



## Polyvision Sans Light Whiteboard Retrofit Method Work Instructions

### Required Materials

Sans Light retrofit hardware pack (1 kit per board)

	Board Size with Mounting Hardware				
	Horizontal 4'	Horizontal 6'	Horizontal 8'	Vertical 6'	Vertical 8'
# Hanger Bars w/ VHB (Whiteboard Mounted)	2	2	2	3	3
# Hanger Bars w/o VHB (Wall Mounted)	2	2	2	3	3
# Screws	22	22	22	22	22
#Anchors	22	22	22	22	22
Spacers	10	10	10	10	10
Alcohol Wipe	6	6	6	6	6

### Other Tools Needed

1. Measuring Tape
2. Stud Finder
3. Power Drill
4. Level or Laser
5. "Spline" Roller, Large Screwdriver, Wooden Block (see figure 7), 1/2" – 3/4" wide

### Before Your Start

- Ensure all pieces of hardware pack are present
- 2 people (minimum) are required to install this product
- If working from floor, cover floor with blankets
- If leaning against a wall, edge protection for whiteboard is required

## Procedure

1. Measure the distance from the floor to the bottom of the whiteboard. Record Value:
2. Remove existing whiteboard from the wall. The whiteboard should be placed flat on the ground. Make sure to cover the ground with blankets to prevent any scratches to the board.
3. Using the provided spacers, insert in slot on hanger bar still attached to the whiteboard. (Spacers are to be positioned within 6" of each end and about every 2' between.)

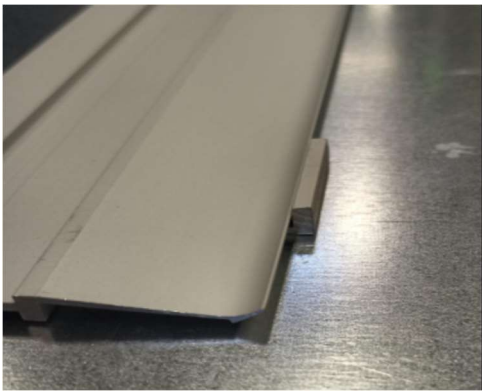


Figure 1: Spacers clip into slot.  
The space between spacers is ~2'.

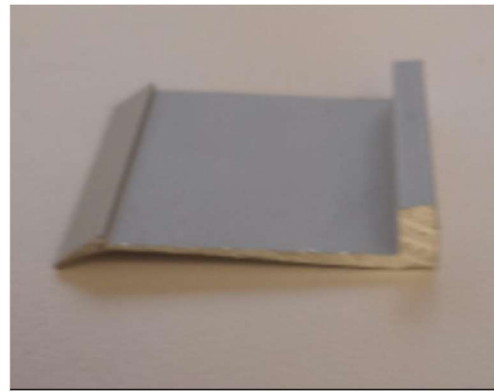


Figure 2: Retrofit spacer.

4. Per recommendation of the tape manufacturer. Clean the surface of the board with the provided alcohol wipes. The area to be cleaned are the 3” of the board parallel to the bracket as shown in the photo below.



Figure 3: Back of whiteboard is to be cleaned with alcohol wipes where new hanger bar will be mounted.

5. Using the spacers as a guide. Place the new hanger bar with pre-applied VHB tape as shown in the picture below. Use the spacers to locate the new hanger bar.



Figure 4: The new hanger bar will sit flush against the spacers installed.

6. Repeat steps 2-5 to properly locate the other hanger bar. Make sure that both hanger bars are located below the existing bracket.
7. Remove the VHB backer from the already positioned hanger bar

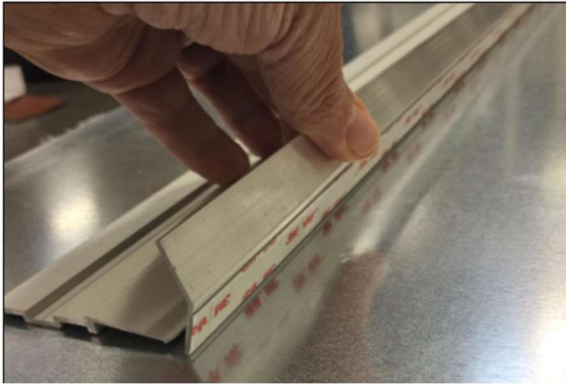


Figure 5: Locate the hangar bar and then remove the backer from the tape. Do not apply pressure until level against the bracket.

