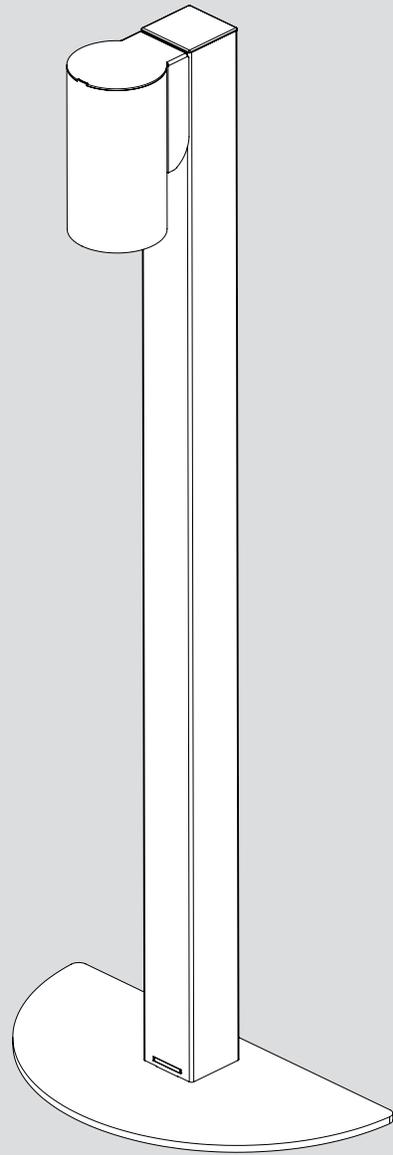


SINGLE POST ELECTRIC DISPENSER



USER GUIDE

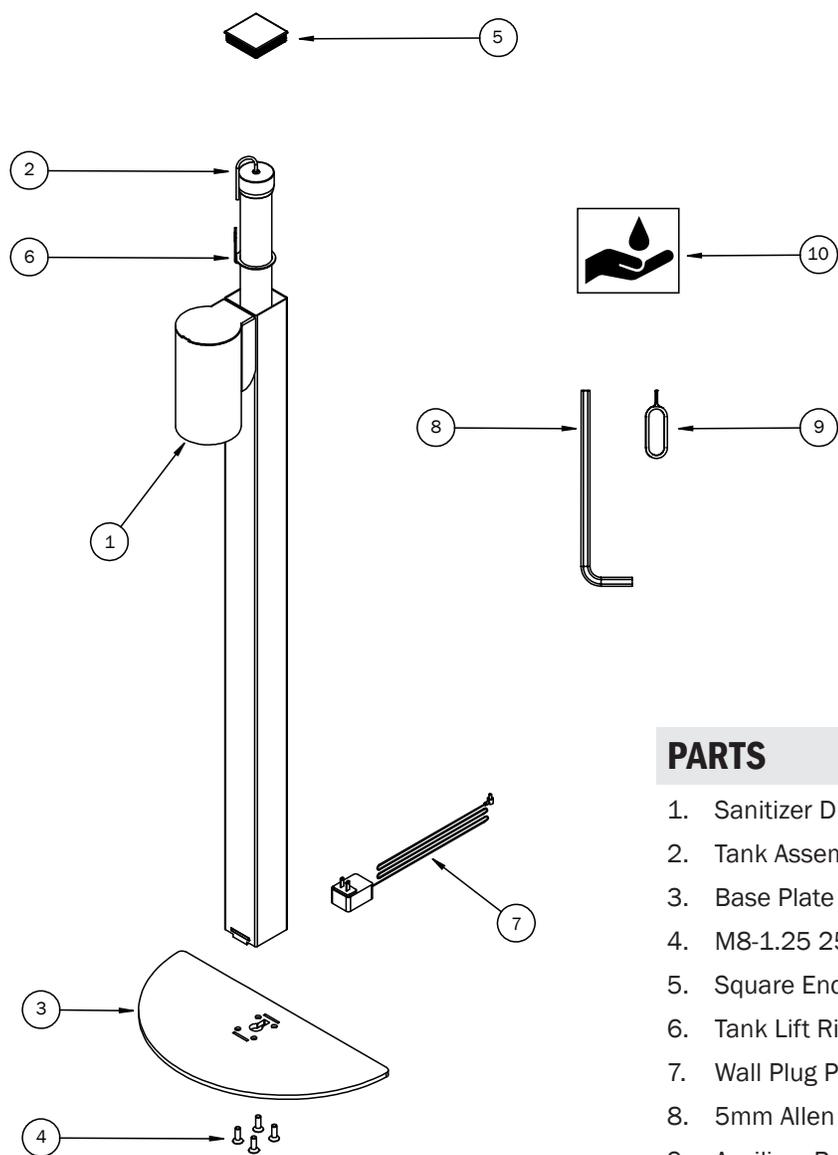
This page was intentionally left blank.

