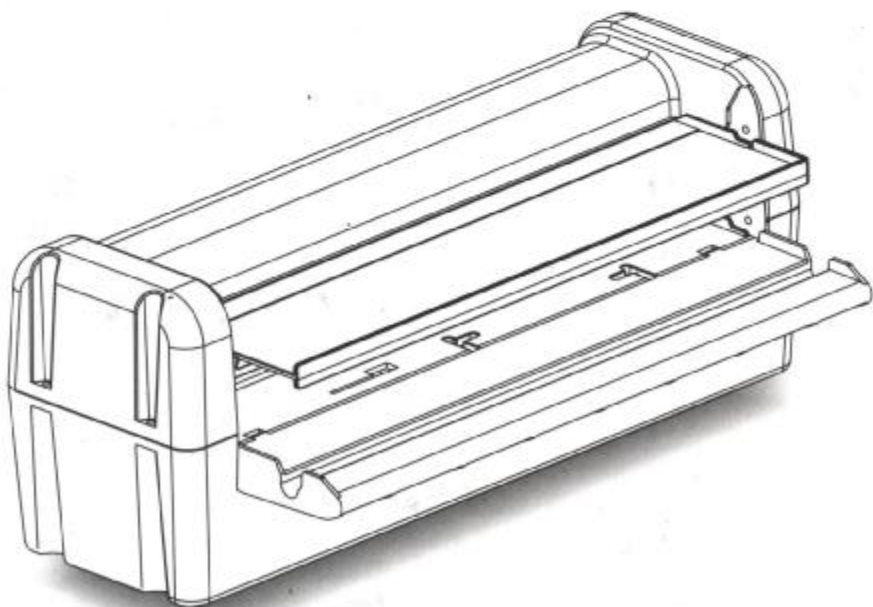


# Read This First

Operation Guide

## **Business Card Cutter**



# PLEASE READ THIS CAREFULLY

---

## **IMPORTANT**

- Only use paper or card to a maximum weight of 300gsm.
- Only feed one sheet at a time.

## **SAFETY INFORMATION**

- Read and understand all operation instructions and safety information before using the machine.
- Use only a grounded electrical outlet when connecting the unit to a power source. If you do not know whether the outlet is grounded, always check with a qualified electrician.
- Observe all warnings and instructions marked on the machine.
- Unplug the machine from wall outlets before cleaning.
- Do not install or use the machine near water or when you are wet.
- Install the machine securely on a stable surface.
- Install the machine in a protected location where no one can step on or trip over the power cord, and where the power cord will not be damaged.
- If the machine does not operate normally, contact your local reseller or service agent for help.
- There are no operator or serviceable parts inside. Do not remove any covers. Refer servicing or breakdowns to qualified service personnel.
- Do not modify or change any part of the machine.

## **Notes**

Microsoft®, Microsoft Word® are registered trademarks of Microsoft Corporation. Avery® is the registered trademark of Avery Dennison Corporation. CorelDRAW® is the registered trademark of Corel Corporation. Adobe Photoshop® is the registered trademark of Adobe Systems Incorporated.

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# PREFACE

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Thank you for purchasing a Business Card Cutter.

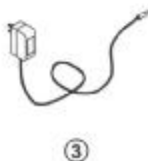
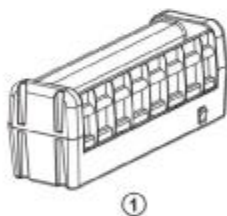
Before using your machine, please take a few moments to read this guide for an overview of features, specifications, operation instructions and other important details. If you want to create a business card easily and quickly, please visit our web site to download free business card templates we made available to you.

Thanks again and we hope you enjoy using this product!

# PARTS LIST

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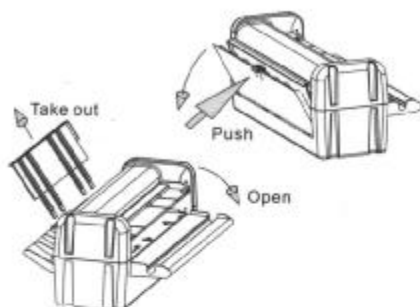
- ① Business Card Cutter
- ② Sliding Tray(stored inside the front cover of cutter)
- ③ Power Adaptor
- ④ Operation Guide



# OPERATE BUSINESS CARD CUTTER

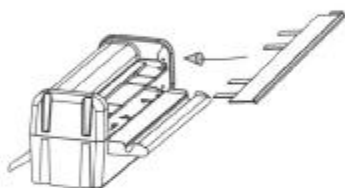
---

Follow steps below to operate the Business Card Cutter.

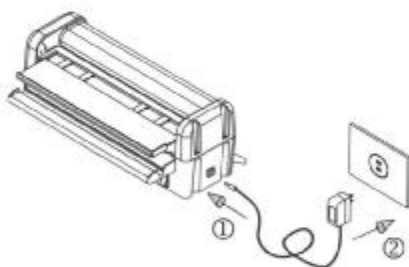


Open the front cover by pushing the latch and take out the sliding tray that is stored inside.

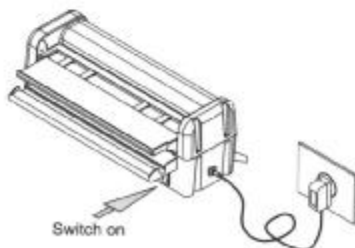
Open the back cover.



Insert the sliding tray into position as shown.



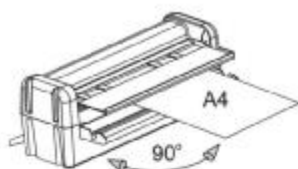
Connect the power lead to the socket on the side of the machine and then plug the adaptor/plug into an electrical outlet.



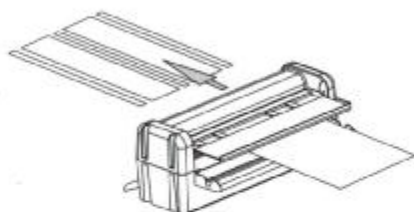
Switch on the Business Card Cutter.

