

### A) ORIENTATION

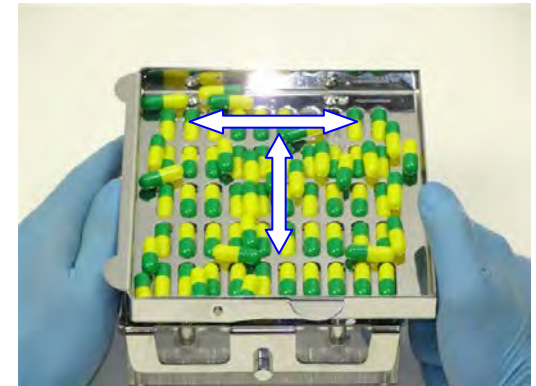
View capsule filling video online at



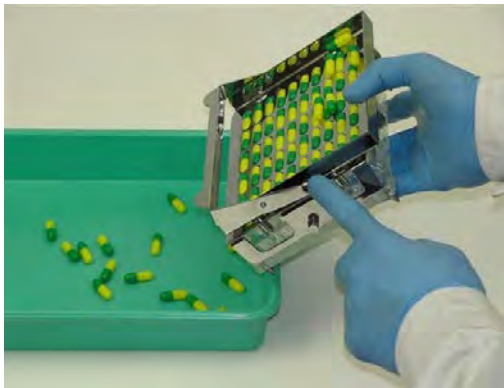
[www.profiller.com](http://www.profiller.com)



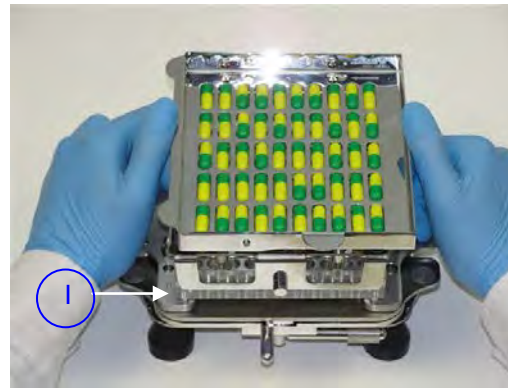
1. Place Caps Tray onto Filler with Position I and II markings in front. Check that Cam Lever is set to 3 o'clock.



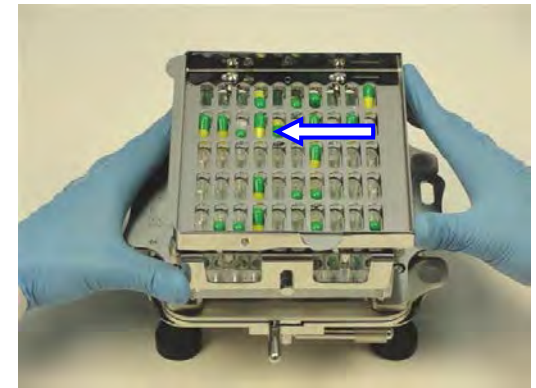
2. Pour 50 + capsules onto Orienter. Shake back and forth moving capsules into slots.



3. Tilt Orienter and press tab down to lift gate and pour off excess capsules. See Tip 1.



4. Place front locating feet of Orienter into holes at position I on Caps Tray.

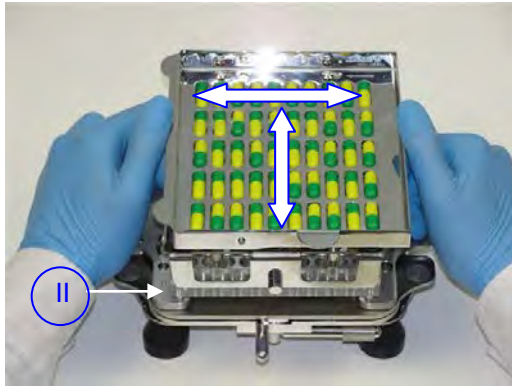


5. Push sliding portion of Orienter to the left 1-3 times to drop capsules into Filler, filling every second row. Slide gently to avoid incorrect orientation of capsules. See Tip 2.

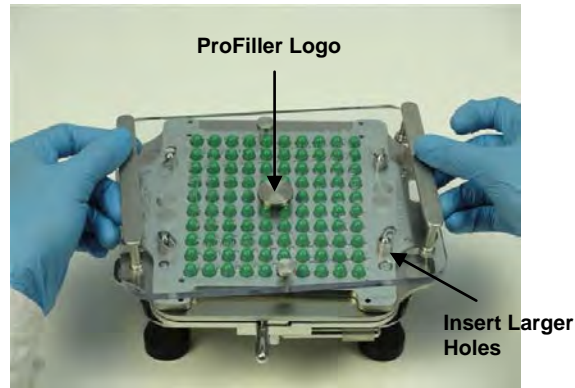
**Tip 1:** Visually check filled Orienter after Step 3. Look for 2 capsules in a slot, missing capsules, capsules with a double cap, or capsules of incorrect size mixed into the lot. Manually replace problem capsules.

