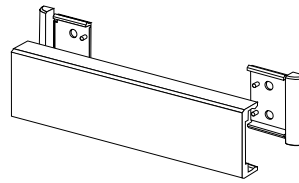


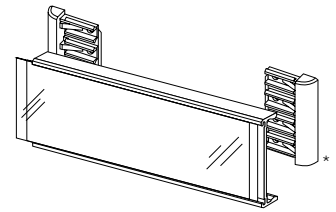
The key to a successful installation is the selection of appropriate fasteners and following instructions. These instructions can be read in less than 10 minutes. Doing so will save you time, insure a successful installation and inform how to properly maintain your APCO product.

### Mounting Surface Conditions

It is essential that the surface to which your Accord product will be attached is clean, smooth, and flat. Otherwise, the End Clip may become distorted or misaligned, preventing the SignBand from properly engaging. The larger the sign, the more critical the surface. Avoid bridging poor dry wall joints and seams, or in the case of masonry surfaces, irregularities and imperfections that may cause alignment problems.



Accord<sup>15</sup> w/Solid SignBand



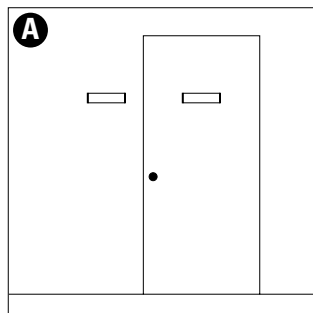
Accord<sup>15</sup> w/Insert Slot SignBand

\* Worldwide patents pending

Follow these steps when using this guide:

1. Select Application: **A B C D E F**
2. Select Specific Attachment Method within the Application Type, for example: **VT MF VEL**
3. Refer to Section & Subsection for Specific Information

