Congratulations on your wise choice of purchasing a Classic, by C.I.A., mat cutter. Your Classic Mat Cutter is a precision instrument and is constructed of durable, high quality components. With the proper care and maintenance it will provide you with years of satisfactory performance.

**DESCRIPTIONS:**

A. **Bar and Rod Assembly** - these two parts are precision ground, chrome plated steel. They are fastened together with a deliberate bow in the middle. This provides uniform pressure on the bar when pressure is applied to the handle. The block slides along the bar and rod.

B. **Baseboard - 1" Thick**, resin-impregnated fibreboard provides a sturdy, warp-resistant base.

C. **Bearing Blocks** - They hold the bar and rod assembly, and also allow it to pivot.

D. **Bevel Blade Holder** - Pivots on the left side of the sliding block. Designed for No. 1200, No. 1500 and No. 1700 blades.

E. **Handle** - Fastened at each end to the hinges. Pressure on this handle keeps the board being cut from slipping.

F. **Offset Hinges** - Support the bar and rod assembly.

G. **Mat Guide** - Controls the width of the mat border being cut. It has a clamping screw on both ends and is adjustable to assure parallel edges.

H. **Mat Guide Adjustment Screw** - Allows adjustment of the mat guide bar.

I. **Top Mat Guide Clamping Screws** - Used to secure mat guide.

J. **Mat Guide Top Plate** - The bottom clamping surface for the mat guide.

K. **Sliding Block** - A highly precision machined, adjustable block, which slides on the bar and rod assembly. Both blade holders are fastened to this block.

L. **Squaring Arm** - Is adjustable and used for positioning boards when cutting to size with the straight blade holder.

M. **Squaring Arm Stop** - For repetitive sizing of boards.

N. **Straight Side Blade Holder** - Pivots on the right side of the sliding block. Designed for No. 1991 type blades. Used for cutting and squaring boards to size.

O. **V-Groove Stop** - A cam button with an offset hole located on the top of the mat guide top plate. Is adjustable for cutting V-groove mats.

**Checklist**

Check your mat cutter for any visible signs of damage. If the package is damaged, examine...
that adjacent portion of the mat cutter with special care. Report any damage immediately to the shipper.

Carton contents:

Besides the mat cutter, the carton should contain:
- Attached mat guide
- Squaring arm (if 'A' model)
- Operating manual
  (includes trouble-shooting guide and parts list)
- Parts envelope which includes:
  - No. 1200 blades
  - No. 1500 blades
  - No. 1700 blades
  - No. 1991 blades
  - Squaring arm stop
  - Knurl screw (for squaring arm)
  - Allen wrenches - 3/32", 1/8", & 5/64"

Assembly:

Remove squaring arm from taped position on handle and attach to mat cutter using 5/8" dia. knurl screw. Make sure cam lug on bottom of squaring arm fits into corresponding hole in baseboard.

Safety Precautions: This machine is equipped with two sharp blades which are not fully exposed, but do require some caution. Keep hands away from the blade tips and from under the bar & rod assembly, especially if the straight side cutting blade is in the locked-down position!

Alignment of Cutter

Your Classic cutter is adjusted at the factory, but must be rechecked because of possible misalignment caused by shipping. It is important to check your cutter in the following sequence:

1. After installing the squaring arm, take a framing square and lay it on the arm with the bottom resting on the arm and the left side against the rod. If this angle is not square, slightly loosen the clamping screw that holds the arm down. With an allen wrench, loosen the allen screw on the outside, left end of the arm. Using a slotted screwdriver, turn the recessed screw on the top of the arm until the arm is square with the bar. Retighten the allen screw and the clamping screw.

2. Lift the handle of the cutter and slide the framing square over until it rests on top of the mat guide top plate (remove the mat guide first). This plate should be aligned perfectly with the squaring arm. If not, loosen the two recessed screws holding the plate down and adjust it so it lines up with the squaring device. Retighten the recessed screws. If your cutter does not have a squaring arm, adjust the mat guide plate so that it is square with the left side of the rod.

