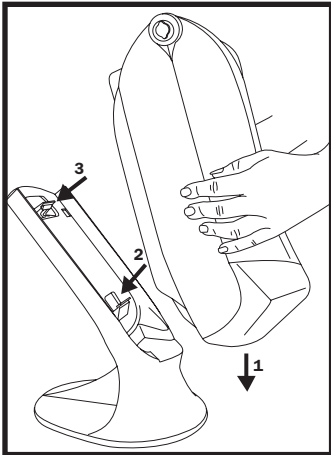


Venue™ Stand Napkin Dispenser

Thank you for choosing the Venue™ napkin dispenser from San Jamar. We appreciate your business and are confident that Venue™ will improve the image and efficiency of your operation. Enjoy!



To Mount Dispenser on Stand

1. Position closed napkin dispenser above the stand with the face oriented downward.
2. Locate lower mounting hook on stand and mate to slot in bottom of dispenser.
3. Once lower front hook of stand is secure in base of dispenser, insert dispenser into top hook on stand and lift the stand's tab to snap firmly into place. When positioned and locked correctly, dispenser will not separate from base unless rear locking tab is released.

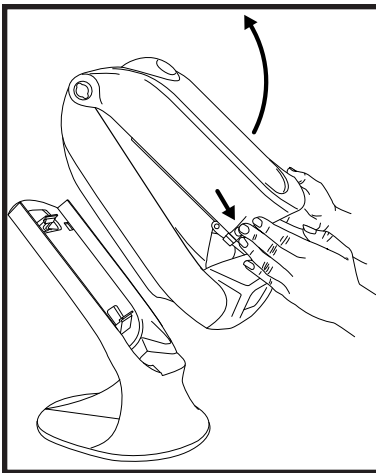
To Remove Dispenser from Stand

1. Release top locking tab on stand by inserting finger into opening on back of stand and applying pressure upward until latch releases dispenser from stand.

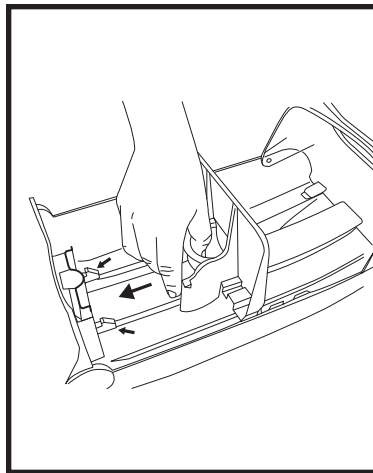
To Mount Dispenser on Wall

1. Determine position on wall/surface with unit open. Through the holes at back of unit, use pencil to mark spots where drilling will be necessary. Try to mark spots as close as possible to the outer edges.
2. Drill marked spots on wall/surface with drill bit recommended by anchor manufacturer and wall type.
3. Complete installation using appropriate fasteners (screws, bolts, anchors, washers, etc.) for mounting. The installation should be done with a flat washer between the head of the fastener and the inside back of the dispenser. Four fasteners are recommended.

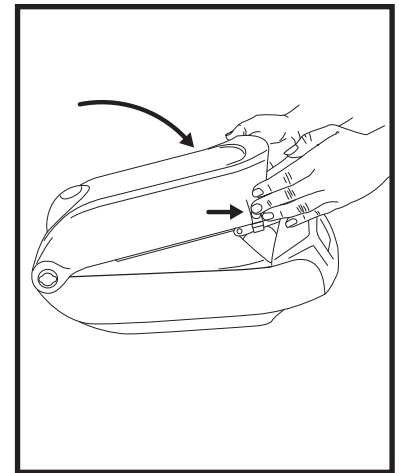
To Load Dispenser



1. Open cover by pressing in on both sides of cover and swing cover up and back.

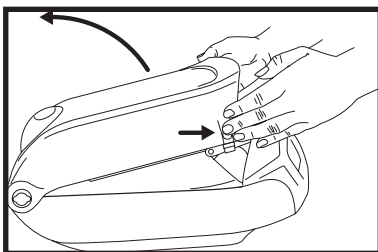


2. Using thumb, hold and move pressure plate to back of unit until locking tabs engage.
3. Load dispenser with desired napkins.

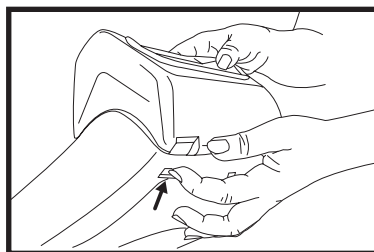


4. Close cover.
NOTE: Pressure plate will automatically release when cover is closed.

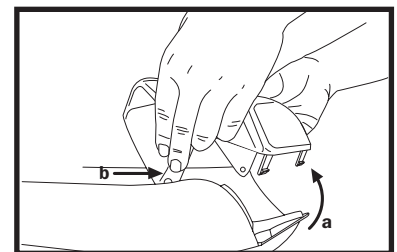
To Remove Face



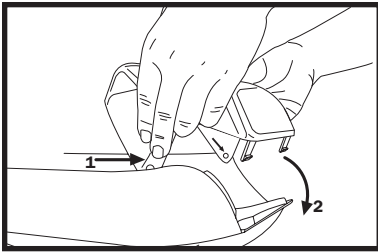
1. Open cover by pressing in on both sides of cover and swing cover up and back.



