OPERATING INSTRUCTIONS FOR MODELS "U-25" "U-45" & "U-60"

Power advance dispenser for printed labels in rolls, or one up fanfold label formats.

U-25 Designed for labels up to 2 ½" width.

U-45 Designed for labels up to 4 ½" width.

U-60 Designed for labels up to 6" width.

We Tie It, Seal It, Lick It, And Stick It®!!!
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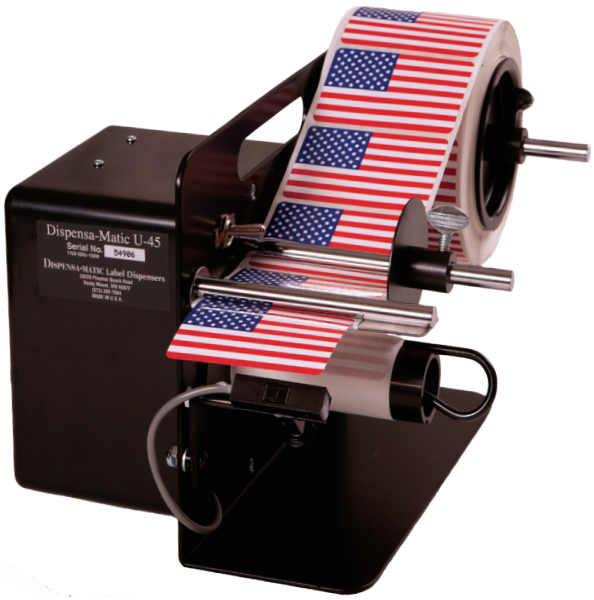
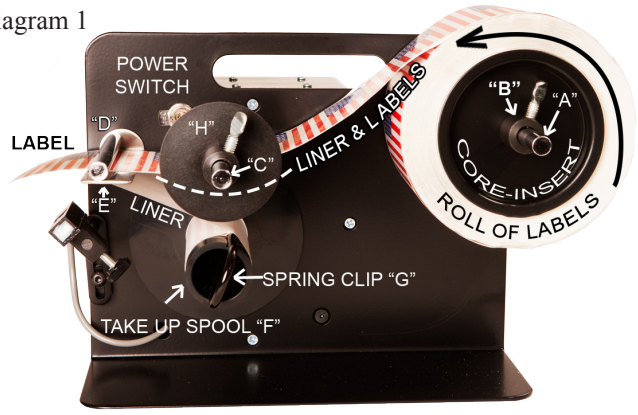


1. **For rolls with 3” cores**: Install one core insert onto rod “A” with the flange facing the side frame. Next, install the roll onto rod “A” with the labels facing up. Then install the remaining core insert onto the rod with the flange facing to the right. Now, install the 1” collar “B” with thumb screw so that it holds the core inserts against the roll. (U-25 apply slight pressure to the roll of labels by pressing against the outside core insert and hold the Side-Guide against it while tightening the thumb screw, referring to Diagram 2)

Diagram 1

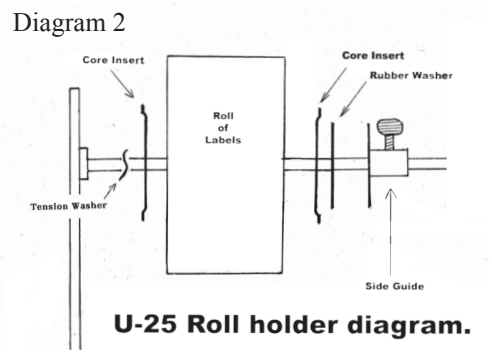


For rolls with cores smaller than 3”: Follow the directions above, but instead of inserting the core inserts into the roll, just let them rest against the side of the roll instead.

For Fan-Fold labels: Simply lay the stack behind the machine, and feed the labels over “A” and adjust the 1” collar “H” within 1/8” of the web.

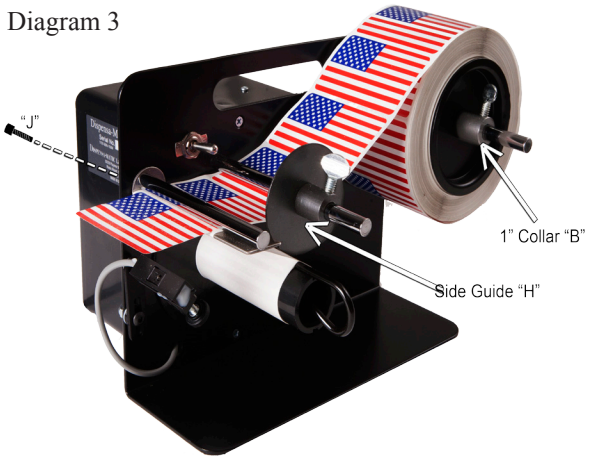
2. Pull leading edge of carrier paper under rod “C” (U-25 does not have a Rod “C”) through dispensing plate assembly (Rod “D” and plate “E”) and around dispensing plate “E” down towards take-up spool “F”. See diagram 1.

