Installation + Maintenance Guide

For Nota™, your personal command center
To Do:
- review resume
- process checks
- expense report
- sales projections for March
Getting Started

Tools Needed:
- Cordless drill/driver
- Phillips Head Screwdriver
- Small hammer or mallet
- Drill bit – 15/64” (6 mm) for plaster/drywall and concrete or 3/32” (2.4 mm) for wood surface
- Small level
- Measuring tape

Hardware Included:
- Installation template
- Stand-off mounts
- Screws and anchors
- Allen wrench

Two people recommended for installation.
Installation Instructions

Step 1
Determine if the Nota board will be mounted to wood, plaster/drywall or concrete.
For wood surface: Secure the screw directly into the wood, plastic wall anchor is not recommended.
Plaster/drywall or concrete surface: Plastic wall anchor is recommended.

Step 2
Hold paper template against the wall in desired location. Use a level to ensure the template is straight, and tape template in place.

Step 3
Drill a pilot hole 1” deep at each crosshair. Supplied anchor and screw will be placed in this pilot hole.

For wood surface, use a 3/32” (2.4mm) drill bit.

For plaster/drywall or concrete surface, use a 15/64” (6mm) drill bit.

Remove template from wall and use hammer to press or tap plastic wall anchor into the holes. Make sure the anchor head is flush with the wall.

Step 4
Use provided Allen wrench to remove the cap from the stand-off mount.
Step 5
Place a screw through the hole located in the stand-off base and screw into the pre-drilled pilot hole for wood application, or the plastic wall anchor for plaster/drywall or concrete. Tighten the screw until the stand-off base is securely fastened to the wall.
Place top mounts with adjustment screw facing upward.
Place bottom mounts with adjustment screw facing downward.

Step 6
Place the slider/cap into the mounted stand-off base for the bottom mounts.
Tighten bottom mount slider/cap with Allen wrench so that it fits loosely and can be adjusted.

Step 7
Insert the board into the bottom mounts while tilting the board upward.

Step 8
Hold the top slider/caps in place against the board and insert into the mounted stand-off base.

Step 9
With the Allen wrench, tighten all four sets of screws so that the product is secure.

Step 10
Follow initial cleaning instructions on page 6 and start using Nota for all your life planning and organization.
Cleaning and Care

Before First Use
- Moisten a clean cloth or paper towel with any glass cleaner (like Windex) or high-quality whiteboard cleaner.
- Wipe the board to remove any residue.
- Dry surface with a clean cloth.

Regular Cleaning + Maintenance
If you use your board daily, we recommend cleaning it once a week. If you use it less often, clean it once a month for the best results.
- Erase all content.
- Moisten a clean cloth or paper towel with any glass cleaner (like Windex) or high-quality whiteboard cleaner and wipe the board to remove any residue.
- Dry surface with a clean cloth.

Remove Markings + Residue
- Accidentally use a permanent marker on your board? Just write over it with a dry erase marker then simply erase. In most cases, this will remove the marker.
- To remove hard to clean stains, moisten a clean, dry cloth with water and apply a small amount of abrasive cleaner to the cloth. Work in small sections, cleaning the area using a back and forth motion with gentle pressure. Wipe off all residue with a dry cloth.
- Using a non-appropriate cleaner, such as a degreaser, may leave residue on the surface which can result in decreased dry erasability. Rinse well with clean water and wipe dry with a clean cloth.
About and Warranty

Made from CeramicSteel, which is a porcelain enamel fused to steel, Nota is one of the most durable personal whiteboards on the market. The long-lasting surface won’t scratch or ghost and no matter how many times you clean your board, the surface won’t wear over time. It is also smooth and non-porous in nature making it resistant to bacteria.

Not only is it durable, but the Calendar and Dot Grids are printed onto the surface with ceramic ink, so it will never lose its color. Rest assured; the design is just as durable as the surface itself.

Because Nota is so durable, you’ll probably never have to use the warranty, but we have one in place just in case.

The panel construction of Nota is warrantied for up to 10 years. Under normal atmospheric conditions and when sealed from moisture, the panel should not delaminate from the substrate or warp for a minimum period of 10 years. The CeramicSteel surface is warrantied for life. This means in the rare event that your Nota’s surface doesn’t maintain its writing and erasing qualities or glossiness and color, we’ll replace it.