

KEETON CARDBOARD AND GLASS KUTTER

Assembly Instructions

You are now ready to open Box C
Before assembling this unit please read and follow instructions. After opening this box you will find an envelope containing the necessary nuts, bolts, and tools (except for a screwdriver) and instructions for wall mounting the Cardboard and Glass Cutter. *CAUTION: Pegboard racks will not support the weight of this unit. If you are using the Keeton Organizer refer to instructions packed with it for proper location of equipment. If not using the Keeton Organizer this unit must be secured to a heavy, sturdy table. The table is recommended to be a minimum of 48" wide and 70" long. Recommended work height is 36" to 38" from the floor.*

Once you have selected the location for the unit to be mounted, it will be necessary to assemble part B to part E, this is the back frame of the unit. After parts B & E are securely fastened together the unit is ready to be mounted to the cutting table. Mounting Bar E (2 bars) have (2) predrilled holes each, screws included in hardware pack, for mounting to table top. Mount unit at this point before proceeding with assembly. (see sketch for proper part letters)

Attach part C *loosely* to wooden base using allen screws.

Attach part D *loosely* to wooden base.

Attach adjusting brace *loosely* to point A.

Remove screw securing bar B to bar E. (This is on the left side at the back of the frame) and attach part G to B & E, replace screw and tighten.

Secure adjusting brace *between* C and G

with (1) screw. (see sketch)

Attach locking handle - part F. (see sketch)

Allowing the weight to hang on the back side of the kutter, take the nylon cord, run it through the pully system at top (see sketch), bring the cord straight down the front and attach through handle mounting block in predrilled hole and tie. Be sure to allow enough cord for cutting head to move the full length of the kutter bar.

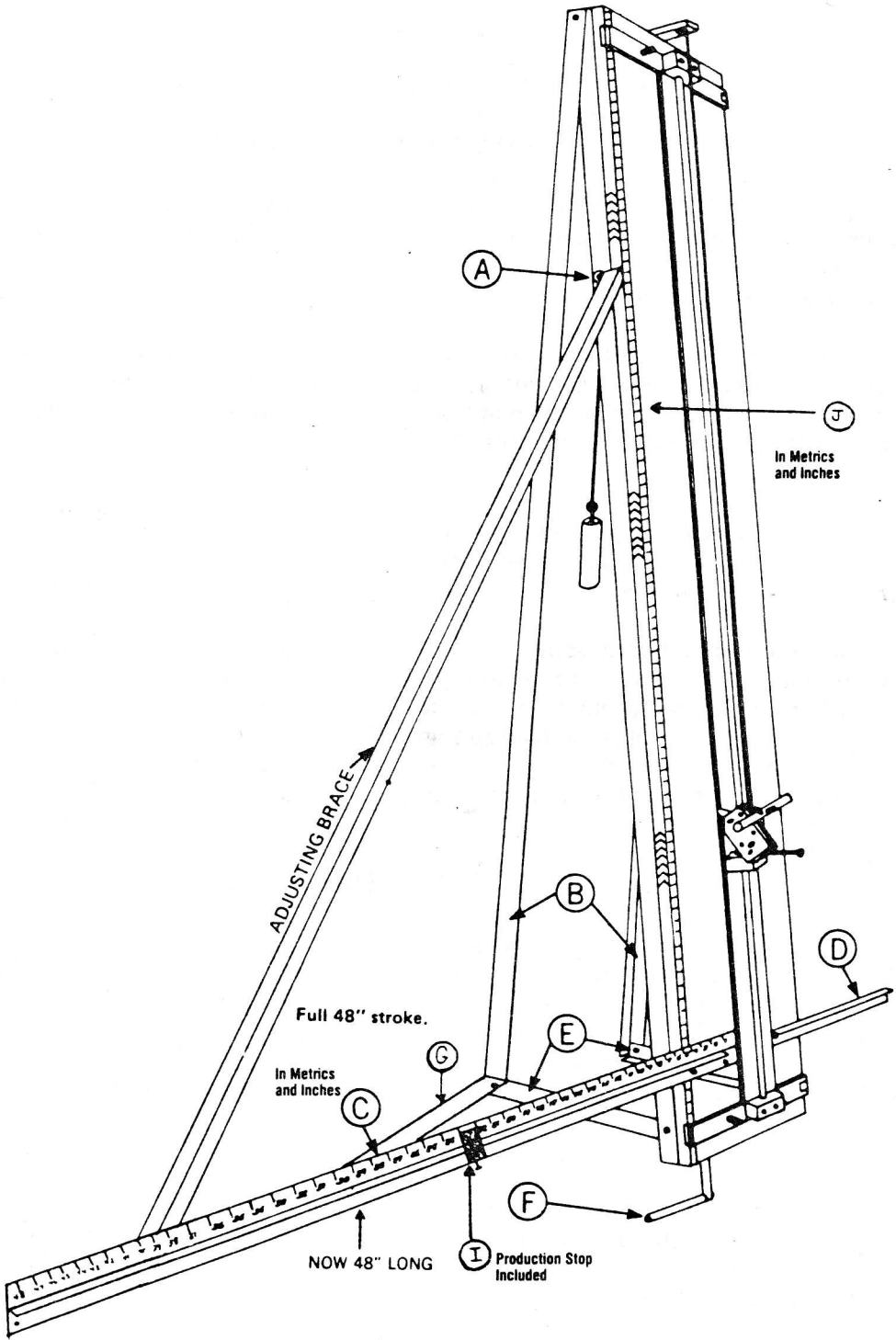
The unit is now assembled but must be squared and tightened.

