

THE CUTTING EDGE

Retired Machine

Some information contained in this booklet may be outdated.
Contact Customer Service at 800.253.2238 or 949.598.8822.



Ellison[®]
LETTERMACHINE[™]

INSTRUCTION BOOKLET
Extra Large Machine



UL Listed for Safety

INTRODUCTION

The XL (Extra Large) Ellison® LetterMachine™ arrives assembled and ready to use. Place the dies (letters, numbers and decorative shapes) in the Storage Racks. See Helps & Hints for a suggested storage method (page 6 and 7). Organize and place near the Machine a supply of the various materials for cutting and you're ready to go. For an overview of additional features and accessories, refer to pages 9, 10, 11 and 12.

The XL Ellison LetterMachine will cut multiple sheets of material at a time from a wide variety of products. See the Materials Guide (page 7 and 8) for specifics. The rule in the die does the cutting. This sharp cutting edge is surrounded by rubber to protect your fingers and to eject the material that has been cut. The Ellison LetterMachine applies the pressure needed to cut through the material.

MACHINE PLACEMENT

Place the LetterMachine on a smooth, level, non-skid surface at a height that is comfortable for the user. No part of the machine should be allowed to hang over the edge of the work surface.

OPERATING INSTRUCTIONS

USING STANDARD DIES (LARGE, SMALL AND TINY SHAPES)

1. Raise the handle all the way up.
2. Place the material against the rubber side of the die.
3. Slide the die into the Machine, **RUBBER SIDE DOWN**, so that the die is centered (front to back) under the Machine Pressure Plate (**Figure A**). Vary the die placement from side to side to prolong the life of the Cutting Pad (**Figure B**).

Note: The "front" of the Machine is the side of the Machine with the handle, when it's in the down position (**Figure A**).

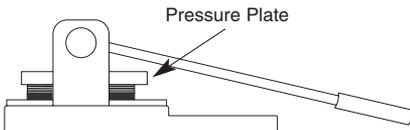


Figure A

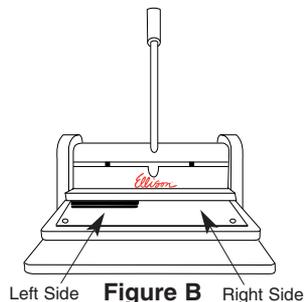


Figure B

4. Bring the Handle **3/4 of the way down** one time to cut through the paper.
5. After cutting, keep a firm grip on the Handle as you raise it because it could spring back and may cause injury.
6. Remove the die and the cut-out letters, numbers or shapes.

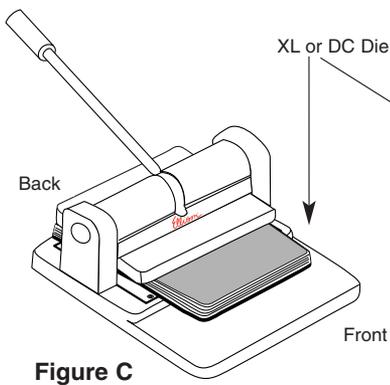


Figure C

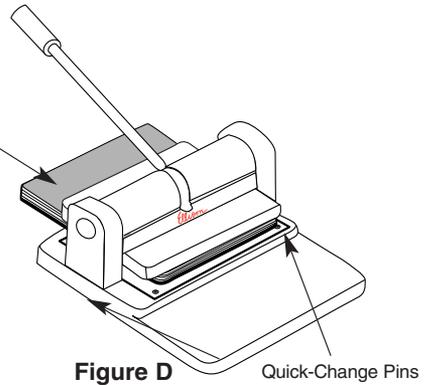


Figure D

USING XL (EXTRA LARGE) OR DC (DOUBLE CUT) DIES

1. Raise the Handle all the way up.
2. Place the material against the rubber side of the die you have selected and slide it into the Machine, **RUBBER SIDE DOWN**, so that one end of the die is flush with the back side of the Machine Pressure Plate (**Figure C**).
3. Bring the Handle **all the way down** one time to cut through the paper. The Handle will lightly touch the end of the die in its most downward position.
4. After cutting, keep a firm grip on the Handle as you raise it because it could spring back and may cause injury.
5. Continue to slide the die so that the exposed end of the die is now flush with the front end of the Machine Pressure Plate and cut again (**Figure D**).
6. Remove the die and the cut-out letters, numbers or shapes.

