



The Fletcher-Terry Company

Fletcher 3000® Multi-Material Cutter Squaring Instructions

Customer Service Toll-Free Number for Technical Support and Ordering Parts
1.800.843.3826 X1500

Please follow each step carefully. Do not skip any steps!

1. Loosen the cap screw on the outermost eccentric hex (Ref. #1 - Fig. 1). One is located at approx. the 46" mark on the left side of the machine and the other is located on the right support of the machine. Do not loosen the cap screw for the middle eccentric hex located at the 20" mark on the left side of the machine at this time.
2. Reach around the back of the machine and lower the squaring edge bar on the left as well as the right as low as it will go by turning the eccentric hex (Ref. #2 - Fig. 1). Remember, do not touch the middle eccentric hex at this time.
3. Place a sheet of matboard (at least 32" x 40") in the machine, making sure that the lower left corner of the sheet is positioned above the middle eccentric hex and flush against the squaring edge bar (Ref. #3), then clamp the sheet.
4. Make an approximate cut of 1" cut at the bottom and at the top of the sheet.
5. Remove the sheet and reverse it, making the front now the back. Do not turn the sheet upside down when reversing it. Line up the blade with the bottom cut. Clamp the sheet again.
6. Make a second 1" cut at the top. Note where the second cut falls.
7. If the two cuts line up, the first 20" is square. At this point, you are only checking the status of the first 20" (to the point of the middle eccentric hex). If the second cut falls either to the left or to the right of the original, then an adjustment needs to be made to the middle eccentric hex only. Keep in mind that the error is half the distance between the two cut lines. For example, if the distance between the two cut lines is 1/8", the actual error is 1/16". Note: if the second cut falls to the left of the first, then the squaring edge bar (Ref. #3 - Fig. 1) needs to be lowered. If the second cut falls to the right, the bar needs to be raised.
8. Once the first 20" is square, you can simply take a straight edge and raise the two squaring edge bars at the outermost ends so that they touch the bottom of the straight edge. A portion of your straight edge must be resting on the first 20" that you have squared. You can view this by looking through the tiny window located at the point of each eccentric cap screw in the front of the machine. Again, remember to tighten the cap screws.

(Please refer to Fig. 1 on reverse slide)

Fletcher **3000** ESTABLISHED 1902

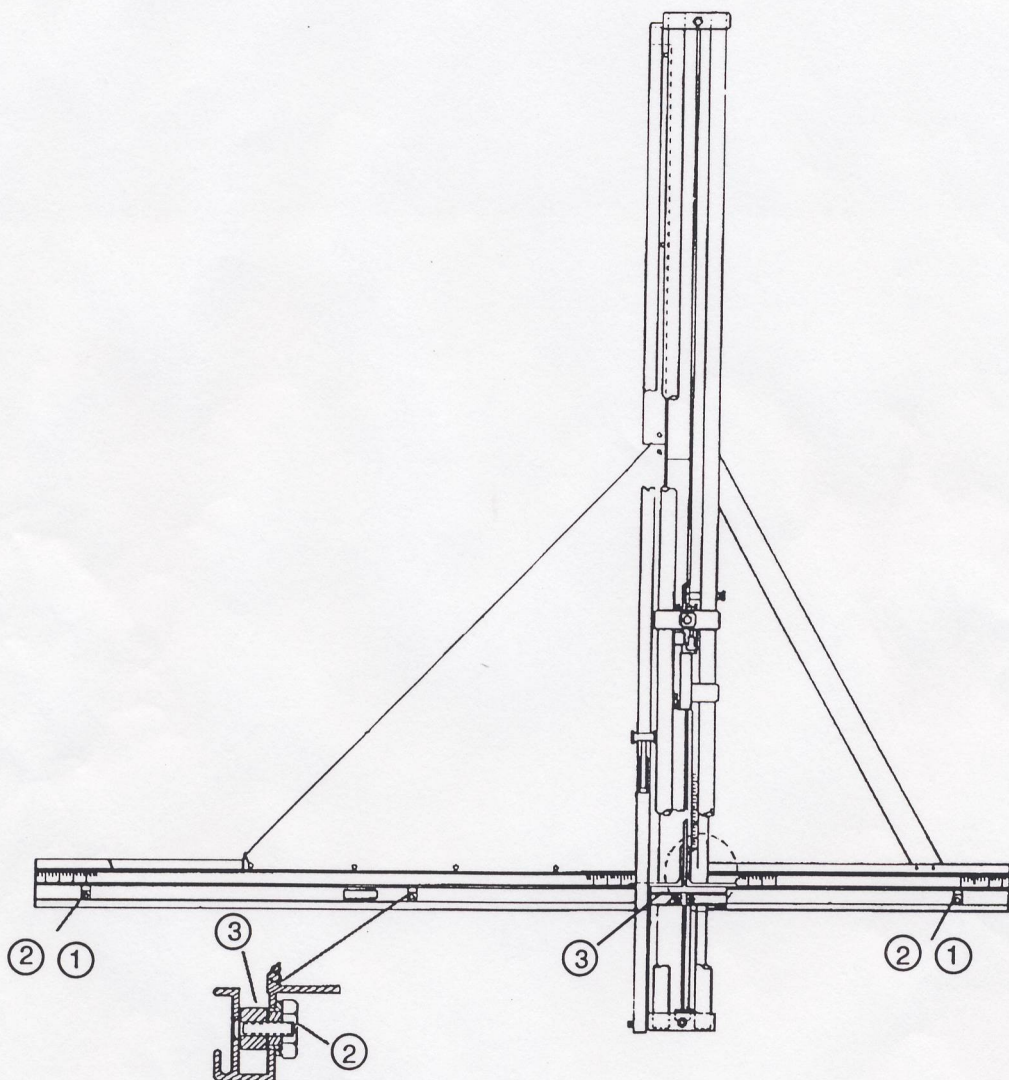


Fig. 1