

# INDEX

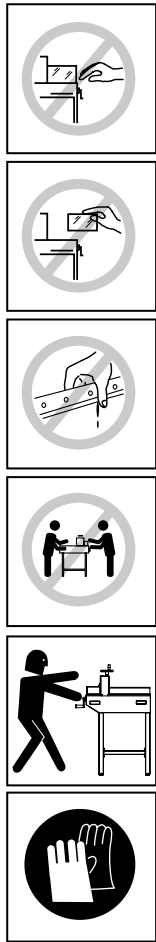
## CONTENTSP

## AGE

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Safety Instruction:



Safety Instruction:

- 1. Carefully read this instruction manual before operating the machine.  
People who operate the machine must read and fully understand how to use the safety equipment, and have the ability to follow and implement the regulations stated in this instruction manual.
- 2. Keep guards/covers in place.  
All components which may endanger the operator are covered by the guards or covers.  
Please keep the guards/covers in place and do not remove them without dealer or manufacturer’s consent.
- 3. Don’t use it in a dangerous environment.  
Do not use the machine in humid or damp locations, or directly expose it to rain or sunlight.  
The working area must be well lit and ventilated.
- 4. Store idle machine.  
If you don’t want to use it for a period of time, please store it in a dry and secure environment.
- 5. Stand in the proper position for operation.  
Please stand in front of the machine while operating it.
- 6. Don’t overuse the machine.  
Please use it properly and follow the steps for each of the functions stated in the instruction manual.
- 7. Operate it while you are in good health.  
For safety reasons, do not operate the machine when you are tired or unable to focus on the job.
- 8. Keep both hands away from the cutting area.  
The machine is designed to be and only allows a one-man operation. Each single cutting action must be operated by pressing the 2 enable switches simultaneously to avoid injury.
- 9. Keep away from the sharp edge of the blade.  
Please wear leather gloves and use the cutter blade holders to replace or install the blade.
- 10. Maintain machine with care.  
Repairing the machine or sharpening the blade must be carried out by qualified and well-trained people only. If you don’t use the replacement parts from the original manufacturer, it may result in considerable danger to the operator.
- 11. Waste disposal shall obey the local regulations and must be done carefully.
- 12. The measurement of the noise level is defined according to ISO 3746.  
A weighted sound pressure level measuring under no load at operation position is 75.6Db (A), and under load at operation position is 75.5dB (A).
- 13. Make sure that the machine is disconnected at the power supply.  
Shut down the power before starting to do any maintenance, adjustments, or repairs.
- 14. Application and prohibition of using the machine.  
The machine is designed for trimming paper only. For safety reasons, do not attempt to cut other materials such as metal sheets, wood board or other objects.
- 15. Do not use the machine over its capacity.  
Refer to the specifications of the machine shown in the instruction manual. Any modifications to the machine are not allowed and will terminate the manufacturer’s guarantee.
- 16. If any transmission elements fail, do not forcefully drag the paper pile out.
- 17. To ensure the optimal effectiveness of the machine, the safety devices need to be checked before operation. The test results ( see annex A) must be recorded after the blade has been changed or adjusted.

Installation of the machine:

The back-gauge crank, clamp hand wheel with screws and some related tools are separately and properly packed in a box with the machine. Please install these items right away.

- The top part of the machine and the stand must be connected as follows:
- 1. Assemble the stand in the way that the 4 foundations match the colors marked on the stand, and secure each connected part with hexagonal screws.
  - 2. Correctly place and install the machine on the stand with care , and tighten the 4 hexagonal nuts to secure the stand and machine.

Operation Description

- 1. Push the back-gauge crank slightly toward the machine and turn it counterclockwise in order to load the paper pile on the deck.

**Note :** To avoid the measure device moving forward and backward while cutting.  
Pull the back-gauge crank toward to the operator to make it idle.

- 2. Turn the clamp hand wheel clockwise to clamp the paper pile and close the safety guard.
- 3. Push the 2 enable switches simultaneously and hold them until the cutting cycle is complete.
- 4. The optical cutting line will project the right cutting position on the paper pile.

