

# IM System<sup>T</sup> SignMatch<sup>T</sup> Interior Signs

## Quick Reference Instructions

### Cleaning Suggestions

The plastic used in the IM System has approximately the same surface hardness as acrylic and can be scratched with abrasive materials. The following cleaning suggestions will keep your signs looking their best.

- Wipe with a damp, soft cloth or damp chamois only, taking care to wipe gently.
- Wash with mild solution of liquid dish detergent and lukewarm water. Use a clean, soft cloth or soft sponge and generous solution. Dry by blotting with a damp cloth or damp chamois. Do not dry by rubbing.
- DO NOT USE products such as window cleaners, liquids containing ammonia, scouring compounds, gritty cloths, gasolines or solvents (alcohol, acetone, kerosene, carbon tetrachloride, naphtha, or any aromatic hydrocarbons). Clean only using suggested method.

### Special Notice For ADA/Tactile Signs.

The tactile and Braille portion of the product is intended for interior use in climate controlled environments. Only MetalEtch products are suitable for exterior use and environments with extreme humidity variations.

Installation in environments where product is continually subjected to extreme variations in 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 interior products should be cleaned using a soft, lint free, damp cloth. After damp wipe, follow with a dry cloth to remove any residual moisture.

Do not use abrasives, glass cleaners, household cleaners, or any ammonia-based cleaners. Avoid 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.

For additional information/explanation, telephone your APCO Customer Service Representative at 404.688.9000.

### Important Instructions

Refer to full product guide for *complete* installation and maintenance information.

### Suction Cup Tool (SCT)

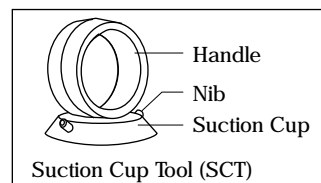
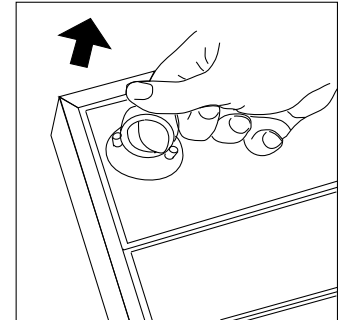
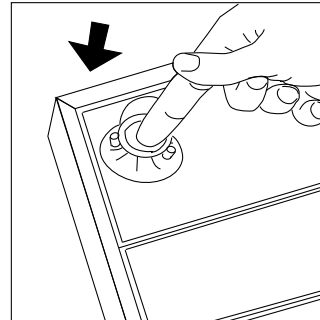
A Suction Cup Tool is included with your order. It is provided to remove sign inserts from holders for the following products and types of mounting. Please retain the SCT for future use.

1. IM System Inserts retained with either PresLock, SnapLock (see reverse side), or Magnetic Tape.
2. Directional sign inserts.
3. Informer Faces and Emergency Plan Faces (Clear Cover).

The SCT should be affixed near the edge of the Sign Insert as illustrated. Do not use the SCT on inserts that are smaller than the suction cup.

Press the center of the Suction Cup to achieve good adherence. Using the rubber handle, pull firmly outward. This will release one corner and allow complete removal of the insert.

To release the SCT from the Sign insert, compress the two protruding 'nibs' at the base of the cup.



### PresLock Fasteners

Replacement PresLocks may be ordered as needed.

To replace PresLocks:

1. Pry damaged PresLock from holder using pliers. (FIG. 1)
2. Clean any adhesive residue from back of sign insert with isopropyl alcohol.
3. Insert new PresLock into holder. (FIG. 2)
4. Peel paper backing from adhesive on PresLock. (FIG. 3)
5. Replace insert into holder applying pressure to adhere PresLock to the backside of the sign insert.

