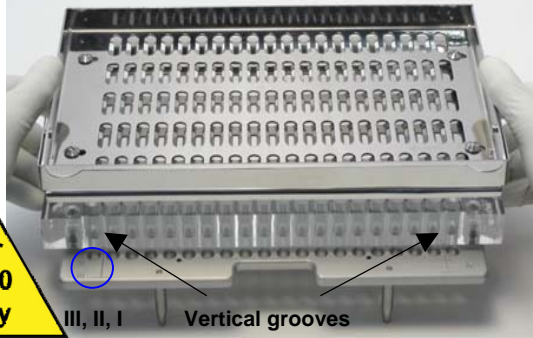


A. ORIENTATION (Hand-Held) - 3800 Users skip to “A. ORIENTATION (European Style)”

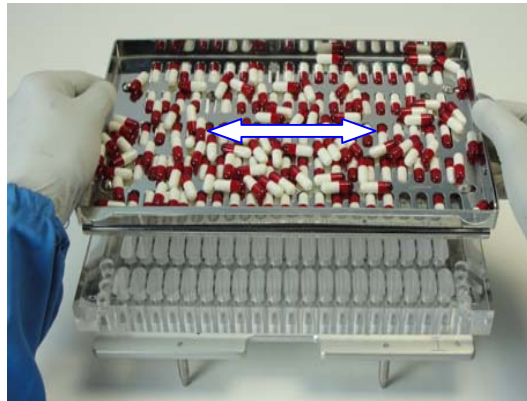
For faster cycle time, begin with Caps Tray on Filler



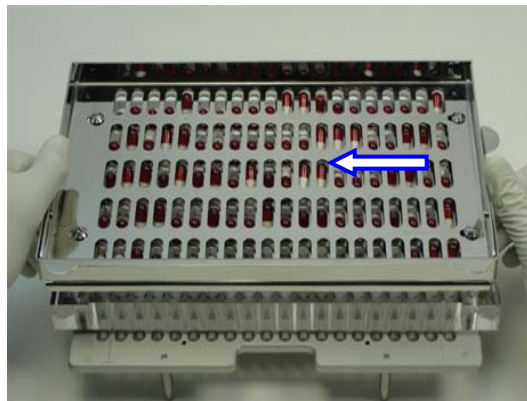
1. Place Orienter Base onto Caps Tray in Position I. Align vertical grooves on front edge of Orienter Base with vertical lines on Caps Tray. Align Orienter Base front edge with horizontal line “I” on Caps Tray. Place Orienter Tray onto Orienter Base. For faster cycle time, begin with Caps Tray on Filler. See Tip #1.



4. Place Orienter Tray onto Orienter Base and slide back until it drops into place.



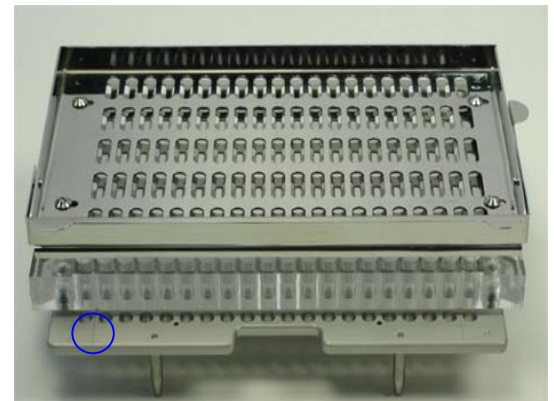
2. Fill Capsule Measuring Bowl for your capsule size and pour capsules on Orienter Tray. Lift Orienter Tray and shake back and forth moving capsules into slots.



