

# TPI-4900E

Programmable Paper Cutter with 5" LCD Touch Display



## USER MANUAL

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It will be beneficial to get yourself acquainted first with the features of your TPI-4900E before attempting to use. Keep in mind all operational instructions, tips, and safety reminders every time you use your TPI-4900E to best achieve desirable results.

This paper cutter is designed to cut paper, books, or soft leatherette covers only. Never use the machine to cut any form of metal or other hard objects which may damage the machine.



Under no circumstances should children be ever allowed to operate the machine.



Make sure to keep your hands away from the blade at all times & handle the blade with care when replacing, carefully following the instructions in this manual.



Do not use the machine to cut hard materials which may cause injury when splinters & bits are discharged due to the pressure. This may also damage the blade motor.



Make sure the power cord is properly grounded to a dedicated outlet. It is important that a steady flow of current is supplied to the machine for efficiency & the use of a surge protector is highly recommended.



The machine weighs approximately 330 lbs. Make sure it is positioned on a clean, dry, flat and stable surface.



Use the emergency stop button to abruptly stop the machine. Turn the knob clockwise to release it and machine will resume operation.



The cutter is calibrated from factory. Please contact your dealer or the manufacturer first before making any adjustments or modifications other than replacing the blade, cutting stick, and adjusting cutting depth. Failure to do so may void the cutter's warranty.

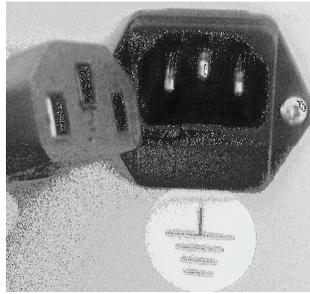
# Assembly Instructions

Assemble the cabinet stand following the illustration below ensuring all connections are tight and secure. After assembly, position your TPI-4900E on top of the cabinet. This will require 2-3 people.





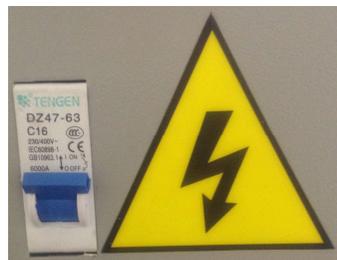
1. **Control Panel** – use the touch screen to input cut sizes and make other programming adjustments
2. **Safety Sensors (12)** – help keep the user safe from accidents by preventing the machine from operating when one (or more) of them is blocked
3. **Blade** – operated by way of pressing the cut switch (1 on the left and 1 on the right)
4. **Cutting Stick** – helps prolong the life of the blade
5. **Cut Switch (left & right)** – press simultaneously to operate the blade
6. **Hand Wheel** – to manually adjust cut size in small increments (fine-tuning)
7. **Blade Adjustment** – to adjust blade height and cutting depth
8. **Back Gauge** – helps align the paper and can be programmed to automatically push the paper out after the cutting process
9. **Sensor Bypass** – to turn off the 3 sensors on both sides when the document being cut extends beyond the feed tray. All other sensors will continue to function.
10. **Paper Clamp Up/Down** – for manual operation of paper clamp. Can also be controlled from the touch screen (control panel).
11. **Emergency Stop** – to abruptly stop the cutter from working in the event of an emergency



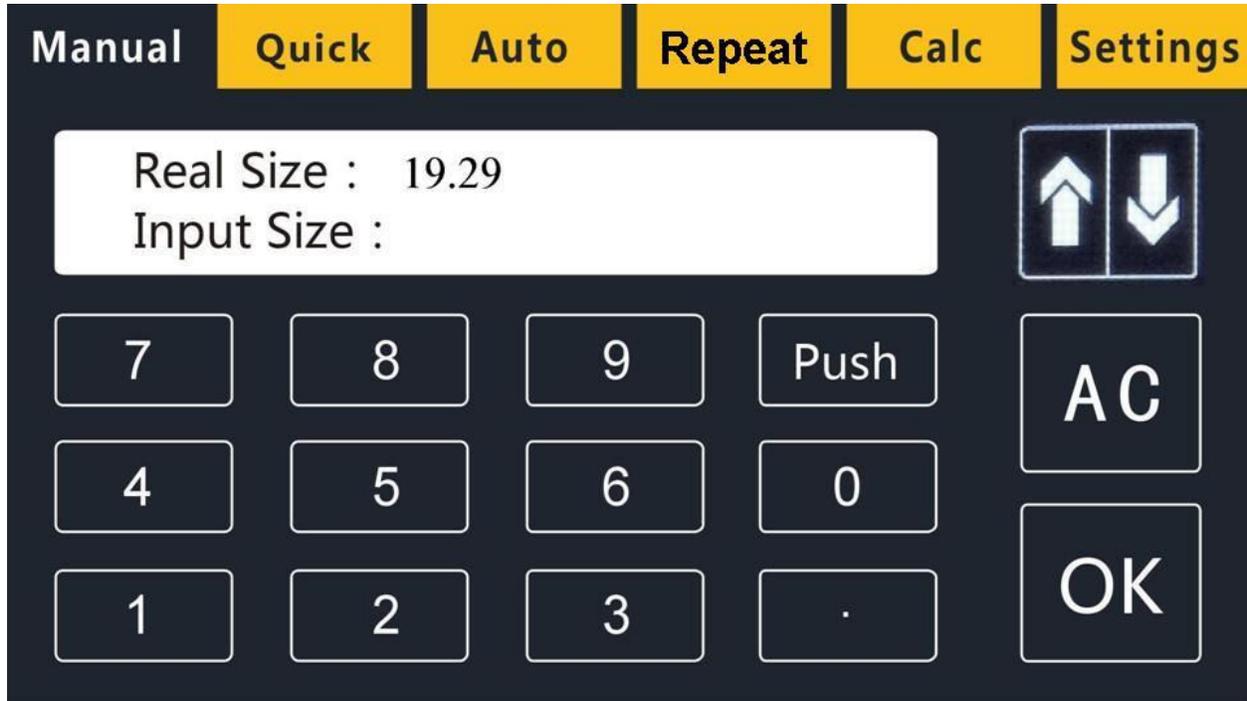
1. Securely attach the supplied power cord to the back of the machine and plug the other end into a properly grounded power outlet.



2. In order to operate the cutter, make sure the emergency stop switch is in the ON position by moving the knob according to the direction of the arrows (clockwise). Simply push down on the knob in the event of any emergency where you need to immediately cut power to the cutter.



3. Flip the main toggle switch upwards to the ON position and the control panel display will come to life. If it does not, go back to step #2. Before operating the cutter, wait for the Back Gauge to calibrate and check if the blade and paper clamp are in the standby position which should be all the way up. If not, press UP (=) on paper clamp up/down control until both have retracted after which you are able to proceed to using the cutter.

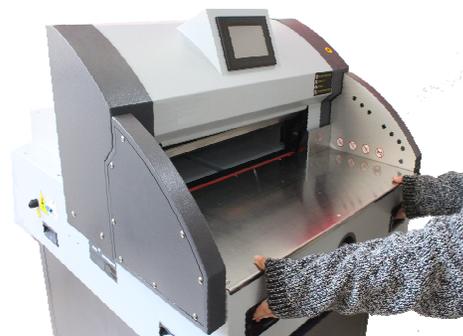


On start-up, the cutter will default to 19.29” as denoted by the **Real Size** value which essentially is the current size adjustment. To manually program a cut size, simply do the following:

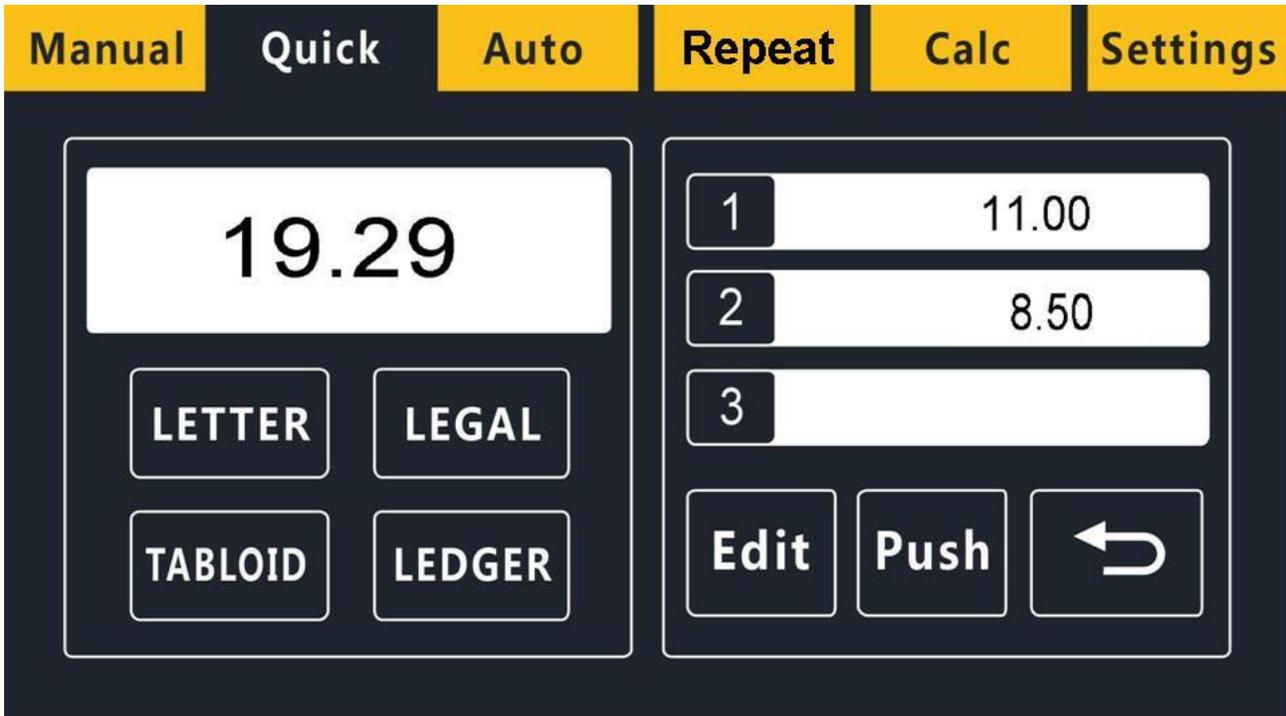
1. Enter the value on the keypad then press **OK**. This will be displayed on **Input Size** and the back gauge will adjust accordingly. Another way of adjusting the cut size is by pressing the **Up** and **Down** arrows or with the use of the **Hand Wheel**. Keep in mind it is able to do so only in small increments so this should really only be used mainly for fine-tuning.
2. After inputting the cut size, align your document making sure it is square against the left-hand side of your TPI-4900E and the back gauge.
3. Press the 2 cut buttons simultaneously to operate the blade letting go only after both the blade and the clamp have retracted after the cut cycle.
4. To push your document out, simply press the **Push** key. It will remain illuminated which means the cutter will automatically push your document out on succeeding cuts. Pressing it again one more time will do the opposite. This will be the same for Manual and Quick Mode.



Align documents here



Press 2 cut buttons simultaenously



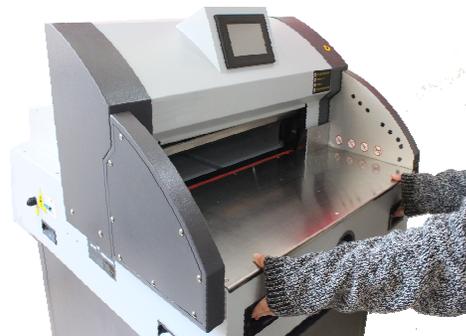
This program is used to conveniently cut a large document down to popular US paper sizes such as Letter (8.5”x11”), Legal (8.5” x 14”), Tabloid (11” x 17”) and Ledger (17” x 11”) without the need to input any values. For example, if you want to trim your document to Letter size, simply press the designated key. Before proceeding to cut, remember to:

1. First check the position of the back gauge to see if it is at 11.00”. In this example, it is currently at 19.29”. Press the first value to make the TPI-4900E adjust to the correct size then press the 2 cut buttons to operate the blade.
2. If you want to add another value, press that number followed by **Edit** then input your value.
3. To push your document out, simply press the **Push** key. This will remain illuminated meaning the cutter will automatically push your document out for succeeding cuts. Pressing it again once will do the opposite.

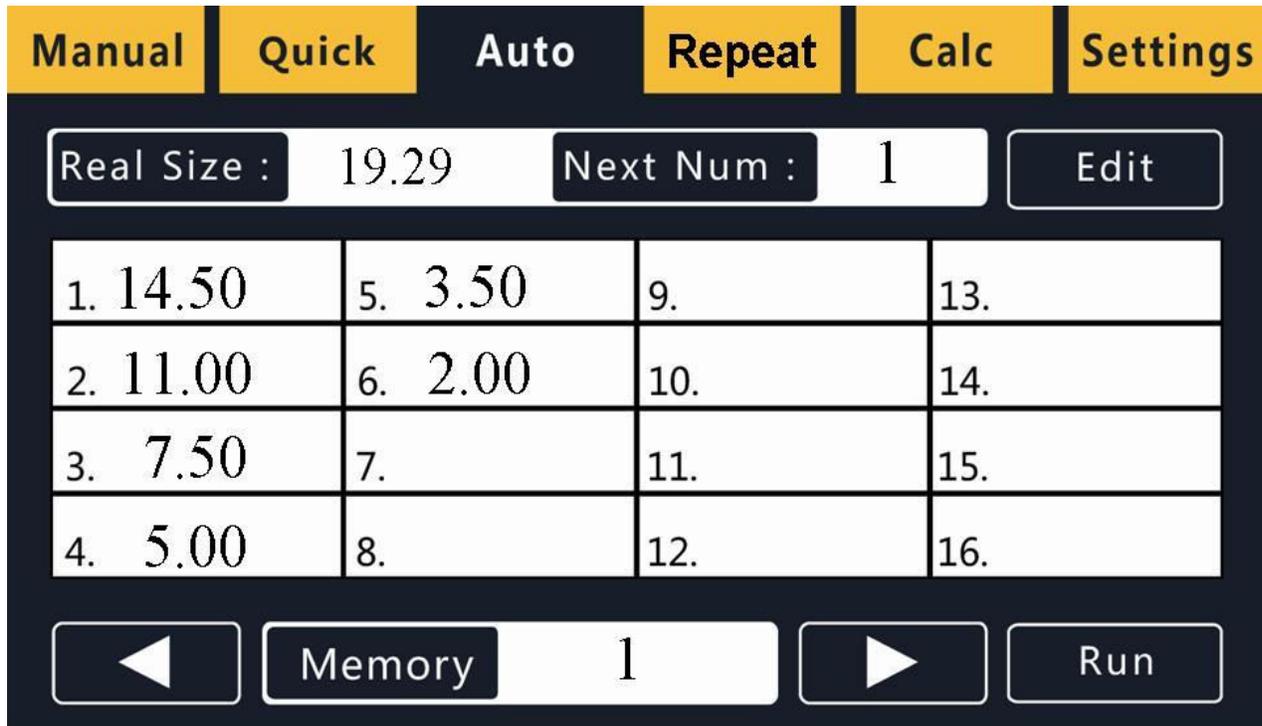
**NOTE:** The Back Arrow key will simply return you to the previous screen.



Align documents here



Press 2 cut buttons simultaneously



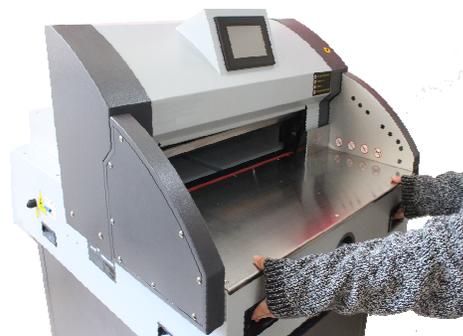
This program is used to store up to 99 projects into the memory bank by doing the following:

1. Press **MEMORY** or the value next to it then enter the number from 1-99.
2. Enter your cut sizes for each step. In this example, we entered 6 values: 14.50; 11.00; 7.50; 5.00; 3.50 and 2.00. Do this by pressing **EDIT** then press 1 for the first value, enter 14.50, then press **OK**. Repeat the process until the last value is entered then press **EDIT** again to save the entries.
3. Once you are ready to proceed, press **RUN** to make the back gauge adjust to the first size then press the 2 cut buttons simultaneously to operate the blade letting go only after both the blade and the clamp have retracted after the cut cycle.
4. To erase saved values, repeat the above steps but enter 0.00 for each value.

