XL Ellison® LetterMachine® Cutting Pad

Figure A   BACK   FRONT

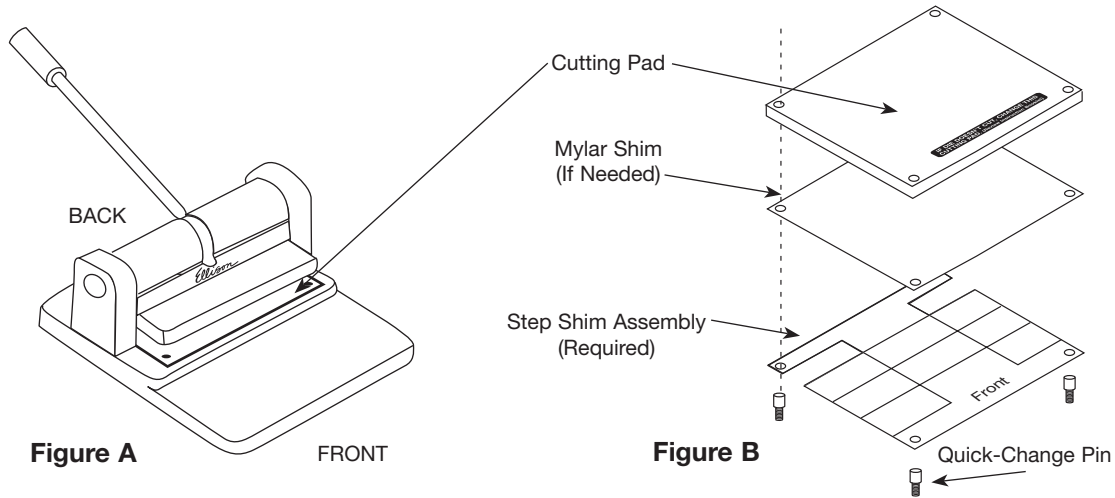**Figure B**   Cutting Pad · Mylar Shim (If Needed) · Step Shim Assembly (Required) · Front · Quick-Change Pin

Replacing the Cutting Pad

1. When both sides of Cutting Pad no longer cut at least four sheets of construction paper with one pull of the handle, or scissors are required to complete a cut, the Cutting Pad needs to be replaced.

2. If Cutting Pad is secured with flat-head screws, remove screws using a 1/8" hex wrench and set aside. If secured with Quick Change Pins, start with Step 3.

3. Remove the Cutting Pad (Figure A) from the machine and discard.

4. Remove and save any Mylar Shims under the Cutting Pad, leaving only the Step Shim Assembly (Figure B) in place. Keep the Step Shim Assembly in the machine AT ALL TIMES to properly distribute cutting pressure.

5. Insert new Cutting Pad into the machine on top of the Step Shim Assembly.

6. Check the Cutting Pad height using the following procedures:

   a. Using NO paper, place the Test Die (found in the Tool Kit) rubber side down into the machine on top of the Cutting Pad. Then pull the handle down once.

   b. Slide the die and the Cutting Pad out of the machine to check the impression made by the die on the Cutting Pad. There should be a LIGHT impression of the entire die design on the Cutting Pad.

   c. If no impression or an incomplete impression is made, add one Mylar Shim at a time, checking the die impression between the addition of each shim (maximum of four). Always leave the Step Shim Assembly in the machine.

   d. When a complete impression appears, try cutting four pieces of construction paper. If all pieces cut completely through, the Cutting Pad height is correct.

7. Once Cutting Pad height is set, reinstall the flat-head screws. To prevent possible damage to the die rule and rubber, always make sure the screws sit slightly below the height of the Cutting Pad. Omit this step if using Quick Change Pins.

■ Turn Cutting Pad over routinely (weekly for high usage), for even wear on both sides.

15463 - XL Standard Cutting Pad