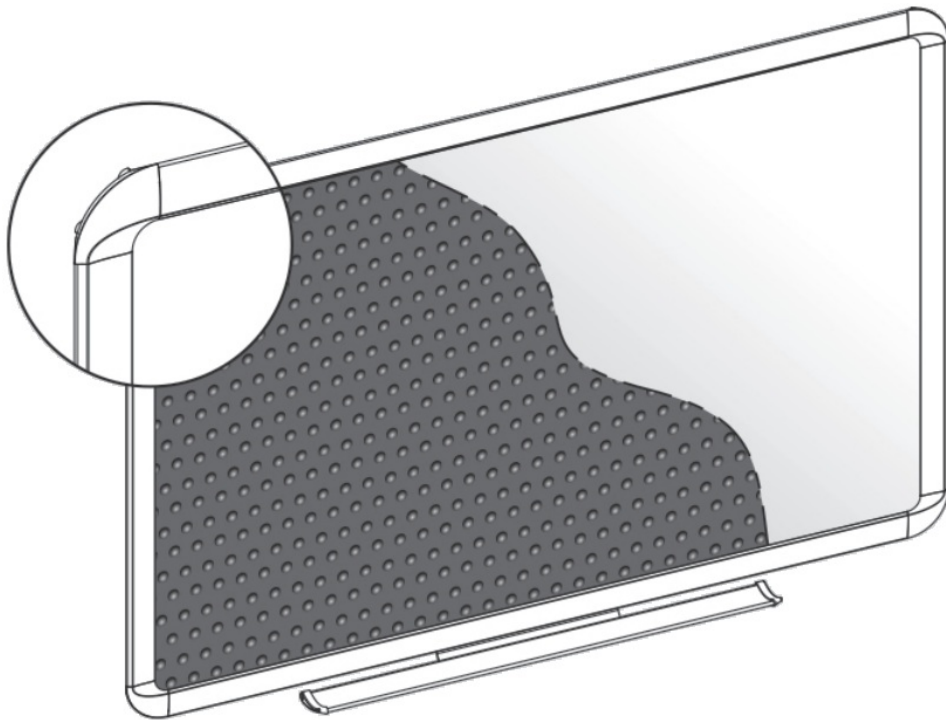


## quartet Dry-Erase and Bulletin Board Instruction Manual

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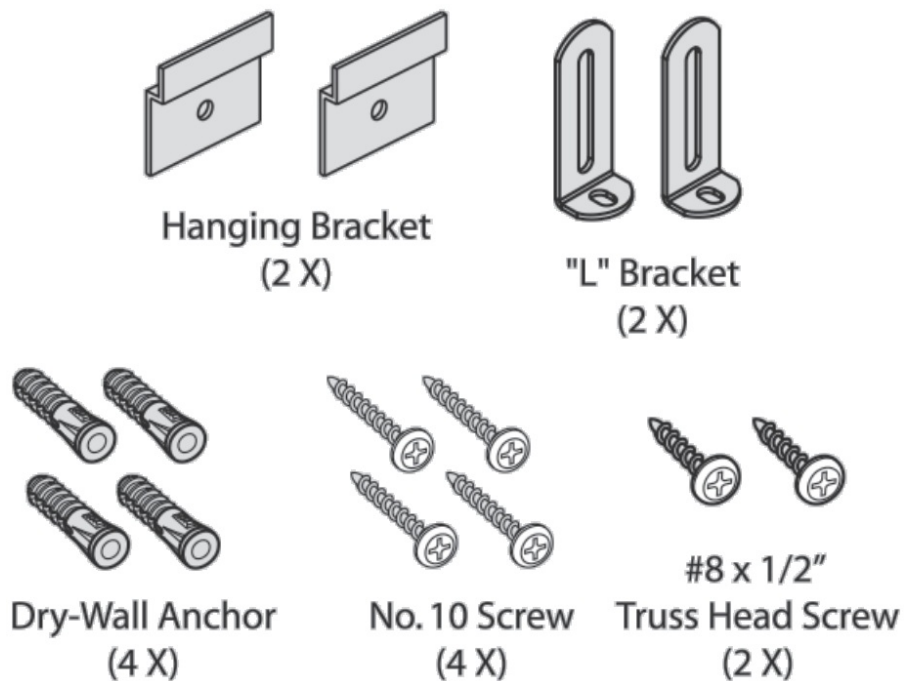
**Dry-Erase and Bulletin Board  
Installation Instructions**



