

Capsule Filling Machine, 100-Hole, 304 Stainless Steel with Orienter

Operating Manual

Pharmaceutical Equipment

Intended use

Manual (semi-automatic) machine for filling 100 hard-shell capsules per cycle with free-flowing powder, for small-batch compounding, supplement and research production.

Intended users

Trained pharmacy, compounding, production and laboratory personnel.

Read this manual completely before first use and keep it with the product. This document provides general operating, care and safety guidance. Where the product is supplied with manufacturer labeling or instructions, those take precedence. For questions, a replacement copy, or a digital copy of this manual, email sales@scimedstore.com.

1. Safety

Safety warnings and cautions

- Use only capsules of the size matched to this machine.
- Handle plates carefully; edges and pins may be sharp and plates are heavy.
- Keep fingers clear when closing plates and pressing capsules.
- Wear gloves, a lab coat and a suitable dust mask when handling powders.
- Follow your facility's containment procedures and applicable regulations when handling active or hazardous ingredients.
- Mount the machine securely on a stable bench before use.
- Clean thoroughly between formulations to avoid cross-contamination.

2. Package contents

- Capsule filling machine (100-hole base, top plate, separator, fill plate, closer plate, orienter block)
- Capsule orienter
- Powder tamping tool
- Powder scraper
- User manual and operation guide
- Bench-mount hardware

Check contents on receipt. Report missing or damaged items to sales@scimedstore.com within 48 hours of delivery.

3. Specifications

Capacity	100 capsules per fill cycle
Capsule size	Varies by variant: 000, 00, 0, 1, 2, 3, 4 or 5 (one size per machine)
Material	304 stainless steel
Hole tolerance	±0.02 mm
Orienter	Included
Throughput	1,200-2,000 capsules/hour (trained operator)
Weight	~15 kg (~33 lb)
Footprint	~40 x 30 x 20 cm
Power	Manual; no electricity required
Capsule types	Hard-shell gelatin, HPMC and pullulan capsules

4. Unpacking and setup

- 1 Unpack and check all parts against the package contents list.
- 2 Confirm the machine size matches the capsules you will fill.
- 3 Mount the machine on a stable bench using the supplied hardware.
- 4 Disassemble and clean all contact parts before first use.

- 5 Dry all parts fully and reassemble the plates.

5. Operation

Loading and separating capsules

- 1 Pour empty capsules onto the orienter.
- 2 Move the orienter gently until capsules drop into the holes in the correct orientation.
- 3 Transfer the oriented capsules into the plate assembly.
- 4 Use the separator to open the capsules, leaving bodies in the lower plate and caps in the upper plate.
- 5 Lift away the cap plate and set it aside.

Filling

- 1 Place the fill plate over the capsule bodies.
- 2 Spread the powder evenly over the plate.
- 3 Use the scraper to work powder into the capsule bodies.
- 4 Use the tamping tool to compress the powder evenly, then add more powder and repeat until bodies are full.
- 5 Scrape off excess powder.
- 6 Check fill weight on a sample of capsules per your quality procedure.

Closing capsules

- 1 Remove the fill plate.
- 2 Replace the cap plate over the filled bodies, aligning carefully.
- 3 Use the closer plate to press the caps onto the bodies until they lock.
- 4 Release and remove the filled capsules.
- 5 Inspect capsules and discard any that are damaged or poorly closed.

6. Cleaning and disinfection

- Between batches of the same formulation: remove residual powder with a brush or vacuum and wipe with 70% isopropyl alcohol; allow to dry.
- Between formulations: disassemble fully, wash with detergent and water, rinse, and sanitize with 70% isopropyl alcohol.
- Plates may be autoclaved per the listing; follow your facility protocol.
- Dry all parts fully before reassembly to prevent capsule softening and corrosion.
- Do not use abrasive pads that could scratch plates or enlarge holes.

7. Maintenance and storage

- Inspect plates for bent edges, burrs or blocked holes before use.
- Keep holes clear of compacted powder.

- Store clean and dry, covered to keep dust off.
- Store capsules in a cool, dry place away from humidity.

8. Troubleshooting

Problem	Likely cause	What to do
Capsules do not drop into orienter holes	Wrong capsule size or damp capsules	Confirm capsule size; use dry capsules.
Capsules do not separate	Capsules pre-locked or plates misaligned	Check alignment; use capsules suitable for separation.
Uneven fill weights	Uneven powder spreading or tamping	Spread powder evenly and tamp consistently; check powder flow.
Powder will not flow	Sticky or hygroscopic powder	Dry or condition the powder per your formulation guidance.
Capsules crack or dent on closing	Over-pressing or brittle capsules	Press evenly with less force; store capsules at suitable humidity.
Caps do not lock	Overfilled bodies or misaligned plates	Remove excess powder and realign plates.

9. Disposal

- Dispose of rejected capsules and powder waste per your facility's pharmaceutical waste procedures.
- Recycle the stainless steel machine as metal in accordance with local regulations.

10. Warranty and support

Products are covered by SciMed's standard warranty (12 months from purchase unless a different period is stated on your invoice). Warranty terms: scimedstore.com/pages/warranty.

Support, spare parts and additional copies of this manual: sales@scimedstore.com. Please include your order number and a photo of the product or issue.

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