

# Unisort® Cup Collector After Care Manual



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# Congratulations For Choosing Unisort® Cup Collector

With our Unisort Cup Collector Station installed, you have now taken the first step to engaging your staff more with recycling and increasing your business recycling rates.

This manual will guide you through all the things you need to know in order to keep your Unisort Cup Collector Recycling Station working and looking its best.



# Health & Safety Information

Unisort Cup Collector Stations come with fundamental user guidelines for their continued operation.

When it comes to health and safety, the primary concern is manual handling when placing or emptying the Cup Collector.

- 1

When users take out waste from the bins, they should be cautious of any sharp objects. Before emptying and replacing the bag, visually inspect it, and if there are sharp objects, it's advisable to wear gloves.
- 2

In regards to emptying, relining and relocating your Unisort Cup Collector station, you should carry out your own risk assessment & manual handling training, especially when lifting heavier loads such as a full liquid bucket.
- 3

It is the duty of the customer to guarantee that they exercise full care, responsibility, and correct operation or usage, as well as provide appropriate training at all times.
- 4

Unisort cannot be held responsible for any damage or injury to individuals or property resulting from failure to work in a safe and proper manner.

# Warranty

The Unisort Cup Collector Stations are provided with a 5 year manufacturers warranty, that can be extended to 10 years\*. This warranty covers manufacturing defects only not misuse or wear and tear.

Damages resulting from accidents, misuse, abuse, neglect, and standard wear & tear are not included in this warranty. Additionally, any damage incurred by moving the units against our recommendations is not covered.

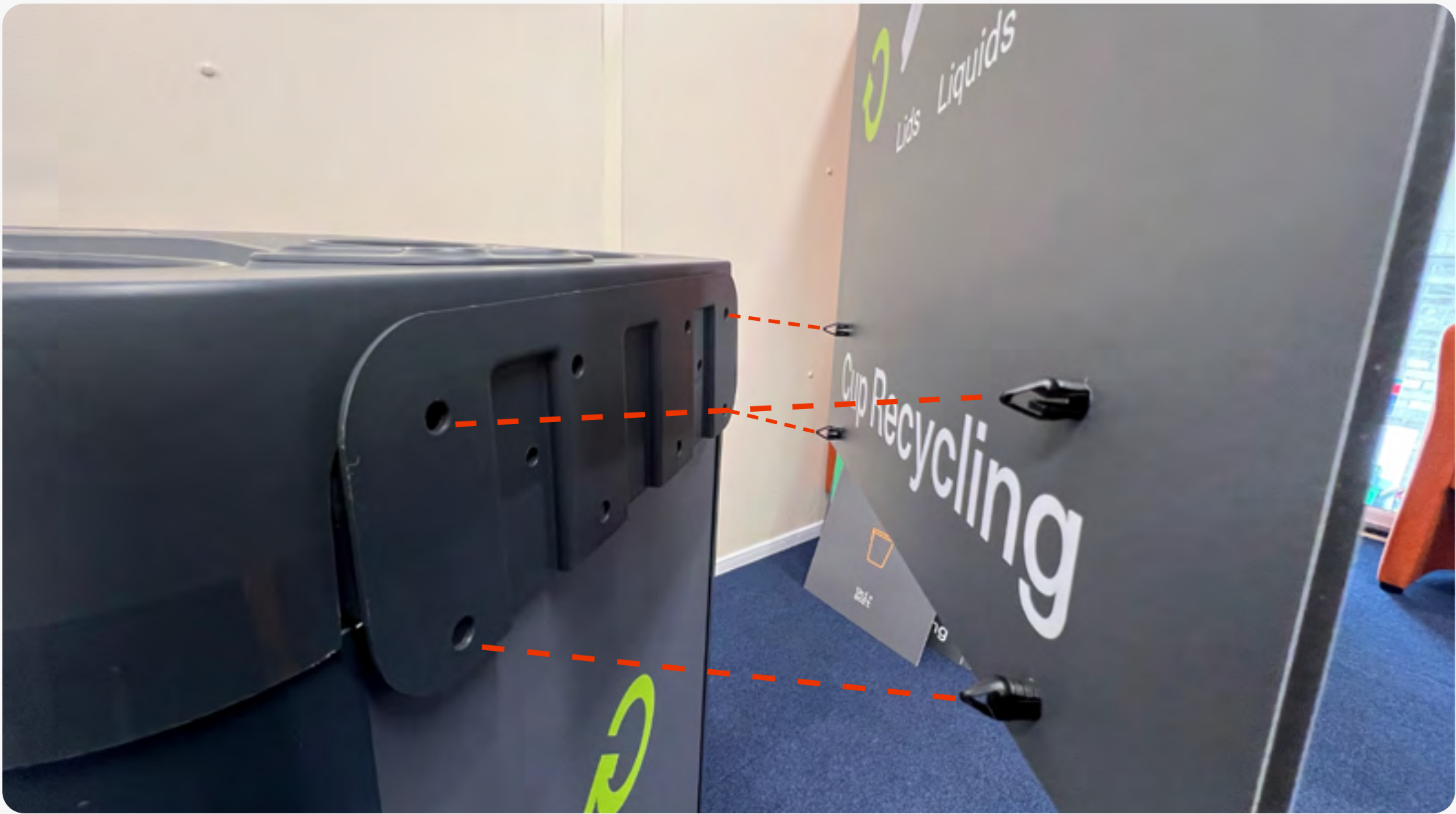
Unisort retains the right to determine whether to repair and/or replace any products covered by the warranty, and our decision in this matter is final.

