



Before you use this machine, please read this specification carefully.

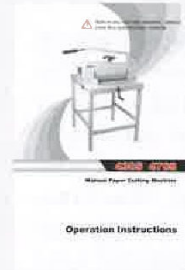


Manual Paper Cutting Machine

Operation Instructions

- If there is any improvement on the product, please firmly comply with the definite object.

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Foreword

4305 4708

P1

Thank you for your choice of our Manual Paper Cutting Machine series. We will provide you with good quality and reliable post-sale service. On the basis of original products, our research and develop engineers combined advantages of products at home and abroad, and finally developed new model of Manual Paper Cutting Machine. It owes high technology, precise construction designation, and elegant appearance, with the security control part and cutting precision improved. It can be broadly used in printing centers and offices. It is the most ideal cutting machine which well complies with office automation system.



Children must not operate this machine.



Do not reach beneath the blade



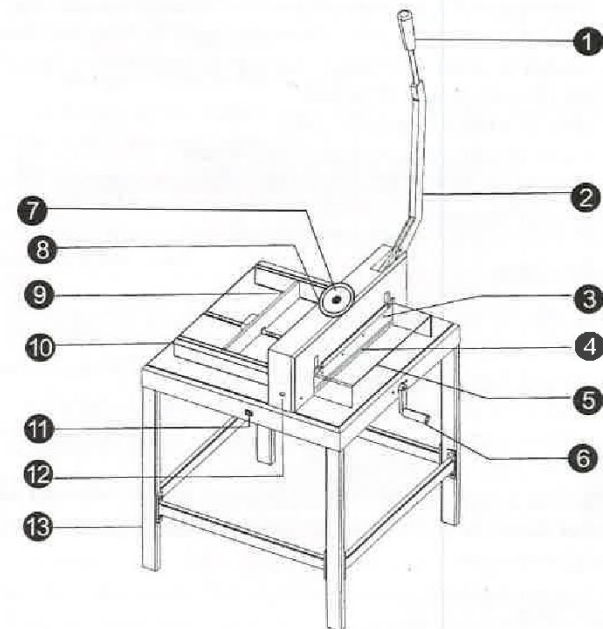
Do not extract or transport the blade without protection



Do not cut hard material or materias which may splinter!

Note: In order to have more usage information of Numerical-controlled Paper Cutting Machine, you have to read this specification carefully first. This will help you improve your working efficiency, realize the machine's property, have the best cutting effects. This will also be good for the maintenance of the machine, and can prolong service life of the machine.

Combined Diagram



- | | |
|-------------------------|-----------------------------|
| ① Rubber handle | ⑧ Upper cover |
| ② Handlebar | ⑨ Plate for Securing Paper |
| ③ Blade | ⑩ Scale |
| ④ Cutting stick | ⑪ Switch for knife position |
| ⑤ Protecting Cover | ⑫ Micromatic assembly |
| ⑥ Hand crank | ⑬ Chassis |
| ⑦ Press paper handwheel | |

Safety Regulations

- ⚠ Remember that this machine is operated by only one person
- ⚠ Operate with both two hands when cutting
- ⚠ When finish cutting, the hands should be back to the initiatory point till the safety lock is locked
- ⚠ Do not remove the protecting cover
- ⚠ Do not hold the sharp part of the knife blade
- ⚠ When change the knife blade, obey the instruction and use the screw stem for tearing down

Installation

Please firstly fix the handle and hand crank that is in another box together with the machine.

The body and legs should be installed as follows:

1. Please fix legs following up the colored marks which paste on the legs when combined. Then tighten the regular screws of chassis.
2. Fix the body properly onto the legs.
3. Fix the rubber handle and handle crank in right way and tighten.
4. After the gasket is fixed on the screw, lock the hexagon nut tightly by the 13# spanner

Capability

This machine can cut paper and thin cardboard. And the available cutting thickness is about 80g/cm²

Effective cutting length: 4305/430mm 4708/470mm

Available cutting thickness: 4305/50mm 4708/80mm

- ✘ Remember no metalline substance such as clips and stitching needles can be on the paper that is to be cut.

Detailed Operation Notice

1. Handlebar

Designed by the lever principle, 4305&4708 are super heavy-work paper cutting machine. This machine can cut paper easily. The sharpness of the knife blade is very important for the performance.

Every time when you finish cutting remember to keep your hands at the initial point until the handle is locked. It gets into good condition until last piece of paper is cut completely.

