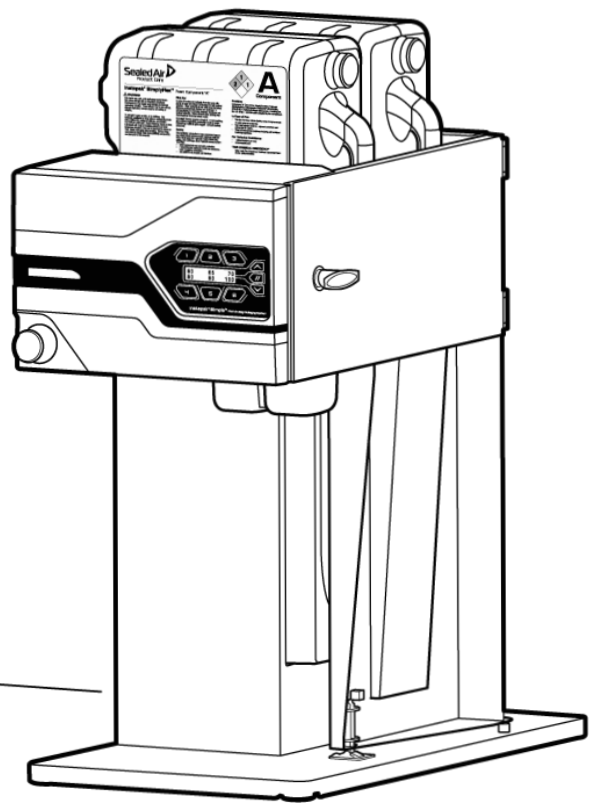




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Instapak Simple Users Guide



Instapak® Simple™ Foam Packaging System
User's Guide
Original Instructions

US English

1. Introduction

The Instapak® Simple™ Foam Packaging System produces foam-filled bags used for protective packaging. "A" and "B" components are mixed together to create high quality Instapak® polyurethane foam that is sealed into a bag. A perforated line allows the operator to easily tear the bag away from the web of material.

Foam-filled bags can be used as cushioning, void fill, or molded into engineered shapes using the Sealed Air line of Instapak® molding vehicles.

For more information including videos and technical tips go to:

sealedair.com/instapaksimple



2. Power Requirements

Electrical: 100-240V ~ Single Phase
1.9A 50/60Hz

3. Compliance



Instapak® Simple™ Foam Packaging System is eligible to bear the CE, PSE, and the CSA Mark shown with adjacent indicators 'C' and 'US'.

4. Patents

U.S. and other patents pending.

5. Safety

1. Read and thoroughly understand this guide.

2. Before operating, be sure of the following:

- Read and understand the Material Safety Data Sheets (MSDSs) provided for the Instapak® products you are currently using.

⚠ **Note:** If additional copies of the MSDSs are needed, please contact Sealed Air - see 22. *Customer Service*.

- The system is plugged into a properly rated, grounded outlet.

⚠ **Warning!** To avoid potential exposure to 4, 4' diphenylmethane diisocyanate (MDI) vapors, never dispense Instapak® component "A" unless making Instapak® packaging foam. If the system is not in normal operating condition, DO NOT USE.

⚠ **Warning!** The system is heavy, **95 lb / 43kg**, and requires two (2) people to lift.

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

⚠ **Warning!** While operating or while performing maintenance procedures, protective eye wear must be worn to protect the eyes against possible contact with foam. Contact with foam may occur when the polyurethane foam is inadvertently forced out of the bag vent holes when a bag is being placed into a

mold box, carton, or other cavity. Cotton, plastic, or rubber gloves will provide protection against direct skin contact. Cotton gloves may also shield hands from the modest amount of heat generated on the surface of the bag from the rising foam.

⚠ **Warning!** Only those covers specified in this manual can be removed by the operator, all other covers should be removed only by authorized Sealed Air service personnel. Opening unauthorized covers exposes dangerous electrical shock hazards.

3. **First Aid for component or foam on the skin:**

If component or foam gets on the skin, wash off skin with soap and water. Remove contaminated clothing and footwear. If redness, itching or a burning sensation develops, seek medical attention. Wash contaminated clothing and footwear before reuse.

4. Before performing maintenance procedures, be sure of the following:

- Turn the main power switch to the OFF position, unplug the power cord, and follow proper Lockout/Tagout procedures when instructed. Be sure that de-energization for Lockout/Tagout has been performed prior to the procedure.

- We recommend that customers use only Sealed Air parts, attachments, devices, and Instapak® components and film with Instapak® systems. We deny any responsibility if the customer installs, attaches or uses, non-Sealed Air parts, attachments, devices, or other materials in, to or with the Instapak® system, or uses non-Instapak® chemicals in the Instapak® system, or if the customer uses or operates the Instapak® system in a manner which is contrary to the instructions set forth in Sealed Air user's guides and if any of the foregoing occurs, Sealed Air may at its option refuse to provide maintenance or repair services for any such Instapak® system.

⚠ **Warning!** Do not attempt to repair or modify the Instapak® Simple™ system in a manner that differs from the procedures contained in this guide. All repairs must be performed by authorized Sealed Air service personnel.

⚠ **Warning!** Protective eye wear and gloves must be worn as indicated when performing maintenance procedures.

⚠ **Warning!** If operation of the system differs from the descriptions in this guide, turn the system OFF and disconnect the main power until the unit can be inspected by a Sealed Air representative.

5. Instapak® foam is intended to be used only as packaging material.

6. Airborne noise emission:

This machine does not exceed 70 dB(A) during normal operation. Please check to make sure you comply with your local health and safety requirements.

7. Environmental conditions:

- Storage temperature: Machine, Instapak® components "A" and "B", and packaging film rolls 32 - 110 °F / 0 - 43 °C.
- Operating temperature: Machine, Instapak® components "A" and "B", and packaging film rolls 60 - 90 °F / 16 - 32 °C.

8. Residual risk:

Safety guarding is incorporated into the Instapak® Simple™ System. Care and avoidance need to be taken to prevent possible contact with the following:

- Pinch Hazard**
A pinch hazard exists as the mixing chamber is closing.
- Nip Hazard**
A nip hazard exists at the drive seal assembly as the material is being pulled in - see 7. *System Components* - item 10.

9. Safety devices:

⚠ **Warning!** Do not remove or tamper with the following built-in safety devices:

- Access Door Safety Switch**
This switch halts foam and film dispensing when the door is open.
- Mixing Chamber Closed Safety Switch**
This switch disables the mixing roller when the chamber is not closed.
- Emergency Stop (E-Stop)**
This switch stops film feeding, component dispensing, sealing, and mixing functions.

6. European Directives

European Directives / COMPLIANCE

This Product has been designed and constructed to fulfill all the relevant provisions of the 2006/42/EC Machinery Directive, 2006/95/EC Low Voltage Directive, 2004/108/EC Electromagnetic Compatibility (EMC) Directive, and the 2011/65/EU RoHS Directive.

Applicable harmonized standards:

EN 60204-1, EN ISO 13849-1,
EN ISO 12100:2010,
EN ISO 13857, EN 349, EN 953-1,
EN 55011, EN 61000-4-2, EN 61000-4-3,
EN 61000-4-4, EN 61000-4-5, EN 61000-4-6,
EN 61000-4-11, EN 61000-6-2, EN 61000-6-4
EN 50581: RoHS

AIRBORNE NOISE EMISSION

For the Instapak® Simple™ Foam Packaging System, the continuous A-weighted sound pressure level does not exceed 70 dBA during normal operations.

7. System Components

1. **ON/OFF Switch**

This switch controls power to the system.

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

This switch stops film feeding, component dispensing, and sealing functions.

3. **Power Cord**

Power is supplied to the system through this cord (10' / 2.5m).

4. **Control Panel**

This panel has touch keys to produce foam-filled bags.

5. **Component Bottle (2)**

Instapak® "A" and "B" components are mixed to produce packaging foam.

6. **Pump (2)**

The components are dispensed into the bag through this fixture that is attached to the bottle.

