

DISPENSE-RITE® CTC SERIES

CUP DISPENSING CABINET ADJUSTMENT INSTRUCTIONS

CTC Series Cup Dispensing Cabinets feature DISPENSE-RITE adjustable cup dispensers which accommodate paper, plastic or foam cups and containers. The dispenser is completely assembled, however it requires a minor adjustment before it can be used. You will need a flat head screwdriver and a full sleeve of cups to adjust the dispenser.

STEP 1 - REMOVING THE DISPENSER

Before the cup dispenser can be adjusted it must first be removed from the cabinet. Turn the outside of the ring bezel clockwise and remove the dispenser from the front of the cabinet. Remove and discard the protective cardboard circle. You are now ready to adjust the dispenser for use with your particular cup size.

STEP 2 - ADJUSTING THE DISPENSER

NEVER BEND ADJUSTMENT CLIPS!

- Loosen the adjustment screw inside the mouth of the dispenser.
- Insert a stack of approximately 12 cups, rim first, so that the rim of the top cup is located slightly below the top portion of the adjustment clips. (see Fig. 1)
- Push the stack of cups down slightly and rotate the ring bezel clockwise until the adjustment clips are slightly tighter than the cup's rim. **While adjusting it is important to hold the dispenser horizontally.**
- Push the entire stack of cups below the level of the adjustment screw, being careful not to turn the ring bezel. Tighten the screw firmly and fill the dispenser with a full sleeve of cups.
- Check the dispensing action. If more than one cup comes out at a time, loosen the screw and rotate the ring bezel slightly clockwise. If the cups are difficult to remove or the rims are damaged, loosen the screw and rotate the ring bezel slightly counterclockwise and retighten the screw. (see Fig. 2)

STEP 3 - REINSTALLING THE DISPENSER

Remove all cups from the dispenser. Insert the dispenser into the cabinet with the seam of the tube facing up. Align the clip on the tube with the 'UP' arrow on the mounting collar installed in the dispensing cabinet (see Fig. 3). Slide the dispenser into the cabinet until the ring bezel is flush against the face of the cabinet. Support the dispenser with your hand inside the tube and rotate the ring bezel counterclockwise approximately 150° to secure the dispenser inside the cabinet.

STEP 4 - INSTALLING FEET ON CABINET

If your cabinet can be used either horizontally or vertically (CTC-R-2BB, CTC-R-2SS & CTC-S-2BT models), the mounting feet have not yet been installed. Determine the desired mounting position and apply the enclosed (4) self-adhesive rubber feet to the bottom corners of the dispensing cabinet.

Questions? Call (847) 753-9595, ext. 25 8:00 AM - 5:00 PM CST

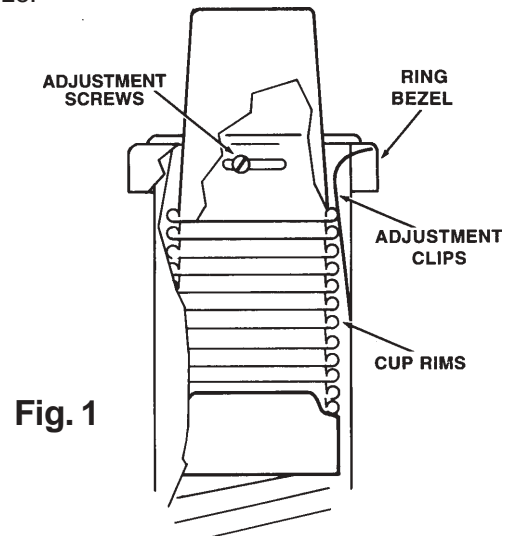


Fig. 1

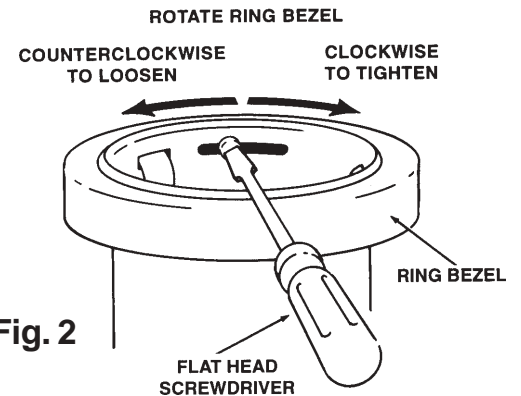


Fig. 2

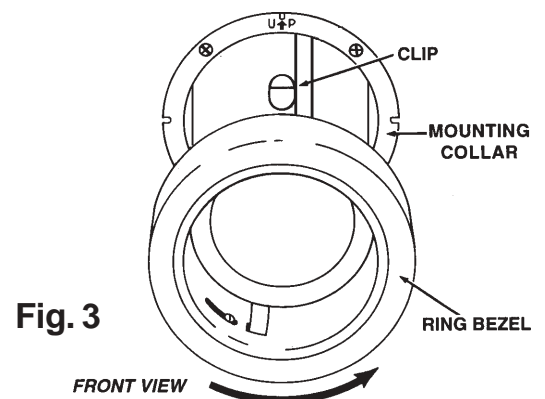


Fig. 3

DISPENSE-RITE®

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