

VERY IMPORTANT INFORMATION, PLEASE READ BEFORE INSTALLATION!

Due to the wide range of wall conditions, wall coverings and types of paint, **APCO recommends mechanically fastening all Elevate signs to the wall surface**, regardless of size.

Ideally, taking into account the specific wall surface conditions and sign sizes of a particular project, a decision was made on the front end by the signage designer or end user regarding how each sign should be installed; with Vinyl Tape (VT), Mechanical Fasteners (MF), BOTH Vinyl Tape and Mechanical Fasteners (VT/MF) or Vinyl Tape + Silicon Adhesive (VT/SA).

If these details were finalized before signage fabrication, your Elevate signs will reflect the desired mounting method. (Note: Mounting holes are provided for MF signs, but mounting hardware is to be provided by the installer.)

If no mounting decision was made before fabrication, your Elevate signs will likely include BOTH pre-drilled holes for Mechanical Fasteners (MF) AND Vinyl Tape (VT). In these cases, APCO recommends using Mechanical Fasteners whenever feasible.

Before installing an Elevate sign with only vinyl tape, regardless of the size, it is the installer's and/or customer's responsibility to ensure the wall and environmental conditions are suitable. Variables to consider are the weight of the sign, size of the sign, type of paint, how recently the wall was painted, the wall surface material's compatibility with adhesives, the flatness of the wall, etc.

Reference Vinyl Tape Info, IS456, found on our website www.apcosigns.com for more important information.

VINYL TAPE (VT) MOUNTING

Before proceeding, make certain that wall surface conditions are suitable for tape attachment. Reference "VERY IMPORTANT INFORMATION" above.

Step 1. EXTREMELY IMPORTANT!

Option A (recommended):

If you would like your Elevate signs to be Tamper Proof, yet still easily updatable, then there is no need to remove the Tamper Proof Rod that's in the left, internal portion of the sign's aluminum chassis. (You will see the clear top portion of the Tamper Rod at the top/left of the chassis, just behind the insert.)

Option B:

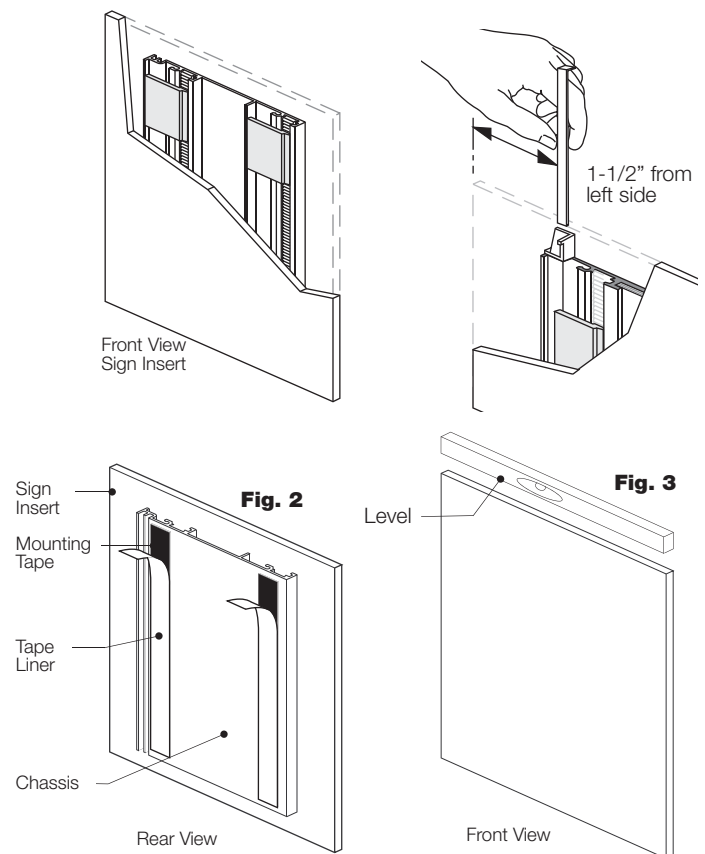
If you do not want the Tamper Proof Feature for your signs, simply remove and discard the Tamper Proof Rod prior to sign installation. (ref Fig. 1)

APCO strongly recommends using the Tamper Proof Feature with your signs to protect against tampering and/or incidental contact, especially in busy corridors. See page 3 for Tamper Proof Rod insertion and removal instructions.