TABLE OF CONTENTS

Parts Diagram	4
Safety Information	5-6
Assembly Instructions	7-11
Operation Information	12
Troubleshooting	13
Warranty	14

This manual explains how this product is assembled, used, and maintained. All products are subjected to functional and quality tests before leaving our facility.

PARTS DIAGRAM



PARTS

Qty/Package

1.	Sanitizer Dispensing Stand	1
2.	Tank Assembly	1
3.	Base Plate	1
4.	M8-1.25 25mm FHSC Screw	4
5.	Square End Cap	1
6.	Tank Lift Ring	1
7.	Wall Plug Power Adapter	1
8.	5mm Allen Key	1
9.	Auxiliary Button Key	1
10.	Decal	1

SAFETY INFORMATION

IMPORTANT SAFETY INSTRUCTIONS *Save these instructions.*

DANGER

To keep this product from tipping, place it on a firm and level surface with the back of the unit against a wall.
To reduce the risk of electric shock: Always unplug this furnishing from the electrical outlet before cleaning, moving, refilling, or performing maintenance as needed.

WARNING: To reduce the risk of death, serious injury, or property damage, read and follow this safety information and the provided instructions when assembling this product. Do not change or replace components and accessories provided by the manufacturer.

KEEP AWAY FROM CHILDREN

Do not allow children to use this product unattended.

BEFORE USING THIS PRODUCT

Be sure the components are securely fastened with the appropriate screws.

USE APPROPRIATE HAND SANITIZING FLUIDS

- Use only liquid and non-foaming hand sanitizer with 80% or less alcohol content.
- Always unplug unit from power source before refilling.
- Always remove tank from stand before refilling.
- Dispensed fluid is intended for external use only. Refer to hand sanitizing product for actions in case of ingestion.
- The tank has a 1.5 liter capacity. To obtain a maximum of 1.2 liters fill to 5 inches from top of reservoir. See NFPA 101 on ABHS or local codes and ordinances for a complete list of applicable requirements.

USE CARE WHEN MOVING STAND

- Disconnect plug from outlet before moving stand.
- Do not move stand with liquid sanitizer in the tank.
- To limit spills, remove tank from stand before moving.

DO NOT OPEN ELECTRICAL COMPONENTS

Do not attempt to service dispenser stand electronic components. There are no user-serviceable parts inside the electronic control dispensing head. If your stand needs service, contact customer service. Never operate this unit if it has a damaged cord or plug.

KEEP STAND DRY

Keep all electrical components away from water, wet environments, or high humidity. Clean only with a dry or slightly damp cloth. Do not spray cleaning solutions directly onto unit.

PLUG INSTRUCTIONS

This product is equipped with a power adapter that does not have an equipment-grounding conductor. Only use the power adapter provided. Make sure that the product is connected to an outlet with the sametype of electrical connectors as the power adapter (as shown in Illustration A) that is properly installed in accordance with all local codes and ordinances. **Do not modify the power adapter provided with the product** – if it will not fit the outlet, have a proper outlet installed by a qualified electrician. **No adapters are to be used with this product.** Keep cord away from heated surfaces.

