Installation Instructions

## INC-80 and INC-80S18 Cup Dispenser Assembly Instructions

## Tools Needed

- 1 Medium Size Phillips Head screwdriver
- Hole Saw
- Drill and $1 / 8^{\prime \prime}$ dill bit


## Assembly Components

## NOTE: PLEASE READ INSTRUCTION AND IDENTIFY ALL PARTS BEFORE ASSEMBLY.

Rough-n Measurements


| Model | $\mathbf{1}$ | $\mathbf{2}$ | $\mathbf{3}$ | $\mathbf{4}^{*}$ |
| :---: | :---: | :---: | :---: | :---: |
| INC-80 | $6-5 / 8^{\prime \prime}$ <br> $(16.8 \mathrm{~cm})$ | $23-1 / 8^{\prime \prime}$ <br> $(58.7 \mathrm{~cm})$ | $5-1 / 4^{\prime \prime}$ <br> $(13.3 \mathrm{~cm})$ | $5-1 / 2^{\prime \prime}$ <br> $(13.9 \mathrm{~cm})$ |
| INC-80S18 | $6-5 / 8^{\prime \prime}$ <br> $(16.8 \mathrm{~cm})$ | $18-1 / 8^{\prime \prime}$ <br> $(46 \mathrm{~cm})$ | $5-1 / 4^{\prime \prime}$ <br> $(13.3 \mathrm{~cm})$ | $5-1 / 2^{\prime \prime}$ <br> $(13.9 \mathrm{~cm})$ |

*Mounting hole diameter

The INC-80 and INC-80S18 contains the following parts:


Figure 1. Cup Dispenser Parts

| ITEM | PART <br> NUMBER | QTY: | DESCRIPTION |
| :--- | :--- | :--- | :--- |
| A | 8013044 | 1 | Bezel |
| B | 8013053 | 1 | Gasket, Medium Cup (comes installed) |
| C | N/A | 3 | Screw, Phillips Head, \#8 x 1" <br> (In Bag of Parts) |
| D | 8013043 | 1 | Flange |
| E | 8013049 | 1 | Tube (INC-80) |
|  | 8013050 | 1 | Tube (INC-80S18) |
| F | $8013048-2$ | 1 | Push Plate (Includes Label) |
| G | 8013046 | 1 | Spring, 23" (INC-80) |
|  | 8013047 | 1 | Spring, 18" (INC-80S18) |
| H | 8013045 | 1 | Bottom Plug |
| I | 8013052 | 1 | Gasket, Small Cup |
| J | 8013054 | 1 | Gasket, Large Cup |
| Not <br> Shown | N/A | 1 | Bag of Parts (Three \#8 x 1" Phillips <br> Head Screws (C), One \#10-24 x 1-3/4" <br> Phillips Head Screw, One Square Nut, <br> One Hex Nut, One Washer) |

Installation
NOTE: Refer to Figure 1 above for installation procedures.

## In-Counter (Vertical) Mounting

1. Determine location of dispenser.
2. Use a hole saw to cutout $5-1 / 2^{\prime \prime}(13.9 \mathrm{~cm})$ hole(s) in counter.
3. Remove bezel/gasket from dispenser and place dispenser in cutout hole. Mark flange (D) mounting holes (3) with center punch. Drill three $1 / 8^{\prime \prime}$ holes.
4. Secure dispenser into counter with three (included) $\# 8 \times 1$ " screws.
5. Install one of the three gaskets (B) (I) or (J) into bezel (A). Medium gasket (B) comes installed on dispenser assembly.

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NOTE: Be certain that gasket fully seats in the bezel (A) groove, secured by the five tabs (K). See Figure 2.


## Figure 2. Installing Gasket onto Bezel

6. Install bezel (with gasket) onto tube, aligning three tabs ( $L$ ) on bezel with notches (M) on flange. Rotate clockwise until you feel and hear an audible click, securing assembly together. See Figure 3.
NOTE: There are also lines ( N ) on outside of the bezel that can be used to line up bezel and flange surfaces.


Figure 3. Installing Bezel onto Flange

## Cabinet (Horizontal) Mounting

NOTE: It is recommended to support rear of tube when installing in horizontal applications.

Included with your dispenser is hardware that can be used to support the rear of the dispenser. A bracket or similar can also be used (not included).

1. Follow the procedure for In-Counter (Vertical) Mounting above for mounting flange onto horizontal surface.
2. Remove bottom plug (H), spring (G), and push plate (F) from tube (E). See Figure 1.
3. Remove hardware from bag of parts.
4. Drill or punch out using $\# 10-24 \times 1-3 / 4$ " phillips head screw $(P)$ at the bottom center (dimpled) hole (0) in bottom plug (H). See Figure 4.


Figure 4. Securing Rear of Dispenser
5. Insert screw $(P)$ through hole in bottom plug $(H)$ as indicated in illustration. Install square nut $(\mathrm{Q})$, securing screw tightly to bottom plug. See Figure 4.
6. Install remaining components back onto dispenser.

NOTE: Depending on your cabinet application, screw (P) may need to be trimmed in length, or purchased in a longer length.
7. Using approximately $9 / 16^{\prime \prime}(14.2 \mathrm{~mm})$ threads showing on screw (P), secure, as needed, to cabinet using additional washer $(R)$ and hex nut $(S)$.

## Loading the Dispenser

1. Remove cups from wrapping and gently push into installed dispenser, with bottom of cup facing out.

## Changing Cup Size

1. Remove cups from dispenser.
2. Remove bezel.
3. Remove gasket from bezel.

| Gasket | Part Number | Cup Lip Diameter |
| :---: | :---: | :---: |
| Small | 8013052 | $2-1 / 4-3-1 / 8^{\prime \prime}(5.7-7.9 \mathrm{~cm})$ |
| Medium* | 8013053 | $3-4-3 / 4^{\prime \prime}(7.6-12 \mathrm{~cm})$ |
| Large | 8013054 | $4-1 / 8-4-13 / 16^{\prime \prime}(10.4-12.2 \mathrm{~cm})$ |

* Comes installed on dispenser.

4. Replace gasket with desired size, making certain that gasket fully seats in the bezel groove, secured by the five tabs (K) on bezel (A). See Figure 2.
5. Install bezel (with gasket) onto tube, aligning three tabs ( $L$ ) on bezel with notches $(M)$ on flange. Rotate clockwise until you feel and hear an audible click, securing assembly together. See Figure 3.

## Cleaning the Dispenser

1. Remove bezel and gasket from tube.
2. Clean bezel and gasket in hot soapy water. Let parts air dry. NOTE: Parts are dishwasher safe.
3. If needed, remove tube assembly:

- For In-Counter (Vertical) Mounting - Remove three screws (C) and remove dispenser from mounting location. See Figure 1.
- For Cabinet (Horizontal) Mounting - If supplied mounting hardware is used, remove hex nut ( $S$ ) and washer ( $R$ ) from rear of dispenser (See Figure 4). Remove three screws ( $C$ ) and remove dispenser from mounting location (See Figure 1).

4. Rinse dispenser tube and wipe clean with a non-toxic cleaner and sanitizer.
5. Assemble dispenser in reverse order of removal.

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