



## Rotary indexer RTF Assembly instructions

Version 1.1  
2024-02-12

## Table of contents

<b>1</b>	<b>About these instructions .....</b>	<b>3</b>
1.1	Purpose.....	3
1.2	Contact information.....	3
1.3	Product designation.....	3
1.4	Symbols.....	4
<b>2</b>	<b>Safety .....</b>	<b>5</b>
2.1	Safety instructions.....	5
2.2	Warnings.....	5
2.3	Requirements for personnel.....	7
2.4	Personal protective equipment .....	7
2.5	Requirements for incorporation into a complete machine.....	7
<b>3</b>	<b>Product description .....</b>	<b>8</b>
3.1	Intended use.....	8
3.2	Technical data.....	8
3.3	Product overview .....	9
<b>4</b>	<b>Transport.....</b>	<b>10</b>
4.1	Transport with slings.....	11
<b>5</b>	<b>Assembly.....</b>	<b>14</b>
5.1	Attachment positions .....	14
5.2	Drive attachment .....	15
<b>6</b>	<b>Operation.....</b>	<b>17</b>
6.1	Operating modes.....	17
<b>7</b>	<b>Maintenance .....</b>	<b>18</b>
7.1	Maintenance tasks .....	19
7.2	Lubricating.....	20
<b>8</b>	<b>Troubleshooting.....</b>	<b>22</b>
<b>9</b>	<b>Disposal.....</b>	<b>23</b>
<b>10</b>	<b>Spare and wear parts.....</b>	<b>24</b>
<b>11</b>	<b>Annexes.....</b>	<b>25</b>
11.1	Content of the declaration of incorporation.....	25

## 1 About these instructions

### 1.1 Purpose

The purpose of these Assembly Instructions is to provide users with all the information necessary for proper and safe installation of the rotary indexer in a complete machine.

### 1.2 Contact information

TAKTOMAT GmbH

Rudolf-Diesel-Straße 14  
86554 Pöttmes

Tel.: +49 (0) 8253-9965-0  
Fax: +49 (0) 8253-9965-50  
E-mail: [info@taktomat.de](mailto:info@taktomat.de)  
Internet: <http://www.taktomat.de/>

### 1.3 Product designation

**Product designation:** Rotary indexer

**Product type:** RTF

The following information relating to the machine can be found on the type plate:

- Type
- Code
- Serial number



Fig. 1: Example type plate

## 1.4 Symbols

The following symbols are used in these instructions:

### Instructions and directions

Requirements for performing an instruction are indicated by a check mark.

The action steps to be executed are numbered.

The results of individual action steps are indicated by a black arrow. The overall result of an instruction is marked by a white arrow in a black circle.

### Example

✓ Requirement

1. Instruction (step 1)
  2. Instruction (step 2)
    - ⇒ Result or response of system to step 2
  3. Instruction (step 3)
- ➡ Overall result of the instruction

### Enumerations

Enumerations in no strict order are indicated as follows:

- Property A
  - Detail 1
  - Detail 2
- Property B
  - Detail 1
  - Detail 2

## 2 Safety

### 2.1 Safety instructions

#### General safety instructions

- Read the instructions in full
- Adhere to the information and instructions in this manual
- Keep unauthorised persons away from the working area
- Work on the electrical systems must only be carried out by qualified electricians
- Keep the manual safe in a place where it is accessible by all employees
- Adhere to the documentation for the externally supplied parts
- Wear the stipulated personal protective equipment

### 2.2 Warnings

#### 2.2.1 Structure of the warnings

All the warnings in these instructions have the following structure:

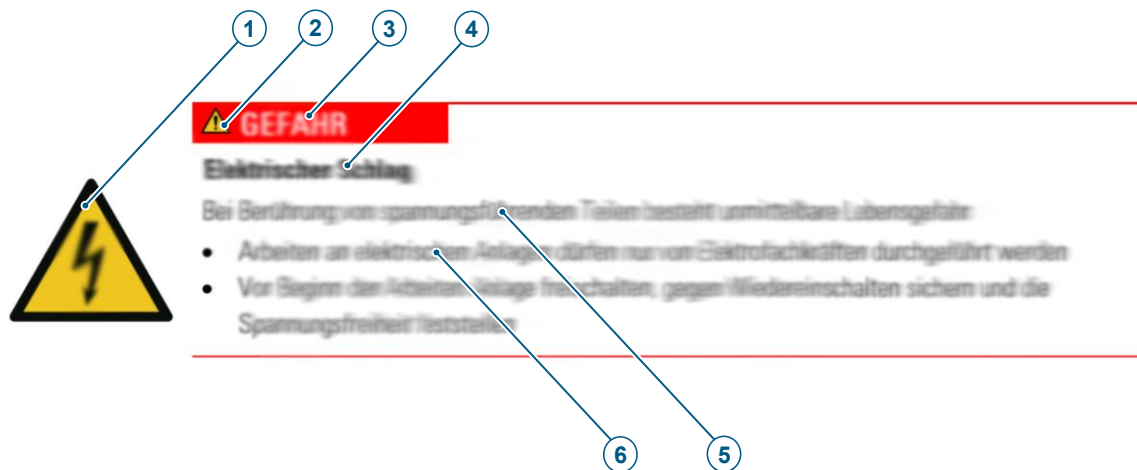


Fig. 2: Structure of the warnings

1	Hazard-specific symbol	2	Hazard symbol
3	Signal word	4	Type and source of danger
5	Possible consequences of non-observance	6	Procedure for hazard prevention

## 2.2.2 Meaning of the signal words and symbols

The following signal words are used in this document:

Signal word	Meaning
DANGER	Indicates a hazardous situation which will result in death or serious injury.
WARNING	Indicates a potentially hazardous situation which may result in death or serious injury.
CAUTION	Indicates a potentially hazardous situation which may result in minor or moderate injury.
NOTICE	Indicates a potentially hazardous situation which may result in property and environmental damage.

The following symbols for dangers, warnings, mandatory requirements and prohibitions are used in this document:



General warning sign



Warning: Electrical voltage



Warning: Suspended load



Warning: Slipping hazard



Warning: Crushing hazard



Wear head protection



Wear eye protection



Wear foot protection



Wear hand protection

---

## 2.3 Requirements for personnel

The activities described in these instructions may only be performed by qualified personnel.

Qualified personnel are persons who are able to carry out the work assigned to them due to their technical training, knowledge and experience. They are familiar with the relevant standards and regulations and are able to recognize potential hazards on their own.

## 2.4 Personal protective equipment

Personal protective equipment is used to protect personnel from impairments to safety and health during work. Personnel must wear the personal protective equipment when performing all of the activities described in these instructions. The required personal protective equipment is indicated in the different chapters of these instructions.

## 2.5 Requirements for incorporation into a complete machine

The rotary indexer is partly completed machinery. Operation of the rotary indexer is only permitted in a complete, CE-compliant machine or system.

The manufacturer of the complete machinery or system is responsible for integrating the rotary indexer into the system in such a way that completely safe operation is guaranteed.

- During operation, it is prohibited to remain in the immediate vicinity of the rotary indexer. Staying in the vicinity of the rotary indexer is only permitted within the scope of inspection tasks, maintenance or servicing work by specially trained personnel.
- Maintenance work must be carried out in accordance with the maintenance plan and the operating instructions.
- All tasks on or at the rotary indexer may only be carried out by trained, qualified personnel.

### 3 Product description

#### 3.1 Intended use

The rotary indexer is designed for incorporation in CE-compliant complete machinery or an overall system. The rotary indexer turns and tilts loads about the vertical rotary axis. To this end, customer attachments can be mounted on the rotary indexer.

All applications deviating from this intended use are not permitted.

- Modifications must be approved by TAKTOMAT
- The rotary indexer may only be operated within the defined operating parameters
- Use of the rotary indexer in the food sector is not permitted

#### 3.2 Technical data

Application range	Indoors/in enclosed spaces:  the installation room must be dry, clean and low-vibration.  Not suitable for use in high-vacuum area.
Temperature range [°C]	+10 to +40
Relative humidity [%]	40 to 70
Media	do not expose to aggressive media

##### 3.2.1 Storage conditions

Application range	indoors
Temperature range [°C]	-22 to +50
Relative humidity [%]	40 to 70
Media	do not expose to aggressive media
Storage period > 6 months	provide additional corrosion protection

##### 3.2.2 Dimensions

The dimensions of the different versions are given on the TAKTOMAT website: <https://www.taktomat.de/>.



