

TOPI-CLICK[®]

Topi-Filler[™] Filling Station Manual



PDD-MKT-060 FS Manual (04.29.25)



TO ORDER:

info.TopiCLICK@teamtech.com | 877-870-8448 | www.Topi-CLICK.com

Topi-CLICK | TEAM Technologies | 300 Parkbrooke Place, Suite 210, Woodstock, GA 30189

 HELPING THOSE WHO HELP OTHERS

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For Support and Service, please contact:

TEAM Technologies | Topi-CLICK®
300 Parkbrooke Place, Suite 210
Woodstock, GA 30189

TOLL FREE: 877-870-8448

EMAIL: info.TopiCLICK@teamtech.com

WEBSITE: www.Topi-CLICK.com

The Serial Number of your Topi-Filler™ Filling Station can be found on the sticker on the bottom of the base of the Topi-Filler. To facilitate customer support, please record your Topi-Filler Serial Number here.

Serial Number: _____

Please take a moment to register your Topi-Filler™ by completing the Product Registration form in the front pocket and faxing it to 678-623-5975 or scanning and emailing to info.TopiCLICK@teamtech.com. If you prefer to register online, please visit Topi-CLICK.com/productregistration.

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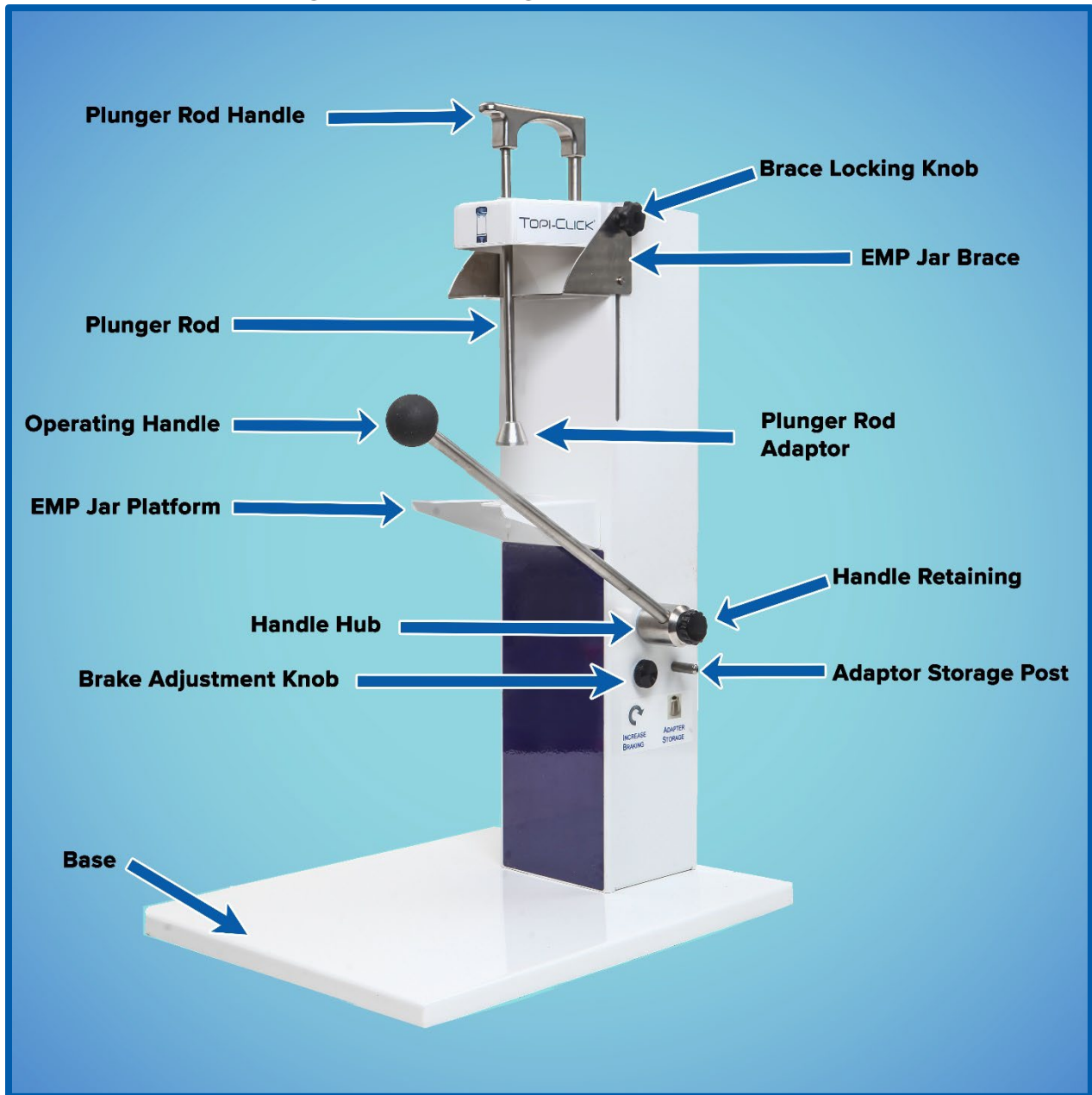
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I. Topi-Filler™ Filling Station Diagram



