

ASSEMBLY INSTRUCTIONS **trodat**[®]

January 2015

TRODAT ULTIMARK FLASH STAMP

The Ultimark stamp mounts have been engineered for ease of assembly.

Please follow the assembly steps below to finish your stamp.

Components Required:

- Ultimark Pre-Inked Stamp mount
- Pre-Inked Ultimark Ink Cartridge
- Exposed Ultimark Text Plate
- Tweezers
- Sharp Scissors

Mounting Procedure

STEP 1 – Remove the self-adjusting retainer ring from the mount and place it on your work surface such that the clips of the retainer ring are facing up.

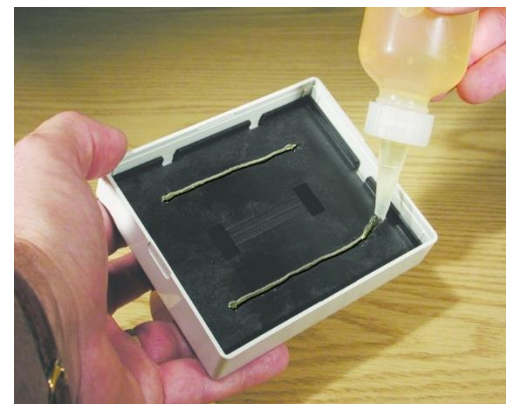
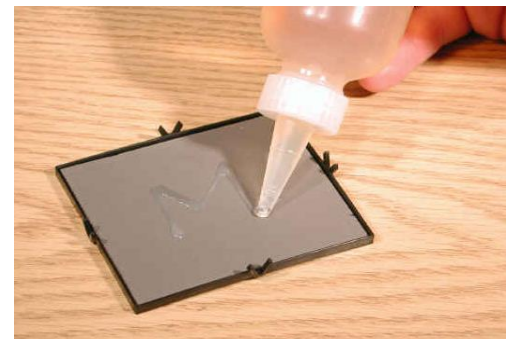
STEP 2 – Place exposed text plate face down into the retainer ring.

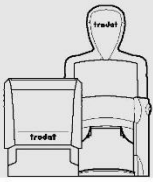
STEP 3 – **FOR SIZE UM-26, UM-30, UM-32 & UM-34 ONLY**

*This step is **only** to be performed when mounting the Ultimark mount UM-30 and larger. Using an applicator bottle filled with 3M 4475 adhesive, apply a thin bead of glue (no wider than 1/8" • 3mm) in an "M" shaped pattern to the back of the text plate. The glue pattern should take up about half of the size of the back of the text plate.*

STEP 4 – **FOR EXTRA DURABILITY IN SHIPPING FOR SIZE UM-26, UM-30, UM-32 & UM-34 ONLY**

Turn the mount upside down such that the re-inking ports are facing you. Using the applicator bottle filled with adhesive, apply a 2-inch long bead of glue in a straight line above and below the re-inking ports as shown.





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STEP 5 – Using a sharp pair of scissors cut one end of the ink cartridge bag off.



STEP 6 – Insert tweezers into the open end of the bag and pull ink cartridge from bag.



****IMPORTANT**** - Allow the inside of the bag to touch the ink cartridge as it is being pulled out. Doing this will allow the sides of the bag to wipe the excess ink from the ink cartridge as it is taken out of the bag. The ink cartridge surface should be wet with ink but **not dripping** when the mount is assembled.

STEP 7 – Place ink cartridge on top of text plate in the retainer ring.



STEP 8 – Center the Ultimark stamp mount over the retainer ring and press down to snap the retainer ring into the mount.



STEP 9 – Press and hold the Ultimark stamp down in the compressed position for 5 seconds and then release to start the ink transfer process.

****IMPORTANT**** In the Ultimark sizes **UM-26, UM-30, UM-32 & UM-34**, the mount is held in the compressed position for at least 25 seconds in order to adhere the adhesive properly to the ink cartridge or mount.

STEP 10 – Snap the dust cover in place in the mount and set aside for the ink transfer to complete. The inking process is completed in approximately an hour for most sizes.



Indexing Ultimark Pre-Inked Stamps

The stamps have a full width label on the most popular sizes for clear identification of the stamp impression. Align the inked stamp over the appropriately sized index label using the printed alignment grids on the strip of labels. Apply the label to the handle and cover the label using the clear plastic indexing cover to complete your stamp. Make sure you press in the lower side of the clear index cover to lock it in.