



Cutlery Dispenser Onboarding

preserve®



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Preserve's Cutlery Dispenser offers space for 350+ pieces of cutlery. All Preserve cutlery is made in the U.S.A.

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What's In the Box?

- Preserve Cutlery Dispenser
- A hood sticker for either compostable or recycled plastic.
- Wall mount (screws not included)
- Clips for using dispensers back-to-back

Placing Your Dispenser

Your cutlery dispenser will work best if it is placed on a level surface and is prevented from sliding back.

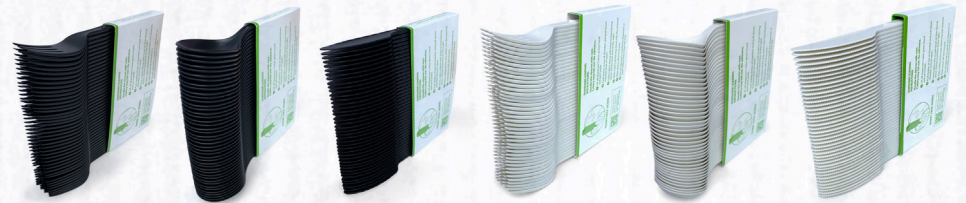
Three recommended placements:

- On a flat counter up against a wall
- On a flat counter, base drilled onto surface
- Mounted on a wall using the included wall mount



Preserve Cutlery

- Preserve cutlery dispensers are compatible with both Preserve recycled plastic cutlery and Preserve compostable cutlery.
- Cutlery for the dispensers is packed in cardboard sleeves for easy loading.



Loading Your Dispenser

1. Lift off the dispenser's clear green hood and set it aside.
2. Push the button at the top of chamber and pull down the chamber door to open.
3. Hold the cutlery sleeve with the bowl or tines facing down. Knives must face to the right.
4. Slide the cutlery all the way down into the channel.
5. Slide the sleeve off and recycle with your paper recycling.
6. Close the chamber door.
7. Replace the hood, making sure the tongue and groove meet.

Top of chamber:
Press button to
open



Features of Your Cutlery Dispenser

- Removable tray for easy manual washing and sanitizing (not suitable for dishwasher).
- Green hood is fully removable for washing and sanitizing (not suitable for dishwasher).
- Paddles are a large touch point that can be easily sanitized.
- Each chamber holds approximately 90 pieces of cutlery (a little more than 2 sleeves).

Best Practices

A few suggestions to make this the easiest piece of equipment possible!

- Train all team members on how to load the dispenser correctly. Incorrect loading is the most common cause of jams or malfunctions.
- Each chamber holds roughly 90 piece of cutlery. Best practice is to fill with two sleeves. **Do not fill over the line marked at the top of the chamber.** Pushing down extra cutlery will create a jam.
- Keep a couple of empty cardboard sleeves on hand in case you need to empty your dispenser.

Troubleshooting: My dispenser is jammed. Now what?

Most jams can be fixed by removing all the cutlery from the chambers and reloading. Be sure to remove the bottom-most piece of cutlery which may be easily missed.

We want to hear from you! If you have persistent jams or ongoing issues, please contact us at info@preserve.eco.



Need support?
Contact Us!
info@preserve.eco
888-354-7296
[preserve.eco/dispenser](https://www.preserve.eco/dispenser)



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