



SF-EA4 Card Cutter

Operators Manual

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1 Introduction

This Operators Manual provides detailed instruction on the set-up and safe operations of the SF-EA4 Card Cutter. Please review the content of this Operators Manual before using this equipment.

1.1 Machine Overview

This cutter is designed and constructed with the intention to enhance productivity through quick, high quality, accurate cuts to paper material. It is intended to simplify the cutting process while reducing operator stress at a critical point in product production. The design and construction is intended to provide safe and easy operations. Every possible care has been considered and adopted in the design and construction of this machine, however safety also greatly relies on the operators and owners. It is expected that the operator is trained properly to gain a comprehensive understanding of the machines controls and the process to achieve productivity goals with a complete focus on safety. It is ultimately the responsibility of the owner and the operator to ensure and assess the training requirements to carry out the machines operations safely.

1.2 General Description

The SF-EA4 Card Cutter has been introduced as a light weight table top cutter capable of cutting many types of paper and card stock. It is controlled by a micro-computer offering convenient cutting through preset layouts for consistency and ease of use. This specially designed cutter offers both longitudinal and latitudinal cutting knives. The longitudinal cuts are made with a roll cutter while lateral cuts are made with a guillotine cutter. The cutter may also be adjusted to allow for custom sizes as needed. Paper feeding is automatic through a sole friction method. The paper feed tray may accept up to 10 sheets 8.5" X 11" stock at one time. The quantity of sheets is dependent on the thickness of the card stock. The machine can cut up to 33 sheets of paper per minute. The blades are self-sharpening and do not require maintenance. Each Roller Blade Assembly is constructed to cut a specific width, multiple blade assemblies can be used with the same machine by removing three (3) thumb screws, tools are not required.

1.3 General Operations Overview

The cutter has been programmed with pre-set cutting programs for specific finished items. Each pre-set cutting program is designed in a cutting template to optimize the yield from an 8.5" x 11" sheet of card stock. The cutting template must be used when plotting the printer design content to ensure it transfers to an 8.5" x 11" sheet with the required measurements and bleed areas for the cutter. Cutting functions should only be performed after the printing has been applied to the surface of the card stock. Below is the correct sequence to a finished paper or card stock product.



1.4 Safety

To prevent accidents and ensure the safe operation of this cutter, the operators are required to become familiar with the safety precautions and fully understand the content herein before set-up, operation, inspection and maintenance of this cutter.

1.5 Precautions for Safety

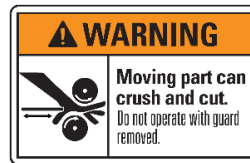
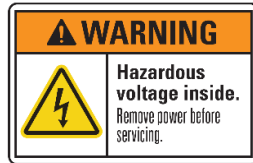
To prevent any accidents, please strictly follow the precautions listed shown below:

Support Center: Velocity
1-800-348-9762

- Have the ground-wire of the power supply well grounded.
- Cutter operators with long hair must tie back hair before operating of the cutter.
- Hair must remain tied back during the operation of the cutter to avoid it being caught in the cutter.
- Do not touch the cutter with wet hands, including all electrical points and loops.
- When the operator is not using the cutter, shut off the power via the power switch on the cutter.
- In case of an abnormality with the cutter, shut off the power directly by unplugging the cutter.
- Contact the support center when there is any question about the safe cutter operation.
- In case of machine failure or inconsistent cut sizes or rough cut edges, contact the support center.

1.6 Label of Warning

Operators are required to pay special attention to the places fitted with the warning labels during operation and maintenance. Please review the description of the warn labels shown directly below:



1.7 Safety Device

To prevent accidents, safety devices have been added to the cutter protect the operator from possible injury.

1.7.1 Rules & Operations Limits

Both the fixing and lock covers are set to prevent any tools and clothes from being caught in the cutter due to operator carelessness. Never operate the cutter when the covers are opened. Once the lock cover is opened, the cutter will stop moving right away.

1.7.2 Machine Orientation



2 General Information

The following is a mechanism outline providing the general specifications to assist the operator in understanding of the SF-EA4 Card Cutter.

2.1 Purpose of Use

The cutter was designed and built to perform automated cuts to printed materials. The specific dimensions of the finished product can be implemented by way of pre-set programs or manual adjustment by the operator. The cutter is an excellent machine for cutting business cards, occasion cards, invitation cards, gift tags, brochures and more.

2.2 Main Technical Parameters

Item		Description
Method of Cutting	Vertical	Cuts are produced with a roll cutter
	Horizontal	Cuts are produced with a lateral cutter
Paper Feeding	Automatic	Feeding via a single rubber catch drive
Paper Size	215.9mm x 279.4mm	Standard 8.5" x 11" paper
Paper Thickness	200GSM up to 400GSM	8 Point Up To 18 Point (Common paper: 180g/m ² up to 350g/m ²)
Paper Type	Common Paper	Should be top quality paper stock
Paper Volume	10 Pieces Maximum	Paper .25mm thick per piece or total 3mm thick.
	Name Card	180g 90 by 5pcs ; 250g/m ² 70 by 5pcs
Cutting Speed	33 Sheets Per Minute	100 pieces of 8.5" x 11" paper in 3 minutes

Cutting Size	Longitudinal	89mm, 85mm, 90mm, 95mm
	Horizontal	40mm up to 250mm, fully adjustable
Dimensions	Outer	385mm L x 430mm W x 220mm H
Weight	Before Paper	16KG or 30.87 Lbs.
Humidity	35% Up To 70%	For ideal operating conditions
Power	AC	AC 90~260V, 50/60HZ, 0.5A

2.3 Machine Accessories

The following accessories are included with the SF-EA4 Card Cutter package. Please confirm these items were included when unpacking the cutter:

Item	Name	Description	Units
1	Operation Manual	A detailed description of the automated cutter for its safe operation.	1
2	User Guide	For quick user self-training.	1
3	Slot head Screwdriver	A tool to be used to make adjustments to the card cutter.	1

2.4 Main Part Overview

The following lists the main parts of the cutter and shows their locations via marked pictures inset below:

1	Left Side Cover	
2	Right Side Cover	
3	Operation Panel	
4	Upper Cover	
5	Paper Feed Tray	
6	Paper Feed Where (Double Rubbing)	
7	Power Switch	
8	Frontal Cover	
9	Power Wire	
10	Left Paper Guide Plate	
11	Right Paper Guide Plate	
12	Paper Rubbing Wheel	
13	Long Blade	
14	Rotary Blade	
15	Card Collecting Tray	
16	Finished product	
17	Waste Paper Collecting Tray	

3 Set-up, Maintenance & Operation

In this chapter the matters related to the machine set-up and the daily work flow are outlined.

3.1 Initial Set-up

The five (5) simple steps to move the cutter from the shipping package to the work space.

Step	Description
A	Take the SF-EA4 Card Cutter out of the original packaging.
B	Place the SF-EA4 Card Cutter on a safe, solid, fixed and stable work surface.
C	Insert the catch tray and waste tray at the back of the machine, then place it flatly.
D	Make sure the ground-wire is tightly secured in order to eliminate the static electricity.
E	Please make sure of the power switch is in working order.

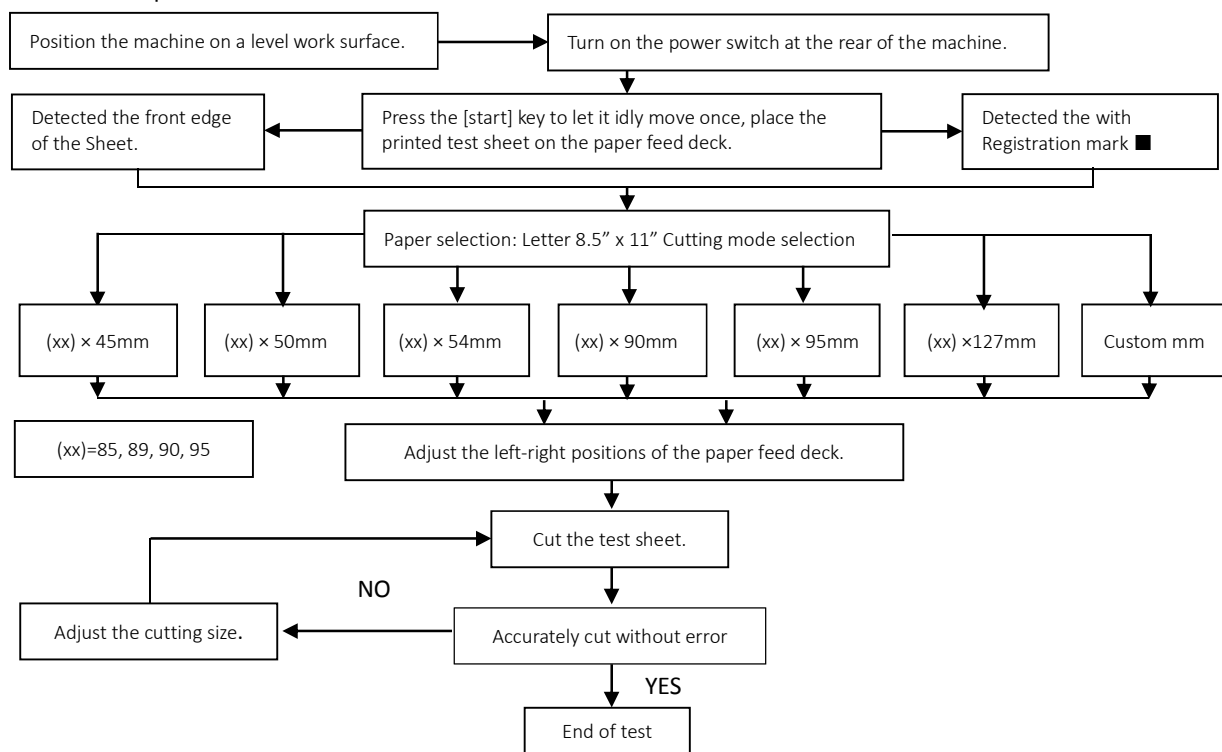
ATTENTION: The machine includes a catch tray and waste tray. Insert the catch tray until it connects with the magnet. When placing the machine on the work surface be sure to release both hands at the same time to avoid injury. Electrical shock may occur in case of an electrical leak.

