



# SNAP STAMP INSTRUCTIONS

## INSTALLING YOUR SNAP STAMP FACE



1. Hold your Snap Stamp unit upside-down with one hand.



2. With your other hand, push the white portion of the Snap Stamp unit all the way down and lock it by pressing the red buttons on both sides of the Snap Stamp unit.



3. Turn the Snap Stamp unit right side up with the Snap Stamp logo facing you. The Snap Stamp face should be positioned face down with the top of the image oriented away from you.



4. Place the Snap Stamp unit over your Snap Stamp face. You will hear a SNAP as the face is attached to the Snap Stamp unit.



5. Turn the Snap Stamp unit upside down and push down the outer black and white edges to disengage the locking mechanism.



6. Start stamping! Simply push down on the top of the Snap Stamp unit and release.

## STAMP USE & CARE



FOR THE BEST STAMPING RESULTS, PLEASE FOLLOW THESE GUIDELINES:

- Use your Snap Stamp on a flat surface.
- If you have multiple Snap Stamp faces, be sure to store the faces in the protective cases provided and not in your Snap Stamp unit to ensure that the ink pad will fully ink all of your faces.
- Place a few sheets of paper under the paper to be marked.
- Use the palm of your hand to cover the top of the Snap Stamp unit when you press down.

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## REMOVING YOUR SNAP STAMP FACE



1. Using a scrap sheet of paper, push your Snap Stamp unit into the down (stamping) position and lock it by pressing the two red buttons on either side of the Snap Stamp unit.



2. Place your finger inside the Snap Stamp unit and over the stamp face handle and push it down. This will release the Snap Stamp face.



3. Pick up your Snap Stamp face and wipe off the remaining ink with a damp paper towel. Place your Snap Stamp face back into the protective case for secure storage.



4. To protect your ink from drying out, push down on the white and black edges of the Snap Stamp unit to return it to the stamping position.

## CHANGING YOUR INK CARTRIDGE



1. Lock the ink pad in the first position by pressing the red buttons on the sides of the Snap Stamp while pushing the stamp downward slightly (about a quarter inch).



2. Once locked, the ink pad will slide out easily by pushing it from one side to the other, (the ink pad is the black plastic part sandwiched between the white plastic).



3. Carefully remove the ink cartridge, (remember the ink pad will be exposed on the bottom once you remove it from the base).



4. Remove the Snap Stamp face (see above) and wipe the ink off your Snap Stamp face with a damp cloth so that the first ink color doesn't get on the second ink color pad.



5. Remove the cover from the ink cartridge and slide it into the Snap Stamp unit where the previous ink cartridge had been.



6. When inserting the new ink pad, make sure the ink side is facing down. Replace your Snap Stamp face (see instructions at left) and you're ready to stamp.



Snap Stamp Unit



Snap Stamp Face  
(in protective case on right)

Snap Stamp  
Ink Cartridge

Protective Case  
for Snap Stamp Face