

General Guidelines:

Remove the Sign Insert

If your Sign Insert was shipped inside the Sign Holder, remove it using the Suction cup Tool provided.

Top Side Up

Always make sure the sign holder is installed top side up. Follow the arrows, or make sure the APCO logo is "reading."

Flat Mounting Surface

Mounting surface should be smooth & flat. Avoid installing over expansion joints and irregular drywall joints.

Follow Specific Guides

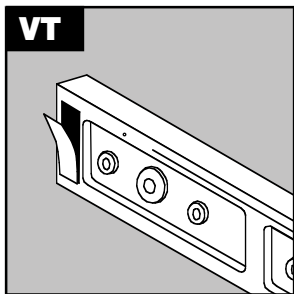
Depending upon the method used to attach your sign holder, refer to the appropriate guide.

Warning:

If your sign is Photo-etched plastic with tactile ADA graphics, read the following important notice:

The tactile and braille portion of this product is intended for interior use in climate controlled environments. Only MetalEtch™ products are suitable for exterior use and environments with extreme humidity and moisture conditions. Installations in environments where product is continually 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.



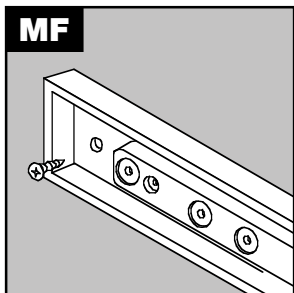
Vinyl Tape

If your sign holder was supplied with Vinyl Tape (VT) mounting, strips of double-sided tapes are already affixed to the back side.

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.

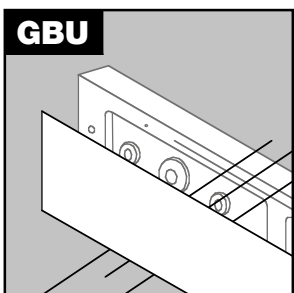
Textured wall covering and some vinyl wall covering may reject double-sided tape. The sign holder may appear to adhere initially, but may release shortly thereafter. For this reason, it is advisable to perform a test with a single sign holder, prior to installing all holders. Usually 24 hours is sufficient to determine if tape and wall covering are compatible. If the wall covering rejects the tape, a Silicone Adhesive, such as Worksite® 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 tapes are aggressive and may be difficult to remove and/or reposition once attached. For this reason, make certain the sign holder is correctly positioned (top side up), level and plumb before pressing into place. Applying pressure will activate adhesive and insure the double-sided tape conforms to mounting surface. NOTE: Since access to mechanical fastening holes within the holder may be required at time of installation, factory does not attach inserts with vinyl tape mounting to holders.



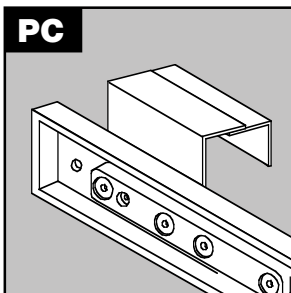
Mechanical Fasteners

While double sided tapes are widely used in place of mechanical fasteners, some conditions may warrant the use of screws and other type fasteners. Because of the wide range of mounting surfaces, Mechanical Fasteners are never included. A broad range of suitable fasteners can usually be found locally.



GBU - Glass Back Up

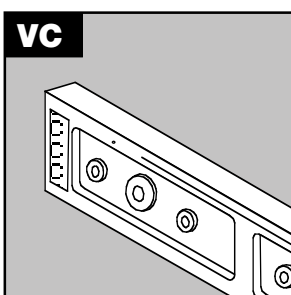
Whenever sign holders are affixed to glass partitions, especially where they may be seen from both sides, it is advisable to order a Glass Back Up (GBU). This is a thin, opaque material, of the same size and shape as the sign holder, applied with adhesive to the opposite side of the glass, concealing the back of the holder. The GBU is usually black and has a thin adhesive on one side.



Panel Clip - Extruded

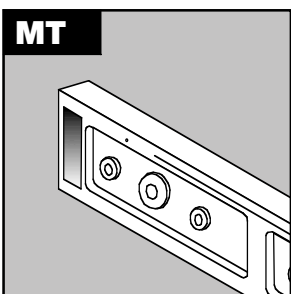
Sign Holders may be hung from the tops of screens, partitions and panels using a fixture extruded from a clear plastic. The Panel Clip Extruded snaps into the back of all IM/SignMatch holders with the exception of the RH154 and the SH154 and adjusts to panel thicknesses from 1-1/8" to 2-3/16".

See back page for details.