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## Hardware Kit



## Tools Required

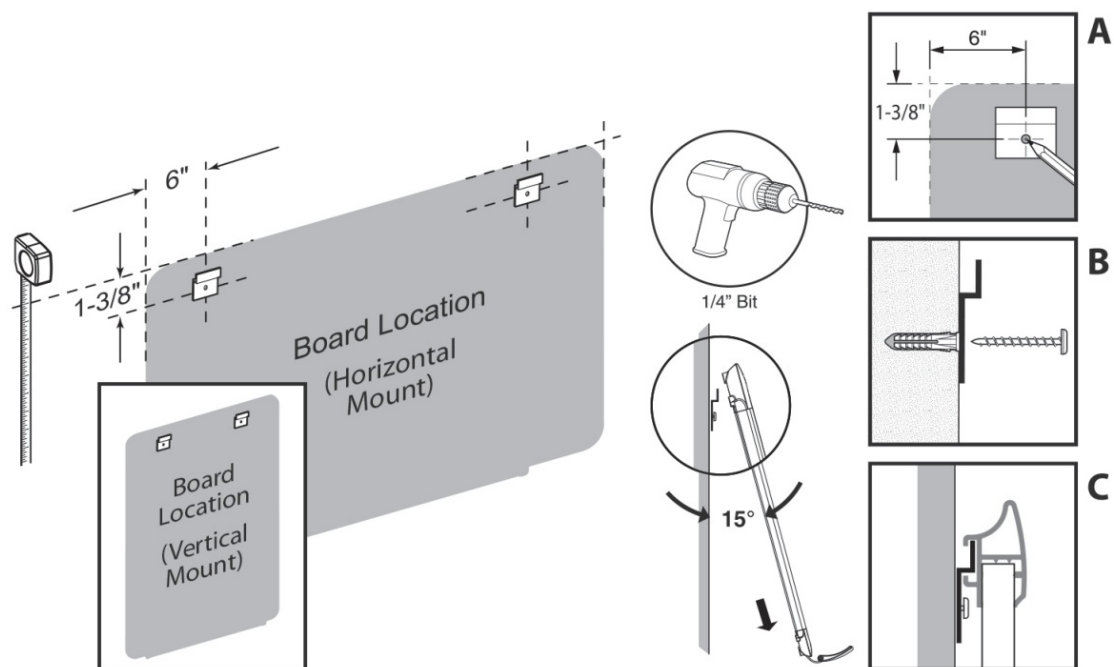
- Tape Measure
- Phillips Screw Driver
- Pencil
- Hammer
- Drill (1/4", 1/8" Bit)

