

# ***Formax Cut-True 16M 18.7" Manual Paper Cutter***

Instruction Manual



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Cut-True 16M  
Manual Paper Cutter

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OPERATOR MANUAL  
SECOND EDITION

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# Cut-True 16M Guillotine Cutter



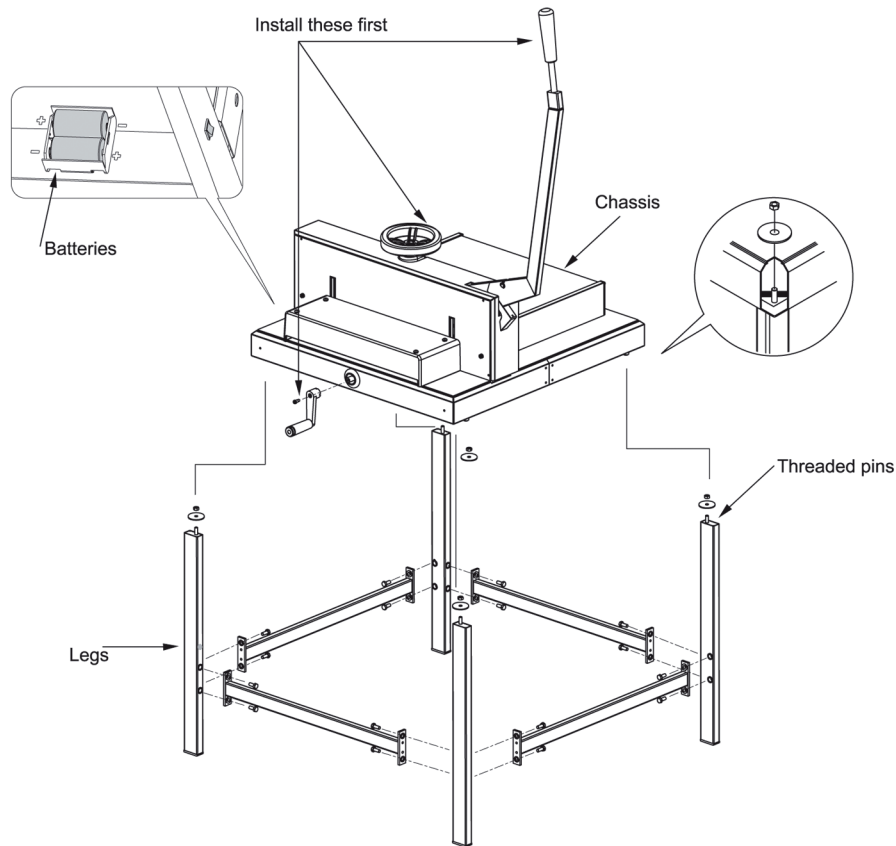
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## **SPECIFICATIONS**

Cutting Action:	Manual lever handle
Maximum Cutting Width:	18.7" (475mm)
Maximum Paper Stack Height:	3.15" (80mm)
LED / Laser Cut Line:	Yes
Clamp Style:	Spindle-guided clamping wheel
Back Gauge Adjustment:	Manual crank
Back Gauge Reading:	Scale, in both inches and metric
Blade Change Safety Tool:	Included
Dimensions:	46.25" H x 39" W x 35" D (1175 H x 991 W x 889 D mm)
Weight:	199 lbs. (90.1kg)
Safety Certifications:	CE approved

## **SAFETY GUIDELINES**

- \* Operators should read this manual prior to using the cutter
- \* The Cut-True 15M should only be used by one person at a time.
- \* The knife lever should be lowered using both hands.
- \* After making each cut, the knife lever should be moved back to the full upright and locked position.
- \* Do not disassemble the front plexiglass safety cover.
- \* Do not grasp underneath the knife edge.
- \* When changing the blade, carefully follow the instructions in this manual, and be sure to use the supplied Blade Change Safety Tool.



## **ASSEMBLY**

The handgrip of the blade lever arm, the spindle guided clamp wheel and the back gauge crank with screw are packed separately in the box with the machine. Install these parts first.

The chassis and stand of the machine should be connected as follows:

1. Set the legs so the 4 threaded pins point upward.
2. Assemble the crossbars of the stand so the color labels on each match the corresponding legs.
3. Place the chassis correctly onto the assembled stand.  
NOTE: When attaching the cutter to the chassis, the screw on the top of each leg must accurately aim at the triangle holes on the corners of the underside of the cutter. These must be affixed properly to keep the machine table from collapsing.
4. Fit the supplied washer over each of the threaded pins on the legs and tighten the hexagonal nut using a 13mm wrench.

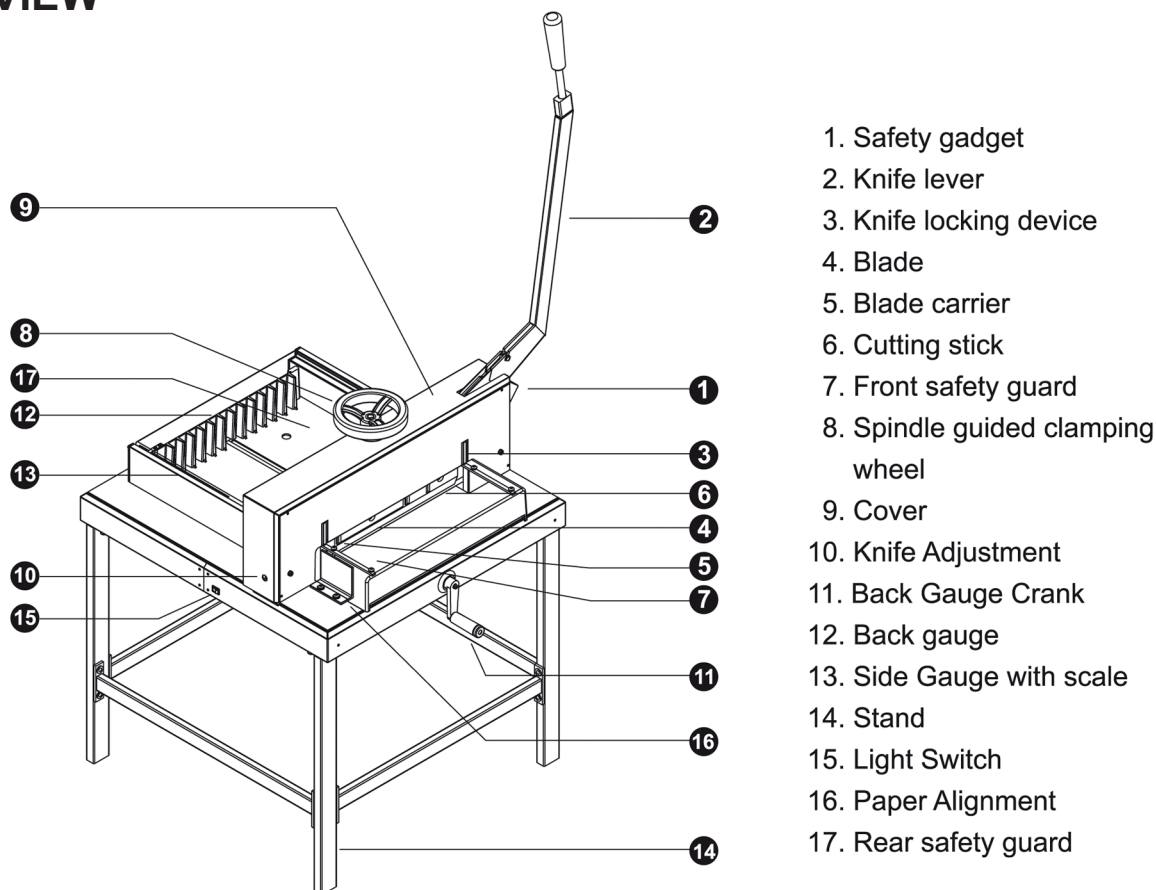
Battery installation/replacement:

Fit two D batteries into the battery holder on the underside of the chassis.

When the LED cutting light eventually becomes dim, replace the batteries with fresh ones.

