

The key to successful installation is the selection of appropriate fasteners and following instructions. These instructions can be read in less than 10 minutes. Doing so will save you time, insure a successful installation and describe how to properly maintain your APCO product.

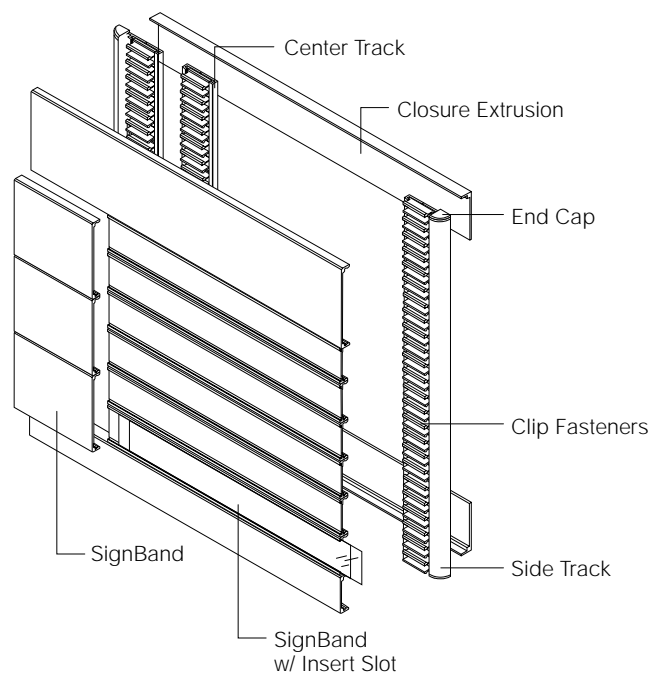
Accord¹⁵ Side Track modules always incorporate left and right vertical aluminum profiles. Four shapes are offered: Square, Large Bevel, Large Radius and ThinLine.

Simple modules, with a single column and poster holders/window signs may be attached directly to the mounting surface. Multiple column modules, projecting wall modules and overhead modules may be factory preassembled on a thin aluminum backer for ease of installation.

Mounting Surface Conditions

It is essential that the surface to which your Accord product will be attached is clean, smooth, and flat. Otherwise, the assembly may become distorted or misaligned, preventing the SignBands from properly engaging. The larger the sign, the more critical the surface. Avoid bridging poor dry wall joints and seams or, in the case of concrete block or brick surfaces, irregularities and imperfections that may cause alignment problems.

Varying wall materials such as sheet rock, wood and masonry will require specific hardware. Suitable fasteners must be determined on a case-by-case basis. Fastening hardware is not included.



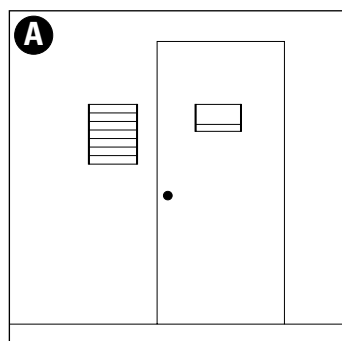
Important!

SignBand removal instructions page 12.

Follow these steps when using this guide:

1. Select Application: **A B C D**
2. Select Specific Attachment Method within the Application, for example: **VT MF GBU**
3. Refer to Section & Sub-section for detailed instructions.

