

Replacing Your Anglian Letterplate

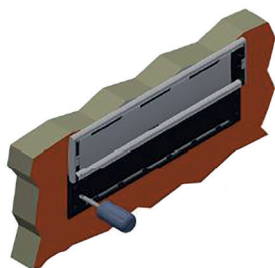
Health & Safety

Take care not to trap fingers where the door edges meet the frame, and when positioning the inner/outer sleeves into the aperture. If you do not feel competent or able to undertake this replacement safely STOP and seek further assistance from Anglian.



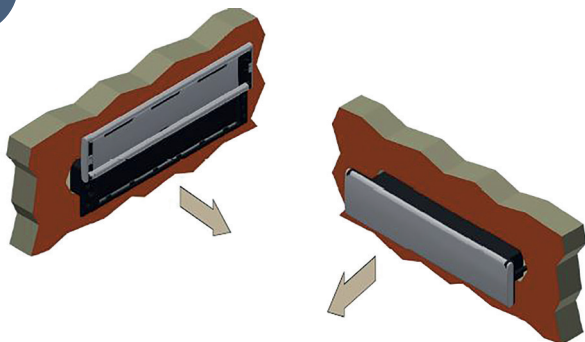
Step One

With the door in the closed position lift the inner plate, using your hand push through to the outer plate and pinch both sections together. Locate the fixing screws, these are at the centre of each short edge, undo and remove the screws from both sides of the letterplate. Make sure you hold the outer half to stop any movement.



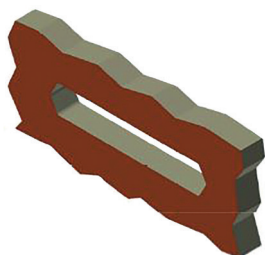
Step Two

Remove the inner and outer sleeve & flap.



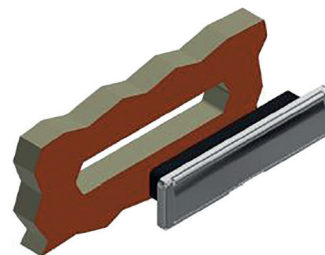
Step Three

Clean the area of old gasket material.



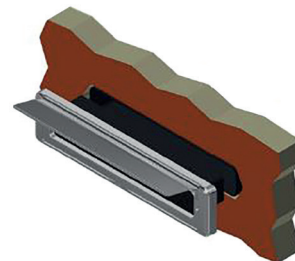
Step Four

From the outside, insert the outer half of the letterplate.



Step Five

Insert the inner half of the letterplate (with the brush seal) into the aperture from the inside of the door. Ensure the sleeves have connected and are sitting flush against the door.



Step Six

Insert your hand through the inner plate and push through to the outer plate and pinch both sections together. With the inner flap open, insert the screws through the holes ensuring the screws engage with the outer plate. Carefully tighten the screws until pinch tight and the screws are sitting flush with the moulding.

