

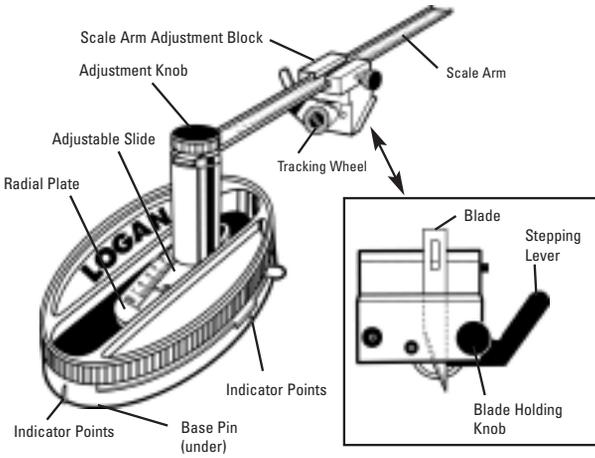
**INSTRUCTION AND OPERATION MANUAL**

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

**Warranty Information**

Logan Graphic Products, Inc. ("Logan") warrants the #201 3-Step Oval & Circle mat cutter to be free from defects in parts and workmanship for a period of one year 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.

**Identification of Machine Parts**



**Scale arm** - Rotating arm with 20" scale for setting the width of the oval or circle.

**Scale arm adjustment block** - Block which can be moved over the scale arm for setting the width of the oval or circle to be cut.

**Tracking wheel** - Wheel that rolls on the cutting head allowing it to naturally track the shape of an oval or circle.

**Adjustment knob** - Knob which when loosened allows adjustable slide to be adjusted and when tightened, locks the slide in place.

**Adjustable slide** - Plate which can be adjusted on the radial plate scale to set the difference between the width and the height of the oval.

**Radial plate** - Rotating center cam of the oval assembly.

**Indicator points** - Points on each side of the oval base used to align the oval base on pre-drawn lines.

**Base pins** - Small spikes in the bottom of the oval base used to help anchor the oval base while cutting.

**Stepping lever** - Adjustable lever with three steps used to gradually increase blade depth after each cutting revolution.

**Blade holding knob** - Knob which when tightened holds the blade in place inside the cutting head.

Parts schematic available online at [www.logangraphic.com](http://www.logangraphic.com)

**Installing a Blade**

1. Loosen the blade holding knob 2 or 3 turns.
2. Insert blade from the top down into blade holder slot. NOTE: Blade tip direction.
3. Pushing down on the blade end with thumb, wiggle blade tip into proper setting.
4. Tighten blade holding knob.

**Helpful Hint** - Blade sharpness varies. When the cut is rough, change the blade.

**Setting the Scales**

EXAMPLE: Mat with 5" x 7" opening or mat with 6" circle.

**Setting the Width Scale**

1. Set the Scale Arm Adjustment Block to desired width. **Fig. 2**

**Helpful Hint**

- Set the oval width to the smallest number in opening size. (5" is less than 7" so set to 5")
- Set the circle width to the desired circle diameter (6")

**Setting the Difference Scale for an Oval Fig. 3**

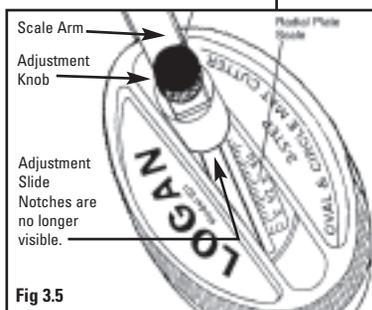
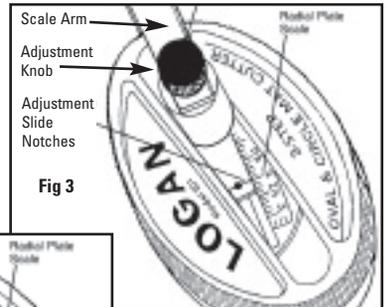
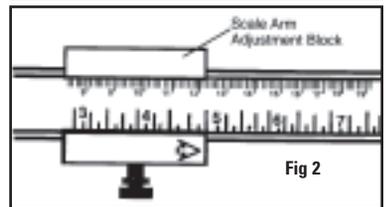
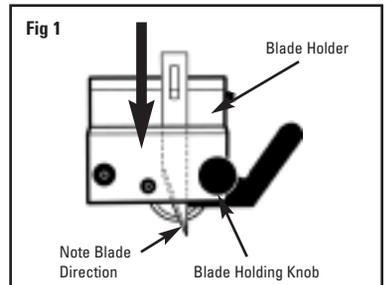
1. Calculate oval difference by subtracting width from height. (7" - 5" = 2")
2. Rotate Scale Arm until Radial Plate scale appears in the opening.
3. Loosen Adjustment Knob.
4. Holding Cutter Base, slide Scale Arm forward to adjust notches on Radial Plate Scale.
5. Tighten Adjustment Knob.

**Helpful Hint**

- Maximum difference is 3" on this cutter.

**Setting the Difference Scale for a Circle Fig. 3.5**

1. Rotate Scale Arm until Radial Plate Scale appears in the opening.
2. Loosen Adjustment Knob.
3. Holding Cutter Base, slide Scale Arm forward as far as possible. Adjustment Slide Notches will no longer be visible.
4. Tighten Adjustment Knob.