It is essential for customers to regularly maintain and care for all items as a condition of the Unisort warranty.

*\*Subject to being registered online. 5-year warranty as standard.*



# How To Install The Backboard



1 Place the backboard on a flat surface whilst ensuring not to scratch the graphics. Install the plastic rivet plugs provided.

2 Line up the plastic rivets with the backboard fixing holes located at the rear of the unit.

3 Once lined up, carefully insert the plastic rivet pins into the plugs.



4 Push in all 4 plastic rivets into the plugs to secure the backboard.

5 Backboard's complete!

# How To Empty and Reline Central Lid Collector



1 Remove the cover and hook it up on the front of the station.



2 Remove liquid bucket and place on a flat surface then remove bag of cup lids.



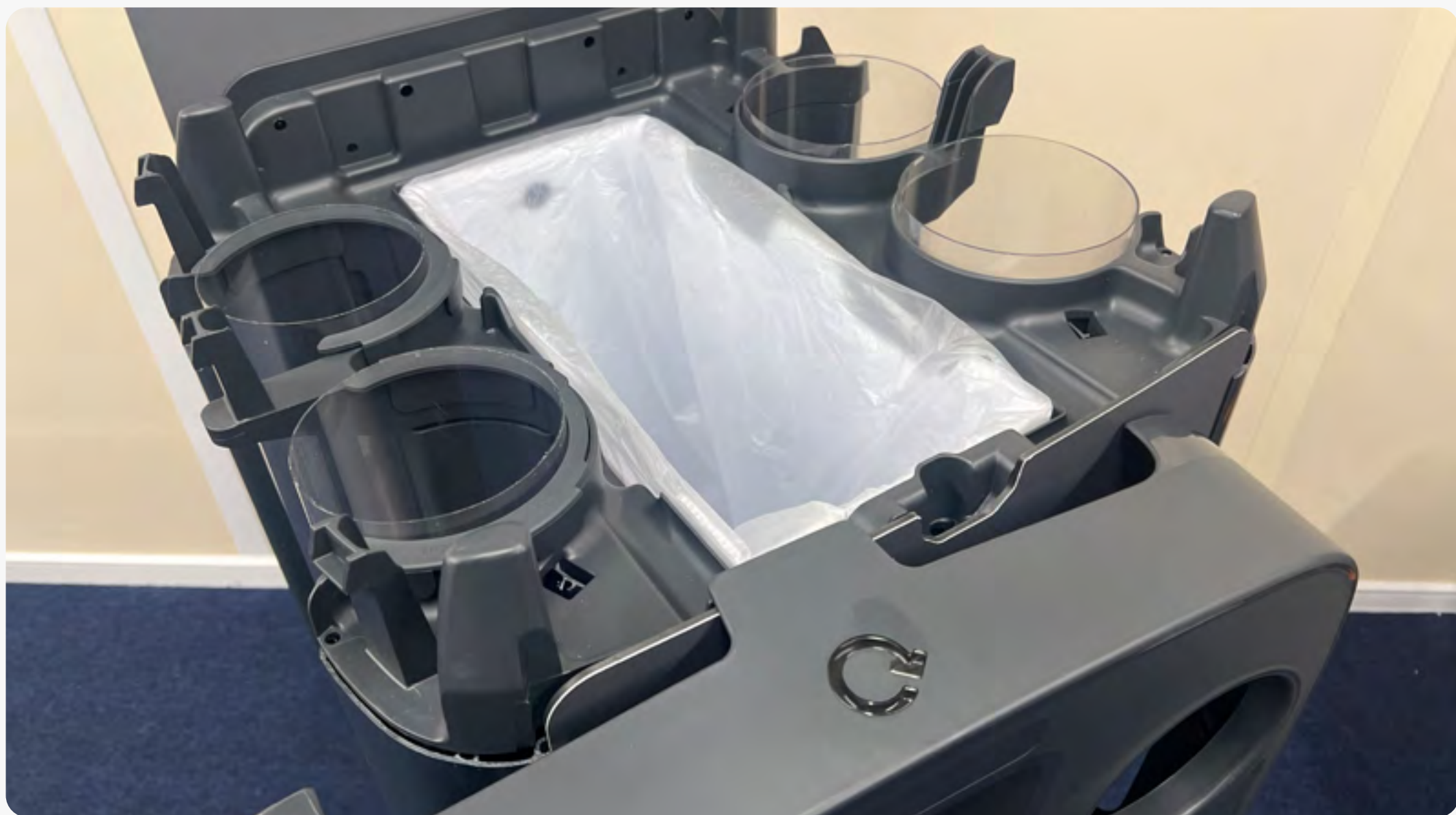
3 Line the central lid collector section with the large bags provided.



4 Slightly raise the central lid collector to allow excess bag to fold over the top, proceed to the next step.



5 Twist and push bag through the hole in front of the central lid collector to secure.



6 Return the bucket once the central lid collector has been lowered back into position, put the cover back on then it's ready to go!

# How To Empty and Reline Tubes

Only applicable if using a bag with the tube



- ① Remove the cover and hook it up on the front of the station, then remove bag of cups from the top.



- ② Slide small bag into the cup tube.



