**504P/M Operator’s Booklet**

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**Welcome To Your 504P/M Supreme Gumball Machine**

Thank you for purchasing the **504P** or **504M** **Supreme Gumball Machine** from Rhino Vending!

Your machine comes pre-assembled with a gumball dispenser, unless you requested it to be set to dispense candy. This manual will detail steps to covert the machine from dispensing gumballs to candy and vice-versa, as well as servicing and maintaining the machine.

**Save This Manual**

This manual contains important assembly and modification instructions for your gumball machine. Write the invoice number on the inside of this booklet. Please keep the booklet with your original invoice in a safe location.

**Safety Warnings and Precautions**

**WARNING: When using product, basic safety precautions should always be followed to reduce the risk of personal injury and damage to equipment. Read all instructions before using this product!**

1. **Keep the work area free of debris.**

2. **Locate in safe operating area.** Position the gumball machine in an unobstructed area.

3. **Check for damaged parts**. Before using any product, any part that appears damaged should be carefully checked to determine that it will perform its intended function. Check for any broken or damaged parts and any other conditions that may affect its operation. Contact us immediately if there are broken or damaged parts.

4. **Replacement parts and accessories**. When servicing, use only original Rhino replacement parts.

5. **Always check the assembled parts after assembling**. All connections should be tight and secure.

6. **Maintain the machine and clean it regularly.**

7. **Children should be supervised.** Do not let children push, pull or hit the machine. Be sure they keep fingers out of the dispensing chute

**Questions?**

If you have questions about the assembly of your 504P or 504M Supreme Gumball Machine, please call the place of purchase where you bought your machine from.

**Parts List**

Your **504P/M Supreme Gumball Machine** comes with the following parts (from top to bottom).

* Key
* Cylinder Lock
* Metal Lid
* Polycarbonate Box
* Four (4) Hold-Down Screws (holds Box to Hopper)
* Central Rod with hex nut
* Two (2) Screws (hold Gumball Wheel assembly to Hopper)
* Brush Plate
* Gumball Wheel
* Spacer
* Hopper
* Body (the 504P is a plastic body; the optional 504M is a metal body)
* Coin Mechanism
* Metal Chute Guard
* Chute Door
* Metal Base

**Tools Needed for Assembly (not included)**

* Small adjustable wrench
* Screwdriver (Phillips or flathead)

**Converting Your Machine to Dispense Candy**

As noted above, the 504P/M Supreme Gumball Machine comes pre-assembled to dispense gumballs, unless otherwise pre-ordered in a candy-dispensing configuration. In order to convert your machine from dispensing gumballs to candy, please follow these instructions.

1. Insert key, press down, and turn counter clockwise to unscrew the Central Rod. Remove the Cylinder Lock and Metal Lid.
2. Unscrew the four (4) Screws that hold the Box to the Hopper.
3. Remove the Box from the Hopper and set aside carefully.
4. Unscrew the two screws that hold the Gumball Wheel assembly to the Hopper.
5. Remove the Gumball Wheel Assembly components: the Brush Plate, Gumball Wheel, and Spacer.
6. Next, insert the Candy Wheel into the Hopper. Be sure one of the holes of the Candy Wheel is over the chute opening of the Hopper.
7. Install the Wing onto the Candy Wheel. Adjust the Wing to one of the eight settings visible inside the Candy Wheel. (This adjustment determines the amount of candy dispensed).
8. Screw in the three (3) Hold-Down Screws to secure the Wing in place. Do not overtighten.
9. Place the Brush Plate over the adjustable Candy Wheel assembly. The Brush Plate is marked with an arrow indicating the front (which aligns the springs to cover the triangular opening.)
10. Screw down the complete Candy Wheel assembly with the two (2) Screws.
11. Place the Box on the Hopper and secure with the four (4) Screws.
12. Place the Metal Lid on top of the Polycarbonate Globe.
13. Insert the key in the Cylinder Lock. Insert the Cylinder Lock into the hole at the top of the cap, turning to align it so it drops into place. At the same time, maneuver the Cap so the Cylinder Key and the Central Rod are mated.
14. Turn the Key clockwise to screw the Cylinder Lock onto the Central Rod. DO NOT OVERTIGHTEN.

