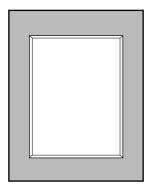
Models 750 & 760

Simplex Plus

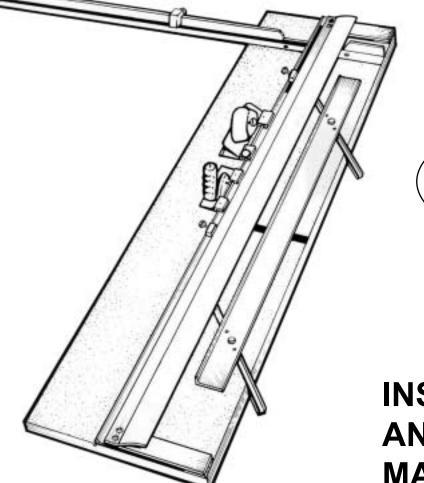
MAT CUTTERS



Mat cutting system with laminate board, production stops, parallel mat guide, 27" squaring arm, plus straight and bevel cutting heads



www.logangraphic.com



For best results use only authentic Logan blades

INSTRUCTION AND OPERATION MANUAL

INTRODUCTION:

Congratulations on your purchase of the Logan Simplex Plus Mat Cutter. The Simplex Plus is a well designed mat cutter with professional features to produce professional results. Features like production stops, parallel mat guide in aluminum channels and anti-crawl pin make the Simplex Plus an efficient yet cost effective tool for artists, photographers and crafters alike. This instruction manual is written to acquaint you thoroughly with this product. Please take some time to familiarize yourself with it before cutting. You will find that the time taken will be well worth it and you will be cutting quality mats in no time.

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Warranty

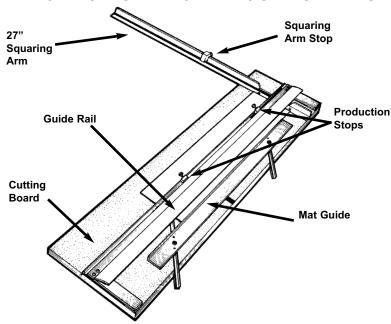
Logan Graphic Products, Inc. ("Logan") warrants the 750 SIMPLEX PLUS to be free from defects in parts and workmanship for a period of two years from the date of original purchase. Logan warrants that it will either repair or replace, in its sole discretion, any necessary replacement parts found to be 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.

PRODUCT DESCRIPTION:

750 SimplexPlus 40" Laminated Cutting board with Mat Guide in aluminum channels, two guide rail stops, 27" Squaring Arm, Squaring Arm Stop, Backing Sheet, Straight and Bevel Cutting Heads, Logan Screwdriver and 1 five pack of Logan #270 blades.

760 SimplexPlus 60" Laminated Cutting board with Mat Guide in aluminum channels, two guide rail stops, 27" Squaring Arm, Squaring Arm Stop, Backing Sheet, Straight and Bevel Cutting Heads, Logan Screwdriver and 1 five pack of Logan #270 blades.

IDENTIFICATION OF MACHINE COMPONENTS:



Simplex Plus Cutting Board

Guide Rail- Used to guide cutting heads while in use.

Mat Guide- Used to set the border width of a mat and keep the mat in position.

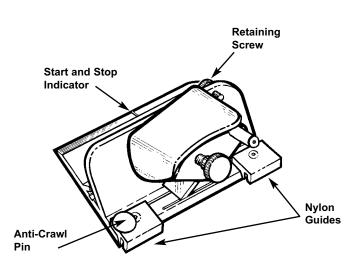
Squaring Arm- 27" board mounted 90 degree bar used to hold mats square when cutting and as stop when bevel cutting.

Cutting Board- Laminated surface base board of machine.

Production Stops- Used when production cutting to speed up the process of mat cutting.

Backing Sheet- Scrap piece of mat board placed underneath the mat being cut. Produces a cleaner cut and longer blade life.

Squaring Arm Stop- Used when downsizing mat board.



702 Bevel Cutting Head

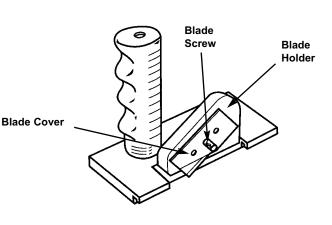
Head to hook onto Guide Rail.

Start and Stop Indicator- Line which shows where to begin and end cut.

Retaining Screw- Screw which keeps blade safely in slot when not in use.

Anti-Crawl Pin- Prevents cutting head from creeping forward during initial penetration of blade into mat. **Nylon Guides-** Guides which allow Bevel Cutting

2



701 Straight Cutting Head

Blade Holder- Block which holds blade in place while cutting. Has three separate depth settings.

