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# 1) contents of your order

Each tower is shipped as two boxes the large tower box and the smaller stand box.

Open each of the boxes and inventory each of the parts before starting assembly to ensure all parts have arrived.

The larger tower box contains the Tubz Vending Tower, a set of Silver 100 Lid Keys, and a set of Black 002 Coin Box Keys. **Note: Some tower units will arrive pre-stickered**

The smaller stand box includes the post, the base, the tower plate, 4x large bolts, 4x small bolts, 4x black bolts, 4x nuts, and 4x locking washers.



The tools you will need:

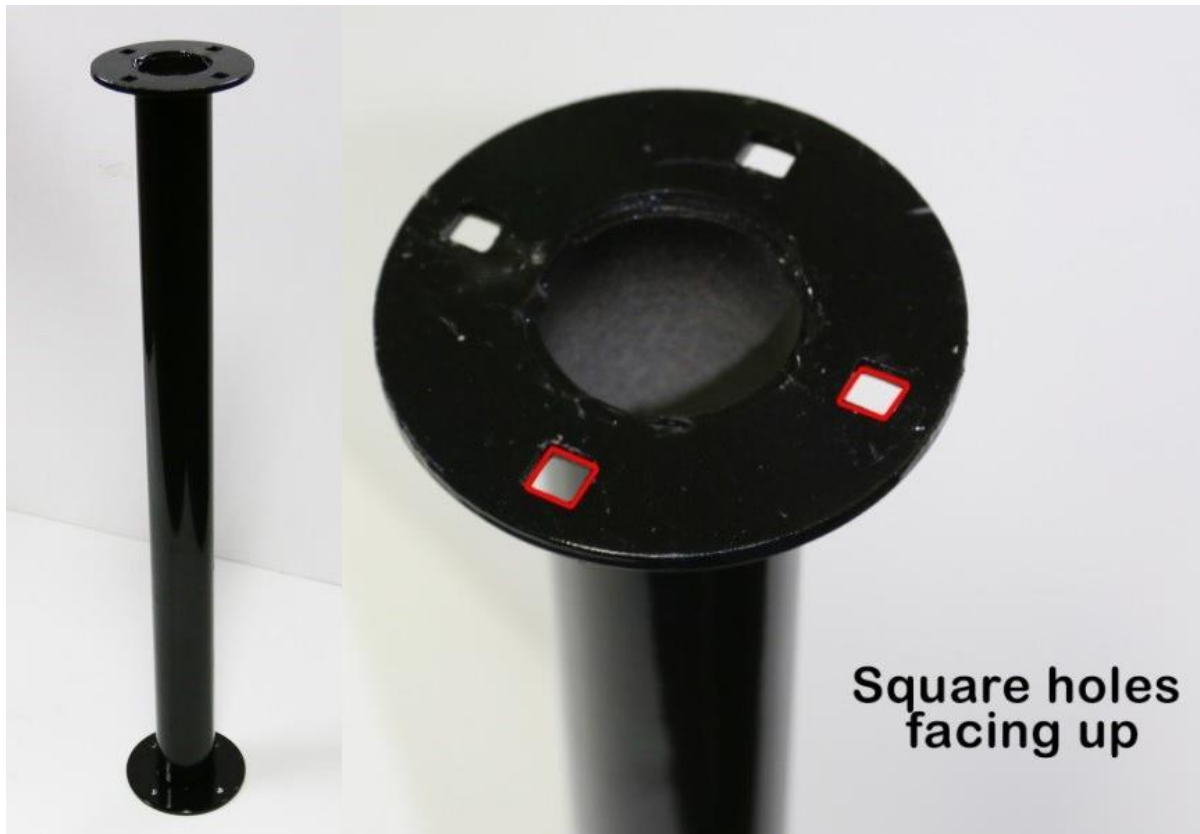


1: 7/16 Wrench 1: 9/16 Wrench

## II.a) Assembling Tower with a Black Post

### Step 1:

Start by standing the post up so that the 4 square holes are facing up toward you.



### Step 2:

Flip the base upside down and lay it on top of the post making sure to line the square holes up with the holes on the base.





