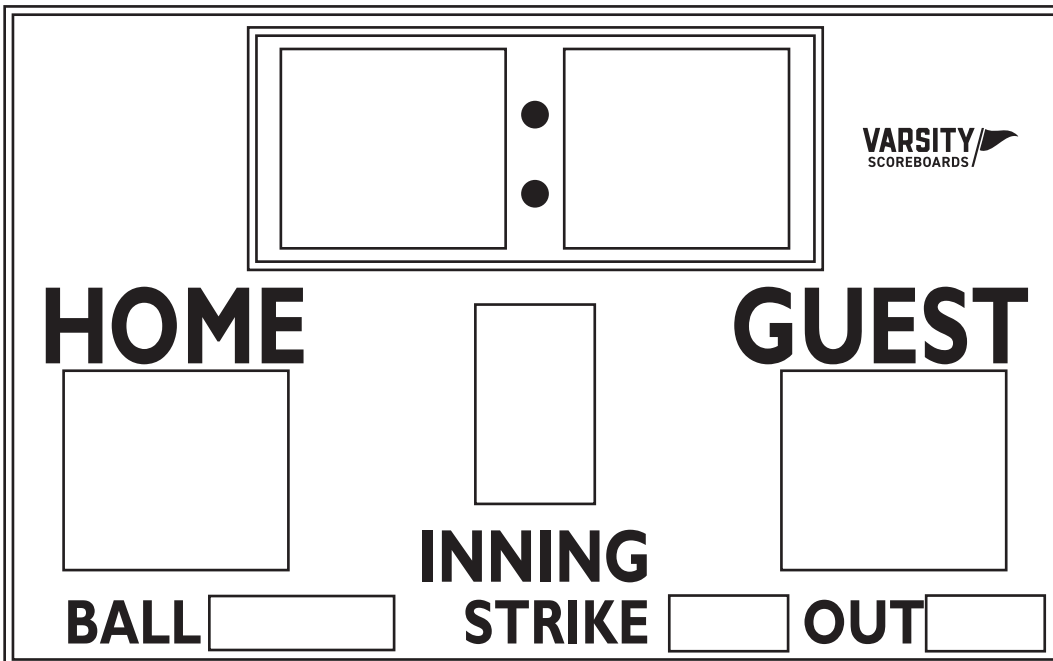




# MODEL 3312

Installation Manual





## MODEL 3312 INSTALLATION

### WARRANTY

This product is warranted against defects in materials and workmanship for the period specified in the warranty from the date of invoice.

### SERVICE

Technical Support is available 24 hours a day, 7 days a week.  
install@varsityscoreboards.com  
1-800-411-3136

<https://www.varsityscoreboards.com/support/contact-support.html>  
(link to fill out support request on website)

