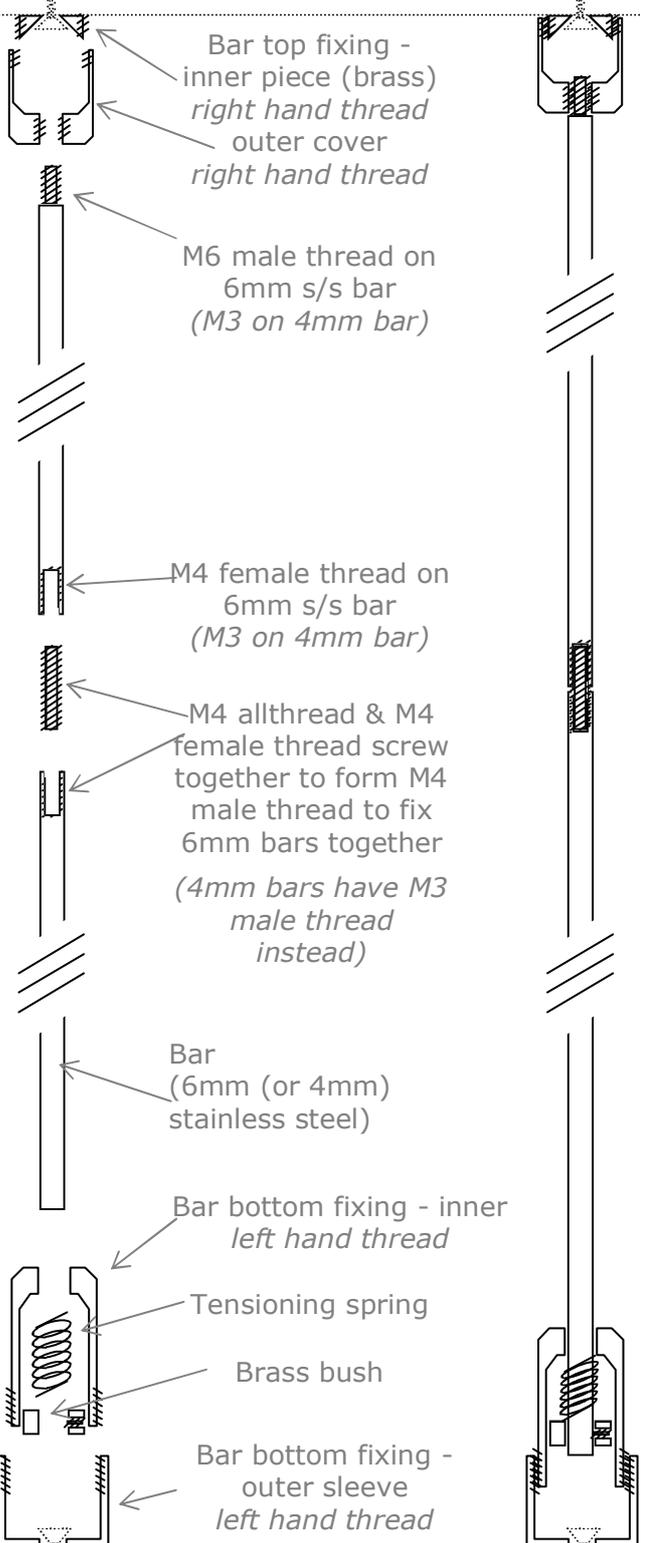


## PS5B: Acrylic poster holders clamped to suspended bars

### FIXING INSTRUCTIONS - SUSPENDED BARS

Screw into ceiling using appropriate fixings for ceiling (not supplied)  
**NOTE** that all weight of a suspended display is supported by the top fixings, which therefore need to be firm fixings into substantial ceiling



Screw into floor using appropriate fixings for floor (not supplied)  
**NOTE** that bottom fixing, where present, does not support weight

