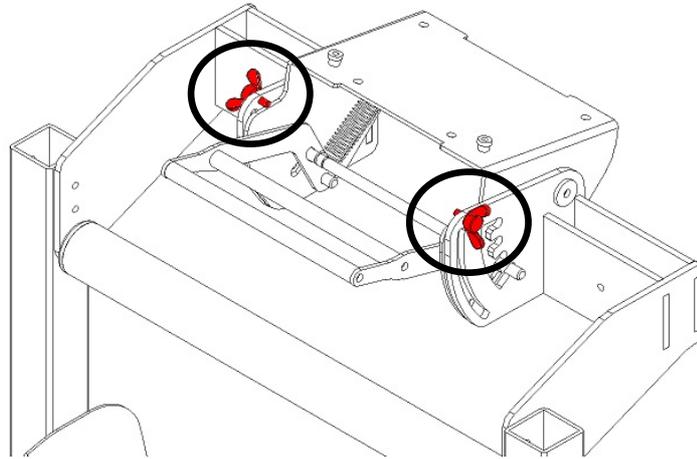
Install the Floor Stand – Step 4 & Step 5

Figure 4-6

X-Pad (XP-0)

4.1 System Set-up - Floor Stand for X-Pad (cont.)

Step 6: Before the installation of other modules, double check to ensure the butterfly screws are installed on the angle shelter.



Install the Floor Stand – Step 6
Figure 4-7

4.2 System Set-up – Table Side Stand for X-Pad

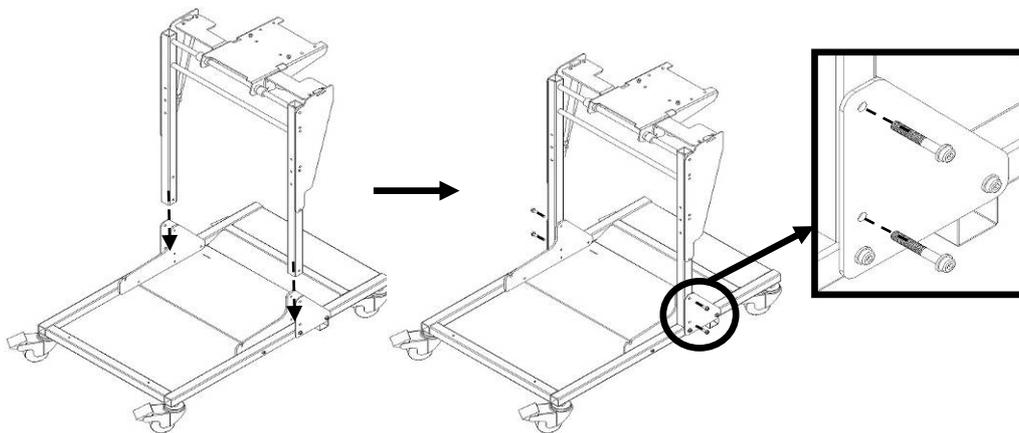
1. Uncrate the system with the help of your distributor or a Polyair representative.
2. Setup the Table Side Stand for X-Pad:
 - Tools required:
Hex key. Take out from the front cover (XPA-A1B00 – Housing + Touch Screen + Foot switch) – see *Figure 4-2*.
 - Install the Table Side Stand for X-Pad:



WARNING! The table side stand is heavy and weights 67.6 lbs. / 31 kg.

Open the carton box – Table Side Stand Assembly.

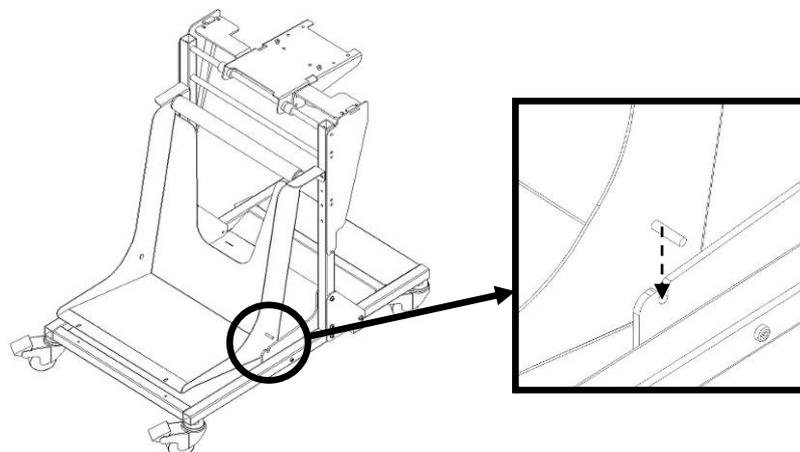
Step 1: Install the vertical part of the table side stand. Both the right-hand side and the left-hand side installation methods are the same.



Install the Table Side Stand – Step 1

Figure 4-8

Step 2: Put the paper holder on the designed location.



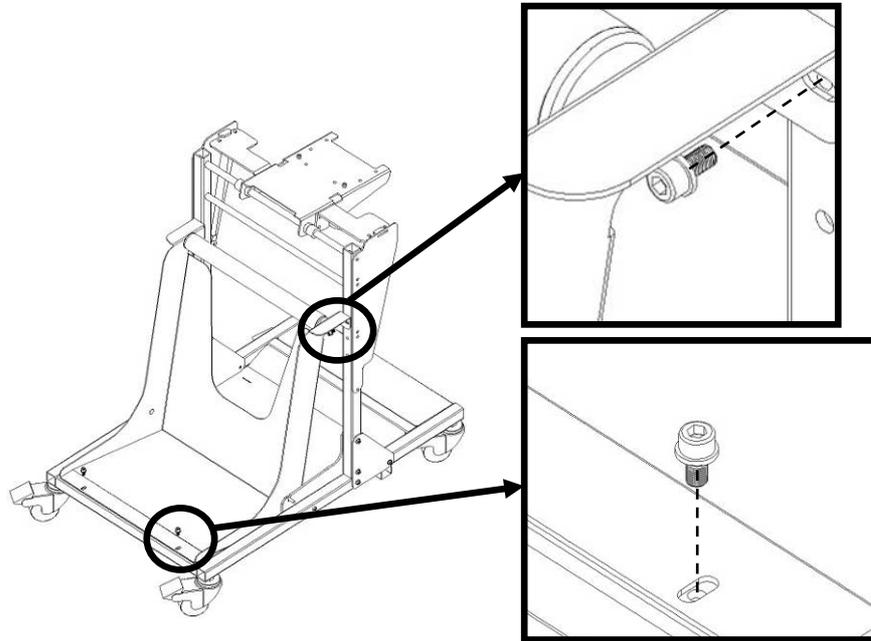
Install the Table Side Stand – Step 2

Figure 4-9

X-Pad (XP-0)

4.2 System Set-up – Table Side Stand for X-Pad (cont.)

Step 3: Tighten up the paper holder by screws. Both the right-hand side and the left-hand side installation methods are the same.



Install the Table Side Stand – Step 3
Figure 4-10

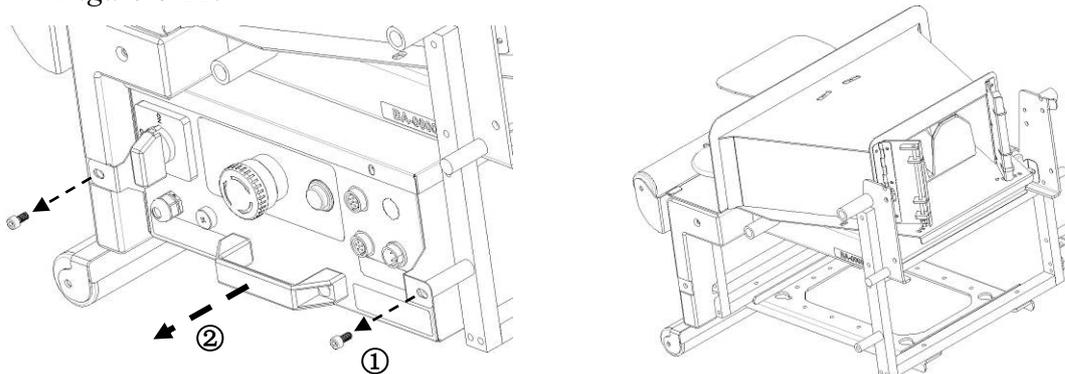
4.3 System Set-up – X-Pad

1. Install the top assembly of X-Pad: the Control Box, Bracket Modules, Former Modules, Running Gear and Cutter Modules, the Housing Modules. Both on the floor stand and on the table side stand installation methods are the same:
 - Tools required:
Hex key. Take out from the front cover (XPA-A1B00 – Housing + Touch Screen + Foot switch) – see *Figure 4-2*.

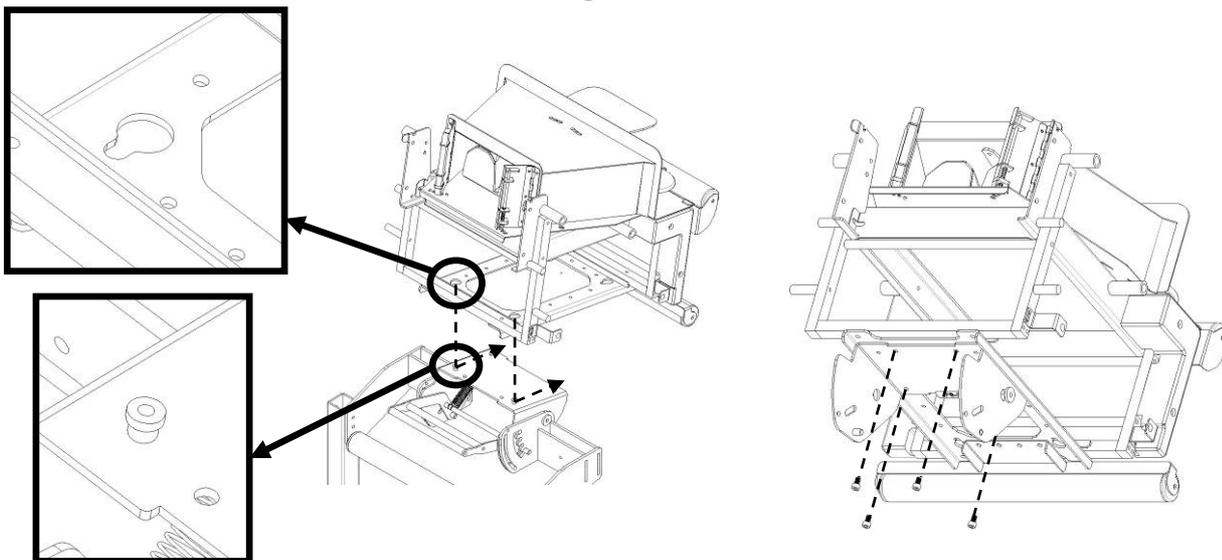
Step 1: Install the Control Box, Bracket and Former Modules:

⚠ WARNING! The Control Box, Bracket and Former are heavy and weight 42lbs. / 19kg.

Open the carton box Part#: XPA-A1A00 – Control Box + Bracket + Former. First disassemble the pre-installed screw from the Bracket and take the Control Box away - see *Figure 4-11*. Then disassemble the pre-installed screw from the stand, and placed the Bracket and Former Modules on designated location and tighten up by the screws - see *Figure 4-12*.



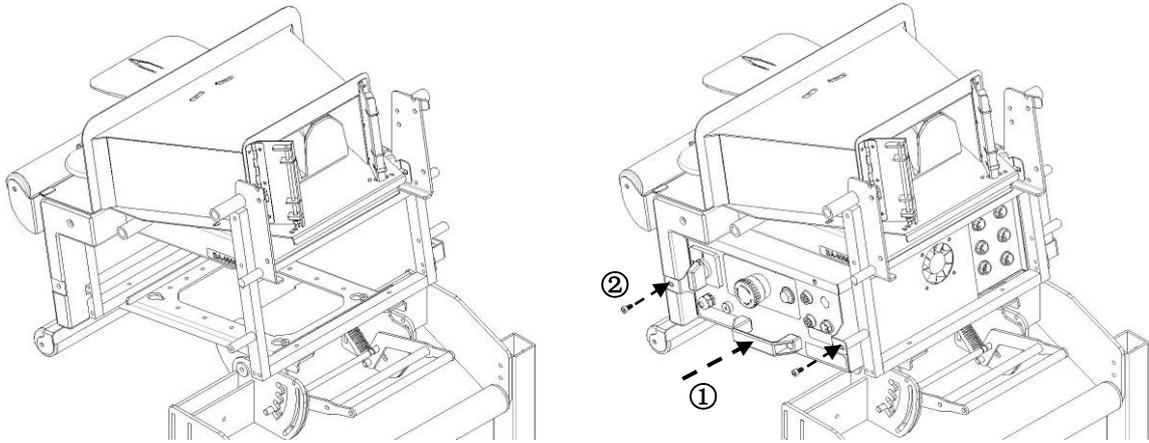
Take the Control Box away
Figure 4-11



Install the Bracket and Former Modules
Figure 4-12

X-Pad (XP-0)**4.3 System Set-up – X-Pad (cont.)**

Then install the Control Box – see *Figure 4-13*.



