

AUTOMATIC NUMBERING MACHINE USER MANUAL

Attention: Should you have any questions about this product, please contact our customer service department at 1-800-323-0253.

SECTION 1: Contents

The following components are included in the package.



Numbering Machine



Ink Pad Holder



2 Ink Pads



Ink Bottle

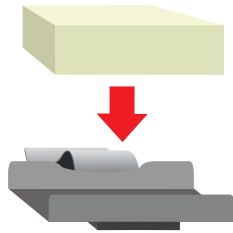


Stylus

SECTION 2: Initial Set Up

2a - Insert Pad

If it is not already pre-installed, insert a dry ink pad into metal pad holder.



2b - Ink Pad



Use ink bottle to apply 5 or 6 drops of ink across the surface of the dry ink pad (Allow 1 minute for the ink to soak in).

Hint: Repeat inking step 1 or 2 more times to achieve sufficient coverage (Ink does not need to penetrate all the way to the bottom of the pad).

2c - Lock Handle

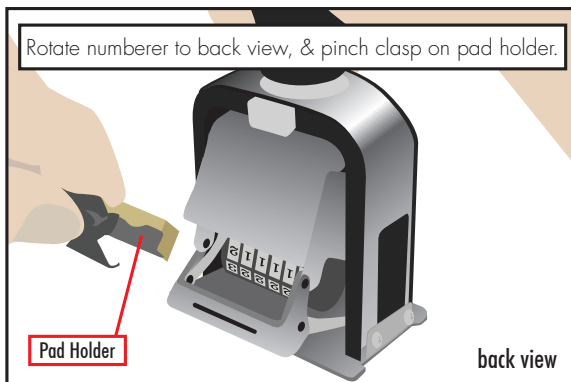
Partially depress handle while pressing the lock button.



Partially depress numbering machine handle. At the same time, apply pressure to lock button until it locks handle in place.

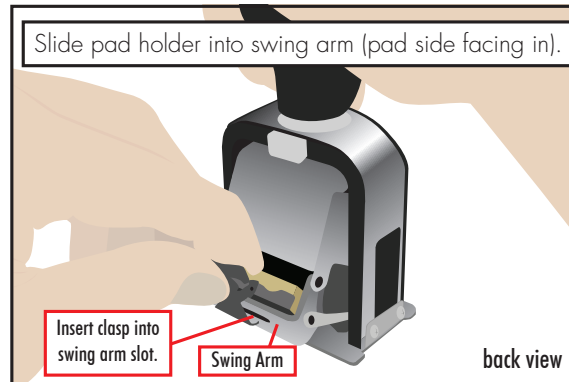
2d - Position Holder

Rotate numberer to back view, & pinch clasp on pad holder.



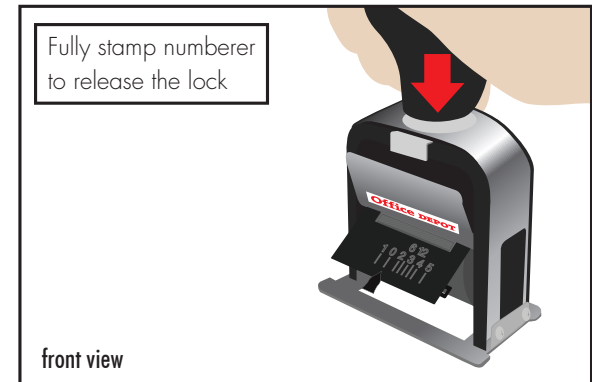
2e - Install Holder

Slide pad holder into swing arm (pad side facing in).



2f - Unlock Handle

Fully stamp numberer to release the lock



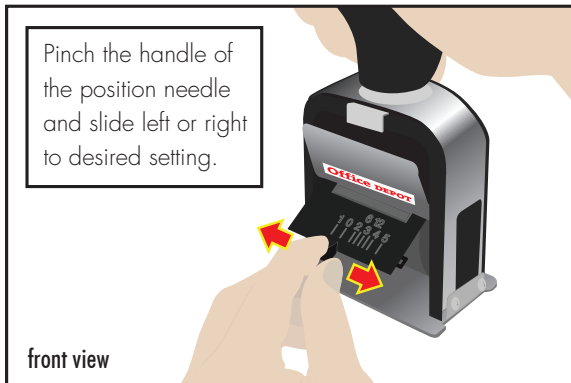
SECTION 3: Setting Movements

The numbering machine has 8 different movement settings. Indicator numbers on the front plate correspond to the number of times the machine will repeat the impression before advancing.