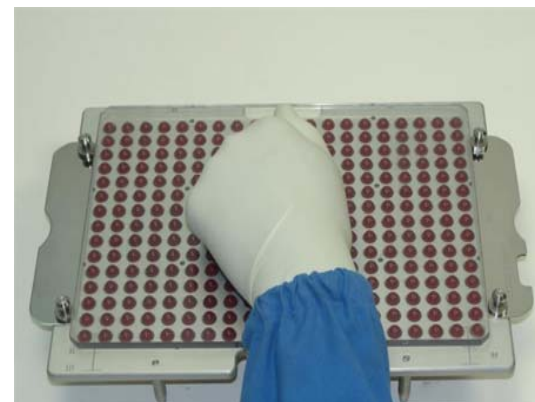
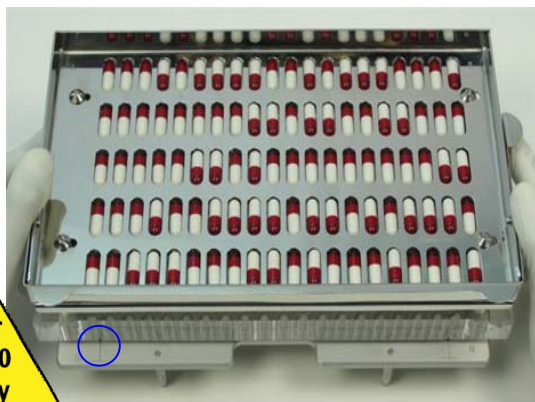
5. Push sliding portion of Orienter Tray to the left to drop capsules into Caps Tray, filling every third row. See Tips #3, 4, 5.



3. Tilt Orienter Tray and press tab down to lift gate and pour off excess capsules. See Tip #2.



6. Move Orienter Base with Orienter Tray to Position II on Caps Tray.



For
3700
Only

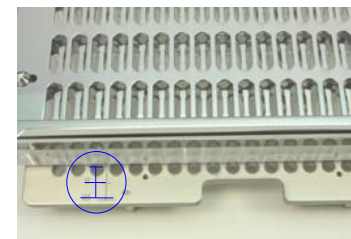
7. Repeat steps 2-5. Move Orientor Base with Orientor Tray to Position III on Caps Tray.

8. Repeat steps 2-5 one last time.

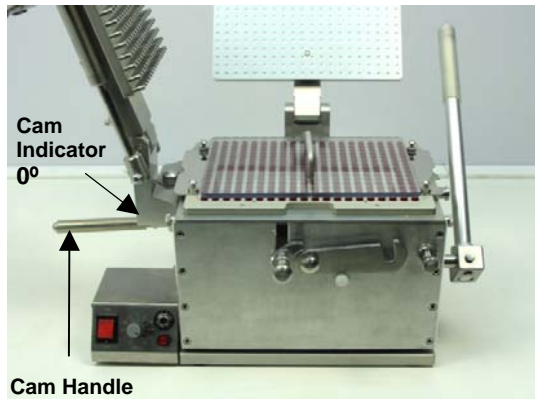
9. Remove Orientor Base with Orientor Tray from Caps Tray and set aside. Place Push Plate on Caps Tray to fully seat all capsules in holes. Proceed to section **B Separation**.

Tips

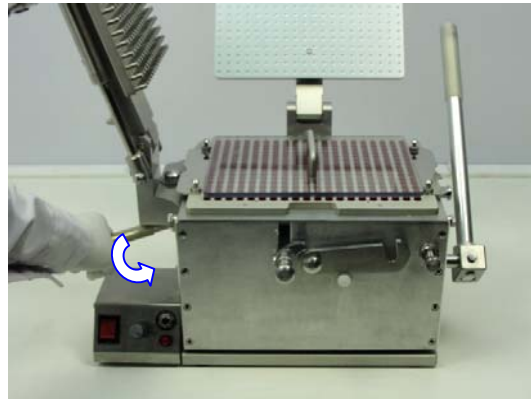
1. There are 3 locating holes at each corner on underside of acrylic Orientor Base. Positioning the front holes onto Caps Tray locating pins will align Orientor to position I, the middle holes to position II, and the back holes to position III. To identify front of Orientor Base, look for the grooves and size range marking.
2. Visually check filled Orientor Tray after step A3. 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.
3. Slide Orientor top tray gently in step A5 to avoid misorientation of capsules.
4. If a capsule is sitting in the Caps Tray with the cap down, push the capsule up from underneath to avoid getting the cap stuck in the Caps Tray hole. Turn the capsule cap up and manually place it into the Caps Tray.
5. If there are capsules lying on Caps Tray, the Orientor was likely not aligned properly on Caps Tray. Be sure Orientor sits properly in locating studs and lines up with position marking I, II, or III. Manually place misoriented capsules, or remove all capsules from Caps Tray and begin Orientation process again.



