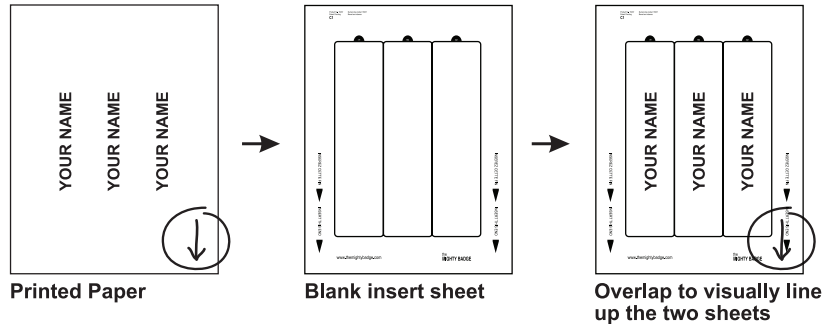




Perform the following steps to ensure that your sheet and printer are properly configured to avoid wasting insert sheets.

1 TEST PRINT Draw an arrow as a reference point on a blank piece of standard printer paper. Feed the paper into the manual paper feed option on your printer, taking note of the facing (arrow face up or face down) and orientation (arrow pointed inward or outward) of the paper, as you will need to repeat this process to get the proper alignment. Print your text onto this sheet and note where the printing came out in relationship to where your arrow was drawn. This will tell you how to load the insert into your printer. You may choose to repeat this process until you are confident that you can predict where the text will print.

2 CHECK Take an insert sheet and lay it on top of a test print with all edges aligned. Hold it up to a strong light so that you can see through the insert sheet to the printed text on the test sheet. Look at where the text will fall within each insert. Make adjustments to your document as needed, print a new test, and repeat the checking process until you are satisfied with where your text is printing. Due to the difference in material, your printer may feed the insert sheet slightly differently than the paper. **Allow yourself a little extra room in case of shifting.**

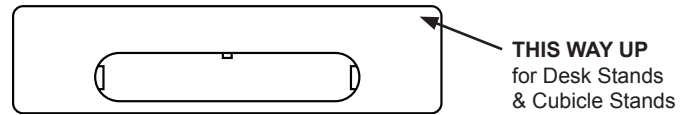
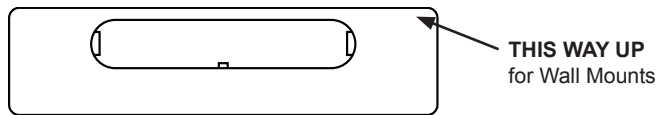


3 PRINT Now that your text is aligned properly, place an insert into the printer and print your text onto it. We recommend you print only one sheet at a time, to avoid print or feed errors.

4 SEPARATE Carefully peel up a corner of a printed insert and remove it from the sheet, leaving unused inserts behind for a future printing.

5 ASSEMBLE Place a printed insert into the Contemporary Name Plate, verifying which edge is the “top” based on which attachment you will be using to display it (see below). Place the Clear Lens over the insert, aligning the side edges and making sure that the rounded edge of the Lens is facing out. Press firmly on the top and bottom edges of the Lens to snap into place.

6 ATTACH Add the attachment of your choice to the back of the name plate (see below).

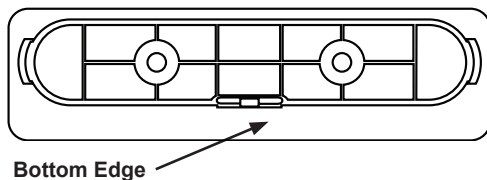


WALL MOUNTS The edge closest to the oval attachment ridges on back of name plate is the “top”. Attach the Wall Mount to the surface where the name plate will be displayed using the included screws*. The wider flat edge of the mount should be at the bottom. Once the Wall Mount is secured, add the name plate by aligning the oval attachment ridges and pressing firmly until the name plate clicks into place. To remove, pull outward and upward on the bottom edge of the name plate.

DESK STAND The edge closest to the oval attachment ridges on back of name plate is the “bottom”. Add the name plate by aligning the oval attachment ridges and pressing firmly until the name plate clicks into place. To remove, pull top edge of name plate and back edge of Desk Stand away from each other.

