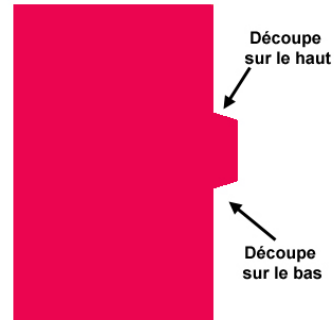


B. CUTTING THE TABS ON BOTH SIDES OR "ISLAND" TABS

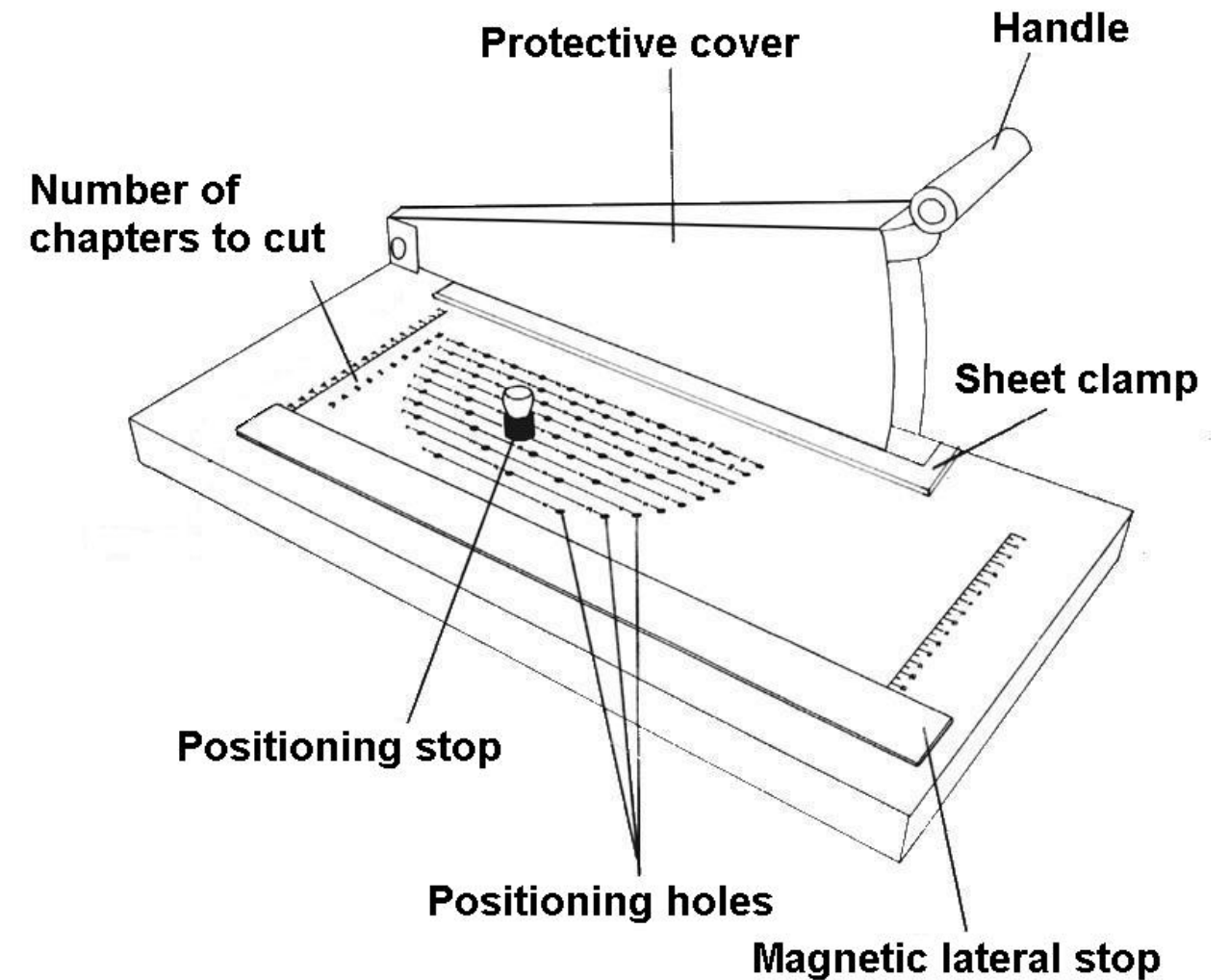
- Follow the different steps of the paragraph A. "CUTTING THE TABS ON ONE SIDE",
- Put the positioning stop back in the first positioning hole in front of the same number of chapter as for the first set of cuts.
- Check that the handle is in the high position.
- Take the last divider that had not been cut, the written side facing you, the top of the page upward, place it on the Guillotine-Onglematic 3 against the magnetic lateral stop on the left and against the positioning stop on the top,
- Then cut the tab by lowering the handle and pressing the sheet clamp,
- Flip over the chapter before the last, move the positioning hole to the second hole, cut the tab, and renew the operations up to the 1st chapter that you do not need to cut a 2nd time.
- Cutting the tabs this way, the 1st and the last tabs are cut only once.

