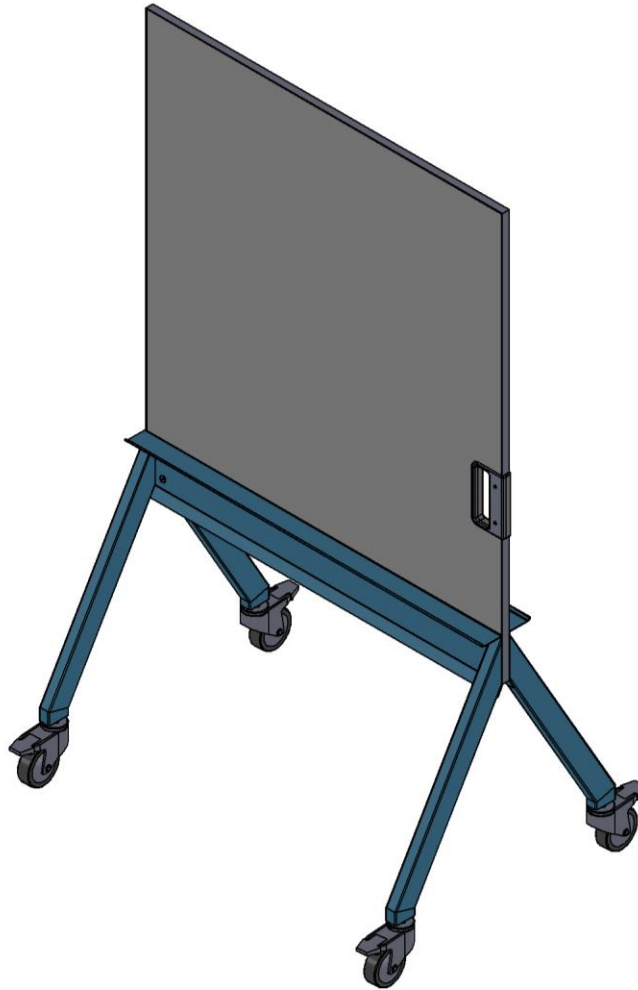


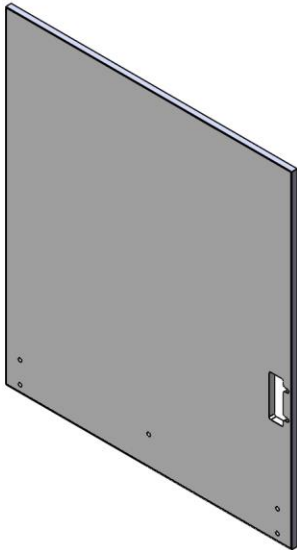
Assembly Instructions

Planner Studio Whiteboard



If you have damaged or missing components,
Please contact customer service at 1-800-328-1061