7. **Film Divider**

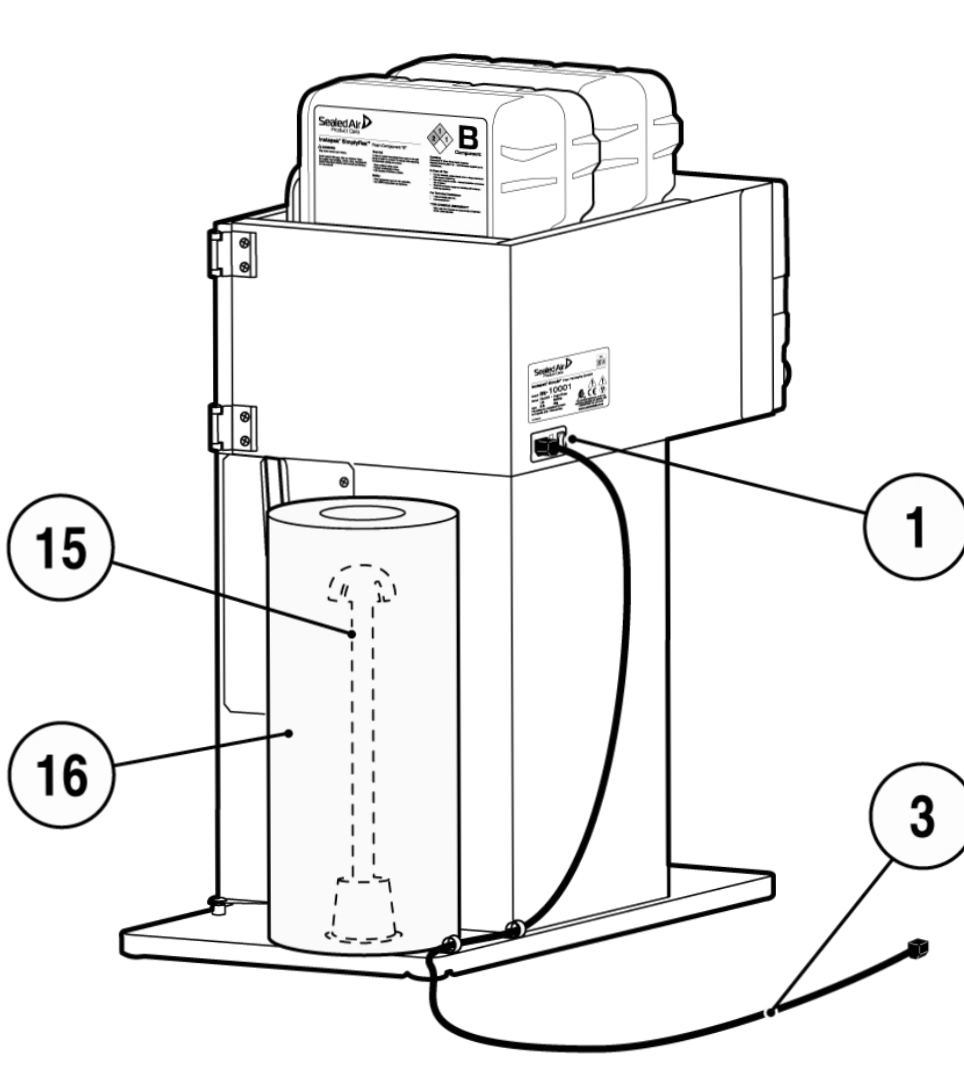
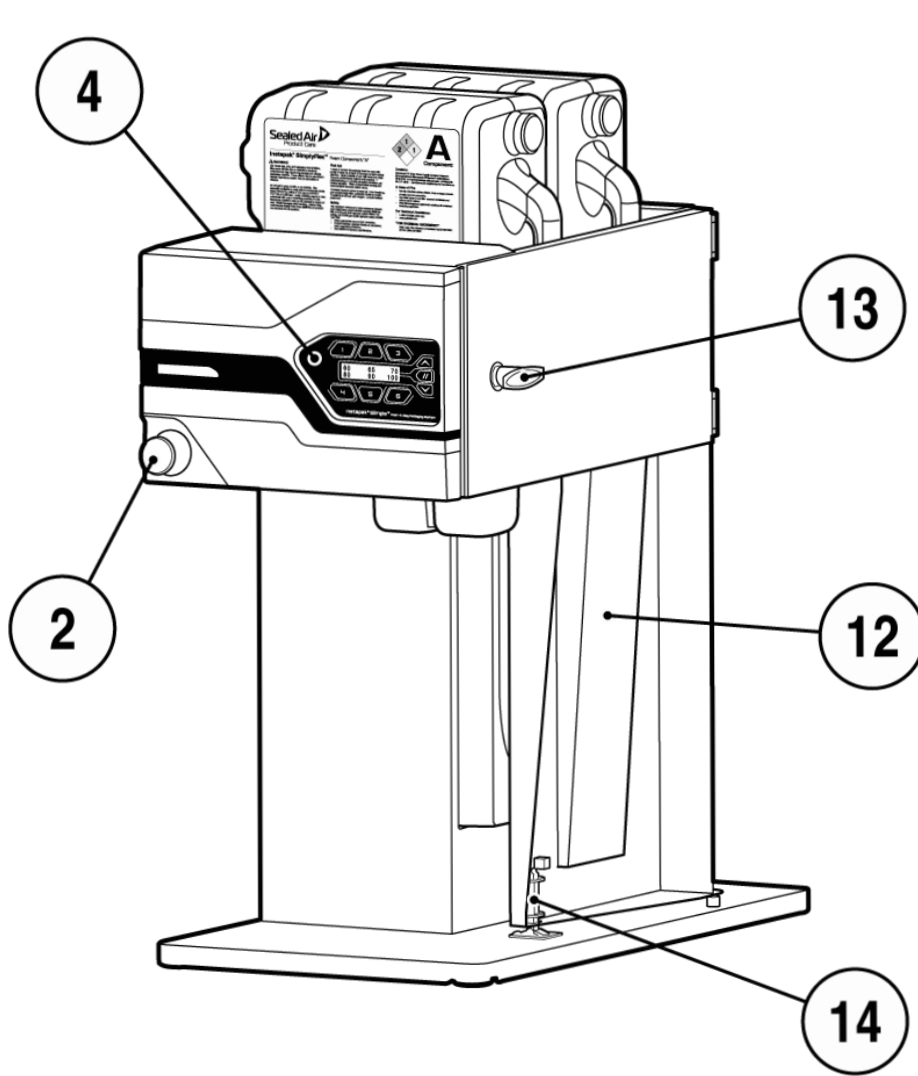
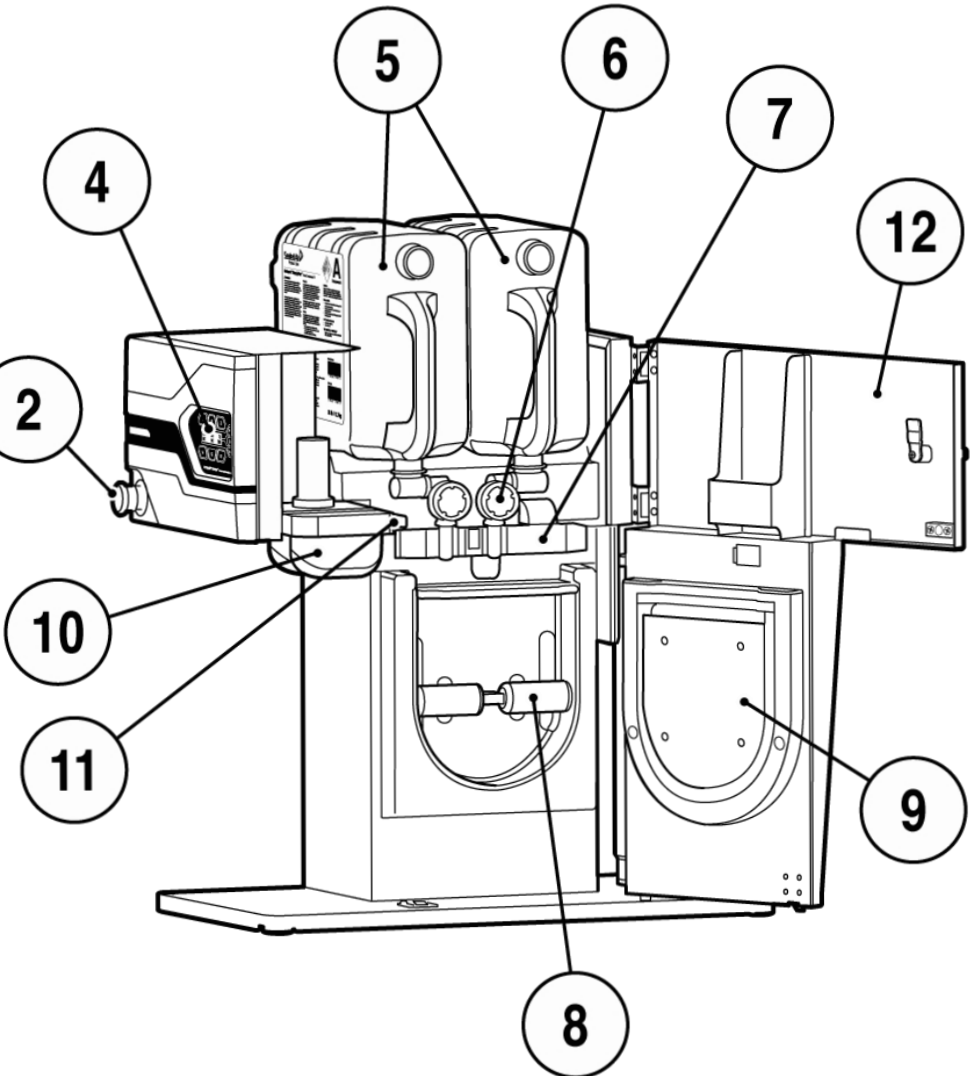
This device separates the two plies of film at the top of the bag. The components are then placed and mixed in the bag.

