GeoTerra®
Automated Dispenser
Operator Manual

REV D – Original English Instructions



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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.

UK DECLARATION OF CONFORMITY

PREGIS LLC
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USA

***Name and address of the company established in the United Kingdom and authorized to compile the Technical File*:**
ACC – Services Contact
International House
10 Churchill Way
Cardiff CF10 2HE
UNITED KINGDOM

PREGIS LLC declares under our sole responsibility that the product described as:

Equipment Name: Paper Wrappable Dispenser
Model /Type: Auto GeoTerra
Serial number(s): _____

Complies with the requirements of the following UK Regulations:

Supply of Machinery (Safety) Regulations 2008
Electromagnetic Compatibility Regulations 2016
RoHS Regulations 2012

Main standards considered:

BS EN ISO 12100:2010, BS EN ISO 13418 :2013
BS EN 60204-1:2018, BS EN ISO 13849-1:2015
BS EN 61000-6-2:2019, BS EN 61000-6-4:2019
BS EN 63000:2018

Date: August 28, 2024 At: Aurora, Illinois USA

Name of authorized company representative: Mr. David Joyce
Director, Engineering

Signature: 

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EU DECLARATION OF CONFORMITY

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Aurora, IL 60504
USA

***Name and address of the company established in the European Union and authorized to compile the Technical File*:**
ACC – Services Contact
78 Allée Primavera
Centre Ubidoca 2402
74370 Annecy
FRANCE

PREGIS LLC declares under our sole responsibility that the product described as:

Equipment Name: Paper Wrappable Dispenser
Model /Type: Auto GeoTerra
Serial number(s): _____

Complies with the requirements of the following European Union Directives:

Machinery Directive 2006/42/EC
Electromagnetic Compatibility Directive 2014/30/EU
RoHS Directive 2011/65/EU

Main standards considered:

EN ISO 12100:2010, EN ISO 13418 :2013
EN 60204-1:2018, EN ISO 13849-1:2015
EN 61000-6-2:2019, EN 61000-6-4:2019
EN 63000:2018

Date: August 28, 2024 At: Aurora, Illinois USA

Name of authorized company representative: Mr. David Joyce
Director, Engineering

Signature: _____

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1 Introduction

The Auto GeoTerra dispenses a paper-based wrappable packaging material that provides light cushioning and interleaving protection. The dispenser automatically expands the paper's lattice structure at a high rate of speed, allowing for faster packaging than manual expansion dispensers.

Auto GeoTerra Paper Void Fill Material:

Item #	Formulation	Roll Width	Roll Length
4097388	EASYPACK GEOTERRA	400	250

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2 Machine Specifications

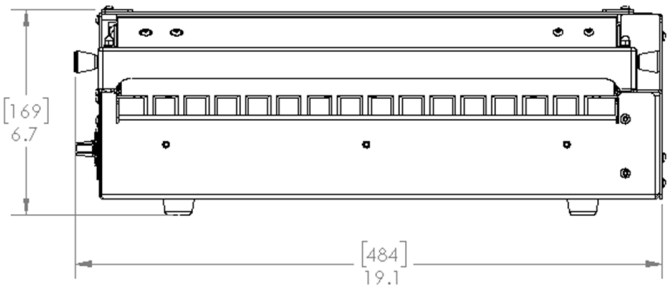
Machine Weight: 43 lbs (20kg)
Power Requirements: 120/230 VAC, 60/50 Hz, 3/1.5 A
Maximum Speed: 45 metres per minute

The sound pressure level measured at the operator station does not exceed 70dB(A).