### Step 3:

Place the Large Bolt in from underneath then place on the Locking Washer and one nut



Put large bolt in from underneath then place the locking washer and nut

### Step 4:

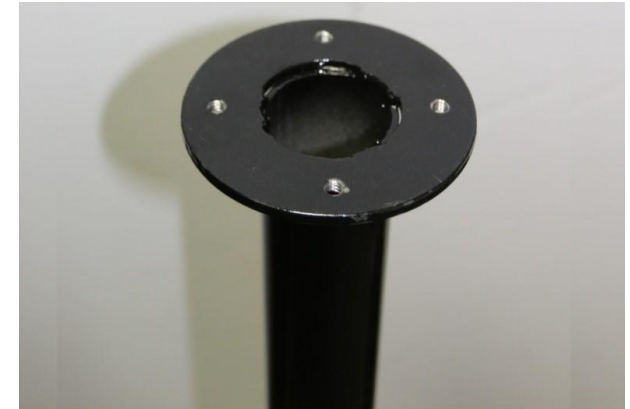
Place on the Locking Washer and Nut then tighten with a 9/16 wrench. Repeat 3 more times into all 4 Large Bolts are secure



Repeat until all 4 holes are done  
Then tighten with a 9/16 wrench

### Step 5:

Now flip the post and stand it upright



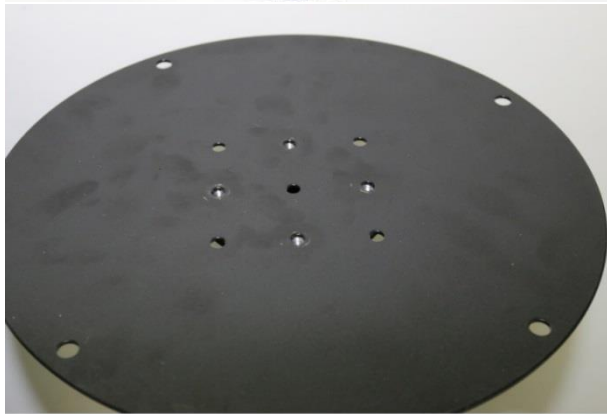
Stand the post upright

**Note: The Large bolt should fit flush into the square hole and lay flush on top of the base.**



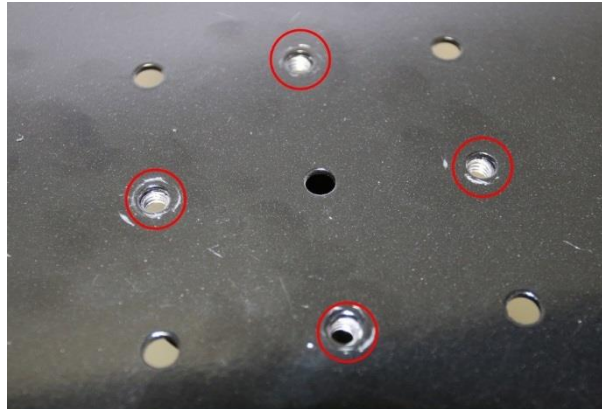
## Step 6:

Place the tower plate on top of the post



Place the plate on top of the post

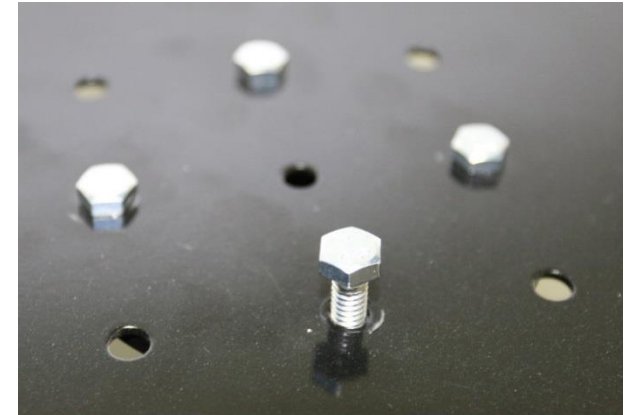
**Note: May have to spin the tower plate to line up with the following holes**



