



# PACKIN STATION PRO

## USER MANUAL

### [Abstract](#)

The Packing Station Pro is a precision-engineered automation system for safe and efficient pill packaging. This manual provides operators with clear guidance on setup, operation, cleaning, and safety procedures to ensure consistent performance and reliability.

# Packin Station Pro User Manual by Maxipak LLC

## Table of Contents

Section	Page
1. Introduction	1
2. Safety Instructions	2
3. Machine Views	2–4
4. Control Panel	5–11
5. Cleaning Instructions	12–13
6. Emergency Stop	14
7. Contact Information	14
8. Warranty and Support	14
9. Technical Specifications	14

## 1. Introduction

The **Packing Station Pro** is designed to automate pill packaging with precision, efficiency, and operator safety. This manual provides clear instructions for setup, operation, and maintenance.

Operators using this manual will be able to:

- Identify machine components and understand their functions.
- Navigate the control panel and run automated fill cycles.
- Perform cleaning and routine maintenance.
- Respond quickly to safety concerns using the Emergency Stop function.
- Contact MaxiPak for service, support, or replacement parts.

This manual is formatted for clarity and accessibility. Each procedure is presented in **step-by-step tables** with concise notes, ensuring operators can follow instructions easily and safely. If you ever experience a problem or have a question:

Contact our **Technical Support team** @ [info@maxipakllc.com](mailto:info@maxipakllc.com) or

 1-330-485-6293  [www.maxipakllc.com](http://www.maxipakllc.com)



# Packin Station Pro User Manual by Maxipak LLC

- For best and efficient support, please include a **picture or short video** of the issue in your email.
- You can also view our **step-by-step video guide** by clicking the link or scanning the QR code provided in this manual.

This manual will guide you through setup, operation, and maintenance to ensure optimal performance and long-term reliability.

**Tip:** To ensure safe and reliable operation of the Cuttin Station, please observe the following precautions:

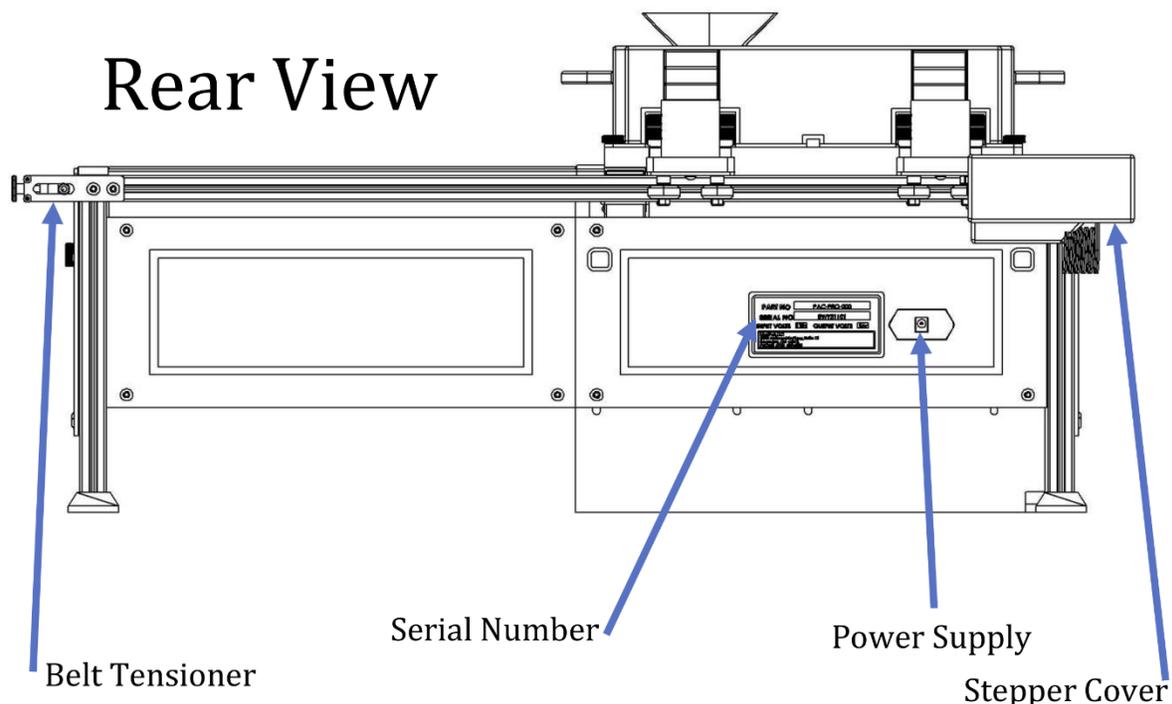


## 2. Safety Instructions

1. Read all instructions carefully before operating the Packin Station Pro.
2. Use the machine only for its intended purpose.
3. Never immerse the Packin Station in water or other liquids.
4. Disconnect power by grasping the plug — never pull on the cord.
5. Do not operate equipment if damaged. Do not attempt unauthorized repairs. Contact a qualified technician.
6. Keep the machine away from children. Pills and medication can be dangerous.

