



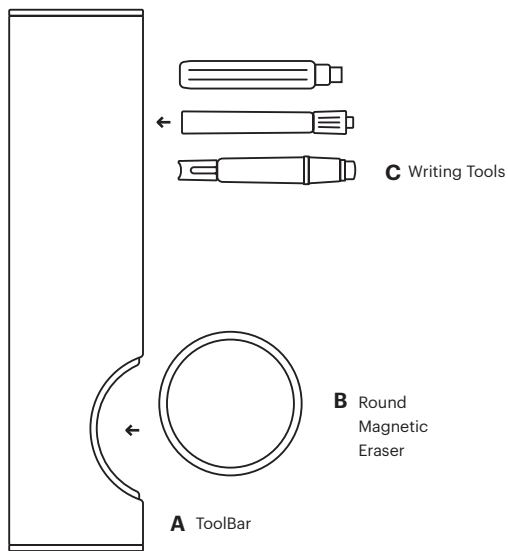
Instruction Manual

Collaborative ToolBar

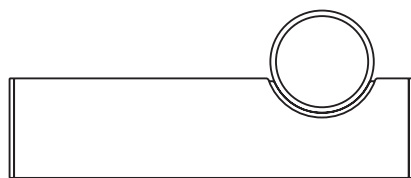
Install the ToolBar on Your Board

- 1** Prior to setting up your accessory ToolBar, we recommend you perform an initial cleaning on your writing board following the directions on page 6.
- 2** Next, remove the **ToolBar** from the package and place it on your magnetic writing board. You can place the ToolBar three different ways. The open side should always face the board (see page 2). Choose the one that fits you best!
- 3** Remove the **round, magnetic eraser** from the package, place in the docking system of the ToolBar.
- 4** Remove your **writing tools** from the bag and place them in the “fingers” of the ToolBar.

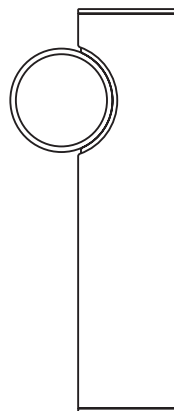
Your accessory kit is ready to use!



Aligned on the left side of the board



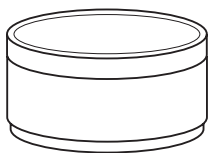
Aligned on the lower side of the board



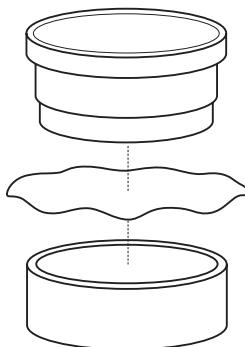
Aligned on the right side of the board

Keep Your Eraser Clean

Your eraser is already assembled with a microfiber cloth. To maximize the erasability of your writing board, keep your eraser clean and free of residue. In your ToolBar Kit, you have been provided two additional microfiber cloths to switch out when one gets worn or dirty. Once removed, microfiber cloths can be washed for reuse. When you're ready for a fresh microfiber cloth follow the steps on page 4.



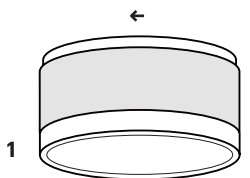
A Round Magnetic Eraser



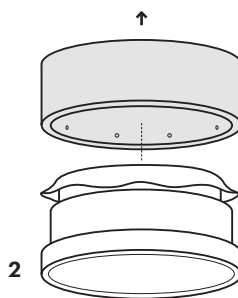
B Eraser Base

C Round Microfiber Cloth

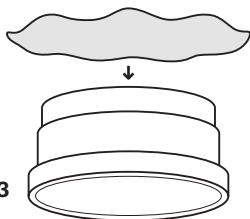
D Closure Ring



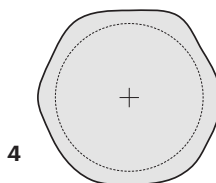
Turn the eraser upside down and rotate counterclockwise to unlock the ring



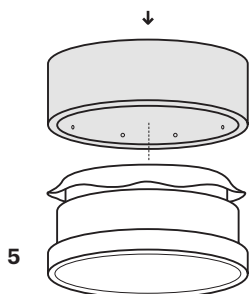
Remove the ring



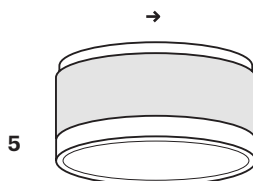
Replace the used cloth with a fresh cloth



Center the cloth on the eraser



Push the ring back onto the eraser



Rotate clockwise to lock the ring

Cleaning Your Writing Board

Initial cleaning

- 1 If present, remove the protective film.
- 2 Wipe writing board with a clean cloth moistened with a high-quality whiteboard cleaner.
- 3 Dry surface with a clean cloth.

For chalk surfaces: Apply chalk to the entire surface using the long side of the chalk. Erase the board. Keep erasers clean and dry. Clean the surface with warm water and rinse well, wiping the surface with a window stripper or squeegee. Allow the surface to dry before use.

Boards used moderately should be cleaned two to three times a week. Boards used more intensely may require daily cleaning.

Cleaning + Maintenance

Daily cleaning

- 1 Wipe surface with a clean cloth moistened with warm water.
- 2 Dry surface with a clean cloth.

For chalk surfaces: use a window stripper or squeegee and allow the surface to dry completely before use.

Weekly cleaning

- 1 Wipe surface with a clean cloth moistened with a high-quality whiteboard cleaner. Note: Using a non-appropriate cleaner may result in poor dry erasability due to the build-up of residues from the cleaner on the surface.
- 2 Dry surface with a clean cloth.

For chalk surfaces: use a window stripper or squeegee and allow the surface to dry completely before use.

Remove Markings + Residue

Cleaning difficult marks

To remove hard to clean stains moisten a clean, dry cloth with water and apply a small amount of abrasive cleaner to the cloth. Work in small sections cleaning the area using a back and forth motion with gentle pressure. Wipe off all residue with a dry cloth.

Soap residues on the surface will result in decreased dry erasability. Rinse well with clean water and wipe dry with a clean cloth.

To quickly and easily remove permanent marker, go over the top of the writing with a dry erase marker. Then, simply erase. In most cases, this will remove the marker.

For chalk surfaces, clean the surface with clean, warm water. (Use 5% Extran MA 02 or phosphate-containing cleaner in water and rub well with a kitchen sponge when necessary.) Rinse well with clean water and wipe the surface with a window stripper or squeegee. Allow the surface to dry completely before use.

For warranty information visit polyvision.com/warranty

Order New Tools

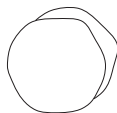
Order another set of writing tools or spare parts through your local dealer or our customer service team.



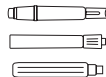
ToolBar



Round
Magnetic
Eraser



Eraser
Microfiber
Cloth



Standard Markers
Neon Markers
Chalk Sticks

Americas + Asia Pacific

Contact your local Steelcase dealer to place an order.

Europe, Middle East, Africa

Place an order through our customer service representatives:

EMEAsupport@polyvision.com **+32.89.32.31.30**

Collaborate.

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