3. Clamp the mat guide to the mat guide top plate. Set the mat guide at 2" (50.8 mm) on the bottom ruler and tighten both top and bottom clamping screws. Lift the handle and put a piece of squared 8" x 10" mat board in the corner formed by the mat guide and the mat guide top plate. Lower the handle.

3. Holding a pencil vertically, draw a short line on the board. Lift the handle and move the board up against the top edge of the mat guide. Lower handle. Again holding the pencil vertically, draw another line over the original line. The lines should be superimposed. If not, loosen the mat guide bar adjustment screw and move the bar accordingly. Tighten both screws again and repeat the mat board/pencil marking check. Readjust bar if necessary. When aligned properly, both rulers should read the same on the mat guide settings.

Cutter Cleaning and Lubricating

Your Classic cutter requires regular cleaning and lubrication for best performance and longer life. The bar & rod assembly should be cleaned with solvent regularly (lighter fluid or lacquer thinner). For daily lubrication we recommend "Super-Kote", an aerosol spray available from your framing supplier. After spraying on a light coat, let it dry for a few seconds and then wipe off the excess with a cloth. Run the block back and forth several times,
It is recommended that the sliding block be removed monthly to clean the bottom bearing surfaces. (Important! Remove both blades from the cutter first!) Remove the two screws in the bottom bearing block.

Pull the bearing block off the rod and then slide the block off. Clean the bottom with solvent, spray lightly with "Super-Kote". Wipe off the excess and reinstall the block and cutter.

Blades (Bevel Bladeholder)

Your Classic Mat Cutter has been specially designed to take any of three different size blades, each having a different purpose:

For cutting regular matboard, Classic recommends Carlithers Mat Cutter Blade - 1200 Type #7012. For cutting Ragboard or Black Core Matboard, Classic recommends Carlithers Mat Cutter Blade - 1500 Type #7017. Classic gives you the alternative.

Blade Changing (Bevel Bladeholder)

Loosen the large knurl screw on the blade holder, pull the used blade out. Insert the new blade with care into the holder. If not inserted properly, the other end of the blade will dig into the bottom lip of the holder cavity and cause blade edge damage. Tighten knurl screw. If blade is still loose, slightly loosen allen screws on top plate and retighten knurl screw.

Bevel Bladeholder Blade Depth

The blade should project from the blade holder so that it cuts through the board being cut and barely scores the slip sheet underneath. Test this out with 2 scrap inches of mat board.

A blade protruding too far will not have enough support, will flex and create hooked corners.

To adjust the blade depth, loosen the large knurl screw. While holding the blade in from the front, adjust the blade depth with the allen screw on the back of the holder. Retighten the knurl screw.

Blades (Straight Blade Holder)

Classic recommends Carlithers Mat Cutter Blade - 91 Type #7350

Blade Changing (Straight Blade Holder)

Loosen large knurl screw, then loosen small allen screw. Pull #91 type blade out and up. Insert new blade and retighten phillips screw and knurl screw.

Standard mat board can be cut with the blade locked down. Simply push the blade holder down, push the locking pin
over and release the holder. For heavier, harder mat board or mount board, two passes with the blade is recommended in the unlocked position.

Table Surface
Your cutter table should be flat. Any warping will also allow the cutter baseboard to warp and produce inconsistent cuts. Put pieces of mat board under the middle of the cutter to level it. You can also fasten the cutter down on both ends. This is recommended on the 60" mat cutter.

Basic Cutting Techniques

Slip Sheet
Always use a regular piece of mat board (not mount or rag board) 6" wide x the capacity of the cutter as a slip sheet under the mat being cut. It will compress the board and produce a clean cut. It will also give you longer life on your mat cutter blades. Move the board slightly for each cut and switch ends and/or replace it if it becomes ragged. Crescent Cardboard Co. now has pre-cut slip sheets available.