# OPERATE BUSINESS CARD CUTTER

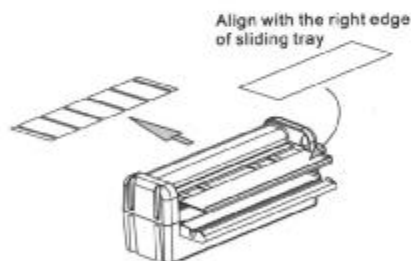
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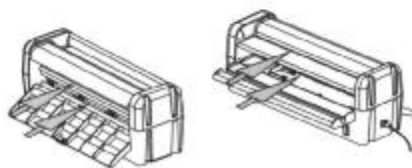
Gently insert the A4 paper/card stock into the bottom feed tray, making sure that it is aligned squarely to the right.



The machine will take up the drive and cut the sheet into two strips of five cards. Three small strips of waste from the middle and each side will also be produced in this process.



Now place a strip into the sliding tray. Align it to the right hand edge and push the tray forward gently with both hands until the machine takes up the drive. Each strip will be cut into five business cards. Repeat for the second strip.



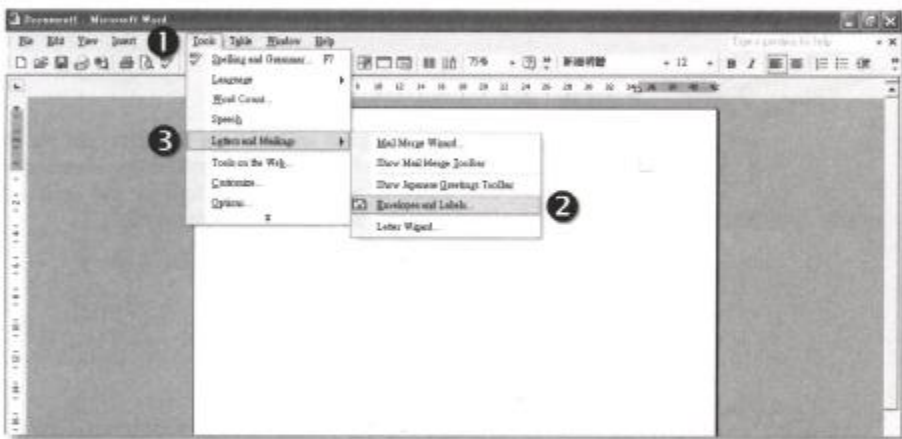
Avoid placing fingers, card/paper thicker than 300gsm or foreign objects into the openings or cutting slots. This can result in damage to the machine.

# HOW TO DESIGN A BUSINESS CARD

## Microsoft Word®

Steps below describe how you can easily create a business card using Microsoft Word®. The example is based on Word 2002®.

1. Open a new document in **Microsoft Word 2002**.
2. On the **"Tools"** ❶ menu, click **"Envelopes and Labels..."** ❷ in **"Letters and Mailings"** ❸.

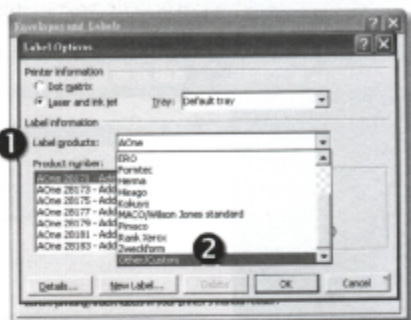


3. Click **"Labels"** ❶ and select **"Options..."** ❷.

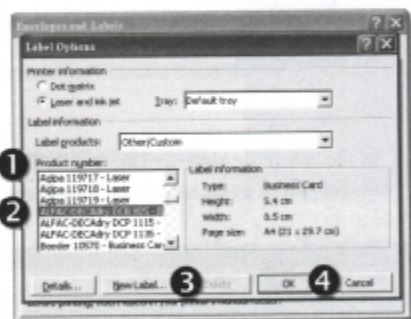


# HOW TO DESIGN A BUSINESS CARD

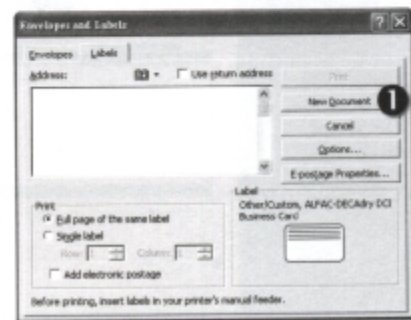
4. Under "Label products:" ❶ select "Other/Custom" ❷.



5. From "Product number:" ❶, select "ALFA-DECADry DCB 925 - Business Card" ❷. Note: If "ALFA-DECADry DCB 925 - Business Card" is not listed, you can create a custom size from "New Label" ❸ with dimensions 5.4 cm x 8.5 cm. Click "OK" ❹ when finished.



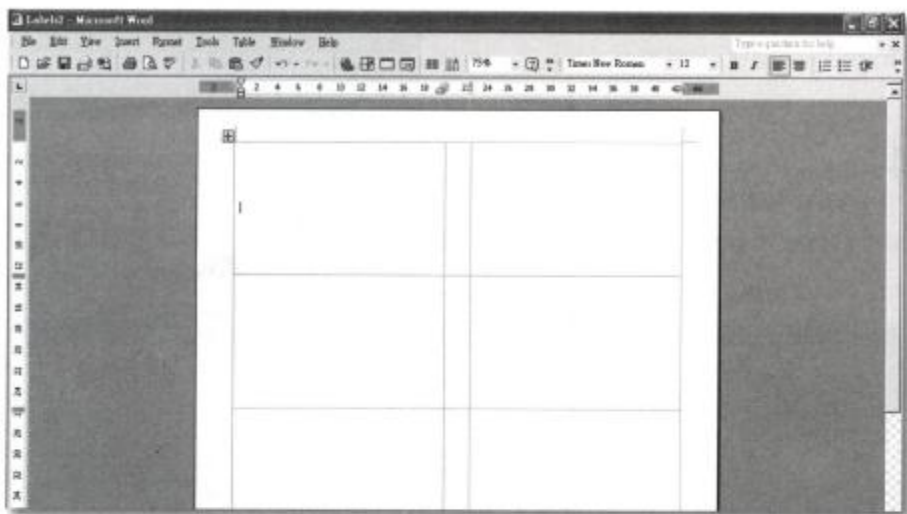
6. Select "New Document" ❶. A new window will appear (as shown overleaf) showing the layout of 10 cards on an A4 size sheet.