## 3. Machine Views

(see Figure 1: Rear View)

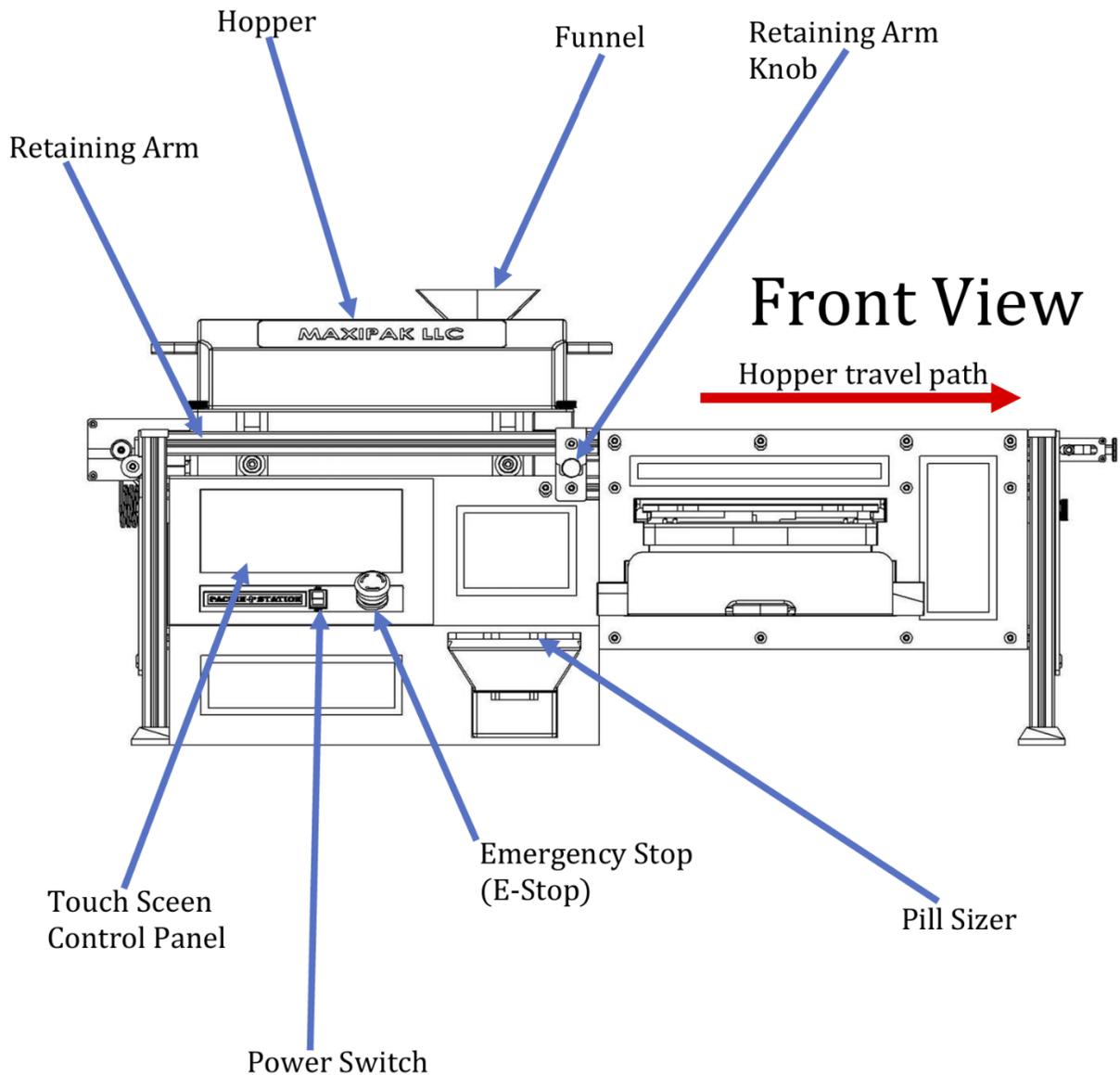


# Packin Station Pro User Manual by Maxipak LLC

Component	Description
<b>Serial Number</b>	Identifies the specific Packing Station Pro unit for service and support.
<b>Power Supply</b>	Provides electrical power to the station, ensuring consistent operation.
<b>Belt Tensioner</b>	Maintains proper tension on the stepper belt for smooth hopper movement.
<b>Stepper Cover</b>	Protects the stepper motor assembly from dust and accidental contact.

