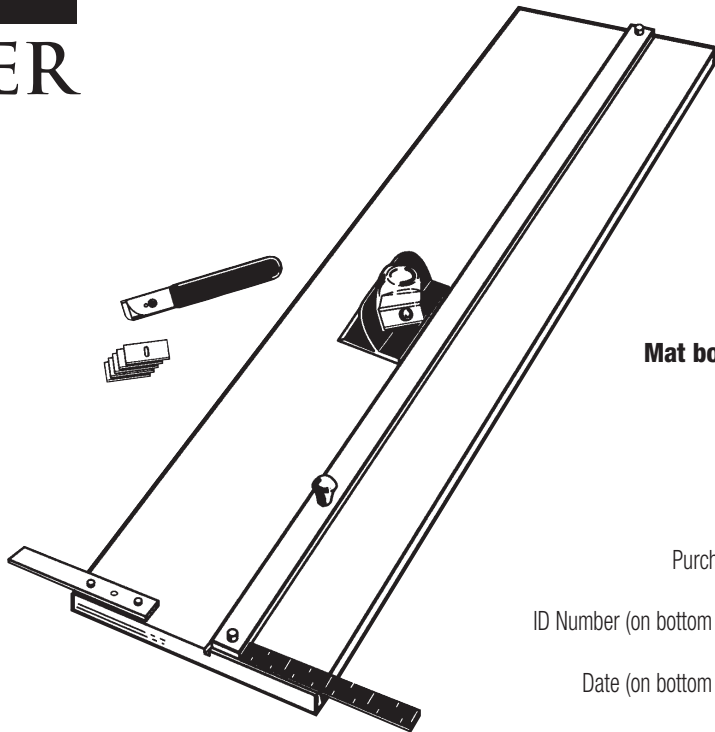


# INSTRUCTION MANUAL

**MODEL 250**

## CRAFT & HOBBY MAT CUTTER

Uses Logan Replacement Blade #270



**For best results use only  
authentic Logan blades**

**Mat border calculator  
Mobile app**



Purchase Date

ID Number (on bottom of board)

Date (on bottom of board)

## Congratulations on your purchase of the Craft & Hobby Mat Cutter.

This well designed economical Mat Cutter will provide professional results at a fraction of the cost of professional equipment. The Craft & Hobby Mat Cutter includes all the basic components needed including a base board, bevel cutter and Mat Knife to accurately size and then bevel cut matboard for framing. Please take some time to familiarize yourself with this instruction manual before cutting. You will find that the time taken will be worth it, and you will be cutting quality mats in no time.

### Carton Contents

1. Base Board
2. Bevel Cutter
3. Mat Knife

## Identification of Machine Components

### Cutting Board

#### Cutting Board

Vinyl covered base board of machine

#### Bar Knob

Used to lift and position the guide bar

#### Guide Bar

Used to guide cutting heads while cutting

#### Slip Sheet

Scrap matboard used under the mat being cut to improve quality of bevel cut

#### Squaring Bars

Mounted 90 degree bars used to hold mats square when cutting and to set border sizes (attach to base, as shown)