**Tip 2:** If there are capsules lying on Caps Tray, the Orienter was likely not aligned properly on Caps Tray. Be sure Orienter sits properly in locating holes. Manually place incorrectly oriented capsules or remove all capsules from Caps Tray and begin orientation process again.

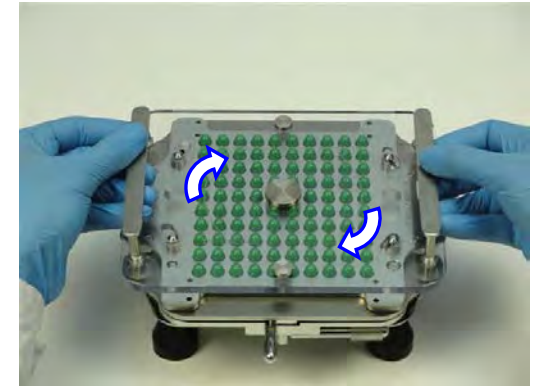
### B) SEPARATION of Capsule Caps and Bodies



6. Repeat Steps 2-5 except in Step 4 place front locating feet of Orienter into holes at position II on Caps Tray. Remove Orienter. If some capsules sit higher than others, gently pat them into place.



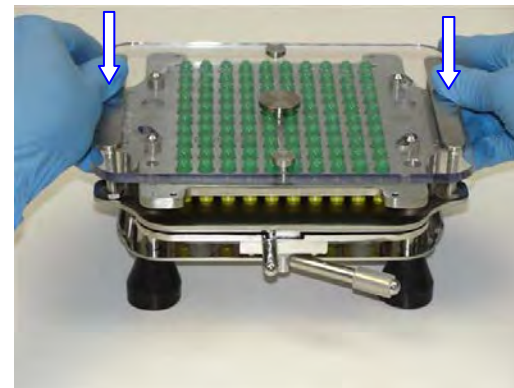
7. Hold Locking Plate by handles and place onto Caps Tray by inserting 4 Caps Tray posts into 4 larger holes in Locking Plate. ProFiller logo should be right side up.



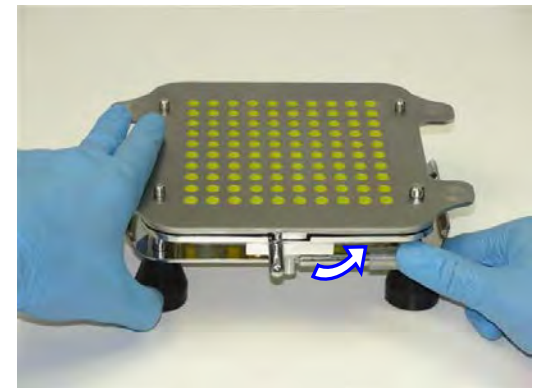
8. Hold Locking Plate by handles and twist clockwise to lock into place.



9. Gently pull Cam Lever toward the post to secure bodies in Filler. Capsules should be held firmly but should not be squeezed to an oval shape.



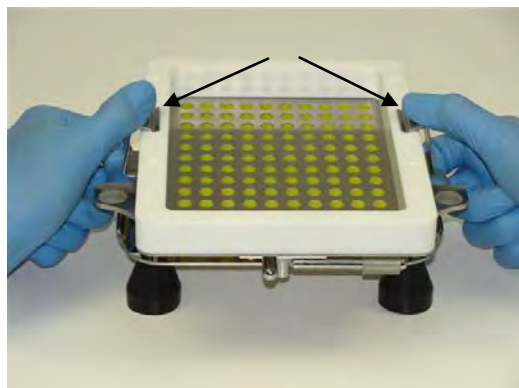
10. Push down on Locking Plate handles while lifting up Caps Tray (top metal piece) to separate capsule caps and bodies. Set aside Caps Tray with Locking Plate. See Tip 3. If filling liquids, see Special Fill Materials following these instructions



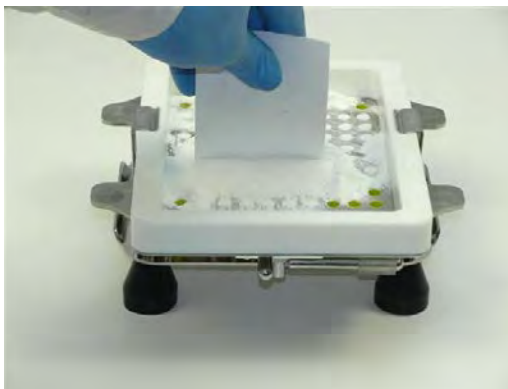
11. Release Cam Lever to allow capsule bodies to drop into Filler. If some capsules sit higher than others, gently pat them into place.