Hardware and Components



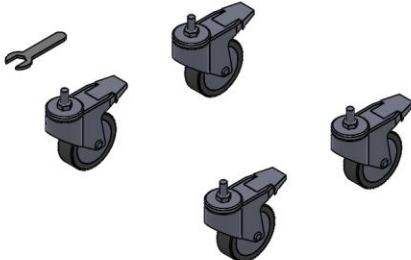
WHITEBOARD 42X48 INCHES



WHITEBOARD LEG SET & HARDWARE PACK



2 SCREWS & HANDLE HALVES



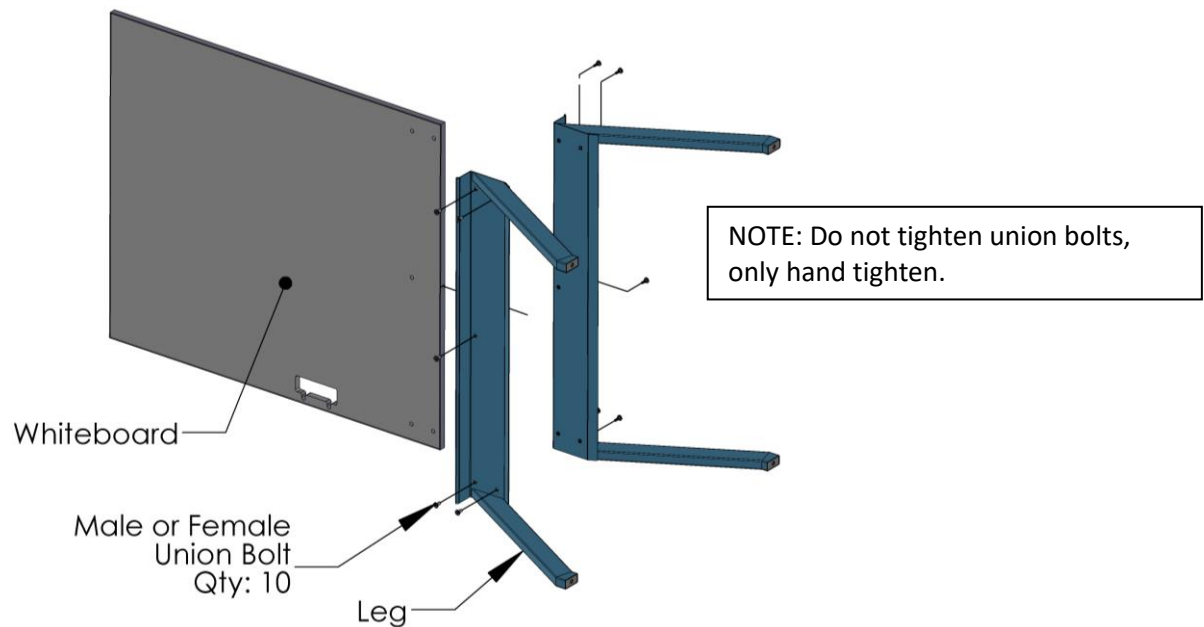
4 CASTERS & WRENCH

Special Notes:

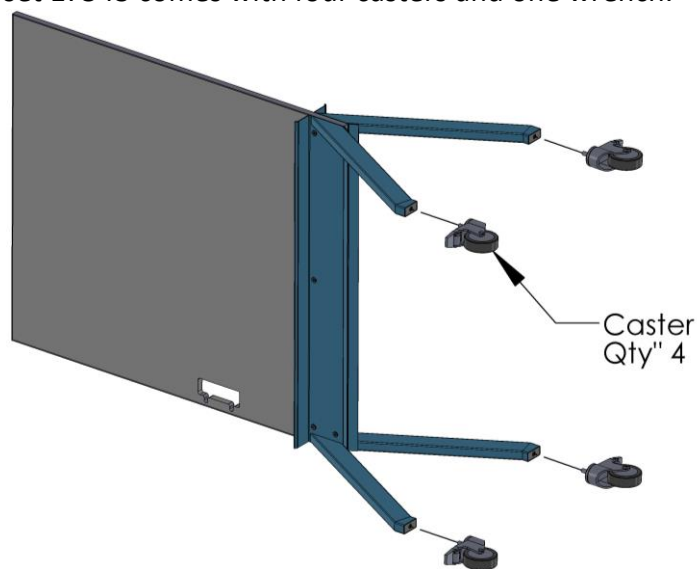
- Check that all components are accounted for and undamaged before assembling.
- Please assemble the product in a clean and dry area.
- For larger units you may need another person to help assemble the product.
- Clean the product with a mild cleaner and a damp cloth.

Assembly Instructions

Step 1: Place the whiteboard and legs on their side and align the predrilled holes on the whiteboard to the legs. Secure the whiteboard onto the legs by using the hardware pack included in the leg set. **For leveling purposes; do not tighten bolts, but only secure the bolts enough so the whiteboard may self-level itself once moved into the upright position in step 3.** Hardware pack 68318-R includes 10 union bolts and two allen wrenches.

