

All-Weather Bulletin Board Model # 20001 & Junior All-Weather Bulletin Board Model # 20002

IMPORTANT!!! Upon receiving The All-Weather Bulletin Board, remove it from its packaging & inspect for damage which may have occurred during shipment. If damage is found, immediately notify the shipping company, and then call us, DHR Industries, Inc. at 800-223-5897 within three business days.

Mounting Instructions

Determine the location upon which you will mount the unit, either on a wall or post. Lay the unit on a table or other non-scratch surface. Open the cover and remove the cloth-covered tack board by pulling steadily but slowly at the sides of the tack board, which is held in place by hook-and-loop tape (commonly called Velcro®).

Notice the channel which will rest against the mounting surface. If you will be mounting the board on a wall, drill a hole in each of the four corner of the channel. If you will be mounting the board on a post, drill a hole in the center top and bottom where the post will contact the unit.

For wall mounting, hold the unit against the preferred location and mark the wall through **ONLY ONE** of the drill holes, either top left or top right. Remove the unit from the wall and install an anchor at the marked spot.

Loosely mount the bulletin board using just one screw. Next, position the unit by swinging into a level position. Hold the unit in place while marking the wall through the remaining three holes.

Allow the unit to swing away from the marks on the wall and install the remaining three anchors in the wall where marked. Swing the unit upright and lever; align the drilled holes in the board with the three installed wall anchors. Secure unit into place, installing screws snugly.

Finally, replace the tack board by pressing at all four corners at the hook-and-loop tape (a.k.a. Velcro®) locations.

Cleaning and Care

The cover is a tough shatterproof material, and will withstand most abuse. After a time; and due to normal conditions, you may find scuffs or small scratches on the unit. Use a soft cloth and paste wax (such as car wax) to cover the marks. **USE ONLY A SOFT CLOTH AND MILD SOAP TO CLEAN THE COVER. DO NOT USE ABRASIVE CLEANERS!**