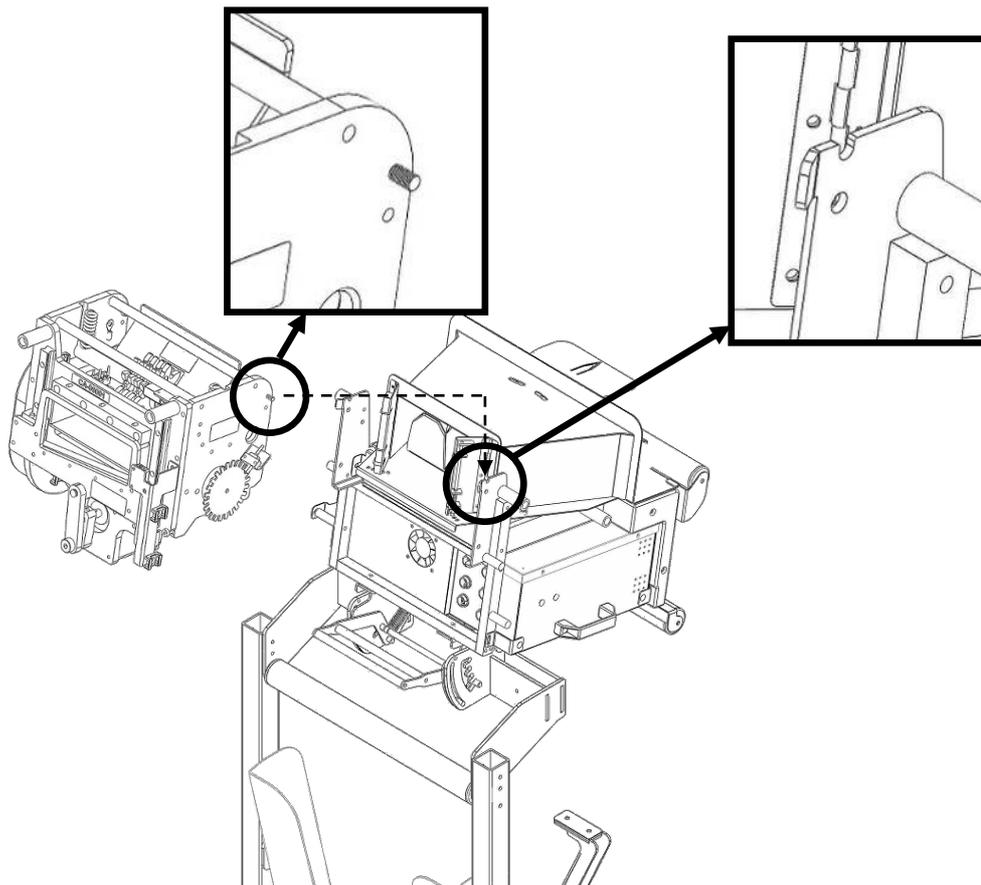
Install the Control Box

Figure 4-13

4.3 System Set-up – X-Pad (cont.)

Step 2: Install the Running Gear and Cutter Modules:

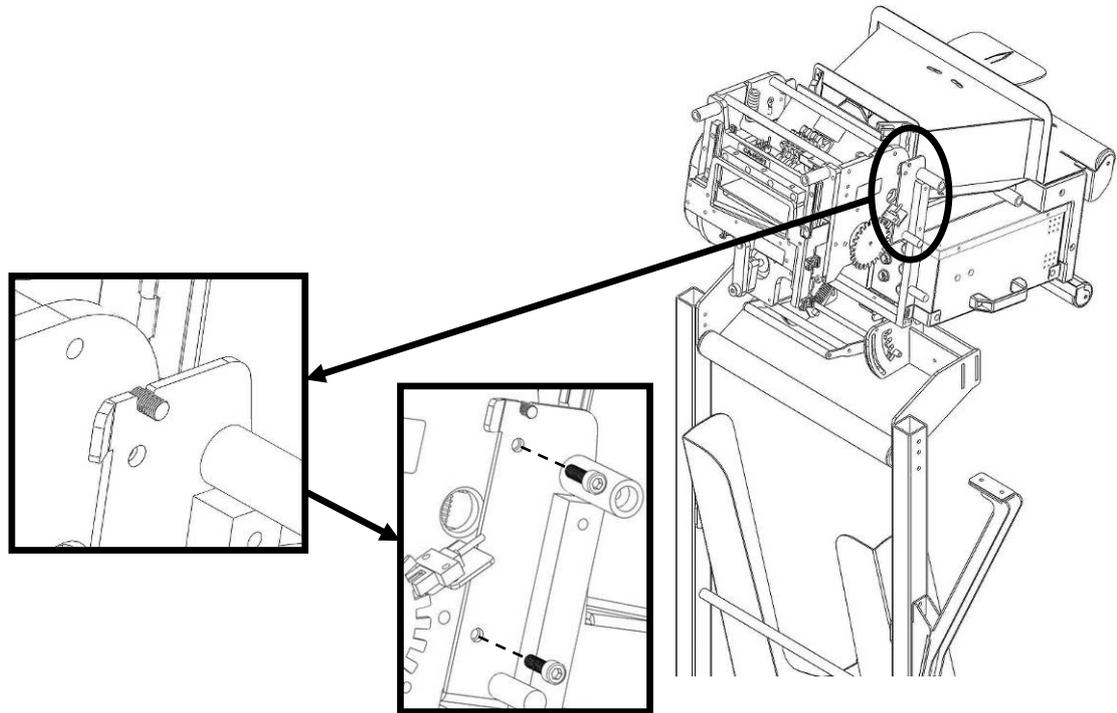
 **WARNING!** The Running Gear and Cutter are heavy and weight 37lbs. / 17kg. Open the carton box Part#: XPA-A1C00 – Running Gear - Cutter. Put the running gear and cutter modules on the former. Use the screws to fix and install the modules. Both the right-hand side and the left-hand side installation method are the same – see *Figure 4-14* & *Figure 4-15*. Then connect the 6 cables of the Running Gear and Cutter Modules with the Control Box – see *Figure 4-16*.



Install the Running Gear and Cutter Modules -1
Figure 4-14

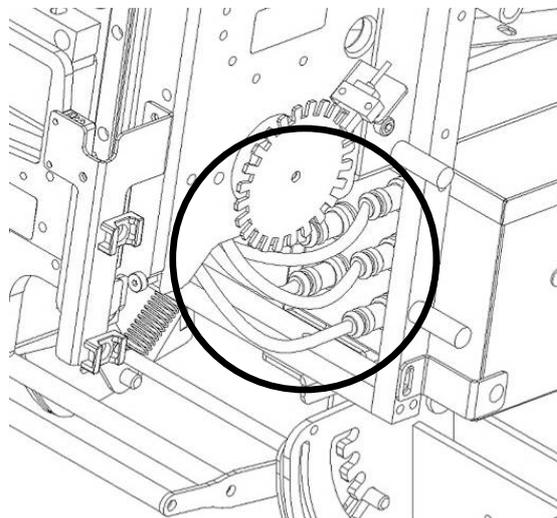
X-Pad (XP-0)

4.3 System Set-up – X-Pad (cont.)



Install the Running Gear and Cutter Modules -2

Figure 4-15



Install the Running Gear and Cutter Modules -3

Figure 4-16

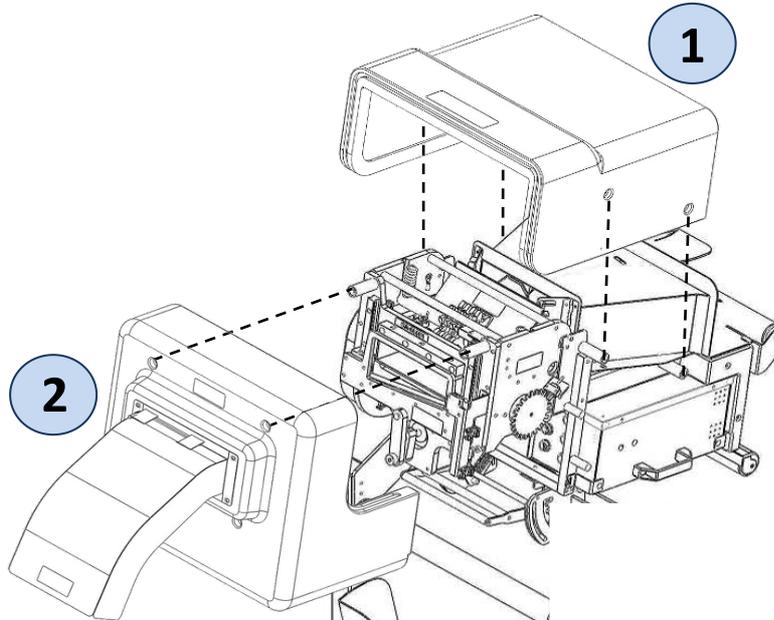
4.3 System Set-up –X-Pad (cont.)

Step 3: Install the Housing Modules:

Open the carton box Part#: XPA-A1B00 – Housing + Touch Screen + Foot switch.

⚠ WARNING! Before the installation of the plastic Housing Module, double check to ensure all cables to the Control Box are well connected and secure.

Install the plastic Housing Modules in order. - see *Figure 4-17*.



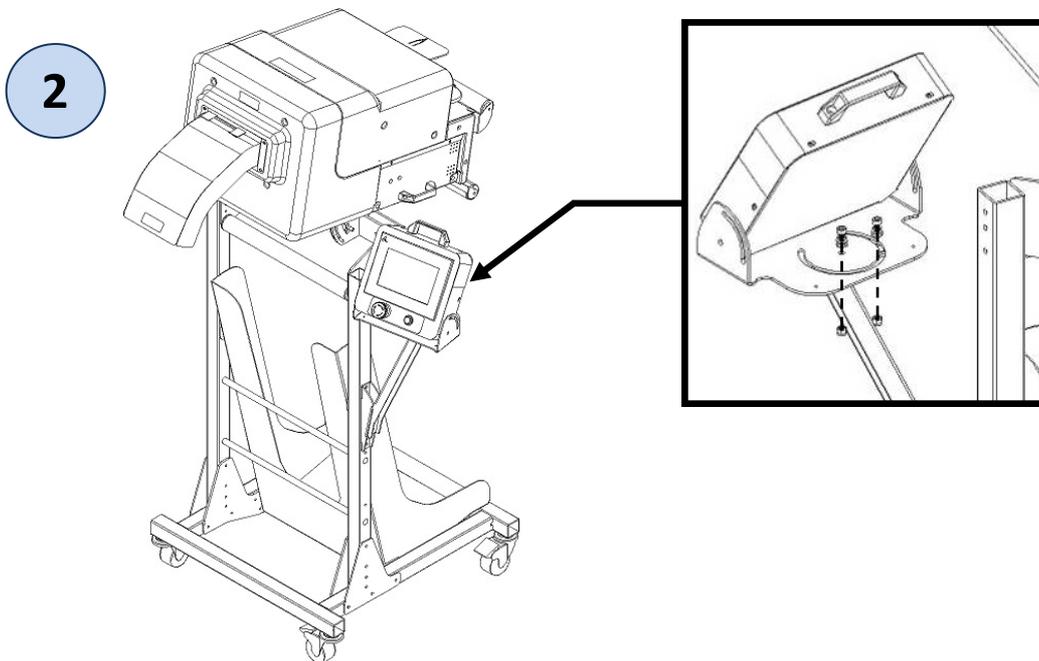
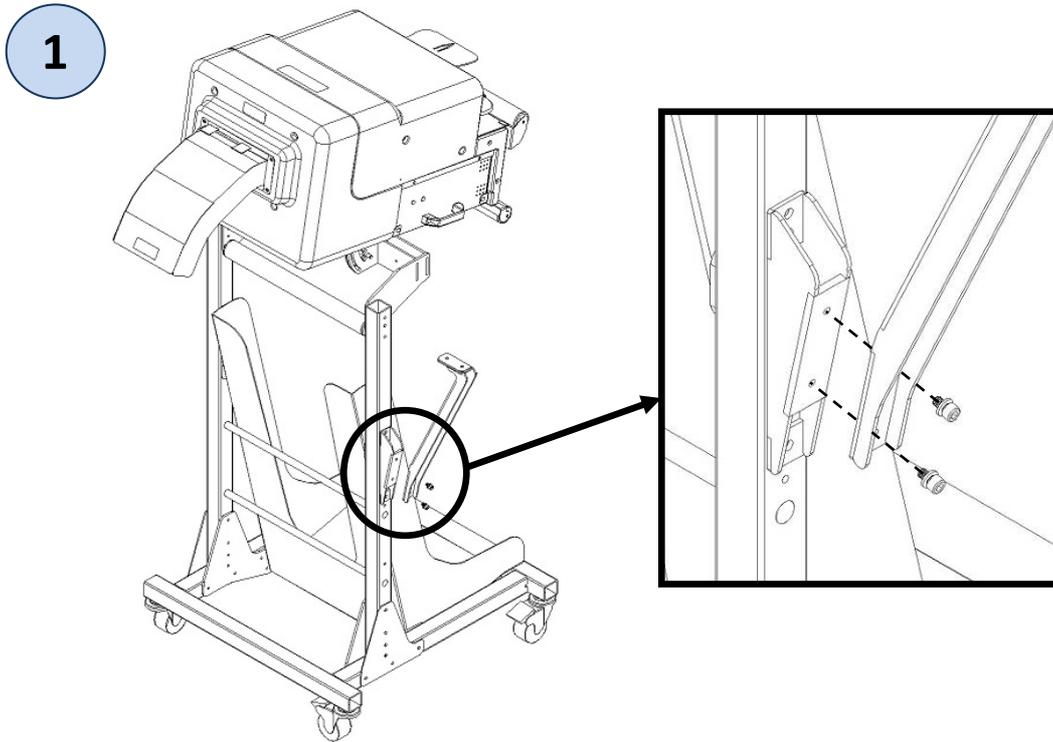
Install the Housing Modules
Figure 4-17

2. Setup the Touch Screen Modules:

- Choose where to setup the Touch Screen Modules:
 - 1) Setup on left hand side or right hand side of the floor stand. In this case, *Figure 4-18* shows the right hand side of the floor stand installation method.
 - 2) Setup on the work table with the floor stand – see *Figure 4-19*.
 - 3) Setup on left hand side or right hand side of the table side stand. In this case, *Figure 4-20* shows the right hand side of the table side stand installation method.
 - 4) Setup on the work table with the table side stand – see *Figure 4-21*.
- Connect the two cables of the Touch Screen Modules with the Control Box.