Blade Cover- Covers blade on Blade Holder.

Blade Screw- Holds blade in place inside Blade Holder.

ORIENTATION

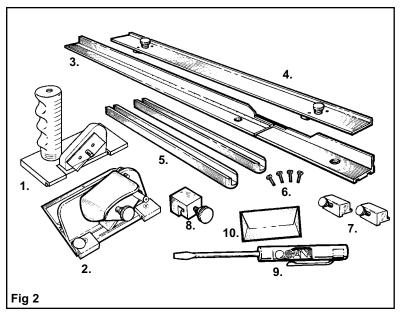
The Procedure detailed in the following instructions refer to the right and left side, and the top and bottom of the machine as shown. Fig. 1

Top Left Fig 1 Bottom

A. Unpacking/Check Of Contents Items packed loose in the box include:

- 1. Straight Cutting Head
- 2. Bevel Cutting Head
- 3. 27" Squaring Arm
- 4. Mat Guide
- 5. Aluminum Guide Channels (2)
- 6. Channel Screws (4)
- 7. Guide Rail Stops (2)
- 8. Squaring Arm Stop (1)
- 9. Logan Screwdriver
- 10. Five Pack of #270 blades
- 11. #750 Base Board (not shown)
- 12. Backing Sheet (not shown)
- 13. Instruction Manual (not shown)

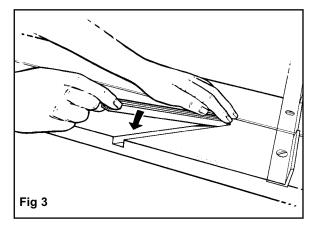
If there are any missing or damaged items please call customer service immediately at 1-800-331-6232



B. Assembly

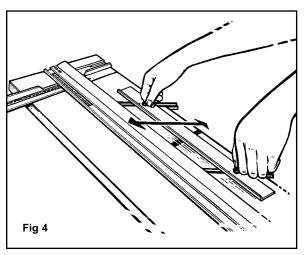
Mat Guide

1. Press each aluminum mat guide channel into board slots with rounded end towards the Guide Rail. Insert the four small guide rail channel screws from the **BOTTOM** of the board and tighten. **Fig. 3**



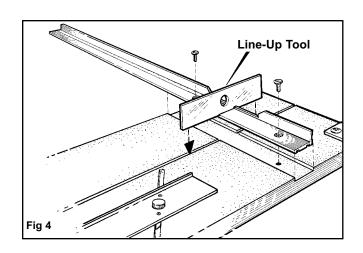
2. To install the Mat Guide loosen each knob three full turns. Hold the mat guide at either end and with your thumbs put some downward pressure on the knobs. Evenly drop the Mat Guide into the aluminum channels and tighten the knobs. **Fig. 4**

To loosen, turn knobs counterclockwise and slide.



Squaring Arm

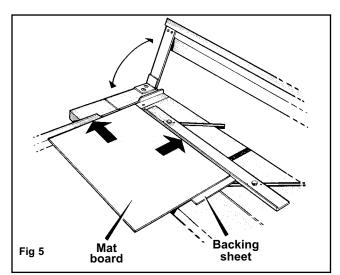
Use the line-up tool found in the squaring arm slot to line up the slot in the board with the slot in the squaring arm. Use the two larger machine screws provided to tighten the squaring arm into the board slot. **Fig 4**



Backing Sheet

A Backing Sheet is a piece of scrap matboard placed underneath the mat to be cut when bevel cutting. The Backing Sheet must be at least as long as the mat being cut and at least 4" wide. This protects the blades while cutting and produces a better cut. **Fig. 5**

NOTE: It is important not to continue to cut in the same spot of the Backing Sheet as this can cause curves in the cut. Replace Backing Sheet as necessary.



C. Blade Installation

701 Straight Cutting Head

Remove the Blade Screw and the Blade Cover from the Blade Holder. Place one #270 blade, sharp edge down, in the slot on the Blade Holder and line up the hole in the blade with the desired depth setting. Replace the Blade Cover and Blade Screw. **Fig. 4**

The #701 has three depth settings:

Top setting/safety setting

Middle setting/standard thickness mat board

Bottom setting/3/16" foamboard

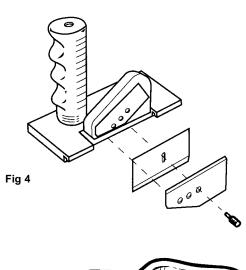
NOTE: Always have the three holes on the Blade Cover lined up exactly with the three holes on the Blade Holder before replacing the Blade Screw.

