



POLY TAPE DISPENSER INSTRUCTIONS

Page 1 of 1

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Please follow these instructions to install and set tape into your dispenser.

First, lay aside the plastic bag the dispenser was packaged in because we will use it to set the poly tape and test the dispenser.

1. Now mount the roll of poly tape in the machine so that when you pull the end of the tape it will be "**Sticky Side Up**"
2. Once the tape roll is mounted on the dispenser, pull the end of the tape forward, pass the end of the machine and let it lay there.
3. Next, take the plastic bag that the unit was packed in and twist the end a couple of turns. Using both hands, grip the "twisted part" of the bag on both sides with your hands and push the twisted part of the bag down thru the slot - **all the way**. The tape is now set into the rollers and the bag should be taped closed.

Once the tape is set you should not have to reset if until you install a new roll or if the tape fouls - as may happen on rare occasions.

To confirm the dispenser is working, you may twist the plastic bag once again on the other end and push it thru the machine again. The bag should again be taped closed.

When pushing the bag down thru the slot all the way to the bottom the cutter should cut off any excess bag. If you do not need to cut off any excess it is not necessary to push the bag down into the cutter. (The white block with the cutting blade).

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