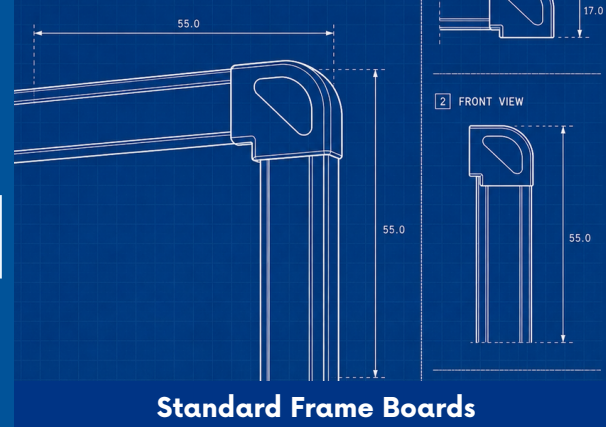


INSTALLATION GUIDE



Standard Frame Boards

Overview

Use these instructions to install any board that has a standard frame with four corner mounting points. The guide shows the board being levelled, marked through the frame holes, fixed to the wall with screws, then finished with screw covers and a pen tray.

Before You Start

Choose the final position for the board before marking any holes. Make sure the board is level and that all four fixing points sit flat against the wall.

Tools You'll Need

- Pencil or pen
- Spirit level
- Drill
- Suitable drill bit
- Screwdriver
- Wall plugs suitable for your wall type

Parts Included

- Board with standard frame
- 4 screws
- 4 wall plugs
- 4 screw covers
- Pen tray

What to Check

- The wall surface is flat and strong enough to hold the board.
- The board is level before you mark the holes.
- The four corner fixing holes line up with the wall position.
- The wall plugs supplied are suitable for your wall type.
- There are no pipes, wires, or services behind the drilling points.

Safety Notes

- Check for hidden electrical wiring or plumbing before drilling.
- Use suitable wall plugs and screws for the wall type.
- Get another person to help hold larger boards in place while marking and fixing.

Step-by-Step Instructions

1. Hold the board against the wall in the chosen position.
2. Place a spirit level along the top edge of the board.
3. Adjust the board until it is level.
 - Check: The bubble in the spirit level sits between the centre marks.
4. Mark the wall through the four frame mounting holes using a pencil or pen.
 - Check: You should have one mark at each corner fixing point.
5. Remove the board from the wall.
6. Drill holes at the four marked positions.
 - Warning: Drill only after checking that there are no pipes, wires, or services behind the wall.
7. Insert a wall plug into each drilled hole.
 - Check: Each wall plug should sit flush with the wall surface.
8. Place the board back against the wall and line up the four frame holes with the wall plugs.
9. Insert the four screws through the frame holes and into the wall plugs.
10. Tighten the screws until snug. Do not overtighten, as this may damage the frame or wall.
11. Press the screw covers over the screw heads.
12. Clip the pen tray onto the bottom edge of the frame.
 - Check: The pen tray should sit straight and feel secure.

Finishing Checks

- The board is level.
- All four screws are fitted.
- The board sits flat against the wall.
- The screw covers are secure.
- The pen tray is clipped on firmly.

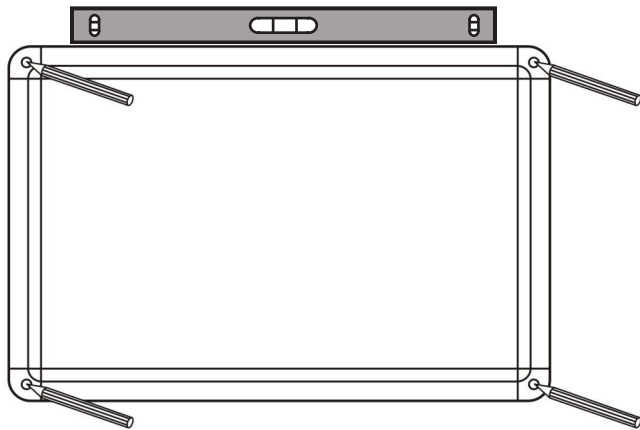
Troubleshooting

- **Board is not level:** Loosen the screws slightly, adjust the board, then retighten.
- **Wall plug spins or pulls out:** The drilled hole may be too large or the wall plug may not suit the wall type. Use the correct fixing for the wall.
- **Screw will not tighten:** Check that the screw is aligned with the wall plug and that the wall plug is fully inserted.
- **Pen tray feels loose:** Remove it and clip it back onto the bottom frame, making sure it is seated evenly.

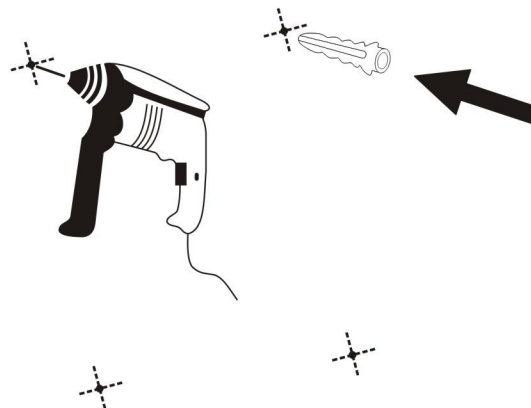
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Installation Instructions

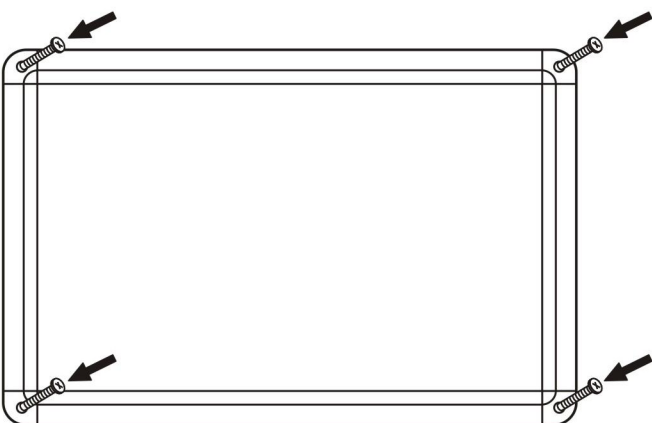
- 1** Check level and mark board position through 4 holes with a pen.



- 2** Drill holes in marked position and insert wall plugs into holes.



- 3** Place whiteboard on wall and fasten with 4 screws.



- 4** Press covers over screws and clip on pentray.

