

# Tech Sheet - Classic Communication Board

**Size Available:** 4 standard sizes available, custom sizes up to 46" x 94" available

**Process:** Full Color Digital Print  
1-sided printing for standard offering, 2-sided printing is available  
PMS color match not guaranteed

**Material:** Printed Insert: 15 oz. scrim vinyl  
Board: ½" aluminum composite  
Protective Dry Erasable Face: ⅛" clear acrylic

*\*Low-odor dry erase markers for use on board face only, other markers may damage the face. Markers are not included.*

Mounting Options: Standard Flush Mounts, for additional charge Security Flush Mounts available

*\*standard sizes come with 4 flush mounts, for custom sizes additional flush mounts may be needed*

**Production Time:** 7 working days

*\*Quantities 10 or more and custom sizes may require additional production time*

**Set-up Charges:** FREE

**Art Charges:** Minor artwork adjustments can be made with no additional fees applied. This would include items such as slight modification to size and/or color, name/text changes, and artwork clean up (i.e. removing spots from scanned artwork). These alterations should take no longer than 10-15 minutes to complete. Additional design/layout/color assistance is available for an hourly rate. This would include items such as color matching or color separation, logo redraw/manipulation or any additional layout design work needed on artwork. For orders with multiple quantities with variable artwork, an additional charge may be added per printed insert.

**Standard Offering Sizes:**

Item Number	Overall Board Size H" x W"	Artwork Printed Insert Size H" x W" <small>includes ¼" bleed on each side</small>	Printed Insert Size H" x W"
ZAH-B4SM	12" x 18"	11½" x 17½"	11" x 17"
ZAH-D4SM	18" x 24"	17½" x 23½"	17" x 23"
ZAH-J4SM	20" x 30"	19½" x 29½"	19" x 29"
ZAH-R4SM	24" x 36"	23½" x 35½"	23" x 35"

**Custom Offer Sizes:**

	Overall Board Size H" x W"	Artwork Printed Insert Size H" x W" <small>includes ¼" bleed on each side</small>	Printed Insert Size H" x W"
Minimum Size	8½" x 11"	8" x 10½"	7½" x 10"
Maximum Size	47" x 95"	46½" x 94½"	46" x 94"

*\*sizes can be customized per customer request*

*\*replacement inserts are available, call for a quote*

**Artwork Requirements:** Artwork size should include a ¼" bleed on all sides. Bleed area should always be included in artwork even if design does not bleed. CMYK processed file, Create full color process files with Adobe Acrobat PDF file, *\*note: if RGB or other non-CMYK colors are used in your files the necessary conversions to CMYK will change the appearance of the colors when printed*  
Minimum 300 dpi, 600 dpi is recommended for highest quality output  
File formats should be Tiffs, PDFs or Illustrator files with the fonts embedded in the file, *\*PDF files are preferred*  
Do not include any punctuation in the PDF file name and keep the name as short as possible

**Order Process:** Manual

**Proofs:** **Email Electronic PDF Proofs** add 2 working days to the item production. First proof is free of charge. Additional proofs available for an additional charge. Production time begins after receipt of complete order including proof approval.  
**Production Samples** physical product proofs are available using customer artwork. These are offered at a % off the one quantity price. Standard production times will apply.  
**Complimentary Proof** may be required for certain orders to ensure satisfaction. Production time will be begin upon approval of the proof.

**Packaging:** **For single part orders** boards are shipped in a cardboard shipping container with boards assembled with clear plugs holding the boards together. The mounting hardware is shipped in the box along with the boards but have to be assembled by the customer.

**For multiple part orders** four standard size communication boards may be packaged together in a single cardboard shipping container. All boards will be assembled with clear plugs holding the boards together. The mounting hardware is shipped in the box along with the boards but have to be assembled by the customer.

