



Notification System Installation Guide

NOTE: It is strongly recommend that you hire a licensed electrician to perform the installation of this product.

Materials Provided

1. Directory Sign (1)
 - a. Directory Sign mounting template (1)
 - b. Mounting screws (4)
 - c. Drywall anchors (4)
 - d. Suction Cup plastic insert removal tool (1)
2. Office Plates (quantity equal to number of names on Directory Sign)
 - a. Office Plate mounting template (1 per unit)
 - b. Mounting screws (2 per unit)
 - c. Cable labels (2 per unit)
3. 12V Power Supply (1)
4. 50' Connector Cables (quantity equal to number of names on the Directory Sign)

Tools Needed

1. Stud Finder
2. Level
3. Awl
4. Utility Knife
5. Straight Edge – Metal Ruler
6. Power Drill
7. Drywall saw
8. Hammer
9. Phillips Head Screwdriver
10. Slot Head Screwdriver
11. Pencil



Suggested Tools

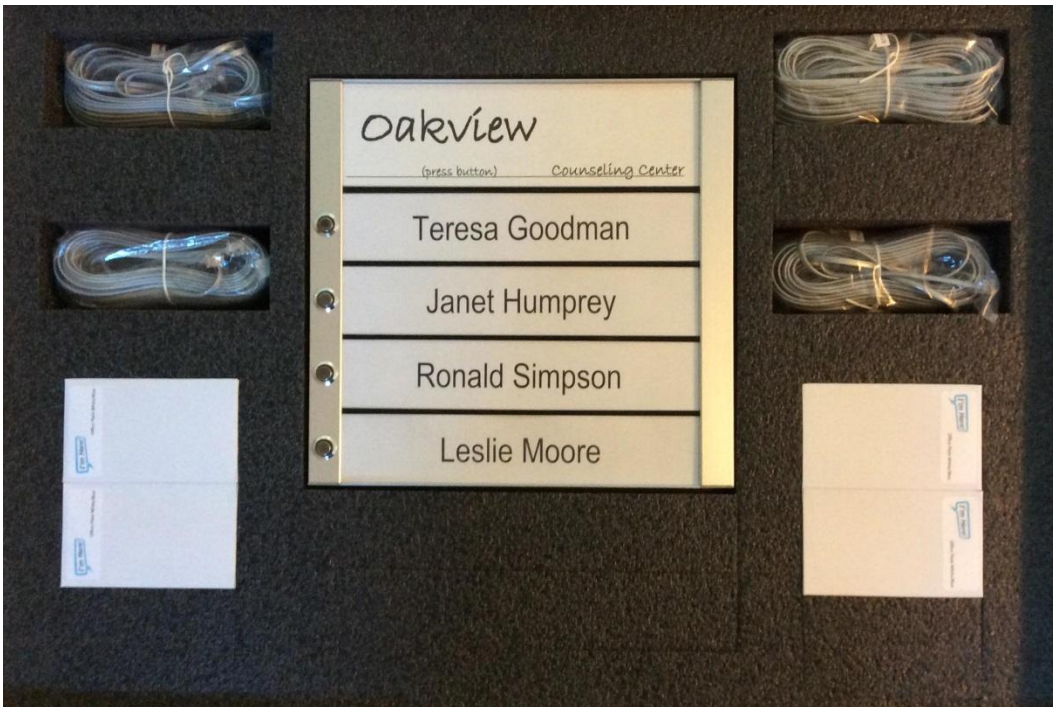
Unpacking



The "I'm Here!" Box



Instructions and Templates on Top

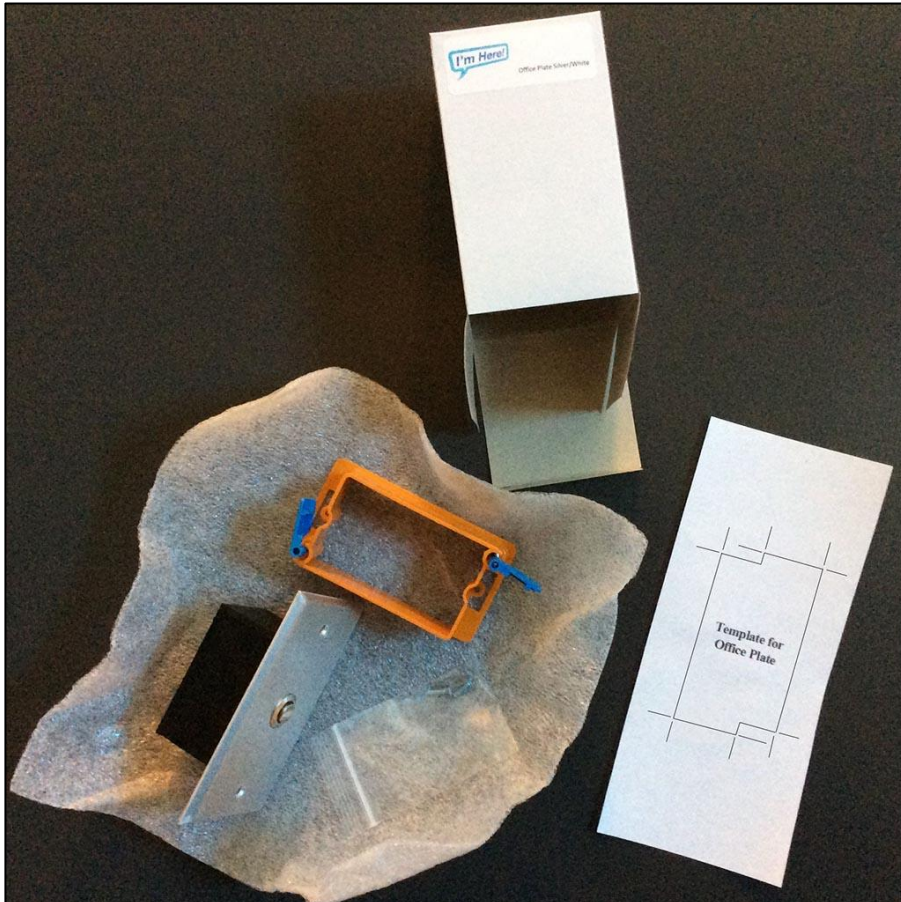


Tightly Packed Contents



Unpacking Contents

Office Plates

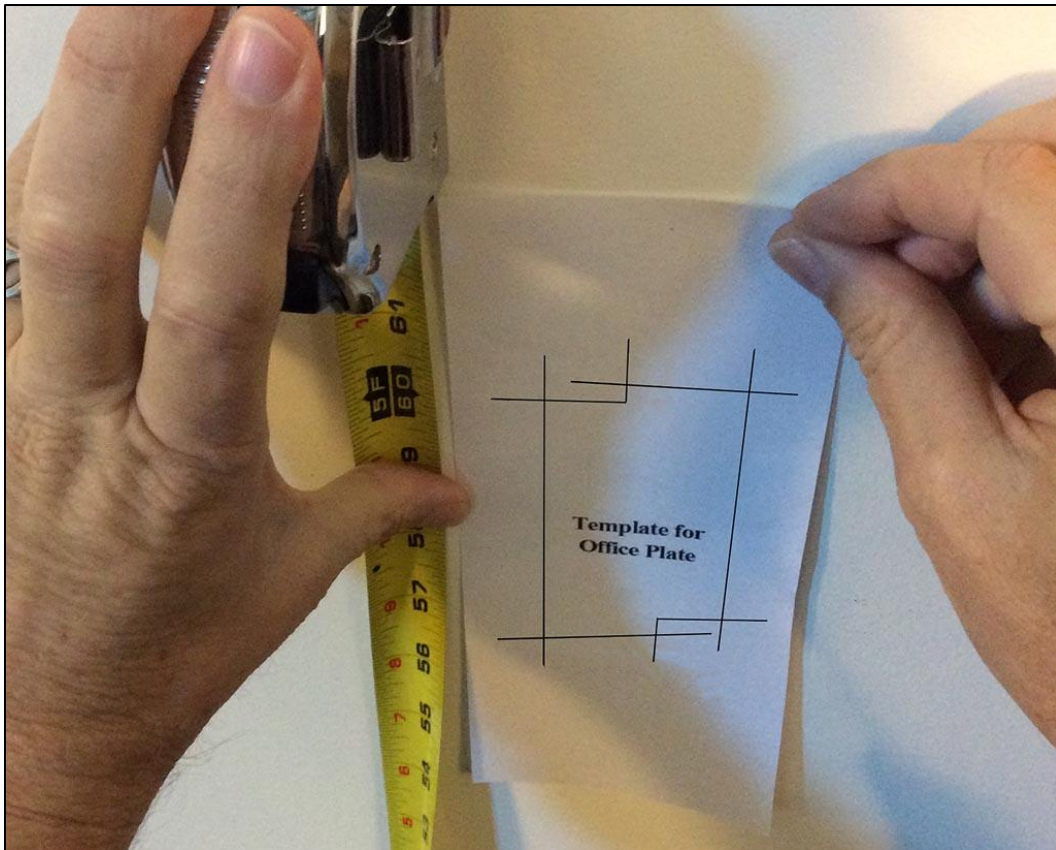


Step 1 Unpack the parts of the Office Plates, as shown here. Select location to install the first one. It is typically placed next to the office door in each office. Use a stud finder to determine the position of the studs in the area.

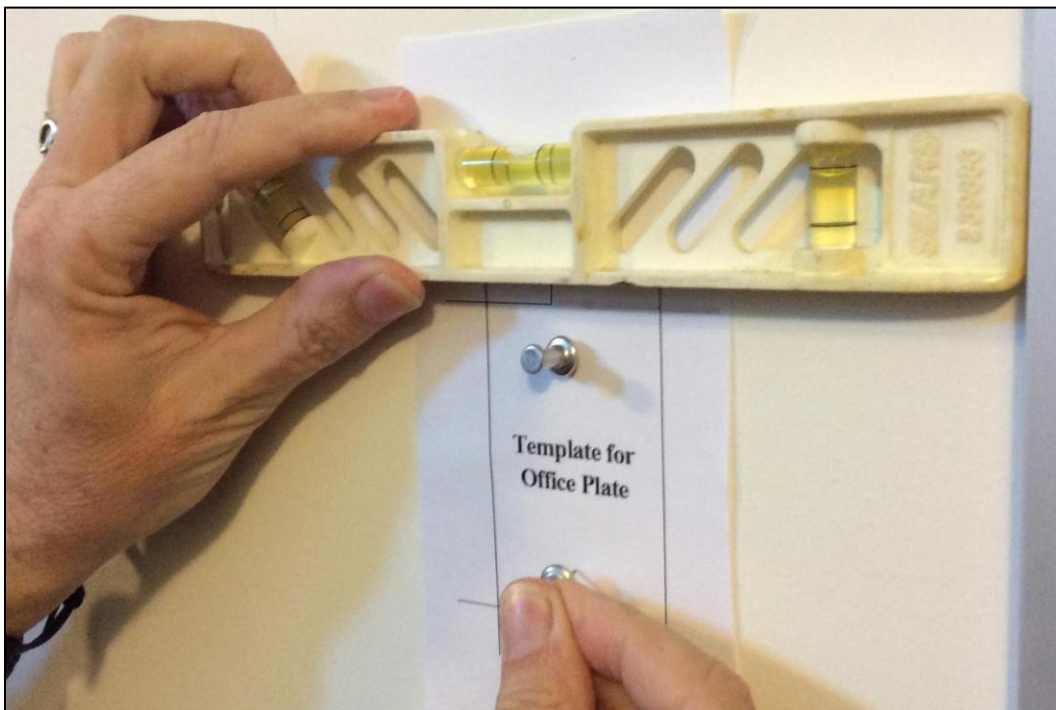


Step 2 Measure the position of the Office Plate. We recommend placing it 4-6 inches from the door frame with the top of the plate 5 feet from the floor. Check with any local regulations regarding positioning these elements.

