



Nothing wasted. Everything gained.™

About your new Preserve Cutlery Dispenser

1) Placing Your Dispenser

Your dispenser will work best if it is placed on a level surface and is prevented from sliding back. Please use either a backstop (for example, up against a wall) or screw down the base. You can access the screw holes in the front of the base by removing the tray.

If you choose to mount your dispenser to a wall you will need to use the wall mount. The wall mount comes with every dispenser and is secured into the back panel. If you do not need it now, please save it for later. Fully loaded the dispenser weighs about 25 lbs; please use screws and supports that fit your wall type.



2) Loading Your Dispenser With Cutlery

Please train all operators who will load the cutlery.

- a) Lift off dispenser's clear green hood and set it aside.
- b) Push button at top of chamber and pull down chamber door to open.
- c) Hold cutlery sleeve with bowl or tines facing down. Knives must face to the right.
- d) Slide cutlery all the way down into the channel.
- e) Slide sleeve off and recycle with your paper recycling.
- f) Each chamber of the dispenser holds about 100 pieces of cutlery (about 2 sleeves).

- ❖ **Cutlery must be inserted face down. Cutlery inserted the incorrect way will not dispense.**
- ❖ **Handle the sleeves with care. Cutlery may fall out. No adhesive.**
- ❖ **Do not overfill the chambers or push cutlery down from the top.**



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Button to open chamber



Top of Chamber



Sleeve with Cutlery



Chamber with Fill Lines

Take care to properly replace the dispenser hood after loading the cutlery.

3) Replacing the Hood

When replacing the dispenser hood, it is important to make sure that the tongue of the hood is properly inserted in the slot at the back of the dispenser. When properly inserted, it will not fall off.



4) Learning More

For videos about loading and troubleshooting jammed dispensers, please see Preserve's website for links to videos in Spanish and English. www.preserve.eco/dispenser

Most jams can be fixed by removing all of the cutlery and reloading.