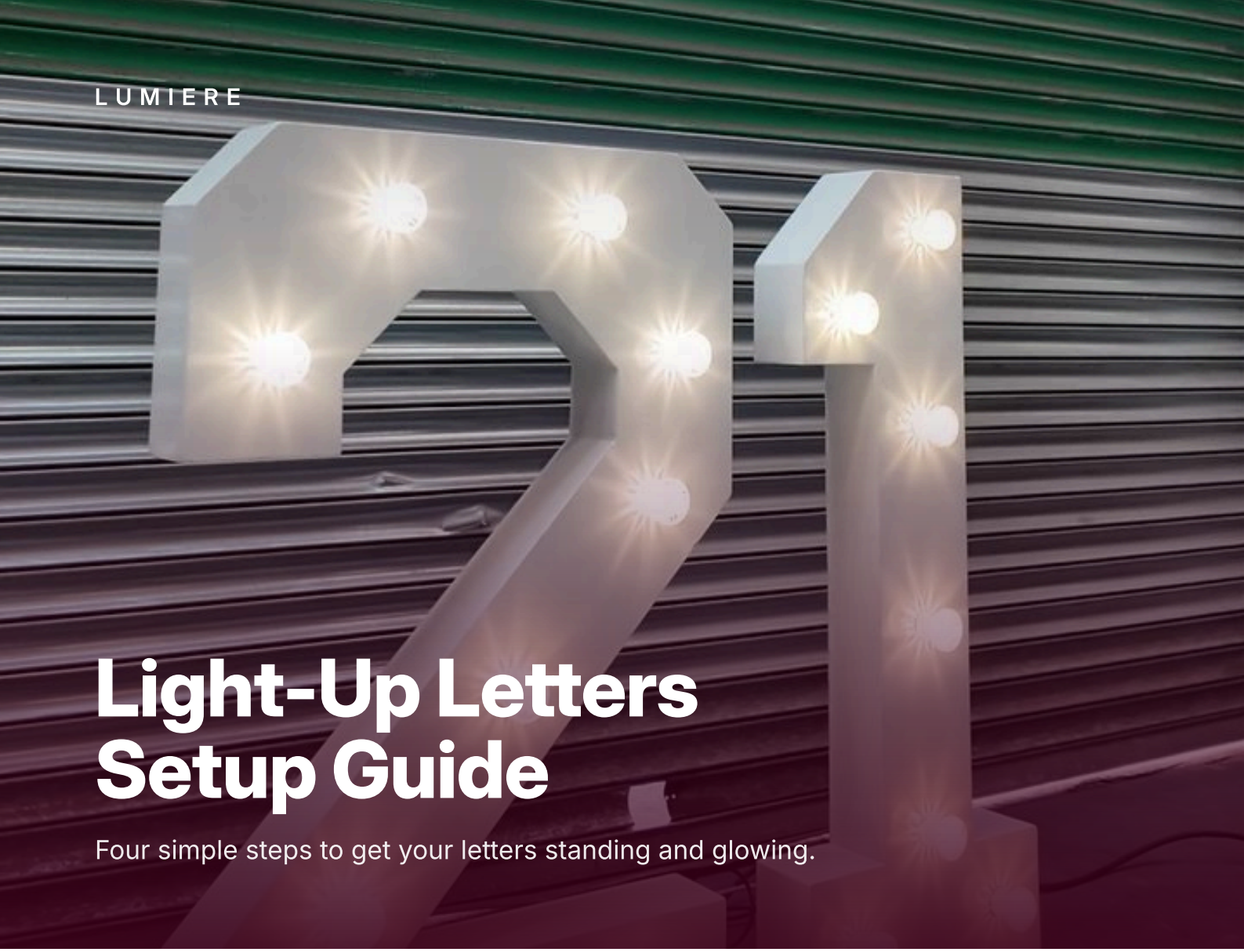


LUMIERE

Light-Up Letters Setup Guide

Four simple steps to get your letters standing and glowing.

BEFORE YOU START

- Choose a flat, level floor with a little room behind the letters for cables
- Set up close to a plug socket so the power cable reaches without stretching
- Keep the letters and cables dry
- Have a second person help lift the bigger letters
- Always hold the letters by their sides, never by the bulbs

Need an extension lead?

