



**RETRO**post. 

## 11 1/2" Trim Assembly Guide



IRVIN STEEL  
A division of Inan International Inc.

PLEASE READ ALL INSTRUCTIONS BEFORE BEGINNING INSTALLATION. These instructions are provided to prevent problems caused by common errors in assembly. The manufacturer and/or distributor are not responsible for any failure resulting from improper assembly. Moreover, all warranties are void for failure to follow these assembly instructions.



WHEN CUTTING OR DRILLING FIBERGLASS OR METAL PRODUCTS, ALWAYS WEAR PROTECTIVE GLASSES OR GOGGLES AND A MASK THAT COVERS THE FACE AND MOUTH. A drill is required for assembly to drill through metal trim.



#### TOOLS NEEDED

The metal trim will need to be pulled away a few inches from the board in order to place the RetroPost™ components behind it. Once securely drilled, the trim will no longer be affected. A crowbar or similar tool will help with this process as it only needs to be completed once during installation.

#### INSPECTION

Every attempt is made to inspect product for any physical abnormalities prior to shipment. However, all products should be inspected for any visible defects prior to installation. Do not use product of unacceptable or questionable quality. Irvin Steel will not be responsible for assembly or removal costs of unacceptable parts.

#### NOTE

The RetroPost system is designed for use for the standard 125" high x 272" wide posters and panels that have the larger style 11-1/2" Loewy style or flat trim that is found on most of the older poster faces in the United States. RetroPost is not cable based like several of the systems currently being offered and there are no special clips that need to be attached to the poster – thus eliminating the need for in-house preparation before the posters can be hung and reducing the ability of wind from pulling your vinyl off the board.

RetroPost is similar to the Lamar Advertising system that Irvin manufactures as it uses gripper rod and tensioning brackets rather than clips and cable for fastening the poster to the system. The finished post will remain tight and wrinkle-free throughout your posting campaign. The main advantage with the gripper rod vs. cable and clip method of hanging posters is that the gripper rod will not allow the poster to flag; there are no clips that can fall off or cable that could come loose resulting in your vinyl coming loose or even flying off.

The system is made up of three different styles of brackets totaling 16 brackets that simply slide up under the trim and get fastened from the back side of the poster face – thus avoiding having to remove the trim. There is a backer plate template included with each of the 16 brackets that allows easy alignment of the holes in the bracket from the rear of the sign face allowing the bracket to be fastened from the back side (see instructions on next page).

No need to remove trim, replace the trim or the trim brackets. It can be installed in about 1-1/2 hours with two people and it takes one person 15 minutes or less to hang the poster once the system is in place.



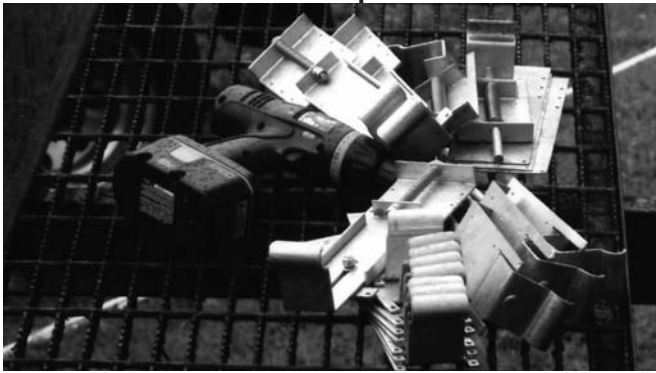
## ITEMS INCLUDED FOR INSTALLATION

- 1) Eight stationary brackets with backer plate templates (five get fastened under the bottom trim and three under either left or right side trim). Five spring loaded tensioning brackets with backer plate templates (five get fastened under the top trim). Three adjustable spring loaded tensioning brackets with backer plate templates (three get fastened under either left or right side trim opposite the three stationary brackets).

