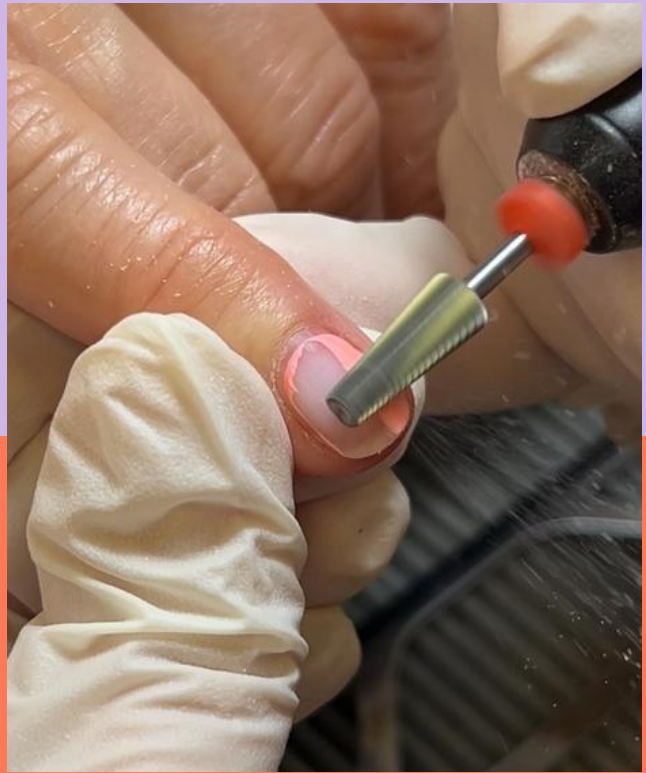
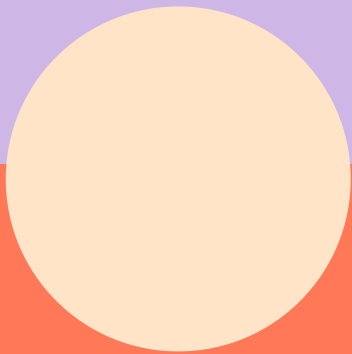


BY HAYLE TRAINING  
ACADEMY



# BY HAYLE EFILE TRAINING MANUAL

# TABLE OF CONTENTS

## **01**

Intro

## **02**

How to choose your e-file

## **03**

How to hold your e-file

## **04**

Recommended cleaning process

## **05**

RPM AND Torque

## **06**

Grits explained

## **07-10**

E-file bits and their uses

## **11**

E-file Do's and Don'ts

## **12**

Removal of gel polish

## **13**

Removal of Builder gel

## **14-16**

Cuticle prep

## **17**

Prepping the nail for an infill

## **18**

How to reduce length

## **19**

How to prevent rings of fire

## **20**

Recommendations

# INTRO

Welcome and thank you for choosing By Hayle to further your skills as a nail tech. I trained as a nail tech way back in 2012, where the majority of training available was based around using manual tools. E-files have always come with a stigma that they're bad for your nails, but with the correct training and proper use you can achieve the cleanest prep safely and hugely decrease your service time.

The industry is constantly changing and new techniques evolving, so the use of an e-file in services now is on the up.

In this course you will not only learn how to safely use an efile to remove product from nails, but also when and how to use each efile bit, how to properly clean your efile bits and how to achieve those insta worthy beautiful manicures!

# HOW TO CHOOSE YOUR EFILE

## WHAT TO LOOK FOR IN AN EFILE

- A high torque - a more comfortable experience for clients
- A digital display to show your RPM
- A pause feature - always use this feature to change direction, and not whilst the drill bit is spinning as this can wear out the motor.
- Forward and reverse action
  - you will need this to work with your drill bits in different directions.
  - right handed people will need to use forward the majority of the time whilst left handed people will use reverse.

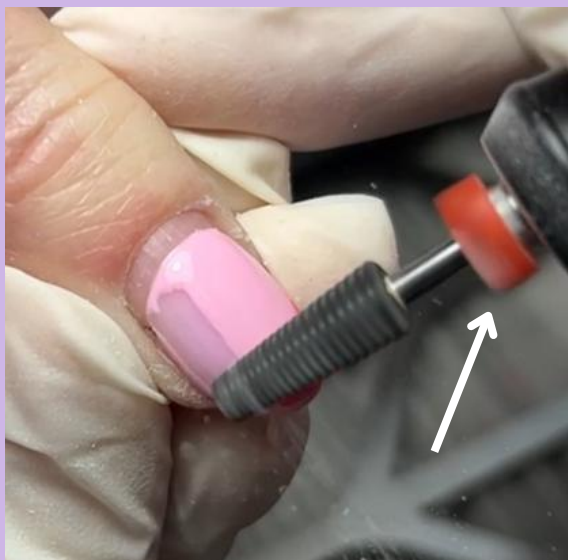


- Most drill bits can work in both directions which is very handy when you want to use a cuticle pusher bit to open up the proximal nail fold and clean the side walls. You will use both forward and reverse in this case.
- FORWARD you will work right to left and REVERSE you will work left to right.

# HOW TO HOLD YOUR EFILE



- Hold your efile like how you would a pencil
- Always anchor your hand by resting your pinky or ring finger onto your other hand
- Hold the drill bit at a 45 degree angle
- Ensure gloves are well fitted and kept away from the drill bit
- Hold the finger your working on tightly and steady in between your thumb and index finger
- Always work over a dust extractor



## DUST CAPS

- It is recommended to use dust caps with each of your drill bits, this ensures the hand piece is kept dust free.
- Place the dust cap nearer to the file piece with a small gap to make sure the drill bit can still spin.

# RECOMMENDED CLEANING PROCESS

## CLEANING YOUR DRILL BITS

- **SANITISE** - Always sanitise your drill bits first in hot soapy water, you can use a wire brush on the carbide/ceramic removal bits to remove any dust or gel particles
- You can use a drill bit cleaning pot with hot soapy water or a barbicide solution in, just ensure the drill bits are not left in for more than the recommended time.



- An ultra sonic cleaner is a very effective way to sanitise and remove any dust or debris on your drill bits, this can be used with a disinfectant solution - killing 99% bacteria which will also disinfect your tools.
- **DISINFECT** - Once any dust and debris is removed you need to disinfect your drill bits, these 2 steps need to be carried out between every client.
- To disinfect -
- Submerge drill bits in a solution of barbicide, making sure the solution is made up to the correct ratio and do not leave the bits in the solution for longer than the recommended time, rinse drill bits and dry thoroughly once disinfected
- Use a disinfecting spray making sure the full drill bit is covered- I can recommend Labology for this. ( If using a detergent or barbicide first, ensure the bits are rinsed under water before using.) Spray and leave for 2 minutes, it is recommended if using on metals to rinse with water before and after use and dry thoroughly with a clean cloth.

**TIP!** It is recommended to clean drill bits and tools made from the same material together and not to mix them as it can cause oxidisation and damage your drill bits/tools.

# RPM & TORQUE

## TORQUE

Torque is the force that drives the efile, and the power behind the speed that the efile uses to rotate.

The lower the torque, the more chance there is of the drill bit slowing down when it comes into contact with the nail.

When you're looking for a great efile you want to be using one that has a higher torque, they can range from 2.5-4.8ncm (Newton-centimetres)

The higher the torque, the less vibration and the lighter the touch needed.

## RPM

Rotations per minute, the speed of the efile when the bit is spinning, with many efiles reaching up to between 30,000-40,000 RPM.

Each drill bit will need to be used at different speeds, please make sure to check with each brand their recommended speeds for each bit.

Most diamond bits will be used at a speed range of 9,000-15,000 RPM, but some bits like ball bits for polishing the skin will need a lower RPM. Carbide and ceramic bits for removing product can be used on a higher speed of 20,000-35,000. This will vary depending on the product that you're removing, removing just gel polish will require a lower speed than removing a harder builder gel.

# GRITS EXPLAINED

E-file bits come in different grits, just like manual nail files, these are colour coded as below-



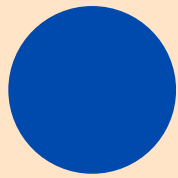
## **EXTRA FINE**

Suitable for light refining of product, or removing topcoat/colour. Extra fine polishing balls are great for gently exfoliating the skin around the nail, use with cuticle balm/oil at the end of your treatment.



## **FINE**

Suitable for removing gel polish from builder gel, gel polish on a rubber base. Fine diamond bits are suitable for most cuticle types.



