

User's manual	Manual del usuario	Manuel de l'utilisateur
Customer Service US: 1-800-645-2986	Servicio de atención al Cliente US: 1-800-645-2986	Service à la clientèle Canada: 888-645-2986

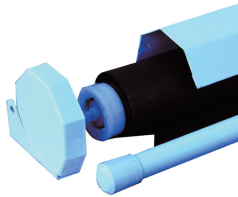
Pull Down Privacy Screens for Dry Erase Boards

Model(s): 695719&695720

Caution

- Be sure to be gentle when extend the screen out from casing.
- Be sure to retract the screen back to casing after use, failure to do so, may result the damage of the locking catch after period of time.

Trouble Shooting



- When open the end cover on the left, be sure that to hold the cover tightly and slowly, make sure the cover not to splint too fast and hurt your hand.
- **Note:** Be sure that the screen end cover rotation when it is necessary to open it for repair, after the replacement of the new locking catch system, make sure the end cover rotation same as tightening as before.
- Take out the locking catch system, replace a new one.
(see diagram)



Manual Screen



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Pre-Installation

- Carefully unpack the screen.
- Always handle the screen in a level position on a clean surface.
- In order to protect the screen from exposure to stains, keep the screen away from dusts, and liquids.
- Mark the location of where the screen will be installed according to the item size
- **Note:** Never pull the screen out of case before the screen is installed to mount at leveled position. Otherwise, damage may happen to the screen and you will void your warranty

Methods of Installation



Wall Mount

- The screen can be wall-mounted with the fixings provided. Use the pre drilled holes to mark the desired position on your wall, ensure that the wall is clean and free of dust prior to installation.
- Mount the screen from the key hole located on back of the screen's left and right end cap



Ceiling Mount

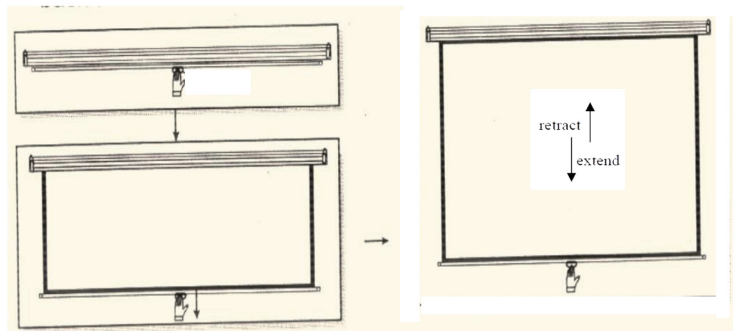
- Put screws through the mount and into the ceiling
- Hanging the screen from the ceiling is another installation method by not covered in the scope of this manual. (a screen installation professional is recommended)



Tripod Mount

- The screen can also be used on a tripod (Optional)

Operating Instructions



Extending the Screen

- To extend the screen slightly out from case using the handle till you reach the desired height and stop, then please gently tug the screen down a little, this will automatically locked in place.
- **Note:** In case the screen failed to be locked, repeat to pull the screen down a little again and hold

Retracting the Screen

- To retract the screen back into its case, simply the screen down more than 2 inches and then release the locking catch on the roller, the screen will scroll back to the case by itself, try not to let go and do not allow the screen to retract on its own as this may cause damage to the roller and screen