

# **661**

## **Hand Wrap Station**

### **User's Guide**

For Models: 661-1012 and 661-3212

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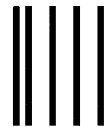
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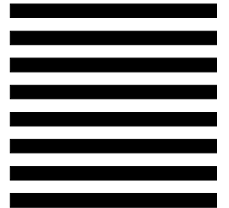
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This device complies with Part 15 of the FCC Rules and the Radio Interference Requirements of the Canadian Department of Communications. Operation is subject to the following conditions: (1) this device may not cause harmful interference, and (2) this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

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CHANGES WITHOUT NOTICE.**

# PRECAUTIONS

Read the following instructions carefully before installing, operating, cleaning, or maintaining your new Hand Wrap Station. Save these instructions for future reference.

Contact your supplier of heat sealable wrapping films to verify that the films you are using with heated belt sealers do not release toxic fumes at temperatures below 700°F.

Operate wrapping and sealing equipment only in a well ventilated area.

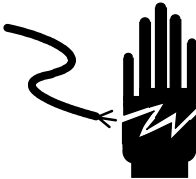

Do not allow untrained personnel to install, operate, clean, inspect, or maintain this machine.

Be sure the Hand Wrap Station is connected to a properly grounded outlet of the correct voltage and amperage, as specified on the identification plate. Do not remove ground prong from PLUG.

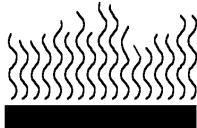

ALWAYS disconnect the Hand Wrap Station from the power source before threading film, cleaning, maintaining, or inspecting.


Keep hands and loose clothing away from hot surfaces such as Low Temperature Cutoff Rod and Sealing Plate while operating, cleaning, maintaining, or inspecting.



CALL METTLER TOLEDO for parts, information, and service.

	 <b>WARNING</b>
	<b>DISCONNECT ALL POWER TO THIS UNIT BEFORE INSTALLING, SERVICING, CLEANING, OR REMOVING THE FUSE. FAILURE TO DO SO COULD RESULT IN BODILY HARM AND/OR PROPERTY DAMAGE.</b>

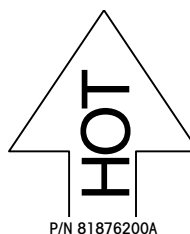
	 <b>CAUTION</b>
	<b>SURFACES MAY BE HOT EVEN THOUGH POWER SWITCH IS IN THE "OFF" POSITION.</b>

	 <b>CAUTION</b>
	<b>OPERATE THIS EQUIPMENT ONLY IN A WELL VENTILATED AREA. VERIFY THE FILM IS INTENDED FOR LOW TEMP ROD CUTOFF AND HOT SEALING PLATES AND DOES NOT RELEASE TOXIC FUMES.</b>

 <b>CAUTION</b>	
<b>50 LB MAXIMUM LOAD</b> <b>LOADS IN EXCESS OF 50 LB COULD</b> <b>RESULT IN IMPROPER MACHINE</b> <b>OPERATION OR DAMAGE</b>	

 <b>CAUTION</b>		<b>— HOT —</b> <b>DO NOT TOUCH</b> <b>HEATING ELEMENTS</b> <small>P/N 12021200A</small>
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 <b>WARNING</b>	
<b>REMOVE POWER WHEN LEFT UNATTENDED FOR EXTENDED PERIODS OF TIME.</b>	



# CONTENTS

<b>1 General Description.....</b>	<b>1-1</b>
<b>661-1012.....</b>	<b>1-1</b>
<b>661-3212.....</b>	<b>1-2</b>
<b>2 Specifications .....</b>	<b>2-1</b>
Agency Approval .....	2-1
Environmental Requirements.....	2-1
Power Requirements .....	2-1
Film Capacity .....	2-1
<b>3 Safety and Precautions .....</b>	<b>3-1</b>
<b>4 Film Installation .....</b>	<b>4-1</b>
Film Threading .....	4-1
Adjusting Film Tension.....	4-3
<b>5 Operator Controls.....</b>	<b>5-1</b>
Power Switch .....	5-1
Low Temp Cutoff Rod .....	5-2
Sealing Plate Thermostat (661-3212) .....	5-2
<b>6 Operating Instructions .....</b>	<b>6-1</b>
Hand Wrapping Instructions .....	6-1
<b>7 Cleaning and Maintenance .....</b>	<b>7-1</b>
General Precautions .....	7-1
Low Temp Cutoff Rod .....	7-1
Frame and Shelves .....	7-2
Film Support Rollers .....	7-2
Teflon Cover on Sealing Plate (661-3212) .....	7-2
Troubleshooting .....	7-2





# 1

## General Description

This manual covers operation of two versions of the Model 661; the 661-1012 and the 661-3212. Differences between the units will be explained in the following chapters.

