

Dear Valued Customer:

We would like to congratulate you and give a little friendly advice on your new vending machine. Please make sure you go through all your boxes in the first three days of delivery to insure your order is correct and no damage is done.

As an added bonus your vending machine comes with two dispensing wheels. Your machine will come with either a Gumball or Acorn wheel and a Candy wheel. This will be an added value to you which will allow you to easily change between the wheels to dispense different types of product. Although the machine you ordered might not come with the wheel you wanted installed it can be easily changed out.

Helpful hints with your machines. There are only three moving parts in the bulk candy machine, we would like to go over them with you to help keep your machines working better and last longer.

1. **The lock and key-** This is a two piece part and should never be over tightened. If the lock is over tightened then it will easily seize up after awhile and not work anymore. The lock comes with either two or four notches on the top, this means the key can come out two or four different ways so you will be able to snug it down without over tightening the lock. Once it starts to feel snug back off to the last notch and then remove the key.
2. **The key comes with a number engraved like B-001 please keep this number handy.** The key comes with a guide pin that will line up with the locks notches, if for some reason your lock is misaligned then remove the guide pin by sanding it off; this should allow you to undo lock. If this doesn't work you will need to drill the lock out by using a 1/4 inch drill bit, drill down the center of the lock about 3/4 of an inch which should break the pins and release the top part of the lock, then unscrew the second half by hand.
3. **The Gumball, Acorn or Candy wheel-** This can be set for the amount of candy that you would like to dispense. Read the instructions provided to adjust the wheel. For instructions on changing wheels please see the back of this sheet.
4. **The Coin mech-** Once a year (depending on usage) you should tighten up the screws on the back of the coin mech (do not over tighten).

Metal 3 Head Machine & Stand Assembly

Metal Stand Assembly & Machine Attachment Instructions

Note: The height of the stand has been designed with the customer in mind.

The stand was designed to put the machine at the right height for the best possible visibility and make it easy to be seen. The height of the stand is also important due to the fact that if it was any taller the machine would have the potential to become top heavy.

Step 1 – Check Parts

Open the stand box and inventory the parts before assembling. There will be 1 to 3 stands per box. Make sure the right amount of parts for the amount of stands you have ordered exist. There should be 1 bag of screws per stand with 4 pan head screws and 4 counter sunk screws. 1 round base and 1 center post. (you will need a Phillips 4 head screw driver to put the stand and machine together.)

Step 2 – Attach Center Pole to Base

Place the stand pole upright with the round end up. Take the round base, turn it upside-down so that it is in the shape of a bowl, place it on the pole and slip it into place so the screw holes line up. Then use the 4 pan head (larger) screws to attach the base to the pole. Tighten the screws snugly with your screw driver once you have all 4 screws in place ready to be tightened. Turn the stand upright ready to assemble the machine to the stand.

Attaching the Machine to the Metal Stand

Step 1 - Take Apart the Machine in Preparation for Attaching to the Stand:

Remove the lid.

Remove all three globe canisters. Remember the gumball canister goes back in middle slot.

Unlock the coin door in the back of the machine and remove the coin drawer.

