

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Some information contained in this booklet may be outdated.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

Original Machine
Model 9000



UL Listed for Safety

INTRODUCTION

Your Original 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 10). 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 13, 14, 15, and 16.

The Original Ellison LetterMachine will cut multiple sheets of material at a time from a wide variety of products. See the Materials Guide (page 11 and 12) 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 you have selected and slide it into the Machine, **RUBBER SIDE DOWN**, so that the die is completely covered by the Machine Pressure Plate (**Figure A**).

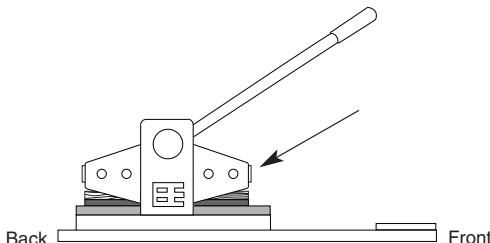


Figure A

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

USING DC (DOUBLE CUT) DIES

- A DC (Double Cut) die is twice as long as a standard size die and requires two cuts.
- 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 B**).

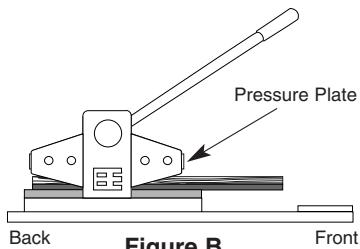


Figure B

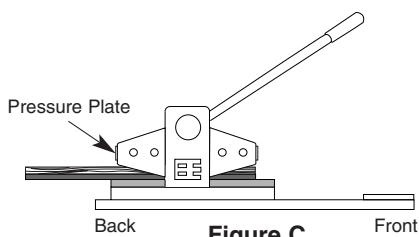


Figure C

- 3. Bring the Handle **all the way down** to cut through the material. 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 through the Machine until the exposed end of the die is flush with the front end of the Machine Pressure Plate. Cut again (**Figure C**).
- 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 E** on page 4) until desired creasing occurs.

SUGGESTIONS FOR SUCCESSFUL CUTTING

With some DC (Double Cut) dies 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 11 and 12 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.

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 D**) will become worn. If your Machine is not cutting effectively, perform a **Test Cut** with 4 sheets of construction paper, using a large die with the cutting rule evenly distributed over the surface (i.e. the 4" or 5" Uppercase "S" or the Large Flower #1A die). If the 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 the Quick-Change Pins, simply lift the Cutting Pad up and out of the Machine.

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 Original Mylar Shim(s) under the pad when it is flipped to compensate for the worn surface. Always leave the **I** Shim (**Figure E**) in place.

Repeat the **Test Cut** as described above 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 **I** Shim (**Figure E**) in place.

Check the cutting height using the following procedure:

- Place only the **I** Shim with the new Cutting Pad in the Machine.
- Select a large die with the cutting rule evenly distributed over the surface (i.e. 4" or 5" Uppercase "S" or Large Flower #1A).
- Place the die (rubber side down) in the Machine with **NO** paper and **NO** Mylar Shims, only the **I** Shim and a new Cutting Pad, then press the Handle down 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 die shape in the Cutting Pad.

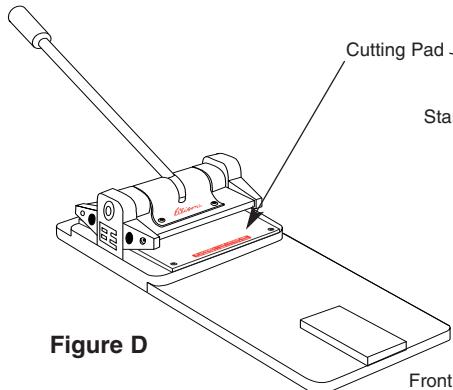


Figure D

Standard Mylar Shim
(If Needed)

I Shim

Quick Change Pins

Figure E

- If no impression (or an incomplete impression) is made, add one Mylar Shim at a time until a complete impression appears. **Always leave the I Shim in place in the Machine.** The I Shim 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 you may proceed with cutting.