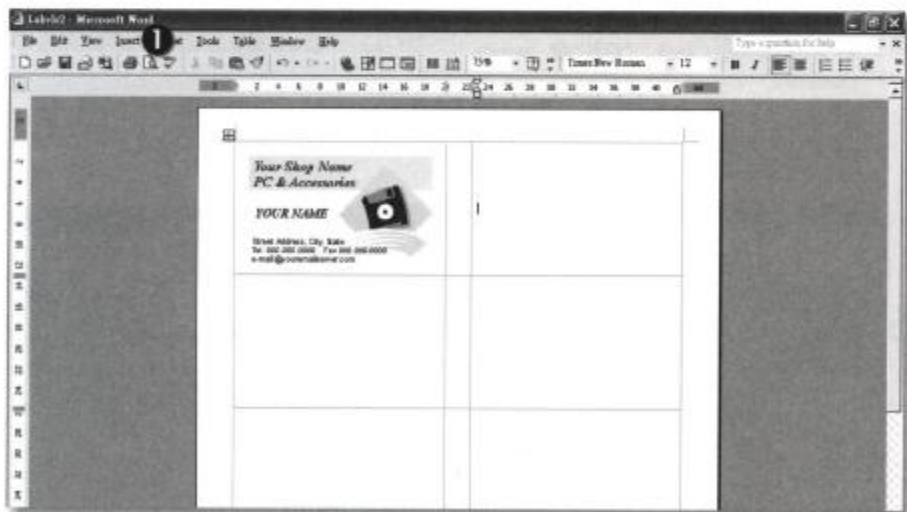


# HOW TO DESIGN A BUSINESS CARD

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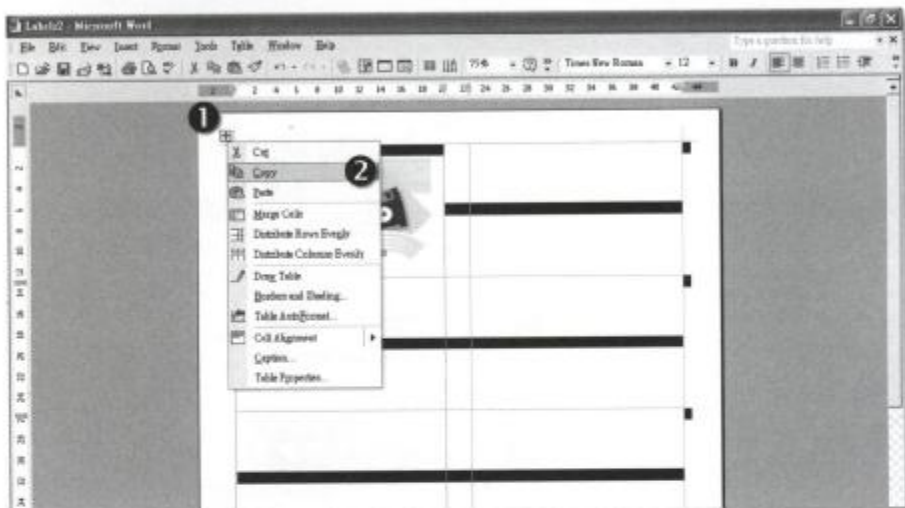


7. Make your design in the top-left hand position of the new document. You may insert pictures or logos by selecting **"Picture"** on the **"Insert"** menu.

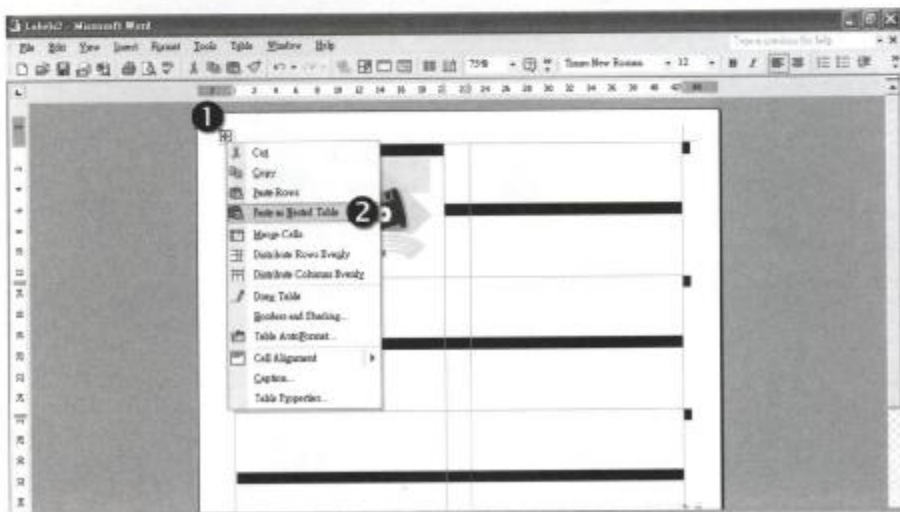


## HOW TO DESIGN A BUSINESS CARD

8. When your design is complete, you need to copy it to the other business card position. To do this, right-click on the small **"Cross"** ❶ in the top-left hand corner of this document and there will pop up a drop-down menu as shown. Left-click on **"Copy"** ❷.