Spin the plate till these holes line up with post

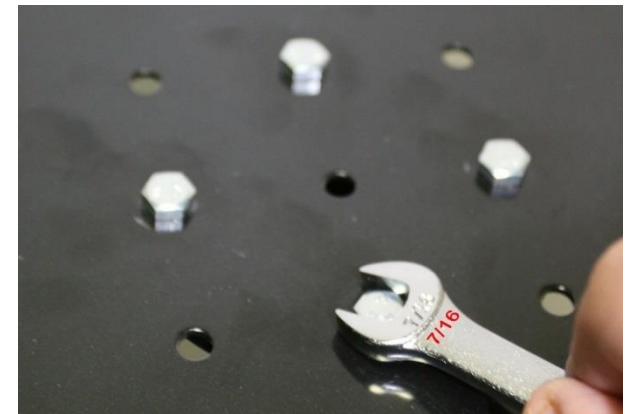
## Step 7:

Once the holes are aligned screw in the 4 small bolts



Screw in the 4 small bolts

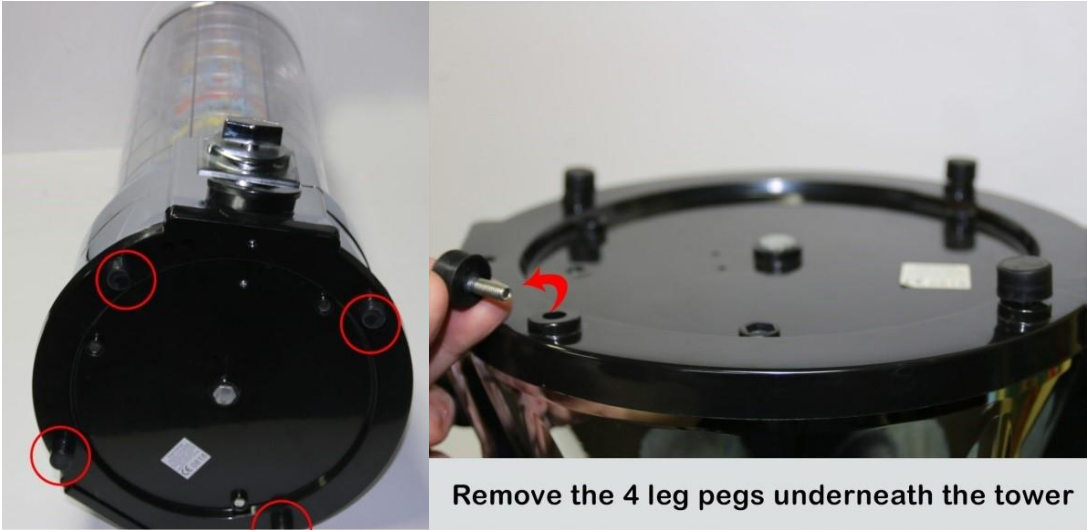
Tighten them with a 7/16 wrench



Use a 7/16 wrench to tighten

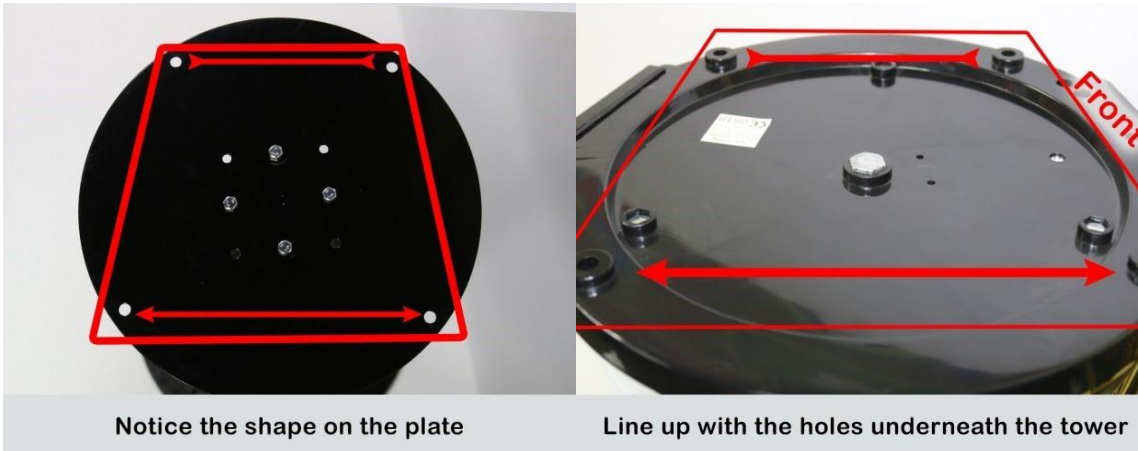
## Step 8:

Underneath the tower machine are four rubber leg pegs. These are when your machine is to be used on the counter top with no post. If you are using the post remove the four rubber leg pegs and set them aside, we will be using them again shortly.



Remove the 4 leg pegs underneath the tower

**Note:** Notice the Shape that the legs holes are in with two holes closer together then the other two holes. This is important because the machine will only fit onto the post in certain direction. So, spin the tower until the holes are aligned

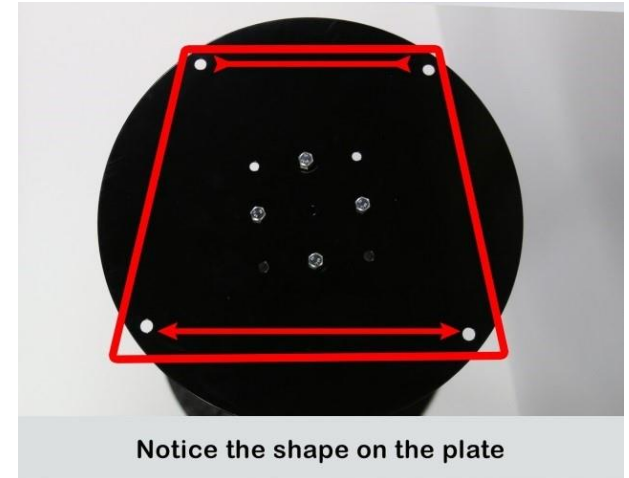


Notice the shape on the plate

Line up with the holes underneath the tower

## Step 9:

Now place the machine on top of the posts aligning the holes mentioned in step 8



Now you can fasten the machine to the post using either the 4x rubber leg pegs you removed in Step 8. Alternatively, you can use the 4x black bolts the choice is yours



**Note:** Before fully securing the tower to the tower plate please make sure to hold on to machine securely



## IV) Optional Sticker Placement

### Step 1:

Tubz will provide you a full set of stickers for your machine

**Note: Some Towers will arrive pre-stickered**

### Step 2:

The following are the recommended sticker placements. Please also see Stickers guide Sheet.

#### Tubz Toyz Tower



Tubz Toyz Sticker on the toy chute



Place the brand stickers on each side of the machine lining up the middle of the sticker to the seam in photo



On each side of the machine line the brand sticker with this center line



On each side of the machine line the brand sticker with this center line



On each side of the machine line the brand sticker with this center line

The [www.ilovetubz.com](http://www.ilovetubz.com) stickers are placed on the front of each machine between the segments and the coin mech.



Place the [www.ilovetubz.com](http://www.ilovetubz.com) sticker on the front of the machine above the coin mech



Place the [www.ilovetubz.com](http://www.ilovetubz.com) sticker on the front of the machine above the coin mech



Place the [www.ilovetubz.com](http://www.ilovetubz.com) sticker on the front of the machine above the coin mech



The 2x Insert £1 turn twice stickers are placed on each side of the front mechanism align the bottom of the sticker with the top seam in photo



Align the sticker between the segments and top seam line



Align the sticker between the segments and top seam line



Align the sticker between the segments and top seam line

The 3x lid stickers are placed side by side all the way around the top lid 360 °



The 3x lid stickers go around 360°



The 3x lid stickers go around 360°



The 3x lid stickers go around 360°

The Sticker displays for each machine are placed starting from the 4<sup>th</sup> segment down



All the stickers are now placed!

The tools you will need:



1x Set of Silver 100 Lid Keys  
1x Set of Black 002 Coin Box Keys



**WARNING!** Using the wrong key in the wrong lock may result in key getting stuck! The Silver 100 Lid Keys are for the Top Lid and the BLACK 002 Coin Box Keys are for the coin box.