X-Pad (XP-0)

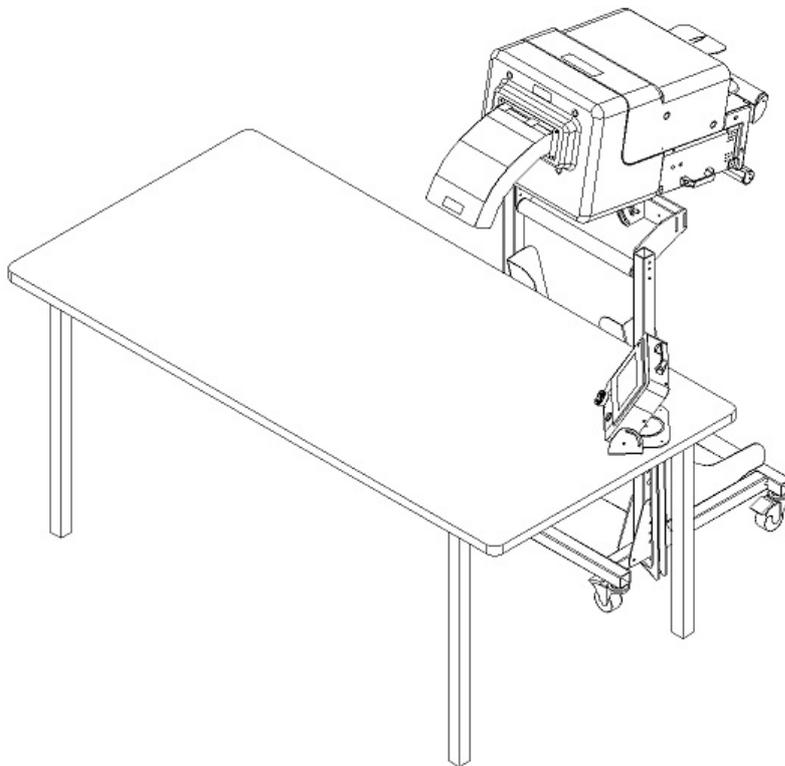
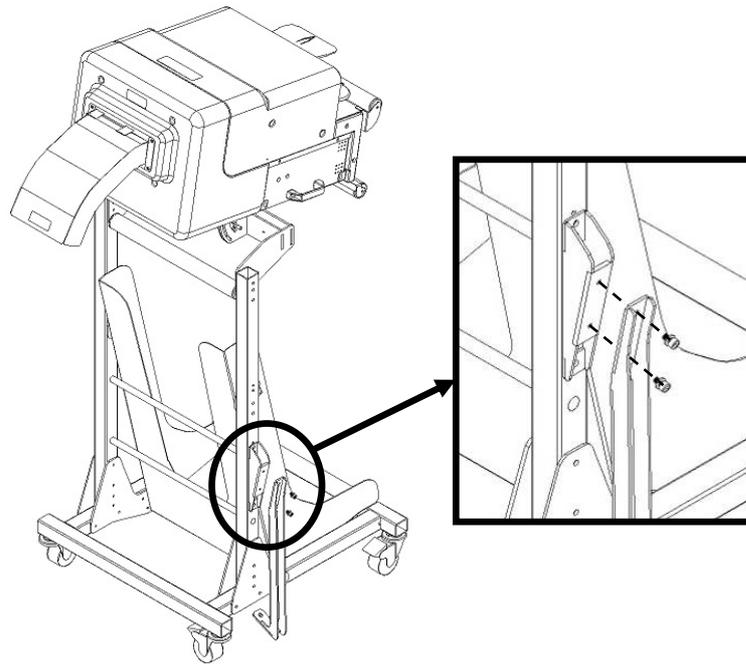
4.3 System Set-up -X-Pad (cont.)



Setup the Touch Screen Modules – 1)

Figure 4-18

4.3 System Set-up -X-Pad (cont.)

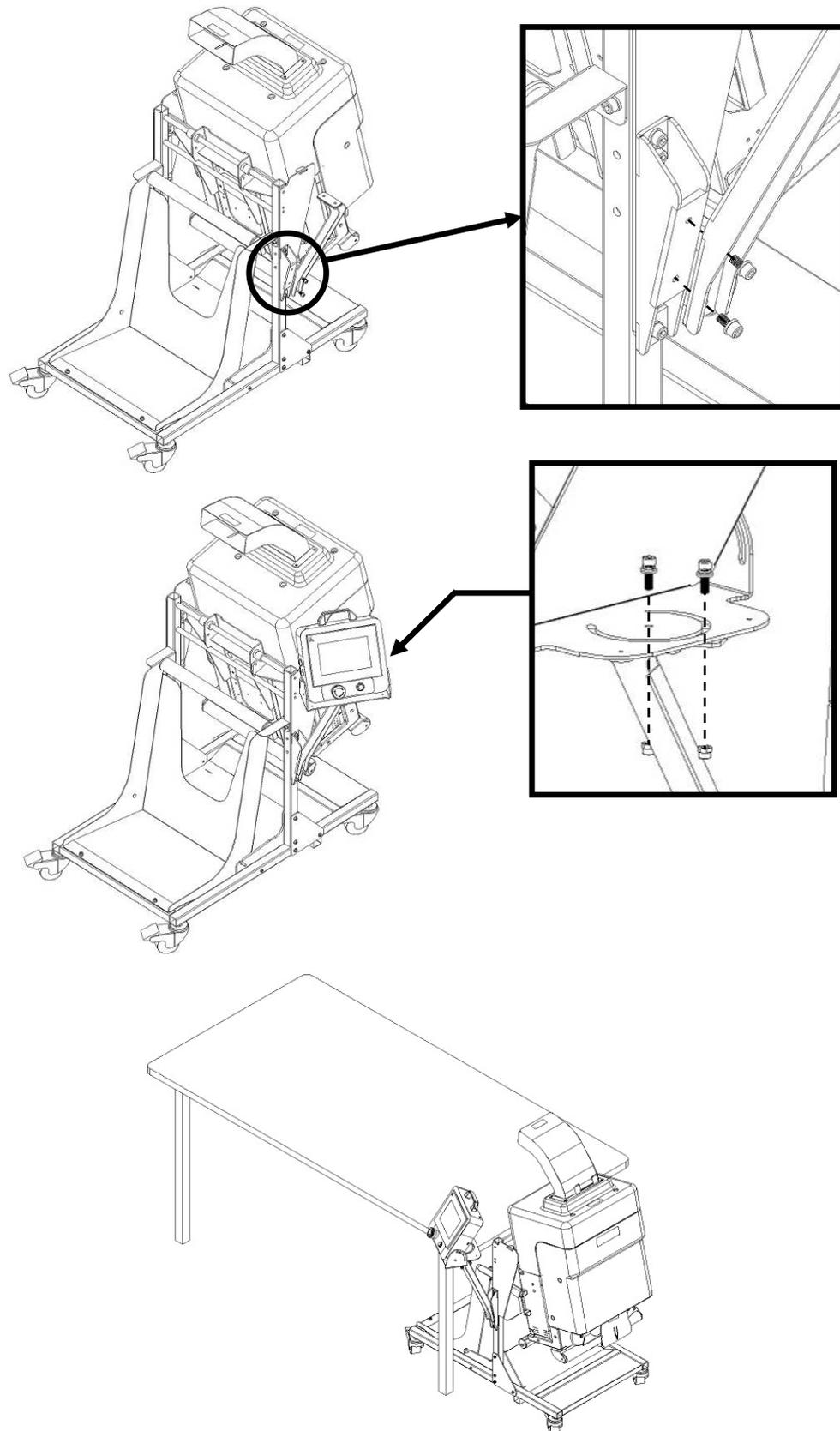


Setup the Touch Screen Modules – 2)

Figure 4-19

X-Pad (XP-0)

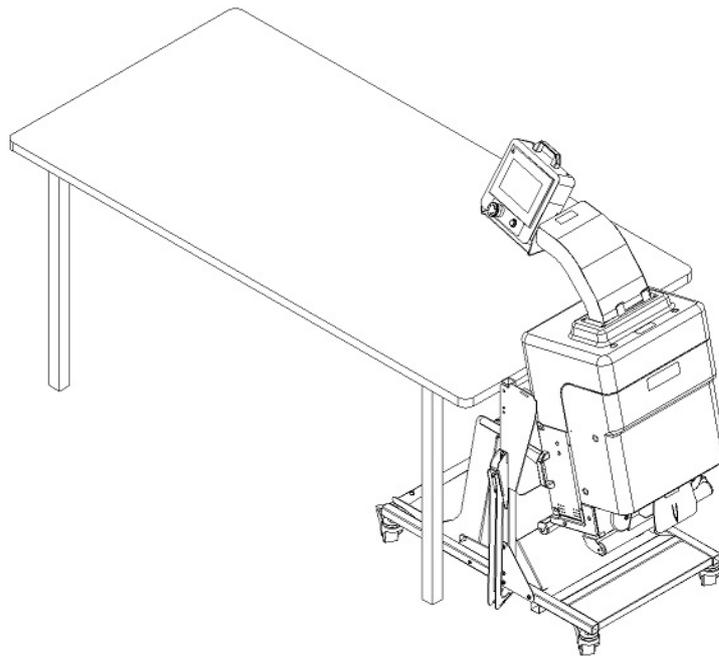
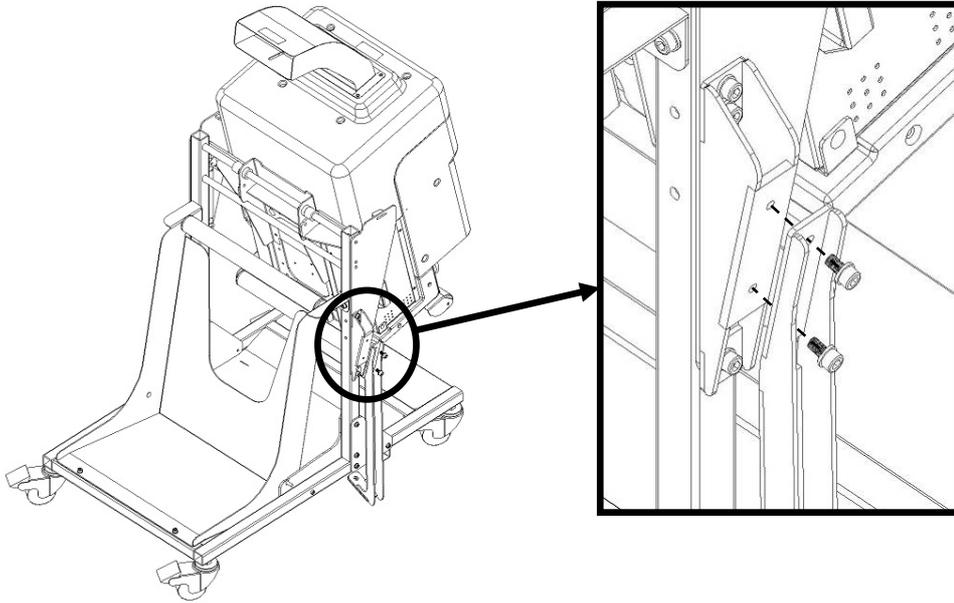
4.3 System Set-up -X-Pad (cont.)



Setup the Touch Screen Modules – 3)

Figure 4-20

4.3 System Set-up -X-Pad (cont.)



Setup the Touch Screen Modules – 4)
Figure 4-21

X-Pad (XP-0)

4.3 System Set-up –X-Pad (cont.)

3. We can choose another direction of the Table Side Stand by adjusting the Paper Exit Chute. – see *Figure 4-22*.
 - Loosen the 4 installed screws on the exit chute.
 - Turn around the exit chute.
 - Install the 4 screws.