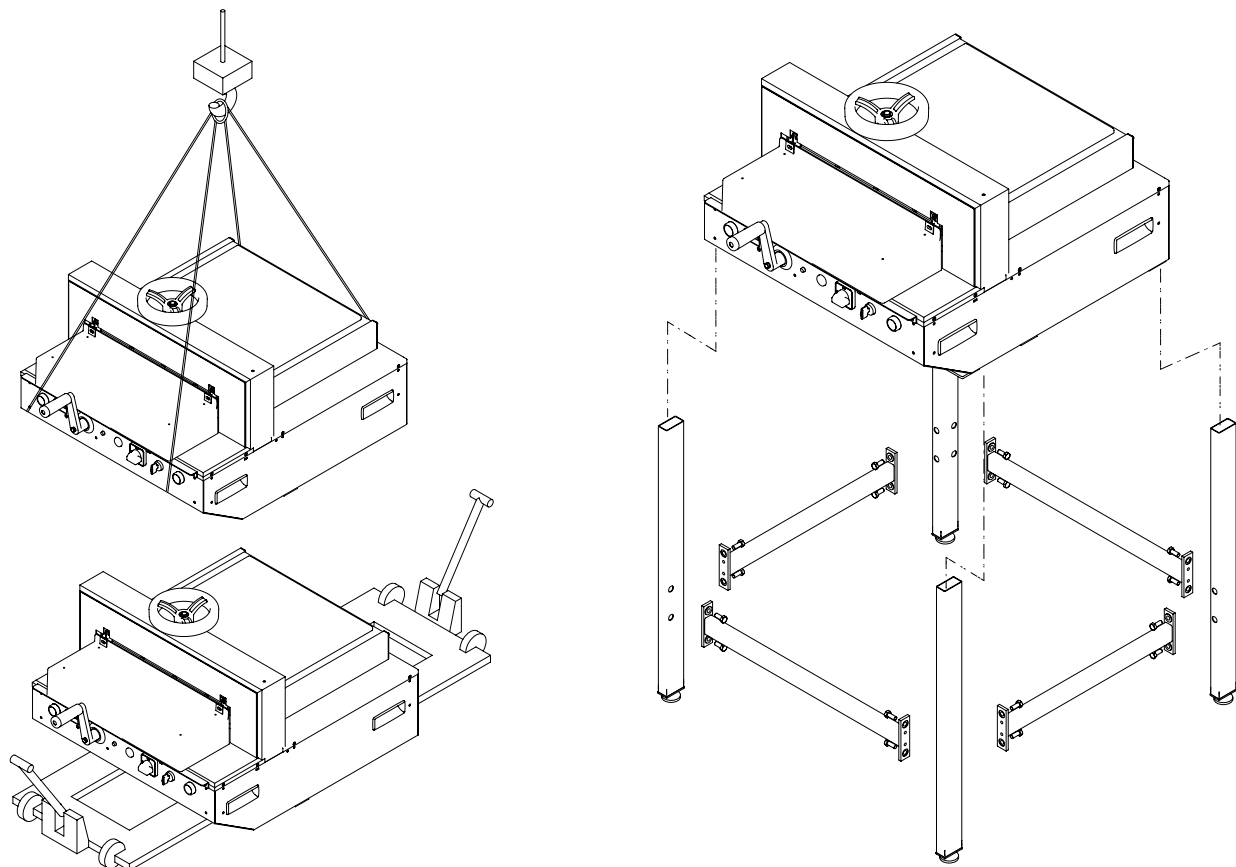
Specification:

Des. \ Model		3952	3952S	3951	3951S
Power Supply	-	1~,230V,50Hz	1~,230V,50Hz	1~,120V,60Hz	1~,120V,60Hz
Cutting Capacity_ (80gsm paper)	mm	45 (450 sheets)	45 (450 sheets)	45 (450 sheets)	45 (450 sheets)
Max.Cutting Width	mm	430	430	430	430
Max.Cutting Length	mm	430	430	430	430
Min.Cutting Lenth	mm	51	51	51	51
Main Motor Power	mm	0.4 (1/2HP)	0.4 (1/2HP)	0.4 (1/2HP)	0.4 (1/2HP)
Dimensions(LxWxH)	mm	700x625x1200	700x625x1200	700x625x1200	700x625x1200
Weight	KG	90	92	90	92