Note: See page 14 for a description of using **Flat Head Screws**, 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 Cap. To clean, use Isopropanol (rubbing alcohol) poured on a clean paper towel and rub over the Cap 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 and Machine labels. **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 material 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 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).

CHANGING PRESSURE BEARINGS* - Model 9900-2 (Wood Base)

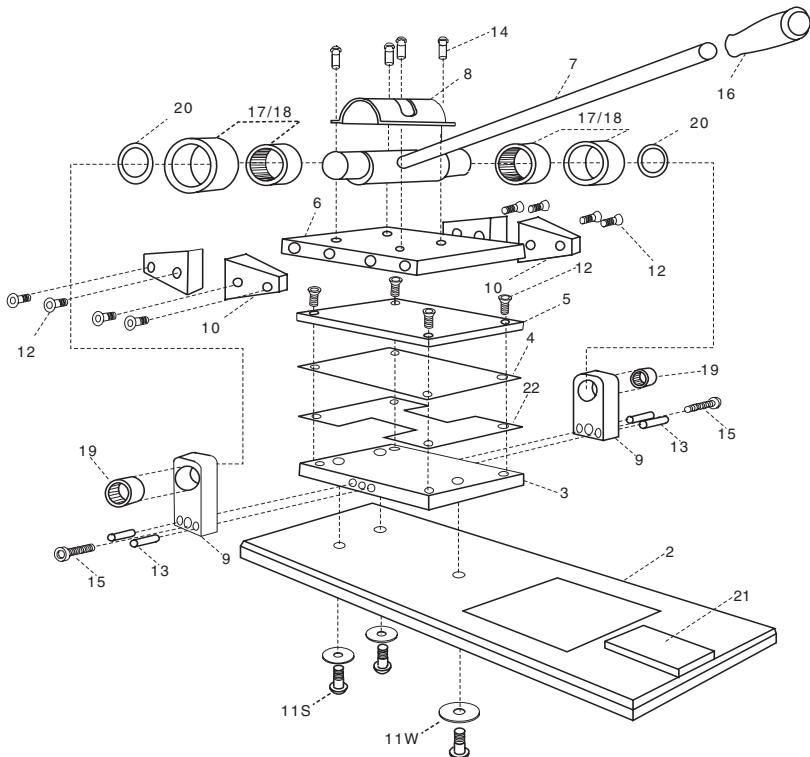
(Always replace both Pressure Bearings even if only one bearing is broken)

1. Remove Plastic Guides (#10) from one side of the Machine by removing the four Flat Head Screws (#12) holding them in place. (If you have the previous model without Plastic Guides, start with step 2.)
2. Remove the Socket Head Screw (#15) from the same side as the Plastic Guides (#10) that have been removed.
3. Remove the Side Support (#9) leaving Dowel Pin (#13) in place, by placing a 1" diameter wood dowel (8" to 12" long) against the inner face of the Side Support and strike the dowel with a hammer.
4. Holding onto the Handle, slide Cam (#7), Cap (#8), and Pressure Plate (#6) as one unit, away from the remaining Side Support (#9).
5. Remove and save the two Thrust Washers (#20).
6. Remove old Pressure Bearing Assemblies (#17/18) and replace with new assemblies which have been cleaned and lubricated with a small amount of wheel bearing grease.
7. Replace Thrust Washers (#20).
8. Re-insert Cam (#7) end into End Bearing (#19) of the secured Side Support (#9), with the Plastic Guides (#10) (or slot of the Pressure Plate) fitted to that Side Support (#9).
9. Assemble the other Side Support (#9), tapping it and the Dowel Pins (#13) into place.
10. Tighten Socket Head Screw (#15) very securely to 25 ft.-lbs. of torque.
11. Re-attach the Plastic Guides (#10) to Pressure Plate (#6) with Flat Head Screws (#12), being careful to avoid over-tightening (not tight enough to crack the plastic).

* While you have the Machine apart changing the Pressure Bearings, you may want to check the End Bearings at the same time. See "Recognizing Worn End Bearings" on Page 9.

