

Labeling (Machine Setup)

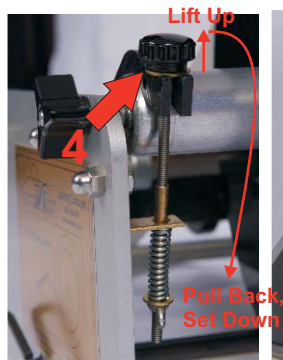
1. If there is a label roll on the machine already, tear the label backing about 3" past the front of the machine.



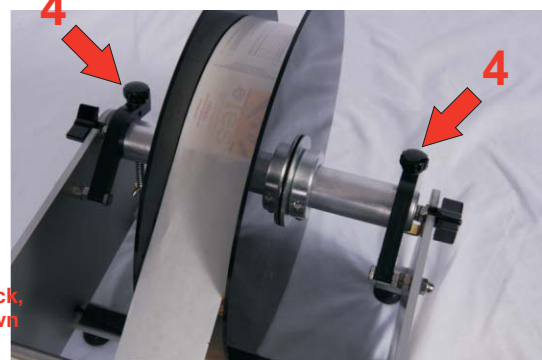
2. Remove the black wing nut on the RIGHT side.



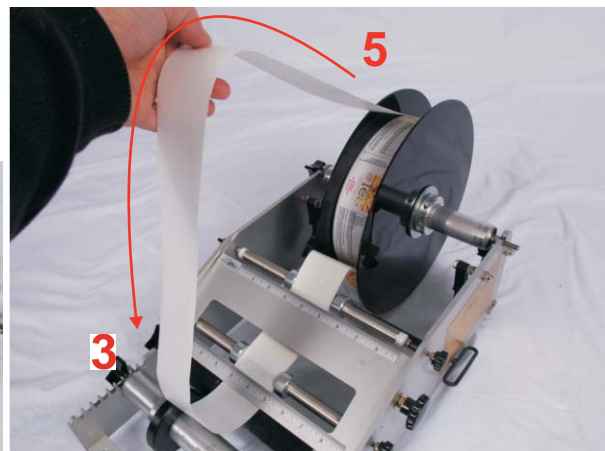
3. Loosen the black wing nut on the LEFT side.



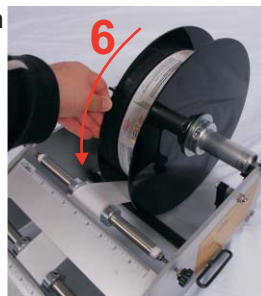
4. Remove both tensioners on the right and left.



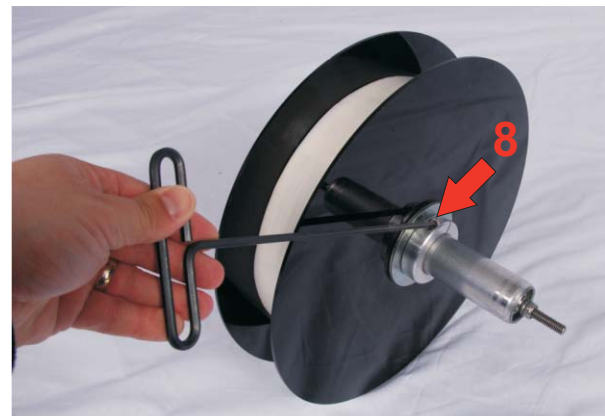
5. If there is a label roll already in the machine, pull the extra backing and labels back through the machine.



6. Rewind the roll, then tape the end of the roll so it doesn't unwind.



7. Remove the label spindle.



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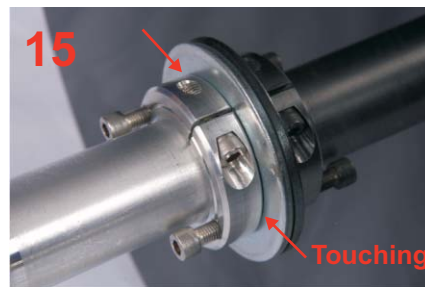
9. **Remove** the set collar, washer, black plastic label guide.
10. **Remove** label roll and return it to storage.
11. **Remove** outer black label core adapter.



12. **Load** the desired label roll with labels coming off the roll from the bottom. The label roll should fit over the one remaining black label core adapter.
13. **Reinstall** the black label core mount with tapered edge facing inward. Slide in until the outer edge is flush with the outer edge of the label roll.
14. **Reinstall** the black plastic label guide, washer, and then the set collar.