Applications

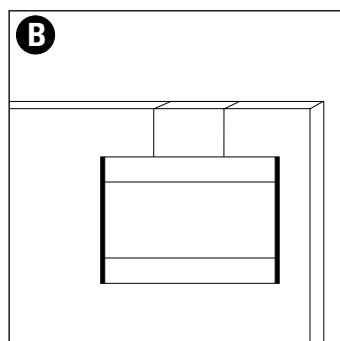


Wall/Door/Glass

VT - Vinyl Tape

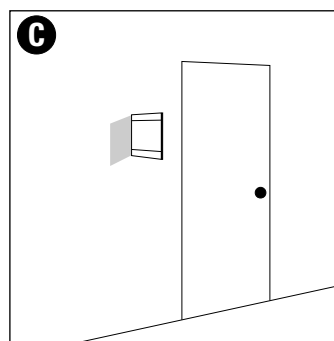
GBU - Glass Back Up

MF - Mechanical Fasteners



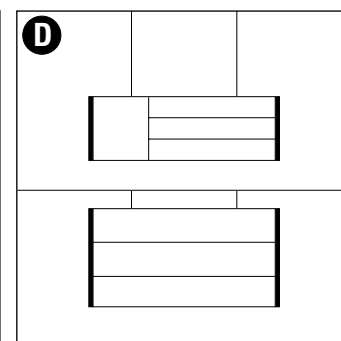
Panels/Screens/Partitions

SBPC - Panel Clip Extruded



Projecting

UCF - Universal Ceiling Fixture



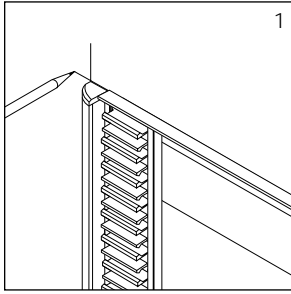
Overhead

UCF - Universal Ceiling Fixture



VT

GBU

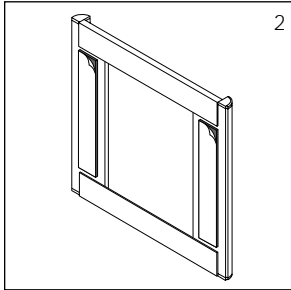


Small modules, up to one square foot (35 square cm), consistent with surface conditions, may be attached using double-sided adhesive tape.

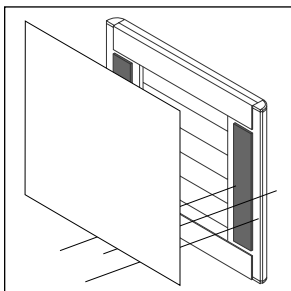
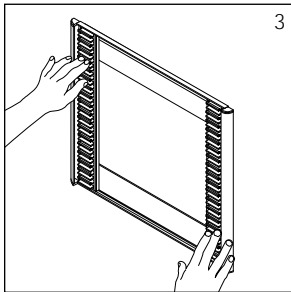
It is recommended, however, that all modules beyond one square foot be attached with both VT, Vinyl Tape and MF, Mechanical Fasteners.

Vinyl Tape (VT)

1. Mark mounting location with light pencil marks 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.

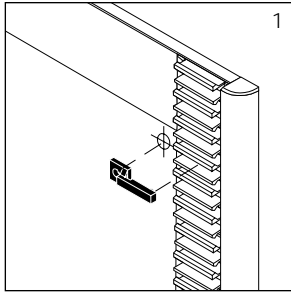


► *Caution: Double-sided adhesives tapes are very aggressive and may be difficult to remove or reposition once they touch off on the mounting surface. Make certain your sign is correctly positioned, level and plumb before pressing into place. Applying pressure will activate adhesive and better insure the adhesive conforms to the surface and reaches its holding potential. See Removing Signs, page 9.*



Glass Back Up (GBU)

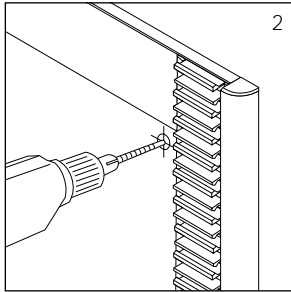
When signs are affixed to glass windows or partitions, especially when seen from both sides, it is advisable to order a Glass Back Up (GBU). This is a thin, black plastic material of the same size as the sign, that is applied with peel-off adhesive to the back of the glass, concealing the back side of the sign.



