

FIVE STEPS FROM BOX TO PROFIT

You have bought this Kutter system as a Ben Franklin Account. Disregard all other instructions, except the Techniques of Mat Cutting, warranty and warranty card. Please return warranty card in order to protect warranty.

Before attempting to assemble this unit please read the following:

Box A (4 x 12 x 45) is your Straight Line Mat Kutter.

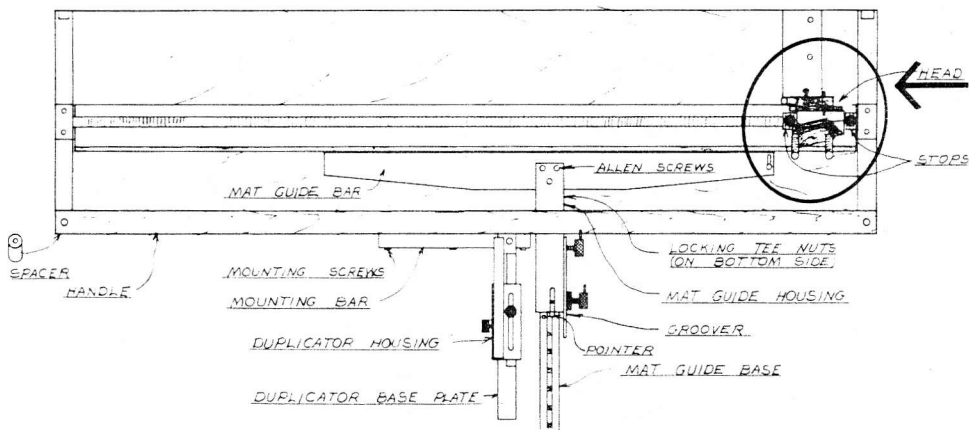
Box B (3 x 3 x 1) is your Guide System.

Box C (8 x 12 x 70) (*open last*) is your Cardboard and Glass Kutter.

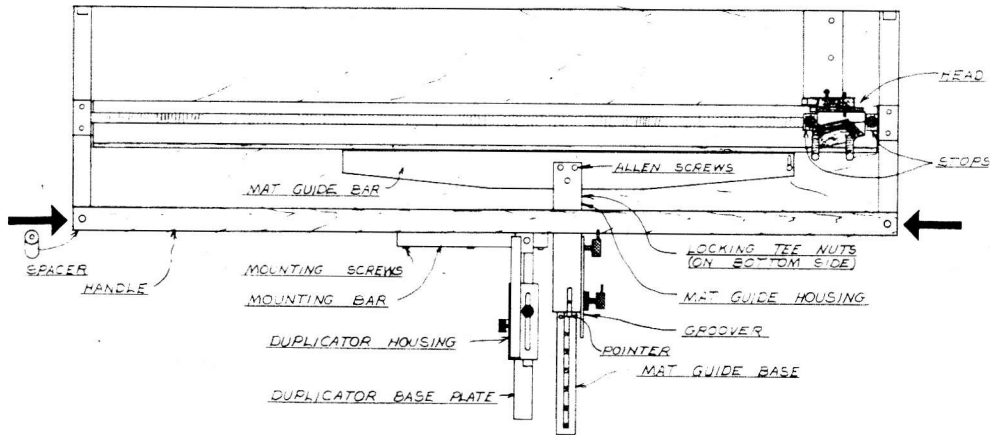
Please open Box A first (Keeton Straight Line Mat Kutter). Enclosed will be an envelope containing:

1. Techniques of Mat Cutting
2. Warranty information
3. Warranty card — *must be filled out and returned.*
4. Parts bag (containing all of the necessary tools to totally assemble this unit with the exception of a screw driver and small hammer).

You will notice that the Head is secured to one end of the Kutter. DO NOT move the head until the unit is completely assembled. Refer to caution card attached in Kutter.



You will find that the wooden handle, which is a 1 x 1 x 44 piece of wood, is not attached to the Cutter. Attach the handle by using the 1 inch round spacers and 2 ¼ inch screws. (see sketch).



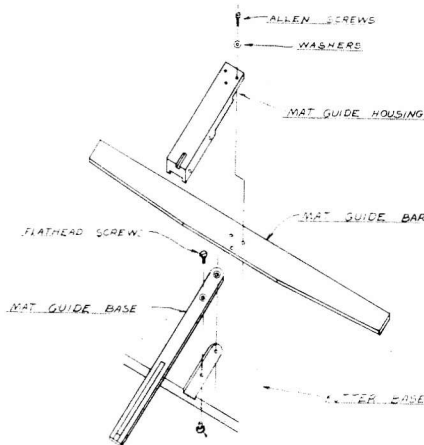
Open Box B. Inside this box you will find three separate items:

1. Keeton Heavy Duty Mat Guide with a hardware kit consisting of: (3) allen keys, (2) locking T nuts, (2) ½" screws, (3) allen screws with metal washers, (2) knurled locking knobs (note: these 2 knobs will NOT be used when using the groover).
2. Keeton Duplicator with a hardware kit consisting of: (5) 1 ½" wood screws with washers, (2) allen screws, (1) allen key.
3. Keeton Groover.