USING CREASE RULE DIES

- A crease rule die is similar to a standard die; however, it contains both cutting (sharp) rule and crease (blunt) rule.
- It is helpful to use the Crease Cutting Pad when using crease rule dies.
- Use only one sheet of material at a time
- Refer to previous Operating Instructions.
- If crease rule is cutting, remove Standard Shims one at a time (**Figure F** on page 4) until desired creasing occurs.

SUGGESTIONS FOR SUCCESSFUL CUTTING

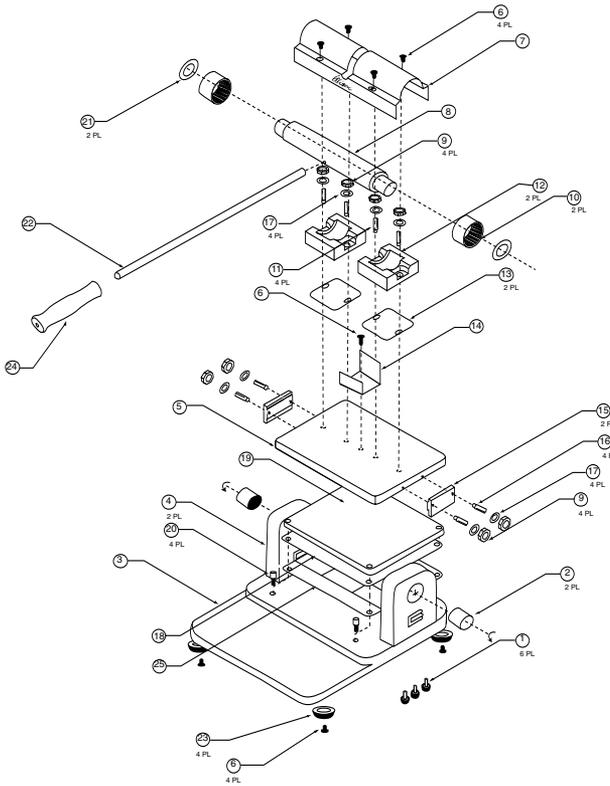
With some XL or DC dies, and with any oversized dies (longer than 12 inches), it is helpful to cut an extra time in the middle of the die.

The Ellison® LetterMachine™ can be used to cut anything scissors can cut. See Materials Guide on page 7 and 8 for suggestions.

Note: Do not place shim on top of die.

Select Ellison dies come with a Quick Cut Shim pre-attached with instructions. Otherwise do not place shim on top of dies.

XL (EXTRA LARGE) ELLISON® LETTERMACHINE™ MODEL #1000



Drawing #	Quantity	Part #	Description
1	6	ELM15X	Cap Screw, 1-1/2"
2	2	ELM19X	End Bearing
3	1	ELM03X	Base Plate
4	2	ELM09X	Side Support
5	1	ELM06X	Pressure Plate
6 (3 Locations)	9	ELM14X	Button Head Screw, 3/8"
7	1	ELM08X	Cam Cover
8	1	ELM07X	Cam Shaft (Cam & Handle)
9 (2 Locations)	8	ELM12XN	Nylon Lock Nut, 5/16"
10	2	ELM18X	Pressure Bearing
11	4	ELM18XSTC	Short Stud (Bearing Support)
12	2	ELM18XH	Bearing Support
13	2	ELM18XBSEA	Bearing Support Shim
14	1	ELM07XS	Cam Stop
15	2	ELM10X	Plastic Guide
16	4	ELM12XSTC	Long Stud (Plastic Guide)
17	8	ELM12XW	Stud Washer
18	As Needed	ELM04X010	Mylar Shim
19	1	ELM05X	Cutting Pad
20	4	ELM25	Quick-Change Pins
21	2	ELM20X	Thrust Washer
22	1	ELM07X	Handle (Cam and Handle)
23	4	ELM03XRB	Rubber Feet
24	1	ELM16	Rubber Grip
25	1	ELM04X05SS	Step Shim Assembly

MAINTENANCE

PROBLEM

“My dies must be getting dull—they’re not cutting very well anymore.”