Be sure the guide bar is locked down (push part F towards the back of the kutter).

In order to cut uniform size mat blanks, Part C (support with 48" scale) must form a right angle with the kutter guide bar.

Place a full sheet of mat board (32" x 40") on part C and push it against the kutter guide bar. At Point A (see sketch) move the adjusting brace up or down so that the mat board is flush against the kutter guide bar from top to bottom. When this is accomplished, tighten screw at point A. Now tighten the (2) screws holding part C to wooden base. With kutter bar still in locked position place mat board on part D flush against guide bar, square and tighten.

This kutter should be lubricated generously with 3 in 1 oil. Oil hole is located in top of sliding block.



KEETON CARDBOARD AND GLASS KUTTER

..... HOW TO SIZE MAT BOARD.

To cut a mat blank, unlock kutter bar (see sketch). Insert mat board behind the kutter bar, right to left. The mat board is now resting on the ruled support. (part C)

Position mat board at the desired width of mat blank. Example: Cutting 8 x 10 blanks you would position the mat board at the 8" measurement on the rule. Close the cutting bar.

Use both hands to pull cutting head down. Release cutting bar, push cutting head up out of the way.

Your excess mat board should be held with your right hand. Put excess mat board back in mat cabinet. *Do not* lay on floor or work table. After replacing excess mat board, take the piece you have cut to 8", put it back behind cutting bar,

position to 10" mark on scale, lock and cut as before.

We suggest, in order to familiarize yourself with the machine, you cut (2) 32" x 40" mat boards into several 8" x 10" blanks. You will use these for your practice on the straight line mat kutter.

Installing New Blades

To change cutting blade in Keeton Cardboard and Glass Kutter release tension spring and push locking pin to left, this will allow the blade holder to rise forward. Release the upper knurled knob (this will allow you to remove the blade from the assembly). Replace with a new blade. Tighten knurled knob. After blade is replaced in holder raise blade holder and reset locking pin to the right.

..... HOW TO SIZE GLASS.

Remove glass cutter from package. (see sketch for proper location of glass cutter) Glass cutter will enter slot in end of blade holder only *one way, NOTCHES UP*. Loosen lower knurl knob and insert glass cutter as far as it will go. Tighten lower knurl knob.

To put blade holder in glass cutting position, lift up slightly on blade cover assembly and push locking pin to your left. Blade cover assembly will drop down in proper position.

To size glass

Pull kutter head down to bottom of guide bar. Open guide bar. Slide sheet of glass from right to left to desired setting. Close kutter bar. Place *both* hands on handles with thumbs resting on glass cutter. Lift up while pressing in.

Once the glass is scored, unlock guide bar, slide glass to the right until score is 1/2" past kutter base. Lock guide bar. Snap glass back using both hands.

ESSENTIAL CARDBOARD AND GLASS KUTTER MAINTENANCE

As previously mentioned, *regular and proper* kutter care is a must. To help you on your way to numerous years of unequalled service from your kutter, we recommend that you follow these steps (daily or as required):

1. Dust off all areas of the cutting bar with a brush.
2. Clean between rod and cutting bar with Q-tips and beveled mat scraps.
3. Flush cutting bar and head with lighter fluid and run head up and down. This should strip old lubricant build-up.
4. Dry completely with absorbant material.
5. Apply a *light even coat* of 3 in 1 lubricant (protection of the general area around your kutter is recommended).
6. Burnish it into the metal by running the cutting head up and down.
7. *Wipe off all excess oil before it drys!*

Monthly, we suggest that you remove the bottom rod bearing and slide the complete cutting head off (*before doing this remove the blade*). DO NOT allow rod and bar to fall out. Clean out the hole in the sliding block and clean the full length of the rod and bar using lighter fluid (see steps 3 through 7 above). Replace the kutting head on the guide bar and attach the guide bar to the kutter EXACTLY as you took it off.