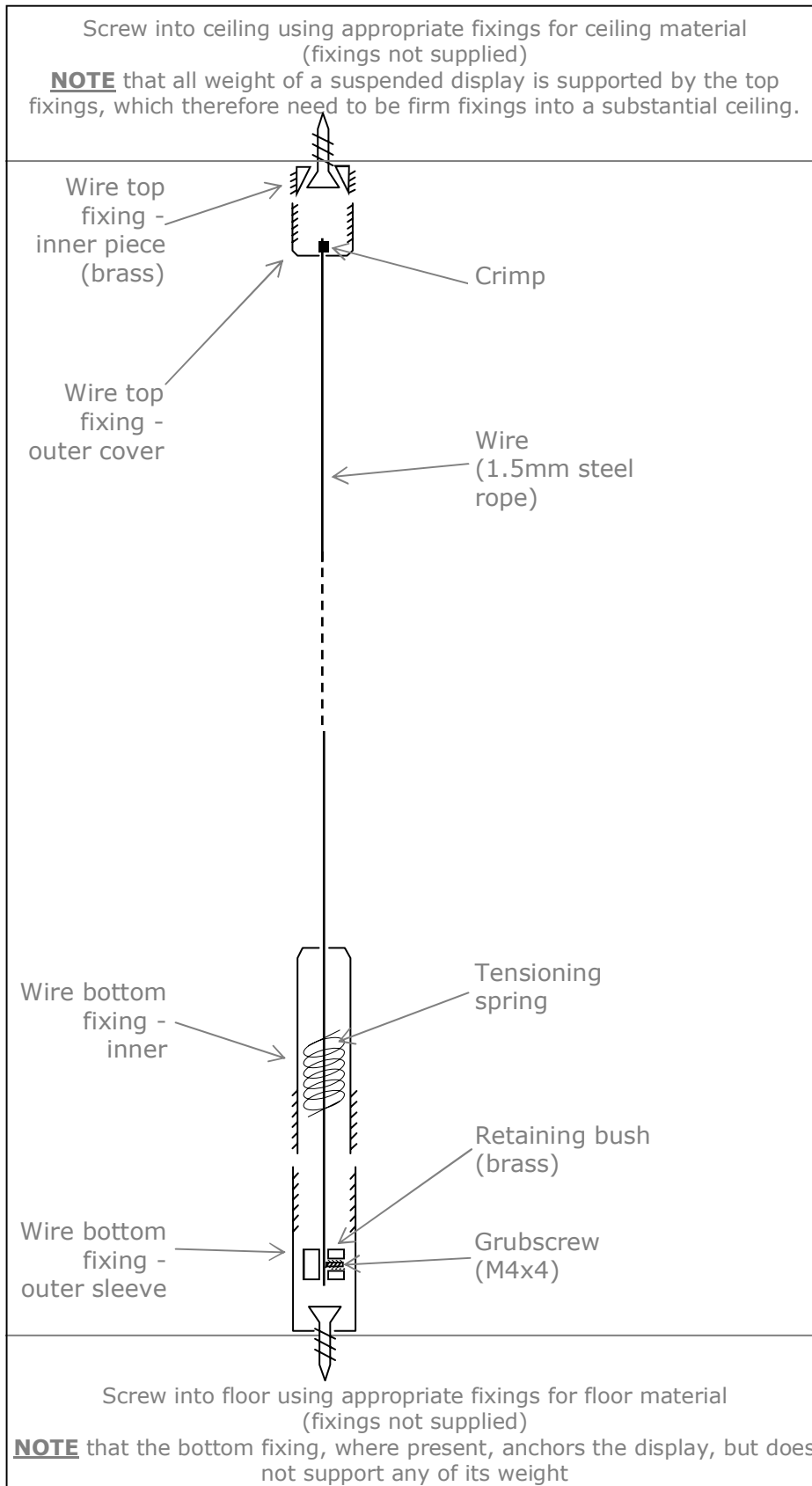


PS1: Acrylic poster holders clamped to suspended wires or bars

FIXING INSTRUCTIONS - SUSPENDED WIRES



1. Mark the required positions of the wire top fixings on the ceiling. The table on page 3 shows the wire centres required for the different standard sizes of poster holders.

For ceiling-fixed wires 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.