8. **Mixing Roller**

This mixing device when pressed against the *Mixing Pad* combines the "A" and "B" components inside a film bag to create polyurethane packaging foam.

9. **Mixing Pad**

The mixing roller presses against this replaceable pad to create polyurethane packaging foam.



10. **Drive Seal Assembly**

These rollers advance the film and seal the top of the bag once filled with Instapak® foam. The seal wire is replaceable.

11. **Drive Seal Latch**

This latch opens the drive seal rollers for loading film and for replacing the seal wire.

12. **Access Door**

This door when open is used to load film and the "A" and "B" components. When closed it provides a compartment to mix the components.

⚠ **Note:** This door must be secured in the closed position by the two (2) latches for the system to operate.

13. **Upper Door Latch**

This latch must be closed to produce foam-filled bags.

14. **Lower Door Latch**

This latch must be closed to produce foam-filled bags.

15. **Film Spindle (shown dotted)**

This roller provides a dispense position for the film roll.

16. **Film Roll**

This roll contains pre-formed bags which the system fills with the "A" and "B" components to create protective packaging.

8. Initial Setup

1. **Unpack the system.**

2. **Using two (2) people, place the system on a sturdy table top.**

- System weight 95 lb / 43kg

⚠ **Warning!** The system is heavy and requires two (2) people to lift.

- Component weights "A" = 26 lb / 12kg "B" = 22 lb / 10kg
- Film weight 7 lb / 3kg
- Total weight 150 lb / 68kg

3. **Plug the system into a grounded outlet.**

100-240V ~ Single Phase
1.9A 50/60Hz

4. **Load the "A" and "B" components.**

- See 9. *Loading "A" / "B" Components*.

5. **Load the film.**

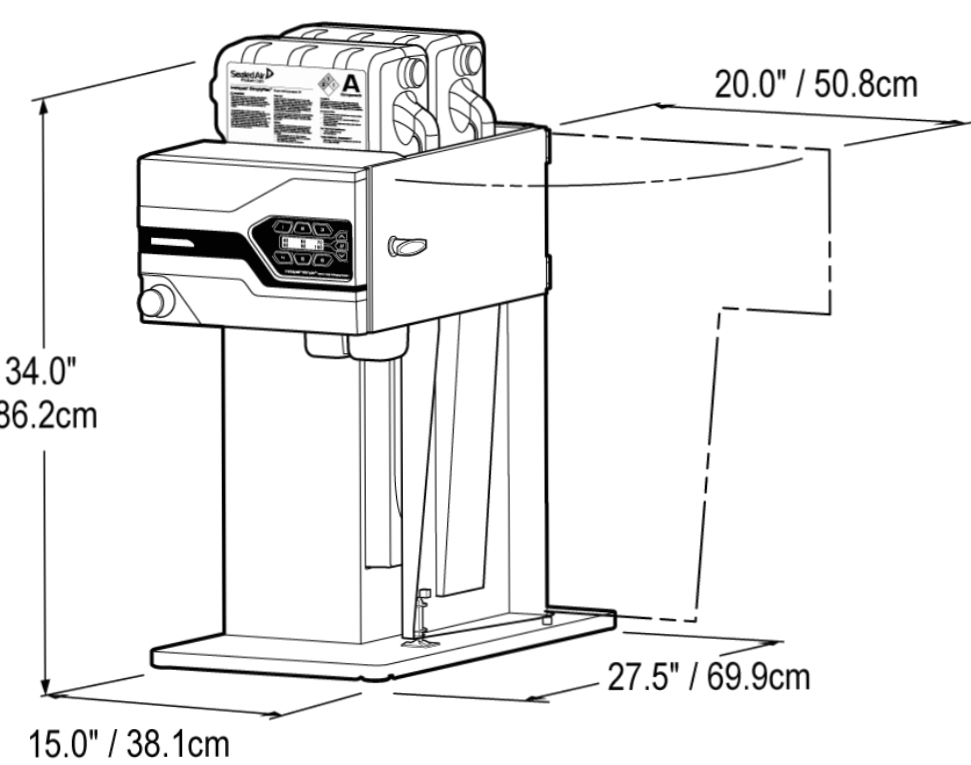
- See 10. *Loading Film*.

6. **Set the film type, foam type, and language.**

- Turn the system ON.
- See 11. *Start-up Wizard*.

7. **Make a foam-filled bag.**

- See 12. *Control Panel*.
- See 13. *Programming Bag Keys*.
- See 14. *Producing Foam Bags*.



9. Loading "A" / "B" Components

⚠ **Caution:** Protective eye wear and gloves must be worn at all times while handling component containers, or whenever the components might spill or splash.

1. **Remove the used component bottle(s).**

- Unlatch (2) and open the access door.
- Hinge the pumps up.
- Remove the empty bottle(s).

2. **Remove the film from around the front of the film divider.**

3. **Install the new component bottle(s).**

- Place the "A" component towards the front.
- Place the "B" component towards the rear.

