

## INSTALLATION INSTRUCTIONS GLASS DOOR MOUNT SIGNS (USPS)

### To Mount Sign:

1. Position sign in door frame and mark mounting hole location.
2. Center punch and drill mounting holes. This will require a 1/8" diameter drill.
3. Mount sign with self tapping #8 Phillips Head Screws provided.

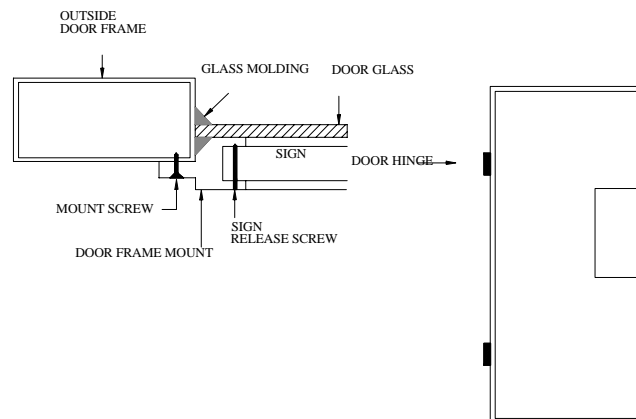
### To Change Insert

1. Remove release screws with 5/64 Allen Wrench provided.
2. Remove sign from door frame mount. (Slide sideways away from frame).
3. Slide insert out. Add new insert.
4. Replace sign in door frame mount making sure sign is seated properly.
5. Replace and tighten release screws.

**NOTE:** Sign will be shipped as ordered with right or left hand mounting position. To change the opposite hand, flip sign over (side to side) and change inserts to read properly.

If there are any questions, please contact our Technical Support Department at 800.777.4310.

### **Typical Application:**



**IMPORTANT:** Prior to installation, remove all contents from box and inspect each sign for damage. Box should contain signs, hardware, and mounting instructions for each style of mount used. Surface of the sign must be handled with care. Clean with water and mild detergent.

**Customer is responsible for suitability of each mounting option. Testing is recommended prior to each use.**

Rev. 03/14/07