Splicing Ad Panels

A Guide to Successful Splicing of Ad Panels for SignCo's Model RT-8 Rotating Sign System

The Rotating Sign System from SignCo is normally shipped from the factory with the desired advertising in place. However, it may become desirable over time to add to or change the advertising panels associated with your system. Improper installation of ad panels can cause serious problems with the performance of your system, leading to tracking and reliability troubles and ultimately to premature wear of the ad panels themselves. By following the procedure given below, ad panels can be changed on site by your own personnel, and have the system up and running again in a minimal amount of time.

While the procedure described here is very straightforward, it should be read and understood in its entirety before starting. This will aid in ensuring that all necessary items have been obtained beforehand, and that adequate time and space have been allocated to efficiently accomplish the tasks required.

Tools needed to change ad panels are usually readily available. These include a 10 foot table with a clean, hard surface, splicing tape (available from SignCo), masking tape, and a knife.

These tasks should be performed in an area large enough to allow easy access around the unit. In addition, there must be room for a 10 foot table, as well as room to unroll and view the new ad panels. A large work area will make the tasks considerably more efficient.

Detailed Procedure

1. First locate the small control panel on the right hand door (Figure 1). Determine where in the ad scroll the new ad is to be placed. Use the JOG button to move all ad panels to the desired location of your new ad panel(s) to be installed. You have to push the SEL button once so that the MAN light is blinking before you push the JOG button. Put the ad panels in the middle of the two ads that you are going to be adding between as shown in the picture below (Figure 2). **Then push the "RES" button**.

Figure 1

Figure 2

2. Next, you have to set up a table directly in front of the sign as shown in Figure 3. It's best to have a table longer than 8' so that you have plenty of space available on the ends. If you do not have a table longer than 8', you can set a board or something on top of the table that is longer as in the picture below. If you do not have a table or a board, you can just use the floor to do the splicing.
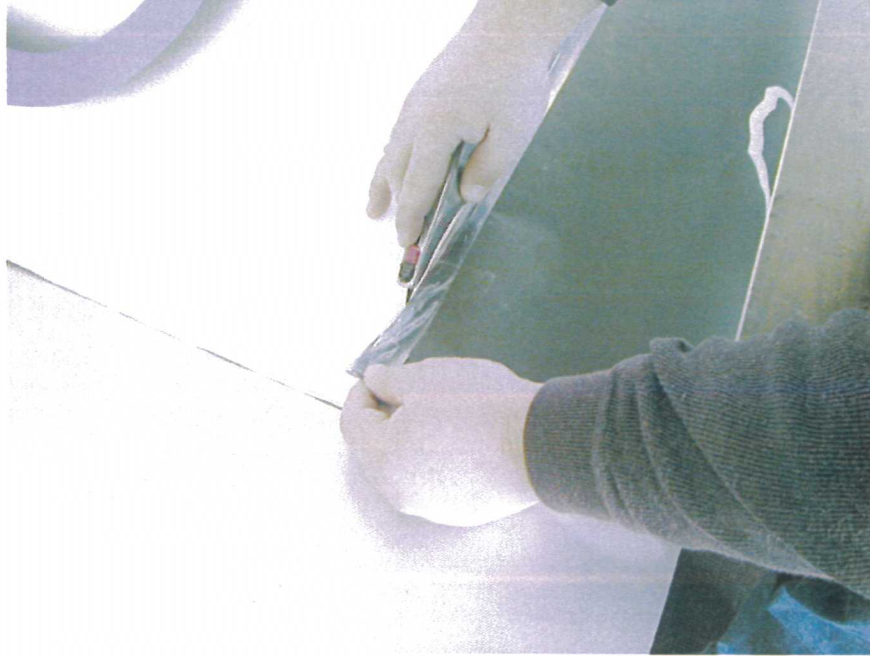

