

Fig. 1

OPERATING INSTRUCTIONS FOR DISPENSA-MATIC "16-II", "10-II", or "6-II".

1. This unit can be plugged into any standard 115 V. circuit and uses about 150 watts. Please read all instructions prior to operating. If you have any problems in setting this unit to properly operate for you, you can call us at 1-800-325-7303 and we usually can pinpoint your difficulty and trouble shoot the unit via phone.

Note: If your form does not release the label when fed through the dispenser as described below – you may require a "Sharp" edge table. Please call us to arrange for substitution of your standard edge table.

2. Microswitch can be adjusted to control length of label advance (CAUTION: handle the housing **NOT** the trigger.) Pull switch housing (5) away from dispenser until trigger is about ¼" from edge of table (4). Turn motor on and move trigger of switch with finger back into the housing to observe stopping action. Note operation of drive rollers. If motor does not turn on make sure microswitch trigger is away from edge of dispensing table (4). Switch motor off.
3. With motor off, pull tension roller assembly (D) away from rubber drive roller (C) by pulling the main large chrome tension roller (A) towards the front of the machine. This may take some force. Return assembly into contact with rubber drive roller (C) by pushing large chrome roller (A) towards the rear of the machine until it "snaps" into place. Operation of dispenser is dependant on proper contact between these two rollers and you will know you have achieved proper positioning when the snapping sound occurs. Repeat this step until it becomes familiar.

ROLL LABEL OPERATION

10. Pull feed roller assembly (D) away from rubber drive roller (C) and lay down on table. Roll labels can be mounted on rod (1) using the 3" core inserts provided with the unit, adjust side guide (6) to hold the core inserts in place against the roll. Feed labels (label side up) under rod (2), between hold-down plate (3) and dispensing table (4), then between chrome roller (A) and rubber drive roller (C). While holding backing paper straight, snap the feed roller assembly into place as in paragraph (3.) Be sure leader is not caught between roller assembly and stop pin.

FAN FOLD OPERATION

4. Operation of the dispenser requires enough printout for a leader to reach between tension roller (A) and rubber drive roller (C). If the first 6 inches of printout have addresses, peel and affix so that a leader is created and labels are utilized. If there are 6 inches of blank labels there is no need to remove them.
5. Pull feed roller assembly (D) away from rubber drive roller (C) and lay down on table. Feed labels (label side up) over rod (1), under rod (2), between hold-down plate (3) and dispensing table (4), then between chrome roller (A) and rubber drive roller (C). While holding backing paper straight, snap the feed roller assembly into place as in paragraph (3.) Be sure leader is not caught between roller assembly and stop pin.
6. Turn motor switch on and advance labels. Adjust microswitch position so that back edge of label just clears hold down plate (3). Adjust web and guide (6) so that paper feeds straight through the unit.
7. Take care to protect the trigger of the microswitch from accidental bending, as trigger must be in proper position to meet label. It is easily

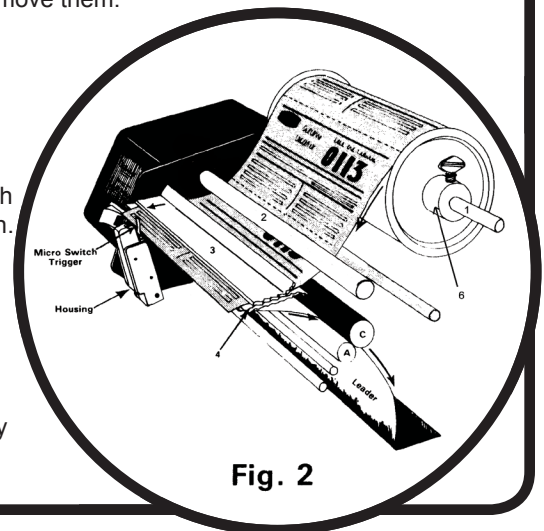


Fig. 2

bent back into place, if it should be disturbed.

NOTE: if you are dispensing (MULTIPLE ROW) labels longer than 1 1/2" in depth you can purchase a microswitch extension kit for a minimal price of \$15. This will allow the microswitch to be positioned farther away from the table and allow more horizontal adjustment as well.