### Applications



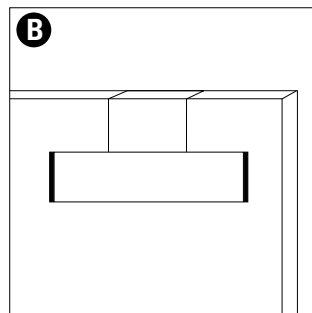
Wall/Door/Glass

**VT** - Vinyl Tape

**MF** - Mechanical Fasteners

**MT** - Magnetic Tape

**GBU** - Glass Back Up

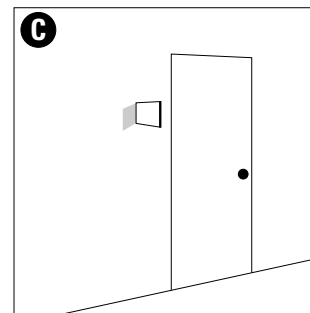


Panels/Screens/Partitions

**VEL** - Velcro

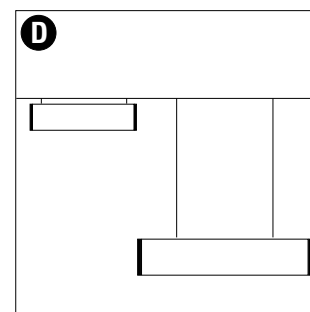
**PIN** - PinLock

**SBPC** - Panel Clip Extruded



Projecting

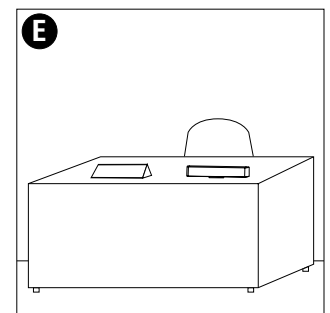
**CMT** - Ceiling Mount Track



Overhead

**CMT** - Ceiling Mount Track

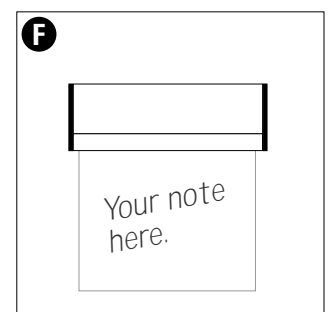
**CMT-2** - Ceiling Mount Clip



Desk/Counter

**TDS** - Tri Desk/Counter Sign

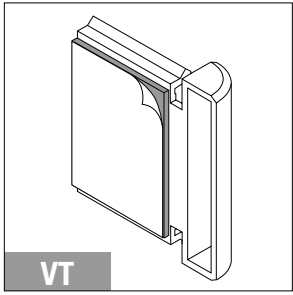
**SBDSE** - Accord Stand



Notifier Message Holder

**VT** - Vinyl Tape

**MF** - Mechanical Fasteners



VT

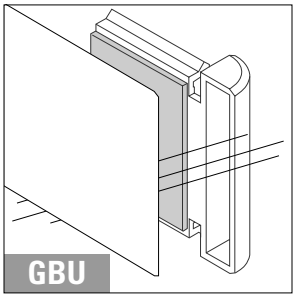
**Vinyl Tape (VT)**

1. Snap plastic End Clip into each end of SignBand profile.
2. Mark mounting location with light pencil or removable tape, making sure sign is level.
3. Peel off double-sided tape backing and place firmly into position.

As with all adhesives, the user must insure the surface to which the sign holder is to be mounted is clean, Dry, and free from any form of grease, oil or silicones. If the sign holder is to be affixed to a wood, the surface must have been sealed with a varnish or lacquer prior to attachment.

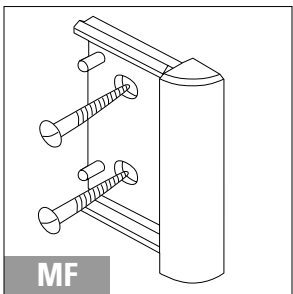
Textured wall covering and some vinyl wall covering may reject double-sided tape. The sign holder may appear to adhere initially, but may release shortly thereafter. For this reason, it is advisable to perform a test with a single sign holder, prior to installing all holders. Usually 24 hours is sufficient to determine if tape and wall covering are compatible. If the wall covering rejects the tape, a Silicone Adhesive, such as Worksite<sup>®</sup> clear silicone sealant, can be used to supplement the tape, as the tape will hold the sign holder in place until the silicone adhesive sets up. Again, a test for suitability with a single sign is advisable.

*Caution: Double sided adhesive tapes are very aggressive and may be difficult to remove or reposition once they touch off on the mounting surface. Make certain your sign is correctly positioned, level and plumb before pressing into place. Applying pressure will activate adhesive and better insure the adhesive conforms to the surface and reaches its holding potential. See Removing Signs, page 6.*



GBU

**Glass Back Up (GBU)** When signs are affixed to glass partitions, especially when seen from both sides, it is advisable to order a Glass Back Up (GBU). This is a thin, black plastic material, of the same size as the sign, applied with peel off adhesive to the other side of the glass, concealing the back of the sign.

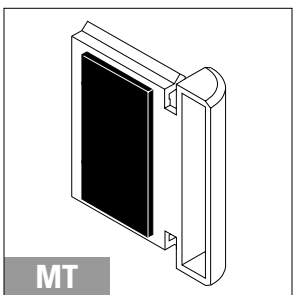


MF

**Mechanical Fasteners (MF)** If you are attaching with either wood or metal screws into a solid material, it is recommended you use a #6 screw. When using this method, it is best to position End Clips with Vinyl Tape (VT) as this will facilitate proper positioning of End Clips while drilling pilot holes and inserting screws.

*For Large Quantity Installations, Follow VT steps 1 through 3 above, then the following:* When attaching to dry wall or hollow walls/surfaces, it is necessary to first make a template to locate mounting holes. Cut paper or thin cardboard precisely the same size as the overall sign module and punch hole locators as necessary.

