

## Operating Instructions

1. Place the trimmer on a flat, stable surface
2. Release the blade latch, which is located on the hand grip (A)
3. Lift the blade arm (A) 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 (E). It is recommended to use the guide ruler (E) 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 (C).

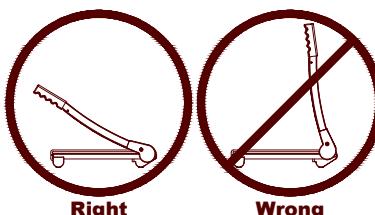
### CAUTION:

Keep hands and fingers behind the finger guard (D) at all times, away from the cutting blades

5. While holding the paper down with your left hand (to make sure it stays in place), pull down the blade arm (A) to cut.
6. Always make sure that the blade arm is completely down and locked when not in use.

### ATTENTION:

**Do not force the blade arm upward beyond the natural stop position.**



## Safety Information

- 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
- Keep out of the reach of children
- Do not carry the trimmer by the hand grip or the blade arm

## Key Components

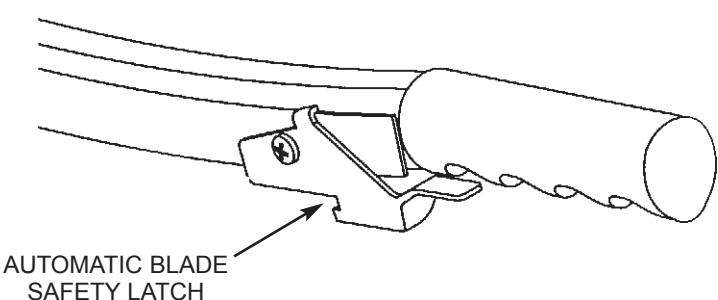
- A – Hand Grip/Blade Arm/Blade Latch Assembly  
 B – Wood Base with Molded End Caps  
 C – Alignment Ruler  
 D – Finger Guard  
 E – Paper Guide Ruler

## Assembly Instructions

Place the non-skid rubber feet into position on the bottom of the trimmer.

## Automatic Safety Latch

The patented automatic blade latch is a key safety feature of this trimmer. It will lock with every complete cutting stroke, helping to eliminate forgetfulness. Remember to always push the blade arm down completely when you are finished cutting, to ensure that the latch activates. Never remove the latch for any reason.



## For Best Cutting Performance

Use Trim-Ease Blade Lubricant for a smoother cut and to help preserve the life of the cutting blade. To order, please contact customer service at the number below and ask for Trim-Ease Blade Lubricant, part number MRS037046.

## Customer Service

- Telephone:** (260) 563-0641  
**Fax:** (260) 563-4575  
**Email:** [info@martinyale.com](mailto:info@martinyale.com)  
**Internet:** [www.martinyale.com](http://www.martinyale.com)  
**Address:** Martin Yale Industries, Inc.  
 251 Wedcor Avenue  
 Wabash, IN 46992

Visit [www.martinyale.com](http://www.martinyale.com) for information on office products, including paper folding machines, punches, letter openers, catalog racks, and computer keyboard drawers.