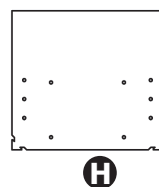
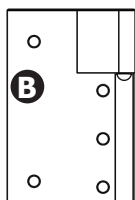
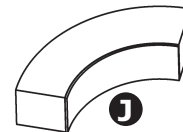
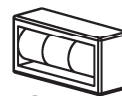
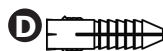
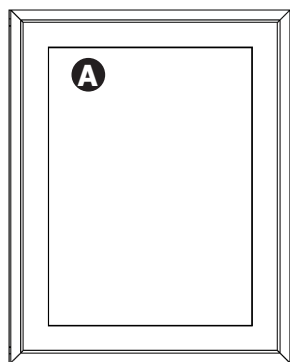
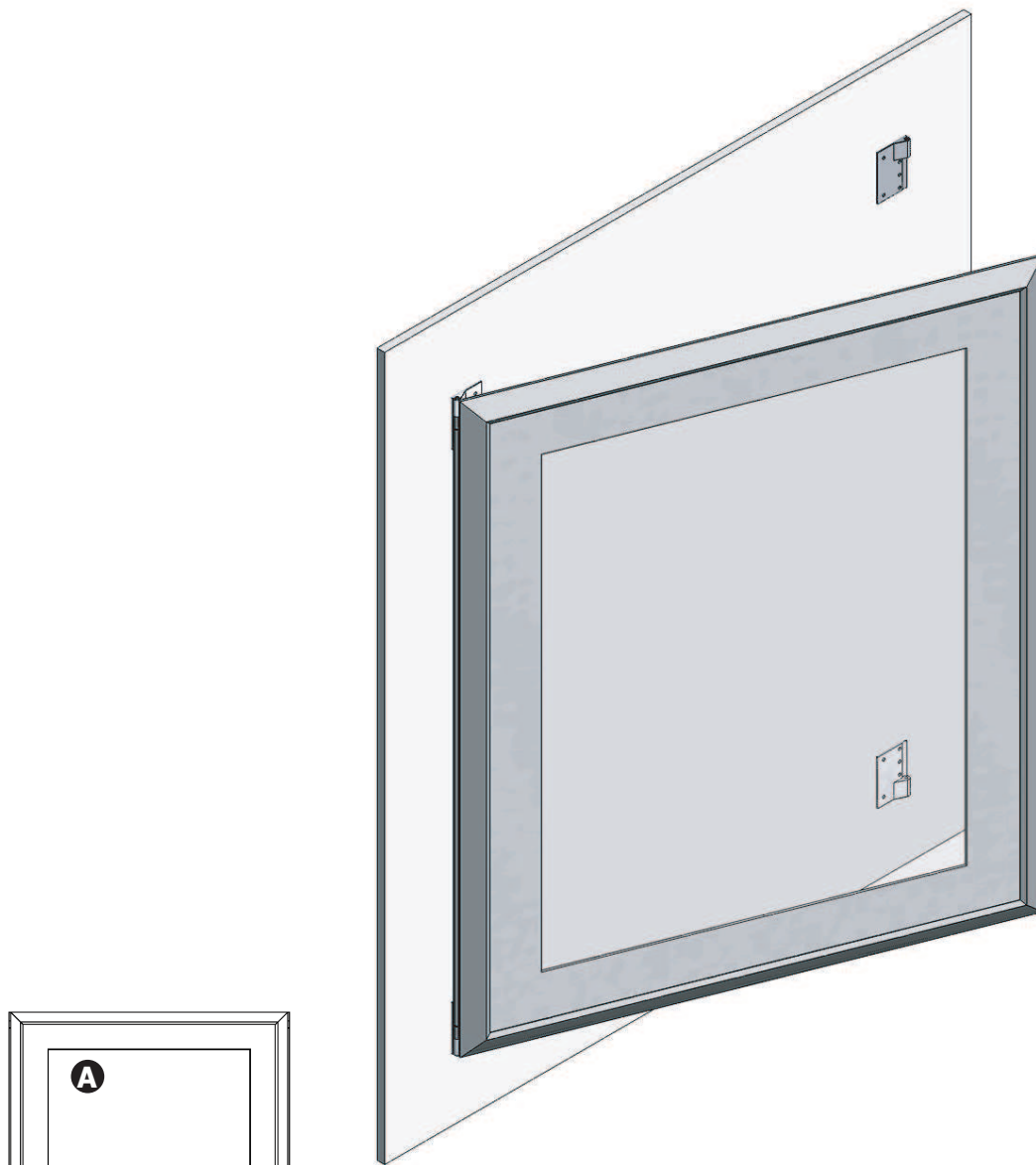
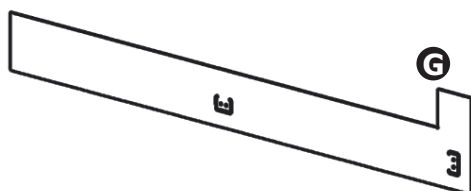
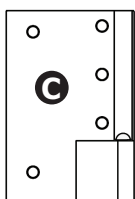


Pivot Frame Mounting Instructions



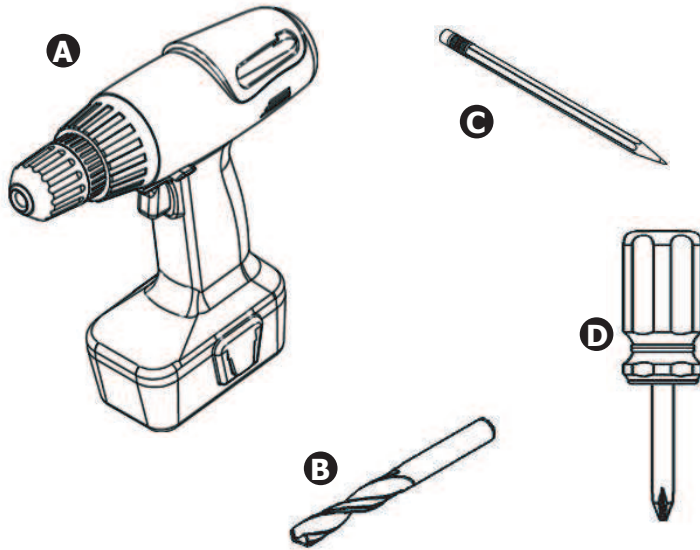
* Some Pivot Frames include Extra Spring Clips for Mat if spring clips are lost or to flatten mat in frame.



What Is In The Box

	Description	QTY
A.	Pivot Frame	1
B.	Upper Catch Bracket	1
C.	Lower Catch Bracket	1
D.	Wall Anchors	12
E.	Screws, Mounting	12
F.	Spring Clips*	*
G.	Wall Template	1
H.	Bracket Template	1
I.	Spirit Level	1
J.	Blue Tape	1
	Instruction Sheet	1

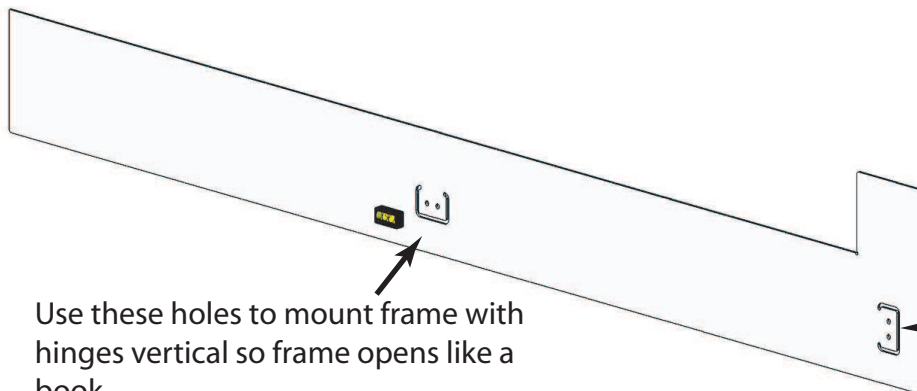
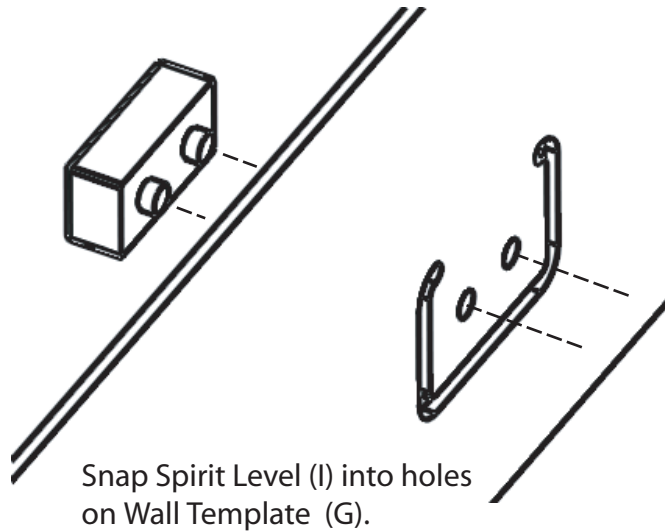
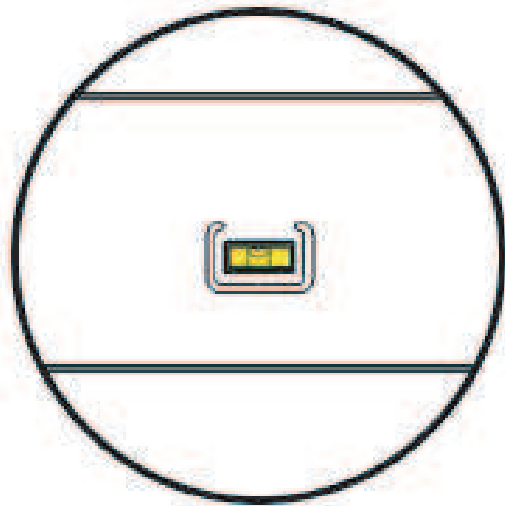
Pivot Frame Mounting Instructions