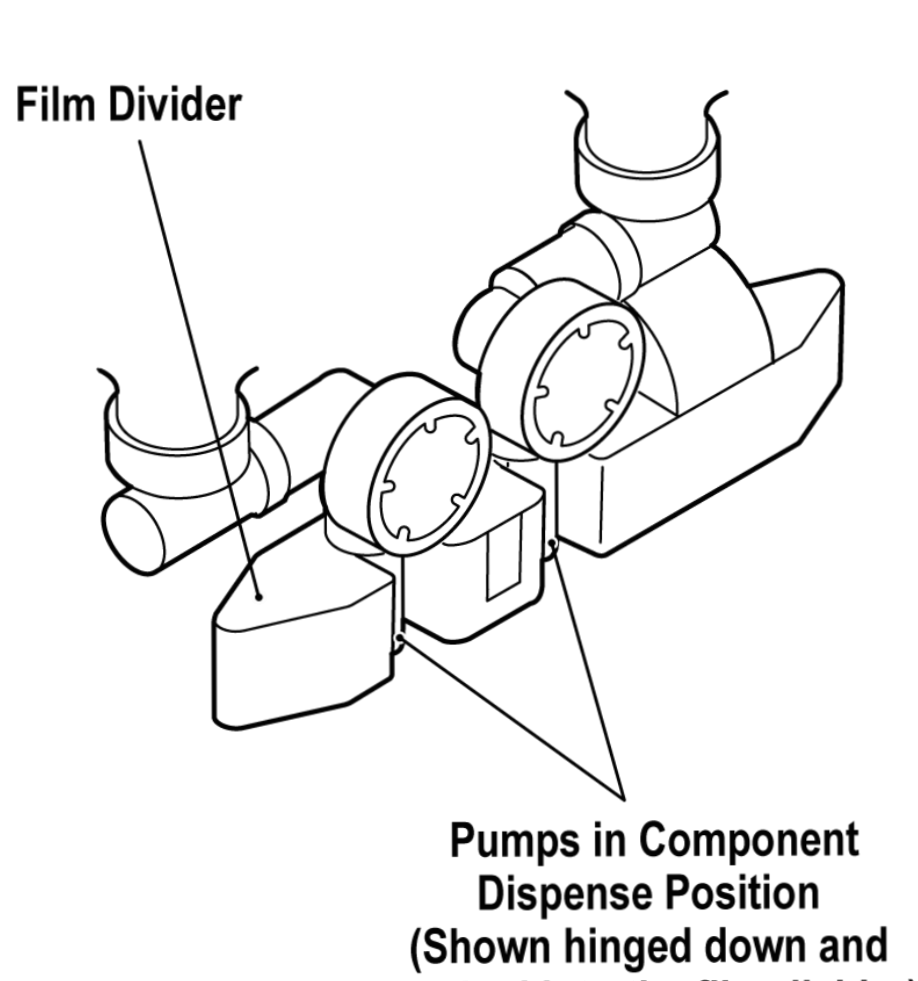
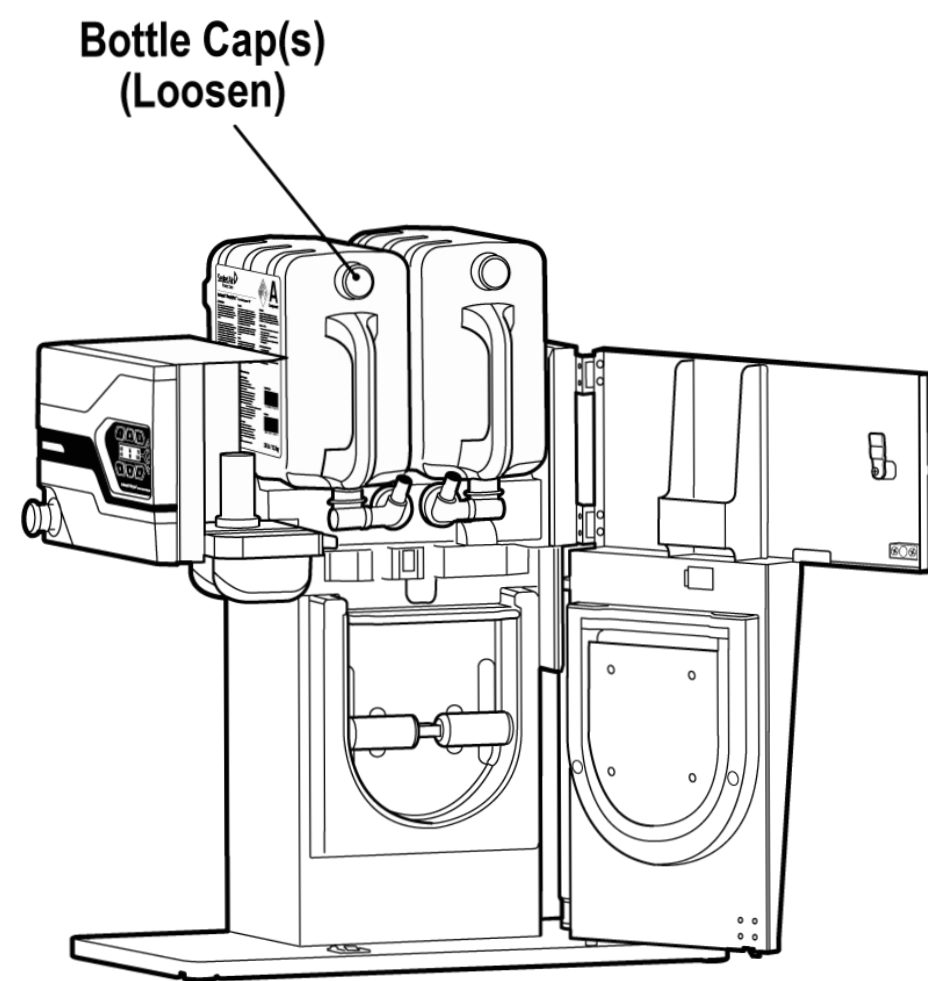
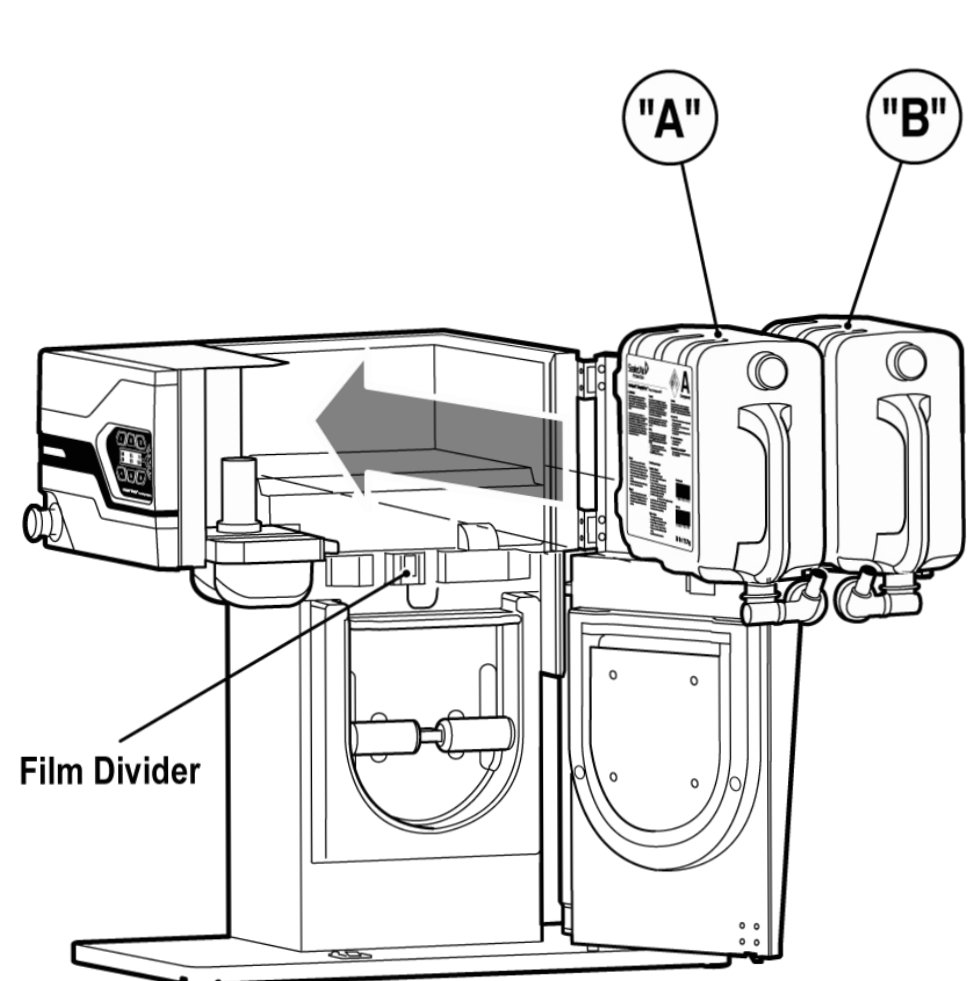
⚠ **Note:** Do not push the bottle(s) fully onto the shelf.

- Pivot the pump down on both containers.
- Fully slide both containers onto the shelf and the pumps into the film divider.
- Loosen the cap on each bottle to break the vacuum.

4. **Install the film around the front of the film divider.**

- See 10. *Loading Film*.
- Close and latch (2) the access door.

5. **Make a test foam-filled bag.**



10. Loading Film

1. **Remove the used film core.**

- Lift the empty film core off of the film spindle.