**4. SAFETY INSTRUCTIONS : CAUTION !**

- Do not use the Guillotine-Onglematic 3 without the protective cover. You must set the protective cover before the first use of the Tab cutter and never take it over.
- The 2 cutting knives, which are moved with the handle, are very sharp. That's why the protective cover must be set to avoid the access to the knives.
- In any case you must be careful not to put your fingers in positions where they could be hurt, cut or badly wounded.
- When Onglematic 3 is not used the cutting knives with the handle must be in upper position in order not to flatten out the sponge.
- When using the Guillotine-Onglematic 3, you must press the handle with your right hand and press the sheet clamp with your left hand. This way will keep your hands out of danger.
- Do not leave the Guillotine-Onglematic 3 within the reach of children.

Manufacturer : LM INNOVATIONS – 29 bis, rue de la République F-38320 BRESSON
 Tél : (33) 04 76 24 45 17 – Fax : (33) 04 76 25 86 02 – e.mail : onglematic.lmi@wanadoo.fr – www.onglematic.com

GUILLOTINE-ONGLEMATIC 3 INSTRUCTIONS FOR USE



➤➤ **WARNING : Do NOT CUT MORE THAN 15 SHEETS OF 80 G
 AT THE SAME TIME OR THE EQUIVALENT THICKNESS.
 IF YOU DO YOU CAN DAMAGE THE MACHINE IN AN IRREVERSIBLE WAY.**

**FOR YOUR SAFETY, YOU MUST SET THE PROTECTIVE COVER
 WITH THE HELP OF PROVIDED SCREW
 BEFORE USING THE TAB-CUTTER.
 IT IS STRICTLY FORBIDDEN TO USE THE MACHINE
 WITHOUT THE PROTECTIVE COVER**

1. DESCRIPTION OF THE GUILLOTINE-ONGLEMATIC 3

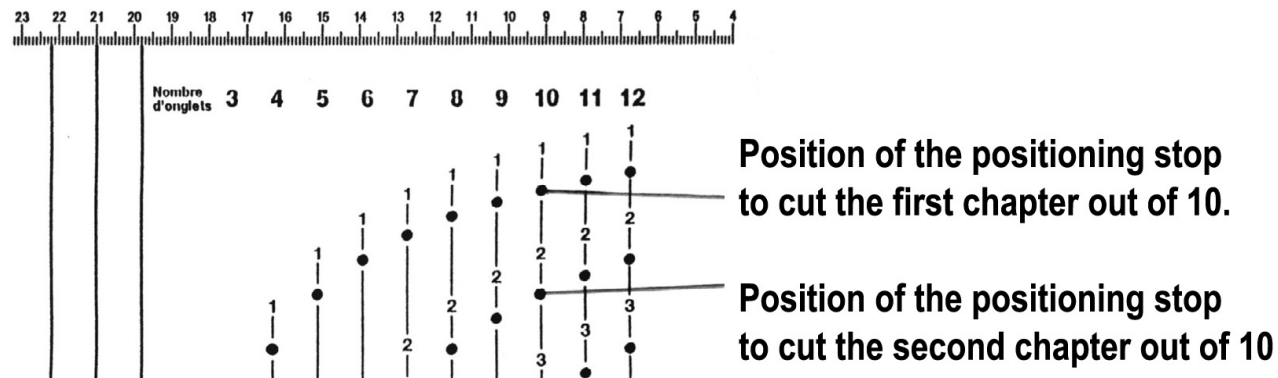
→ CUTTING KNIVES

The Guillotine-Onglematic 3 has 2 cutting knives and 2 counter knives: a main knife which squeeze against a counter main knife (to cut the main length of the sheet) and an auxiliary knife, which squeeze against a counter auxiliary knife to cut the "tab part" of the chosen form.

