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Chapter 1 Safety

- To prevent any accident and danger, operators have to carefully the instructions and get familiar with all the content therein before doing set-up, operation and maintenance.

1.Precautions for safety

1-1.Precautions for safety




To prevent any accident, please strictly follow the followings.

- (1)Ground the ground-wire of the machine's power.
- (2)In case of a long hair with the operator, please tie it when to operate the machine so as to prevent it from being rolled into the machine.
- (3)Do not touch the powered part and its loop with wet hand.
- (4)Please cut off the power when not to use the machine.
- (5)Directly cut off the power in case of an abnormality.
- (6)Please contact with the dealer in case of doubt about the operation or work ways to the machine.
- (7)Please contact with the dealer when unable to settle any failure according to the ways set forth in this instructions.

1-2 Warn label

Pay special attention to the places fitted with a warn label when to operate, maintain and check the machine.

Description of the warn labels

A		<p>Take care not to get clamped</p> <ul style="list-style-type: none"> ● Please do not touch the moving part
B		<p>Take care not to get electric shock</p> <ul style="list-style-type: none"> ● Pay attention to the electric shock. Please take care not to get electric shock as there is a power when to maintain and check the machine. ● Do not touch it with wet hand
C		<p>Pay attention to the edge of the cutter</p> <ul style="list-style-type: none"> ● Pay special attention to the edge of the cutter when to treat it.

2. Safety devices

To prevent any accident and danger, safety devices are equipped on the positions possibly touched by the operator.

2-1. Detailed rules

2-1-1. Detailed rules and operation limit

Both fixing and lock covers are set to prevent articles, clothes etc. from being rolled into the machine due to carelessness of the operator.

Do not operate the machine when the covers are opened and the machine will be stopped once the lock cover is opened.

2-1-2 Lock cover,fixing cover

- ①Upper cover ② Switch of lock cover ③ Side cover for operation
④Side cover for reversed operation ⑤ Forward cover

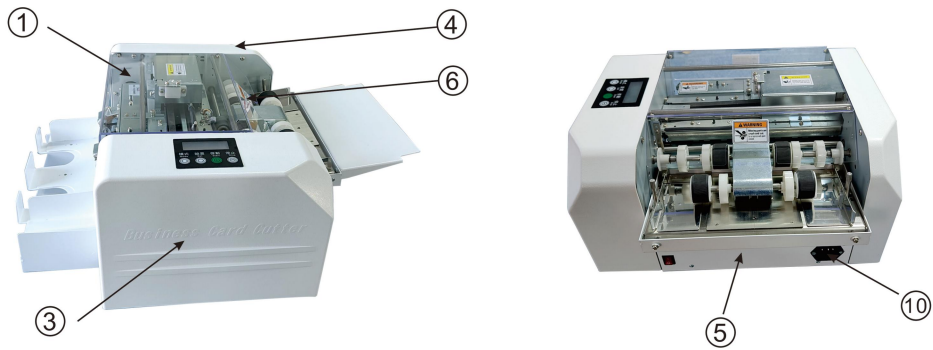


Fig.1-1 Elevation

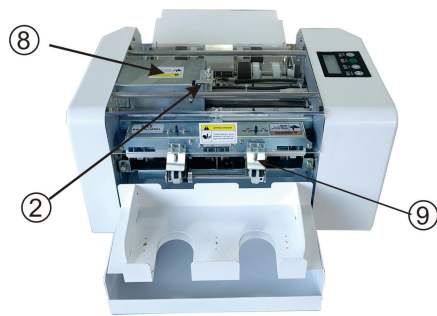


Fig.1-2 Top view

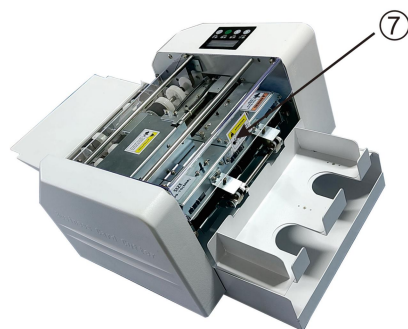


Fig.1-3 Back view

- Warn labels
⑥ Clamped
⑦ Cutter
⑧ Cutter
⑨ cutter
⑩ Electricshock

Chapter 2 General

This chapter records the related information of the “card cutting machine”

1.Outline of machinery

1-1.Purpose of use

This machine is used to cut the printed namecard or photo into several sizes.

1-2 Style

Cutting mode	Longitudinal: cutting with roll cutter; lateral: cutting with lateral cutter
Paper fed mode	Automatic paper feed in a sole friction way
Paper size	Letter 8.5" × 11"
Paper thickness	0.20mm (180g/m ² ---0.35mm (300g/m ²))
Paper nature	Common paper, top quality paper
Cutting rate	About 100pcs/3min (Letter) for namecard
Cutting size	3.5X1.75, 3.5×2" ; 3.5×3.5" 3.5X5", 3.5X10。
Volume of paper placement	Max. 10pcs of namecard paper (0.25mm thick) or total thickness 3mm
Volume of namecard	180g/m ² 90x2pcs, 250g/m ² 70x2pcs
Mechanical dimension	385Lx430Wx220H (mm)
Environment of use	-15~+40°C, humidity; 35~70%
Weight	About 13.5Kg
Power supply	AC 90~260V, 50/60HZ, 0.5A

1-3. Accessories along with the machine

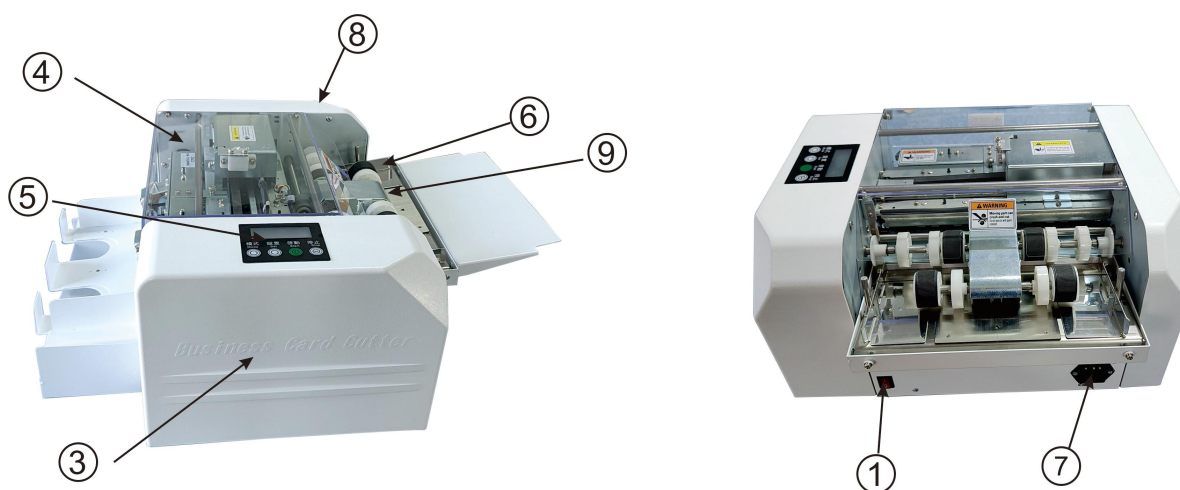
The accessories are attached with the machine, please check it when unpacking.