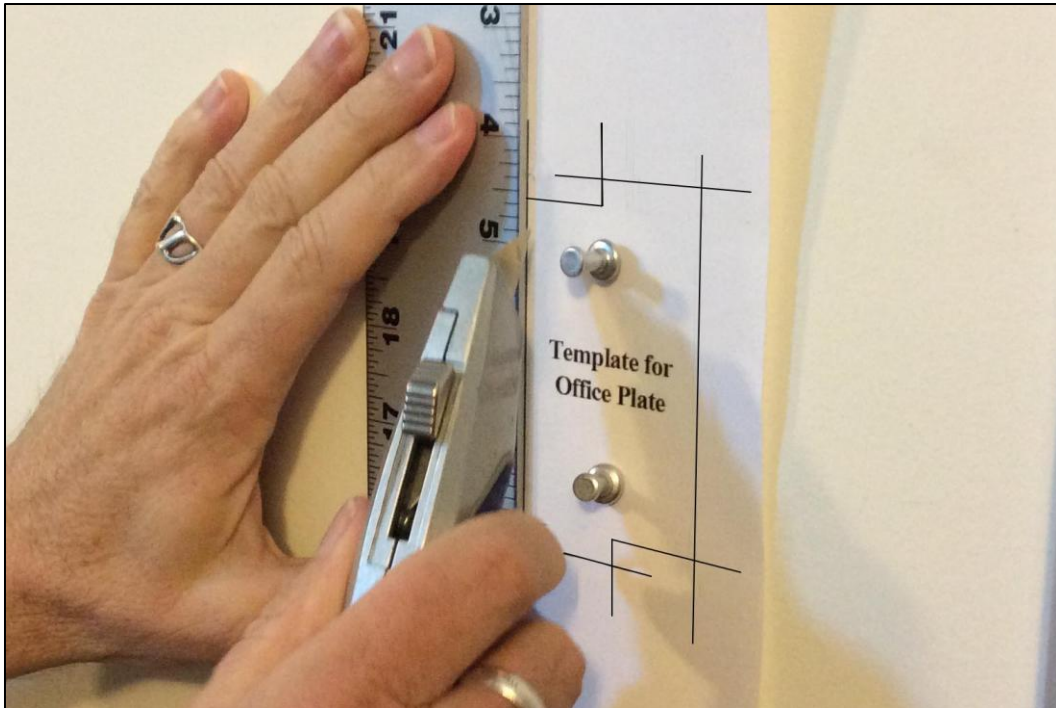
CAUTION: if you are planning on installing the Office Plate directly above a light switch, there may be existing electrical wiring or conduits in that area. Installation may be easier if the sign is NOT placed directly above any light switches.



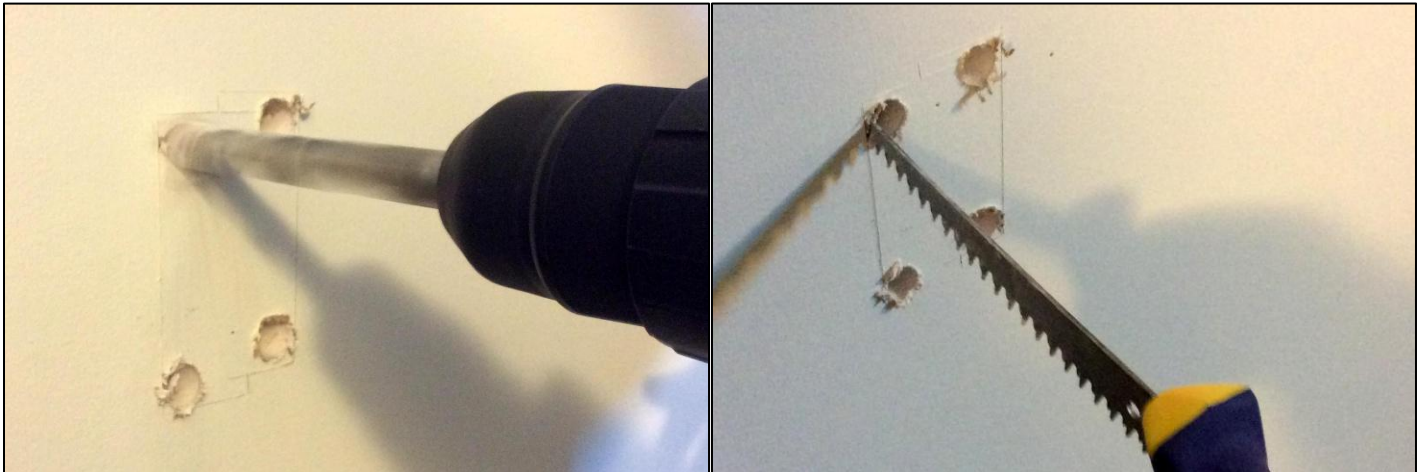
Step 3 Use a level to position the template on the wall exactly where you want it to be mounted. Use painter's tape or a push pin to affix the template to the wall.



Step 4 Now score the cutout with a utility knife and straight edge, which will be your guide for removing the cutout from the drywall.



Step 5 You can now remove the template and carefully drill the starter holes in each corner of the cutout, then use a drywall saw to cut along the scored lines that you made in Step 4. Make sure you cut the corners cleanly; the cutout will be filled with a rectangular box with two corner cutouts.



Step 6 Place the Office Plate into the cutout. Note: there is a slight amount of room for slack since the faceplate will extend beyond the cutout.