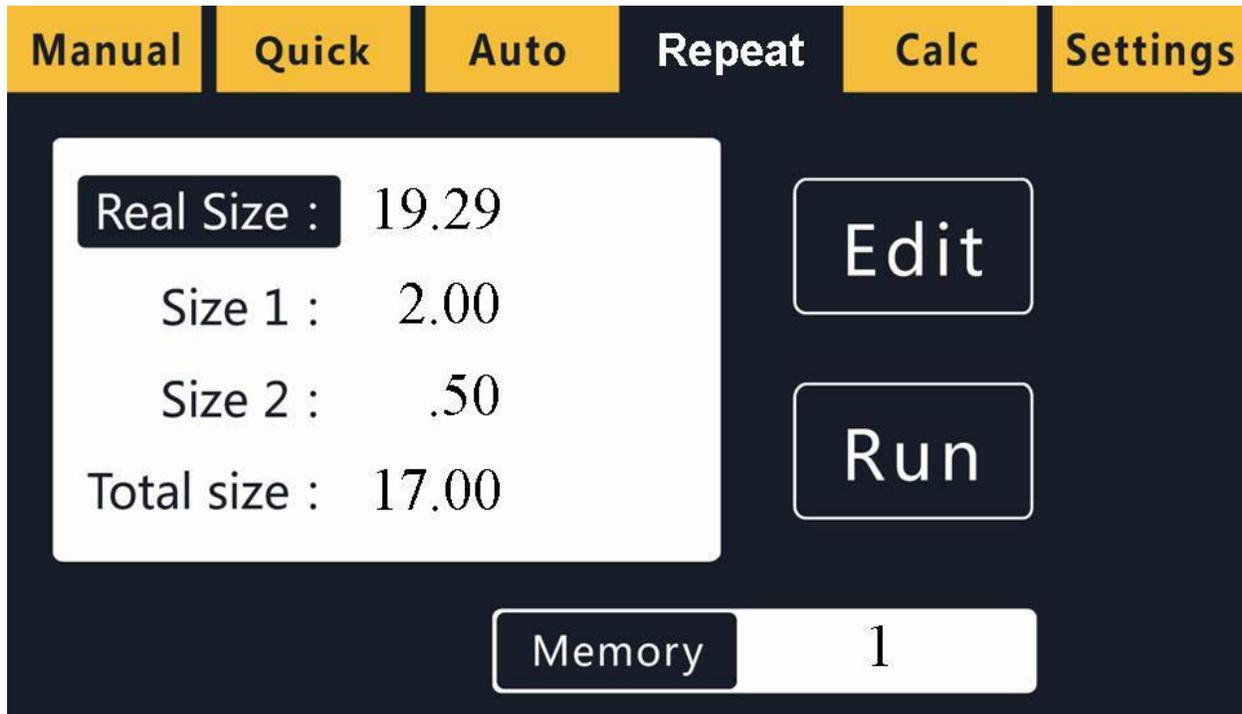
**NOTE:** You may enter as many as 96 different cut sizes for each project. Use the left or right arrow keys to quickly scroll through the different cut sizes.



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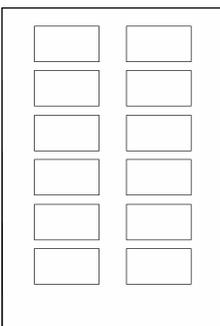


Press 2 cut buttons simultaneously

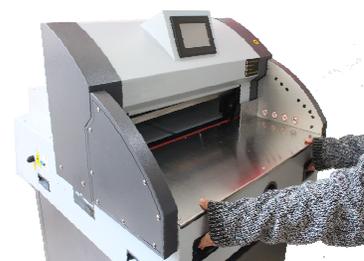


This program is used for repeat cuts with minimal inputs required on the TPI-4900E. In this example, we are cutting 12" x 18" cardstock to make full-bleed business cards. **NOTE:** These measurements are used as an example only and are not meant to be used as a template.

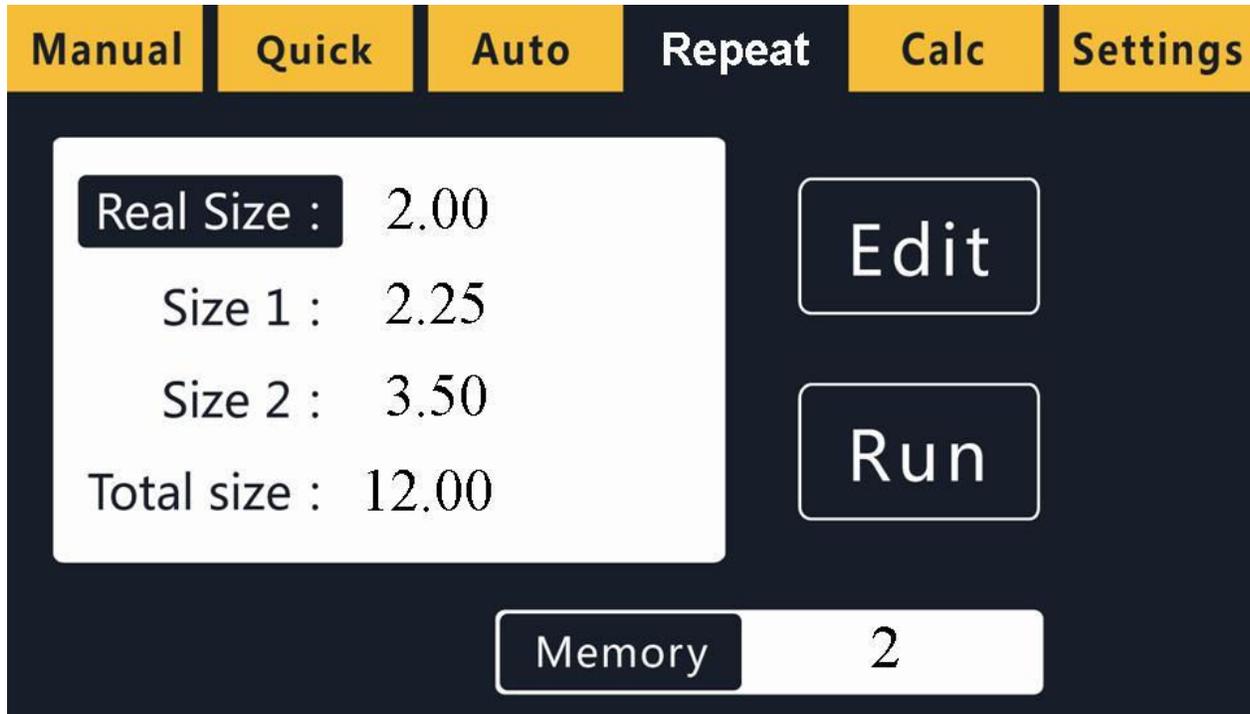
1. Store the values on Memory 1 to cut on the long side. Remember that you can store it from 1-99. Do this by clicking **EDIT** followed by **MEMORY**, then enter the number 1.
2. Trim your document to the optimal size in order to get 6 rows. Keep in mind the cutter cannot be programmed to cut smaller than 1.57" (this can be done manually) hence only 6 rows can be achieved. So in this example, enter 17.00 on **Total Size** to trim your document to 17".
3. Input 2.00 for **Size 1** and .50 for **Size 2** to program your repeat cuts then press **EDIT** once more to save your entered values.
4. Align your document flush on the left-hand side and against the back gauge then press **Run**. The cutter will adjust to 17.00 and trim it at that length when you press the cut buttons. On the next cut, the cutter will adjust to 15" by trimming your entered value for Size 1 (2.00"), followed by another cut at 14.5" for Size 2 (.50") which is for your bleed area. Repeat the process until you collect 6 rows of 12" x 2" sheets.