No	Item	Quantity	Remark
1	Operation instructions	1	
2	Namecard case	1	For collecting namecards
3	Power line	1	American standard line

1-4. Outlook drawin

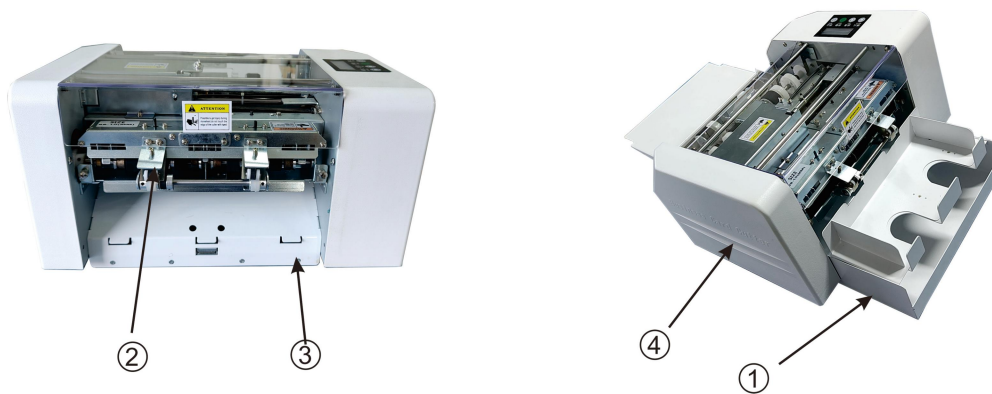
Name of main parts

Fig. 1 Elevation



- (1) Power switch (2) Front cover (3) Side cover for operation
 (4) Top cover (5) Operation panel (6) Paper feed plate
 (7) Power cable (8) No. 1 paper feed shaft
 (9) Paper pressing reed

Fig. 2 Outlook drawing of the paper-out side



- (1) Case (for namecard collection) (2) Longitudinal cutter assembly
(3) S/N plate (under the case) (4) Side cover

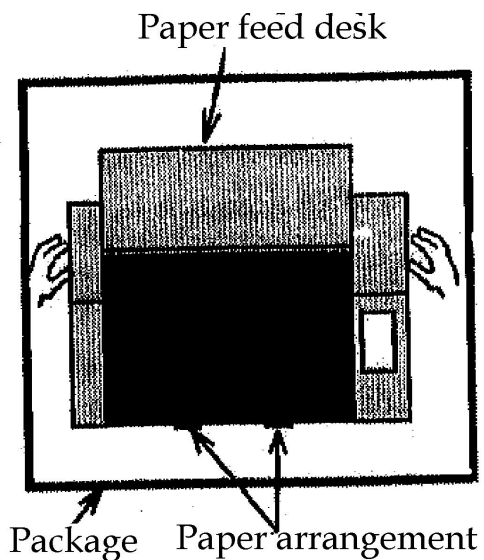
Chapter 3 Set-up, operation and maintenance

This chapter records the machine set-up related work and the daily work flow

1.Set-up

1-1.Setting method and flow sequence

- (1) Take the machine out of the package as shown below.



- (2) Place the machine on a safe, solid, fixed and stable work desk.
△ Attention: place on the desk with both hands in the meantime.
- (3) Insert the namecard collecting case from the back of the machine, then place it flatly.
△ Attention: please insert it completely to touch the magnetic switch.
- (4) Connect the ground-wire to remove the static electricity.
△ Attention: electric shock would happen in case of a leak.
- (5) Please confirm if the power switch is turned on.

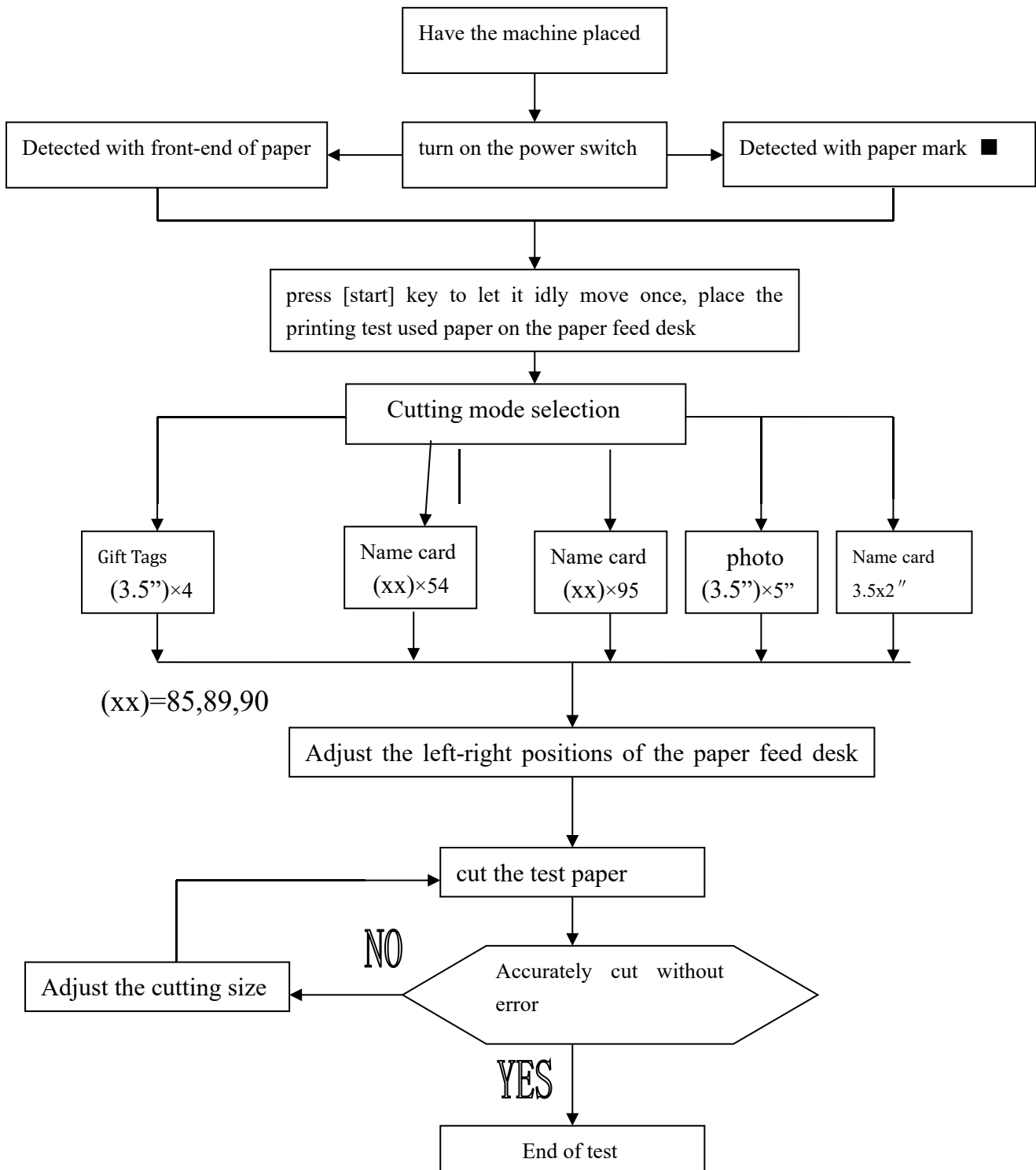
1-2.Place and conditions for the machine placement

- (1) Please use the machine in the place below:
 - A levelly fixed place
 - A good venting place
 - Leave a certain operation space around the machine
- (2) This machine is made up with precise mechanism and electronic elements and may fails when used in the place below, please take care of it.
 - Direct sunshine
 - Much fog happened
 - Moisture
 - Fire available
 - Easily getting wet
 - Close to cold or warm house
 - With vibration
 - △ Attention:
 - Do not have any plug of other electric appliances insert into the same socket for the cutting machine.
 - Use a static electricity preventing cover and a moisture generator when using this machine in a place with static electricity easily happen.
 - Do not place the machine on a desk smaller than it.