Transportation:

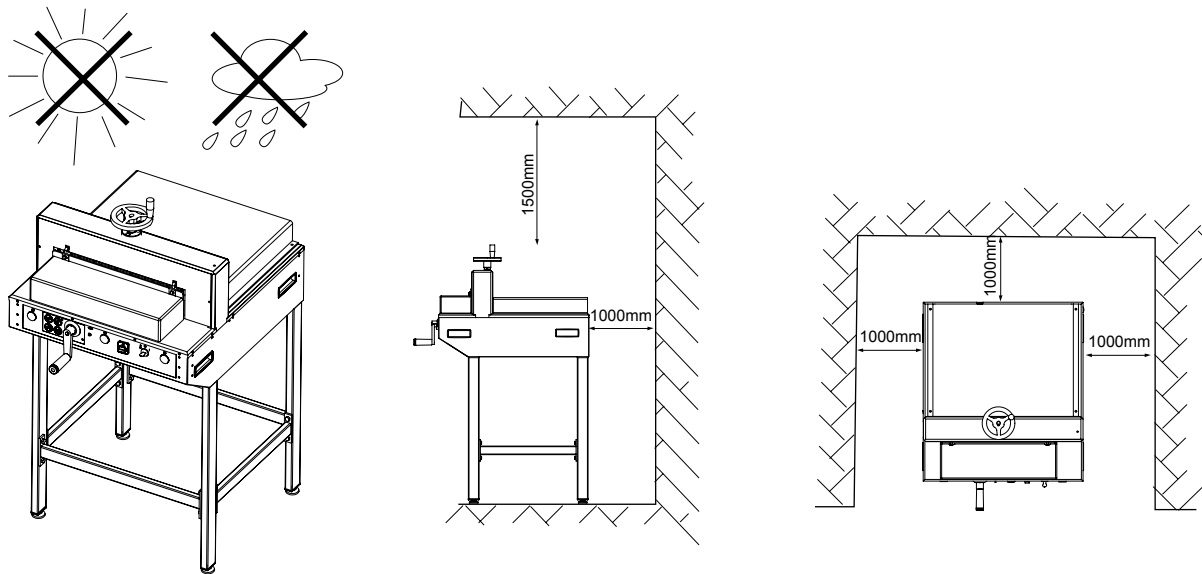
Please refer to the specifications of the machine to arrange a capable lifting device to move the machine.



**Note :** The handling and transportation should be carried out by qualified people only. During handling, people are strictly prohibited from entering the path of the movement of the machine. Please also pay attention to the balance of the machine.

Setting The Machine And Choosing Base:

A clear area must be provided in accordance with the diagram of the machine below. This is essential for efficient maintenance and assembly. Do not put it in locations directly exposed to the sunlight or near a heat source. Please install it in a well-ventilated place which is free of dust. The ambient temperature should be from 5 to 40 degrees relative humidity from 30% to 90%.



Installation of electrical power supply:

Please follow up the underneath specification of power supplier to set up the machine and main power.

Model	3952/3952S	3951/3951S
Voltage	1~, 230V, 50Hz	1~, 120V, 60Hz
Fuse	8A< Fuse <10A	8A< Fuse <10A
Cable diameter (Input)	1.0 mm <sup>2</sup>	1.0 mm <sup>2</sup>
Underground Cable	1.0 mm <sup>2</sup>	1.0 mm <sup>2</sup>

Safety function inspection befuse:

- 1. Be sure to check the safety functions before operation and after replacing the blade.
- 2. The safety devices (SQ1 and SQ2) are designed in accordance with the EN 60947-5-1-3 requirement and the electronic requirement EN1088.
- 3. The front safety guard is controlled by SQ1 and SQ2, which follow the requirement EN954-4 category sub.3. The machine and blade will automatically stop when the safety guard is open or disconnected. In contrast, the machine can be operated by pressing the two enable switches simultaneously.