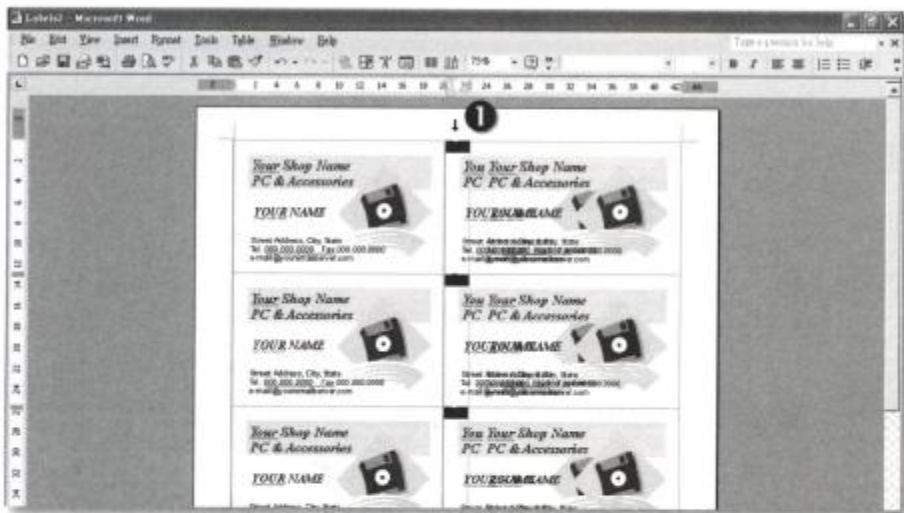


9. Right-click on the **"Cross"** ❶ again and select **"Paste as Nested Table"** ❸.



# HOW TO DESIGN A BUSINESS CARD

10. The design will automatically be copied to the other positions, as shown below. The middle column produces a small strip of waste so the content can be deleted. Move cursor to the top **1** to select the whole column and delete it.

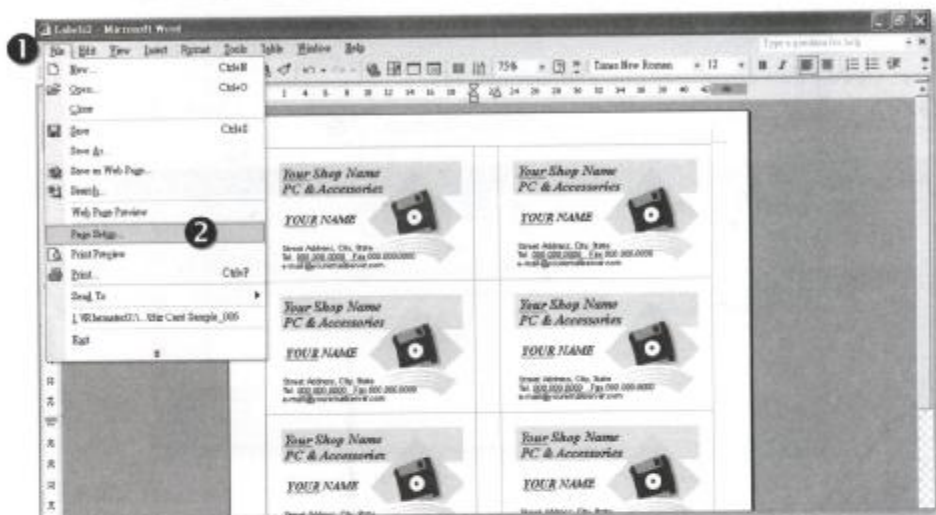


11. The finished layout is as shown below.

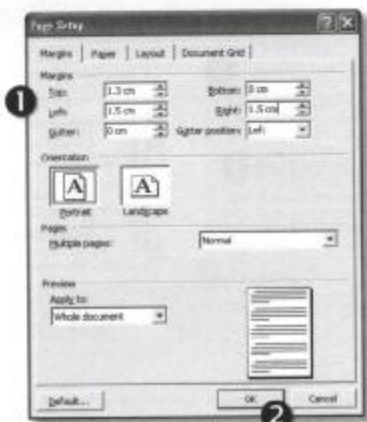


# HOW TO DESIGN A BUSINESS CARD

12. Due to the differences between printers it may be necessary to adjust the overall printing position on the sheet, so that the Business Card Cutter cuts correctly. To do this, click **"File"** ❶ and click **"Page Setup"** ❷.



13. Adjust the four margin settings - **"Top"**, **"Bottom"**, **"Left"** and **"Right"** ❶ to move the overall printing position to match the cutting wheels of the Business Card Cutter. Click **"Ok"** ❷ after your setting is finished.