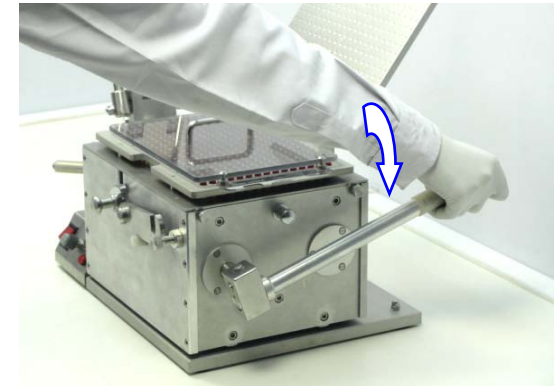
B. SEPARATION OF CAPSULE CAPS AND BODIES



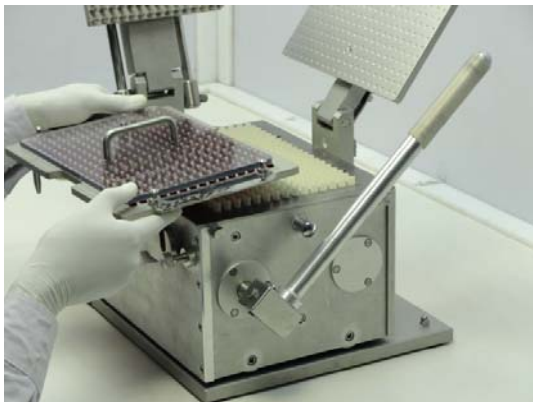
1. Make sure Cam Handle is at 0° on Cam Indicator. Place loaded Caps Tray and Push Plate onto Filler.



2. Pull Cam Handle towards you until you feel a noticeable resistance, securing capsule bodies in Filler.



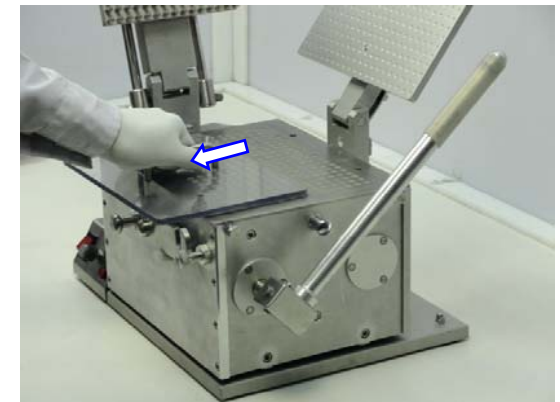
3. Push down Lifting Handle to separate capsule caps from bodies. See *Tips #1, #2, #3*.



4. Lift and set aside Caps Tray containing capsule caps. Leave Push Plate on Caps Tray to keep caps securely in place. If filling with a liquid, refer now to Special Fill Materials page 22.



5. Push Cam Handle away from you to return Cam Indicator to 0°. This allows bodies to drop. See *Tip #4*.

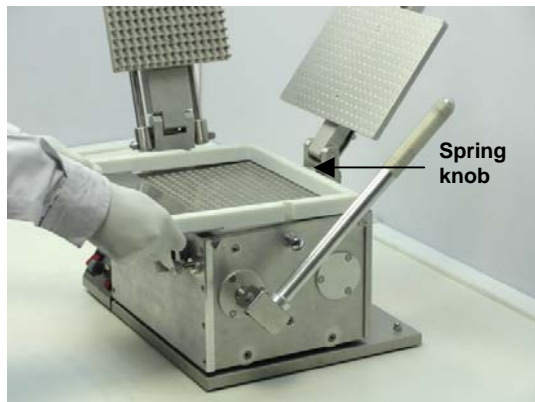


6. Slide Push Plate off Caps Tray and press bodies in Filler so open ends are level with Top Sheet. Slide Push Plate off Filler to avoid static. Place Push Plate back on Caps Tray.

