

### Installation with Mechanical Fasteners (MF) - Aluminum SideTrack Frames

**If your sign assembly does not incorporate a thin metal backer\*, follow these installation steps:**

1. Mark the mounting location with light pencil marks or removable tape, making sure the sign assembly is level and plumb.
2. Remove both the Header and Base SignBands to gain access to the Side Track profiles.
3. Peel protective liner from double-sided vinyl tape and press firmly into position.

▶ *Caution: Double-sided adhesive tapes are very aggressive and may be difficult to remove or reposition once they touch-off on the mounting surface. Make certain your sign is correctly positioned, level and plumb before pressing into position. Applying pressure will activate adhesive and better insure the adhesive conformation to the surface and insure it reaches its maximum holding potential.*

4. Attaching Mounting Clips: A minimum of four clips should be used for each directory or signs that exceed 300mm x 300mm (12" x 12").

Mounting Clips have a protruding 'pin' that matches holes in the plastic Side Track Clip. Align and press these into position. (Fig. 4)

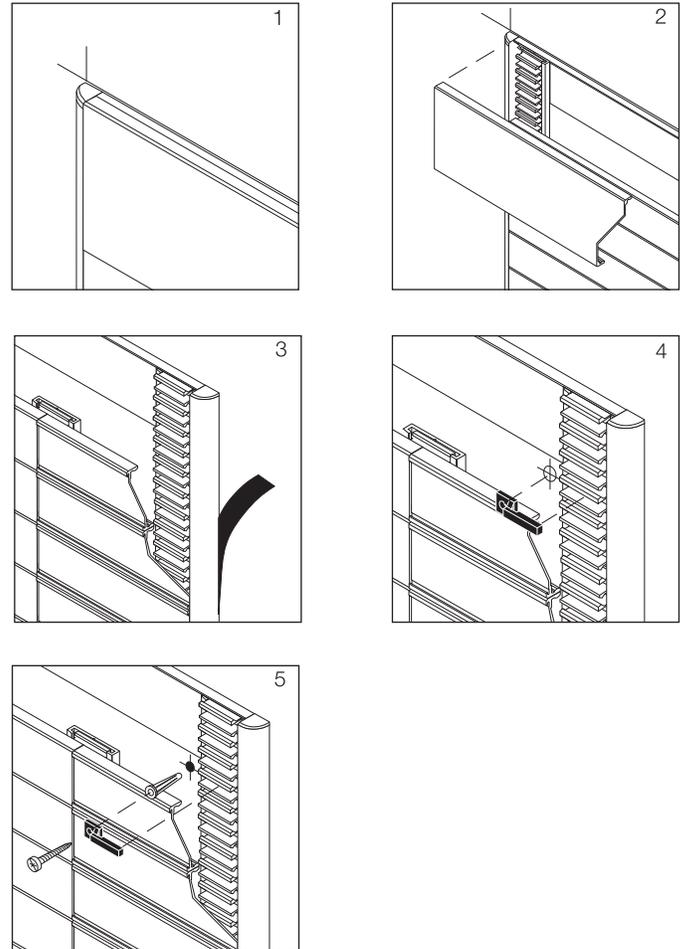
Mark the hole location with a pencil or awl, then remove the clip.

5. Drill a hole for the anchor or screw appropriate for wall conditions. Set the anchor, then replace the Mounting Clip and insert the screw. Tighten snugly, but do not overtighten.

▶ *Mechanical Fasteners are not included with your order, owing to varying wall conditions. A wide range of suitable fasteners are available locally, and selecting the appropriate fastener is the responsibility of the installer.*

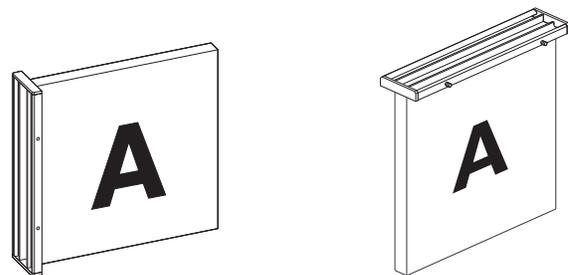
6. Reinstall Header and Base SignBands.

**\* If your sign has a thin metal backer, simply drill a 3/16" diameter hole in four places for wall anchor locations.**



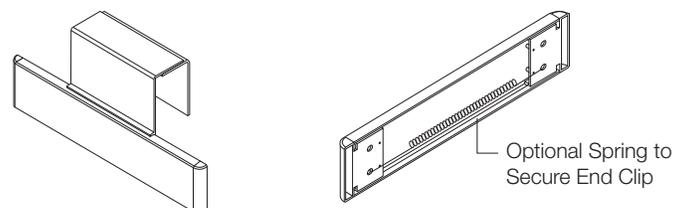
### Projection Wall Mount (PWM) & Ceiling Mount

Reference separate overhead sign instructions included with your shipment. You can also view and download overhead sign installation instructions at [www.apcosigns.com/overhead.html](http://www.apcosigns.com/overhead.html)



