

ADJUSTING THE SIDE STOP

1. Moving the side stop



Pinch the black grip to enable you to move the side stop.

6. Adding further letters



You may now start adding more letters to the stack.

Recommendation:

1st stack maximum height of 1 cm, following stacks maximum height of 12cm.

2. Pulling the side stop out



Pull the side stop towards you.

3. Positioning stack of letters



Position the stack as shown. Do not release the stack at this point.

4. Adjusting the side stop



Push the side stop towards the stack of letters. Allow a gap of 2mm between the side stop and the stack.

5. Franking the letter



Release the stack. **Please note: the franking process may start automatically.**