

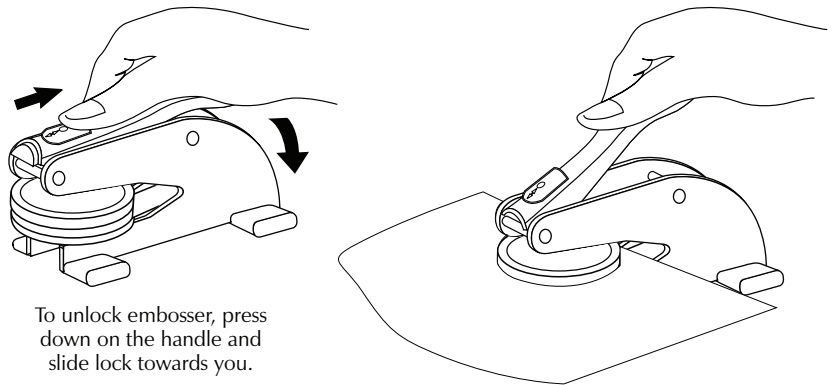
# Desktop Embosser Instructions and Tips

**IMPORTANT: BEFORE EACH IMPRESSION, CHECK TO MAKE SURE THE EMBOSSER PLATE IS SECURELY ATTACHED WITHIN THE EMBOSSER.** If the plate is NOT securely attached, pressing hard on the embosser handle can BEND & MISALIGN the plate, causing it to no longer produce a good impression.

## 1. GETTING STARTED

Make sure the embosser handle is upright. If you are not able to move the handle up/down, the embosser handle is locked. To unlock, simply press down on the handle and slide the lever away from you. (Some embossers will not lock due to variations in plate depth.)

Insert the paper between the embosser plates and press down hard on the handle. You may need to adjust the amount of pressure you use for the best impression.

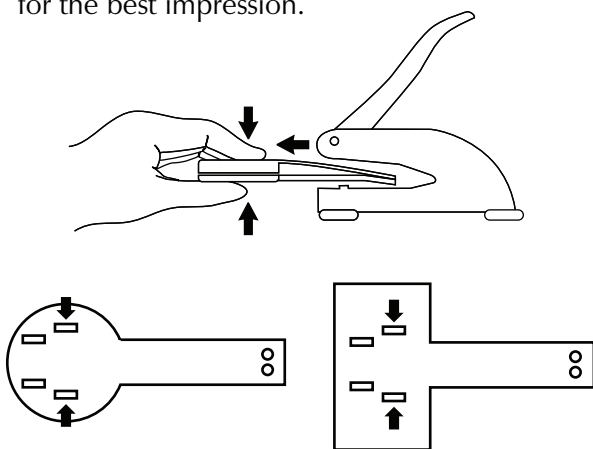


## 2. CHANGING THE EMBOSSER PLATES

**To Remove:** Press the top and bottom parts of the plate together, lift up slightly, and pull out of the embosser. (It's helpful to hold the embosser handle in the raised position with your other hand.)

**To Insert:** Press the top and bottom parts of the plate together and insert into the embosser. (It's helpful to hold the embosser handle in the raised position with your other hand.) The widest two holes located at the bottom of the plate will snap onto two small protruding parts on the embosser. Verify that the embosser plate is securely attached by turning over the embosser over and checking that the plate holes are aligned over the protruding parts.

The diagram points to the holes that are used to snap the plates onto the Desktop Embosser. The other set of holes are used to snap the plates onto the Handheld Embosser.



Bottom Side of Embosser Plates

## 3. TIPS & TROUBLESHOOTING

**PRACTICE** on scrap paper first. You should feel comfortable determining the amount of pressure needed to make a good impression before you emboss one of your good books or expensive stationery. You should also practice aligning the embosser so your layout appears straight (this is easy with the rectangular plates and a little harder with the circular plates).

**Orientation:** Make sure to use the embosser along the proper edge of the paper (based on the orientation you chose for that specific embosser plate - Top, Bottom, Left, or Right). Your layout will not appear right-side-up if used along the wrong edge of the paper.

**Paper Weight:** Embossers are only guaranteed to provide good impressions on standard 24# paper. Embossing heavier paper may result in light or uneven impressions. We do not recommend embossing cardstock heavier than 80#.

**Stickers/Lightweight Paper:** They may crinkle when you emboss. To minimize, try placing another sheet of regular paper underneath and emboss both together.

**Small Tears or Punch-Throughs:** They are normal for personal embossers and should not be considered a flaw. To minimize, try applying less pressure on the handle when embossing. Or, try placing another sheet of regular paper underneath and emboss both together.

**Uneven Impressions:** They may occur for a few reasons - (a) the embosser plate is not securely attached to the embosser, (b) the paper is too heavy, (c) you are not applying enough pressure when embossing...try standing while embossing to get better leverage.