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II. Operation Instructions

The patented Topi-Filler™ Filling Station (hereafter referred to as the “Topi-Filler”) may be used to fill any size Topi-CLICK® topical dosing dispenser. In addition, the Topi-Filler™ may also be used to fill syringes, pumps, jars, bottles, and other devices. The Topi-Filler™ is capable of using a variety of EMP Jar sizes in order to fill Topi-CLICKs and other devices. The 500mL EMP Jar is the most commonly used jar; however, the Topi-Filler™ can easily use other EMP Jar sizes.

CAUTION: *The Topi-Filler™ is able to generate large forces that can cause EMP Jars to leak. The forces generated can crack EMP Jar plungers. This can be caused by the speed at which the Operating Handle is pulled coupled with the characteristics of the preparation (viscosity, adhesion, and cohesion). (While the cracking of the EMP Jar plunger poses no risk of physical injury to the operator, it may cause the preparation to leak around the plunger.) These situations can be mitigated by proper use of the Plunger Rod Adapter, which protects the thin plungers of EMP Jars by distributing the force applied on the plunger during dispensing. Furthermore, monitoring the speed at which the Operating Handle is pulled and being mindful of the characteristics of the preparation can also help avoid these situations. Use of the X-Large Filling Nozzle with thicker preparations may also be beneficial. Using new EMP jars and hand washing maximizes the life of the EMP jars.*

Step 1: Prepare Topi-Filler for Dispensing

1.1 – Adjust Brake

The Brake keeps the Plunger Rod from sliding down without pushing the Plunger Rod Handle or pulling the Operating Handle. Brake adjustment is necessary upon initial set up of the Topi-Filler™ or as desired based on operator preference. Use the least amount of tension required on the Brake to reduce the force necessary to pull up on the Plunger Rod Handle and still keep the Plunger Rod immobile when not being activated. Loosen the Brake by turning the Brake Adjustment Knob toward the front, and tighten by turning the Brake Adjustment Knob toward the back.

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Brake Adjustment Knob



1.2 – Configure Operating Handle for Right-Sided or Left-Sided Operation

To change the configuration of Operating Handle:

- *Figure 1* - Unscrew the Handle Retaining Knob.
- *Figure 2* - Remove the Operating Handle from the Drive Axle.
- *Figure 3* - Place the Operating Handle on the opposite Drive Axle. Ensure that the Double D-Flats on the Handle Hub align with the Double D-Flats on the Drive Axle.
- *Figure 4* - Tighten the Handle Retaining Knob.