Figure 3

3. Release the motor brakes by holding down the reset button for ten seconds.
4. Slowly and carefully pull the material out of the front of the sign and lay the material on the table. If the material will not pull away from the sign, you forgot to hit the "RES" button. After pulling the material out of the sign, it should look like the picture below. (Figure 4)
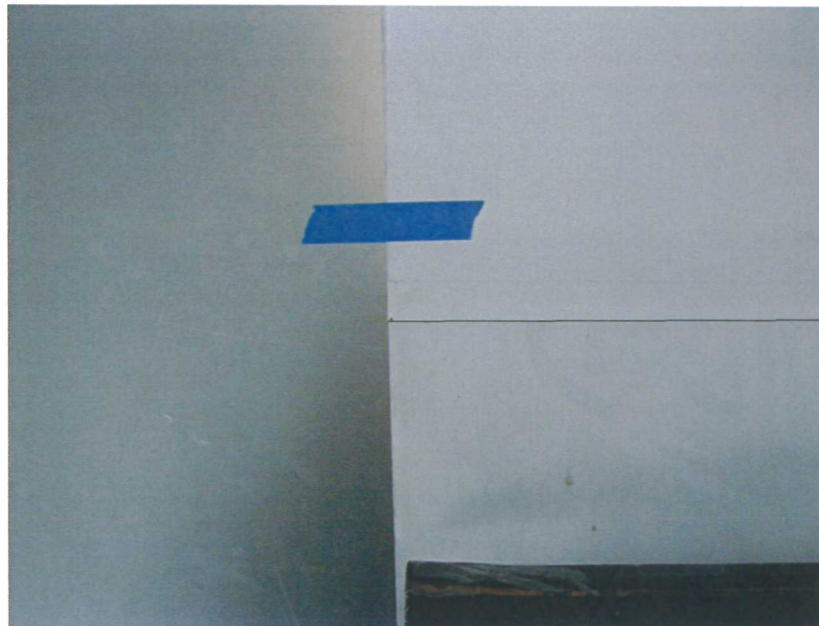
Figure 4

5. It is now time to cut the ads apart. Carefully cut the tape along the existing splice line. Try not to cut the ads themselves, and do not cut the ads below. You may have to hold the top ads up with your hands as shown in Figure 5. After cutting the ad panels all the way apart, let the bottom ad just hang over the table.
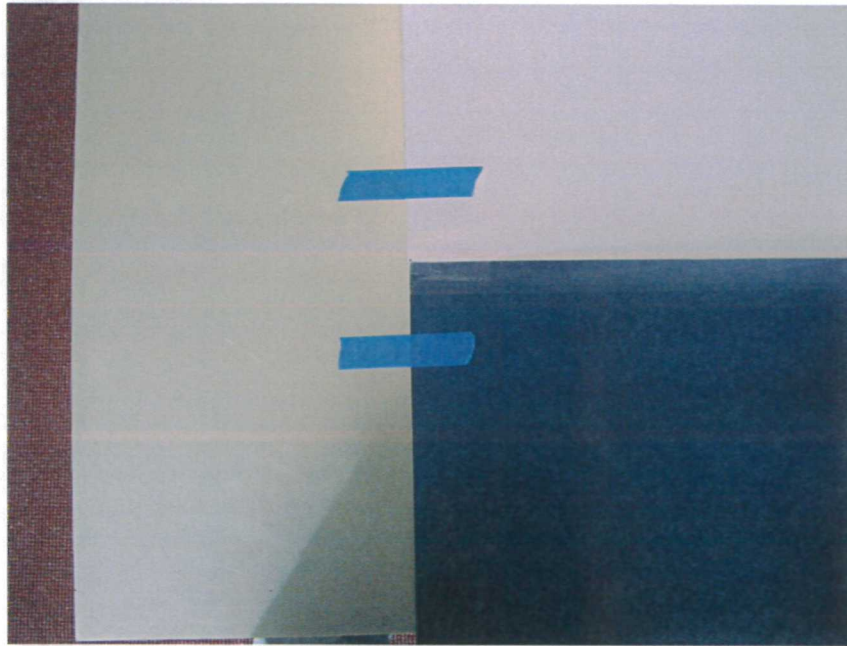

Figure 5

6. Tape the ends of the top (White ad above in Figure 6) ad down to the table using some masking tape. Place the tape about 2" – 3" above the splice line so it does not interfere with the splicing process as shown in Figure 6. Make sure the ad is nice and flat on the table also.

