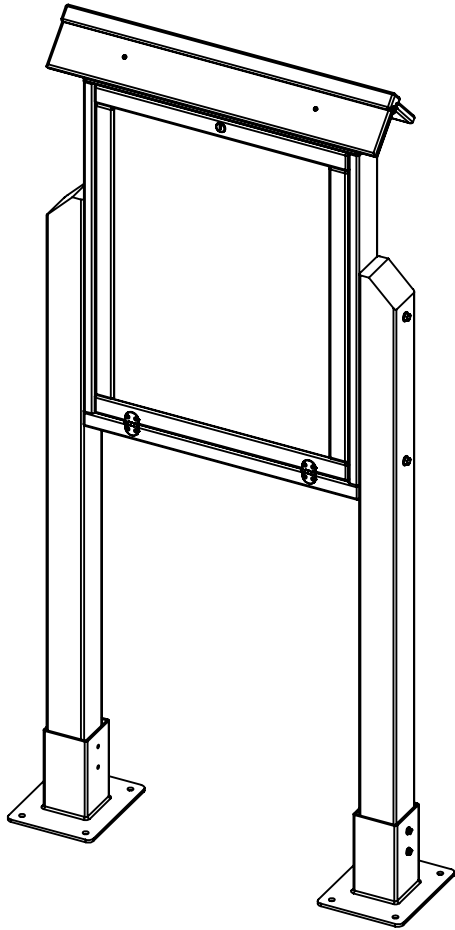
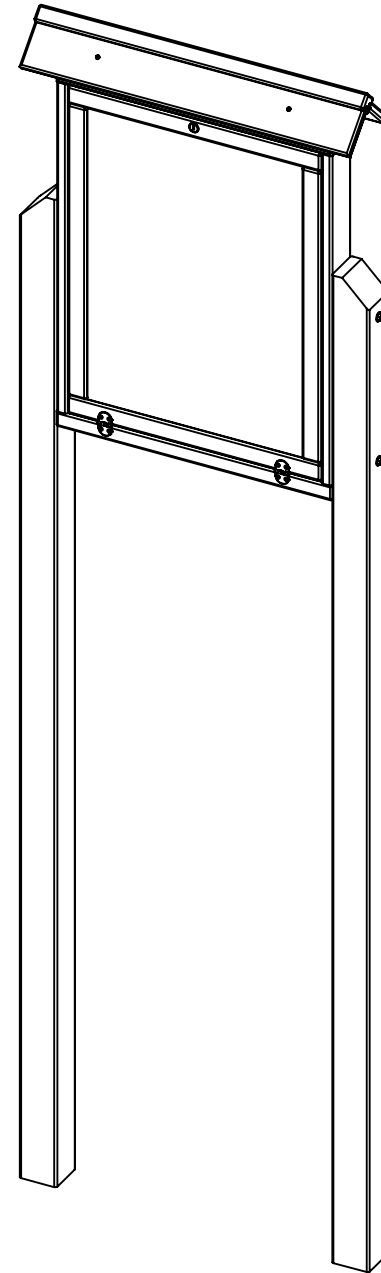