Required Tools

	Description
A.	Drill
B.	7/32" Drill Bit
C.	Pencil
D.	Phillips Screwdriver

1

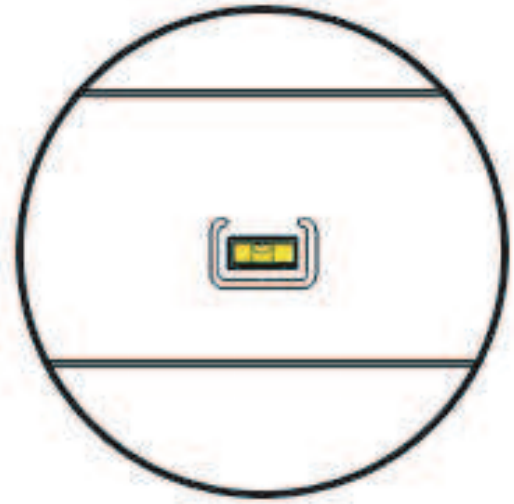
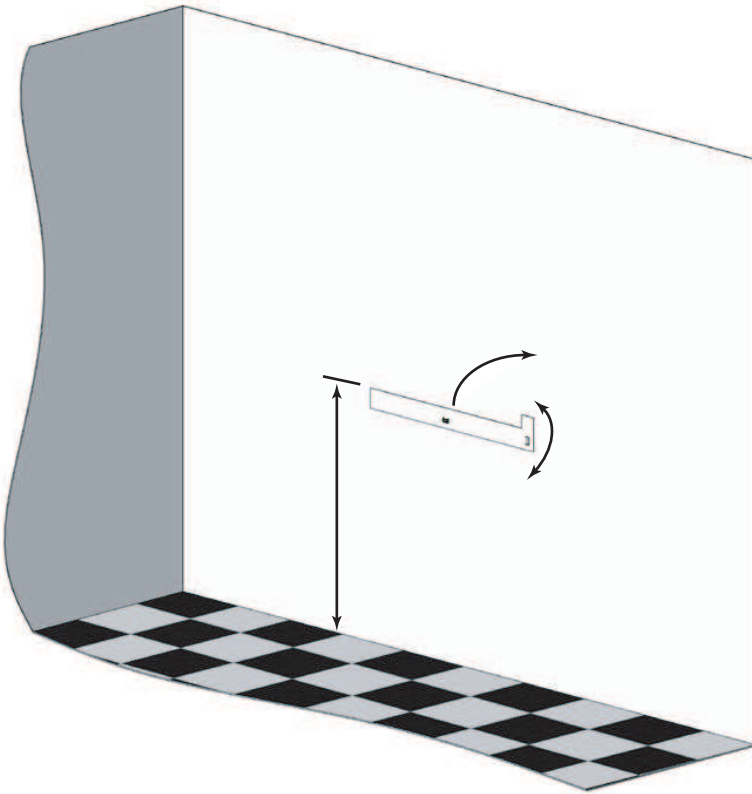


Use these holes to mount frame with hinges across top so frame opens by lifting.

1

Pivot Frame Mounting Instructions

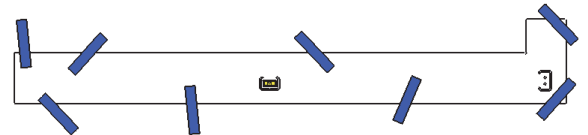
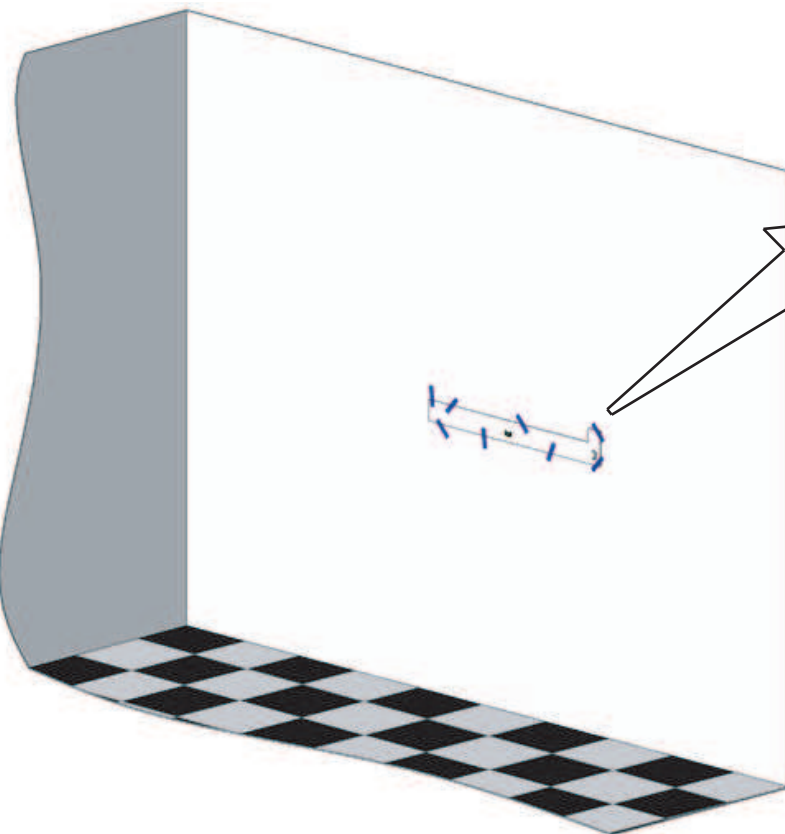
2



Place Wall template against wall at desired height and orientation.

Adjust Wall Template level by raising/lowering one end of template until bubble in Spirit Level is centered between two lines on capsule.

3



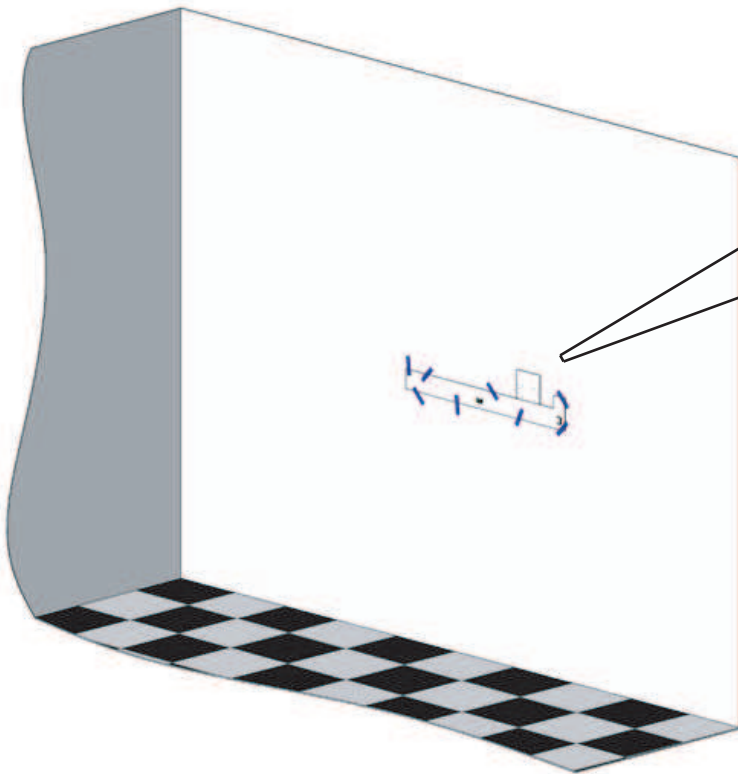
Once Wall Template is level and at the desired height Use Blue Tape to secure template to wall.

Use plenty of Blue Tape. Secure Wall Template all along its outside edges.

Verify Wall Template is level and at the desired height

Pivot Frame Mounting Instructions

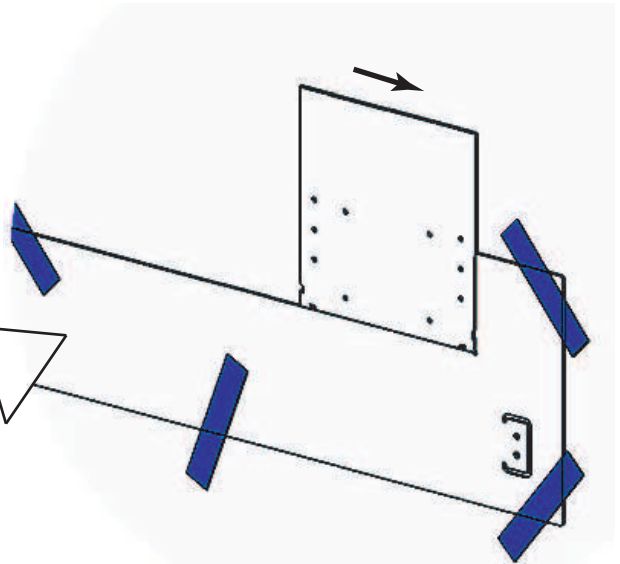
4



Place Bracket template against wall resting on edge of Wall Template. Arrows on Bracket Template must be pointing toward Wall Template.

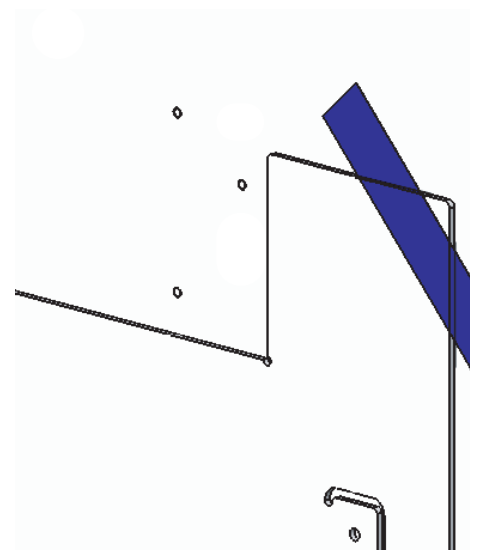
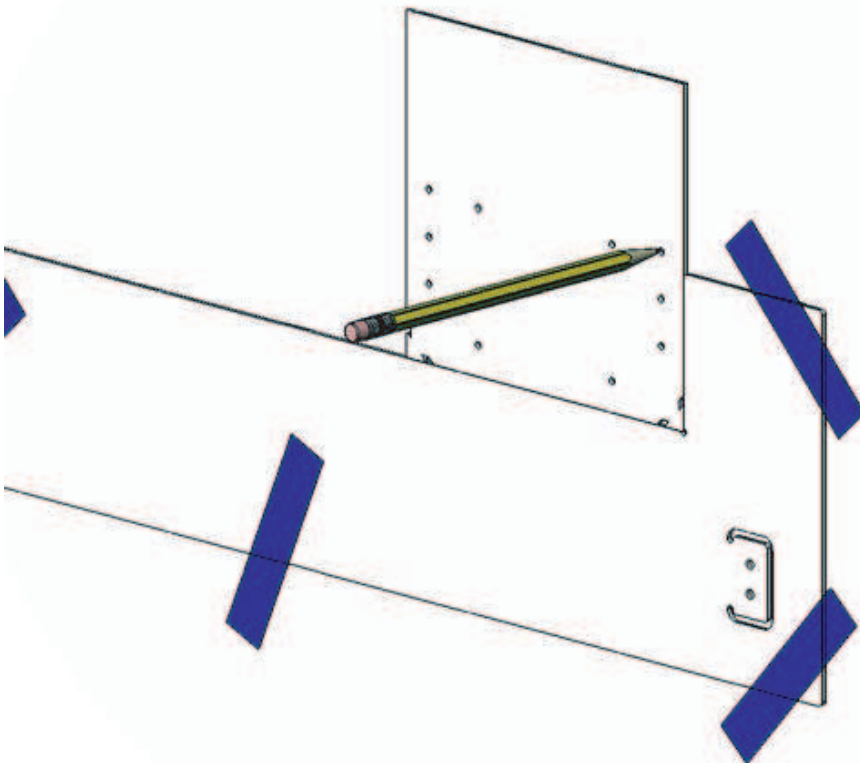
Slide Bracket Template into corner of Wall Template.

