



*"When You Need More Than Staples."*

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## Paper Trimmers

### Model W18 Model W24

### Model W30 Model WC36

### Model 715 Model 724

#### I. Introduction

Thank you for selecting a Premier Paper Trimmer. Premier has manufactured trimmers for more than 50 years. During that time continuous-improvement engineering has led to virtually every major advance in trimmers. From our original wood boards, to the new PT12 Personal Paper Trimmer and TrakCut™ 512, every Premier trimmer is designed to give you years of reliable service.

**WARNING – Read and thoroughly understand this publication in its entirety before attempting to operate your trimmers. The trimmer blade is sharp. Never place your hands or fingers near the cutting area when operating your trimmer. Never allow others to place their hands or fingers near the cutting area when operating your trimmer. Never carry your trimmer by the blade. Never carry your trimmer by the handle only. Never operate the trimmer when the blade guard is removed or not in working order. Never allow children to operate a trimmer without adult supervision. Always latch the blade in the closed position when not in use. Misuse of this product can cause serious bodily injury.**

For best cutting results, use Trim-Ease Blade Lubricant on your trimmer blades. Trim-Ease helps provide a smoother cut, reduces friction, and preserves the life of the cutting blade. Trim-Ease will not mark or stain the materials being trimmed and can be used on virtually any paper trimmer, even older models.

#### II. Setup

Place the trimmer on a stable, flat surface such as a table or desk top and allow ample room for safe operation. Keep the area free from objects that may interfere with the safe operation of the trimmer.

#### III. Operation

1. Firmly grasp the handle with your right hand.
2. Release the blade lock (item 17) and lift the handle.

3. Place the material to be cut against the paper stop and scales (item 28) at the top of the trimmer.
4. Determine the amount of material you intend to remove by use of the scales or the integral board grid lines. (Scales are calibrated in both inch and metric measurements, grid lines are calibrated in 1 / 2" increments).
5. Hold the material securely in place with your left hand to ensure it remain flat and square on the trimmer base. On the StakCut Models (715 and 724) the paper is held securely in place by the clamp. Apply pressure to the clamp handle (item 45) as you follow step six.

**Warning – Make sure your fingers are not in the path of the trimmer blade!!!**

6. Lower the blade with a firm, steady motion. Continue to lower the blade until the trigger latch locks. The blade will be secured in position until the next use.
7. For repeat cuts of the same dimension, use the moveable paper stop. (item 30) Move the stop to the appropriate dimension. Position the left edge of the paper against the stop. Continue making cuts.

#### IV. Maintenance

##### 1. Cleaning and Lubrication

To clean your trimmer, wipe it with a towel (or sponge) damp with a mild soap and water solution (or mild household cleaner).

##### 2. Adjustments

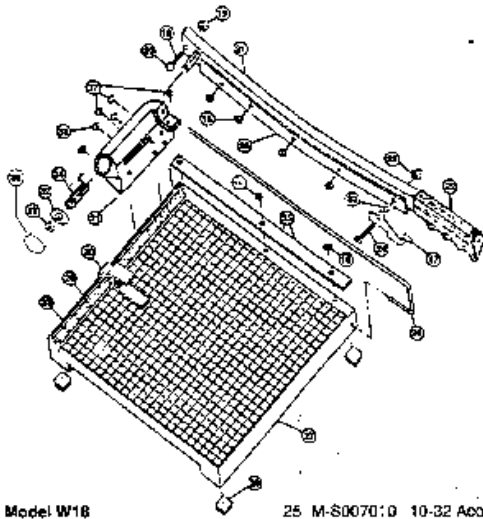
Over a period of years it may be necessary to realign the cutting blade. We suggest you follow this procedure for realignment. Before any adjustments are attempted, raise the blade (via the handle) to its full open position.

- a. At the end of the blade handle is a screw (item 18) and nut (item 19). Insert a flat blade screwdriver into the screw. Hold the screw in position while you loosen the nut with a wrench. If your trimmer is folding paper over the bed blade rather than trimming the paper, turn the screw counterclockwise in 1/8 to 1 / 4" increments, test cutting after each movement. Repeat this procedure until the blade cuts correctly.

Hold the screw in place and retighten the locking nut. If your trimmer is pushing or bulging paper back from the edge of the trimmer, follow the previous procedure, except turn the screw clockwise, test cut, and repeat in necessary.

- b. If neither of the previous procedures realigns the blade, loosen the locking nut on the screw and turn the screw 2-3 full turns clockwise. Now turn the screw in 1/8" to 1 / 4" turn increments and test cut until the blade will cut through its entire length.