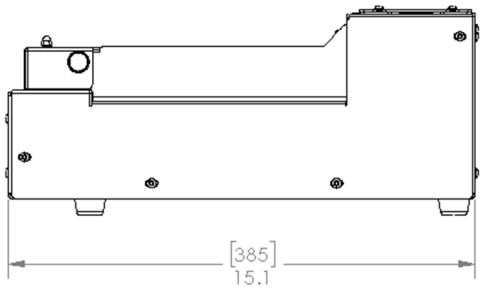
2.1 Overall Dimensions

UNITS: [mm] INCH

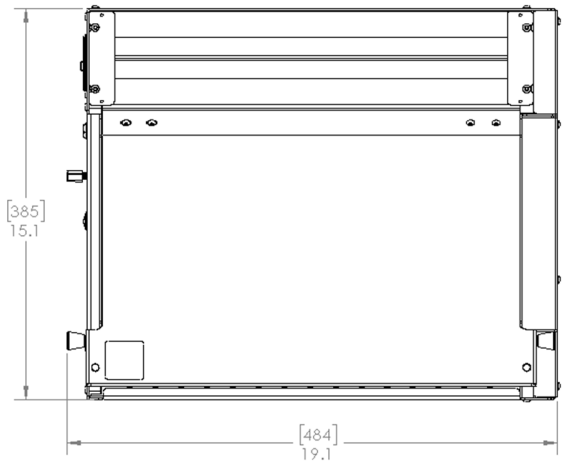
Front



Side Profile



Overhead

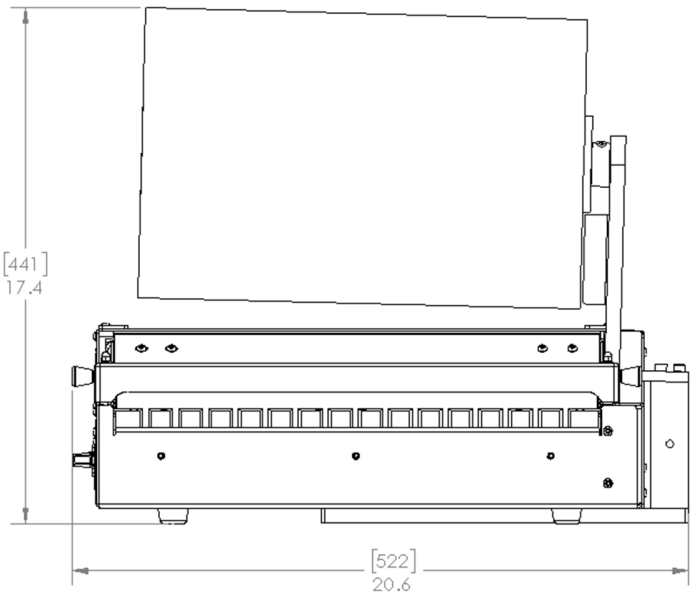


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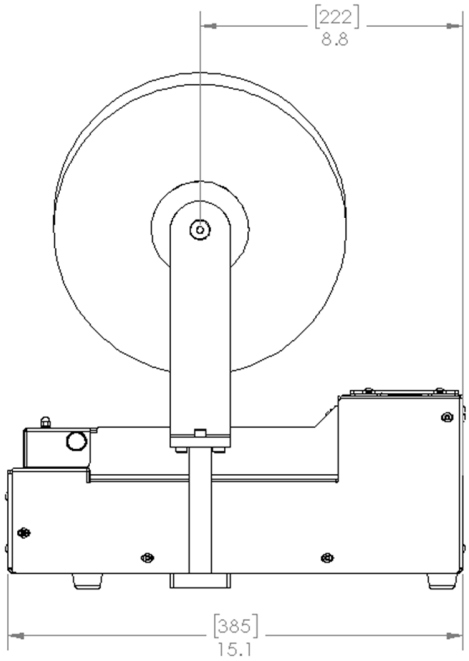
2.2 Roll Holder – Right Side

Shown with a standard GeoTerra roll.