3.2 Work Space

Please use the SF-EA4 Card Cutter in a work space with the following attributes.

Step	Description
A	Locate the cutter on a horizontal fixed surface.
B	The work space should be well vented to avoid overheating the cutter.
C	Leave an appropriate working space around the cutter, minimum 12" front and back.
D	As this cutter operates with precise mechanisms and electronic elements, a failure may occur if used in work space with any of the following effects: Direct sunshine • Moisture, mist, water and or water vapour • Extreme heat, fire and or smoke • Extreme cold, ice or snow • Vibration, shaking of drops from any height
E	Do not have any other devices plugged into the receptacle designated for the cutter.
F	Use a static-electricity preventing cover and/or a humidifier if static electricity happens easily.
G	Do not place the machine on a table smaller than itself.

3.3 Initial Operation Flow



3.4 Operation Panel

The cutter is operated through a control panel on the top of the machine. This is a simple four button interface with an LCD viewing screen. The operator may select a pre-set template program and card quantities. Below are the specific function for each button on the control panel:

Mode / Set Allows the operator to Standby, changeover the cutting mode, Return, standby, state when set parameter. Is used to set the number of cards to be cut and adjust the cutting size required.



Allows the operator to start cutting in the standby state and increase the value in the cutting size adjustment.



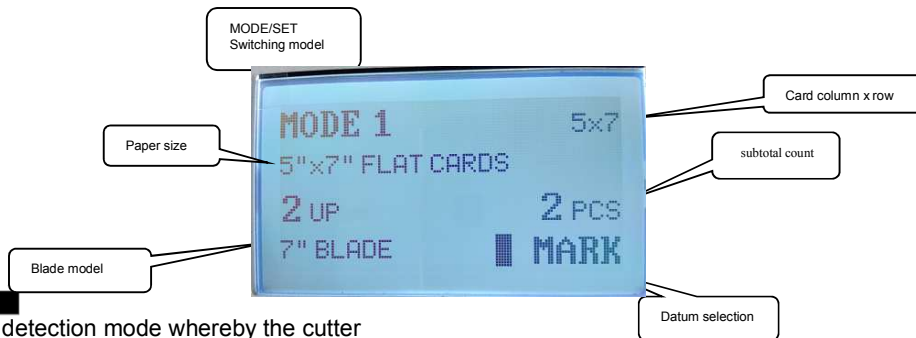
Allows the operator to stop cutting during work and decrease the value in the cutting size adjustment.

LCD Screen The viewing screen displays the cutting mode selected and the number of cards to be cut.



3.5 LCD Viewing Display

After the power is turned on, the cutter starts initialization and then goes into the standby state. The standby state means the machine has finish initializing but not entered into cutting card orders. The LCD viewing screen in the standby state will display:



Mark Detection

Refers to mark detection mode whereby the cutter engages an optical sensor to find a registration mark on the printer template.

3.5.1 Set Parameter

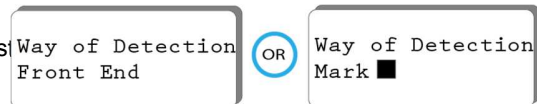
Set the number of cards to be cut when loading several 8.5" x 11" sheets of card stock to be automatically cut in a single session.

- When the **Set Parameter** button is pressed one (1) time, the LCD will show:
- Adjust the quantity by pressing the [+] or [-] button.
- Press the **Mode Changeover** button to return to the standby state.



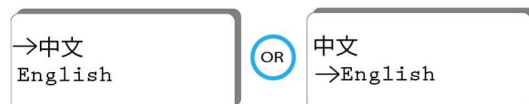
3.5.2 Detection Mode Selection

- When the **Set Parameter** button is pressed two (2) times, the LCD will show:
- Select either mode by pressing the [+] or [-] button.
- Press the **Mode Changeover** button to return to the standby state.



3.5.3 Language Selection

- When the **Set Parameter** button is pressed three (3) times, the LCD will show:
- Select either mode by pressing the [+] or [-] button.
- Press the **Mode Changeover** button to return to the standby state.



4 Product Scope

The SF-EA4 Card Cutter will perform a series of programed cuts for the purpose of producing finished product.

5 Card Stock Options

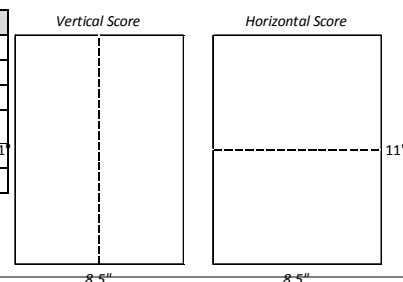
When selecting the appropriate card stock for your finished product, remember each product is cut from an 8.5" x 11" sheet. Specific product requires scored sheets to allow for folding. Currently scored sheets come in two (2) formats:

Vertical - The scoring runs from top to bottom, in the center of the 8.5" width of the sheet.

Horizontal - The scoring runs from left to right, in the center of the 11" height of the sheet.

Remember to check that the correct blade assembly is installed on the cutter for the product you are cutting. Below are the current programed items that require scored card stock.

Item	Blade	Product	Cut Size	Scored
D	7" Blade	3.5" x 5" Folded Cards	5" x 7"	Vertical
F	7" Blade	5" x 7" Folded Cards	10" x 7"	Horizontal
G	7" Blade	3.5" x 10" Folded Menu card	7" x 10"	Vertical
I	7" Blade	2" x 3.5" Folded Business card	2" x 7"	Vertical
L	3.5" Blade	3.5" x 5" Folded Cards	3.5" x 10"	Horizontal ¹¹
P	3.5" Blade	2" x 3.5" Place Cards	3.5" x 4"	Horizontal



5.1 Program Options

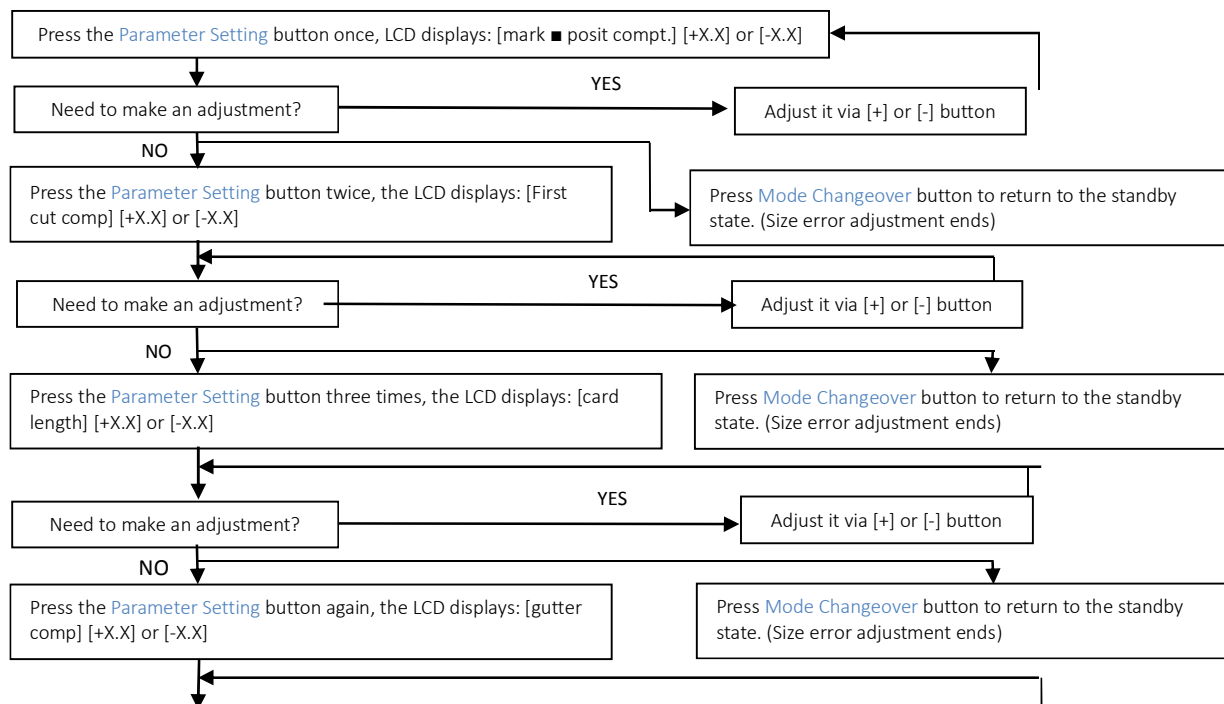
Program options are listed alphabetically, each item is a product that can be cut from a sheet of card stock. The machine has ten (10) pre-set programs, each item may be cut by selecting the corresponding pre-set program. The item detail and pre-set programs are listed below:

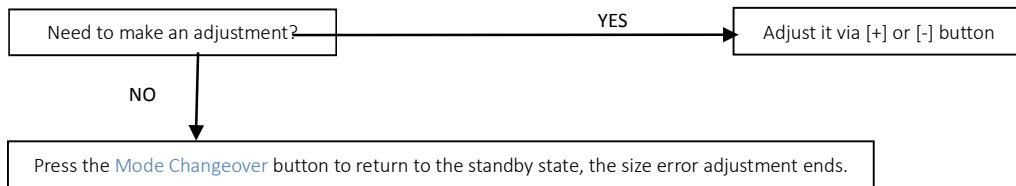
Item	Template Mode	Units	Blade	Product	Finish	Cut Size	Finish Size
A	Mode 1 - 5 x 7	2 UP	7" Blade	5" x 7" Flat Cards	Flat	5" x 7"	5" x 7"
B	Mode 1 - 5 x 7	2 UP	7" Blade	5" x 7" Post Cards	Flat	5" x 7"	5" x 7"
C	Mode 1 - 5 x 7	2 UP	7" Blade	5" x 7" Personal Stationery - Small	Flat	5" x 7"	5" x 7"
D	Mode 1 - 5 x 7	2 UP	7" Blade	3.5" x 5" Folded Cards	Folded	5" x 7"	3.5" x 5"
E	Mode 2 - 7 x 10	1 UP	7" Blade	7" x 10" Personal Stationery - Large	Flat	7" x 10"	7" x 10"
F	Mode 2 - 7 x 10	1 UP	7" Blade	5" x 7" Folded Cards	Folded	10" x 7"	5" x 7"
G	Mode 2 - 7 x 10	1 UP	7" Blade	3.5" x 10" Folded Menu Cards	Folded	7" x 10"	3.5" x 10"
H	Mode 3 - 2 x 7	4 UP	7" Blade	2" x 7" Book Marks	Flat	2" x 7"	2" x 7"
I	Mode 3 - 2 x 7	4 UP	7" Blade	2" x 3.5" Folded Business Cards	Folded	2" x 7"	2" x 3.5"
J	Mode 4 - 2 x 3.5	8 UP	3.5" Blade	2" x 3.5" Business Cards	Flat	2" x 3.5"	2" x 3.5"
K	Mode 5 - 3.5 x 5	4 UP	3.5" Blade	3.5" x 5" Flat Cards	Flat	3.5" x 5"	3.5" x 5"
L	Mode 6 - 3.5 x 10	2 UP	3.5" Blade	3.5" x 5" Folded Cards	Folded	3.5" x 10"	3.5" x 5"
M	Mode 6 - 3.5 x 10	2 UP	3.5" Blade	3.5" x 10" Flat Menu Cards	Flat	3.5" x 10"	3.5" x 10"
N	Mode 7 - 1.75 x 3.5	10 UP	3.5" Blade	1.75" x 3.5" Gift Tags	Flat	3.5" x 1.75"	3.5" x 1.75"
O	Mode 8 - 3.5 x 3.5	4 UP	3.5" Blade	3.5" x 3.5" Social Cards	Flat	3.5" x 3.5"	3.5" x 3.5"
P	Mode 9 - 2 x 3.5	2 UP	3.5" Blade	2" x 3.5" Place Cards	Folded	3.5" x 4"	3.5" x 2."
Q	Mode 10 - 3.5 X 9.25	2 UP	3.5" Blade	3.5" x 9.25" Mailer #10	Flat	3.5" x 9.25"	3.5" x 9.25"
R	Mode 11 – 8.5 x 14 C	12 UP	3.5" Blade	2" x 3.5" Business cards	Flat	2" x 3.5"	2" x 3.5"
S	Mode 12 – 8.5 X 14 C	12 UP	3.5" Blade	2" x 3.5" Business cards	Flat	2" x 3.5"	2" x 3.5"


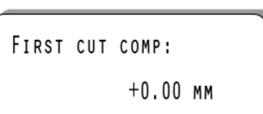
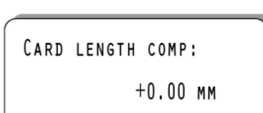
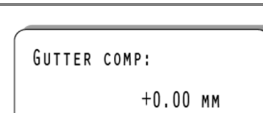
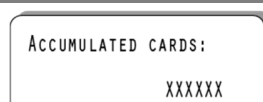
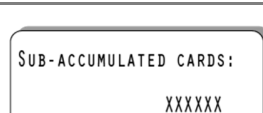
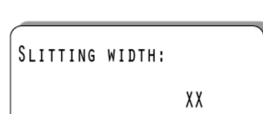
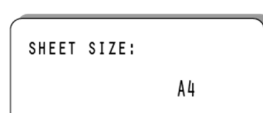


5.2 Adjustments & Compensations

When an error occurs with the size of the actual cut sheet, adjust [mark ■ posit comp], [First cut comp], [card length] and [gutter comp] separately.

5.3 Cutting Error Flow

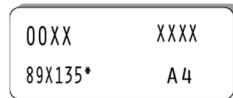




<p>5.4 Mark ■ Position Compensation</p> <ul style="list-style-type: none"> <input type="checkbox"/> When the Parameter Setting button is pressed four times, the LCD will display: <input type="checkbox"/> Select it via [+] or [-] button (Select from -2.0 to +2.0mm) <input type="checkbox"/> Press the Mode Changeover button to return to the standby state. 	
<p>5.5 First Cutting Compensation</p> <ul style="list-style-type: none"> <input type="checkbox"/> When the Parameter Setting button is pressed five times, the LCD will display: <input type="checkbox"/> Select it via [+] or [-] button (Select from -2.0 to +2.0mm) <input type="checkbox"/> Press the Mode Changeover button to return to the standby state. 	
<p>5.6 Card Length Compensation</p> <ul style="list-style-type: none"> <input type="checkbox"/> When the Parameter Setting button is pressed six times, the LCD will display: <input type="checkbox"/> Select it via [+] or [-] button (Select from -2.0 to +2.0mm) <input type="checkbox"/> Press the Mode Changeover button to return to the standby state. 	
<p>5.7 Gutter Compensation</p> <ul style="list-style-type: none"> <input type="checkbox"/> When the Parameter Setting button is pressed seven times, the LCD will display: <input type="checkbox"/> Select it via [+] or [-] button (Select from -2.0 to +2.0mm) <input type="checkbox"/> Press the Mode Changeover button to return to the standby state. 	
<p>5.8 Check the total accumulated cards</p> <ul style="list-style-type: none"> <input type="checkbox"/> When the Parameter Setting button is pressed eight times, the LCD will display: <input type="checkbox"/> Press the Mode Changeover button to return to the standby state. 	
<p>5.9 Sub-accumulated counting clear-up</p> <ul style="list-style-type: none"> <input type="checkbox"/> When the Parameter Setting button is pressed nine times, the LCD will display: <input type="checkbox"/> Press the [-] button to clear the sub-accumulated counting <input type="checkbox"/> Press the Mode Changeover button to return to the standby state. 	
<p>5.10 Adjust the name of card size</p> <ul style="list-style-type: none"> <input type="checkbox"/> When the Parameter Setting button is pressed ten times, the LCD will display: <input type="checkbox"/> Select it (85, 89, 90, 95) via [+] or [-] button. <input type="checkbox"/> Press the Mode Changeover button to return to the standby state. 	
<p>5.11 Select the sheet size</p> <ul style="list-style-type: none"> <input type="checkbox"/> When the Parameter Setting key is pressed eleven times, the LCD will display: <input type="checkbox"/> Select it (A4) via [+] or [-] button. <input type="checkbox"/> Press the Mode Changeover button to return to the standby state. 	
<p>5.12 Select the cutting column</p> <ul style="list-style-type: none"> <input type="checkbox"/> When the Parameter Setting button is pressed twelve times, the LCD will display: <input type="checkbox"/> Select it (2) via [+] or [-] button. <input type="checkbox"/> Press the Mode Changeover button to return to the standby state. 	
<p>5.13 Factory setting loaded</p> <ul style="list-style-type: none"> <input type="checkbox"/> When the Parameter Setting button is pressed thirteen times, the LCD will display: <input type="checkbox"/> Press [+], [-] button, the ex-works set-up is recovered and the machine is restarted or press the Mode Changeover button to give up and return to the standby state. 	

6 Customize Mode Operation

- Continue pressing the **Mode Changeover** button until the LCD displays:



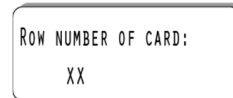
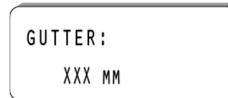
- Press the **Parameter Setting** button and hold for more than 2 seconds, or until the LCD displays:



- Adjust it via [+] or [-] key (Note: Press [+] or [-] button and hold for more than 1 second for quick adjustments)

- Press **Parameter Setting** button until the LCD displays:

- Adjust it via [+] or [-] key



- Press **Parameter Setting** button until the LCD displays:

- Adjust it via [+] or [-] key

- Press the **Mode Changeover** button to return to the standby state.

7 Machine Operations

7.1 Power On

When the power is turned on, the machine starts initiating and gets into the standby state.

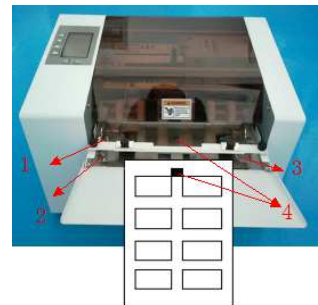
7.2 Card Stock Set-up

The card stock must be correctly aligned to the paper deck of the machine with the printing facing forward.

- Paper width adjustment: with the side of the paper lightly touched with the paper guide plate.
- Do not place more than 10 sheets of card stock on the paper deck at any one time.
- Paper feeding may be affected with the frontal end of the card stock rolled upward, do not put it in until it has been flattened.
- Do not place different types and thicknesses of card stock on the paper deck at the same time. The automatic feeder may be negatively affected if this is done.
- Do not use plastic sealed or film coated card stock, PVC card stock as these products may be too thick and or too hard for the machine to perform the cuts. Use of these materials may damage the machine.

DIAGRAM 8.2

1. Micro-adjusting nut of paper guide plate.
2. Left paper guide plate.
3. Right paper guide plate.
4. Aligned mark.



7.3 Card Stock Positioning

The set-up of both right and left positions for card stock is simple. Move both left and right paper guide plates to suit the card stock size and the 2 triangle marks on the paper feeding tray aligned with the center of the card cutting place in the first line. Use the micro-adjusting nut on the paper guide plate to adjust the paper tightness.

7.4 Card Stock Feeding & Cutting

WARNING

Do not allow your hand or hairs too close to the first paper feeding stick during paper feeding and cutting to avoid injury.

Do not take anything out with your finger during paper feeding and cutting

- After setting the paper mode, press the Start button and cutting of the selected program size will be started. The machine will automatically stop at the end of cutting and stay at the standby state. Press the button again to start another cutting session.
- At the end of the cutting session the entire work flow shall be finished. Please turn off the power after each use of the machine.

7.5 Loading & Unloading the rotary blade assembly (Part 1)

Make sure of the power cord is remove from the receptacle to avoid electric shock.

