

# Visulite® & Visuline®

## Illuminated & Non-Illuminated Directories

## Door Replacement Instructions

### Retro-fit Kit Parts List:

	Illuminated Visulite & Visuline	Non-Illuminated Visuline	Both
3 - 3/8" wide acrylic shims (adhesive back)		✓	
3 - 9/16" wide acrylic shims (adhesive back)	✓		
1 - #4-40 threaded machine tap			✓
1 - #43 drill bit			✓
2 - #4-40 slotted machine screws			✓
1 - #30 drill bit (rivet holes)			✓
- 1/8" rivets			✓
2 - Dual Lock door locks			✓
1 - #36 drill bit (lock components)			✓
1 - #6-32 threaded machine tap			✓
1 - 5/64" hex wrench (prop-rods)			✓
2 - Prop Rods (New top hinged door)			✓

### DOOR REMOVAL

Step 1 - All electrical powered displays must first be disconnected at the circuit breaker.

Step 2 - Open existing door to a 90° position and secure. A top hinged door will require stable floor supports located at each end of door.

Step 3 - Using #30 drill bit provided, drill through existing rivets which secure door hinge to directory cabinet. **Important:** Do not remove either of the

end rivets at this point. **Caution:** When drilling into electrical powered displays, avoid contact with all electrical components. This can be reassured by removing internal electrical raceway covers using a 1/4" hex nut driver. Note raceway locations for reassembly.

Step 4 - Have additional person(s) securely hold door while the last two rivets are drilled out. Door should release easily, but may require a slight pull to fully remove all rivets. Set door aside.

Step 5 - Use a file to smooth down any burrs that may remain on the cabinet after removing hinge.

At this point, if new door is to be placed into previous location, continue to Step 11.

### DOOR CHANGE FROM TOP TO SIDE HINGE

If door orientation is changing from top hinged to side hinged, remove and discard existing Prop Rod assemblies using a 5/64" hex wrench (provided in kit). Continue to Step 11.

### DOOR CHANGE FROM SIDE TO TOP HINGE

If door orientation is changing from side hinged to top hinged, new Prop Rod assemblies (provided) are installed. The rod's pivoting end mechanically fastens to the cabinet face. During operation, the rod's opposite end fits into a pocket, factory attached to backside of new door. **Note:** Prop Rod length should not be altered in any way.

Step 6 - Position Prop Rod assembly so that center of pivot pin is 12 3/4" down from top of directory cabinet and vertically flush with cabinet's outer, 1/4" return surface (See Fig. 1). Using pre-drilled holes as guides, transfer locations onto cabinet.

Step 7 - Clearly label center of each mark using a metal a punch.

Step 8 - Drill through cabinet face at locations marked using #36 drill bit provided. **Caution:** Avoid contact with internal electrical components by not allowing drill bit to enter too far into cabinet.

Step 9 - Using #6-32 threaded machine tap provided in kit, carefully thread each of the holes drilled in Step 8.

Step 10 - Align Prop Rod Brackets and secure with countersunk screws and 5/64" hex wrench provided in kit.

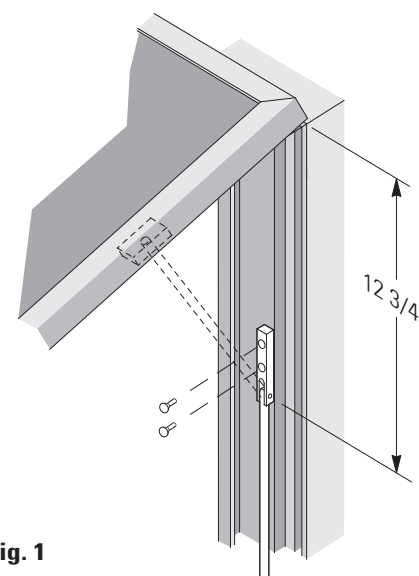


Fig. 1

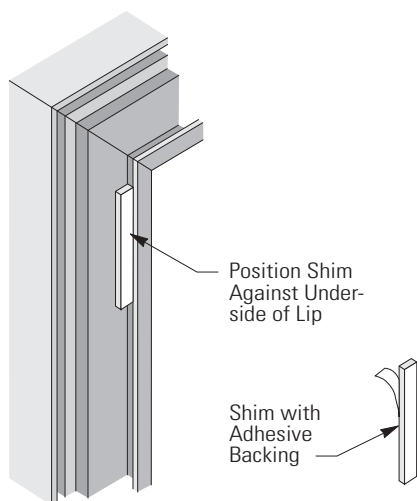
# Visulite® & Visuline® Illuminated & Non-Illuminated Directories

## Door Replacement Instructions

### NEW DOOR(S) PUT IN PREVIOUS LOCATION

See parts list at beginning of instructions to match shim size with product.

