

Newline

Newline Products Inc. (NPI)
2901 Technology Drive, Suite 135
Plano, Texas 75074

INSTALLATION INSTRUCTIONS FOR MODULAR VISUAL DISPLAY BOARDS

IMPORTANT

NON-COMPLIANCE WITH STORAGE AND INSTALLATION INSTRUCTIONS MAY
RESULT IN DAMAGE AND/OR AN UNSAFE CONDITION.

FOLLOW INSTRUCTIONS CAREFULLY TO BE ASSURED OF A QUALITY AND SAFE
INSTALLATION.

RECEIVING SHIPMENT

Caution: The use of heavy-duty work gloves and lumbar support is highly recommended for all personnel handling visual display boards.

Note: Floor and wall surfaces must be protected to prevent accidental damage from contact with visual display board crating and packaging materials.

On arrival, carefully examine each carton for any type of damage. Note: All Newline Modular Units are inspected thoroughly for damage prior to being shipped. If visible damage exists, have the driver clearly note the damage on your delivery receipt and file a claim immediately with the shipping company. After delivery, open all crates/cartons and inspect for concealed damage (save any damaged cartons). If damage is discovered, call the shipping company and report the damage. Failure to report concealed damage within 15 days could result in the carrier denying your claim. Newline will not be responsible for any damage claims if an inspection report is not assigned and a claim is not filed within the time limit.

PRODUCT STORAGE

After opening and inspecting boards for damage, return products to original crates or cartons for storage. Uncrated product must not be allowed to lean on an angle against a wall or other objects. Boards must not lie on the floor for any extended length of time. Boards should be stored in as close to a vertical position as possible.

Do not store or erect boards on damp walls or in damp and humid weather without proper environmental control in the building.

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Note: Wall fasteners are not furnished with Newline products.

Note: Caution should be exercised to assure the markertray/chalktray is level prior to hanging the board to ensure an even distribution of weight.

Note: Mounting height is referenced to the bottom of the markertray/chalktray, unless otherwise specified.

1. Uncrate the markertray assembly. (There will also be a head trim assembly in the package with the markertray assembly – set it aside as it will be installed in Step 4 below.) Carefully measure the distance (on-center) between the hooks on the back of the markertray assembly. This distance is to be the distance (on-center) between the wall standards that will be installed in Step 2.
2. Fasten wall standards to the wall with wall fasteners appropriate for the wall type. The wall standards are to be oriented to enable the hooks from the markertray assembly and head trim assembly to be inserted into the slots in the wall standards.

Note: Take care to ensure the standards are mounted vertically and exactly parallel to each other. Failure to install the wall standards properly may result in improper operation of the modular visual display boards.

3. Insert the hooks on the back of the markertray into the desired slots in each wall standard. Firmly press the markertray into the slots to ensure a tight, firm installation.
4. Mechanically fasten the head trim assembly to the markerboard using screws or industrial staples of appropriate size and type.
5. Insert the markerboard into the slot on the markertray while inserting the hooks on the back of the head trim assembly into the desired wall standard slots. Firmly press the markerboard into position to ensure a tight, firm installation.
6. Install one anti-tamper, C-clamp assembly above the markerboard on each wall standard. Each C-clamp assembly must be firmly attached to each wall standard to ensure safety.
7. Installation is complete.