## Front View

(see Figure 2: Front View)



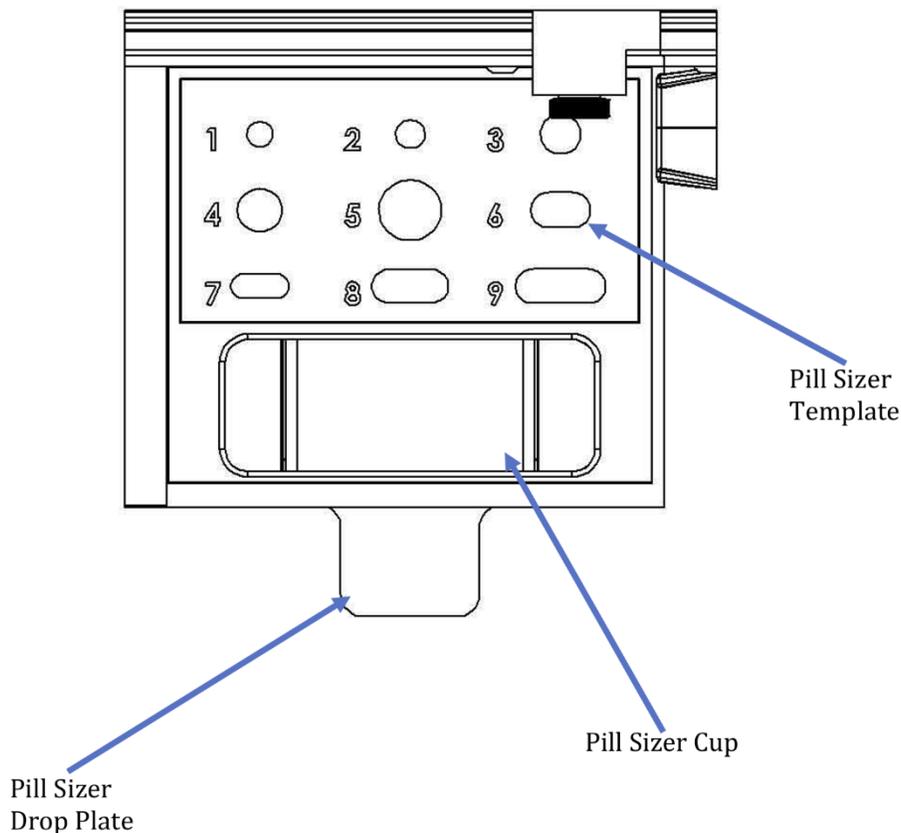
# Packin Station Pro User Manual by Maxipak LLC

Component	Description
<b>Hopper</b>	Holds pills before they are dispensed into the corresponding blister template.
<b>Funnel</b>	Guides pills from bottles with pills into the hopper.
<b>Retaining Arm Knob</b>	Secures the hopper in place during operation and cleaning.
<b>Touch Screen Control Panel</b>	Provides operator interface for setup, cycle control, and monitoring.
<b>Emergency Stop (E-Stop)</b>	Instantly halts machine operation in case of emergency.
<b>Pill Sizer</b>	Ensures pills are aligned and sized correctly before packaging.
<b>Power Switch</b>	Turns the machine on or off safely.

## Pill Sizer

(see Figure 3: Pill Sizer)

## Pill Sizer



# Packin Station Pro User Manual by Maxipak LLC

Component	Description
Pill Sizer Template	Custom insert that matches pill dimensions for accurate filling.
Pill Sizer Cup	Collects pills during sizing before transferring them to the bottle/hopper
Pill Sizer Drop Plate	Transfers pills from the template slots into the sizer cup

## 4. Control Panel

### Splash Screen

(see Figure 4: Splash Screen)