Front



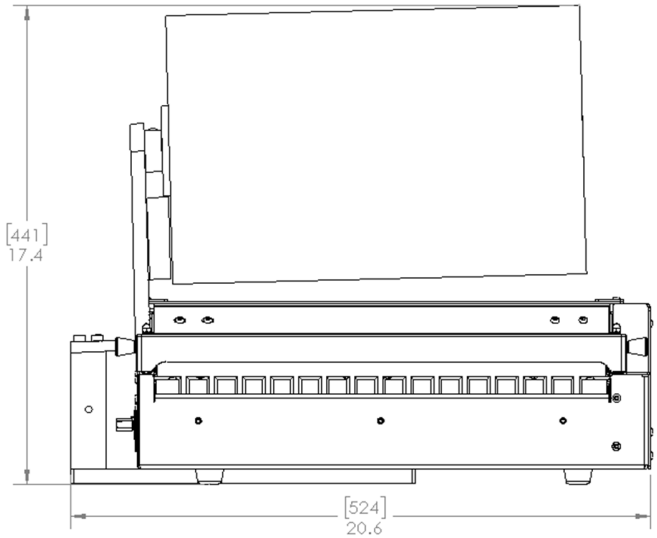
Side Profile



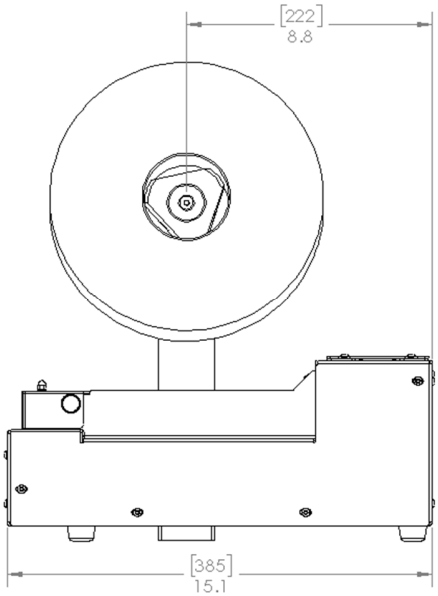
2.3 Roll Holder – Left Side

Shown with a standard GeoTerra roll.

Front



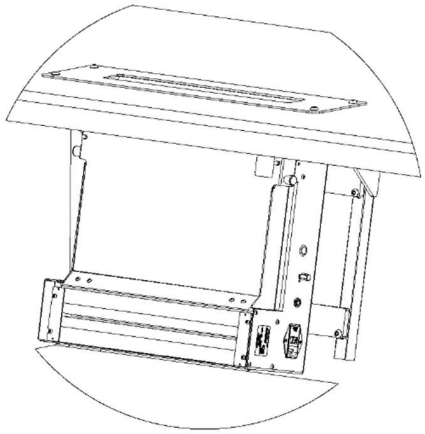
Side Profile



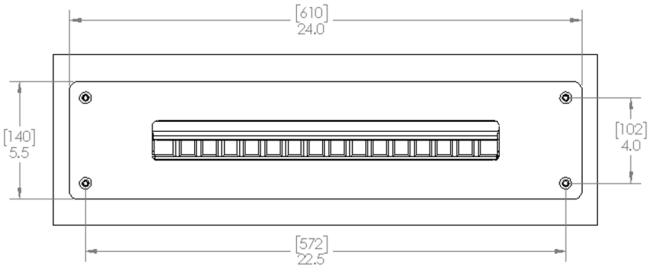
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2.4 Under Table Mount

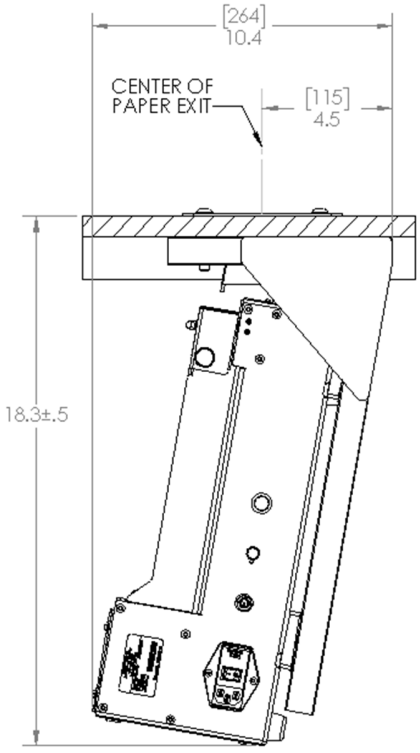
Iso View



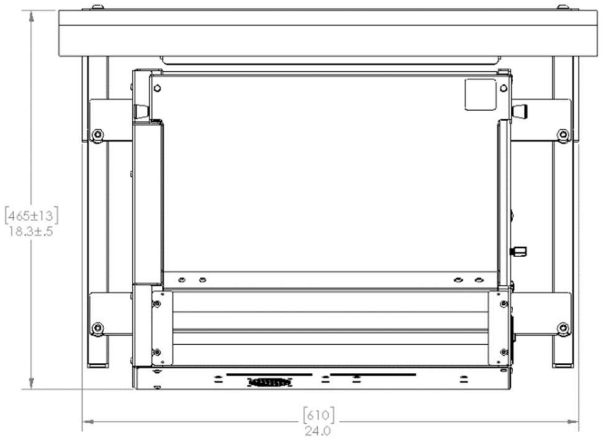
Top View (Paper Outfeed)



Side View



Front View



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3 General Safety

Operator safety and the safety of others in the work area depend on the operator using good judgment and reasonable care while utilizing the machine. This manual and the warning labels affixed to the machine provide notification of specific potential hazards.