### Mat Knife

#### Blade Cover

Holds blade safely in position

#### Blade



#### Blade Nut

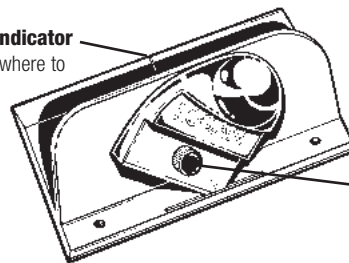
Holds cover and blade in place



#### Blade Handle

### Start and Stop Indicator

Line which shows where to begin and end cut



### Bevel Cutter

#### Blade Holding Knob

Holds blade securely onto blade holder

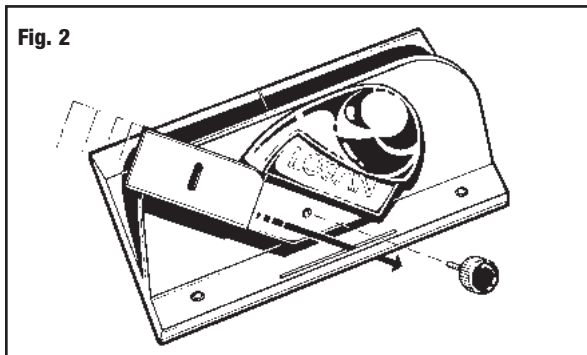
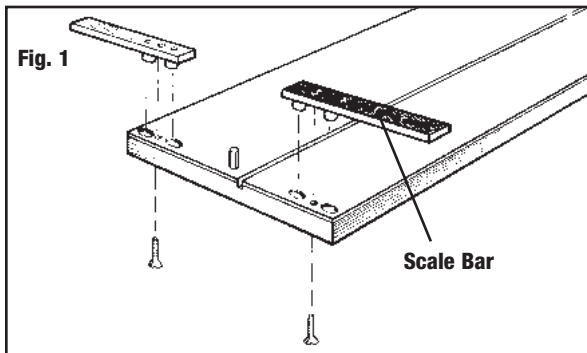
## Board Assembly

1. Press squaring bars into holes in cutting board. (Fig. 1)
- Helpful Hint - Be sure scale is located on proper side.
2. Thread screws from the bottom of the board and into the squaring bars.
  3. Tighten screws snug.

## Blade Installation

### A. Model 2000 Bevel Cutter

1. Remove one blade from package.
- Helpful Hint - Beware, blades sometimes stick together.
2. Remove blade knob.
  3. Slide blade down front of blade holder and into slot. (Fig. 2)
  4. Align hole in blade with hole in blade holder.
  5. Replace knob.



## Model 500 Mat Knife

1. Remove one blade from package.
2. Remove blade nut and cover plate.
3. Place blade onto knife handle lining hole in blade over screw thread. Be sure sharp edge is overhanging curved edge of handle. (Fig. 3)
4. Replace blade cover and blade nut. (Fig. 4)
5. Adjust setting by sliding blade nut to desired location and tighten.

**Helpful Hint** - Second setting on knife is for 3/16 foamboard or double thick matboard

Fig. 3

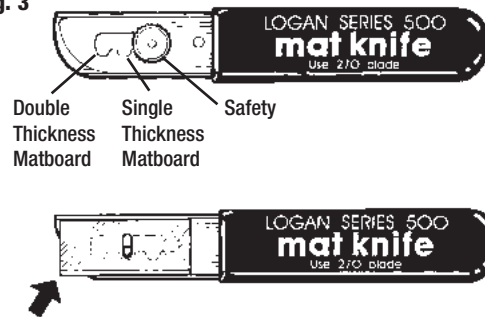
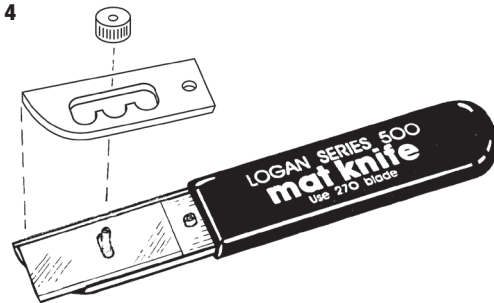


Fig. 4



## OPERATION

### Cutting a Board to Size

**Helpful Hint** - Matboard is sold in 32" x 40" sizes. Sometimes stores will sell smaller sizes or cut a sheet down at no charge. Simply ask.

1. Using a measuring device, measure dimension of board to be cut.
2. Slide matboard under guidebar and against squaring bars. Align mark with guidebar edge. (Fig. 5)

**Helpful Hint** - Matcutter only cuts up to 23". Anything larger will have to be cut using any longer straight edge. If cutting without board, be sure to use a backing sheet to protect cutting surface.