SOLUTION

It’s not the die that needs replacing—it’s the Cutting Pad!

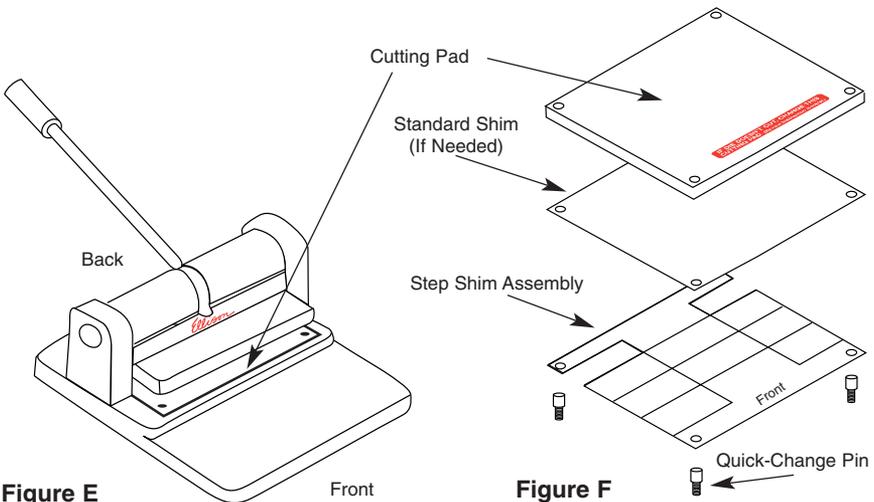
RECOGNIZING A WORN CUTTING PAD

The Ellison LetterMachine requires very little maintenance. After considerable use (usually 3-4 months or more), the Cutting Pad (**Figure E**) will become worn. If your Machine is not cutting effectively, perform a **Test Cut** with 4 sheets of construction paper, using the XL Test Die included in the Tool Kit shipped with the Machine. The Test Die is the same size as the Pressure Plate and it should be completely covered by the Plate when it is inserted in the Machine. If the Test Die cuts through the first two layers of paper and only partially cuts the third and/or fourth layer, it is time to turn over or replace the Cutting Pad.

CHANGING THE CUTTING PAD

Do not remove Quick-Change Pins. Simply lift Cutting Pad up and out of Machine (**Figure E**).

- 1. Turning the pad over:** The Cutting Pad is reversible. When the top side is worn, turn the pad over and use the reverse side. Flip the pad side to side, not front to back, so that the label on the pad is still at the front end of the Machine. To insure proper cutting action, add one or more XL Mylar Shims under the pad when it is flipped to compensate for the worn surface. Always leave the Step Shim Assembly (4 shims



taped together) in place (**Figure F**).

Repeat the **Test Cut** as described on the previous page until the Machine cuts through all four layers of paper.

- 2. Replacing the pad:** If both sides of the pad are worn, replace the pad with a new one. Remove (and save) any Mylar Shims under the Cutting Pad, leaving the Step Shim Assembly (page 4, **Figure F**) in place.

Check the cutting height using the following procedure:

- Use the XL Test Die from the Tool Kit shipped with the Machine.
- Place the Test Die (rubber side down) on the new Cutting Pad in the Machine with **NO** paper and **NO** Mylar Shims, only the Step Shim Assembly and a new Cutting Pad. Be sure the “front” of the Step Shim is at the front of the Machine. (See **Figure F** on page 4.) The Test Die is the same size as the Pressure Plate and should be completely covered by the Plate when it is inserted in the Machine.
- Press the Handle all the way down one time in the normal cutting action.
- Remove the die. Lift out the Cutting Pad and check the impression made by the die. There should be a light impression of the entire Test Die shape in the Cutting Pad.
- If no impression (or an incomplete impression) is made, add one Standard Shim at a time and test again until a complete impression appears. **Always leave the Step Shim Assembly in place in the Machine.** The Step Shim Assembly helps to distribute the cutting pressure more evenly in the Machine.
- When an impression appears, try cutting four sheets of construction paper. If all pieces cut completely through, the pad height is correct and proceed with cutting.

