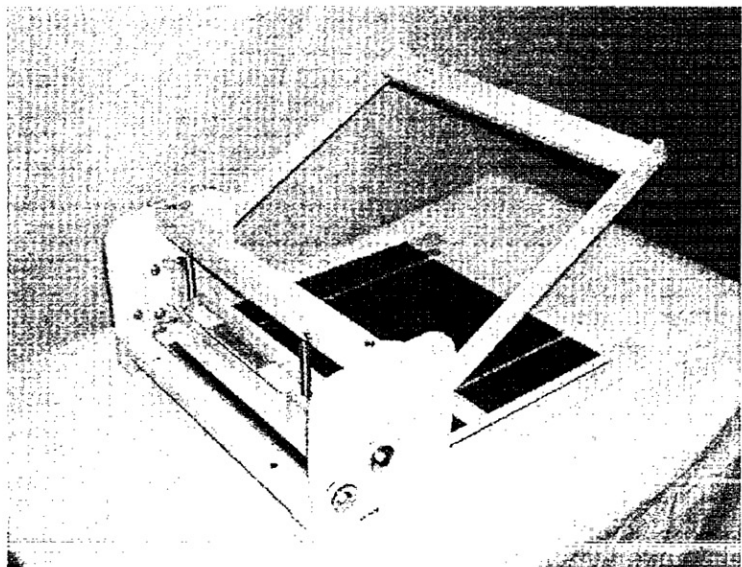




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HS-100 Handi-Scor

Operating and Maintenance Instructions

- Blades** - Handi-Scor comes equipped with a scoring blade and a 10 and 14 tooth per inch perforating blades. **To install blade**, tip machine forward and rest on front edge of frame. Remove three wing nuts and remove blade retainer. Install selected blade, blade retainer and wing nuts. Return machine to horizontal position.
- Back stop adjustment** - Loosen two wing nuts on backstop and adjust to desired length. Check **with sample piece**. Make fine adjustments as required.
- To operate Handi-Scor**- Place work piece through front of machine, square against back stop and press down on handle **PRESS ON CENTER OF HANDLE NOT ON EDGES**. For best results always work from center of machine squaring work piece against back stop. Do not use front guide to square work piece.
- To Operator** - Handi-Scor is designed with a 9½ to 1 mechanical advantage which means 10 lbs. of pressure on the handle delivers almost 100 lbs. at the blade. The result is, only a moderate amount of pressure is needed to operate and produce a quality score or perf. **In the case of a poor quality score or perf, check for a worn base pad or a dull perf blade. Adding more pressure to the handle will only damage the machine.**
- Rubber Base Pad** - When rubber becomes worn on base pad, remove screws at each end of pad and rotate 180 degrees full use. Replacement pads are available. See enclosed order form or contact dealer.
- To replace rubber base pad** - Remove two screws on front guide and remove assembly. Remove two screws on base pad and remove. Install new pad. Do not tighten screws until front guide assembly is installed. Move base pad until snug against front guide and tighten screws.
- Tips**- Rubber on base pad may be cleaned with a cloth dampened with alcohol. After cleaning, sprinkle or rub on talc or anti-offset spray powder to prevent paper from sticking to pad. **IMPORTANT** - for best performance place machine at a comfortable height. Press on center of handle to get an even score or perf.