

Information Board Handling Instructions

We greatly appreciate your purchase of this board. Read these handling instructions carefully before using the board and be sure to use the board properly. Store these handling instructions in a safe place after reading them.

1. For safety, heed the instructions below.

WARNING

- Have a professional dispose of the board. Burning the board may generate toxic gases.

CAUTION

- Assemble and install following the assembly instructions on the back. Incorrect assembly or installation could lead to breakage or injury.
- Do not hang from or lean on the board. Doing so could cause the board to tip over and break and could cause injury.
- Be sure to lock the casters while using the board. Be sure to unlock the casters when moving the board. Failure to do so could cause breakage or injury.
- Do not place or install near flames. Doing so could lead to fires.
- Do not use if any screws are loose. Retighten any loose screws before using. Failure to do so could cause the board to break or tip over.
- If you should discover any irregularities, do not continue using the board. Contact your store of purchase. Continued use could cause the board to break or tip over and could cause injury.
- Do not use for purposes other than those for which the board was designed. Doing so could lead to accidents or injury.
- Do not disassemble or modify the board. Failure to do so could cause breakage or injury.
- Do not use the board unless it is completely assembled and installed. Failure to do so could cause the board to break or tip over.

2. Cautions on Usage

1. Avoid hot places, such as places exposed to direct sunlight, near heating appliances, etc. Heat can cause discoloration or deformation.
2. Do not set in dusty or humid places. Dust and humidity can cause discoloration, deformation or corrosion.
3. Do not use outdoors or in places where the board could get wet. Doing so could result in rusting or breakage.
4. Do not clean the surface of the whiteboard with thinner, benzene, petroleum, acids, scouring powders, scrubbing brushes or hot water. Doing so could cause discoloration, scratches or other damage to the surface of the whiteboard.
5. If you use adhesive tape on the board surface, do not leave the tape on for long periods of time. The adhesive tape may not peel off completely.
6. Install the board in such a way that it remains level. Using the board when it is wobbly may result in deformation, breakage or injury.
7. Do not use the board roughly or use it for purposes other than those for which it was designed. Doing so may lead to malfunctions, breakage or accidents.
8. Use the dedicated markers and eraser to write on and erase the board.
9. Do not leave writing on the board for long periods of time. The writing may become difficult to erase.

3. Cleaning

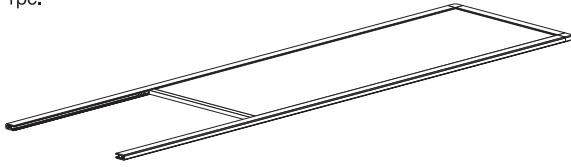
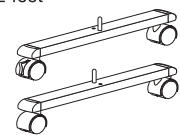
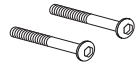



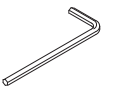
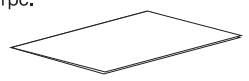
1. Use a damp, thoroughly wrung out cloth to clean the surface of the whiteboard. If the surface of the whiteboard is dirty, it will be difficult to erase the marker ink.
For tough dirt, use ethanol in the form of absolute alcohol or rubbing alcohol. Apply the ethanol to a clean cloth and wipe off the dirt.
2. Using a dirty eraser, such as one containing much marker debris, will soil the surface of the whiteboard and make it difficult to erase the marker ink. When an eraser starts getting dirty, replace it promptly.

Assembly Instructions (to be performed by at least two people)

- Be sure to perform assembly and installation based on the Assembly Instructions (this manual). Incorrect assembly can lead to injury.
- Before assembling, check that all the materials and parts required for assembly are present.