Left arrow on Bracket Template should be tight in corner of Wall Template.



5

Hold Bracket template in place and use pencil to mark 3 holes on wall.



Remove Bracket Template and verify hole marks are clearly visible.

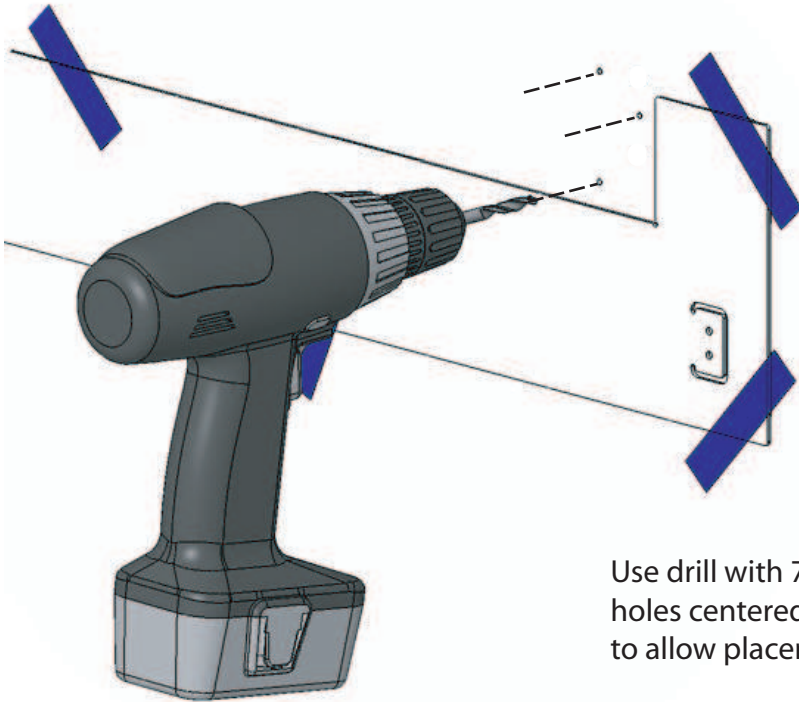
3

Pivot Frame Mounting Instructions

6



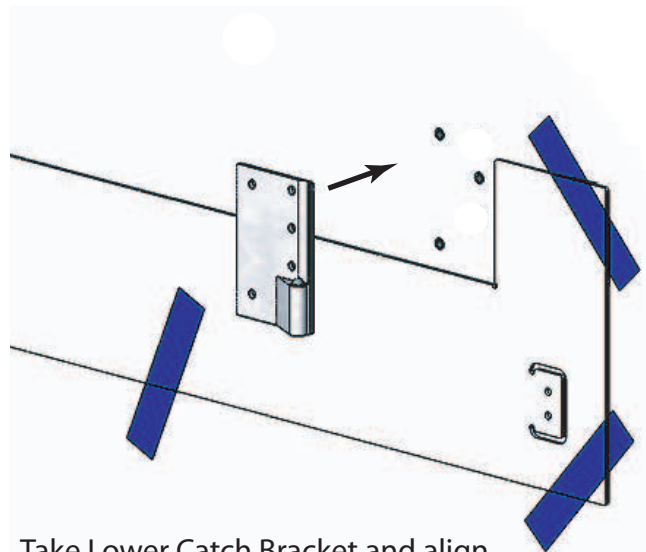
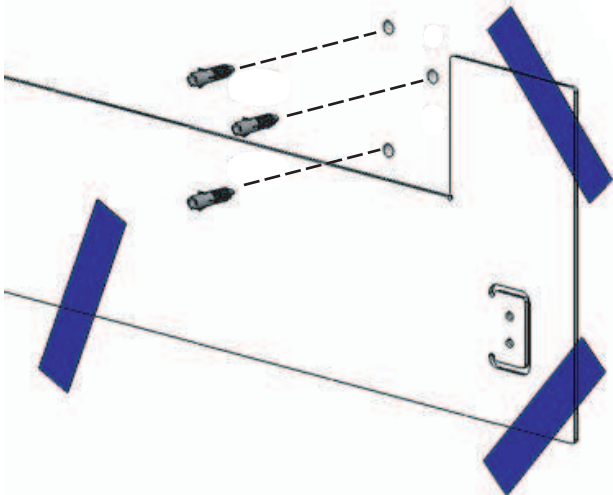
Make sure there are no wires, pipes or other obstructions inside walls at drilling locations.



Use drill with 7/32" diameter drill bit to create holes centered at each mark. Drill through wall to allow placement of wall anchors.

7

Insert one Wall Anchor into each drilled hole.

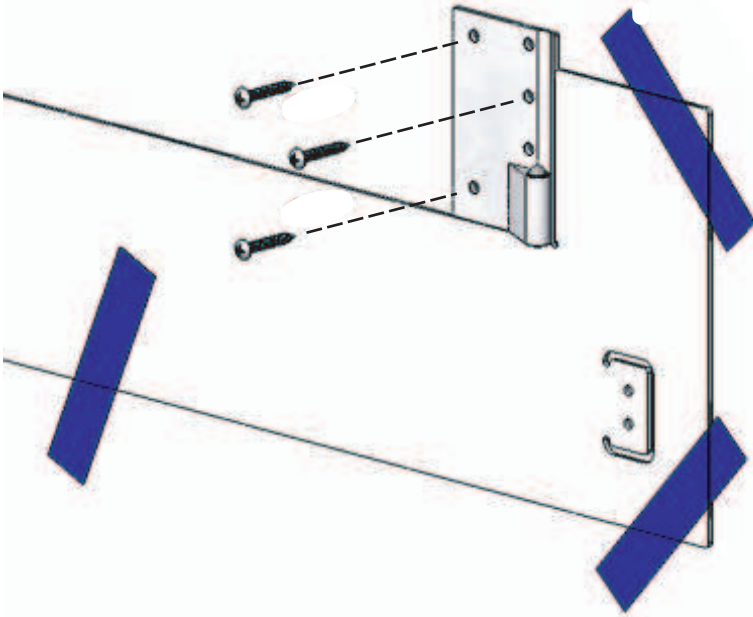


Take Lower Catch Bracket and align to drilled holes.

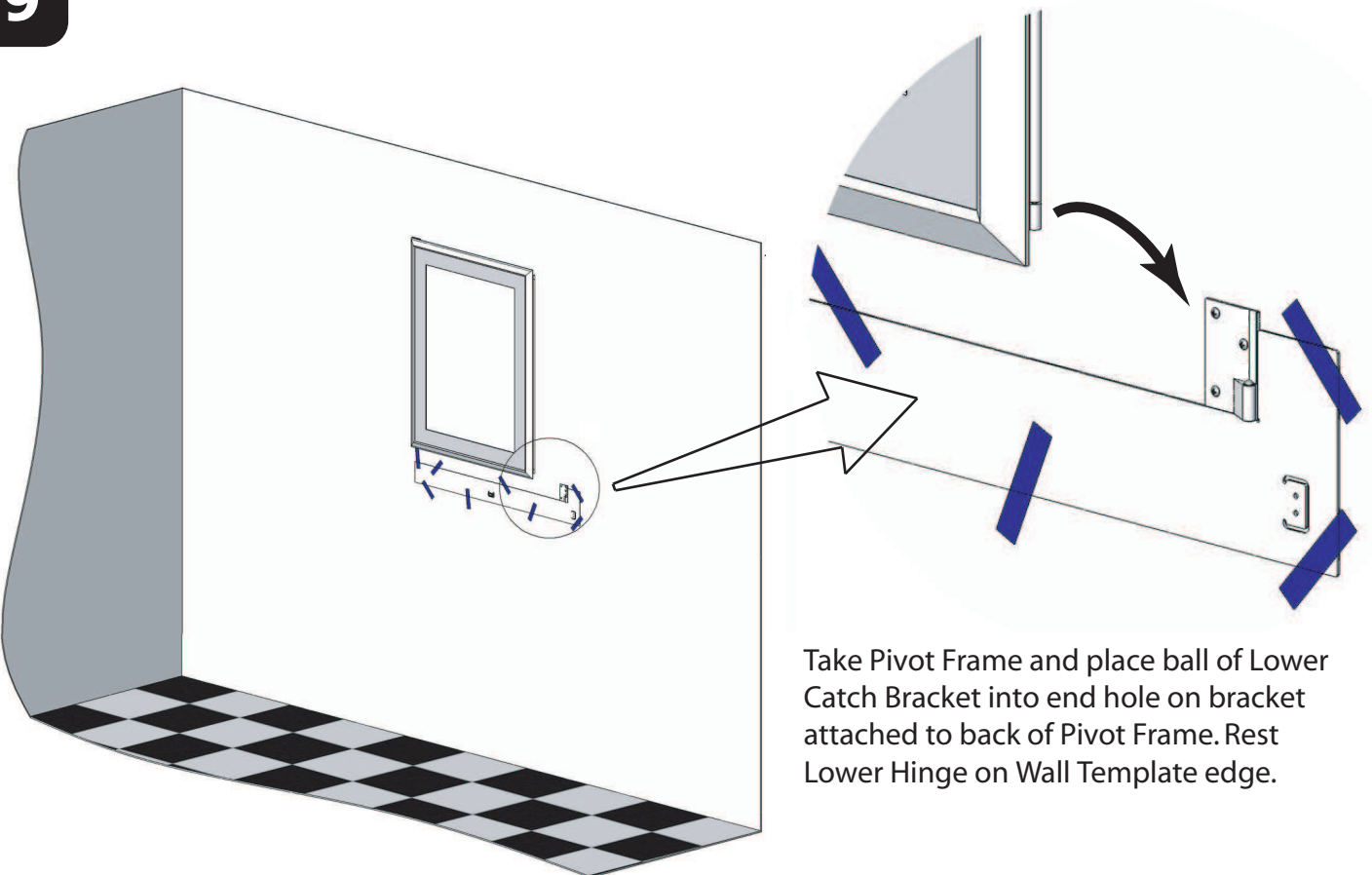
Pivot Frame Mounting Instructions

8

Secure Lower Catch Bracket to wall using supplied screws.



