

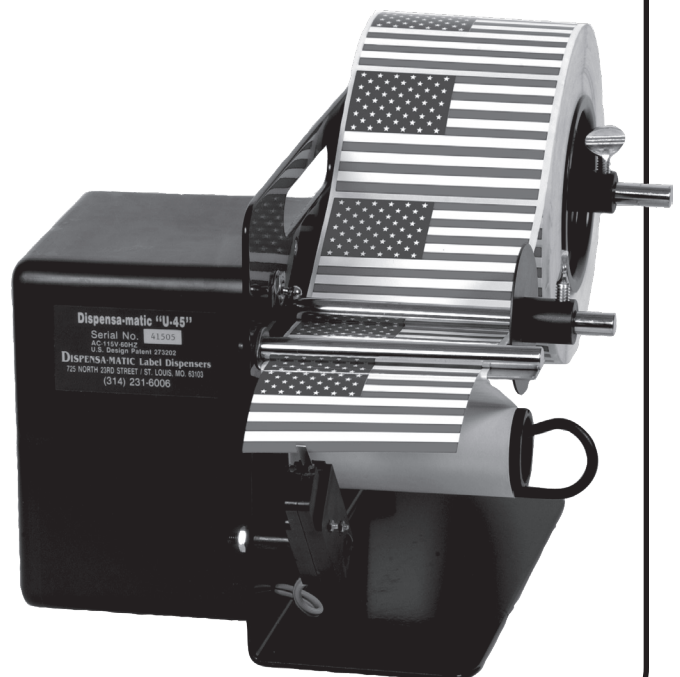
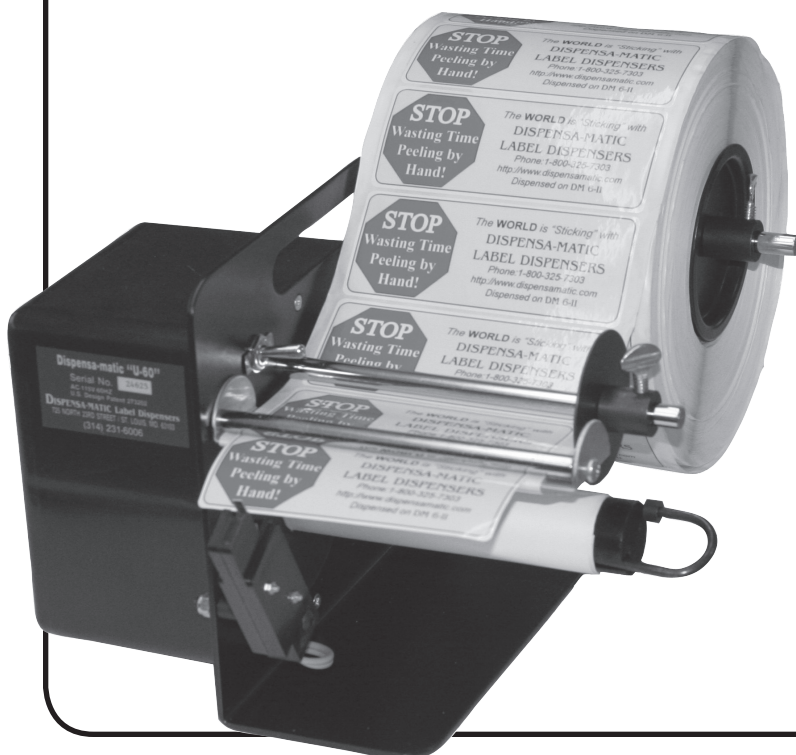
OPERATING INSTRUCTIONS FOR MODELS “U-25” “U-45” & “U-60”

Power advance dispenser for printed labels in rolls, or one up fanfold label formats.

U-25 Designed for labels up to 2 ½” width.

U-45 Designed for labels up to 4 ½” width.

