

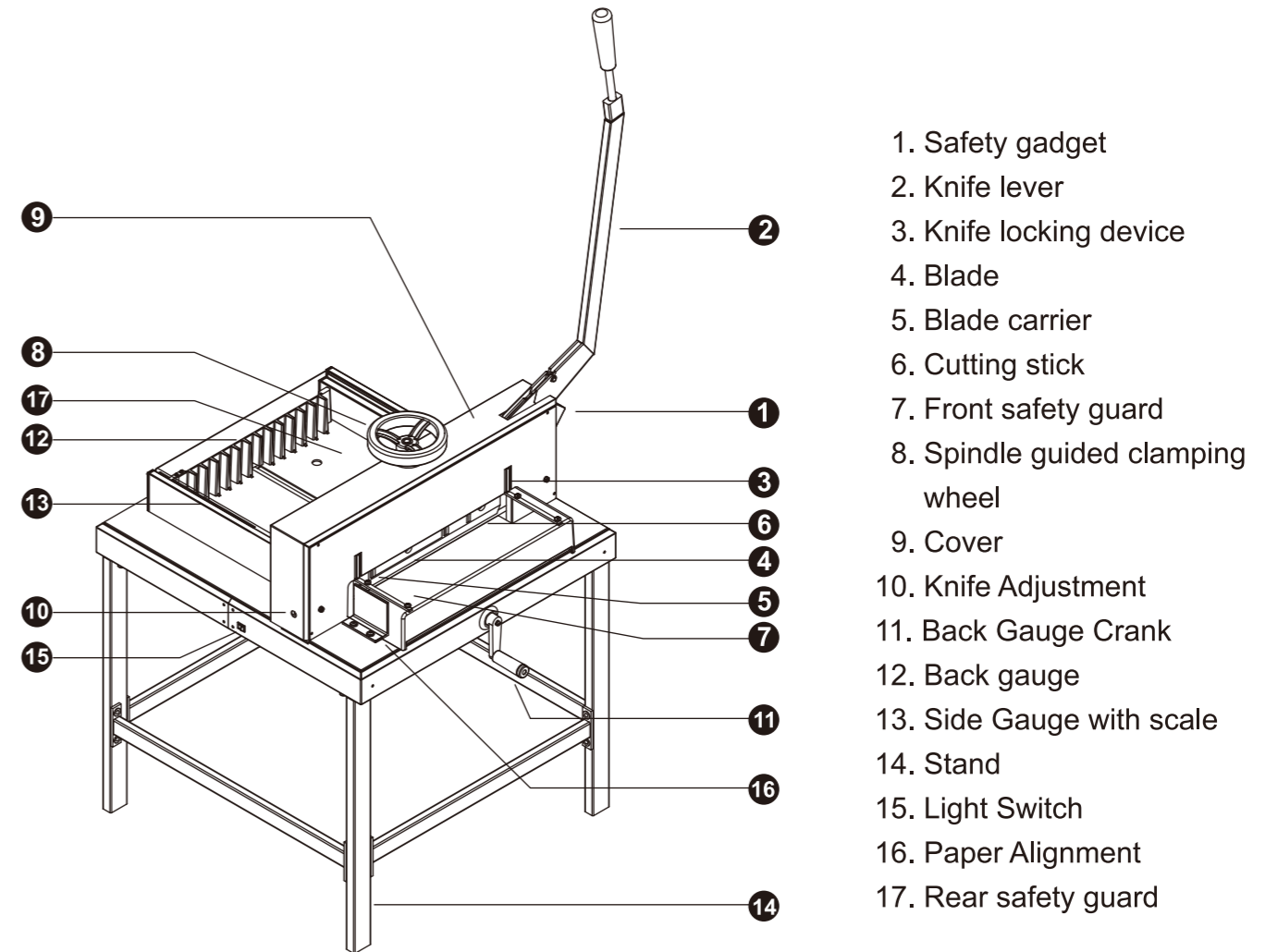
User's Guide

13971/13946 Power Paper Cutter

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SAFETY RULES

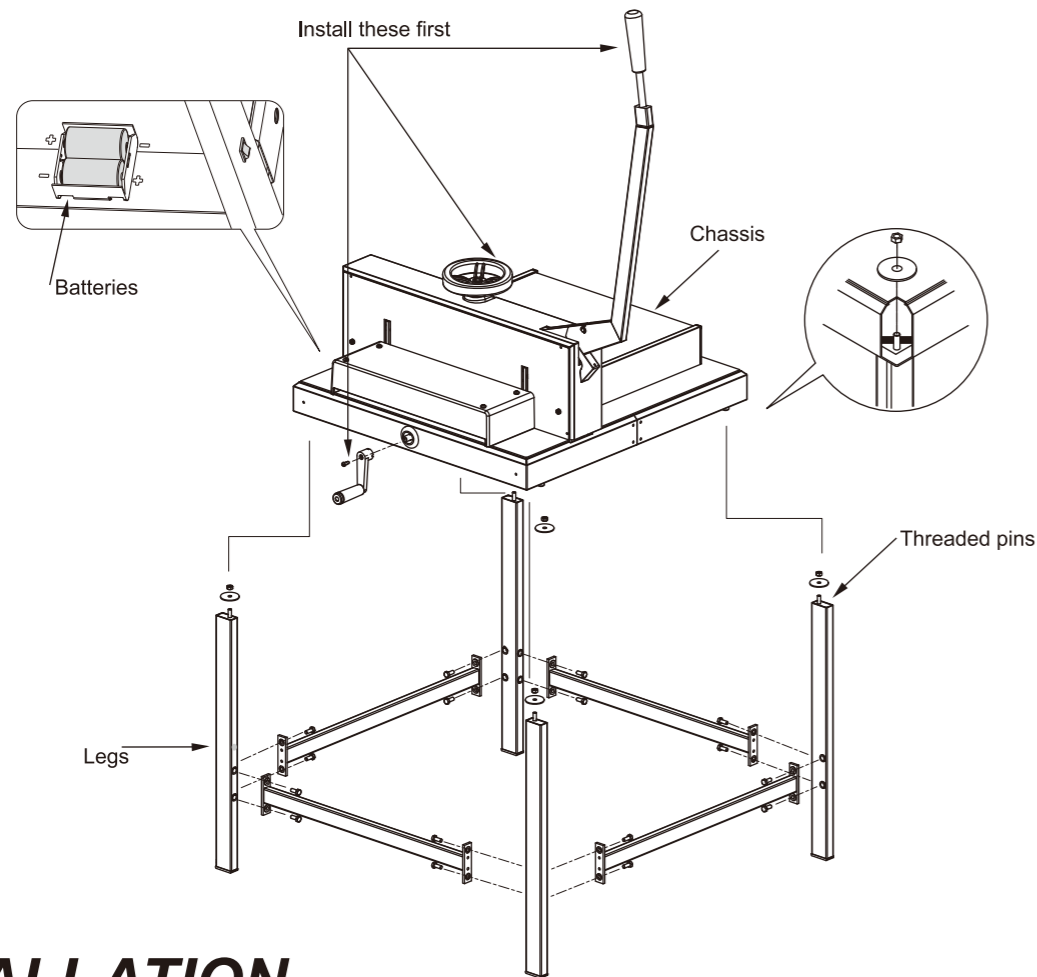
- Instruct the person working at the machine how to operate it.
- Take care that not more than one person is working at the same machine at the same time.
- The knife lever is moved down with both hands.
- After each cutting operation the knife lever is moved back to the starting position until the knife 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 ² paper)
13946	430mm	60mm	500 sheets
13971	475mm	80mm	750 sheets

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



INSTALLATION

The grip of the knife lever (2) and spindle guided clamp wheel (8) and the back gauge crank with screw (11) are packed separately in a box with the machine. Please install these parts right away. The chassis and stand of the machine should be connected as follows:

- Set up the legs in a way that the 4 threaded pins point upwards.
- Assemble the stands by matching the color label on each corresponding part.
- Place the chassis correctly onto the assembled 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 washer over the threaded pins and tighten the hexagonal nut using a wrench 13 m/m wrench.
- Fit two batteries (size D) into the battery holder on the underside of 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

1 Safety gadget

- The safety gadget is made of plastic with the protection of fingers when operating.

