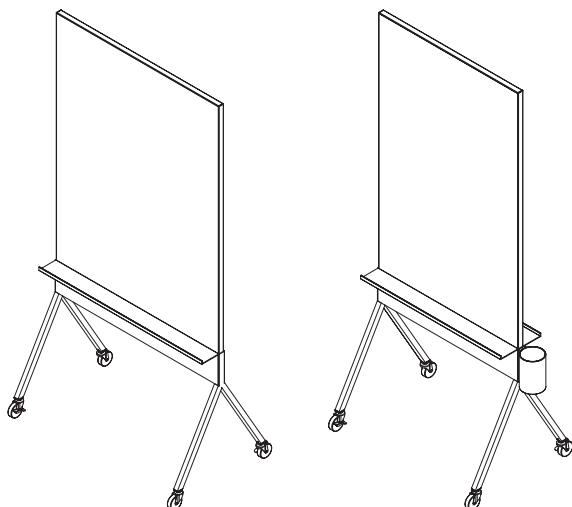


04/30/2014

## Scribe™ Mobile Markerboard Installation Instructions



### Tools Needed

- Phillips driver with #2 bit, #3 bit
- $\frac{3}{32}$ " Allen key
- 4 mm or  $\frac{5}{32}$ " Allen key (for optional marker cup)

### Parts list

- Board Assembly
- Upper crossmember (options: no tray; w/ tray)
- Lower crossmember (options: no tray; w/ tray)
- 2 leg assemblies
- 2 locking casters
- 2 non-locking casters

### Hardware kit

- Qty 7 – 2" long #10 sheet metal screw, flat head Phillips, Zinc plated
- Qty 2 – 2" long #10 sheet metal screw, pan head Phillips, Zinc plated
- Qty 2 – 1" long  $\frac{1}{4}$ -20 machine screw, pan head Phillips, Zinc plated
- Qty 2 –  $\frac{1}{4}$ " star locking washer, Zinc plated
- Qty 6 –  $\frac{1}{2}$ " long #10 sheet metal screw, flat head Phillips, black finish

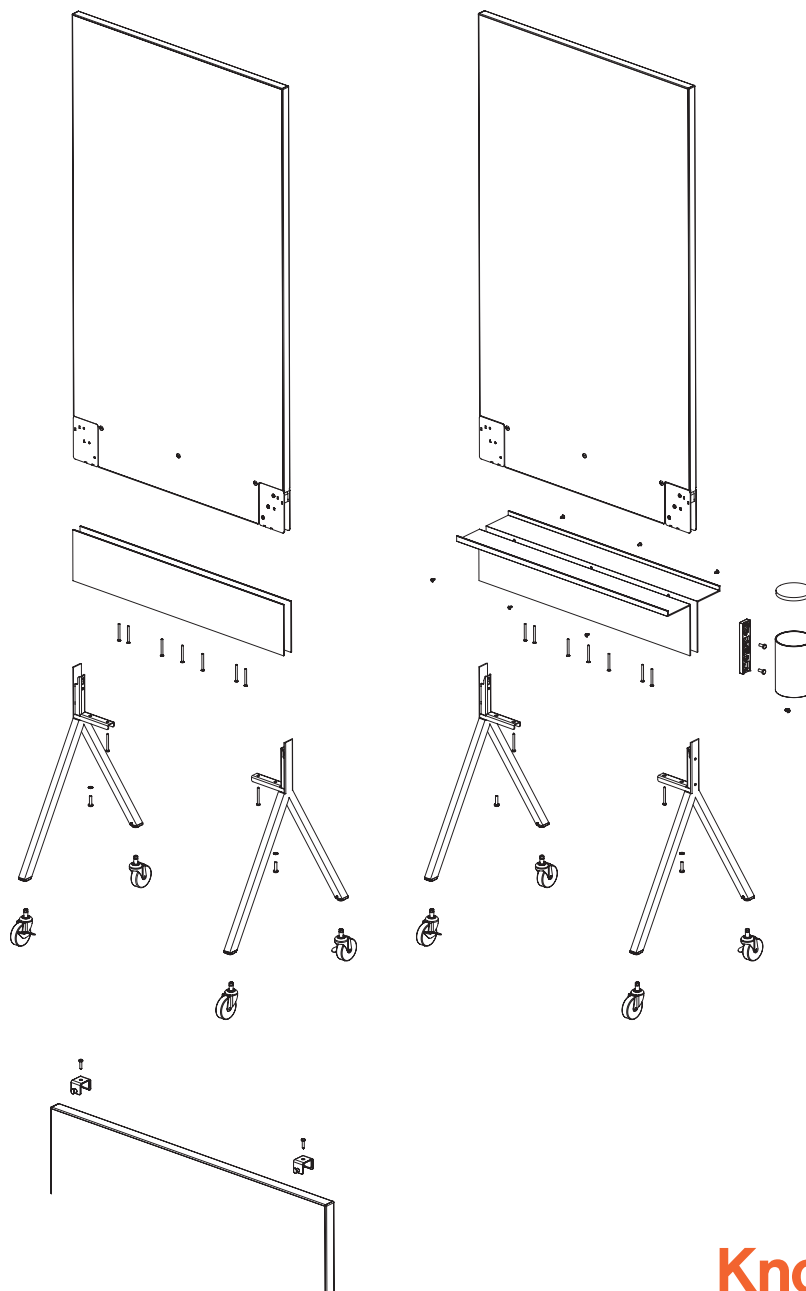
### (Optional)

#### Marker cup

- Qty 2 –  $\frac{5}{8}$ " long  $\frac{1}{4}$ -20 machine screw, pan head Phillips, black finish
- Qty 1 – 10 mm long M6-1 cap screw, button head, hex drive, zinc plated

#### Over-the-top paper pad mounting stud

- Qty 2 – paper pad mounting brackets
- Qty 2 –  $\frac{3}{4}$ " long #8 sheet metal screw, pan head Phillips, black finish

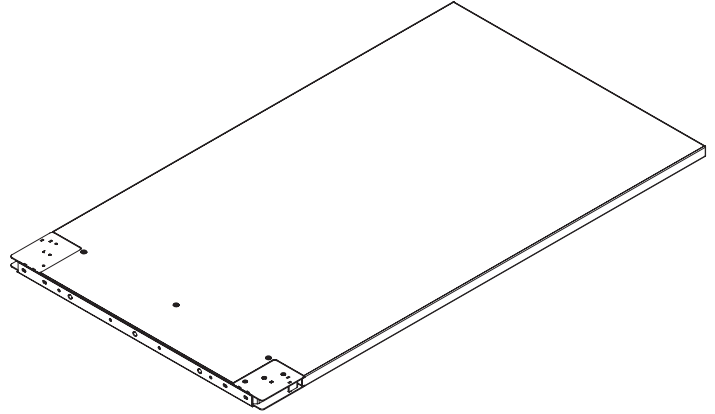


### Before you start

Recommended: Use a large flat worksurface, protect surface and board with furniture pad. As an alternative, board may be assembled upside down and vertical as long as board top edge is protected.

## Step 1: Place Board on Worksurface

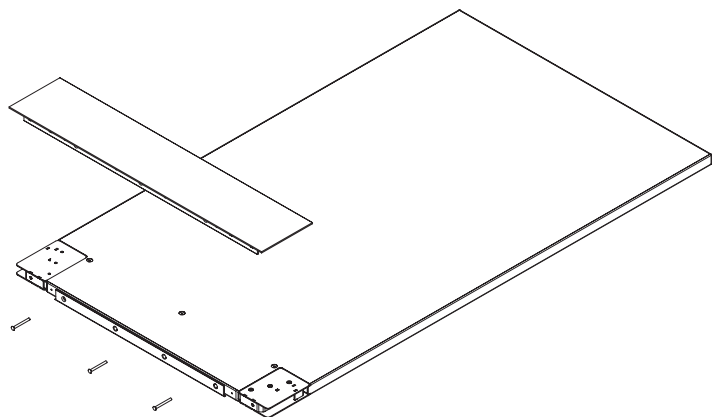
1. Place board on worksurface with black steel brackets hanging off. Both sides are the same, there is no front or back. Always team lift boards, especially larger assemblies (42" and 48") due to weight and size.



## Step 2: Attach Upper Crossmember to Board

1. Line up edge of upper crossmember with edge of board.
2. Install 3 flat head screws, as indicated. Flat head screws will always have countersunk holes. There are several non-countersunk holes in the crossmember, those are not used in this step.

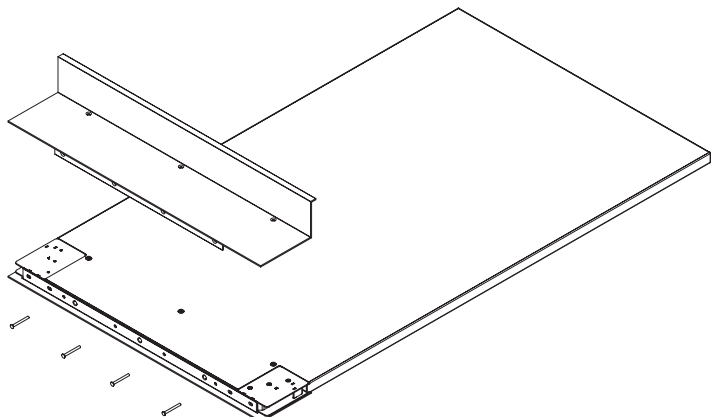
Note: Upper crossmember may or may not have a tray. If upper crossmember has tray, refer to step 5.



## Step 3: Attach Lower Crossmember to Board

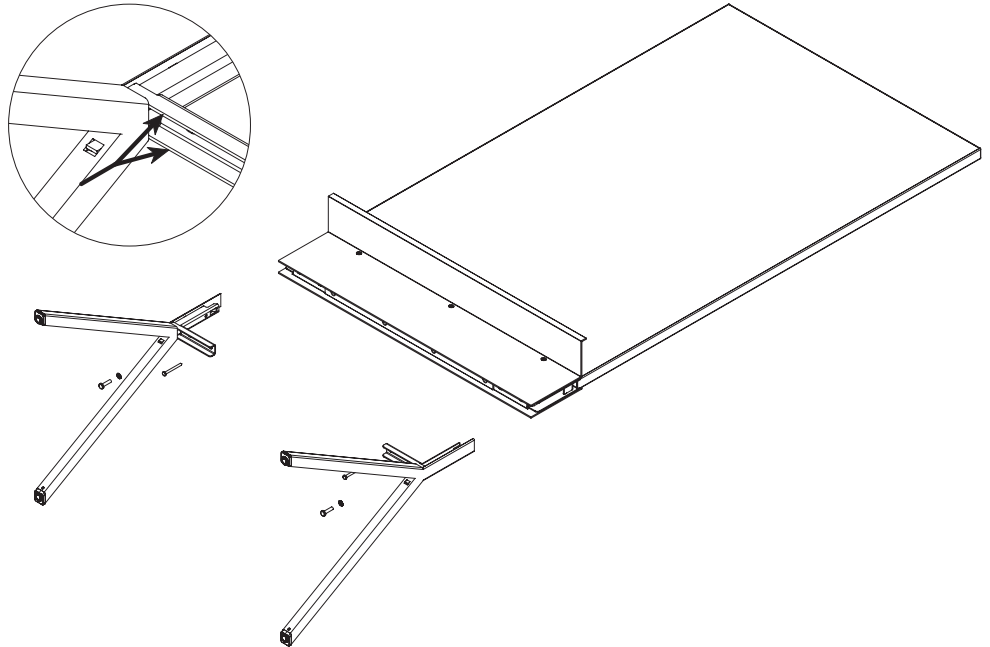
1. Flip board over.
2. Line up edge of lower crossmember with edge of board. If there is any variation in the two crossmember lengths, push all variation to the same side.
3. Install 4 flat head screws. Flat head screws will always have countersunk holes.

Note: Lower crossmember may or may not have a tray. If lower crossmember has tray, refer to step 5.



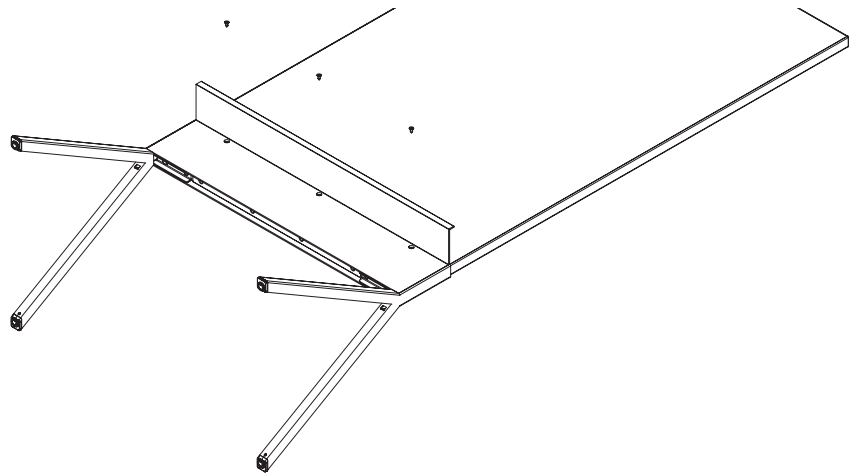
## Step 4: Attach Legs to Board

1. Position one leg to corner of board.  
Both legs are the same. Engage top hook of leg with black steel brackets. If leg does not engage by hand, tap with mallet on leg in location shown until machine screw (1" long  $\frac{1}{4}$ -20 screw plus locking washer) can be engaged. Machine screw may be used to draw leg into position. Top of leg should be level with crossmembers.
2. Install 2" long pan head sheet metal screw to remaining hole on leg.
3. Repeat process for other leg.



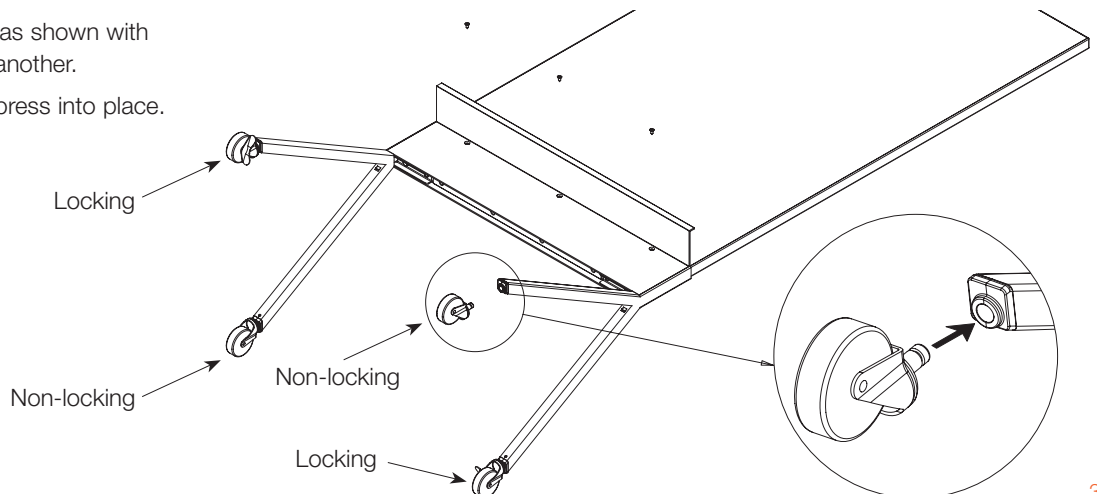
## Step 5: Attach Crossmember with Tray to Board

1. If tray option is present, three  $\frac{1}{2}$ " long #10 black flat head sheet metal screws per tray are required. Six are provided with the installation kit, so extras will be leftover if no tray or one tray options are purchased.



