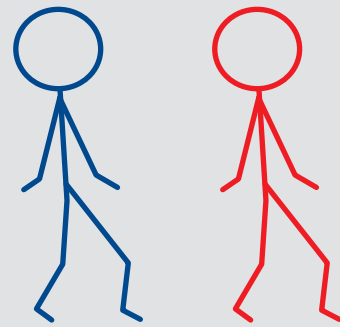


Rotating 4 Sided Magnetic Whiteboard Assembly Instructions Sheet

What you will have:

PACK A:			
4x Magnetic Framed Whiteboard Panels			A
PACK B:			
1x Square Base 1 (Small Hole)			B
1x Square Base 1 (Large Hole)			C
1x Circular Base Plate			D
PACK C:			
28 x M5 Bolts	E	1 x Bottom Centre Pole	I
1 x Top Centre Pole	F	1 x Nylon Pole Collar	J
1 x M8 Wing Nut	G	1 x Allen Key (Small)	K
1 x Washer	H		

What you will need:



x2 people for the job

PACK A 	PACK B 	PACK B
PACK B 	PACK C 	PACK C
PACK C 	PACK C 	PACK C
PACK C 	PACK C 	



Before you use your new whiteboard for the first time make sure you clean all the panels thoroughly.
If you have any further enquiries on how to fit your whiteboard please contact our customer service team.

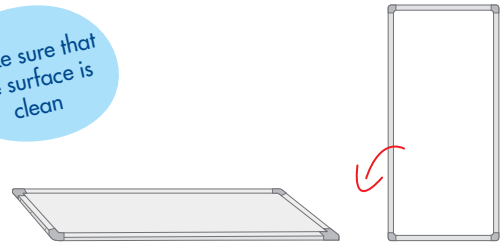
Rotating 4 Sided Magnetic Whiteboard Assembly Instructions Sheet

STEP ONE



Place one whiteboard panel (A) on a clean surface, ensuring that the dry wipe whiteboard side of the panel is face down on the surface.

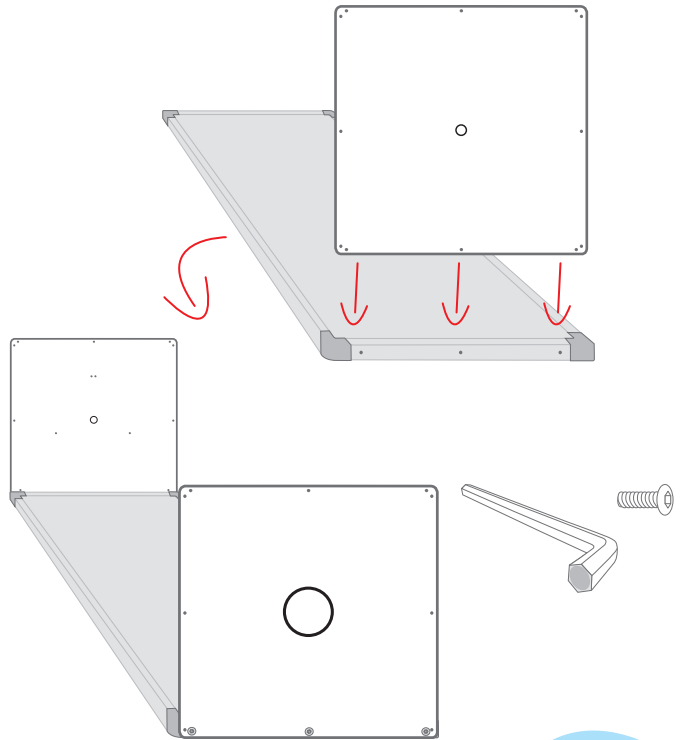
Make sure that the surface is clean



STEP TWO



Align the holes in the square base (B) with the holes at the end of the whiteboard panel (A) as shown in the diagram, and secure together with 3 x M5 bolts (E), making sure they have been firmly tightened with the allen key (K). Repeat this process at the other end of the panel using square base (C).

