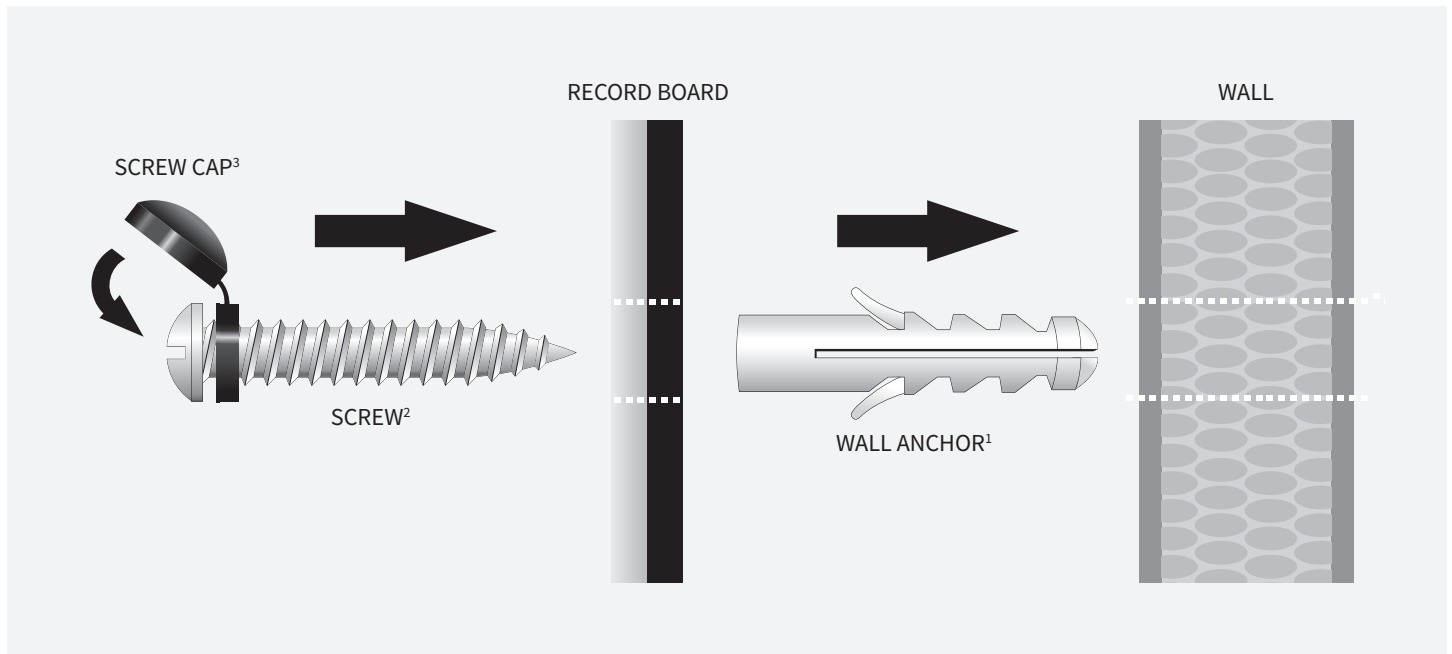


VELCRO-PANEL RECORD BOARD INSTALLATION

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 at least two people to assist with installation. Do not attempt to install yourself.
2. Measure the space you have designated for the record board and determine where the center panel should be placed.
3. Place the center panel of the record board on the wall to verify desired placement.
4. Check the panel to make sure it's level and mark the board in pencil where you would like to place screws. *(When installing on a brick or block wall, it is often easier to drill into the mortared joints rather than into the brick/block itself)*
5. Pre-drill the panel in these marked locations using a 1/4" wood drill bit. Once pre-drilled, place the panel back on the wall in the desired location. Using the board as a template, mark the location of the holes with a pencil.
6. Using a drill bit appropriate to your wall surface, drill 1/4" holes at the marked locations. Install multi-surface, plastic wall anchors¹ using a rubber mallet.
7. Install the panel with provided screws², making sure the plastic screw cap³ is attached. Once secure, finish by snapping the cap down over the screw head.
8. Working from the center panel out, align each panel seaming the background together. Repeat steps 4 – 7 for each background panel.
9. Once the background panels are in place, attach the Velcro record panels aligning with the markers printed on the background of the board.

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