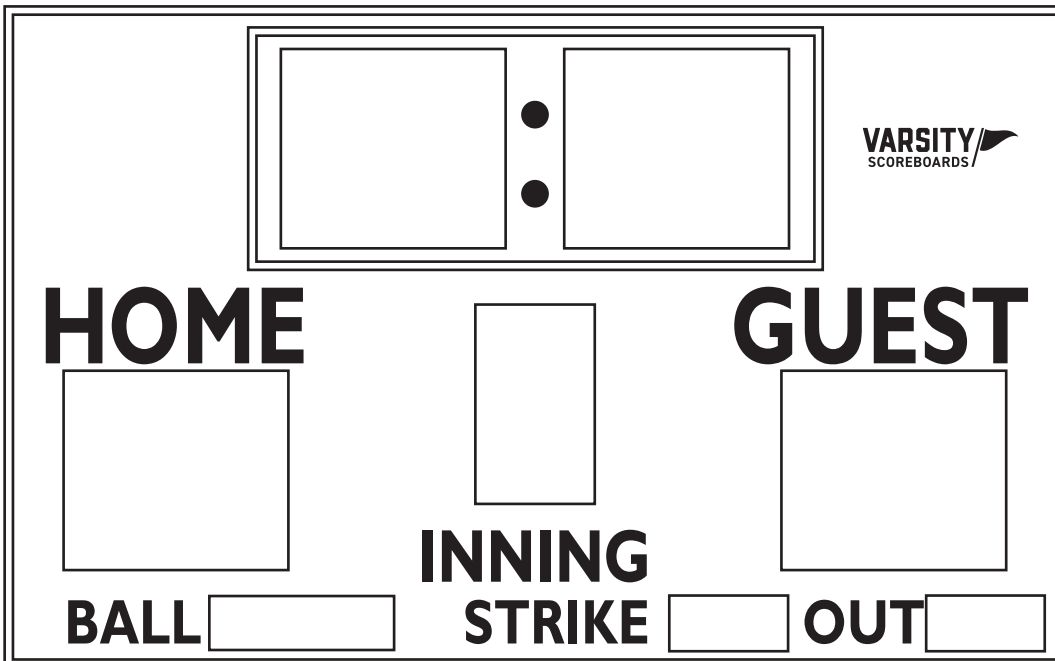


## A NOTE TO INSTALLERS

If you are installing this scoreboard for a client, please return the manual to the individual in charge of the scoreboard upon completion of installation.

### SCOREBOARD DIMENSIONS

8' W x 5' H x 8" D



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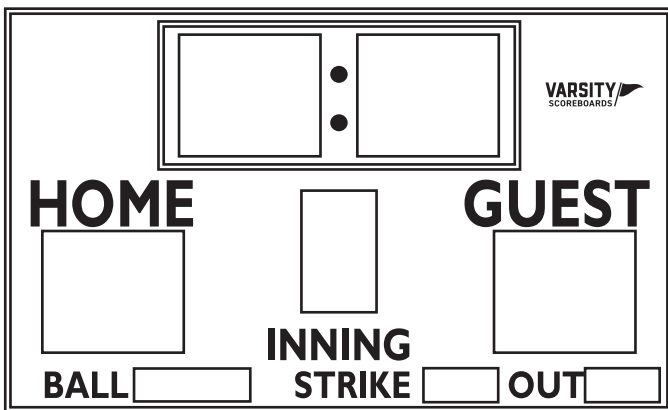
- MODEL 3312 INSTALLATION . . . . . 5-6
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## MODEL 3312 INSTALLATION

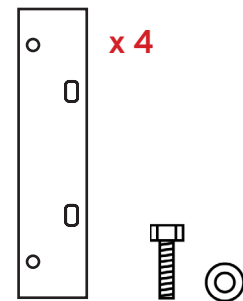
Please inspect all shipping containers upon arrival for damage and ensure that you have all of the parts listed below:

### ITEMS IN LARGE PACKAGE(S)



#### (1) 8' x 5' Baseball Scoreboard

Shipped in one (1) 8' x 5' package



#### (1) Mounting Tools

Flat stock mounting brackets and hardware (nuts, bolts, washers)





## INSTALLATION OVERVIEW

This manual will walk you through the installation of the scoreboard. While care has been taken to consider the many scenarios for installation, some general information applies to all. Follow this guide as closely as possible to ensure proper installation.

### 1 /

Review the product specifications below to determine your specific installation hardware.

### 2 /

Determine the scoreboard's location and orientation.

### 3 /

Install the mounting poles / I Beams.

**Note:** *I Beams supplied by the customer.*

### 4 /

Mount the scoreboard to the poles / I Beams.

NOTE: IF THE POLES/I-BEAMS ARE NOT IN ALIGNMENT – SHIMS MAY BE NEEDED TO MOUNT THE SCOREBOARD PROPERLY. MOUNTING THE SCOREBOARD WITH THE POLES/I-BEAMS OUT OF ALIGNMENT WILL RISK WRINKLES IN THE METAL AND A CHANCE OF THE CINCHES POPPING LOOSE, WHICH WILL VOID THE WARRANTY.