ORIGINAL ELLISON® LETTERMACHINE™

Model #9900-2 (Wood Base)



Drawing #	Quantity	Part #	Description
2	1	ELM02	Wood Base
3	1	ELM03	Base Plate
4	As needed	ELM04	Mylar Shims
5	1	ELM05	Cutting Pad
6	1	ELM06	Pressure Plate
7	1	ELM07	Cam and Handle
8	1	ELM08	Cap
9	2	ELM09	Side Supports
10	4	ELM10	Plastic Guides
11S	3	ELM11S	Screws
11W	3	ELM11W	Washers
12 (2 Locations)	12	ELM12	Flat Head Screws, 5/8"
13	4	ELM13	Dowel Pins
14	4	ELM14	Button Head Screws
15	2	ELM15	Socket Head Screws
16	1	ELM16	Rubber Grip
17/18	2	ELM17/18	Pressure Bearing Assembly
19	2	ELM19	End Bearing
20	2	ELM20	Thrust Washers
21	1	R013BLM	Knuckle Pad
22	1	ELM04005I	I Shim

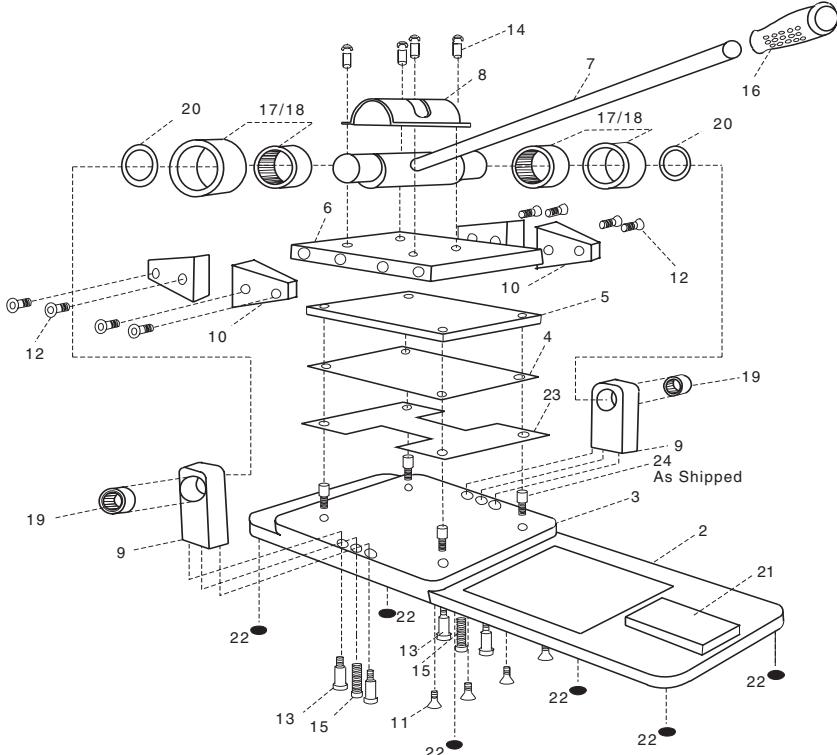
CHANGING PRESSURE BEARINGS* - Model 9000 (Black Base)

- 1.** Remove Plastic Guides (#10) from one side of the Machine by removing the four Flat Head Screws (#12) holding them in place.
- 2.** Remove the Socket Head Screw (#15) and the two Shoulder Bolts (#13) from the same side (positioned along the bottom of the Machine).
- 3.** Remove the Side Support (#9) from the same side of the Machine. If it doesn't remove easily, tap it with a plastic-faced hammer.
- 4.** Remove the Thrust Washer (#20) and Pressure Bearing Assembly (#17/18) from the same side.
- 5.** Holding onto the Handle, slide Cam (#7), Cap (#8), and Pressure Plate (#6) as one unit, away from the remaining Side Support (#9).
- 6.** Remove the remaining Thrust Washer (#20) and Pressure Bearing assembly (#17/18).
- 7.** Replace old Pressure Bearing Assemblies (#17/18) with new ones. Be sure new bearings are lightly greased with a small amount of wheel bearing grease.
- 8.** Replace Thrust Washers (#20).
- 9.** Holding onto the Handle, re-insert Cam (#7), Cap (#8), and Pressure Plate (#6) as one unit, into the remaining Side Support (#9).
- 10.** Assemble the other Side Support (#9), pushing it onto the Cam (#7) and aligning it with the screw holes on the bottom of the Base Plate (#3).
- 11.** Alternately tighten the Socket Head Screw (#15) and the Shoulder Bolts (#13) very securely to 30 ft.-lbs of torque.
- 12.** Re-attach the Plastic Guides (#10) to Pressure Plate (#6) with Flat Head Screws (#12), being careful to avoid over-tightening (not tight enough to crack the plastic).