Holding the Blade Holder
Stand at the bottom of the cutter and lift the handle. Insert the mat board under the bar. The most comfortable position will be to rest the index finger on the top of the comfort handle. Place the thumb loosely under the large lift knob as shown.

Insert the blade smoothly rather than jabbing it into the board by pushing down with two fingers on the handle. Push the blade down all the way and then, using two or three finger pressure, pull back on the sliding block until you reach the desired distance and then release the cutter. It is important to keep the blade fully depressed while pulling it. Do not apply upward pressure with the thumb as you are pulling. This is a pivot point only and applying pressure here may bind the cutter.

Holding the Handle
The handle should be held in the middle of the board being cut. This will probably distribute the pressure. Apply enough pressure so that the bar flattens out. Too much pressure may cause the bar to bow up in the middle and cause uneven cuts.

Cutting a Single-Opening Mat With Pencil Lines
Set the mat guide for the desired mat width e.g., 2". Raise the handle and place the board color side down in the corner formed by the mat guide and mat guide top plate. Pencil mark the back of a mat board which has been cut to size e.g., 6" x 10". (Hold pencil at same angle as cutter.)

Slide the block up and depress the blade fully so it enters the board approx. 3/16" above the top intersecting horizontal guide line.

Pull and slide the block back until the back cutting edge of
the blade is approx. 3/16" below the bottom intersecting horizontal guide line. Release the blade holder.

Repeat on the other three sides. Finished Single Mat.

Additional mat cutting techniques are also available through books available from your Classic/C.I.A. distributor.

Mat Cutting Block Adjustments

Note: The block on your new Classic cutter has been adjusted at the factory and should not require further calibration before use.

If adjustments are necessary, use the top two recessed allen screws on the straight cutter side of the block and two top recessed allen screws on the bevel side of the block. Before adjusting, remove theblock from the bar & rod and clean and lubricate inside the block cavity and the bar & rod.

(see page 2 - Cleaning & Lubricating).

Reinstall block and slide back and forth to find tightest spot of bar & rod. Adjust the block in this area. Adjust one screw at a time. Screw it all the way in until the block won't move. Then screw it out until the block slides smoothly the whole length of bar & rod. Repeat procedure on the other three screws.

3. Set Top Precision Stop on 2". Move Top Stop down until it hits the top edge of matboard as shown and lock in position.

4. Set bottom Precision stop on 2".

Note: There are also two side adjustment screws on the straight side of the block. They should be kept loose until there is sufficient play from left to right to cause the need for adjustment.

Cutting A Single Mat Using Classic Precision Stops (Optional Attachment)

1. Attach Classic Precision Stops to bar & rod and set on 2". Set mat guide on 2".
2. Place an 8" x 10" piece of matboard face down into cutter.

5. Pull block down with blade in matboard until the block hits the bottom stop. Release blade from matboard.

6. Reverse mat around and repeat on the opposite long cut.
7. Turn matboard to short
side, moving top stop so it again hits the top edge of the matboard and locking in place.
8. Repeat same cuts on two short sides.

Adjusting the Precision Stops

NOTE: Besides the following adjustments, unsquare boards, blade depth, board thickness changes and inconsistent techniques may also cause cutting variables.

Cut a single mat. Check the left vertical cut on the back of the board. The beginning of the cut should start approximately 3/16" above the top intersecting horizontal cut. The end of the cut on the bottom should stop approximately 3/16" below the bottom intersecting cut.

To correct overcuts on the top side of the cut, loosen the nut on the top stop bolt and screw the bolt counter-clockwise in toward the mat.

To correct undercuts, loosen the nut and screw the bolt clock-wise away from the matboard.

The bottom stop is adjusted in using the same technique. Tighten the nut after the proper adjustment is made.