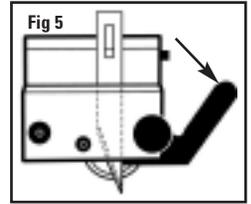
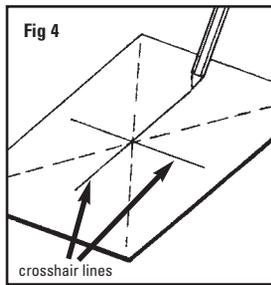


**Marking the Mat Fig 4**

1. On the front side of the matboard draw crosshair lines in the center of opening location 4" to 6" long.

**Helpful Hint**

- Draw the lines lightly so they can be erased.
- Locate center point of mat by drawing lines from corner to corner. Use a T-Square to draw crosshair lines.

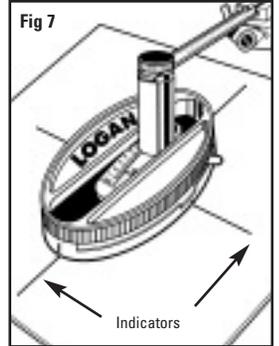
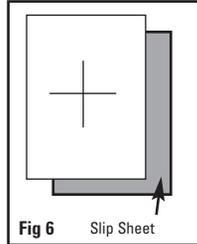


**Positioning the Cutter**

1. Press the stepping lever down to its lowest setting. (safety) Fig 5
2. Put the slip sheet under the matboard to be cut. Fig 6

**Helpful Hint**

- The slip sheet should be bigger than the cutting sheet and is used to prevent the blade from cutting into your table top.
  - Always use a slip sheet.
3. Align the indicator points on base with crossed lines drawn on mat. Push down on base so pins sink fully into mat board. Fig. 7

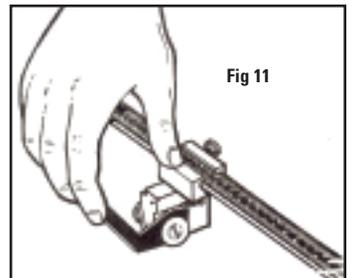
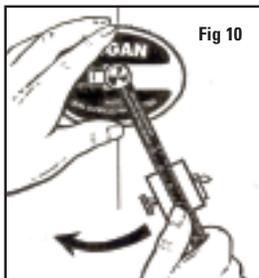
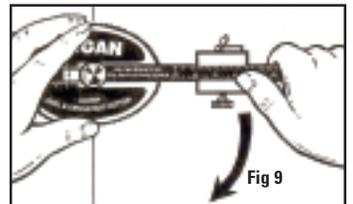
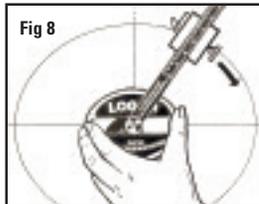


**Cutting The Mat**

**Helpful Hint**

- Standing while cutting is the easiest method.
- The entire process consists of 4 steps. The first is to track the cutting head, the second is to score the mat board, the next will lower the blade a little deeper into the mat board, and the last step is the final cut through.

1. Rotate the Scale Arm to one o'clock position. Fig 8
2. With your left hand on the oval base place your right hand on the scale arm.
3. Grip the Scale Arm with your thumb on top of the sliding block but with fingers away from swivel head. Fig 9
4. Rotate scale arm to five o'clock position. Fig 10



**Helpful Hint**

- Slight downward pressure is required on the scale arm at all times. However, do not over exert as this may cause the stepping lever to skip position.
- Be careful that your fingers do not interfere with the swivel cutting head while cutting.

5. Use both hands to apply slight downward pressure. Use left hand to rotate the whole assembly, including mat board, counterclockwise.
6. Rotate scale arm to five o'clock position again to complete revolution.
7. Using your index finger, lift the stepping lever upwards one step or one click Fig 11. This sets the blade into its first cutting position.
8. Repeat steps 3 through 6.
9. Lift stepping lever upwards one step to next setting and repeat cutting. (2nd step)
10. Lift stepping lever upwards all the way to the last setting and repeat cutting. (3rd step)
11. Click stepping lever down and then remove cutting base to reveal finished mat.

**Trouble Shooting**

**The blade is difficult to insert into the blade holder.**

Make sure that the blade holding knob is loosened. Make sure that the blade goes in far enough into the blade holder so that the tip of the blade is protruding from the bottom. If the blade will not enter the blade holder, use the blade of a small screwdriver to gently release the loosened blade cover plate so the blade can be inserted.

**The cut is not aligning with itself as it goes around.**

See that your fingers are away from the cutting head while gripping the scale arm so as not to interfere with the free swivel movement of the cutting head.

**The blade tip is breaking.**

Make sure you are using a proper slip sheet so the blade does not cut into the table top causing the tip of the blade to break. Change your blade, a dull blade may allow the tip to break off.

**The blade is not cutting all the way through the mat.**

Make sure that sufficient pressure is being applied to the scale arm on the last cutting step to ensure that the blade cuts all the way through the mat. Before removing the base, additional rotations may be performed to ensure complete cut-through.

**The stepping lever skips its position.**

See that you are not applying too much pressure on the scale arm during the first few steps causing the stepping lever to jump into the next position.

For technical service or replacement parts call 1-800-331-6232

Parts schematic available online at [www.logangraphic.com](http://www.logangraphic.com)