

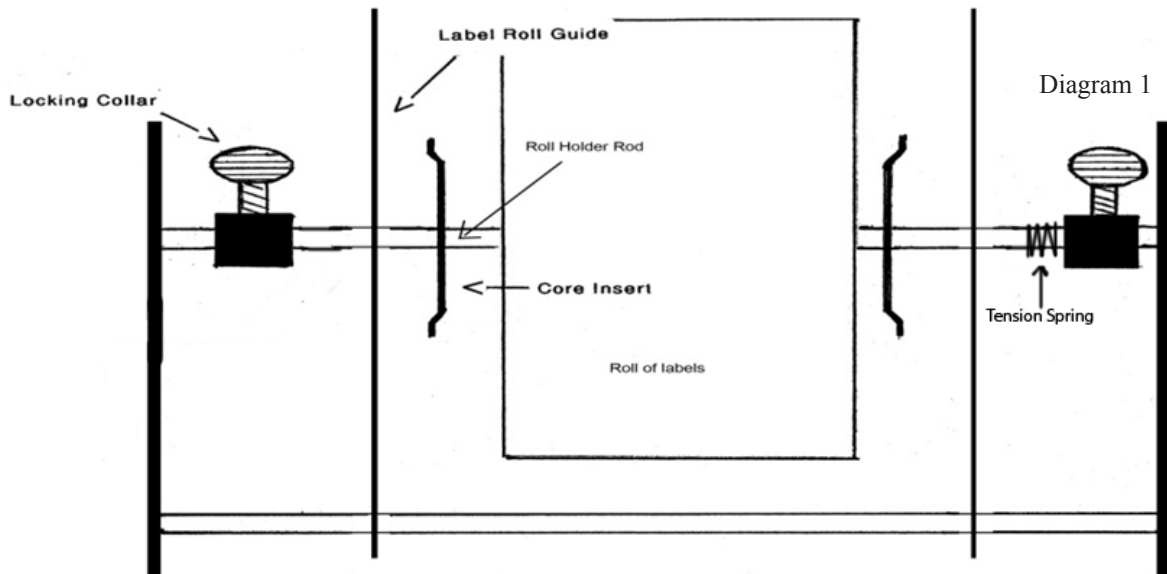
# OPERATING INSTRUCTIONS FOR FLEX+MATIC

Flat object label applicator for  
objects up to 0.2" thick.



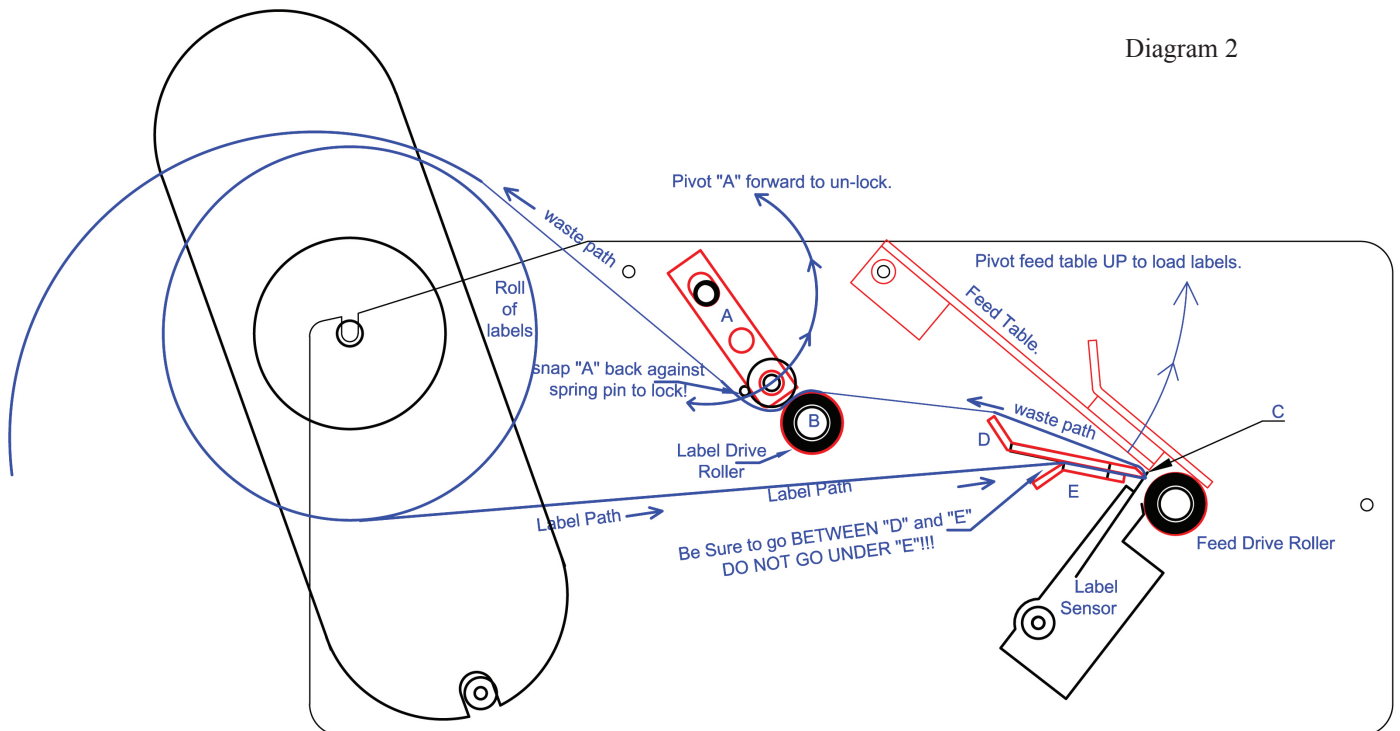
## Label Info and Mounting

Labels should be wound on 3” cores with the core extending all the way to the edge of the roll. Any “label out” copy position is acceptable. Labels must be die-cut with approximately 1/8” gap. Narrow labels will work but the backing paper for them must be at least 1-1/2” inch width.



