

INSTRUCTIONS FOR REPLACING 3944-52, FOLDED TOWEL DISPENSER MODULE

BOBRICK MODELS B-3942, B-3944, 3947 AND 3947 CONVERTIBLE PAPER TOWEL DISPENSER AND WASTE RECEPTACLE

REMOVING EXISTING FOLDED TOWEL DISPENSER MODULE

1. Unlock and open the door of the Folded Towel Dispenser Module and remove any paper towels. **Remove door by removing the hinge pin.**
CAUTION: If door is not removed special care should be taken to prevent door from swinging when removing last bolt and causing Module to fall out of cabinet.
2. Loosen but do not remove the four 3961-24 Washer Lock Nuts located on the left back and right side of the Modular Housing Assembly until the 3961-25 Carriage Bolt can be moved. The 3961-24 Hex Lock Nut should not be removed from the 3961-25 Carriage Bolt, ensuring that the Carriage Bolt will not fall into the wall cavity. (See Figure 1)
3. Hold the Housing in place with one hand.
4. Remove the mounting hardware, the 3961-25 Carriage Bolt with the 3961-24 Washer Lock Nut, by sliding them toward the hole until the head of the carriage bolt can move through the round portion of the keyhole slot. Put aside, four places.
5. Carefully remove the housing from the cabinet by sliding it down past the lower door stop and then rotating out from the bottom.

INSTALLING NEW FOLDED TOWEL DISPENSER MODULE

1. Carefully insert the Folded Towel Dispenser Module (without the door) under and behind the lower door stop in the cabinet until it touches the cabinet flanges. Slide up keeping the right side of the housing parallel with the right side of the cabinet supporting it from underneath with both hands. Make sure to keep the back of the housing against the back flanges of the cabinet and position the module so that the keyhole slots line up. (See Figure 2)
2. Insert one set of mounting hardware, the 3961-25 Carriage Bolt with the 3961-24 Washer Lock Nut, into the round portion of the upper left side keyhole slot with the head of the 3961-25 Carriage Bolt going in first. Position the square shoulder of the 3961-25 Carriage Bolt so that it is parallel with the straight sides of the keyhole slot and slide the entire assembly as far over as it will go. The square shoulder of the 3961-25 Carriage Bolt should be in contact with the end of the rectangular slot in the flange to ensure proper seating of the mounting hardware. (See Figures 3 & 4).
3. Tighten down the 3961-24 Washer Lock Nut. The mounting hardware should not move when tugged. Do Not overtighten the washer lock nuts.
4. Install the rest of the mounting hardware as described in steps 2 & 3 for the other keyhole slots.
5. Install the door using the hinge pin provided.

NOTE: Waste capacity of these units can be changed by ordering Bobrick part numbers:
367-60 (12-Gallon Waste Receptacle Module)
368-60 (18-Gallon Waste Receptacle Module)

TOOL REQUIRED TO REMOVE LOCK NUT

TOOL NAME	TOOL SIZE
Nut Driver	3/8"
or	
Socket Wrench with 3" minimum extension	3/8"

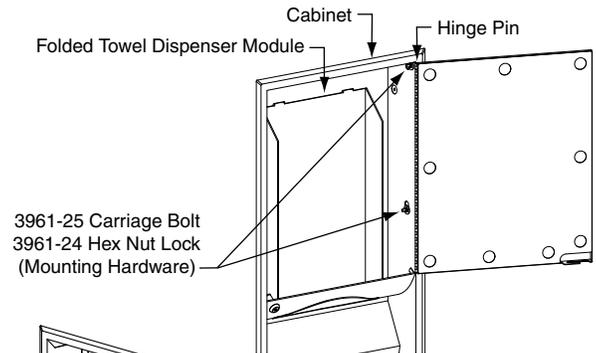


Figure 1

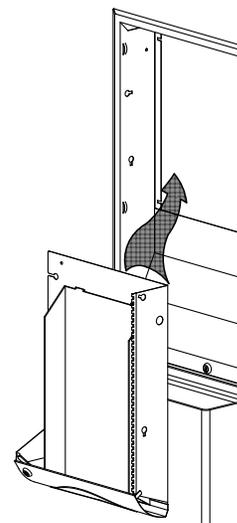


Figure 2

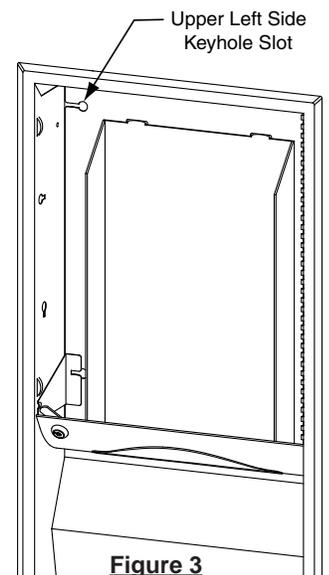


Figure 3

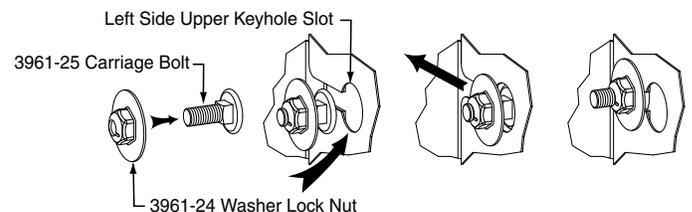


Figure 4



INSTRUCTIONS FOR REPLACING 3974-250, AUTOMATIC UNIVERSAL ROLL TOWEL DISPENSER MODULE
BOBRICK MODELS B-3974, AND B-3979 CONVERTIBLE AUTOMATIC ROLL TOWEL DISPENSER AND WASTE RECEPTACLE

