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Universal UNV35267

Universal #97 Square Flap Gummed/Clasp Envelope User Manual

Model: UNV35267 | Brand: Universal



INTRODUCTION

This manual provides comprehensive instructions for the proper use and care of your Universal #97 Square Flap Gummed/Clasp Envelopes. These envelopes are designed for secure mailing and storage of various documents, offering versatile closure options through both a gummed seal and a durable metal clasp.

SETUP AND PREPARATION

Unboxing

Carefully open the packaging. The Universal #97 Envelopes are typically supplied in a box containing 100 units. Inspect the envelopes upon receipt for any signs of damage or manufacturing defects.





Image: The product box containing 100 Universal #97 Clasp Envelopes, with a single envelope displayed next to it, illustrating the packaging and product appearance.

Storage

For optimal preservation of the adhesive and paper quality, store unused envelopes flat in their original packaging or a similar protective container. Keep them in a cool, dry environment, away from direct sunlight, extreme temperatures, and excessive humidity. Proper storage prevents the gummed flap from prematurely sticking or drying out.

OPERATING INSTRUCTIONS

Inserting Contents

Before sealing, ensure that all documents or items are neatly folded and fit within the envelope's dimensions (approximately 10 x 13 inches) without causing excessive bulging. Overfilling can strain the seams and closure mechanisms.

Using the Gummed Seal

1. **Prepare the Flap:** Fold the envelope flap down over the opening.
2. **Moisten the Adhesive:** Lightly moisten the gummed strip along the inside edge of the flap. Use a damp sponge, an envelope moistener, or a small amount of saliva. Avoid over-wetting.
3. **Seal the Envelope:** Press the moistened flap firmly against the back of the envelope. Apply even pressure across the entire strip for several seconds to ensure a secure bond.

Using the Metal Clasp

The metal clasp provides a reusable and secure closure, ideal for documents that may need to be accessed multiple times or for temporary sealing before final mailing.

1. **Align the Clasp:** Fold the envelope flap down so that the metal prongs align with the reinforced eyelet on the back of the envelope body.
2. **Insert Prongs:** Push the two metal prongs through the eyelet.
3. **Secure the Clasp:** Once the prongs are through, bend them outwards and flat against the envelope body to secure the flap. Ensure they are bent firmly to prevent accidental opening.



Image: A detailed view of a single Universal #97 envelope, highlighting the square flap, the gummed adhesive strip, and the central metal clasp mechanism for secure closure.

Addressing and Mailing

Use appropriate pens or markers for addressing the envelope. Ensure the recipient's address, return address, and postage are clearly and legibly written or affixed according to postal regulations.

MAINTENANCE

Maintaining the quality of your envelopes primarily involves proper storage and handling.

- **Optimal Storage:** Always store envelopes in their original box or a similar sturdy container to prevent bending, creasing, or damage to the flaps and clasps.
- **Environmental Control:** Protect envelopes from extreme temperatures and humidity fluctuations. High humidity can cause the gummed adhesive to stick prematurely, while excessive dryness can make it brittle and less effective.
- **Handling:** Handle envelopes by the edges to avoid transferring oils or dirt to the gummed flap or the paper surface.



Image: The top view of the Universal #97 Clasp Envelope box, indicating proper storage in its original packaging to maintain product integrity.

TROUBLESHOOTING

Problem	Possible Cause	Solution
Gummed seal not sticking	Insufficient moisture; adhesive dried out due to improper storage; dust/debris on adhesive strip.	Ensure the gummed strip is adequately moistened. Store envelopes in a cool, dry place. Wipe the strip gently before moistening if dusty.
Metal clasp not securing	Prongs not fully inserted; prongs not bent flat enough; eyelet damaged.	Ensure both prongs are pushed completely through the eyelet. Bend the prongs firmly and flat against the envelope. Use a new envelope if the eyelet is damaged.

Problem	Possible Cause	Solution
Envelope tearing during use	Overfilling; contents have sharp edges; rough handling.	Do not overfill the envelope. Ensure contents are smooth or protected. Handle envelopes carefully.

SPECIFICATIONS

- **Brand:** Universal
- **Model Number:** UNV35267
- **Envelope Size:** #97 (10 x 13 inches)
- **Color:** Brown Kraft
- **Closure Type:** Gummed and Metal Clasp
- **Material:** Kraft Paper (Envelope), Cardboard (Packaging Box)
- **Quantity:** 100 envelopes per box
- **Item Weight (Box of 100):** Approximately 28 pounds
- **Product Dimensions (Box):** Approximately 21 x 16 x 11 inches
- **Manufacturer:** UNIVERSAL OFFICE PRODUCTS

WARRANTY INFORMATION

Universal products are manufactured to high-quality standards. For specific warranty terms and conditions applicable to your Universal #97 Envelopes, please refer to the official Universal website or contact their customer support department directly. Keep your purchase receipt as proof of purchase.


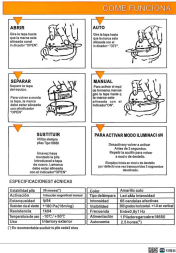
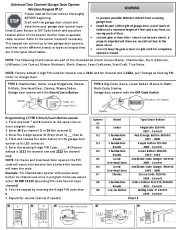


CUSTOMER SUPPORT

For further assistance, technical support, or any inquiries regarding your Universal #97 Square Flap Gummed/Clasp Envelopes, please visit the official Universal website or contact their customer service department.
Universal Official Store: [Visit the Universal Store on Amazon](#)



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Related Documents - UNV35267

	<p>Universal SS-770/SS-771 Smoke & Fire Alarm: Installation, Operation, and Safety Guide</p> <p>Comprehensive guide for the Universal SS-770/SS-771 Smoke & Fire Alarm, covering installation, recommended placement, operation, testing, maintenance, false alarms, escape planning, and warranty information.</p>
	<p>LED Car Emergency Light V16 Flashlight - User Manual and Safety Guide</p> <p>Comprehensive user manual for the Universal LED Car Emergency Light V16 Flashlight, detailing its features, operation, and safety guidelines for road use. Learn about its magnetic induction strobe, road safety features, and rechargeable operation.</p>
	<p>Universal L27130 10L LPC CI Pressure Cooker - Technical Specifications and Manual</p> <p>Detailed technical specifications, usage instructions, and warranty information for the Universal L27130 10L LPC CI pressure cooker. Includes dimensions, weight, EAN codes, and safety guidelines.</p>
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