

## Electric paper cutter

**Step 1:** Adjust the side gauge with the back-gauge crank to the correct paper measurement

**Step 2:** Lift up the safety guard

**Step 3:** Place paper into the paper cutter

**Step 4:** Turn the clamp hand wheel clockwise to clamp the stack of paper tightly

**Step 5:** Put the safety guard down

**Step 6:** Turn on the paper cutter

**Step 7:** Press and hold the two green buttons at the same time until the paper is cut

**Step 8:** Turn the clamp hand wheel counterclockwise to lift the clamp up

**Step 9:** Remove the paper

**Step 10:** Turn off the paper cutter



**Note:** If the blade height needs adjustment, place the fine adjustment device in blade height adjustment hole at the top right of the machine. Rotate the fine adjustment device right or left to adjust accordingly. The cutting stick can be rotated or changed by placing the fine adjustment device in the hole for lifting up the cutting stick.

Informatics workers should be the only people adjusting the blade height and moving the cutting stick. The fine adjustment device is located in the supplies cabinet behind the second floor desk.