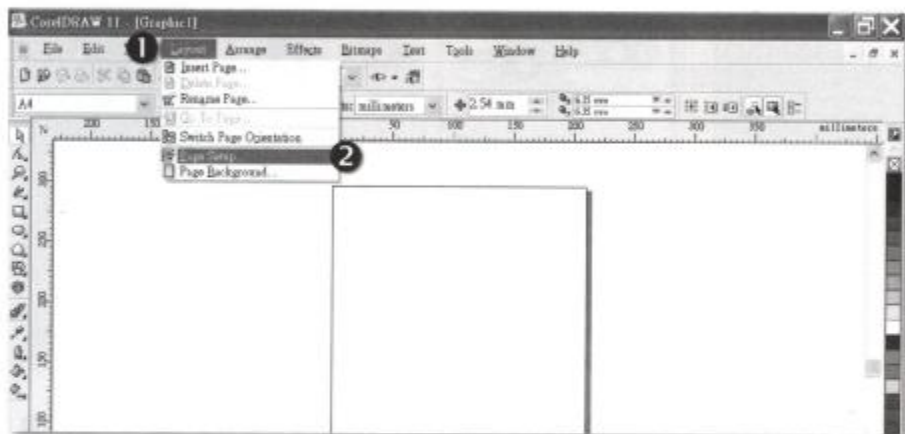


# HOW TO DESIGN A BUSINESS CARD

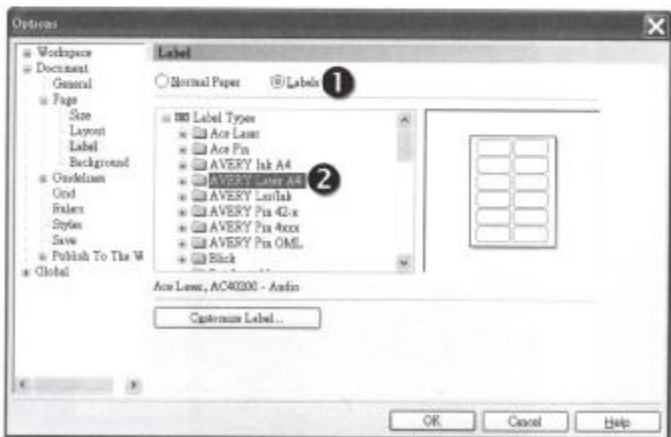
## CorelDRAW®

CorelDRAW® is a powerful and easy-to-use tool for designers. If you are familiar with this software, follow steps below to create a business card easily and quickly. The example is based on CorelDRAW 11.

1. Open a new document in **CorelDRAW 11**.
2. On the **"Layout"** menu, click **"Page Setup..."**.

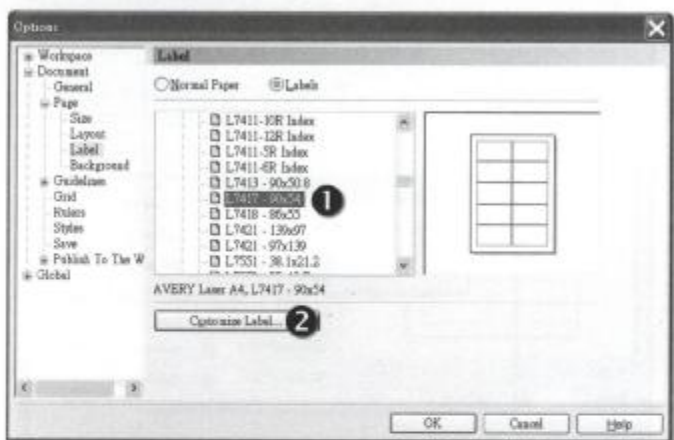


3. In the popup window, click **"Label"** and then double-click on the folder **"AVERY Laser A4"**.

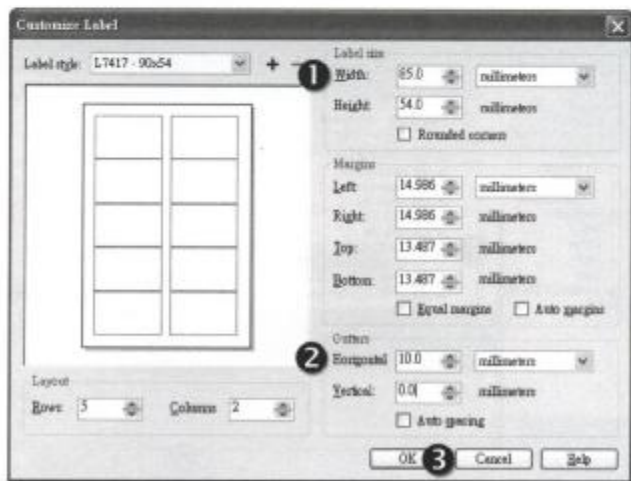


## HOW TO DESIGN A BUSINESS CARD

4. Select **"L7417 - 90x54"** ❶ in **"AVERY Laser A4"** and click **"Customize Label"** ❷.

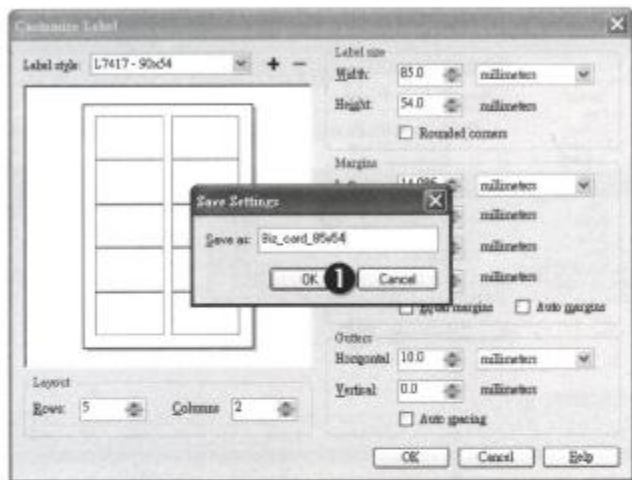


5. Adjust the **"Width"** ❶ to be **85 mm** and **"Gutters"** ❷ to be **10 mm** for **"Horizontal"**. Leave all other settings as default. Click **"Ok"** ❸ when finished.