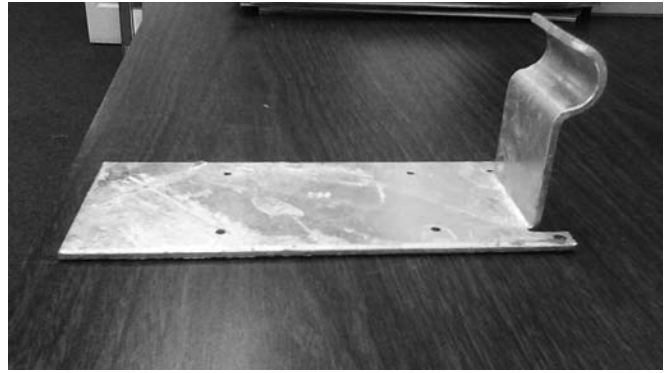
Confirm that you have all these parts before beginning installation as any missing items will result in the system not properly working. There are no extra or left-over parts once complete. See last page for layout of frame with each item placed properly for installation and spaced at the proper intervals.

1

Primary Components



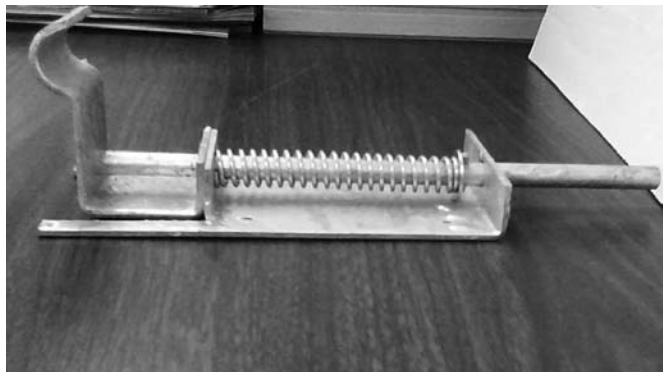
Stationary Bracket



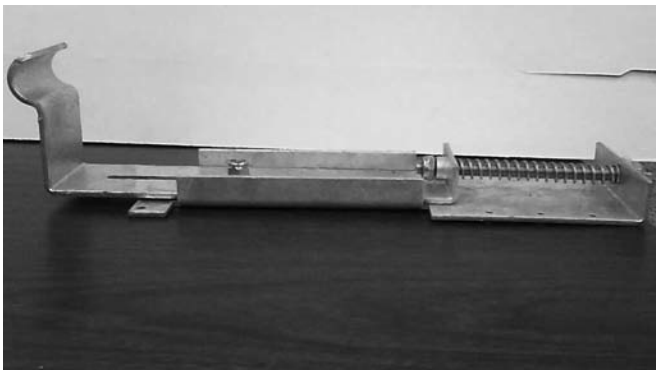
Backer Plate Template



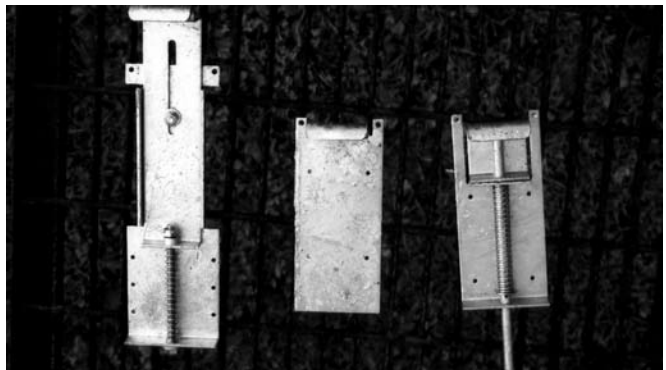
Spring Loaded Tensioning Bracket



Adjustable Spring Loaded Tensioning Bracket



Main Three Components

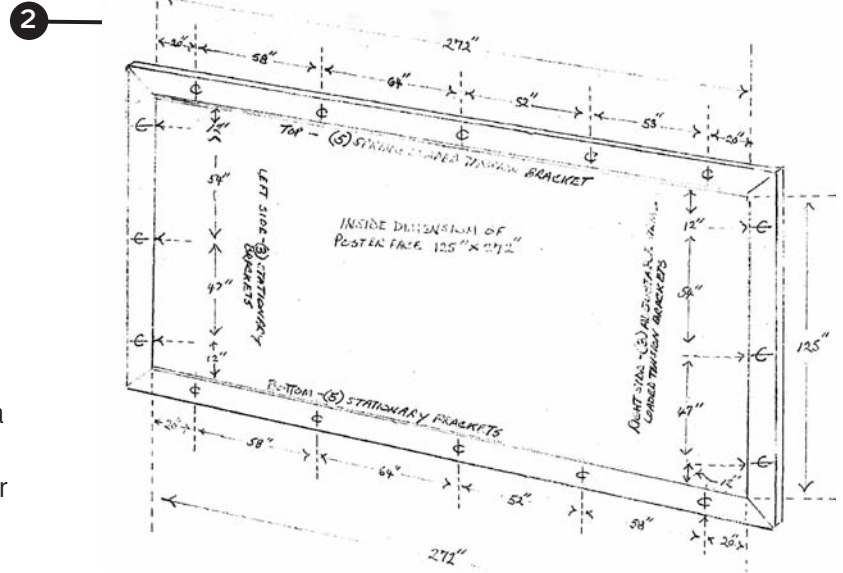


## 2) Layout placement of each bracket onto the sign face.

**Top and Bottom Brackets:** Starting at the inside edge of left side trim, measure 20 inches and mark, then 78 then 142, then 194, then 252 inches. Repeat these same measurements along top trim.

**Left and Right Side Brackets:** Starting from the inside edge of top trim, Measure down right side 12 inches and mark, then 54 inches, then 47 inches. Repeat these same measurements on the left side.

**Note:** All measurements are to the center of each bracket. If a trim bracket happens to fall at the same location as system bracket measurement, simply move the bracket to one side or the other a few inches to clear the trim bracket. It is important that the opposing bracket be moved the same distance.



**3) Install the five stationary brackets under the bottom trim.