2. **Install the new film roll.**

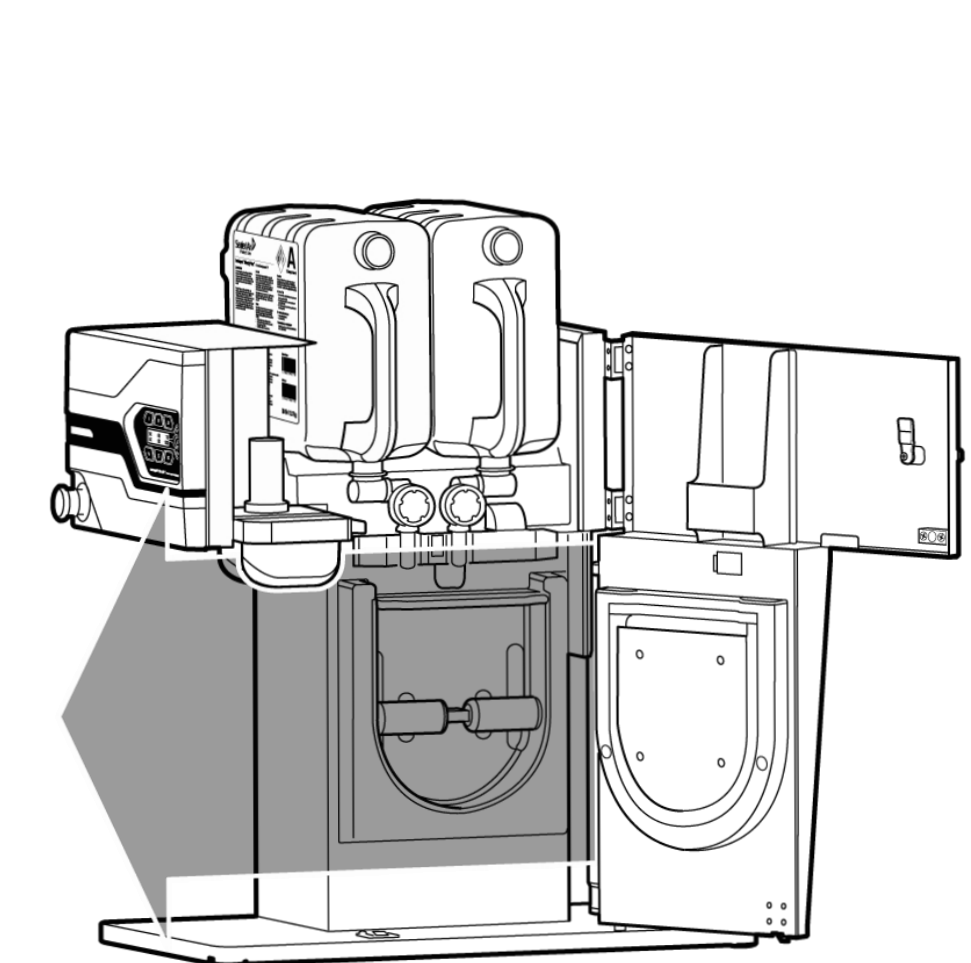
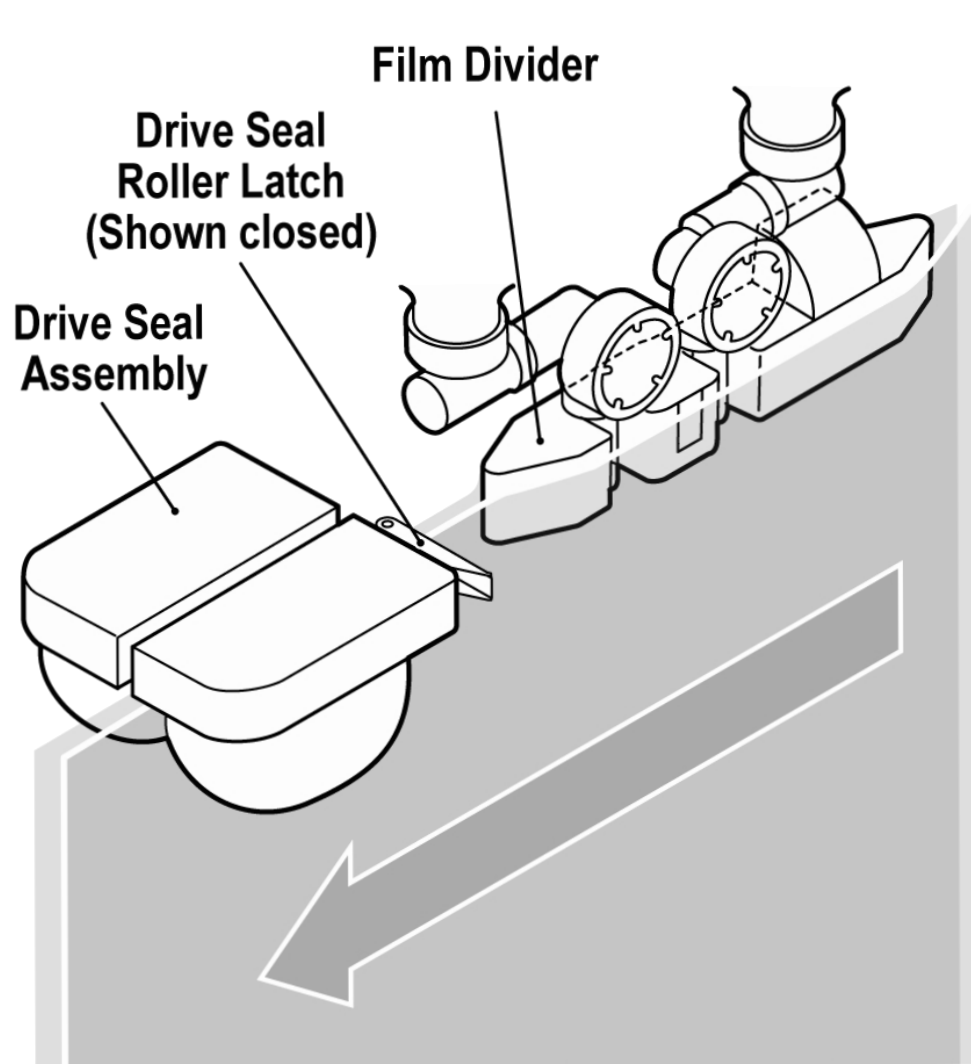
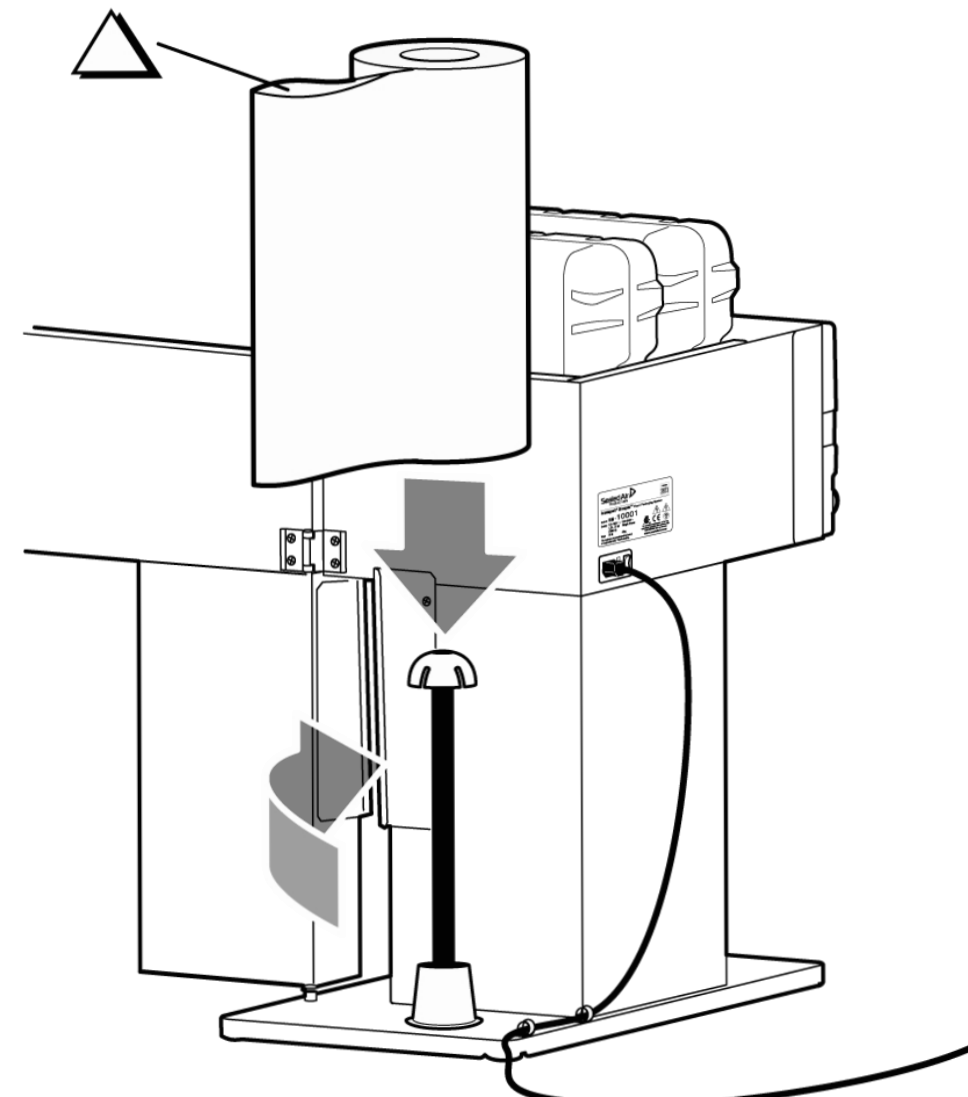
- Unlatch (2) and open the access door.
- Open the drive seal roller latch.
- Place the film roll on the spindle.

⚠ **Note:** The open side of the bags must be facing up.

- Route the film around the corner bracket.
- Split the film webs around the film divider.
- Route the film into the rollers in the drive seal assembly.
- Holding the film taut, close the drive seal roller latch.
- Close and latch (2) the access door.

3. **Run a test bag.**

- You will be prompted to run a test bag.



11. Start-up Wizard

The Start-up Wizard window automatically opens on the first start-up only.

Note: After the first start-up if you need to change language, film type, or foam type go to *18. Service Menu*.

- Choose a language.**
 - Use the (▲ / ▼) *Up / Down Keys* to scroll to find your language.
 - Press the #1 key for the upper selection.
 - Press the #4 key for the lower selection.
- Choose a film type.**
 - Choose *IS16/40* or *IS24/60*.
 - Press the #1 key for the upper selection.
 - Press the #4 key for the lower selection.
- Choose a foam type.**
 - Choose *SimplyFlex* or *SimplyTuff*.
 - Press the #1 key for the upper selection.
 - Press the #4 key for the lower selection.

The system will automatically return to the *Film Initialization Window*. After feeding film you are ready to make foam-filled bags.

12. Control Panel

1. Bag Keys (1-6)

These keys, when pushed, dispense a bag with a preprogrammed amount of foam.

The *Bag Keys* foam-fill amounts are easily programmable - see *13. Programming Bag Keys*.

2. Display

This information display is used to operate, program, and diagnose the system.

