

ASSEMBLY INSTRUCTIONS

Mobile Whiteboard Stand

IWSTAND



NEC

Touchboards

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Thank you for choosing the **IW STAND** for your NEC Interactive WhiteBoard.

SAFETY INFORMATION

Please read, understand, and follow all safety information contained in these instructions prior to the use of this Mobile Whiteboard Stand.

Retain these instructions for future reference.

Intended Use:

The IWSTAND was intended for indoor use with the IW77 Interactive Whiteboard only. Use outdoors or on an unstable or unlevel floor is not recommended and could create a potentially unsafe operating condition.

Use of replacement parts, or installation instructions other than described in this manual has not been evaluated by NEC and may lead to an unsafe condition.

This stand is not intended for use by unsupervised children.

Explanation of Signal Words and Symbols in Safety Labels and Instructions

WARNING:

Indicates a potentially hazardous situation, which if not avoided, could result in death or serious injury.

CAUTION:

Indicates a potentially hazardous situation, which if not avoided, may result in minor or moderate injury.



Risk from muscular strain



WARNING

To reduce the risk associated with muscle strain and/or pinch:

- Use care when lifting and placing the IW77 Interactive Whiteboard on the Stand.
- This product is intended to be used with the NEC Interactive White Board only.
- Before using, make sure that all the wheels are in the locked position.
- Use care when placing the Whiteboard on the Floor Stand to prevent pinching of hand or fingers between mating parts.

To reduce the risk associated with impact or falling:

- Always provide proper adult supervision when using this Floor Stand around children.
- Do not allow children to stand or hang on to any part of this product.

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The **IWSTAND** is designed to hold the NEC IW77 Interactive Whiteboard. Before you attach your board to the stand, please review these important instructions.

The following instructions will guide you through the steps for assembly.

Estimated assembly time is 15 minutes.

If you require assistance or are missing parts, contact NEC by email at <http://www.necdisplay.com/SupportCenter>

Required tools are: Hex key (5mm supplied)

Adjustable or Open end wrench (13 mm not supplied)

Philips Head screwdriver (not supplied)

It is important to layout parts prior to beginning assembly.

Parts List

| Item | Qty | Description | Color Dot |
|------|-----|--------------------------------------------------------------|------------|
| 1 | 1 | Hanger Bracket | |
| 2 | 1 | Right vertical sliding assembly | Black |
| 3 | 1 | Left vertical sliding assembly | Light Blue |
| 4 | 1 | Frame Extrusion; lower stationary horizontal member | Red |
| 5 | 1 | Frame Extrusion; lower moving horizontal member | Orange |
| 6 | 1 | Frame Extrusion; top moving horizontal member | Dark Blue |
| 7 | 2 | Frame Extrusion; leg | Yellow |
| 8 | 2 | Left Support Bracket | |
| 9 | 2 | Right Support Bracket | |
| 10 | 2 | “U” Bracket (bottom mounting bracket from NEC IW77) | |
| 11 | 4 | Button Head Socket Screw; M8 x 20 (3/4" L) | |
| 12 | 4 | Philips Head Machine Screw; M6 x 35 (1 1/8" L) | |
| 13 | 2 | Philips Head Machine Screw; M4 x 10 (3/8" L) | |
| 14 | 8 | Hex Head Cap Screw; M8 x 60 (2 3/8" L) | |
| 15 | 8 | Washer; M8 - 24mm OD (1" OD) | |
| 16 | 4 | Lock Nut; M8 thread | |
| 17 | 4 | Locking caster; 3/8-16 shank | |
| 18 | 6 | End Cap; black | |
| 19 | 6 | Fastener; black | |
| 20 | 2 | Bracket, Lower Board | |

Frame Assembly

The first step in the assembly process is to identify and place all the frame members on the floor as shown.

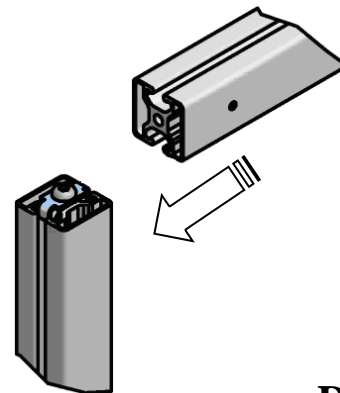
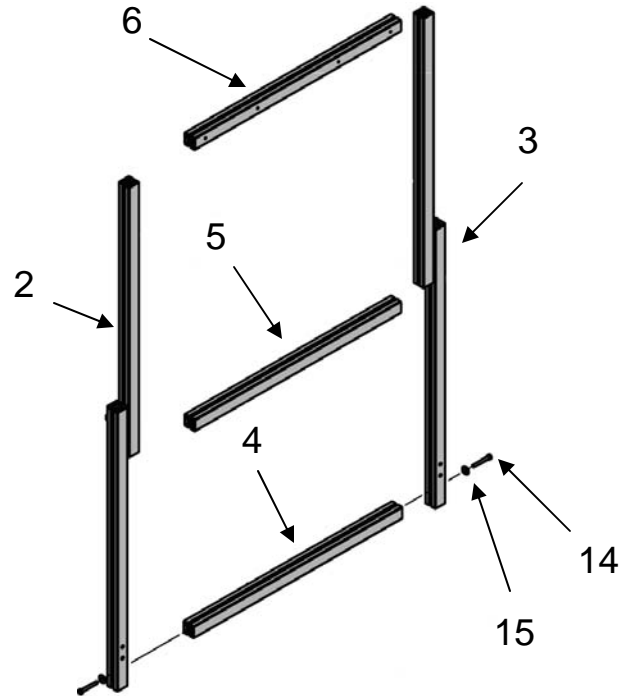
Please note that all of the frame members have been color coded for easy identification. See **Parts List** for color code and identification numbers. A **Color Dot** has been placed on the surface that is considered the front of the stand or relating to special assembly procedure in these instructions.

