

Tools required:

- drill
- 3/16" bit
- #2 Phillips wall anchors and screws (or #8 Robertson)
- #2 Phillips screwdriver (or #8 Robertson)

Wall mounting

1. Determine location of sign on wall.
2. Locate studs in wall. Pre-drill 3 holes through back of sign to match stud location – two at the top and one at the bottom. **Caution: Open door so as not to drill through the door.**
3. The door can be unlocked with keys taped to the front of one or more of the signs. (Note: The same key is used for all signs at one location).
4. Open the door to gain access to the back panel. **Caution: The door opens only 90° - do not force door beyond this point.**
5. After determining where the supporting studs are located; line up your drill holes in sign with the studs, mark and drill. **Ensure that sign is level and plumb.**
6. Insert wall anchors into wall.
7. Affix sign to wall with minimum 3 screws. **It is essential that the appropriate screws/lag bolts are used when mounting the sign to the supporting flat surface.**
8. Install graphic under magnetic poster holders.
9. Close the sign door and lock the unit.

Note: larger signs will require more screws along top and bottom: generally one screw per every 2' at top of sign, half as many at bottom of the sign.

Poster changes

1. Unlock door by quarter turn of locks
(Note: all doors are opened by the same key at one location).
2. Poster is held in place by a plastic magnetic clip located at the top of the poster frame. This will hold the poster firmly in place.
3. Close sign door and lock the unit.

Cleaning

Clean glass gently with window cleaner. Clean clear light diffusing face material and acrylic with warm water and a soft clean cloth.

Caution: do not use petroleum based or abrasive cleaners on non-glass faces.