WARNING

Never touch the cutter blades to avoid injury.

Please follow the steps below when installing or removing rotary blade assemblies.

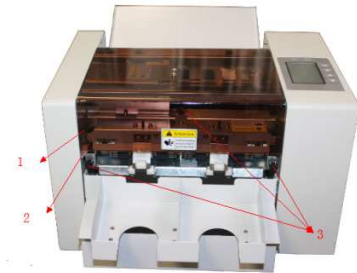
- Turn off the power switch and remove the power cord from the power receptacle.
- Remove the top safety cover from the machine.
- Remove the three (3) fixed thumb screws on the rotary blade assembly.
- Take the assembly out from the rear of the machine body.

7.6 Loading & unloading the rotary blade assembly (Part 2)

- Put the assembly in obliquely through the long hole on the counter operational surface and mount it neatly (make sure the blade assembly gears are completely aligned with the gears on the machine).
- Fix the three (3) thumb screws.
- Place the top safety guard back in its correct position on the machine.
- Plug the power cord into the power receptacle and turn on the power (listen for any abnormal sound).

DIAGRAM 8.6

1.	Oblong Hole
2.	Gears
3.	Thumb Screws



8 Troubleshooting

The buzzer will sound in case of a mistake with the safety guard or paper jamming. A trouble message will be shown on the liquid crystal display (LCD) and the machine will change to the stop mode or stay at the standby state.

8.1 Safety Cover Failure

If the top safety cover is off, there will be a buzzer sound.

Required Action: Turn off the power, put the top safety cover in its correct position, then turn on the power.

8.2 Paper Jams

To resolve paper jams occurring with the machine during normal operation, take the following steps:

- Turn off the power and remove the power cord from the power receptacle.
- Remove the top safety cover.
- Remove the longitudinal cutter assembly and take out the jammed card stock.
- Place the top safety cover back on the machine.
- Plug the power cord into the power receptacle, turn on the power and press Start button.
- Confirm the jammed paper has been completely taken out.
- Turn off the power.
- Open the top safety cover.
- Replace the longitudinal cutter assembly back to its original position.
- Place the top safety cover back on the machine.
- Turn on the power and see if there is an abnormal sound.

To resolve paper jams occurring below the paper feed tray, take the following steps:

- Turn off the power and remove the power cord from the power receptacle.
- Remove all the card stock amassed in the catch tray and waste tray.
- Pull the jammed paper outward.
- Plug the power cord into the power receptacle, turn on the power.
- Press the **Start** button, the paper feeding motor will start working. Listen for abnormal sounds.

8.3 Long Blade Jam

This type of paper jam may occur when there is residual paper inside the paper path of the machine. This may be a result of using too thick a card stock or having too much curl in the card stock when it enters the machine.

- When the LCD shows: Long blade jam, press the **Mode Changeover** button, the LCD will display:

<M>:EXIT <S>:↓

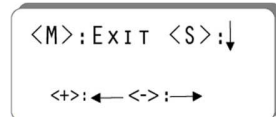
<+>:←<->:→

- Press the [Parameter setting](#) button and select [+] or [-] button to settle the problem:
Press [Mode Changeover](#) button to [EXIT](#)
Press the [Parameter Setting](#) button to make long blade work (press once for each cut)
Press [+] to forward paper; Press [-] to afterward paper (press once for each step)
Press the [Mode Changeover](#) button to return to the standby state.
- Press the [Mode Changeover](#) button to return to the standby state.
- Restart the machine after the settlement upon (A) internal paper jamming in 3-2 settlement of paper jamming.

8.4 Black Mark Not Detected

The mark ■ detection mode allow for accurate cutting of printer material. If the machine is not detecting the black mark it may be because the mark ■ is not printed or does not conform the set requirement.

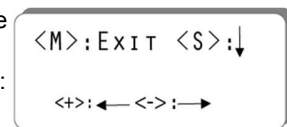
- When the LCD displays: Black Mark■ not detected, Press the [Mode Changeover](#) button, the LCD will display:
- Press the [Parameter Setting](#) button and select [+] or [-] key to settle the problems:
Press the [Mode Changeover](#) button to EXIT;
Press the [Parameter Setting](#) button to make long blade work (press once for each cutting);
Press [+] to forward paper;
Press [-] to afterward paper (press once for each step); Press the [Mode Changeover](#) button to return to the standby state.
- Press the [Mode Changeover](#) button to return to the standby state.
- Use the frontal end datum detection; Or make the printed mark ■ conform the set requirement.



8.5 Mark Sensor Failure

This message may occur if non-white card stock is being used. In this case the mark ■ detection mode may not work because the sensor cannot differentiate between the card stock and the detection mark.

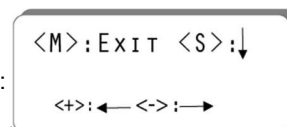
- When the LCD displays: Mark sensor failed, Press the [Mode Changeover](#) button, the LCD will display:
- Press the [Parameter Setting](#) button and select [+] or [-] button to settle the problems:
Press the [Mode Changeover](#) button to EXIT;
Press the [Parameter Setting](#) button to make long blade work (press once for each cutting);
Press [+] to forward paper;
Press [-] to afterward paper (press once for each step)
Press the [Mode Changeover](#) button to return to the standby state.
- Press the [Mode Changeover](#) button to return to the standby state.
- Use the frontal end datum detection; or use white paper under the mark ■ detection mode.



8.6 Paper Too Narrow

This message may occur if non-white card stock is being used. In this case the mark ■ detection mode may not work because the sensor cannot differentiate between the card stock and the detection mark.

- When the LCD shows: Mark sensor failed, Press the [Mode Changeover](#) button, the LCD will now display:
- Press the [Parameter Setting](#) button and select [+] or [-] button to settle the problems:
Press the [Mode Changeover](#) button to EXIT;
Press the [Parameter Setting](#) button to make long blade work (press once for each cutting);
Press [+] to forward paper;
Press [-] to afterward paper (press once for each step)
Press the [Mode Changeover](#) button to return to the standby state.
- Press the [Mode Changeover](#) button to return to the standby state.
- Use the frontal end datum detection; Or use the standard paper.



8.7 Bad Paper Feeding

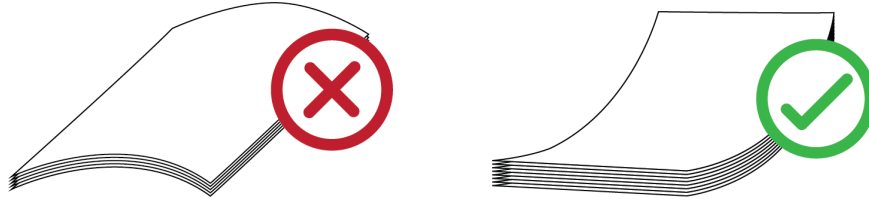
This issue may occur for one of two reasons:

- A. The paper guide plate may be positioned too tightly against the edge of the card stock. In this case use the micro-adjusting nut to adjust the tension loosen the card stock.
- B. The paper feeding problem may occur in cases where an improper paper is being used. Please conform the followings.

The card stock is too thick (over 0.30mm) or too thin (below 0.20mm).

WARNING

The card stock is too small or too big a size of paper.
Too many sheets are placed (no more than 3mm and no more over the red line).
The paper curl is excessive or in the wrong direction.

**WARNING**

Please do not use the paper with the curl marked with the **X** above. This will result in bad paper feeding, bad cutting, non-aligned paper etc. failure will occur.
DO NOT USE Laterally Curled Card Stock
CAN USE: Longitudinally curled card stock but, the rolled degree is limited within 5mm and the curled portion must be made flatted.

9 Aftercare

The following outlines the initial warranty criteria and maintenance service for the SF-EA4 Card Cutter.

9.1 Warranty

An initial manufacturer's warranty is offered for a period of twelve months from the invoice date. The warranty shall cover repairs required due to normal wear and tear. Repairs occurring from incorrect use or abuse of the machine shall not be covered under the initial warranty.

MAIN BODY: The SF-EA4 Card Cutter main body is guaranteed for twelve (12) months from the date of invoice or up to 400,000 cut counts, whichever comes first.

ROTARY BLADE: The Rotary Blade Assembly is guaranteed for twelve (12) months from the date of invoice or up to 100,000 cut counts, whichever comes first.

LONG BLADE: The Long Blade is guaranteed for twelve (12) months from the date of invoice or up to 100,000 cut counts, whichever comes first.

9.2 Specified Replacement Periods

LONG BLADE: Generally should be replaced this blade after it performs approximately 1,000,000 cuts.

ROTARY BLADE: Generally should be replaced this blade after it performs approximately 1,000,000 cuts.

9.3 Maintenance Service

Repairs to the SF-EA4 Card Cutter main body, Rotary Blade Assembly and the Long Blade are performed at a central repair depot, located in the continental United States. The end user shall be responsible for the safe shipment of the machine to and from the repair depot. Upon receipt the repair depot will examine the machine and determine if the repair qualifies for coverage under the initial warranty. Repairs not covered under the initial warranty shall be estimated and that estimate shall be submitted to the end user for approval prior to the execution of any repairs. The payment terms for non-warranty repairs shall be noted on the estimate.

10 Templates

A template provides the exact position the printed designs to be applied to an 8.5" x 11" sheet of card stock. Each template has its own specific requirements for the accurate cuts to be applied by the cutter. This section shall define how the template is formed and show each template programed into the cutter.

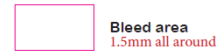
10.1 Template Definitions

Crop Area: This line defined the exact position for each cut required to provide the finished product.



Crop area

Bleed Area: This is the space beyond the crop area that should have printed image but will be removed as part of the sheet waste. This area ensures that the finished product will not have any white edges.



Bleed area
1.5mm all around

Graphic Area: This is the space that contains the printed designs that shall remain after the programed cuts have been applied.