Please read and understand the manual including all the danger, warnings, and caution statements. If after reading the manual you have questions, contact your supervisor or your Pregis service technician to get answers before working with the machine.

1. Only authorized personnel may use the equipment.
2. Only trained authorized persons will carry out any adjustments, repairs, maintenance, or cleaning with the equipment isolated from power supply and no longer in motion.
3. Never deface or remove factory installed warning decals. If a decal ever becomes lost, damaged, or illegible, report this condition to a supervisor and obtain a replacement decal from Pregis.
4. Keep the work area clean and uncluttered. Walking surfaces should always be free of packing material and debris to prevent a slipping or tripping hazard.
5. Ensure that all covers, guards, and other safety devices are in place. NEVER defeat a safety device for any reason.
6. Follow the recommended procedures in this manual.
7. Never leave the equipment unattended while operating. Shut the machine off if you must leave the work area.
8. Keep body parts and clothing away from moving components. NEVER reach into the machine for any reason while it is in motion.
9. Understand proper material path and safe loading procedures.
10. Understand which adjustments are operator adjustments; contact maintenance person for all other adjustments.
11. DO NOT operate equipment if you are under the influence of alcohol, drugs or medications that can make you less alert or affect your judgment.
12. The Auto GeoTerra shall be lifted by two persons.
13. The equipment shall be lifted only when a roll is not loaded.

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3.1 Warning Labels

The Operating Safety section of this manual, the Operator's manual, and warning labels affixed to the machines provide notification of specific potential hazards.
Safety signs are used to alert operating and maintenance personnel to potential hazards. The machine manual also calls attention to potential hazards with statements describing the hazard. Warning labels used on the machine are depicted below.



Electric Shock



Refer to Instruction Manual

The meanings of the warning labels and the potential hazards they represent must be clearly understood before attempting to operate or maintain the machine. If, at any time, a warning label on the machine becomes lost, damaged, or illegible, contact Pregis to order replacement signs.

