

EZ CHANGE FRAME INSTALLATION INSTRUCTIONS

For best results, install in temperatures greater than 50 Degrees (F).

STEP 1: MEASURE & MARK

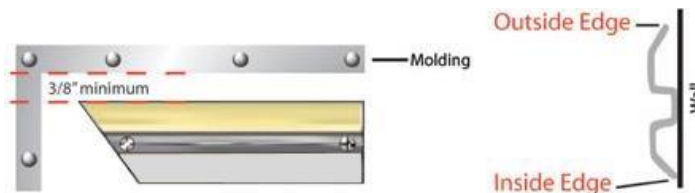
Measure the area where your frame will be installed. Mark the wall surface to indicate all (4) corners. Diagramming your workspace on a notepad helps. **NOTE:** If frames are being installed on a box truck or trailer, measure EACH SIDE of the box before proceeding. (Sometimes the size of your usable area will differ from one side to the other due to dents, placards, reflectors, etc.) Also, measure the vertical height of both the **front and rear of the trailer**. (Again, sometimes they differ.)

STEP 2: CHECK YOUR VINYL SIZE!

Double-check the size of your vinyl. It must be at least as big as the outside frame dimension. No problem if bigger, but if the vinyl is *smaller* than the frame, the frame will need to be cut down before installing, in order to fit the vinyl. If the vinyl is larger, it will need to be trimmed **after it is hung, but before installing Cover Plate**. **NOTE: Top edge of rectangular image must be a straight cut** with no overage. Other 3 sides may extend a little beyond the frame, for now.

STEP 3: CUT FRAMES TO DESIRED LENGTHS (if not already Pre-Cut) - To ensure a nice fit, make sure both frame layers ("Base" & "Cover") are interlocked, and both ends are flush, while cutting. Miter-cut corners at exactly 45 degrees.

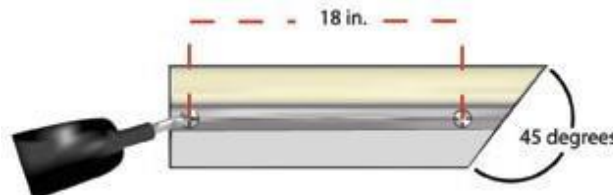
A) Establish a level reference line across the top of the mounting surface. Use the reference line to position each section of the base plate. Always leave a minimum of 3/8" space between outside frame edge, and any rivets, raised moldings, etc. **Important:** Base plate must not be inverted or it will not function as designed. Adhesive strip is always on the outside edge. Cover and Base Plates fit together only one way. The inside edge touches the surface of your wall, the outside edge does not. See drawing below, on right.



B) INSTALL BASE PLATES - Pre-drilled every 16".

If attaching frame to sheet metal surface using screws or rivets: Hold the aluminum piece in place while driving the self-tapping screws (provided) into the substrate, through the pre-drilled holes in the middle channel. Truckside/Rivet application requires pre-drilling wall. Use frame Base Plate as template to mark wall.

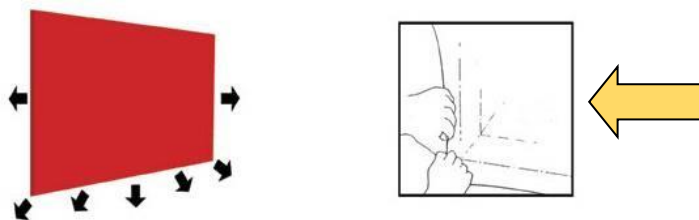
For Wall Applications other than sheet metal: There are many varieties of anchoring systems. Choose the one best suited for the type to which the frame will be attached. (Lowe's, Home Depot, or your local hardware store will have a variety of anchors, complete with specs and recommendations.) If mounting to concrete wall, clients report success using Tapcon Anchors (See label on right.) Again, use the frame as a template to mark the wall at each hole location. Remove template and pre-drill holes. Complete rectangle by inserting screws through the frame holes into the wall, securing all base plate sections.



STEP 6: EXPOSE ADHESIVE PERIMETER – (Note: The Sticky surface is ONLY an INSTALLATION AID. Once Cover Plate is installed, the frame takes over the job of securing vinyl.) Begin at either top corner, peel off yellow tape liner all the way across top, to expose adhesive. **DO NOT** peel sides or bottom yet! Remove across top only! **NOTE:** Apply vinyl to tacky surface within a short time to keep sticky surface from collecting dust and/or drying out.

