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# Marburg frame (BF07)

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Please retain these instructions for future reference. These instructions are also available in other formats.

## General description

Durable A4 plastic frame used for producing interpoint double sided braille, dot by dot on paper, plastic film and Dymo tape. This braille frame has 27 lines with 30 cells per line and it is designed for use with A4 braille paper. There are markings for line number and positions within the line, making it easier to find where you last brailled and the seven holes on the left-hand side enable you to place it in a variety of ring binders.

Supplied with a Saddleback style this frame is made of shock-resistant plastic and should not be used or stored in areas where the temperature is high.

## Using the product

### Single-sided use

Position the frame so the cell plate is facing towards you and the hinge is on the left hand side. Half way down the right edge is a notch, which is used to open the frame.

Once the frame is open, insert a sheet of A4 braille paper making sure that it covers the pins and then close the frame. Once this has been done, the pins will hold the paper so that it will not slip and brailling can commence.

Work from right to left and write all the braille symbols in reverse so that when the paper is removed and turned over your braille will be the right way round.

The pin at the bottom edge of the frame's lower half is designed as a support when inserting a sheet of paper. We recommend that you use A4 sheets of braille paper (available from RNIB), as these fit exactly within the frame.

The braille line numbers at the right hand margin and the raised dots in the middle of each alternate line make it easier for the user to find their place on the page when resuming writing after an interruption.

Once complete, read back your work by turning over the closed frame. With your forefinger placed in the notch on the edge of the backing plate, lift up the backing plate.

The retaining pins ensure that the paper does not slip as you are reading. If slippage occurs, at any time, make sure that the paper is repositioned correctly before starting to write again. Simply close up the frame when you have finished, turn it over and carry on writing.

You can use smaller than recommended A4 sheets of paper with the frame. However, when doing this, make sure that the paper is inserted so its edges end exactly at the two edges of the frame (vertical and horizontal). Be careful that smaller sheets do not slip if used.

### Interpoint writing

To write on both sides of the paper in interpoint braille, proceed as follows:

When the first side of paper has been brailled, turn the closed frame over by rotating it to the left.

Locate four holes through both halves of the frame and then make four holes in the paper in these positions with a style. Turn the frame over to the right and open it.

If a sheet is being used, which is narrower than the frame, turn the sheet over to the right and using the holes just made, realign the paper on the holding pins.

The holes feel like dots at the corners of the paper. Close the frame, turn it over and resume writing.

When using paper sizes greater than A4, you should follow these steps:

The sheet should be turned round so that its top edge now faces the user. Place it on the holding pins using the holes just created and then close the frame. The protruding edge of the paper will be on the left.

You can carry on writing in the normal way with the brailled line numbers on the left side of the frame. They will also be upside down. Always take care not to damage the dots on the first side of your sheet, when you start on the second side.

Follow the procedures just mentioned for wider sheets if you want to write in exercise books.

If using sheets of paper other than A4, always be very careful to ensure that the paper is well supported when you are writing on both sides.

### Writing on small strips of paper or plastic foil

Finally, you can use this frame for writing on strips of paper and adhesive foil for making labels. To allow you to do this, the frame has two slots at either end of the 9th line measuring 13 mm and two slots at either end of the 19th line measuring 10 mm to accommodate strips of paper or braille labelling tape (available from RNIB).

Find the correct slot for the braille labelling tape, and then, using the appropriate width of tape, pass the tape from the upper side down through the left hand slot of the frame with the non-adhesive side facing downwards. Draw the tape tight and bring it up through the right hand slot. If you now close the frame, you can write in the normal way working from right to left. Remove the tape carefully afterwards and cut as required and remove adhesive backing if necessary.

## Storing the Marburg frame

When the frame is not in use, you can use the large holes on the left hand side to store the device in a ring-lock file together with your papers.

## How to contact RNIB

Phone: 0303 123 9999

Email: shop@rnib.org.uk

Address: RNIB, Midgate House, Midgate, Peterborough PE1 1TN

Online Shop: shop.rnib.org.uk

Email for international customers: exports@rnib.org.uk

## Terms and conditions of sale

This product is guaranteed from manufacturing faults for 12 months from the date of purchase. If you have any issues with the product and you did not purchase directly from RNIB then please contact your retailer in the first instance.

For all returns and repairs contact RNIB first to get a returns authorisation number to help us deal efficiently with your product return.

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