Maintenance and Lubrication:

- 1. Use a dry cloth to wipe the surface. Do not pour water directly on the machine.
- 2. Do not use a brush, acid or solvents, such as benzene, hot water...etc. Because it will damage the paint.
- 3. All movable parts need to be lubricated and oiled from time to time. These parts must be cleaned and free of paper dust and oil deposits before lubricating.

Trouble Shooting:

- 1. The blade doesn’t move. Check if the main motor magnetic contact is activated.
- 2. Powering off: Check the power source and all the control circuit fuses.
- 3. Overload. Wait until the breaker automatically resets, it takes around 30- 60 seconds. The indicator light will be off. Please reduce the paper pile or change to a sharp blade.
- 4. The machine does not work after closing the front safety guard. Press the two enable switches simultaneously again, and check to see if the safety guard is completely closed.
- 5. If the circuit board needs to be changed for the model 3951S and 3952S, please follow these steps.
  - a. With the power off, remove the old circuit board and put in a new circuit board.
  - b. Once the new circuit board is in place, turn the power on. The message “HOME” will show up. Move the back-gauge to the end until the message “DOWN” appears.
  - c. Turn the back-gauge crank to return the back-gauge into the operating position. The ruler indicator needs to be at the position of 30 cm, and make sure the scale on the back-gauge crank is located at the 0 position.
  - d. Press the reset button for a few seconds until the figure 30.00 shows up on the screen.
  - e. After you see “30.00”, cut one sheet of paper and make sure it precisely matches 30cm.
- 6. If there are any other problems, please contact your dealer.

## Error messages for the model 3951S and 3952S.

- 1. “Cut 2000” means the blade has reached its life cycle of 2000 cuts. Please put in a new blade.  
Press the button on the right and turn the select switch to the middle position to reset the life cycle to zero..
- 2. “E4”: Please remove the T-Wrench from the fine adjustment device.
- 3. “E5”: Cutting drive motor is overloaded.
- 4. “E6”: The blade couldn’t return within the standard period of time after cutting.

## Cutting Stick

If the last sheet of the paper pile is not being cut through, even though the fine blade adjustment device has already been adjusted properly, it means that the cutting stick should be changed, turned or rotated. Each side of the cutting stick can be used on each side, which means four changes per stick. The cutting stick fits into the channel on the deck of the machine and can be lifted up by placing the 5 mm screwdriver into the functional hole underneath the safety guard. Please be aware that the blade height has to be readjusted when the cutting stick is changed. If you don’t do it, the blade will cut too deeply. It will not only damage the cutting stick, but also the blade itself.

## Blade Replacement:

Precise cuts are not possible with a dull or blunt blade. The blade should be changed as soon as the quality and accuracy of cuts are not in accordance with the standards. If the blade should jam in the paper pile or leave grooves on the paper, the blade must be changed immediately. The lifetime of the blade is approximately 600 times based on normal paper. The blade change must be done by a qualified person only. The edge of the blade is extremely sharp. In order to avoid injuries, the blade has to be handled with the utmost care.

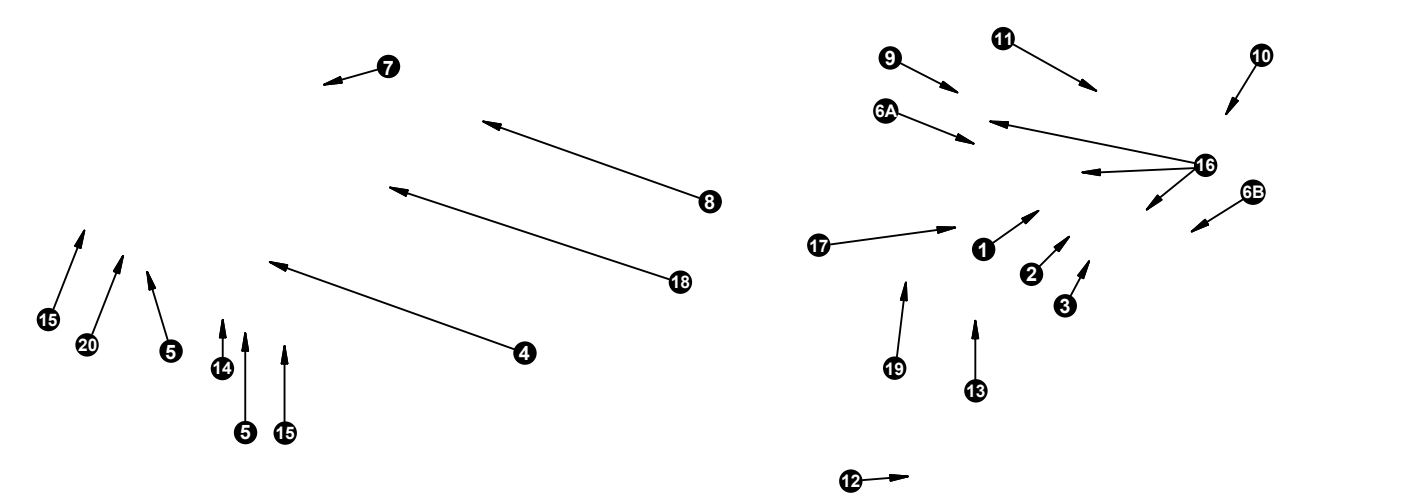
**Note :** Please follow the steps shown in this instruction manual to replace a new blade.