There are two 11” long, 1/16” aluminum roll guides and a tension spring included with the machine. These guides should be placed on either side of the roll of labels between the metal core inserts and the locking collar. The notches on the end of the guide slide onto the chrome rod at the bottom of the machine. Tension spring goes between the right roll guide and the locking collar on the right side of the roll of labels as shown in diagram 1.

Diagram 2



## Threading the Labels

### Please refer to Diagram 2

1. Pull locking assembly “E” forward until it swings freely.
2. With labels facing down, unroll about 2 feet (600 mm.) of the labels and bring them under label drive roller “B”, which is located in the middle of the machine. Thread the labels **between** the top and bottom dispensing tables “D” & “E” and then back towards the label roll. Make sure that the labels are over the label sensor lever “C” located behind the front rubber roller. If needed loosen the thumbscrews on either side of label roll and slide the roll to the proper position then re-tighten the thumbscrews
3. Thread the labels under the locking assembly “A” and over label drive roller “B”.
4. Put slight tension on the labels by pulling them towards the back of the machine and STRAIGHT over the roll of labels.
5. While keeping tension on the labels pivot the locking assembly “A” towards the back of the machine until it **“SNAPS”** in place over label drive roller. You may need to push hard, but it will **“snap”** when it is locked.
6. Power on machine. After 20 seconds (boot up time), swipe your finger under the edge sensor (The one mounted over the feed drive roller facing down) until a label dispenses every time you swipe your finger. If labels continue to feed without stopping, or if a label only partially feeds past the sensor then stops, a sensor adjustment is needed.

### Label Sensor Adjustment

**ONLY IF STEP 6 FAILS! SENSOR ADJUSTMENT DOES NOT AFFECT PLACEMENT!**

7. **SIDE TO SIDE adjustment only:** Simply loosen thumbscrew and slide sensor left/right to desired position, tighten thumbscrew. GOTO STEP 8!
8. While thumbscrew is **tight**, reach under front of machine and grasp label sensor housing. Pull sensor **housing** towards the Feed Drive Roller until the small metal lever “C” is away from dispensing table “D”, now carefully and **SLOWLY** push housing towards dispensing table “D” until lever **JUST** makes contact with dispensing table and then STOP! **MAKE SURE NOT TO OVER ADJUST.** If you continue to adjust the sensor towards the dispensing table “D” after it makes contact, (causing the sensor to Pre-Load) the machine will continue to feed labels without stopping.

### Horizontal Adjustment

Adjusting horizontal placement of the labels on the object can be done 2 different ways:

1. You can simply adjust the feed guides to apply the label where you need.
2. You can slide the labels side to side, but this may require a sensor adjustment if the labels no longer are contacting the label sensor, then refer to step 7.

### Vertical Adjustment

Because of physical limitations, there is a minimum of 7/8” (22mm) from leading edge of object to be labeled to start of label. Subtract .9 (22mm) from the desired placement, and then enter that measurement on the display. The display reads from left to right as follows: Inches, Tenths of an Inch, and Hundreds of an Inch (hundreds of MMs, tens of a MMs, and MMs. Each position on the display has its own button below it. The position will read from 0-9 and then back to 0.

Example: If your placement is 2.62”,  $2.92 \text{ minus } .9 = 1.72$  Set display to 1.72 (you may have to make minor adjustments up or down to reach best location)

# DISPENZA-MATIC Label Dispensers

## 3 Year Warranty

Your new machine has been carefully constructed of the finest materials, and manufactured with precision machining. Every effort has been made to build a quality product that will give you many years of enjoyable service.

All Dispensa-Matic Label Dispenser equipment is warranted for 3 Years after the original retail purchase against defects in materials and workmanship. If a problem arises, call or E-Mail us. We can diagnose most problems over the phone, but sometimes a return is needed. Repairs or modifications resulting in damage will VOID the warranty. Returned items must be ADEQUATELY packed and sent prepaid by the customer. Shipping damage do to improper packing will VOID the warranty. **INCLUDE A NOTE** stating the problem, date of purchase, company name, contact name, phone number and address. We will make necessary repairs and ship it back to you at our expense via standard ground shipping, if under warranty and within the U.S.A.

We **do not** warrant trouble due to: **NEGLECT, ABUSE** or improper treatment of the equipment.

After the warranty period has expired, charges are made for repairs on a time and materials basis, and return shipping charges will be added to our service bill.

Call or E-Mail with ANY questions:

Dispensa-Matic Label Dispensers

28220 Playmor Beach Rd

Rocky Mount, MO 65072 USA

Phone: 1-573-392-7684 FAX: 1-573-392-1757

[info@dispensamatic.com](mailto:info@dispensamatic.com)