15. **Loosen** the set screws on the SIDE of the Left set collar until the washer and set collar are touching.

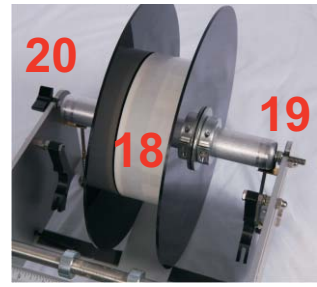


16. **Push** the right set collar in with one hand and **tighten** the set screw with the other hand. Do not over tighten.



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17. **Tighten** tensioning screws to ensure the label roll is held in place. Alternate from side to side. These screws only need to be gently tightened. Do not over tighten or bear down on these screws. Over tightening can crack the black plastic label guide. When properly installed, there should be about a 1/16" gap between the set collar and the washer.

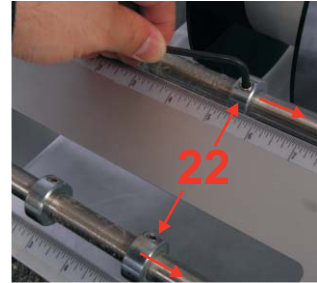


18. **Reinstall** label spindle onto machine.

19. **Install** right black wing nut and tighten.

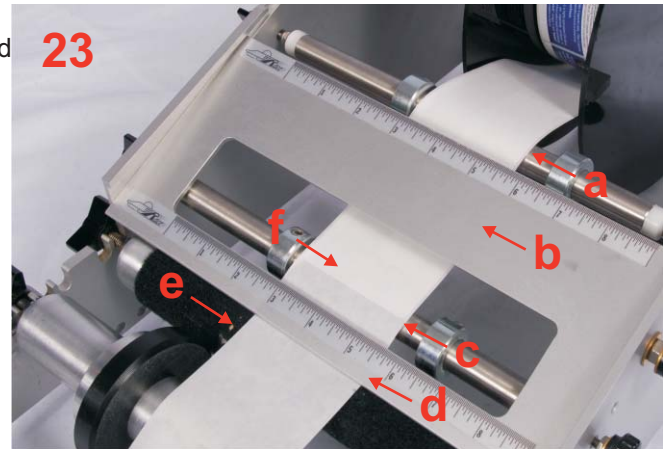


20. **Tighten** left black wing nut.



21. **Move** the black tensioners back over the spindle, **pull** the black knobs and brass washers over the tensioners.

22. **Loosen** the right set collar guides and them to the right.

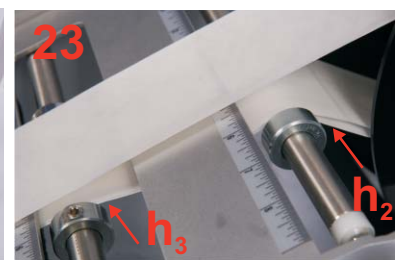
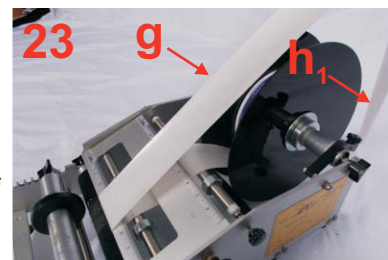


23. **Feed** label roll through. The machine can be turned on its side if needed.

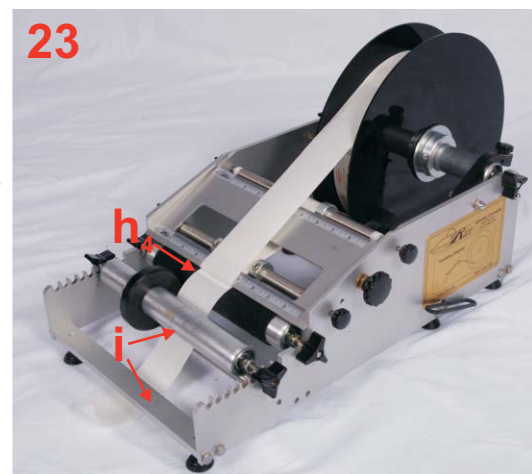
- a) Label paper goes up and over the first roller.
- b) Then under the center plate with rulers on it.
- c) Then over the lower roller.
- d) Then under the lower part of the center plate.
- e) Then above the padded roller.
- f) Pull label paper through until the first label reaches the opening in the center plate. If you are threading a new roll, feed labels until 10 labels have past the center hole.