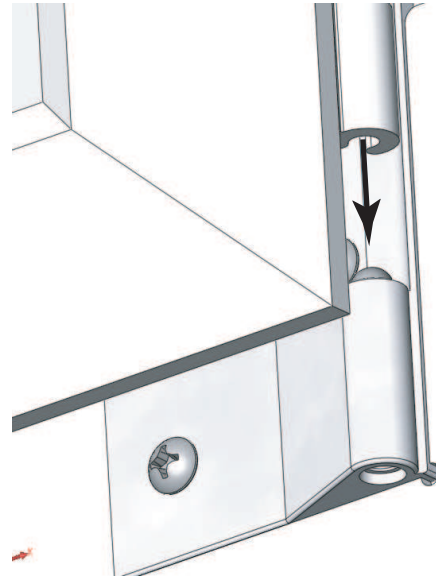
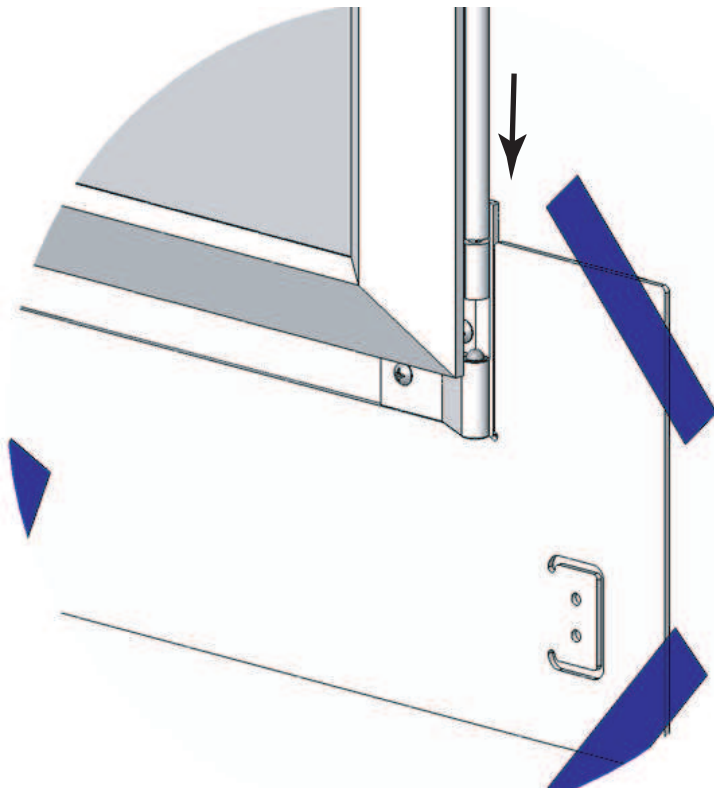
9



Take Pivot Frame and place ball of Lower Catch Bracket into end hole on bracket attached to back of Pivot Frame. Rest Lower Hinge on Wall Template edge.

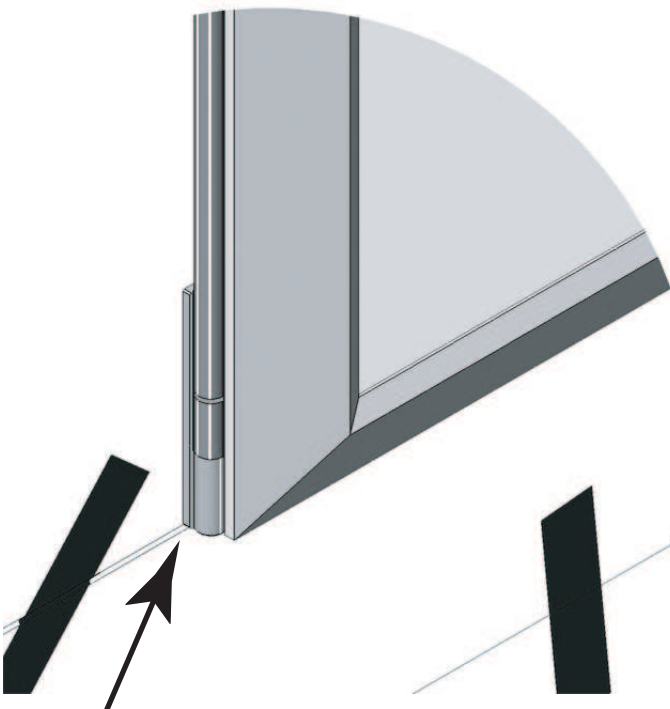
Pivot Frame Mounting Instructions

10

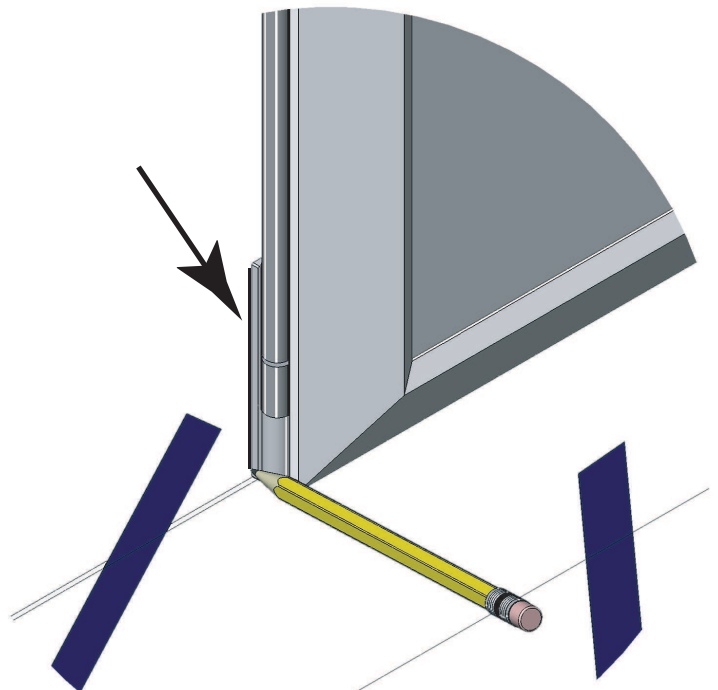


Rest Frame on ball of Lower Catch Bracket..

11



Hinge rests on Wall Template as shown.

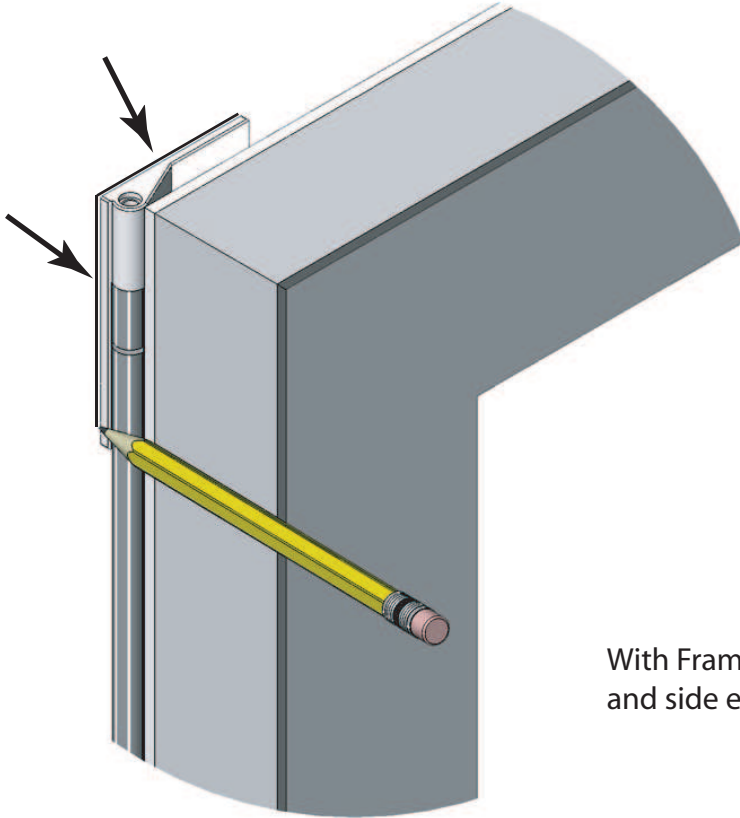


With ball of catch in place, use pencil to draw a line against lower hinge edge.

Keep Frame in place for next step.

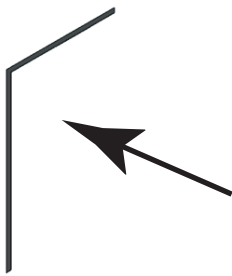
Pivot Frame Mounting Instructions

12



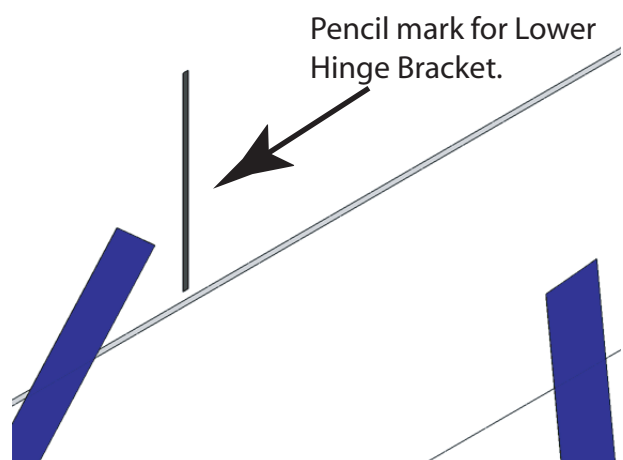
With Frame in place, draw line against top and side edge of Top Hinge Bracket.

