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## 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
- 2 Wall Protectors
- 2 Omni Hangers (included with larger frames)
- 1 Sawtooth Hanger (Included with smaller frames)
- Wire

### 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.

### For Unassembled Metal Frames:

#### 1. Assemble Your Frame

Lay out all four frame rails face down, with the channel side up. At each bottom corner, 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 as you work.

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

#### 2. Prepare Your Materials

Mount artwork to mat board or backing board to create your art stack. Peel protective layers from the acrylic and stack it on top of the artwork. Set the completed art stack aside.

### For Pre-Assembled Metal Frames:

#### 1. Remove Rail

Use a flathead screwdriver to gently loosen the screws on one frame rail. Remove that rail completely.

#### 2. Prepare Your Materials

Mount artwork to mat board or backing board to create your art stack. Peel protective layers from the acrylic and stack it on top of the artwork. Set the completed art stack aside.

#### 3. Insert Frame Contents

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

Insert the remaining corner hardware into the final frame section, then attach it to the open sides of the frame. Gently tighten.

#### 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 between the frame and the backing board to hold the artwork securely in place.

#### 5. Prepare for Hanging

Position one hanger bracket into each side channel of the frame, typically 1/3 distance from the top. Tighten screws.

Loop the wire between hangers and twist at the ends to secure. Trim wire if needed. Adhere wall protectors to the bottom corners of the frame. Your frame is now ready to hang.