Touch to start

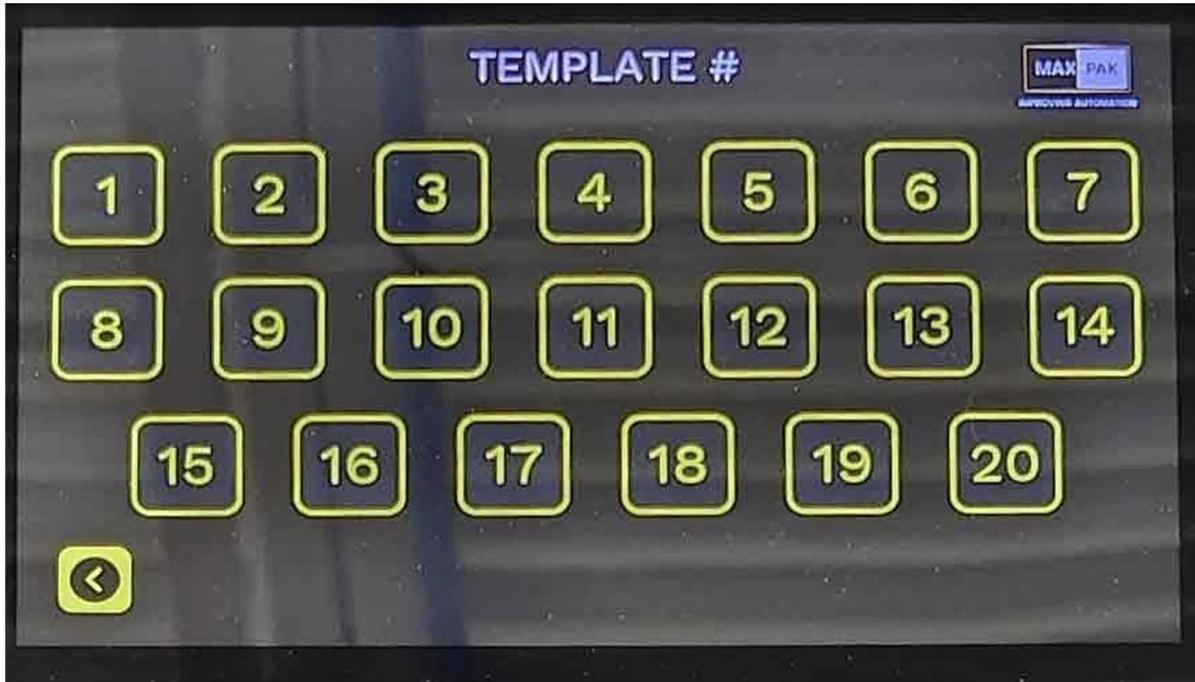
Select Language

# Packin Station Pro User Manual by Maxipak LLC

- Displays MaxiPak branding and startup options.
- Touch to start.
- Language selection available.

## Template Select Screen

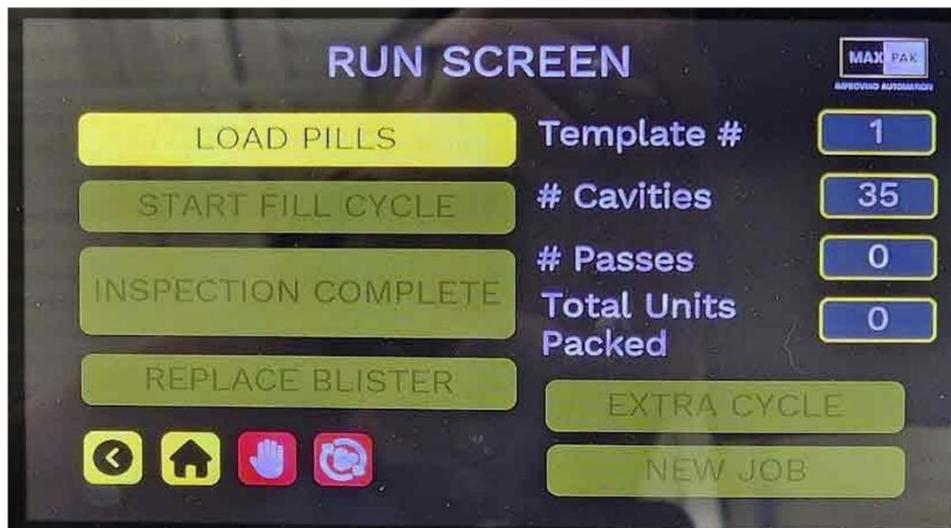
(see Figure 5: Template Select Screen)



- Choose template number based on pill size determined by the pill sizer (see page 4).  
**NOTE:** Contact MaxiPak for custom pill sizes or shapes.

## Run Screen

(see Figures 6–9: Run Screen examples)

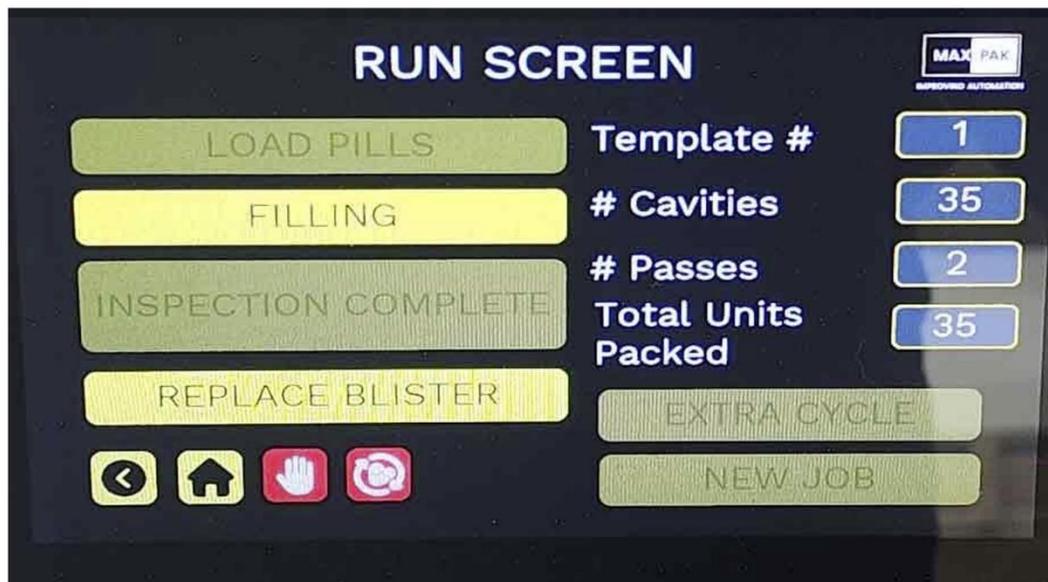


# Packin Station Pro User Manual by Maxipak LLC

- **LOAD PILLS** button flashes when corresponding template # is selected & brushes are activated



