

# EVERWhite Whiteboard Quick Install

**\* PLEASE FOLLOW INSTRUCTIONS CAREFULLY TO ENSURE A GOOD INSTALLATION\***

**Failure to follow directions may VOID All Warranties.**

## Proper Storing Instructions (Pre-Installation)

Some minor dimensional changes such as bowing may occur under certain climate conditions. Whiteboard bowing is related to the conditions of the environment and the wall. Bowing is subjective to what is acceptable by the end user; therefore, we cannot offer absolute guarantees for bowing. There are installer variables beyond our control that can affect final board performance — such as wall flatness, paint type, surface debris, temperature, and storage conditions.

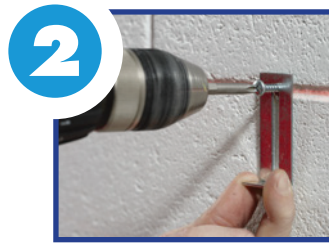
- Avoid installation on damp surfaces or during humid weather.
- Our standard whiteboard is not recommended for highly humid areas. Contact customer service for alternate product construction.
- We recommend storing whiteboards in their original crates until installation. Ideal storage temperature is between 32° F and 150° F.
- DO NOT lean boards at an angle against a wall; they should remain flat until they are ready for installation.



## 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"
- K through 4th grade - 2' 4"

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



## 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.



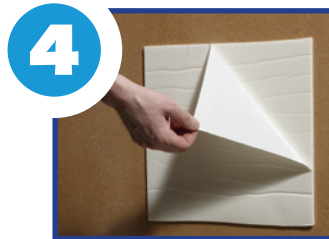
## TOP CLIPS

### 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.)*



## INSTALL THE WHITEBOARD

**IMPORTANT!** Make sure the wall in the installation area is free of dust and debris and is clean and dry. This is critical for proper adhesion!

- Remove the liner from the adhesive strips on the back of the whiteboard.
- Lift the board onto the lower mounting clips.
- Firmly press the top, center and bottom of the board along the entire length so the adhesive adheres to the wall. A strong bond to the wall is important to reduce the severity/chances of bowing. 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	4	4
4x10	5	5
4x12	6	6
4x16	8	8



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