### 5 /

Install any options, such as sponsor panels or protective nets, according to the installation instructions included with each option package.

### 6 /

Test the installed system.



## PRODUCT SPECIFICATIONS

### OVERALL DIMENSIONS

8' W x 5' H x 8" D - shipped in two (2) sections

### WEIGHT

Hanging weight = approximately 230 lbs  
Shipping weight = approximately 265 lbs

## CONSTRUCTION

22-gauge galvaneal steel cabinet with powder coat finish for strength, durability, and lasting appearance

## INSTALLATION RECOMMENDATIONS

We recommend this model to be installed between (2) 8" steel I-beams (W8 x 31). The recommended height, from the ground to the bottom of the scoreboard, is a minimum of 8'-10'.

Total length determined by local codes, customer preferred mounting height, and scoreboard options. Concrete Footer depth, diameter of footer, concrete specifications, and pole(s)/I-beams(s) must be based on customer's local building codes, soil conditions, and wind loads. Angle Iron mounting brackets and bolts are supplied.

*Support structure and mounting hardware supplied by installer/others.*

## POWER REQUIREMENTS

### SCOREBOARD

(1) 20-amp, 120-volt, 60-hertz, grounded AC circuit, disconnect switch at the scoreboard is recommended. Specific power requirement information is also marked on the scoreboard's serial number label, located on the scoreboard. Power consumption is 72 watts.

### LCD WIRELESS KEYBOARD CONTROLLER

(1) 12-volt adapter in a standard 120V outlet to charge the controller

**NOTE FOR OPTIONAL RECHARGEABLE BATTERY:** To maintain the life of the LCD controller, in between games or seasons, store the keyboard in a place where you can keep the adapter plugged in year-round, helping regulate the battery voltage.





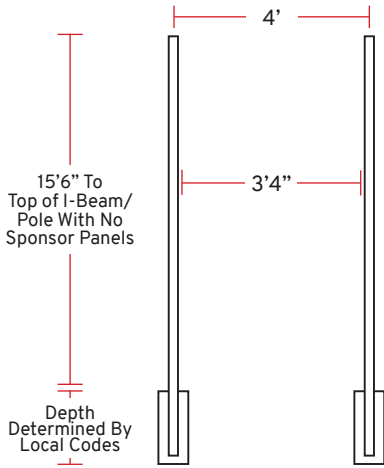
## DETERMINING LOCATION & ORIENTATION

The scoreboard should be positioned so that the greatest number of spectators can easily view it. Also, consider the best orientation of the scoreboard, should the system be used to score a daytime or afternoon game. The scoreboard should be positioned so that sunlight does not glare off its face.

In the U.S., placement on the South or West side of the field is recommended. Consult with the local building or zoning department before final determination and installing the scoreboard.



# INSTALLING MOUNTING POLES OR I-BEAMS



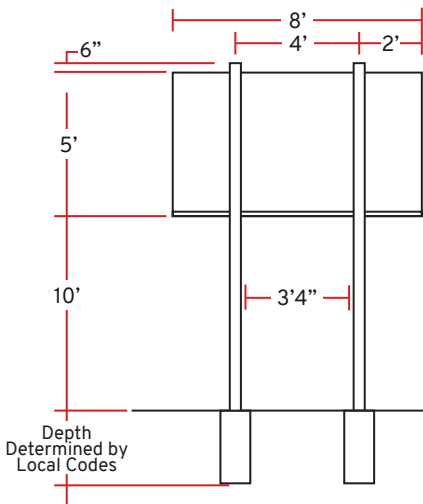
The following information for installing the mounting poles/beams are suggestions only. Local codes, field placement, scoreboard options, customer preference, and other special considerations will determine the specifics of your installation, including footer specifications, above ground height, and total length of the poles/I-beams.

Consult with local building officials for the required pole sizes and footer construction regarding this installation. A local architect, structural engineer, or sign installer may also be a source of assistance.

