



Forward This Guide to Facility Manager

Cleaning

Cabinet & Door Surfaces:

Clean only with a mild solution of Liquid dish detergent and lukewarm water. Use a clean, soft cloth or soft sponge.

Natural Satin, Black & Bronze Anodized Finishes:

Dry with a damp cloth or damp chamois. Note: When minor scratches appear on black or bronze finishes, a blemish remover can be provided. Consult Factory.

Polished Aluminum, Brass & Chrome Plated Finishes:

Do Not use conventional metal cleaners as they will destroy the finish and protective coating. Dry by blotting with a damp cloth or damp chamois. Do Not dry by rubbing.

Tempered Safety Glass:

Clean only with a soft, lint free cloth. Any commercial glass cleaner, such as windex can be used. Do not allow solution to come in contact with cabinet/door or trim.

Optional Solar Acrylic:

We recommend a lint free rag and a spray applied, anti-static cleaner and polish solution labeled Brillianize. Once the container provided is exhausted, it can be replaced by a local acrylic supplier listed in your Yellow Pages. Follow product instructions.

Door Operation

Prior to opening door, determine if Visulite display is equipped with a locking device. Options include:

Dual Lock is an aggressive snap-locking device provided on every Visulite. It is located at each corner, opposite the hinge side. Disengagement requires door to be grasped firmly at corners and pulled open.

A **Conventional Keyed Lock** is either a plunger or camlock device.

To disengage a plunger lock, insert key and rotate 1/4 turn. Plunger will pop out, unlocking door. Reverse key rotation and remove. To lock, push plunger in and listen for audible "click". Door is locked.

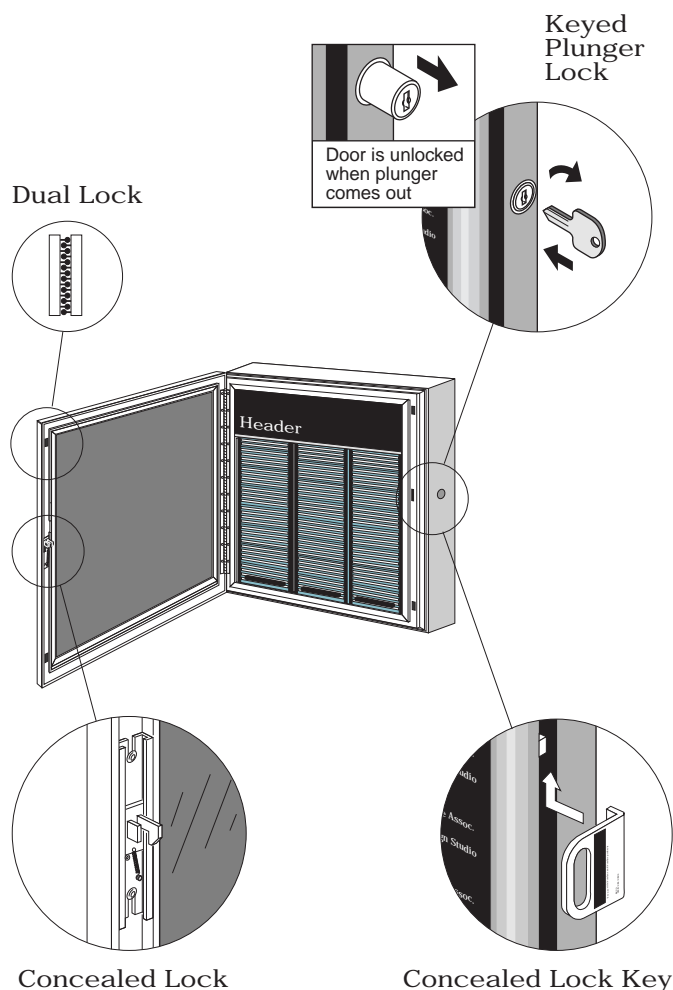
To disengage a camlock, simply insert key, rotate 1/4 turn and remove key. To lock, re-insert key, rotate 1/4 turn and remove.

On surface mounted Visulites, conventional keyed lock is located on cabinet return, opposite hinge side. For fully recessed units, lock is visible from front, located within reveal. Keys were supplied when unit was installed.