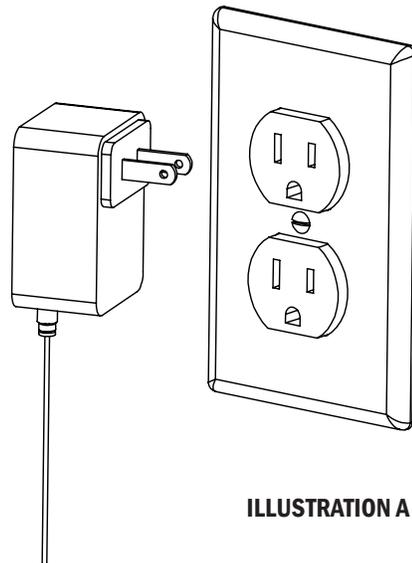


ILLUSTRATION A

ASSEMBLY INSTRUCTIONS

The assembly of this product is to be made in accordance with this manual. Changes to the unit or improper use may affect the safety, function, and life of your product.

ASSEMBLY OVERVIEW

1. Remove tank and assemble base
2. Assemble the power supply
3. Fill tank
4. Install square end cap
5. Energize power adapter and prime pump
6. Affix decal (*optional*)

If you have any difficulty assembling this unit, or need to order replacement parts, please contact our Customer Service department. Use the parts diagram on page 4 as a reference.

1 REMOVE TANK AND ASSEMBLE BASE

Locate the following parts; Base Plate (Part 3), M8-1.25 25mm FHSC Screw (Part 4). Locate the following parts from inside the Sanitizer Dispensing Stand (Part 1): Tank Assembly (Part 2), Tank Lift Ring (Part 6), and Square End Cap (Part 5). Remove the square end cap from the sanitizer dispensing stand. Disconnect the fill line on the tank from the twist-on fitting inside the opening of the stand. Using the tank lift ring, lift the tank assembly out of the sanitizer dispensing stand. **See Illustration B.**

NOTE - the top cap is only pressed onto the tank and not permanently attached. Do not lift the tank by the top cap.

Carefully set the tank assembly, lift ring, and square end cap aside for step 3.

Lay sanitizer dispensing stand down on floor for assembly. Use packaging materials or other available cushioning materials in between the stand and floor to prevent scratching dispenser stand or floor. Insert the appropriate tabs on the sanitizer dispensing stand into the slots on the base plate ensuring the base plate is oriented with the hole chamfers facing away from the post. Locate the 5mm Allen key (Part 8). Insert the 4-*ea* M8-1.25 25mm FHSC screws through the base plate holes and thread into the aligned threaded holes inside the post, securing the base plate to the dispensing stand. Tighten screws with the 5mm Allen key supplied in the hardware pack. **See Illustration C.**

