



APEX SERIES Frameless Glass Writing Board

"The Art of Collaboration"

Installation Instructions

TOOLS NEEDED

- Drill
 - 1/8" Drill Bit
 - Level
 - Tape Measure
 - #2 Phillips Screwdriver
 - Pencil
 - Painters/Masking Tape
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PROVIDED HARDWARE

- Installation Instructions
 - APEX Template
 - Drywall anchors and Screws
 - Dry Erase Marker
 - APEX "Z" Channel
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INSTALLATION

HANG TEMPLATE:

- Place APEX template on the wall in the desired location with arrows pointing up.
- Using painter/masking tape, tape template to the wall. Use a level to confirm that template is level.
- Locate and mark all stud locations on the template.
- Align the Apex Z-Channel screw holes with the noted top and bottom drill lines on the template.
- With a 1/8" drill bit, drill holes thru the APEX Z-Channel holes which fall at each stud location.
- If a stud cannot be found use the supplied drywall anchors and screws at a min of 16" O.C. If mounting into a wall other than drywall and studs, you must use appropriate hardware which is not included.
- After drilling appropriate hole locations, you can remove the template from the wall.

MOUNTING HARDWARE:

- Use a #2 Phillips Screwdriver to install drywall anchors at pre-drilled locations not aligned with a stud.
- Install both the Upper and Lower APEX "Z" Channel Mounting Hardware to the wall with supplied screws.

INSTALL APEX GLASS BOARD:

Installation of APEX Glass Boards will REQUIRE at least 2 people to install. It is strongly recommended on glass boards 4x6 and larger, that 3 people are used to hang the glass.

- Carefully lift APEX Glass Board to the wall so that the upper and lower "Z" Channels are above the "Z" Channels mounted on the wall.
- With the APEX Glass Board held firmly against the wall, slowly lower until both the upper and lower "Z" Channels have been engaged.
- Clean APEX Glass Board with any standard glass cleaner using paper towel or microfiber cloth.