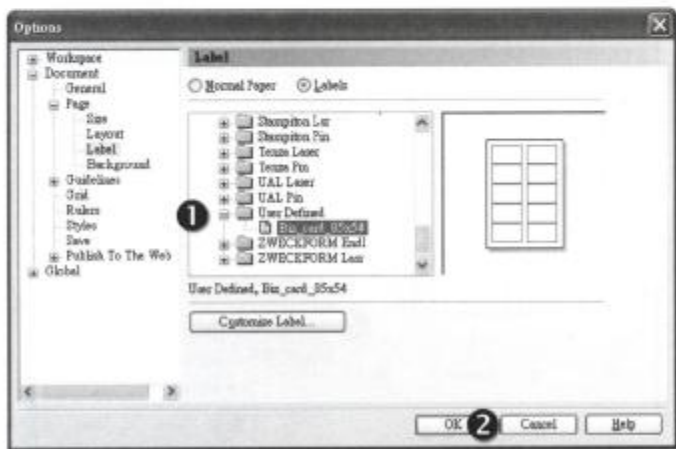


## HOW TO DESIGN A BUSINESS CARD

6. Input the name of your customized label, e.g. **"Biz\_card\_85x54"** and click **"OK"** ❶.

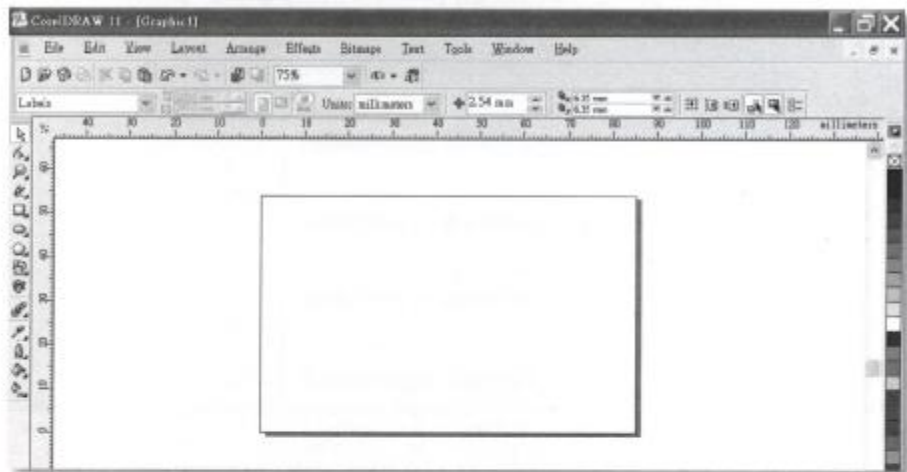


7. Your customized label will be saved in a folder named **"User Defined"** ❶. The next time you design a new business card, simply use this customized label template. Click **"OK"** ❷ when finished.

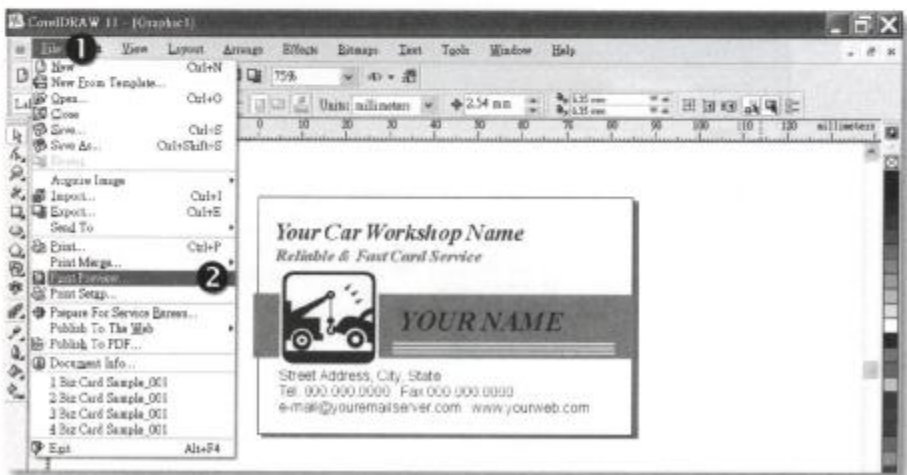


# HOW TO DESIGN A BUSINESS CARD

8. A single blank card will appear on the screen. Now you can start to design your business card.



9. When the design is finished, click **"File"** and select **"Print Preview"**, the A4 print preview is then as shown overleaf.

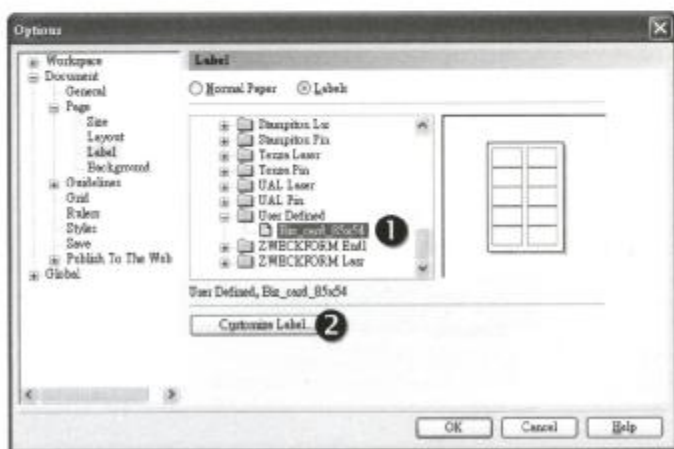




# HOW TO DESIGN A BUSINESS CARD

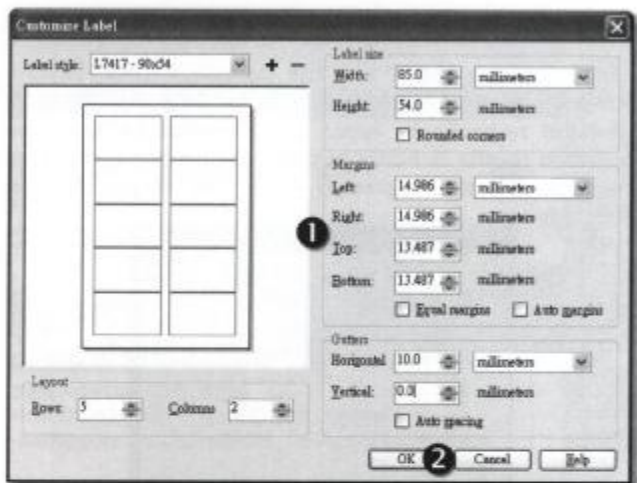


10. Due to differences between printers, it may be necessary to adjust the overall printing position on the sheet so that the Business Card Cutter cuts correctly. To do this, select your customized label, e.g. **"Biz\_card\_85x54"** in **"User Defined"** and click **"Customize Label"**.



# HOW TO DESIGN A BUSINESS CARD

11. Adjust the four margin settings - **"Left"**, **"Right"**, **"Top"** and **"Bottom"** ❶ to move the overall print position to match the cutting wheels on the Business Card Cutter. Click **"Ok"** ❷ after your setting is finished.

