

FullView®

Insert Removal & Replacement

General Instructions

VERY IMPORTANT!

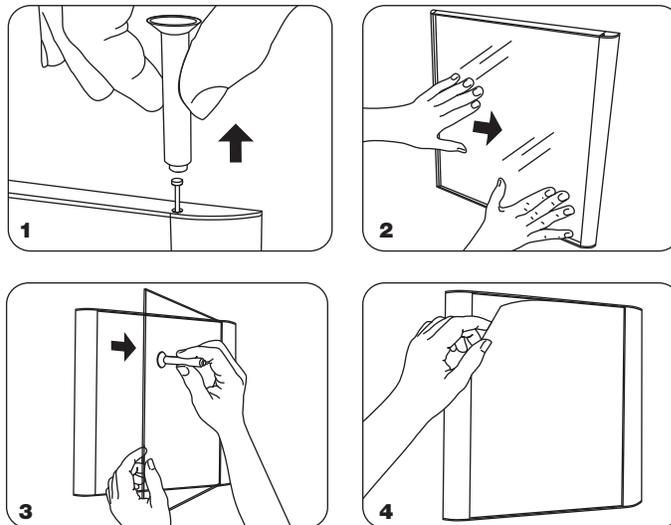
The key to optimal performance and successful installation of your FullView product is to carefully follow the instructions within this guide which can be reviewed within several minutes.

Standard Assembly

Vertical Configuration - Insert Replacement

1. To remove Clear Lens, first place magnet over Locking Pin located on top right hand corner of sign. If pin does not lift, shift clear cover to the left and try again.
2. Shift Clear Lens to the *right*. For smaller signs the suction cup may be used to do this. For larger signs, use your hands as shown.
3. Attach Suction Cup Tool to the left side of the Clear Lens and press to engage. Pull outward while holding Clear Lens edge.
4. After new paper display is inserted into holder, reverse steps 1-3.

Note: When replacing clear cover, make sure non-glare finish side is facing outward.

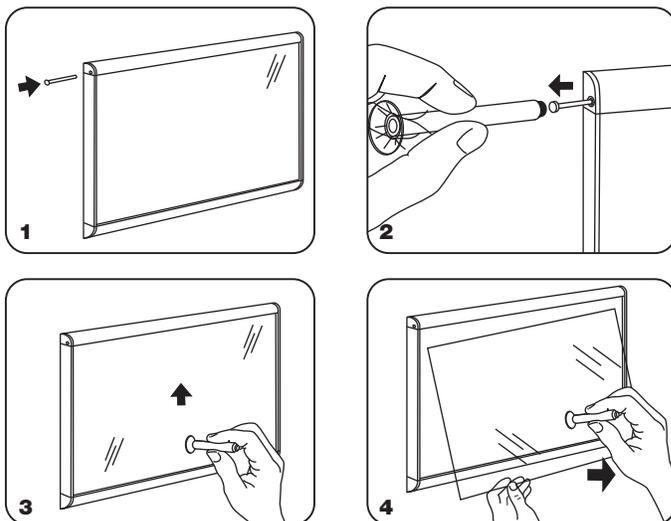


Standard Assembly

Horizontal Configuration - Insert Replacement

1. To remove Clear Lens, locate Locking Pin on top left hand side of sign. If your frame does not feature a Locking Pin, go to steps 3-4 below.
2. Place Magnet Tool over pin at the top left corner of sign, thus removing security pin from the slot.
3. Affix Suction Cup Tool to lower center of Clear Lens and press inward to engage. Lift clear cover upward into the space previously blocked by the locking pin.
4. Pull Clear Lens outward from lower center to remove. Insert new paper display, and reverse steps 1-3.

Note: When replacing clear cover, make sure non-glare finish side is facing outward.