2. Locate 2 tabs under front of face and depress upward into base one at a time.

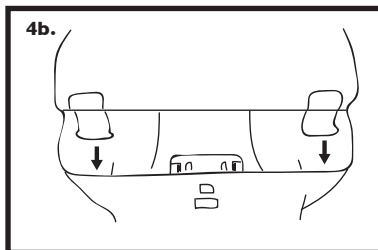
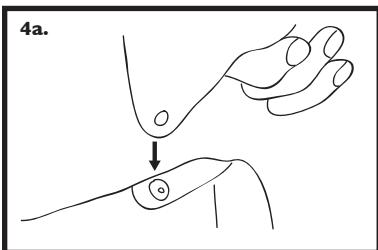
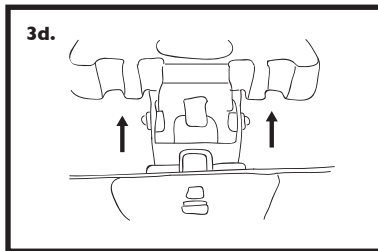
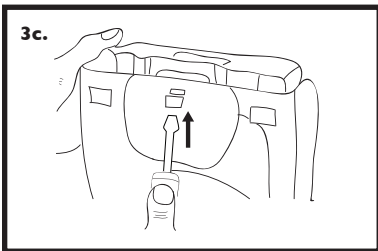
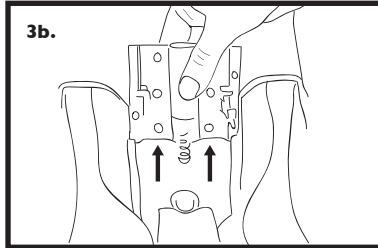
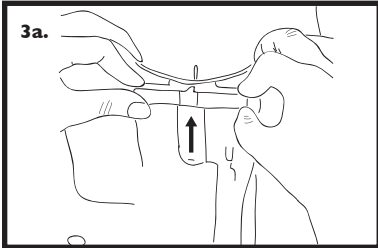


3. Rotate face up and back (a). Press in on both sides of face at pivot points until clear of posts and remove faceplate (b).



To Install Face

1. With cover of dispenser open, locate 2 pivot posts on inside front of base. Press in on face to secure face to posts.
2. Rotate front of face down, locking tabs on bottom inside of base.

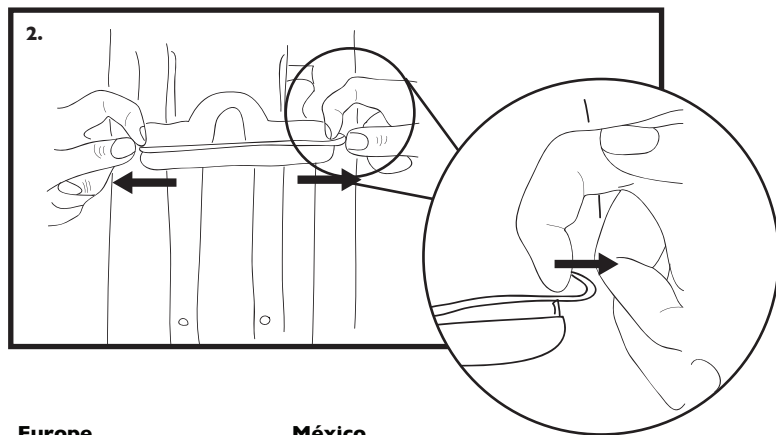
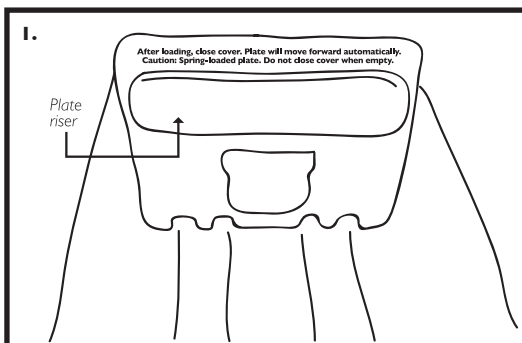


To Remove Monorail (flathead screwdriver needed)

1. Follow "How to Remove Dispenser from Stand" instructions from previous page.
2. Follow "Remove Face Plate" instructions from previous page.
3.
 - a) Remove monorail latch cover with spring from back of dispenser.
 - b) Remove monorail latch spring assembly.
 - c) Using a flathead screwdriver, remove monorail from the dispenser by pushing up on latch in unit until it releases.
 - d) Remove the monorail.
4. Reassemble face plate.
 - a) Secure hinge posts into face plate cover.
 - b) Pivot face plate down to latch face plate tabs.
5. Install onto stand.

To Remove Plate Riser

1. On the push plate, locate the plate riser.
2. Depress tabs from the back.



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