

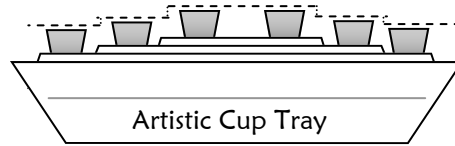
## GREENLEE COMMUNION DISPENSER

### CAUTION:

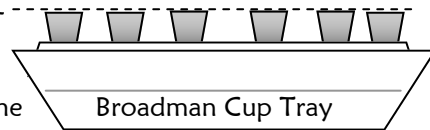
***Be sure to read ALL instructions prior to operating the dispenser.***

The communion dispenser must be specifically designed to service either the Artistic or Broadman cup tray.

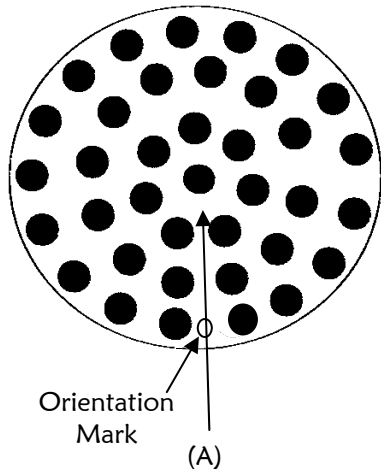
The Artistic tray has a tiered cup-holding insert which causes the cups to sit on three levels. Also, the center distances of the cup locations are unique to the Artistic brand.



The Broadman tray has a cup-holding insert that hold all the cups at the same level. Also, the center distances of the cup locations are unique to the Broadman brand.



## PREPARING YOUR COMMUNION TRAYS



There is only one location in either the Artistic or Broadman tray cup-holding inserts where straight rows are formed (A).

Precisely place the "orientation mark"\* midway between the two cups in the outer row at this point.

A package of 1/4" round, adhesive, blue markers are provided with the dispenser to use as "orientation marks".

*Diagrams are for reference only & are not drawn to scale.*

## OPERATING INSTRUCTIONS

Note - Sanitize the dispenser before the first use (see pages 6-7) to be sure nothing has contaminated the system during shipping.

1. Remove the lid from the pot.
2. Pour the liquid you need to dispense in the pot - up to 16 quarts.
3. Place the drain pan provided with the dispenser under the dispenser.
4. Lift the handle to the FILL (up) position for about two seconds and then return it to the STOP (down) position to "bleed" the fill tubes and remove air from the tubes.
5. Visually check that all tubes are filled with liquid. If the tubes are not completely filled with liquid, repeat #4.
6. Pour the liquid from the drain pan back into the pot.

*Tip - stack all the trays containing empty cups with the blue orientation mark pointing the same direction, toward the operator.*

7. Place the tray of empty cups into the filling area beneath the dispenser, being sure it is flush against the tray stops.
8. Holding the tray against the stops, rotate it until the blue dot placed on the tray in the "Preparing Your Communion Trays" instructions is located midway between the two front filler hoses.
9. Lift the handle to the FILL (up) position until the liquid reaches the desired level (about two seconds) and then return it to the STOP (down) position.
10. Remove the tray and repeat steps 7—10 to fill additional trays.

## WHEN CUP FILLING IS COMPLETE

1. Place the drain pan in the filling area under the dispenser.
2. Lift the handle to the FILL (up) position.
3. Completely drain the liquid from the dispenser pot & tubes.

*Tip - the liquid in the drain pan will be hard to control if it is more than half full. You can stop the flow and complete the emptying by repeating the steps.*

4. Move the handle to the STOP (down) position.
5. Pour the liquid from the drain pan.
6. Repeat if necessary.
7. Clean and sanitize the dispenser. Instructions on pages 6-7.

## RINSE, CLEAN AND SANITIZE

### RINSE -

1. Place the drain pan in the filling area under the dispenser.

*Tip - the liquid in the drain pan will be hard to control if it is more than half full. You can stop the flow and complete the emptying by repeating the steps.*

*Tip - If your sink is large enough, you can place the dispenser over the sink or inside the sink instead of using the pan.*

2. Be sure the handle is in the STOP (down) position.
3. Rinse the inside and bottom of the pot with water.
4. Drain the pot into the drain pan or sink by lifting the handle to the FILL (up) position.
5. Repeat if necessary.

### CLEAN -

1. While the dispenser is placed over the drain pan or sink, spray water into the pot.
2. Add two or three drops of antibacterial dish soap.  
  
*Tip - Use water before the soap to avoid extra foam.*
3. Scrub the inside of the pot using the long-handled brush provided.

**CAUTION** - Do not use paper towels inside the pot as they may shred and get into the tubes.

## RINSE, CLEAN AND SANITIZE

### CLEAN (Cont'd) -

4. Lift the handle to the FILL (up) position and rinse thoroughly until all the soap is removed.
5. Repeat rinsing if you are using the drain pan and must limit the amount of water used at one time.

### SANITIZE -

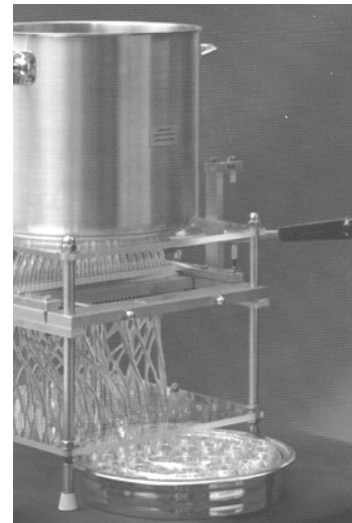
1. While the dispenser is over the drain pan or sink use Bio-San or other beverage sanitizer (available at restaurant supply companies).

### SANITIZE (Alternate) -

1. After emptying the dispenser, leave it over the drain or sink.
2. Fill the pot with a mixture of bleach and water -  
- 2 tablespoons of bleach to 1 gallon of water -
3. Leave the mixture in the pot at least one minute.
4. Drain the pot into the drain pan or sink by lifting the handle to the FILL (up) position.
5. Repeat if necessary.
6. Rinse the pot again to be sure no cleaner remains in the dispenser.
7. Replace the lid on the pot when the dispenser is not in use.

## STOP TUBE LEAKAGE AT FILLER EXITS

NOTE - Tests have indicated that this should be necessary no more than once per year.



1. Remove the two crowned nuts on the front crossbar (circled in the picture) to expose the allen screws.
2. Starting on the side where the leak is occurring, turn the allen screw one degree clockwise with the 5/32" wrench provided.

*Tip - This is a tiny amount. One minute on a clock is six degrees*

**CAUTION** - Adjusting the screws too vigorously will drastically reduce the life of the tubes.

3. Check both sides for leaks, since adjusting an allen screw on one side can affect the other side somewhat.
4. Continue adjusting alternate screws until the leakage has stopped.
5. If the leak started near the center, begin by adjusting both screws one degree before checking to determine if that leak continues.
6. After any leaks have stopped, replace the two crowned nuts and turn them slightly beyond finger tight.