2. The Design of the Safety Lock

The design of the safety lock insure that the handle is fixuped at the initial point of cutting.

You can do the cutting only when the protecting cover is laid down and the safety lock is disentangled.

- ✘ Do not put your hands or fingers under the knife blade when the protective cover is not laid down

3. Blade

The shank is made of armon plate. And the knife blade is made from high carbon sheet iron.

4. Cutting stick

It is made from changeable plastic with high quality. One side can be used for twice (four for eight times).

5. Protecting Cover

The protecting cover must be laid down when cutting. Because only then the safety lock is disentangled. And only when the handle is locked at the cutting initial point can the protect-ing cover be opened. You cannot remove the protecting cover at will or make it ineffective.

6. The Design of Handwheel for Securing the Pressboard

It is used to securing the paper to be cut. Please operate as follows:

- It is impacted when the turntable is clockwise rotation
- It is loosen when the turntable is contrarotate.

7. Upper Cover

It is locked on the tool apron with four screws. And it cannot be removed unless the knife blade is to be changed or repaired.

8. Knife Blade Adjustment

The micromatic setting ⑫ can adjust the knife blade to the perfect

state.

- Turn \oplus , the knife blade will be adown
- Turn \ominus , the knife blade will be upwards

The maximum adjusting range is 2mm. Note: if the knife blade is adjusted too low it will damage both the shim and the blade.

9. Hand Crank

The hand crank and the paper block plate is connected indirectly. Push the hand crank toward the body a little. Then the hand crank will connect with the paper block plate. If you pull the hand crank, then the two parts will be disconnected.

- Turn the hand crank toward clockwise rotation, the plate will move toward the direction of the tool apron
- Turn the hand crank negative rotation, the plate will move to the opposite direction

The dial behind the hand crank is for adjust the plate. The numbers 0-9 refer to the scale index millimetre goes bigger and bigger. 0 refers to centimetre. Every space of 0-9 refers to one millimetre. Proper measurement adjusting is in accord with the movement of the paper.

Plate for securing paper

It must be operated through the hand crank which is used for adjusting the ideal measurement and the right parallel for cutting.

Scale Index

There is millimetre, centimetre and inch. They are vertical with the direction of the paper. The pointer on the paper block plate is to show the adjusted scale. Proper adjustment is controlled by the dial behind the hand crank.

Chassis

Being standard assorted with the manual paper cutter, the legs are made from steel.

Operation

- Fix the handlebar ② to the initial point of cutting
- Open the cover ⑤ Push paper to be cut to the left side trimming with the gauge strip
- Push handle ① toward the body so that it can connect with the paper block plate. Turn the handcrank clockwise to lead plate ⑦ to the direction of the blade till the cutting dimension.
- Make the hand crank apart from the plate to avoid unnecessary movement of the handle.
- Turn the handwheel for securing the pressboard clockwise rotation.
- When the press-board meets the paper, turn it suddenly, then leave it alone. The paper is secured.
- Lay down the cover ⑤ Loosen safety lock ② Push handle ① down with two hands to cut paper After finishing cutting, turn the handle to the initial point of cutting until safety lock is locked.
- Loosen the hand wheel ⑦ Open the cover ⑤ Take out the paper that have been cut.

Blade Change

※ **Note:** dull blade cannot cut paper correctly. Also, blade will become dull if it always cuts thick paper or pasteboard. Your work will go smoothly if you always have one replacement on hand. When you need to change blade, you must operate according to the steps of blade change instruction.

Cutting Stick Change

If the piece of paper at the bottom cannot be cut even if setting ⑤ is adjusted to the left with mark ⊕. Then the cutting stick ④ should be changed or turn to another side. One piece of shim can be used for times for every side of the stick can be used for twice. The stick can be removed by screwdriver. And it should be put back to the cutting table smoothly.

※ **Note:** when cutting stick is being changed, the blade itself also needs to be adjusted. If the blade cuts too deep, the cutting stick will be damaged easily. And also the blade will abrade rapidly.

Lubrication

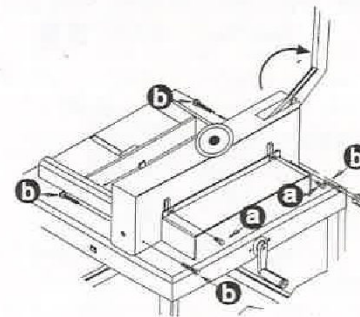
All the moveable parts should be lubricated. Before lubricating, the dust and oil stain on these parts should be removed.