### 3.3 Product overview

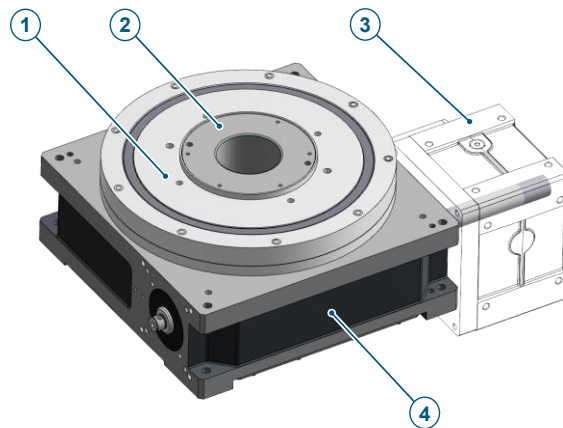


Fig. 3: Rotary indexer structure – basic type

1	Output flange (output)	2	Middle part (fixed) in basic type
3	Drive unit	4	Housing

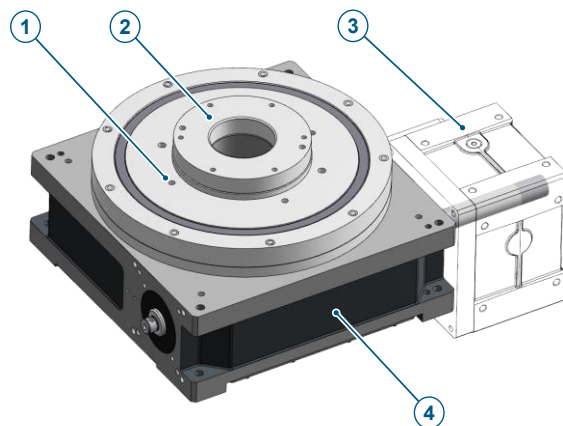


Fig. 4: Rotary indexer structure – distance type

1	Output flange (output)	2	Middle section (fixed) in distance type
3	Drive unit	4	Housing

The input shaft is driven by a three-phase a.c. motor, a gear reducer or a sprocket or belt pulley. A drum cam converts the radial movement of the input side into a uniformly reduced movement of the roll star / output flange.

The attachments are fixed onto the roll star / output flange. If necessary, further fixed attachments can be fixed onto the middle section.

## 4 Transport

Required personal protective equipment



### **WARNING**

#### **Tipping or falling loads**



Suspended loads can tip or fall down. This can cause serious or fatal injuries to persons.

- Do not step under suspended loads
- Keep unauthorized persons out of the danger zone
- Observe the weight and centre of gravity
- Only use suitable, approved and undamaged load handling attachments

### **NOTICE**



#### **Damage to components**

Improper transport can cause material damage

- Carry out transport carefully and note the symbols on the packaging
- Align the lifting eyes in the direction of the load
- Follow the operating instructions for the lifting gear

Check the delivery immediately on receipt for completeness and transport damage.

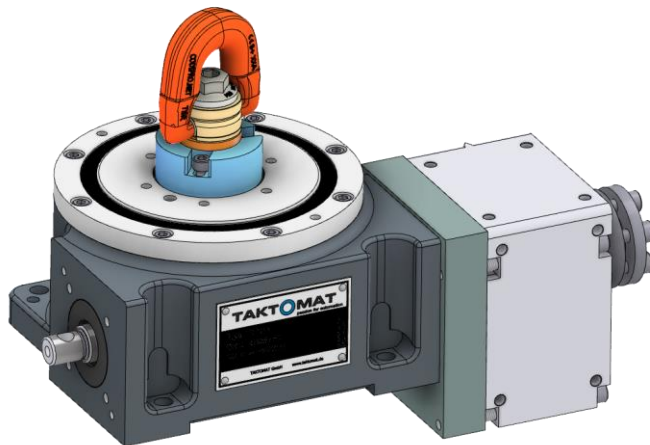
In the event of externally visible transport damage, observe the following:

