

Self-Inking Stamp Instructions & Tips

USING YOUR STAMP: The rectangular stamp (model 200) is ready to use out of the box. The circular stamps (models 400R & 500R) are shipped in the locked position with a dust cover. Take the dust cover off and press the stamp down hard; this will pop it open. It's now ready to use!

STAMP LIFE: The ink pads in the self-inking stamps will last for thousands of impressions or approx. 6 months. If the ink pad dries up, you can try to rejuvenate it with a few drops of water. Let soak in for about 15 minutes before you try the stamp again. If that doesn't help, you can purchase replacement ink pads from us. You can also re-ink your original pad using water-based ink designed for self-inking stamps (Ideal brand preferred). Never used other types of ink, as they may damage the self-inking stamp.

CHANGING THE INK PAD: Your self-inking stamp comes with one ink pad installed. Additional ink pads are available to purchase in a variety of colors. They are easily swapped in/out of your stamp.

Rectangular Stamp (Model 200) -

- (a) Push down the stamp about 1/4" to the side mark on the side of the clear plastic (diagram 1).
- (b) Move the red lever to the left, so the stamp is in a locked position (diagram 1).
- (c) Pull the stamp pad out (diagram 2).
- (d) If using the same ink color, insert new ink pad, press down on the stamp, and it's ready to use.
- (e) If changing to a new ink color, you'll want to clean off your stamp first. Remove the stamp pad as described above. Then press the stamp all the way down and slide the red lever to the left to lock. Press the stamp gently on paper until you no longer see an impression. You can also take a damp paper towel or baby wipe and gently clean in/out of the grooves in the stamp. (Do not use any other type of cleaner.) Once it's clean, slide the red lever to the right to unlock the stamp again and insert a new ink pad as described above.

Circular Stamps (Models 400R & 500R) -

- (a) Push down the stamp about 1/4" and press in the red buttons on the sides, so the stamp is in a locked position.
- (b) Push either side of the ink pad (it's the black part with the ridges), and slide out.
- (c) If using the same ink color, insert new ink pad, press down on the stamp, and it's ready to use.
- (d) If changing to a new ink color, you'll want to clean off your stamp first. Remove the stamp pad as described above. Then press the stamp all the way down and press the red buttons to lock. Press the stamp gently on paper until you no longer see an impression. You can also take a damp paper towel or baby wipe and gently clean in/out of the grooves in the stamp. (Do not use any other type of cleaner.) Once it's clean, press the stamp hard all the way down to unlock the stamp again and insert a new ink pad as described above.