Graphic area

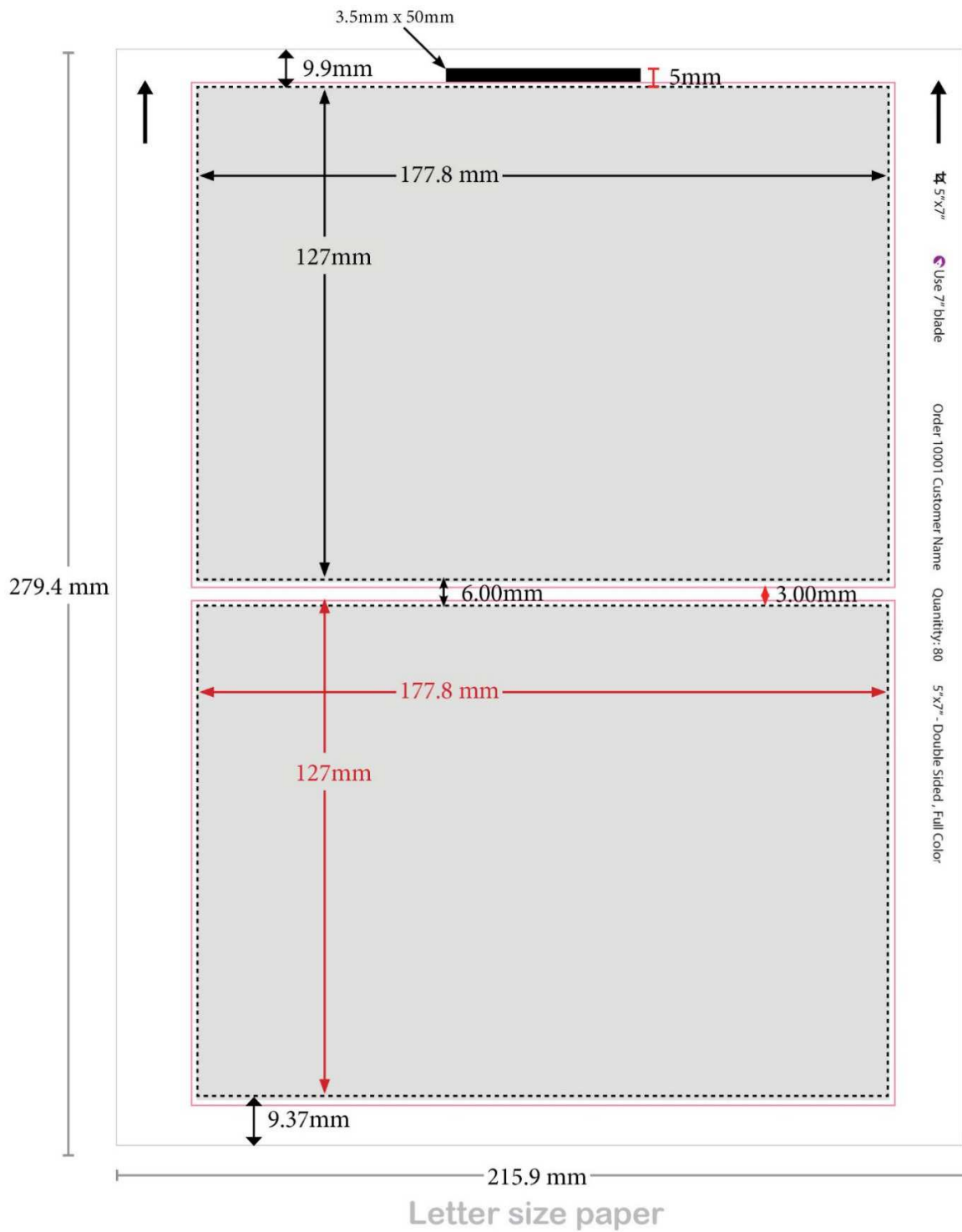
10.2 Template Programs

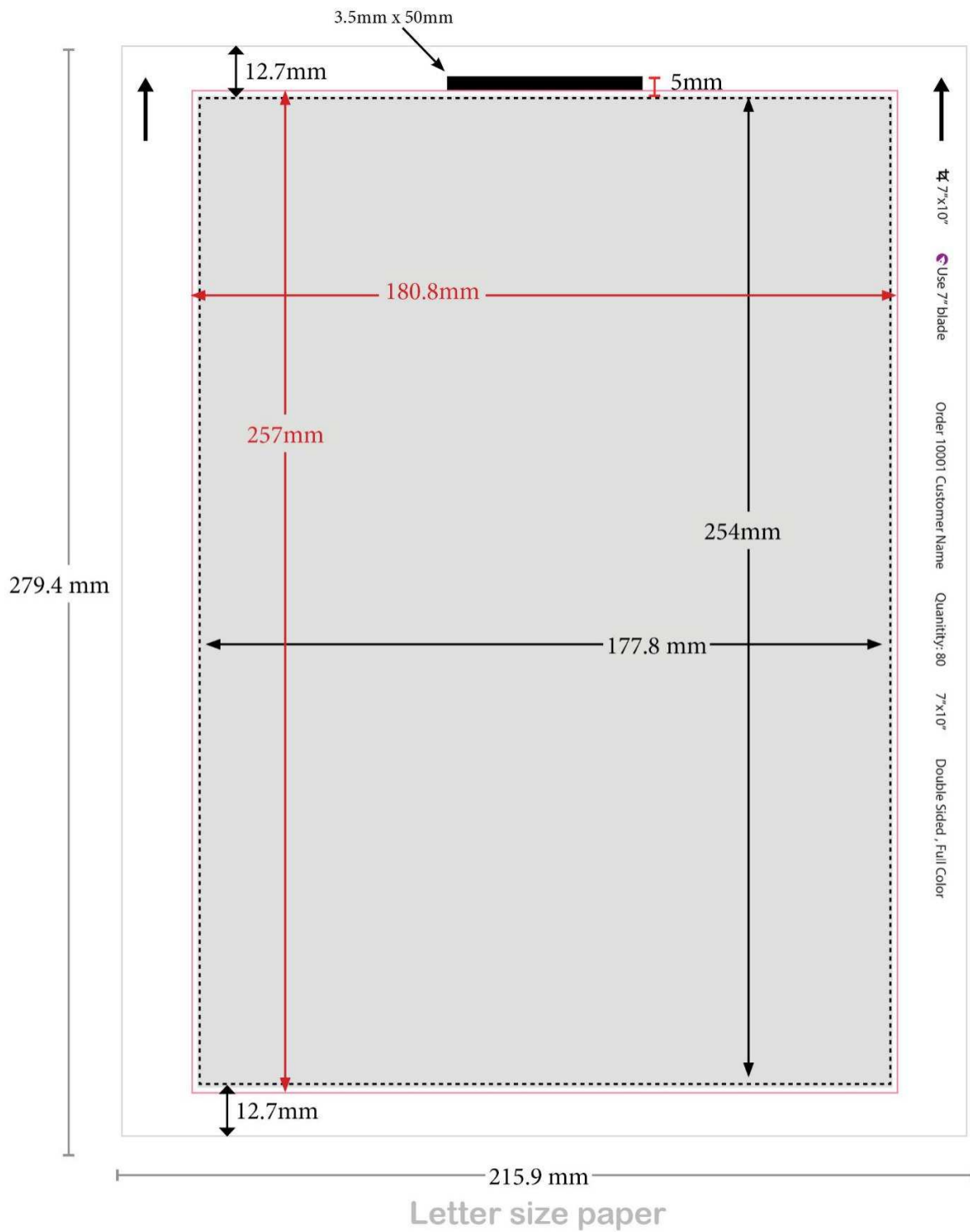
This chart sets out each program and the applicable products. It also lists the amount of card yield per 8.5" x 11" sheet and the type of card stock required to produce the product.