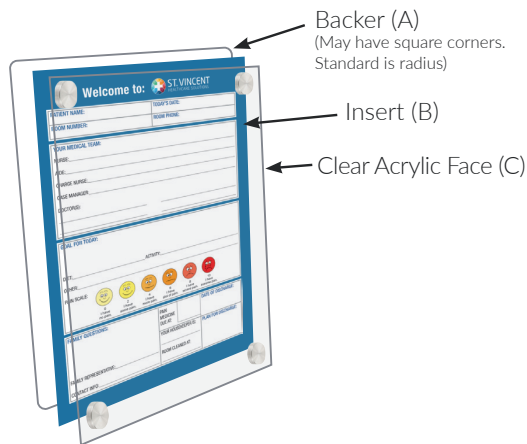
*\*for custom sizes larger than the standard offering custom packaging/pallet pricing may apply*

*\*packing requirements can be customized per customer request*

**Changes or Cancellations:** Changes to orders in progress may require additional charges and/or time. Cancellations for orders in progress will require payment for the order.

# CLASSIC COMMUNICATION BOARDS

## Hardware & Installation Instructions



### Standard Flush Mount

- (x4) Standard Caps (D)
- (x4) Screws (E)
- (x4) Wall Anchors (F)
- (x1) Coupling Nut (K)

### Security Flush Mount

- (x4) Security Caps (G)
- (x4) Screws (E)
- (x4) Wall Anchors (F)
- (x4) Adapters (H)
- (x1) Security Tool (I)
- (x1) Coupling Nut (K)



## Installation Instructions

### STEPS FOR INITIAL INSTALLATION

1. Disassemble shipped board by removing wing nuts from clear fasteners

**Note:** be careful not to scratch inside of clear acrylic face (C) **Caution – This multi piece sign may have sharp edges. Please install with care and be cautious when handling the board. Gloves may be considered useful.**

2. Place Backer (A) against wall in desired location and mark holes with pencil
3. Using 5/32 drill bit; drill required holes and insert Wall Anchors (F) and Screws (E)

**Important – Be sure to insert screws at 90° angle to wall to insure proper board alignment and function.**

4. Place Backer (A) onto Screws (E) and ensure proper alignment of all pieces
5. Place Insert (B) onto Screws (E) with desired side facing out
6. Remove blue protective film from Clear Acrylic Face (C) and place onto Screws (E) being careful not to scratch the acrylic
7. Secure the board with the Standard Caps (D) until hand tight
  - If utilizing Security Caps (G), insert Security Tool (I) into the hole on side of cap, tightening until cap cannot be removed by hand (store security tool in a safe place for future use)

**WARNING! Over-tightening of caps may cause acrylic or other parts to crack; doing so may also strip the aluminum mounting caps.**

### STEPS FOR REPLACING INSERT

1. Remove Standard Caps (D) and Clear Acrylic Face (C), placing on a soft surface to prevent scratching
2. Replace or adjust insert as needed before reinstalling Clear Acrylic Face and Standard Caps
3. Note that neither the backer nor mounting bolts need to be removed

## Care and Usage

### Dry Erase Usage

- Only use low-odor dry erase markers for ease of cleaning (Expo low odor dry erase are a recommended brand)
- Markings will be more challenging to remove if allowed to set for multiple days. It is recommended that the board be cleaned regularly

### Cleaning Tips and Tricks

- The insert and inks are water resistant. Should moisture appear behind the acrylic face, simply remove and wipe dry

**WARNING! Usage of abrasive cleaners may scratch the clear acrylic face.**

**CAUTION! Usage of ammonia based cleaning products may cause the acrylic face to become foggy. Utilize dry erase board cleaners or water with a mild detergent.**

- Commonly used disinfecting products such as Oxivir® and Clorox® Wipes are safe to use
- Be advised, while the acrylic is not shatterproof, this product is 2 to 3 times more impact resistant than double strength window glass, and about 4 to 5 times more impact resistant than wire glass or other glasses