

# EVERWhite Whiteboard Quick Install



1

**Make a Line for the Bottom of the Whiteboard at One of These Heights:**

- High schools, colleges and universities, offices – 3'
- 7th and 8th grades – 2' 10"
- 5th and 6th grades – 2' 8"
- 4K through 4th grade – 2' 4"

Using a hand or laser device, make sure the line is level.



2

## BOTTOM CLIPS

**Mark and Drill Two Holes for Each Bottom Support Clip**

- Mark and drill the first hole along the level line.
- Hold a clip against the wall with the bottom of the clip slot at the drilled hole.
- Mark and drill a hole at the top of the clip slot.

**Install Bottom Clips**

- Tap in anchors, screw in mounting clips so the extending portion of the clip is along the level line.



3

## TOP CLIPS

**Determine Location for Top Clips**

- Rest whiteboard on previously secured bottom clips and mark the wall along the top of the board; remove the board.

**Install Top Clips**

- Mark and drill holes one inch below the top line, tap in anchors and screw in clips with the top of the clip a bit above the line. *(Once the board is in place, those clips will be tapped down to the top of the frame and then secured to the frame.)*



4

## INSTALL THE WHITEBOARD

**IMPORTANT!** Make sure the wall in the installation area is free of dust, and is clean and dry.

- Remove the liner from the adhesive pads on the back of the whiteboard.
- Lift the board onto the lower mounting clips.
- Press the center of the board so the adhesive adheres to the wall. This will hold the board in place while you secure the mounting clips to the frame.
- If your board has a map rail, attach it now.
- Tap down the top clips to touch the top of the frame.
- Secure the top and bottom of the frame to the mounting clips with self-tapping screws for aluminum frames or wood screws for wood frames.
- Once the board is secured, peel off the protective layer from the whiteboard surface. **The board must be cleaned with a glass cleaner BEFORE the first use!**

### Recommended Number of Wall Clips

Board Size	Top	Bottom
4x4 or smaller	2	2
4x6	3	3
4x8	3	3
4x10	4	4
4x12	4	4
4x16	6	6

See the maintenance instructions sheet under resources on our website [www.everwhiteboards.com](http://www.everwhiteboards.com)