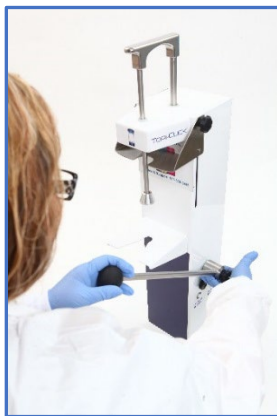


Figure 1



Figure 2

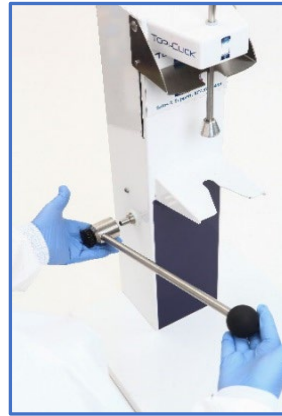


Figure 3



Figure 4

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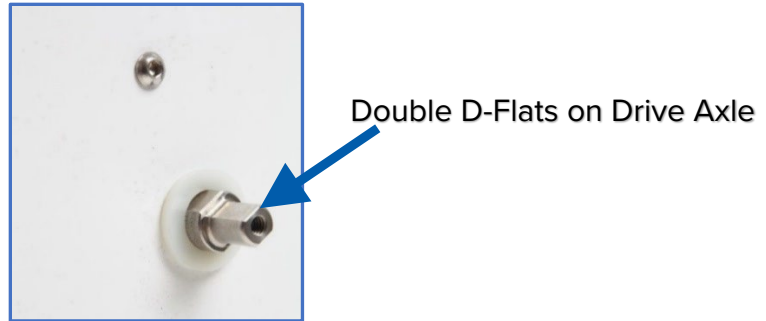
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1.3 – Raise EMP Jar Brace

Adjust the EMP Jar Brace by loosening the Brace Locking Knob and raising the EMP Jar Brace to the highest position. Retighten the Brace Locking Knob.



Note: The EMP Jar Brace holds the EMP Jar in place on the EMP Jar Platform. It is helpful when filling syringes and other containers where upward force against the EMP jar may be necessary during filling, as shown below.

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1.4 – Gather Materials for Filling

Select the desired EMP Jar from which to fill the preparation into the Topi-CLICK using the Topi-Filler™. Select the desired size of Topi-CLICK® to be filled.



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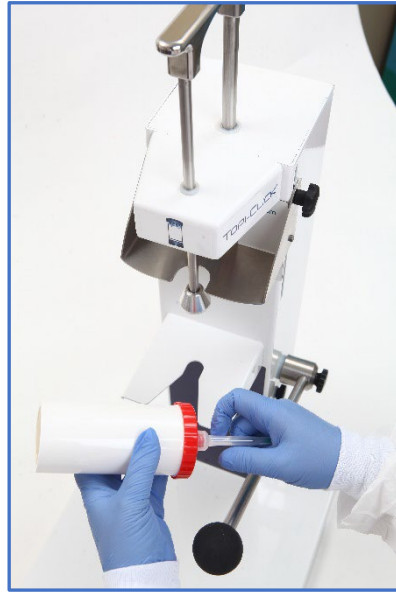


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1.5 – Attach Filling Nozzle onto EMP Jar

Select the desired Filling Nozzle. Attach the Filling Nozzle to the EMP Jar by screwing the Filling Nozzle onto the dispensing opening of the EMP Jar lid. Use of a nozzle plug is advised for thin preparations.



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1.6 – Determine if Plunger Rod Adapter Will Be Used

The Plunger Rod Adapter should be used with all EMP Jar sizes except for the 500mL EMP Jar. The Plunger Rod Adapter protects the thin plungers of these jars by distributing the force applied on the plunger during dispensing.

(Note: 1L EMP Jars require modification to enlarge the bottom opening to a 2 inch diameter to accommodate the Plunger Rod Adapter. Modified 1L EMP Jars are available for purchase from Topi-CLICK – part number EMP1000.)



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*Plunger Rod Adapter used
(250mL EMP Jar)*



*No Plunger Rod Adapter
used with 500mL EMP Jar.*

1.7 – Install/Uninstall Plunger Rod Adapter as Needed

Install the Plunger Rod Adapter by twisting and pushing it upward onto the Plunger Rod. The Plunger Rod Adapter may be uninstalled by twisting and pulling it off of the Plunger Rod.

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The Plunger Rod Adapter may be stored on the Adapter Storage Post when not in use.

Step 2: Use Topi-Filler to Fill Topi-CLICKs

2.1 – Raise Plunger Rod

Fully raise the Plunger Rod by grasping the Plunger Rod Handle and pulling upward. If too much force is required, readjust the Brake as described in Step 1.1.