REMOVING EXISTING MODULAR HOUSING ASSEMBLY

1. Unlock and open the door of the Modular Housing Assembly.
2. Remove the paper towel roll if applicable.
3. Loosen but do not remove the 3961-24 Washer Lock Nuts located on the left and right sides of the Modular Housing Assembly until the 3961-25 Carriage Bolt can be moved. The 3961-24 Hex Lock Nut should not be removed from the 3961-25 Carriage Bolt, ensuring that the Carriage Bolt will not fall into the wall cavity. (See Figure 1)
4. Remove the mounting hardware, the 3961-25 Carriage Bolt with the 3961-24 Washer Lock Nut, by sliding them toward the hole until the head of the carriage bolt can move through the round portion of the keyhole slot. Put aside, four places.
5. Repeat Steps 3 and 4 for the mounting screws at the top of the Modular Housing Assembly while holding the Housing in place with one hand.
6. Carefully remove the housing from the cabinet.

INSTALLING NEW MODULAR HOUSING ASSEMBLY

1. Unlock and open the door of the Modular Housing Assembly.
2. Carefully slide new Modular Housing Assembly into the cabinet and support it from underneath with one hand. (See Figure 2)
3. Insert one set of mounting hardware, the 3961-25 Carriage Bolt with the 3961-24 Washer Lock Nut, into the round portion of the upper right or left side keyhole slot from the inside of the housing with the head of the 3961-25 Carriage Bolt going in first. Position the square shoulder of the 3961-25 Carriage Bolt so that it is parallel with the straight sides of the keyhole slot and slide the entire assembly as far over as it will go. The square shoulder of the 3961-25 Carriage Bolt should be in contact with the end of the rectangular portion of the key slot to ensure proper seating of the mounting hardware. (See Figures 3 & 4)
4. Tighten down the 3961-24 Washer Lock Nut with a wrench. The mounting hardware should not move when tugged and the Modular Housing Cabinet should be tight to the cabinet. Do Not overtighten the washer lock nuts.
5. Install the rest of the mounting hardware as described in steps 3 & 4 for the other keyhole slots.

NOTE: Waste capacity of these units can be changed by ordering Bobrick part numbers:
367-60 (12-Gallon Waste Receptacle Module)
368-60 (18-Gallon Waste Receptacle Module)

TOOL REQUIRED TO REMOVE LOCK NUT

TOOL NAME	TOOL SIZE
Socket, open end or box end wrench	3/8"