Do not dispose of any electrical appliances as unsorted waste, please use separate collection facilities. Contact your local government for information regarding the collection facilities if available.

If electrical appliances are disposed of in landfills or dumps, the hazardous substances could leak into the groundwater and populate the food chain, and damage your health.

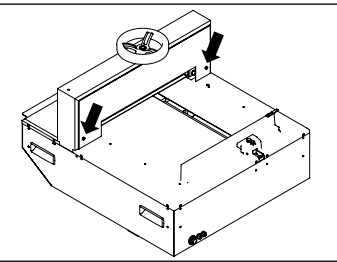
## Getting to know your paper guillotine:



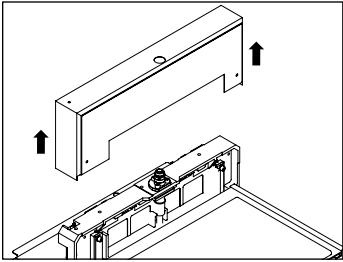
- 1 Blade holder**  
There are 5 screws for positioning the blade on the blade holder.
- 2 Blade**  
It’s made of high quality carbon steel and needs to be installed and removed step by step following the blade replacement instructions.
- 3 Cutting Stick**  
It’s made of tough plastic to protect the edge of the blade. Each of its four sides can be used.
- 4 Safety Guard**  
The safety guard must be closed properly before cutting, so the interlock device will be released.
- 5 Select switch:**  
Turn it to the right for conducting cutting procedures, and turn it to the left for blade replacement procedures. Keep it in the middle to stop all operations.
- 6 Safety Guard System(Interlock Device)**  
**Interlock device A:** The machine can be operated only when the safety guard is closed completely.  
**Interlock device B:** : For the safety reasons, the machine cannot be operated when the 5 mm T wrench is still in the blade adjustment device.
- 7 Clamp Hand Wheel**  
Turn it clockwise to clamp the stack of paper tightly.
- 8 Cover**  
Attached to the machine with two screws. You are only allowed to remove it for changing the blade or doing maintenance.
- 9 Carrier(Cutter Base)**  
It’s purpose is to carry the blade holder and the entire mechanism.
- 10 Back-gauge**  
It’s controlled by the back-gauge crank which can be adjusted to the desired cutting size and parallel align the stack of the paper to be cut.

- 11 Side Gauge with Scale**  
Measurement in mm/cm and inches. The indicator on the back-gauge will point out the current measurement. The fine adjustment can be done via the scale ring. The minimum adjustment is 0.5mm.
- 12 Stand**  
The standard equipment of model 3952, 3952S, 3951 and 3951S is made of steel.
- 13 Overload lamp**  
The overload protection device will turn off the power automatically while unusual heavy loading occurs. A blunt blade may cause the overload protection to shut down the machine.
- 14 Power Switch**
- 15 2 enable switches**
- 16 3 socket headless screws for adjusting the balance of the blade after changing to a new blade.**
- 17 Functional hole for lifting up the cutting stick**
- 18 Fine adjustment device for the blade**  
The scale is only 0.2 mm. Turn it clockwise to raise the blade up.
- 19 Back-gauge Crank**  
Pull the back-gauge crank toward the operator in order to make it idle and to avoid the measure moving forward or backward.
- 20 Digital Measurement readout**  
It can be switched over from cm to inches and vice versa. This function is only provided on models 3952S and 3951S.