Note: See page 10 for a description of using the Flat Head Screws as an alternative method for holding the Cutting Pad in place.

CLEANING YOUR MACHINE

Over time, and due to normal use, the Machine may become dirty or dusty. You will notice this primarily on the Pressure Plate and Cam Cover. To clean, use Isopropanol (rubbing alcohol) poured on a clean paper towel and rub over the Cam Cover and Pressure Plate until it evaporates. With another clean, dry paper towel, wipe off any residue. Isopropanol may also be used to clean the Base Plate and Safety First/Caution label. **Never use bleach or abrasive cleaners on the Machine. Never oil your Machine.**

KEEPING DIES CLEAN

It is important to use the Die Pick (included in the Tool Kit shipped with the Machine) to clean out the bits of paper and other materials that build up in the joints of the dies (where the rule meets). If unattended, these scraps will eventually push the rule slightly apart. This cleaning is especially important if

you are cutting thick materials such as Flexible Magnetic Sheets or Pop-Up Sponge.

RECOGNIZING WORN PRESSURE BEARINGS

After several years of use, the Pressure Bearings may need replacing. If any of the following situations occur, the Pressure Bearings/End Bearings need to be changed.

- Arc-shaped end pieces of the Pressure Bearing Assembly fall out.
- Needle shaped Bearings dislodge from the Pressure Bearing Assembly. Do not use the Machine once this has happened. Damage may occur.
- A test cut using four sheets of construction paper results in a clean cut (through all four sheets) on the left side of the Machine and no cut on the right side (or vice versa).
- An End Bearing sticks out on one side of the Machine. Do not use the Machine once this has happened. Damage could occur.

When any of these situations occur, call Ellison at U.S.A. (800) 253-2238 or

HELPS & HINTS

- Remember to pull the Handle only 3/4 of the way down when cutting standard size dies to prolong the life of the Cutting Pad. Pulling the Handle down farther than necessary to cut through material will wear out your Cutting Pad faster than normal. It will not, however, damage the dies or Machine.
- Material can be saved if letters and designs are cut from long strips, rather than individual squares of material.
- It is helpful to mark your paper cutter with lengths of colored tape to indicate the appropriate width for material strips to be cut. Material should be slightly wider than designs being cut. For example, use yellow tape to indicate width of material for your 4" Alphabet. Use red tape for 2" Alphabet, and other colors for Small, Large and XL dies.
- With some XL or DC dies, it is helpful to cut an extra time in the middle of the die.
- Don't forget that you can use your Ellison LetterMachine to cut a variety of different materials. (See Materials Guide on page 7 and 8 for suggestions.)
- Fewer sheets of material may be required when cutting very complicated shapes. Use only one sheet of material with crease rule dies.
- When cutting thin fabrics or Poly Foam place a scrap over the material on the die so that the material is between the paper and the die and will slide into the Machine without slipping or wrinkling.
- When cutting with a die that is asymmetrical (uneven distribution of the cutting rule on dies, such as Uppercase "T" or Sailboat), move the die approximately 1/4" farther into the Machine so that the end with the greater amount of

rule is closer to the center of the Machine (under the Pressure Breairings).

- A convenient way to store the dies is on their sides. Place the Storage Rack on its side so the dies sit vertically in the rack. Insert the dies alphabetically in the rack from left to right. Since we read from left to right, it is easier to find and replace the dies if they are stored in this manner. The dies will also slide into the slot with greater ease and are less likely to catch on the shelf divider. (Not applicable to the Wall Storage Rack or the Cart Rack.)
- It is important to use the Die Pick (included in your Tool Kit shipped with the Machine) to clean out the bits of paper and other material that build up in the joints of the dies (where the rule meets). If unattended, these scraps will

MATERIALS GUIDE

As a general rule, the Ellison LetterMachine will cut anything that scissors will cut. However, the Machine bearings will last longer if you do not overload your machine. The number of sheets that it will cut depends on the thickness of the material to be cut and the size and complexity of the die design. **Use only one sheet of material when cutting with crease rule dies.**