2 Knife Lever

- Due to the optimal lever action, the guillotine enables cutting without effort. A sharp knife is important for the best performance.
- After each cutting operation the knife lever has to be returned to its top position until the knife lever is locked.

3 Knife locking device

- The knife locking device secures the knife in its top position. A cutting operation can only be carried through when the front safety guard is in the down position and the locking device is released.
- Caution : The knife locking device is controlled and connected with the front safety guard and the knife lever. You can open the front safety guard only when the knife lever in its starting point.

4 Blade : A resharpened type of blade to be made of high carbon quality steel.

5 Blade Carrier

- There are 5 screws for the positioning of blade which should be set up and released step by step by following the instruction to replace the blade and adjust the even operation of the blade.

6 Cutting stick

- To be made of tough plastic, exchangeable. It can be used two times on each side (total 8 times).

7 Front safety guard

- The front safety guard must be lowered before each cutting operation. Only at this time the locking device can be released. The front safety guard can be reopened only when the knife lever is locked the top position.
- Under any circumstances, DO NOT disassemble or make the front safety guard inoperative

8 Spindle guided clamping system

For pressing and holding the paper pile which has to be cut.

- ✘ Turn the hand wheel clockwise to clamp the paper pile.
- ✘ Turn the hand wheel counterclockwise to release the paper pile.

9 Cover

- Attached to the machine with four screws. Disassembly only in case of knife change or maintenance. Before taking the cover off, please remove the safety gadget first.

10 Knife Adjustment

- The knife can be adjusted slightly by using the adjustment screw to adjust :

※ Turn to the left (+) : Adjust kinife downwards.

※ Turn to the right (-) : Adjust kinife 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.

11 Back Gauge Crank

The crank is indirectly connected with the back gauge. Connection is made by a slight push of the crank toward the machine. The connection is released when pulling the crank towards the operator.

※Turn to the clockwise : Back gauge moves towards the knife.

※Turn to the counter clockwise : Back gauge moves away from the knife.

The scale behind the crank serves for fine adjustment of the back gauge. The figures “0-9” show in an enlarged from the mm of the side gauge scale. “0” means a whole cm, “1-9” the corresponding mm. The exact adjustment of the size is always done in a way that the back gauge pushing paper toward the knife.

12 Back gauge

Operation via the crank. For adjusting to the desired cutting size and for exact parallel of the paper pile to be cut.

13 Side Gauge with scale

In mm/cm and inch. For rectangular placing of the paper pile. The indicator on the back gauge crank showing the measurement, which adjusts the scale of the side gauge.

Fine adjustment is done via the mm scale of the scale ring.

14 Stand

Made of steel. Standard equipment of the guillotine.

15 Light Switch

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

16 Paper Alignment

Made of steel to align the paper on the left side when pushing paper to out.

17 Rear Safety guard

Made of acrylic to protect the safety of operation and prevent from dust.

OPERATION

- Put the knife lever locked in its top position.
- Bring the front safety guard 7 up. Push the paper pile along the paper alignment into the machine from the front table and place it against the back gauge 12 and along the side gauge 13 on the left.
- Push the back gauge crank 11 toward the cutter to engage, and then turn the crank handle clockwise to bring the back gauge toward the knife until the paper measurement is reached. With the help of fine adjustment ring, accurate measurement can easily be reached.
- Release the back gauge crank 11, so that the unintentional movement of the back gauge can be prevented.
- Turn the spindle hand wheel 8 clockwise to clamp the paper pile tight.
- Bring down the front safety guard 7 to reach the table.
- By using both hands to bring down the knife lever 2 to cut. When the cut is complete, move the knife lever to its top position until it locks.
- Turn the spindle hand wheel 9 counter-clockwise to release the paper pile. Lift the front safety guard 7 upwards and take the paper pile out of the cutter.

