Step 1

Start with die #2 on the left side of the machine.

Put the shell, with edges facing down into the groove in die #2.

Lay the artwork on top of the shell, with the illustration facing up, followed by the clear plastic cover (also called mylar). The mark on top of die #2 should line up with the top of the artwork/photo.

Push die to the right until it stops. Push handle down until it will go no further.
Note: when the handle is down, no more force is needed

Step 2

Lay the pinned back with the outside of the pin facing down in die #3. The top of the pinned back should line up with the mark on top of die #3.

Push die to the left until it stops.
Pull the handle down until it will go no further.

Choice: Start with step one for your next button or push die to the right and take ready made button out.