## EURO ALUMINUM FRAME BOARD

### Mounting Instructions

**\*NOTE** – For Dry-Erase Boards:

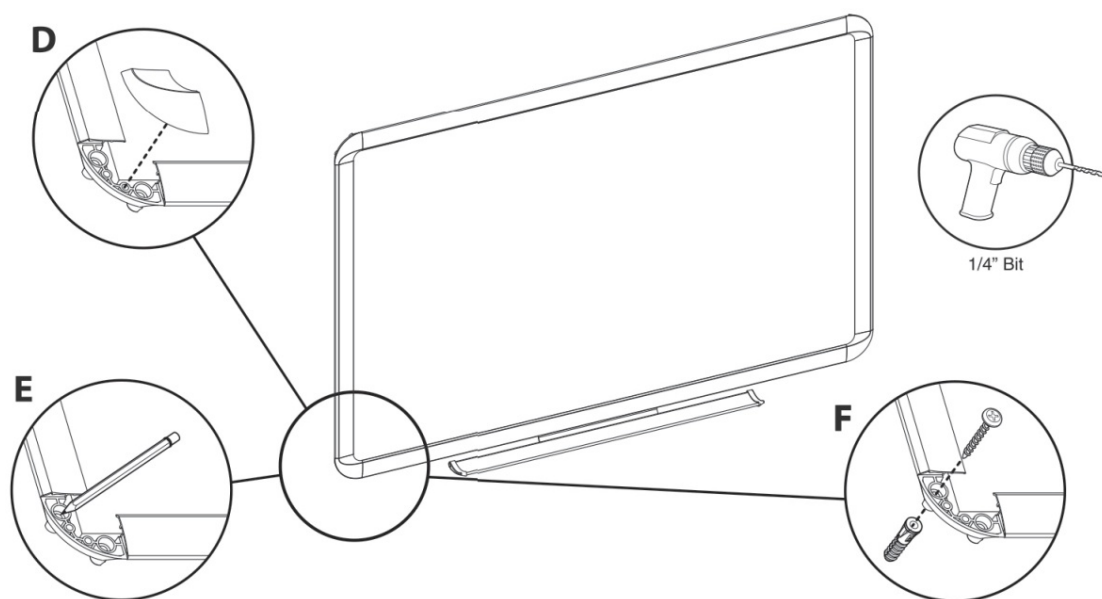
Before mounting board to wall, please refer to instructions in "Accessory Kit" to attach the marker tray to the board frame.



### 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. Insert wall anchors into holes flush with the wall.

Insert screws through hanging brackets into the 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).



### Step 2

Remove bottom plastic corner caps (D), mark wall through top hole of each corner (E). Remove board from wall, drill holes at pencil marks. Install plastic wall anchors. Re-hang board and insert No. 10 screw through plastic corner and into wall anchor (F). Tighten firmly. Replace corner caps by pressing into place over the screws. (L-Bracket & Truss Head Screws are not required.)