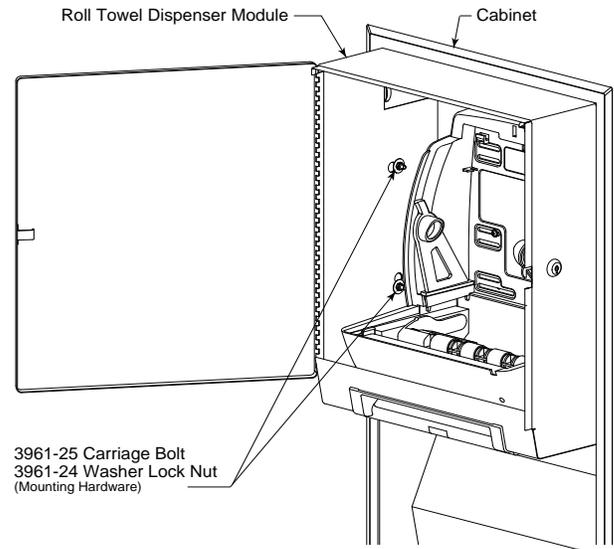


Figure 1

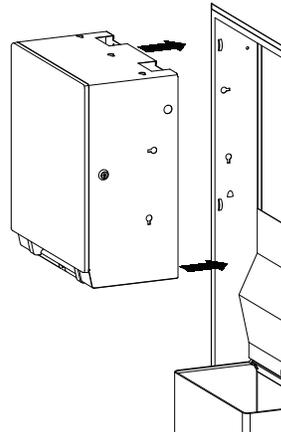


Figure 2

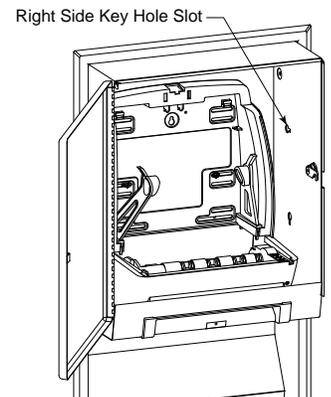


Figure 3

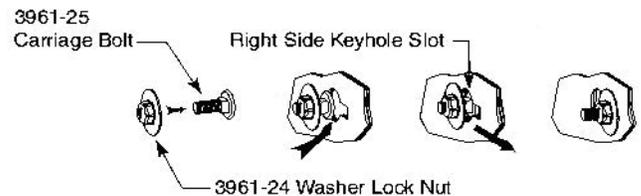


Figure 4



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INSTALLATION INSTRUCTIONS

AUTOMATIC UNIVERSAL ROLL TOWEL DISPENSER RETROFIT

The following are instructions for retrofitting Bobrick's Convertible Automatic, Universal Roll Paper Towel Dispenser Module 3974-250 into a ClassicSeries® Paper Towel Dispenser/Waste Receptacle (B-3944/B-3900) produced prior to July 2006 and similar models from other manufacturers.

RECOMMENDED TOOLS

CAUTION: Be sure to use proper safety gear.

- Drill
- Drill bits 5/64 (used to make pilot holes), 11/64 (used to drill out welds)
- 7/8 step bit (used to make a large opening when AC adapter is used)
- .06" diameter nail or smaller (used to push hinge pin out)
- Center Punch (used to keep drill bit from walking when drilling)
- Hacksaw or Dremel with cutting wheel (used to cut door check stud)
- Hammer and Chisel or Molding Claw Bar (to pry welds that are not fully drilled out)
- File (to smooth the surface after removal of components)

HARDWARE PROVIDED

- 7 each #6 x 1/2" sheet metal wide washer screws

The Cabinet is to be prepared for accepting the 3974-250 Roll Towel Dispenser by removing all components from the upper cabinet including welded parts to provide a clear area for installing the Dispenser into the cabinet. Instructions for the B-3944 are given in detail for reference.

RETROFIT PROCEDURES

1. Open towel cabinet door.

2. Remove nuts holding door check chain/cable. (If equipped).



Door Check Chain/Cable

3. Remove plastic or metal towel guide tray. (If equipped).



Towel Guide

4. Remove hinge pin and take off the door.

5. Cut off door check stud, located inside top right of cabinet. (If equipped).



Door Check Stud

Important Note: There are two options when performing the following retrofit procedures.

Option 1

a. Remove unit from the wall.

Pros	Cons
Easy to drill out welds	May not be practical if wall will be damaged due to removal
No center punch required	
No chance of drilling through a wall behind the cabinet	
Allows installer to use other installation methods for module	

Option 2

b. Leave unit in the wall.

Pros	Cons
Drilling standing up is more ergonomic	Requires drilling at angles
	Requires the usage of a center punch
	Chance of drilling through back wall when drilling out welds

6. Remove unit from wall. (If this is the option you selected)

7. Drill out welds.

Welds are quicker to drill out when the unit is removed versus installed in the wall.

- Drill out all the towel tray and guide welds.



Towel Tray and Guide

- Drill out all the hinge half welds.



Hinge Half

- Drill out all the door stop welds.



Door Stop

- Drill out all the spring guide brackets welds. (If model has any)



Spring Guide Brackets

- Drill out all lock angle welds. (If model has any)



Lock Angle

- Drill out all bracket welds. (If model has any)



Bracket

8. Pry out and remove the towel tray and guide, hinge half and door stop.



Hinge Half



Towel Tray and Guide



Lock Angle

9. File rough, sharp or uneven surfaces where drilling and cutting was performed.
10. If using an AC Adapter (order part no. 3974-57) with module, use template to mark hole location on cabinet and drill a 7/8" hole for AC Adapter "lead wire" and file sharp edges afterwards.
 - AC Adapter hole may also be made anywhere in cabinet to make electrical connection more convenient.
11. Install cabinet back into the wall.

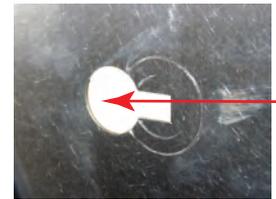
Important Note: There are two options when performing the following retrofit procedure.



12. Use template to mark module pilot holes and drill.

Option 1

- Use Module screw locations as a template and mark 7 screw locations on cabinet.
- Requires you to hold the module inside cabinet as holes are marked.
- Use center of rectangular section of keyhole slots in module to mark 7 screw locations if using module inside cabinet to mark module mounting pilot holes



Module Keyhole Slot

Option 2

- Use a paper or cardboard template mark 7 screw locations.
- Requires proper adhering of template to be sure module lines up correctly.

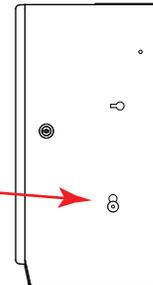
13. Install one washer screw in the top center of the module to hold in place.

14. Install the remainder washer screws.

- The two screws that are on the sides, towards the bottom of the module will be screwed in at an angle and will remain that way when tightened.



Side Towards Bottom
Screws at an Angle



Module

- On cabinets deeper than 4", using provided template, new holes can be made on the module closer to the front door to make it easier to install the module and will allow the lower screw heads to sit flush against the cabinet surface.

15. Completed Automatic Universal Roll Paper Towel retrofit unit.



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