

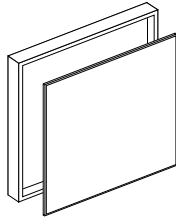
**Sign Inserts:**

IM System and SignMatch Holders are designed to receive one of four types of Sign Inserts:

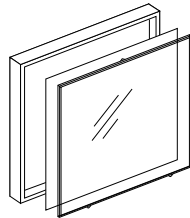
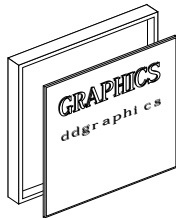
**Insert to Holder Mounting Methods**

How are Sign Inserts retained within the Sign Holder?  
The following methods may be used:  
(see descriptions at bottom of this page)

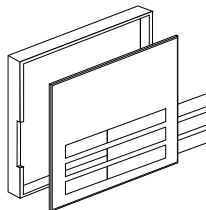
## 1) Solid Plastic

 PL    MT    VT

## 2) ClearLens Plastic

 SL3) Photo Etched Plastic  
(ADA Tactile Graphics) PL    MT    VT

## 4) Plastic with Windows

 PL    MT    VT**PL - PresLocks**

PresLocks are round nylon friction fasteners that are affixed with adhesive to the back of the sign insert.

These fasteners are used with all solid plastic inserts except desk or counter sign holders.

**SL - SnapLocks**

SnapLocks are small plastic tabs that engage in the sign holder to create friction/mechanical holding. All ClearLens sign inserts employ this method.

Caution: Certain holders require the rail be flexed in order to remove the sign insert.

**MT - Magnetic Tape**

When inserts are frequently removed, such as sign inserts with windows, Magnetic Tape retention may be more suitable and the Suction Cup Tool may not be needed for removal of the sign insert.

**VT - Vinyl Tape**

For those occasions when permanent attachment of the sign insert is desired, double-sided adhesive tape is used.

**Removing Sign Insert from Holder**

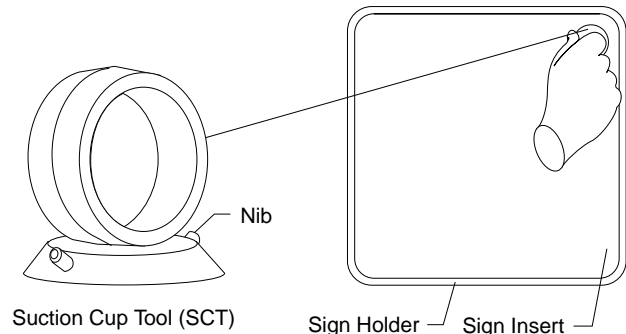
The Suction Cup Tool (SCT) included with your order is provided for removing sign inserts from the sign holder. Keep this device handy for future use, as other methods may result in product damage.

**Suction Cup Tool (SCT)**

If a Suction Cup Tool is included with your order, it is provided for use in removing sign inserts from holders for the following products and types of mounting. Please keep Suction Cup Tool for future use with:

1. **IM System** Inserts with either PresLock, SnapLock or Magnetic Tape Mounting.
2. **Director** Insert Panels. See separate Director/Informer instructions.
3. **Informer** Faces (Clear Cover) and Emergency Plan Faces (Clear Cover). See separate Directory/Informer instructions.

*To remove Suction Cup Tool from the insert, squeeze the two nibs to release suction.*

**Instructions for SnapLock (ClearLens) Removal**

The APCO SnapLock insert is designed with a three-point or four-point tab system to retain the insert within the holder.

*For 1-1/2 X 8 and 4 X 4, SnapLock is a four-point tab system.*

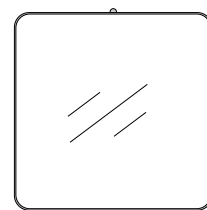
The corresponding SnapLock holder consists of a flexible top rail and three or four matched notches to receive the insert.

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.

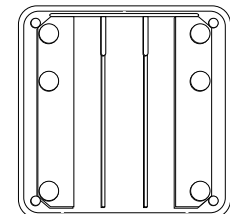
*For 1-1/2 X 8 and 4 X 4, do not flex holder, gently press insert into place.*

To remove the insert from the holder, press an APCO Suction Cup Tool (SCT) into the insert face, near the top tab of the insert. Flex the upper rail of the holder and gently pull the SCT outward.

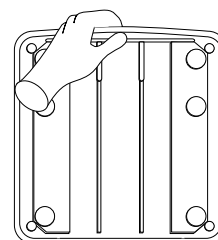
*For 1-1/2 X 8 and 4 X 4, do not flex holder, use the SCT to gently pull the insert outward.*



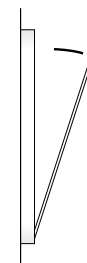
SnapLock Insert



SnapLock Holder



Insertion



Removal

**Important Note:**

The sign insert may have been shipped with the insert placed within the holder, but the insert fasteners (PresLocks) **not** attached to the back of the inserts.

Once the holder has been affixed to the mounting surface, peel the protective paper disk from each PresLock fastener, then press the insert into position. Once in position, pressure should be applied in the general area of the fasteners and a dwell time of 1 hour should be observed to achieve maximum adhesive strength.

**Vinyl Tape Notice:**

If your insert has been attached to the holder with Vinyl Tape, you will not be able to remove it. Vinyl Tape is a permanent attachment method.

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

## Sign Insert Descriptions & Attachment Methods

## Holder & Insert General Instructions

### Replacing Damaged PresLocks

PresLocks may be damaged if the sign insert is not properly aligned with the sign holder. Never force an insert, especially if it offers resistance.

Should the "prongs" become damaged, usually the three "prongs" can be realigned. If not, the damaged PresLock may need to be replaced.

Several replacements are sent with each order. If you need more, telephone and they will be supplied without charge.

Follow these steps:

1. Pry damaged PresLock from holder using sharp object (FIG. 1)
2. Clean any adhesive residue from back of sign insert with isopropyl alcohol.
3. Press 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 insert.
6. The adhesive will not achieve full strength for 1 hour.

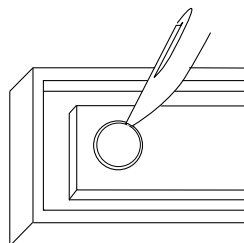


FIG. 1

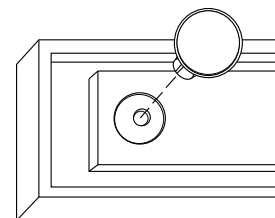


FIG. 2

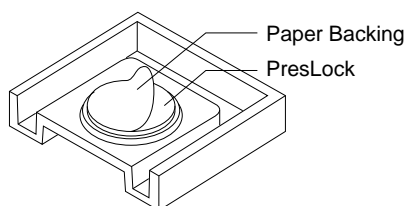


FIG. 3

### Cleaning Suggestions

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

- Dust 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 with a dry cloth or chamois.
- DO NOT USE such products 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 and moisture conditions.

### Need Help? Have Questions?

Should you have questions or need further information/explanation on any point, write or telephone your local APCO representative or contact your factory Customer Service Representative at (404) 688-9000.

Installation 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 which do not have total climate control!

Manufacturer assumes no responsibility for damage arising from mishandling or misapplication of 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 with a cotton pad may be used. Always test in an obscure area before using.