

Door Signs

These instructions are for the non-engraved door signs outside of most office, suite, or conference room space **Ordering**

- 1) Go to the Document Center website to complete the Door Sign Request Form (<https://www.luther.edu/offices/document-center/door-signs>)
 - a. Employee is the person that the Door Sign is for. If the Door Sign is for a Conference Room space, please enter N/A into these fields
 - b. If you have questions about how you should complete the form, please contact naatje01@luther.edu in the Document Center with your questions
- 2) Approve or provide corrections to the proof from the Document Center
- 3) The sign will be sent out via campus mail or you may be asked to pick it up

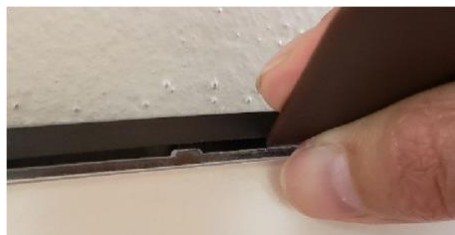
Installation

Note: Do not attempt to “pop” the plastic front in or out of the slot. This can break the plastic tab

- 1) Insert a corner of the square brown plastic tool at the top of the frame, below the black outside plastic, near the tab (as pictured).



- 2) While keeping firm forward pressure, lever the plastic tool to raise the black frame and release the plastic tab from the slot



- 3) Allow the transparent plastic front to fall forward
- 4) Orient and place the new paper sign behind the transparent plastic front
- 5) Use the plastic tool to raise the black frame to allow the plastic tab back into the slot
 - a. DO NOT “pop” it back into place. This can break the plastic tab.

