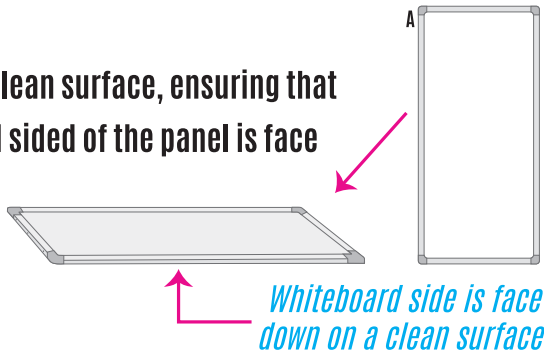


Step 1

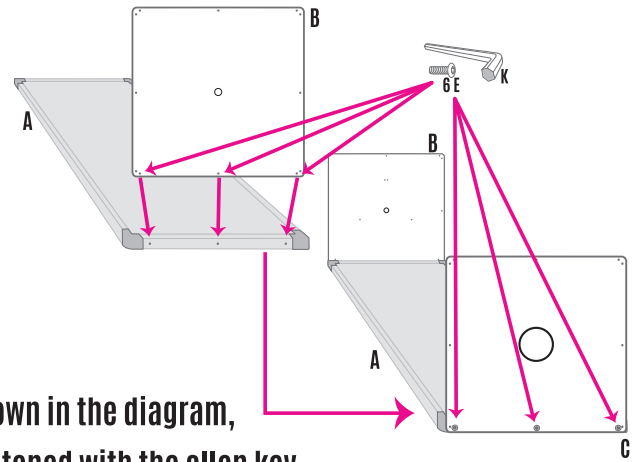
Place one A panel on a clean surface, ensuring that the dry wipe whiteboard sided of the panel is face down on the surface.



Step 2

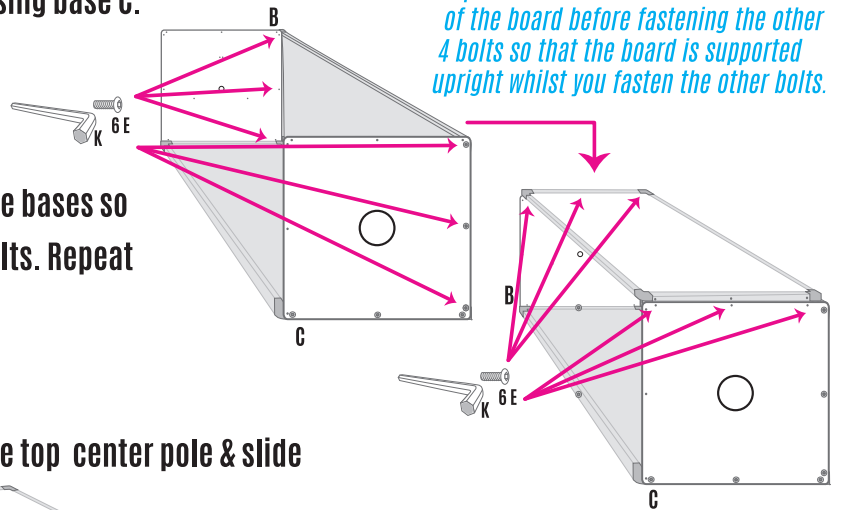
Align the holes in the B base with the holes at the end of the panel A as shown in the diagram, & secure together with 3 M5 bolts, making sure they have been firmly tightened with the allen key.

Repeat this process at the other end of the with panel using base C.



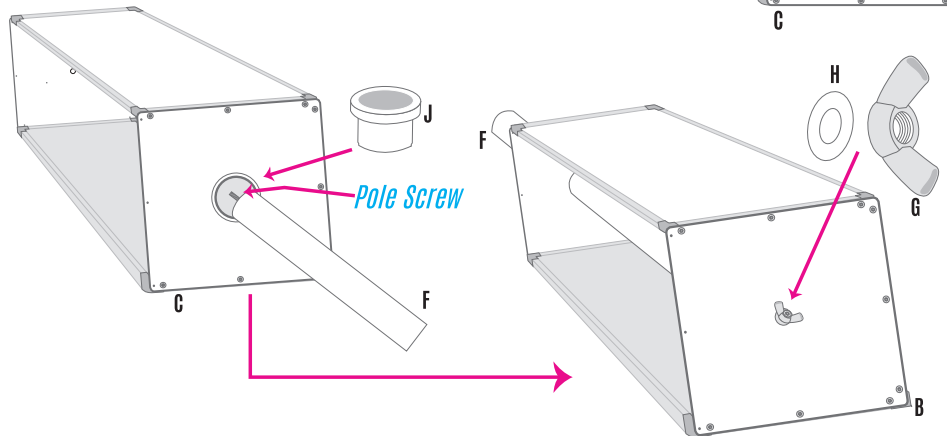
Step 3

Take another A panel and place it between the two square bases so that the holes align, again fasten each side with 3 M5 bolts. Repeat this step so you have 3 attached A panels.



