

## Installing & Pressure Arm Instructions

If your container is light weight, and requires the pressure arm, the Flat-Matic comes with two different sizes.

1. To install the pressure arm assembly remove the four 10/32 screws & nuts from the bottom of the assembly.
2. Place the assembly on top of the Flat-Matic towards the front as shown in the photo on Page 1. Then screw in the 10/32 screws with screws facing out and the nuts on the outside of the machine.
3. With the laser switch flipped up to the “Dispense Off” position, place your container on the belt below the pressure arm. Adjust the rod height so that the rod is 1/16th off the top of oval slot. This will allow the container to flow freely under the pressure arm, while simultaneously applying pressure to the container.

## 3 Year Warranty

Your new machine has been carefully constructed of the finest materials, and manufactured with precision machining. Every effort has been made to build a quality product that will give you many years of enjoyable service.

All Dispensa-Matic Label Dispenser equipment is warranted for 3 Years after the original retail purchase against defects in materials and workmanship. If a problem arises, call or E-Mail us. We can diagnose most problems over the phone, but sometimes a return is needed. Repairs or modifications resulting in damage will VOID the warranty. Returned items must be ADEQUATELY packed and sent prepaid by the customer. Shipping damage do to improper packing will VOID the warranty. **INCLUDE A NOTE** stating the problem, date of purchase, company name, contact name, phone number and address. We will make necessary repairs and ship it back to you at our expense via standard ground shipping, if under warranty and within the U.S.A.

We **do not** warrant trouble due to: **NEGLECT, ABUSE** or improper treatment of the equipment.

After the warranty period has expired, charges are made for repairs on a time and materials basis, and return shipping charges will be added to our service bill.

Call or E-Mail with ANY questions:

Dispensa-Matic Label Dispensers

28220 Playmor Beach Rd

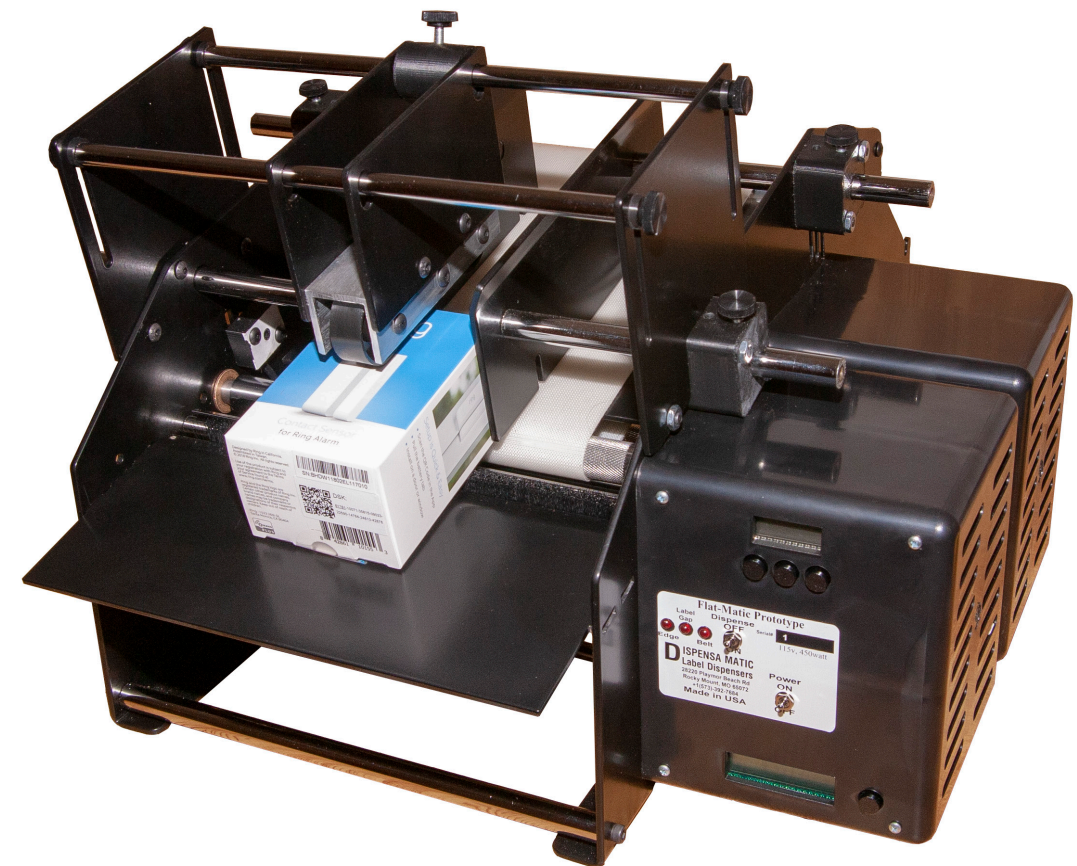
Rocky Mount, MO 65072 USA

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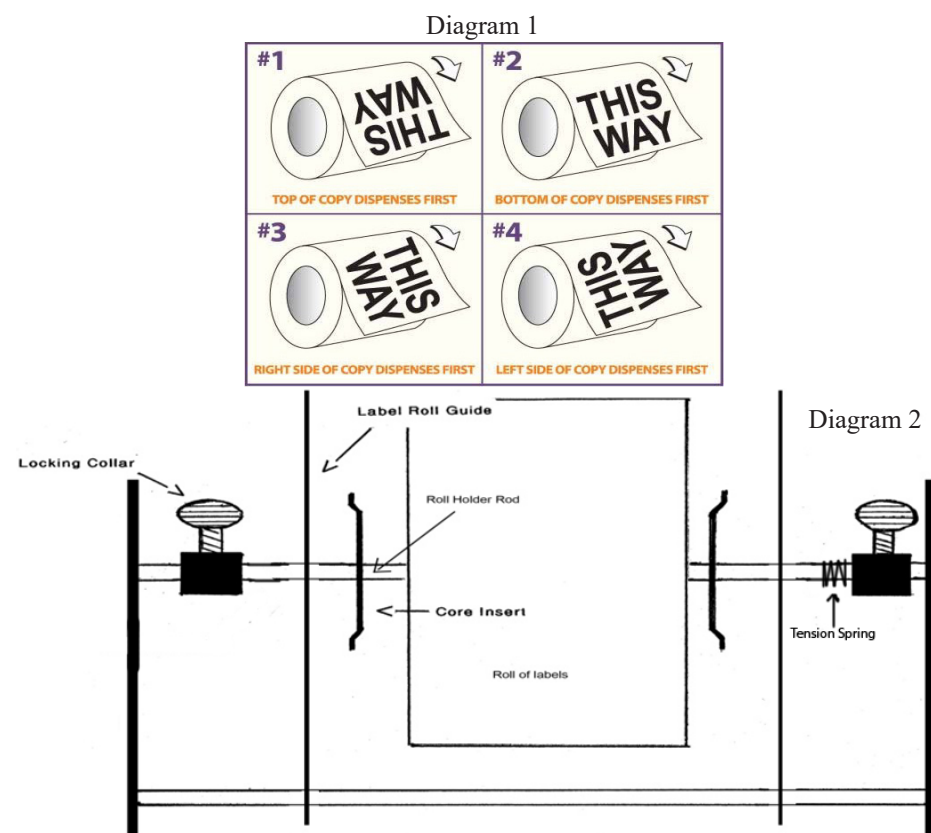
## OPERATING INSTRUCTIONS FOR Flat-MATIC

**For labeling Flat containers,  
from 1/2” to 6” Tall.**



## Label Info and Mounting

Labels should be wound on 3” cores with the core extending all the way to the edge of the roll. Any “label out” copy position is acceptable. The copy position for printed labels is number 1, 2, 3 or 4, see diagram 1. This determines which way the label dispenses off of the roll and also which direction you will put the container into the machine. Copy 2 allows the bottom of the container to be applied first as shown in the picture on page 1. Labels must be die-cut with approximately 1/8” gap. Narrow labels will work but the backing paper for them must be at least 1-1/2” inch width.



There are two 9” long, metal roll guides and a tension spring included with the machine. These guides should be placed on either side of the roll of labels between the metal core inserts and the locking collar. The notches on the end of the guide slide onto the chrome rod at the bottom of the machine. Tension spring goes between the right roll guide and the locking collar on the right side of the roll of labels as shown in diagram 2.

## Threading the Labels

1. Pull feed roller assembly forward until it swings freely. Located under the machine with a knurled roller.
2. Remove the Front table by bringing it to the left, and then up and to the right.
3. Twist the brush out of the way so that you can see the label sensor. Insert the labels onto the the machine.
4. With labels facing down, unroll about 2 feet (600 mm.) of the labels and bring them under the entire machine and towards the front. Thread the labels between the sensor, and then between the front rod and dispensing table. Your labels will then feed directly around the dispensing table and go back down under the belt. From the back of the machine reach under the machine and toward the front. When reaching, reach between the feed roller assembly & back label drive roller (both rollers are knurled) and grab the backing paper. Bring the backing paper through the two knurled rollers and to the roll of labels.
5. Put slight tension on the labels by pulling them towards the back of the machine and STRAIGHT over the roll of labels.
6. Once the labels are properly aligned with the roll, lock the feed roller assembly into place. Do this by applying pressure to knurled roller, pushing it towards the back of the machine so that it “**SNAPS**” into place.
7. Power on machine. Run your finger over the laser to dispense a label. Two Labels will dispense after the machine is first turned on. If labels continue to feed without stopping, you have not threaded the labels between the sensor. **If** the belt continuously moves without stopping, you will need to adjust the laser height.
8. Move the brush back to its original position, and adjust height of the brush if needed (height adjustment can be made by loosening the allen head screw located on the right side of the rod that holds the brush). Reinsert the Front table by sliding the left hand side in first, and then push down and to the right.

## Laser Sensor Adjustment

**ONLY IF STEP 6 FAILS! LASER ADJUSTMENT DOES NOT AFFECT PLACEMENT!**

9. The Laser tells the machine to dispense a label. You can adjust the hight of the laser on the right, and the laser receiver on the left hand side. If the belt is constantly running the laser is not going into the receiver, or the laser is too low, and detecting the belt itself.
10. The laser has two screws that keep it tight, loosen these with your fingers, adjust to the correct height, and then tighten. The laser reciever on the left, you will need to loosen and adjust so that the red laser is in the middle of the reciever. If you see the red laser on the white paper of the reciever, it is not adjusted correctly. The red laser will go into the center of the receiver. **When adjusted correctly, the Laser Sensor LED light will come on.**

## Horizontal Label Adjustment

Adjusting horizontal placement of the labels on the object can be done 2 different ways:

1. You can simply adjust the side guides to apply the label where you need.
2. You can slide the labels side to side, but this may require you to move the label sensor if the labels no longer being thread through label sensor, then refer to step 4.

## Vertical Label Adjustment

The Flat-Matic will allow 2” to dispense before the start of your container. This is for containers with tamper seals.

- 1) Measure how far up on the container you would like to apply your label. Add 2” to this measurment and put the results into the digital display.

For Example: You have a container, and would like the label to start to be applied 1/2” from the begining edge. in the digital display put: 2.50. This stands for 2 1/2”.

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