

# Logan Compact Elite Mat Cutter



## **Introduction:**

The Logan Compact Elite mat cutter is capable of cutting large mats and foam board sheets down to smaller sizes. It is also equipped with a bevel cutter to cut the interior windows for custom sized photo mats.

## Logan Compact Elite Mat Cutter

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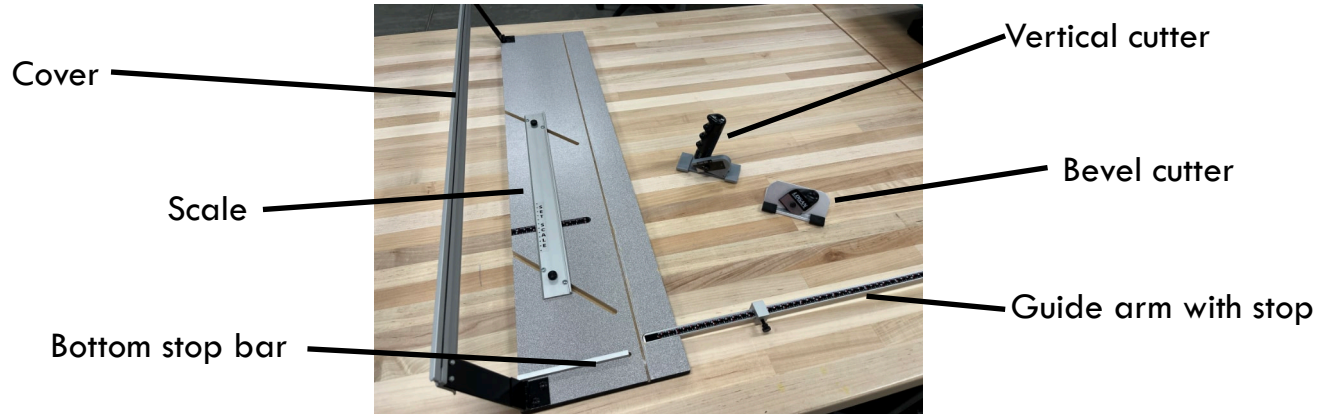
## Logan Oval and Circle Mat Cutter

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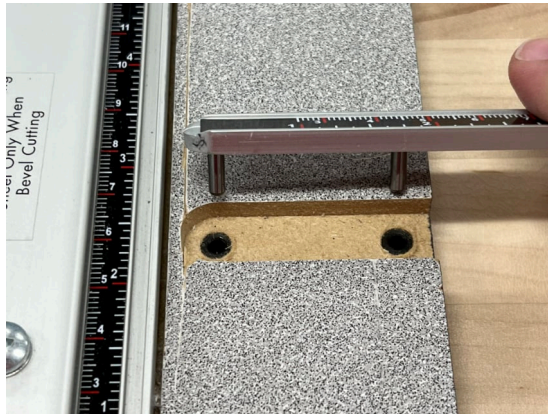
# Logan Compact Elite Mat Cutter

