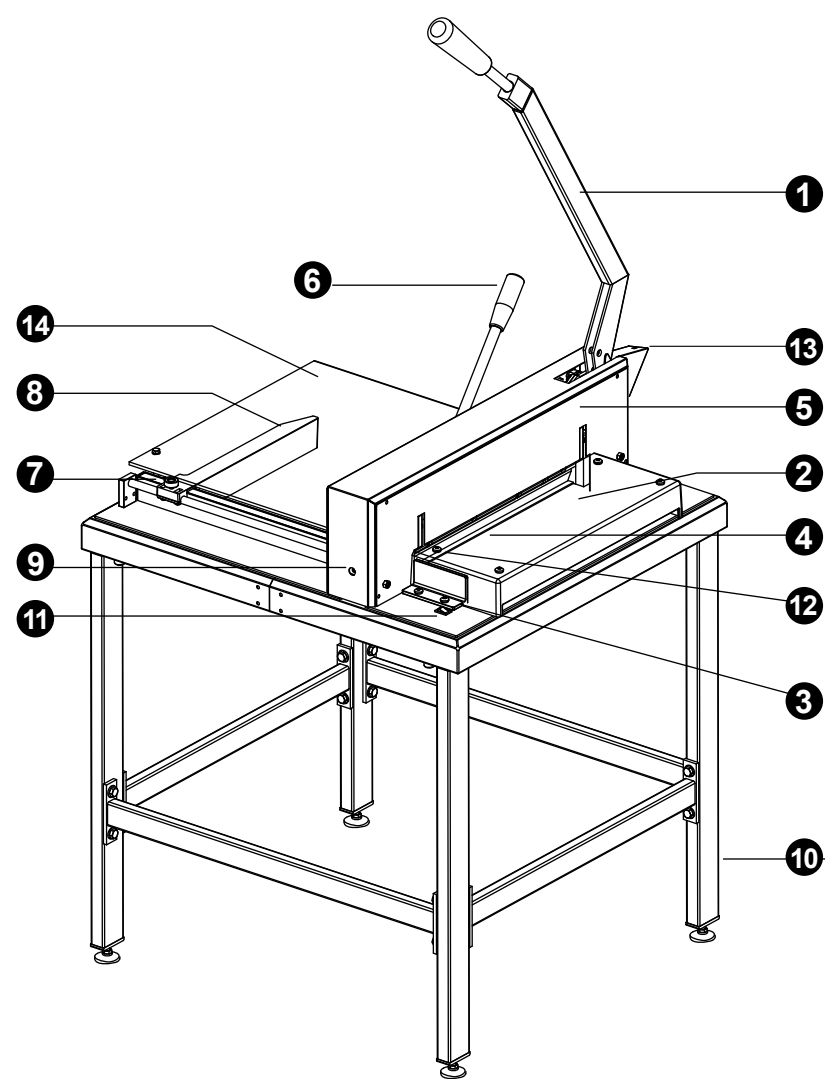


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# ASSEMBLING PICTURES



- 1. Knife lever
- 2. Front safety guard
- 3. Paper alignment
- 4. Knife
- 5. Blade-housing Cover
- 6. Clamping lever
- 7. Side gauge with scale
- 8. Back gauge (stop paper)
- 9. Knife Adjustment device
- 10. Stand
- 11. Light switch
- 12. Cutting stick
- 13. Safety cap
- 14. Rear safety guard

