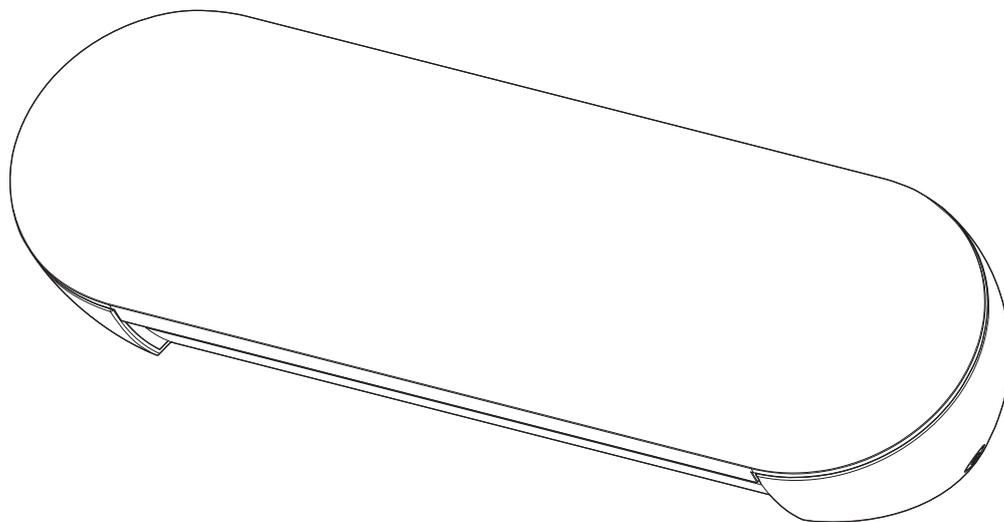


Silhouette Cutting Machine  
User's Manual

# portrait 4

MANUAL NO. PORTRAIT4-UM-151



## Preface

Thank you for choosing Silhouette Portrait4.

Silhouette Portrait4 is an electronic cutting machine suitable for cutting the following sizes (width): 5.5 in., A4, Letter, 9 in., and 8.5-in. mat.

In addition to cutting films, craft papers, and iron-print sheets, the machine can easily cut various materials.

To ensure safe and correct use, be sure to read this User's Manual thoroughly prior to use.

After reading, please keep it in a safe place where you can find it at any time.

### Notes on this Manual

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- (1) No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, without the prior written permission of Silhouette Japan Corporation.
- (2) The product specifications and other information in this manual are subject to change without notice.
- (3) While every effort has been made to provide complete and accurate information, please contact us through the company website if you find any unclear or erroneous information or wish to make other comments or suggestions.
- (4) Notwithstanding the stipulations in the preceding paragraph, Silhouette Japan Corporation assumes no liability for damages resulting from the use of the information contained herein or the use of the product.

### Registered Trademarks

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All names of companies, brands, logotypes, and products appearing in this manual are the trademarks or registered trademarks of their respective companies.

### Copyright

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This User's Manual is copyrighted by Silhouette Japan Corporation.

## About the display screen

- The Silhouette Studio screen uses the display screen that appears when Silhouette Portrait4 is connected to a Windows 10 environment. The displayed content varies depending on the connected PC environment. In addition, some of the display screens may be subject to change with a software upgrade.

# Before using this machine, please read this manual

## Handling Precautions

To use the product correctly, as well as to establish an excellent cut, be sure to read the following points thoroughly before use.

### Note

- To avoid bodily injury, handle blades with care.
- Physical damage to a new machine caused by customers will not be covered by the warranty, so unfortunately, we cannot offer you a product replacement.

## Always make a test cut before cutting

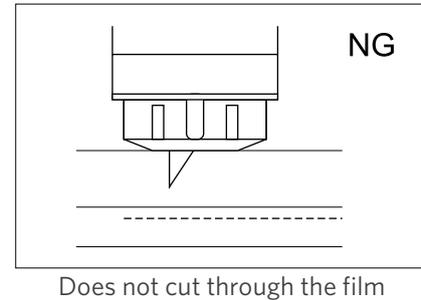
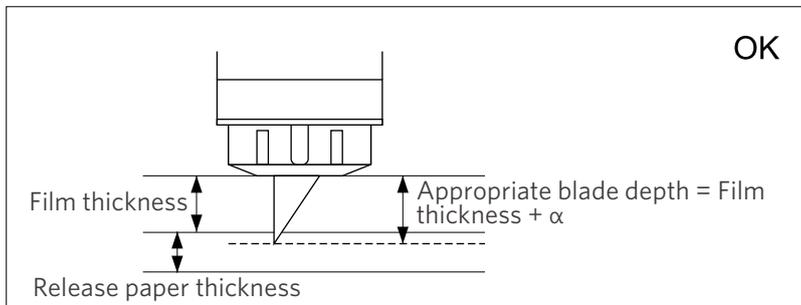
If cutting conditions such as blade depth, force, and speed are not appropriate, the blade tip may break, or the machine may be damaged.

Furthermore, the expected cutting results may not be obtained, and the media may be wasted.

Optimal cutting conditions vary depending on the thickness and quality of the media used and the degree of wear of the blade.

Make a test cut every time you change the media.

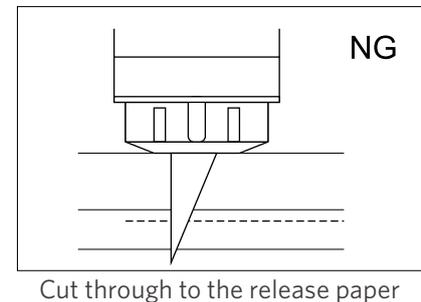
## Guideline for blade depth



The most important setting in cutting is to adjust the blade depth.

Adjust so that the blade protrudes slightly more than the thickness of the media to be cut.

When cutting the cutting film, extend the cutter blade more than the film, but not so much that it penetrates the release paper.



## Use the cutting mat for the following circumstances

Be sure to use the cutting mat when cutting the following media.

Failure to use the cutting mat may damage the machine.

- When cutting media that do not have release papers
- When cutting out media (die cut)

# Intelligent Path Technology

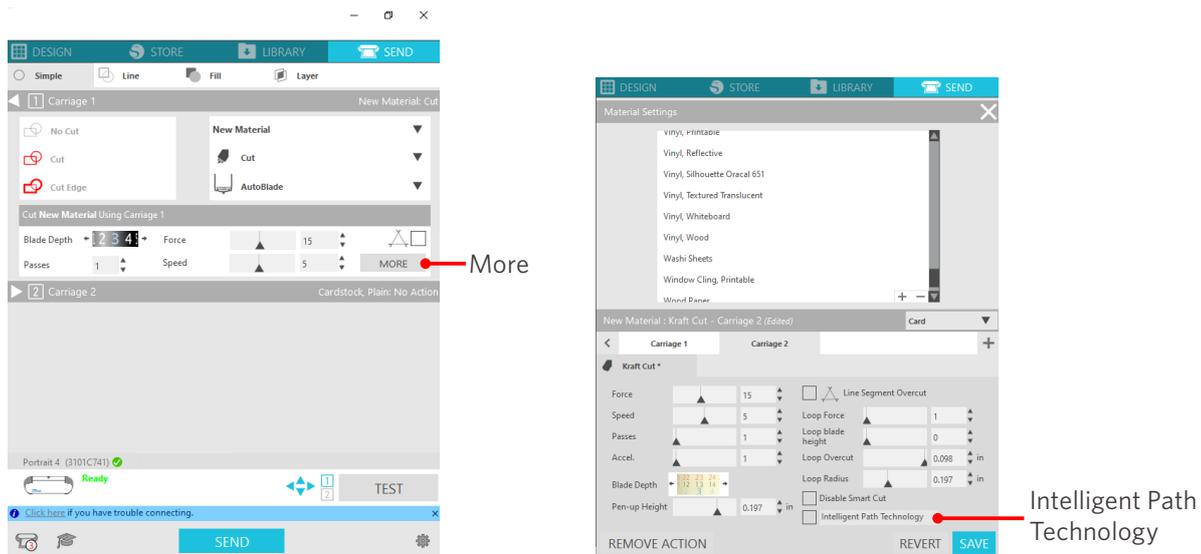
The Intelligent Path Technology function offers specialized cutting options, such as controlling the cutting order automatically.

This allows users to prevent the media from shifting when cutting.

There is tension in the material when cutting media (mainly paper) using the blade.

If the media to be cut is not fixed firmly, depending on the cutting order, this tension may cause the media to shift or rip thin papers.

\* This can be used to select the Silhouette Studio check box.

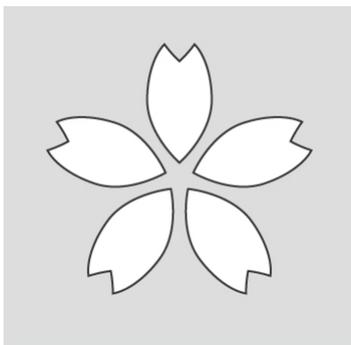


Since paper shift is less likely to occur, users can stack and cut multiple sheets of paper or cut thin papers more beautifully than normal.

For example, this function is effective for cutting multiple sheets for the following design.

## Note

The Intelligent Path Technology function is not guaranteed in all cases.



## Additional information

This is an effective function in the following cases.

- When cutting complicated designs
- When cutting sharp angles
- When the adhesive comes off easily, such as sealing materials

## Optional items

This section describes the optional items that can be used with this product.

### **Silhouette Auto Sheet Feeder (ASF)**

---

Set the ASF connecting plate and attach the ASF on top of it. There are two sizes available: letter and A3 plus. For details, refer to "<https://www.silhouetteamerica.com/shop/auto-sheet-feeders>".

### **Portrait Electrostatic Mat**

---

A portrait electrostatic mat can be attached. For details, refer to the "Electrostatic Mat" supplies manual.

\* To use the Portrait Electrostatic Mat, a separately sold Electrostatic Protection Sheet - 8.5 in. x 12 in. is needed. Please purchase it together with the product.

### **Heat Pen Set**

---

This tool is used to transfer foil to the media. For details, refer to the "Heat Pen" supplies manual.

### **Roll Feeder**

---

Use the Roll Feeder to cut roll media stably.

For the latest information on this product, supplies, and consumables, please refer to our website.  
Please use it together with this manual.  
<https://www.silhouetteamerica.com>

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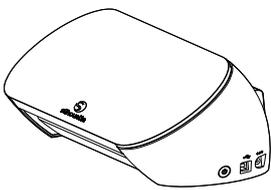
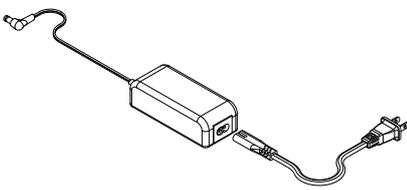
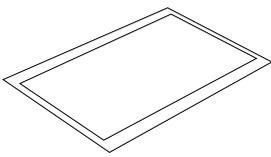
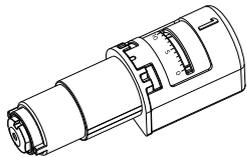
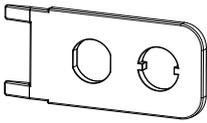
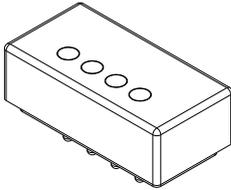
# 01 About Silhouette Portrait4

## 1-1 Checking the contents of the package

The Silhouette Portrait4 comes with accessories shown in the following list.

Make sure all the accessories are included when unpacking.

If any item is missing, promptly contact the distributor where you purchased it or Silhouette America Customer Center.

<input checked="" type="checkbox"/> Silhouette Portrait4 	<input checked="" type="checkbox"/> AC adapter and power cable set 
<input checked="" type="checkbox"/> Cutting mat (8.5 x 12 inches) 	<input checked="" type="checkbox"/> Auto Blade 
<input checked="" type="checkbox"/> Hand-held blade adjuster 	<input checked="" type="checkbox"/> Power terminal 

\* In addition, various documents may be attached.

## 1-2 Removing packaging materials from the machine

There are strips of tape and cushions to hold the moving parts of Silhouette Portrait4 in place during shipment and prevent any damage to the machine.

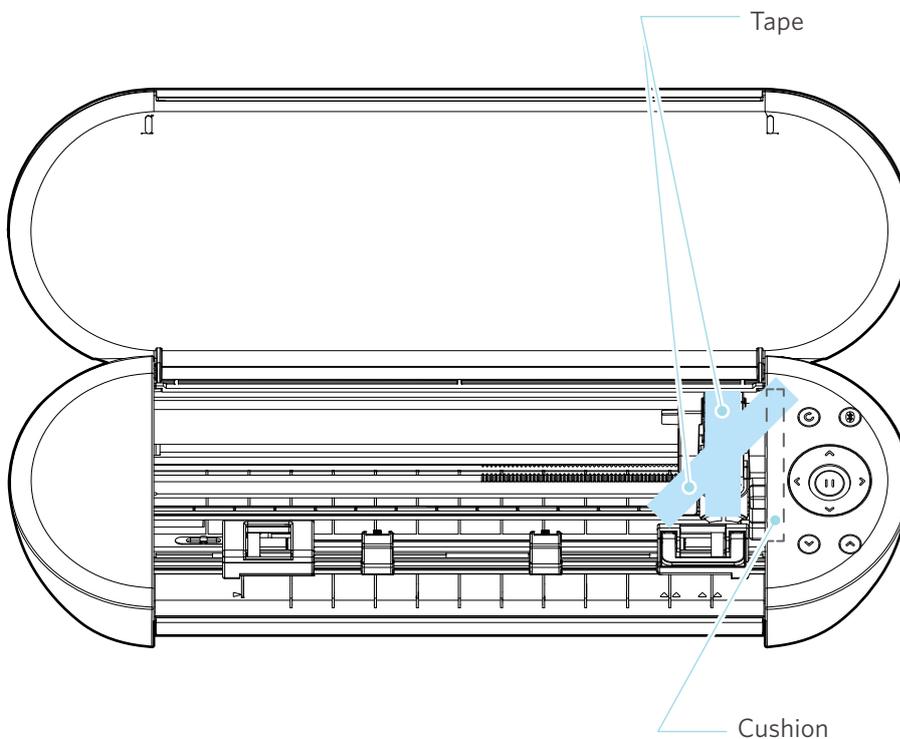
Remove all of the packaging materials (strips of tape and cushions).

- 1 Remove the machine from the box.

### Note

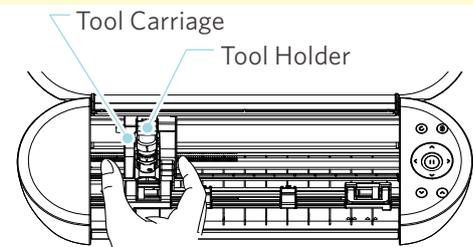
Silhouette Portrait4 alone weighs approx. 2 kg.  
Open the package on a sturdy surface.  
Attempting to work on unstable ground can cause the machine to fall and cause serious injury to personnel.

- 2 Remove the strips of (blue) tape and cushions that are holding the parts for the machine in place.



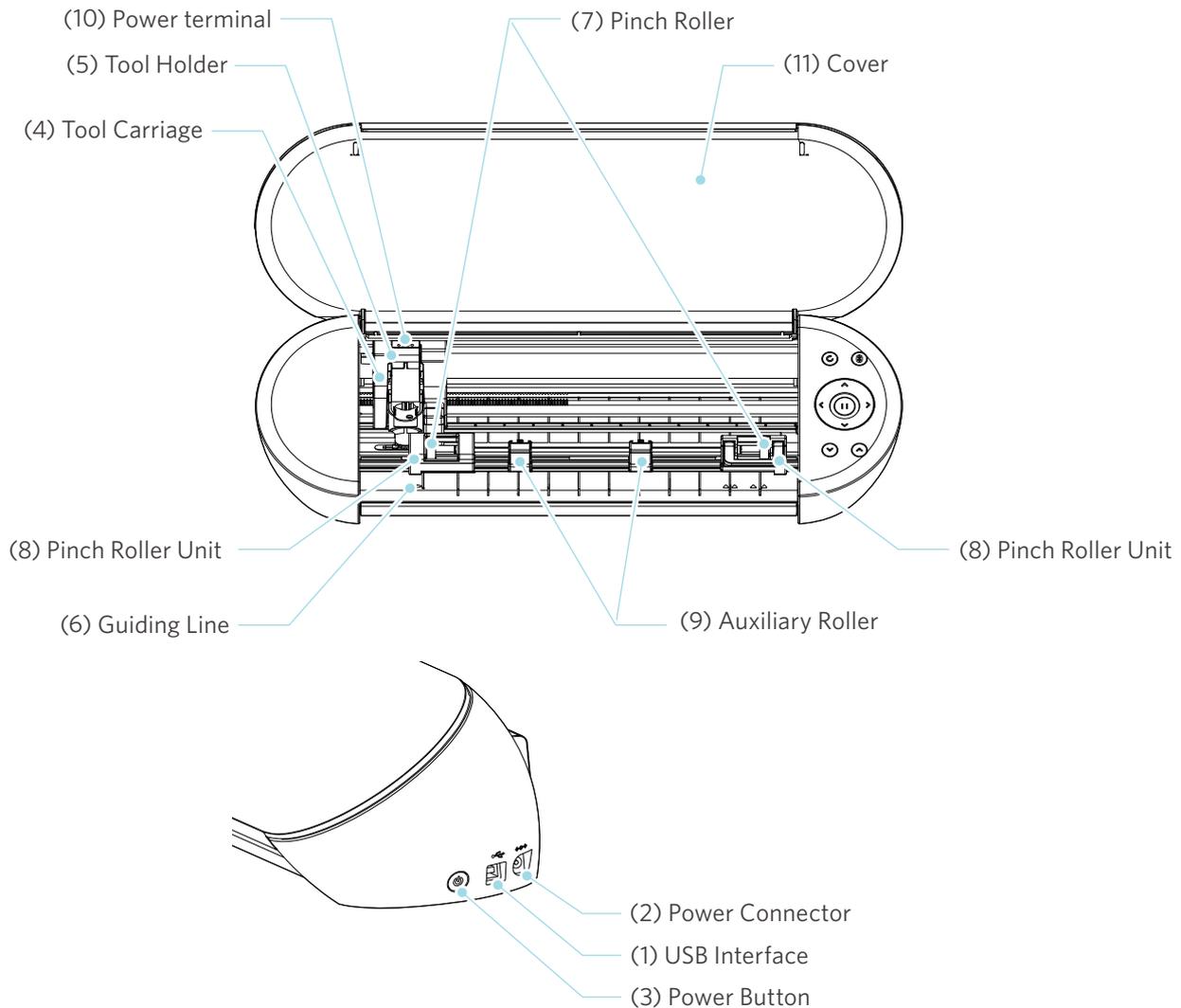
### Note

When manually moving the Tool Carriage, do not hold the Tool Holder with your hand.  
Turn off the power, hold the part shown on the right, and move it slowly.  
Moving it too fast may cause a malfunction.



## 1-3 Name and functions of each component

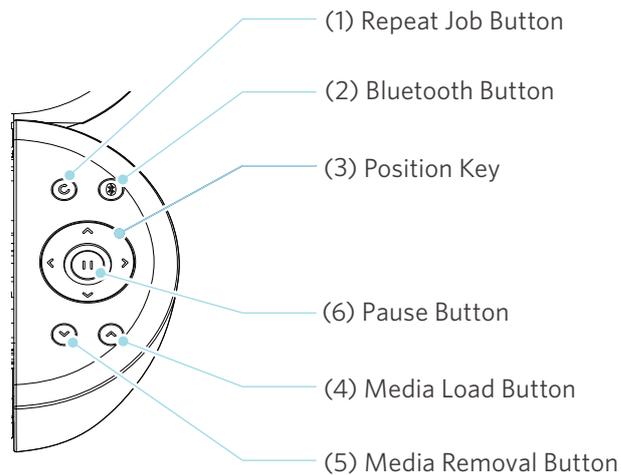
### Silhouette Portrait4



- |                       |   |   |
|-----------------------|---|---|
| (1) USB Interface     | : | Used to connect Silhouette Portrait4 to the computer with a USB Interface cable.  |
| (2) Power Connector   | : | Connects the AC adapter.  |
| (3) Power Button      | : | Switches the power on or off.   |
| Emergency Stop Button | : | When the Power Button is pressed during a cutting operation, the operation stops immediately.   |
| (4) Tool Carriage     | : | Part to drive the tool to the left and right.   |
| (5) Tool Holder       | : | A holder to place tools, such as the Auto Blade or a 2 mm Kraft Blade.  |
| (6) Guiding Line      | : | Guiding line to align the left side of the media or cutting mat.  |
| (7) Pinch Roller      | : | Roller to feed the media.   |
| (8) Pinch Roller Unit | : | Roller unit to feed the media. The pinch roller unit on the right side determines the position based on the media size, lowers the lever, and secures it. |

- (9) Auxiliary Roller : Holds the media down. This can be adjusted freely depending on the media size. We recommend placing the media with equal spacing in between based on the width of the loaded media.
- (10) Power Terminal : Terminal to supply power when using the optional heat pen.
- (11) Cover : Covers the machine.

## Operations



- (1) Repeat Job Button : Repeatedly cuts the data sent from Silhouette Studio using Silhouette Portrait4.
- (2) Bluetooth Button : Switches the Bluetooth on or off.  
The lamp indicates the connection status.
- (3) Position Key : Used to move the Tool Carriage and media position.  
Press and hold down the key to move the Tool Carriage faster.
- (4) Media Load Button : Loads the media.
- (5) Media Removal Button : Removes the media.
- (6) Pause Button : Used to pause/resume cutting operation.  
If you want to cancel the paused cutting operation, press and hold the Pause Button.

## 1-4 Setting up the machine

### Create your Silhouette account

You can create your Silhouette account for free.

A Silhouette account allows you to register the Silhouette machine, and you can use the same account on SilhouetteAmerica.com, SilhouetteDesignStore.com, and as a shared account for the Silhouette Studio library.

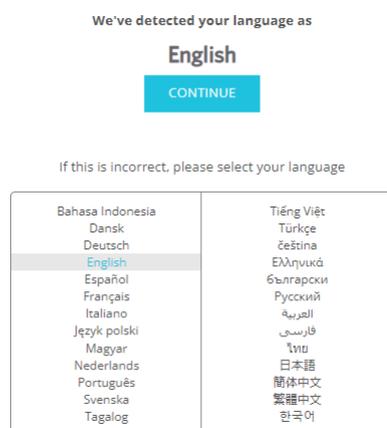
- 1 Access the Silhouette America.com website from a browser.

<https://www.silhouetteamerica.com/>

- 2 Click "Machine Setup" at the bottom of the page.



- 3 Please select your language.



- 4 Click "CREATE ACCOUNT".

#### Don't have an account yet?

Creating an account is **FREE**. This will allow you to register your machine, download digital content from the Silhouette Design Store, and much more.

If you have already registered a tool or set up an account through SilhouetteDesignStore.com, you already have an account and can use the same login information!

CREATE ACCOUNT

## 5 Enter your account information.

Enter your name, email address, email address (retype), password, password (retype), language, currency, and timezone.

If you do not want to receive newsletters (English) from Silhouette, unselect the check box of "Send me newsletters..."

Select the check boxes of "I agree to the privacy policy", "I agree to the Terms & Conditions", and "I am over the age of 13".

### Note

The following criteria must be met when entering your password.

If you see a red x mark, please change or reset your password.

- Passwords must be at least 10 characters in length.
- You must include at least one number.

x

### ACCOUNT SIGN IN

**SIGN IN**

Email Address:

Password:

Forgot password?

SIGN IN

**DON'T HAVE AN ACCOUNT? SIGN UP FREE.**

YOUR SILHOUETTE ACCOUNT CAN BE USED TO:

- Register your Silhouette tools.
- Apply software license keys onto your account.
- Access your Silhouette library on your various devices
- Access the SilhouetteAmerica.com website to purchase Silhouette products.
- Download designs, fonts, and other digital content from the Silhouette Design Store

Name:

 ● Name

Email Address:

 ● Email address

Confirm Email Address:

 ● Confirm email address

Password:

 ● Password

Password must be at least 10 characters in length and must contain at least 1 number

Confirm Password:

 ● Confirm password

Language:

 ● Language

Currency:

 ● Currency

Timezone:

 ● Timezone

Send me newsletters about Silhouette products and information. ● Send me newsletters about Silhouette products and information.

I agree to the [Privacy Policy](#). ● I agree to the Privacy Policy.

I agree to the [Terms & Conditions](#). ● I agree to the Terms & Conditions.

I am over the age of 13. ● I am over the age of 13.

I'm not a robot  ● I'm not a robot.

CREATE ACCOUNT

### Check

If there is a problem with your password, you will see a red x mark on the right.

In such a case, review and re-enter your password.

If there is no problem with the password, a green check mark will appear in the password field.

6 Select the check box "I'm not a robot" and click the "CREATE ACCOUNT" button.

7 A registration confirmation email will be sent to the registered email address.

Click on the link in the email to complete the machine registration.

### Note

You will need to click the link in this email in order to verify and activate your account. If you do not activate your account, you will not be able to register the machine or access the Silhouette Design Store.

## Register the Machine

The Silhouette account can be used to register a Silhouette Portrait4 machine.

If your machine is registered, the following services are available.

- You can download 50 designs included with the Silhouette Library for free.
- A one-month trial subscription is available to download contents from the Silhouette Design Store free of charge.

\* Please note that the upper limit for the download may change under the trial subscription.

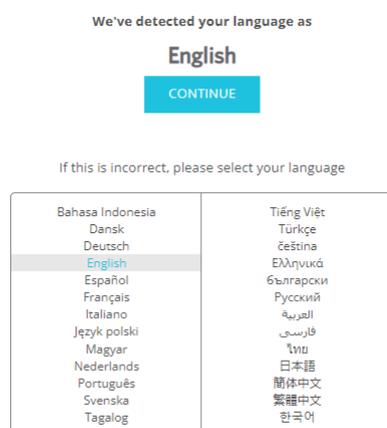
1 Access the Silhouette America.com website from a browser.

<https://www.silhouetteamerica.com/>

2 Click "Machine Setup" at the bottom of the page.



3 Please select your language.



4 Click "Sign In".

**Register a NEW Machine**

You will need you to sign in in order to register and set up your new machine.

SIGN IN

5 Enter the registered email address and password for your Silhouette account and then sign in.

**SIGN IN**

Email Address:

Password:

[Forgot password?](#)

SIGN IN

6 Select the country where you live from the country drop-down menu and enter your address information. Click the "CONTINUE" button.

**SILHOUETTE MACHINE SETUP**

Please enter your address information:

**Address:**

**City:**

**State/Province:**

**Zip/Postal Code:**

**Country:**  ▼

CONTINUE

- 7 Enter the required information and click the "CONTINUE" button.

The serial number is marked on a sticker on the back of the machine as an 11-digit number starting with an alphabet.

\* Depending on the web browser, you may be required to click "✓" to confirm after selecting.

### Register a NEW Machine

Please enter your machine's serial number and purchase information.

<b>Serial Number:</b>	<input type="text"/>
<b>Purchase Date:</b>	<input type="text" value="yyyy/mm/dd"/> 
<b>Store Name:</b>	<input type="text"/>
<b>Store Country:</b>	<input type="text" value="Japan"/> 

CONTINUE

- 8 Check the model to be registered and click "REGISTER MY MACHINE".

### SILHOUETTE MACHINE SETUP

We've detected your machine as:



Please continue to register this machine to your account.

REGISTER MY MACHINE

9

Once you register the machine, confirm the warranty information.

## SILHOUETTE MACHINE SETUP

**Congratulations! Your Silhouette Portrait® 4 is now registered.**

### Warranty Information

The Silhouette hardware has a one year limited warranty\*. The hardware warranty specifically covers issues relating to the Silhouette machine, power cord and adapter, and/or USB cord. If through the process of supporting a reported issue Silhouette America® determines any of these hardware components are faulty within the first year the Silhouette is owned (from the original purchase date and as the machine is registered), Silhouette America® can then have any one or all of these components replaced. Hardware issues should be very rare. Generally issues experienced with the Silhouette are related to the software or improper operation. Please contact the Silhouette Support Team as you may have any concerns to further troubleshoot the issue and to confirm the source of the problem.

\* This warranty applies to US and Canadian customers only. For warranty information regarding machines purchased in territories outside of the US and Canada, please contact the original retail location of purchase.

[> View Full Warranty](#)

CONTINUE TO NEXT STEP

### Additional information

- After completing the machine registration, do not click "CONTINUE TO NEXT STEP". Instead, follow the instructions below to install the software (Silhouette Studio).
- After the machine registration, you will receive an email with details on the one-month free trial subscription. For details, refer to "Use trial subscription in Silhouette Design Store".

10

Exit the screen.

## Install the software (Silhouette Studio)

The explanation for the software can be found by accessing the Silhouette America.com website after "1-4 Setting up the machine". After registering the Silhouette machine in use, download the software from the download page (<https://www.silhouetteamerica.com/software>) and use it.

<https://www.silhouetteamerica.com/setup>

### Important

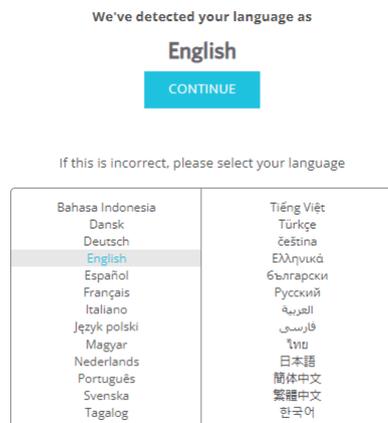
- Before installing Silhouette Studio, log in as a user with administrator privileges for the computer.
- Do not connect Silhouette Portrait4 to the computer until the software installation is completed.

## Supported OS

- Windows 10 or later
- macOS X 10.14 (64-bit) or later

## For Windows

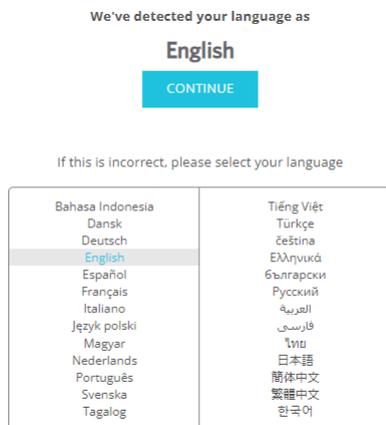
- 1 Go to "<https://www.silhouetteamerica.com/setup>".
- 2 Please select your language.



- 3 On the "Silhouette Machine Setup" screen, select the model to be used.
- 4 Select WINDOWS (64-bit) or WINDOWS (32-bit), depending on the operating system used.
- 5 Downloading the installer starts.
- 6 Double-click the downloaded installer file "(downloaded file name).exe" to execute it.
- 7 Follow the instructions on the setup screen to install it.
- 8 Click "Next (N)" when prompted on the setup wizard.

## For Mac

- 1 Go to "https://www.silhouetteamerica.com/setup".
- 2 Please select your language.



- 3 On the "Silhouette Machine Setup" screen, select the model to be used.
- 4 Click MAC (64-bit).
- 5 Downloading the installer starts.
- 6 Double-click the downloaded installer file "(downloaded file name).dmg" to execute it.
- 7 Drag the Silhouette Studio icon into the Applications folder and install it.

### Note

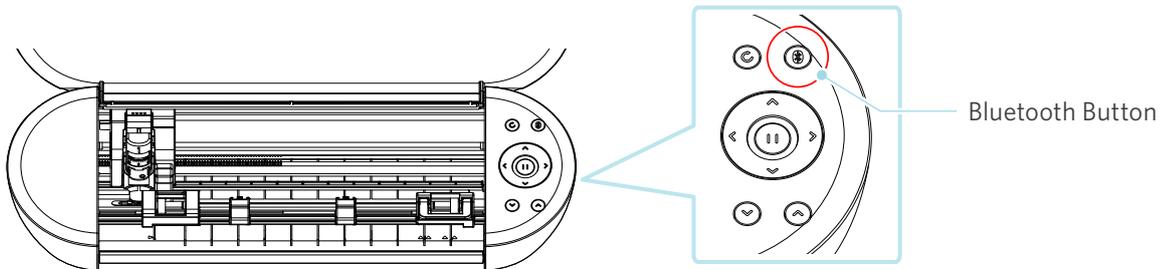
If you have already installed Silhouette Studio, [click here](#) to update it to the latest version.

## Check the connection with Silhouette Portrait4

You can choose to connect Silhouette Portrait4 to the computer using a USB cable or wireless connection with Bluetooth. Connect it according to the usage environment.

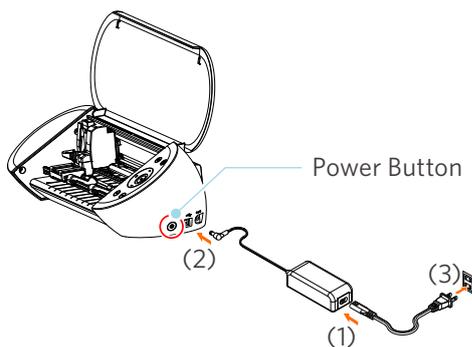
### Connect with Bluetooth

Silhouette Portrait4 has a built-in Bluetooth adapter that allows wireless connection with a computer.