Mechanical Fasteners (MF)

If your Accord¹⁵ module exceeds one square foot, it is essential that Mechanical Fasteners are used in addition to the double-sided tape which is used only to temporarily hold the sign in position.

► *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. See Mounting Surface Conditions, page 1.*

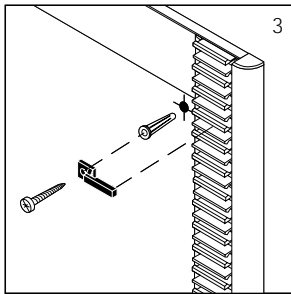


The Accord Side Track Mounting Clip (STMC) should be used to mechanically fasten the Side Track to the mounting surface. The Mounting Clip is designed to receive a #8 or #10 head screw and eliminates the need for drilling into the aluminum Side Track profile.

► *Caution: Do not drill mounting hole through Side track, as possible damage to Multi Clips may occur.*

Follow VT steps 1-3, then the following:

1. Place Mounting Clips and mark corresponding holes with pencil or awl. A minimum of four (4) Clips should be used and larger signs should receive additional Clips as necessary.
2. Remove Mounting Clips and either drill a pilot hole for screws or hole for insertion of hollow wall fasteners. See examples. If possible, it is preferable to align Clips so that the fastener enters a metal or wooden stud within a hollow wall.
3. Replace Mounting Clips and secure with screws.

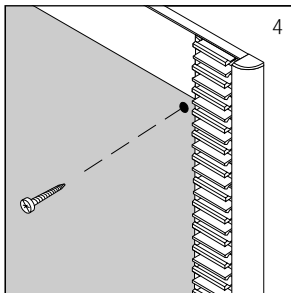


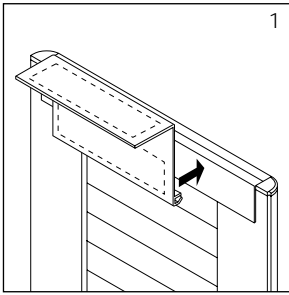
Factory Assembly with Metal Backer

When necessary, for large assemblies and those with multiple columns, Accord Side Track products may be preassembled at the factory to a thin, aluminum sheet backer.

4. This assembly accommodates several different attachment methods. You may drill directly through the backer and attach with appropriate anchors, or, preferably, into a wall stud or solid material. Note: Drill holes 3/8" - 1/2" from Side Track.

Alternately, you may use the plastic Side Track Mounting Clips (STMC), described above. When the STMC is used, it is necessary to drill through the aluminum backer and into the mounting surface.

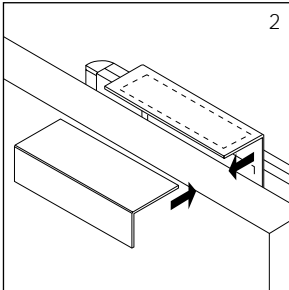


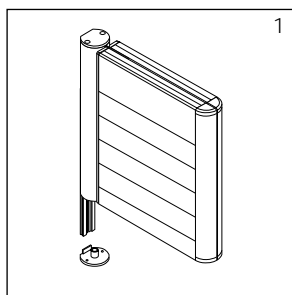
**Panel Clip Extruded (SBPC)**

This feature is normally used only with single SignBand products, however, it may be adapted to small, lightweight modules constructed with Side Tracks.

For small modules (less than one square foot), the extruded Panel Clip (SBPC) may be used. In these cases, the sign will be factory preassembled.

1. Peel adhesive backer from tape and affix Panel Clip part A to Top Closure.
2. Place part B of Panel Clip on partition. Peel tape backer and affix sign assembly. Be sure to apply proper pressure to join parts A & B.

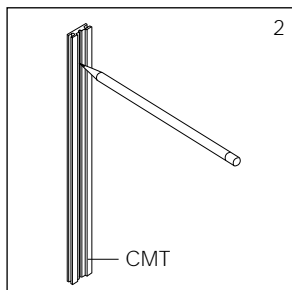



Universal Ceiling Fixture (UCF)

Double-sided modules up to 18"L x 12"W- (450mm x 300mm) may be projection or "flag" mounted from suitable wall surfaces using the Ceiling Mount Track (CMT).

