

# PolySign<sup>T</sup> Single Panel Series

## Internally Illuminated Fiberglass



## Assembly & Installation



4210.1  
Double Post  
and Panel



4210.2  
Double  
Companion  
Post and  
Panel

### Handling

Sign cabinets are shipped in separate containers from their supporting posts.

Make sure containers are flat prior to opening, using care not to damage the contents. Depending upon the size of the sign, more than 2 people may be needed for handling. When handling large PolySigns assure that there are an appropriate number of persons to accomplish this before removing the sign from its shipping container. Lay components on a smooth surface. It is preferable to use furniture pads, carpet or even the corrugated board which is found within the shipping crate.

IT IS SUGGESTED THAT YOU NOT REMOVE THE PROTECTIVE WRAPPINGS UNTIL INSTALLATION IS COMPLETE. THIS WILL HELP AVOID DAMAGE TO THE OUTER SURFACES WHILE HANDLING. HOWEVER, IF IT IS NECESSARY TO STORE SIGN OUTSIDE, EXPOSED TO THE ELEMENTS, THIS MATERIAL MUST FIRST BE REMOVED.

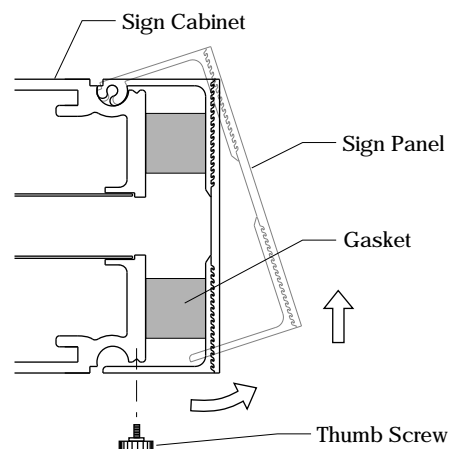
The following general information will be helpful, but it is not meant to cover all possible conditions and situations that may occur.

### Sign Panel Removal

Prior to installation, one sign panel must be removed for access to assembly or mounting hardware. Depending upon the size of the panel, more than 2 people may be needed for handling. To avoid racking and twisting, assure there are an appropriate number of persons to accomplish this *before* removing the sign panel.

1. Loosen and remove the thumb screws located across the lower edge of the sign panel.
2. Rotate lower edge of panel outward then lift it upward to remove. Store panel in a safe place while sign is being prepared for installation.
3. Remove all fluorescent lamps and store them in a safe place.

Important: In windy conditions, care should be taken not to allow the sign panel to be caught and damaged by an unexpected strong wind.



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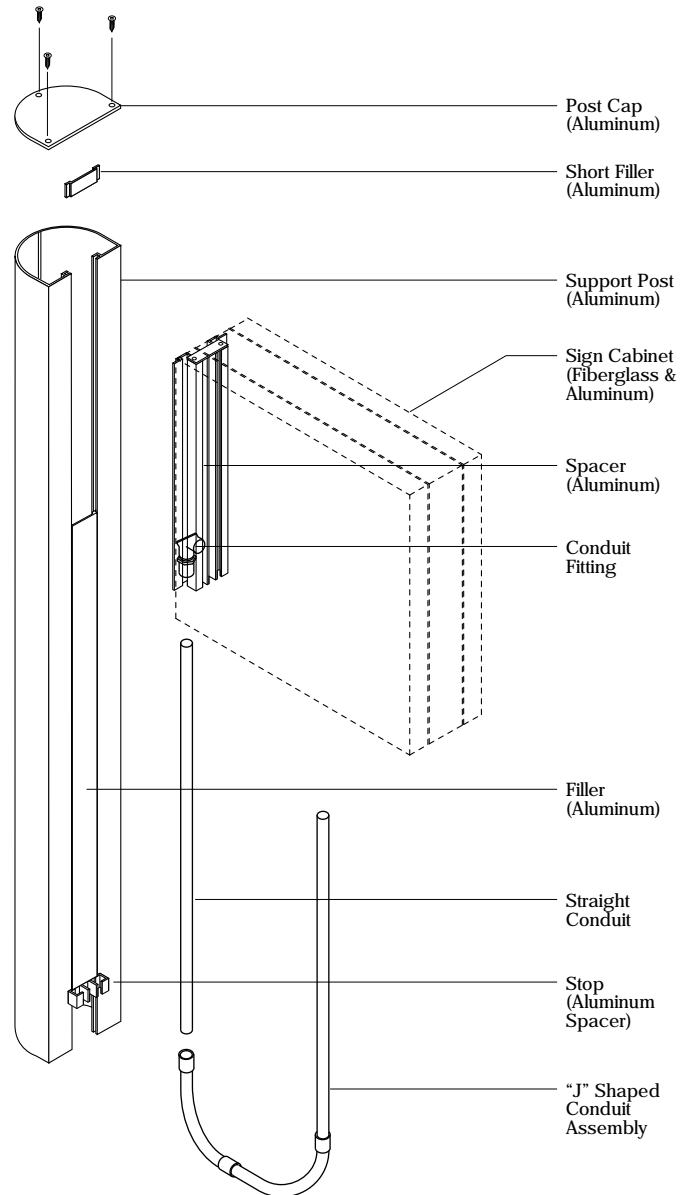
### Assembly

