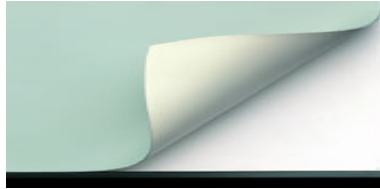




ASSEMBLY INSTRUCTIONS

HOW TO INSTALL YOUR VYCO BOARD COVER



Introduction:

VYCO board covers are durable, versatile, and easy-to-install. This 5-ply VYCO vinyl surface cover is manufactured specifically for the protection of heavily used surfaces. The VYCO cover is very smooth and stain-resistant. These covers make an excellent work surface for all drawing boards, tables, desks, reference tables, inspection tables, sorting tables, filing cabinets, sewing tables, countertops, and shelving. It will also cover over existing wear and tear to make any work surface as good as new. Some of the features include:

- *Compass points, tacks, and hard pencil impressions will not mark VYCO-protected surfaces. The self-sealing surface recovers almost immediately*
- *Preserves and protects expensive furniture against marks, scars, cuts, dents, and prolongs the life of new boards.*
- *Will not deteriorate, discolor or crack*
- *Easy to clean. A damp cloth or sponge wipes away grime, grease, eraser particles, ect.*
- *Easy to install - VYCO surface cover cuts to size easily with ordinary scissors, then attaches with double sided tape.*

Overview:

Upon purchase and receipt of your VYCO board cover you will receive instructions for application inside the box. If you are applying the VYCO cover for the first time, and would like more information regarding the assembly, please continue to read. VYCO board covers traditionally come from the manufacturer rolled, and it is essential that the cover be unrolled and flattened to ensure the best possible outcome. A few ways to achieve this:

- *Roll out the VYCO cover on a flat surface using heavy type books (i.e. dictionary) to keep in place on the corners. If you have a larger size VYCO cover, you might want to put the books in the center as well.*
- *Another way is to use the tabletop itself that you will be applying the VYCO cover to.*
- *NOTE: The manufacturer recommends that the VYCO cover be allowed to "relax" for at least 24 hours.*

Tools needed for the install:

- *Utility knife. Used for trimming the excess VYCO.*
- *1" wide double sided, polyester-based tape which will be used to adhere the VYCO cover to the tabletop. (NOTE: foam tapes are not recommended)*
- *Metal straight edge. If you are applying the VYCO to a pre-existing tabletop, which is attached to a base. If you are applying the VYCO to a tabletop that is NOT attached, it can be used, but is not absolutely necessary. I will address this when we have reached that stage.*
- *Appropriate workspace which is at least the size of the tabletop. (I have included this here as it is necessary)*

ASSEMBLY OF THE VYCO BOARD COVER

Preparing your table surface:

Before applying the VYCO cover, it is essential that the tabletop surface it will be applied to is free of debris (dirt and dust). Any deep, wide, scratches and or grooves, need to be filled in and sanded smooth, as the VYCO cover will go into to the surface underneath it. Light scratches are generally not a problem. One way to determine if the scratch or groove needs filled is to run your hand across the surface that the VYCO will be applied to. If you can feel it, then it needs to be addressed. Also be sure to check for buildup of residual glues and adhesives, as bumps will also be evident in the VYCO cover after it has been applied.

Application of the double sided tape:

As mentioned earlier, “1” double sided, transparent, polyester tape” is recommended to adhere to the VYCO cover to the surface. Foam tapes tend to be too “thick”, and will yield undesirable results. This tape comes rolled, with a white liner. Apply the VYCO tape to all four edges of the *SURFACE*, leaving the liner *ON*. *It is not recommended to apply the tape through the middle of the surface, as this will cause bumps to appear in the VYCO cover.* **NOTE:** *Be careful not to wrinkle the tape.*

Applying the VYCO cover:

- If you have selected to “pre cut” your VYCO cover to fit the exact surface dimensions, this will be your last step.
- If you have chosen to trim the VYCO cover after it has been applied, then you will follow this step and one more.

“Pre-Cut”:

The manufacturer tends to make the VYCO cover slightly larger in size; this is an effort to accommodate the widest variety of popular drafting table tops. With this being said if you don’t have to trim the cover, please skip this portion of instructions, and proceed further onto the next section. Using the straight edge and utility knife, cut the VYCO cover to the exact dimensions of your surface. *NOTE:* The VYCO cover comes in several different sizes...

You may have purchased your VYCO cover to accommodate the size of your table top or surface on which it will applied to, however there will be a few more steps to consider, please see below...

Position the VYCO cover in its exact location. If you are trimming after the application, use any of the surface’s right angles (90°) corners to line up the VYCO cover. At this point you see how it will look once applied. Starting at the TOP edge, carefully lift the VYCO cover, and then remove the liner from the tape. Be careful that you don’t shift the VYCO cover in this process. Lay the VYCO cover back down, and smooth it out starting from the center to the edges, and repeat this with each edge.

If you still need to trim your VYCO cover, and your surface or top is unattached, the easy way to do it is to flip the top over so the VYCO cover is facing down. This should be evident if the edges need trimmed (there should be two sides). You can use the metal straight edge if desired, but it may be easier to just run the utility knife along the edge of the table. Now you have successfully installed your VYCO board cover!

Cleaning and Care:

VYCO board cover cleans easily with soap and water, or gentle cleaners. Some cleaners are more abrasive and could damage the VYCO cover. If you aren’t sure, test the product out on the excess material that you trimmed off when putting the cover on. *Just a quick note for first time users: VYCO board cover is NOT a cutting mat. If you are doing applications that require x-acto, or utility type blades, a cutting mat is highly recommended.*

Translucent VYCO board covers:

If you purchased this variety, the same installation instructions apply. You may chose to put images or articles on paper in between the VYCO cover and the surface. So in the application, you may chose to leave two sides of the VYCO open, and NOT adhered. This will allow you to insert and remove papers.