3. Stand with squaring bars furthest from you, hold knife vertically along edge of guidebar at 45 degree angle. Place blade tip beyond edge of matboard. Draw knife across matboard towards yourself. (Fig. 6)

Fig. 5

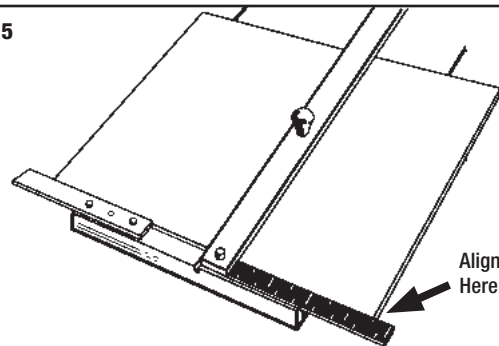
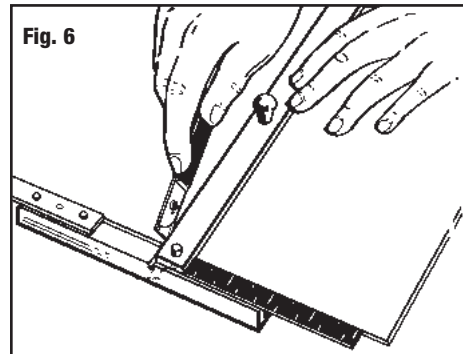


Fig. 6



## Cutting a Beveled Opening

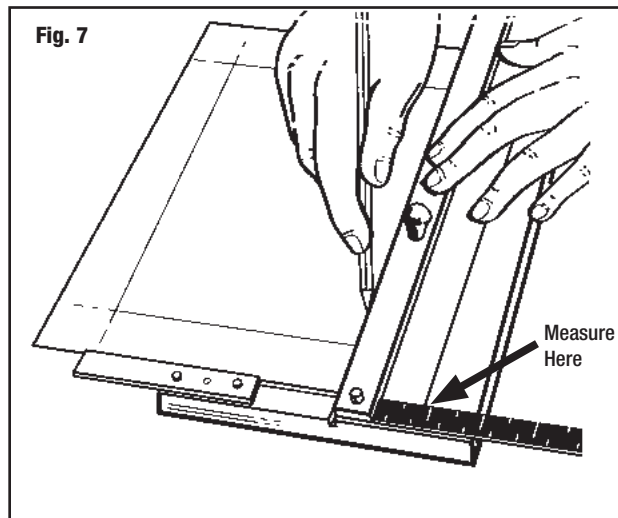
1. Determine opening by measuring artwork and subtracting 1/2 inch from each dimension.

**Helpful Hint - If artwork measures 5" x 7" then opening should be 4-1/2" x 6-1/2" so mat covers artwork.**

2. Determine border by subtracting opening dimension from matboard dimension and taking half of that.

**Helpful Hint - If matboard dimension is 8" x 10" and opening is 4-1/2" x 6-1/2" then subtract  $8 - 4\text{-}1/2" = 3\text{-}1/2"$  and  $10 - 6\text{-}1/2" = 3\text{-}1/2"$ . Half of 3-1/2" is 1-3/4" so border is 1-3/4".**

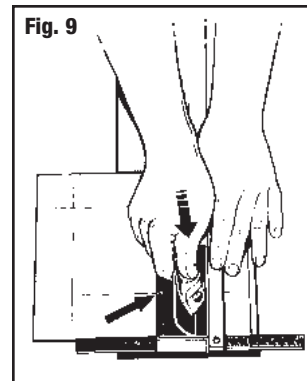
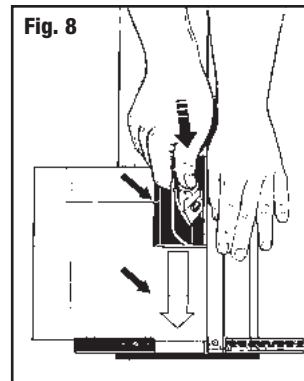
3. Put a slip sheet under the mat to be cut.
4. Mark borders on back of mat. Slide mat board under guide bar and against squaring bars. Align edge of matboard to desired dimension. (Fig.7)
5. Using a pencil, draw lines full length of back of matboard. Repeat this for remaining three sides.



