

## Custom Metal Frame: Assembly & Finishing Instructions

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### Included Hardware:

- 4 Threaded Plates with 2 Screws Each
- 4 Backing Plates
- 10 Spring Clips (Additional included for larger frames)
- 2 Wall Protectors
- 2 Omni Hangers (Included with larger frames)
- 1 Sawtooth Hanger (Included with smaller frames)
- Wire
- Courtesy Hanger

### Needed Materials:

- Flathead Screwdriver
- Soft Cloth or Other Protective Surface

### Before Assembly

- Work on a soft surface to protect the frame finish.
- Mitered corners can be sharp. Handle with care.
- Do not fully tighten screws until the frame is completely assembled and squared.

### 1. Prepare Your Materials

Mount artwork to mat board or backing board to create your art stack. Peel the protective film from the acrylic and place it on top of the mounted artwork to complete the stack in this order: acrylic, mat, artwork, backing board.

If necessary, clean acrylic with anti-static cleaner or diluted mild dish detergent and a microfiber cloth. **Never use ammonia-based cleaners.** Set the completed art stack aside.

### 2. Assemble Your Frame

Lay out all four frame rails face down, with the channel side up. At each bottom corner of a long rail, place one threaded plate and one backing plate together in the hardware track at the mitered end, with the screw heads on the back side of the frame facing up.

Attach the left and right short rails by sliding their back channels onto the corner plates. Align the mitered corners, and gently tighten the screws. You should now have a "U" shape with the top open.

### 3. Insert Frame Contents

Turn the frame face up. Slide the full art stack (acrylic, mat, artwork, and backing) into the frame rabbet—the recessed inner edge that holds the contents.

Turn the frame face down. Insert the remaining corner hardware into the final frame rail, then attach it to the open ends of the short rails. Gently tighten the screws.

### 4. Secure Frame

Adjust corners as needed to ensure the frame is square. Once aligned, tighten all screws firmly. Slide the spring clips into the back channel with the raised bump facing up. Press down slightly to flatten the spring as you slide it between the frame and the backing board, securing the artwork in place.

### 5. Prepare for Hanging

If using a sawtooth hanger, slide into the channel at the top-center of the back rail. Press firmly into the track to lock in place. If using omni hangers, slide one bracket into each side channel of the frame, typically 1/3 distance from the top, ensuring brackets face inward. Tighten center screws to secure. Thread wire through the loops of the hangers, then twist the ends tightly to secure.

Adhere wall protectors to the bottom corners of the frame. Your frame is now ready to hang.

