

# 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"

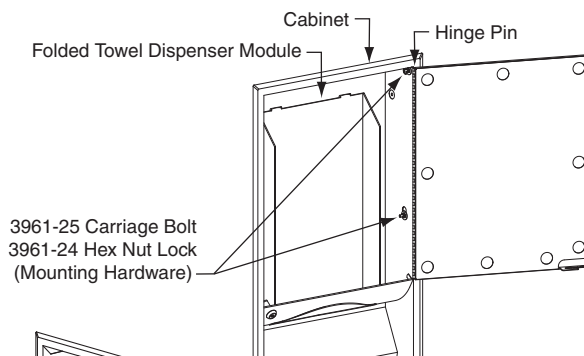


Figure 1

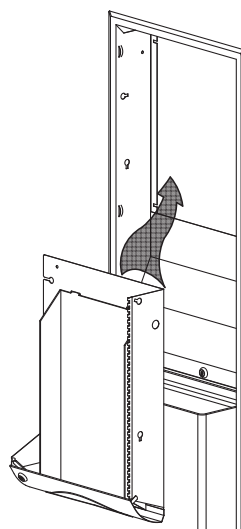


Figure 2

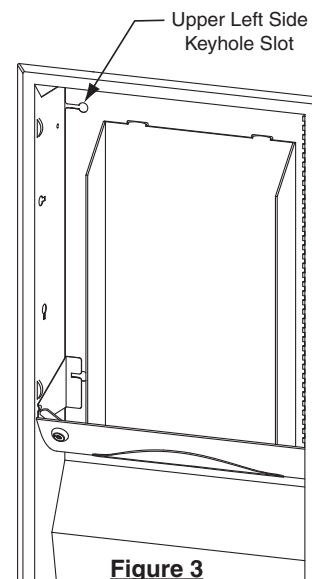


Figure 3

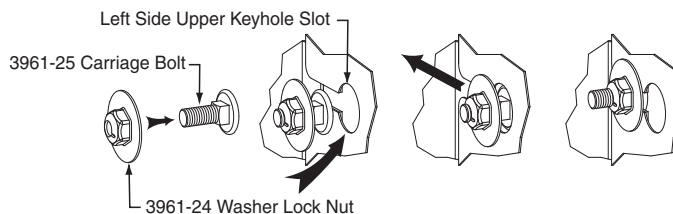


Figure 4