- **START FILL CYCLE** initiates automatic filling.  
**NOTE:** Hopper movement path must be clear and retaining bar secured.

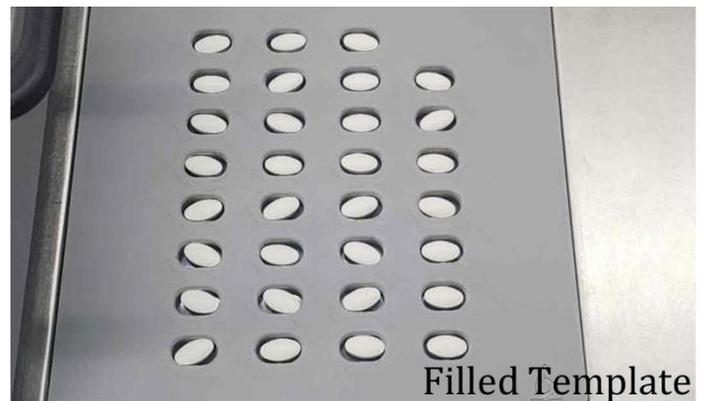


- Once you select the "**START FILL CYCLE**" button, the machine enters automatic mode and begins to run its filling cycle. The "**START FILL CYCLE**" icon changes to a "**FILLING**" icon during operation.

# Packin Station Pro User Manual by Maxipak LLC



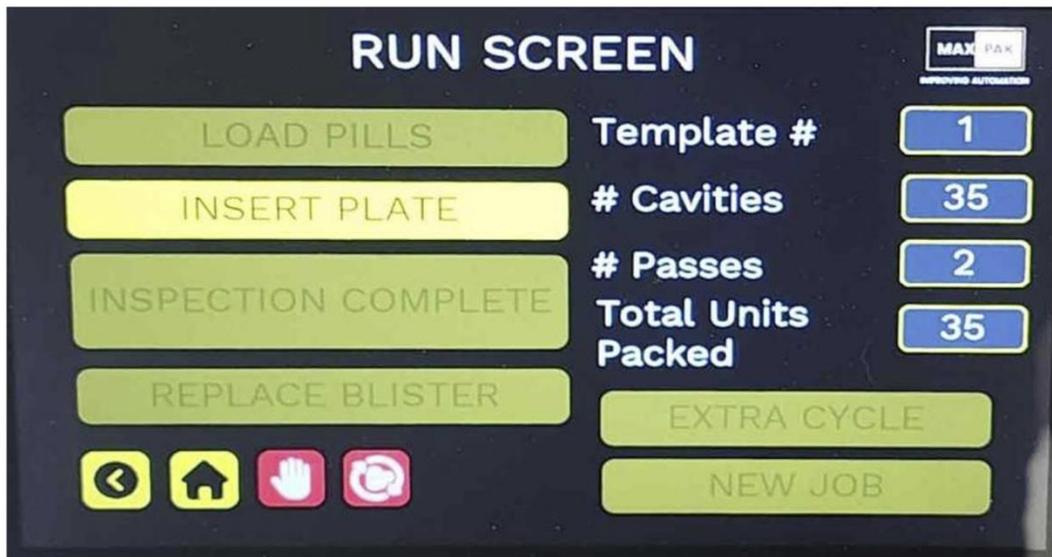
- **INSPECTION COMPLETE** prompts operator to verify template fill.
- **EXTRA CYCLE** performs additional passes if needed.



# Packin Station Pro User Manual by Maxipak LLC



- **Extract Plate / Insert Plate** guides operator through pill transfer. The screen will then prompt to "**EXTRACT PLATE**" The operator should proceed to slowly pull the drop out, allowing the pills to slowly drop into the blister below. Pulling too fast causes the pills to drop into places other than the intended blister slot.



- After extraction, the indicator switches to "INSERT PLATE" letting the operator know it's time to reinsert the drop plate. Once the plate has been fully inserted, the machine continues to run in automatic mode, allowing the operator to pull the Blister Paddle from the machine, add the lidstock, and seal while the machine fills the next set.

# Packin Station Pro User Manual by Maxipak LLC



- Warnings such as **Plate Out!** or **Machine Stopped!** provide safety alerts.

