The lid dispenser is shipped completely assembled but it will require in-counter installation prior to initial usage.

**Important note:** This product is not intended for use with all lid types and compatibility is not guaranteed with all lids. Prior to fabricating any holes in your counter please verify that your specific lids are compatible with this product. Lids that are tightly nested or have deep extrusions may not be easily removed and should not be used with this product.

The recommended installation for this lid dispenser will provide lid dispensing in an upward direction. For certain lid types and special mounting applications a downward dispensing may be preferred. For this option please be sure the mounting head has been installed with the “UP” arrow pointed to the bottom instead of the top.

**SECTION ONE - LID DISPENSER INSTALLATION**

1. Cut a 5-1/4” diameter hole into the mounting surface.

2. Insert the lid dispenser into the mounting hole. Push lid dispenser all the way in until it is flush with the counter.
   
   Align the “UP” mark to the top for an upward lid dispensing application (recommended).
   
   Align the “UP” mark to the bottom for a downward lid dispensing application (optional).

3. Drill four 9/64” pilot holes in the locations shown below. Fasten the dispenser with the four #10 screws provided.

4. Place lid dispenser cover ring on the mounting head and rotate clockwise to secure.

   Discharge opening should be facing the top for upward lid dispensing applications (recommended).

   Discharge opening should be facing the bottom for downward lid dispensing applications (optional).
SECTION TWO - LOADING AND OPERATION

1. To load the dispenser the cover ring must be removed. Turn the ring bezel counter clockwise to remove from dispenser.

2. Load a full sleeve of lids with the bottom side of the lids facing outward.
   
   **Important note:** do not load lids in the wrong direction or they will not discharge properly.

3. While holding lids in place with your hand replace cover ring and turn clockwise to reattach to the dispenser.

4. To remove lids grasp the rim and pull straight out of opening.

**ALTERNATIVE FACEPLATE**

Depending on the specific lid dispenser model ordered the unit may have been supplied with an alternative lid dispensing faceplate. The alternative faceplate is for use with lids that are difficult to remove from the standard faceplate. To utilize the alternative faceplate simply remove the ring bezel, replace the faceplate insert and re-install the ring bezel onto the dispenser as shown below.

**LID DISPENSING PERFORMANCE TIPS**

1. Always load lids with the bottom side of the lid facing outward so that you may grasp the lid to remove.

2. This lid dispenser is intended primarily for use with flat beverage lids only. Lids that are tightly nested or deeply extruded may not be compatible with this product.

3. Never overfill the dispenser as it may increase the difficulty of removing lids.