

Projector Screen Board Handling Instructions

We greatly appreciate your purchase of this Whiteboard. 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 included assembly instructions. Incorrect assembly or installation could lead to breakage or injury.
- When flipping the whiteboard surface, check first that there are no people or obstacle in the way.
- When using the whiteboard (except when flipping it) and when moving it, be sure to lock the whiteboard using the board stoppers. Failure to do so could cause breakage or injury.
- When operating, keep your hands away from moving parts. Your hands could get caught in the moving parts and be injured.
- 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 Whiteboard was designed (for example as a table). 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. Do not use tape or adhesive materials on the whiteboard surface.
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 Whiteboard.
9. Do not leave writing on the board for long periods of time. The writing may become difficult to erase.
10. The projector projection surface has a matte finish, so it does not erase easily. Use the opposite side when you do not need to use the screen function.

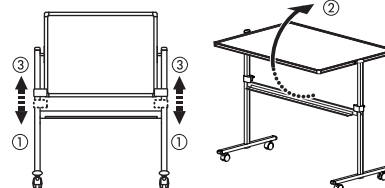
3. Cleaning

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.

5. Usage

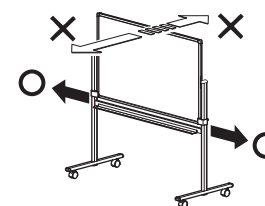
• Flipping the whiteboard surface

- ① Loosen the screws of the board stoppers and lower them.
- ② Flip the whiteboard surface.
- ③ Place the board stoppers on the whiteboard surface and tighten the screws to lock the whiteboard.



• Moving the board

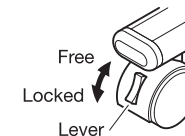
Be sure to set the casters' lock mechanisms to the free position and move the board in the direction indicated by the arrows. (Be sure the board stoppers are locked when moving the whiteboard.)



• Using the caster lock mechanism

The casters - there is 1 caster each on the front and back sides as you face the whiteboard 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 caster's (2) stoppers before using the whiteboard. If the casters are not locked, the feet will be unstable, and using the whiteboard could lead to injury.

This product has both a whiteboard surface and a projector projection surface.

PLUS Projector Screen Board Assembly Instructions

For assembling two-sided whiteboards with T-shaped feet

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.
- A Phillips head screwdriver is required for assembly. Use a No. 2 size Phillips head screwdriver.



List of parts and materials for assembly (2 packages per unit)

1. Board surface package... 1 set

① Whiteboard surface 1pc. 	② Horizontal reinforcement bar (with chalk rail mount holes) 1pc. 	③ Chalk rail 1pc.
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2. Feet package... 1 set

④ Bind Stight screws 4pcs. 	⑤ Vertical bars 2pcs. 	⑥ Feet (with casters) 2 feet 	⑦ Hexagonal socket head bolts M5×20: 4 	⑧ Spring washers / Flat washers Spring washers: 4 Flat washers: 4
⑨ Hexagonal socket head bolts M5×35 (With spacers): 4 	⑩ Pipe caps 2pcs. 	⑪ Board surface stoppers 1 each for left and right sides 	⑫ Hexagonal wrench 1pc. 	Handling and Assembly Instructions (this manual): 1

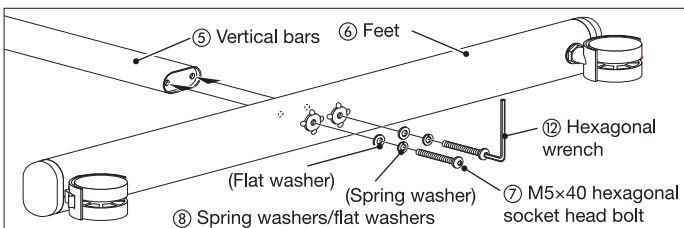
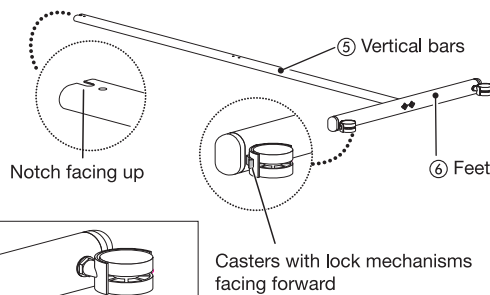
1. Assembling the stand

CAUTION Lock the two caster's stoppers before starting the assembly procedure. (Refer to front)

Step 1: Assembling the T-shaped feet

Assemble both sets in the directions shown on the diagram at the right. Using the hexagonal wrench ⑫, tighten the vertical bars ⑤ and feet ⑥ using the M5×40 hexagonal socket head bolts ⑦ and spring washers/flat washers ⑧ until the bolts stop completely.

