

Heavy Duty 18 inch Paper Trimmer

Cautions

- Always ensure that the blade arm is fully pushed down, and that the blade latch is engaged, when not in use.
- Never operate the trimmer without the finger guard in place.
- Always keep clothing, jewelry, watches, and hair away from the cutting blade.
- Do not carry the trimmer by the handgrip or the blade arm.
- Keep hands and fingers behind the finger guard at all times, away from the cutting blades.

Description and Uses

The paper trimmer is used to cut paper goods to size. Do not use the trimmer to cut other materials like metal or wood.

Standard Operation

Note: only those individuals that have received proper instruction are allowed to use the metal shear. Please refer to training demonstrations for specifics about materials and settings.

1. Place the trimmer on a flat, stable surface.
2. Release the blade latch, which is located on the handgrip.
3. Lift the blade arm up into cutting position.
4. Using the rulers or the 1/2" grid, align the paper to the proper position, pushing it up against the paper guide ruler. It is recommended to use the guide ruler as a point of reference only. Paper should not be lined with this ruler. For a more accurate measurement, use the grid and alignment ruler.
5. While holding the paper down with your left hand (to make sure it stays in place), pull down the blade arm to cut.

6. Always make sure that the blade arm is completely down and locked when not in use.

Further Considerations

- Ask other workers to move away from the trimmer while in use.
- Do not operate the paper trimmer if the guard has been removed.
- Do not force the blade arm upward beyond the natural stop position.
- If the paper trimmer is not operating correctly then notify your supervisor immediately. Do not attempt to operate again until corrective action has been taken and documented. Only supervisors are trained and are permitted to perform maintenance to the trimmer.

Hazards

Trimmers exert force to cut material, and present severe dangers of crushing and severing extremities. Always keep hands and fingers away from the blade when feeding work or making the cut.