TWO PEOPLE REQUIRED

## Before Assembly

When you unpack and prepare for assembly,please place the contents on a carpeted or padded area to protect them from damage.

**❶** NOTE:Please don't unfold the whiteboards excessively to prevent damage to the hinge.  
x1

**❷**  
x2

**❸**  
x2

**❹**  
x1

**❺** *Note: 8 of Part A (6x40mm screws) are pre-built in at both ends of Part④ ⑤ and ⑥.  
x1

**❻**  
x1

**❼**  
x1

**❽**  
×4

| Part | Qty | Name | Refer Picture | Part | Qty | Name | Refer Picture |
|------|-----|------|---------------|------|-----|------|---------------|
| A | 8 | 6x40mm Screw | The screws are pre-installed in both ends of the metal bars. | F | 2 | Plastic Mat | |
| B | 4 | 4x10mm Screw (Silver) | | G | 2 | 4x10mm Screw( Gold ) | |
| C | 1 | Screwdriver | | H | 8 | 6x8mm Screw | |
| D | 1 | Spanner | | I | 2 | Connecting Bar | |
| E | 1 | wrench | | J | 4 | 4.2x16mm screw | |
| | | | | K | Several | Spare Parts | |

## Tips for using the whiteboard

1. Each whiteboard is covered with a plastic protective film that aims to protect the surface of the product. Please make sure that you have peeled it off before using.

2. For the pens, it is recommended to use a water-based pen for all our whiteboards because of the special material of board (Please don't use oil-based pens).

3. For the board surface, if the board looks dirty, please wipe it with a damp cloth or wet tissue, or you can use the whiteboard cleaner/lightly-dampened alcohol, so the board can be used just as new after drying.

4. Before using, check the board surface if it's clean, no dirt, no water stains or no alcohol residue on it.
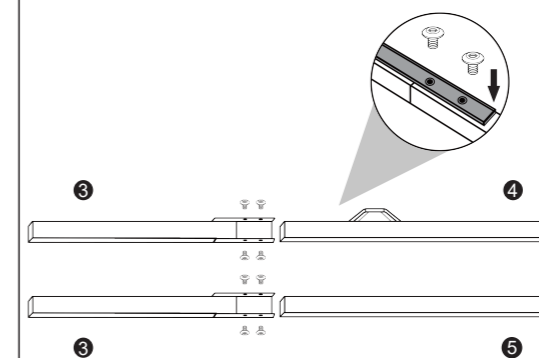
**Step1:**
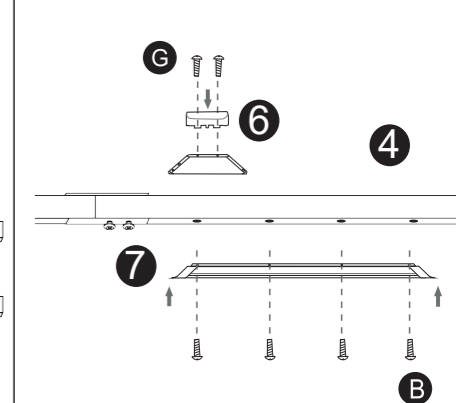
Screw Part ⑧ into Part ②. (Auxiliary Tool :Part E)
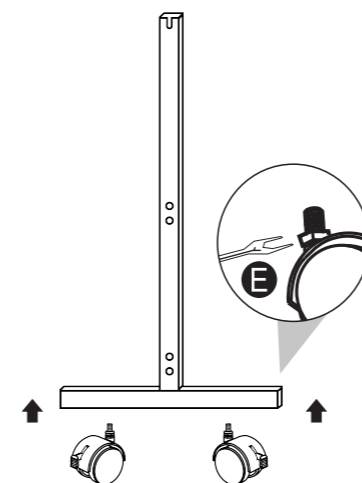
**Step 2:**

Connect ③ with ④ and tighten them with Part H Connect ③ with ⑤ with the same operation。 （Auxiliary Tool: Part D)
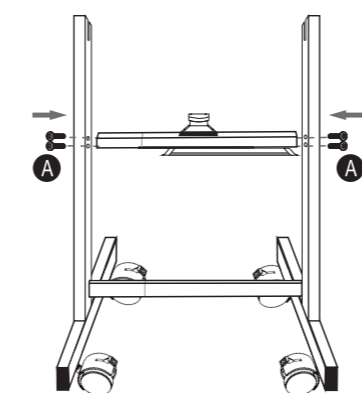
**Step 3:**

Use Part B install Part ⑦ to Part ④ first and then use Part G install Part ⑥ to Part ④. (Auxiliary Tool: Part C)
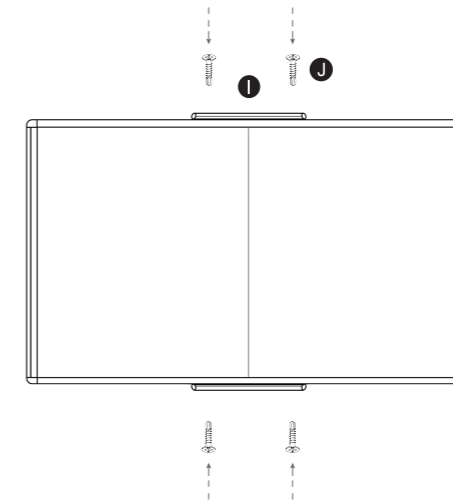
**Step 4:**

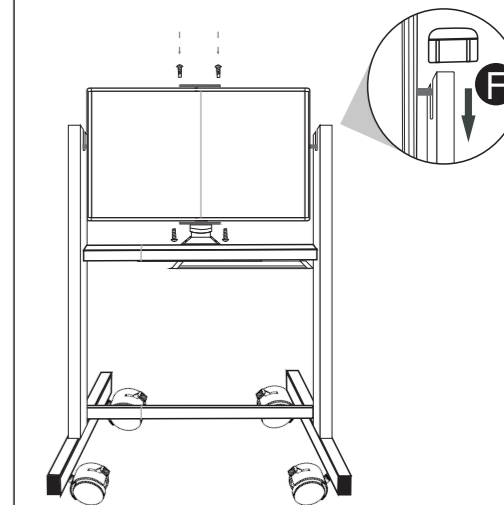Use Part A install the metal bar to Part ③ （Auxiliary Tool: Part D)

**Step 5:**

Unfold the whiteboard and fix the upper and lower frame with Part J and Part I. (Auxiliary Tool： Part C)

**Step 6:**

Put the whiteboard on the shelf and insert Part F

Mobile Whiteboard
**User Manual**