Knife Blade Replacement

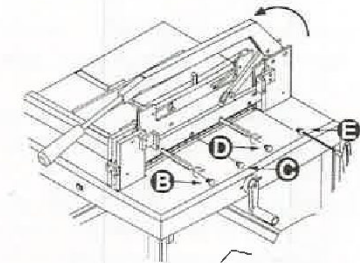
Only sharp blade can do proper cutting. The blade must be changed when the cutting quality and accuracy cannot meet required standard. Another situation that the blade should be changed is when the blade block the paper or the blade leaves dent on the paper. One piece of blade can cut fully loaded paper 5000 times (paper with width 50mm) approximately. And surely that number is different when the paper is different. This step----replacing the blade can be done by only one person. The edge of the blade is very sharp. To avoid injuring, you should take care when change the blade.

※ **Note:** you must follow the blade change instruction when you do the replacement.

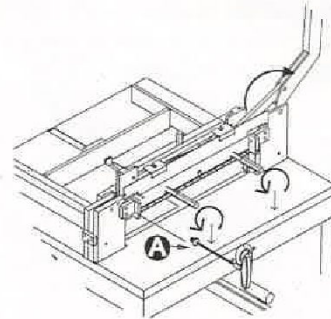
Blade Replacement Instructions



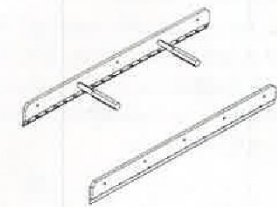
- Keep the handle vertical
- Remove screws ③ ③
- Remove the protecting cover and the tegment



- Keep the handle horizontal
- Remove the screws ③ ③ Use the Screw strip clockwise rotation to fasten and fix up
- Remove screws ④ ④

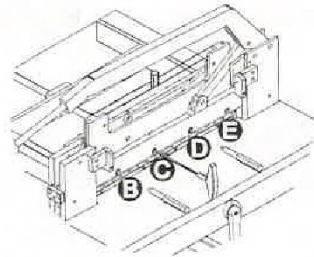
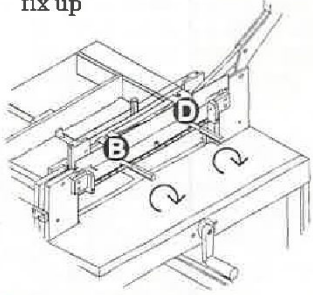


- Keep the handle vertical
- Remove screw ①
- Turn the screw strip negative rotation for half a circle and then remove the knife blade

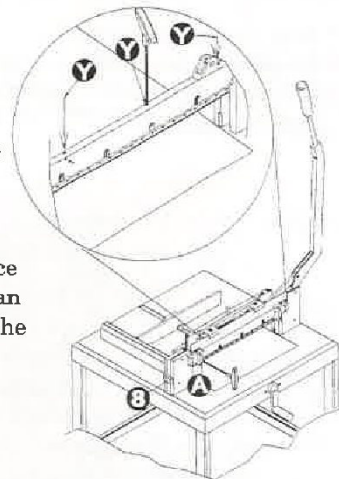
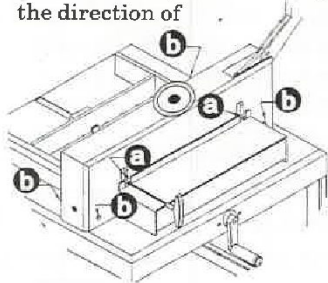


- Change the old knife blade for a new one

- Put the blade back to the tool apron
At screw hole **B** **D** Turn the screw strip clockwise rotation to fasten and fix up
- Keep the handle horizontal
Fasten the screws **C** **E**
- Remove the screw strip and then fasten screws **B** **D**



- Keep the handle vertical
- Fasten screw **A**
- Move the handle down to press the blade
- Turn setting **8** right to **9** till there is light ray between the knife blade and shim
- Adjust screw **Y** to make the blade flat on the shim.
- Keep the handle vertical. Put a piece of paper in to tryout. If the paper can not be cut completely, then adjust the screw or adjust the setting to the direction of



- Repeat until it can cut a piece of paper perfectly.
- Put on the tegmen and the protecting Cover, fasten the screws **C** and **B**