Your set of vending machine keys includes 2 Black 002 Coin Box keys and 2 Silver 100 Lid keys.

**The silver key is used to open the top of the machine** to refill the machine with either toys or more candy. **The black key is used to open the coin box** for money the machine has collected.



## Step 1:

To add more toys simply turn the silver 100 lid key on the tower lid. This lock doesn't screw in like a traditional vending machine. **The Silver 100 Lid key only takes one quarter turn to remove the lid.**



## Step 2:

To open the coin box, simply unscrew the lock using the **Black 002 Coin Box key**.

This lock is a traditional style vending lock and requires you to turn until it unscrews.



Next remove the cash draw black plate cover from the machine.

Remove the lock and put to one side

Now remove the silver bar that holds the coin drawer in place.



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First lift it up the entire silver bar so that its lip pops out of hole in the coin drawer.



Next using the 2 small pegs turn the entire silver bar counter clockwise



Now you can remove the entire silver bar



Once you remove the coins simply slide the drawer back in pop in the silver bar and the cash draw black plate cover and lock it all up.



## VI) carDBoard Backings

### FOR SMALLER 45MM CAPSULES ONLY (Sqwishland size)

#### Step 1:

Make sure you have the 9x cardboard backings. The cardboard backings are double-sided one for candy and one for toys



#### Step 2:

Remove the top lid of the tower using the all silver key. Now place the 9x cardboard backings into each machine's slot.



**Note:** Notice the lip inside each of the slots; make sure the backing is behind the lips so that the toys won't get caught.



**Warning:** If cardboard backings become wet, bent, or damaged they may cause the machine to not vend properly



## VII) Adjusting the Twist Motion

### Step 1:

Remove the top lid of the tower using the Silver 100 Lid key a 1/4 turn



The black centre lock latch can be adjusted with a 9/16 wrench this adjusts the tension of the twist motion of the tower. So, if it feels loose or tight then its tension can be adjusted here

Once you loosen the bolt a little no need to completely remove



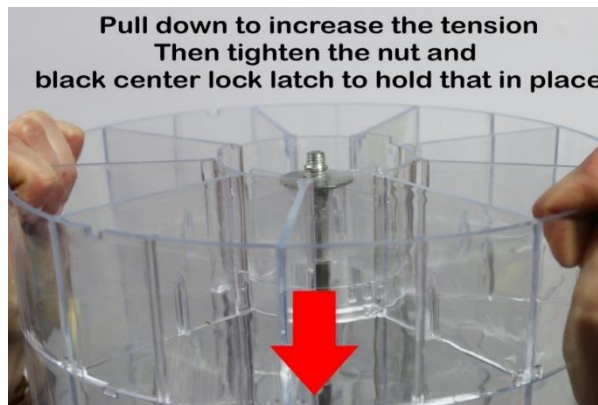
Use a 9/16 wrench to adjust the tension of the twist motion

If loosening the tension, no need to push down just unscrew the initial bolt a little to release the tension



Use a 9/16 wrench to adjust the tension of the twist motion

Grab onto all the plastic sections and pull down to add tension to the twist to choose action. If loosening the tension, no need to push down just unscrew the initial bolt a little to release the tension



Pull down to increase the tension  
Then tighten the nut and  
black center lock latch to hold that in place

Replace the lid and lock the top lid of the tower using the Silver 100 Lid key a 1/4 turn



## VIII) OPERATING THE MACHINE

**Step 1:** To use the machine all you must do is grab it with both hands and turn it. You want to align the product with the coin mechanism. The product that is lined up is the product that will vend.



**Step 2:** Now that you have chosen the selection that you want. Insert the £1 coin into the Coin Mech. The Sweet / toy Tower is currently set up to Vend for £1.00 you must first place the coin in the slot at the top of the coin mech then turn the handle clockwise.





