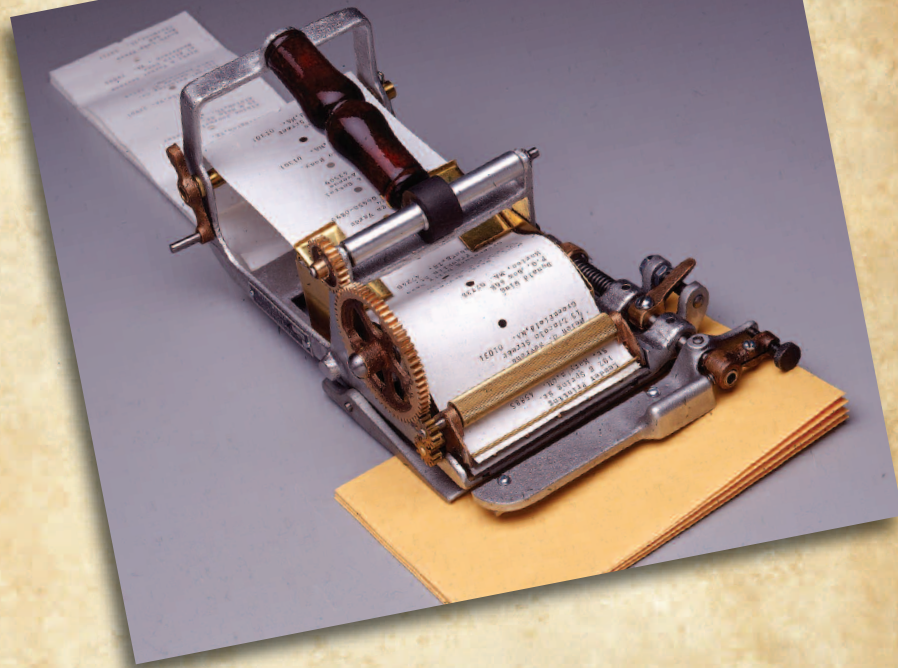


Chauncey Wing's Sons, Inc.

LABEL APPLICATORS



**The Original
Wing Mailer**
Care & Operation

The Original Wing Mailer

Since its invention in the 1880's, the hand-operated original Wing Mailer has been the mainstay of newspaper mailrooms, the tried-and-true workhorse that can be used on its own or as a back-up for automated machinery in case of a power failure. Many of these Mailers have been in constant use for decades, with only an occasional replacement part or overhaul. Using our economical plain paper one-up continuous feed labels, the Mailer applies adhesive to the label as it feeds through the machine and then cuts it and applies it to the mailing piece, in one smooth motion.

Every Wing Mailer has been carefully adjusted and checked before being sent to you after refurbishment or repairs. If any damage has occurred in shipping, please let us know at once. Following these instructions will lead to years of use from your machine.

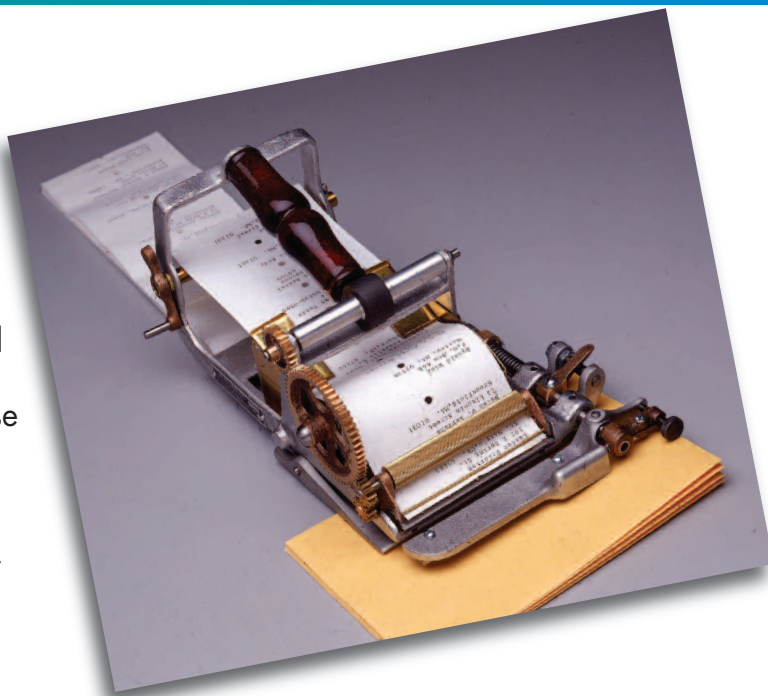
Operation

The Wing Mailer can be operated by the right or left hand. Grasp it at the handle with your fingers, leaving your thumb free to operate the rubber thumb roller. By a slight pull on the thumb roller, your list is fed out the length of one label. The label is cut off and affixed to the mailing piece by a downward motion of the machine.