## Parts of the machine

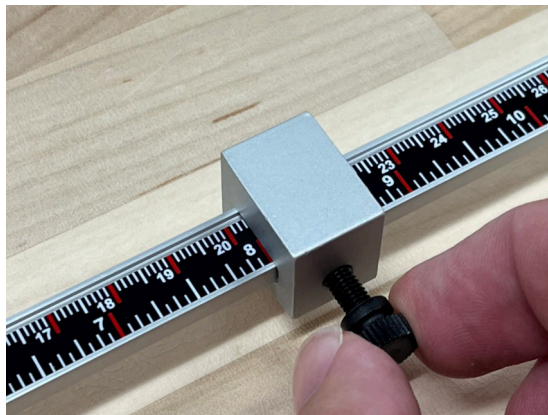


## Cutting down a large mat

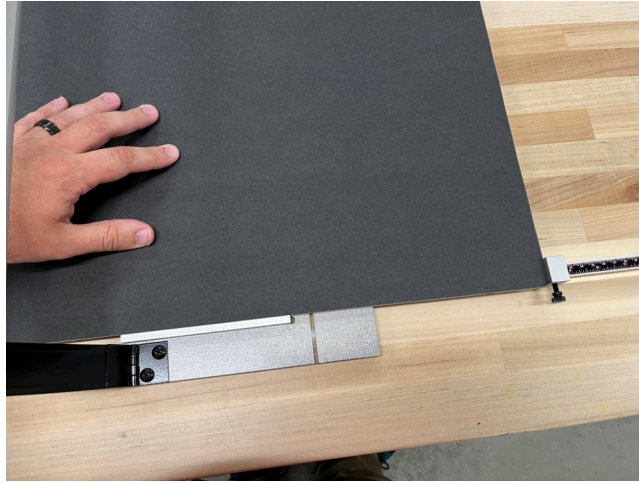
1. Insert the guide arm into the slot on the right side of the mat cutter.



2. Loosen the thumb screw and slide the guide to the size you want to cut your mat to. Tighten the thumb screw.



3. Raise the cover and insert your mat so that it is snug against the bottom stop bar and the guide on the right.



4. Lower the cover.
5. Take the straight cutter and adjust the thumb screw so the blade is set for the distance based on your material. This example will be for a standard thickness mat board.



- a. Note, while not used in this process, the cutter can also cut through up to 3/16" foam board.





- Align the groove on the right side of the cover with the slot on the cutter.



- Set this to the side furthest from you.
- With firm pressure, push down on the blade and pull toward yourself.
- This will cut through the material. Be sure to push down firmly on the material and the cover to help prevent it from shifting while cutting.



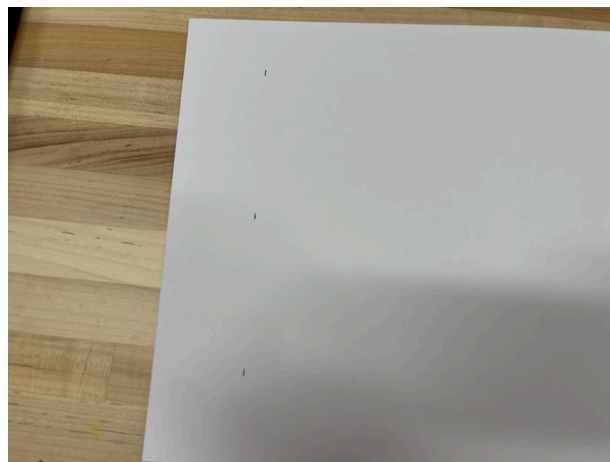
## Cutting a beveled window

- Start by measuring the size of your image and write those numbers down.

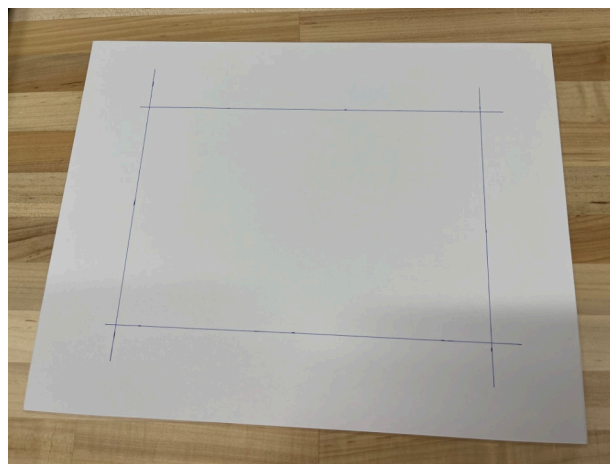
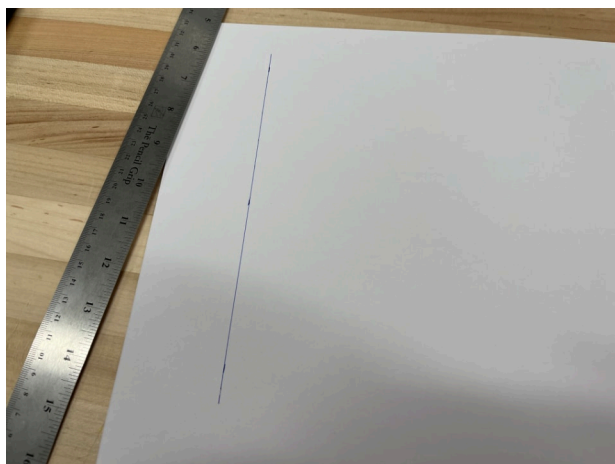


- Subtract each number from the length of the appropriate side of the mat being used, then divide that number by 2.