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4 Scope and Limits

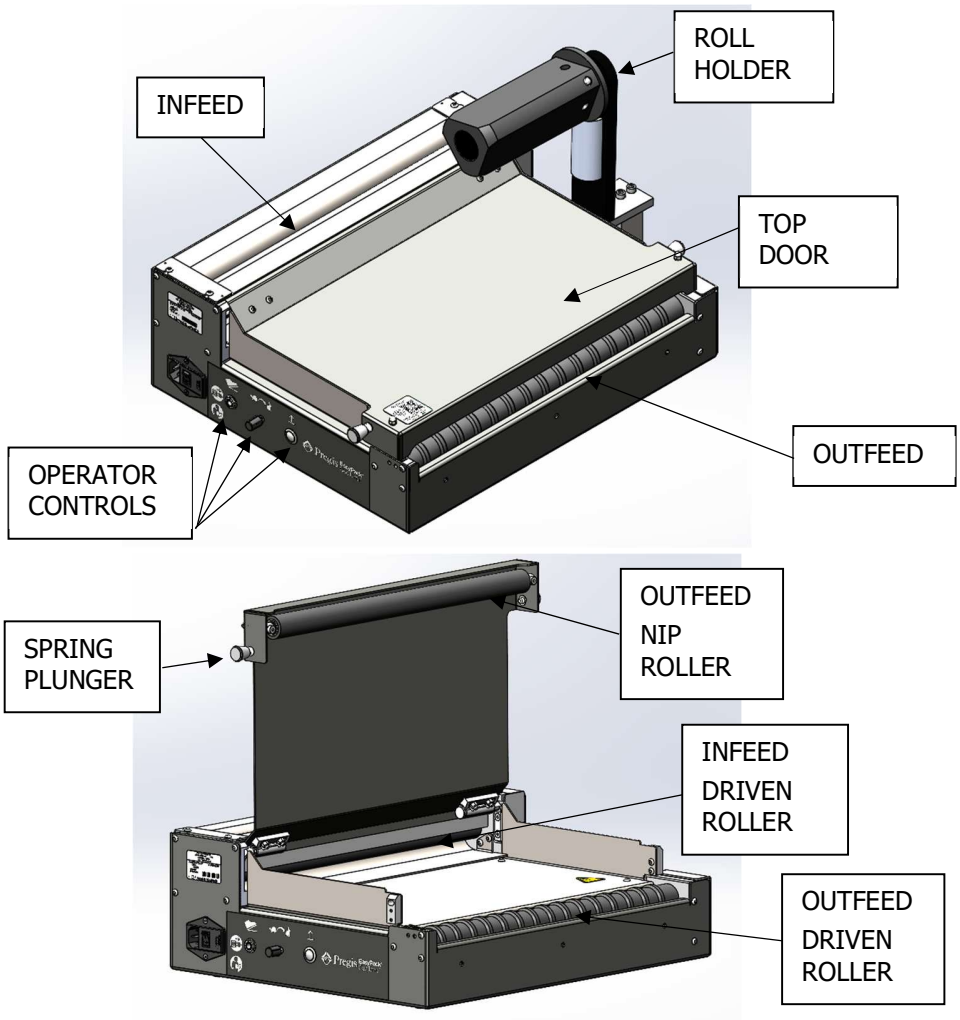
4.1 Introduction

GeoTerra paper has a series of perforations that expand into a 3D lattice to provide cushioning and abrasion resistance.

The Auto GeoTerra dispenser expands GeoTerra paper with two sets of rollers. The Infeed Rollers are conveniently located at the top of the machine for ease of loading. The Outfeed Rollers are located at the front of the machine so that the material can immediately wrap objects.

Auto GeoTerra includes a pivoting Top Door which enables easy and tool-less jam or debris clearing.

GeoTerra Paper Rolls are loaded onto and held by an included Roll Holder.



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4.2 Auto GeoTerra Controls



The POWER SWITCH is used to turn the electrical power "ON" or "OFF". It is located on the left side of the machine. Power can also be disconnected from the machine by pulling the cord out of the inlet.

The SPEED CONTROL adjusts the rate that material goes through the machine. Turning the knob clockwise increases the paper speed and turning counterclockwise decreases the speed.

The LOAD BUTTON will engage and disengage a timed jog. This button should be pressed to initiate paper loads, then can be pressed again to stop an active jog. If the button is not pressed to stop, the jog will timeout after 10 seconds. A load, or jog, can also be stopped by pressing the FOOT PEDAL.

4.3 Auto GeoTerra Connections

The INPUT POWER is used to power the machine. See the Specifications Page for power requirements. This cable can be removed to de-energize the machine for maintenance and cleaning.

The FOOT PEDAL is used to dispense paper. In a normal running state, the Auto GeoTerra will dispense expanded material if the FOOT PEDAL is held, then stop when the FOOT PEDAL is released.

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5 Set-up

5.1 Lifting

Machine Weight: 43 lbs (20kg)

The Auto GeoTerra machine should be lifted by two persons by the bottom of the machine. Ensure that the paper roll is removed from the machine before lifting.

5.2 Machine Set-up

The machine can be used in a Tabletop or Under Table configuration.

If using the Tabletop configuration, all parts will be included with the Auto GeoTerra dispenser. To install, first assemble and attach the Roll Holder following the instructions below. Place the machine, on its feet, onto the work surface. Ensure that the work surface is sturdy enough to support the dispenser, GeoTerra roll, and all other necessary work supplies.

If using the Under Table configuration, the machine should be installed by a Pregis Technician.

Ensure that the machine has been connected to power and that a Foot Pedal or other similar device is connected.



TABLETOP



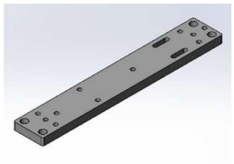
UNDER TABLE

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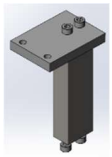
5.3 Roll Holder Assembly

These instructions are for Tabletop only. For Under Table installations, please contact Pregis Service.

The ROLL HOLDER is packaged partially assembled in three sections. Assemble as shown in the diagram below.