1. Mark the required positions of the bar top fixings on the ceiling.  
The table on page 3 shows the bar centres required for the different standard sizes of poster holders.  
*For ceiling-fixed bars with no floor fixing, skip to step 3*
2. Use a plumb line to mark the bottom fixings vertically below the top fixings, then check that these are the same distance apart as the ceiling positions.  
**For each bar:**
3. Fix the brass inner top fixing to the ceiling in its marked position using appropriate fixings (not supplied).
4. Screw the outer top fixing on to the inner top fixing.  
*For ceiling-fixed bars with no floor fixing, skip to step 16*
5. Unscrew the bottom fixing (left hand thread) and screw the outer sleeve to the floor using an appropriate fixing (not supplied).
6. Screw the bar sections together. Identify the bottom of the bottom bar section for trimming  
**IMPORTANT - ENSURE THAT YOU DO NOT CUT OFF ANY THREADS REQUIRED TO FIX BARS TOGETHER OR TO ATTACH TO TOP FIXINGS!**
7. Trim the bottom of the bar so that once screwed into the top fixing, the joined bars come no higher than the top of the outer sleeve of the bar bottom fixing.
8. Screw the bar into the top fixing.
9. Remove the brass bush and spring from the bottom of the bar.
10. Identify clamps which will be required on each bar (two per poster holder EXCEPT three per A0 holder)
11. Loosen the grub screws in the circular hole in the clamps so that they can be slid on to the bars.
12. Slide the clamps identified on to the bar from the bottom (with the grub screws towards what will be the back of the display), tightening the last one to hold them on the bar.
13. Replace the spring and the brass bush loosely at the bottom of the bar so that the bush can slide up the bar
14. Tighten the brass bush so that the bottom of the bush is not above the top of the outer sleeve of the bottom fixing.
15. Cut the bar off just below the bottom of the bush and reassemble the bottom fixing, then tighten against the spring (NOTE - LEFT HAND THREAD!!).

**PS5B: Acrylic poster holders clamped to suspended bars**

**FIXING INSTRUCTIONS - CLAMP-ON POSTER HOLDERS**

FIX HOLDERS TO CEILING TO FLOOR FIX BARS:

For each poster holder:

1. Use the allen key provided to loosen the grub screws in the wide slot in each clamp so that the acrylic holder can slide into the slot.
2. **FIX POSTER HOLDERS TO CLAMPS**  
Position the acrylic holder between the bars (already fixed in position) and slide the clamps (already on the bars) so that two clamps on each side can be fixed to the holder.  
Fix clamps to the holder by re-tightening the grub screws when clamps are in the desired positions.
3. **FIX CLAMPS IN POSITION ON BARS**  
Slide the holder to its required position on the bars and tighten the grub screws in the clamps on to the bars on one side.
4. Use a spirit level to ensure that the holder is horizontal, then tighten the grub screws on the other side on to the bars.

*For joined columns of poster holders, clamps on one or both sides should be double, as appropriate. The fixing of second & subsequent columns of holders to bars then requires minor modifications to instructions (as clamps for one side of holders are then already attached to bars) - see below.*

Joined columns—modifications for second & subsequent columns

2. Fix loose clamps (on one side of poster holder only) to holder in required positions.
3. Slide the holder to its required position on the bars (adjacent to the poster holder already fixed in position using one side of the double clamps) - and tighten the poster holder in line with this using the grub screws in the jaws on the other side of the double clamps.
4. Use a spirit level to ensure that the holder is horizontal, then tighten the grub screws on to the bars on the other side of the poster holder.

**WIRE / BAR CENTRES FOR SUSPENDED POSTER HOLDERS**

POSTER HOLDER SIZE	A5 landscape A4 portrait	A4 landscape A3 portrait	A3 landscape A2 portrait	A2 landscape A1 portrait	A1 landscape A0 portrait	Double A4 portrait	Triple A4 portrait	Double A4 landscape Double A3 portrait	20"x30" portrait	20"x30" landscape 30"x40" portrait
WIDTH OF POSTER	210mm	297mm	420mm	594mm	841mm	2x 210mm (12mm gap between)	3x 210mm (12mm gaps between)	2x 297mm (12mm gap between)	508mm (20")	762mm (30")
WIDTH OF HOLDER	234mm	321mm	444mm	618mm	865mm	456mm	678mm	630mm	532mm	786mm
CENTRES FOR 4mm BARS	248mm	335mm	458mm	632mm	879mm	470mm	692mm	644mm	546mm	800mm
CENTRES FOR 6mm BARS	250mm	337mm	460mm	634mm	881mm	472mm	694mm	646mm	548mm	802mm