3. Flip your mat so the back side is facing up. Using a ruler, measure in from the edges the appropriate amount plus  $1/8$ ". Mark at least three marks at this distance.



4. Draw a line connecting the marks, and repeat this on all four sides.



5. To verify your work, place the picture over the lines. It should be slightly larger than drawn lines.

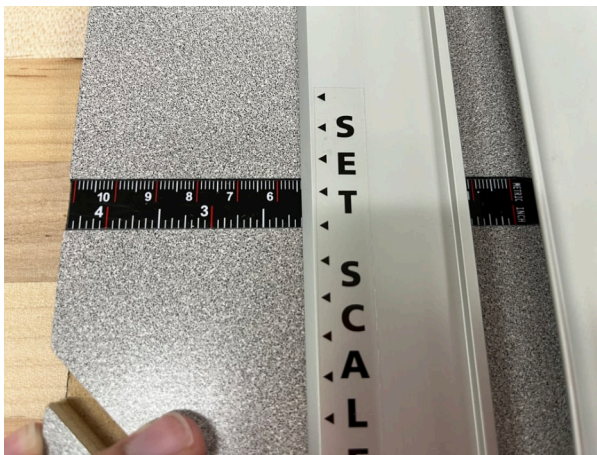




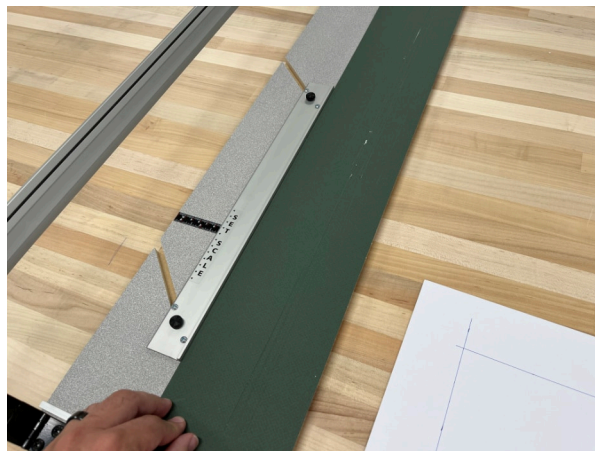
6. Insert the scale into the slanted tracks on the left side of the mat cutter.



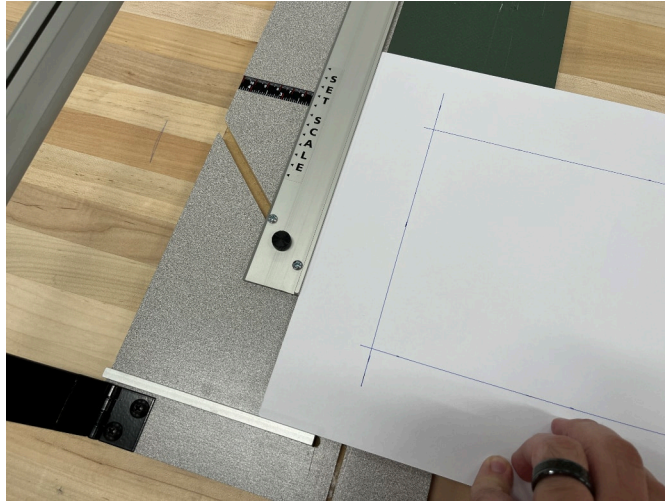
7. Align the left side of the scale with the distance you are cutting. Tighten the thumb screws to lock it in place.



