

Pregis EasyPack® GeoTerra™ Manual Dispenser

User Manual

Revision A



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LANGUAGES OF OPERATION DISCLAIMER

The original version of this manual is in English and denoted "Original Instructions" in the top center header. All translated versions are denoted "Translation of Original Instructions" in the same location.

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1 Introduction

GeoTerra is a paper-based, wrappable packaging which provides light cushioning and interleaving protection as it nests within itself, locking products into place. The material starts flat while on a roll, but as it is stretched a lattice structure is created.

The GeoTerra Manual Dispenser is used to apply tension to the flat roll, stretching and expanding the paper at the point of packaging. The Manual Dispenser makes roll changes and tension adjustments simple with two lightweight, easy-to-use core chucks.

GeoTerra Paper Material:

Item #	Formulation	Bundle Width	Bundle Length
4088373	50#	15-in	950-ft

2 General Safety

The following instructions are only a guideline and should be considered a supplement to your plant's comprehensive safety program. Your business' policy supersedes these guidelines if at any time the two contradict each other. Please read and understand the manual including all danger, warnings, and caution statements. If after reading the manual you have questions, contact your supervisor or the Pregis service desk to get answers before working with the machine.

1. Keep the work area clean and uncluttered. Walking surfaces should always be free of packing material and debris to prevent slipping or tripping hazard.
2. Follow your business' guidelines and policies for properly lifting loads exceeding 20 lbs.
3. Ensure Manual Dispenser is properly secured to work surface prior to use.

3 Assembly and Inspection

Parts to be assembled and inspected by Pregis technicians.

If machine requires maintenance or repair, contact Pregis Tech Service Hotline

4 Operation

Idle Side Chuck Placement

TETHER ON OUTSIDE OF FRAME



FLANGE INSIDE OF FRAME



Friction Side Chuck Placement

TETHER ON OUTSIDE OF FRAME

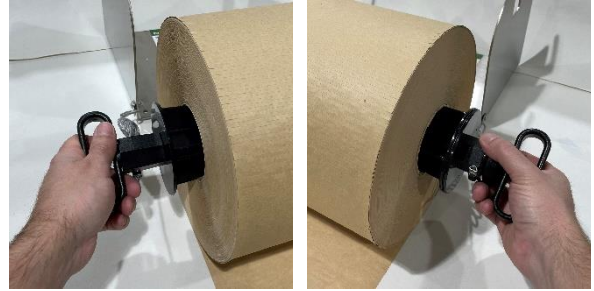


FLANGE INSIDE OF FRAME



Loading

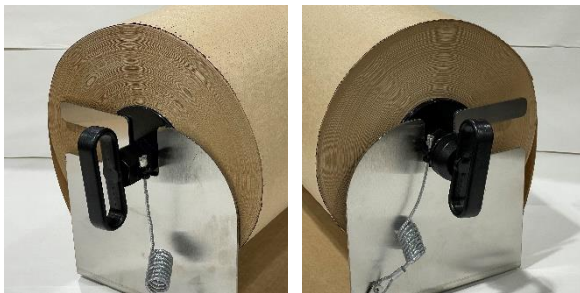
- 1) Remove Roll from packaging. Set roll on table in front of dispenser.
- 2) Insert Core Chucks – one at each end of the roll.



- 3) Ensure each is fully inserted (the plastic should be flush).
- 4) Lift by Core Chucks, set into frame.



- 5) Check that Core Chucks are properly seated.
- 6) Pull the tail of material towards you. Adjust tension as needed (see "Tension Adjustment and Use").