## 1 /

Install the two (2) mounting poles/beams (supplied by the customer) on the field 4' center to center (3 feet, four inches between poles/I-beams) with 15'6" (\*) of pole/I-beam above ground (refer to the installation diagram below).

**NOTE:** Keep boom and lines away from power lines to avoid shock or electrical burn.



## 2 /

The poles/I-beams must be set into concrete footers and spaced on the recommended 4' centers. The mounting faces of the poles/I-beams must be aligned, plum, and square to the ground. During the installation of the poles/I-beams, attach bracing from beam to beam to maintain the poles/I-beams alignment. The bracing ensures no shifting occurs during the curing of the footers. Angle supports may need to be installed from the poles/I-beams to the ground to keep them square. After installing the poles/I-beams, please allow 5-7 days for the concrete to cure before installing the scoreboard.

**NOTE:** IF THE POLES/I-BEAMS ARE NOT IN ALIGNMENT – SHIMS MAY BE NEEDED TO MOUNT THE SCOREBOARD PROPERLY. MOUNTING THE SCOREBOARD WITH THE POLES/I-BEAMS OUT OF ALIGNMENT WILL RISK WRINKLES IN THE METAL AND A CHANCE OF THE CINCHES POPPING LOOSE, WHICH WILL VOID THE WARRANTY.



I-BEAM  
4' @ Centerline



PIPE  
4' @ Centerline

## RE-USING OLD COLUMNS

If you plan to re-use old columns to install your scoreboard, please take measurements of your columns and call technical support at 800-411-3136 to discuss further instructions.



## MOUNTING THE SCOREBOARD

### IMPORTANT:

\*TO ASSEMBLE, LIFT, AND INSTALL USING THIS METHOD, YOUR LIFTING DEVICE MUST BE CAPABLE OF LIFTING IN EXCESS OF 2000 LBS. IF YOU DON'T HAVE ACCESS TO THAT TYPE OF LIFTING DEVICE, YOU MAY NEED TO ASSEMBLE/ LIFT/ INSTALL IN SECTIONS.

IF YOU DECIDE TO MOUNT THE SCOREBOARD TO A WALL, A MINIMUM OF 12" CLEARANCE MUST BE MAINTAINED FOR ACCESS TO THE POWER ON THE BACK OF THE SCOREBOARD CABINET.

NOTE: Choosing to mount the scoreboard to a wall may make servicing the scoreboard more difficult.

