

How to apply stamps with the Astro 9600 Tabber

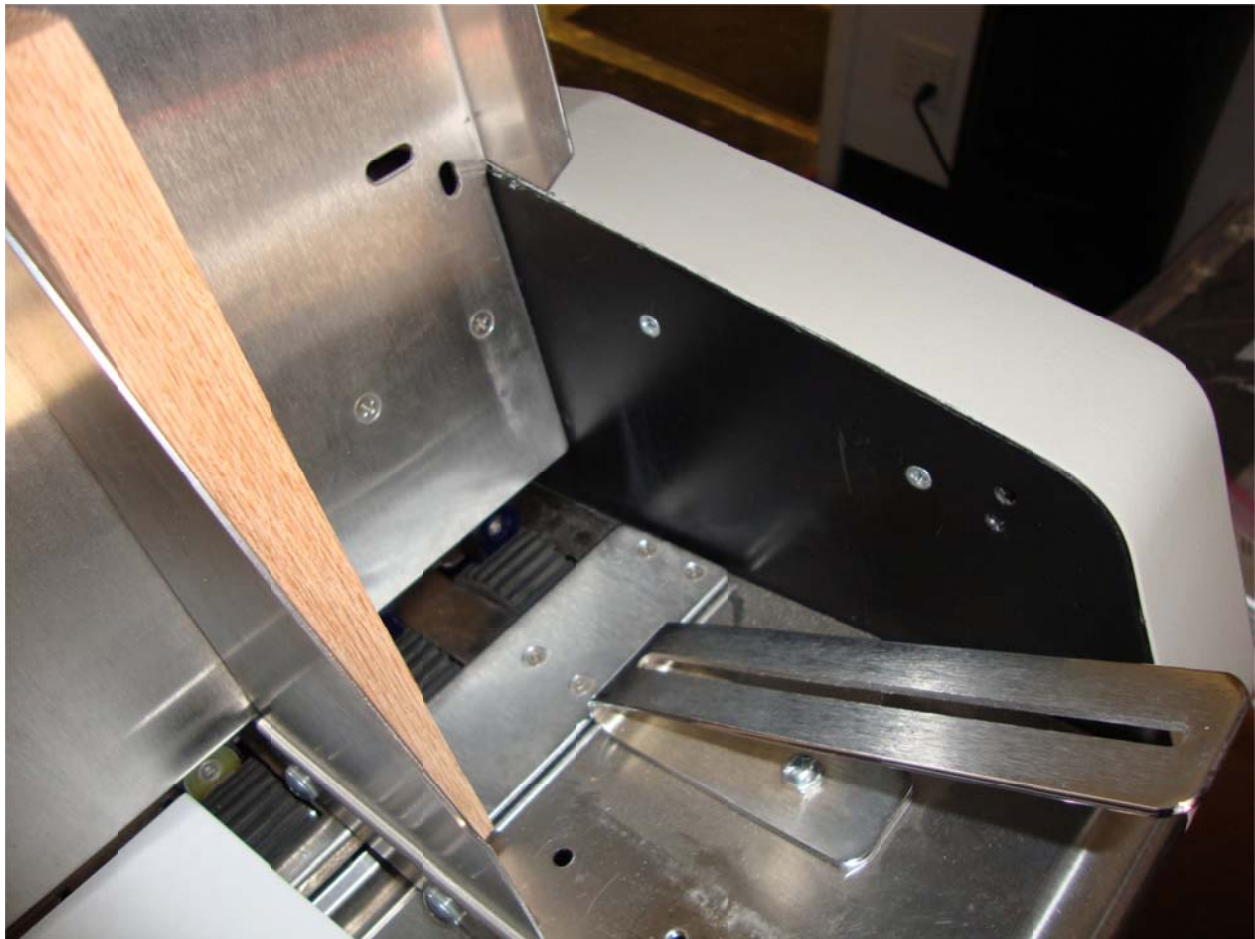
(These instructions do not apply to the 9700 tabber).

