

# 24" x 36" MESSAGE BOARD INSTRUCTIONS

## LETTER SET

Break edges off sheets of letters by bending forward

Break rows apart and then each letter apart

No scissors are required

See back side for list of included letters, numbers, and words

## PLACING LETTERS ON PANELS

Place bottom edge of letters in bottom tracks on each line

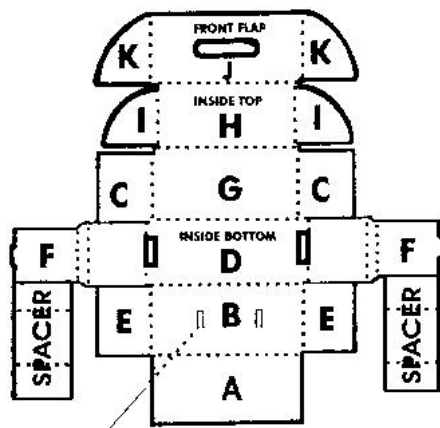
Arrange words on lines

Bend letters to lock in top edge of each one in upper tracks

Use large inserts and numbers on any two lines

**Caution:** Sliding letters in from end of tracks or using corners of letters to cut into tape behind tracks can damage the panel

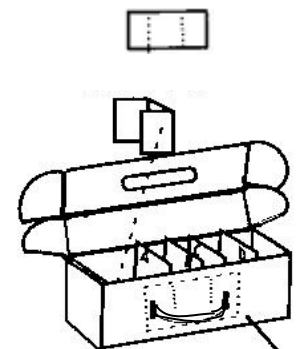
## LETTER BOX ASSEMBLY



 PLASTIC HANDLE

DETACH SPACERS FROM BOX TABS F  
 INSERT HANDLE IN HOLES IN BOX FRONT B  
 FOLD A OVER B TO SECURE HANDLE  
 FOLD TABS C IN AT 90 ANGLE OVER BOTTOM  
 FOLD TABS E IN OVER BOTTOM & OVER TABS C  
 FOLD SIDE TABS F OVER E AND C  
 LOCK TABS IN HOLES IN BOTTOM OF BOX D  
 PUT LETTER DIVIDERS WITH TABS IN BOX  
 PLACE LETTERS IN BOX  
 PUT SPACERS IN FLAT ALONG SIDES OF BOX  
 FOLD TABS I INTO BOX TO CLOSE  
 FOLD TABS K INTO SLOTS ON SIDE TO SECURE

USE SPACERS TO KEEP THE REMAINING LETTERS FROM SHIFTING IN THE BOX WHEN SOME ARE IN USE ON THE SIGN. JUST FOLD AND PLACE IN BOX.



STORE SPACERS ALONG SIDES UNTIL NEEDED

## SIGNICADE AND MARQUEE FRAMES– Attaching Panels to Frames

Place panel on frame face so it sits flat in the recessed area of the sign. The top of the panel has the track closest to the edge and the excess space is at the bottom of the sign.

Using 6 flat head screws per side, attach the panels to the frames. They should be evenly spaced on each side of the panel with one at the top, one at the bottom and one near the middle of the sign. Do not place the screws through the letter track strips.

**\*\* Make sure the screws are put in so the ends will be in the wider recessed area of the frame when they are screwed in so the sharp points of the screws won't cause any injuries when handling the sign.**

## **CARE AND MAINTENANCE**

We recommend that you clean your message board periodically to help keep the dirt from building up in the tracks.

The entire sign can be cleaned with soap and water

Do not use harsh or abrasive cleaner

## **SUMMARY OF INCLUDED CARDS**

### **Letters**

	# Included
A	15
B	9
C	9
D	9
E	18
F	6
G	6
H	6
I	12
J	6
K	6
L	9
M	6
N	9
O	9
P	9
Q	3
R	12
S	12
T	12
U	6
V	6
W	6
X	3
Y	6
Z	6

### **Numbers and Symbols**

	# included
1	6
2	6
3	6
4	6
5	6
6	6
7	6
8	6
9	6
0	6
%	2
,	4
-	2
!	5
\$	4
?	2
.	8
★	2
:	3
→	6
&	2

### **Large Numbers and Symbols**

	# included
1	2
2	2
3	2
4	2
5	2
6	2
7	2
8	2
9	2
0	2
%	2

### **Also included:**

The words "SALE" and "Special" – 2 of each  
Index Tabs - dividers used to organize letters and numbers in Letter Box