* While you have the Machine apart changing the Pressure Bearings, you may want to check the End Bearings at the same time. See "Recognizing Worn End Bearings" on Page 9.

ORIGINAL ELLISON® LETTERMACHINE™

Model #9000 (Black Base)



Drawing #	Quantity	Part #	Description
2	1	ELMB02	Base Plate Extension
3	1	ELMB03	Base Plate
4	As needed	ELM04	Mylar Shim
5	1	ELM05	Cutting Pad
6	1	ELM06	Pressure Plate
7	1	ELM07	Cam and Handle
8	1	ELM08	Cap
9	2	ELMB09	Side Supports
10	4	ELM10	Plastic Guides
11	4	ELM11	Flat Head Screws, 3/4"
12	8	ELM12	Flat Head Screws, 5/8"
13	4	ELMB13	Shoulder Bolts 1/2" x 1"
14	4	ELM14	Button Head Screws, 3/8"
15	2	ELMB15	Socket Head Screws, 7/16"
16	1	ELM16	Rubber Grip
17/18	2	ELM17/18	Pressure Bearing Assembly
19	2	ELM19	End Bearing
20	2	ELM20	Thrust Washers
21	1	RO13BLM	Knuckle Pad
22	6	ELMB02RB	Rubber Feet
23	1	ELM04005I	I Shim
24	4	ELM25	Quick-Change Pins

RECOGNIZING WORN END BEARINGS

- Look for cracks in the cap of the End Bearings (#19). Cracks usually occur in an arc 1/16" from the outer diameter of the bearing. (This is not critical until the crack is large enough to permit a fingernail to be inserted in the housing.)
- Needle shape Bearings dislodge from the End Bearings, then End Bearings are worn and must be replaced. **Severe damage will occur if Machine is used in this condition.**
- An End Bearing sticks out on one side of the Machine. Do not use the Machine once this has happened. Damage will occur.

CHANGING END BEARINGS

This repair requires an *Arbor Press* and a special *End Bearing Tool* (*Tool* is included with bearings purchased from Ellison). Do not use a hammer on the bearings or tool. If this special equipment is not available to you, send the Side Supports to Ellison for a replacement.

1. Remove both Side Supports (#9) as described in steps 1–5 of “Changing Pressure Bearings” on Page 7 (For Wood Base Machine, see steps 1–4 on Page 5). Save Pressure Bearings (#17/18) and Thrust Washers (#20).
2. Place the Side Support on flat surface of arbor press with room underneath for Bearing to be pressed out. Open end of Bearing is up. (New Bearing should be pressed in from this same top side.)
3. Insert tool in End Bearing and press out. Tool will clear hole in Side Support.
4. To insert new Bearing, position Side Support on surface of arbor press with the same side down as when Bearing was pressed out. (For Wood Base Machine only; countersunk hole on Side Support should be down.)
5. Put Bearing on tool and press in until closed end of Bearing is flush with surface of Side Support.
6. Lubricate with a very small amount of wheel bearing grease.
7. Replace both Side Supports (#9) as described in steps 8–12 of “Changing Pressure Bearings” on page 7. (For Wood Base Machine, see steps 7–11 on page 5.)

RETURN YOUR MACHINE FOR A COMPLETE RENOVATION

Would you like your Original Ellison LetterMachine to cut like new? This renovation includes new Pressure Bearing Assembly (pair), new Thrust Washers, new Plastic Guides, Tool Kit (including Flat Head Screws, 1/8" Hex Wrench, Die Pick, Instruction Booklet and Mylar Shims), new End Bearings, new Cutting Pad & Shims, Quick-Change Pins, new Knuckle Pad and Labor.