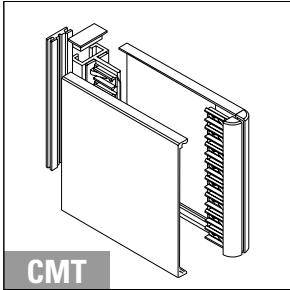
*Note: Mechanical Fasteners are not included with your order, owing to varying wall conditions. A wide range of fasteners are suitable, but selecting the appropriate fastener is the responsibility of the installer.*



MT

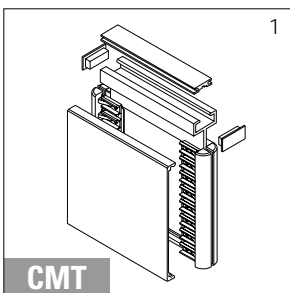
**Magnetic Tape (MT)** When signs are affixed to ferrous metal surfaces, such as file cabinets, partitions or doors, often it is desirable that they be easily removed for relocation. In these instances, a Magnetic Tape (MT) can be factory applied in lieu of Vinyl Tape (VT).

Be mindful that MT requires a ferrous metal, and metals such as stainless steel and aluminum will not attract magnetic tape



**Ceiling Mount Track (CMT)** The CMT Fixture may be used for small, lightweight modules mounted to vertical surfaces. The fixture features an extruded aluminum track which attaches to the mounting surface with concealed screws (not included). The plastic fixture then slips over the aluminum track and matching end caps close the ends.

*For larger Accord products using Side Track aluminum assemblies, refer to APCO's Universal Ceiling Fixture (UCF) product information.*

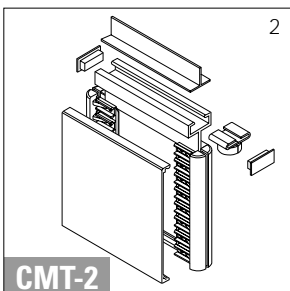


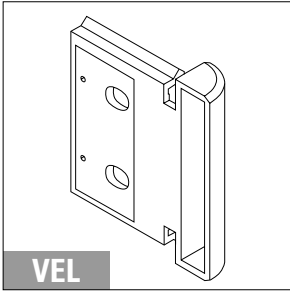
**Ceiling Mount Track (CMT)** The CMT Fixture is suitable for small, lightweight sign modules suspended from ceilings.

The extruded plastic sleeve may be affixed using one of the methods described below:

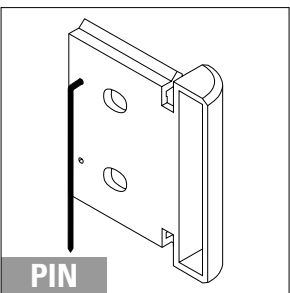
- 1) Aluminum CM Track attached directly to mounting surface.
- 2) CM Plastic Clips connected to suspended ceiling Tee Grids (The CM Clip is compatible with most U.S. ceiling Tees. However, suitability should be verified by user.)

*For larger Accord products using Side Track aluminum assemblies, refer to APCO's Universal Ceiling Fixture (UCF) product information.*





**Velcro<sup>®</sup> (VEL)** Certain fabrics used for wall and panel covering will attract Velcro Tape. A test should always be conducted to determine suitability. If you have specified this type of mounting, the Velcro (hook) Tape will be supplied, pre-attached to the back of Accord plastic End Clips.



**PinLock (PIN)** For Accord sign modules of a suitable size/weight, the PinLock method may be used for attachment to fabric covered panels and walls. If you have requested this type of mounting, pins will be located on the backs of plastic End Clips.

It is necessary for pins to be in a vertical position in order to be mounted properly to fabric panels (see FIG. 1). The pins swing freely from side to side, but must always remain in the position shown.

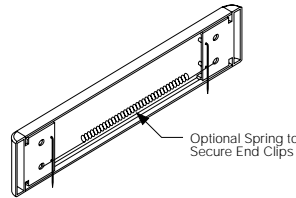
DO NOT PULL PINS OUTWARD, as they may break off or become separated from End Clip (see FIG. 2).