# INGROUND & SURFACE MOUNT MESSAGE CENTER ASSEMBLY INSTRUCTIONS

Access Display Group, Inc. | 151 S. Main St, Freeport, NY 11520

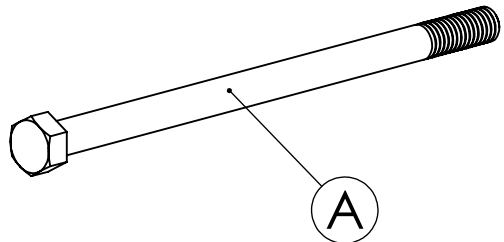


SURFACE MOUNT



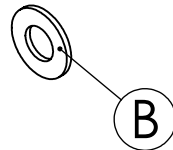
INGROUND MOUNT

# INGROUND & SURFACE MOUNT MESSAGE CENTER ASSEMBLY INSTRUCTIONS



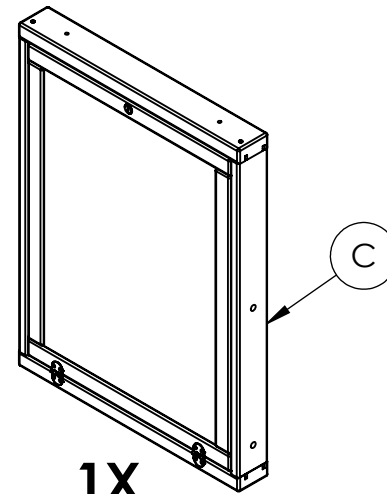
**4X**

3/8" X 6-1/2" HEX HEAD BOLT



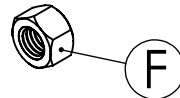
**8X**

3/8" FLAT WASHER



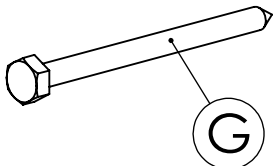
**1X**

MESSAGE CENTER



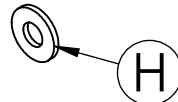
**4X**

3/8" NYLOCK NUT



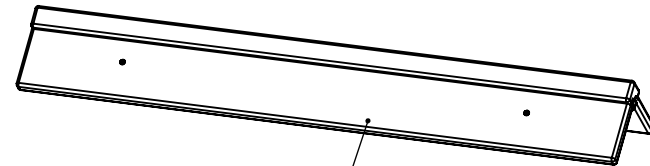
**2X**

1/4" X 3-1/2" LAG SCREW  
(3X for Large and XL)



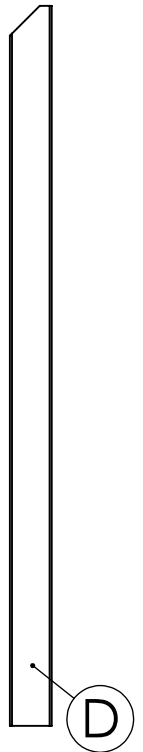
**6X**

1/4" FLAT WASHER  
(4 ARE FOR SURFACE  
MOUNT ONLY)



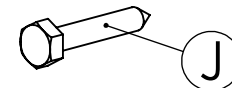
**1X**

ROOF



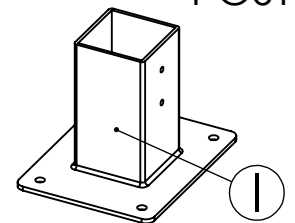
**2X**

POST



**4X**

1/4" X 1-1/2"  
LAG SCREW  
(FOR SURFACE  
MOUNT ONLY)



**2X**

SURFACE MOUNT  
(FOR SURFACE  
MOUNT ONLY)

