

Quartet 24" x 18" Standard Cork Bulletin Board with Oak Frame - 301

Instruction Manual



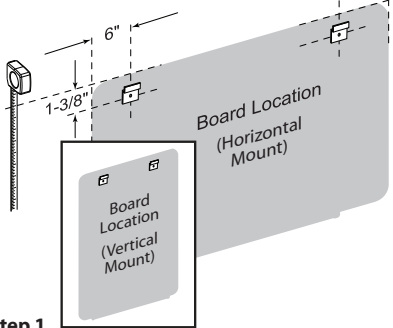
Provided by

MyBinding.com
When Image Matters.

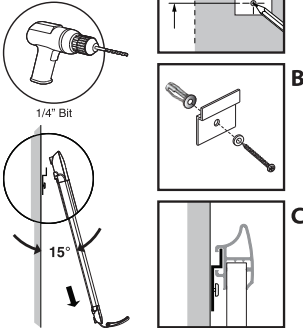
Call Us at 1-800-944-4573

EURO ALUMINUM FRAME BOARD – Mounting Instructions

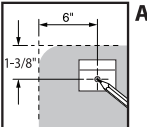
***NOTE – For Dry-Erase Boards:**
Before mounting board to wall, please refer to instructions in “Accessory Kit” to attach the marker tray to the board frame.



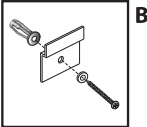
Step 1
Determine board location. To position top hanging brackets, mark center hole of hanger 6" from outside edge of board and 1-3/8" down from top of board (A). Drill holes for each hanger in marked locations using a 1/4" drill bit. Tap anchor into hole flush to wall with metal "teeth" firmly embedded. Turn screw clockwise to expand metal legs. Stop when strong resistance is felt and legs are fully expanded.



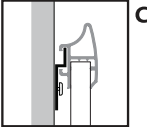
Turn screw counter-clockwise to remove screw from anchor and re-insert through hanging bracket into wall anchor (B). Tighten firmly. Holding the board at (approx.) 15° angle, place the channel in the back of the frame over the wall hangers. Lower the board so it is flush to the wall (C).



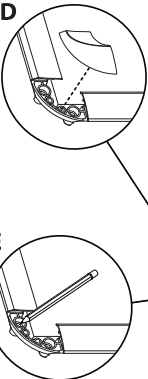
A



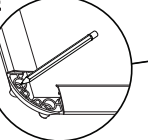
B



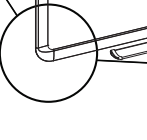
C



D



E

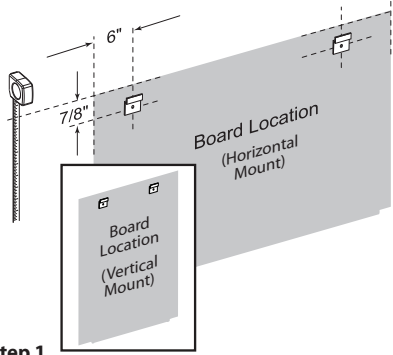


F

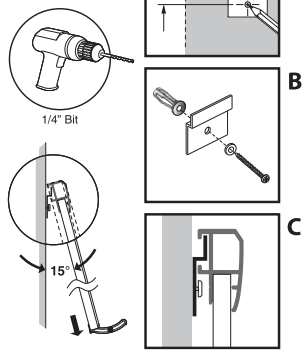
Step 2
Remove plastic corner caps (D), mark wall through top hole of each corner (E). Remove board from wall and drill holes in marked locations using a 1/4" drill bit. Install wall anchors as indicated in **Step #1 (F)**. Re-hang board and insert screw through plastic corner and into wall anchor. Tighten firmly. Replace corner caps by pressing into place over the screws. (L-Brackets & Truss Head Screws are not required.)

ALUMINUM FRAME BOARD – Mounting Instructions

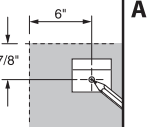
***NOTE – For Dry-Erase Boards:**
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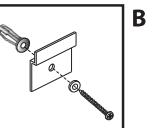
Step 1
Determine board location. To position top hanging brackets, mark center hole of hanger 6" from outside edge of board and 7/8" down from top of board (A). Drill holes for each hanger in marked locations using a 1/4" drill bit. Tap anchor into hole flush to wall with metal "teeth" firmly embedded. Turn screw clockwise to expand metal legs. Stop when strong resistance is felt and legs are fully expanded.



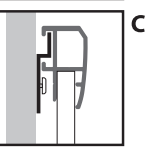
Turn screw counter-clockwise to remove screw from anchor and re-insert through hanging bracket into wall anchor (B). Tighten firmly. Holding the board at (approx.) 15° angle, place the channel in the back of the frame over the wall hangers. Lower the board so it is flush to the wall (C).



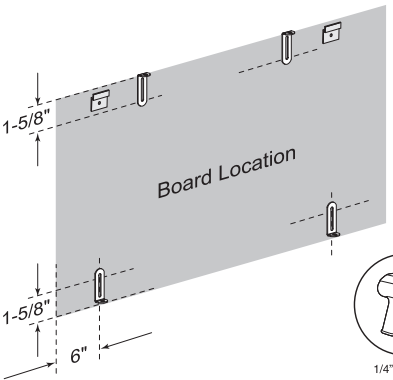
A



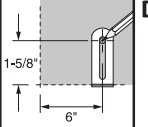
B



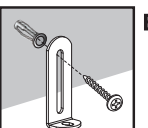
C



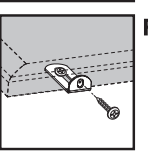
Step 2
To position bottom "L" brackets, mark wall 1-5/8" up from bottom of board 6" from each outside edge (D). To position top "L" brackets, mark wall 1-5/8" down from top of board and a 1/4 of the board width from each outside edge. Drill holes in marked locations using a 1/4" drill bit. Insert wall anchors and mount "L" brackets as indicated in **Step #1 (E)**. Hang board and mark frame through hole in each "L" bracket. Remove board and drill pilot hole at each mark with 1/8" drill bit. Re-hang board and insert #8 x 1/2" truss head screw through each "L" bracket and into pilot hole in frame (F). Tighten firmly.