To return your Machine for renovation call USA 800-253-2238 or International 949-598-8822 for price, information sheet and return shipping instructions.

HELPS & HINTS

- 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 and Large dies.
- Don't forget that you can use your Ellison® LetterMachine™ to cut a variety of different materials. (See Materials Guide on Page 11 and 12 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 Ploy Foam, place a scrap of paper 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 Bearings).
- 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 Wall Storage Rack or Cart Rack)
- With some DC dies it is helpful to cut an extra time in the middle of the die.
- It is important to use the Die Pick (included in your Tool Kit that shipped with the Machine) to clean out the bits of material that build up in the joints of the dies (where the rule meets). If unattended, these scraps will eventually push the rules slightly apart. This cleaning is especially important if you are cutting thick materials such as Flexible Magnetic Sheets or Pop-Up Sponge.
- **Wood Base Machines Only:** Keep Side Supports (#9 on the exploded drawing, page 6) tightened. Periodically check Socket Head Screw (#15) located in the Side Support. Use the 1/4" Hex Wrench to tighten.

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
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)*

Number of Pieces	Product
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. Snowflake, Spider, or the 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 F**). 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 G**) 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 H**).



Figure F

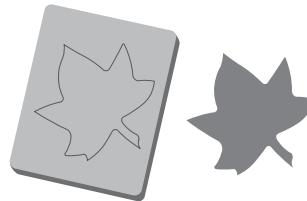


Figure G



Figure H

ALTERNATIVE METHOD OF HOLDING CUTTING PAD IN MACHINE

Use the Flat Head Screws (included in the Tool Kit that shipped with the Machine) to more permanently hold the Cutting Pad in place. The position of the Flat Head Screws is important when cutting. To prevent possible damage to the die rule, always make sure the Screws are slightly below the height of the Cutting Pad. Use the 1/8" Hex Wrench included in the Tool Kit to tighten down these screws (**Figure I**).

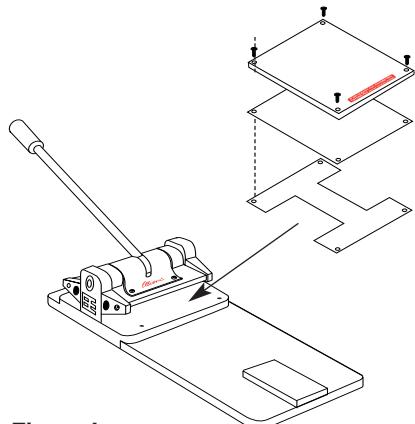


Figure I

EXTENDED CUTTING PAD

Developed to add more versatility to the Original Ellison® LetterMachine™, the Extended Cutting Pad offers more capabilities to ease and improve the die cutting experience.

The many significant advantages of the Extended Cutting Pad are an increased work surface (**Figure J**), the ability to slide multiple dies through the LetterMachine for quicker cutting (**Figure K**) and for easy registration of Acrylic Dies. The Extended Cutting Pad can be interchanged with the Cutting Pad that comes standard with the Original LetterMachine.

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

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

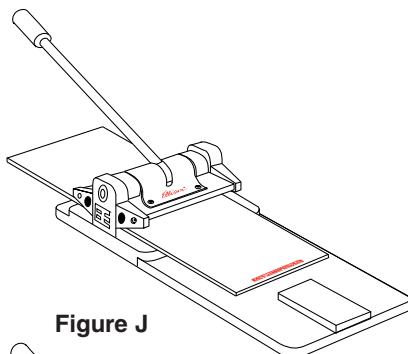


Figure J

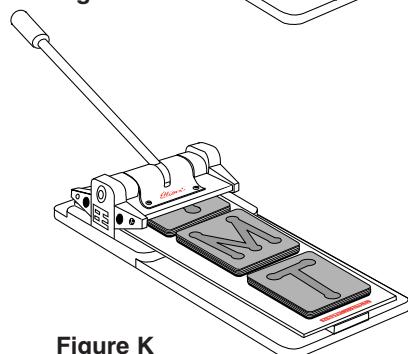


Figure K

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 II (**Figure L**). 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.