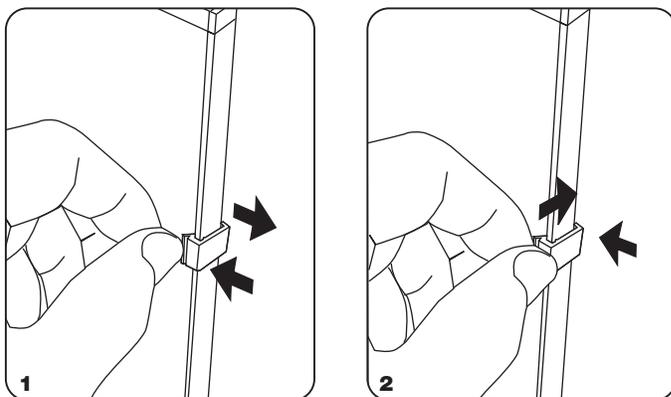


Retention Clips with Larger Standard Assembly Signs

If your sign is 17" h x 17" w or larger, it likely features a clear plastic Retention Clip (as in the images to the right) at the Top/Bottom Center of the frame for Vertical Configurations, or at the Right/Left Center for Horizontal Configuration signs. This Clip helps retain larger Lenses within the frame and also ensures compression on the subsurface graphics.

If your sign features Retention Clips, they must be removed in order to remove the sign insert from the frame.

1. Remove the clip by pressing down the small flange. Do not pry off. The clip will tilt and the back angle is exposed. See Fig. 1. Now rotate the clip to release from the narrow rail.
2. To replace, push clip directly on the narrow aluminum rail, the clip will snap over the angle edge. See Fig 2.



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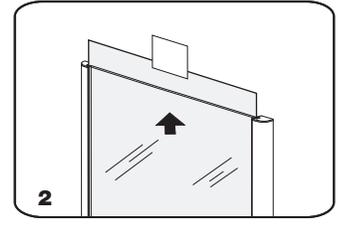
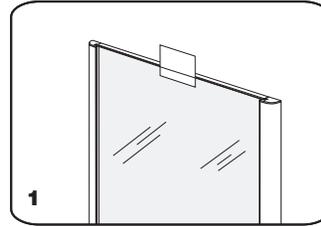
Insert Removal & Replacement / Installation

General Instructions

Inner Access Assembly

Insert Removal

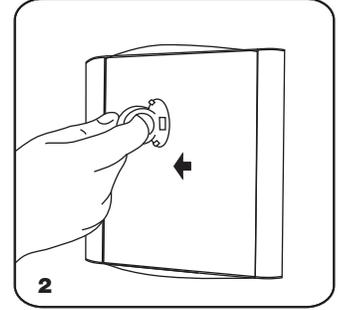
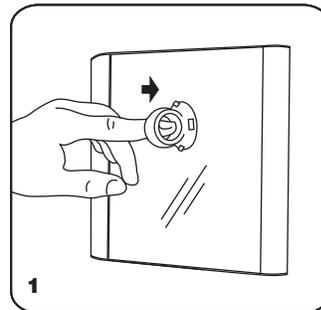
1. Insert sticky note in between Clear Lens and the insert. Apply pressure so that the sticky portion of the note adheres to the insert.
2. Pull sticky note so that the sign insert comes up and out of the frame.
Note: The Clear Lens of Inner Access assemblies does not come out of the frame.



E Series Assembly

Insert Removal & Replacement

1. Apply Suction Cup Tool to top/middle portion of Clear Lens and apply pressure.
2. Pull Suction Cup Tool straight outward from the sign frame.
3. To replace the Clear Lens, first put the entire left or right vertical edge into the recessed channel of the sign frame, matte side out.
4. Use a Suction Cup Tool to flex the middle of the Lens outward while pressing the opposite edge of the Lens into the sign frame.



Wall Attachment Instructions

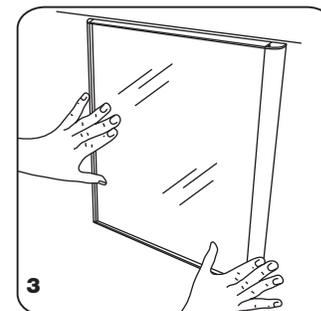
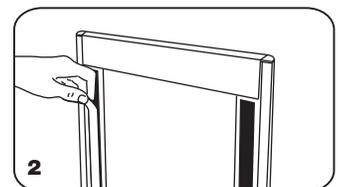
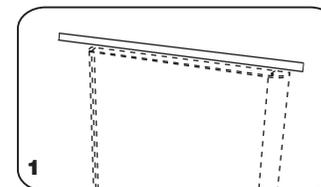
Vinyl Tape (VT)

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

- Standard Assembly
- Top Access
- Inner Access
- E Series

1. Determine desired attachment location. Measure and mark top edge location of sign with low tack masking tape or light pencil line.
2. Remove tape liner from back side of FullView sign.
3. Align top edge of sign to tape or line, press firmly across tape area.