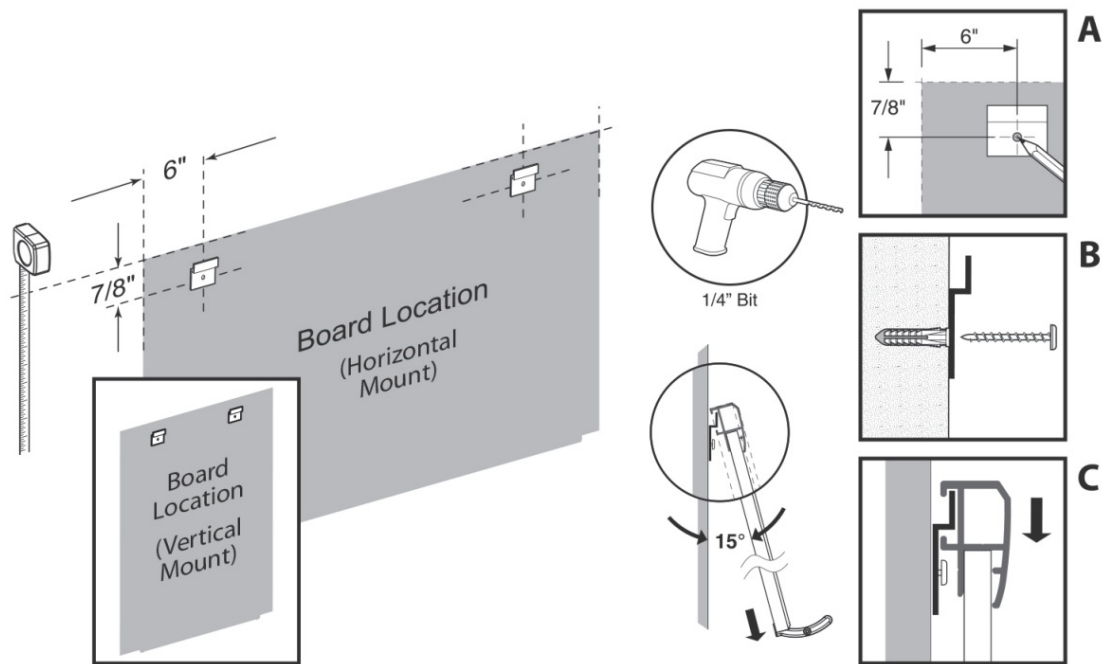
## ALUMINUM FRAME BOARD

### 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

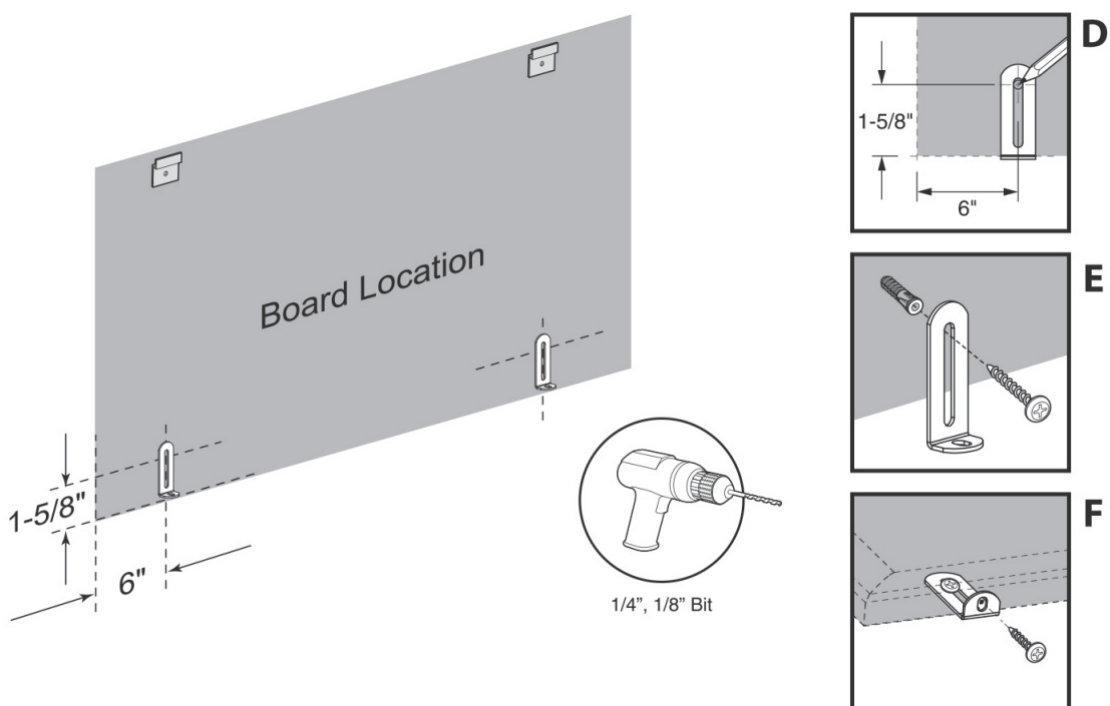
frame.



### Step 1

Determine board location. To position top hanging brackets, mark center hole of hanger 6" from outside edge of board and 7/8" down from top of board (A). Drill holes for each hanger in marked locations using a 1/4" drill bit. Insert wall anchors into holes flush with the wall.

Insert screws through hanging brackets into the 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).



