Step 1: Using a tool such as a flat blade screwdriver, open the snap profile and insert the image.

Step 2: Press down and secure the image in the snap profile. Start by pressing down on the outside and working in towards the middle.

Step 3: Turn the Expand QuickScreen 3 upside down. Undo the thumb screws.

Step 4: Remove the plastic end cap to expose the pin that holds the tension on the display (indicated by the red arrow). **DO NOT REMOVE THE PIN AT THIS POINT**

Step 5: Remove the protective film. Apply the image with picture side upwards and position along the red line.

Step 6: **IMPORTANT!** Apply a packing tape (like the white Expand Logo tape) over the joint.

Step 7: Grip the image and cassette with the left hand. Remove the locking pin with the right hand. **THE MECHANISM IS NOW ACTIVATED**

Step 8: With your hands, slowly allow the graphic panel to retract into the base.