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— BAR STOOL —

Acrylic LED Backlit Sign Assembly Instructions

Thank you for choosing Holland Bar Stool and congratulations on your recent purchase!

As a best practice, please read through all steps prior to preparation, assembly, and installation.

Preparation and Assembly

Step 1: Carefully open the box.

NOTE: It is best to remove all jewelry (watches, bracelets, rings, etc.) prior to handling your Acrylic LED Backlit Sign to avoid scratching the acrylic.

Step 2: Review the items included:

- Wrapped Acrylic LED Backlit Sign
- White box (includes power cord and on/off switch)
- Bag with hardware

NOTE: Set the white box and bagged hardware aside.

Step 3 – Unwrap the sign from the external bubble wrap. Remove the sign from the bubble wrap sleeve.

Step 4 -On a clean, smooth surface, position the sign face down. Remove all 4 standoff screws and their clear plastic rubber gaskets. Set all hardware aside.

NOTE: Your graphic/logo is sandwiched between two acrylic panels and is not affixed to either panel. Exercise care when handling the panels and graphic.

Step 5 – Carefully set aside the back panel and the graphic.

Step 6 – Peel the brown protective coating from the top panel.

Step 7 – Clean the top acrylic panel using a non-abrasive acrylic cleaner or glass cleaner and soft cloth. Suggested product: Novus #1 (blue label, available on Amazon).

NOTE: Determine how you want to display or hang the sign. For the Wall Mount option, skip Step 8 and proceed to *Installation and Display > Wall Mount*.

Step 8 – Reassemble the sign.

- a. Ensure the graphic is correctly positioned inside the boarder.
- b. Line up the top panel with the bottom, ensuring the silver boarder is facing out and the graphic is centered.
- c. Carefully flip the sign over, so the back panel is facing up. Again, ensure you're working on a clean, smooth surface.

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- d. Replace the standoff screws in all four corner holes screw the barrel on. Ensure:
 - o The bolt goes through the front of the front panel and just through the back of the back panel
 - o The barrel attaches from the back of the back panel
 - o Ensure the clear rubber gaskets remain between the front panel and the bolt, and the back panel and the barrel

Installation and Display

There are several ways to install and display your Acrylic LED Backlit Sign. Hardware for each option has been provided.

- **Desktop.** The desktop display option is available for A4 and A3 size.
- **Traditional “Picture” Wall Hang.** One chain can be used to traditionally hang the sign on the wall.
- **Wall Mount.** Affix the sign to the wall with four screws.

Desktop Display (A4, A3 Sizes Only)

Tools you will need: None.

Step 1 – Locate the two long barrels included in your hardware.

Step 2 – Remove/unscrew the two bottom short barrels from the back panel.

Step 3 – Screw on the long barrels. Be sure to keep the clear rubber gaskets between the acrylic and the barrel.

Step 4 – Connect the on/off switch to the sign and adaptor. Plug in the adaptor and turn on the sign.

Step 4 – Display your sign!

Traditional “Picture” Wall Hang (All Sizes)

Tools you will need: Screwdriver. Drill and bit (if using drywall anchors).

Prior to hanging, make sure you 1) select a location near an outlet, 2) measure for correct positioning, and 3) determine if you will need to use drywall anchors. Drywall anchors and screws are included in your hardware pack.

Step 1 – Measure. The chain is approximately 39” long and will connect to the sign with two spiral retaining rings. Decide how far down you want your sign to hang from the wall hook or screw. Measure the chain accordingly where the two spiral retaining rings will attach to the chain.

Step 2 – Assemble the chain. Affix the spiral retaining rings to the chain.

Step 3 – Connect the chain to the sign by the spiral retaining rings.

Step 4 – Connect the on/off switch to the sign and adaptor. Plug in the adaptor and turn on the sign.

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Step 5 – Hang your sign!

NOTE: If excess chain is visible from behind the sign, the chain can be cut or looped.

Wall Mount (All Sizes)

Tools you will need: Screwdriver. Drill and bit (if using drywall anchors). Level.

Prior to mounting, make sure you 1) select a location near an outlet, 2) measure for correct and level positioning, and 3) determine if you will need to use drywall anchors. Drywall anchors and screws are included in your hardware pack. Drill and bit are required.

NOTE: Smaller screws are included with the hardware pack. These go inside the barrels of the standoff screws. The standoff screw barrels will be screwed into the wall. A screwdriver is recommended. A level is also recommended.

Step 1 – Holding up one of the acrylic panels, mark where to screw the barrels of the standoff screws through the holes of the panel.

Step 2 – Place the slender screws through the larger opening of the barrel of the standoff screw. Using a long, thin screwdriver, screw the barrel to the wall at each of the marked positions.

NOTE: If drywall anchors are required, a drill may be used to make the holes for the anchors. **SIZE BIT?** A screwdriver is recommended to affix the standoff screw barrels to the wall.

Step 3 – Reassemble the graphic between the two panels.

Step 4 – Line up the holes of the Acrylic LED Backlit Sign with the barrels of the standoff screws. Secure the sign at each hole by screwing the bolt of the standoff screw to the barrel.

Step 5 – Connect the on/off switch to the sign and adaptor. Plug in the adaptor and turn on the sign.

Step 6 – Hang your sign!

Dear Valued Customer,

Thank you for choosing Holland Bar Stool. We appreciate your business!

If you have any questions or concerns, please contact us at help@hollandbarstool.com or visit us at hollandbarstool.com.

Sincerely,

The Holland Bar Stool Team