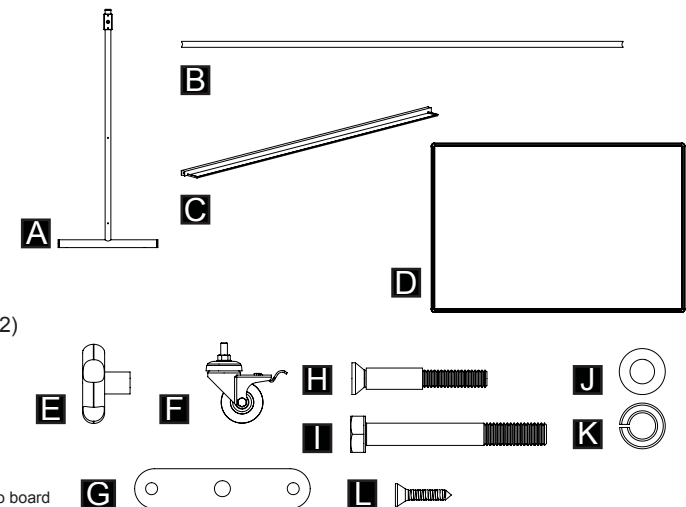


Swivel Board – Assembly Instructions



Parts Supplied

- A: 2 x Base Legs (Box 2)
- B: Cross Bar (Box 2)
- C: Pen Ledge (Box 2)
- D: White Board (Box 1)
- E: 2 x Hand Wheels (Box 2)
- F: 4 x Braking Castors (Box 2)
- G: 2 x Board Plates (Box 2)
- H: 4 x M6 Bolt (with Sleeve) (Box 2)
- I: 2 x M8 Bolt (Box 2)
- J: 4 x Washers (Box 2)
- K: 2 x Spring Washers (Box 2)
- L: 4 x M5 Screws (Box 1) *Attached to board



Tools Required

Tools required which are supplied in the parts kit:

- 1 x 5mm Allen Key
- 1 x Spanner
- 1 x Phillips Head Screwdriver

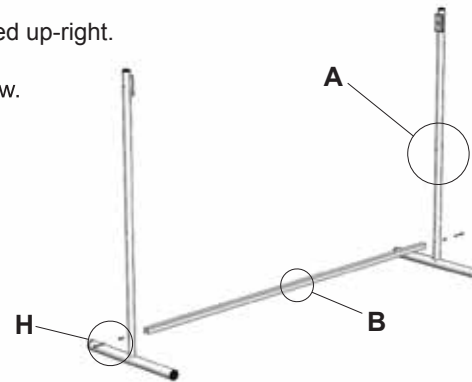
Assembly Instructions

One person assembly: Best results will be gained when product is assembled on a flat desk or table.

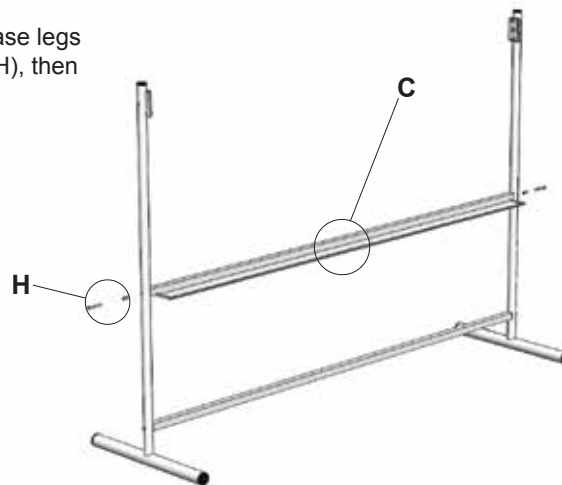
Two person assembly: Product can be assembled up-right.

Please follow the five simple steps detailed below.

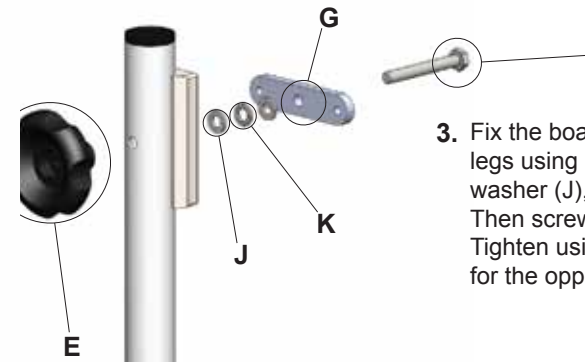
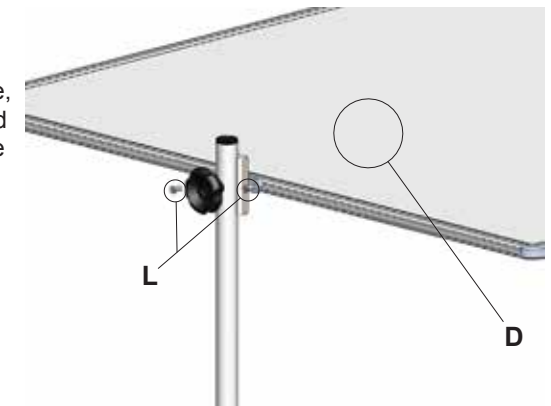
1. Attach the cross bar (B) to the base legs (A) by inserting the M6 Bolts and sleeves (H), and tighten with the supplied Allen Key.



2. Attach the pen ledge (C) to the base legs using two M6 bolts and sleeves (H), then tighten with the Allen key.



4. Align the holes on the whiteboard (D) with the holes on the board plate, and screw two M5 screws (L) to hold the board in place. Tighten using the supplied Phillips head screwdriver. Repeat for the opposite side.



3. Fix the board plates (G) onto the base legs using a washer (J), spring washer (K), washer (J), and fasten with the M8 bolt (I). Then screw the hand wheel (E) in place. Tighten using the supplied spanner. Repeat for the opposite side.

Assembly Instructions

5. Now fit the braking castors (F) to the bottom of the base legs, using the spanner to tighten.

Lastly check that all the bolts and screws have been tightened correctly.

Your new product is now ready for many years of use. Please remember that regular maintenance is required and all bolts/screws should be checked. In the event they become loose, they should be re-tightened.