Number of Pieces	Product
1	Aluminum .016"
1	Balsa Wood 3/32"
1	Basswood*
1	Brass .005"
1	Bubble Wrap
8	Butcher Paper
5	Construction Paper*
4	Construction Paper, Laminated 1.5 mm
1	Cork, Self-Adhesive 1/8"
5	Decorator Foils*
1	Embossing Rubber*
Varies	Fabric (Cotton, Linen etc. as many pieces as will fit with a piece of paper)
1	Fabric, Iron-On*
Varies	Felt (as many pieces as will fit with a piece of paper)
1	Felt, Self-Adhesive*
2	Funky Fur*
10	Gift Wrap

Number of Pieces	Product
3	Glow in the Dark Self-Adhesive Material*
1	Leather*
1	Magnet, Flexible Sheets*
1	Magnet, Self-Adhesive*
1	Matte Board
3	Paperwood*
1	Personalized Embossing Plastic (PEP)*
1	Plastic, Shrink Film*
1	Plastic, "Jewelry"
1	Poly Foam*
2	Poster Board/Chipboard
1	Quilt Batting
2	RuffleBoard*
1	Rubber, Self-Adhesive*
1	Sand Paper, Fine 00 (paper side up) Limit usage, can wear rule on die.
1	Sheet Foam 1/8"
4	Shiny Paper, Self-Adhesive*
1	Sponge, Pop-Up*
2	SuedePaper*
4	Tag Board/Cover Stock
1	Tin .008
6	Tissue, Laminated
3	Vellum Paper*
3	Vinyl, Static Cling*
5	Wallpaper
*Available from Ellison. See Catalog for Details.	

- Any letter or design will cut 2 folded cards from construction paper (a total of 4 sheets of paper).
- A backing paper should be placed on felt or delicate materials to keep the material from wrinkling (not necessary on backed materials) as it slides into the Machine.

- It may be necessary to use fewer sheets of material with a few very complicated shapes (i.e. XL Snowflake, XL Spider, or the 8" Uppercase W).
- Use only one sheet of material when cutting with a crease rule die.

WARRANTIES

THE ELLISON® LETTERMACHINE™ WARRANTY

The Ellison LetterMachine comes with a Lifetime Warranty, excluding the Cutting Pad and Bearing Assembly. We promise that the Machine will be free of defects in material or workmanship and, when used and maintained as directed in this instruction booklet, will function satisfactorily for its intended purpose. Any improper or unintended usage will automatically void the warranty. There are no other express or implied warranties on the LetterMachine.

THE ELLISON® DIE WARRANTY

Ellison's steel cutting rule dies and crease rule dies come with a 3-Year Warranty. Acrylic dies come with a 2-Year Warranty. We promise that the dies will be free of defects in material or workmanship and, when properly used and maintained as directed in this instruction booklet, will function satisfactorily for their intended purpose.

FEATURES & ACCESSORIES GUIDE

ACRYLIC DIES

Ellison is proud to announce the addition of Acrylic Dies to our Decorative Die collection. These “see through” dies are made from an acrylic material instead of wood, allowing the user to accurately position items for cutting under the die (**Figure G**).

Acrylic dies are “see through” and therefore ideal for cutting subjects from photos into decorative shapes when registration can be critical. Most of the Acrylic Dies have been reduced in size from the corresponding Wood Die designs so that the Wood die designs (**Figure H**) can be used to provide a precision cut mat for the die cut photo. Create flash cards, name tags and other projects from pre-printed materials using Ellison Acrylic Dies (**Figure I**).

