

ELR Embosser Instructions and Tips

1. HOW TO LOCK/UNLOCK THE EMBOSSER

Your Extra-Long-Reach (ELR) Embosser is shipped in the locked position.

To Unlock: Press down slightly on the handle while moving the small metal knob (located on the side of the embosser) to the opposite side. Once the embosser is unlocked, the handle will “pop” open.

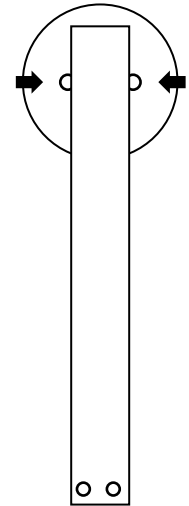
To Lock: Press down hard on the handle, so it’s as far down as possible. Next, move the small metal knob (located on the side of the embosser) to the opposite side. Release. The embosser should lock, so the handle is in the down position.

2. HOW TO CHANGE THE EMBOSSER PLATES

To Remove: Move the handle completely up and over the top of the embosser, so it is upside down facing the opposite direction. Next, press the top and bottom parts of the plate together, lift up slightly, and pull out of the embosser.

To Insert: The handle should still be upside down in the opposite direction. Next, press the top and bottom parts of the plate together, and insert into the embosser. Insert the plate completely into the embosser so the two bottom holes underneath the plate “snap” onto the two protruding parts on the embosser. (Diagram to the right shows the two holes on the underside of the embosser plate.) If the plate isn’t inserted correctly, it may move around within the embosser and not emboss properly. Once the plate is inserted, move the embosser handle back up and over the top of the embosser, so it’s ready to emboss.

** The embosser plates fit very tight within the ELR Embosser. It may take a few tries to completely remove/insert the plate. It will become easier once you get the hang of it.*



Bottom Side of ELR Embosser Plate

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.

You do **not** need to press very hard to use the ELR Embosser. If the handle is hard to press to emboss, then the embosser plate is probably not inserted into the embosser properly. Double check.

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 couple of reasons - (a) the paper is too heavy or (b) the embosser plate is not securely attached to the embosser.