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Installation Instructions - Visual Display Products

Non-compliance with these storage and installation instructions may result in damages. Carefully follow all instructions to assure a safe installation.

- **RECEIVING YOUR SHIPMENT**

Upon arrival, carefully examine each carton for any type of damage. All AJW Visual Display Boards were inspected for damage prior to being packaged and shipped. If visible damage exists, have the driver or receiver clearly note the damage on your delivery receipt and contact AJW immediately.

After delivery, open all crates and packages and inspect for concealed damages (making sure to save any damaged cartons). Should concealed damage be discovered, notify AJW immediately. Failure to report concealed damage within (10) days will result in the carrier denying your claim.

- **STORAGE INSTRUCTIONS**

After opening the packages and inspecting the boards for damage, return all of the boards to their original packaging. Uncrated boards must not be allowed to lean on an angle against a wall or other objects. Boards must also not lie on the floor for any extended length of time. Boards should be stored in as close to a vertical position as possible.

****AJW Visual Display Products should be stored and installed in environments that are temperature controlled. Mold and mildew can develop in wet, damp, or humid environments. It is essential that boards are not installed on CMU or concrete walls that are not fully cured. Masonry wall condensation (sweating) can lead to mold damage and warped or distorted boards. The AJW Visual Display Products warranty will void when boards are installed in improperly conditioned environments or on uncured walls****

Board Installation: Markerboards with Trays

Wall fasteners are not furnished with AJW Visual Display Boards. Exercise caution to ensure that the tray is mounted level prior to hanging the board to ensure an even weight distribution.

- Snap a level chalk line on the wall at the desired mounting height, plus an additional 3.5" (box tray), or 2.0" (flat tray).
 - Adding 3.5" for box trays and 2.0" for flat trays ensures that the bottom of the tray is mounted at the desired height.
- Align the top of the tray with the chalk line generated in Step 1 and attach the tray to the wall with wall fasteners appropriate for the wall type. Fasteners should be a maximum of 12" apart, and no more than 6" at each end of the tray.
- Attach the top mounting "L" brackets so the tops of the brackets are ¼" above the actual board height. **Do not completely tighten fasteners at this point.**
- If using adhesive (permanent installation), apply to the back of the board using egg sized daubs approximately 12" apart. Adhesive must not be closer than 6" to the edge of the board. Use adhesive in moderation, as to ensure that adhesive does not run outside the edges of the board. Also, the adhesive should not remain on the back of the board for more than 10 minutes prior to hanging the board on the wall.
- Install the board by placing the bottom edge into the slot of the tray. Push the board firmly down and against the wall while aligning the ends of the board to the tray.
- Using a rubber hammer, tap the top mounting "L" bracket down tight against the board. Be careful not to damage the wall during this step.
- Install screws through the top mounting brackets into the board.
- When using adhesive, be certain that the entire board has even pressure across the face for 48 to 72 hours until the adhesive dries. Be sure to use a material that will not mar or damage the front of the board.

Board Installation: Tackboards and Markerboards Without Trays

Wall fasteners are not furnished with AJW Visual Display Boards.

- Snap a level chalk line on the wall at the desired mounting height, (or slightly higher than the desired mounting height to ensure the line is not visible once the installation is complete).
- Align the bottom mounting “L” brackets with the chalk line from Step 1 and attach them to the wall with wall fasteners appropriate to the wall type. The slotted side of the brackets should face towards the wall.
- For the strongest attachment, the wall fastener should be at the top of the slot when the bottom flange of the angle bracket is aligned with the chalk line from Step 1.
- Attach the top mounting “L” brackets so the tops of the brackets are ¼” above the actual board height. **Do not completely tighten fasteners at this point.**
- If using adhesive (permanent installation), apply to the back of the board using egg sized daubs approximately 12” apart. Adhesive must not be closer than 6” to the edge of the board. Use adhesive in moderation, as to ensure that adhesive does not run outside the edges of the board. Also, the adhesive should not remain on the back of the board for more than 10 minutes prior to hanging the board on the wall.
- Install the board by placing the bottom edge on top of the bottom mounting “L” brackets. Press the board firmly to the wall and install screws through the bottom brackets into the bottom edge of the board.
- Using a rubber hammer, tap the top mounting bracket down tight against the board. Be careful not to damage the wall during the step.
- Install screws through the top mounting brackets into the board.
- When using adhesive, be certain that the entire board has even pressure across the face for 48 to 72 hours until the adhesive dries. Be sure to use a material that will not mar or damage the front of the board.