

Step By Step Guide - Paper Trimmers

STEP 1

Position the trimmer on a firm and flat surface larger than the trimmer table itself.

STEP 2

Position yourself at one end of the machine where the cutting head can be pulled (or pushed) along the guide rail.



STEP 3

Do not exceed the maximum paper capacity of **10 sheets** of 80gsm paper*. Ensure the paper stack is firmly butted against one edge of the trimmer. Using your free hand, apply a small amount of pressure to the stack during cutting.



* Please note that the most accurate cut will be obtained from cutting only 1 sheet of paper. As with all trimmers, increasing the number of sheets will reduce the accuracy. We therefore recommend cutting as few sheets as possible at any one time.

STEP 4

Downward pressure should be applied to the top of the cutting head along with slight lateral pressure ensuring that the cutting head is held firmly against the cutting edge. Pull the cutting head long the guide rail in a smooth and continuous action.



STEP 5

When you have finished cutting, park the cutting head at one end of the guide rail to remove the pressure from the internal blade mechanism. Clean any dust, fluff or shavings from all moving parts and the underside of the pressure clamp. Ensure that the trimmer is stored flat and never on either end as this will affect the calibration.

