

# INSTALLATION GUIDELINES

## Name Plate

STEP 1: Insert a paperclip into an opening along the edge of the frame as illustrated.

STEP 2: Push the paperclip toward the centre and lift the transparent screen. Place Name card into the frame and replace the screen.

STEP 3: Insert the steel bracket of the Name Plate into the panel's slots and engage by pressing it down.

STEP 4: Tighten the bracket with two screws. Do not overtighten.

STEP 5: Adjust the frame to the desired position (parallel or perpendicular to the panel surface).