8. Insert the waste strip of mat board against the right side of the gauge.



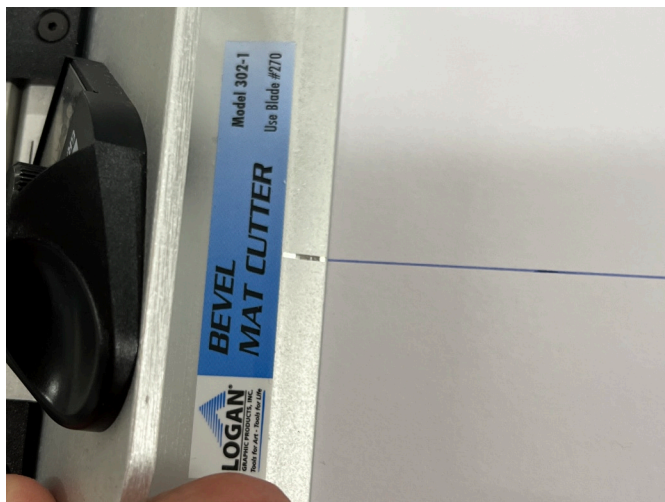
9. Lift the cover and insert the mat up to the right side of the gauge and along the bottom stop bar. Lower the cover.



10. Align the slots in the bevel cutter with the groove on the right side of the cutter.

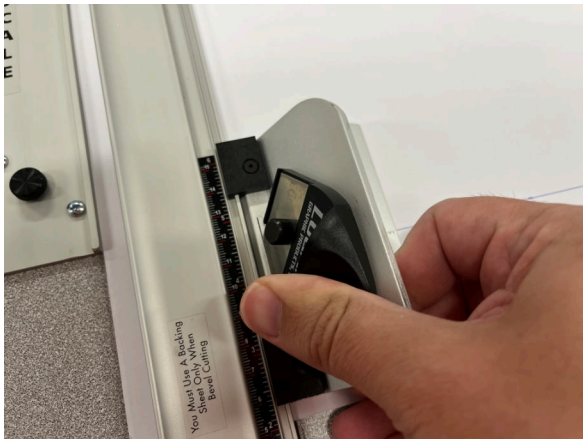


11. Align the mark on the right side of the bevel cutter with the bottom horizontal line drawn on the mat.

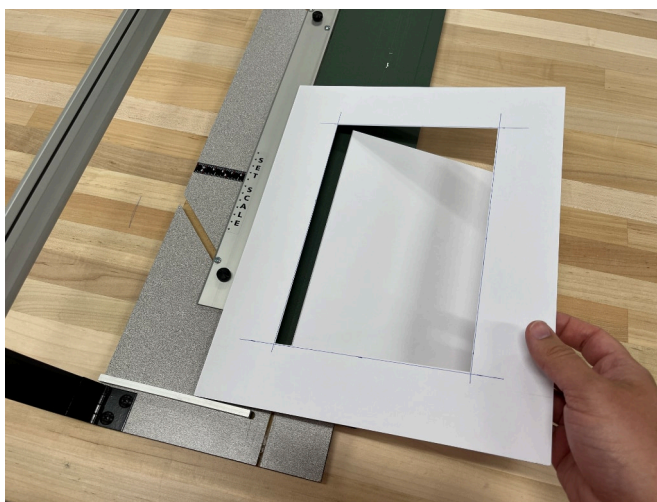




12. While firmly pressing down on the cover, press the blade in with your thumb and carefully push forward until the line on the bevel cutter is aligned with the top vertical line drawn on the mat. Release the blade and remove the bevel cutter.



13. Rotate your mat and repeat this process on the other three sides, adjusting the scale as needed to match sizing changes.
14. Lift your mat and the center of the mat should fall out. If it does not, carefully check if you need to cut your line once again or if you can pop it out. If you do pop it out, just be careful that the mat doesn't tear while doing so.