Velcro - Hook & Loop Tape

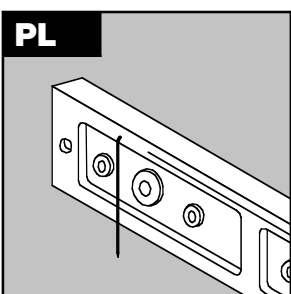
Certain fabrics used for wall and panel covering will attract the Velcro tape. A test should always be conducted to determine if this method of attachment is suitable. If you have specified this type of mounting for your sign holders, the Velcro (hook) tape will be supplied pre-attached to the back of the sign holder.



Magnetic Tape

When attaching holders to a ferrous material, such as metal doors, walls, file cabinets and the like, you have the option of requesting Magnetic Tape mounting. Strips of magnetic tape will be factory applied to the back of holders.

NOTE: The receiving material must be a ferrous metal. Aluminum, Stainless and other non-ferrous metals will not attract the magnetic tape.



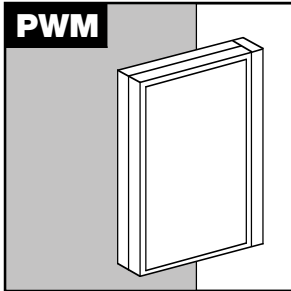
Pin Lock

It is necessary for pins to be in a vertical position in order to be mounted properly to fabric panels. The pins swing freely from side to side, but must always remain parallel to the holder.

DO NOT PULL PINS OUTWARD, as they may break off or become separated from holder.

When installing, place holder at a slight angle and insert pins into fabric panel.

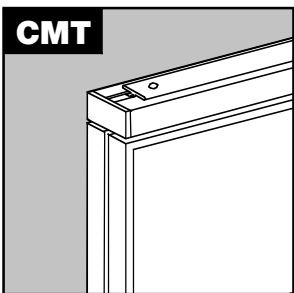
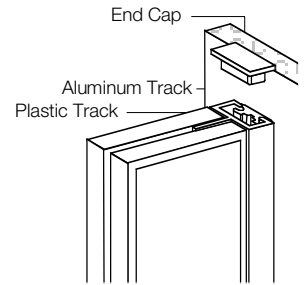
When removing, DO NOT PULL OUT AT A SEVERE ANGLE, as the pins may break off or the fabric may be damaged. For correct removal, simply lift the holder straight up.



Projection Wall Mounting

When Sign Holders are "flag" mounted or project from a wall, the back-to-back holders included a factory attached plastic sleeve that slips over an aluminum track that is affixed to the mounting surface. The aluminum track is pre-drilled for Mechanical Fasteners (MF), but actual fasteners are not included, owing to varying site conditions.

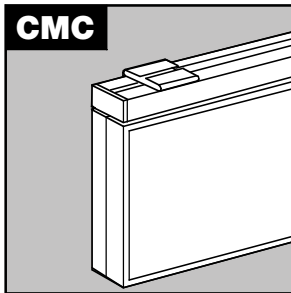
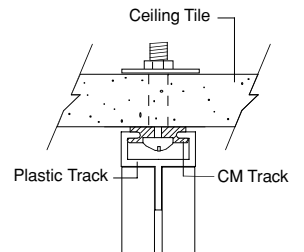
The plastic sleeve is closed with a permanent cap at the top end. The sleeve is slipped downward, over the aluminum track, after which the lower finishing cap is inserted. The cap is usually retained with friction alone, however, if the fit is loose a cement should be used.



CM Track

The CM Track should be used when tees are wider or narrower than a standard 1", if tee thickness exceeds 5/64", if tee is not available where sign is placed, or when the suggested Minimum Number of Clips cannot be used. The CM Track is attached to the underside of the ceiling material and supported above the ceiling. This method is not appropriate for corridors where the sign module must slide onto the extrusion. You may order lengths of the aluminum track extrusion by referring to: CMTRACK. Mechanical fasteners such as screws, bolts, etc. are not included and should be selected for suitability to each conditions.

CAUTION: Illustration of Ceiling Tiles is for suggestion only. Only use lightweight signs with this method.

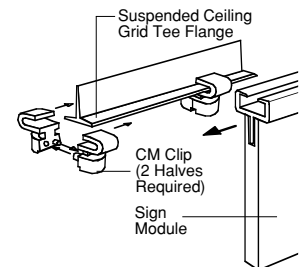


CM Clip

Simply attach two halves of the CM Clip connector around the grid Tee Flange and assure they firmly snap together. Then slide the sign module's extruded plastic track over the CM clips.

IMPORTANT: The CM Clip is designed for a standard tee flange width of approximately 15/16". Do not use with smaller, narrower sizes.

Insert finishing caps on both ends of the track.

