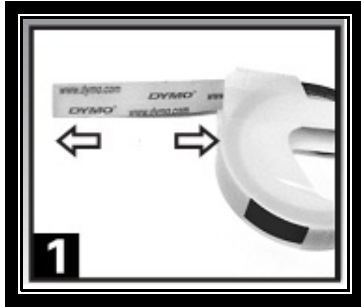


Organizer Xpress Guide



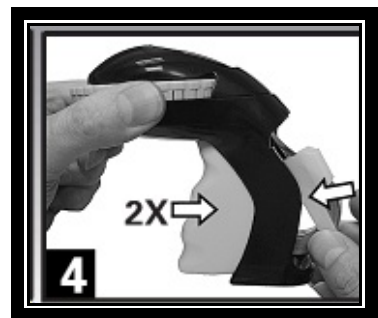
Extend the embossing tape about one inch. This will allow for easier loading in the Organizer Xpress.



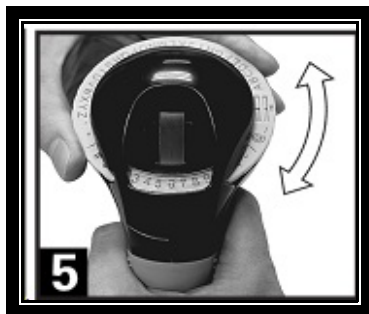
Grab ahold of the door located on the handle of the Organizer Xpress and pull to open.



Insert the embossing tape into the slot located at the top of the label compartment. Feed the tape in as far as you can. Place the embossing tape in the label compartment. Squeeze the handle two times to help feed the tape through the unit.



Close the label compartment door. Squeeze the handle two more times to continue feeding the tape through the unit.




Turn the wheel to select different characters.




Select the  symbol.



Firmly squeeze the handle. Normally the  will cut the tape, however while loading a new roll of tape you can select this symbol to help feed the tape through the unit.



Turn the wheel and select the  symbol.



Firmly squeeze the handle twice to continue feeding the embossing tape through the Organizer Xpress.




Turn the wheel to the desired character.



Once you have selected the character you'd like to emboss, firmly squeeze the handle on the Organizer Xpress. Repeat steps 10 – 11 to emboss the desired text on the tape.



The  symbol allows you to advance the tape. It allows you to place blank spaces between words and characters.



Firmly squeeze the handle to advance the tape without embossing any characters.



Select the  symbol.



Firmly squeeze the handle to cut the tape.



Remove the backing and apply the tape to the desired surface.