## SAFETY RULES

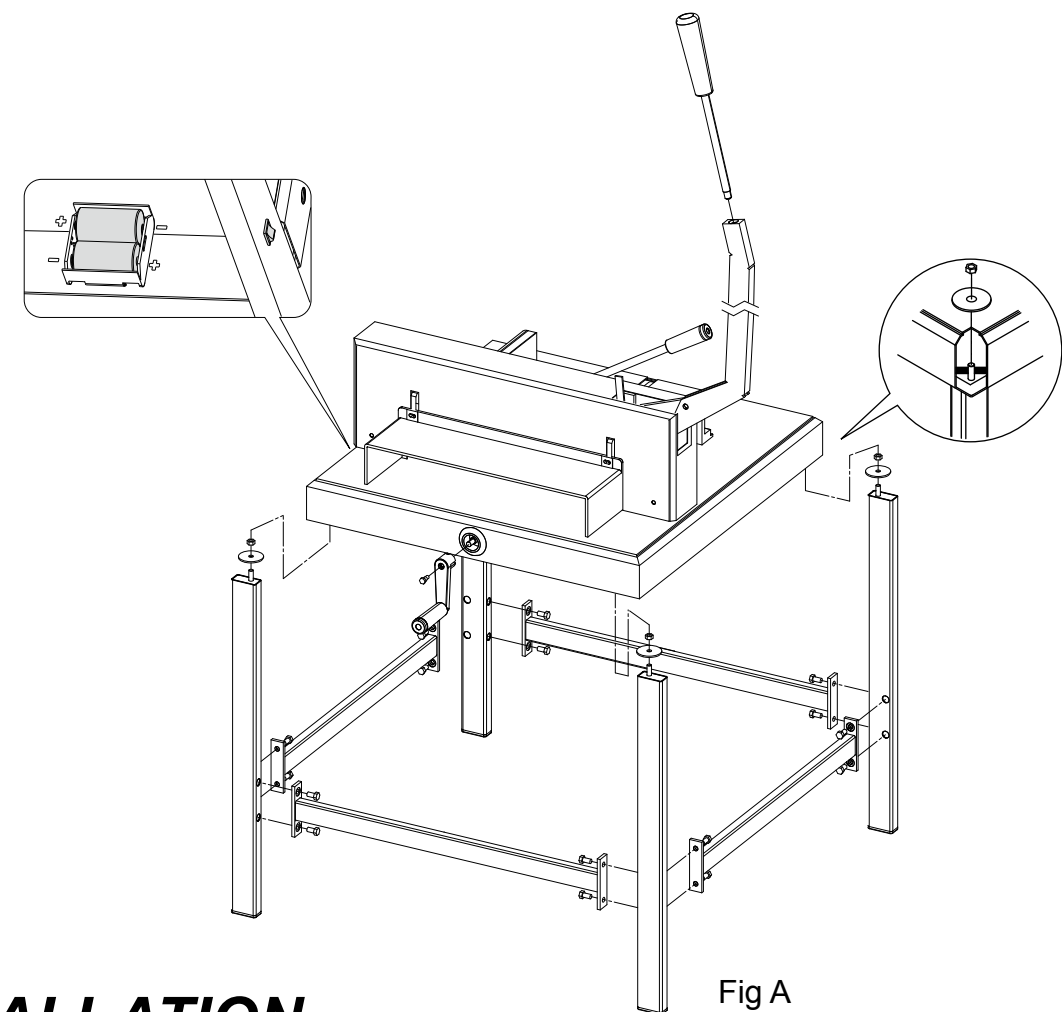
- Instruct the person working at the machine how to operate it.
- Take care that not more than one person is working at the same machine simultaneously.
- The knife lever is moved down with both hands.
- After each cutting operation the knife lever is moved back to the starting position until the knife is locked.
- Do not disassemble the front safety guard.
- Do not grasp underneath the knife edge.
- When changing the knife, strictly adhere to the instructions and use knife holders.

## PERFORMANCE

- You can cut many varieties of paper and light cardboard

	cutting length	cutting height	capacity/80 g/m <sup>2</sup> paper)
3942	430mm	40mm	350 sheets

\* Please be sure that the paper is free of metal parts such as clips and staples.



## INSTALLATION

The grip of the knife lever has been careful packed with machine together. Please install these items right away.

The guillotine: Top part and stand of the machine have to be connected as follows:

- Set up the stand in a way that the 4 threaden pins point upwards.
- Assemble the stand by matching the color label on each corresponding part.
- Place the table correctly onto the machine stand.