When the UCF attachment is used, two shapes are offered: Square and Circular. The sign module is factory pre-assembled and permanently attached to the UCF profile.

The UCF is designed, consistent with suitable conditions, to accommodate signs of a maximum area of 324 square inches (8230 square mm), but horizontal dimensions should not exceed the vertical dimension.



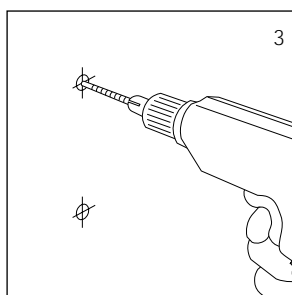
1. Remove bottom UCF End Cap and slide out concealed attachment track (CMT), and drill the appropriate number and size holes for attachment.

2. Place concealed attachment track (CMT) in the position where sign is to be attached and mark holes with pencil or awl. *See Caution statement below.* Make certain CMT profile is plumb and that the surface is smooth so as to avoid distorting track when tightening.

Important: When selecting sign location, make certain there is sufficient space between the top of the sign and ceiling to permit tightening of End Cap screws, generally 7"-8" (200mm) is needed.

3. Drill either pilot hole for screws or holes for insertions of hollow wall fasteners.

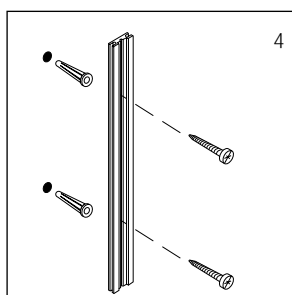
4. Attach CMT profile tightly to mounting surface.



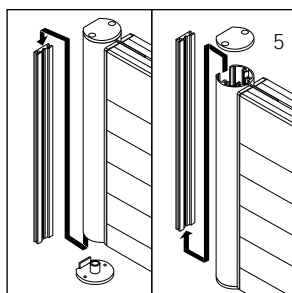
5. Depending on distance from ceiling and sign height, remove Top or Bottom End Cap. With the other End Cap securely in place, slide sign module onto CMT.

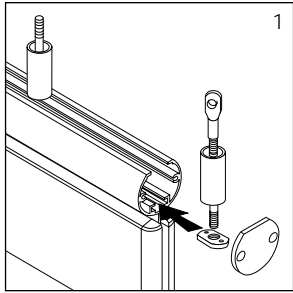
6. When removing and reinserting sign band inserts, hold the sign module in place so as not to stress the fixture attachment.

► *Note: Mechanical Fasteners are NOT included with your order, owing to the varying wall conditions. A wide range of fasteners are suitable, but selecting the appropriate fastener is the responsibility of the installer. See Mounting Surface Conditions, pg 1.*



► *Caution: When attaching to hollow walls, every effort should be made to anchor through a metal or wooden stud within the wall. Fastening points should occur roughly every 4" (100mm).*



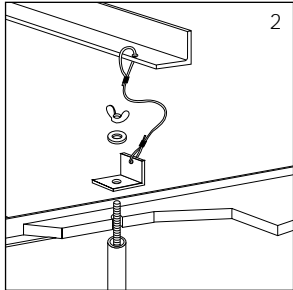

Universal Ceiling Fixture (UCF)

Double-sided modules up to 72" (1830mm) in length may be ceiling mounted.

Unless anchoring to solid surfaces, such as wood or metal, or the grid of suspended ceilings, this track must be anchored above the ceiling where above-ceiling access is available.

Do not anchor directly to drywalls/ceiling unless structural members can be penetrated or adequate toggle bolts utilized.

When anchoring above ceiling, machine bolts or rods may be used, assuming they are of a length to penetrate the ceiling tile and reach upward to a point that penetrates a cross member.