### 661-1012

When used with a belt sealer, the Mettler Toledo Model 661-1012 Prewrap Hand Wrap Station (Figure 1-1) is designed to increase wrapping production. The 661-1012 does not have a sealing plate.

Features include a low temp film cutoff rod, flip away film selectors and three sets of arborless film supports.

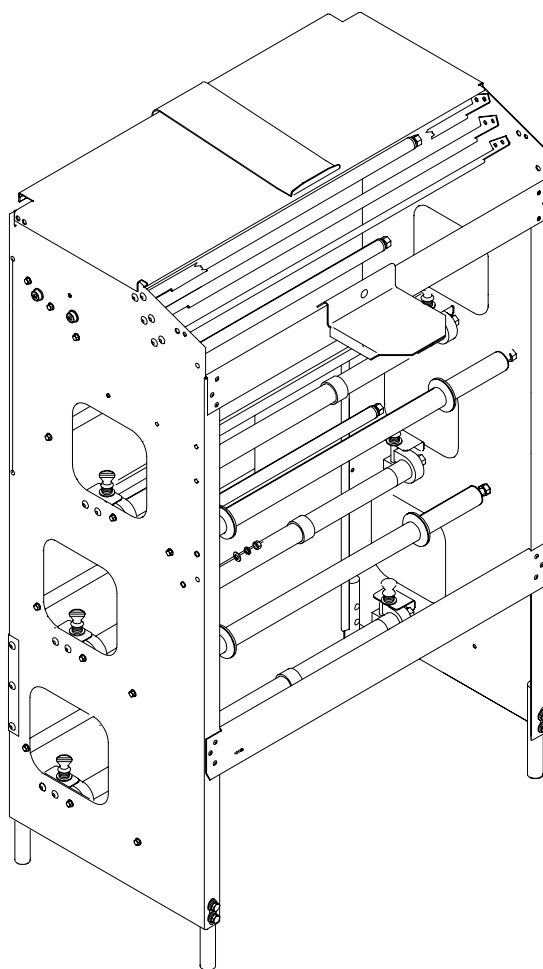


Figure 1-1: Model 661-1012

## 661-3212

The **METTLER TOLEDO®** model 661-3212 Prewrap Hand Wrap Station is designed to increase wrapping production.

Features include a low temp film cutoff rod, flip away film selectors, three sets of arborless film supports and a Teflon covered sealing plate.