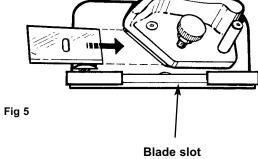


Loosen the Retaining Screw found on the back side of the Cutting Head until flush with the surface of the base. This allows the Blade Holder to tilt back all the way for blade change. Slide one #270 blade all the way in the back of the Blade Holder as shown. **Fig. 5**

NOTE: The hole in the blade is not designed to line up with the Blade Screw.

Re-Tighten the Blade Knob and tilt the Blade Holder down allowing the tip of the blade to enter the Blade Slot. Retighten the Retaining Screw.

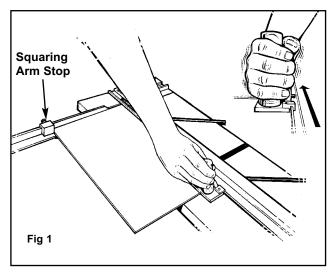




OPERATION

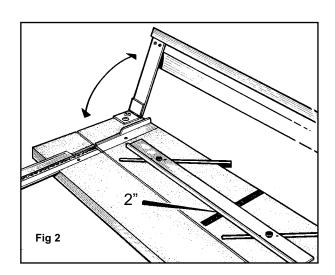
A. Straight Cutting A Board To Size

- 1. Remove the Mat Guide and Backing Sheet before straight cutting.
- 2. Set the Squaring Arm Stop at the number on the scale which you want your mat to be cut down to.
- 3. Lift the Guide Rail and place a sheet of matboard against the Squaring Arm and slide the mat board to the right against the stop. Make sure that it is squarely against the Squaring Arm
- 4. Hook the Straight Cutting Head onto the Guide Rail past the end of the board to be cut. Grasp the handle as shown in the picture and pull the Straight Cutting head towards you. Keep constant downward pressure on the Straight Cutting Head and the Guide Rail as you make your cut. Fig. 1 CAUTION: Be careful to control the Straight Cutting Head as it breaks through the end of the matboard as it will tend to "jump" towards you.

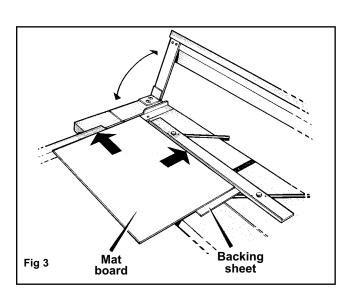


B. Cutting A Beveled Opening Using Marked Lines EXAMPLE: Cutting a mat with a 2" border.

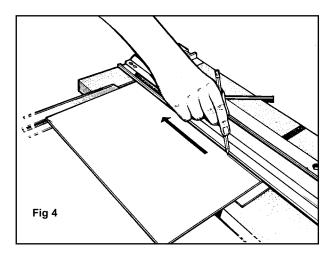
- 1. To re-install the Mat Guide, loosen the Black Knobs three turns and with the raised edge towards the Guide Rail, line up the Mat Guide with the parallel slots. Enter both sides at the same time keeping thumb pressure on the Black Knobs.
- 2. Set the Mat Guide to the desired border width. For example for a 2" border align the *front* of the Mat Guide at the 2" mark and tighten the black knobs. **Fig. 2**



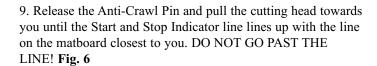
- 3. Make sure the Backing Sheet is in place before bevel cutting. You *must* use a Backing Sheet. The straight cut slot underneath the Guide Rail is used for straight cutting only.
- 4. Place the mat *color side down* under the Guide Rail, against the Mat Guide and down <u>against the Squaring Arm.</u> Fig. 3



5. Using a pencil, draw a line down the full length of the back of the matboard. Repeat this for the remaining three sides. **Fig. 4**

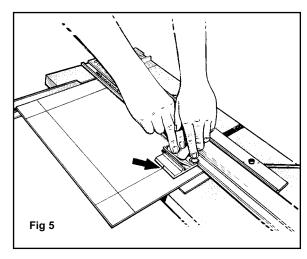


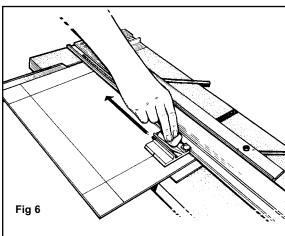
- 6. Hook the 702 Bevel Cutter on to the Guide Rail.
- 7. Position the cutter so that the Start and Stop Indicator line lines up with the marked line closest to the top of the machine. **Fig. 5**
- 8. With the left hand depress the Anti-Crawl Pin and firmly pivot the Blade Holder down into the mat. **Fig. 5**



NOTE: It is essential to keep even downward pressure on the Blade Holder as you cut.

10. Rotate the Blade Holder back up the neutral position, turn the mat 1/4 turn to the right and repeat steps 7 through 9 for the remaining three sides to finish the mat.