- Do not accept the delivery or accept it only with reservations
- Note the extent of the damage on the transport documents or on the transport delivery note
- Report material damage to the manufacturer immediately

## 4.1 Transport with slings

### 4.1.1 Slings on the middle section (RTF350/RTF450)

Transport the rotary indexer with the slings as follows:



*Fig. 5: Transport with slings*

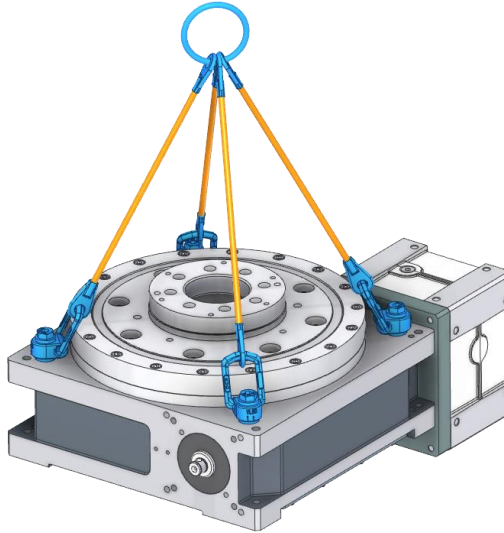
Attach the slings in the threaded holes as shown below and check their function.

#### Recommended slings

RTF	Quantity	Manufacturer	Designation	Type
350	1	CODIPRO	Swivel eyebolt M10	DSR M10 UP - 0.70t
350	1	CODIPRO	Eyebolt flange RTX350	ART20003500
450	1	CODIPRO	Swivel eyebolt M10	DSR M10 UP - 0.70t
450	1	CODIPRO	Eyebolt flange RTX450	ART20003528

#### 4.1.2 Slings on the housing (RTF550-RTF900)

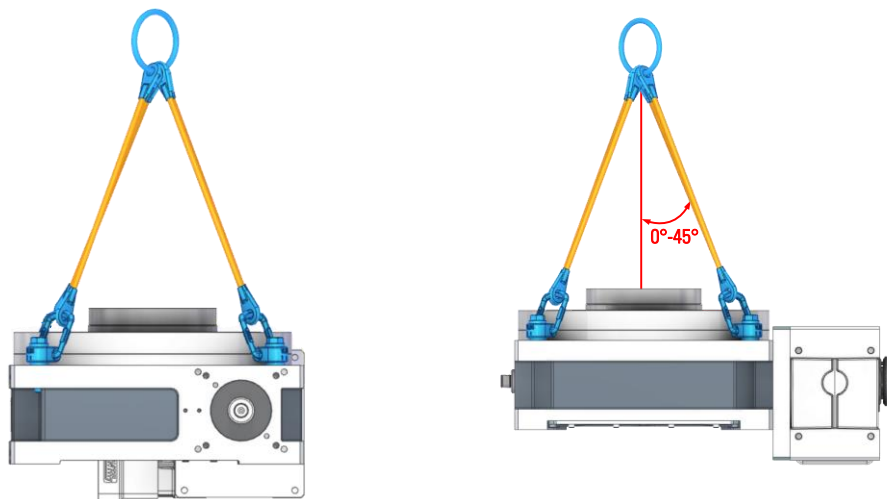
Transport the rotary indexer with the slings as follows:



*Fig. 6: Transport with slings*

Attach the slings in the threaded holes as shown below and check their function.

The angle between the vertical and the chain sling or sling strap must be between 0 and 45°.