3a - Lock Handle



3b - Adjust Setting



Movement Settings Chart

Indicator Position	Number of Repeats Before Advancing	Example
0	Indefinite	000001, 000001, 000001, 000001, 000001...
1	1X's	000001, 000002, 000003, 000004, 000005...
2	2X's	000001, 000001, 000002, 000002, 000003, 000003...
3	2X's	000001, 000001, 000001, 000002, 000002, 000002...
4	2X's	000001, 000001, 000001, 000001, 000002, 000002...
5	2X's	000001, 000001, 000001, 000001, 000001, 000002...
6	6X's	000001, 000001, 000001, 000001, 000001, 000001, 000001, 000001, 000002, 000002...
12	12X's	000001, 000001, 000001, 000001, 000001, 000001, 000001, 000001, 000001, 000001, 000001, 000001, 000001, 000001, 000002, 000002...

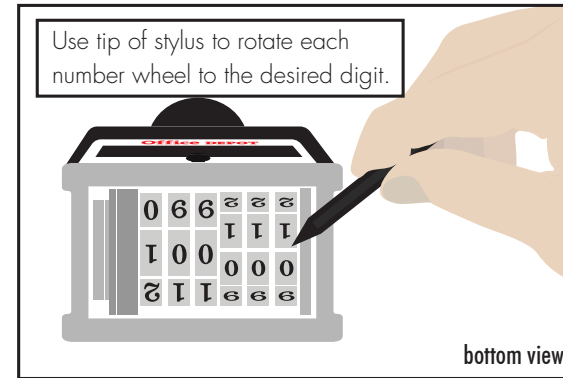
SECTION 4: Adjusting Number Wheels

The numbering wheels can be manually advanced to start on any six digit number.

4a - Invert Numbering Machine

Flip number machine over so that number wheels are visible.

4b - Rotate the Wheels



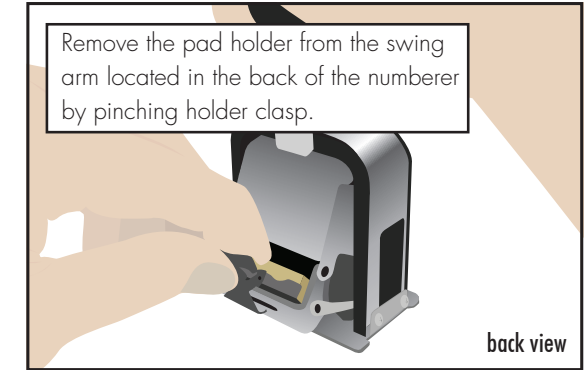
Hint: Digits can be deactivated. For example, if desired starting impression is 100, rather than 000100, individual number wheels can be deactivated. To deactivate, rotate the wheel to the position between the 0 and 1 digit. In this position, the wheel will be recessed and no impression will be display for that digit.

SECTION 5: Re-Inking Pads

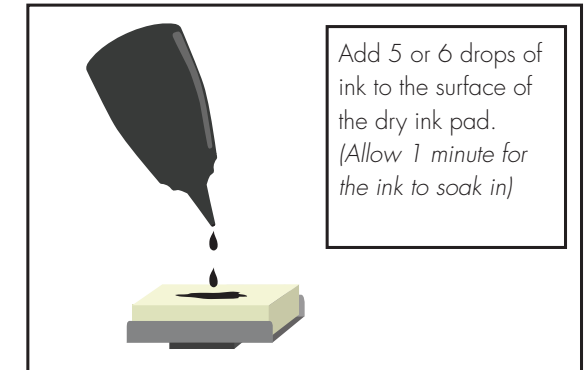
5a - Lock Handle

Partially depress handle while pressing the lock button as shown in image 2c.

5b - Remove Pad



5c - Re-Ink Pad



5d - Re-Install Pad

Reinstall pad holder into swing arm following steps described in Section 2e. Repeat re-inking as needed.

SECTION 6: Helpful Tips

- For best results, place the document you are stamping onto a softer surface, like a pad of paper. Stamping on a hard surface can produce incomplete impressions.
- Only re-ink pads with the ink supplied with this product. For information about obtaining additional refill ink, contact us at 1-800-323-0253.
- If you notice excess ink being applied with impressions, the pad may be over inked. Excess ink can be removed by dabbing pad with an absorbent tissue.
- Over time, if you notice build-up on the wheels, they can be cleaned with a cloth and a small amount of mineral spirits+