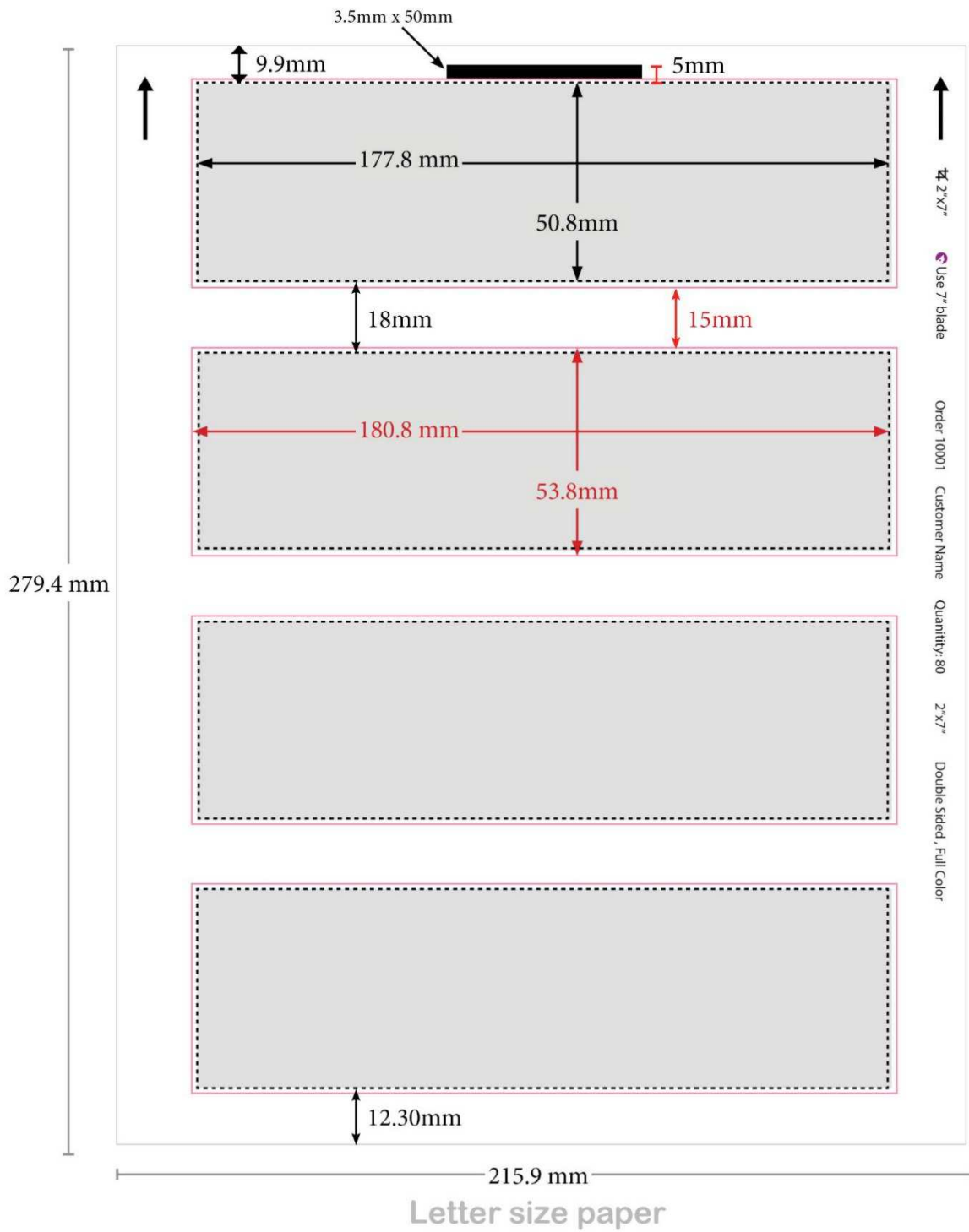
Template Mode	Blade	Product	Cards Per Sheet	Card Stock Type	Card Finish
Mode 1	Blade 7"	5" x 7" Flat Cards	2	Basic	Flat
		5" x 7" Post Cards	2	Basic	Flat
		5" x 7" Personal Stationery - Small	2	Basic	Flat
		3.5" x 5" Folded Cards	2	Scored - Vertical	Folded
Mode 2	Blade 7"	7" x 10" Personal Stationery - Large	1	Basic	Flat
		5" x 7" Folded Cards	1	Scored - Horizontal	Folded
		3.5" x 10" Folded Menu Cards	1	Scored - Vertical	Folded
Mode 3	Blade 7"	2" x 7" Book Marks	4	Basic	Flat
		2" x 3.5" Folded Business Cards	4	Scored - Vertical	Folded
Mode 4	Blade 3.5"	2" x 3.5" Business Cards	8	Basic	Flat
Mode 5	Blade 3.5"	3.5" x 5" Flat Cards	4	Basic	Flat
Mode 6	Blade 3.5"	3.5" x 5" Folded Cards	2	Scored - Horizontal	Folded
		3.5" x 10" Flat Menu Cards	2	Basic	Flat
Mode 7	Blade 3.5"	1.75" x 3.5" Gift Tags	10	Basic	Flat
Mode 8	Blade 3.5"	3.5" x 3.5" Social Cards	4	Basic	Flat
Mode 9	Blade 3.5"	2" x 3.5" Place Cards	2	Scored - Horizontal	Folded
Mode 10	Blade 3.5"	3.5" x 9.25" Mailer #10	2	Basic	Flat
Mode 11	Blade 3.5"	2" x 3.5" Business Cards	12	Basic	Flat
Mode 12	Blade 3.5"	2" x 3.5" Business Cards	12	Basic	Flat

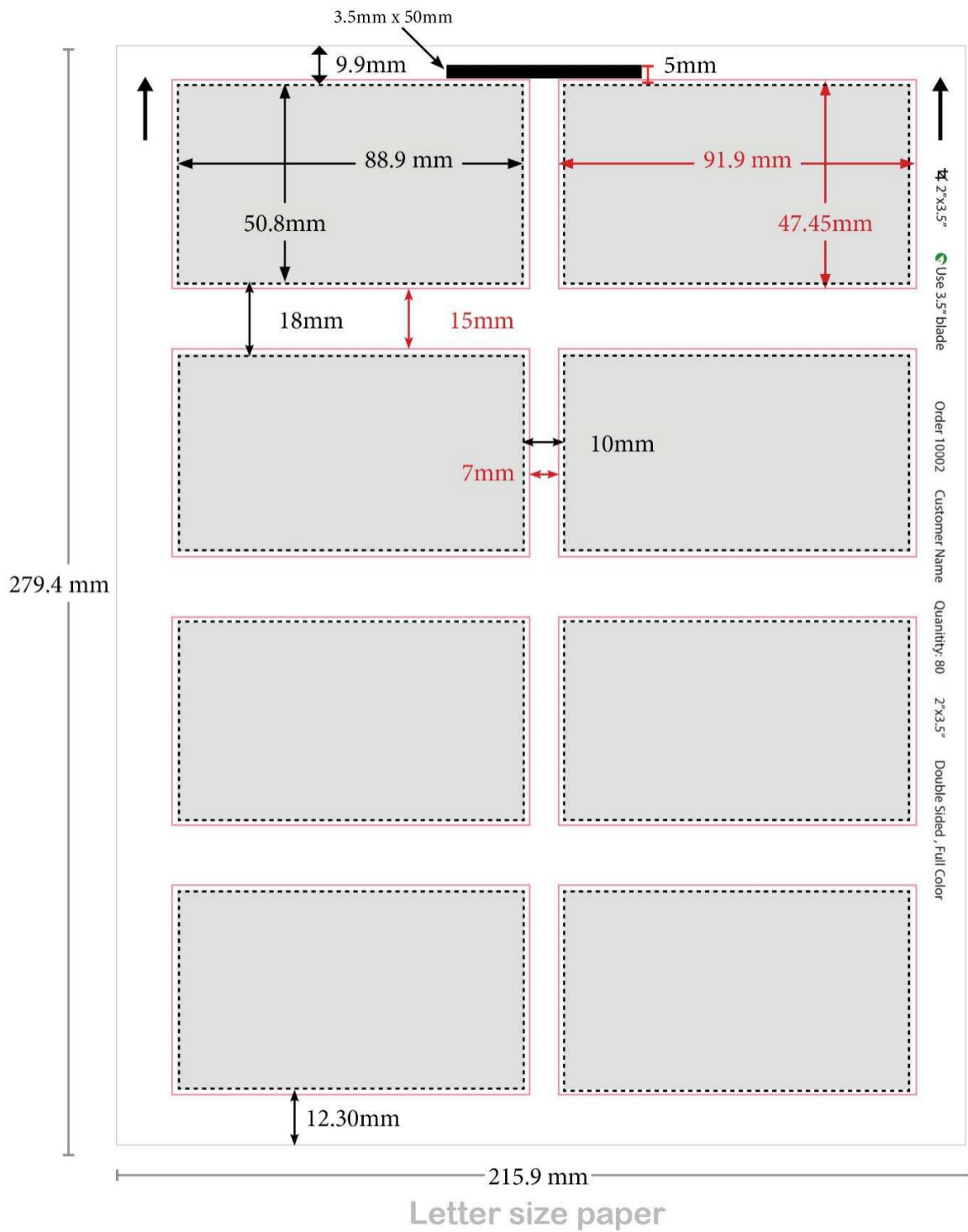
10.3 Template Programs

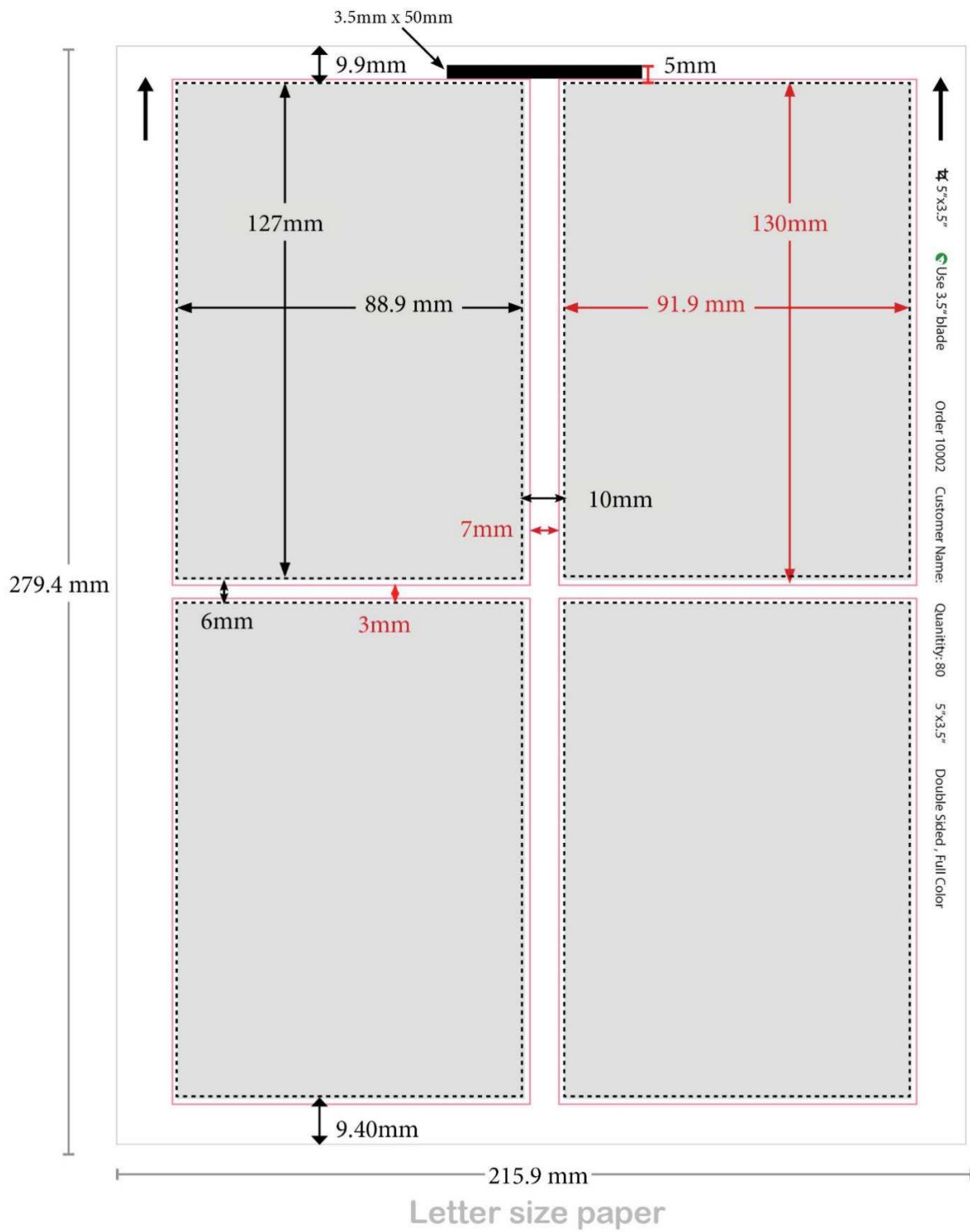
The following illustrations show how each template is plotted on an 8.5" x 11" sheet. Each illustration defines how the printed image must be applied to the sheet for the cutter to apply the cuts correctly.