13



Pencil mark for Top Hinge Bracket.

Check to verify drawn lines are clearly visible.
Remove Pivot Frame and take Bracket Template.

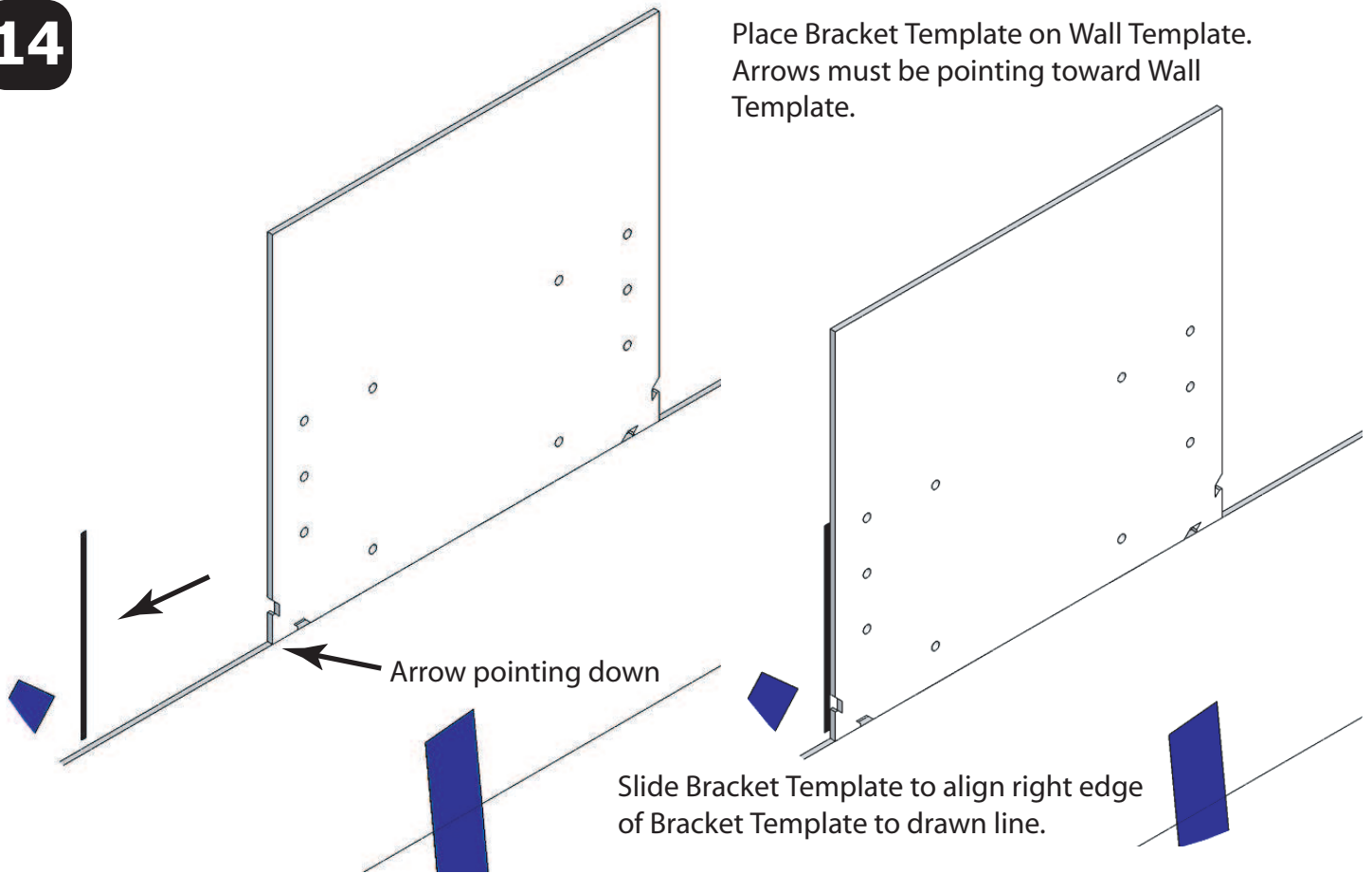


Pencil mark for Lower Hinge Bracket.

Pivot Frame Mounting Instructions

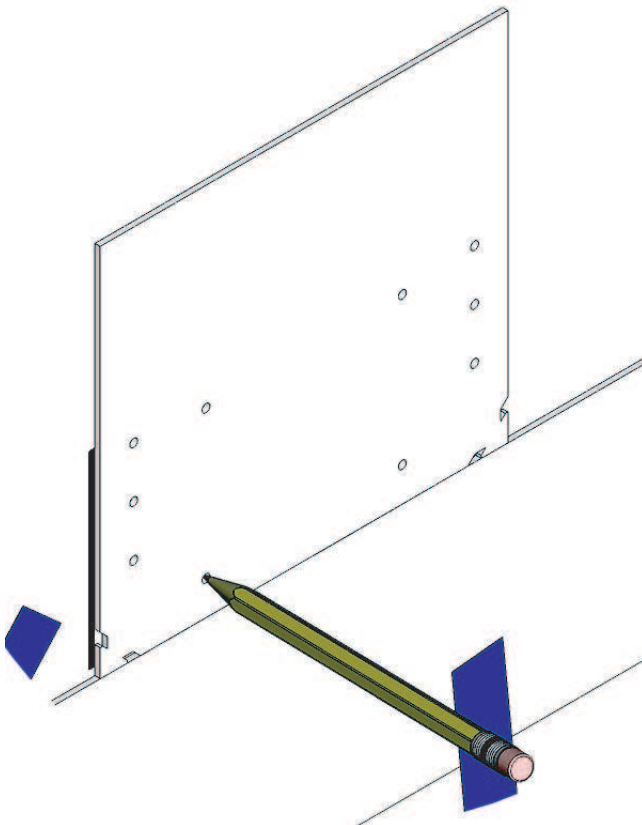
14

Place Bracket Template on Wall Template. Arrows must be pointing toward Wall Template.



15

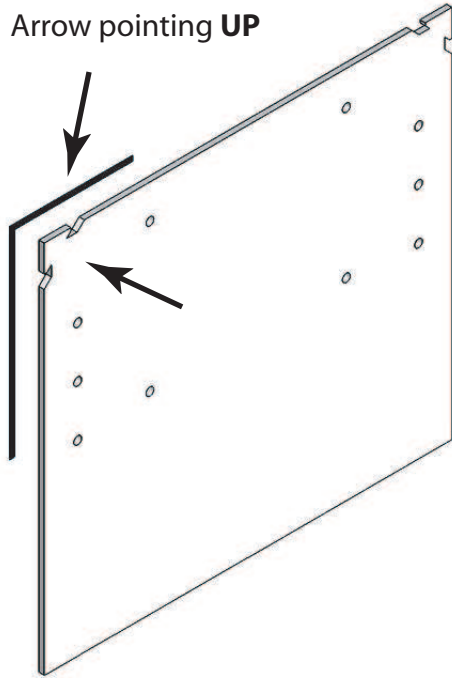
Hold Bracket Template in place and mark 3 holes for drilling.



Pivot Frame Mounting Instructions

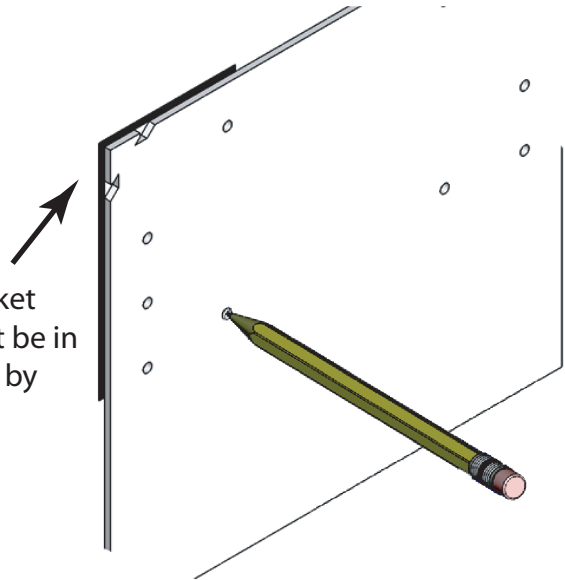
16

Arrow pointing **UP**



Place Bracket Template against wall with arrows pointing up. Slide arrow into corner of lines drawn for Upper Hinge Bracket. #3 instructions on Bracket Template are right-side up.

Arrow on Bracket Template must be in corner formed by drawn lines.



Mark 3 holes for drilling.