8. Lightly position against spacers.

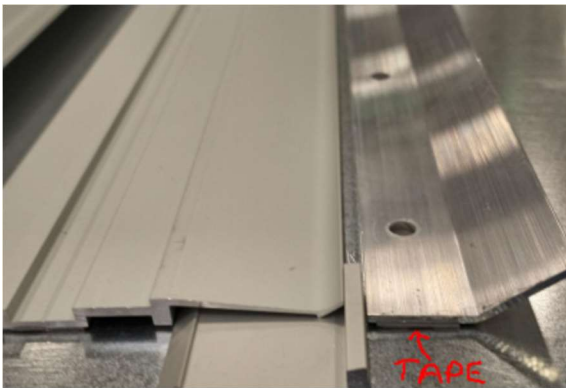


Figure 6: Make sure pressure is not applied until the hanger bar is properly located flush against spacers.

- Slide hand tool (butt end of screwdriver, roller, block) firmly (at least 15-inch lbs. of pressure) to the entire length of the hanger bar 4 times.

**\*Allow 20 minutes cure time for optimal bond strength\***



Figure 7: Use hand tool to apply pressure. Pass over entire hanger bar 4 times.

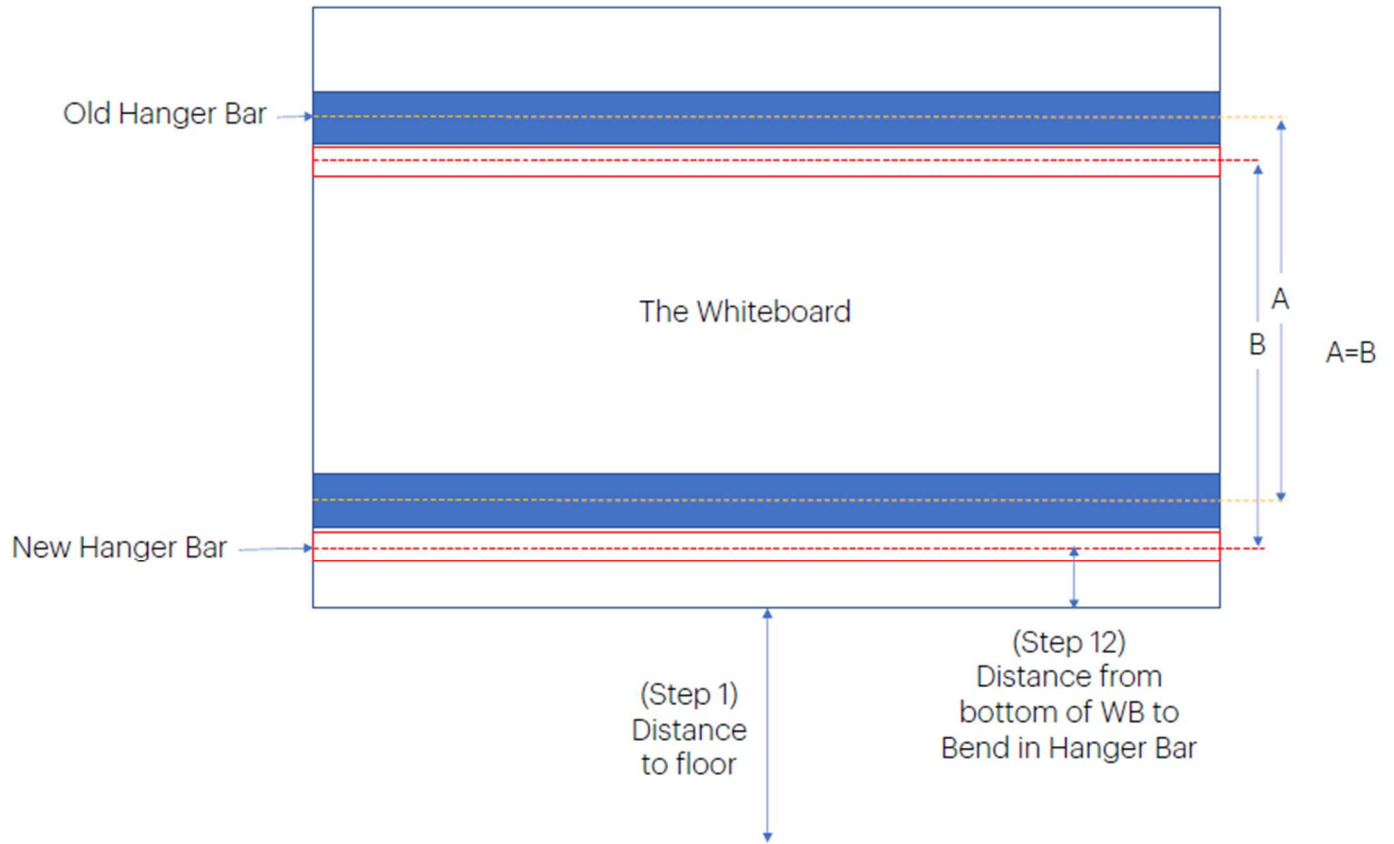
- Repeat steps 7-9 to secure another hanger bar on back of whiteboard.
- Remove existing wall brackets while tape is curing.
- Measure distance from the bottom of the whiteboard to the bend in the hanger bar. Record Value: \_\_\_\_\_
- Install new hanger bars on wall. Locate so panels are the same distance from floor as the original installation. Distance from the floor is the sum of the value recorded in step 1 and value recorded in step 12.