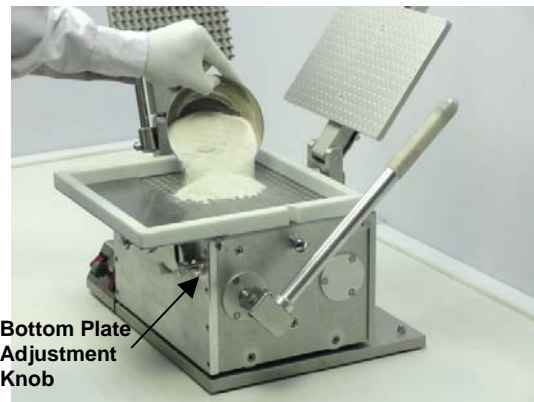
Tips

1. If caps fail to separate from bodies in step B3, Cam Handle should be rotated to a higher degree on Cam indicator in step B2. When rotating Cam Handle, there should be enough pressure on capsule bodies to hold them inside Filler, but not so much that capsules are squeezed to an oval shape. If you get non-separation of capsules, pull Cam Handle another few degrees.
2. If some capsules fail to separate, check those capsules to make sure they were not already locked.
3. Push down Lifting Handle only enough to separate capsules. Over-pressing can eject capsule bodies.
4. You may need to go slightly past the 0° marker on Cam Indicator or jiggle Cam Handle a bit for capsule bodies to drop fully into Filler.

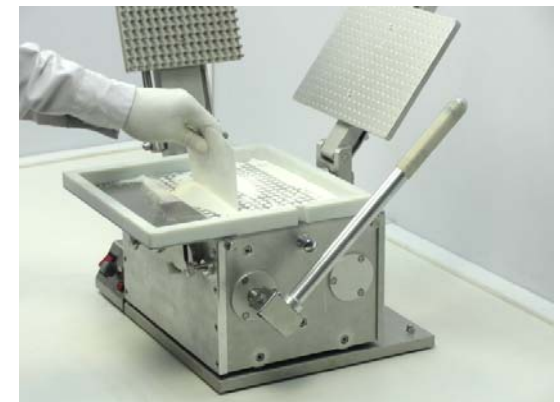
C. FILLING CAPSULES



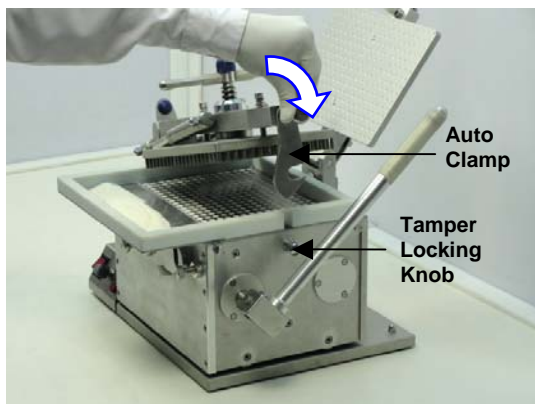
1. Place Powder Tray onto Filler by pressing spring knob against back of Filler, then lowering it into Powder Tray locating holes in Body Sheet Set.



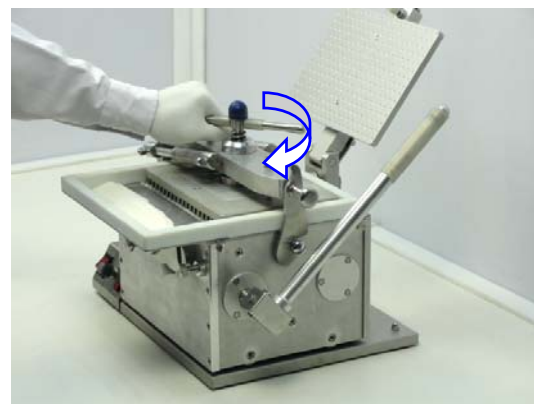
2. Pour pre-measured powder onto Filler. Use Powder Spreader to move powder from center towards all 4 edges of Powder Tray frame. For overfilling capsules see Tip #1.