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# OVERVIEW



## DESCRIPTION OF EQUIPMENT PARTS

1.	Safety Gadget	Protects operators from blade lever arm's moving parts
2.	Blade Lever Arm	Lever-action provides robust cutting with minimal effort. After each cut, the lever must be returned to its full upright and locked position.
3.	Blade Locking Device	Connected to the front safety guard (7), it prevents operation when the safety guard is in the up/open position.
4.	Cutting Blade	Heat-treated high-carbon steel blade.
5.	Blade Carrier	Holds the blade during operation. Blade is attached with 5 screws.
6.	Cutting Stick	Plastic stick which protects the edge of the blade during cutting. Can be repositioned and used up to 8 times before being replaced.
7.	Front Safety Guard	Prevents operators from placing hands or other objects in the cutting area. Must be in the lowered/closed position in order to operate the cutter. The guard can only be reopened when the knife lever is in the upright, locked position.
8.	Spindle-Guided Clamp System	Holds the paper stack securely while cutting. Turn the hand wheel clockwise to lower the clamp. Turn it counter-clockwise to release.
9.	Blade Housing Cover	Attached to the machine with four screws. Only disassemble in case of blade change or maintenance. Before removing the cover, the safety gadget, hand wheel and lever arm handgrip must be removed.

10.	Blade Adjustment Access	The blade height can be adjusted up to 2mm by using the adjustment screw. To lower the blade (+), turn to the left. To raise the blade (-), turn to the right. NOTE: If the blade is adjusted too low, it will cut deeply into the cutting stick, damaging not only the stick but the cutting blade. The optimal blade height is when the last sheet in a stack is cut accurately.
11.	Back Gauge Crank	The crank is indirectly connected with the Back Gauge: to engage the crank, simply push it towards the machine, then turn. To release, pull the crank toward the operator. To move the back gauge toward the operator, turn clockwise. To move the back gauge away from the operator, turn counterclockwise. The scale behind the crank is used for fine adjustments. "O" indicates a whole cm, "1-9" indicated corresponding mm.
12.	Back Gauge	This is moved by rotating the Back Gauge Crank. Used to move the paper stack in the appropriate cutting position.
13.	Side Gauge with Scale	In mm/cm and inches.
14.	Stand	Steel stand, assembly required.
15.	Light Switch	Controls the LED Laser Line.
16.	Paper Alignment Bar	Steel side bar helps to align the paper prior to cutting.
17.	Rear Safety Cover	Clear acrylic cover is provided for operator safety and helps to prevent dust buildup.
18.	Wooden Push Block (not shown)	Used to help align paper stacks for precise cutting.
19.	Blade Change Safety Tool (not shown)	This device is used to safely remove the blade when it needs to be re-sharpened or replaced.
20.	Tool Kit (not shown)	Includes T-wrench and interchangeable bits for use in adjustments and blade replacement.

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## **OPERATION**

1.	Turn on the LED Laser Light.
2.	Raise the blade lever arm to the upright, locked position.
3.	Raise the front safety cover. Slide the paper stack into the cutter along the left edge, using the alignment bar for guidance. Push it as far back as possible toward the back gauge, without placing hands under the cutting blade.
4.	Push in the back gauge crank to engage the handle, then turn it clockwise to bring the back gauge toward the front until the paper is properly matched with the measurement guide on the side of the machine. Use the fine adjustment ring if needed. The LED Laser Light will indicate the position of the blade to help with paper positioning.
5.	Release the back gauge crank handle by pulling it toward you. This disengages the crank and prevents unintentional movement.
6.	Use the wooden push block to align the front and right edges of the paper stack.
7.	Turn the spindle hand wheel clockwise to clamp the paper securely in place.
8.	Lower the front safety cover.
9.	Use both hands to grasp the blade lever arm and bring it down to cut through the paper stack. When the cut is complete, raise the lever arm to its top position until it locks into place.
10.	Turn the spindle hand wheel counter-clockwise to release the paper stack.
11.	Lift the front safety cover and remove the paper stack.