Step 2. For tape attachment, IT IS NOT NECESSARY TO REMOVE THE INSERT(S) from the chassis. Peel the liner from the vinyl tape on the back of the sign chassis. (ref Fig. 2)

Step 3. Loosely position the sign just off of the wall surface and ensure the sign is level. (ref Fig. 3) When ready, affix the sign to the wall and then apply pressure to the center portions of the sign in order to activate the tape adhesion. **DO NOT APPLY PRESSURE TO THE OUTER EDGES OF THE SIGN'S INSERTS** where they overhang the recessed aluminum chassis.

Step 4. Once the sign is securely attached to the wall surface, inserts and Tamper Rod (if applicable) may be easily removed by following the instructions elsewhere in this manual.



MECHANICAL FASTENER (MF) MOUNTING ³

Step 1. BEFORE PROCEEDING, remove the concealed Tamper Proof Rod from the sign's aluminum chassis. You will see the clear top portion of the rod at the top/left corner of the chassis, just behind the top insert. Simply pull it out of the chassis. Then reference Option A and B below.

Option A: (recommended)

If you would like your Elevate signs to be Tamper Proof, yet still easily updatable, then DO NOT DISCARD the Tamper Proof Rod. It will need to be reinserted into the chassis after installation. See page 3 for Tamper Proof Rod insertion and removal instructions.

Option B:

If you do not want the Tamper Proof Feature for your signs, simply discard the Tamper Proof Rod.

APCO recommends using the Tamper Proof Feature with your signs to protect against tampering and/or incidental contact, especially in busy corridors. See page 4 for Tamper Proof Rod insertion and removal instructions.

Step 2. Remove the insert(s) from the chassis (ref Fig. 4) before the sign is attached to the wall surface. This is done by holding/bracing the aluminum chassis with one hand while using your other hand to shift the insert to the LEFT until you hear/feel the disengagement. The insert can then be pulled outward from the chassis. *NOTE: If your sign has multiple inserts, generally only the 1-2 inserts at top and bottom of the sign need to be removed.*

Step 3. Loosely position the chassis on the wall surface and ensure it is level. (ref Fig 5)

IMPORTANT! Keep in mind that the insert(s) are designed to overhang the chassis by approximately 1/2" at the top/bottom and 1" at the left/right. (ref Fig 6) This will impact chassis positioning. Once in position, transfer pre-drilled hole patterns to the wall surface. Then use mechanical fasteners (with anchors if appropriate) to securely tighten the chassis to the wall.

Step 4. Make sure that ALL sign inserts are fully engaged within the chassis, i.e. that they are shifted as far RIGHT as possible.

With the top return of the tamper rod facing the wall surface, place the rod behind the top insert of the sign, 1-1/8" from the outer left edge of that insert. There is an injection molded attachment ("funnel") there to help guide the rod into the chassis.

Once in position within the guide at the top, left of the chassis, the Tamper Rod should drop fully down into the chassis. If it does not, check to ensure all inserts are shifted fully to the RIGHT.

