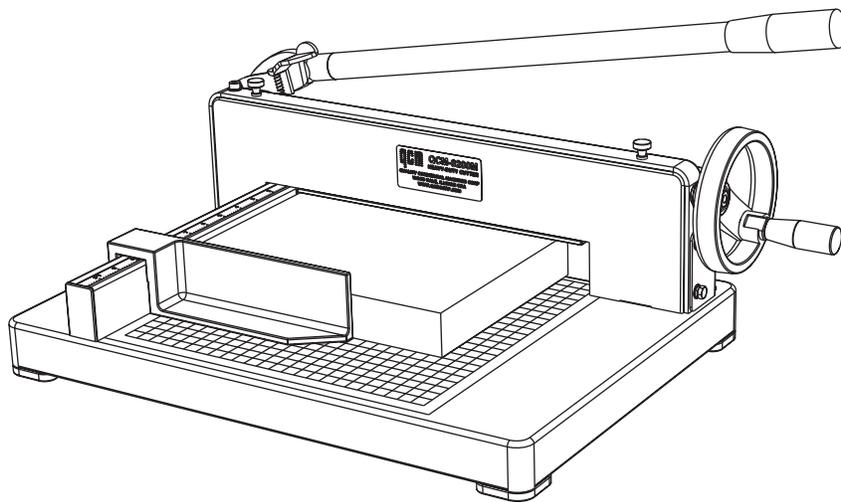


# QCM DESKTOP CUTTER **USER'S MANUAL**

FOR **QCM-8200M** AND **QCM-8700M**



**QUALITY COMMERCIAL MACHINES CORPORATION**

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## INTRODUCTION

Congratulations on your selection of a QCM desktop cutter. We are certain you will be pleased with the purchase of this fine machine. Please read this manual carefully before putting the machine into operation. Keep this manual handy for future reference. It is considered a permanent part of the machine and should remain with the machine if resold.

## PRODUCT DESCRIPTION

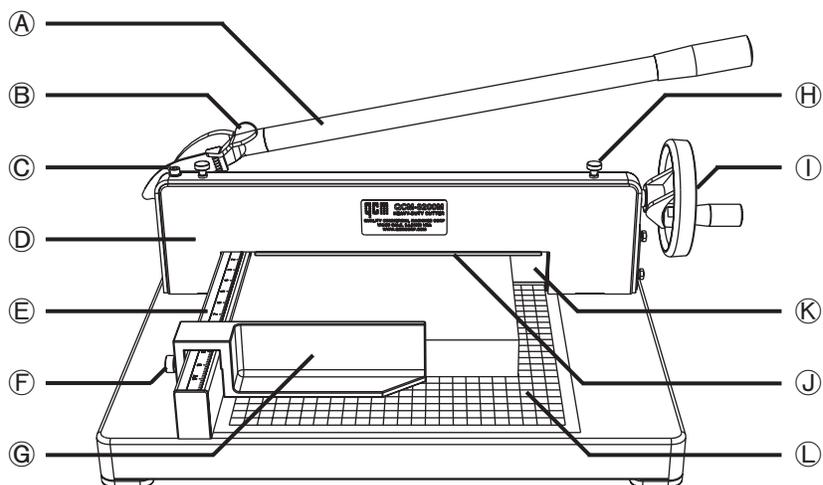


Figure 1

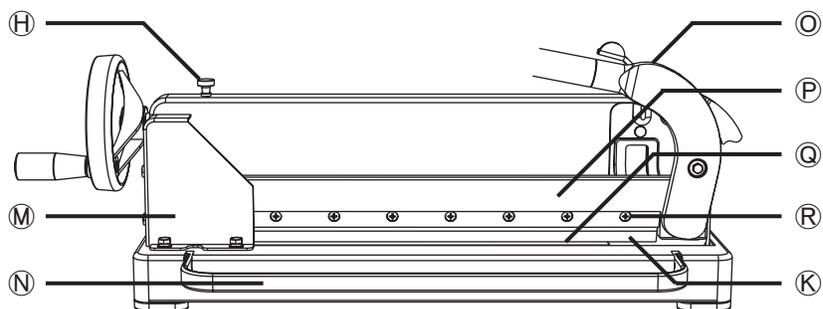


Figure 2

- |                            |                      |
|----------------------------|----------------------|
| (A) Cutting bar lever      | (J) Paper clamp      |
| (B) Blade safety lock      | (K) Cutting blade    |
| (C) Blade adjustment       | (L) Base with grid   |
| (D) Front cover            | (M) Back cover       |
| (E) Side gauge with scale  | (N) Support extender |
| (F) Back gauge lock knob   | (O) Cutting bar head |
| (G) Back gauge             | (P) Blade carrier    |
| (H) Front cover lock knobs | (Q) Cutting stick    |
| (I) Clamp wheel            | (R) Blade screws     |

## SAFETY PRECAUTIONS

When operating this machine the following safety precautions must be observed.