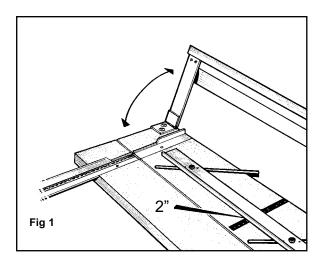




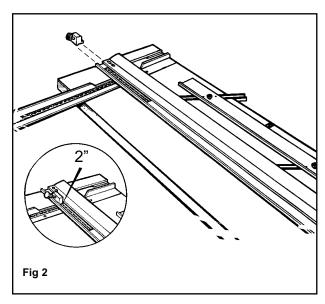
C. Cutting A Beveled Opening Using One Production Stop

EXAMPLE: Cutting a mat with a 2" border.

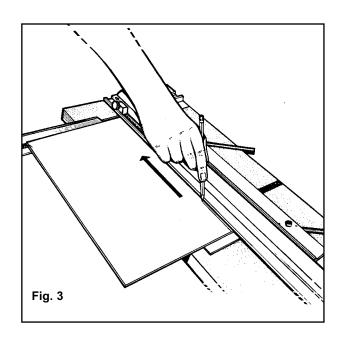
- 1. Set the Mat Guide to the desired border width. For example for a 2" border align the *front* of the Mat Guide at the 2" mark and tighten the Black Knobs. **Fig 1**
- 2. Place the mat to be cut into the machine colored side down with the backing sheet underneath and lower the guide rail.



3. Install the guide rail stop onto the guide rail and tighten at the 2" mark on the scale. Fig 2



4. Using a pencil, mark a line along the full length of the mat board using the guide rail as a guide. **Fig 3.** Turn the mat 1/4 turn to the right before cutting.



- 5. Hook the bevel cutting head onto the guide rail and slide it up until the start & stop indicator lines up with the marked line closest to the top of the machine.
- 6. With the left hand, depress the anti-crawl pin and pivot the blade holder to insert the blade into the mat. Fig 4
- 7. Release the anti-crawl pin and pull the bevel cutting head towards you until it gently contacts the guide rail stop. Pivot the blade holder up to remove the blade from the mat.
- 8. Lift the guide rail and turn the mat 1/4 turn to the right.
- 9. Slide the bevel cutting head up to the cut just made in the mat and line up the start and stop indicator for the next cut. Continue steps 6 through 9 to finish mat.

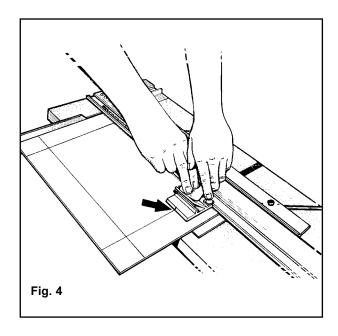
NOTE: In order for the production stops to be accurate, the blade depth must be set properly. If using the stop produces an overcut or undercut, a blade depth adjustment may be needed. (see pg 9)

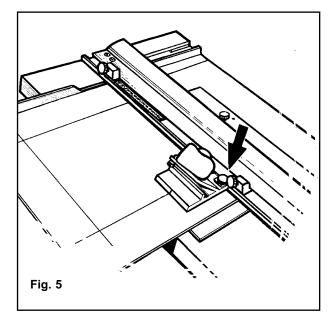


EXAMPLE: Cutting a mat with a 2" border.

NOTE: This method should only be used when cutting multiple numbers of mats that have the same outside and inside dimensions.

- 1. Set the Mat Guide to the desired border width. For example for a 2" border align the *front* of the Mat Guide at the 2" mark and tighten the Black Knobs.
- 2. Place the mat to be cut into the machine colored side down with the backing sheet underneath and lower the guide rail.
- 3. Using a pencil, mark a line along the full length of the mat board using the guide rail as a guide. **Fig 3.** Turn the mat 1/4 turn to the right before cutting.
- 4. Install the first guide rail stop onto the guide rail and slide it past the far end of the matboard but do not tighten it.
- 5. Install the second guide rail stop onto the guide rail and tighten at the 2" mark on the guide rail scale.
- 6. Hook the bevel cutting head onto the guide rail and slide up until the start & stop indicator lines up with the marked line closest to the Top of the machine. **Fig4**
- 7. Slide the top guide rail stop towards you until it makes contact against the bevel cutting head and tighten. **Fig 5**
- 8. Both guide rail stops are now set to make repeated opposite side cuts on a multiple number of mats of the same size. To then cut the other sides of the mats, reset the top stop as you did in step 6. and cut the remaining sides.