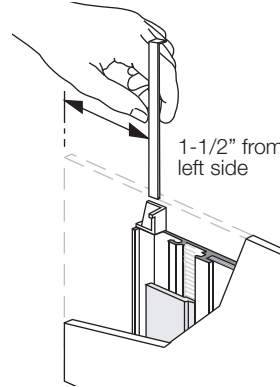


Fig. 3

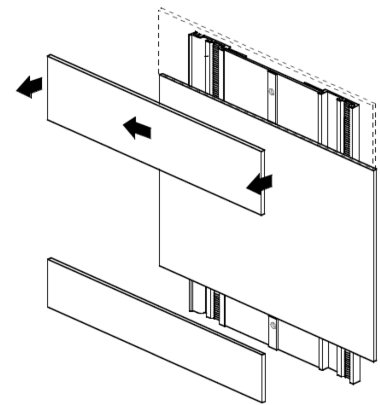


Fig. 4

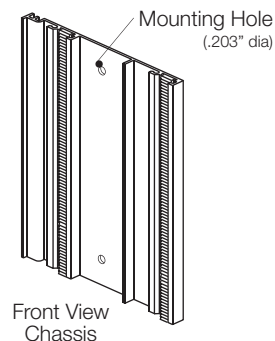


Fig. 5

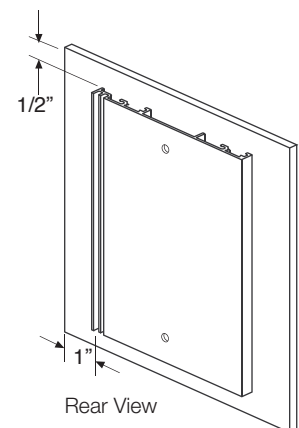


Fig. 6

IMPORTANT Note Regarding Insert Replacement

If the sign features multiple inserts and all inserts have been removed from the chassis, begin the insert replacement process with the TOP insert first, making sure it is level and overhangs the top of the chassis by approximately 1/2". Please follow Insert Replacement Instructions on Page 3.

⁽³⁾ Due to the wide range of wall conditions, mechanical fasteners or anchors are not provided by APCO unless installation is within APCO's scope of work. It is the installer's / customer's responsibility to select the most appropriate fastener for each particular sign location.

INSERT REMOVAL & REPLACEMENT

Step 1. Verify if your sign includes a Tamper-Proof feature and remove Tamper Rod if present*. If the sign includes a concealed Tamper Proof Rod, you will see the clear 3/16" x 1/4" top portion of it when looking behind the inserts at the top/left corner of the sign. This Tamper Rod must be removed before being able to remove any inserts. Remove the Tamper Rod by sliding a pencil eraser or similar rigid/thin object up at an angle along the left side of the concealed sign chassis, hitting the top return of the clear Rod and lifting it up and out of the sign. (ref Fig. 7)

Step 2. Insert Removal

Remove insert(s) by using both hands, with your left hand pushing the insert inward toward the wall surface and your right hand shifting the insert to the LEFT by approximately 1/8". You will hear/feel the insert's fasteners disengaging from the chassis. (ref Fig. 8) Once shifted to the left, using both hands the insert can then be pulled straight outward from the chassis. (ref Fig. 8)

Step 3. Insert Replacement

IMPORTANT! If the sign's aluminum chassis features rigid plastic "teeth" within the left and right channels, it is designed for inserts to have a 1/16" inter-insert reveal. Use **Option A** instructions below.

If the chassis features flexible black "prongs" within the left and right channels, it is designed for inserts to have no reveals. Use **Option B** instructions below.

Option A for Signs Featuring a 1/16" Inter-Insert Reveal

First position the insert loosely into the sign assembly so that its fasteners fit into the recessed channels on the left and right sides of the chassis. Adjust the insert's position as needed to ensure it is level and that the proper 1/16" inter-insert reveal is achieved. (ref Fig. 9a)

Option B for Signs Featuring NO Inter-Insert Reveal

First position the insert into the sign assembly so that its fasteners fit into the recessed channels on the left and right sides of the chassis. Adjust the insert's position so that it abuts directly up against the insert directly above and/or below. (ref Fig 9b)

Next, once in position, reengage the insert with the chassis by shifting to the RIGHT by approximately 1/8". You will hear/feel the insert's fasteners engaging with the chassis.