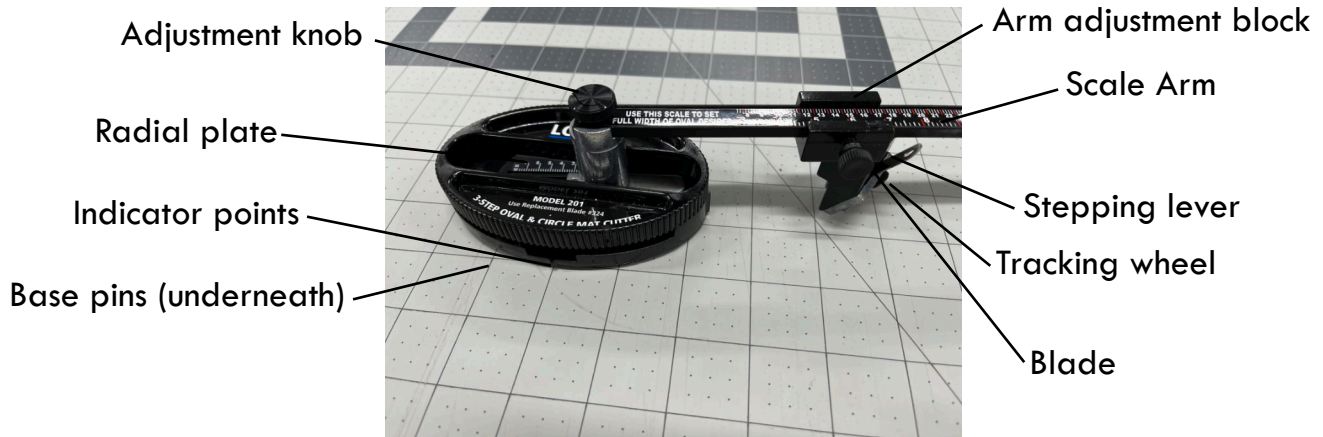
15. Lay the mat over your image to ensure your sizing was correct.



16. Install the mat and picture into your frame.

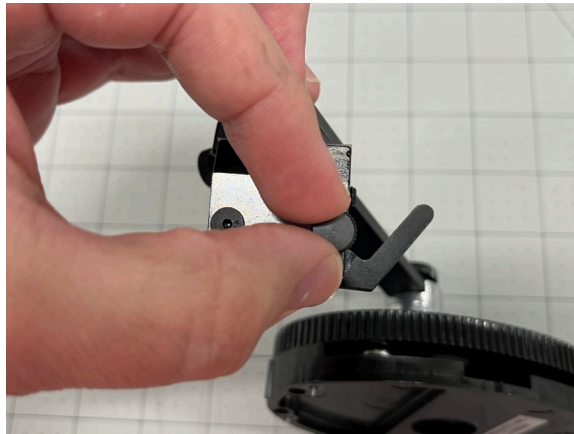
# Logan Oval and Circle Mat Cutter

## Parts of the machine

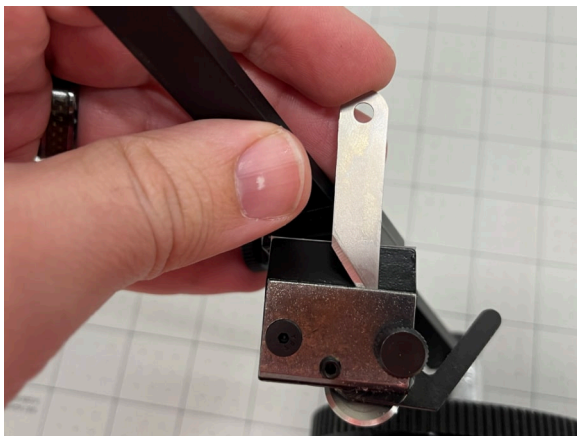


## Inserting a blade

1. Loosen the knob on the blade holder.



2. Insert the blade with the point facing the knob. Place it in until it stops moving. It should poke out the bottom just a small amount once in place.