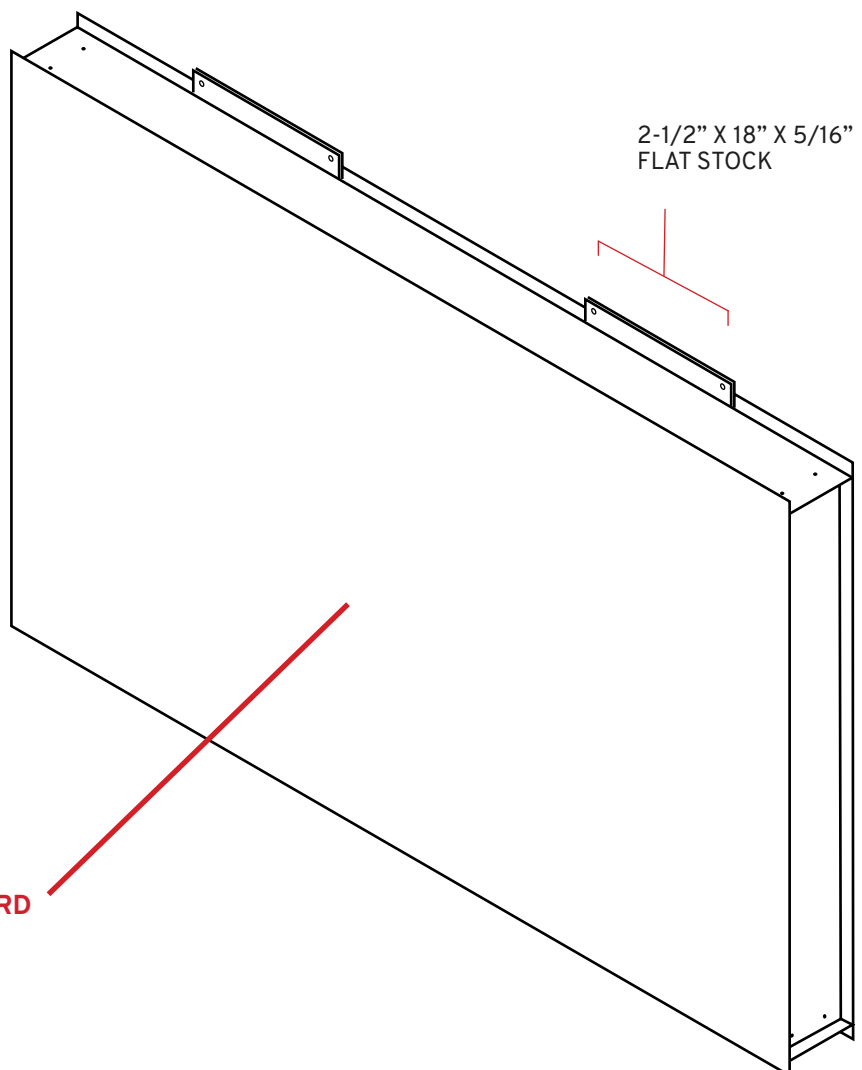
#### 1 /

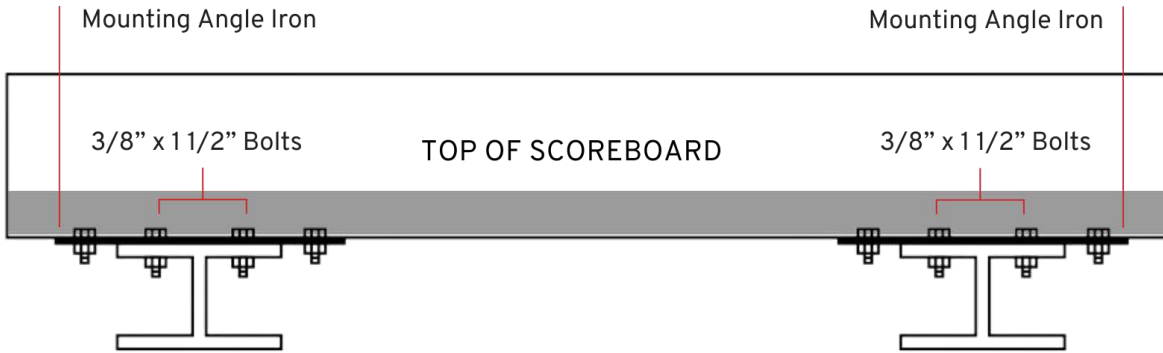
Using provided hardware, bolt the flat stock mounting brackets to the inside back U-channel on the scoreboard.

#### 2 /

Using the lift holes provided in the flat stock mounting brackets, connect a lift device to the scoreboard. Lift the scoreboard into place to the desired height, ensuring that the scoreboard is level.

FRONT OF SCOREBOARD





**NOTE:** IF THE ASSEMBLY DOES NOT LAY FLAT AGAINST THE FACE OF THE POLES/I-BEAMS AT ANY POINT OF THE POLES/I-BEAMS, **DO NOT** FORCE THE ASSEMBLY TO THE POLE/I-BEAM. INSTEAD, USE SHIMS TO SPAN THE GAP BETWEEN THE ASSEMBLY AND POLE/I-BEAM.

**NOTE:** IF USING STEEL ROUND POLES, USE A U-BOLT, STRAIGHT-THROUGH BOLT OR WELD ONTO THE ROUND POLE TO SECURE IN PLACE. DO NOT USE WOOD.