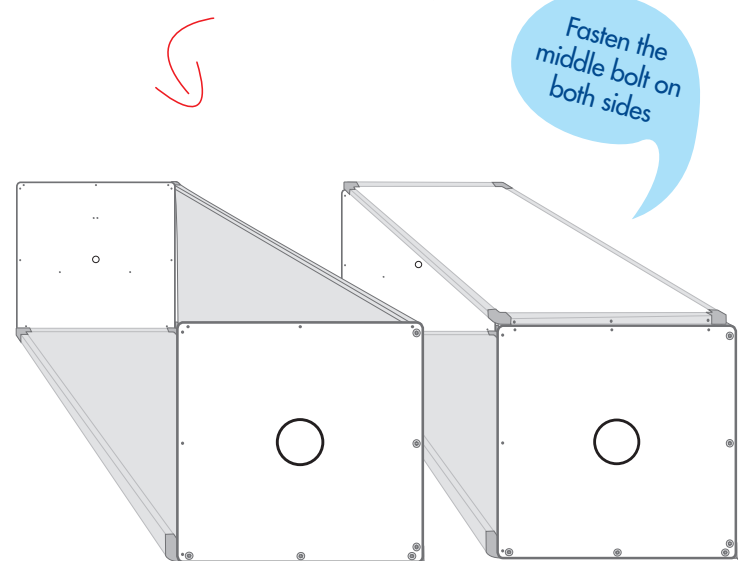


STEP THREE



Take another whiteboard panel (A) and split it in between the square bases (B and C) so that the holes align, again fasten each side with 3 x M5 bolts (E). Repeat this step so you have 3 boards attached to the square bases B and C.

TIP: Fasten the middle bolt on both sides of the board before fastening the other 4 bolts so that the board is supported upright whilst you fasten the other bolts.



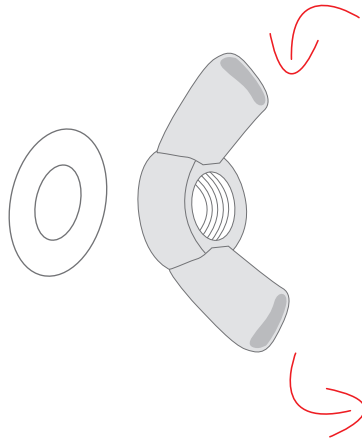
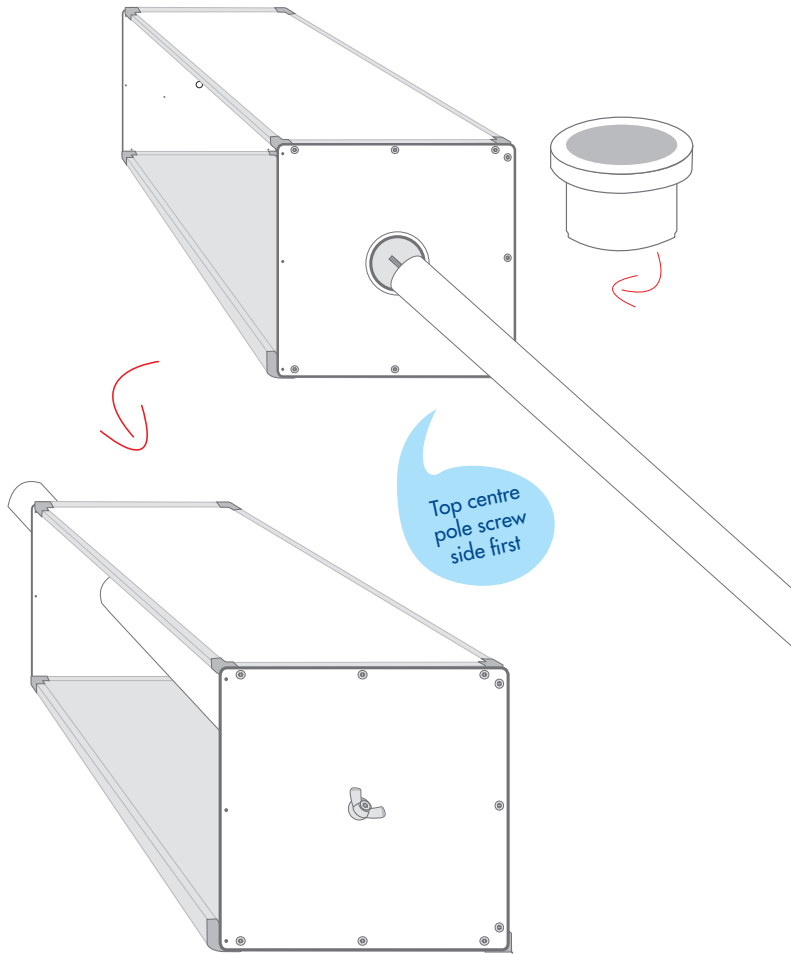
Rotating 4 Sided Magnetic Whiteboard Assembly Instructions Sheet

STEP FOUR



First insert the nylon pole collar (J) into base (C) now take the top centre pole (F) and slide it through the hole in square base (C), fitting the pole collar (J) at the top of the pole through the other square base (B).