8. Leading edge of backing paper waste (web) can be fed through a slot cut in the table under the machine, or if this is not practical, utilize the printout platform (standard with the "6-II" and "16-II", optional with "10-II") place platform at the rear of the dispenser and place the printout on the platform. Waste accumulates in container under the table. Assist waste movement if necessary.
9. Place material to be labeled in a stack directly in front of the machine. Affix label with one hand, remove affixed piece (envelope/brochure) with the other hand. Keep stack high enough to keep movement of label to a minimum. Remove labels from dispenser from right to left. Left label activates the motor and advances the next row when removed.

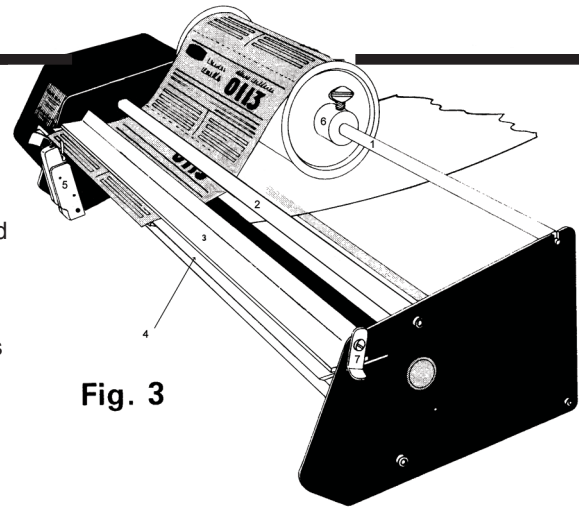


Fig. 3

SERVICE AND MAINTENANCE

11. For non-standard label forms where the switch cannot be utilized or when the affixing operation does not benefit from the use of the automatic advance feature of the MicroSwitch, the unit can be operated with a foot pedal attachment. Available from Dispensa-Matic.
12. Wash rollers (A) and (C) with lighter fluid (Ronson or similar product) to remove build-up of adhesive when necessary. Cleaning roller is necessary only if you encounter backing paper slippage when advancing. Plates (3) and (4) can both be easily removed from unit for cleaning. Rotate table latch (7), slide tables (3) and (4) to the right, then lift the left side of the tables to remove them from the machine. Refer to (figure 4).
13. This unit is covered by a **2 year warranty** which covers any manufacturing defects unconditionally. However we do not warrant trouble do to neglect, improper treatment, abuse of equipment, failure to keep unit clean and free from adhesive, or removing/loosening of the motor.
14. SERVICE: In the event service is needed, retain the shipping carton in order to return the unit. The unit will be returned to you within a few days of receipt. DO NOT attempt to remove/replace the motor yourself as the drive roller alignment will be lost.
15. All services including warranty repair is done FOB Rocky Mount, MO. Send unit to service department, Dispensa-Matic Label Dispensers, 28220 Playmor Beach Rd., Rocky Mount, MO 65072. Including note describing the problem so we can properly make repair.

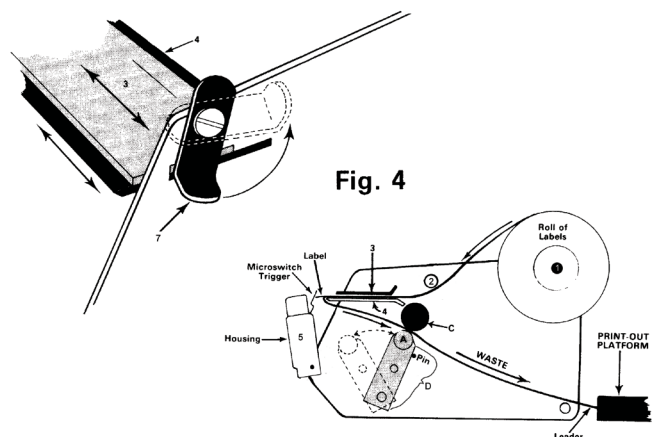


Fig. 4

Service Department:
Dispensa-Matic Label Dispensers
28220 Playmor Beach Rd.
Rocky Mount, MO 65072

DISPENSA-MATIC Label Dispensers

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