The details pertaining to how the frame members fit together is illustrated in **Detail A**. Always slide the rail slot into the retaining clip as shown.

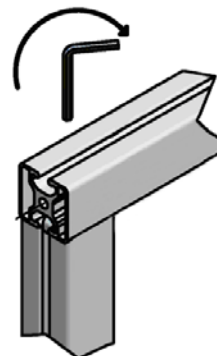
Frame member 5 and 6 have access holes located in the slot. **Make sure that the hole lines up with the screw head.** You will be able to see the screw head by looking through the access hole. When the two are aligned, place hex key (allen wrench) into hole and tighten screw.

Assemble as shown: first assembling lower moving frame rail (5 - Orange) and then upper moving frame rail (6 - Dark Blue) to sliding frame verticals (2 - Black and 3 - Light Blue). **The pull pins are on the back side. Also, note that the lower moving frame rail (5) has two large holes on one side. This is the backside. The upper rail (6) has four holes on one side. This is the front side of the rail.** Attach this rail second, positioned as shown.

Finally attaching the lower horizontal member (4 - Red) to frame verticals (2 and 3) with a screw (14) and

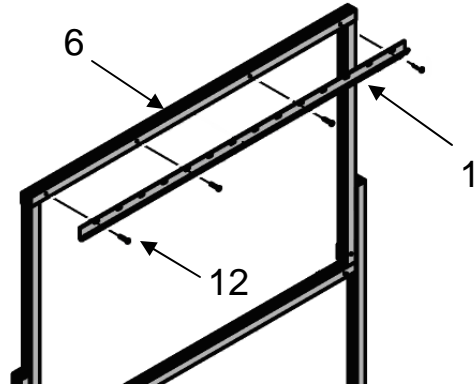


Detail A



Mounting Rail Attachment

Using a Philips screwdriver attach the board mounting rail (1) as shown to top rail (6) with four Philips head machine screws (12).

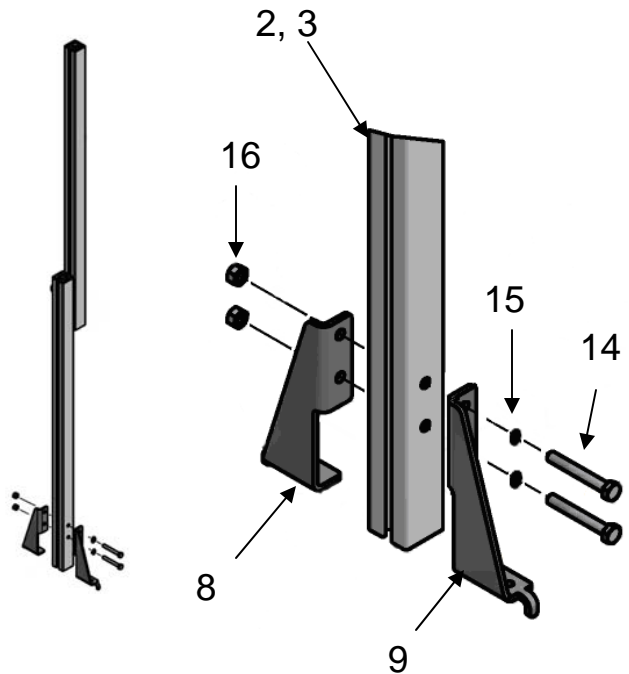


Support Bracket Attachment

There are two support brackets (8, 9) for each vertical frame member. Attach brackets with the flat side facing toward the outside of the frame as shown.

Insert the hex head screw (14) from the front side of support bracket, through the washer (15) then the extrusion and through the other support bracket. Place locknut (16) onto screw. Finger tighten only, do not fully tighten at this time.

Repeat for other vertical frame member.