If you think the nearest plug socket might be too far away, just let us know before your event and we can provide one.

1 Place the letters

2 Check the feet

3 Plug in the black cable

4 Plug in the white cable

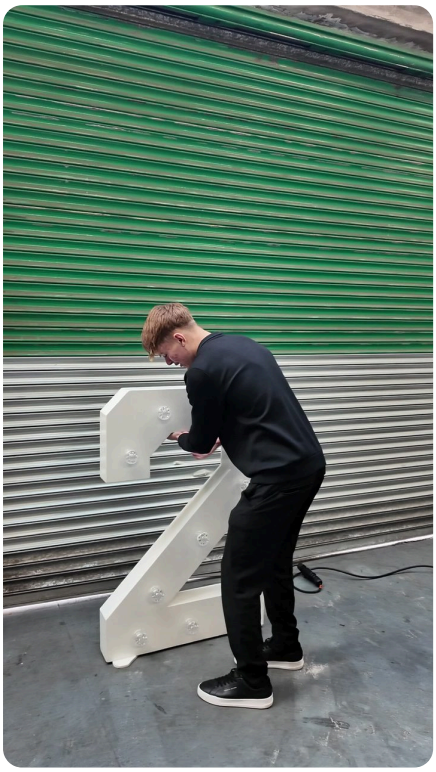
1

STEP ONE

Carefully place the letters down

Lift each letter by its sides and stand it upright in position, bulbs facing forward. Set them out in the right order, reading left to right from the front.

- Lift, don't drag. Sliding letters across the floor can scratch them and damage the feet.
- Leave a small, even gap between letters so the link cable reaches.



Lower gently
Hold the letter by its sides and set it down carefully.



Carry upright
Bring the next letter over and stand it beside the first.



Line them up
In the right order, with an even gap between each.

Never grab the letters by the bulbs

Always lift and hold the letters by their sides. Pulling on the bulbs can break them or damage the fittings.

2

STEP TWO

Check the feet are positioned correctly

Each letter has white feet at the bottom that swing out to keep it stable. Before letting go, make sure every foot is swung fully out, sitting flat on the floor and pointing towards the back.

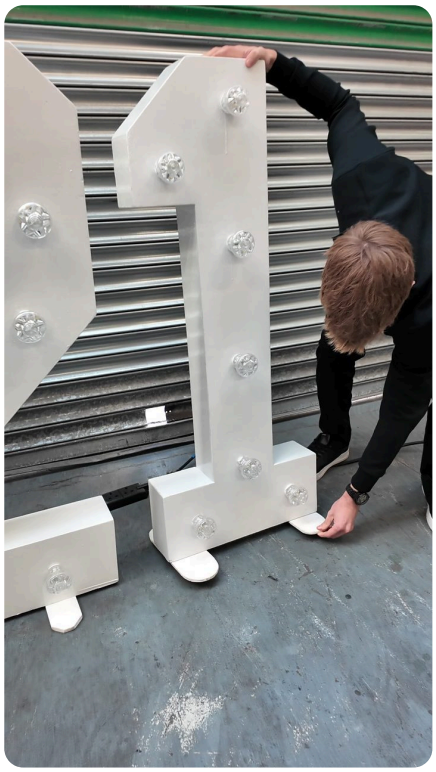
- Swivel each foot out by hand until it sticks out behind the letter.
- Give each letter a gentle nudge. It should stand firm without rocking.



Swing the foot out
Turn it out from under the letter by hand.



Flat and facing back
Each foot should sit flat on the floor behind the letter.



Every foot, every letter
Repeat until all the letters stand firm.

3

STEP THREE

Plug in the black cable

You should have two cables:

Black cable
Goes from the wall to the first letter.

White cable
Goes from one letter to the next (Step 4).

1. Pick up the **black** cable.
2. Plug one end into the **wall socket**.
3. Plug the other end into the back of the **first letter** (the one closest to the wall socket). Push it in all the way.
4. Switch the wall socket **on**. The first letter will light up.



Black cable into the wall
Plug it into the wall socket.