Figure 6

7. Obtain the new ad to be spliced in at this location. Make sure it is oriented properly; that is, top of the new ad to the bottom of the existing ad. Also make sure you are putting the correct ad panel in the correct sign. Tape the new ad to the table next to the existing ad panel as in Figure 7. It is very important that there be little or no gap between ad panels. The ad panels should be identical in width to the existing ad panels. If they are not, center the new ad panels on the old; that is, tape the new panel next to the old with an equal amount of overhang at each end.
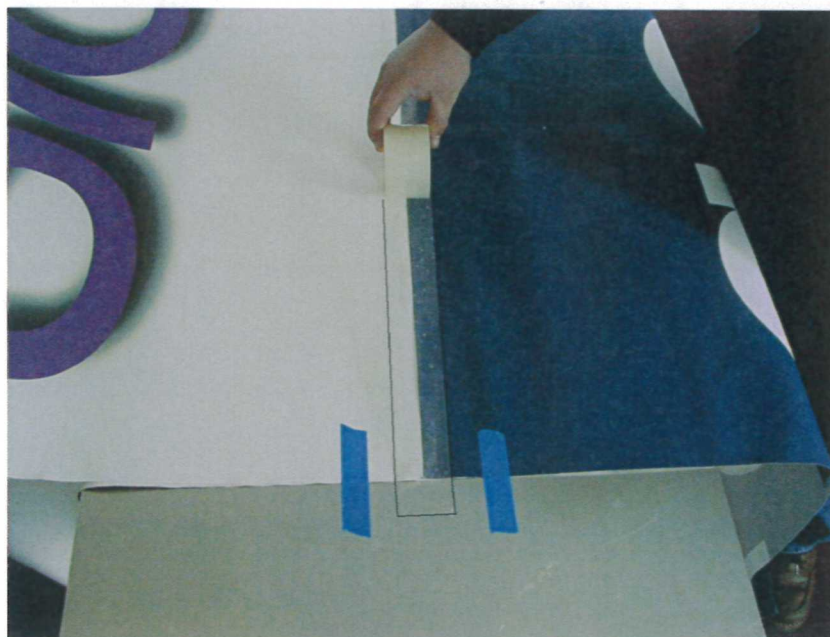

Figure 7

Figure 8

8. Tape the edges of the two panels together to keep them from moving during the splicing process. Use short (2") pieces of splicing tape set about 12" apart. See Figure 9. Start in the center and work your way outwards. These pieces of tape should be set with care, as they will not be removed later when the final splice tape is applied.
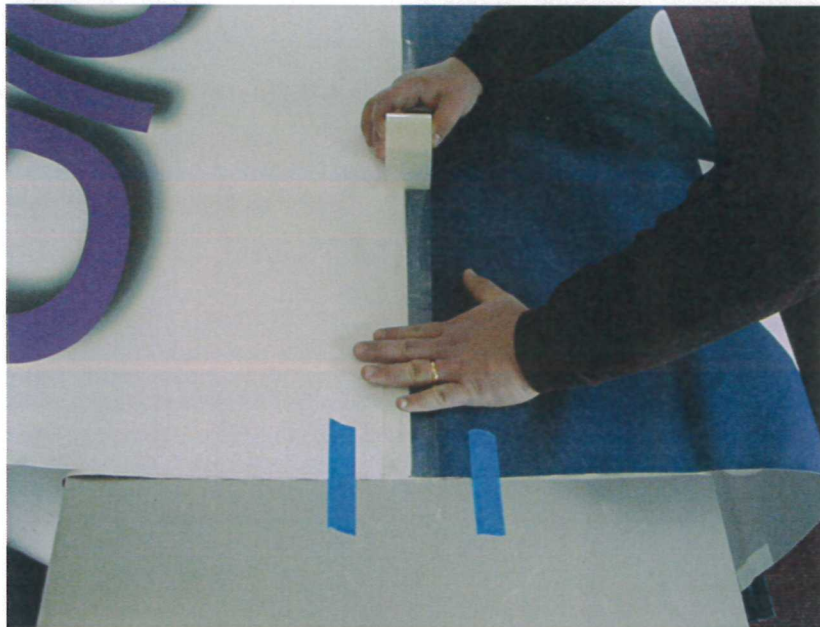