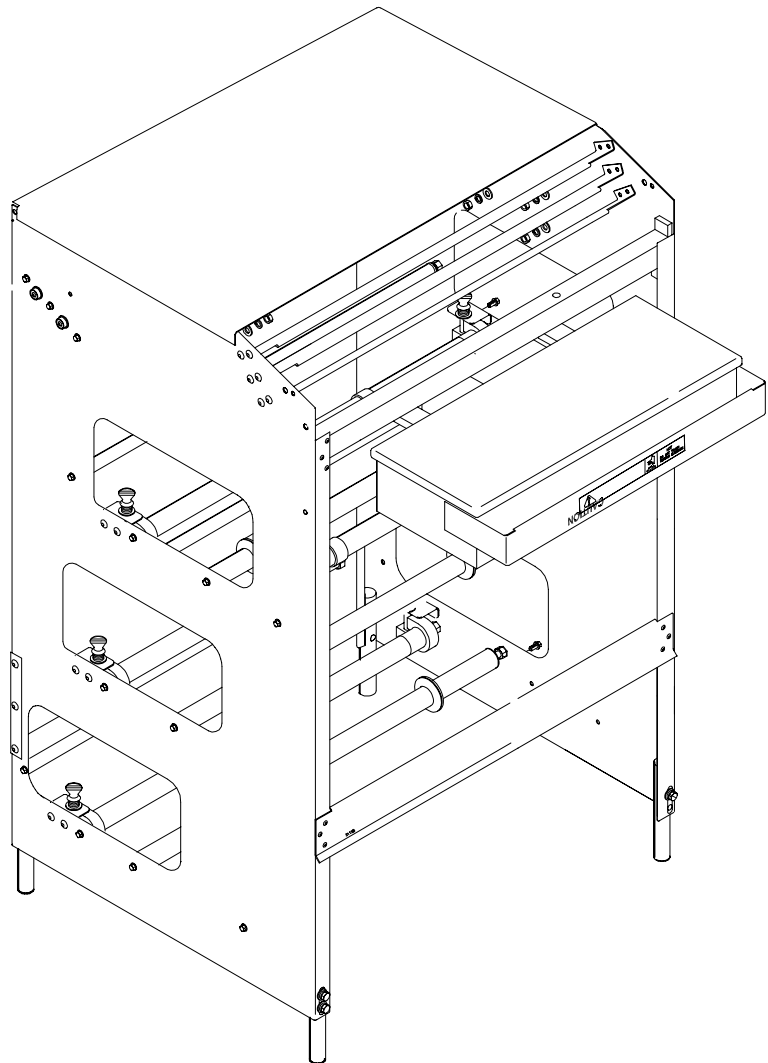


Figure 1-2: Model 661-3212

# 2

## Specifications

### Agency Approval

UL and CSA approved.

### Environmental Requirements

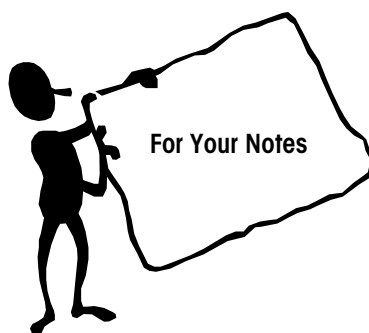
The Model 661 Hand Wrap operating range is between +5° to +35°C (+41° to +95°F) at 10% to 95% relative humidity, non-condensing. The shipping and storage temperature range is between 0°C to +66°C (+32°F to +150°F) at 10% to 95% relative humidity, non-condensing. The Model 661 is designed for use in prepackaging backroom environments. The Model 661 is not intended for wash-down operation, nor for operation in environments of extreme dust, heat, cold, or humidity. No NEMA rating applies.

### Power Requirements

The Model 661 requires 115 VAC, 60 Hz., single phase, power at 6 amps nominal to operate. The circuit must be properly grounded. Connect only to a properly fused circuit.

### Film Capacity

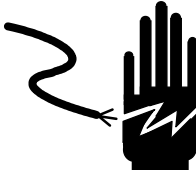

The Model 661 will accept 3 rolls of film up to 20" wide.





# 3

## Safety and Precautions


Before cleaning or servicing this unit, disconnect AC power by turning the power switch off, then unplugging the AC line cord from the outlet. Failure to observe these precautions could result in bodily harm.

	<div style="text-align: center;">  <b>WARNING</b> </div> <p><b>DISCONNECT ALL POWER TO THIS UNIT BEFORE INSTALLING, SERVICING, CLEANING, OR REMOVING THE FUSE. FAILURE TO DO SO COULD RESULT IN BODILY HARM AND/OR PROPERTY DAMAGE.</b></p>
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Do not allow untrained personnel to operate, clean, inspect, maintain, service, or tamper with this equipment.



	<div style="text-align: center;">  <b>WARNING</b> </div> <p><b>ONLY PERMIT QUALIFIED PERSONNEL TO SERVICE THIS EQUIPMENT. EXERCISE CARE WHEN MAKING CHECKS, TESTS AND ADJUSTMENTS THAT MUST BE MADE WITH POWER ON. FAILING TO OBSERVE THESE PRECAUTIONS CAN RESULT IN BODILY HARM.</b></p>
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Caution, Low Temp Cutoff Rod and Sealing Plate (661-3212) may be hot even though power switch is in the off position.

	<div style="text-align: center;">  <b>WARNING</b> </div> <p><b>Surfaces may be hot. Allow to cool before cleaning or servicing.</b></p>
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Always replace labels which are damaged, illegible or missing.