- g) Fold label paper back over the top of the machine.

- h) Loop paper under the label spindle, then under the paper previously threaded through in steps a - d. Make sure the paper is below the first layer of paper and on top of the same rollers used in steps a - d) This time leave the paper below the padded roller. Pull all of the loose paper through until it is tight and the first label starts to peel off of the backing about 1/4".

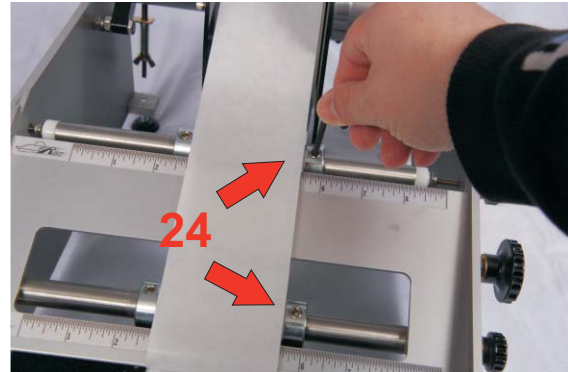


- i) Make sure the label paper comes out under the front metal roller and metal plate.



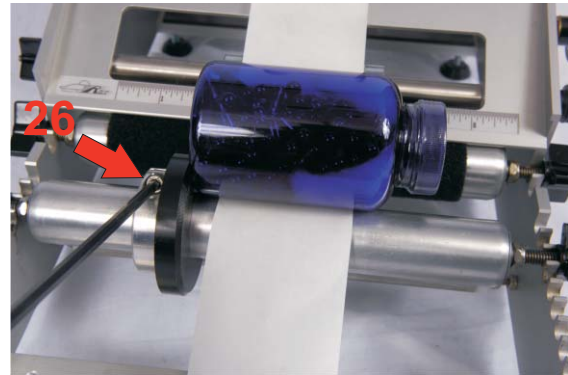
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24. **Slide** the set collar label guides back to the left. Leave a slight gap between the labels and the set collar, so the labels don't bind up. Tighten the set screws.



25. If the label sized changed from the previous labels used, then the label position need to be adjusted so that it is centered on the bottle. If the label size is the same as the previous one, check to make sure the label is going to line up properly on the bottle (see step 29).

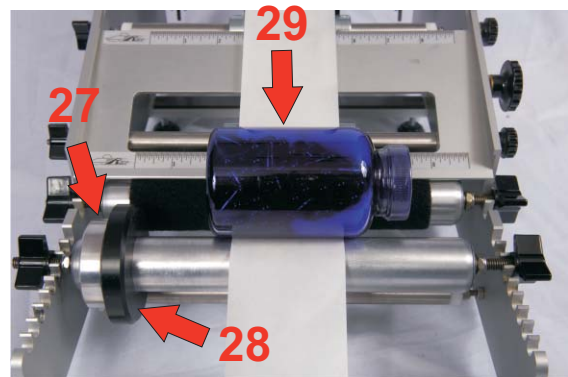
26. To adjust the label position first **loosen** the set screw on the large set collar on the front roller.



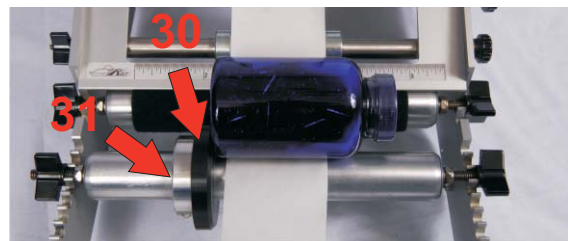
27. **Slide** set collar to the left.

28. **Slide** black spacer to the left.

29. **Position** a bottle on the roller so that the label is centered on the main portion of the bottles body.



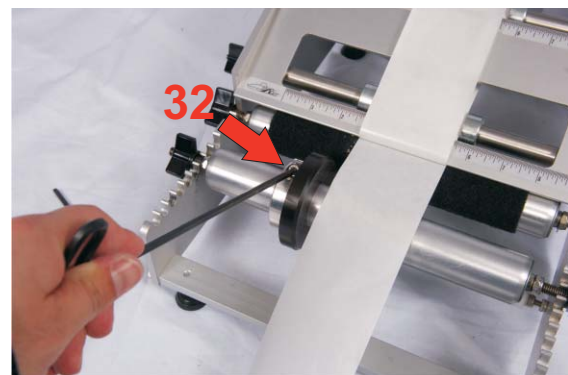
30. **Slide** the black spacer to the right next to the bottle. Re-check the bottle position to make sure the black spacer hasn't moved. The black spacer is very tight on the roller so it won't easily move during adjustment.



