

### GETTING STARTED

1. Go to <http://www.290signs.com/PlusOne/>
2. Click on the desired internet template file.
3. Save template to your computer.

### EDIT TEMPLATE

1. Select and highlight the first line of pre-set copy.
2. Re-type the copy as you want it to appear on the laser print insert.
3. To change the justification of your typed copy to Left, Right or Center, select and highlight the line of your typed copy you wish to change. Using the horizontal copy position Toolbar, click on the desired copy position.

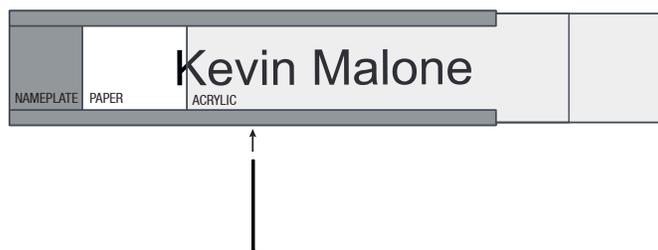
### PRINT TEMPLATE

Paper travels through every printer differently. Test your print-out with regular paper before printing on the perforated laser paper. Before loading, mark where the perforations will appear on the test paper, using the template paper as your guide.

1. Place the paper in the printer, squarely and tightly from the top left-hand corner.
2. Choose "File" in the top left corner of the screen.
3. Click on "Print". The following message may appear: The margins of section \_\_\_ are set outside the printable area of the page. Do you want to continue?
4. Click "Yes".

### INSERT PAPER TEMPLATE

1. Once paper nameplates are printed, fold paper at perforations in accordion fashion for easier separation then carefully tear apart.
2. Insert the provided Allen wrench into the set screw centered at the bottom of the PlusOne Workstation Nameplate.
3. Make a quarter counter clockwise turn to release the acrylic lens. Note: do not fully remove the set screw.
4. Insert the printed paper between the lens and nameplate until paper and lens are flush with the nameplate edge.
5. To secure, insert Allen wrench into the set screw and turn clockwise.



### QUESTIONS

Contact Customer Service if you have any questions at 800.777.4310 or by email at [info@290signs.com](mailto:info@290signs.com).