D



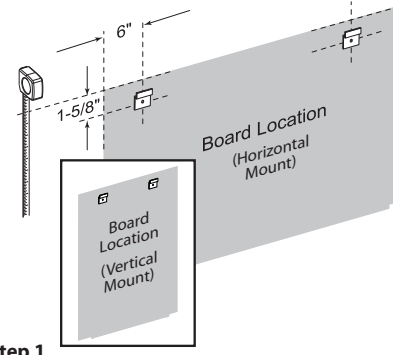
E



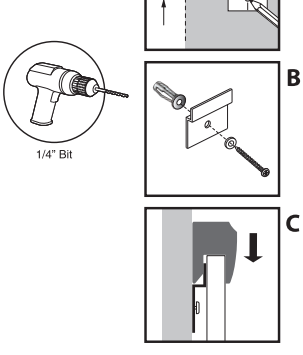
F

WOOD FINISH FRAME BOARD – Mounting Instructions

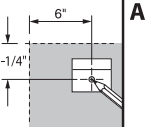
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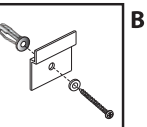
Step 1
Determine board location. To position top hanging brackets, mark center hole of hanger 6" from outside edge of board and 2-1/4" down from top of board (A). Drill holes for each hanger in marked locations using a 1/4" drill bit. Tap anchor into hole flush to wall with metal "teeth" firmly embedded. Turn screw clockwise to expand metal legs. Stop when strong resistance is felt and legs are fully expanded.



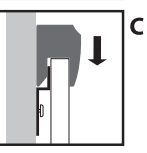
Insert screws through hanging brackets into the wall anchor (B). Tighten firmly. Place the channel in the back of the frame over the wall hangers. Push top of frame down until board is fully engaged on hangers (C).



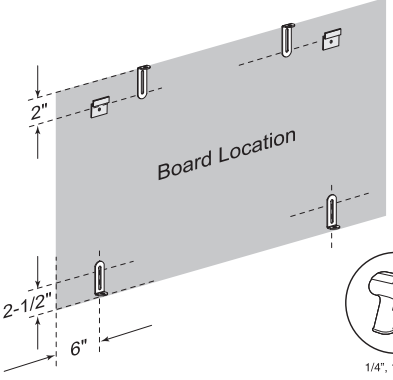
A



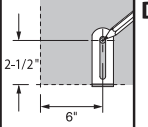
B



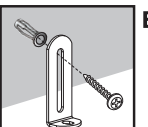
C



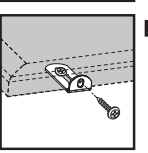
Step 2
To position bottom "L" brackets, mark wall 2-1/2" up from bottom of board 6" from each outside edge (D). To position top "L" brackets, mark wall 2" down from top of board and a 1/4 of the board width from each outside edge. Drill holes in marked locations using a 1/4" drill bit. Insert wall anchors and mount "L" brackets as indicated in **Step #1 (E)**. Hang board and mark frame through hole in each "L" bracket. Remove board and drill pilot hole at each mark with 1/8" drill bit. Re-hang board and insert #8 x 1/2" truss head screw through each "L" bracket and into pilot hole in frame (F). Tighten firmly.



D



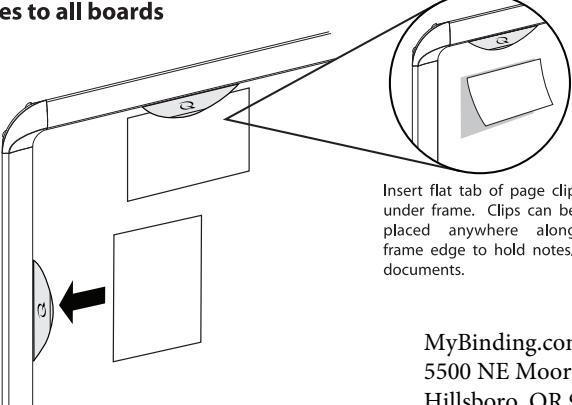
E



F

ACCESSORY PAGE CLIP

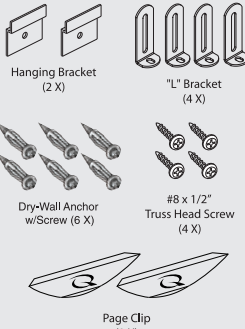
– Applies to all boards



Insert flat tab of page clip under frame. Clips can be placed anywhere along frame edge to hold notes/documents.

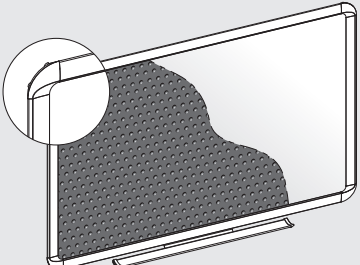
MyBinding.com
5500 NE Moore Court
Hillsboro, OR 97124
Toll Free: 1-800-944-4573
Local: 503-640-5920

Hardware Kit



Tools Required

Tape Measure Phillips Screw Driver
Pencil Hammer Drill (1/4", 1/8" Bit)



Quartet®
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Dry-Erase and Bulletin Board
Installation Instructions

ACCO BRANDS
300 Tower Parkway
Lincolnshire, IL 60069-3640
www.quartet.com
www.acco.com