- This machine is designed for single person operation only. No more than one person is allowed to operate the machine at a time.
- Under no circumstances should children be allowed to operate the machine. Keep the machine out of the reach of children.
- Never place fingers beneath the blade edge inside the cutting area.
- After each cutting operation, make sure that the cutting bar lever (A) is in the up position with the safety lock (B) engaged.
- Do not remove or install the blade without hand protection.
- Do not transport or leave the blade unprotected without proper packaging.

## INSTALLATION

1. Open the shipping container box, take out the cutting bar lever (A) that is packed separately in the box with the machine.
2. Carefully take out the machine. Put the machine on a steady flat table top.
3. Mount the cutting bar lever (A) onto the cutting bar head (C).
4. Fold out the clamp wheel (I) handle.
5. Place the tools (one blade holder (T) and two allen wrenches, required for blade replacement and adjustment) in a safe place. Save the box for future transport of the machine.

## OPERATION

1. Lock the blade in the up position by lifting the cutting bar lever (A) until the blade safety lock (B) is engaged.
2. Raise the paper clamp (J) to the required height by rotating the clamp wheel (I) counter-clockwise.
3. Set the back gauge (G) to the desired measurement position on the side gauge (E) scale. Hold the back gauge down on the base (L) and lock the back gauge (G) with the lock knob (F). If the length of the stack extends beyond the base (N), slide the back gauge (G) off the side gauge (E).
4. Place the paper stack on the base (L). Fold down the support extender (N) as needed. Hold the stack flush with the side gauge (E) and the back gauge (G). Turn the clamp wheel (I) clockwise to clamp down and secure the position of the stack.

**Note:** Do not over tighten the clamp wheel (I) which may cause damage to the clamp mechanism and void the warranty.

5. Release the blade safety lock by pressing the lock (B) and complete the cut by lowering the cutting bar lever (A).

**Note:** Tough to cut or rough cuts are indications of a dull blade. Continuing operation with a dull blade may cause damage to the cutting mechanism and void the warranty.

6. Lock the blade back in the up position by lifting the cutting bar lever (A).

**Caution:** After each cutting operation, always make sure to lift the cutting bar lever (A) back to the up position until the blade safety lock (B) is engaged.

7. Release the clamp (J) by rotating the clamp wheel (I) counter-clockwise. Remove the paper stack from the machine.

### MAINTENANCE

This machine may only be used for cutting paper or similar materials. Do not use it to cut any hard substances or material that may splinter. Hard materials such as paper clips and staples will damage the cutting blade.

Occasionally lubricate and oil the motion parts of the blade assembly. For long-time storage, coat the blade and the blade carrier with anti-rust lubricant.

This machine must not be placed outdoor. Do not operate the machine in the vicinity of flammable liquids or gasses.

It is strongly suggested to keep a spare blade kit (QCM-8200B/QCM-8700B) available in case the blade needs to be sent for sharpening.

### Blade Removal and Installation

The blade can be sharpened or replaced. It may only be sharpened by qualified workshops.

**Caution:** Even a dull blade is a very dangerous item. Extra care must be taken in handling the blade to prevent personnel injury or blade-edge damage in the process of removal and reinstallation.

Do not handle the blade without hand protection.

Do not transport or leave the blade exposed without proper packaging.

Read all the instructions below carefully before proceeding.

The following instructions are intended for qualified technicians only. *Quality Commercial Machines Corporation assumes no responsibility for any accident or injury incurred while attempting to repair any QCM machine.*

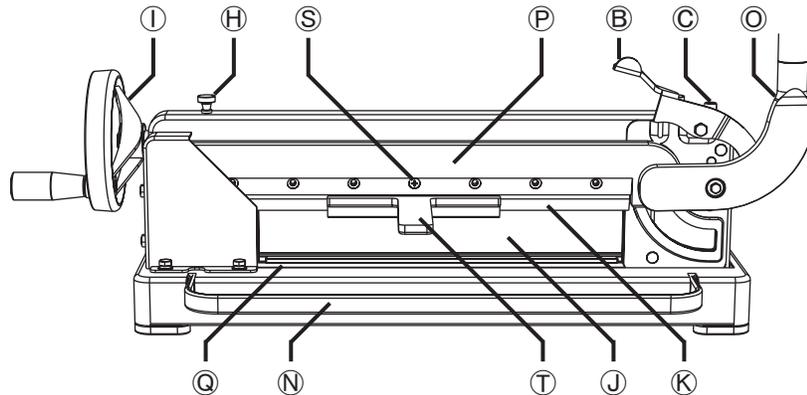


Figure 3

1. Locate the necessary tools. You need one blade holder ① (supplied with the machine) and one #2 philips screwdriver.
2. Place the machine on a flat, stable surface located in a traffic-free area and face the blade carrier ② side towards you. Fold down the support extender ③ as shown in figure 2.
3. Lower down the paper clamp ④ to the bottom position.
4. Release the blade safety lock ⑤ and bring down the cutting bar lever ⑥.
5. Do not release the center blade screw ⑦ at this time! Release the rest of the blade screws ⑧ with a #2 philips screwdriver.
6. Raise the cutting bar lever ⑥ until the lever is locked.
7. Hold the blade knife edge ⑨ with the blade holder ① as shown in figure 3. Release the center blade screw ⑦ with a #2 philips screwdriver. Once the screw is released, lower down the blade and remove from the blade carrier ②.
8. Remove the blade from the blade holder and place the blade on a flat surface in a traffic-free area. Place a new (or resharpened) blade on the blade holder as shown in figure 4.
9. Follow the above listed steps 5 through 7 in reversed order to reinstall the blade back on to the blade carrier ②.

