

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.
- 2 If the board is not assembled when you receive it, assemble it on the floor or a desk referring to the photograph for its general configuration. **The rear of the signboard can have rough edges, so protect any scratchable surfaces before you lay it down.** The nameplates simply push onto the black plastic clips in the black wall tracks. Allow about 1/2mm gap at each end of the nameplates so that they do not scratch the wall tracks when fitted or removed.
- 3 Look at the rear of your sign board and you will see the screw fixing holes in the black wall tracks. Remove the nameplates covering these holes by pressing them forward off their retaining clips. Put them to one side.
- 4 Position the sign board 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 sign board from the wall and put it to one side.
- 5 **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.**
- 6 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 sign board loosely to the wall ensuring you fit the screw through the correct hole.
- 7 Using a plumb line or spirit level, position the sign board so that the black edges are vertical. Mark through the remaining fixing holes.
- 8 Remove the single fixing screw and put the sign board to one side.
- 9 Using the 6mm masonry bit, drill 30mm deep holes at each mark and insert a wall plug. Using the screws supplied, screw the sign board to the wall taking care not to overtighten the screws.
- 10 Refit the nameplates you removed at 3 above by positioning each nameplate on the plastic clips and pressing firmly until they click fully home.

Modular Sign Systems