BLADE RESHARPENED

Please note : A dull knife does not cut accurately. The cutting of heavy paper or cardboard more often will blunt the blade easily. To keep a sharp blade on hand let work go. When the knife can't cut the paper pile cleanly even the cutting stick has been changed to be new one or the knife adjustment has been done, then the blade need to be resharpened again. When you need to resharpen the blade, please do it correctly according to our instruction of blade replacement to reload the blade. Take it to the grinding house or store to be sharpened and the blade can be used again.

Precise cuts are only possible with a sharp knife. The knife should be changed as soon as the quality and the accuracy of a cut are not in accordance with the standards expected from this cutting machine. If the knife should jam in the paper pile or leave grooves in the paper, the knife must be changed right away. Knife life with normal paper is approximately 600 cutting times (tested in maximum capacity); of course, this will vary from different types of paper. The knife change must be executed by one person only. The cutting edge of the knife is extremely sharp. In order to avoid injuries, the knife has to be handled with the utmost care.

NOTICE : Please do according to our blade replacement instruction.

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.

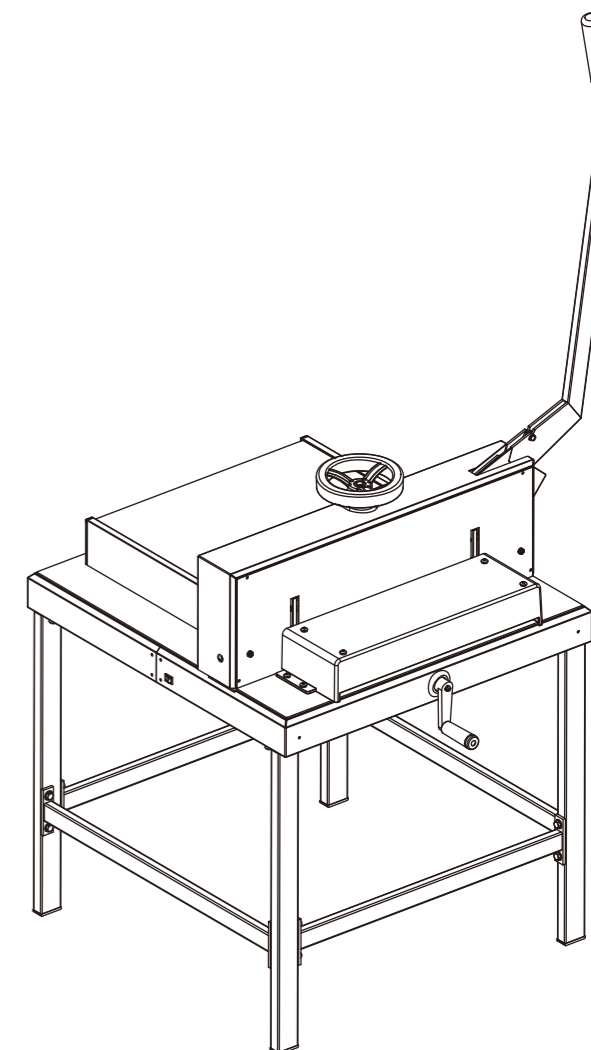
MAINTENANCE

All moving parts with screws need to be checked for fixing the screws tight again. The screws may turn loose in the process of transportation. Besides, users need to recheck and fix all the screws again after more than 200 cutting times. The on-schedule maintenance will prolong the life of each part and also protect the machine to be out of order.

