

Product Instructions: SCROLL notice boards and menu cases

Wall mounted versions

FIXINGS = 4 or 6 x No.8 x 1.5" screws, wall plugs, washers, hole plugs

Before beginning installation you **MUST** check that all of the fixings and pre-drilled holes provided are suitable for the wall you are fixing into. If the fixings are not suitable please use alternative fixings. **We cannot be held responsible for any damage caused from incorrect fixings being used during installation.** If the pre-drilled holes are not in a suitable position, then use the supplied hole plugs and seal with exterior grade silicone before re-drilling the Scroll in suitable locations. To install to a wall, hold the board in position with the door open and mark on the wall the location of the pre-drilled holes in the top and bottom frames. Remove the board from the wall and drill holes into the wall where you have marked, before fully inserting the wall plugs into the holes in the wall. **If you are installing your notice board outside, you will need to seal ALL the wall fixing holes, by coating screws in exterior grade silicone before screwing to the wall.** Re-position the board over the wall plugs and screw the board into the wall, with the black rubber washers supplied positioned between the case and the wall. If you have an **external header and/or footer panel** this needs to be fixed directly to the wall rather than the board itself. The separate wall fixing kit for this will be taped to the header panel (for transportation). If the header panel has been supplied pre-drilled then simply repeat the method used for the main board and use the supplied plastic screw caps to conceal the wall fixings. If it has been supplied un-drilled, then you will need to also drill holes in the header panel in several suitable locations.

Post mounted versions

FIXINGS = post cap screws (threaded bolts if supplied with header panel)

If you have a header panel, this will need to be attached to the top of your notice board first. It will be pre-fitted with fixings. Simply place the header with pre-drilled holes over the fixed machine screws protruding from the top of the outer frame. Now secure the header onto the board with the supplied nuts.

To attach the Scroll to the posts, lie the posts down on a flat, soft and non-abrasive surface, with the open channel in the posts facing upwards. Now slide the infill already attached to the back of the Scroll down into the post channels. Secure the assembly by screwing on the post caps using the screws supplied. Concrete your post(s) into suitable sized and spaced holes, with a minimum recommended depth of $\frac{1}{4}$ of the overall post length and no less than 600mm. If you have been supplied with standard 3000mm posts you may need to calculate how much post length you require and cut them down using a hacksaw. **Please ensure that your posts are not leaning forward or backwards as this can compromise the weather resistance of your Scroll.** For surface mounting, use the supplied base plates to drill 4 x 10mm holes per base and fix using suitable fixings (not included for safety reasons).

Rail mounted versions

FIXINGS = 2 x ARC per channel, with bolts, nuts and washers

Your Scroll notice board has been supplied with channel attached to the rear face along with the most suitable size of anti-rotational clips (ARC) we hold in stock. Before beginning installation you **MUST** check that all the fixings provided are suitable for the railings you are fixing on to. If they are not suitable please use alternative fixings. **We cannot be held responsible for any damage caused from incorrect fixings being used during installation.** Offer the notice board up to the railings. Fit the ARC around your railings and tighten the bolts supplied with them to secure. If you have a header and/or footer panel, use the ARC taped to the header (for transportation) and repeat the above steps to fit to your railings.

Stand mounted versions

FIXINGS = None packed separately (all pre-fitted to components)

Remove the 4 screws from the back face of your board and use them to fix the rectangular part of the pole bracket to the back of the board, using the pre-drilled holes provided. Unscrew the screws in one end of the pole and use them to fix the base to that end of the pole, ensuring the holes in the base are aligned with the screw ports on the inside edge of the pole. Remove the screws from the other end of the pole. Stand the base and pole assembly up and offer the notice board up to the top of the pole. Using the remaining screws, fix the other end of the bracket to the top of the pole, ensuring the pre-drilled holes in the bracket are aligned with the screw ports on the inside edge of the pole.

Mains powered LED/T5 illumination – additional information

Illuminated versions are provided with 3 metres of cable but without a mains plug as standard, as this may not suit the customer's own site and installation conditions. **Electrical installation should be carried out by a qualified electrician and work to the current recommended CE standards.**

Battery powered LED illumination – additional information

Batteries used must be AA size 1.2volts rechargeable only. For the best results use NiMH 2600mAh, AA batteries. NiMH 2600mAh batteries have been tested to give at least 8 hours of bright illumination per charge. To change batteries, open the door and locate battery holders fixed to the inside bottom frame. Battery holders are detachable via Velcro strips. Once removed from the Velcro, unclip the plastic connector on the end. Batteries then unclip easily from holders. To reattach battery holder, first re-attach plastic connector and then fix back to the case frame using the Velcro strips. An on/off switch is located in the top left hand corner on the inside of the case.

Product Guarantee

All our exterior glazed products are covered by a 5 Year guarantee as standard. This covers defective parts and/or labour with the exception of the pin board core and fabric coverings*, and is based on normal operating conditions within the UK and Republic of Ireland.

Powder coated finishes are applied to the standards of the powder coating suppliers. Colour fastness and corrosion resistance is dependent on the location and atmospheric conditions. Therefore, our guarantee is limited to corrosion resistance only in line with our powder coating suppliers' specifications, with the following provisions:

1. Products with powder coated finishes that are installed within 1 mile of a coastal location** must also have the extra coastal intermediate primer protection applied to the external finish.
2. Products with Satin Silver, Polished Gold or Polished Silver finishes that are installed within 1 mile of the coast must also have the additional clear powder coating applied to the external finish.

The guarantee is offered on the basis that any faulty product is returned to the factory to assess and/or remedy, with prior written agreement of the manufacturer. Photographic evidence may be required before the product is returned. The 5 Year guarantee does not cover consequential losses or expenses. If the product has been modified or tampered with other than as expressed in the instructions, or notified and agreed by the manufacturer, the manufacturer reserves the right to void the guarantee.

To maintain your 5 Year Guarantee, please ensure the products are:

- A. Installed as directed in the instructions we provide**
- B. Well maintained and cleaned regularly*** using guidance information stated below**

IMPORTANT Maintenance Information

Locks, hinges and stays need regular lubrication with a spray lubricant such as WD-40. This is particularly important if the locks, hinges or stays shown any signs of sticking or creaking.

NO CHEMICALS should be used to clean any part of your notice board. It should only be cleaned with soap and water and a damp soft cloth. Alternatively use Autoglym Fast Glass spray which has been approved for use with our products (available from your sales representative). Use of any cleaning or chemical agents including solvents will invalidate your 5 Year guarantee.

** As well as highly industrial locations, indoor swimming pools or any other locations with high levels of Sulphur Dioxide or other abrasive atmospheres.

*** Frequency of cleaning will depend on local conditions, but the minimum recommendation is twice a year. In most cases, regular cleaning will also help your product looking its best beyond the 5 Year Guarantee.

For any further assistance with installing this product please contact your sales representative.

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