Walk-and-Talk Height Adjustable Stand

Quickstart Installation Guide

Components

1. vertical column assembly
2. upper horizontal crossmember
3. lower horizontal crossmember
4. foot assembly with locking caster
5. wire basket
6. swivel plates, washers(4) and nuts(4)
7. Allen wrench (3/32”)
8. T-handle Allen wrench (5/32”)
9. 3/8” combination wrench
10. eight 1/4-20 x 1 1/2” button head cap screws
11. four 1/4-20 x 3” button head cap screws
12. three #10 x 3/8” sheet metal screws
13. four 5/16” ID x 3/4” flat washers
14. two upper mounting brackets
15. four 10-32 x 5/16” pan head machine screws

Required Tools

1-800-620-POLY
PN 370-0159-04

STEP 1 Connect horizontal crossmembers, tooth/roller assemblies, and upper brackets

STEP 2 Lock the two locking casters. Attach wire basket.

STEP 3 Align brackets & tighten locking knobs
• Measure and record A.

STEP 4 Install swivel plates and adjust to measurement A (do not tighten yet)

STEP 5 Hang Walk-and-Talk board from upper brackets so that measurement B is the same on both sides.

STEP 6 Guide the swivel studs through the holes of the lower mounting brackets and fasten with washers and locking nuts provided.
• Tighten socket screws on swivel plates.
• Tighten lower brackets.

STEP 7 To adjust board height, loosen the knobs on the stand. Raise whiteboard to desired height by lifting in center and retighten knobs.