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Pull Plunger Rod
Handle upward to
raise Plunger Rod

2.2 – Place Prepared EMP Jar onto Topi-Filler

With the Filling Nozzle pointed downward, rest the EMP Jar lid on the EMP Jar Platform. Ensure that the EMP Jar and Filling Nozzle are pushed all the way back into the notch in the EMP Jar Platform and that the EMP Jar lid rests flat on the EMP Jar Platform. Readjust the height of the EMP Jar Brace as required to ensure a secure fit of the EMP Jar on the EMP Jar Platform. (See Step 1.3 for EMP Jar Brace adjustment.)

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EMP Jar Brace
rests on top of
EMP Jar to ensure
secure fit

2.3 – Lower Plunger Rod

Position Plunger Rod so that it is just above the EMP Jar Plunger. The Plunger Rod may be lowered in one of two ways: (1) Gently push down the Plunger Rod Handle until the Plunger Rod is in position; or (2) Pull and release the Operating Handle repeatedly until the Plunger Rod is in position.



Push Plunger Rod
Handle downward to
lower Plunger Rod

2.4 – Fill the Topi-CLICK

2.4.1 Remove the plug from the Filling Nozzle (if applicable).

2.4.2 Position the Topi-CLICK beneath the Filling Nozzle. To reduce air bubbles during filling, hold the Topi-CLICK such that the Filling Nozzle tip is as close as possible to the bottom of the Topi-CLICK.

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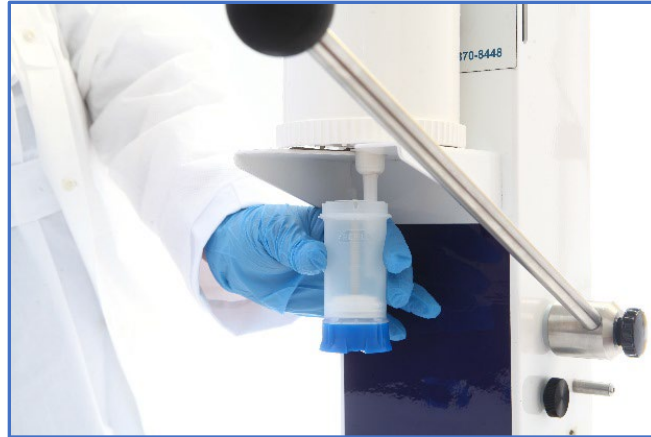
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2.4.3 Pull downward on the Operating Handle to begin dispensing the preparation from the EMP Jar into the Topi-CLICK. Fill around the bottom edges completely. Move the Topi-CLICK in a circular motion as the preparation is being dispensed to fill gaps and air pockets. Lower the Topi-CLICK gradually while continuing the circular motion as the preparation fills the Topi-CLICK.



2.4.4 Stop approximately every one-third of the fill by releasing the Operating Handle. Tap the Topi-CLICK on the tabletop to settle contents and remove air bubbles.

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Use of a Tap-n-CLICK™ reduces tapping noise.

2.4.5 Repeat the filling and tapping process until the center screw of the Topi-CLICK is just covered.



2.4.6 Release the Operating Handle to stop filling.

2.5 – Raise Plunger Rod

Raise the Plunger Rod by grasping the Plunger Rod Handle and pulling up. If not filling another Topi-CLICK immediately, replace the plug into the Filling Nozzle.

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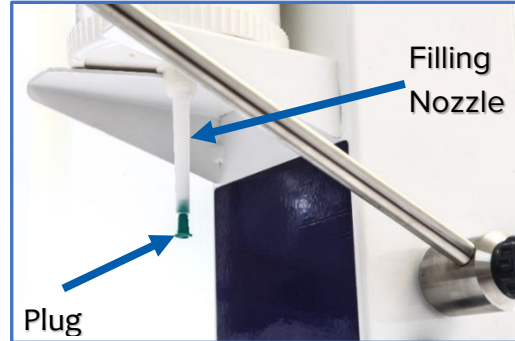


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Pull Plunger
Rod Handle
upward to
raise Plunger
Rod



2.6 – Remove EMP Jar from Topi-Filler

When filling is complete, remove the EMP Jar from the EMP Jar Platform. If necessary, raise the EMP Jar Brace to facilitate removal of the EMP Jar. (See Step 1.3 for EMP Jar Brace adjustment.)