## **MAINTENANCE**

All moving parts with screws should be checked periodically to be sure the screws are tight. They may become loose in the process of transportation. Users should also check and tighten the screws after more than 200 cutting cycles.

All moving parts should be lubricated and oiled periodically to maintain performance and equipment life. Before lubricating, these parts should be cleaned to remove paper dust and old deposits of oil and grease.

## **REPLACING THE CUTTING STICK**

The cutting stick is the surface the blade contacts during the cutting process. It can be turned or rotated and used twice on each side, 8 times altogether.

If the last piece of paper in the stack is not cut through cleanly, and the blade adjustment has been adjusted properly, the cutting stick should be turned, rotated or replaced.

The cutting stick sits in a channel in the base of the cutter, just below the blade carrier. To remove it, simply grasp it in the center using the finger cutout and lift upward and out. Turn the stick 180 degrees to use the same cutting side, or rotate to a new side if the first has already been used twice.

NOTE: When the cutting stick is rotated or replaced, the blade height must be readjusted. A blade which cuts too deeply damages not only the cutting stick but the blade itself. The optimal blade height is when the last sheet in a stack is cut accurately. The blade height can be adjusted up to 2mm by using the adjustment screw (10, in the Parts Description). To lower the blade (+), turn to the left. To raise the blade (-), turn to the right.

## **CUTTING BLADE MAINTENANCE**

The cutting blade is made of heat-treated high-carbon steel and is designed for repeated use. However, over time the blade will become dull, and not perform to the highest standards. Cutting heavy paper or cardboard will dull the blade more quickly than thinner paper stock. A dull blade will not cut accurately. If the blade jams in the paper stack or leaves a groove in the paper, it should be changed immediately.

If the blade is not making clean, accurate cuts, check the following:

- \* Have you rotated or replaced the cutting stick?
- \* Have you correctly adjusted the height of the blade?

If so, the blade will need to be replaced. The blade can either be re-sharpened by a professional, or it can be replaced with a new blade. To avoid injury, follow the Blade Changing Procedure and use the Blade Change Safety Tool, included with the cutter.

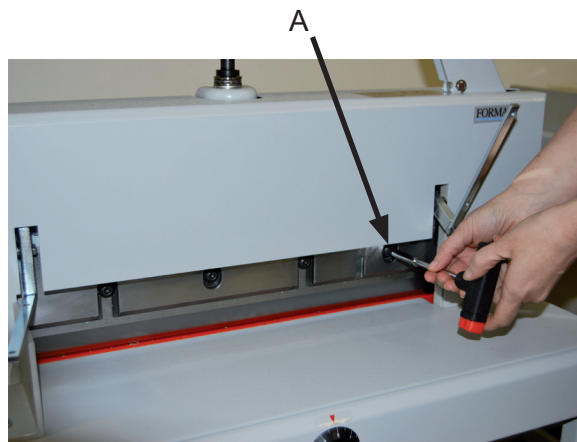
## **REPLACING THE CUTTING BLADE**

1. Remove the safety gadget. Lift the bottom, grasp the side and gently pop off.

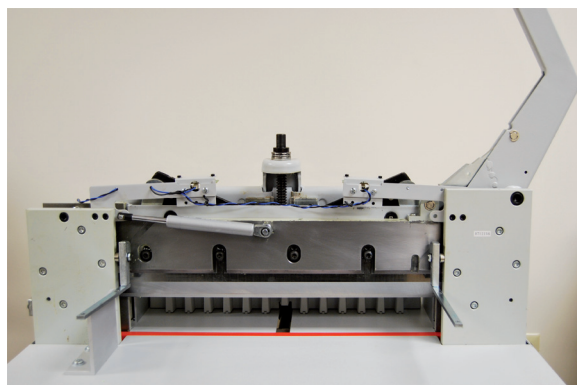
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2. Lower the blade lever arm to horizontal position.
3. Remove the four screws on the front safety cover, then remove the cover itself.
4. Remove the right blade screw (A).