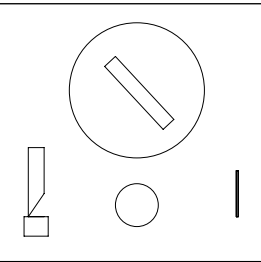
# The blade replacement instructions:



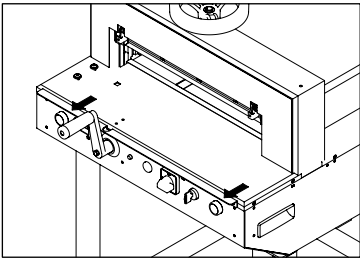
01.  
Remove the screws at both ends of the cover.



02.  
Remove the clamp hand wheel and take the cover off.

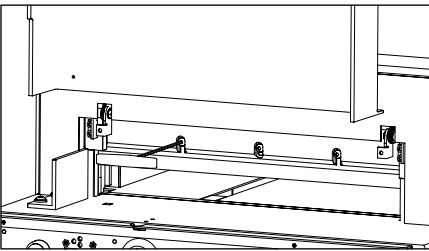


03.  
Turn the power switch on and turn the select switch to the left.

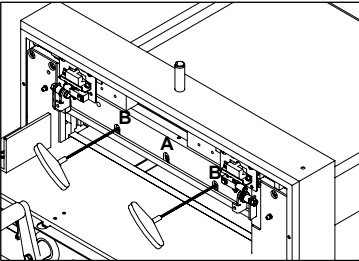


04.  
Press 2 enable switches simultaneously to move the blade down to the end. Then turn the select switch to the middle and turn off the power. Eventually, open the safety guard to remove the first screw from the right side of the blade.

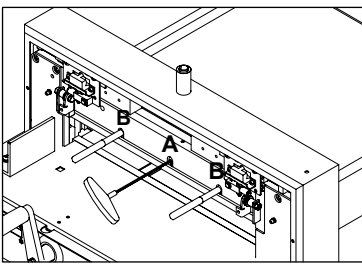
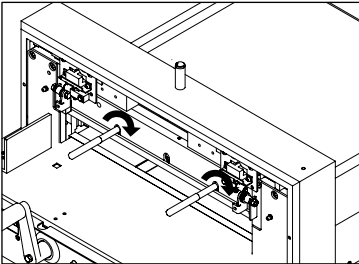
**Note :** The blade replacement must be carried out by a qualified and well-trained person. Please wear leather gloves and use the cutter blade holder to carry the blade.



05.  
Close the safety guard and turn the select switch to the left. Then turn on the power. The blade will go up automatically. Turn the select switch to the middle and turn off the power. Open the safety guard and remove the first screw from the left side.

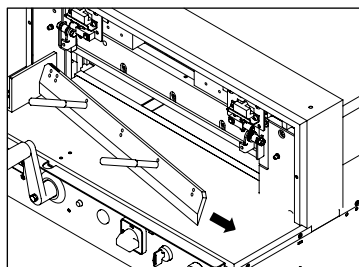
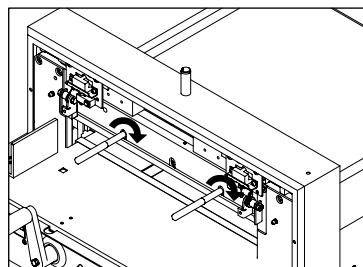


06.  
Remove the 2 other screws (B), and the central one (A) remains as it is.



07.  
Screw the 2 cutter blade holders, stored in the tool box, into the two B screw holes tightly to prevent the blade falling out of the blade holder. Then remove the central A screw.

