



# SERVICE BULLETIN # 00270

426 INDUSTRIAL BOULEVARD • KEARNEYSVILLE WV 25430-2776 • USA  
Phone: +1 304 728-7056 • Fax: +1 304 725-6579 • Toll Free: 800 931-9214

PAGE: 1 of 3
DATE: 1-20-06
REVISION: 00

<b>SUBJECT:</b> Port Latch Replacement	# of People Required 
<b>MODELS:</b> RVV NG	

Kit Number	Kit Description
356108	Port Latch Replacement Kit

**TOOLS REQUIRED:** Phillips screwdriver; 7/16" and 11/32" sockets with long extension

**ESTIMATED INSTALLATION TIME:** 15 minutes

**REASON FOR BULLETIN:** Some RVV NG port latches may have burrs on them that prevent them from sliding efficiently, allowing the port door to become stuck in the open position. This bulletin describes the proper procedure for replacing the port latch.



The following areas of this vender contain voltage which can cause serious injury or even death: the main power cord, supplying 110 VAC to the evaporator, EMI filter, and refrigeration system; the power line from the EMI filter to the ballast and transformer; and the ballast, which can produce upwards of 600 volts. Remove power from vender before working in any of these areas.

## KIT INSTRUCTIONS:

1. Remove power to the vender by unplugging the vender's main power cord from the AC voltage source (wall outlet).
2. Open the vender's door, and remove the coin box.
3. Using a 7/16" wrench, remove the nuts on the three carriage bolts that secure the coin box housing in the vender's door. Remove the carriage bolts, and then remove the coin box housing. (See Figure 1.)
4. Using an 11/32" socket with long extension, remove the four nuts that secure the port box assembly. Two of these nuts are above the assembly; the other two are accessible about mid-way down the assembly by way of semi-circular cutouts in the adjacent brackets mounted to the vender's door. (See Figure 2.)
5. Disconnect the harness that goes to the detector board on the port box assembly.
6. *Venders with TriTeq locks:* Remove the battery backup jack, located in the top of the delivery bin.
7. Remove the port box assembly from the vender.
8. Using a Phillips screwdriver, remove the port latch from the port box assembly.
9. Install the new port latch and small parts from the kit as shown in Figure 3. Secure the screws with the nuts from the kit. **NOTE:** Do not tighten the nuts completely. Tighten the screws enough to secure them but still allow the port latch to slide easily.
10. Reinstall the port box housing assembly in the vender's door. Ensure that the harnesses in the door are not caught behind the port box assembly, pinched, bound up, etc. Hold down the delivery door while installing the port box assembly.
11. Secure the port box assembly with the four nuts that were removed in Step 4.
12. Reconnect the harness to the detector board.
13. *Venders with TriTeq locks:* Reinstall the battery backup jack in the top of the port box assembly.
14. Reinstall the coin box housing. Secure it with the three carriage bolts and nuts that were removed in Step 3.
15. Reinstall the coin box.
16. Restore power to the vender by plugging the vender's power cord into the AC voltage source.

In an effort to provide our customers with the latest information on our equipment, Royal Vendors sends service bulletins to customers using the original ship-to address or e-mail addresses, if supplied by our customers. We also post all service bulletins on our website at [www.royalvendors.com](http://www.royalvendors.com). If for any reason a vender is moved to another location or is sold to another customer other than to whom Royal Vendors originally sent the machine, it is the responsibility of the original purchaser of the vender to notify the appropriate personnel of the service bulletin.

**ANY QUESTIONS??? CONTACT ROYAL VENDORS' CUSTOMER SERVICE DEPARTMENT  
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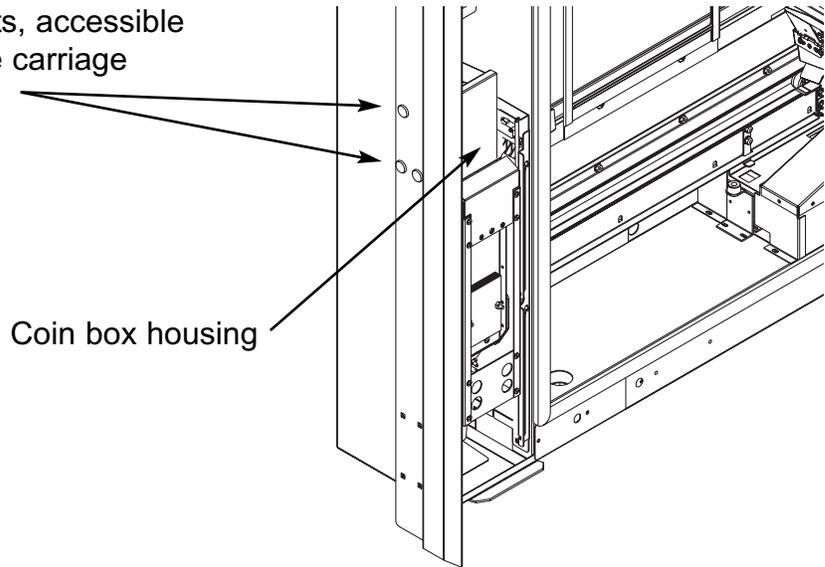
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**SUBJECT:** Port Latch Replacement

