

# INSTRUCTIONS FOR MAINTENANCE

## BOBRICK SANITARY NAPKIN/TAMPON VENDORS – MODELS B-2706 and B-3706

### MAINTENANCE

#### To load Dispensers:

Insert 20 napkin packages, measuring between 2-7/8" x 3/4" x 4-1/8" to 3-1/8" x 1-1/8" x 4-3/8" (73 x 19 x 105mm to 80 x 29 x 111mm) in the napkin magazine (see Advisory Bulletin TB-25). Then insert 30 tampons, measuring between 4-5/8" long x 9/16" diameter minimum to 5-1/8" long x 3/4" diameter maximum (118 x 14mm to 130 x 19mm) in the tampon magazine.

#### To empty Coin Box: (25¢ and 50¢ only)

Unlock coin box lock with key provided and pull forward to remove. Empty coin box then reinsert coin box ensuring rectangular feet are fully inserted into coin box bracket mounting slots (see Fig. A). Lock coin box into place.

#### To dispense Napkin or Tampon:

Insert coin(s) in coin slot (25¢ and 50¢ only), push button as far as it will go and release. When *one* napkin or tampon is left, the napkin or tampon red *empty* indicator blocks the coin slot to prevent another coin from being inserted and indicates time to refill.

### REPLACEMENT PARTS (refer to Fig. B)

(A) Product Tray Kit	3706-60
(B) Coin Box Kit	3706-344
(C) Door Assembly Kit, Free (includes Bezel Assemblies)	3706-256
(D) Door Assembly Kit, 25¢ (includes Bezel Assemblies)	3706-157
(E) Door Assembly Kit, 50¢ (includes Bezel Assemblies)	3706-158
(F) Coin Conversion Kit, Free, 25¢, 50¢ (includes Bezel Assemblies)	3706-240
(G) Tampon Bezel Assembly Kit Free	3706-288
(H) Napkin Bezel Assembly Kit Free	3706-289
(I) Tampon Bezel Assembly Kit 25¢	3706-191
(J) Napkin Bezel Assembly Kit 25¢	3706-192
(K) Tampon Bezel Assembly Kit 50¢	3706-193
(L) Napkin Bezel Assembly Kit 50¢	3706-194
(M) Tampon Magazine Assembly Kit Free	3706-294
(N) Napkin Magazine Assembly Kit Free	3706-295
(O) Tampon Magazine Assembly Kit 25¢	3706-205
(P) Napkin Magazine Assembly Kit 25¢	3706-206
(Q) Tampon Magazine Assembly Kit 50¢	3706-215
(R) Napkin Magazine Assembly Kit 50¢	3706-216
(S) Door Lock & Key (keyed to Cat 74)	383257
(T) Door Lock & Key (keyed to Cat 118 for added security)	3706-175
(U) Flange for Recessing	352-17

#### If vendor fails to work properly, ensure that:

1. Machine is loaded with correct size napkins and tampons.
2. Damaged napkins or tampons are not jamming mechanism.
3. Coin box is seated properly on coin box bracket. (25¢ and 50¢ only)
4. Coin box is not full. (25¢ and 50¢ only)

#### To replace individual Magazine Assembly:

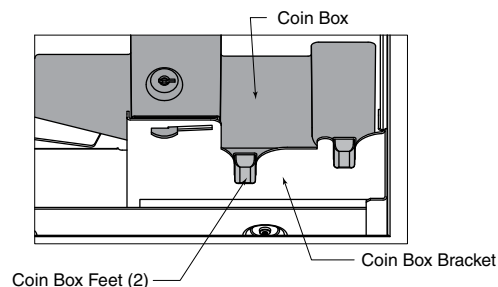
Order applicable Free, 25¢ or 50¢ Napkin and/or Tampon Magazine Assembly Kit. Remove napkins and/or tampons from vendor. Remove existing magazine by unscrewing two (2) hex nuts from each magazine assembly as indicated in figure B; install new magazine assembly using same hex nuts.

#### To convert coin denomination:

Order Part No. 3706-240 Coin Conversion Kit which includes two (2) Bezels, Label Sheet with Free, 25¢, and 50¢ labels, and lever assembly for each coin denomination. For complete set of instructions for conversion in the field, refer to Form No. 3706-261.

**Note:** If converting from Free to a coin operated vendor, a coin box kit, Part No. 3706-344 must be ordered separately.

Fig. A



**IMPORTANT NOTE:** (25¢ and 50¢ only) Ensure coin box round feet are engaged in coin box bracket.

#### To replace Bezel Assembly:

Remove existing bezels from the door by removing three (3) plastite screws from each bezel assembly on the door. Install new bezels ensuring that the locating pins are properly engaged and reinstall existing screws. Refer to replacement parts for correct Bezel assembly.

#### To replace Product Tray Kit:

Order Part No. 3706-60. Remove four (4) plastite screws from bottom of cabinet and remove tray. Install new tray using same screws. If unit is recessed, unit must be removed from wall to access screws for product tray replacement.

#### To replace Door Locks:

Order 2 each Part No. 383257 or 3706-175. Remove lock nut from inside of door. Install new locks, securing them with new lock nut.

#### To replace Door:

Order Part No. 3706-156 for Free operation, 3706-157 for 25¢ or 3706-158 for 50¢. Unlock and open door. Use nail or similar object to push hinge pin out of hinge knuckle and use pliers to pull hinge pin out. Remove door. Using same hinge pin, align hinge knuckles of new door with the cabinet and insert pin from top. Ensure hinge pin is aligned flush at top or bottom of hinge barrel and filed smooth.

Fig. B