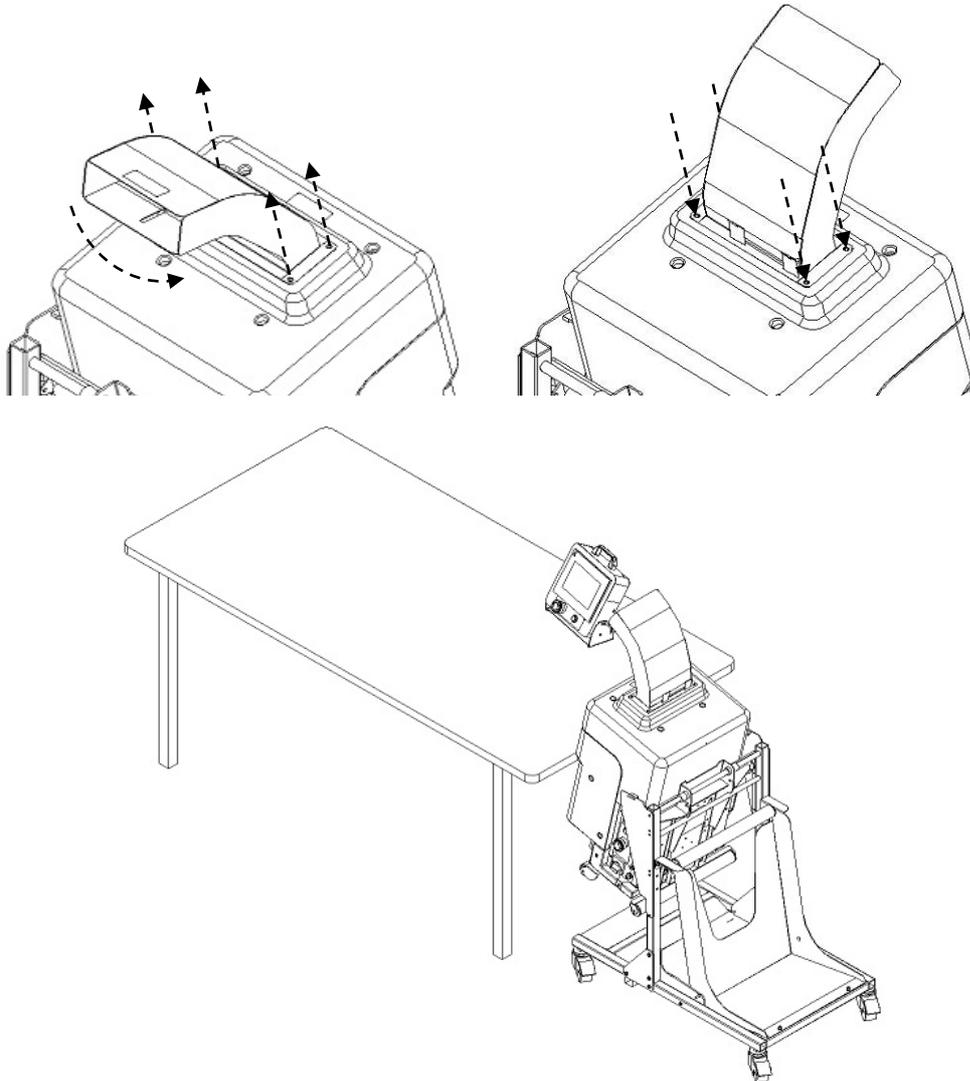


Figure 4-22

4.3 System Set-up –X-Pad (cont.)

4. The installation area should have a sufficient amount of clear, dry, and level space for your packaging application operation and service of the system.
5. Verify that the required electrical power receptacle is installed at the desired machine location – see *3.3 Electrical Power Requirements*.



Note: Power cord length is 118” / 3m.



WARNING! The system must be properly grounded.



WARNING! Do not use an extension cord – plug power cord directly into a properly grounded outlet.

6. Load the paper supply – see *5.1 Loading the X-Fold Paper on the Floor Stand* and *5.2 Loading the X-Fold Paper on the Table Side Stand*.

X-Pad (XP-0)

4.4 Transport, Handling, and Storage

Transporting the X-Pad Paper Cushioning System

- System components must be transported in their original packaging.
- Respect the handling symbols on the outside of the packaging.

Handling the X-Pad Paper Cushioning System

- Turn the system OFF and unplug the power cord.
- Remove the paper pack.
- If assembled, the X-Pad System on the floor stand or on the table side stand can be wheeled to a new location.



WARNING! The system is heavy and weights 187lbs. / 85kg.

Storing the X-Pad Paper Cushioning System

- Turn the system OFF and unplug the power cord.
- Remove the paper pack.
- Store components in the original packaging in a dry indoor area up off the ground on a shipping pallet or equivalent.
- Storage temperature: -4 ~ 122°F / -20 ~ 50°C
- Storage humidity: “dry” ~ 90% (in protective packaging)

5.0 Operation

5.1 Loading the X-Fold Paper on the Floor Stand

Before operating the system, read and thoroughly understand section *2.1 Important Safety Instructions*.

1. Place the paper supply on the system.

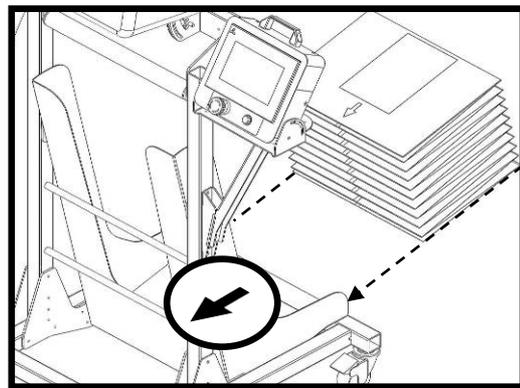
- Put the paper supply in the paper bracket according to the arrow on the bracket. – see *Figure 5-1*.



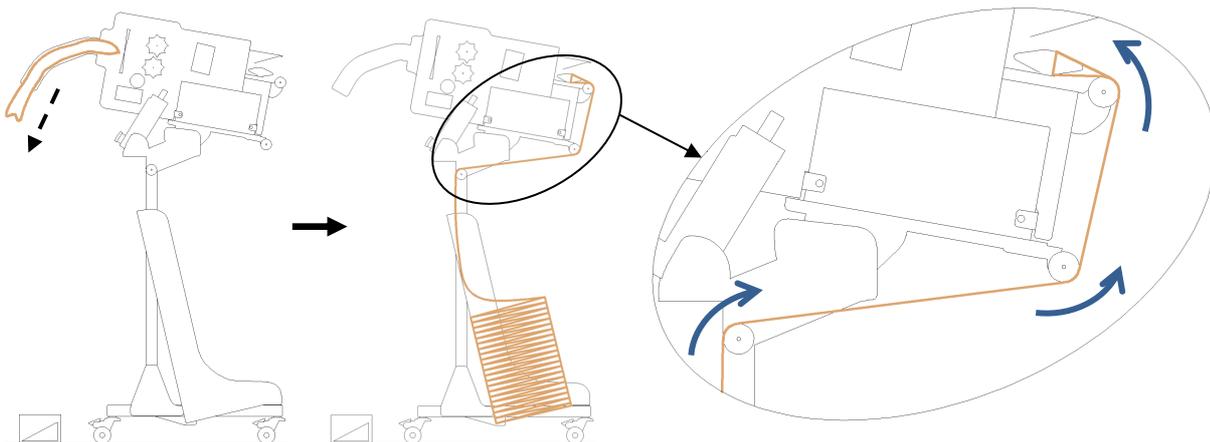
WARNING! The paper supply is heavy – see *Table 3-3*.

2. Thread the paper through the rollers.

- Uncrate the paper supply.
- Clear the last paper pad in the exit chute and thread the paper under the rollers. – see *Figure 5-2*.



Place the paper supply on the system
Figure 5-1



Clear the last paper pad and thread the paper through the rollers
Figure 5-2

X-Pad (XP-0)

5.1 Loading the X-Fold Paper on the Floor Stand (cont.)

3. Guide the paper onto the preformer.

Step 1: Turn on the Auto Load function – see *Figure 5-3*.

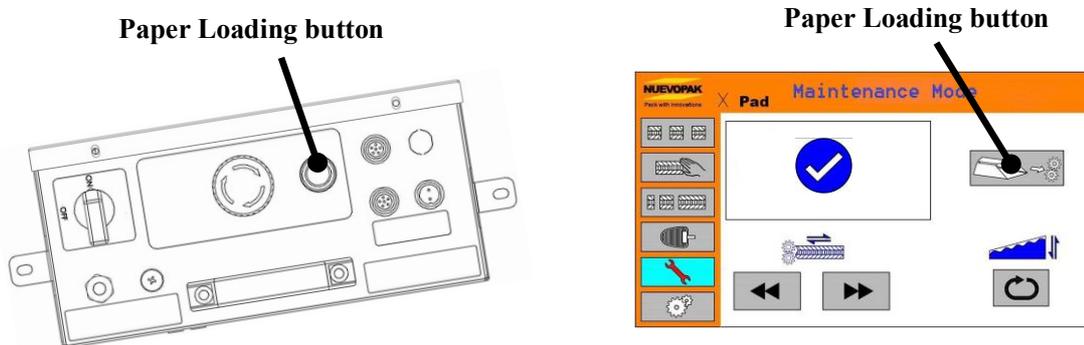
Step 2: Guide the paper onto the preformer – see *Figure 5-4*.

Step 3: Lift and curve the paper edge in the front edge of the wheel and push the paper inward.

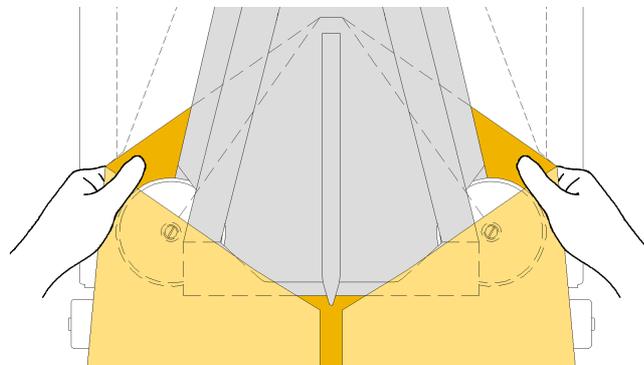
Repeat the motions until the running gears catch the paper – see *Figure 5-5*.

 **Note:** When Auto Load function ON, the speed of running gear is low.

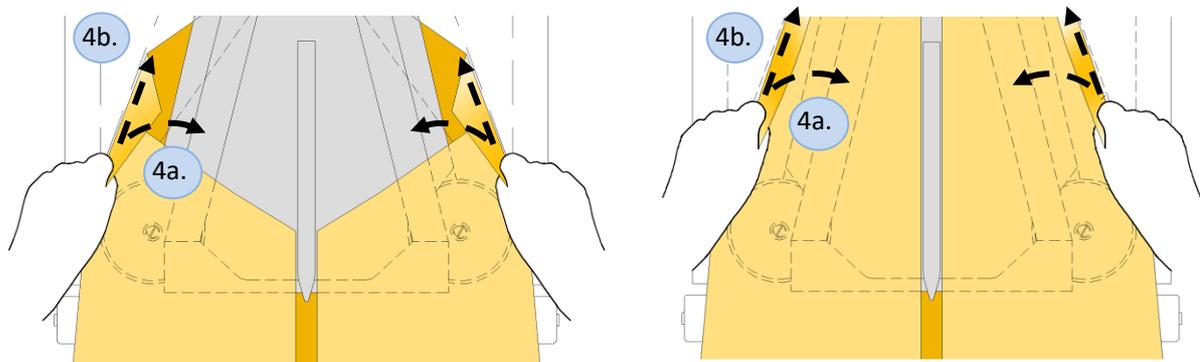
 **WARNING!** Danger of entrapment. Keep loose hair, clothing and jewelry away from the paper entrance chute area while feeding and operating the system.



Guide the paper onto the preformer – Step 1
Figure 5-3



Guide the paper onto the preformer – Step 2
Figure 5-4



Guide the paper onto the preformer – Step 3
Figure 5-5

5.2 Loading the X-Fold Paper on the Table Side Stand

Before operating the system, read and thoroughly understand section 2.1 *Important Safety Instructions*.

1. Place the paper supply on the system.

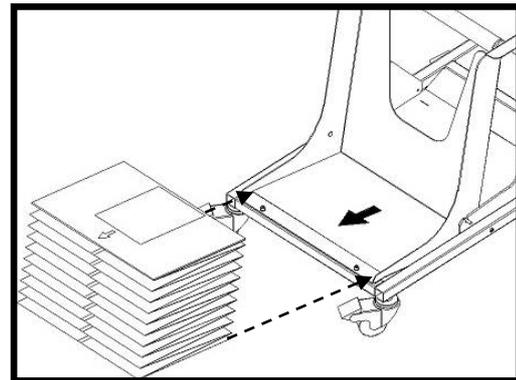
- Put the paper supply in the paper bracket according to the arrow on the bracket. – see *Figure 5-6*.



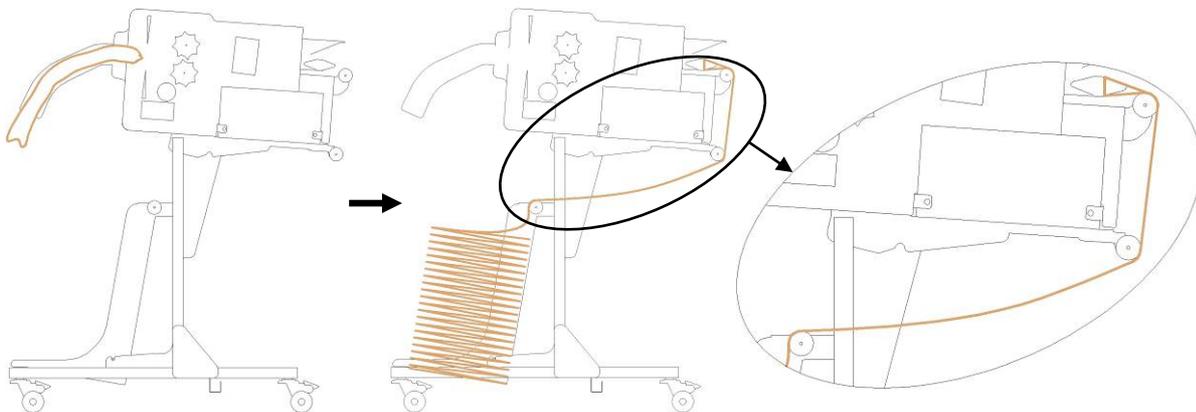
WARNING! The paper supply is heavy – see *Table 3-3*.

2. Thread the paper through the rollers.

- Uncrate the paper supply.
- Clear the last paper pad in the exit chute and thread the paper through the rollers. – see *Figure 5-7*.