3. Tighten the knob to lock in the blade.

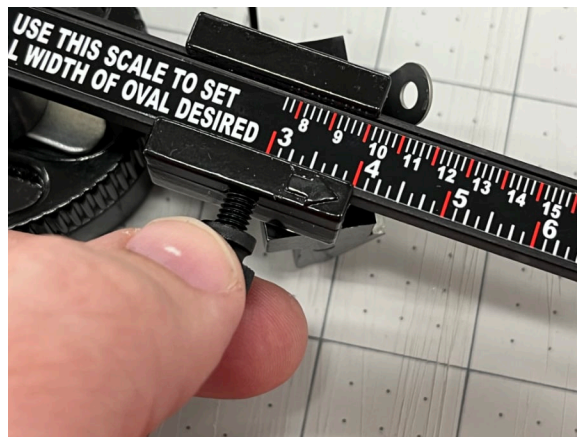


## Setting the scales

1. Measure your image. In this example our image is a 4x6.



2. Loosen the knob on the scale adjustment block and slide it so the arrow on the right side points to the lower of the two numbers. (In our examples this would be set to 4".)



- a. Note, you may want to size this down one notch on the scale (which equates to  $1/8$ "") to give you some breathing room on your placement after cutting the hole. Otherwise the hole will exactly match the edges of your image and may not sufficiently hold it in place.





## Setting up for a cut

1. Determine the size difference between the two sides of your images. In our case 6" - 4" would be 2".
2. Loosen the adjustment knob on the top of the cutter.



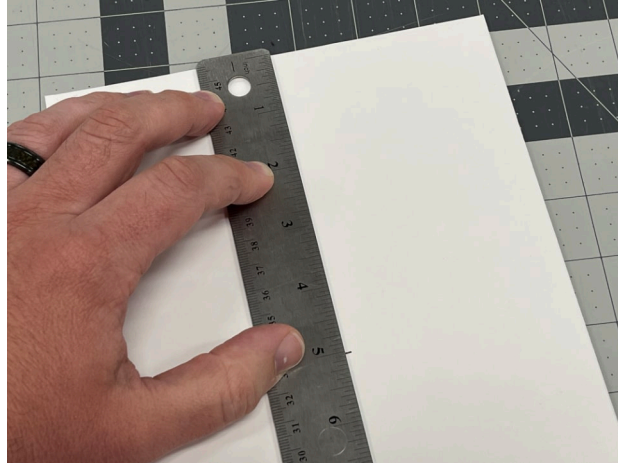
3. Slide the center post along the track inside the groove on the body of the cutter. Align the mark on the silver piece with the ruler to match the measurement you just found in step 1.



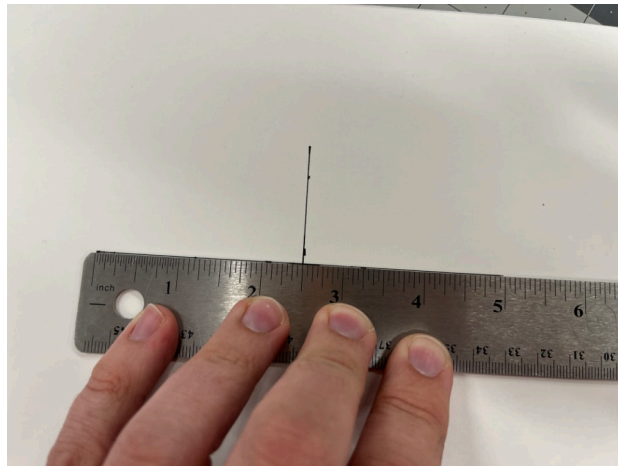
- a. Note, if you are cutting a circle instead of an oval, slide the ruler in all the way so the post sits at 0" which will put the silver part under the post until it slides no further.
4. Tighten the adjustment knob to lock this in place.