E. Cutting A Straight Opening

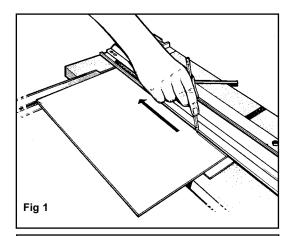
EXAMPLE: Cutting a mat with a 2" border

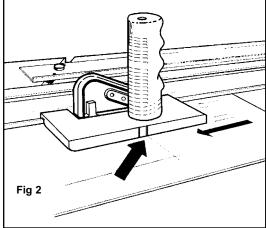
- 1. Set the Mat Guide to the 2" mark on the scale and retighten the black knobs.
- 2. Place the mat to be cut into the machine colored side down with the Backing Sheet underneath and lower the Guide Rail.
- 3. Using a pencil, mark a line along the full length of the matboard using the Guide Rail as a guide. **Fig 1.** Repeat this for remaining three sides.
- 4. Using the Straight Cutting Head, align the top scribe line with the top border line and press down on the handle until the cutting head sits flat on the matboard and over the Nylon Guides. **Fig. 2**
- 5. Pull the Straight Cutting Head until the bottom scribe line lines up with the bottom border line. Repeat until all borders are cut. **Fig. 3**

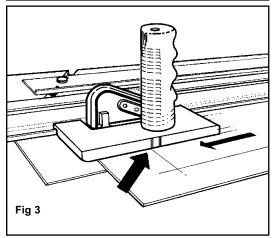


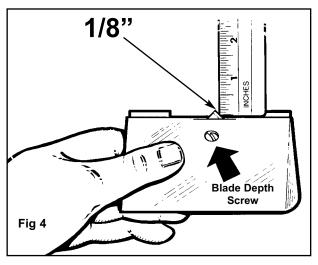
A. Blade Depth Adjustment- Bevel Cutting Head TOOLS NEEDED: Screwdriver, Ruler

- 1. Hold the 702 Bevel Cutter upside down in your hand with the blade activated in the cutting position.
- 2. Looking at the tip of the blade, measure the exposed amount with a ruler at the same angle as the blade. For standard thickness mat board (4 ply) only 1/8" of blade should be seen. To adjust, find the screw head recessed below the bottom of the surface of the cutting head near where the blade is coming out. **Fig. 4**
- 3. Turning the screw to the right (clockwise) will decrease the blade depth, the left (counterclockwise) will increase the blade depth. Not all matboard requires 1/8". Thicker matboard will require more. Always have the blade depth set so that the Backing Sheet is scored only slightly. Cutting even half way through the Backing Sheet is entirely too much blade depth. This extra blade depth allows the blade tip to flex and cause hooks and curves in the cut. Extra blade depth can also cause the Start and Stop indicator to be incorrect which results in overcuts. This test and adjustment needs to be done periodically as mat board has many variances of thickness and the depth can increase itself over time with regular use.









B. Re-Parallel The Mat Guide

TOOLS NEEDED: Phillips Screwdriver, Ruler.

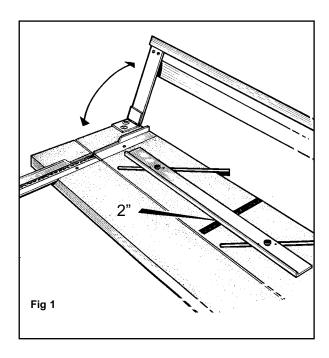
To re-parallel the Mat Guide, first determine that the Mat Guide *is* out of parallel by doing a parallel test.

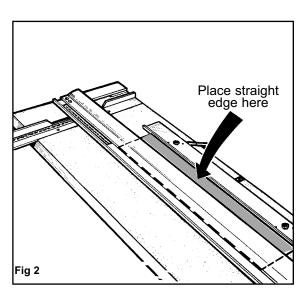
Parallel Test:

- 1. Lock the Mat Guide at the 2" mark on the scale. Fig. 1
- 2. Place a scrap piece of matboard under the Guide Rail and up against the Mat Guide at the *top end of the machine*.
- 3. Using a pencil, mark a line across the mat.
- 4. Slide the mat all the way down *to the bottom* where you are standing keeping the mat against the mat guide but not against the Squaring Arm.
- 5. Draw a line across the mat.
- 6. The piece of matboard should now appear to only have one single line across it. If the two lines drawn do not line up with each other, the Mat Guide needs to be re-paralleled.

TO RE-PARALLEL:

- 1. Release the Mat Guide.
- 2. Use a Phillips head screwdriver to loosen the screws on either side of the black knobs one turn each. There are four screws total to be loosened this way.
- 3. Place a metal ruler or suitable straight edge between the Mat Guide and the Guide Rail. Fig. 2
- 4. Slide the Mat Guide against the straight edge and the Guide Rail. Make sure both the Mat Guide and the Guide Rail are making solid contact on both sides of the straight edge.
- 5. Re-tighten the *Black Knobs* first.
- 6. Then re-tighten the four screws. Do another parallel test to ensure that the Mat Guide is now parallel.