An **APCO Concealed Lock** is a spring-loaded locking device hidden beneath door frame, opposite hinge side. To disengage, insert special Concealed Lock Key into reveal behind door frame. Upon contact with lifter, spring tension will be felt. Slide and hold key until door can be opened. **NOTE: On larger doors, two persons may be required to hold key and open door.** Concealed Lock Key was supplied when unit was installed.

To disengage Concealed Lock;
 Left hinged door: Raise UP on lifter
 Top hinged door: Slide lifter to the RIGHT
 Right hinged door: Push DOWN on lifter

When door is carefully closed, lock will re-engage.



VisuliteT

Illuminated Directory



Service & Maintenance Guide

To Open Door

Unlock door if necessary. Grasp door at two positions as near as possible to the corners, opposite the hinge side, and pull outwards.

IMPORTANT: DO NOT attempt to open door by pulling only one corner as this could cause glass breakage and/or door misalignment.

Supporting Door Open

Side Hinged Door:

Side hinged doors do not require door supports.

IMPORTANT: Exercise care not to "spring" a side hinged door by allowing it to open beyond 90 degrees. **DO NOT** exert downward pressure on an open door.

Top Hinged Door:

Smaller top hinged doors are equipped with prop rod supports which pivot away from the cabinet to mate with a notch provided on backside of door frame.

CAUTION: Exercise care not to dislodge prop rod(s) when door is open.

Larger and Heavier top hinged doors are equipped with gas cylinder "assists". Once door is unlatched and lifted slightly, the gas cylinders will "assist" in opening the door to a pre-designed angle. The heavier the door, the lesser the angle.

CAUTION: When cabinet is equipped with gas cylinder "assists", maintain pressure against door and use extreme care when opening.

Safety Precautions

Safety Ribbons are attached to the underside of top hinged doors. One end is permanently attached while the opposite is detachable. Release ribbons and allow them to hang freely during servicing.

For top hinged doors with prop-rods, ribbons must first be released to gain access to the rods.

Padded Corner Guards are provided with all top-hinged Visulites and are required to be positioned over each protruding corner while door is open.

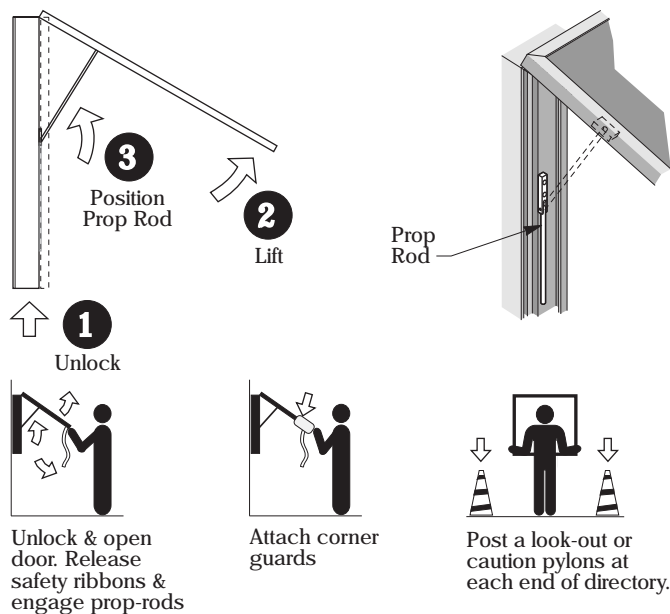
CAUTION: Prior to servicing, post a person as a look-out or locate caution pylons at each end of directory. Never leave door open while unattended.