## REQUIRED TOOLS (NOT INCLUDED)

- 1 - 7/16" SOCKET
- 1 - 9/16" WRENCH
- 1 - 9/16" SOCKET
- 1 - SCREW GUN
- 1 - LEVEL

## OTHER REQUIRED MATERIALS FOR INGROUND MOUNTING (NOT INCLUDED)

- 2 - 80lb BAG OF SAKCRETE
- 1 - POST HOLE DIGGER
- GUIDE WIRES
- A FRIEND TO HELP

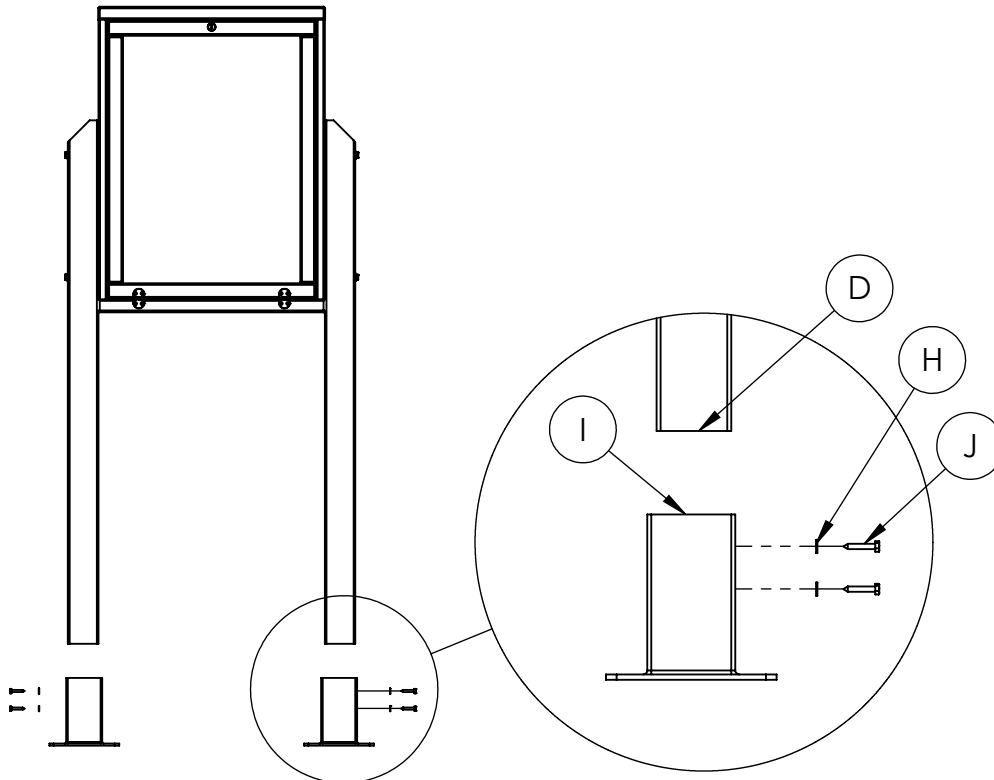
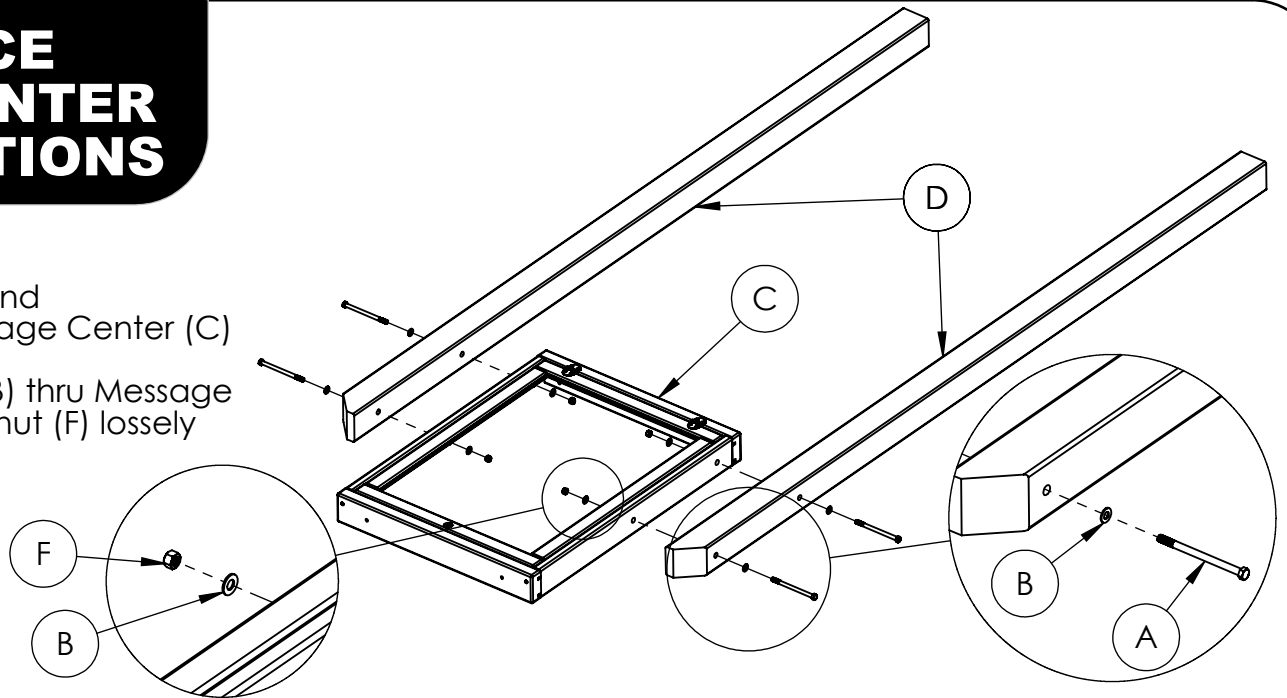
**COMPONENTS &  
TOOLS REQUIRED  
FOR ASSEMBLY**