Overhead Mounting using Threaded Rod with Sleeve (FIG. 1)

This method may be used only when above-ceiling is accessible.

When a longer rod is needed to reach cross members or attachment points, this condition should be identified. Any length rod may be specified up to 36" below finished ceiling and adjustments in length may be made on site.

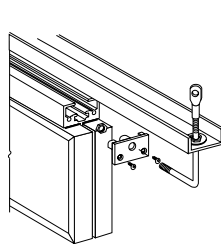
The UCF permits rods to be moved horizontally to clear obstructions above ceiling.

Number of rods is based on length and size/weight of sign. Generally, two rods for signs up to 72". With rods placed no closer than 48" on center for sizes 60" and 72". Consult factory when weight exceeds 50 pounds.

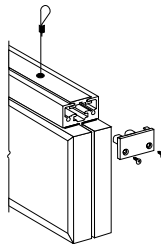
An aluminum channel is supplied for support above the finished ceiling. The 1" x 3" x 1/8" channel should span ceiling grid members.

Safety wires, attached to eye bolts on the ends of threaded rods, should be tied off to a suitable structure above the ceiling. (FIG. 2)

For Swing Rod or Wire Suspended mounting, see separate UCF instructions.



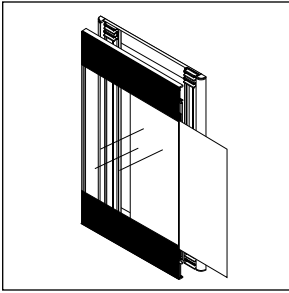
Swing Rod



Wire Suspended

► **Note:** Mechanical Fasteners are NOT included with your order, owing to the varying wall conditions. A wide range of fasteners are suitable, but selecting the appropriate fastener is the responsibility of the installer. See *Mounting Surface Conditions*, pg 1.

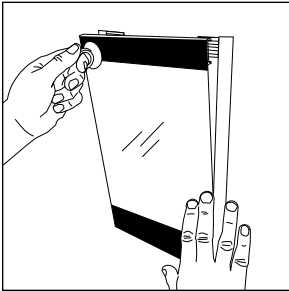
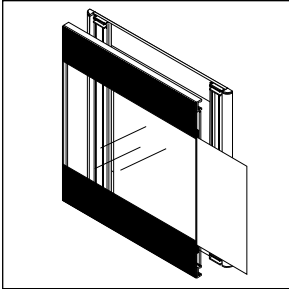
► **Caution:** Because of the hazards associated with overhead signs, care should be taken to properly secure the fixture, preferably to a solid (rather than hollow) surface. Fastening points should occur roughly every 4" (100mm).



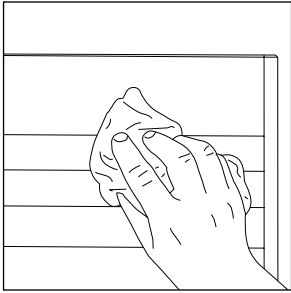
Accord products may be constructed to include clear covers that create "windows" for the display of changeable items such as posters, notices, building plans, schedules and the like.

These modules are affixed to mounting surfaces in the same manner as other Accord products.

When removing the Clear Covers, the APCO SCT (Suction Cup Tool) should be used by attaching the suction cup to the top corner and pulling smartly outward. Once the top is released, pull forward to release entire face.



Accord products are designed to provide years of trouble-free service. As with any product, however, proper care will keep your signs looking and functioning well.



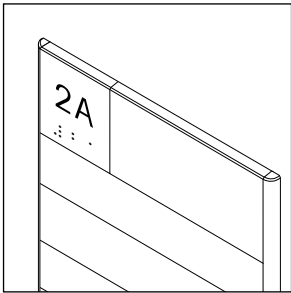
Appearance

Proper care for your sign finish is important, as harsh cleansers and solvents can permanently damage the Accord aluminum finishes as well as the molded plastic components.

