

Tech Sheet - Magnetic Communication Board

Size Available: 7 standard sizes available, custom sizes up to 28" x 48" available

Process: Full Color Digital Print
1-sided printing for standard offering, 2-sided printing is not available
PMS color match not guaranteed

Material: Printed Insert: 10 mil. Magnetic receptive with dry erase laminate.
**Low-odor dry erase markers for use on board face only, other markers may damage the face. Markers are not included.*
Board: 30 mil. Magnet laminated to 1/8" aluminum composite
Mounting Options: Standard Flush Mounts, for additional charge Security Flush Mounts available
**standard sizes come with 4 flush mounts, for custom sizes additional flush mounts may be needed*

Production Time: 10 working days
**Quantities 10 or more and custom sizes may require additional production time*

Set-up Charges: FREE

Art Charges: Minor artwork adjustments can be made with no additional fees applied. This would include items such as slight modification to size and/or color, name/text changes, and artwork clean up (i.e. removing spots from scanned artwork). These alterations should take no longer than 10-15 minutes to complete. Additional design/layout/color assistance is available for an hourly rate. This would include items such as color matching or color separation, logo redraw/manipulation or any additional layout design work needed on artwork. For orders with multiple quantities with variable artwork, an additional charge may be added per printed insert.

Standard Offering Sizes:

Item Number	Artwork Printed Insert Size H" x W" <small>includes 1/4" bleed on each side</small>	Finished Size H" x W"
ZAH-72A1	12½" X 12½"	12" X 12"
ZAH-72A1H	12½" X 12½"	12" x 12"
ZAH-72B4	12½" x 18½"	12" x 18"
ZAH-72B4H	12½" x 18½"	12" x 18"
ZAH-72D4H	18½" x 24½"	18" x 24"
ZAH-72H4H	24½" x 24½"	24" x 24"
ZAH-72R4H	24½" x 36½"	24" x 36"

**NO MOUNTS OR DRILL HOLES INCLUDED WITH THIS STANDARD SKU*

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Custom Offer Sizes:

	Artwork Printed Insert Size H" x W" <small>includes 1/4" bleed on each side</small>	Finished Size H" x W"
Minimum Size	9" x 11½"	8½" x 11"
Maximum Size	28½" x 48½"	28" x 48"

Artwork Requirements: Artwork size should include a 1/4" bleed on all sides. Bleed area should always be included in artwork even if design does not bleed. For mounts to be used drill holes are needed, if no mounts or drill holes are wanted customer will need to specify with order
CMYK processed file, Create full color process files with Adobe Acrobat PDF file, **note: if RGB or other non-CMYK colors are used in your files the necessary conversions to CMYK will change the appearance of the colors when printed*
Minimum 300 dpi, 600 dpi is recommended for highest quality output
File formats should be Tiffs, PDFs or Illustrator files with the fonts embedded in the file, **PDF files are preferred*
Do not include any punctuation in the PDF file name and keep the name as short as possible

Order Process:

Manual

Proofs: **Emailed Electronic PDF Proofs** add 2 working days to the item production. First proof is free of charge. Additional proofs available for an additional charge. Production time begins after receipt of complete order including proof approval.
Production Samples physical product proofs are available using customer artwork. These are offered at a % off the one quantity price. Standard production times will apply.
Complimentary Proof may be required for certain orders to ensure satisfaction. Production time will begin upon approval of the proof.