If the screen displays the "PLATE OUT!" warning, the drop plate has been removed prematurely. Simply make sure that the template is seated securely, then replace the drop plate. Once the plate has been replaced, the machine will run a homing sequence, returning it to the start or home position at the left-hand side of the machine.

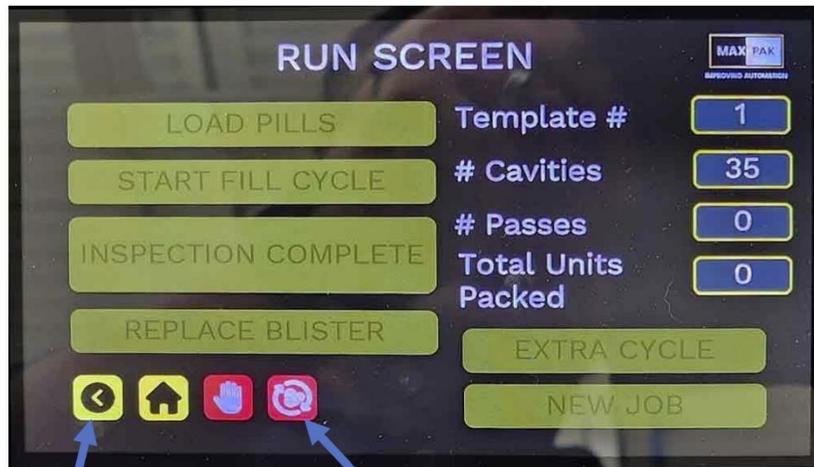


Machine Stop Button



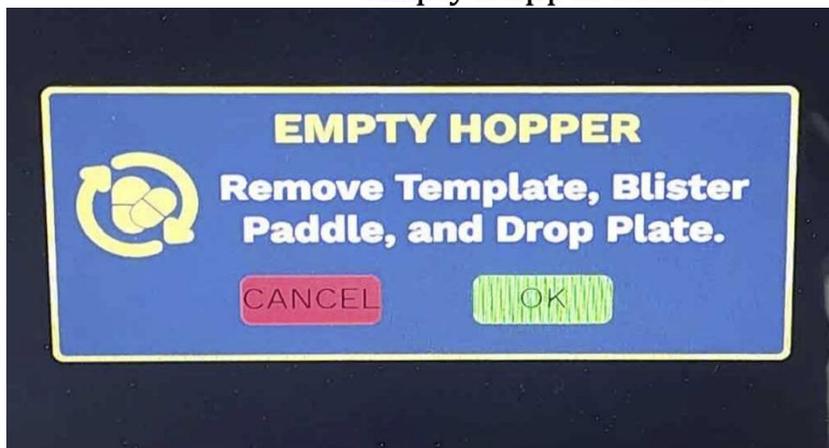
Hopper Homing Button

# Packin Station Pro User Manual by Maxipak LLC

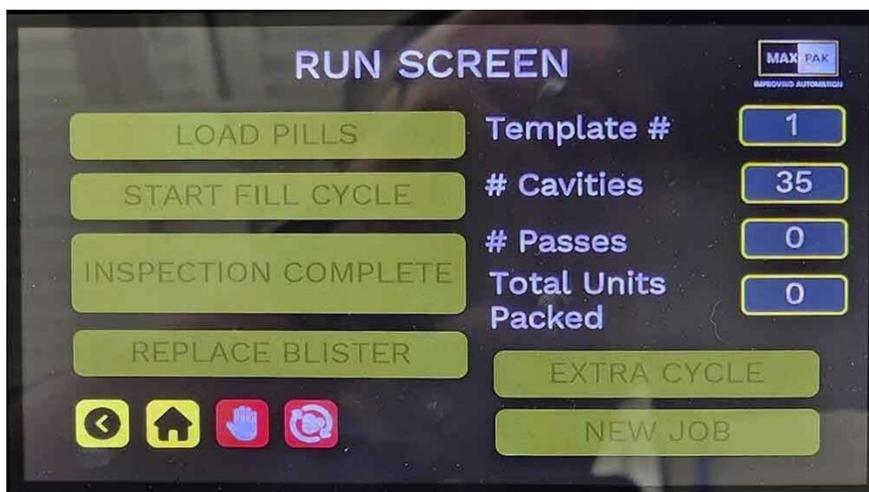


Back a Screen Button

Empty Hopper Button



- **Empty Hopper** clears unused pills before starting a new job. Follow the on-screen instructions: Remove the drop plate, template, and the paddle. Make sure that the pill catcher tray is in place, then press the "OK" button. The machine will automatically make 3 passes over the opening, dropping any unused pills from the hopper, into the catcher tray.



