

## **ELITE SAMPLING WALLBOARD INSTALLATIONS INSTALL GUIDE**

### **SERVICE OBJECTIVES:**

- Pre-call location and speak with contact person listed on the contact spreadsheet.
- Wallboards materials are shipping directly to your home from Elite Sampling. There will be 4 boxes per location.
  - Box 1 – Frame box
  - Box 2 – Brochure holder and ALL necessary hardware needed for the installation
  - Box 3 – Poster
  - Box 4 – Brochures
- You will need a cordless screwdriver with Philips attachment, pencil, hammer and a box cutter.



- Install wallboards at various Doctor Office locations.

### **SERVICE PROCEDURES:**

- Meet with the contact person to review the installation. Discuss location the wallboard should be installed.
- Remove the frame from the box. Remove the 2 screws from the top / side of the frame and take off portion of outer frame.
- Remove the clear plastic cover from inside of the frame and center the frame on the wall (within location pre-determined with on site contact). Using your pencil mark the 6 – 8 holes on the back of the frame so you know where to drill.
- Drill the marked holes and then using your hammer insert the blue anchors into the wall.



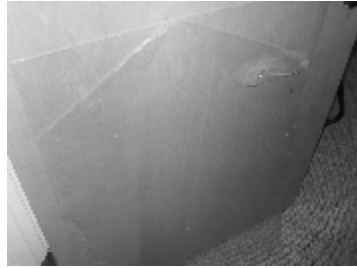
screws & anchors

- Once the anchors are in place, secure frame to wall by drilling provided screws into the wall through holes on the back of frame. Be sure to secure the frame with the open part (portion of outer frame removed initially) facing the right hand side.

### **SERVICE PROCEDURES continued:**

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- Remove clear plastic coating from plexi-glass cover and slide back into frame. Slide poster behind plexi cover.



- Attach the side back onto the frame and screw in the 2 screws that were removed earlier to secure the POP and cover in the frame.
- Line up literature / brochure holder to the left side of the frame. This is the OPPOSITE side of where the frame opening was before it was secured. This is so that the poster can be accessed without affecting the literature holder.
- Literature / brochure rack should be placed even with the frame. Secure to the wall using the provided screws.



- Place brochures. Vertical installs will receive 80 brochures, fill racks with half the brochures leaving the remaining with the contact person for replenishment.
- Take a picture of the completed installation. Pictures are MANDATORY.
- Record all Dr.'s names first and last. This is MANDATORY.
- Review installation with on site contact.