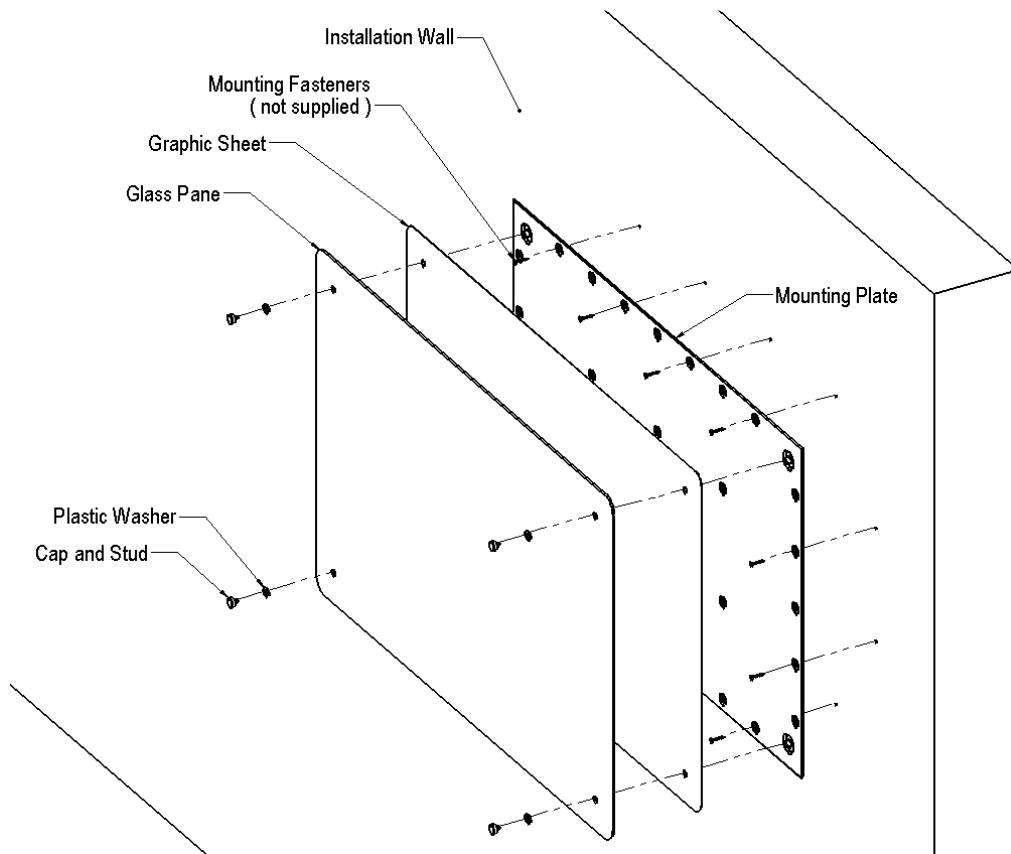


INSTRUCTIONS FOR MOUNTING MAGNETIC GLASS DRY ERASE BOARDS

The mounting plate must be mounted to a flat wall surface. Most walls will be relatively flat in the vertical direction but may have protruding or depressed vertical seams across the horizontal. Mounting the board across an uneven seam may cause the glass pane to bend and crack.

If the wall surface is not flat, the mounting plate must be shimmed out to avoid damage to the glass pane and maintain the maximum magnetic potential on the glass pane surface.

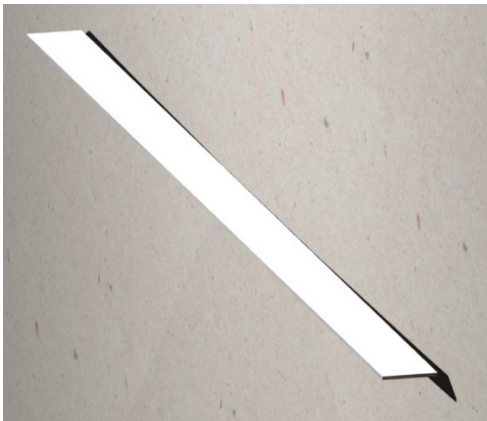


Preparation:

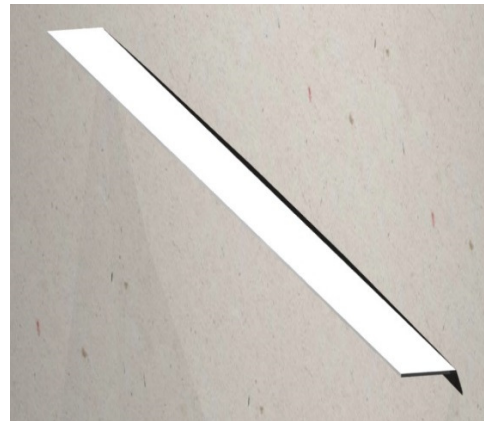
- 1) Disassemble the board assembly by unscrewing the aluminum caps and remove the plastic washers. (Retain for re-assembly.)
- 2) Remove the glass pane and store it in a safe location.
- 3) Remove the printed graphic sheet and set aside. Do not crease, bend or roll the graphic sheet.
- 4) Determine the desired location for the magnetic glass marker board on the wall.