**Converting Your Machine to Dispense Gumballs**

If your 504P/M Supreme Gumball Machine was purchased or configured with the Candy Wheel dispenser, and you wish to change the machine to dispense gumballs, please follow these instructions.

1. Insert key, press down, and turn counter clockwise to unscrew the Central Rod. Remove the Cylinder Lock and Metal Lid.
2. Unscrew the four (4) Screws that hold the Box to the Hopper.
3. Remove the Box from the Hopper and set aside carefully.
4. Unscrew the two screws that hold the Candy Wheel assembly to the Hopper.
5. Remove the Candy Wheel assembly components: the Brush Plate, Hold-Down Screws, Wing, and Candy Wheel.
6. Next, insert the Gumball Wheel assembly components. First, insert the Spacer into the Hopper.
7. Place the Gum Wheel over the Spacer, making sure one gumball hole is over the opening of the hopper that goes over the chute.
8. Install the Brush Plate over the Gumball Wheel, making sure the two springs cover the Gumball Wheel hole that is directly over the hopper opening.
9. Screw down the completed Gumball Wheel assembly with the two (2) screws.
10. Place the Box on the Hopper and secure with the four (4) screws.
11. Place the Metal Lid on top of the Polycarbonate Box.
12. Insert the key in the Cylinder Lock. Insert the Cylinder Lock into the hole at the top of the cap, turning to align it so it drops into place. At the same time, maneuver the Cap so the Cylinder Key and the Central Rod are mated.
13. Turn the Key clockwise to screw the Cylinder Lock onto the Central Rod. DO NOT OVERTIGHTEN.

**Adjusting the 504P/M to Change Size or Amount of Products Dispensed**

**Adjusting Gumball Wheel-equipped 504P/M Supreme Gumball Machine**

1. Remove the Metal Lid by unlocking with Key and unscrewing from Central Rod.
2. Remove any excess gumballs remaining in the Polycarbonate Box.
3. Unscrew the four (4) screws holding the Box to the Hopper.
4. Lift the Box off the Hopper.
5. Unscrew the two (2) screws securing the Gumball Wheel assembly to the Hopper.
6. Lift the Brush Plate off the Gumball Wheel.
7. Adjust the Gumball Wheel to accommodate the new product size by unscrewing the two adjustment screws and twisting the Gumball Wheel until the holes are the size you desire for dispensing product. (Hint: see if the new product fits through one of the holes in the Gumball Wheel).
8. Re-install the Brush Plate over the Gumball Wheel, making sure the two springs cover the Gumball Wheel hole that is directly over the hopper opening.
9. Reassemble by reversing steps 5, 4, 3, 2, 1.

**Note:** The 504P/M can also dispense 1.1-inch toy capsules. Simply remove the Riser and make sure the Gumball Wheel hole opening is set as wide as possible (See step #7 above).

**Adjusting Candy Wheel-equipped 504P/M Supreme Gumball Machine**

1. Remove the Metal Lid by unlocking with Key and unscrewing from Central Rod.
2. Remove any excess gumballs remaining in the Polycarbonate Box.
3. Unscrew the four (4) screws holding the Box to the Hopper.
4. Lift the Box off the Hopper.
5. Unscrew the two (2) screws securing the Candy Wheel assembly to the Hopper.
6. Remove the Brush Plate and Candy Wheel.
7. Remove the three (3) Hold-Down Screws from the Candy Wheel. Lift up the wing and reinsert it to allow the desired amount of product to be dispensed.
8. Replace the three (3) Hold-Down Screws and tighten. Do not overtighten.
9. Place the Brush Plate back onto the Candy Wheel. The Brush Plate is marked with an arrow indicating the front (which aligns the springs to cover the triangular opening.)
10. Reassemble by reversing steps 5, 4, 3, 2 and 1.

