

“Foreverwhite” Glass Whiteboard®

Standard Installation Instructions **Professional Installation Recommended** **(For Glass Whiteboards up to 42 x 72”)**

- Parts List:**
- (1) “Foreverwhite” Glass Whiteboard®**
 - (1) Magnetic Dry Erase Organizer**
 - (4) Edge Grip Standoffs**
 - (1) Can of Cleaner**
 - (4) Custom Memo Magnet Indicator**
 - (2) Setting Blocks**
 - (4) Toggle Bolts w/screws**
 - (1) Allen Wrench (NOW INCLUDED)**

- Tools Needed:**
- Tape Measure**
 - Level**
 - Drill w/ 1/2” Drill Bit**
 - Phillips Screwdriver**



New Magnetic Organizer Bin Included !!!

Instructions:

After determining location of the board, try to find studs for the most secure mounting. The edge grips can be anywhere between 6" to 12" in from the vertical sides of the board. When installing the edge grips, use the same amount of spacing on both sides. If studs don't work out or line up you can use the enclosed toggle bolts. The ½" drill bit is only necessary if you use the toggles. Mark bottom hole locations w/ level, then measure the exact height of the board.

DO NOT USE THE NOMINAL DIMENSIONS OF THE BOARD.

The boards can vary up to a half inch due to the manufacturing process. After you have the exact height, add ¼" to the height of the physical board. Use level and tape measure to mark top holes. Drill ½" holes in predetermined locations if using toggles and insert toggles. If screwing into studs just use regular, large headed screws with the edge grips. The two bottom edge grips will be installed first. Then back out small allen screw on all edge grips so that the glass will clear when slipped in. Then put a setting block on the two bottom edge grips so that the glass board will set on the blocks.

Set board into bottom edge grips keeping the glass evenly spaced from the wall to avoid pressure on glass. Once glass is resting in the bottom grips install top edge grips, be sure that the screw head clears the glass to avoid chipping. Note: the top edge grips will not go all the way down to allow for the screw head to clear the glass. The top grips are to prevent the board from tipping, they are not weight bearing. Lightly tighten set screw on edge grips to prevent rattling with the allen wrench.

Then stick on edge grip cover plates. Clean glass whiteboard with cleaner provided. Attach magnet indicators, organizer, and eraser.

That's it!!!! Enjoy the "*Foreverwhite*" *Glass Whiteboard*®

For More Information
Call Toll Free 1-877-793-1011
www.glasswhiteboard.com