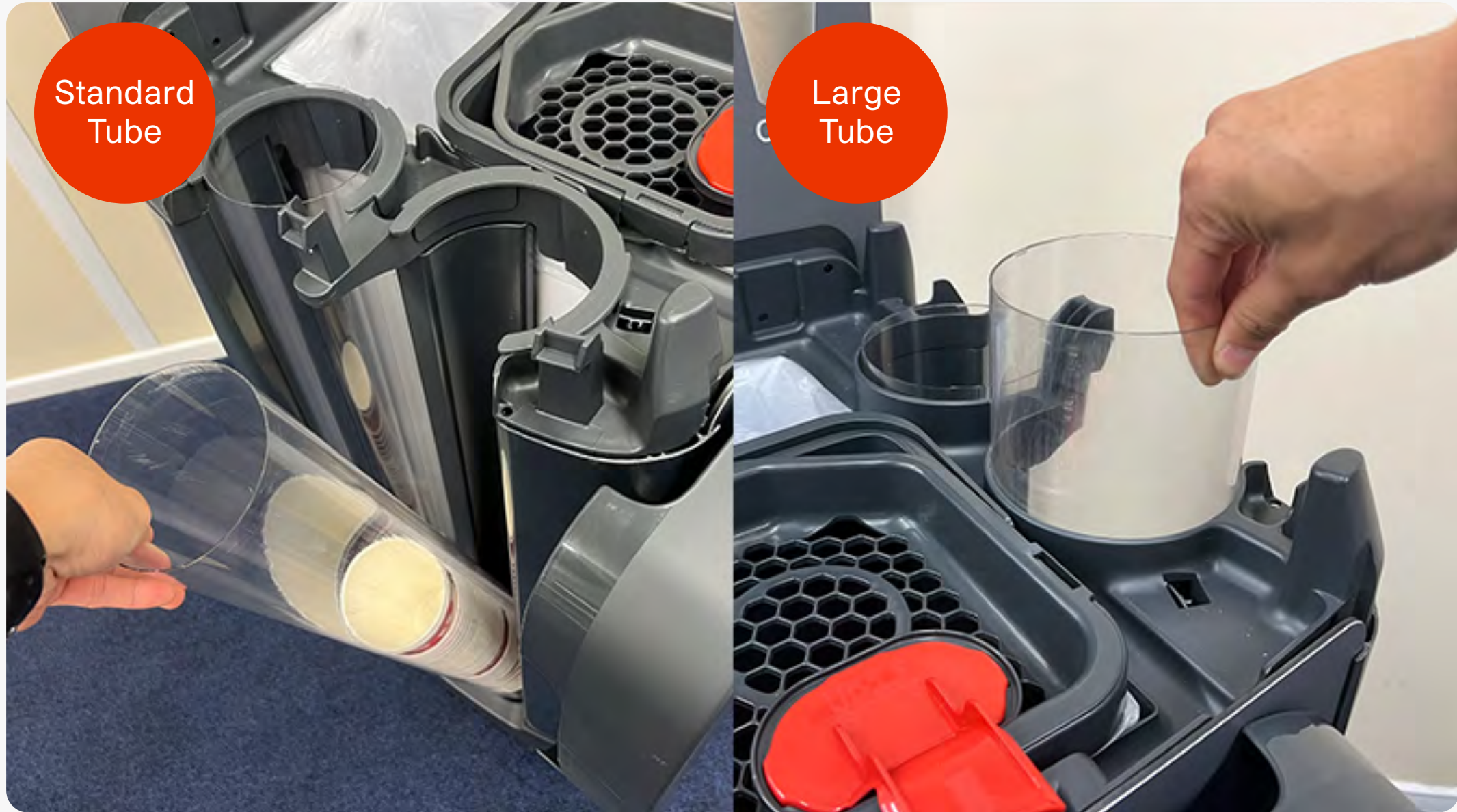
- ③ Pull tubes to the side or slightly raise the tube, then fold excess bag over the top.



- ④ Push tubes back into position to secure the bags, repeat for all 4 cup tubes.

# How To Empty and Reline Tubes

Only applicable if not using a bag with the tube



1 **Standard Tube:** Pull out tubes from the side or from the top.  
**Large Tube:** Pull out tubes from the top.



2 Support the bottom of the tube before lifting it out of the unit.



3 Empty cups into the suitable waste stream.



4 Return empty tubes back into the unit, put the cover back on then it's ready to go!

# How To Empty and Clean Liquid Bucket



1 Hook the cover then lift the liquid bucket out of the unit and transport to the nearest sink.



2 Lift the float out of the bucket.  
(The float is not dishwasher safe)



3 Pour the liquid from the bucket until its empty.



4 Wash the empty liquid bucket until it's clean and wipe it dry.



5 Place the float back into position.



6 Return the liquid bucket back in the station, put the cover back on then it's ready to go.

# How To Clean Your Cup Collector

We recommend you don't use alcohol based cleaning products to clean your recycling station as it may cause the graphics to fade over time.



- 1 Spray with an all purpose surface cleaner & carefully wipe with a soft or microfibre cloth. **Be particularly careful when cleaning around the cover graphics and backboard signage.**



- 2 Clean the corners, base and front panel thoroughly as well.



- 3 Continue cleaning until the unit is thoroughly clean.