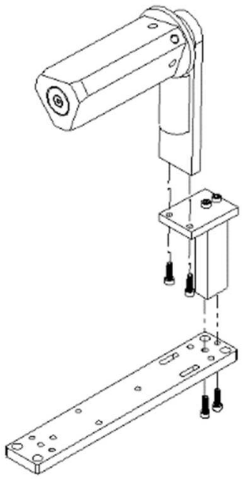
1068074 NPC ROLL BASE



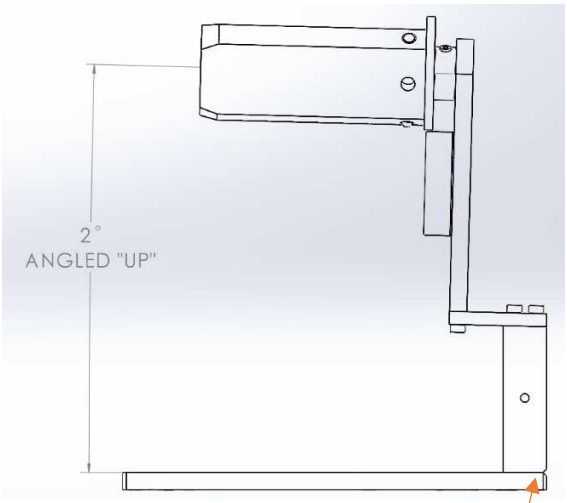
1068077 NPC ROLL UPRIGHT
and
1068011 NPC ROLL TILT BAR



3049710 GEOTERRA ROLL HOLDER SALVAGED

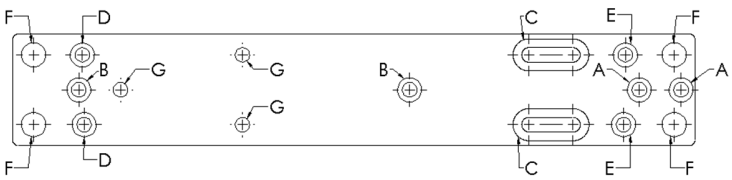


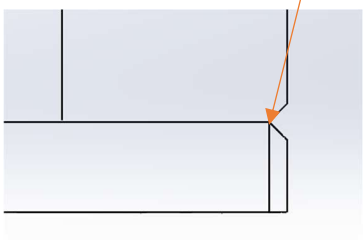
ASSEMBLY DIAGRAM



CONFIRM SPINDLE ORIENTATION*

Holes "A" (2x) are used in the base plate.





*ALIGN CHAMFER FEATURES IN PARTS 1068074 AND 1068077.

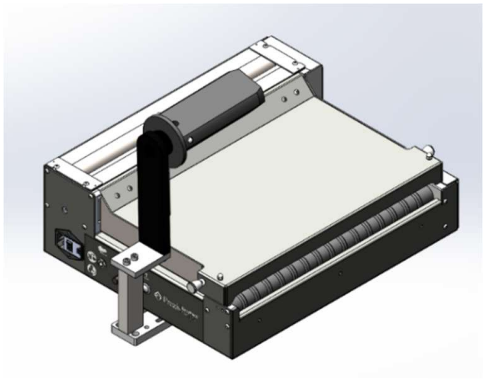
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5.4 Attaching the Roll Holder

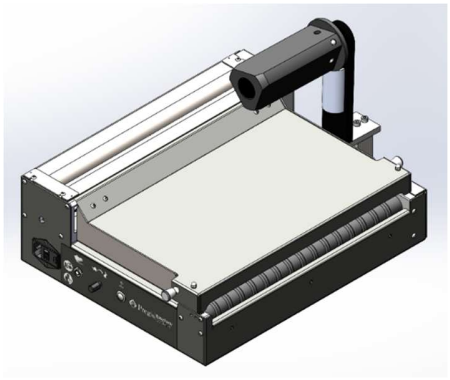
These instructions are for Tabletop only. For Under Table installations, please contact Pregis Service.

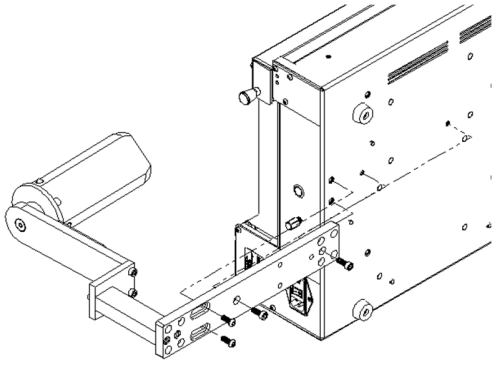
The Roll Holder can be mounted on the LEFT or the RIGHT depending on customer preference.

