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CAUTION: Exhibits using Envoy major hardware components, support pieces, accessories and preassembled frames require a minimum of 2 people to

PN 33180_T

<u>Set Up</u>

PREASSEMBLED FRAMES

1. Open the crate and remove the first upper and lower frame divider.
    Swing the top of the Envoy frame assembly forward and lift the frame assembly out of the crate.
2. Remove the retaining nut from the foot or base plate flat head screw and save for repacking.
3. Install the feet or base plates by positioning the foot or base plate against the bottom of the assembly and fitting the alignment pin into the small hole in the Envoy extrusion.
4. Align the large hole in the foot or base plate with the extrusion and install the mounting screw.
    Use a ½" x 1-½" flat head screw for feet and standard base plates, or a ½" x 4-½" flat head screw for base plates with spacers.
5. Firmly tighten the mounting screw.
    Repeat for the second foot or base plate.
6. Stand frame assembly upright only after both feet or base plates are attached.
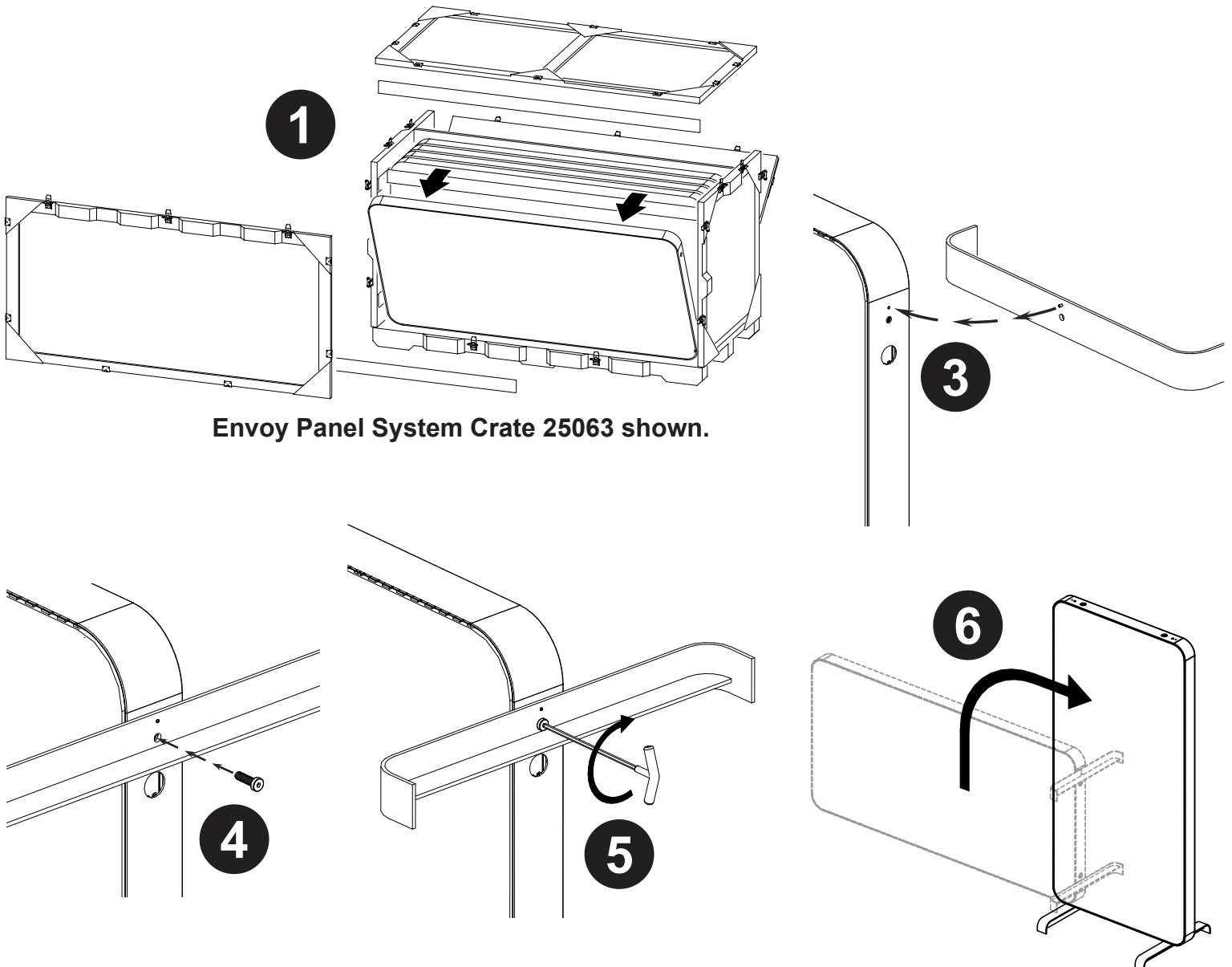
Envoy Panel System Crate 25063 shown.

Frame Connectors

MAJOR HARDWARE COMPONENTS

Use the following procedure for installing curve, corner, arch, and split frame connectors.

1. Loosen (Do Not remove) the ¼-20 x ¾" socket head connector clamping screws (qty. 3).
2. Start one end of the frame connector into the Envoy extrusion so the clamp plate enters the center cavity of the extrusion. Continue sliding the frame connector and the Envoy extrusion together until fully seated.
3. Firmly tighten the clamping screws at the seated end of the frame connector.
   Repeat for remaining end(s) of frame connector.
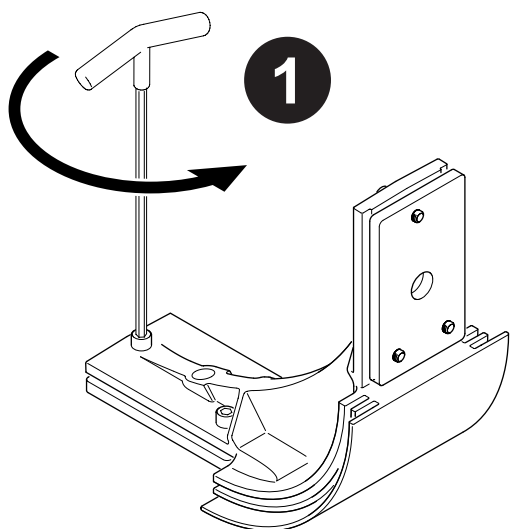
(Round Corner Connector shown)

Frame Connector   **Clamping Screw**

Envoy Extrusion   **Clamp Plate**

PN 33180_T
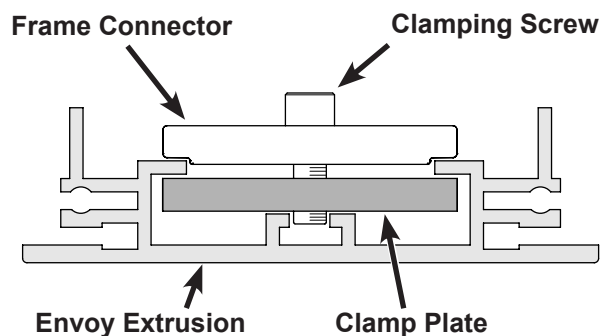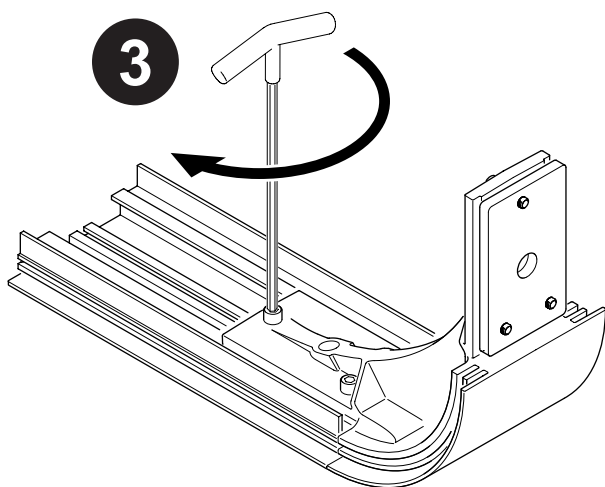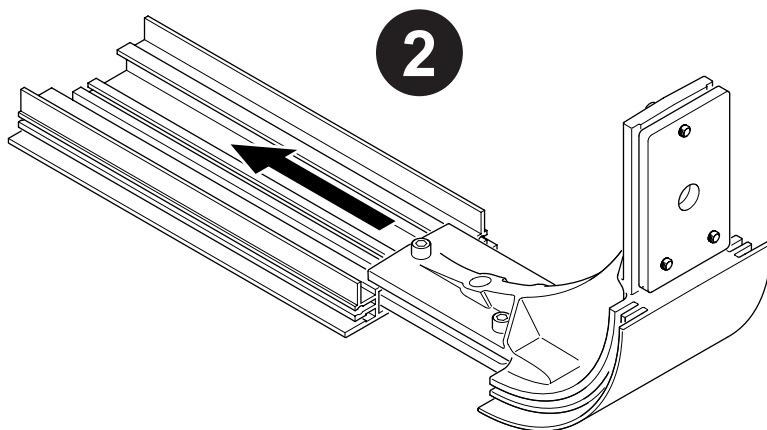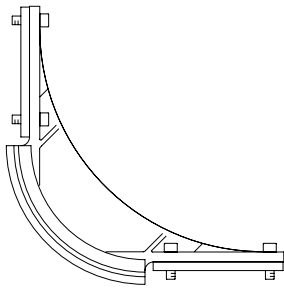
Frame Connectors
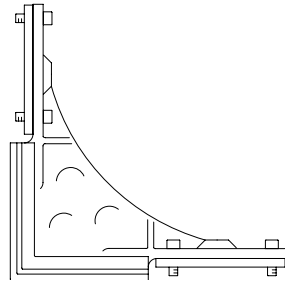
Round Corner

Square Corner
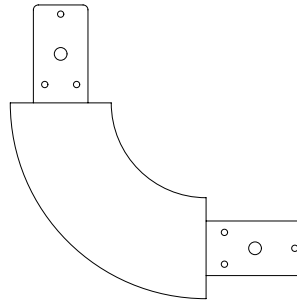
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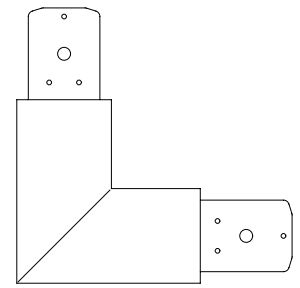
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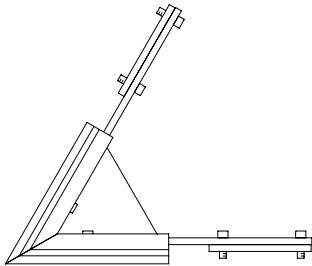
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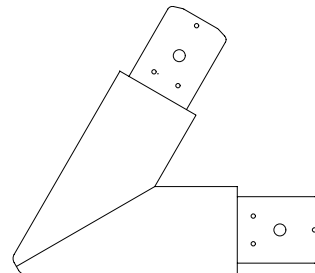
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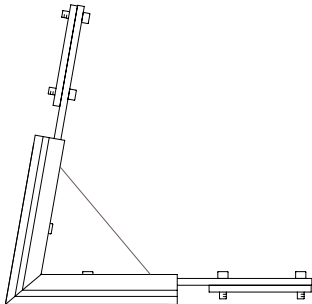
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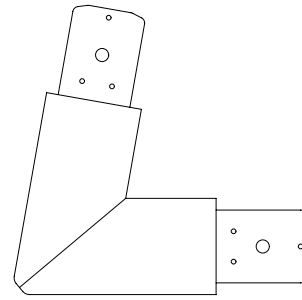
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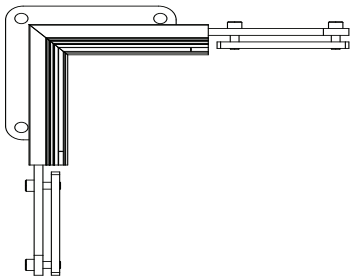
Inside 90° Corner
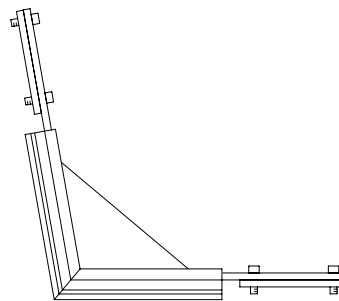
100° Corner
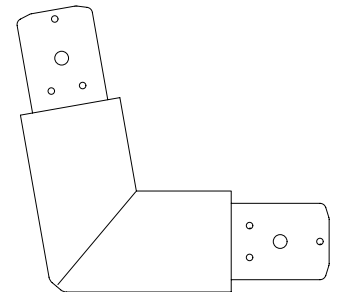
100° Arch
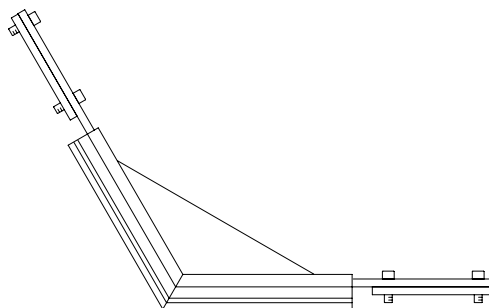
120° Corner

120° Arch

Envoy® Exhibit System
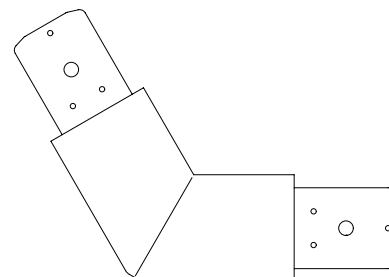
Frame Connectors

MAJOR HARDWARE COMPONENTS
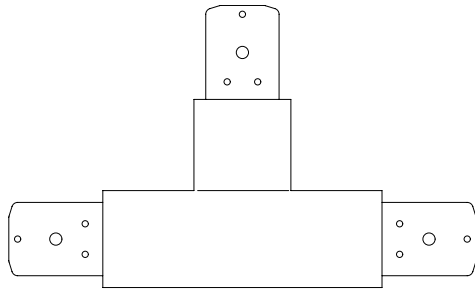
Square Split
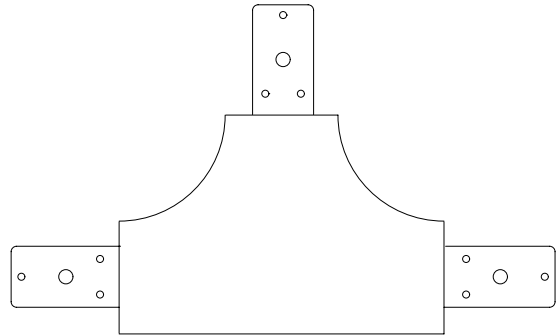
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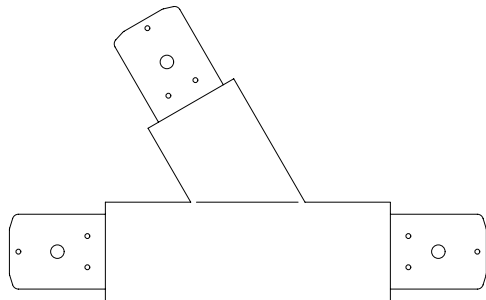
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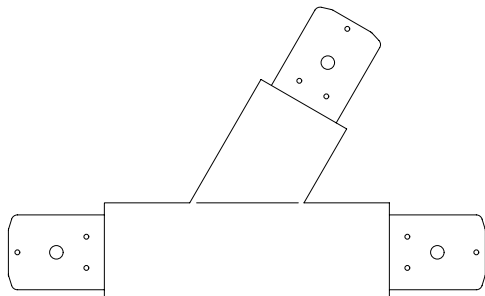
60°/120° Right Split
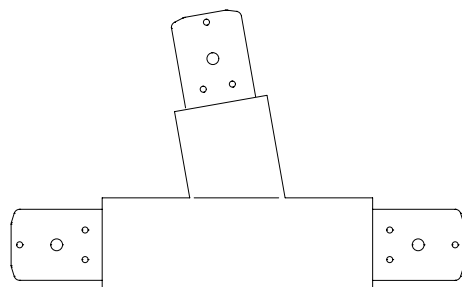
80°/100° Left Split
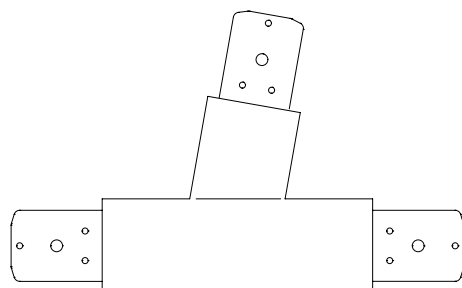
80°/100° Right Split

Frame Connectors

Use 8" straight frame connectors at vertical joints and 16" straight frame connectors at horizontal joints.

1. Loosen (Do Not remove) the ¼-20 x ¾" socket head connector clamping screws (qty. 3).
2. Start one end of the frame connector into the Envoy extrusion so the clamp plate enters the center cavity of the extrusion.
3. Continue sliding the frame connector and the extrusion together until the center clamping screw is directly over the edge of the extrusion.
4. Firmly tighten the clamping screw at the engaged end of the frame connector.
   Repeat for remaining end of connector.
   Firmly tighten the center clamping screw only after the extrusions are firmly seated against each other.

1

8" Straight Frame Connector
(for vertical joints)

16" Straight Frame Connector
(for horizontal joints)

2

Frame Connector   **Clamping Screw**

Envoy Extrusion   **Clamp Plate**

3

4

Foot

1. Remove the retaining nut from the flat head screw and save for repacking.
2. Position the foot against the bottom of the assembly, fitting the alignment pin into the small hole in the Envoy extrusion.
3. Align the large hole in the foot with the extrusion and install the ½" x 1-½" flat head screw.
4. Firmly tighten the mounting screw.
   Repeat for the second foot.
5. Stand assembly upright only after multiple feet are attached.

Skyline *INSTRUCTIONS*
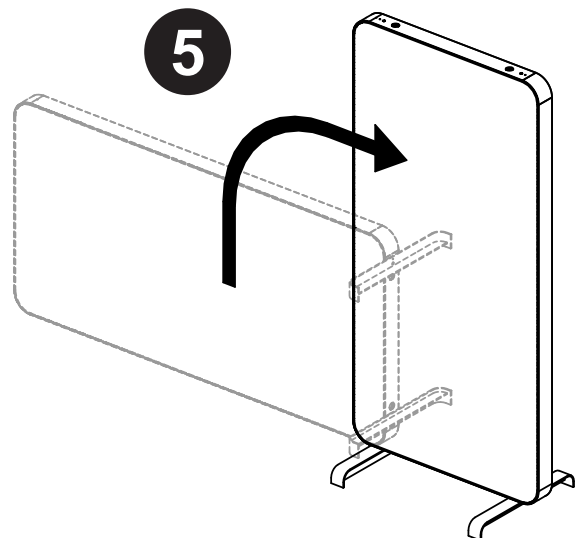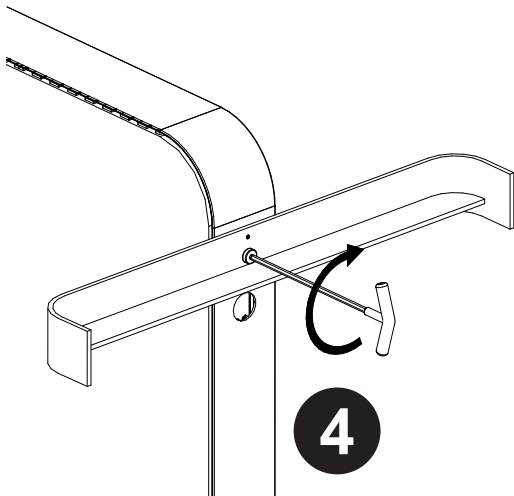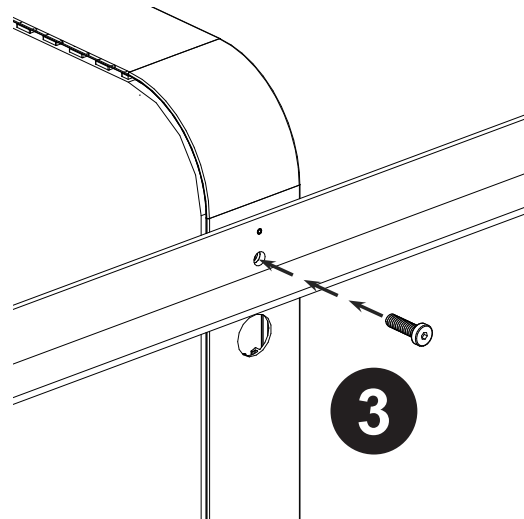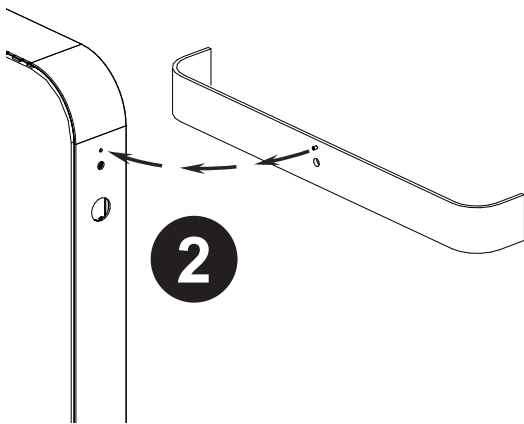
Base Plates

MAJOR HARDWARE COMPONENTS

1. Remove the retaining nut from the flat head screw and save for repacking.
2. Position the base plate against the bottom of the assembly, fitting the alignment pin into the small hole in the Envoy extrusion.
   Align the large hole in the base plate with the extrusion and install the mounting screw. Use a ½" x 1-½" flat head screw for standard base plates, or a ½" x 5-¼" flat head screw for base plates with spacers.
3. Firmly tighten the mounting screw.
   Repeat for the second base plate.
   Stand assembly upright only after multiple base plates are attached.
4. Connect the wall base plate at the joint between extrusions.
   Make sure each extrusion has bolt hole for the base plate.
5. Connect square tube ultra to base plate pin. Connect to top extrusions with the top wall connector package.

STANDARD BASE PLATE
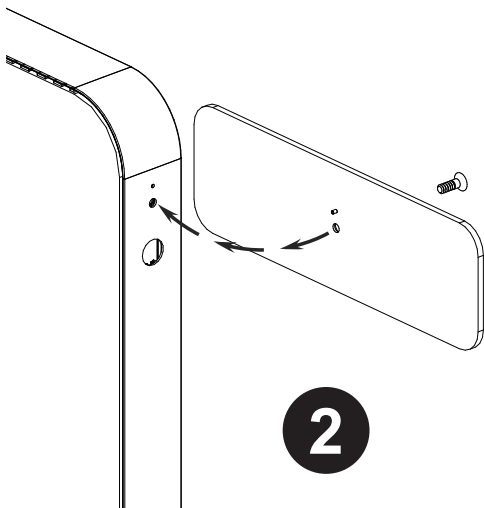
BASE PLATE WITH SPACER
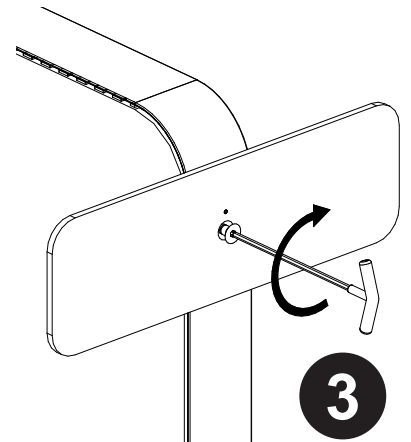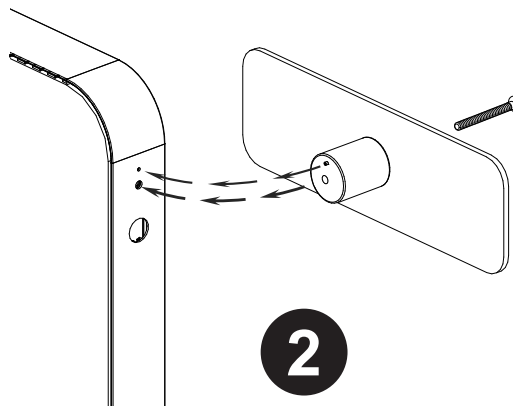
BASE PLATE FOR WALLS
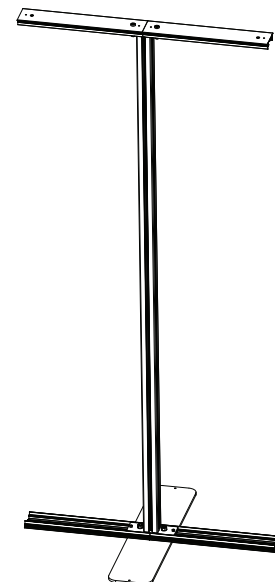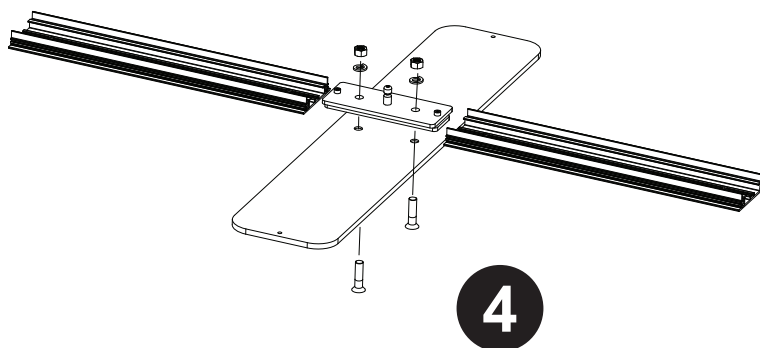
<u>Base Plates</u>   *MAJOR HARDWARE COMPONENTS*

1. Install a female under carpet spacer pin in each base plate using a ½" x 1-½" flat head screw. Firmly tighten the flat head screw.
2. Slide the under carpet spacer all the way over the spacer pin. Make sure the small alignment pin fits into the small hole in the base plate.
   Firmly tighten the carpet spacer set screw closest to the base plate. Repeat for remaining base plate.
   Position the base plate assemblies under carpet and pass the spacers through access holes in carpet.
3. Install a male carpet spacer pin to the bottom of the Envoy assembly. Firmly tighten the spacer pin.
4. Stand Envoy assembly upright and slide spacer pins into carpet spacers. Make sure the small alignment pins fit into the small holes in the Envoy extrusion. Rotate the base plate assemblies if necessary. Firmly tighten the carpet spacer set screws closest to the Envoy assembly.

BASE PLATE WITH UNDER CARPET SPACER
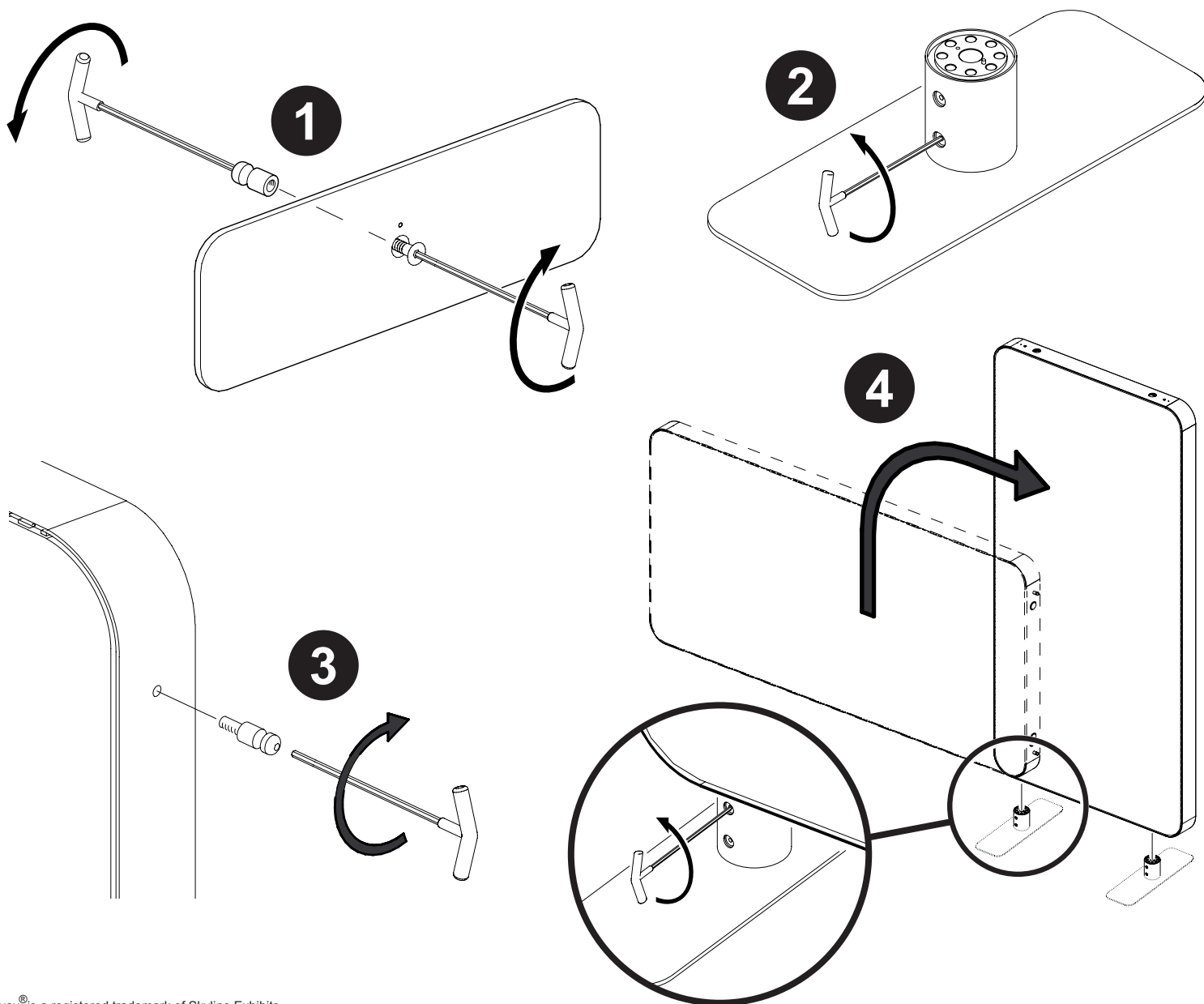
Frame Stacking Package

1. Remove the panels from one side of each of the frames to be stacked.
2. Place the upper frame onto the lower frame and align the connecting holes.
3. Fit a flat washer onto the bolt and pass the bolt through both frames.
4. Fit a lock washer and a second flat washer over the bolt and install (but Do Not tighten) the nut.
5. Install the fasteners on the other side of the frame in the same manner.
   Tighten both sets of fasteners securely.
6. Replace the panels.
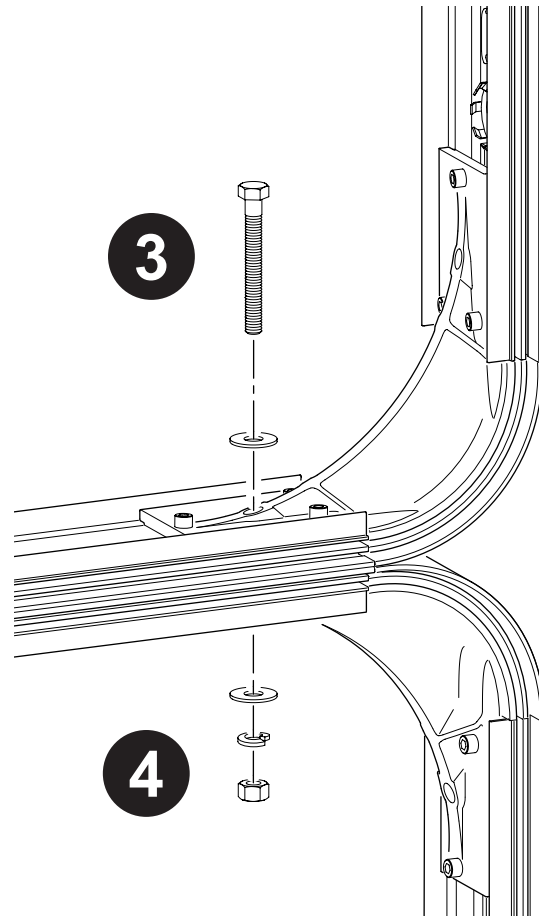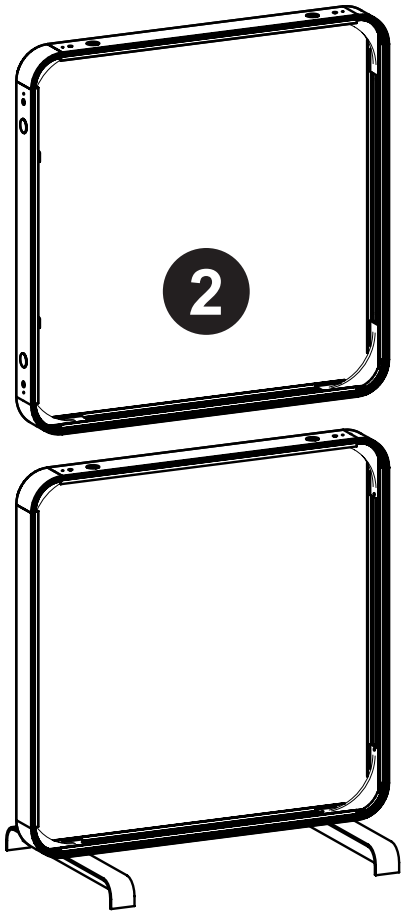
CAUTION:

Stacking frames is limited to stacking a 46" frame on top of another 46" frame, or stacking a 46" frame on top of a 92" frame. DO NOT stack a 92" frame on top of another 92" frame.

A 46" frame can be stacked on top of a 92" frame only if they are secured to another structure (see reference image to right).