# How To Lock/Unlock



1 Lower cover back into position.



2 Lock the cover on the side using the key provided.



3 Your bin is now secured.

# How To Change The Graphic Panel



- 1 Remove the cover from the right hand side of the unit, then place cover on a flat surface.



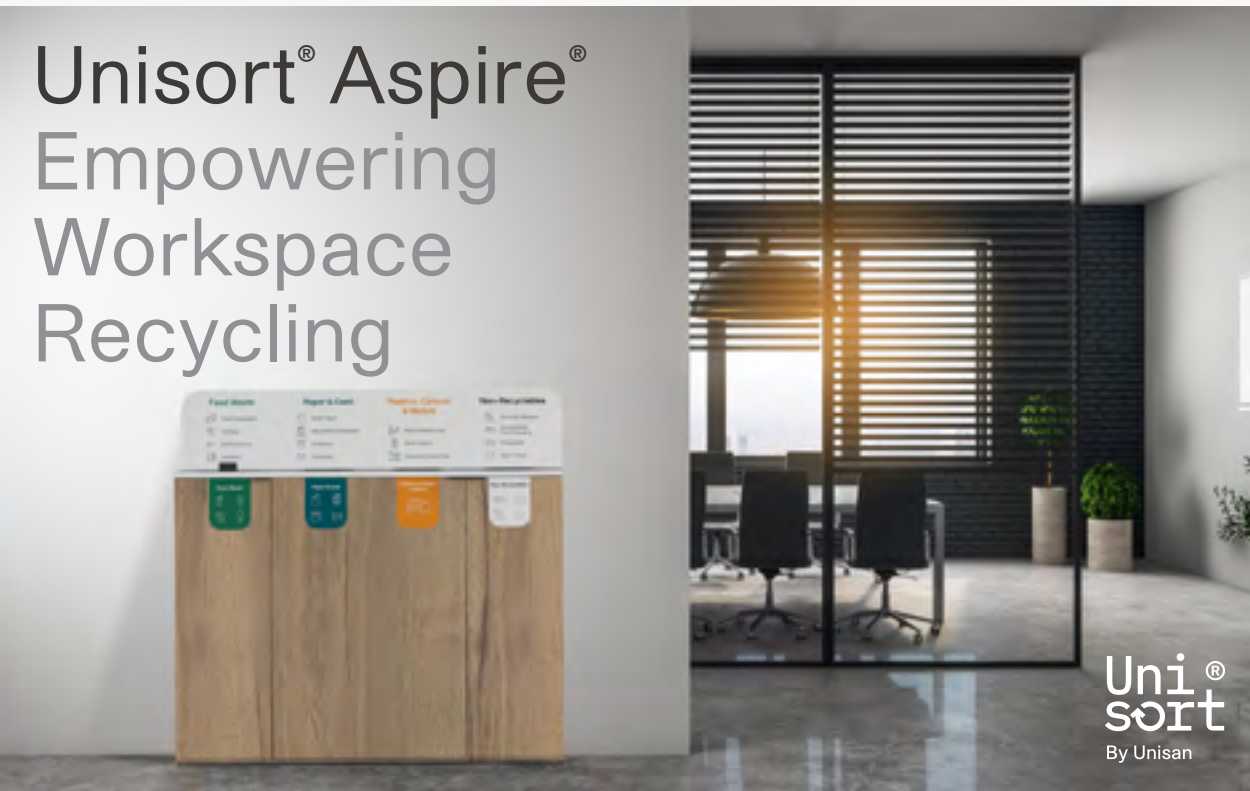
- 2 Lift out the existing graphic panel.



- 3 Slide the new graphic into the unit making sure the panel goes into the grooves on each side.

# Find Out More

## The Unisort Range



### Unisort Aspire

Our flagship customisable recycling stations.



### Unisort Climate

An overview to the Unisort



### Unisort Cup Collector

Our dedicated cup collecting



### Unisort Liner System

The bin liner system that reduces your plastic wastage and



# Contact Us

Find out how we can help you achieve your recycling goals.

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