#### 1 Connect Silhouette Portrait4 to a power source.

Connect the power cables in the order ((1) to (3)) shown in the figure below. Press and hold the Power Button for at least two seconds to start Silhouette Portrait4.



#### 2 Press the Bluetooth Button. The lamp lights up in blue and is ready for use.

Lamp color and status



Off (white)



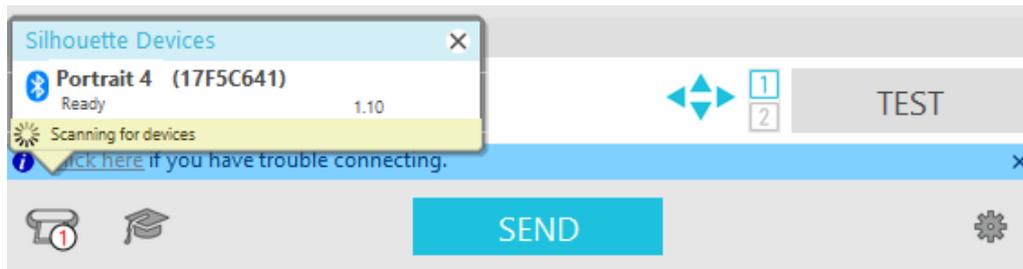
Available (flashing in blue)



Connected (lights up in dark blue)

- 3 Turn on the Bluetooth on the computer.

Open the "SEND" tab of Silhouette Studio and click the "Silhouette Devices" icon.



Select "Portrait4" from the displayed device list, and the software will start syncing. The setup is completed when the Silhouette Portrait4 status is displayed as "Ready" or "Load Media" on the "SEND" panel.

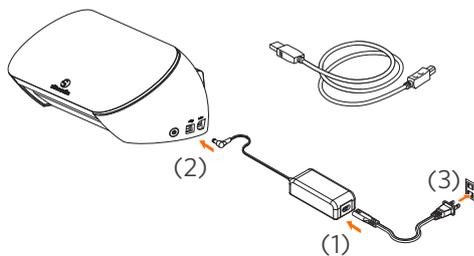
## Connect with a USB cable

### ⚠ Note

Do not connect Silhouette Portrait4 to the computer until the installation of the software (Silhouette Studio) is completed.  
Purchase the USB cable separately.

- 1 Connect Silhouette Portrait4 to a power source.

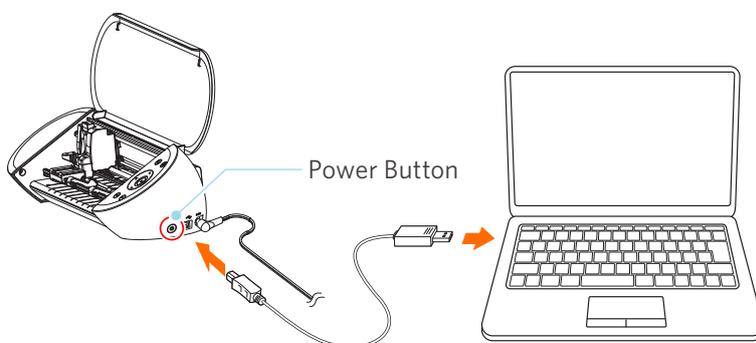
Connect the power cables in the order ((1) to (3)) shown in the figure below.



### ⚠ Note

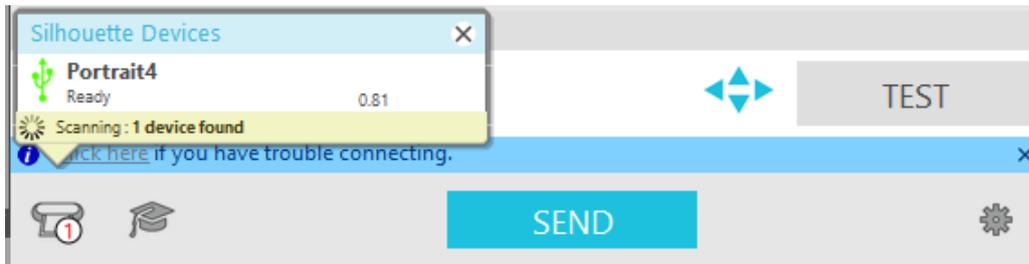
Do not connect the USB cable before the power cable.

- 2 Connect the computer and Silhouette Portrait4 with a USB cable.



3 Press the Power Button to start Silhouette Portrait4.

Open the "SEND" tab of Silhouette Studio and click the "Silhouette Devices" icon.



Select "Portrait4" from the displayed device list, and the software will start syncing.

## Obtain free contents

Once machine registration is completed, you will be offered the one-month trial subscription that allows you to download content for free from the Silhouette Design Store.

### Note

In order to use free content, it is necessary to complete the registration of a Silhouette account in advance. To register for a Silhouette account, click the link in the confirmation email you receive when you register the Silhouette account. If you do not activate your account, you will not be able to register the machine or access the Silhouette Design Store.

For more information, refer to "1-4 Setting up the machine" above.

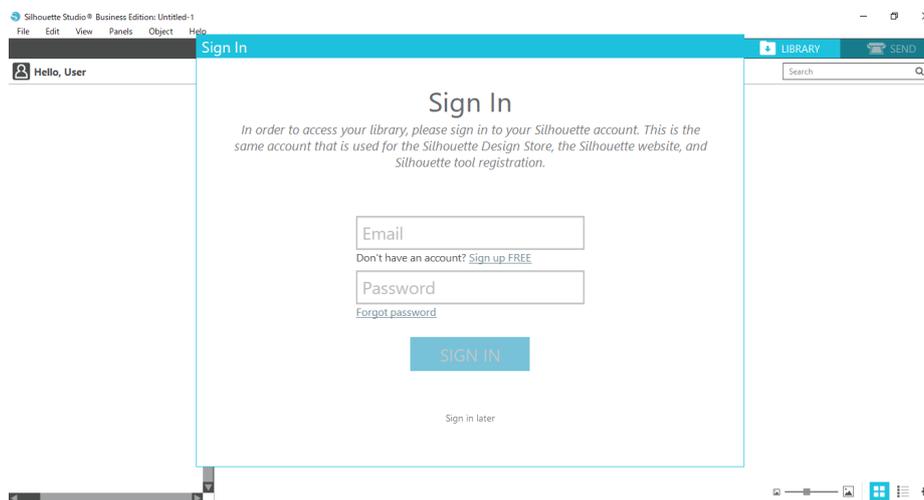
## Check the free contents

After registering Silhouette Portrait4, you will be able to access the 50 free exclusive designs that come with the machine.

- 1 Start Silhouette Studio.
- 2 Click the "LIBRARY" tab to open the library.

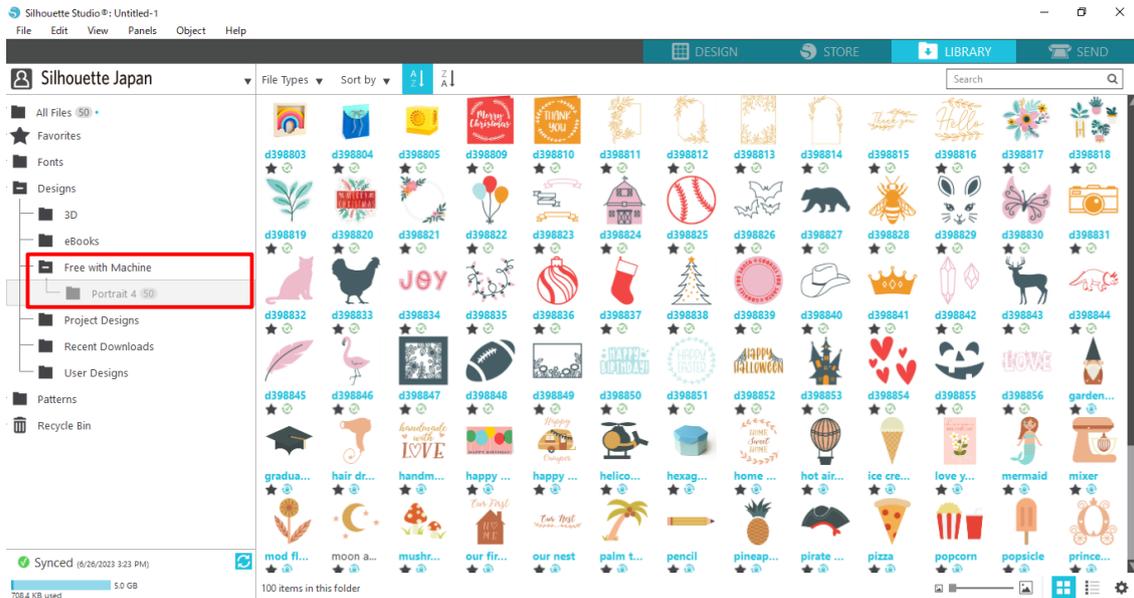


- 3 Enter the registered email address and password for your Silhouette account and then sign in.



4 Once the setup is completed, 50 free contents will be displayed in the LIBRARY.

These contents will be displayed in the "Portrait" folder in "Free with Machine".



## Use trial subscription in Silhouette Design Store

With the trial subscription, you can download contents (designs, fonts, patterns, etc.) for free\* for one month after machine registration. In addition, the contents downloaded with a trial subscription can be used even after the trial ends.

\* Contents can be downloaded for free up to the displayed price (\$25 value).

The maximum display amount may vary.

1 After machine registration, a link will be sent to the email address you entered during your account registration for you to download the free contents. Press "Click here" in the email.



Thank you for registering your new Silhouette machine!

### Get Your FREE Subscription

Your new Silhouette machine includes a FREE 1-month subscription to the [Silhouette Design Store](#) — the official marketplace for professionally-crafted cut files, fonts, patterns, and other designs for use with your Silhouette machine. With over 150,000 files to choose from, the Design Store is the premiere resource to help create your perfect project.

[Click here](#) to confirm and activate your subscription.

### Learn About Your Machine

As you're getting started with your new Silhouette machine, be sure to check out [Silhouette101.com](#), our company blog that is filled with tips, tricks, video classes, walk-throughs, and project inspiration. It's the perfect resource for newbies and pros alike!

We hope you enjoy your new Silhouette tool and your experience with the Silhouette Design Store!

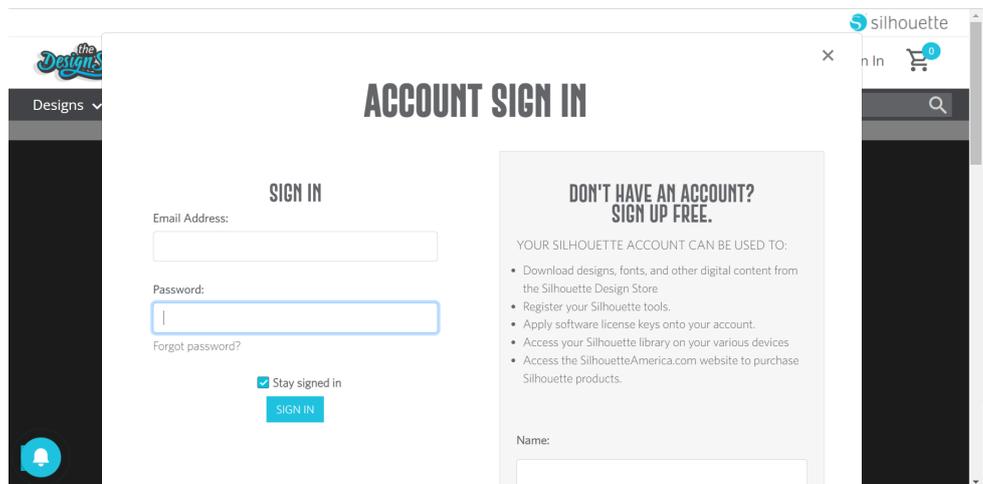
Sincerely,  
The Silhouette Team

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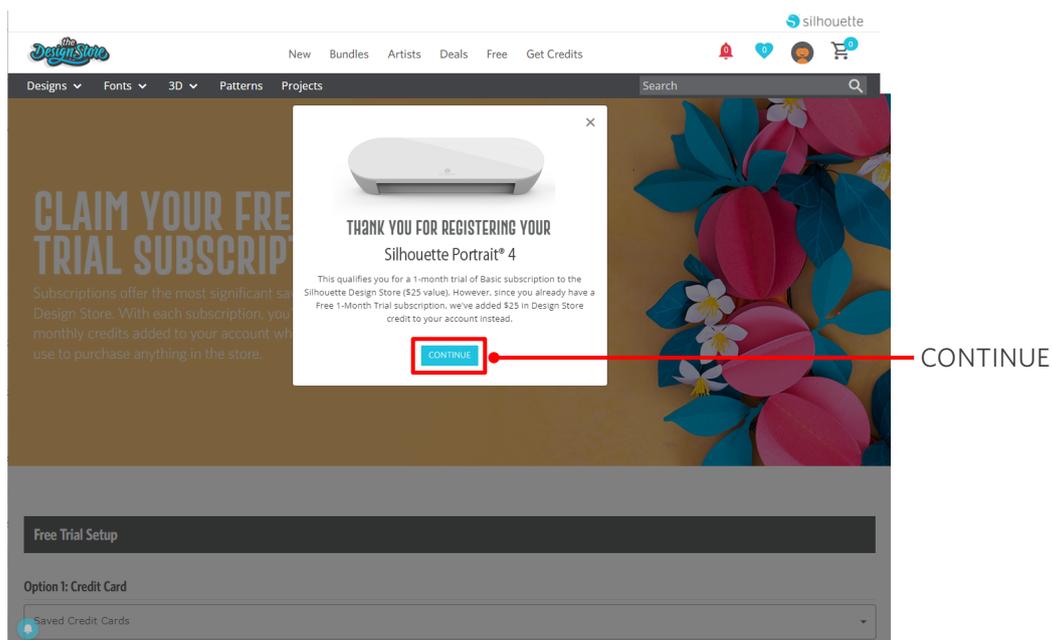


This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

- 2 The "Sign In" screen for logging in to Silhouette Design Store appears.  
Enter the registered email address and password and sign in.



- 3 The machine registration screen appears. Click "CONTINUE" to view the "Use trial subscription" screen.



4

Click "I don't have a credit card" at the bottom of the screen.

Design Store

New Bundles Artists Deals Free Get Credits

Designs Fonts 3D Patterns Projects Search

## CLAIM YOUR FREE TRIAL SUBSCRIPTION

Subscriptions offer the most significant savings in the Design Store. With each subscription, you'll get monthly credits added to your account which you can use to purchase anything in the store.

Free Trial Setup

Option 1: Credit Card

Saved Credit Cards

Option 2: PayPal

PayPal CREDIT

I don't have a credit card | I don't have a credit card

Today's Payment:

¥0JPY

CONTINUE Remind Me Later

Review and Confirm

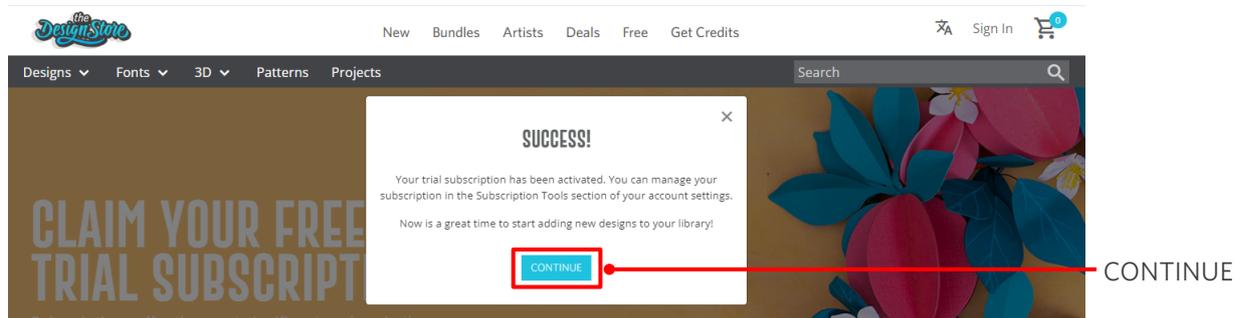
### ⚠ Note

If you start the trial subscription after registering your credit card, the basic subscription will automatically start after the trial ends, and your credit card will be charged monthly.

To use it as a trial only, remove your credit card information and click "I don't have a credit card" to start the trial.

5 When the trial subscription has been applied, the "SUCCESS!" screen appears.

Once the trial subscription has started, click "CONTINUE" to return to the top page.



### Additional information

You will receive an email with the title "Your FREE Design Store Trial Subscription".



This email is to confirm that your FREE 1-Month Basic Subscription was successfully started and will be valid through 2023-07-09

Silhouette Design Store subscription terms may be found [here](#).

