



INSTALLATION INSTRUCTIONS FOR FACTORY BUILT 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 Factory Built 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 contact us immediately. After delivery, open all crates/cartons and inspect for concealed damage (save any damaged cartons). If damage is discovered, notify Newline immediately. 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.



INSTRUCTIONS FOR INSTALLING BOARDS USING MARKERTRAY/CHALKTRAY AS BOTTOM MOUNTING BRACKET

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. Snap a level chalk line on the wall at the desired mounting height plus an additional 3.5" when mounting a box-style tray or 2.0" when mounting a solid-style tray. Adding 3.5" for the box-style tray or 2.0" for the solid-style tray ensures the bottom of the tray is mounted at the desired height.
2. Align the top of the tray with the chalk line generated in Step 1 and attach the tray to the wall with wall fasteners appropriate for the wall type.
3. Attach the top mounting brackets so the tops of the brackets are 48.25" (or whatever the board height is plus 0.25") above the portion of the tray where the board rests. The slotted side of the brackets should be to the wall.

Note: Only snug wall fastener. **DO NOT TIGHTEN COMPLETELY!**

4. Apply adhesive (if required per the specifications) to the back of the board by using golf ball size daubs of adhesive approximately 12" apart. Adhesive should not be closer than 6" to the edge of the board. Caution should be exercised not to use adhesive too sparingly or to allow adhesive to remain on back of board for more than 10 minutes prior to hanging the board on the wall.
5. Install the board by placing the bottom of the board into the slot of markertray/chalktray. Push the board firmly down and against the wall while aligning the ends of the board to the tray.
6. Using a rubber hammer, tap the top mounting bracket down tight against the board. Caution should be used not to damage the wall with the hammer during this step.
7. Install screws through the top mounting brackets into the board.
8. When using adhesive, be certain that the entire board has even pressure across the face for 48 to 72 hours until the adhesive dries. Be sure to use a material that will not mar or damage the front of the board.
9. Installation is complete.



INSTRUCTIONS FOR INSTALLING BOARDS USING ANGLE BRACKETS AS BOTTOM MOUNTING BRACKETS

Note: Wall fasteners are not furnished with Newline products.

Note: Caution should be exercised to assure the board is mounted level to ensure an even distribution of weight.

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

1. Snap a chalk line on the wall at the desired mounting height (or slightly higher than the desired mounting height to ensure the line is not visible once the installation is complete).
2. Align the bottom mounting brackets with the chalk line from Step 1 and attach them to the wall with wall fasteners appropriate to the wall type. The slotted side of the brackets should be towards the wall.
3. For the strongest attachment, the wall fastener should be at the top of the slot when the bottom flange of the angle bracket is aligned with the chalk line from Step 1.
4. Attach the top mounting brackets so the top of the bracket is 48.25" (or whatever the board height is plus 0.25") above the height of the chalk line in Step 1. The slotted side of the brackets should be to the wall.
Note: Only snug wall fastener. **DO NOT TIGHTEN COMPLETELY!**
5. Apply adhesive (if required per specifications) to the back of the board by using golf ball size daubs of adhesive approximately 12" apart. Adhesive should not be closer than 6" to the edge of the board. Caution should be exercised not to use adhesive too sparingly or to allow adhesive to remain on the back of the board for more than 10 minutes prior to hanging the board on the wall.
6. Install the board by placing the bottom of the board on top of the bottom mounting brackets. Press the board firmly to the wall and install screws through the bottom brackets into the board.
7. Using a rubber hammer, tap the top mounting brackets down tight against the board and install screws. Caution should be used not to damage the wall with the hammer during this step.
8. When using adhesive, be certain that the entire board has even pressure across the face for 48 to 72 hours until the adhesive dries. Be sure to use a material that will not mar or damage the front of the board.
9. Installation is complete.



INSTRUCTIONS FOR INSTALLING H-BAR ASSEMBLY ON COMBINATION UNITS

Note: H-Bar assemblies are packaged with markertrays/chalktrays.

1. Install markerboard/chalkboard in accordance with previous instructions.

Note: Reference Instructions For Installing Boards Using Markertray/Chalktray As Bottom Mounting Bracket section of these instructions.

2. Install H-Bar assembly on vertical edge of markerboard. No mechanical fasteners are required.
3. Mount tackboard in accordance with previous instructions (Reference Instructions for Installing Boards Using Angle Brackets as Bottom Mounting Brackets section in these instructions) with the following exception.
4. Install the tackboard by placing the exposed vertical edge into the H-Bar assembly while aligning the top and bottom edges of the tackboard to the previously installed mounting brackets. Ensure hairline joints between H-Bar assembly and all adjoining trim.
5. Installation is complete.



VISUAL DISPLAY BOARD CLEANING INSTRUCTIONS

MARKER BOARDS

INITIAL CLEANING OF NEW PRODUCT

Use either an ammoniated cleaner or clean water to remove any grit or grime that may have settled on the board during shipping or storage. Rinse and wipe dry.

No further initial cleaning or break-in is required. Perform this cleaning at least once a week if the writing surface is used daily.

ROUTINE CLEANING

Use either an ammoniated cleaner or clean water and briskly rub the surface of the markerboard. Dry the markerboard surface by wiping it with a soft, clean cotton cloth. Also remove any liquid that accumulated in the markertray.

Do not use any type of abrasive cleaning product to clean the surface of the markerboard as this will scratch the surface and reduce the performance of the markerboard.

Routine cleaning can be accomplished as often as you desire.

DIFFICULT STAIN REMOVAL

Briskly rub isopropyl alcohol on the stained area until the stain is removed. Rinse the area with clean water and allow it to dry prior to using the markerboard.

The use of isopropyl alcohol will not harm the surface of the markerboard and it can be effective in removing a variety of stains from permanent markers, lipstick, etc.

CHALK BOARDS:

INITIAL CLEANING OF NEW PRODUCT

Use either an ammoniated cleaner or clean water to remove any grit or grime that may have settled on the board during shipping or storage. For the best performance it is recommended that you "break-in" the writing surface as follows:

Chalk the entire writing surface using the side of a piece of large diameter chalk. Using an eraser, work the chalk into the entire surface. Repeat the process one time before wiping with a damp cloth.

ROUTINE CLEANING

Use either an ammoniated cleaner or clean water and briskly rub the surface of the markerboard. Dry the markerboard surface by wiping it with a soft, clean cotton cloth. Also remove any liquid that accumulated in the markertray.