Contact your film supplier to verify that the film you are using is intended for use with a low temp rod cutoff and hot sealing plates (661-3212) and does not release toxic fumes. Operate this equipment only in a well ventilated area.

	 <b>CAUTION</b>
	<b>OPERATE THIS EQUIPMENT ONLY IN A WELL VENTILATED AREA. VERIFY THE FILM IS INTENDED FOR LOW TEMP ROD CUTOFF AND HOT SEALING PLATES AND DOES NOT RELEASE TOXIC FUMES.</b>

During extended periods of time when the machine is not being used or if the machine is left unattended, disconnect power.

 <b>WARNING</b>
<b>REMOVE POWER WHEN LEFT UNATTENDED FOR EXTENDED PERIODS OF TIME.</b>

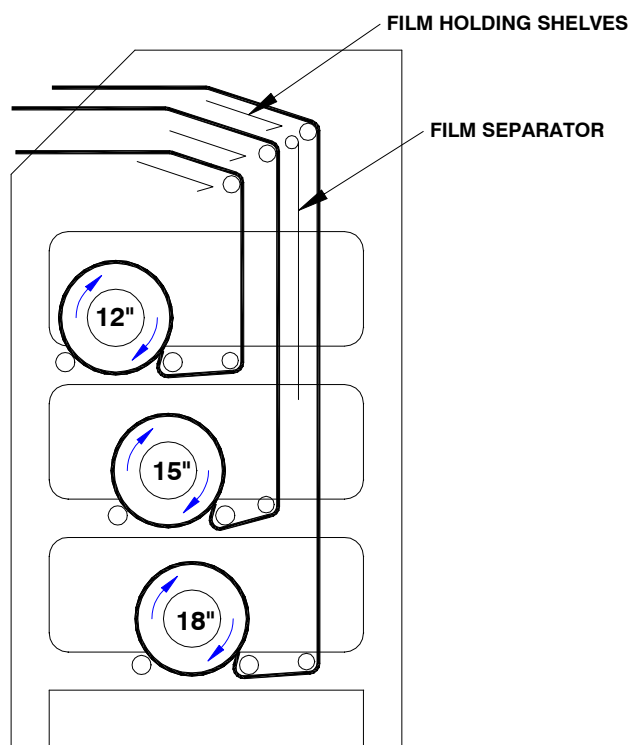
# 4

## Film Installation

### Film Threading

Load three rolls of film onto the arborless film cradles. Any size film width from 12" to 20" may be used. It is recommended that the large roll of film be placed on the bottom cradle, the medium roll on the middle cradle, and the small roll on the top cradle.

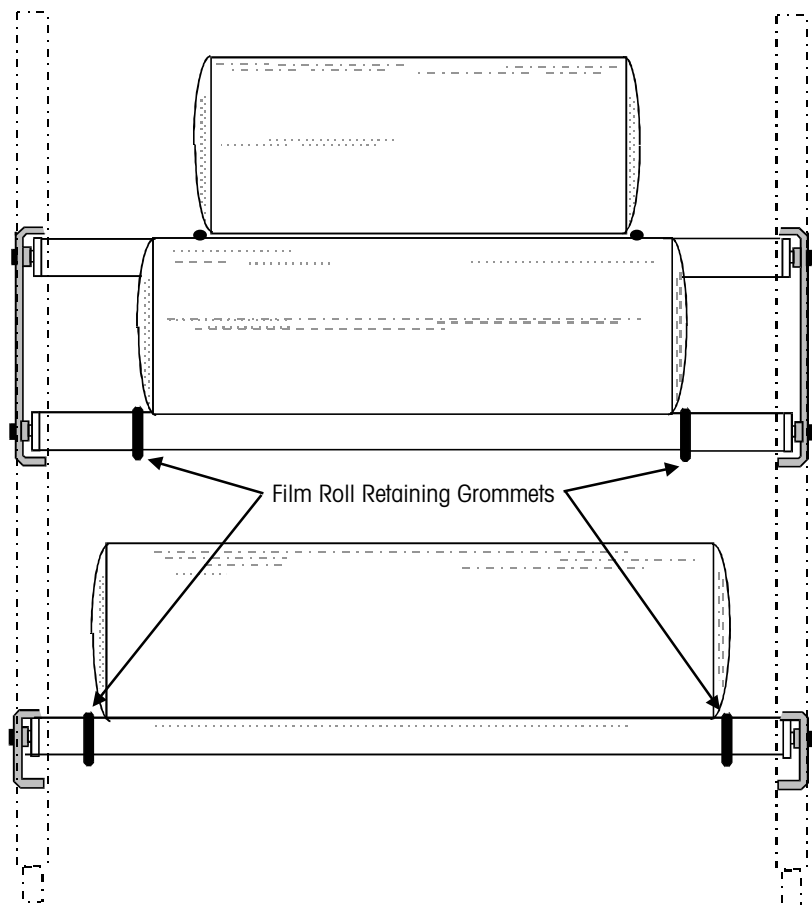
Before placing the roll of film on its cradle, orient the Film Roll so that the end of the film will hang down between the cradle rollers, and the film will dispense from the top of the roll towards the back of the Model 661. (Refer to the Film Threading Diagram, Figure 4-1)