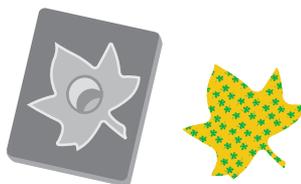


Figure G

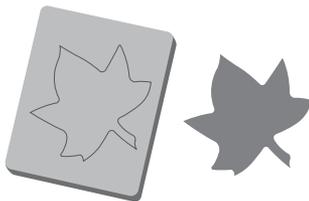


Figure H



Figure I

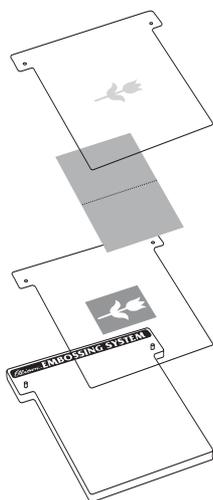


Figure J



EMBOSSING WITH THE ELLISON LETTERMACHINE

Embossing, the process of creating images that are raised from the surface, can make any project special. Designing elegant embossed items is easy with the Ellison Embossing System I (**Figure J**). From invitations to stationery, from greeting cards to scrapbook pages, for student projects or PTA events, embossing adds that unique, elegant touch. Utilize shapes from your Ellison die library to create your own designs or use brass or plastic embossing stencils with Ellison Embossing Rubber to add an elegant touch to all of your projects. Now you can transform your Ellison LetterMachine into an entire Embossing System.

ALTERNATIVE METHOD FOR HOLDING CUTTING PAD IN MACHINE

Use the 4 Flat Head Screws (ELM12X) included in the Tool Kit shipped with the Machine to more permanently hold the Cutting Pad in place. The position of the Flat Head Screws is important when cutting. The Screws should never be higher than the Cutting Pad. To prevent possible damage to the die rule, always make sure the Screws are slightly below the height of the Cutting Pad (**Figure K**). Use the 1/8" Hex Wrench included in the Tool Kit to tighten down these Screws.

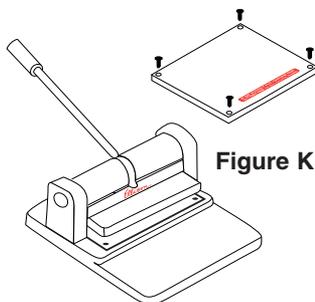


Figure K

EXTENDED CUTTING PAD

The Extended Cutting Pad offers more capabilities to ease and improve the die cutting experience. Increased work surface, the ability to slide multiple dies through the LetterMachine for quicker cutting (**Figure L**) and for easy registration of Acrylic Dies. The Extended Cutting Pad can be interchanged with the Cutting Pad that comes standard with the Machine.

To allow the Extended Cutting Pad to move freely without moving your material or dies, tape the front edge and back edge of the Step Shim Assembly and any Standard Shims to the Machine.

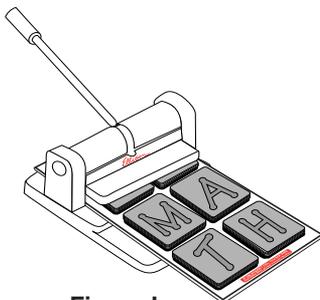


Figure L

Note: Remove the Quick Change Pins (or Flat Head Screws) and store in your tool kit.

ELLISON® SUPER SHUTTLE

A very helpful accessory to the Ellison® LetterMachine™. Simply drop the shuttle over your existing Machine (no tools are required). Remove the Ellison® Quick Change Pins. Tape the front and back edges of your Step Shim and Standard Shims to your Machine. The Super Shuttle, partnered with the Extended Cutting Pad, makes cutting quicker and easier. The Shuttle allows the user to slide single or multiple dies into the Machine. The Shuttle creates a work surface for registration work with Acrylic Dies (**Figure M**).

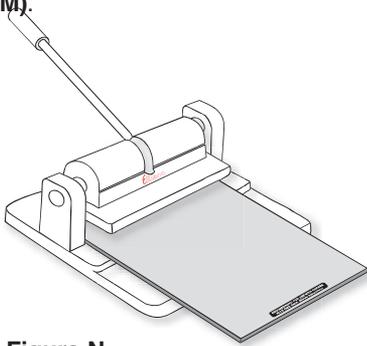


Figure M

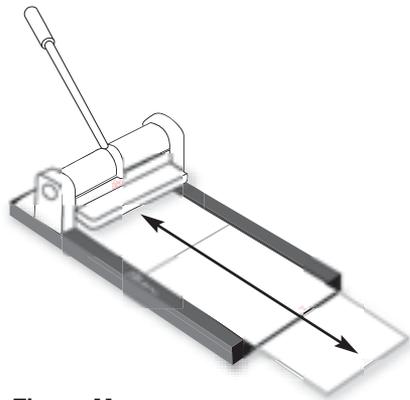


Figure M

CREASE CUTTING PAD

The Crease Cutting Pad can be used with any Ellison die, especially crease rule dies. It can be used with single or multiple dies. This special material Cutting Pad aids in making perfect fold lines and lasts longer than the standard Cutting Pad (**Figure N**).