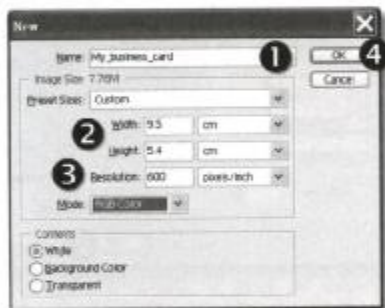


# HOW TO DESIGN A BUSINESS CARD

## Adobe Photoshop®

To design and make your business card using the Adobe Photoshop®, simply follow steps below. The example is based on Photoshop 7.0.

1. Open a new document in **Photoshop**.
2. On the popup menu, input the file name of your business card, e.g. **"My\_business\_card"** ①. Set the image **"Width"** and **"Height"** ② to be **9.5 cm** and **5.4 cm** respectively. Input the **"Resolution"** ③ of your image. The higher resolution results in better printing quality however it produces a larger file size and will take longer to process. Click **"OK"** ④ when finished.

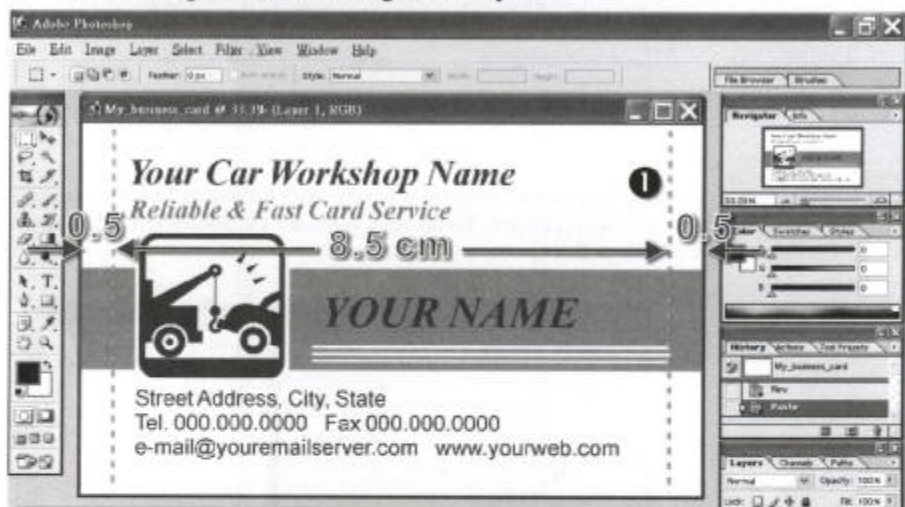


3. A single blank card will appear on the screen. Now you can start to design your business card.



## HOW TO DESIGN A BUSINESS CARD

4. Leave a margin **0.5 cm** on the right & left side and keep your design inside the reference **dashed lines** ①. The finished card will be trimmed at the lines. However if you wish to have something continue to the edge of the card it can follow through to the utmost edge of the layout.



5. When your design is finished, select **"Edit"** ① and click **"Define Pattern"** ②.



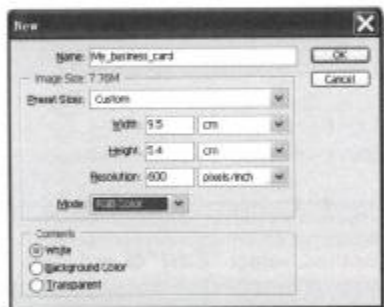
## HOW TO DESIGN A BUSINESS CARD

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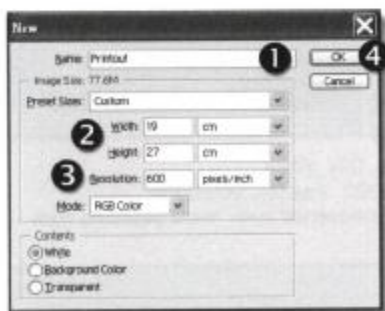
6. On the popup menu, input pattern name **1**, e.g. **"My\_business\_card"**. Click **"OK"** **2**.



7. To print your design, you need to prepare a frame for Photoshop to automatically fill with 10 copies of business card. To do this, open a new document. This shows the menu we saw in **Step 2**.

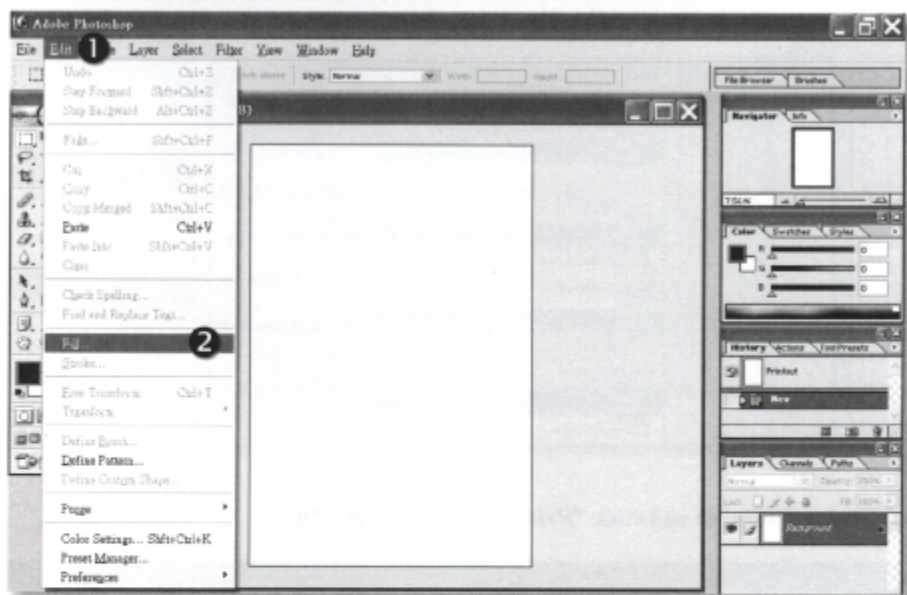


8. Input the file name for the frame, e.g. **"Printout"** **1**. Set the image **"Width"** and **"Height"** **2** to be **19 cm** and **27 cm** respectively. The **"Resolution"** **3** should be the same as your setting in **Step 2**, e.g. 600 pixels/inch. Click **"OK"** **4**.

