

EXTENDING 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 short spirit level.
- 2 If adding a column to the right, remove the right hand column of nameplates by starting from the bottom and working up. Carefully put to one side ensuring that nameplates are not allowed to scratch one another. If extending to the left, remove the left hand column of nameplates.
- 3 Unscrew the exposed side track from the wall and put to one side with the screws.
- 4 The new divider track is fixed to the wall where the side track was located and you should be able to use two of the existing wall plugs. Remove and discard the yellow plastic screws, which are for transit only, from the new divider track. Screw the new divider track to the wall using the existing wall plugs. Mark through the remaining fixing holes and remove the divider track from the wall.
- 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 30mm deep holes at each mark and insert one of the wall plugs supplied into each hole, ensuring it is flush to the wall surface.
- 7 Screw the new divider track back onto the wall using all the fixing holes and taking care not to overtighten the screws. Check to ensure that nameplates can be fitted correctly.
- 8 NOW TO REFIT THE SIDE TRACK. Using two, preferably blank, plates clip one to the top outside position and one to the bottom outside position on the new divider track. Leave a small gap, say 1/2mm, between the end of the blank plate and the visible vertical bar of the divider track. Clip the free ends of the blank plates to the top and bottom positions on the side track, again leaving a small gap at the end.
- 9 Place a spirit level on the top blank plate and adjust the position of the side track up or down until the plate is horizontal. Mark through the fixing holes on the side track. Remove the blank plates and the side track from the wall.
- 10 Using a 6mm masonry bit, drill 30mm deep holes at each mark and insert one of the wall plugs supplied into each hole, ensuring it is flush to the wall surface.
- 11 Screw the side track to the wall taking care not to overtighten the screws. All nameplates can now be refitted as required.

Modular Sign Systems