Always install the feet or base plates to the bottom frame before adding the top frame.
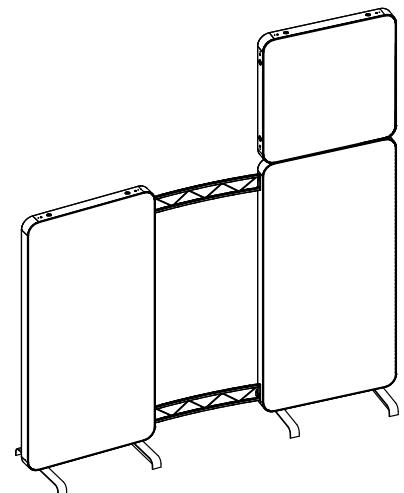
Connection Package for SkyTruss®   *MAJOR HARDWARE COMPONENTS*

Connection to SkyTruss can be made at one or multiple connection points.
Support both ends of the SkyTruss section being attached during installation.

1. Position the SkyTruss connector against the side of the assembly, fitting the alignment pin into the small hole in the Envoy extrusion.
2. Install and firmly tighten the ½" x 1-½" connector mounting screw.
3. Loosen (but Do Not remove) the set screws at the end of the SkyTruss section to be attached.
   Guide the SkyTruss section over the square blocks of the connector.
4. Firmly tighten the set screws.
   Repeat for the opposite end of the SkyTruss section.

Envoy® Exhibit System

Connection Package for Tapestry

MAJOR HARDWARE COMPONENTS

Connection to Tapestry can be made at one or multiple connection points.
Support both ends of the Tapestry section being attached during installation.

1. Install the Tapestry connector and plastic washer into the mounting hole on the side of the assembly. Firmly tighten the connector.

2. Fit either a round or a tabbed support pad over the connector. The alignment pin on the pad fits into the small hole in the frame assembly. Adjust connector to aid in pin alignment if necessary.

   • Use tabbed support pads (one each corner) when a Tapestry loop banner will be used. Hook the loop banner corner straps around each support pad tab.

   • Use round support pads when a Tapestry loop banner will NOT be used.

3. Loosen (but Do Not remove) the set screw at the end of the Tapestry section to be attached. Guide the Tapestry section over the connector.

4. Firmly tighten the set screw.

   Repeat for the opposite end of the Tapestry section.

2

1

Tabbed Support Pad **OR** **Round Support Pad**

3

4

WRAP VELCRO AROUND TAB

Envoy® Exhibit System

Connection Package for Tube Ultra

MAJOR HARDWARE COMPONENTS

Connection to Tube Ultra can be made at one or multiple connection points.
Support both ends of the Tube Ultra section being attached during installation.

1. Install the Tube Ultra connector into the mounting hole on the side of the assembly.
Firmly tighten the connector.

2. Fit a support pad into the end of the Tube Ultra section to be attached.

3. Loosen (but Do Not remove) the set screw at the end of the Tube Ultra section to be attached.
Guide the Tube Ultra section and support pad over the connector.

4. Firmly tighten the set screw.
Repeat for the opposite end of the Tube Ultra section.
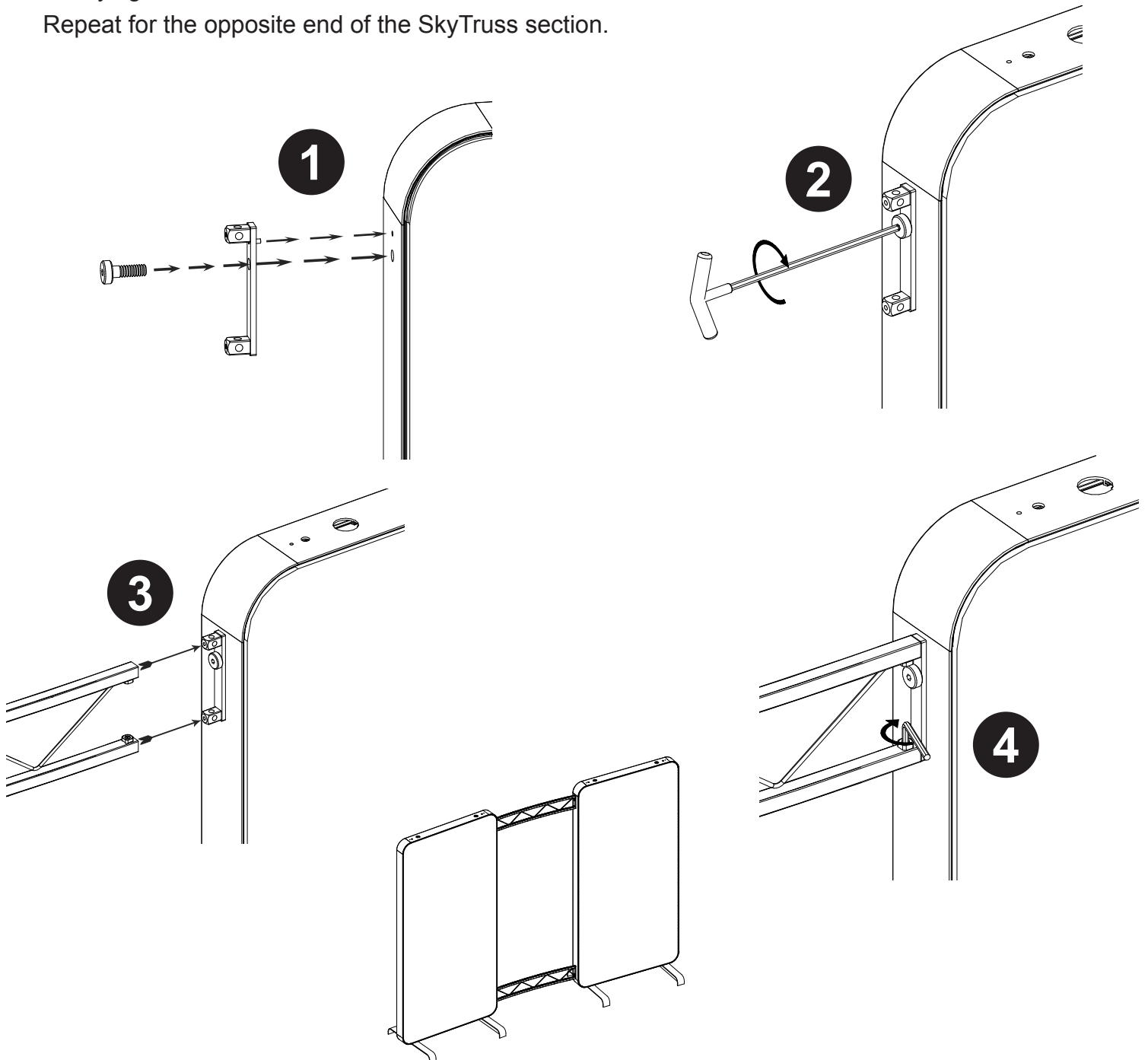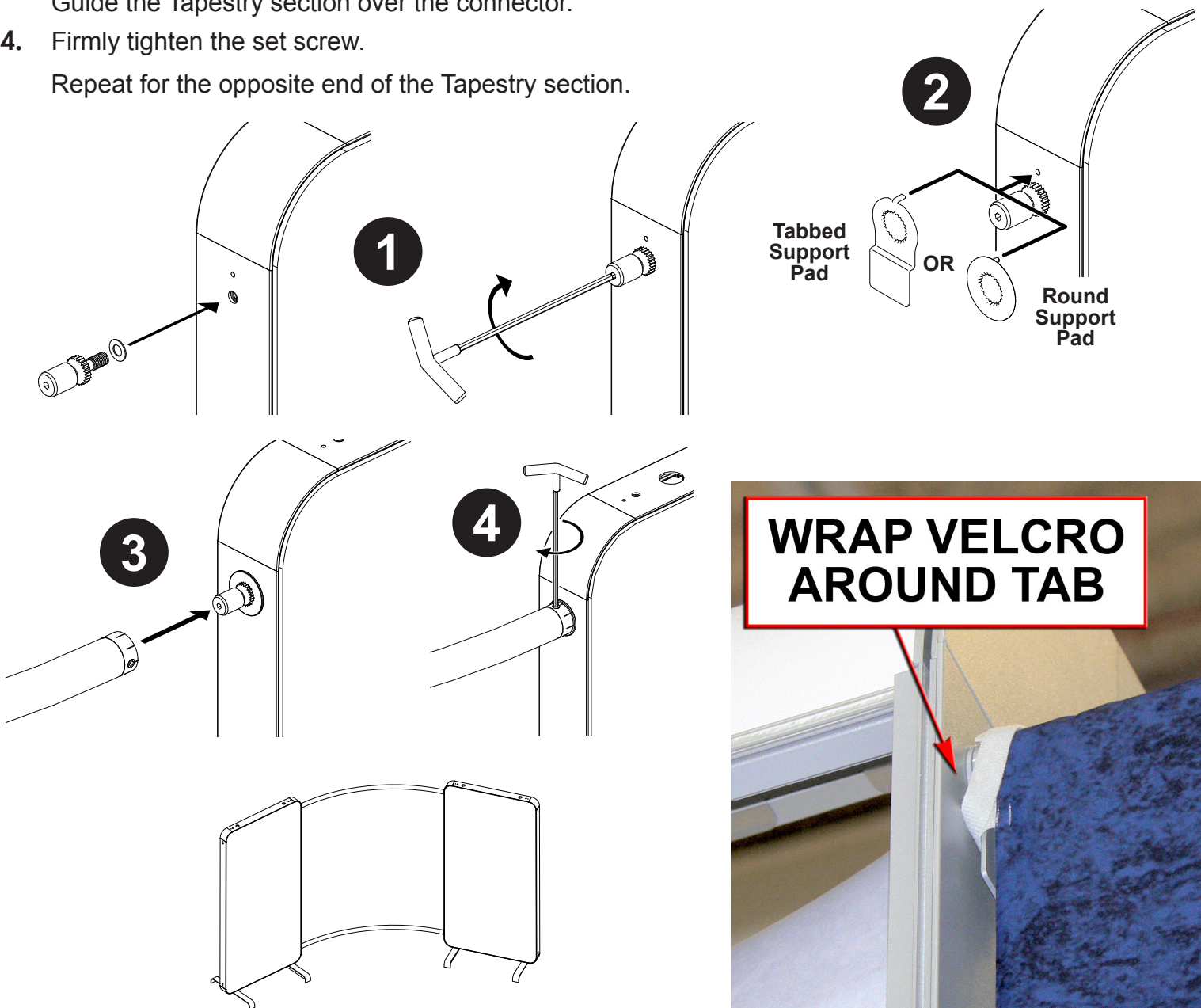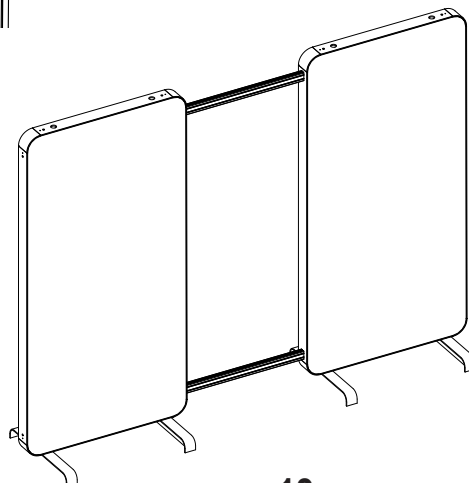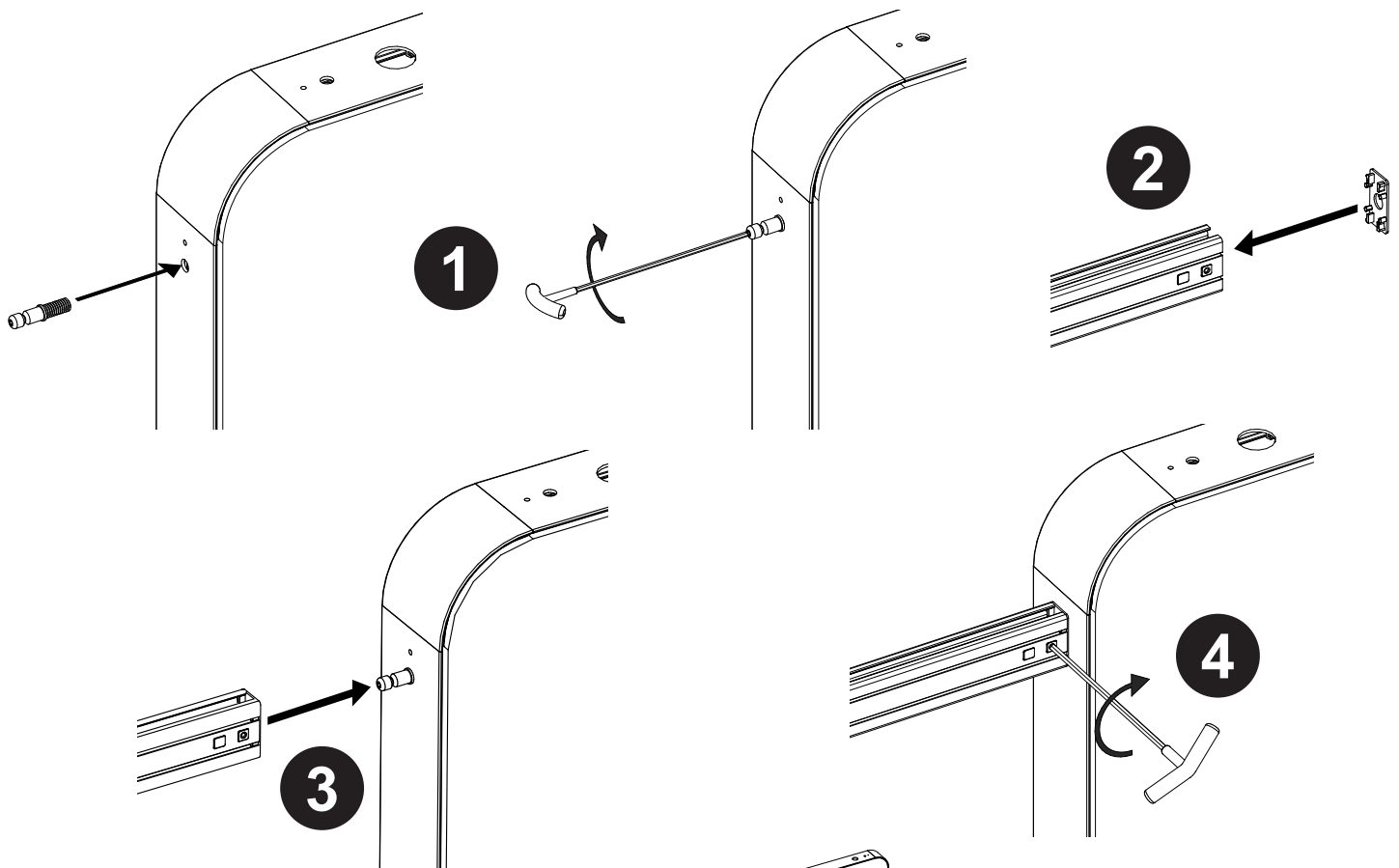
Connection Package for Engage®   *MAJOR HARDWARE COMPONENTS*

Connection to Engage can be made at one or multiple connection points.
Support the Engage assembly being attached during installation.

    Install the Engage assembly using the 1/2" mounting holes on the side of the Envoy frame with two (2) 1/4-20 X 1-1/2" screws and nut plates as shown. Pass the screws through the Envoy frame connector and extrusion then into the nut plate. Firmly tighten the screws.

Nut Plate

1/4-20 X 1-1/2" Screw

Envoy Assembly

Engage Assembly
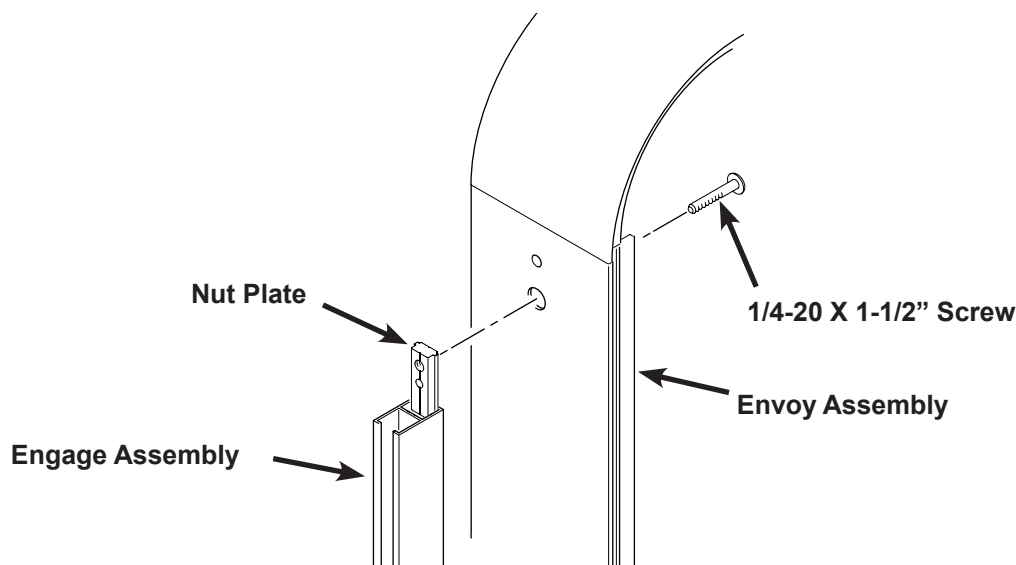
Connection Package for PictureScape®

Connection to PictureScape can be made at one or multiple connection points.
Support the PictureScape assembly being attached during installation.

    Install the PictureScape assembly using the 1/2" mounting holes on the side of the Envoy frame with three (3) 1/4-20 X 1-3/4" screws and flat washers as shown. Pass the screws through the Envoy frame connector and extrusion then into the threaded holes of the PictureScape assembly. Firmly tighten the screws.

1/4-20 X 1-3/4" Screw

Flat Washer

PictureScape Assembly

Envoy Assembly

PN 33180_T
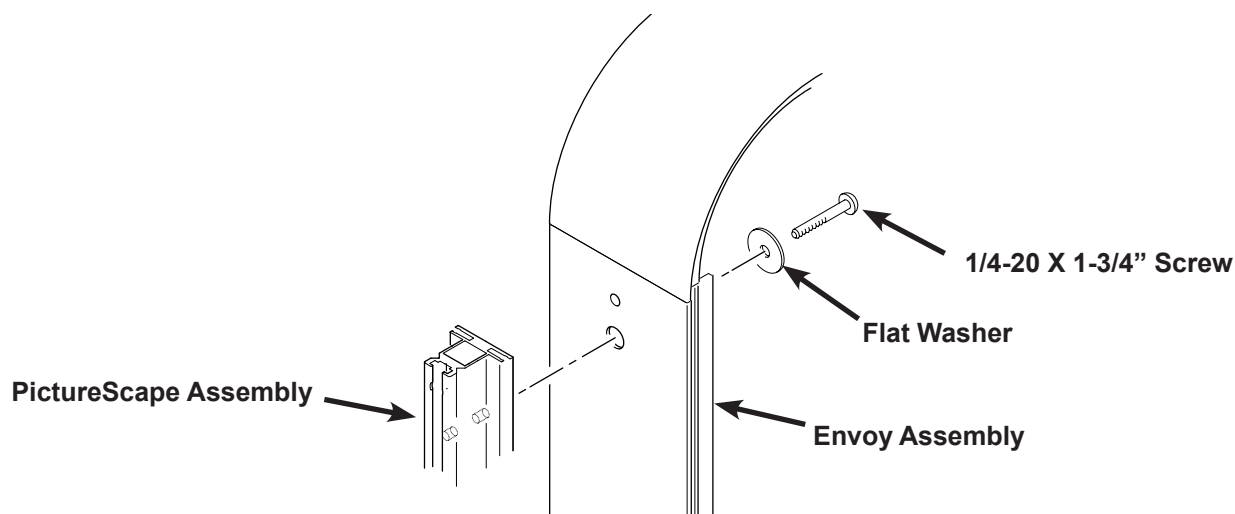
Shelf Standard

MAJOR HARDWARE COMPONENTS

Shelf standards and spacers must be installed after the connector used at the bottom of the assembly is secured, and before additional connectors are installed. Refer to specific assembly notes for the correct combination of spacers and standards to be used.

1. Slide the first (bottom) shelf standard or spacer all the way into the extrusion as shown.

Make sure the first shelf standard or spacer contacts the connector at the bottom of the assembly.

2. Slide each additional shelf standard or spacer into the extrusion until it contacts the standard or spacer below it.

1

Shelf Standard

Standard Spacer
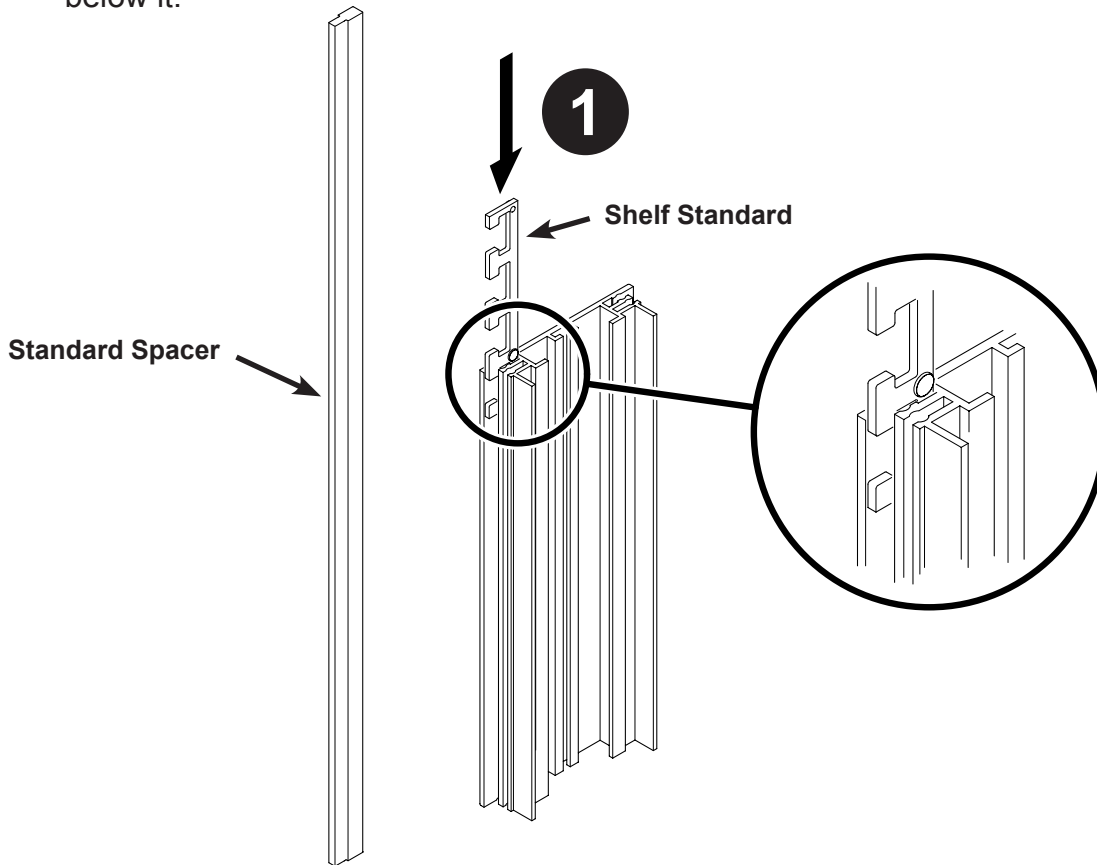
Horizontal Hanger

Horizontal hangers must be inserted before frame connectors are installed.

CAUTION:
The total maximum weight that can be hung from a horizontal Envoy frame span is 40 lbs.
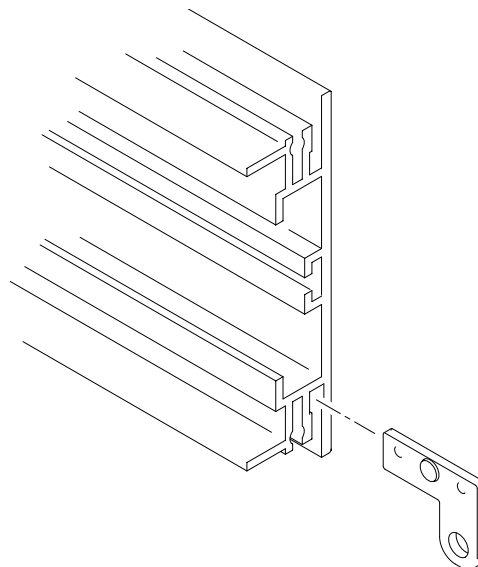
Spanner Bar

1. Loosen (Do Not remove) the spanner connector assembly lock plate screw.
2. Fit the connector assembly against the inside of the Envoy extrusion so the lock plate enters the large center cavity of the extrusion and slide the connector assembly to the desired location. Firmly tighten the lock plate screw.

   Note: The lock plate should rotate behind the extrusion flanges while tightening the screw, clamping the connector assembly to the extrusion.

   Repeat for remaining end of spanner bar.
3. Fit each end of the spanner bar over the mounting lugs of the connector assembly.
4. Firmly tighten all four (4) set screws making sure each one seats in the mounting lug dimple. Make sure the spanner bar is square with the assembly. The distance from the end of the extrusion to the spanner bar should be the same at each end of the spanner bar. Loosen the connector assembly lock plate screw, move the connector, and tighten the lock plate screw if necessary.

Lock Plate Screw
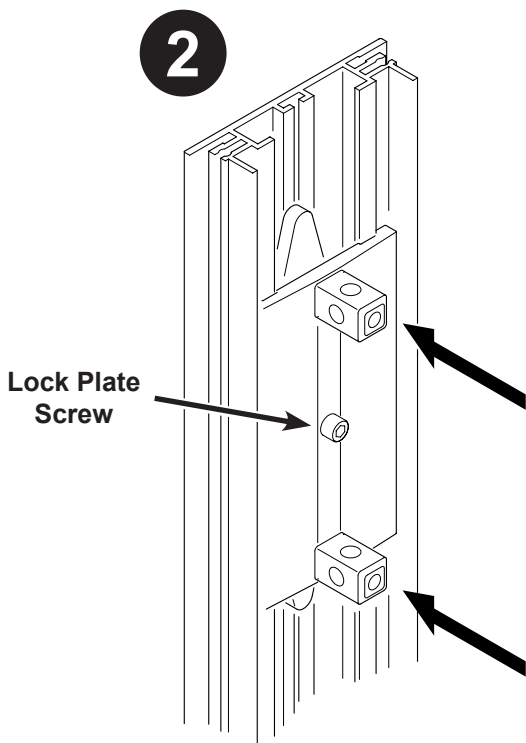
(90° Spanner Connector shown)

X"
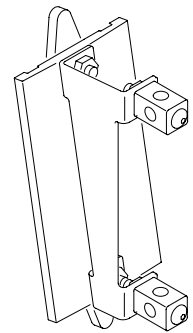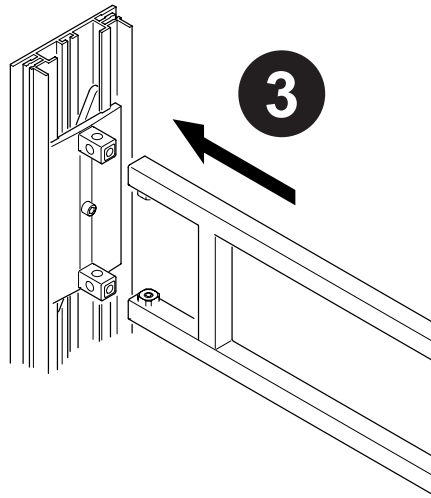
60°/120° Spanner Connector
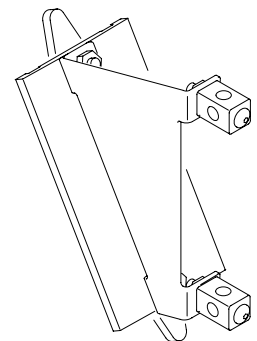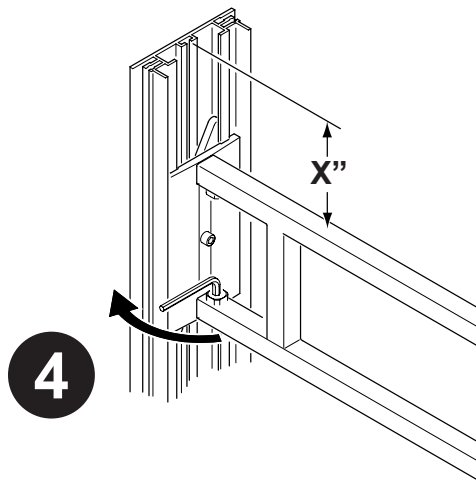
80°/100° Spanner Connector

Graphic Transitions - Square Frame

Square frame graphic transitions are designed for use with square frame arch or split connectors only.

1. Fit each end of the graphic transition over the appropriate mounting lug of the arch or split connector. Rotate the graphic transition so the fabric slots are even across the corner of the connector.

2. Firmly tighten the set screws at each end of the graphic transition making sure they seat in the mounting lug rib.

3. Use the stacking pin package for stacking multiple graphic transitions.

Outside Graphic Transition

Inside Graphic Transition

Inside Graphic Transition

Outside Graphic Transition
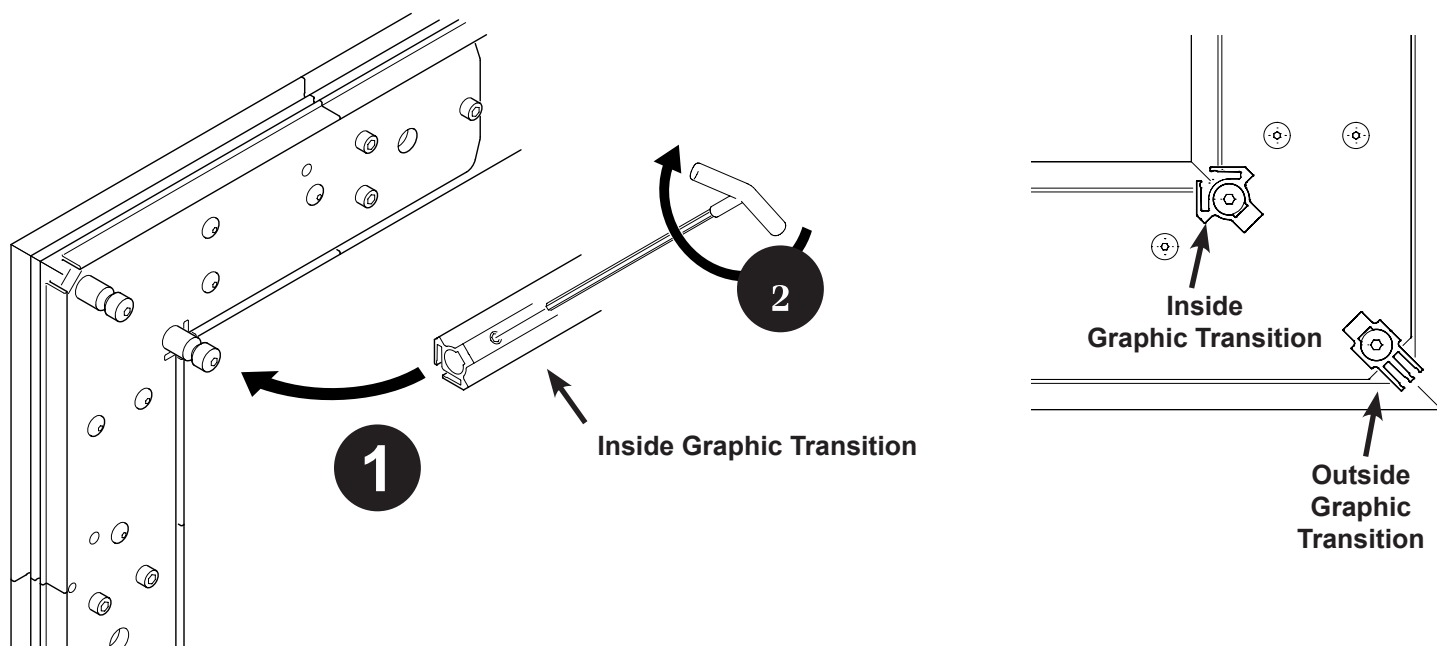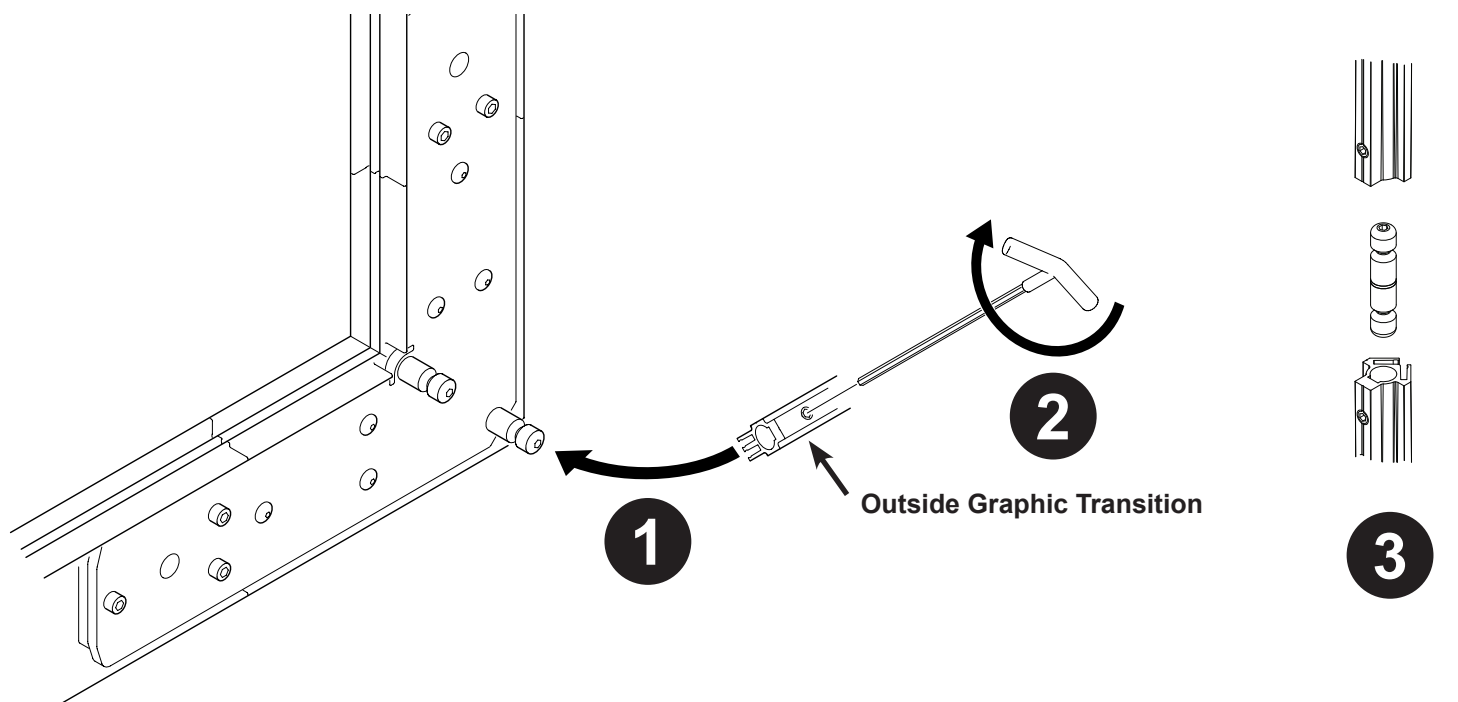
Graphic Transitions - Round Frame

Round frame graphic transitions are designed for use with a base or ceiling panel at round arch or round split connectors only.

