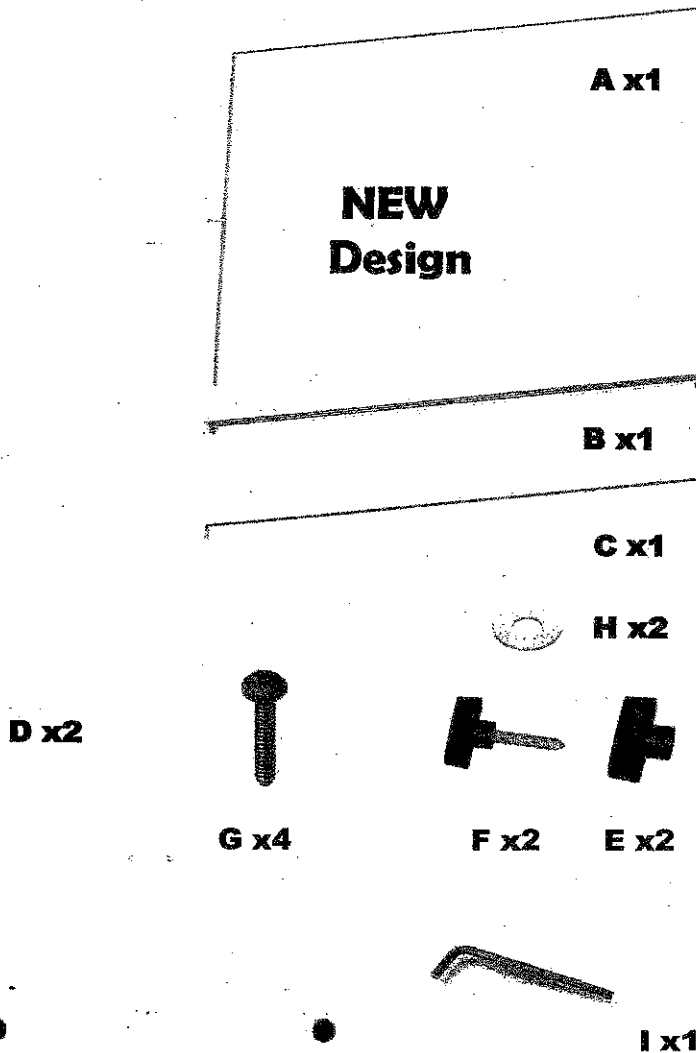




**Read all instructions carefully before assembling board.**



- 1) Lay the framed board (A) along with the leg assemblies (D) on the floor or a table. Be careful not to scratch the writing surface. Handle with care at all times.
- 2) To begin attaching the leg assemblies (D), align the legs and framed board as shown on opposite page assembly illustration and locate the top hole (#1) in the leg assemblies. Slide one (1) nylon washer (H) onto pivot bolt. Slide the pivot bolts on each side of the framed board (A) into the #1 hole. Repeat action on other leg.
- 3) Place the accessory tray (B) near the bottom end of the framed boards shown on the opposite page assembly illustration and insert the bolts at each end of the tray into the 3rd. hole down from the top of the leg assemblies.
- 4) Align the lower brace (C) as shown in the illustration and insert the bolts through the bottom holes (#4) of the leg assemblies.
- 5) Use the plastic knobs (E) and start the attachment of the knobs with a few clockwise turns onto the pivot bolts protruding from the leg assemblies. Leave the knobs loose on both sides to allow for completion of the assembly.
- 6) Hand tighten allen bolt (G) to the tray.
- 7) Hand tighten allen bolt (G) to the lower brace.
- 8) Insert the locking pins (F) by turning the pins in a clockwise motion through the pre-threaded holes (#2) in the leg assemblies until the tips of the pins are resting in the holes located at the edge of the framed board (A).
- 9) Securely tighten all plastic knobs (E), lock pins (F) allen bolt (G) using the supplied allen key (I) before moving the unit. Be careful not to over tighten allen bolt (G) (**Note: over tightening allen bolts will cause aluminum leg to indent.**)
- 10) Be sure pivot knobs and locking pins located on unit legs are tightened and the board is secure **BEFORE** standing unit upright. **If pivot knobs and locking pins are not secure, board may rotate and cause injury.**

**READ BELOW BEFORE USING BOARD.**

**WARNING – Never move reversible board unless board is in upright position with locking pins and pivot knobs securely tightened. Children should never attempt to rotate or move board at anytime. All pivot knobs and locking pins on each side of unit must be tightened during use.**

**CAUTION – Do not attempt to rotate board unless the following procedure is used:**

- 1) Loosen both locking pins.
- 2) Loosen both pivot knobs.
- 3) Slowly rotate board with caution.
- 4) Reverse steps 1-2 to re-secure board.

**WARNING AND DISCLAIMER**

**FAILURE TO FOLLOW INSTRUCTIONS FOR ASSEMBLY OR USE CONTRARY TO INSTRUCTIONS VOIDS ALL WARRANTIES OR RESPONSIBILITY OF MARSH INDUSTRIES, INC.**

If you have any questions, call your local Marsh distributor or  
Contact Marsh directly at [vpsales@marsh-ind.com](mailto:vpsales@marsh-ind.com)