



The Framed Name Tag Tamer

Assembly Instructions

Package Contents

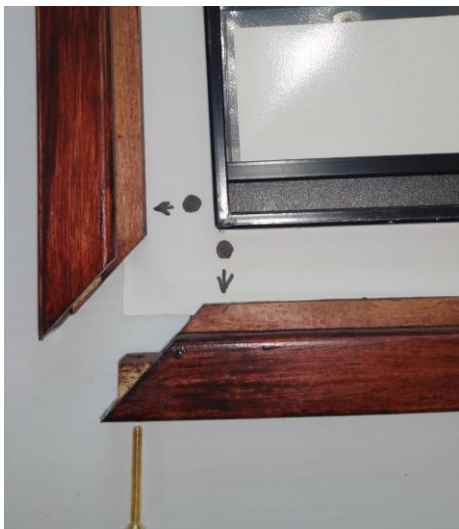
- 2 – Long vertical sides (Long-Side's), each with 2 screws attached.
- 2 – Short horizontal sides (Short-Side's)
- 4 – Screws (attached to the Long-Side's)

Instructions - *They really are quite easy to follow!*

The Framed Name Tag Tamer can be assembled with or without name tags on the Tamer. We suggest first assembling the Name Tag Tamer without name tags to familiarize yourself with the process.

1. Place the Tamer on a flat surface so the name tag side is facing up and the lower ledge for name tags is towards you.
2. Remove the frames from their packaging. We recommend saving the packaging for future use transporting the frames to your events.
3. Remove the screws from both ends of each Long-Side (4 in total) and set them aside for later.

4. Locate the black dots on the interior of one Short-Side and one Long-Side (pictured, right). These two sides will have their dots at the lower left side and bottom of the Tamer, respectively.



5. Place the Long-Side with the dot along the left side of the Tamer and the Short-Side with the dot along the bottom (pictured, left).

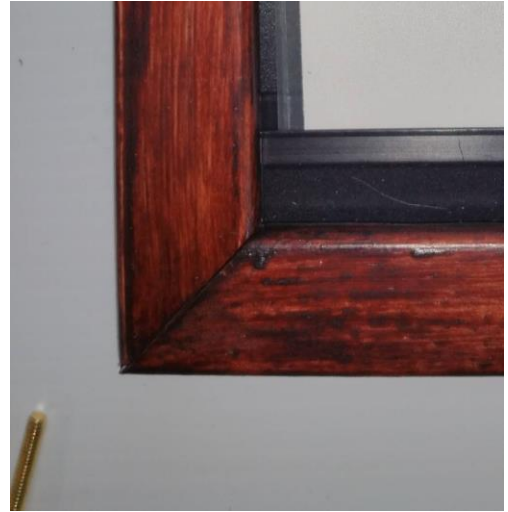
6. Place the unmarked Long-Side along the Tamer to the right and the unmarked Short-Side along the Tamer to the top.



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7. Very slightly lift the left side of the Tamer and slide the left Long-Side onto the Tamer; then very slightly lift the bottom of the Tamer and slide the bottom Short-Side onto the Tamer, adjusting both the Short-Side and Long-Side to close the corner.



8. Very slightly lift the right side of the Tamer and slide the right Long-Side onto the Tamer. Adjust the right Long-Side to close the lower right corner.
9. Lift the top of the Tamer slightly and slide the top Short-Side into place.
10. Check that all sides are seated and that the corners look square. If you need to reposition the Tamer handle it by the edges of the frame and always press the frame sides against the Tamer to keep them aligned and in place.



11. Insert the screws into the pre-drilled holes in the top and bottom Short-Side's. Use a Philips screwdriver to start each screw, driving each screw approximately half its length into each Short-Side. Do not tighten any screw all the way.

12. Once all four screws are installed finish driving each screw, but **do not overtighten.**

Your Framed Name Tag Tamer is ready to use.

--- Have a Great Event!