



1) Fill Reservoir

2) Pass Envelope Through

3) Press Envelope to Seal

Envelopes Ready to Mail

- **Fill Filler Bottle with water.**

Fill reservoir from 1/2 - 3/4 full by placing tip of bottle into reservoir opening and squeeze.

Note: for doing volume mailing a full reservoir should seal up to 400 envelopes.

- **How To Use Your Sealer**

To acquaint yourself for easy operation. Pass a couple of envelopes from left to right with flap closed and down, through Envelope Sealer. Make sure top edge of envelope passes under Edge Deflector and

remains against Back Plate as it slides through. **For more complete sealing after each 10-15 envelopes are passed through, stack together and press.** They are ready to mail.

To make your Envelope Sealer more user friendly, an Organizer Tray has been included. Extend Organizer Tray to left of unit placing ready to be sealed envelopes as shown above (to be easily picked up for sealing).

- **Your Moistening Pads may wear after 2,000 - 5,000 envelopes.**

These can easily be replaced by lifting Moistener Applicator from unit and pressing new replacement into unit.