### Panel Clip - Extruded Plastic (SBPC)

The SBPC is a two-part, clear plastic hanger that is adjustable for office panels and screens from 1-1/8" (28mm) to 2-3/16" (55mm) depths. Compatible with Accord 15 Plastic EndClip assemblies only. Refer to separate Panel Clip (Extruded) Instruction Sheet included with your shipment, or download at [www.apcosigns.com/accord15.html](http://www.apcosigns.com/accord15.html)

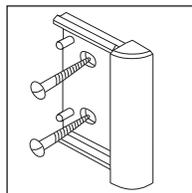


**Accord<sup>®</sup>****Installation / Removal of SignBands****General  
Instructions****Insert Replacement**

Following these simple instructions will insure that your Accord product is not damaged by incorrectly reinserting SignBands. When reinserting existing SignBands, they must be properly aligned *prior* to snapping into position. When inserting new or replacement SignBands, always check to make sure the length is correct *prior* to snapping into place.

**Installation with Mechanical Fasteners (MF) - Plastic End Clips**

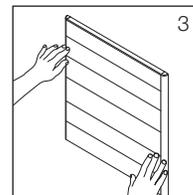
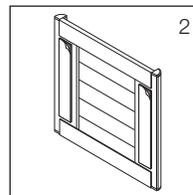
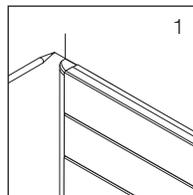
If attaching with either wood or metal screws into a solid material, it is recommended you use a #6 screw. It is best to position End Clips with Vinyl Tape (VT) as this will facilitate proper positioning of End Clips while drilling pilot holes and inserting screws. If not, create a thin cardboard template the same overall size as the sign and punch holes to align with holes in the plastic End Clips.



Note: Mechanical Fasteners are not included with your order, owing to varying wall conditions. It is the installer's responsibility to determine the most appropriate fastener.

**Installation with Vinyl Tape (VT) - Plastic End Clips or Aluminum Side Tracks****Very Important - Read Before Proceeding!**

APCO uses a high-bond tape that has been proven successful in thousands of signage installations and used in the sign industry for many years. It is an extremely aggressive adhesive generally suitable for many installations of interior signs up to and including 8-1/2" x 8-1/2", and in some cases larger. However, there are many factors beyond APCO's control that can negatively impact a tape's performance, possibly resulting in installation failure. These factors include but are not limited to the cleanliness of the wall surface, the type of wall surface (tape is not compatible with textured surfaces, bricks, stone, wood, vinyl wall covering, and some low-VOC paints), humidity of the environment, levelness of the wall surface, and improper installation techniques. With so many variables beyond APCO's control, it is the customer's responsibility to determine the suitability of the mounting surface before installing any signs using vinyl tape. For a higher level of strength/security, and for all larger signs or questionable wall surfaces, APCO always recommends the use of Mechanical Fasteners, or Vinyl Tape + Silicon Adhesive in some cases. For more information, see IS456 Wall Sign Installer Notice on [www.apcosigns.com](http://www.apcosigns.com)



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

**Replacing SignBands/Inserts - Plastic End Clips or Aluminum Side Tracks***Replacing Top or Single SignBands (Fig. 1)*

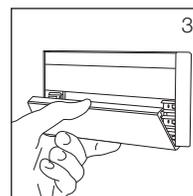
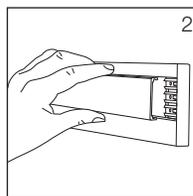
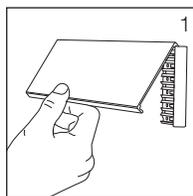
1. Hang top edge of SignBands on Clips.
2. Make sure ends are centered between Clips.
3. Press to snap bottom edge into position.

*Replacing Center SignBands (Fig. 2)*

1. Align SignBand over Clips.
2. Press directly into position.

*Replacing Bottom SignBands (Fig. 3)*

1. Align and place bottom edge of SignBand into position.
2. Make sure ends are centered between Clips.
3. Press to snap top edge into position.



# Accord<sup>15</sup>

## Insert Removal

## General Instructions

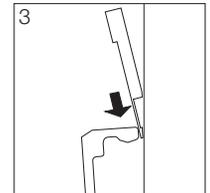
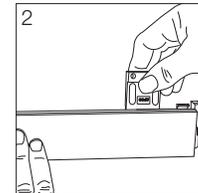
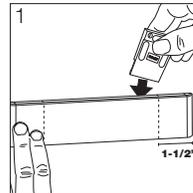
### Insert Removal

Failure to follow these instructions may result in damage to your Accord product! Accord products are designed with discrete clips that retain the inserts, thus preventing unwanted tampering. When removal is necessary, the appropriate APCO Removal Tool must be used in a specific manner.



#### Removing SignBands from Plastic End Clips

1. Insert Removal Tool behind SignBand, with logo facing outward, at least 1-1/2" from left or right side of SignBand, to avoid End Clip.
2. Apply light pressure to opposite end of band while pushing Removal Tool downward, behind SignBand.
3. This creates a "wedge" effect that releases the SignBand from the End Clip.

