

PolySign® MultiPanel Series

Illuminated & Non-Illuminated Fiberglass



Service & Maintenance

IMPORTANT: If it is necessary to store sign panels outside, exposed to the elements, the protective wrapping must first be removed.

Single Panel Replacement or Removal

When a side of a sign has one full size sign panel, simply remove the retaining screws located within the reveals using a No.2 square driver.

IMPORTANT: Two persons should always be available for handling large sign faces to avoid racking and twisting. In windy conditions, care should be taken not to allow sign panels to be caught and damaged by an unexpected breeze.

Multiple Panel Replacement or Removal

1. Using a No.2 square driver, *loosen* retaining screws of *top* or *bottom* panel, whichever is closest to the panel you wish to remove. Fastener Slides will allow sign panels to slide up or down without removal.
2. Horizontal Divider Bars interlock panels with one another and will disengage as panel is removed or repositioned. Avoid damaging bars by not allowing them to fall as panels are moved. NOTE: Replace all Divider bars when maintenance is complete as these components prevent light leaks and provide structural support.
3. Adjoining sign panels can now be loosened and moved individually until the desired panel is reached. This panel can then be removed.
4. Repeat above steps to reassemble panel(s).

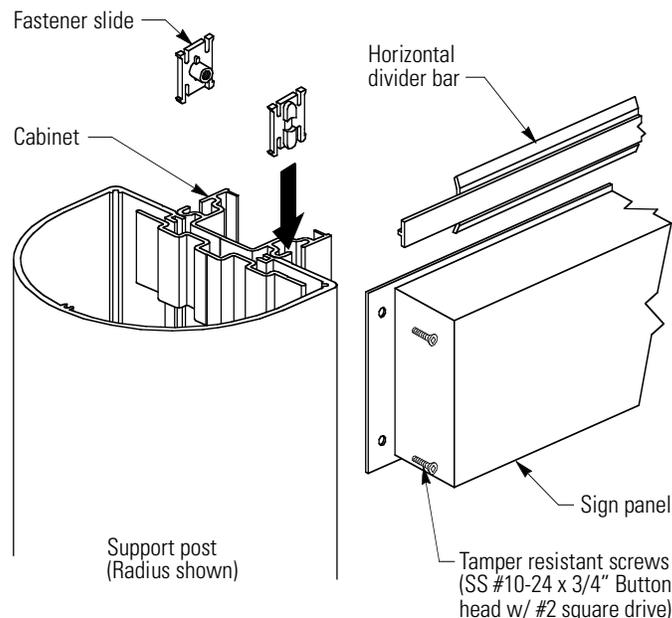
Altering Panel Sizes

Larger sign panels can be replaced with smaller sign panels and visa-versa, providing the overall height is equal. (Example: A 24" panel can be replaced with two 12" panels and visa-versa.) Each sign panel requires a minimum of two retaining screws at each end. Therefore, additional Fastener Slides will be required. MultiPanel products are supplied with extra Fastener Slides installed within the slot area for this purpose.

1. Follow Steps 1 thru 3 above and dislocate panel(s) to be removed.
2. Locate additional Fastener Slides provided within the post's slot area and slide these parts up or down to align with predrilled holes in new sign panel(s). NOTE: It may be necessary to remove other sign panels to locate the extra Fastener Slides. If there is an insufficient quantity of Fastener Slides, request additional parts from APCO.
3. Realign sign panels and divider bars. When nested properly, the very top and bottom sign panel reveals are equal in height (approximately 7/8" each). Tighten all sign panel retaining screws.

Adding Fastener Slides

1. Remove all sign panels and divider bars above the panel with insufficient Fastener Slides.
2. Remove the sign's top plate using a No.2 square driver. Note orientation for reassembly.
3. Insert new Fastener Slides into post slots. Position Fastener Slides so that one aligns with each hole in each panel.
4. Reinstall top plate, sign panels and divider bars. When nested properly, the very top and bottom sign panel reveals are equal in height (approximately 7/8" each). Tighten all sign panel retaining screws.



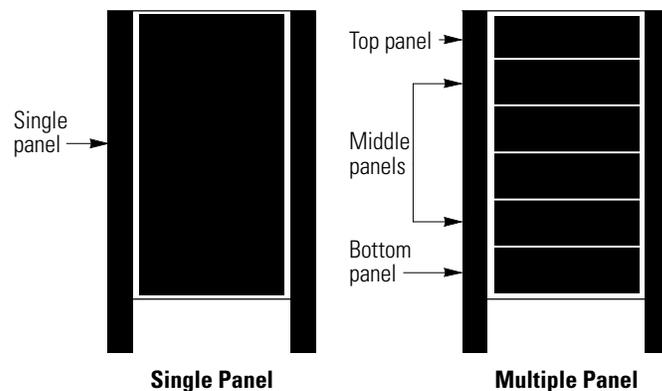
Sign Panel Components



Remove retaining screws

Slide adjoining panels aside, remove panel & divider bar

Sign Panel Removal



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Servicing

An internal electrical disconnect switch is raceway mounted near the bottom of each unit. However, it is recommended that electrical service always be disconnected at the source prior to servicing. Follow "Panel Replacement or Removal" instructions to access the switch.

Lamp Removal

The recommended method for servicing lamps is to renew all lamps when any one requires replacement. This will ensure even and consistent lighting. Replacements should be of the same lamp type that was originally provided.

Ballast Replacement

When Replacing a Ballast, the top sign panel(s) must first be removed. A 1/4" hex nut driver will then be required to remove raceway covers adjacent to the ballast(s). The new ballast must meet the exact specifications of that which was initially provided and be UL (Underwriters Laboratory) Listed. All electrical connections must be made in accordance with local codes, ordinances and/or National Electrical Codes. Connections should always be performed by a qualified electrician. Proper grounding is essential. Check it!

IMPORTANT: Always turn electrical service OFF at the source prior to servicing.

IMPORTANT: When working in or around electrical raceways, extreme care must be taken to avoid damaging or pinching any wiring contained within.

Cleaning

Protect the PolySign's finish with frequent washing. Wipe with a MILD solution of LIQUID dish detergent and lukewarm water. Use a clean, soft cloth or sponge. Dry with a damp cloth or chamois.

DO NOT wash in hot water or with high pressure cleaner equipment. DO NOT wash in direct rays of sun or while sign surfaces are hot.

Signs subject to airborne pollen, insect droppings, bird droppings and other organic material must be washed as often as necessary to keep them free of this material. Similar precautions should be taken when signs are exposed to chemical industrial fallout. Failure to do so may result in surface damage and void the warranty.

ANODIZED ALUMINUM SURFACES

(Black, Bronze or Natural Satin)

These PolySign finishes may be scratched and damaged if cleaned with abrasive materials. They may also be damaged by such products as scouring compounds, gritty cloths, steel wool, gasoline and solvents such as alcohol, acetone, kerosene, carbon tetrachloride, naphtha or any aromatic hydrocarbons. The results may cause discoloration and/or deterioration.

Should the black or bronze anodized finish become scratched, exposing the natural aluminum, APCO can provide a solution to conceal the *minor* damage. Request it under the name Aloxide.

POLYURETHANE COATED SURFACES

(Panel & Optional Coating for Posts)

This PolySign finish is a tough, durable, two-component polyurethane that if properly maintained, will retain its value for years. (See Warranty) The Finish, like an automobile finish, can also be damaged if cleaned with abrasive materials. Avoid such products as scouring compounds, gritty cloths, steel wool, etc. The result may cause discoloration and/or paint deterioration.

Additional Information:

Hardware will be provided with each new panel. In the event of lost sign panel hardware, the screw specification is Stainless steel #10-24 x 3/4" button head with No.2 square drive.

Should you encounter any problems whatsoever with servicing, call (404) 688-9000 for technical assistance.