



# Attaching Clips to Clipboard

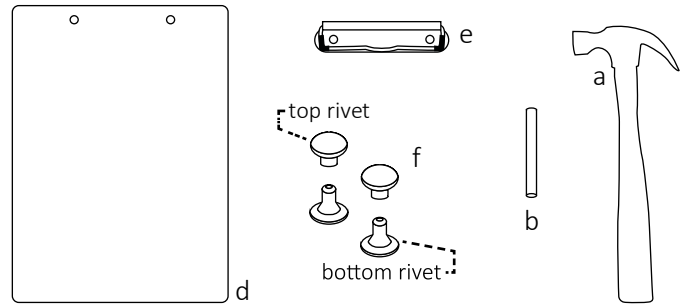
*Unisub Assembly Tip Sheet*

## **TOOLS NEEDED:**

- Hammer
- Setting cylinder (or approximately 3/8" / Contact distributor to purchase)
- Bolt (must fit in clip) with flat end
- Work surface suitable for hammering

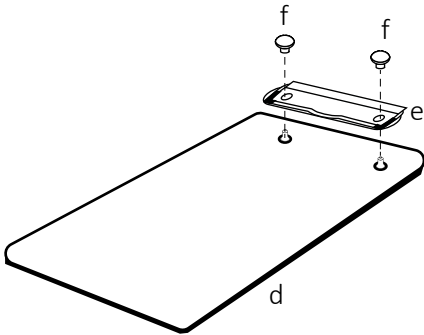
## **MATERIALS PROVIDED:**

- Clipboard
- Clip
- Rivet sets (top and bottom rivet for each hole)

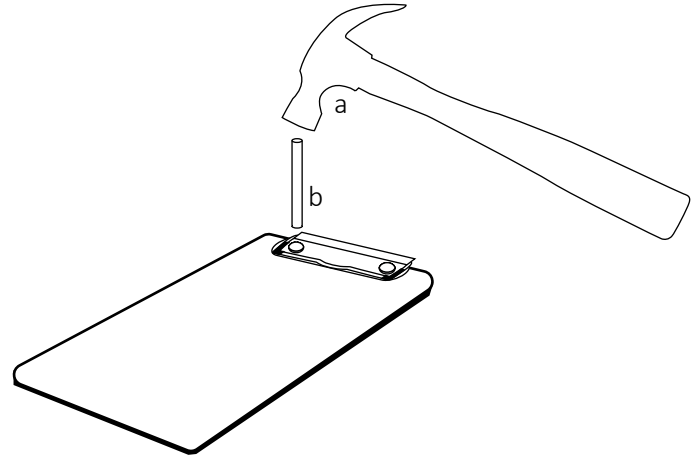


## **INSTRUCTIONS**

1. Gather materials.
2. Place clipboard on work surface and insert bottom rivets with shafts pointing up through clipboard holes.
3. Place clip on top of clipboard, lining up the clip holes with the bottom rivets.
4. Place a top rivet onto the bottom rivet shaft. Use the hammer and setting cylinder to tap the rivet into place.
  - 4a. To avoid denting the rivet, place a piece of fabric over the rivet before hammering
5. Repeat with 2nd rivet assembly.
6. Check back of clipboard to make sure back rivets are flat. A rigid work surface will help with this.
7. Check clip to make sure it is secure. If clip wiggles, try tapping the rivet assemblies with the hammer and setting cylinder again to seat them more securely.



- Place materials on work surface.
- Insert bottom rivets.
- Line up clip and place top rivets on shaft of bottom rivets



- Use hammer and setting cylinder to secure rivets.
- Inspect front and back for clip movement and flatness.

**IMPORTANT:** MAKE SURE CLIP IS TIGHTLY ATTACHED (NO WIGGLING). MAKE SURE ALL RIVETS ARE FLAT TO CLIPBOARD SURFACE.

  
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