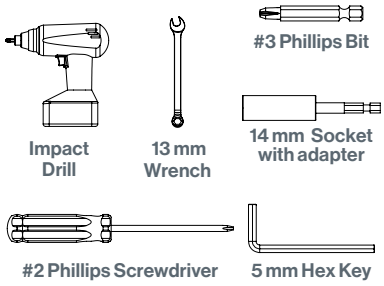
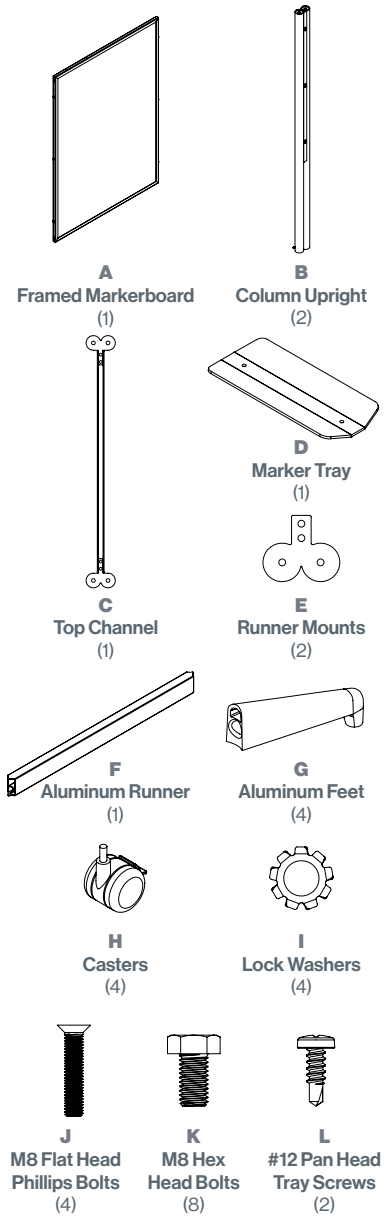
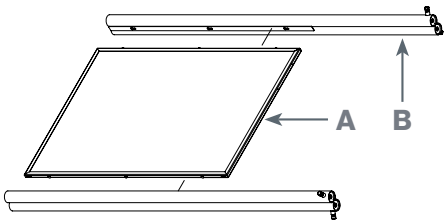
ZIA
Whiteboard
ASSEMBLY INSTRUCTIONS

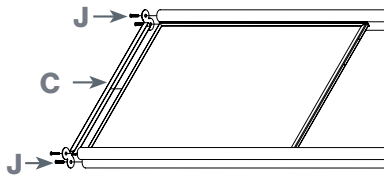
TOOLS

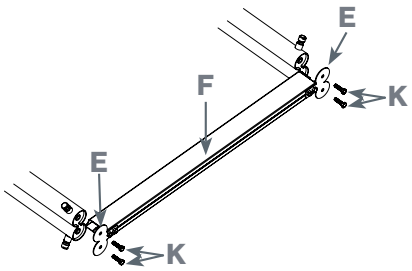


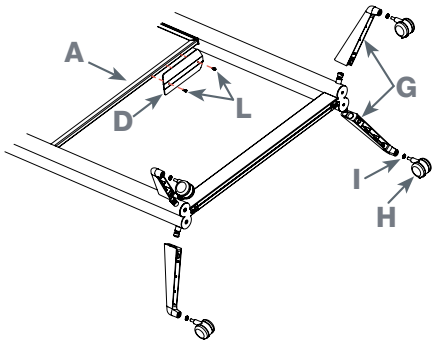
PARTS & HARDWARE LIST

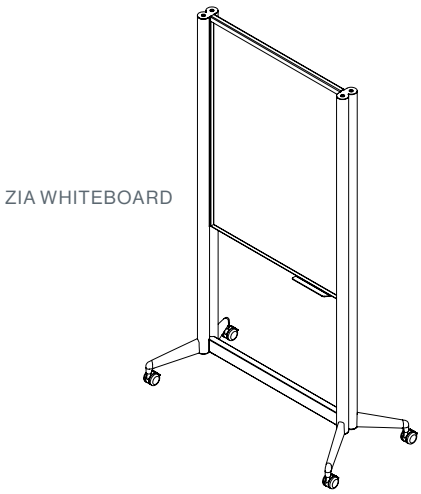












ASSEMBLY STEPS

1. Lay the Framed Markerboard **(A)** on a flat, carpeted surface.

2. Align Notched Keyholes on Column Uprights **(B)** with pegs on Framed Markerboard **(A)**. Slide Column Uprights **(B)** upward on pegs.

3. Align the Top Channel **(C)** with the top of the framed Markerboard **(A)** and column uprights **(B)**.

4. Fasten the Top Channel **(C)** using (4) M8 Flat Head Phillips Bolts **(J)**.

5. Attach (2) Runner Mounts **(E)** to the underside of the Aluminum Runner **(F)** using (4) M8 Hex Head Bolts **(K)**.

6. Align the Aluminum Runner **(F)** between the bottom of the Column Uprights **(B)**. Fasten using (4) M8 Hex Head Bolts **(K)**.

7. Ensure that all Mounting Pins are secure on Column Uprights **(B)**. If necessary, use a 14mm wrench to tighten.

8. Place (4) Aluminum Feet **(G)** onto Pins. Tighten (4) Aluminum Feet **(G)** onto Pins using 5mm Hex Key.

9. Attach (4) Casters **(H)** to Aluminum Feet **(G)** using a 13mm wrench.

10. Attach Marker Tray **(D)** to the underside of Framed Markerboard **(A)** using (2) #12 Pan Head Tray Screws **(L)**.

11. Bring the Whiteboard to the upright position.

FOR MISSING PARTS OR QUESTIONS, PLEASE CALL CUSTOMER SERVICE AT 888-705-0777.