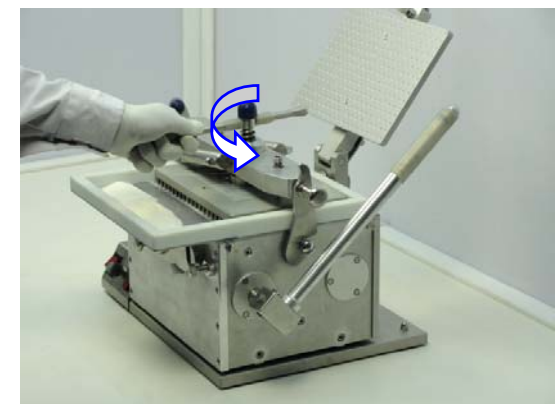
3. Move excess powder onto Powder Tray reservoir. *If using a Vibrator, turn on vibration during spreading. Turn Speed Regulator dial to adjust vibrations. A speed of about 7 to 8 is recommended Follow steps 4 - 8 only if additional tamping is required. See pages 18-21 for more information about vibration.*



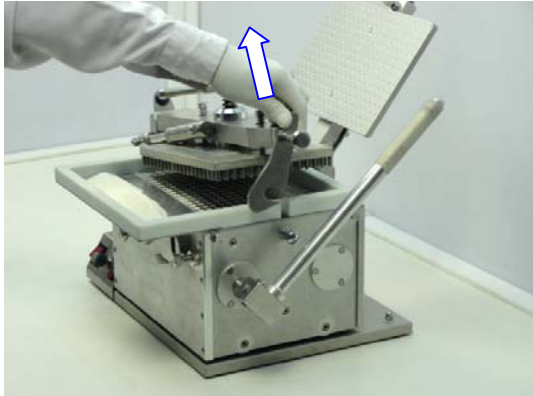
4. Lower Tamber until Auto Clamp secures it in place.



5. Turn Tamber Handle clockwise with one hand or just one finger until it stops. For further tamping, use two hands but do not turn more than a half turn further or you may bend Tamber arm. *If filling sticky powder, see Tip #2.*



6. Turn Tamber Handle counter-clockwise until it stops before raising Tamber to avoid damaging Tamber Pins.



7. Unlock Auto Clamp. Raise Tamper. *If filling sticky powder, see Tip #3.*



8. Spread any remaining powder from reservoir. Repeat Tamping if desired.



9. Remove Powder Tray and spread remaining powder. When using Vibrator, there may be a small amount of powder under the Powder Tray. Spread the powder into capsules. To reduce this effect, use Powder Tray with Clamps. See Accessories.

Tips

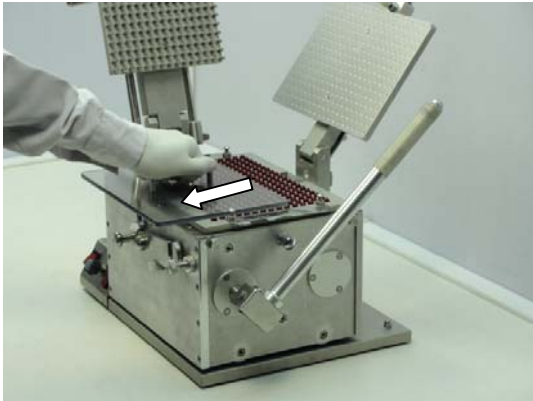
- Overfilling:** To overfill capsules, loosen Height Adjusting Locknut on front of Filler (to locate, see page 6) using wrench #17. Turn Bottom Plate Adjustment Knob counter-clockwise to lower Bottom Plate, creating space above capsule body for additional powder. If you lower capsules 1 mm, you can fill up to 5-8% more powder. The amount filled depends on type of powder and number of tamps. For coarse or granulated powders that do not compress, an extra 1 mm of depth will fill an extra 1-2% powder. Bottom Plate can be lowered up to 2 mm for 10-15% more powder, or 2-4% for coarse powders.

Additional Overfilling

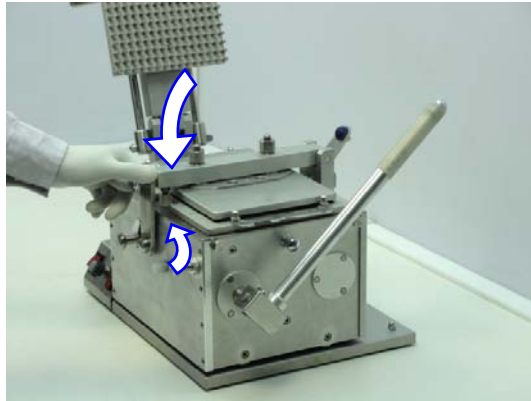
Standard Change Parts have a Top Sheet of the Body Sheet Set that is 3mm thick, which allows the capsule bodies to be lowered about 2 mm. To further overfill capsules, a special OverFill (OF) Kit can be ordered for sizes 000-1 (see Accessories in this manual). The OF Top Sheet is 5 mm thick, allowing the capsules to be lowered a total of 4 mm for twice the overfill capacity of the standard Top Sheet.