Tension Adjustment and Use

Adjustment Handle

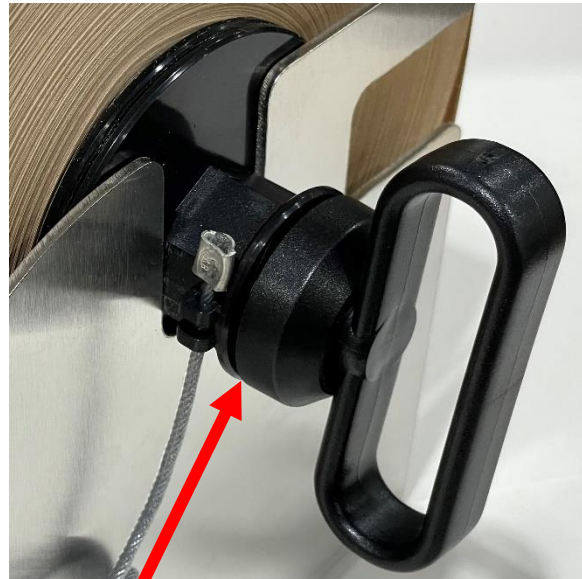
The Manual Dispenser roll tension is controlled by only one of the two Core Chucks. The Adjustment Handle, typically found on the right-hand side of the dispenser, is identifiable by Wave Spring between the Roll and Adjustment Handle. The Idle Handle, typically found on the left-hand side of the dispenser, is ONLY used to lift the roll, and does not have any adjustment.

IDLE HANDLE – NO ADJUSTMENT



NO ADJUSTMENT FEATURES

ADJUSTMENT HANDLE



WAVE
SPRING

Changes Throughout Roll

Tension adjustments may be necessary as the roll is consumed. In general, tension will need to be increased as the roll diameter gets smaller.

Increasing Tension / Paper Is Not Expanding

If the paper is not expanding when pulled, then tension must be increased. Rotate the Adjustment Handle **CLOCKWISE**. Do not overtighten if excessive resistance is felt in the handle. If the handle is fully tightened and there is not enough tension in the paper, check the Troubleshooting guide below.



Decreasing Tension / Paper Is Tearing

If the paper is tearing when pulled, then tension must be decreased. Rotate the Adjustment Handle **COUNTERCLOCKWISE**.



Unloading

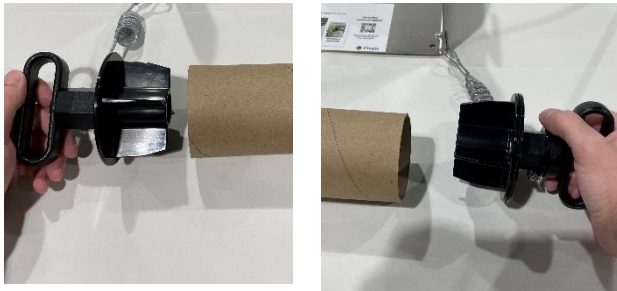
- 1) Lift Core Chucks and Roll out of the dispenser frame.



- 2) Set Core Chucks and Roll onto the work surface in front of the dispenser.



- 3) While holding the Roll, remove each Core Chuck (one at a time).





- 4) Recycle the empty core and load the new roll.

5 Maintenance

The Manual Dispenser needs minimal maintenance. Keep the dispenser free of paper dust and debris. If part function starts to reduce, contact Pregis service desk for replacement parts.

6 Troubleshooting

Problem	Cause	Solution
Material is tearing when pulled.	Tension is set too high.	Rotate the handle on the Tension Core Chuck COUNTERCLOCKWISE.
Material is not expanding when pulled.	Tension is set too low.	Rotate the handle on the Tension Core Chuck CLOCKWISE.
Adjustment handle does not rotate.	<p>Attempting to adjust the wrong handle.</p> <p>The handle has been tightened too much. The wave spring is completely compressed.</p>  <p>The handle has been loosened too much. The wave spring is loose.</p> 	<p>Only one of the two handles is used for adjustment. Ensure the Tension Core Chuck handle is rotated.</p> <p>Attempt to rotate handle COUNTERCLOCKWISE.</p> <p>Attempt to rotate handle CLOCKWISE.</p>