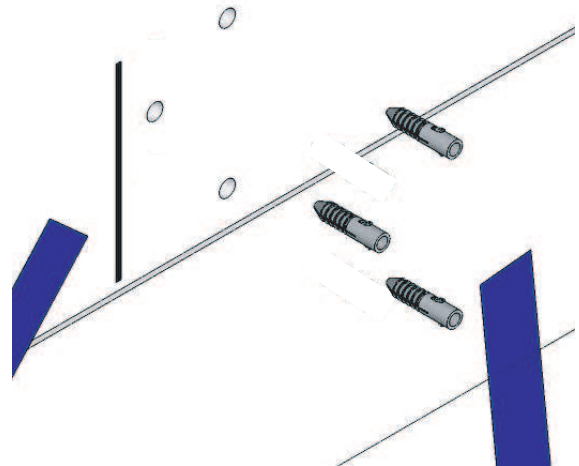
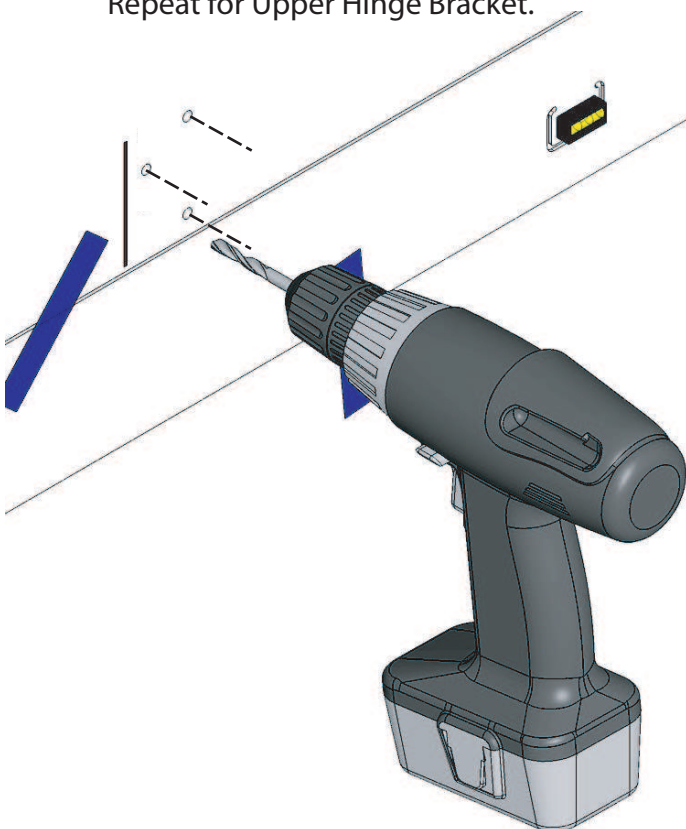
17

Drill holes centered on marks through wall.

Repeat for Upper Hinge Bracket.



Make sure there are no wires, pipes or other obstructions inside walls at drilling locations.



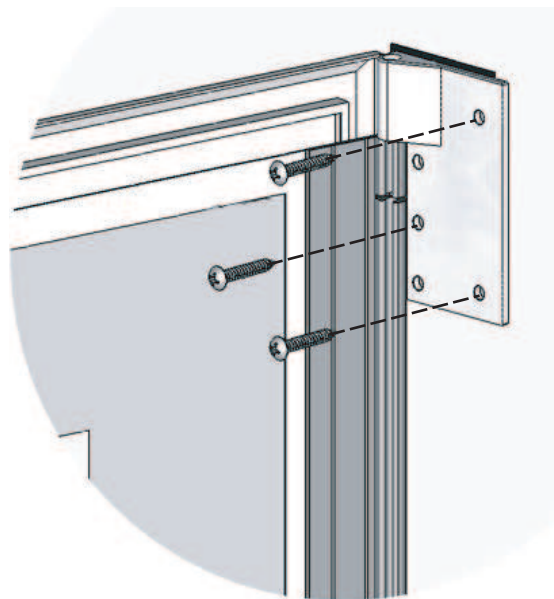
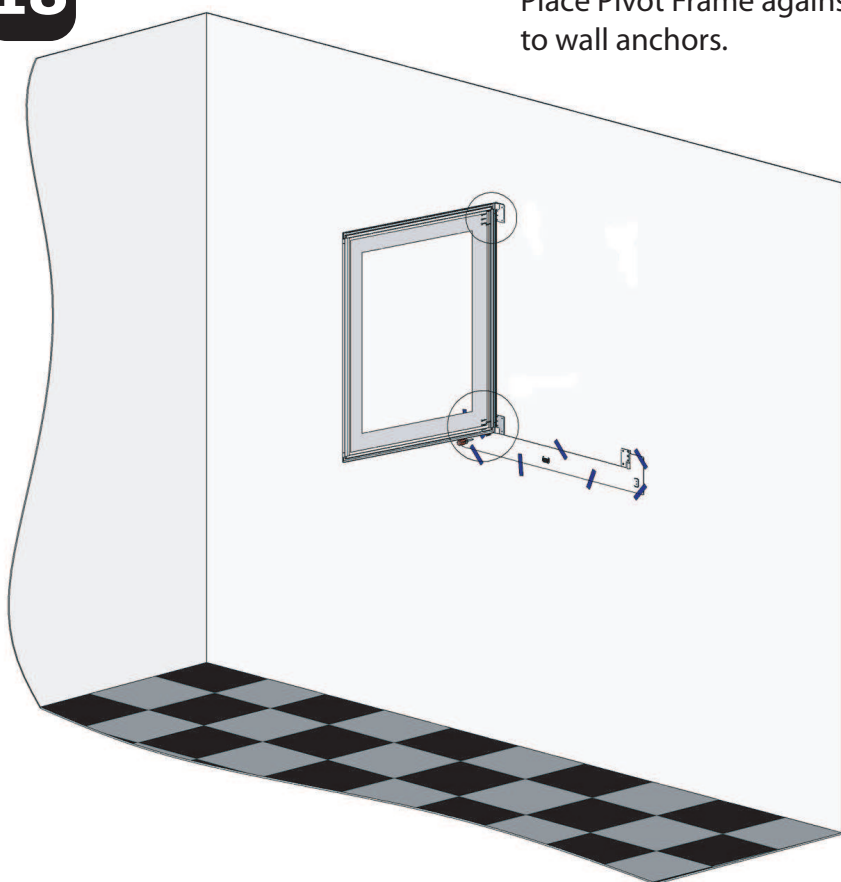
Insert supplied wall anchors into drilled holes.

Repeat for Upper Hinge Bracket.

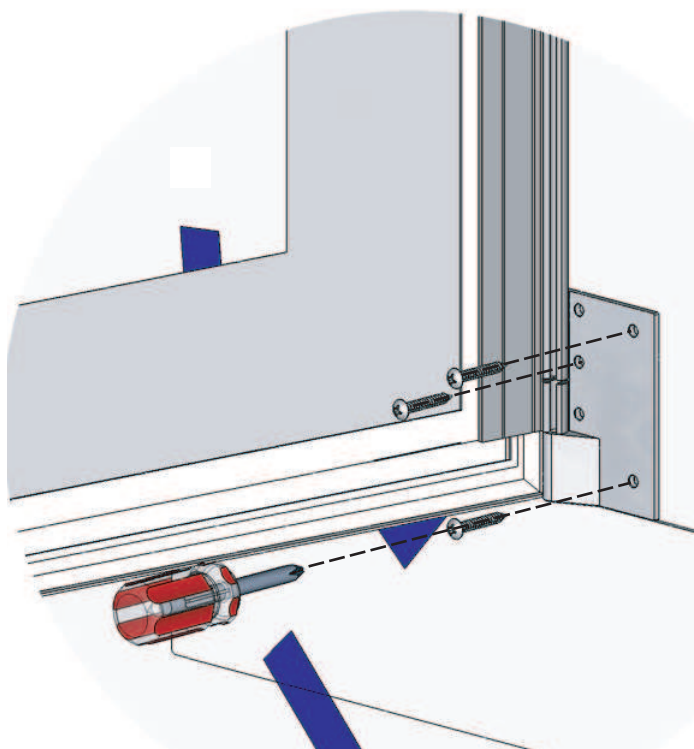
Pivot Frame Mounting Instructions

18

Place Pivot Frame against wall and align holes in hinge brackets to wall anchors.

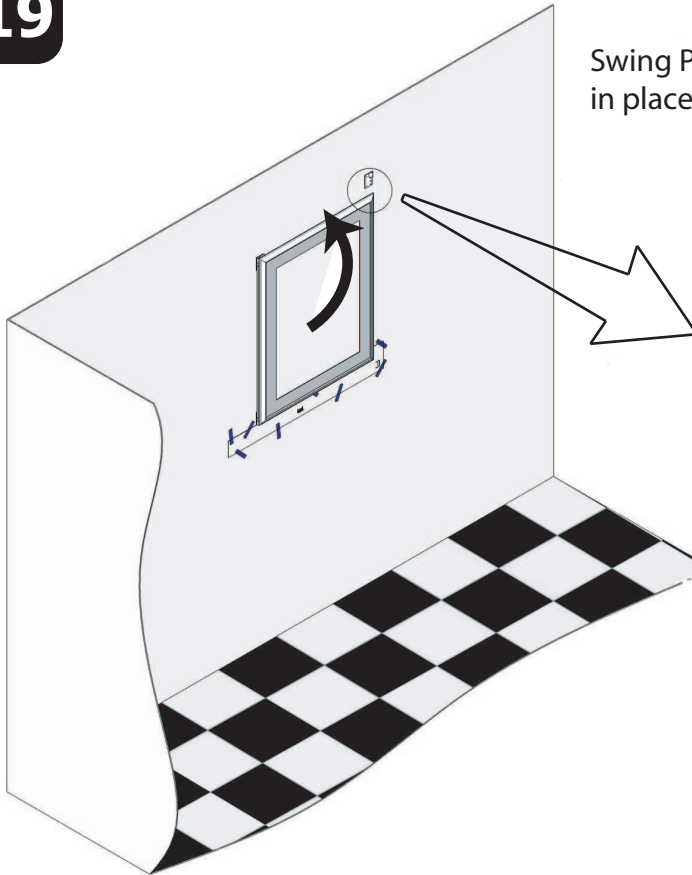


Using supplied screws, secure Upper and Lower Hinge Brackets to wall.

