LOCOR® MECHANICAL HARD WOUND ROLL TOWEL DISPENSER USER GUIDE (SKU NUMBERS D68004, D68005, D68006 AND D68012)

Designed for maximum sanitary use, this mechanical roll towel dispenser provides touchless, hands-free operation with a quick, smooth paper delivery.

1. DISPENSER MOUNTING
See the reverse side for the mounting instructions and the mounting template.

2. DISPENSER COVER
The cover can be opened with the supplied key that is included in the package. Insert the key into the slot at the top of the cover. Push down and pull forward and the cover will open.

3. ROLL SUPPORTS INSTALLATION
The dispenser is designed to accept both the 7" and 8" wide LoCor Roll Towels. It is very important to identify the width of the paper roll before installing the Roll Supports:

SKU numbers for 7" wide LoCor rolls: 46897, 46898, 46899, 46902
SKU numbers for 8" wide LoCor rolls: 46896, 46900, 46901

After identifying the paper roll width, install the Roll Supports into the correct slots as shown in Figure 1.

4. PAPER ROLL LOADING AND START-UP
For use with LoCor paper towels only (SKU numbers 46896, 46897, 46898, 46899, 46900, 46901 and 46902). Other types of paper are not acceptable.

Paper should be loaded with paper "tail" unwinding from the front of the roll. After the paper roll is loaded correctly into the dispenser, pull the paper "tail" downward and tuck it under the tension roller (Fig. 1). Turn the assist wheel in the clockwise direction until the paper "tail" comes out at the bottom of the dispenser. Close the cover. See Figure 1 and the instruction label inside the dispenser for more information on paper loading.

The dispenser is now ready for dispensing. Simply pull the paper "tail" at the bottom of the dispenser to obtain paper.

5. CHANGING PAPER WIDTH (CHANGE FROM 7" WIDE TO 8" WIDE ROLL OR FROM 8" WIDE TO 7" WIDE ROLL)
When the paper width is changed, the two Roll Supports will need to be removed and re-installed into the correct location as shown in Figure 1.

To remove the two Roll Supports, first obtain one of the keys that are molded on the body of the dispenser (see Fig. 1). Slide the key into the slot shown in Figure 2, press down and slide the Roll Support out to be removed. Use the same existing Roll Supports to install into the correct slots on each side.

Note: On the body of the dispenser, there are "key holders" (see Fig. 1) to store the keys after usage. Either one of the keys can be used to remove both the left and the right side Roll Supports.

6. DIAGNOSTICS
a. If there is no paper "tail" at the bottom of the dispenser, turn the assist wheel in the clockwise direction until the "tail" comes out.
- If there is still no paper "tail" after two rotations of the assist wheel, open the dispenser cover for further examination.
- If the assist wheel gets stuck, do not force it to turn. Open the dispenser cover for further examination.

b. If the dispenser performs poorly (not cutting or only partially cutting paper), open the dispenser cover for further examination:
- Check to ensure that paper roll is loaded correctly
- Check to ensure that the Roll Supports are installed into the correct slots
- Re-load the paper roll: first tear the paper from the roll at the section before the paper enters the mechanism, remove the paper left inside the mechanism (pull the paper out at the bottom of the dispenser). Turn the assist wheel several times to insure that the mechanism is moving smoothly. Next, re-load the paper as instructed in section 4 – Paper Roll Loading and Start-up.