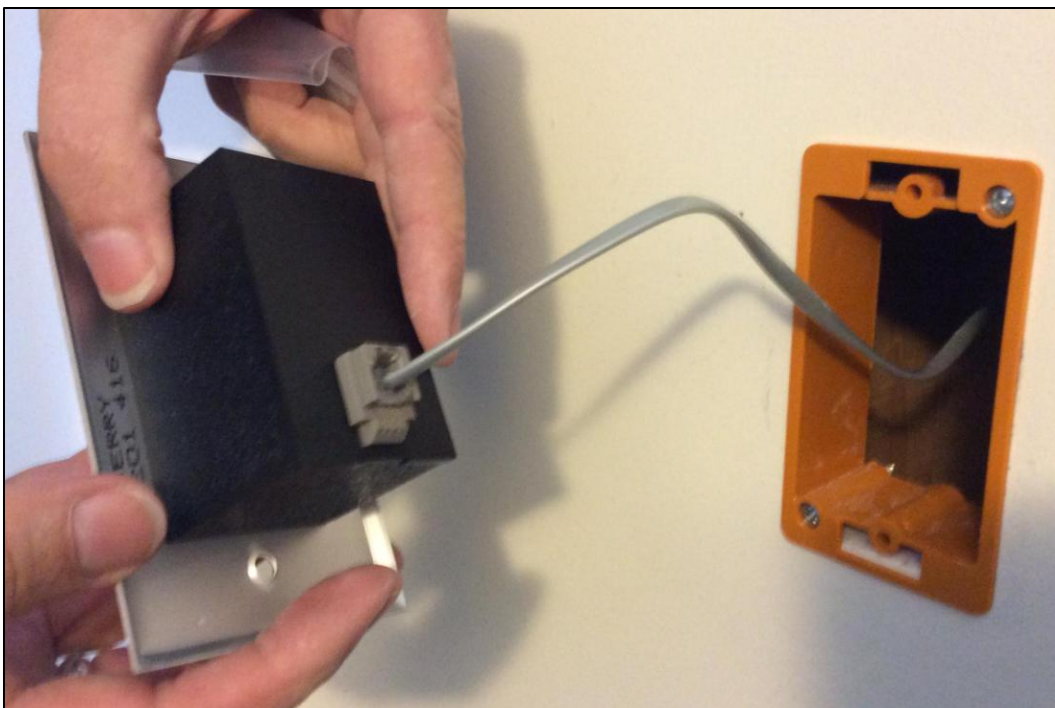
Step 7 Use a level to position the Office Plate just right. (Note that if the door is mounted crooked, you may want to match the door jamb so that it looks visually straight, even if it is slightly off the horizontal.)



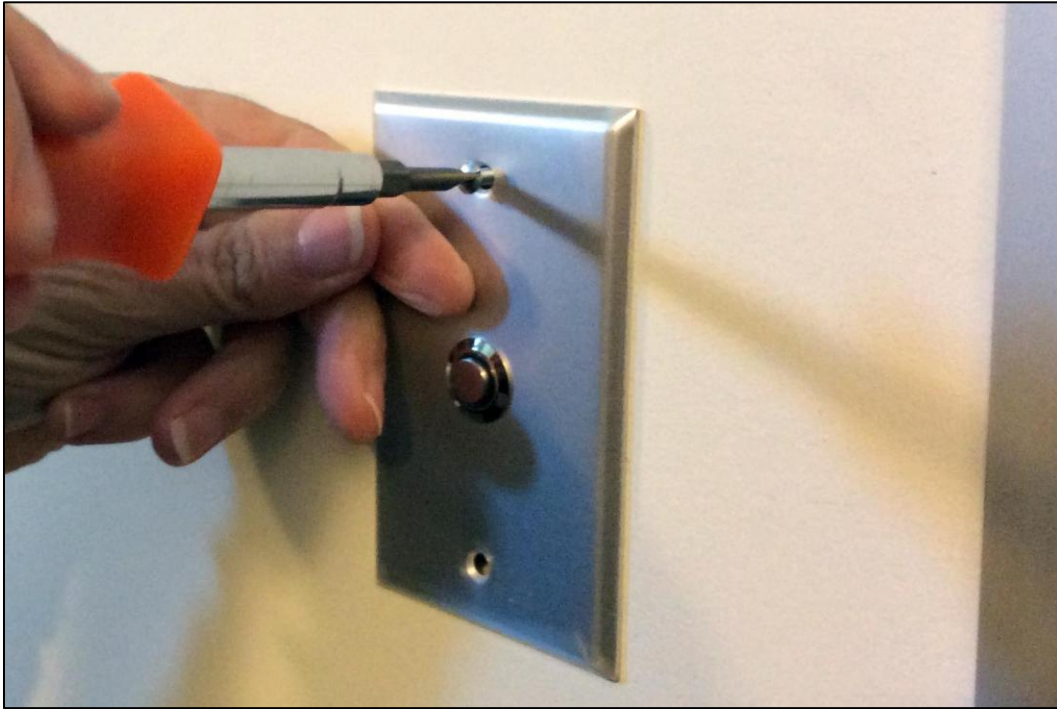
Step 8 The two screws will be set and anchored around the cutout edge (they do not need separate anchors). Run the cable from the ceiling access down through the back of the Office Plate insert, leaving just a few inches slack to be able to easily connect to the button plate. Use the enclosed Cable Label stickers to mark both ends of the cable with the number that will match the position of the name on the Directory Sign (not shown in photo).



Step 9 Connect the cable to the back of the Office Plate, and mount the plate onto the insert.



Step 10 Screw the Office Plate onto the insert with the included screws.



Step 11 That's it for the Office Plates, go ahead and run the cable from the Office Plate to the Waiting Room through the ceiling access.





Step 12 Rinse and repeat for the remaining Office Plates.

Power Supply and Wiring

Step 1 The power supply should be mounted in the ceiling crawl space. If there are existing power outlets near the Directory Sign in the crawl space, you can use those. Otherwise you will need to install an additional standard outlet near to the Directory Sign. Note: this installation is beyond the scope of our instructions; please consult your licensed electrician for this step.