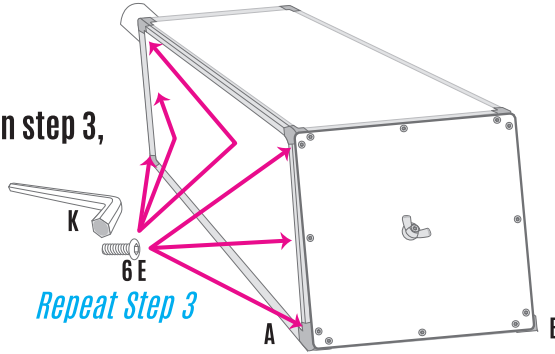
Step 4

First insert the nylon pole collar into C base. Now take the top center pole & slide it through the hole in the square base, fitting the pole collar at the top of the pole through the other square base. Place the washer over the nut protruding from the top & than place the wingnut over the top of that, making sure it is securely tight.



Step 5

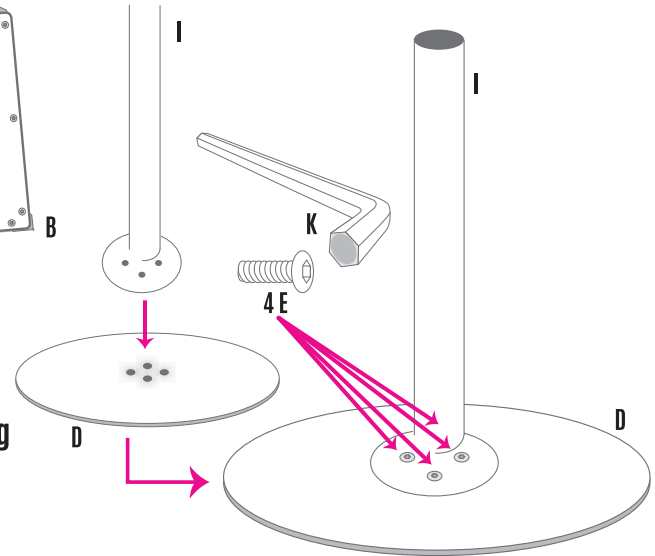
Using the technique outlined in step 3, fit the fourth A panel onto the square bases as shown.



1 Circular Base Plate

Step 6

Place the circular base plate on the floor & line up the four holes with the holes in the bottom center pole. Fasten the two together using the M5 bolts, ensuring that the bolts are fastened tightly together using the allen key.

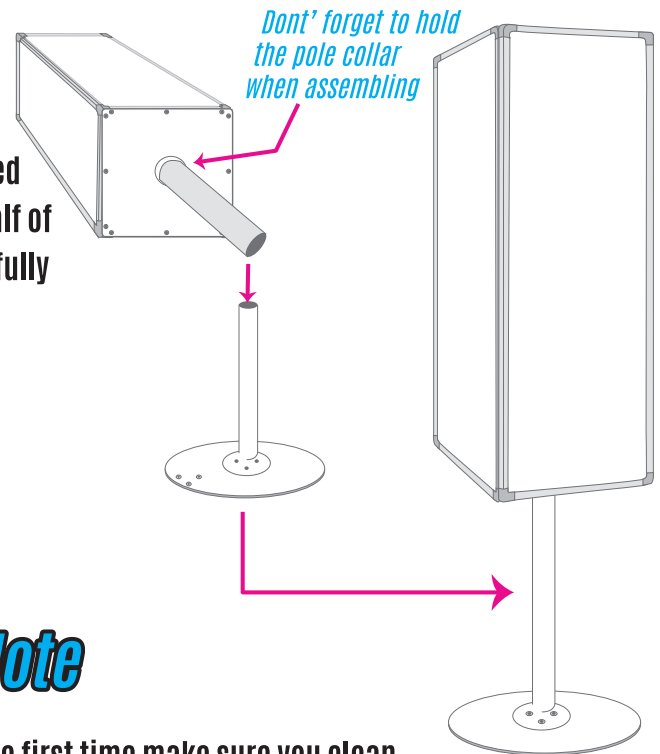


Attention!

The next step requires two people do not attempt this on your own!!

Step 6

Whilst holding the pole collar in place, TOGETHER, lift the assembled board and slot the top half of the center pole inside the bottom half of the center pole. Once you have completed this you should have a fully functional rotating 4 sided whiteboard



Please Note

Before you use your new whiteboard for the first time make sure you clean all the panels thoroughly. If you have any further enquiries on how to fit your whiteboard please contact our customer service team.