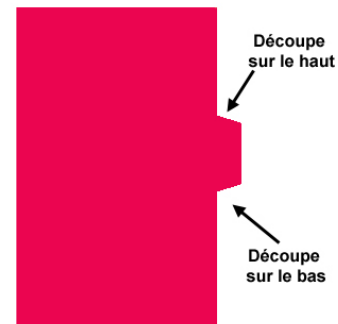


b. CUTTING THE TABS ON BOTH SIDES

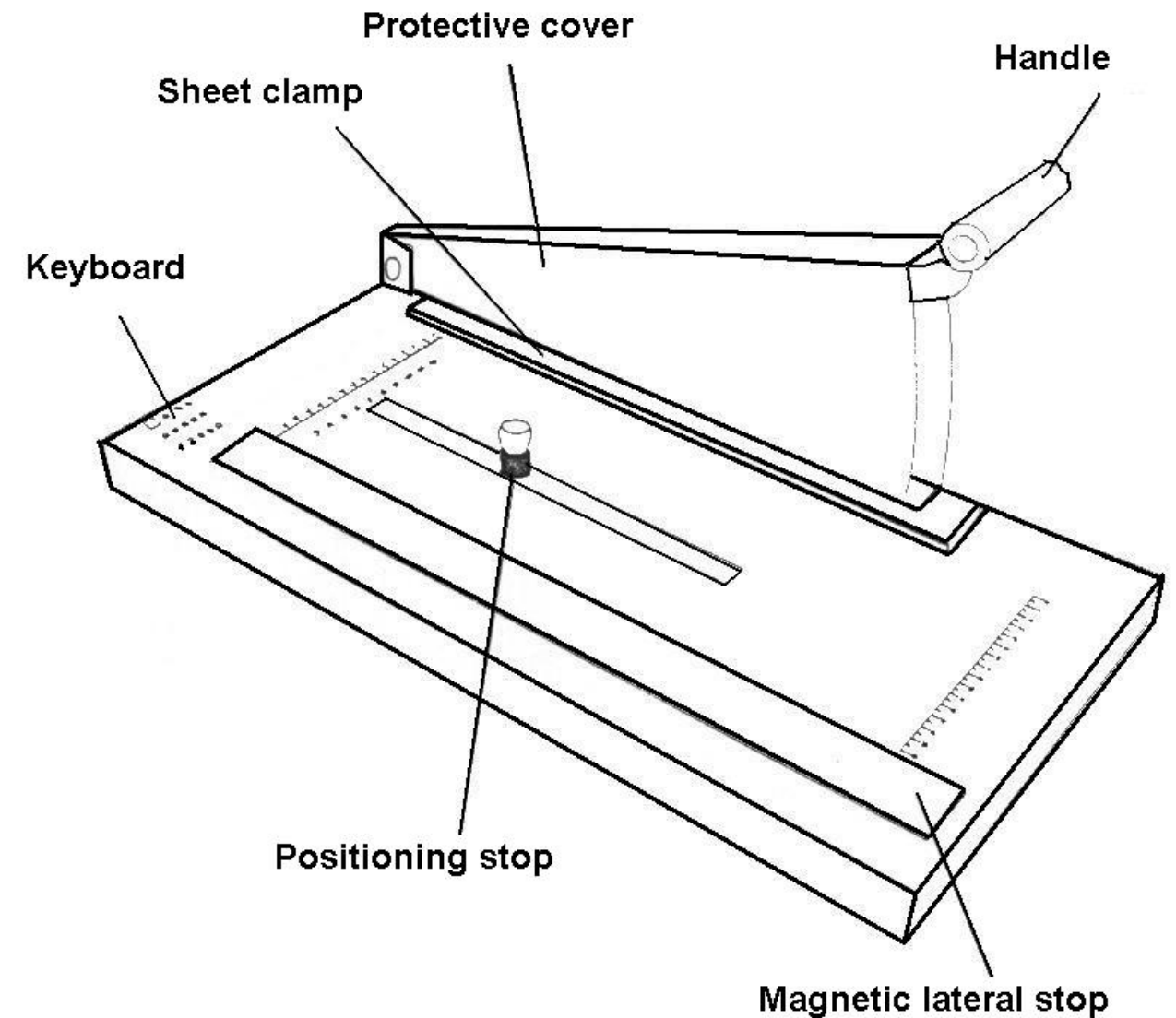
- Follow the different steps of the paragraph a. "CUTTING THE TABS ON ONE SIDE"
- To cut the other side of the tab select the same number of tabs
- Take this last divider that had not been cut, the written side facing you, the top of the page upward, place it against the magnetic lateral stop on the left and against the positioning stop on the top,
- Then cut the tab by lowering the handle,
- Press the button VAL to validate,
- Flip over the chapter before the last, cut it, validate and renew the operations up to the 1st chapter that you do not need to cut a second 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 5 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 5 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 5, **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.
- Use the electrical current in conformity with standards.
- **Do not leave the Guillotine-Onglematic 5 within the reach of children.**
- **Don't let liquids to penetrate inside the Guillotine-Onglematic 5**