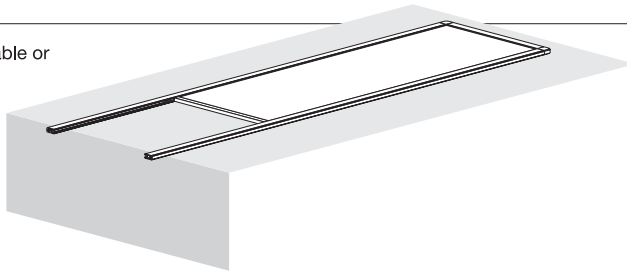


List of parts and materials for assembly

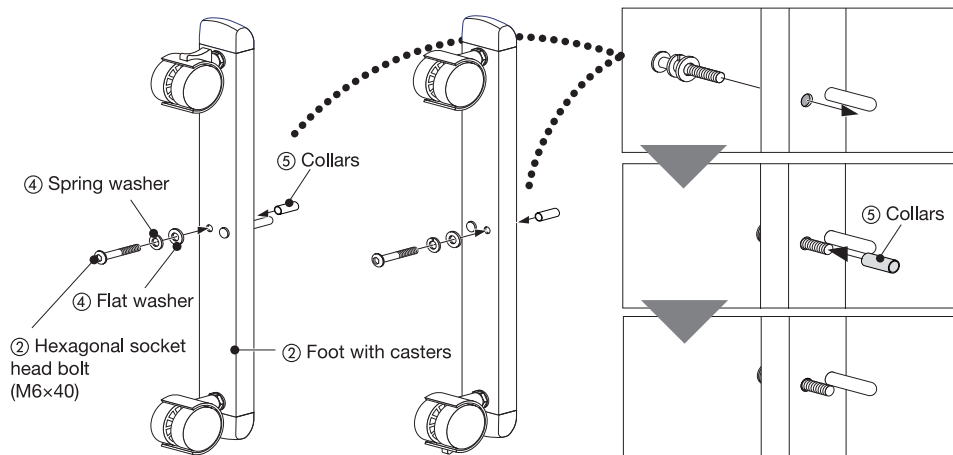
① Board surface 1pc. 		② Feet sets with casters 2 feet 	③ Hexagonal socket head bolts M6×40: 2 
④ Spring washers and flat washers Spring washers: 2  Flat washers: 2 	⑤ Collars 2pcs. 	⑥ Hexagonal wrench 1pc. 	Handling and Assembly Instructions (this manual) 1pc. 

Mounting the feet sets

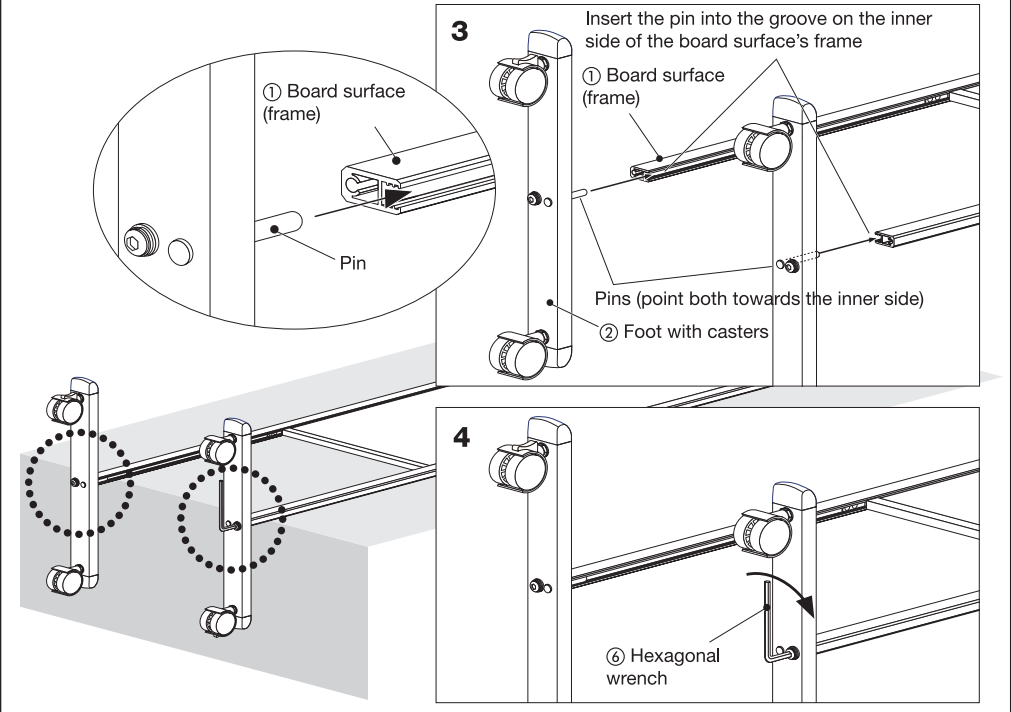
1. Place the board surface ① on a table or other similar surface.



2. Insert the hexagonal socket head bolts ③ and the spring and flat washers ④ into the holes in the feet with casters ②. Next, insert the collars ⑤ over the tips of the bolts until they are concealed inside the feet.



3. Point the pins in the feet with casters ② towards the inner side and insert into the board surface's frame.
 - Insert the pins into the inner sides of the frames.
4. Securely fasten the feet with casters ② to the board surface's frames ① using the hexagonal wrench ⑥ (both the left and right sides).



This completes assembly. Check again that the feet's screws are firmly tightened.

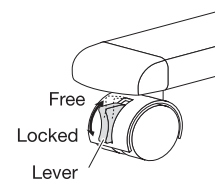
Usage

This product is a two-sided whiteboard type board. The surface of the whiteboard is a steel plate, so posters and other notices can be fastened to it using magnets.

Using the caster lock mechanism

The casters - there is 1 caster each on the front and back sides as you face the board surface, and one set of casters on each side - have mechanisms to lock the wheels. When the lever is moved to the free (upper) side, the wheel is free to roll and the board can be moved. Conversely, when the lever is moved to the locked (lower) side, the wheel is locked.

* Always operate the lever using your hand.



CAUTION

- Lock the casters' (2) stoppers before using the board. If the casters are not locked, the feet will be unstable, and using the board could lead to injury.

Moving the board

Be sure to set the casters' lock mechanisms to the free position and move the board in the direction indicated by the arrows.