- When filling a sticky powder, capsule bodies can be lifted out of base by the Tamping Pins. To avoid this, pull Cam Handle toward you to apply GENTLE pressure to secure bodies in Filler before step C6. There should be enough pressure to hold bodies, but not so much that capsule bodies are squeezed to an oval shape. Oval capsules can cause powder to fall through Body Sheet holes. Release Cam Handle after raising Tamper Arm in step C7.
- When filling a sticky powder, some powder can stick to Tamper pins. To minimize this, hold Auto Clamp out of the way and gently tap Tamper Arm Stud against Top Sheet, allowing powder to fall off Tamper pins.

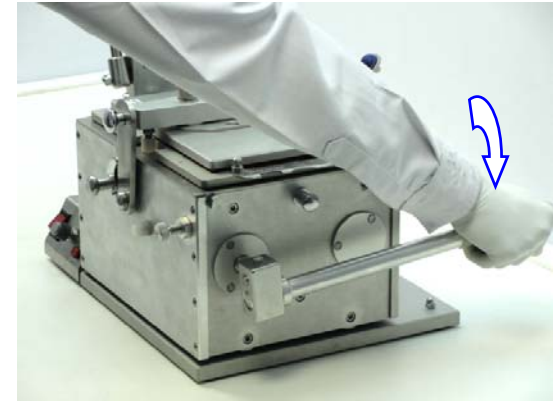
D. LOCKING CAPSULES



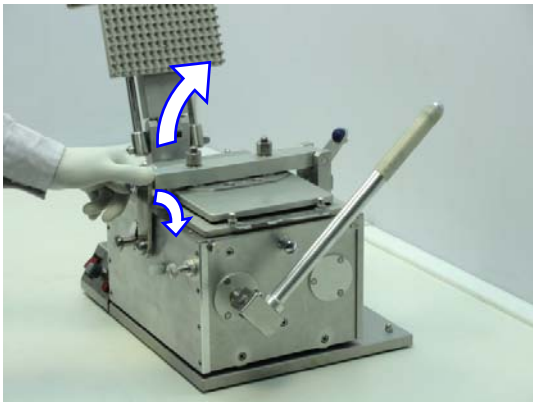
1. Check that Cam Handle is in 0° position. Place Caps Tray with Push Plate onto Filler. Slide Push Plate off Caps Tray. *Do not lift it as you may remove capsule caps due to static.*



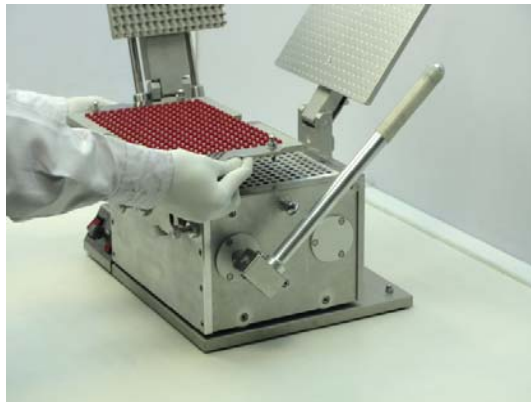
2. Lower Locking Plate. Secure with Locking C-clamp on front of Filler.



3. Push down Lifting Handle with right hand. Bodies are pushed up into caps and all capsules become fully locked in one step. See *Tip #1.*



4. Unlock Locking C-Clamp and lift Locking Plate.



5. Remove Caps Tray. You now have filled, locked capsules. See *Tip #2.*



6. Turn over Caps Tray into Capsule Bin. Use Push Plate to empty capsules. Capsules are ready for packaging.

Tips:

1. You may feel resistance when bodies enter caps. Continue to press down until you hear bodies snap into place.
2. To check that capsules are properly locked, use the locked capsule indicator on Caps Tray.