Double Mat
(Using Precision Stops)

1. Cut single mat as in above directions.
2. Trim down a second matboard 1/4" on one short and one long side.
3. Tape two matboards together, also taping fallout of first mat back in.
4. Move mat guide and both stops to 2-1/4".
5. Place taped mats face down into guide corner and cut all four sides of second mat. Note: The outside dimension is set by the first mat and not the second.
6. Remove fallout and you have the finished double mat.

V-Groove Mat
(using Classic Precision Stops)

1. Set mat guide and stops on 1-1/2".
2. Mark an alignment line on the back of the matboard.
3. Cut a single mat.
4. Remove slip sheet. Bring mat guide in all the way until it stops next to the bar & rod hitting cam button. Lock in position.
5. Place fallout mat face up and trim down 7/64" on all four sides(size may vary depending on setting of the V-Groove Cam Button).
6. Place both mat and trimmed fallout back together face down. Line up alignment mark and tape together with 3M's #810 Scotch tape.
7. Now you have a finished V-Groove. Note: For a wider or narrower V-groove, adjust the V-Groove Cam Button to the
right or left with a small phillips screw driver.

9. To finish mat, move mat guide and stops to 2" and cut a single mat.

7. Remove one of the taped outside cut pieces and pencil in an alignment mark.

Offset Corner Mat (using the Precision Stops)

1. Place mat guide on 2-1/4" and place the Precision stops on 2".
2. Cut a single mat. Note there will be overcuts showing at this time.
3. Reverse settings by moving the mat guide to 2" and the stops to 2-1/4".
5. Finished offset corner mat.

Inlay Mat (using Precision Stops)

1. Trim down the mat to be inlaid 1/4" on one short and one long side.
2. Tape the trimmed mat face side to the bottom of the top mat by placing a 1" strip of double stick ATG tape on the four inside front edges of the trimmed mat. (Make sure the trimmed mat does not extend out beyond the edge of the top mat.)
3. Place mat guide and stops on 2-1/4".
4. Cut a single mat into the trimmed mat. Note that the blade depth is only going into the first mat and not the second mat.
5. Place mat guide and stops on 2", but move the top stop out of the way.
6. Starting from the top edge of matboard, slice down all four sides of the board at 2". The corner pieces will fall out immediately.

8. Remove remaining cut pieces and remove inside inlay portion. Remove any excess adhesive.
9. Bring top stop back in and cut a single mat at 2".
10. Place a piece of #810 tape on the top and bottom back of the top mat. Line up the alignment marks and set inlay piece into back of top mat.
11. Check positioning and finish taping on the back.
12. Finished inlay mat.
Mat Cutter Attachments:

Carithers Mat Protractor

Allows you to cut multi-angle (8-sided, 6-sided, Diamond shapes, Triangles, Fan shapes, Star shapes, etc.) double and triple mats in production. Keeps the angles matched and is fast, easy, and profitable!

No. 996
Mat Protractor (optional) pictured on Classic mat cutter.

Classic Detachable V-Groover

Available for cutting creative or production V-Grooves from the face side of matboard, eliminating making second cuts and taping on the back. A quick solution to time-consuming, regular V-Groove mat cutting, giving you excellent, quality V-Grooves.

No. 1050
Classic V-Groover (optional) pictured on Classic Mat Cutter.

Carithers Mat Cutter Extension

Attaches to the Classic Cutter to give you up to a 22" mat border width. Used for reverse bevel mats, multi-opening mats, title-openings, duck stamp print mats - any mat that requires a mat border width, wider than 6". Comes in several sizes for any length Classic mat cutter.

No. 995
Designer Plates (optional) pictured on a Classic mat cutter with an extension.

Carithers French Mat Marker

Used as an alternative for laying out mats for multiple openings and unequal borders. Fast and easy to use. Also used in French Matting and Needlework layouts.

No. 438
Picture shows using Marker (optional) to layout mats.