Step 2 – Attaching the Machine to the Stand

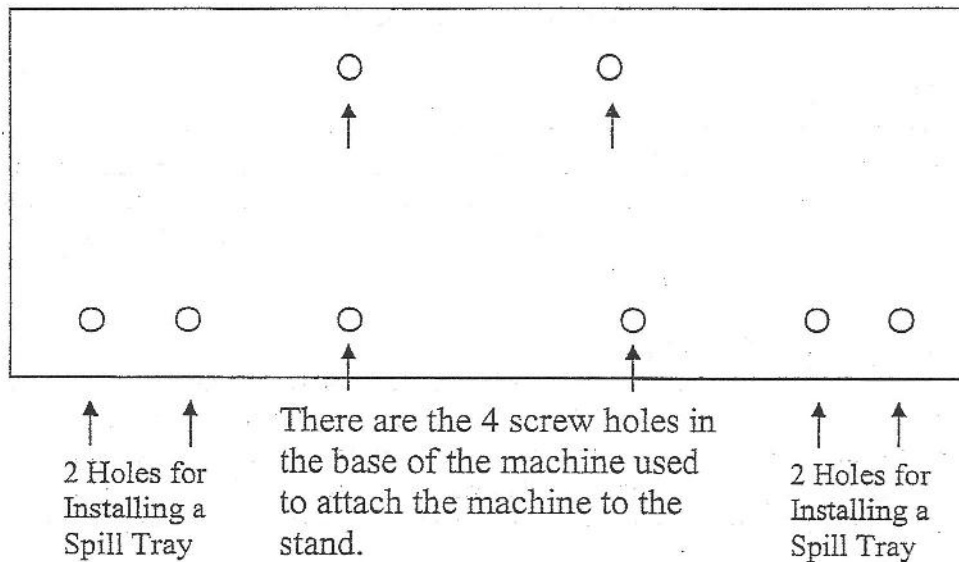
Place the machine on the stand. The 2 screws on the bottom of the machine will slide into the hole in the center of the top plate of the stand.

Line up the 4 holes shown in the center of the diagram below with the 4 pre tapped holes in the stand top plate.

Place the four counter sunk bolts in the four holes that line up with the holes in the top plate of the stand (See diagram below). Using a Phillips screwdriver, screw the screws in until they are tight. (Do not over tighten)

Metal 3 Head Machine & Stand Assembly Continued

(Back)



(Front)

Step 3 – Put the Machine back together

The machine and the stand are attached. To get the machine ready for use you should do the following.

Put the coin drawer back in and lock the coin drawer with the lock and key. **Do Not over Tighten. The lock only needs to be snug.**

Set the candy or gum canister by lifting up the canister so you can see the bottom of the canister and the area where the candy or gumball will come out. Make sure the wheel is set so you can see the whole area that will dispense the product in the middle of the black hopper that holds the product wheel in place.

Put the candy or gum canisters back in the machine.

Put the lid back on the machine and lock it in place with the lock and key. **Do Not over Tighten. The lock only needs to be snug.**

INSTRUCTIONS ON CHANGING DISPENSING WHEELS

Barrel Machine - Remove lock and key from the top of the machine. Once the lock and keys is removed go ahead and take off the lid of the machine. Under the lid you will notice two long side rods(screws) that hold the globe down to the hopper of the machine. Remove these screws by using a Philips screwdriver. Once they are removed you can now take off your globe allowing access to the dispensing wheel. Remove the wheel that is currently installed in the machine and install the new wheel according to the directions provided for the correct wheel. Once the new wheel is installed reassemble the machine the same way you took it apart.

Square Machine - Remove lock and key from the top of the machine. Once the lock and keys is removed go ahead and take off the lid of the machine. Inside the globe you will notice 4 screws in each corner holding the globe down to the hopper of the machine. Remove these screws by using a Philips screwdriver. Once they are removed you can now take off your globe allowing access to the dispensing wheel. Next there will be 2 screws that are on the outside of the dispensing wheel holding into place. Go ahead and remove them next. Remove the wheel that is currently installed in the machine and install the new wheel according to the directions provided for the correct wheel. Once the new wheel is installed reassemble the machine the same way you took it apart.

Classic Machine - Remove lock and key from the top of the machine. Once the lock and keys is removed go ahead and take off the lid of the machine. Under the lid you will notice two long side rods(screws) that hold the globe down to the hopper of the machine. Remove these screws by using a Philips screwdriver. Once they are removed you can now take off your globe allowing access to the dispensing wheel. Remove the wheel that is currently installed in the machine and install the new wheel according to the directions provided for the correct wheel. Once the new wheel is installed reassemble the machine the same way you took it apart.

***IF INSTALLING ACORN WHEEL:** You will need to remove part (A) Spacer completely from the machine. Also you will need to make the dispensing wheel large enough to accommodate an Acorn capsule. To do this you will need to remove the adjuster from part (B) of the gumball wheel. To do this remove the 3 black screws on the gumball wheel. Then rotate the adjuster so you can separate it from the gumball wheel.