## **MEDIUM**

Great for removing glitter, chrome or encapsulated nail art. Or for debulking builder gel, the medium grit allowing you to remove product quickly. Medium diamond bits are great for prepping the nail, removing dead cuticle tissue with ease.



## **COARSE**

Coarse grits help to remove acrylic, hard gel or thicker builder gel, and to debulk quickly, prior to soaking off.



## **EXTRA COARSE**

Perfect for full removals of builder, full cover tips, hard gel and acrylic.

# E-FILE BITS AND THEIR USES

## REMOVING PRODUCT

### CARBIDE BITS - FOR USE ON PRODUCT ONLY

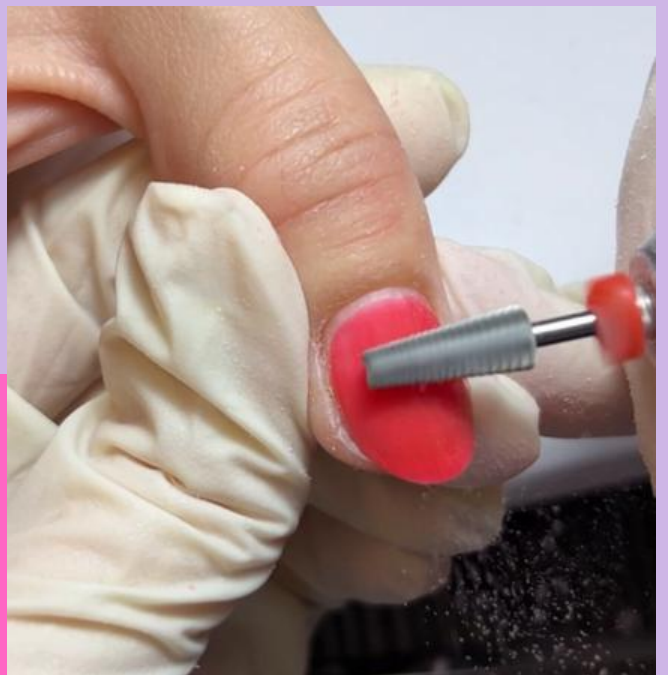
These e-file bits are for removing product, whether that's gel polish or a strengthening layer of builder gel, hard gel or acrylic, and for debulking the product ready for refinement before an infill.

They are made of carbide metal, are long lasting and have flute like cuts, referred to as diamond cut, which helps in the quick removal of product from the nail.



Carbide bits come in different shapes and which shape you use is down to preference, but some are more suited to use near the cuticles (the safety barrel bit) due to their rounded shaped head.

These bits come in all grits so choosing the right grit for your removal is essential in speeding up the process and ensuring no damage is caused to the natural nail. They must not be used on the natural nail.



# E-FILE BITS AND THEIR USES

## REMOVING PRODUCT

### Ceramic bits -

ceramic removal bits -for refining, and removing product with ease! The ceramic material generates less heat so is more comfortable for your client .



## REMOVING NON LIVING TISSUE

Ceramic cuticle remover bit -  
Ceramic bits are harder wearing so this means it will last much longer than a diamond bit.

The material and shape of this bit means no pressure is needed and it will glide across the nail with ease.



# E-FILE BITS AND THEIR USES

## REMOVING NON LIVING TISSUE

### Diamond bits -

Diamond Bits are mainly used for lifting and cleaning under the proximal nail fold, and removing non living tissue from the nail plate.

They come in many different shapes and sizes, and can be used for multiple things during the prep stage of your manicure. These include cleaning of the side walls, lifting the eponychium, polishing the skin on the side walls, and removing dead tissue from the nail plate. Please go gently with these tools, use a feather light touch, and use at the correct angle to ensure no rings of fire or damage are caused to the nail plate.

The polishing ball, as pictured in the centre, can only be used on the skin, and not the nail plate. This bit is used for exfoliating of the cuticle and surrounding skin, and can also be used at the end of a treatment with cuticle balm to polish the skin and really work in the moisture to the skin.



# E-FILE BITS AND THEIR USES

## Sanding bands -

Sanding bands are available in 2-3 different grits and are used for prepping the natural nail, removing any last bits of gel, refining harder products like builder gel, and prepping the surface for infills

- FINE GRIT - 240 - Used for prepping and etching the natural nail and light refining of product.
- MEDIUM GRIT - 150-180 - Used for refining harder products like acrylic or removing gel polish from an overlay.
- Use sanding bands on a 5-8 RPM, and flat on the nail plate, remembering not to go over the same part of nail more than once



Sanding bands also come in mini sizes which can be used to prep smaller nails, toe nails, and get to those hard to reach areas!