Carithers Mat Cutter Cover

Sets on top of Classic mat cutter and gives cutter protection from dust and dirt. Helps to reduce wear on cutter block by limiting dust and dirt collection on cutter bar & rod and block. Comes in different length sizes.

No. 701
Cover (optional) pictured on Classic Cutter.

More attachments and accessories are available from Classic/C.I.A. See Your Classic/C.I.A. Distributor for more details or write Carithers International Associates, for a complete catalog.

Carithers International Associates, Inc., P.O. Box 16997, Jackson, MS 38236
(601) 956-8378
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<th>Problem</th>
<th>Possible Reasons</th>
<th>Solutions</th>
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<td>Blade extending out too far from holder&lt;br&gt;Wrong blade&lt;br&gt;Dull or damaged blade&lt;br&gt;&quot;Jerking&quot; blade into mat board&lt;br&gt;Insufficient handle pressure&lt;br&gt;Shoulder screw inside bevel blade holder loose</td>
<td>Adjust blade to proper depth&lt;br&gt;Use No. 1500 or No. 1700 blades for thick or conservation matboard&lt;br&gt;Replace&lt;br&gt;Insert blade into board smoothly&lt;br&gt;Hold handle in middle of mat &amp; apply more handle pressure&lt;br&gt;Tighten</td>
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<td>Replace blade&lt;br&gt;Use a 6&quot; wide mat board slip sheet&lt;br&gt;Use 1200 blades for regular mat board &amp; 1500 or 1700 for thicker mat board&lt;br&gt;Move slip sheet around in new area&lt;br&gt;Adjust hinges</td>
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<td>Bevel blade slips</td>
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<td>Insufficient handle pressure&lt;br&gt;Cutter base bowing due to warped table&lt;br&gt;Blade not cutting all the way through&lt;br&gt;Slip sheet too narrow or too short</td>
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<td>Remove screw and file end flat</td>
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CLASSIC MAT CUTTER WARRANTY

C.I.A., Inc. warrants your new Classic cutter, accessories, and parts to be free from defects in material and workmanship for a period of ninety (90) days from the date of purchase by the original user. Each cutter, accessory, and part will be thoroughly inspected before shipment to insure conformance to specifications. If your Classic cutter, accessory, or part malfunctions or is inoperable within the warranty period because of a defect in material or workmanship, we will repair or, at our option, replace the defective unit at no cost to the original user or consumer purchaser.

This warranty excludes and does not cover defects or malfunctions of your cutter, accessories, or parts which were caused by repairs by persons not authorized by us; by use of parts or accessories not designed or authorized by us; by mishandling, improper adjustment, modifications, or damages while in your possession.

To obtain repair or replacement under this warranty, contact Classic Company, P. O. Box 16997, Jackson, MS 39236, phone (601) 956-8378.

NO CUTTER, ACCESSORY, OR PART IS TO BE RETURNED WITHOUT SPECIFIC PERMISSION FROM THE CLASSIC COMPANY SERVICE DEPARTMENT; NOR WITHOUT TRANSPORTATION CHARGES PREPAID. Instructions will be given for packaging and shipment. Documents verifying date of purchase by the original user/consumer and transportation charges incurred must be provided. Pre-paid transportation charges will be reimbursed on cutters, accessories, and parts returned to Classic and found to be defective within the warranty period. Repaired or replacement units will be returned freight pre-paid to the point of origin.

This warranty is in lieu of all other warranties expressed or implied including the warranties of merchantability and fitness for use, and the manufacturer neither assumes nor authorizes any representative or other person to assume for it, any other liability in connection with the sale, maintenance, or repair of said cutter. IN NO EVENT SHALL C.I.A., INC. OR CLASSIC COMPANY BE LIABLE FOR ANY DAMAGES OR LOSSES, INCIDENTAL OR CONSEQUENTIAL, DIRECT OR INDIRECT, ARISING OUT OF THE USE OF THIS PRODUCT.

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