** Slide each bracket under the trim centering on the measurements made in step 1. Slide the bracket under the trim till the gripper bar holder rests on inside edge of the trim. Using #10 self tapping screws, fasten the bracket to the face utilizing the 2 screw tabs on the bracket. These tabs will be protruding just above the inside lip of the trim.



**4) Install three stationary brackets under either the right side or the left side trim.** Normally these would be installed on the left side. In situations where there are side by side panels, you always want to put these on the side that butts up to adjacent poster. Slide each bracket under the trim centering on the measurements made in Step #1. Slide the bracket under the trim till gripper bar holder rests against inside edge of trim. Using #10 self tapping screws, fasten the bracket to the face utilizing the two screw tabs (part of the bracket) protruding just outside the trim.



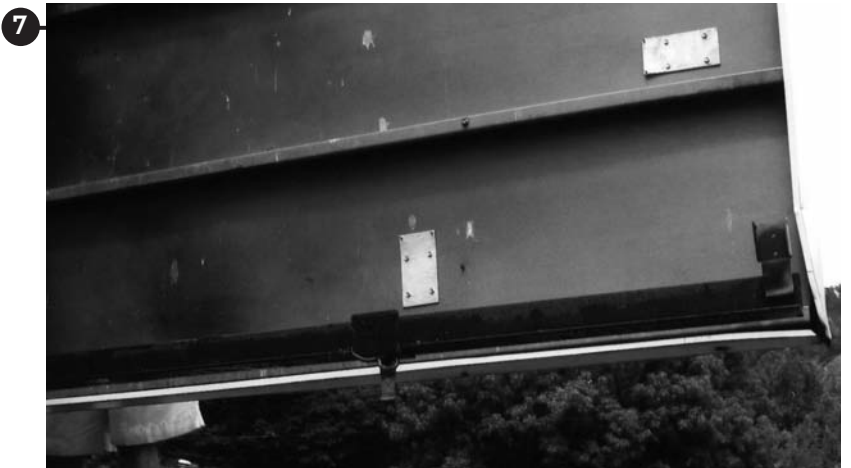
**5) Install five spring loaded tensioning brackets under the top trim.** First, Utilizing a step down drill bit, drill a 2-inch hole through the bottom lip of trim keeping the hole as close to the face as possible. Center on each measurement made in step 1. Take a tin shear and cut the remaining lip out that bends up behind the trim. You will end up with a U-shaped hole. Slide each of the five spring loaded tensioning brackets under the trim till the gripper bar holder rest against the trim centering the spring loaded slide bar (part of bracket) through the U-shaped hole. This will allow the tensioning bracket to slide freely when installing the poster. Using #10 self tapping screws, fasten the bracket to the face utilizing the two screw tabs (part of the bracket) protruding just outside trim.