All sanding bands fit on to a mandrel drill bit, ensure this is fitted before placing into your efile, and change to a new band between each client.



# EFILE DO'S AND DON'TS

## DO'S

- Replace your efile bits roughly every 4 months, if you're having to put too much pressure or use more than 2 swipes to remove polish it's time for a new one! They may also look dull/white when they have run down.
- Clean and disinfect your drill bits between every client!
- Tie long hair back and ensure your gloves are fitted properly to stop anything catching in your efile when spinning.
- Use a dust extractor with your efile, it will really save yours and your clients lungs!
- Always keep your efile moving around the nail to avoid heat build up

## DON'TS

- Change direction of your efile when it's still spinning, it could burn out the motor
- Leave your drill bits in a barbicide/disinfectant solution for too long as it can cause rusting
- Don't mix metals when using a cleaning pot or ultrasonic cleaner as it can cause oxidation and damage your tools/drill bits
- Use carbide/ceramic or any bits designed for product removal on the natural nail
- Use ball bits on the natural nail
- Work blind! Always use a dust brush to keep removing excess dust from the nail so you can easily see if there's anymore cuticle to remove

# REMOVAL OF GEL POLISH FROM RUBBER BASE WITH APEX



- Using a fine 5 in 1 or safety bit, on an RPM of 20-25, in forward, start with the head of the drill bit in long strokes in a downward motion. Ensure you only make 1-2 swipes with your drill bit before moving on to the next part of the nail.

- Keep moving across the nail, now using the central part of the drill bit, making sure you leave a few millimetres at the top, which you will remove last.



- Turn your clients finger on the side and use the head of the drill bit to move upwards, removing the gel from the left side of the nail. Make sure you are pulling the clients skin away to ensure you do not catch it.

- Move across the top of the nail from right to left using lots of little movements to remove the final bit of polish, making sure you Don't touch the skin



# REMOVAL OF BUILDER GEL



- A coarse, or medium grit carbide or ceramic bit can be used to remove builder gel, this will be used on a forward setting (right handed) Reverse for left handed, on 20-28 RPM.
- Working in long strokes in a downward motion, remove 80% Of the product, leaving a thin layer.

- Once most of the product has been removed, place an acetone soaked piece of cotton pad on the nail and wrap in foil.
- Work on one hand first, removing product then wrapping, then move onto the second hand.



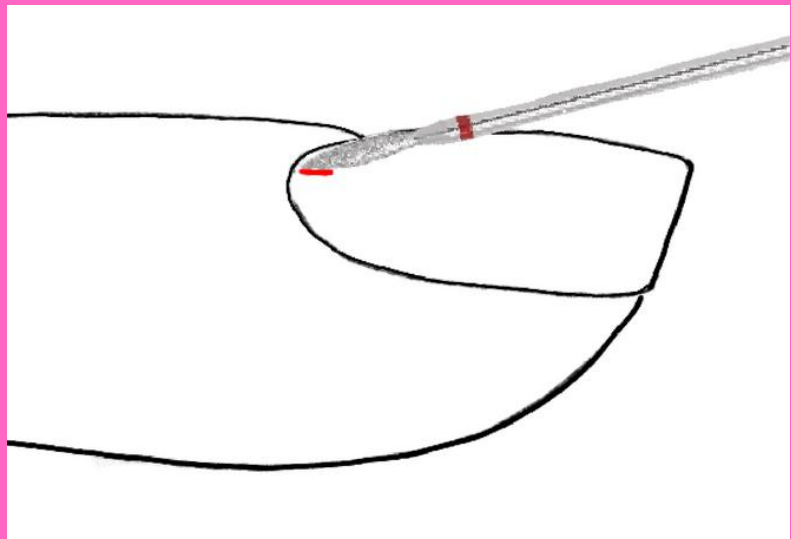
- Using a metal tool, gently with no pressure scrape the builder gel away upwards first from the smile line then downwards to remove from the tip.