Figure 9

9. Pull about 6" of tape off of the roll supplied. Center the roll of tape over the seam, with about 1" of the tape overhanging the edge of the ad. See Figure 10. Press the tape firmly in place on the panel.

Figure 10

10. Continue to tape the splice in about 12" increments. Keep the roll centered over the seam. Pull off about 8 – 12" of tape at a time. Keep only very light tension on the tape. Press the tape firmly in place, being careful not to wrinkle either the ad panel or the tape. See Figure 11. When the entire seam has been taped, leave the tape about 1" longer than the panel and cut the tape. Now, you will need an old credit card or something equivalent to burnish the tape down to the ad panels as shown in Figure 12. Burnish the whole splice. You will notice the tape adhere to the material when done right. This is very important because the tape is pressure sensitive, so if no burnishing is done, it didn't really "splice" the ad panels together.

Figure 11

Figure 12

11. Remove the short blue pieces of tape installed in steps 5 & 6. Wrap the 1" pieces of overhanging tape around to the back side of the panel and secure.

12. Now, roll up your top ad by turning your belt, which is located on the right side of the sign unit counter-clockwise. (WARNING: Do not attempt to roll up scrolls with the power on to the sign. If the power is on to the sign, it is best to open one of the doors on the back of the sign and turn the roller by hand.) Leave about 2 foot of ad material hanging out the front of the sign as shown in Figure 13. Pull the bottom ad towards you and loop the scroll back on top of itself as shown below. Then repeat steps 5-10. When all finished you should have a complete scroll again.

Figure 13

13. Repeat this entire procedure for all of the units that require ad panel changes. Now we must reprogram your units to properly display the ads that have just been installed.

Reprogramming Promotion

The Rotating Sign System requires a program telling the computer in which order to display the ads, and for what amount of time duration to display each ad. The software operates as if in a continuous loop; that is, it runs through the program from beginning to end, then jumps to the start of the program and starts over again. Therefore, the sequence is usually set up to scroll through the ads from one end of the roll to the other, and then scroll through them back to the start. When new ads panels are added to the scroll, both the software on your P.C., and the firmware in the signs need to be updated. To update the software and firmware, use the following procedure.

1. The first thing to do is to get the correct ad list. You can do this by pressing the "SEL" button once. You should notice the "man" light blinking now. Then press and hold down the "Skip Down" button until the display reads "0" on the display on the control panel located on the back of the sign. After you get to "0", press the "Skip Up" button once, now you will need to write the number down that is displayed on the control panel, and the ad that is displayed on the front of the sign. I.E., if the number displayed on the control panel is "10" and the ad showing on the front of the sign is "Pepsi", write down
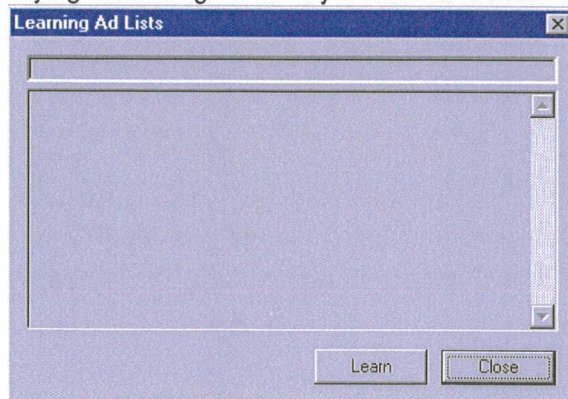
    10   Pepsi

on a piece of paper. Then press the "Skip Up" button once again and again write down the number displayed and the ad displayed. Do this until you get to the number "31". You do not need to write down the number "31". After you get to "31" press the "Skip Down" button once. Then press the "RES" button.