Adhesive

We strongly recommend our Wing Mailer Adhesive for use in your machine, as it is produced specifically for the Mailer. Our adhesive is an organic, starch-based product and is water soluble - easy to clean up! It will not abrade or corrode the surfaces of the knives and rollers, unlike powdered adhesive.

These suggestions apply to both our quick-drying #161 adhesive for newsprint and kraft paper, and our #L59 adhesive for glossy paper.



The smooth operation of your machine depends greatly on using proper adhesive, which should be fine and thin - about the consistency of very thin molasses or #20 motor oil. If too thick, it may clog the rollers; if too thin, it may ooze out from under the labels.

Fill the adhesive dish full as it stands on its back end. *Then set it level in the machine, in front of the raised tab at the bottom of the frame, abutting the feed roller assembly.* Make sure it will not slide back and forth in the machine.

Loading paper into your Mailer

When you receive your Mailer, it will have sample label paper fed through it so that you can see how it should be loaded. Your paper mailing list should first be fed into the small slotted guide at the top back of the brass adhesive dish, over the wooden adhesive roller, through the feed rollers at the front of the machine, and then under the small guide wire at the front of the feed rollers.

When you wish to stop using the Mailer for a short period or to fill the adhesive dish, cut your list at the back of the adhesive dish. In this way you will not lose any names on your list.

The Original Wing Mailer

Guides and Rollers

Your paper should fit the guide on the top of the adhesive dish. If too wide, it will bind; if too narrow, it will move back and forth in the guide and cause skewed cutting.

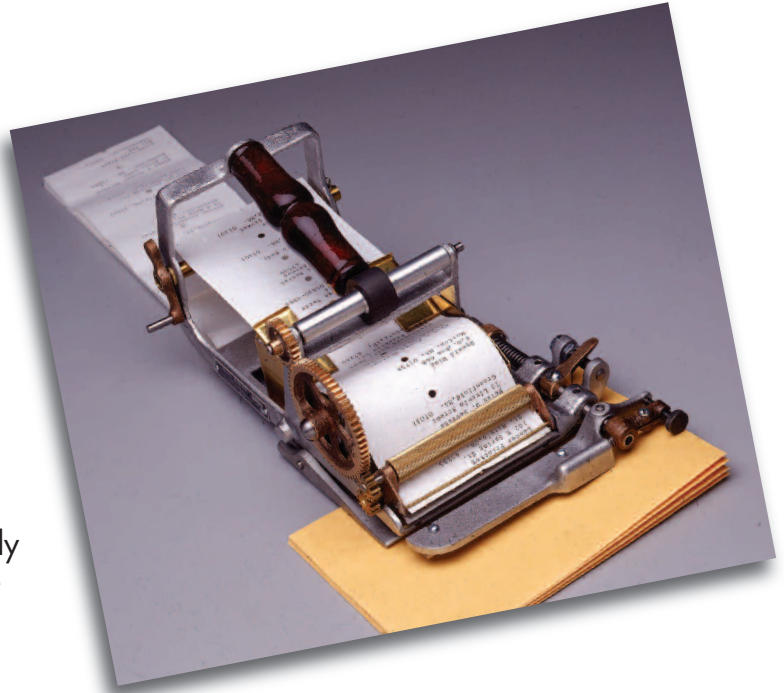
The adhesive roller should always be approximately 1/8" narrower than your list to keep the adhesive from oozing out the edges.

Knife Adjustment

Proper setting of the two knives is essential for smooth operation of your Mailer. The stationary lower knife should be set parallel to and slightly forward from the brass strip at the front of the machine. The moving upper knife should be set parallel to the rear edge of the knife arm. The diagram shows how the knives should be set in the machine.

When the knives become dull after use, they may be turned to expose a new set of cutting edges. Do not remove the screw for this change, to avoid confusing the cutting edges and bevels. *The knives will not work upside down.*

To adjust the knives, loosen the clamping screws (#19A & 19B on top view, next page). Adjusting the screw at the front of the Mailer (#20 on top view) regulates the angle at which the knives meet. Adjusting the screw on the left near the middle of the machine (#1 on top view) regulates the contact of the knives. When set properly, the knives will sound like a sharp set of shears. *When the knives are in adjustment, re-tighten the clamping screws.*



Tension of the knife return is regulated by the clutch on the left side of the machine. If the knife arm sticks and does not return after the label is cut off, push the clutch forward and clockwise to increase the return tension. *Then check the knives to make sure they are adjusted correctly.*

Sticking of the knives is most often caused by a build-up of adhesive on the cutting edges; wiping this excess off with a damp rag or sponge occasionally will help to eliminate the problem.