### Step 2

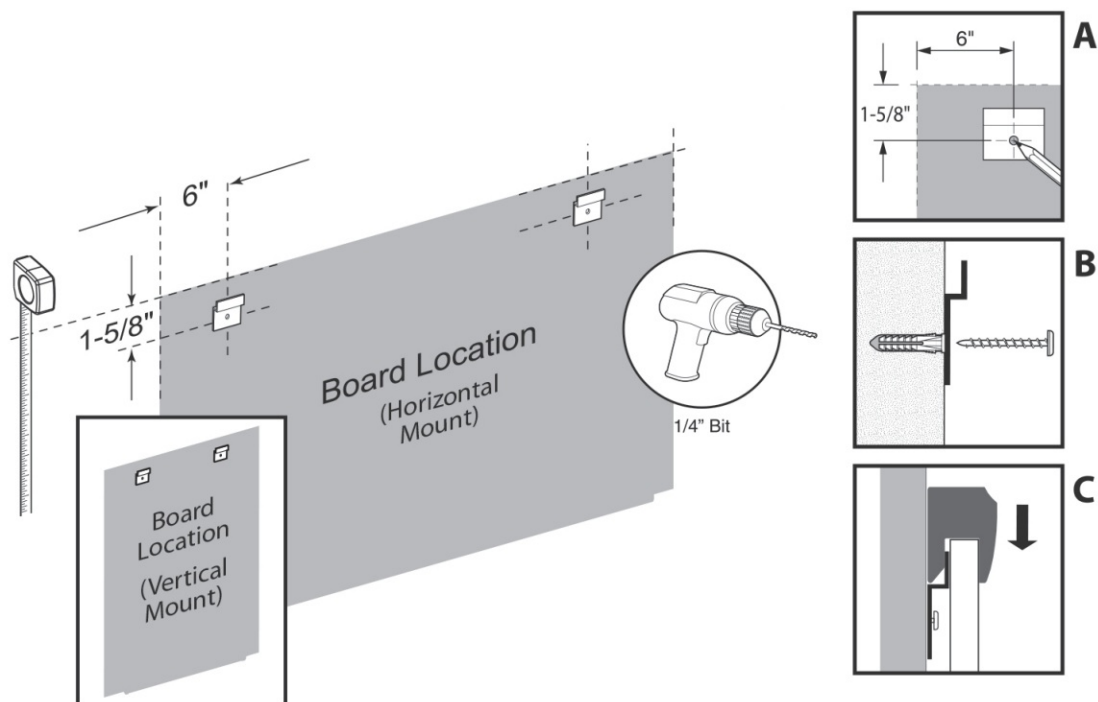
To position bottom "L" brackets, mark wall 1-5/8" up from bottom of board 6" from each outside edge (D). Drill holes in marked locations using a 1/4" drill bit. Insert wall anchors into holes flush with wall. Insert screws through "L" brackets into wall anchors (E). Hang board and mark frame through 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.

## WOOD FINISH FRAME BOARD

### Mounting Instructions

**\*\*NOTE – For Dry-Erase Boards:**

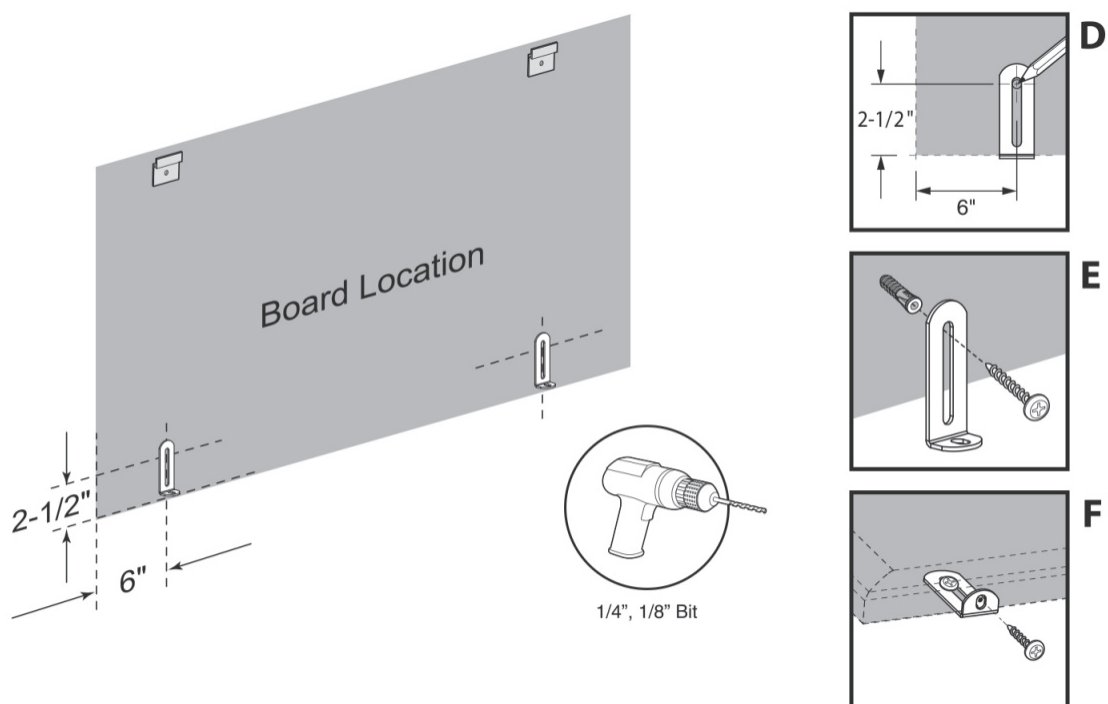
Before mounting board to wall, please refer to instructions in “Accessory Kit” to attach the marker tray to the board frame.