**Figure 4-1: Film Threading Diagram - 3 Rolls of Film**

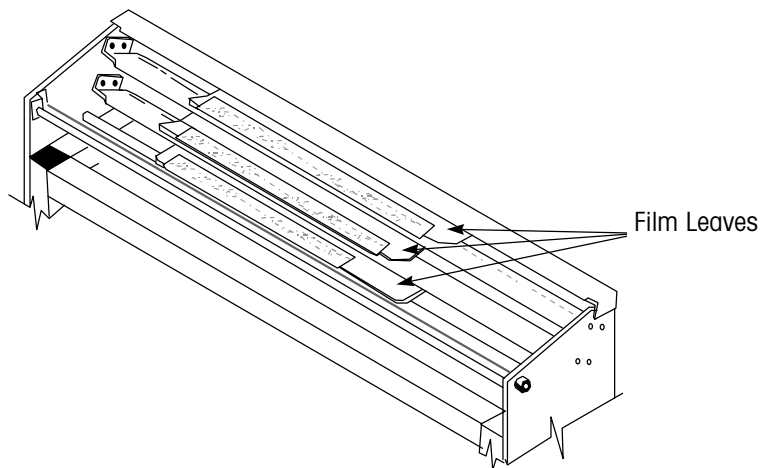
Center the film rolls on their respective rollers. Position the Film Roll Retaining Grommets approximately 1/4" away from the ends of the film roll. (Refer to Figure 4-2)

Thread the film through the film rollers and into the Film Selector as shown in the Film Threading Diagram. (Figure 4-1)



**Figure 4-2: Film Roll Retaining Grommet**

Tear or cut the end of the film straight across, and fold the end of the film neatly over the Film Leaf. (Figure 4-3).



**Figure 4-3: Film Leaf**



## Adjusting Film Tension

The film tension should be adjusted to suit your wrapping comfort. It should be loose enough so that the film pulls easily from the roll, yet tight enough to stretch the film as you pull it, to allow you to produce a tight, wrinkle-free package. To provide better control of film tension, this machine is equipped with a dual braking system for each film roll. A Film Brake is located at each end of the front Film Support Roller of each roll of film (Figure 4-4). The film tension is adjusted by loosening or tightening the Film Roller Brakes. To increase the film tension, turn the Film Roller Brake Adjusting Screw clockwise. To decrease the film tension, turn the Film Roller Brake Adjusting Screw counterclockwise.

For uniform pull on the film, both brakes on a Film Support Roller must be set for equal tension. Before installing a roll of film, loosen each brake so the roller turns freely. Then tighten each adjusting screw until the brake is lightly snugged against the roller. After the roll is mounted, adjust the tension, as desired, by turning both adjusting screws in 1/4 turn increments.

