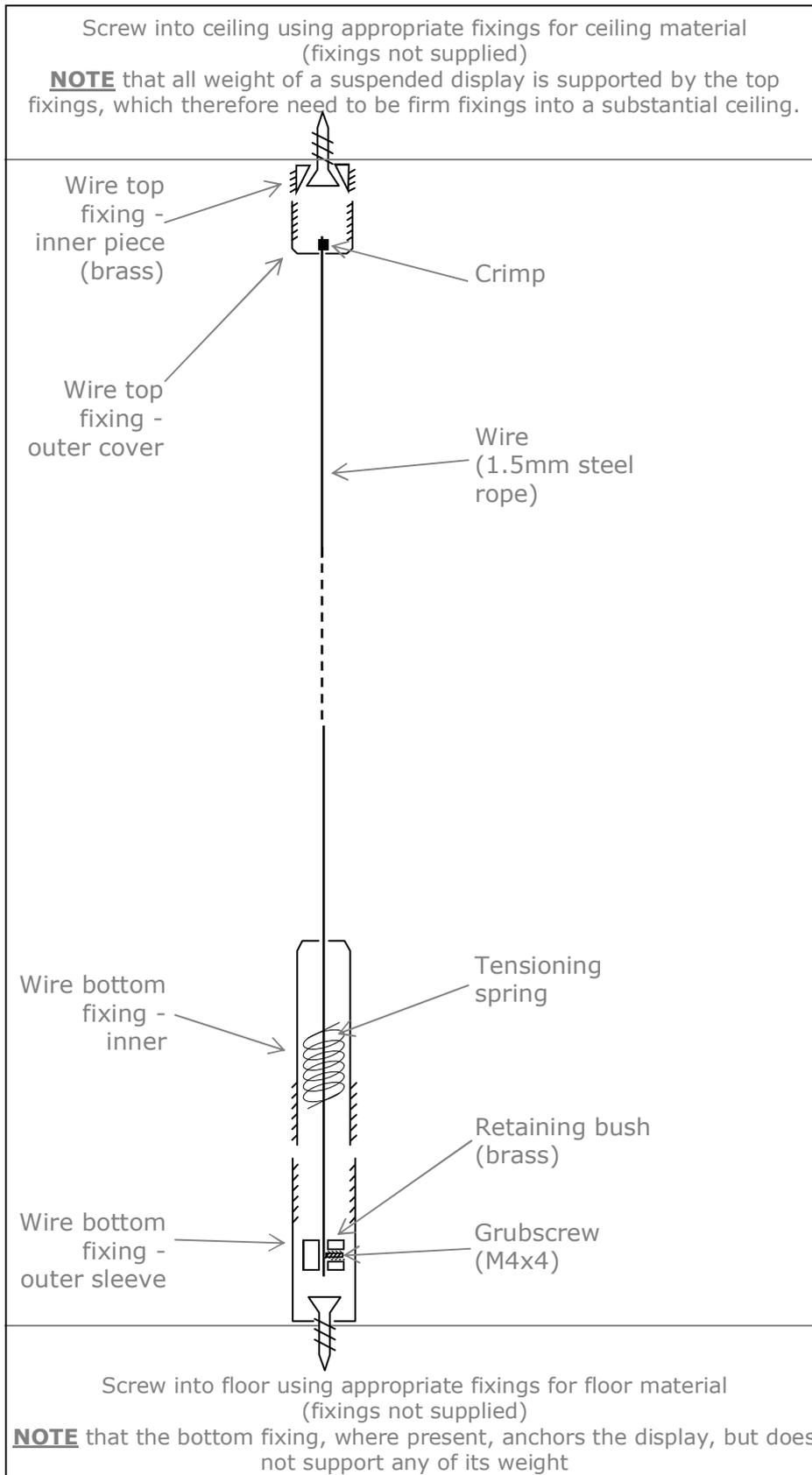


PS2: Suspended hook-over acrylic poster holders

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.