Place the paper supply on the system
Figure 5-6



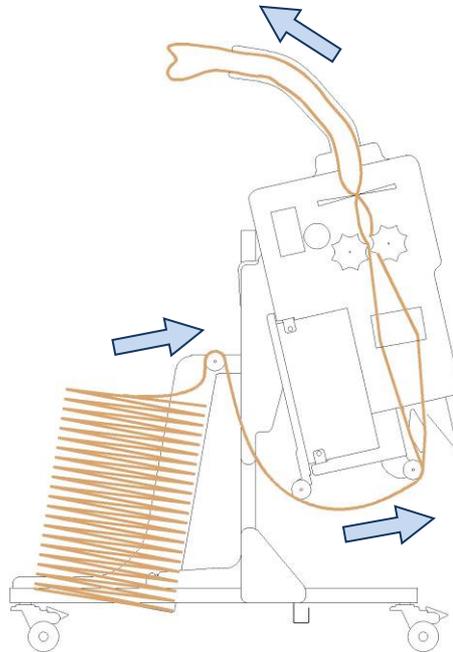
Thread the paper through the rollers
Figure 5-7

X-Pad (XP-0)

5.2 Loading the X-Fold Paper on the Table Side Stand (cont.)

3. Guide the paper onto the preformer.

- Same as the *5.1 Loading the X-Fold Paper on the Floor Stand*.
- After loading the X-Fold paper, push the X-Pad down.



Paper output – the Table Side Stand
Figure 5-8

5.3 Paper Loading After Paper Jam

In any case, if reloading the X-Fold Paper is required, load the paper as the following steps.

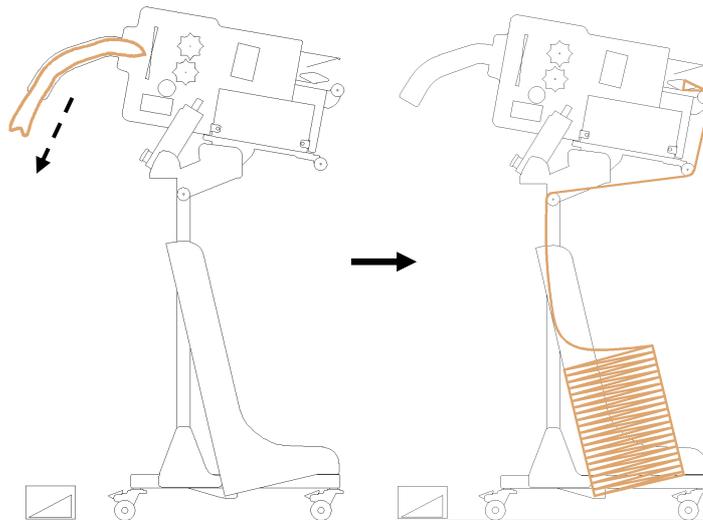
Step 1: Clear the last paper pad in the exit chute – see *Figure 5-9*.

Step 2: Tear the paper along the perforated line – see *Figure 5-10*.

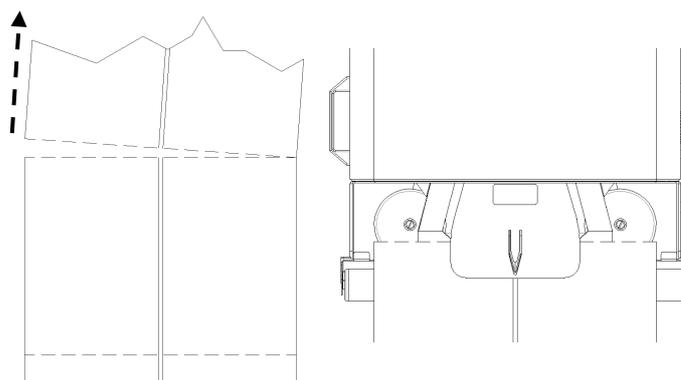
Step 3: Turn on the Auto Load Function – see *Figure 5-3*.

Step 4: Guide the paper onto the preformer – see *Figure 5-11*.

Step 5: Lift and curve the paper edge in the front edge of the wheel and push the paper inward. – see *Figure 5-12*. Repeat the motions until the running gears catch the paper.



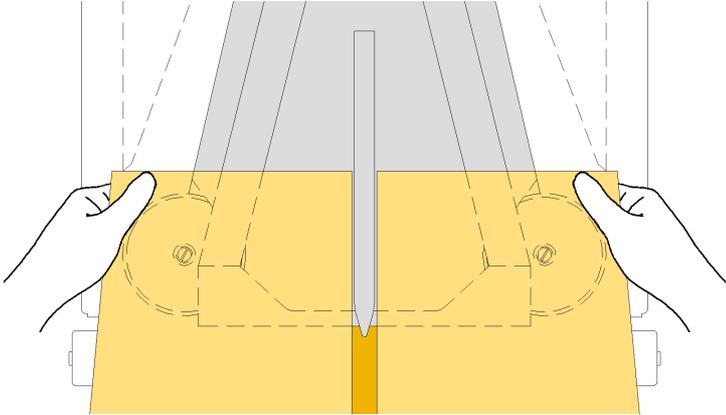
Paper Loading After Paper Jam – Step 1
Figure 5-9



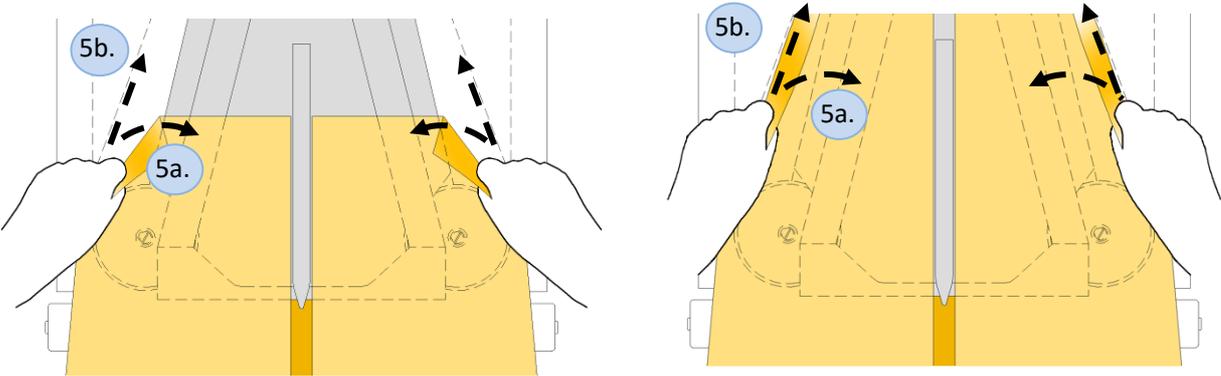
Paper Loading After Paper Jam – Step 2
Figure 5-10

X-Pad (XP-0)

5.3 Paper Loading After Paper Jam (cont.)



Paper Loading After Paper Jam – Step 4
Figure 5-11



Paper Loading After Paper Jam – Step 5
Figure 5-12

5.4 System Controls

1. ON / OFF Power Switch

This switch controls power to the system.

2. Emergency Stop Button (E-Stop) (2)

These red buttons when pushed disables the drive and cut functions.

 **Note:** To reset the E-Stop, twist and release it and then press the reset button.

3. Touch Screen Control Panel

This panel is used to operate and program the system – see *5.10 Menu Bar* and the following parts.

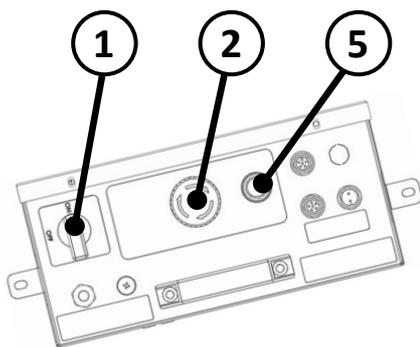
4. Reset Button

5. Paper Loading Button

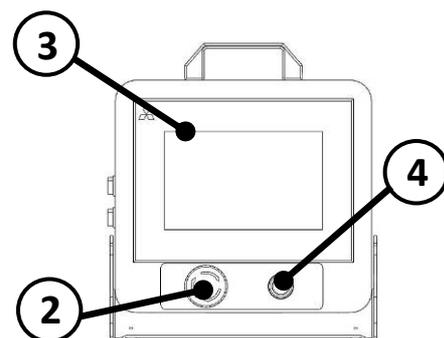
Press to turn the Auto Load function on.

6. Foot Switch

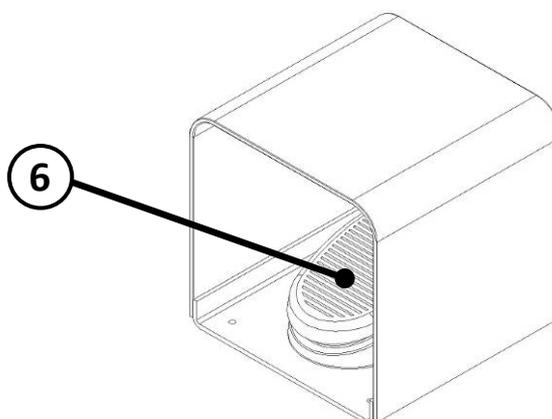
Press to start a paper output.



Control Box



Touch Screen



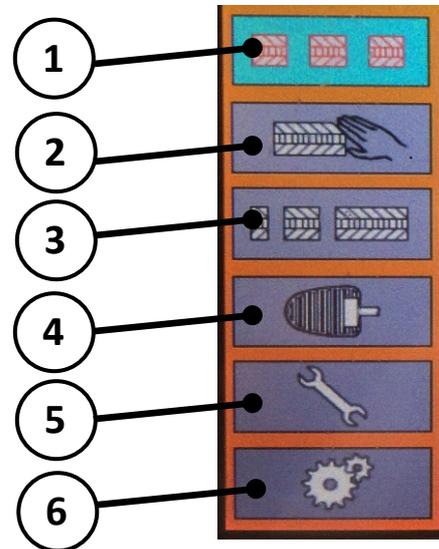
System Controls
Figure 5-13

X-Pad (XP-0)

5.5 Menu Bar

Use the Menu Bar to select and press to enter different modes.

1. Auto Mode
2. Cut & Hold Mode
3. Sequence Mode
4. Manual Mode
5. Maintenance Mode
6. Setting Mode

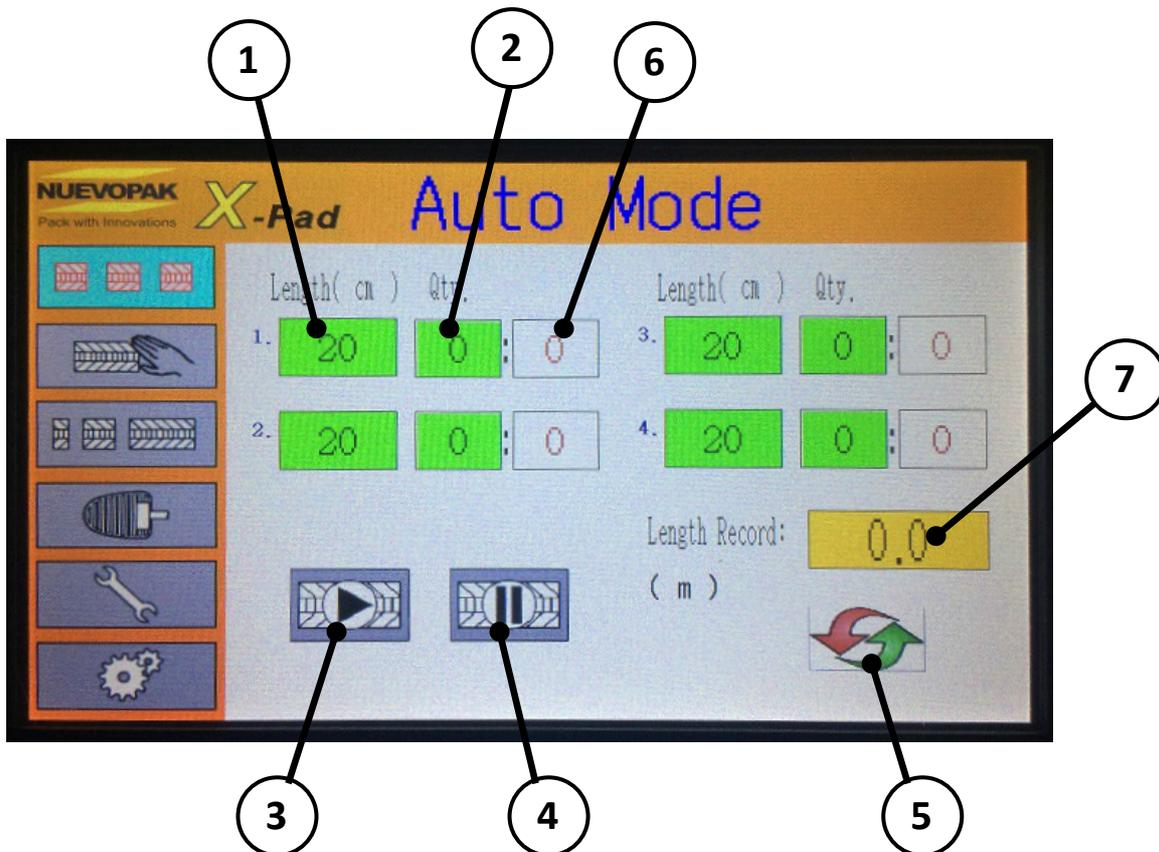


Menu Bar
Figure 5-14

5.6 Auto Mode

Auto Mode dispenses up to four (4) preset lengths and quantities in a sequence.

1. **Length Key (4)**
Define a length of paper output. Press to edit and change the length.
2. **Quantity Key (4)**
Define a quantity of paper output. Press to edit and change the quantity.
3. **Start Key**
Starts an output or stops the output after the Start key has been pressed. And reset the number of dispense quantities that have been outputted.
4. **Pause Key**
Pauses an output that is in progress or continue the progress after the Pause key has been pressed. And keeps the record of the number of dispense quantities that have been outputted.
5. **Default Key**
Resets the four (4) outputs to the factory settings.
6. **Quantities Count**
Displays the number of dispense quantities that have been outputted.
7. **Length Record**
Displays the accumulated length of this mode. Press this key can reset the record.