**MODELS:** RVV NG

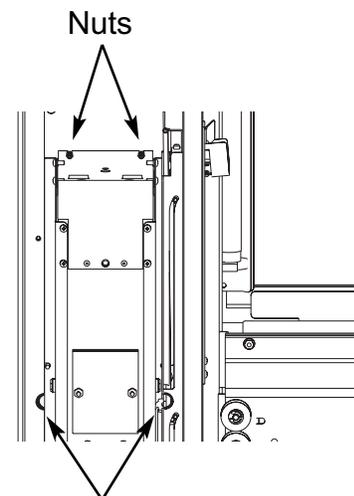
## Figure 1.

Remove the nuts on these carriage bolts, accessible from inside the door. Then, remove the carriage bolts and remove the coin box housing.



## Figure 2.

Remove the four nuts that secure the port box housing assembly. A long socket extension will be required.



To reach the bottom nuts, use these access notches.

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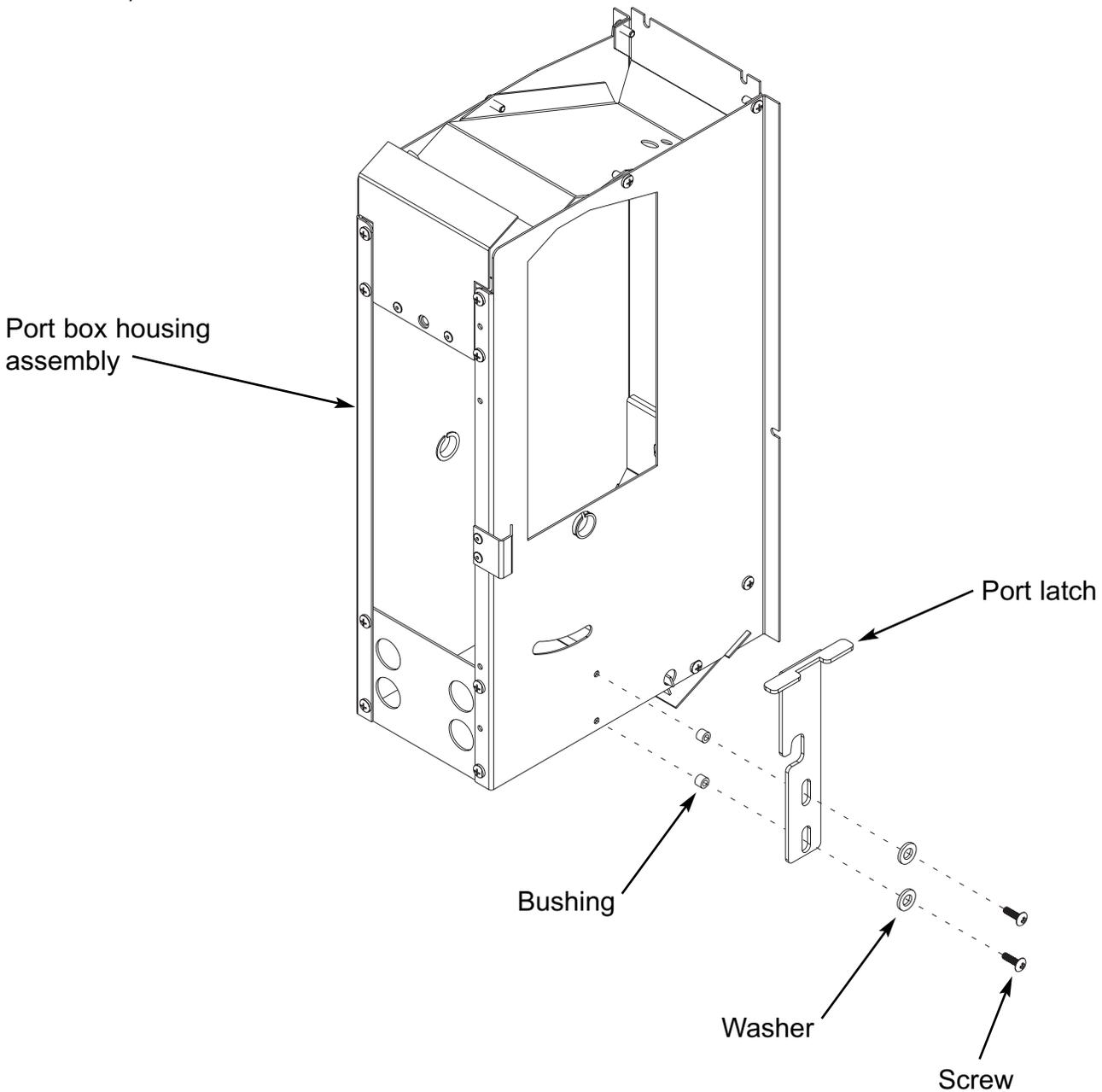
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**Figure 3.**

Install the port latch and small parts as shown. Secure the screws with the nuts from the kit (not shown in this illustration).



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