CUTTING STICK

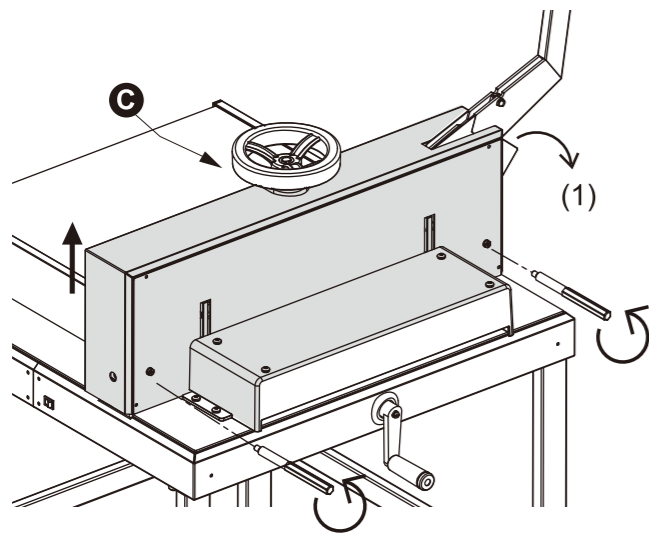
If the last sheet of paper pile does not cut through, even though the knife adjustment ⑩ was already adjusted to the left ⊕, the cutting stick ⑥ should be changed, turned, or rotated. The cutting stick can be used twice on each side – which means 8 changes per stick. The cutting stick ⑥ fits into the machine table and can be lifted out with the help of a screw driver. On both ends of cutting stick with 4 holes. The pin in the ditch of the machine table hold the cutting stick hole. When changing the cutting stick, please fix the hole into the pin.

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

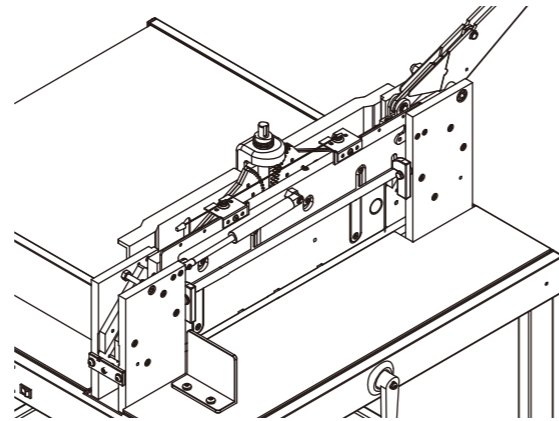


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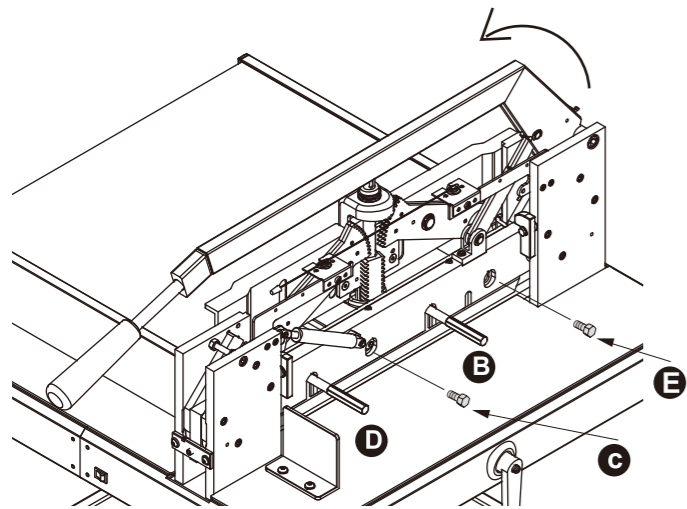
Blade Replacement Instruction



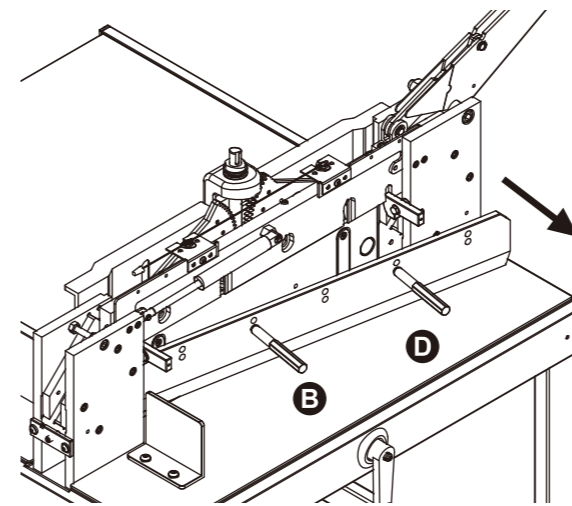
- (1) Remove the safety gadget.
- (2) Put the knife lever to its top position.
- (3) Take off the screw **C** on the clamp wheel and remove the wheel.
- (4) Remove all the screws fixed on the cover.
- (5) Put the knife lever at 75° by table and take off the knife cover.



