

Tech Sheet - Snap Frame Communication Board

Size Available: 5 standard sizes available, custom sizes are not available due to frame size limitation

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

Material: Printed Insert: 60 mil. White Plastic Polystyrene
Frame: Silver finish aluminum frame features flip-open, front-loading edges that secure the insert into place.
Clear plastic lens is included to help keep the insert protected. Lens can be used with low-order dry erase markers.
**Low-odor dry erase markers for use on board face only, other markers may damage the face. Markers are not included.*
Mounting Options: Frame includes anchors and screws for mounting.

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	Frame Size H" x W"	Artwork Printed Insert Size H" x W" <small>includes ¼" bleed on each side</small>	Finished Printed Insert Size H" x W"	Printed Insert Visual Size H" x W"
ZAH-01K1	9 ¹¹ / ₁₆ " x 12 ³ / ₁₆ "	9" x 11 ¹ / ₂ "	8 ¹ / ₂ " x 11"	7 ¹¹ / ₁₆ " x 10 ³ / ₁₆ "
ZAH-01H3	12 ³ / ₁₆ " x 18 ³ / ₁₆ "	11 ¹ / ₂ " x 17 ¹ / ₂ "	11" x 17"	10 ³ / ₁₆ " x 16 ³ / ₁₆ "
ZAH-01I3	18 ³ / ₁₆ " x 23 ³ / ₁₆ "	17 ¹ / ₂ " x 22 ¹ / ₂ "	17" x 22"	16 ³ / ₁₆ " x 21 ³ / ₁₆ "
ZAH-01O	23 ³ / ₁₆ " x 29 ³ / ₁₆ "	22 ¹ / ₂ " x 28 ¹ / ₂ "	22" x 28"	21 ³ / ₁₆ " x 27 ³ / ₁₆ "
ZAH-01K	25 ³ / ₁₆ " x 37 ³ / ₁₆ "	24 ¹ / ₂ " x 36 ¹ / ₂ "	24" x 36"	23 ³ / ₁₆ " x 35 ³ / ₁₆ "

Custom Offer Sizes: Due to frame size limitations, no additional sizes outside of the standard offering are available.

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. **note: the assembled frame reduces the visual printed insert size.*
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: **Emailed 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 begin upon approval of the proof.

Packaging: **For single part orders** standard sizes ship out in a cardboard shipping container with boards assembled in the frame. Mounting hardware is included in the shipper box.
For multiple part orders three standard size communication boards assembled in the frames may be packaged together in a single cardboard shipping container. Mounting hardware is included in the shipper box.
**packing requirements can be customized per customer request*

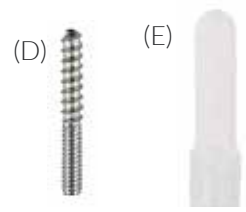
Changes or Cancellations: Changes to orders in progress may require additional charges and/or time. Cancellations for orders in progress will require payment for the order.

Installation/Care Instructions:

for installation and care instructions reference the installation guide, see below



Mounting Hardware Included
(x4) Screws (D)
(x4) Wall Anchors (E)



Installation Instructions

STEPS FOR INITIAL INSTALLATION

1. Disassemble shipped board. Lay Aluminum Snap Frame (A) on a clean, flat surface, and open edges by pulling upwards. Remove both the Clear Plastic Lens (C) and Printed Plastic Insert (B) from the frame. Carefully set aside and clean with anti-static spray if needed.

CAUTION! This multi-piece sign may have sharp edges. Please install with care and use caution when handling the board. Gloves may be considered useful.

2. With edges of the frame still open, place Aluminum Snap Frame (A) against the wall in desired location and mark holes with a pencil.
3. Using a drill, carefully pre-drill holes at the desired marked locations and insert Wall Anchors (E).
4. Align the Aluminum Snap Frame (A) against the wall and use Screws (D) to secure in place.

WARNING! Over-tightening of screws may cause frame to crack; doing so may also strip the wall anchors.

5. Make sure all edges of the Aluminum Snap Frame (A) are open and carefully place the Printed Plastic Insert (B) back into the frame.
6. Remove the protective film from the front side of the Clear Plastic Lens (C); this is the side of the lens that can be used with dry erase markers. Place Clear Plastic Lens (C) over the Printed Plastic Insert (B).
7. Close all edges of the Aluminum Snap Frame (A) to secure Printed Plastic Insert (B) and Clear Plastic Lens (C) into place.

STEPS FOR REPLACING INSERT

1. Open edges of Aluminum Snap Frame (A) by pulling upwards. Remove both the Clear Plastic Lens (C) and Printed Plastic Insert (B) from the frame and carefully set aside.

2. Place new Printed Plastic Insert (B) into frame and place Clear Plastic Lens (C) over top of it.
3. Close all edges of the Aluminum Snap Frame (A) to secure Printed Plastic Insert (B) and Clear Plastic Lens (C) into place.

NOTE - the Aluminum Snap Frame (A) does not need to be removed from the wall.

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 clear plastic lens, simply remove and wipe dry

WARNING! Usage of abrasive cleaners may scratch the clear plastic lens.

CAUTION! Usage of ammonia based cleaning products may cause the clear plastic lens 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.