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III. Cleaning

Wipe the Topi-Filler daily with a damp towel, mild, non-abrasive cleanser, and/or alcohol.

Do not use sharp objects or scouring agents to clean the Topi-Filler.

Do not immerse the Topi-Filler in water.

In the event of overflow or leakage of preparation, clean all contaminated surfaces immediately.

All applicable Federal, State, and Third-Party standards and guidelines apply.



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IV. Maintenance

The Topi-Filler includes a 1 year warranty for manufacturing defects.

Proper cleaning is described in the Cleaning section of the manual. In general, there is little maintenance required. There are a few internal parts that may begin to wear over time. These parts may be ordered from Topi-CLICK and replaced by the user, or the Topi-Filler may be sent to Topi-CLICK for refurbishment. (See the Troubleshooting Guide for a description of these situations.)

Please call Topi-CLICK at 877-870-8448 to inquire about refurbishment of the Topi-Filler and any associated costs.

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V. FAQs/Topi-Filler Usage Tips

Q: What devices can be filled using the Topi-Filler?

A: The Topi-Filler may be used to fill any size Topi-CLICK topical dosing dispenser (including the Topi-CLICK® 35, the Topi-CLICK® 35 3 Port™, the Topi-CLICK® 140 and the PERL™ Dispenser). In addition, the Topi-Filler may also be used to fill syringes, pumps, jars, bottles, and other devices.

Q: What size of EMP jars can be used with the Topi-Filler?

A: Most EMP Jar sizes can be used with the Topi-Filler, allowing superior flexibility for the Pharmacy. With adjustment of the EMP Jar Brace, appropriate Plunger Rod configuration (i.e., with or without the Plunger Rod Adapter), and use of the proper EMP jar bottom, most EMP jars can be used.

Q: How much is dispensed when the Operating Handle is pulled?

A: The amount dispensed will vary with the viscosity of the preparation, the jar diameter, and the force and speed applied to the Operating Handle. For a given “touch” with a little experience, the amount dispensed is quite consistent.

Q: How much faster should I be able to fill?

A: General market feedback indicates a filling time reduction of 50% with use of the Topi-Filler.

Q: What is the process for assembling and priming the filled Topi-CLICK?

A: For detailed instructions regarding assembly and priming of any Topi-CLICK topical dosing dispenser, please refer to the “Pharmacy Filling Instructions” section on the “Instructions & Downloads” tab of our website at www.Topi-CLICK.com.

Q: Are there any special situations that operators should be mindful of when using the Topi-Filler?

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A: The Topi-Filler is able to generate large forces that can cause EMP Jars to leak. The forces generated can crack EMP Jar plungers. This can be caused by the speed at which the Operating Handle is pulled coupled with the characteristics of the preparation (viscosity, adhesion, and cohesion). (While the cracking of the EMP Jar plunger poses no risk of physical injury to the operator, it may cause the preparation to leak around the plunger.) These situations can be mitigated by proper use of the Plunger Rod Adapter, which protects the thin plungers of EMP Jars by distributing the force applied on the plunger during dispensing. Furthermore, monitoring the speed at which the Operating Handle is pulled and being mindful of the characteristics of the preparation can also help avoid these situations. Use of the X-Large Filling Nozzle with thicker preparations may also be beneficial. Using new EMP jars and hand washing maximizes the life of the EMP jars.

Topi-Filler Usage Tips:

- Brake adjustment is necessary upon initial set up of the Topi-Filler or as desired based on operator preference. Use the least amount of tension required on the Brake to reduce the force necessary to pull up on the Plunger Rod Handle and still keep the Plunger Rod immobile when not being activated.
- The Plunger Rod Adapter should be used with all EMP Jar sizes except for the 500mL EMP jar. The Plunger Rod Adapter protects the thin plungers of these jars by distributing the force applied on the plunger during dispensing. *Note: The Plunger Rod Adapter cannot be used with the 500mL EMP Jar. The size of the opening on the bottom of the 500mL EMP Jar does not accommodate the Plunger Rod Adapter, and the Plunger Rod Adapter is not required for use with the 500mL EMP Jar since its plunger is reinforced.*
- 1L EMP Jars require modification to enlarge the bottom opening to a 2 inch diameter to accommodate the Plunger Rod Adapter. Modified 1L EMP Jars are available for purchase from Topi-CLICK – part number EMP1000.