When installing single graphic transitions, make sure fabric panel mounting slot is open toward panel change.

1. Loosen (Do Not remove) the ¼-20 x ¾" socket head connector clamping screws (three on each side of the frame assembly) as shown.

2. **NOTE:** Install the support bar ONLY when using a graphic transition to support an arch base panel.
    Slide the graphic transition under the clamping screw heads.
    Slide the support bar under the clamping screw heads.

3. Rotate the support bar upward until it contacts the extrusion.

4. Firmly tighten all of the clamping screws.
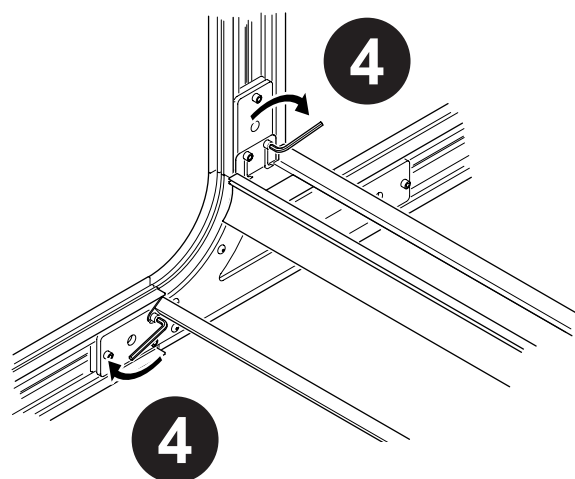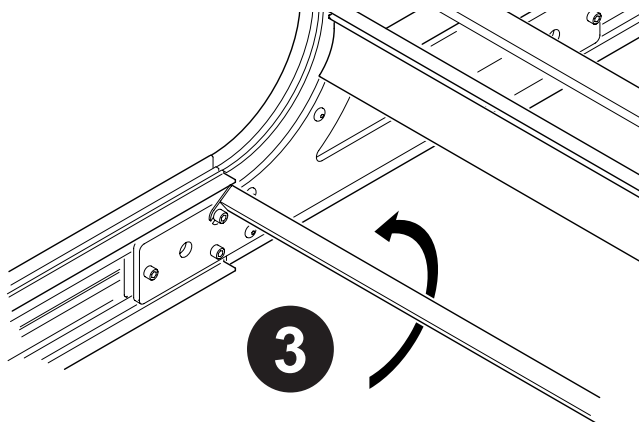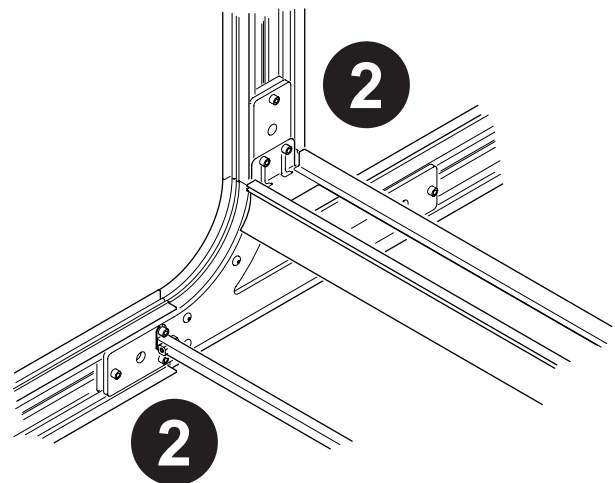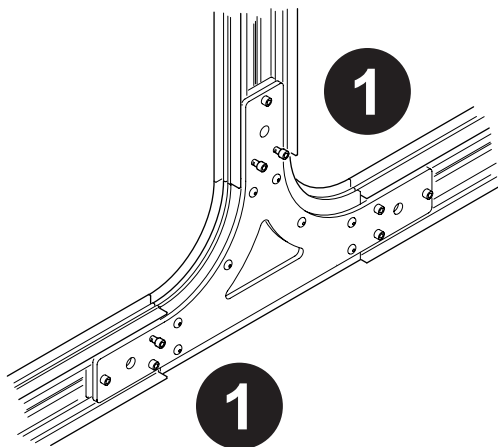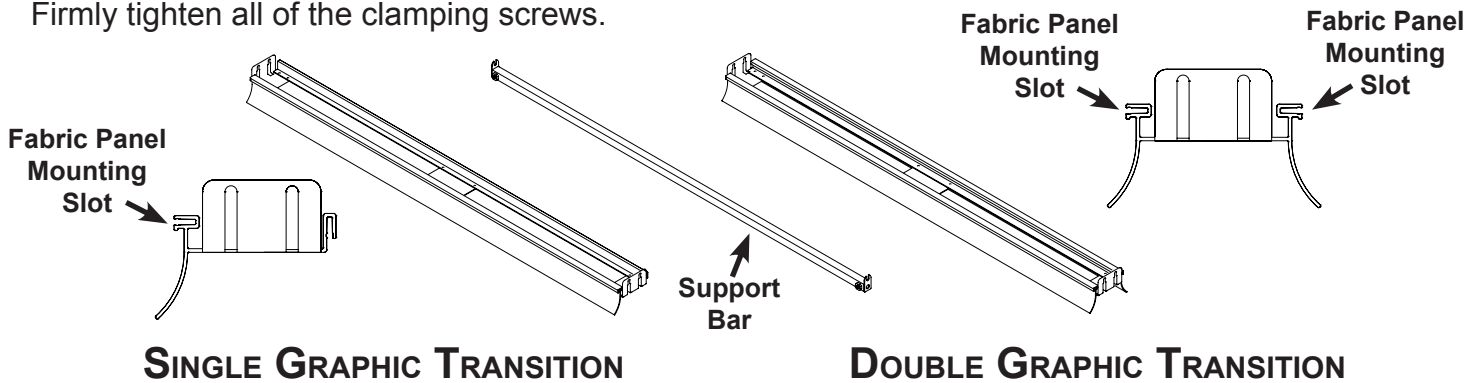
Fabric Panel Mounting Slot

Fabric Panel Mounting Slot

Fabric Panel Mounting Slot

Support Bar

SINGLE GRAPHIC TRANSITION

DOUBLE GRAPHIC TRANSITION

Base Panel

INSTALLATION:

A panel transition must be properly installed before installing a base panel. A support bar must be properly installed before installing a base panel.

1. Fit the square edge of the base panel into the fabric slot of the panel transition.
2. Center the base panel horizontally.

   Fit the panel into the frame assembly.

   For round arch base panels it will be necessary to flex the edge of the base panel downward.
3. Press along each edge of the base panel to ensure it is fully seated into the frame assembly.

REMOVAL:

Pull tab near outer corner of base panel up and lift the base panel away from the frame assembly.
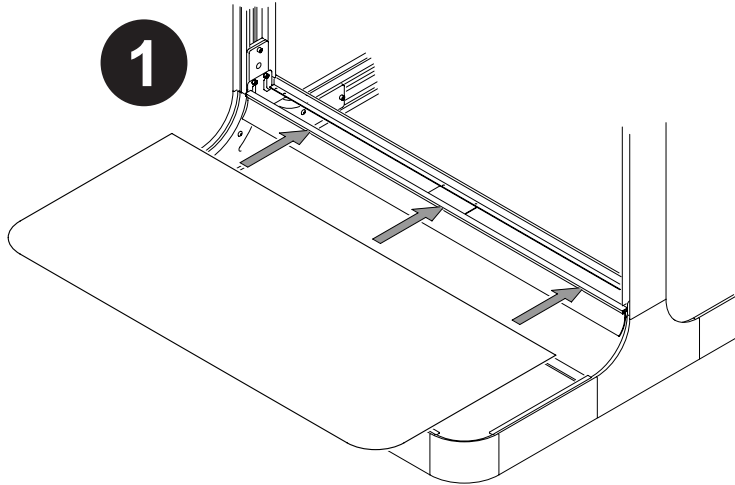
(Round Arch Base Panel shown)
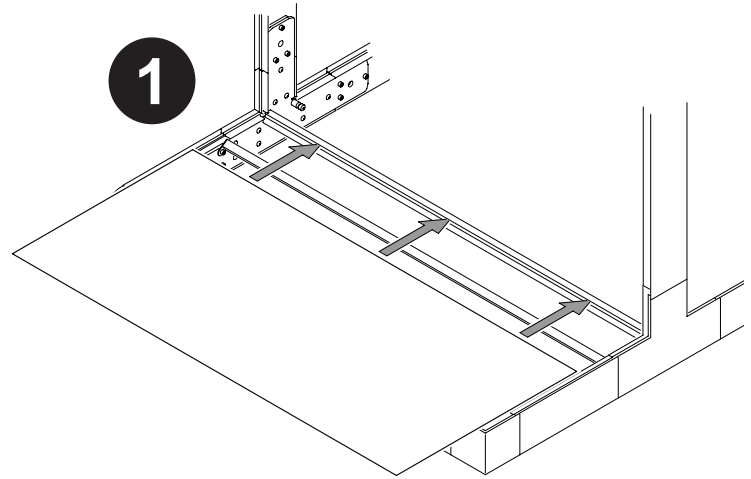
(Square Arch Base Panel shown)
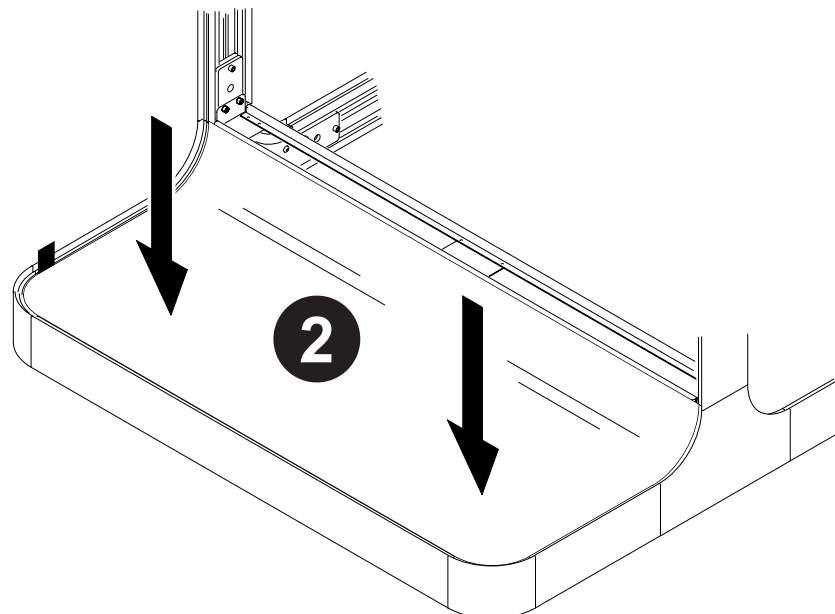
Ceiling Panel

INSTALLATION:

A panel transition must be properly installed before installing a ceiling panel. A support bar must be properly installed before installing an arched ceiling panel.

1. Fit the edge of the ceiling panel into the fabric slot of the panel transition.

2. Center the ceiling panel horizontally.

   Fit the ceiling into position. For arched ceiling panels it will be necessary to flex the edge of the ceiling upward until the retainer clips clear the inner edge of the frame assembly.

3. Make sure the ceiling is fully seated in the frame assembly and each retainer clip is temporarily captured by a bolt head.

4. Loosen the bolt supporting a retainer clip and slip the retainer clip under the bolt head as shown.

   Tighten the bolt securely. Repeat procedure for each retainer clip and bolt.

5. Install the lights in the ceiling panel (see next page).

(Round Arch Ceiling Panel shown)
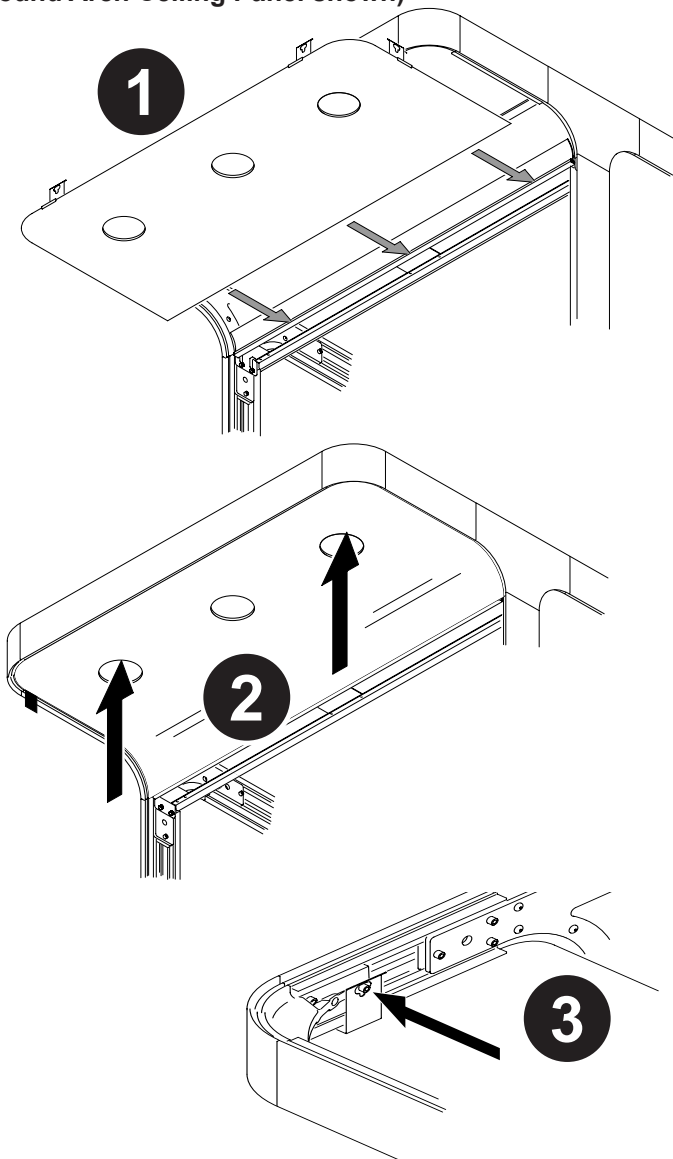
(Square Arch Ceiling Panel shown)
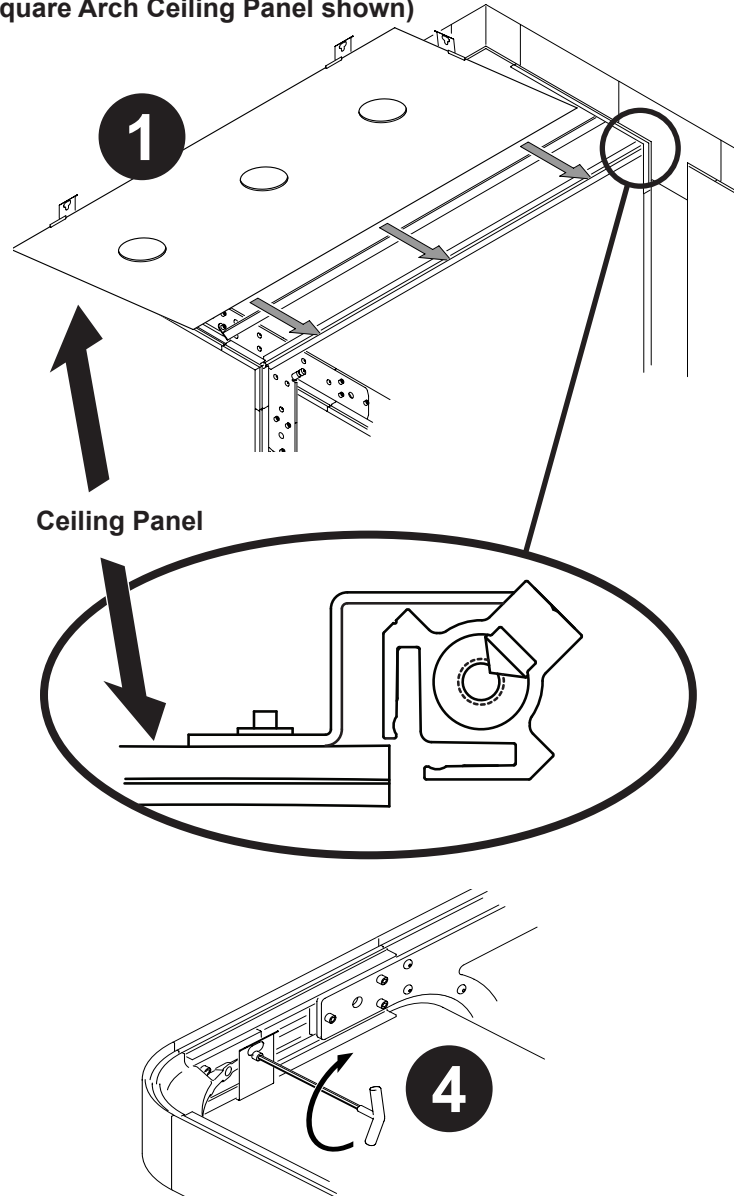
Ceiling Panel

Ceiling Panel Lights

12V & 120V Lights

INSTALLATION:

1. From below ceiling panel; pass light wiring up through hole in panel.
2. Pinch ends of spring clips together and pass light assembly up through ceiling panel. Continue to push light upward until fully seated against ceiling panel.
3. Connect wiring to electrical supply and route wires through wire management clips as necessary.
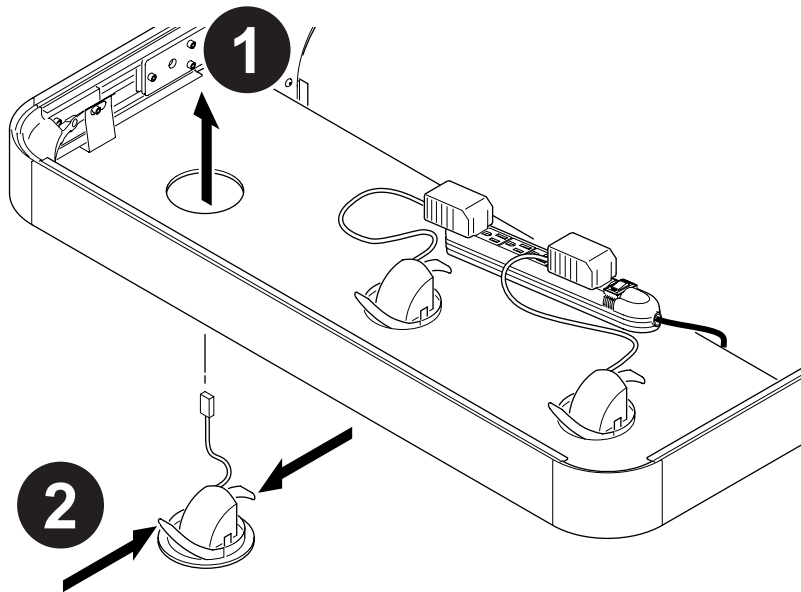
12V LIGHTS
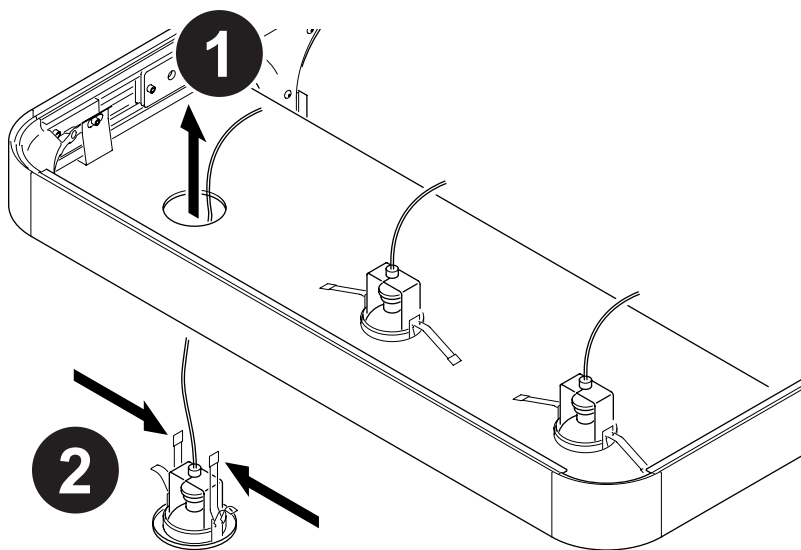
120V LIGHTS

Round Arch Fabric Support
(when installed with a Fabric Panel below)

The round arch fabric support requires two properly installed arch connectors (one at each end of the fabric support) prior to installation.

Do Not remove the panel slot brackets from the support bars during installation or removal.

1. Loosen (Do Not remove) the four ¼-20 x ¾" socket head connector clamping screws near the outside of each arch as shown.

2. Make sure the set screws at each end of the fabric support bars are tight.
   The support bars must be installed with the panel slots open toward the outside of the arch connectors.
   Slide the support bars under the clamping screw heads.

3. Firmly tighten the clamping screws.
   Repeat for remaining end of fabric support.
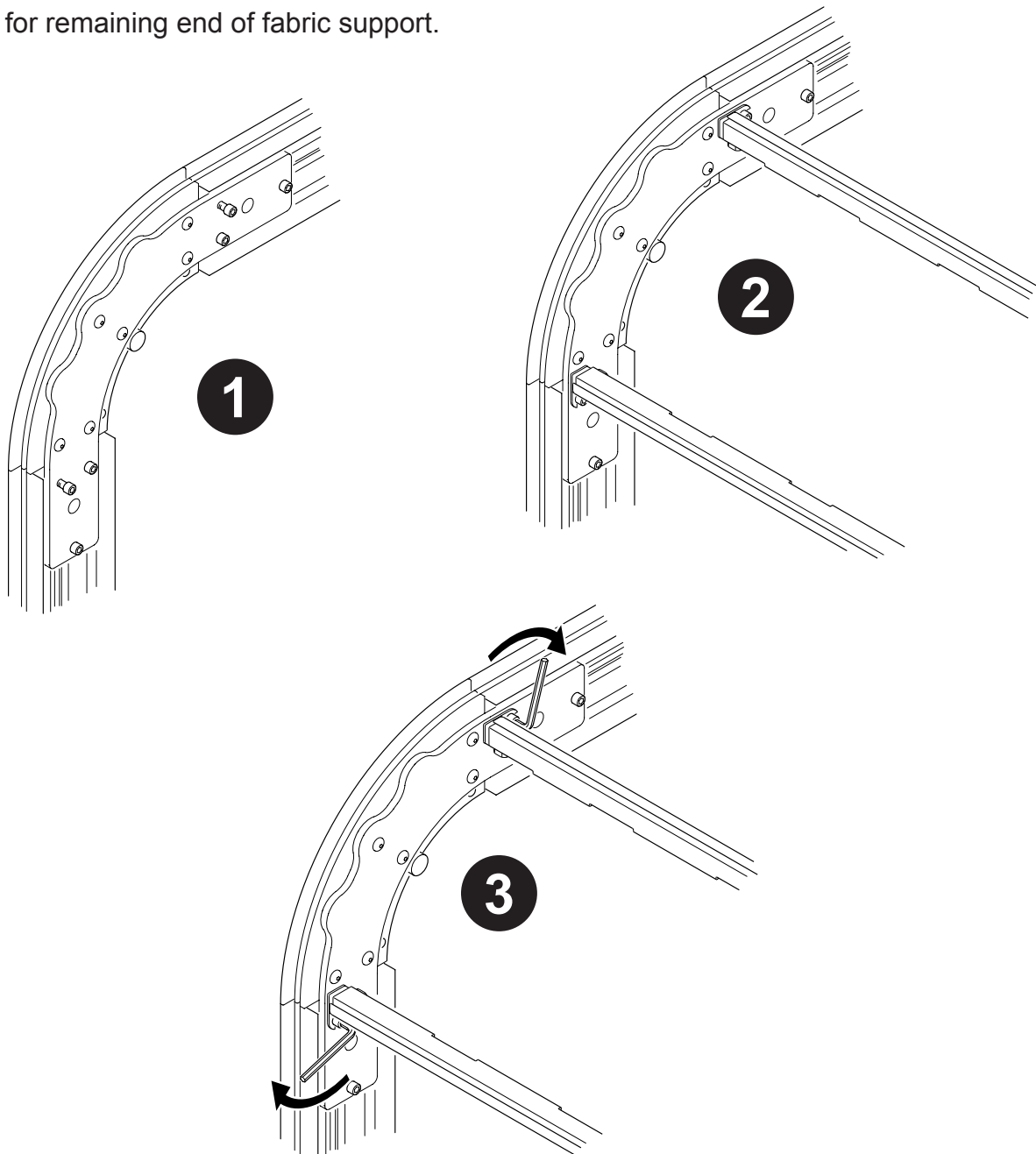
Continued...

Arch Fabric Support - Round Frame

(when installed with a Fabric Panel below - continued)

4. Insert the fabric support panel across the entire lower support bar or single panel transition.

5. Flex or roll the support panel and insert it into the upper support bar.
   Note: The fabric support panel should rest squarely on the wavy edge of each arch connector.
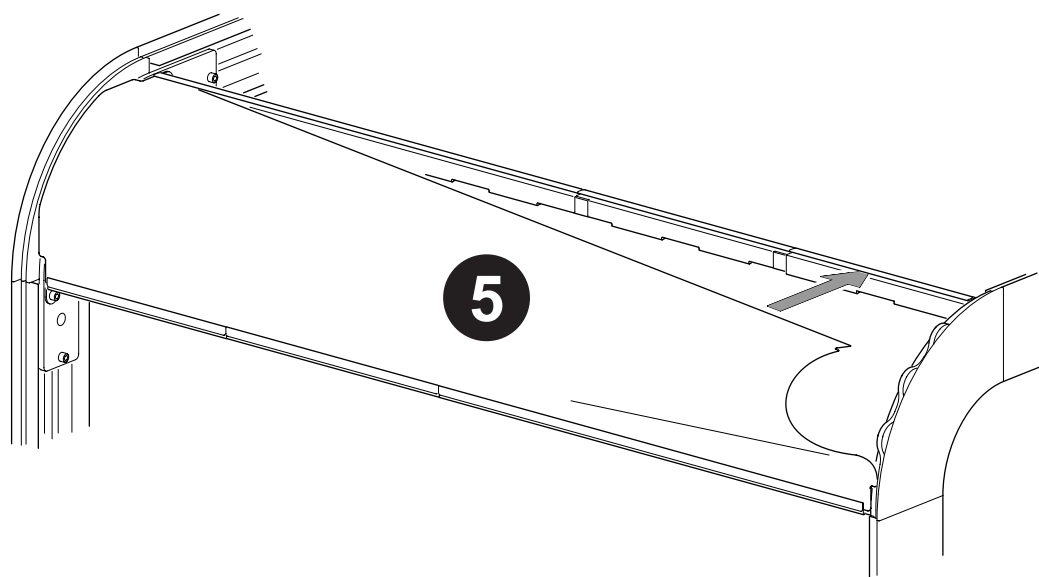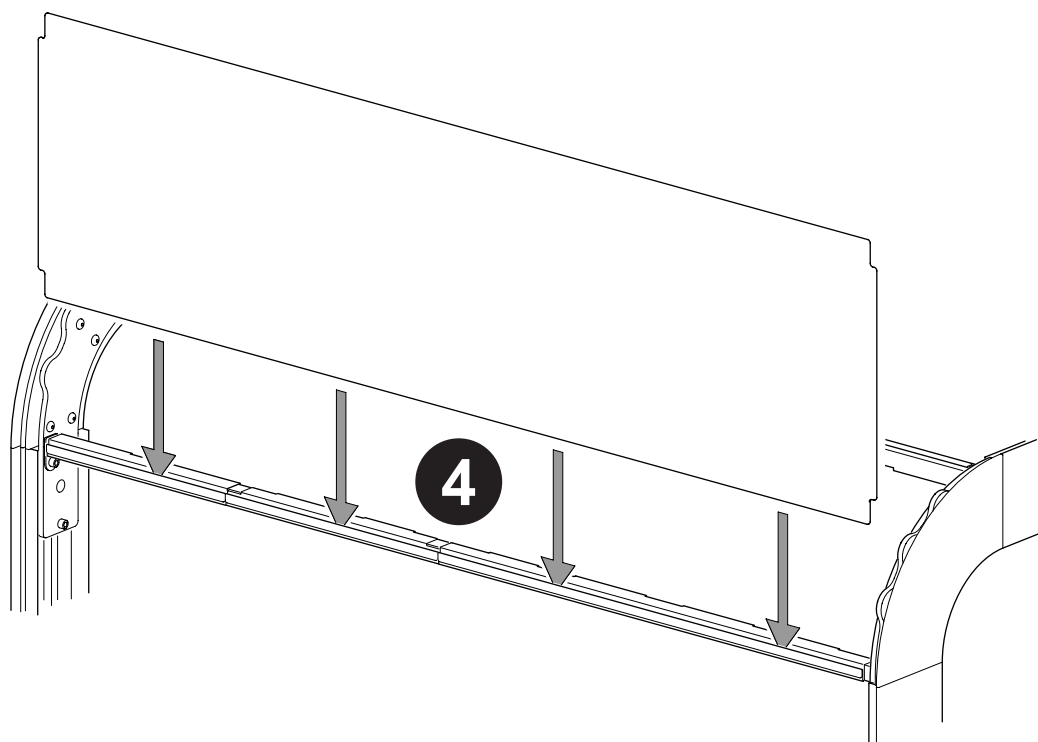
<u>Arch Fabric Support - Round Frame</u>
(when installed with a Hard Panel below)

SUPPORT PIECES

The arch fabric support requires two properly installed arch connectors (one at each end of the fabric support) prior to installation.

Install a single graphic transition as directed prior to installing the arch fabric support.

Only one (1) of the support bars provided with the arch fabric support is required when installing an arch fabric support over a hard panel (the single panel transition includes a panel slot).

Do Not remove the panel slot bracket from the support bar during installation or removal.

1. Loosen (Do Not remove) the ¼-20 x ¾" socket head connector clamping screws (one on each side of the frame assembly) as shown.
2. Make sure the set screws at each end of the fabric support bar are tight.
   The support bar must be installed with the panel slots open toward the outside of the arch connectors.
   Slide the support bar under the clamping screw heads.
3. Firmly tighten the clamping screw.
   Repeat for remaining end of fabric support.

