

# PHOENIX® TAPE DISPENSERS

## Instructions for the M-1 Manual Gummed Tape Dispenser

### SET-UP

1. REMOVE PRESSURE SENSITIVE HOLD DOWN TAPE FROM TAPE PLATE. (TAPE PLATE IS IN THE BACK OF MOVABLE CUTTING BLADE AND SURROUNDS THE UPPER FEED WHEEL)
2. UNTIE THE PRESSURE PLATE. (ON TOP OF BRUSHES)
3. REMOVE WATER TANK FROM FRONT OF MACHINE, AND THEN REMOVE BRUSHES FROM TANK. (NOTE THERE IS AN ANGLE ON THE BRUSHES. THEY MUST BE REPLACED IN THE SAME DIRECTION)
4. WASH WETTING BRUSHES (2) WITH SOAP AND WARM WATER. RINSE THOROUGHLY TO REMOVE SOAP RESIDUE. REPLACE BRUSHES IN TANK SO THAT TAPE WILL TRAVEL ACROSS THE ENTIRE WIDTH OF THE BRUSHES.
5. UNTIE AND REMOVE WATER BOTTLE FROM U-BRACKETS, FILL WITH WATER AND REPLACE IN U BRACKETS. HOLD FINGER OVER THE SPOUT WHILE REPLACING BOTTLE. BOTTLE SHOULD REST ON 2 U BRACKETS AND THUMB SCREW IN THE TANK. THUMB SCREW IS USED TO RAISE AND LOWER THE WATER LEVEL.

### TAPE LOADING

1. UNDER BACK COVER OF YOUR MACHINE ARE TWO BAFFLE TYPE PLATES, WHICH RESTRICT SIDEWISE MOVEMENT OF TAPE AND KEEP IT ALIGNED WHILE IT IS BEING DISPENSED. THE BAFFLES ARE FACTORY SET FOR 3" TAPE. THEY MAY SHIFT IN SHIPPING. PLEASE ALIGN BAFFLES WITH GROOVE IN BOTTOM PLATE AND THE ROD HOLDING BAFFLE IN PLACE. THEY SHOULD BE SET TO SNUG UP AGAINST THE TAPE YOU ARE USING, BUT NOT RESTRICT THE MOVEMENT.

2. PLACE THE ROLL OF TAPE ON THE BOTTOM PLATE IN THE BACK OF THE MACHINE BETWEEN THE TAPE GUIDES (BAFFLES). PULL THE LEADING EDGE OF THE TAPE OVER THE BLACK ROLLER AND OVER THE SILVER ROLLER AND UNDER THE TAPE PLATE UNTIL THE TAPE IS POSITIONED UNDER THE FEED WHEEL.

#### USING THE DISPENSER

1. PULL HANDLE TO DESIRED LENGTH. THERE IS A SCALE AROUND THE DRUM JUST INSIDE THE HANDLE BACK, IN INCHES.
2. RELEASE THE HANDLE; THIS WILL CAUSE THE TAPE TO BE CUT. DO NOT CARRY HANDLE BACK, JUST RELEASE IT.
3. HANDLE SHOULD BE OVER THE CENTER OF THE MACHINE. PUTTING THE HANDLE OVER THE OUTSIDE OF THE MACHINE CAUSES DAMAGE TO YOUR UNIT.

#### UTILITY TOP

1. OFTEN USED ITEMS LIKE MARKERS, UTILITY KNIVES, AND STAMPS ARE EASILY STORED ON THE FRONT COVER. DO NOT PUT BEVERAGES ON THE MACHINE.

#### MAINTAINING THE PHOENIX® M-1

1. WASH THE WETTING BRUSHES ONCE A WEEK WITH SOAP AND WATER. ONCE A MONTH RINSE OUT THE WATER TANK.
2. CLEAN THE SHEARS AND PRESSURE PLATE WHEN NEEDED AS THEY CAN ACCUMULATE GLUE. DO NOT SCRAPE JUST CLEAN WITH WARM WATER. GLUE IS WATER SOLUBLE.

THANK YOU FOR BUYING THE BEST TAPE MACHINE AVAILABLE ON THE MARKET TODAY!