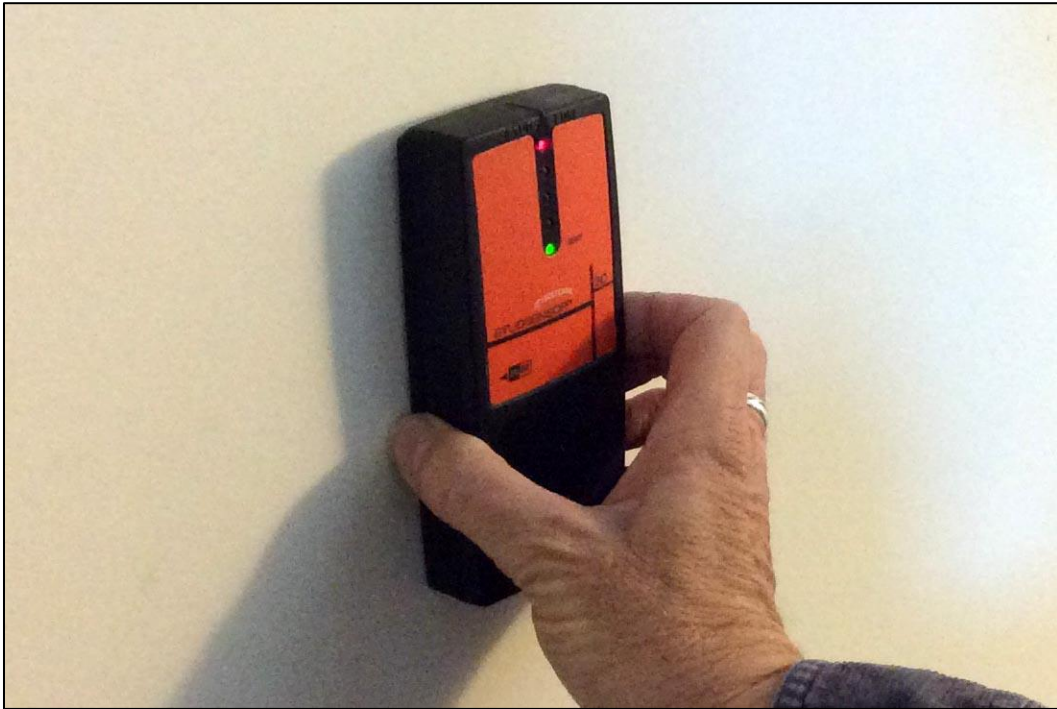
NOTE: Though not recommended for a professional installation, if there is a wall power outlet near the Directory Sign (usually near the floor), it is possible to plug the power supply into the external outlet and run the wire into the wall from below the Directory Sign and connect it that way. All other directions apply. Make sure that the path is not blocked between the power cable and the Directory Sign.



Step 2 You will be running a low-voltage power line from the power supply to the Directory Sign. You should already have connection lines between the Directory Sign and each of the Office Plates. The power supply will be connected to the Directory Sign by running the power extension cable from the ceiling crawl space down through the top plate stud and out of the Directory Sign cutout hole, once we have created it.

Directory Sign

Step 1 Select location to install the Directory Sign. It is typically placed next to the Waiting Room door that leads into the office space. Use a Stud Finder to select an area that is clear of studs.

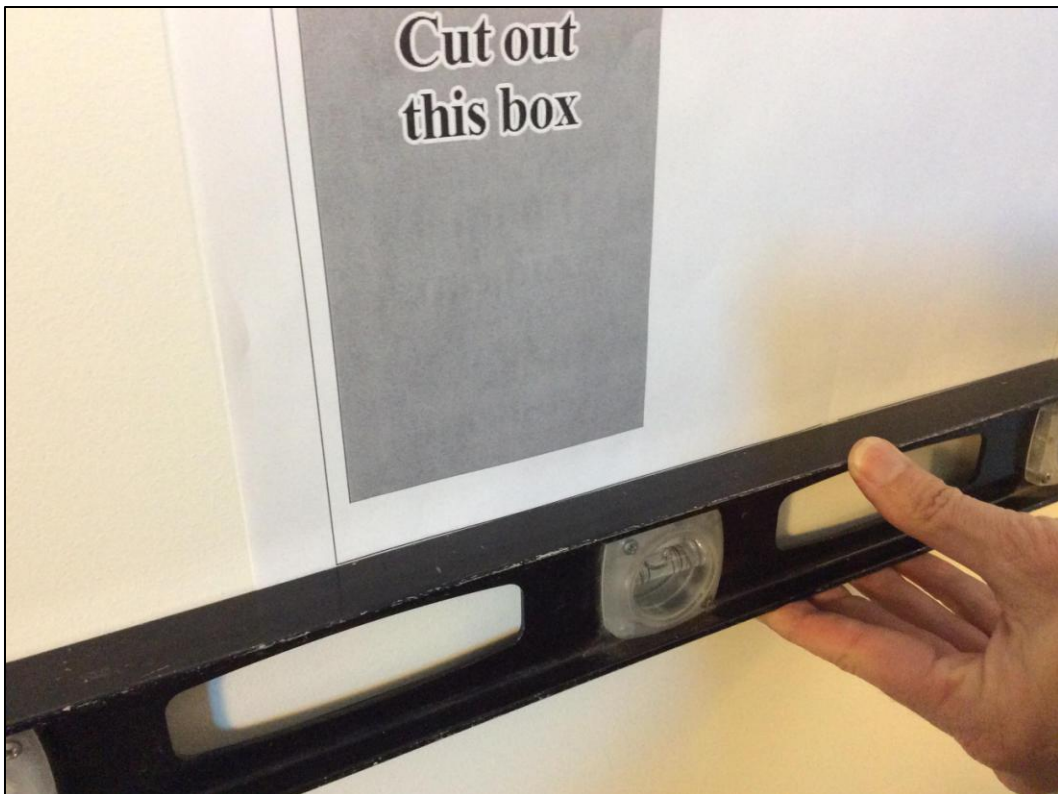


CAUTION: if you are planning on installing the Directory Sign directly above a light switch, there may be existing electrical wiring or conduits in that area. Installation may be easier if the sign is NOT placed directly above any light switches.