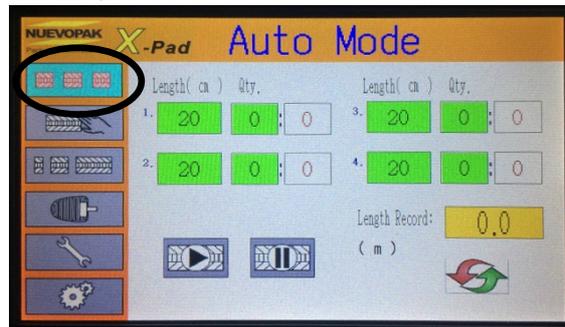


Auto Screen
Figure 5-15

X-Pad (XP-0)

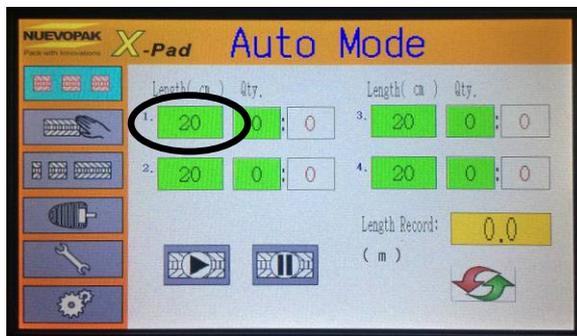
5.7 Programming Auto Mode

1. Select the *Auto Mode* key in the Menu Bar.



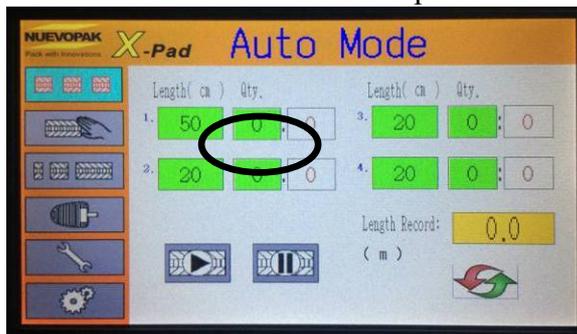
2. Change the preset output length.

- Press on a *Length Key* and the number keypad will appear.
- Enter a new value (the minimum is 20cm / 8 inches) and press *Ent*.



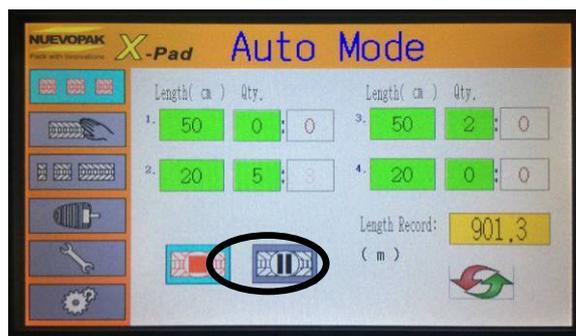
3. Change the preset output quantity.

- Press on a *Quantity Key* and the number keypad will appear.
- Enter a new value and press *Ent*.



7. To dispense the sequence press the *Start Key*.

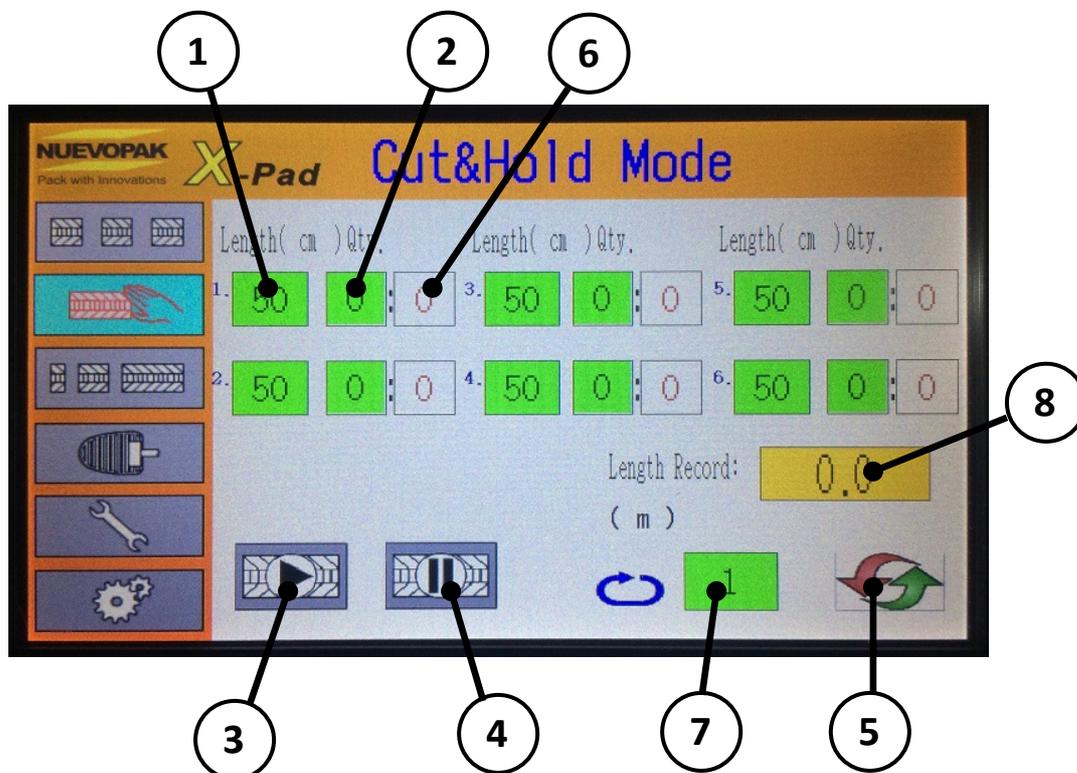
- Press the *Pause Key* to pause the output.



5.8 Cut & Hold Mode

Cut & Hold Mode dispenses up to six (6) preset lengths and quantities in a sequence. The paper is held at the exit chute until removed by the operator and then automatically replaced.

1. **Length Key (6)**
Define a length of paper to dispense. Press to edit and change the length.
2. **Quantity Key (6)**
Define a quantity of repeated paper to dispense. Press to edit and change the quantity.
3. **Start Key**
Starts an output or stops the output after the Start key has been pressed. And reset the number of dispense quantities that have been outputted.
4. **Pause Key**
Pauses an output that is in progress. And keeps the record of the number of dispense quantities that have been outputted.
5. **Default Key**
Resets the four (6) outputs and cycle times to the factory settings.
6. **Quantities Count**
Displays the number of dispense quantities that have been outputted.
7. **Cycle Key**
Define a cycle number which means a new output of the settings.
8. **Length Record**
Displays the accumulated length of this mode. Press this key can reset the record.

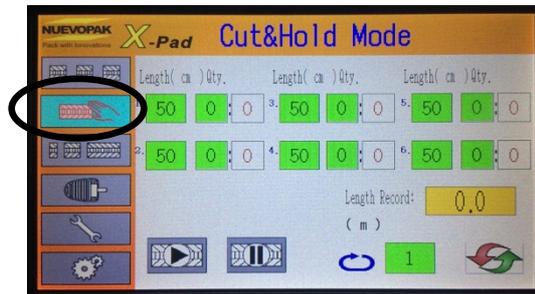


Cut & Hold Screen
Figure 5-16

X-Pad (XP-0)

5.9 Programming Cut & Hold Mode

1. Select the Cut & Hold Mode in the Menu Bar.



2. Change the preset output length.

- Press on the *Length Key* and the number keypad will appear.
- Enter a new value (the minimum is 50cm / 19.7 inches) and press *Ent* (Operation method is same as the *Auto Mode*).



3. Change the preset output quantity.

- Press on the *Quantity Key* and the number keypad will appear.
- Enter a new value and press *Ent* (Operation method is same as the *Auto Mode*).



4. Change the preset number of cycles.

- Press on the *Cycle Key* and the number keypad will appear.
- Enter a new value and press *Ent*.



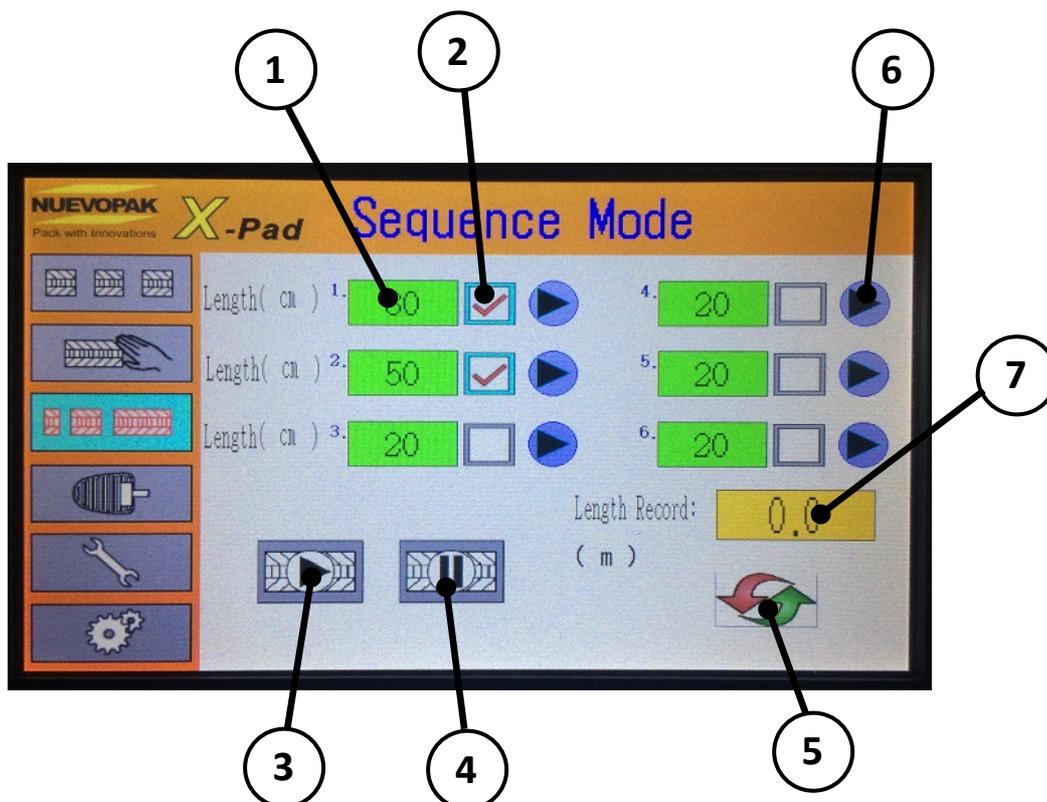
5. To dispense the sequence press the Start Key.

- The paper is held in the exit chute until removed by the operator.

5.10 Sequence Mode

Sequence Mode dispenses up to six (6) preset lengths, individually or in a sequence.

- 1. Length Key (6)**
Define a length of paper to dispense.
- 2. Check Key(6)**
Select to output or to output as part of an output sequence.
- 3. Start Key**
Starts to output the selected (“√”) length in order, or stops the output after the Start key has been pressed.
- 4. Pause Key**
Pauses an output that is in progress.
- 5. Default Key**
Resets the six(6) outputs to the factory settings.
- 6. Individual Start Key**
Individually starts an output of the length for once, no matter selected (“√”) or not.
- 7. Length Record**
Displays the accumulated length of this mode. Press this key can reset the record.

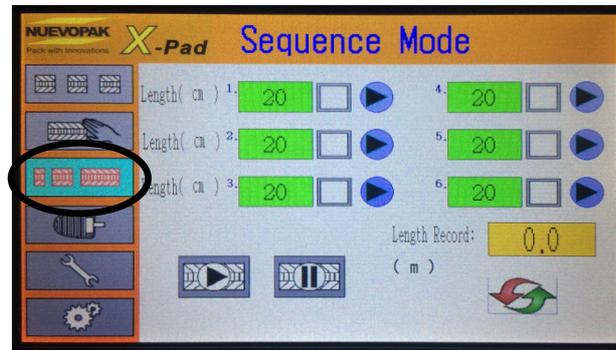


Sequence Screen
Figure 5-17

X-Pad (XP-0)

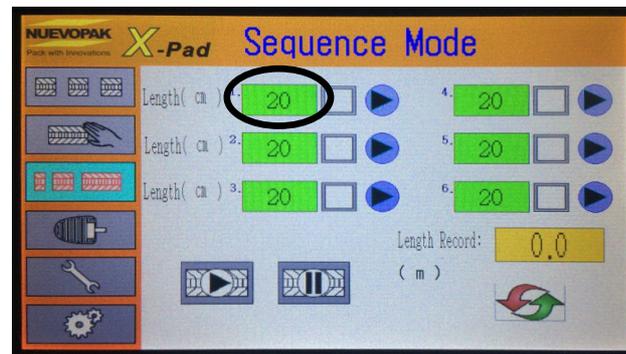
5.11 Programming Sequence Mode

1. Select the Sequence Mode in the Menu Bar.



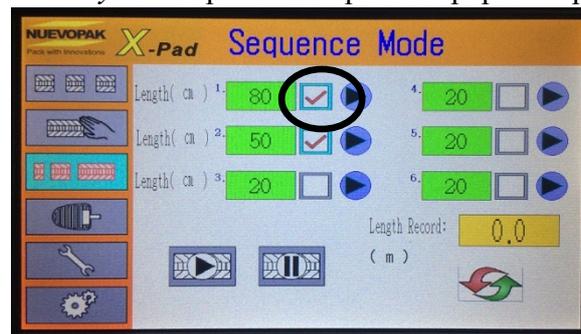
2. Change the preset output length.

- Press the *Length Key* and the number keypad will appear.
- Enter a new value (the minimum is 20cm / 8 inch) and press *Ent* (same as the *Auto Mode*).