6. Standing with the squaring bars away from you, position model 2000 bevel cutter so the silver line lines up with bottom intersecting pencil line. (Fig. 8)
7. Hold down guidebar with your left hand. Place thumb of right hand on thumb divot on blade holder. (Fig. 8)
8. Plunge the blade down into the mat. Keep downward pressure, slide cutter against guidebar until silver line intersects with top pencil line. (Fig. 9)

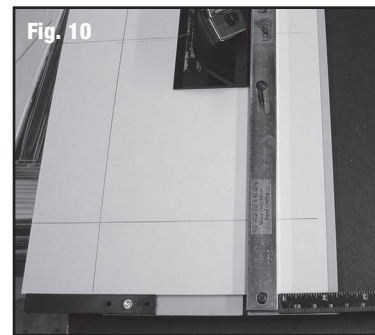
**Helpful Hint** - Lower heel of right hand behind cutter to get better leverage. For best results do not go beyond intersecting lines.

9. Remove blade from mat by pulling up on blade holder using your thumb.
10. Rotate the mat to 1/4 turn and repeat steps 6-9 to complete cutting.

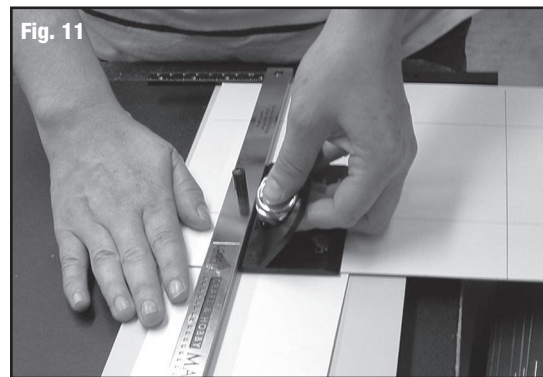


## Cutting left-handed

1. Align the cutting board vertically in front of you with squaring bars nearest to you.
2. Position Model 2000 Bevel Cutter so the silver line lines up with top intersecting line. (Fig. 10)

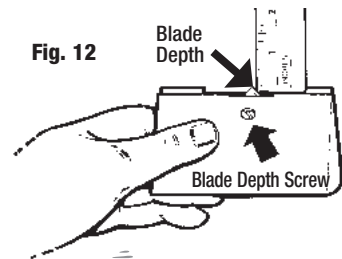


3. Hold down guide bar with your right hand. Place thumb of left hand on thumb divot on blade holder. (Fig. 11)
4. Plunge the blade down into mat. Keep downward pressure. Slide cutter against guidebar until silver line intersects with bottom pencil line.



## Helpful Hints

1. **Bevel blade adjustment** - Turning depth adjustment screw in (clockwise) will decrease depth and turning screw out (counter-clockwise) will increase depth. (Fig. 12) Note that proper blade depth will result in the blade just clearing the matboard and lightly scoring the slip sheet underneath.
2. Always use a slip sheet when bevel cutting. A piece of scrap matboard used under mat being cut provides the highest quality cut.
3. **Change blades** -When edge of cut looks ragged. Blade sharpness varies so blade life varies.



## Warranty

Logan Graphic Products, Inc. ("Logan") warrants the 250 CRAFT AND HOBBY CUTTER to be free from defects in parts and workmanship for a period of two years from the date of original purchase. Logan warrants that it will either repair or replace, in its sole discretion, any necessary replacement parts found to be defective. Should the product need to be returned to Logan for repair or replacement parts, authorization for any return must come from Logan in writing. Costs of returning the product to Logan, including insurances, shall be borne by the purchaser. Logan shall not be liable for any damages or losses, incidental or consequential, direct or indirect, arising from the use of this product. This warranty extends only to the original purchaser and is not assignable or transferable. This warranty is in lieu of all other warranties, expressed or implied. Be advised that any Logan products purchased as "new" from an unauthorized dealer, such as an online auction site or similar, may be void of their warranty.

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