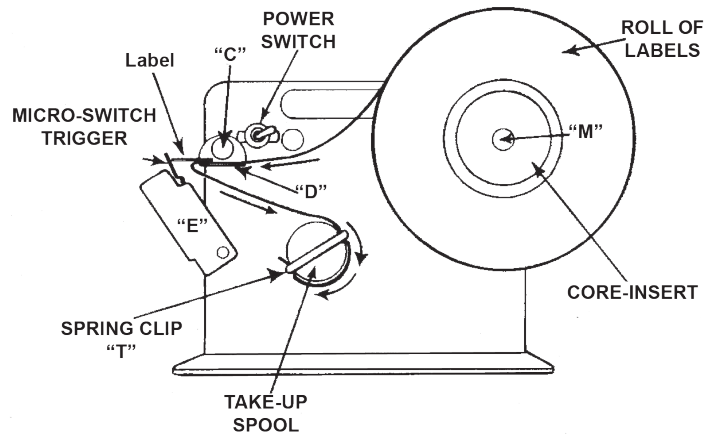
U-60 Designed for labels up to 6” width.



1. **For rolls with 3" cores:** Install one core insert onto rod "M" with the flange facing the side frame. Next, install the roll onto rod "M" with the labels facing up. Then install the remaining core insert onto the rod with the flange facing to the right. Now, install the 1" collar with thumb screw so that it holds the core inserts against the roll.

For rolls with cores smaller than 3": Follow the directions above, but instead of inserting the core inserts into the roll, just let them rest against the side of the roll instead.

For Fan-Fold labels: Simply lay the stack behind the machine as shown below, and feed the labels over "M" and adjust the 1" collar within 1/8" of the web.

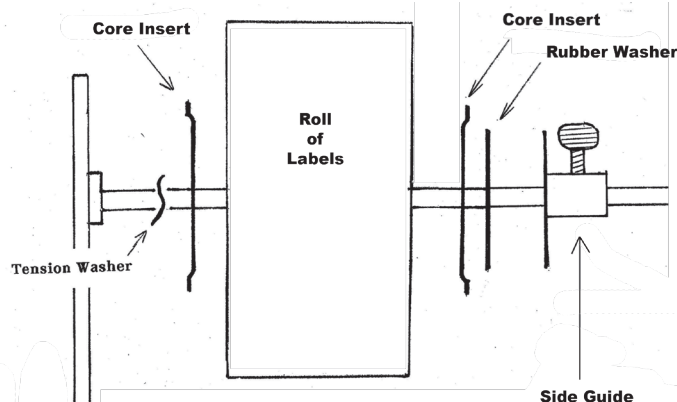


2. Pull leading edge of carrier paper thru dispensing plate assembly (Rod "C" and plate "D") and around dispensing plate "D" down towards take-up spool. See diagram above.
3. About 5" of carrier paper is needed for starting the dispensing operation. Attach leader to take-up spool by pulling spring clip "T" off of spool, feeding the paper around the top of the spool, and then sliding the spring clip back onto the spool pinching the paper between the spool and the clip. **Make sure to align the clip with one of the grooves in the spool, and also make sure the paper is fairly straight. (U-60 ONLY: The long part of the spring clip goes into the shallow groove, while the short/bent side of the spring clip goes into the deep groove)**
4. Adjust Side-Guide within 1/8" of web, but make sure not to force the web against the side frame of the machine, this will cause tearing.
5. **FOR LABELS UP TO 1 1/2" LENGTH:** Position micro-switch to shut off motor just as the rear of the label emerges from under rod "C". You should be able to just see the end of the label. If the label is permitted to advance too far, it can fall off the web.

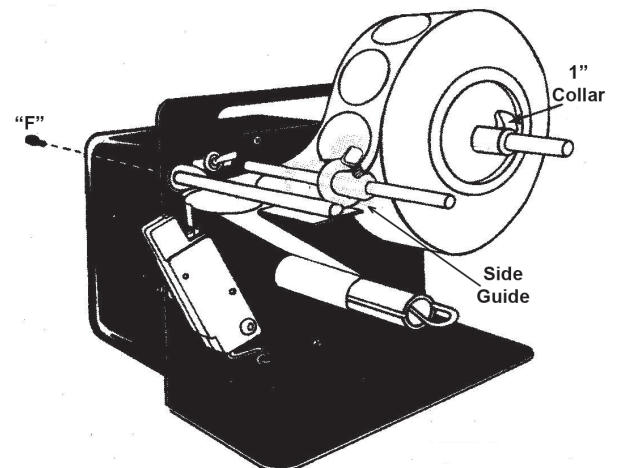
!!BE SURE TO ADJUST THE SWITCH HOUSING, NOT THE TRIGGER!!