ILLUSTRATION B

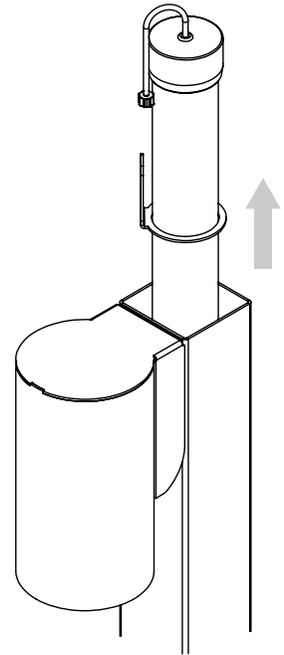
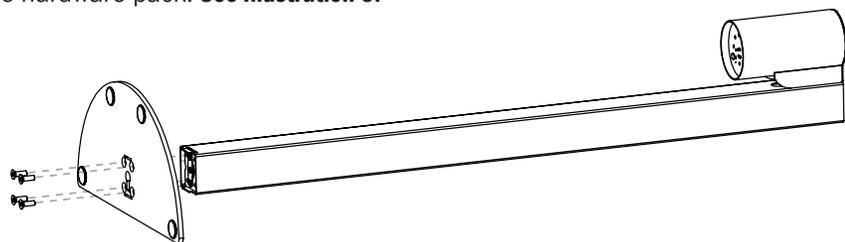
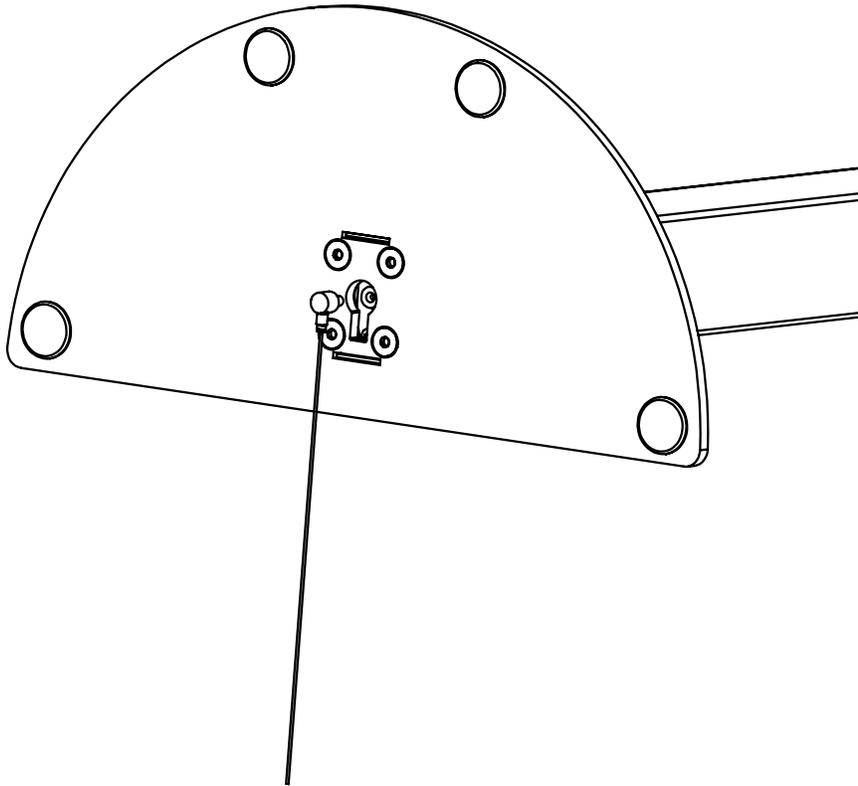


ILLUSTRATION C



2 ASSEMBLE THE POWER SUPPLY

Locate the sanitizer stand and base from step 1 and the Wall Plug Power Adapter (Part 7). Find the power jack located inside the bottom of the sanitizer stand and accessible from the cutout on the base plate. Align the wall plug power adapter with the power jack through the base plate cutout and connect the two items by pressing them together.



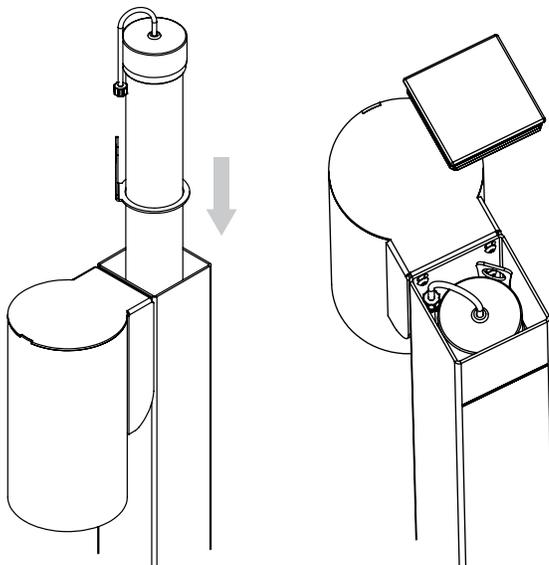
3 FILL TANK

Before filling the tank, position the hand sanitizer stand vertically in the desired location that is within reach of the wall outlet. **Do not connect the power adapter to the wall outlet at this step.**