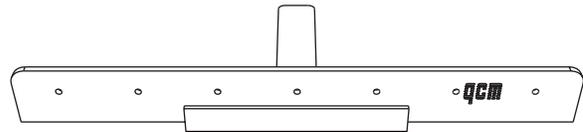


Figure 4

Once the blade has been replaced, follow the operating procedure and cut a piece of paper. If it does not make a clean cut, it is necessary to rotate or flip the cutting stick.

### Cutting Stick Rotation

The cutting stick is a white plastic square rod that is installed on the base underneath the blade. A new cutting stick can be used eight times.

1. Place the machine on a flat, stable surface in a traffic-free area, facing the front of the machine towards you as shown in figure 1.
2. Raise the cutting bar lever ⑥ until the safety lock ⑤ engages.
3. Rotate the clamp wheel ① counter-clockwise to raise the paper clamp ④ to the up position.
4. Lift the front end of the base up as shown in figure 5. Release the two cutting stick holding screws ⑤ underneath the base.
5. Insert a #2 philips screwdriver into the two cutting stick ejecting holes ⑥ to eject the cutting stick.
6. Place the base back to the position shown in figure 1.

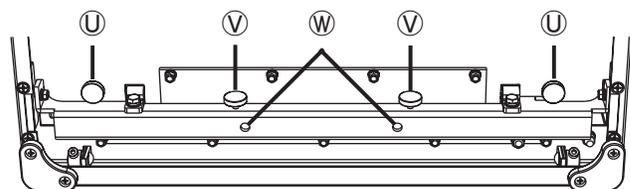


Figure 5

7. Rotate or turn the cutting stick to an unused surface or side. Insert the cutting stick back to its slot underneath the blade. Make sure the stick is well seated.
8. Raise the front end of the base as shown in figure 5. Place the two cutting stick holding screws ⑤ back in place. Once the screws are hand-tight, place the base back to the position shown in figure 1.

*Once the cutting stick has been rotated, follow the operating procedure to cut a piece of paper. It may be necessary to apply excessive pressure the first time to place a groove into the cutting stick surface. If it does not make a clean cut, it is necessary to level the blade.*

### Blade Leveling

1. Place the machine on a flat, stable surface in a traffic-free area, facing the front of the machine towards you as shown in figure 1. Raise the cutting bar lever ① until the safety lock ② engages.
2. Rotate the clamp wheel ① clockwise to lower down the paper clamp ④ to the bottom position. Release the two front cover holding screws ⑥.
3. Lift the front end of the base up as shown in figure 5. Release the two front cover holding screws ⑥ underneath the base.
4. Place the base back to the position shown in figure 1. Remove the front cover.

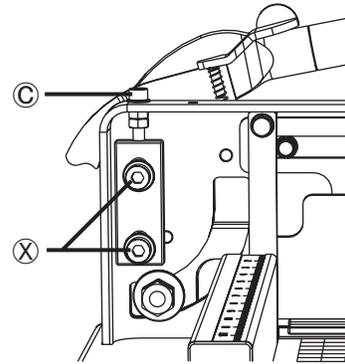


Figure 6

5. Loosen both blade holding bolts ⑧ as shown in figure 6, with the bigger allen wrench included with the machine.
6. Adjust the blade adjustment screw ③ with the smaller allen wrench included with the machine.

**Note:** If the blade does not cut through the paper at the clamp wheel side, turn the adjustment screw clockwise. Otherwise turn counter-clockwise.

Tighten both blade holding bolts ⑧. Once the blade holding bolts are tightened, cut a trial piece of paper.

7. Repeat steps 5 and 6 until it a clean cut through a piece of paper is made.
8. Follow steps 2 through 4 in reversed order to mount the front cover.

### TECHNICAL SPECIFICATIONS

<b>Model Number:</b>	<b>QCM-8200M</b>	<b>QCM-8700M</b>
Cutting Width:	12-3/8"	17-1/4"
Capacity:	360 sheets	360 sheets
Base Size:	20-3/4" x 15-1/4"	25-1/4" x 19"
Unit Weight:	38 lbs	52 lbs
Dimensions:	26" x 18" x 12"	30" x 22" x 12"
Shipping Weight:	46 lbs	64 lbs