Mounting:

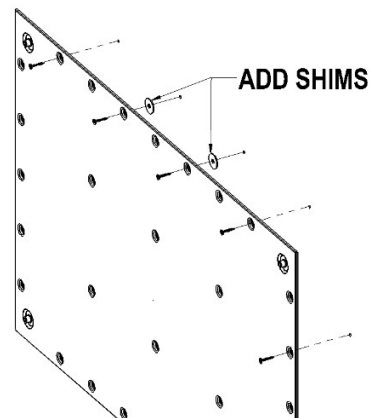
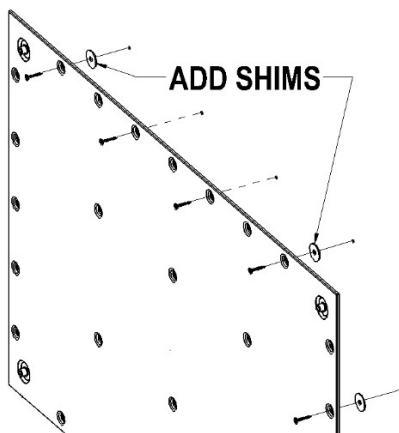
- 1) Position the mounting plate, centered and leveled, on the location and mark the wall thru the mounting plate holes at the points where fasteners or anchors are to be installed.
- 2) Check the flatness of the wall surface using a straight edge (yardstick, long level, etc.) at and between the marks on the wall. Check the wall for flatness by holding the straight edge against the wall horizontally, vertically, and diagonally. Check for any protruding or depressed areas greater than 1/16" from flat. If there is a prominent seam causing the straight edge to rock more than 1/16" across the width of the board, or if there is a gap between the straight edge and the wall of more than 1/16", this area may require a shim washer or plate between the wall and the mounting plate. (Installation fasteners are not supplied.)



Protruding Seam



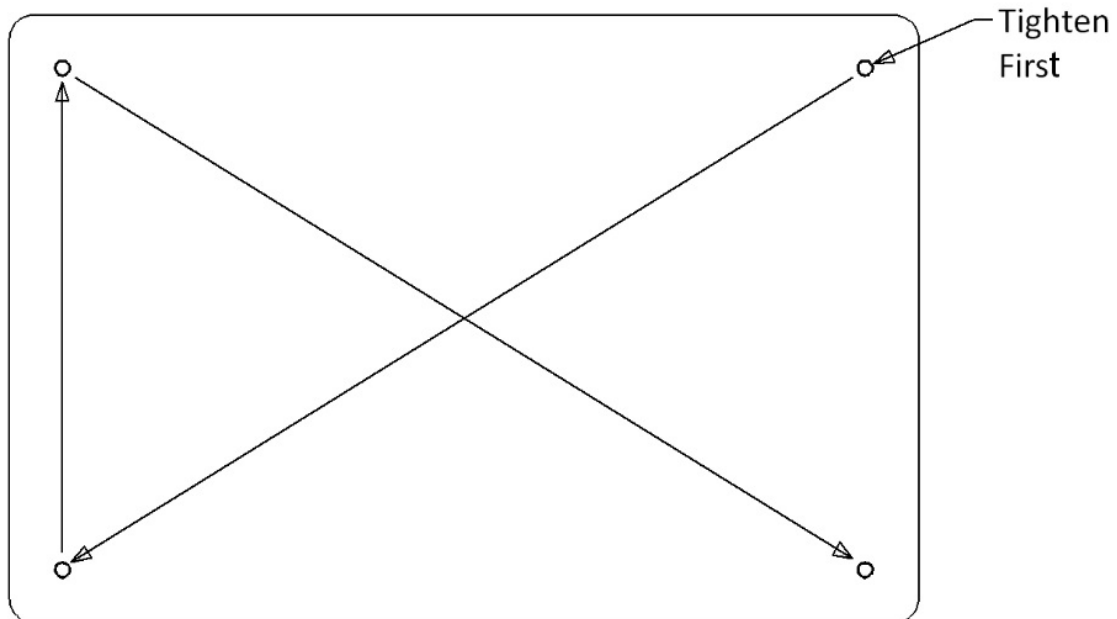
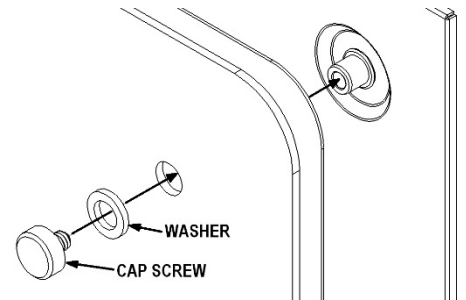
Depressed Seam



- 3) Level and secure the mounting plate to the wall with the shims and appropriate fasteners for the installation location.
 - The holes in the mounting plate may be enlarged with a drill to accommodate larger fasteners.)
 - When fully installed, the heads of the fasteners used to secure the plate to the wall must not extend beyond the face surface of the mounting plate.
 - Do not over-tighten the fasteners as this may cause the mounting plate to warp or twist.
- 4) Re-check the level of the mounting plate and adjust as necessary.
- 5) Use a straight edge to check the flatness of the installed mounting plate in all directions. Re-shim and adjust as necessary to result in a flat face surface on the mounting plate.

Re-Assembly:

- 1) Carefully place the holes in the graphic sheet over the four posts at the corners of the mounting plate.
- 2) Carefully slide the glass pane onto the four posts.
- 3) While holding the graphic sheet and glass pane in place, slip the plastic washers (from Preparation Step 1) over the posts starting with the top posts.
- 4) Start to thread aluminum cap screws (from Preparation Step 1) into the post with washers. Do not tighten the cap screws at this time.
- 5) Continue to assemble the plastic washers and cap screws onto the remaining four posts.
- 6) Snug all four cap screws and plastic washers against the seated glass pane. **DO NOT OVER TIGHTEN CAPSCREWS**
- 7) Using an M4 hex key or other suitable tool inserted into the hole in the cap screw, firmly secure the glass pane and hardware. Tighten the cap screws in a diagonal corner pattern.



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