Noted:On the diagonals under the machine table, putting a piece of iron plate obliquely and screwing in the machine table tightly. When assembling the machine table with the stands, the screw on the top of the stand must aim at the triangle hole accurately to fix. And then screwed the washer tightly to avoid the machine table falling.

- Fit the washers and tighten the hexagonal nut with a 13 m/m wrench.
- Fit two batteries (Size D) into the battery holder into the battery holder on the underside of the chassis.

### Battery replacement:

If the light quality gets poor, you should replace the battery. Please replace the old batteries by a fitting new one.

### Battery disposal

Batteries should not be considered as regular garbage. As consumer you are obliged to return finished batteries. The finished batteries can be returned to a collection base at your residential area or at places, where batteries can be bought.



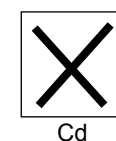
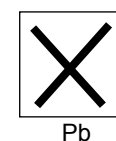
**WE RECOMMEND THE USE OF ALCALI-MANGAN BATTERIES.**

You will find these symbols on batteries which contain harmful substances:

Pb=Battery contains lead

Cd=Battery contains cadmium

Hg=Battery contains mercury



Pb

Cd

Hg

# COMPONENTS' DESCRIPTION

---

## ❶ Knife Lever

- Due to the optimal lever action, the guillotine enables cutting without efforts
- After each cutting operation the knife lever has to be returned to it's top position until the knife lever is locked automatically.

## ❷ Front Safety Guard

- The hand guard must be lowered onto table before operation. Only at this time, the locking device can be released. The hand guard can be reopened when the knife lever is locked in the top position
- Under any circumstances, Do Not disassemble or make the hand guard inoperative.
- Note: The knife locking device is controlled and connected by hand guard and knife lever.

## ❸ Paper Alignment

- Put the stack of paper along the paper alignment guide to the required measures.

## ❹ Knife

- To be made of high carbon quality steel and resharpenable.

## ❺ Blade-housing Cover

- Attached to the machine with four screws. Disassembly only in case of knife change or maintenance.

## ❻ Flick Action Clamping System

- For pressing the paper pile which to be cut.
- Press clamping lever forward (far from operator): Flick action clamping system open. Press clamping lever backward(near to operator): Flick action clamping system close.

## ❼ Side Gauge with Scale

- The calibration is done in mm/cm and inch to assist the the back gauge to the precise measurement.

## ❽ Back Gauge

- Release the screw and adjust slightly to the required measures for exact rectangular to the side gauge.

## ❾ Knife Adjustment

- The knife can be adjusted slightly by using the adjustment screw.
- Turn to the left + : Knife adjustment downwards.  
Turn to the right - : knife adjustment upwards.  
Max. adjustment approx. 2mm.  
Please note : A knife which is adjusted too deeply does not only damage the cutting stick, but the knife itself. Optimal adjustment: when the last sheet is cut accurately.

## ❿ Stand

- Made of steel. Standard equipment of the guillotine.

## ⓫ Light Switch

It will be a bright line to indicate the accurate cutting line when switch on the light.

## ⓬ Cutting Stick

To be made of tough plastic, exchangeable. It can be used two times on each side.

## ⓭ Safety Cap

The safety cap is made of plastic and must be kept in place during operation in order to prevent serious injury.

# OPERATION

---

- The knife lever ❶ is locked at its top position when the hand guard is closed onto table.
- Bring hand guard ❷ up. Push the paper pile along with paper alignment ❸ until it against the back gauge ❽ and along the side gauge ❼ on the left.
- Release the screw of the back gauge and adjust to the accurate measurement for cutting. Be sure to tighten the screw until move to the precise position.
- Swtich the lever of the flick action clamping system ❻ backward (near to operator) when the flick action clamping device touches the paper pile, apply quick pressure to the handle until the paper pile is secured firmly.
- Close the hand guard ❷ firmly onto table then safety lock is released
- Bring down the knife lever ❶ by using both hands. When the cut is completed then move the knife lever to its top position until it is locked.
- Release the hand lever of the flick action clamping system ❻ . Lift the hand guard ❷ upwards and take the paper out of the cutter.