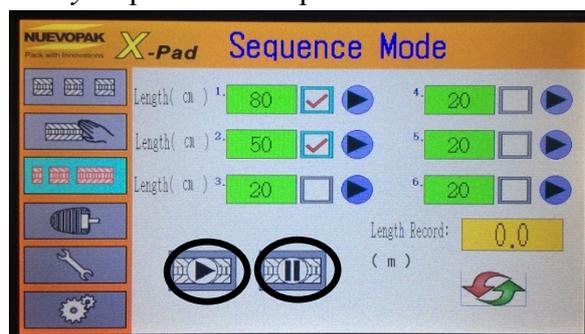
3. Select which of the six (6) presets to dispense.

- Press the *Check Key* to select a preset.
- Press 1 – 6 *Check Keys* to dispense a sequenced paper output.



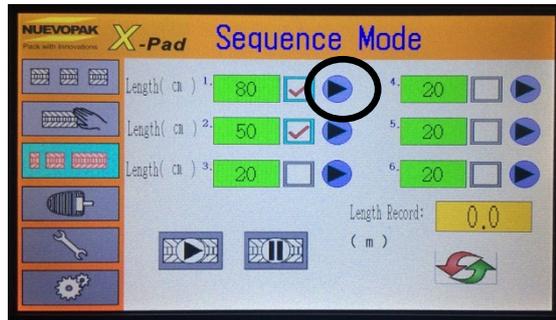
4. To dispense the sequence press the *Start Key*.

- Press the *Pause Key* to pause the output.



5.11 Programming Sequence Mode (cont.)

5. To dispense the individually output, press the *Individual Start Key*.

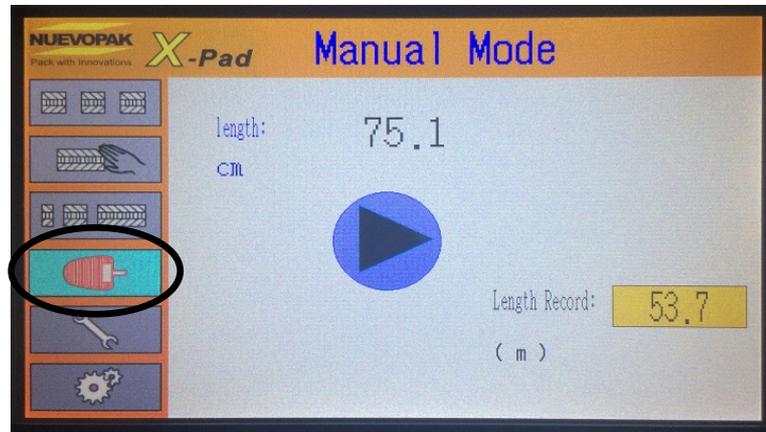


X-Pad (XP-0)

5.12 Manual Mode

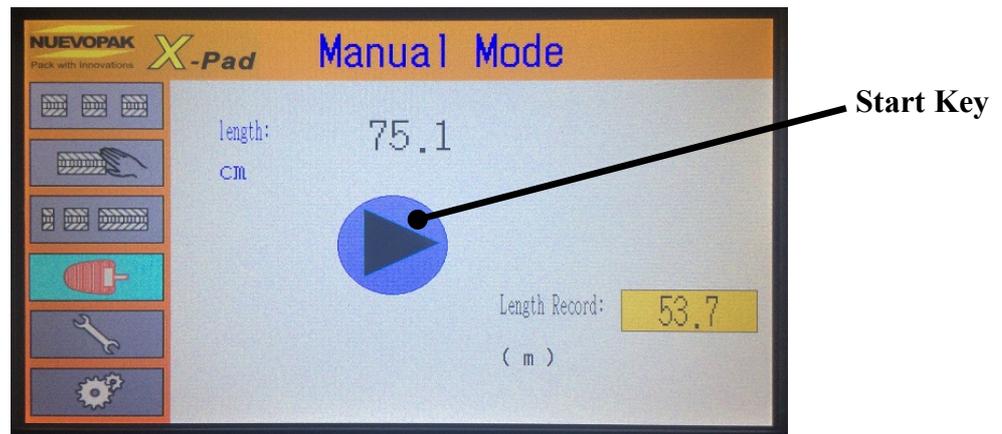
Manual Mode allows a manually dispensed length.

1. Select the Manual Mode in the Menu Bar.



2. Start the output.

Use the *Start Key* or the foot switch to dispense length of paper based on the duration of the switch push. The length displays on the screen.



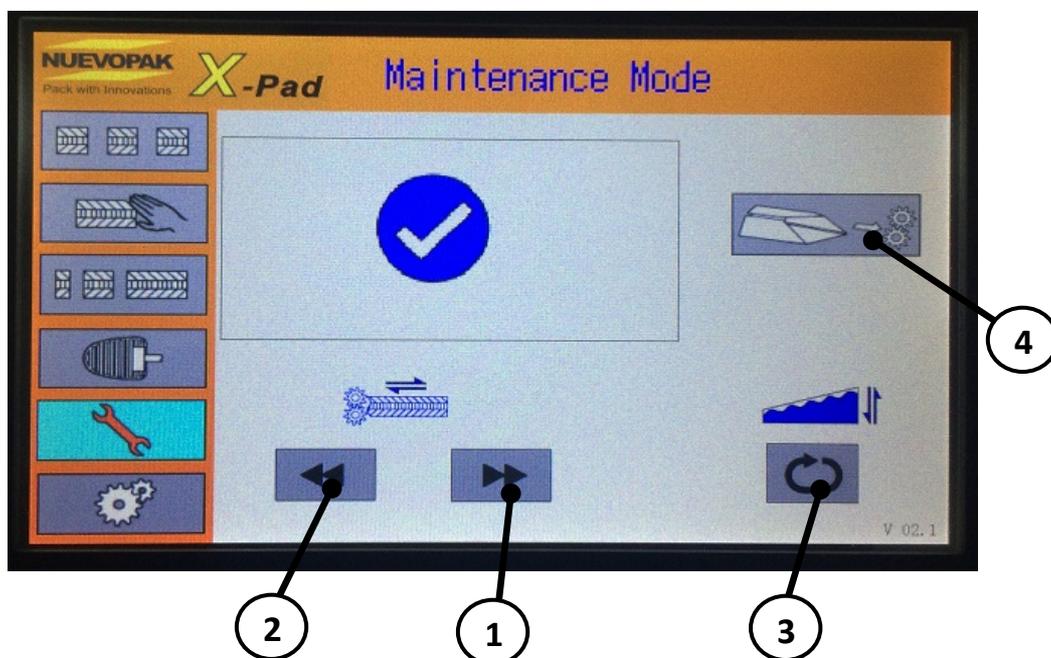
Manual Screen

Figure 5-18

5.13 Maintenance Mode

When the system will not output paper as expected, *Maintenance Mode* will appear with error message.

- 1. Gear Forward Key**
Gear forward and output paper.
- 2. Gear Reverse Key**
Gear reverse to loosen paper jam or take paper out.
- 3. Cutter Key**
Press to operate the cutter for once.
- 4. Paper Loading Key**
Turn the Auto Load function ON.



Maintenance Screen
Figure 5-19

X-Pad (XP-0)

5.14 Setting Mode

Enter a correct password to enter the *Setting Mode* (get the password from your Polyair Representative if need).



1. Language Setting Key

Change system language into English or Chinese.

2. Accuracy Setting Key

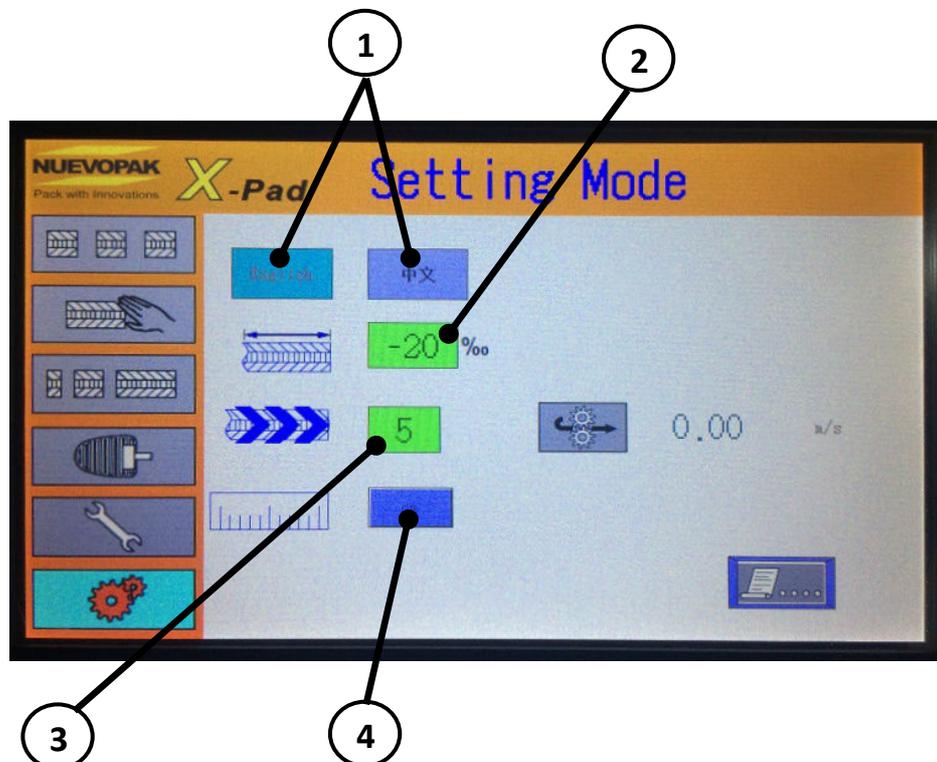
Make the length of output paper accurate. Set a higher number to lengthen the length of output paper or a lower number to shorten the length.

3. Speed Setting Key

Define the speed of paper output.

4. Length Unit Setting Key

Change system length unit into cm or inches.

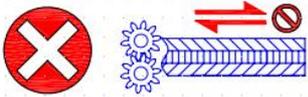
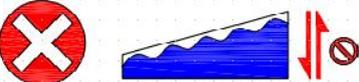
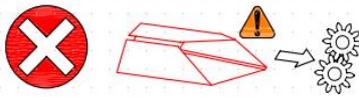
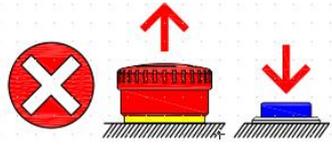
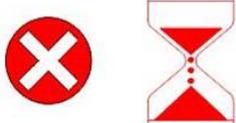


Setting Screen

Figure 5-20

5.15 Runtime Warning

In some cases (before or during the system processing), the system will not output paper as expected and an error message will appear.

ERROR FIGURE	PROBLEM	SOLUTION
	<p>E01: Paper jam</p>	<ul style="list-style-type: none"> Remove the paper jam – see 6.3 <i>Clearing a Paper Jam</i>.
	<p>E02: Cutter failure.</p>	<ul style="list-style-type: none"> Turn the system OFF, wait for 30 seconds and restart the system. Enter Maintenance Mode and press the Cutter Key to operate the cutter for once to remove the error. Contact your authorized distributor or a Polyair representative.
	<p>E03: Paper supply is empty.</p>	<ul style="list-style-type: none"> Load paper – see 5.1 <i>Loading the X-Fold Paper on the Floor Stand</i> and 5.2 <i>Loading the X-Fold Paper on the Table Side Stand</i>.
	<p>E05: The Emergency Stop (E-Stop) is pressed.</p>	<ul style="list-style-type: none"> Twist and release the E-Stop(s) and press the reset button.
	<p>E06: Paper jamming for many times in a short period of time. Sometimes appear when clearing a paper jam.</p>	<ul style="list-style-type: none"> Wait for the cooling time. Turn the system OFF, wait for 30 seconds and restart the system.

X-Pad (XP-0)

6.0 Maintenance

6.1 Maintenance Overview

Before performing maintenance procedures, read and thoroughly understand section 2.1 Important Safety Instructions.

 **WARNING!** Always turn the main power switch to the OFF position and unplug the main power cord in the approved manner using Lockout/Tagout procedures where indicated when performing maintenance procedures.

 **WARNING!** Always verify that de-energization for Lockout/Tagout has been PERFORMED.

 **WARNING!** Use protective eye wear when performing maintenance procedures.

This section contains the following operator procedures:

- 6.2 *Cleaning Dust from the System.*
- 6.3 *Paper Jam Shooting.*
- 6.4 *Replacing the Power Fuse.*

X-Pad System Maintenance Schedule	Activity	Procedure
Monthly / 10 Packs of X-Fold Paper (Operators, Qualified Service Personnel and Polyair Rep.)	Clean Inspect	<ul style="list-style-type: none"> • Vacuum all dust and debris from the interior of the system – see 6.2 <i>Cleaning Dust from the System.</i> • Component cables are not cut, broken, or damaged. • No components are loose. • All controls and indicators function properly.
Yearly / 4 Pallets of Paper Packs (Polyair Rep.)	Contact	<ul style="list-style-type: none"> • Schedule an on-site inspection. Call your Polyair Representative to inspect the system.

Preventive Maintenance Schedule

Table 6-1

6.2 Cleaning Dust from the System



WARNING! Use protective eye wear when performing maintenance procedures.



WARNING! Sharp Knife – Be aware of the knife function and location inside the system, accessible when the rear cover is open.

Machine status:

- De-energization for Lockout/Tagout (LOTO) has been PERFORMED.
- Emergency Stop (E-Stop) is pushed in.