## 5 /

Secure the scoreboard to the beams using the flat stock mounting brackets attached to the scoreboard. The unit must be attached to each beam on top and bottom.

## 6 /

If using steel I-beams, either weld the mounting flanges to the supports, or drill the mounting flanges and supports to use bolts, washers, and nuts to secure the scoreboard to the I-beams. Refer to the figure for detailed illustrations of this mounting method.

## 7 /

If a sponsor panel was purchased, refer to page 13 for install instructions. If any other options were purchased, refer to their specific installation instructions.

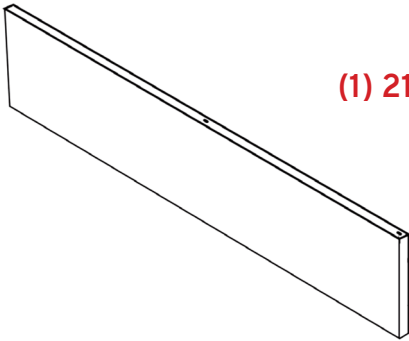
**NOTE:** If any other options were purchased, install them by referring to their specific installation instructions.



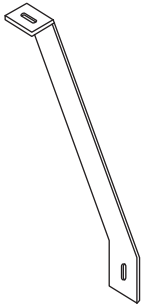
## INSTALLING SPONSOR PANELS

### NOTE:

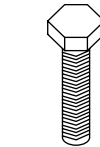
DETERMINE NUMBER OF SPONSOR PANELS  
BEING INSTALLED AND THEIR LOCATION.



