

DO NOT REMOVE tape inside machine.

### Pencil Machine Loading

1. When loading pencils place pencils parallel to back of the machine. Make sure none of the pencils are crooked.
2. Load a large handful of pencils underneath pressure flap
3. Lower pressure flap, assuring it DOES NOT rest on the pencils.
4. Load more pencils slowly on top of pressure flap.
5. Fill machine to 1 inch below top of pencil dispenser.



Pressure Flap  
Load one large handful  
below flap.  
Lower flap, do not allow  
flap to rest on pencils

Crooked Pencils  
will jam

Pressure Flap  
Load remaining pencils on  
top of flap allowing them to  
feed below pressure flap.

Pencil machine will continue to accept coins when empty.

Check pencil machine daily, pencils will go quickly in the beginning weeks.

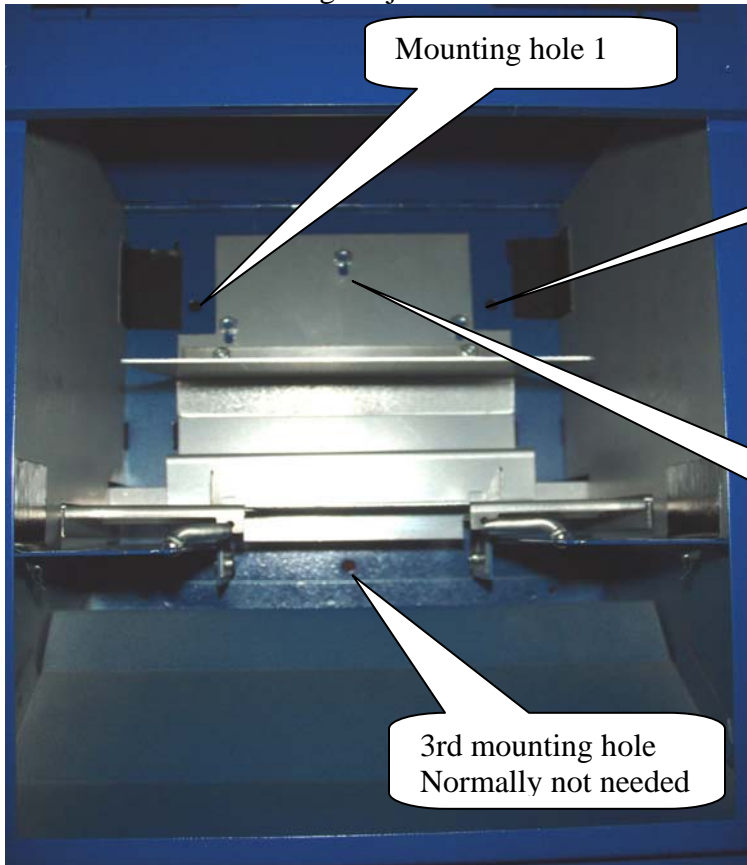
Coin tray will fit between sides of pencil machine shown below.  
If coin tray is placed backwards or crooked coin shoot will hang up on tray.



Tray will fit between sides

**Mounting Pencil Machine to wall.**

Picture below shows front cover and coin tray remove for better viewing.  
DO NOT loosen or change adjustment screws on inside back wall of machine.



Mounting hole 2

Mounting hole 1

3rd mounting hole  
Normally not needed

DO NOT LOOSEN OR REMOVE THESE SCREWS.  
If plate is moved pencils will not dispense properly.

Holes 1 and 2 are sufficient for mounting to wall.