Sign cabinet must be assembled to posts prior to installation.  
**DO NOT INSTALL POSTS SEPARATELY FROM SIGN CABINET/FACES.**

Important: If it becomes necessary to work in or around electrical raceways, extreme care must be taken to avoid damaging or pinching any wiring contained within.

1. The sign's internal disconnect switch has been provided with an electrical pigtail. The pigtail protrudes thru a conduit fitting located at the lower corner of the sign cabinet. Slide the straight electrical conduit (provided) over the pigtail and secure to the fitting as required.
2. There are two support posts for each sign. Remove each post cap using a No.2 square head driver.
3. Slide short filler out of post.
4. Lay the support posts along side the sign cabinet in an assembly manner.
5. Beginning at the bottom of the cabinet, slide the support post upward, engaging the spacer to the post. The electrical conduit is directed into the post's hollow area.
6. Return the short filler into the post slot and reattach the post caps.
7. Slide the "J" shaped conduit assembly over the pigtail and secure to the straight conduit as required.

The PolySign is now ready for installation.

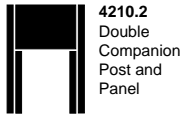


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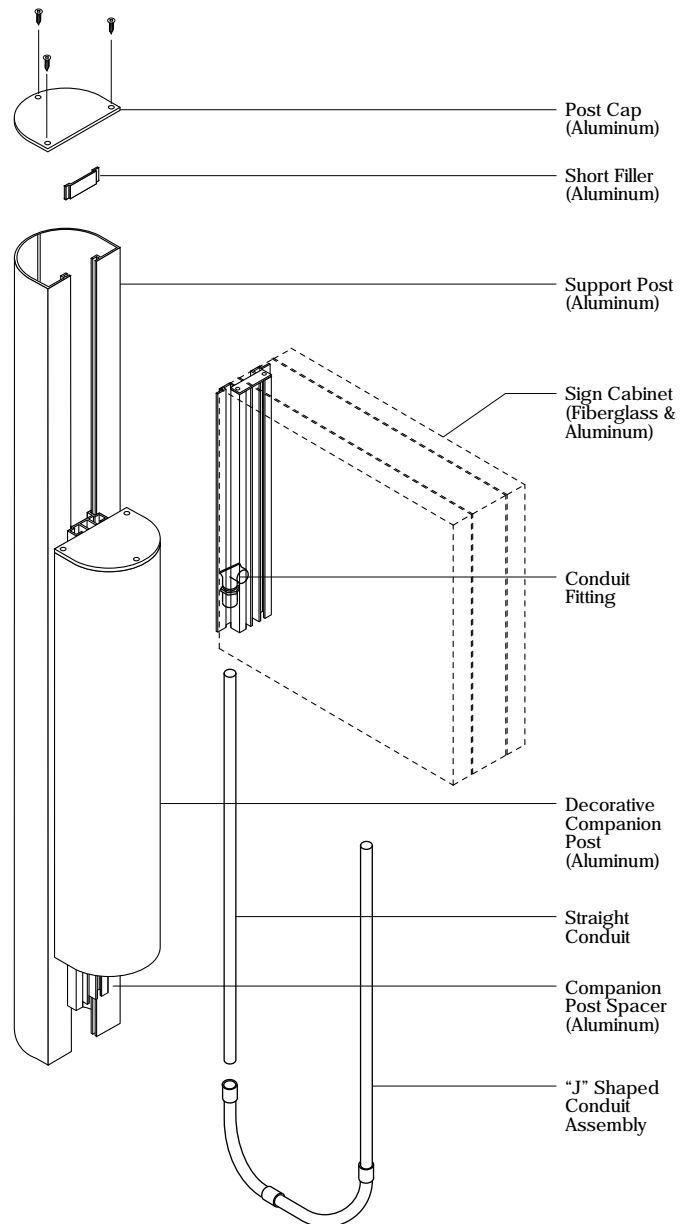
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1. The sign's internal disconnect switch has been provided with an electrical pigtail. The pigtail protrudes thru a conduit fitting located at the lower corner of the sign cabinet. Slide the straight electrical conduit (provided) over the pigtail and secure to the fitting as required.
2. There are two sets of posts for each sign cabinet. Longer support posts are preassembled to shorter "Companion Posts". Remove post caps from the longer posts only using a No.2 square head driver.
3. Slide short filler out of post.
4. Lay the post assemblies along side the sign cabinet in an assembly manner.
5. Beginning at the bottom of the cabinet, slide the post assembly upward, engaging the spacer to the post. The electrical conduit is directed into the post's hollow area.
6. Return the short filler into the post slot and reattach the post caps.
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APCO accepts no responsibility for footing design or installation unless performed by APCO. The illustration and details included are intended as suggestions only.