2.Operation

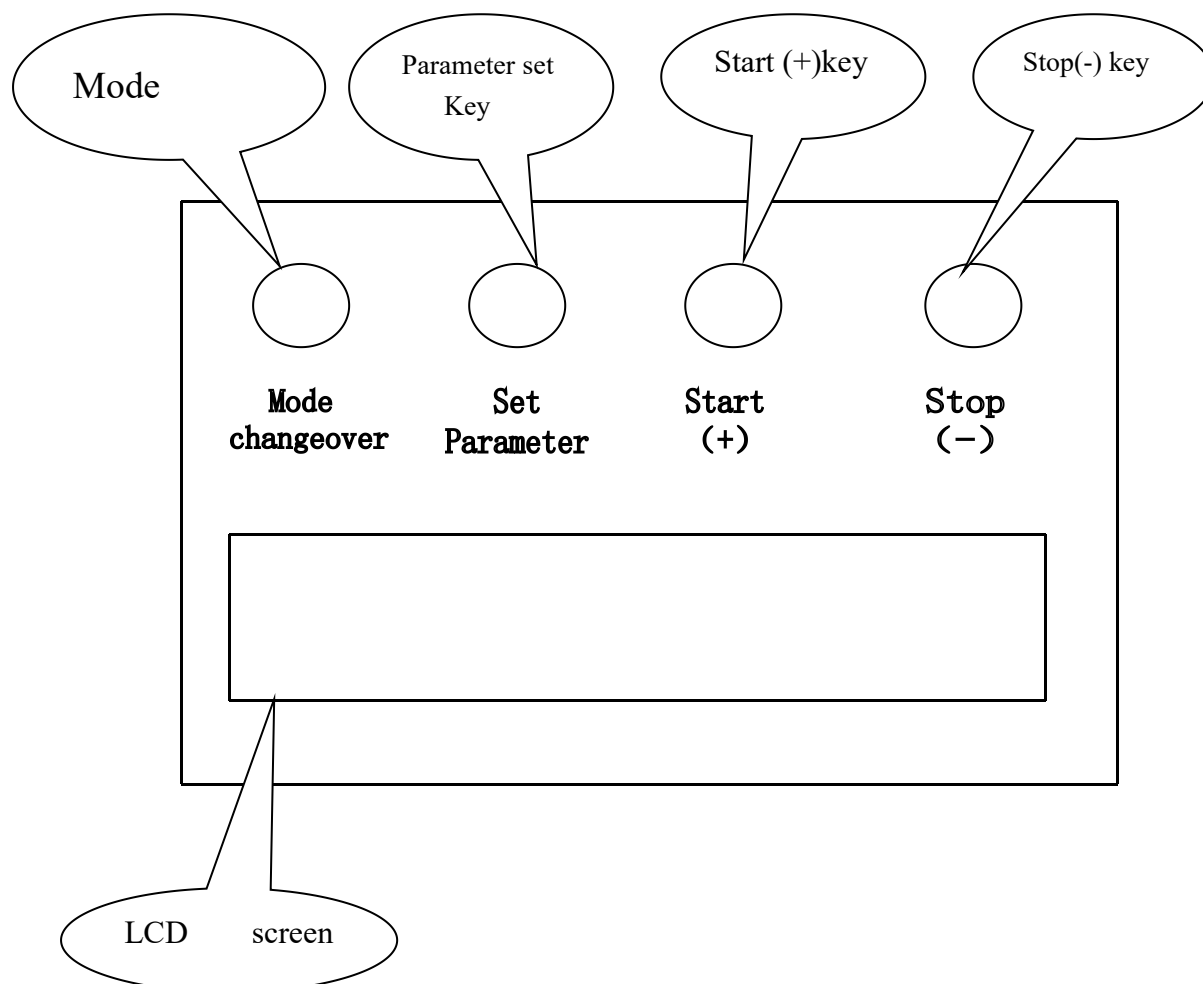
2-1. Cutting flow

Rake cutting test upon the flow below in the initial use.



2-2 Operation panel

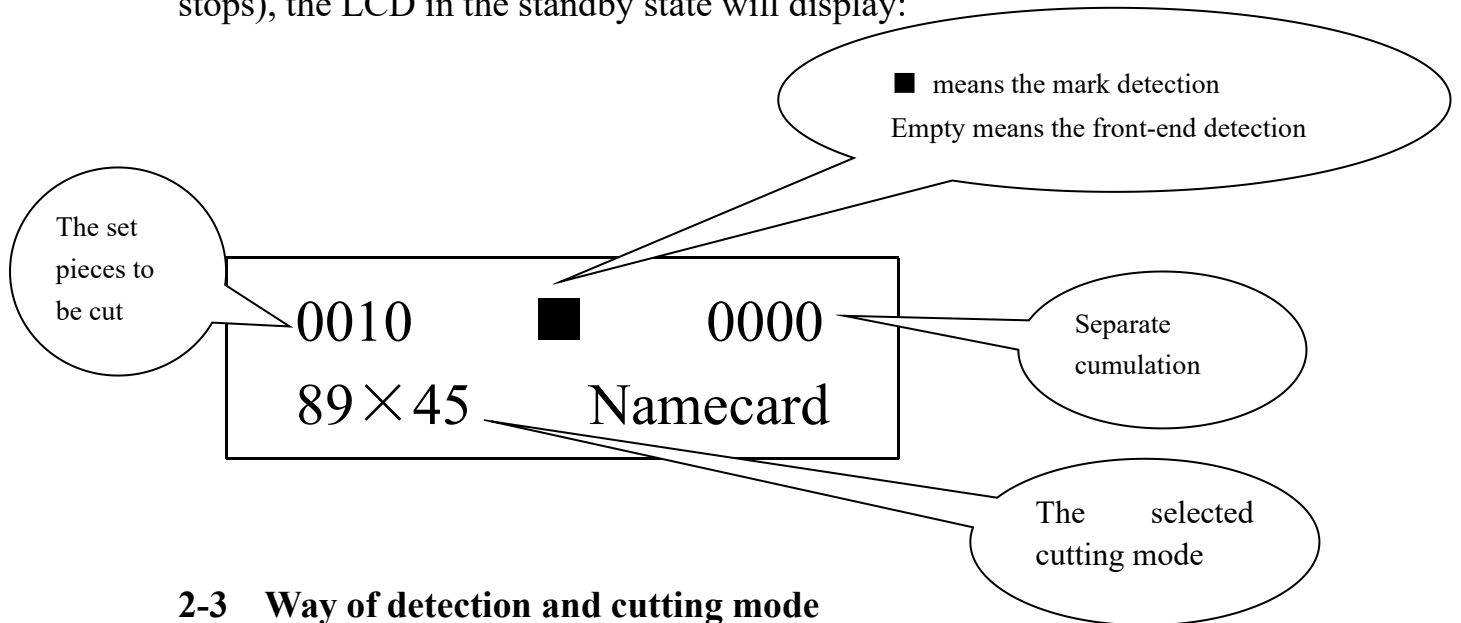
(1) Back of the panel



- Mode changeover key: Standby, changeover the cutting mode, Return standby state when set parameter.
- Parameter setting key: used to adjust the cutting size and set the cutting paper number
- Start (+) key: start cutting in the standby state; increase the value in the cutting size adjustment
- Stop(-) key: stop cutting during work; decrease the value in the cutting size adjustment
- LCD screen: display the cutting mode and counting

