



Reversible Chalkboards

Installation Instructions for
Reversible Chalkboards

Tools Needed

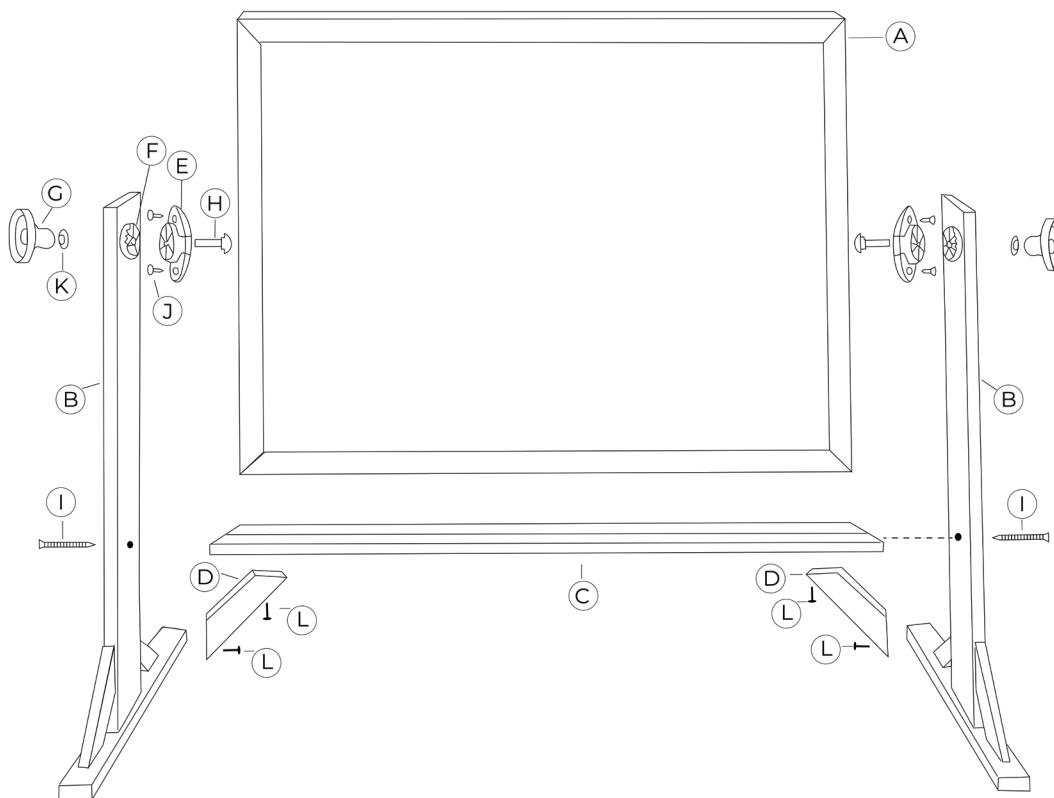
- Tape Measure
- Safety Glasses
- Safety Gloves
- Phillips Head Screwdriver
- Drill
- Level

Hardware Needed

- All parts included

Installation

1. Place Board (A) on flat surface. Be careful not to scuff bottom side of board.
2. Insert Carriage Bolt (H) through rear of Inner Revolving Lock (E). Attach Inner Revolving Lock (E) to board (A) with two $\frac{3}{4}$ " screws (J).
3. Lie Stand Uprights (B) next to Board so that inner and Outer Revolving Locks (E & F) are matched together and Carriage Bolt has passed completely through uprights. Now attach washer (K) and knob (C).
4. Fit Cross Member/Chalktray (C) between Stand uprights (B) and fasten with 2 $\frac{1}{2}$ " screws (part I).
5. Secure Diagonal Support Bracket (D) to (B) and (C) with 1 $\frac{1}{2}$ " screws (L) using a phillips head screwdriver.
6. Optional casters are attached with phillips head screwdriver to the holes in bottom of uprights.
7. The revolving chalkboard is now ready to stand upright for use as one of the most effective visual communication devices.



Parts Included

PART LIST	QUANTITY	DESCRIPTION
A	1	Double Sided Chalkboard
B	2	Stand Uprights
C	1	Cross Member/Chalktray
D	2	Diagonal Support Brackets
E	2	Inner Revolving Lock
F	2	Outer Revolving Lock
G	2	Tension Knob
H	2	Carriage Bolt
I	2	Screw 2 $\frac{1}{2}$ "
J	4	Screw $\frac{3}{4}$ "
K	2	Washer
L	4	Screw 1 $\frac{1}{2}$ "