

Board Hanging Instructions

Note: This installation guide is used for boards of different sizes, both with and without accessory trays. Due to the variances, you may receive more hanging hardware than required for your board. Please be sure to read all instructions before installing your whiteboard.

STEP 1: Align the tray end caps with each end of the tray and firmly push them onto the accessory tray. See Illustration 1.

STEP 2 (Without Tray): Determine the desired height from the floor to the bottom of the board. Scribe a level line on the wall at that distance. Position the bottom of two L-hangers along the scribed line. The L-hangers should be positioned 6" from the edge of your board. Scribe the location of the slot. Fasten the L-hangers tightly to the wall using the appropriate hardware for the mounting surface.

STEP 2 (With Tray): Determine the desired height from the floor to the bottom of the board. Scribe a level line on the wall at that distance. Position the bottom edge of the accessory tray along this line. Using the groove at the rear of the accessory tray as a guide, pre-drill 1/8" diameter holes through the accessory tray. Fasten the accessory tray to the wall using the appropriate hardware for the mounting surface. See Illustration 2.

STEP 3: Lift and center the board on the mounted accessory tray / L-hangers. Scribe a line on the wall along the top edge of the board. Remove the board and position the top edge of two L-hangers along this line 6" from the edge of the board.

NOTE: Place each screw in the center of each L-hanger's slot.

Fasten each L-hanger to the wall using the appropriate hardware for the mounting surface. Be sure not to over tighten the top L-hangers, as this may affect Step 4. See Illustration 3.

STEP 4: Tap the L-hangers up until the screw is resting in the lower end of the hanger's slot. Place the board onto the accessory tray / L-hangers and tap the top L-hangers down against the frame. Using the L-hangers as a template, mark all the board mounting hole locations (including lower L-hangers if used). Remove the board. Drill 1/8" diameter holes at each of the marked locations and reattach the board with the #8 x 1/2" screws provided. See Illustration 4.