# BLADE RESHARPENING

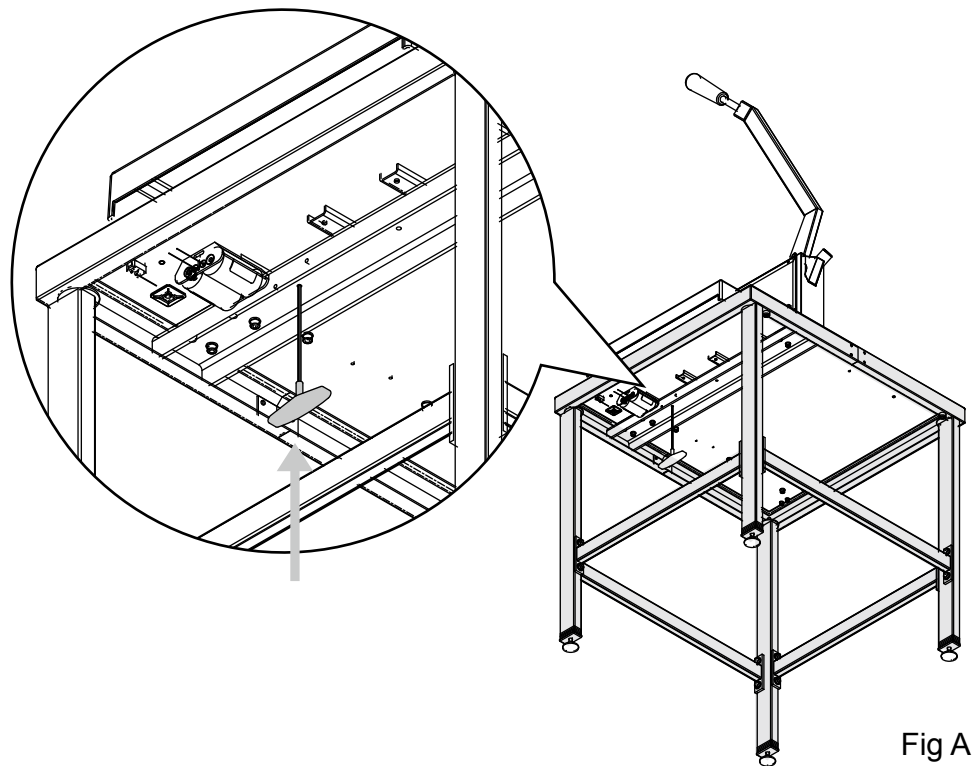
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Please note : A dull blade does not cut accurately. The cutting of heavy paper or cardboard more often will blunt the blade easily. If the knife should jam in the paper pile or leave grooves in the paper, the knife must be changed or re-sharpened right away. Knife life time with normal paper is approx. 600 times ( tested in max. capacity). Of course, this will vary with different types of paper. The cutting edge of the knife is extremely sharp. In order to avoid injuries,the knife has to be handled with the utmost care and knife exchange must follow our instruction and be excuted by one person only.

# CUTTING STICK

If the last sheet of paper pile does not cut through, even though the knife adjustment ⑨ was already adjusted to the left ⊕ , the cutting stick ⑫ should be changed, turned or rotated. The cutting stick can be used two time on each side- which means 8 changed per stick. The cutting stick ⑫ fits into the machine table can be lifted out with a 4mm T wrench to push out in the middle hole under the table to replace a new one. Please refer to the figure (A).

\* Please note : When the cutting stick is changed, the knife has to be readjusted.  
A knife which cuts too deeply, not only damages the cutting stick but also the knife.



