**Date Stamper Instructions**

**All Documents**

1. Clear settings – press the Stop/Clear button then Yes
2. Insert the documents face up with footer to the right side
3. Push Mode then Start.
4. Line ID press 1 and Start
5. Selected Line just ignore and press Start
6. Enter Alpha using the keypad (multiple press on same key for different numbers and letters) always enter “SDS QA” as the start, then the date the item was rec’d i.e. SDS QA FEB 19 2013 Note that FEB will also require using the Yes/No Arrow keys to move from the “F” to the “E”
7. When SDS QA and the date are entered push Start
8. Ignore Enter Digits and push Start again

**Transport errors**

Transport errors happen when staples are missed in preprocessing of the documents. Some paper types also cause Transport Errors for unknown reasons.

**To clear a transport error:**

1. Gently pull the paper out either from the top or the bottom of the machine
2. Push the Stop/Clear button to continue
3. Determine if it needs to be sent through a second time and either push Yes or No

If multiple packets of documents are on the same date you can simply clear the counter and push start again for the same date but a restart of the Bates Numbering function.