## Marking out your mat

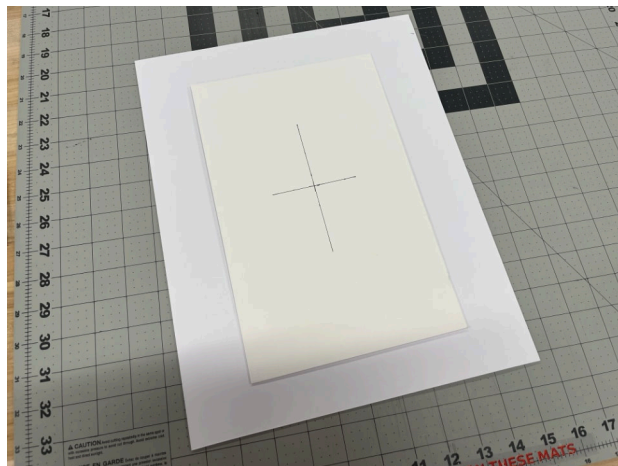
1. To determine the placement of the cutter, you need to determine where the hole will be cut. This will be done on the front of the mat you're using.
  - a. Note, it can be helpful to use a light and easily erasable pencil, or just to be very careful with your mark making otherwise your marks may be seen after cutting the mat.
2. Find the midpoint along each edge of your design. Mark this spot three times in each direction.



3. Line up the points and mark a line connecting them. Be sure to not make these lines longer than your picture is.



4. Place your mat board onto of a waste board and not directly on either the table or a cutting mat as this will damage the blade.

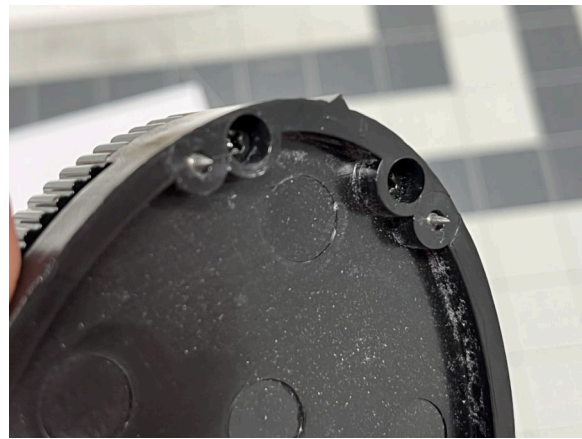


## Cutting the mat

1. Set the guide wheel level to its lowest position to start.



2. Align the points on the body of the cutter with the lines you drew on the mat. Press the cutter firmly into the mat to seat the pins on the underside into the mat board.

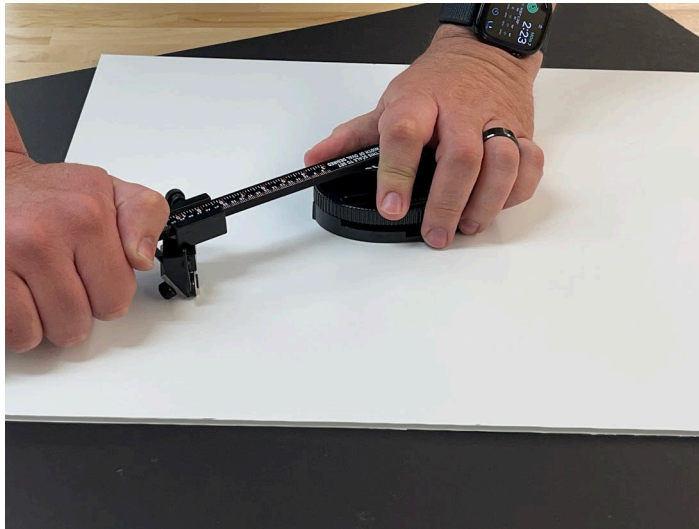


3. Firmly press down on the scale to touch the marking wheel to the mat board. Be careful not to push too hard as to damage the cutter.





4. With your other hand grip the body of the cutter.



5. While always keeping firm pressure on the scale, rotate the body counter clockwise one full rotation to mark where the cut will sit.
6. After one full rotation, raise the wheel level one mark. Rotate the body once again one full rotation counter clockwise to score the surface of the mat with the blade.



7. Raise the wheel lever one more mark and repeat one full rotation to cut further into the mat.
8. Finally raise the wheel lever to its highest position and rotate the body once more fully to completely cut through the mat.
9. Once you are done you can lift the center cutout from the mat.



10. Align your mat over your picture to verify that the mat was cut correctly.

