



Installation Instructions  
**Replacement Insert – Heavy Duty Freestanding Sign**

---

1. Remove screws in the top of each post (qty 4)
2. Raise entire sign vertically in track and remove from the “T” frame.
3. Remove screws on one side frame (left or right side) and remove frame (reveal and frame may be one piece) from assembled sign.
4. Remove the glass from the frame.
5. Remove insert to be replaced and install new insert.
6. Reinstall glass into frame.
7. Re-assemble frame and reveal that was removed to gain access to sign and reinstall screws into the screw bos of the structural rail.
8. Raise sign and reinstall into “T” frames (line up the reveal on each post and slide reveal evenly into channels).
9. Complete the installation by attaching the top caps with the screws that were removed.

If you have any questions regarding installation, please contact our Technical Support Department at 800/777-4310.

**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.

**5350 Corporate Grove Blvd SE, Grand Rapids, MI 49512**