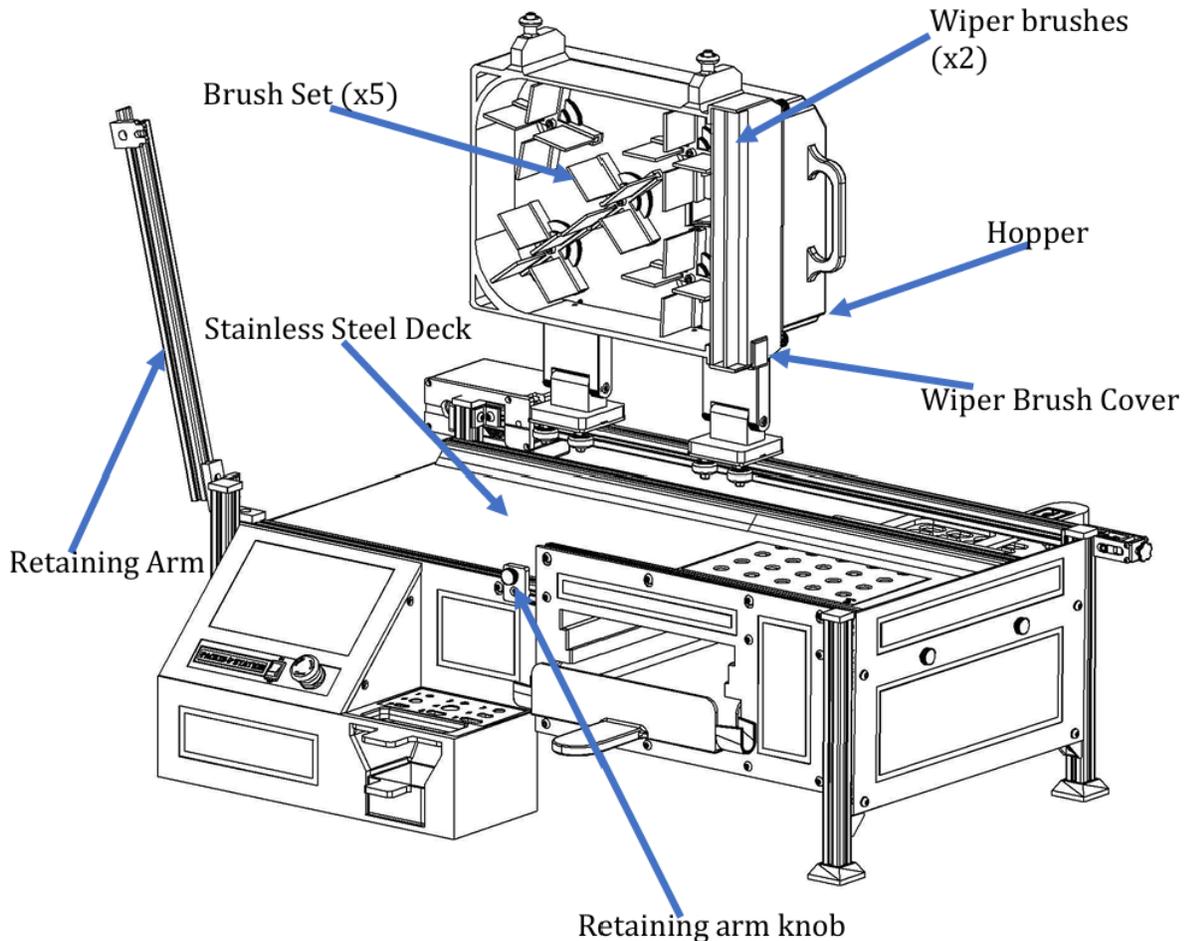
# Packin Station Pro User Manual by Maxipak LLC

- You are now set to press the "NEW JOB" button, which returns the operator back to the template selection screen to start the next task.

## 5. Cleaning Instructions

 **Tip: Regular maintenance ensures performance and extends the life of your Packin Station Pro.**

(see Figure 10: Cleaning Components)



Step	Instructions
1	Turn the <b>Retaining Arm Knob</b> ¼ turn to loosen.
2	Swing the <b>Retaining Arm</b> left, out of the way.
3	With hopper at <b>Home Position</b> (left hand side), lift to expose brushes.
4	Remove <b>brushes</b> or <b>brush holder assembly</b> . NOTE: It is recommended by the manufacturer to remove the entire brush holder assembly from the machine.