**1/5**

# INGROUND & SURFACE MOUNT MESSAGE CENTER ASSEMBLY INSTRUCTIONS

## STEP #1

- A. Lay Message Center (C) on the Ground
- B. Put end posts (D) on the side of Message Center (C) with holes lining up
- C. Take 6-1/2" Bolt (A) put thru washer (B) thru Message Center (C) thru washer (B) and onto nut (F) loosely
- D. Repeat Step C for other 3 bolts
- E. Tighten all bolts



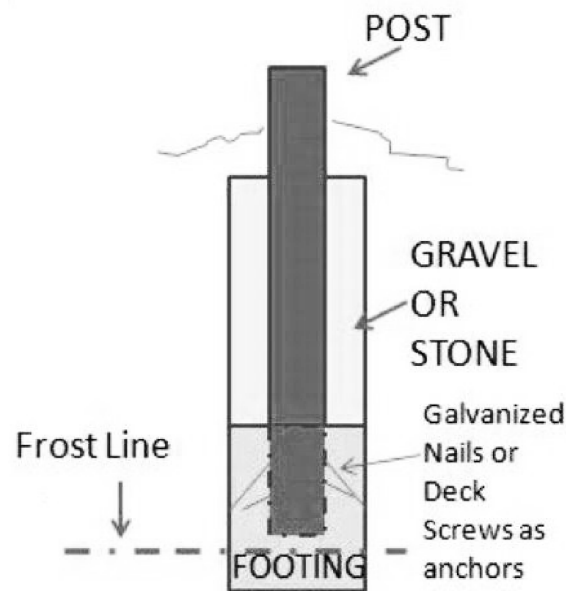
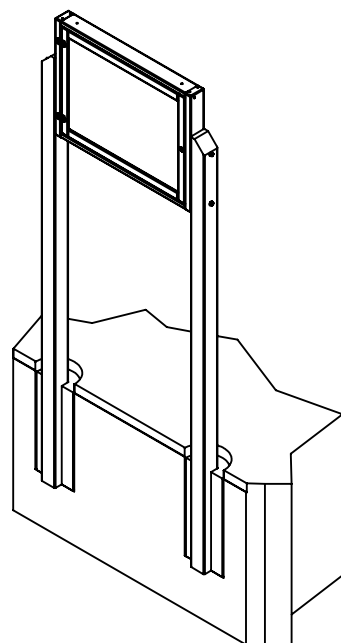
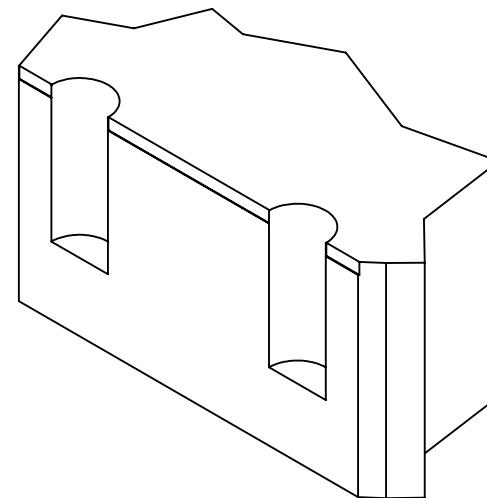
## STEP #2 (SURFACE MOUNT)

