

DRY ERASE 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

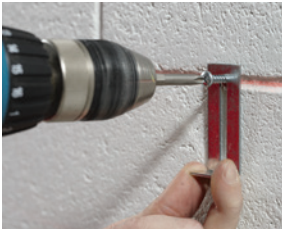


Make a line for the bottom of the dry erase board at one of these heights:

- High schools, colleges and universities, and offices - 3'
- 7th and 8th grades - 2' 10"
- 5th and 6th grades - 2' 8"
- 4K through 4th grade - 2' 4"

Using a hand or laser device, make sure the line is level.

2



BOTTOM CLIPS

Mark and drill two holes for each bottom support clip

- Mark and drill the first hole along the level line.
- Hold a clip against the wall with the bottom of the clip slot at the drilled hole.
- Mark and drill a hole at the top of the clip slot.
- NOTE: If installing on drywall, it is best to mount the support clips directly to studs (usually 16" on center). The included plastic wall anchors are not necessary if mounted directly to a wall stud.

Install bottom clips

- Tap in anchors (if applicable), screw in mounting clips so the extending portion of the clip is along the level line.

3



TOP CLIPS

Determine location for top clips

- Rest dry erase board on previously secured bottom clips and mark the wall along the top of the board; remove the board.
- NOTE: If installing on drywall, it is best to mount the support clips directly to studs (usually 16" on center). The included plastic wall anchors are not necessary if mounted directly to a wall stud.

Install top clips

- Mark and drill holes one inch below the top line, tap in anchors (if applicable) and screw in clips with the top of the clip a bit above the line. Once the board is in place, those clips will be tapped down to the top of the frame and then secured to the frame.

4



INSTALL THE DRY ERASE BOARD

- Lift the board onto the lower mounting clips.
- Tap down the top clips to touch the top of the frame.
- Secure the top and bottom of the frame to the mounting clips with self-tapping screws.
- Once the dry erase board is secured, wipe down your writing surface with a damp towel to remove any dirt or residue.



DRY ERASE BOARD RECOMMENDED CARE & MAINTENANCE

The Team Fitz Graphics writing surface is built to last and includes a 10-year warranty guaranteeing its erasability properties. Be sure to follow these easy care and maintenance instructions to ensure your writing surface looks fresh and new for years to come! Before your first use, be sure to wipe down your writing surface with a damp towel to remove any dirt or residue.

WRITING

- Use high quality dry erase markers from a reputable brand.
- Permanent markers can be used for graph lines or any writing which you desire to be longer lasting (these markings can be removed with a high quality white board cleaner or by tracing over with a dry erase marker then erasing as usual).
- Store markers horizontally so that the felt tips do not dry out.
- Do not use pens or markers with dried out tips as they could potentially damage your writing surface.

ERASING & CLEANING

- Use a high quality micro-fiber eraser cloths from a reputable brand for normal erasing.
- While erasing your writing surface, press firmly using a circular motion.
- Clean your cloths on a regular basis. A dirty cloth will leave ink residue on your writing surface.
- Keep your marker tray clean so no dirt or debris sticks to you cloth when erasing which will scratch your writing surface.
- No special cleaners required. Cleans easily with water or glass cleaner.
- To keep your board looking brand new, periodically wash the entire board with soapy water, wipe off with a damp towel removing all soapy residue and then dry with a soft cloth.
- For more stubborn marks, use a high quality dry erase board cleaner to wipe down your writing surface.

WARNING: PLEASE READ!

- Team Fitz Graphics Dry Erase Boards are scratch resistant, but not scratch proof!
- Keep any sharp objects such as pens, pointers, metal magnets, rings or jewelry, knives, scrapers, etc. away from your writing surface.
- Do not use felt erasers, scouring pads, or harsh cleaners on your writing surface.
- Do not use any abrasive material or finger nails to remove tape or stickers (use an adhesive remover such as Goo Gone®).

PLEASE NOTE!

Failure to follow these recommended care and maintenance instructions may void your 10-Year Limited Warranty.