## Step 6: Install Casters

1. Casters should be positioned as shown with locking casters opposite one another.
2. Align caster stud to hole and press into place.



## Step 7: (OPTIONAL) Install Marker Cup(s) Marker cups are offered on one or both legs.

1. Locate two ¼-20" mounting holes on side of leg.

2. Align bracket to leg. Bracket should be even with top of leg, and centered relative to leg.

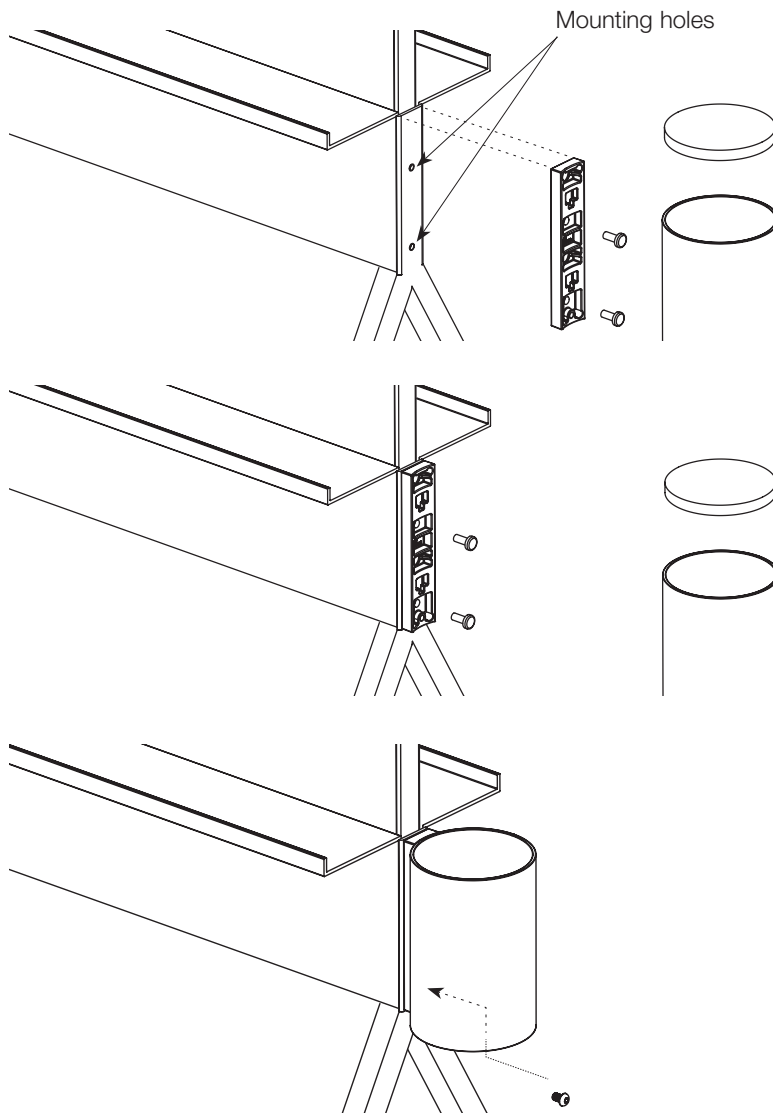
3. Install two ¼-20" screws to join bracket with leg.

4. Install marker cup to bracket.

5. Install 10 mm M6 cap screw to bottom underside surface of marker cup.

6. Marker cup should have felt liner in the bottom.

7. Repeat on opposite side for two cup models.



## Step 8: (OPTIONAL) Install Paper Pad Mounting Brackets

1. Clip paper pad mounting brackets over the top of the board.

2. Set spacing as desired – 17-3/8" is standard spacing for most paper pads. ¾" long #8 pan head screws are provided for optional fixed installation.

