TABLETOP BUSINESS CARD SLITTER
QUICK INSTRUCTIONS

I. Set up from carton to table

A. Unpack Business card slitter and accessories, place business card slitter on a stable level surface near an electrical outlet.
B. Untape machine accessories and place aside.
C. Install paper support as shown in Figure #1 and Figure #2.
D. Install catch trays. Line up tabs and slots as shown in Figure #3. Let trays hang from slitter. Longer tray goes on lowest level, shorter tray goes on level above. Install Bottom tray first. See Figure #4. **NOTE: On the 410 and 412 Business Card Slitters, the bottom stacking tray and paper support must be moved to the top shelf to utilize the scoring and perforating functions.**

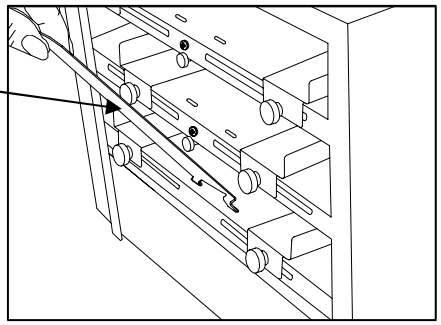


Figure #1

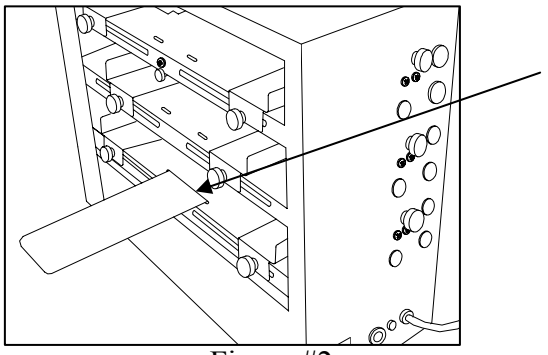


Figure #2

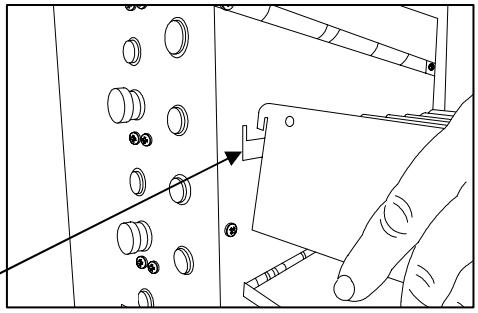


Figure #3

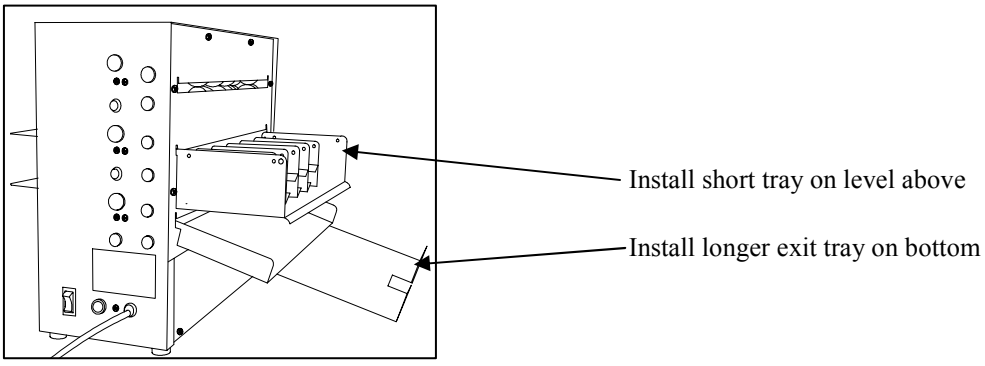
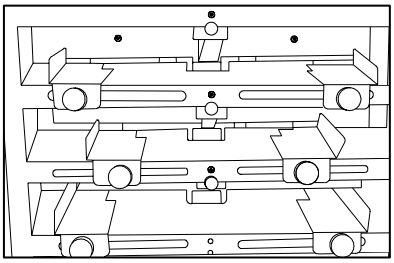
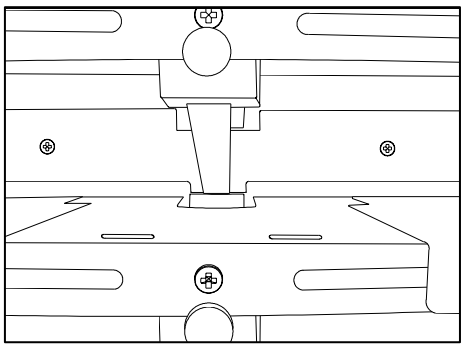


Figure #4

II. Set-up

A. Paper guide set up. Not all paper widths are necessarily equal from ream to ream and paper guide adjustment may be needed for each size. To adjust paper guides, follow the steps below: