

### FACE REPLACEMENT & VANDAL COVER (CLEAR LEXAN) REPLACEMENT PROCEDURE

YOU WILL NEED: 5/16" HEX HEAD SOCKET & SOCKET WRENCH  
 REGULAR FLAT HEAD SCREW DRIVER  
 3 PEOPLE  
 LARGE BLANKET OR TABLE TO PLACE DOOR FRAME AND WHITE  
 PLASTIC BACKGROUND FACE ON.

#### FACE REPLACEMENT

STEP 1: Unlock door frame and hinge cover open. Remove face per figure 1.2 & 1.3.

#### VANDAL COVER (CLEAR LEXAN) REPLACEMENT PROCEDURE

STEP 1: First you will need to open the door with a person on each side supporting door frame up while one person releases the gas springs on each side of door frame as shown in figure 1.1. The gas spring hinges are mechanically fastened to the door and attached to main frame of cabinet with a ball pin. Remove gas springs using a light blow to the shaft near the ball pin to force the gas spring to release. You may need to work socket end of gas spring hinge around ball pin before it will clear cabinet frame.

STEP 2: After gas springs have been released from cabinet frame and are still attached to door frame you will need to remove the white plexiglas face behind door frame in order to reach screws that hold door frame hinge in place. As shown in figure 1.2 with both hands grasping underneath bottom letter rail track lift up and pull out white face. Gently slide face down clearing door frame and place face side up onto table careful not to damage vinyl graphics or scratch white plastic face.

STEP 3: After white face is carefully removed from cabinet look inside cabinet at top where door frame hinges. The door frame is attached on inside of cabinet at top on both sides by four 5/16" hex-head screws (six screws if 10' long). With a person supporting each side of door frame you will need to remove these screws at top. Once screws have been removed, open door slightly and gently pull door frame and hinges off of main cabinet frame and place door frame w/ hinges face down onto blanket or bring inside and lay face down on table careful to avoid scratching clear door face and paint. (See figure 1.3)

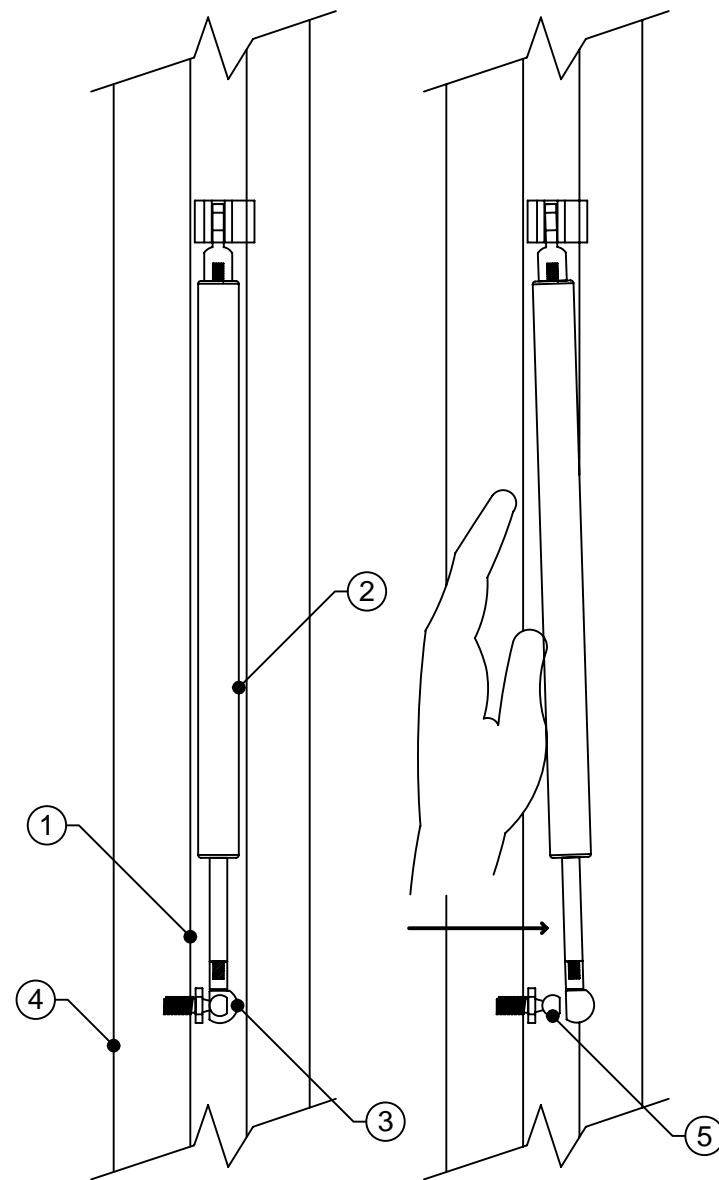
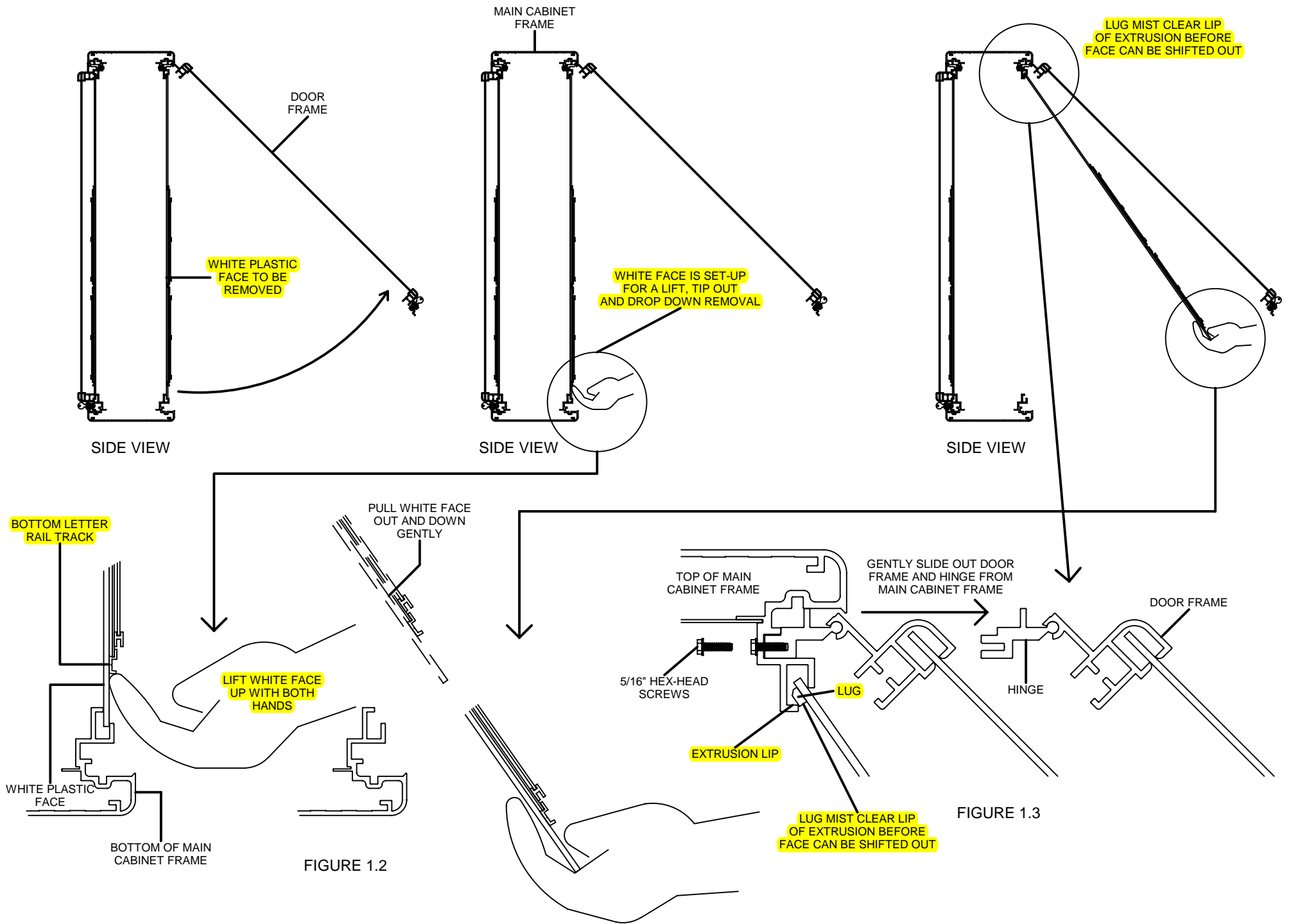


FIGURE 1.1

1. DOOR FRAME
2. GAS SPRING HINGE
3. SOCKET END OF GAS SPRING HINGE
4. MAIN CABINET FRAME
5. BALL PIN

NOTE: WITH MINIMAL FORCE ON SPRING, PUSH WITH YOUR HAND TO POP GAS HINGE SOCKET FREE FROM BALL PIN ON BOTH SIDES OF CABINET.



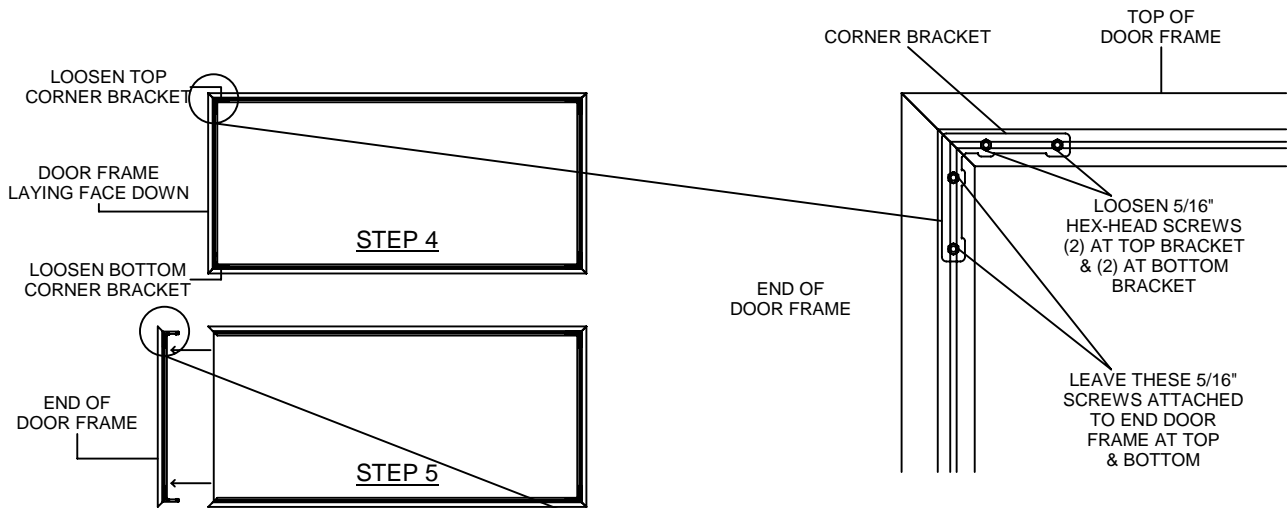


FIGURE 1.4

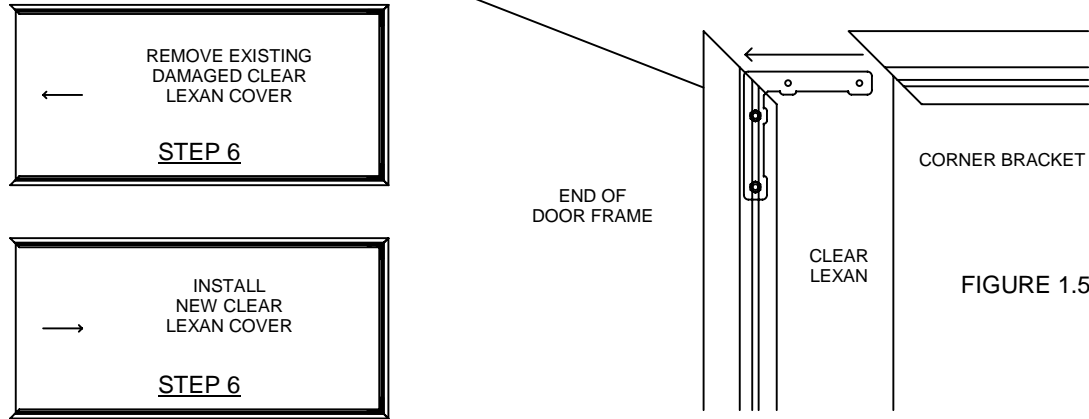
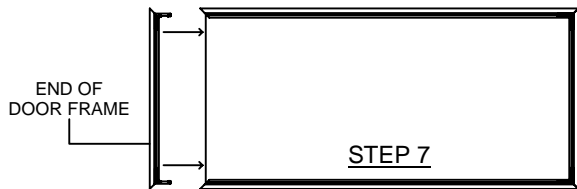


FIGURE 1.5



STEP 4: With door frame protected laying face down on table or blanket you will need to remove three (3) screws with your flat-head screwdriver located at top of frame and one side of bottom. These screws hold frame to clear face. After the 3 screws have been removed you will need your 5/16" hex-head socket and wrench to loosen the top and bottom corner brackets that hold door frame together. (Figure 1.4)

STEP 5: With corner bracket loosened from top and bottom of one end, slide that end of door frame off with brackets. (Figure 1.5 & 1.6)

STEP 6: Remove broken clear lexan cover and replace with new clear cover provided as shown.

STEP 7: Reverse steps 1 through 8 until door frame is securely attached to main sign cabinet frame again.