The 9600 tabber is not advertised as being able to apply stamps. However it can be done. This method makes the stamps end up upside down on your mail piece so you will need to re-roll the roll of stamps backwards onto another roll to make them come out right.

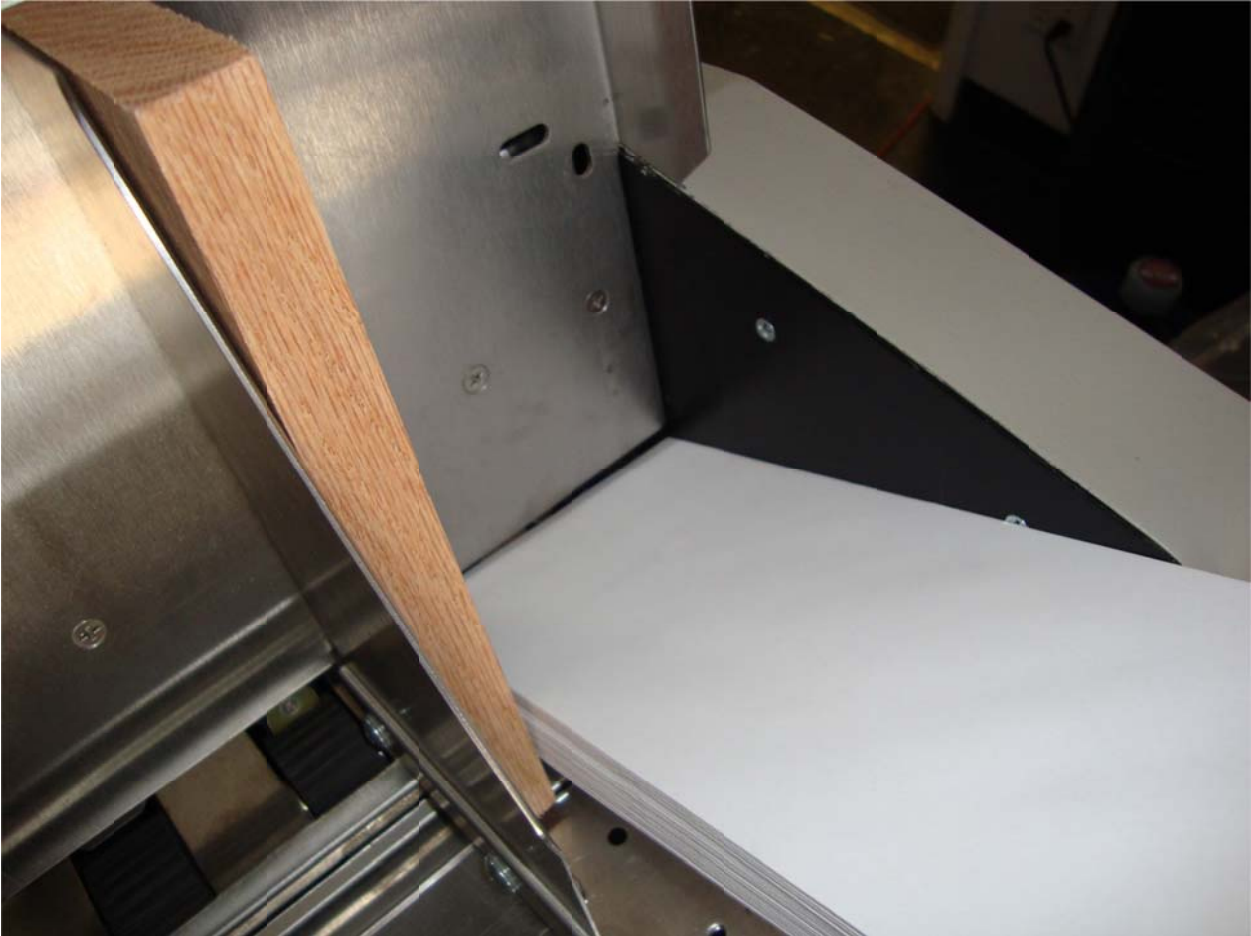
Step 1:

Set up the feeder as follows. Remove the backstop from the envelope support.