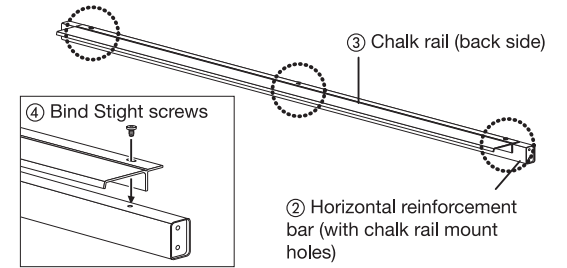
* The parts assembled above are called the T-shaped feet below.



Step 2: Mounting the chalk rail

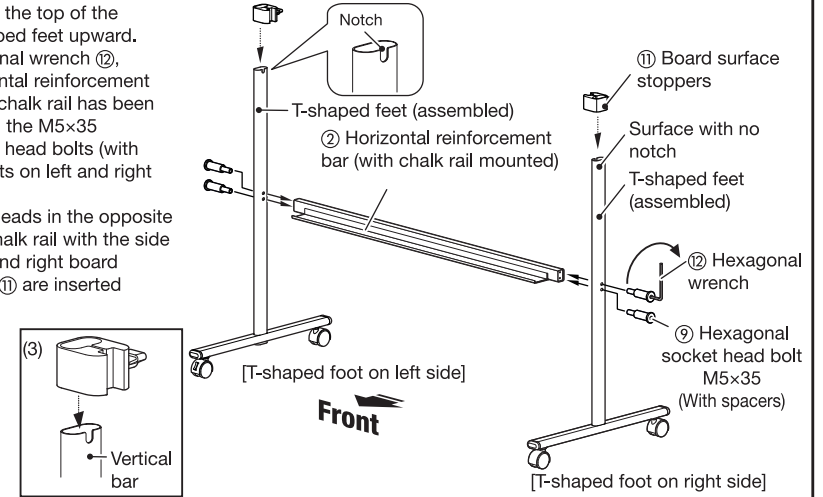
- (1) Line up the screw holes in the chalk rail ③ with the screw holes in the horizontal reinforcement bar (with chalk rail mount holes) ②, then mount the chalk rail ③ using the bind S tight screws ④ (for 1307 mm wide products: 3 screws/for 1907 mm wide products: 4 screws).

NOTE: Use a No. 2 Phillips head screwdriver.



Step 3: Assembling the stand

- (1) Point the notch in the top of the assembled T-shaped feet upward.
- (2) Using the hexagonal wrench ⑫, tighten the horizontal reinforcement bar on which the chalk rail has been mounted ② using the M5×35 hexagonal socket head bolts (with spacers) ⑨ (4 bolts on left and right sides).
- (3) Insert the screw heads in the opposite direction of the chalk rail with the side in which the left and right board surface stoppers ⑪ are inserted facing the inside.



2. Mounting the whiteboard surface

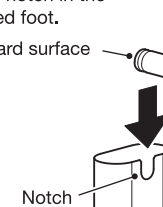
Step 1

Insert the groove in the revolving shaft of the whiteboard surface ① into the notch in the stay of the assembled T-shaped foot.

Revolving shaft of the whiteboard surface

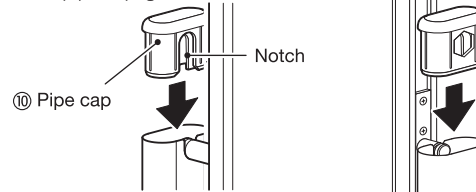
CAUTION

This operation should be performed by 2 persons. Trying to do it alone could lead to accidents.



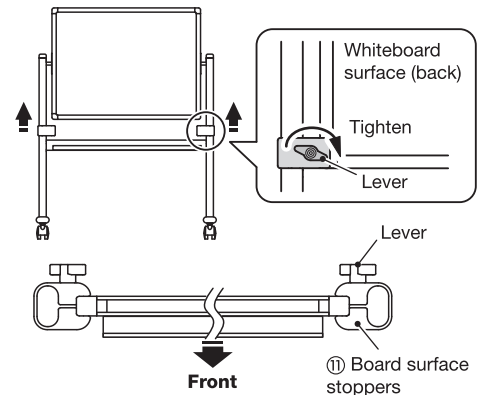
Step 2

Insert pipe cap ⑩ into the vertical bar.



Step 3

Raise the board surface stoppers ⑪, insert both sides of the whiteboard surface, then tighten the levers by turning them clockwise to fasten the whiteboard surface.



This completes all the operations.

Check again that all of the screws on the feet are securely tightened and that the feet are securely mounted to the whiteboard surface.