Step 11 - Remove adhesive backing from door shims. Attach each to cabinet face at hinge location. **Important:** Shims must be placed firmly against underside of cabinet lip (See Fig. 2) and be spaced evenly and as far as possible from one another. **Note:** On Visulite Illuminated Directories, avoid contacting existing Turn Clips which protrude from the face of the same lip.



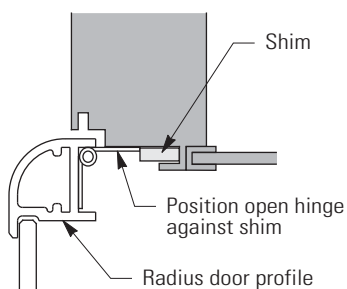
**Fig. 2**

Step 12 - New hinge on new door must be opened 90° so that door aligns with cabinet in an open position. (See Fig. 3)

- If unit is surface or semi-recessed mounted, align door flush with cabinet housing.
  - If unit is fully recessed, there will be an even 1" reveal around entire perimeter.
- Position edge of opened hinge firmly against exposed edge of shims. Use a pencil and mark cabinet face at first and last holes in hinge. Remove door.

Step 13 - Clearly label center of each mark using a metal punch.

Step 14 - Drill through cabinet face at locations marked using #43 drill bit provided. **Caution:** Avoid contact with electrical components by not allowing drill bit to enter too far into cabinet.



**Fig. 3**

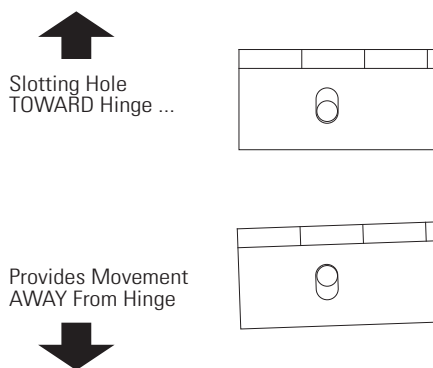
Step 15 - Use #4-40 threaded machine tap provided in kit, carefully thread each of the holes drilled in Step 14.

Step 16 - Reposition door and loosely secure hinge at each end using #4-40, round, slotted head machine screws provided.

Step 17 - Close and check door alignment with cabinet and/or reveal spacing (refer to Step 12). If alignment is correct, tighten screws and proceed to Step 21.

Step 18 - If alignment is incorrect, assess which direction door is out and what movement will be needed for correction.

Step 19 - Remove #4-40 screws and dislocate door. Use a 1/8" diameter metal file (not included) and slot the screw holes in the hinge. **Important:** Holes will be slotted in the opposite direction that the door is to move. (See Fig. 4)



**Fig. 4**

Step 20 - Reattach door with #4-40 screws and use newly filed slots to make necessary adjustments. When properly aligned, tighten screws.

Step 21 - Using #30 drill bit and hinge holes as guides, drill through all remaining holes. **Caution:** Avoid contact with internal electrical components by not allowing drill bit to enter too far into cabinet.

Step 22 - Secure hinge to cabinet at every open hole location using rivets provided. Remove #4-40 screws and secure these locations with rivets also.

### DUAL LOCK LOCKING DEVICE

If Dual Lock on backside of new door should not align with existing Dual Lock on cabinet, new Dual Lock is provided in kit.

Step 23 - Assess new location where door and cabinet locks will align. Peel adhesive backing from backside of Dual Lock. Assure one side is secured to door and opposite side to cabinet face.

Step 24 - Using #30 drill bit provided, drill through and rivet new Dual Lock to its adjacent surface(s).

Door retro-fit is complete.

Should you have any questions or need for assistance, call (404) 688-9000.