Arch Fabric Support - Round Frame

SUPPORT PIECES

(when installed with a Hard Panel below - continued)

4. **Insert the fabric support panel across the entire length of the panel slot in the single panel transition.**

5. **Flex or roll the support panel and insert it into the upper support bar.**
   <u>**Note:**</u> **The fabric support panel should rest squarely on the wavy edge of each arch connector.**
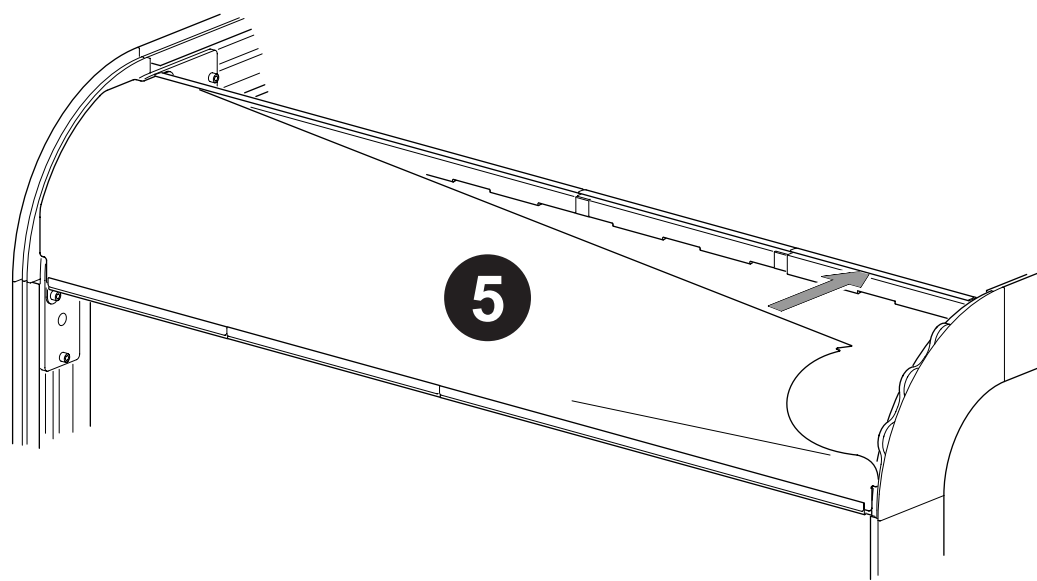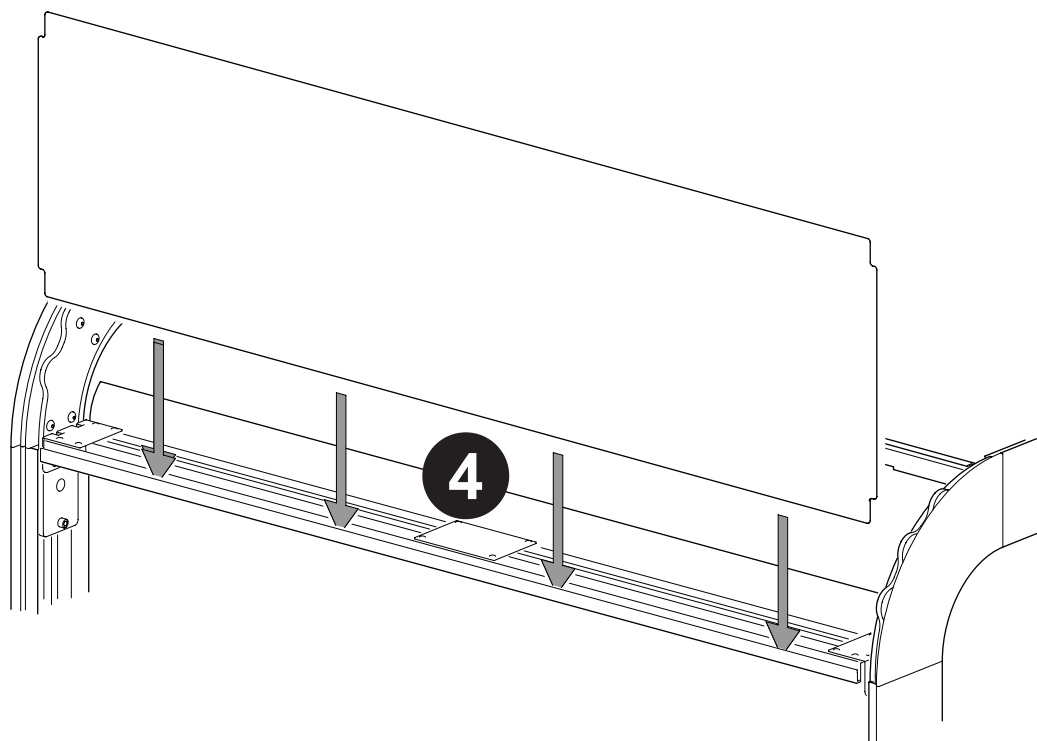
Double-Sided Backlit System   SUPPORT PIECES

> ⚠ **ASSEMBLE ALL ENVOY HARDWARE (INCLUDING SPANNER BARS) BEFORE INSTALLING LIGHT FIXTURES. BE SURE TO INSTALL BACKLIT SPANNER BARS <u>WHILE</u> ASSEMBLING THE ENVOY FRAME. UNLIKE NORMAL ENVOY SPANNER BARS, <u>BACKLIT SPANNER BARS CANNOT BE INSTALLED AFTER THE ENVOY FRAME IS BUILT</u>. SEE NEXT PAGE FOR BACKLIT SPANNER BAR INSTALLATION INSTRUCTIONS.**

SYSTEM COMPONENTS:

Reflecting Square Arch Cover

Reflecting Cover Non-Powered

Reflecting Cover Powered

Light Stick

Power Supply

Extension IEC Cord (1', 3' or 8')

Spanner

Wire MGMT Clip

Reflecting Corner Cover

Reflecting Square Split Connector Cover
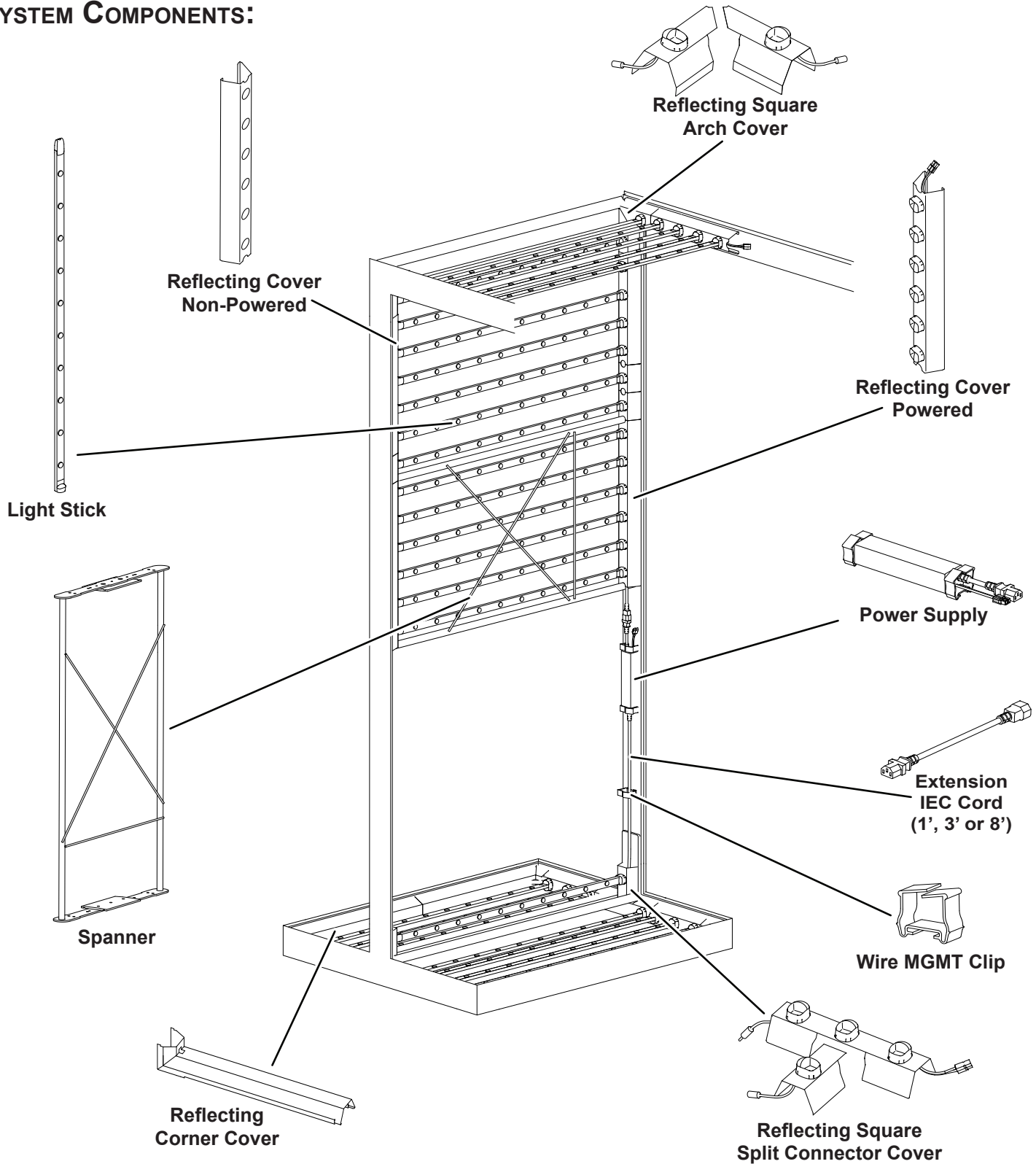
Installation Videos

Envoy Backlit Installation videos can be accessed through any device with a QR Reader App.
Simply open the QR Reader App and focus over one of the QR Codes to access the video.

ENVOY BACKLIGHTING INSTALLATION

ENVOY BACKLIT POWER SUPPLY INSTALLATION

ENVOY BACKLIT SPANNER BAR & NON-POWERED REFLECTING COVER

ENVOY BACKLIT WIRING INSTALLATION

PN 33180_T

<u>Backlit Spanner Bar</u>

Use the Backlit Spanner Bar in frames that are backlit. Be sure to install these spanners while buildling your Envoy frame. Unlike normal Envoy spanner bars, these spanners <u>cannot be installed after the Envoy Frame is built.</u>

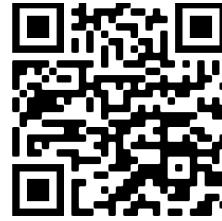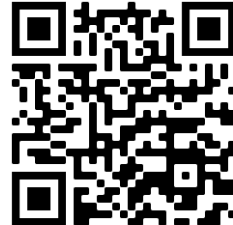1. Make sure the spanner connector lock plate and screws are loose.
2. Insert the end of the spanner into an open segment of the Envoy frame.
3. Referencing dimensions on your CAD, slide the spanner assembly to the desired location. Make sure the spanner bar is square with the assembly. The distance from the end of the frame to the spanner bar should be the same <u>on both ends of the spanner bar</u>. Firmly tighten the lock plate screws.
4. Install reflecting covers above, on top of, and below the end of the spanner bar.
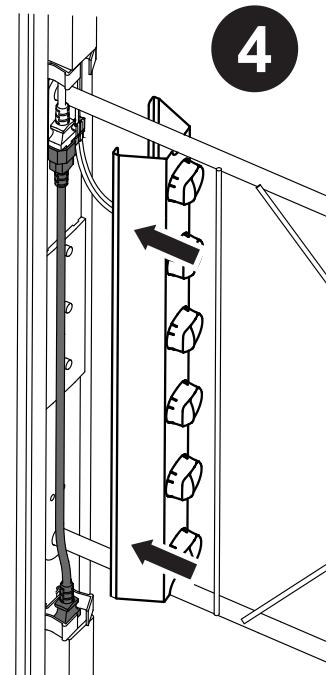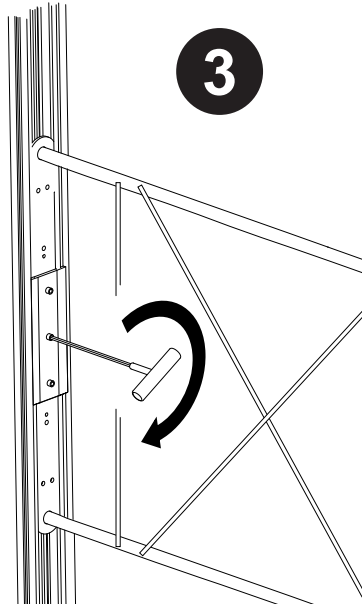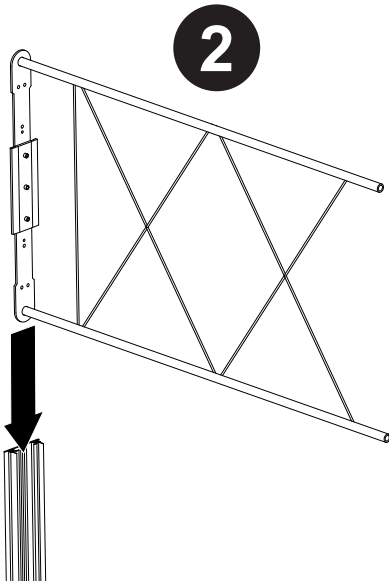
1. Install hook tape on Envoy extrusions.
   (Assemble all Envoy hardware <u>before</u> installing light fixtures)

Hook & Loop

Hook tape installed correctly

PN 33180_T
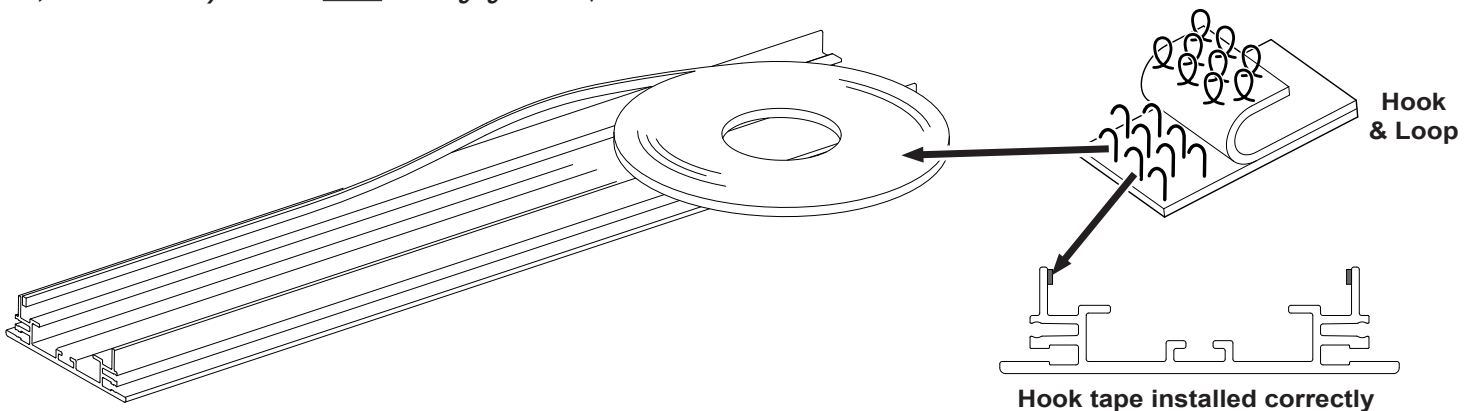
Double-Sided Backlit System

INSTALLATION:

2. Install power cables and data cables for monitors and accessories.

3. Starting at the corners, install all Non-powered Reflecting Covers.

Non-powered Reflecting Covers installed on frame

Reflecting Cover installed correctly

Monolith Base   **Split Base**

Note: Install all cords for power data or display prior to installing the non-powered covers.

Reflecting Corner Cover

Loop

Hook

Non-powered Reflecting Cover
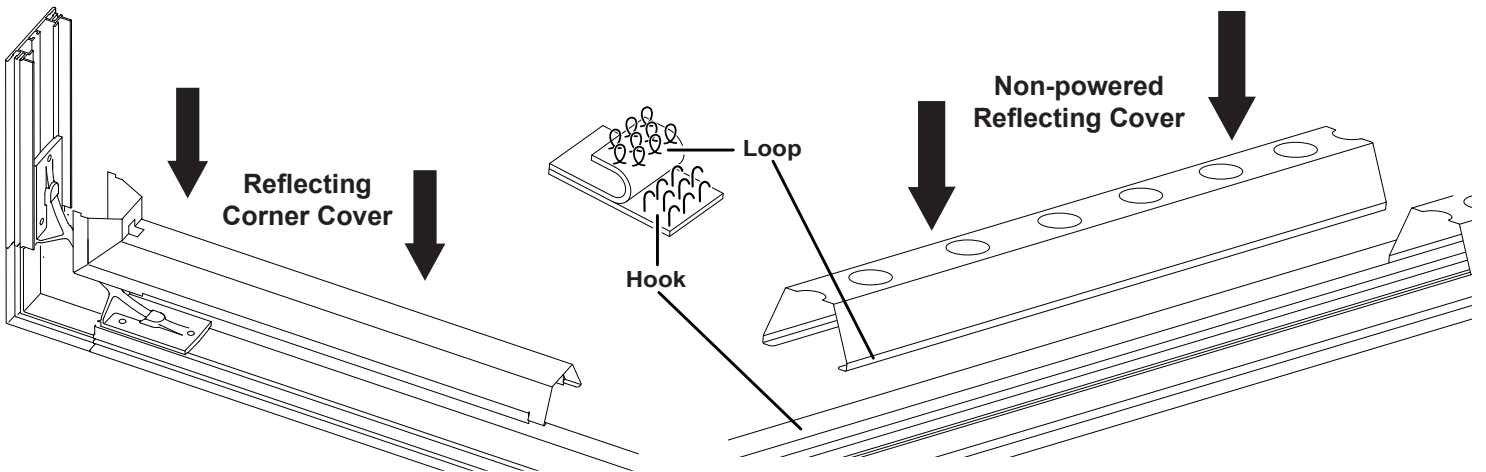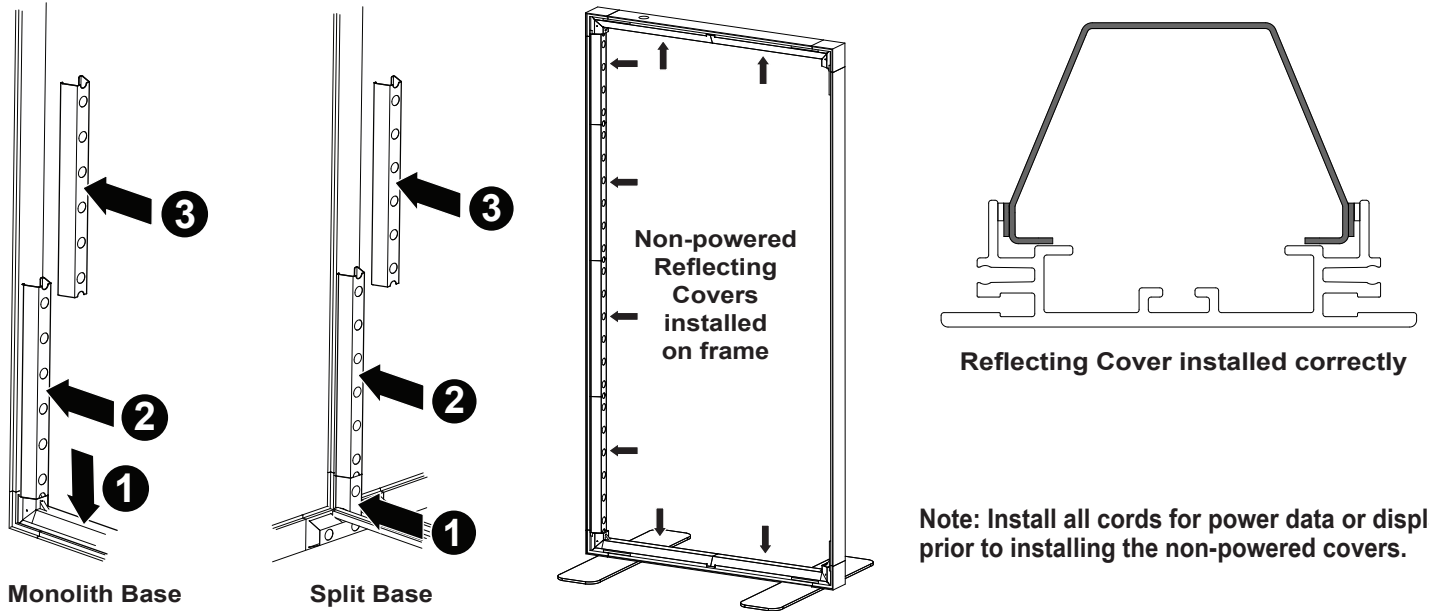
4. Install power supplies across to non-powered reflecting covers.

Power Supply

Push in to uninstall power supply.
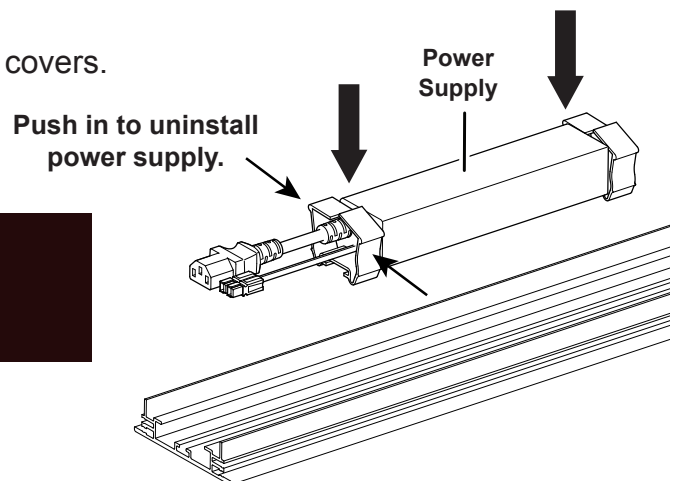
⚠ *(Qty 6) 5A - 24v Power Supplies can be plugged into single 100v - 120v power outlet.*

Double-Sided Backlit System

INSTALLATION:
Install power supplies continued...

Power supply layout on 46" frame

1/16" TYP / 1/4" MAX

"Y" Jumper Cable
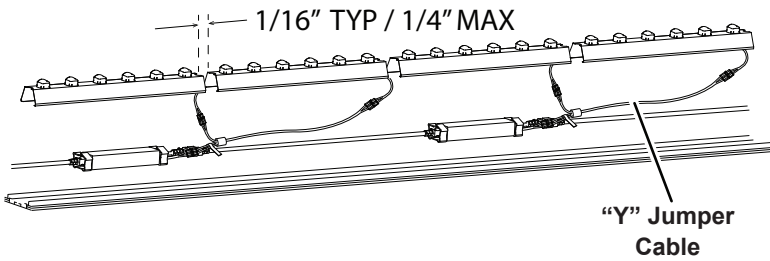
Power supply layout on 69" frame

1/16" TYP / 1/4" MAX
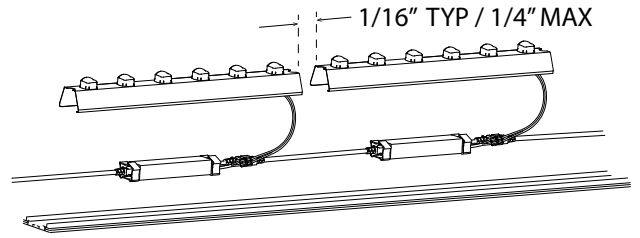
5A - 24V Power Supply = **X 13** **Lights Max**

Light Stick for 46" Frame

5A - 24V Power Supply = **X 7** **Lights Max**

Light Stick for 69" Frame

Power supplies installed on 4x8 monolith

Power supplies installed on 6x8 monolith

5. **Connect wires**

Power Supply

Support Spanner

Power Supply

Power Supply

Connector Plate

Extension IEC Cord
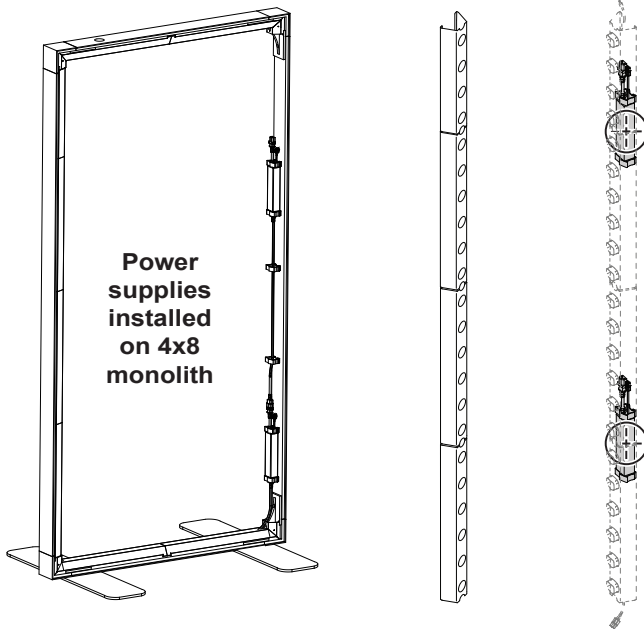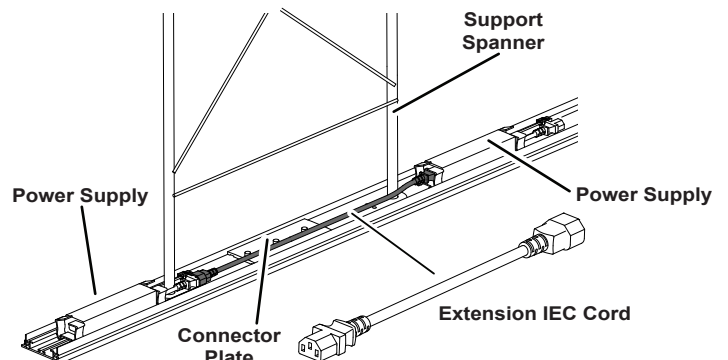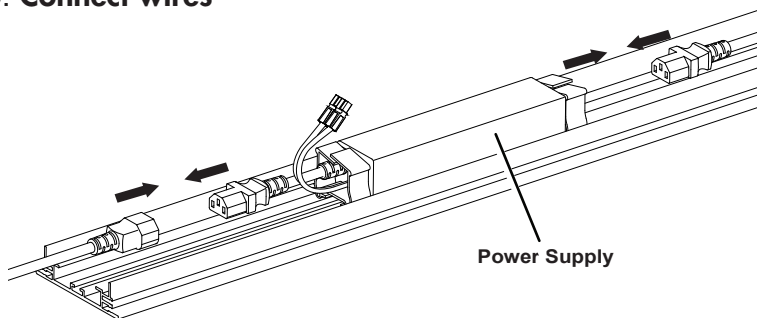
Double-Sided Backlit System

INSTALLATION:

6. Install Powered Reflecting Covers

Powered Reflecting Covers installed on frame
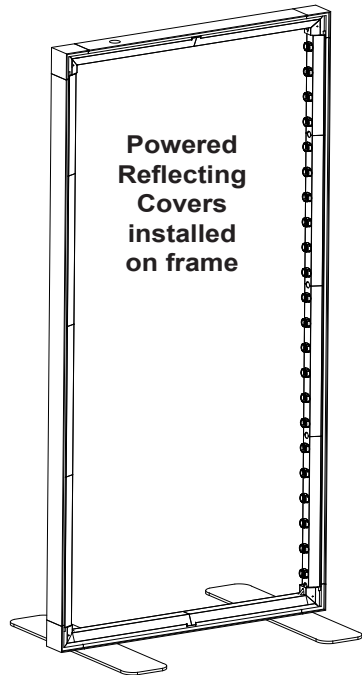
Mount Powered Reflecting Covers across from Non-powered Reflecting Covers of the same size

Reflecting Cover installed correctly

❶

Powered Reflecting Cover

❷
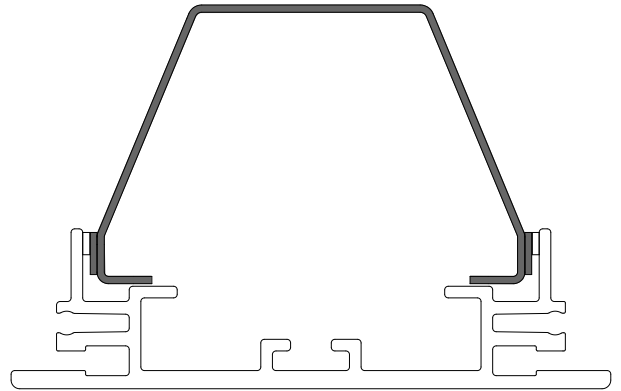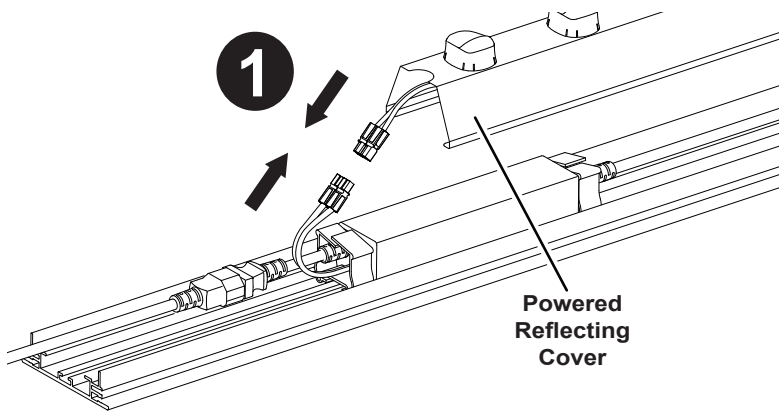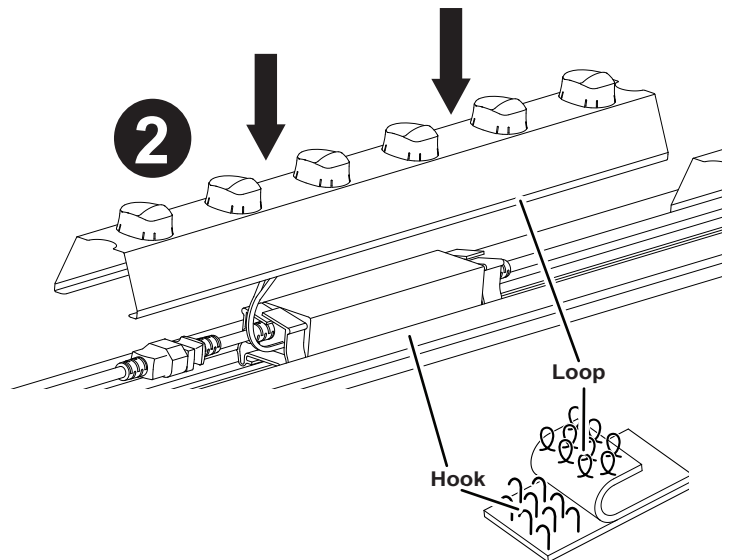
Loop

Hook

Attaching 4" Reflecting Covers

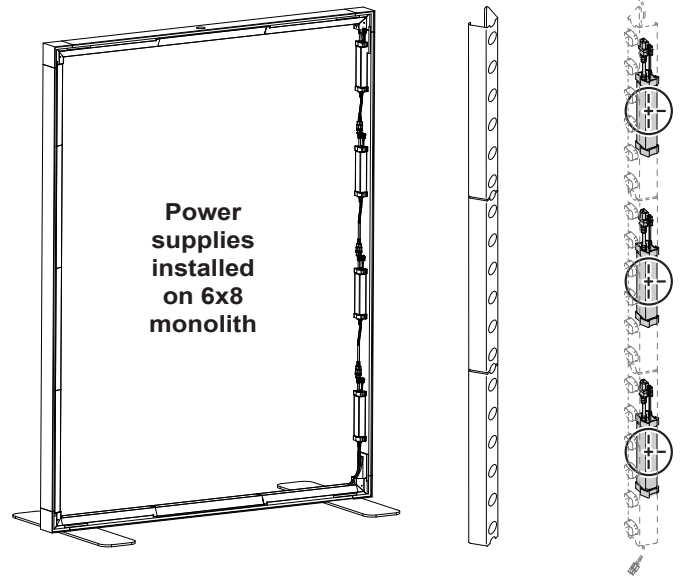Power supplies are not included with the 4" Light Package. This part is powered by adjacent 23" or 15" Reflecting Cover. To deliver power, connect the loose female barrel jack of this part to the loose male barrel jack a 15" or 23" Reflecting Cover.
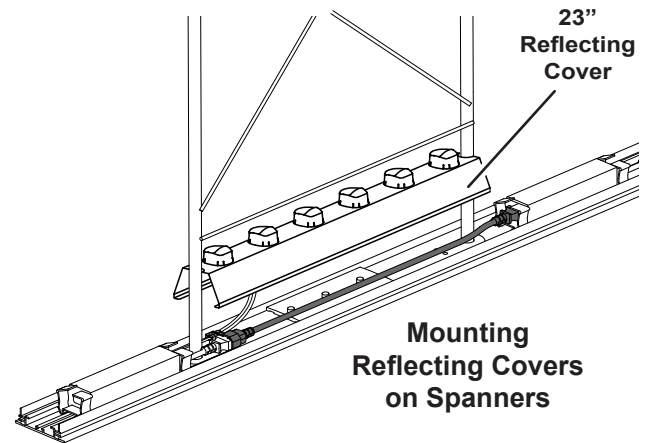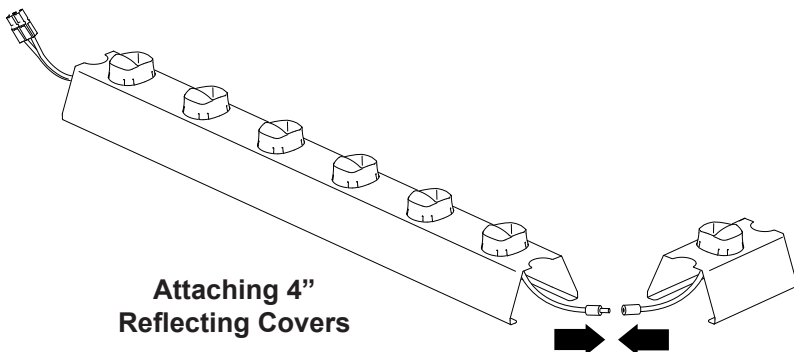
23" Reflecting Cover

Mounting Reflecting Covers on Spanners

Double-Sided Backlit System

INSTALLATION:
Install powered reflecting covers
continued...
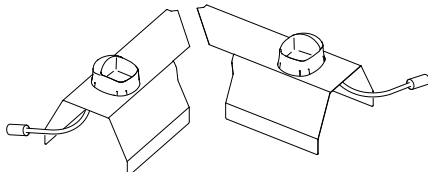
**Reflecting Square
Arch Cover**
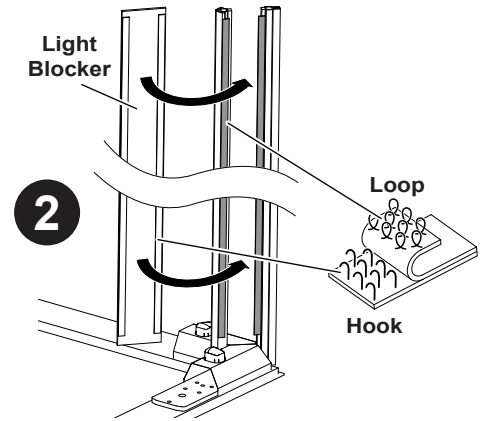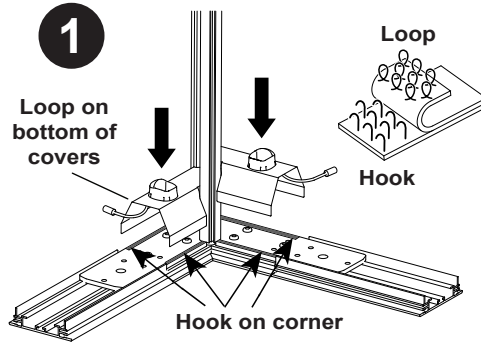
Power supplies are not included with the Square Arch Light Package. Each
half of the Reflecting Square Arch Cover is powered by an adjacent 23" or 15"
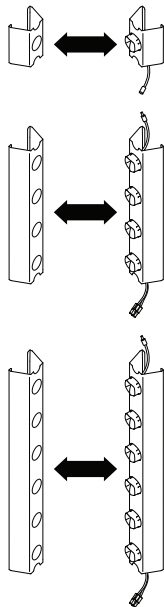Reflecting Cover. To deliver power, connect the loose female barrel jack of
each half to the loose male barrel jack of a 15" or 23" Reflecting Cover.

