



**K17 Hardware Kit Includes:**

- #10-24 Drywall Toggle (4) 900-01024
- #10-24x2.5" Machine Screw (4) 900-01023
- #10 Wall Anchor (4) 900-01028
- #10x1.5" Sheet Metal Screw (4) 900-01029
- #50 Hex Key (1) 900-01032
- Cap and Set Screw Assembly (AR) Packaged Separately, Shown for ref. only.
- Mounting Template

**Materials/Tools Required:**

- Level / Pencil / Hammer
- Masking Tape
- Tape Measure
- Drill with 7/32" bit or 1/2" bit (see Step 2)
- Phillips Head bit

**Recommended Cleaning Materials:**

- Lint Free Cloth or Wipes
- Fantastik® All-Purpose Heavy Duty Cleaner

**K17 - Wall Organizers — Brochure, Magazine, Pamphlet Rack**

**Step 1:**

Tape template on wall at desired location, using a level to ensure bottom of template (line with arrows) is level/plumb. For a single Magazine Rack (ex: AH1A01) only, place it on wall with Level at desired location and transfer mounting holes in back panel to wall with pencil.



**Step 2:**

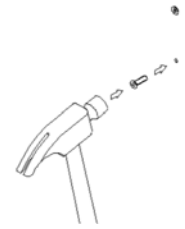
At hole center marks in template, drill holes using method A or B, depending on wall conditions as noted below:

- A. For concrete/masonry installation, the recommended mounting hardware is a wall anchor. Drill 7/32" diameter holes. Install anchors per Step 3a.
- B. For drywall installation, the recommended mounting hardware is a drywall toggle. Drill 1/2" diameter holes and deburr them. Insert toggles per Step 3b.



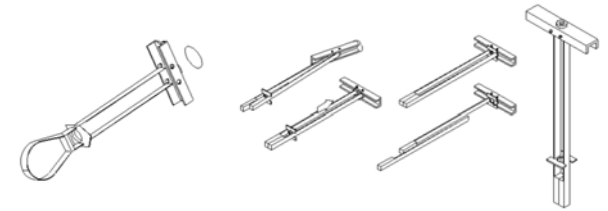
**Step 3a: Wall Anchors**

Drive anchors into masonry wall and seat flush. Proceed to Step 4.



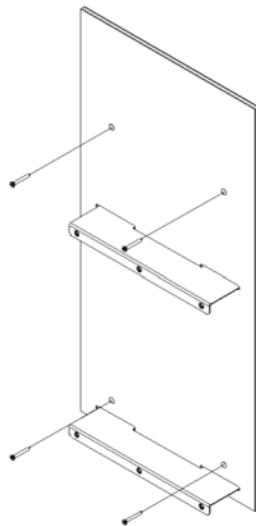
**Step 3b: Drywall Toggles**

Insert toggles into holes. Cinch retaining ring until tight against wall and seated in each hole. Break off excess plastic. Proceed to Step 4.



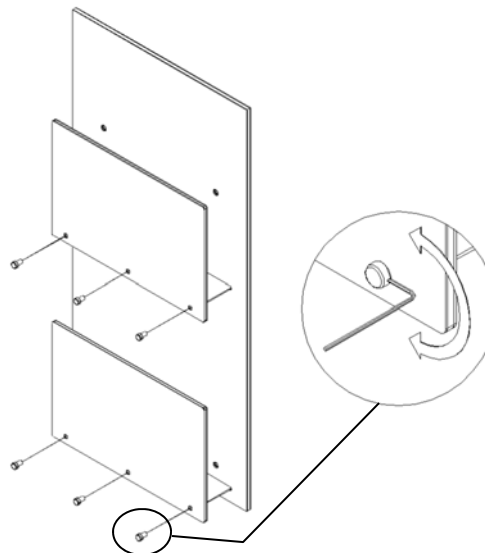
**Step 4:**

Attach Magazine Rack to wall using #10 flat head screws (machine screws if using drywall toggles, sheet metal screws if using wall anchors).



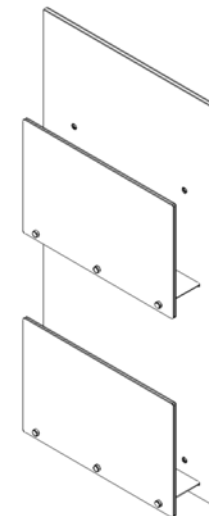
**Step 5:**

Attach each Magazine Rack front to bracket at (3) hole locations using cap and set screw assemblies. Use #50 hex key to tighten cap and set screw assembly snug against front panel.



