# Labelling tape adaptor - Next Generation Perkins ES0040

# Product Instructions

# General description

These instructions refer to both types of Labelling tape adapter used in the Standard and Next Generation Perkins brailler, but are sold separately.

This lightweight adaptor will help you to create braille labels on labelling tape, using your Classic or Next Generation Perkins brailler. It's made from smooth white plastic, with two contrasting green clips to hold the tape in place whilst you braille. The Labelling tape adapter enables you to produce braille on 9mm and 12mm rolls of tape.

# Orientation

Both Labelling tape adapters are rectangular in shape and are made from a thin sheet of plastic. They both have a large cut out rectangular area in the middle, which is where the tape is positioned over when in place on the brailler. Towards both ends of each adapter is a plastic clip, which is used to hold the tape down when in position.

The adapter for the Standard Perkins brailler measures approximately 27.7cm (10.8") long whereas the adapter for the Next Generation Perkins brailler measures approximately 21.8cm (8.5") long.

# Using the product

Thank you for purchasing this Labelling tape adapter for your Perkins brailler. It has been designed so that it can be inserted quickly. It does not in any way interfere with normal use of the brailler.

1. Place the Perkins in the normal position with the keys facing towards you.

2. To ensure the Labelling tape adapter is the right way round, feel for one of the plastic clips, either side of the large rectangular cut-out area. The back of the clip is oval in shape and is smooth to touch. The front of the clip has a slight opening in the middle, and this is where the tape goes through. Ensure that the opening is pointing upwards. The tape adapter is now ready to be inserted.

3. Position the brailler's carriage in the centre of the machine.

4. Move the paper release lever forward, i.e. towards you.

5. With the Labelling tape adapter facing the correct way insert it into the brailler in the same way you would with braille paper, except be sure not to roll it in or line space. Push the Labelling tape adapter into the brailler until the back edge of the tape adapter is flush with the back of the Perkins brailler.

6. Move the paper release levers into the locked position (away from you).

7. Insert the tape by sliding it under both clips on the tape adapter and the embossing head on the brailler, ensuring that the tape is tight enough to prevent movement while brailling. If you need to lift the clips on the tape adapter to help slide the tape into position, do so gently. The tape will be between the embossing head and the flat plate below it. The clips are positioned in such a way that the braille will be in the centre of the 9mm tape or towards the top of the 12mm tape. If the braille is too near the top or bottom of the tape, you can adjust this by moving the base of the braille label adapter. Gently move the feed knob on the Perkins Brailler backwards or forwards to adjust the position of the base of the tape adapter.

8. Move the carriage back to the left hand side. The clips will stop the carriage from going all the way. This prevents damage to the braille.

9. Braille on the tape as you would on paper.

**Very important:** When you have finished brailling with the Labelling tape adapter, be sure to remove it before going on to use your Perkins brailler in the normal way.

10. To remove the tape, slide it out towards the back of the machine ‑ this will not damage your braille if done with care.