

# Instructions For Mounting In Use Sign

This in-use sign can be mounted to the ceiling or (by the side) to a wall and be seen from both sides. It can also be mounted by its back to a wall and be seen from one side only.

Decide how you want it mounted and follow the appropriate instructions.

## Back To Wall Mounted (only one side seen)

1. Remove knockout on back wall plate (item #15).
  2. Insert back wall plate into bezel (item #10)(with tabs facing in) and attach bezel to back of in use sign (item #14) using the 6-32 ¼" screws (item #1) provided.
  3. Attach mounting bracket (item #13) to back plate using 2 ¼" screws (item #1).
  4. Using tabs provided, install socket holder (item #9) with wires coming out center bottom of socket holder.
  5. Insert black ring (item #7) into hole in center of the back wall plate.
  6. Run wires through black ring.
  7. Cover wires with wire cover (item #12) using tabs provided.
  8. Attach two 1.5" screws (item #3) to electric box adapter (item #11) with two 8-32 hex nuts (item #2).
  9. Connect wires of in use sign to junction box wires as per local code.
  10. Using 8-32 hex nuts, attach sign assembly to the 1.5" screws protruding from the electric box adapter on junction box (step 8).
  11. Install bulbs (item #6) into sockets (item #5).
  12. Install (item #8) and red plastic (item #4) into bezel (item #10).
  13. Attach bezel to sign using 6-32 ¼" screws (item #1). Do not install top screw.
- Note: Only one red plastic and sign are used in this installation.

## Ceiling Mounted (both sides seen)

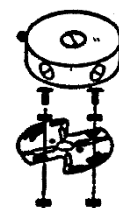
1. Remove knockout on top of in use box (item #14).
  2. Insert black ring (item #7) into knockout hole.
  3. Using tabs provided, install socket holder (item #9) with wires coming out knockout opening.
  4. Install bulbs (item #6) into bulb sockets (item #5).
  5. Install sign (item #8) and red plastic (item #4) into both bezels (item #10) front and back.
  6. Attach bezels to in use box (item #14) using 6-32 ¼" screws (item #1). Use 3 screws only. Do not install a screw on top.
  7. Attach two 1.5" screws (item #3) to electric box adapter (item #11) two 8-32 hex nuts (item #2). See "Additional Instructions for Electric Box Adapter" below.
  8. Run wires through mounting bracket (item #13) and attach mounting bracket to top of in use box using two 6-32 ¼" screws.
  9. Connect wires of in use box to junction box wires as per local code.
  10. Using 8-32 nuts, attach sign assembly to the 1.5" screws protruding from the adapter on junction box (step 7).
- Note: Wire cover (item #12) and back wall plate (item #15) are not used for this installation.

## Side Mounted (both sides seen)

1. Remove knockout from side of in use sign box (item #14).
  2. Insert black ring (item #7) into knockout hole.
  3. Using tabs provided, install socket holder (item #9) with wires coming out knockout opening.
  4. Cover wires with wire cover (item #12) using tabs provided.
  5. Install bulbs (item #6) into bulb sockets (item #5).
  6. Install sign (item #8) and red plastic (item #4) into both bezels.
  7. Attach bezels to front and back in use box using 6-32 ¼" screws (items #1). Use 3 screws per bezel only. Do not install screws on mounting side.
  8. Attach two 1.5" screws (item #3) to electric box adapter (item #11) with two 8-32 hex nuts (item #2). See "Additional Instructions for Electric Box Adapter" below.
  9. Run wires through mounting bracket and attach mounting bracket to side of in use box using two 6-32 ¼" screws.
  10. Connect wires of in use box to junction box wires as per local code.
  11. Using 8-32 hex nuts, attach sign assembly to the 1.5" screws protruding from the adapter on junction box (step 8)
- Note: back wall plate (item #15) is not used for this installation.





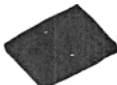

## Additional Instruction For Electric Box Adapter

1. Attach two 1¼" screws to electric box with hex nuts as shown in diagram.
2. Adjust screw depth of screws so as to protrude ⅜" from finished surface of wall or ceiling.
3. Using slots best suited for type of junction box, fasten electric box adapter to junction box such that 1¼" screws protrude out from the junction box.
4. If box with hickey and nipple is used insert nipple through center hole in electric box adapter.



## Instructions For Mounting In Use Sign

### Parts List

Item #	Description	Quantity	Image
1	¼" 6-32 screw	8	
2	8-32 Hex Nut	6	
3	1½" 8-32 screws	2	
4	Red Plastic	2	
5	Bulb Sockets (installed in socket holder)	2	
6	Bulbs	2	
7	Black Ring	1	
8	Sign	2	
9	Socket Holder	1	
10	Bezel	2	
11	Electric Box Adapter	1	
12	Wire Cover	1	
13	Mounting Bracket	1	
14	In Use Box	1	
15	Back Wall Plate	1	