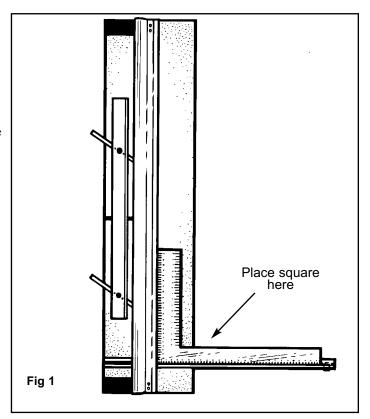
C. Re-Square the Squaring Arm TOOLS NEEDED: Screwdriver, Carpenter's Square.

ATTENTION: It is common for 32" x 40:" sheets of mat board to be un-square when bought. Take this into account before making any adjustments to the Squaring Arm.

Before making any adjustments to the squaring arm, make sure that the machine is *truly out of square*, not the matboard, by using the squareness test.

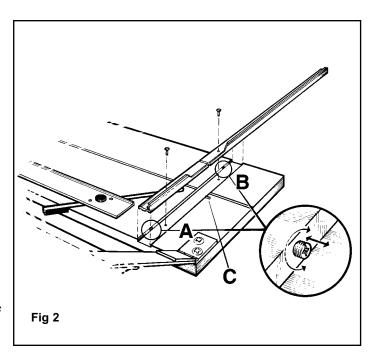
SQUARENESS TEST

1. Place the carpenter's square against the right hand side of the guide rail and down against the squaring arm. **Fig 1** Look to see if there are any gaps between the framing square and the squaring arm. If so, the squaring arm needs to be adjusted.



TO RE-SQUARE

- 1. By looking at where the gap is you can determine which way the squaring arm needs to go in order to be square again.
- 2. Remove the squaring arm and locate the three screws inside of the slot.
- 3. Adjust only two screws A&B. **DO NOT ADJUST C**. To adjust you must turn screws A & B in equal but opposite directions. To move the far right end of the squaring arm towards the top end of the machine, turn adjustment screw B inward (clockwise) about a quarter turn and adjustment screw A outward (counter-clockwise) a quarter turn. **Fig 2**
- 4. Re-install the squaring arm and check for square. This is a trial and error method, in some cases more than a quarter turn is needed, in some cases less.



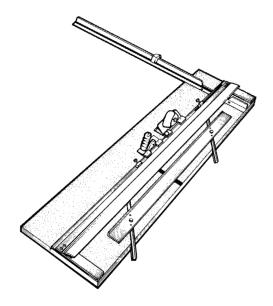
D. Helpful Hints

- 1. Always store your Simplex Plus Mat Cutter flat. Never stand the Mat Cutter up against a wall for any period of time. This can cause the Mat Cutter base to bow.
- 2. If you need to clean the Guide Rail, only use an evaporating solvent (lighter fluid, alcohol) that will leave no residue. Do not lubricate the Guide Rail as the substance will soften the Nylon Guides on the cutting heads causing them to bind on the Guide Rail.
- 3. The Bevel Cutting head has a "spring back" feature installed. This spring action is **not** intended to pull the blade up out of the mat after a cut. It is a safety device to prevent the blade from dropping down into the blade slot and cutting into a table, your hand, etc. when not in use.



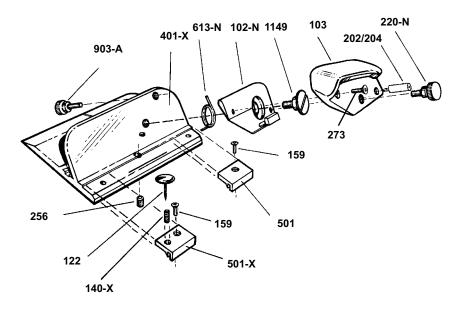
No two blades may last the same. It is a good idea to install a new blade before starting a new project to insure best cutting results.

