

LOADING INSTRUCTIONS

Quad Hi-Capacity Small Core Tissue Dispenser



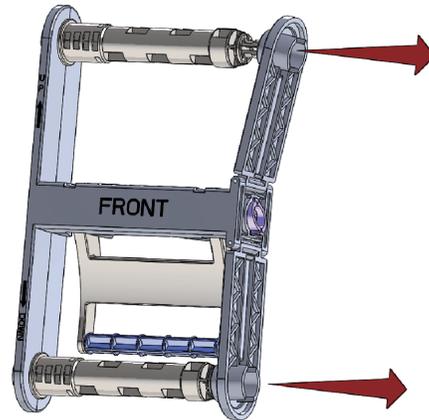
Step 1

Insert key into lock located at top of dispenser. Open front cover being careful not to allow front cover to drop freely. Slide each tissue bracket out of the top of the dispenser as shown.



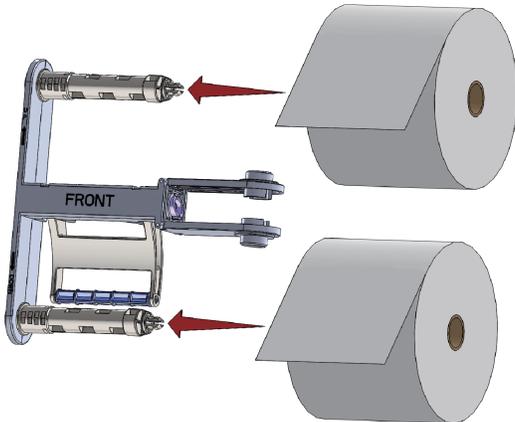
Step 2

Pull the top and bottom of the right-side carriage arms to open as shown.



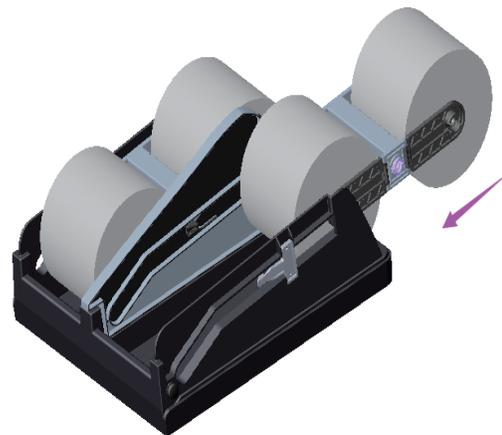
Step 3

Load the toilet paper roll onto each spindle ensuring that the leading edge of the tissue is dispensing from the front of the rolls. Snap each arm back into place.



Step 4

Slide each bracket back into the dispenser as shown. Ensure that each bracket is inserted into the dispenser properly. Note that each bracket is marked with the word "front" indicating the front side of the bracket to ensure that the bracket is not installed backwards. In addition, each bracket is marked with "up" and "down" arrows to ensure that bracket is not installed upside down.



Step 5

Close front cover ensuring that lock latch is secure. To obtain paper, simply pull the paper from the bottom of the dispenser. The dispenser is now ready.



Keyed vs Push Button Locking Options

This dispenser has an option to allow maintenance staff to open the dispenser by either requiring a key or by simply depressing the lock with a finger.

1. For access requiring a key: To require a key to open the dispenser, initially insert the key into the lock and turn the lock to the horizontal position as shown in Figure 1. A key will be required to open the dispenser when the lock is left in this position. This option is generally used in public restrooms where tissue or towel needs to be secured.

- OR -

2. For push button access without requiring a key: To set the dispenser to open without requiring a key, use the key initially to turn the lock counter-clockwise to the position shown in Figure 2. The dispenser will now open by depressing the lock with a finger (without requiring a key) if the lock is left in this position. This option is generally used in restrooms where tissue or towel security is not an issue

Keyed Operation

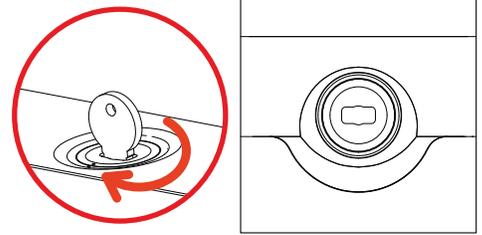


Figure 1

Push Button
Operation

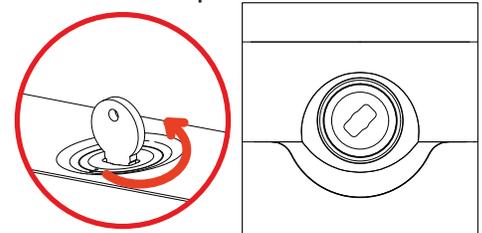


Figure 2