# LUBRICATION

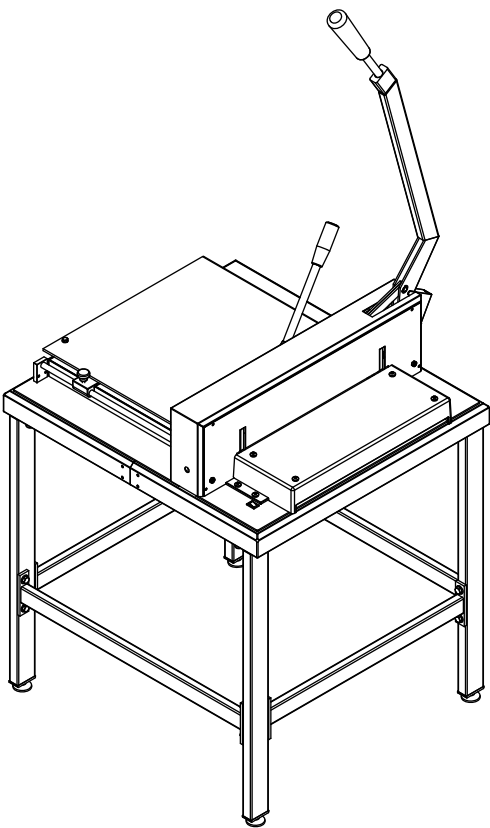
All moving parts need to be lubricated and oiled from time to time. Before lubricating, these parts should be cleaned from paper dust and old deposits of oil and grease.

