

# ***Martin Yale 7000E 12"*** ***Commercial Stack Cutter***

## Paper Squaring Guide



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## 7000E Squaring The Paper Guide Rail

**Warning:** The 7000E contains an extremely sharp blade. Martin Yale recommends that all instructions are reviewed before beginning this procedure. If you have any questions, or would like to be referred to an authorized service technician, Customer Service can be reached at 800-225-5644.

**Note:** Before performing this procedure, check the obvious.

1. Make sure the sheets being cut are square before using.
2. Make sure the Pal Nut on the Backgauge adjustment screw is in place. See photo at right.
3. Make sure that sufficient clamping pressure is being used to hold the material Stationary (1/4 turn past snug), and that the blade is sharp (1,000 cuts between sharpenings for Bond paper)



### Tools Needed

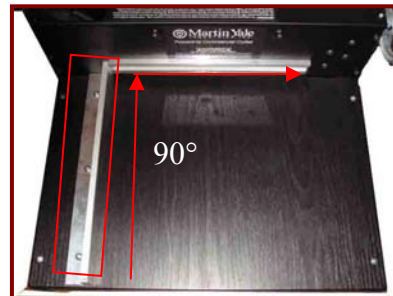
Phillips Screw Driver  
Rubber Mallet (Or Comparable Alternative)  
T-Square or Right Angle Wedge

### Procedure

In order to cut squarely, the paper guide rail must be at a 90° angle to the blade. This is accomplished by loosening the (3) Phillips screws that hold the paper guide rail (ruler on top) in place, lowering the blade to the 'down' position, and verifying the degree of angle is correct. Should it need to be corrected, tapping the guide rail with a rubber mallet (while screws are loose) until the proper degree of angle is achieved is ideal.



The circled area denotes the intersect point at which there must be a 90 degree angle.



The paper guide rail (square area) must be at a 90 degree angle to the blade

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