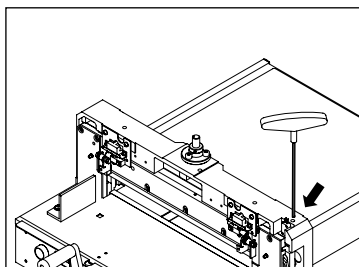
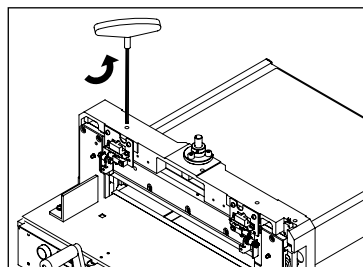




08.  
Grip and loosen both of the cutter blade holders by turning just a half reverse turn to let the blade completely leave the blade holder. Carefully move the blade down in order to remove the blade from the blade holder.



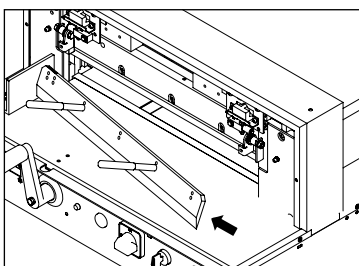
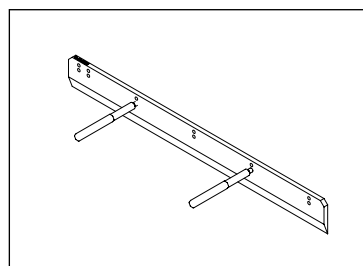
**Note :** Be very careful to avoid injury from the sharp blade.



09.  
(Pic#1) Turn the 3 socket headless screws counterclockwise with a T-wrench to raise these 3 adjustable screws as high as possible (at least 1 mm) in order to raise the blade.  
(Pic#2) Turn the screw clockwise on the blade fine adjustment device at the right end of the blade holder in order to raise the blade up. The above steps must be done before changing to a new blade.



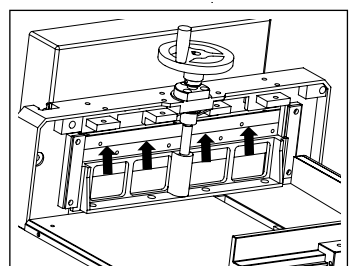
**Note :** Remove the 3 mm T-wrench before turning on the power.



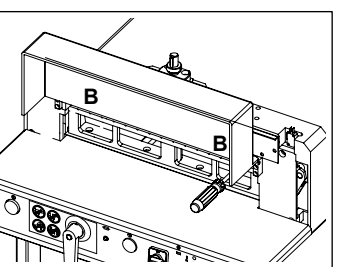
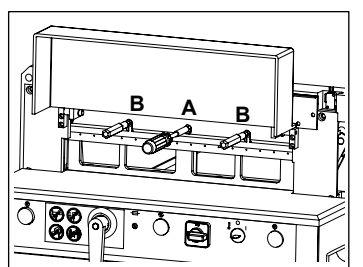
10.  
Remove the protective pad from the new blade and hold it securely with the two cutter blade holders. Then reverse the procedure to install the blade.



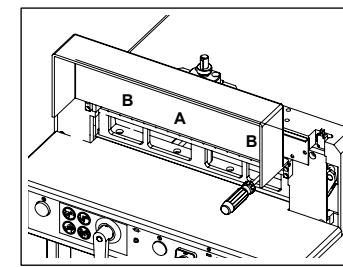
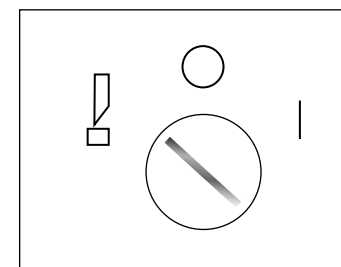
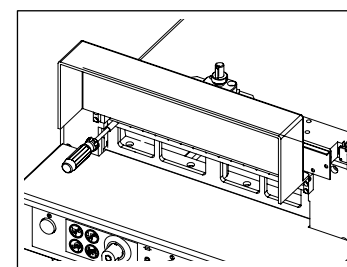
**Note :** Be very careful of the sharp edge of the blade. The protective pad should be capped on the old blade for safety reasons