- A. Keep the Message Center with the posts attached on the ground
- B. Put the Surface Mount Bases (I) onto the post bottoms (D)
- C. Fasten the 1-1/2" Lag Screw (J) thru the washer (H) thru surface mount base (I) and screw into post (D)
- D. Repeat Step C for other 3 Lag Screws (J)
- E. Lift properly into standing position
- F. Secure Surface mount bases to ground

# INGROUND & SURFACE MOUNT MESSAGE CENTER ASSEMBLY INSTRUCTIONS

## STEP #2-A (INGROUND MOUNT)

- A. Dig two holes, approximately 10" in diameter to a depth of 36" (or to building code / frost line)

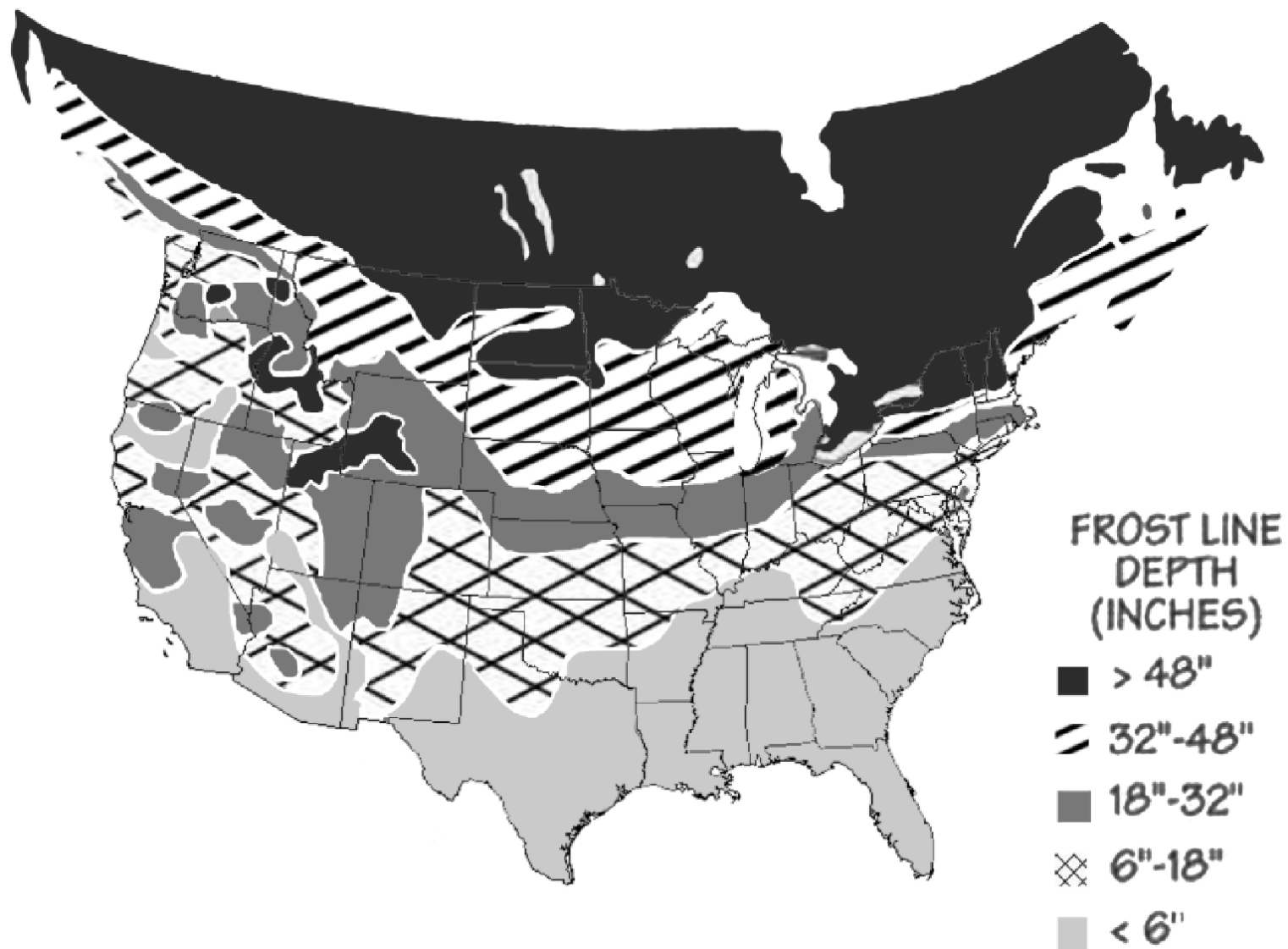


Post in Poured  
Concrete Footing

## STEP #2-B (INGROUND MOUNT)

- A. Place post into holes.  
B. Fill with Sakcrete to a level about 4" - 6" below ground level  
C. Use guide wire to secure until Sakcrete is dry  
D. Use a level to make sure Message Center is square and level

