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› Elco 74504.92 C4 Kraft Envelopes User Manual

Elco 74504.92

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INTRODUCTION

This manual provides essential information for the proper use and care of your Elco 74504.92 C4 Kraft Envelopes. These envelopes are designed for secure and reliable mailing of documents up to C4 size, featuring a durable kraft paper construction and a convenient self-adhesive closure.

SETUP

The Elco C4 Kraft Envelopes require minimal setup. Follow these steps to prepare your documents for mailing:

1. Ensure that the documents you intend to mail do not exceed the C4 envelope dimensions of 324 mm (width) by 229 mm (height).
2. Carefully insert your documents into the envelope, ensuring they lie flat and do not cause excessive bulging.



Image: A stack of Elco C4 Kraft Envelopes, showing the brown ribbed paper and the internal print on the flap. This illustrates the product's appearance and material.

OPERATING INSTRUCTIONS

To properly seal your Elco C4 Kraft Envelope, follow these instructions:

1. After placing your documents inside, ensure the envelope flap is free of any obstructions or debris.
2. Locate the self-adhesive strip on the inner edge of the flap. Carefully peel off the protective paper strip to expose the adhesive.
3. Fold the flap down firmly and press along the entire length of the adhesive strip to create a secure seal. Apply even pressure for several seconds to ensure proper adhesion.



Image: Retail packaging for Elco C4 Kraft Envelopes, showing a single envelope with its self-adhesive strip partially peeled, indicating the sealing mechanism.

MAINTENANCE

To maintain the quality and integrity of your Elco C4 Kraft Envelopes, observe the following guidelines:

- Store envelopes in a cool, dry place away from direct sunlight and excessive humidity. Extreme temperatures or moisture can affect the adhesive quality and paper integrity.
- Keep envelopes flat to prevent creasing or bending, which could compromise their appearance and functionality.

TROUBLESHOOTING

If you encounter any issues with your Elco C4 Kraft Envelopes, consider the following solutions:

- **Seal not adhering properly:** Ensure the adhesive strip and the envelope surface are clean and dry before sealing. Apply firm, even pressure across the entire flap. If the issue persists, the envelopes may have been stored in unsuitable conditions (e.g., high humidity).
- **Documents not fitting:** Verify that your documents do not exceed the C4 dimensions (324 x 229 mm). Avoid overfilling the envelope, as this can strain the seams and closure.
- **Envelope tearing:** Handle envelopes carefully, especially when inserting or removing contents. Avoid sharp objects near the envelope. Overfilling can also lead to tearing.

SPECIFICATIONS

Brand	Elco
Model Number	74504.92
Colour	Brown
Material	Kraft Paper
Envelope Format	C4
Dimensions (L x W)	32.4 x 22.9 cm (324 x 229 mm)
Paper Quality	90 gsm
Closure Type	Self-adhesive
Design Features	Ribbed paper, inner print
Quantity per pack	25 envelopes

WARRANTY AND SUPPORT

Specific warranty information for the Elco 74504.92 C4 Kraft Envelopes is not provided within this manual. For details regarding product warranty, returns, or customer support, please refer to the official Elco website or contact your point of purchase.