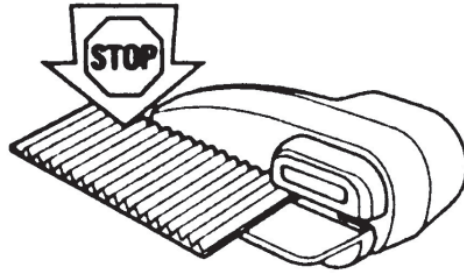
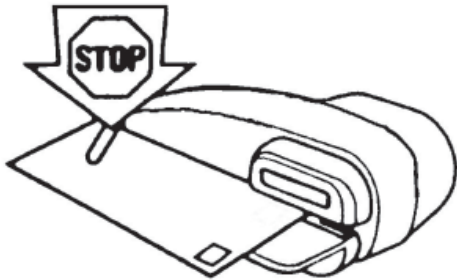


## CAUTION

DO NOT insert thick cardboard, metal, hard paper, etc. into the letter opener



DO NOT feed envelopes fastened with staples or paper clips.



DO NOT touch the cutters with your fingers.



## Parts List

<u>Part No.</u>	<u>Qty.</u>	<u>Description</u>
M-S162811	2	Envelope Exciter
M-S162812	3	Drive Belt
MRA161609	1	Lower Cutter Blade
MRA161610	1	Upper Cutter Blade

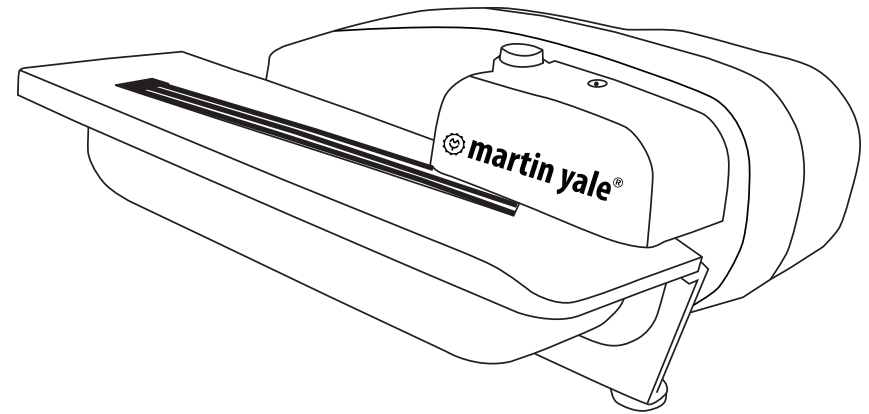


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M-S027225

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## Desktop Letter Opener Model 1628



## Operating Instructions

**Warning:** Never connect power to this product until you are ready to use the letter opener. The AC outlet used for this machine must be nearby and must not be blocked. This machine contains moving parts that can catch hair, loose clothing or jewelry. During operation and maintenance, keep hair, loose clothing and jewelry clear of moving parts. Disconnect the power cord from the wall outlet before attempting any service to the unit, and before removing the cover for any reason.

**Attention:** For equipment that plugs in, the socket/outlet shall be installed near the equipment and shall be readily accessible.



Unpack the unit and plug the power cord into a power outlet. The unit should turn on when depressing the start button on the top cover and shut off when releasing the start button.

**NOTE:** If unit jams during operation, unplug the unit and clear all jams. Then reinstall the power plug.



**Step 1.** Prepare up to 10 standard envelopes to be opened by tapping the top sealed flap side down firmly on desktop several times. This will cause the envelope contents to slide to the opposite side of that to be opened.



**Step 2.** Place up to 10 prepared envelopes onto the feed tray with the bottom edges of the envelopes back against the opener housing and also against the top cover that contains the **START** button.



**Step 3.** Momentarily depress the **START** button to begin the feeding process. You may release the **START** button when envelopes begin exiting the unit.



**Step 4.** Depending on the condition of the envelope edges and flatness, the entire stack should automatically feed until the stack is completed. However, under previously mentioned conditions of the envelopes, you can depress the **START** button to begin feeding again if it hesitated and did not complete the stack.



**Step 5.** Your stack of envelopes will be stacked on the right side of the unit and the scrap is easily separated from your opened envelopes. The cut edges of your envelopes are cut such that they are unlikely to cut or injure fingers.