**Note: If you are NOT lighting the bottom
side DO NOT plug or install that light.**
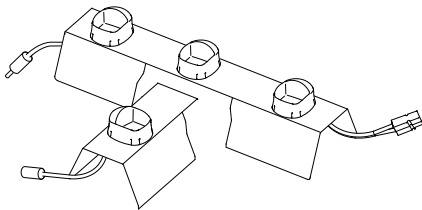
**Reflecting Square Split
Connector Cover**
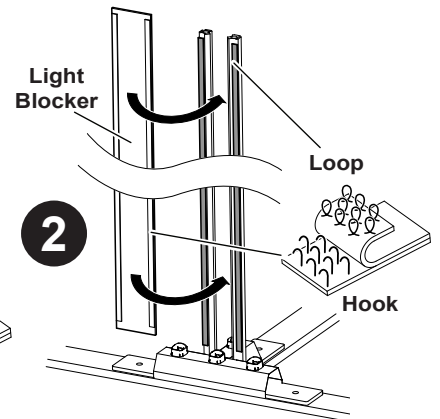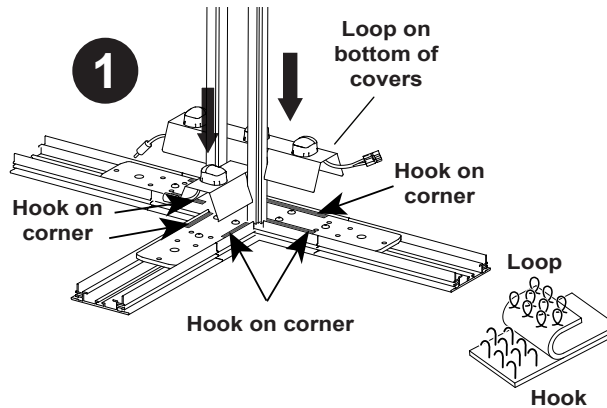
The Square Split Cover Light Package includes a power supply, which can
power all 4 light sticks included in this package
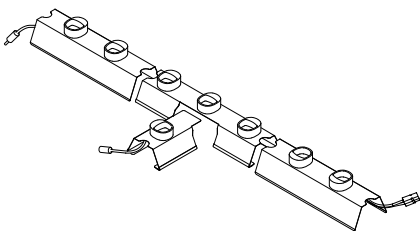
**Reflecting Square Split
Connector Cover**
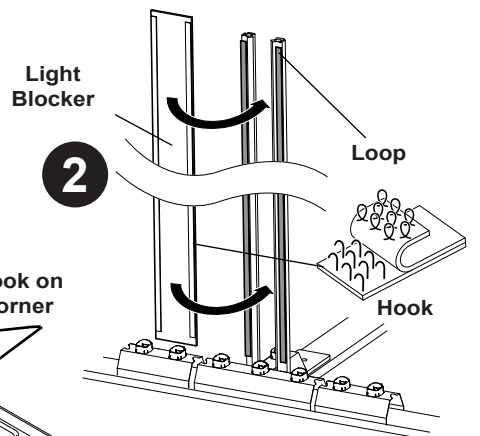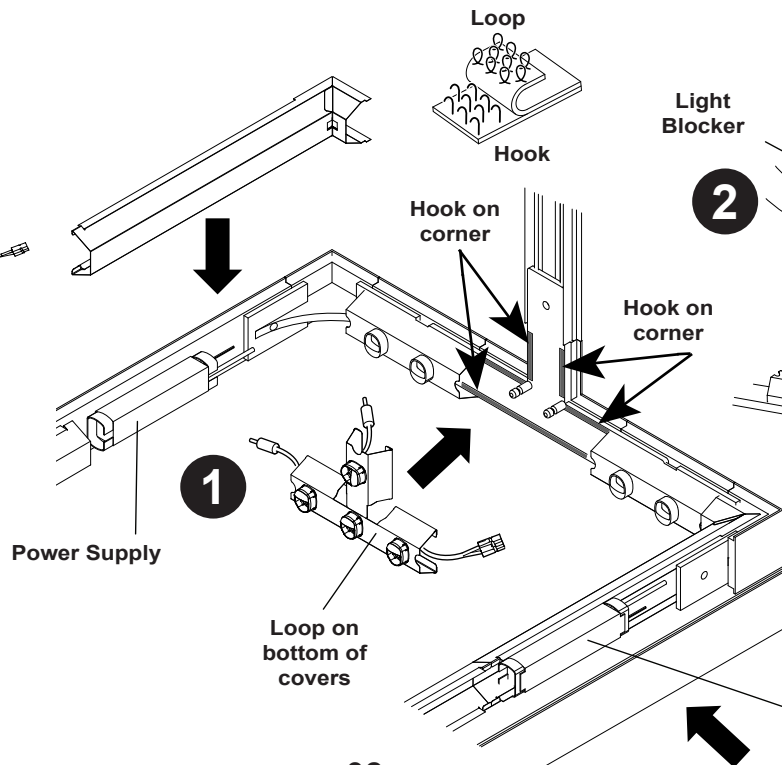
Double-Sided Backlit System (continued)

6. Install Light Sticks
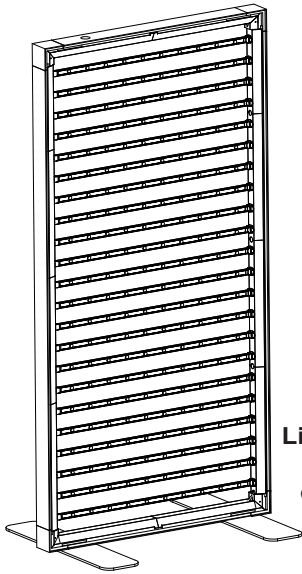
Light Sticks installed on frame

Double-Sided Backlit System

7. Mount monitors

1

Rear side of TV

2

Hooks mount to Spanner Bar

3

Spanner

**Test fit TV before cutting
holes in graphic**
(50 lbs. max weight)

Reflecting Cover
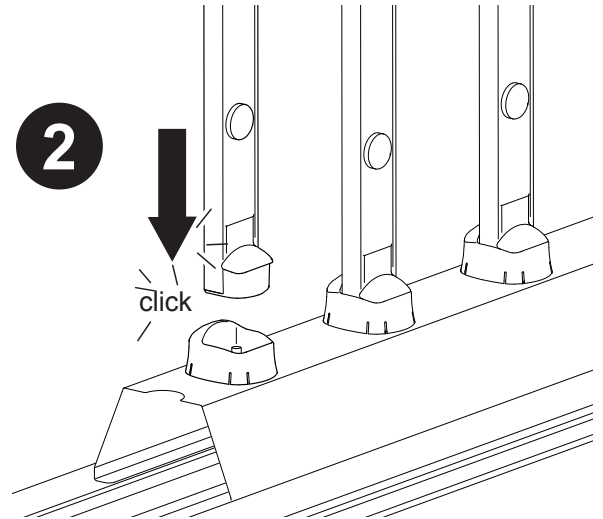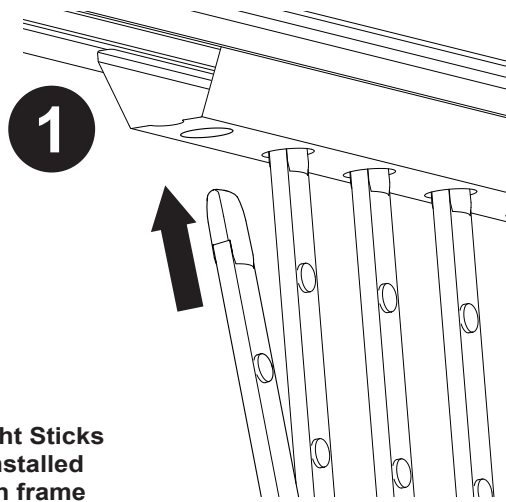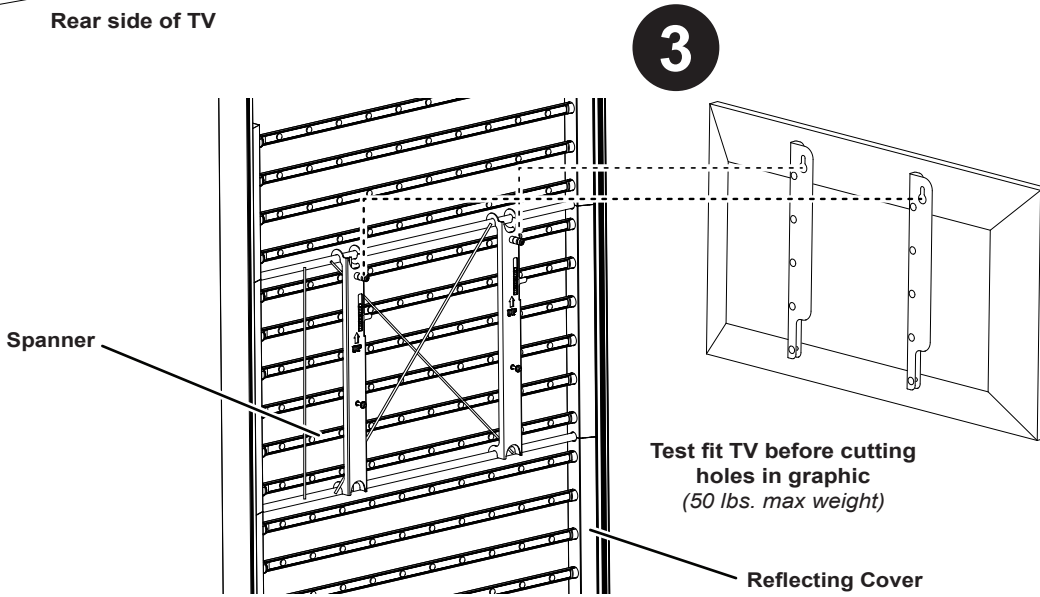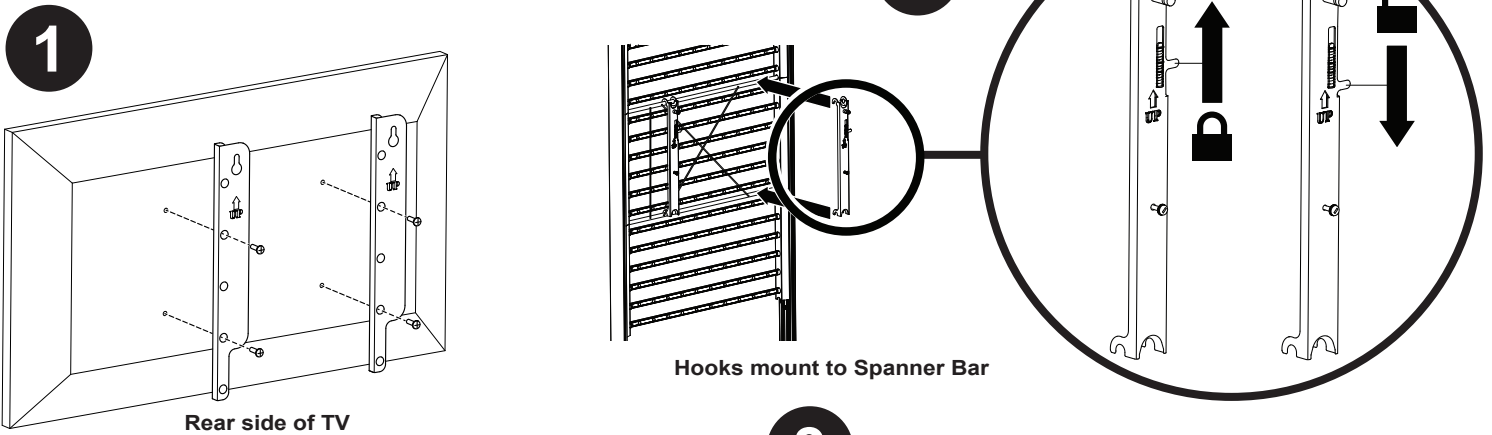
8. Wrap AV cords to prevent shadows.

**Wire
Management
Sleeve**
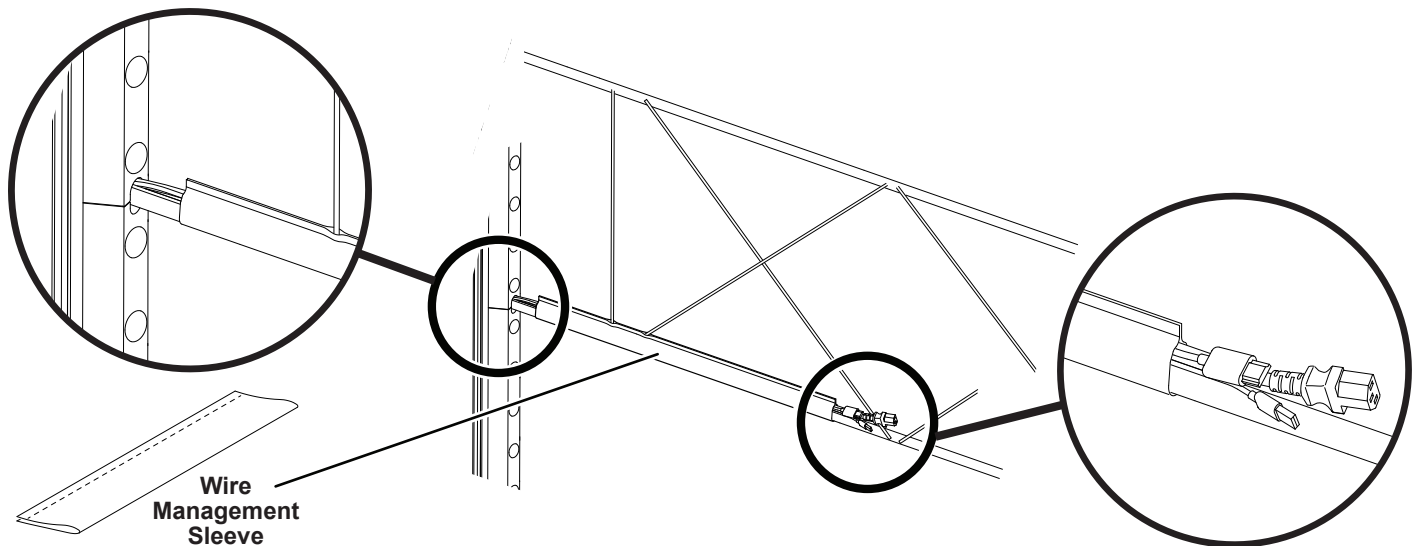
Fabric Panel on Backlit Frame   **SUPPORT PIECES**

Backlit fabric panels attach to Envoy frames by pressing the flexible strip of edge molding (sewn to the outside edge of the fabric panel) into a slot on the Envoy extrusion. Each fabric panel is marked to help determine its specific location.

INSTALLATION:
1. Start at the corners of the assembly. To help you align the panel, the fabric panel is marked at each connector join point. Press the edge molding into the outer slot through the entire corner.
    When installing fabric panels into an arch connector: loosen the locking knob, work the edge molding through the corner, then tighten the locking knob. (***If accessories are being used that engage into shelf standards, install the graphic into the <u>inner</u> slot)***
2. Press the edge molding of the panel into the outer slot near the middle edge of the assembly.
3. Fit the edge molding into the rest of the assembly slot working from the corners inward and the middle outward, smoothing the fabric as you go.

REMOVAL:
Pull tab near bottom left corner of panel and carefully work the fabric panel away from the assembly.

Outer slot
Fabric Panel
Inner slot
Envoy Extrusion

Edge Molding

Square Frame Panel
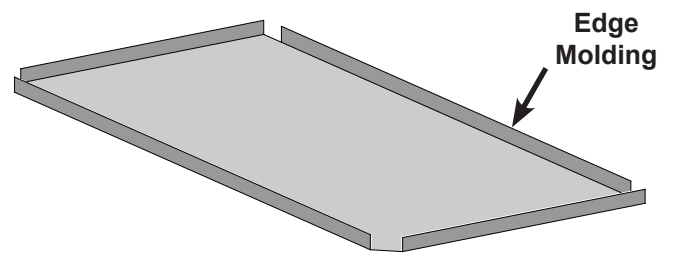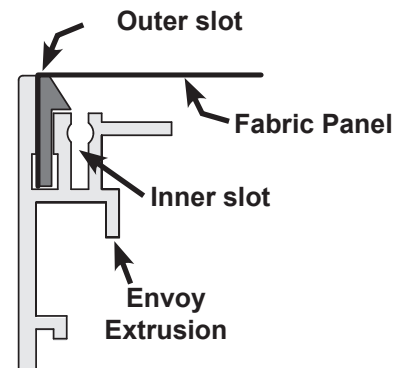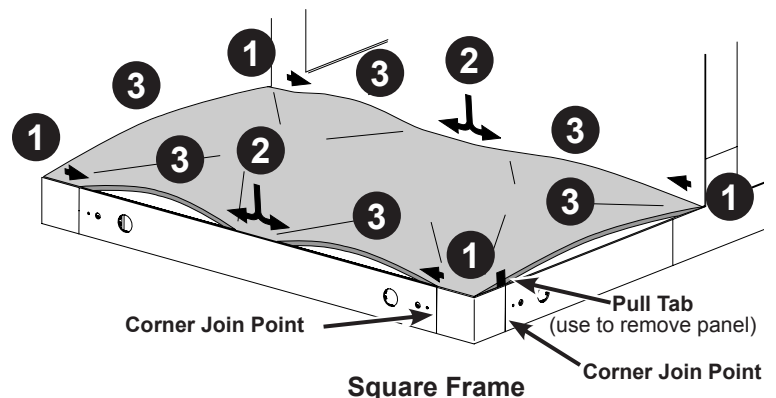
Corner Join Point
Pull Tab (use to remove panel)
Corner Join Point
Square Frame

<u>Vinyl Light Blocker</u>   **SUPPORT PIECES**

The vinyl light blocker is designed to be installed directly under a non-illuminated fabric panel.

When installing a vinyl light blocker for the first time, attach the required lengths of "loop" Velcro® to the frame assembly as described in the Velcro® kit provided.

1. The vinyl light blocker uses Velcro® to attach to the assembly.

   Fit the top edge of the light blocker onto the top of the frame assembly.

2. Center the light blocker horizontally and unroll it downward onto the assembly.

   Press along the edges of the light blocker to ensure that it is fully engaged with the Velcro®.

PN 33180_T

Envoy® Exhibit System
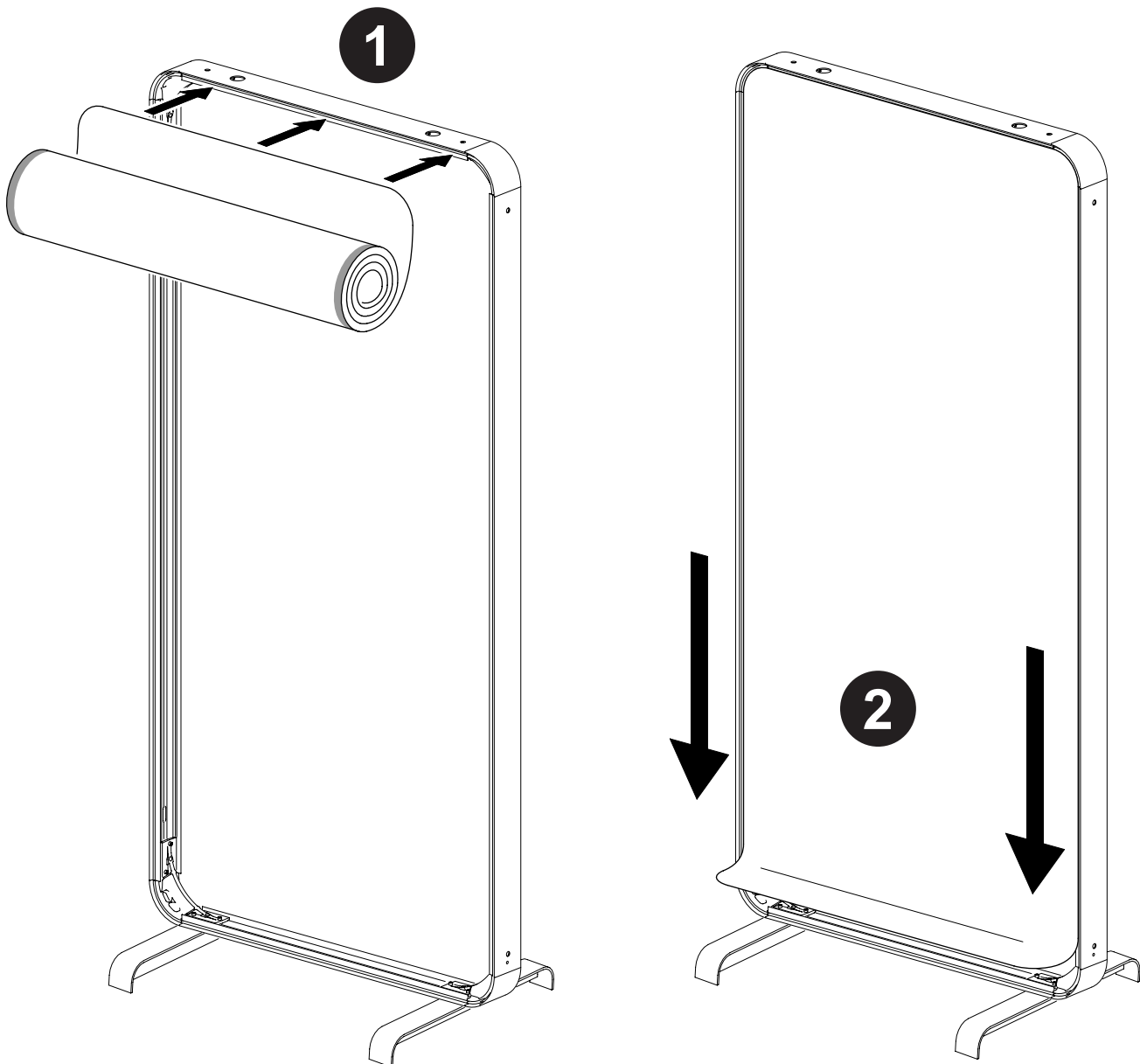
Edge-Lit Double-Sided Light Box Packages

SUPPORT PIECES

Review the lighting layout and wiring diagrams for each Envoy frame assembly prior to installation. The light panel power supply (transformer) may be located inside or outside of the Envoy frame assembly.

1. Install the LED light panels in the Envoy frame assembly.
    a. Position each light panel in the center of the Envoy extrusion with the electrical wire away from the transformer.
    b. Fit one edge of the light panel clips over the inside lip of the Envoy extrusion.
    c. Gently squeeze the opposite edge of the light panel clips over the other inside lip of the Envoy extrusion.
    d. Adjust the position of the light panel by sliding it along the extrusion as necessary.
2. Connect the light panel closest to the transformer to one of the transformer output connections with the extension wire provided. Connect the electrical wire for each of the remaining light panels into the previous light panel. A maximum of six (6) LED light panels may be connected to each transformer output connector. A 10A cirucit can support 3 transformer.

CAUTION: The LED light panels may be HOT during and after immediate operation.

Maximum # of Transformers:

10A	3T
15A	5T
20	6T

CAUTION: Maximum 8 Transformer per breaker.

CAUTION: Maximum 6 light panels per transformer.
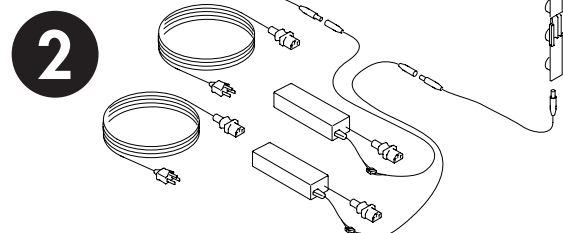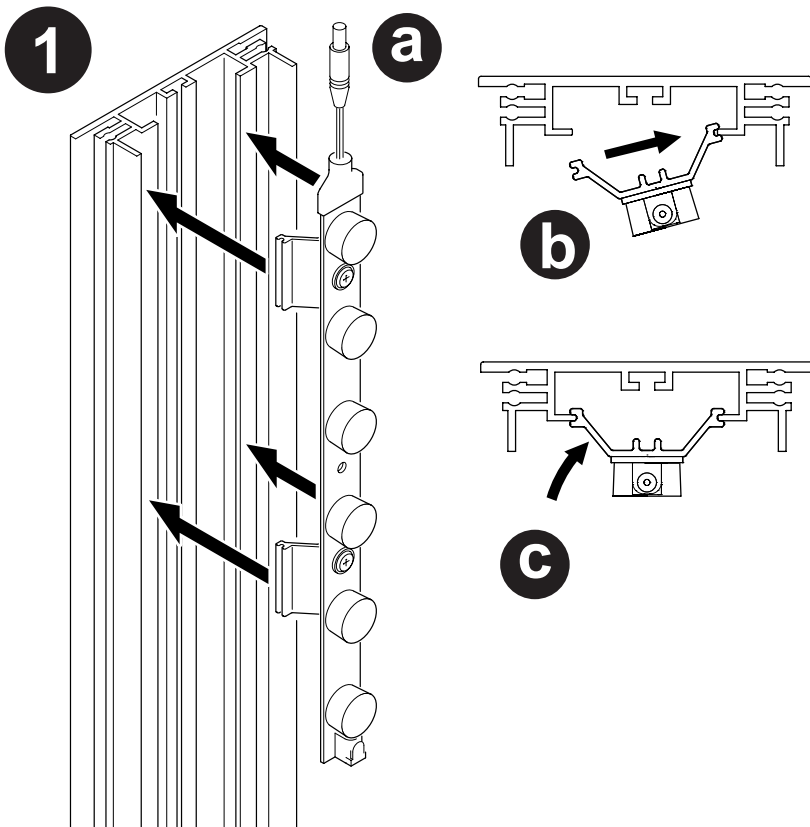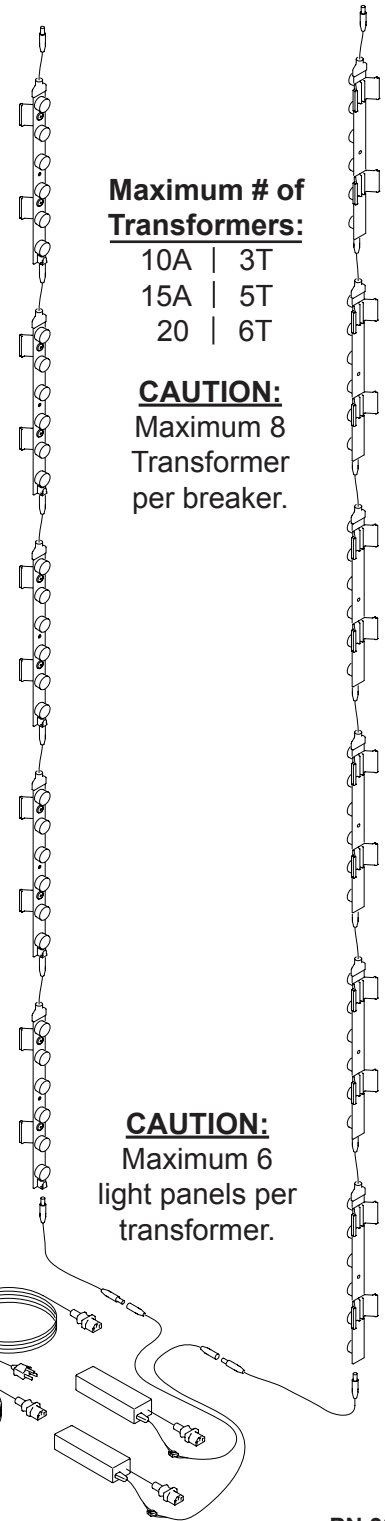
Wide Spanner Bar

Use wide spanner bars in frame assemblies with Double-Sided light Box LED light panels.

1. Make sure the spanner connector lock plates and lock plate screws are loose.
2. Gently spread the Envoy frame assembly and fit the spanner assembly against the inside of the Envoy extrusion so all four lock plates enter the large center cavity of the extrusion.
3. Slide the spanner assembly to the desired location. Make sure the spanner bar is square with the assembly. The distance from the end of the extrusion to the spanner bar should be the same <u>at each end of the spanner bar</u>. Firmly tighten the lock plate screws.

    <u>Note</u>: The lock plates should rotate behind the extrusion flanges while tightening the screws, clamping the connector assembly to the extrusion.
4. Install Double-Sided Light Box LED light panels above, in-between, and below the spanner connector lock plates as shown.

Lock Plate Screw
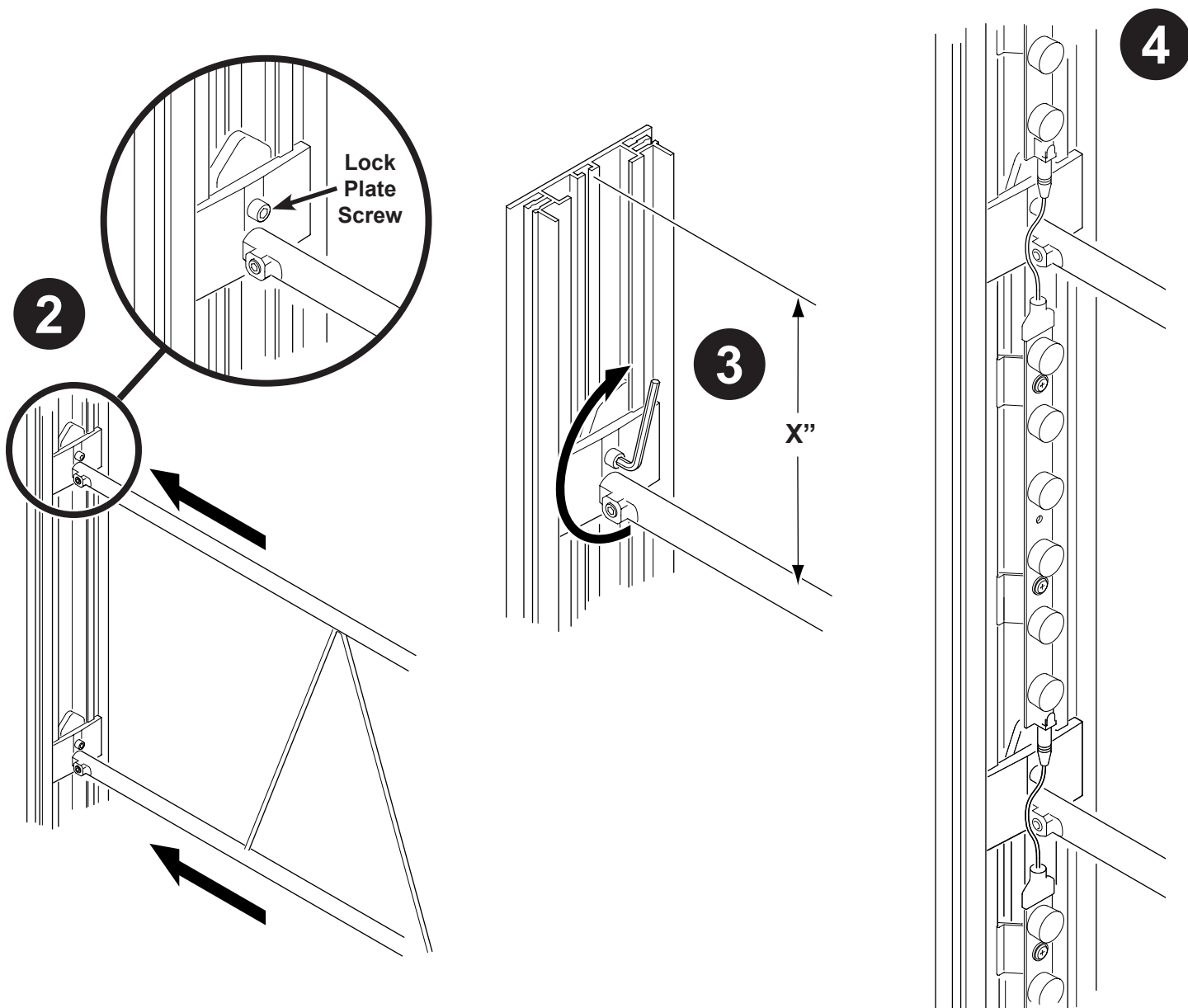
<u>Rigid Light Blocker</u>

Use rigid light blockers when a Square Split connector is installed above or below an Envoy frame assembly with LED light panels.