CUBICLE STAND The edge closest to the oval attachment ridges on back of name plate is the “bottom”. The Cubicle Stand will need to be adhered to a flat surface where it will be displayed. To add the name plate, align the oval attachment ridges, support the back of the Cubicle Stand, and press the name plate firmly until it clicks into place. A second name plate may then be added to the other side, again making sure to support the opposite side of the Cubicle Stand to avoid detaching it from the display surface. To remove, support the Cubicle Stand in one hand, and grasp the right or left edge of the name plate in the other hand. Pull outwards on the name plate, taking care not to lift the Stand from the adhesive.

*If the name plate will be mounted on any surface other than wood, you may need to use wall anchors or another suitable device to prevent the screws from pulling out of the wall when the name plate is removed.





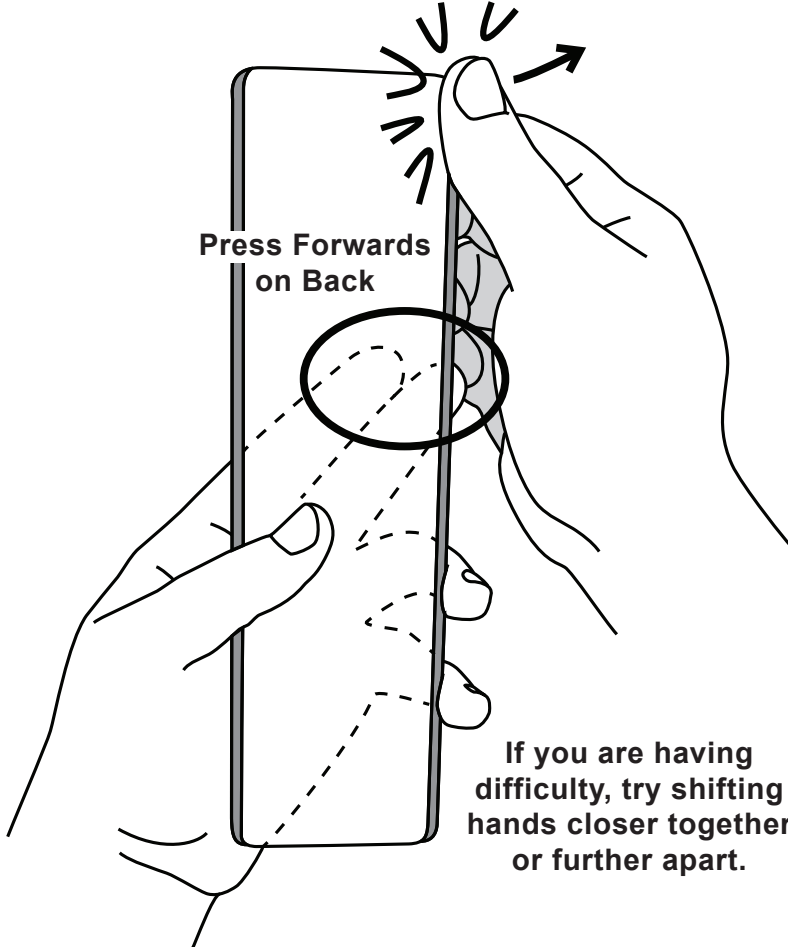
(Continued from the other side)

7 DISASSEMBLE To replace the insert, first remove the name plate from whichever attachment you used. There are various methods to remove the clear lens from the name plate, but the method shown in the illustration below is the least likely to cause damage to your inserts.

Hold with Name Plate Facing You

Twist Corner Edge Back

Press Forwards on Back



If you are having difficulty, try shifting hands closer together or further apart.

INSTRUCTIONS: With the name plate facing you, hold it vertically in one hand. Use the other hand's thumb to press on **ONLY THE OUTER FRAME**, up in the top corner. It is important to only apply pressure to the outer frame, to allow the clear lens to pop out at the corner.

Use a twisting motion to pull the top corner back and away from the lens, supporting the lens and name plate from below. You may need to twist a bit with the bottom hand as well to get the corner to pop out.

Some sizes of name plates are tighter than others, and may require a bit more force to remove.

Once one corner has popped free, you can grasp the clear lens directly and pull it the rest of the way out.

ALTERNATE METHOD: Insert your fingernails into the edge of the name plate underneath the clear lens and pry the lens upward. You can also try a thin tool such as a letter opener or nail file, however this will result in damage to the edge of the paper insert.