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- The Plunger Rod Adapter may be stored on the Adapter Storage Post when not in use. The Adapter Storage Post is located on the lower right side of the Topi-Filler near the Brake.
- Topi-CLICK Filling Nozzles attach directly to the EMP Jar to facilitate filling of Topi-CLICKS and other devices. The Filling Nozzles provide easy flow for thicker formulations and aid in reducing overlapping air. To attach the Filling Nozzle to the EMP Jar, screw the Filling Nozzle onto the dispensing opening of the EMP Jar lid. Use of a nozzle plug is advised for thin preparations.
- To help minimize air bubbles during filling, insert the Filling Nozzle into the Topi-CLICK such that the Filling Nozzle tip is as close as possible to the bottom of the Topi-CLICK. Stop approximately every one-third of the fill and tap the Topi-CLICK on the tabletop to settle contents and remove air bubbles.
- Use of a Tap-n-CLICK™ Multiuse Silicone Pad helps reduce the noise created by the tapping process.
- The Topi-Brushes™ facilitate cleanup of the Topi-CLICK Filling Nozzles. The brush bristles are stiff enough to clean different viscosity creams from the nozzles, yet soft and durable to last.

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VI. Troubleshooting Guide

Situation	Possible Solution
The Plunger Rod falls when the EMP Jar is removed.	The Brake tension needs to be increased. (See section 1.1)
The Plunger Rod is difficult to raise or lower.	The Brake tension needs to be decreased. (See section 1.1)
It's difficult to load a 1L EMP jar into the Topi-Filler.	The EMP Jar Brace may need to be raised to accommodate the larger EMP jar size. (See section 1.3)
It is difficult to install and/or remove the Plunger Rod Adapter.	The Plunger Rod Adapter may need to be lubricated. Periodically apply a lubricant such as hand lotion or mineral oil to the inside of the Plunger Rod Adapter. Install and uninstall the Plunger Rod Adapter onto the Plunger Rod and rotate to spread the lubricant onto the O-Rings inside the adapter. Repeat the installation, rotation, and uninstallation of the Plunger Rod Adapter several times to ensure adequate distribution of the lubricant. Remove any excess lubrication.
It is difficult to install and/or remove the Plunger Rod Adapter, even after lubrication of the Plunger Rod Adapter.	The O-Rings inside the Plunger Rod Adapter may be worn and need replaced. Use a long, sharp object such as a needle or straight pin to remove old or damaged O-Rings from their slots inside the Plunger Rod Adapter. Using a paperclip or small screw driver, insert the new O-Rings into each slot (2 total).

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Situation	Possible Solution
The Operating Handle does not fully retract when released.	This may indicate that the Push Plate Spring has worn and may need to be replaced. Call Topi-CLICK Customer Service at 877-870-8448, and we will help diagnose the problem and suggest a solution.
The Topi-Filler is ceasing to generate the force required to push the plunger of the EMP jar.	This may indicate that the Push Plate has worn and may need to be adjusted or replaced. Call Topi-CLICK Customer Service at 877-870-8448, and we will help diagnose the problem and suggest a solution.
The plunger of the EMP jar cracked during use.	Ensure that the Plunger Rod Adapter is installed on the Plunger Rod when filling from all sizes of EMP jars except for the 500mL jar. Using new EMP jars and hand washing maximizes the life of the EMP jars.

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VII. Parts List/Accessories

Topi-Filler Filling Station and related parts

Description	SKU Number
Topi-Filler Filling Station	TFS1000
Plunger Rod Adapter (small)	TC1120
Plunger Rod Adapter (large)	TC1120A
Small Filling Nozzle	TT1009
Large Filling Nozzle	TT1409
Micro EMP Jar Quick Fill Adaptor	TT1609
Small Topi-Brush	TT1010
Large Topi-Brush	TT1410
Tap-n-CLICK	HCTNC
Plunger Rod Adapter O-Rings	TFS-200
Push Plate	TC1117
Push Plate Spring	TFS-201
Brake Compression Spring	TFS-202

Parts may be ordered at www.Topi-CLICK.com or by calling Topi-CLICK at 877-870-8448.