MULTI-PURPOSE CART

Roll your Ellison Equipment to any location! Ellison's Multi-Purpose Cart makes storing your machine and dies simple and easily accessible to the entire staff. Optional 60 Slot Storage Rack and easy to pull in and out Drawer are shown at right. Use the Cart and accessories to centralize your Ellison equipment as an Ellison® Center or as a portable arts and crafts center ideal for workshops (**Figure O**).

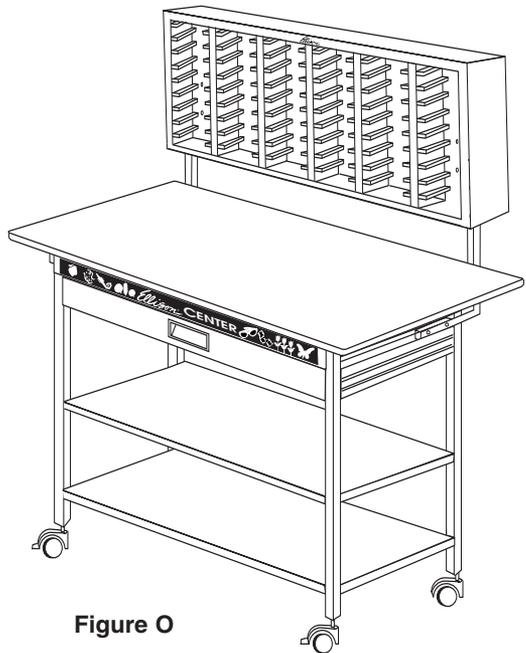


Figure O

DIE STORAGE RACKS

Ellison offers a wide variety of Storage Racks to meet your needs. See our catalog or Web site for a full listing of our **STANDARD RACKS** which hold 30 or 10 dies. Other racks available are:

CART RACK – This handy rack (shown on page 11) attaches to the Multi-Purpose Cart as an optional feature and holds 60 dies.

WALL RACK – Mounts directly to the wall. Holds 60 standard dies and is stackable. (Similar in size and shape to Cart Rack shown on page 11.)

CAROUSEL RACK – Stores 76 standard dies in just a little over one square foot of counter space. Mounted on a carousel base, this Storage Carousel turns easily to allow users to view all dies and their labels (**Figure P**).

See our Catalog for a complete list of other Storage Solutions or visit www.ellison.com.

SOFT HANDLE GRIP

A must for heavy duty users of the Ellison® LetterMachine™. This cushy rubber foam grip fits over the existing handle grip.

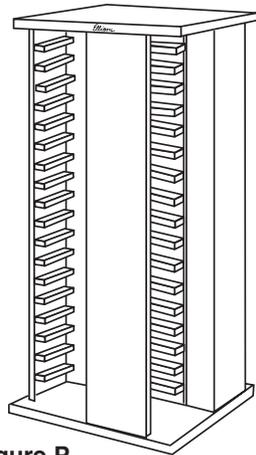


Figure P

MAINTENANCE RECORD

Purchase Date: _____

Serial # _____

1. **Turn Over Cutting Pad** (Adjust cutting height if necessary.) Record dates and notes below: _____

2. **Change Cutting Pad** (Adjust cutting height if necessary.) Record dates and notes below: _____

