

POLYVISION

A Steelcase Company

4000 SERIES

DRY MARKERBOARD

SUGGESTED INSTALLATION INSTRUCTIONS FOR 4000 SERIES

Note: Complete installation hardware is included with each unit. If wall construction prevents the use of hardware as furnished, it is the responsibility of the customer to furnish the required fasteners. Tray & Control Panel bridge will ship loose in the same package as needed.

1. Verify sizes, colors & quantity of units delivered with units ordered. Contact the dealer or sales office where purchased to report any discrepancies.
2. Determine locations and mounting height above finish floor (AFF). Level and strike a chalkline at this point.
3. Verify location of HR-14 hanger bar on back of board & locate or determine position of HR-14 hanger bar.
4. Fasten HR-14 hanger bar to wall with suitable anchors. Position 3" from end of board.
5. Spin clip on back of tray holder down from up position it was shipped in so the hole is below the tray holder and can be screwed into the wall.
6. Lift unit onto wall mounted hanger bars.
7. Inspect writing surface of markerboards and chalkboards for protective polyfilm. Remove if present. Wash all markerboards and chalkboards prior to use.
8. Slide tray into tray holder on bottom of board. After tray is inserted, center on bracket and place two (2) 1/4" self tapping screws through tray into tray holder.
9. Insert suitable anchor through clip under chalktray to hold board down on hanger bars.

If installing with a CopyCam™, Continue to the end, if installing without a CopyCam™ installation is complete.

8. If being used with a CopyCam™, Install CopyCam™ now, running the wires behind the board and out behind on the lower left hand corner.
9. Install Control Panel Bridge by using the instructions and template included with shipment.
10. Install Control Panel for CopyCam™ using the provided instructions from the manufacturer.

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