# PREPPING THE CUTICLES



- Before you use the flame bit, use a cuticle wood stick to lift the sticky cuticle from the nail plate, if you wish to you can remove the non living tissue first with a cuticle loop pusher tool.
- Using a flame bit, in forward & on 9-15 RPM, work from the centre to the left, pushing and lifting the proximal fold, and cleaning away the dead cuticle underneath.
- Using the body-mid section of the drill bit, clean down the sidewalls, remembering not to touch the nail plate and just the skin. Then put your e-file in reverse and work from the centre out to the right.
- Do not rest the flame bit on the nail plate or run over the nail plate too many times, this bit is designed to be use on skin, and ensure to use a feather like touch.
- Always ensure you're pointing the bit inward when you reach the corner, and do not point the sharp tip of the drill bit into the corner of the proximal fold.
- The angle is very important when using the flame bit, it must be used at a 45 degree angle, too high or low can cause damage to the nail including rings of fire.



# PREPPING THE CUTICLES

## DIAMOND BITS FOR STICKY CUTICLES



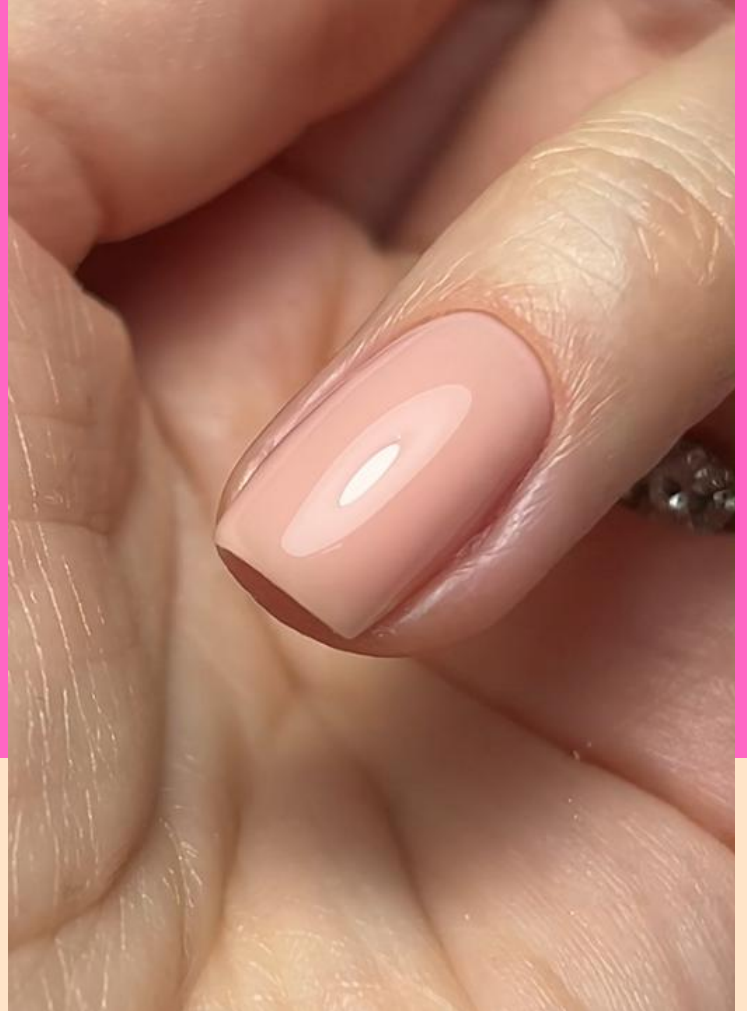
- If you have a client with very sticky, overgrown or thicker cuticles stuck to the nail plate these drill bits are an essential in your kit. Especially for nail biters!
- They are designed to remove and lift the non-living tissue from the nail plate.
- Due to their barrel shape and flat top they can be used up close to the cuticle
- Use on a speed on 10-12 RPM
- They are usually available in fine and medium grit and mini and standard sizing
- Use them flat and parallel on the nail plate to remove dead cuticle
- These bits are also great to use on cuticle prep on toes due to their shape and size

# PREPPING THE CUTICLES

## POLISHING THE SKIN



The diamond ball



- Once you have removed the non-living tissue from the nail plate, and lifted the proximal fold, you can either use your cuticle nippers to cut away the dead skin or use a diamond ball bit to exfoliate and lift away any dead skin around the proximal fold
- You can use a combination of both if you wish, depending on the cuticle type, if there's no dead skin to remove, use a cylinder or ball bit to exfoliate the skin around the nail plate including the side walls
- Cylinder/barrel shaped diamond bits are great for polishing the skin after cuticle removal and it gives that healthy glow to skin, removing any dryness

# PREPPING THE NAIL FOR AN INFILL

- Using a fine or medium grit ceramic or carbide bit on a speed of 20-28 RPM, remove the gel polish from the builder gel and/or debulk the builder leaving a thin layer of gel on the nail plate.