If you are applying stamps to a #10 envelope you will need a spacer such as a $\frac{3}{4}$ " piece of wood along the side guide. Cut the bottom front corner off so spacer does not ever come into contact with and ruin the feed wheels.

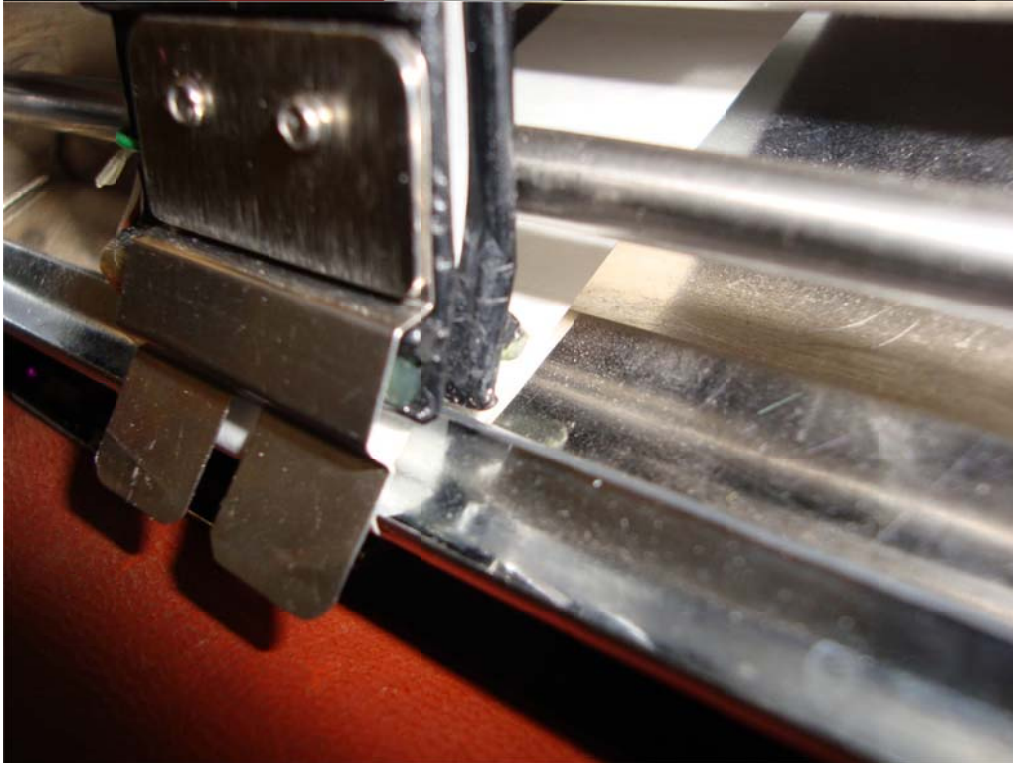


The #10 envelopes go in this way:

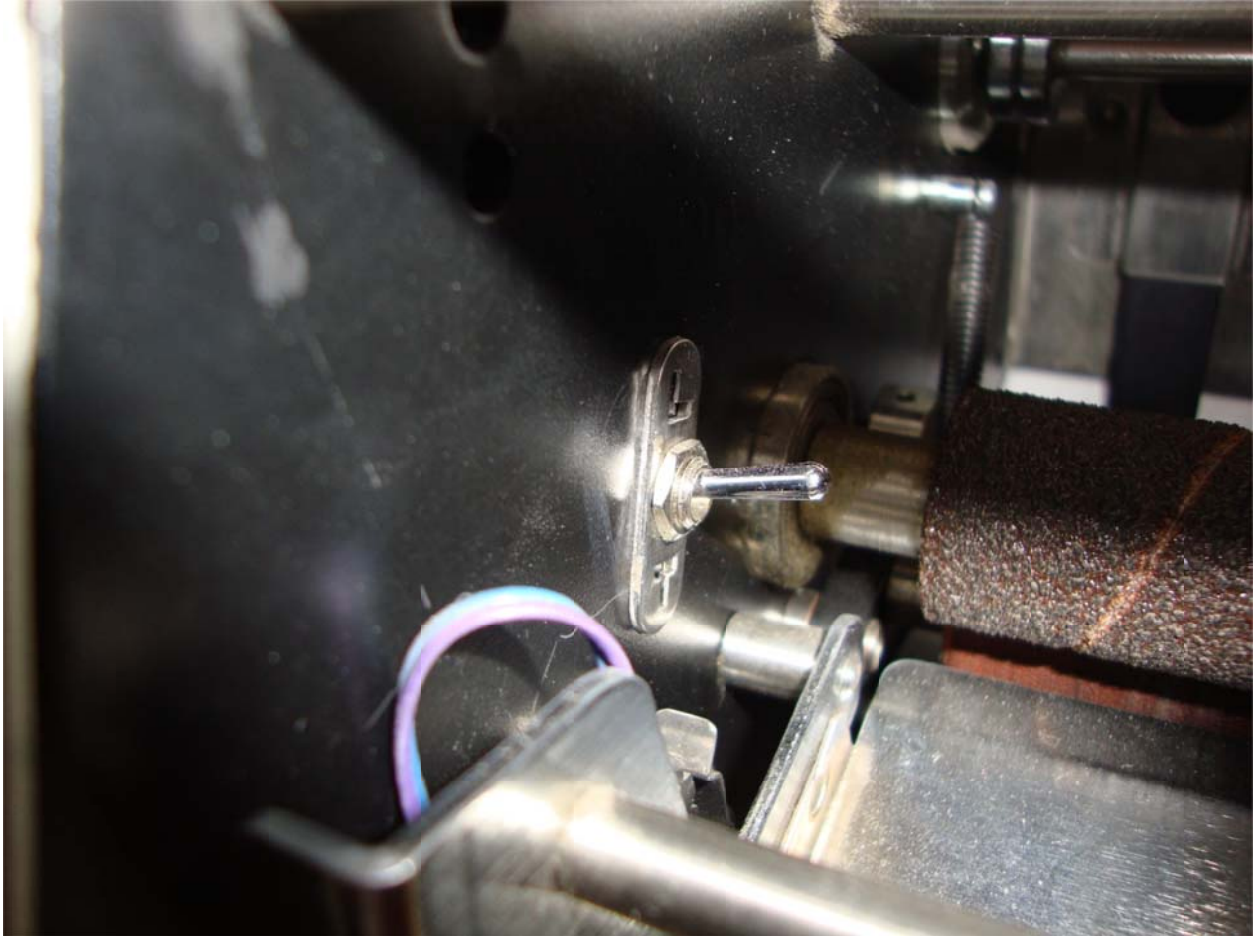


Step 2:

Thread the stamps. Since this machine is not a 9700 model, don't follow the applying stamp instructions from the manual. You need thread the backing following the labeling instructions from the manual. In these pictures we used tabs but just pretend that they are stamps.