3. **Additional Service** Record dates and notes below: _____

TROUBLESHOOTING

PROBLEM

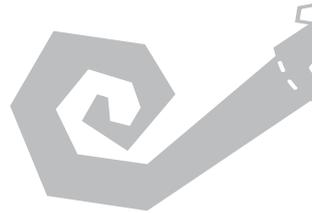
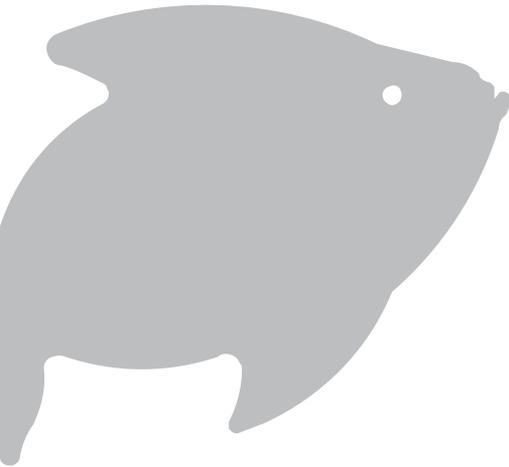
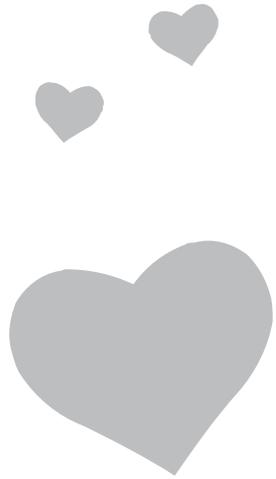
1. Dies do not cut all the way through.
(When cutting recommended number of pieces,
see Materials Guide page 7 and 8.)
2. Upper or lower part of die does not cut.
3. Die cuts through only part of letter or design.
4. Edges of letters not smooth.
5. Paper letters/shapes come out wrinkled or “embossed.”
6. Center of Cutting Pad wearing out quickly.
7. Die Rubber worn, missing or loose
8. Rubber does not eject all parts of the cut material.
9. Rule on an XL or DC die damaged along sides.

**A Maintenance Video for the XL Ellison® LetterMachine™
is available at no charge. To order contact Ellison at 800-253-2238
or 949-598-8822, or visit our Web Site at www.ellison.com.**

SOLUTION

1. Cutting Pad is worn out. If pad is worn on one side only, turn pad over for a fresh cutting surface. If worn on both sides, replace. (See pages 4 and 5.)
If problem still exists: Add one or more Mylar Shims under the Cutting Pad until proper cutting action is achieved. Always leave the Step Shim Assembly in the Machine. (See pages 4 and 5.)
2. With standard dies, make sure it is centered (front to back) under the Pressure Plate. (See **Figure A** on page 1.) With XL or DC dies, try cutting an extra time in the middle of the die.
3. If you have tried solutions 1 and 2, but the die still doesn't cut completely, try cutting fewer pieces of material at a time. (See Materials Guide on page 7 and 8.) Very large or complicated shapes (the XL Snowflake or XL Spider, for example) require more pressure and may not cut through as many thicknesses.
4. Cutting Pad is rough. Turn pad over. If needed, replace it with a new pad. (See pages 4 and 5.)
5. Press the Handle down only far enough to cut (about 3/4 of the way down) or cut fewer sheets. Center die front to back under the Pressure Plate. (See **Figure A** on page 1.)
6. Keep standard dies centered (front to back) under the Pressure Plate (**Figure A**, page 1), but vary die placement from side to side, to even out the wear across the entire Cutting Pad (**Figure B**, page 1).
7. Use yellow colored woodworking glue to attach loose Rubber to the dies. If the Rubber is worn or missing call Ellison for re-rubbering instructions.
8. Use the Die Pick from the Tool Kit to remove excess material after each use. If Rubber is worn or missing, call Ellison for re-rubbering instructions.
9. Screws holding the Cutting Pad down are sitting above the level of the Cutting Pad and damaging the die rule. Tighten the Screws so they are below the height of the Cutting Pad, or change the Screws to Ellison® Quick Change Pins. Call Ellison to purchase an Ellison® Quick Change Kit and for die repair information.

**For additional help call Ellison at U.S.A. 800-253-2238
or International 949-598-8822.**



Ellison
25862 Commercentre Drive ■ Lake Forest, CA 92630-8804
U.S.A. 800-253-2238 ■ International 949-598-8822
E-mail info@ellison.com ■ www.ellison.com

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