**6) Install three adjustable spring loaded tensioning brackets under side trim opposite stationary brackets.** First make sure each bracket is adjusted all the way in. Slide each bracket under the trim centering on measurements made in step #1. It may be necessary to lift up on the trim to slide these under. Slide the bracket till the gripper bar holder rest against the inside edge of trim. Using #10 self tapping screws, fasten each bracket to the face utilizing the two the two screw tabs (part of the bracket) protruding just outside the trim.



**7) Install backer plate templates and finish fastening all 16 brackets from the back side of the sign face.** There are three different sizes of backer plate, one for each of the three different brackets. There are six holes in each backer plate. Two are for positioning the plate over the two screws that were installed into each bracket from the front of the face and four for securing the bracket. From the back side of the sign face, place the backer plate over the two screws protruding through the face. This will align the remaining holes in the backer plate to the remaining holes in the bracket. Using #10 self tapping screws, fasten each backer plate screwing through the plate, the sign face and the remaining holes in the brackets. The brackets are now completed.



- 8) Drill holes in side trim to allow for a 2-inch socket to pass through.** This is necessary to allow the side tensioning brackets to be adjusted when installing or removing posters. Brackets are easily adjusted with a cordless drill with 2-inch deep socket. First take a framing square and lay flat against the side trim centering on the adjustable tensioning bracket. Mark center on the outside, side of the trim. Utilizing a step down drill bit, drill a 1 inch hole on the side of the trim, center on the bracket.

Your RetroPost system is complete.



**Steps for installing the poster:** (15 minutes or less) Note: The reasons for trying to keep the system brackets spaced uniformly on each poster face is that most printers will print a guide on the back side of the pockets where system brackets fall. Some will pre-cut the pockets to allow for installation. No in house preparation needed. In a situation where the bracket will not line up with the cutout in the pocket, the billposter (utilizing a utility knife) can simply cut the back of the pocket to allow the bracket to fall in place.

- 9) Install a gripper rod in the top and bottom of the poster** then start by lifting the top bar into place and attach to each of the five top brackets. Do not insert the bottom rod into the bottom brackets at this point .



- 10) Install one side bar into poster and fasten to stationary side brackets.**



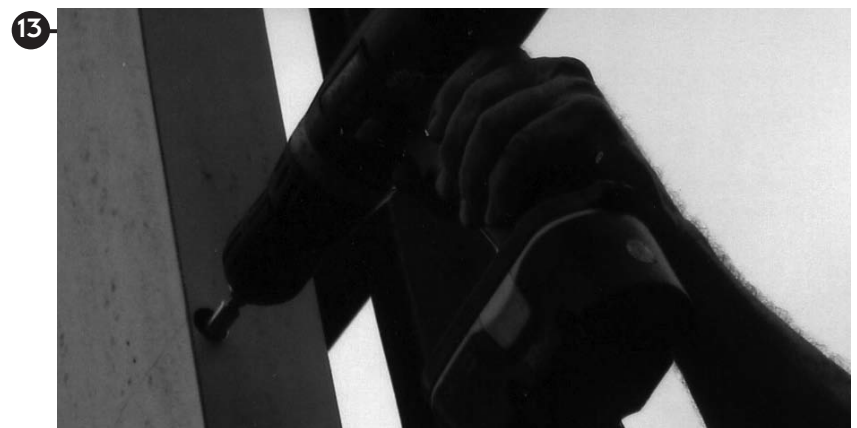
- 11) Install the remaining side bar into poster. With the side tensioning brackets adjusted all the way out, insert side bar into side tensioning bracket. Do not tighten the side tensioning bracket at this point.



- 12) With the bottom gripper rod already inserted into the poster pull down on the poster and insert the gripper rod into the bottom stationary brackets. The spring loaded top brackets will keep the poster tight and will not allow the bottom rod to fall out of the bracket.