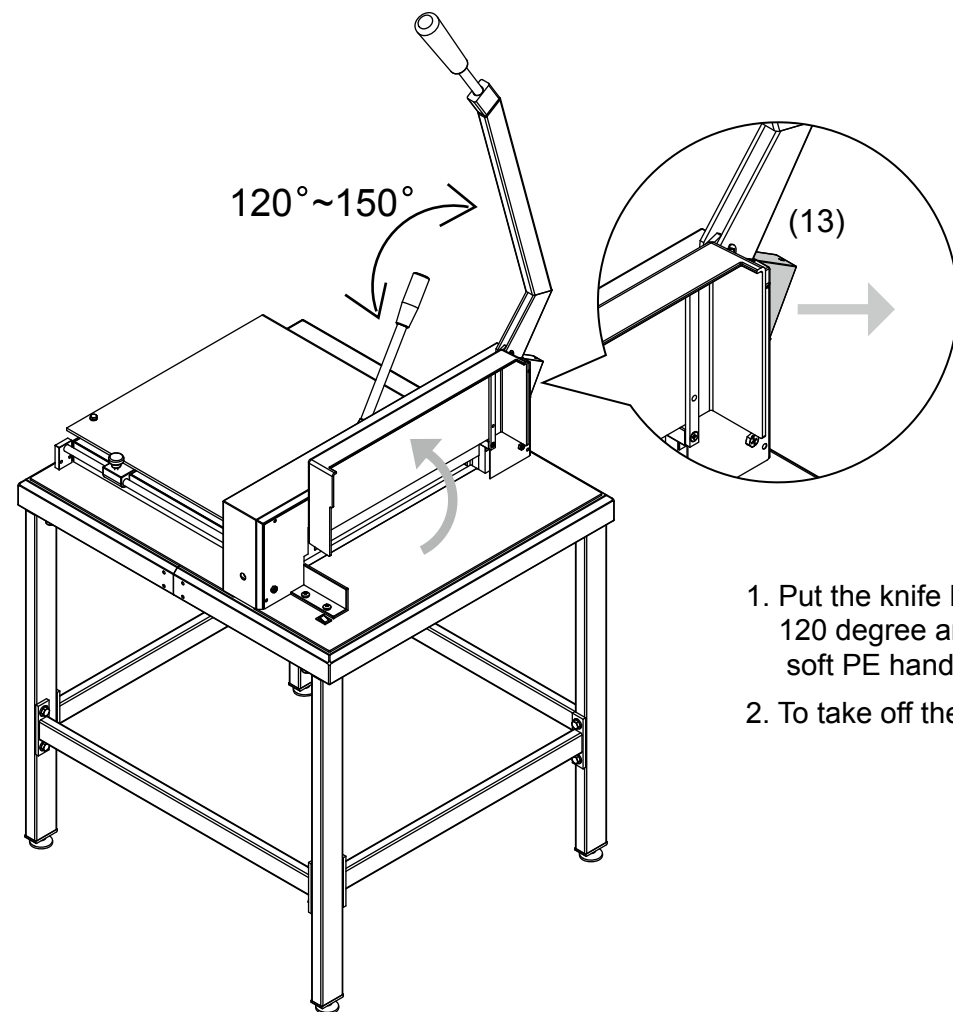
# MAINTENANCE

Check all screws on moving parts periodically ( or after every 200 cuts ) to insure they have not loosened during transportation or with continued use. The on-schedule maintenance will prolong the life of each part and prevent possible down-time.

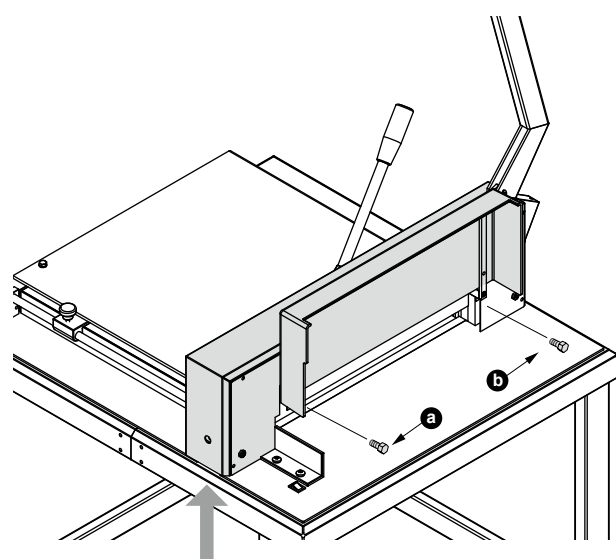
# User's Guide

# INSTRUCTION FOR KNIFE REPLACEMENT

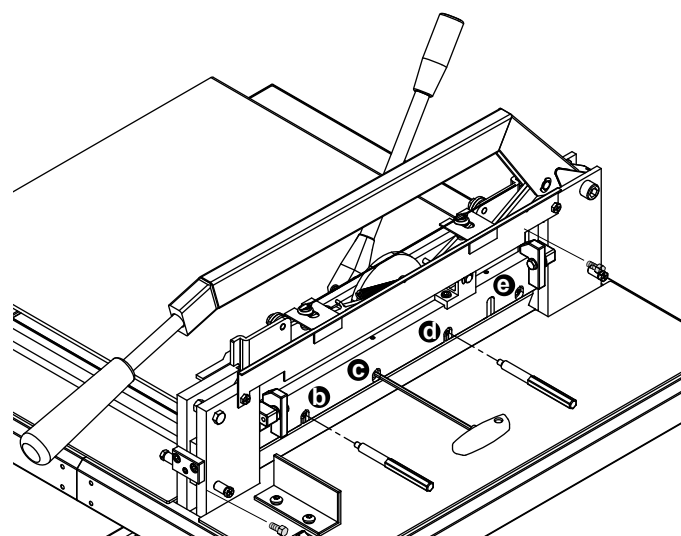




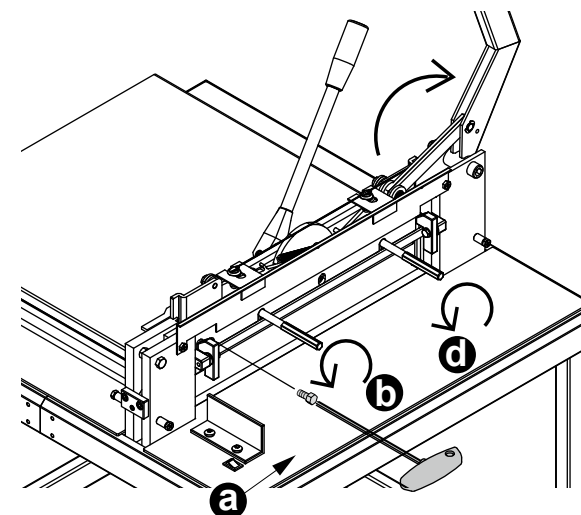
1. Put the knife lever to its top position between 120 degree and 150 degree and loosen the soft PE handle to take it off.
2. To take off the safety cap (13)