(2) LCD display

After the power is turned on, the machine starts initialization and then goes into the standby state. The said state means the machine has finish initializing but not entered into the cutting work (the machine stops), the LCD in the standby state will display:

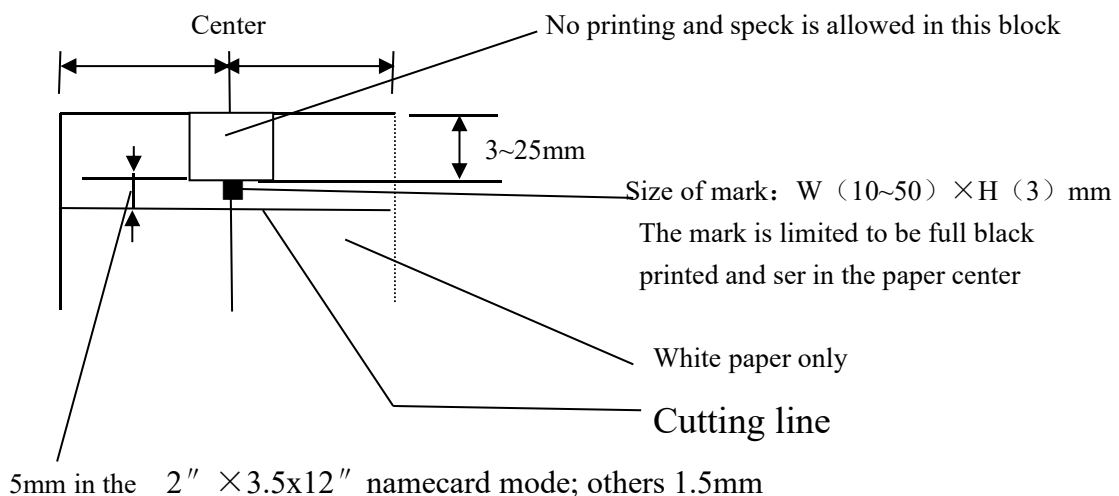


2-3 Way of detection and cutting mode

2-3-1 Two ways of detection: 1) front-end detection: cutting with the utmost front-end of the paper as the basis;

2) detection with mark ■: cutting with the pre-printed mark as the basis.

2-3-2 Conditions of the printing with the paper mark ■:



2-3-3. About the cutting mode

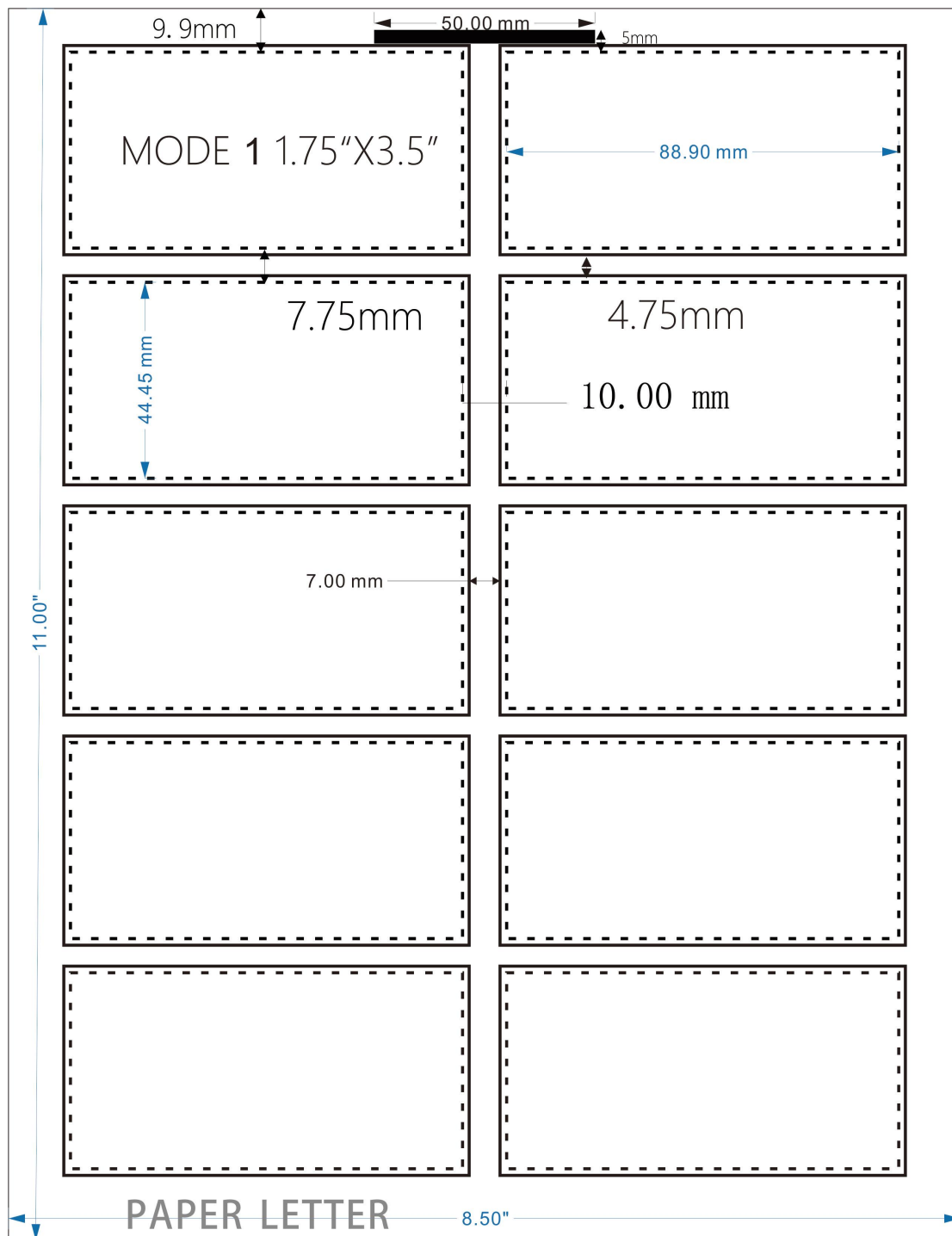
(1) Variety

There are five cutting modes with the machine, please use any of them upon the purpose.