Caution : the 2 cutting knives, which are operated by the handle, are very sharp. That's why the protective cover must be set to avoid the access to the knives.

→ THE POSITIONING HOLES AND THE POSITIONING STOP

The positioning holes enable to place the sheets at the right place, against the positioning stop, which is to be placed in the holes, each line corresponding to the number of chapters to cut.



→ THE MAGNETIC LATERAL STOP

It is used to determine the tab depth and to place the paper at the right place.

- To cut 12 mm tabs in A4 format, it must be placed along the black line at 198 mm.
- To cut 12 mm tabs in 222mm dividers, it must be placed along the black line at 210 mm.

The tab depth is adjustable :

It can be slightly smaller than 12 mm tab ➤ to do so, move the lateral stop to the left of the line.
It can be slightly larger than 12 mm tab ➤ to do so, move the lateral stop to the right of the line.

In any case, the tab depth must not be over 18 mm, because if the tab depth is larger than 18 mm, the cut will be poor and the Guillotine-Onglematic 3 is liable to be damaged.

Caution : when the machine is fitted with the Inclined Double Round Corner, the Tab Depth is not adjustable and must be fixed to 12,7mm or 15mm according to chosen Appliance.

→ SHEET CLAMP

It holds the sheets and prevents them from sliding when the cutting is performed. You must press the sheet clamp with your left hand when cutting with your right hand to get a correct cut and to keep your both hands in a safe position.

→ HANDLE

The cut is done by lowering the handle. When the machine is not used **it is important to leave the handle of the machine in the high position, so that the moss is not squeezed under the handle.**

2. PREPARING DOCUMENTS FOR CUTTING

→ MARK THE TAB AT THE RIGHT PLACE

The marking guide here enclosed gives the dimensions and position of each tab according to the total number of tabs. It might help you to print the titles at the right place on the dividers.

MARK THE TABS USING THE CD PRINTONG (SEE OUR CATALOGUE)

This is a short program on WinWord, which helps you to share the print of the texts on the different tabs. If your printer cannot print at the right place, print as close as possible to the edge and then replace the marking correctly on the edge by shifting it when copying.

→ CUTTING OF MULTIPLE COPIES

If several documents are to be produced, you can either cut them documents by documents, or chapter by chapter.

The Guillotine-Onglematic 3 can cut up to 15 sheets of 80 g at the same time. If some chapters exceed 15 sheets, they have to be split into several batches to be cut in the best conditions.

The Guillotine-Onglematic 3 can cut sheets of 250 or 500 g. Before cutting several sheets of this kind of paper, make trials to check how many sheets you can cut easily and properly.

Caution : You must not cut more that 15 sheets of 80 g or the equivalent if thicker paper. This could damage the machine in an irreversible way.

3. CUTTING THE TABS

Place the magnetic lateral stop along the black line according to the width of sheets to cut and to the required tab depth. **(See Chapter 1 → THE MAGNETIC LATERAL STOP)**

A. CUTTING THE TABS ON ONE SIDE

→ Put the positioning stop in the first hole in front of the number of chapter to cut.

→ Check that the handle is in the high position.

→ Put the first chapter against the magnetic lateral stop on the left and against the positioning stop on the top, the written side of the sheets underneath and the top of the page downwards.

→ Then cut the tab by lowering the handle with your right hand and pressing the sheet clamp at the same time with your left hand to prevent the sheets from sliding.

Warning : To insure the best cut, it is important to lower the handle vertically and to be placed exactly in front of the Guillotine-Onglematic 3 when operating the machine.

→ To cut the 2nd chapter, place the positioning stop in the second hole along the same line.

→ Place the sheets as mentioned above and cut the second chapter.

→ These operations must be carried out chapter by chapter, up to next to the last one. The last chapter remaining complete does not require any cutting.