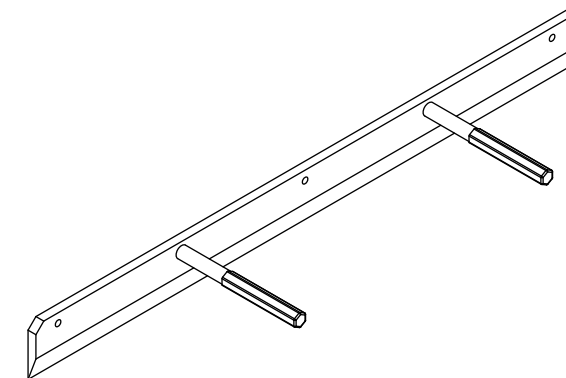
3. Remove the screws in front safety guard and cover (screw **a** **b** )
4. Take off blade-housing cover and front safety guard.



5. Put the knife lever downwards to be horizontal.
6. Remove knife screws **b** and **d** and replace them with the two knife holders from the tool box. Tighten securely.
7. Take out knife screws **c** and **e**

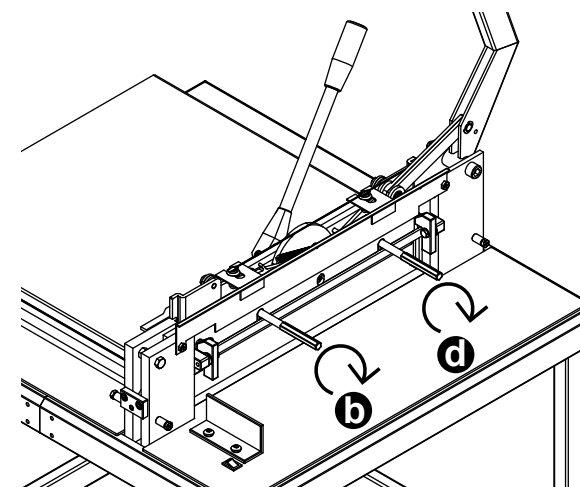


8. Return the knife lever to its starting position and lock it.
9. Take out knife screw **a**



10. Loosen knife holder (only half turn) and lower the knife downwards from the knife carrier.

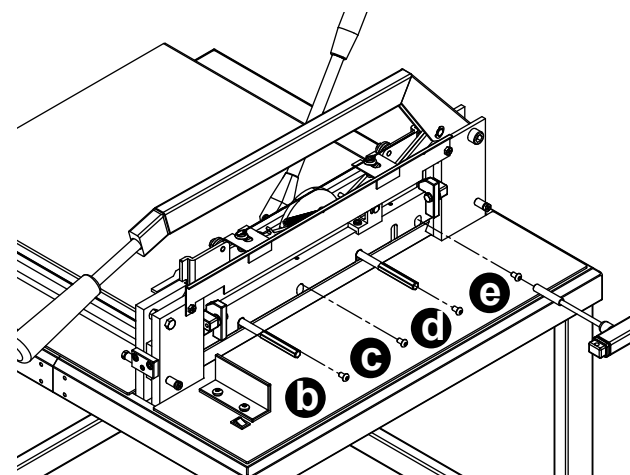
11. Take off worn blade to replace a new knife.