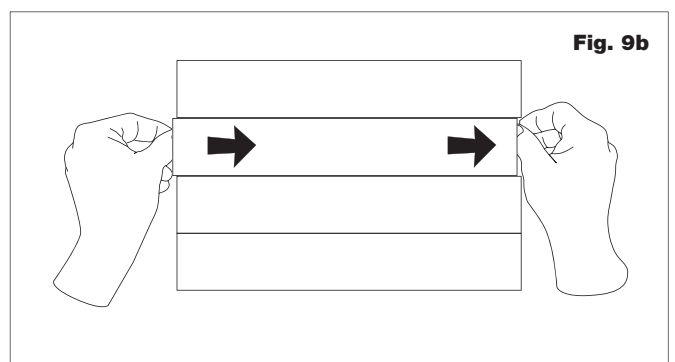
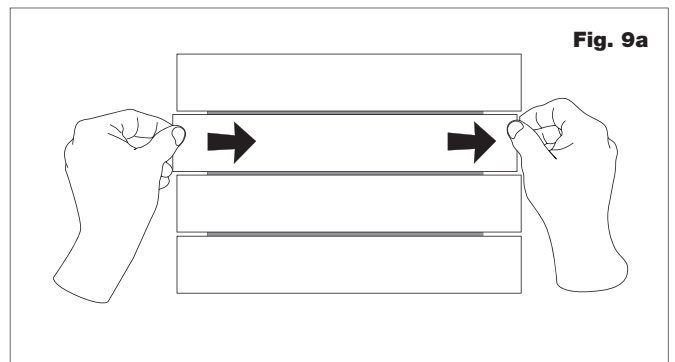
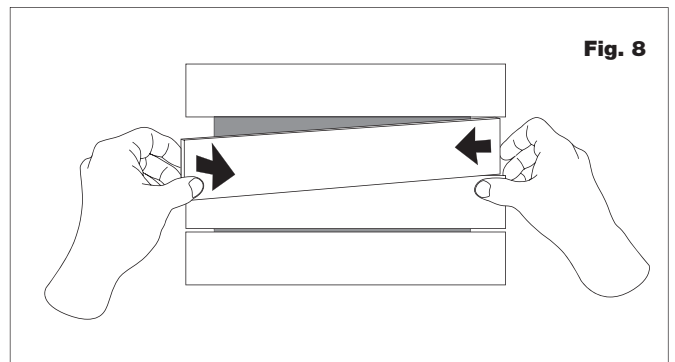
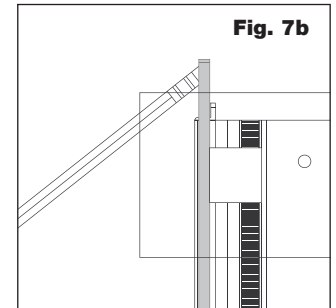
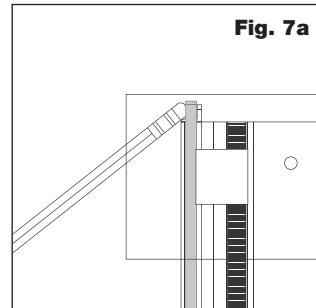
IMPORTANT Note Regarding Insert Replacement

If the sign features multiple inserts and all inserts have been removed from the chassis, begin the insert replacement process with the TOP insert first, making sure it is level and overhangs the top of the chassis by approximately 1/2".

Step 4. Tamper Proof Rod Replacement (See next page.)



Use this QR code to see a video on how the Elevate system works, or visit www.apcosigns.com/elevate.html



Insert Replacement (cont.), Paper Insert Removal & Cleaning Instructions

INSERT REMOVAL & REPLACEMENT CONT.

Step 4. Make sure that ALL sign inserts are fully engaged within the chassis, i.e. that they are shifted as far RIGHT as possible.

With the top return of the tamper rod facing the wall surface (see Fig. 10), place the rod behind the top insert of the sign, 1-1/8" from the outer left edge of that insert. There is an injection molded attachment ("funnel") there to help guide the rod into the chassis (see Fig. 10).

