



DIY - MOUNTING INSTRUCTIONS

- 1.** Start by setting up a clean area to do your assembly - preferably a table (consider covering the surface with a sheet or other soft cloth to protect it-- and the frame--from scratches).
- 2.** Carefully unwrap your "flat-pack" which contains your "stack" of glass, matting, mountboard, and backboard, and carefully check for any damage which may have resulted during shipping.
- 3.** Very carefully remove your pre-cleaned Conservation Glass from the "stack" and set it out of the way - careful not to fingerprint it or scratch it. **NOTE: DO NOT REMOVE THE STATIC-CLING STICKER from your Conservation Glass** as it's there to identify the non-coated side of the glass) - you will remove it later.
- 4.** Determine which "art-pieces" you want to use in your design - CD, Insert Cover and/or Back, Traycard, etc., and carefully move them around your mountboard to determine positioning and spacing of the art-pieces. **NOTE: If you opt to feature the front AND back on any one art-piece, you may need two complete copies of the art-piece(s).**
- 5.** Once determined, select one of the appropriate pre-taped shim blocks (square for Inserts, rectangular for Traycards, and round/ring for CDs and DVDs) from the accessory bag. Remove the brown adhesive-strip's backing paper from ONLY ONE SIDE of ONE BLOCK (or ring) to expose the acid-free adhesive. **LEAVE ONE SIDE OF THE BLOCK WITH THE BACKING PAPER STILL ON.**
- 6.** With your art-piece(s) still upside down, center the "prep'd" shim block, adhesive side down, over the **WRONG SIDE** of the first art-piece. Gently apply enough pressure to allow the two to adhere together. Set aside, and repeat this step until all the art-pieces are mounted to shim blocks.
- 7.** Take the mounted art-pieces, and once again with a critical eye, lay them on your mountboard to check for final positioning. **NOTE: At this time, you may choose to double-up shim blocks, allowing "layering" of the art-pieces, however, you MAY NOT USE MORE THAN TWO LAYERS OF SHIM BLOCK** without exceed the depth of the frame. If you choose this option, mount another shim block to the existing shim block, and as always, being careful dot to damage ANYTHING!
- 8.** Once you're confident in your art-piece placement, take the remaining adhesive-strip backing paper off of the back of **ONLY ONE SHIM BLOCK/ARTPIECE AT A TIME** - then **CAREFULLY** press the art-piece **EXACTLY** where you want it. **CAUTION - YOU MUST APPLY EVEN PRESSURE** as not to bend/dent/damage the art-piece. Repeat this step until all the art-pieces are securely in place.
- 9.** While avoiding fingerprints, carefully set your Conservation Glass back on top of your stack - making **SURE** that the static-cling sticker is facing "out". Set stack aside.

DIY - FRAME ASSEMBLY INSTRUCTIONS

Frame Assembly Hardware Included:

- 4 threaded plates (with 2 screws each)
- 4 backing plates
- 8 spring clips
- 2 wire hangers
- 2 wall protectors



Hanging Hardware Included:

- Wire
- 2 sets of wall Hooks & nails

Tools Needed

- Flat-head screw driver
- Wire cutters or utility scissors
- Glass cleaner
- Soft dry cloth (for cleaning glass)

Clean table to work on (consider covering the surface with a sheet or other soft cloth to protect it—and the frame--from scratches).

Care Instruction

GET STARTED

1. Select one stick ("leg") of the longer length of frame moulding (example: with a design size of say 10" x 20", you would select one leg of 20" moulding). We will refer to the long legs as "leg 1" and "leg 3", and the short legs as "leg 2" and "leg 4".

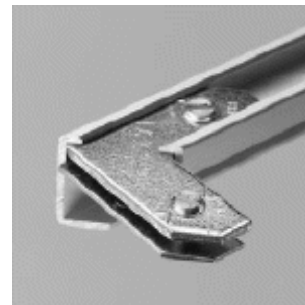
2. Place one threaded plate and one backing plate together to make one set of corner hardware, making sure that the screw heads are visible, or facing "up", as shown in photo 2.

3. Slide the set into the track at the end of leg 1 (refer to photo 2). **NOTE - Do not tighten the screws just yet.**

4a. Select one of the shorter legs, which we'll refer to as "Leg 2", and slide it onto the other side of the plate set, forming a "V" shape (as shown in photo 2).

b. Align the mitered ends by moving one or both legs as necessary. Once aligned, tighten the two screws **WITHOUT OVER TIGHTENING.**

c. Make a second plate set, and slide it into the available track on Leg 2 - forming a "U" shape. Repeat Step 4b.



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4

5. Turn the 3-legged "U shaped" frame face up so that front of the frame is visible to you.

6. Carefully check the stack for debris caught between the glass and the matboard, etc. If you find that you need to clean under the glass, CAREFULLY LIFT the glass UP AND AWAY from the stack - **DO NOT SLIDE THE GLASS ACROSS THE STACK** - and carefully replace it directly on top of the stack.

7. Once you've determined that the stack is free from debris, with the frame right-side-up (facing you), carefully slide the stack into the frame channel as shown in photo 7.



8. Once in position, turn the frame back over so that it's upside-down, with the back facing you, add the final two plate sets to both ends of the remaining frame leg (leg 4), then carefully slide the plate sets into the available tracks of Legs 1 and 3, making certain that the entire stack slides into the track. Repeat step 4b to tighten the last two corners.

9. Secure the stack by flexing and inserting the Spring Clips between the frame and the backboard (see photo 9).



10. Once again place the frame upside down, making sure that the TOP of the frame is closest to you. Snap one "hanger" into the track approximately 1/3 of the way down from the TOP of the frame. Repeat this step on the other side of the frame, making sure the two hangers are level - or "even" with one another.

11. String the picture wire through both holes in the hanger and pull it taut (tight) and even across the back of the frame. Loop the wire through the holes once again for added security. With leaving about 4 to 5 inches of wire dangling from the hangers, clip off the excess. Wind the remaining wire around and around the strung wire to finish the ends.



12. Peel the backing paper off the foam square wall protectors and stick one on each bottom corner.

If you have problems, please call The CD Framers Customer Support at 253-921-MUSIC (6874)
9:00 a.m. – 5:00 p.m. PST Monday – Friday

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