

SignPanel Universal™

with 50mm(2") Posts and 100mm(4") Posts

Assembly, Installation & Maintenance Instructions

Handling

This product will be shipped with the SignPanel Universal cartridge module as an assembled unit in one crate. The Post Assemblies may be shipped in separate crate.

Do NOT Remove Protective Film until Installation is complete.

To avoid possible damage to the sign faces, DO NOT lay one on top of another without protective material. It is preferable to lay all contents on furniture pads, carpet or corrugated board.

Preparation

Remove protective wrapping from the vertical edges only of the Universal Cartridge. This will expose plastic post links enabling the cartridge to slide into the post, and also provide protection of the sign face during installation. (Fig. 1)

Assembly (When posts are shipped unassembled)

1. Remove Stop Blocks from the bottom of each post by loosening the set screw and sliding out. Lay posts horizontally or stand posts upside down on a protected surface (Fig. 2).
2. Slide the Display Cartridge into place, aligning post link retainers to post pocket as shown. (Fig. 2)

The **(EB) Expandable Bar** assembly leaves the lower portion of post pocket open for future SignBar and/or SignPanel expansion. To complete this assembly, follow Step 3.

3. Assure SignPanel Universal is firmly positioned against post caps. Insert Stop Blocks and slide firmly against bottom Bar, Panel or Decorative Trim. Tighten Stop Block screws securely using 3/16" hex wrench provided. The Expandable Bar assembly is ready for installation.

The **(FB) Fixed Bar** assembly utilizes a post Filler to enclose lower portion of post, thus providing a smooth, more solid appearance. Once sign is installed, this feature does not allow for SignBar or SignPanel expansion. It will however, allow for replacement of identical size bars and/or panels. Interlocking Spacers and/or Decorative Trim must remain. To complete this assembly, follow Steps 4 and 5.

4. Assure SignPanel Universal is firmly positioned against post caps. Insert Post Fillers and slide firmly against bottom Bar, Panel or Decorative Trim.
5. Insert Stop Blocks and slide firmly against Post Fillers. Tighten Stop Block screws securely using 3/16" hex wrench provided. The Fixed Bar assembly is ready for installation.

Important Note: A solid, tight assembly is essential to reduce the likelihood of 'racking' when the assembled sign is installed. If Post Mounting feet are required, affix at this time.