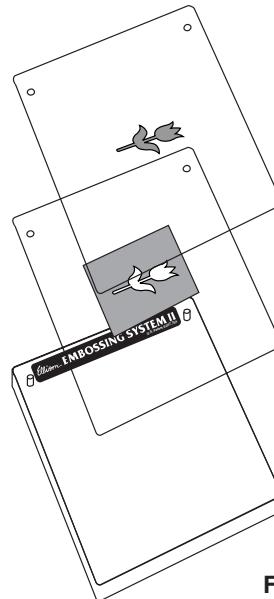


Figure L

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 M**).

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

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

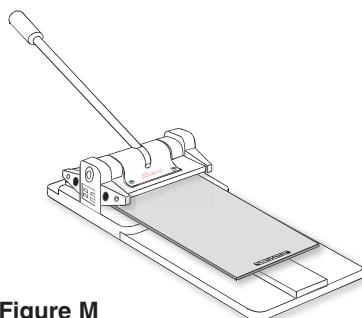


Figure M

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 N**).

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:

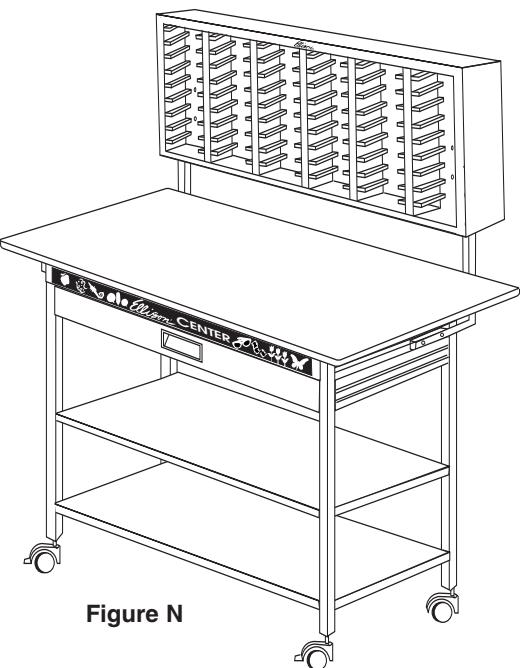


Figure N

CART RACK – This handy rack (shown above) 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 above.)

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 O**).

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

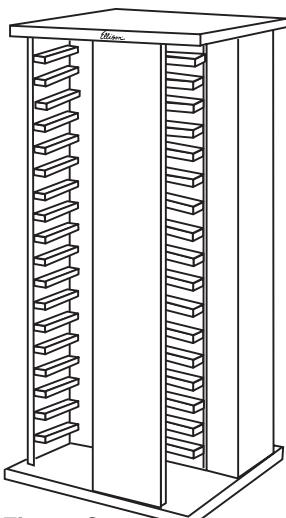


Figure O

SOFT HANDLE GRIP

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

TROUBLESHOOTING

PROBLEM

1. Dies do not cut all the way through.
(When cutting recommended number of pieces,
see Materials Guide page 11 and 12.)

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. Rubber does not eject all parts of the cut material.