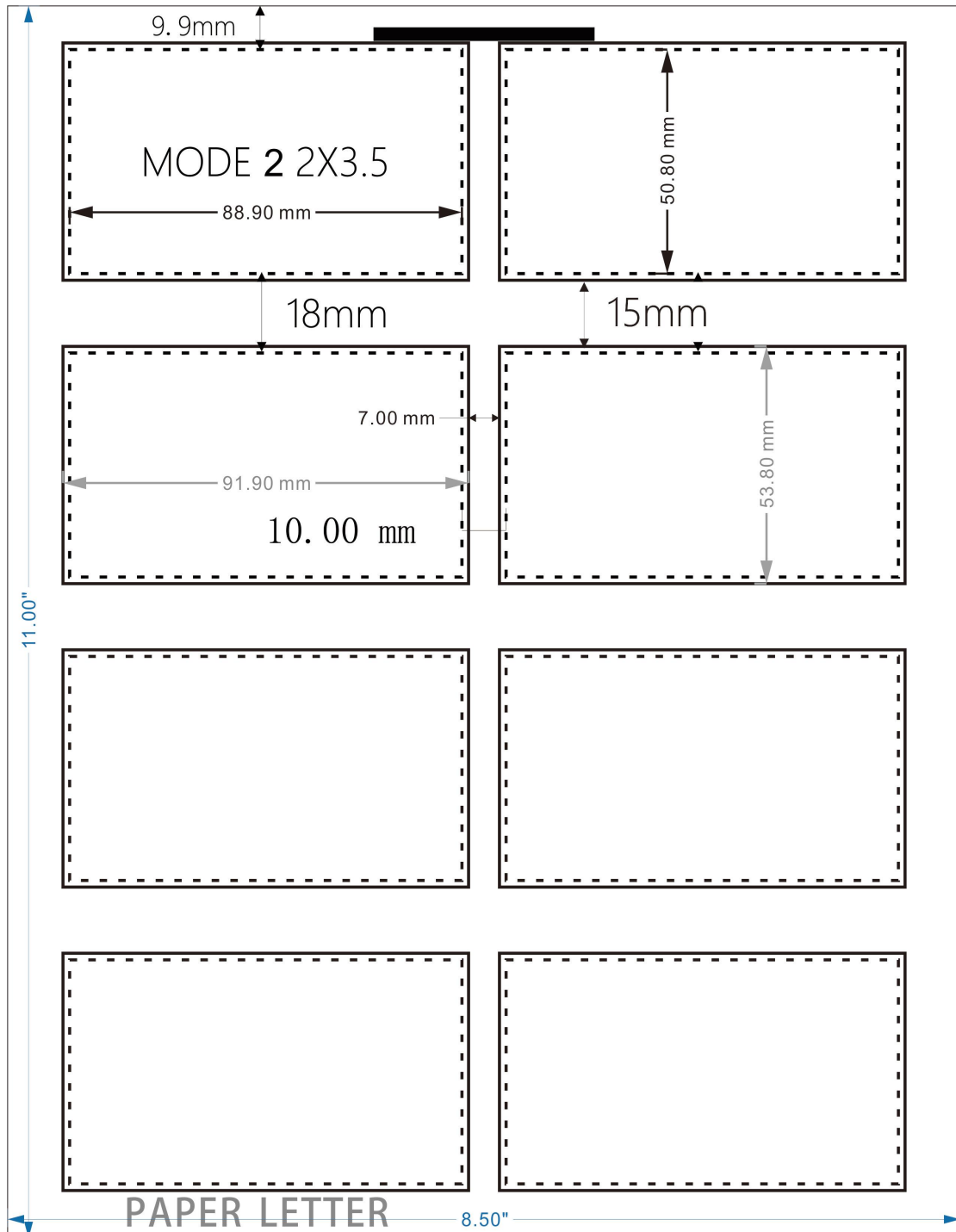
- ① Gift Tags (3.5")×1.75"
- ② Name Card (3.5")×2"
- ③ Social Cards (3.5")×3.5"
- ④ photo (3.5")×5 "
- ⑤ Folded Cards (3.5")×10"

(3) Cutting position

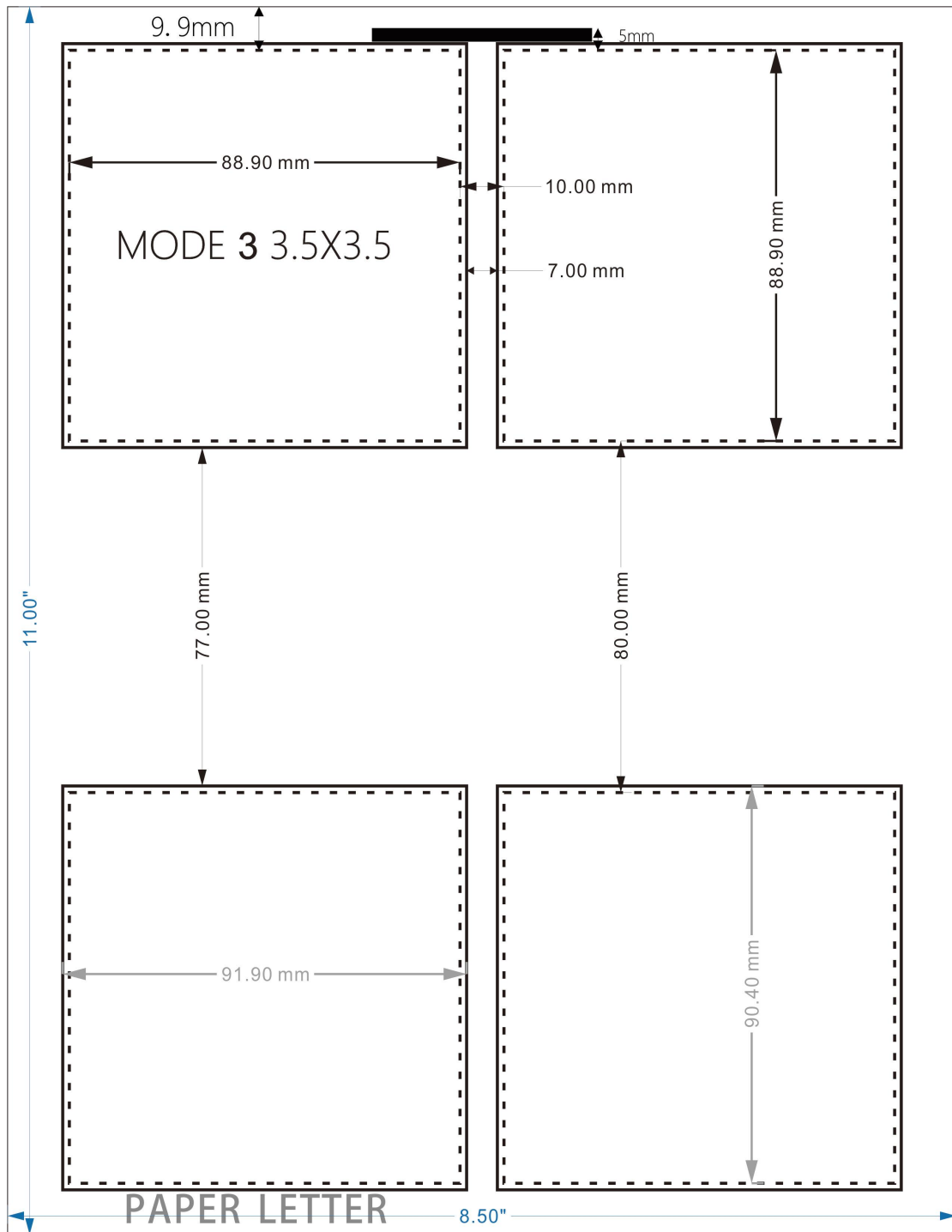
Model 1 Gift Tags (3.5")×1.75"



