


<b>ASSEMBLY INSTRUCTIONS FOR: LED Backlit Character Replacement</b>			Page: 1 of 4	
Creator Name: Engineering Dept.	Creation Date: 9/27/20	Approver Name: Jeremy Ramsey	Approval Date: 9/30/20	
Process Name				
	Revision	Nature of modifications:	Name:	Date:
	A	Creation	JR/DW	9/27/20

**NOTE:** This guide applies to all NVIZN® LED Backlit Identification Display models featuring interchangeable characters

## 1. SUBJECT

This instruction sheet gives general guidelines on how to effectively change the Reflective Characters in your display


## 2. PURPOSE

To provide clear and understandable instructions on VID Character replacement


## 3. CONTENTS


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### 4 – SUPPLIES LIST (customer supplied)




SEQ.	REQUIREMENTS	NOTES
4		<ul style="list-style-type: none"> <li>• 9/16 wrench</li> <li>• Ratchet with 9/16 socket</li> <li>• 7/16 Allen wrench</li> <li>• Slot Head Screwdriver</li> <li>• Tube of Silicone</li> <li>• Caulking gun</li> <li>• Pry Bar</li> </ul>

### 4.1 – PARTS NEEDED (supplied in Interchangeable Character Replacement KIT)

SEQ.	REQUIREMENTS	NOTES
4.1		<ul style="list-style-type: none"> <li>• Collect the new Characters that will be used to replace the current Characters</li> <li>• 3/8-16 nuts and bolts</li> <li>• Vinyl Strips - 2</li> </ul>

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5 – SIGN FRONT FACE REMOVAL		
SEQ.	ACTION	NOTES
5		<ul style="list-style-type: none"> <li>Using the Ratchet with the 9/16 Socket and the 7/16 Allen remove all bolts and nuts from the sign.</li> </ul>
5.1		<ul style="list-style-type: none"> <li>Use the Pry Bar, Inset between the top part and the middle part of the frame slowly working around the sign to separate the top part of the frame from the rest of the sign.</li> <li>Once separated you will notice a loose piece of polycarbonate just set it to the side for now.</li> </ul>
5.2		<ul style="list-style-type: none"> <li>Use the flat tip on the Pry Bar to remove any excess silicone by scraping off the sign.</li> </ul>


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**6 – CHARACTER REPLACEMENT**

SEQ.	ACTION	NOTES
6	<p>The diagram shows a rectangular sign face with three vertical sections. Below it, two photos show hands using a screwdriver to pry the velcro away from the corners of a character on the sign face.</p>	<ul style="list-style-type: none"> <li>Lay the front part of the sign face down and remove the characters you want to replace.</li> <li>First remove the black strips of vinyl from the seams</li> <li>Use the screwdriver to pry the velcro apart at the corner of the character then simply remove the character by pulling it up away from the frame. This should detach the Velcro on all corners and release the character from the sign.</li> </ul>
6.1	<p>The photos show hands placing a new character onto the sign face, aligning the velcro, and then installing vinyl strips between the characters.</p>	<ul style="list-style-type: none"> <li>Place the new character in place making sure you align the Velcro on the character to the Velcro on the sign.</li> <li>Install vinyl strips centered between each character.</li> </ul>

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7 – SIGN ASSEMBLY		
SEQ.	ACTION	NOTES
7		<ul style="list-style-type: none"> <li>Apply bead of silicone around front frame</li> </ul>
7.1		<ul style="list-style-type: none"> <li>Place rear section of the sign on to the front.</li> </ul>
7.2		<ul style="list-style-type: none"> <li>Replace all the bolts and tighten. Clean excess silicone from edge.</li> </ul>