

### Tools required

- Phillips screwdriver
- small level
- tape measure

### Installation

1. Remove the clear and white acrylic through the hinged top or side. After determining where the supporting studs are located; line up your drill holes with the studs and drill holes into wall through the top and bottom of back pan.
2. It is essential that the appropriate screws/lag bolts are used when mounting the sign to the supporting flat surface.
  - if into drywall or plaster use the anchors (not provided) (screw anchors into wall with Phillips screwdriver)
  - if into solid wood simply screw into place using the wood screws (not provided)
  - if into masonry use rawl plugs, tapcon or other similar fastener. (not provided)
3. Once all mechanical mounting work has been completed, make electrical connections, insert the T5 lamps and apply power.
4. Reinstall the clear and white acrylic.

### To install graphic

1. Push up the hinged top or side of sign and pull out the white and clear acrylic “sandwich”. Note: if your sign is plugged in but not lit, check the on/off switch inside the sign and ensure the switch is set to on.
2. Remove protective plastic film from clear acrylic.
3. Place graphic between sandwich layers. Note: if graphic is larger than acrylic, trim graphic using a razor knife and the acrylic as a template.
4. Replace sandwich into slot and close hinge.

### Cleaning

Use a non-abrasive cleaner to clean the clear acrylic.

### Lamp replacement

1. Ensure power is off (unplug cord or turn switch off) and then remove lamp by rotating it 90°, unlocking it from the fixture.
2. Replace lamp with same wattage, and lock into place by rotating the lamp 90°.