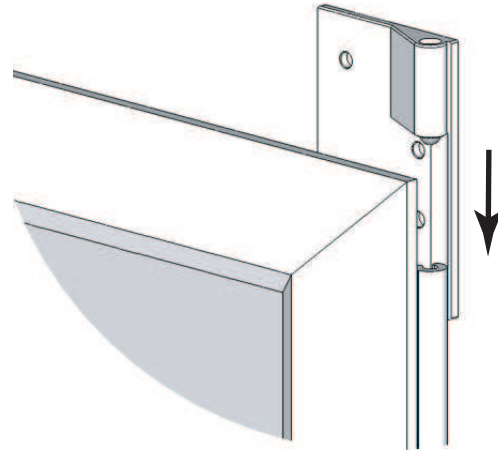


Pivot Frame Mounting Instructions

19

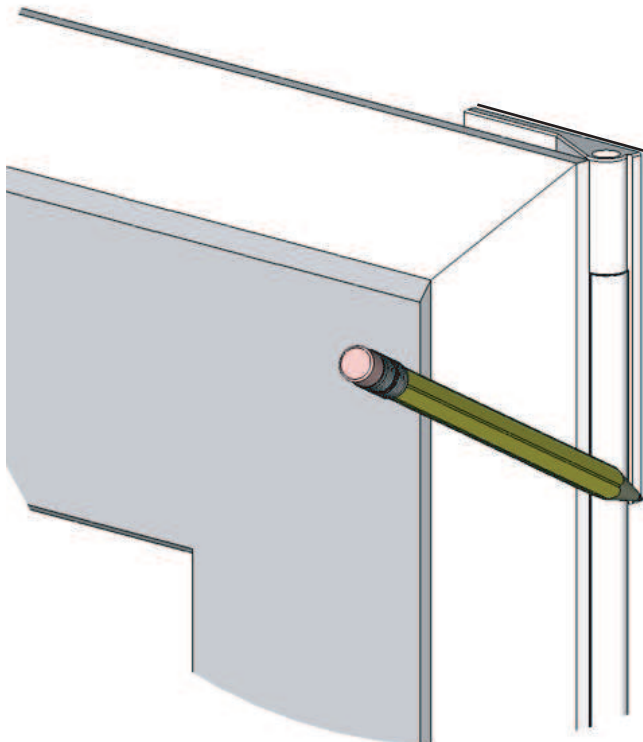


Swing Pivot Frame closed against wall. Lower Catch should snap in place.



Place Upper Catch Bracket against wall and slide behind Pivot Frame. Push down lightly to press ball into catch on back of Pivot Frame. Hold bracket in place.

20



Use pencil to draw line against Upper Catch Bracket along top and side edges.



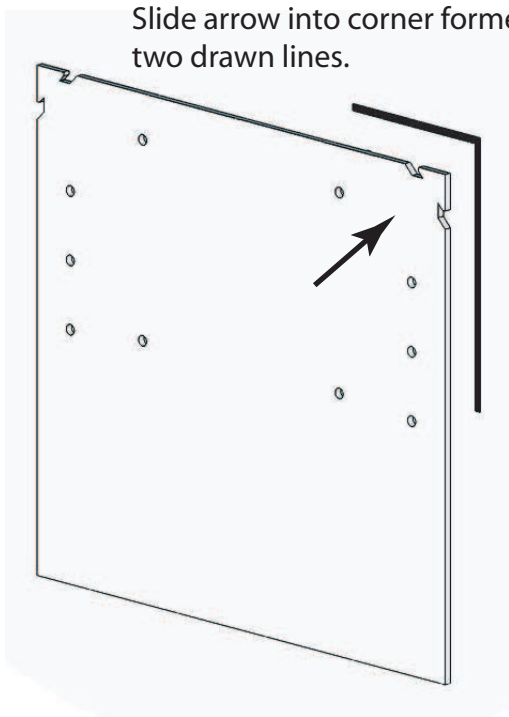
Verify lines drawn are clearly visible. Open Pivot Frame and remove Upper Catch Bracket.

Pivot Frame Mounting Instructions

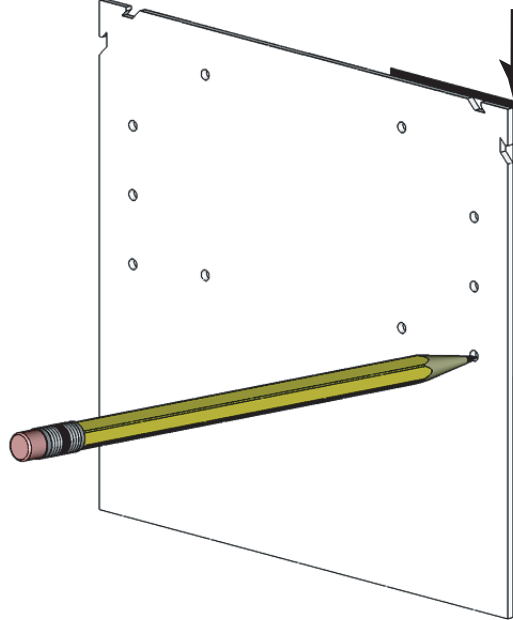
21

Place Bracket Template against wall.
Template arrows must point UP.

Slide arrow into corner formed by
two drawn lines.



Hold Bracket Template against wall
making sure arrow and two edges remain
aligned to drawn lines as shown.

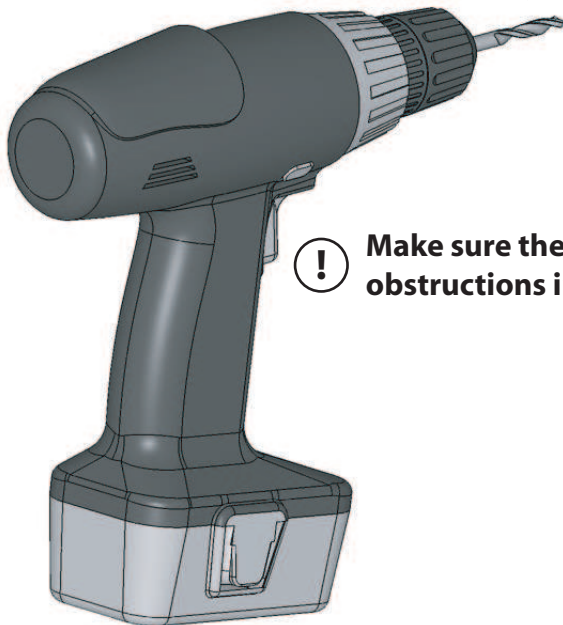


Using a pencil, mark 3 holes for drilling.

Remove Bracket Template.

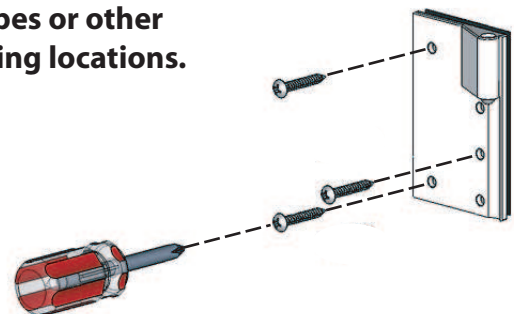
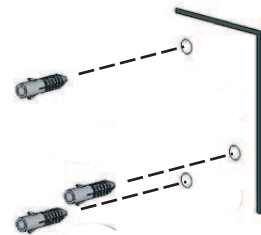
22

Centering drill bit on each marked location,
drill 3 holes through wall.



! Make sure there are no wires, pipes or other
obstructions inside walls at drilling locations.

Place supplied Wall Anchors into each
drilled hole.

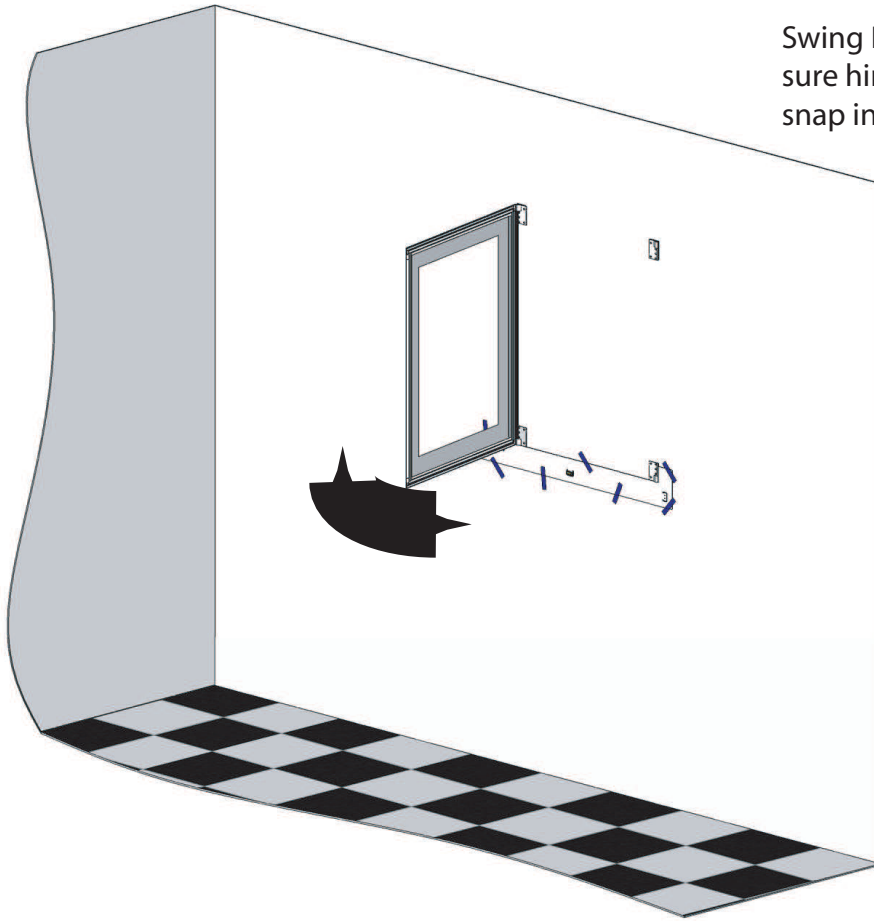


Align Upper Catch Bracket to Wall Anchors.
Secure bracket to wall using supplied screws.

