Simultaneously push the cartridge forward and down to ensure all of the clips enter the tracks. Make sure the “spheres” are on the outside of the tracks.

Lightly push the cartridge down until it stops. Go to the front of the machine and pull out the first shoe cover completely. Your shoe cover dispenser is now ready to use!

In the event of improper loading, such as shown by the arrow above, open the metal tabs, remove the cartridge and repeat steps 1 and 2.

When you have successfully installed the cartridge and all clips are below the closed metal tabs, untie the ribbon and remove it. Also remove the cardboard. Pull the orange cords out by their circular pull tabs. Discard these items.

Holding the cartridge with the arrow on the cardboard pointing down, align the blue clips with the tracks.