METAL STAND ASSEMBLY AND MACHINE ATTACHMENT INSTRUCTIONS

Note: The height of the stand has been designed with the customer in mind.

The stand was designed for good visibility so it's easy to be seen. The height is also very important because if it were any taller the machine would make it too top heavy.

Step 1 - Check Parts

Open the stand box and inventory the parts before assembling. Each stand will consist of 1-Round Base, 1-Center Pole, 1-Bag of Hardware containing 4-pan head screws and 4-Phillips flat head screws.

Step 2- Attach Center Pole to Base

Place the stand pole upright with the round end up. Take the round base, turn it upside-down so that it is in the shape of a bowl, and place it on the pole. Then use the four pan head(larger) screws to attach the base to the pole. Tighten the screws snugly with a Phillips head screwdriver.

Step 3 - Attach Machine to the Stand Assembly

FOR EASIEST ASSEMBLY OF YOUR STAND, LEAVE THE 4 HEAD MACHINE IN THE BOX UPSIDE DOWN SO YOU CAN SEE THE BOTTOM OF THE MACHINE Turn your stand upside down and align the top of the stand pole with the 4 threaded holes on the bottom of the machine. The hole pattern is not completely square so if your holes do not line up the first time trying rotating the stand until they line up. Use the 4 Phillips (smaller flat head) screws to attach the stand to the machine going through the stand and into the bottom of the machine. Tighten the screws snugly with a Phillips head screwdriver.

Step 4 - Final Assembly

Carefully place the stand up right while the machine is attached to it and remove the box and bag from the machine.

Single - Double - Triple

METAL STAND ASSEMBLY AND MACHINE ATTACHMENT INSTRUCTIONS

NOTE: FOR SINGLE HEAD STAND INSTRUCTIONS SKIP STEP 3. THERE WILL BE NO TOP PLATE, ATTACH MACHINE STRAIGHT TO THE CENTER POLE.

STEP 1: CHECK PARTS

Open the stand box and inventory the parts before assembling. There will normally be 1 to 3 stand's per box. Each stand will consist of 1 round base, 1 center pole, and 1 double or triple top plate(if ordered), 1 bag of hardware containing 4 pan head bolts and 4 flat head bolts(or 12 to 16 flat head bolts for a double or triple top plate).

STEP 2: ATTACH CENTER POLE TO BASE

Place the stand pole upright with the round end up. Take the round base, turn it upside down so that it is in the shape of a bowl, and place it on the pole. Then use the 4 pan head bolts to attach the base to the pole. Tighten the bolts snugly with a Phillips head screwdriver.

STEP 3: ATTACH TOP PLATE TO CENTER POLE

With the pole secured to the base, turn the whole assembly right side up. So the base is now on the ground. Align the top plate to match the holes in the center pole. Then use 4 of the flat head bolts to attach the top plate to the pole. Tighten the bolts snugly with a Phillips head screwdriver.

STEP 4: ATTACH MACHINE TO THE STAND ASSEMBLY

Undo the lock on the machine and disassemble the machine completely down to the base and center post. Align the machine base with the 4 threaded holes on either end of the top plate or for single mounted machines line up the threaded holes on the top of the pole. Tighten the bolts snugly with a Phillips head screwdriver.

STEP 5: ASSEMBLE THE MACHINE BACK TOGETHER

With the machine base secured to the stand assembly, place the colored body (with the chute door, chute guard, and the coin mechanism) back on the base. Then take the globe assembly (refer to other instructions for proper setting of the candy or gum wheel) and place on top of the body. Fill the globe assembly with your product. Place lid on top of the globe assembly and tighten the lock snugly (DO NOT OVERTIGHTEN).

NOTE: REPEAT STEPS 4 AND 5 TO ASSEMBLE THE OTHER MACHINES TO THE OTHER POSITIONS IN THE TOP PLATE.