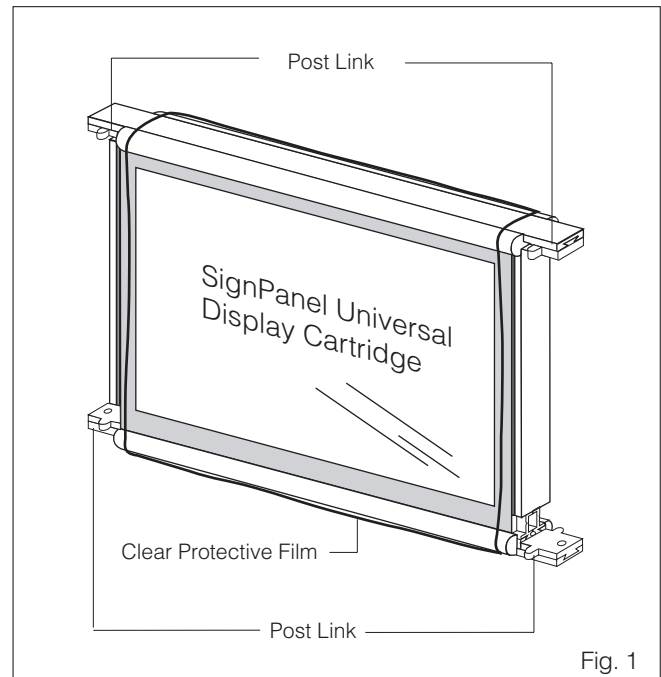


Fig. 1

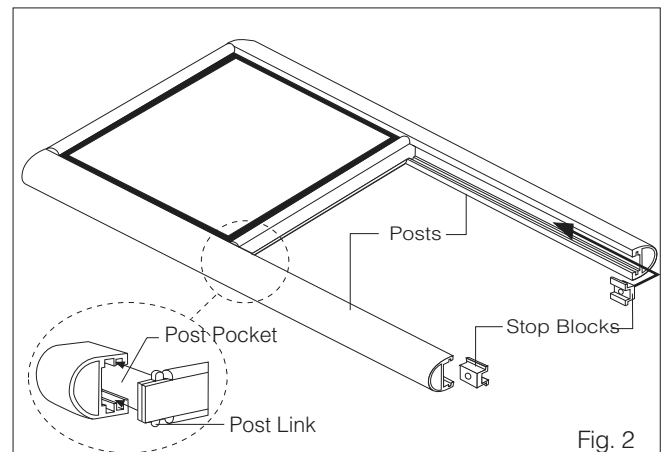


Fig. 2

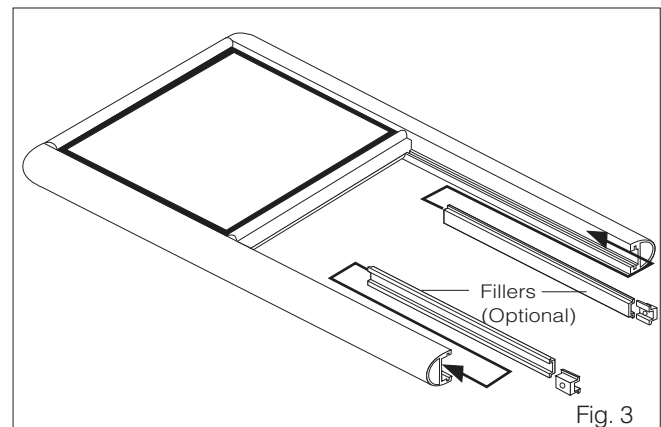


Fig. 3

SignPanel Universal™

with 50mm(2") Posts and 100mm(4") Posts

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Installation



Below Grade

1. Due to widely varying site conditions, installation techniques must be determined on an individual basis. Concrete footings should be specified by qualified persons, based upon local codes and geographic practices, such as frost lines, soil conditions, wind load regulations, etc.
2. When setting sign assembly directly into earth, do not use force to drive the posts into position, as this is unnecessary and could result in damage to the post caps, alignment, etc. Assure that mounting holes are the correct depth prior to implanting the posts.

NOTE: To protect the sign finish from unwanted concrete splatters, mask posts as necessary prior to pouring footings.

Helpful Hints:

Assembling SignPanel Universal firmly against the post caps will greatly reduce racking. Refer to Step 3, double check Stop Block tightness prior to handling.



On Grade

1. Steel mounting feet and welded-on aluminum mounting plates (optional) are supplied with predrilled mounting holes. Shop drawings are available illustrating hole locations, or dimensions may be taken directly from the plates. Attachment hardware is not provided.
2. Hardware and mounting techniques should be specified by qualified persons based upon local codes, regulations, etc. Consideration must be given to conditions unique to each location.
3. APCO accepts no responsibility for mounting design and/or installation except when installation is performed by APCO personnel.

As concrete footings are being poured, the unit should be leveled, squared and plumbed. This is important so that future changing or adding sign panels will be possible.

Front View



Correct

Wrong

Side View



Correct

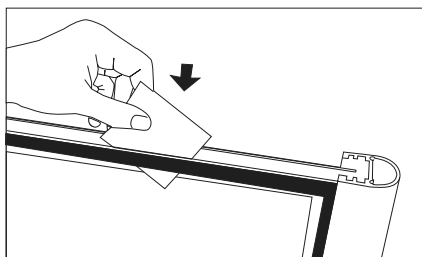
Wrong

Changing and replacing Graphics in Cartridge

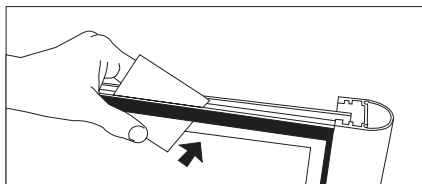
To change messages or graphics on an existing sign, first remove the Post Caps. Use the #6 Square drive wrench provided with the initial package to remove post caps. Set aside Top Trim Bar.

Helpful Hints

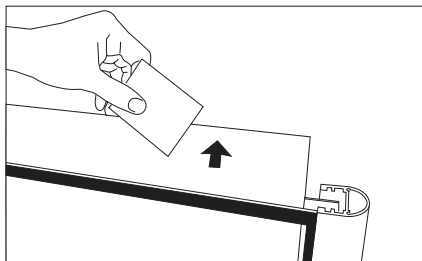
Insert 'Sticky Note' between clear cover and graphic material.



Press 'Sticky Note'



Lift up graphic material



Cleaning/Touch Up

Use only mild soap and water to clean sign surfaces. *Do not use ammonia based or chemical cleaners* as they may cause streaking and color fade.

Touch up paint along with instructions is included for minor chips and scratches that may occur from road side debris, etc.

Reordering Sign Panels or Message Bars

Refer to original APCO order number when contacting Customer Service Representative.

Note about Anodized and Aluminum Finishes

Aluminum finishes are subject to considerable color range. "PERFECT COLOR MATCH IS IMPRACTICAL IN PRODUCTION", states ALCOA in its "Aluminum in Architecture" manual. Therefore finishes are subject to color variations between bars, spacers and posts for the same project and even a single sign unit.