*Fig. 7: Lifting instruction*

**Recommended slings**

<b>RTF</b>	<b>Quantity</b>	<b>Manufacturer</b>	<b>Designation</b>	<b>Type</b>
550	4	CODIPRO	Swivel eyebolt M6	DSR M6 UP - 0.15t
650	4	CODIPRO	Swivel eyebolt M8	DSR M8 UP - 0.40t
750	4	CODIPRO	Swivel eyebolt M8	DSR M8 UP - 0.40t
900	4	CODIPRO	Swivel eyebolt M10	DSR M10 UP - 0.70t

## 5 Assembly

Required personal protective equipment



### **DANGER**

#### **Electric shock**



Touching live parts poses an immediate danger to life

- Work on the electrical systems must only be carried out by qualified electricians
- In case of damage to the insulation, switch off the power supply immediately and have repairs carried out
- Before starting work, disconnect the plant, secure it to prevent it from being switched back on, and make sure that it free from voltage

### **WARNING**

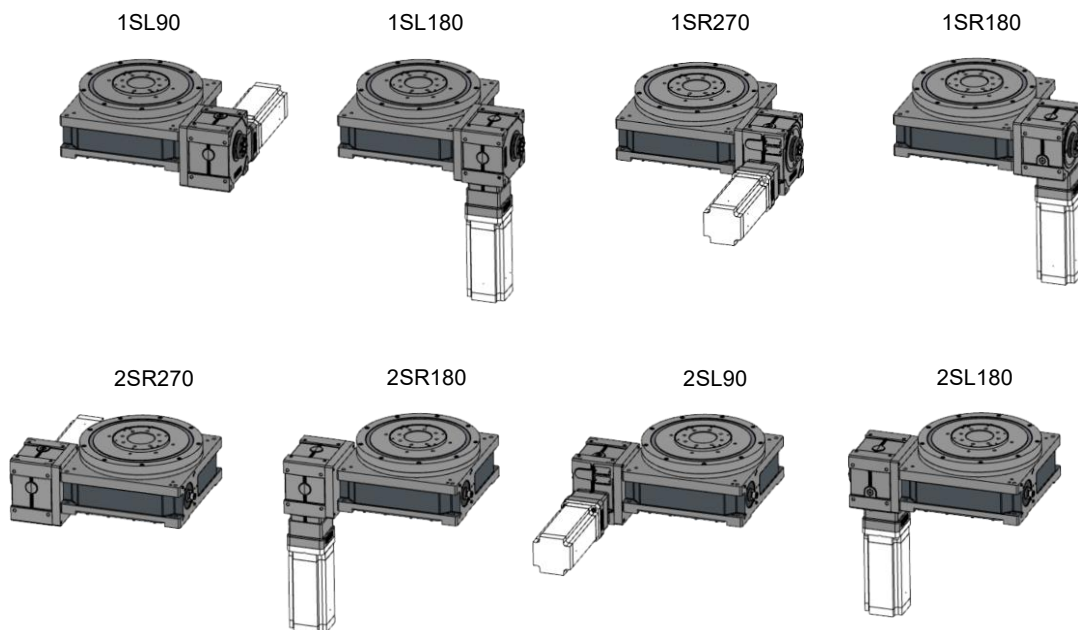


#### **Crushing during assembly and dismantling**

Persons within the work area of the rotary indexer can be crushed during assembly and dismantling.

- Wear suitable personal protective equipment.
- The assembly and dismantling may only be carried out by instructed skilled personnel.

### 5.1 Attachment positions



Fix. 8: RTF drive attachment positions

## 5.2 Drive attachment

### NOTICE

#### Damage to components



Improper attachment of the drive can cause material damage

- The type of drive, e.g. a servomotor or three-phase a.c. motor must be agreed with TAKTOMAT
- On attaching the drive, note and follow the manufacturer's operating instructions
- Note the spatial positions of the drive
- Fix the drive in the specified mounting points
- Tighten the screws to the specified torque

Attach the drive to the rotary indexer as follows:

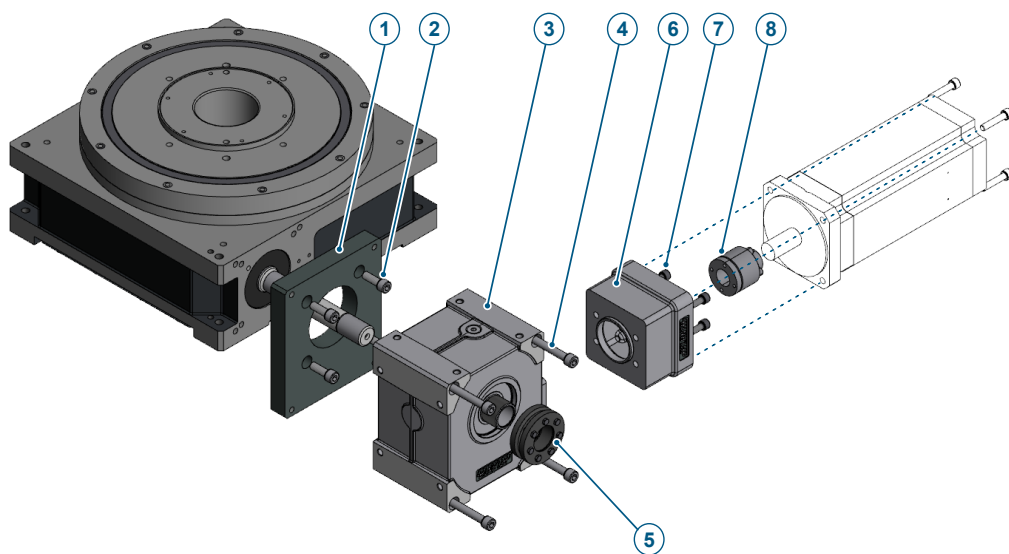


Fig. 9: Drive attachment order

1	Drive flange	2	Cylindrical head screw + Schnorr washer
3	Gear	4	Cylindrical head screw + Schnorr washer
5	Clamp coupling	6	Adapter for servomotor
7	Cylindrical head screw + Schnorr washer	8	Clutch

### 5.2.1 Installation

**⚠ DANGER****Electric shock**

Touching live parts poses an immediate danger to life

- • Work on the electrical systems must only be carried out by qualified electricians
- • In case of damage to the insulation, switch off the power supply immediately and have repairs carried out
- • Before starting work, disconnect the plant, secure it to prevent it from being switched back on, and make sure that it is free from voltage

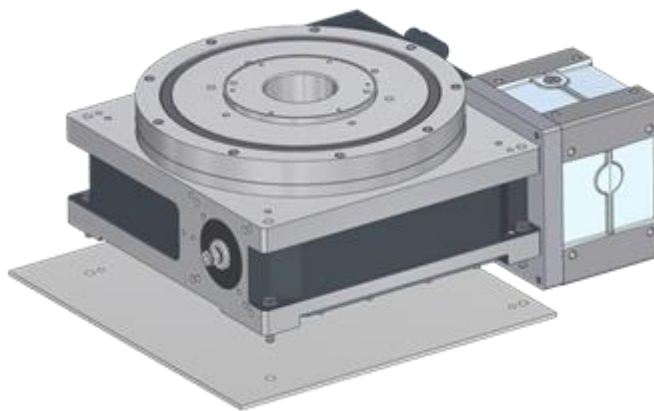


Fig. 10: Installation of the rotary indexer - standard installation position

- ✓ The mounting surface must be level.
1. Clean the mounting surface and apply an oil film.
  2. Place the rotary indexer on the mounting surface.
  3. Fix the rotary indexer with screws and alignment pins according to the requirements.
  4. Compare the supply voltage with the data on the nameplate.
  5. Connect the drive unit.
  6. Earth the housing of the rotary indexer with an adequate cross-section.

**Output flange attachments**

Note the following regarding attachments on the output flange:

- Maximum weight moved (according to TAKTOMAT project planning).
- Minimum time until positioning (according to TAKTOMAT project planning).
- Maximum overhang (tipping moment) (according to TAKTOMAT project planning).
- Do not exceed the max. tightening torque of the mounting screws.



## 6 Operation

### **DANGER**

#### **Electric shock**



Touching live parts poses an immediate danger to life

- • Work on the electrical systems must only be carried out by qualified electricians
- • In case of damage to the insulation, switch off the power supply immediately and have repairs carried out
- • Before starting work, disconnect the plant, secure it to prevent it from being switched back on, and make sure that it free from voltage

### **NOTICE**



#### **Improper activation can cause material damage**

- Use a suitable control system
- Comply with the ramp times determined by TAKTOMAT

### **General requirements for operation**

Operation of the rotary indexer is only permitted in a complete, CE-compliant machine or system.

