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](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.