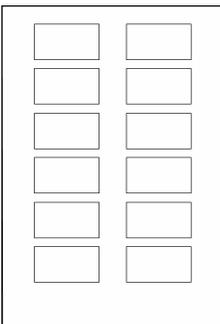
Align documents here



Press 2 cut buttons simultaneously



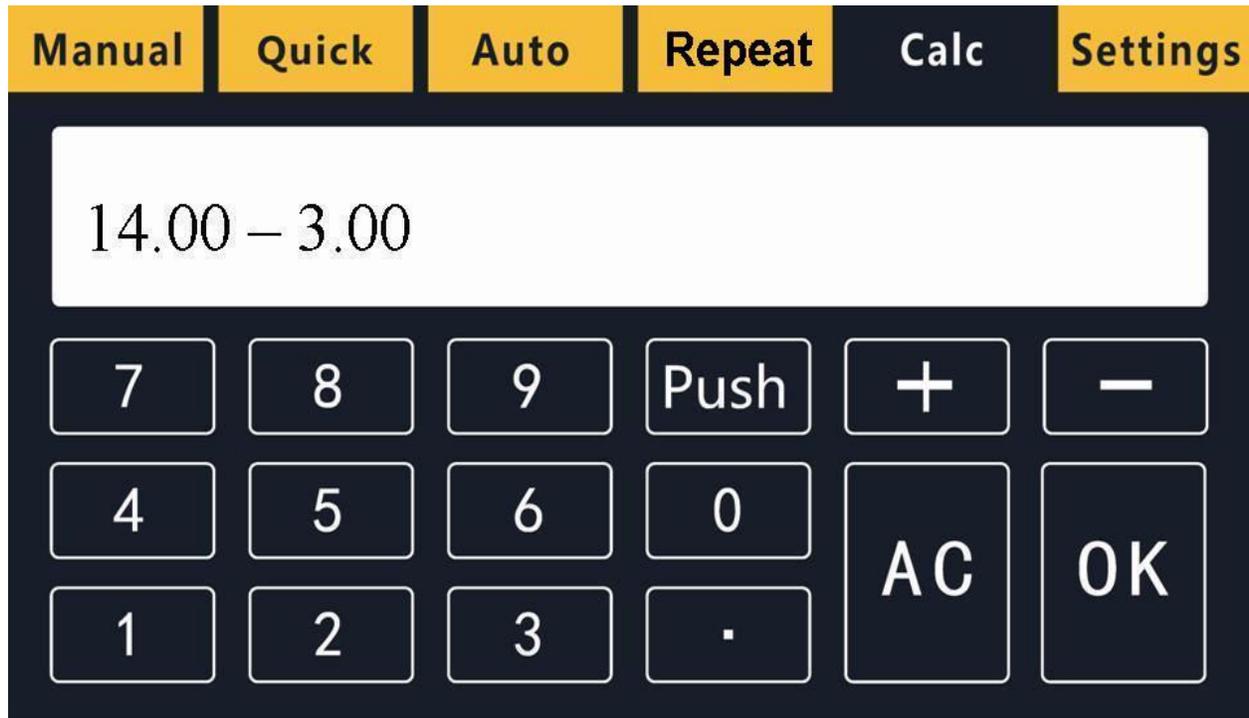
5. Press **EDIT** followed by **MEMORY** then enter the number 2 to store your values to cut on the short side.
6. Trim your document in order to be able to get 2 rows again keeping in mind the cutter cannot be programmed to cut smaller than 1.57". For this, we entered 12.00 on **Total Size** which is the actual length of the document on the long side.
7. Input 2.25 for **Size 1** and 3.50 for **Size 2** to program your repeat cuts then press **Edit** once more to save your entered values.
8. Align your document flush on the left-hand side and against the back gauge then press **Run**. The cutter will adjust to 12.00 and trim it at that length although nothing really will happen since the document is already 12.00" in length (this part cannot be skipped). On the next cut, the cutter will adjust to 9.75" by trimming your entered value on Size 1 (2.25") followed by another cut on 6.25" for Size 2 (3.50") for your bleed area. Repeat the process until you have 2 stacks of 3.5" x 2" cards.



Align documents here



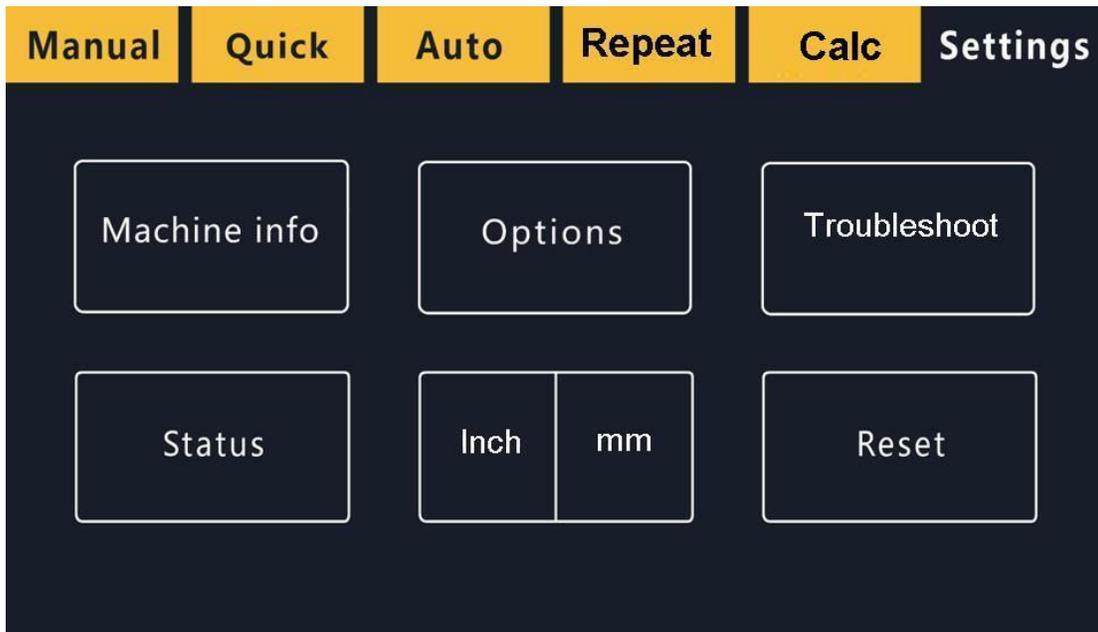
Press 2 cut buttons simultaneously



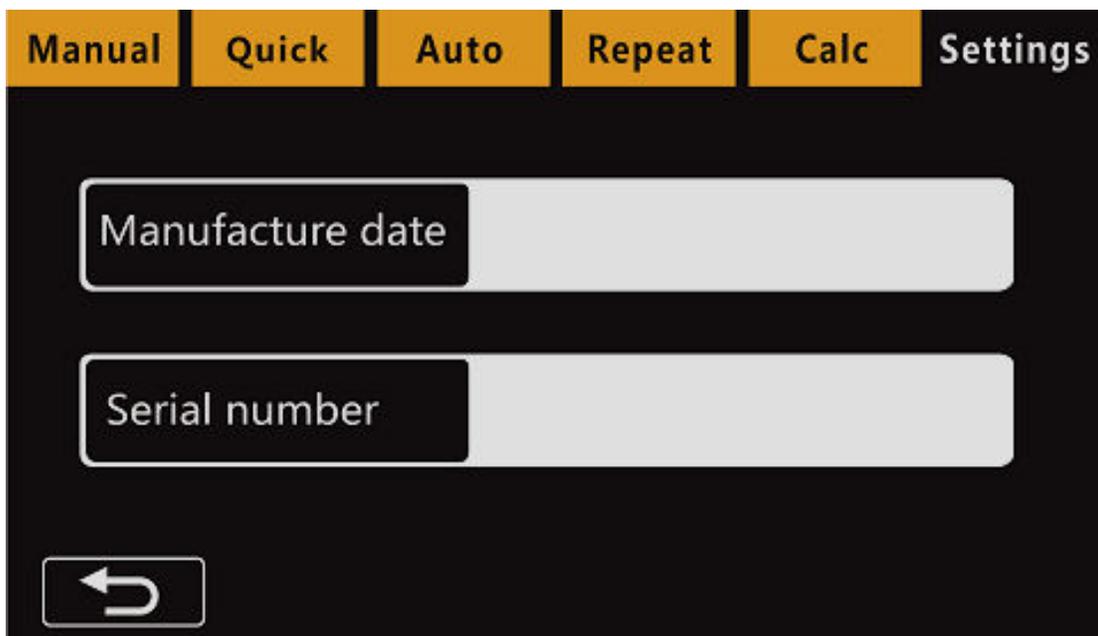
This program can be used to directly add or subtract any number to the actual/real size of the TPI-4900E and then trim the document at that measurement.