ATTACH THE ACCESSORIES TO THE CUTTER IN THE FOLLOWING ORDER:

1. Keeton Heavy Duty Mat Guide:

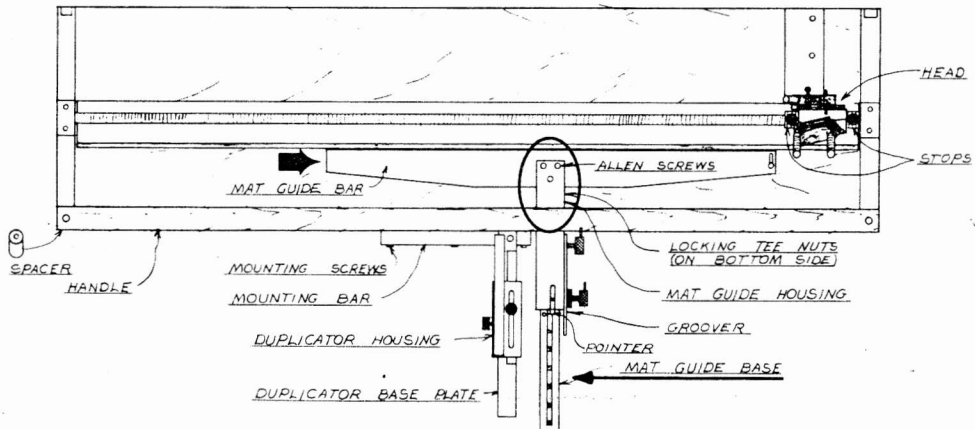
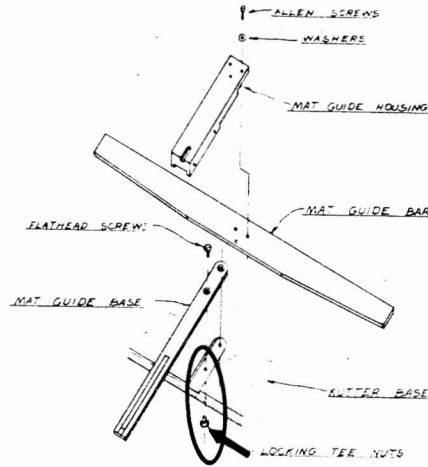
Unwrap and lay out all parts and open hardware kit. Attach mat guide base (see sketch). Place locking T-nuts in predrilled holes underneath Cutter base.



After inserting locking T-nuts tap **lightly** with a small hammer until flush with the wood. (This is the **only** place you are allowed to use a hammer). (see sketch)

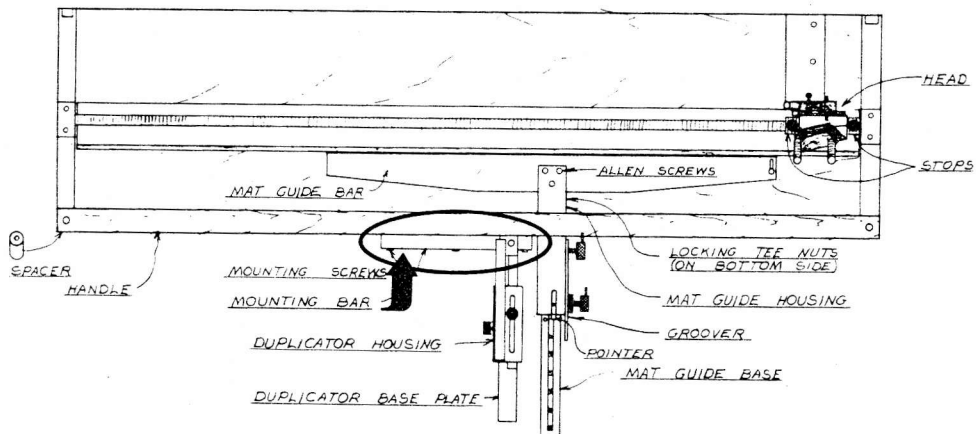
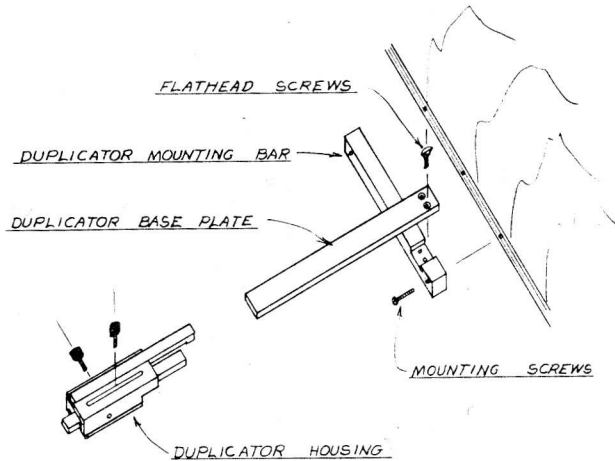
Take mat guide base and insert it into the routed black slot which is 16 inches from the hinge on the top side. Attach to Kutter with the (2) ½" screws. (see sketch)

