The cup dispenser is completely assembled but will require a simple adjustment once it has been installed. A full sleeve of cups will be required for this adjustment procedure.

If an extra spring was included in the box, you must first decide which spring to use for your application.

To dispense paper or plastic cups in a horizontal mounting position or foam cups in any mounting position use the spring already installed inside the cup dispenser -- proceed to INSTALLATION.

To dispense paper or plastic cups in a vertical or angled mounting position the heavier compression spring will be required. Remove the dispenser's end cap and replace the spring with the one packaged separately with the dispenser (marked with an orange label) -- proceed to INSTALLATION.

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**STEP ONE - INSTALLATION**

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

2. Rotate the cover ring counterclockwise and remove from the dispenser.

3. Insert the dispenser into the mounting hole. Align the “UP” mark to the top in a horizontal or angled application and to the rear in a vertical mounting application.

4. Drill four 9/64” pilot holes in the locations shown in the illustration below. Fasten the dispenser with the four #10 screws provided.
STEP TWO - ADJUSTMENT

1. Push down on the three tabs and slide adjustment clips outward to open dispenser to its largest opening.

2. Insert a full sleeve of cups, rim first into the mouth of the dispenser.

3. Slide all three adjustment clips inward equally to adjust for cup size.

4. TEST: Make sure only ONE cup dispenses at a time. If more than one cup is being dispensed at a time move adjustment clips inward. If cups are difficult to dispense move adjustment clips outward.

5. Replace cover ring and rotate clockwise to secure to dispenser.

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