# Trimmer Parts List

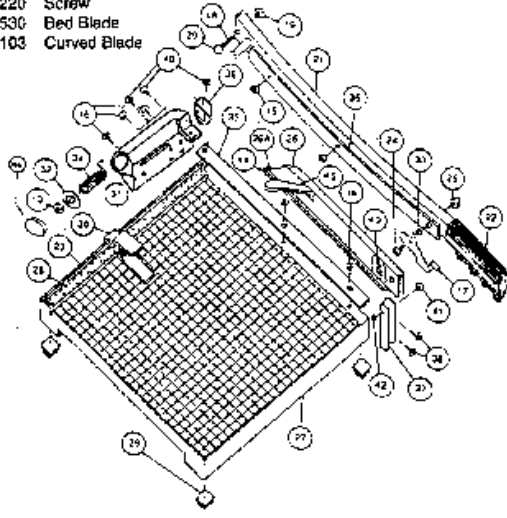


|                                       |  |                              |
|---------------------------------------|--|------------------------------|
| <b>Model W18</b>                      |  | 25 M-S007010 10-32 Acorn Nut |
| 13 M-S007026 Lock Nut                 | 26 W-O017548 Guard                     |                              |
| 14 M-S004063 8-18x5/8" F. Hd. Scr.    | 27 W-F010118 Wood Base                 |                              |
| 15 M-S001020 10-82x1/2" F. Hd. Scr.   | 28 M-C010318 Ruler                     |                              |
| 16 M-S004061 8-18x1" F. Hd. Scr.      | 29 M-S030021 Adhesive Bumper           |                              |
| 17 W-O017652 Trigger Latch            | 30 M-O017728 Paper Stop                |                              |
| 18 M-S038006 5/16x18x1 3/4" Adj. Scr. | 31 W-A017511 Bearing                   |                              |
| 19 M-S007021 Lock Nut 5/16-18         | 32 W-O001757 Torque Washer             |                              |
| 20 M-O017654 Wear Pad                 | 33 M-C017642 Spacer                    |                              |
| 21 W-A218000 Blade/Handle Assy.       | 34 M-S031053 Spring                    |                              |
| 22 M-S043016 Handle Grip              | 35 W-O010518 Bed Blade                 |                              |
| 23 M-Z000103 Extrusion 17 5/8"        | 36 W-O017518 Curved Blade              |                              |
| 24 M-S001148 10-32x1.3 Pan Hd. Scr.   | 37 M-S004051 10-16x2" Rd. Hd. Scr.     |                              |
|                                       | 38 M-S004039 10-16x1 1/2" Rd. Hd. Scr. |                              |
|                                       | 39 M-S016012 Hole Plug 1 1/8"          |                              |

|                                     |  |
|-------------------------------------|--|
| <b>Model W24</b>                    |  |
| Same parts as Model W18 except for: |  |
| 21 W-A224000 Blade/Handle Assy.     |  |
| 23 M-Z000103 Extrusion (23-5/8")    |  |
| 26 W-O017548 Guard                  |  |
| 27 W-F010124 Wood Base              |  |
| 28 M-C010324 Ruler                  |  |
| 29 M-S030002 Screw on Bumper        |  |
| 29A M-S037220 Screw                 |  |
| 35 W-O010524 Bed Blade              |  |
| 36 W-O017524 Curved Blade           |  |

|                                     |  |
|-------------------------------------|--|
| <b>Model W30</b>                    |  |
| Same parts as Model W18 except for: |  |
| 21 W-A230101 Blade/Handle Assy.     |  |
| 23 M-Z000103 Extrusion (23-5/8")    |  |
| 26 W-O017550 Guard                  |  |
| 28 M-C010330 Ruler                  |  |
| 29 M-S030002 Screw on Bumper        |  |
| 29A M-S037220 Screw                 |  |
| 35 W-O010530 Bed Blade              |  |
| 36 W-O230103 Curved Blade           |  |

|                                       |  |
|---------------------------------------|--|
| <b>Model WC36</b>                     |  |
| Same parts as Model W18 except for:   |  |
| 18 M-S038002 5/16x18x1 3/4" Adj. Scr. |  |
| 19 M-S007023 Lock Nut 5/16-18         |  |
| 20 W-O017654 Wear Pad                 |  |
| 21 W-A236110 Blade/Handle Assy.       |  |
| 23 M-Z000103 Extrusion (28-3/8")      |  |
| 27 W-F236108 Wood Base                |  |
| 28 M-C010330 Ruler                    |  |
| 29 M-S030048 Screw on Bumper          |  |
| 29A M-S004051 Screw                   |  |
| 35 W-O236111 Bed Blade                |  |
| 36 W-O236115 Curved Blade             |  |



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