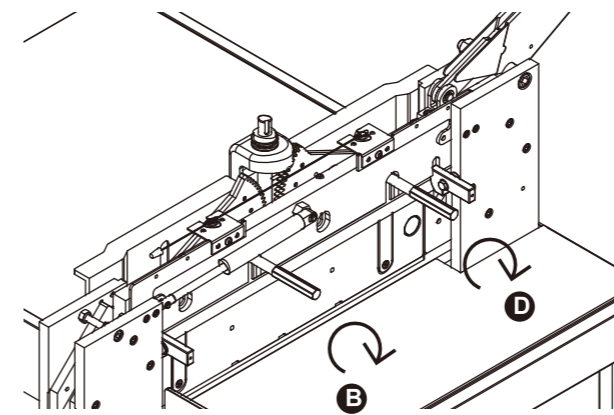
- (6) Put the knife lever downwards to be horizontal.



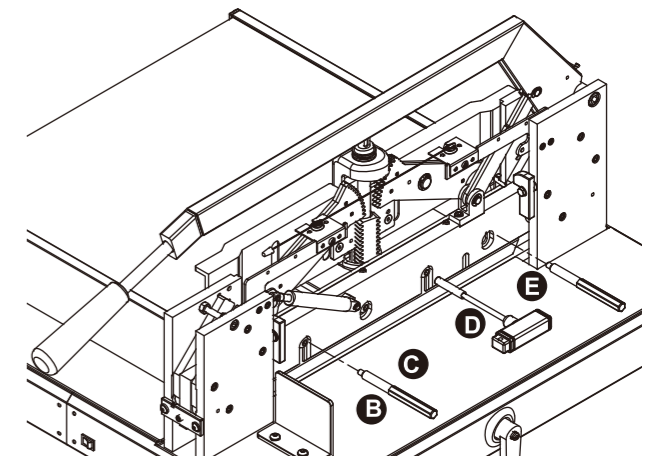
- (7) Remove knife screws **B** and **D**, replace them with the two knife holders from the tool box and tighten them securely.
- (8) Take out knife screws **C** and **E**.