Rigid Light Blocker

Square Split Connector
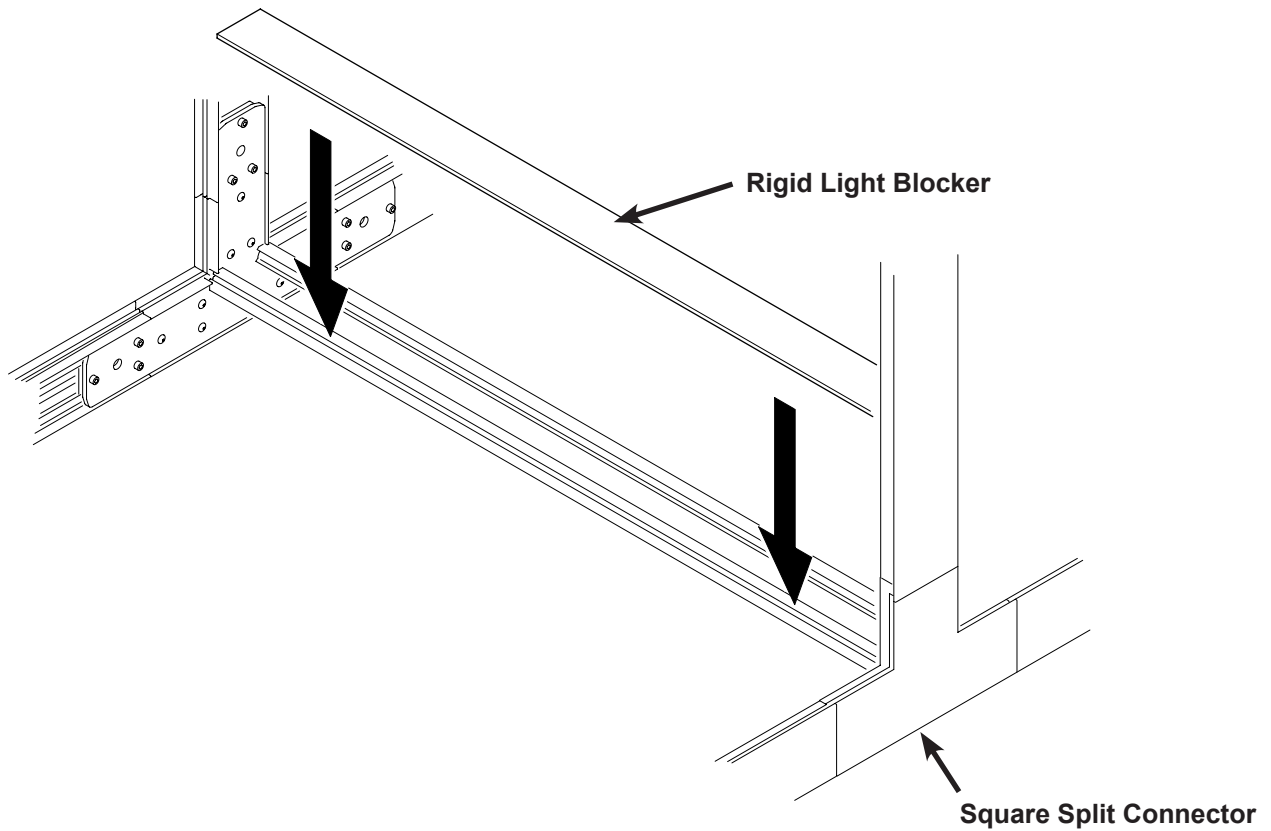
<u>Backlit Spanner w/ Monitor Mount</u>

Install mount same as the wide spanner (pg 29) for backlighting. This spanner includes the ability to mount monitors on either or both sides of the spanner.
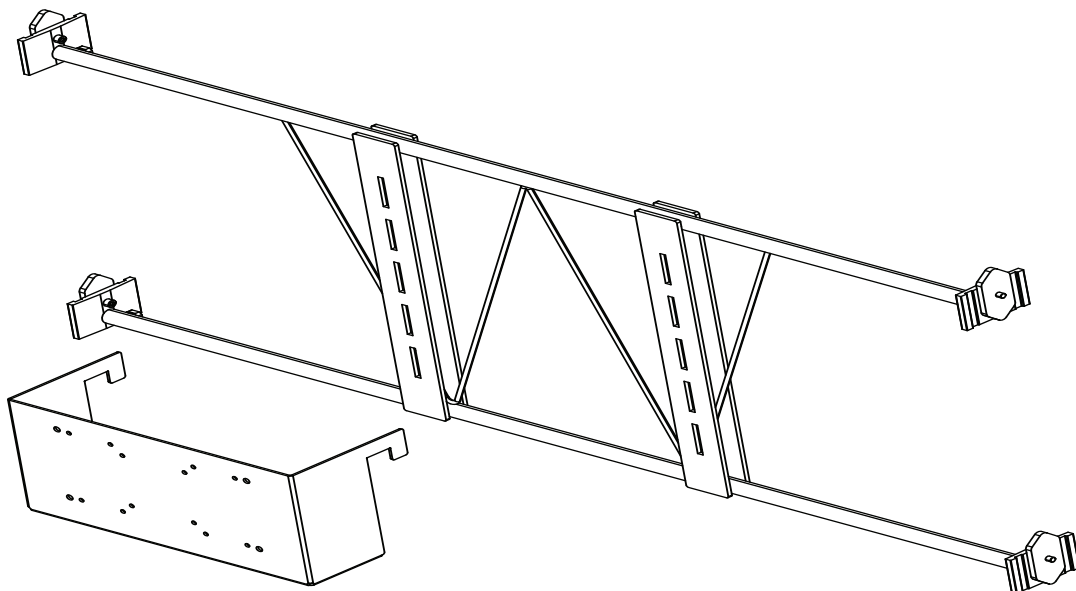
Envoy® Exhibit System

Hard Panel Spacer

A hard panel spacer must be installed in the frame assembly before installing a hard panel. The hard panel spacer need only be installed the first time the frame is assembled as the panel spacer will be permanently bonded to the Envoy extrusion.

1. Remove the backing from the adhesive strip attached to the panel spacer.
2. Place the panel spacer in the <u>bottom slot</u> of the assembly.

    The panel spacer helps to align the panel vertically.

Panel Spacer

②

Panel Spacer
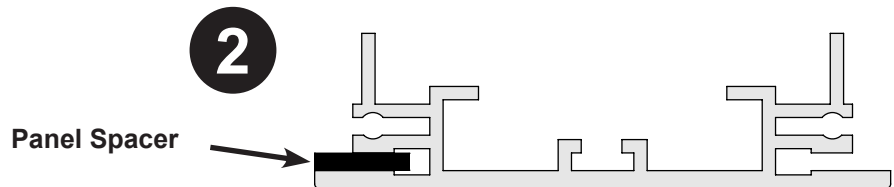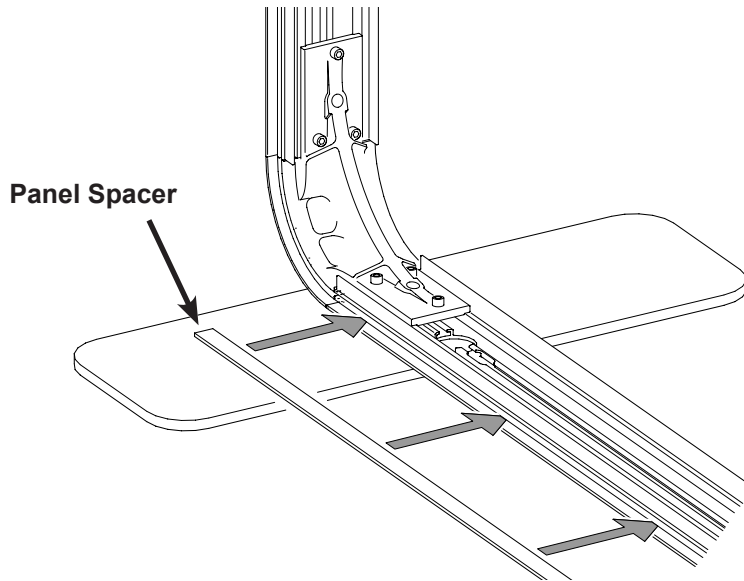
Wire Management

Use wire management clips and plugs as needed to assemble a safe display with a clean presentation.
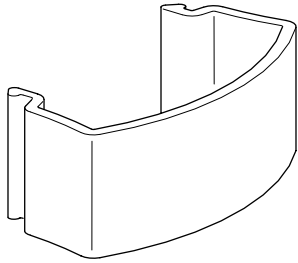
1" INTERNAL WIRE CLIP
MOUNTS TO INSIDE OF ENVOY EXTRUSION
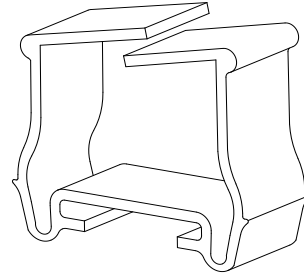
BACKLIT WIRE MGMT CLIP
MOUNTS TO INSIDE OF ENVOY EXTRUSION
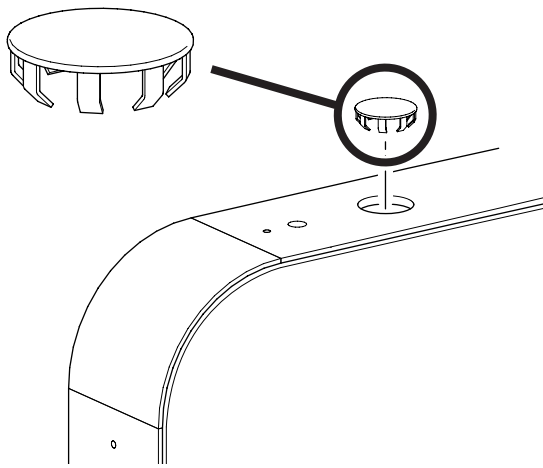
1 ½" HOLE PLUG
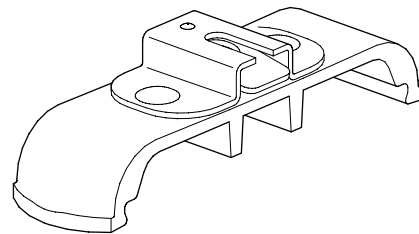
EXTERNAL WIRE CLIP/TOP LIGHT MOUNTING BRACKET
MOUNTS TO OUTSIDE OF LEVEL ENVOY EXTRUSIONS
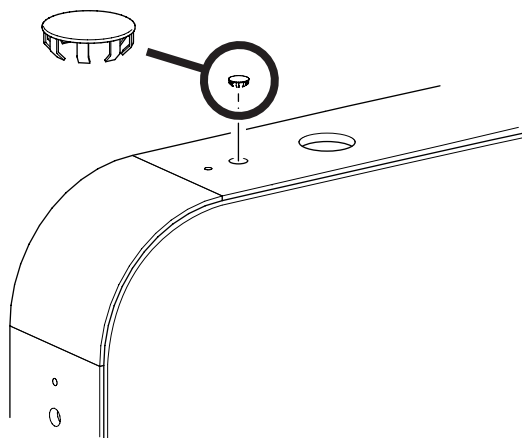
½" HOLE PLUG
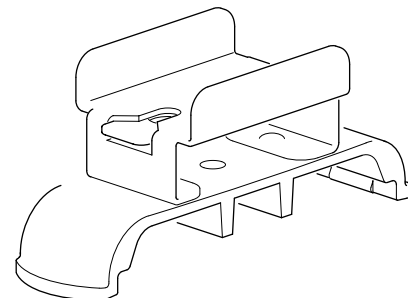
EXTERNAL WIRE CLIP/ANGLE TOP LIGHT MOUNTING BRACKET
MOUNTS TO OUTSIDE OF INCLINED ENVOY EXTRUSIONS

Top & Side Lights

HALOGEN LIGHT

LED LIGHT

CMH (CERAMIC METAL HALIDE) LIGHT
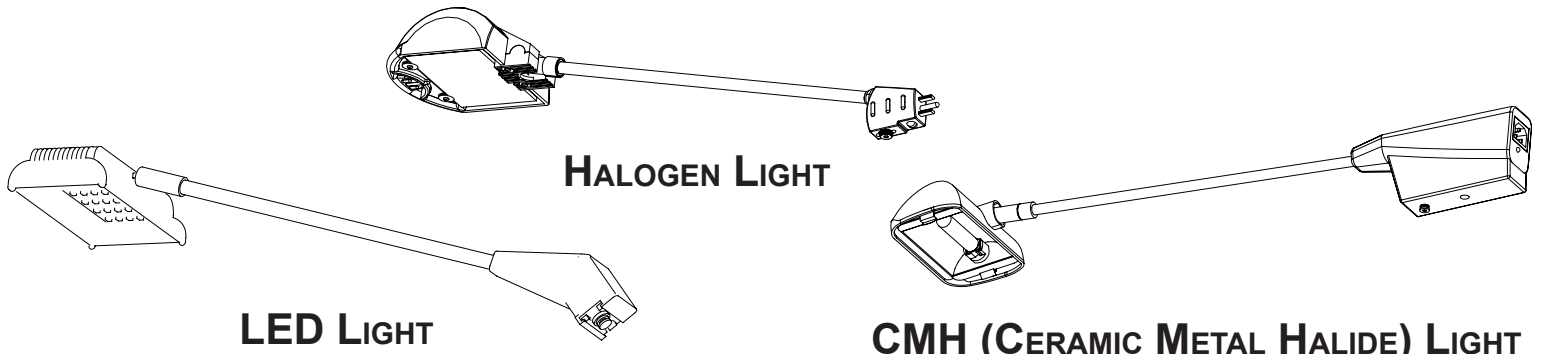
1. Snap the top light bracket onto the top of the frame or slide the side light bracket into the outer slot of the Envoy extrusion.

2. Press down on the locking tab while sliding the mounting button on the light base into the bracket clip. Release the locking tab.

3. Rotate the light to the position required and plug in the light cord. Light cord can be routed internally.

Angle Top Light Bracket
(incline frame applications)

1

Top Light Bracket
(level frame applications)

2

Side Light Bracket

Outer slot

Side Light Bracket

Envoy Extrusion

3
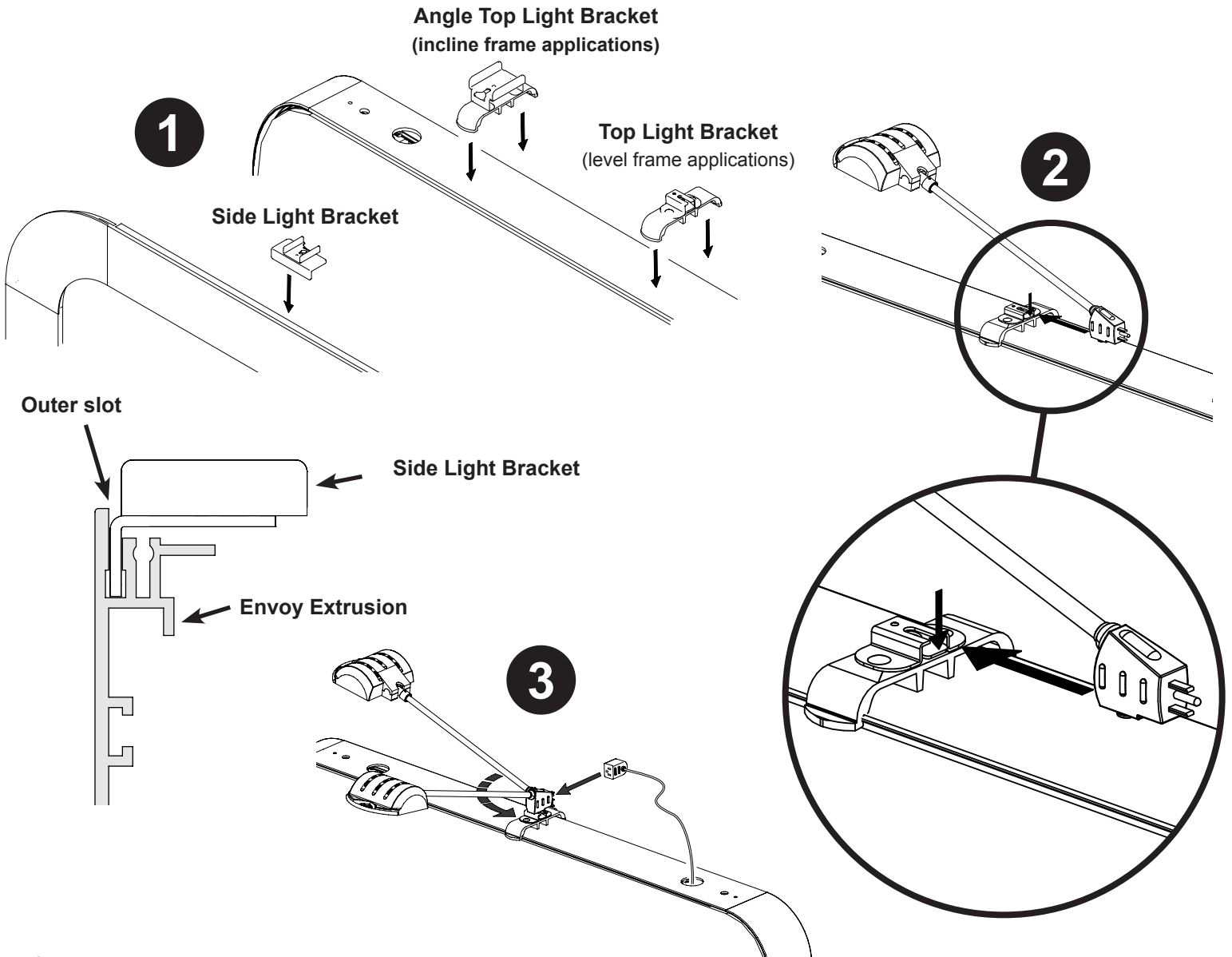
Light Center Plate

A spanner bar must be properly installed before installing the light center plate.

Place the light center plate over the spanner bar and install a light or wiring enclosure using the mounting holes provided.

Spanner Bar

Light Center Plate
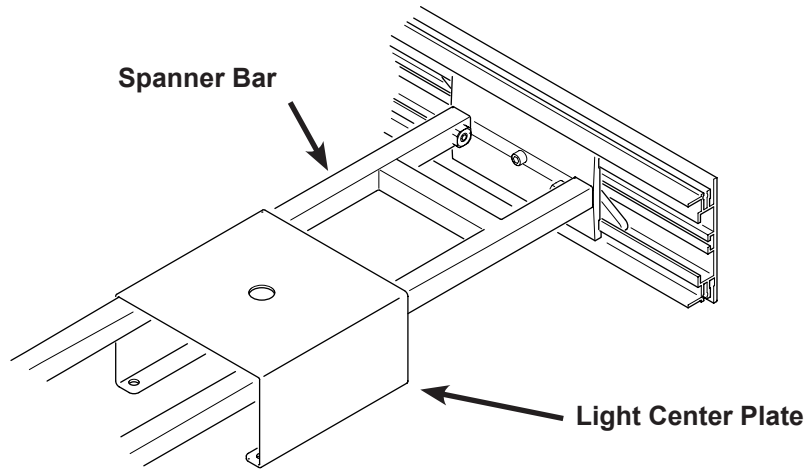
Light Spanner Assembly

Use a light spanner assembly to install a light to a horizontal frame span where the Envoy frame extrusions meet. Two (2) spanner bars must be properly installed before installing the light spanner assembly. The spanner bar connectors must be as close to the straight connectors as possible.

Place the light spanner assembly over the spanner bars and install a light or wiring enclosure using the mounting holes provided.

Spanner Bar Connector

Spanner Bar

Envoy Frames Meet

Straight Connector

Spanner Bar Connector

Light Spanner Assembly
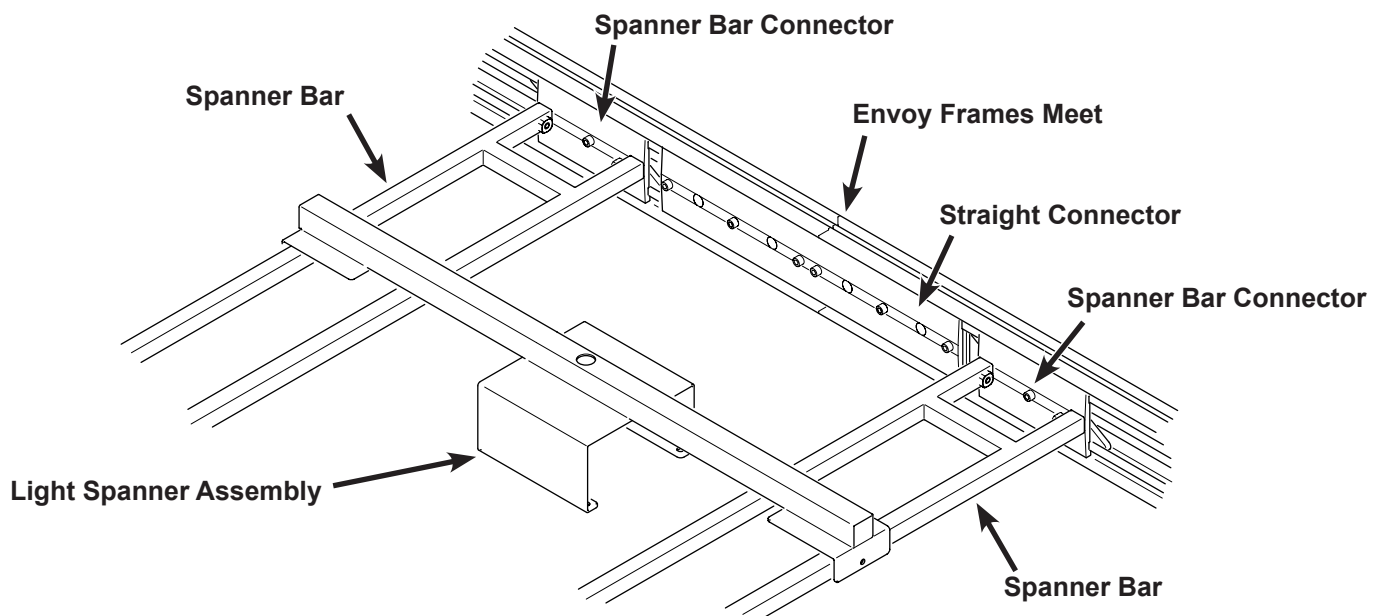
Spanner Bar

Monitor Bracket

The monitor bracket is designed for monitors weighing less than 50 lbs. with VESA (View Electronics Standards Association) 75 x 75, 100 x 100, and 100 x 200 mounting holes.

A spanner bar must be installed square with the frame assembly and at least 1-½" below the top of the opening in the front panel before installing the monitor.

1. Attach the monitor bracket to the back of the monitor.

   Note: Install the monitor bracket as close to the monitor as possible.

   Four (4) mounting screws, four (4) 10mm lg. standoffs, and four (4) 20mm lg. standoffs are provided.

   Use the standoffs if necessary for monitors with a recessed mounting surface only.

2. Set the monitor bracket latch to the unlocked position.

3. Remove the back panel from the Envoy frame assembly if previously installed.

   Fit wire management clips into the sides of the frame at 18" intervals (optional).
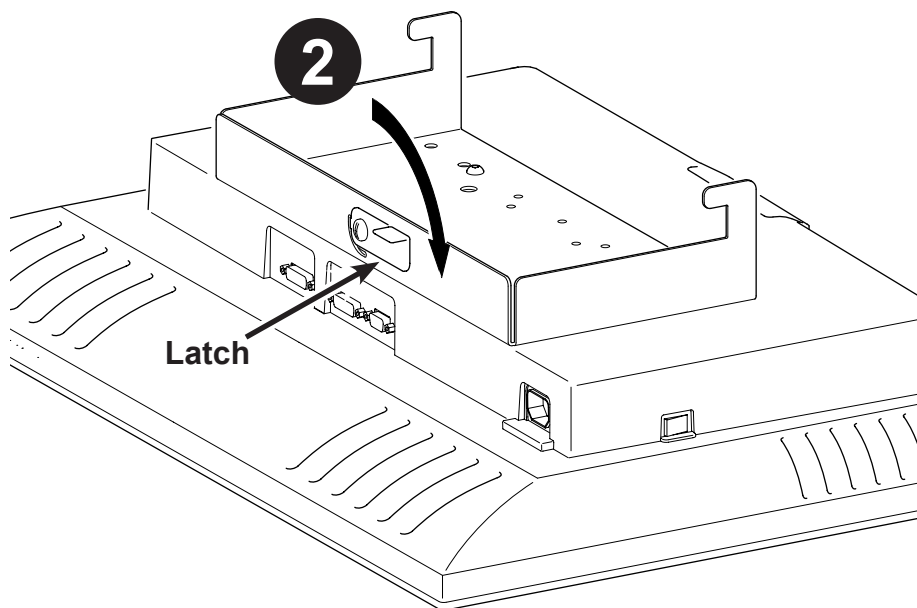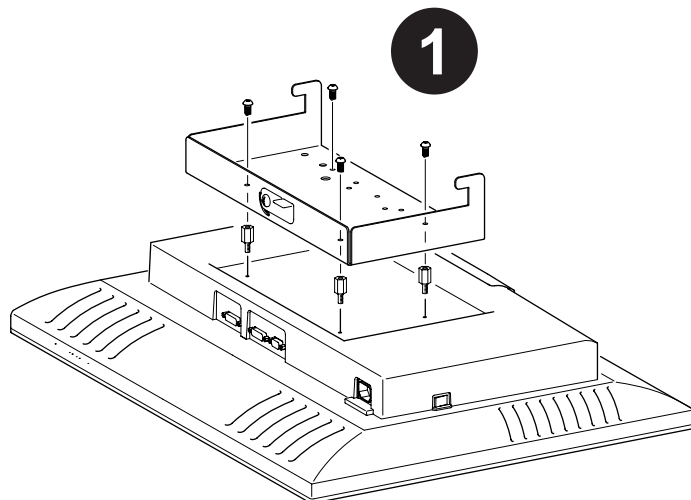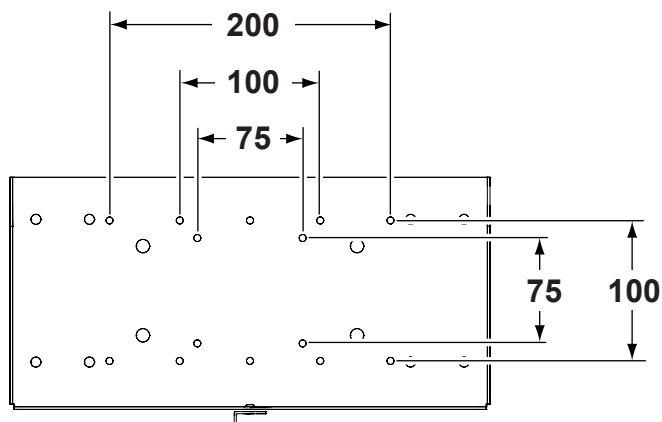
Latch

Monitor Bracket (continued)

4. Pass the monitor bracket hooks through the front panel and over the top of the spanner bar assembly. Move the monitor bracket latch to the locked position.
WARNING: Make sure the monitor bracket hooks are fully engaged with the spanner bar assembly and the monitor bracket latch is in the locked position. Failure to properly install the monitor bracket may result in personal injury and/or damage to property.

5. Run the monitor cords through the front panel, through any optional wire management clips and out one of the holes at the bottom of the assembly.
A power strip can be placed between the panels inside the assembly if multiple devices require electricity.
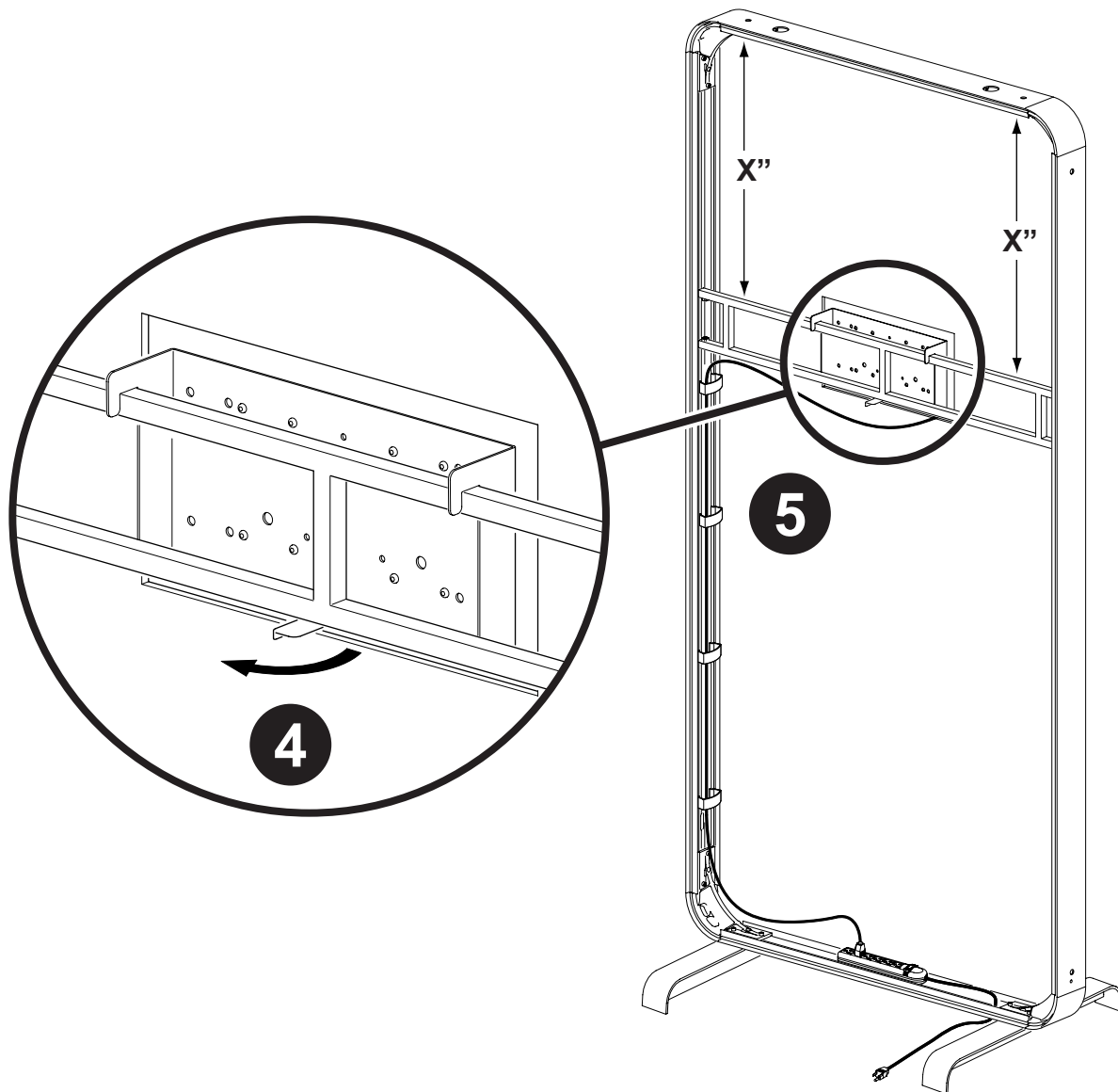
Tilting Monitor Bracket

1. Inventory all tilting bracket components provided by the manufacturer prior to installation.
2. Follow all installation instructions provided by the manufacturer carefully and completely.
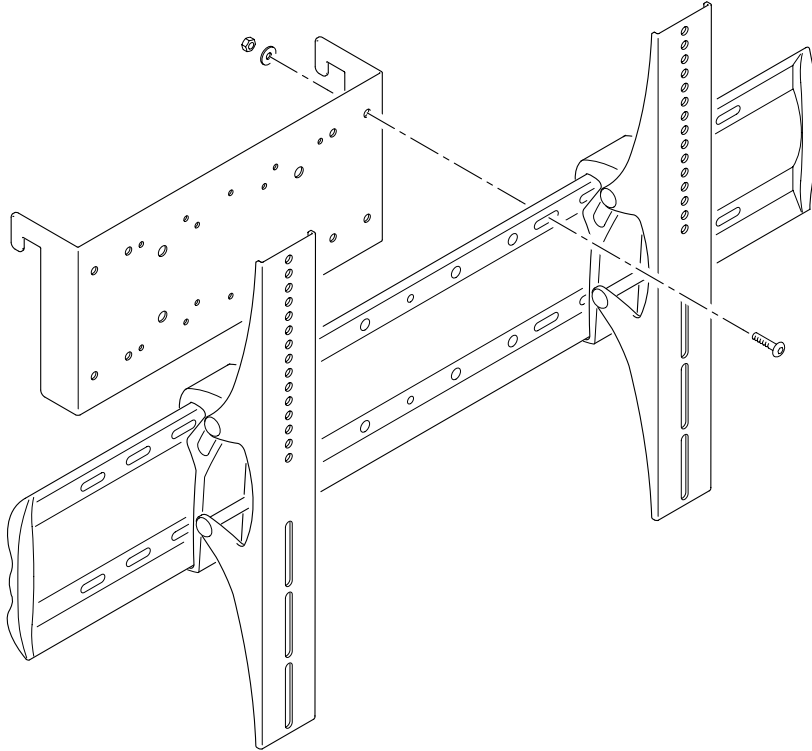
Large Monitor Adapter
(46"   LARGER)
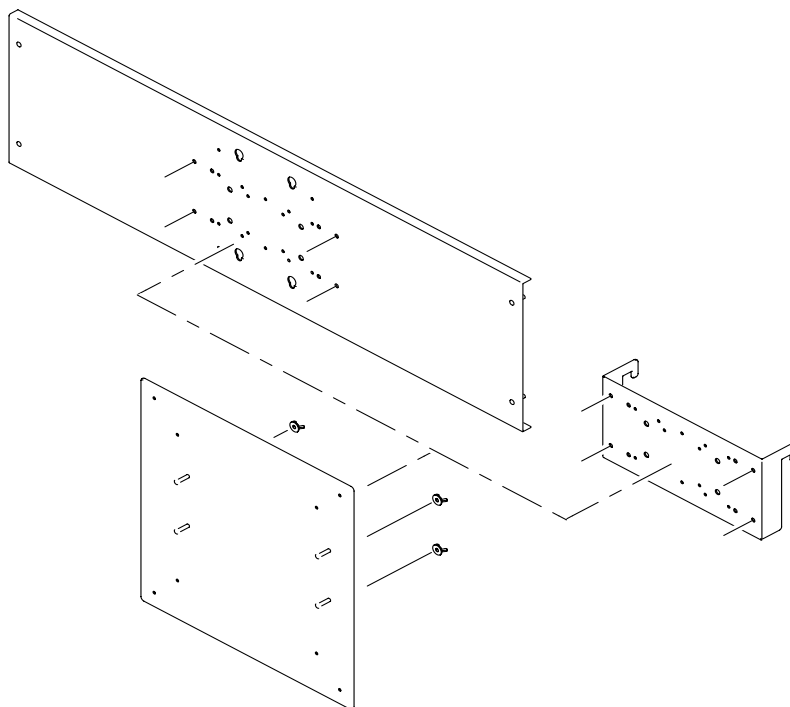
Hard Panel

INSTALLATION:

A hard panel spacer must be installed in the frame assembly before installing a hard panel.