Always clean by wiping with a soft, lint-free, damp cloth, taking care to wipe gently and not rub.

For stubborn dirt, wash with a very mild solution of liquid hand detergent and lukewarm water. Use a soft cloth or sponge. Dry by blotting with a damp cloth or chamois. Do not dry by rubbing with a dry cloth.

Avoid using products such as window cleaners, liquids containing ammonia, scouring compounds, gritty cloths, gasolines, or solvents (alcohol, acetone, kerosene, carbon tetrachloride, naphtha, spirits or any aromatic hydrocarbons).



Signs with Tactile Graphics and Braille

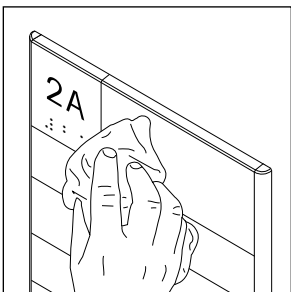
If your sign contains these components, it will require special attention!

The tactile and braille portion of the product is intended for interior use in climate controlled environments only.

Installation in environments where product is regularly subjected to high humidity and moisture may result in deterioration of tactile graphics.

Prior to installation, extreme care should be taken not to store this product in areas without total climate control.

Manufacturer assumes no responsibility for damage arising from mishandling or misapplication of tactile/braille products.

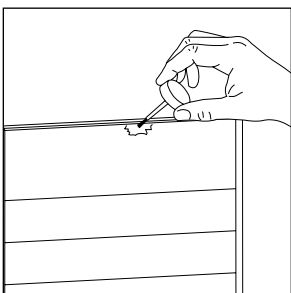


Cleaning Suggestions for Tactile Signs

Tactile and braille portions of your sign should be cleaned using a soft, lint-free damp cloth. After damp wipe, follow with a dry cloth to remove any residual moisture.

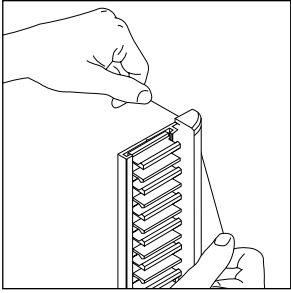
Never use abrasives, glass cleaners, household solvents or any ammonia-based cleaners. Never use solvent-based cleaners.

When removing marks made with ball point pen, lipstick and the like, small amounts of isopropyl alcohol applied sparingly with a cotton pad may be used. Always test in an obscure area before using.



Touch Up Paint

For difficult surface scratches and nicks, you may request a small bottle and applicator of touch up paint. Order by contacting your APCO Sales Representative, Dealer or Factory office. Your original APCO Order Number will be helpful in determining the precise color(s) used on your order.

**Removing Entire Module attached with Double-sided Tape**

Once the adhesive tape has touched off on the mounting surface, removal can be difficult. Care must be taken to avoid damage to the surface.

Pulling the attached sign part away from surface can severely damage drywall/sheetrock painted finishes and can actually peel away wall coverings.

One of the best methods is to use monofilament line (such as fish line or dental floss) or a fine wire (such as a guitar string) and actually saw the adhesive apart. Once this is done, any remaining residue can usually be peeled or rolled off. While this can be a slow and painstaking procedure, it is the only way to minimize wall damage.

Helpful Hints

Make certain SignBands are properly aligned *before* snapping them into position.

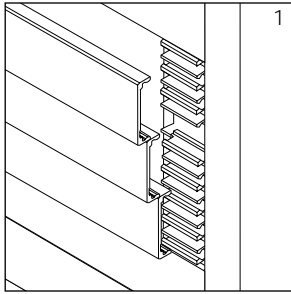
Never force a misaligned SignBand into position.

The most common problem associated with Accord products is damage to Multi Clips from improperly inserting and removing SignBands. See *SignBand Removal*, pg. 12.