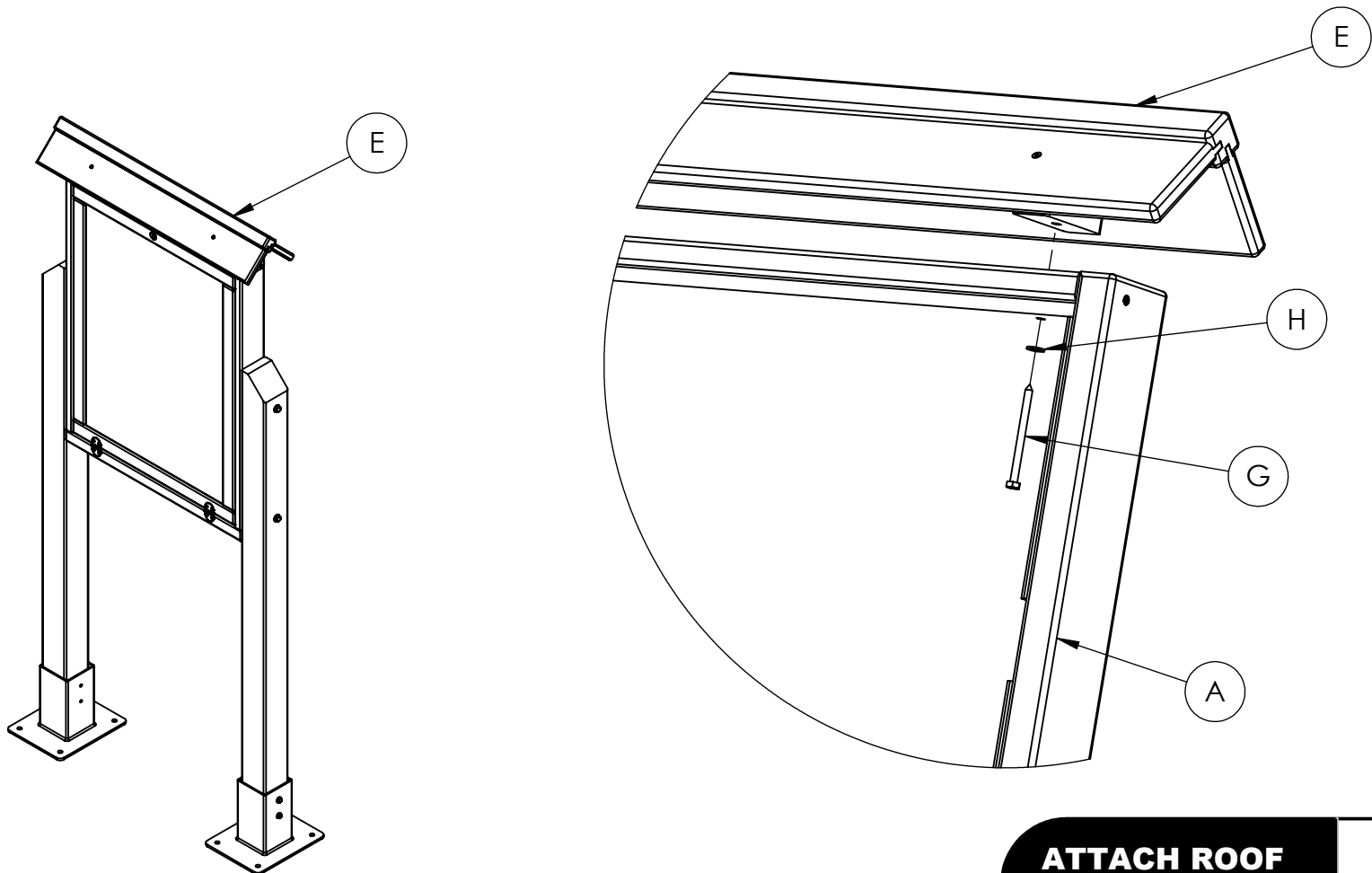
# INGROUND & SURFACE MOUNT MESSAGE CENTER ASSEMBLY INSTRUCTIONS



# INGROUND & SURFACE MOUNT MESSAGE CENTER ASSEMBLY INSTRUCTIONS

## STEP #3

- A. Set Roof piece (E) onto top of Message Center (C)
  - B. Fasten 3-1/2" Lag Screw (G) thru washer (H) thru Message Center (C) into roof piece (E)
  - C. Repeat Step A for other Lag Screw (G)
- Larger message centers will have 3 lag screws