When installing a hard panel for the first time, attach the required lengths of "loop" Velcro® to the frame assembly as described in the Velcro® kit provided.

1. The panel uses Velcro® to attach to the assembly. Fit the bottom edge of the panel onto the panel spacer.

2. Center the panel horizontally and angle it up into the assembly.

   Press along the edges of the panel to ensure that it is fully engaged with the Velcro®.

REMOVAL:

3. Pull tab near bottom left corner of panel outward.

4. Carefully pull the panel away from the assembly.

   Do Not pull on any wire management access holes to remove the panel or damage may occur.
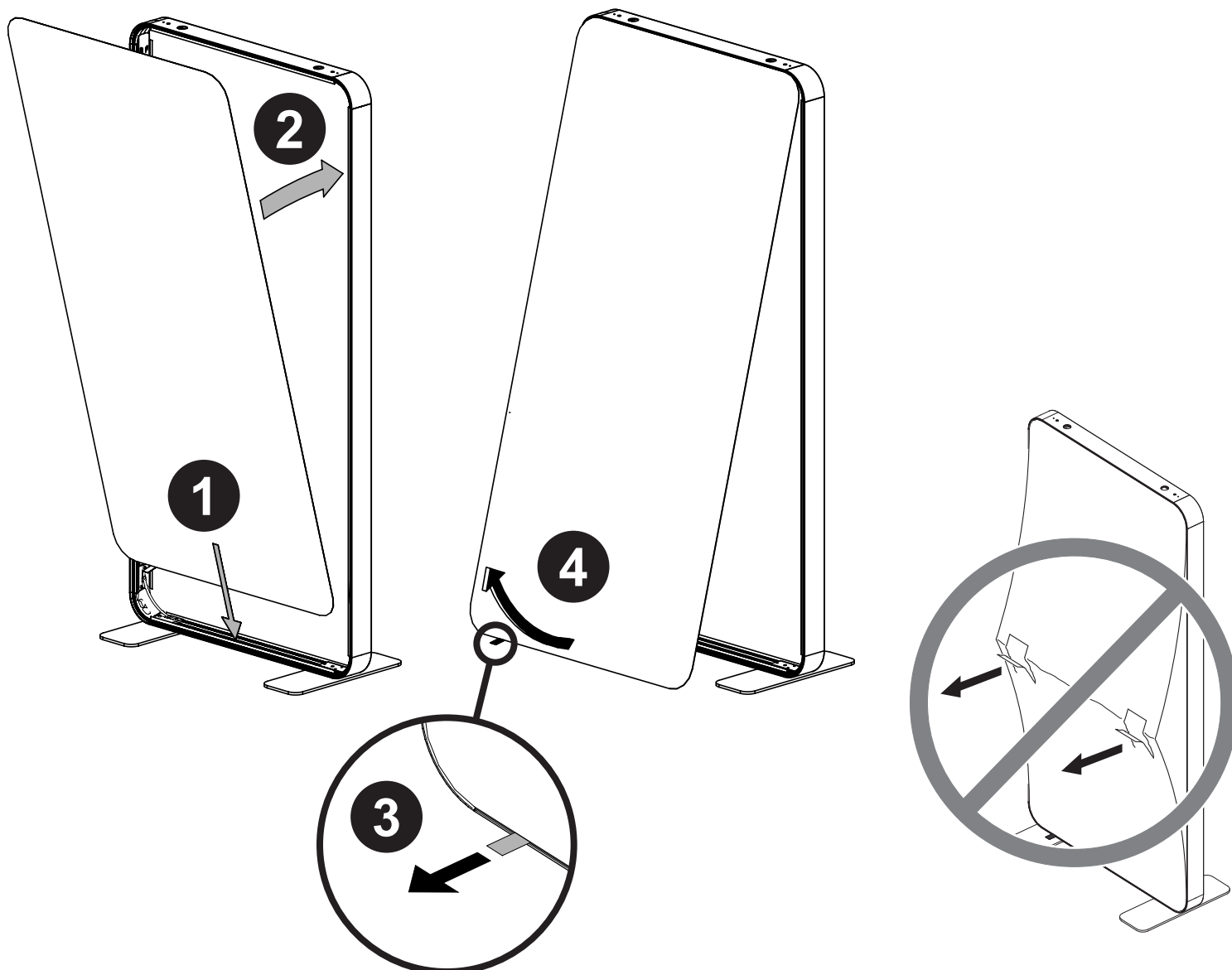
Fabric Panel

Fabric panels use "FlexLock" flexible strip sewn to the outside edge of the fabric panel. The FlexLock edge of the fabric is inserted into the Envoy extrusion.

Each fabric panel is marked to help determine its specific location and if it is installed on the inside or outside slot.

INSTALLATION:

1. Start at the corners of the assembly. To help you align the panel, the fabric panel is marked at each connector join point. Work the FlexLock edge of into the inner slot through the entire corner. When installing fabric panels into an arch connector: loosen the locking knob, work the FlexLock edge through the corner, then tighten the locking knob.
2. Press the FlexLock edge of the panel into the inner slot near the middle edge of the assembly.
3. Fit the FlexLock connector into the rest of the assembly slot, working from the corners inward and the middle outward, smoothing the fabric as you go.

REMOVAL:

Pull tab near bottom left corner of panel and carefully

Outer Slot
Inner Slot
Fabric Panel
Envoy Extrusion

(panels shown upsidedown)

FlexLock Connector

FlexLock Connector

Round Frame Panel

Square Frame Panel

Locking Knob
(under fabric panel)

Corner Join Point

Pull Tab
(use to remove panel)

Corner Join Point

Round Frame

Corner Join Point

Pull Tab
(use to remove panel)

Corner Join Point

Square Frame
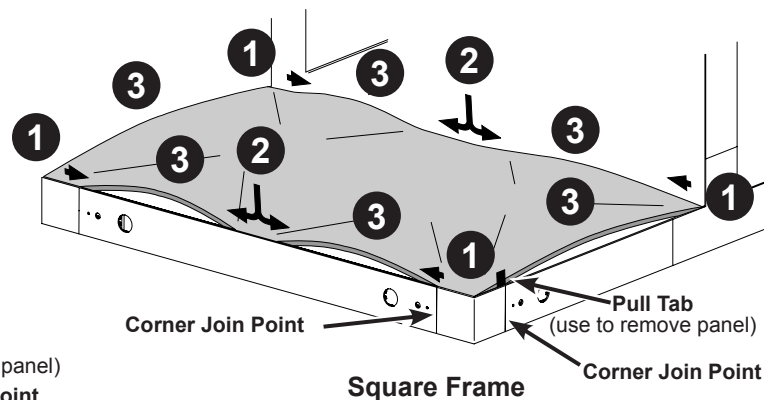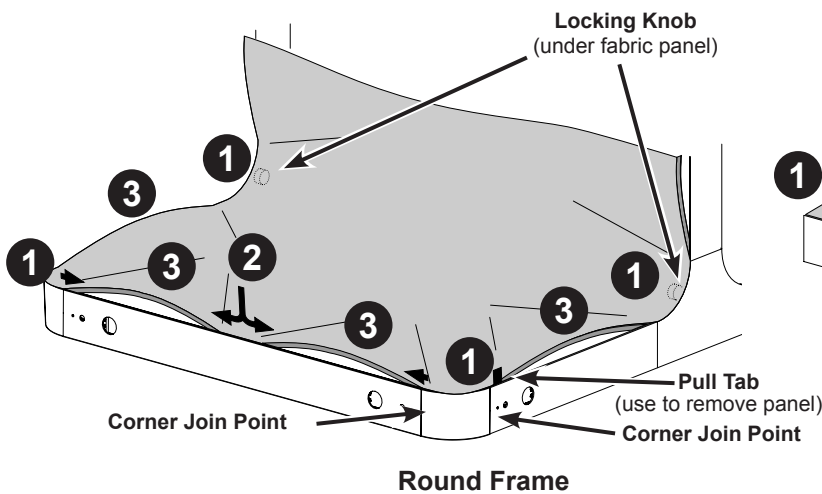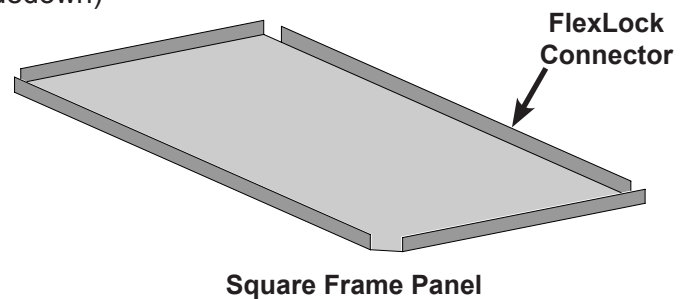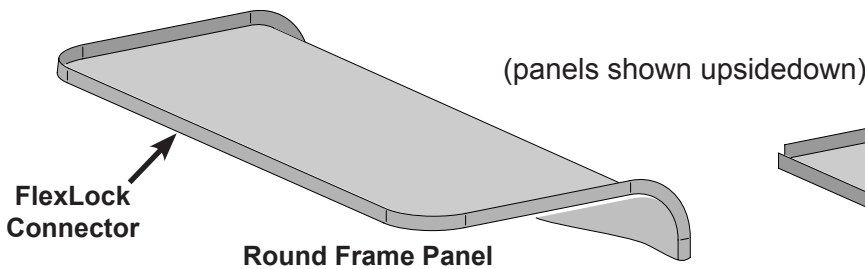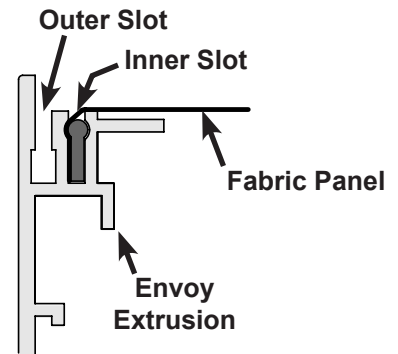
Shelves

Shelf standards must be properly installed before installing the shelf.

The maximum installed height for a 15" shelf is 48".

1. Fit lower hooks of shelf into standard then rotate remaining hooks up into position.
2. Press down on shelf near hooks to secure the shelf.
3. When shelf is fully engaged there will be a gap between the top shelf hook and the standard tooth.
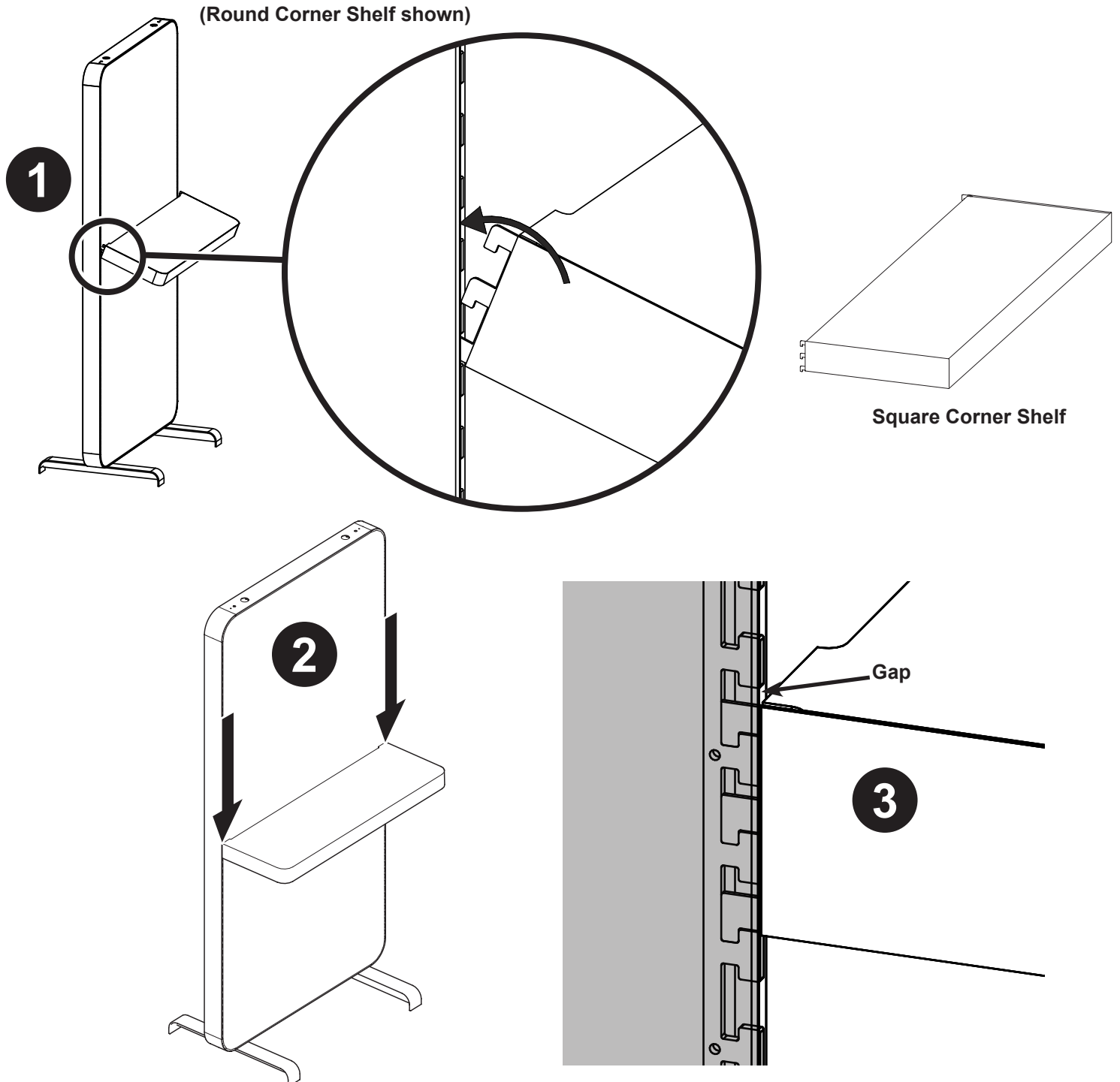
(Round Corner Shelf shown)

Square Corner Shelf

Gap

Light Header

Shelf standards must be properly installed before installing the light header.

1. Fit lower hooks of light header into shelf standard then rotate remaining hooks up into position.
   Light header should align with wire management hole in front panel.
2. Pull down on light header near hooks to secure the light header.
3. When light header is fully engaged there will be a gap between the top light header hook and the shelf standard tooth.
4. Remove the back panel from the assembly if previously installed.
   Fit wire management clips into the sides of the frame at 18" intervals (optional).
5. Run the power cord through the front panel, through any optional wire management clips and out one of the holes at the bottom of the assembly.
   A power strip can be placed between the panels inside the assembly if multiple devices require electricity.

1
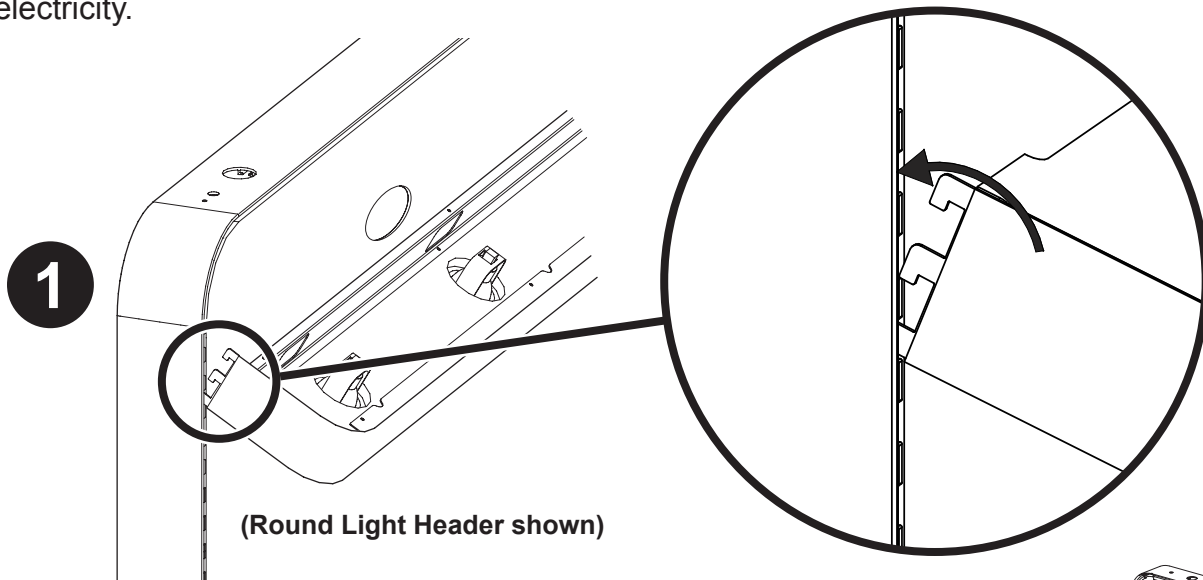
(Round Light Header shown)

3

Gap

5
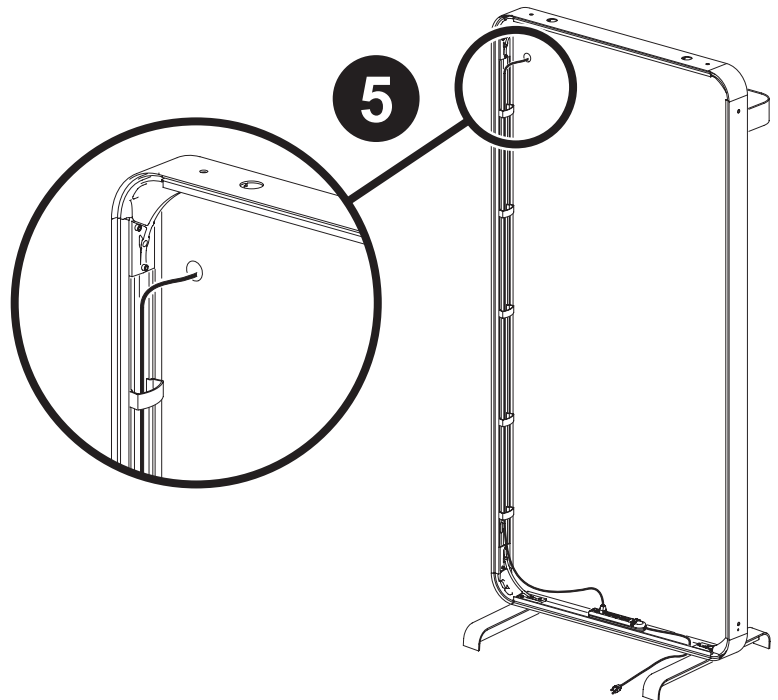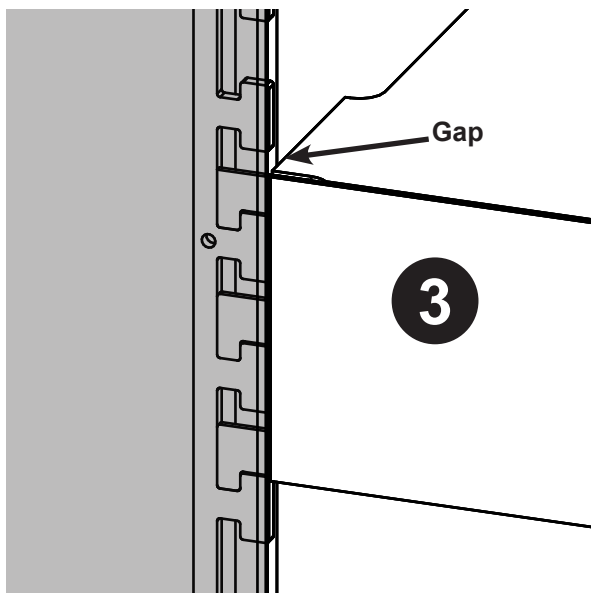
Under Shelf Light

1. Remove the back panel from the assembly if previously installed.

   Fit wire management clips into the sides of the frame at 18" intervals (optional).

2. Shelf light attaches to inside front face of shelf with Velcro®.

   Shelf should align with wire management hole in front panel.

3. Run the power cord through the front panel, through any optional wire management clips and out one of the holes at the bottom of the assembly.

   A power strip can be placed between the panels inside the assembly if multiple devices require electricity.
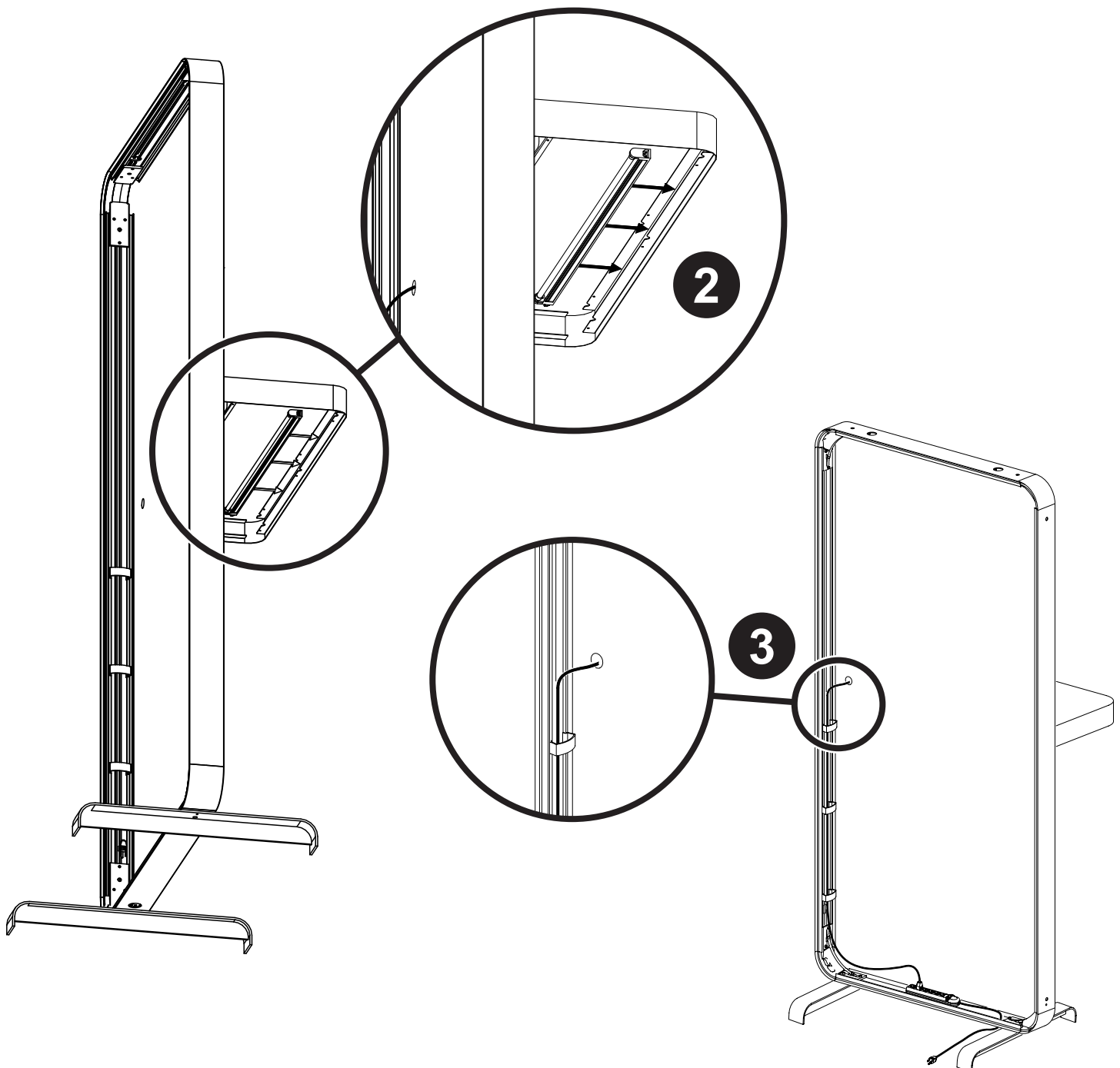
Cabinets

A free-standing frame assembly with properly installed shelf standards is required.

The following procedure applies to floating counter, floating full, bench, shelf, and full cabinets.

1. Install a hard panel or fabric panel in the frame assembly before installing the cabinet.
2. Fit hooks of cabinet side panel into shelf standards until side panel edge contacts the Envoy extrusion.
   Note: The top of floating cabinets should be installed 39" from floor.
3. Push downward on the side panel near the hooks to secure the panel.
   Note: For bench, shelf, and full cabinets, it may be necessary to adjust cabinet foot upward (shorten) to allow for side panel installation.
4. When cabinet side panel is fully engaged there will be a gap between the top panel hook and the shelf standard tooth.
   Repeat for remaining side panel.

39"

Gap
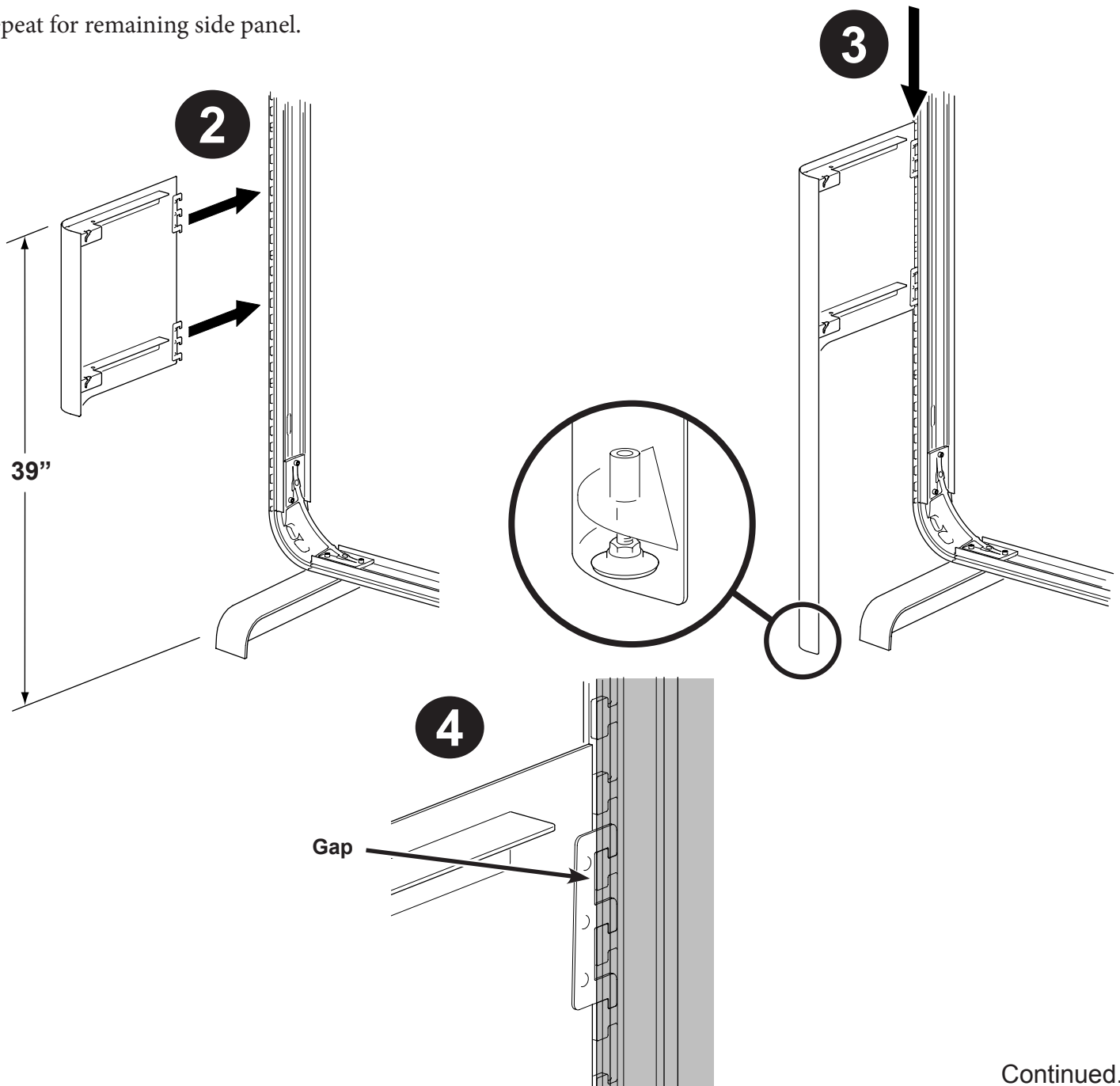
Continued...