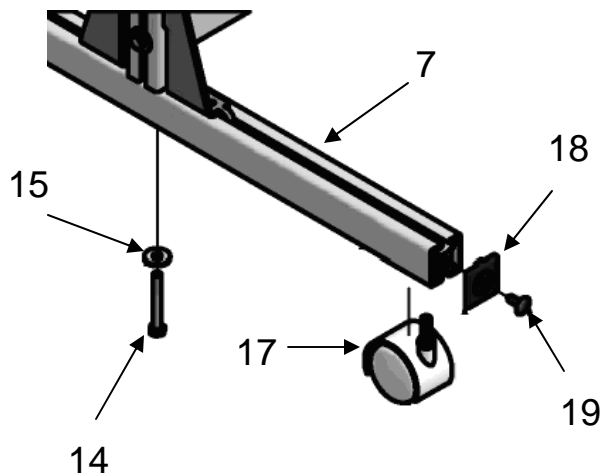
Leg Attachment

Screw casters (17) into leg extrusion (7 - Yellow). Caster will only screw in from one side. The affixed Yellow Dots will be on the outside of the frame. Use pliers or wrench to tighten.

Take leg extrusion and place into the leg supports as shown. Center hole of leg extrusion should line up with center of vertical frame member.

Attach leg with washer (15) and hex head screw (14). After screw is tight, tighten the two support bracket screws.

Attach end cap (18) with fastener (19) to each end of leg extrusion and top horizontal rail.



Whiteboard Attachment

After both legs are attached to frame, place into the upright position.

The upper sliding frame has two release pins (Detail B) for height adjustment. Two people are required to make any height adjustments.

There are three different heights available. The lowest hole on the frame is to be used when moving the Whiteboard.

To raise frame, grasp the horizontal rail (6), pull out release pin, and lift up to the desired height. Release pin when you have reached the desired height. Pin will drop into hole.



Detail B



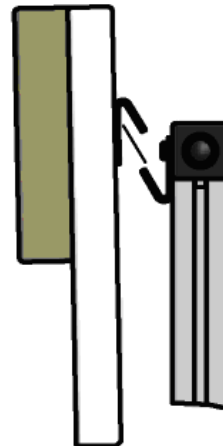
WARNING

To reduce the risk associated with muscle strain:

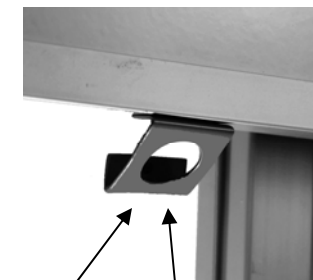
- Always use more than one person when installing or removing the Whiteboard

You are now ready to attach the Whiteboard. With one person holding each side of the board, carefully lift it into position so that the bracket lip is above the hanger bracket on the stand. Now lower onto the stand hanger bracket. Make sure that the board is securely in place before releasing (*Detail C*).

Locate the two “U” shaped brackets (10) supplied with the NEC Whiteboard. Looking at the underside of the bottom rail locate the small Philips head machine screw, remove it and (13) install bracket to the bottom edge with the “circle” opening facing the front of the board. Repeat for the other bracket.



Detail C



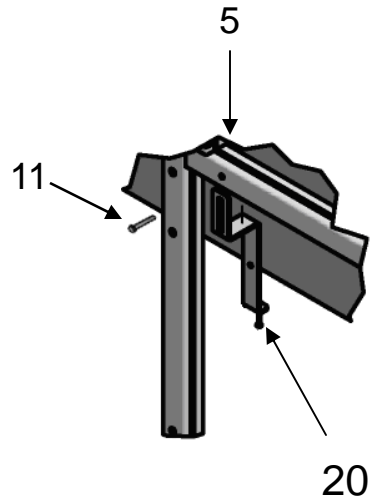
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IW77 Whiteboard Bracket Attachment

For a secure attachment to the IWSTAND, install mounting bracket (20) to the lower horizontal frame member (5) as shown.

Using the hex key, loosely attach the bracket (20) to frame member with a (11) M8x20 screw. Move bracket up until it touches the “U” bracket just attached to bottom side of board. Attach “U” bracket to the mounting bracket. Now tighten (11) M8 screw.



Connections

You are now ready to start using the your Interactive Whiteboard. Please follow the directions that came with the IW77 Board for connections and instructions for usage.



Caution

In the travel position the IWSTAND Stand is quite stable for movement. For safe transport across rough surfaces or ramps and inclines, the user should request the assistance of a second person.

Warranty

NEC warrants to the original purchaser that its stands are free from defect in material and workmanship. While it is expected that you will be extremely pleased with the quality of your new **NEC** product, in the unlikely event that you have a problem caused by defects in materials or workmanship, **NEC** will repair or replace the defective stand at its option and expense.

IWSTAND components are covered by a 1-year limited warranty.

This warranty does not cover repairs due to neglect, abuse or misuse of the stand by purchaser, or when used for rentals.

It is important to note that our warranty is not an unconditional warranty for the life of the product. Although **NEC** uses high quality components, materials do eventually wear out with normal use. Like any other products, **NEC** stands are not indestructible. Therefore, our warranty excludes normal wear and tear (moving parts and wheels), damage caused by accident, abuse, misuse, improper care, or alteration.

This warranty gives you specific legal rights, and you may also have other rights that vary from state to state. Some states do not allow limitations on implied warranties and / or do not allow the exclusion of incidental or consequential damages, so the above limitations and exclusions may not apply to you.

For additional information about **NEC** products or for additional contact information, visit our website at **www.necdisplay.com**