Sincerely

The Silhouette Design Store Team

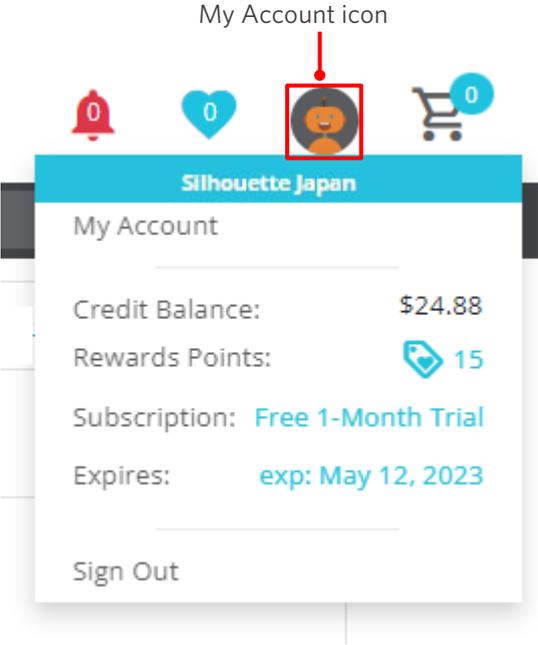
© 2021 Silhouette America, Inc. 618 N. 2000 W., Lindon Utah 84042  
 The [Silhouette Design Store](#) and Design Store logo are trademarks of Silhouette America, Inc. Other names mentioned herein may be trademarks of their respective owners.  
[Click here](#) for Silhouette Design Store Terms & Conditions.



This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

### Confirm activation

If you hover the mouse pointer over the "My Account" icon on the top right of the Silhouette Design Store screen, "Free 1-Month Trial" will be displayed, and you can check the credit balance and expiry date of the subscription.



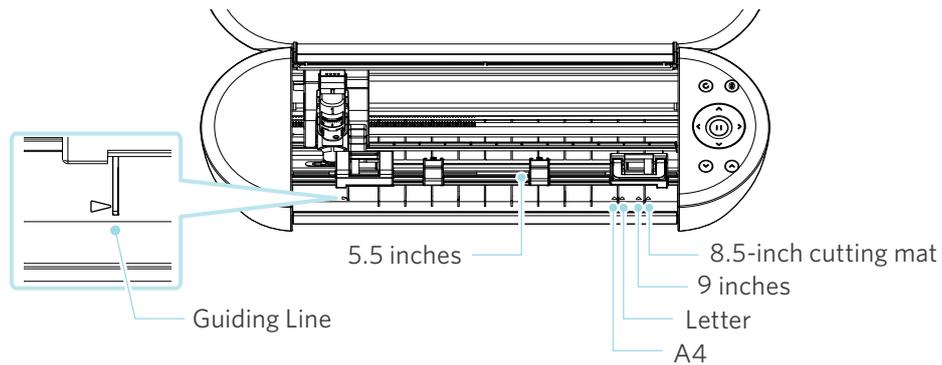
## 1-5 Available functions

### Size of the media that can be loaded

The following media sizes can be loaded for Silhouette Portrait4.

- 5.5 inches, A4, Letter, and 9 inches
- Cutting mat (8.5 in. x 12 in.)

For media of non-standard size and without a release paper, paste it on the cutting mat before loading.



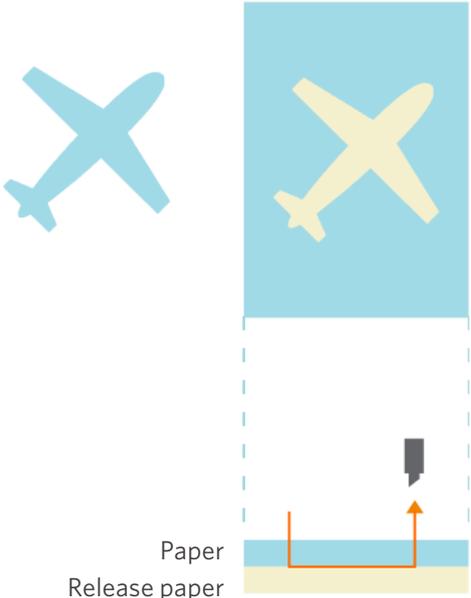
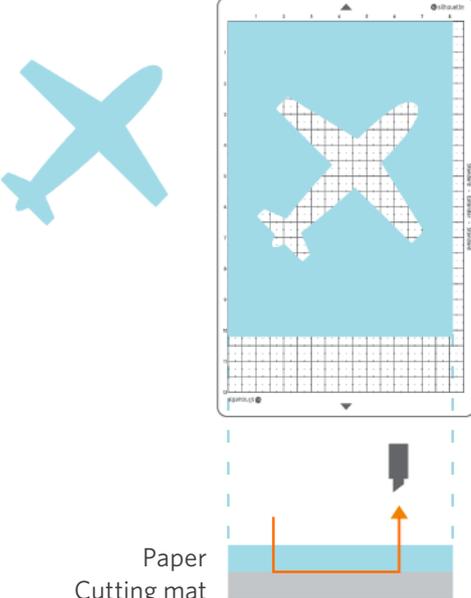
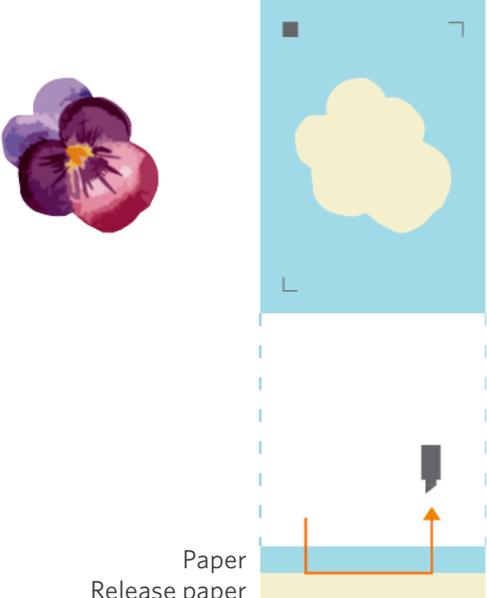
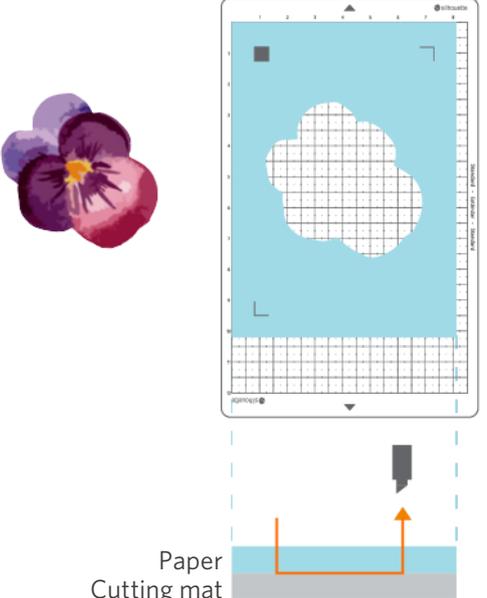
Standard-sized media with a release paper can be loaded directly.

For media of non-standard size and without a release paper, load it using the cutting mat.

Cutting mat: Not used	Cutting mat: Used
<ul style="list-style-type: none"> <li>• Regular size (width): 5.5 in., A4, Letter, and 9 in.</li> <li>• Roll media size (width): 9 in.</li> </ul>	<ul style="list-style-type: none"> <li>• Supported cutting mat: 8.5 in. x 12 in.</li> </ul>

# Cut images

The following cut images can be created from Silhouette Portrait4.

Half-cut Cut the top media. Do not cut the release paper.	Die cut (cut out) Cut all media. Do not cut the mat.
 <p>The diagram shows a blue airplane silhouette on the left. To its right is a rectangular sheet of light blue paper with a yellow airplane silhouette in the center. Below this, a dashed vertical line indicates the cutting path. At the bottom, a cross-section shows a layer of yellow 'Release paper' and a layer of light blue 'Paper'. An orange line indicates the cut path, which is positioned just above the release paper. A black arrow points downwards, indicating the direction of the cut.</p>	 <p>The diagram shows a blue airplane silhouette on the left. To its right is a rectangular sheet of light blue paper with a white grid pattern and a yellow airplane silhouette in the center. Below this, a dashed vertical line indicates the cutting path. At the bottom, a cross-section shows a layer of grey 'Cutting mat' and a layer of light blue 'Paper'. An orange line indicates the cut path, which goes through the paper and the mat. A black arrow points downwards, indicating the direction of the cut.</p>
Print and cut - Half-cut Cut the top media. Do not cut the release paper.	Print and cut - Cut out Cut all media. Do not cut the mat.
 <p>The diagram shows a purple and pink flower silhouette on the left. To its right is a rectangular sheet of light blue paper with a yellow flower silhouette in the center. Below this, a dashed vertical line indicates the cutting path. At the bottom, a cross-section shows a layer of yellow 'Release paper' and a layer of light blue 'Paper'. An orange line indicates the cut path, which is positioned just above the release paper. A black arrow points downwards, indicating the direction of the cut.</p>	 <p>The diagram shows a purple and pink flower silhouette on the left. To its right is a rectangular sheet of light blue paper with a white grid pattern and a yellow flower silhouette in the center. Below this, a dashed vertical line indicates the cutting path. At the bottom, a cross-section shows a layer of grey 'Cutting mat' and a layer of light blue 'Paper'. An orange line indicates the cut path, which goes through the paper and the mat. A black arrow points downwards, indicating the direction of the cut.</p>

# 02 Easy Operation Guide

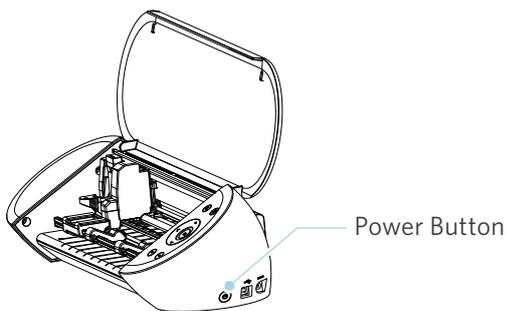
## 2-1 Cutting with an Auto Blade

### Load a media

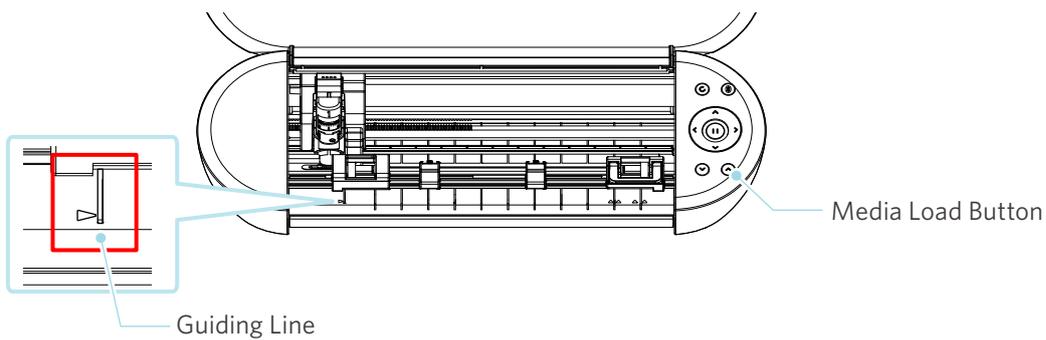
#### Note

Be sure to use the cutting mat when cutting media that is not of a standard size. Otherwise, it may damage the machine and the blade.

- 1 Press and hold the Power Button (⏻) of Silhouette Portrait4 for at least two seconds to start it.



- 2 Align the left edge of the media against the Guiding Line on the front panel.

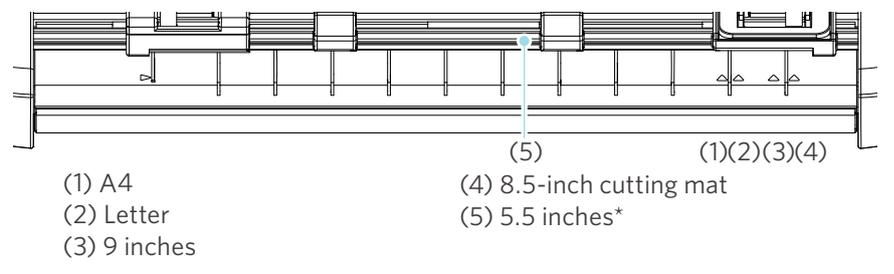


- 3 Adjust the Pinch Roller Unit according to the media width and load the media.

**Additional information**

"▲" symbols are printed on the front panel for each media size.  
Align the "▲" symbol of the Pinch Roller Unit with the "▲" symbol on the front panel, and secure the Pinch Roller Unit.

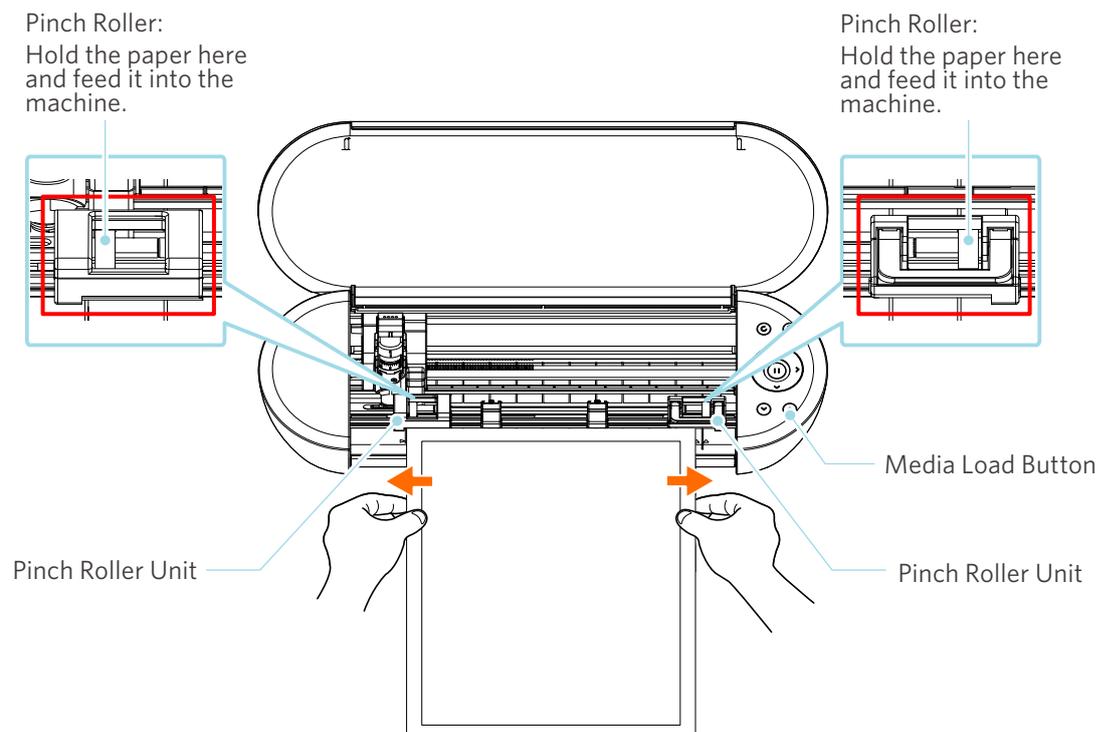
\* Align the left side of the Pinch Roller Unit with the printing position (round depression) on the rail.



(1) A4  
(2) Letter  
(3) 9 inches  
(4) 8.5-inch cutting mat  
(5) 5.5 inches\*

- 4 Place the tip of the media against the Pinch Rollers on both sides and load it straight.

When loading, pull the media to the left and right with both hands to set them taut.



- 5 Press the Media Load Button to start feeding paper.

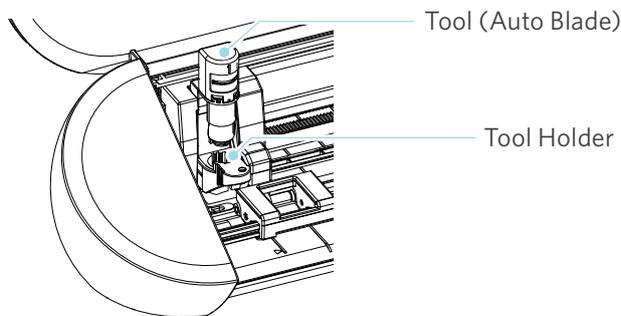
## Setting the Auto Blade

### ⚠ Note

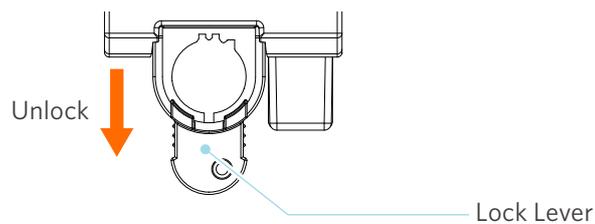
To avoid bodily injury, handle cutter blades with care.