**Installing the 504P/M Supreme Gumball Machine onto a Stand**

Stands are comprised of three (3) parts: the Base, the Threaded Pipe, and the Threaded Flange or Bracket.

**Single-Mount Assembly Instructions**

1. Place the Threaded Pipe into the threaded opening on the Pedestal Base and tighten.
2. Place the Threaded Flange onto the Threaded Pipe with flat side pointing up.
3. Secure the Pedestal Base and tighten the flange by turning clockwise.
4. Disassemble the 501P/M Classic Gumball Machine to free the Metal Base (see “Converting Your Machine…” instructions steps 1 through 3.)
5. Align the holes in the 501P/M Metal Base with the large holds in the Threaded Flange. (The front of the Metal Base has a notch for the product chute.)
6. Screw in two (2) bolts from the Metal Base into the Threaded Flange (i.e. screw in top down).
7. Reassemble the gumball machine.

**Double-Mount Assembly Instructions**

1. Complete steps 1-4 as shown in Single Mount Assembly Instructions.
2. Place Large Double Bracket on top of Threaded Flange, aligning the holes.
3. Screw in bolts to secure.
4. Align the front and rearmost holes in the two (2) 501P/M Classic Gumball Machine Metal Bases to the outermost holes in the Large Double Bracket. Note: the front the Metal Base has a notch for the product chute.
5. Screw in two (2) bolts from the Metal Base into the Large Double Bracket (i.e. screw in top down). Do not overtighten.
6. Re-assemble) each gumball machine.

**Triple-Mount Assembly Instructions**

1. As per the double-mount (above), assemble the stand and secure each gumball machine’s Base to the triple bracket using the included bolts.
2. Then re-assemble each gumball machine.

**Servicing the 504P/M Supreme Gumball Machine**

1. Insert the Key into the Cylinder Lock, and unscrew the lock from the Central Rod.
2. Lift the Box assembly off the Body (with candy still inside) to access the Metal Base where the coins reside.
3. Remove the coins, replace the Box assembly.
4. If no product refill is needed, lock the machine by turning the Key clockwise.
5. If product is needed, remove the Metal Lid.
6. Slowly add the gumballs, candy, or other products to the container.
7. Please make sure the dispensing compartment from the dispensing wheel is fully aligned with the opening in the Box’s base.
8. Test the machine’s operation to make sure the product is dispensed correctly.
9. Replace the Metal Lid.
10. Insert the key in the Cylinder Lock. Insert the Cylinder Lock into the hole at the top of the cap, turning to align it so it drops into place. At the same time, maneuver the Cap so the Cylinder Key and the Central Rod are mated.
11. Turn the Key clockwise to screw the Cylinder Lock onto the Central Rod. DO NOT OVERTIGHTEN.

**Note:** It is suggested while servicing the machine to consider performing cleaning and maintenance as described in this booklet.

**Cleaning & Maintaining the 504P/M Supreme Gumball Machine**

**IMPORTANT:** Clean only by dry methods to reduce the risk of product contamination by food poisoning bacteria. Unscented alcohol-based wipes are also suitable, but all surfaces must be thoroughly dry before re-assembling and using the machine.

* Regular cleaning and maintenance is essential for the proper functioning of the machine.
* Again, using dry cleaning methods with good-quality paper towels and nylon brushes are the safest way to clean the interior parts of the machine.
* Do not use abrasive cleaners.
* Buffing the exterior surfaces of the machine can help remove marks.
* The rough surfaces of the coin mechanism and Metal Chute Door are best cleaned using a brush.
* When conducting maintenance, make sure all bolts/screws are snug and tightened. Do not overtighten.
* The exterior surfaces may be cleaned using a mild soap solutions or commercial-grade protectant such as 303™ Aerospace Protectant.
* Clean the Coin Mechanism every 12 months with a food-grade lubricant such as vegetable oil or Vaseline™. The Cylinder Lock should be lubricated with a drop of oil such as sewing machine oil and the key inserted and turned several times to coat the lock mechanism
* It is important to keep the machine out of direct sunlight as much as possible and away from heat sources such as radiators, fireplaces, etc.