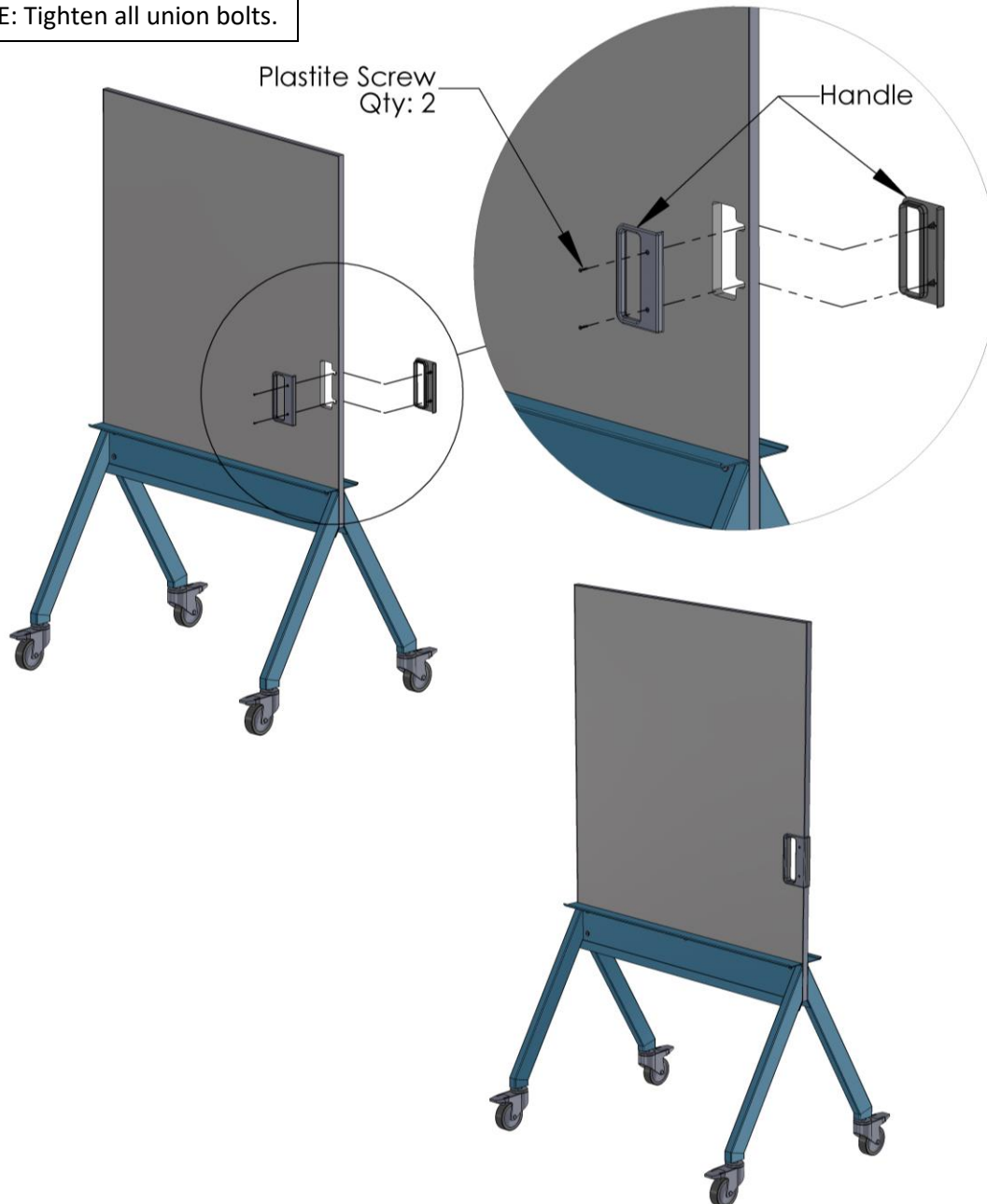


Step 2: Install four casters using the supplied wrench while the whiteboard is on its side as shown. The caster set 17543 comes with four casters and one wrench.



Step 3: Place the whiteboard in the upright position which then will auto-level itself. Now fully tighten the union bolts; **two individuals should perform this step, in order to prevent injury.** Install the handle using the supplied plastite screws.

NOTE: Tighten all union bolts.



DONE