



## ASSEMBLY INSTRUCTIONS FOR LAYFLAT BINDERS?

Smart Presentation

### Polypropylene

1. Firstly take care to fold the ring binder along both creases as this will be impossible once assembled. You will discover a natural inner and outer as you fold.
2. Push two rivets through the holes in the outer back cover, and lay this back cover onto the table top with the heads of the rivets on the table top and the ends pointing upwards. Your ring binder should open like a book, with its back cover flat against your table top. The spine and the front cover will lift off the table.
3. Take the ring mechanism and position it over the rivets in the back cover, so the flat side of the D shaped ring is away from the spine and facing the outer edge of the back cover. Position it directly over the rivets; you only get one chance at this so line it up perfectly – and push.

It's as simple as that!

### Vinyl

1. Take your ring binder out and push two rivets through the holes in the outer back cover, and lay this back cover onto the table top with the heads of the rivets on the table top and the ends pointing upwards. Your ring binder should open like a book, with its back cover flat against your table top. The spine and the front cover will lift off the table.
2. Take the ring mechanism and position it over the rivets in the back cover, so the flat side of the D shaped ring is away from the spine and facing the outer edge of the back cover. Position it directly over the rivets; you only get one chance at this so line it up perfectly – and push.

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## Lever arch

1. Place the back cover of your ring binder on the table with the metal plate facing you. Your ring binder should open like a book, with a metal plate in the back cover.
2. Take your ring mechanism and position it over your metal back plate so that the lever is facing the bottom of the ring binder parallel to the spine. If you were to open your mechanism now it would lift to the right, leaving you with two vertical prongs for your paperwork.

Check you have your ring mechanism facing the right direction – because step three cannot be reversed! If necessary review step two to be sure.

3. Slide your ring mechanism over the backplate until you hear a distinct click. Your ring binder is fully assembled and ready for use.

It's as simple as that!