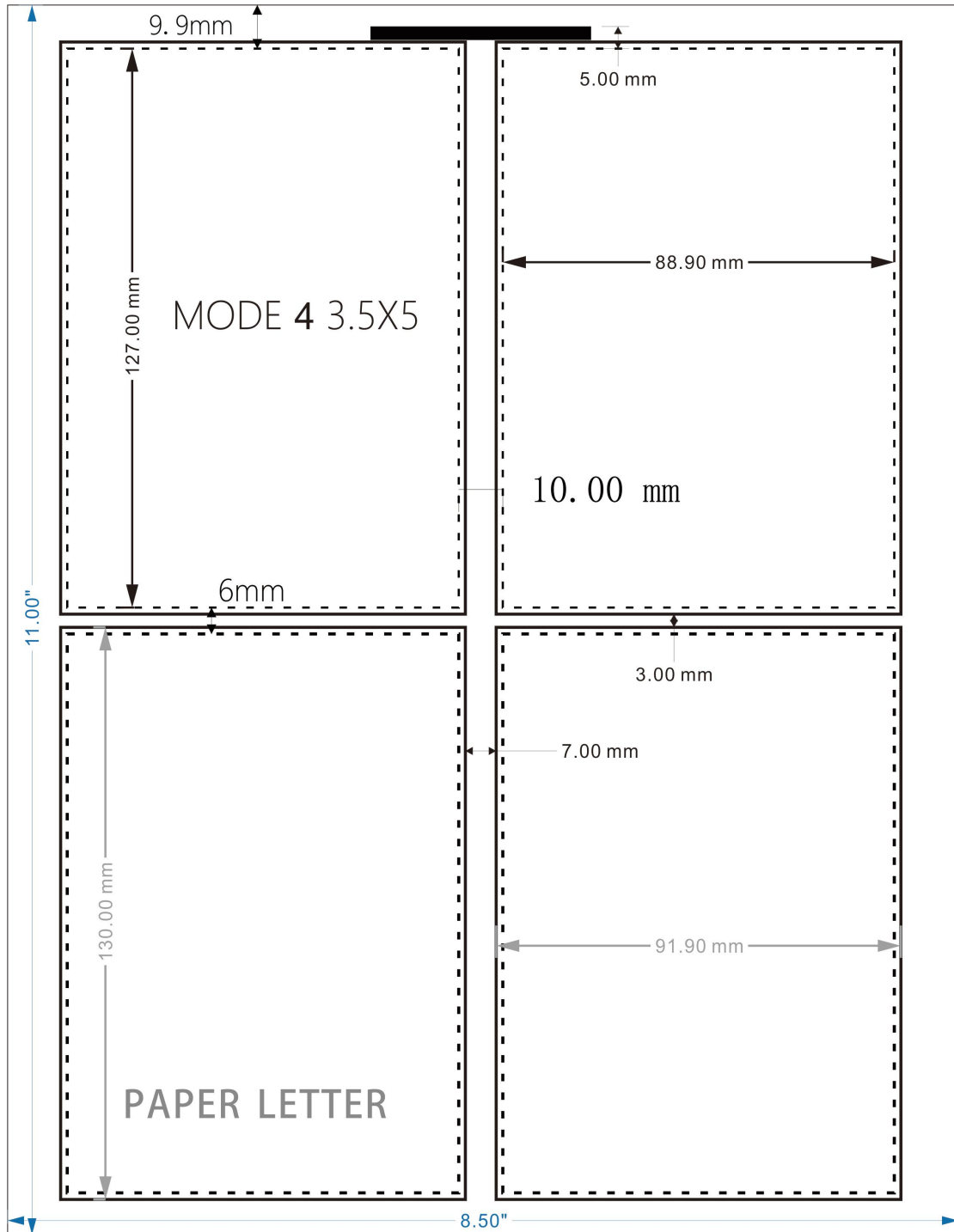
Model 2 Name Card (3.5")×2"



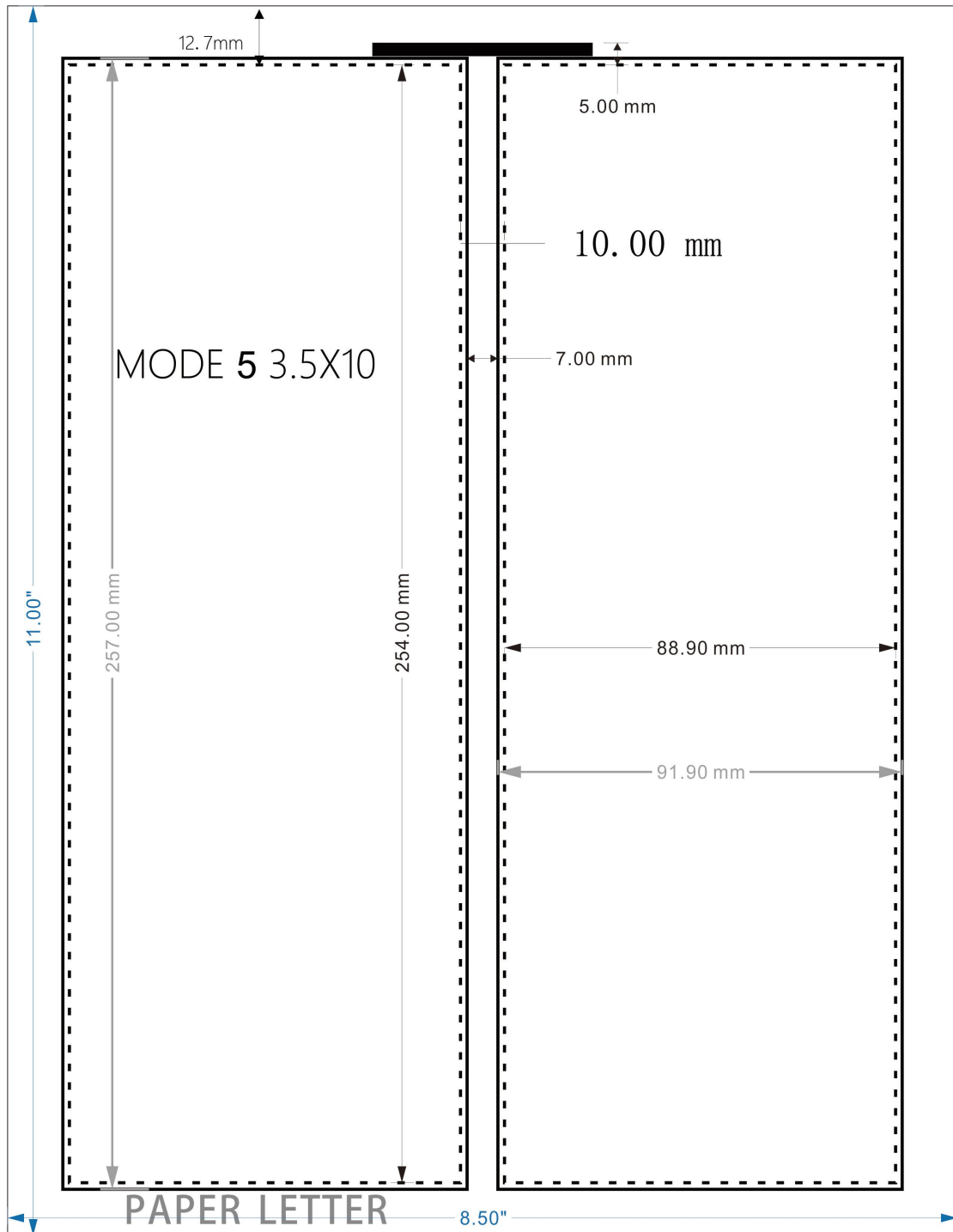
Model 3 Social Cards (3.5")×3.5"



Model 4 photo (3.5")x5"



Model 5 Folded Cards (3.5")×10"