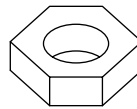
**(1) 21" x 8' Panel**



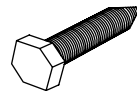
**(3) 21" Mounting  
Brackets**



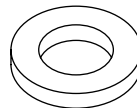
**(3) 3/8-16 x 3/4" Bolts**



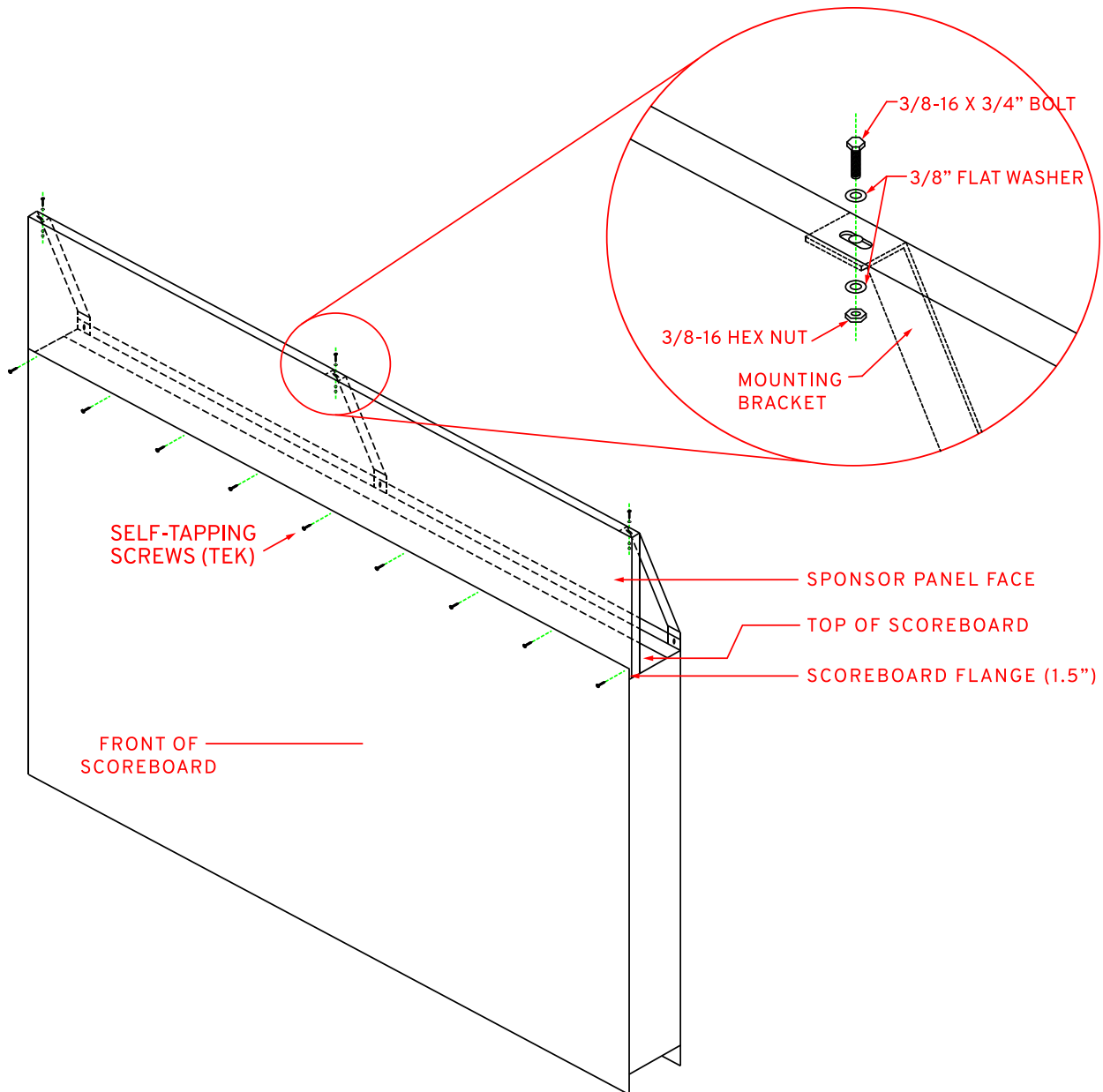
**(3) 3/8-16 Hex Nuts**



**(9) #8 x 1/2" Tek Screws**



**(6) 3/8" Flat Washers**

**1 /**

Before the sponsor panel section is lifted into place, attach three 21" mounting brackets to the 8' panel section using the supplied 3/8-16 X 3/4" bolts, 3/8" flat washers, and 3/8" hex nuts. The brackets fit inside the panel. The top (for top-mounted installations) or the bottom (for bottom-mounted installations) of each panel is pre-drilled for the brackets.

**NOTE:** A flat washer should be used both on top and on bottom of the panel, as illustrated above

**2 /**

Lift the sponsor panel section into place with the panel resting on top of the scoreboard for top-mounted installations, or against the bottom of the scoreboard for bottom-mounted installations, with the face of the panel flat against the scoreboards' front 1-1/2" tall flange, as shown above.

**3 /**

Using the supplied hardware attach the mounting brackets to the scoreboard's back flange.

**4 /**

Install the tek screws through the scoreboards front 1-1/2" -tall flange and into the sponsor panel face spaced every foot.



## TESTING THE INSTALLED SYSTEM

Please refer to the OPERATORS MANUAL for startup instructions.

**AFTER INSTALLATION IS COMPLETE, HAVE THE INSTALLER TEST THE SCOREBOARD BY FOLLOWING THE STEPS BELOW:**

**1 /**

While holding down the OPTIONS button, turn the wireless controller on

**2 /**

The screen will display “Select Diag Mode.” Press the down arrow once to scroll to “Digit Test.” Press ENTER.

**3 /**

The screen will display “Segment Test” and “Segments Off”. Press the down arrow once to display “Segments On”. When all segments are on, all digits should display “8”

**4 /**

Press the down arrow again to display “Digits Count”. All digits should continuously count from 0-9

**5 /**

If all digits turn on and count, the installer can then turn off the wireless controller.

**Congratulations!**

**You’ve successfully installed your Varsity Scoreboard!**

If any problems arise, please have the installer call Varsity Scoreboards Customer Service at 800-411-3136 while the installer is still present at the scoreboard.

**VARSIITY** /   
**SCOREBOARDS** /