

Rollerboard Section Fitting Instructions



Stage 1

Remove facing from front of rollerboard using a Phillips head screw driver.



Stage 2

Pinch two sections together and then remove the end cap from the black plastic section divider(closer).



Stage 3

Remove the black plastic section divider(closer) by pulling it towards you over the front facing while holding both sections so that they do not drop suddenly.



Stage 4

Remove the entire surface by gently pulling over the top roller, gathering the sections and rolling into one roll. Loosen the bottom roller by pulling the fixing the nail out slightly. The bottom roller will be able to move up and down allowing you to set the tension in the rollerboard surface.



Stage 6

Roll the entire new surface into a tube, with the writing surface inside the tube, and place at the bottom of the board behind the facing.



Stage 7

Pull and feed the surface up and over the top roller evenly until it appears at the bottom of the roller board.



Stage 8

Gather the sections, holding carefully so that they do not escape and fall away. Pinch both metal blades together being careful not to bend or lose grip.



Stage 9

Bring both blades together at the centre of the rollerboard as this is where you will get the most play from the sections. Pull the sections out past the front facing and slide the black plastic divider onto the metal blades halfway. Be very careful not to bend the metal blades.



Stage 10

Before the black plastic closer is pushed fully onto the blade, press on the end cap on the far side (the leading end when pushing on) then fully push on the blades pressing the end cap on when it is against the far side leg. Add the other end cap to the open end.



Stage 11

Finally re fix the front facing using a Phillips head screw driver.