FIG. 1  
Correct



FIG. 2  
Incorrect



When installing, place sign at a 20 degree angle and insert pins into fabric panel (see FIG. 3).

When removing, DO NOT PULL OUT AT A SEVERE ANGLE, as the pins may break off or the fabric may be damaged (see FIG. 4). For correct removal, simply lift holder straight up (see FIG. 5).

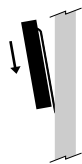


FIG. 3  
Correct

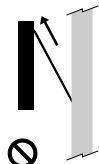


FIG. 4  
Incorrect

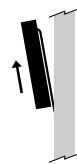
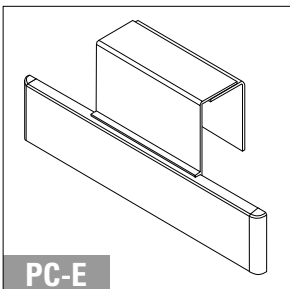


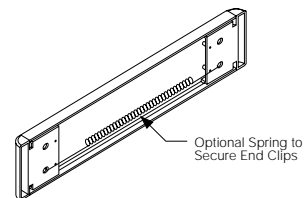
FIG. 5  
Correct

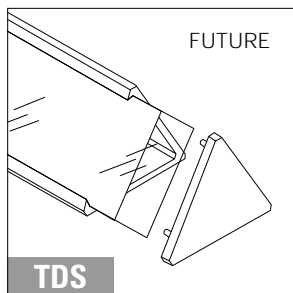


**Panel Clip - Extruded (SBPC)** The SBPC is a two-part, clear plastic hanger that is adjustable for office panels and screens from 1-1/8"(28mm) to 2-3/16"(55mm) depths. Part A engages the Accord Sign Band by removing the End Clip and sliding the extruded aluminum into position.

*Refer to separate Panel Clip instruction sheet*

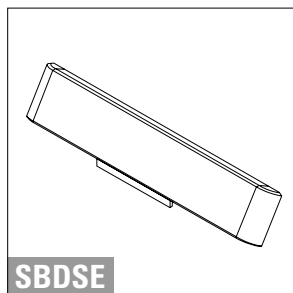
An End Clip Spring may be used with certain modules hung with the Panel Clip. The spring is attached behind the SignBand profile to each End Clip, thus insuring the Clips remain snugly against the SignBand profile.



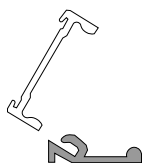


**Tri Desk Sign (TDS)** The Tri Desk Sign profile allows for messages to be applied to three different sides if required. One side incorporates the Accord Insert Slot for changeable messages. The Insert Slot may also receive the Accord Slider Insert (SBSI).

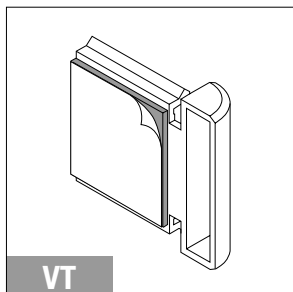
End Caps are removed to access changeable messages.



**Desk Sign Extrusion (SBDSE)** Desk Sign Extrusion snaps onto bottom edge of SignBand profile. The desk extrusion stand may be used with the 30, 45, & 60mm SignBand Profiles.



