

Large Format Cutter

The large format cutter is useful when cutting prints that are too large for the hand cutter, or when more precision is required, as it is easier to see where the blade will cut.

1. Push the cutter to the far left. The cutter will only cut from left to right.
2. Line your paper up under the guard. The desired cut line should be **in the middle of the cutting gap**.
3. Make sure your document is parallel with the guard to ensure a straight cut.
4. With one hand, press the button on the cutter down and slide it across until done. Use your other hand to apply firm pressure down on the guard to **hold the document in place**.
5. Lift the guard up and remove your document (if done cutting). Otherwise, continue cutting/rotating as needed.
6. When done, make sure to push the cutter back to the left side position.



If the large format cutter is creating rough edges, press the 'Request Assistance' button so a staff member can replace the blade.