Pivot Frame Mounting Instructions

23

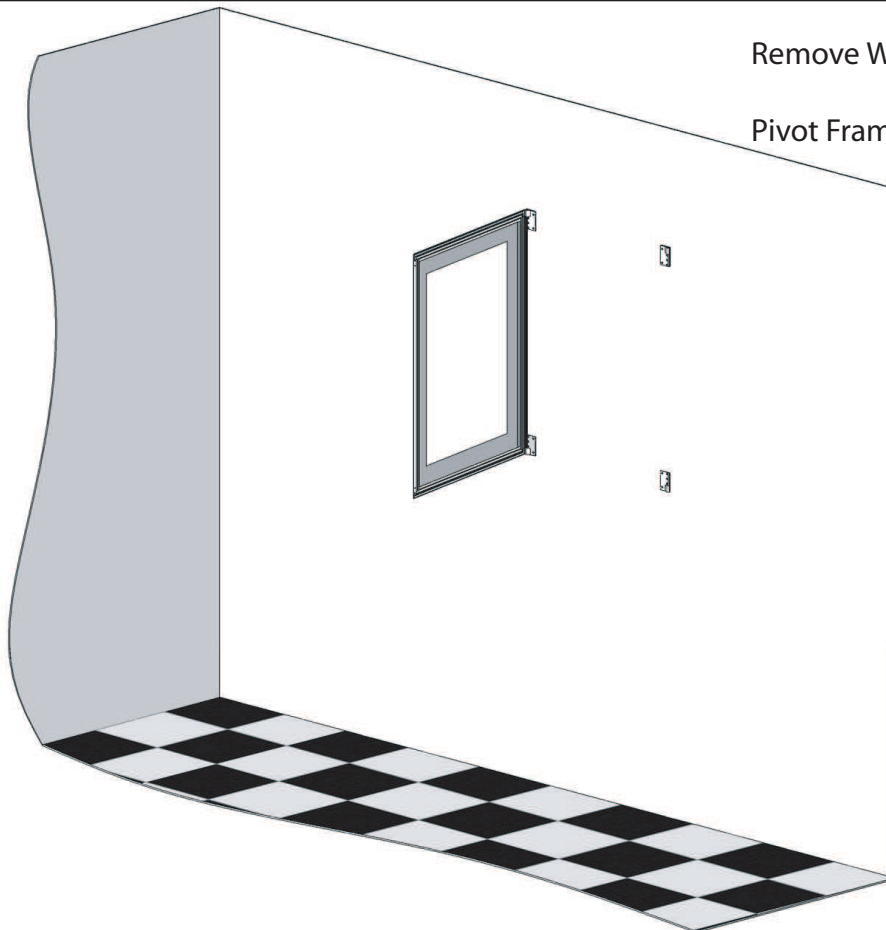
Swing Pivot Frame open and closed making sure hinges pivot smoothly and catches snap in place when frame is closed.



24

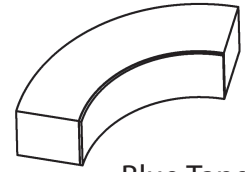
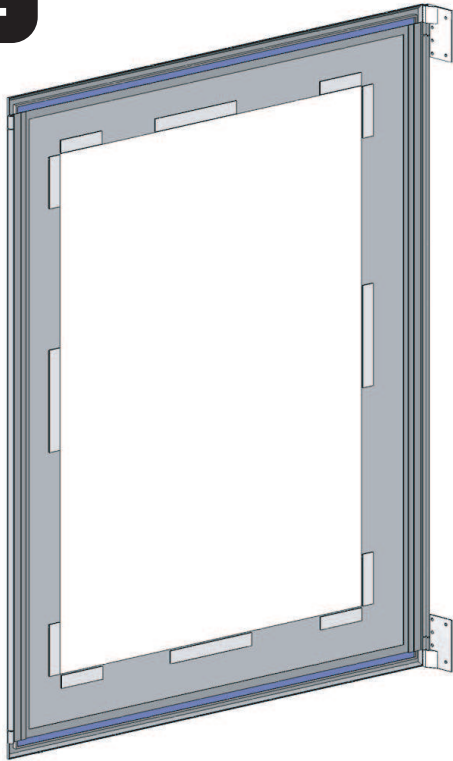
Remove Wall Bracket Template and blue tape.

Pivot Frame is ready for loading graphic.



Pivot Frame Loading Graphics

1



Blue Tape

Swing open frame.

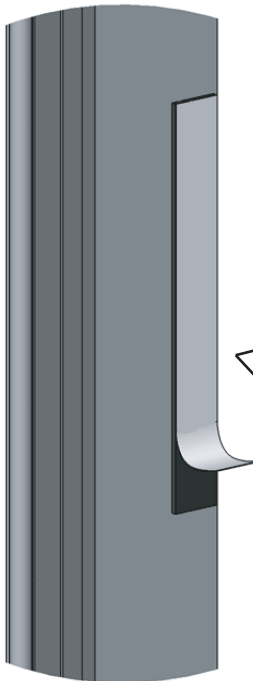
On the back of the mat there are a number of segments of tape. This tape has a protective liner that must be removed.

Removing the protective liner exposes the adhesive for mounting a poster. This exposed face is low-tack. The low-tack tape allows for a number of repositioning or replacing of posters without having to replace the tape.

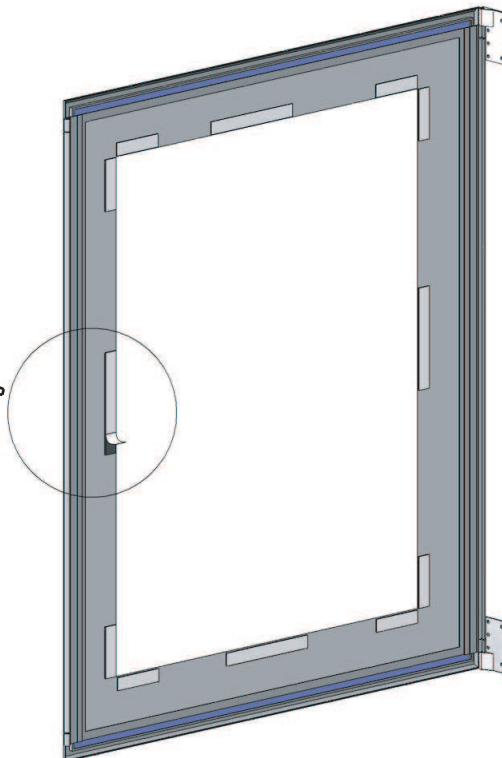
Have remainder of blue tape available for securing graphic.



2

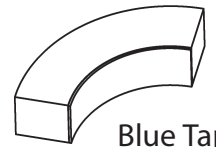


Peel protective liner from all tape segments.



Pivot Frame Loading Graphics

3



Blue Tape

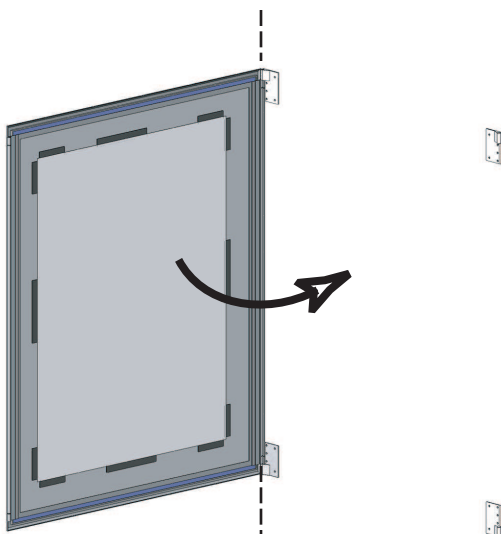
With all tape segments peeled, mount poster centered over and graphic facing window.

Tape is low-tack allowing the poster to be removed from the tape without tearing if repositioning of the poster is required.

If poster is not large enough to span tape, poster has a heavy curl or tape is losing tack, use supplied blue tape to finish securing graphic to mat.



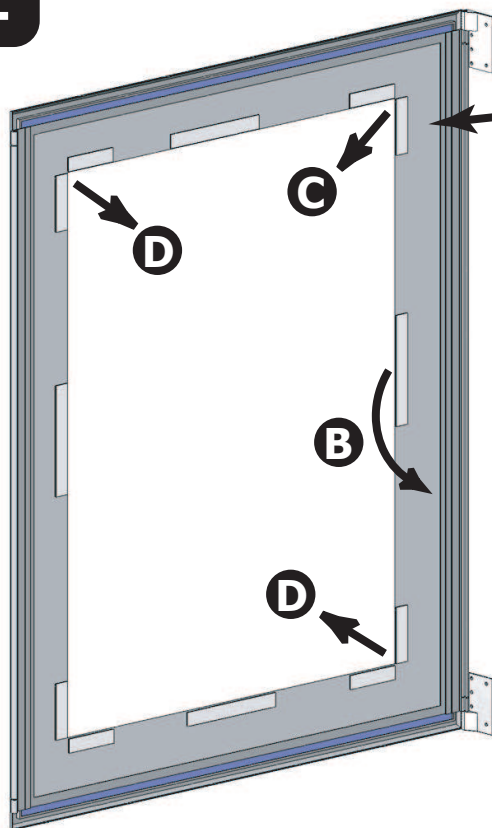
4



With poster in desired location, swing frame closed.
Pivot frame closed when catches snap in place.

Pivot Frame Replacing Mat

1



Swing open frame and remove any graphic.

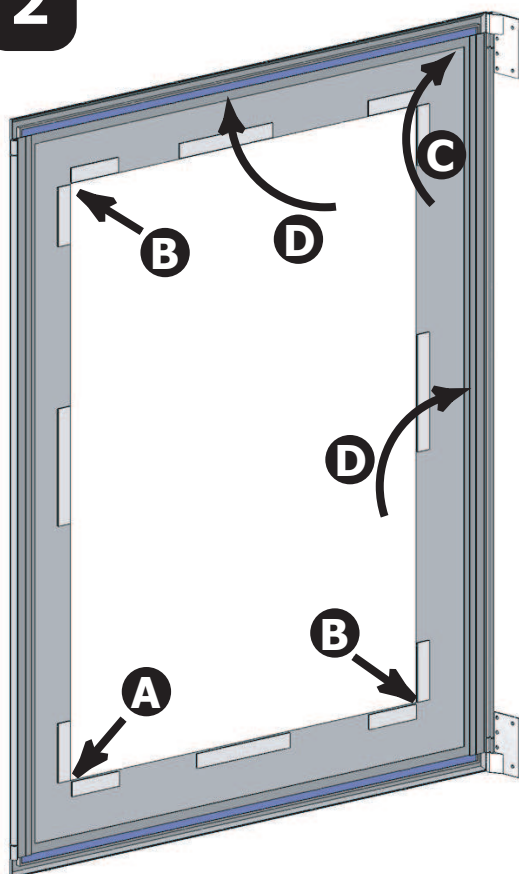
A. Remove all springs from frame by pressing one end of spring and rotating out from frame slowly.

B. Pull and rotate long edge of mat out from frame.

C. Pull corner away from frame.

D. Pull corners out from frame to remove mat.

2



To insert new mat:

A. Insert corner into frame.

B. Twist and tuck two corners into frame.

C. Gently bend and insert corner into frame.

D. Pull and twist edges of mat until free of frame edge and push into frame. Edge of mat may be nicked during placement, but nick will be hidden by frame.

E. Replace all springs into frame by inserting one end between mat and frame and pressing free end of spring and rotating into frame slowly.