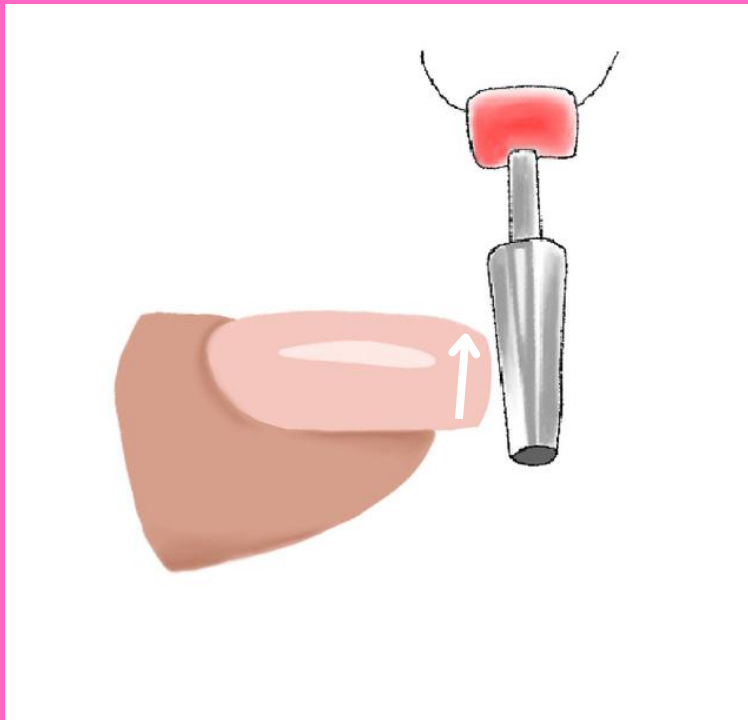


- Taking the product down to a thin layer ensures you can check the health of the natural nail before you infill with more product.
- At this stage you need to check the product for any lifting, and ensure this is removed and the product is completely smooth
- You can do this using a 180-240 sanding band, regular sized or mini.



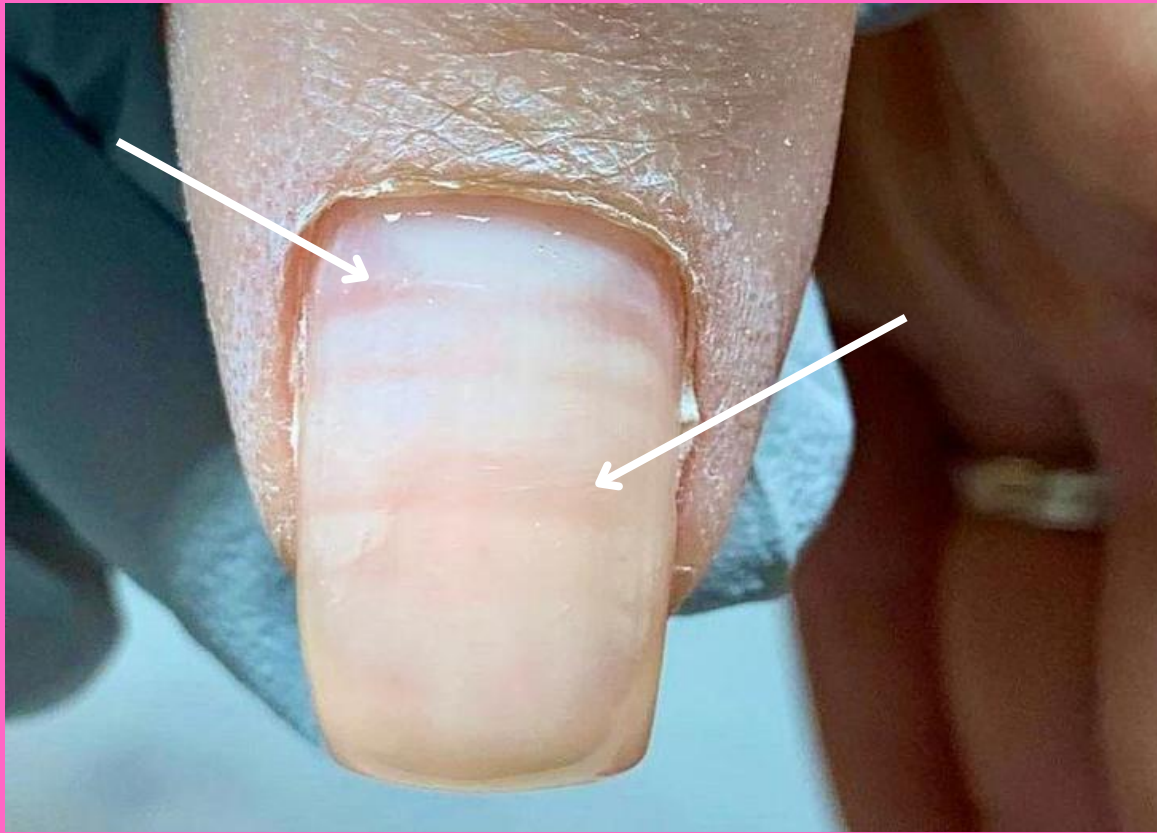
- At a speed of 5-8 RPM work on the product and behind the lifting to remove
- Use the sanding band on the whole nail to smooth out any bumps or ridges, with a very light pressure.
- You can also use a blending bit to really smooth out where the product meets the natural nail, I love the prep and blend from Lucy Pastorelli.
- Once you have prepped the nail plate you can start your cuticle prep routine