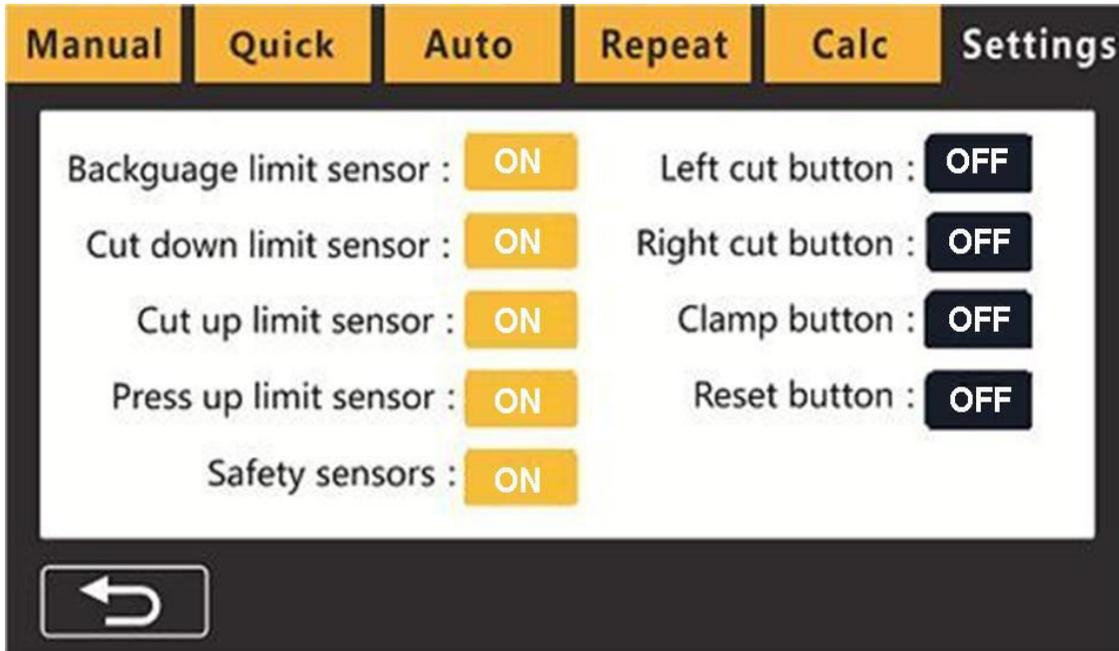
1. In this example, we are cutting the long side of a legal size document 8.5" x 14" to turn it to letter size 8.5" x 11". To do so, input the current long side size (14.00) then press **OK**.
2. After the cutter has adjusted to 14.00", press the minus symbol (-) then enter 3.00". Afterwards, press **OK**. Pressing the 2 cut buttons will trim the document at 11.00" (14-3 = 11).
3. To add, repeat the process above but press the plus sign instead.

The **Settings** tab can be used to review fixed, factory settings as well as adjust some of them.

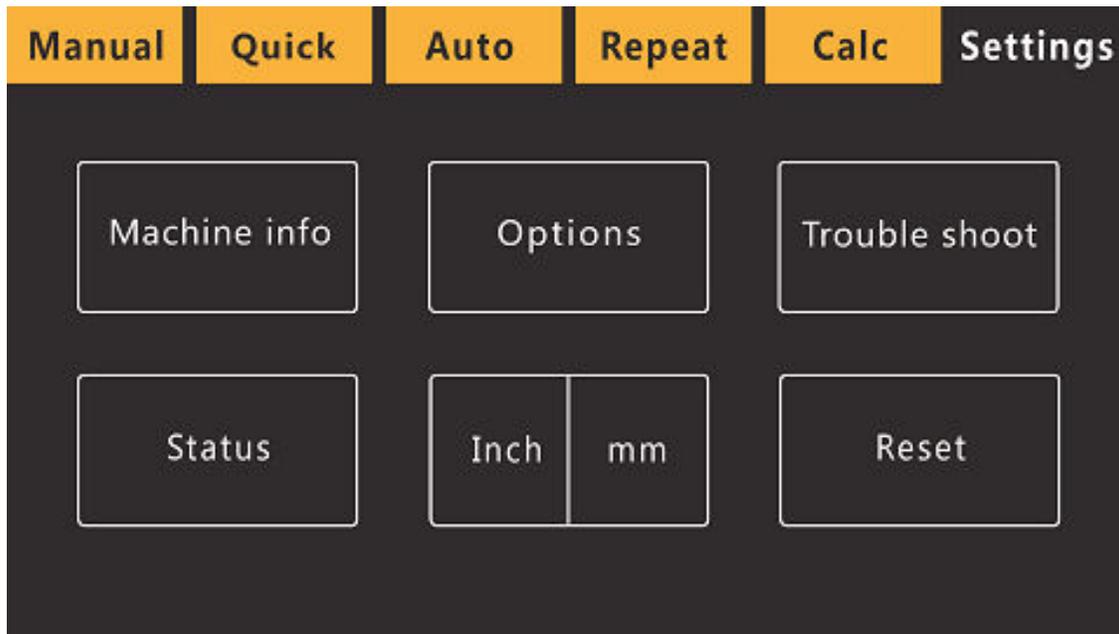


1. Press **Machine Info** to view basic information such as Manufacturing Date as well as the TPI-4900E's serial number.

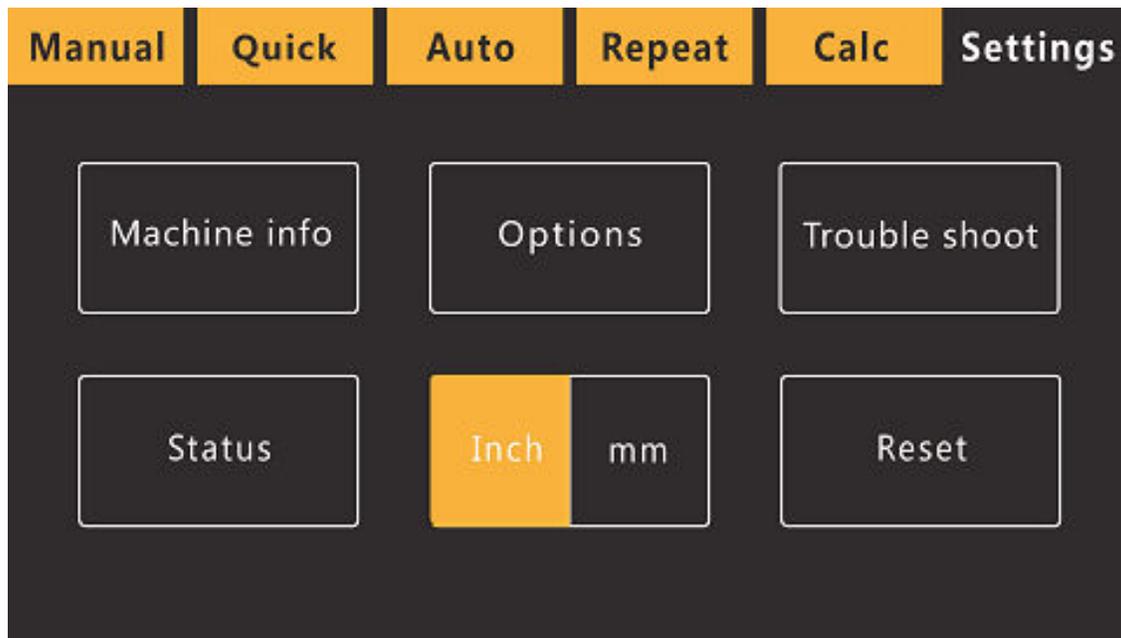




2. Press the **Status** key to monitor the current state of the TPI-4900E’s sensors and operating functions. If any of the sensors on the left column are OFF, this will indicate that either the specific sensor is faulty or it is turned off like in the case of the Safety Sensors that have a switch assigned to it. The status of the operating functions on the right column will change when any of them is in operation.



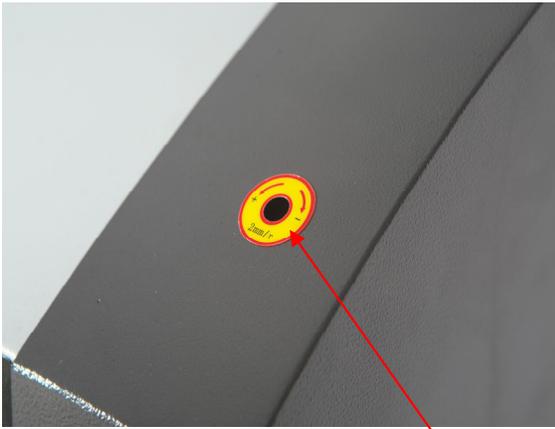
3) **Options** and **Troubleshoot** are password protected to prevent accidental changes from being made to certain critical operating functions of the cutter. Contact the Technical Department of Tamerica Products, Inc. or any of our authorized distributors for more technical assistance.