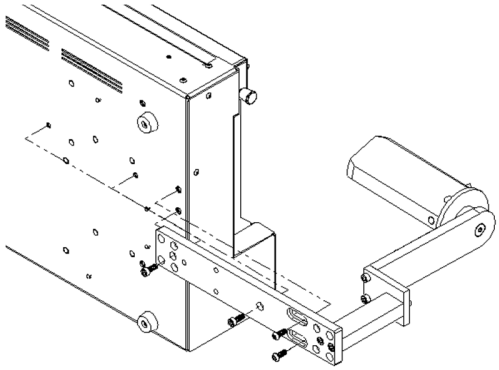
Machine Mounted LEFT

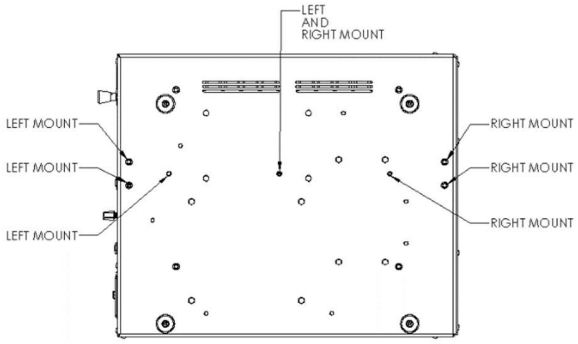


Machine Mounted RIGHT









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6 Operation

6.1 Loading Auto GeoTerra

1. Place the GeoTerra paper roll onto the ROLL HOLDER. Ensure that the roll is fully engaged (touching the flange).





2. Pull off the label and tear paper to make a clean edge.
3. Press the LOAD BUTTON. This will slowly jog the machine until one of the following occurs:
   - Ten seconds have passed.
   - The LOAD BUTTON is pressed again (during the jog).
   - The FOOT PEDAL is pressed (during the jog).





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4. Insert the paper into the INFEED PLATES. The edge of the paper should be square to the infeed. The tip should be inserted approximately 0.25" to 0.5" from the side of the infeed. While the machine is still in the load sequence, the paper will start to pull in once it has been inserted far enough.



5. Wait for the paper to exit the outfeed. If the paper has exited the outfeed, the machine has been successfully loaded – skip to the next section (Operation).

6. If the paper has **not** exited the outfeed after 10 seconds of starting the load, DO NOT press the load button again. Follow this procedure to retrieve the paper:
   i. Open the TOP DOOR.
   ii. If there is paper between the INFEED ROLLERS and OUTFEED ROLLERS, pull this paper out of the machine (and through the OUTFEED BRACKET, if in an Under Table mount).
   iii. Check to see if paper is jammed at the INFEED ROLLER. If it is, see section "Clearing a Jam" before continuing.
   iv. If it is not jammed, with leading edge of the paper pulled out of the machine, close the door.
   v. Press the LOAD BUTTON again.
   vi. If paper has exited the outfeed, the machine has been successfully loaded – skip to the next section (Operation).
   vii. If paper has not exited the outfeed, see section "Clearing a Jam" before trying to load again.

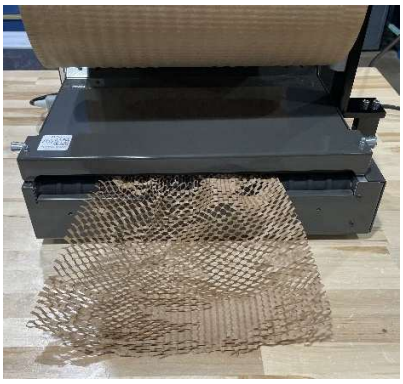
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6.2 Operation

Dispensing Material

Press and hold FOOT PEDAL to dispense. Material will stop dispensing when FOOT PEDAL is released.





Adjusting Speed

Adjust SPEED KNOB to slow down or speed up the flow of paper.



Opening the Top Door

If paper needs to be cleared out of the machine, the TOP DOOR can be opened by pulling out on the two SPRING PLUNGERS then pivoting the door.

When closing the top door, just push down until both SPRING PLUNGERS click into place. Confirm SPRING PLUNGER is fully retracted before dispensing material.