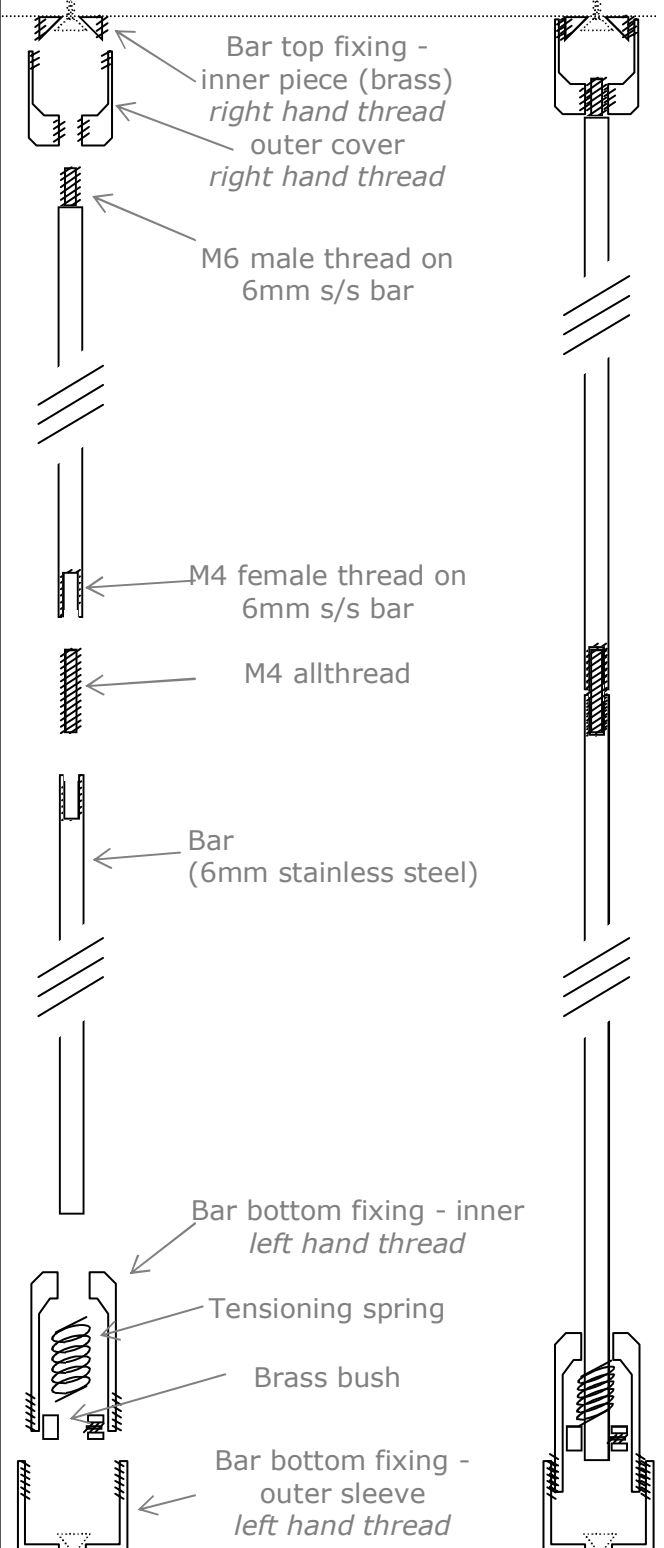
For each wire:

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, with the crimped end of the cable inside, on to the inner top fixing.
For ceiling-fixed wires with no floor fixing, skip to step 8
5. Unscrew the bottom fixing and screw the outer sleeve to the floor using an appropriate fixing (not supplied).
6. Loosen the brass bush at the bottom of the wire by partly unscrewing the grub screw (using the allen key supplied), so that the bush can slide up the wire.
7. Pull the wire taut, then position the brass bush so that the top of the bush is in line with the top of the outer sleeve of the wire bottom fixing (screwed to the floor).
8. (Repeat steps 3 - 7 until all wires have been fitted).

PS1: Acrylic poster holders clamped to suspended wires or 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)
NOT 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
(do not cut off the M6 male thread - required for attaching to the top fixing)!
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 6mm diameter 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 (left hand thread).
16. (Repeat steps 3 - 15 until all bars have been fitted).

PS1: Acrylic poster holders clamped to suspended wires or bars

FIXING INSTRUCTIONS - CLAMP-ON POSTER HOLDERS

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 be positioned in the slot.

FIX HOLDERS TO WIRES:

2. Fit two clamps to each side of the poster holder in the desired positions, using the allen key to tighten the grub screws when the holder is in position.
3. Remove the grub screws from the narrower slot in each clamp so that the wires can slide into these.
4. Position the holder between the wires, and screw the grub screws back into the clamps to fix the holders loosely in position, but still allowing it to slide.
5. Slide the holder to its required position and tighten the clamps on to the wires on one side.
6. Use a spirit level to ensure that the holder is horizontal, then tighten the grub screws on the other side.

FIX HOLDERS TO CEILING TO FLOOR FIX BARS:

2. Position the 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 by re-tightening the grub screws when clamps are in the desired positions on the holder.
3. Slide the holder to its required position on the bars and tighten the clamps in position on one side.
4. Use a spirit level to ensure that the holder is horizontal, then tighten the grub screws on the other side.

FIX HOLDERS TO CEILING FIX BARS:

As for wires, except:

- point 3: remove grub screws from hole (not slot),
point 4: position holder between bars (not wires),
Point 5: tighten clamps on to bars (not wires)

For joined columns of poster holders, clamps on one or both sides should be double (with two wide slots). The fixing of second & subsequent columns of holders to wires then requires minor modifications to instructions (as clamps for one side of holders are then already attached to wires).

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 WIRES	244mm	331mm	454mm	628mm	875mm	466mm	688mm	640mm	542mm	796mm
CENTRES FOR BARS	250mm	337mm	460mm	634mm	881mm	472mm	694mm	646mm	548mm	802mm