Side Hinged Doors

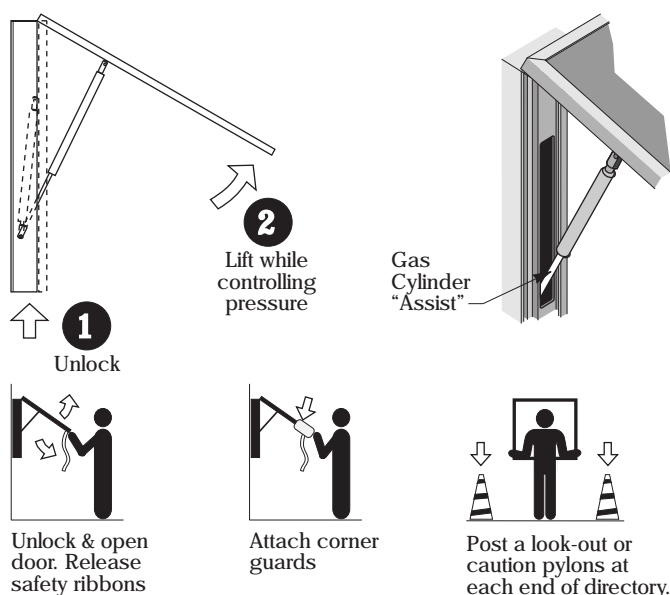


DO NOT Exert downward pressure on an open door

Top Hinged - Prop Rod Operated Door



Top Hinged - Gas Cylinder Operated Door



VisuliteT Illuminated Directory



Service & Maintenance Guide

Servicing Message Strip Cartridges

Removal:

Message cartridges are retained in their gridwork with molded plastic "turn clips". Rotate turn clips 1/4 turn. Grasp handle at bottom of cartridge, lift upward then outward at bottom to release.

Message Strip Changes:

Place strip cartridge on a flat surface. Remove rubber gasket from one side of cartridge only. The opposite gasket will keep strips from falling out. Film negative strips can now be slipped out of cartridge and new strips inserted. A permanent black felt marker is provided to seal unwanted light leaks (scratches or pinholes) that may be on the film negative strips. Apply marker to backside of negative strip only. Film Color Gels may also be used and will slide into cartridge window behind message strip. Replace rubber gasket.

Reassemble:

Insert message strip cartridge into directory and return turn clips to their original positions. Use fingers and adjust rubber gaskets outward to eliminate unwanted light leaks.

IMPORTANT: Prior to closing door, OUTER turn clips must be turned inward to prevent being damaged.

Servicing Header / Graphic Panels

These components are removed and replaced in the same manner as the message strip cartridge. Once replaced, assure all retainer clips are returned to their original position prior to closing door.

Electrical

An electrical disconnect switch is provided on inside of cabinet. When servicing, always switch electrical disconnect to the "OFF" position. As an additional precaution, APCO recommends power be disconnected at the circuit breaker.

Lamp Replacement:

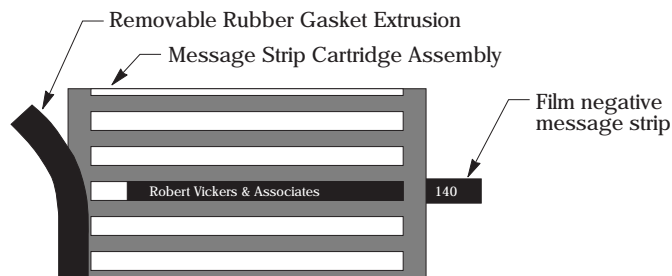
When any single lamp requires replacement, it is recommended that all be replaced. To maintain even and consistent lighting, always use lamps which meet the same specifications of those which were originally provided.

Ballast Replacement:

When ballast replacement is required, always replace with one which meets exact specifications of that which was originally provided. The ballast can be found behind the removable raceway cover(s) labeled "Ballast". Note that wiring components may be attached to underside of cover(s). Allow them to hang freely but exercise care to avoid damage.

 All electrical replacement components must be Underwriters Laboratory Listed.

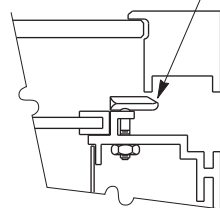
Message Strip Cartridge



Turn Clip Orientation

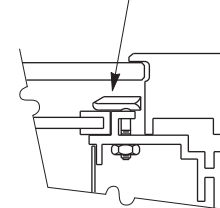
Prior to closing door, OUTER turn clips must be turned inward to prevent being damaged.