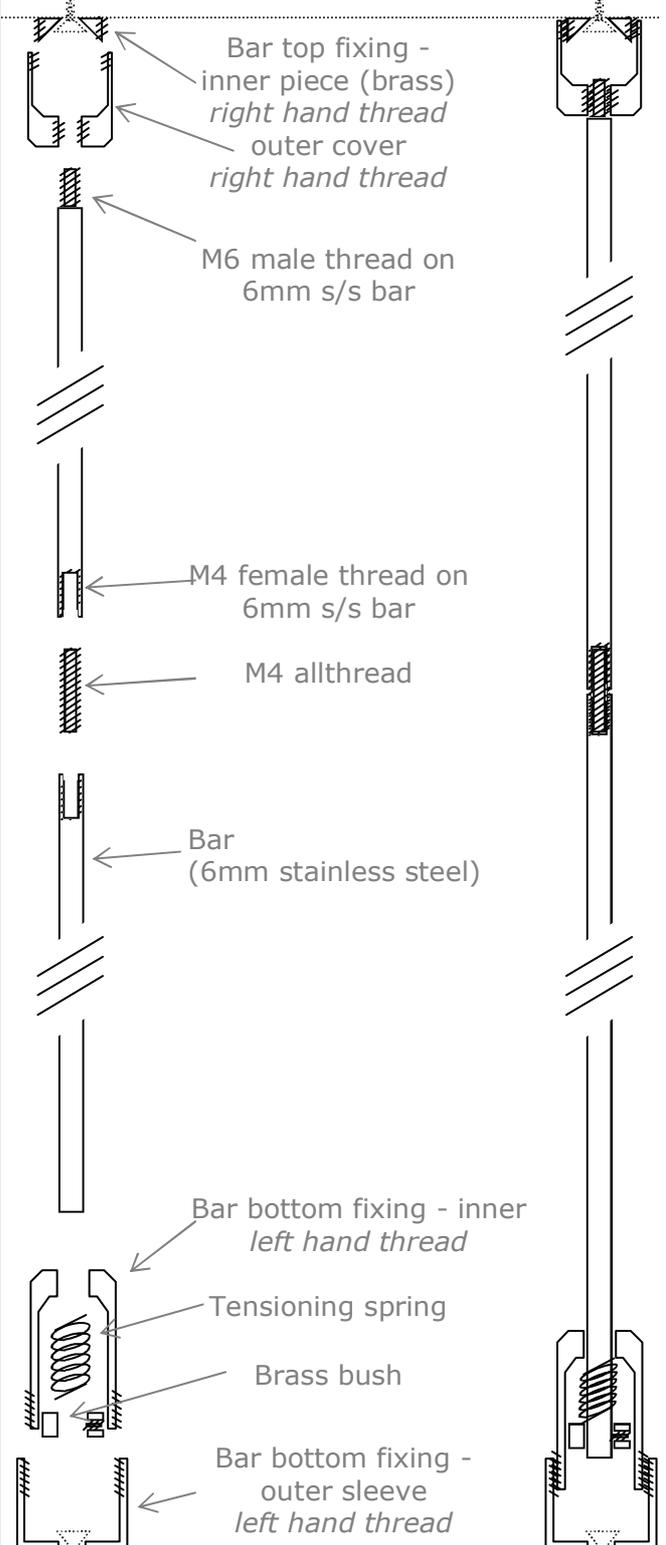
For each wire:

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).

PS2: Suspended hook-over acrylic poster holders

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 the number of clamps required on each vertical bar (twice the number of rows of poster holders)
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).

PS2: Suspended hook-over acrylic poster holders

FIXING INSTRUCTIONS - SUSPENDED HOOK-OVER POSTER HOLDERS

FIX HORIZONTAL BARS TO WIRES:

For each (horizontal) bar:

1. Fit a clamp to each end of the stainless steel bar - use the allen key provided to loosen the grub screw in the clamps, push the bar end into the clamp, then re-tighten the grub screw to hold the bar firmly in place. Ensure that the slots for the wires are lined up.
2. Remove the grub screws from the narrower slot in each clamp so that the wires can slide into these.
3. Position the bar between the wires, and screw the grub screws back into the clamp on one end of the bar to fix it in position.
4. Use a spirit level to ensure that the bar is horizontal, then tighten the grub screw on the other side.

FIX HORIZONTAL BARS TO CEILING TO FLOOR FIX BARS:

1. Secure the clamps (already on the vertical bars) on one vertical bar in the desired positions.

For each horizontal bar required for the display:

2. Starting at the top, secure the bar to the positioned clamp.
3. Slide the clamp on the other vertical bar roughly into position and secure the bar to this clamp.
4. Use a spirit level to ensure that the bar is horizontal, then tighten the grub screw in the clamp on the other side.
5. (Repeat steps 2 - 4 until all bars have been fitted).

FINALLY

Hook poster holders over top bars as required (with bottom of poster holders resting against bottom bars)

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

WIRE / BAR CENTRES FOR SUSPENDED HOOK-OVER POSTER HOLDERS

POSTER HOLDERS SIZE & NUMBER ON ONE BAR	1x A5 landscape or 1x A4 portrait	2x A5 portrait 1x A4 landscape or 1x A3 portrait	2x A4 portrait 1x A3 landscape or 1x A2 portrait
LENGTH OF SUSPENDED BAR	234mm	321mm	444mm
CENTRES FOR WIRES	244mm	331mm	454mm
CENTRES FOR BARS	250mm	337mm	460mm

GAPS BETWEEN BARS FOR SUSPENDED HOOK-OVER POSTER HOLDERS

POSTER HOLDER SIZES SIZE & NUMBER ON ONE BAR	A5 landscape	A5 portrait or A4 landscape	A4 portrait or A3 landscape	A3 portrait	A2 portrait
SUGGESTED GAPS BETWEEN TOP & BOTTOM BARS	145mm	200mm	290mm	410mm	584mm
SUGGESTED GAPS BETWEEN BOTTOM BARS OF ONE ROW & TOP BARS OF NEXT ROW	40mm	40mm	50mm	50mm	60mm