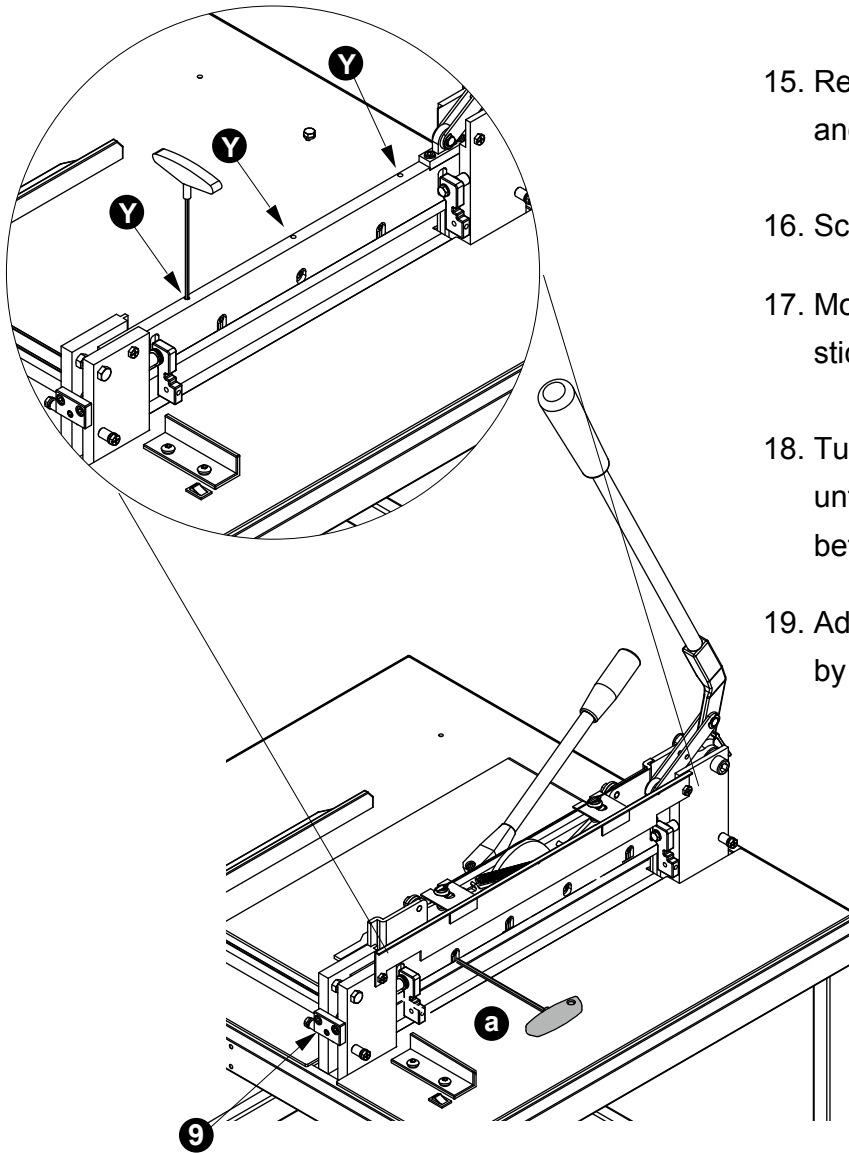


12. Insert knife holders into second and fourth threaded hole **b** and **d** of the sharp knife. Place knife into knife carrier and fasten them securely with knife holders.

13. Put the knife lever downwards to be horizontal.

14. Screw in knife screw **c** and **e** , remove knife holders, then screw in knife screw **b** and **d**





15. Return the knife lever to its starting position and lock it.

16. Screw in knife screw **a**

17. Move the knife carefully down to the cutting stick via the knife lever.

18. Turn the knife adjustment **9** to the right - until you have a visible ray of light between knife edge and cutting stick.

19. Adjust knife to touch the cutting stick flatly by means of the adjusting screws **Y**

20. Move knife lever to top position and lock it. Make a trial cut with one sheet of paper. If the paper is not cut through totally, then the knife has to be adjusted via the adjusting screws **Y** and **9**  
 Note: the three **Y** screws are for horizontal adjustment. The **9** is for minor up-down adjustment.

21. Assemble Blade-housing Cover and front safety guard by way of screwing in screws **a** **b** .