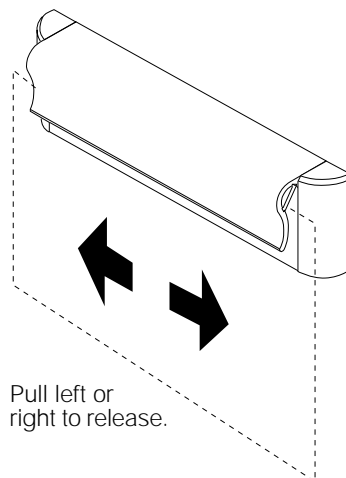
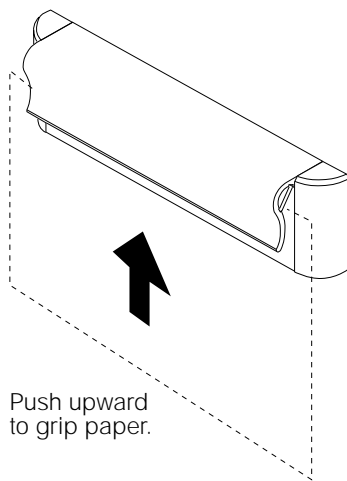
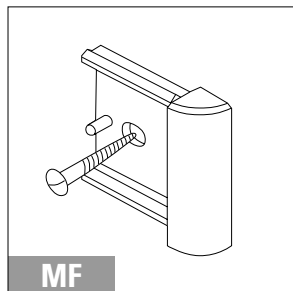
Snap on or  
slide on.

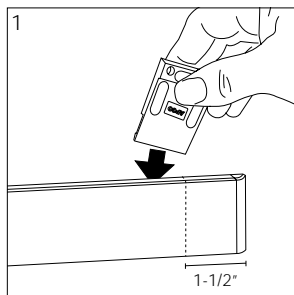


The Accord Notifier Profile may be used alone or incorporated within modules that include SignBands and other Accord elements.

When used as a stand-alone product with End Clips, the Notifier is installed in the same manner as those described under types (VT) and (MF) on page 2 of this booklet.

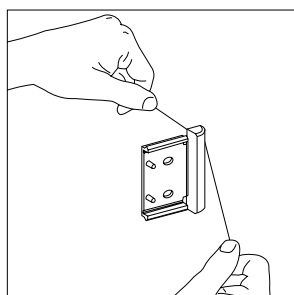
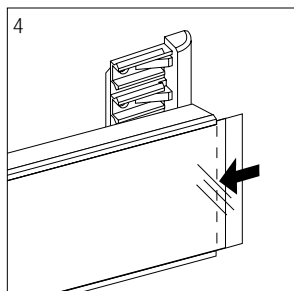
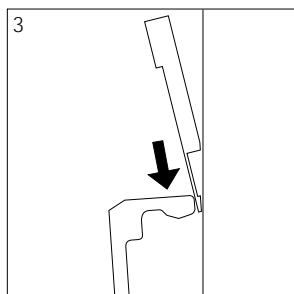
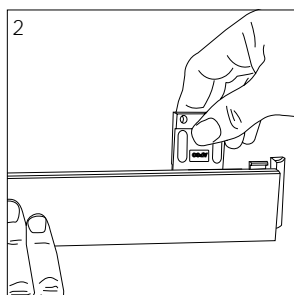
The Notifier automatically adjusts to grip cards or paper stock up to 1/64" (or) .397mm thick.





**Removing SignBands from Plastic End Clips**

1. Insert Removal Tool behind SignBand, with logo facing outward, at least 1-1/2" from left or right side of SignBand, to avoid End Clip.
2. Apply light pressure to opposite end of band while pushing Removal Tool downward, behind SignBand.
3. This creates a "wedge" effect that releases the SignBand from the End Clip.
4. Caution: When replacing SignBands with the Insert Slot feature, be sure paper insert and clear cover are flush to aluminum edge prior to snapping on EndClip.



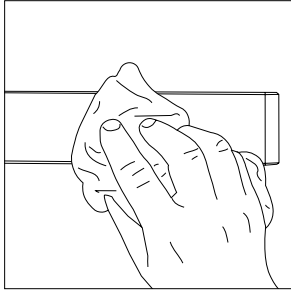
**Removing Entire Sign attached with Double-sided Tape**

Once the adhesive tape has touched off on the mounting surface, removal can be difficult. Care must be taken to avoid damage to the surface.

Pulling the attached sign part away from surface can severely damage drywall/sheetrock painted finishes and can actually peel away wall coverings.

One of the best methods is to use monofilament line (such as fish line) or a fine wire (such as a guitar string) and actually saw the adhesive apart. Once this is done, any remaining residue can be usually be peeled or rolled off. While this can be a slow and painstaking procedure, it is the only way to minimize wall damage.