When replacing SignBands with new parts (reorders), check the length before snapping into position. If a replacement is too long, forcing it into position can damage the finish and possibly break the molded plastic Multi Clips.

When replacing SignBands with the Insert Slot feature, make certain inserts and protective clear overlay are aligned with the end prior to snapping into position. Otherwise, the insert material can become damaged.

If a SignBand appears to fit too tightly onto Multi Clips, a small amount of candle wax can be applied by rubbing a piece of wax along the inside edges of the SignBand profile.

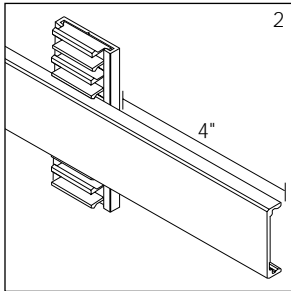


Adding Support to Compensate for Damaged Multi Clips

The molded plastic Multi Clips may become damaged if SignBands are forced into position when improperly aligned or improperly removed.

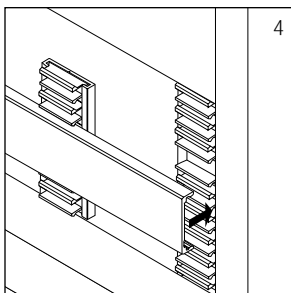
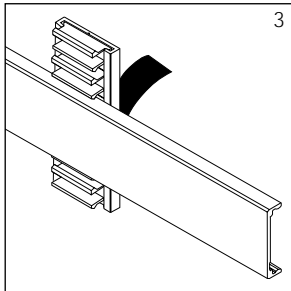
Given sufficient space on larger assemblies, it is possible to add additional Multi Clips alongside damaged or broken strips in lieu of removing and replacing the damaged Multi Clip(s).

Ordering Parts: Multi Clip track repair sections are available in 90mm lengths and include the plastic Multi Clip. Double-sided adhesive tape is included, along with holes for mechanical fastening, depending upon the mounting surface.



SBC-R Center Track Section Repair Kit Includes Multi Clip, Set Screw, and Mounting Tape. Attachment screws not included.

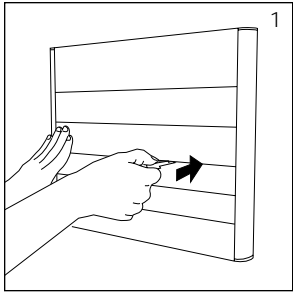
1. Remove SignBands necessary to access damaged MultiClip(s). There must be at least a 90mm opening between bands in which to insert the Center Track Section Repair Kit.
2. Snap SignBand onto replacement Center Track Section and position SBC-R a minimum of 4" from end of SignBand. *Note: Future removal of SignBand will be hampered unless adequate space is provided between Side Track and SBC-R.*
3. Peel protective liner from double-sided tape.
4. Replace Sign Band and Center Track Section, pressing firmly over tape area.



Accord¹⁵

SignBand Removal

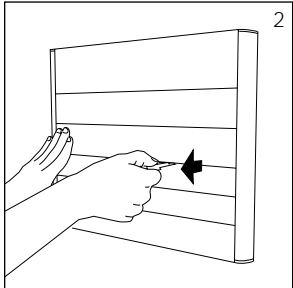
Installation & Maintenance



Removing SignBands from Assemblies with Aluminum Side Tracks

1. Using APCO removal tool, push tool blade directly between two SignBands, making sure you select a location between the attachment clips (1-1/2" from outer edges of bands). *Do not begin by using Removal Tool on outer edge of top and bottom SignBands!*
2. Apply light pressure to one end of the SignBand requiring removal, while pulling straight out to release the opposite end. *Do not pry band or bend Removal Tool in any way!*
3. With one end disengaged, pull outward to release the other end.

► *Important! Push tool straight in and pull straight out!*



Need help? Telephone or visit our web site for video instructions: www.apcosigns.com/video

VERY IMPORTANT!