Once in position within the guide at the top, left of the chassis, the Tamper Rod should drop fully down into the chassis. If it does not, check to ensure all inserts are shifted fully to the RIGHT.

* IF YOUR SIGN WAS INSTALLED PRIOR TO THE SPRING OF 2017, the Tamper Proof Rod will feature a black plastic cap. Removal can be achieved by the same technique shown here, however it is inserted into a channel that is 1-1/2" from outer most left edge of the top insert, using a twisting/rotating motion while inserting it down into the chassis.

DIVIDER BAR REMOVAL & REPLACEMENT

Step 1. Divider Removal

If your sign features a 1/4" aluminum divider bar(s) in between two inserts, first remove the insert above it. (ref Insert Removal & Replacement Instructions). The divider bar may then be slid up and then pulled out of the assembly. (ref Fig. 11)

Step 2. Divider Bar Replacement

With the insert above the divider bar still removed, simply replace the bar so that its black, plastic components nest snug within the chassis. Then the insert above can be replace.

Note: If your sign is designed for 1/16" inter-insert reveals, the black attachment component(s) on the divider bar features a "lip" to maintain that reveal. If your sign is designed to have no inter-insert reveals, or if only the divider bar is designed for no inter-insert reveals, its black attachment component will enable it to abut directly next to the inserts above and below.

REMOVING PAPER INSERTS FROM ALUMINUM INSERT SLOTS

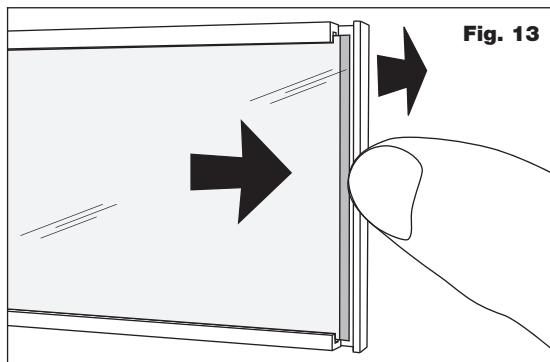
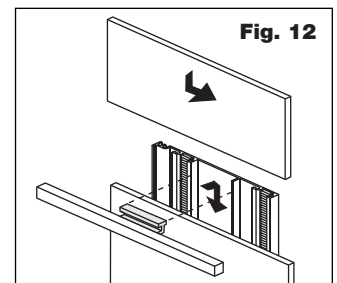
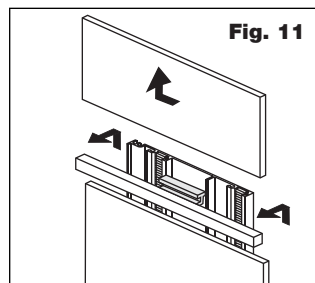
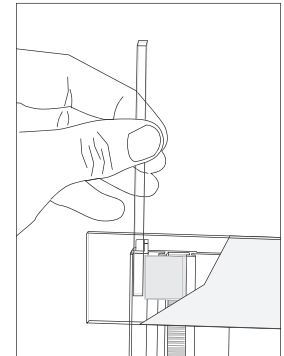
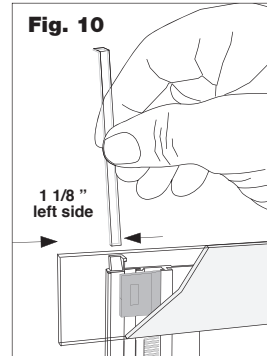
There are a few options for removing paper inserts from aluminum Insert Slot bands:

Option 1

Using a finger/fingernail, press downward (toward the wall surface) on the clear plastic cap at either side of the Insert Slot, and then use your other hand to slide the paper insert & non-glare overlay out of the Insert Slot band. (ref Fig. 13)

Option 2

Remove the entire InsertSlot from the Elevate chassis referencing the Insert Removal instructions in this manual and then follow the instructions in Option 1 above.



CLEANING INSTRUCTIONS

Elevate 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.