31. **Slide** the set collar over next to the black spacer.

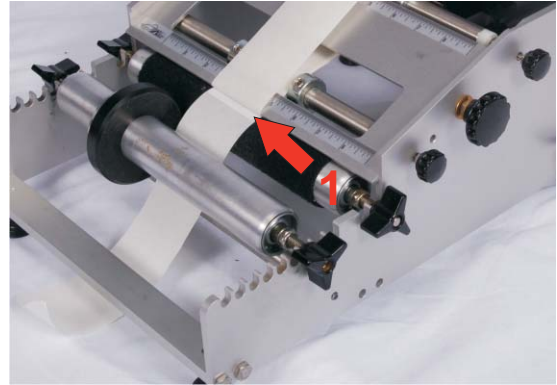
32. **Tighten** set screw on the set collar.

33. **Apply** first label to check to see if positioning is correct. If it needs to be readjusted loosen set collar, then move the black spacer as needed, then tighten the set collar again. See the labeling procedure section for instructions on how to apply the labels.

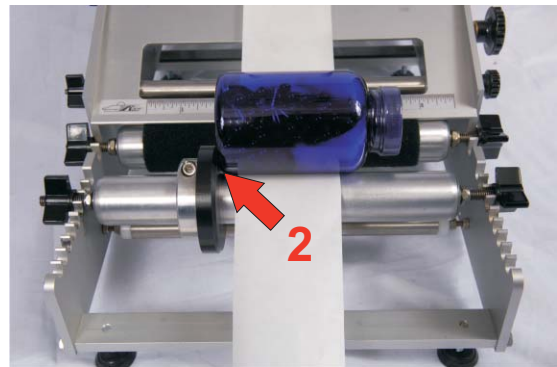


Labeling (Procedure)

1. Pull label paper out to expose 1/4" of the label.

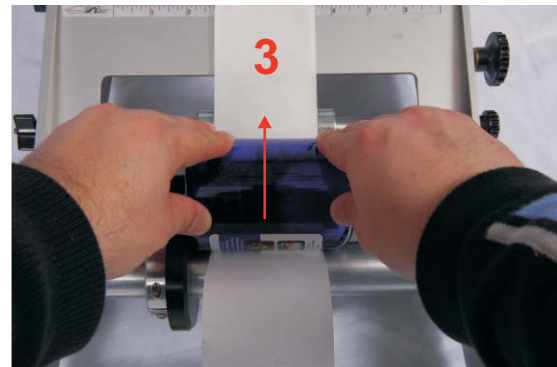


2. Slide a bottle up against the black spacer with the lid on the right side and then set it down on the rollers.

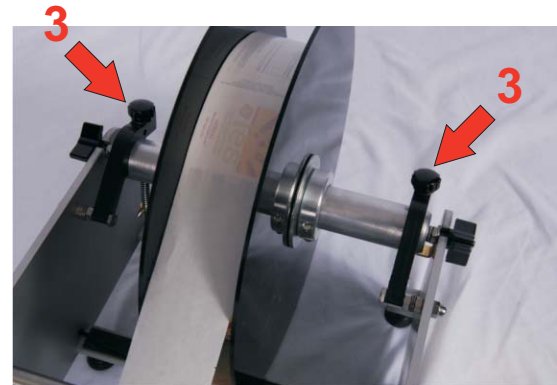


3. Push down and forward gently on the bottle spinning it forward until the label is completely applied.

The label backing paper should stop advancing once the label is applied, and the bottle will spin freely without causing the label backing to move. If the paper continues to move, which will cause a double label, you may be pushing too hard. If that doesn't solve the problem then the label spindle tensioners need to be tightened. Turn the black knobs clockwise to tighten them.



If it takes too much pressure to make the label paper advance when spinning the bottle, then there is too much pressure on the label spindle. To release pressure on the spindle, loosen the tensioners by turning the black knobs.



4. Repeat at step 1 for the next bottle.
5. When finished apply lot number / expiration dates to the bottom of the bottles if needed.