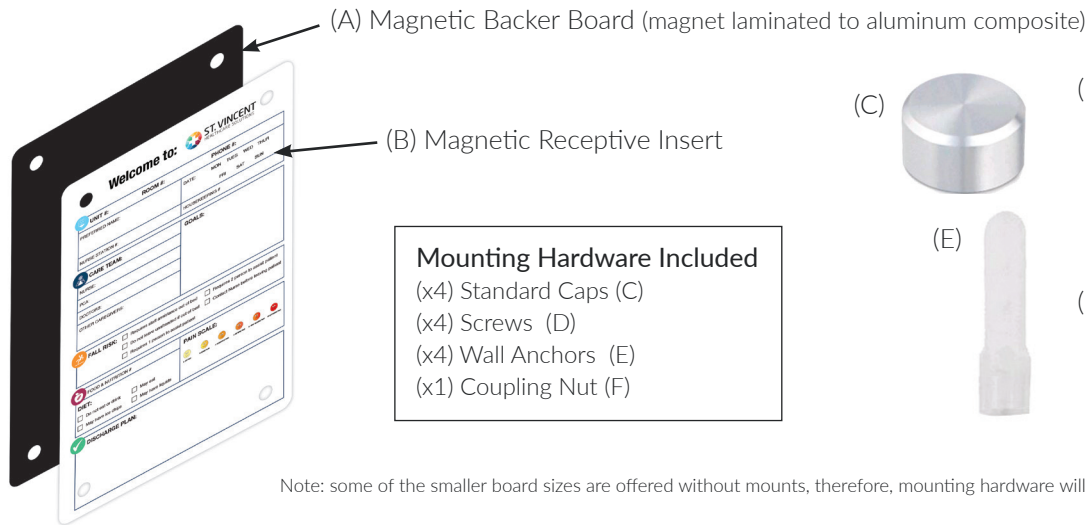
Packaging:

For single part orders boards are shipped in a cardboard shipping container with boards assembled with clear plugs holding the boards together. The mounting hardware is shipped in the box along with the boards but have to be assembled by the customer.
For multiple part orders four standard size communication boards may be packaged together in a single cardboard shipping container. All boards will be assembled with clear plugs holding the boards together. The mounting hardware is shipped in the box along with the boards but have to be assembled by the customer.
**for custom sizes larger than the standard offering custom packaging/pallet pricing may apply*
**packing requirements can be customized per customer request*

Changes or Cancellations: Changes to orders in progress may require additional charges and/or time. Cancellations for orders in progress will require payment for the order.

**Installation/Care
Instructions:**

Hardware and installation instructions:



Installation Instructions

STEPS FOR INITIAL INSTALLATION

1. Disassemble shipped board. Lay entire board on a clean, flat surface. Remove Magnetic Receptive Insert (B) and carefully set aside.
CAUTION! The backer board for this sign may have sharp edges. Please install with care and use caution when handling the board. Gloves may be considered useful.
2. Place Magnetic Backer Board (A) against the wall in desired location and mark holes with a pencil.
3. Using a 5/32" drill bit, carefully pre-drill holes at the desired marked locations and insert Wall Anchors (E) and Screws (D). The Coupling Nut (F) can be utilized, if necessary, to help with screwing the Screws (D) into the Wall Anchors (E).
Important - Be sure to insert screws at 90° angle to wall to insure proper board alignment and function.
4. Place the Magnetic Backer Board (A) over the Screws (D). The black magnet should be facing outward.
5. Secure the Magnetic Backer Board (A) to the wall using the Standard Caps (C) until hand tight.
WARNING! Over-tightening of caps may cause parts to crack; doing so may also strip the caps themselves.
6. Align the Magnetic Receptive Insert (B) on top of the Magnetic Backer Board (A), placing over the Standard Caps (C).

STEPS FOR REPLACING INSERT

1. Pull Magnetic Receptive Insert (B) off of Magnetic Backer Board (A) and carefully set aside.
2. Align the new Magnetic Receptive Insert (B) on top of the Magnetic Backer Board (A), placing over the Standard Caps (C).
NOTE - neither the Magnetic Backer Board (A) nor Standard Caps (C) need to be removed.

Care and Usage

Dry Erase Usage

- Only use low-odor dry erase markers for ease of cleaning (Expo low odor dry erase are a recommended brand)
- Markings will be more challenging to remove if allowed to set for multiple days. It is recommended that the board be cleaned regularly

Cleaning Tips and Tricks

- Use an eraser or soft cloth to remove markings
- Dry erase board cleaners may also be used to clean the board
- Strong indoor cleaners or any products that contain strong solvents or ammonia are NOT recommended

WARNING! Usage of abrasive cleaners may scratch the magnetic receptive surface.