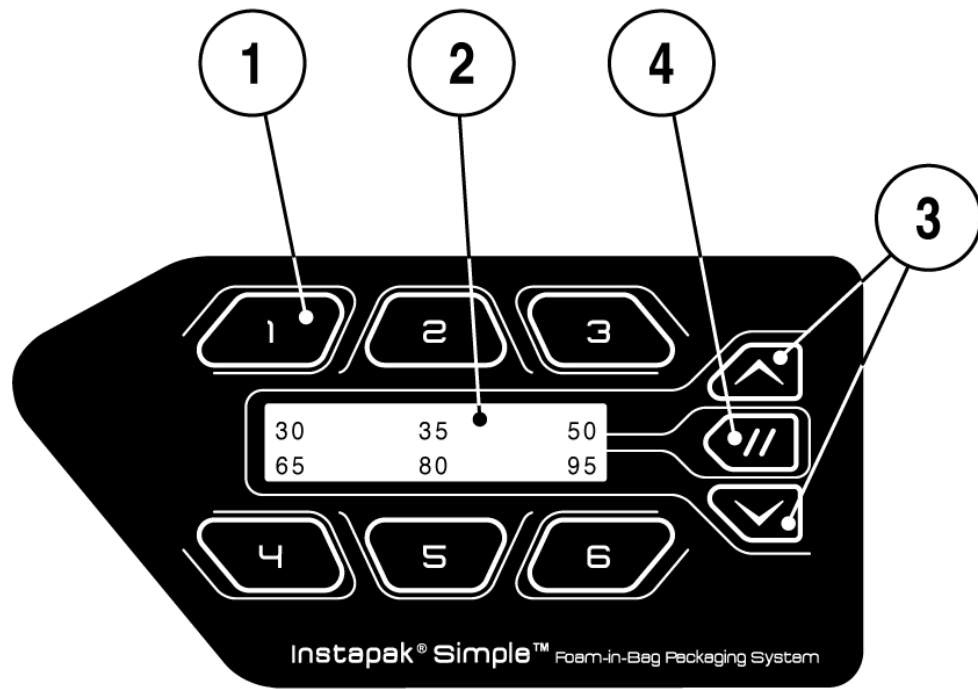
The *Ready Window* (shown to the right) displays the foam-fill percentages of the six (6) corresponding *Bag Keys*.

3. Up / Down Keys - ▲ / ▼

These keys are used to scroll through the menu and to adjust the foam-fill percentages.

4. Reset Key - //

This key is used to reset the system after a fault has been cleared. It is also used to confirm a change to an adjustment or selection.



13. Programming Bag Keys

1. Select a preset *Bag Key* to program.

- Press and hold one of the six (6) bag keys for three (3) seconds.

2. Adjust the foam-fill percentage.

- Adjust the blinking bag fill percentage using the (▲ / ▼) *Up / Down Keys*.

3. Save the new foam-fill percentage.

- Press the selected bag key again.
- Or press the (//) *Reset Key*.

Example:

1. Press #2 <i>Bag Key</i> for three (3) seconds.	60	65	70
	75	90	100
2. In this case, use the (▲) <i>Up Key</i> to increase the foam-fill amount from 65% to 80%.		65	
		80	
3. Press the #2 <i>Bag Key</i> or the (//) <i>Reset Key</i> to save the change.	60	80	70
	75	90	100

14. Producing Foam Bags



Caution: Protective eye wear and gloves must be worn at all times while handling component containers, or whenever the components might spill or splash.

Individual bags are produced by pressing one of the six (6) *Bag Keys*.

1. Press a *Bag Key*.

- Press one of the six (6) *Bag Keys*.

2. The foam-filled bag will dispense.

- Once the bag is dispensed, locate the perforation line and pull down on the bag.



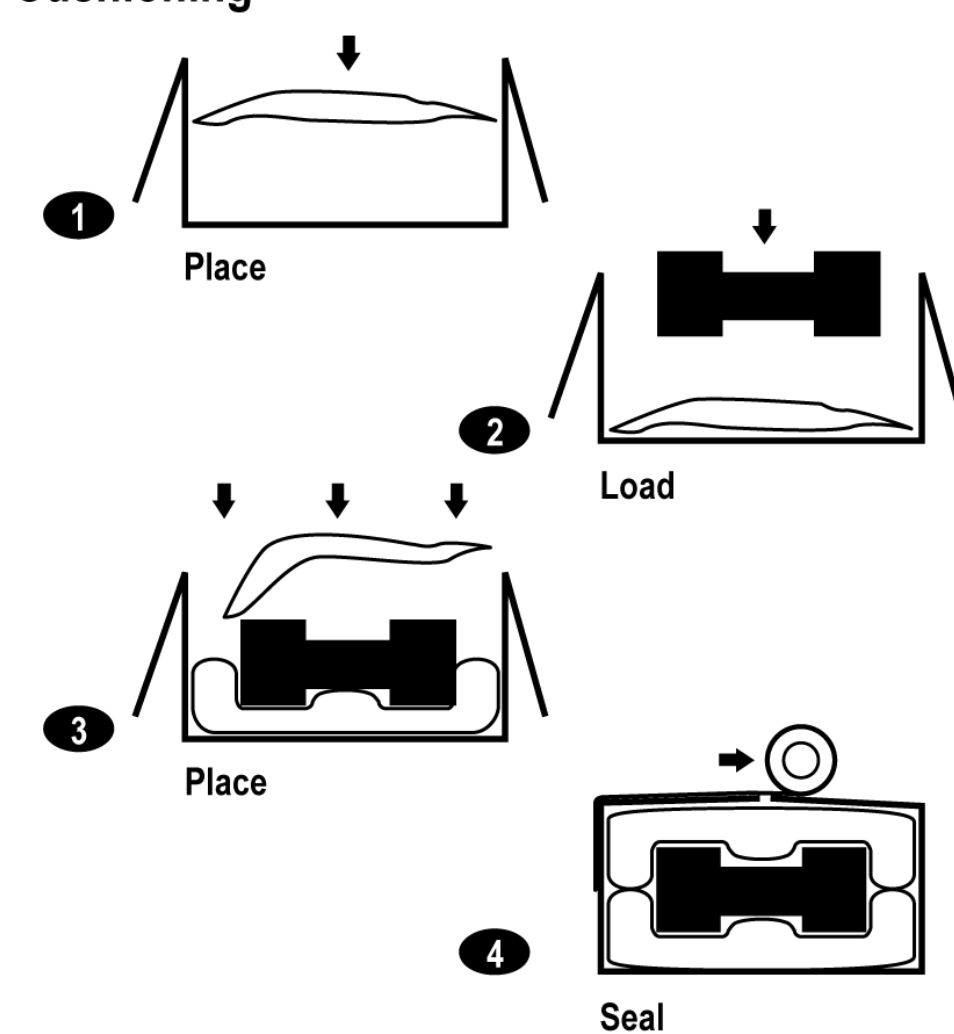
Note: A series of bags can be produced by pressing any sequence of *Bag Keys*.



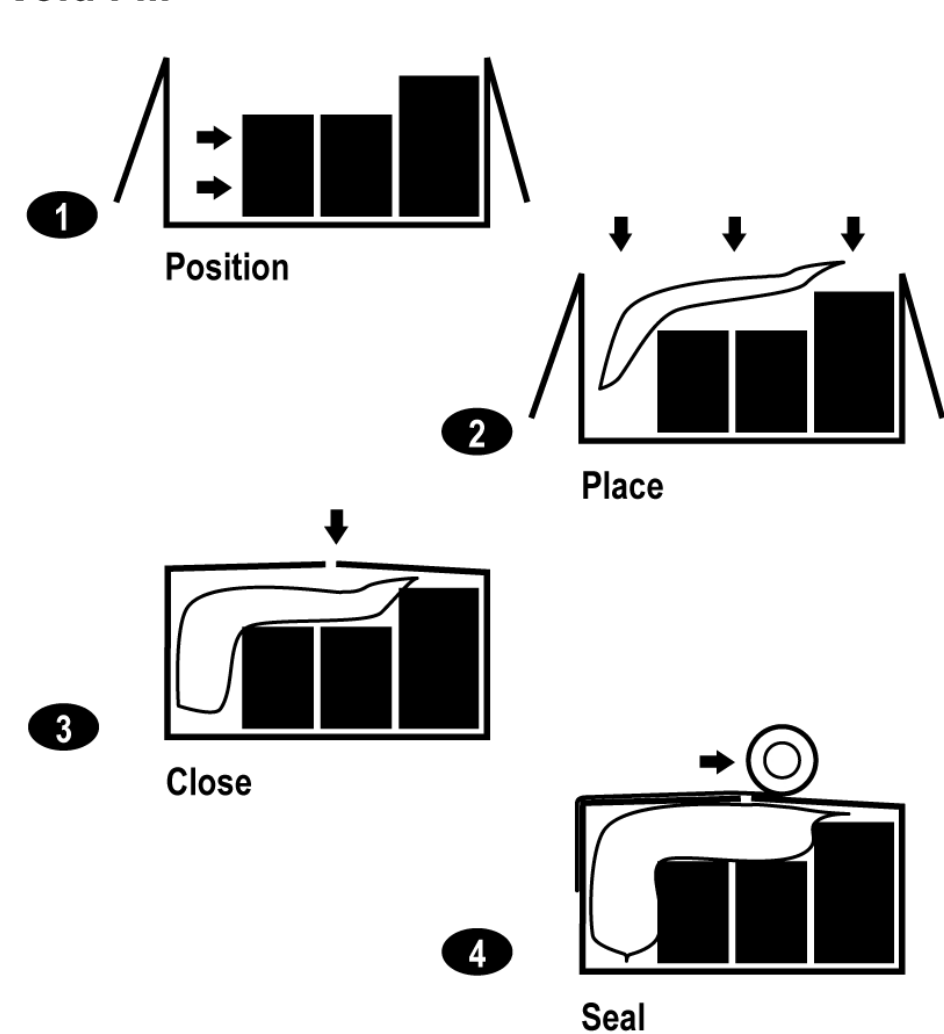
Note: A maximum of 10 bags can be entered at one time.