The rotary indexer may not be operated with defective or disabled safety devices.

## 6.1 Operating modes

### **Normal operation**

In normal operation, the output flange moves in one direction from one position to the next. The direction of rotation and dwell position of the output flange is determined by the drive's servomotor. The step and dwell times can be programmed individually via the servomotor.

### **Continuous operation**

The rotary indexer runs continuously without the motor stopping. The direction of rotation can be freely programmed via the servomotor.

### **Inching mode**

In inching mode, the output flange moves at low speed. This is used, among other things, to set up the machine. The set-up load must be accelerated and braked gently to prevent a stress system for the mechanics. Inching mode may only be operated with a suitable control system.

### **Emergency stop**

The emergency stop stops the movement of the output flange immediately. The resultant load that is built up impacts the mechanics. The emergency stop is comparable with stopping in inching mode. The set up load must be stopped and restarted gently. The emergency stop should therefore only be used in emergency situations.

## 7 Maintenance

Required personal protective equipment



### **DANGER**

#### **Electric shock**



Touching live parts poses an immediate danger to life

- Work on the electrical systems must only be carried out by qualified electricians
- In case of damage to the insulation, switch off the power supply immediately and have repairs carried out
- Before starting work, disconnect the plant, secure it to prevent it from being switched back on, and make sure that it is free from voltage

### **CAUTION**

#### **Harmful substances**



Lubricants can cause health damage

- When using lubricants, note the information in the safety data sheets

### **CAUTION**

#### **Eye injury due to leaking oil**



Leaking oil when installing overhead can cause eye injuries.

- Wear suitable goggles

### **CAUTION**

#### **Slipping hazard due to leaking operating materials**



A floor contaminated with operating materials (oil, etc.) can cause falls.

- Wear slip-resistant footwear
- Remove leaked operating materials immediately
- Check seals regularly for adequate function
- Put up warning sign to point attention to slipping hazards

## 7.1 Maintenance tasks

### 7.1.1 Maintenance plan

Interval	Activity	Personnel
Daily	<ul style="list-style-type: none"><li>• General visual inspection and check for noises</li></ul>	Operator
Monthly	<ul style="list-style-type: none"><li>• Check the rotary indexer for oil leakage</li><li>• Check the function of the seals</li></ul>	Operator
Half-yearly	<ul style="list-style-type: none"><li>• Check for damage (visual inspection)</li><li>• Remove dust deposits (especially on the ventilation grille of the drive unit)</li><li>• Check electric cables for damage</li></ul>	Qualified personnel
Annually	<ul style="list-style-type: none"><li>• Check the rotary indexer for clearance in the dwell positions</li></ul>	Qualified personnel

## 7.2 Lubricating

### 7.2.1 Lubricant requirements

Careful lubrication is necessary to ensure operating reliability and a long life of the partly completed machinery. All lubricating points must be supplied with the specified oils and greases.

Clean soiled lubricating points carefully with petroleum or an appropriate means and then lubricate with new lubricant. After lubricating, the surplus lubricant must be removed and disposed of properly.

#### NOTICE



#### Component damage due to unsuitable lubricant

Mixing greases with different bases leads to gumming and decomposition of the greases and cancels the lubricating effect.

- Use lithium-saponified grease only for relubricating

#### Lubricating oils

Only use lubricating oils to DIN 51 517 (ISO VG 460).

#### Recommended gear oils

Manufacturer	Designation
Mobil	Mobilgear 600 XP 460
BP	Energol GR-XP 460
SHELL	Omala 460
LIQUI MOLY	meguin CLP 460 gear oil
Zeller+Gmelin	Divinol ICL ISO 460
Klüber	Klüberoil GEM 1 N

#### Lubricating greases

Only use lubricating greases to DIN 51 825-KP 2K.