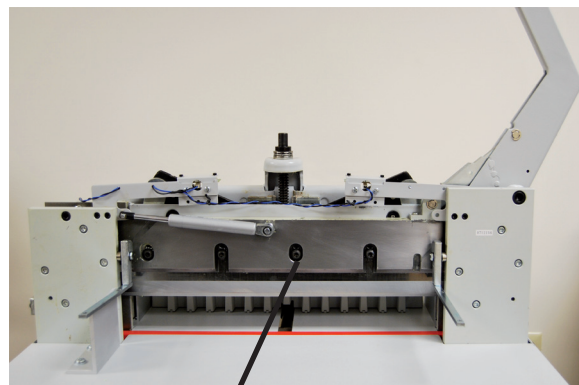


5. Raise the blade lever arm to its top position.
6. Remove the screw on the clamp handwheel and remove the wheel.
7. Remove the handgrip from the blade lever arm by twisting the handgrip toward the left and unscrewing it.
7. Remove four screws on the blade housing cover.
9. Move the blade lever arm to a 75+ angle and slide the blade housing cover off.



After steps 1-9, the cutter should look like this.

10. Raise the blade lever arm to upright position.
  11. Remove the far left blade screw.
  12. Remove the screws to the left and right of center.
- NOTE:** Do Not remove the center screw.
13. Attach the Blade Change Safety Tool to the blade, screwing in the handles to the holes to the left and right of center. Tighten securely.



Center screw

14. Remove the center screw. The blade and safety tool should remain in place.



15. Slowly turn the handles of the safety tool slightly to the left, just enough to release the blade from the machine. NOTE: The blade and safety tool are heavy.
16. Remove the blade and safety tool together.

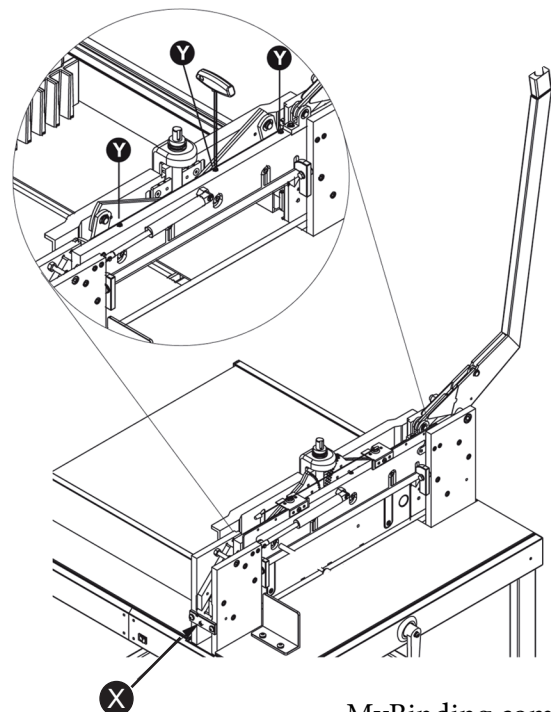


17. Carefully remove the old blade from the blade change safety tool. Set it on a flat surface and unscrew the handles. Cap the old blade with a protective pad to prevent injury.
18. Place the new blade with the beveled cutting edge facing up, and the screw holes at the top, as shown here. Remove the protective pad from the new blade.



To attach the blade change tool, place it over the blade and screw the handles into the lower set of screw holes. Then reverse the procedure to install the new blade.

19. After installing the new blade, it will need to be adjusted for proper positioning and cutting depth.
20. Carefully move the blade to the cutting stick by lowering the blade lever arm. NOTE: Keep hands and objects out of the path of the blade.
21. Turn the blade adjustment screw (X) to the right (-) until you have a visible ray of light between the blade and the cutting stick.
22. Adjust the blade to touch the cutting stick evenly by using the three screws at the top (Y).
23. Raise the blade lever arm to the top position and lock it. Then make a trial cut with a single sheet of paper. If the paper is not cut through completely, the blade must be adjusted using the screws (X) and/or (Y).  
NOTE: The three (Y) screws are for horizontal adjustment and the (X) screw is for minor up-down adjustment.
24. Reassemble the blade housing cover, the front safety cover, and reattach the spindle handwheel, the lever arm handgrip and the safety gadget.



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