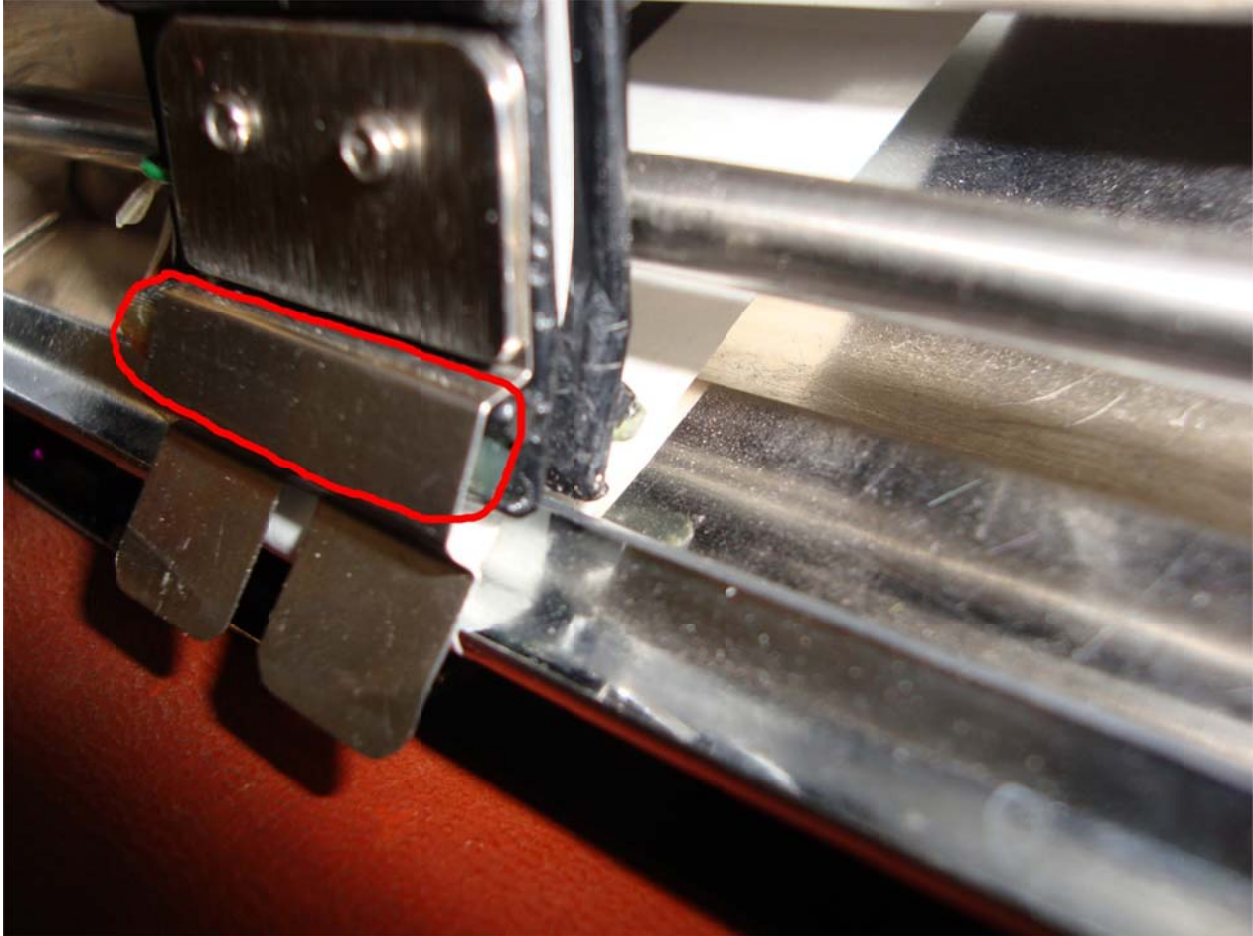


Step 3:
Set the toggle switch to "L" for label.



Step 4:

Set the sensor sensitivity using the knob on the right side of the machine. Refer to the picture below for the location of the sensor. Make sure there is a stamp in front of the sensor and turn the knob until the red light first comes on. Now make sure that there is only backing paper behind the sensor and turn the knob until the red light first comes on. Now set the knob to a position that is $\frac{1}{2}$ way between these two points.



Step 5:

At this point adjust the feeding so the machine feeds envelopes consistently. Don't start applying stamps until you have it feeding properly.

Step 6:

The stamps will be applied to the leading edge of the envelope so set the label position as shown here.



Step 7:

Run a couple of pieces and make sure everything looks good. You should be able to apply stamps now.