Accord products are designed to provide years of trouble-free service. As with any product, however, proper care will keep your signs looking and functioning well.



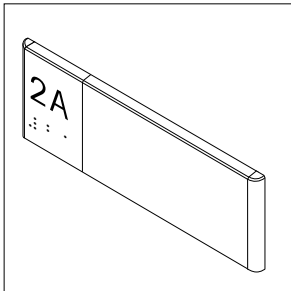
#### Appearance

Proper care for your sign finish is important, as harsh cleansers and solvents can permanently damage the SignBand aluminum finishes as well as the molded plastic components.

Always clean by wiping with a soft, lint-free, damp cloth, taking care to wipe gently and not rub.

For stubborn dirt, wash with a very mild solution of liquid hand detergent and lukewarm water. Use a soft cloth or sponge. Dry by blotting with a damp cloth or chamois. Do not dry by rubbing with a dry cloth.

Avoid using products such as window cleaners, liquids containing ammonia, scouring compounds, gritty cloths, gasolines, or solvents (alcohol, acetone, kerosene, carbon tetrachloride, naphtha, spirits or any aromatic hydrocarbons).



#### Signs with Tactile Graphics and Braille

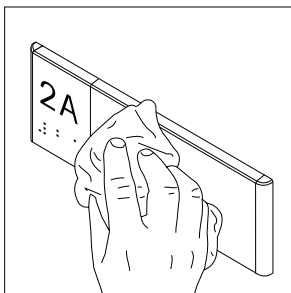
If your sign contains these components, it will require special attention!

The tactile and braille portion of the product is intended for interior use in climate controlled environments only.

Installation in environments where product is regularly subjected to high humidity and moisture may result in deterioration of tactile graphics.

Prior to installation, extreme care should be taken not to store this product in areas without total climate control.

Manufacturer assumes no responsibility for damage arising from mishandling or misapplication of tactile/braille products.

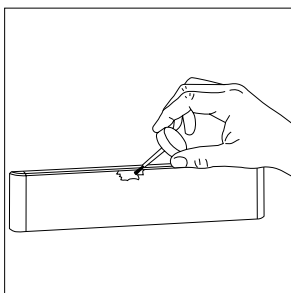


#### Cleaning Suggestions for Tactile Signs

Tactile and braille portions of your sign should be cleaned using a soft, lint-free damp cloth. After damp wipe, follow with a dry cloth to remove any residual moisture.

Never use abrasives, glass cleaners, household solvents or any ammonia-based cleaners. Never use solvent-based cleaners.

When removing marks made with ball point pen, lipstick and the like, small amounts of isopropyl alcohol applied sparingly with a cotton pad may be used. Always test in an obscure area before using.



#### Touch Up Paint

For difficult surface scratches and nicks, you may order a small bottle and applicator of touch up paint. Order by contacting your APCO Sales Representative, Dealer or Factory office. Your original APCO Order Number will be helpful in determining the precise color(s) used on your order.

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- Make certain SignBands are properly aligned *before* snapping them into position. Never force a misaligned SignBand into position. The most common problem associated with Accord products is damage to Clips from improperly inserting and removing SignBands.
  - When replacing SignBands with new parts (reorders), check the length before snapping into position. If a replacement is too long, forcing it into position can damage the finish and possibly break the molded plastic components.
  - When replacing SignBands with the Insert Slot feature, make certain inserts and protective clear overlay are aligned with the end prior to snapping into position. Otherwise, the insert material can become damaged.
  - If a SignBand appears to fit too tightly onto End Clips, a small amount of candle wax can be applied by rubbing a piece of wax along the inside edges of the SignBand profile.
  - If a SignBand seems to be too loose, when using an End Clip, the clips of the molded plastic can be spread apart slightly to increase the holding strength. Should this remedy fail, a replacement End Clip should be ordered.
-