### Step 1

Determine board location. To position top hanging brackets, mark center hole of hanger 6" from outside edge of board and 1-5/8" down from top of board (A). Drill holes for each hanger in marked locations using a 1/4" drill bit. Insert wall anchors into holes flush with the wall.

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).



### Step 2

To position bottom “L” brackets, mark wall 2-1/2” up from bottom of board 6 from each outside edge (D). Drill holes in marked locations using a 1/4” drill bit. Insert wall anchors into holes flush with wall. Insert screws through “L” brackets into wall anchors (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.

**Accessory Kit/ Marker Tray**




**Installation Instructions**

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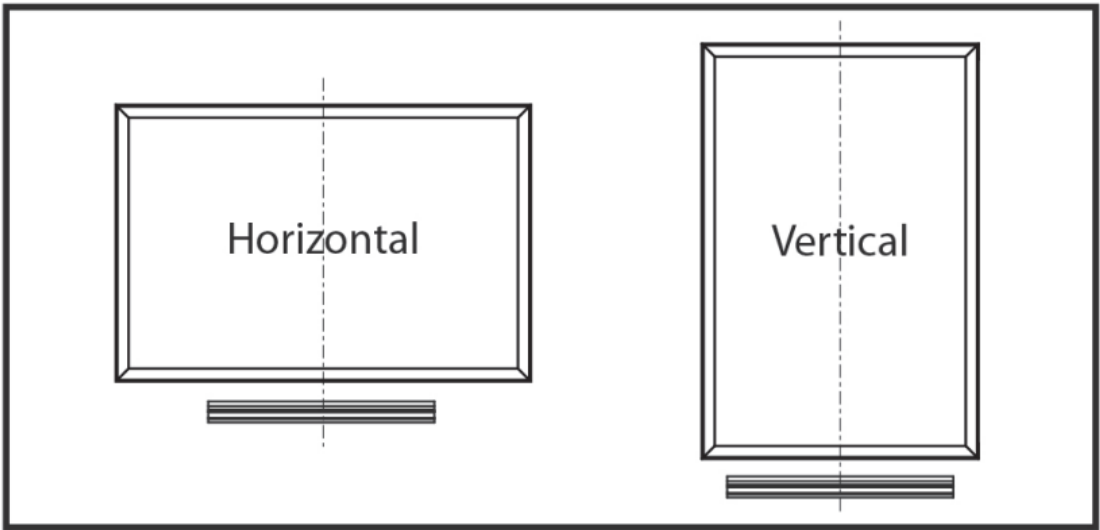
**Tool Required**