4. TPI-4900E offers two measurement options – inches or mm. Since the U.S. uses the Imperial System of measurement, the cutter will default to “Inch” which will be indicated by way of the illuminated key until you change your measurement selection. **NOTE:** You will have to restart the cutter when changing the unit measurement via the main switch or emergency stop switch to effect the change.

5. The **RESET** key is used in the event the cutting blade, paper clamp or both do not retract. An easier way to do this would be by way pressing the Paper clamp Up/Down switch (see page 5 & 6) which can also be used to make the blade retract.

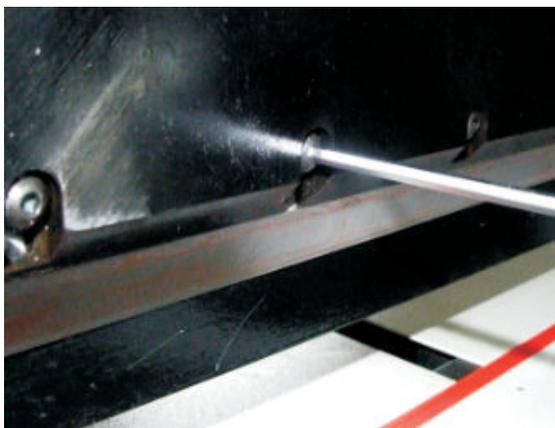
TPI-4900E is designed to cut thin paper stock and the lifespan of the blade will typically last up to 2,000 cuts. This will vary especially if the cutter is used to cut thick stacks of paper or paste-board which will dull out the blade quickly. Sharpening the blade professionally at a local machine shop is acceptable (once is okay) but it is recommended to have an original replacement blade installed on the cutter once it starts developing cutting accuracy and quality issues.



Blade depth adjustment

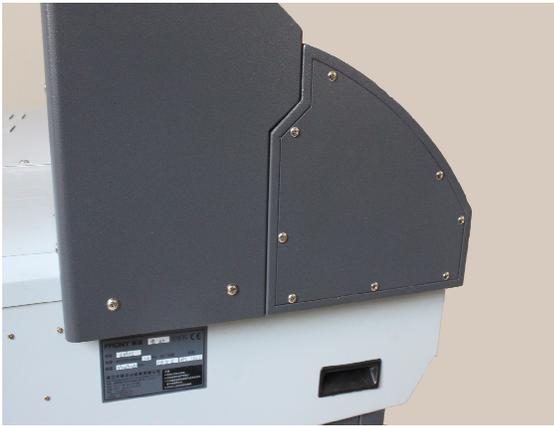
1. The cutter comes calibrated from factory but some settings may shift or change while in transit to its destination. To check if the blade is still in its optimum position, try to cut one sheet of paper. If the cutter struggles to cut it completely, adjust the blade depth which ranges from 2-3mm. If it still is not able to cut the sheet, use a Phillips screwdriver to remove the screws that hold the upper cover in order to access the cutting blade.

**NOTE:** Please contact your dealer or the manufacturer first before making adjustments.

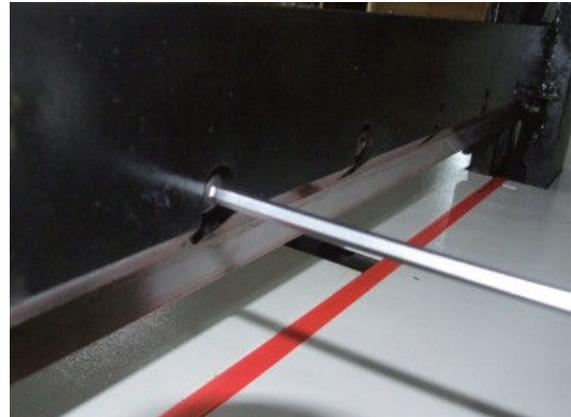
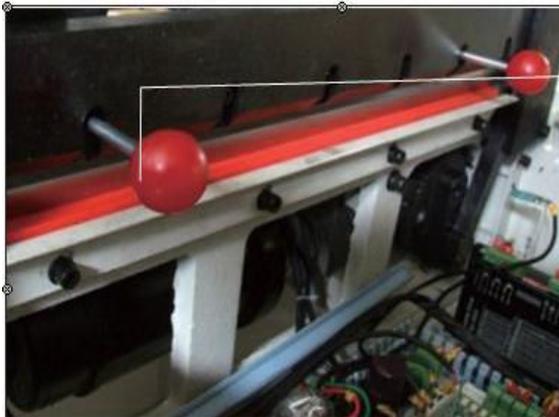


2. Loosen the seven M6 fasten screws and adjust the screws on the blade carrier until the blade cuts into the cutting stick by about 0.3 – 0.5mm.

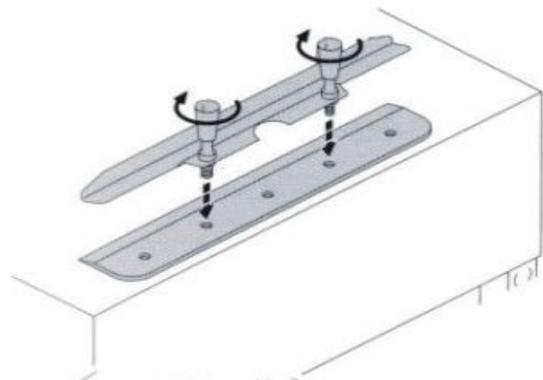
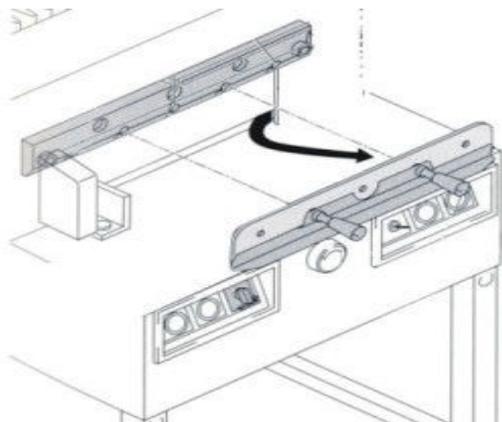
**NOTE:** If after using the cutter for a while you notice cutting inconsistencies, such as the blade leaving a groove on the paper or it struggles to cut through a stack even after the above adjustments have been made, it may be time to replace either the blade or cutting stick.



1. Use a Phillips head screwdriver to remove the screws that hold the upper cover in order to access the cutting blade.
2. Remove the 2 screws (M6 fasten screws) where the Blade Holders will go on the blade carrier.



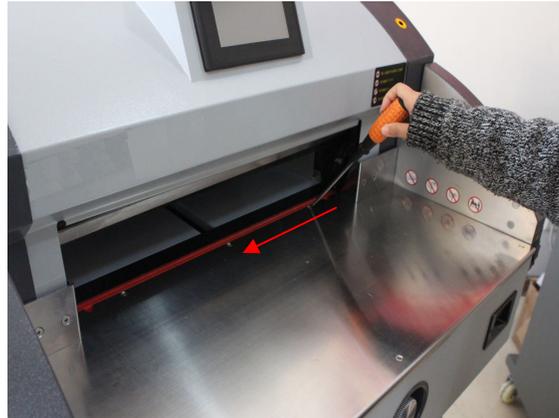
3. Attach the Blade Holders and securely tighten by hand.
4. Remove the remaining screws that hold the blade in place.



5. Carefully pull the blade outwards then reverse the whole process to replace with a new blade.

## Cutting Stick Adjustment & Replacement

Follow the instructions below on how to rotate the cutting stick. Keep in mind that it is necessary to rotate the cutting stick whenever the cut mark or indentation becomes too deep. Otherwise, your cutter may encounter cutting quality issues even with a razor sharp blade installed. Note that when the last sheet of paper in a stack is not cut thoroughly, it might be time to rotate or replace the cutting stick. The cutting stick can be rotated a total of 4 times.



