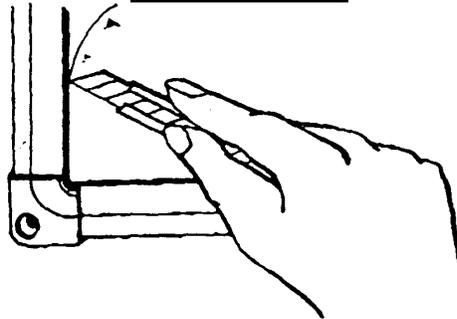


WHITEBOARD INSTRUCTIONS & CLEANING GUIDE
CLEAR PLASTIC FILM MUST BE REMOVED
 Please Read Instructions to ensure correct removal of protective film
 (under this Label)



Instructions:

For protection of your whiteboard during manufacture and delivery, **there is a film of plastic on the surface.** Please have your installer remove this prior to installation by carefully running a sharp knife around the trim and peeling off the plastic. Once installed, clean the whiteboard with whiteboard cleaner. For optimum performance we recommend that your whiteboard be cleaned on a regular basis.

Cleaning Instructions:

Whiteboards should be cleaned weekly or when required with recommended whiteboard cleaner to maintain your whiteboard. Household cleaners leave a residue that builds up on the board surface and holds onto chemicals in the marker pens.

Cleaners not designed for whiteboards can affect the performance of the whiteboard adversely.

Remove water based permanent writing with whiteboard cleaner and a soft paper cloth.

Remove non-permanent writing with Dry Wipe Erasers.

Use surgical spirits, alcohol swabs, methylated spirits or thinners to remove spirit based whiteboard markers.

If there are lines or letters on the board do not use these cleaners.

FIXING PENRAILS TO THE CHALKBOARD/WHITEBOARD/EASELS
 (If applicable)

Chalkboard/Whiteboard Instructions:

1. Unpack penrail from the bottom edge of the chalkboard/whiteboard;
2. Holding the curved retaining lip on the penrail towards you, fit the locating edge of the penrail into the locating edge at the front of the chalkboard/whiteboard; (see Diagram 1 below)
3. Apply downward pressure to the front of the penrail until the rear fixing leg of the penrail snaps into place on the rear of the chalkboard/whiteboard; (see Diagram 2 below)
4. Repeat the above procedure to fix the penrail onto the other chalkboard/whiteboard.

Easel Instructions:

1. Ensure that the easel is in the upright position with fixing stays locking the legs in the fully open position;
2. Follow instructions 2,3,4 above.

