

INSTALLING YOUR REGISTERED OFFICE SIGNBOARD

- 1 **Read these instructions through carefully before commencing.** You will need a pencil, a cross-head screwdriver, a drill with a 6mm masonry bit and a plumb line or spirit level. Always handle the nameplates with care to avoid scratching them. If the signboard is not assembled when you receive it, assemble it following the instruction sheet ASSEMBLING YOUR REGISTERED OFFICE SIGNBOARD.
- 2 Look at the rear of your signboard and you will see yellow screws. These are for transit only & should be removed & discarded. You will first need to remove the nameplates covering the screws by pressing them forward off their retaining clips. Put them to one side.
- 3 Position the signboard on the wall as required and mark through one of the top fixing holes. If it is a large board choose the most central hole. Remove the signboard from the wall and put it to one side.
- 4 **IMPORTANT! BEFORE DRILLING INTO THE WALL ENSURE THAT THERE ARE NO BURIED ELECTRICAL CABLES, GAS PIPES, WATER PIPES OR OTHER HAZARDS. ELECTRONIC DETECTOR DEVICES ARE AVAILABLE FROM DIY STORES.**
- 5 Using a 6mm masonry bit, drill a 30mm deep hole at the mark and insert one of the wall plugs supplied, ensuring it is flush to the wall surface. Using one of the screws supplied, screw the signboard loosely to the wall ensuring you fit the screw through the correct hole.
- 6 Using a plumb line or spirit level, position the signboard so that the black edges are vertical. Mark through the remaining fixing holes.
- 7 Remove the single fixing screw and put the signboard to one side.
- 8 Using the 6mm masonry bit, drill 30mm deep holes at each mark and insert a wall plug. Using the screws supplied, screw the signboard to the wall taking care not to overtighten the screws. Use all the screws to ensure that, when installed, the plastic clips cannot slide up or down in the aluminium tracks.
- 9 Refit the nameplates you removed at 2 above by positioning each nameplate on the plastic clips and pressing firmly until they click fully home.

Modular Sign Systems

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