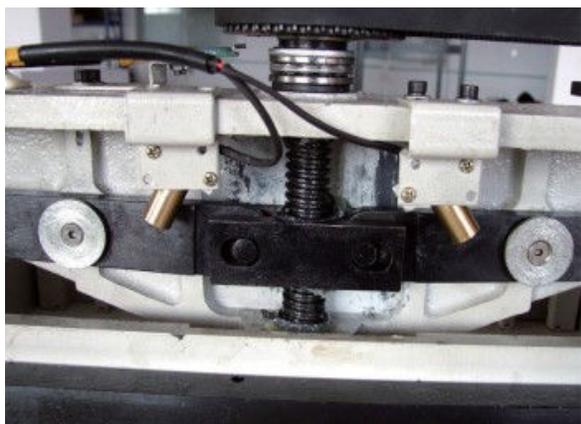
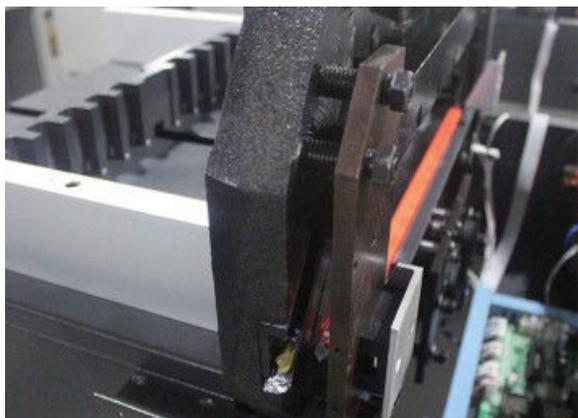
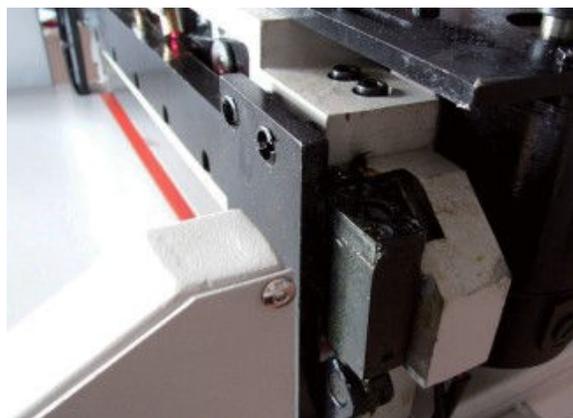
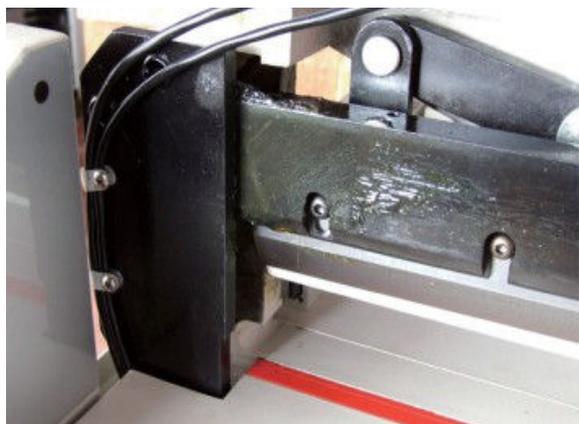
1. Use a flathead screwdriver to push the cutting stick towards the left-hand side of the machine then prop it up to free it from the shim channel.
2. If it is too tight and will not release, you will have to pull the feed tray out by removing the Phillips screws to access the cutting stick holder which will have to be removed as well by first loosening the allen screws.

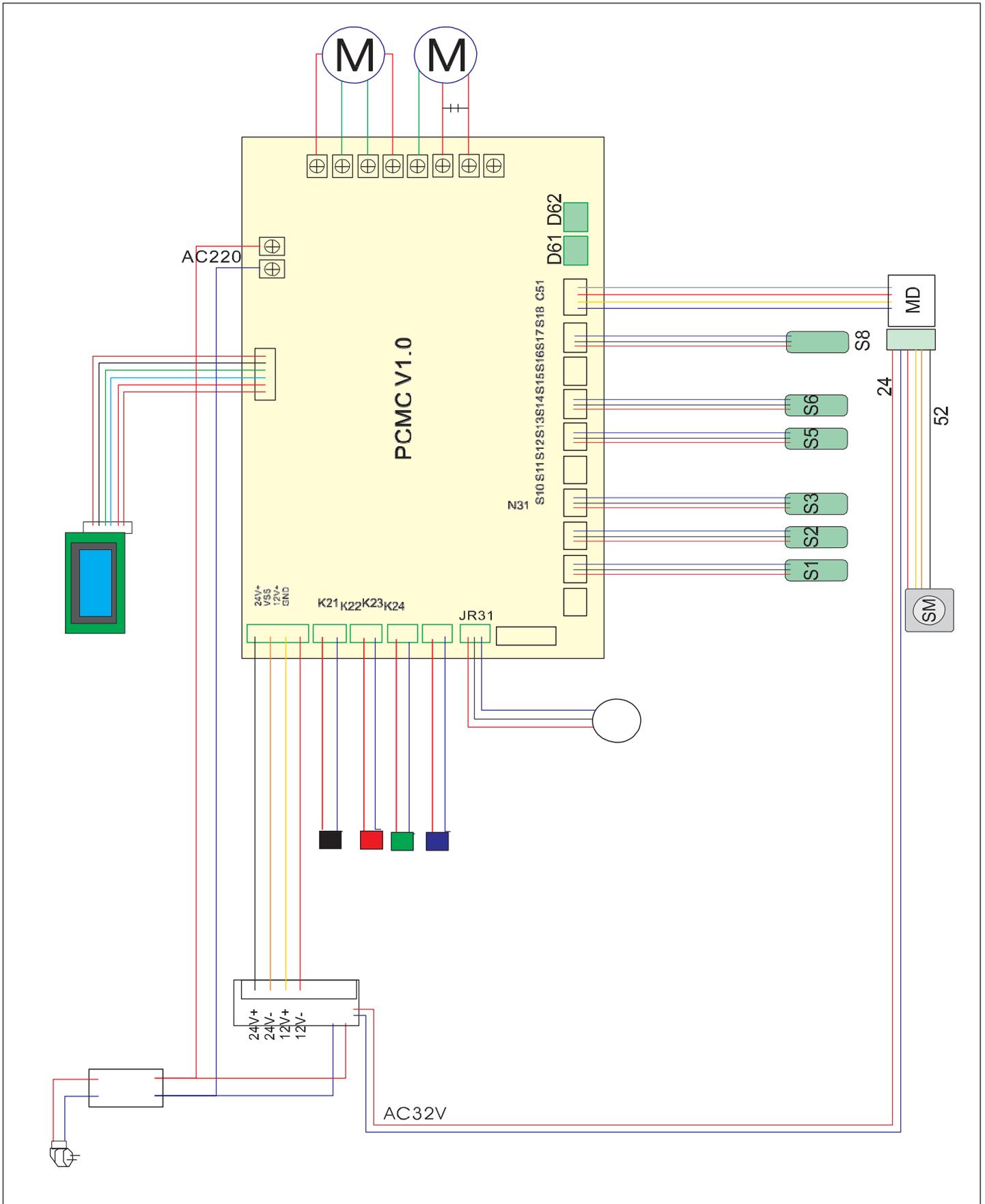
**NOTE:** You may again have to adjust the blade depth after cutting stick rotation/replacement if you did so prior to this operation. Failure to do so may result in the blade and cutting stick both wearing out easily.

## Maintenance & Care

1. Designate a specific time to lubricate and clean your TPI-4900E which should be done once every month. If you schedule it with regularity, the chances of you forgetting to do so will greatly be minimized.
2. Never use motor oil. Use only Lithium grease for bearings and MOLY grease for parts that rub each other. (see next page for parts that need regular greasing)
3. Ensure the cutter is in proper adjustment at all times. It makes perfect sense to help ensure uninterrupted use.
4. Do not allow the blade to cut deep into the cutting stick. It should only be enough to sever the bottom sheet.
5. Your TPI-4900E is designed to cut paper. Avoid cutting anything thicker and make sure they are free of staples, wires and other binding materials that may damage the blade.

Lubricate these parts on a regular basis to help ensure hassle-free use of the cutter. Use only Lithium grease for bearings and MOLY grease for parts that rub each other.