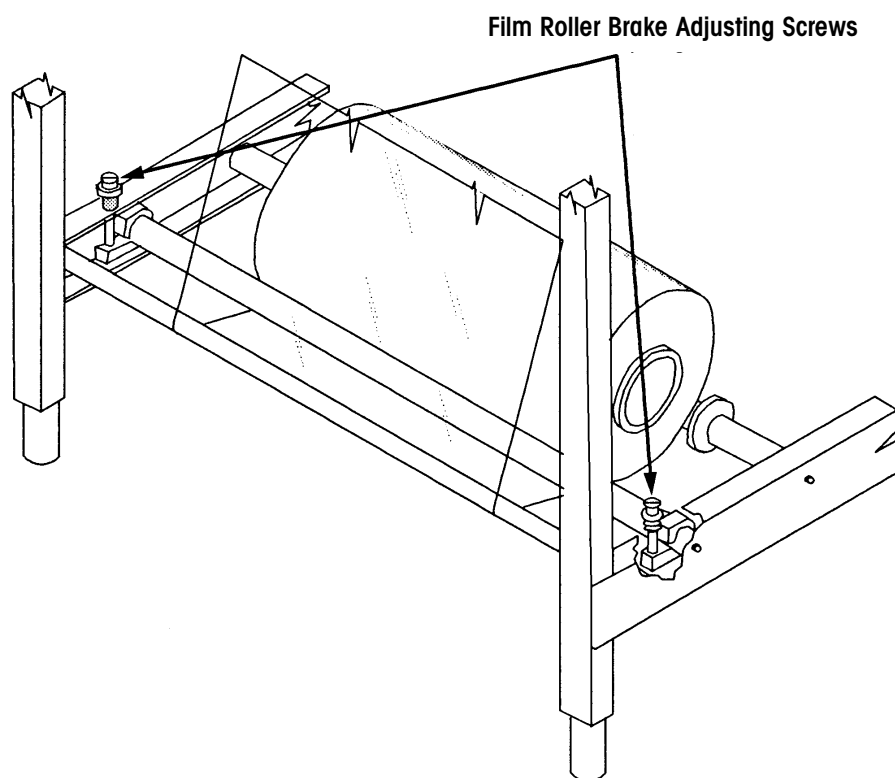
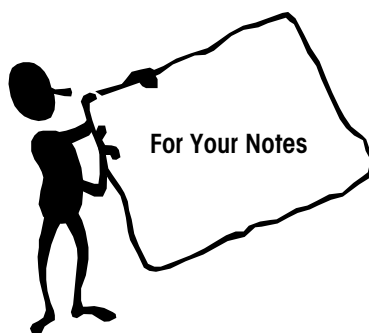


Figure 4-4: Film Roller Brake Adjusting Screws



# 5

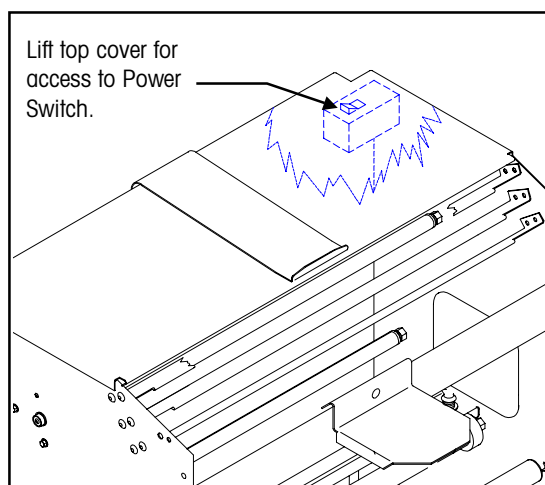
## Operator Controls

### Power Switch



#### 661-1012

The Power Switch is located on the right side of the Model 661-1012 under the top shelf. The switch controls power to the Low Temperature Cutoff Rod.



**Figure 5-2: Power Switch 661-1012**

#### 661-3212

The Power Switch is located on the front right side under the Sealing Plate. The upper part of the switch lights up when the power is on. The switch controls power to the Low Temperature Cutoff Rod and the Sealing Plate.



**Figure 5-2: Power Switch 661-3212**

## Low Temp Cutoff Rod

The temperature of the Cutoff Rod is thermostatically controlled. The temperature is set at the factory and is not adjustable. Allow 15 minutes when first turning the power on for the Low Temp Cutoff Rod and Sealing Plate (661-3212) to reach operating temperature.

## Sealing Plate Thermostat (661-3212)

Note: Never set the thermostat higher than necessary to get a good seal, or the film on the bottom of the package may burn.

Always seal packages with the Teflon Cover in place. Do not place packages directly on the sealing plate without the cover. New covers are available if needed, from METTLER TOLEDO.

