

Maintaining Your OfficeMax Whiteboard

First Time Use - Removing surface protective adhesive film

- Follow specified instructions listed on the protective film.
- To remove excess unwanted adhesive and dust/dirt, please clean the surface with warm water (preferably with a micro-fibre cloth).
- Ensure to dry the surface completely before use.

Maintenance- Everyday cleaning

- Remove marker ink with a clean whiteboard eraser.
- Check condition of the felt on the whiteboard eraser and change when required.
- Remove stubborn ink marks with OfficeMax Whiteboard Cleaner Spray (1339923) using a micro-fibre cloth.

Common Tips & Advice for maintaining your whiteboard surface

- Avoid cleaning with general multi-purpose cleaners as this will void the warranty.
- Clean the board entirely with whiteboard cleaner spray and a micro-fibre cloth every couple of days for frequent use, this will assist in avoiding ink ghosting.
- Always ensure you dry the whiteboard completely after cleaning.
- Pen and permanent marker will leave permanent marks on a whiteboard that can be very difficult to remove. To remove such stains; start by completely writing over the stains with fresh whiteboard marker then wiping with a Whiteboard eraser or cloth.
- Using solutions such as alcohol-based hand sanitizers (90% Isopropyl alcohol) can assist in removing stubborn ink marks.