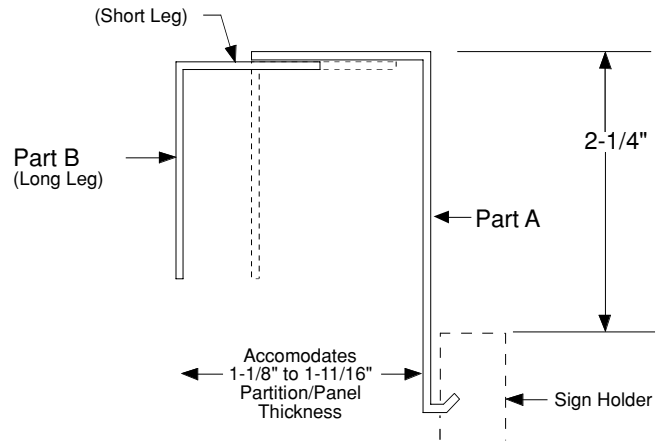


Panel Clip (for IM & SignMatch Holders) Attachment Fixture

Holder Mounting Instructions

Panels from 1-1/8" to 1-11/16" Thick

1. Place Part B over back of partition/panel (long leg down, short leg on top). See Illustration 1.
2. Peel Double-Sided Tape backing off underside of Part A.
3. Place Part A over front of partition/panel, align left to right and slide down onto top of Part B. See Illustration 1.
NOTE: Apply pressure to tape line to assure adhesion.
4. Remove Panel Clip from partition/panel. Engage Panel Clip Hook into Sign Holder Slot (see illustration 2). **Dimension from top of partition/panel to holder is fixed at 2-1/4".**
5. Hang Panel Clip with Holder over partition/panel.



Panels from 1-11/16" to 2-3/16" Thick

1. Place Part B over back of partition/panel (short leg down, long leg on top).
- 2.-5. Follow above instructions.

NOTE: Once Panel Clip is assembled, it cannot be used on a partition/panel of greater thickness and may not function properly on a partition/panel of lesser thickness.

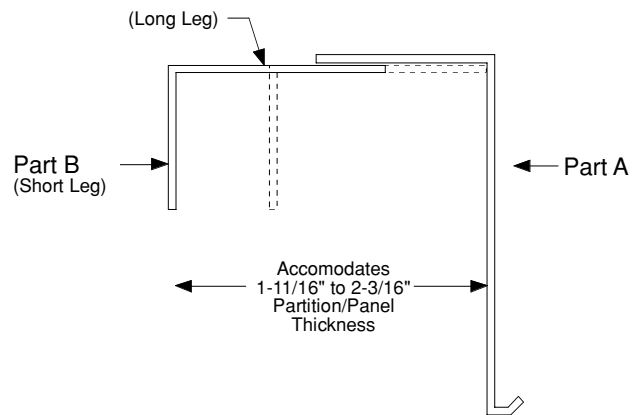


Illustration 1

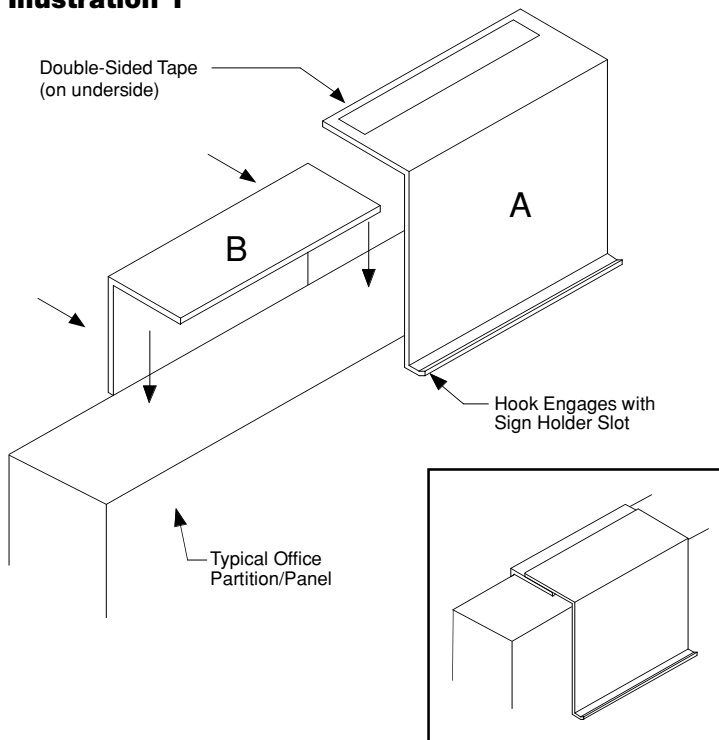


Illustration 2