Note: Use only Logan blades

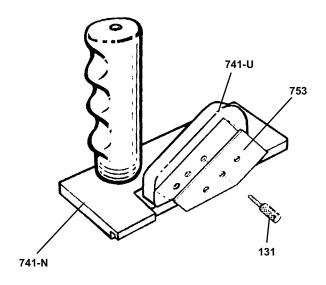


Parts List

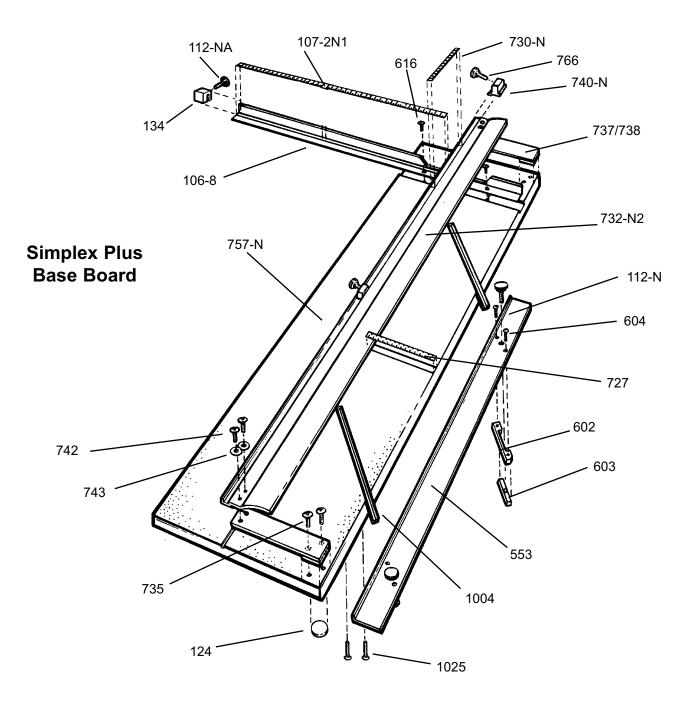
A. Cutting Heads



702 Bevel Cutting Head		
903-A	retaining screw	
401-X	cutting head base	
613-N	torsion spring	
102-N	bevel blade holder	
1149	shoulder screw	
103	bevel blade cover	
273	blade cover screw	
220-N	blade holding screw	
501	bearing	
501-X	bearing	
140-X	spring	
122	anti-crawl pin	
256	blade depth screw	
159	bearing screw (2)	
202/204	knob screw	



701 Straight Cutting Head		
741-U	upright base	
753	blade cover	
131	knurled screw	
741-N	straight cut base	



Simplex Plus Base Board				
106-8 107-2N1 112-NA 112-N 124 134 553 602 603 604 616 727	squaring arm squaring arm scale stop screw mat guide knobs (2) rubber feet (6) squaring arm stop mat guide slide (2) wedge (2) screw (4) squaring arm screw (2) mat guide scale	730-N 732-N2 735 737/738 740-N 742 743 757-N 766 1004 1025	guide rail scale 750 guide rail wood screw (4) hinge (2) guide rail stop (2) screw (4) washer (4) simplex base board stop screw (2) aluminum channel (2) channels screw (4)	

Trouble Shooting

Problem	Solution
Hooks or Curves	Blade depth set too deep. (see page 9) Blade is dull. Blade is catching on previous cut in Backing Sheet. (see page 4) Uneven pressure being applied to Cutting Head during cut. (see page 6)
Overcut on Top Cut	Cutting Head crawling forward as you insert the blade. Use Anti-Crawl Pin (see page 6) Blade depth set too deep. (see page 9) Stops not set properly.
Overcut on Bottom Cut	Adjust where you start and stop in relation to Start and Stop indicator.
Mat Borders Uneven	Not keeping mat squarely against squaring arm when cutting. Mat Guide not parallel (see page 10)
Ragged Bevel Cut	Cutting without a Backing Sheet (see page 4) Backing Sheet is worn out. (see page 4) Not changing the blade often enough.
Not Cutting Through	Machine not on a level surface (see page 12) Not using a Backing Sheet as least as long as the mat you are cutting. (see page 4) Backing Sheet not as wide as Guide Rail. Blade depth set too shallow. (see page 9) Uneven pressure being applied to cutting head during cut. (See page 6) GRAPHIC PRODUCTS, INC.

Creative Matting Matting Guide

Detailed Instructions on how to cut more creative style mats.

Including: The Double Mat

The Off-set Corner Mat

The Inlay Mat



CREATIVE MATTING GUIDE

DOUBLE RECTANGLE MAT

(Example 8" x 10" w/3 1/2" x 5 1/2" opening)

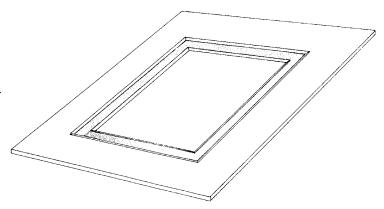
Step 1: Set the Mat Guide to 2" and cut an opening in the mat from the BACK.

Step 2: Keeping the fallout piece in place, run double sided tape around the back of the window border. Do not put tape on cut line. Also put a small swatch of tape in the center of the fallout.

Step 3: Straight cut a second piece of matboard of a different color to an outside dimension 7 1/2" x 9 1/2".

Step 4: Affix the second mat FACE DOWN to the taped back of the first mat being sure it is centered reasonably well.