Cutting size

Mode	Width		Vertical groove		Front end		Length		Lateral groove	
	Set value	Adjusted margin	Set value	Adjusted margin	Set value	Adjusted margin	Set value	Adjusted margin	Set value	Adjusted margin
3.5×1.75''	3.5''	fixed	10	fixed	9.9	±2.0	45	±2.0	7.75	±2.0
3.5×2''		fixed	10	fixed	9.9	±2.0	51	±2.0	18	±2.0
3.5×3.5''		fixed	10	fixed	9.9	±2.0	89	±2.0	80	±2.0
3.5×5''		fixed	10	fixed	9.9	±2.0	127	±2.0	6	±2.0
3.5×10''		fixed	10	fixed	12.7	±2.0	254	±2.0	0	±2.0

(4) Printing size

Mode	Width		Vertical groove		Front end		Length		Lateral groove	
	Set value	Adjusted margin	Set value	Adjusted margin	Set value	Adjusted margin	Set value	Adjusted margin	Set value	Adjusted margin
3.5×1.75''	3.5''	fixed	7	fixed	8.4	±2.0	48	±2.0	4.75	±2.0
3.5×2''		fixed	7	fixed	8.4	±2.0	54	±2.0	15	±2.0
3.5×3.5''		fixed	7	fixed	8.4	±2.0	92	±2.0	77	±2.0
3.5×5''		fixed	7	fixed	8.4	±2.0	130	±2.0	3	±2.0
3.5×10''		fixed	7	fixed	11.2	±2.0	257	±2.0	0	±2.0

(5) Setting method of the cutting mode

Continually press the mold changeover key till the desired mode to be shown on the LCD screen.

(6) Others

- When selecting $(3.5) \times 1.75$ 、 $2''$ $3.5''$ namecard and $(3.5 \times 5''$, $10''$ photo cutting mode, move the namecard case away.

2-4. Set the parameters

2-4-1 Set the cut pieces: set the cut pieces when several A4 papers are to be automatically cut in once cutting.

- ① Press the [Parameter setting] key, the LCD displays:

Cut pieces: XXXX

- ② Adjust it via [+] or [-] key

- ③ Press the [Mode changeover] key to return to the standby state.

2-4-2 Select the way of detection:

- ① Continue pressing the [Parameter setting] key till the LCD displays:

Way of detection: Front-end

or

Way of detection: Mark ■

- ② Select it via [+] or [-] key

- ③ Press the [Mode changeover] key to return to the standby state.

2-4-3 Select the language

- ① Continue pressing the [Parameter setting] key till the LCD displays:

→ 中文 English

or

中文 → English

②Select it via [+] or [-] key

③Press the [Mode changeover] key to return to the standby state.

2-4-4 Check up the total cumulation of the cut pieces

①Continue pressing the [Parameter setting] key till the LCD displays:

Cut pieces:
Total: XXXXXX

②Press the [Mode changeover] key to return to the standby state.

2-4-5 Clear the separate cumulation of the cut pieces

①Continue pressing the [Parameter setting] key till the LCD displays:

Cut pieces:
Separate: XXXX

②Press the [-] key to reset the separate cumulation of the cut pieces.

③Press the [Mode changeover] key to return to the standby state.

2-4-6 Adjust the namecard size:

①Continue pressing the [Parameter setting] key till the LCD displays:

②Select it (

Namecard size adjustment:

③Press the [

XX

] key to return to the standby state.

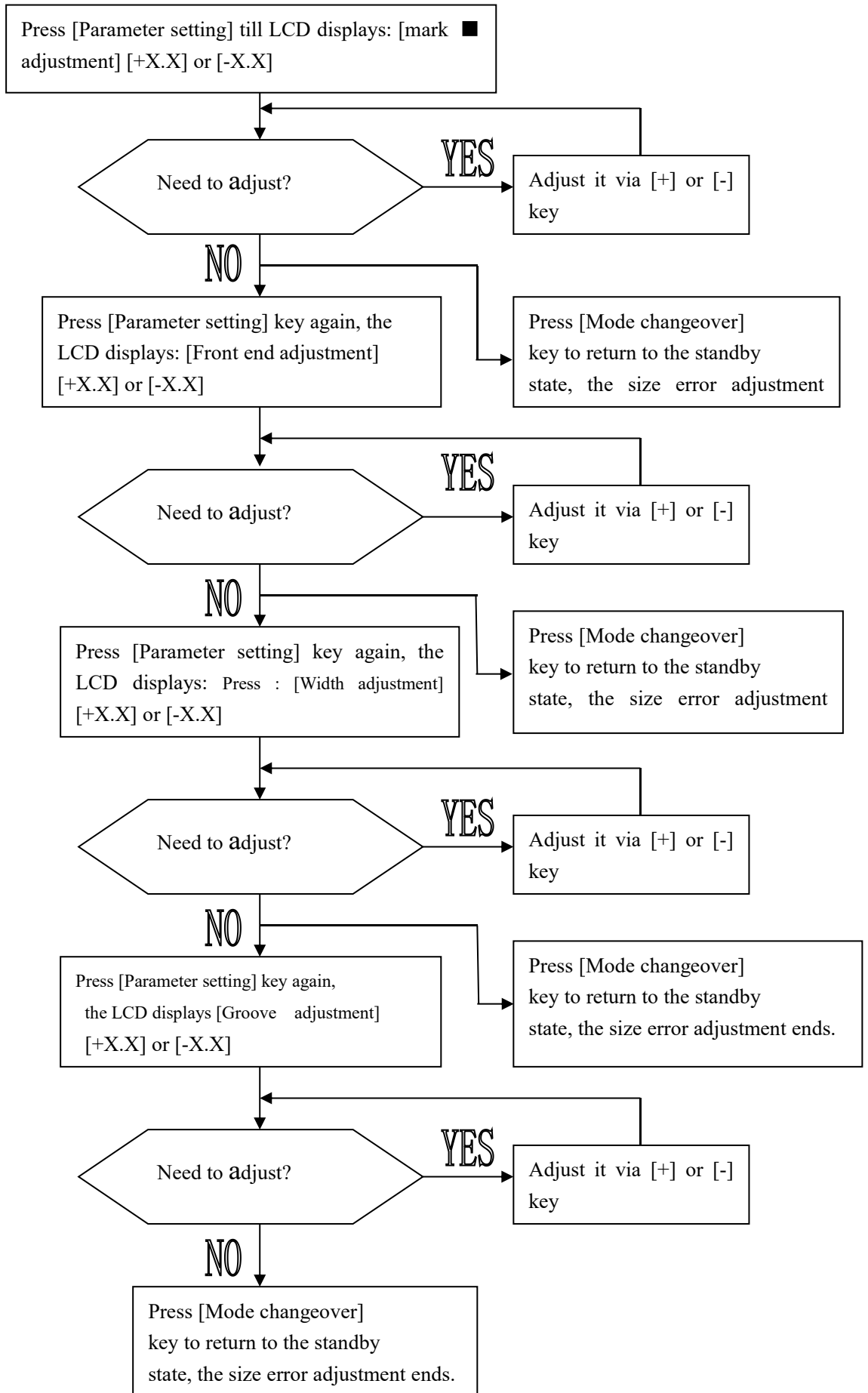
2-4-7 Recover the ex-works setting:

①Continue pressing the [Parameter setting] key till the LCD displays:

Ex-works setting recovered

② Press [+], [-] key to recover the ex-works setting or the [Mode changeover] key to give up and return to the standby state.

2-4-8 Adjust the size error: when an error is produced with the size of the actually cut paper, adjust [mark ■], [front-end M], [length T] and [lateral groove D] separately.