Diagram 2



3. About 5” of liner paper is needed for starting the dispensing operation. Attach leader to take-up spool by pulling spring clip “G” off of spool “F”, feeding the paper around the top of the spool “F”, and then sliding the spring clip “G” back onto the spool “F” pinching the paper between the spool and the clip. **Make sure to align the clip with one of the grooves in the spool, and also make sure the paper is fairly straight.**

Diagram 3

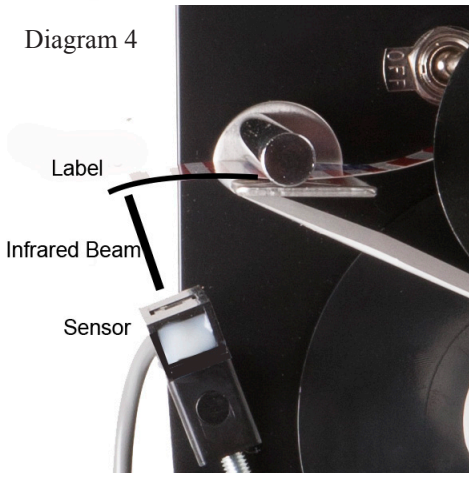


4. Adjust Side-Guide “H” within 1/8” of web, but make sure not to force the web against the side frame of the machine, this will cause tearing.

5. **For all labels except for clear Labels**: Point the sensor towards the desired label stop position. Your can either pivot the sensor on the shaft, or rotate the metal bracket, or both. The sensor can see most labels at long distances (1-3 Inches Away).

Clear Labels: (Refer to diagram 3 and 4) When using clear labels it is important to keep the sensor perpendicular to the label. The infrared beam must bounce off the label back into the sensor as directly as possible. This is why the sensor can be pivoted on the shaft AND the bracket. Usually sliding the sensor all the way up the bracket puts the sensor at a good distance for detecting clear labels. You can also rotate the rear of the dispensing plate “E” down by slightly loosening screw “J”, as shown in Diagram 3, giving a more perpendicular alignment to the sensor. Diagram 4.

Diagram 4



6. PROBLEM LABELS: Very thin stock such as acetate, mylar, or vinyl may not release from the carrier paper, but instead will continue down around the table and remain on the carrier. We can provide a special sharp edge plate and tension kit which will usually work for dispensing these labels. (This is already included with the U-25) If you supply us with a sample roll of your labels we can diagnose if the sharp table will work, or what other modification can be made to dispense them.

   MULTIPLE ROW LABELS: Some label printers will put more than one of the same label side-by-side on the carrier. These labels are not a problem as long as the label length does not exceed 1 ½" in length, just peel the labels from right to left, and once the left most label is peeled the machine will automatically advance the next row.

7. **WASTE CARRIER PAPER REMOVAL:** The more carrier paper waste permitted to wind on the take-up spool, the faster the movement of the web thru the dispenser. This may or may not be beneficial to the dispensing operation. Waste should be removed periodically as necessary. It only takes a few moments when done properly. To remove waste, rotate the roll of waste counter-clockwise, reversing its winding direction and loosening the winding. When sufficiently loose, pull the spring-clip straight out and then remove the waste easily from the spool.

8. **CLEANING: MAKE SURE MACHINE IS UNPLUGGED!** Cleaning adhesive from the machine is accomplished by using a safe for plastic solvent such as Naptha, or Lighter fluid containing Naptha. **MAKE SURE ALL SOLVENT HAS EVAPORATED BEFORE PLUGGING IN MACHINE!**

9. **WARRANTY: This unit is covered by a full 3 Year Warranty from date of purchase. If anything fails on the label dispenser within the first 3 years we will repair the unit, and return shipment within 2-days! (This warranty does not cover abuse of the machine due to dropping, or bending the rods or side-frame.)**

10. **Service:** In the unlikely event your machine needs service after 3 years, just return the machine to us and we will diagnose your machine the same day we receive it! If you approve the repair costs we will ship it out the very next day! Please make sure to include a note with a description of the problem, and a phone number we can use to contact you!

13. Shipment to us is FOB, and return ground UPS shipping is covered under the warranty. After warranty expires return shipping is FOB. Our address is:

    Dispensa-Matic Label Dispensers
    28220 Playmor Beach Rd
    Rocky Mount, MO 65072

Included with the machine:

2 Allen wrenches (Large for dispensing plate adjustment, small for lateral sensor adjustment)
Operating Instructions
Warranty