## IX) RePlacing Plastic Sections

### Step 1:

Remove the top lid of the tower using the Silver 100 Lid key a ¼ turn



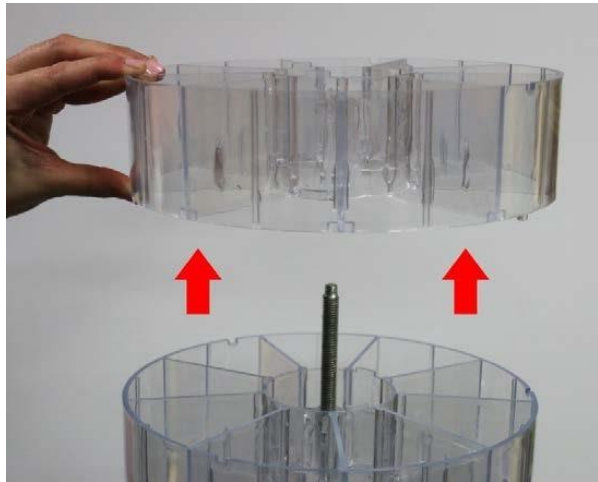
### Step 2:

Use a 9/16 wrench to remove the black centre part.



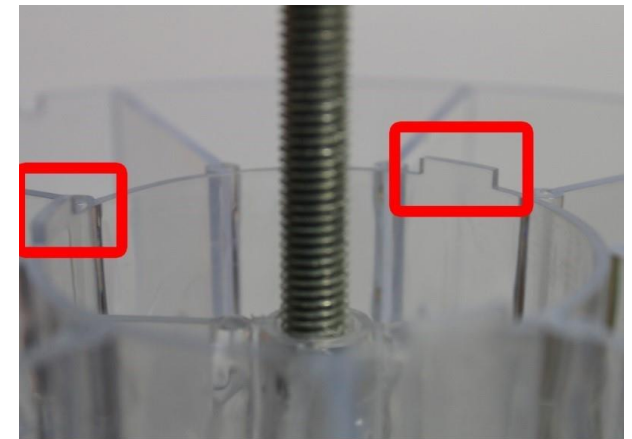
### Step 3:

The tower machine is designed in sections, so you can easily replace a broken section.



### Step 4:

When placing the sections back together rotate each section one at a time until these teeth snap into the section to keep it all secure



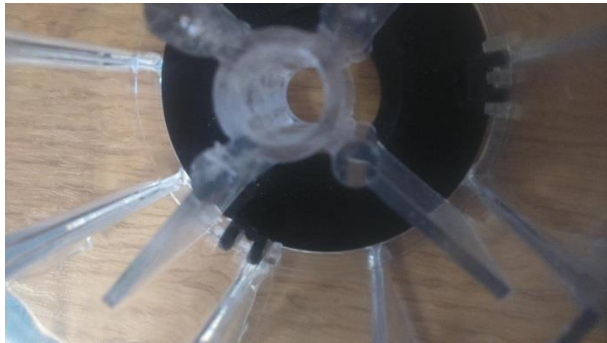
These teeth snap to keep the sections together



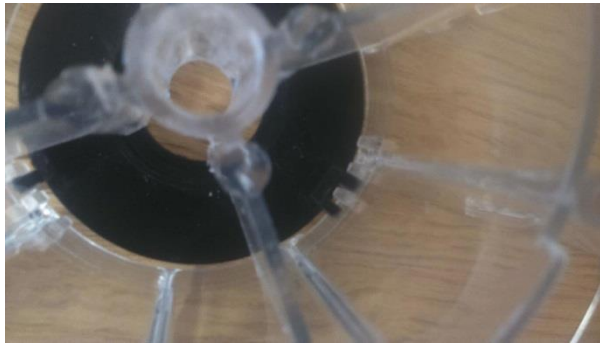
## Step 5:

If you have removed all the segment before you go any further, you need to check to make sure the segments are aligned correctly.

It is important that you have the segments positioned correctly in the positioning part otherwise the products won't vend properly and will cause jams.



Correct Position: the two black pins are in the middle of the three clear pins.



Incorrect Position: The two black pins over on either end of the three clear pins.

If this is the case, you need to lift all the segment up and readjust the segments to the correct position.

Replace the black centre part on to the machine and use a 9/16 wrench to secure the black centre part.



Test the machine to make sure the segments are turning and that there are no issues.



Replace the lid and lock the top lid of the tower using the Silver 100 Lid key a 1/4 turn

