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› X-Acto ELMERS Retract-A-Blade Knife Model X3204 User Manual

X-Acto 3204

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Precision Cutting Tool with Retractable #11 Blade

1. INTRODUCTION

Thank you for choosing the X-Acto ELMERS Retract-A-Blade Knife Model X3204. This precision cutting tool is designed for delicate and accurate work on various lightweight materials. This manual provides essential information for safe operation, maintenance, and optimal use of your new knife.

Please read this manual thoroughly before using the product and retain it for future reference.

2. SAFETY INFORMATION

WARNING: This product contains extremely sharp blades. Improper use can result in serious injury. Always exercise caution.

- Keep out of reach of children and pets.
 - Always retract the blade fully when the knife is not in use or when storing.
 - Use appropriate personal protective equipment, such as cut-resistant gloves, when handling or changing blades.
 - Cut away from your body and fingers.
 - Ensure your work surface is stable and clear of obstructions.
 - Dispose of used blades safely in a designated sharps container. Do not discard in regular trash.
 - Do not apply excessive force, which could cause the blade to break or slip.
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3. PRODUCT OVERVIEW

The X-Acto Retract-A-Blade Knife (Model X3204) is engineered for precision and safety. It features a fully retractable #11 blade, a comfortable grip, and a durable metal core construction.



Image 1: Three X-Acto Retractable-A-Blade Knives. Each knife features a blue body with a black comfort grip and a #11 precision blade extended from the tip. The X-Acto logo is visible on the blue handle.

Key Features:

- **Retractable #11 Blade:** For safe storage and transport.
- **Comfort Grip:** Soft, triangle-shaped grip provides enhanced control and reduces hand fatigue.
- **Anti-Roll Handle:** Prevents the knife from rolling off your work surface.
- **Durable Construction:** Metal core ensures longevity and stability.
- **Versatile:** Ideal for cutting paper, plastic, balsa wood, thin metal, cloth, and film.

4. SETUP AND BLADE REPLACEMENT

The X-Acto Retractable-A-Blade Knife comes pre-installed with a #11 blade. When a replacement is needed, follow these steps:

1. **Retract Blade:** Ensure the current blade is fully retracted into the handle.

2. **Expose Blade Holder:** Slide the blade mechanism further forward than the normal cutting position. This will expose the blade holder for removal.
3. **Remove Old Blade:** Carefully unscrew the collar at the tip of the knife to loosen the blade holder. Remove the dull #11 blade. Dispose of it safely in a sharps container.
4. **Insert New Blade:** Insert a new, genuine X-Acto #11 blade into the holder. Ensure it is seated correctly and securely.
5. **Secure Blade:** Tighten the collar at the tip of the knife until the blade is firmly held in place. Do not overtighten.
6. **Test Retraction:** Gently slide the blade mechanism back and forth to ensure smooth retraction and extension, and that the blade is securely held.

Important Note: This knife is designed for use with X-Acto #11 blades. While some other #16 blades may fit, #10 blades are generally not compatible for full retraction. Using non-standard blades may affect the knife's functionality and safety.

5. OPERATING INSTRUCTIONS

To use your X-Acto Retract-A-Blade Knife:

1. **Extend Blade:** Gently push the slider mechanism forward until the blade extends to the desired cutting length. For most tasks, only a small portion of the blade tip is needed.
 2. **Position Material:** Place the material to be cut on a suitable cutting mat or protected surface.
 3. **Grip Knife:** Hold the knife firmly by the comfort grip, ensuring a stable and controlled hold. The anti-roll handle design aids in preventing accidental movement.
 4. **Make Cut:** Apply light, consistent pressure and guide the blade along your desired cutting line. For thicker materials, multiple light passes are often more effective and safer than one deep cut.
 5. **Retract Blade:** Immediately after completing your cut, slide the mechanism backward to fully retract the blade into the handle. This is crucial for safety.
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6. MAINTENANCE

Proper maintenance ensures the longevity and performance of your X-Acto knife.

- **Blade Replacement:** Replace blades regularly as they become dull. A sharp blade is safer and more effective than a dull one, which requires more force and increases the risk of slippage.
 - **Cleaning:** Periodically wipe down the handle and blade mechanism with a dry cloth to remove any debris or adhesive residue. Do not immerse the knife in water.
 - **Storage:** Always store the knife with the blade fully retracted in a safe, dry place, away from moisture and extreme temperatures.
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7. TROUBLESHOOTING

If you encounter issues with your X-Acto Retract-A-Blade Knife, consider the following:

- **Blade not retracting fully:** Ensure you are using a genuine X-Acto #11 blade. Some non-standard #11 blades or other blade types (e.g., #10) may be too large to retract completely within the mechanism. Check for any debris obstructing the blade path.
- **Blade feels loose:** Ensure the collar at the tip of the knife is securely tightened. If the blade still feels loose, check if it

- is properly seated in the blade holder.
- **Difficulty cutting:** A dull blade is the most common cause. Replace the blade with a new, sharp X-Acto #11 blade. Ensure you are using the correct cutting technique for the material.
 - **Mechanism feels stiff:** Clean the slider mechanism to remove any accumulated dust or debris. A small amount of dry lubricant (e.g., graphite powder) can be applied if necessary, but avoid liquid lubricants.

8. SPECIFICATIONS

Feature	Detail
Brand	X-Acto
Model Number	3204
Blade Type	#11 Precision Blade (Retractable)
Material	Metal (Handle and Blade)
Handle Material	Metal with Comfort Grip
Color	Blue/Black
Style	Retractable
Item Weight	2.39 ounces
Item Length	1 Inches (Note: This refers to a specific component, not the overall length of the knife.)

9. WARRANTY AND SUPPORT

X-Acto products are manufactured to high-quality standards. For specific warranty information or technical support, please refer to the official X-Acto website or contact their customer service directly. Keep your purchase receipt as proof of purchase.

For further assistance, please visit the X-Acto official website or contact their customer support.

ASK A QUESTION ABOUT THIS MANUAL

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Example: How do I reset this device or fix this error?

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