The Sealing Plate Thermostat is set for a temperature of 350°F at the factory (model 661-3212 only). The Sealing Plate Thermostat is located on the underside of the Sealing Plate. (Figure 5-2) To change the temperature of the Sealing Plate, turn the thermostat shaft with a screwdriver. To raise the temperature, turn the shaft clockwise. To lower the temperature, turn the shaft counterclockwise. After adjusting the thermostat, it will take approximately 15 minutes for the temperature to adjust to the new setting.

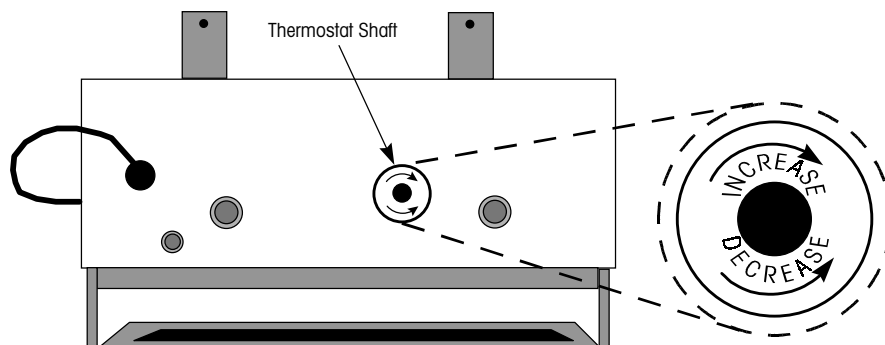


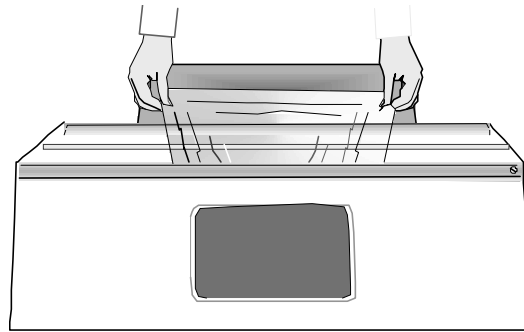
Figure 5-3: Sealing Plate Thermostat

# 6

## Operating Instructions

### Hand Wrapping Instructions

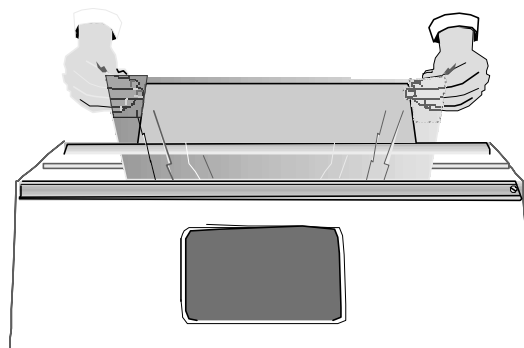
Place the tray to be wrapped on the wrapping platform. Grasp the corners of the film between the thumbs and forefingers, with the rest of the fingers pointing downward. (Figure 6-3)



**Figure 6-3: Grasp the Film Corners**

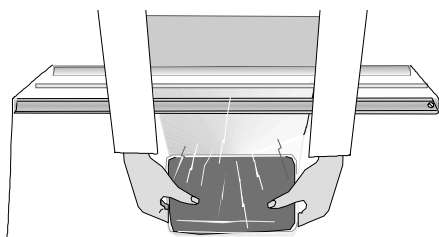
Pull the film towards you until enough film is pulled to cover the entire top of the package and approximately two inches of the bottom.

Roll your hands around until the palms are facing you and the film is on the back of the hands. (Figure 6-4)



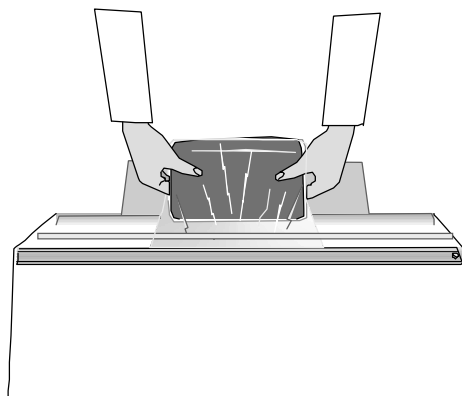
**Figure 6-4: Pull the Film**

Extend the hands and film over the package until the back of the package is reached, then slide the film and fingers under the package, moving the thumbs to the top of the package. (Figure 6-5)