Phillips Screw Driver

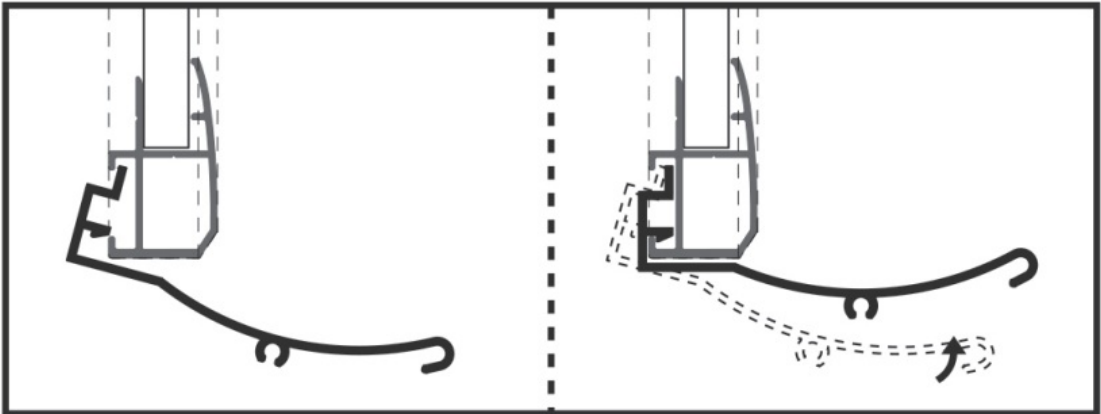
**Parts**

		
Left and right Tray End Caps (1 X)	No. 6-32 x 3/8" Screw (2 X)	No. 8 x 1" Screw (5 X)

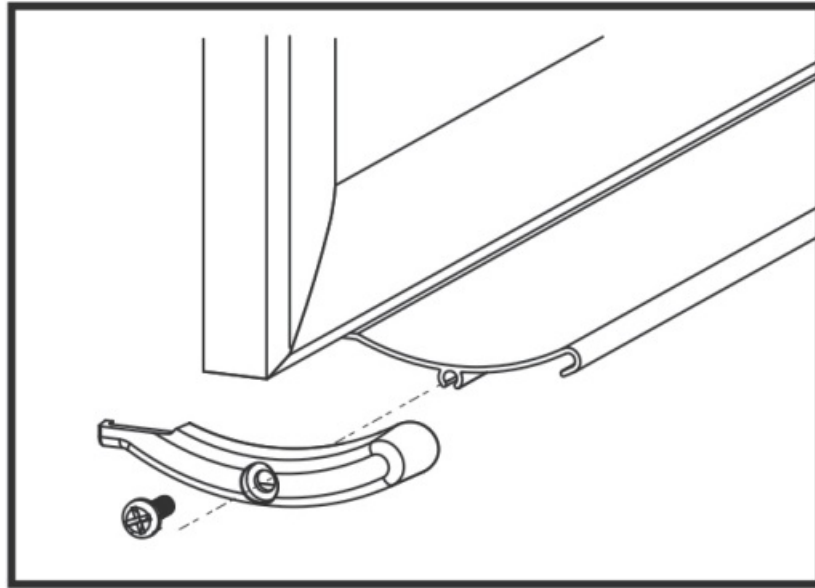
**To Attach Marker Tray – ALUMINUM FRAME BOARDS**



