

## Installation Instructions for Concept Series Markerboards

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Boards are inspected and are approved as being without damage at the time of shipment. On arrival, carefully examine each carton for damage. If damage is visible have the driver clearly note that fact on your delivery receipt and file claim immediately. Immediately after delivery, open all cartons (save cartons) and inspect for concealed damage. If damage is discovered call carrier and request inspection. Failure to report concealed damage within 5 days will result in the carrier denying the claim. We will not be responsible for any damage claims if an inspection report is not secured and a claim not filed within the time limit.

**PLEASE FOLLOW INSTRUCTIONS CAREFULLY TO BE ASSURED OF A GOOD INSTALLATION.**

### **STORING INSTRUCTIONS (Pre-Installation)**

Prefabricated markerboards, chalkboards, and tackboards have wood fiber cores or backing materials, and will, under certain climate conditions, show slight dimensional changes. The following instructions must be followed to guarantee they will remain flat and true.

1. After opening and inspecting boards for damage, return to original crates or cartons for storage and do not uncrate until boards are to be erected. Uncrated, they must not be allowed to lean at an angle against the wall or other objects and must not lay on the floor for any length of time. Boards should be stored in as close to a vertical position as possible.
2. Do not erect boards on damp walls or in damp and humid weather without heat in the building.
3. Clean off all fingerprints, dirt, etc. at once.
4. Follow pre-use instructions for optimal board performance.

### **STEP-BY-STEP INSTRUCTIONS FOR INSTALLING HANGERS**

**For permanent installations, we recommend using a combination of hangers and adhesive.**

Note: Angle clips for bottom of board, when furnished, are punched with slotted holes for wall, and non-slotted hole for bottom of board. (Angle clips are recommended for installing over-sized boards.)

1. Determine desired height of board. Measure down approximately 1" and chalk top vertical line. Strike a second level line approximately 1-1/2" above the desired location of the bottom edge of the board.
2. Concealed Z-clips should be anchored to wall along the top level line using screws and/or necessary anchors appropriate for the type of wall construction. (Wall fasteners are not furnished.) The clips should be evenly spaced such that they will be located inside the trim of the board being installed. Using straight edge, shim where necessary so that all anchor points of hanger are in line and level. Anchor securely to wall.
3. Repeat the process in Step 2 to mount the Dual Lock® washers along the lower level line.
4. Once the hangers are mounted, firmly press the Dual Lock tabs onto the Dual Lock washers and peel the backing from the tabs.
5. Hang board on Z-clips and, by hand, apply light but firm pressure at the approximate location of the Dual Lock tabs. This will seat the adhesive back on the back surface of the board. Board is ready for use.
6. **If using angle clips** in lieu of Dual Locks, attach bottom mounting angle clip with required wall fasteners to wall at architect's specified accessory tray height. Caution should be exercised to assure that the angle is level.
7. **If adhesive is used**, apply to back of board according to manufacturer's printed instructions, or by staggering egg-size globs of adhesive approximately 12" o.c. Adhesive should not be closer than 6" to edge of board. Caution should be exercised not to use adhesive too sparingly or to allow adhesive to remain on back of board more than 10 minutes before hanging.
8. Lift board into position on wall so that board hangers are slightly above wall hangers. Holding board firmly against wall, lower until board hangers engage with wall hangers.
9. Using a wood block, tap bottom mounting angle up securely against tray and install 3/8" screws as provided.
10. If installing with adhesive, be certain entire board is shored up for 48 to 72 hours until adhesive dries.



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