Step 5: Set the Mat Guide to 2 1/4" and cut the second opening. The double fallout will drop from the window and the mat will be finished and perfectly aligned. NOTE: Triple mats can be achieved by repeating the above procedures again.



Double Mat

OFF-SET CORNER MAT

(EXAMPLE: 8" x 10" w/ 7" x 5" opening)

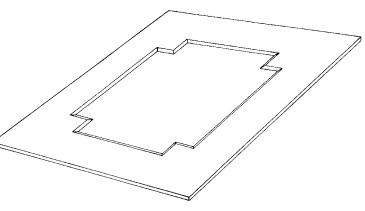
Step 1: Set the mat guide at 2" and draw all four lines.

Step 2: Reset the Mat Guide at 1 1/2" and draw another set of lines.

Step 3: Leaving the Mat Guide at 1 1/2", place the mat in the cutter, put on the Bevel Cutting Head and line up the silver indicator line with the bottom pencil line closest to center of the mat. Cut until the silver indicator lines up with he top pencil line closest to the center of the mat. Using the same procedure, cut all four sides. IMPORTANT: At this point the fallout will not drop from the window. Continue.

Step 4: Remove the mat and reset the Mat Guide to 2". Reinsert the mat.

Step 5: Line up the silver indicator line on the Bevel Cutting Head with the drawn pencil line furthest from the center of the mat. Cut until the silver indicator line lines up with the line at the top of the mat furthest from the center of the mat. Using the same procedure, cut all four sides. NOTE: Be careful to hold the fallout piece in place as you turn the mat for the last cut.



Off-Set Corner Mat

Inlay May

(Example 8" x 10" w/7 x 5 opening.)

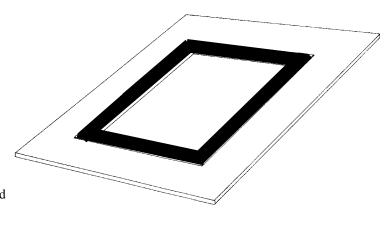
Step 1: Set the Mat Guide at 2" and cut as per regular instructions.

Step 2: reset the Mat Guide at 1 1/2". Keeping the fallout in place, cut the mat again as per regular instructions. You may keep the fallout piece in place by taping it on the back.

Step 3: Discard the outer border piece and fallout. Retain the inside border cutout.

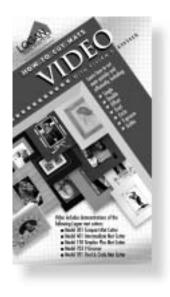
Step 4: Leaving the Mat Guide in place at 1 1/2", cut a second mat of a different color as per regular procedures. IMPORTANT: The second mat must be of the exact same outside dimension as the first mat.

Step 5: Remove the fallout piece from the second mat and place the inside border cutout from the first mat in the window opening from the second mat. The two pieces should fit together like a puzzle creating a flush surface across the front of the mat. Put tape on back to hold it in place.



Inlay Mat

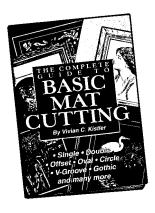
For more creative ideas in matting, pick up a copy of Logan's "How To Cut Mats" Video by Vivian C. Kistler, CPF. Item #237. Available through Logan dealers.



Other Great Logan Products,

Basic Mat Cutting Book by Vivian C. Kistler, cpf. 64 pages of easy to understand instruction. Includes sections on color choice, layout and design. Or try the *How To Cut Mats Video*. 35 minutes long hosted by Vivian C. Kistler, cpf. VHS Format.

Basic Mat Cutting-Item #238 How To Cut Mats- Item #237



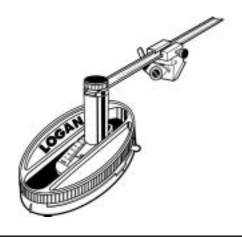
Simplex V-Groover Offers a way to cut surface V-Grooves quickly and accurately with zero overcuts. Push-Pull action cuts V-Grooves right on the surface of the matboard eliminating any need for trimming or taping. Works entirely with stops. Uses Logan #1258 blades.

Simplex V-Groover-Item #703 Replacement Blades-Item #1258



3-Step Oval and Circle Mat Cutter Easy to use, fast and portable. Cuts ovals or circles on the surface of the matboard using a patented 3-step mechanism for gradual increase of blade depth. Converts from oval to circle cutter with a turn of a knob. Ovals from 3 1/4" x 4 3/4" to 20" x 23". Circles from 4 1/2" to 20". Uses common blade. Logan #324, Dexter or X-acto equivalent.

3-Step Oval and Circle Mat cutter-Item #201 Replacement blades #324



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Logan Graphic Products, Inc. 1100 Brown Street Wauconda, IL 60084 847/526-5515 fax 847-526-5155 toll free 800/331-6232

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