Door or Turn Clips may be damaged



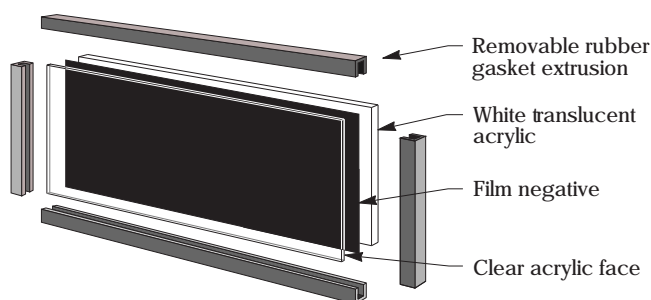
Incorrect "Turn Clips" are incorrectly positioned outward.

Door closes properly



Correct "Turn Clips" are correctly positioned inward.

Header / Graphic Panel Cartridge



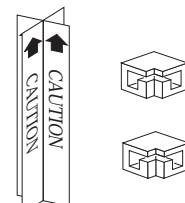
When Servicing is Complete



Secure safety ribbons



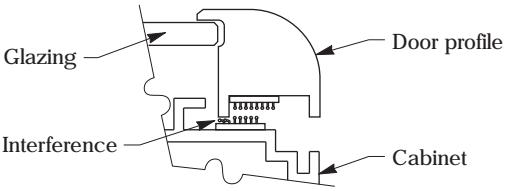
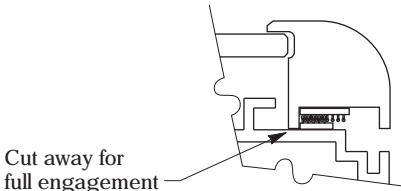
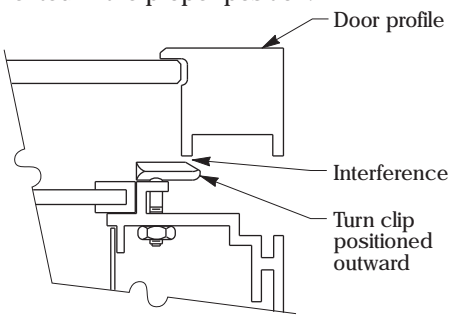
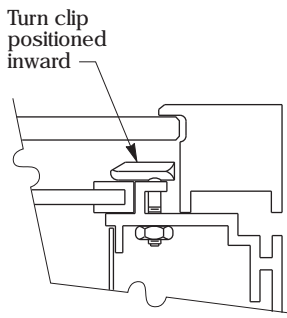
Close door & listen for audible "click"



Store pylons & corner guards for future use



The following Trouble Shooting Guide is not meant to cover all possible factors but to evaluate known variables.

Problem	Possible Causes	Solution
Door not closing	<p>Dual Lock locking device has been damaged. A visible sign is the majority of the interlocking prongs are pressed flat.</p> <p>The door profile is contacting the Dual Lock and not allowing the door to fully close.</p> 	<p>Dual Lock must be replaced. Consult factory for replacement instructions.</p> <p>Note area whereby door makes contact. Damaged Dual Lock on cabinet face will be pressed flat. Use a sharp utility knife and carefully cut away this section until Dual Lock engages with an audible "click".</p> 
	Excessive force may have been applied to an open door, distorting the continuous hinge.	Hinge replacement is required. Consult factory for instructions.
	Door making contact with cabinet prior to fully closing.	Install a "Door Guide" at location of interference. Consult factory for instructions.
	<p>Plastic "Turn Clips" on inside of unit are not oriented in the proper position.</p>  <p style="text-align: center;">Incorrect</p>	<p>Turn outer perimeter clips toward the inside.</p>  <p style="text-align: center;">Correct</p>
Unit fails to illuminate	Internal disconnect switch or breaker may be in the "off" position. Or, internal wiring may have been damaged during servicing.	Turn internal disconnect switch to the "on" position. Otherwise, verify that breaker switch is active. If these fail, a licensed electrician should be called upon to determine if internal wiring may have been damaged during servicing.

Need Technical Assistance
 Telephone (404) 688-9000 and ask for APCO's
 Installation Department or Engineering Department.