Silhouette Portrait4 allows tools to be set on the Tool Carriage.

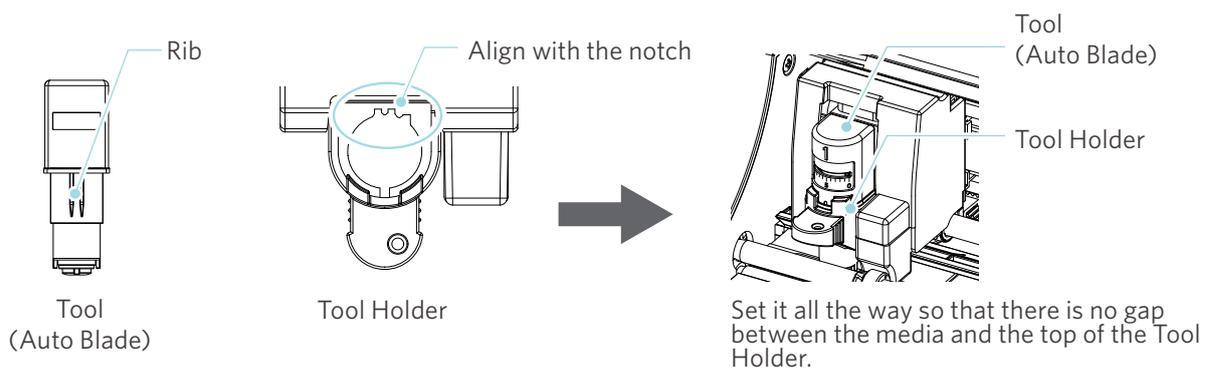
The tools that can be set are tools marked with the number "1" on them and tool adapters.



- 1 Slowly pull the lock lever of the Tool Holder toward you to unlock it.



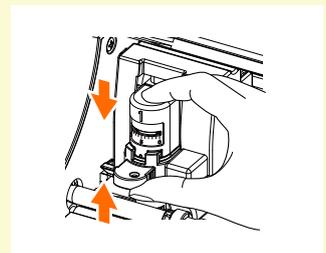
- 2 Align the rib of the tool (Auto Blade) with the notch of the Tool Holder and insert it firmly.



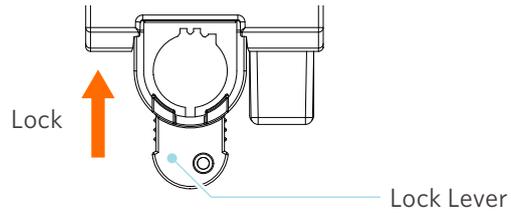
### ⚠ Note

When inserting the Auto Blade, hold the lock lever so that it is supported from the bottom, and insert the Auto Blade until the very bottom.

Note that inserting the tool without holding the Tool Holder may damage the blade.



- 3 Lock the lock lever back.



**Additional information**

Insert the tool all the way and then lock it.  
If it is not inserted all the way, the media may not be cut properly.

- 4 When setting the tool, Silhouette Portrait4 recognizes the tool and automatically displays the tool in the "SEND" tab of Silhouette Studio.

## 2-2 Workflow from simple designing to cutting

This section describes the steps for using Silhouette Studio to create cutting data from simple figures and texts and to cut the media.

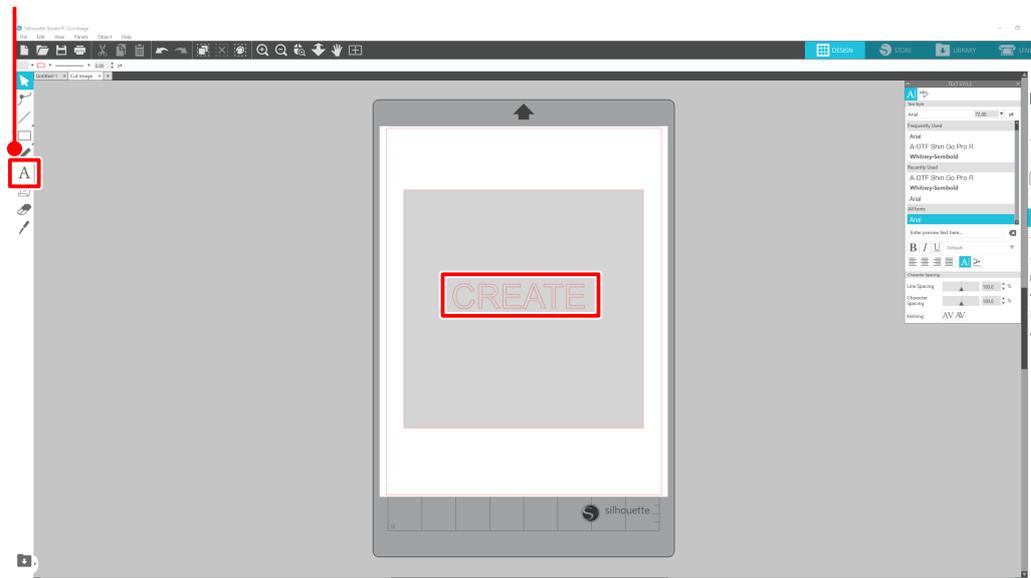
### Step 1. Creating cutting data using figures and texts

Use the drawing tools of Silhouette Studio (such as lines, ellipses, rectangles, polygons, curves, and texts) to create cutting data. The tools are displayed in the toolbar on the left side of the screen.

#### Operation method

- 1 Use "Drawing Tool" on the left to draw a box.
- 2 Use "Text Tool" on the left to write the text "CREATE".

Text Tool



## Step 2. Cutting created data

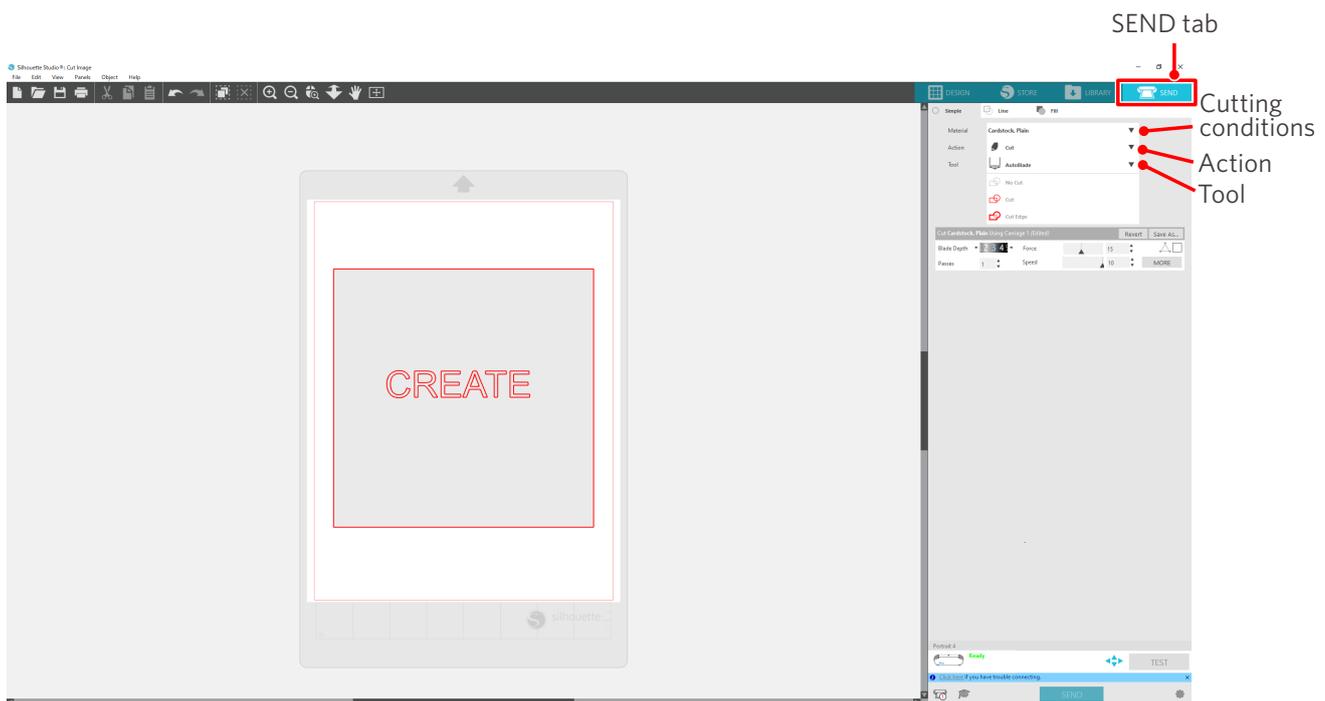
Cut the created data using Silhouette Portrait4.

### Operation method

- 1 Load the media onto Silhouette Portrait4.
- 2 Click the "SEND" tab on the top right of the Silhouette Studio screen.

The "Cut Setting Panel" is displayed.

From the pull-down list of cutting conditions, select the cutting conditions, action, and tool according to the media to use.



- 3 Press the "SEND" button. Cutting the media starts.

### Important

- If you want to pause cutting, press the "Pause" button. To restart the operation, press the "Pause" button again.
- If you want to stop the cutting process immediately, press the Power Button once to activate the emergency stop. This removes any job that is in progress. Press the Media Removal Button (flashing) to return Tool Carriage to the home position.

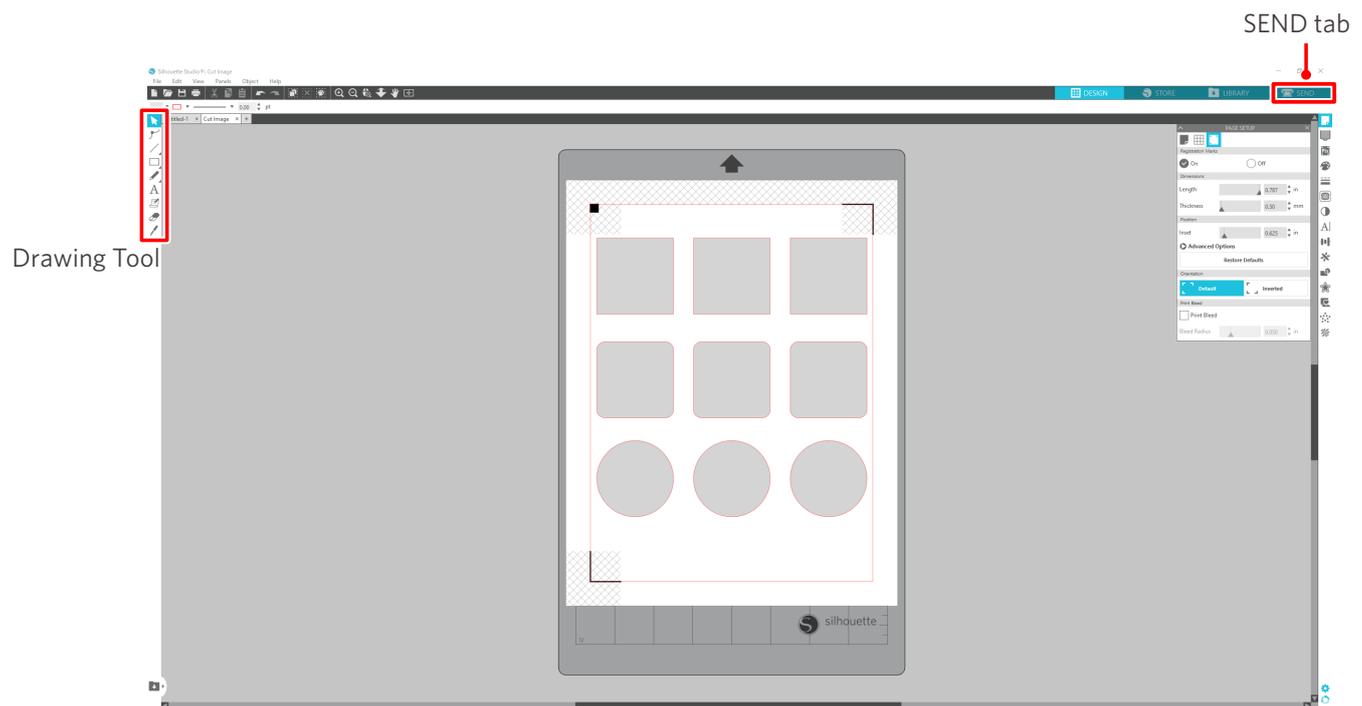
## 2-3 Basic workflow of printing and cutting

This section describes steps for using Silhouette Studio to print and cut.  
There are the following three ways to create cutting lines (contour lines).

### Pattern 1. Using the Drawing Tool to create cut line

#### Operation method

- 1 Use "Drawing Tool" on the left to draw figures.
- 2 On the Page Setup Panel, select the "Registration Marks" tab and set the thickness and length of the registration marks.
- 3 Print the design data.
- 4 Cut the printed media.  
Click the "SEND" tab on the top right of the Silhouette Studio screen.



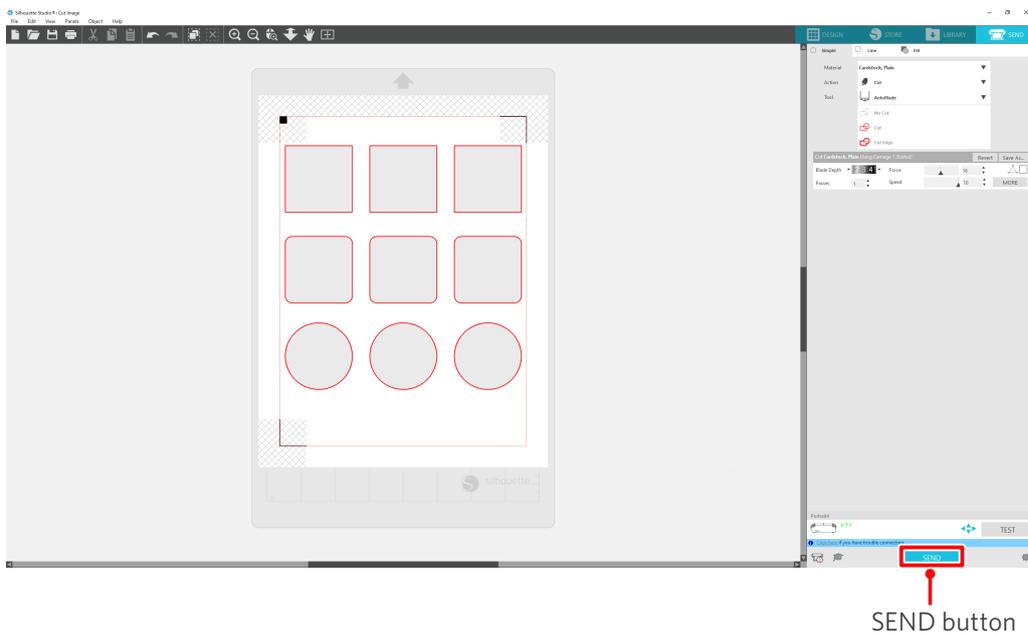
#### Note

<How to add registration marks (alignment marks)>

- Do not place your design in the shaded area. It may cause registration mark scanning errors.
- If the registration marks are too small, the scanning may fail.
- Arrange the registration marks and then print them with the printer.
- Do not change the registration marks or design after printing. The cutting position will shift.

- 5 The cutting lines are displayed. Press the "SEND" button.

It starts detecting the registration marks and then cutting once all marks are detected.



## Pattern 2. Using the auto-trace function

Select the "Auto trace" check box of the PNG file on the "Import" tab on the Preferences menu to create cutting lines automatically when loading images.

### Operation method

- 1 From the "Edit" menu, select "Preferences".
- 2 Select the "IMPORT" tab.
- 3 Select the "Auto trace" check box under the PNG file.
- 4 Go to "File" and select "Insert".
- 5 Select the image you want to cut and press "OK".
- 6 The cutting lines are displayed. Press the "SEND" button. Cutting the media starts.



### Additional information

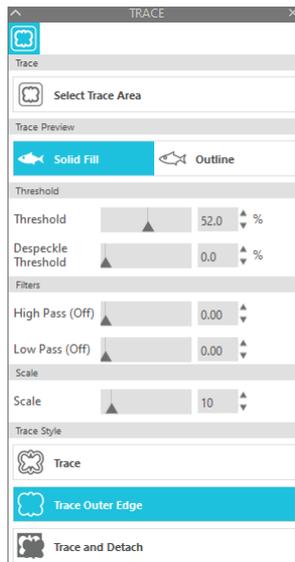
The auto-trace function may not be available depending on the way the image is created. In such a case, trace the image using the steps described in "Pattern 3. Loading and tracing an image file".