2-5 Operation method and flow

(1) Turn on the power

Turn on the power switch, then machine starts initialization and then goes into the standby state.

(2) Paper setting

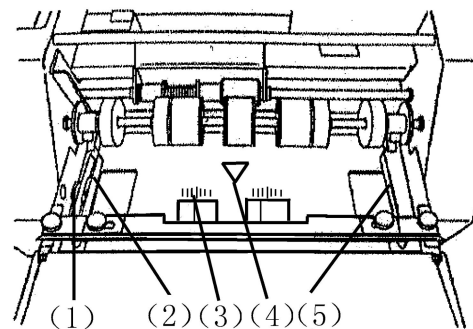
Make the papers to be cut neatly and place them into the paper feed desk with the printed face upward.

- a. Paper width adjustment: with the paper guide slightly touching the paper side.
- b. Do not place too much paper on the paper feed desk.
- c. Paper feed may not work well if the paper front is rolled upward, so please press it flat first.
- d. Place the papers of the same kind on the paper feed desk, mixed kinds may cause paper feed improper.

(3) Left and right cutting positions setting

Move both left and right paper guideboards to have them suit for the paper size and make the paper's central line identical to the mark of the paper feed desk's central line.

Use the micro-adjusting nut of paper guideboard to adjust the interval between the paper and the paper guideboard.



- (1) Micro-adjusting nut of paper guideboard
- (2) Left paper guideboard
- (3) Scaled ruler
- (4) Central line mark
- (5) Right paper guideboard

(4) Paper feed

▲ Warn:

Do not let your finger or hairs close to the No. 1 paper feed stick at

paper feeding and cutting so as to avoid injury.

▲ Warn:

At paper feeding and cutting, do not rake something from the paper removing case with finger.

① After setting the paper mode, press the start key, cutting upon the set size will then be done and automatically stop when the paper is used up. The machine is in the standby state and, to cut again, press the start key once more.

② Cutting ends and the whole flow is finished. Turn off the power then.

2-6. Load and unload the longitudinal cutter assembly

Please follow the flow below to load and unload the cutter

△ Attention: make sure the power is cut off so as to avoid electric shock.

△ Attention: please be very carefully not to touch the cutter absolutely during operation so as to avoid injury.

(1) Load and unload method

① Turn off the power switch.

② Remove the top cover.

③ Remove the three fixing screws on the longitudinal cutter assembly.

④ Take out the said assembly from the casing side.

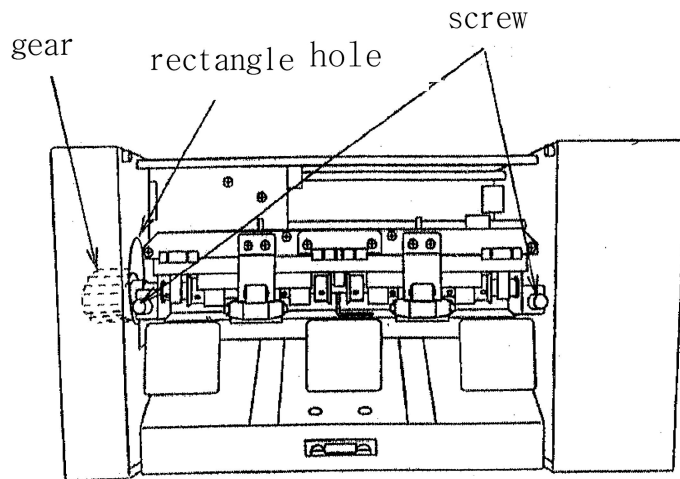
(2) Way of installation

① Put the longitudinal cutter assembly into the rectangle hole in the slanting direction on the back of the operation panel and mount it neatly, with the gear completely mated.

② Tighten three fixing screws.

③ Put the top cover on.

④ Turn on the power to make sure if there is abnormal sound.



3. Troubleshooting

3-1. Paper jamming treatment

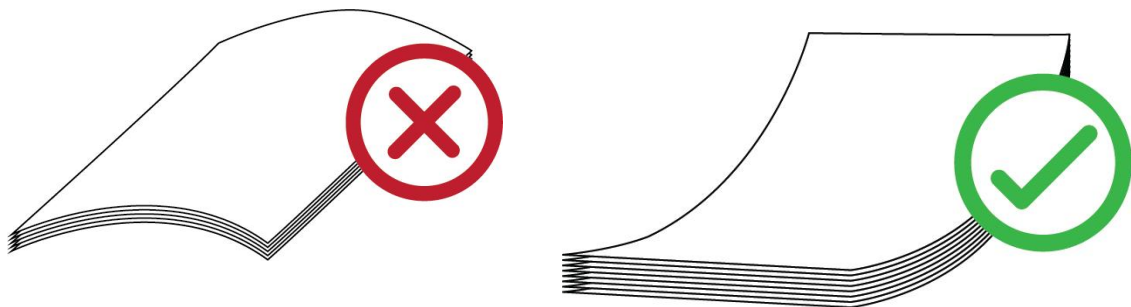
- (→) Take out the paper upon the way below if it is jammed internally.
- (1) Turn off the power.
 - (2) Remove the top cover.
 - (3) Remove the longitudinal cutter assembly and take out the paper jammed inside.
 - (4) Put the top cover back.
 - (5) Turn on the power and press the start key.
 - (6) Make sure that the jammed paper and paper bits have been taken out.
 - (7) Turn off the power.
 - (8) Open the top cover.
 - (9) Mount the cutter assembly back.
 - (10) Put the top cover back.
 - (11) Turn on the power and check if there is abnormal sound.
- (⇐) When the paper is jammed in the paper feed part, use the way below.
- (1) Turn off the power.
 - (2) Take out the piled paper on the paper feed desk.
 - (3) Pull out the jammed paper.

(4) Turn on the power and press the start key, the paper feed motor starts working. Make sure if there is abnormal sound.

△ Attention:

※ Improper paper may cause a paper feed problem, please make sure of the followings.

- a) Too thick paper (over 0.30mm), too thin paper (below 0.20mm).
- b) Paper size is longer or shorter than A4.
- c) Too much paper is placed, do not let it over 3mm and surpass the red line.
- d) Too much rolled paper.



△ Attention:

Do not use the paper shown above, or improper cutting, unflat paper, failure would happen.

[Not usable]

Laterally rolled paper.

[Usable]

Vertically rolled paper, but the rolled portion can only be within 5mm and use it after making the rolled portion flat.

3-2. Treatment at warning

In case of a problem with the safety device or the paper jamming, the buzzer will sound, the problem content will be shown on the display and the machine will stop or be in the standby state.

LCD screen	Causes	Troubleshooting
Safety cover fails	The top cover is opened.	Turn off the power, put on the top cover and then turn it on again.
Lateral cutter assembly fails	Paper remains inside of the machine; the paper used is longer or shorter than A4; too thick paper; too much rolled paper.	Treat it upon (1) “Internally paper jamming treatment” in 3-1.
Paper Jamming	Opened the machine ,the paper remains inside of machine	Treat it upon (1) “Internally paper jamming treatment” in 3-1”.
Black mark ■ not detected	In the way of mark ■ detection, the mark ■ is not printed or does not comply with the requirement	1、 Turn the power off and then on. 2、 Use the way of front-end detection. 3、Make the printed mark ■ comply with the requirement.
Color code sensor failed	In the way of mark ■ detection, non-white paper is used.	1、 Turn the power off and then on. 2、 Use the way of front-end detection. 3、 Use white papers.