6. Die Rubber worn, missing or loose

7. Paper letters/shapes come out wrinkled or “embossed”.

8. Handle sticks: action not smooth or **only** right or left half of shape cuts out.

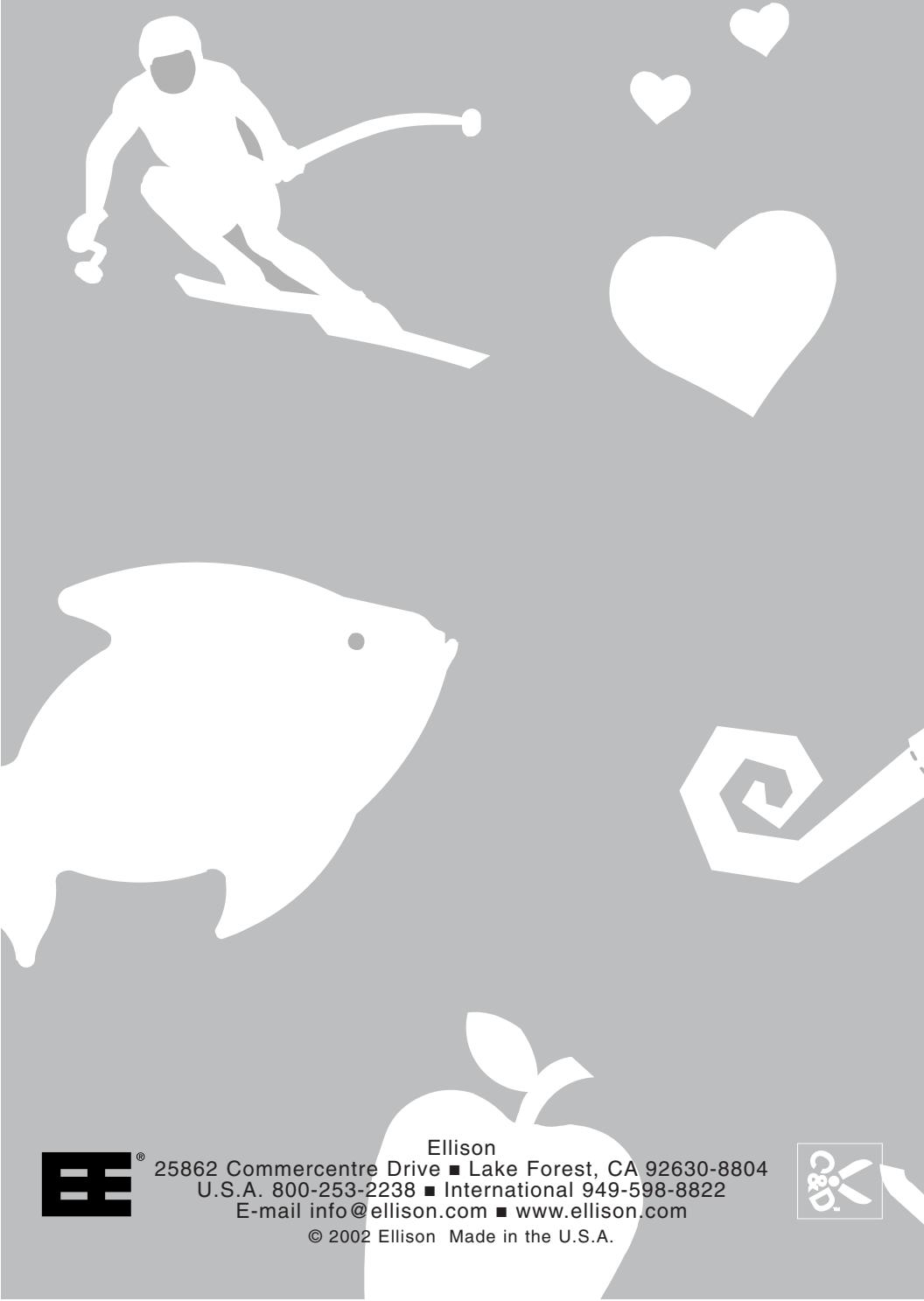
9. Rule on a DC die damaged along sides.

A Maintenance Video for the Original 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 3 and 4.)
If problem still exists:
Add one or more Mylar Shims under the Cutting Pad until proper cutting action is achieved. Always leave the **I** Shim in the Machine. (See pages 3 and 4.) Review "Recognizing Worn Pressure Bearings" on page 5.
2. Push the end of the die that isn't cutting 1/4" farther under the Pressure Plate. This balances the pressure on asymmetrical dies. (See **Figure A** on page 1.)
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 11 and 12.) Very large or complicated shapes (the Snowflake or 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 3 and 4.)
5. Use the Die Pick to remove excess material after each use. If Rubber is worn or missing, call Ellison for re-rubbering instructions.
6. 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.
7. Press the Handle down only far enough to cut (about 3/4 of the way down) or cut fewer sheets.
8. Replace Pressure Bearings. (See page 5 or 7.) Replace End Bearings (See page 9.)
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.**



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