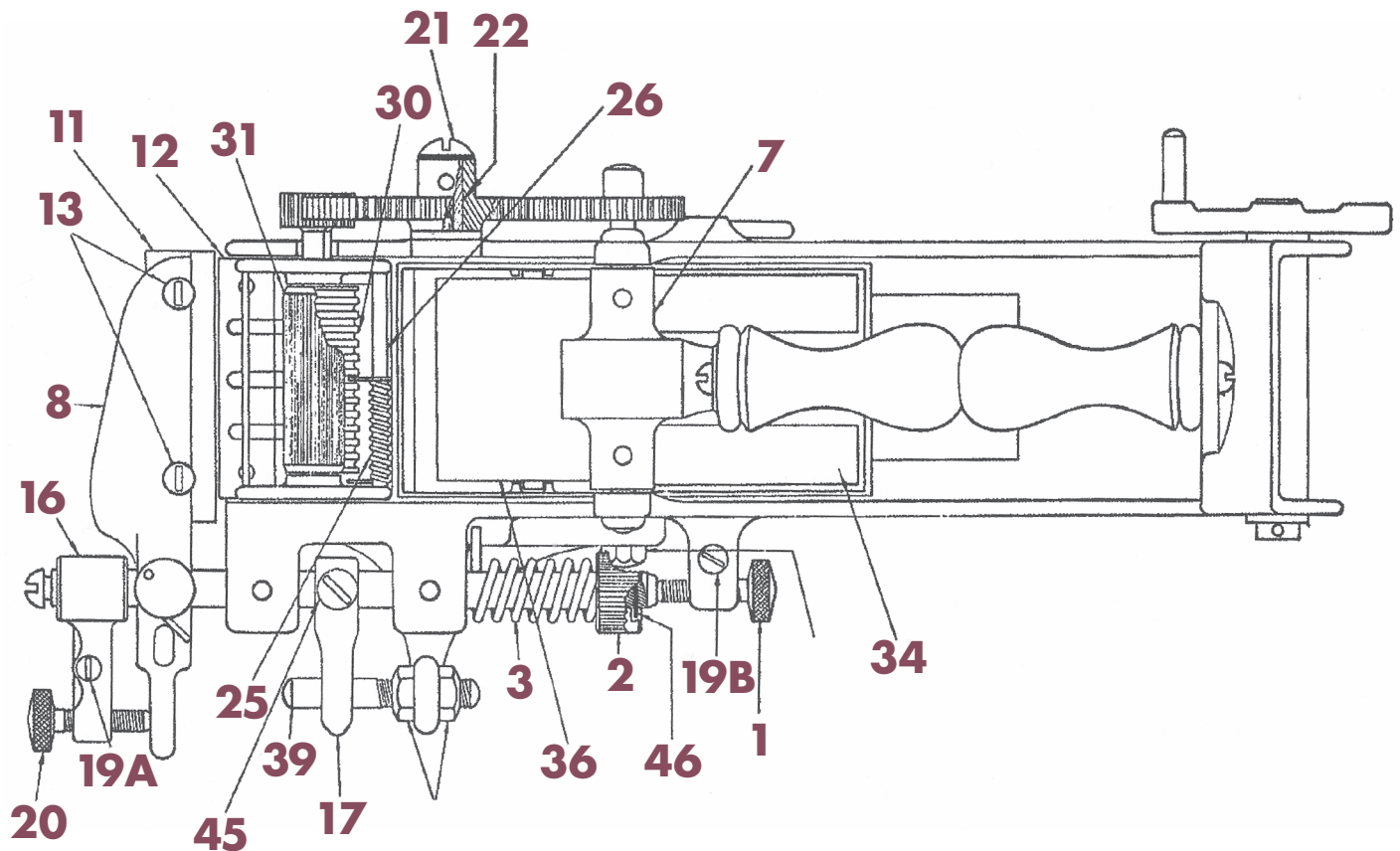
Daily Cleaning and Oiling

Immediately after use, clean all parts and remove surplus adhesive. Knives should be wiped off with a wet sponge, followed by a coat of light weight machine or motor oil after each use, to keep them rust-free.

Remove the small screw in the bottom of the machine to take out the feed roller assembly, which can then be rinsed in warm water to dissolve any excess adhesive. Oil the assembly.

