

Manuals+

[Q & A](#) | [Deep Search](#) | [Upload](#)

manuals.plus /

- › [We R Memory Keepers](#) /
- › [We R Memory Keepers Punch-Envelope Notcher Envelope Tools Instruction Manual](#)

We R Memory Keepers B00O2YO466

We R Memory Keepers Punch-Envelope Notcher Envelope Tools

Instruction Manual

1. PRODUCT OVERVIEW

The We R Memory Keepers Punch-Envelope Notcher is a specialized tool designed to create decorative notches on envelopes and cards. These notches allow for an adhesive-free closure, providing a clean and reusable sealing method for your handmade creations.

This package contains one We R Memory Keepers Punch-Envelope Notcher, measuring approximately 2.5 x 6.25 x 2 inches.



Image 1.1: The We R Memory Keepers Punch-Envelope Notcher tool. Note the 'TOP' and 'BOTTOM' indicators on the punching mechanism, which are important for correct operation.

2. SAFETY INFORMATION

Warning: Not suitable for children under 3 years due to small parts and sharp edges.

Always handle the tool with care. Keep fingers clear of the punching mechanism during operation to prevent injury.

3. PACKAGE CONTENTS

- 1 x We R Memory Keepers Punch-Envelope Notcher

4. SETUP

The Punch-Envelope Notcher is ready for use directly out of the package. No assembly is required.

1. Unpack the tool from its packaging.
2. Familiarize yourself with the tool's design, noting the punching mechanism and the guides.
3. Observe the 'TOP' and 'BOTTOM' markings on the punch. These indicate the correct orientation for creating the notch.

5. OPERATING INSTRUCTIONS

Follow these steps to create notches on your envelopes or cards:

1. **Prepare your material:** Ensure your paper or cardstock is flat and free of creases. The tool is designed for paper and cardstock.
2. **Identify the punching sides:** The notcher has two distinct sides, marked 'TOP' and 'BOTTOM'. It is crucial to use the correct side for the desired notch shape and function. Refer to Image 1.1 for visual guidance.
3. **Position the material:** Slide the edge of your envelope flap or card into the notcher. Align the edge of your material with the guides on the tool to ensure a straight and centered notch. For best results, ensure the material is fully inserted against the back stop.
4. **Punch the notch:** Firmly press down on the punching mechanism. You will feel a click as the notch is cut.
5. **Release and repeat:** Release the mechanism and carefully remove your material. Repeat the process on other edges of your envelope or card as needed to create a secure, adhesive-free closure.

***Tip:** While the tool has guides, achieving a perfectly centered notch on all paper sizes may require careful visual alignment. Practice on scrap paper first to get a feel for the tool and its alignment with different material dimensions.*



Image 5.1: Examples of finished envelopes and cards demonstrating the adhesive-free closure created by the notcher tool.

6. MAINTENANCE

To ensure the longevity and optimal performance of your Punch-Envelope Notcher:

- **Cleaning:** Periodically remove any paper scraps or dust from the punching mechanism using a soft brush or compressed air.
- **Storage:** Store the tool in a dry place, away from excessive humidity or extreme temperatures.
- **Lubrication:** No lubrication is typically required for this type of tool. Do not apply oils or lubricants unless specifically instructed by the manufacturer.

7. TROUBLESHOOTING

If you encounter issues with your Punch-Envelope Notcher, consider the following:

- **Punch mechanism stuck:** If the punch becomes difficult to press or gets stuck, check for any lodged paper scraps. Gently try to dislodge them. Avoid forcing the mechanism.
- **Poor cut quality (fraying):** This can occur with very thin or delicate papers. Ensure your material is of appropriate thickness for punching. For optimal results, use standard cardstock or paper.
- **Inconsistent notches:** Verify that the paper is fully inserted and aligned correctly with the guides before punching. Ensure you are pressing down firmly and evenly.

8. SPECIFICATIONS

Feature	Specification
---------	---------------

Brand	We R Memory Keepers
Model Number (ASIN)	B00O2YO466
Material	Paper (tool is for paper)
Product Dimensions (L x W x H)	2" x 7" x 4.75"
Item Weight	0.48 Pounds
Operation Mode	Manual
UPC	633356713449

9. WARRANTY AND SUPPORT

The manufacturer's warranty information for this product is not explicitly provided as applicable. For any product-related inquiries or support, please visit the official [We R Memory Keepers Store](#).

© 2024 We R Memory Keepers. All rights reserved.