15. Packaging Suggestions

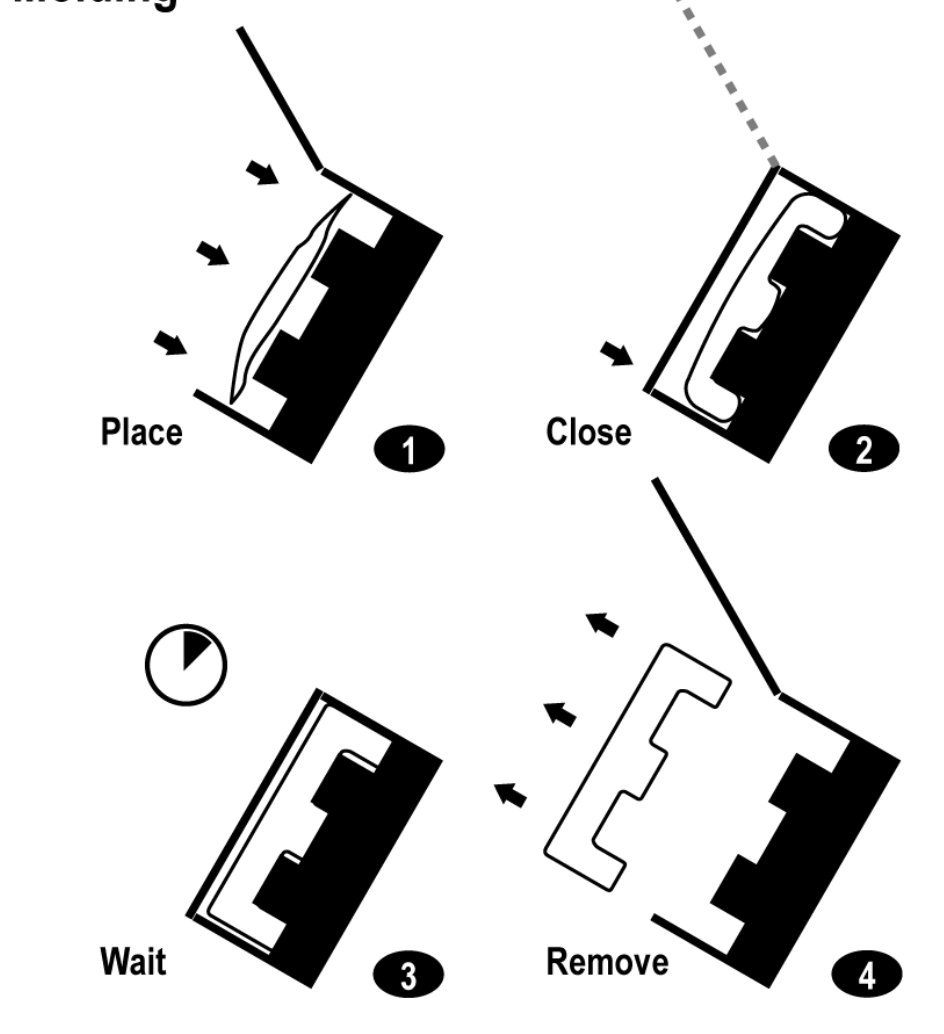
Cushioning



Void Fill



Molding



16. Shut Down Messages

#01 E-STOP PRESSED	1. Push in the E-Stop, twist to release, then press the reset button. 2. With the E-Stop out, cycle the power OFF/ON.	#04 WRONG FILM TYPE	1. Verify the film type installed. Verify the film setting is correct in the service menu. 2. Wipe the eyebar sensor with a clean, dry cloth. 3. Replace the film roll. 4. Press // to clear.	#09 "A" PUMP STUCK	1. Remove the "A" component from the system and turn the pump with the use of a flat tool. Reinstall and run the system. 2. Replace the "A" component. See 9. Loading "A" / "B" Components. 3. Press // to clear.
#02 DOOR OPEN	1. Open the door and check for interference with the mixing chamber. Close and ensure the bottom latch clicks into place. Twist the top latch and pull to ensure correct closure. 2. With the door closed, cycle the power OFF/ON.	#05 FILM EYE BAR	1. Ensure the film is correctly installed. 2. Wipe the eyebar sensor with a clean, dry cloth. 3. Replace the film roll. 4. Press // to clear.	#10 "B" PUMP STUCK	1. Remove the "B" component from the system and turn the pump with the use of a flat tool. Reinstall and run the system. 2. Replace the "B" component. See 9. Loading "A" / "B" Components. 3. Press // to clear.
#03 CHECK FILM PATH	1. Check that the film is on both sides of the <i>Film Divider</i> . 2. Check that the film is pulled up to the top of the <i>Film Divider</i> . 3. Spin the roll of film counter-clockwise to ensure the film is taught. 4. Remove the film, wipe the <i>Film Divider</i> with a dry, clean cloth, and reinstall the film. 5. Replace the film roll. 6. Press // to clear.	#06 "A" BOTTLE EMPTY	1. Replace the "A" Component bottle. 2. Press // to clear.	Other	1. Call your Sealed Air representative.
		#07 "B" BOTTLE EMPTY	1. Replace the "B" Component bottle. 2. Press // to clear.		
		#08 SEAL WIRE OPEN	1. Replace the Drive Seal Wire. 2. Press // to clear.		

17. Troubleshooting

1. A bag is not produced when a bag key is pressed and the Control Panel is OFF.

- ON/OFF Switch is OFF.
 - Turn the ON/OFF switch to the ON Position.
- Power cord is unplugged.
 - Verify the power cord is plugged in at both the power outlet and at the system.
- Power supply is interrupted.
 - Verify the power supply is available and all circuit breakers or fuses are functioning.
- Faulty electronic component.
 - Call your Sealed Air representative.

2. A bag is not produced when a bag key is pressed and the Control Panel is ON.

- Review any message on the display.
 - See *16. Shut Down Messages*.

3. The foam-filled bag is a different size than expected.

- The foam-fill percentage needs to be adjusted.
 - Adjust the foam-fill percentage - see *13. Programming Bag Keys*.

- The incorrect foam type or film type is selected in the *Service Menu*.
 - Verify the foam and film types in the *Service Menu* match the components and film being used - see *18. Service Menu*.
- The "A" / "B" Components are too cold.
 - Review the operating temperatures on the component bottle label(s) or see *5. Safety - Environmental Conditions*.

4. The access door cannot be closed.

- The pump(s) are not rotated down into the film divider.
 - Rotate the pump(s) down into the film divider.

5. The "A" and/or "B" component bottle collapses.

- The vent cap(s) are not open on the component bottle(s).
 - Loosen the cap on each bottle to break the vacuum.

6. There is only "A" or "B" liquid component in a dispensed bag.

- The residual liquid component in the bag should be turned into a solid material before disposal.



Caution: Protective eye wear and protective gloves must be worn while performing this procedure.

Material required:

- Scissors
- Roll of paper towels or other absorbent padding material
- Small plastic trash bag

- Using scissors, cut open the top of the bag being careful not to spill the liquid component in the bag.
- Using paper towels or absorbent padding, soak up the small amount of liquid component material remaining in the bag.



Warning! Keep arms away from the liquid on the inner side walls of the bag to prevent skin contact.

- Use enough absorbent material to soak up all of the remaining liquid component creating a solid waste.
- Place the bag of solid waste material into a small plastic trash bag and seal the top.
- The resulting solid material may be disposed of along with other solid waste.

18. Service Menu

1. To enter the *Service Menu*

- Press and hold both (▲ / ▼) *Up / Down Keys* together for 3 seconds.

2. To move through the *Service Menu*

- Use the (▲ / ▼) *Up / Down Keys* to scroll window to window.

3. To change a value

- An item can be adjusted when there are stars on either side of the value.
- Press and hold the (//) *Reset Key* to select a value to change. The item will begin to pulse and is now editable.
- Use the (▲ / ▼) *Up / Down Keys* to adjust the value.

4. To save the change

- Press the (//) *Reset Key* to save the change.

5. To exit the *Service Menu*

- Press the (//) *Reset Key* to return to the *Ready Window*.

Set the film type

- There are two (2) film sizes to select from - *IS16/40* or *IS24/60*.

Set the foam type

- There are two (2) foam types to select from - *SIMPLYFLEX* and *SIMPLYTUFF*.

View the bag count

- The permanent bag count can be viewed on the right.
- The count on the left can be reset to "0" by holding the (//) *Reset Key*.

Set the displayed language

- Scroll through and select the language to be used in the display.

Exit the *Service Menu*

- Press the (//) *Reset Key* to return to the *Ready Window*.