Wall Install Height of Lower Hanger Bar = \_\_\_\_\_ (1) + \_\_\_\_\_ (12) = \_\_\_\_\_

Wall Install Height of Upper Hanger Bar = \_\_\_\_\_ (1) + \_\_\_\_\_

(B=Distance Between Bend in New Hanger Bars) = \_\_\_\_\_

*For special instructions on vertical panel installation heights, see special section below:*



14. Inspect installation. Verify secured.

**\*\*Note all new hanger bars get mounted directly below the existing (old version) ones on the back of a whiteboard\*\***

## Vertical Whiteboard Special Instruction

### Vertical Orientation Recommended Mounting Heights

C = 91 15/16" (2335 mm)

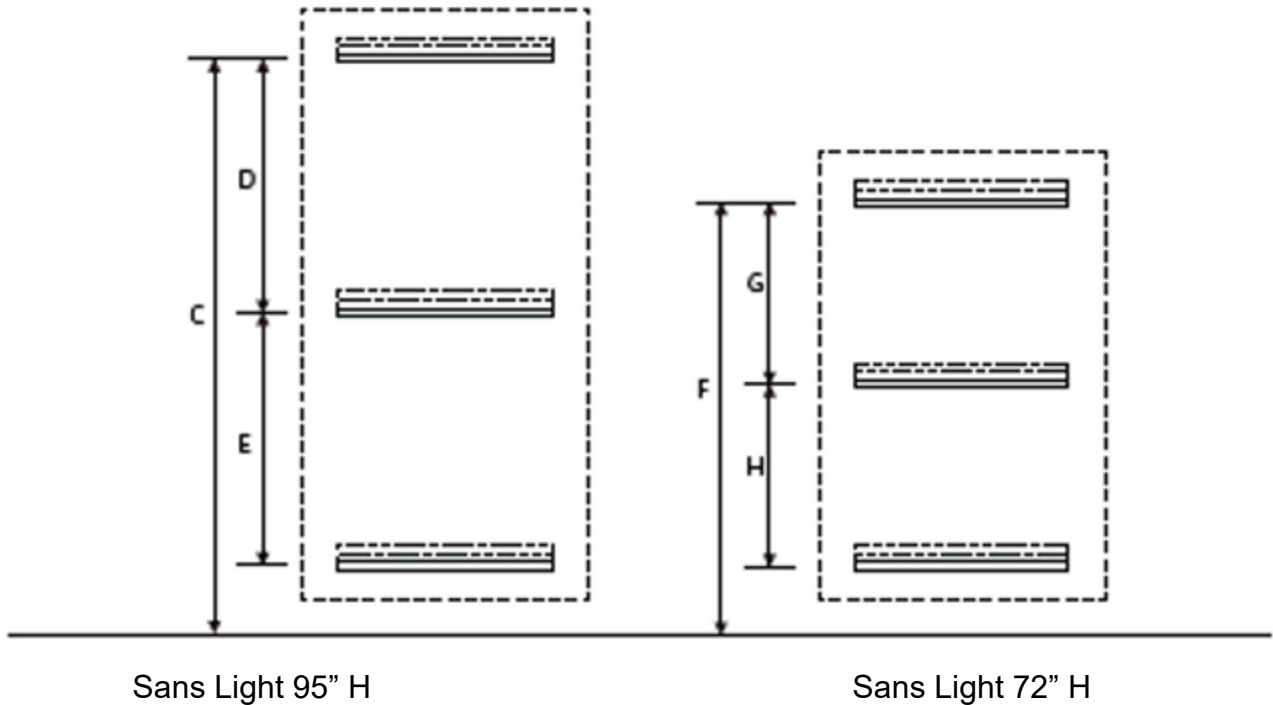
F = 68 11/16" (1745 mm)

D = 41 15/16" (1065mm)

G = 29 9/16" (750 mm)

E = 41" (1040mm)

H = 30 1/8" (765 mm)



What Vertical Height Size is Being Installed? \_\_\_\_\_

Install Height of Lower Hanger Bar = \_\_\_\_\_ (1) + \_\_\_\_\_ (12) = \_\_\_\_\_

Install Height of Middle Hanger Bar = \_\_\_\_\_ (1) + \_\_\_\_\_ (12) + (H or E) = \_\_\_\_\_

Install Height of Upper Hanger Bar = \_\_\_\_\_ (1) + \_\_\_\_\_ (12) + \_\_\_\_\_ (E) +

(G or D) = \_\_\_\_\_