



REPLACING THE UPPER CUT BAR, BLADE & BLADE HOLDER

Required Parts

- Upper cut bar assembly (includes 1 blade holder and 1 cut blade)

- 950 part no. 78-8114-8401-9
- 1000 part no. 78-8114-8417-5

- Blade Holder Only

- 950 part no. 78-8114-8411-8
- 1000 part no. 78-8114-8411-8

- Cut Blade Only

- 950 part no. 78-8114-8412-6
- 1000 part no. 78-8114-8412-6

1. Remove the input tray by lifting up on the tray and gently pulling outwards. Take out the cartridge by first turning the handle counterclockwise (to remove film from the roller bars), and gently pull cartridge outwards. Set the input tray and cartridge aside.
2. Remove the roller springs by pulling the curved portion of the "U" shaped metal spring towards the center of the machine. Pull the springs out of the machine and set aside. Repeat for the other spring.
3. Lift the upper cut bar assembly out of the machine and discard. If the blade and/or blade holder are not damaged, remove from upper cut bar and place aside.
4. To replace the cut blade and blade holder, firmly grasp the upper cut bar and snap off the holder and blade gently, at an angle.
5. To replace the blade and blade holder, slide the new blade into the back of the orange blade holder and place the hole (in the blade), on the notch located on the inside of the blade holder. Snap the blade holder (with the blade) into the groove on the top of the black upper cut bar. The lip on the back of the orange blade holder should hook on to the groove in the upper cut bar at an angle and snap into place. Be careful not to lose the blade, it easily slides out of the blade holder when not attached to the upper cut bar.
6. Install the new upper cut bar assembly. This assembly slides into the same slot as the output tray on the side of the machine.

7. Reinstall the springs into the machine. Make certain that the springs are pressed firmly into place. Place the ends in first (top of the "U" shaped spring) at an angle, and press firmly on the curved portion of the spring until the spring snaps into place. Repeat for the other side. Installing the spring on the opposite side may require more force.
8. Install the cartridge. Place the cartridge starter on the start of the laminating film. Feed the cartridge starter between the black roller bars. Press the cartridge into place and advance the film by turning the handle clockwise. Remove the cartridge starter from the output laminate and place back in its holder.
9. Replace the input tray by lining up the tabs (on both sides of the input tray), with the notches on either side of the machine. Gently press the tray into place. Run a test item to ensure the machine is operating properly.