GUILLOTINE-ONGLEMATIC 5 A4 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 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 5

→ CUTTING KNIVES

The Guillotine-Onglematic 5 has 2 cutting knives and 2 counter knives : a main knife which squeeze against a counter main knife (to cut the 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 KEYBOARD

It is meant to set the length on which the tabs will be cut (297 or 210 mm) and choose the number of tab required. The length of each tab is automatically calculated to be proportionate and equally shared on the sheet.

→ POSITIONING STOP

It moves according to the information given to the keyboard. To cut the tabs, place the sheets or dividers against this positioning stop (on the top) and against the Lateral Stop (on the left).

→ 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 on the left of the line.

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

In any case, the tab depth mustn't be over 18 mm. If the tab depth is larger than 18 mm, the cut will be poor and the Guillotine-Onglematic 5 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 operating 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 it does not leave the moss squeezed under the handle.**

2. PREPARING DOCUMENTS FOR CUTTING

→ PRINT 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 the printer can't 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.

→ ORGANISE 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 5 can cut up to 10/15 sheets of 80 g at the same time. If some chapters exceed 15 sheets, they will have to be split into several batches to be cut in the best conditions. It 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.

Warning : You mustn't cut more that 15 sheets of 80 g or less if thicker paper. This could damage the Guillotine-Onglematic 5 in an irreversible way.

3. CUTTING THE TABS

a. CUTTING THE TABS ON ONE SIDE

- Connect the Guillotine-Onglematic 5 to a current supply with characteristics as indicated on the rating plate.
- Switch it "On" with the "On/Off switch".
The positioning stop remains at the "rest position" (inside the half round shape of the upper stop) or moves back to this position. "00" flickers.
- Place the magnetic lateral stop along the black line according to the length of sheets to cut (297 or 210 mm) and to the depth of the tab wished (usually 12 mm). **(See Chapter 1 → THE MAGNETIC LATERAL STOP)**
- First choose the length on which the cut will be made. The value 297 is automatically selected. To cut on 210 mm, press the button "210".
- Then press the number, which correspond to the number of tabs to cut and press the button VAL to validate. Then this number blinks until the positioning stop goes to the 1st position to cut the 1st tab.
- Check that the handle is in the high position.
- Place the first chapter to cut on the Guillotine-Onglematic 5 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 and pressing the sheet clamp at the same time to prevent the sheets from sliding.
- **To insure the best cut, it is important to lower the handle vertically and to be placed exactly in front of the machine when operating the cuts.**
- To cut the 2nd chapter, press the button VAL, the positioning stop moves to the 2nd position. Check the number of chapter indicated. Then place the sheets as mentioned above and cut the second chapter.
- These operations must be carried out chapter by chapter, up to the penultimate one. The last chapter remaining complete therefore does not require any cutting.
- To reset the Onglematic press "0" for 2-3 seconds.

