



# How To Fix A Paper Towel Dispenser

Learn how to repair a paper towel dispenser

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## INTRODUCTION

Have a broken paper towel dispenser? Completely stumped as to how to fix it? Use this guide to repair your dispenser quickly and easily.

### TOOLS:

- Flathead 3/32" or 2.5 mm Screwdriver (1)

### PARTS:

- Paper Towels (1)

## Step 1 — How To Fix A Paper Towel Dispenser



- **Open the paper-towel dispenser's cover** using your Philips head screwdriver and turn it counter-clockwise.
- **(i)** Some paper-towel dispensers require a key to unlock them. The lock is generally located on the top of the paper-towel dispenser.

## Step 2



- **Look for jams.** Check every space inside the paper-towel dispenser for wads of paper towels. Remove any stray bits of paper towel that you find.

## Step 3



- **Tear off the paper towels just above the rollers.**
- **Remove the roll of paper towels.**  
Pull the lever of the paper-towel dispenser a few times to dislodge any remaining paper towels.

## Step 4



- **Replace the roll of paper towels.** Make sure the roll is coming over the top towards you. Sometimes the paper towels will still come out of the dispenser if the roll is backward, but will tear off inside the dispenser and cause jams.
- **Push holsters outwards** when attempting to put a new roll in.

## Step 5



- **Feed the paper towels through the rollers.** Pull the paper-towel dispenser's lever three or four times to make sure the paper is completely fed through.

 Don't get your fingers caught!

## Step 6



- **Close the paper-towel dispenser's cover.** Turn tool clockwise to lock. If there is a key, lock the paper-towel dispenser.

To repair your device, follow these instructions in order.