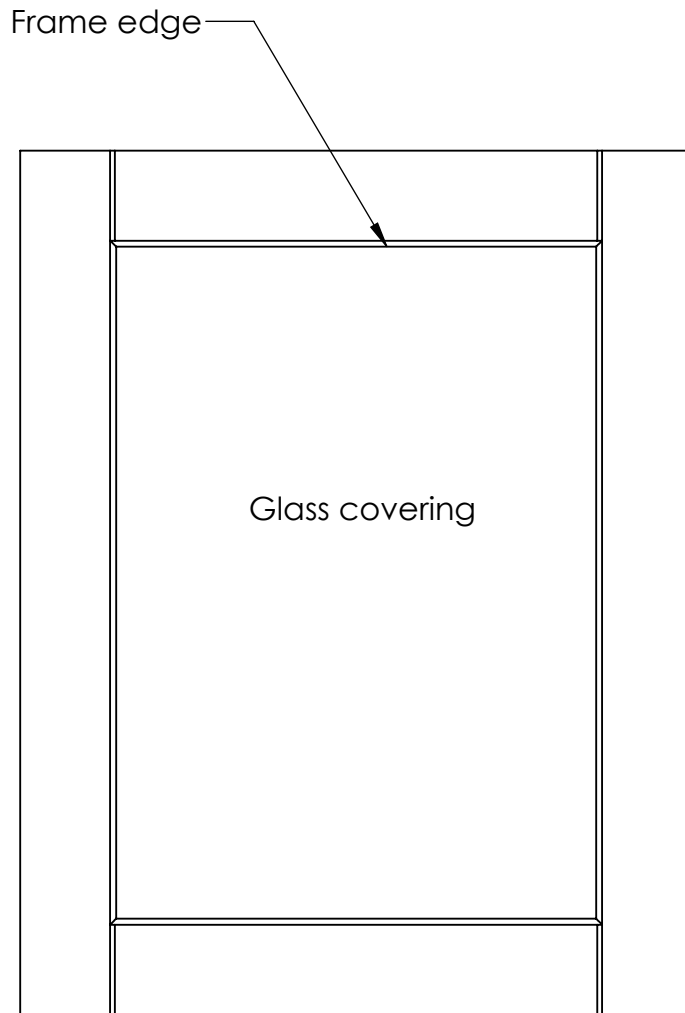
**ATTACH ROOF  
TO MESSAGE  
CENTER**

**5/5**

## REMOVE GLASS COVERING

### REMOVE GLASS COVERING

- Take a razor blade and score as close as possible to the frame, cutting the covering
- In a corner, peel back the the covering using the point of the knife blade
- Pull the covering off the glass
- Repeat for the other side



Score along thick line with a razor blade