Other end into the first letter
Push it into the back, all the way in.



Switch on
The first letter lights up.

4

STEP FOUR

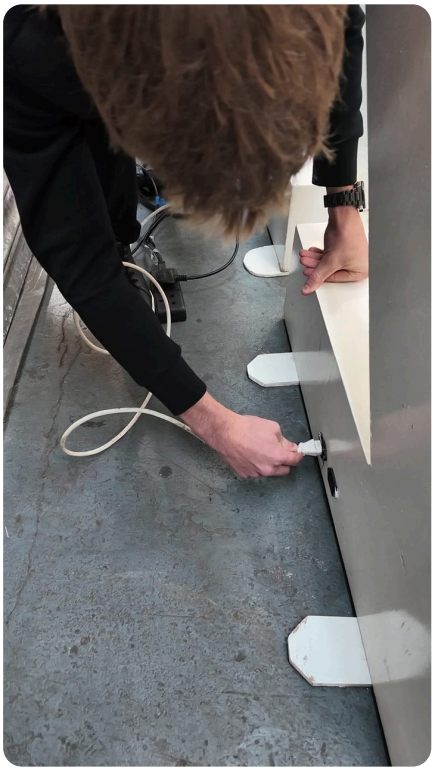
Plug in the white cable

1. Pick up the **white** cable.
2. Plug one end into the **empty socket** on the back of the first letter (the one that's lit up).
3. Plug the other end into the back of the **next letter**. Push it in all the way.
4. The next letter will light up. That's it!

Got more than two letters? You'll get a white cable for each extra letter. Just do the same again, from each letter to the next one.



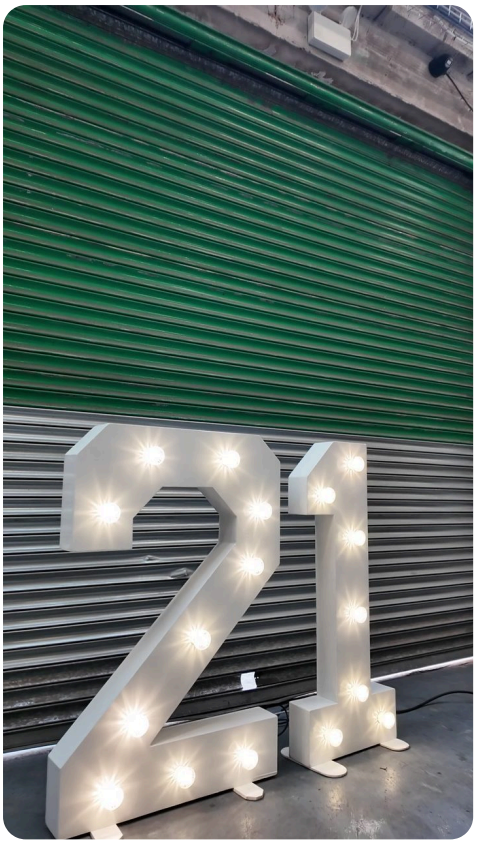
White cable into the lit letter
Use the empty socket on the back.



Other end into the next letter
Push it in all the way.



All lit up
You're done!



You're all set.

Step back and check the letters from the front: all standing straight, evenly spaced and every bulb glowing. Tidy any loose cables behind the letters and enjoy your event.

IF SOMETHING ISN'T WORKING

No letters light up	Check the wall socket is switched on, and the black cable is pushed all the way in at both ends.
One letter stays dark	Check the white cable going into that letter is pushed all the way in at both ends.
A letter wobbles	Re-check the feet (Step 2): swung fully out, flat on the floor and pointing backwards.
A bulb is out	**Contact us straight away** and we'll sort it for you. Please don't try to touch or change the bulb yourself.

PACKING DOWN

1. Switch off and unplug the black cable at the plug socket first.
2. Unplug the white link cables and the black cable from the letters.
3. Swing the feet back in before lifting each letter.
4. Leave the letters and cables together, ready for collection.

Staying safe

Keep drinks and liquids away from the letters and sockets. Never grab the letters by the bulbs, and don't climb on, lean on or sit on them. If anything looks damaged, switch off at the socket and unplug.