

Poster Display Information & Instructions

We are excited to introduce our new Mobile 2x3 FT Double Sided Poster Displays for use by the college community. The new display cases are designed to **Replace Easels**. Please do NOT use easels going forward. There are 2 categories of display cases:

1. **Dedicated Display Cases:** These cases are engraved with the room number and are ***not to be removed are located*** at the following major venues:
 - L61 Conference center – 1
 - L62 Lecture Hall – 2
 - L 54 Gallery – 1
 - 09.65 Conference room – 2
2. **Undedicated Display Cases:** (Facilities Stock of cases) - a requester can request use of the case(s) through the facilities work order system. Work Orders to be set up and broken down as needed. These units will be stored at Department of Facilities Management.

OPERATING INSTRUCTIONS—INSTALLING A NEW 2 X 3 FT POSTER

1. This is the new mobile poster display unit. All cases have a FIXED “Generic” poster already installed approved by Marketing with no expiration and have the approved branding. These “Generic” Posters are NOT TO BE REMOVED OR TAKEN OUT. All posters are to be installed ON TOP OF the base generic poster.

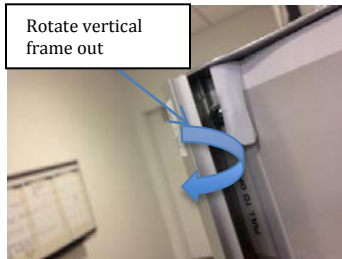


2. All new posters MUST BE PRINTED IN PORTRAIT FORMAT

3. To install your poster in the display, locate the **“Open Here”** tab located on the top side frame rail.



4. Rotate the vertical frame outward (spring loaded)



5. Locate the **“Pull Tab”**



6. Gently open the flexible vinyl cover/transparent lens



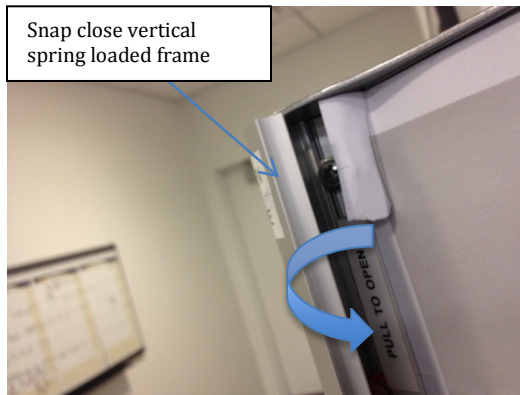
7. Install your new poster **OVER THE BASE GENERIC** poster. These posters are designed to be **PERMANENT** to always provide a JJC generic message and eliminate any opportunity for an empty display.



8. Be sure to center it left to right and top to bottom
9. Gently close the clear vinyl lens and make sure it lies flat, the bottom is inside the metal base plate and it fits in the frame evenly



10. Snap closed the vertical spring loaded frame plate locking in the poster and vinyl lens



11. If necessary, press the top of the frame after closing to seat the poster corner.



12. Place the display in the desired location, but please keep out of egress pathways-- doors, stairwells, ramps, exits, major thoroughfares, turnstiles etc.
13. It is the responsibility of the EVENT REQUESTOR TO REMOVE THE DATED POSTER AFTER THE EVENT, leaving the generic base poster in place.

Any questions on the display cases or if you would like a demonstration please contact Department of Facilities Management at ext. 8541.