**Tip 3:** If whole capsules are pulled up in Step 10, the Cam Lever should be pulled tighter in Step 9. If just a few capsules fail to separate, check that they were not already locked.

### C) FILLING and Powder Compression

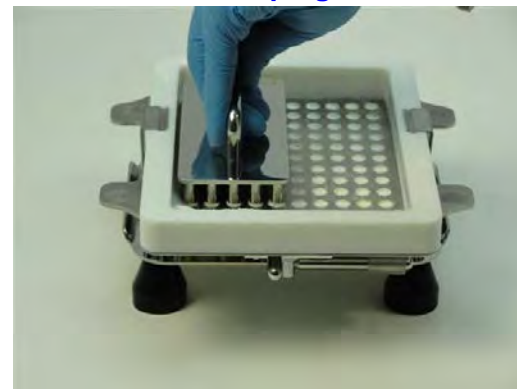


**12.** Place Powder Tray onto Filler. Optionally, attach Powder Tray Clamps. For sticky powders, see Special Fill Materials following these instructions.



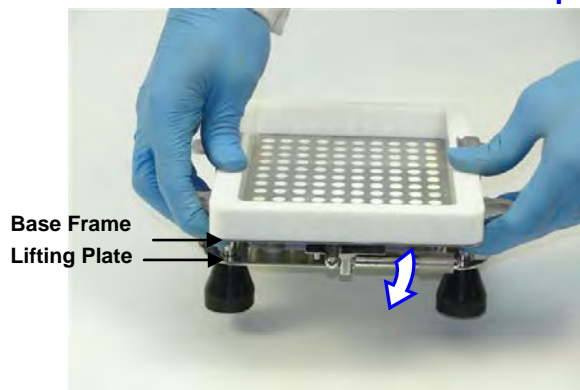
**13.** Pour pre-measured powder onto Filler. Use Powder Spreader to move powder from center towards all 4 edges of Powder Tray frame.

#### Tamping

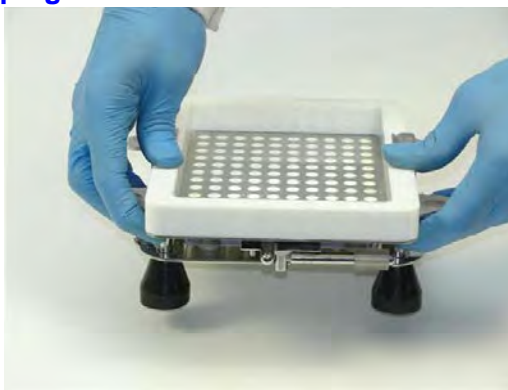


**14.** Use 50-pin Tamper to pack powder. Repeat spreading and tamping as necessary.

#### Optional Tapping



**14a.** Optionally, pull Cam Lever to gently hold bodies in place. Hold **Filler Base Frame** and gently tap against table a few times to settle powder. Powder Tray Clamps are recommended when tapping. **DO NOT hold Filler by Lifting Plate** (moveable plate) as capsule bodies will be pushed up out of the filler.



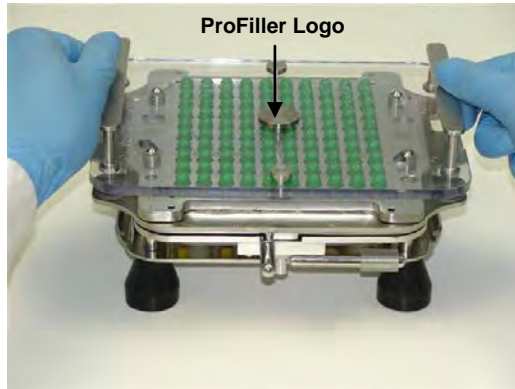
**14b.** Spread remaining powder and tap again.

#### Optional Vibrator

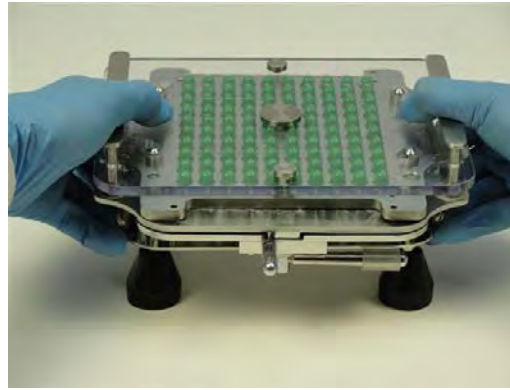


**14c.** Use optional Vibrator as an alternative to or in addition to tamping or tapping (see page 30). Powder Tray Clamps are recommended.