**Step 6:**

Remove finger prints from sign faces and edges using recommended cleaners. DO NOT use ammonia or alcohol based cleaners.





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- #50 Hex Key (1) 900-01032
- Cap and Set Screw Assembly (AR) Packaged Separately, Shown for ref. only.
- Mounting Template

**Materials/Tools Required:**

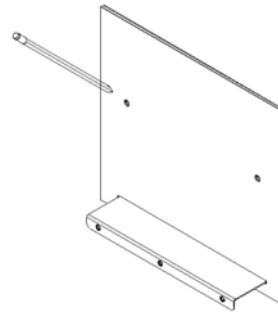
- Level / Pencil / Hammer
- Masking Tape
- Tape Measure
- Drill with 7/32" bit or 1/2" bit (see Step 2)
- Phillips Head bit

**Recommended Cleaning Materials:**

- Lint Free Cloth or Wipes
- Fantastik® All-Purpose Heavy Duty Cleaner

**K17 - Wall Organizers — Office Inbox**

**Step 1:**  
 Place Office Inbox on wall with level at desired location and transfer mounting holes in panel to wall with pencil.

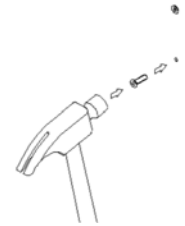


**Step 2:**  
 At hole center marks in template, drill holes using method A or B, depending on wall conditions as noted below:

- A. For concrete/masonry installation, the recommended mounting hardware is a wall anchor. Drill 7/32" diameter holes. Install anchors per Step 3a.
- B. For drywall installation, the recommended mounting hardware is a drywall toggle. Drill 1/2" diameter holes and deburr them. Insert toggles per Step 3b.

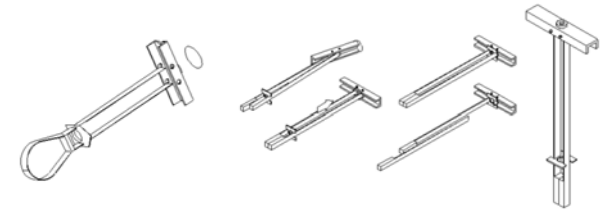


**Step 3a: Wall Anchors**  
 Drive anchors into masonry wall and seat flush. Proceed to Step 4.

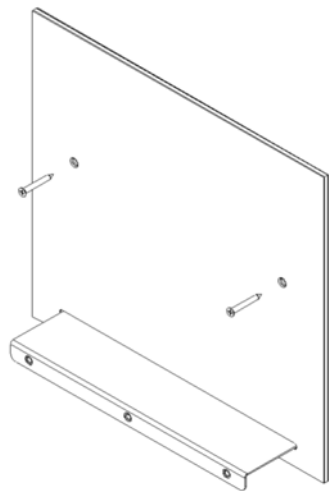


**Step 3b: Drywall Toggles**

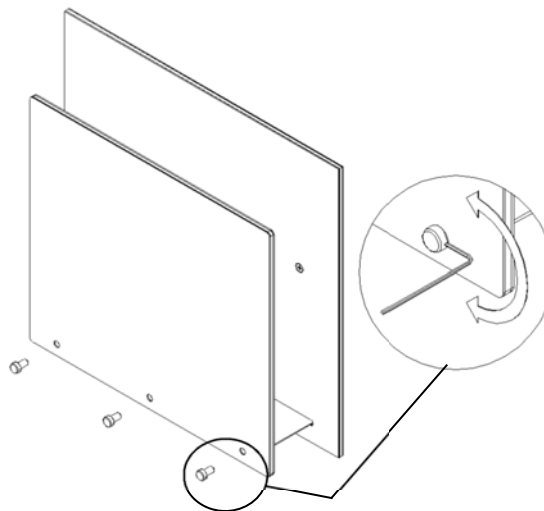
Insert toggles into holes. Cinch retaining ring until tight against wall and seated in each hole. Break off excess plastic. Proceed to Step 4.



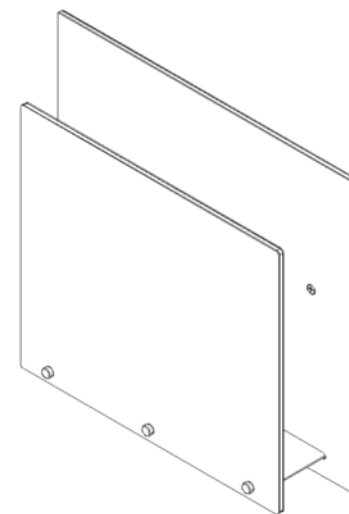
**Step 4:**  
 Attach Office Inbox (with metal bracket attached) to wall using #10 flat head screws (machine screws if using drywall toggles, sheet metal screws if using wall anchors).