## Pattern 3. Loading and tracing an image file

Create cutting lines using the image that you want to cut. Use the trace function to create cutting lines around the image.

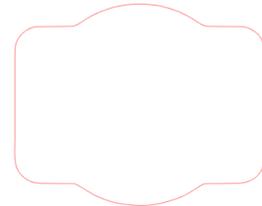
### Operation method

- 1 On the "File" menu, select "Insert".
- 2 Select the image you want to cut and press "OK".
- 3 From "Panel Display", select the "Trace" panel to display the "Trace" settings screen.  
Click "Select Trace Area". Drag and select the area around the image.  
The inside of the image is painted yellow. The part painted yellow is traced, and cutting lines are created around it.
- 4 Under "Trace Preview", select "Solid Fill" or "Outline".  
Adjust the threshold value.  
To create cutting lines around the whole image, select "Trace".  
To create cutting lines only on the outer edge, select "Trace Outer Edge".



<When Trace is selected>

<When Trace Outer Edge is selected>



### Additional information

- If a low contrast image is used, the image may not be traced clearly.
- To trace the image and create a label, select "Trace Outer Edge".

# 03 About the Silhouette Studio Screen

The Silhouette Studio screen is mainly used to create designs.

## 3-1 Starting the software (Silhouette Studio)

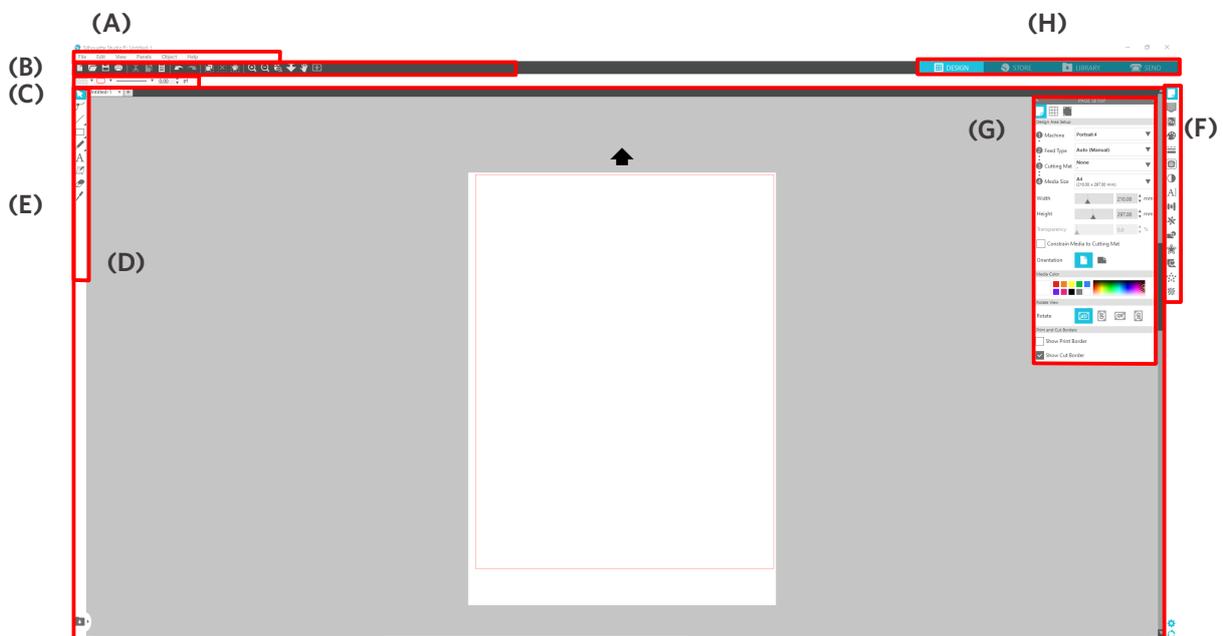
### For Windows

- Start Silhouette Studio by double-clicking the icon on the desktop or from the Start menu.

### For Mac

- Open the Applications folder and start Silhouette Studio.  
Once Silhouette Studio is started, the Design page appears.  
(The Windows 10 screen is used for this description.)

## 3-2 Name and functions of each component



### (A) Menu bar

- File: For creating new files, opening existing files, saving files, exiting Silhouette Studio, and so on
- Edit: For cutting, copying, and pasting

The configuration of language and unit settings, initialization of Silhouette Studio, and other tasks can be done in Preferences.

- View: For opening the grid view, setting registration marks, and so on
- Panel: For displaying each panel
- Figure: For rotating, replicating, merging, grouping, and so on
- Help: For viewing the User's Manual, version information, and so on

### (B) Toolbar

Provides shortcuts for basic functions, such as New Drawing and Save.

### (C) Quick Access Toolbar

Provides tools such as grouping, replicating, and setting the stacking order.

### (D) Design Tool

Provides tools for drawing basic figures and adding texts.

### (E) Workspace

This is the workspace for creating designs, such as figures and texts.

### (F) Panel Display

Displays each panel.

### (G) Panel

Provides the functions related to the opened panel.

### (H) Tabs

#### DESIGN tab



This is the workspace for creating designs.

You can return to the design page by clicking the "DESIGN" tab while viewing the LIBRARY or SEND menu.

For details on each function of the design page, refer to "Help" and "User's Manual..." on the toolbar.

#### STORE tab



Access the Silhouette Design Store from the "STORE" tab when connected to the Internet to browse and purchase contents such as designs and fonts.

#### LIBRARY tab



You can access the designs saved in the library and the contents downloaded from the Silhouette Design Store from the "LIBRARY" tab.

In the library, you can add folders and subfolders to sort and organize the designs.

#### SEND tab



In the "SEND" tab, you can set the cutting conditions for the design and send the cutting data to Silhouette Portrait4.

### 3-3 About the STORE tab (Silhouette Design Store)

The Silhouette Design Store is a store that sells over 200,000 high-quality design items that can be used with Silhouette cutting machines.

In addition to designs for regular cuts, the store also offers a large variety of designs created by artists from all over the world, such as 3D data to facilitate the creation of three-dimensional pieces, fonts, designs for printing and cutting, and fill patterns.

You can create your own original design by downloading the design data that you like, changing the size, or processing the image. So, even those who cannot design from scratch can enjoy designing items.

#### Additional information

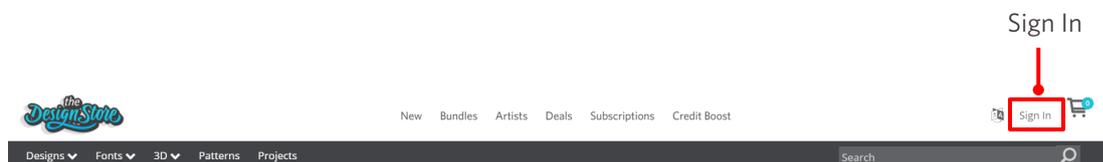
The Silhouette Design Store is a website run by Silhouette America, Inc (Utah, U.S.A), a group company of Silhouette Japan Corporation that provides digital contents for a fee.

The site is displayed in English by default. To change the language, click "A|文" and choose the language you need.

- 1 Go to the website (<https://www.silhouettedesignstore.com>) or click the "STORE" tab in the Silhouette Studio software.



- 2 Click "Sign In".



- 3 Sign in with the Silhouette account.

**SIGN IN**

Email Address:

Registered Email Address

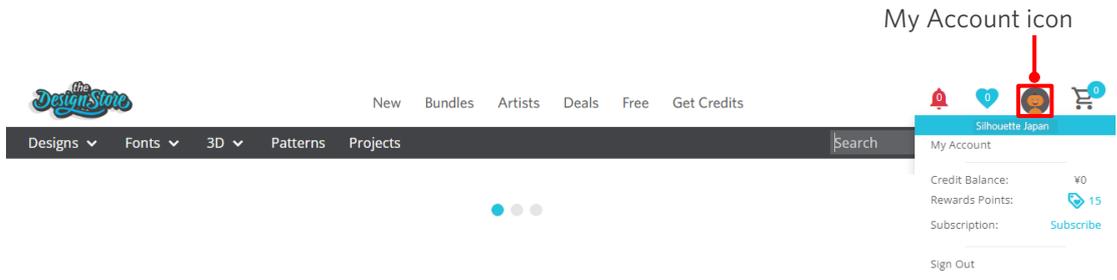
Password:

Password

[Forgot password?](#)

**SIGN IN**

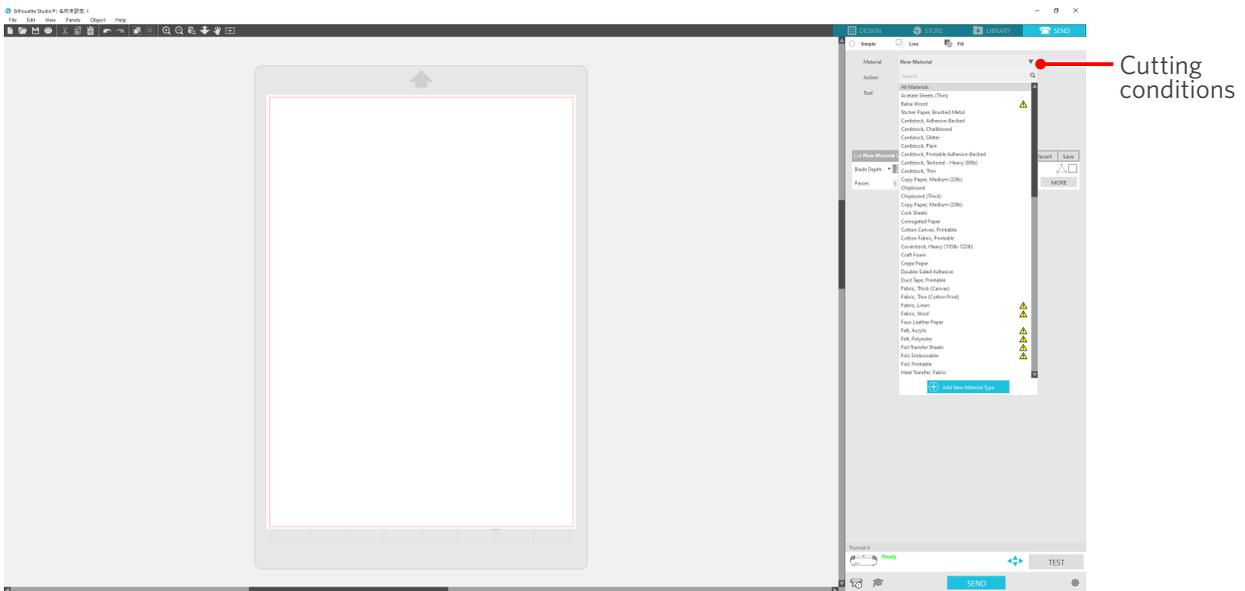
4 Click the "My Account" icon.



## 3-4 Configuring the cutting conditions

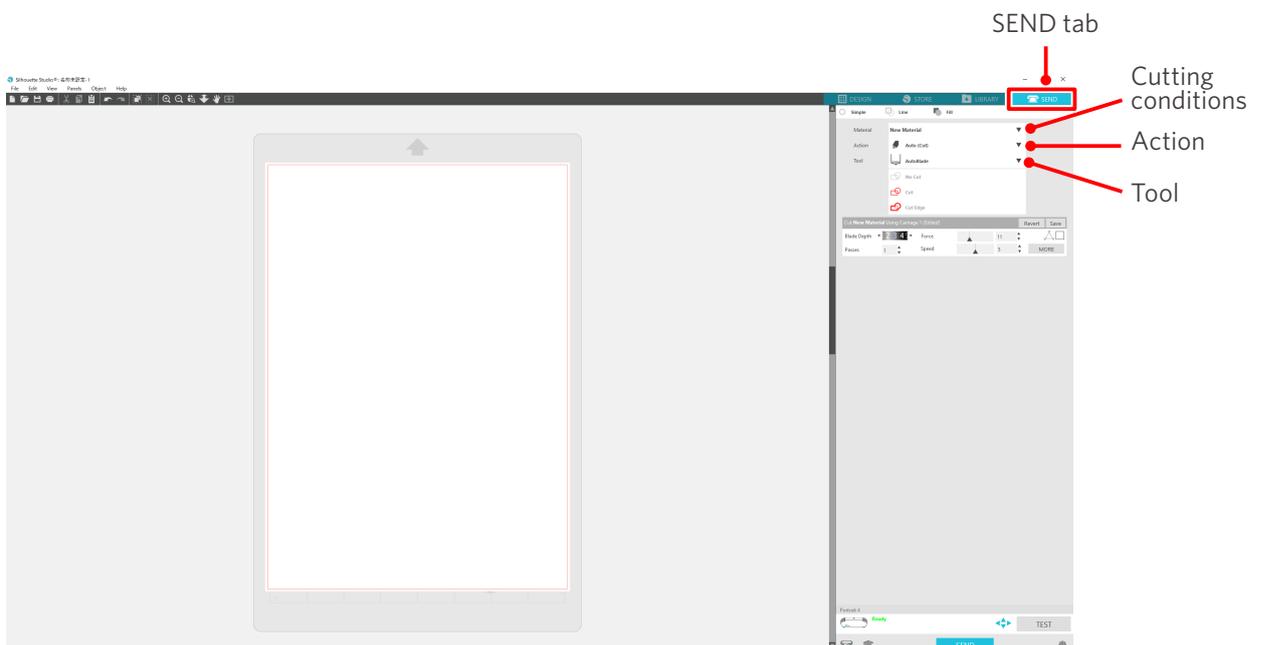
### Descriptions of each setting item

- 1 Click the "SEND" tab on the top right of the Silhouette Studio screen.
- 2 The "Cut Setting Panel" is displayed.
- 3 Select the media to use from the pull-down list of cutting conditions.

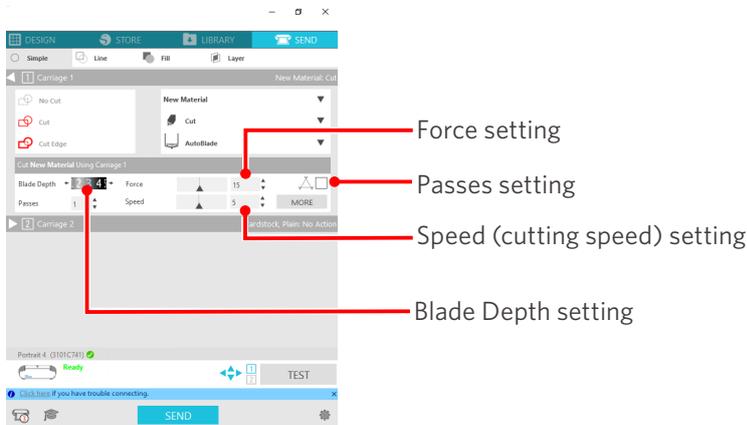


Once you select a media from the list, the optimal cutting conditions for that media are automatically applied.

When using materials other than Silhouette media, click "Add New Material Type" and manually set the cutting conditions.



- 4 Specify an action such as "Cut" or "Sketch" from the Action pull-down list.
- 5 Specify the tool to use in the Tool pull-down list.
- 6 If you want to manually set the cutting conditions, set the blade depth, speed, force, and passes. First, set the speed to slow and the force to low, and if it is not enough, gradually increase the setting.



- (1) Blade Depth: Automatically protrudes the blade by the amount specified at the time of cutting. (Only for Auto Blade)  
Adjust so that the blade protrudes slightly more than the media to be cut.
- (2) Speed: Set the cutting speed.  
Reduce the speed when cutting fine or complex designs or thick media.
- (3) Force: Set according to the thickness of the media to be cut.
- (4) Passes: Set the number of times to cut the design.  
Increase the number of passes when cutting thick or hard media.

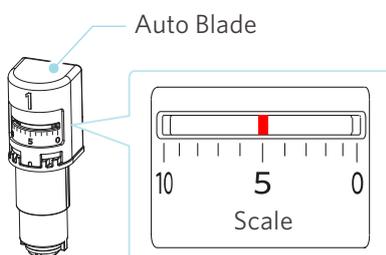
## Guideline for blade depth and media materials

Blade depth	Material types
1	Thin materials, thin paper / films, and smooth iron-print materials
2 to 3	Medium thick paper (such as Kent paper), thick film, and flock iron-print materials
4 to 6	Thick paper such as scrap-booking materials
7 to 10	Thick paper such as cardboard

### Auto Blade indicator scale

Check the Auto Blade indicator scale from the front for the actual blade depth.