FullView®

Insert Removal & Replacement / Installation

General Instructions

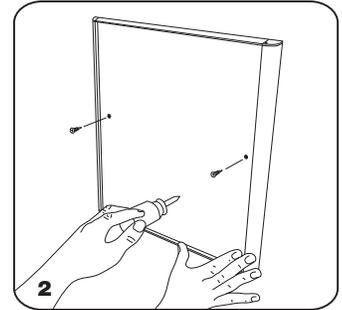
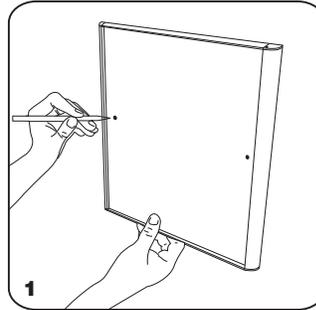
Wall Attachment Instructions

Mechanical Fasteners (MF)

- Standard Assembly
- E Series

Note: Because the non-glare Lenses of Top Access and Inner Access assemblies are not removable from the frame, those assemblies cannot be attached via mechanical fasteners without use of a separate mounting sub plate.

1. Remove Clear Lens from holder and set aside. (Refer to pages 1-2)
2. Locate predrilled holes and transfer the hole pattern to the wall surface with a pencil or similar.
3. Use only #6 Flat Head sheet metal or wood screws for attachment. Length and type determined by installer and/or wall surface materials. Anchors may be required depending upon wall type or conditions.



Due to the wide range of wall surfaces and conditions, unless APCO is performing the installation, any required mechanical fasteners have not been provided with your order. A professional sign installer should determine the most appropriate fasteners based upon wall conditions. FullView is designed for *Interior Use Only*.

Large Assembly

Vertical Configuration Insert Removal & Replacement

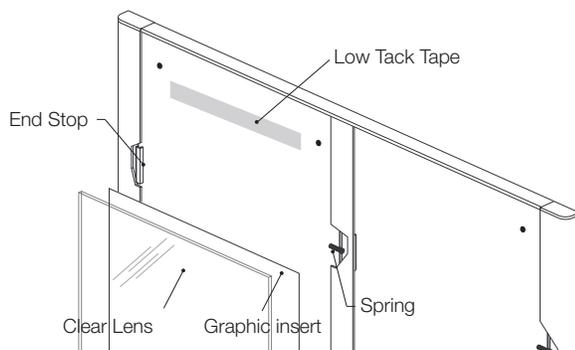
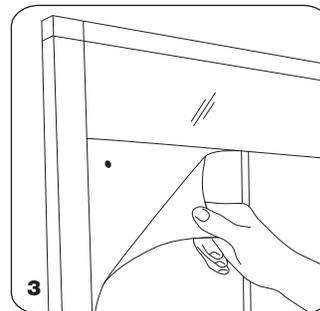
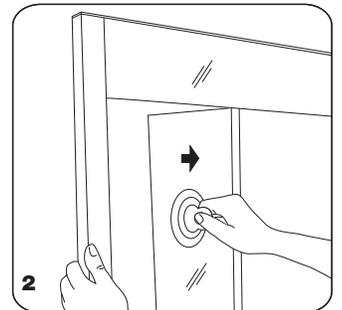
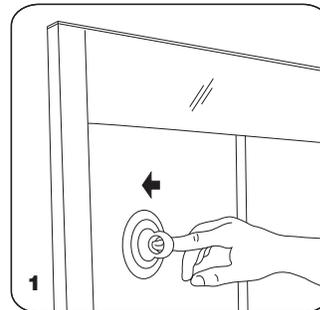
1. Apply Large Suction Cup Tool to middle/left of the non-glare Lens and press to secure.
2. Holding the Large Suction Cup Tool firmly against the Lens while placing your other hand on the frame as necessary. Shift the Lens to the right as far as it will go (approx 1/8") and then pull outward from the sign frame.
3. With the non-glare Lens removed, you may find that the graphic insert is attached to the sign frame with a thin strip of low-tack tape. Low-tack tape is often used to help position the large digital print while inserting the Lens into the frame. If this is the case, gently peel the insert/print away from the frame and the low-tack tape to reveal mounting holes.