### In-Ground Installation

Concrete footings should be specified by qualified persons, based upon acceptable local codes and geographic practices, such as frost lines, soil conditions, wind load regulations, etc.

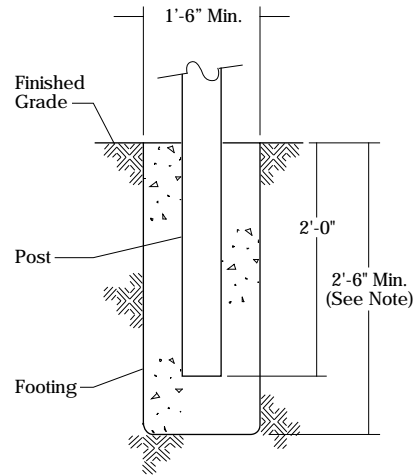
When setting sign assembly into earth, do not use force to drive the posts into position, as this is unnecessary and may result in damage to the post caps, sign alignment, etc. Assure holes are an appropriate depth *prior* to implanting the posts. Also be sure the electrical supply conduit is protrudes upward, out of grade, so that electrical connections can be made by certified person(s).

To protect the finish from unwanted concrete splatters, mask the post and sign panel as necessary prior to pouring footings.

### Above-Grade Installation

In above-grade installations, each support post is supplied with a mounting plate welded to the bottom. Plates are equipped with pre-drilled mounting holes.

Mounting hardware is not included and should be determined based on the structure of the mounting surface. Anchor locations can be taken directly from the mounting plates or from APCO shop drawings.



#### Note:

1. Concrete depth must equal frost depth or 2'-6" min., whichever is deeper.

### Electrical

All illuminated PolySign products are equipped with an internal disconnect switch located along the bottom horizontal cabinet member *unless otherwise specified*. Labels that indicate voltage are found near the electrical supply access.

Electrical connections must be made in accordance with local codes, ordinances and/or National Electrical Codes. Connections should always be performed by a qualified electrician only after installation and placement of sign is complete.

### Contractor Notice

Because of widely varying site conditions, installation techniques must be determined on an individual basis. While shop drawings offer suggestions for mounting the PolySign, it should be understood that common sense, caution and care are factors which cannot be built into any product. These factors must be considered by the actual person(s) installing and maintaining the product.

### Additional Information:

Should you encounter any problems whatsoever with installation, call (404) 688-9000 for technical assistance.