Locate the Tank Assembly (Part 2) and Tank Lift Ring (Part 6) that were set aside during step 1. **Do not lift the tank by the top cap.**

Set the bottom end of the tank on the ground and remove top cap with inserted fill line by firmly pulling the cap off the pipe. Do not remove the fill line from the cap. Keep all tank components clean and free from dirt or debris while performing step 3. To assist with keeping components clean - when refilling the tank, remove the top cap and tilt to side of tank leaving the fill line inside of tank while refilling. Fill the tank with an appropriate liquid hand sanitizer fluid. Be sure to leave the fluid level below the top edge of the tank to ensure the tank doesn't overflow while reinserting the fill line into the tank. Refer to the safety section for more information on hand sanitizer fluids and the tank capacity.

Reinsert the fill tube line into the tank and visually ensure the end of the fill line is at the bottom of the tank. Secure top cap in place by firmly pressing the cap onto the tank. Take care to not excessively bend the external portion of the fill line when securing the top cap in place.

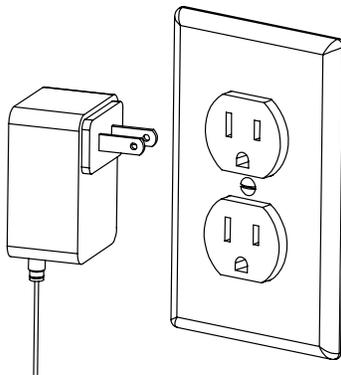
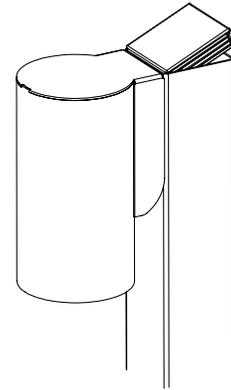


Reinsert the tank assembly into the stand, ensuring the lift ring is properly in place and seated on the top portion of the tank. *The tank assembly is not sealed at the top and fluid can spill out of the grommet on the top cap.* Ensure the tank assembly stays vertical while being reinserted into the stand to prevent spillage.

Reconnect the fill line to the twist-on fitting until finger tight inside the stand. Ensure the twist-on connectors are placed along the side of the tank and not left in the space above the top cap. If the connectors are left on top of the tank cap, the fill line could be pinched by the end cap installed on the next step.

4 INSTALL SQUARE END CAP

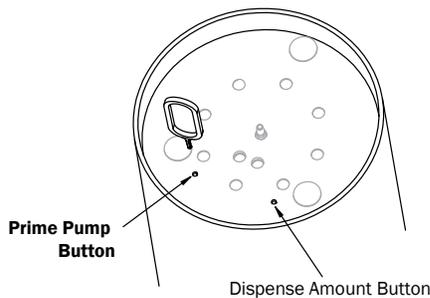
Locate the square end cap (Part 5) that was set aside during step 1. Insert the front edge of the square end cap at an angle into the square tube opening. Then firmly push the end cap into place until underside of cap is flat and flush with top tube surface.



5 ENERGIZE POWER ADAPTER & PRIME PUMP

Following the guidelines in the safety section of this user guide, connect the power adapter to an appropriate wall outlet and wait for dispensing head LEDs to initialize and illuminate. Test the unit by waving a hand under the dispensing head and wait for LEDs to illuminate.

