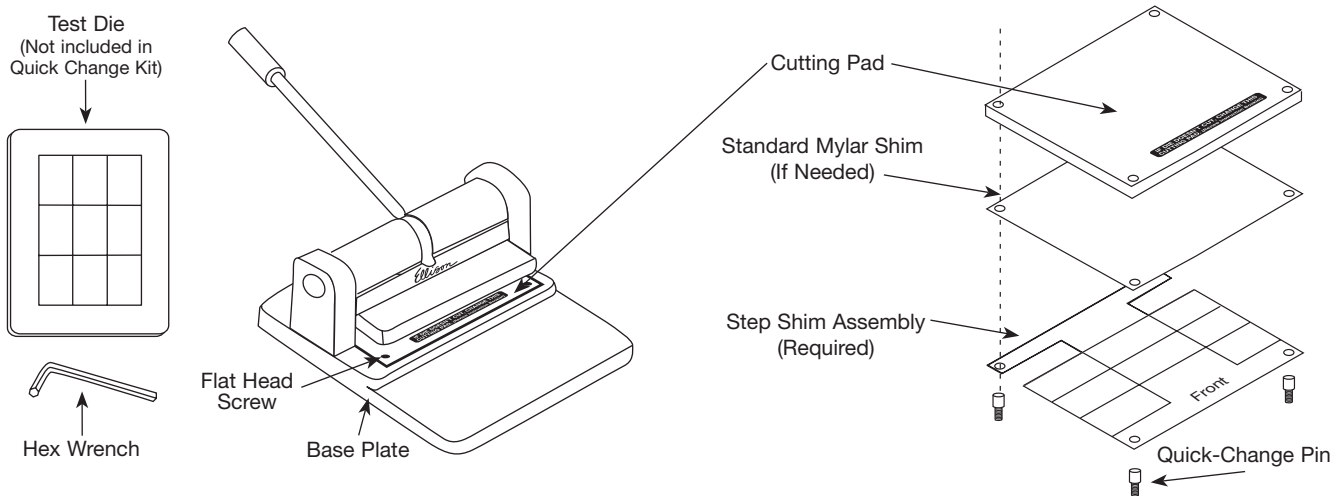


XL Ellison® LetterMachine® Quick Change Kit



Follow Steps 1–7 to install the Quick Change Kit on the XL Ellison LetterMachine.

1. Unscrew the Flat Head Screws from the Cutting Pad using the 1/8" Hex Wrench found in the Quick Change Kit. These screws are replaced by the Quick Change Pins.
 2. Remove the existing Cutting Pad by sliding out. Discard if worn on both sides.
 3. Remove old Step Shim Assembly and all Mylar Shims from machine and discard.
 4. Hand screw the four Quick Change Pins into the holes on the Base Plate.
 5. Place the new Step Shim Assembly on top of the Base Plate over the Quick Change Pins. The Step Shim Assembly MUST be in the machine AT ALL TIMES to evenly distribute cutting pressure.
 6. Place the XL Standard Cutting Pad on top of the Step Shim Assembly, pressing down over the Quick Change Pins. Pins must sit below the height of the Cutting Pad to avoid damaging dies.
 7. Perform a test cut:
 - a. Using NO paper, place the Test Die (found in Tool Kit) rubber side down into the machine on top of the Cutting Pad (use Uppercase "O," "S" or Flower #1A if no Test Die is available). Pull the handle down ONCE.
 - b. Slide the die out of the machine. Lift 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.
- The Cutting Pad should be turned over routinely (weekly for high usage), allowing even wear on both sides. When both sides of the Cutting Pad no longer cut five pieces of construction paper with ONE pull of the handle, it is time to replace the Cutting Pad.

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