



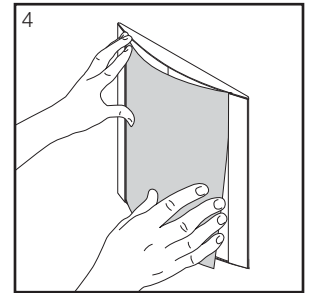
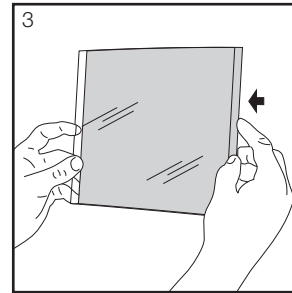
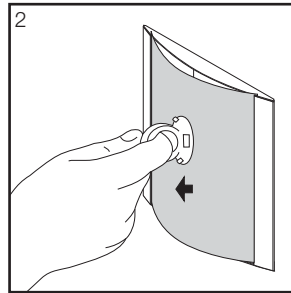
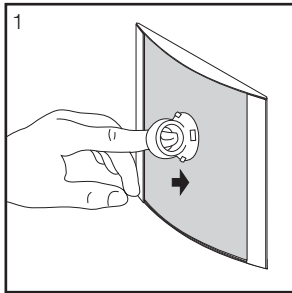
## Removal & Replacement of Inserts

## Quick Reference Instructions

### Removal of Sign Inserts

Failure to follow these instructions may result in damage to your arcadia product.

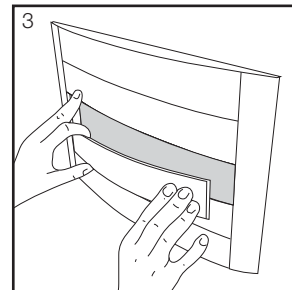
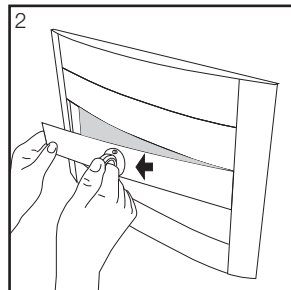
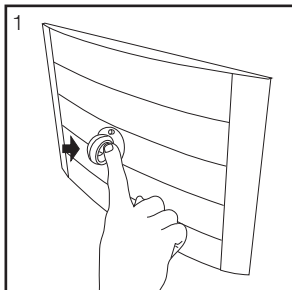
1. Carefully engage the suction cup tool to the clear face (Fig. 1).
2. Gently pull outward to remove the face (Fig. 2).
3. Align insert with clear cover before reinserting. (Fig. 3).
4. Reinstall the clear face by placing the left edge of the clear face under the left edge of the aluminum holder. While carefully flexing the clear face, guide the right edge of the face under the right edge of the aluminum holder (Fig. 4).



### Removal & Replacement of Sign Band Inserts

Failure to follow these instructions may result in damage to your arcadia product.

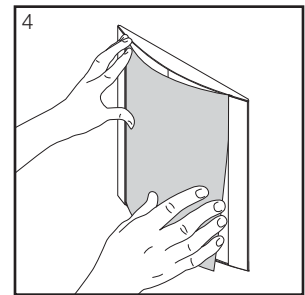
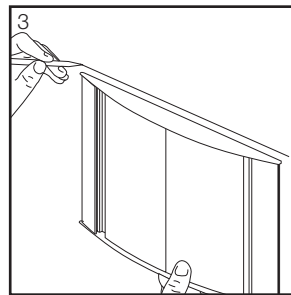
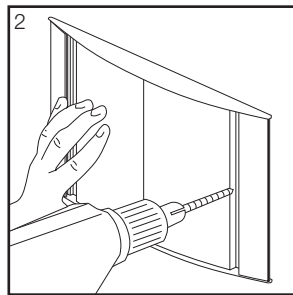
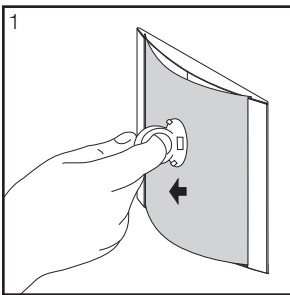
1. Carefully engage the suction cup tool to insert (Fig. 1).
2. Gently pull from center (Fig. 2).
3. Reinstall the insert by placing the left edge under the left edge of the aluminum holder. While carefully flexing the insert, guide the right edge of the face under the right edge of the aluminum holder (Fig. 3).



**Mechanical Fasteners (MF)**

If your Arcadia module exceeds 12" (300mm) in height or should wall surface conditions not allow Vinyl Tape mounting, it is highly recommended that Mechanical Fasteners are used.

1. Remove insert(s) from holders before beginning installation procedure (Refer to opposite page for insert removal instructions).
2. Drill two 3/16" diameter holes measuring from bottom of sign to center. Locate holes in vertical reveal near edge of sign. Refer to drawing.
3. Level and plumb sign as shown in illustration #3. Transfer hole pattern to wall surface, thus indicating where holes are to be drilled in the wall.
4. Drill holes in wall, insert anchors and screw sign holder into place.\* Replace sign inserts and take particular care to replace clear cover with matte finish surface outward.



\* NOTE: Mechanical Fasteners are not included with your order, owing to varying wall conditions. A wide range of fasteners are suitable, but selecting the appropriate fastener is the responsibility of the installer.

**Vinyl Tape (VT)**

Modules up to 12" (300mm) in height, consistent with surface conditions, may be attached using double-sided foam tape (polyurethane foam with acrylic adhesive). It is recommended, however, that all modules beyond 12" (300mm) in height be attached with Mechanical Fasteners (MF) as shown above.

1. Mark mounting location with light pencil or removable tape, making sure sign is level and plumb.
2. Peel protective liner from double-sided tape and press firmly into position.
3. Apply firm pressure along tape areas.