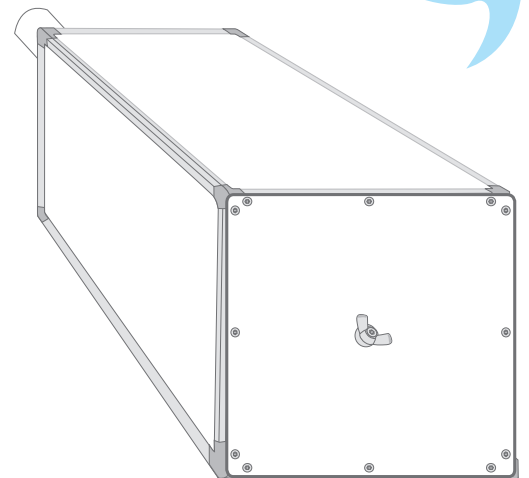
Place the washer (H) over the nut protruding from the top and then place the wing nut (G) over the top of that, making sure it is securely tight.



STEP FIVE



Using the technique outlined in step 3 fit the fourth panel onto the square bases as shown.



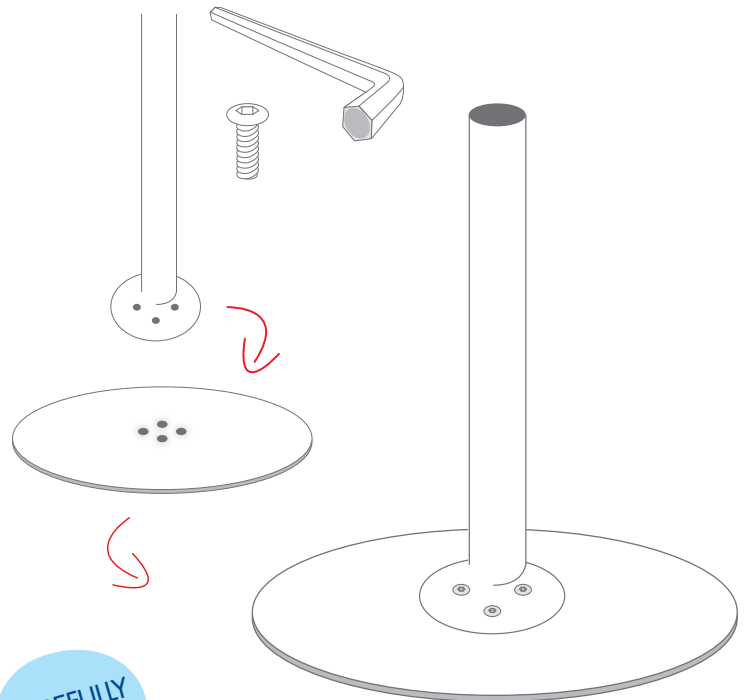
Rotating 4 Sided Magnetic Whiteboard Assembly Instructions Sheet

STEP SIX



Place the base plate (D) on the floor and line up the four holes with the holes in the bottom centre pole (I).

Fasten the two together using the M5 bolts (E), ensuring that the bolts are fastened tightly together using allen key (K).



ATTENTION

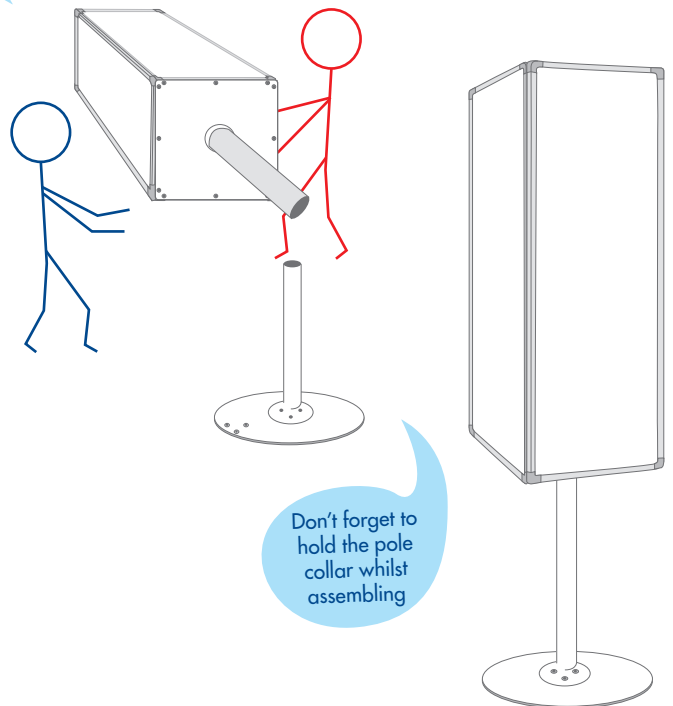
The next step requires **TWO** people, do not attempt this on your own!

STEP SEVEN



Whilst holding the pole collar in place, together, lift the assembled board and slot the top half of the centre pole inside the bottom half of the centre pole.

Once you have completed this you should have a fully functional rotating 4 sided whiteboard.



PLEASE NOTE

Before you use your new whiteboard for the first time make sure you clean all the panels thoroughly.

If you have any further enquiries on how to fit your whiteboard please contact our customer service team.