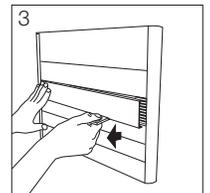
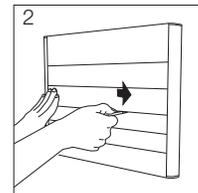
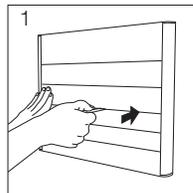


- **Never begin by removing center SignBand when assembly incorporates multiple bands. Always begin by removing SignBands from top or bottom.**



#### Removing SignBands from Assemblies with Multiple Bands

1. Push APCO Removal Tool, hook facing up, directly between two SignBands at center of the sign. **Do not pry band from top or bottom of SignBands!**
2. Slide Removal Tool to right.
3. Apply light pressure to one end of the SignBand requiring removal, while pulling straight out to release the opposite end. With one end disengaged pull outward to release the other end.

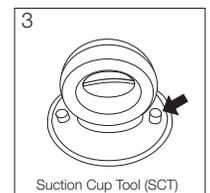
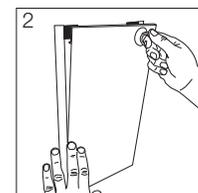
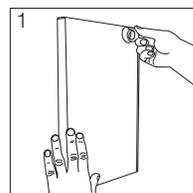


- **Push tool straight in and pull straight out!**



#### Removing Single Plaques or Window Sign Inserts from Aluminum Side Track Assemblies

1. Using the APCO Suction Cup Tool (SCT), affix the tool near an upper corner.
2. Once affixed, pull firmly outward, thus releasing the top of the insert component. (With One edge released, the entire face is easily disengaged.)
3. To release SCT, compress the two protruding "nibs" at base of the cup.



Suction Cup Tool (SCT)

**Accord<sup>15</sup>**

## Installation / Care &amp; Maintenance

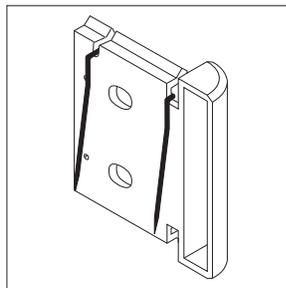
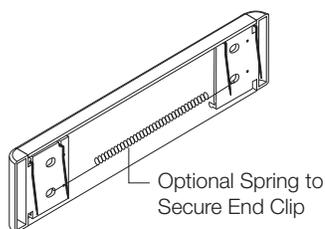
**General  
Instructions****PinLock (PIN)**

For Accord sign modules of a suitable size/weight, the PinLock method may be used for attachment to fabric covered panels and walls. If you have requested this type of mounting, pins will be located on the backs of plastic End Clips.

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

When installing, place sign at a 20 degree angle and insert pins into fabric panel (see FIG. 3).

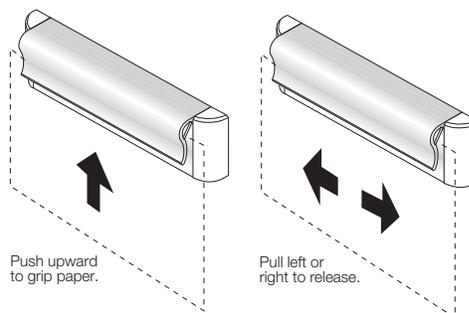
When removing, DO NOT PULL OUT AT A SEVERE ANGLE, as the pins may break off or the fabric may be damaged (see FIG. 4). For correct removal, simply lift holder straight up (see FIG. 5).

FIG. 1  
CorrectFIG. 2  
IncorrectFIG. 3  
CorrectFIG. 4  
IncorrectFIG. 5  
Correct**SignBand Notifier Message Holder**

The Accord 15 Notifier may be used alone or incorporated within an Accord 15 frame along with the other inserts. When used as a stand-alone product with Plastic EndClips, the Notifier is installed via vinyl tape (VT) or mechanical fasteners (MF) (recommended).

**Important Notes**

1. Maximum display thickness is 1/64"
2. The display of laminated material may present challenges because of the decreased friction created between the Notifier internal grip rods and the display material. APCO recommends testing any laminated material before wide-scale usage.

**General Care and Maintenance**

Accord 15 products are designed to provide years of trouble-free service, but proper care is essential.

Always clean by wiping with a soft, lint-free, damp cloth, taking care to wipe gently, not rub. Using a very mild solution of liquid hand soap and lukewarm water is optional. If cleaning with liquid and/or damp cloth, take care not to make contact with any subsurface, paper sign displays as they may be damaged by the moisture.

**IMPORTANT**

Avoid using products such as window cleaners, liquids containing ammonia, scouring compounds or solvents of any kind (i.e. alcohol, acetone, etc) as they may damage the sign's finish.

**IMPORTANT REGARDING ADA SIGNS**

ADA (tactile & Braille) signs are only suited for interior, climate-controlled environments. Regular exposure to high humidity and temperature extremes may result in sign deterioration.

