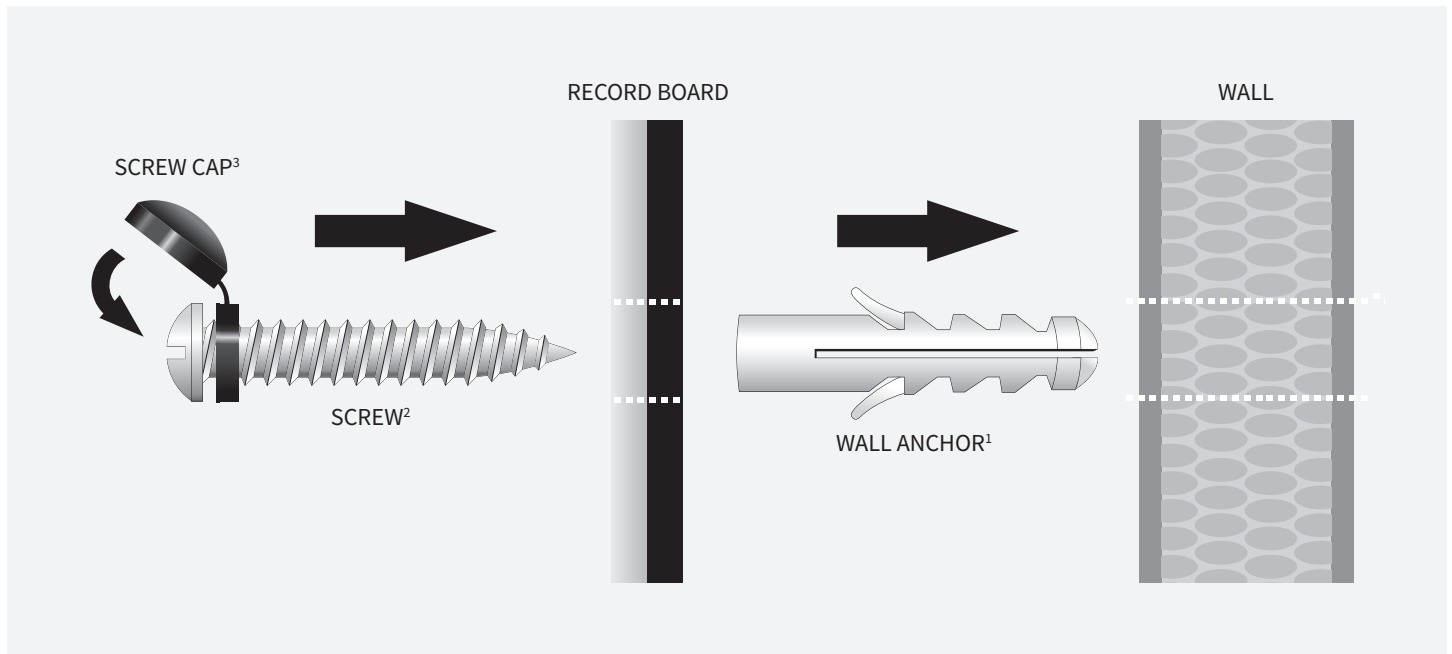


# SLIDE-IN RECORD BOARD INSTALLATION

These instructions are intended for installation on concrete, brick or drywall surfaces. Always consult your internal maintenance department to discuss the specifics of your project.



1. Find someone to assist with installation. Do not attempt to install yourself.
2. Measure the space you have designated for the record board and determine where it should be placed.
3. Place the record board against the wall and check to make sure it is level. Use the record board as a template to mark the wall with a pencil through the pre-drilled holes.
4. Using a drill bit appropriate for your wall surface, drill ¼” holes at the marked locations. Install multi-surface, plastic wall anchors<sup>1</sup> using a rubber mallet.
5. Install the record board with the provided screws<sup>2</sup>, making sure the plastic screw cap<sup>3</sup> is attached.  
**\*\*\*Do not overtighten the screws\*\*\***
6. Complete the installation by snapping the screw caps<sup>3</sup> closed over the screw head.

**Should you require assistance during installation, please give us a call for more information.**