<p>Adjustment handle is not increasing and/or decreasing tension.</p> <p>Adjustment handle rotates but spring does not compress when tightened, expand when loosened.</p>	<p>Part failure.</p>	<p>Contact Pregis service desk for replacement.</p>
<p>Adjustment handle is not increasing and/or decreasing tension.</p> <p>Adjustment handle rotates and spring does compress when tightened, expand when loosened.</p>	<p>Core Chucks are slipping inside the material roll.</p>	<p>See Loading Procedure. Attempt to push both Core Chucks into the roll until fully engaged.</p>
<p>The metal frame of dispenser is moving or has fallen when material is pulled.</p>	<p>Dispenser not secured to work surface.</p>	<p>Use one of the available screw holes to fasten dispenser to work surface.</p>

If problems persist, call Pregis Tech Service Hotline.

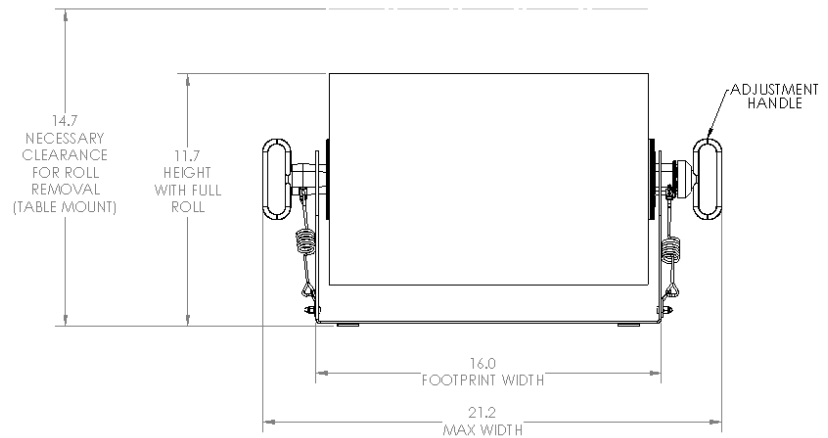
7 Specifications

Dispenser Weight: 8 lbs

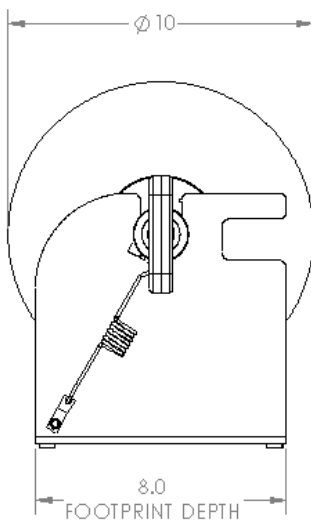
Roll Weight: Approx. 20 lbs

Overall Dimensions

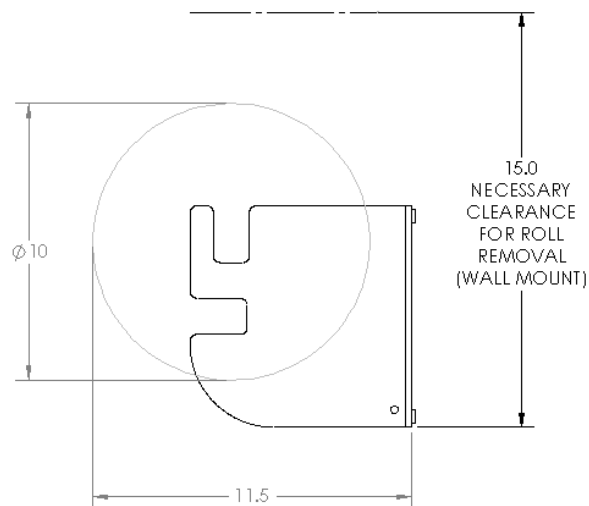
FRONT VIEW



SIDE VIEW TABLE MOUNT



SIDE VIEW WALL MOUNT



8 Revision Table

REV	REV BY	DATE	ECN DESCRIPTION	ECN NUMBER
A	MG	15 MAY 2023	INITIAL RELEASE	1843