

*Chauncey Wing's Sons, Inc.*

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# LABEL APPLICATORS



**The Wing  
SA-100 Mailer**  
*Care & Operation*

# The Wing SA-100 Mailer

For those who prefer the convenience of self-adhesive labels, we developed the Wing SA-100 Mailer. Simply feed the one-up 3-1/2" wide labels through the back of the Mailer, press the handle and apply the label to your mailing piece with one swiping motion.

Every SA-100 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.

## Set-up instructions

- Peel about 10 labels off the webbing before threading webbing into the machine.
- Placing the label stack "labels-up" at the back of the labeler, thread the webbing through as follows:
- Over the round aluminum guide bar and under the rectangular aluminum bar holding the back of the handle
- Through the slot under the plastic guide bar
- Over the rubber roller
- Between the front clear wiper bar and guide
- Bend the webbing around and pull through enough webbing to catch the end of it between the rubber and aluminum rollers on the underside of the labeler
- Press the lever handle a few times to feed the webbing through and then feed it over the aluminum tear bar at the back bottom of the labeler. Then continue feeding and apply a blank label or two to get the feel of the lever, one stroke per label. The stroke is adjusted by means of the thumbscrew at the front of the advance lever.

The webbing should then stay down and out of the way of the labels you are feeding through; check occasionally to be sure it is not getting tangled with the new labels.

You will be able to read each label through the clear wiper bar before applying it, helping to catch duplicates or errors in your mailing list.

## Operation

The SA-100 can be operated by the right or left hand. Grasp the handle with your fingers, leaving your thumb to operate the advance lever. Pushing the lever down will advance the webbing by one label; you can view the label through the clear wiper bar before applying it. Simply "wipe" the label onto your mailing piece and release the advance lever. Move the mailing piece and push the advance lever down again to advance the next label. With a little practice, you can apply hundreds of labels within an hour.

If your labels are more or less than the standard 15/16" high, adjusting the thumbscrew on the front of the advance lever will change the amount of webbing and therefore the size of the label, pushed through with one motion.

Check the webbing that is fed around the bottom of the machine frequently to be sure that it is feeding through smoothly and not curling around the aluminum guide bar. You can tear the webbing off so that it doesn't become too long.

If your labels jam, you can remove the clear guide plate by means of its thumbscrews (don't lose the shims!), remove the labels where they are jammed (you may have to apply a few of the labels by hand), and re-thread the machine.

