## Instruction Manual

## Operational Instructions

## Parts Diagram



## Important Safety Information



Please make sure the cutting disc is locked in position before cutting.Do not touch the cutter nor insert your fingers into the cutting area during operation.Keep away from children.Please read and follow the instructions before use. Be sure to save this manual for future reference.The machine is allowed one person operation only.For indoor use only.

## Tools Spec.

## (1) Six kinds of cutters


(2) Tools and Accessories

-Hexagon Wrench x 1 pc


- Hexagon Wrench x 1 pc


## Operational Instructions

1. This machine is equipped with a standard cutter R3.5. Please select the cutter according to your requirement.
2. Choose the installation method according to your cutter head.


## A. Radius Knife R3.5 / R5 / R10 / Straight Cutter

A-3. Put the paper stack on the working base and align it against the two paper guides.


A-4. Press and hold the paper stack tightly with one hand and pull down the handle with your other hand to complete a cut.
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B. Hole Punch Head / Semicircle Cutter

B-3. Install extended panels on each side. (paper guide)


B-4. Adjust the paper guide according to your requirement. Hold the paper securely with one hand and pull down on the handle to complete a cut.

5. Do not directly touch the sharp blade.

How to Change the Cutter?

1.Remove the safety guard.

2.Loosen the two screws.

3.Take out the cutter.

4. Install the new cutter.

5.Tighten the two screws

6. Install the safety guard.

7.Completed.
8.Using the alignment gauge, make sure the two paper guides are placed and secured at the correct positions based on the cutter you have selected. Refer to "How to use the alignment gauge", on page 5 .

## How to Use the Alignment Gauge?


1.Pull down the handle.

2. Rotate the handle lock to secure the handle.

3.Loosen the two screws on both paper guides slightly so that that the screws are still attached to the base.

4.Place the alignment gauge on the working base and firmly against the cutter. Make sure the corner corresponds with the cutter you have chosen.

5.Push the two paper guides against the alignment gauge tightly.

6.Tighten the two screws to secure the paper guides tightly.

7.Release the handle lock.

8.Completion.

How to Change the Cutting Disc?

1.Please change the cutting disc when it has been damaged severely

2.Push and remove the mount with the disc.

3.Replace a new cutting disc.

4.Place the disc mount with disc in place.

How to Clean the Receptacle?

1.Turn it to the back side

2.Open the receptacle and empty the paper chips.