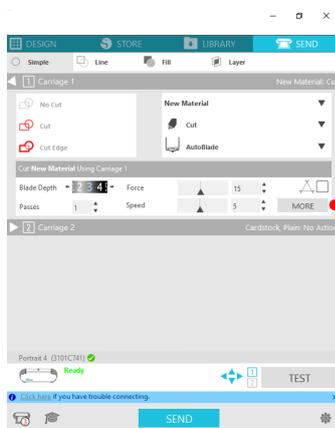
Since the display surface is curved, it may not be possible to check the correct value if viewed from an angle.



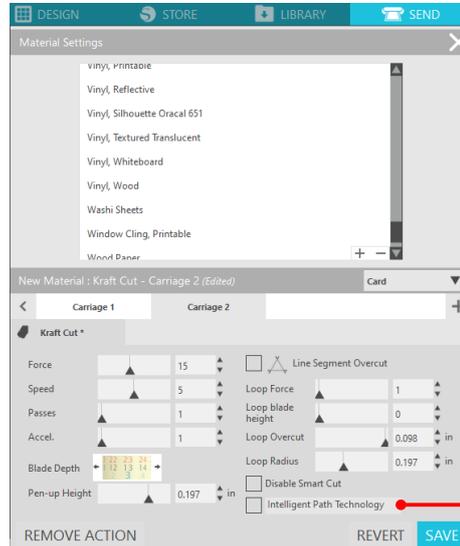
## About the Intelligent Path Technology

If you want to set advanced cutting conditions manually, click "MORE".

If you select the checkbox of the Intelligent Path Technology function, you can perform cutting using a dedicated cutting procedure, making it possible to cut delicate materials without misalignment.



More



Intelligent Path Technology

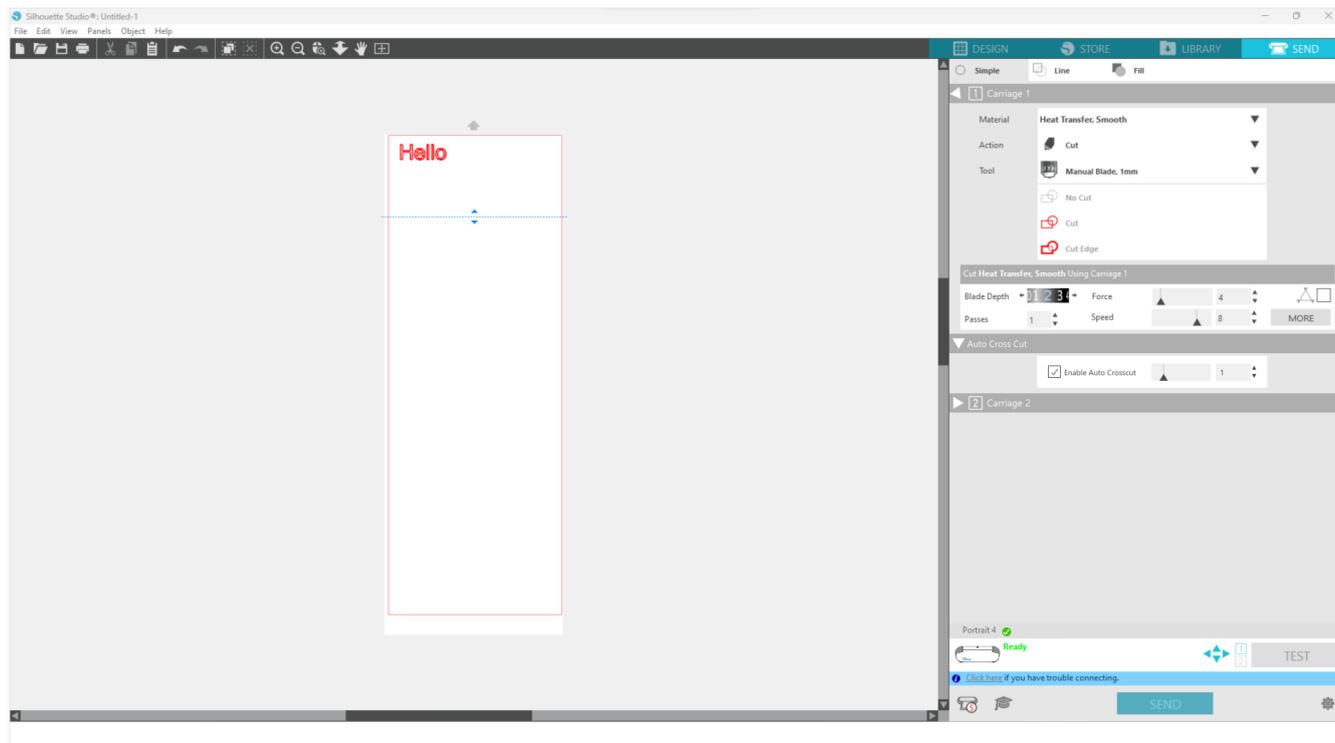
### Additional information

This is an effective function in the following cases.

- When cutting complicated designs
- When cutting sharp angles
- When the adhesive comes off easily, such as sealing materials

## Auto cross-cutting

If you use the auto cross-cutting function, after cutting the design, the specified line on the media is automatically cut, and the design is separated from the media on the cutting machine.



### Note

This function can be used if the following three conditions are met.

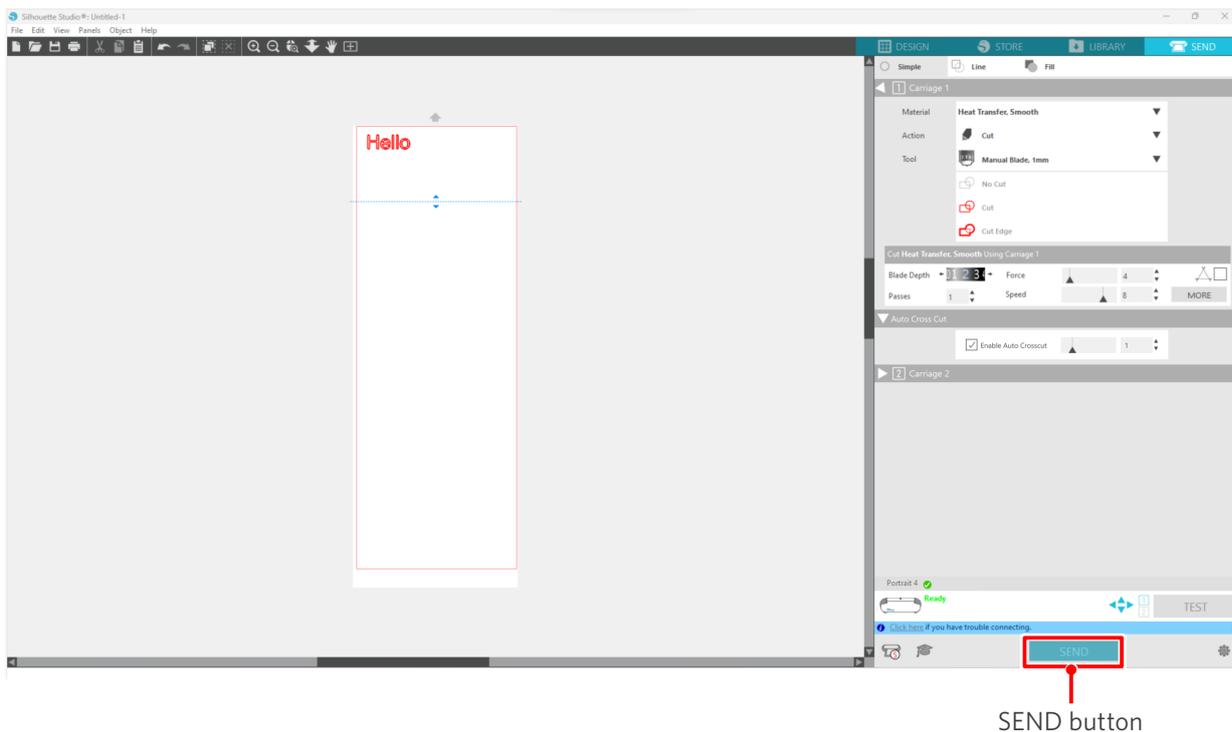
- The media is either vinyl, iron-print sheet, or using user-defined cutting conditions.
- The machine is set not to use the mat.
- The Auto Blade is set.

### Operation method

- 1 From the "Panel" menu, select the "Page Setup" panel.
- 2 Set "Portrait4" for "Machine", "Manual" for "Feed Type", and "None" for "Cutting Mat".
- 3 Press the "SEND" tab to open the send screen.
- 4 Set "Vinyl" or "Iron-print sheet" as the cutting condition, or use user-defined cutting conditions.
- 5 Press the "MORE" button.
- 6 Select the "Cut" tab.
- 7 Select the "Auto Cross-Cutting" check box.
- 8 Set the "Cutting Position", save the setting, and close the screen.

9 Insert the Auto Blade.

10 Press the "SEND" button to start cutting.



If you enable auto cross-cutting, the created design is cut, and then the auto cross-cutting is performed.

### Additional information

During auto cross-cutting, the blade depth of the Auto Blade is automatically adjusted.

### Note

After performing auto cross-cutting, remove the cut media by hand.  
This may cause the media to be stuck during the next cutting operation.

# 04 Troubleshooting

This chapter describes what to do if problems occur with Silhouette Portrait4.

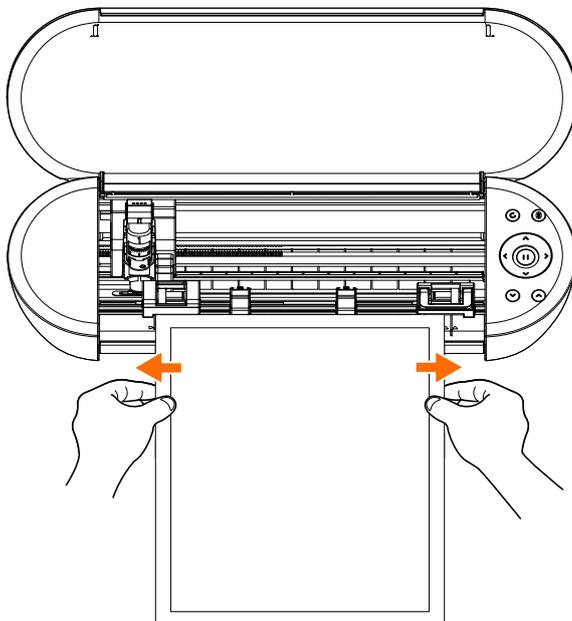
## 4-1 Unable to load the media properly

If the media cannot be loaded properly, check the following causes and solutions.

### Unable to insert media, or it bends and folds up

#### If you are using a rolled media, does the edge tend to curl down?

- If the edge of the media tends to curl down, it may cause the media to bend when loaded, or the media may not enter into the machine, which may cause the machine to be idle. Straighten the curl and load the media straight in.  
If the media cannot be loaded properly, paste them on the cutting mat before loading.
- When loading, pull the media taut on the left and right sides with both hands to set.  
For details, refer to "Setting the media" in "2-1 Cutting with an Auto Blade".



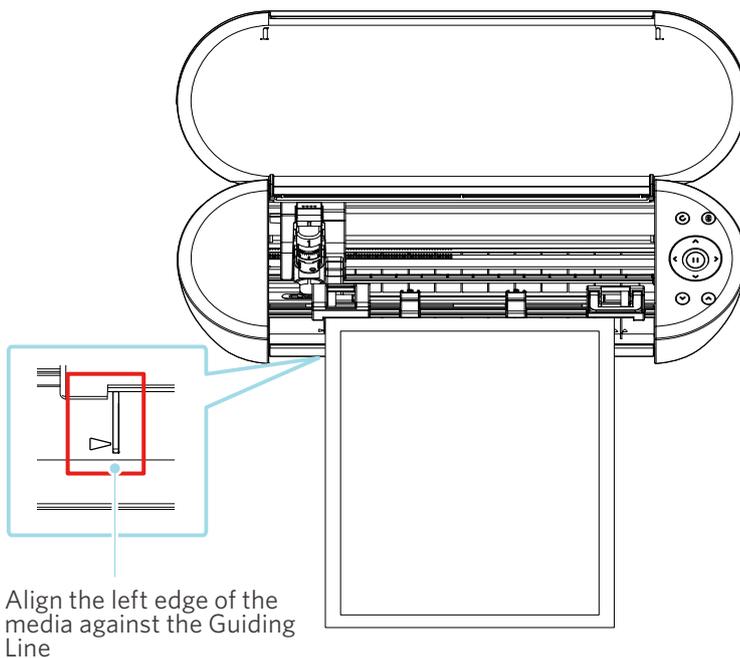
## 4-2 Unable to feed the media properly

If the media cannot be fed into the machine properly (for example, it slips out of the roller during cutting), check the following causes and solutions.

### The media move obliquely in the machine during cutting

#### Is the media or the left side of the cutting mat aligned with the Guiding Line?

- Align the left side of the media with the Guiding Line when loading.

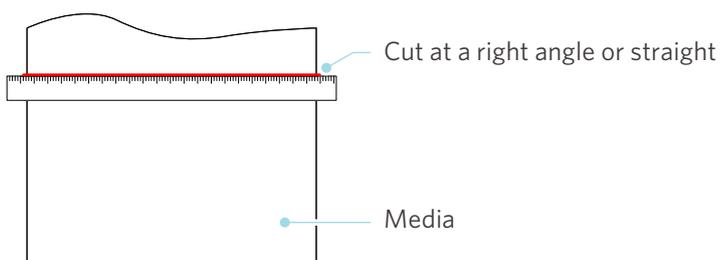


#### Is the Pinch Roller Unit aligned with the media and set to the appropriate printing position?

- Move the Pinch Roller Unit to the left and right, and check that it is set to the appropriate printing position according to the media size.

#### Are the edges of the media cut at a right angle?

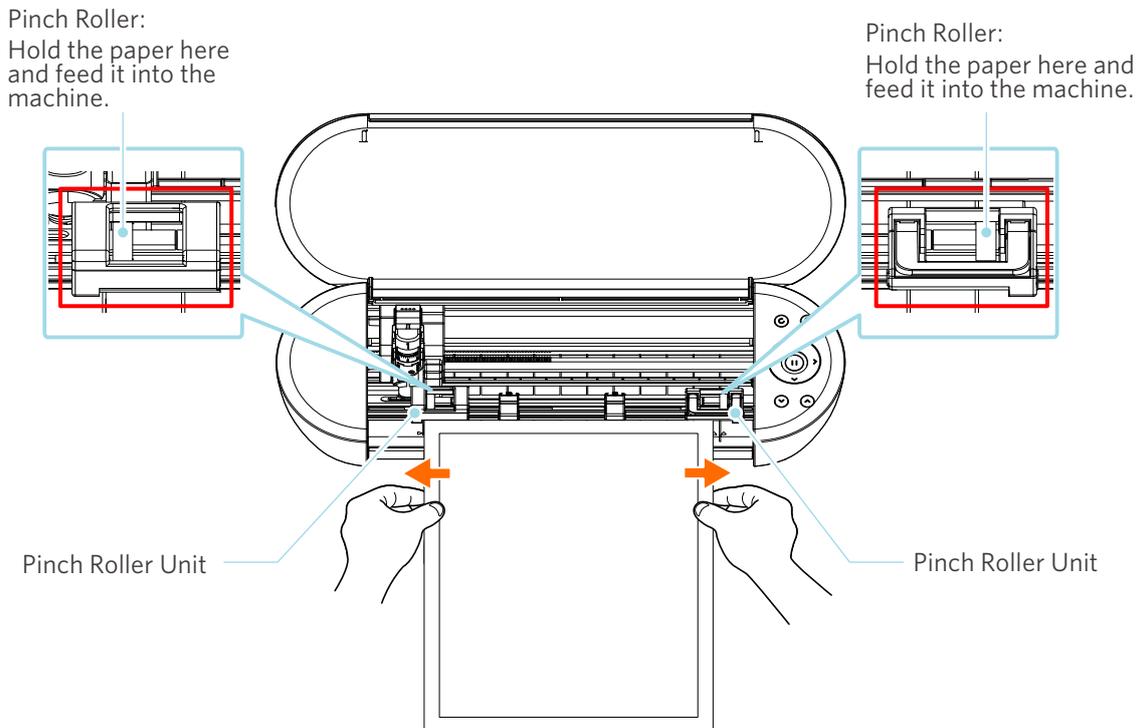
- Place a ruler against the media, and cut the edges straight and at a right angle using a cutter knife or similar tool.



## The media slip out of the Pinch Roller

### Is the tip of the media placed against the Pinch Rollers on both sides and loaded straight?

- Check the following points to ensure that the media are loaded straight correctly.
- Place the tip of the media against the Pinch Rollers on both sides.
- Hold the media so as not to move until the machine starts feeding.



## 4-3 Unable to cut properly

If the media, such as paper or film, peel off during cutting, or if you are unable to cut them properly, check the following causes and solutions.