**Step 1:** Center marker tray along the bottom board frame (horizontal or vertical orientation).

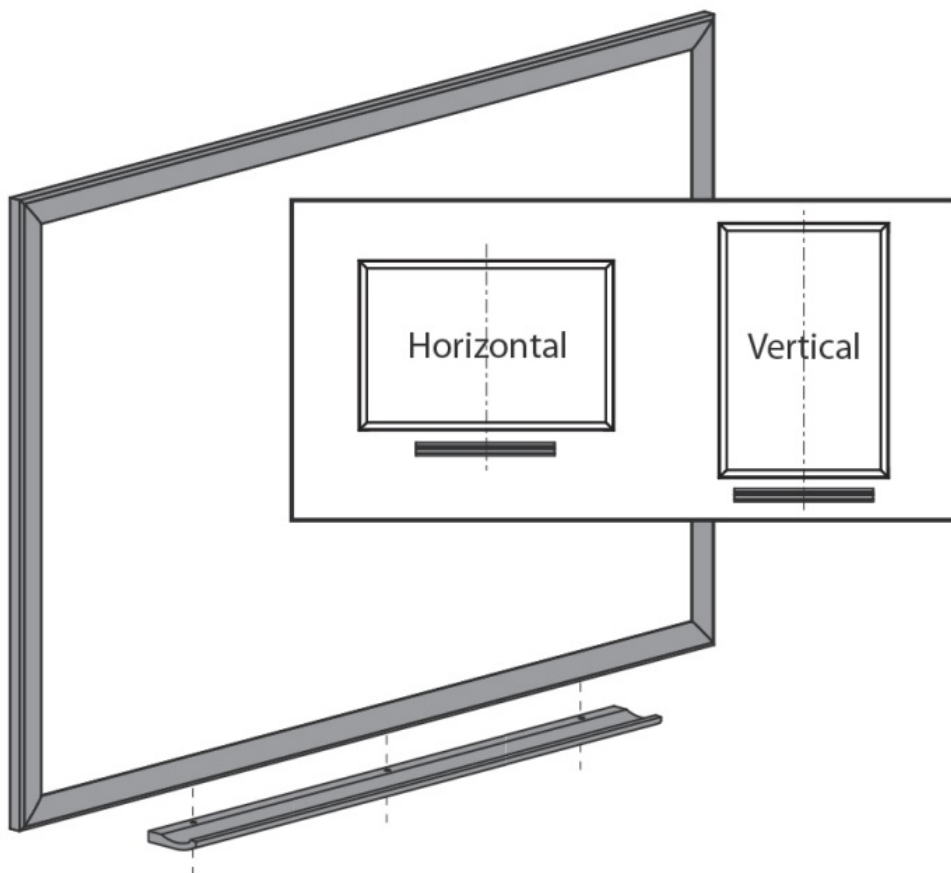


**Step 2:** Insert marker tray at an angle into back channel of board frame.  
Rotate tray up until it is fully engaged.

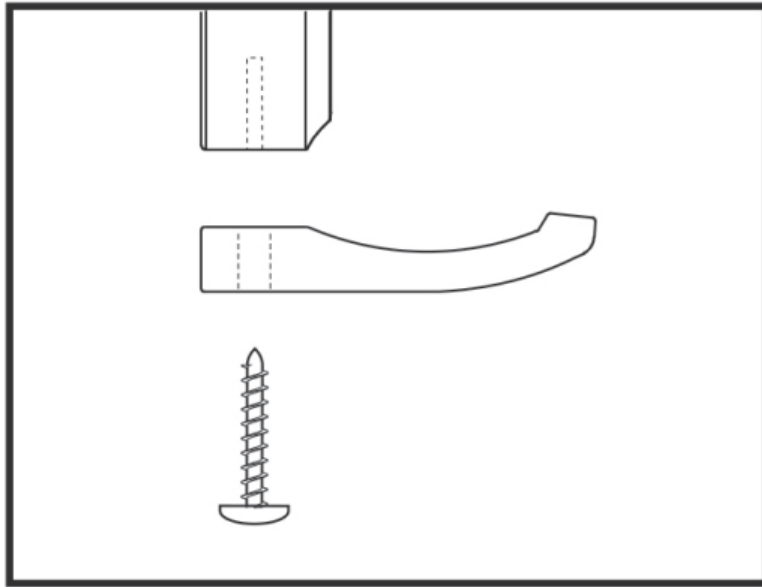


**Step 3:** Align tray end caps and fasten with No.6-32 x 3/8" screws

**To Attach Marker Tray – WOOD FINISH FRAME BOARDS**



**Step 1:** Align holes in marker tray with pilot holes in bottom board frame. Note: Pilot holes for tray are in long side of board only. Drill (3) 7/16" diameter pilot holes in short side of frame for vertical mounting.



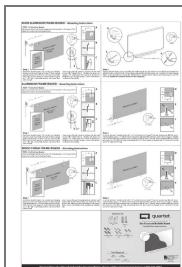
**Step 2:** Insert #8 x 1" truss head screws through holes in tray and into board frame. Tighten firmly.

For questions about board and marker tray installation, please call Quartet Customer Service at 800-541-0094



**ACCO Brands (Returns Center)**  
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 Booneville, MS 38829 USA  
 Tel: 800-541-0094  
[www.acco.com](http://www.acco.com)  
[www.quartet.com](http://www.quartet.com)  
 AccoKitBVsm\_REV.5

## Documents / Resources



[quartet Dry-Erase and Bulletin Board](#) [pdf] Instruction Manual  
 Dry-Erase and Bulletin Board, Bulletin Board, Board