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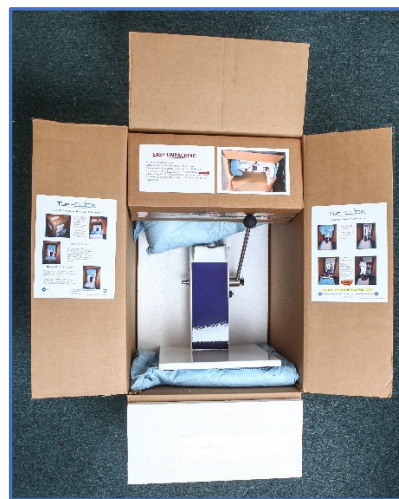
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VIII. Appendix 1 – Unpacking/Repacking the Topi-Filler

The Topi-Filler arrives in a large corrugated box. To unpack the Topi-Filler, follow the instructions below. *(Note: The Topi-Filler may be repacked for transport by reversing this process.)* **Please retain the box and all packing materials for safe transport.**

1. Carefully cut the tape and open the box. Detailed unpacking instructions are located on the labels on the inside of the box flaps. Please review these instructions before proceeding.



2. Remove the smaller box. It contains the Topi-Filler manual as well as a Sample Kit of Topi-CLICK products. Review the Topi-Filler manual to become familiar with the Topi-Filler parts and operation. Remove the Sample Kit, and set aside the smaller box.

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3. Orient the large box containing the Topi-Filler vertically as shown in the photo, with the flat base side of the Topi-Filler down. Fold the bottom box flap under so that the Topi-Filler can be easily removed.



4. Grasp the base of the Topi-Filler with one hand while holding the top of the box with the other hand, and slowly slide the Topi-Filler out of the box.

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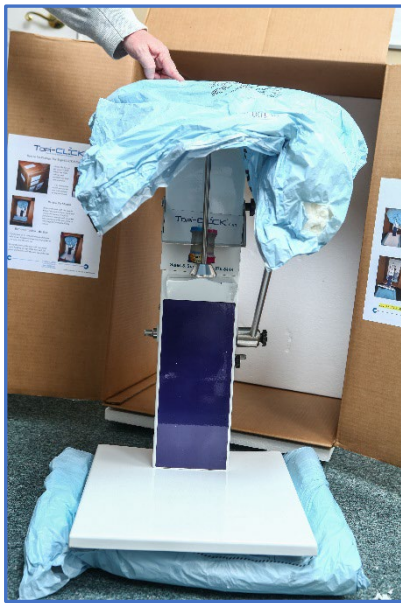


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5. Lift the top foam off of the Topi-Filler, and place the foam in the box for storage and future use.



6. Tilt the Topi-Filler backward and slide off the bottom foam. Place the foam in the box for storage and future use. Also place the smaller box

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that contained the Topi-Filler manual and Sample Kit back into the larger box for storage and future use.



IX. Appendix 2 – Topi-CLICK Products



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Topi-Filler Filling Station and related Topi-CLICK products

Description	SKU Number
Topi-CLICK® 35	TC35(color code) (e.g. TC35BLUE)
Topi-CLICK® 35, 3Port™	TC35(color code)3P (e.g. TC35BLUE3P)
Topi-CLICK® 35 Topi-CLICK®	TC35CHK-WH
Topi-CLICK® 140	TC140(color code) (e.g. TC140BLUE)
Topi-CLICK Micro® (select one of three applicators)	TC9ABlue (Soft Angled), TC9PBlue (Pin Point), TC9RBlue (Rounded)
PERL™ Vaginal Dosing Kit w/ Snap-On Applicator	TCPERL01
PERL™ Dispenser	TCPERL02
PERL™ Snap-On Vaginal Applicator	TCPERL03
Tap-n-CLICK™	HCTNC
Small Filling Nozzle	TT1009
Large Filling Nozzle	TT1409
Micro EMP Jar Quick Fill Adaptor™	TT1609
Small Topi-Brush	TT1010
Large Topi-Brush	TT1410
Modified 1L EMP Jar	EMP1000

All products may be ordered at www.Topi-CLICK.com or by calling Topi-CLICK at 877-870-8448.

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