

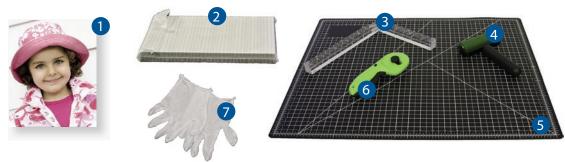


Mounted Photo Assembly Quick Reference



Gather materials

- 1. Customer's photo print
- 2. Mounted Photo frame
- 3. Assembly jig
- 4. 4-inch roller
- 5. Self-healing cutting mat
- 6. Rotary photo cutter
- 7. Photo gloves



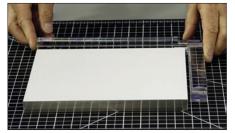
-\Δ- ₋₋₋₋₋

 $\dot{\hat{Y}}$ TIP: Mounted Photo frames are available in several sizes. Select the correct size for the photo you are mounting.

Prepare the frame



1 Remove the frame from the protective sleeve and place it *white side up* on the cutting mat. Save the sleeve.



Place the assembly jig against one corner of the frame. The jig must be in close contact with the frame along two sides.



Peel back 2 to 3 inches of the white release paper from the corner of the frame opposite the jig. Crease the liner so the flap lays flat.

Align the photo with the frame



- Put on the photo gloves and brush any debris off of the back of the customer's photo. The back of the photo must be clean.
- TIP: Always wear photo gloves when handling customer photos.



Place the photo on top of the frame, taking care not to stick the photo to the exposed adhesive yet. Align the photo by pushing it against the two ledges on the assembly jig, so it contacts all along two sides.



Holding the aligned photo against the jig, gently press the corner of the photo opposite the jig onto the exposed adhesive.

Remove the jig from the mat.

Continued – over

spiralbinding.com Page 1 of 2



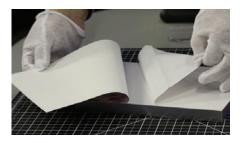
MOUNTED PHOTO ASSEMBLY

Ouick Reference





Fix the photo to the frame



Lift the loose end of the photo and gently peel away the rest of the release paper. Do not allow the photo to touch the newlyexposed adhesive yet.

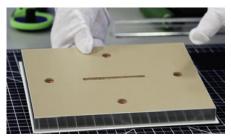


Roll the photo lightly onto the frame, working from the stuck corner outward to avoid trapping air bubbles.



Roll over the print again in all directions, this time pressing firmly to fully adhere the entire photo to the frame.

Trim the photo



Flip the photo mount face down on the cutting mat.



CAUTION: Avoid contact with the blade. It is extremely sharp.

1 1 Extend the cutter blade: a) Push the safety latch. b) Squeeze and hold the trigger. c) Push the safety latch back.



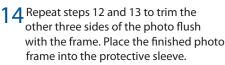
12 Position the cutter on one side of the frame as shown. Hold the cutter so the blade is vertical, not tilted. Lightly press the side of the blade flat against the side of the frame.



15 Retract the cutter blade: a) Release the trigger and push the safety latch to retract the blade. b) Push the safety latch back to lock the blade in the retracted position.

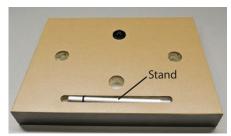


13 Maintain this cutter orientation while pushing the cutter along the edge of the frame with moderate downward pressure to make the cut.

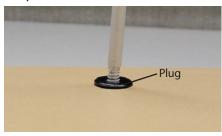


⚠ IMPORTANT: If more than moderate pressure is needed to make the cut, the blade is too dull. Replace the cutter (part no. Q8944A).

Tell the customer how to assemble the photo frame stand



Remove the stand from the slot: Push down on one end of the stand and then pull up on the other.



Screw the stand into the black plastic



The stand should be in the hole nearest the bottom edge of the photo. If it is not, remove the stand and plug by pulling on the stand. Then reinsert them into the appropriate hole.

spiralbinding.com Page 2 of 2