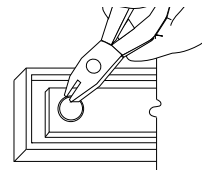


FIG. 1

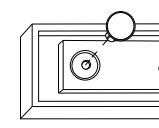


FIG. 2

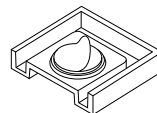


FIG. 3

# SnapLock Inserts Inserts & Holders

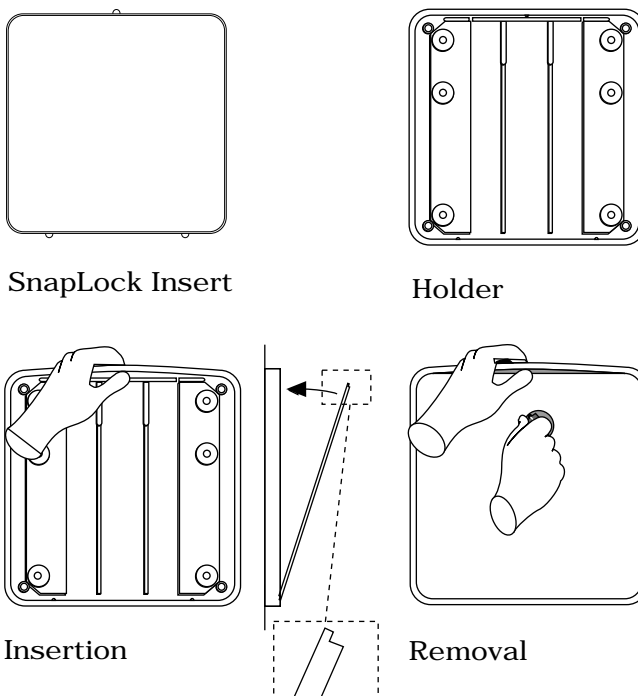
# Insertion & Removal

The APCO IM SnapLock insert is designed with a three-point or four-point tab system that retains the insert within the holder.  
 For 1 1/2 x 8 and 4 x 4, SnapLock is a four-point tab system. All other holders use a three-point tab system

The corresponding SnapLock holder incorporates a flexible top rail and three or four matched notches which receive the insert.  
**IMPORTANT:** Some holders have plastic tabs that "bridge" the holder slot. These tabs should be severed for ClearLens (insertion/removal) or for Panel Clip mounting.

To install the insert, flex the upper rail of the holder, line up the bottom insert tabs into the corresponding holder notches, and gently press the top tabs into position.  
 For 1 1/2 x 8 and 4 x 4, do not flex holder, gently press insert into place.

To remove the insert from the holder, press an APCO Suction Cup Tool (ACT) onto the insert face, near the top tab of the insert. Flex the upper rail of the holder and gently pull the SCT outward.  
 For 1 1/2 x 8 and 4 x 4, do not flex holder, use the SCT to gently pull the insert outward.



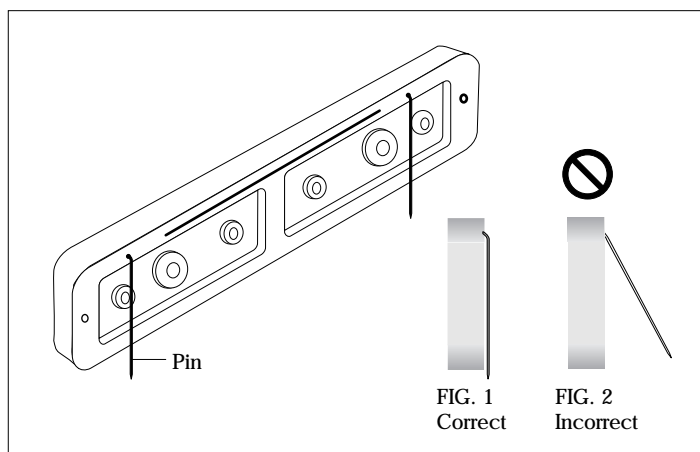
# Pin Lock Interior Signs

# Mounting Information

## Pin Lock Position

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 parallel to the holder ends.

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



## Pin Lock Installation & Removal

When installing, place holder at a slight angle and insert pins into fabric panel (see FIG. 1).

When removing, **DO NOT PULL OUT AT A SEVERE ANGLE**, as the pins may break off or the fabric may be damaged (see FIG. 2). For correct removal, simply lift holder straight up (see FIG. 3).