The Original Wing Mailer

Parts Diagram - Top View

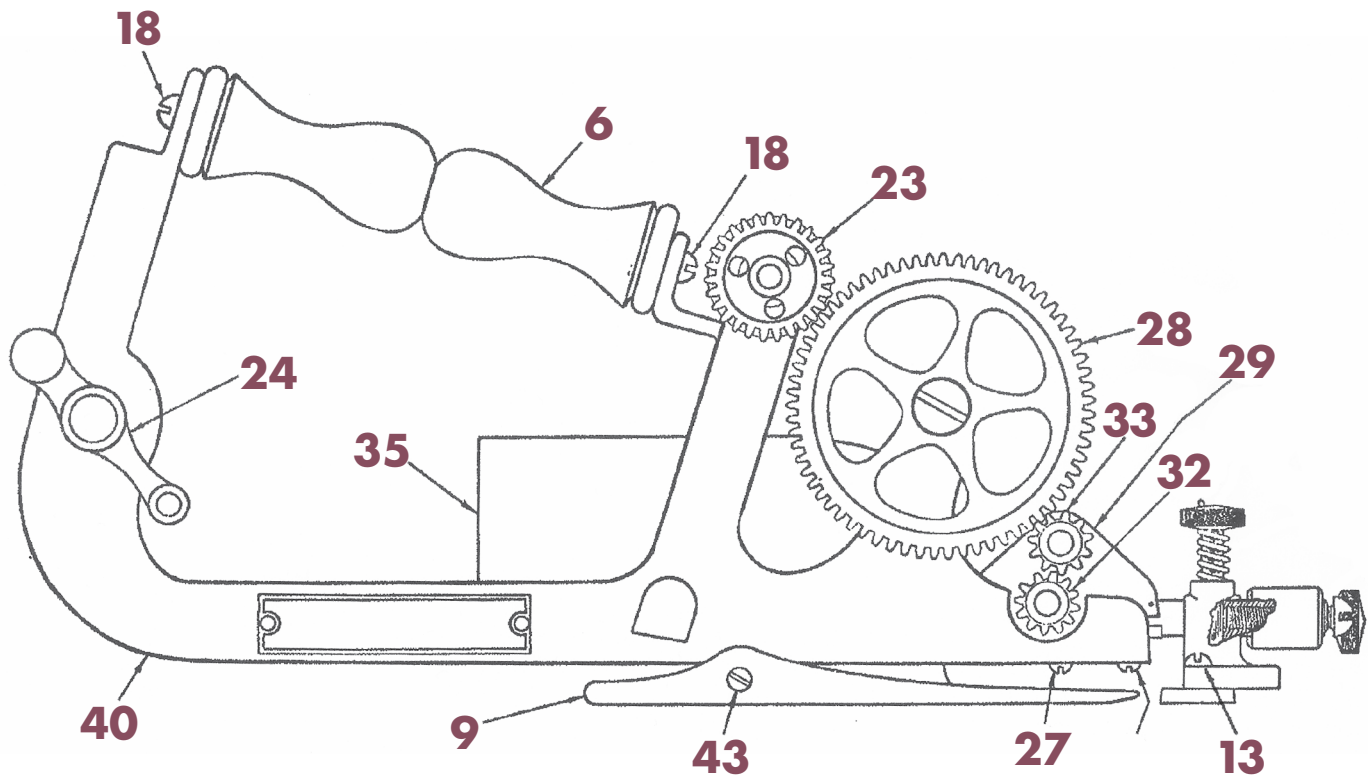


Legend

- | | |
|--------------------------------------|-------------------------------|
| 1. Knife contact adjustment screw | 21. Large gear screw & washer |
| 2. Clutch | 22. Large gear bushing |
| 3. Clutch spring | 25. Feed roller spring (2) |
| 7. Aluminum thumb roller with rubber | 26. Feed roller rod |
| 8. Knife arm | 30. Lower feed roller |
| 11. Upper knife | 31. Upper feed roller |
| 12. Lower knife | 34. Paper guide |
| 13. Knife screw (4) | 36. Adhesive roller & shaft |
| 16. Knife shaft assembly with lug | 39. Rocking plate stud & nuts |
| 17. Trigger | 45. Trigger clamp screw |
| 19. Clamping screws | 46. Clutch pins |
| 20. Knife angle adjustment screw | |

The Original Wing Mailer

Parts Diagram - Side View



Legend

- | | |
|-----------------------------|------------------------------------|
| 6. Handle | 28. Large gear |
| 9. Rocking plate | 29. Feed roller frame assembly |
| 13. Knife screw (4) | 32. Lower feed roller shaft & gear |
| 18. Handle screw | 33. Upper feed roller shaft & gear |
| 23. Thumb roller gear | 35. Adhesive dish |
| 24. Crank with tube | 40. Mailer frame with bearings |
| 27. Feed roller frame screw | 43. Rocking plate shaft |