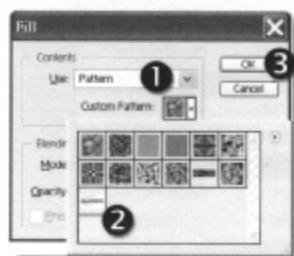


# HOW TO DESIGN A BUSINESS CARD

9. The layout will be shown as below. Now click **"Edit"** ❶ and select **"Fill"** ❷.



10. On the **Fill** menu, select **"Pattern"** ❶ and click the icon of the card ❷ you created in **Step 6**. Click **"OK"** ❸.

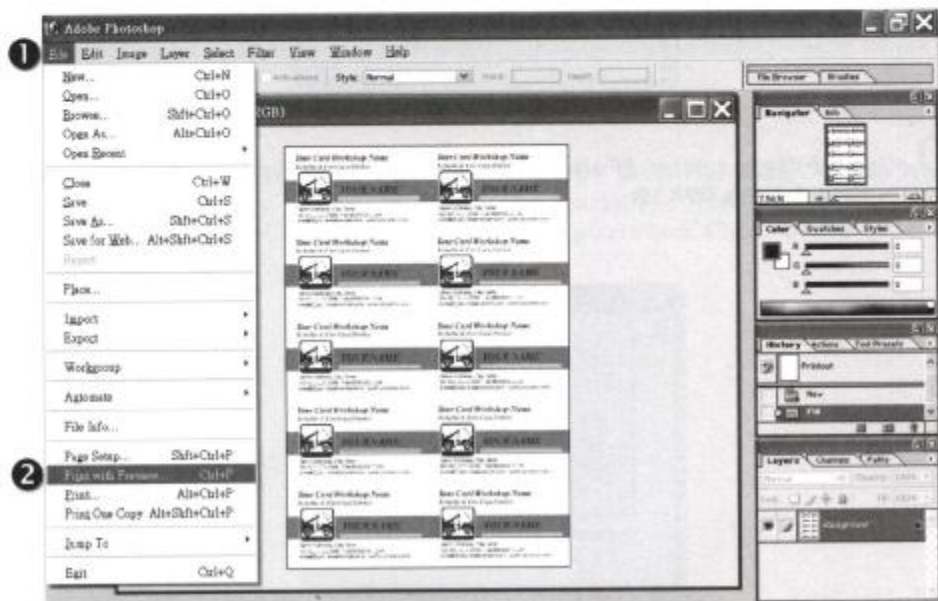


# HOW TO DESIGN A BUSINESS CARD

11. The frame will be automatically filled with 10 business cards as shown below.



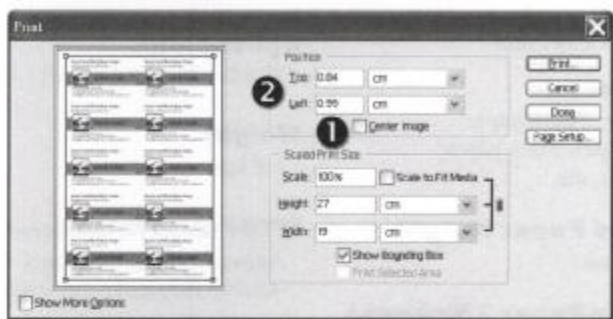
12. Select "File" and click "Print with Preview..."



## HOW TO DESIGN A BUSINESS CARD

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13. The frame is by default, centered to the page. Due to differences between printers, it may be necessary to adjust the overall print position on the sheet so that the Business Card Cutter cuts correctly. To do this, uncheck **"Center Image"** ❶ and set the **"Top"** or **"Left"** ❷ position of the frame.





# SPECIFICATIONS

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## **Paper Feed**

Manual

## **Sheet Feeder Capacity**

Maximum 1 sheet for each slot

## **Paper Size**

A4 210 mm x 297 mm

## **Paper Type**

Glossy paper, Photo paper,  
Magnetic paper, Plain paper,  
Coated paper, etc.

## **Acceptable Paper Weight**

150 to 300 gsm

## **Acceptable Paper Thickness**

Less than 0.3 mm

## **Speed**

6 sheets per minute

## **Card Size**

Finished size, 85 mm x 54 mm

## **Operating Environment**

Temperature 0°C to 40°C

Humidity 20% to 90% RH

## **Storing Environment**

Temperature 0°C to 40°C

Humidity 20% to 90% RH

## **Power**

DC 12V / 0.75A

(Adaptor with Type A plug)

DC 12V / 0.6A

(Adaptor with Type C, I or G plug)

## **Dimensions**

W x D x H = 35.5 cm x 11.0 cm x 14.2 cm

## **Weight**

1.8 kgs

## **MTBF (Mean Time Before Failure)**

Approximately 600 hours or  
60,000 sheets of A4 size paper.

## If You Find This Problem...

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This card cutter is designed for cutting 10-up business card of size 85x54mm on A4 paper sheet. We recommend you to run a trial cut first and see if you need to make an adjustment on the paper margin and printing alignment. Please refer to enclosed Operation Guide for simple steps on adjusting the cutting margin and printing alignment in Microsoft Word(Page 9), CorelDRAW(Page 15) and Adobe Photoshop(Page 21). After the calibration is finished and you are able to print the right format for the card cutter, you don't need to modify any parameters again unless using a different printer.

## Download Free Templates...

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To create a business card easily and quickly for yourself, please visit the web site [www.cardtemplate.net](http://www.cardtemplate.net) to download free business card templates we made available to you!