See sketch to get mat guide bar (this part is 2" x 24"). Also get mat guide housing, lay housing over mat guide base, take mat guide bar and lay on Kutter base flush against Kutter bar. (see sketch). Slide mat guide housing over guide bar and match holes (see sketch). Use (3) allen screws with metal washers (black hex top screws) to attach housing to guide bar. **IMPORTANT: Put in finger tight only.** At this point your housing and guide bar are attached and will move freely on the guide base



3. Keeton Duplicator

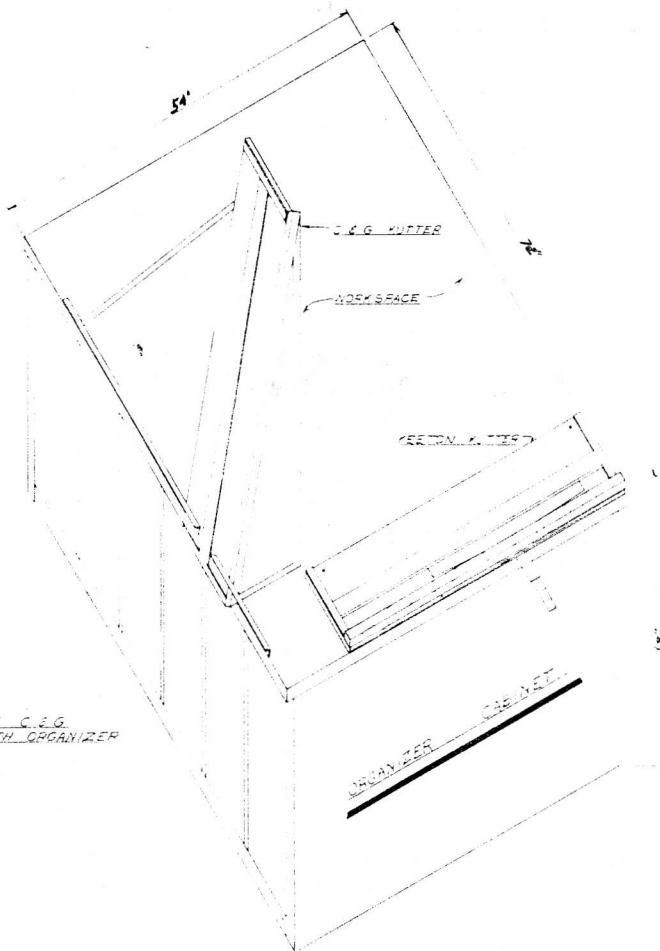
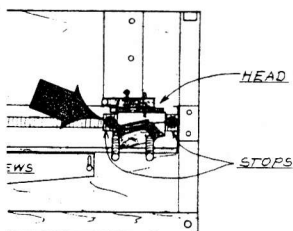
Unwrap and lay out all parts and open hardware kit. The duplicator mounting bar is attached parallel to the Kutter base (see sketch). It is attached with (5) 1½" wood screws with washers in the predrilled holes. **Do not** attempt to redrill or to attach wood screws with a hammer. The duplicator mounting bar must be level with the top of the wooden base. Once this is secured take the duplicator housing, remove it from the duplicator base plate. Attach base plate to duplicator mounting bar. (see sketch) This is attached with (2) allen wrench provided with this hardware kit. Take duplicator housing and slide on duplicator base. (see sketch)



You have now assembled and attached all of the accessories for your Keeton Kutter System. Before releasing the sliding block take a soft lint free cloth (such as a diaper) and wipe down the Kutter rod and bar. Remove the tie down that holds the Kutter head in place, loosen the top production stop (see sketch) and move it to the opposite end of the Kutter rod and lock it. Your Kutter head is now free to travel the length of the rod. Before beginning to cut mats you should lubricate your Kutter guide rod and bar with the silicon spray that has been provided to you with your hardware pack from Ben Franklin or use WD-40.

If you are using the Keeton Organizer, secure the Kutter to the top of the cabinet. If you are not using the Keeton Organizer, we suggest you *NOT* permanently secure your Kutter to a table because unstable work surfaces will cause problems.

Your Kutter MUST be perfectly flat and level.



FEATURES:

- ROOM ON TOP FOR MOUNTING
L.C.G. KUTTER & KEETON KUTTER
- 5 BINS FOR MATBOARD & 1 BIN
FOR GLASS CUT BOARD
- 10 BINS & 4 SHELVES IN REAR
- CARPET ON TOP
- ATTRACTIVE APPEARANCE
- STURDY CONSTRUCTION

NOTE: KEETON KUTTER & C & G
KUTTER NOT INCLUDED WITH ORGANIZER