



## Twen HS 4022

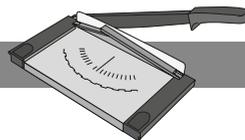


## Operating Instructions

*Before operating this unit, please read all instructions.*



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### About the safety advice

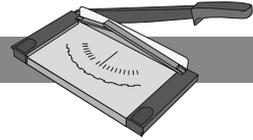
All the safety advice and other important information have a grey background.

The machine is equipped with safety features.

Nonetheless, you should read the safety instructions carefully and only use the machine in the manner described in this manual, to avoid accidents which could cause damage or injury. Keep the manual safe so that it is available to read in the future.

If the machine is passed on or sold, please pass on the manual too.

## 1. Description of components

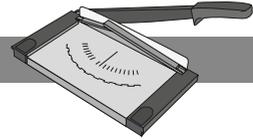


- ① Guillotine with handle
- ② Paper clamp with blade guard
- ③ Work space with markings for standard formats and cutting angles
- ④ Guillotine locking device

## 2. Technical data

<b>Weight</b>	1.5 kg
<b>Dimensions</b>	543 x 243 x 78 mm
<b>Trimming capacity</b>	max. 10 sheets (paper 80 g/m <sup>2</sup> )
<b>Cut length</b>	max. 320 mm

### 3. Outerline of application



### 4. General Instructions about the guillotine

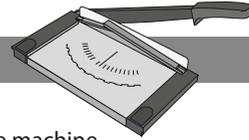
Please read the manual before using the machine.

Always ensure that the guillotine is stable before using it.

The guillotine is suitable for trimming paper, film, pouch and soft plastics. A long service life and clean trimming will only be achieved if the machine is handled correctly and above cutting materials are used.

**A guillotine is not a toy. Keep it locked away from children!**

## 5. How to cut with the guillotine



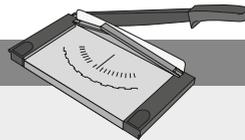
1. The guillotine cutter **1** is located on the right-hand side of the machine. The safety lock is located under the handle of the guillotine cutter. Unlock the blade by pushing the locking slide bar on the bottom **4** carefully away from the handle to the right. Use the handle to raise the blade.
2. Place the material (paper or similar) into the correct position under the blade guard. The measuring gauge on the lateral stop shows you the correct cutting width. Fix the material that is to be cut in place using the paper clamp **2**.
3. **Tip:** Before you cut your final material, perform a few test cuts using other pieces of the same material.
4. **Attention!** While using the guillotine, never cut more than a maximum of 10 sheets (80 g/m<sup>2</sup> paper) together.
- 5: **Attention! Important!** Press the paper clamp **2** firmly downwards, thus fixing the paper in the desired position. To cut the paper, now push the guillotine down from top to bottom in one movement.  
**Attention:** Your hands shall not be between the blade guard **2** and the guillotine!



## 6. Securing and transporting the guillotine

To protect your paper cutter from misuse, the guillotine has a lock feature. To lock it, the guillotine has to be in the down position. Beneath the guillotine's handle, you can push the lock slider **4** towards the handle until it engages below the handle. This secures the guillotine so that it can be transported. The rotary trimmer's guide rail should always be engaged after use and for transportation.

## 7. Safety advice and maintenance



### **Attention: Risk of injury!**

- The guillotine blade is extremely sharp!
- Never hold the blade by the trimming edge – always use the handle!
- The paper cutter is not a toy. If used improperly there is a risk of considerable - physical injury, particularly cuts.
- Check that the cut protector  is firmly in place.
- None of the safety features should be removed.
- If the resistance of the guillotine changes so that the blade falls back of its own accord into its initial position, tighten the screw on the guillotine's fulcrum.
- Do not cut more than the specified quantities of paper (with other materials or thicker paper and card, always run a test with just 1 piece).
- Do not cut textiles, food or similar materials.
- Do not touch the blade when the safety lock is open and the guide rail is in the upper position!
- None of the safety features should be removed.
- Do not allow children to play with the packaging wrapper and plastic bags  
Children may get caught in it when playing and suffocate.
- Keep the office cutter away from pets.
- Please clean this machine only with a damp cloth.

### **Meaning of the warning symbols**



**Attention!**



**Read the instructions!**

## 8. Disposal

### **Disposing of the packaging**

Dispose of the packaging separated into single type materials. Dispose of cardboard and carton as waste paper and foils via the recyclable material collection service.

### **Disposing of old devices**

Old devices must not be disposed of with household waste!

- Should the office cutter no longer be capable of being used at some point in time, dispose of it in accordance with the regulations in force in your state or country.



## Warranty card – Twen HS 4022

### A4 Paper trimmer **Twen HS 4022**

Please complete this warranty card and enclose it with the machine, together with your proof of purchase.

**2 year  
WARRANTY**

#### Customer data:

Surname, first name:

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Street, number:

---

Postcode, town:

Country:

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Telephone number with international dialling code:

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E-mail:

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#### Description of fault:

Date of purchase:

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Date/signature:

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#### Note:

When claiming on the warranty, the warranty card and the **proof of purchase must be included** with the machine as well as a detailed description of the fault wherever possible. Warranty cards sent separately afterwards will not be accepted.

#### Customer Service:

Service address:

bandermann GmbH, Bruchweg 94, 41564 Kaarst, Germany

E-mail:

service@bandermann.com

[www.twen-europe.de](http://www.twen-europe.de)