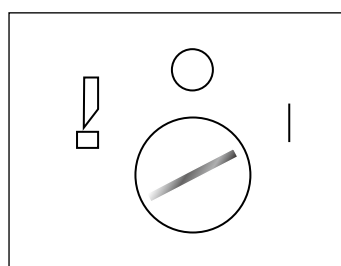
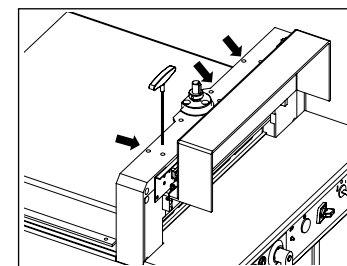
11.  
Assemble and turn the clamp hand wheel downwards to check if the blade is properly close to the blade holder.



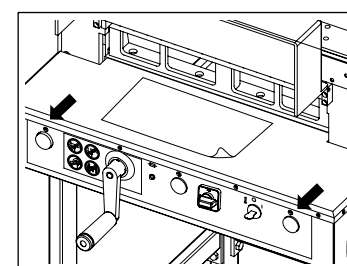
12.  
Fasten Screw A tightly and remove the 2 cutter blade holders. Fasten the 2 Screws Bs tightly.



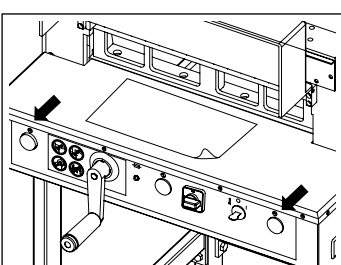
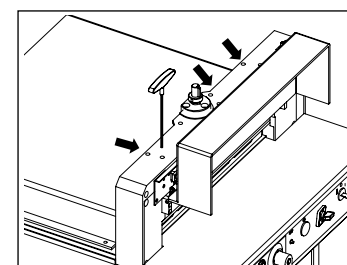
13.  
Fasten the first screw from the left side and close the safety guard. Turn the power on and turn the select switch to the left. Then press the 2 enable switches simultaneously to move the blade down to the end. Turn the select switch to the middle and turn off the power. Open the safety guard and fasten the first screw from the right side of the blade holder.



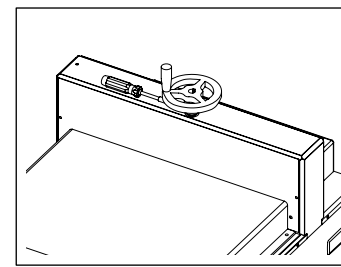
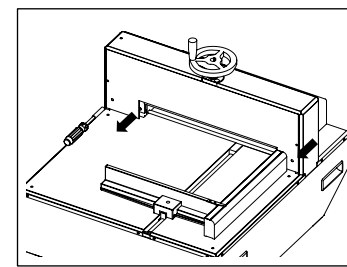
14.  
If the blade and cutting stick don't match evenly, please adjust the 3 socket headless screws until they are completely matched.



15.  
Turn on the power and turn the select switch to the right. Press the 2 enable switches simultaneously to move the blade down and try to cut one sheet of paper to see if it can be cut through completely. If the blade fails to cut it accurately, please follow step#16



16.  
Adjust the 3 socket headless screws on the top of the carrier slightly and turn the fine adjustment device to move the blade up and down until the blade properly touches the cutting stick. Optimal adjustment is done when one sheet of paper can be cut through completely and accurately. Please note that both the blade and the cutting stick will be damaged whenever the adjustment makes the cut too deep.



17.  
Put back the cover and install the clamp hand wheel securely. Finally, fasten the 2 screws at the two ends of the cover.

# Annex A

## Inspection for safety device function of the machine

**MODEL:**

**SERIES:**

**DATE:**

**Checker:**

Content	Result	K	Fail	Remark
Safety guard is closed	Press 2 enable switches. The blade will go down.			
Safety guard is open	Press 2 enable switches . The blade can't go down.			
One hand to close the safety guard and the other hand to press one of the 2 enable switches	No action.			
Cutting Performance	If one sheet of paper can be cut through completely? finely adjust the blade height and try to cut again.			Remove the T-wrench before turning on the power.