

# WriteAwayCare&Maintenance

The following are care and maintenance instructions for all WriteAway surfaces. These instructions should be followed by your employees and/or maintenance personnel, as failure to follow them will irrevocably void the warranty.

## Important care before using WriteAway for the first time:

Clean the surface thoroughly with soap and water and dry with a microfiber towel.

## Important maintenance for WriteAway surfaces:

1. Recommended marker brands: EXPO Bold or EXPO Low Odor. Other brands/types of dry erase markers may require more frequent cleaning.
2. Remove dry erase markings with a microfiber towel. Press firmly in a circular motion when erasing. Wash towels as they become dirty. Dirty towels may spread ink residue on the surface.
3. For stubborn stains, use an isopropyl alcohol. Apply to a clean microfiber towel, blot and/or rub gently over the stained area. After the stain has been removed, rinse with clean water.
4. If a permanent marker is accidentally used, this may be removed by saturating the area with a similar color dry erase marker and allowing it to soak for a few seconds then remove as per normal operation. Additional applications of the dry erase color may be required to completely remove the permanent ink.
5. To comply with WriteAway Limited Warranty instructions, it is required that the WriteAway media is thoroughly cleaned every 30 days with a standard soap and water cleaning solution. Wipe the entire surface of the board completely to remove any dry erase dust or other contaminations, bringing the surface back to its original state.

## Warranty Voiding Conditions:

- Using glass cleaner, dry erase board cleaners, or any other ammonia based cleaners, as these leave behind a film on the finish.
- Using ballpoint pens or other sharp pointed instruments on WriteAway surfaces.
- EXPO plastic body erasers or similar with sharp edges may scratch WriteAway surfaces.
- Using abrasive cleaners on WriteAway surfaces.
- Drilling or cutting into WriteAway surfaces

If you have any questions, please contact WriteAway at:

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