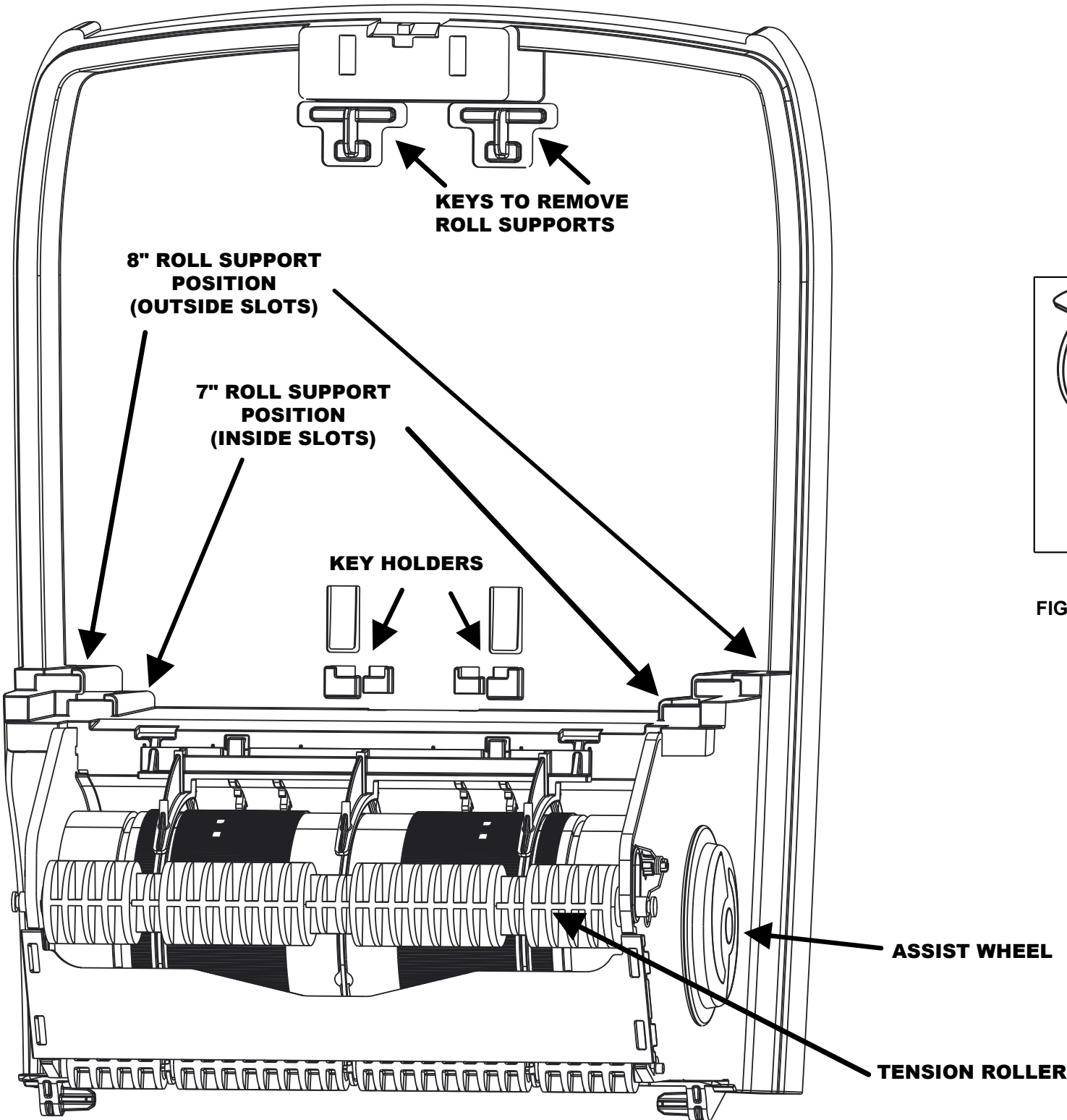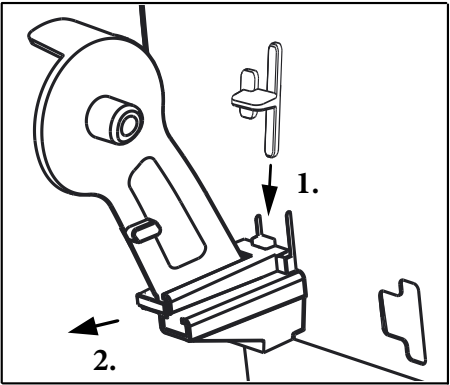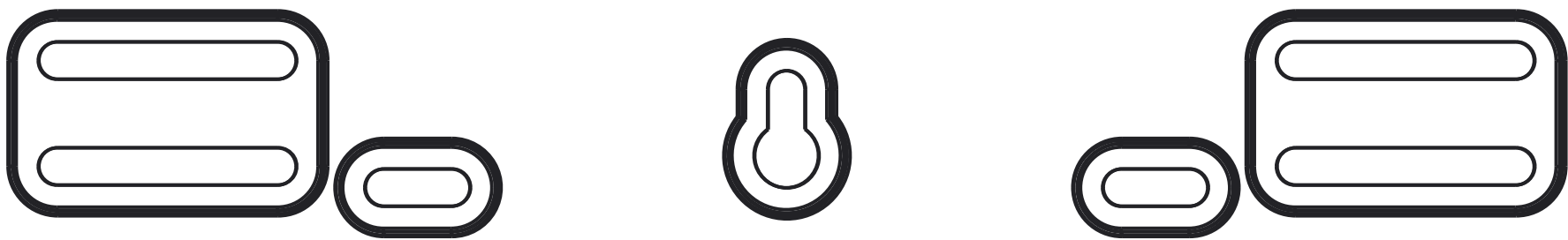For further assistance, please contact technical dispenser support at (920)940-8904.

KEYS TO REMOVE ROLL SUPPORTS

8" ROLL SUPPORT POSITION (OUTSIDE SLOTS)

7" ROLL SUPPORT POSITION (INSIDE SLOTS)

KEY HOLDERS

ASSIST WHEEL

TENSION ROLLER

FIGURE 1.

1.

2.

FIGURE 2.

Mounting Template

Mounting Instructions

Tools:

- Screwdriver
- Power Drill with appropriate drill size
- Pencil
- Level and Tape Measure

Step 1

Measure a minimum of **45"** minimum from the floor to the bottom of the dispenser, as marked on template.

Step 2

Place a *level* at the bottom of the dispenser marked on template, level template and tape onto wall. Mark the 4 mounting holes at the hole centers. Remove template and drill 4 pilot holes.

Step 3

Fasten the 2 top screws to the wall, leaving a gap between the screw head and the wall to all allow the dispenser to slide over.

Step 4

Hang the dispenser on the installed screws. Fasten remaining 2 mounting screws. Be sure to securely tighten all screws.

Please use the hardware provided or appropriate hardware for the wall material the dispenser is to be mounted to.

Note: Mount according to ADA Guidelines, installer is responsible for compliance.

Mounting Holes

45" (step 1)

Floor