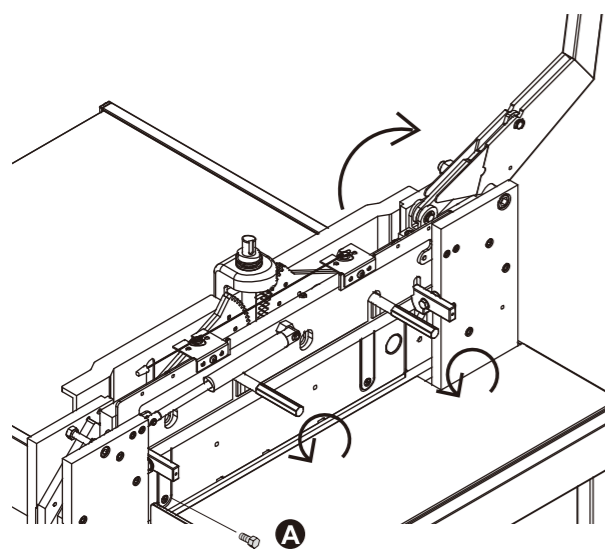
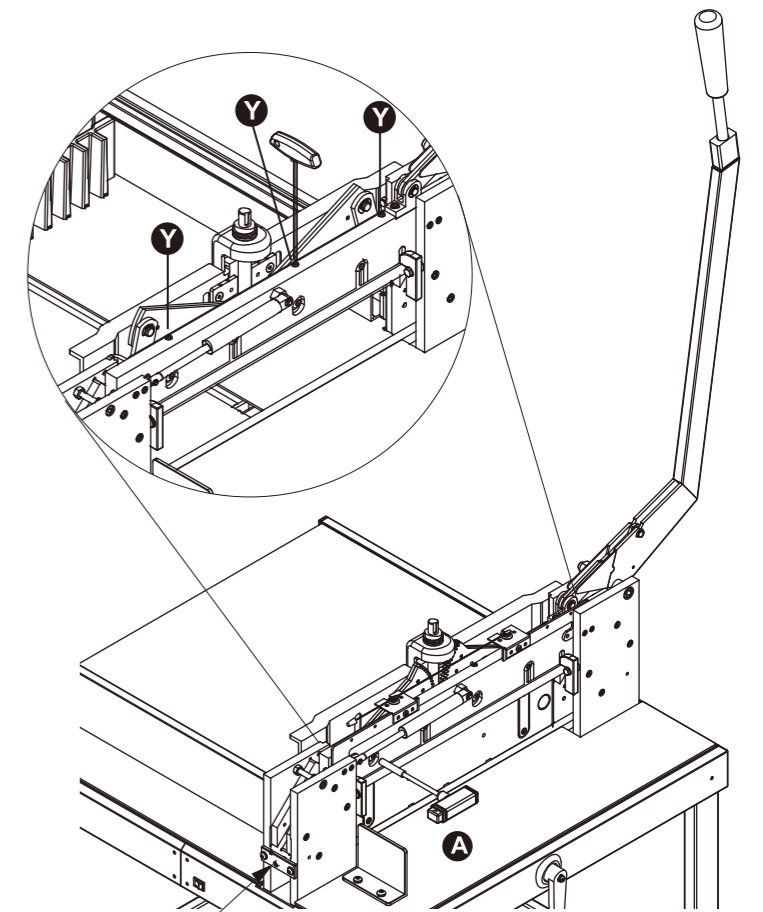
- (12) Take off the knife holders from old blade and replace new blade & screw in the two knife holders.
- (13) Insert the knife holders into the opened second and fourth hole **B** and **D** of the blade carrier and fasten securely.



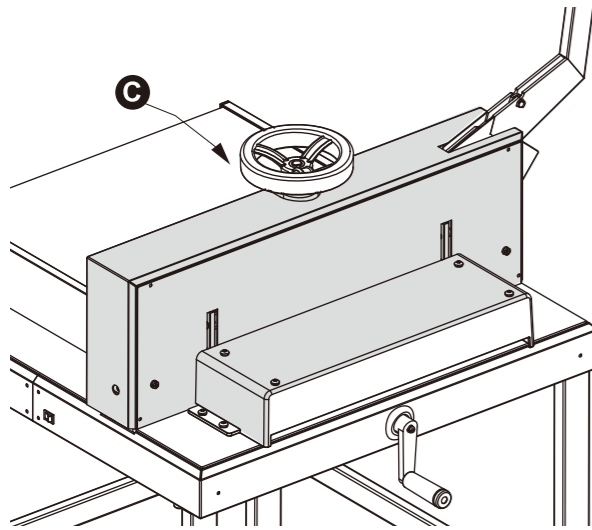
- (14) Put the knife lever downwards to be horizontal.
- (15) Screw in knife screw **C** and **E**, remove knife holders, then screw in knife screw **B** and **D**.



- (16) Return the knife lever to its starting position and lock it.
- (17) Screw in knife screw **A**.
- (18) Move the knife carefully down to the cutting stick via the knife lever.
- (19) Turn the knife adjustment **8** to the right \ominus until you have a visible ray of light between knife edge and cutting stick.
- (20) Adjust knife to touch the cutting stick flatly by means of the adjusting the 3 crews **Y**.
- (21) Move knife lever to top position and lock it. Then 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 **8**.



- (9) Return the knife lever to its starting position and lock it.
- (10) Take out the knife screw **A**.
- (11) Loosen knife holders (only half turn) and lower the blade downwards from the blade carrier and take out the blade carefully.



(22) Put the knife lever at 75° by table and assemble the cover. Screw in all the screws on the cover.

(23) Assemble the spindle clamp handwheel and screw **C** to fix tightly.

(23) Assemble the safety gadget.

NOTICE : the three **Y** screws are for horizontal adjustment. the **8** screw is for minor up-down adjustment.