# Packin Station Pro User Manual by Maxipak LLC

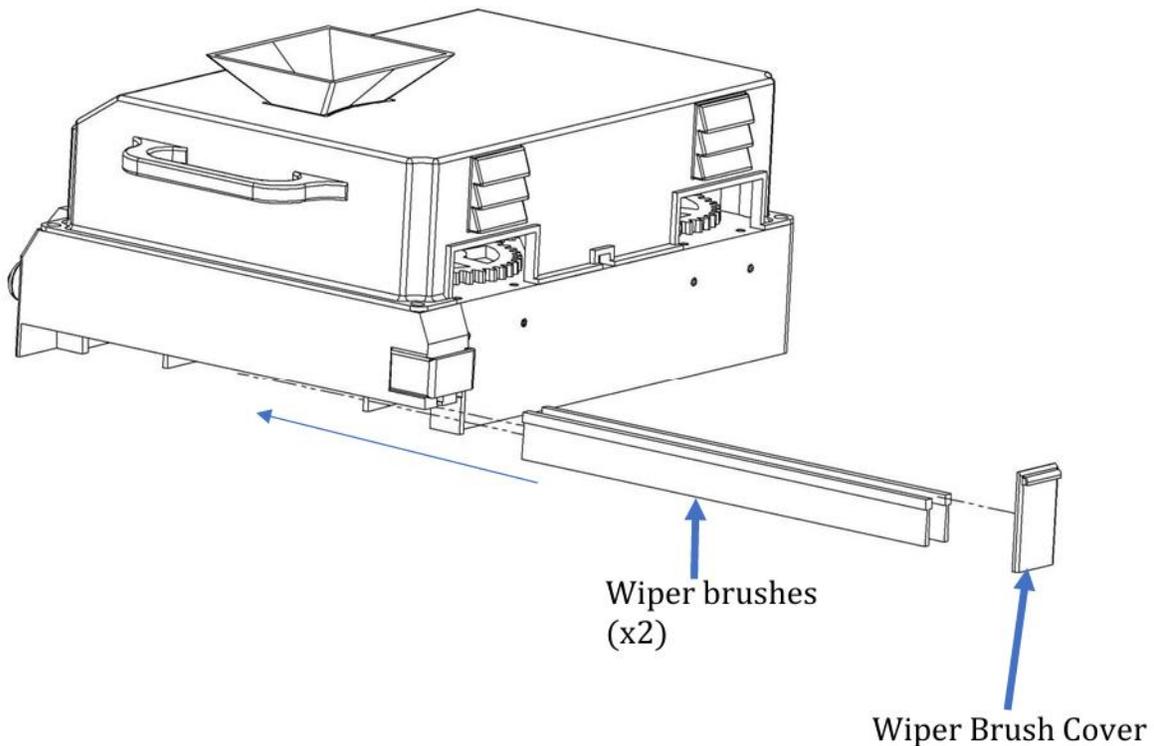
Step	Instructions
5	Carefully wipe down <b>hopper interior, funnel, and stainless-steel deck.</b>
6	<b>⚠ Do not spray or flood</b> the machine with liquid. You may damage electrical components

## **Cleaning Guidelines:**

- Use only non-abrasive cleaners and lint-free cloths.
- Never spray liquids directly onto the machine.
- Clean with alcohol or detergent only.

**⚠ WARNING! DO NOT LEAVE THE HOPPER OPEN AND UNATTENDED. IT MAY CAUSE SERIOUS DAMAGE TO THE MACHINE IF IT GETS KNOCKED DOWN!**

While the Hopper is parked at the Home Position (left-hand side), lift the hopper to expose the brushes. With the Hopper in the open position, carefully move over the template opening, then slide the (2) wiper brushes out of the hopper-housing brush slots.

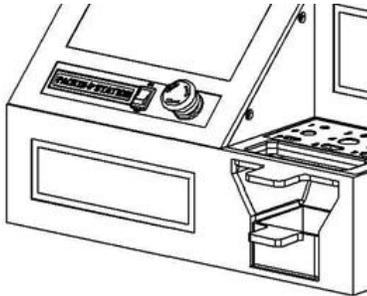


# Packin Station Pro User Manual by Maxipak LLC

## 6. Emergency Stop

(see Figure 2 Front view : Emergency Stop Button)

The **E-Stop (emergency stop) button** is provided to ensure safety for both the operator and the Packin Station. It offers a quick and reliable way to halt all machine operations immediately.



When the button is pressed:

- Power down the machine.
- Release the E-Stop button before powering back on.

If the button was engaged during shipping or while moving the machine, it must be released prior to startup for the station to function properly.

## 7. Contact Information



2888 Nationwide Parkway, Suite 117 Brunswick, OH 44212 (330) 485-6293  
info@maxipakllc.com [www.maxipakllc.com](http://www.maxipakllc.com)

Contact our **Technical Support team** email [info@maxipakllc.com](mailto:info@maxipakllc.com) or [1-330-485-6293](tel:1-330-485-6293)  
[www.maxipakllc.com](http://www.maxipakllc.com)

## 8. Warranty and Support

- 1-year limited warranty covers defects and failures
- Excludes wear-and-tear items and misuse
- Free email support
- Optional on-site service

## 9. Technical Specifications

Specification	Value
Machine Type	Desktop pills packer
Dimensions (L x W x H)	33-1/2" x 24-3/4" x 15-1/4"
Weight	30 lbs.
Power Supply	110V AC, 60Hz
Display Interface	Touchscreen LCD
Packing Speed	Up to 180 pills/min
Safety Features	E-Stop, shields, sensor lockout