STEP 7: HANG VINYL

Position vinyl for easy unrolling. Begin at one of the top corners. Gradually unroll the vinyl and press top edge against the adhesive surface, working your way across to the opposite corner. Vinyl should be stuck firmly, wrinkle-free, **with top edge of vinyl flush to the frame's edge**. If vinyl gathers or wrinkles, just pull it away from the adhesive surface and re-stick. When finished w/top edge, vinyl should be hanging like a curtain.



STEP 8: STRETCH VINYL from TOP-TO-BOTTOM

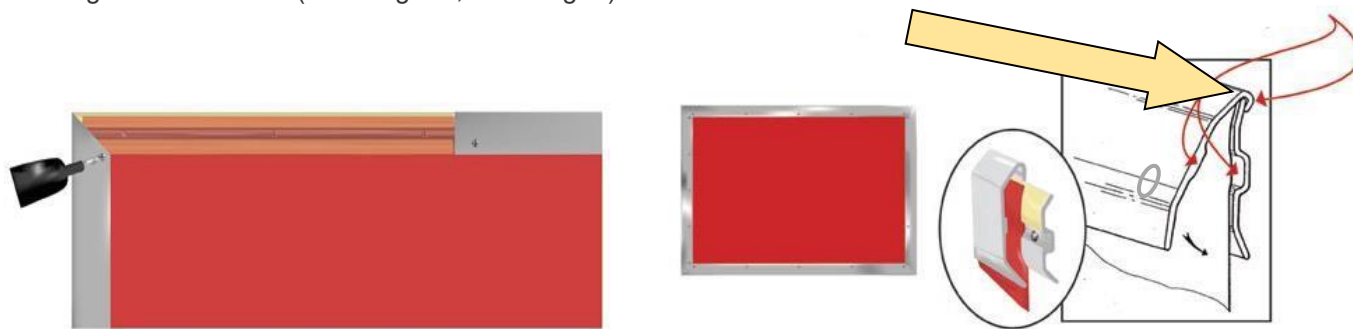
Remove protective tape layer along bottom of rectangle. With hands shoulder-width apart, pull vinyl straight down beginning at bottom-center. Hand-tighten vinyl to achieve "wrinkle-free" plane. Work across, from center to left or right corner. Pull bottom edge of vinyl downward, then press it against adhesive surface. (No need to pull hard -- frame will tighten vinyl when Cover Plate is installed. Just pull hard enough to remove slack and wrinkles.) Again, start at bottom-center and work across to the opposite corner. When vinyl is taut (no wrinkles) from top to bottom, repeat the same procedure on vertical right and left sides, beginning at center height, working toward corners.

STEP 9: TRIM EXCESS VINYL – Using a utility knife w/fresh blade.

Trim off any excess vinyl that extends beyond the outside edge of the base plate. **If vinyl extends beyond the outside edge of Base Plate, it may prevent Cover Plate from locking into place, thereby compromising the frame's intended function.**

STEP 10: INSTALL COVER PLATE OVER VINYL & BASE PLATE

Begin at a top corner. Hook Cover Plate sections over Base Plate and vinyl, making sure outer lip of Cover Plate locks over outside edge of Base Plate. (See diagram, below right.)



Cover Plate has pre-drilled holes, for screws (provided by Ackland.) Apply direct pressure to Cover Plate while inserting screws.

Tip of screw will pierce vinyl and bore into "Screw Boss" groove in base plate. Vinyl will stretch taut as screw is tightened and frame layers are pulled together. If vinyl is slack, the screw is probably not completely tight. KEEP DRILL ON LOW to **MEDIUM** SETTING to guard against overtightening or stripping. The Ackland Media Frame is a reusable attachment system. **If, for any reason, the aluminum does become stripped, switch to #12, (1/2") self-tapping screws, instead of the #10 screws** (which accompanied the frames.) When vinyl is wrinkle-free & "tight as a drum"- CONGRATULATIONS – YOU DID IT!

RECOMMENDED FASTENERS for SECURING TOP CAPS: #10 Screws x 1/2", SHEET METAL (Spiral Tip)