FOR LABELS LONGER THAN 1 1/2": Position the switch NO MORE THAN 1 1/2" from table edge. This will dispense a sufficient amount of the label so that it may be grasped easily. Simply lift the label over the switch and it will dispense the label into your hand. **Do not pull the label.**

6. **FOR NARROW LABELS:** Factory setting of the switch will not accommodate labels which are less than 1/4" in width. To adjust lateral switch setting, replace the 3/4" spacer with one of the smaller spacers supplied with the unit. This will bring the switch close enough to the side frame to dispense a 3/8" label. Simply use the supplied Allen wrench for the micro-switch pivot screw and a pair of pliers to hold the lock-nut. When retightening the lock-nut, tighten it just enough so that the micro-switch stays in position.



U-25 Roll holder diagram.



7. Proper dispensing operation results when label releases from the carrier paper and the front edge of the label hits the trigger of the switch causing the motor to stop. In the event the edge of the label does not hit the trigger of the switch, the direction of the label advance can be adjusted by loosening the socket head cap screw "F" with the larger Allen wrench packed with the unit and tilting the table "D" up or down until the label satisfactory hits the trigger, then tighten the screw.

8. **PROBLEM LABELS:** Very thin stock such as acetate, mylar, or vinyl may not release from the carrier paper, but instead will continue down around the table and remain on the carrier. We can provide a special sharp edge plate which will usually work for dispensing these labels. If you supply us with a sample roll of your labels we can diagnose if the sharp table will work, or what other modification can be made to dispense them.

MULTIPLE ROW LABELS: Some label printers will put more than one of the same label side-by-side on the carrier. These labels are not a problem as long as the label length does not exceed 1 1/2" in length, just peel the labels from right to left, and once the left most label is peeled the machine will automatically advance the next row. If, however, your labels are between 1 1/2 and 3" in length a Micro-Switch Extension Kit is needed (\$15). If your labels are over 3" in length a foot-switch is needed (\$35), and the micro-switch trigger cannot be used.

9. **WASTE CARRIER PAPER REMOVAL:** The more carrier paper waste permitted to wind on the take-up spool, the faster the movement of the web thru the dispenser. This may or may not be beneficial to the dispensing operation. Waste should be removed periodically as necessary. It only takes a few moments when done properly. To remove waste, rotate the roll of waste counter-clockwise, reversing its winding direction and loosening the winding. When sufficiently loose, pull the spring-clip straight out and then remove the waste easily from the spool.

10. **CLEANING: MAKE SURE MACHINE IS UNPLUGGED!** Cleaning adhesive from the machine or switch is accomplished by using a safe for plastic solvent such as Naptha, or Lighter fluid containing Naptha. Be sure to be very careful with the Micro-Switch trigger, every time the trigger is bent will cause it to fatigue, and eventually will break. **MAKE SURE ALL SOLVENT HAS EVAPORATED BEFORE PLUGGING IN MACHINE!**

11. **WARRANTY: This unit is covered by a full 2 Year Warranty from date of purchase. If anything fails on the label dispenser within the first 2 years we will repair the unit, and return shipment within 2-days! (This warranty does not cover abuse of the machine do to dropping, or bending the rods or side-frame.)**

12. **Service:** In the unlikely event your machine needs service after 2 years, just return the machine to us and we will diagnose your machine the same day we receive it! If you approve the repair costs we will ship it out the very next day! Please make sure to include a note with a description of the problem, and a phone number we can use to contact you!

13. Shipment to us is FOB, and return ground UPS shipping is covered under the warranty. After warranty expires return shipping is FOB. Our address is:

Dispensa-Matic Label Dispensers
28220 Playmor Beach Rd
Rocky Mount, MO 65072

Included with the machine:

2 Allen wrenches (Large for dispensing plate adjustment, small for lateral switch adjustment)
2 Spacers - 1/8" and 1/4" for lateral switch adjustment.

Operating Instructions

Warranty

