Step 1 – Take a product bag out of the case and pop open the blue flip tab. Twist off and discard.

Step 2 – Take one of the dispensing valves (2 provided with each case). Placing the bag on a flat surface, push the dispensing valve firmly in as far as it will go. Now the bag is ready to install into the machine.

Step 3 – Unlatch both latches, if applicable.

Step 4 – Lift lid until it rests against stop.

Step 5 – Grasp top of bag. Place bag into chamber while guiding spout into front channel guide.

Step 6 – Slide inner spot ring (see arrow) into channel guide. Use ring closest to bag.

Step 7 – Continue to slide spout until it rests at bottom of channel. Repeat steps 1-7 for each bag.

Step 8 – Place faceplate against machine. Slide securely downward to lock into place. Close lid and secure with latches if applicable. If you still have questions call 800-948-1922.