

# INSTRUCTIONS FOR MAINTENANCE

## BOBRICK SANITARY NAPKIN/TAMPON VENDORS – MODELS B-37063, B-370634, and B-370639

### MAINTENANCE:

#### To Load Napkins

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) (see Advisory Bulletin TB-25).

#### To Load Tampons

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).

#### To Empty Coin Box

Open coin box lock with key provided. Lift coin box up to clear feet, pull out to remove. Empty coin box then reinsert coin box ensuring round feet are engaged in bracket. Lock into place. (refer to Fig. A)

#### To Dispense Napkin or Tampon

Insert coin in coin slot, push button as far as it will go and release. When *one* napkin or tampon is left, the napkin or tampon *empty* indicator blocks the coin slot and prevents another coin from being inserted.

#### 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.
4. Coin box is not full.

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

(A)	Product Tray Kit	3706-60
(B)	Coin Box Kit	3706-144
(C)	Door Assembly Kit, 25¢ (includes Bezel Assemblies)	37063-157
(D)	Door Assembly Kit, 50¢ (includes Bezel Assemblies)	37063-158
(E)	Coin Conversion Kit, 25¢ (includes Bezel Assemblies)	3706-161
(F)	Coin Conversion Kit, 50¢ (includes Bezel Assemblies)	3706-162
(G)	Tampon Bezel Assembly Kit 25¢	3706-191
(H)	Napkin Bezel Assembly Kit 25¢	3706-192
(I)	Tampon Bezel Assembly Kit 50¢	3706-193
(J)	Napkin Bezel Assembly Kit 50¢	3706-194
(K)	Tampon Magazine Assembly Kit 25¢	3706-205
(L)	Napkin Magazine Assembly Kit 25¢	3706-206
(M)	Tampon Magazine Assembly Kit 50¢	3706-215
(N)	Napkin Magazine Assembly Kit 50¢	3706-216
(O)	Door Lock & Key (keyed to Cat 74)	383257
(P)	Door Lock & Key (keyed to Cat 118 for added security)	3706-175
(Q)	2" Skirt for Semi-Recessing	370634-7
(R)	6" Skirt for Surface-Mounting	370639-8

#### To replace individual Magazine Assembly:

Order applicable 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 diagram above; install new magazine assembly using same hex nuts.

#### To convert coin denomination:

**From 25¢ to 50¢** – order part number 3706-162 Coin Conversion Kit 50¢ (includes Bezel Assembly for both Napkin and Tampon, and Coin Return Lever Assembly). To convert denomination, remove two (2) machine screws from each of the converters at locations indicated by E and F in the diagram above. Install Coin Return Lever Assembly so that the 50¢ embossment is on top and reinstall screws. Replace Bezel Assembly to match the coin denomination of the magazine. Refer to instructions for replacing Bezel Assembly.

**From 50¢ to 25¢** – order part number 3706-161 Coin Conversion Kit 25¢ (includes Bezel Assembly for both Napkin and Tampon, and Coin Return Lever Assembly). To convert denomination, remove two (2) machine screws from each of the converters at locations indicated by E and F in the diagram above. Install Coin Return Lever Assembly so that the 25¢ embossment is on top and reinstall screws. Replace Bezel Assembly to match the coin denomination of the magazine. Refer to instructions for replacing Bezel Assembly.

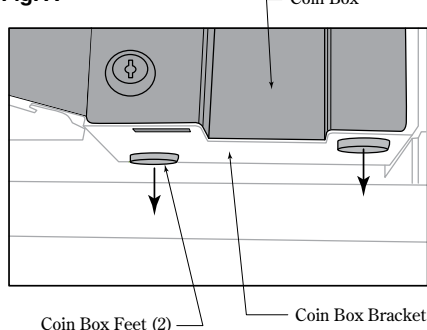
#### To Replace Bezel Assembly:

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.

### IMPORTANT NOTE:

Ensure coin box round feet are engaged in coin box bracket.

Fig. A



#### To Replace Product Tray Kit:

Order part number 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 part number 383257 (x2) or 3706-175. Remove lock nut from inside of door. Install new locks, securing them with new lock nut.

#### To Replace Coin Box:

Order part number 3706-144. Open coin box lock with key provided, lift coin box up to clear the feet and remove. Install new coin box kit by sliding into coin box bracket, ensuring round feet are engaged in bracket. Lock into place. (refer to Fig. A)

#### To Replace Door:

Order part number 37063-157 for 25¢ or 37063-158 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