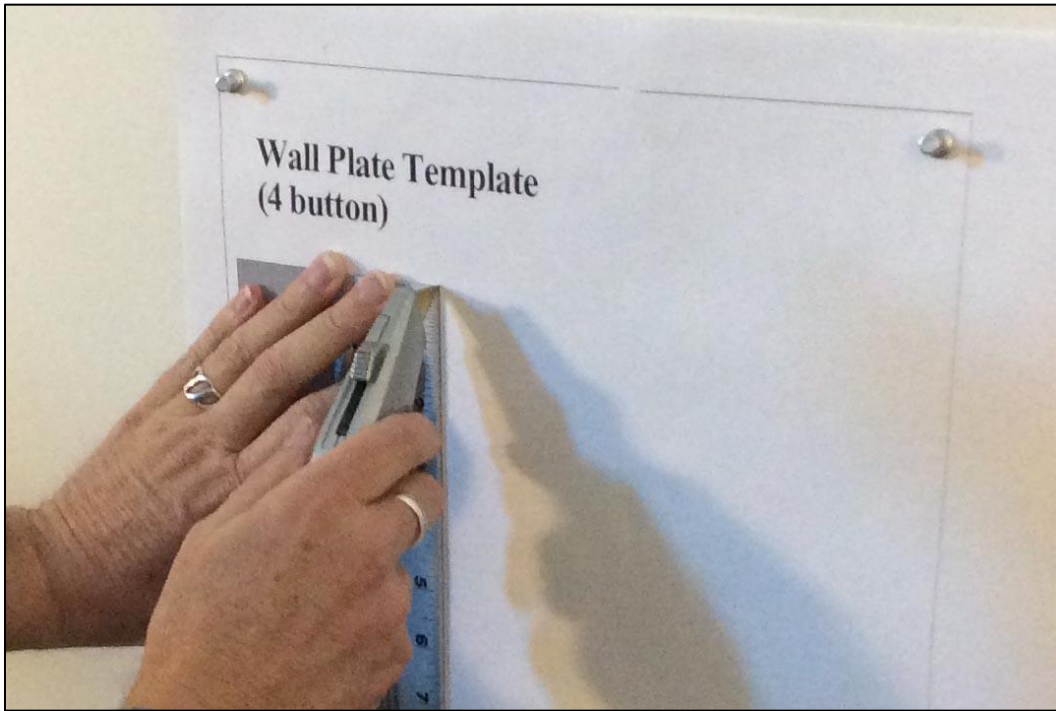
Step 2 Measure the position of the Directory Sign. We recommend placing it 4-6 inches from the door frame with the top of the Directory Sign 5 feet from the floor. Check with any local regulations regarding positioning these elements.



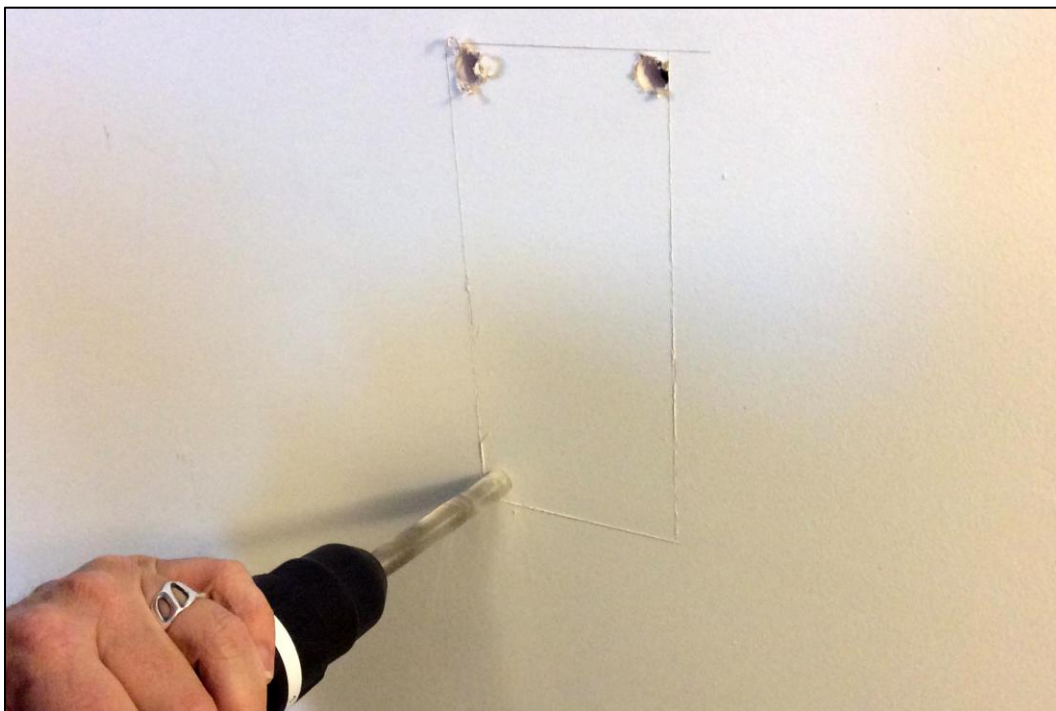
Step 3 Use a level to position the template on the wall exactly where you want it to be mounted.



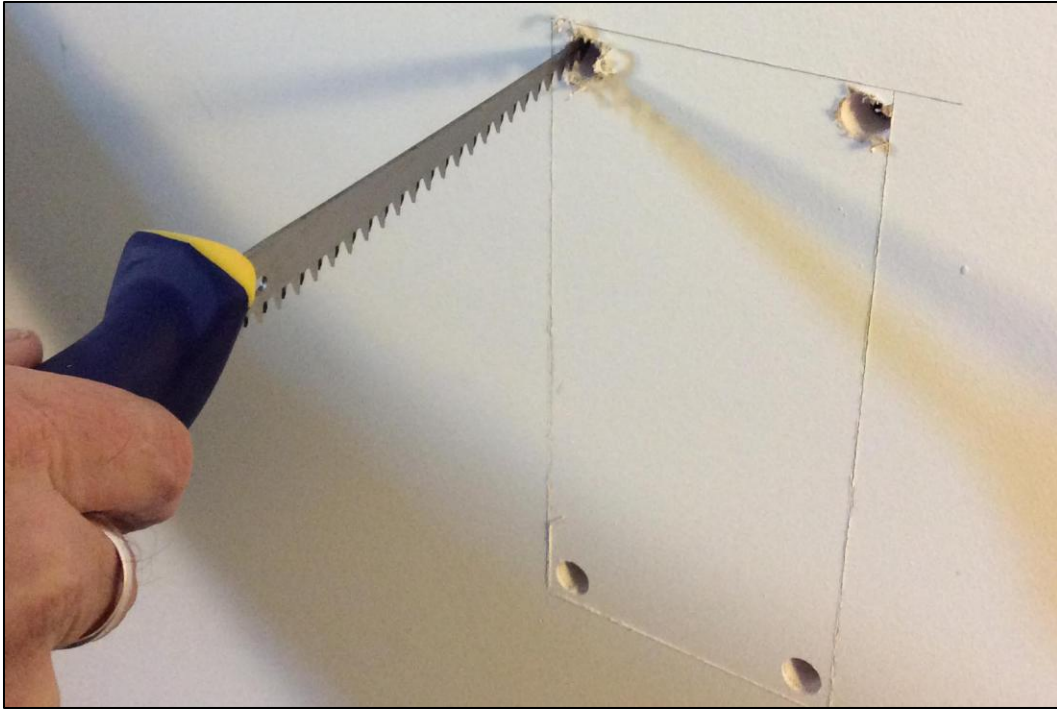
Step 4 Use painter's tape or push pins to affix the template to the wall. Now score the cutout with a utility knife and a straight edge, which will be your guide for removing the cutout from the drywall.