# USING YOUR EFILE TO TAKE DOWN LENGTH



- You can also use carbide bits to remove length, you do this before debulking your product, this ensures the correct thickness.
- Always remove the gel colour first so you can see the length of the nail properly
- Always check underneath your clients nail to see how high the hyponychium is, as you don't want to catch it with the drill bit.
- At a speed of 20-24 RPM, and a 90 degree angle, run the middle of the e-file bit from left to right along the tip of the nail. - 5 in 1 bits are suitable for this.
- Ensure you use the same pressure as you move across from left to right.
- You will need slightly more pressure when taking down the length of builder gel, acrylic or hard gel.

# HOW TO PREVENT RINGS OF FIRE



Rings of fire are red, semi-circle shaped marks on the nail plate. They are caused by a number of things when an e-file has not been used correctly.

They can be caused by -

- Using too much pressure - a feather light touch is all that's needed, let the drill bit do the work for you!
- Pressing the tip of the drill bit into the nail plate - use each drill bit at the correct angle
- Over filing - Passing the drill bit over the nail too many times will cause thinning of the nail plate
- Using the wrong speed - too fast or too slow - too slow will create dragging and you will be adding too much pressure to the nail, too fast and you may lose control of your bit

# RECOMMENDATIONS

## E-file checklist-

- Dust extractor
- wood sticks
- E-file
- Removal drill bits - fine, medium and coarse grits
- Cuticle remover bits - flame - various sizes
- Cuticle remover bits - barrell shaped - various sizes
- Polishing ball ' cylinder or barrel diamond bit
- Mandrel, standard and mini
- Sanding bands
- Gloves
- Dust caps
- Dust brushes
- Ultra sonic cleaner and detergent
- Drill bit pot
- Disinfectant spray

## Discount codes-

Lucy Pastorelli - 5% Use code -

# COPYRIGHT

©2023 BY HAYLE TRAINING ACADEMY. ALL RIGHTS RESERVED. NO PART OF THIS TRAINING MANUAL MAY BE REPRODUCED, DISTRIBUTED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, INCLUDING PHOTOCOPYING, RECORDING, OR OTHER ELECTRONIC METHODS, WITHOUT THE PRIOR WRITTEN PERMISSION OF THE PUBLISHER.





Thank you so much for choosing By Hayle  
to further your knowledge in nails!

Hayley Badgery  
Founder of By Hayle  
[www.byhayle.com](http://www.byhayle.com)  
[bookings@Byhayle.com](mailto:bookings@Byhayle.com)

# BY HAYLE TRAINING ACADEMY