PULLING OUT SPRING PLUNGER



SPRING PLUNGER RETRACTED



SPRING PLUNGER **NOT** RETRACTED

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7 Troubleshooting

7.1 Common Problems

Problem	Cause	Solution
Machine is powered on but will not run.	1) TOP DOOR is not closed all the way. 2) Machine is starting up. 3) FOOT PEDAL issue.	1) Open the TOP DOOR and close again. Ensure both SPRING PLUNGERS are fully retracted. 2) Wait 30 seconds after Power On before attempting to use the machine. 3) Confirm FOOT PEDAL is plugged in. If still not working, try pressing LOAD BUTTON. If that does not work, move on to "Machine not powering."
Machine not powering on.	1) Power Cord Issue. 2) Power Outlet Issue. 3) Blown Fuse.	1) Unplug POWER CORD and ensure there are no cuts/nicks in the wire. Plug in again. 2) Confirm outlet has power by plugging another device into the machine's outlet. 3) Call Maintenance.
Machine not loading (material does not exit out of the OUTFEED ROLLERS).	1) Paper being loaded too close to sides. 2) FOOT PEDAL is being used to load. 3) Material is jammed. 4) MATERIAL GUIDE is loose or not aligned correctly	1) Ensure paper is approximately 1" from the edge of the infeed. 2) Use the LOAD BUTTON when inserting material. 3) See section "Clearing a Jam." 4) Reapply MATERIAL GUIDE
Paper Dispensing but Not Expanding	1) TOP DOOR is not closed all the way.	1) Open the TOP DOOR and close again. Ensure both SPRING PLUNGERS are fully retracted.

If problems persist, call Pregis Tech Service Hotline.

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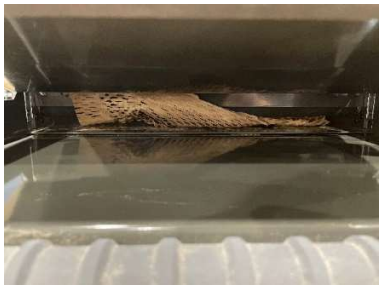
7.2 Clearing a Jam

If the machine jams DO NOT use a tool or sharp object to clear the jam.

First, determine if the jam has occurred at the OUTFEED ROLLERS or INFEED ROLLERS. An Outfeed Jam occurs at the front rollers usually with paper filling the inside of the machine. An Infeed Jam occurs at the rear rollers with little paper inside the machine.



OUTFEED JAM


INFEED JAM

Outfeed Roller Jam

1) Open the TOP DOOR.
2) Pull paper out the front of the machine
3) Close the TOP DOOR.
4) Press the LOAD BUTTON. If the material expands normally, then the machine is ready to use. If not, perform the steps in Infeed Roller Jam.

Infeed Roller Jam

1) Open the TOP DOOR.
2) Tear out any paper inside the machine.
3) Tear the paper between the paper roll and the INFEED PLATES.
4) Rotate the roller by hand, rotating so the paper comes forward into the machine. Pull on the paper while rotating.


STEP 2


STEP 3


STEP 4

5) Once all large pieces of paper have been removed, check for any remaining debris or small scraps. Pull those out of the machine.
6) Confirm both the Infeed Area and inside the machine are clear of paper.
7) The machine is now ready to be loaded.

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8 Preventive Maintenance

The Easypack Auto GeoTerra Paper System requires very little to no maintenance. The following items should be checked on the indicated intervals.

8.1 Monthly Maintenance:

1) Wipe down exterior surfaces.
2) Open the TOP DOOR and clean out any paper debris or dust from surfaces.
3) Inspect exterior of machine for any signs of damage including cuts, gouges, bent parts, etc.
4) Inspect power and foot switch wires for any abrasion.
5) Load the machine then run for 30 seconds, checking for the following:
   a) Confirm there are no unexpanded sections of the paper.
   b) Turn the speed control up then down. Confirm that the speed of the paper increases and decreases as expected.

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9 Revision Table

REV	DATE	DESCRIPTION	AUTHOR	ECN NUMBER
P01	09 MAR 2024	INITIAL DRAFT	PR	
A	08 AUG 2024	INITIAL RELEASE	MG	
B	14 OCT 2024	USER MANUAL: MARKETING UPDATES, NEW CONSUMABLE SKU SERVICE MANUAL UPDATES: ADDED EXPANSION RATIO ADJUSTMENT, ADDED SPARE PARTS SECTION, ADDED CE DECLARATIONS, ADDED CLARIFICATIONS TO UNDER TABLE AND ROLL HOLDER INSTALLATION, ADDED ROLLER CLEANING PROCEDURE	MG	2044
C	26 MAR 2025	ADDED REFERENCE PICTURES FOR CHAMFERED PARTS. CORRECTED GRAMMAR IN COLLECTING USAGE AND DIAGNOSTIC DATA SECTION	BC	2102
D	15 JUL 2025	UPDATED 6.1 LOADING AUTO GEOTERRA AND 7.1 COMMON PROBLEMS TO ACCOMMODATE MATERIAL GUIDES	NTF	2063

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