### The film peels off during cutting

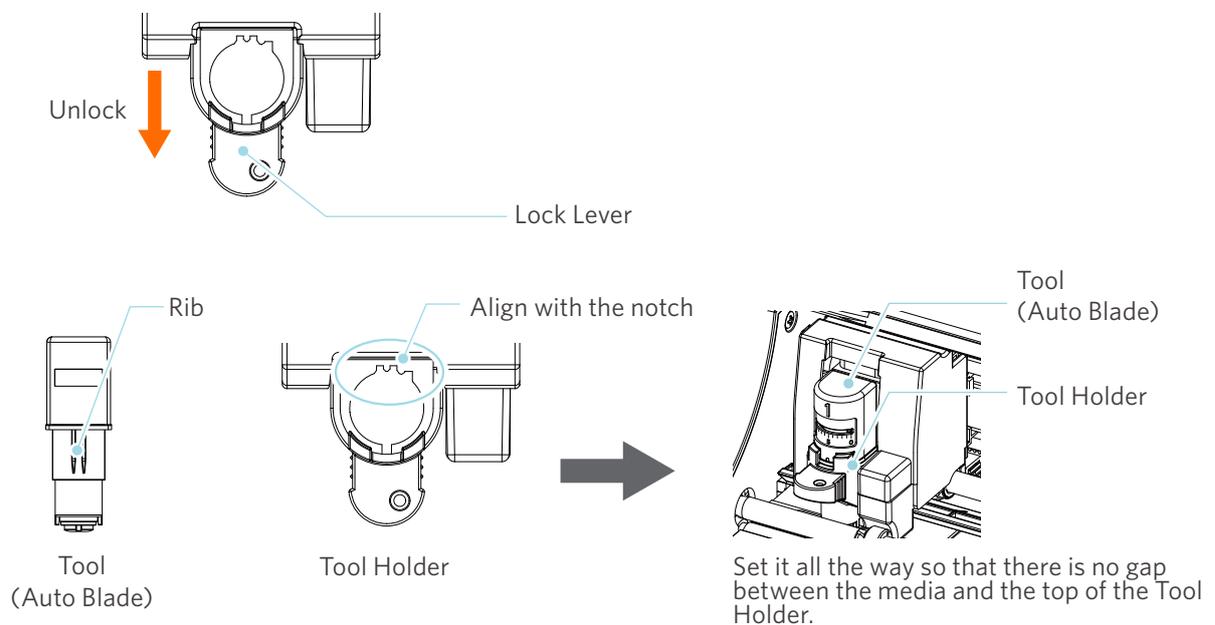
#### Are the tools set correctly?

- Make sure that the tools are firmly set all the way into the Tool Holder.

#### Additional information

Insert the tool all the way and then lock it.

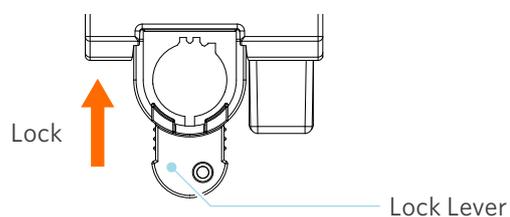
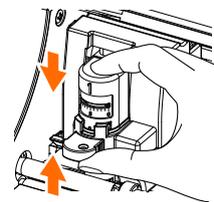
If it is not inserted all the way, the media may not be cut properly.



#### Note

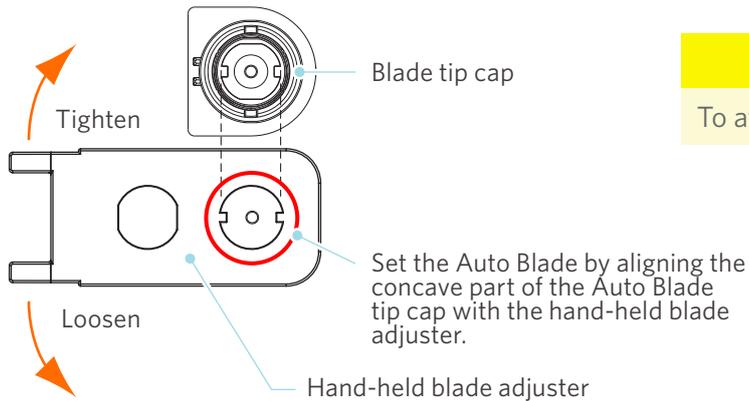
When inserting the Auto Blade, hold the lock lever so that it is supported from the bottom, and insert the Auto Blade until the very bottom.

Note that inserting the tool without holding the Tool Holder may damage the blade.



## Is the blade tip cap of the Auto Blade loose?

- If the blade tip cap of the Auto Blade is loose, use the hand-held blade adjuster to retighten it.



### **Note**

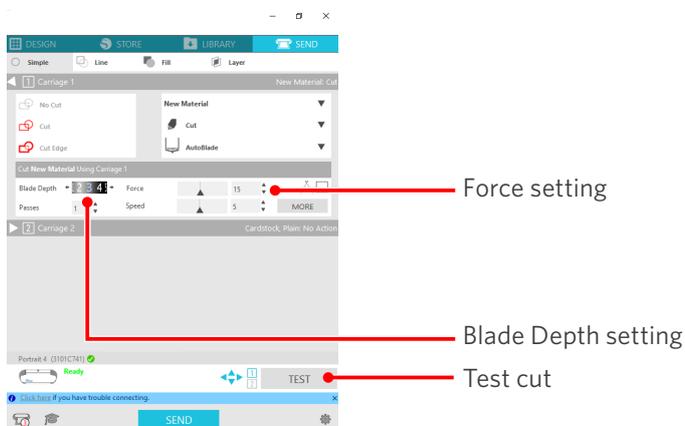
To avoid bodily injury, handle blades with care.

## Is the blade worn, or is the cutting tip broken?

- Replace it with a new Auto Blade.
- When the blade wears out, the media that could be cut until now may suddenly no longer be cut. As a guideline, the service life is about 4 km for vinyl chloride media (cutting film) and about 2 km for paper media, such as drawing paper, postcards, and Kent paper.

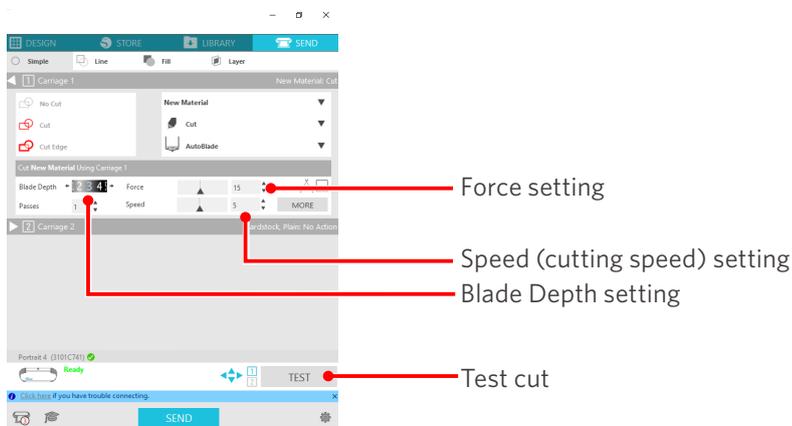
## Is the blade depth too small, or is the force set too low?

- Gradually increase the blade depth and force on Silhouette Studio and perform a test cut.



## Is the cutter blade sticking out too much, or is the force too high? Is the speed (cutting speed) too fast?

- Set the blade depth, force, and speed to smaller values in Silhouette Studio and perform a test cut.



## Are the width of characters or figures to be cut too thin or too small?

- Use a bold typeface or make the figure larger.

The approximate size of characters that can be cut with the Silhouette Portrait4 is about 10 mm square for alphanumeric characters and about 15 mm square for MS Gothic double-byte characters when using a cutting film with tension on the material, such as vinyl chloride.

The approximate size of the shape that can be cut is about 5 mm in diameter.

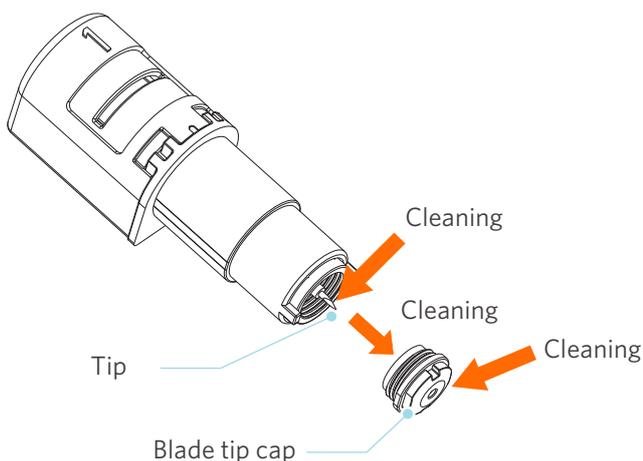
### Additional information

Depending on the media to be cut, it may not be cut well even if it is larger than this size. Please be aware of this.

## The start and end of the cutting operation are misaligned

### Is the inside of the Auto Blade dirty?

- Remove the blade tip cap of the Auto Blade and clean it.



## Is the set media floating or bent?

- If the center of the media is floating or bent, refer to "Setting the media" in "2-1 Cutting with an Auto Blade" to load the media and fix it.

## Are you selecting a pen even though you are using an Auto Blade, or vice versa?

- Select the correct tool in Silhouette Studio.

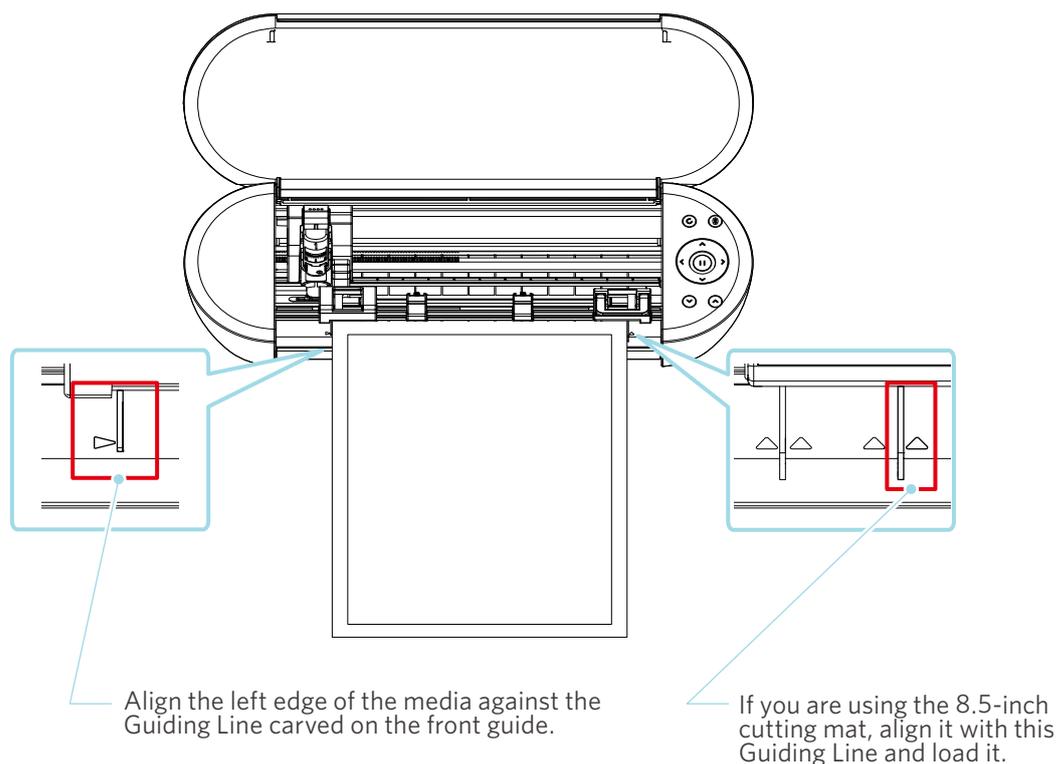
## Is the cutter blade sticking out too much, or is the force too high?

- In Silhouette Studio, set the blade depth and force to a smaller value and perform a test cut.

## When the media is stuck

### Are you loading the media in Silhouette Portrait4 using the cutting mat?

- Be sure to use the cutting mat when cutting paper or similar media.



### Note

If you cut without using the cutting mat, the blade may penetrate the paper and damage the machine, or the blade tip may break.

The cut paper may also peel off and get stuck in the blade.

## Is the media you are using too thick?

- Change the media to the ones with good thickness supported by Silhouette Portrait4.

Size of the media that can be cut:

Film: Thickness of 0.1 mm or less (excluding high-intensity reflective film)

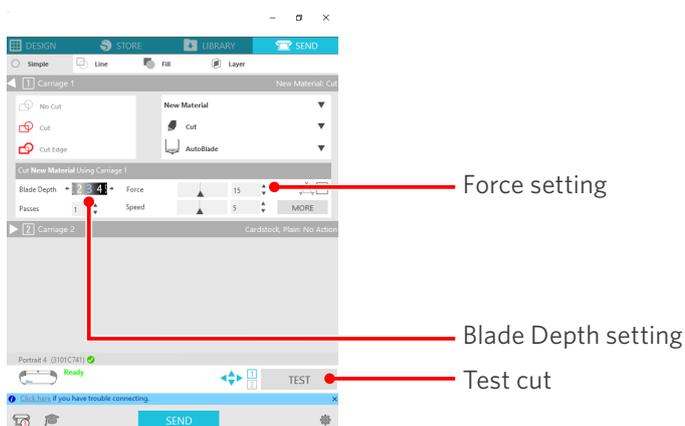
Paper: Kent paper 157 g/m<sup>2</sup>, drawing paper\*<sup>1</sup>, postcard\*<sup>1</sup>, scrapbook paper\*<sup>1</sup>, ink-jet font paper\*<sup>1</sup>, Bazzill paper\*<sup>1</sup>, and cardboard up to 0.5-mm thick\*<sup>1</sup>

\*1: Some materials cannot be cut depending on the media.

## The media is cut too much

### Is the cutter blade sticking out too much, or is the force too high?

- In Silhouette Studio, set the blade depth and force to a smaller value and perform a test cut.



## 4-4 Firmware update

The firmware is a control program that is built into the hardware.

Firmware update requires Silhouette Studio.

If a message for firmware update is displayed in the "SEND" panel of Silhouette Studio, follow the steps below to update it.

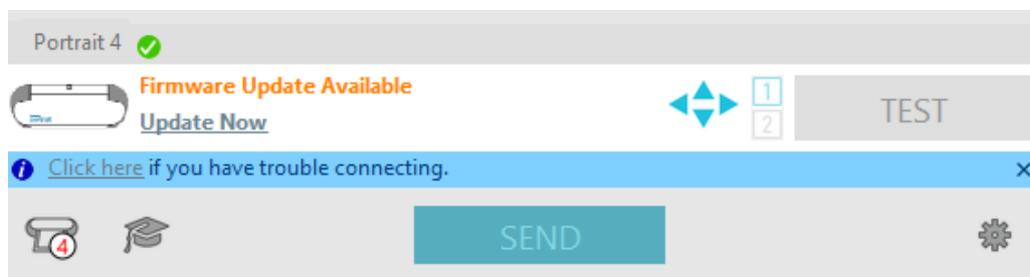
### Note

Do not turn off Silhouette Portrait4 while updating the firmware.

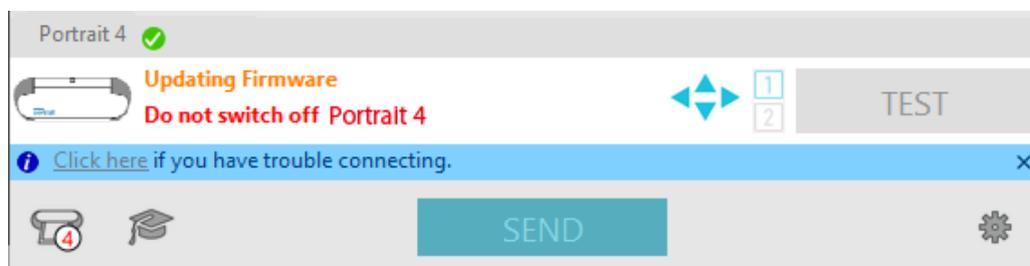
**1** Connect Silhouette Portrait4 to the computer with a Bluetooth or USB cable.

**2** Start Silhouette Studio and open the "SEND" tab.

If there is the latest version of the firmware available for update, the following message will be displayed. Click "Update Now" to start updating the firmware.



The following message appears during the firmware update.



### Note

It may take 5 to 10 minutes to update the firmware.

## When in trouble

Please visit our website for information on how to operate this machine and what to do if you have a problem.  
<https://www.silhouetteamerica.com>

Specifications are subject to change without notice.

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Silhouette Portrait4 User's Manual

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**Silhouette Japan Corporation**

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silhouette