Error	Symptom	Solution
Uneven or inaccurate cut	Cutting inconsistent versus the cutting mark	Adjust the angle of the back gauge
Blade will not retract or operate erratically	All other functions will not work	Align or replace sensor Replace main board
Blank display or erroneous text on screen display	All other functions will not work	Check all connections on both the main board and display/control panel
Damaged Digital-controlled circuit	Paper push out (back gauge) will not work	Check stepping motor and driver Check whether the circuit of main board is
Alarm, E-1 on display panel	Cutting action will stop	Check the safety sensors Check the control panel
Alarm, E-2 on display panel	Cuts normally but blade won't return to original position	Check limit sensor on the blade shelf Check the control panel
Alarm, E-4 on display panel	Press shelf return is abnormal	Check limit sensor on the press shelf Check the main board
Alarm, E-5 on display panel	Pressing is abnormal	Check pressing motor code-wheel sensor Check the main board
Alarm, E-6 on display panel	Cuts normally but paper pusher (back gauge) will not limit or adjust	Check pressing motor backward calibration sensor Check the main board

- E-1 : Photo-electric protection (safety sensors)
- E-2 : Error for cutter motor code-wheel sensor
- E-4 : Error for pressing upper limit sensor
- E-5 : Error for pressing motor code-wheel sensor
- E-6 : Error for reset sensor

Tamerica's limited warranty is given only to the original end-user of the product including all accessories during the warranty period. If you purchased this product from someone other than an authorized dealer or reseller of Tamerica, or if your product was used (including, but not limited to, refurbished by someone other than Tamerica), your product may not be covered by this warranty.

### Coverage:

The product referred to herein may include a machine and accessory items but are not limited to foot pedal/controller, miscellaneous tools and other consumables. Except as otherwise provided herein, Tamerica warrants the product and the accompanying accessories and consumables will be free of defects in materials and workmanship when used under normal conditions. This warranty only covers warranty service for products purchased and used within the 48 Contiguous States, Hawaii and Alaska excluded.

### Duration:

The warranty period for the TPI-4900E is 1 year from the date of original delivery of the product after purchase from an authorized dealer or reseller of Tamerica and it covers parts, labor and accompanying accessory items. The original delivery date shall be determined from the delivery receipt and/or tracking information to prove purchase and receipt of this product.

### Exceptions:

This warranty covers all defects incurred in the normal use of the product except in the following cases:

Physical damage to the product incurred during shipment or due to improper installation, lack of periodic maintenance, and failure to follow operating instructions which may result to abnormal use, misuse, neglect or accident (including, but not limited to, transporting this product without the appropriate packaging);  
The product was modified or altered in any way by anyone other than a certified technician authorized by Tamerica and/or the removal or alteration of the serial number;  
Consumables and other "wearables" that require periodic maintenance or replacement including or not limited to, cutting blades and cutting sticks for paper cutters.

### What To Do:

Inspect your product immediately upon delivery to determine if there is any evidence it may have been damaged while in transit. If so, kindly make the proper notation on the delivery receipt and report it to your authorized Tamerica dealer.

Should you receive a "clean" shipment but perceive and experience any issues with your product, you will have 10 business days of said purchase to report it to the authorized dealer or reseller to avail of free pickup and redelivery from Tamerica's Service Center. Tamerica has the sole discretion to send an outright replacement or trouble-shoot the issues via phone or video-call (FaceTime, Skype, etc.) However, should there be any indication or evidence the reported issues were caused by any of the exceptions indicated above, Tamerica also has the discretion to void the warranty.

After the first 10 days and during the duration of the warranty, Tamerica reserves the right to send an authorized service technician, send service parts and instructions, video-call (mentioned above) or supply a refurbished or remanufactured replacement machine and use refurbished parts provided such replacement products conform to the manufacturer's specifications for new parts/products.

If Tamerica determines the machine needs to be sent to a Service Center for repair, you are responsible for the cost of shipping and packing the product to ensure it does not get damaged while in transit therefore it is highly recommended you keep all original packaging materials for the duration of the warranty period in case you have to ship it back. The repaired or replacement machine, whether remanufactured or refurbished, will be covered by the balance of the warranty period and be returned to you freight prepaid.

1. When returning the machine for claims or warranty repairs, it should be returned in its complete, original packaging to avoid incidental or consequential damages that may discredit the claim or void the warranty. A copy of the invoice or other proof of purchase also needs to be sent with the machine along with a Return Authorization Number which should be clearly printed on the box.

2. Upon evaluation of the machine and the determination of the actual defect, the machine will be restored to its original working condition by the Service Center and shipped back to you free of charge. However, should it be evident that the problems associated with the machine were caused by or were the result of any misuse, abuse, neglect, alteration, problems with electrical power, usage not in accordance with product instructions, acts of nature, or improper installations or repairs made by a person other than an authorized Service Technician, you will be charged for parts and labor.

Take note that it will normally take us at least 2 weeks to diagnose, fix, and return the machine to you. It may take even longer depending on the problems with the machine and current workload. Verification of the claimed defect by Tamerica Products authorized personnel will be required prior to issuance of proper credit, exchange, or repair.

Kindly contact your dealer for loaner machines for this is something that we do not provide.

### Machine Return:

Should you change your mind about your purchase and would simply want to return the machine, it must be made within the first 10 days. Take note that you are responsible for cost of shipping for the return and a corresponding 20% restocking fee will be charged. Furthermore, the machine must be in brand-new resalable condition. If after inspection it is found to be defective or has been damaged in transit, we will charge you to repair the machine or you shall be responsible to file a corresponding claim with the carrier.

This limited warranty expresses the entire obligation of TAMERICA PRODUCTS, INC. Unless prohibited by law, neither this warranty nor any other warranty expressed or implied, including implied warranties of merchantability, shall extend upon this warranty period. No responsibility is assured for incidental or consequential damages. This warranty is valid only within the 48 Contiguous States, Hawaii and Alaska excluded.

### Quick Reference:

1. All claims must be made within 10 business days after receipt of merchandise. This statement is printed on all our invoices.
2. Our products are warranted to be within manufacturer's specifications, but no warranty of fitness for purpose is expressed. This statement is printed on all our picking sheets.
3. Merchandise may not be returned without our approval and an Return Authorization Number (RA).
4. A 20% restocking fee is charged on returns. Exceptions of less than 20% restocking fee may be charged when authorized by management.
5. Merchandise shipped from our warehouse is always in good condition and in general, our term of sale is FOB origin. If the entire shipment was damaged by a freight carrier while in transit, customer should refuse delivery. If only a portion of the shipment was damaged, details of the damage must be clearly indicated on the delivery receipt. Otherwise, claims will not be accepted.
6. The exception for item #5 above is "concealed damage" where it is physically impossible to note the damage at the time of delivery. In this case, you must in good faith, immediately inform us or the authorized dealer you purchased the machine from, about the damage/s. However, consistent with #3 above, all claims must still be made within 10 business days after receipt.
7. Return freight must be shouldered by you. Exceptions are as follows:
  - a) We shipped the wrong merchandise
  - b) The machine is determined to be under warranty but should be returned within 10 days upon receipt of machine.
8. The machine must be in good, resalable condition.
9. While the machine is still under its warranty period, the original packaging must be kept. If the machine is not in its original packaging, cost to repair damages while in transit must be paid by the customer. Please note clear instructions stamped on the box of each machine.
10. The RA number must be indicated on the carton. Otherwise, returns will be refused. Exception: When a call tag

- Automatic clamping with separate motor
- Fully programmable paper push system with fine tuning knob
- Laser cutting line
- Automatic retractable blade
- Adjustable blade depth
- Protective metal back cover
- 5” touch screen.

Technical Details

Model	: TPI-4900E
Max. Cutting Length	: 490mm (19.28”)
Max. Cutting Thickness	: 80mm (3.14”)
Cutting Accuracy	: +/- 0.2mm
Table Depth	: 490mm(19.28”)
Minimum Cutting Size	: 40mm (1.57”)
Clamping System	: Automatic
Paper Pushing System	: Programmable pusher
Power	: AC110 / 50Hz / 1300W
Machine Dimensions	: 950(36.81”) x 770(29”) x 1230mm(48.62”)
Weight	: 150kgs (330.69lbs)

User Information

(please complete and store this information to facilitate warranty claims)

Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Address: \_\_\_\_\_

Company name: \_\_\_\_\_

Date of purchase: \_\_\_\_\_

Purchased from: \_\_\_\_\_

Model: \_\_\_\_\_ Serial No: \_\_\_\_\_