Step 5 You can now remove the template and carefully drill the starter holes in each corner of the cutout.



Step 6 Use a drywall saw to cut along the scored lines that you made in Step 4. Make sure you cut the corners cleanly; the cutout will be filled with a rectangular box.



Step 7 Handy trick: put a push pin in the piece before you finish sawing it, so that you can pull it out instead of having it fall into the wall.



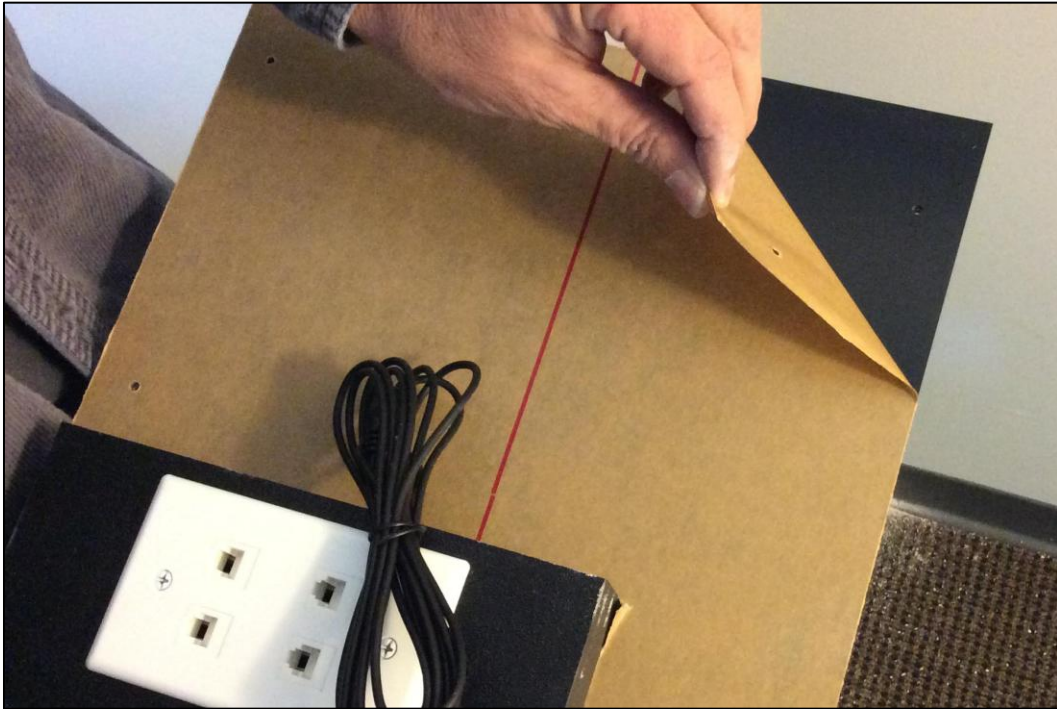
Step 8 Place the Directory Sign into the cutout, pressing it tightly to the lower-left corner of the cutout. If the cut is uneven and either shows outside the Directory Sign or causes it to sit wrong, you can re-work the cutout a few times; making sure the left side is clean and straight. Use a level to position it just right. (Note that if the door is mounted crooked, you may want to match the door jamb so that it looks visually straight, even if it is slightly off the horizontal.)



Step 9 Use the enclosed suction cup tool to remove the inserts from the Directory Sign.



Step 10 NOTE: There may still be a paper backing on the sign, but it is more likely it has already been removed before shipping. If it is still there, you can remove the paper backing. It may be a little tricky around the box, but none of the back will show once it is mounted.



Step 11 Remount the Directory Sign and use the awl to mark the 4 mounting screw positions.

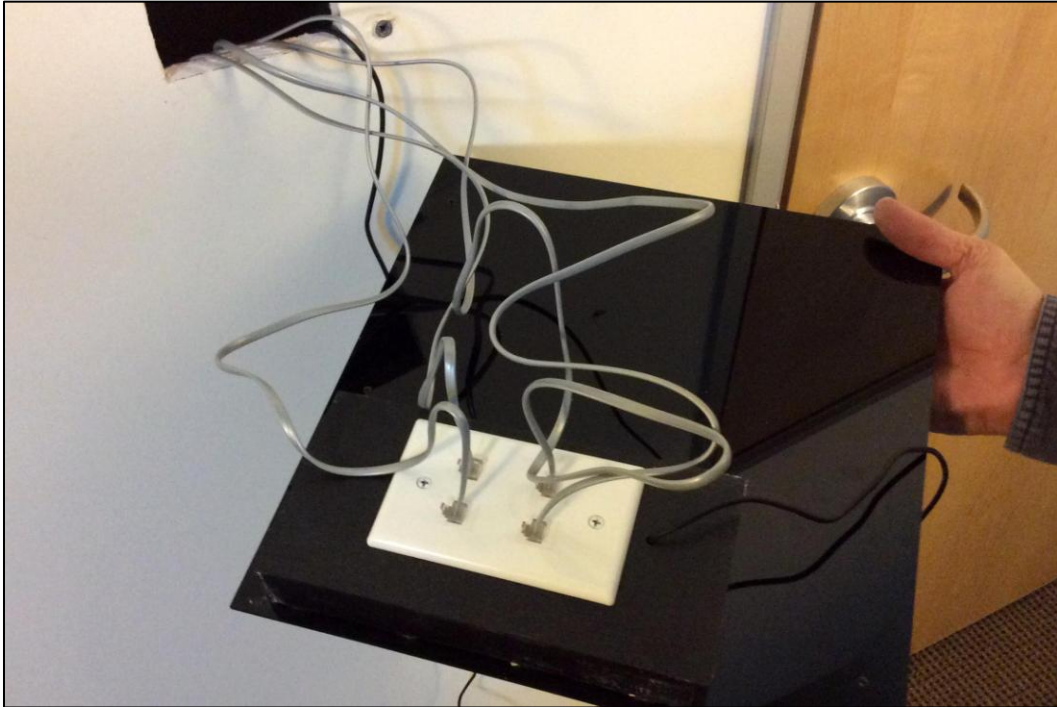


Step 12 Remove the Directory Sign, drill the 4 holes for the drywall anchors and screw the anchors into the wall.