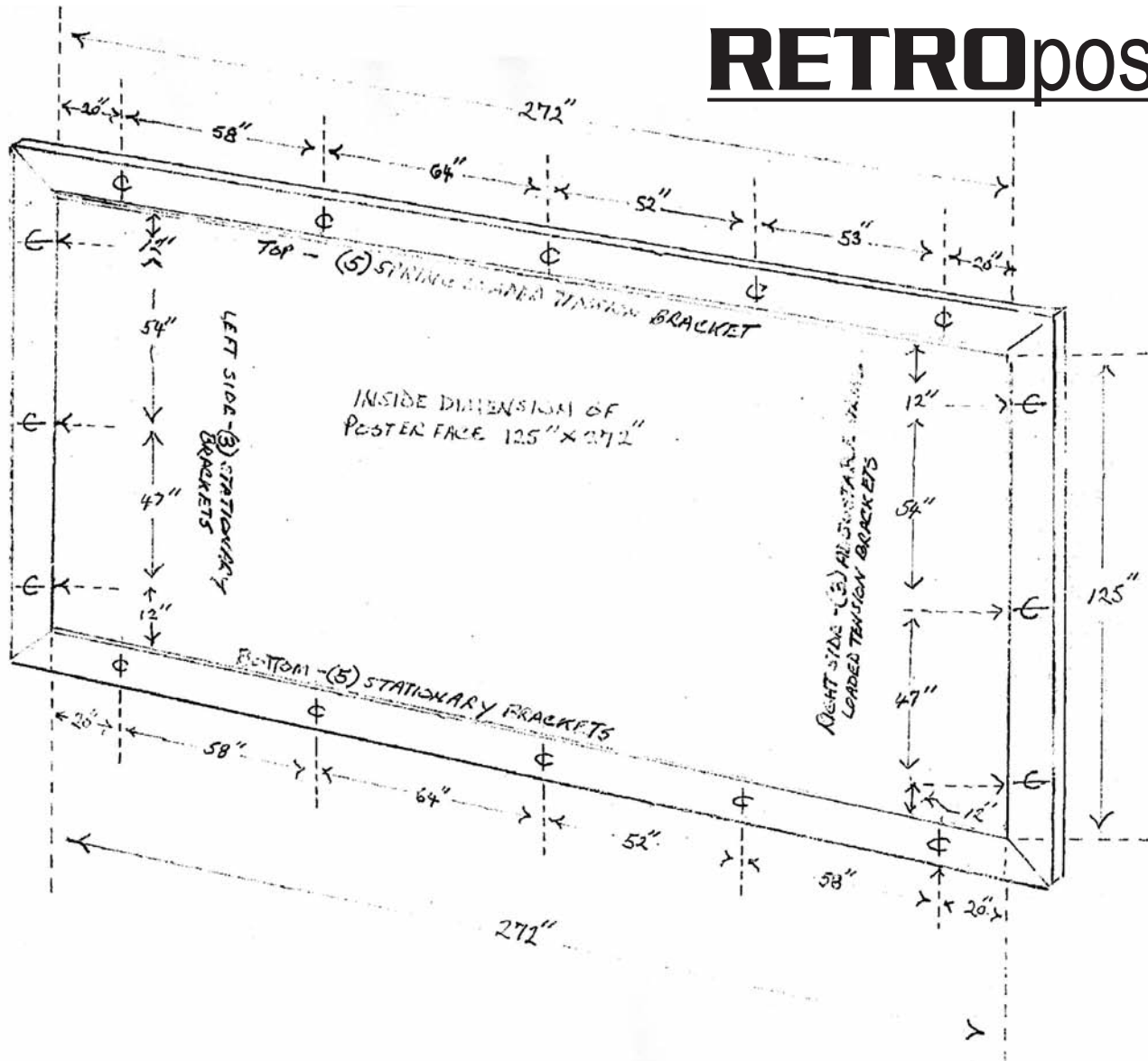
- 13) Using a cordless drill with a 2-inch deep socket, tighten the side adjustable tensioning brackets. Start with the center bracket first then finish removing any remaining wrinkles, from the poster, by adjusting the top and bottom bracket.



- 14) Vinyl is now complete.



# RETROpost.



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Assembly Instructions. Failure to follow the current assembly instructions for RetroPost™ voids all warranties express or implied.



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