



# **Instruction Manual**

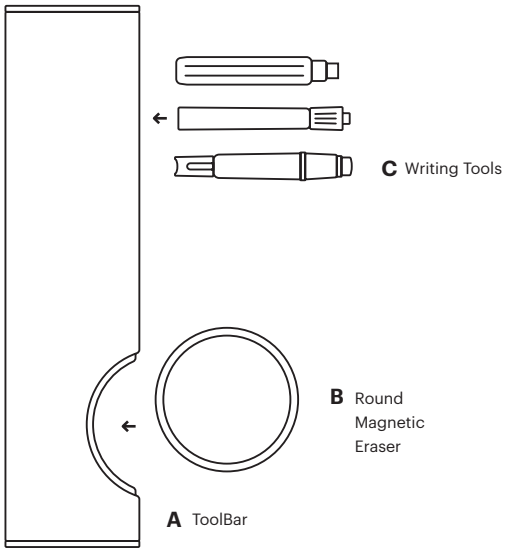
Collaborative ToolBar

# Install the ToolBar on Your Board

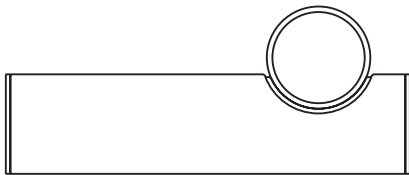
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- 1** Prior to setting up your accessory ToolBar, we recommend you perform an initial cleaning on your writing board following the directions on page 6.
- 2** Next, remove the **ToolBar** from the package and place it on your magnetic writing board. 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.

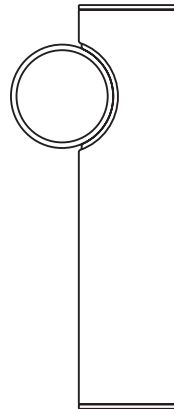
**Your accessory kit is ready to use!**



Aligned on the left side of the board



Aligned on the lower side of the board

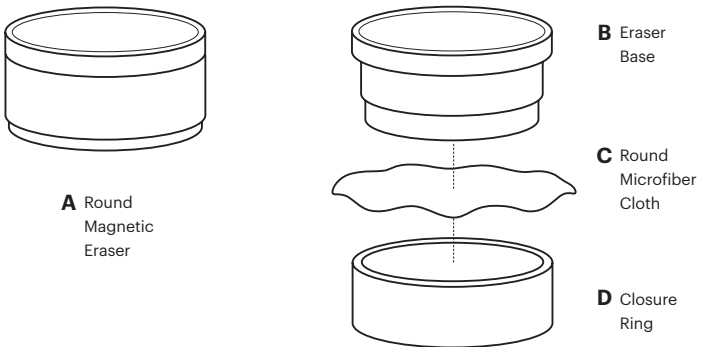


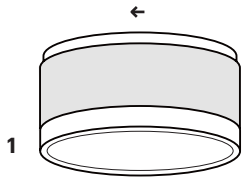
Aligned on the right side of the board

# Keep Your Eraser Clean

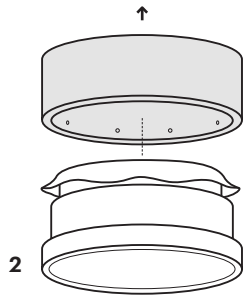
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Your eraser is already assembled with a microfiber cloth. To maximize the erasability of your writing board, keep your eraser clean and free of residue. In your ToolBar Kit, you have been provided two additional microfiber cloths to switch out when 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.

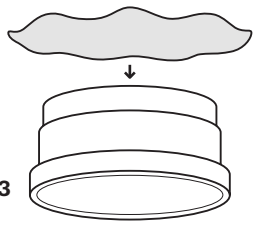




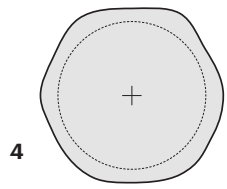
**1**  
Turn the eraser upside down and rotate counterclockwise to unlock the ring



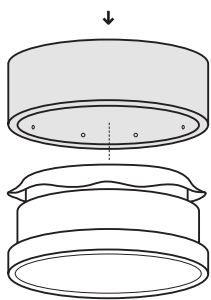
**2**  
Remove the ring



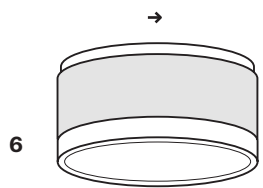
**3**  
Replace the used cloth with a fresh cloth



**4**  
Center the cloth on the eraser



**5**  
Push the ring back onto the eraser



**6**  
Rotate clockwise to lock the ring

# Cleaning Your Writing Board

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## 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

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## 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

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## 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](http://polyvision.com/warranty)



# Order New Tools

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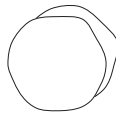
Order another set of writing tools or spare parts through your local dealer or our customer service team.



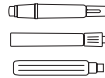
ToolBar



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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