**Step 5:**  
 Attach Office Inbox front to bracket at (3) hole locations using cap and set screw assemblies. Use #50 hex key to tighten cap and set screw assembly snug against front panel.



**Step 6:**  
 Remove finger prints from sign faces and edges using recommended cleaners. DO NOT use ammonia or alcohol based cleaners.





K17 - Wall Organizers — Wall Valets

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- #10 Wall Anchor (4) 900-01028
- #10x1.5" Sheet Metal Screw (4) 900-01029
- #50 Hex Key (1) 900-01032
- Cap and Set Screw Assembly (AR) Packaged Separately,  
 (3/8" cap, 1/4-20x5/8 set screw) Shown for ref. only.
- Mounting Template

**Materials/Tools Required:**

- Level / Pencil / Hammer
- Masking Tape
- Tape Measure
- Drill with 7/32" bit or 1/2" bit (see Step 2)
- Phillips Head bit

**Recommended Cleaning Materials:**

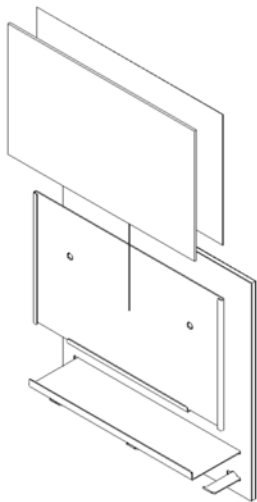
- Lint Free Cloth or Wipes
- Fantastik® All-Purpose Heavy Duty Cleaner

**Note:**

Illustrations shown in this document may not match product being installed.

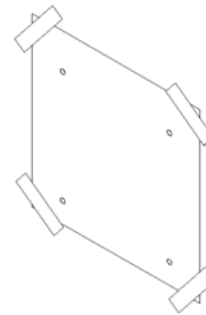
**Step 4:**

Remove lens and insert to expose mounting holes on dry erase bracket if existing.



**Step 1:**

Tape template on wall at desired location, using a level to ensure template is level/plumb.



**Step 2:**

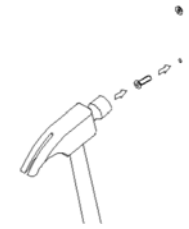
At hole center marks in template, drill holes using method A or B, depending on wall conditions as noted below:

- A. For concrete/masonry installation, the recommended mounting hardware is a wall anchor. Drill 7/32" diameter holes. Install anchors per Step 3a.
- B. For drywall installation, the recommended mounting hardware is a drywall toggle. Drill 1/2" diameter holes and deburr them. Insert toggles per Step 3b.



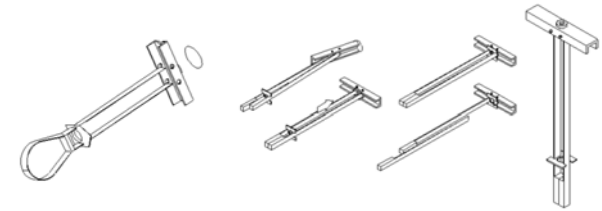
**Step 3a: Wall Anchors**

Drive anchors into masonry wall and seat flush. Proceed to Step 4.



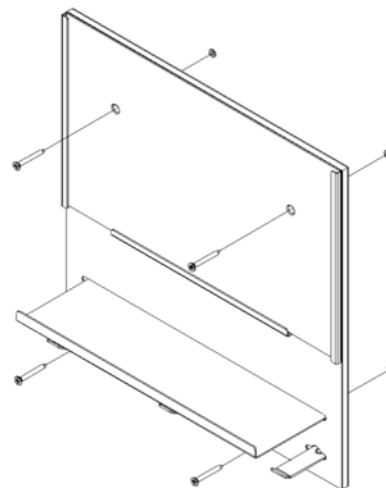
**Step 3b: Drywall Toggles**

Insert toggles into holes. Cinch retaining ring until tight against wall and seated in each hole. Break off excess plastic. Proceed to Step 4.



**Step 5:**

Attach Wall Valet to wall using #10 flat head screws as shown below. (machine screws if using drywall toggles, sheet metal screws if using wall anchors).



**Step 6:**

Slide lens and insert back in dry erase bracket and assemble magazine rack face, if existing, to bracket using cap and set screw assemblies. Not all models have slide-in lens or rack configurations. Remove finger prints from sign faces and edges using recommended cleaners. DO NOT use ammonia or alcohol based cleaners.