2. Now you can go into the Software part of updating. On the desktop of the computer, you should have a Promotion icon. Double click on it and when prompted to "connect to sign network" select "Yes".

3. After connecting, go to the "**Commands**" pull down menu and select the "**Learn ad list**" option.

4. Now you should notice a confirmation check box that has two options, either "**Learn**" or "**Close**" like in the picture below. Click on the "**Learn**" button and another confirmation box will come up saying something like it may take 15-20 minutes. Go ahead and click on the "**O.K**" button.
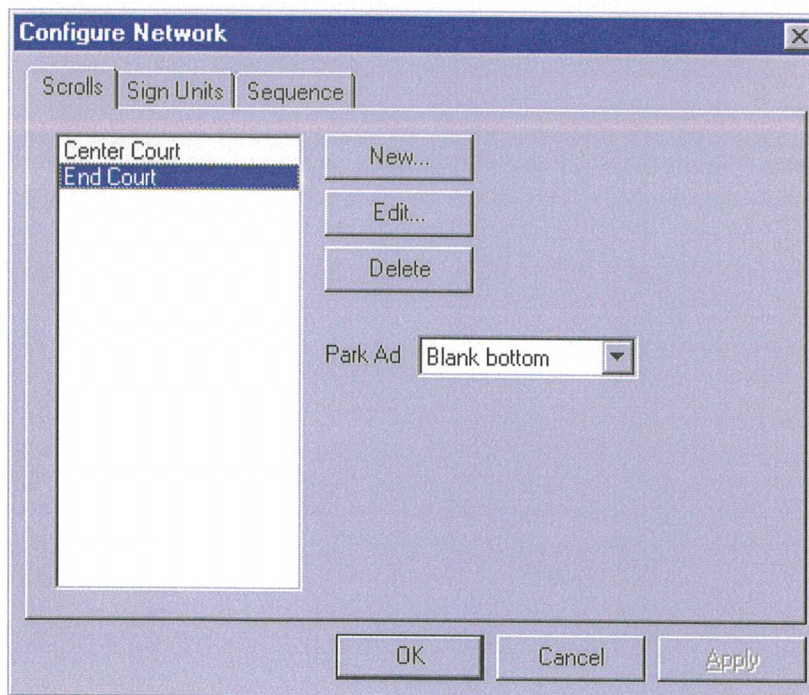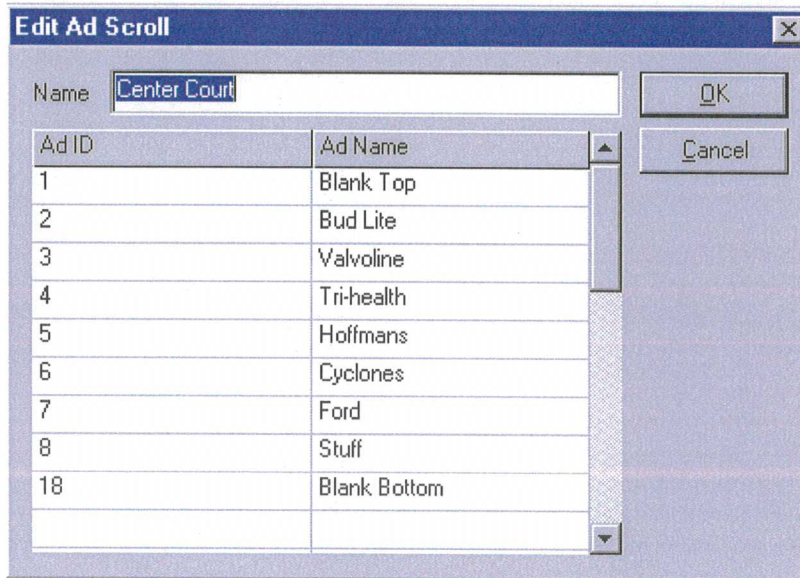
5. Your signs should now be moving to the top of the scroll, then down to the bottom and back to the top. Lots of information will scroll on the dialog box. Most of this can be disregarded. Wait for the sign to stop moving. If all went well, you should get a check box that reads, "**Commit ad list**" (picture below) and you should select the "**Yes**" button. Now you can click on the "**Close**" button on the box labeled "**Learning ad list**"