FILM TYPE
IS24/60

FOAM TYPE
* SIMPLYFLEX *

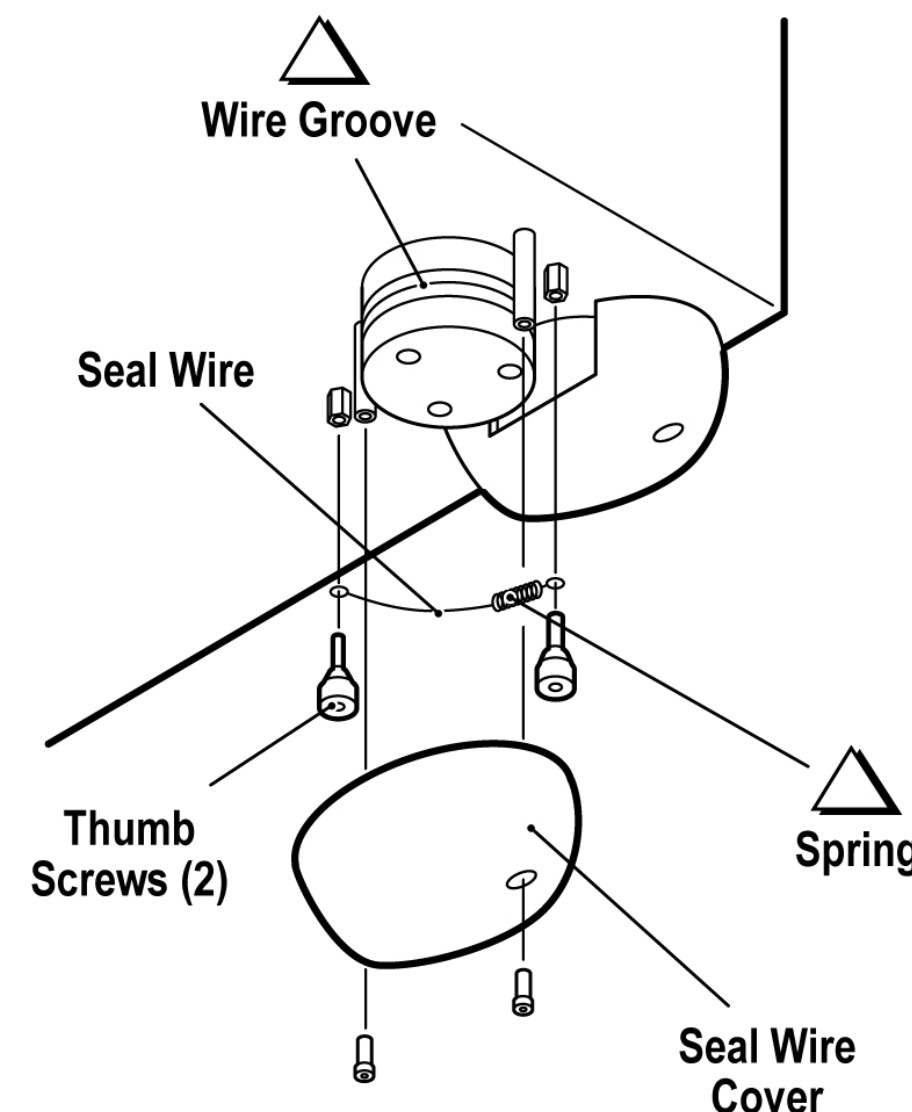
BAG COUNT:
* 101 * 101

LANGUAGE:
* ENGLISH *

60 65 70
75 90 100

19. Replacing the Seal Wire

Caution: Protective eye wear must be worn while performing maintenance and repair procedures.



3. Install the new seal wire.

- Using the two (2) thumb screws, secure the new seal wire in place.



Note: Make sure the spring on the wire is oriented towards the front of the system and that the wire is in the wire groove.

- Using a phillips screw driver and the two (2) screws, secure the inside seal wire cover in place. Remove the cover.
- Close and latch (2) the access door.

4. Remove LOTO, plug the power cord in and turn the power switch to the ON position.

20. Replacing the Mixer Pad



Caution: Protective eye wear and protective gloves must be worn while performing this procedure.

Tools and materials required:

- Phillips screw driver
- Mixer pad replacement

1. Turn the power switch to the OFF position.

2. Remove the existing mixer pad.

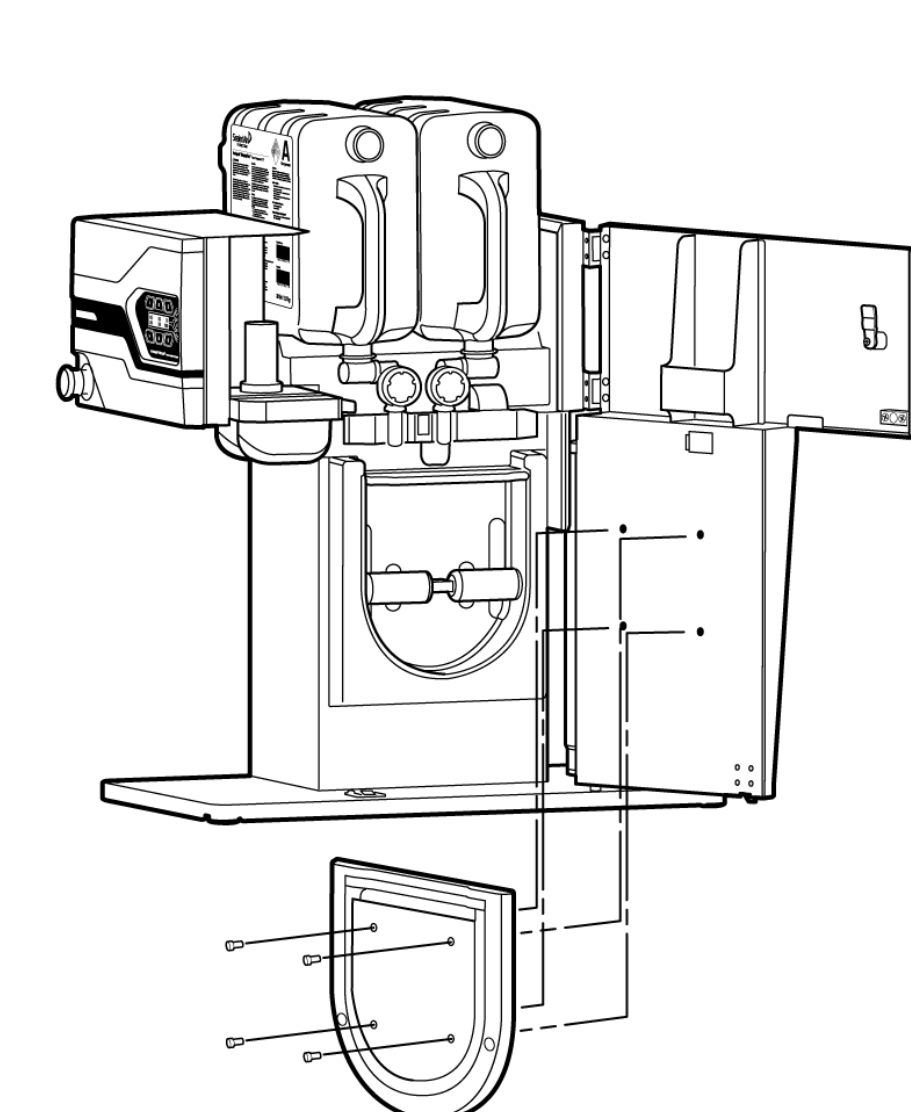
- Unlatch (2) and open the access door.
- Using a phillips screw driver, remove the four (4) screws securing the pad in place.
- Remove the old pad.

3. Install the new mixer pad.

- Using a phillips screw driver and the four (4) screws, secure the new pad in place.
- Close and latch (2) the access door.

4. Turn the power switch to the ON position.

- Run a test bag.



21. Parts and Supplies

P.N. 100818901	Instapak® Simply "A" Component
P.N. 100818767	Instapak® SimplyFlex "B" Component
P.N. 100818902	Instapak® SimplyTuff "B" Component
P.N. 100816588	Instapak® Simple 16" Film
P.N. 100816590	Instapak® Simple 24" Film
P.N. 100816632	Instapak® Simple 40cm Film
P.N. 100816634	Instapak® Simple 60cm Film
P.N. 1012NS-01	Seal Wire
P.N. 1041AAB-001	Mixer Pad
P.N. 3466AA-01	Protective Gloves - 100 / box
P.N. 3315AG-01	Protective Aprons - 12 / pack
P.N. 3436AA-01	Safety Glasses

22. Customer Service

To Our Customers:

This **Instapak® Simple™** Foam Packaging System has been manufactured by Sealed Air Corporation (US) and has been thoroughly tested. If any problems occur while operating this equipment, contact us at the following:

US and Canada

- sealedair.com/instapaksimple
- 1-800-243-1102 Monday - Friday 9AM - 5PM EST

EU

- sealedair.com/instapaksimple
- +44 (0)1536 315700
- +31 (0)24 3710 194

23. Warranty Information

Your warranty is not valid until activated.

US, Canada, and EU

- To review and activate your warranty: sealedair.com/instapaksimple



10 Old Sherman Turnpike
Danbury, CT 06810-4173

P: 800.648.9093
F: 203.791.3618

SealedAir.com