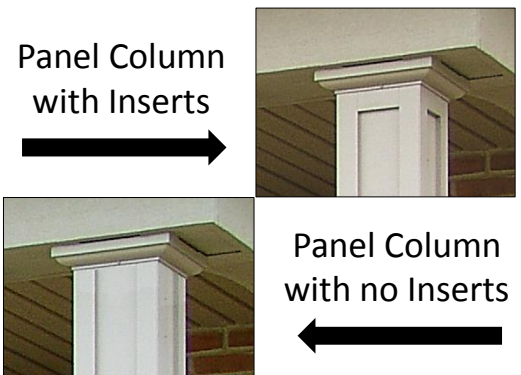


## Panel Column Insert Installation Instructions

For square panel columns that fit one of the following criteria, panel column inserts must be utilized: Column is larger than 8", column utilizes a decorative cap and/or base, customer prefers to utilize panel column inserts in lieu of the tabbed cap/base. The instructions below outline how to install panel column inserts should this process be required.



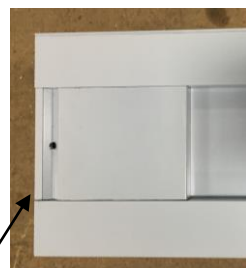
1. Locate panel insert pieces. Typically inserts are packaged within the cap and base box. Each end of the column will require four inserts.



2. Place inserts into recessed area of column staves so that the groove is positioned towards the end of the stave. Alignment will depend on the size of the column

### 2A. For 6" Panel

**Columns:** The edge of the insert piece should align flush with the edge of the column stave.



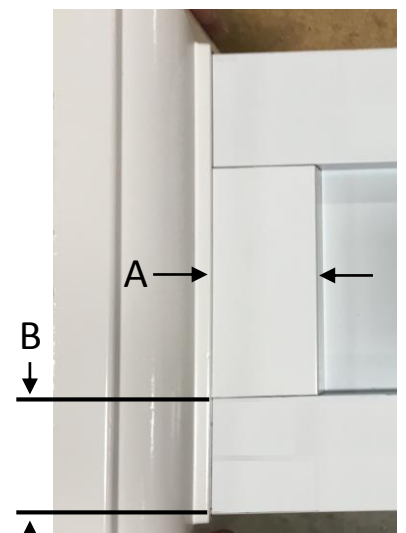
6" Column

The final appearance of a 6" panel column will differ slightly from an 8+" column



### 2B. For 8" Panel Columns and Larger:

The exposed surface area (A) of the insert should be the same as the width (B) of the column side panel when cap/base is slid over top



8" Column

3. Using the hole in the trim panel groove as a drill template, drill a 1/8" hole through column and attach trim panel to the column with the provided Phillips head screw.
4. Repeat this procedure for the other three staves.
5. Repeat steps 1-3 for the opposite end of the square panel column