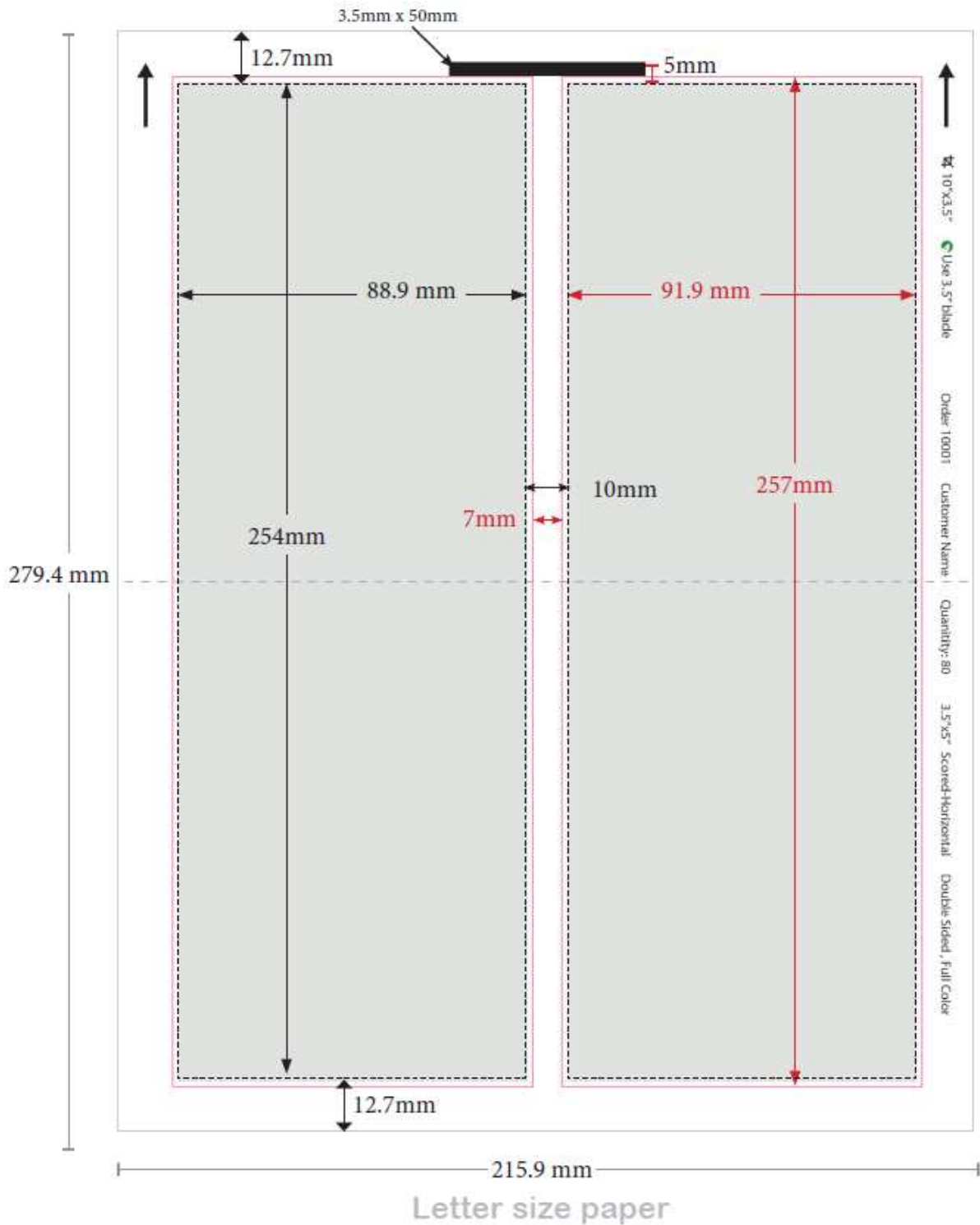


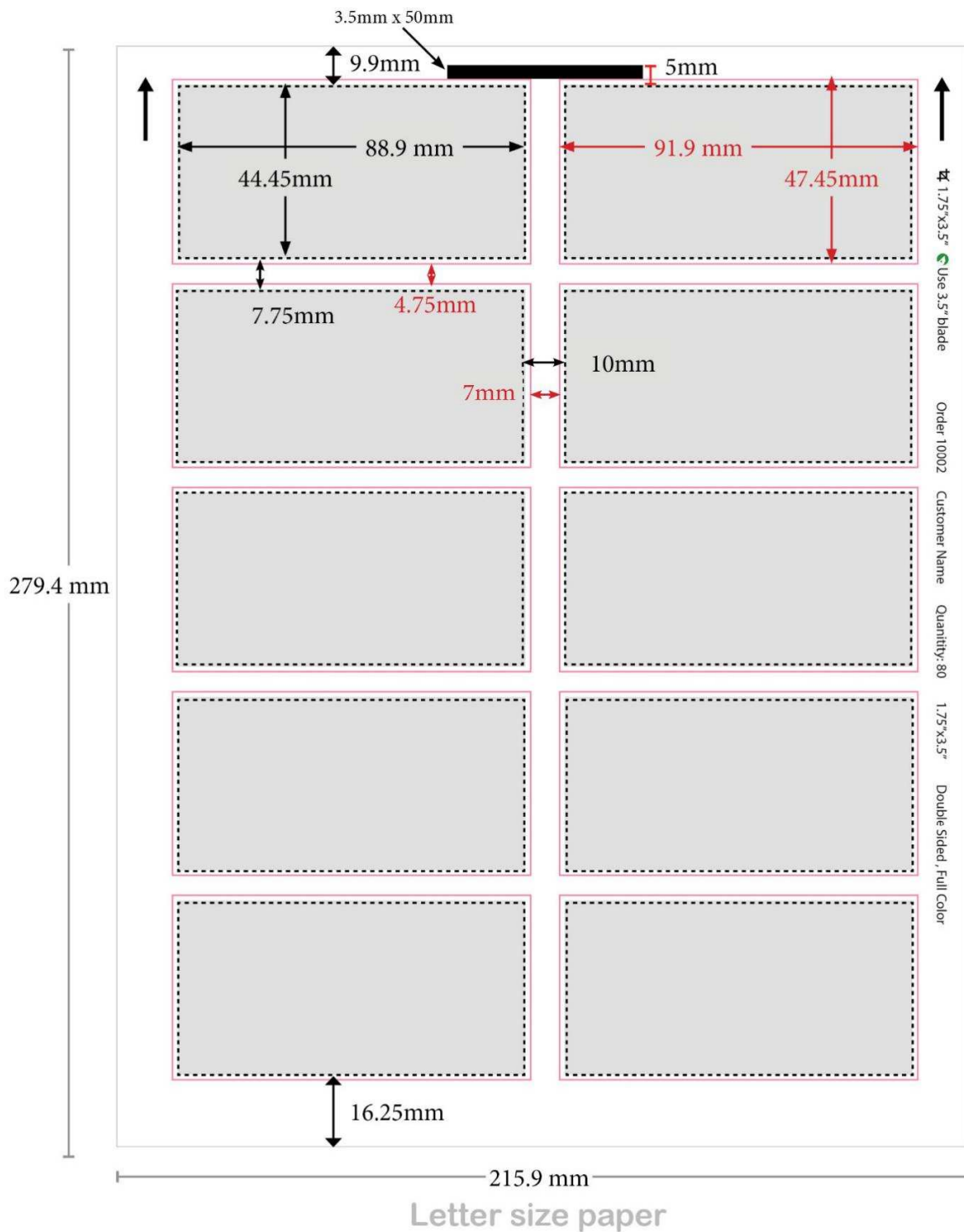


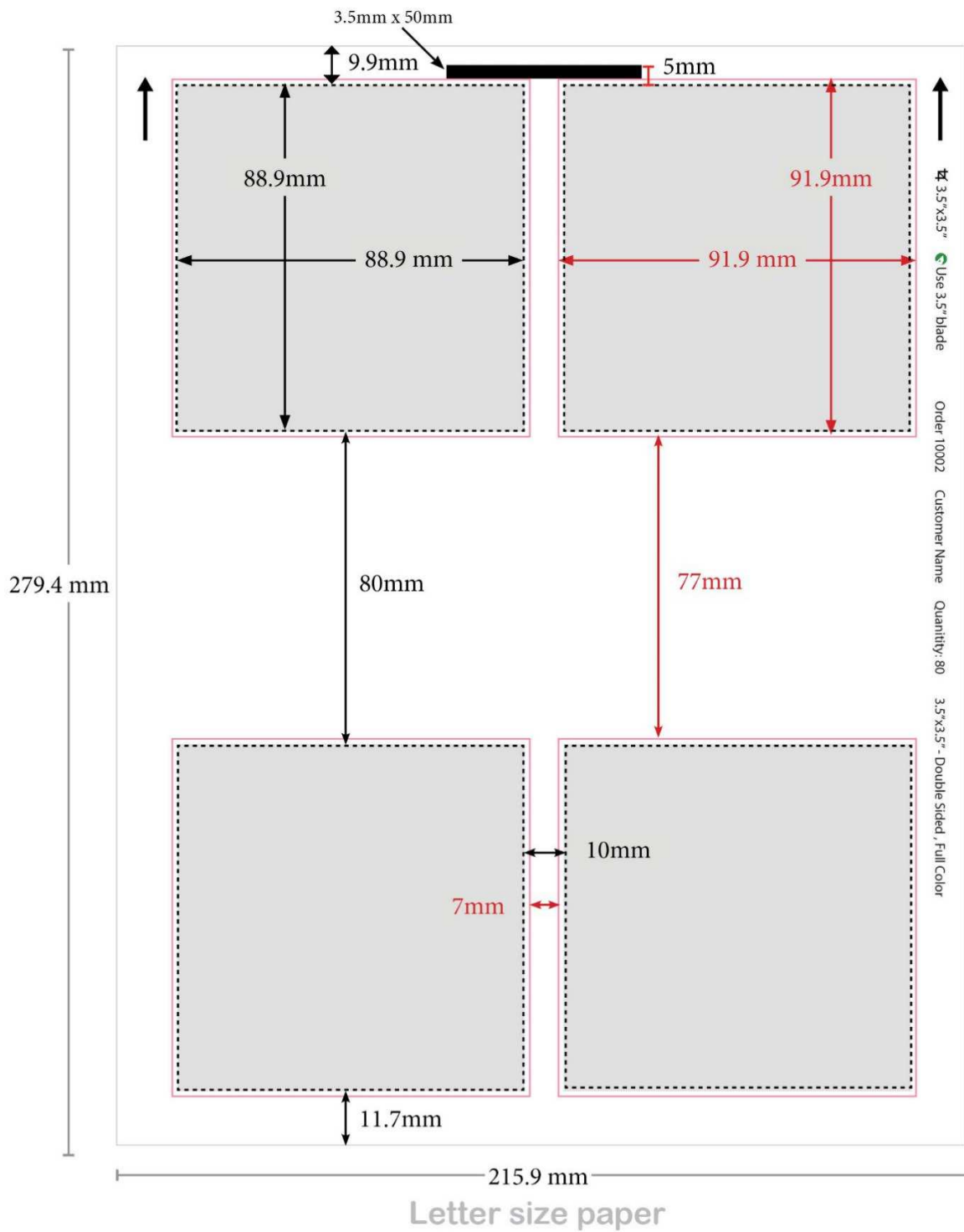


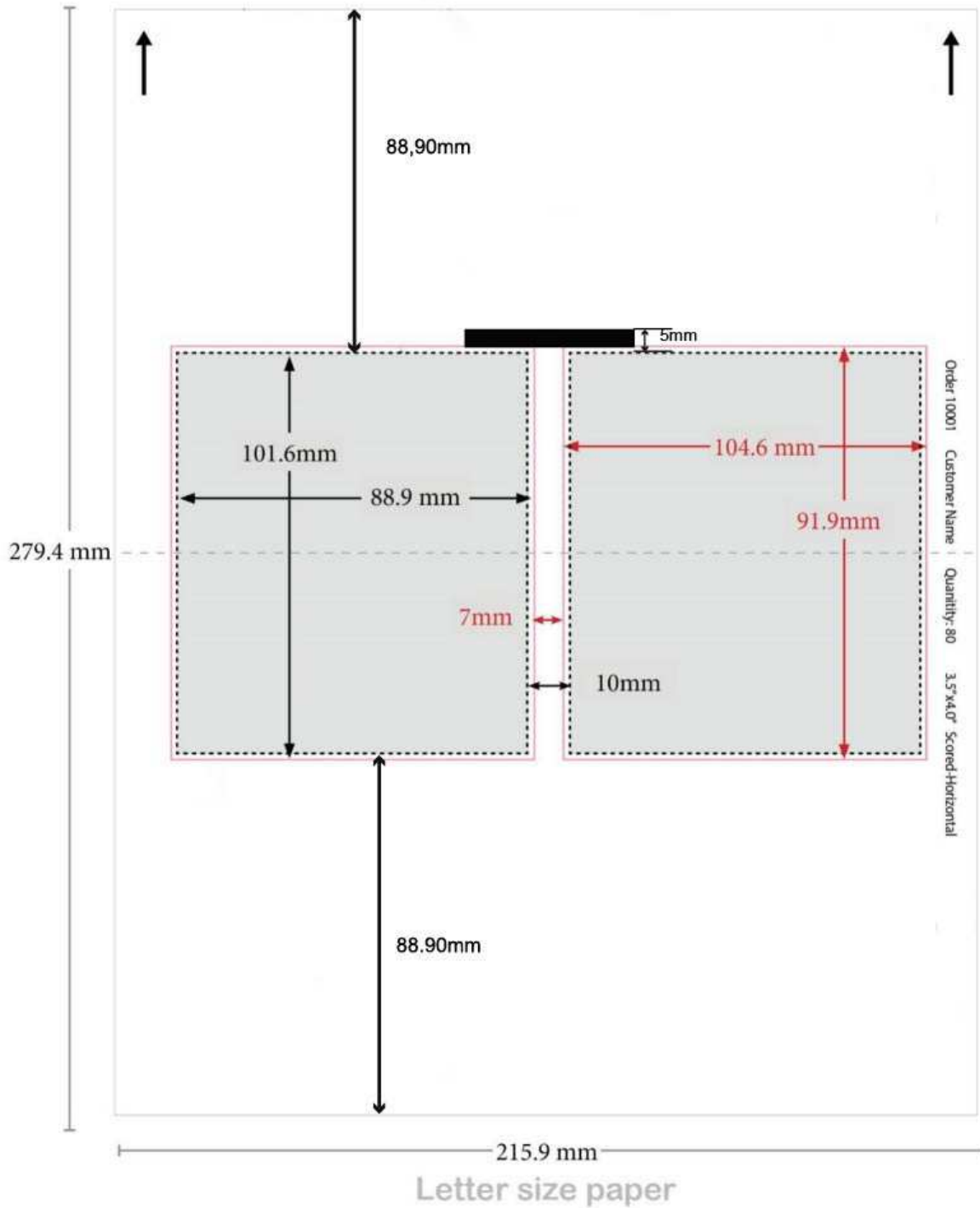