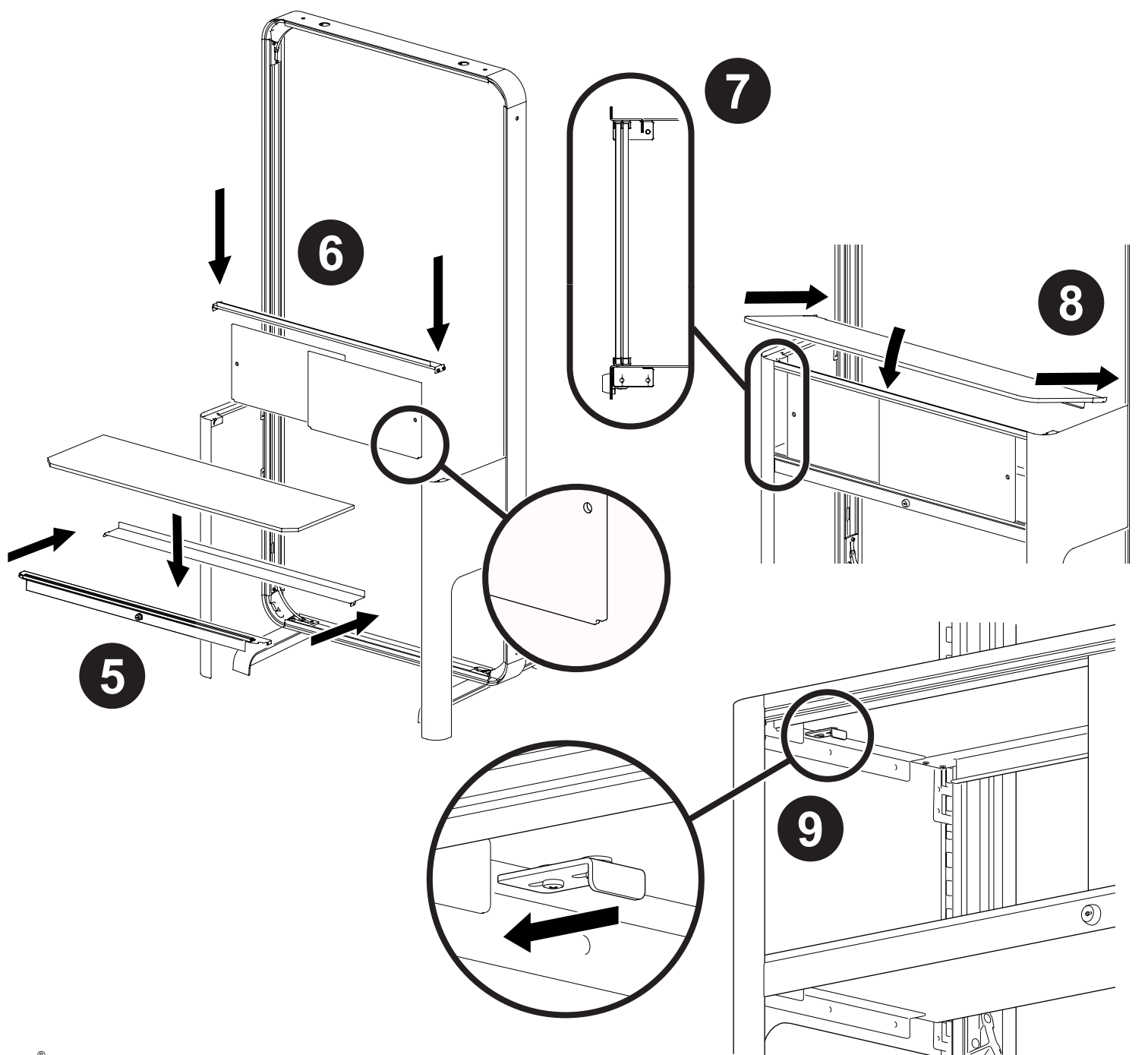## Cabinets (continued)

5. Install cabinet bottom front bracket, bottom rear bracket, and bottom shelf.
   **Note:** Square cabinets that rest directly on floor or on a square split base do not require bottom rear bracket or bottom shelf.
   Make sure all four bottom bracket tabs fit into slots in side panels.
6. Place cabinet doors into bottom shelf door guides with notches downward and install top door guide.
7. Make sure doors are in correct slots and all four guide pins fit into side panels.
8. Guide the tabs on the cabinet top into the shelf standards then lower the cabinet top into the side panels.
9. Slide cabinet doors open and engage cabinet top latches (one each side).
10. For bench, shelf, and full cabinets, adjust cabinet feet as needed to square and level cabinet assembly.
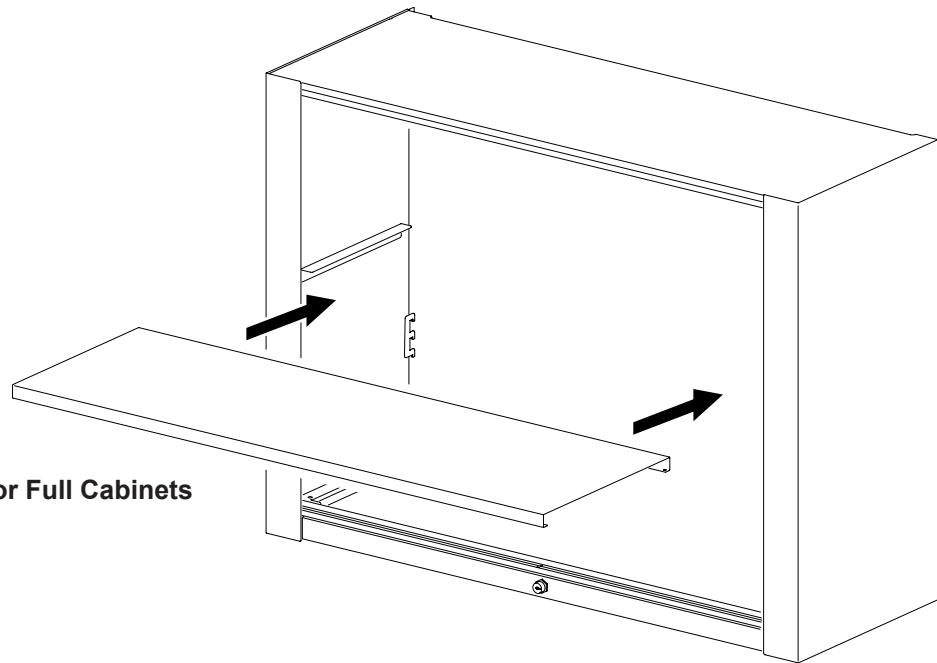
Optional Center Shelf for Full Cabinets
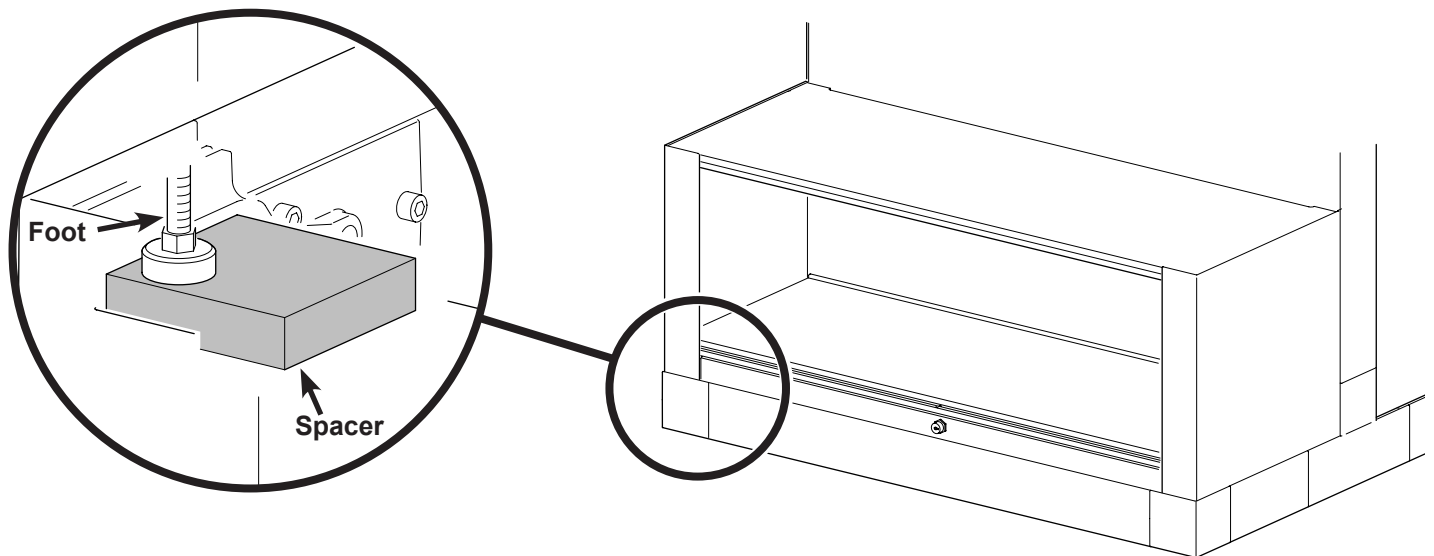
Foot

Spacer

1. **Note:** When installing a square bench cabinet over a square split base assembly use a spacer (provided) under each cabinet foot as shown. Adjust the cabinet foot as necessary to support the front of the cabinet assembly.

<u>Sitting Bench</u>

A free-standing frame assembly with a properly installed graphic transition is required.

1. Install a vertical hard panel or vertical fabric panel in the frame assembly before installing the sitting bench.

2. Position the sitting bench squarely in the frame assembly.

    <u>Note</u>: The padded bench top is attached to the bench with Velcro® strips and can be removed to access the storage area inside the bench.
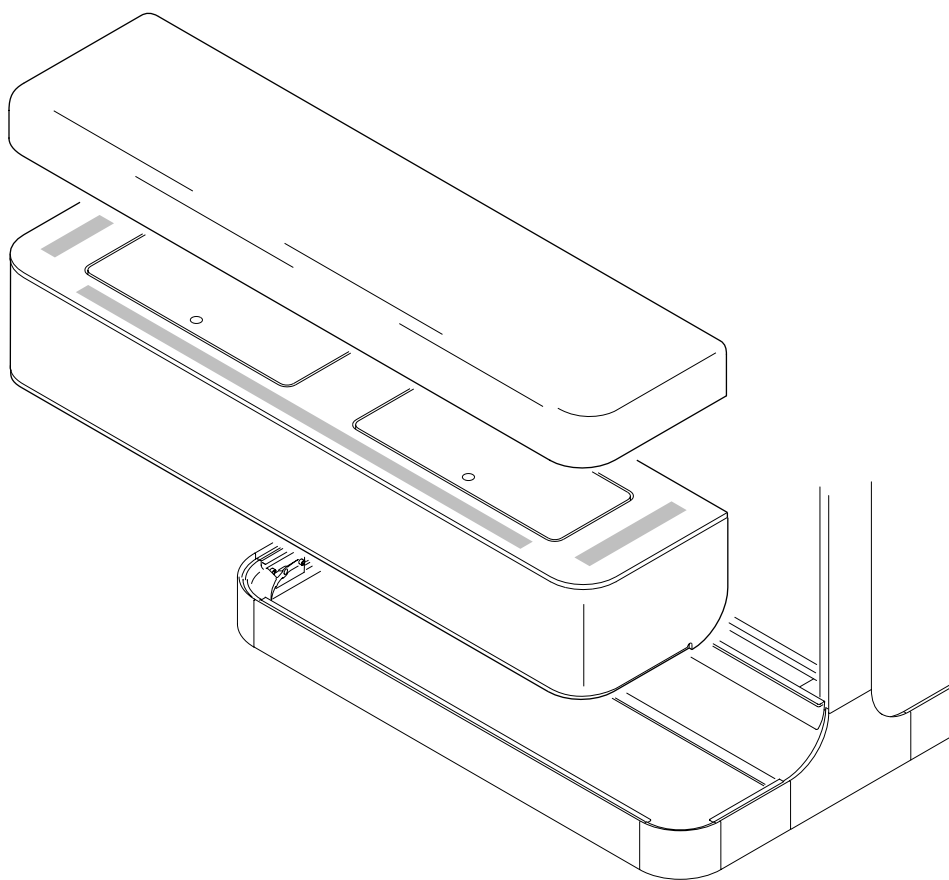
Envoy® Exhibit System

Accessory Hang Rail
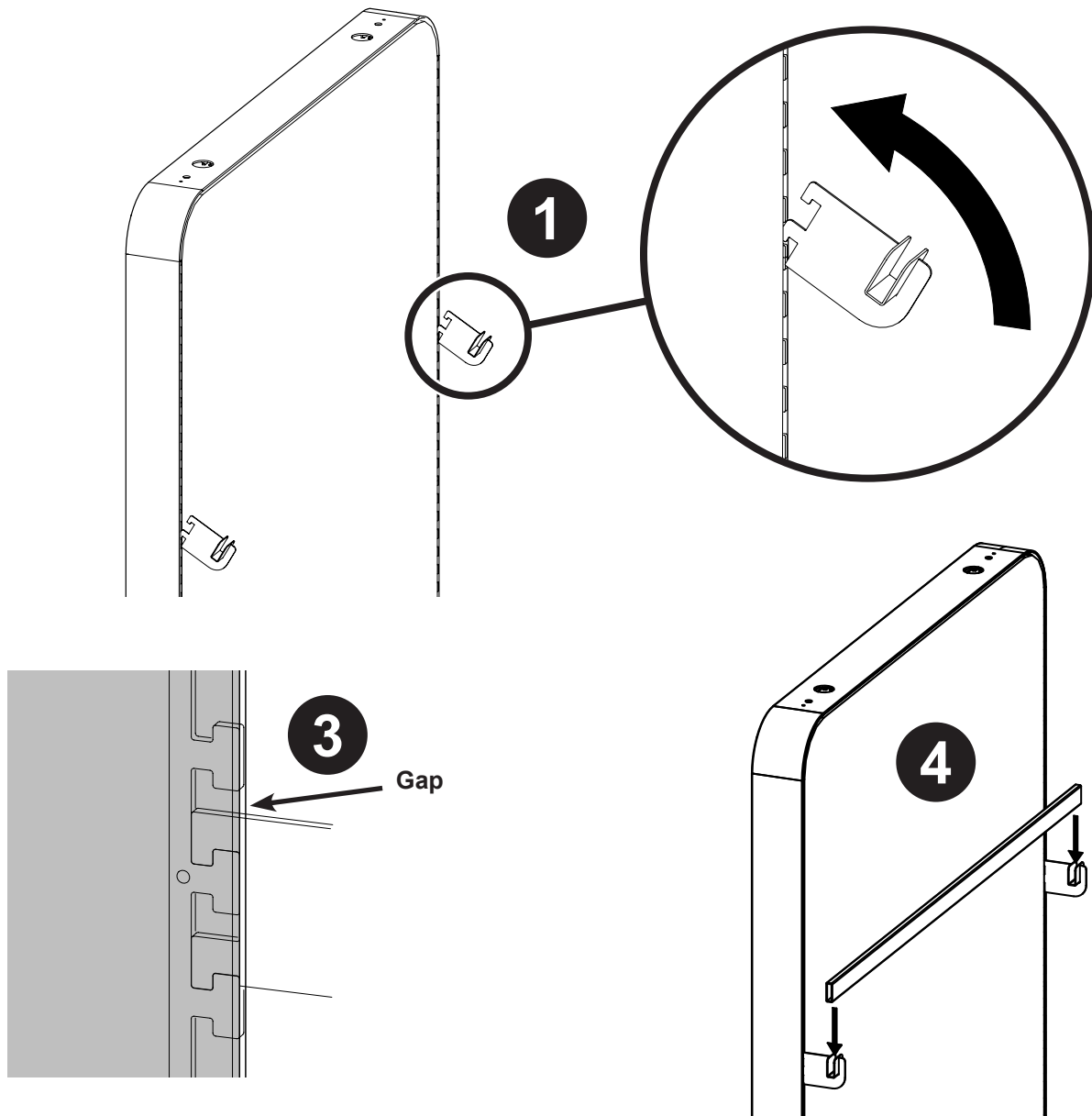
Shelf standards must be properly installed before installing the accessory hang rail.

Do Not install any accessory hang rail above 60" from floor.

Do Not exceed 20 lbs total weight load per accessory hang rail.

1. Fit lower hooks of accessory hang rail bracket into shelf standard then rotate remaining hooks up into position.
2. Pull down on accessory hang rail bracket near hooks to secure the bracket.
3. When accessory hang rail bracket is fully engaged there will be a gap between the top bracket hook and the shelf standard tooth.

   Repeat for remaining accessory hang rail bracket.
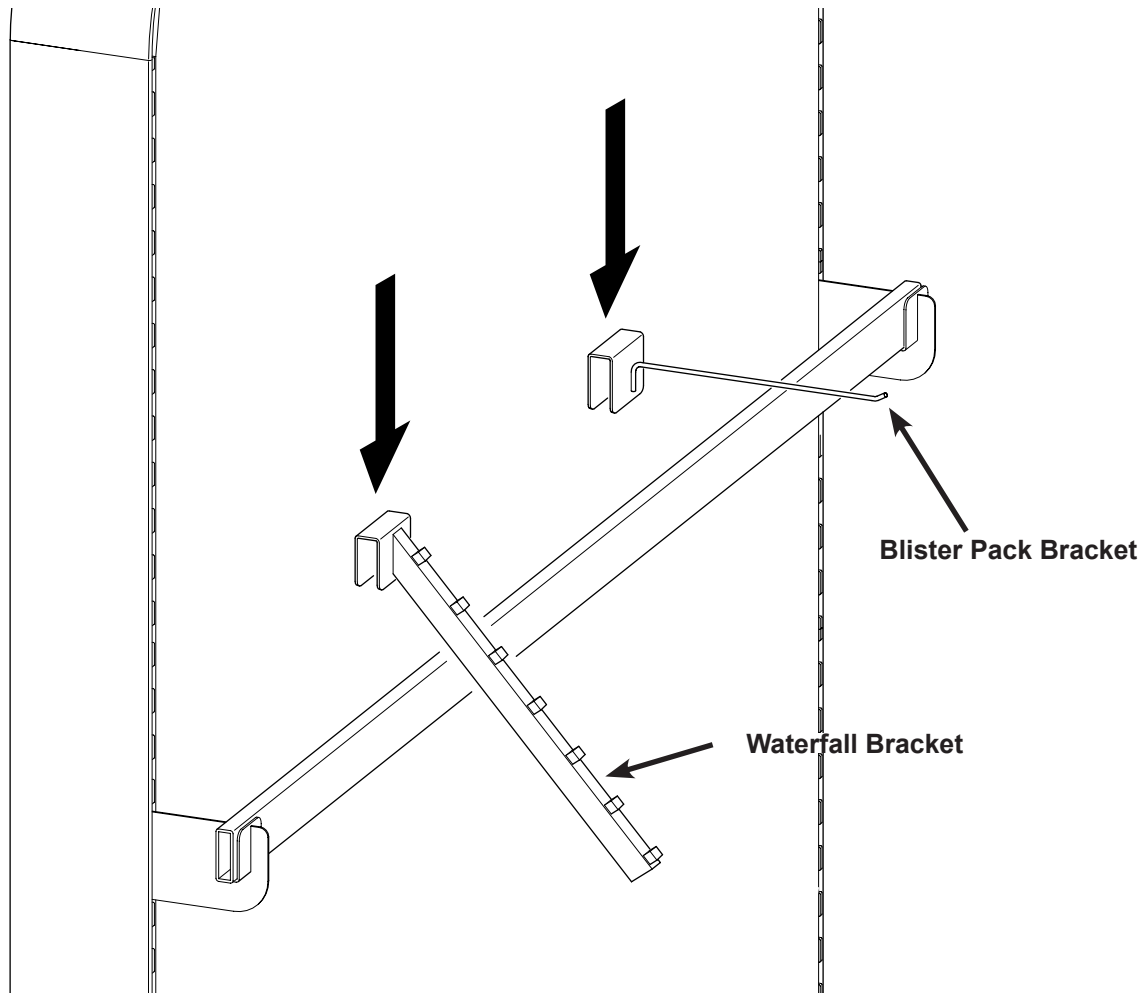4. Fit accessory hang rail into brackets.

Gap

Envoy® Exhibit System

Skyline® *INSTRUCTIONS*

Accessory Hang Rail Waterfall Bracket & Blister Pack Bracket

ACCESSORIES

Accessory hang rail must be properly installed before installing a waterfall bracket or blister pack bracket.

Do Not exceed 20 lbs total weight load per accessory hang rail.

Fit bracket over accessory hang rail.

Repeat for additional brackets if necessary.

Blister Pack Bracket

Waterfall Bracket

PN 33180_T

Accessory Track
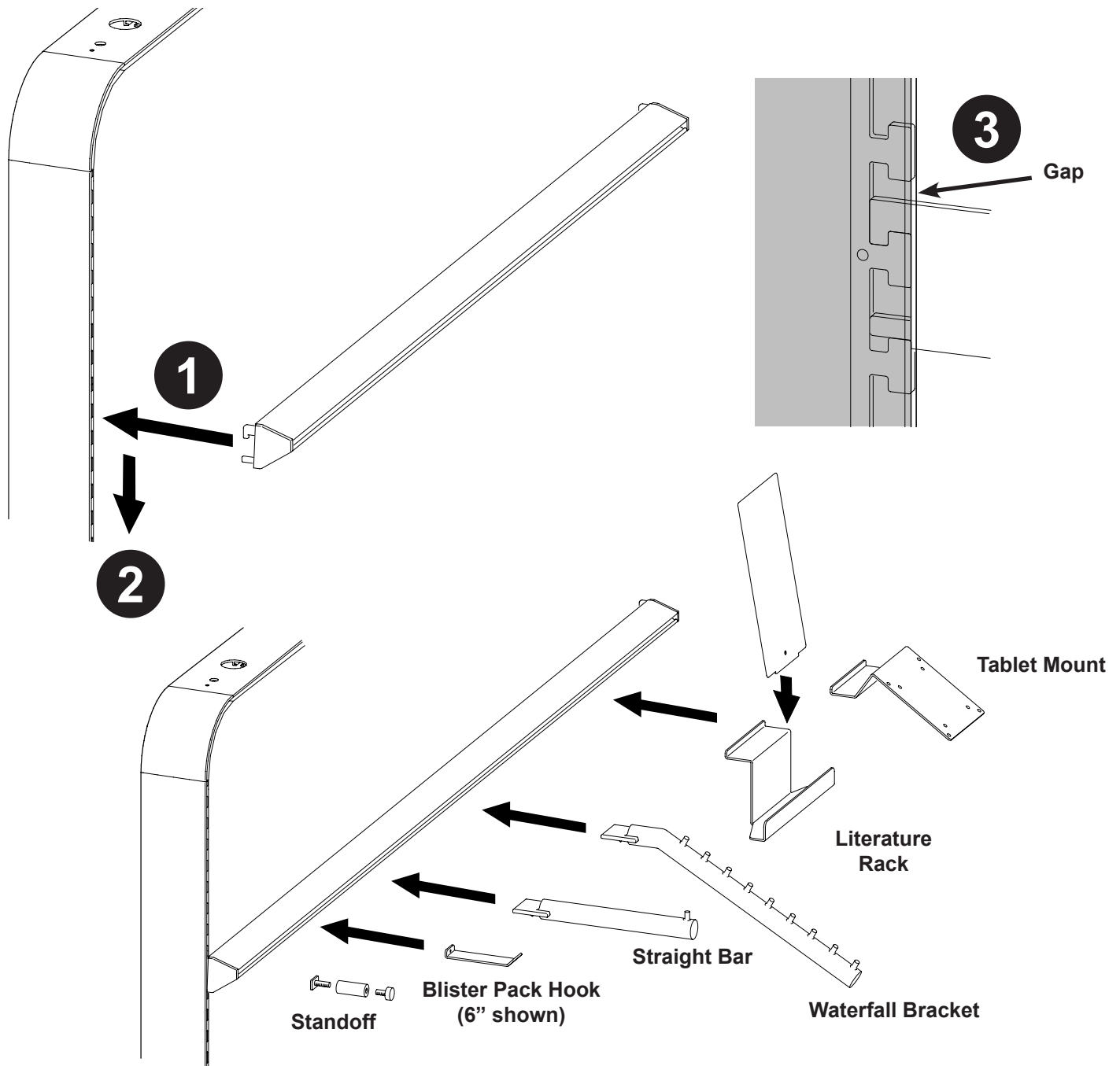
Shelf standards must be properly installed before installing the accessory track.

Do Not install any accessory track above 60" from floor.

Do Not exceed 20 lbs total weight load per accessory track.

1. Fit hooks of accessory track into shelf standard.
2. Pull down on accessory track near hooks to secure.
3. When accessory track is fully engaged there will be a gap between the top bracket hook and the shelf standard tooth. Make sure both ends of accessory track are fully engaged before proceeding.
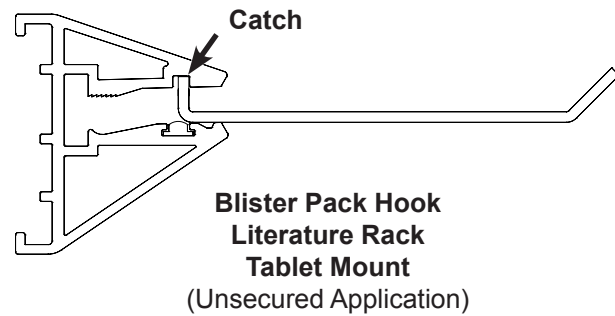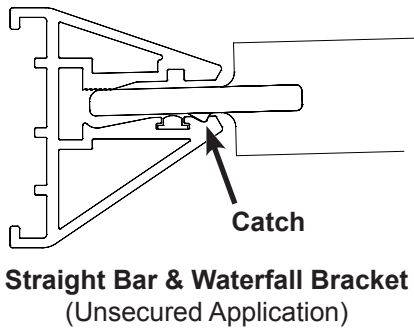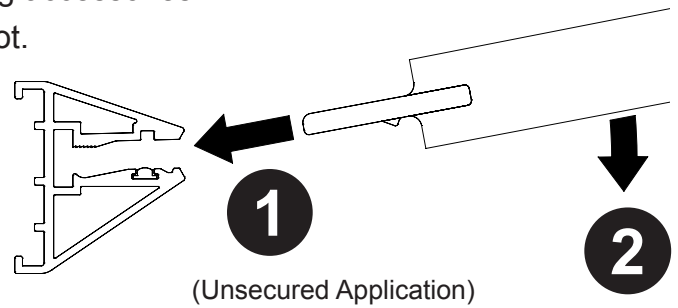
Gap

Tablet Mount

Literature Rack

Straight Bar

Blister Pack Hook (6" shown)

Standoff

Waterfall Bracket

TRACK ACCESSORIES

Accessory Track Accessories

Accessory track must be properly installed before installing accessories.

1. For Unsecured applications, fit accessory into track slot.
2. Make sure accessory catch is properly engaged.
   Repeat for additional accessories if necessary.

(Unsecured Application)

Catch

Straight Bar & Waterfall Bracket
(Unsecured Application)

Catch

**Blister Pack Hook
Literature Rack
Tablet Mount**
(Unsecured Application)

To install secured applications of standoff, literature rack, tablet mount, and blister pack hook:

Remove one accessory track end cap before installing accessory track.

For standoff, remove internal rubber strip, trim to length, and reinstall.

Install accessory and reinstall end cap.

Rubber Strip

End Cap

Standoff

(Secured Application)

Catch

Standoff
(Secured Application)

**Blister Pack Hook
Literature Rack
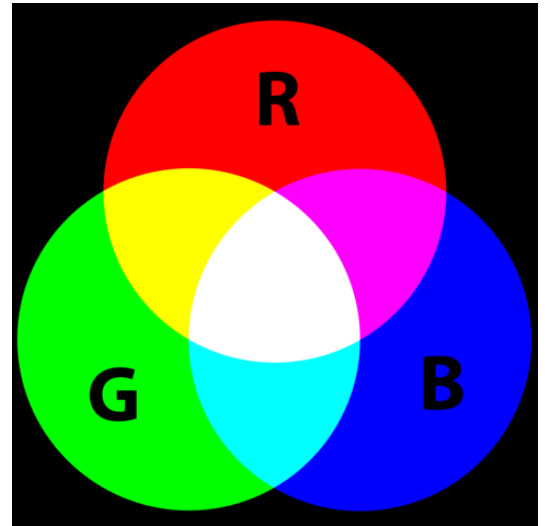Tablet Mount**
(Secured Application)
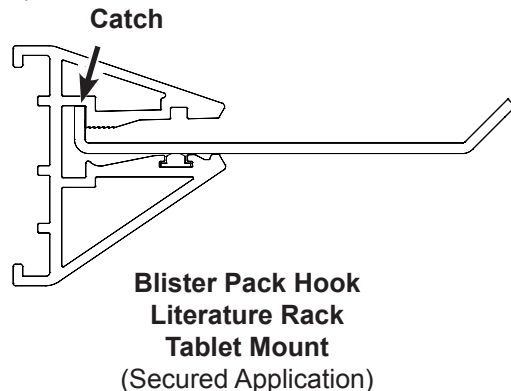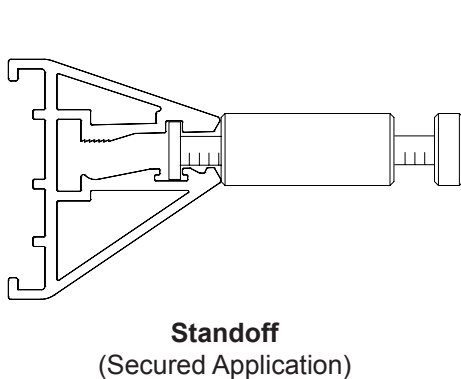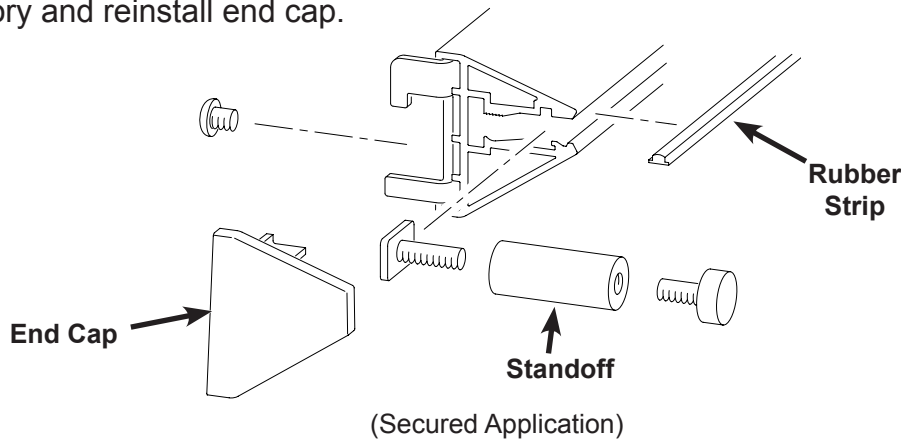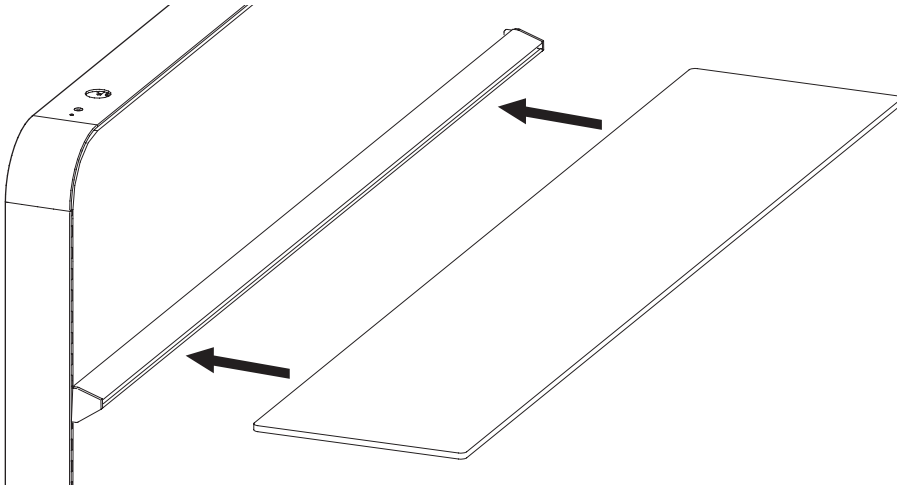
Accessory Track Shelf

Accessory track must be properly installed before installing a shelf.

Do Not exceed 15 lbs total weight load per shelf.
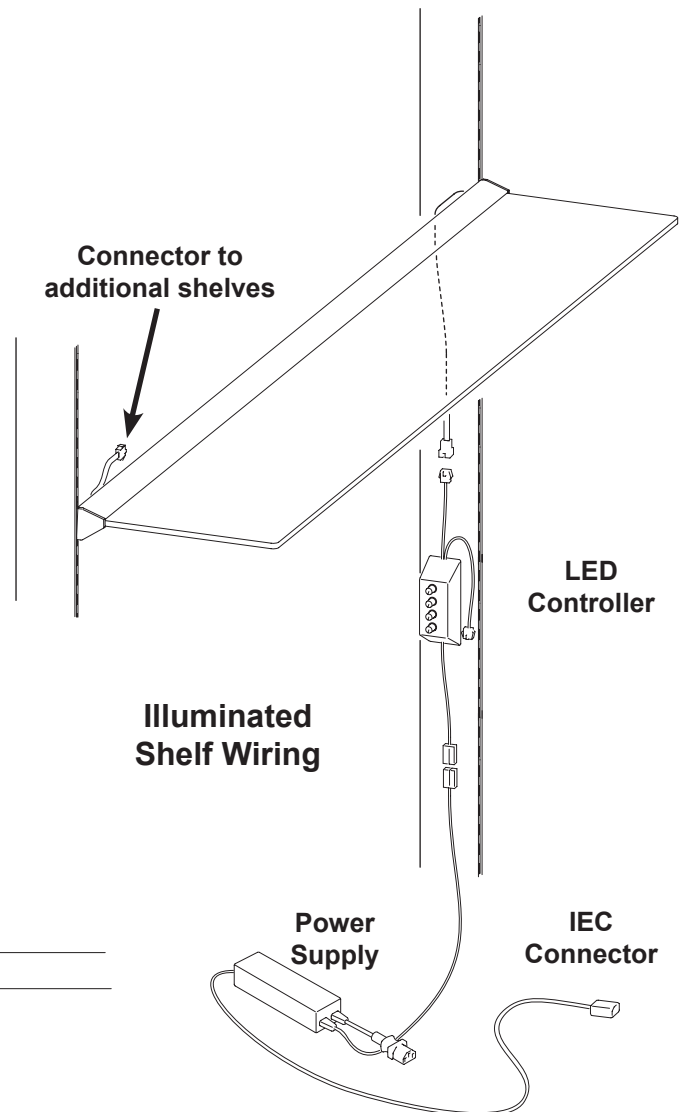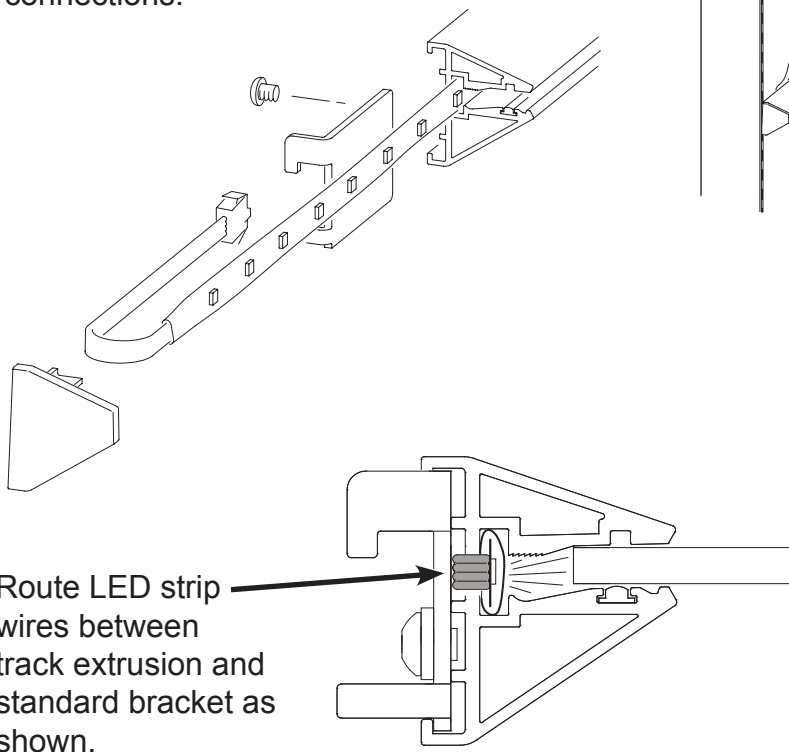
Fit shelf into accessory track slot.

Route wiring as necessary for illuminated shelves.

COLOR MIXING CHART

Note: When installing multiple illuminated shelves in series, it will be necessary to install every other LED strip in accessory track in reverse to accommodate wire connections.

Connector to additional shelves

LED Controller

Illuminated Shelf Wiring

Route LED strip wires between track extrusion and standard bracket as shown.

Power Supply

IEC Connector

<u>Hang Envoy</u>

For hanging assembly instuctions, please reference the included drawing (Envoy Hang).