## Replacement gears

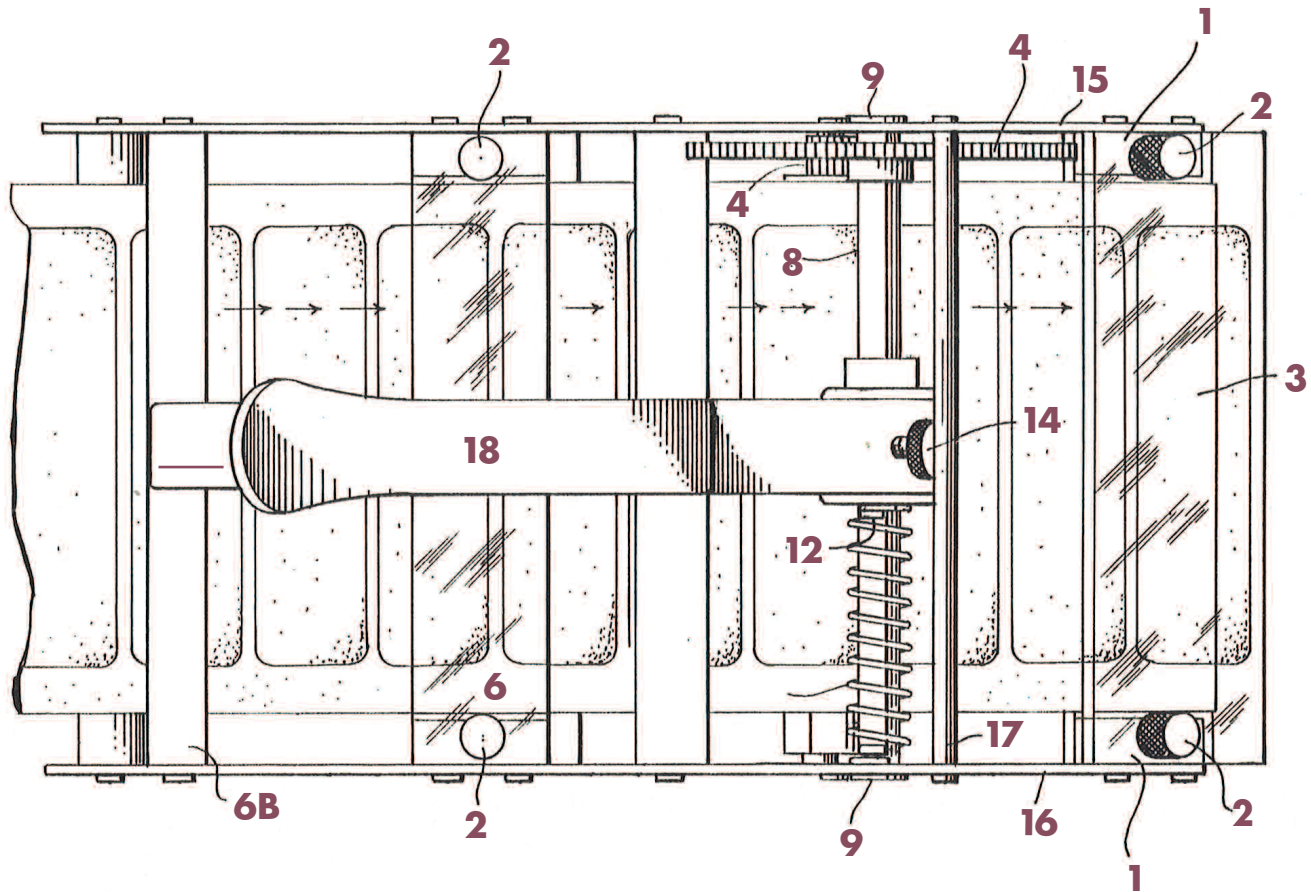
If your SA-100 is dropped or gets out of alignment, it is possible that the gears will not mesh properly and will wear. As of October 2016, we have about 12 sets of replacement gears in stock; after they are gone, regretfully we will not be able to offer more.

## Cleaning

If any residue from the labels gets on the rubber roller, the aluminum roller that contacts it, or the clear guide plate, clean with alcohol. If residue is on these parts, it will hamper the smooth operation of the machine and cause the labels to fold over. Check the machine after each use so that no residue builds up.

