

Installation and Operation Manual

Please read before installing and using whiteboard.

OPERATION MANUAL

Thank you for purchasing a whiteboard from Whiteboards 'R' Us.

Please read this manual carefully. Please take note of the care and maintenance for your new whiteboard. Following these simple instructions will ensure whiteboard remains in perfect condition, and will prolong the life of the whiteboard, and ensure many years of trouble free use.

STANDARD FRAME WHITEBOARD

The standard frame whiteboard is very quick and easy to install, but depending on the size of the whiteboard, it may require two people to hang the whiteboard on the wall.

1. After removing the packaging, hold the whiteboard to the wall, and make sure that the whiteboard is level, and mark the position of the holes in each corner on the wall.
2. Ensure that the whiteboard is 900mm above the floor level (this is a good standard height for a whiteboard that is 1200mm in height).
For whiteboards with board heights less than 1200mm in height, then 1000mm above floor level is acceptable.
For whiteboards with board heights up to 1500mm in height, then 800mm above floor level is acceptable.
3. For larger boards, lay the board flat on the floor (whiteboard face down), and apply small spots or circles of builders' adhesive (liquid nails). This stops the center of a larger whiteboard flexing when it is on the wall.
4. Stand the whiteboard up on its edge, and fit the pen tray by clipping it onto the aluminium frame, ensuring the ledge of the pen tray is facing in the same direction as the whiteboard face.
5. Lift the whiteboard up to the wall, and insert screws through the holes in the corners, and fix the whiteboard to the wall.
NOTE: We do not supply screws, as there are many different types of wall, and fixing types.
Please ensure you use the correct type of screws to suit your wall
6. After the whiteboard is fitted to the wall, press and hold the centre of the whiteboard to allow the builders adhesive to bond between the back of the whiteboard, and the wall.

SLIMLINE FRAME WHITEBOARD

The slim line frame whiteboard is mounted using a split batten track system, which is supplied with this whiteboard. Depending on the height of the whiteboard, there are normally two sets for a 1200mm high whiteboard, and three sets for a 1500mm high whiteboard.

The recommended height of the whiteboard, above floor level, is the same as above for the standard whiteboards.

1. Determine the location of the whiteboard, and mark the position of the batten tracks, making allowance for the location of the split batten track fitted to the rear of the whiteboard.
2. Once position and height are ascertained, using a laser level or chalk line, mark the location of the battens, ensuring the battens to be fitted to the wall are level, and are spaced the same distance apart to that on the whiteboard.
3. The aluminium batten track has pre-drilled holes, and it is not necessary to add screws in every hole. Space the screws at 400mm – 600mm spacing, and fit the battens to the wall with the lip facing up.
4. Once the battens are secured to the wall in the correct orientation, lift the whiteboard up, making sure that the lip on the split battens on the whiteboard are facing down.
Lift the whiteboard above the battens on the wall, and then allow the whiteboard to be lowered so that both the split battens engage, and lock together.

PREPARATION OF THE WHITEBOARD SURFACE

After the whiteboard has been installed, the following steps must be carried out prior to writing on the whiteboard surface.

1. Remove protective plastic cover sheet from the whiteboard.
2. Clean the whiteboard surface thoroughly with either Methylated Spirits, or a good quality spirit-based whiteboard cleaner.

NOTE: Do not clean the whiteboard surface with domestic cleaning products like furniture polish (Mr Sheen), citronella cleaner Etc., as these will leave a greasy, waxy film on the whiteboard surface.

The writing surface must be totally clean (squeaky clean), prior to use.

REGULAR MAINTENANCE OF THE WHITEBOARD SURFACE

Any whiteboard surface requires regular cleaning depending on the frequency of use.

Whiteboards, and whiteboard markers were originally called “Dry Erase” boards and markers or “Spirit” boards and markers.

These terms referred to how the whiteboards and markers were to be used.

Dry Erase refers to the ink in the whiteboard marker, - the ink must be dry before it can be erased, or in other words, the solvent, (or spirit) in the whiteboard marker needs to evaporate before it is erased.

Whiteboard markers are not all the same, and they range from very poor quality to very good quality

A good indication on the quality of the marker is the “ink to solvent ratio”.

A marker, (when written on a whiteboard surface), that has very strong and dense colour or pigmentation, will generally be more difficult to remove as there is more ink, and less solvent to evaporate off the surface.

A good whiteboard marker, (when written on a whiteboard surface), that is more opaque or translucent will clean off the whiteboard surface easier, as there is less ink and more solvent, so the solvent evaporates quickly.

Do's and Don'ts

Don't use domestic cleaning products which contain oils or waxes, as these products will leave an oily or waxy residue on the whiteboard surface, so you would not be writing on the actual whiteboard surface, rather a film of wax or oil, making the cleaning of the whiteboard difficult, and the markers would tend to smudge when removed.

Don't use old whiteboard erasers that have many years of build-up contained within the cleaning pad of the eraser, as the eraser pad will eventually not remove the whiteboard marker, and hold the residue in the pad, rather it will simply shift the residue over the whiteboard surface.

Don't apply whiteboard cleaner on the whiteboard surface, then proceed to clean it off with an existing eraser, as the cleaning fluid soaks into the dirty whiteboard eraser pad, and releases previously removed whiteboard marker back onto the whiteboard surface.

Don't attempt to remove whiteboard markers that have been written on the whiteboard surface, then try to erase it immediately after it has been written, because the solvent in the ink has not had sufficient time to evaporate. This will make the (still wet) whiteboard marker ink smudge across the whiteboard surface.

Do's and Don'ts - *continued*

Do clean the whiteboard surface regularly, depending on the frequency of use.

Do clean the whiteboard surface with a spirit-based whiteboard cleaner, like Methylated Spirits or Whiteboards 'R' Us whiteboard cleaner.

Do use a good quality whiteboard marker. We sell and recommend Pentel whiteboard markers.

Do use good quality erasers, ones where they have soft removeable cleaning pads, so the dirty layer pad can be removed, revealing a clean pad beneath.

Whiteboards 'R' Us recommend, Pentel Markers. Both whiteboards 'R' Us and Pentel have developed a range of whiteboard markers and erasers that are far superior than any on the market. We stock the range of markers and erasers, and can be purchased from Whiteboards R Us.