Materials required:

- Vacuum cleaner

1. Turn the X-Pad System ON/OFF power switch to the OFF position and unplug the power cord.



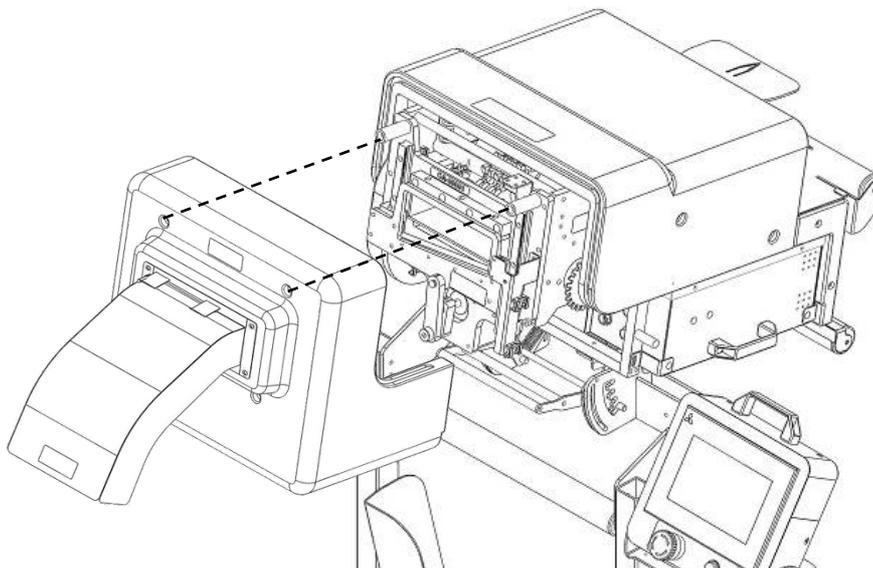
WARNING! Failure to turn the system OFF and unplug the power cord can result in knife activation.

2. Clean dust and debris from the interior of the system:

- Using a hex key on the top cover to remove the two (2) screw securing the top cover in place.
WARNING! Sharp knife. Be aware of the position of the knife.
- Using a vacuum cleaner remove any dust and debris from the interior of the opened cabinet.
- Using a hex key to secure the top cover in place.

3. Turn the system ON.

Remove LOTO, plug in the power cord, turn the ON/OFF power switch to the ON position, press the blue reset button on the control panel.



Cleaning Dust from the System

Figure 6-2

X-Pad (XP-0)

6.3 Paper Jam Shooting



WARNING! Use protective eye wear when performing maintenance procedures.

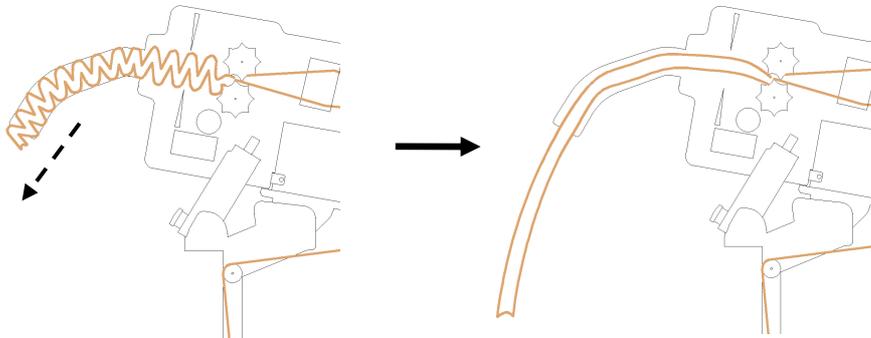
Tool required:

- None

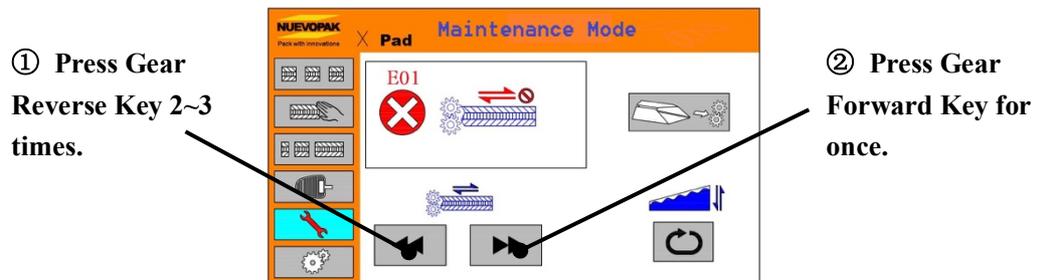
The system will not output paper as expected and an error message with the *Maintenance Mode* will appear.

Step 1:

- 1.1 Try to pull on the paper coming out of the exit chute to clear the exit chute.



- 1.2 Press the *Gear Reverse Key* for 2~3 times to loosen the jam, then press the *Gear Forward Key* for once to output paper.



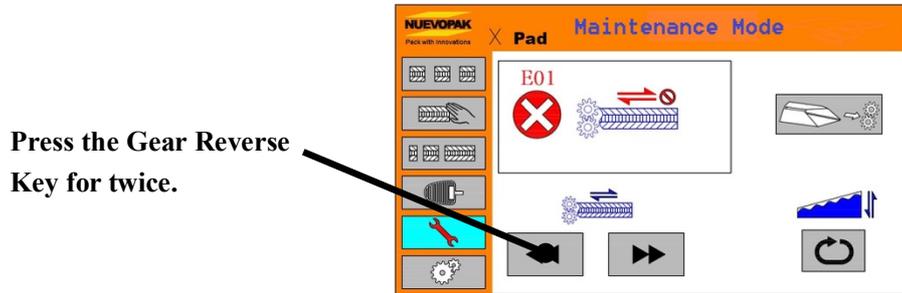
- 1.3 If this does not clear the jam, repeat *Step 1.2* for 2 or 3 times.

- 1.4 If *Step 1.3* did not work, go to *Step 2*.

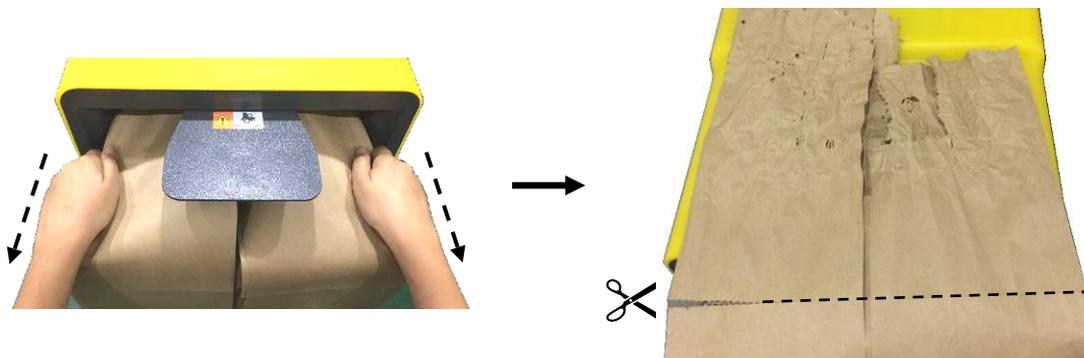
6.3 Paper Jam Shooting (cont.)

Step 2:

2.1 Press the Gear Reverse Key for twice.



2.2 Pull the paper out from the paper preformer. Then tear the paper along the perforated line.



2.3 Reload the X-Fold Paper – see [5.3 Paper Loading After Paper Jam](#).

X-Pad (XP-0)

6.4 Replacing the Power Fuse



WARNING! Use protective eye wear when performing maintenance procedures.

Tools required:

- Screwdriver

1. **Turn the X-Pad System ON/OFF power switch to the OFF position and unplug the power cord.**



WARNING! Failure to turn the system OFF and unplug the VAC power cord can result in injury.



WARNING! Verify that de-energization for Lockout/Tagout has been PERFORMED.

2. **Remove the existing power fuse.**

- Located the fuse on the electrical cabinet.
- Using a screwdriver, unthread the fuse holder cap and pull the fuse out.
- Verify the fuse condition.

3. **Install the new power fuse in the fuse holder.**

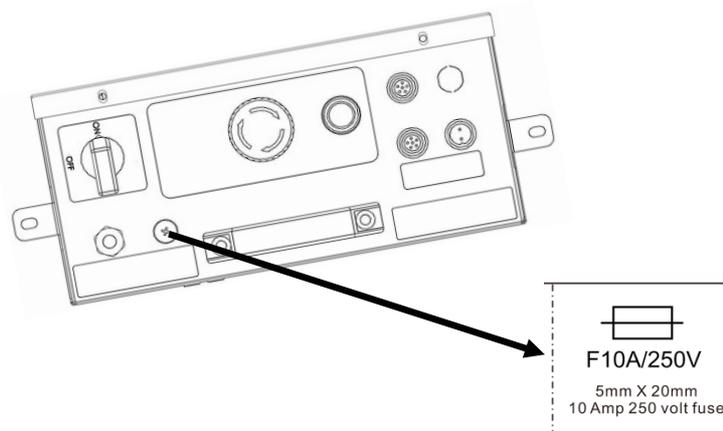
- 5mm × 20mm, 10Amp 250volt fuse.



WARNING! For continued protection against fire or electric shock, replace with the above fuse type.

- Using the screwdriver secure the fuse holder cap with fuse in place.

4. **Plug in the power cord, remove LOTO, turn the ON/OFF power switch to the ON position.**



Located the Power Fuse

Figure 6-4

7.0 Troubleshooting

7.1 No Power to the System

PROBLEM	POSSIBLE CAUSE	RECOMMENDED SOLUTION
<p>7.1.1 There is no power to the system – the system power switch light is OFF and the control panel is OFF.</p>	<ol style="list-style-type: none"> 1. System is OFF. 2. Main power cord is unplugged at the controller or at the outlet. 3. Power supply is interrupted. 4. System fuse has blown. 5. Power extension cord in use. 6. The internal circuit breaker has tripped. 7. Electrical or mechanical failure. 	<ul style="list-style-type: none"> • Turn the ON/OFF power switch to the ON position. • Verify the main power cord is plugged into the back of the system and into a properly rated outlet – see 3.3 <i>Electrical Power Requirements</i>. • Verify facility power supply. • Replace power inlet fuse – see 6.4 <i>Replacing the Power Fuse</i>. • Contact your authorized distributor or a Polyair representative. • Do not use an extension cord – see 4.3 <i>System Set-up – X-Pad</i>. • Contact your authorized distributor or a Polyair representative. • Contact your authorized distributor or a Polyair representative.

X-Pad (XP-0)

7.2 Problems with Making Paper Cushioning Material

PROBLEM	POSSIBLE CAUSE	RECOMMENDED SOLUTION
<p>7.2.1 The paper does not advance or exit the system when expected – the control panel is ON.</p>	<ol style="list-style-type: none"> 1. Paper supply is empty. 2. Paper improperly loaded – not catching the paper drive. 3. The E-stop(s) is pressed. 4. The E-stop has been released after being pushed, but the reset button has not been pushed. 5. Paper jam. 6. Electrical or mechanical failure. 	<ul style="list-style-type: none"> • Load paper – see <i>5.1 Loading the X-Fold Paper on the Floor Stand</i> and <i>5.2 Loading the X-Fold Paper on the Table Side Stand</i>. • Verify that the paper supply is properly loaded. • Reload paper – see <i>5.1 Loading the X-Fold Paper on the Floor Stand</i> and <i>5.2 Loading the X-Fold Paper on the Table Side Stand</i>. • Twist and release the E-Stop(s) and press the reset button. • Press the reset button. • Remove the paper – see <i>6.3 Clearing a Paper Jam</i>. • Contact your authorized distributor or a Polyair representative.

7.2 Problems with Making Paper Cushioning Material (cont.)

PROBLEM	POSSIBLE CAUSE	RECOMMENDED SOLUTION
<p>7.2.2 The paper length is not as expected.</p>	<ol style="list-style-type: none"> 1. The system is setup for the incorrect units – inches or metric. 2. Too much tension on the paper is creating shorter than expected lengths. Too much slack on the paper is creating longer than expected lengths. 3. The E-stop(s) is pressed. 	<ul style="list-style-type: none"> • Contact your authorized distributor or a Polyair representative. • Verify that the paper supply is properly threaded through the system –see <i>5.1 Loading the X-Fold Paper on the Floor Stand</i> and <i>5.2 Loading the X-Fold Paper on the Table Side Stand</i>. • Verify that the paper supply is loaded properly on the bracket. • Verify that there is no obstruction on the paper between the paper roll and the entrance chute. • Verify that all rollers are moving freely. • Contact your authorized distributor or a Polyair representative.
<p>7.2.3 The knife will not cut the paper.</p>	<ol style="list-style-type: none"> 1. The knife is caught in a paper jam. 2. Cutter failure. 	<ul style="list-style-type: none"> • Remove the paper jam – see <i>6.3 Clearing a Paper jam</i>. • See <i>5.14 Runtime Warning</i>.

8.0 Customer Service

8.1 Who to Contact

To Our Customers:

This **X-Pad Paper Cushioning System** has been manufactured for Polyair and has been thoroughly tested. If any problems occur while operating this equipment and you desire a phone consultation, call the appropriate number below.

For Service and Replacement Parts:

1. Contact your Polyair Account Representative.
2. Contact toll free Technical Support – 1.888.POLYAIR (765.9247)

For Technical Information and Troubleshooting Assistance:

1. Contact toll free Technical Support – 1.888.POLYAIR (765.9247)

8.2 Using Technical Support

Before you call please have the following information available:

1. Customer information

- Company name.
- Company phone number.

2. X-Pad Paper Cushioning System information.

- System serial number – the “XP-0-_____” number located on the serial number label on the underside of the paper entrance chute.
- System application type – a description of your system setup.

3. A detailed description of the symptoms that the X-Pad Paper Cushioning System is exhibiting.