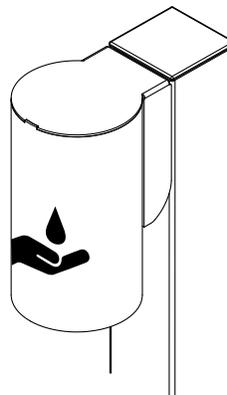
Prime pump by pressing and holding the Prime Pump Button using Auxiliary Button Key (Part 9) or by waving hand under dispensing head until hand sanitizer liquid dispenses. This process could take up to 15 seconds when using the auxiliary button key.



Adjust the dispense amount by pressing the Dispense Amount Button using Auxiliary Button Key (Part 9). Without adjustment, the dispense amount default is set to 0.5 seconds (Green LEDs). Quickly press the button once to change the amount to 0.75 seconds (Blue LEDs). When set to 0.75 seconds, quickly press the button once again to change the amount to 1 second (Red LEDs) dispense time. When set to 1 second, quickly press the button again to change the amount back to 0.5 seconds (Green LEDs). To prevent spills - take care to not activate the motion sensor when pressing the buttons.

6 AFFIX DECAL (OPTIONAL)

Attach decal to dispensing head.



OPERATION INFORMATION

WARNING: Disconnecting the power adapter between refills will reset LED counter. If disconnected in between refills, refill tank to top level, then reconnect the power adapter. If unit is left unused for 2 to 3 days, the dispensing pump may lose it's prime. To re-prime - wave hand under the dispenser 2-3 times to re-prime the dispenser pump.

REFILLING THE TANK

LEDs will blink red to notify the tank is getting low and needs to be refilled.

Disconnect the power adapter, then remove the square end cap and tank assembly from the stand as directed in the first part of step 1 of this guide. Once the tank assembly has been removed, perform assembly steps 3 through 5.

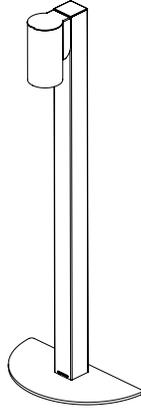
TROUBLESHOOTING

UNIT

PROBLEM	SOURCE	SOLUTION
Dispenser does not illuminate or dispense hand sanitizer fluid	No power adapter	Plug in the power adapter or check the connection on the bottom power jack. See Section 2 for power jack location. See Safety section or Section 5 for instructions on plugging in power adapter to wall outlet.
	Max duty cycle is exceeded	Unplug the power adapter from the wall outlet, wait 15 seconds, then plug the power adapter back into the wall adapter.
	Damage during transit	Check dispenser head for any external damage, scratches, or dents when first installed. Contact customer service.
	Defective wire harness	Do not attempt to remove the wire harness. Contact customer service.
	Defective dispensing head	Do not attempt to disassemble the dispenser head. Contact customer service.
Dispenser head illuminates, but does not dispense hand sanitizer fluid.	Pump lost prime	If unit is left unused for 2 to 3 days, the dispensing pump may lose its prime. To re-prime - wave hand under the dispenser 2-3 times to re-prime the dispenser pump.
	Tank fill line is suspended above fluid level in tank	Remove top tank cap and visually inspect with a light source to ensure the opening of the fill line is at the bottom of the tank.
	Incorrect hand sanitizer solution	Empty and rinse tank with clean water, let dry, then fill with correct hand sanitizer solution. See Safety section for hand sanitizer solution criteria.
	Tubing is kinked	Check tubing for kinks inside of stand that goes between the dispenser head and tank. Next, check for kinked tubing inside of tank. If tubing is kinked, reroute the tubing so that it is not kinked.
	Defective dispensing head	Do not attempt to disassemble the dispenser head. Contact customer service.

WARRANTY

CONTACT YOUR SALES REPRESENTATIVE FOR WARRANTY INFORMATION



**SINGLE POST
ELECTRIC DISPENSER
USER GUIDE**