# The Wing SA-100 Mailer

## Parts Diagram - Top View



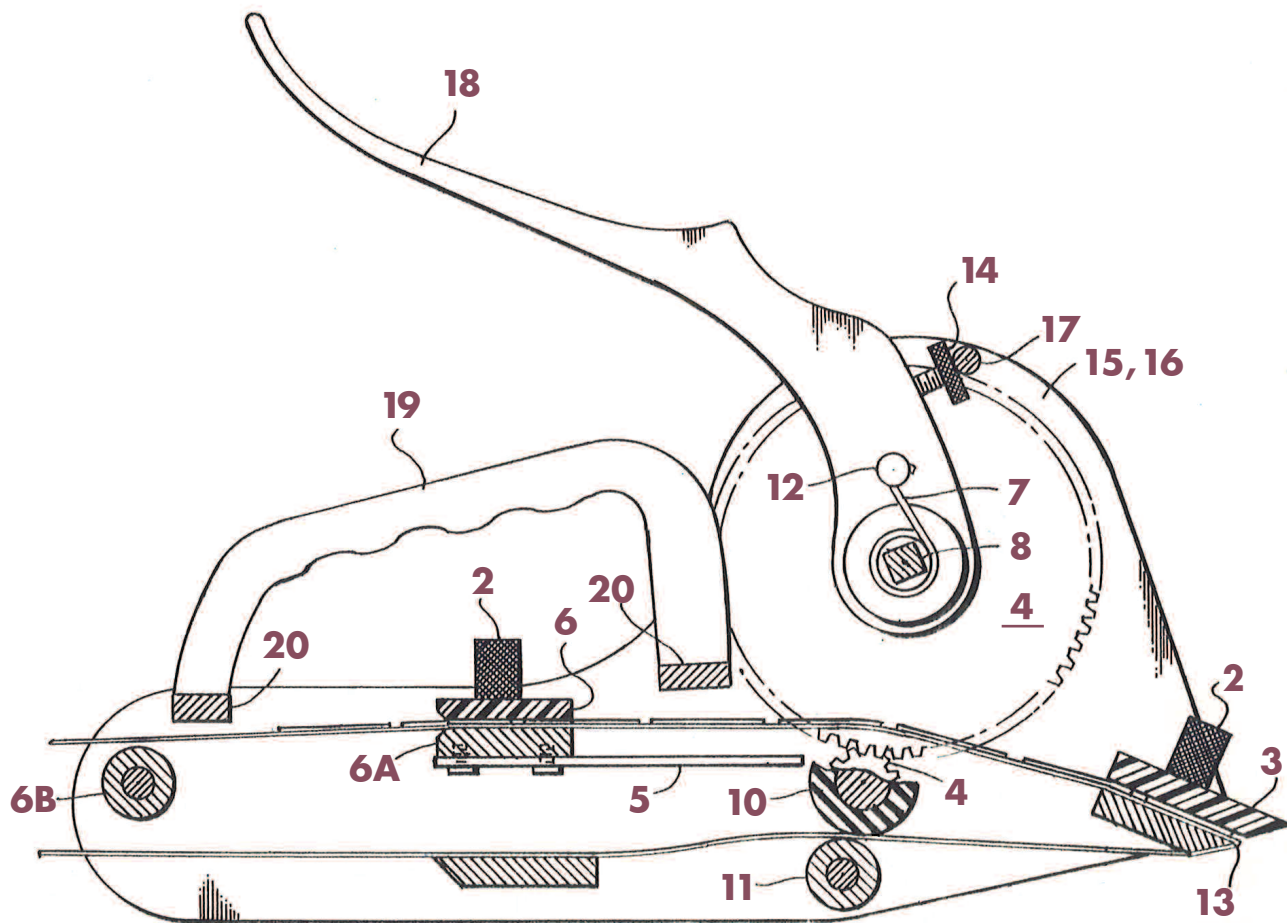
### Legend

- |  |                                   |
|--|-----------------------------------|
| 1. Shims between wiper bar & breaker bar         | 9. Bearing (6)                    |
| 2. Thumbscrews for wiper & guide bar (sets of 2) | 12. Handle return spring          |
| 3. Lexan wiper bar                               | 14. Label length adjustment screw |
| 4. Set of large/small gears & side plate screws  | 15. Side plate (left)             |
| 6. Lexan guide top                               | 16. Side plate (right)            |
| 6B. Round aluminum guide bar                     | 17. Label adjustment stop rod     |
| 8. Clutch shaft                                  | 18. Lever handle                  |



# The Wing SA-100 Mailer

## Parts Diagram - Side View



### Legend

- |  |                                   |
|--|-----------------------------------|
| 2. Thumbscrews for wiper & guide bar (sets of 2) | 11. Lower drive roller            |
| 3. Lexan wiper bar                               | 12. Handle return spring          |
| 4. Set of large/small gears & side plate screws  | 13. Aluminum breaker bar          |
| 5. Label guide                                   | 14. Label length adjustment screw |
| 6. Lexan guide top                               | 15. Side plate (left)             |
| 6A. Aluminum guide bottom                        | 16. Side plate (right)            |
| 6B. Round aluminum guide bar                     | 17. Label adjustment stop rod     |
| 7. Roller clutch assembly in handle              | 18. Lever handle                  |
| 8. Clutch shaft                                  | 19. Lower handle                  |
| 10. Upper drive roller subassembly with rubber   | 20. Lower handle support bars (2) |