Note:

When reinserting the graphic, be sure that it is beneath the two springs in the frame on either side before attempting to replace the non-glare Lens. Press the graphic against the low-tack tape on the frame to aid in holding the graphic in place while the Lens is being replaced.

With the aid of the Large Suction Cup Tool, insert the right edge of the Lens into the right side of the frame, then shift the Lens to the left to compress the springs.

Make sure the matte (non-glossy) side of the Lens is facing outward.



FullView®

Insert Removal & Replacement / Installation / Care & Maintenance

General Instructions

Large Assembly

Horizontal Configuration Insert Removal & Replacement

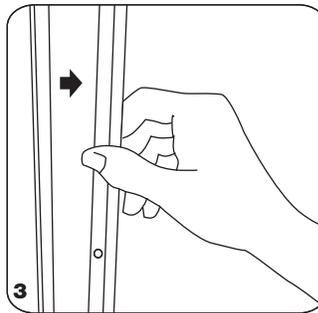
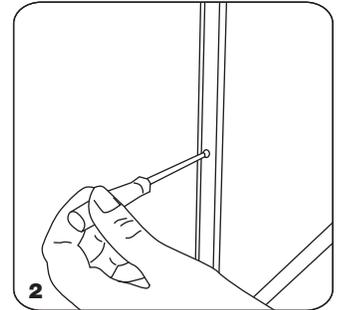
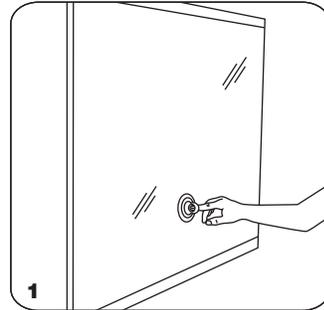
1. Apply Large Suction Cup Tool to bottom/center of the non-glare Lens, shift Lens up and pull outward from frame.

You may find that your graphic is held in place with a strip of low-tack tape that's attached to the core of the sign frame. This tape will not damage your sign insert but is very helpful to hold the digital print steady while inserting the non-glare Lens into the frame.

Frames with 4-Side Capture

If your sign features the aluminum capture extrusions on the left/right sides, those will need to be removed before you can remove the Lens.

2. Use a 1/16" hex wrench to loosen the screws from both left and right sides of the extrusions.
3. Once the screws are loose, the capture extrusions can be removed.

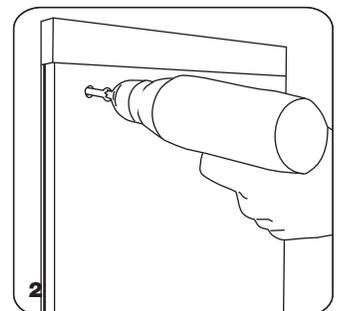
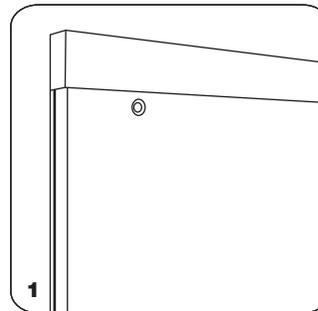


Large Assembly

Installation - Mechanical Fasteners (MF) Only

1. Counter sunk mounting holes are located in each corner of the frame's core. Using a level, position the frame on the wall surface in the desired location and use a pencil or similar to transfer the hole pattern to the wall. Pre-drill the wall at those marked locations.
2. Use #8 or #10 flat head fasteners to affix the frame to the wall.

Anchors and/or other special fasteners need to be considered depending upon the exact conditions of the installation location and wall surface.



General Care & Maintenance

FullView 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 kinds (i.e. alcohol, acetone, etc.) as they may damage the sign 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.