Step 13 From the ceiling crawl space (or on a ladder with the drop ceiling panels removed for access), drop the connection cables through the top plate stud down to the Directory Sign. Make sure you have marked each end of the cable with the Office Plate number using the supplied stickers, so that you know where to hook them into the Directory Sign.

Step 14 Plug the connection cables into the back of the Directory Sign, making sure the numbers on the cables match the numbers on the connections. Place these wires according to the order you want to place the names on the Directory Sign (that is, the first name on the Directory Sign will be numbered 1, and so on).



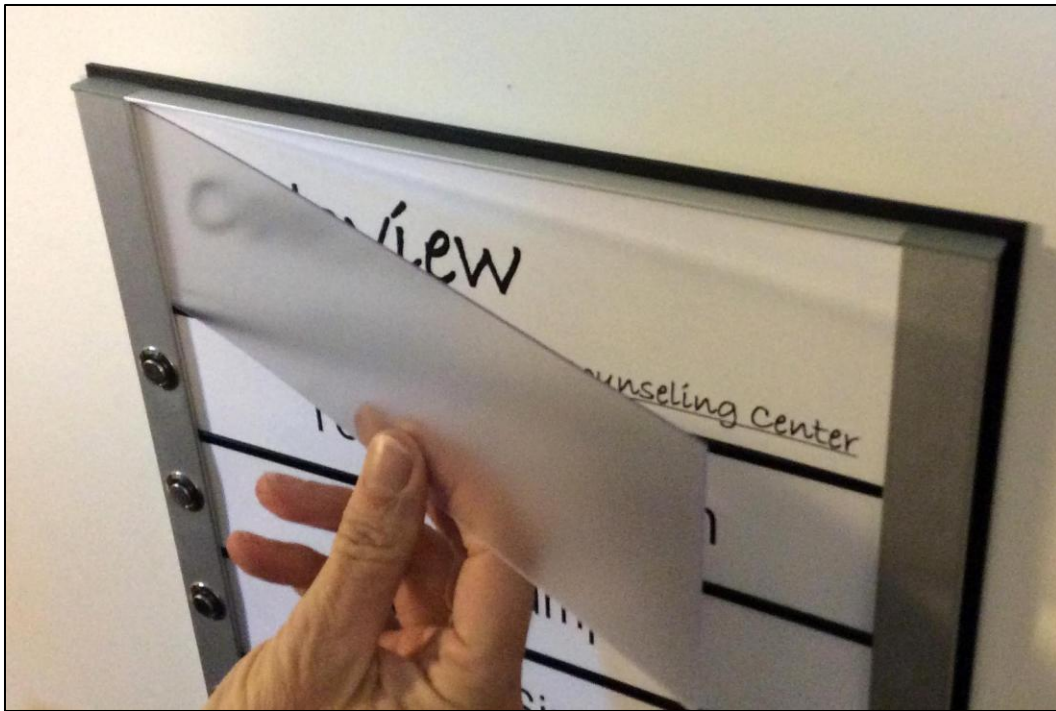
Step 15 Test that the lights work! Make sure the power supply is plugged into a live outlet and that all of the connections are tight. Once all the lights are correctly being triggered, proceed to the next step.

Step 16 Once everything is wired, test that the lights work, and then screw the Directory Sign into the anchors.



Step 17 Place all of the inserts into the Directory Sign.





Step 18 *You are done! Ready for your clients to let you know—"I'm Here!"*

Troubleshooting

1. The Directory Sign is crooked.

It is important to carefully mount them using a level, but it is especially critical that you are happy with the placement before installing the drywall anchors. If it is slightly crooked when first roughly installed, trim the inside edge of the hole until the wall unit can be made straight, then mark and mount the drywall anchors.

2. None of the lights are working.

If none of the lights are working, the problem is almost certainly that there is something wrong with the power supply. Make sure the power supply itself is getting power by plugging something else into the same power socket and verify that it works. Then check that the connection between the power supply and the wall is solid (you can always use some wire wrap to reinforce this connection). You may have to check the power supply cable along the entire length of it in case it was damaged during installation. If you determine that the power supply itself is bad, please call customer support for a replacement.

3. Some of the office lights are not working.

This is most likely an issue with the connecting cables. To test the cables, pull out the wall and make sure the cables are seated tightly. Do the same with the office plates. If there is still an issue, try swapping a known working office light cable with the broken light cable. If the light starts working, then you will need to replace the cable (please call customer support for a replacement). If the light does not start working, you may need to replace the office plate (please call customer support for a replacement).

4. I need to replace one or more names on the sign.

You can either order additional name inserts from us, or you can make your own. Each of the name inserts is 2 inches tall by 11 inches wide. You can print out a new set of names in landscape mode on your office printer and

carefully cut them into 2 inch tall strips. Use the supplied suction cup to remove the inserts and replace them with your new ones. It is recommended that you go ahead and replace all of them with the font and paper of your choice so they match.

5. I need to replace the company banner on the sign.

You can either order additional inserts from us, or you can make your own. The company banner is 3 inches tall by 11 inches wide. You can print out a new one in landscape mode on your office printer and carefully cut it into a 3 inch tall strip. Use the supplied suction cup to remove the insert and replace it with the new one. It is recommended that you go ahead and replace all of the names as well with the font and paper of your choice so they match. We also recommend a small line of instructions beneath the company name, e.g., PRESS BUTTON FOR YOUR THERAPIST, or simply PRESS BUTTON.

6. Pieces are missing.

If any of the elements are missing from the box, please call customer support. Note that we use the same shipping container for all sizes of the product, so there may be empty areas even though all the pieces are included.

7. Package arrived damaged.

The package is insured through the carrier and any damage needs to be resolved through them. If you have further questions, please call customer support.