

This guide will explain and illustrate the method of removing and installing artwork in a surface mounted marketing frame for store associates. Any technical questions regarding the surface mounted marketing frames should be directed to: **DigiCo Imaging at (614) 239-5200**

Begin by using the provided suction cup with handle to gently remove the front frame piece from the mounted light box in order to access the artwork inside.



Carefully pull the front panel forward and set aside. This may take two or more associates as this piece is large and prone to bending/flexing. Use caution not to scratch the frame finish or allow it to flex, bend or kink!

**Do not store frame pieces in upright positions as this could cause them to bend!*



Once the panel is removed the artwork inside the frame is held in place by magnets. Starting from the bottom and working up, remove the magnets and carefully remove the artwork currently in place. Lift the top magnet hinge and pull the old artwork out.

**The magnets are very strong! Keep magnets separate from each other as they can be difficult to pull off from one another.*



**Old artwork removed from the surfact mounted marketing frame should be stored or disposed of according to L Brands Corporate instruction.*

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Install the new artwork in reverse order of removal. Start at the top of the frame, aligning the art with the corner guides inside the frame.



Close the magnet hinge over the artwork to hold the top in place.



Roll the artwork down slowly onto the frame placing magnets on the sides as you go and at the bottom. Make sure the artwork is aligned within the frame properly.



Once the art is in place and the magnets are secure, simply replace the front frame panel by aligning the bottom corners of the top cover with the bottom of the base frame and push in until secure. Make sure it is securely in place and the artwork is aligned properly.