Promotion ☒

? Commit ad lists?

[Yes]   [No]

6. Now go to the "**File**" pull down menu and select "**Disconnect**" and then go back in the "**File**" menu and select "**Edit Configuration**." Now you will notice 3 tabs: Scrolls, Sign Units, and Sequence. Under the "**Scrolls**" tab you should have a name in the white box, highlight it and select the "**Edit**" button.

Configure Network ☒

| Scrolls | Sign Units | Sequence |

Center Court
End Court

New...

Edit...

Delete

Park Ad [Blank bottom ▼]

[OK]   [Cancel]   [Apply]

7. Here is where you need to compare what you have written down as the ad list with the ad list shown on the screen. Each ad needs to needs to correspond with its respective number. If you have added the new ad in the middle of the scroll, you will need to delete everything below where the new as is to be. Then you can type in the number in the "Ad Id" column, and type in the name of the Ad in the "Ad Name" column. Then you will need to type in the rest of the numbers and there corresponding ads. You do not need to type in the "0" and "31". After you have finished typing this information in select the "**O.K**" button.

Edit Ad Scroll		
Name Center Court		OK Cancel

Ad ID	Ad Name
1	Blank Top
2	Bud Lite
3	Valvoline
4	Tri-health
5	Hoffmans
6	Cyclones
7	Ford
8	Stuff
18	Blank Bottom

Note: The numbers may not be in order as they are above, and they do not need to be.

7. Now select the "**Sequence**" tab. Here is where you will determine how the ads will be displayed when the sign is moving during a game. Click on a number displayed in the box labeled "Signs" on the left side, and you will notice the names you typed in the "**Scrolls**" tab will appear in the center box labeled "ads". In the box on the right side, the ads and a time will appear. Erase all the ads and all the times, so we may start from scratch. After deleting all the ads and the time put your cursor in box number one on click on the ad side. Now under the center column double click on the first ad you would like to rotate during a game, and it should appear in box number one on the right hand side. If you want the ads to display for 3:00 then you may proceed. If you want a different time, now is a good time to change the time. Just click on the time and change it. Now keep going down the list; that is, double click on the next ad that you would like to appear during a game, and it should also move over to the right side. Once you have double clicked on the bottom ad, go right back up the list but do not double click on the very top ad, because the sequence will start over, and it is already on the top. **Make sure you select the "Apply sequence" button** when you are done or it will not save. Now click on the "O.K. button and it will ask you if you want to save the configuration. Select Yes.

See the next page for an example.

So if your ad list was:

1	Blank Top
2	Bud Light
3	Valvoline
4	Tri-Heath
5	Hoffman's
6	Cyclones
7	Ford
8	Stuff
18	Blank Bottom

You sequence should appear like this:

	Ad	Time
1	Bud Light	3:00
2	Valvoline	3:00
3	Tri-Health	3:00
4	Hoffman's	3:00
5	Cyclones	3:00
6	Ford	3:00
7	Stuff	3:00
8	Ford	3:00
9	Cyclones	3:00
10	Hoffman's	3:00
11	Tri-Health	3:00
12	Valvoline	3:00

We do not put the Bud Light ad in again, because once the program gets done with the second Valvoline ad, it goes back to the top of the list.