#### Recommended grease

Manufacturer	Designation	Specification
Mobil	Mobilux EP2	KP2 K-20
BP	Energrease LS-EP 2	KP2 K-20
Aral	Aralub HLP 2	KP2 N-30
Fuchs-DEA	Renolit MP	KP2 K-40
Klüber	Centoplex 2	KP2 K-20
SHELL	Alvania G2	KP2 K-20

### 7.2.2 Overview of relubrication quantities

Product	Relubrication quantity
RTF350	Lifetime lubrication
RTF450	Lifetime lubrication
RTF550	Lifetime lubrication
RTF650	Lifetime lubrication
RTF750	Lifetime lubrication
RTF900	Lifetime lubrication

## 8 Troubleshooting

Fault	Possible cause	Remedy
The drive turns but the rotary indexer does not turn and the output flange has <u>no</u> clearance	<ul style="list-style-type: none"> <li>• Worm gear malfunction</li> <li>• Safety clutch overload / disengaged</li> <li>•</li> <li>• Input shaft is broken</li> <li>• Clamping set not mounted correctly</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Contact TAKTOMAT GmbH</li> <li>• Remove the external blockage / engage the safety clutch</li> <li>• Contact TAKTOMAT GmbH</li> <li>• Install clamping set according to manufacturer's operating instructions</li> <li>•</li> </ul>
The drive turns but the rotary indexer does not turn and the output flange has clearance	<ul style="list-style-type: none"> <li>• Cam follower ripped off by large overload</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Contact TAKTOMAT GmbH</li> </ul>

## 9 Disposal

Required personal protective equipment



### NOTICE



#### Environmental damage

Improper disposal may result in environmental damage

- Dispose of components and operating materials in accordance with local regulations
- Observe the safety data sheets of the operating materials

### Materials used

The components are mainly made of the following materials:

- Copper (complete drive units, electrical cables)
- Steel and grey cast iron ( housings, attachments, shafts, bearings)
- Plastic (toothed belt, insulation, bearing)

### Preparation for disposal

1. Disconnect the system from all power supplies and secure it against being switched on again.
2. Wait 15 minutes until all live components are completely discharged.
3. Disassemble and dispose of assemblies and components in accordance with local environmental regulations.

## 10 Spare and wear parts



### NOTICE

**The use of unsuitable spare parts may result in material damage**

Spare parts must comply with the technical requirements specified by the manufacturer

- Only use original spare parts
- Check spare parts for faults or defects prior to installation

Spare and wear parts are always order-specific. A corresponding spare and wear parts list is available from TAKTOMAT on request. When ordering spare parts, always state the serial number. The serial number is located on the nameplate.



## 11 Annexes

### 11.1 Content of the declaration of incorporation

(The original declaration of incorporation is included in the documentation)

**Translation of the original declaration of incorporation  
(in German) for partly completed machinery  
(Machinery Directive 2006/42/EC, Annex II 1 B)**



**Manufacturer:**

TAKTOMAT GmbH  
 Rudolf-Diesel-Straße 14  
 D-86554 Pöttmes

**Description and identification of the partly completed machinery:**

Your order No.: -  
 Our order No.: -  
 Product: Rotary indexer  
 Type: RTF  
 Serial number: -  
 Commercial name: Rotary indexer RTF

**The manufacturer declares that the following essential requirements of the Machinery Directive 2006/42/EC have been applied and met:**

1.1.2, 1.1.3, 1.1.5, 1.3.2, 1.3.3, 1.3.4, 1.3.7, 1.5.3, 1.5.4, 1.6.1, 1.6.4, 1.7.1, 1.7.4

Reference of the applied harmonised standards according to Article 7 Section 2:

EN ISO 12100:2010 Safety of machinery — General principles for design — Risk assessment and risk reduction

Furthermore, it is declared that the relevant technical documentation for this partly completed machinery has been compiled according to Annex VII Part B. The manufacturer undertakes to transmit in electronic form relevant information on the partly completed machinery within a reasonable time in response to a reasoned request by the national authorities.

**The partly completed machinery must not be put into service until the final machinery into which it is to be incorporated has been declared to be in conformity with the provisions of the Machinery Directive.**

Responsible for the  
documentation:

TAKTOMAT GmbH

Address:

Rudolf-Diesel-Straße 14, D-86554 Pöttmes