

The **key to a successful installation** of your MyDay product is the **selection of the proper wall fasteners**, plus following these simple instructions, which can be reviewed in less than three minutes. Doing so will save you time, insure a successful installation as well as proper ongoing maintenance. This product is intended for interior application only.

### Mounting Surface Conditions

It is essential the surface to which your MyDay product is attached is smooth and flat. Avoid bridging poor dry wall joints and seams or, in the case of masonry block or brick surfaces, irregularities and imperfections that may result in alignment problems. *Uneven and irregular surfaces may cause distortion which will prevent the proper fit of display inserts.*

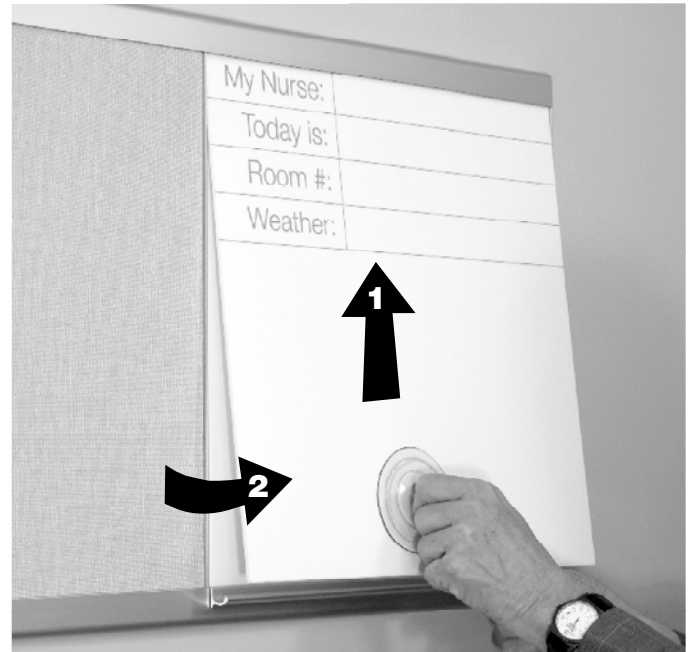
### Installation

After determining an appropriate mounting location, use the SCT (Suction Cup Tool) provided to carefully lift up and pull out the display panel. Use care not to damage the edges during this process. Place the panel aside in a safe place while installing the frame/cabinet. Other display panels, such as fabric pinboard, rubber cork board or clock panel are also removed by lifting up and pulling outward from the bottom.

Determine where the top of the frame/cabinet should be positioned and mark a line with light pencil or masking tape. For comfortable viewing and use, 60" from the finished floor to the center of the unit is usually satisfactory.

Mark each hole position, then remove the MyDay frame/cabinet to install the selected fasteners.

*Note: MyDay Hangers, if included, must be attached prior to affixing the frame/cabinet to the mounting surface.*

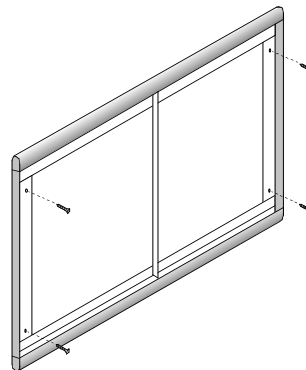


### Select Fastening Hardware

Fastening hardware is not included, owing to the many wall conditions, such as dry wall, wood, masonry and so on. A wide range of fasteners are available from your local hardware. Please follow the manufacturer's instructions for specific types of fasteners.

Using all fastening holes, mechanically fasten the frame/cabinet using fasteners are suitable for your specific conditions.

Make sure the frame/cabinet is square and level to insure the MarkerBoard insert will fit properly. Once the frame is securely fastened, reinsert the MarkerBoard display by sliding the top edge into position, lifting up and pushing the bottom edge inward. Once in position, it will drop and seat into a locked position.

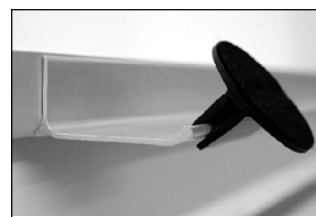


### Marker Rail/Shelf

Your MyDay unit may be shipped with the Marker Rail and/or Shelf detached to prevent damage during shipment. The Marker Rail is affixed by removing the adhesive tape backing and pressing it into place. Once in position, press firmly to activate the adhesive and insure maximum bond. Allow 2 hours for full cure before use.

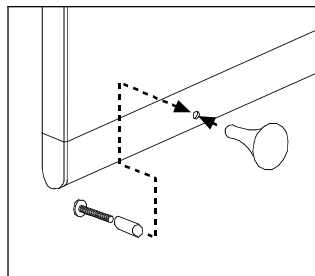
### Eraser

When not in use, the MyDay Eraser Disk clips to the Marker Rail as shown.



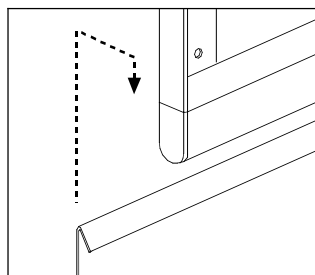
**MyDay Hangers**

Hangers are shipped unattached and should be attached by way of holes that are predrilled into the MyDay cabinet frame. Attachment should be made prior to affixing the cabinet/frame to the mounting surface. Screws are provided, along with nylon spacers, which should be assembled using the following illustration. Tighten the hanger(s) securely prior to affixing the cabinet/frame to the mounting surface.



**MyDay Magazine Holder**

All versions of the MyDay Magazine Holder are attached to the back of the lower rail of the MyDay Cabinet/Frame. This may be accomplished after the Cabinet/Frame is attached to its mounting surface, but prior to final tightening of fasteners. The Magazine holder slips behind the lower rail and locks into place as shown in the following illustrations. The Magazine Hdder may be positioned anywhere along the lower rail.



**Cleaning / Maintenance Instructions**

The surface of your MyDay MarkerBoard will provide maximum service *if properly maintained*. It is extremely important to follow these simple guidelines:

- Use ONLY Dry Erase Markers. Never use permanent markers, overhead transparency pens, wet erase or conventional markers, as they will likely permanently damage the writing surface.
- The recommended Marker is the EXPO® Dry Erase Marker, samples of which are included with your initial order and are available at most office supply dealers.
- For routine cleaning use the eraser provided or any soft tissue or cloth for removing marker graphics. Periodically, it is recommended the EXPO® Spray Cleaner be used in accordance with instructions. A sample 8 oz. container is included with your initial order and replacements are available at most office supply dealers. Cleaning fluids are marker-specific and should not be substituted!
- NEVER use abrasive cleaners on the writing surface, as it will become permanently damaged!



**Replacement Writing Surface**

Should a replacement insert be required, please reference your initial order number and use the following Surface Identification Code:

- Original APCO Order Number: \_\_\_\_\_
- \_\_ Standard, MB, Without Graphics (MBM)
  - \_\_ Acrylic/Laminate, Without Graphics (MBA)
  - \_\_ Acrylic/Laminate, With Graphics (MBA)
  - \_\_ Acrylic/Magnetic/Laminate, Without Graphics (MBAM)
  - \_\_ Acrylic/Magnetic/Laminate, With Graphics (MBAM)

**Need Assistance?**

Should you have questions or need additional information/explanation on any point, please telephone 404.688.9000 or tollfree 877.988 APCO or visit our website

Reference separate instruction sheet IS348 if your MdDay includes the Clock feature.

\* EXPO is a registered trademark of Sanford, a Newell Rubbermaid company.