10.3.6 Mode 6: 3.5" x 10"

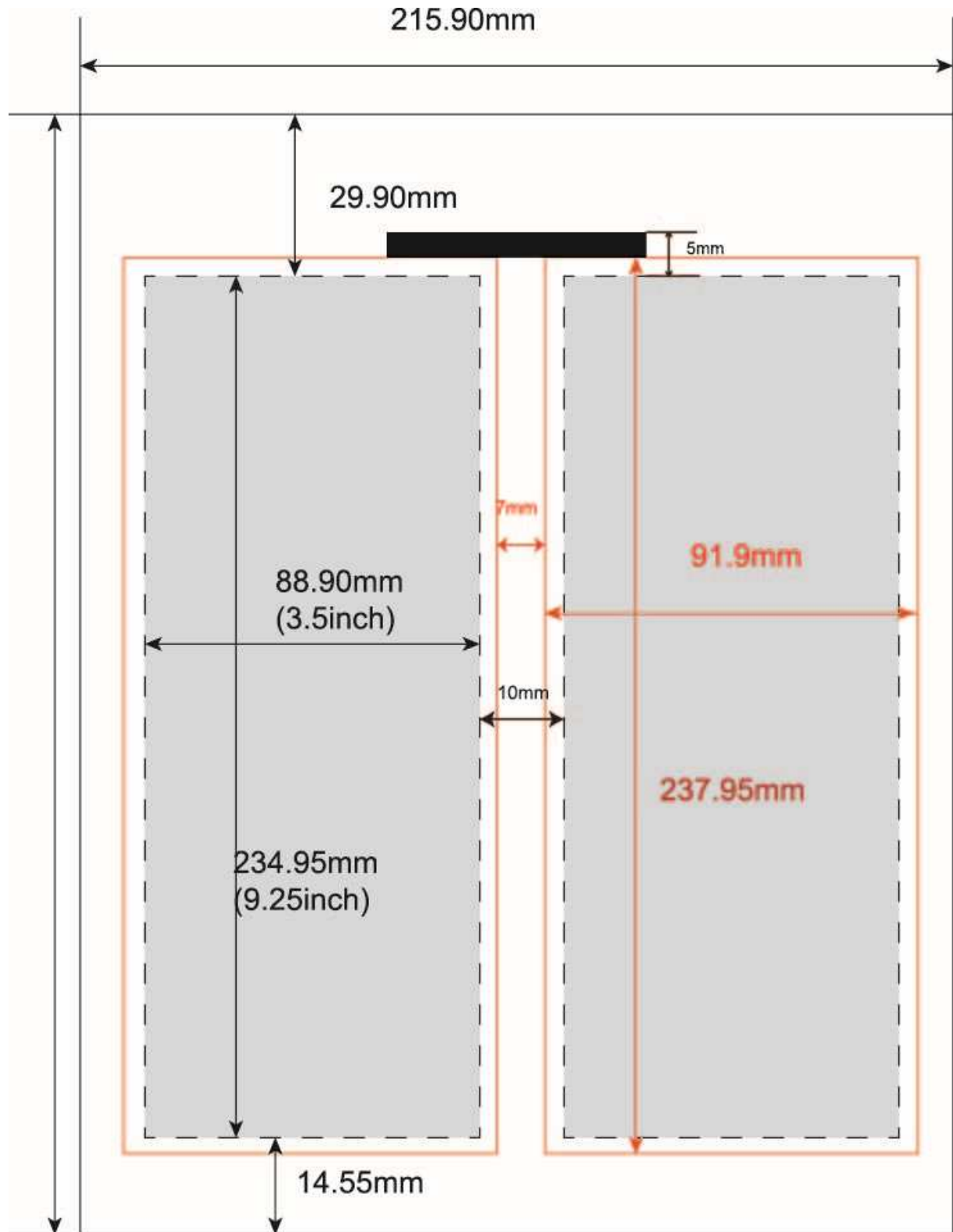
Use 3.5" Blade











10.3.11 Mode 11: 8.5" x 14" (CUSTOM)

Use 3.5" Blade