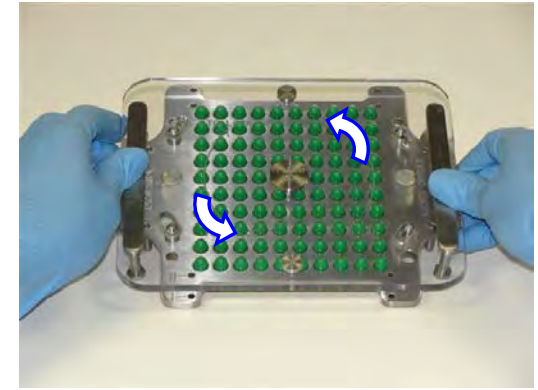
### D) LOCKING Capsules



15. Remove Powder Tray. Place Caps Tray with Locking Plate onto Filler. ProFiller logo should be right side up.



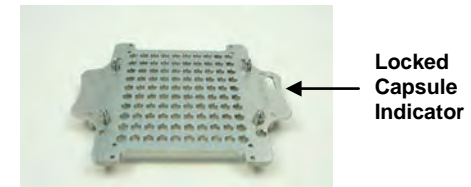
16. Press down on clear Locking Plate with thumbs while pulling up Lifting Plate to lock capsules. Do not press on Lifting Plate Handles. Repeat locking with thumbs positioned in different areas of the Locking Plate.



17. Remove Locking Plate by twisting it counter-clockwise. You now have 100 locked capsules. Sometimes for coarse powders, all 100 capsules may re-assemble but not fully lock. If this happens, put the Locking Plate back onto the Caps Tray and continue on to section E.

#### Checking that capsules are locked

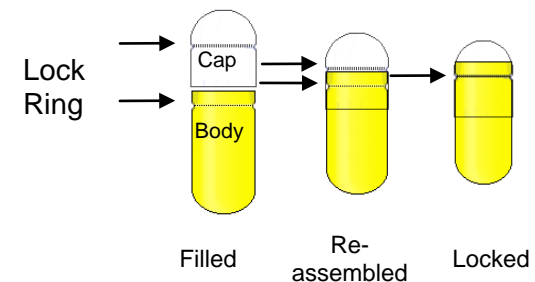
A locked capsule should pass through the locked capsule indicator on Caps Tray. Please note that this indicator does not apply to el sizes.



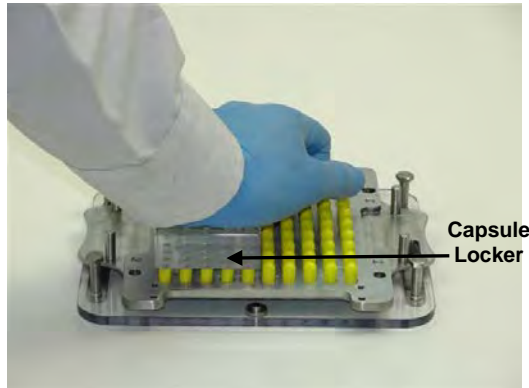
#### Stages in Capsule Locking

There are three stages of capsules in the locking process:

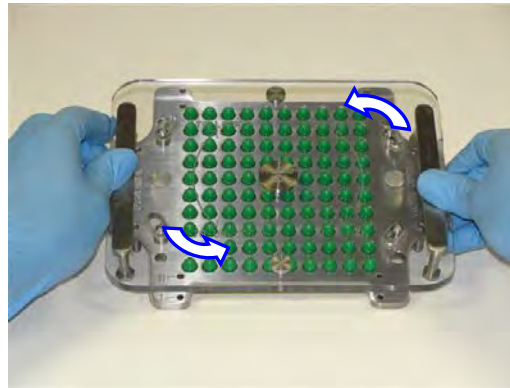
- **Filled:** the capsule bodies have not entered the caps.
- **Re-assembled:** the capsule bodies have pushed to the lock ring of the cap.
- **Locked:** The lock ring on the body enters the matching lock ring on the cap.



### E) LOCKING Capsules Using Capsule Locker – only if capsules did not lock fully in step 17



**18.** Remove Caps Tray with Locking Plate and turn them over onto table. Use Capsule Locker to lock capsules. Apply pressure until you feel capsules snap and lock.



**19.** Flip Caps Tray over. Rotate Locking Plate counterclockwise and remove it. You have 100 filled, locked capsules.



**20.** Turn over Caps Tray into capsule bin and eject capsules. Capsules are now ready for packaging.