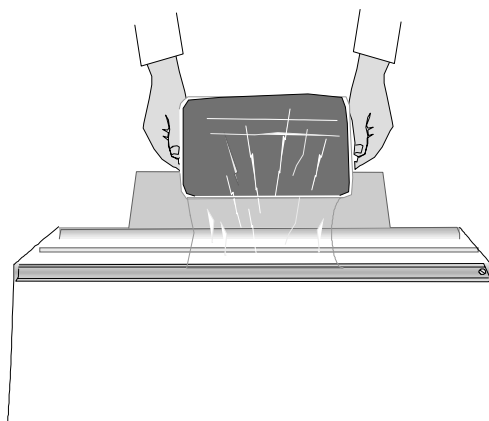
**Figure 6-5: Extend Hands over Tray**

Grasp the package between the thumbs and fingers. Pull the package and film towards you until the back edge of the package is even with the Cutoff Rod. (Figure 6-6)



**Figure 6-6: Pulling the Package**

Move the package downward and towards you until the back edge of the package is clear of the Cutoff Rod. Move the thumbs and fingers from the package to the side edges of the film. Continue the downward motion, while stretching the film, until the film is cut. (Figure 6-7)



**Figure 6-7: Seal and Cut**

Stretch the film tightly, using the thumbs and fingers. Then fold the ends of the film neatly under the package and press the package onto the Sealing Plate (661-3212) or place the package on the belt sealer (661-1012) to seal it.

# 7

## Cleaning and Maintenance

### General Precautions

	<p> <b>WARNING</b></p> <p>DISCONNECT ALL POWER TO THIS UNIT BEFORE INSTALLING, SERVICING, CLEANING, OR REMOVING THE FUSE. FAILURE TO DO SO COULD RESULT IN BODILY HARM AND/OR PROPERTY DAMAGE.</p>
	<p> <b>WARNING</b></p> <p>DO NOT SPRAY OR WASHDOWN. HAZARD OF ELECTRICAL SHOCK OR BURNS.</p>
<p> <b>WARNING</b></p> <p>DO NOT USE SOLVENTS, CHEMICALS, OR ABRASIVES ON MACHINE, AS THESE MAY HARM SURFACES.</p>	

### Low Temp Cutoff Rod

	<p> <b>CAUTION</b></p> <p>SURFACES MAY BE HOT EVEN THOUGH POWER SWITCH IS IN THE "OFF" POSITION.</p>
---	--

- Turn power off, then disconnect the power cord from the outlet.
- Allow to cool down before cleaning.
- Clean daily, using a dampened scouring pad. Do not use abrasives, such as emery cloth or sandpaper.

## Frame and Shelves

Clean daily, using a clean, damp cloth and a mild detergent.

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## Film Support Rollers

When replacing a roll of film, the Film Support Rollers and the Film Guide Rollers should be cleaned to remove any particles or burrs that could puncture the film. Clean the rollers with a clean, damp cloth and mild detergent.

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## Teflon Cover on Sealing Plate (661-3212)

To clean the sealing plate cover on the Model 661-3212:

	<div data-bbox="987 856 1058 915"></div> <div data-bbox="1079 865 1279 915"><b>CAUTION</b></div> <div data-bbox="865 940 1380 1003"><b>SURFACES MAY BE HOT EVEN THOUGH POWER SWITCH IS IN THE "OFF" POSITION.</b></div>
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- Turn power off, then disconnect the power cord from the outlet.
- Allow to cool down before cleaning.

Clean daily using a clean, damp cloth and a mild detergent.

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## Troubleshooting

- Is the machine connected to a properly grounded outlet of the correct amperage and voltage?
- Are the circuit breakers in the building service panel in the ON position?
- Is the power switch in the ON position?
- Is the sealing plate thermostat adjusted properly?
- Is the Low Temp Cutoff Rod clean?
- Is the film loaded and threaded properly?
- Are the Film roller brakes adjusted properly?
- Are the film support rollers clean and free of burrs?





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